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## AGENDA

Ordinary Council Meeting to be held  
on Monday 29 June 2020 at 6.00 pm.

### **This Council Meeting will be held virtually**

This measure is in accordance with the *COVID-19 Omnibus (Emergency Measures) Bill 2020*, passed by the Victorian Government to allow Council meetings to be held by electronic means.

The meeting will be available for the public to watch through livestreaming via Councils website [www.darebin.vic.gov.au](http://www.darebin.vic.gov.au)

The Council Chambers at 350 High Street, Preston will remain closed during this time.

Persons wishing to submit a 'Public Question' or a 'Submission' to an item on the agenda may do so online by 12.00 noon on the day of the meeting via the Question and Submissions form or by email [Q&S@darebin.vic.gov.au](mailto:Q&S@darebin.vic.gov.au)



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

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

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

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

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





### English

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

### Arabic

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

### Chinese

这是市议会会议议程。如需协助了解任何议项，请致电8470 8888。

### Greek

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

### Hindi

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

### Italian

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

### Macedonian

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

### Nepali

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

### Punjabi

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

### Somali

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

### Spanish

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

### Urdu

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

### Vietnamese

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

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# Agenda

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## 1. MEMBERSHIP

Cr. Susan Rennie (Mayor) (Chairperson)  
Cr. Susanne Newton (Deputy Mayor)  
Cr. Steph Amir  
Cr. Gaetano Greco  
Cr. Tim Laurence  
Cr. Kim Le Cerf  
Cr. Trent McCarthy  
Cr. Lina Messina  
Cr. Julie Williams

## 2. APOLOGIES

## 3. DISCLOSURES OF CONFLICTS OF INTEREST

## 4. CONFIRMATION OF THE MINUTES OF COUNCIL MEETINGS

<b>Recommendation</b>
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**That** the Minutes of the Ordinary Meeting of Council held on 9 June 2020 be confirmed as a correct record of business transacted.

## 5. QUESTION AND SUBMISSION TIME

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

**Persons wishing to submit a 'Public Question' or a 'Submission' to an item on the agenda may do so online by 12.00 noon on the day of the meeting via the Question and Submissions form or by email [Q&S@darebin.vic.gov.au](mailto:Q&S@darebin.vic.gov.au)**

### QUESTIONS

Members of the public can ask up to three (3) questions at an Ordinary Council meeting.

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

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

In accordance with the Council Meeting Governance Rules (Meeting Procedure & Common Seal Local Law) 2020, the Chairperson may disallow a question if it:

- a) relates to a matter outside the duties, functions or powers of Council;
- b) is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;
- c) may lead to a breach of Council's statutory obligations;
- d) relates to a Notice of Motion, Petition or item of urgent business;
- e) deals with a subject matter already answered;
- f) was not received by the deadline outlined in clause 72(1) of the Local Law;
- g) is aimed at embarrassing a Councillor or an Officer; or
- h) deals with a matter that should be, or has been, considered as a confidential matter or relates to any matter in respect of which Council may close the Meeting to the public under section 89(2) of the Act.

### SUBMISSIONS OR COMMENTS

Members of the public may submit a 2 minute submission on a matter listed on the Agenda which will be read out by the Mayor prior to the item being debated.

**Persons wishing to submit a 'Submission' to an item on the agenda may do so online by 12.00 noon on the day of the meeting via the Question and Submissions form or by email [Q&S@darebin.vic.gov.au](mailto:Q&S@darebin.vic.gov.au)**

**HOW TO SUBMIT YOUR QUESTION OR MAKE A COMMENT OR SUBMISSION**

MEMBERS OF THE PUBLIC WHO WISH TO ASK A QUESTION, OR MAKE A COMMENT OR SUBMISSION TO AN AGENDA ITEM, AT AN ORDINARY COUNCIL MEETING MAY REGISTER THEIR QUESTION OR SUBMISSION BEFORE 12.00 NOON ON THE DAY OF THE MEETING IN ONE OF THE FOLLOWING WAYS:

- (A) ONLINE AT [DAREBIN.VIC.GOV.AU/QUESTIONSANDSUBMISSIONS](https://darebin.vic.gov.au/questionsandsubmissions); OR
- (B) BY EMAIL TO [Q&S@DAREBIN.VIC.GOV.AU](mailto:Q&S@DAREBIN.VIC.GOV.AU); OR
- (C) BY MAIL TO PO BOX 91, PRESTON 3072.

THIS COUNCIL MEETING WILL BE HELD VIRTUALLY.

COUNCIL MEETINGS CAN BE VIEWED AT THE WATCH COUNCIL AND PLANNING COMMITTEE MEETINGS PAGE.

AGENDA'S WILL BE AVAILABLE FOR VIEWING ON COUNCIL'S WEBSITE AT THE 'MEETING AGENDAS AND MINUTES' UP TO 6 DAYS PRIOR TO THE DATE OF THE MEETING.

**6. PETITIONS**

## 7. CONSIDERATION OF REPORTS

### 7.1 CAT CURFEW

**Author:** Manager City Safety & Compliance

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

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#### EXECUTIVE SUMMARY

This report recommends that Council consults the community on a proposal to introduce a dusk till dawn cat curfew (7pm to 7am). The curfew is proposed to address cases of cats trespassing and nuisance and to also limit the impact of cats on the environment and local wildlife. Cat curfews are commonly used for this purpose.

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

- (1) Endorses a draft proposal for a dusk till dawn cat curfew for consultation with the community.
  - (2) Receives a further report summarising the outcome of community consultation and providing a recommendation for Council adoption.
- 

#### BACKGROUND / KEY INFORMATION

Under the provisions of the *Domestic Animals Act 1994* all Councils in Victoria are required to develop a Domestic Animal Management Plan which requires renewal every 4 years. This plan outlines the services, programs and policies the Council has established to address the administration of the Act and the management of dog and cat issues in their community.

Council's current Domestic Animal Management Plan 2017-2021 includes the following strategy: "*Evaluate current information and consider the introduction of a cat curfew to prevent cats preying on native wildlife.*"

#### Previous Council Resolution

At its meeting held on 16 October 2017, Council resolved to adopt the Domestic Animal Management Plan 2017-2021.

#### COMMUNICATIONS AND ENGAGEMENT

##### Consultation

In the development of Council's 2017-2021 Domestic Animal Management Plan community consultation was conducted in 2017. A survey question asked the effectiveness of "introducing a cat curfew to control cats from roaming at night". A total of 269 responses were received with 49.4% of respondents indicating that a curfew would be very effective. Respondents were requested to rate responses from 1 (not at all effective) through to 5 (very effective). The



average response was 3.8 which confirmed that respondents agreed that a curfew would be effective and generally indicated support for a curfew.

Informal consultation with stakeholders to date suggests there are strong views amongst some residents both for and against a curfew. A number of stakeholders have expressed a view that a curfew is important for protection of local wildlife. By contrast, Council's Domestic Animal Management Reference Group has expressed a view that a cat curfew may adversely affect the image of cats in the community, and some members of this Group don't support a curfew.

### **Communications**

Should Council decide to proceed with consultation on the proposal to introduce a curfew, public communications will run to promote the consultation period and to seek feedback.

### **ANALYSIS**

#### **Alignment to Council Plan / Council policy**

Goal 3 - A liveable city

Using a risk-based approach, respond appropriately, consistently and in a timely manner to matters affecting the safety and amenity of our community.

#### **Environmental Sustainability Considerations**

Cats are most active at night, particularly at dusk to dawn. This coincides with the activity periods of many species of native wildlife. If given the opportunity, cats will instinctively hunt and kill wildlife, even if they are not hungry. Keeping cats confined at night-time will help protect our Australian wildlife.

#### **Darebin's Natural Environment**

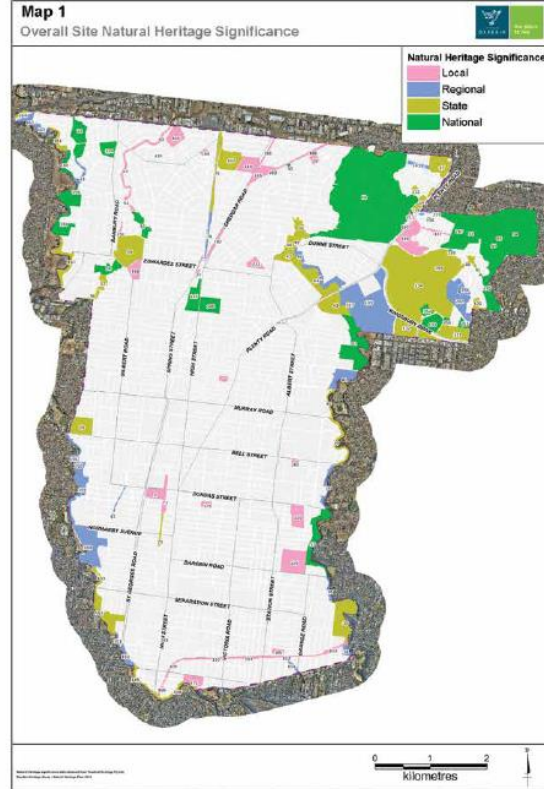
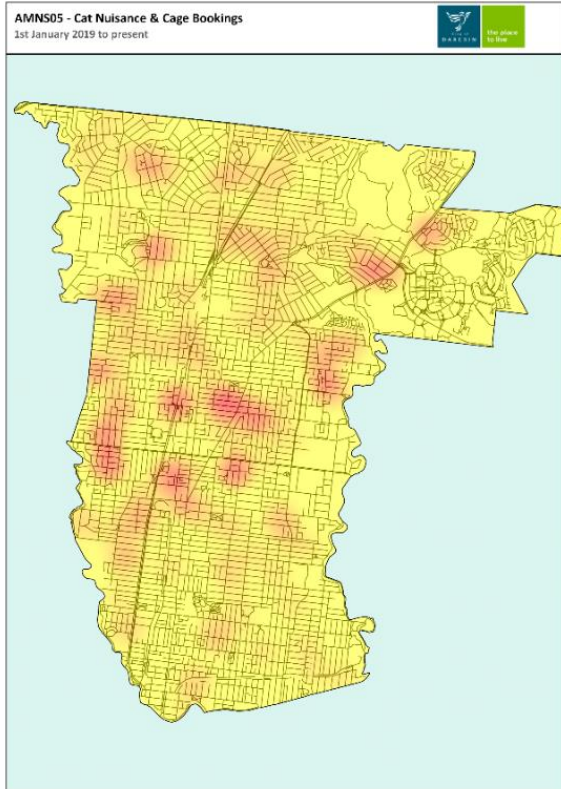
The City of Darebin is home to more than 179 species of significant plants and animals. Council works to protect and enhance remnant local native and indigenous vegetation. We have 39 conservation bushland sites within Darebin which is 24% of the total open space in the municipality.

Darebin has a wealth of natural heritage for a metropolitan Council including:

- 51 sites of local significance.
- 24 sites of regional significance.
- 2 sites of regional-state significance.
- 34 sites of state significance.
- 2 sites of regional-national significance; and
- 26 sites of national significance.

Council has a commitment to protect and enhance these areas through effective policies and practices by working with the community and other landowners. Wildlife predation is an important factor when considering the pros and cons of a cat curfew. The Department of Environment, Land, Water and Planning (DELWP) note that, "*Cats and dogs are wonderful companion animals. However, they are also very efficient predators of our native wildlife and kill and injure many wild animals every year. Even well fed and cared for cats and dogs instinctively hunt and chase*".

From comparing maps of 2019 Cat Nuisance & Cage Booking service requests and Natural Heritage Significant locations, it is clear that some areas within the City of Darebin experience high numbers of reported cat nuisance issues are also located within close proximity to areas of natural heritage significance.



**Equity, Inclusion and Wellbeing Considerations**

The health and wellbeing aspects of responsible pet ownership are well documented. The consideration of a cat curfews seeks to manage the nuisance elements caused by cats straying on to neighbouring properties. This may lead to greater harmony between neighbours, improve amenity and decrease complaints. The adverse effects on environment and wildlife will also be better managed.

**Cultural Considerations**

Communication with diverse community groups will be addressed by:

- Providing material in community languages.
- Mailing out to representative community groups.

**Economic Development Considerations**

There are several options for confining a cat most of which are low or no cost.

- Simply keep the cat inside the household with the occupants.
- Confine the cat at night in a shed or garage.
- Build a cat enclosure outside.
- Purchase a cat enclosure (solid or net), or modular cat park for outside.
- Build a cat-proof boundary fence around the property.

### **Financial and Resource Implications**

It is not proposed that Council's after-hours service would be extended to respond to this type of enquiry as this after-hours service is strictly limited to urgent public safety issues (such as dog attacks). As a result, this proposal is not anticipated to have a resource or financial impact.

### **Legal and Risk Implications**

Under section 25 of the *Domestic Animals Act 1994*, Council may by resolution make an order prohibiting or regulating the presence of cats or dogs in "specified areas" during times specified in the order.

## **DISCUSSION**

### **Benefits to cats and wildlife of curfews**

Cat curfews have benefits for the welfare of cats as well as to native wildlife.

Around half of councils in Melbourne currently have a cat curfew in operation. Many Councils recommend keeping cats indoors at all times. This provides the cat with the longest and happiest life possible, while protecting local wildlife. Cats make wonderful pets, but they are also expert hunters and kill an estimated 77.6 million birds in Australia every year.

With almost half of our threatened animals living in cities and towns, cats can devastate native wildlife if left outside.

As well as keeping our local wildlife safe, keeping cats indoors decreases their risk of getting sick or injured from a road accident, fight, poison or disease. Keeping cats inside increases their lifespan to up to three times as long as an outdoor cat's. Keeping a cat at home avoids the risk of disease, injury or death from:

- Being hit or run over by a car.
- Being attacked by a dog.
- Fighting with other neighbourhood cats.
- Acquiring a serious infection, such as feline immunodeficiency virus (fiv) or feline leukaemia virus (felv), which can be fatal or have life-long consequences.
- Eating poison baits intended for other animals such as rats or foxes or eating rats or mice that have ingested poison baits. Pet cats may also be victims of intentional poisoning by people that consider them to be pests.
- Being stolen or abused.
- Picking up ticks or fleas and acquiring related illnesses such as tick paralysis.
- Being bitten by a venomous snake.

Approximately 80% of accidents involving cats occur at night. Cats allowed to roam can be killed or injured through car accidents and fights with other animals. They may contract fatal diseases such as Feline AIDS or be more likely to require veterinary attention for fleas, ticks, worms, abscesses, cuts, diarrhoea and other illnesses. They may also get lost or join an unowned cat colony. For these reasons, cats kept inside generally live at least three times longer than cats which are not confined. The safety benefits are even greater for cats kept inside or in an enclosure both day and night.

Contrary to popular belief, cats do not have an innate need to roam; they simply require opportunities for exercise and play, as well as around 19 hours of sleep per day. Many city cats become better pets and enjoy long, healthy and contented lives inside a house or flat 24 hours a day.

### **A curfew would be expected to reduce the number of cat related complaints Council receives**

By keeping cats confined, they will not be able to annoy neighbours by spraying and howling. Roaming cats also cause disputes and anxiety between neighbours by causing dogs to bark, by fighting with other cats, and by defecating in gardens. This should have a positive result on the amenity of our neighbourhoods and decrease the number of complaints resulting from nuisance cats.

Council received the following complaints relating to cats during the period November 2018 – November 2019):

- Cat Nuisance service requests: 279 (64%)
- Cat traps borrowed by Darebin residents: 158 (36%)

The main reasons for cat nuisance complaints were:

- Cats causing stress disruption to resident animals and people.
- Faeces and urine left by stray cats.
- Stray cats preying on wildlife.
- Breeding.
- Fighting with other animals.

### **Other types of curfew have been considered but are not recommended**

A 24hour 7 day a week curfew is a much stricter form of restriction and would in practice result in many cat owners building cat runs on their properties. This is obviously at a significant cost to residents.

There are several 24/7 cat curfews in regional and urban fringe areas of Victoria including Baw Baw, Yarra Ranges and Mornington Peninsula. There has been strong community feedback in a number of these areas against a 24/7 curfew with concerns including that cat owners would effectively be “forced to spend hundreds of dollars on enclosures or surrender their animals altogether”. A 24/7 curfew would be expected to result in greater benefit to wildlife.

Officers advise that on balance a 24/7 curfew is not recommended at this time. Many community members are facing financial strain or uncertainty at this time, and a dusk to dawn curfew is expected to make a significant difference. The dawn to dusk cat curfew will apply to cats being restricted to their property and this will deal with the issue of keeping animals out of public places and will protect local wildlife.

A ban of animals on public land has also been considered, but this is not recommended because it is very difficult to enforce in practice and doesn't address nuisance. It is less effective than other options.

**OPTIONS FOR CONSIDERATION****Option 1 (recommended)****Release a draft proposal for the implementation of a cat curfew (dusk to dawn) for community consultation**

The proposal that would be put to the community would be that a 7pm to 7am order to apply to all areas other than the owner's property.

This is the recommended approach to a curfew as it is seen to address the majority of issues associated with stray cats which tend to occur between dusk and dawn. There is significant experience with this approach in other parts of Melbourne that demonstrates benefit. There would still be some impact of cats out during the day in regard to wildlife. Based on feedback from stakeholders to date, officers expect that there will be strong views both for and against a cat curfew and therefore it is a significant decision of Council.

Should Council support releasing the proposal for community consultation at this time, the earliest that consideration of the outcomes of the engagement and a decision about whether to implement a curfew could occur would be at the Council meeting on 17 August 2020. This date is just prior to the pre-election period specified in Councils Election Period Policy.

**Option 2 (not recommended)****Release a draft proposal for the implementation of a cat curfew (24-hour 7 day a week curfew) for community consultation**

In this option Council would consult on a 24-hour, 7 day a week order to apply in all areas other than the owner's property.

This approach would be highly resource intensive and officers recommend that it is too great a restriction as a first response to the issue. This option would be expected to have the most benefit to wildlife. While experts advise that cats don't need to be outdoors, many people feel like this is important for their pets and some residents would be likely to feel like the need to invest in things like cat runs, which would involve incurring cost.

**Option 3 (not recommended)****Release a draft proposal for the implementation of a cat curfew to apply to public places only (24-hour 7 day a week curfew) for community consultation**

In this option Council would consult on a 24 Hour, 7 day a week order to apply to all public places.

This option would have similar drawbacks to option 2 and also does not address the issue of cats trespassing on to neighbouring properties. It would be limited to public places and therefore does not reinforce the requirements of the Domestic Animal Act.

**Option 4 (not recommended)****Defer a decision on this matter**

Council could choose to defer a decision on this matter. If deferred, community engagement could be reconsidered in early 2021 or later. Depending on COVID-19 restrictions, an engagement process next year could include a mailout to pet owners as an insert in the registration renewals.

**IMPLEMENTATION STRATEGY****Details**

If Council decides to proceed with consultation on a draft proposal for a cat curfew, community engagement would start for 28 days.

**Communication**

Should Council decide to proceed with consultation in 2020, officers would promote the consultation via social media and by seeking feedback from Council's advisory groups and contacting stakeholders with a known interest. Consultation materials would be supported with translation services.

Consultation wouldn't include print communications as the timing prior to the pre-election period doesn't align with promoting this through Darebin News, nor as part of animal registrations. In person consultation would be dependent on COVID-19 restrictions.

**RELATED DOCUMENTS**

- Domestic Animal Management Plan 2017-2021.

**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 OUTDOOR SPORTS INFRASTRUCTURE FRAMEWORK****Author:** Recreation Planning and Participation Co-ordinator**Reviewed By:** General Manager Community

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**EXECUTIVE SUMMARY**

This paper provides an update on the final round of public consultation for the Outdoor Sports Infrastructure Framework (Framework).

The Framework will inform infrastructure investment, development and renewal of Council's outdoor sports facilities for the next 10 years. This Framework will replace the current Outdoor Sports Venues Infrastructure Policy 2012 and provides an evidence base to inform future decision making.

Infrastructure investment choices is one of several strategies that Council utilises to leverage outcomes to maximise social and environmental outcomes. Other strategies (that sit outside of the Framework) that are currently being implemented include: annual and seasonal occupancy (licence) agreements, community grants, sports club capacity building workshops, the Performance Subsidy Program and the COVID-19 Business and Community Resilience Package. Together the strategies form a platform for supporting community sport, encouraging physical activity, maximising participation and connecting and strengthening communities.

<b>Recommendation</b>
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**That** Council adopt the Outdoor Sports Infrastructure Framework.

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**BACKGROUND / KEY INFORMATION**

The draft Framework was launched on Your Say Darebin for the final round of consultation on 1 April 2020, closing 24 April 2020.

In summary, the feedback:

- Expressed support for the Framework to deliver a strategic and evidence-based scoring system to identify priority projects.
- Queried timelines in relation to specific projects.
- Requested clarification on infrastructure excluded from the Framework (e.g. ground works and fencing).

The scoring and methodology remain unchanged as a result of the consultation, while minor additions to the Framework have been made being: cycling statistics and an additional lighting project (for cycling) on the priority list.

**Previous Council Resolution**

At its meeting held on 16 March 2020, Council resolved:

*'That Council endorse the draft Outdoor Sports Infrastructure Framework for the purpose of community consultation.'*



## COMMUNICATIONS AND ENGAGEMENT

### Consultation

Council's draft Framework was launched on Your Say Darebin for the final round of consultation on 1 April 2020. Sixty-one sports clubs were emailed and encouraged to provide feedback with a reminder email being sent on 20 April inviting any final comment.

The consultation was promoted to the wider community through four social media posts linking to Your Say Darebin between 1-16 April.

Consultation closed on 24 April 2020 with 11 responses received from sports clubs.

A summary of the feedback received is noted above in the background/key information section of this report.

Specific feedback was also provided by the Preston Cycling Club (based at TW Andrews Reserve velodrome) which:

- Suggested that outdoor cycling statistics should be included (the document has now been updated to include these).
- Advocated for lighting at TW Andrews Reserve to be included in the Framework. This feedback was valuable as it identified gap in the Framework. Lighting for cycling at the TW Andrews outdoor velodrome was evaluated against the scoring matrix and has subsequently been identified as a priority and the Framework has been updated to reflect this.

See pages 7 and 12 of **Appendix A** for these amendments.

### Communications

A detailed consultation and engagement plan, in line with Council's Community Engagement Strategy and Framework, was developed. Due to the COVID-19 disruptions, the COVID Incident Control Team Consultation Sub-Committee also considered and approved the consultation plan which detailed the method and key messages for the final round of consultation.

Over the course of this project, consultation and engagement has been open to the broader community while focussing on stakeholders (Darebin sport and recreation clubs/organisations, sporting associations and officers across a range of Departments within the organisation).

## ANALYSIS

### Alignment to Council Plan / Council policy

Goal 2 - Opportunities to live well

Goal 5 - Involving our diverse community

- Council Plan Action Plan 2018-2019 – Undertake a comprehensive investigation into the current asset condition of sporting facilities.
- Council Plan Action Plan 2019-2020 – Implement the Outdoor Sports Venues Infrastructure Plan to prioritise upgrades that ensure facilities are inclusive and accessible.
- Leisure Strategy 2010-2020

- Outdoor Sports Venues Infrastructure Policy 2012
- Outdoor Sports Venues Infrastructure Priority Plan 2013
- Leisure Strategy Action Plan 2015-2020
- Breathing Space: The Open Space Strategy 2019

### **Environmental Sustainability Considerations**

The scoring matrix prioritises sustainable design requirements for any future development of sports infrastructure using the following criteria:

#### *Environmental Benefit/Impact*

- The project will reduce energy/resource consumption, providing cost benefits OR is consistent with Council's Environmental Sustainable Design (ESD) policy.

The criteria has a weighting of 10% within the assessment matrix.

#### **Climate Emergency**

Energy efficiency in buildings remains one of the most effective ways to reduce energy use and carbon emissions. Council will continue to adopt the established ESD guidelines in the development and renewal of sporting pavilions to help achieve Council's climate and other environmental strategies.

The Framework also calls for:

- The upgrade of sports field lighting to energy efficient LEDs.
- The introduction of solar panelling on all new builds.
- The investigation of opportunities to construct synthetic fields that are recyclable and require less maintenance and no irrigation.

### **Equity, Inclusion and Wellbeing Considerations**

The scoring matrix incorporates equity, inclusion and wellbeing considerations for any future development of sports infrastructure through the following criteria areas:

#### *Participation Outcomes*

- The project maximises the use or multi-use of the facility and caters for a broader range of facility users including CALD communities, multicultural groups, people of all age groups, Aboriginal people and people from socio-economic disadvantage backgrounds.
- The project will increase participation rates in sport and/or recreation.
- The project will cater for both genders or a gender not currently catered for at the facility.
- The project will cater for all age groups or an age group not currently catered for at the facility.
- The project enhances access and inclusion and/or provides an accessible facility for people with a disability.

### *Need and Community Benefit*

- Improves the self sufficiency and viability of the club/user groups.
- Provides access to healthy sport and recreation environments promoting community wellbeing.
- The project will enable increased usage of an underutilised sport or recreation facility for formal or informal activities.

Combined, these criteria have a weighting of 25% within the scoring matrix.

In addition, Disability Discrimination Act (DDA) requirements and male and female change rooms and toilets are considered within Category One of the scoring matrix under 'Fit for Purpose and Functionality' and 'SSA Facility Guidelines/Rules of Competition' criteria. This Category One component carries a criteria weighting of 50% (in addition to the 25% already established through 'Participation Outcomes' and 'Need and Community Benefit').

### **Cultural Considerations**

The Framework prioritises cultural considerations for any future development of sports infrastructure. Considerations of the needs of people from CALD communities and multicultural groups are emphasised within the participation outcomes component of the matrix.

Participation outcomes carry a total weighting of 15% within the assessment matrix.

### **Economic Development Considerations**

While there have been no economic development considerations identified in this program, wherever possible, local contractors will continue to be sought to deliver the prioritised list of projects over the next 10 years, in line with the Social and Sustainable Procurement Policy.

### **Financial and Resource Implications**

This project creates a pipeline of projects that can be planned and budgeted for over a 10-year period. The 10-year capital works plan is informed by the findings of this work.

The outcome of the Framework is a list of priority projects; the timing of the delivery of these will be reviewed and determined annually in alignment with the Access and Equity Impact Assessment and accommodating disruptions such as COVID-19 and opportunities such as new funding streams as they arise.

### **Legal and Risk Implications**

Risks associated with not supporting and developing sporting facilities include:

- Declining and/or stagnant rates in physical activity and sports participation.
- Limiting opportunities for community development and social interaction.
- Under-utilisation of facilities.

