



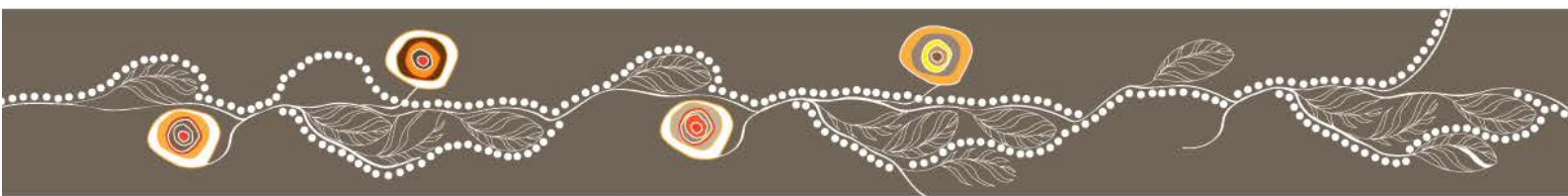
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## AGENDA

Council Meeting to be held  
at Darebin Civic Centre,  
350 High Street Preston  
on Monday, 19 June 2017  
at 6.00 pm.

Public question time will  
commence shortly after 6.00 pm.





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

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

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

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

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





**Italian**

Questo è l'ordine del giorno della riunione del Consiglio Comunale di Darebin per la data che compare sulla prima pagina di questo documento. Se desiderate informazioni in lingua italiana sugli argomenti dell'ordine del giorno, siete pregati di chiamare la Linea Telefonica Multilingue del Comune al 8470 8888.

**Greek**

Αυτή είναι η ημερήσια διάταξη για τη συνεδρίαση του Δημοτικού Συμβουλίου Darebin, για την ημερομηνία που φαίνεται στο εξώφυλλο αυτού του εγγράφου. Αν θα θέλατε πληροφορίες στα Ελληνικά σχετικά με τα θέματα σ' αυτή την ημερήσια διάταξη, παρακαλούμε καλέστε την Πολυγλωσσική Τηλεφωνική Γραμμή του Δήμου στον αριθμό 8470 8888.

**Chinese**

這是一份戴瑞濱市議會議程表，其開會日期顯示於此文件之封面。如果您欲索取有關此議程表的中文資料，敬請致電 8470 8888 聯絡市議會的多語種電話專線。

**Arabic**

هذا هو جدول أعمال اجتماع مجلس بلدية داربيبن والذي سيحدد في التاريخ الوارد في الصفحة الأولى من هذه الوثيقة. إذا أردت الحصول على مزيد من المعلومات في اللغة العربية حول المواضيع المذكورة في جدول الأعمال، يرجى الاتصال برقم هاتف البلدية المتعدد اللغات  
8470 8888

**Macedonian**

Ова е дневниот ред за состанокот на Општината на Градот Даребин, која ќе биде на датумот покажан на предната корица од овој документ. Ако Вие сакате некои информации на Македонски јазик, за предметите на овој дневен ред, Ве молиме повикајте ја Општинската Повеќејазична Телефонска Линија на 8470 8888.

**Vietnamese**

Đây là nghị trình cho cuộc họp của Hội đồng Thành phố Darebin; ngày họp có ghi ở trang bìa tài liệu này. Muốn biết thêm về chương trình nghị sự bằng Việt ngữ, xin gọi cho Đường dây Điện thoại Đa Ngôn ngữ của Hội đồng Thành phố qua số 8470 8888.

**Bosnian**

Ovo je dnevni red za sastanak Gradske općine Darebin čiji je datum održavanja naznačen na prvoj strani ovog dokumenta. Ako želite više informacija o tačkama ovog dnevnog reda na bosanskom jeziku, molimo nazovite općinsku višjezičnu telefonsku službu na 8470 8888.

**Croatian**

Ovo je dnevni red sastanka u Darebin City Council za dan koji je naveden na prednjem ovitku ovog dokumenta. Ako želite informacije o tačkama ovog dnevnog reda na hrvatskom jeziku, molimo da nazovete Council Multilingual Telephone Line (Višjezičnu telefonsku liniju) na 8470 8888.

**Portuguese**

Esta é a pauta para a reunião da Câmara Municipal de Darebin a ser realizada na data que consta na capa deste documento. Se você deseja informação em Português sobre os itens desta pauta, por favor ligue para a Linha Telefônica Multilíngue da Câmara no 8470 8888.

**Serbian**

Ово је дневни ред за састанак Darebin City Council-а (Градско веће Darebin) који ће се одржати на дан који је наведен на насловној страни овог документа. Ако желите информације на српском о тачкама дневног реда, молимо вас да назовете Council Multilingual Telephone Line (Вишејезичку телефонску линију Већа), на 8470 8888.

**Somali**

Kuwani waa qodobada shirka lagaga wada hadli doono ee Degmada Degaanka Darebin ee taariikhda lagu xusey boga ugu sareeya ee qoraalkan. Haddii aad doonysid wararka ku saabsan qodobadan oo ku qoran Af-Somali, fadlan ka wac Khadka Taleefanka Afafka ee Golaha oo ah 8470 8888.



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# Agenda

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## 1. MEMBERSHIP

Cr. Kim Le Cerf (Mayor) (Chairperson)  
Cr. Steph Amir  
Cr. Gaetano Greco (Deputy Mayor)  
Cr. Tim Laurence  
Cr. Trent McCarthy  
Cr. Lina Messina  
Cr. Susanne Newton  
Cr. Susan Rennie  
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 5 June 2017 be confirmed as a correct record of business transacted.

## 5. QUESTION AND SUBMISSION TIME

Members of the public can participate in ordinary Council meetings in two ways: they can lodge questions for Council to answer during Question Time or they can make a Comment or Submission prior to a specific item listed on the Agenda.

### HOW TO LODGE YOUR QUESTION OR REGISTER TO MAKE A COMMENT OR SUBMISSION

Council encourages the early lodgement of Questions, to enable preparation of a considered response, and early registration if you wish to make a Comment or Submission. These may be done in the following ways:

#### 1. Electronic Lodgement

- By sending an email to [Q&S@darebin.vic.gov.au](mailto:Q&S@darebin.vic.gov.au); or
- By logging onto Council's website at [www.darebin.vic.gov.au/questionsandsubmissions](http://www.darebin.vic.gov.au/questionsandsubmissions)

#### 2. In Person Lodgement:

- At the Preston Customer Service Centre by 3pm on the day of the Council meeting;
- By printing completed Questions and Submissions Form and delivering it to 274 Gower Street Preston, 3072 by 3pm on the day of the meeting; or
- With a Council Officer between 5.45pm and 6pm on the day of the meeting at Council Chambers.

The lodgement of a question or registration to make a comment or submission should include the name, address and contact telephone number of the individual and, in the case of a submission, the agenda item to which he or she wishes to speak to. This will allow Council officers to follow up your Question, if required, and to inform the Chairperson of any registered person wishing to make a Comment or Submission in relation to specific agenda items.

Residents do not need to attend the meeting for a question to be answered. Council meetings can be viewed at the Watch Council and Planning Committee meetings page.

The Agenda for each meeting is 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.

Further information about Question and Submission Time can be found at [www.darebin.vic.gov.au/questionsandsubmissions](http://www.darebin.vic.gov.au/questionsandsubmissions).

## 6. CONSIDERATION OF REPORTS

### 6.1 ANIMAL WELFARE AND TRANSPORT SHARED SERVICES OPPORTUNITY

**Author:** Manager Health and Compliance

**Reviewed By:** Director Civic Governance and Compliance

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#### Report Background

This report is to inform Council of a cost neutral shared service opportunity that has been identified between Darebin and Moreland City Council (**Moreland**). The opportunity is to provide Moreland with animal welfare and transport services for their impounded animals. This would be through an appropriate agreement that sits outside of the existing Shared Services Agreement for the Epping Animal Welfare Facility.

#### Previous Council Resolution

This matter is not the subject of a previous Council resolution.

#### Previous Briefing(s)

Councillor Briefing – 29 May 2017

#### Council Plan Goal/Endorsed Strategy

Goal 6 - Open and Accountable Democracy

#### Summary

The contract awarded to the Royal Society for the Prevention of Cruelty to Animals (RSPCA) to provide animal management services at Council's new Epping Animal Welfare Facility (EAWF) does not provide for animal after-hours collection nor the transfer of impounded animals from Council's temporary holding facility in Reservoir to EAWF.

A review of the options for animal welfare and transport services looking at a shared service model has been developed and costed in this report. The costed model includes turning Council's existing casual Animal Collections Officer (ACO) position into a fulltime role; and, purchasing a suitable animal transport vehicle to transport Darebin cats and dogs to EAWF.

The income derived from the arrangement will result in a cost neutral outcome for Darebin after year one. Council will also save \$83,000 annually from no longer requiring the service from the Lost Dogs Home.

<b>Recommendation</b>
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**That** Council resolves for Council officers to explore the opportunity for a cost neutral shared service model between the cities of Darebin and Moreland for the provision of animal welfare, holding and transport of animal services.

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## Introduction

Darebin's after-hours collection and transport services are currently delivered by an external service provider. Council has a holding facility located at Reservoir which is used to contain animals before being transported to a pound/shelter where they are then housed.

The table below outlines the current costs to provide the after-hours collection and transfer service.

**Table 1 Current cost to provide the after-hours collection and transfer service**

Lost Dogs Home Service	Inclusions	Qty per month	Price	Cost
Ambulance After Hours	Collection After Hours of any dog or cat reported by a resident as contained at their property. Collection After Hours of any dog or cat reported from a local Veterinary Clinic	37	\$127.29	\$4,728
Pound Pick up After Hours	Collection After Hours of animals delivered by AMOs to Council's Temporary Holding Facility after the LDH standard pick up time (3.30pm)	6	\$77.27	\$464
Ambulance Business Hours	Collection of animals from Council's Temporary Holding Facility during business hours (normally conducted at 3.30pm)	30	\$59.13	\$1,774
<b>Total per month</b>		<b>73</b>		<b>\$6,966</b>
<b>Total p/a</b>				<b>\$83,591</b>

Council, together with Moreland have entered into a shared service agreement for the management of the EAWF.

## Issues and Discussion

### Proposal

Utilising Council's existing temporary holding facility in Reservoir, there is potential to develop a sustainable in-house model to service Council's after-house and transport to EAWF requirements; and, to offer animal holding and transport services to Moreland who currently does not have an animal holding facility.

In order to avoid additional costs, after-hours service will be modified and incorporate the use of Council's holding facility in Reservoir to house animals overnight before being transported to EAWF.

### After Hours Service

For an after-hours response residents will be advised that details of the found animal will be noted and collection will be arranged during business hours unless deemed otherwise (i.e. unable to keep the found animal at their home) will be collected that evening. Residents will be advised that if a cat or dog is injured to deliver the animal to the nearest veterinary clinic. Veterinary clinics will be informed that the after-hours collection will be arranged during business hours.

Council will still offer an emergency after hours ranger service to deal with animal management emergencies including dog attacks, injured animals and other situations deemed by an authorised officer to be an emergency.

**Transport to EAWF requirements**

Animals collected will be held at Council’s holding facility and will be transported at the end of each day to the EAWF. There would be a one off requirement for Darebin to purchase an appropriate vehicle suitable to accommodate and transfer animals daily.

**Cost to Darebin for after-hour and collection services**

An average of 73 animals per month will require transfer from Council’s holding facility located in Reservoir to EAWF. With an average month containing 23 working days this equates to 3.2 animals per day. Additionally an average of 37 animals per month reported through the after-hours service will require collection to Darebin’s holding facility and then transport to EAWF. Refer to table 2

**Table 2: In house service - additional activities**

In house service - additional activities	Quantity	Cost	Cost per month	Cost p/a
Collection next business day of animals held overnight and transfer to Darebin Temporary Holding Facility	37 animals per month	\$43.56* per collection	\$1,612	\$19,341
Transfer of animals from Darebin Temporary Holding Facility to EAWF	73 animals per month 23 trips per month	\$87.12** per trip	\$2,004	\$24,045
<b>Vehicle - Annual operating cost</b>				<b>\$8,540</b>
<b>Total</b>				<b>\$51,926</b>

\*Assumes 1 hour x Band 5D = \$43.56 Animal Collections Officer

\*\* Assumes 2 hours x Band 5D = \$87.12 Animal Collections Officer

Moreland, currently used the Lost Dogs Home for this service and has expressed interest in Darebin transporting their impounded animals to EAWF. It is proposed Moreland officers would transfer animals to Darebin’s holding facility where they would be kept until being transferred at the end of the business day. This would mean an average of six to seven animals transferred daily to EAWF. Darebin would charge Moreland for this service at market rates (i.e. \$60 per animal transfer). This amounts to \$52,560 in income from Moreland each year. Refer to table 3

**Table 3: Moreland Shared Service Model**

Moreland Shared Service Model	Quantity	Charge	Income per month	Income p/a
Animal welfare, holding and transfer of Moreland animals from Darebin Temporary Holding Facility to EAWF	73 animals per month	\$60 per animal transfer	(\$4,380)	(\$52,560)

## Financial and Resource Implications

The proposal to increase the level of service internally to service the after-hours and transport to EAWF requirements; and, to offer animal holding and transport services to Moreland is costed below (Table 4).

**Table 4: Shared services costed proposal**

<b>DAREBIN COST</b>	<b>Inclusions</b>	<b>Budget</b>
Capital Purchase	Purchase of suitable animal transporter vehicle Cost (one off)	\$42,000
In house service - additional activities	Increase the existing casual Animal Collections Officer (ACO) position into a fulltime role (see Table 2).	\$51,926
<b>Total Cost</b>		<b>\$95,256</b>

<b>INCOME FROM MORELAND</b>	<b>Inclusions</b>	<b>Budget</b>
Moreland Shared Service Model	Animal welfare, holding and transfer of Moreland animals from Darebin Temporary Holding Facility to EAWF (see Table 3)	\$52,560

The income derived from the shared service arrangement will result in a cost neutral outcome. Council will also save \$83,000 from LDH not providing the service.

Effectively, after the purchase of the appropriate vehicle in year one, the shared service arrangements will become cost neutral and Darebin has the benefit of an \$83,000 annual saving.

### Risk Management

Nil

### Policy Implications

#### Economic Development

There are no factors in this report which impact upon economic development.

#### Environmental Sustainability

Environment and sustainable transporting of animals to reduce emissions and congestion on the roads, is a strong consideration in this shared service opportunity.

#### Human Rights, Equity and Inclusion

There are no factors in this report which impact on human rights, equity and inclusion.

#### Other

There are no other factors which impact on this report.

**Future Actions**

Prepare an appropriate contractual agreement between Darebin and Moreland regarding the shared services agreement.

**Consultation and Advocacy**

- Darebin Council, Chief Financial Officer
- Darebin Council, Coordinator Procurement and Contracting
- Moreland City Council, Unit Manager Amenity and Compliance

**Related Documents**

- *Domestic Animals Act 1994*
- Code of Practice for the Operations of Shelters and Pounds, June 2011

**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.

**6.2 DOMESTIC ANIMAL MANAGEMENT PLAN UPDATE****Author:** Manager Health and Compliance**Reviewed By:** Director Civic Governance and Compliance

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**Report Background**

Every four years, Council is required to update its Domestic Animal Management Plan (**Plan**). The review process has commenced and this report seeks to provide Council with an outline of the process guiding the development of the new Plan and the key themes identified for wider community consultation.

**Previous Council Resolution**

This matter is not the subject of a previous Council resolution.

**Previous Briefing(s)**

Councillor Briefing – 29 May 2017.

**Council Plan Goal/Endorsed Strategy**

Goal 2 - Healthy and Connected Community

**Summary**

The Plan was developed in 2013 and is due to expire in November 2017.

In February 2017, Council commenced the review of the existing Plan. A project plan has been developed to guide the process for the development of the new Plan and a flow diagram outlining the process is included in this report.

An initial community consultation session was held on 23 May 2017 to identify some key issues. The results of the internal review and community consultation are included in this report.

The new plan will build on the current plan; additionally it will also focus on the following:

- Increasing registration/technology
- Reducing nuisance complaints – dogs/cats
- Increasing desexing rates
- Reducing dog attacks/menacing/dangerous
- Reducing euthanasia rates

Council will now consult more widely on these issues in line with the project plan detailed within this report.



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

- (1) Endorses the proposed process for the development of the new Domestic Animal Management Plan and the key focus areas identified for wider community consultation.
  - (2) Notes the results and outcomes achieved through the current Domestic Animal Management Plan 2013-2017 attached as **Appendix A**.
- 

**Introduction**

Council's services in relation to animal management are legislated through the *Domestic Animals Act 1994 (Act)*. The purpose of the Act is to promote animal welfare, the responsible ownership of dogs and cats and to protect the environment. Council acknowledges the benefits of pet ownership and community and animal welfare based outcomes is paramount.

Council has other controls in place, that link to the Plan and overall management of service delivery. In July 2013, Council adopted a section 26 *Domestic Animals Act 1994 Order (Order)* which provides for all public places in the Municipality to be on leash except for parks which have designated off leash areas. There are 39 parks out of a total 160 which have designated dog off leash areas and the Order supports the enforcement requirements in these areas. Further, the Order is aimed at protecting Darebin's environmentally sensitive areas such as the central creek grasslands, the wildlife reserve at Latrobe University and the Leamington Street Wetlands.

Council also has a local law which aims to reduce unwanted breeding of animals. Through the development of the General Local Law No. 1 2015 (**Local Law**), new provisions were introduced to reinforce the provisions in the Act concerning responsible dog and cat breeding.

Clause 14 (1) states that '*A person must not sell or give away to any person any dog or cat that has not been desexed except where that dog or cat is 10 years of age or older*'.

This reinforces responsible breeding of animals and informs the community of their responsibilities for their litters including the requirements for them to be desexed before being sold.

Also through the Local Law, Council introduced a clause which relates to the maximum number of animal and birds that may be kept without a permit as a way of minimising the potential for nuisance complaints from adjoining properties.

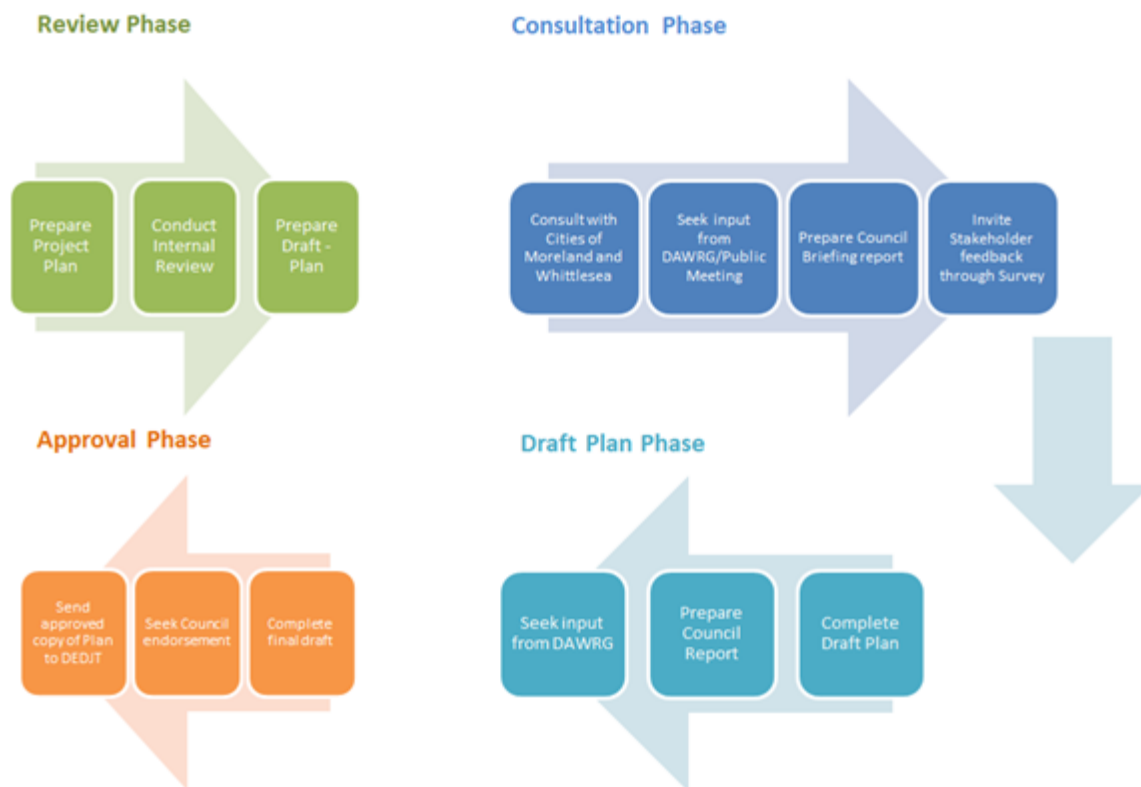
Clause 13 (1) states that '*A permit is required to keep animals where the number of any animal either exceeds or is not listed in the following table....*'

Controls on the number of animals permitted serves as a guide to the community about the number of animals that are considered to be reasonable to minimise the prospect of nuisances occurring from animals.

**The Review Process**

The new Plan is being developed in accordance with State Government requirements as outlined in section 68A of the Act.

In February 2017, Council officers commenced the review of the existing Plan. A project plan has been developed to guide the process for the development of the new Plan and a flow diagram outlining the process is provided below (Figure 1).



**Figure 1 Process flow diagram for development of the Domestic Animal Management Plan**

In April 2017, Council commenced internal and external consultation to identify relevant issues.

On 23 May 2017, a Stakeholder and Community Public Meeting was held and approximately 60 people participated including Council officers, Council’s Domestic Animal Management Reference Group, which includes the Mayor Cr Le Cerf and Cr Williams, stakeholders from key rescue group organisations, sporting clubs, veterinarians, domestic animal businesses, dog trainers and other local councils (cities of Yarra, Moreland and Whittlesea), Royal Society for the Prevention of Cruelty to Animals (RSPCA), the Lost Dogs Home (LDH) and residents.

The key focus areas identified from the review and initial community consultation processes will be advertised through Council’s community engagement online system. A survey will also be conducted through the online system which will also be advertised through social media and the local paper.

The new Draft Domestic Animal Management Plan will then be developed and circulated to internal staff and identified stakeholders including attendees of the initial consultation before the final draft is presented to Council for approval.

**Issues and Discussion**

Council has been at the forefront of animal management and has delivered outstanding results through the current Plan. Council has received recognition from the Minister for Local Government for dramatically reducing euthanasia rates, increasing reclaim rates and reducing animal management costs.

The current Plan recognised the need for participation and partnerships with external rescue groups and agencies to achieve the desired and more humane outcomes for cats and dogs and these results would not have been achieved if it hadn't been for the work of the volunteers from the rescue groups and all the members of Darebin's Domestic Animal Management Plan Reference Group.

The challenges for new Plan will be targeted on strategies to:

- Maximise the number of cat and dog registrations to ensure officers are able to quickly and safely reunite lost pets with their owners in the event they become lost without taking them to the pound
- Explore opportunities for increased de-sexing rates to help reduce unwanted population of cats and kittens, reduce the incidence of cat and dog nuisance, and the number of dog attacks
- Increase education of residents encouraging them to take full ownership of semi-owned cats to reduce the number of unowned population for a more positive community and animal welfare based outcomes.

As with the current plan, Council recognises the need for participation and partnerships with external rescue groups and agencies to achieve the desired and more humane outcomes for cats and dogs. Darebin officers will also work together with neighbouring councils to develop partnerships with relevant stakeholders to implement programs that reflect best practice and address animal welfare issues.

### **Financial and Resource Implications**

The animal management service for 2017/2018 has a budgeted income of \$896,022 (from registration and infringements) and expenditure of \$1,250,765. The net cost to Council is \$354,743.

### **Risk Management**

Nil

### **Policy Implications**

#### **Economic Development**

Responsible pet ownership initiatives are intended to promote the services of veterinarians and other domestic animal business operating in Darebin. This will improve animal welfare outcomes and increase residents knowledge and access of local services. This may in turn provide economic benefit to local businesses by increasing the number of clients using these services.

#### **Environmental Sustainability**

The environment and the protection of wildlife is a strong consideration in the development of the Plan as well as the provision of the animal management service.

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

Darebin's demographics and cultural identity is recognised through the development of new initiatives and the Plan as well as the provision of service.

It should also be acknowledged that pets contribute to the health and wellbeing of individuals and provide companionship to isolated residents, people sleeping rough and people with psychiatric disabilities.

At times individuals from these cohorts struggle to adequately meet their responsibilities under the Act. In order that Council balances the care of domestic animals with the needs and care of particular cohorts, Council's EIPAT, Health and Wellbeing Plan and Human Rights Charter will be used to consult with specific communities in order to directly inform Council's enforcement approach and to create the necessary discretion and protocols.

### **Other**

Development of a Plan is in accordance with section 68A of the *Domestic Animals Act 1994*.

### **Future Actions**

- Further consultation with the wider community including online engagement platform.
- Drafting of Domestic Animal Management Plan.
- Circulate draft Plan to:
  - Internal staff, management and Council.
  - Domestic Animal Management Plan Reference Group.
  - Key stakeholders and advisory committees.
  - Online engagement participants.
- Council endorsement of draft Plan.
- Endorsed Plan is submitted to the Department of Economic Development, Jobs, and Transport and Resources in November this year.
- Advertisement, communication and education of the new Plan.

### **Consultation and Advocacy**

- Internal consultation was undertaken with staff from Environment and Natural Resources, Leisure and Community Facilities, Parks and Vegetation and Civic Governance and Compliance
- Manager Environment and Community Outcomes
- Manager Parks and Gardens
- Manager Customer Service
- Darebin's Domestic Animal Management Reference Group
- Royal Society for the Prevention of Cruelty to Animals (RSPCA)
- Intelligence from other government organisations, external stakeholders, interest groups and other stakeholder who attended the Stakeholder and Community Public Meeting
- LGPRO Special Interest Group Animal Management and Local laws
- Meetings with other councils – Stonnington, Wyndham, Banyule, Yarra, Moreland and Whittlesea

**Related Documents**

- Darebin's Domestic Animal Management Plan 2013-17
- *Domestic Animals Act 1994*
- Code of Practice for the Operations of Shelters and Pounds, June 2011
- General Local Law No. 1 2015

**Attachments**

- Overview of the Statistics (**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.

Appendix A

Overview of the statistics

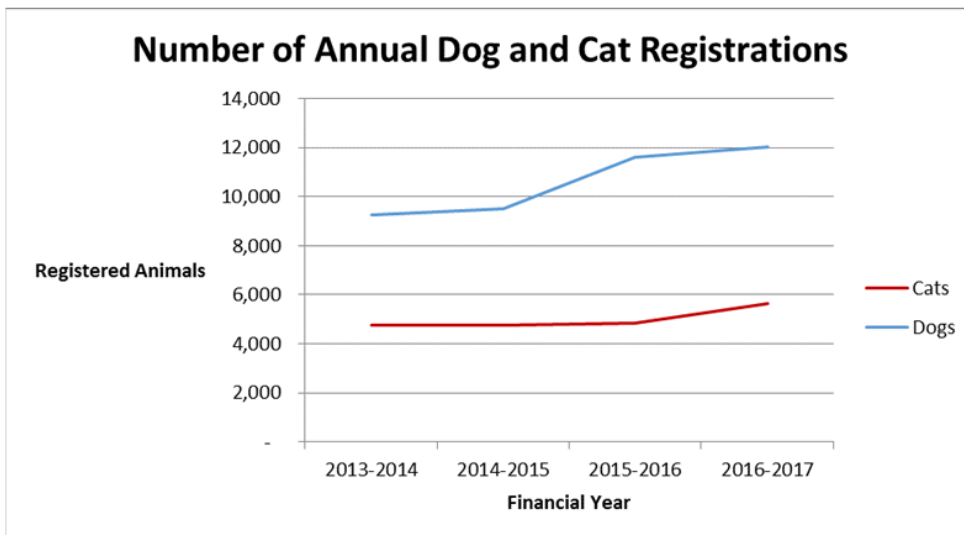
Registration and identification

Registration and the requirement to be micro-chipped is a legislative requirement but more importantly, it supports the quick return of pets to their owners. Registration also provides Council with an understanding of the level of pet ownership and allows for the development of relevant services and programs.

Data and key summaries of the performance of the animal management service during the period of the Domestic Animal Management Plan 2013 - 2017 are provided below.

The education and compliance activities during the last four years have resulted in a slight to moderate increase in the number of registered pets.

For the 2016-17 financial year, there are 12,035 dogs and 5,637 cats registered with Council. During the period of the current Domestic Animal Plan 2013 - 2017 there was an overall 30.29% increase in dog registrations and an increase in cat registrations of 18.20%.



Graph 1 Number of registered cats and dogs during the period of the current Domestic Animal Management Plan.

## Appendix A

Below is also a comparison of registration numbers of neighbouring and similar municipalities.

	Darebin	Banyule	Moreland	Wyndham	Whitehorse	Yarra	State average
<b>Households</b>	58,482	44,937	58,574	60,664	57,207	33,500	26,640
<b>Dogs</b>	12,035	15,021	11,076	19,367	16,039	5,091	7,384
<b>Cats</b>	5,637	5,809	5,033	6,461	6,210	2,598	3,324
<b>Dogs per household</b>	1 in 5	1 in 3	1 in 5	1 in 3	1 in 3	1 in 7	1 in 4
<b>Cats per household</b>	1 in 11	1 in 8	1 in 12	1 in 9	1 in 9	1 in 13	1 in 8

Table 1 Benchmarking against other Councils 2017 Registration Numbers.

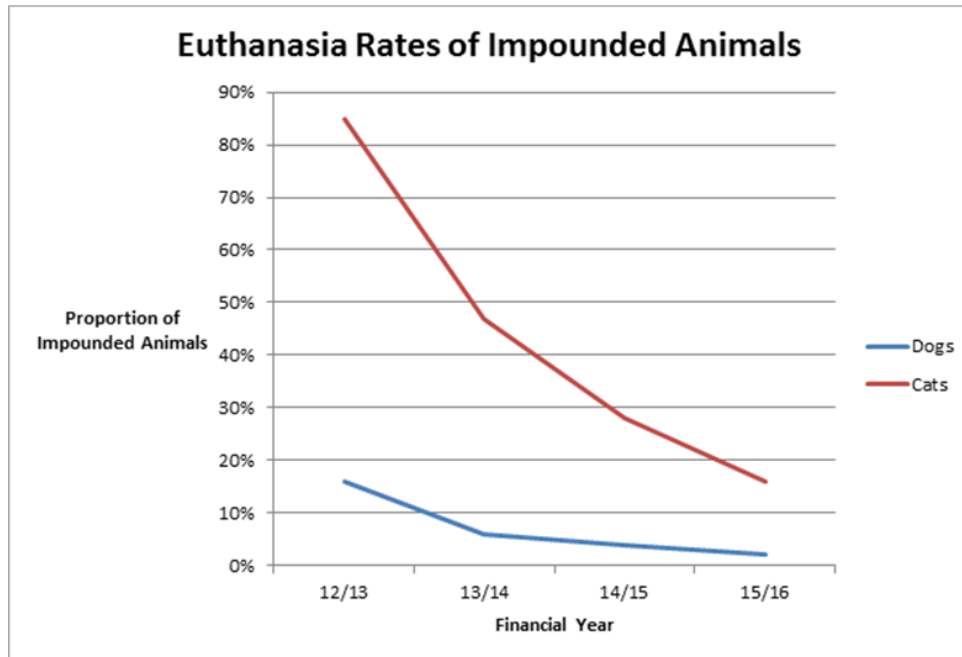
### Euthanasia rates of unclaimed animals

In Darebin, statistics indicate the percentage of impounded dogs that are euthanised has reduced from 16% down to 2% through the existing plan which is significantly lower than the Victorian average at 34%. Dog euthanasia rates are low due to high rates of dogs being reclaimed and rehoused. This has been achieved through more dogs being identified through micro-chipping and/or wearing Council identification tags in recent years.

In comparison, the percentage of impounded cats that are euthanised in Darebin has reduced from 85% down to 13% which is significantly lower than the Victorian average at 73%. Through the current plan Council introduced partnerships with rescue group organisations to give all dogs and cats a further chance of being rehoused after the statutory holding time.

The following graphs highlight the significant reduction that the City of Darebin has achieved with euthanasia rates over the period of the last Plan.

Appendix A



Graph 2 Euthanasia rates of impounded dogs and cats.

There are a range of complaints council responds to through the nuisance provisions under the Act. In relation to complaints there were no significant changes to these numbers through the current plan. The most common nuisance complaints received by Council are dog pick up, cat nuisance, dog roaming during the day aggressive dog and dog attacks



**6.3 BANKING WITH WESTPAC BANKING CORPORATION****Author:** Chief Financial Officer**Reviewed By:** Director Corporate Services

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**Report Background**

Council currently has a contract for the provision of cash and banking services with Westpac Banking Corporation and has been investing part of its surplus funds with Westpac and its subsidiaries.

This report is in response to Urgent Business No. 17-148 from the Council meeting held on 3 April 2017.

**Previous Council Resolution**

At its meeting held on 3 April 2017, Council resolved:

*That Council:*

- (1) *Divests all funds currently with Westpac, Bank of Melbourne and any other subsidiaries held in term deposits at the investment's maturity and where possible invest these funds with fossil fuel free financial institutions whilst complying with the current risk profile established within Council's Investment Policy.*
- (2) *Boycotts any future investment or borrowing with Westpac and its subsidiaries (once divested) until they publicly refuse financing Adani's Carmichael mine.*
- (3) *Receives a report in May regarding Council's current contract with Westpac as the supplier of cash and banking services, including options to exit.*
- (4) *Writes to the:*
  - *CEO and Chair of Westpac and Bank of Melbourne informing them of this decision and urging them to rule out support for the Adani mine.*
  - *Prime Minister, Federal Minister for Environment and Energy, Federal Minister for Agriculture and Water Resources, Federal Minister for Indigenous Affairs and Queensland Premier expressing extreme disappointment with the decisions to not only approve, but spend \$1 billion of taxpayers' money on this devastating project.*
  - *Leader of the Opposition, Shadow Minister for Climate Change and Energy, Shadow Minister for Environment and Water and Federal Member for Batman urging them to publicly commit to opposing the Adani mine and withdrawing any Commonwealth funds that support this project in anyway (in the event they form government at the next election). The letter should also request they advocate to their Queensland Labor colleagues to reconsider their decision to approve the mine.*
  - *Victorian Premier, Treasurer and Minister for Energy, Environment and Climate Change urging them to publicly commit to opposing the Adani mine and introduce a ban to all new coal mines in Victoria.*
  - *Mayors and Councillors from Councils in the Northern Alliance for Greenhouse Action and other Victoria Greenhouse Alliances informing them of this decision and request they consider a similar decision.*
- (5) *Co-hosts a screening of the Guarding the Galilee documentary, in partnership with Darebin Climate Action Now.*

- (6) *Participates in future #StopAdani events and promotes the campaign to the community.*
- (7) *Reviews and integrates Council's Investment Policy and Fossil Fuel Investment Policy into one comprehensive policy. The review should identify and where possible remove any barriers to increasing the share of fossil fuel free investments.*
- (8) *Receives a half-yearly briefing on the status of Council's investments and reviews this decision in six months.'*

### Previous Briefing(s)

This matter has not previously been to a Councillor Briefing.

### Council Plan Goal/Endorsed Strategy

Goal 5 - Excellent Service

### Summary

Westpac Banking Corporation (Westpac) has been providing cash and banking services to Council since amalgamation. These services are currently provided to Council under the State Government contract that is due to expire 30 September 2018. While possible to exit the existing contractual arrangements, to do so would cause unnecessary disruption for Council's customers and suppliers and incur additional one off and ongoing expenditure that may be difficult to justify in the current rate capped environment.

On 28 April 2017, Westpac released its third Climate Change Position Statement and 2020 Action Plan. The detail within the Climate Change Position Statement and 2020 Action Plan has the effect of not enabling Westpac to provide financing to Adani's Carmichael mine in the Galilee Basin.

<b>Recommendation</b>
-----------------------

**That** Council:

- (1) Notes Westpac has released its third Climate Change Action Plan on 28 April 2017 which has the effect of not enabling Westpac to provide finance to Adani's Carmichael mine in the Galilee Basin.
- (2) Notes the revised Investment Policy (attached as **Appendix A**) incorporates both the previous Investment Policy and the Fossil Fuel Investment Policy.
- (3) Notes that the Fossil Fuel Investment Policy is superceded by the revised Investment Policy.
- (4) Notes the revised Investment Policy has eased the credit and counterparty credit frameworks to allow a greater percentage to be invested with institutions which do not finance fossil fuel projects.
- (5) Notes that Council will continue to invest with and borrow from Westpac and its subsidiaries in accordance with Council's strategies and policies.
- (6) Continues with the current Agreement for the Provision of Cash and Banking Services with Westpac until its expiry date 30 September 2018.
- (7) Notes that at the conclusion of the existing agreement, preference will be given to non-fossil fuel aligned financial institutions to provide cash and banking services, where the value proposition is equivalent to that provided by other financial institutions.

## Introduction

Council currently has a contract for the provision of cash and banking services through the Victorian State Government's contract with Westpac Banking Corporation (Westpac) and has been investing part of its surplus funds with Westpac and its subsidiaries.

Darebin City Council has been banking with Westpac since the amalgamation of the City of Northcote and the City of Preston in June 1994. On amalgamation, the new Council continued with the City of Preston's banking services and accounts which were provided by Westpac.

As part of a best value review in 2005, Council tendered out its banking services to ensure that the service provided value for money and best suited the needs of Council and the Community. Westpac was successful in the tendering process and the subsequent contract entered into was in place until 31 December 2009 when Council transitioned its contract for banking services to the Victorian State Government's Whole of Government Provision of Transactional Banking and Payment Services with Westpac from 1 January 2010. This contract had an expiry of September 2011 and delivered savings of approximately \$20,000 per annum as compared to the contract Council had separately entered into with Westpac.

In November 2010, the Victorian State Government tendered the provision of cash and banking services and entered into an Agreement for the Provision of Cash and Banking Services dated 6 June 2011 with Westpac for a period of five years commencing 1 October 2011 and expiring 30 September 2016 with a one two-year extension option. This two-year extension option has been exercised with the contract now expiring on 30 September 2018. Council transitioned the provision of its banking services to this new agreement in October 2011.