## DISCUSSION

The Framework includes the following key components:

- A summary of the audit process undertaken at Darebin sporting facilities.
- High level findings on current and projected future participation for outdoor sports.
- Criteria for identifying investment priorities which includes:
  - Fit for purpose, condition and State Sporting Association guideline assessments.
  - Participation outcomes – including equity inclusion
  - Need and community benefit
- A list of prioritised projects pertaining to Pavilions, Sports Field Lighting and Cricket Nets/Batting Cages.

Council officers will work with tenant clubs whose facilities receive capital funding on the implementation requirements of each project. Strategies to maximise community participation and address access and equity issues continue to compliment facility investment decisions through programs such as community grants, sports club capacity building workshops, and the occupancy (licence) agreements with clubs. Access and equity outcomes are also incentivised through the performance subsidies program.

Public feedback on the draft Framework indicated support for the Framework to deliver a strategic and evidence-based scoring system to identify priority projects.

## OPTIONS FOR CONSIDERATION

The following options are available to Council with respect to the draft Outdoor Sports Infrastructure Framework:

**Option 1** – Adopt the draft Outdoor Sports Infrastructure Framework.  
**This is recommended.**

**Option 2** – Do not adopt the draft Outdoor Sports Infrastructure Framework. This option will jeopardise the accuracy in which future consideration is given to capital works budgets/projects moving forward.  
**This is not recommended.**

## IMPLEMENTATION STRATEGY

### Details

The Framework will inform Council's decision making regarding the future capital investment in sports infrastructure, aligned to the 10-year capital works plan.

### Communication

The Framework will be shared internally with relevant Council departments. Relevant user groups will also be notified upon budget adoption each financial year as to the redevelopment and renewal of their facilities based on input from the framework scoring matrix and an Equity Impact Assessment as detailed above.

## RELATED DOCUMENTS

### Attachments

- Draft Outdoor Sports Infrastructure Framework (**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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# DAREBIN OUTDOOR SPORTS INFRASTRUCTURE FRAMEWORK



the place  
to live



June 2020



# 1. INTRODUCTION

## 1.1 Project Purpose

The Darebin Outdoor Sports Infrastructure Framework aims to help guide and inform future capital contributions for redevelopment. The framework makes use of previously completed audit reports, relevant policies and frameworks and findings from site visits.

As populations continue to grow across the state, the demand for sporting facilities will also increase. Providing facilities that are of a suitable standard as well as for increasing numbers of female and Culturally and Linguistically Diverse (CALD) participants will become increasingly important in the coming years.

Several facilities are aging and do not meet current standards. The Outdoor Sports Venues Infrastructure Priority Plan 2013 outlined facilities that required refurbishments and provided appropriate time-lines for these projects to be implemented. In developing the new Framework, recently refurbished facilities, or facilities that have recently had capital contributions towards redevelopment have been excluded from the audit process.

The report is split in to four volumes:

- Outdoor Sports Infrastructure Framework
- Volume 1 – Audit Summary
- Volume 2 – Audit Findings
- Volume 3 – Audit Sheets





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### 1.3 What Has Been Done

Darebin City Council has already made significant progress based upon the findings of the 2013 Darebin Outdoor Sports Venue Priority Plan. Projects completed or currently being undertaken are detailed in the table on the following page.

Council has provided approximately \$15.4M of funding for these works.

In summary the achievements include:

**11**   
new pavilions

**15**   
cricket nets & practice cages

**13**   
major lighting renewals

### 1.4 How Have We Done It?

The audit process has been completed through site visits to each sporting facility. During these site visits the structural condition of each of the pavilions was assessed as well as their suitability and fit for purpose. The suitability of the pavilion has been measured against current standards provided by each sporting body and universal design principles.

Recently completed audits around sportsground lighting and practice net facilities have also been reviewed and implemented into the final audits for each facility completed in this study. These audits are the *Australian Cricket Facilities Audit 2015/16* by Cricket Victoria and Cricket Australia, and the *Darebin City Council Light Pole Assessment and Audit Report 2016* by Dennis Hunt and Associates.



#### Hierarchy of City of Darebin sports reserves:

**5** REGIONAL

**2** DISTRICT

**20** LOCAL

#### Quick Facility Statistics:

**10** SPORTS

**27** SPORTS RESERVES

**41** PAVILIONS

**53** NATURAL TURF PLAYING FIELDS

**4** SYNTHETIC PLAYING FIELDS

**35** TENNIS COURTS

**60** SPORTS CLUBS

**21** PRACTICE CRICKET NETS

NUMBER OF LIT SPORTS GROUNDS **50.8%**

NUMBER OF LIT TENNIS COURTS **85.7%**

FEMALE FRIENDLY CHANGE FACILITIES **39%**

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**Completed/underway projects**

Project Name	Project Description	Year Completed	Project Cost
<b>Pavilions</b>			
JC Donath West	New Kitchen/Social/Change Amenities	2014	\$720,000
JC Donath Central	New Amenities/Kitchen/Change	2014	\$830,000
CT Barling	New amenities/Change/Social and Refurbish Existing	2014	\$950,000
W Ruthven VC	New Pavilion	2015	\$2,100,000
CH Sullivan	New Amenities/social/change/kitchen/Kiosk	2016	\$1,400,000
GH Mott	New Amenities/socials/change/kitchen/kiosk	2017	\$500,000
WH Robinson	Refurbishment and Extension	2018	\$1,100,000
Pitcher Park	Refurbishment and Extension	2018	\$850,000
JE Moore North	Refurbishment and Extension	Ongoing	\$965,000
GE Robinson	Refurbishment and Extension	Ongoing	\$950,000
Bundoora Park	Extension	Ongoing	\$565,000
<b>Lighting Projects</b>			
CH Sullivan Reserve West	4 Poles at 100 Lux	2014	\$208,000
BT Connor Pitch 4	4 Poles at 100 Lux	2014	\$155,600
McDonnell Park East	4 Poles at 100 Lux	2015	\$177,000
CT Barling Oval 2	6 Poles at 100 Lux	2015	\$270,000
BT Connor Pitches 2 and 3	4 Poles at 100 Lux	2015	\$138,000
AH Capp Reserve	4 Poles at 100 Lux	2016	\$151,500
WH Robinson Reserve	4 Poles at 100 Lux	2016	\$151,500
HLT Oulton Reserve North	4 Poles at 100 Lux	2017	\$155,000
John Cain Memorial Park	4 Poles at 100 Lux	2017	\$381,000
Pitcher Park	6 Poles at 100 Lux	2017	\$372,000
Bundoora Park	4 Poles at 100 Lux	2017	\$311,000
BT Connor Pitch 1	4 Poles at 100 Lux	2017	\$293,000
Mayer Park	6 Poles at 100 Lux	Ongoing	\$400,000

Project Name	Project Description	Year Completed	Project Cost
<b>Cricket Net/Practice Cage Projects</b>			
CH Sullivan Reserve	3 bays	2014	\$95,000
Merri Park	2 bays	2014	\$95,000
McDonnell Park	3 bays	2014	\$30,000
JC Donath West	3 bays	2015	\$95,000
CT Barling	3 bays	2015	\$75,000
Hayes Park	3 bays	2015	\$75,000
W Ruthven VC	3 bays	2016	\$85,000
JE Moore Park South	3 bays	2016	\$85,000
JE Moore Park North	3 bays	2017	\$95,000
JC Donath East	3 bays	2017	\$95,000
LE Cotchin	4 bays	2018	\$105,000
John Hall	2 bays	2018	\$55,000
Bundoora park	3 bays	2019	\$110,000
HLT Oulten	3 bays	Ongoing	\$130,000

## 2. STRATEGIC CONTEXT

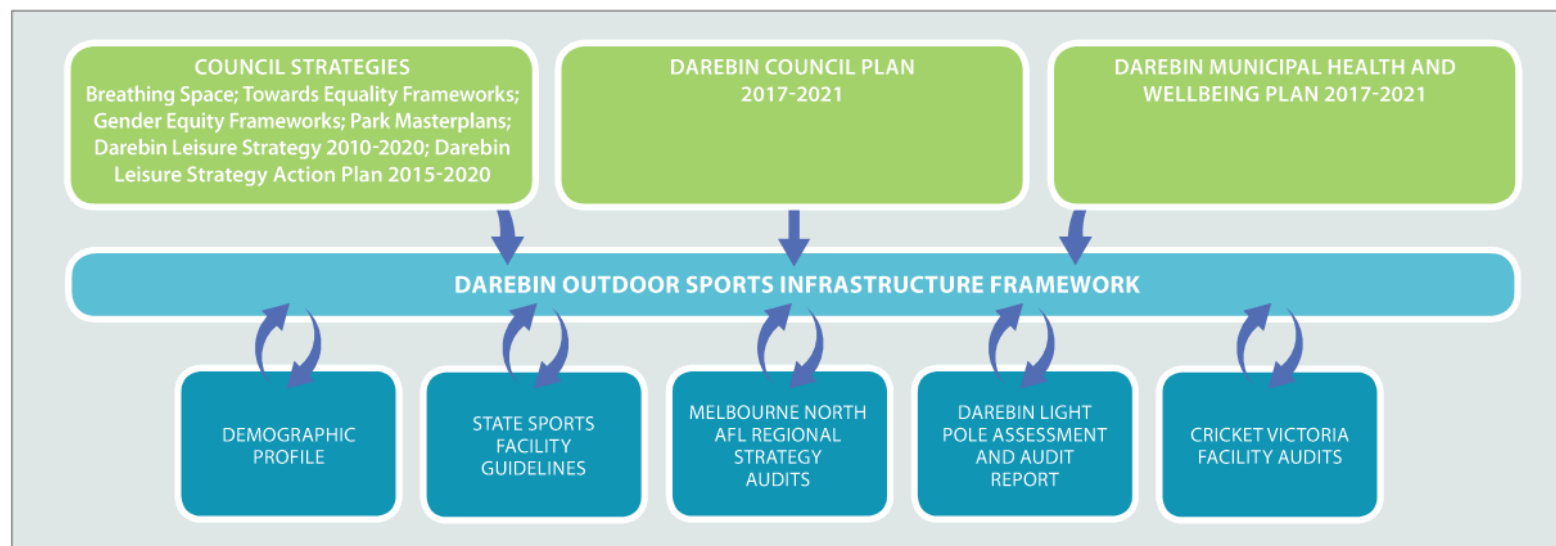
Darebin City Council has several service planning and strategic documents that are pivotal to the planning and delivery of our sporting and recreation facilities. Establishing and understanding the role of outdoor sports infrastructure in relationship to Council's other key strategies and will ensure the Outdoor Sports Infrastructure Framework is consistent with Council's strategic direction.

The Darebin Council Plan 2017-2021, Breathing Space – Darebin Open Space Strategy and The Municipal Health and Wellbeing Plan 2017-2021 articulate Council's vision and the overarching framework used to make key decisions and deliver service priorities. Breathing Space - Darebin Open Space Strategy and adopted park Masterplans specifically guide decision

making in the sport and recreation area. Similarly, key State Sporting Association documents have been reviewed and findings incorporated into the recommendations. These documents include:

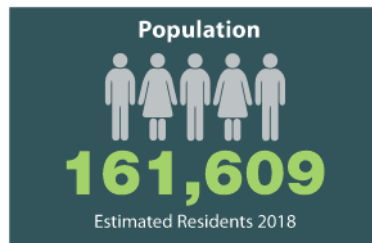
1. Cricket Infrastructure Strategy 2018-2028
2. State Football Facilities Strategy to 2026
3. Growing the Heartland: Football Facilities Development Strategy 2017-2022

4. AFL and Cricket Australia Synthetic Playing Fields Guidelines
5. Tennis Victoria: Funding for Facility Development in Victoria
6. Tennis Australia: National Tennis Facility Planning and Development Guide



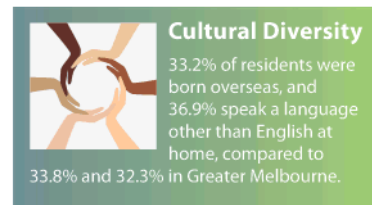
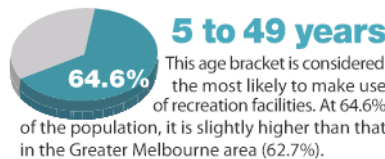
### 3. PROJECT AREA PROFILE

#### 3.1 Demographic Profile



Analysis of the five-year age groups of the City of Darebin in 2016 compared to Greater Melbourne shows that there was a lower proportion of people in the younger age groups (under 15) and a similar proportion of people in the older age groups (65+).

Darebin City Council has a larger percentage of people aged 25 to 29 years (9.7%) and 30 to 34 years (9.7%) than there is in the greater Melbourne area (8.1% and 8.2% respectively). The age groups that experienced the largest growth in numbers between 2011 and 2016 were 30 to 34 years (+1,855) and 45 to 49 years (+1,477).



#### Disadvantage and Social Capital

Individual income levels in the City of Darebin in 2016 compared to Greater Melbourne:



Increasing the participation of priority populations such as social and public housing estate residents in physical activities is aligned to Council's strategic objectives as outlined in the Council Plan. Achieving this outcome is inherently challenging and should be approached in a number of different ways as hard to reach sections of the community often require a number of flexible and creative ways to enable participation.

The 2016 Census of Population and Housing 'Index of Relative Socio-economic Disadvantage' (SEIFA) has identified Preston East and Reservoir (Oakhill, Merrilands and Cheddar) as areas of the highest disadvantage in the City of Darebin.



The largest annual average rate of change is predicted to occur between 2016 and 2021 before slowing down.

Preston is the suburb expected to have the largest growth of residents by 2041.

#### Climate Emergency Plan

Council recognises that we are in a state of climate emergency. Unless we restore a safe climate at emergency speed, there will be dramatic and negative impacts on our community and around the world.

Darebin Council will continue to aim for zero carbon for our Council and community in the short term, with a longer-term goal of moving beyond zero emissions. To reach our goal, we will be working to improve our energy efficiency, generating more of our own energy on-site,

entering into new renewable energy purchasing arrangements and, as a last resort, offsetting the remaining emissions.

Energy efficiency in buildings still remains one of the cheapest ways to reduce energy use and eliminate carbon emissions. ESD guidelines have been developed for Council building projects to help achieve Council's climate and other environmental strategies.

- Upgrading sports field lighting to energy efficient LED's
- Introduce solar panelling on all new builds
- Investigate opportunities to construct synthetic fields that require less maintenance and no irrigation – fields also allow for increased capacity.

**WHAT THIS MEANS**

Population growth will result in continued pressure to provide quality sustainable outdoor sports venues

Increases in female participation will require all facilities to be female friendly

Facility developments/redevelopments must include ESD as a priority

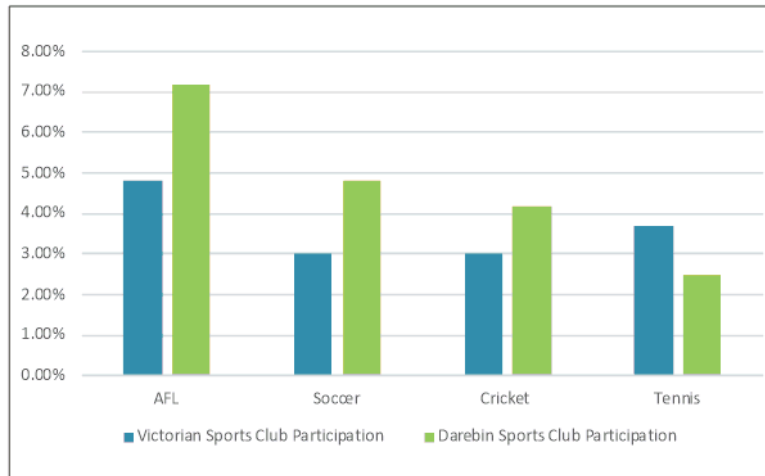
Upgrades and developments should increase engagement by residents of socio economic disadvantage.

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### 3.2. Darebin's Current Outdoor Sporting Profile

The following graph indicates the current outdoor sports participation levels of Darebin's residents compared to Victorian participation and rates detailed within the Ausplay Survey Results October 2019.

Sport participation rates by the City of Darebin population is as follows:



- AFL, Soccer and Cricket have participation rates that are 2.4%, 1.8% and 1.2% higher than Victorian Averages.
- Tennis participation is 1.2% lower than Victorian averages.
- From these figures it can be said that Darebin sports participation is currently in a very healthy position and facilities that accommodate these sports must be kept up to date to support all users.














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### 3.3 Future Predicted Outdoor Sports Participation Trends

The potential future participation for outdoor sports and the required facilities to address future needs are detailed below. These figures are calculated using current participation rates in Darebin and future predicted population growth.

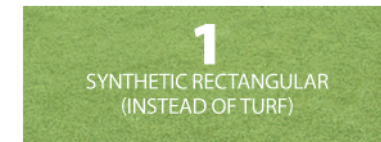
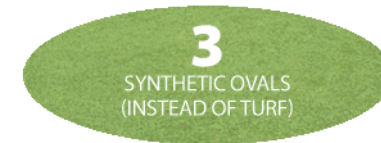
Additional Participants by 2036	CURRENT NUMBERS 2019	FUTURE NUMBERS 2036	PREDICTED INCREASE 2036
 BASEBALL	293	436	+143
 CRICKET	2,301	3,428	+1,127
 AFL	3,699	5,476	+1,777
 RUGBY UNION	230	343	+113
 SOCCER	2,365	3,501	+1,136
 HOCKEY	312	464	+152
 TENNIS	527	784	+257
 GRIDIRON	55	81	+26
 CYCLING	101	149	+48

Approximately 64% of current sports facilities are at capacity.

Additional Facilities Required to Meet Demand 2036



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## 4. THE AUDIT REVIEW PROCESS

### 4.1 Assessment Methodology

The audits were completed during site visits to each outdoor sporting venue within the Darebin municipality and the various components of each site have been assessed and scored. These scores have then been weighted appropriately such that comparisons can be made.

Due to the specialised nature of assessing some components of outdoor sports infrastructure, specialised sports planning and sports engineering companies were used to undertake the assessments. There were:

- Otium Planning Group – Fit for Purpose Assessment
- JWC Engineers - Building Condition Assessment
- SportsENG – Field of Play Assessment.

State sports facility guidelines were used to appropriately assess how well a facility meets the needs of its current user groups. These needs include provisions made for female and CALD users that may not have been considered when the infrastructure was originally built.

A survey was also sent to all sports clubs that use outdoor facilities to seek feedback on current facilities and future priorities.

### 4.1.1 Practice Cricket Wickets

Cricket Victoria commissioned the Australian Cricket Facilities Audit 2015/16 to undertake a review of the cricket facilities across the municipality. The purpose of the report was to help inform Cricket Victoria's Common Ground Plan for Cricket Facility Development as well as Cricket Australia's Community Cricket Facility Guidelines. This document has been reviewed and relevant information retrieved.

Given the development of the Australian Cricket Facilities Audit 2015/16 report this report does not include an assessment of the practice wickets. The condition of the practice wickets has been however included in the Volume Two Audit Summary Report, where the findings from the document review have been included.

### 4.1.2 Sports Ground Lighting

Council commissioned the Darebin City Council Light Pole Assessment and Audit Report 2016 by Dennis Hunt and Associates to assess the current condition of the light poles and supporting infrastructure across the council area. The purpose of this exercise and subsequent report was to provide Council with a detailed database of the floodlighting assets including their current condition.

### 4.1.3 Supporting Infrastructure (Coaches Boxes & Boundary Fencing)

Supporting infrastructure such as field of play fencing and coaches boxes has been included as part of the field of play assessment. Any improvements to these features of the sports reserves has been included in Volume 1 - Audit Summary.

### 4.1.4 Survey Results

The findings from the sporting club survey indicate:

- Majority of sports fields are at capacity
- Majority of fields need some form of upgrade or improvement
- Participation is increasing particularly with juniors and females





## 5. HIGH LEVEL FINDINGS

	<p>1. PAVILIONS ARE AGING AND DO NOT MEET CURRENT FACILITY GUIDELINES.</p>		<p>2. FIELDS OF PLAY ARE AT OR APPROACHING CAPACITY.</p>		<p>3. TENNIS CLUBROOMS DO NOT MEET RELEVANT STANDARDS AND ARE NO LONGER SUITABLE.</p>
	<p>4. FEMALE FRIENDLY CHANGING ROOMS MUST BE PROVIDED AT MORE PAVILIONS, CURRENT PROVISION IS POOR.</p>		<p>5. THERE WILL BE A REQUIREMENT FOR FOUR TURF OVALS AND THREE TURF RECTANGULAR FIELDS BY 2036. SOME OF THIS DEMAND SHOULD BE MET BY SYNTHETIC FIELDS OF PLAY.</p>		<p>6. MODULAR PAVILION OPTIONS SHOULD BE EXPLORED DUE TO TIME AND COST SAVING EFFECTIVENESS.</p>

The issues above have identified the following trends which indicate facilities are:

- Ageing
- At capacity
- Do not meet current standards
- Are not female friendly

To help address these issues there are a number of alternate solutions for the provision of sporting fields and support infrastructure that provide a number of benefits including:

- Lower capital cost
- Increase usage capacity
- Time saving construction/installation.

The following details some of the opportunities:

### 5.1 Modular Sporting Pavilions

Modular sporting pavilions can deliver the community needs from a design, cost, quality and project delivery perspective. These pavilions

are built nearly to completion off site to cause minimal disruption to sporting calendars and, once installed to a facility, can be operational within a matter of weeks. They are also built to comply with Female Friendly Sport Infrastructure Guidelines and the Australian Standards for Mobility. Due to sportsground and tennis pavilions within the city all requiring either new builds or extensions, modular pavilions should be considered when developing new plans based upon the recommendations within this document.

The following indicates the possible options:

- All Tennis Pavilions
- KP Hardiman
- IW Dole

### 5.2 Synthetic Playing Surfaces

By 2036 there will be the need for an additional four turf ovals and three turf rectangular fields of

play within the Darebin municipality. The use of synthetic ovals surfaces may be an option when developing the facilities. Synthetic playing fields can withstand a higher number of weekly hours of use than turf ovals, typically around 40 hours of use per week. This reduces the strain on other current turf ovals across the municipality as clubs can utilise the additional hours afforded by these fields. It should be noted however that there is a need for ongoing maintenance of the surface and the requirement for capital replacement of the surface every 10-15 years.

The following indicates the possible options:

- KP Hardiman (secondary hockey field or multipurpose rectangular field)
- IW Dole (Synthetic Football/Cricket or multipurpose oval)
- BT Connor (Synthetic rectangular field - Pitch 4)

### 5.3 Sports Ground Lighting

Ensuring adequate lighting coverage across the playing surfaces ensures that the training load is distributed more evenly across the facility minimising over-use in targeted areas. The ability to schedule night-time matches and training will give greater flexibility for growing participant numbers.

### 5.4 Underutilised Sports Fields

While the majority of sports fields are at capacity the project has identified some capacity at the following venues:

- KP Hardiman (Turf)
- CT Barling Reserve
- IW Dole
- JC Donath Reserve

## 6. OUTDOOR SPORTS INFRASTRUCTURE PRIORITIES

### 6.1 Scoring Matrix

The audit review and assessment process has used the following matrix to assess the required infrastructure works on outdoor sports facilities within the City of Darebin.

Category	Assessment Criteria and/or Standard	Details	Possible Score	Weight
One	Fit for Purpose and Functionality	Fit for purpose and functionality of the facility. Similarly, ESD principles will be applied and evaluated, and any recommendations made will bring facilities in line with these principles.	10	30%
		Project will improve facility/s that are not fit for current use.		
		Project will maintain and /or improve facility/s at an acceptable level for its current use and will provide value for money.		
	Condition	Condition rating score. Score is from the Condition Rating & Intervention.	10	25%
	SSA Facility Guidelines / Rules of Competition	Requirement/s in SSA or peak body facility guidelines not provided at facility. Does not meet SSA Standard. Mostly meets SSA Standard. Meets SSA Standard.	10	20%
Two	Participation Outcomes	Maximises the use or multi-use of the facility and caters for a broader range of facility users, including CALD communities and multi-cultural groups as well as people of all age groups.	3	15%
		The project will increase participation rates in sport and/or recreation.	3	
		Score: Very effective = 3 Moderately effective = 2 Limited effectiveness = 1 No capacity to achieve = 0	3	
		The project will cater for both genders or a gender not currently catered for at the facility. The project will cater for all age groups or an age group not currently catered for at the facility.	3	
		The project enhances access and inclusion and/or provides an accessible facility for people with a disability. (Accessible toilet / change & pavilion access; Access to Premises compliance)	3	
Three	Need and Community Benefit	Improves the self-sufficiency and viability of club / user groups.	3	10%
		Provides access to healthy sport and recreation environments promoting community wellbeing.	3	
		The project will enable increased usage of an underutilised sport or recreation facility for formal and / or informal activities.	3	

## 7. PROGRAM OF PRIORITISED WORKS

Having assessed the audited facilities against the scoring matrix, a list of prioritised works under the following key headings has been developed:

- Pavilions
- Sports Field Lighting
- Cricket Nets

The assessment has identified that the majority of outdoor sports facilities require some form of upgrade or improvement with a large number being assessed as a high priority.

The tables below provide a list of prioritised works in alphabetical order based on the results from the scoring matrix. It should be noted that the differential in scoring across all prioritised works was marginal.

Supporting recreation infrastructure such as safety fencing, coaches boxes and storage cages should be prioritised and funded annually to ensure assets are safe, functional and compliant to the relevant State Sporting Association standard.

Projects requiring a co-contribution from leases and licensed clubs will be assessed annually and run through the budget process outside of this framework. These projects will include the renewal of tennis courts lighting and court resurfacing.

It should also be noted that projects are subject to other factors and variables including external funding opportunities, participation trends and changing demographics, masterplans and the Equity Impact

Assessment Framework. Projects that target CALD communities and areas of social economic disadvantage will be prioritised when the differential in scoring is marginal.

### 7.1 Pavilions - Redevelopments & Upgrades

Reserve	Project Description
BT Connor	Main Pavilion Redevelopment
Bill Lawry Oval	Pavilion Redevelopment
DR Atkinson	Pavilion Extension & Upgrade
East Preston Tennis	Pavilion Extension
JE Moore - South	Pavilion Extension & Upgrade
John Hall	Pavilion Extension
KP Hardiman	Pavilion Redevelopment
Keon Park Tennis	Pavilion Extension
LE Cotchin	Pavilion Extension & Upgrade
Preston City Oval	Pavilion Extension & Upgrade
Priority Projects with Dependencies	
IW Dole	New Pavilion*
Lakeview Tennis	Consolidation of Buildings**
TW Blake	Pavilion Redevelopment***

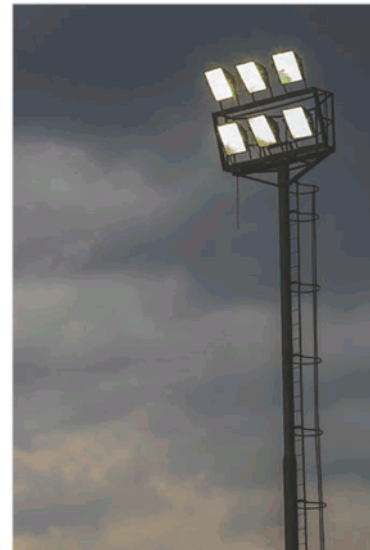


\*Dependent on capacity issues/requirement for new facility \*\*Dependent on Edwardes Lake masterplan and investigation of joint Youth/Sporting Hub \*\*\*Dependant on NURP (Northland Urban Renewal Precinct)

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7.2 Sports Field Lighting

Reserve	Project Description
CH Sullivan East	Lighting Upgrade
Crispe Park	Lighting Upgrade
Edwardes Lake Athletics	Lighting Upgrade
HP Zwar	Lighting Upgrade
IW Dole	New Lighting
JC Donath Central	Lighting Upgrade (Ground 2)
JC Donath East	New Lighting and Upgrade (Grounds 6 & 8)
JE Moore North	Lighting Upgrade
John Cain MP West	New Lighting
John Hall	Lighting Upgrade
KP Hardiman	Lighting Upgrade
LE Cotchin	Lighting Upgrade
McDonnell West	New Lighting
Preston City Oval	Lighting Upgrade
TW Andrews	New Lighting
WH Mott	New Lighting

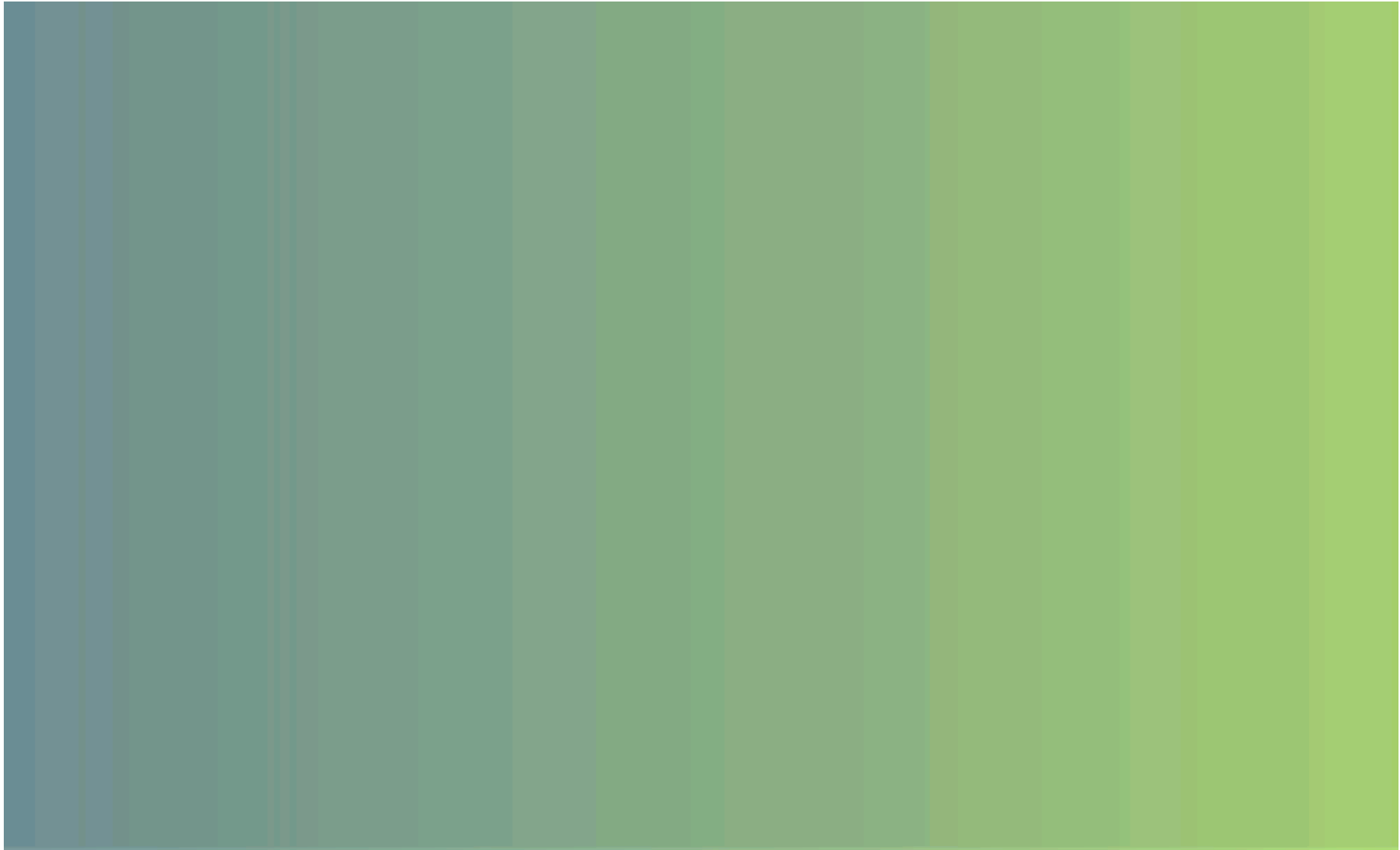


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**7.3 Cricket Nets**

Reserve	Project Description
CH Sullivan	Reconstruct
Crispe Park	Reconstruct
IW Dole	Construct
JC Donath Reserve West	Construct
Mayer Park	Reconstruct
McDonell Park	Reconstruct
Preston City Oval	Reconstruct
TW Blake Reserve	Reconstruct
WH Robinson Reserve	Reconstruct





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**7.3 STREETS FOR PEOPLE PRESTON ACTIVITY LINK (JAMES STREET)****Author:** Senior Transport Planner & Urban Designer**Reviewed By:** General Manager City Sustainability and Strategy

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**EXECUTIVE SUMMARY**

Council recently consulted community in regards to a proposed concept design for the *Preston Activity Link (West) 'Streets for People'*. Feedback from community has been considered and a final concept design is proposed in this report for Council consideration.

This includes the section from Cramer Street to Elizabeth Street, and incorporates a trial pocket park / road closure at James Street. The trial pocket park / road closure is included in a package of *Preston Activity Link* priority street improvements proposed for 2020-21 and has been referred to the Council budget process for consideration. If Council endorses the concept designs proposed in this report and if funding is allocated, construction of the trial is expected to start in early 2021.

The final concept design presented incorporates significant community feedback that was gathered during the third round of engagement.

The concept designs will better manage traffic volume, enable convenient local trips for residents, and, support a better connection across Elizabeth Street.

It is proposed that the James Street pocket park / road closure be trialled for 12 months. This will allow further community feedback to be gathered about how well the new safety treatment is working. An evaluation will be completed to help determine whether the road closure / pocket park should be made permanent. The final design would then be completed if the trial is successful, and if budget is available.

Opportunities for external funding will be explored, with funding for further design stages and construction to be considered in future Council budgets.

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

- (1) Endorses the *'Streets for People' Preston Activity Link (James Street)* concept designs, including a trial road closure and pocket park, attached as **Appendix A**.
- (2) Thanks community members for their feedback and participation throughout consultation.
- (3) Notes that the engagement summary for all three rounds of community engagement for *'Streets for People' Preston Activity Link (West)* will be made publicly available, attached as **Appendix D**.
- (4) Requests a further report on the effectiveness of the road closure / pocket park after the 12-month trial period is completed.

## BACKGROUND / KEY INFORMATION

### Feasibility Study

In 2018 Council developed a corridor framework plan for 8 cycling corridors across the municipality – the *Streets for People Feasibility Study* (Study). The Study used the State Government's *Movement and Place* approach which gives priority to active transport, maintains streets as destinations and increases greening.

The Study was endorsed by Council in October 2018, along with the Preston Activity Link and Northern Reservoir Corridor as the two Streets for People corridors to be consulted on and designed in 2018-19 and 2019-20.

### Preston Activity Link Development

The first round of consultation focused on the western and eastern ends of the corridor, from Elizabeth Street to St Georges Road, and from Plenty Road to Darebin Creek (outlined in the 11 November 2019 Council briefing).

At the 2 December 2019 Council Meeting, Council endorsed releasing the draft plans for the Preston Activity Link (West) for a second round of community engagement (shown by the red circle in Figure 1, **Appendix A**). During the second round of engagement there was strong support for the proposed concept designs. However, concerns were raised about the road closure / pocket park on James Street reducing accessibility.

After considering community feedback a review was undertaken, and an alternative pocket park with road closure location was identified offering similar benefit with fewer drawbacks. The pocket park and road closure are proposed to be moved south of Cramer Street on James Street (between Hope Street and Cramer Street).

At the 27 April 2020 Council meeting, Council endorsed the concept designs for design and delivery of the Preston Activity Link (West) between St Georges Road and James Street, and endorsed the release of the modified location for the James Street road closure / pocket park for a third round of direct engagement.

### Previous Council Resolution

At its meeting held on 27 April 2020, Council resolved:

*'That Council endorses a third round of direct community engagement for the James Street closure / pocket park and Hope Street.'*

## COMMUNICATIONS AND ENGAGEMENT

### Consultation

#### Consultation Results

A summary of the Round 1 consultation findings was presented to Council on 2 December 2019, and a summary of Round 2 engagement and findings was presented to Council on 27 April 2020.

A summary of the engagement findings from Round 3 is included in the discussion section of this report. An engagement summary report for all three rounds of community consultation is included as **Appendix D** to this report.



### How we engaged the community

The third round of engagement with directly impacted residents was undertaken to receive feedback on the James Street road closure / pocket park, including:

- Letter box drop to approximately 700 households in the area occurring in early May, outlining the draft concept design and reason for changing the treatment location.
- Additional letter to owners of three households directly adjacent to the proposed pocket park, requesting feedback and the opportunity for further discussion about project. A knock on the door would have usually been used to gain direct householder feedback but was not deemed appropriate in the current environment regarding Covid-19 pandemic response and social distancing requirements.

### Engagement participation

The *Your Say* web page received over 130 visits during this round of engagement (almost 20% of directly contacted households), with 34 households providing feedback by email. These represented households in James Street (27%), Grandview Road (21%), Cramer Street (12%), Booth Street (9%), Grange Street (6%), Knapp Street (3%) and Belmont Street (3%). 19% of people that responded did not provide location details with their feedback.

### Reaching diverse communities

The consultation was designed to be accessible for our diverse community including people not proficient in English or with other communication barriers.

In this local area, approximately 90% of residents identify as proficient in English and the main non-English languages spoken are Arabic, Greek and Italian. Consultation sought to make information accessible and create opportunities for all directly contacted residents to take part. This was achieved this by:

- All mailouts including information in 12 languages about how to access translation services, as well as information about how to access the national relay service.
- Diagrams, which were an important part of project communications materials and designed to communicate universally.

### Communications

A detailed communications and engagement approach was developed for the *Streets for People Preston Activity Link (West)* project. Councillors were advised of forthcoming engagement efforts at the Council Meeting on 27 April 2020. The ultimate vision and objectives for this project, described in external communication, are to:

- Prioritise walking and cycling activity in the local area for those moving between homes, train stations, local businesses and schools, by providing safe and attractive streets for all to enjoy.
- Maintain access for local residents to travel to local destinations (via Bruce Street and Bell Street).
- Create a safer walking, wheeling and cycling route to the community's preferred location for a pedestrian crossing on Elizabeth Street near Raymond and Goff Streets (connecting to the Merri Creek trail).

## ANALYSIS

### Alignment to Council Plan / Council policy

Goal 3 - A liveable city

The Streets for People program closely aligns with the expected outcomes of several Council policies/strategies, including the Darebin Transport Strategy, Walking Strategy, Safe Travel Strategy, Darebin Cycling Strategy, Breathing Space: The Darebin Open Space Strategy, and Climate Emergency Plan.

The Council Plan 2017-2021 sets the overarching vision for “a greener, bolder, more connected city.” The Streets for People program clearly aligns with this overarching vision, as well as Council Plan Goals 1, 2, 3 and 5, and many other endorsed Council Strategies.

- Goal 1 - A sustainable city
- Goal 2 - Opportunities to live well
- Goal 3 - A liveable city

Goal 5 - Involving our diverse community

### Environmental Sustainability Considerations

The Streets for People program focuses on vulnerable road users and improving conditions in the street environment to increase active travel, while minimising the use and impact of vehicles. Where possible, passive irrigation and water sensitive urban design principles are applied to road safety treatments, along with landscaping. The Parks and Open Space team have been consulted regarding opportunities to enhance biodiversity.

### Climate Emergency

This program has a clear alignment with Key direction 4 of the Climate Emergency Plan 2017-2022, in particular Objective 1 “Reduce the number of private vehicle kilometres travelled in Darebin by increasing the share of public transport use, walking and cycling” and Key direction 7 to reduce the heat island effect, by increasing tree cover.

### Equity, Inclusion and Wellbeing Considerations

An Equity and Inclusion Assessment was completed for the Streets for People project, through which it was recognised that the project has key outcomes for Darebin’s diverse community including:

- Accessibility compliance through design (*Disability Discrimination Act 1992*)
- Designing facilities for all ages and abilities
- Outcomes that encourage more physical activity, general wellbeing & health through walking and cycling
- Streets becoming safer and less intimidating for local communities to use
- Providing spaces for people to gather and be socially connected to their neighbourhoods.

## Cultural Considerations

During the second and third rounds of engagement we heard from the community that the HP Zwar Park was an opportunity for providing local art and greening that incorporates a response to the cultural aspects of the corridor. Although HP Zwar Park is out the scope of this project, future work in developing the designs for the James Street pocket park will consider themes and culture of the local area in line with this ambition.

## Economic Development Considerations

There are increasing demands on our public space, and in particular roads and parking.

Improving the quality of cycling and walking routes makes it easier for residents and visitors to use any mode of transport to work, shop, and visit local centres. This supports thriving local economies by activating centres with increased pedestrians who are more likely to undertake multiple activities in the one visit. It also reduces road congestion and parking pressure which are expected to increase over time with Melbourne's population growth.

The Streets for People corridors are designed to provide high-quality connections between key destinations within the municipality, increasing their catchment potential by providing easy to use and safe transport solutions.

This project is being considered in the context of the *Future Preston* program and is expected to help contribute to overall improvements in the Preston area.

## Financial and Resource Implications

The consultation and design work of priority locations is provided for within the current year budget.

The trial road closure / pocket park and safety treatment on James Street is included in a package of four Preston Activity Link (West) street improvements proposed for 2020-21 delivery in the draft budget that Council is currently consulting on. This package has been referred to the Council budget process for consideration.

If Council endorses the concept designs proposed in this report and if funding is allocated, construction of the trial is expected to start in early 2021.

Further design work will be planned in preparation for construction priorities along the corridor in future years, subject to available budget.

## Legal and Risk Implications

This project is designed to reduce risk by improving both road safety and by making it easier, safer and more enjoyable for people to walk or cycle. It also reduces the amount of vehicle emissions contributing to the long-term risk associated with climate change. Making it easier for people to walk and cycle contributes to lower community health risks associated with inactivity, isolation and local air pollution.

## DISCUSSION

The concept designs in **Appendix A** identify a range of measures to be implemented over time to improve safety, make the corridor more attractive for walking, wheeling and cycling.

These include:

- A road closure / pocket park on James Street between Cramer Street and Hope Street.
- A raised platform pinch point on James Street between Cramer Street and Eric Street.
- Road markings to highlight the Preston Activity Link as a local bike route.
- A pedestrian crossing on Elizabeth Street between Raymond Street and Goff Street to link the Preston Activity Link with the Merri Creek trail in Moreland.

### **Round 2 engagement found strong support overall**

Feedback from Round 2 engagement was reported at the 27 April 2020 Council meeting and is attached to this report in **Appendix B**. In Round 2 engagement 81% of respondents supported a road closure / pocket park, however some issues were raised regarding the location around local accessibility as a result of existing traffic conditions.

Although a crossing at Elizabeth Street was supported, the location of the crossing at Eric Street was highlighted as 'not the ideal location' for access to destinations west of Elizabeth Street. In 2019 a petition was received by Council from local residents requesting a pedestrian crossing near Raymond Street. Consultation with officers from Moreland City Council confirmed this is also Moreland's preferred location.

This feedback informed the changes and proposed recommendations presented for feedback in Round 3 of engagement.

### **Round 3 engagement – Road closure and pocket park**

Letters were delivered to approximately 700 households in West Preston inviting feedback on the changed location for the road closure / pocket park. Responses were recorded from 34 households in Round 3 of engagement. 27% of responses were from residents who lived on James Street, and a further 21% from residents on Grandview Road. The remainder were from Cramer Street, Booth Street, Grange Street, Knapp Street and Belmont Street. Six of the 34 responses provided no location details.

Attached (confidential) is a map showing visually how feedback relates to the location of a households (**Appendix C**). This appendix is confidential to avoid the potential for specific feedback to be identified, however it generally demonstrates desire for the project to progress from people that live nearest to the proposed location.

#### *Feedback in support of the proposal*

Fifteen of the responses were overwhelmingly positive, with most of the positive feedback coming from residents of James Street and Booth Street, including two properties in the immediate vicinity of the road closure location. The comments received related to improving safety, reducing vehicle speeds and providing more greening to the area.

#### *Feedback objecting to the proposal*

Of the 18 objections received, half were based on concerns that traffic would be displaced to surrounding streets, with associated concerns for safety at intersections with Cramer Street.

Four responses objected on the basis that there were already enough parks in the area, or other parks should be beautified instead.

Three responses expressed concern about increased travel time.

The remaining 2 objections were against money being spent on this project.

Officer response:

Displacement of traffic has been considered throughout the planning and design stages for the whole corridor, and the endorsed concept designs for the remainder of the Preston Activity Link (West) includes traffic calming measures such as pinch points and raised thresholds to deter non-local traffic and improve safety for all road users. The reduction in non-local traffic, combined with the displacement of remaining traffic across several streets, will likely result in very minimal additional traffic on surrounding streets. This will be monitored through traffic surveys before and during the 12-month trial.

Prior to the third round of engagement a traffic analysis was completed to determine the impact on local road users, which showed minimal additional journey times as a result of the road closure using the local road network.

This project also supports the Council Plan and Breathing Space – Darebin’s Open Space Strategy’, to help ensure that all residents live within a 500m walking distance of public open space. There is a lack of open space in this area of Preston. The Preston Activity Link is an opportunity to help achieve both the Open Space Strategy goals and Council’s safety and active transport goals.

### **Proposed 12-month trial**

A 12-month trial approach would allow for traffic surveys pre and post installation to monitor changes in travel behaviour and an extended community feedback opportunity, which will help inform whether the pocket park should be retained. If the trial is successful and budget is available, the permanent design will be developed to align with community needs and manage any adverse impacts.

The trial pocket park design is likely to include a way for riders to move through the area and temporary low cost ‘bolt-down’ kerbing and planter boxes, which will be developed in collaboration with the City Design team to ensure it is interesting and engaging as well as safe and functional from a vehicle management perspective.

If the 12-month trial is successful the final design may include landscaping, a way for bike riders to get through and natural play design elements, subject to future Council budgets. The temporary kerbing and planter boxes will be able to remain in place while design work is finalised. The community would be invited to contribute ideas to the design outcome before any decisions are made on the final features.

## **OPTIONS FOR CONSIDERATION**

### **Option 1 (recommended):**

That Council endorses the final concept designs for the Preston Activity Link – James Street to Elizabeth Street.

### **Option 2 (not recommended)**

Council could seek further information to make a decision about how to progress with this project. This would delay works to improve safety for all road users in the corridor.

**Option 3 (not recommended)**

Council could resolve to leave the streetscape as it is.

**IMPLEMENTATION STRATEGY****Details**

- July 2020 – June 2021 delivery (budget dependant)
  - Completion of functional designs, detailed design and construction of four priority projects for the Preston Activity Link, including the James Street road closure / pocket park trial.

**Communication**

Following Council consideration and endorsement of the final concept plans for the Streets for People Preston Activity Link (West) project, the Engagement Report and Final Concept Designs will be made available via the project page on 'Your Say' and shared with internal and external stakeholders. People that have contributed or expressed interest in the project will be notified.

**Timeline**

Please see Details and Communication Sections above.

**RELATED DOCUMENTS**

- Breathing Space – Darebin Open Space Strategy
- Darebin Council Plan 2017-2021
- Streets for People Feasibility Report 2018

**Attachments**

- Streets for People Preston Activity Link Concept Plan (James Street to Elizabeth Street) (**Appendix A**) [↓](#)
- Streets for People Preston Activity Link Round 2 Engagement Summary (**Appendix B**) [↓](#)
- Streets for People Preston Activity Link (James Street) Round 3 feedback by location and type (**Appendix C**) Enclosed under separate cover Confidential - enclosed under separate cover
- Streets for People Preston Activity Link (West) Final Report and Summary (**Appendix D**) [↓](#)

**DISCLOSURE OF INTEREST**

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

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

Concept Plan for Preston Activity Link (James Street to Elizabeth Street)







# STREETS for PEOPLE

Prepared by Hansen Partnership  
for City of Darebin

FEBRUARY 2020

PHASE 2  
CONSULTATION  
SUMMARY:  
PRESTON ACTIVITY  
LINK (WEST)





## Community and Stakeholder Engagement

### Summary: Preston Activity Link (West)– Phase 2

In May 2019, Hansen Partnership were engaged by Darebin City Council (Council) to gather feedback on the proposed streetscape improvements and sustainable transport upgrades in Corridor 5 (Preston Activity Link (West)).

The second round of community consultation was undertaken from 31<sup>st</sup> January to 14<sup>th</sup> February 2020. The purpose of this phase of Community Engagement was to confirm the revised Framework Plans and present the key ambitions of the Hot Spots, based on the feedback received during Phase 1 consultation, where issues and opportunities were identified by the community.

### Community Engagement Process

Hansen Partnership and Council curated a range of platforms for the community to be informed and contribute to the future of the streets. Activities included:

- Your Say page with links to all documents and a question forum moderated by Council.
- Online Survey open from 31<sup>st</sup> January to 14<sup>th</sup> February 2020.
- Flyers directly delivered to all residents in the study area.
- A community drop-in session on the 6<sup>th</sup> of February at the Preston Shire Hall for interested community members to view the draft plans, ask questions and provide feedback.
- A Street Champion Workshop on the 6<sup>th</sup> of February at the Preston Shire Hall for more in-depth discussions about the draft plans.

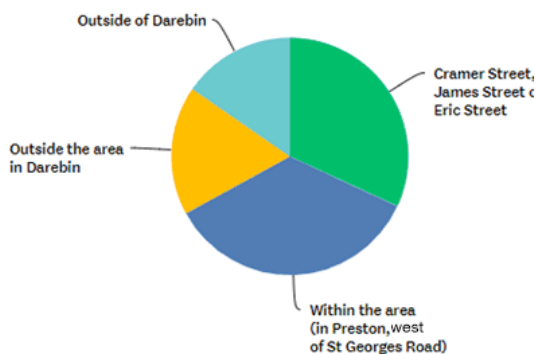
### Breakdown of Consultation Participants

- Over 700 people visited the Your Say page during the second round of engagement.
- 105 online surveys were completed.
- 15 people attended the drop-in session.
- 4 people attended the Street Champions Workshop.

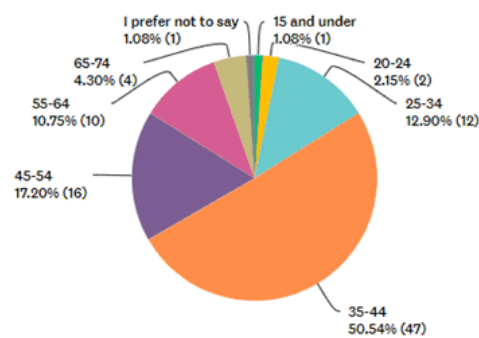
## Online Survey

The Online Survey was open to the public for two weeks between 31<sup>st</sup> January and 14<sup>th</sup> February 2020. The survey was designed to allow participants to review the Vision and Principles for improvements along the Preston Activity Link (West) as well as provide feedback on the revised Framework Plans and Hot Spots. A total of **105 responses** were collected.

**30%** of respondents lived along the corridor (Eric, James and Cramer Street). **34%** of respondents lived within the broader Preston area (west of St Georges Road). Over **50%** of respondents were between the ages of 35-44 years.



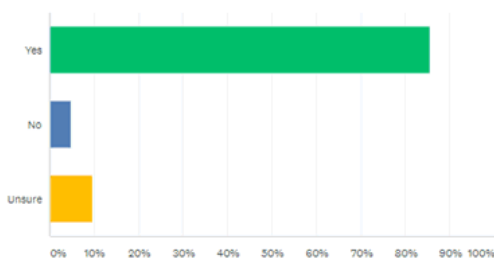
Survey demographic data: Age profile



Survey demographic data: Age profile

**89%** of participants agreed with the **Corridor Vision Statement** "The Preston Activity Link Streets for People Corridor will prioritise sustainable transport that provides a seamless, safe and inviting pedestrian and cyclists connection to Preston Market, Darebin Civic Precinct, schools and parks." A summary of **open-ended responses** include:

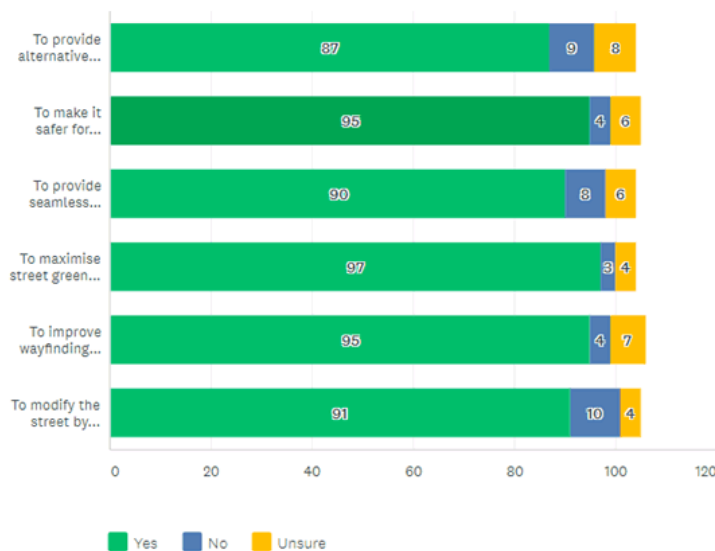
- Consider the siting of pinch-points in front of houses which require on-street parking for families with children who have accessibility requirements.
- The loss of parking between Jessie Street and St Georges Road may be an issue given the emerging development of townhouses.
- Support for initiatives as a local cyclist.
- The proposed pocket park will create more traffic along side streets and potentially restrict access for emergency vehicles. The function of the closure as a pocket park may facilitate anti-social behavior in a local residential street. There is support for soft speed humps, bike lanes and new landscaping to improve the area.
- The road closure will facilitate poor vehicle access for residents of James Street.
- Consideration for a new playground along the corridor given the lack of facilities in the area.
- Further analysis regarding the impact of traffic in surrounding streets is required.