## Issues and Discussion

### Adani's Carmichael Mine

Since Council's resolution of 3 April 2017 Westpac has released its third Climate Change Action Plan on 28 April 2017. The detail within the Climate Change Position Statement and 2020 Action Plan has the effect of not enabling Westpac to provide financing to Adani's Carmichael mine in the Galilee Basin and is a positive outcome. However, Council's resolution of 3 April 2017 still has the effect that Officers will have to divest all funds currently held in term deposits with Westpac and its subsidiaries at the investment's maturity and where possible invest these funds with fossil fuel free financial institutions whilst complying with the current risk profile established within Council's Investment Policy.

Officers note that while Westpac has not specifically publicly refused financing Adani's Carmichael mine, the publication of their Climate Change Position Statement and 2020 Action Plan has the same effect and Council would now be able to invest and borrow with Westpac and its subsidiaries.

### Contract

Council's current contract with Westpac for the Provision of Cash and Banking Services, is due to expire on 30 September 2018.

Under clause 19.2 of the Agreement, Council can terminate the Services contract without cause by giving Westpac not less than 14 days' notice in writing.

Prior to any contract termination, Council would need to undertake a tender for the provision of cash and banking services. Based on previous experience, a tender for the provision of cash and bank services would take at least three months and cost at least \$15,000. Council's tender for these services would be unlikely to deliver the same value that is currently being received under the State Government contract which is conservatively delivering annual savings of \$20,000 over terms and conditions that Council would be able to obtain if it entered into a separate contract for these services on its own undertaking.

If the successful tenderer for the provision of banking services was a bank other than Westpac, then Council would need a transition plan of at least six months to be able to exit the contract in an orderly manner to allow for the necessary system changes, to minimise the disruption to its ratepayers, customers and suppliers and to minimise the negative impact on cashflow arising from the change.

The potential negative impact to ratepayers and customers should not be underestimated. Many ratepayers and those receiving disability and aged care services will have payment and direct debit arrangements in place. Should Council move to another bank then new paperwork for these payment arrangements would need to be completed and processed. This may be particularly challenging for those who are aged, disabled, or whose first language is other than English.

Work to be undertaken would include:

- System changes including invoice and notice changes (~\$50,000)
- Mail outs to all ratepayers, customers, and other entities that have an outstanding debt with Council (~\$120,000)
- Assistance to be provided to those changing their payment arrangements with Council (~\$80,000).

Council may also be liable for other costs associated with the termination of the existing contract and initial estimates for exiting the existing contract and moving to another bank would be in the range \$265,000 to \$450,000.

A high level review of the services provided by:

- The major financial institutions, ANZ Bank, Commonwealth Bank, and the National Australia Bank, shows that the service offering and the environmental outcomes may be less but would not be materially different.
- Other financial institutions would result in a significant reduction in service offering and consequential loss of customer focussed initiatives.

#### Integration of Investment Policy and Fossil Fuel Investment Policy

Council's Investment Policy has been updated to reflect Council's positive screening approach for investment with financial institutions.

Council will give preference to Authorised Deposit-taking Institutions that state they do not finance fossil fuel projects if the investment transaction is within the risk and counterparty parameters and the rate of investment is within 0.05 percentage points when compared against other investments available to Council at the time.

The credit and counterparty credit frameworks have been amended as detailed below to allow a greater percentage to be invested with institutions which do not finance fossil fuel projects which fall within the bottom two credit rating categories.

### Credit framework

S&P Long Term Rating*	S&P Short Term Rating*	Previous Investment Maximum %	Revised Investment Maximum %
AAA	A1+	100%	100%
AA+ to AA-	A1	100%	100%
A+ to A-	A2	60%	70%
BBB+ to BBB-	A3	20%	50%

### Counterparty credit framework

S&P Long Term Rating	S&P Short Term Rating	Revised Investment Maximum %	Revised Investment Maximum %
AAA	A1+	100%	60%
AA+ to AA-	A1	100%	50%
A+ to A-	A2	25%	30%
BBB+ to BBB-	A3	5%	15%

### Financial and Resource Implications

There is no financial impact if Council continues with the current contractual arrangements for the provision of cash and banking services.

Entering into investments with institutions which do not finance fossil fuel projects at a discount of 0.05 percentage points under the revised credit and counterparty credit frameworks as detailed in the Investment Policy would have a negative impact on income of less than \$30,000.

Should Council exit the existing contract for the provision of cash and banking services, it is estimated that the initial one off cost to Council would be in the range of \$265,000 to \$450,000 with an annual increase in Council's ongoing banking expense in the order of \$20,000 per annum.

### Risk Management

There is no increased risk of Council continuing with the current contractual arrangements for the provision of cash and banking services.

The increased risk exposure arising from the revised credit and counterparty credit frameworks as detailed in the Investment Policy will be proactively managed through ongoing review of the authorised deposit-taking institutions that Council has investments with.

Should Council exit the existing contract for the provision of cash and banking services, it is likely that Council's will be exposed to reputational damage arising from its failure to ensure that resources are used efficiently and effectively, and it is likely that it will experience lower customer satisfaction arising from the consequential disruption to ratepayers, customers and suppliers.

## **Policy Implications**

### **Economic Development**

There are no factors in this report which impact upon economic development.

### **Environmental Sustainability**

The detail within Westpac's Climate Change Position Statement and 2020 Action Plan has the effect of not enabling Westpac to provide financing to Adani's Carmichael mine in the Galilee Basin.

From Westpac's 2016 Sustainability Performance Report indicates:

- Goal to lend \$6 billion to grow the CleanTech and environmental services sector (6.2 billion as at 30 September 2016)
- Renewable energy funding 59.4% of total electricity energy funding
- Lending to coal mining and oil and gas extraction reduced to \$3.8 billion in 2016 from \$5.3 billion in 2015
- \$500 million raised through Westpac climate bond to fund seven wind energy facilities and five low carbon commercial properties.
- Westpac in CDP's Climate A list for its response to climate change.

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

Should Council move the provision of cash and bank services to another bank then the potential negative impact to ratepayers and customers may be disproportionately be felt by those who are aged, disabled, or whose first language is other than English.

Otherwise, there are no factors in this report which impact on human rights, equity and inclusion.

### **Other**

There are no other factors which impact on this report.

### **Future Actions**

- Implement revised investment policy
- Provide half-yearly briefings on the status of Council's investments
- Review Council's contractual arrangements for the provision of cash and banking services at the expiration of the current contract.

### **Consultation and Advocacy**

- Director Corporate Services
- Financial Accountant
- Revenue Coordinator

### **Related Documents**

- Council Minutes – 3 April 2017

**Attachments**

- Investment Policy (**Appendix A**) [↓](#)
- Westpac Climate Change Position Statement and 2020 Action Plan (**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.



## Investment Policy

Responsible Business Unit:	Corporate Services
Responsible Author:	Chief Financial Officer
Approved By:	Director Corporate Services
Objective Document ID Number:	A1710429
Effective Date:	June 2017
Date to be Reviewed:	June 2018
Version Number:	V1



		Investment Policy
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## 1 Philosophy underlying the policy

To provide guidance to maximise the the earnings from investment of Council's surplus funds within an appropriate risk-based framework while ensuring it does not support the fossil fuel industry directly and influences financial institutions away from the fossil fuel industry.

## 2 Purpose

This policy provides a framework within which the investment of Council funds is to be undertaken by authorised Council officers. The policy sets out:

- Objectives being pursued through the investment of surplus funds
- Legislative requirements
- Types of approved investments
- Parameters for exposure to credit risk, product risk and institutional risk
- Criteria to assist in selecting investments including to actively invest with fossil free financial institutions
- Processes for evaluating and reporting investment performance against established benchmarks.

Council will adopt a positive screening approach by actively investing with fossil free financial institutions.

This policy applies to all financial investments of the Darebin City Council.

## 3 Objectives / principles

The primary objective of this policy is to maximise the earnings from investment of surplus funds within an appropriate risk-based framework. The principles which guide this objective are:

- Preservation of capital
- Maintenance of sufficient cash to meet day to day liquidity requirements
- Diversification of investments across different institutions / issuers
- Targeted investment returns against relevant benchmarks.

Credit ratings provided by ratings agencies are one form of analytical filter that Council can consider when making investment decisions. Appendix 1 contains a summary of credit rating definitions provided by Standard and Poor's. Other relevant factors to consider include liquidity requirements, counterparty risk and the duration of investment decisions. Each of these elements are given consideration in this policy.

### Ethical and sustainability considerations

Financial institutions to be selected for investments must indicate their commitment to core values of integrity, trust, customer service and the highest ethical standards along with their strong commitment to Corporate Social Responsibility (CSR).



Darebin City Council is concerned about the impact of that the consumption of fossil fuels has on greenhouse gas emissions. Council recognises the role of financial institutions in financing new fossil fuel projects in Australia.

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		Investment Policy
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To ensure Council will move away from directly investing in any company for whom the extraction, production, refining, or distribution of fossil fuels forms a core part of their business strategy, or in any company whose principal business involves providing infrastructure or services to companies previously mentioned, Council will adopt a positive screening approach for Council's investment with financial institutions.

This will be implemented through actively investing with fossil free financial institutions within the parameters of this policy.

Council's investment strategy will give preference to authorised deposit-taking institutions that state they do not finance fossil fuel projects where:

- the investment transaction is compliant with the credit risk, product risk and institutional risk parameters specified in this policy, and
- the rate of investment is within 0.05 percentage points when compared against other investments available to Council at the time.

#### 4 Legislative framework

Council is governed by the Local Government Act 1989 ("the Act") which contains specific provisions on investments. The relevant sections of the Act are included in Appendix 2.

#### 5 Approved investments

In the context of the legislative framework, the following investments are allowable under the Act and are typically made by Victorian local governments.

Investment	Description	Features	Benchmark	Horizon*
11am account	Cash funds are invested on overnight deposit up until 4pm each business day. Notice of withdrawal of funds to be submitted to the bank by 11am on the day required.	Ready access to funds. No fees. Interest rate usually 0.10% below the Reserve Bank cash rate.	Reserve Bank cash rate less 0.10% (10 basis points)	ST
Term deposit	Fixed period investment offered by authorised deposit-taking institutions.	Wide range of maturity dates available. Certainty of returns.	UBSA Bank Bill Index	ST / LT
Commercial bill	Highly negotiable products sold at a discount to their face value. The bank undertakes to pay the investor the face value upon maturity.	Highly liquid product which can be redeemed at any time by selling back to the bank.	UBSA Bank Bill Index	ST
Floating rate notes	FRNs are available for terms ordinarily of 1-3 years with regular coupons (interest) usually paid quarterly.	Interest rate is set as a margin over the 90 day Bank Bill Swap Rate (BBSW).	90 day BBSW + appropriate margin **	LT
Government and Semi-Government bonds	Long dated maturities with a sovereign debt rating. Considered to be the most resilient investments in regards to adverse market movements.	Lower return than other forms of investment.	UBSA Composite Bond Index	LT
Managed funds with a minimum AAF rating	Enhanced cash funds independently managed by fund managers.	Rate of return is benchmarked against the UBS 90 day Bank Bill index.	UBS Bank Bill index + 0.20% (20 basis points)	ST / LT

\* ST generally refers to investment horizons suitable up to 12 months and LT suitable over 12 months.



\*\* The appropriate margin would be reviewed and agreed at the point of investment.

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Council may invest in any of the above investments subject to the limits listed below and subject to the specific requirements of the Act. Different investment products will have differing levels of use, practicality and desirability at different times of the economic cycle. The decision regarding investment types will be made with regard to the prevailing economic and market conditions, the timeframe of the particular investment, and the rates of return applicable at the time.

When considering investments in managed funds, enquiries will be made regarding the investments made by the fund and independent advice must be sought.

## 6 Overall portfolio rating limits

To control the credit quality on the investment portfolio, the following credit framework limits the percentage of the portfolio exposed to any particular credit rating category.

S&P Long Term Rating*	S&P Short Term Rating*	Investment Maximum %
AAA	A1+	100%
AA+ to AA-	A1	100%
A+ to A-	A2	70%
BBB+ to BBB-	A3	50%

\* Appendix 2 contains definitions of ratings provided by Standard and Poor's

## 7 Counterparty credit framework

Exposure to an individual counterparty or institution will be restricted by its credit rating so that single entity exposure is limited, as detailed in the table below:

S&P Long Term Rating	S&P Short Term Rating	Investment Maximum %
AAA	A1+	60%
AA+ to AA-	A1	50%
A+ to A-	A2	30%
BBB+ to BBB-	A3	15%

If any of the investments are downgraded such that they no longer fall within the investment policy, they will be divested as soon as practicable.

In addition to the above requirements, any single investment in an AA rated managed fund will represent no more than 40% of the investment portfolio.

## 8 Investment maturity

The maturity of investments will be based on forecast cash requirements and assessment of interest rates available at the time of investment. Investments will be placed at optimal maturities without compromising the objective of maintaining cash to meet daily liquidity requirements. The term of maturity of any investment may range from "at call" to five years.

## 9 Investment maturity



Investments should not only take into account the typical risks including counterparty, diversification, liquidity, market, duration and capital risk, but also consider reinvestment risk.

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## 10 Investment maturity

A monthly investment report will be provided to the Director Corporate Services detailing the investments held at month-end, investment ratings, investment returns against relevant benchmarks and the investment maturity dates.

A quarterly report will be provided to the Executive Management team and a report to the Audit Committee will be provided on the mid-year and full-year investment performance.

## 11 Definitions

Authorised Deposit-taking Institutions	<p>Authorised Deposit-taking Institutions (ADIs) are corporations which are authorised under the <i>Banking Act 1959</i>. ADIs include banks, building societies, and credit unions.</p> <p>All ADIs are subject to the same Prudential Standards but the use of the names 'bank', 'building society' and 'credit union' is subject to corporations meeting certain criteria.</p>
Credit Rating Agency	<p>A credit rating agency is a company that assigns credit ratings, which rate a debtor's ability to pay back debt by making timely interest payments and the likelihood of default. An agency may rate the creditworthiness of issuers of debt obligations, of debt instruments, and in some cases, of the servicers of the underlying debt, but not of individual consumers.</p>
Direct Divestment	<p>No direct investment in any company that involves fossil fuel in their core business strategy or principle business activity. This usually refers to stocks held for resources companies and alike, and has been the main focus of many organisations that have declared their commitment to fossil fuel divestment.</p> <p>Constrained by the <i>Local Government Act 1989</i>, Council cannot invest in direct shares of companies or invest in managed funds and therefore is already in compliance with direct divestment.</p>
Indirect Divestment	<p>Divest from financial institutions or companies that invest in fossil fuel companies. Diversification of portfolios amongst companies makes it difficult to readily identify all indirect investments; therefore companies usually limit their divestment policies to direct investments only.</p>
Market Forces	<p>An affiliate project of Friends of the Earth Australia. Market Forces present the results of their research online (<a href="http://www.marketforces.org.au/banks/compare">http://www.marketforces.org.au/banks/compare</a>) to give a guide to bank investment/ financing of fossil fuel assets.</p>
Negative screening	<p>This refers to stopping dealing with ADIs that are involved in fossil fuel investments</p>
Positive screening	<p>This refers to increasing dealings with ADIs that commit to fossil fuel free investments</p>
Standard & Poor's	<p>Standard &amp; Poor's Financial Services (also referred to as S&amp;P) is an American financial services company, founded by Henry Varnum Poor in 1860 in New York. S&amp;P controls approximately 40% of the global credit rating market share</p>

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 City of <b>DAREBIN</b>	the place to live	Investment Policy – Appendix 1 Standard & Poor’s Rating Definitions
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<b>SHORT TERM</b>		<b>LONG TERM</b>	
<b>A1+</b>	Extremely strong capacity to pay	<b>AAA</b>	Extremely strong capacity to pay
<b>A1</b>	Strong capacity to pay	<b>AA+</b>	Very strong capacity to pay
<b>A2</b>	Satisfactory capacity to pay	<b>AA</b>	
		<b>AA-</b>	
<b>A3</b>	Adequate capacity to pay	<b>A+</b>	Strong capacity to pay
		<b>A</b>	
<b>B</b>	Vulnerable to default/speculative	<b>A-</b>	
		<b>BBB+</b>	Adequate Capacity to Pay
		<b>BBB</b>	
		<b>BBB-</b>	
		<b>BB+</b>	Uncertainties or Adverse Conditions could lead to inadequate capacity to Pay
		<b>BB</b>	
		<b>BB-</b>	
		<b>B+</b>	Adverse conditions likely to impair capacity to pay
		<b>B</b>	
		<b>B-</b>	
		<b>CCC</b>	Vulnerable to default
		<b>CC</b>	High risk of default
		<b>D</b>	Default

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		Investment Policy – Appendix 2 Legislative framework <i>Local Government Act 1989</i>
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### Principles of sound financial management (section 136)

- (1) A Council must implement the principles of sound financial management.
- (2) The principles of sound financial management are that a Council must -
  - (a) manage financial risks faced by the Council prudently, having regard to economic circumstances;
  - (b) pursue spending and rating policies that are consistent with a reasonable degree of stability in the level of the rates burden;
  - (c) ensure that decisions are made and actions are taken having regard to their financial effects on future generations;
  - (d) ensure full, accurate and timely disclosure of financial information relating to the Council.
- (3) The risks referred to in subsection (2)(a) include risks relating to—
  - (a) the level of Council debt;
  - (b) the commercial or entrepreneurial activities of the Council;
  - (c) the management and maintenance of assets;
  - (d) the management of current and future liabilities;
  - (e) changes in the structure of the rates and charges base.

### Investments (section 143)

A Council may invest any money—

- (a) in Government securities of the Commonwealth;
- (b) in securities guaranteed by the Government of Victoria;
- (c) with an authorised deposit-taking institution;
- (d) with any financial institution guaranteed by the Government of Victoria;
- (e) on deposit with an eligible money market dealer within the meaning of the Corporations Act;
- (f) in any other manner approved by the Minister after consultation with the Treasurer either generally or specifically, to be an authorised manner of investment for the purposes of this section.

The Minister for Local Government authorised the following investments for the purposes of section 143(f) in July 2007:

- Certificates of deposit and bills of exchange
- Investments in the Treasury Corporation of Victoria
- Investments in managed investment schemes with a rating of AAm or AAf from Standard and Poor's Australian Ratings
- Fixed interest securities of an Australian Authorised Deposit Taking Institution and Shares listed on the Australian Stock Exchange, subject to certain conditions. These conditions include compliance with the Prudential Statement issued by the Minister for Local Government and approval of such investments under an appropriate plan by the Department of Treasury & Finance.

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# Climate Change Position Statement and 2020 Action Plan



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Westpac Group has long recognised that climate change is one of the most significant issues that will impact the **long-term prosperity of our economy and way of life.**

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Managing this impact requires collaborative efforts to limit global warming, while also taking steps to help the economy and communities become more resilient to the expected effects.

As a major financial institution, Westpac has a fundamental role to play in this process.

Since we set out our first climate change action plan almost a decade ago, we have been helping customers and communities transition to a low carbon economy.

This climate change position statement and action plan builds on our strong track record, outlining the next phase of actions we are taking to meet our

commitment to operate a manner consistent with limiting global warming to less than two degrees Celsius above pre-industrial levels.

For us, this is about ensuring future generations can enjoy a healthy environment and prosperous economy.

*Climate  
Change  
Position  
Statement  
and 2020  
Action Plan*

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## Our Principles.

The core principles that guide and inform our approach are:

1.

A transition to a net zero emissions economy is required.

2.

Economic growth and emissions reductions are complementary goals.

3.

Addressing climate change creates financial opportunities.

4.

Climate-related risk is a financial risk.

5.

Transparency and disclosure matters.

3

## Our Action Plan.

These focus areas will direct our actions. We will:

1.

Provide finance to back climate change solutions.

2.

Support businesses that manage their climate-related risks.

3.

Help individual customers respond to climate change.

4.

Improve and disclose our climate change performance.

5.

Advocate for policies that stimulate investment in climate change solutions.

*Climate Change Position Statement and 2020 Action Plan*

## Context.

Context.

The Intergovernmental Panel on Climate Change (IPCC) – the international scientific body responsible for monitoring climate change – has provided evidence that the climate is warming and that human activity is the primary cause of this increase, which is altering weather patterns globally.

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To reduce the risks and impacts of climate change, 194 countries signed the Paris Agreement, including and since ratified by Australia, committing to strengthen the global response to climate change by “holding the increase in global average temperature to well below two degrees Celsius above pre-industrial levels and to pursue efforts to limit the temperature increase to 1.5 degrees Celsius...”<sup>2</sup>

The scientific consensus sees irreversible damage and extreme weather effects taking place should global warming exceed two degrees. Meeting the commitment will require each signatory country to take action to limit greenhouse gas emissions, which will involve significant changes in the global economy.

Westpac was the first Australian bank to recognise the importance of limiting global warming to two degrees<sup>3</sup> and that to do this global emissions need to reach net zero<sup>4</sup> in the second half of this century<sup>5</sup>. Using our expertise, we are helping our customers and communities manage this transition and believe that effectively identifying, managing and mitigating climate change risk will have positive community and economic benefits in the future.

We apply the same rigour in managing this change as we do with any other transformational issue facing the economy. We examine the policy, legal, technology and market changes related to climate change (‘transition risks’). We also look at the financial impact of changes in climate patterns and extreme weather events (‘physical risks’).

We are transparent about how we assess and manage these impacts across our business, measuring and reporting on our climate-related metrics since 1996. We launched our first Climate Change Position Statement in 2008; this marks our third update of that statement, and we will continue to strengthen our approach as science, technology and policy develops.

*Climate Change Position Statement and 2020 Action Plan*

1 Fifth Assessment Report, IPCC, 2015.

2 Ibid.

3 Westpac 2013-2017 Climate Change Position Statement and Action Plan, 2013.

4 Westpac Banking Corporation 2015 Annual General Meeting Chairman’s Address, 2015.

5 By 2050 for the Australian economy.

## Our principles.

Our principles.

The core principles underpinning our approach are:

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Climate  
Change  
Position  
Statement  
and 2020  
Action Plan

1.

A transition to a net zero emissions economy is required.

Net zero emissions means the greenhouse gases emitted globally must equal the emissions captured—through initiatives like adopting renewable energy and clean technologies, carbon sequestration, reducing deforestation and planting trees to create new forests. The sooner we can reach net zero emissions, the more opportunity we have of keeping climate change below the two degree ambition.<sup>6</sup>

The path to net zero emissions needs to be well planned and occur in an orderly fashion. For the energy sector, this means also balancing the needs of energy security, reliability and affordability.

2.

Economic growth and emissions reductions are complementary goals.

Many countries have already shown that economic growth can be achieved whilst reducing emissions. Whilst there can be an upfront cost to managing climate change, our research indicates that policies that incentivise early investment will lead to stronger economic growth over the medium and long term.<sup>7</sup>

We have always sought to play a constructive and responsible role in the development of an appropriate policy response for the economies we operate in. For over a decade, Westpac's preferred policy position has remained consistent: that a broad market-based price on carbon is the most effective, affordable, flexible and equitable means of achieving emissions reductions, at the least cost, across the economy.<sup>8</sup>

3.

Addressing climate change creates financial opportunities.

Addressing the impacts of climate change requires investment and a shift in business models. Westpac can act as a market facilitator, supporting affordable technologies and companies that will drive the transition to a more sustainable economic model.

4.

Climate-related risk is a financial risk.

Risks associated with climate change may impact on companies' financial performance and the stability of the financial system. Westpac has long stated that climate-related risk is a financial risk. This is why we have been working with our customers and investors, and disclosing information on our approach to this issue, since 2004.<sup>9</sup>

5.

Transparency and disclosure matters.

Accurate, timely and relevant information about climate-related risks and opportunities is key to assessing and managing the impacts of climate change. We are transparent about how we are addressing these impacts across our business. We also work with our business customers to identify, manage and report on how they are addressing climate-related risks in their own operations.

<sup>6</sup> Fifth Assessment Report, IPCC, 2015.  
<sup>7</sup> Westpac Group 2016 Annual Sustainability Performance Report, 2016.  
<sup>8</sup> Westpac Group 2005 CDP submission, 2005.  
<sup>9</sup> Westpac Stakeholder Impact Report, 2004.

6

**Our approach to environmental, social, and governance assessment of companies and projects.**

Westpac has a Board-approved Risk Management Strategy that covers sustainability and reputational risks.

This strategy is underpinned by a number of key risk documents on sustainability such as our:

- Sustainability Risk Management Framework;
- Reputation Risk Management Framework;
- Environmental, Social & Governance (ESG) Credit Risk Policy; and
- Risk Appetite Statement.

When assessing a project or prospective customer, our credit officers, deal teams and sustainability specialists screen against:

- **Environmental risks**, such as water quality, waste, deforestation, and impacts on high conservation value areas. This includes screening against this position statement on climate change;
- **Social risks**, such as workplace health and safety, human capital management, and our position statement on human rights;
- **Governance risks**, such as the customer's practices on risk culture, corruption and bribery, shareholder rights, board composition, and disclosure and transparency; and
- All other Westpac position statements.

In addition, we apply the Equator Principles (EP III) to project finance transactions, project-related corporate loans, and bridge loans with a tenor of less than two years that are intended to be refinanced by Project Finance or a Project-Related Corporate Loan (where certain specific criteria are met as required by the Equator Principles).

***If the identified ESG risks do not meet Westpac's risk appetite—which includes a requirement to meet the criteria outlined in our position statements—then we will not proceed with the transaction.***

*Climate Change Position Statement and 2020 Action Plan*



Action plan 1.

Provide finance to back  
climate change solutions.

# 1.

Action Plan.

## Provide **finance** to back climate change solutions.

8

Transition to a net zero emissions economy is reliant on the availability of cost effective low carbon solutions. In our role as a financial intermediary we act as a market facilitator and partner to existing and new customers, backing financially viable, affordable, low carbon solutions that will drive the transition to a net zero emissions economy whilst accelerating the reduction in emissions.

To address the physical risks of climate change, we also support investment in infrastructure that improves the resilience of our communities to changing weather patterns.

**We will:**

- Increase our target lending exposure to climate change solutions from \$6 billion to \$10 billion by 2020;
- Facilitate up to \$3 billion in climate change solutions by 2020, e.g. green bond issuance and arrangement; and
- Increase our target lending exposure to climate change solutions to \$25 billion by 2030.<sup>10</sup>

Building on the climate change scenario analysis Westpac completed in 2016, we have set our targets based on the current outlook for investment in climate change solutions that is required to remain on a credible pathway to a net zero emissions outcome by 2050.

We define climate change solutions as those technologies and practices that are consistent with the investment required to limit global warming to less than two degrees<sup>11</sup> and address its impacts.

**Climate change solutions include, but are not limited to, the following activities:**

- Renewable energy;
- Energy efficiency technologies;
- Green buildings;
- Low-emissions transport;
- Waste;
- Water;
- Carbon abatement and sequestration projects;
- Forestry and land rehabilitation; and
- Adaptation infrastructure.

Climate Change Position Statement and 2020 Action Plan

<sup>10</sup> This target will be updated in the next update of this strategy to reflect changes in technology, policy, climate science and investment assumptions and as our approach evolves.

<sup>11</sup> As per our scenario analysis and external sources such as the IPCC Fifth Assessment Report and Climate Bond Initiative's criteria.



Action plan 2.

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Support businesses that manage their climate-related risks.

# 2.

Action Plan.

## Support businesses that manage their climate-related risks.

10

Transition to a net zero emissions economy may pose policy, legal, technology and market risks to our customers. We believe that the most constructive role we can play is to work with customers in emissions-intensive sectors, and support them as they manage through the transition.

Our approach to lending to emissions-intensive sectors is grounded in principles, clear benchmarks and underwriting standards that we apply to all sectors that we bank. It is based on a thorough assessment and understanding of the industry life cycle of the particular sector.

**We will:**

Support customers in, or reliant on, emissions-intensive sectors that:

- Assess the financial implications of climate-related risks and opportunities in their business, including how their strategies are likely to perform under various forward-looking scenarios; and

- Demonstrate a rigorous approach to governance, strategy setting, risk management, and reporting on climate-related risks and opportunities.

Additional criteria are set out below, addressing those activities in the economy with the largest source of greenhouse emissions, those in the energy system, and those with deforestation activities in the agribusiness sector.

Climate Change Position Statement and 2020 Action Plan



# 2.

Action Plan

Support businesses that manage their climate-related risks.

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## Energy System

Climate Change Position Statement and 2020 Action Plan

## Energy System.

Our approach takes into consideration the energy system's entire value chain, from energy fuels to power generation. This approach enables us to assess how emissions are generated throughout the energy system.

Given their significant contribution to emissions, we have set guidelines for our coal mining and power generation financing activities.

To reach net zero emissions, it is anticipated that the share of thermal coal in the energy mix will decrease and power generation technology will continue to advance and improve.

### Coal Mining.

As of 30 September 2016, 1% of total Group lending was to mining activities —with lending to coal mining being 8% of the total mining portfolio<sup>12</sup> (TCE).

There are two main types of coal, namely:

1. thermal coal, used for energy generation; and
2. metallurgical coal, used for steel production.

Our guidelines relate to thermal coal as presently there is no substitute for metallurgical coal in making new steel.

As an energy fuel, thermal coal currently competes with oil, natural gas, nuclear and renewables. Because of its abundance, affordability, and reliability, thermal coal currently fuels approximately 40% of total power generation globally.<sup>13</sup>

However, the International Energy Association's (IEA) modelling indicates that under a two degree scenario thermal coal demand will peak in the current decade and decline thereafter.<sup>14</sup>

The level of carbon emissions from energy generated by burning thermal coal is dependent on both the technology employed by the generator, and the quality of the coal used as its fuel. In this context quality is determined by its 'calorific value' or 'energy content', typically measured in kilocalories per kilogram (kCal/kg).

The use of the highest-quality coal in advanced power generation technologies enables the least emission intensive form of power generation from thermal coal. Similarly, utilities employing the more advanced generation technologies tend to use higher quality coal.

When assessing coal financing proposals, we balance a number of financial and non-financial underwriting standards including reserves, mine life, coal type, mining method, cost of production, access to infrastructure, off-take contracts, environmental impact, regulatory requirements, financial performance, quality of management, and track record. For thermal coal proposals we also consider the calorific value of the coal.

Our lending to customers in the Thermal Coal Sector<sup>15</sup> is limited to those that have a calorific value which ranks in the top quartile globally (we define the first quartile as having a specific energy content of at least 5,700 kCal/kg Gross As Received<sup>16</sup>).

<sup>12</sup> Westpac FY16 Investor Discussion Pack, p73. [https://www.westpac.com.au/content/dam/public/wbc/documents/pdf/aw/ic/financial-information/FY16\\_final\\_presentation\\_and\\_idp\\_asx.pdf](https://www.westpac.com.au/content/dam/public/wbc/documents/pdf/aw/ic/financial-information/FY16_final_presentation_and_idp_asx.pdf)

<sup>13</sup> IEA, World Energy Outlook 2016.

<sup>14</sup> Ibid.

<sup>15</sup> **Definition:** Thermal Coal Sector – Includes coal projects when project financed, or the average of a coal mining company's thermal coal portfolio when corporate financed, and coal handling terminals. Diversified mining companies producing a range of commodities will be subject to the same criteria where the revenue derived from thermal coal operations exceeds 30 per cent

# 2.

Action Plan.

Support businesses that manage their climate-related risks.

12

## Energy System

Climate Change Position Statement and 2020 Action Plan

**However, for new thermal coal proposals we will:**

- Limit lending to any new thermal coal mines or projects (including those of existing customers) to only existing coal producing basins and where the calorific value for that mine ranks in at least the top 15% globally. We define the top 15% as having a specific energy content of at least 6,300 kCal/kg Gross As Received. This value is referred to as the *Newcastle high energy coal benchmark*.

This demonstrates our commitment to playing a responsible role in supporting the transition to a net zero emissions economy.

Note that we regularly review our underwriting standards to ensure our activities are consistent with an orderly transition, as well as any technological developments.

## Energy generation.

Westpac recognises that the reduction of the emission intensity of electricity networks is critical for the economy to reach net zero emissions.

We also recognise that the transformation of the energy generation sector will present a range of challenges to both new and existing generation assets and that a balanced approach is important to support an orderly transition across the economy.

In considering transactions in the energy generation sector, we take into account the intersecting requirements of reaching net zero emissions, affordability, energy security and reliability. We also take into account the impact of the transition on vulnerable households, regional communities and trade-exposed industries.

As the economy transitions, energy and emissions efficiency will increasingly be key determinants of an asset's risk profile.

### We will:

- Actively reduce the emissions intensity of our exposure to the power generation sector over time; and
- Aim to reduce the emissions intensity of our power generation portfolio to 0.30 tCO<sub>2</sub>e/MWh by 2020.<sup>17</sup>

In addition to the above overarching principles, we will:

- Only finance new power generation if it reduces the emissions intensity of the grid in which the generator operates; and

- Only support direct lending to an existing coal fired generation facility if:
  - The facility is required for system reliability and/or affordability, or is critical to the community in which it operates; and
  - The lending is not for the purpose of expanding the capacity or extending the life of the facility, unless there is a reduction in the emissions intensity of the facility.

In addition, Westpac continues to apply the Equator Principles<sup>18</sup> to all project and project-related lending activities, including within the power generation sector.

<sup>17</sup> Target is based on current policy and regulatory frameworks. Note the emissions intensity of the National Electricity Market for the year ending 30 June 2016 equates to 0.90 tCO<sub>2</sub>e/MWh. The emissions intensity of Westpac's power generation portfolio as at 30 September 2016 was 0.88 tCO<sub>2</sub>e/MWh.

<sup>18</sup> The Equator Principles are a risk management framework adopted by financial institutions for determining, assessing and managing environmental and social risk in projects. In 2003, Westpac was one of 10 global founding signatories.

# 2.

*Action Plan.*

Support businesses that manage their climate-related risks.

## Agribusiness.

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### Agribusiness

Agribusiness plays a fundamental role worldwide in feeding the global population, shaping health outcomes, driving economic growth, reducing poverty, and supporting livelihoods.

We recognise that transactions in this sector need to consider a range of environmental impacts, including reducing emissions from deforestation and land conversion.

It is for these reasons we have committed under both the Banking Environment Initiative's (BEI) Soft Commodities Compact, and the New York Declaration on Forests, to work with other organisations associated with this sector to achieve net zero deforestation by 2020.

#### We will:

- Support customers in the agribusiness sectors that:
  - Are committed to net zero deforestation by 2020;
  - Do not adversely impact High Conservation Value forests; and
  - Do not develop on areas of high carbon stock forest.

Further details on this as well as our broader positions on the agribusiness sector can be found in our Financing Agribusiness Position Statement.

*Climate Change Position Statement and 2020 Action Plan*



Action plan 3.

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Help individual customers respond to climate change.

## 3.

*Action Plan.*

## Help individual customers respond to climate change.

15

Westpac is committed to helping our personal banking and investment customers to understand the impact of climate change on their lives. We recognise that climate change affects our customers, their homes and investments. We can use our experience and expertise to assist our customers to prepare and respond to the risks and opportunities they may face.

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Change  
Position  
Statement  
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Action Plan*

Despite the commitment to limit global warming to two degrees, climate change will still cause shifts in weather patterns and increase the frequency and severity of natural disasters.<sup>19</sup> Communities may experience weather events that they are unfamiliar with or for which they are not prepared.

Our experience of working with customers and communities through times of natural disaster has shown that the more resilient a community is, the quicker it is able to recover. That's why we are supporting customers to understand how climate-related impacts affect their homes and assets, helping them make the right decisions to prepare for any possible outcome.

We also encourage our customers to consider how they can improve the energy and water efficiency of their homes in a way that benefits the environment, while minimising the ongoing costs of utilities, maintenance and repairs.

We are aware that both physical and transition risks from climate change may affect the performance of investment portfolios to varying degrees across companies, sectors, regions, asset classes and over time. We recognise that providing more information about these climate-related impacts can assist those who invest with us to more accurately assess these risks and opportunities.

<sup>19</sup> Fifth Assessment Report, IPCC, 2015.

# 3.

Action Plan.

Help individual customers respond to climate change.

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Climate Change Position Statement and 2020 Action Plan

**We will:**

- Help our customers make their homes more climate-resilient, improve energy efficiency and reduce their environmental impact by:
  - Providing information to assist home owners identify how they can make improvements to their home; and
  - Working with our bankers to ensure customers access the right products and services to help fund any improvements they wish to undertake.
- Support our customers to get back on their feet after experiencing a natural disaster event by:
  - Providing disaster relief packages to customers and communities affected by natural disasters, when the events occur; and
  - Providing disaster recovery grants to community groups and small businesses 6-12 months after an event, to help the economic recovery in impacted regions.
- Give our customers the information they need to understand how they can make climate change conscious investments by:
  - Disclosing the carbon intensity of investment portfolios available through BT Financial Group (BTFG), and continuing to evolve our climate change disclosures;
  - Providing environmental, social and governance (ESG) information on our investment platform, BT Panorama, to help investors and advisers assess the ESG risks in their portfolios; and
- Continuing to expand information available to our investment customers to help them understand, assess and manage ESG risks in their portfolio.
- Continue to advocate for more research and investment into helping communities adapt and become resilient to climate-related impacts. This includes the work we support through the Australian Business Roundtable on Disaster Resilience and Safer Communities, which focuses on natural disaster resilience and recovery in Australia.



Action plan 4.

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Improve and disclose  
our climate change  
performance.

# 4.

Action Plan.

## Improve and disclose our climate change performance.

18

Relevant, accurate, comparable and timely information on where climate-related impacts exist across the economy will help enhance understanding of climate-related risk in investment decisions and promote broader financial system stability.

Westpac has long committed to being transparent about how we measure and manage climate-related risks and opportunities across our own business. We believe this information is relevant for shareholders and other stakeholders in assessing the long-term value of our company.

This includes using a science-based approach to setting the direct emissions<sup>20</sup> reduction targets for our own operations, ensuring that we reduce our emissions in line with the trajectory of reductions required to meet a net zero emissions economy.

### We will:

- Disclose our approach to addressing climate-related impacts in Westpac's governance, strategy, risk management, and reporting processes;
- Advocate for clear, comparable and material climate disclosures in our own industry and in other carbon-exposed sectors, including working with international agencies including United Nations Environment Initiative Finance Program (UNEP FI) and the Financial Stability Board's Taskforce on Climate-related Financial Disclosures (FSB TCFD) and our peers both domestically and internationally;
- Continue to refine and improve the metrics we disclose in relation to our lending and investment to carbon-related sectors; and
- Demonstrate best practice in our own emissions management through:
  - Setting a science-based target<sup>21</sup> to reduce our emissions by:
    - (a.) 9% by 2020;
    - (b.) 34% by 2030; and
  - Offsetting any remaining carbon emissions and maintaining carbon neutrality across our business for the life of this strategy.

Climate Change Position Statement and 2020 Action Plan

<sup>20</sup> Includes emissions we generate ourselves (scope 1) as well as the emissions from the electricity we purchase (scope 2) across all our operations, including our branch network, offices and data centres.

<sup>21</sup> Our targets have been prepared using scope 1 and scope 2 methodologies endorsed by the Science Based Targets Initiative (SBTI). We are working towards the development of a robust method for setting Scope 3 targets for financial institutions with the SBTi, and will look to use this to develop Scope 3 emissions targets in the future.





Action plan 5.

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Advocate for policies that stimulate investment in climate change solutions.

# 5.

Action Plan.

## Advocate for policies that stimulate investment in climate change solutions.

20

We know that the policy response to climate change, both globally and domestically, will influence the speed of the transition, the industries that will be impacted and ultimately the economic outcome.

For well over a decade, Westpac has been an active participant in the development of an appropriate policy response for Australia and New Zealand, and during this time Westpac's preferred policy position has remained consistent, comprising four core pillars.

Climate Change Position Statement and 2020 Action Plan

1. An effective policy response to climate-related issues requires a suite of complementary policies.
2. These policies need to be capable of achieving the Nationally Determined Contributions (NDCs) that represent each country's committed global reductions targets in the short and medium term and give consideration to the long-term target of reducing emissions to net zero in the second half of the 21st century.
3. Policies should consider:
  - (a.) Strategies to develop and deploy low-emissions technology that are able to deliver a clear framework and provide certainty over a timeline sufficient to match investment horizons which are, by nature, long-term; and
  - (b.) Strategies to increase resilience and promote adaptation for impacted communities, companies and sectors.
4. A broad market-based price on carbon is the most effective, affordable, flexible and equitable means of achieving emissions reductions at the least cost across the economy.

**We will:**

- Continue to provide information and insight from our experience to help drive policy outcomes aligned to net zero emissions and support an effective global response;
- Work with peer organisations, industry groups and non-government organisations to collaborate and share information; and
- Continue to advocate for a broad market-based price on carbon, as the most effective, affordable, flexible and equitable means of achieving emissions reductions, at the least cost, across the economy.

**For questions and comments please contact Westpac Group Sustainability.**

**Email:** [sustainability@westpac.com.au](mailto:sustainability@westpac.com.au)

[www.westpac.com.au/sustainability](http://www.westpac.com.au/sustainability)



**6.4 LIFELONG LEARNING STRATEGY****Author:** Strategy and Business Advisor**Reviewed By:** Director Community Development

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**Report Background**

This report is to outline the delivery of a Lifelong Learning Strategy in 2018. The strategy development is a 2017/2018 action within the draft Council Plan 2017–2021.

**Previous Council Resolution**

This matter is not the subject of a previous Council resolution.

**Previous Briefing(s)**

Councillor Briefing – 22 May 2017

**Council Plan Goal**

- Goal 2: We will improve the wellbeing of people in our community by providing opportunities for them to live their lives well.
- 2.3: We will expand lifelong-learning opportunities, to enable local people to learn, develop their interests, and secure good quality work.

**Summary**

UNESCO's Belém Framework for Action says 'the role of lifelong learning is critical in addressing global educational issues and challenges. Lifelong learning "from cradle to grave" is a philosophy, a conceptual framework and an organising principle of all forms of education, based on inclusive, emancipatory, humanistic and democratic values; it is all-encompassing and integral to the vision of a knowledge-based society.'

The development of a Lifelong Learning Strategy has the capacity to broaden and enhance Council's provision of learning opportunities across all ages and formats. Importantly, those opportunities can be extended by partnering with other agencies and organisations to leverage their capacity and expertise to meet the current and future lifelong learning needs of our community.

Community consultation and engagement is critical to the development of a successful and relevant Lifelong Learning Strategy.

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

- (1) Notes the Community consultation and engagement plan attached as **Appendix A** to this report.
- (2) Endorses the establishment of a Darebin Lifelong Learning Strategy Reference Group and the Terms of Reference attached as **Appendix B** to this report.
- (3) Appoints .....Councillor/s as representative/s on the Darebin Lifelong Learning Strategy Reference Group.

## Introduction

Council developed a Lifelong Learning Policy in 2004, with no update since that time. The policy outlined why lifelong learning is relevant to local government and informed future activities, largely focused on learning for adults.

Since that time, the definition of lifelong learning has changed to be more inclusive and wide ranging and can be described as 'formal and informal learning opportunities throughout people's lives to foster the continuous development and improvement of knowledge and skills needed for employment and personal fulfilment'.

## Issues and Discussion

Lifelong learning opportunities have been integrated into many Council activities and partnerships. However, there is no current framework to guide this work across Council as a whole and with our community. It is timely to develop a Lifelong Learning Strategy with annual action plans to guide our efforts, partnerships and programming to support the new Council Plan.

## Options for Consideration

Council is committed to bringing the ideas of our diverse community into our decision making. Council is looking to engage and consult with our community in a variety of forms and at different stages of the Strategy development. The proposed consultation and engagement activities will help deepen our understanding of the challenges facing our community in this space and support our endeavours to work in partnership with others.

Key components of the proposed Community consultation and engagement plan (see **Appendix A** for detailed information) are:

- A Darebin Lifelong Learning Reference Group to provide advice, feedback, support and guidance to Council on the development of the Strategy. Reference Group membership will be open to those interested in the provision of lifelong learning opportunities in the City of Darebin and sought through a public Expression of Interest process. The Terms of Reference are provided as **Appendix B** to this report.
- Your Say Darebin, our online engagement platform, to enable Council to survey and have an ongoing conversation with our community about the strategy – from development to implementation to recognising and celebrating achievements.
- A range of face-to-face opportunities including interviews with targeted community organisations, a round table with education and lifelong learning providers and focus groups. Consultation activities will also include Advisory Committees, attendance at relevant community events and workshops with departments across Council.

The consultation will be supported by a literature review, benchmarking, worldwide trend and relevant statistical analysis including the 2016 Census data.

## Financial and Resource Implications

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

## Risk Management

There are no risks identified in Council's risk management framework that are relevant to this report.

## Policy Implications

### Economic Development

Council's commitment to lifelong learning is an important aspect of building community capacity, connections and employability, and, as a result, contributes to increased economic development opportunities. Engagement and consultation with businesses, and education and lifelong learning providers is included in the community consultation and engagement plan.

### Environmental Sustainability

Council currently delivers environmental sustainability lifelong learning opportunities through various departments and approaches. This delivery and focus will continue as part of a new Lifelong Learning Strategy.

### Human Rights, Equity and Inclusion

The community consultation and engagement process to develop the Strategy, including the establishment of the Strategy Reference Group, is aligned with Council's commitment to bringing the ideas of our diverse community into our decision making and will be undertaken in alignment with Council's Equity and Inclusion Planning and Audit Tool.

### Other

There are no other factors which impact this report.

### Future Actions

- Conduct Expression of Interest (EOI) process for and convene the Darebin Lifelong Learning Strategy Reference Group.
- Undertake community consultation and engagement.

### Consultation and Advocacy

- Executive Manager Community Experience and Learning
- Community Renewal Officer
- Community Planner
- Coordinator Community Engagement and Demographics
- Senior Communication Advisor
- Diverse Communication and Engagement Advisor

### Related Documents

- Lifelong Learning Policy 2004

### Attachments

- Darebin Lifelong Learning Strategy - Community Consultation and Engagement Plan (**Appendix A**) [↓](#)
- Darebin Lifelong Learning Strategy Reference Group - Terms of Reference (**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.





## Community Consultation and Engagement Plan: Darebin Lifelong Learning Strategy 2017–2021

**Stage 1** consultation – explore key concepts around:

- What are the key issues impacting your community/lives or organisation/sector?
- What are your lifelong learning needs – now and future?
- What do you see as Council's role in this space?
- How can we partner to deliver on shared goals?

**Stage 2** consultation – opportunities to provide feedback on draft Strategy and action plan

Stakeholder	Messaging	Proposed Method	Indicative Timelines
Council	Proposed Strategy development framework and approach – present for endorsement and seek Councillor/s nomination for Reference Group	Council Report	19 June 2017
	Endorsement of Lifelong Learning Strategy Reference Group members	Council Report	August 2017
	Consultation: Stage 1	Workshop	August–October 2017
	Draft Strategy – release for public comment	Council Briefing	February 2018
	Strategy – present for endorsement	Council Briefing Council Report	April 2018
Community	Call for Expressions of Interest for Darebin Lifelong Learning Strategy Reference Group	Advertising Council website, social media	June 2017
	Consultation: Stage 1	Your Say Darebin: survey, discussion board Community events, festivals, fetes, open days Focus group/s	August–October 2017
	Consultation: Stage 2	Your Say Darebin	February–March 2018
Businesses	Consultation: Stage 1	Your Say Darebin: survey, discussion board Focus group	August–October 2017
	Consultation: Stage 2	Your Say Darebin	February–March 2018

Stakeholder	Messaging	Proposed Method	Indicative Timelines
Peak bodies/ targeted community organisations	Consultation: Stage 1	Interviews Your Say Darebin: survey, discussion board	August–October 2017
	Consultation: Stage 2	Your Say Darebin	February–March 2018
Education and lifelong learning providers including Darebin Neighbourhood House Network	Call for Expressions of Interest for Darebin Lifelong Learning Strategy Reference Group	Advertising and promotion Council website, social media	June 2017
	Round Table	Invitation	August–October 2017
	Consultation: Stage 1	Your Say Darebin: survey, discussion board	August–October 2017
	Consultation: Stage 2	Your Say Darebin	February–March 2018
Council Departments	Consultation: Stage 1	Workshop/s Survey	August–October 2017
	Action plan contribution	Workshop/meetings	January/February 2018
	Consultation: Stage 2	Email	February–March 2018
Council Advisory Committees	Call for Expressions of Interest for Darebin Lifelong Learning Strategy Reference Group	Email	June 2017
	Consultation: Stage 1	Advisory Committee meetings	August–October 2017
	Consultation: Stage 2	Your Say Darebin	February–March 2018
Lifelong Learning Strategy Reference Group	Consultation and engagement plan Consultation: Stage 1	Meeting 1	September 2017
	Community consultation feedback, research findings Discussion around themes, goals, potential actions	Meeting 2	November 2017
	Draft Strategy and action plan – feedback	Meeting 3	January/February 2018
	Public comment feedback – consideration/impact	Meeting 4	Late-March/April 2018
	Finalise Strategy	Email	April 2018
General	Launch of Lifelong Learning Strategy	Event Your Say Darebin	May/June 2018

## Darebin Lifelong Learning Strategy 2017–2021 Reference Group

### Terms of Reference

June 2017

#### 1. Introduction and background

Lifelong learning can be described as 'formal and informal learning opportunities throughout people's lives to foster the continuous development and improvement of knowledge and skills needed for employment and personal fulfilment'. (Collins Dictionary)

UNESCO's Belém Framework for Action says 'the role of lifelong learning is critical in addressing global educational issues and challenges. Lifelong learning "from cradle to grave" is a philosophy, a conceptual framework and an organising principle of all forms of education, based on inclusive, emancipatory, humanistic and democratic values; it is all-encompassing and integral to the vision of a knowledge-based society.'

The Darebin Council Plan 2017–2021 articulates our mission 'to preserve and improve the physical, social, environmental and economic health of all our neighbourhoods, and ensure quality of life for current and future generations'.

The Darebin Lifelong Learning Strategy aims to provide a framework to enhance Council's provision of lifelong learning opportunities across all ages as well as extend opportunities for our community through the skills and expertise within other agencies and learning organisations. Through a collaborative partnership approach, we will go beyond learning to build community connections and capacity to meet the current and future needs of our community.

#### 2. Purpose and objectives

The purpose of the Reference Group is to provide advice, feedback, support and guidance to Council on the development of the Darebin Lifelong Learning Strategy 2017–2021.

##### 2.1 Policy context

The development of a Lifelong Learning Strategy supports the Council Plan 2017–2021 in a number of ways:

- It will contribute to addressing our overarching challenges in a changing world where 'Our transport, infrastructure, education and training must keep pace with the needs of our changing economy'.
- It will support our community to address growing inequality where 'The gap between rich and poor is growing across Australia, including in Melbourne and in Darebin'.
- The Strategy and associated consultation and engagement activities will deepen our understanding of the challenges facing our community in this space and support our endeavours to work in partnership with others to provide more with less.

Lifelong learning is relevant to most Council Plan goals but is specifically mentioned in Goal 2: 'We will improve the wellbeing of people in our community by providing opportunities for them to live their lives well'; and section 2.3: 'We will expand lifelong-learning opportunities, to enable local people to learn, develop their interests, and secure good quality work'.

Council is committed to a consultative approach to develop and implement the Darebin Lifelong Learning Strategy 2017–2021.

##### 2.2 Guiding principles

The Reference Group will be guided by and share the following values with Darebin City Council employees, partners and the Darebin community: collaboration, accountability, respect and integrity.



### **2.3 Objectives**

The objectives of the Reference Group are to:

- inform and assist Council in understanding issues, policies and drivers that impact the current and future provision of lifelong learning opportunities for the Darebin community;
- provide advice and feedback on processes and consultation during the development stage of the Strategy;
- provide strategic thinking for effective planning;
- ensure alignment with relevant Council policies; and
- advise Council on appropriate actions that arise from the Strategy.

### **3. Membership**

Reference Group membership will be open to those interested in the provision of lifelong learning opportunities in the City of Darebin.

The Reference Group will consist of:

- at least one (1) nominated Darebin Councillor. A Councillor will Chair the Reference Group;
- up to fifteen (15) community, agency and learning organisation representatives who live, work, study or provide lifelong learning in Darebin; and
- two (2) Council officers, and others as required, who can implement actions to address issues raised by the Reference Group.

Apart from Councillors and officers, the Reference Group's membership should not exceed fifteen (15).

#### **3.1 Membership diversity**

The Reference Group should reflect as far as possible the diversity of the Darebin community in terms of gender, age, sexuality, cultural and linguistic background, employment status, education and income levels, and associated learning industry/sector. This will be a key consideration in the selection and recruitment of members. The Reference Group will seek to build and reflect diversity within the membership and be inclusive in practice.

#### **3.2 Reimbursement of members' expenses**

To enable diverse participation, Council will support participation through provision of assistance for childcare, transport or other specific needs (interpreting, assistance support, etc.) as required.

Application for assistance should be made at the Expression of Interest stage (see 4.1), but can also be made at any time if changing circumstances mandate it.

#### **3.3 Role of members**

Reference Group members will fulfill their role by:

- providing input, views and advice on the development of the Darebin Lifelong Learning Strategy 2017–2021 and associated action plans; and
- facilitating Council's engagement with the community and assisting Council to connect with the Darebin community and to take into account, balance and reflect the different perspectives and requirements of all groups that form the Darebin community.

### **4. Terms and method of nomination**

#### **4.1 Method of nomination**

Nomination for the appointment of members to the Darebin Lifelong Learning Strategy Reference Group will be called through an Expression of Interest process. The process will be advertised widely through appropriate mediums, including a public notice in local newspapers and on Council websites.

All appointments will be made based on responses to the selection criteria and approved by Council.

#### **4.2 Terms of appointment**

Appointments to the Reference Group will be for the duration of the planning and development stages of the Strategy, expected to be until 30 June 2018.

If a member resigns during the course of their term, the position will be filled at the discretion of Council.

### **5. Meetings and procedures**

The Reference Group will meet for up to two (2) hours duration a minimum of four (4) times, with the possibility of additional meetings as required. Meetings will be held at various Council facilities or other locations within the City of Darebin as appropriate.

Dates and times will be determined by Council, taking into consideration members' constraints and the need to enable participation from a range of representatives.

#### **5.1 Chairperson**

Meetings will be chaired by a nominated Councillor or, in their absence, a senior Council officer, or as determined by the Group.

The responsibilities of the Chair include:

- guiding the meeting according to the agenda and time available;
- facilitating fruitful discussions, with care to ensure members understand what is outside the scope of the Reference Group;
- assisting members to abide by the Code of Conduct (see 5.4), including by taking action in case of breaches;
- reviewing and approving minutes before distribution as needed; and
- where appropriate, updating Council on the progress and discussions of the Reference Group, e.g. through Councillors' reports at Council meetings.

#### **5.2 Officer support**

A Council officer will provide support to the Reference Group, including provision of meeting agendas and minutes.

Meeting agendas will be forwarded to the Reference Group members by email no later than one week (five working days) before a scheduled meeting.

Meeting minutes will be provided to Reference Group members no later than two weeks (ten working days) after a scheduled meeting, including details of proceedings and clearly expressed resolutions (where applicable), including relevant documentation as attachments where necessary.

Records of agendas and minutes will be maintained in accordance with Public Records Act requirements.

#### **5.3 Recommendations to Council**

The role of the Reference Group is to provide advice to Council; as such, it does not have any decision-making powers.

Where the Reference Group wishes to make recommendations to Council, a consensus of all members present will be sought. In the absence of such consensus, and provided there is a quorum of at least half of the members (apart from Councillor(s)/Chair and Council officers) present at the meeting, the recommendation will be put to a vote with the majority recommendation being endorsed as the Reference Group's. Council officers can never take part in the vote. In the event of a tie, the Chair may exercise a casting vote.

It is up to the supporting officer to follow up on the Reference Group's recommendation(s), including deciding on the most appropriate means to report on it to Council or internal departments.

The Reference Group does not have an operational role and may not direct Council staff in the performance of their duties.

#### **5.4 Conduct of members**

Members will:

- Act honestly and treat others with respect. Failure to do so will be dealt with by the Chair as appropriate.
- Exercise reasonable care and diligence.
- Not make improper use of their position or make improper use of information acquired because of their position.

Where there is a requirement for confidentiality, this is to be noted in the minutes if the matter arises during a meeting, or made clear to members if arising in communication outside of a meeting, and addressed accordingly.

Members must disclose a conflict of interest in relation to any matter the Reference Group is concerned with or that the Reference Group will, or is likely to, consider or discuss. The conflict of interest, including the nature of the relevant interest, must be disclosed before the matter is considered and must be recorded in the minutes.

Members of the Reference Group are not authorised to speak to the media or make public statements on behalf of the Reference Group or Council, unless the member is a Councillor. In that case, any engagement with the media will be in accordance with Council's media and communications policy.

Members are authorised to disclose, and encouraged to share with community members, general information such as objectives of the Reference Group, membership procedures, list of activities and information in regard to any issues that have already been previously dealt with and approved in the Reference Group's discussions.

Members must ensure that new issues raised by the public or community are brought back to the Reference Group for consideration before any public information or response is provided in relation to the issue.

#### **6. Monitoring and evaluation**

Operations of the Reference Group will be evaluated via a number of methods (including reflective self-evaluation of the Reference Group) to ensure the Reference Group is achieving its objectives. Results of the evaluation will be reported in an annual progress report submitted to Council detailing the Reference Group's activities and achievements.

**6.5 'MAKING RENTING FAIR' CAMPAIGN****Author:** Coordinator Equity and Diversity**Reviewed By:** Director Community Development

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**Report Background**

This report seeks Council's endorsement to support a state wide advocacy campaign to improve the safety, stability and privacy of renters in Victoria.

The Tenants Union of Victoria (TUV) has created the 'Making Renting Fair Campaign', a coalition of 44 community legal centres, consumer agencies, charities, advocacy peak bodies and community housing agencies to lobby the Victorian State Government to ensure that the review of the *Residential Tenancies Act 1997* strengthens consumer protection for renters.

**Previous Council Resolution**

This particular matter is not the subject of a previous Council resolution.

Darebin Council has however made two previous submissions to the review of the *Residential Tenancies Act 1997* that primarily dealt with protecting vulnerable rooming house tenants.

**Previous Briefing(s)**

This matter has not previously been to a Councillor Briefing.

**Council Plan Goal/Endorsed Strategy**

Goal 3 - Sustainable and Resilient Neighbourhoods

Responding to Housing Stress: A Local Action Plan 2013 - 2017

**Summary**

The three year review of the *Residential Tenancies Act 1997* triggered in June 2015 by the Minister for Consumer Affairs, the Hon Jane Garrett has concluded.

Although the date for submissions has closed, the State Government continues to be lobbied by influential peak bodies representing landlords and property owners in a final attempt to influence the drafting of the legislation. In response, the 'Making Renting Fair Campaign' is requesting that Council support their campaign and advocacy messages aimed at the State Government in an attempt to counter this influence, and a call for fairer measures to protect tenant rights.

The 'Making Renting Fair Campaign' provides a collective 'voice' to advocate for the rights of tenants, in particular those people most at risk of the unfair provisions that already exist in the *Residential Tenancies Act 1997*.

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

- (1) Supports the 'Making Renting Fair Campaign' advocacy campaign by Tenants Union of Victoria to improve the safety, stability and privacy of renters in Victoria; and
  - (2) Endorses the following advocacy actions:
    - a. Writes to the Minister of Consumer Affairs, the Hon. Marlene Kairouz, the Minister for Planning the Hon. Richard Wynn and the Minister for Housing the Hon. Martin Foley reaffirming the key messages of Darebin City Council's previous submissions.
    - b. Implements a community communications plan including a summary of the key issues in the Mayor's column, and a press release consistent with that from the 'Making Renting Fair Campaign'.
- 

**Introduction**

The Tenants Union of Victoria (TUV) has developed the 'Making Renting Fair Campaign', a coalition of 44 community legal centres, consumer agencies, charities, advocacy peak bodies and community housing agencies to lobby the Victorian State Government to ensure that the review of the *Residential Tenancies Act 1997* strengthens consumer protection for renters.

**Issues and Discussion***Residential Tenancies Act 1997 Review*

The review of the *Residential Tenancies Act 1997* will affect:

- 34% of Darebin households. Currently renting is 29% in private rental and 5% in social housing;
- 39 registered rooming houses (including the large concentration at Bell City in Preston); and
- An unknown number of unregistered rooming houses.

Key issues and impacts faced by our community from the review that have been highlighted by the Darebin Emergency Relief Committee, the Darebin Housing Advisory Committee and Council's Environmental Health Officers through their annual inspection of rooming houses include:

- Insecure rental opportunities, particularly increased vulnerability for older women;
- Discrimination in relation to companion animals and pets, which especially impacts on people with a disability where companion animals and pets play a critical role around access and inclusion;
- Exploitative rental practices through the requirement of money up front or auctioning off rental which sees over exploitation of the market and underquoting of properties;
- Impact in relation to student housing with diminished options and an increased reliance on rooming houses; and
- Pushing out of low income earners from the municipality with impacts on family cohesion, schooling, employment, aging in place and overcrowding.



### The 'Making Renting Fair Campaign'

The Campaign is requesting that Council support and high-light the following key advocacy messages aimed at the State Government:

1. Improve security of tenure and rental access.
2. Protect tenants and their families.
3. Expand privacy and use protections.
4. Protect low income and vulnerable tenants.
5. Rule out punitive measures that would harm tenants, particularly those at risk of homelessness.

### Darebin Advocacy Plan

Darebin Council's most effective contribution to the 'Making Renting Fair Campaign' would be informed by a range of concentrated saturated advocacy actions comprising of:

1. A letter to the Minister of Consumer Affairs, the Hon. Marlene Kairouz, the Minister for Planning the Hon. Richard Wynn and the Minister for Housing the Hon. Martin Foley reaffirming the key messages of Darebin City Council's previous submissions.
2. Community communications plan including a summary of the key issues in the Mayor's column, and a press release consistent with that from the 'Making Renting Fair Campaign'.

### **Options for Consideration**

The request by the 'Making Renting Fair Campaign' for Council to support their advocacy effort is consistent with Council's previous submissions, builds on Council's advocacy effort and is supported by local evidence.

### **Financial and Resource Implications**

The proposed advocacy action plan will be met within existing budget.

### **Risk Management**

There are no identified risks associated with the proposed actions.

### **Policy Implications**

#### **Economic Development**

Safe stable housing is fundamental to the long term wellbeing of the Darebin community and to the economic development of the city.

#### **Environmental Sustainability**

There are no other environmental sustainability factors which impact on this report.

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

Safe stable housing is a basic human right. The current legislation privileges land lords and property owners over renters. The negative impacts of this imbalance is disproportionately felt by low income and disadvantaged communities.

**Other**

There are no other factors which impact on this report.

**Future Actions**

- Implement the advocacy actions
- Keep a watching brief on this issue
- Provide Council a further briefing on the implications of the revised legislation

**Consultation and Advocacy**

- The Darebin Emergency Relief Committee
- The Darebin Housing Advisory Committee; and
- Darebin Council's Environmental Health Officers

**Related Documents**

- City of Darebin – Responding to Housing Stress: A Local Action Plan 2013 -2017

**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.

**6.6 PROJECTS FOR SPORT AND RECREATION VICTORIA  
COMMUNITY SPORTS INFRASTRUCTURE FUND GRANTS  
2018/2019****Author:** Coordinator Leisure Services**Reviewed By:** Director Community Development

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**Report Background**

The Sport and Recreation Victoria (SRV) Community Sports Infrastructure Fund (CSIF) is an annual Victorian State Government funding program that provides funding to Councils to support the development of community sporting facilities. It presents an opportunity to deliver sport and leisure infrastructure improvements at a reduced cost to Council.

This report outlines the projects identified for application to the 2018/2019 CSIF grants program. The projects are in line with infrastructure priorities and assessed as most critical to increase participation in sport and physical activity, aligned to Council's strategic priorities and most likely to successfully meet the criteria for funding.

**Previous Council Resolution**

This matter is not the subject of a previous Council resolution.

**Previous Briefing(s)**

This matter has not previously been to a Councillor Briefing.

**Council Plan Goal/Endorsed Strategy**

Goal 2 - Healthy and Connected Community

- **Darebin Health and Wellbeing Plan 2013 – 2017** goal 4 – build healthy, safe and accessible places for people to play and connect; goal 5 protect and promote Darebin people's physical health (5.3 – increase regular physical activity for all)
- **Darebin Leisure Strategy and Leisure Services Action Plan 2015 - 2020**

**Summary**

The 2018/2019 SRV CSIF grants are now open and it is proposed that Council makes five applications across three categories: Major Facilities (one project); Minor Facilities (one project) and; Female Friendly Facilities (three projects). With Council endorsement these applications will be prepared and submitted to SRV. Details of projects and costings are contained within this report.

The projects recommended are identified Council sporting priorities, have detailed planning underway and are the types of projects that have been successful through this funding program in previous years. Should all applications be successful Council will receive \$1,050,000 in funding.

The required Council co-contribution will total approximately \$8,995,000. Council should note their obligation to the required co-contribution to these projects across the 2018/2019 (single year projects) to 2020/2021 (multi-year projects) capital works budgets.

<b>Recommendation</b>
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**That** Council endorses the five projects put forward in this report for submission to Sport and Recreation Victoria's Community Sport Infrastructure Grant program for 2018/2019.

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## Introduction

The SRV CSIF grants provide funding to Councils to support the continued development of high quality community sporting facilities. This report outlines the five projects identified as most critical to increase participation in sport and physical activity, those strongest aligned to Council's strategic priorities and those most likely to meet the criteria for funding for the 2018/2019 grants.

Key points to note with regards to this funding opportunity include:

- The SRV CSIF presents an opportunity to attract significant external funding to invest in Council's leisure facilities.
- SRV CSIF grants are currently open. Full applications close 11 September 2017.
- Funding for successful projects is for the 2018/2019 financial year; and projects cannot commence before 1 July 2018.
- Only local governments can apply to SRV for this funding program.
- It is proposed that Council submit a Major Facilities grant application for redevelopment of the Bill Lawry Oval. This facility requires significant redevelopment works and thus requires a substantial future Council investment. There is opportunity to obtain up to \$1 million in external funding to contribute to these required works, which includes the CSIF Major Facilities grant of \$650,000.
- Projects endorsed for submission by Council constitute an in-principal agreement that Council will fund the specified co-contribution amount in their capital works budget for 2018/2019 (and subsequently 2019/2020 for IW Dole pavilion and 2019/2020 and 2020/2021 for Bill Lawry Oval pavilion. Both are intended as multi-year projects).
- Project costings are estimates; these will be finalised following Council endorsement for the described projects to be submitted to the grants process.
- Clubs have indicated their willingness to financially contribute towards the respective projects. Contributions of at least \$375,000 have been pledged. Officers will continue to work with clubs to maximise the value of contributions to offset the cost to Council.
- A copy of the SRV Community Sports Infrastructure Fund Guidelines 2018/2019 is attached at **Appendix A**.

## Issues and Discussion

An expression of interest process with clubs was undertaken in April 2017 to ascertain clubs interested in contributing to the development of capital projects under the CSIF grants program for 2017/2018. Council is not required to involve sports clubs or to seek expressions of interest; however officers consider this to be good practice. This process provides clubs the opportunity to focus their facility development priorities and commit to a financial contribution for their nominated project.

Six sporting groups responded to the EOI, two projects of which are included in those proposed below. The remaining responses did not fit within Council's strategic priorities or responsibilities.

Assessment Criteria for all CSIF categories focus on the following:

1. **Strategic justification** – the project responds to specific needs and is it strategically supported by local and regional plans, strategies and policies,
2. **Project development** – the project is adequately scoped, costed, funded, and designed. It is operationally viable, and incorporates universal and environmentally sustainable design.
3. **Stakeholder engagement** – project involves and consults stakeholders, and is managed by a qualified team.
4. **Participation outcomes** – project increases participation, encourages broad usage particularly by under-represented groups, has significant regional benefit and improves quality of recreational facilities. This includes demonstrating that the project promotes gender equity.

For the 2018/2019 round all CSIF grant categories encompass a two stage application process. Stage one requires 'project proposals' to be submitted via EOI.

Following an assessment of EOI's, SRV advises Councils of the applications considered suitable to proceed to full application. Full applications would be due in September 2017. Likely funding announcements and notification of outcomes are expected from November 2017 onwards.

#### Projects proposed for submission to CSIF grants program in 2018/2019

Projects considered as priorities and at a level of readiness for submission into 2018/2019 CSIF grants program are:

Category	Closing Date	Funding Ratio	Max. Grant
Major Facilities	11 September 2017	SRV \$1 : \$3 local	\$650,000
<p><b><i>Bill Lawry Pavilion redevelopment project</i></b></p> <p><i>Description:</i></p> <p>Grants of up to \$650,000 are available to develop or upgrade major district and regional sport and recreation facilities.</p> <ul style="list-style-type: none"> <li>• It is proposed to submit a Major Facilities application for \$650,000 for the redevelopment of the Bill Lawry Oval pavilion. This project is currently considered a priority project for Council.</li> <li>• Council has already allocated \$90,000 in 2016/2017 and \$290,000 in 2017/2018 capital works budgets to undertake detailed planning and pre-construction activities for this project. Attracting significant external funding will be beneficial to move into the construction phase.</li> <li>• Currently the pavilion at Bill Lawry Oval is in very poor functional condition and requires major works to ensure safety and continued occupancy of the facility. Poor condition of the change rooms and amenities makes this ground unsuitable for female participation.</li> <li>• A number of health and safety and risk issues have been identified that require short term investment in this facility.</li> </ul>			

- Plans include a community space accessible to community groups during the day. Both passive and active recreational usage is envisaged. Building design emphasises capacity to be a multi-use and multi-function space. The plans also include provision for leasable office space, which will result in increased long term financial viability for this facility.
- The venue currently attracts higher level female participation through an agreement between tenant club Northcote Park Football Club and the Darebin Women’s Sports Club – Darebin Falcons football program. The project aims to enhance the venue as a centre for local female football participation.
- The total project cost at this early stage is estimated at \$6,500,000 (requires further investigation of scope and verification). Council has committed \$380,000 funding to date. SRV’s \$650,000 contribution towards the project will be essential to ensure project viability. It is proposed that due to the scale of the remainder of the project this budget is split over the 2018/2019 to 2020/2021 capital works budget years.
- Both of the tenant clubs have confirmed their intention to make a combined financial contribution of up to \$250,000.
- Discussions are taking place with AFL Victoria and Cricket Victoria who have indicated they may have interest in contributing funding towards the project. This will further reduce the cost to Council.
- A more comprehensive briefing on this project will be provided to Council by August 2017.

Category	Closing Date	Funding Ratio	Max. Grant
Minor Facilities	11 September 2017	SRV \$1 : \$1 local	\$100,000

***Replacement of sports field lighting at Preston City Oval***

*Description:*

Grants of up to \$100,000 for any one project are available to develop or upgrade community sport and recreation facilities.

- The project identified involves a sports field lighting upgrade.
- Tenant club Northern Knights Football Club plans to grow female participation. The club will provide pathway programs for local female participants to the VWFL and AWFL. The current quality of lighting is not to standard and unable to cater for this future projected use.
- The current lighting lux is insufficient for evening sport and requires replacement in order to meet current and future needs; including catering for future women’s football development pathways.
- The proposed lighting will allow VFL and VWFL level teams to train and play night competition at the venue under lighting to Australian Standard. Tenant club Northern Blues Football Club has expressed a desire to have a greater presence at the venue. The project will allow the club to provide further local pathway programs, community events and the opportunity for evening competition.
- The project offers opportunity to showcase an environmentally sustainable LED sports lighting solution. LED sports field lighting is relatively new and evolving technology that requires approximately 30% more in initial capital investment costs. LED technology has the capacity to reduce the carbon footprint of the lighting system and provide payback benefits in efficiency and reduced maintenance costs. ROI is dependent on usage, lux levels provided and the type of fittings used. A payback period of between 3 to 8 years has been cited by the industry.

- **Preston City Oval sports field lighting upgrade** – estimated total project cost of \$700,000 utilising LED technology. Club contribution of at least \$10,000 is currently under negotiation. Required Council co-contribution of approximately \$600,000 (minus any club contributions).

Female Facilities	Friendly	11 September 2017	SRV \$1 : \$1 local	\$100,000
<p><b><i>Additional female change rooms at JE Moore Park North and Bundooroa Park</i></b></p>				
<p><b><i>Pavilion development at IW Dole Reserve, Reservoir</i></b></p>				
<p><i>Description:</i></p>				
<p>Grants of up to \$100,000 are available to build new and upgrade current out-dated change facilities to improve access and equity for female participants and officials.</p>				
<ul style="list-style-type: none"> <li>• Three projects have been identified as the highest need and most likely to attract funding under this category in 2018/2019.</li> <li>• Projects involve improvements and/or additional female change facilities at venues with tenant clubs that have demonstrated capacity to grow and sustain significant female programs and/or where existing amenities severely restrict female participation.               <ol style="list-style-type: none"> <li>1. JE Moore Park North – Tenant club West Preston Lakeside Football Club has recently established 2 teams in the Northern Football League’s newly established female grade competition. This adds approximately 50 participants to the club’s existing compliment of 450 players. Expansion of the club’s away change rooms will accommodate significant future growth in female teams. Estimated total project cost of \$600,000. The club has tagged a co-contribution of at least \$10,000.</li> <li>2. IW Dole Reserve. The existing amenity is aged and functionality is poor, with the venue high on Council’s priority list for refurbishment. The pavilion’s current condition and amenity levels do not allow for female participation and concerns about safety are associated with its current location and configuration. Improvement works will provide opportunities for multi/shared use of shared community space with access by a range of community groups and increased access by female sporting participants. Estimated total project cost of \$2,300,000.</li> <li>3. Bundoora Park Oval. Tenant club Bundoora Park Thunderbolts Football Club has established one female team with 22 participants in the Northern Football League’s female grade. The club is looking to increase this to three teams (approximately 90 participants) next year. Tenant club Bundoora Park Cricket Club also has the opportunity to expand its female participation with entry into the North Metro Cricket Association’s female grade. The pavilions current change and toilet amenities are inadequate in terms of design, size and privacy to effectively cater to female participants. Improvement works will provide two additional change rooms with access to female toilet and shower amenities at an estimated total cost of \$500,000.</li> </ol> </li> </ul>				

**Options for Consideration**

Council to approve or decline support to submit applications for the five projects identified.

## Financial and Resource Implications

Below is a table detailing the financial implications of the five proposed projects.

Category	Project name	SRV contribution (TBC)	Club / external contribution	Required Council contribution	Budget year funding required
Major facilities	Redevelopment of Bill Lawry Oval pavilion and sporting facilities \$6,500,000	\$650,000	\$250,000 (clubs) \$Up to 100,000 TBC (other – Cricket Vic AFL Vic)	\$5,220,000 (TBC pending finalisation of scope)	2017/2018 to 2020/2021 (multi-year project)
Minor facilities	Preston City Oval LED sports field lighting upgrade \$700,000	\$100,000	\$10,000 Club contribution TBC	\$590,000	2018/2019
Female Friendly Facilities	JE Moore Park North pavilion refurbishment \$600,000	\$100,000	\$10,000 Club contribution TBC	\$590,000	2018/2019
Female Friendly Facilities	Bundoora Park (Snake Gully) pavilion extension \$500,000	\$100,000	\$5,000	\$395,000	2018/2019
Female Friendly Facilities	IW Dole Reserve Redevelopment of a sports and community pavilion \$2,300,000	\$100,000	n/a no winter tenant club at present	\$2,200,000	2018/2019 – 2019/2020 (multi-year project)
<b>Total</b>		<b>\$1,050,000</b>	<b>\$375,000</b>	<b>\$8,995,000</b> <b>Over next 3 financial years</b>	

- Should all projects be successful in attracting funding, Council will receive \$1,050,000 of grant funding from Sport and Recreation Victoria.
- Should all projects be successful in attracting funding a co-contribution of up to \$8,995,000 (exl. GST) will be required from Council capital works budgets over the coming three years.
- Any funding secured from SRV will be for the 2018/2019 financial year. Council is required to co-contribute to the projects if SRV funding applications are successful.
-



Council to note that the Bill Lawry Oval pavilion redevelopment project is intended to run over several years – from 2016/2017 to 2020/2021. \$380,000 has already been allocated in 2016/2017 and 2017/2018 financial years.