Do you agree with the future vision of the corridor?

Participants were asked to rate the 6 key **principles guiding streetscape improvements along the corridor**. The percentage of responses in support of the principles include:

1. To provide alternative modes of transport for the local community and visitors accessing key destinations along the corridor, reduce carbon emissions coming from motor vehicles. **84% of responses agreed.**
2. To make it safer for pedestrians to cross the streets to access local destinations such as parks, schools, public transport and shops. **90% of responses agreed.**
3. To provide seamless cycling infrastructure to instill greater cycling confidence and improved safety. **86% of responses agreed.**
4. To maximise street greening opportunity that reflect the local identity of Preston and create an inviting walking and cycling street environment. **93% of responses agreed.**
5. To improve wayfinding along the corridor by installing signage, public art, and lighting at strategic locations, guiding pedestrians and cyclists to key destinations. **90% of responses agreed.**
6. To modify the street by allocating more space for walking and cycling, and reducing vehicle speeds and rat-running. **87% of responses agreed.**



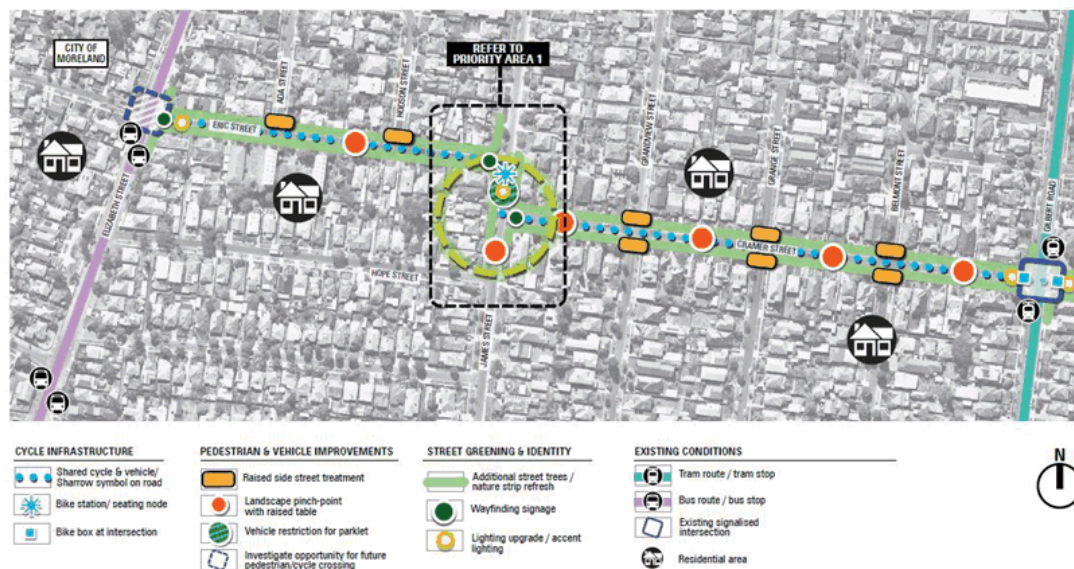
Streets for People principles: Summary of responses

**A summary of open-ended responses includes:**

- Support for the reduction of vehicle speeds and rat running.
- Support for street greening opportunities.
- Support for more cycle paths.
- Reduction of vehicle speeds along Cramer Street is required.
- There is a need for a pedestrian crossing over Elizabeth Street between Booth and Hope Street.
- Uncertainty around introduction of changes to encourage a small number of cyclists to the detriment of traffic flow.
- Blocking/closing roads will have unintended consequences for the movement of traffic in surrounding streets.
- The corridor experiences significant slope making it difficult for cyclists.

### Area 1: Eric and Cramer Street – Elizabeth Street to Gilbert Road

#### Concept Plan for Preston West (Area 1)



A total of **69 responses** were received for the proposed streetscape improvements. The response to the framework ideas can be summarized as follows:

Framework	Yes	No	Unsure
Eric Street and Cramer Street between Elizabeth Street and Gilbert Road: Sharrow	82%	12%	6%
Ada Street: Raised side street treatment	86%	9%	5%
Eric Street midblock between Ada Street and Hodson Street: Landscaped pinch-point	86%	7%	7%
Hodson Street: Raised side street treatment	84%	9%	7%
Grandview Street: Raised side street	87%	6%	7%
Grange Street: Raised side street treatment	85%	6%	9%
Belmont Street: Raised side street treatment	86%	6%	8%
Between Cramer Street and Gilbert Road: Lighting	91%	4%	4%
Between Cramer Street and Gilbert Road: Trees	91%	3%	6%
Between Cramer Street and Gilbert Road: Nature strip refresh	91%	4.5%	4.5%

**General feedback from community relating to Area 1 can be summarized as:**

- The concept is good as the area needs improved walkability.
- Concerns with the redistribution of traffic to surrounding side streets. A more holistic approach to traffic management is required.
- Bike lanes are preferred over sharrow designation.
- Ensure new trees are larger species with generous canopy.
- Separated bike lanes are required to encourage more cyclists.
- Unsure how pinch-points will affect cyclists.
- Unsure how the raise side street treatments will impact residents.
- There is considerable rat-running along Booth Street from Elizabeth Street.
- Ensure pinch-points facilitate safe cycle movement, without having to go onto raised table.
- Ensure designs are child friendly (Octopus Schools Program), providing drinking fountains and bench seating.
- Consider how to improve amenity of James Street to draw pedestrians from Murray Road bus stops.
- Ensure new trees are advanced native trees for shade and amenity.
- Very exciting to see public space that is beautiful and walker friendly.
- I welcome any new bike paths to get easy and safe access to the Merri Creek trail.
- All the suggestions are excellent especially the pocket park which would really slow down all traffic
- Slowing Cramer St in this way will encourage the use of this rat run making it even more unsafe for pedestrians in Tintern Avenue.
- More safety for cyclists to minimise car-door accidents.
- The proposed improvements would revitalise the area, make it easier for the community to come together and is forward planning for climate change.
- Careful consideration of the location of raised table pinch points will need to be considered as removing on street parking will be a concern.
- Convenient driving is the most important attribute for local residents in West Preston.
- Will improve access and safety to the west side of Elizabeth for bikes and walking. Having a clear non car journey to the market is a great plan.

**General feedback from community in relation to areas outside of the corridor:**

- Instead of focusing on one street, improve walkability and amenity for cyclists across West Preston.
- Further analysis is required to ensure local residents (i.e. James Street, near Murray Road) are not detrimentally impacted from accessing Preston Activity Centre, given no right-turn into Murray Road
- Consider interventions along the James St/Murray Road intersection.
- Improve access to Merri Creek – Goff Street more of a direct path than Meadow Street (which Eric Street feeds into).
- Consider interventions along other side streets (Bruce, Booth, Bell, Raymond, Hope).
- More trees in the landscape.
- Crossing from Preston to Coburg via Elizabeth St should be more southern than Eric Street.
- Include Bruce St and Booth or Hope Street and improve access to Merri Creek.
- Insert one further narrowing point between Bruce/Booth Street and Raymond or Hope St.
- The crossing from Preston to Coburg via Elizabeth St should be more southern than Eric Street.
- Goff Street is a more direct path to the Merri Creek path and crossing for Coburg high students rather than Meadow Street which is where the Eric Street crossing would feed into.
- A pedestrian crossing at Murray Rd and James Street would be helpful as East bound it is very scary – as vehicles continue to ignore the bicycle lane.



### James Street Hot Spot

**81% of respondents** supported the proposed sketch concept for the James Street Hot Spot.

**Responses in support of the Hot Spot can be summarized as:**

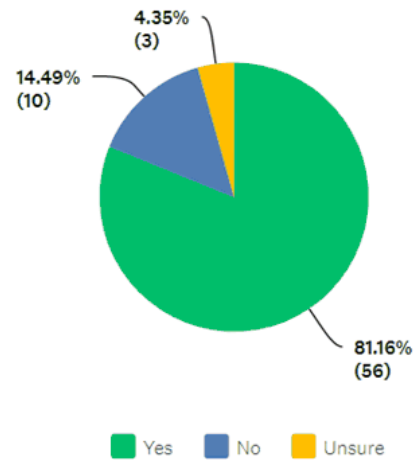
- Pocket park creates new green space (improved amenity for pedestrians and cyclists, sustainability, health and community).
- Pocket park improves cyclist and pedestrian safety.
- Pocket park prevents rat running.
- Support for nature strips and patterns on road to demarcate slow zone.
- Support for soft speed humps and wayfinding signage/bicycle path for cyclists.
- It can help bring the local neighbourhood together.
- Support for restricting through-traffic (rat running is an issue).
- Traffic calming measures between Bell/Elizabeth and the western end of Cramer will make a big difference to the whole corridor.
- Critical that the partial or full closure of the intersection at Cramer/James St goes ahead. This will make it more likely that the bike "superhighway" is successful and reduces hooning.



James Street Hot Spot: sketch concept

**Responses critical of the Hot Spot can be summarized as:**

- Pocket park is dangerous (noisy, anti-social behavior).
- Pocket park will increase traffic on side streets (restrict on-street parking).
- Park will impact on emergency vehicles.
- Trees in park will overshadow properties.
- Restricted vehicle access to residences on James Street.
- Inconvenience blocking off side streets from James Street.
- Not convinced traffic will be sufficiently deterred by pinch points/raised tables alone.
- Impact on Tintern Avenue as a rat-run.
- Removal of on-street parking is a concern.
- Convenient driving is an important attribute for local residents.
- Concern about no right turn to Murray Road to accommodate for Cramer Street closure.



James Street Hot Spot: Percentage of support

**Community recommendations and suggestions for the refinement of the hot spot include:**

- Consider park design including small playground, drinking fountains and bench seating, graffiti-proof furniture, BBQ facility, WSUD principles.
- Consider whether closure is better suited to the south of Cramer Street on James Street.
- Restrict traffic flow to one-way instead of complete closure.
- Ensure pinch-points facilitate safe cycle movement, without having to go onto raised table.
- Incorporate a raised crossing to Eric Street.

- Ensure new trees are advanced native trees for shade and amenity.
- Put a raised junction point at Cramer and James Street. Also no standing on James street at this intersection point with Cramer.
- Make sure the seating also includes hand rails at points to ensure ease of transfers.

## Individual submissions

Several individual submissions were made to Council during the consultation period. A summary of feedback and recommendations include:

### Area 1: Elizabeth Street to Gilbert Street

- The proposal does little to deter speeding vehicles or rat-running along Cramer Street from Bell Street or Gilbert Road. Cramer Street (between Grandview and James Street) has a steep decline toward properties along James Street. Raised tables and landscape will do little to slow vehicles along this stretch. Accidents have previously occurred, where cars have run into houses.
- While having general support for the James Street park and closure, there is concern for the potential increase in traffic to side streets as a result of the changed conditions to James Street. During peak hours there are high volumes of vehicles from Murray Road into Grandview Street to access Cramer or Bell Streets. The side street treatments will not be enough to deter or slow traffic along this narrow street. More speed humps and signage may be required.
- Support for measures reducing rat-running through residential streets, however there is concern for an unintended consequence for the closure of James Street is more traffic down Raymond Street.
- A pedestrian crossing at **Raymond Street** is required to provide access to Coburg High School, nearby reserves, Merri Creek trail, bus stops and the Number 1 tram route.
- James Street closure is not supported for the following reasons:
  - Overflow impacts to side streets
  - Inappropriate restriction of vehicle access for Eric/James Street residents travelling west (Preston Activity Centre).
  - A park may invite undesirable behavior to occur.
  - Consider a roundabout and speed humps along James Street to slow traffic.
- The closure of Cramer Street at the James Street end stops the major rat-run path from Elizabeth to Gilbert and creates a quiet pedestrian friendly street.

### Alternative suggestions from the community for the design of James Street include:

- Keep James Street open and turn Eric Street into a 1-way exit point from the west. This seeks to:
  - Eradicate the rat run from James north to this street making it more bike/pedestrian friendly
  - People living in this street have only one entry point from Elizabeth but two exit points
  - Having this extra room at the top will allow a good bike path point and shared path
  - A raised roadway will slow cars and make it a safe visible point to cross either way.
- Make Booth Street a one way exit point. This seeks to:
  - eradicate the rat run from Bruce north to this street
  - People living in this street have only one entry point from Elizabeth but two exit points
  - Having this extra room at the top will allow the nature strip to be widened substantially and could be a good seating area that is in the open and encouraging access to the walking areas both West and South along the cemetery
  - A raised roadway will slow cars to help with the north bike precinct point.

## Public drop-in session

**Date:** Thursday 6th February 6-7pm

**Attendees:** 15

**Format:** informal table discussions for Area 1 and 2 (including corresponding hot spots)

### Area 1: Summary of feedback

Several residents of James and Eric Street were in attendance who raised concern with the introduction of a pocket park facilitates a vehicle restriction for the following reasons:

- The nature of the space as a park is considered inappropriate in this location given proximity to residential driveways and dwelling frontages.
- The design of the pocket park may impede on daylight to adjacent dwelling windows due to the alignment of tall canopy vegetation, however, there was support from older resident that seating is essentially required in this area.
- The space may create a loitering space and facilitate anti-social behavior.
- The vehicle restriction is considered to negatively impact on the residents ability to access local destinations (i.e Eric Street residents will need to travel via Murray Road or Elizabeth Street to access Preston Market).
- Given the restricted access at Murray Road (left in and out only) a James Street road closure would potentially add significant implications to local residents.

Amongst the group discussion there was a general consensus that the intersection of Eric, James and Cramer Street should be improved to:

- Slow down vehicles on all approaches along James and Cramer Street.
- Restrict rat-running between Murray Road and Bell Street.
- Provide for the safer movement of pedestrians and cyclists from Cramer Street to Elizabeth Street (and the Merri Creek Trail).
- Comprise improved landscaping and pavement treatment to enhance the area as a 'special zone' for pedestrians and cyclists.

A number of drop-in session participants saw merit in the James Street closure/ pocket park and highlighted the lack of open space in the immediate area.

The pocket park was considered to provide opportunities for improved community connectedness and passive surveillance to this area of James Street.

**Alternative ideas** suggested throughout discussions include:

- Providing raised pinch points and/or tables at all approaches of the intersection including Cramer Street and north/south of James Street.
- Consider traffic calming treatments along the entire extent of James Street between Bell Street and Murray Road to deter vehicles from rat running.
- Consider alternative pavement treatments in James Street (between Eric and Cramer) to highlight the area as a 'slow zone'.
- Investigate opportunity for a 1-way designation along James Street (south-bound) to allow local residents to continue to drive along Cramer Street while restricting rat-running between Bell Street and Murray Road.



Other participants questioned the negative impact to nearby side streets through the introduction of traffic calming treatments along James Street. Other streets such as Grandview Street and Grange Street may have high volume of over flow traffic.

Concerns were raised with the impact on potential loss of on-street parking for pinch-points along the corridor. While there remained support for their introduction, further data and research was requested to demonstrate their impact on vehicle speeds and rat-running.

The remaining proposed improvements along Area 1 were generally supported, particularly the raised side street treatments which would provide safer access for pedestrians and slow vehicles entering and exiting side streets.

Drought tolerant nature strip planting was also supported as an improvement along Cramer Street to enhance neighborhood character and bring 'life' to the street.

## Street Champions Workshop

**Date:** Thursday 6<sup>th</sup> February 7:30-8:30pm

**Attendees:** 4

**Format:** table discussion and sketching of ideas for the refinement of Areas.

### Area 1 and Hot Spot 1: James Street

- There was general support for the introduction of a vehicle restriction and park at the James Street and Cramer Street intersection to provide dedicated and safe cycle connection to Elizabeth Street.
- Street Champion participants did acknowledge the challenges that were identified by residents who live in the immediate area and were open to further refinement of the hot spot to achieve a balance for both residents in the immediate area and cyclists navigating a difficult 'dog-leg' intersection.
- There were suggestions that given the steep climb experienced for cyclists and pedestrians along Eric Street, a small seating/rest node of some kind may still be warranted around the James Street intersection (in tandem with a bike pump station).
- Community suggestions for the refinement of Hot Spot 1 included:
  - Consider making Eric Street a 1-way street (west-bound) to reduce the conflict between parked vehicles, cyclists and moving vehicles in both directions, while still allowing access into James Street.
  - Introduce special road surface treatments, kerb extension and additional landscaping between James and Cramer to create a slow moving environment.
  - Implement a raised threshold at Cramer and James Street.
  - Investigate opportunity of shifting the closure to the south of Cramer Street on James Street to restrict rat-running between Bell and Murray Road.

## Area 1 Next Step Recommendations

### James Street Hot Spot

There are clear and legitimate concerns from residents in the immediate Hot Spot area regarding the design of the James Street closure. While there is a general support for the ambitions sought through the introduction streetscape upgrades, further refinement of this area is warranted to achieve a sensible balance between the improvement in safety of sustainable transport modes and the reasonable vehicle access requirements of residents. A future consultation session with residents and street champions is recommended to ensure the refinement of the Hot Spot concept is generally supported by residents of Eric, James and Cramer Streets.

Based on feedback received from the drop-in session, Street Champions Workshop, online survey and individual submissions, refinements of the Hot Spot should explore:

- Relocation of the closure to the south of James Street between Cramer Street and Hope Street to:
  - retain the local east-west connection for Eric/James Street residents.
  - maintain east-west access along Bruce Street for local residents south of Cramer Street.
  - limit north-south rat-running along James Street between Bell Street and Murray Street
- Existing crossovers to dwellings will be maintained and the closure will be designed to accommodate necessary reversing movements from driveways.
- The design of the closure will maintain the treed verges to either side of the road for shade and privacy to adjacent dwellings and seek to incorporate new drought tolerant, native landscaping in place of lawn.
- The road will be upgraded as a new raised paved threshold for pedestrians and cyclists. Seating / rest area will be sited adjacent to the existing kerb alignment to maintain clear site lines along the street.
- The relocation of the closure can be matched with the relocation of the proposed Elizabeth Street crossing to the south of Raymond Street, to better align with current pedestrian/cycle desire lines.
- Moreland Council have provided in-principle support for a new shared use path from Goff Street, through the Merri Creek reserve, to the existing trail (and bridge connection).
- Guide cyclists and pedestrians along Raymond Street or Hope Street, implementing traffic calming measures to slow vehicles and provide safety for cyclists 'climbing' up the hill (west to east). This may include landscaped pinch-points with speed cushions to slow vehicles but allow unimpeded movement for cyclists.

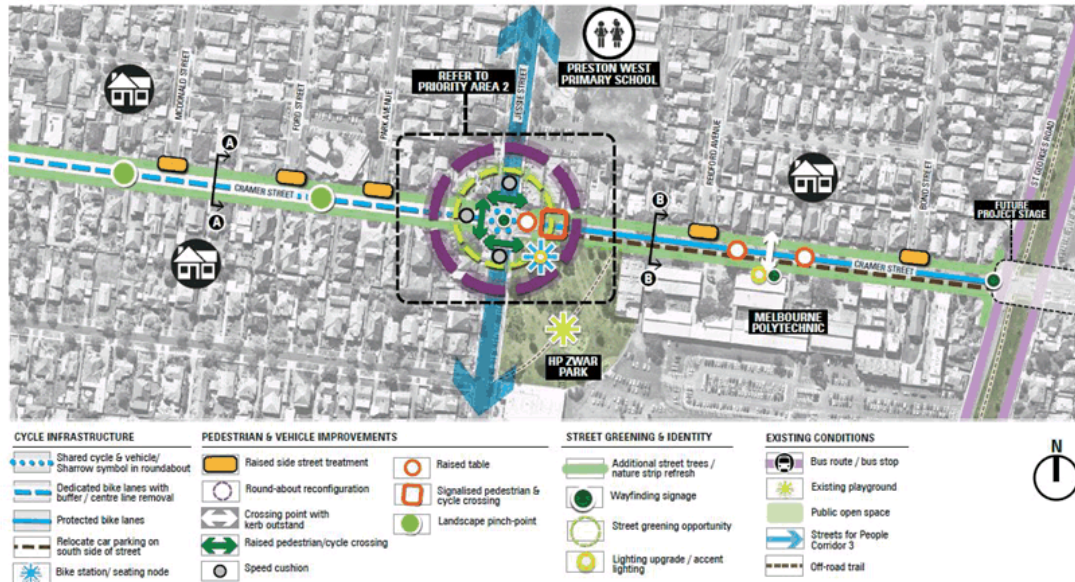
### General

Other revisions to the Corridor Framework could include:

- In addition to the delivery of the Hot Spot, a Local Area Traffic Management Plan for the surrounding streets may be warranted to explore opportunities for additional traffic calming measures to side streets. This may include raised tables and pinch-points to deter rat-running to major roads.
- Consider implementing additional traffic calming treatments along the extent of James Street (between Bell Street and Murray Road) as part of the 'hot spot' upgrade.
- Further liaison with residents of dwellings at the interface with the proposed landscaped pinch points to ensure any access requirements are appropriately managed.

## Area 2: Cramer Street – Gilbert Street to St Georges Road

### Concept Plan for Preston West (Area 2)



A total of **76 responses** were received for the proposed streetscape improvements. The response to the framework ideas can be summarized as follows:

Framework	Yes	No	Unsure	
Cramer St: dedicated bike lane		89%	7%	4%
Cramer St: Landscaped pinch points		83%	11%	7%
McDonald St: Raised side street treatment		91%	5%	4%
Ford St: raised side street treatment		89%	4%	7%
Park Ave: raised side street treatment		91%	5%	4%
Jessie St: roundabout		92%	5%	3%
Cramer St: protected bike lanes		88%	9%	3%
Reidford Ave: raised side street treatment		90%	6%	4%
Cramer St: pedestrian crossing with raised table		92%	5%	3%
Cramer St: lighting upgrade		97%	3%	0%
Bond St: raised side street treatment		93%	4%	3%
Street trees		99%	1%	0%
Nature strip refresh		96%	3%	1%

**General feedback from community relating to Area 2 can be summarized as:**

- Consistent with Area 1, there is some concern with redistribution of traffic volumes to surrounding side streets.
- Concern with the removal of parking in along Cramer Street
- Acknowledgement the importance to improve cyclist safety.
- Consider greater buffers to bicycle lanes to protect from moving traffic and parked cars.
- Unsure how raised side street treatment will impact cyclists.
- Unsure how pinch points will address traffic calming. It is considered to create a competition between cyclists and cars.
- Suggestion to eliminate all parking along Cramer Street between Jessie and St Georges Road, with enhanced pedestrian and cycling infrastructure.
- On-street parking should cease in bicycle lanes and barriers should be raised instead of use of tactile pavement.
- The upgrades are trying to inconvenience car drivers.
- Unsure about demand for bicycle lanes along this section of Cramer Street.
- Increase canopy tree planting on Cramer Street with large canopy trees similar to western section of Murray Road from Elizabeth to Gilbert. Existing trees are exotic Pyrus trees and too small and too far apart to provide substantial shade for walkers east-west along Cramer in the morning and evening time.
- Prioritise tree planting in this area to increase canopy and overall amenity, reduce temperature variation and make it more pleasant for pedestrians and cyclists.
- Residents who live adjacent to the pedestrian crossing on Cramer St near the roundabout at Jessie St, have issues with the noise of the signals.
- Reduce speed limit to complement other measures (and consistent with the speed limit around the PW Primary School).
- Additional landscape pinch points at the entrance of the TAFE to further prioritise pedestrians and cyclists over vehicles at this priority point.
- Infrastructure and traffic calming measures that would make it difficult or less desirable for heavy vehicles to move through these streets would assist.
- Incentives for local residents to get rid of additional cars and use sustainable transport.
- Plan for sufficient bike parking in municipality to make cycling easier than driving.
- Widespread promotion of benefits of the project and impact on walking and cycling will further complement the public's use of their community spaces as intended.
- Accessibility for pedestrians, joggers, and cyclists make Darebin a great Council to live in.
- Bike lane along Cramer St between St Georges Road/Jessie St is worn out, narrow and dangerous with parked cars.
- Good plans, would like to see more protected bicycle lanes along all of Cramer St. Really love the Roundabout plan.
- Provide marked advance stop lanes for bicycles the intersection of St Georges Road.
- Introduce more permit parking for local residents.
- Seating should be included along the nature strips for amenity.
- Install fixed position cameras between Gilbert and Jessie St.
- Employ more crossing guards along St Georges Road and intersections for school children. Needed on Cramer St pedestrian crossing near Jessie St, corner of Cramer and St Georges and additional one on corner of St Georges and Murray.



**General feedback from community in relation to areas outside of the corridor:**

- If Cramer St becomes single vehicle lane at St Georges intersection, then can traffic signal time for east-west traffic be extended to a longer time to allow more cars to get through and allow vehicles to turn right onto St Georges Road.
- Extend the bike path or appropriate cycle route across St Georges Road and between St Georges Road and rail line.
- Infrastructure and traffic calming measures that would make it difficult or less desirable for heavy vehicles to move through these streets.
- Incentives for local residents to get rid of additional cars and use sustainable transport. Plan for sufficient bike parking in municipality.
- Question reliance on level crossing removal – what happens if this project doesn't proceed.
- Need pedestrian crossing over Gilbert at the top of Bruce to address passengers getting of tram.