- Council to note the IW Dole pavilion redevelopment project is intended to run over three financial years – detailed planning to take place in 2017/2018 and construction thereafter.
- There may be significant opportunity to obtain additional external funding for the Bill Lawry pavilion project, owing to the significant community benefits this facility would be able to offer.
- Conversations are ongoing with all clubs to maximise the external funding contributions towards these projects.
- AFL Victoria and Cricket Victoria have indicated their interest in contributing significant funding towards the proposed redevelopment of Bill Lawry Oval pavilion. This may be in excess of \$100,000, to be confirmed pending ongoing discussions. This will further reduce the cost to Council of undertaking this project.
- The projects described above will be delivered within existing Council capital works personnel resources.

### **Risk Management**

Risks will be identified, monitored and managed through risk management and mitigation plans for each respective project.

### **Policy Implications**

#### **Economic Development**

Council endorsement to proceed with the projects identified above will result in increased opportunities for the Darebin community to participate in physical activity, healthier, happier and more productive communities with direct and indirect economic benefits.

#### **Environmental Sustainability**

- Environmental sustainability considerations will be made in development of detailed plans for each of the identified projects.
- The option of installing an LED option for the replacement of the Preston City Oval sports lighting project is available.

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

Whilst the major focus of the CSIF is to broadly increase participation in sport and recreation activities, improving access to those groups traditionally disadvantaged, including women and girls, young people, culturally and linguistically diverse (CALD) communities, indigenous people, people with a disability and people of low socio economic status, is also a significant priority and will be considered throughout project development and implementation.

#### **Other**

There are no other impacts related to this report.

**Future Actions**

- With Council endorsement officers will lodge applications to the 2018/2019 SRV grants by 11 September 2017.
- Officers to report back to Council on outcomes of grants by November 2017.
- A further briefing on the scope of the Bill Lawry Oval pavilion and community facilities development project to be provided to Council by September 2017.

**Consultation and Advocacy**

- Tenant sporting clubs are all in strong support of the applications described above.
- Advocacy by local MP's may be beneficial in obtaining additional external funding towards these projects, in particular the redevelopment of Bill Lawry Oval pavilion.

**Related Documents**

- 2018/2019 CSIF Application Guidelines (**Appendix A**)

**Attachments**

- Sport and Recreation Victoria Community Sports Infrastructure Fund Guidelines 2018/2019 (**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.

# 2018-2019 Community Sports Infrastructure Fund Application Guidelines



Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.

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**Accessibility**

To receive this publication in an accessible format, please contact the Grants Information Line on 1300 366 356, using the National Relay Service 13 36 77 if required or email [grantsinfo@sport.vic.gov.au](mailto:grantsinfo@sport.vic.gov.au)

Available at [www.sport.vic.gov.au/grants](http://www.sport.vic.gov.au/grants)

(1703040)

## Message from the Minister for Sport, John Eren



Sport and recreation is the heart and soul of our communities, bringing families and locals together.

The Victorian Government is committed to ensuring that more people can improve their health, get active and involved with sport and active recreation at local clubs, using community infrastructure across the state.

With the state's population on the rise, we're proud to invest in a range of initiatives that ensure grassroots sport infrastructure is modernised and developed consistent with growing community demand and expectations.

I'm delighted that the *Community Sports Infrastructure Fund* is open for the 2018-19 round. The Community Sports Infrastructure Fund continues exciting new developments that will meet the needs of the Victorian community.

Sport and active recreation organisations and clubs, working with their local councils, can apply for funding through a range of categories that support upgrades to existing infrastructure or the development of new infrastructure.

Eligible projects include local aquatic centre upgrades, sport pavilion developments, sport surfaces and sport lighting installations, recreation facilities, play spaces and feasibility studies.

I'm particularly proud that the *Community Sports Infrastructure Fund* has again been extended to include the categories that implement our significant commitments to female changerooms and cricket facilities.

The Female Friendly Facilities category gives local councils funding to build new and upgrade existing, out-dated change facilities at clubs around the state that cater for female sport and active recreation, with a focus on promoting female and family friendly environments.

The Cricket Facilities category forms part of the \$12.4 million *Community Cricket Program: On Common Ground*, a partnership with Cricket Victoria and Cricket Australia to provide local councils with the ability to upgrade and develop new buildings, grounds and training spaces.

The fund supports the Victorian Government's determination to address the growing demand for local cricket facilities, female change rooms at local grounds and the need for more modern and accessible community sports infrastructure that can be enjoyed by everyone, regardless of their age, background, gender or ability.

The program reflects our major commitment to health, wellbeing, and community sport and active recreation as well as boosting the capacity of communities to attract and host local and regional competitions and events.

I'm confident that by working together we can make sport more inclusive, increase local participation and the accessibility of sport, stimulate local economies and create new jobs and volunteer opportunities. I look forward to seeing new and exciting projects benefitting even more Victorians as part of the *Community Sports Infrastructure Fund*.

A handwritten signature in black ink that reads "John Eren". The signature is written in a cursive, slightly slanted style.

**Hon John Eren MP**

Minister for Sport

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## 1. What is the Community Sports Infrastructure Fund?

The *Community Sports Infrastructure Fund* is a Victorian Government funding program that helps provide high quality, accessible community sport and active recreation infrastructure across Victoria by encouraging:

- increased sport and recreation participation for all Victorians
- increased female and junior participation
- increased access to sport and recreation opportunities
- better planning of sport and recreation facilities
- innovative sport and recreation facilities
- environmentally sustainable facilities
- universally designed facilities.

The *Community Sports Infrastructure Fund* provides grants for planning, building new, and improving existing infrastructure where communities conduct, organise and participate in sport and recreation. Funding is available under the following categories\*:

- **Better Pools** – Grants of up to \$3 million are available to provide high-quality aquatic leisure facilities through new or redeveloped aquatic leisure centres.
- **Major Facilities** – Grants of up to \$650,000 (where the total project cost is more than \$500,000, excluding GST) are available to develop or upgrade sub-regional and regional sport and recreation facilities.
- **Small Aquatic Projects** – Grants of up to \$200,000 are available to improve and upgrade aquatic facilities, seasonal pools and develop new water play spaces.
- **Minor Facilities** – Grants of up to \$100,000 for any one project (where the total project cost is up to \$1,000,000 excluding GST) are available for community sport and recreation groups, working in partnership with local government, to develop or upgrade community sport and recreation facilities.

- **Cricket Facilities** – Grants of up to \$100,000 are available to assist local councils, cricket associations and local cricket clubs to upgrade and develop cricket specific club infrastructure including new buildings, grounds, and training facilities.
- **Female Friendly Facilities** – Grants of up to \$100,000 are available to build new and upgrade existing, outdated change facilities at sports clubs around the state that cater for female sport, with a focus on promoting female and family friendly environments.
- **Planning** – Funding is available for planning initiatives that address the future sport and recreation needs of communities through better information gathering, consultation and strategic planning, including:
  - grants of up to \$30,000 for projects focusing on recreation planning or facility feasibility in one municipality
  - grants of up to \$50,000 for regional planning initiatives that demonstrate inter-municipal needs and financial support from multiple local government authorities
  - grants of up to \$30,000 for female participation strategies.

*\*For specific details on the number of applications that can be submitted under each category please refer to sections 9-15.*

### 1.1. Why is the Victorian Government funding these grants?

Strong, active and healthy communities need high-quality, accessible, well-designed and managed infrastructure for sport and active recreation activities. Developing new facilities or improving the quality of existing facilities to increase participation and wellbeing is a priority for the Victorian Government.

Construction of new or improved facilities also stimulates the local economy and creates a range of employment and volunteer opportunities, from construction and facility management, through to coaching and officiating.



The program reflects the government's commitment to health, wellbeing, and community sport and recreation, as well as boosting the capacity of communities to attract and host local and regional competitions and events.

## 2. Who can apply?

Only local government authorities can apply directly to the Department of Health and Human Services for funding from this program.

Councils are required to discuss their project(s) with their Sport and Recreation Victoria representative before submitting their Project Proposal(s) or Application(s).

Community organisations can only seek access to support from the fund through the Minor Facilities, Cricket Facilities and Female Friendly Facilities categories by submitting an *Expression of Interest Form for Community Organisations* directly to their local council. Community organisations are advised to contact their local council about timelines for expressions of interest.

## 3. What types of activities might be funded?

A wide variety of sport and recreation planning and infrastructure projects will be considered for funding.

Improving participation outcomes is a key objective of the program. Applications must clearly demonstrate how the projects will improve participation outcomes.

Specifically, proposals should demonstrate how the project:

- will increase or maintain participation
- encourages participation by females, juniors, people living in growth areas and communities experiencing disadvantage
- improves health and wellbeing of the community

- encourages development of multi-use, shared and co-located facilities
- collaborates with schools and community groups
- collaborates with state sporting associations or relevant peak bodies
- improves environmental sustainability
- applies or demonstrates principles of Universal Design
- applies the Healthy Choices Guidelines (Better Pools category).

Priority will be given to communities in areas of need that have experienced natural disasters, such as bushfires, flood and drought, or communities experiencing strong population growth or significant change in circumstances (e.g. economic challenges).

Councils should make contact with peak bodies, local leagues/associations, state sporting associations and regional sports assemblies (where appropriate) to seek their support and input into the planning and design of facilities along with developing participation/programming initiatives.

Councils are encouraged to explore funding models that demonstrate stakeholder commitment to the project.

Staged components of a larger facility development, providing the particular stage meets the program criteria are eligible.

Projects on private land are eligible, but will be subject to the establishment of a legally binding agreement between the organisation and local council to ensure ongoing public access. Such proposals should demonstrate evidence of a legally binding agreement in the Full Application.

Projects on school land are eligible subject to a completed *Community Joint Use Proposal* (to the Department of Education and Training) which is completed by the applicant and the school. (Schools can access this document from the Department of Education and Training website.) Applicants must allow sufficient time to



complete this document and obtain the necessary endorsement from the Department of Education and Training at both the regional office and central office.

Proposals may include project management fees of up to 5 per cent of the total project cost.

Councils wanting to undertake Design and Construct projects are eligible. However, councils will still need to demonstrate appropriate levels of planning and are required to submit schematic designs and appropriate cost estimates with full applications.

### 3.1. What will not be funded?

The *Community Sports Infrastructure Fund* will not fund:

- projects where contributions from funding partners are not confirmed in writing or underwritten by council
- tenant clubs that have failed to resolve a breach of the *Victorian Code of Conduct for Community Sport*
- projects that do not strongly meet the assessment criteria
- projects that do not meet the eligibility criteria
- projects that do not align with the objectives of the program
- Minor Facility projects that exceed the maximum total project cost of \$1,000,000 (ex GST)
- projects that do not meet relevant Australian standards (e.g. lighting projects or netball court dimensions)
- projects that are deemed by Sport and Recreation Victoria as not ready to proceed
- applications submitted after the closing date, unless written approval from Sport and Recreation Victoria has been obtained before the closing date which will only be granted under exceptional circumstances (e.g. significant technology disruptions)
- requests for retrospective funding, where projects have commenced construction or are completed prior to the execution of a funding agreement (construction includes, but is not limited to, site clearing, earthworks, building works and any form of early works)
- the purchase of land (in general, the land on which the facility development is proposed will be municipal property, a Crown reserve, land owned by a public authority, or land held for public purposes by trustees)
- facilities where little or no public access is available
- applications where the recipient organisation/s receive revenue from electronic gaming machines will generally be given a lower priority
- facilities designated for electronic gaming machine operations
- in general, areas designated as licenced areas within a proposed facility will not be eligible for funding. The Department of Health and Human Services may consider applications where a restricted club licence is proposed or in place, provided that the restricted licence does not interfere with the facility's other amenities or services, such as child care or access by young people
- routine or cyclical maintenance works
- repair of facilities damaged by vandalism, fire or other natural disasters where the damage can be covered by insurance
- requests for ongoing operational costs such as, but not limited to, salaries, electricity, water, asset maintenance and other utilities
- costs associated with the purchase of transport or any other type of vehicle
- upgrading or redeveloping kitchen or public toilet facilities, except as part of a larger project that meets the objectives of the funding program
- purchasing or maintaining recreation, entertainment, sporting, life-saving or any other equipment (except as part of facility fit out)
- projects previously funded by Sport and Recreation Victoria, unless applicants can demonstrate additional or new uses resulting in increased participation/programming outcomes

- the replacement of like-for-like surfaces (e.g. tennis hard-court surface replaced by a similar hard-court surface) will not be considered a priority to receive funding unless it can be demonstrated that additional uses are proposed and/or a multi-purpose element is being introduced. Additional use should be confirmed through letter of support and schedule of use. Exceptional circumstances may be considered where a safety standard or compliance issue is evident
- projects that do not demonstrate how the principles of Universal Design and Environmentally Sustainable Design have been incorporated
- costs for the design of sport and recreation facilities only.

### 3.2. Past performance

Sport and Recreation Victoria will review an applicant's past performance and assess whether this is likely to have an impact on the successful delivery of a future project. Poor past performance will be taken into account when assessing applications and may be reason for projects not being supported.

This assessment will include consideration of whether:

- organisations have taken the appropriate steps to implement any previous projects funded by Sport and Recreation Victoria (within appropriate timeframes)
- organisations have overdue projects funded by Sport and Recreation Victoria and whether they have requested a variation
- organisations have completed projects funded by Sport and Recreation Victoria and whether they have submitted required final acquittal documentation.

## 4. Partnership Approach

To strengthen the identified outcomes from the *Community Sports Infrastructure Fund* for communities, councils are required to engage Sport and Recreation Victoria and other key stakeholders as early as possible to develop proposals that strongly align with the fund.

This includes engaging with Sport and Recreation Victoria early in the development of a project, rather than just in the development of an application. Sport and Recreation Victoria will provide guidance on how project ideas or proposals align with the fund prior to developing an application.

Once funded, councils are required to fulfil specific obligations to maintain funding commitments to projects. These obligations are outlined in the Funding Agreements. Project Managers are required to be familiar with these obligations.

To ensure appropriate support is provided to meet these obligations, Sport and Recreation Victoria requires all councils to provide a Project Governance Framework (template provided on [www.sport.vic.gov.au](http://www.sport.vic.gov.au)) that outlines the governance model for delivery of projects from the Better Pools, Major Facilities, Small Aquatic Projects and Planning categories.

The Project Governance Framework will provide Sport and Recreation Victoria with confidence that an appropriate engagement process will be implemented as the project is developed, particularly during design phases, where changing project circumstances have the potential to diminish the original intent of a project or diminish the rationale for its support from the fund.



## 5. What is the application process?

### 5.1. Process for clubs

Only local councils are able to submit applications directly to Sport and Recreation Victoria.

Community organisations can seek access to support from the fund through the Minor Facilities, Cricket Facilities and Female Friendly Facilities categories by submitting an *Expression of Interest Form for Community Organisations* directly to their local council.

Any clubs wishing to discuss a project should contact their local council who will provide further advice.

### 5.2. Process for councils

The application process will require the submission of both a Project Proposal and Full Application for all categories.

This approach gives applicants the opportunity to receive advice on their proposals earlier and supports clubs and local groups to work more closely with their council to develop project proposals for funding, while reducing the work involved in developing full applications.

#### Step One: Contact Sport and Recreation Victoria

Council must discuss project ideas with a Sport and Recreation Victoria representative before submitting a Project Proposal. They will provide:

- advice on the most appropriate form of support for your project
- guidance on the development of those proposals that have merit, that align with program objectives and that are ready to proceed
- high-level design advice.

#### Step Two: Project Proposal

Complete the project proposal form answering questions relating to project development, strategic justification, stakeholder engagement and participation outcomes.

If available, a concept or schematic design should be submitted at the Project Proposal stage. Any additional documentation is not required, and will not be assessed at project proposal stage.

Project Proposals will be assessed by the alignment of the project's proposed outcomes and the program objectives, criteria, and timelines to confirm project readiness.

Project Proposals can be submitted via Grants Online at [www.sport.vic.gov.au/grants](http://www.sport.vic.gov.au/grants) by **11.59pm Wednesday 7 June 2017**.

#### Step Three: Notification

Sport and Recreation Victoria will advise councils (via email) of Project Proposals supported to Full Application stage from **Monday 24 July 2017**.

#### Step Four: Full Application

Councils notified of supported Project Proposals in Step Three will be invited to submit a Full Application via web link. Full Applications may only seek an amount equal or lesser than that approved in Step Three and should not change in scope.

All supporting documentation should be emailed to [csif@sport.vic.gov.au](mailto:csif@sport.vic.gov.au) copying in your Sport and Recreation Victoria representative. Please quote your category and project name in the subject line of your email (e.g. Minor – Smith Reserve Lighting). Attach all documents to one email, zipping the files if required.

You can also send attachments on a CD or USB, quoting your project name, to:

#### Community Infrastructure and Regional Facilitation Group

Sport and Recreation Victoria  
Department of Health and Human Services  
GPO Box 4057  
Melbourne, Victoria 3001



Full Applications will be assessed against the *Community Sports Infrastructure Fund* assessment criteria and the required documents. The more effort applied to providing and addressing these questions and providing relevant supporting documentation, the more likely the project will attract grant funding.

Application(s) addressing all criteria and including all additional information must be submitted by **11.59 pm on Monday 11 September 2017**.

If you need assistance with applying online, please call the Grants Information Line on 1300 366 356 between 8.30 am and 5 pm weekdays.

## 6. Timelines and assessment

There are a number of common features in successful applications. Good applications are well planned, involve co-ordination and collaboration with Sport and Recreation Victoria, involve other relevant stakeholders and are clear about what issue they are trying to address. Answering each of the assessment criteria questions will help applicants develop a more thorough project proposal.

Questions about Project Development, Strategic Justification, Stakeholder Engagement and Participation are incorporated under the assessment criteria section for each category. The percentage weightings allocated to each criterion represents the importance and the different weighting Sport and Recreation Victoria will use to assess project applications.

Program opens	March 2017
Project Proposals closing date	7 June 2017
Notification of successful Project Proposals	24 July 2017 onwards
Full Applications closing date	11 September 2017
Funding Announcements and Notification of Outcomes	November 2017 onwards

## 7. Resources and Additional Information

Sport and Recreation Victoria has consolidated a number of helpful tools and resources to assist with application development that can be found at [www.sport.vic.gov.au](http://www.sport.vic.gov.au)

Use the search engine to locate the specific resource required.

### Planning guides

Sport and Recreation Victoria and other industry stakeholders have developed a series of planning guides and other informative resources for 'best practice' sport and recreation facility development. Resources include, but are not restricted to:

- Design for Everyone Guide
- Community Sporting Facility Lighting Guide
- Female Friendly Sport Infrastructure Guidelines
- Artificial Grass for Sport Guide
- Ten ways local government can advance gender equity – Sport and Recreation
- Community Cricket Facility Guidelines
- AFL Preferred Facility Guidelines
- Netball Australia National Facilities Policy
- Tennis Facility Planning Guide
- Skate Facility Guide
- Good Play Space Guide
- Indoor Aquatic and Recreation Facility Development Guidelines
- Pool Concourse Guidelines
- Healthy Choices: policy guidelines for sport and recreation centres
- VicHealth Drinking Water Fountain Guidelines
- DHHS – Safe Pool Operations
- Open Space Planning Guide

### Project Development

In addition to these planning guides, a range of project resources are also available to support the development of projects that incorporate best practice.

### Universal Design

The concept of Universal Design is to make the built environment more usable to as many people as possible, at little or no additional cost. The Design for Everyone Guide incorporates the Universal Design Principle approach to best practice facility design.

### Schedule of Use

A Schedule of Use is a list of all the sport and active recreation activities highlighting the extent to which the proposed facility development will be used. The schedule summarises the type and duration of the activity over a period of time and is a valuable tool to measure participation outcomes. Councils can use the Schedule of Use as provided or adapt and provide their own.

### Environmentally Sustainable Design

Proposals should incorporate Environmentally Sustainable Design initiatives in project designs. For example all Better Pools, Small Aquatics and Major Facilities projects **must allocate a minimum of 25 per cent of the requested grant amount to components that will improve energy or water efficiency and environmental sustainability. This is demonstrated with a specific Environmental Sustainable Design budget in the Full Application.** It is good practice to incorporate Environmental Sustainable Design initiatives in all projects where possible.

### Crime Prevention Through Environmental Design Principles

Proposals are encouraged to incorporate Crime Prevention Through Environmental Design Principles in planning and designing projects. The Safer Design Guidelines provide guidance for designing safer environments that minimise the opportunity for crime to occur and promote safe, accessible and liveable places that encourage

community participation. For more information [www.crimeprevention.vic.gov.au/home/resources/safer+design+guidelines+for+vic](http://www.crimeprevention.vic.gov.au/home/resources/safer+design+guidelines+for+vic)

### Capital Replacement Planning

A Capital Replacement Plan is a tool (not mandatory) that can help you plan for the maintenance and eventual replacement of facilities. The development of a capital replacement plan is recommended by Sport and Recreation Victoria where facilities need to be periodically replaced or renewed.

### Voluntary Labour and In-kind Support

Consideration will be given to claiming in-kind expenses to a maximum of 50 per cent of the total project cost for Minor Facilities, Cricket Facilities, Female Friendly Facilities and 25 per cent of Major Facilities and Small Aquatic Projects.

### Victorian Code of Conduct for Community Sport

The facility tenant club(s) are expected to adhere to the *Victorian Code of Conduct for Community Sport* or related *State Sporting Association Code of Conduct*. More information can be obtained from [www.sport.vic.gov.au](http://www.sport.vic.gov.au)

### SunSmart Online Shade Audit Tool

This online tool helps determine whether existing shade at a site is adequate and provides practical recommendations to improve both built and natural shade. For more information [www.sunsmart.com.au/shade-audit/](http://www.sunsmart.com.au/shade-audit/)

### Competitive Neutrality Policy

Under the Council of Australian Governments' Competition Principles Agreement, Victoria is a signatory to the Council of Australian Governments' Competitive Neutrality Policy.



### Healthy Choices: policy guidelines for sport and recreation centres

Guidelines to help sport and recreation centres improve the availability and promotion of healthier foods and drinks.

The Healthy Eating Advisory Service (HEAS) provides the necessary support and tools to assist organisations in undertaking an independent assessment of food and drinks sold within the premises. HEAS can be contacted on [www.heas.health.vic.gov.au](http://www.heas.health.vic.gov.au) or on 1300 22 52 88.

## 8. Conditions that apply to applications and funding

### 8.1. Funding Agreements

Successful applicants must enter into a Funding Agreement with the Department of Health and Human Services. Funding Agreements establish the parties and outline their commitments and obligations to each other, as well as setting out the general funding terms and conditions. It is recommended that applications review the Department of Health and Human Services standard terms and conditions before applying.

- The agreement establishes the parties and their commitments and obligations to each other and sets out the terms and conditions of funding. It is recommended that you view the terms and conditions available at [www.sport.vic.gov.au/resources](http://www.sport.vic.gov.au/resources).
  - A Schedule is required to be executed (signed) by both parties. The Schedule sets out the:
    - activity details
    - funding amounts
    - agreed actions and payments
    - reporting requirements
    - acknowledgement and publicity requirements
    - other activity specific requirements
    - notices.
- Funds must be spent on the project as described in the application and outlined in the Schedule, unless changes are agreed to in writing.
  - Minor Facilities, Cricket Facilities, Female Friendly Facilities and Planning projects are to be completed and funds claimed by **31 December 2019**.
  - Better Pools, Major Facilities and Small Aquatic Projects are to be completed and funds claimed by **31 May 2020**.
  - The facility tenant club(s) or association(s) are expected to adhere to the *Victorian Code of Conduct for Community Sport*. The *Victorian Code of Conduct for Community Sport – Forms for Tenants* must be completed and signed by each facility tenant club and submitted with the Full Application to Sport and Recreation Victoria. Applications without this form will not be considered for funding. More information about the *Victorian Code of Conduct for Community Sport* can be obtained from [www.sport.vic.gov.au/](http://www.sport.vic.gov.au/)
  - Successful Better Pools applicants with existing facilities, will be required to provide an independent assessment of food and drink availability from café/canteen and vending. The Healthy Eating Advisory Service (HEAS) provides the necessary support and tools to assist organisations in undertaking an independent assessment. HEAS can be contacted on [www.heas.health.vic.gov.au](http://www.heas.health.vic.gov.au) or on **1300 22 52 88**.
  - A request to vary the timing or scope of an approved project must be discussed with your Sport and Recreation Victoria representative before submitting your request or commencing new works. Variation approval is at Sport and Recreation Victoria's discretion and may lead to a reduction or cancellation of the grant depending on the change in scope.
  - Councils must inform the participating organisation(s), where applicable, of all funding arrangements and obligations in relation to the grant allocation. This includes ensuring the funded project does not commence prior to the endorsement of the Schedule.

- Councils are obliged to liaise with Sport and Recreation Victoria on the progress of funded projects, as requested throughout the life of projects as outlined in the Schedule.
- The principles of the Victorian Industry Participation Policy should be observed throughout relevant projects.

For further information go to:

<http://dsdbi.vic.gov.au/our-department/strategies-and-initiatives/victorian-industry-participation-policy>

- A local government officer must be designated to manage the project and provide information to the department according to the following key reporting requirements:
  - a Project Governance Framework\*\* must be completed and submitted with the Full Application for Better Pools, Major Facilities, Small Aquatic and Planning projects
  - a Project Management Framework\*\*\* must be completed and submitted with the Full Application for all Better Pools, Major Facilities, Small Aquatic and Planning projects
  - through the partnership approach and process of appropriate engagement outlined in the project's governance framework, councils must secure Sport and Recreation Victoria's endorsement of key documents such as schematic and detailed plans and architectural/planning briefs prior to work commencing. Projects must not commence or be tendered until endorsement is provided. Sport and Recreation Victoria may not make milestone payments if endorsement is not secured in a timely manner
  - councils must provide project acquittal documentation as required
  - councils are expected to guarantee the cash flow payments towards works where a community organisation is providing funding contributions for a project.

- Successful applicants will be required to contribute information on activity outcomes for use in outcomes reporting, program evaluation reviews or Department of Health and Human Services publications, 12 months after project acquittal.

*\*\*A Project Governance Framework establishes a framework for project decision making amongst project partners.*

*\*\*\*A Project Management Framework is a statement/spreadsheet that includes the name of the local government officer responsible for the project, project activities and project timelines. The Project Management Framework Fact Sheet, along with a basic Project Management Framework template, can be obtained from <http://www.sport.vic.gov.au/grants-and-programs/community-sports-infrastructure-fund>*

## 8.2. Acknowledging the Victorian Government's support and promoting success

Successful applicants need to acknowledge the Victorian Government's support through the *Community Sports Infrastructure Fund*. Acknowledgement and publicity guidelines form part of the Activity Schedule and include the requirement that all activities acknowledge Victorian Government support through logo presentation on any activity-related publications, media releases, promotional material and placement of a permanent Victorian Government endorsed sign/plaque at the site during construction and upon completed of infrastructure activities.

The Minister for Sport is to be given the opportunity to participate in any formal activity to officially open or launch the project, or associated with the progress or completion of a facility. Openings and launches of Community Sports Infrastructure Fund projects are to be coordinated through the Office of the Minister for Sport. Councils considering staging an opening or launch must give adequate notice.

These guidelines have recently been updated to reflect current expectations of Victorian Government recognition. Acknowledgement and Publicity Guidelines can be found at [www.sport.vic.gov.au](http://www.sport.vic.gov.au)





### 8.3. Payments

Upfront payments for funded projects may be made if/when:

- a Funding Agreement has been signed by both parties and any special conditions have been met
- grant recipients provide reports as required, or otherwise demonstrate that the activity is progressing as expected
- other terms and conditions of funding continue to be met.

For all grants at least 10 per cent of the total funding is paid in arrears on evidence of satisfactory completion of the activity.

### 9. Better Pools\*

#### Objectives

To enable:

- development or redevelopment of aquatic leisure facilities supported by comprehensive planning, in consideration of regional aquatic needs and demands
- councils to meet the needs of current and future aquatic leisure centre users
- new or redeveloped spaces that create participation and programming opportunities for the entire community.

#### What type of projects might be funded?

- Projects that provide new or redeveloped aquatic leisure facilities.
- Redevelopments that focus on increasing participation and access to aquatic activities.

#### Funding details

Maximum grant	Local government authority	Funding ratios
Up to \$3 million No maximum Total Project Cost	Metropolitan	SRV \$1:\$3 local
	Cardinia, Casey, Hume, Melton, Mornington Peninsula, Nillumbik, Whittlesea, Wyndham and Yarra Ranges	SRV \$1:\$2 local
	Ballarat, Bendigo, Geelong	SRV \$1:\$2 local
	Rural	SRV \$1:\$1 local

\*Only one project can be submitted under the Better Pools, Major Facilities, and Small Aquatic Projects categories.

**9.1. Better Pools – Full Application assessment criteria**

Project Development	
30%	Clearly identify the project scope, methodology and how proposed outcomes will be completed within a prescribed timeframe.
	Include evidence of project costing and confirmation of funding sources.
	Include site specific schematic plans (developed with stakeholder input including Sport and Recreation Victoria), safety, risk management, Universal Design Principles, Environmentally Sustainable Design.**
	How does the project demonstrate economic impact during construction and operation, including employment during and after construction?
Strategic Justification	
20%	Why is this project required? Describe how it responds to identified community needs, issues and addresses a gap in local facilities.
	Provide evidence of how the project is strategically supported by local or regional aquatic or major facility planning and/or state sporting associations/peak body plans.
	Respond to current market demand and trends in aquatic leisure provision.
Stakeholder Engagement	
10%	What are the outcomes of the consultation undertaken with project stakeholders including Sport and Recreation Victoria, relevant state sporting associations, clubs/leagues and community groups?
	Will the project be managed by an appropriately qualified team?
	Has consideration been made regarding inter-municipal linkages and issues where appropriate?
Participation Outcomes	
40%	Describe how the project increases (or in certain cases maintains) participation in sport and active recreation. Please provide letters of support that clearly state how each partner will contribute to and benefit from the project.
	Describe any additional programming opportunities identified and planned to increase (or in certain cases maintain) participation.
	How does the project encourage the broadest possible community participation in sport and active recreation activities?
	Describe the project's regional/district and multi-purpose benefits.
	Demonstrate appropriate business and management planning, which addresses operational and financial sustainability.
	Demonstrate how this project or the broader facility promotes gender equity through usage policies and facility management plans.
	Demonstrate how Healthy Choices Guidelines will be implemented in the project.

*\*\*Major Facilities, Better Pools and Small Aquatic Projects must allocate a minimum of 25 per cent of the requested grant amount to components that will improve energy or water efficiency and environmental sustainability. This must be demonstrated with a specific Environmental Sustainable Design budget in the Full Application.*

## 9.2. Better Pools Application Checklist

Please submit the following **mandatory documentation** with your Full Application only.

Sport and Recreation Victoria recommends that council attaches a copy of this completed checklist to the front cover of each submitted project.

- Site specific plan/aerial map showing location of proposed project
- Schematic Plans (site specific) developed with stakeholder and Sport and Recreation Victoria input (generic plans or plans from previous projects will not be accepted)
- Quantity Survey, tender price or independent qualified expert report
- Project Governance Framework
- Evidence of confirmation of funding sources (e.g. council report confirming contribution, letter from council CEO or club bank statements)
- Completed in-kind and voluntary labour support form (if applicable)
- Letters of support from organisations that clearly indicate how the group will either support or benefit from the project (as described in the 'Participation Outcome' section of the Assessment Criteria)
- Project Management Framework
- Relevant sections of council reports/plans/strategies/community consultation to support the project (please do not attach entire documents)
- Facility Management Plan
- Detailed Schedule of Use
- Environmentally Sustainable Design report(s) and budget
- Technical and/or Access audits (where available)
- Completed *Victorian Code of Conduct Form for Tenants* from all clubs that are tenants of the facility
- A legally binding land-use agreement for projects located on private land
- For those projects located on school land, a completed Joint Use Agreement, or a completed *Community Joint Use Proposal* to enter into a Community Joint Use Agreement, plus a letter from the Department of Education and Training that indicates endorsement of the project at both the regional office and central office level



## 10. Major Facilities\*

### Objectives

To enable the development of major community sport and recreation facilities that are high quality, accessible, innovative, effectively managed, sustainable and well used.

Major Facilities encompasses projects with a total project cost of more than \$500,000 (GST exclusive).

### What type of projects might be funded?

The development of new, or redevelopment of existing multi-purpose facilities that cater for a range of activities and user groups with regional significance. Examples include the development of multi-sport precincts.

The development of single purpose regional or sub-regional facilities, which usually include:

- a catchment of more than one municipality
- users who are likely to travel some distance to participate
- regionally significant projects for the sport(s) or activity
- facilities for regional or representative training, competition and events

### Funding Details

Maximum grant	Local government authority	Funding ratios
Up to \$650,000*** No maximum Total Project Cost	Metropolitan	SRV \$1:\$3 local
	Cardinia, Casey, Hume, Melton, Mornington Peninsula, Nillumbik, Whittlesea, Wyndham and Yarra Ranges	SRV \$1:\$2 local
	Ballarat, Bendigo, Geelong	SRV \$1:\$2 local
	Rural	SRV \$1:\$1 local

\*\*\*Consideration will be given to claiming in-kind expenses to a maximum of 25 per cent of the total project cost for Major Facilities. Councils must approve and underwrite any in-kind contribution.

\*Only one project can be submitted under the Better Pools, Major Facilities, and Small Aquatic Projects categories.



### 10.1. Major Facilities assessment criteria

Project Development	
30%	Clearly identify the project scope, methodology and how proposed outcomes will be completed within a prescribed timeframe.
	Include evidence of project costing, quotations and site specific schematic plans (developed with stakeholder input including Sport and Recreation Victoria).
	Include site specific schematic plans (developed with stakeholder input including Sport and Recreation Victoria) that address site considerations, safety, risk management, Universal Design Principles, Environmentally Sustainable Design.**
	How does the project demonstrate economic impact during construction and operation, including employment during and after construction?
Strategic Justification	
20%	Why is this project required? Describe how it responds to identified community needs, issues and addresses a gap in local facilities?
	Provide evidence how the project is strategically supported by local or regional plans and/ or state sporting associations/peak body plans.
Stakeholder Engagement	
10%	What are the outcomes of the consultation undertaken with project stakeholders including Sport and Recreation Victoria, relevant state sporting associations, clubs/leagues and community groups?
	Will the project be managed by an appropriately qualified team?
	Has consideration been made regarding inter-municipal linkages and issues where appropriate?
Participation Outcomes	
40%	Describe how the project increases (or in certain cases maintains) participation in sport and active recreation. Please provide support letters that clearly state how each partner will contribute to and benefit from the project.
	Describe any additional programming opportunities identified and planned to increase (or in certain cases maintain) participation.
	How does the project encourage the broadest possible community participation in sport and active recreation activities?
	Describe the project's regional/sub-regional and multi-purpose benefits.
	Demonstrate appropriate business and management planning, which addresses operational and financial sustainability.
	Demonstrate how this project or the broader facility promotes gender equity through council policies and facility management plans.

*\*\*Major Facilities, Better Pools and Small Aquatic Projects must allocate a minimum of 25 per cent of the requested grant amount to components that will improve energy or water efficiency and environmental sustainability. This must be demonstrated with a specific Environmental Sustainable Design budget in the Full Application.*

## 10.2. Major Facilities Application Checklist

Please submit the following **mandatory documentation** with your Full Application only.

Sport and Recreation Victoria recommends that council attaches a copy of this completed checklist to the front cover of each submitted project.

- Site specific plan/aerial map showing location of proposed project
- Schematic Plans (site specific) developed with stakeholder and Sport and Recreation Victoria input (generic plans or plans from previous projects will not be accepted)
- Lighting Plans including lux charts that are site specific (for projects incorporating lighting)
- Quantity Survey, tender price or independent qualified expert report
- Evidence of confirmation of funding sources (e.g. council report confirming contribution, letter from council CEO or club bank statements)
- Project Governance Framework
- Completed in-kind and voluntary labour support form (if applicable)
- Letters of support from organisations that clearly indicate how the group will either support or benefit from the project (as described in the 'Participation Outcome' section of the Assessment Criteria)
- Project Management Framework
- Relevant sections of council reports/plans/strategies/community consultation to support the project (please do not attach entire documents)
- Facility Management Plan
- Detailed Schedule of Use
- Environmentally Sustainable Design report(s) and budget
- Technical and/or Access audits (where available)
- Completed *Victorian Code of Conduct Form for Tenants* from all clubs that are tenants of the facility
- A legally binding land-use agreement for projects located on private land
- For those projects located on school land, a completed *Joint Use Agreement*, or a completed *Community Joint Use Proposal* to enter into a *Community Joint Use Agreement*, plus a letter from the Department of Education and Training that indicates endorsement of the project at both the regional office and central office level
- Where applicable attach evidence that the *Aboriginal Heritage Act 2006*, Aboriginal Heritage Planning Tool has been completed to determine if a Cultural Heritage Management Plan is required for the project. The Aboriginal Heritage Planning Tool can be accessed at [www.dpc.vic.gov.au/index.php/aboriginal-affairs/aboriginal-affairs-overview](http://www.dpc.vic.gov.au/index.php/aboriginal-affairs/aboriginal-affairs-overview)



## 11. Small Aquatic Projects\*

### Objectives

To enable the renewal, redevelopment and modernisation of aquatic leisure facilities, including installing water play spaces and provide minor upgrades to year-round aquatic facilities and outdoor seasonal pools to improve access, sustainability and usability.

### What type of projects might be funded?

The Small Aquatic Projects category will prioritise proposals that focus on increasing participation and access to aquatic activities.

Examples of possible projects that may be funded include:

- increasing the amount of leisure water and aquatic play features
- development of outdoor water play spaces
- upgrades/redevelopments of outdoor seasonal pools
- environmentally sustainable infrastructure initiatives
- works to raise water temperatures
- improving amenities such as better change areas and shelter/shade
- improving accessibility to aquatic spaces and change facilities.

### Funding Details

Maximum grant	Local government authority	Funding ratios
Up to \$200,000*** No maximum Total Project Cost	Metropolitan	SRV \$1:\$1 local
	Ballarat, Bendigo, Geelong	SRV \$2:\$1 local
	Cardinia, Casey, Hume, Melton, Mornington Peninsula, Nillumbik, Whittlesea, Wyndham and Yarra Ranges	SRV \$1.5:\$1 local
	Rural	SRV \$2:\$1 local

\*\*\*Consideration will be given to claiming in-kind expenses to a maximum of 25 per cent of the total project cost for Small Aquatic Projects. Councils must approve and underwrite any in-kind contribution.

\*Only one project can be submitted under the Better Pools, Major Facilities and Small Aquatic Projects categories.

**11.1 Small Aquatic Projects – Full application assessment criteria**

Project Development	
30%	Clearly identify the project scope, methodology and how proposed outcomes will be completed within a prescribed timeframe.
	Include evidence of project costing, quotations/internal cost estimates and site specific schematic plans (developed with stakeholder input including Sport and Recreation Victoria).
	Include confirmation of funding sources and contributions (both financial and in-kind) with evidence detailing level and type of in-kind contribution provided.
	How does the project address issues of safety, risk management, Universal Design Principles and Environmentally Sustainable Design?
	Include project costs provided by a certified quantity surveyor, tender price or independent qualified expert for projects with a total project cost of more than \$500,000 (excluding GST).
Strategic Justification	
20%	Why is this project required? Describe how it responds to identified community needs, issues and addresses a gap in local facilities.
	Provide evidence how the project is strategically supported by local or regional plans and/or state sporting associations/peak body plans.
Stakeholder Engagement	
10%	What are the outcomes of the consultation undertaken with project stakeholders including Sport and Recreation Victoria, relevant state sporting associations, clubs/leagues and community groups?
Participation Outcomes	
40%	Describe how the project increases (or in certain cases maintains) participation in sport and active recreation. Please provide support letters that clearly state how each partner will contribute to and benefit from the project.
	Describe any additional programming opportunities identified and planned to increase (or in certain cases maintains) participation.
	How does the project encourage the broadest possible community participation in sport and active recreation activities?
	Describe any multi-use opportunities and how it improves the quality and range of sport and active recreation.
	Demonstrate how this project or the broader facility promotes gender equity through council policies and facility management plans.

*\*\*Major Facilities, Better Pools and Small Aquatic Projects must allocate a minimum of 25 per cent of the requested grant amount to components that will improve energy or water efficiency and environmental sustainability. This must be demonstrated with a specific Environmental Sustainable Design budget in the Full Application.*



## 11.2 Small Aquatic Projects Application Checklist

Please submit the following **mandatory documentation** with your Full Application only.

Sport and Recreation Victoria recommends that council attaches a copy of this completed checklist to the front cover of each submitted project.

- Site specific plan/aerial map showing location of proposed project
- Schematic Plans (site specific) developed with Sport and Recreation Victoria and stakeholder input (generic plans or plans from previous projects will not be accepted)
- Quotes, internal cost estimates
- Quantity Survey, tender price or independent qualified expert report for projects only over \$500,000 (excluding GST). If a Quantity Survey is not provided council must provide a detailed cost estimate and underwrite any additional expenditure required to deliver the scope proposed.
- Environmentally Sustainable Design report(s) and budget
- Evidence of confirmation of funding sources (e.g. council report confirming contribution, letter from council CEO or club bank statements)
- Completed in-kind and voluntary labour support form (if applicable)
- Letters of support from organisations that clearly indicate how the group will either support or benefit from the project (as described in the 'Participation Outcomes' section of the assessment criteria)
- Project Management Framework
- Relevant sections of council reports/plans/strategies/community consultation to support the project (please do not attach entire documents)
- Technical and/or Access audits (where available)
- Completed *Victorian Code of Conduct for Community Sport Form for Tenants* from all clubs that are tenants of the facility
- A legally binding land-use agreement for projects located on private land
- For those projects located on school land, a completed Joint Use Agreement, or a completed Community Joint Use Proposal to enter into a Community Joint Use Agreement, plus a letter from the Department of Education and Training that indicates endorsement of the project at both the regional office and central office level
- Where applicable attach evidence that the *Aboriginal Heritage Act 2006*, Aboriginal Heritage Planning Tool has been completed to determine if a Cultural Heritage Management Plan is required for the project. The Aboriginal Heritage Planning Tool can be accessed at [www.dpc.vic.gov.au/index.php/aboriginal-affairs/aboriginal-affairs-overview](http://www.dpc.vic.gov.au/index.php/aboriginal-affairs/aboriginal-affairs-overview)



## 12. Minor Facilities\*

### Objectives

- To encourage participation in sport and recreation through innovative facility initiatives.
- To encourage involvement of community organisations in planning and developing facilities.
- To encourage cooperation between Sport and Recreation Victoria, councils, state sporting associations/peak bodies and local sports clubs and organisations.
- To strengthen communities through the development of sustainable sport and recreation facilities.
- To encourage greater participation by females and juniors and by disadvantaged population groups and communities.

### What types of projects might be funded?

- Unisex accessible change facilities.
- Sports surfaces – new and/or improved surfaces that increase use or safety.
- Sports lighting that improves participation opportunities and safety.
- Play spaces, skate parks, BMX tracks or youth recreation facilities.
- Multi-use recreation/meeting spaces.
- Shared paths and trails.
- Projects that result in energy or water efficiency, such as warm season grass conversions.
- Multipurpose training facilities.

### Funding Details

Maximum grant	Local government authority	Funding ratios
\$100,000 with a Total Project Cost not exceeding \$1,000,000***	Metropolitan	SRV \$1:\$1 local
	Mornington Peninsula, Nillumbik, Yarra Ranges, Ballarat, Bendigo and Geelong	SRV \$1.5:\$1 local
	Cardinia, Casey, Hume, Melton, Whittlesea, Wyndham and Mitchell	SRV \$2:\$1 local
	Rural	SRV \$2:\$1 local

Smaller projects that achieve the objectives of this program are encouraged and will be highly regarded.

\*\*\*Consideration will be given to claiming in-kind expenses to a maximum of 50 per cent of the total project cost for Minor Facilities, Cricket Facilities and Female Friendly Facilities. Councils must approve and underwrite any in-kind contribution.

\*Councils may apply for the maximum grant amount for up to three projects from the Minor Facilities and Cricket Facilities categories, with a maximum of two applications from any single category.



**12.1 Minor Facilities assessment criteria**

Project Development	
30%	Clearly identify the project scope, methodology and how proposed outcomes will be completed within a prescribed timeframe.
	Include evidence of project costing, quotations/internal cost estimates and site specific schematic plans (developed with stakeholder input including Sport and Recreation Victoria).
	Include confirmation of funding sources and contributions (both financial and in-kind) with evidence detailing level and type of in-kind contribution provided.
	How does the project address issues of safety, risk management, Universal Design Principles and Environmentally Sustainable Design?
	Include project costs provided by a certified quantity surveyor, tender price or independent qualified expert for projects with a total project cost of more than \$500,000 (excluding GST).
Strategic Justification	
20%	Why is this project required? Describe how it responds to identified community needs, issues and addresses a gap in local facilities.
	Provide evidence how the project is strategically supported by local or regional plans and/ or state sporting associations/peak body plans.
Stakeholder Engagement	
10%	What are the outcomes of the consultation undertaken with project stakeholders including Sport and Recreation Victoria, relevant state sporting associations, clubs/leagues and community groups?
Participation Outcomes	
40%	Describe how the project increases (or in certain cases maintains) participation in sport and active recreation. Please provide support letters that clearly state how each partner will benefit from the project.
	Describe any additional programming opportunities identified and planned to increase (or in certain cases maintain) participation.
	How does the project encourage the broadest possible community participation in sport and active recreation activities?
	Describe any multi-use opportunities and how it improves the quality and range of sport and active recreation.
	Demonstrate how this project or the broader facility promotes gender equity through council policies and facility management plans.

## 12.2. Minor Facilities Application Checklist

Please submit the following **mandatory documentation** with your Full Application only.

Sport and Recreation Victoria recommends that council attaches a copy of this completed checklist to the front cover of each submitted project.

- Site specific plan/aerial map showing location of proposed project
- Schematic Plans (site specific) developed with Sport and Recreation Victoria and stakeholder input (generic plans or plans from previous projects will not be accepted)
- Lighting Plans including lux charts that are site specific (for projects incorporating lighting)
- Quotes, internal cost estimates
- Quantity Survey, tender price or independent qualified expert report for projects only over \$500,000 (excluding GST)
- Evidence of confirmation of funding sources (e.g. council report confirming contribution, letter from council CEO or club bank statements)
- Completed in-kind and voluntary labour support form (if applicable)
- Letters of support from organisations that clearly indicate how the group will either support or benefit from the project (as described in the 'What' section of the assessment criteria)
- Detailed Schedule of Use
- Project Management Framework
- Relevant sections of council reports/plans/strategies/community consultation to support the project (please do not attach entire documents)
- Technical and/or Access audits (where available)
- Completed *Victorian Code of Conduct for Community Sport Form for Tenants* from all clubs that are tenants of the facility
- A legally binding land-use agreement for projects located on private land
- For those projects located on school land, a completed Joint Use Agreement, or a completed Community Joint Use Proposal to enter into a Community Joint Use Agreement, plus a letter from the Department of Education and Training that indicates endorsement of the project at both the regional office and central office level
- Where applicable attach evidence that the *Aboriginal Heritage Act 2006*, Aboriginal Heritage Planning Tool has been completed to determine if a Cultural Heritage Management Plan is required for the project. The Aboriginal Heritage Planning Tool can be accessed at [www.dpc.vic.gov.au/index.php/aboriginal-affairs/aboriginal-affairs-overview](http://www.dpc.vic.gov.au/index.php/aboriginal-affairs/aboriginal-affairs-overview)



### 13. Cricket Facilities

The Cricket Facilities category is a major initiative of the Community Cricket Program a significant four year partnership between the Victorian Government, Cricket Victoria and Cricket Australia to improve cricket participation opportunities for all Victorians.

Cricket Australia recently released their Community Cricket Facilities Guidelines, which should be referred to in the development of applications to help plan, design and cost cricket facility projects.

**Aim**

The Cricket Facilities category will provide funding towards the development of new and upgrade of existing cricket facilities at clubs around the state.

**Objectives**

- To strengthen communities through the development of sustainable cricket facilities.
- To encourage and provide opportunities for female, multicultural, Aboriginal and all-abilities participants in cricket through facility development.

- To encourage involvement of community organisations in planning and developing facilities.
- To encourage collaboration between councils, Sport and Recreation Victoria, Cricket Victoria, associations/leagues and local sports clubs to actively promote inclusive cultures and programs that increase cricket participation.
- Increase the ability of clubs to build capacity and provide for current needs through the delivery of appropriate high quality cricket facilities.

**What types of projects might be funded?**

- Pavilion upgrades including change room upgrades for players and officials.
- Training facilities including multipurpose training facilities, indoor training facilities, turf and synthetic off-field training wickets.\*\*
- On-ground improvements such as co-located synthetic/turf wickets, and ground surface conversions and improvements including irrigation and drainage.

*\*\* All training net facilities must include public access*



**Funding Details**

Maximum grant	Local government authority	Funding ratios
Up to \$100,000*** No maximum Total Project Cost	Metropolitan	SRV \$1:\$1 local
	Mornington Peninsula, Nillumbik, Yarra Ranges, Ballarat, Bendigo and Geelong.	SRV \$1.5:\$1 local
	Cardinia, Casey, Hume, Melton, Whittlesea, Wyndham and Mitchell	SRV \$2:\$1 local
	Rural	SRV \$2:\$1 local

Smaller projects that achieve the objectives of this program are encouraged and will be highly regarded.

*\*\*\*Consideration will be given to claiming in-kind expenses to a maximum of 50 per cent of the total project cost for Minor Facilities, Cricket Facilities and Female Friendly Facilities. Councils must approve and underwrite any in-kind contribution.*

\*Councils may apply for the maximum grant amount for up to three projects from the Minor Facilities and Cricket Facilities categories, with a maximum of two applications from any single category.

**13.1. Cricket Facilities assessment criteria**

Project Development	
30%	Clearly identify the project scope, methodology and how proposed outcomes will be completed within a prescribed timeframe.
	Include confirmation of funding sources contributions (both financial and in-kind) with evidence detailing level and type of in-kind contribution provided.
	Include quotations/internal cost estimates for projects with a total project cost under \$500,000. Include project costs provided by a certified quantity surveyor, tender price or independent qualified expert for projects with a total project cost of over \$500,000.
	Include site specific schematic plans (developed with stakeholder input including Cricket Victoria and Sport and Recreation Victoria) including issues of safety, risk management, Universal Design Principles, Environmentally Sustainable Design and Cricket Australia's Community Cricket Facilities Guidelines.
Strategic Justification	
20%	Why is this project required? Describe how it responds to identified community needs, issues and addresses a gap in local cricketing facilities.
	Provide evidence of how the project is strategically supported by local or regional planning and/or Cricket Victoria plans such as Cricket Victoria's facility strategy "Common Ground".
Stakeholder Engagement	
10%	What are the outcomes of the consultation undertaken with project stakeholders including Sport and Recreation Victoria, Cricket Victoria, associations/leagues, clubs and community groups?
Participation Outcomes	
40%	Describe how the project increases (or in certain cases maintains) participation in cricket. Please provide support letters that clearly state how each partner will benefit from the project.
	Describe any additional programming opportunities identified and planned to increase (or in certain cases maintain) participation.
	How does the project encourage the broadest possible community participation in cricket activities?
	Describe any multi-use opportunities and how it improves the quality and range of sport and active recreation.
Demonstrate how this project or the broader facility promotes gender equity through Council policies and facility management plans.	

### 13.2. Cricket Facilities Application Checklist

Please submit the following **mandatory documentation** with your Full Application only.

Sport and Recreation Victoria recommends that council attaches a copy of this completed checklist to the front cover of each submitted project.

- Site specific plan/aerial map showing location of proposed project
- Schematic Plans (site specific) developed with Cricket Victoria, Sport and Recreation Victoria and stakeholder input (generic plans or plans from previous projects will not be accepted)
- Lighting Plans including lux charts that are site specific (for projects incorporating lighting)
- Quotes, internal cost estimates
- Quantity Survey, tender price or independent qualified expert report for projects only over \$500,000 (excluding GST)
- Evidence of confirmation of funding sources (e.g. council report confirming contribution, letter from council CEO or club bank statements)
- Completed in-kind and voluntary labour support form (if applicable)
- Letters of support from organisations that clearly indicate how the group will either support or benefit from the project (as described in the 'What' section of the assessment criteria)
- Detailed Schedule of Use
- Project Management Framework
- Relevant sections of council reports/plans/strategies/community consultation to support the project (please do not attach entire documents)

- Technical and/or Access audits (where available)
- Completed *Victorian Code of Conduct for Community Sport Form for Tenants* from all clubs that are tenants of the facility
- A legally binding land-use agreement for projects located on private land
- For those projects located on school land, a completed Joint Use Agreement, or a completed Community Joint Use Proposal to enter into a Community Joint Use Agreement, plus a letter from the Department of Education and Training that indicates endorsement of the project at both the regional office and central office level
- Where applicable attach evidence that the *Aboriginal Heritage Act 2006*, Aboriginal Heritage Planning Tool has been completed to determine if a Cultural Heritage Management Plan is required for the project. The Aboriginal Heritage Planning Tool can be accessed at [www.dpc.vic.gov.au/index.php/aboriginal-affairs/aboriginal-affairs-overview](http://www.dpc.vic.gov.au/index.php/aboriginal-affairs/aboriginal-affairs-overview)

### 14. Female Friendly Facilities\*

#### Aim

The Female Friendly Facilities category will provide funding to build new and upgrade current, outdated change facilities to improve equity and access for female participants and officials.

#### Objectives

- Increase equity, access and opportunities for existing and emerging female participants and officials in sport and active recreation.
- To encourage greater female (junior and senior) participation in female sports.
- To encourage female participation in sport and active recreation through more accessible and safer facility design.



- To encourage greater involvement of females in planning and developing facilities.
- To encourage collaboration between Sport and Recreation Victoria, councils, state sporting associations/peak bodies, regional sports assemblies, local sports clubs and organisations to actively promote inclusive cultures, policies and initiatives that promote female participation.
- To strengthen communities through the development of sustainable participation opportunities for females.

**What types of projects might be funded?**

- Build new unisex accessible change rooms to facilitate female participation.
- Redevelop or refurbish current change facilities and amenities to cater for female participants.
- Develop new or redevelop/refurbish existing change rooms and amenities for female officials.

**Funding Details**

Maximum grant	Local government authority	Funding ratios
Up to \$100,000*** No maximum total project cost	Metropolitan	SRV \$1:\$1 local
	Mornington Peninsula, Nillumbik, Yarra Ranges, Ballarat, Bendigo and Geelong.	SRV \$1.5:\$1 local
	Cardinia, Casey, Hume, Melton, Whittlesea, Wyndham and Mitchell	SRV \$2:\$1 local
	Rural	SRV \$2:\$1 local

Smaller projects that achieve the objectives of this program are encouraged and will be highly regarded.

*Applications from emerging non-traditional female sports will be highly regarded.*

*\*\*\*Consideration will be given to claiming in-kind expenses to a maximum of 50 per cent of the total project cost for Minor Facilities, Cricket Facilities and Female Friendly Facilities. Councils must approve and underwrite any in-kind contribution.*

\*Councils may apply for the maximum grant amount for up to three projects from the Female Friendly Facilities category.





**14.1. Female Friendly Facilities- Full application assessment criteria**

Project Development	
30%	Clearly identify the project scope, methodology and how proposed outcomes will be completed within a prescribed timeframe.
	Include confirmation of funding sources contributions (both financial and in-kind) with evidence detailing level and type of in-kind contribution provided.
	Include the provision of quotations/internal cost estimates for projects with a total project cost under \$500,000 or include project costs provided by a certified quantity surveyor, tender price or independent qualified expert for projects with a total project cost of over \$500,000.
	Include site specific schematic plans (developed with stakeholder input including Sport and Recreation Victoria) including issues around safety, risk management, Universal Design Principles and Environmentally Sustainable Design.
Strategic Justification	
20%	Why is this project required? Describe how it responds to identified community needs, issues and addresses a gap in local facilities for existing or emerging female participants.
	Provide evidence of how the project is strategically supported by local or regional plans and/or state sporting associations/peak body plans.
Stakeholder Engagement	
10%	What are the outcomes of the consultation undertaken with project stakeholders including Sport and Recreation Victoria, relevant state sporting associations, clubs/leagues and community groups?
Participation Outcomes	
40%	Describe how the project increases (or in certain cases maintains) female participation in sport and active recreation. Please provide support letters that clearly state how each partner will contribute to and benefit from the project.
	Describe any additional female programming opportunities identified and planned to increase (or in certain cases maintain) female participation in sport and active recreation.
	How does the project provide sustainable participation for females by improving the inclusiveness of sports clubs and facilities demonstrated through new or developing policies, initiatives and programs?
	How does the project encourage the broadest possible female participation in sport and active recreation activities?
	Demonstrate how this project or the broader facility promotes gender equity through usage policies and facility management plans.



### Guidelines, further information and research

Refer to [www.sport.vic.gov.au](http://www.sport.vic.gov.au) for guidelines, further information and research on developing Female Friendly Facilities including preferred guidelines for specific sports.

## 14.2. Female Friendly Facilities Application Checklist

Please submit the following **mandatory documentation** with your Full Application only.

Sport and Recreation Victoria recommends that council attaches a copy of this completed checklist to the front cover of each submitted project.

- Site specific plan/aerial map showing location of proposed project
- Schematic Plans (site specific) developed with stakeholder and Sport and Recreation Victoria input (generic plans or plans from previous projects will not be accepted)
- Quotes, internal cost estimates
- Quantity Survey, tender price or independent qualified expert report for projects only over \$500,000 (excluding GST)
- Evidence of confirmation of funding sources (e.g. council report confirming contribution, letter from council CEO or club bank statements)
- Completed in-kind and voluntary labour support form (if applicable)
- Letters of support from organisations that clearly indicate how the group will either support or benefit from the project (as described in the 'What' section of the assessment criteria)
- Detailed Schedule of Use
- Project Management Framework
- Relevant sections of council reports/plans/strategies/community consultation to support the project (please do not attach entire documents)
- Technical and/or Access audits (where available)
- Completed *Victorian Code of Conduct for Community Sport Form for Tenants* from all clubs that are tenants of the facility
- A legally binding land use agreement for projects located on private land
- For those projects located on school land, a completed Joint Use Agreement, or a completed *Community Joint Use Proposal* to enter into a *Community Joint Use Agreement*, plus a letter from Department of Education and Training that indicates endorsement of the project at both the regional office and central office level
- Where applicable attach evidence that the *Aboriginal Heritage Act 2006*, Aboriginal Heritage Planning Tool has been completed to determine if a Cultural Heritage Management Plan is required for the project. The Aboriginal Heritage Planning Tool can be accessed at [www.dpc.vic.gov.au/index.php/aboriginal-affairs/aboriginal-affairs-overview](http://www.dpc.vic.gov.au/index.php/aboriginal-affairs/aboriginal-affairs-overview)

## 15. Planning

### Objectives

The Planning category supports councils to provide a strategically planned response to community sport and recreation needs.

### It encourages:

- integrated recreation planning linked to other local government planning processes, including land use, health and wellbeing and strategic planning processes
- recreation planning (particularly with state sporting associations and other peak bodies) and/or strategies for improving community participation
- sub-regional and regional facility planning and development
- feasibility studies for proposed major facility developments
- co-operation between neighbouring councils and/or state sporting associations.

### What types of projects might be funded?

Four types of planning activities are funded under this category:

- recreation planning
- facility feasibility
- regional planning
- female participation strategies.

Priority will be given to projects that demonstrate a municipal or regional benefit.

Regional planning projects that seek to investigate the provision of aquatic facilities and/or other major sporting infrastructure are encouraged and will be highly regarded.

External consultancy fees and costs associated with the production of the study report, such as printing expenses will be eligible for funding. Where council proposes to undertake a planning initiative in-house by an existing council staff member, that person must be assigned to the project full-time (to be demonstrated by a letter from council's chief executive officer to confirm the arrangement).

### Recreation Planning

Recreation planning can focus on a number of areas, such as:

- strategic municipal, sub-regional or regional recreation planning
- planning for specific geographic areas
- planning for specific facility types such as aquatics, indoor stadiums, etc
- specific sport/recreation activities or issues.

### Facility Feasibility

Facility feasibility studies should critically assess a proposal and allow councils to make informed decisions about whether to proceed with a project. This category covers studies into the feasibility of:

- developing new facilities
- redeveloping existing facilities
- consolidating similar facilities
- providing regional facilities.

### Regional Planning

Councils may also submit an additional planning application that seeks to address a recreation planning or facility feasibility issue that affects more than one municipality.

The application is required to be auspiced by one municipality and requires a financial contribution from more than one local government authority to be eligible.

Proposals that demonstrate partnerships with state sporting associations and peak bodies will be highly regarded. It is recommended that councils make contact with these organisations and their sport and recreation representative to discuss priorities and align project objectives.

Projects that consider the provision of aquatic facilities are encouraged and will be highly regarded.

### Female Participation Strategies

Female participation planning focuses on the development of policies that will increase equality, access and opportunities for girls and women to participate in sport and active recreation.



**What types of projects will not be funded:**

The Planning category will not fund projects that are considered to be council’s core business such

as council policy development or pricing policies. The project must directly link to infrastructure development and/or support participation strategies.

**Funding Details**

Funding amount	Local government authority	Funding ratios
<b>Recreation Planning and Facility Feasibility</b>		
Up to \$30,000 One application only	Metropolitan	SRV \$1:\$1 local
	Cardinia, Casey, Hume, Melton, Mornington Peninsula, Nillumbik, Whittlesea, Wyndham and Yarra Ranges	SRV \$1.5:\$1 local
	Ballarat, Bendigo, Geelong	SRV \$1.5:\$1 local
	Rural	SRV \$2:\$1 local
<b>Regional Planning</b>		
Up to \$50,000 A second planning project may be submitted under Regional Planning where the scope and funding contributions extend beyond one municipality.	Metropolitan/Outer Metropolitan*	SRV \$1.5:\$1 local
	Regional City**/Rural	SRV \$2:\$1 local

\*Outer Metropolitan: Cardinia, Casey, Hume, Melton, Mornington Peninsula, Nillumbik, Whittlesea, Wyndham and Yarra Ranges

\*\*Regional City: Ballarat, Bendigo, Geelong



### 15.1. Planning assessment criteria

Applications for the Planning category do not need to address the assessment criteria in the Full Application.

However, the high quality draft project brief will need to address the criteria as follows:

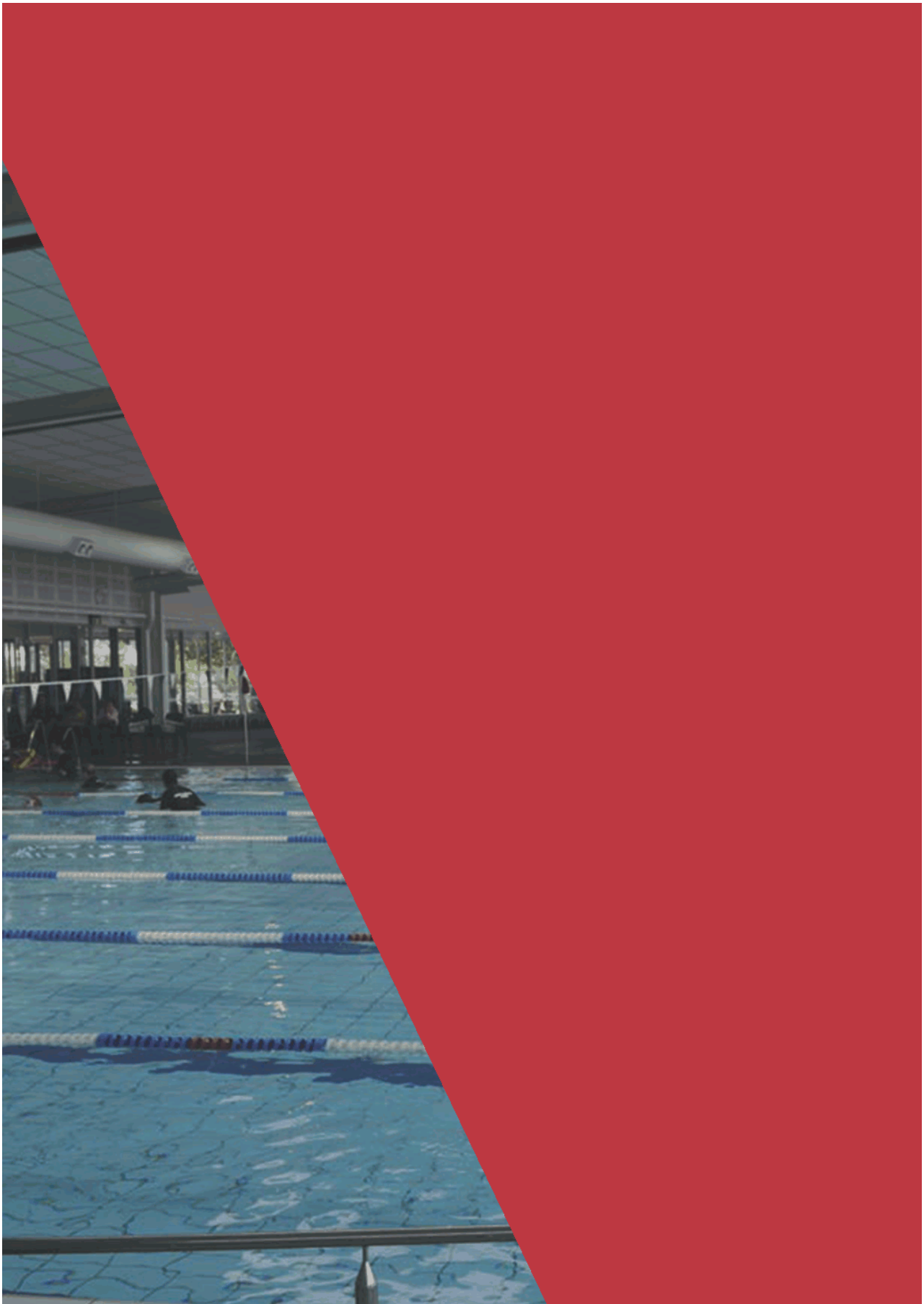
Project Development	
20%	Does the project respond to identified community need and address current issues and is it supported by local organisations and/or state sporting associations/peak bodies planning?
Strategic Justification	
30%	Clearly identify the project scope, methodology and proposed outcomes in a draft project brief.
	Encourage innovative approaches to address issues such as risk management, multi-use, Universal Design Principles, and Environmentally Sustainable Design.
Stakeholder Engagement	
10%	Will consult and collaborate with a variety of project partners and stakeholders.
	Considers inter-municipal linkages and issues (where appropriate).
Participation Outcomes	
40%	Proposed outcomes that would increase (or in certain cases maintain) participation in sport and recreation.
	Plans for projects that encourage the broadest possible community participation in sport and recreation activities.
	Considers multi-use and improves the quality and range of sport and recreation facilities and programming outcomes.

## 15.2. Planning Application Checklist

Please submit the following **mandatory documentation** with your Full Application only.

Sport and Recreation Victoria recommends that council attaches a copy of this completed checklist to the front cover of each submitted project.

- A high quality draft project brief
- Letters of support from organisations that clearly indicate how the group/individual will either support the project or benefit from the project scope
- Evidence of confirmation of funding sources (e.g. council report confirming contribution, letter from council CEO or club bank statements)
- Project Governance Framework







**6.7 GRANTS AND CONTRIBUTION REPORTS****Author:** Acting Manager Leisure and Community Facilities**Reviewed By:** Director Community Development

---

**Report Background**

The purpose of this report is to provide Council with an overview of all community funding and contributions that are made to community organisations through the operational budget.

**Previous Council Resolution**

This matter is not the subject of a previous Council resolution.

**Previous Briefing(s)**

This matter has not previously been to a Councillor Briefing.

**Council Plan Goal/Endorsed Strategy**

- Goal 1: Vibrant City and Innovative Economy
- Goal 2: Healthy and Connected Community
- Goal 3: Sustainable and Resilient Neighbourhoods
- Goal 4: Thriving and Creative Culture
- Goal 6: Open and Accountable Democracy

**Summary**

Council provides grants, contributions and support to more than 160 community organisations, groups and initiatives, across a range of areas from community well-being to economic development.

Support and funding is available to not-for-profit community groups and organisations that meet a demonstrated need or interest of Darebin residents. The objectives of all support and funding are to support proposals that:

- Fit with Council's priorities.
  - Address a demonstrated need in the community.
  - Involve partnerships between groups/communities.
  - Actively work towards social inclusion and equity.
  - Involve groups with limited funding opportunities.
  - Involve groups previously not funded.
  - Foster creative approaches to address community needs and local issues.
- In the 2017/2018 budget council is scheduled to provide \$1.75 million to the community through grants and contributions.

<b>Recommendation</b>
-----------------------

**That Council:**

- (1) Notes the detail of grants, contribution and support funding contained in this report.
  - (2) Notes the allocation of grants, contribution and support funding included in the 2017/2018 budget.
- 

## Introduction

As part of the 2017/2018 budget process Council is scheduled to provide \$1.75 million in grants and contributions to community organisations that provide a direction benefits and outcomes to the local community. A breakdown and summary of all grants, contributions and supports shows that that Council provides funding to more than 160 organisations, groups and or initiatives across a range of categories.

Grants and contributions support Council's priorities and our ability to collaborate with community to achieve outcomes for all of Darebin. Any support and contribution listed addresses one or more of the priority areas of the Council Plan 2014-2017. The support and funding listed is based on the 2017/2018 draft Council budget.

## Issues and Discussion

### Community Support Program

The main aim of the Community Support program is to help our community to run individual programs and activities that support the goals in the Council Plan, contribute to Darebin's development as a whole city and provide people who live, study and work in Darebin with the opportunity to participate fully in community life. These include:

1. Arts and Culture
2. Sport and Recreation
3. Environment
4. Community Development

For the annual funding round, the Community Support Program consists of three funding categories:

- Annual cash grants up to \$6,000
- Annual facility hire subsidy grants up to \$6,000
- Combined cash grants and facility hire subsidy grants up to \$6,000

Facility hire subsidy grants are in the form of in-kind support for the hiring costs of Council nominated venues. Facility hire subsidy grants are transferred internally and reflected in the venues' income line.

- Northcote Town Hall, Darebin Arts and Entertainment Centre (DAEC), Northcote and Preston Libraries' Meeting Rooms, Preston City and Shire Halls, Darebin Intercultural Centre, Reservoir Community and Learning Centre, Donald Street Community Hall, Clyde Street Community Hall, Fairfield Community Room, Bundoora Community Hub, Keon Park Children's Hub.

Total Program funding	\$311,800.00
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### Quick Response Grants Program

The quick response grants program is for groups unable to apply under the annual grants round. The quick response grants program is for facility hire subsidy grants only and it is only made available pending the availability of budget.

The maximum of a \$500 facility hire subsidy grant can be approved under this program.

### Neighbourhood Houses and Community Organisations

Funding agreements exist with all neighbourhood houses and specific community organisations. Commitments and agreements that were adopted in April 2016 are in place until 2019/2020. Annual increases in funding for these categories are based on CPI. This funding supports the operations and delivery of programs by these organisations within the local community.

#### Community Organisations

- Darebin Information, Volunteer and Resource Service (DIVRS) \$108,551
- Darebin Community Legal Centre \$14,157
- Darebin Ethnic Community Council (DECC) \$25,000

#### Neighbourhood houses

- Jika Jika Community Centre \$38,773
- Span Community House \$38,773
- Preston Reservoir Adult Community Education (PRACE) \$38,773
- The Bridge \$77,546  
(the former Preston and Thornbury Women's Neighbourhood Houses)
- Alphington Community Centre \$38,773
- Reservoir Neighbourhood House \$53,472

### Environmental Contributions

These annual contributions directly support environmental and climate change initiatives that are supported by local community groups.

- Darebin Creek Management Committee Coordinator \$57,831
- Darebin Creek Management Committee MOU \$179,593
- Light Smart Subsidies – Retrofits \$17,000
- Merri Creek Management Committee MOU \$176,726
- Merri Creek Management Committee Water Watch \$14,750
- SLIM Participants Co-contributions \$10,000

### Arts and Culture

There are two streams:

Arts Partnerships that supports artist led models that focus on creative collaborations with under-represented communities.

- Arts Partnership Initiative \$56,000

Key Cultural Organisations that supports Darebin based cultural organisations tied to strategies and initiatives to support increased engagement and diversify connections with key priority communities ie ATSI, Disability, CALD, Young People and Seniors. This program operates through an EOI process with a cap of \$8,000 per grant.

- Key Cultural Organizations \$28,000

### **Aged and Disability**

#### Metro Access Community Projects

Contributions to joint projects between Council and organisations designed to enhance the lives of community members with a disability.

- Metro Access Community Projects \$6,000

#### Community Participation and Development

This program allocates funding to over 35 seniors groups. Funding is allocated on a per head basis for each member of each seniors group. The contribution is used for groups to organise social activities to encourage member participation.

- Social Support Payments \$150,000

### **Sport and Recreation**

These programs exist to support the increased participation of residents within Darebin. Capital support is provided through an application process for local supporting clubs to undertake minor works at pavilions. Support is also provided as part of a licence agreement regarding tenants at the • Darebin International Sports Centre (DISC) to support the facilitation of cycling events.

- Minor Leisure Works Funding Programs (Capital) \$65,000
- DISC – Cycling events \$14,400

### **Young People**

Annual support is provided directly to young people via an open application process to support leadership, cultural and sporting outcomes. In addition a number of organisations are supported to deliver outcomes that enhance skill development and learning opportunities resulting in employment and education.

- Youth Encouragement Scheme \$5,000
- Northland Young Leaders Program \$2,000
- Regional Youth Employment Network and Project \$2,000
- Melbourne Polytechnic Students \$5,000
- Inner Northern Local Learning and Employment Network (INLLEN) \$2,000

### **Equity, Diversity and Community Wellbeing**

Contributions and support are provided to local community groups and organizations that enhance Council's commitment to social inclusion and address groups that are at risk of exclusion.

• Aboriginal Elders Christmas Lunch	\$2,000
• Addressing Family Violence in Priority Groups	\$33,000
• Darebin and Northern Region Anti-Pokies Advocacy Campaign	\$10,000
• Darebin Community Health	\$12,000
• DIVRS Fruit Squad	\$20,767
• East Reservoir Festival	\$6,000
• Friends of Bacau	\$2,000
• Ganesh Festival	\$7,000
• IDAHOT and Midsumma	\$5,571
• Men's Shed Funding	\$32,000
• Northern Alliance for Gaming Reform	\$5,000
• Prevention of Violence Against Women Outreach	\$7,000
• Emergency Management Resourcing	\$10,000

### Industry and Innovation

Local business activation and industry support are provided through a range of activities and initiatives. The activities and initiatives engage with the local business community and encourage local industry investment and support.

• Active Spaces in Darebin	\$9,000
• Darebin Digital Business Program	\$10,000
• Darebin Pitch IT	\$10,000
• Indigenous Business Event	\$2,000
• Northern Region Economic Development Annual Projects	\$2,000
• Regional Economic Development Event	\$2,000
• Animal Welfare Organizations – Vouchers	\$30,000

### Options for Consideration

The allocation of grants, contributions and support by Council assists in our ability to collaborate and partner with the community to achieve positive outcomes for all of the Darebin community.

### Financial and Resource Implications

The amounts recommended are contained within in the proposed 2017/2018 budget. These figures are in line with existing agreements, MOU's or based on previous years support and contribution.

Community Support and Quick Response Grants	\$311,800
Neighbourhood House and Community Organisations	\$433,818
Environmental Contributions	\$455,900
Arts and Culture	\$84,000

Aged and Disability	\$156,000
Sport and Recreation	\$79,400
Young People	\$16,000
Equity, Diversity and Community Wellbeing	\$152,338
Industry and Innovation	\$65,000
<b>Total</b>	<b>\$1,754,256</b>

## Risk Management

All contributions, agreements and support are reviewed annually in line the organisational priorities and goals.