**Jessie Street & Cramer Street Roundabout Hot Spot**

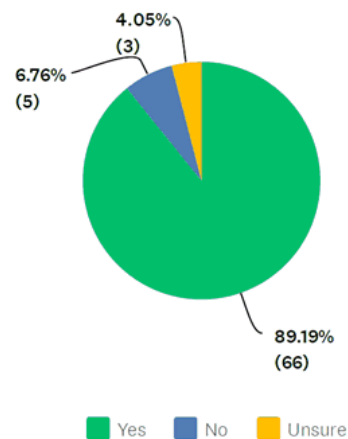
89% of respondents supported the proposed sketch concept for the Jessie Street Hot Spot.

**Responses in support of the Hot Spot can be summarized as:**

- General support for plan and streetscape improvements.
- Increased livability for community.
- Increased community, pedestrian and cycling safety.
- Support for separate bicycle lanes.
- Support for Cramer St/Jessie St roundabout improvements.

**Responses critical of the Hot Spot can be summarized as:**

- Concern with car parking in the area (particularly at TAFE).
- Single car treatment to east may result in traffic backing up into roundabout, stopping southbound traffic.
- Introduction of bicycle lane will reduce visibility for houses on the corners.
- Concern for knock-on impact for rat-running in other side streets.
- Won't impact on number of vehicles picking up children from nearby schools.



Jessie Street Hot Spot: Percentage of support



Jessie Street Hot Spot: Concept sketch

**Community recommendations and suggestions for the refinement of the hot spot include:**

- Topography should be taken into account – cars approach faster downhill from north and west.
- More buffer/separation needed from cars and bikes for Preston High School students and primary school students.
- Consider footpath paving treatments around the footpath side of the roundabout to integrate around the intersection to delineate pedestrian environment.
- Add signage to all areas indicating give way to pedestrians at all times for the roundabout crossing.
- Increase tree planting including large canopy trees, natives and indigenous, bee friendly flowers to improve shading, amenity and biodiversity.
- Consider noise sensitive detector at roundabout crossing to limit night time disturbance.
- Consider reducing speed limits to complement other measures (and consistent with the speed limit around the PW Primary School).
- Getting onto roundabout can be tricky due to hill when travelling westwards. After coming to a stop at roundabout, being able to take off from a flat spot would be easier.

## Public drop-in session

**Date:** Thursday 6th February 6-7pm

**Attendees:** 15

**Format:** informal table discussions for Area 1 and 2 (including corresponding hot spots)

## Area 2: Summary of feedback

Drop-in session attendees were generally supportive of the proposed improvements to Cramer Street. This included the new protected bike lanes and acknowledgment that beautiful, clean streets will attract more pedestrians. Several suggestions for the refinement of the framework include the provision of more seats at pause points to cater to the elderly and to ensure upgrades improve safety and cleanliness of the area.

The Hot Spot concept was highly supported, with participants acknowledging the need for improvements in this location due to high volumes of vehicle traffic and nearby destinations that are commonly accessed by walking (schools and parks). The provision of zebra crossings at all approaches and the off-road bike paths were supported. Concerns were initially raised regarding the use of pavement to distinguish pedestrian and cycle area on kerb. Through discussions it was acknowledged the pavement pattern alone can be adequate in separating movement modes. Landscaping to the kerb (at roundabout edges) was highly supported as a means to slow vehicles and improve amenity.

## Street Champions Workshop

**Date:** Thursday 6<sup>th</sup> February 7:30-8:30pm

**Attendees:** 4

**Format:** table discussion and sketching of ideas for the refinement of Areas.

### Area 2 and Hot Spot 2: Gilbert Road to Jessie Street

- Street champions were highly supportive of the proposed bike treatments in this area.
- There was support for the removal of parking along the south side of Cramer Street (between Jessie Street and St Georges Road) given Council had undertaken parking assessments which determined parking could be accommodated elsewhere.
- The protected bike lane east of Jessie Street was highly supported as a means of providing for the safe movement of younger or less confident cyclists.
- The Street Champion group were highly supportive of the proposed roundabout concept, providing opportunities for cyclists to travel through a shared arrangement around the intersection.
- This concept provides considerable benefit to young families, ensuring children can safely travel along Cramer Street, completely separated from vehicles.
- Suggestions for the improvement of the concept included opportunities for public art and additional landscaping that speaks to the multi-cultural character of the area.
- There is a need to provide wider footpaths to allow pram and wheelchair users to transit safely along the corridor. Council highlighted through discussion that footpath upgrades are part of a separate strategy and would be upgraded as part of the existing program.
- Additional trees for shade to footpaths was a key issue raised. There have been recent tree removals in the area which have significantly impacted on the shade to the public realm. Any opportunity to increase canopy cover along Cramer Street is highly supported.
- A key message from this workshop was to ensure the corridor improvements encourage people to stay in Preston and not just move through.
- The HW Zwar Reserve is identified as a highly popular public open space for the local community. While improvements to the reserve are out of scope with this project, opportunity exists to ensure improvements at the edges of the park are inviting and provide safe access for people of all ages and abilities.

## Area 2 Next Step Recommendations

### Jessie Street Hot Spot

- Ensure the concept design provides opportunity for public art or community art intervention at the park interface.
- Provide shade and additional landscaping around the proposed rest area.
- Indicate an area within the park at Cramer Street to be set aside for a larger bike parking area to accommodate for families who ride to the playground.
- Ensure there is signage at roundabout approaches to indicate the shared path arrangement to cyclists.

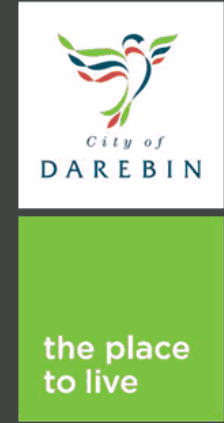


## General Recommendations

Other revisions to the Corridor Framework could include:

- Council to consider a long-term strategy to potentially deliver protected bike lanes between Gilbert Street and Jessie Street, as a continuation of the proposed protected bike lanes to the east of Jessie Street. This would involve the removal of parking to one side of the street, however, provide legible and consistent bike infrastructure for over 800m.
- In tandem with wayfinding signage at the intersection with St Georges Road, provide a bike storage box at the signals to prioritize cycle movement onto the St Georges Road trail.
- Opportunity to provide additional seating/rest node between Jessie and Gilbert Street. This could be located with an existing community use, such as the Mosque.

# STREETS for PEOPLE



## PRESTON ACTIVITY LINK (PRECINCT 1: PRESTON WEST)

June 2020

Prepared by Hansen Partnership, Trafficworks & Martyn Group  
for City of Darebin

## HOW TO USE THIS DOCUMENT

### Part A: Introduction & Process

This section describes the Project's intent and the Study Corridor. It describes the project's process and explains key drivers for Streets for People. It describes the vision, principles and ideas to achieve Streets for People, informed by the Preston community.

### Part B: Corridor Concept

Concept designs for Precinct 1- Preston West demonstrates how the vision can potentially be achieved.

Part B also includes concept designs for key priority locations to improve pedestrian and cyclist safety, as well as to contribute to the overall amenity of the public realm.

### Appendices

This section comprises additional information that support the Streets for People Project Development for Preston Activity Link Corridor.

Version	Draft	Final
Issue Date	05/02/2020	16/06/2020
Checked by	GR	GR

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## ABOUT THE PROJECT

The Streets for People project builds on Council’s adopted **Streets for People Feasibility Study** (Hansen Partnership, September 2018). It seeks to restore a balance in the role of streets between their functional modal requirements and their role in defining places and spaces for people.

In 2019, two corridors in Reservoir and Preston (Referred to in the Feasibility Report as Corridor 4- Northern Reservoir and Corridor 5- Preston Activity Link) have been identified for further work comprising the development of Concept Designs, to realise innovative, yet cost – effective Streets for People outcomes that are informed by the Community and Stakeholders. This report addresses the Preston Activity Link corridor, and a separate report is also being prepared for the Northern Reservoir corridor.

The 2018 Streets for People Feasibility Study project provides the foundation for future corridor concept designs based on the following key principles:

### Streets for People should:



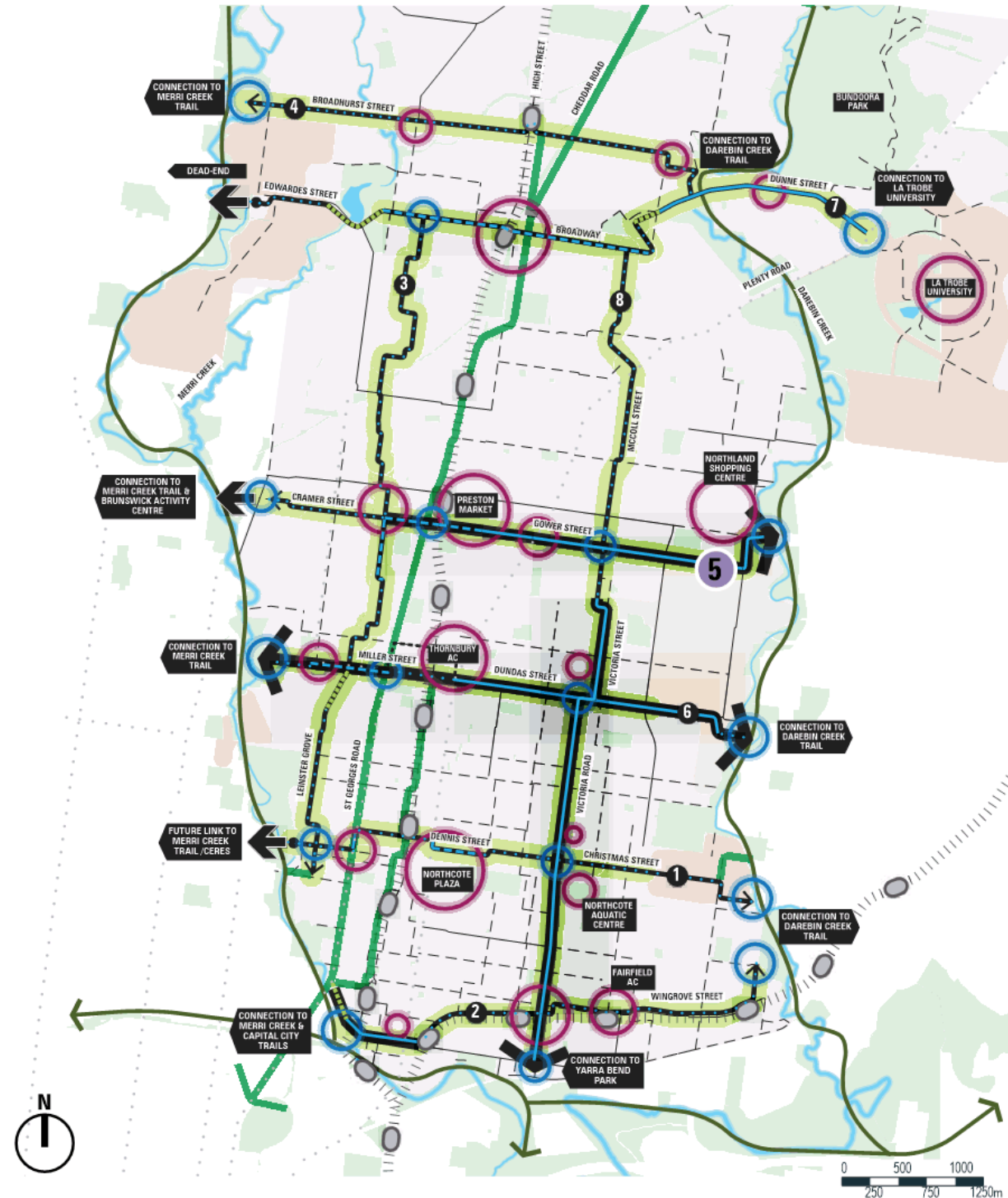
- **Prioritise People** as the main users of streets and that future street design should maximise opportunities to improve pedestrian safety and amenity.



- **Minimise conflict** between the varying modes of transport, with higher priority given to pedestrian and cyclists without compromising the functional role of streets and requirements to support adjacent existing and future uses.



- **Increase cycling confidence** along the corridors by providing high-quality cycling infrastructure that is well connected, easily navigated with varying degrees of separation and safety from moving traffic.



Overall Framework Concept Plan (City of Darebin Streets for People Feasibility Study, 2018)

- PRINCIPLE 01: PRIORITISE PEOPLE**
- Corridor Legibility**  
To improve the connectivity and sense of place along each corridor
  - Activity Node**  
To create distinctive places with high quality pedestrian and cycle infrastructure
  - Green Network**  
To reinforce network of open spaces and environmental corridors as a distinctive characteristic of Darebin
- PRINCIPLE 02: DESIGN TO MINIMISE CONFLICT**
- Public Transport**  
To support efficient public transport operations while improving pedestrian amenity around public transport nodes.
  - Role of Streets**  
To ensure street design is consistent with the designated role or function.
  - Employment Nodes**  
To acknowledge existing industry and employment nodes while managing improved pedestrian and cycle connections
  - Future Mixed Use Precinct**
- PRINCIPLE 03: INCREASE CYCLING CONFIDENCE**
- Protected Cycle Facility**  
To provide a physically marked and separated bike lane with a vertical barrier.
  - Dedicated Cycle Facility**  
To provide on-road lanes dedicated to cycling and excluding all motorised traffic with an appropriate painted buffer.
  - Shared Facility**  
To provide for continuous cycling facility along lower order local streets.
  - Off-Road Bike Path**  
To provide safe and convenient access between off-road bike paths and on-road facilities.
  - Environmental Links (Trails)**  
To provide safe and convenient connections to surrounding north-south trails
  - Designated shimmy route & bike corridors**  
To ensure new infrastructure connects with and complements Council’s designated Shimmy Routes.



STREETS FOR PEOPLE PROJECT | PRESTON ACTIVITY LINK | PART A: INTRODUCTION

# THE CORRIDOR

## Corridor 5: Preston Activity Link

An east-west aligned corridor extending from Darebin Creek to Elizabeth Street in Preston. This corridor has the highest level of activity and intersections with major roads including St Georges Road, High Street and Plenty Road. It is acknowledged that this route will need to integrate with a potential level crossing removal design in Preston Central. This route is being considered for designation as a primary transport cycling route as part of the State Government's Strategic Cycling Network. This corridor is divided into **three precincts**, defined as:

- **Preston West:** Cramer Street, between Elizabeth and St Georges Road.
- **Preston Central:** Cramer/Gower Street between St Georges Road and Plenty Road.
- **Preston East:** Gower Street, between Plenty Road and Darebin Creek.

The City of Darebin 'Streets for People' Feasibility Report (adopted, 2018) provides the starting point for the preparation of Concept Plans for the corridor (Part B of this report). It has identified the following opportunities for the Preston Corridor:



Corridor 5: Preston Activity Link - Precinct identification

## Preston Corridor Framework Concept (Extract from City of Darebin 'Streets for People' Feasibility Study, 2018)

PROPOSED STREETScape IMPROVEMENTS		
<b>2.8km PROTECTED</b>	<b>1.18km DEDICATED</b>	<b>0.43km SHARED</b>
<b>Shared/ Slow Point</b>	<b>Wayfinding</b>	<b>Street Greening</b>
<b>1</b>	<b>8</b>	<b>3.4 KM</b>
<b>Junction Upgrades</b>	<b>Traffic Calming</b>	<b>Vehicle Restriction</b>
<b>5</b>	<b>14</b>	<b>1</b>

**PRIORITISE PEOPLE**

- Activity node
- Key destination
- Shared zone/slow zone
- Wayfinding improvement
- Street greening opportunities
- Retain / Improve existing street planting

**MINIMISE CONFLICT**

- Junction improvement
- Traffic calming
- Traffic restriction
- Integrated station node
- Maintain efficient tram movement & improve stops

**INCREASE CYCLING CONFIDENCE**

- Protected cycle facility
- Dedicated cycle facility
- Shared vehicle & cycle facility

**LEGEND**

- Streets for People Corridor 5
- Other Streets for People Corridors
- Major roads
- Existing trail/off road
- Median shared user path
- Corridor intersection
- Key Site

**LAND USE**

- Commercial
- Residential (medium-high density)
- Residential (low-medium density)
- Institution
- Existing industrial (potential future medium-high density mixed use)
- Open space/reserve

**Corridor 5: Preston Corridor**

**1 To Deliver Council’s Plan 2017-2020: “A Greener, Bolder, More Connected City”**

- Goal 1.2 states that Council will “increase sustainable transport through safer streets for walking and cycling, and advocacy for public transport”
- Goal 1.3 states that Council will “expand and improve our network of open and green spaces, parks and natural environments to provide the lungs for our city and reduce the impacts of climate change”
- Goal 3.3 states that Council will “manage local roads, buildings and public spaces to make our city safer, cleaner and more attractive.”

**2 To Increase Road Safety for All Users**

- The Facts:**
- 14% of Darebin’s household do not have a vehicle, (compared to 9.4 – Melbourne)
  - More than 30% of urban spaces are taken up by streets
  - 57% of all car trips in Darebin are made by people living outside of Darebin
  - 44% of short trips to work in Darebin (<2km) are completed by car
  - 2.8km Average car trip distance for Darebin residents
- The Ambitions:**
- As more people walk and ride bikes there is a corresponding increase in the awareness of how to drive safely around people who are walking and cycling.
  - For Darebin residents in particular, improving non-car forms of transport will be beneficial for a larger proportion of our population and increase accessibility to daily needs.

Reference: ABS 2016 census

**3 To Reduce Carbon Emissions**

- The Facts:** 18% of Darebin’s carbon emissions derive from transport.
- The Ambitions:**
- Reduce the number of private vehicle kilometres travelled in Darebin by increasing the share of public transport use, walking and cycling.
  - Improve the walkability of our city, public transport nodes, interchanges and access to public transport services.
  - Create a cohesive and safe high-quality network of bicycle routes to key destinations including workplaces, schools, shops and services.

Reference: <https://www.climatecouncil.org.au/transport-emissions-and-climate-solutions>

**4 To Define the Character of a Place**

- The Ambitions:**
- The “Streets for People” program will facilitate a re-imagining of what a local street in metropolitan Melbourne can be for the community and its users.

**5 For Health Benefits**

- The Facts:** \$13.8 billion of total economic cost of physical inactivity is an addition to Australian Economy
- The Ambitions:**
- Encourage children to feel safer in the streets and to increase walking for complementary physical activity.
  - For adults, 30-minute walking a day can prolong life expectancy by up to 3 years.
  - By making our streets friendlier for pedestrians, more people can engage in safe walking activities.

Reference: Medibank Private (October 2008): The cost of physical inactivity

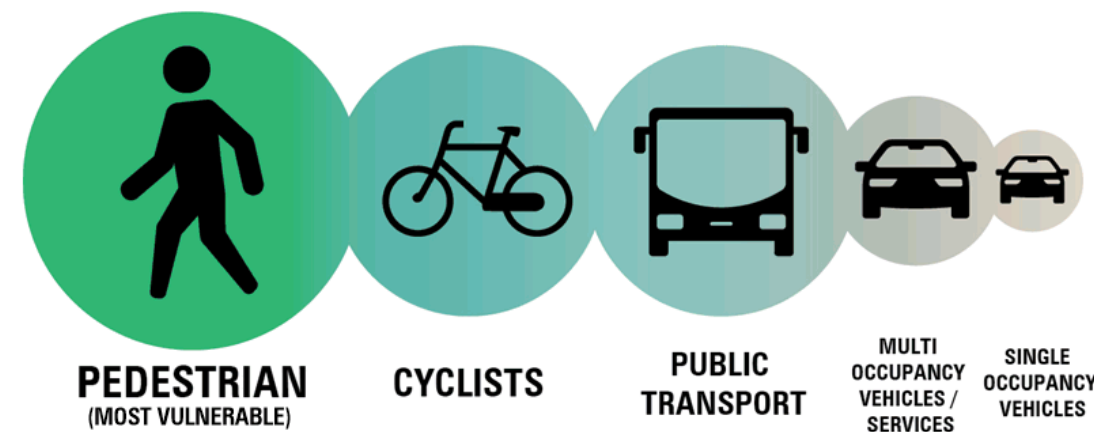


Diagram demonstrating ‘Streets for People’ modal hierarchy



STREETS FOR PEOPLE PROJECT | PRESTON ACTIVITY LINK | PART A: INTRODUCTION

## IMPLEMENTING STREETS FOR PEOPLE (KIT OF PARTS)

The following section provides a summary for each potential treatment to deliver Streets for People, including its application, benefits, considerations and an approximate cost range.

Potential treatments that could be adopted include:

**Cost Range**

\$ - <\$50,000

\$\$ - \$51,000 - \$100,000

\$\$\$ - >\$100,000

### TRAFFIC CALMING TREATMENTS

#### Raised side street treatment



\$\$

A raised side street treatment (with optional kerb outstands) is intended to reduce vehicle speeds on approach to intersections with collector roads. The treatment comprises a flat top road hump on the discontinuing leg of a T-intersection to slow vehicular traffic, as well as optional kerb outstands on the main road to separate on-street car parking. This treatment can be used with or without on-street bicycle lanes.

#### Raised pedestrian and cycle crossing



\$\$

A raised pedestrian and cycle crossing is intended to allocate prioritised crossing to both pedestrians and cyclists, and reduce vehicle speeds on approach. The treatment comprises kerb extensions to narrow the trafficable width to 5.5m, a zebra crossing to allocate pedestrian priority and a dedicated bike line, separated from the pedestrian area on a flat top road hump.

#### Pinch point with speed cushion



\$

A pinch point is intended to reduce vehicle speeds. The treatment comprises kerb extensions to narrow the trafficable width to 3.5m (one lane) and may also include a speed cushion to slow vehicular traffic and allow cyclists to transit uninterrupted.

#### Raised pedestrian crossing



\$\$

A raised pedestrian crossing is intended to allocate priority to crossing pedestrians and reduce vehicle speeds. The treatment comprises kerb extensions to narrow the trafficable width to 5.5m and a zebra crossing to allocate pedestrian priority on top of a flat top road hump to slow vehicular traffic.

#### Vehicle restriction for pocket park



A vehicle restriction is intended to improve pedestrian safety, redirect vehicle traffic and provide additional public open space. The treatment comprises a road closure to accommodate a seating, infill street trees and lighting, while enhancing wayfinding for cyclists to move along the corridor.

#### Raised table



\$\$

A raised table is used to reduce vehicle speeds along a corridor to improve safety for cyclists within a shared or dedicated bike lane arrangement. The tables comprise a flat top to minimise noise in residential areas. Where practical, kerb extensions can be provided to create a pinch point to further slow vehicle speeds and road width.

### JUNCTION TREATMENTS

#### Diamond-shaped roundabout



\$\$\$

A diamond-shape roundabout is a modified roundabout where the central island is of an irregular shape to increase deflection through the roundabout, slow vehicle speeds and increase cyclist safety. This treatment may also include narrow traffic lanes, bicycle sharrows, raised platforms and wayfinding signage on approaches.

#### Roundabouts with protected bicycle lanes



\$\$\$

A roundabout with protected bicycle lanes is intended to separate cyclists from vehicular traffic and allocated priority to pedestrians and cyclists at the intersection. This treatment includes raised pedestrian and cyclist crossings on each leg and separated off-road bicycle lanes surrounding the intersection.



**Cost Range**

\$ - < \$50,000

\$\$ - \$51,000 - \$100,000

\$\$\$ - > \$100,000

**CYCLE INFRASTRUCTURE**

**Shared vehicle and cycling**



\$

Shared roads accommodate vehicles and cyclists within the same road space at low speeds and integrated with traffic calming measures within the road reserve and to side streets. A sharrow symbol is painted onto the road surface to alert road users.

**Dedicated bike lane with buffer**



\$\$

Buffered cycle lanes are conventional bicycle lanes paired with a designated buffer space separating the bicycle lane from the adjacent motor vehicle travel lane and/or parking lane.

**Protected bike lane**



\$\$\$

Copenhagen-style cycle lanes position cycle lanes adjacent to the kerb paired with a designated buffer space separating the bicycle lane from the adjacent motor vehicle travel lane and/or parking lane.

They are also achieved by using a continuous, or near – continuous physical barrier (i.e. secondary kerb, cycle lane separator, or landscaping)

**AMENITY & IDENTITY**

**Bike Station**



Bike station provides the opportunity for cyclists to service their bikes along the streets for people corridor. Bike stations may generate some street-level activation, providing passive surveillance onto the public realm.

**Lighting Upgrade**



Street lighting offers an improved perception of safety within the public realm. Potential streetscape and open space improvements should consider alternative lighting options including up-lights, or feature lighting. Integrating lighting options with bollards, or key signages may also be considered to add visual interest to the streetscape.

**Wayfinding Node**



A cohesive and consistent wayfinding system should be encouraged along the Streets for People, clearly distinguishing each corridor from another.

Integrated lighting and wayfinding system will also assist in after-hours wayfinding along the streets for people corridor.

**Infill Street Tree Planting**



Street trees provide shading and street beautification, which are highly valued by the community. Monitoring the need for tree replacement and planting new trees will ensure this valued character is retained in the long term.

**Nature-strip Refresh**



Understorey planting, including community-organised nature strip landscaping is a great way to maximise landscaping and pedestrian amenity along the Streets for People.

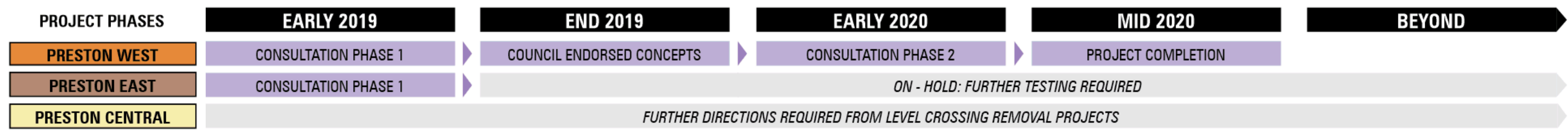


STREETS FOR PEOPLE PROJECT | PRESTON ACTIVITY LINK | PART A: INTRODUCTION

# PROJECT METHODOLOGY

The following section describes the process to deliver the Streets for People - Preston Activity Link project. A project phases summary is provided below to provide clarity on project timeline.