Consistent governance processes are currently being implemented along with the use of the Smarty Grants online system to receive and assess grant programs. These systems have been designed to mitigate the associated risks with all of the organisations grants, supports and contributions programs.

All organisations are required to submit an acquittal that demonstrates where any funds received have been expended.

## Policy Implications

### Economic Development

The funded industry and innovation activities and initiatives support local businesses to encourage local industry investment.

### Environmental Sustainability

The environmental contributions support environmental and climate change initiatives to reduce the impacts of climate change and contribute to the environmental sustainability within Darebin.

### Human Rights, Equity and Inclusion

A number of the grants, contributions and support to groups, organisations and initiatives directly deliver outcomes that aim to support Darebin's most disadvantage and vulnerable residents.

### Other

There are no other impacts related to this report.

## Future Actions

- Following the adoption of this report and the confirmation of the 2017 – 2018 budget officers will distribute the grants and contributions in line with existing process, policy and negotiated conditions.
- A consistent governance structure will be adopted across all grant funding programs to ensure applications are submit and assessed through the centralised Smarty Grants software.

**Consultation and Advocacy**

- Relevant Council departments, including Community Wellbeing, Equity and Diversity, Leisure and Community Facilities, Creative Culture and Events, Aged and Disability, Economic Development, Environmental and Community Outcomes, Youth Services and Finance.

**Related Documents**

- Darebin City Council Draft Budget 2017/2018

**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.





**6.8 ROAD MANAGEMENT PLAN REVIEW 2017****Author:** Manager City Works and Contracts**Reviewed By:** Director Operations and Environment

---

**Report Background**

Council as a road authority has adopted a Road Management Plan under the *Road Management Act 2004* as its policy defence against claims for damages from road users. The Plan articulates the levels of service provided to inspect and repair Council's road assets, ensuring that these assets are safe for all road users. Council must review the Road Management Plan every four years.

**Previous Council Resolution**

At its meeting held on 1 July 2013, Council resolved:

*That:*

- (1) *Having considered submissions received and having complied with the requirements of regulations 301 and 302 of the Road Management (General) Regulations 2005 and section 223 of the Local Government Act 1989, Council adopt the revised Road Management Plan 2013 as attached to this report as Appendix A.*
- (2) *The roads and ancillary areas listed in Appendices B1, B2 and B3 of this report are no longer reasonably required for public use and that they be removed from the Register of Public Roads.*
- (3) *Note the additions to the Register of Public Roads listed in Appendices B4 and B5 of this report as made by officers under delegation.'*

**Previous Briefing(s)**

Councillor Briefing (information only) – 15 June 2017

**Council Plan Goal/Endorsed Strategy**

Goal 1 - Vibrant City and Innovative Economy

1.5 Existing and new physical assets and infrastructure

**Summary**

Council as a road authority has adopted a Road Management Plan under the *Road Management Act 2004* as its policy defence against claims for damages from road users. The Plan articulates the levels of service provided to inspect and repair Council's road assets, ensuring that these assets are safe for all road users.

Council must review the Road Management Plan every four years. This review of the 2017 Plan has concluded with no submissions on the Plan received.

The purpose of this report is to:

- (1) Outline the proposed changes to the Road Management Plan 2017 that have resulted from Community consultation.
- (2) To obtain Council approval of the Road Management Plan 2017.

<b>Recommendation</b>
-----------------------

**That** having complied with the requirements the Road Management (General) Regulations 2016 and section 223 of the *Local Government Act 1989*, Council adopts the revised Road Management Plan 2017 attached to this report as **Appendix A**.

---

## Introduction

### Road Management Plan Review

Council is a road authority for the purposes of the *Road Management Act 2004* (RMA). The aim of this Act is to provide a safe and efficient road network via a regulated approach to the co-ordination of road authorities' responsibilities for the management of public roads.

The Act gives road authorities the option of developing a Road Management Plan (RMP) to provide a policy defence against claims for damages from road users. The RMP does this by articulating 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 the road management functions of Council which 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; and
- 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 RMP in 2004 and revised it in 2009 and 2013 respectively. Public notice advising of the review of the Road Management Plan and requesting submissions on the reviewed Plan under section 54(5) of the *Road Management Act 2004* and the Road Management (General) Regulations 2016 remained open from the 19 April 2017 until 26 May 2017. The public notice and submission process is guided by section 223 of the *Local Government Act 1989*. The Road Management Plan 2017 (**Appendix A**) was advertised for display to receive formal submissions from the public. No formal submissions were received.

Those persons wishing to make a submission in relation to the revised Plan were invited to do so by 26 May 2017 with any person requesting to be heard in support of their written submission to be heard by Council's Hearing of Submissions Committee on 8 June 2017.

Additionally, benchmarking was conducted between a number of neighbouring councils and government bodies which has established this document as an achievable and manageable Road Management Plan.

## Issues and Discussion

Darebin's "Have your Say" web page was utilised by several members of the public. This was a dedicated space where community members can join in the conversation of current projects is accessed via a link on the Darebin Web page. The project page was monitored by a staff member and provided an informal means of resolving queries prior to making a formal submission which closed on 26 May 2017. No submissions were received.

There have been some significant changes to the RMP 2017 with the inclusion of the Principal Pedestrian Networks (PPN), Primary and Secondary, and Shimmy routes in line with Council's new direction of a walkable & pedestrian friendly city. Much consideration was given to current intervention levels using existing Council resources to minimise Council's and the public's risk.

### **Options for Consideration**

This Road Management Plan reflects the new direction of Council with the inclusion of Walkability and Bicycle strategies that are still to be finalised. Once completed, the changes will be formally recognised with the affected assets updated on Darebin's Road Register.

### **Financial and Resource Implications**

The levels of service provided under the revised RMP (**Appendix A**) are able to be delivered within the current operating and capital budgets for infrastructure maintenance. Any reduction of these budgets during the life of the RMP may jeopardise the organisation's ability to deliver the level of service detailed in this Plan.

### **Risk Management**

The Road Management Plan provides Darebin with an acceptable level of safety for residents and also statutory defence for Council.

### **Policy Implications**

#### **Economic Development**

The outcomes provided in this Road Management Plan promote Darebin as a Pedestrian and Bicycle friendly municipality. This may attract people from neighbouring suburbs, which in turn provides a boost to the local economy.

#### **Environmental Sustainability**

Nil

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

Nil

#### **Other**

Nil

#### **Future Actions**

- Notice of Road Management Plan to be gazetted.
- Implement the Road Management Plan 2017 as of 1 July 2017.
- Review the Road Management Plan every four years in accordance with the Road Management (General) Regulations.

#### **Consultation and Advocacy**

Council sought feedback from a diverse range of users including the following:

- Darebin Bicycle User Group (Darebin BUG)

- Darebin Bicycle Advisory Committee
- Darebin Active and Healthy Ageing Board
- Darebin Aboriginal Advisory Committee
- Darebin Disability Advisory Committee
- Darebin Interfaith Council and CALD Community
- Police, VicRoads and other Authorities

Public Notices were placed in:

- “The Age” on 19 April 2017
- Leader newspapers on 19 / 20 April 2017
- Government Gazette 19 April 2017
- Darebin News

Electronic communications included:

- Darebin Webpage
- Your Say Darebin Facebook
- Darebin News Online
- Leader News Online
- Twitter

Printed copies of the Road Management Plan were able to be viewed at all Darebin Customer Service Centres.

Darebin’s “Have your Say” web page was well utilised by members of the public. This was a dedicated space where community members can join in the conversation of current projects is accessed via a link on the Darebin Web page. The project page was monitored by a staff member and provided an informal means of resolving queries prior to making a formal submission which closed on 26 May 2017. No submissions were received.

## **Related Documents**

### **Acts**

- *Road Management Act 2004*
- *Local Government Act 1989*

### **Regulations**

- Road Management (General) Regulations 2016
- Road Management (Works and Infrastructure) Regulations 2005

### **Codes of Practice**

- Code of Practice ‘Worksite Safety – Traffic Management’
- Code of Practice – ‘Operational Responsibility for Public Roads’
- Code of Practice – ‘Management of Infrastructure in Road Reserve’

**Council Documents**

- Darebin – Road Asset Management Plan
- Darebin – Road Geometry and Drainage Design Guidelines
- Darebin – Defects and Safety Inspection Manual
- Darebin – Register of Public Roads
- Darebin – Drainage Strategy
- Darebin – Open Space Asset Management Plan
- Council Minutes – 1 July 2013

**Attachments**

- Road Management Plan (**Appendix A**) [↓](#)

**Disclosure of Interest**

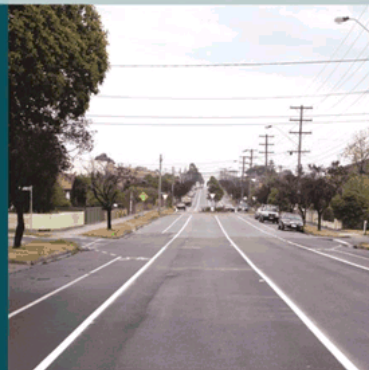
Section 80C of the *Local Government Act 1989* requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any direct or indirect interest in a matter to which the advice relates.

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.



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**ROAD  
MANAGEMENT  
PLAN  
2017**



### Draft Amendments from 2013 Plan

Date	Details	By
03/02/2017	Updated front cover page	R. Ibbetson
	Draft amendments table from 2009 Plan omitted	
	Incorporated Community Engagement Dates and Activities	
	Incorporated Primary Access Rights Of Way in Road Classification	
	Incorporated On-Road Bicycle Lanes in Road Classification	
	Replaced Figure 4 Vehicle Crossings image	
	Extreme category and all related descriptions omitted	
	Specified high and low pedestrian activity shopping precincts	
	Updated Nature Strip description in Vehicle Crossing diagram to "Darebin and other service authority pipe reserve"	
	Incorporated Shimmy Routes in 7.1 Road Classification table	
	Changed 7.2 Pathways Classification table from High and Low to PPN Primary, PPN Secondary and All Other	
	Changed Council's General Local Law from 2005 to 2015 for maintenance of unmade ROWs	
	<b>Appendix B</b>	
	Changed Collector Road Inspection Frequency to 12 months	
	Incorporated Primary Access Rights Of Way Inspection Frequency	
	Incorporated On-Road Bicycle Lanes Inspection Frequency	
	Incorporated Kerb and Channel	
	Changed Footpath Inspection Frequency from High and Low to PPN Primary, PPN Secondary and All Other	
	Incorporated Bicycle Shimmy Route Inspection Frequency	
	<b>Appendix C</b>	
	Extreme category omitted	
	Utilities/trades omitted	
	Unmade ROW omitted	
	Incorporated Permanent Repairs timeframe	
	Maintenance response timeframes specified in working days	
	Pothole depth changed from 70mm to 50mm	
	Changed difference in surrounding level for pit lids from $\geq 70\text{mm}$ to $\geq 50\text{mm}$	
	Changed footpath intervention level to $\geq 25\text{mm}$ (greater than or equal to 25mm)	
	Specified footpath displacement as horizontal or vertical	
	Added grass/foilage encroachment on path surface to defects	
	Separated surface drains and kerb & channel, updated descriptions	
	Changed surface drains and kerb & channel to high and low hierarchy	
	Added damaged pit walls	
	Incorporated on-road bicycle lanes	

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## 1 Introduction

This Road Management Plan (RMP) is prepared in accordance with Section 52 of the Road Management Act 2004 (RMA). This Act sets the law relating to road management in Victoria, establishes the general principals which apply to road management and sets out certain rights and duties of road users and authorities.

In preparing this plan, Council has made policy decisions under Part 4 of the RMA.

This plan reflects the purposes and objectives of Council as specified under Parts 6 and 7 of the Local Government Act, 1989. These objectives are described in the City of Darebin Council Plan 2017 – 2021, which sets the strategic objectives of Council. These include:

*Promote an innovative, vibrant and thriving economy with physical infrastructure that is both well maintained and appropriately regulated.*

The respective rights of Council, ratepayers, residents and the general public have been considered in the preparation of this Plan. There are also obligations of road users under the Act, which requires that they exercise personal responsibility for their own and other's safety and interests.

## 2 Purpose of this Plan

This RMP has been prepared to the principles, methods and systems used in managing Darebin's road network. The plan details the management systems for the road management function under the control of Darebin City Council. It sets the relevant standards in relation to the discharge of its duties in the performance of the road management functions. It sets the standards based on policy and operation objectives within the resources available and ensures the provision of a safe and efficient road network for users and the community. It minimises road safety hazards and disruption to traffic. It also supports the use of different modes of transport to minimise the cost to the community.

In accordance with Sections 50 and 52 of the Act, the purposes of this Plan are:

- to establish a management system for the road management functions of Council which is based on policy, operational objectives and available resources;
- to establish the relevant standards or policies in relation to the discharge of duties in the performance of those road management functions;
- to detail 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.

This Plan does not apply to arterial roads. VicRoads is the responsible authority for these roads. Council may be responsible for those sections of arterial roads outside of the through traffic lanes as detailed in the Road Management Act Code of Practice "Operational Responsibility for Public Roads". Those roads or parts of roads that Council is responsible for are listed separately in the 'Register of Public Roads'.

## 3 Meaning of Terms

Terms used in this Plan have the same meaning as the definitions included in the Act. These include:

**"arterial road"** means a road which is declared to be an arterial road under section 14 of the Act. The VicRoads web site includes a list of arterial roads ([www.vicroads.vic.gov.au](http://www.vicroads.vic.gov.au)).

**"Council"** means the City of Darebin as the coordinating road authority and as the responsible road authority (as applicable).

**"public road"** means a public road within the meaning of section 17 of the Act.

**"shared path"** footpath jointly used by pedestrians and cyclists.

## 4 Roads for which the Plan Applies

The provisions of this Plan apply to those roads, pathways and ancillary areas listed in the Register of Public Roads.

Council has determined that those local roads and pathways listed in the Register of Public Roads are reasonably required for general public use. Council has also designated certain areas adjacent to a public road as 'ancillary areas' and these areas are recorded in the Register of Public Roads. There are 65 car parks that will be separately identified in the road register which are located in road reserves that are not described as "ancillary areas".

To the extent possible within resource constraints, the Register of Public Roads records the location, type, hierarchy, capacity, condition, configuration of road assets for which Council is responsible, together with a history of assets including any additions, deletions or changes.

Details of agreements with other road authorities and service providers will be added to the Register of Public Roads as they become available.

## 5 Exclusions from the Plan

The plan does not apply to:

- Roads and car parks on private property. These are the responsibility of the property owner. A private road is considered to be formed roadway within a privately owned parcel of land. A private road is not referred to as a road (ROAD) on title, nor is it referred to as a right of way (ROW) on a title document. Examples of private roads include internal access roads within retirement villages and Housing Commission estates as well as internal access roads and carparks within shopping complexes (such as Northland). Council is not responsible for the maintenance, inspection or renewal of these road assets; accordingly they are not included within the Road Management Plan.
- Car parks outside the road reserve. Refer to the Road Asset Management Plan.
- Car parks associated with Council buildings and car parks associated with open space reserves and sporting facilities. Refer to the Open Space and Facilities Asset Management Plans.
- Pavements, kerb and channel on arterial roads. These are the responsibility of VicRoads. Refer to the Road Management Act Code of Practice "Operational Responsibility for Public Roads".
- Bus stop assets. These are the responsibility of the Public Transport Victoria. Refer to the description in section 8.3.
- Unmade Rights of Way (ROW) that are not included in the road register. An unmade right-of-way is a portion of land that is designated as a right of way (ROW) or a road (ROAD) on title. Unmade rights-of-way do not have formed surfaces; however they may have constructed drainage (either under or above ground). Council is not responsible for the maintenance, inspection or construction of the surface of unmade rights-of-way that are not included in the register of public roads. Should an unmade right-of-way be surfaced (either via a special charge scheme or as a requirement of a planning permit) then the right-of-way would be added to the road register. Council may also decide to add an unmade right-of-way to its register of public roads for other reasons.
- Vehicle crossings. These are the responsibility of the property owner. Refer to the description in section 8.5.
- Private drainage. Refer to the description in section 8.6.
- Street Lighting.

## 6 Related Documents

A number of other Council documents are referred to in, or affect the operation of, this Plan. These include:

**Darebin ‘Road Asset Management Plan’ (RAMP)** – provides an understanding of Council’s road assets and concepts for their sustainable provision and provides a tactical approach towards achieving a cost-effective solution that meets Council’s long term strategic goals.

**Darebin ‘Register of Public Roads’** – Lists those roads and ancillary areas for which Council is responsible for in accordance with section 19 of the Act.

**Darebin ‘Defect and Safety Inspection Manual’** – Details the methods by which Council will undertake the periodic inspection of road assets and the response to various defects that may arise from time to time.

**Darebin ‘Open Space Asset Management Plan’** – Details shared path and paths in parks.

The linkage between these documents is shown in Table 1 below:

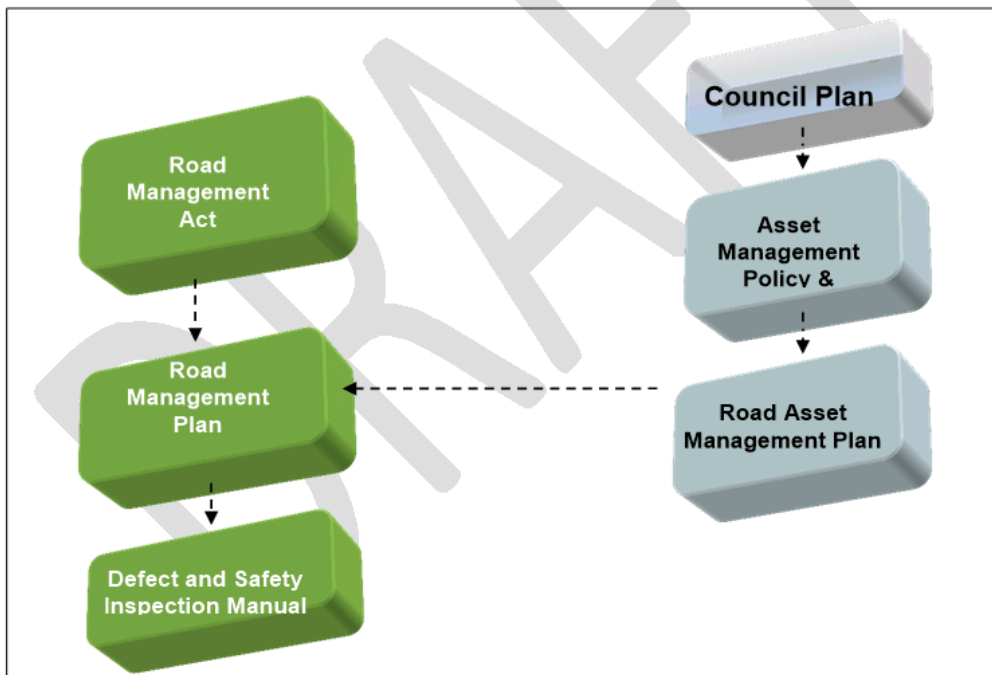


Table 1 – Asset Management Policy Framework

## 7 Road and Footpath Hierarchy

### 7.1 Road Classification

Roads within Council are classified in a hierarchical system based on traffic volumes. The following definitions have been developed to determine the hierarchical system used:-

Road Hierarchy	Description
<b>Link</b>	Link Roads (>7500vpd) – Those roads whose main function is to supplement arterial roads in providing for traffic movements and which distribute traffic to collector roads and local street systems
<b>Collector</b>	Collector Roads (>3000vpd) – Those roads whose main function is to supplement arterial and link roads in providing for traffic movements, or which distribute traffic to local street systems
<b>Access</b>	Access Roads incl. car parks (<3000vpd) – Those roads whose main function is to provide access to abutting properties or where the main function is to provide access to limited numbers of properties, or which provide almost exclusively for one activity or function.
<b>Primary Access Rights Of Way</b>	Those roads whose main function is to provide primary property access i.e. where the front door is accessed directly from the Right Of Way.
<b>Rights Of Way</b>	Laneways/Rights-of-Way– Those roads where the main function is to provide rear access to properties for delivery of goods, as in the case of commercial premises, or as a means to garage a car in the property in the case of residential properties.
<b>On-Road Bicycle Lanes</b>	Those on-road lanes reserved for bike riders whose main function is to create on-road, separated travel facilities for bicyclists. They are identified with a bike symbol on the road and a sign which says that it is a bike lane.
<b>Shimmy Routes</b>	Bike routes using low traffic and low speed roads, which are primarily local access or link road, as an alternative to using collector or arterial roads with higher traffic volumes and speeds.

### 7.2 Pathways Classification

Pathways are classified into two categories

Pathways Hierarchy	Description
<b>Principal Pedestrian Network (PPN)</b> <b>PPN Primary</b>	These routes form the foundation of the PPN where a high level of pedestrian priority is assigned. These routes will be a major focus for the implementation of future walking infrastructure improvements.
<b>PPN Secondary</b>	These routes will provide a secondary role to the primary routes and will be assigned a high level of pedestrian priority.
<b>All Other</b>	Defined as areas of low pedestrian usage or less used by pedestrians. e.g. local streets, car parks, low pedestrian activity shopping precincts, dead end streets, isolated areas, etc.

### 7.3 Category

Category	Description
<b>High</b>	A defect on an asset has reached the level where maintenance is required to bring it back to the required standard. The process of completion inclusive of administrative work is 4 working days.
<b>Low</b>	An asset is showing signs of stress that may require some works in the future or data collection for regular programmed works. The process to completion inclusive of administrative work is 5 working days.

### 8 Operational Responsibility for Public Roads

The Code of Practice – ‘Operational Responsibility for Public Roads’ defines the limits of responsibility between road authorities for different parts or elements within the road reserve.

#### 8.1 Arterial Roads

Pathways and service roads along Arterial Roads are the responsibility of Council. Median strips, intersection and road signage are the responsibility of VicRoads. (Refer Section 37 of the RMA). An example of the division of responsibility between Council, VicRoads and the tram operator are shown in Figure 1 below.



Figure 1 – Operational Responsibility on Arterial roads

In the example in Fig. 1 above, VicRoads is the Coordinating Road Authority for the road. VicRoads is the Responsible Road Authority for the pavement. Council is the Responsible Road Authority for the section from the back of kerb to the property boundary. Refer also to the Code of Practice.

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## 8.2 Public Transport Assets

**Trams** – Yarra Trams provides the tram services within Darebin. They have many assets in the road reservation such as, tram tracks, overhead powerlines and shelters. Tram operators are responsible for the tram track reserve area within 450mm each side of the outer track rails in road reserves including crib crossings installed to protect pedestrians crossing tram tracks. Council is responsible for the road reserve outside these limits. Centreline road marking along a tram reserve is the responsibility of the responsible Road Authority but (yellow) linemarking designating tram operational limits is the responsibility of the tram operator. Operational responsibility for local roads with tram tracks is shown in Figure 2 below:



Figure 2 – Operational Responsibility Trams on Local Roads

**Trains** - All assets associated with the train services are located in a railway reservation, however, where the railway and road reservations cross each other, both road and railway assets interface and the responsible agencies must work together. Trains assets include the tracks and the overhead power supply as well as, bridges, boom gates and fencing. Train operators are responsible for all components of the rail track reserve area within the road boundaries to a minimum of 2.44 metres each side of the outer rails or the extent of the boom gate in metropolitan Melbourne or as agreed. Council is responsible for the road reserve outside these limits.

## 8.3 Bus stop assets

Public Transport Victoria is responsible for the infrastructure that is associated with the bus stops, such infrastructure includes:

- The bus stop pole/flag/timetable case/braille badge.
- The concrete slab (hardstand) that forms the waiting area for bus patrons.
- Any dedicated path or ramp to the hardstand (so this is generally a path that runs from the council owned footpath out to the hardstand).
- Any pedestrian fencing or tactile on this path or ramp to the hardstand.
- The tactile that is on the hardstand as well as the tactile that runs across the footpath to lead people onto the waiting area.
- Glass bus shelters installed.

Council is to maintain the following items that are associated with bus stops:

- Bus zone signs (which indicate where Council's parking stops and the bus zone starts/finishes) which are only usually installed in heavily parked areas.
- The road carriageway and kerb.
- Rubbish left on the naturestrip (including at a bus stop).
- Grass maintenance

#### 8.4 Local Roads

All public roads, right of ways and footpaths listed in the Register of Public Roads are the responsibility of Council, as shown in Figure 3 below:



Figure 3 – Operational Responsibility on Local Roads

## 8.5 Vehicle Crossings

The owner of a property must ensure that each vehicle crossing to the property from an adjacent road and any channel forming part of the crossing is maintained to the satisfaction of Council, as shown in Figure 4 below:

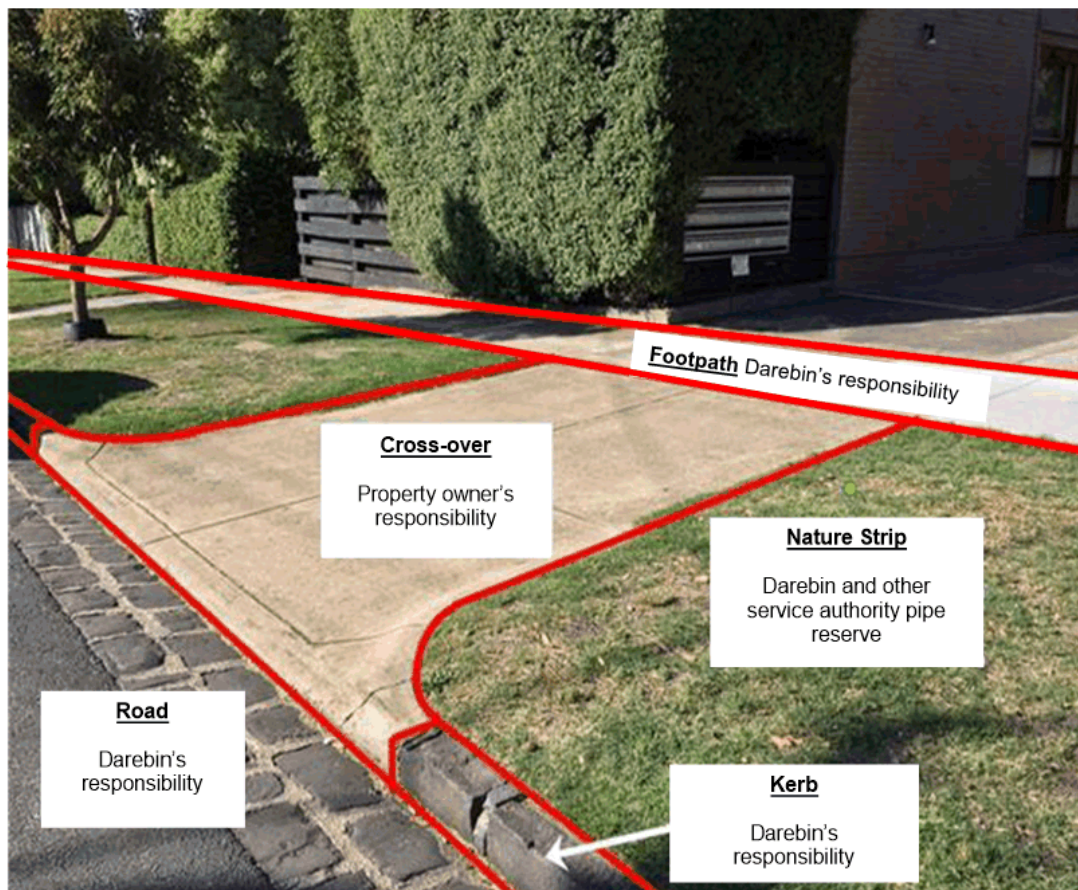


Figure 4 – Operational Responsibility for Vehicle Crossings

## 8.6 Drainage Assets

Council is responsible for the maintenance of Council drains, pits and the kerb and channel to ensure that they are operating effectively. As shown in Figure 5, The Property Owner is responsible for the maintenance of private stormwater drain connected to Council drain, pit or kerb & channel. The Property Owner must ensure that the private stormwater connection to Council drainage assets is maintained to the satisfaction of Council.

The following are drainage related assets that are not considered in this plan, they include;

- Retention systems (refer to the Parks Asset Management Plan)
- Wetlands (refer to the Parks Asset Management Plan)
- Rivers/creeks
- Kerb and channel including AG pipes (refer to the Road Asset Management Plan)
- Road and road related infrastructure (refer to the Road Asset Management Plan)
- Overland flow paths
- Non-Council owned assets



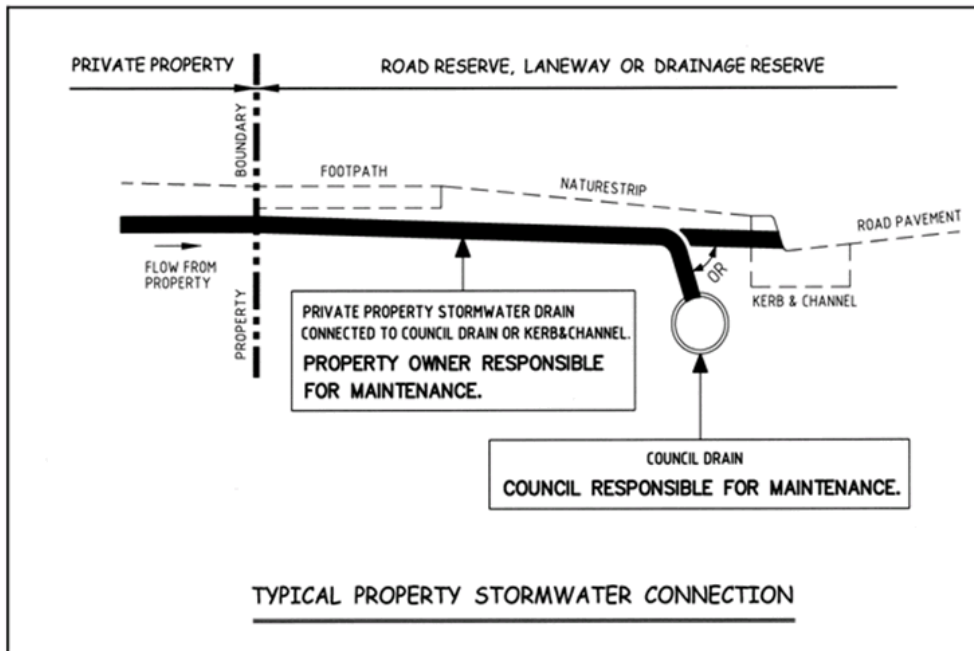


Figure 5 – Operational Responsibility for Drainage Assets

**8.7 Unmade Roads**

Council will not maintain unmade roads unless it is declared a public highway and included in its register of public roads.

**8.8 Unmade Rights of Way (ROW)**

Council will not maintain unmade ROWs unless it is declared a public highway and included in its register of public roads.

The maintenance of unmade ROWs currently falls under Council’s General Local Law 2015 (clauses 11.1 & 11.2).

An owner or occupier of land must keep that land, and anything on that land, in a condition that is not detrimental to the visual amenity of the neighborhood. The following are examples of what may be detrimental to the visual amenity of the neighborhood:

- (i.) Branches, materials or objects which may overhang the property;
- (ii.) Weeds and excessive vegetation; and
- (iii.) Accumulation of excessive materials and obstructions.

An owner or occupier of land abutting an unmade right of way must ensure that the unmade right of way is free of litter and obstructions.

**8.9 Shared Paths**

Shared paths in the road reserve are included in the public road register and will be inspected at same level as footpath assets. Shared paths in parks are not covered under the RMP and will be maintained in accordance with the Open Space Asset Management Plan.

**8.10 Carparks**

Off road car parks should come under the RAMP. Car parks will be separated in the road register and adopt the same level of service as roads.

## 9 Exceptional Circumstances

Council will make every endeavour to meet all aspects of its Road Management Plan, (RMP).

However, in the event of natural disasters and other events including, but not limited to, fires, floods, droughts and the like, together with human factors, such as a lack of Council staff or suitably qualified Contractors, because of Section 83 of the Victorian Wrongs Act, 1958, as amended, Council reserves the right to suspend compliance with its Road Management Plan.

In the event that the CEO of Council, has to, pursuant to Section 83 of the above Act, consider the limited financial resources of Council and its other conflicting priorities, meaning Council's Plan cannot be met, they will write to Council's Officer in charge of its Road Management Plan and inform them that some, or all, of the timeframes and response times are to be suspended.

Once the events beyond the control of Council have abated, or if the events have partly abated, Council's CEO will write to Council's Officer responsible for Council's Plan and inform them which parts of Council's Plan are to be reactivated and when.

## 10 Level of Service

The standards specified in Appendices A, B & C are set to maintain the service provided by Council's road network at the level applicable at the time of adoption by Council of this plan.

This level of service is considered reasonable having regard to the resources available to Council and the provision of other Council services. Levels of service may be amended from time to time having regard to Best Value reviews and community consultation to be conducted in the future.

## 11 Proactive Maintenance System

Council has a proactive system of maintenance based on the 45 maintenance zones as shown in Appendix A and the inspection frequencies described in Appendix B. Works orders derived from defects identified in these inspections are temporarily repaired under this Plan. Permanent repairs for these defects are programmed based on timeframes outlined in the Defect and Safety Inspection Manual which do not form part of this Plan.

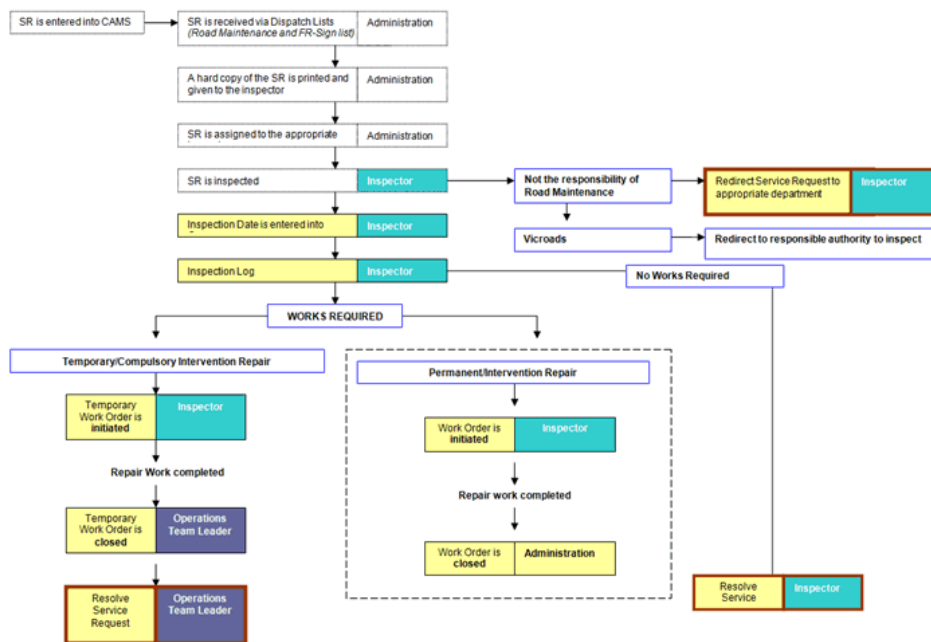
## 12 Reactive Maintenance System - Service Requests (SR) and Data Recording

Council has systems in place to manage customer service requests and work orders and other information from road users and community members.

Key benefits of the system include:

- More efficient and effective method of actioning customer requests and managing our assets
- Better and more accurate information will be available to more staff than before
- Better reporting capability

The following flow chart describes the work flow followed for all service (customer) requests as described in this Plan and in accordance with timeframes specified in Appendix C. Works orders derived from defects identified in the inspection process in this work flow are temporarily repaired under this Plan. Permanent repairs for these defects are programmed based on timeframes outlined in the Defect and Safety Inspection Manual which do not form part of this Plan.



### 13 Repair of Damaged Council Assets

Where damage has been caused to a Council asset / or road, the party, service provider or works and infrastructure manager that caused the damage shall be responsible for that damage, any consequences and the cost of repair to ensure that the area is safe and that the asset operates at the level it previously operated or higher. In particular, where secondary or 'consequential' damage has been caused to Council assets such as subsidence from water damage other than at the specific site of the asset works or repairs, the damage must be repaired at the expense of the responsible party to Council's satisfaction. Refer Schedule 7 in Road Management Act 2004.

### 14 Risk Assessment

The consequences of asset failure can include loss of revenue, inconvenience to the community, loss of service and trade. It is not possible for Council to address all defects and eliminate all risks. However, risks may be identified and minimised by regular inspections and setting of clear priorities.

All types of defect likely to be found in the road reserve were evaluated and a risk assessment undertaken that considered both likelihood and consequence. The details of this analysis are shown in the Defects and Safety Inspection Manual.

### 15 Standards for Construction, Expansion, Upgrading, Renewal and Refurbishment

The standards for the construction of new roads and pathways are given in the Road Geometry and Drainage Design Guidelines.

### 16 Standards of Maintenance

The standards for the maintenance of existing roads and pathways are:

- the task or work expected to be undertaken
- the schedule of inspections of specific matters to be undertaken at specified intervals

- the circumstances under which intervention action is to be undertaken with respect to repair or maintenance needs for defects reported or found on inspection
- the priority to be given to intervention action and the kind of action.

Council is committed to providing a response to any situation in accordance with the response times. However, in some circumstances, where a hazard cannot be permanently rectified within the timeframes the hazard will be made safe and prioritised for fixing.

## 17 Financial Resources

The commitments and obligations specified in this Plan are matched to the financial resources available to deliver those commitments and obligations.

The availability of financial resources determines the level of service that can be provided. Any change in community expectations, i.e. higher or lower level of service has a corresponding financial effect.

## 18 Safety at Worksites

All construction and maintenance work on local roads and pathways will be undertaken in accordance with the relevant occupational health and safety legislation and guidelines.

In particular, the Code of Practice 'Worksite Safety – Traffic Management' applies to any works.

## 19 Duty to Inform Service Provider

If in the course of meeting its obligations under this Plan, Council becomes aware that any non-road infrastructure for which a service provider or works and infrastructure manager is responsible:

- is not in the location shown in the relevant records; or
- appears to be in an unsafe condition; or
- appears in need of repair or maintenance;

Council will convey that information to the relevant service provider or works and infrastructure manager.