<b>1</b> <b>STEP 1: PLACE AUDIT (ISSUES + OPPORTUNITIES)</b> FEBRUARY 2019	<b>2</b> <b>STEP 2: VISION + IDEAS (ENGAGING WITH STREET USERS + STAKEHOLDERS)</b> MARCH 2019	<b>3</b> <b>STEP 3: DRAFT CONCEPTS FOR CORRIDOR &amp; PRIORITY AREAS</b> OCTOBER 2019	<b>4</b> <b>STEP 4: CONFIRMATION OF DRAFT CONCEPT (ENGAGING WITH STREET USERS + STAKEHOLDERS) - EARLY 2020</b>	<b>5</b> WE ARE HERE <b>STEP 5: FINALISE CONCEPTS</b> MID 2020
<p>The first step of the project process is to ground proof recommendations found in the 2018 Streets for People Feasibility Report to respond to Preston context, focusing on Preston East and Preston West precincts.</p> <p><i>Following available information from the Level Crossing Removal Project (by LXRP) and the Preston Market Masterplan Project (by VPA), Council will be in a position to commence with preparing Preston Central precinct Place Audit in early 2020.</i></p>	<p>This process involves engaging with street users and Stakeholders who live, work and visit the Study Corridor. Street users are key contributors in informing the Visions for Streets for People and how future interventions can improve their experience in the streets.</p> <p>In March 2019, Phase- 1 engagement with street users and Stakeholders was conducted via online surveys, public drop-in sessions, street champion workshops and stakeholder workshops for both Preston East and Preston West precincts.</p> <p>A detailed summary of the Preston East and Preston West Phase-1 Engagement Process is provided in Appendix B.</p> <p><i>Phase -1 Engagement Process for Preston Central precinct is scheduled for early 2020.</i></p>	<p>Draft Concept Plan for Preston West precinct were prepared based on feedback received from Phase-1 engagement with street users and Stakeholders regarding the vision for their streets and insights into how these streets are used and perceived. Street Champion group has also identified priority areas to improve cycling/ walking safety and amenity within the public realm.</p> <p>Technical testing of emerging concept designs for these priority areas was undertaken to ensure they could be achieved, whilst delivering street users' aspiration for their streets.</p> <p><i>Through identification of site constraints, community feedback more technical testing is required to implement "Streets for People" ambitions. Concept Plan preparation for Preston East has temporarily been put on hold until completion of technical assessment.</i></p> <p><i>Concept plan preparation for Preston Central precinct is scheduled to commence in 2020.</i></p>	<p><i>This process will include going back to street users and Stakeholders to inform them of the emerging concept designs for Preston West Precinct, following Council's endorsement of Preston West Precinct Draft Concepts (Stage 3).</i></p> <p><i>The Phase -2 Preston West engagement process is an opportunity to discuss the draft designs in greater detail and provide a better understanding of the Streets for People approach.</i></p> <p><i>The Phase -3 Preston West engagement is an opportunity to discuss changes to the location of the route and concept designs between James Street and Elizabeth Street with approximately 700 residents in the directly affected area.</i></p>	<p><i>Feedback received from street user and Stakeholder groups from Phase 2, and directly impacted residents from Phase 3 for the Preston West precinct was integrated into the Final Preston West Precinct Concept Designs and recommendations.</i></p>



STREETS FOR PEOPLE PROJECT | PRESTON ACTIVITY LINK | PART B: CORRIDOR CONCEPT FOR PRESTON WEST PRECINCT

## UNDERSTANDING THE CORRIDOR AND ITS USERS

### A bit about the Corridor (Cramer and Gower Streets)

The Preston Activity Link is an east-west aligned corridor extending between Darebin Creek in the east and Elizabeth Street, at the border with the City of Moreland (west). The corridor is made up of three precincts including:

- Precinct 1 (Preston West): Cramer Street between Elizabeth Street and St Georges Road (this report).
- Precinct 2 (Preston Central): Gower Street between St Georges Road and Plenty Road.
- Precinct 3 (Preston East): Gower Street between Plenty Road and Darebin Creek.

Cramer and Gower Streets play an important role as a movement conduit between neighbourhood and municipal destinations including Preston Market and activity centre, Darebin Civic Precinct, Northland Shopping Centre primary schools, public transport (tram, train and bus) and several key public open spaces.

To realise a more pedestrian-oriented streetscape outcome, Cramer and Gower Streets designs should include safe pedestrian environment, connected bike infrastructure and minimise rat-running, or through traffic. Cramer and Gower Streets are currently under consideration for potential designation as a primary transport cycling route as part of the State Government's Strategic Cycling Network (reference?)

A key challenge in designing for streetscape improvements is the varied streetscape profile along the length of Cramer and Gower Streets. These includes:

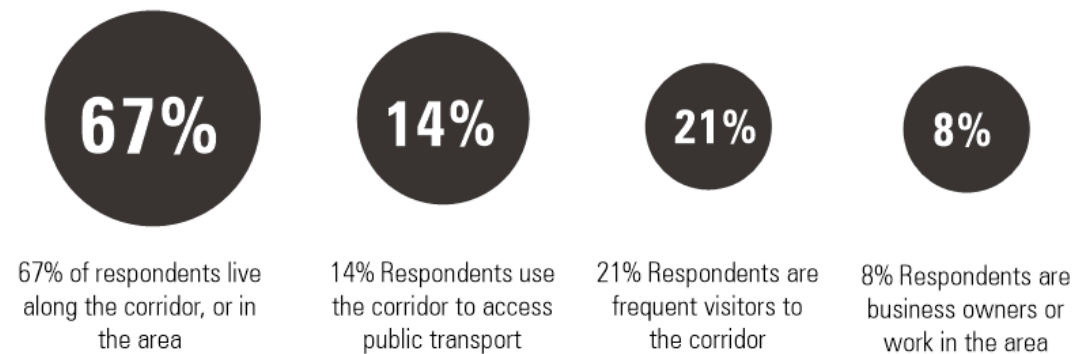
- Precinct 1- Preston West is generally characterised by unmarked carriageways and informal parallel parking with grassed nature strips and standard concrete footpaths on both sides of the road.
- Precinct 2- Preston Central within the Preston Activity Centre, the streetscape benefits from a central median (including landscape) with dedicated cycle lanes and no on-street car parking. The central median extends along Gower Street to Cooma Street including marked on-street car parking to both sides of the road. The remainder of the corridor comprises dedicated bike lanes and marked parallel parking.
- Precinct 3- Preston East is a dedicated cycle lanes and marked parallel parking to both sides of the road which are disconnected from the Darebin Creek trail.

Feedback received from Phase 1- Preston West and Preston East engagement is summarised as follows:

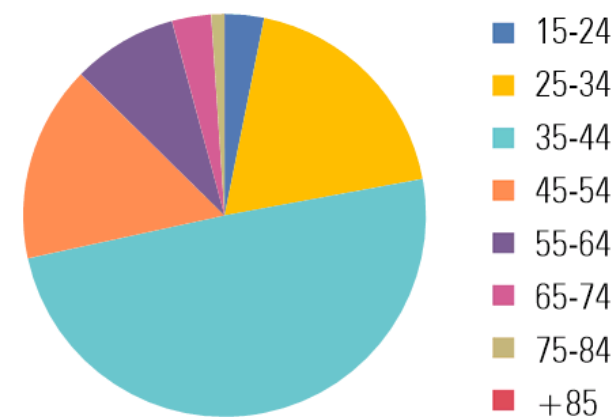
### WHO CONTRIBUTED TO SETTING THE VISION



### WHO USED THE CORRIDOR



### AGE GROUPS OF ONLINE SURVEY PARTICIPANTS





**Key issues**

- Concerns about 'rat- running' and vehicles traveling at high speed along the study corridors which poses safety issues for pedestrian, including children walking to schools.
- Concern about safety of less- confident cyclists where there is potential conflict with on street parking (dooring, or existing parked cars).
- Limited cycle infrastructure at and around existing train station, tram stops, or open space.
- Concern about safe crossings for cyclists at intersections.
- Limited connectivity and wayfinding to Darebin and Merri Creeks.
- Limited safe pedestrian crossings across Cramer Street and Gower Street.
- The eastern end of Gower Street (Preston East precinct) surrounding the industrial estate and TW Blake Park was considered unsafe or uninviting due to the lack of people or interactive uses.
- Flooding issues were identified surrounding Patterson Street and Plenty Road (Preston East Precinct).
- Many participants identified Gower Street (between High Street and St Georges Road) as being difficult and unsafe for cyclists to access the north-south pipe trail.

**Valued attributes for Preston corridor**

**Preston East**

- Connections to shops (including Northland) and public transport
- Cultural diversity and sense of neighbourhood
- Its quietness
- The presence of street trees and parks
- Sense of openness

**Preston West**

- Cultural diversity and sense of neighbourhood
- The presence of street trees and parks
- Its quietness
- Connections to the Melbourne Polytechnic (Preston), school, shops and public transport
- Sense of openness

*"Streets for People should be safe and inviting for people"*



*"Streets for People should slow traffic down"*



*"Streets for People should allow families to cycle together and be more child-friendly"*

*"Streets for People should provide more canopy trees and native vegetation"*



*"Streets for People should provide clearly marked bike lanes and bike racks"*

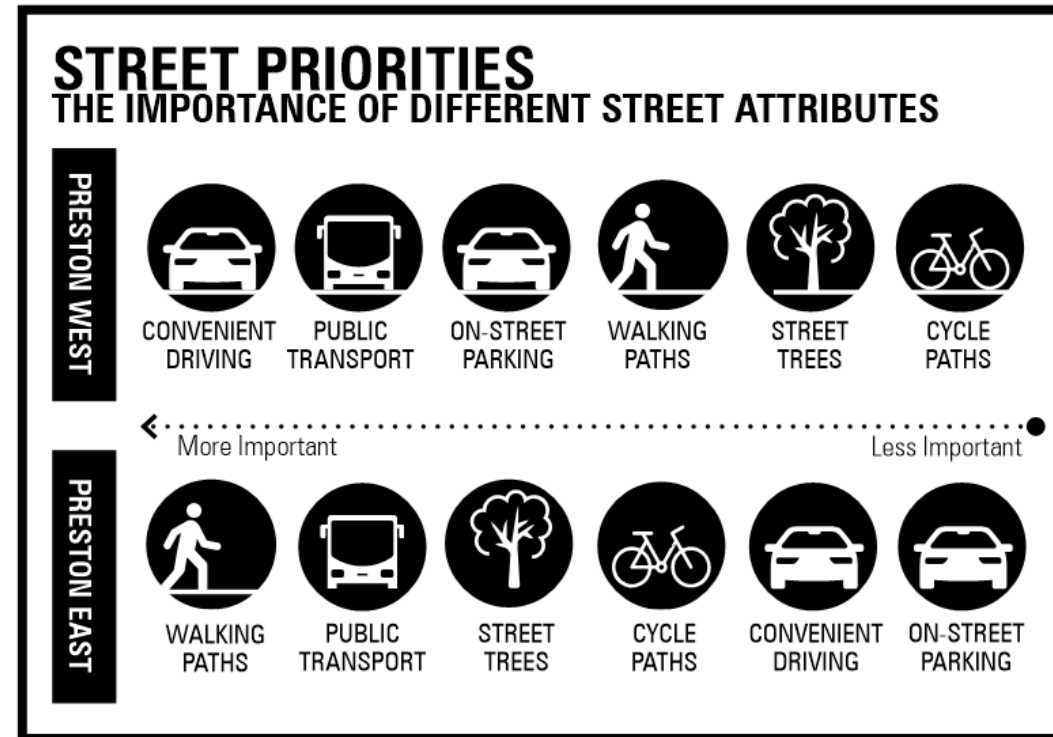
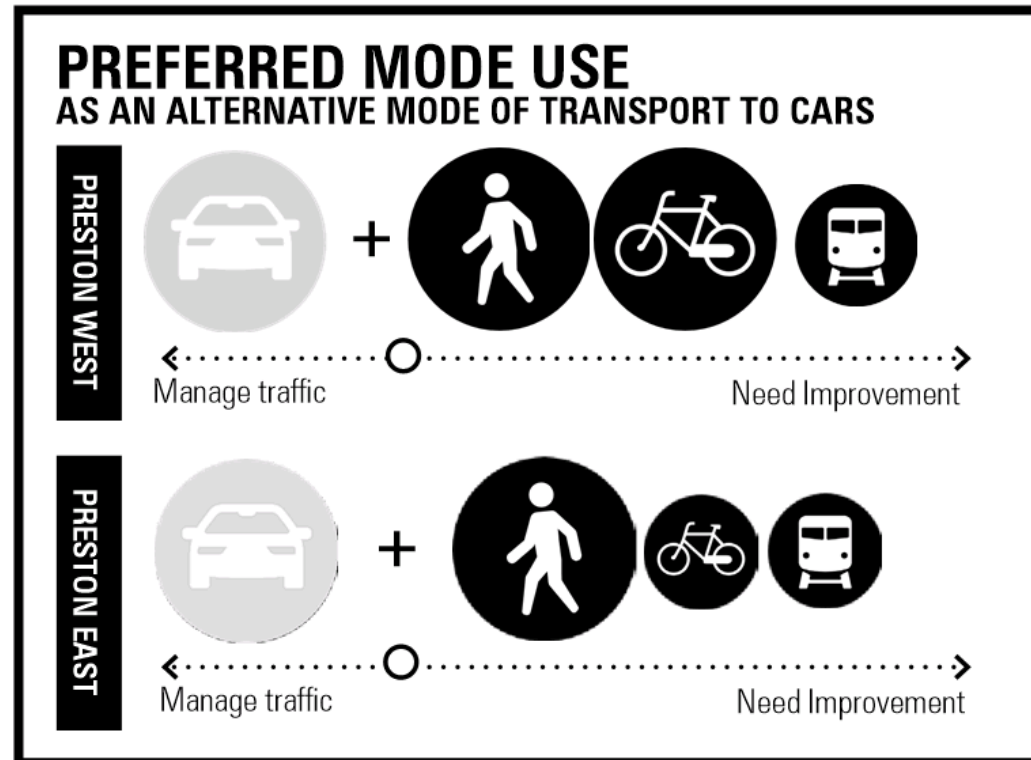




STREETS FOR PEOPLE PROJECT | PRESTON ACTIVITY LINK | PART B: CORRIDOR CONCEPT FOR PRESTON WEST PRECINCT

### WHAT WE HEARD FROM THE COMMUNITY

The following infographics provides a high level summary of the feedback received during the Phase-1: Preston East and Preston West community engagement process in March 2019. This information will be used to guide the concept designs and recommendations for future streetscape improvements along the Preston Corridor.



## VISION FOR THE CORRIDOR

In understanding community and stakeholder aspirations for the future of their streets, the following Vision has been tailored for the Preston Activity Link (all precincts):

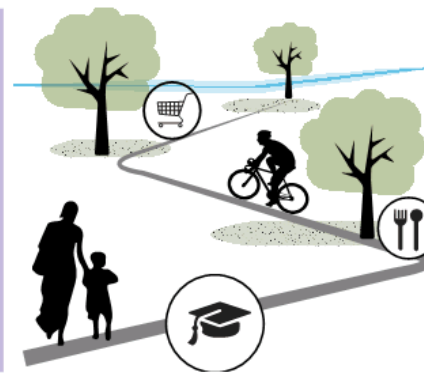
*“The Preston Activity Link Streets for People Corridor will prioritise sustainable transport that provides a seamless, safe and inviting pedestrian and cyclists connection to Preston Market, Darebin Civic Precinct, schools and parks.”*

## CORRIDOR AMBITIONS

The following corridor ambitions have been tailored for the Preston Activity Link Streets for People corridor (all precincts). These corridor ambitions have been informed by feedback received during Phase-1 Preston West & Preston East community and stakeholder engagement processes. These corridor ambitions will inform future concept designs.

Importantly, they do not seek to contradict, or duplicate recommendations and key principles found in the 2018 Feasibility Study but build upon a ‘place and community-specific’ response that distinguishes Preston Activity Link corridor. Concept Design for Preston Activity Link Streets for People will be underpinned by the following ambitions:

*To provide alternative mode of transports for the local community and visitors accessing key destinations along the corridor, reduce carbon emissions coming from motor vehicles.*



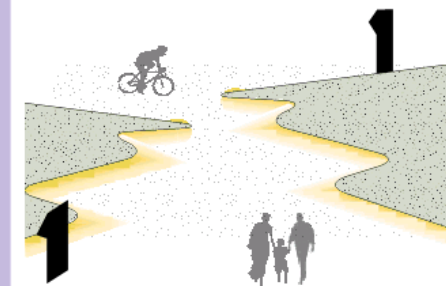
*To maximise street greening opportunity that reflect the local identity of Preston and create an inviting walking and cycling street environments.*



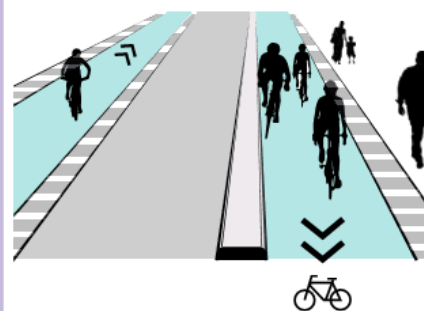
*To make it safer for pedestrian to cross the streets to access key destinations such as parks, schools, public transport and shops.*



*To improve wayfinding along the corridor by installing signage, public art, and lighting at strategic locations, guiding pedestrians and cyclists to key destinations.*



*To provide seamless cycling infrastructure to instil greater cycling confidence, improved safety and.*



*To modify the street by allocating more space for walking and cycling, reduce vehicle speeds and rat-running*



PART **B**

STREETS for  
PEOPLE



# PRECINCT 1: PRESTON WEST





## CORRIDOR CONCEPT FOR PRESTON WEST

The conditions along Cramer Street (between Elizabeth Street and St Georges Road) is somewhat varied. This is influenced by existing land use (residential, or institutional), road width and presence of street trees.

Importantly, Cramer Street is intersected by a number of key movement corridors and seamless connections to other bike/ public transport routes should be promoted. These includes:

- Bus network (route 527) along Elizabeth Street and connection to Merri Creek trail further west.
- Tram network (route 11) along Gilbert Road.
- Streets for People Corridor (Corridor 3- The Great Western Shimmy) along Jessie Street.
- St Georges Road pipe trail.

For the purpose of this project, the Preston West Corridor has been broken into **2 Areas** including an overarching concept plan for each. These are defined as:

**Area 1:** Raymond Street and Cramer Street (between Elizabeth Street and Gilbert Road)

**Area 2:** Cramer Street (between Gilbert Street and St Georges Road)

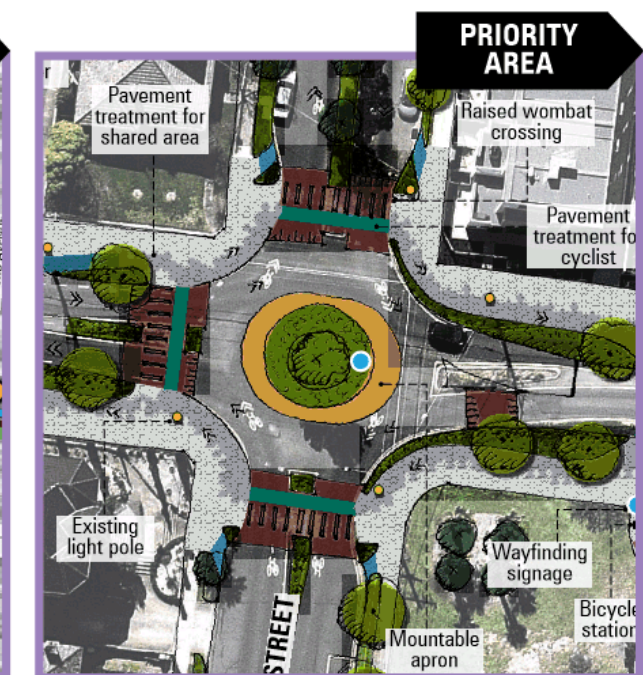
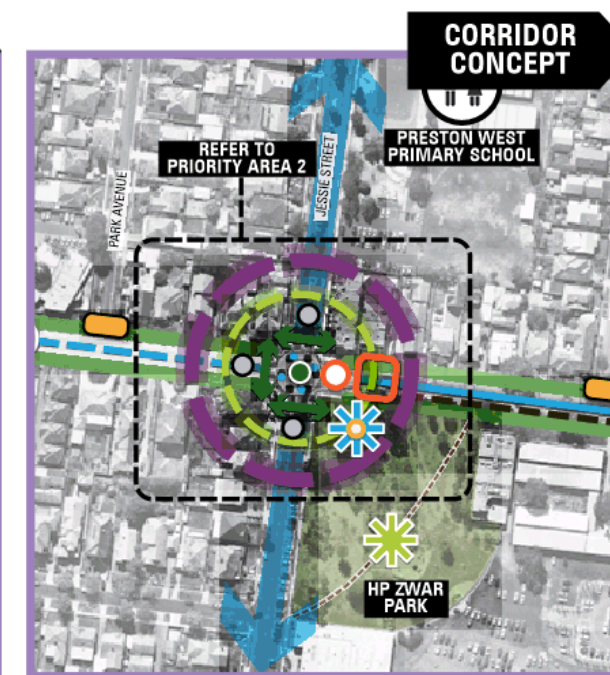
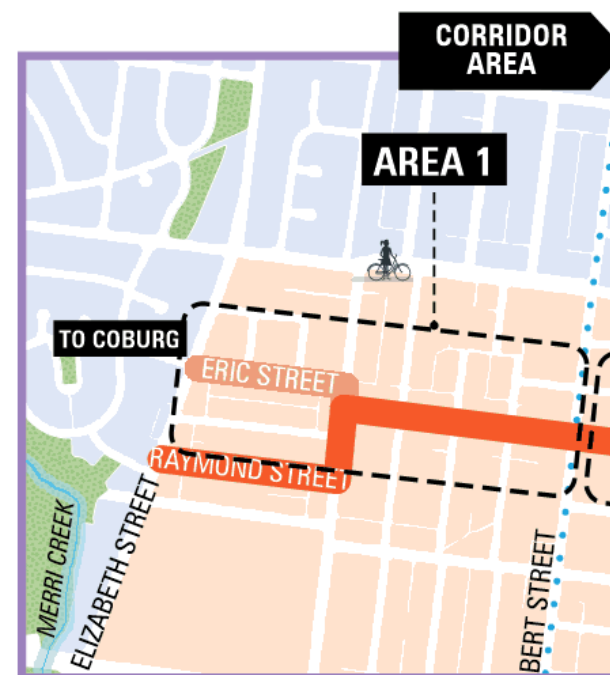
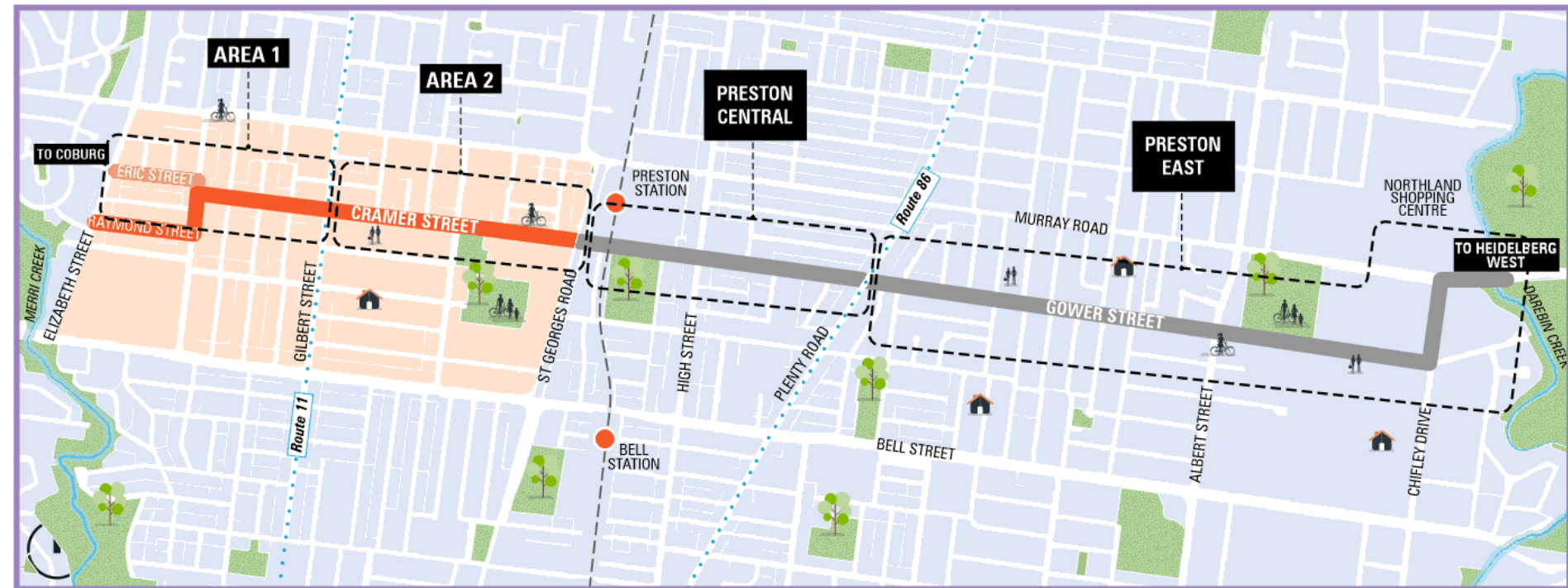
### Demonstration Project of Priority Area

In addition to the Corridor Concepts, two key areas have been selected with the Street Champion group as priority areas, where implementation for Streets for People is encouraged. The sites were studied in detail to identify opportunities for streetscape management befitting the Streets for People ideology. An indicative sketch concept is prepared for each priority area, demonstrating how design recommendations and suggestions can potentially be achieved.

#### The 2 Priority Areas identified for Preston West.

- Priority area 01: James Street (between Raymond Street and Cramer Street)
- Priority area 02: Jessie Street and Cramer Street intersection

### Preston West Study Corridor & Areas





1

Area 1: Raymond Street and Cramer Street (between Elizabeth Street and Gilbert Road)

Streets/ Locations	Recommended Treatments	Objectives
Raymond Street and Elizabeth Street	Potential new pedestrian/ cycle crossing	Council to investigate opportunity for new crossing for improved pedestrians and cyclist connections across Elizabeth Street towards Merri Creek, including wayfinding and lighting improvement.
Along Raymond Street	Shared vehicle and cycling street	Encourage cyclists to use Raymond Street by formalising it as a shared road with 'sharrow' symbols to assist with wayfinding.
Along Eric Street	Bike-friendly pinch point with potential for landscaping, including raised table	To discourage traffic rat-running along Eric Street by slowing down traffic, reducing the perception of a wide road and provide additional landscaping.
Along James Street - Refer to Priority Area 1	Vehicle restriction at James Street for a new pocket park	To reduce traffic rat-running along James Street and provide additional public open space comprising seating areas, wayfinding signage, lighting and bike facilities within the western end of the corridor.
	Bike-friendly pinch point with potential for landscaping, including raised table	To discourage traffic rat-running along James Street by slowing down traffic, reducing the perception of a wide road and provide additional landscaping.
Along Cramer Street: between James Street and Gilbert Road	Shared vehicle and cycling, or 'sharrow'	To encourage cyclists to use Cramer Street as a cycling route by formalising it as a shared road with 'sharrow' symbols to assist with wayfinding.
	Bike-friendly pinch point with potential for landscaping, including raised table (x4)	To discourage traffic rat-running along Cramer Street by slowing down traffic, reducing the perception of a wide road and provide additional landscaping.
Cramer Street and Grandview Street	Raised side street treatment	To discourage traffic rat-running into Cramer Street by slowing down vehicles and improving pedestrian safety/access across Grandview Street.
Cramer Street and Grange Street	Raised side street treatment	To discourage traffic rat-running into Cramer Street by slowing down vehicles and improving pedestrian safety/access across Grange Street.
Cramer Street and Belmont Street	Raised side street treatment	To discourage traffic rat-running into Cramer Street by slowing down vehicles and improving pedestrian safety/access across Belmont Street.
Cramer Street and Gilbert Road	Lighting upgrade	To provide improved visibility around tram stops.
Entire Precinct	Community-driven nature strip planting	Council to further encourage community-driven nature strip planting, supporting native and drought tolerant species.
	Infill street tree planting	Nature strip to increase shade and street beautification.

Concept Plan for Preston West (Area 1)



CYCLE INFRASTRUCTURE	PEDESTRIAN & VEHICLE IMPROVEMENTS	STREET GREENING & IDENTITY	EXISTING CONDITIONS
<ul style="list-style-type: none"> <li>Shared cycle &amp; vehicle/ Sharrow symbol on road</li> <li>Bike station/ seating node</li> <li>Bike box at intersection</li> </ul>	<ul style="list-style-type: none"> <li>Raised side street treatment</li> <li>Bike-friendly pinch-point with potential for landscaping, including raised table</li> <li>Vehicle restriction for parklet</li> <li>Investigate opportunity for future pedestrian/cycle crossing</li> </ul>	<ul style="list-style-type: none"> <li>Additional street trees / nature strip refresh</li> <li>Wayfinding signage</li> <li>Lighting upgrade / accent lighting</li> </ul>	<ul style="list-style-type: none"> <li>Tram route / tram stop</li> <li>Bus route / bus stop</li> <li>Existing signalised intersection</li> <li>Residential area</li> </ul>



Nature strip refreshment including native and drought tolerant species



Support safe pedestrian crossing at intersections



Vehicle restriction to prioritise pedestrian and cyclist movement associated to new open space

Bike lane treatment along the corridor

Hansen Partnership Pty Ltd



1

Area 1: Raymond Street and Cramer Street (between Elizabeth Street and Gilbert Road)

Priority Area 01: James Street (between Raymond Street and Cramer Street)

James Street (between Raymond and Cramer Street) priority area is intended to prioritise pedestrian/cycle movement and amenity at the top end of steeply sloped Eric Street. Wayfinding and prioritisation of pedestrian and cycle movement as Streets for People is possible by preventing through car traffic and limiting rat-running through residential streets.

The indicative sketch identifies key strategies for future improvements at this location, including (refer to indicative sketch idea):

Strategies

1. Implement a pocket park at James Street (between Raymond & Cramer Streets) by extending the kerb and restricting through vehicle traffic.
2. Allow cycle access through the pocket park as a safe and inviting transition between Raymond and Cramer Streets.
3. Improve space legibility by transitional pavement treatments (hard paving, permeable paving and cycle). The surface of the pocket park will be designed to delineate pedestrian and cycle movement while providing opportunities for permeable paving to reduce stormwater runoff and maintain new landscape planting.
4. Maintain existing footpaths on both sides of the pocket park.
5. Retaining safe access to existing private vehicle crossovers at the north and south.
6. Accommodate informal seating areas, a bike station and low-level lighting to provide a rest area for cyclists and pedestrian.
7. Implement new canopy tree and native drought-tolerant understorey planting to reduce the urban heat island effect and provide landscape screening to adjacent residential properties.
8. Opportunity for a potential rain garden.
9. Wayfinding opportunities through coloured native planting in combination with directional signage at the pocket park entrance.
10. Beyond the pocket park to the north and south, implement painted pattern on road reserve to demarcate 'slow zone' for approaching traffic. It will also assist with wayfinding for cyclists and pedestrian.
11. Implement a landscape buffer between existing vehicle crossovers and pocket park entries for improved safety.
12. To the north of James Street, implement landscape pinch point with speed cushion to reduce traffic rat-running, reduce vehicle speeds and increase driver awareness on approach to Cramer Street.

Indicative Sketch Ideas



Artist's impression of James Street new pocket park



Existing conditions



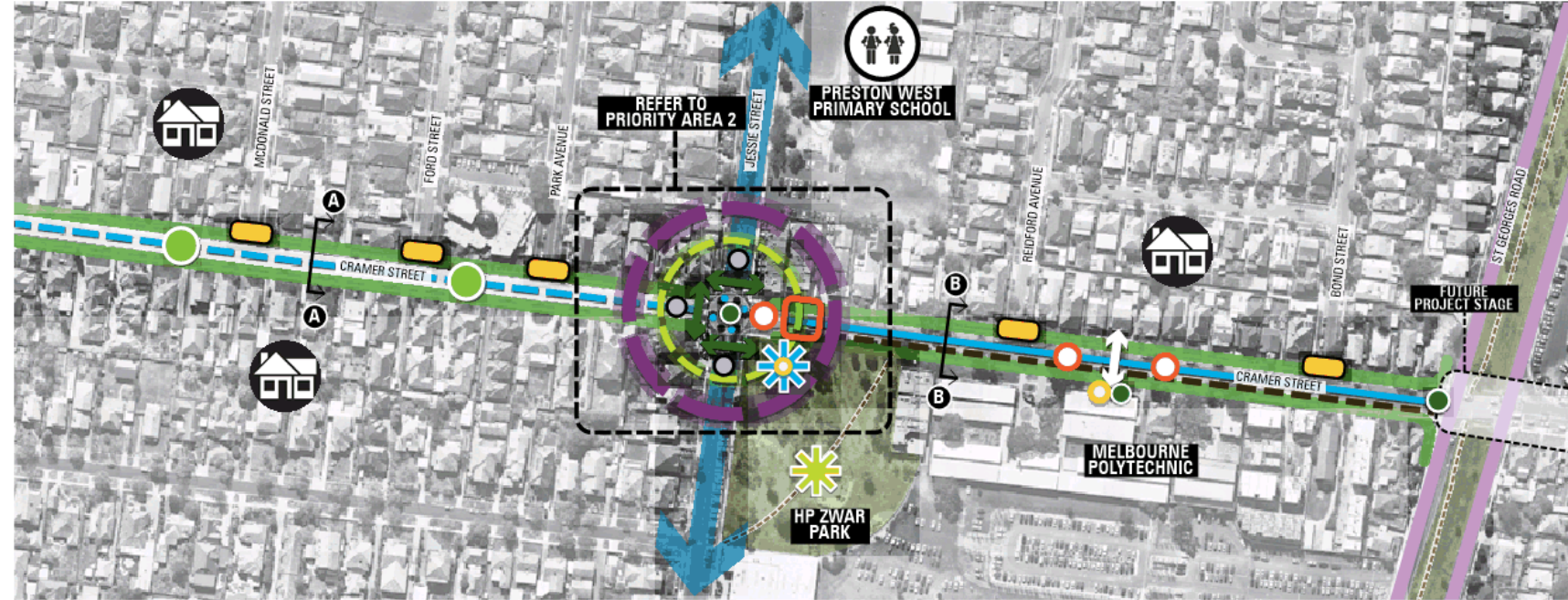
2

Area 2: Cramer Street (between Gilbert Road and St Georges Road)

Concept Plan for Preston West (Area 2)

Streets/ Locations	Recommended Treatments	Objectives
Along Cramer Street: between Gilbert Road to Jessie Street	Dedicated bike lanes with buffer & tactile pavement marking.	To create dedicated cycle lanes on both sides of Cramer Street to encourage cycling along Cramer Street. The cycle lane will be separated from moving traffic by line marking buffer with tactile pavement marking to raise driver awareness when encroaching into cycle lane. Refer to Section AA on page 18.
	Bike-friendly pinch point with potential for landscaping, including speed cushion (x2)	To discourage traffic rat-running along Cramer Street by slowing down traffic, reducing the perception of a wide road and provide additional landscaping.
Cramer Street and McDonald Street	Raised side street treatment	To discourage traffic rat-running into Cramer Street by slowing down traffic and improving pedestrian safety/ access across McDonald Street.
Cramer Street and Ford Street	Raised side street treatment	To discourage traffic rat-running into Cramer Street by slowing down traffic and improving pedestrian safety/ access across Ford Street.
Cramer Street and Park Avenue	Raised side street treatment	To discourage traffic rat-running into Cramer Street by slowing down traffic and improving pedestrian safety/ access across Park Avenue.
Cramer Street and Jessie Street - Refer to priority area 2	Round-about reconfiguration	To improve driver awareness and slow vehicle speeds at Cramer and Jessie Streets intersection and reduce the perception of a car-dominated junction.
	Raised pedestrian and cycle crossing on northern, western and southern legs.	To improve pedestrian and cycle safety and wayfinding at Cramer and Jessie Streets intersection, in response to its proximity to schools, institutions and open space.
	Dedicated cycle crossing & Raised table on the eastern leg	To facilitate safe cycle crossing adjacent to existing signalled pedestrian crossing. To reduce vehicle speeds entering the roundabout by implementing a raised table on eastern approach.
	Speed cushions on the southern and western legs	To reduce vehicle speeds entering the roundabout by implementing a raised table on eastern approach.
	Off-road shared cycle and pedestrian 'zone'	To provide optional off-road cycle connections between cycle crossings for less confident cyclists.
Along Cramer Street: between Jessie Street to St Georges Road	A 'pause point' at the entry of HP Zwar Park	To create a resting area for pedestrian and cyclists, including seating node, bike station and wayfinding surrounded by landscape of the HP Zwar Park.
	Dedicated bike lane with buffer & tactile pavement marking on the north side.	To accommodate protected bike lanes to encourage cycling along Cramer Street.
	Relocation of on-street parking for protected bike lane (off-road) on the south side only.	To retain existing vegetation and create opportunity for new street landscaping. Refer to Cross Section BB on page 19.
	Pedestrian crossing & speed cushions on approach	To improve pedestrian safety and slow down approaching vehicle at a mid-block location and in close proximity to Melbourne Polytechnic campus entry.

Bike lane treatment along the corridor



<p><b>CYCLE INFRASTRUCTURE</b></p> <ul style="list-style-type: none"> <li>Shared cycle &amp; vehicle/ Sharrow symbol in roundabout</li> <li>Dedicated bike lanes with buffer / centre line removal</li> <li>Protected bike lanes</li> <li>Relocate car parking on south side of street</li> <li>Bike station/ seating node</li> </ul>	<p><b>PEDESTRIAN &amp; VEHICLE IMPROVEMENTS</b></p> <ul style="list-style-type: none"> <li>Raised side street treatment</li> <li>Round-about reconfiguration</li> <li>Crossing point with kerb outstand</li> <li>Raised pedestrian/cycle crossing</li> <li>Speed cushion</li> <li>Raised table</li> <li>Signalised pedestrian &amp; cycle crossing</li> <li>Bike-friendly pinch-point with potential for landscaping</li> </ul>	<p><b>STREET GREENING &amp; IDENTITY</b></p> <ul style="list-style-type: none"> <li>Additional street trees / nature strip refresh</li> <li>Wayfinding signage</li> <li>Street greening opportunity</li> <li>Lighting upgrade / accent lighting</li> </ul>	<p><b>EXISTING CONDITIONS</b></p> <ul style="list-style-type: none"> <li>Bus route / bus stop</li> <li>Existing playground</li> <li>Public open space</li> <li>Streets for People Corridor 3</li> <li>Off-road trail</li> <li>Street cross section</li> </ul>
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Streets/ Locations	Recommended Treatments	Objectives
Cramer Street and Reidford Avenue	Raised side street treatment	To discourage traffic rat-running into Cramer Street by slowing down traffic and improving pedestrian safety/ access.
	Pedestrian crossing with raised tables on approaches.	To improve pedestrian safety and reduce vehicle speeds on approach to allow improved connection to Melbourne Polytechnic.
	Lighting upgrade and wayfinding signage in the southern side	To provide visibility and wayfinding at Melbourne Polytechnic pedestrian entry.
Cramer Street and Bond Street	Raised side street treatment	To discourage traffic rat-running into Cramer Street by slowing down traffic and improving pedestrian safety/ access across Bond Street.
Entire Precinct	Community-driven nature strip planting	Council to further encourage community-driven nature strip planting, supporting native and drought tolerant species.
	Infill street tree planting	Nature strip to increase shade and street beautification



Improve pedestrian and cycle safety when crossing the roundabout



Landscaped pinch point including native species along the streetscape

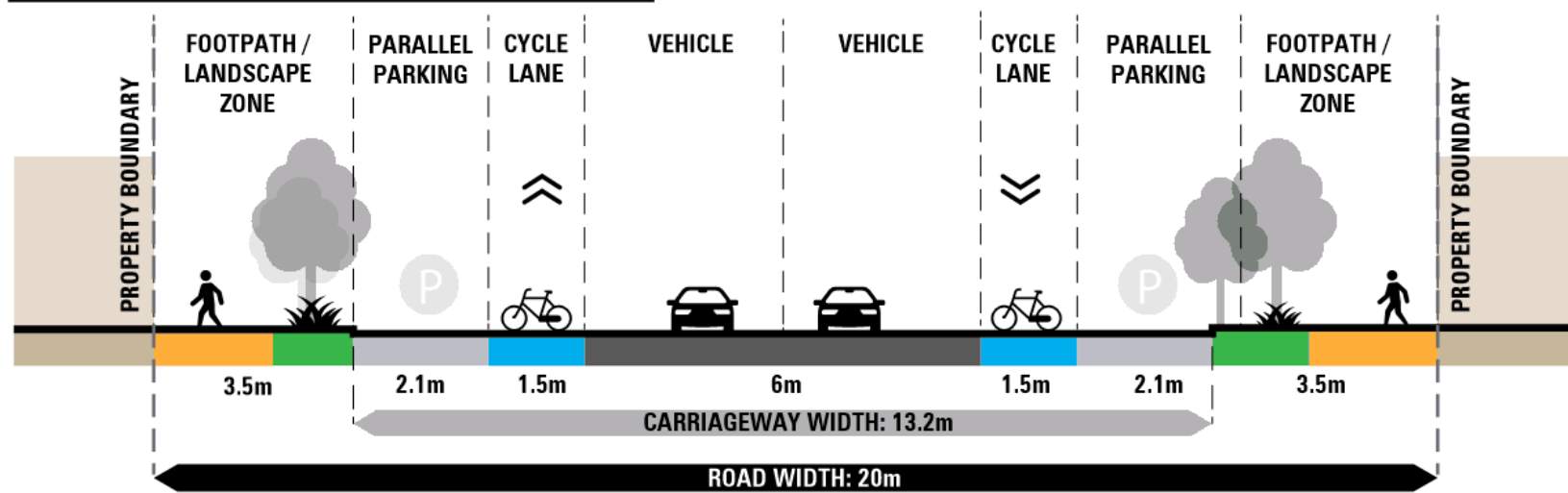


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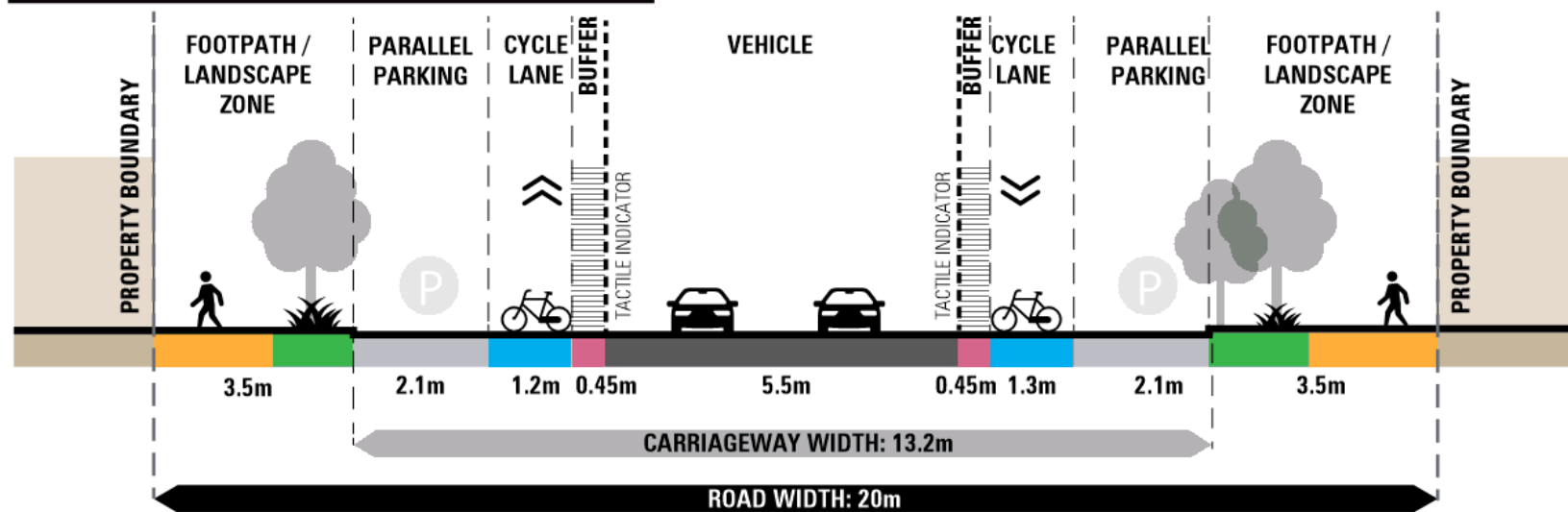
Area 2: Cramer Street (between Gilbert Road and St Georges Road)

Street Cross-Sections AA

EXISTING: Cramer Street - Gilbert Road to Jessie Street



PROPOSED: Cramer Street - Gilbert Road to Jessie Street



Existing conditions: Typical residential streetscape comprising 2-way vehicle movement, unmarked parallel parking, grassed nature strips and footpaths to both sides of the street.

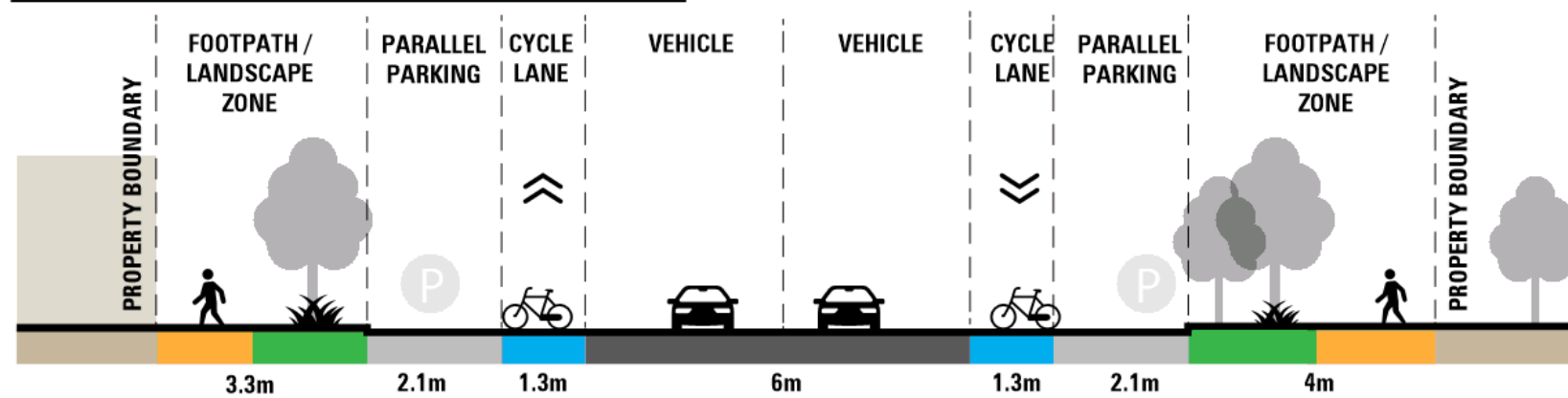


Example of dedicated cycle lane with buffer & tactile pavement marking to raise driver awareness along Queensberry Street, Melbourne.

## 2 Area 2: Cramer Street (between Gilbert Road and St Georges Road)

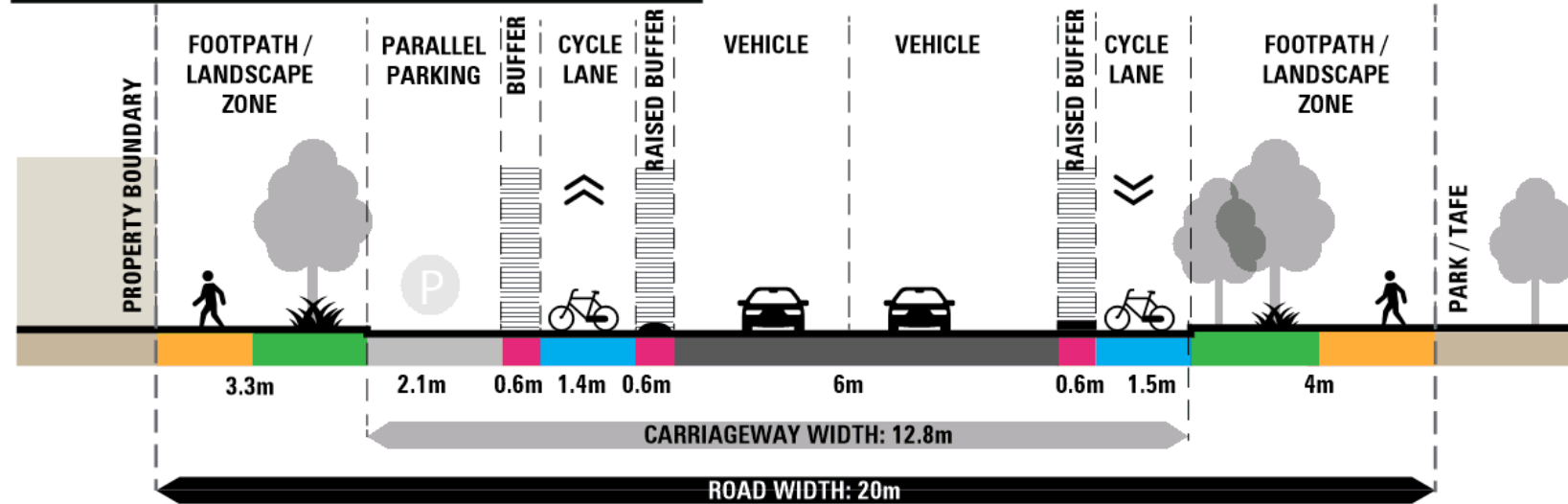
### Street Cross-Sections BB

EXISTING: Cramer Street - Jessie Street to St Georges Road



Existing conditions: 2-way vehicle movement, dedicated bike lane (no buffer) marked parallel parking, grassed nature strips and footpaths to both sides of the street.

PROPOSED: Cramer Street - Jessie Street to St Georges Road



Example of protected cycle lane with raised kerb to improve cycling confidence along La Trobe Street, Melbourne.



2

Area 2: Cramer Street (between Gilbert Road and St Georges Road)

Priority Area 02: Cramer Street and Jessie Street intersection

The Cramer and Jessie Street roundabout has been identified as a priority Streets for People area intended to improve pedestrian/cycle safety crossing the road as well as mitigate vehicle rat-running through residential streets at the junction of 2 Streets for People corridors. The indicative sketch plan identifies key strategies for future improvements to this area including:

Strategies

1. Raise driver's awareness and reduce vehicle speeds entering and exiting the round-about by reconfiguring turning circles and installation of mountable aprons.
2. Improve pedestrian and cyclist safety crossing Cramer and Jessie Streets by installing raised pedestrian and cycle crossings on northern, western and southern approaches.
3. Implement speed cushions before raised crossings on northern, western and southern sides to reduce vehicle speed on approach to the junction.
4. Reduce vehicle speeds on the eastern approach to the roundabout through the implementation of a raised table.
5. Implement dedicated bike lane on both sides of Cramer Street.

6. Retain the existing signalised pedestrian crossing to the east of the roundabout and implement a dedicated cycle crossing lane to the west of the pedestrian lane.
7. Implement cycle ramps onto kerb at all roundabout approaches to allow protected (off - road) cycle movement through intersection.
8. Roundabout edges to be designated as shared pedestrian and cycle zones comprising special paved patterns to informally delineate movement of each mode to reduce pedestrian/cycle conflict and provide an alternative option for less confident cyclists.
9. Implement low level, drought tolerant landscape planting to the edge of the paved areas to reduce extent of paving and provide improved amenity.
10. Install wayfinding signage at/around round-about to provide direction for cyclists at the junction of 2 corridors.
11. Add a new bike station (including bike rack, pump, water fountain and lighting) at HP Zwar Park entrance.
12. Ensure safe vehicle access is retained.