## 20 Performance Management

In accordance with the Best Value principles and good management practice, a performance measurement, monitoring and reporting regime will be developed as part of the implementation, of Councils Asset Management System.

## 21 Plan Review

This plan will be reviewed every four years after a new Council is elected in accordance with the Road Management Act 2004 and the Road Management (General) Regulations 2005.

## 22 References

The following references are referred to or affect the operation of this plan:

### Acts

Road Management Act 2004

Local Government Act 1989

### Regulations

Road Management (General) Regulations 2005

Road Management (Works and Infrastructure) Regulations 2005

### Codes of Practice

Code of Practice 'Worksite Safety – Traffic Management'

Code of Practice – 'Operational Responsibility for Public Roads'

Code of Practice – 'Management of Infrastructure in Road Reserve'

### Council Documents

Darebin – Road Asset Management Plan (A569451)

Darebin - Road Geometry and Drainage Design Guidelines (A1465869)

Darebin - Defects and Safety Inspection Manual (A1544006)

Darebin – Register of Public Roads (A101913)

Darebin - Drainage Strategy (fA197786)

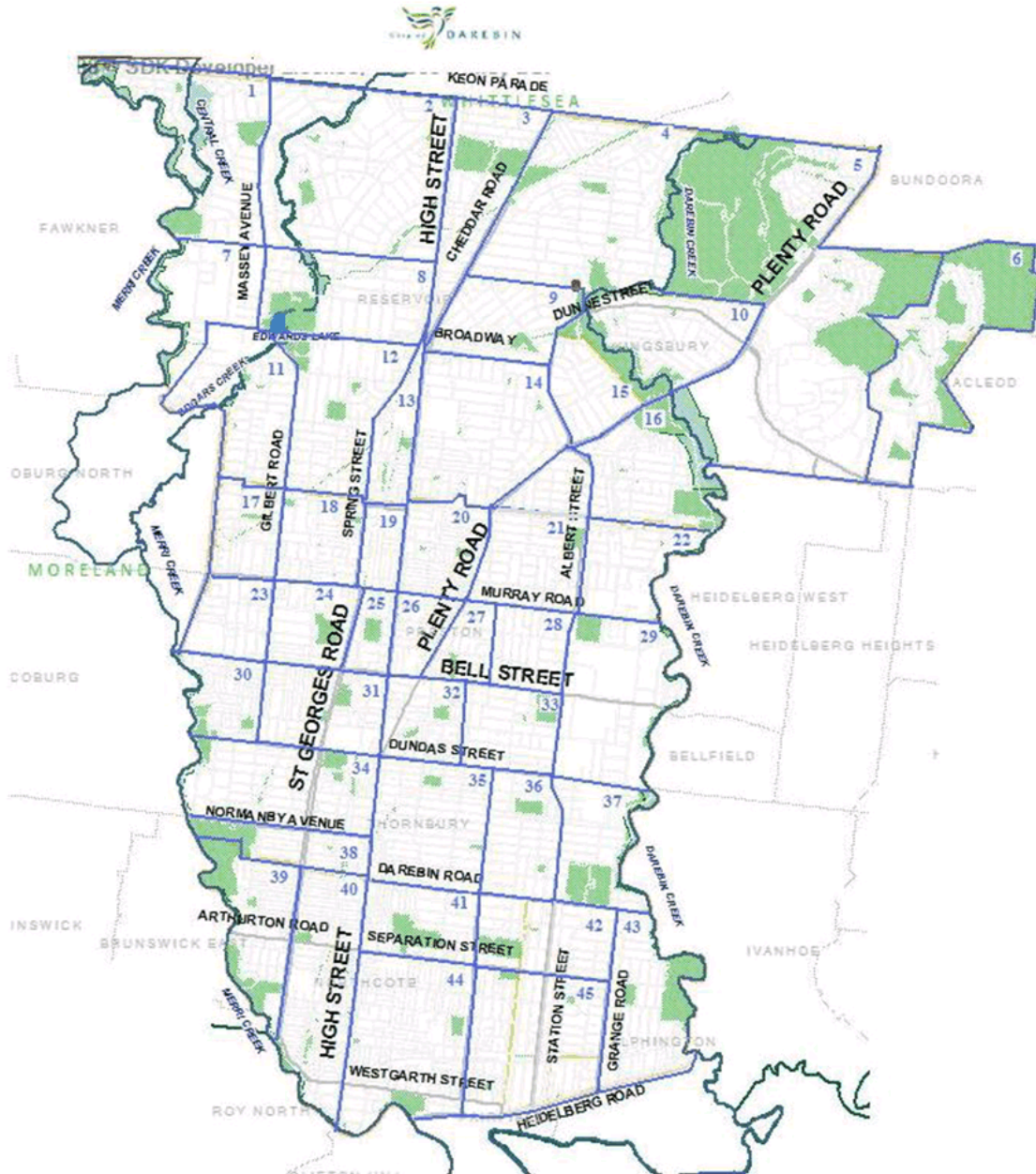
Darebin - Open Space Asset Management Plan (fA18012)

Darebin - General Local Law 2015

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## 23 Appendices

### 23.1 Appendix A- Inspection Zones



### 23.2 Appendix B- Inspection Frequencies

Inspections	Description	Frequencies	Hierarchy
<b>ROAD (INCLUDING ON-ROAD BICYCLE LANE) DEFECT (HAZARDS) INSPECTIONS:</b> - The undertaking by suitably qualified and experienced staff regular inspections of the asset to determine condition, compliance with maintenance standards and risk.	A defect inspection is undertaken to assess if any defects are present against an agreed set of criteria. Risk inspections are undertaken in response to customer complaints. Reports are provided by a nominated officer or maintenance staff.	12 months	Link
		12 months	Collector
		2 years	Access
		2 years	Primary Access ROW
		2 years	ROW
		12 months or 2 years (dependent on the road's hierarchy)	On-Road Bicycle Lane
<b>CARPARKS</b>	Part of Road Asset Management Plan Asphalt pavements.	2 years	All
<b>FOOTPATH DEFECT (HAZARDS) INSPECTIONS:</b> - The undertaking by suitably qualified and experienced staff regular inspections of the asset to determine condition, compliance with maintenance standards and risk.	A defect inspection is undertaken to assess if any defects are present against an agreed set of criteria. Risk inspections are undertaken in response to customer complaints. Reports are provided by a nominated officer or maintenance staff	12 months	PPN Primary
		12 months	PPN Secondary
		2 years	All Other
<b>KERB &amp; CHANNEL:</b> - Kerb and Channel holding water- minor reshaping to maintain flow of water and protect road and through lane traffic.	When Kerb and Channel has subsided or heaved and the ponding of water is encroaching into the through traffic lane.	12 months	High
		2 years	Low
<b>SHARED PATH</b>	Shared path in road reserve	12 months	Road Reserve
	Shared path in parks. Part of Open Space Asset Management Plan.	2 years	Open Space
<b>SAFETY (NIGHT) INSPECTION:</b> - Involves driving on the local road network.	Hazards to the public, in particular reflectivity of traffic and regulatory signs, line marking and street lighting.	12 months	Collector
		12 months	Access
		12 months	ROW
<b>INCIDENT INSPECTION:</b> - An inspection carried out to comply with the requirements of the Road Management Act – Division 5 – Claims Procedure.	This inspection enables an incident condition report to be prepared for use in legal proceedings and the gathering of information for the analysis of the causes of accidents and the planning and implementation of road management and safety measures. Requirements include:- An Inspection by a Qualified engineer or Experienced Technical Officer with extensive knowledge and experience in road construction and maintenance practices	5 working days	All
<b>BICYCLE SHIMMY ROUTE</b>	A defect inspection is undertaken to assess if any defects are present against an agreed set of criteria. Risk inspections are undertaken in response to customer complaints. Reports are provided by a nominated officer or maintenance staff.	12 months	12 months

Objective ID A1641698

### 23.3 Appendix C- Maintenance standards including response times

Compulsory Intervention Level					
	Description	Hierarchy	Category		Permanent Repairs
			High	Low	
Road Pavement			Working Days		
<b>LOCALISED IRREGULARITIES OF PAVEMENT SURFACE (sq.m.)</b> – The use of appropriate treatment and materials to repair the defect and restore the riding surface to a safe condition. This includes potholes, deformations, delamination and edge breaks.	Pothole depth of 50mm and or diameter 300mm. Surface irregularities when hazardous to traffic.	Collector	4	5	60 days
		Access	4	5	90 days
		ROW (made)	4	5	90 days
		Primary Access ROW	N/A	N/A	60 days
<b>SURFACES WITH ON-ROAD BICYCLE LANES</b>	Pothole depth of 30mm and or diameter 150mm. Surface irregularities when hazardous to traffic.	On-Road Bicycle Lane and Shimmy Routes	4	5	Dependent on road's hierarchy
<b>ROAD MARKING and/or LINEMARKING (l.m)</b> - Regular painting of all pavement markings, including line marking and raised pavement reflectors. Missing, illegible or confusing.	>60% of delineator installations and linemarking per segment missing or defective, relative to original installation and design standards.(Refer AS1742 .2)	Collector	8	10	3 months
		Access	8	10	12 months
		ROW (made)	N/A	N/A	N/A
		Primary Access ROW	N/A	N/A	N/A
		On-Road Bicycle Lane	8	10	Dependent on road's hierarchy

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Compulsory Intervention Level						
	Description	Hierarchy	Category		Permanent Repairs	
			High	Low		
<b>Road Pavement</b>			<b>Working Days</b>			
<b>PROUD/SUNKEN/DAMAGED SERVICE COVERS (No.)</b> - -realign pit covers level with adjacent road or ground surface	Difference in surrounding level is $\geq 50\text{mm}$ (greater than or equal to 50mm) or hazardous to traffic	Collector	4	5	3 months	
		Access	4	5	12 months	
		ROW (made)	4	5	12 months	
		Primary Access ROW	4	5	3 months	
<b>CARPARKS-</b> The use of appropriate treatment and materials to repair the defect and restore the riding surface to a safe condition. This includes potholes, deformations, delamination and edge breaks.	Pothole depth of 50mm and or diameter 300mm. Surface irregularities when hazardous to traffic.	Collector	4	5	60 days	
		Access	4	5	90 days	
		ROW (made)	4	5	N/A	
		Primary Access ROW	4	5	60 days	
<b>Footpaths</b>						
<b>TRIP HAZARD (l.m)</b> – Uneven footpath caused by trees, natural ground movement, grass/foliage encroachment on the footpath surface or cracked/damaged footpath with distortion. This includes asphalt, concrete and footpath with spoon drains.	When horizontal or vertical displacement is $\geq 25\text{mm}$ (greater than or equal to 25mm)	PPN Primary	4	5	90 days	
		PPN Secondary and all other	4	5	4 years	
<b>SHARED PATHS</b> – Uneven shared path caused by trees, natural ground movement, grass/foliage encroachment on the shared path surface or cracked/damaged footpath with distortion.	When horizontal or vertical displacement is $\geq 25\text{mm}$ (greater than or equal to 25mm)	Road reserve	4	5	12 months	
		Open space	4	5	4 years	

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Compulsory Intervention Level					
	Description	Hierarchy	Category		Permanent Repairs
			High	Low	
<b>Surface Drainage – Kerb &amp; Channel and Drainage Pits</b>			<b>Working Days</b>		
<b>SURFACE DRAINS</b> - Surface drains that run along the sides of footpath and drainage pits  For ROW (unmade) this only applies to those with constructed drainage inverts.	When a surface drain has been damaged or displaced.	High	4	5	90 days
		Low	4	5	4 years
<b>KERB &amp; CHANNEL</b> – Kerb & Channel holding water-minor reshaping to maintain flow of water and protect road and through lane traffic.	When Kerb & Channel has subsided or heaved and the ponding of water is encroaching into the through traffic lane	High	4	5	90 days
		Low	4	5	4 years
<b>PIT CLEANING</b> - Inspection and cleaning of pits to maintain flow of water – blockages to the opening of the pit that prevents entry into the pit.	When a blocked pit is causing water to encroach onto the through traffic lane	Collector	4	5	60 days
		Access	4	5	90 days
		ROW (made)	4	5	90 days
		Primary Access ROW	4	5	60 days
<b>MISSING PIT LID, DAMAGED PIT WALLS AND SURROUNDS</b> – Missing drainage pit lids	Any drainage pit that has a missing pit lid / cover or there is damage to pit walls and surrounds	All	4	5	2 days

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Compulsory Intervention Level					
	Description	Hierarchy	Category		Permanent Repairs
			High	Low	
Roadside			Working Days		
<b>REGULATORY SIGN OR POLE REPLACEMENT</b> - Replacement of regulatory and warning signs or poles which are worn, illegible, damaged or missing.	Sign missing or illegible	Collector	4	5	10 days
		Access	4	5	10 days
		ROW (made)	4	5	10 days
		Primary Access ROW	4	5	10 days
<b>OTHER SIGNS</b> – Replace all other damaged signs and/or poles	N/A	Collector	4	5	20 days
		Access	4	5	20 days
		ROW (made)	4	5	20 days
		Primary Access ROW	4	5	20 days
<b>STREET FURNITURE</b> – Guardrail, Barriers, Bollards, Seats, Bins, fencing and Bus Shelters – missing/damaged or deteriorated	When hazardous to traffic or pedestrians	Collector	4	5	15 months
		Access	4	5	15 months
		ROW (made)	4	5	15 months
		Primary Access ROW	4	5	15 months

Planned intervention level repairs can be referred in the appendices of the Asset Management Plan.

Objective ID A1641698


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Objective ID A1641698



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**6.9 FOOD WASTE COLLECTION****Author:** Manager Environment and Community Outcomes**Reviewed By:** Director Operations and Environment

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**Report Background**

This report provides the background to a proposed model for the introduction of food waste collection by 2019/2020 and considers other long term waste processing options.

**Previous Council Resolution**

This matter is not the subject of a previous Council resolution.

**Previous Briefing(s)**

This matter has not previously been to a Councillor Briefing.

**Council Plan Goal/Endorsed Strategy**

- Goal 3 - Sustainable and Resilient Neighbourhoods
- Waste and Litter Strategy
- Draft Climate Emergency Plan

**Summary**

A food waste collection trial is proposed to commence in November 2017 to inform the development of the final food waste collection model for Darebin. Other methods of diverting waste from landfill will be considered including advanced resource recovery technology (ARRT) options. ARRT processes with the Metropolitan Waste and Resource Recovery Group (MWRRG) are timed to inform the retendering of the regional landfill contract, which concludes in 2021.

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

- (1) Approves a food waste collection trial commencing by November 2017 to inform the development of the final food waste collection model.
  - (2) Receives a briefing on the proposed trial prior to its introduction to the community
  - (3) Participates in investigations for advanced resource recovery technology (ARRT) options, including with the Metropolitan Waste and Resource Recovery Group (MWRRG), to inform and determine the best long term waste resource recovery options for our community.
- 

**Introduction**

Reducing waste generation per capita, reducing waste to landfill, reducing food waste, reducing contamination in recycling and increasing recovery of recyclable materials and green waste recycling are key goals of Darebin's Waste and Litter Strategy 2015-2025.

Developing a model for the introduction of a new food waste collection and processing service by 2019/2020 is included as an action in the draft Council Plan Action Plan.

On average each Darebin household's waste bin is comprised of over 40% of food and garden waste by weight, with food contributing about 177kg of food waste per household per year and garden waste about 19 kg per household per year. Over 60% of households use a kerbside green waste recycling service for garden waste, producing on average 290 kg of garden waste per participating household. (This varies from year to year due to weather conditions).

Darebin's green waste processing is managed through a regional contract servicing 11 councils administered by the Metropolitan Waste and Resource Recovery Group (MWRRG). It is a 15 year contract to 2028 with a state of the art composting facility as part of the contract. Due to the amount of green waste processed this year the contract will trigger the requirement for operator to build another site to enable larger amounts of organic (including food waste) to be collected by councils. The additional site needs to be built before large additional amounts of household food waste are able to be processed.

## **Issues and Discussion**

### **Trialling food waste collection in coming months**

To gather information for the final proposed food waste collection and processing model and to comply with contract requirements it is proposed that Darebin commence a food waste collection trial commencing late 2017 using the kerbside collection service. The trial would be initially limited to a set number of households and this will be determined in consultation with the MWRRG and Veolia and/or other relevant bodies. An accompanying education and evaluation plan will be developed to ensure the best benefit from the trial in designing future food waste services.

MWRRG are currently finalising processes with the contract user group of councils and Veolia for food to be included in the green waste recycling collection. This is expected to include a trial period of six months to determine diversion, contamination and processing factors. MWRRG are also developing a guide for metropolitan councils wishing to introduce food into the organics bin including comprehensive social research to enable the best outcomes. This is likely to be finalised in August.

Accordingly the parameters of the Darebin trial are expected to be finalised by October with the introduction of the trial during November 2017. Council will be briefed on the trial design prior to it being introduced to the community.

Key issues which will be explored in the trial include: effect on waste generation, amenity and odour factors, contamination and processing costs, education and potential infrastructure (eg: kitchen cadies for food waste).

The trial is expected to be completed by mid-2018. This information, together with more detail about the timing and development of the new processing site, will be used to develop a food waste collection and processing service model for Council consideration.

### **Consideration of other residual waste processing technologies**

The composting of green waste undertaken by Veolia is one example of advanced resource recovery technologies (ARRT). ARRTs can reduce waste to landfill by up to 90% and are industrial processes that take waste as a feedstock and manufacture products and/or energy.

ARRT can be broadly classified into three types:

- Biological treatment solutions, including aerobic composting and anaerobic digestion technologies.
- Sorting solutions, materials are sorted out of waste collected at a materials recovery facility (MRF) by manual or mechanical means to increase diversion from landfill.
- Waste to energy (WTE) solutions, including gasification, pyrolysis and combustion technologies.

The MWRRG regional landfill contract for Darebin concludes March 2021 and consideration of ARRT alternatives will inform future waste processing and landfill procurement. Prior to the retendering of the regional landfill contracts, the MWRRG are now commencing discussions with councils regarding other advance resource recovery technologies (ARRTs) looking at ways to reduce the amount of waste going to landfill.

The MWRRG process will consider the estimated amount of waste (including from commercial supplies), the potential sites, the benefit of the various technologies and council interest. The Victorian Government has committed funds from the Sustainability Fund to support MWRRG developing a business case and procurement strategy for establishing municipal residual waste processing solutions. An initial workshop outlining the process was held with officers on 31 May. Solutions arising from this process will complement the existing organic waste ARRTs such as Veolia.

Other potential options for processing food waste may also be considered during this time.

### **Options for Consideration**

Options which will be considered in developing the initial food waste trial include: education programs, the types of food scraps accepted, the locations and numbers of households included, the trial of evaluation and issues identification and future costs.

### **Financial and Resource Implications**

The proposed “food in green waste recycling” trial will be undertaken through existing operational budget and resources. Council’s green waste recycling costs per tonne are cheaper than landfill disposal, however current transport costs are slightly higher due to the current distances of landfill and green recycling plant. It is assumed that landfill cost increases (including the landfill levy) will outpace transport cost increases and that shifting food waste to the green waste recycling bin will reduce waste costs in the long term.

However pursuing a long term goal of providing a municipality wide compulsory food and green waste recycling service to every home (where every house has three bin types) may increase service costs dependent on collection frequencies of each service. Costs of other types of ARRT will be considered through the MWRRG consultation process.

### **Risk Management**

Trialling food waste collection over 6 months will enable Council to determine issues and costs to extending the service to all households. It is unlikely that industry will have enough capacity to process all Darebin food waste until new facilities are built, likely to take over 18 months and therefore the introduction of a municipal wide service is not likely to be viable until 2019/2020.



## Policy Implications

### Economic Development

New ARRTs are likely to create new jobs as well as providing alternative waste treatment options.

### Environmental Sustainability

Darebin's Waste and Litter Strategy 2015-2025 commits to investigating options to remove food waste from landfill.

Food and garden waste in landfill can pose significant environmental risks. Decomposition of garden, food and other organic materials in landfill generate greenhouse gases, as well as toxic and smelly gases. Poorly managed, decomposing organic waste can also produce contaminated water or leachate that needs to be contained and treated.

The landfill Darebin currently uses has excellent environmental management including high levels of gas capture, bio-energy recovery and leachate management. In line with the draft Darebin Climate Emergency Plan consideration of waste services will include greenhouse and carbon drawdown outcomes.

### Human Rights, Equity and Inclusion

Waste technologies and processes that minimise amenity or health issues for adjacent communities will be a consideration for long term waste planning. The provision of a food waste recycling service increases food recycling options for those whose situation currently prevents them composting or similar at home.

### Other

The draft Council Action Plan includes the development of a model for the introduction of a new food waste collection and processing service in 2019/2020

### Future Actions

- Undertake trial/brief council on trial
- Participate in MWRRG ARRT processes and other relevant processes

### Consultation and Advocacy

- MWRRG

### Related Documents

- Waste and Litter Strategy 2015-2025
- MWRRG discussion paper

### 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.

**6.10 EXTENSION OF INTERIM CHIEF EXECUTIVE OFFICER****Author:** Director Civic Governance and Compliance**Reviewed By:** Director Civic Governance and Compliance

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**Report Background**

This report seeks to extend the Contract of Employment for the Interim Chief Executive Officer until the new Chief Executive commences.

**Previous Council Resolution**

At its meeting held on 19 December 2016, Council resolved:

*That Council:*

...

- (1) *Resolves that the acting Chief Executive Mr Philip Shanahan assists Council through the recruitment process of a permanent Chief Executive Officer.*

**Previous Briefing(s)**

This matter has not previously been to a Councillor Briefing.

**Council Plan Goal/Endorsed Strategy**

Goal 6 - Open and Accountable Democracy

**Summary**

This report is for Council to formally extend the Contract of Employment for the Interim Chief Executive Officer.

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

- (1) Extends the Contract of Employment with Philip Shanahan as Acting Chief Executive Officer on the same terms.
  - (2) Fixes as the termination date for the Contract of Employment with Philip Shanahan as Acting Chief Executive Officer the earlier of:
    - a. The day before the commencement date of the Contract of Employment with the newly appointed Chief Executive Officer, and
    - b. 23 December 2017.
- 

**Introduction**

In accordance with section 94(4A) of the *Local Government Act 1989* Council, in the absence of the Chief Executive Officer, is required to appoint an acting Chief Executive Officer.

The interim Chief Executive Officer until such time as a permanent Chief Executive Officer is appointed.

### **Issues and Discussion**

Council is currently in the process of recruiting a new Chief Executive Officer. It is anticipated that this process will be concluded by mid to late July 2017 at which time a further report will be presented to Council in relation to the appointment of a new Chief Executive Officer.

### **Options for Consideration**

Nil

### **Financial and Resource Implications**

The total remuneration package will come out of Council's operating budget.

### **Risk Management**

Nil

### **Policy Implications**

#### **Economic Development**

There are no factors in this report which impact upon economic development.

#### **Environmental Sustainability**

There are no factors in this report which impact upon environmental sustainability.

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

There are no factors in this report which impact on human rights, equity and inclusion.

#### **Other**

There are no other factors which impact on this report.

### **Future Actions**

Extend the current Contract of Employment with Philip Shanahan.

### **Consultation and Advocacy**

- Mayor

### **Related Documents**

- Contract of Employment
- *Local Government Act 1989*
- Confidential Council meeting minutes – 19 December 2016

### **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.

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## 7. CONSIDERATION OF RESPONSES TO PETITIONS, NOTICES OF MOTION AND GENERAL BUSINESS

### 7.1 PROTECTION OF OPEN SPACE VALUES AT STRATHALLAN GOLF COURSE

**Author:** Manager Strategic Assets Management

**Reviewed By:** Director City Futures and Assets

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#### Report Background

This report is in response to Notice of Motion No. 329 from the Council meeting held on 13 February 2017.

#### Previous Council Resolution

At its meeting held on 13 February 2017, Council resolved:

*'That Darebin Council*

- 1) *Supports the retention of the much needed open space provided by the Strathallan Golf Course and the original town planning vision that protected this land with Public Open Space and Recreation zoning.*
- 2) *Request an officers report, seeking the following information:*
  - a) *Options and costs for the Council, State and/or Federal governments for, placing a caveat or covenant on the land to prevent development, for compulsorily acquiring the land, or, any other option which could be used to protect the land for future generations.*
  - b) *Clarify who the responsible authority/ies will be should an application for rezoning be received.*
  - c) *Include the circumstances of the transfer of the land from the Department of Health to La Trobe University, including the cost of the land at that time and any conditions or expectations that were attached to its transfer.*
  - d) *An indicative valuation of the land based upon its current public park/recreation zoning, and a general residential zoning.*
  - e) *Long-term protection of conservation areas and the public open space network in Bundoora and Macleod in La Trobe Ward for consideration by the new proposed Darebin Nature Trust. The report will cover flood mitigation issues for surrounding and downstream areas.*
- 3) *Council will arrange a meeting with community stakeholders including the Save Strathallan Open Space Community Coalition Inc., the Springthorpe Owners Corporation and representatives from Strathallan Golf Club.*
- 4) *That the Mayor write to the Vice Chancellor of La Trobe University seeking a meeting to discuss the university's intentions regarding the land.*
- 5) *The Mayor to write to the Minister for Planning, the Minister for Finance/Member for Preston and the Member for Bundoora expressing support for the retention of the open space to protect the environmental values of the land and retain the important recreation services provided to the community by the Strathallan Golf Course.'*

**Previous Briefing(s)**

This matter has not previously been to a Councillor Briefing.

**Council Plan Goal/Endorsed Strategy**

## Goal 1 - Vibrant City and Innovative Economy

- 1.6 Amenity and heritage – ensure all new development respects neighbourhood character and protects local amenity and heritage

## Goal 2 - Healthy and Connected Community

- 2.3 Quality of life – ensure our approach to policies, strategies and service delivery promotes positive social and health equity outcomes for all residents and, where possible, reduces the burden of disease

- 2.6 Community health and fitness and access to opportunities – promote policies, strategies, frameworks, initiatives and physical environments, that help improve the community’s mental and physical health and fitness and provide opportunities to access parks and gardens, play spaces, festivals and events

## Goal 3 - Sustainable and Resilient Neighbourhoods

- 3.1 Environment Protection – place ecological sustainability at the heart of all decision making, including policy, service delivery and regulation
- 3.3 Land use, WSUD and transport planning – implement land use, Water Sensitive Urban Design (WSUD) and sustainable transport policies and initiatives that achieve good environmental outcomes
- 3.7 Biodiversity, wildlife corridors, cultural heritage assets and waterways – protect and enhance biodiversity, natural and cultural heritage assets, wildlife corridors, local forests, waterways and the built and natural heritage areas
- 3.11 Advocacy and partnerships initiatives – form strategic alliances and partnerships and undertake advocacy and engagement in wider environment debates to further environmental objectives

**Summary**

The Strathallan Golf Course forms part of a large network of open space throughout Bundoora which also includes conservation reserves and a wildlife sanctuary. La Trobe University, the owner of the 18 hectare site, has advised the Strathallan Golf Club that their lease would not be renewed once it ends in January 2019. La Trobe University has further advised that they intend to develop the land, though details of the nature of the proposed development keep changing.

As the land is likely to have a current market value in excess of \$50,000,000 it is not considered feasible for Council to purchase the land to protect it from development. The land is zoned Public Park and Recreation Zone and a planning scheme amendment would be required to change the zoning prior to any development occurring – only Council and the Minister for Planning have the power to process such an amendment.

This report recommends that Council work with local community groups to advocate with the Victorian Government and La Trobe University to retain this land as open space.

**Recommendation**

**That Council:**

- (1) Reaffirms that it supports the retention of the open space provided by the Strathallan Golf Course and re-emphasises the original intentions for this land to serve as a buffer between local conservation reserves and residential development when this land was first declared public open space by the Victorian Government.
  - (2) Convenes a meeting with representatives of relevant community stakeholder groups to discuss a shared advocacy approach to protecting the open space value of the Strathallan Golf Course.
  - (3) Provides a submission to the Victorian Government's consultation processes for both the Statewide Golf Course Strategy and the Metropolitan Open Space Strategy supporting its position that the land occupied by the Strathallan Golf Course positively contributes to open space values in the City of Darebin.
- 

**Introduction**

The Strathallan Golf Course occupies 18.04 hectares of land in Bundoora (the Land). It contains a nine-hole golf course and services both golf club members and the general public.

**Issues and Discussion****History**

The Land was originally part of the Mont Park-Larundel Hospital complex and was Crown land. A 9-hole golf course was created on the land in 1954 to for use by patients and hospital employees. Over time the course expanded to 18 holes and opened to the public in 1957. Even though the hospitals were closed in the late eighties use of the land as a golf course continued.

The Victorian Government provided for a Crown grant of the land (as part of a much larger development site) to the Urban Land Authority in 1995. The Urban Land Authority oversaw the creation of the Gresswell and Springthorpe estates to either side of the golf course. During this period, half of the golf course was turned into a habitat link joining the Gresswell Forest with the La Trobe University Wildlife Sanctuary. The Strathallan Golf Club leased the land from the Urban Land Authority until 1999.

The remainder of the Land (the golf course) was earmarked for residential development, however action by the community and the Golf Club saw an independent review panel established which recommended that the Victorian Government allow for the golf course to be retained as a buffer between the residential development (at the Gresswell estate to the west) and the habitat link (to the east). The land was then zoned a Public Park and Recreation Zone to reflect its intended use.

In 1999, the Urban Land Authority sold the land to La Trobe University for \$580,000. Whilst this value would have been based on the continued use of the land as open space, no restrictions were placed on the title which would prevent La Trobe from selling it, or selling it for a profit.

La Trobe is currently leasing the land to the Strathallan Golf Club. La Trobe have advised the golf club that they will not be renewing the lease upon its expiry 25 January 2019.

**Protection of the land**

The land is known as 100 Main Drive, Bundoora (vol. 10232 fol. 736), being Lot B on Plan of Subdivision 328980H. Other than a 6 metre wide water supply easement in favour of the Melbourne Water Corporation (refer to Appendix A), there is nothing about the title which would prevent or restrict the sale or development of the land.

Council, at its meeting of 13 February 2017, requested information on various methods to protect the land for future generations, specifically mentioning the use of a caveat, covenant and compulsory acquisition.

Council does not have a caveatable interest in the land and so would not be successful in placing a caveat on the land under section 26R of the Transfer of Land Act 1958. Notwithstanding this, a caveat would not serve to protect the land from development, only to temporarily prevent the Titles Office from processing dealings in relation to the caveated land (e.g. issuing a title to a new owner).

A restrictive covenant is a private treaty or written agreement between land owners that limits the way in which land can be used and/or developed. Once registered, a covenant would be recorded on the title for the land. Council would require the consent of the land owner, La Trobe University, to place a restrictive covenant on the title for the land to preserve any or all of the land as open space.

Section 187 of the *Local Government Act 1989* empowers Council to purchase or compulsorily acquire any land which is or may be required by the Council for, or in connection with, or as incidental to, the performance of its functions or the exercise of its powers. The Land Acquisition and Compensation Act 1986 would apply to exercise of this power. In the case of a compulsory acquisition, Council would need to make an amendment to the Darebin Planning Scheme to introduce a Public Acquisition Overlay (PAO) to the land. This planning scheme amendment to introduce a PAO would be subject to the same advertising, notification, exhibition submission, objection, hearings and Ministerial approval process as any other planning scheme amendment. Should the amendment be approved and a notice published in the Government Gazette, Council would acquire interest in the land (i.e. become its owner) and compensation would be payable to La Trobe equal to the value of the land.

**Land Rezoning**

In 1992 the Minister for Planning approved amendment RL 145 to the Diamond Valley Shire planning scheme which rezoned the land at the Strathallan Golf Course from its previous public purposes (health) zoning to Public Park and Recreation zone. The rezoning followed community concern at the time regarding the potential loss of the golf course as part of what would become the Gresswell Grange redevelopment. By extending the 'public open space buffer' between the proposed development and nature conservation reserve to include the whole of the golf course land, the Victorian Government, via the Urban Land Authority, was able to proceed with the proposed development at Gresswell Grange.

The land's zoning as Public Park and Recreation Zone (PPRZ) under the Darebin Planning Scheme is the strongest protection for open space that is available to Council. PPRZ provides for recognition of areas for public recreation and open space whilst protecting and conserving areas of significance. PPRZ denotes the land as being required for public purposes and under the control of a public land manager.

The land must be rezoned to a more appropriate zoning in order for any development to occur on the site. This could be done in conjunction with a Development Plan Overlay that would control, in broad brushstrokes, what can be done to the site.



It is considered that La Trobe University would be unlikely to sell the land without it being rezoned, as the land price would be severely impacted by the risk associated with the potential of not being able to rezone the land.

A planning scheme amendment process would be commenced once Council receives an application from the landowner seeking to have an amendment undertaken. Ordinarily, Council would work with a landowner to negotiate costs and timeframes for the amendment process. Following this, a report would be provided to Council to start the statutory process and there would be advertising, notification, exhibition submission, objection, hearings and Ministerial approval process as any other amendment.

As Council may refuse to consider a planning scheme amendment that is proposed by a property owner (e.g. La Trobe), the property owner would be able to directly apply to the Minister for Planning for consideration of the amendment.

### **Land Valuation**

For rating purposes, the land is currently valued by Council at \$2.12M on the basis of it being open space and that it is used for active recreation purposes. It needs to be borne in mind that the land is owned by La Trobe University and not the Victorian Government. Should La Trobe decide to sell the land there would be no first right of refusal and 'discount' for community use available to Council.

Based on the area (180,400m<sup>2</sup>) and an estimated land value of \$800/m<sup>2</sup>, the site value could potentially yield a total site value in the order of \$144,320,000, say \$150M. However this value could only be achieved after the land is subdivided and service infrastructure (roads, drains, streetlighting, gas, electricity, water, NBN) is constructed. In practice, a developer would spend approximately a third of this value (say \$50M) to provide service infrastructure and would be looking for a profit of one third (\$50M), meaning the land is more likely to have a value in the order of \$50M in its current undeveloped state should the land be rezoned to allow for development (which is most likely to be a General Residential Zone 1 – GRZ1).

### **Regional Open Space Network**

The Strathallan Golf Course land lies adjacent to the Gresswell Nature Conservation Reserves. The Gresswell Nature Conservation Reserve includes Gresswell Forest, Gresswell Hill and Gresswell Habitat Link, providing an area of 70 hectares of land reserves to protect the diverse and significant flora and fauna of the local area. The reserves are accessible via walking trails which allow park visitors to enjoy and observe the reserves' abundant wildlife and unique vegetation. However, facilities are limited within the three reserves; there are no barbecues, picnic tables, rubbish bins or toilets. Dogs, cats and bicycles are not permitted within the Gresswell Forest and Gresswell Hill nature conservation reserves. As noted earlier in the report, the Strathallan Golf Course land was zoned as open space to provide for a buffer between the nature conservation reserves to the east and the residential development to the west.

Whilst the land lies within a precinct which is well provided for in terms of quantity of open space, the majority of nearby open spaces are nature conservation reserves which have limited usefulness to casual open space users. After-hours use of the golf course land as a dog-friendly walking track is highly valued by the local community – as it is an activity which is prohibited in the adjacent nature conservation reserves.

The majority of the land within the golf course has been developed from its original natural state into a golf course featuring grassed fairways and manicured putting greens. Despite this a large number of trees of varying species, sizes and ages cover much of the site.

**Flooding Concerns**

The land in question is not flood-prone, but has a large area (18 ha) and has over 20 metres in fall over its length (i.e. it is on the side of a hill) so it will gather stormwater and that stormwater will move across the land.

A small portion of the land (approx. 5%) is subject to overland flows of stormwater in heavy rainfall events. These overland flows also impact residential properties in the Gresswell Grange estate. Council's engineers have been investigating potential works to redirect the overland flows along the western boundary of the golf course land to direct the stormwater to the retention ponds on Main Drive.

Should any development proposal for the site proceed, it is anticipated that Council would require management of these overland flows.

Council is a party to an agreement with La Trobe University and the Urban Land Authority to manage and maintain water quality treatment and retarding ponds on the land. These ponds are located at the south-western tip of the site and are accessible from Main Drive, Grange Boulevard and Moonstone Walk.

**Letters to Parliamentarians**

In March 2017, the Mayor wrote to the Minister for Planning – the Hon. Richard Wynne MP, the Member for Preston – the Hon. Robin Scott MP, and the Member for Bundoora – Colin Brooks MP advising that the community has a significant attachment to the Land and its inherent environmental, ecological and open space values, and requesting their assistance and support to retain this land as open space.

The Member for Bundoora – Colin Brooks MP responded in April advising that he believed that the best interests of the community would be served by allowing the golf club to continue to use the land as was originally envisaged at the time the former hospitals were closed down and subdivided. Mr Brooks also provided a copy of an earlier letter of his to La Trobe University voicing his opposition to La Trobe's intentions to cease the golf club's lease.

The Member for Preston – the Hon. Robin Scott MP, responded in May advising that this matter falls within the portfolio responsibility of the Minister for Training and Skills – the Hon. Gayle Tierney MP and that this matter was forwarded to her for consideration. Council subsequently received an acknowledgement letter from the office of the Minister for Training and Skills in late May.

The Minister for Planning – the Hon. Richard Wynne MP, replied in May advising that he noted the history of the land as a golf course and buffer to the adjoining habitat link from urban development. Council was advised that the engagement process for the development of a Statewide Golf Courses Strategy and also the Metropolitan Open Space Strategy were opportunities for Council to advocate for the retention of the golf course land as open space.

**Meeting with La Trobe**

The Mayor and the Acting Chief Executive met with representatives from La Trobe University in late May 2017 to discuss the University's plans for the Strathallan Golf Course.

The university advised of the following:

- It has decided to cease the lease for the Golf Club.
- It does not have a fixed view about the future of the site.

- It has an open mind for possible future uses of the site, however such uses would need to relate to the function of the university.
- A community consultation process is being arranged to better understand stakeholder views about the most appropriate use of the land.
- The consultation process would commence in July or August 2017.

La Trobe University further advised the Mayor and the Acting Chief Executive that they are aware of the environmental qualities of the site and are committed to protecting the eco-systems, biodiversity and water quality the site generates upstream of the university campus.

### **Options for Consideration**

#### **Option 1 – Do Nothing**

Council could decide to take no further action at this time.

This could be as part of a strategy to not become involved or as part of a strategy to wait and see what La Trobe proposes for the land before deciding if further action is required.

Taking no action is likely to be seen by the community as Council failing to fulfil its role of representing community interests.

#### **Option 2 – Advocacy (Recommended)**

Council could continue with its advocacy activities with both La Trobe University and the Victorian Government.

This action could involve meeting with local community group representatives to co-ordinate a collective advocacy effort with both the Victorian Government and La Trobe University, as indicated by the earlier resolution of Council (13 February 2017).

Council's advocacy efforts should involve responding to the Victorian Government's consultation processes for both the Statewide Golf Courses Strategy and the Metropolitan Open Space Strategy to highlight the importance of the open space value presented by the land occupied by the Strathallan Golf Club.

#### **Not an Option – Purchase**

Purchase of the land to protect its open space values, whether by direct approach to the university or by compulsory acquisition, is not included as an option due to the anticipated prohibitively high cost of the land given its development potential.

There is unlikely to be an option where La Trobe University would surrender this land to Council at an open space value, however if this option arises in discussions with La Trobe, then it should be considered.

### **Financial and Resource Implications**

There are no financial implications at this point in time.

### **Risk Management**

Risk issues are covered under the options analysis.

## **Policy Implications**

### **Economic Development**

There are no factors in this report which would impact upon economic development

### **Environmental Sustainability**

Issues surrounding environmental sustainability, with particular regard to the open space value of the land, are covered within the body of the report.

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

There are no factors in this report which impact on human rights, equity or inclusion.

### **Other**

There are no other factors which impact on this report.

## **Future Actions**

- Meeting with community representatives
- Submission to Statewide Golf Courses Strategy consultation
- Submission to Metropolitan Open Space Strategy consultation
- Submission to La Trobe University consultation on future of Strathallan Golf Course land

## **Consultation and Advocacy**

- Strathallan Golf Club
- Strategic Planning department
- City Development department

## **Related Documents**

- Volume 10232 Folio 736, Lot B on Plan of Subdivision 328980H (Title for Strathallan Golf Course at 100 Main Drive Bundoora)
- *Local Government Act 1989*
- *Planning and Environment Act 1989*
- *Land Acquisition and Compensation Act 1986*
- Letter from Mayor to Member for Bundoora (23 March 2017)
- Letter from Mayor to Member for Preston (23 March 2017)
- Letter from Mayor to Minister for Planning (23 March 2017)
- Letter from Ministerial Mail Team to Mayor (29 March 2017)
- Letter from Member for Bundoora to Mayor (4 April 2017)
- Letter from office of Member for Preston to Mayor (4 May 2017)
- Letter from Minister for Planning to Mayor (14 May 2017)
- Letter from Minister for Training and Skills (18 May 2017)
- Council Minutes – 13 February 2017

**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.



**7.2 CLEAN COUNCIL - STATUTORY PLANNING****Author:** Manager Planning and Building**Reviewed By:** Director City Futures and Assets

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**Report Background**

This report responds to Notice of Motion No. 312, resolved by Council on 5 December 2016.

The City of Darebin makes decisions on 1,700 planning applications per annum, including new, amendments to permits, secondary consents and extension of time requests. Most of these decisions are made under delegation in accordance with instruments of delegation that provide for timely and efficient decisions to be made.

Not all decisions can or should be made by officers. An inherent value of open and democratic decision making is to ensure that more contentious or significant decisions are afforded the opportunity to be made in the public arena, which increases transparency and accountability in the decision making processes. The key challenge is to achieve the right balance between decisions that are best put through the public decision making process of a Planning Committee and those decided under delegation.

The Planning Committee was established to provide an opportunity for Councillors to review the more significant or controversial planning applications lodged for consideration in the City of Darebin. Applications that are required to be referred to the Planning Committee for a decision are determined through the Planning Committee Charter which details a list of criteria that applies for applications to be considered by the Planning Committee for decision. For example, one current indicator is the number of objections received. The current Planning Committee Charter is attached as **Appendix A**.

The following statistics show the number of items considered by the Planning Committee during in the past four years.

- 2013 – 83 applications
- 2014 – 81 applications
- 2015 – 82 applications
- 2016 – 160 applications

An increase in the number of objections received in 2016 resulted in an increase in the number of items referred to the Planning Committee for decision. This increased number of referrals resulting in the 200 metre rule being introduced in July 2016. This meant that the 5 objections or more needed to be received from owners/residents of properties located within 200 metres of the land that was the subject of the planning application. The rationale for this requirement holds synergies with the Act which requires any objection to personally demonstrate how they were impacted by the development.

**Previous Council Resolution**

At its special meeting held on 5 December 2016, Council resolved:

***That** Council receives a report in early 2017 to facilitate the implementation of the following 'Clean Council' reforms to improve community confidence in statutory planning decisions:*

- 1) *Reverse the recent Council decision in relation to the recognition of residents who object to developments that are more than 200m away from their property;*
- 2) *Review the speaking time limits and other arrangements for applicants and objectors at the Planning Committee to ensure that objectors to major developments are not disadvantaged by the number and complexity of objections.*
- 3) *Require that all permit applications for electronic gaming machines or in locations that contain electronic gaming machines (pokies) and developments of four storeys or more, four dwellings or more on the one site come to the Planning Committee rather than being considered 'under delegation' by Council officers;*
- 4) *Provides free training workshops and online resources to assist community members to understand their rights in relation to statutory planning matters at Council and VCAT.*

### **Previous Briefing(s)**

Councillors were briefed on this issue at workshops held on 27 April 2017 and 22 May 2017.

### **Council Plan Goal/Endorsed Strategy**

#### **Open and Accountable Democracy**

- Provide a 'whole of organisation' response in the way we make decisions, develop policy and deliver programs and services; have a clear and transparent rationale for decisions and govern in a transparent and accountable manner in accordance with our Charter of Good Governance.

### **Summary**

This report responds to the resolution of 5 December 2016 and to:

- Ensuring the Planning Committee continues to make decisions on applications that are of significant public interest or challenging to policies and strategies within the planning scheme.
- Meeting Council's obligations to make decisions on planning applications within 60 statutory days.
- Meeting the management of growth occurring in Darebin.
- Enabling the public more time to speak in relation to objections being considered by the Planning Committee.
- Work within the complexities of the planning system.

This report puts forward a revised Planning Committee Charter, and considers the practical implications of the matters raised in the Council resolution of the 5 December 2016. This report puts forward a process that empowers Councillors to call-up planning applications for decision by the Planning Committee. This process includes improved communication and access to a process of weekly reports to Councillors on a list of proposed planning of decisions that are ready to be made by officers under delegation that may be of interest to Councillors.

This is intended to illustrate transparency of decision making under delegation by officers and allow Councillors to pair agenda items to forthcoming Planning Committee meetings in a way that works within the schedule of meetings each year. This process would also provide the Mayor greater discretion in the hearing of submissions made to the Planning Committee.



<b>Recommendation</b>
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**That** Council amends the Planning Committee Charter to align and enable the call up option for planning applications to apply from the next Planning Committee meeting as set out in both the revised Planning Committee Charter in **Appendix B** and supporting guidelines for the call-up procedure in **Appendix C** for this report.

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## Introduction

Following several workshops with Councillors in relation to the resolution of 5 December 2016, this report provides a revised Planning Committee Charter, and presents improved methods for communicating applications of potential interest to Councillors. In considering the best way forward, a number of options for updating the Planning Committee Charter and improving the community's understanding of Council's roles and responsibilities under the Act were considered.

The workshops identified that there are some practical challenges when proceeding with the removal of the 200m (objection) rule. Current data shows that this would generate the need for the Planning Committee to make decisions on a projected 280 applications across the currently 10 scheduled meetings during the year. The ongoing implementation of this rule was considered problematic and not an efficient use of Council's resources. Council's resources and time is better spent on addressing planning and development applications and concerns in a more strategic way through formulating better policy and advocacy initiatives to improve development outcomes and community understanding on the planning challenges facing the City of Darebin.

## Issues and Discussion

The resolution of 5 December 2016 has asked that this report consider the removal of 200 metre rule that applies to determine whether or not objections are counted to trigger a referral of a planning application to the Planning Committee. As mentioned in the background, the Act requires objectors to demonstrate how they may be personally impacted if the permit was granted.

This report promotes an alternative approach which empowers Councillors to determine which applications are of sufficient public interest and potentially allows the Mayor greater discretion in allow submitters to be heard for a longer period of time where needed. This option promotes the use of weekly reports for Councillors providing details and plans for applications that are ready for a decision and circulated allowing Councillors to "call-up" applications for decision by the Planning Committee.

## Weekly reports for Councillors

This report proposes to provide Councillors with a weekly report from February to December of each year, of applications that are considered to be of interest and a source from where applications can be "called-up" by Councillors for a decision by the Planning Committee. The report shall include a clear description of the proposal and where it meets any of the following criteria:

- Any Planning applications which receive five or more objections.
- Planning applications (excluding amendments, secondary consents or extensions of time for permits) where the development proposes 4 or more storeys.

- Planning applications (excluding amendments, secondary consents or extensions of time for permits) where the development proposes 3 or more storeys in a General Residential Zone.
- Planning applications which fail to meet the objectives of adopted planning scheme amendments or Council policy included in the Darebin Planning Scheme.
- Planning applications which, in the opinion of the Manager responsible for the Statutory Planning functions, raise major policy implications such as exceeding a height specified in the planning scheme and ought to be referred to the Councillors.
- Any other applications for major developments or changes of use which, in the opinion of the Manager responsible for the Statutory Planning functions ought to be referred to Councillors.

The format of these reports would include details of the following information:

- The planning application number.
- The property address.
- The name of the assessing officer/report author.
- Details of the applicant, owner and consultant.
- A summary of the application that makes it clear what is proposed containing information about the land use and development in point form, including the height, use and yield of units (if residential).
- Disclosure of number of objections.
- Confirmation of the zones and overlays that apply.
- An explanation or disclosure of the criteria that makes the application of interest to the Councillors.
- The recommendation proposed by the officer.
- Councillors are also to be provided an electronic copy of any plans related to the application included in the summary report.

### **Call up Process**

From the weekly reports, Councillors would be able to call up any planning application for referral to the Planning Committee for a decision. To avoid the delay of decisions, it is suggested that call up of applications occurs no later than 5 business days of the weekly report being circulated. Any items included the weekly report that are not called up will have the decision making process completed under delegation.

The call up process is suggested to similar to that of the Special meeting request as detailed below:

- Any application from the weekly report can be called up for a report to the Planning Committee through action by 3 or more Councillor's, through a written request to the relevant Manager and Director responsible for the Statutory Planning functions and a copy to the Director responsible for the Governance functions of Council.
- It is expected that this request be made via email or other agreed electronic process with communication to include all Councillors.
- Any Councillor wishing to call up an application for reporting to the Planning Committee for the sake of transparency include in their written requests, reasons justifying why the broader interest of the community is served by the proposal being considered by the Committee.

The request should also acknowledge there has been discussion with relevant officers and they are satisfied that they understand what the application proposes and the issues to be considered are relevant beyond the subject and immediately adjoining properties.

- Only matters called up through this process will be reported to the Planning Committee, all other decisions on planning applications excluding planning applications for gaming machines or development plan applications will be decided under delegation by Council Officers.

It is acknowledged there are a number of applications that, without exception, must be reported to the Planning Committee for a decision. This includes:

- Any application including extension of time requests for electronic gaming machines and decisions on development plan applications.
- Applications with officer support that is above a height specified in the planning scheme.

Under this revised process, delegation is provided to officers to continue to make decisions on more procedural planning applications (excluding gaming machines) for any amendment, extension of time or secondary consent required in relation to a planning permit that has already been issued. This does not apply where the height of a building is proposed to be changed above that expressed in the planning scheme.

It is recommended that (if resolved) Council receive a further report at the first Council meeting of 2018 to monitor this procedure.

### **Community Education and Information on the Planning System**

As part of its resolution of 5 December 2016, Council asked that officers provide a further report on providing “*free training workshops and on-line resources to assist community members to understand their rights in relation to statutory planning matters at Council and VCAT*”. This request aims to increase the knowledge the community has regarding Council’s role within the legislative context of the *Planning and Environment Act 1987* (“the Act”).

Planning, and planning process, information is readily available to residents, and staff regularly assist residents in emailing or accessing this information when they make inquiries. This includes clarifying rights, opportunities and obligations under the *Planning and Environment Act 1987*. Work is also substantially progressed to improve the access of planning and application information online, including providing web links through Council’s website.

The provision of free workshops would need further consideration with regard to the resources required, workshop availability from others, their value and how to best capture the right audience to attend. Officers will investigate this further and provide further information to Council as soon as practicable.

### **Communication and Transition**

With this revision of the Planning Committee Charter there needs to be some flexibility to ensure no parties are disadvantaged. Often in the lead up to an application being assessed by officers, there are inquiries made on whether planning applications are being decided under delegation or by the Planning Committee. To minimise any potential conflicts with advice given, it is suggested that if the recommendation of change to the Planning Charter is adopted by Council, that changes are phased in, and take effect at the October Council meeting. This would allow sufficient time to be able to fully implement the changes with minimal disruption or ambiguity.

In terms of communication, the new Charter and process will be made available through Council's website and through relevant written communication with stakeholders as needed.

### **Financial and Resource Implications**

Financial and resource implications of the revised Planning Charter (if adopted) will be managed operationally. It has been shown that financial and resource issues do arise when the amount of reporting increases. Similarly, the risk of VCAT costs and failure appeals to VCAT is increased and can cost up to \$10,000 per appeal for major applications.

### **Risk Management**

The proposed approach to the revised planning charter provides a mechanism for the Planning Committee to consider planning applications strategically, improve application times, and manage any associated planning and development risks for the city.

### **Policy Implications**

#### **Economic Development**

There are no relevant issues.

#### **Environmental Sustainability**

There are no relevant issues.

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

There are no factors in this report which impact on human rights, equity and inclusion.

#### **Other**

There are no other factors which impact on this report.

### **Future Actions**

- Amend the Planning Committee charter as recommended.
- Commence the weekly reports to Councillors.
- Continue to monitor and improve the weekly reports and call up process.
- Report formally on the process of these changes in early 2018.

### **Consultation and Advocacy**

- Maddocks Lawyers
- Governance Staff.

### **Related Documents**

- *Planning and Environment Act 1987*
- Presentation to Councillors
- Planning Committee Charter 2016/2017
- Instrument of delegation to officers under the *Planning and Environment Act 1987*
- Council Minutes – 5 December 2016

**Attachments**

- Current Planning Committee Charter (**Appendix A**) [↓](#)
- Planning Committee Charter 2017 (**Appendix B**) [↓](#)
- Planning Committee Charter Guidelines (**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 Planning and Environment Act 1987* (“the Act”) is designed to facilitate development and allow varying degrees of public participation through strategy formation, planning scheme amendments and permit phases. A challenge for the Planning system in Victoria is that there is a mismatch between where the public gets most engaged and where the legislated system facilitates maximum engagement. Maximum engagement is available in strategy processes however it is permit processes where most of the community interest remains. The planning application process under the Act constrains public participation to clearly defined roles of an objector.



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**1 Purpose**

- (1) A Special Committee appointed, pursuant to section 86 of the *Local Government Act 1989*, to assist Council in decision making on urban planning matters and for dealing with planning permits under section 188 of the *Planning and Environment Act 1987*.

**2 Membership**

- (1) All Councillors. The Mayor of the day is the Committee Chairperson.

**3 Quorum**

- (1) Five Councillors.

**4 Meeting Frequency**

- (1) Twice monthly, with meetings scheduled by Council.

**5 Scope of Activity:**

- (1) To consider and determine the following matters:
- (a) Planning applications which receive five or more objections, where the objector owns or resides at a property within 200 metres of the land subject of the planning application or in the planning officers opinion the objector may be detrimentally affected if a permit is granted.<sup>1</sup>
  - (b) Planning applications which fail to meet the objectives of adopted Council policy.
  - (c) Planning applications which, in the opinion of the Chief Executive or Director for city development in consultation with the Chairperson of the Planning Committee, raise major policy implications and ought to be referred to the Committee for determination.
  - (d) Any other applications for major developments<sup>2</sup> or changes of use which, in the opinion of the Chief Executive or Director for city development in consultation with the Chairperson of the Planning Committee, ought to be referred to the Committee for determination.
  - (e) Minor amendments to Development Plans which in the opinion of the Chief Executive or Director for city development, in consultation with the Chairperson of the Planning Committee, can be determined by the Committee.

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<sup>1</sup> For the purpose of this Charter, multiple objections from the same property address are counted as a single objection as is a petition or letter with multiple signatories.

<sup>2</sup> Major developments includes but is not limited to any development of the value of more than \$10 million and/or higher than 8 stories.

**6 Reporting**

- (1) The Committee reports periodically to Council on decisions made (planning permits considered) under delegated authority.
- (2) A report on the meetings and activities of the Planning Committee is to be prepared for inclusion in Council's Annual Report.

**7 Delegated Authority**

- (1) Full delegated authority under section 188 of the *Planning and Environment Act 1987* to determine applications with five or more objections<sup>1</sup>.
- (2) The Committee has discretion to refer matters to Council if considered appropriate.
- (3) Where the Planning Committee has not been in a position to reach a decision on a matter, the Chief Executive or Director for city development, in consultation with the Chairperson of the Planning Committee, has discretion to refer the matter to a subsequent meeting of Council.



### Planning Committee Charter

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#### 1 Purpose

- (1) A Special Committee appointed, pursuant to section 86 of the *Local Government Act 1989*, to assist Council in decision making on urban planning matters and for dealing with planning permits under section 188 of the *Planning and Environment Act 1987*.

#### 2 Membership

- (1) All Councillors. The Mayor of the Day is the Committee Chairperson.

#### 3 Quorum

- (1) Five Councillors.

#### 4 Meeting Frequency

- (1) Monthly, with meetings scheduled by Council.

#### 5 Weekly Activity Reports

- (1) Planning Committee Members will receive a weekly report on the following planning application types for each week from February to December in any year. The report shall include a clear description of the proposal and where it meets any of the following criteria:
  - (a) Any Planning applications which receive five or more objections.<sup>1</sup>
  - (b) Planning applications (excluding amendments, secondary consents or extensions of time for permits) where the development proposes 4 or more storeys.
  - (c) Planning applications which fail to meet the objectives of adopted planning scheme amendments or Council policy included in the Darebin Planning Scheme.
  - (d) Planning applications which, in the opinion of the Manager responsible for the Statutory Planning functions, raise major policy implications such as exceeding a height specified in the planning scheme and ought to be referred to the Councillors
  - (e) Any other applications for major developments or changes of use which, in the opinion of the Manager responsible for the Statutory Planning functions ought to be referred to Councillors

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<sup>1</sup> For the purpose of this Charter, multiple objections from the same property address are counted as a single objection as is a petition or letter with multiple signatories.



**6 Matters that must be reported to the Planning Committee for decision**

- (a) Any decision to approve or reject a development plan or amendment to a development plan already approved.
- (b) Any decision on an application including new applications, amendments to permits and extensions of time for electronic gaming machines.
- (c) Any decision on an application where the height specified in the planning scheme has a recommendation of support from officers.

**7 Items can be reported at the discretion of the relevant Manager and Director**

- (a) Any other applications or changes of use which, in the opinion of the Manager in consultation with the Director responsible for the Statutory Planning functions and the Chief Executive Officer ought to be referred to the Planning Committee for decision.

**8 Matters can be called up for a decision to the Planning Committee**

- (a) Any application can be called up for a report to the Planning Committee through action by 3 or more Planning Committee Members through a written request to the relevant manager and director responsible for the Statutory Planning functions. A copy of the written request must also be provided to the manager and director responsible for the Governance functions of Council. Such a call up is to be made no later than 5 business days after which the decision will be made under delegation by Council officers.
- (b) Any Planning Committee Member wishing to call-up an application for reporting to the Planning Committee must include in their written requests, reasons justifying why the broader interest of the community is served by the proposal being considered by the Committee. The request should also acknowledge there has been discussion with relevant officers and they are satisfied that they understand what the application proposes and the issues to be considered are relevant beyond the subject site and immediately adjoining properties.

**9 Reporting**

- (1) The Planning Committee reports periodically to Council on decisions made (planning permits considered) under delegated authority.
- (2) A report on the meetings and activities of the Planning Committee is to be prepared for inclusion in Council's Annual Report.

**10 Caretaker Mode**

- 1. During caretaker periods as defined under the *Local Government Act 1989* the Chief Executive Officer has the full function of the Council and will act as the Planning Committee during this period to ensure that Council's obligations to process planning applications are met in accordance with the *Planning and Environment Act 1987*.

**11 Delegated Authority**

- (1) The Planning Committee has full delegated authority under section 188 of the *Planning and Environment Act 1987* to determine applications with five or more objections<sup>1</sup>.
- (2) The Committee has discretion to refer matters to Council if considered appropriate.



## Planning Committee Charter – Call in Procedures

### Purpose of this Document

This document is to be read in conjunction with the Planning Committee Charter and provides further guidance on the process for items to be identified and then called up for report to the Planning Committee.

#### 1. Weekly Reports to Council

Councillors will receive a weekly report on the following planning application types for each week from February to December in any year. The report shall include a clear description of the proposal and where it meets any of the following criteria.

- Any Planning applications which receive five or more objections, .1 .
- Planning applications (excluding amendments, secondary consents or extensions of time for permits) where the development proposes 4 or more storeys.
- Planning applications which fail to meet the objectives of adopted planning scheme amendments or Council policy included in the Darebin Planning Scheme.
- Planning applications which, in the opinion of the Manager responsible for the Statutory Planning functions, raise major policy implications such as exceeding a height specified in the planning scheme and ought to be referred to the Councillors
- Any other applications for developments or changes of use which, in the opinion of the Manager responsible for the Statutory Planning functions ought to be referred to Councillors

#### 2. Format and Details in Reports

The weekly reports are to provide the following information:

- The planning application number .
- The property address.
- The name of the assessing officer/report author.
- Details of the applicant, owner and consultant.
- A summary of the application that makes it clear what is proposed containing information about the land use and development in point form, including the height, use and yield of units (if residential)
- Disclosure of number of objections.
- Confirmation of the zones and overlays that apply.

<sup>1</sup> For the purpose of this Charter and this guide, multiple objections from the same property address are counted as a single objection as is a petition or letter with multiple signatories.



- Disclosure of the criteria referred to in section 1 that makes the application of interest to the Councillors.
- The recommendation proposed by the officer.
- Councillors are also to be provided an electronic copy of any plans related to the application included in the summary report.

### 3. Call up Process

Councillors may call up any planning application from the weekly report within 5 business days of receiving the report, after which any item not called up for a decision at the Planning Committee will be issued under delegation by officers. This subject to the following criteria:

- Any application from the weekly report can be called up for a report to the Planning Committee through action by 3 or more Councillor's through a written request to the relevant manager and director responsible for the Statutory Planning functions and a copy to the manager and director responsible for the Governance functions of Council.
- Any Councillor wishing to call-up an application for reporting to the Planning Committee must include in their written requests, reasons justifying why the broader interest of the community is served by the proposal being considered by the Committee. The request should also acknowledge there has been discussion with relevant officers and they are satisfied that they understand what the application proposes and the issues to be considered are relevant beyond the subject and immediately adjoining properties.
- Only matters called up through this process will be reported to the Planning Committee, all other decisions on planning applications excluding planning applications for gaming machines or development plan applications will be decided under delegation by Council Officers.

### 4. Exempted processes

Full delegation is provided to officers to make decisions on planning applications (excluding gaming machines) for any amendment, extension of time or secondary consent required in relation to a planning permit that has already been issued. This does not apply where the height of a building is proposed to be changed above that expressed in the planning scheme.

**7.3 CAR PARKING NUMBERS IN ARUNDEL AVENUE, RESERVOIR****Author:** Transport Planner**Reviewed By:** Director City Futures and Assets

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**Report Background**

This report is in response to Notice of Motion No. 3 from the Council meeting held on 21 September 2015.

**Previous Council Resolution**

At its meeting held on 21 September 2015, Council resolved:

*That:*

- (1) *Officers continue to monitor parking in Arundel Avenue, Reservoir following the construction and occupation of the developments at 23 and 57 Johnson Street, Reservoir.*
- (2) *Council write to residents informing them of the recent Council report and that the recommendation that Council monitor parking in Arundel Avenue after the construction and occupation of the developments at 23 and 57 Johnson Street, Reservoir.*
- (3) *Officers report back to Council in 6 months on car parking numbers in this area.*

**Previous Briefing(s)**

This matter has not previously been to a Council Briefing.

**Council Plan Goal/Endorsed Strategy**

- Goal 2 - Healthy and Connected Community
- Goal 3 - Sustainable and Resilient Neighbourhoods
- Going Places Darebin Transport Strategy 2007-2027

**Summary**

A previous Council report was prepared in September 2015 detailing traffic and parking issues experienced in Arundel Avenue and the surrounding area. This report relied on parking surveys and a review of customer service requests and approved planning permits.

At its meeting on 21 September 2015 Council resolved that:

*'Officers report back to Council in 6 months on car parking numbers in this area'*

This report provides an update on car parking numbers in Arundel Avenue and the surrounding area following the completion of approved developments in the area and provides a comparison between the 2015 and 2017 parking surveys.

The findings of the report reveal parking numbers have remained consistent in Arundel Avenue since the original surveys were commissioned. This is considered to be a result of a reduction in parking demand by trade vehicles since the completion of the mixed use developments at 23 and 57 Johnson Street, Reservoir.

## Recommendation

That Council notes this report on car parking numbers in Arundel Avenue, Reservoir.

### Introduction

September 2015 Council officers prepared a Council report on the status of parking and traffic issues in Arundel Avenue, Reservoir. The report provided a review of existing parking and traffic conditions and reviewed development planning permits to understand current and future traffic and parking issues in the area.

At the time the Council report was being prepared two developments, located at 23 and 57 Johnson Street, were under construction. These developments are now occupied and this report provides an update on car parking numbers in the area in response to Notice of Motion No. 3 from the Council meeting held on 21 September 2015.

### Issues and Discussion

Arundel Avenue is a local road and is located south of and in parallel to Keon Parade in Reservoir and connects directly to Cheddar Road in the east and Johnson Street to the west. The carriageway is 7 metres wide and is set within an 11 metre wide road reserve which allows for parking on both sides of the road. Arundel Ave has a speed limit of 50km/h and has two intersecting streets Finton Grove and Romsey Street.

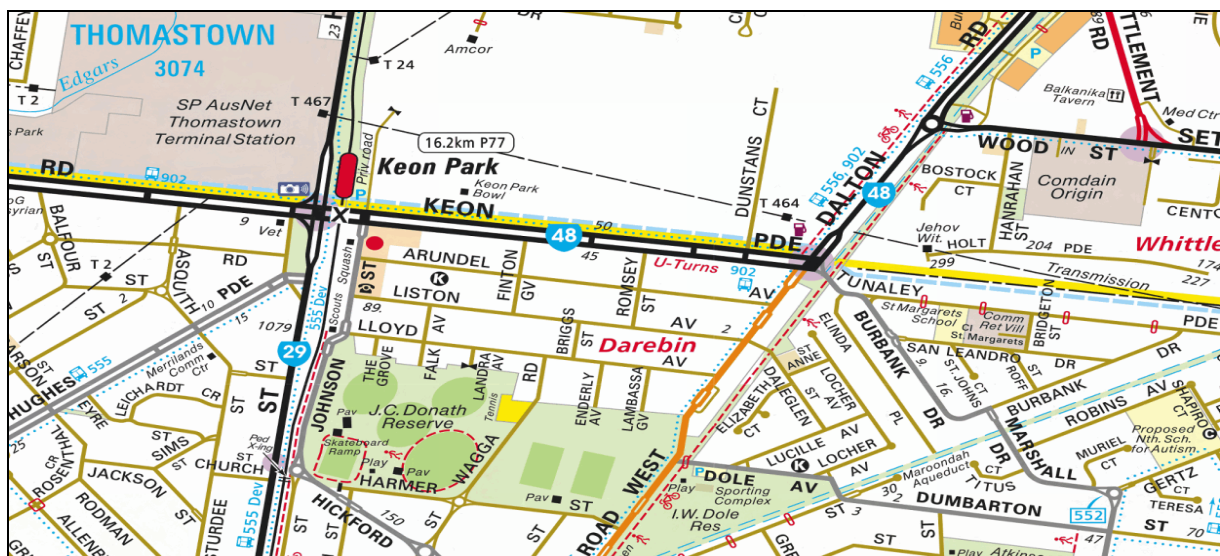


Figure 1: Arundel Ave in relation to the surrounding road network

### Car Parking Surveys

Previous car parking surveys were undertaken of Arundel Avenue and Johnson Street in July and August 2015 on a Thursday at 1pm and 7pm. These parking surveys were completed during the construction and prior to the occupation of developments at 23 and 57 Johnson Street. A summary of these developments is provided in **Appendix A**.

Following the occupation of the above developments a follow-up parking survey was undertaken of Arundel Avenue and Johnson Street in April 2017 corresponding to the same weekday and survey times as the previous surveys. The results of both surveys are provided below:

Street	Road Section	Side	Restriction	Supply	2015		2017		
					1:00pm	7:00pm	1:00pm	7:00pm	
Arundel Ave	Johnson Street to Finton Grove	North	Unrestricted	26	17	7	12	10	
	Finton Grove to Romsey Street		Unrestricted	17	5	7	0	1	
	Romsey Street to Cheddar Road		Unrestricted	20	2	1	2	5	
	Cheddar Road to Romsey Street	South	Unrestricted	22	4	3	2	8	
	Romsey Street to Finton Grove		Unrestricted	16	5	4	3	3	
	Finton Grove to Johnson Street		Unrestricted	23	13	4	8	8	
Arundel Ave				Capacity	124				
				Total Numbers of Cars Parked		46	26	27	35
				Total Number of Vacant Spaces		78	98	97	89
				Percentage Occupancy		37%	21%	22%	28%

Table 1: Arundel Avenue Car Parking Surveys 2015 and 2017

Street	Road Section	Side	Restriction	Supply	2015		2017			
					1:00pm	7:00pm	1:00pm	7:00pm		
Johnson Street	Keon Parade to Arundel Avenue	East	Mail Zone 12-6:30pm	1	0	1	0	1		
			1P 8:30am-8pm	3	1	3	1	2		
			Disabled	1	0	1	1	1		
			1P 8:30am-8pm	4	4	4	1	3		
	Arundel Avenue to Liston Ave	West	1/2P 8am-10pm	6	2	3	2	4		
	Liston Ave to Lloyd Ave		1P 8:30am-6:30pm M-F 1P 8am-12pm S	5	1	1	0	0		
	Lloyd Ave to Liston Ave		Unrestricted	10	4	5	1	1		
	Liston Ave to Arundel Avenue		1P 8:30am-6:30pm M-F 1P 8am-12pm S	10	4	6	6	7		
	Arundel Avenue to Keon Parade		1P 8:30am-6:30pm M-F 1P 8am-12pm S	10	3	8	6	9		
	Johnson Street				Capacity	50				
					Total Numbers of Cars Parked		19	32	18	28
				Total Number of Vacant Spaces		31	18	32	22	
				Percentage Occupancy		38%	64%	36%	56%	

Table 2: Johnson Street Car Parking Surveys 2015 and 2017

A comparison between the 2015 and 2017 parking surveys reveals the following;

Arundel Avenue

- Parking demands along Arundel Avenue vary along its length but generally mirror the previous parking surveys undertaken in 2015.
- There has been a reduction in the number of vehicles recorded along Arundel Avenue during the 1pm period from 46 to 27 parked vehicles (41% reduction).
- There has been a marginal increase in the number of vehicles recorded along Arundel Avenue during the 7pm period from 26 to 35 parked vehicles (35% increase).
- The section of Arundel Avenue between Johnson Street and Finton Grove continues to experience the greatest parking demand during the afternoon period; though this has decreased during the most recent surveys. The Johnson Street shopping strip, Keon Park Train Station and Keon Park Kindergarten are considered to contribute to the higher parking demands along this section.
- Overall parking demands remain low with current demands recorded at less than 50% for all areas.



Figure 2: Arundel Avenue between Johnson Street and Fenton Grove (01/05/2017)

### Johnson Street

- On-street parking demands along Johnson Street have remained reasonably constant between the two survey periods.
- There has been a slight reduction in the number of vehicles recorded along Johnson Street during the 1pm period from 19 to 18 parked vehicles.
- There has also been a reduction in the number of vehicles recorded along Johnson Street during the 7pm period from 32 to 28 vehicles.
- The demand for on-street parking is primarily generated by the strip shopping centre uses. However, parking restrictions along Johnson Street ensures that parking spaces turnover and demands are managed during the peak periods.



Figure 3: Johnson Street southbound from Keon Parade(01/05/2017)

### **Impact of developments on on-street car parking**

The results of the before and after parking surveys indicates that the completion of the mixed use developments at 23 and 57 Johnson Street are having minor to no impact on on-street parking demands on Arundel Avenue and Johnson Street, suggesting that the majority of residents of these newer developments are parking their vehicles within off-street car parking spaces provided as part of the development rather than on-street.

In addition, the significant reduction in parking demands on Arundel Avenue during the afternoon period is considered to reflect a general reduction in parking demands by trade vehicles in the area as a consequence of 23 and 57 Johnson Street developments having been completed.

It is noted that to address previous concerns raised around parking and access on Arundel Avenue, the following measures were delivered prior to the 2015 Council Report on this matter:

- Installed 'No Stopping' and 50km/h speed limit signage,
- Constructed a splitter island at the Arundel Avenue/Johnson Street intersection, and;
- Installed line marking treatments to reduce the occurrence of resident's vehicle crossings being blocked and to formalise the parking around the Keon Park Kindergarten.



**Introducing Parking Restrictions**

A public opinion survey was conducted in Arundel Avenue in February 2015 responding to resident concerns around on-street parking at the western end of Arundel Avenue. A total of 13 surveys were posted to residents on Arundel Avenue between Johnson Street and number 88 Arundel Avenue. The survey sought resident's opinion on installing a two hour parking restriction (2P), operating from 8.00 am to 11.00 pm.

The survey indicated that only 4 residents (approximately 25%) were in favour of the proposed parking restrictions. Given there was no clear majority in favour of the proposal, the decision was taken not to progress with the parking restrictions. Notwithstanding, introducing parking restrictions in the future could be revisited if there is resident support.

**Options for Consideration**

Nil

**Financial and Resource Implications**

None

**Risk Management**

No risks have been identified with the reports contents or actions.

**Policy Implications****Economic Development**

Future parking changes near the Johnson Street shopping strip will be coordinated with Councils Economic Development team and consultation will be undertaken with the traders.

**Environmental Sustainability**

There are no factors in this report which impact upon environmental sustainability.

**Human Rights, Equity and Inclusion**

There are no factors in this report which impact on human rights, equity and inclusion.

**Other**

There are no other factors which impact on this report.

**Future Actions**

- When contacted, educate residents on Councils process for requesting a change to on-street car parking restrictions.

**Consultation and Advocacy**

- Author
- Team Leader, Transport Engineering
- City Development

**Related Documents**

- Darebin Transport Strategy 2007-2027
- Clause 52.06 of the Darebin Planning Scheme
- Council Minutes - 21 September 2015

**Attachments**

- Mixed Use Developments at 23 and 57 Johnson Street (**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.

Table 1: 23 and 57 Johnson Street Development Typologies

Location	Type of Development	Status	Statutory Car Parking Requirement	Car Parking Provision	Car Parking Waiver
23 Johnson Street	Multi-unit development comprising three(3) three storey dwellings and one (1) two (2) storey dwellings (four (4) dwellings) and ground floor office (50m2)	Constructed and Occupied	10	3	7
57 Johnson Street	Four storey building comprising of 26 dwellings, shop (56m2) and food and drink premises (97m2)	Constructed and Occupied	36	27	9



Figure 2: 57 and 23 Johnson Street

**8. NOTICES OF MOTION**

Nil

**9. URGENT BUSINESS**

**10. GENERAL BUSINESS**

Nil

**11. PETITIONS**

**12. REPORTS OF STANDING COMMITTEES**

Nil

## 13. RECORDS OF ASSEMBLIES OF COUNCILLORS

### 13.1 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:

- Darebin Bicycle Advisory Committee – 23 May 2017

<b>Recommendation</b>
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**That** the record of the Assembly of Councillors held on 23 May 2017 and attached as **Appendix A** to this report, be noted and incorporated in the minutes of this meeting.

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#### Related Documents

- *Local Government Act 1989*

#### Attachments

- Assembly of Councillors - 19 June 2017 (**Appendix A**) [↓](#)



## ASSEMBLY OF COUNCILLORS PUBLIC RECORD

<b>ASSEMBLY DETAILS:</b>	<b>Title:</b>	Darebin Bicycle Advisory Committee
	<b>Date:</b>	Tuesday 23 May 2017
	<b>Location:</b>	Function Room, Darebin Council Offices
<b>PRESENT:</b>	<b>Councillors:</b>	Cr Stephanie Amir
	<b>Council Staff:</b>	Che Sutherland, Angela Andrews
	<b>Other:</b>	Representatives of the Darebin Bicycle Advisory Committee.
<b>APOLOGIES:</b>		

The Assembly commenced at approximately 6.30pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Draft Climate Emergency Plan presentation	No disclosures were made.
2	Draft Council Plan, Action Plan and Budget overview for cycling content	No disclosures were made.
3	Level Crossings and associated works	No disclosures were made.
4	Mapping and discussion of bike friendly roads and priority bike streets	No disclosures were made.
5	St Georges Road Update	No disclosures were made.
6	Bike Shimmy Evaluation and Be Bright @ Night update	No disclosures were made.

The Assembly concluded at 8.45pm

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

## **14. REPORTS BY MAYOR AND COUNCILLORS**

**Recommendation**

**That** Council note the Reports by Mayor and Councillors.

## **15. CONSIDERATION OF REPORTS CONSIDERED CONFIDENTIAL**

Nil

## **16. CLOSE OF MEETING**