Artist's impression of Cramer Street and Jessie Street intersection



Existing Conditions



# STREETS for PEOPLE



**APPENDIX B:** ←  
**COMMUNITY ENGAGEMENT SUMMARY:**  
**PRESTON ACTIVITY LINK**



# STREETS for PEOPLE

## CONSULTATION SUMMARY: PHASE 1

Prepared by Hansen Partnership  
for City of Darebin

April 2018



# Introduction

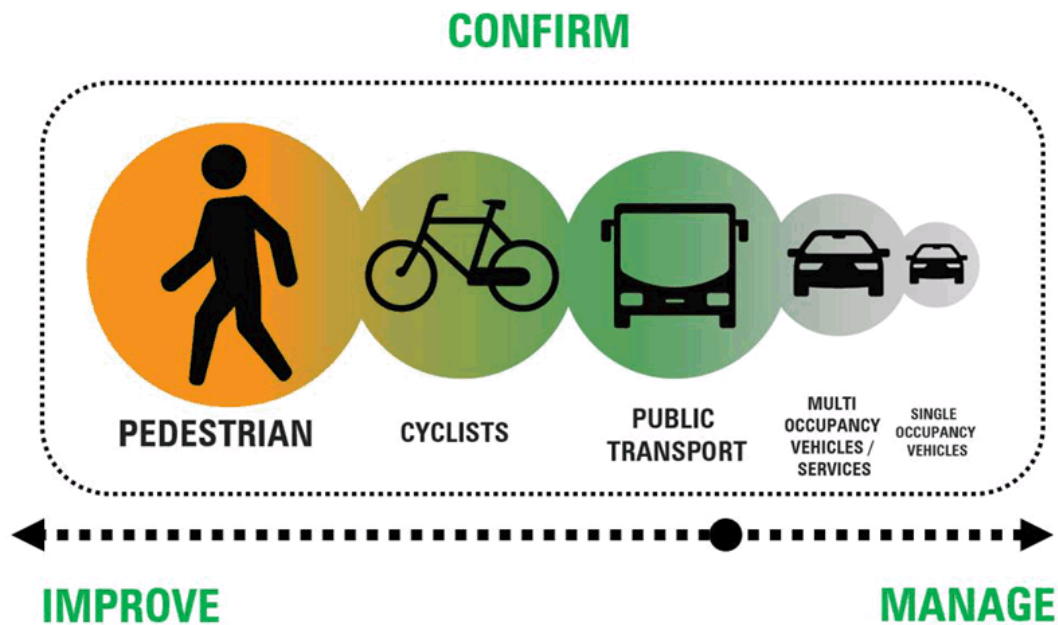
## About the Project

The Streets for People project builds on a significant body of work prepared in the earlier Feasibility Study in 2018, which sought to restore a balance in the role of streets between their functional modal requirements and their role in defining places and spaces for people.

Out of the 8 corridors that formed part of the Feasibility Study, this project seeks to further **develop 2 designated corridors in Reservoir North and Preston (Corridor 4 and Corridor 5)** into Concept Designs, to deliver the ambitions of the evolving Framework Concept Plans in an innovative yet cost-effective manner.

The Streets for People project is influenced by the following Guiding Principles:

- **Prioritise People** - Recognising people as the main users of streets and that future street design should maximise opportunities to improve pedestrian safety and amenity.
- **Minimising conflict** between the varying modes of transport, with higher priority given to pedestrian and cyclists without compromising the functional role of streets and requirements to support adjacent existing and future uses.
- **Increasing cycling confidence** along the corridors by providing high-quality cycling infrastructure that is well connected, easily navigated with varying degrees of separation and safety from moving traffic.



**Study Corridors**

Certain portions of the Study Corridors have been excluded from this Project in response to other on-going projects undertaken by LXRA and Council. The exclusion areas have effectively set the Study Corridors into 2 areas:

**Corridor 5: Preston**

- Preston West (along Cramer Street, between Elizabeth and St Georges Road)
- Preston East (along Gower Street, between Plenty Road and Darebin Creek)





**Project Process**

This project has been undertaken based on the following process:



# Community and Stakeholder Engagement Summary – Phase 1

There are 2 phases of community engagement processes including:

- Phase 1: Issues and Opportunities (March 2019) – included in this report
- Phase 2: Confirming the Ideas (May 2019) – not included in this report

## **PHASE 1 COMMUNITY ENGAGEMENT SUMMARY**

In February 2019, Hansen Partnership were engaged by Darebin City Council (Council) to gather feedback on issues and opportunities for streetscape improvements and sustainable transport upgrades in Corridor 4 (Northern Reservoir Corridor) and Corridor 5 (Preston Activity Link). The Community engagement also sought to present location specific ideas for improvement and gain an appreciation of community aspirations for the future of their streets based on a detailed understanding of place.

The first round of community consultation was undertaken from 1<sup>st</sup> March to 30<sup>th</sup> March 2019 during Stage 2 of the overarching 'Streets for People' project. Stage 1 of the project sought to clarify Draft Framework Plans for both corridors, based on the earlier Streets for People Feasibility Study (prepared in 2018). This material formed a key part of the consultation phase where project ideas could be tested and discussed by consultation participants.

The purpose of the Community Engagement is to inform the refinement of the Framework Plans, ensuring that recommended future streetscape improvements and transport upgrades are embedded in an appreciation of the complexities that make up each neighbourhood and will ultimately be championed by the community who live, work and visit these areas.

## **About this Engagement Summary**

The following report provides an overview of the engagement process followed by a summary of the feedback received for the corridor and key issues for further investigation and refinement by the Project Team.

Corridors 5 is effectively divided into 2 segments (east and west), with an exclusionary zone in the centre, due to pending Level Crossing Removal projects. The consultation summary seeks to clarify the key issues and themes that have emerged from each segment along the corridors, acknowledging the variations in street condition, neighbourhood character, activities and population which may warrant alternative solutions for future upgrades and improvements.

## **Community Engagement Process**

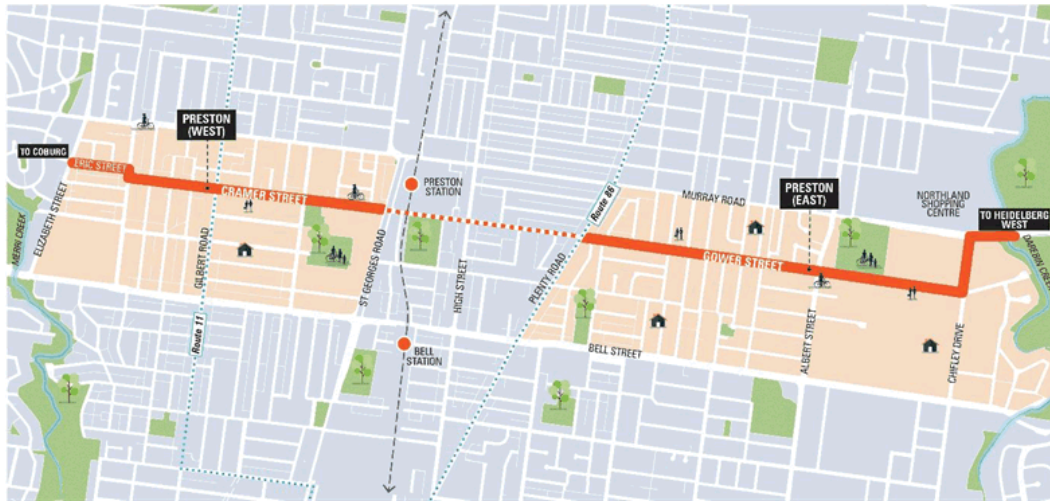
The Community Engagement process sought to gain an appreciation of the complexity of the corridor, focusing on how people currently use the study area and their appetite for future upgrades and improvements centred around the 'Streets for People' ethos. The process also sought to identifying key concerns relating to the various modes of transport (driving, walking, cycling) as well as the look and feel of the study area.



Hansen Partnership and Council curated a range of platforms for the community to be informed and contribute to the future of the streets. Activities included:

- Online Survey open from 1<sup>st</sup> March to 18<sup>th</sup> March 2019.
- Flyer drop to local residents in each study area (distributed to 3500 households).
- Online Survey for each corridor
- Have your Say page including a question forum moderated by Council
- A drop-in session for each corridor on the 16<sup>th</sup> of March at the Preston Library.
- Street Champion Workshop on the 30<sup>th</sup> March at the Preston Shire Hall.

### Corridor 5: Preston Activity Link



### Drop-in Session Summary

Number of Participants: Approximately 30 people in attendance

Format:

The Drop-in session was held at the Preston Library Forecourt between 10-12pm on the 16<sup>th</sup> March, 2019.

Material used at the venue included:

- Draft Framework Plans printed at A1 and displayed on tables. Participants were able to review emerging ideas and provide feedback or ideas for specific areas using Post-It-notes.
- Dot-What's-Hot poster illustrating precedent images of activities, landscape, transport and treatments where participants could place a sticker on the images they liked.
- An interactive street cross-section allowing people to design and discuss their dream street based on standard dimensions of transport infrastructure and street elements.
- A1 aerial maps for visual reference and detailed discussion about locations along the corridor.
- Existing conditions maps from the Feasibility Study to communicate the network of corridors and the purpose of the project.

Summary of Key Challenges

- There were mixed opinions for the introduction of a protected bike lane along Cramer Street (east of High Street). It was unclear to many participants how this infrastructure functions and how it 'improves' safety for pedestrians and cyclists. Clearer communication tools are required to demonstrate to the community the function and improved safety of any road reconfigurations for bike paths.
- There is a strong need to manage the function of potential protected bike paths (Copenhagen-style) along Gower Street with pedestrian flows and people exiting/entering parked cars, particularly where Kindergartens or community uses are located (Gower Street Kindergarten).
- Participants also identified the need to cater to riders of all ages and abilities, including families who ride in groups and require wider bike paths to allow adults to ride next to children.
- It was identified that Copenhagen Bike paths can restrict a cyclists ability to overtake other cyclists, depending on the width of the bike path, therefore creating a less safe cycling environment.

- Participants identified Chifley Drive as being an undesirable route for people to walk or ride to access Darebin Creek, and would generally avoid the area.
- Many participants identified the east end of the corridor (Gower Street), surrounding the industrial estate and TW Blake Park as being unsafe or uninviting due to the lack of people or interactive uses.
- Managing the balance between car parking demands at key destinations (Mosque, TAFE or Activity Centre) and the need to provide safer dedicated or protected bike infrastructure that encourages people to cycle.
- Residents identified flooding issues to the east of the study area surrounding Patterson Street and Plenty Road.
- While outside of the study area, many participants identified Gower Street, between High Street and St Georges Road as being difficult and unsafe for cyclists to access the north-south pipe trail.

#### Summary of Opportunities

- Participants were highly supportive of improved street greening and planting opportunities along the corridor to provide shade and amenity. Particularly at intersections with residential side streets. Native plantings were generally preferred, ensuring they are drought tolerant and low maintenance.
- Participants were generally supportive of improved bike paths, incorporating buffers (painted or vertical) to increase perceptions of safety.
- Participants saw the need to improve traffic signals to prioritise cycle movement at key intersections.
- There was considerable support for additional bike related infrastructure along the corridor including bike stations, bike parking, wayfinding signage and rest areas.
- Participants identified a need for more 'pause-points' and small open spaces for people to sit and gather.
- There was high support for raised intersections on side streets to improve pedestrian safety and slow vehicles turning onto the corridor. Many participants identified the importance of the corridor as a key pedestrian link to important destinations such as schools, childcare, shops and library.
- There was general support for the reduction of vehicle speeds and introduction of traffic calming measures along the corridor to alleviate rat-running and hoon driving

#### Emerging ideas and considerations

- Ongoing liaison with Moreland City Council to legitimise a bike link across Elizabeth Street in the west toward Merri Creek Trail.
- Council to investigate long term ambition to implement a cycle/pedestrian only creek connection to the end of Gower Street, to avoid Chifley Drive and Murray Road.

## Online Survey Summary

Number of Survey Participants: 92

Age Groups:

- 14 and under: 0%
- 15-24: 3.16%
- 25-34: 18.95%
- 35-44: 49.47%
- 45-54: 15.79%
- 55-64: 8.42%
- 65-74: 3.16%
- 75-84: 1.05%
- 85 and above: 0.0

Distribution of participants:

- Preston West: 45.65%
- Reservoir East: 54.35%

*Note: 3 skipped*

Relationship to the study area:

- Resident: 67.37%
- Frequent visitor: 21.05%
- Occasional visitor: 16.84%
- Access public transport: 13.68%
- Employee: 6.32%
- Business: 2.11%
- Other: 1.05%
- Student: 0%
- First time visitor: 0%

Accessibility

- 5% of participants stated to have physical limitations that prevent them from walking, bicycling, or driving.

### What We Heard

#### Preston West

##### Existing Transport and Movement

- During weekdays, 33% of participants rely on a car as the primary mode of travel. Cycling accounted for 26%, while walking accounted for 21% and Tram 17%.
- On weekends, car usage increased to 52% as the primary mode of travel. Walking slightly increased to 24% while cycling decreased to 17%.

##### Future Transport Preference/Advocacy

Participants were also asked to select a preferred 'alternative' mode of transport to be promoted to reduce car traffic. A total of 78% of participants selected walking, followed by cycling and public transport options.

##### Street Priorities

Where participants were asked to rank the importance of various movement and streetscape attributes according to their preference:

- Walking paths was the highest ranked streetscape attribute, with 81% of participants ranking it in their top 3.
- Street trees and vegetation scored second highest, with 67% of participants ranking it in their top 3.
- Followed by Public Transport, cycling paths and convenient driving.
- On-street parking scored the lowest, with 69% of participants ranking this attribute as least important (Number 6).

## CORRIDOR 5: PRESTON WEST



### EXISTING MODE OF TRANSPORT



### ALTERNATIVE MODE OF TRANSPORT (TO REDUCE TRAFFIC)



Quality of Streets

Participants were asked to rate the quality of movement and streetscape attributes in their area:

- Convenient driving was considered 'OK' or 'Good', equating to over 71% of responses.
- Public transport accessibility was rated as 'OK' or 'Good' according to approximately 76% of responses.
- On-Street parking was generally considered to be 'OK' or 'Good' according to over 74% of participants.
- The quality of walking paths was rated as 'OK' according to over 50% of participants.
- Street trees and vegetation were also considered to generally be of an OK or poor quality according to approximately 71% of participants.
- Cycling paths were generally considered of poor quality according to over 48% of participants.

Streets for People scenarios

Participants were asked to rank a series of scenarios about how they use their street for movement and amenity.

- I would allow my children to walk or cycle to school by themselves (33% agree, 28% disagree).
- I consider cycling a risky form of transport along my street (48% agree, 33% disagree).
- I frequently walk to my local convenient store/ parks (86% agree or strongly agree).
- I consider walking and/or running in my neighbourhood important to my health and wellbeing (95% agree or strongly agree).
- I would rely less on my car if there were safer bike paths (69% agree or strongly agree)
- I do not rely on on-street parking (73% agree or strongly agree).
- I feel safe walking at night along my street (48% agree, 29% disagree).
- I do not rely on signage to find my way around my neighbourhood (76% agree or strongly agree).
- My street will benefit from more trees and landscaping (69% strongly agree).

**CORRIDOR 5: PRESTON EAST**



**CURRENT STREET PRIORITIES vs QUALITY OF STREET**

PRESTON (EAST)	
1. Walking paths	OK
2. Public transport access	GOOD
3. Street trees and vegetation	OK
4. Cycle paths	POOR
5. Convenient driving	GOOD
6. On-street parking	GOOD



Special attributes

Participants were asked to describe what is special about their streets. The common attributes included:

- Cultural diversity and sense of neighbourhood;
- The presence of street trees and parks;
- Its quietness;
- Connections to shops and public transport; and
- Its width.

Convenience of Movement

Participants were asked to select interventions or upgrades improve convenience of access and transport. The top 5 include:

- Improved crossings and junctions (67%);
- More shade (55%);
- More street trees (50%);
- Less cars and bicycle lanes (equal 48%);
- More outdoor activities (38%); and
- Wider footpaths and public art interventions (equal 33%).

Several additional suggestions related to improved public transport connections and facilities as well as improving flow of vehicle traffic along the corridor.

Ideas for improvements

Participants were asked to select ideas and images which describe their understanding of people-friendly streets. The top 5 responses include:

- Street greening;
- More pedestrian crossings;
- Protected bike paths;
- Water sensitive urban design; and
- Slower car speeds.

**CORRIDOR 5: PRESTON EAST**


**STREET IDENTITY & ASPIRATION**

**PRESTON (EAST): Valued Street Qualities**

- Quiet
- Community oriented
- Destinations along the corridor
- Trees

**PRESTON (EAST): Wish List**

- Greening+ WSUD
- Less and slower cars
- Bike lanes
- Improved pedestrian safety
- Lighting



### What We Heard

#### Preston East

##### Existing Transport and Movement

- During weekdays, 34% of participants rely on a car as the primary mode of travel
- Cycling 26%, walking and Tram both accounted for 16%
- On weekends, car usage increased to 48% as the primary mode of travel.
- Walking accounted for 28% and cycling 18%.

##### Future Transport Preference/Advocacy

Participants were also asked to select a preferred 'alternative' mode of transport to be promoted to reduce car traffic. 70% of participants chose walking and 64% of participants chose cycling. Public transport accounted for 32% - 42%.

##### Street Priorities

Where participants were asked to rank the importance of various movement and streetscape attributes according to their preference:

- Walking paths was the highest ranked streetscape attribute, with 73% of participants ranking it in their top 3.
- Public Transport scored second highest, with 71% of participants ranking it in their top 3.
- Followed by Street trees and vegetation, cycling paths and convenient driving.
- On-street parking scored the lowest, with 43% of participants ranking this attribute as least important (Number 6).

## CORRIDOR 5: PRESTON EAST



### EXISTING MODE OF TRANSPORT



### ALTERNATIVE MODE OF TRANSPORT (TO REDUCE TRAFFIC)



Quality of Streets

Participants were asked to rate the quality of movement and streetscape attributes in their area:

- On-Street parking was generally considered to be 'OK' or 'Good' according to over 72% of participants.
- Convenient driving was considered 'OK' or 'Good', equating to over 78% of responses.
- Public transport accessibility was rated as 'OK' or 'Good' according to approximately 74% of responses.
- The quality of walking paths was rated as 'OK' or 'Good' according to over 70% of participants.
- Street trees and vegetation were also considered to generally be of an OK or poor quality according to approximately 82% of participants.
- Cycling paths were generally considered of poor quality according to over 40% of participants.

Streets for People scenarios

Participants were asked to rank a series of scenarios about how they use their street for movement and amenity.

- I would allow my children to walk or cycle to school by themselves (33% agree, 33% disagree or strongly disagree).
- I consider cycling a risky form of transport along my street (44% agree, 33% disagree).
- I frequently walk to my local convenient store/ parks (86% agree or strongly agree).
- I consider walking and/or running in my neighbourhood important to my health and wellbeing (94% agree or strongly agree).
- I would rely less on my car if there were safer bike paths (65% agree or strongly agree).
- I do not rely on on-street parking (57% agree or strongly agree).
- I feel safe walking at night along my street (46% agree, 28% disagree).
- I do not rely on signage to find my way around my neighbourhood (72% agree or strongly agree).
- My street will benefit from more trees and landscaping (69% strongly agree).
- I would rely less on my car if there were safer bike paths (74% agree or strongly agree).

**CORRIDOR 5: PRESTON EAST**



**CURRENT STREET PRIORITIES vs QUALITY OF STREET**

PRESTON (EAST)	
1. Walking paths	OK
2. Public transport access	GOOD
3. Street trees and vegetation	OK
4. Cycle paths	POOR
5. Convenient driving	GOOD
6. On-street parking	GOOD

Special attributes

Participants were asked to describe what is special about their streets. The common attributes included:

- Connections to shops and public transport;
- Cultural diversity and sense of neighbourhood;
- Its quietness;
- The presence of street trees and parks; and
- Its width.

Convenience of Movement

Participants were asked to select interventions or upgrades improve convenience of access and transport. The top 5 include:

- Improved crossings and junctions (62%);
- Bicycle lanes (56%);
- Less cars (48%);
- Slower car speeds (38%); and
- Improved lighting (34%).

Several additional suggestions related to improved public transport connections and facilities as well as improving flow of vehicle traffic along the corridor.

Ideas for improvements

Participants were asked to select ideas and images which describe their understanding of people-friendly streets. The top 5 responses include:

- Street greening;
- Improved lighting;
- Protected bike paths;
- More pedestrian crossings; and
- Water sensitive urban design.

## CORRIDOR 5: PRESTON EAST

### STREET IDENTITY & ASPIRATION

#### **PRESTON (EAST): Valued Street Qualities**

- Quiet
- Community oriented
- Destinations along the corridor
- Trees

#### **PRESTON (EAST): Wish List**

- Greening+ WSUD
- Less and slower cars
- Bike lanes
- Improved pedestrian safety
- Lighting



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## **Street Champions Workshop Summary**

### Format:

The Street Champions Workshop for Preston Activity Link was held on Saturday 30<sup>th</sup> March 2019 at the Preston Shire Hall. The structure of the workshop included:

- Introductory presentation about the project, Council's ambition for sustainable transport and the role of the Street Champion in the project process.
- Individual introductions of Street Champion participants presenting their idea for the future of their street.
- Table discussions for each side of the corridor (east and west) to present and gain feedback from the participants about the proposed design treatments.
- Presentation of preliminary sketch concepts of two Hot Spots and engage in further design discussion and drawing to refine the proposed treatments at these locations.
- Street Champion presentation to the wider group to discuss workshop outcomes and ideas.

## **PRESTON (EAST AND WEST)**

Ideas and ambitions for achieving Streets for People as recommended by participants included the following (in no particular order):

- Safe cycling;
- Streetscape improvement;
- Traffic management;
- Safe pedestrian access;
- Family children safety;
- Less traffic / rat running;
- Playful;
- Standard for safe cycle / pedestrians;
- Respectful street users; and
- Improved community health.

## **PRESTON EAST**

### Key issues

The key issues identified by the participants along this section of the corridor included:

- Gower Street (east of Albert Street) is not pedestrian friendly with incomplete footpaths and heavy traffic.
- Perceived conflict between pedestrian and cyclists.
- Flooding issue around South and Patterson Streets.
- Copenhagen style bike lane will need to be managed to ensure it does not compromise safety of getting on/ off parked cars.
- Limited sense of unique identity to the street.
- Maintenance consideration for new landscaping.

### Proposed Framework Ideas:

Participants are generally supportive of the framework as presented and encourage further exploration of the following:

### *Overall corridor and beyond:*

- Roundabout cycle safety and continuation of line markings;

- Create a demand for more cyclists then deliver the final outcome.
- Green line for cyclists;
- Improved lighting and utilise street furniture for identity creation;
- Raised side street treatment are supported;
- Beautifying Streets;
- Landscaping opportunity within nature strip;
- Pause Points;
- Improved roundabouts to include pedestrian crossing;
- Encourage traffic movement along main roads instead of the study corridor;
- Industrial area to be prioritised for pedestrians; and
- Thematic landscape and lighting.

**Hot spot 1: Cramer Street Protected Bike Lane**

Participants raised the following comments about the hot spot proposal:

- Consider how to mitigate potential for passengers exiting or entering parked vehicles to conflict with moving cyclists.
- Consider how important land uses such as Kindergarten may be impacted from protected cycle lane.
- Consider whether an interim option may be better suited, retaining the current alignment of parking and cycling and adding a buffer between bike lane and traffic lane.



Hot Spot 1: Sketch Concept

**Hot spot 2: Chifley Drive**

Participants raised the following comments about the hot spot proposal:

- Consider whether the corridor is better suited to continue east along Water Road and investigate the potential for a new bridge link.
- Recognise the importance for safe and intuitive cycling/ pedestrian route to Darebin Creek.
- Consider if there is opportunity for signalisation of roundabout at Gower St and Chifley Drive intersection.



Hot Spot 2: Sketch Concept

## PRESTON WEST

### Key issues

The key issues identified by the participants along this section of the corridor included:

- Rat-running from major roads through north-south local streets.
- Acknowledge that Murray Road is a higher priority road for vehicle movement but has a lower speed limit due to school. Cramer Street becomes a preferred corridor for passing traffic.
- New units in the area increasing reliance on on-street parking.
- While outside the study area, the corridor intersection with St Georges Road is highly dangerous for cyclists
- Existing roundabout configurations are dangerous for cyclists, forcing bikes to share with vehicles.
- The bike path terminates at the intersection with Gilbert Street, making it difficult to cross safely.
- The corridor conditions are difficult for families to ride on the road. While there is a preference to use the bike path (as opposed to the footpath), it can be challenging to safely cross intersections and avoid fast moving traffic.
- Eric Street is generally avoided as a cycle link to Merri Creek due to significant slope.
- Lack of seating and rest areas along corridor for families with children.

### Proposed Framework Ideas:

Participants are generally supportive of the framework as presented and encourage further exploration of the following:

- Participants showed high support for intersection upgrades to side streets as a way to slow the speed of vehicles entering and exiting Cramer Street. Specifically, raised side intersections were highly encouraged acknowledging the additional benefit of improved pedestrian accessibility and pedestrian priority (adding a zebra crossing).
- Participants were supportive of the dedicated roundabout for pedestrians and cyclists, referring to Moray Street South Melbourne as the precedent benchmark.
- The removal of parking to the sough of Cramer Street was supported in principle as a way to provide greater safety for cyclists and slow the speed of vehicles. Further investigation was required to determine impacts on residents and community uses.
- Consider implementing wayfinding signage and bike/pedestrian promotional signage along the corridor to alert users of sustainable transport priority.

### Hot spot 1: Cramer Street dedicated bike path

Participants were generally supportive of the proposed concept sketch with additional items to consider including:

- Supportive of the separated bike path (on-kerb) and raised zebra crossings at the Jessie Street roundabout. Consider incorporating flashing lights or signals to alert drivers of pedestrian and cycle priority.
- Investigate impact of any parking removal (south side) to existing community uses in the area including Mosque, Church, TAFE and public open space.
- Implement a seating or rest node at the Jessie Street intersection within the public open space.
- Implement bike racks at the Cramer Street frontage in the public open space.





Hot Spot 1: Sketch Concept

Hot spot 2: James Street vehicle restriction

Participants were generally supportive of the proposed concept sketch with additional items to consider including:

- Eric Street is generally avoided as a cyclist route to Merri Creek given steep topography. Participants would generally travel south of James Street to Booth Street or north to Murray Road as a way to cross Elizabeth Street.
- Participants suggested the road closure and open space may be better suited to the south of Cramer as a means of restricting rat-running and correlating with typical bike movement to and from the west.
- As an alternative, participants suggested to integrate a pinch-point to the south in combination with the road closure to the north. This would slow vehicles along the entire extent and allow for safer bike riding to both the north and south.
- It was acknowledged that the road closure to the north of Cramer would still be useful for pedestrians (particularly families) as a rest point after travelling uphill along Eric Street.
- The Hot Spot design should also incorporate wayfinding signage and promotional signage about the corridor designation for walking and cycling.
- Seating, tree shade and a bike station were other elements that were requested as part of the new open space.



Hot Spot 2: Sketch Concept



# STREETS for PEOPLE

PHASE 2  
CONSULTATION  
SUMMARY:  
PRESTON ACTIVITY  
LINK (WEST)

Prepared by Hansen Partnership  
for City of Darebin

FEBRUARY 2020





## Community and Stakeholder Engagement

### Summary: Preston Activity Link (West)– Phase 2

In May 2019, Hansen Partnership were engaged by Darebin City Council (Council) to gather feedback on the proposed streetscape improvements and sustainable transport upgrades in Corridor 5 (Preston Activity Link (West)).

The second round of community consultation was undertaken from 31<sup>st</sup> January to 14<sup>th</sup> February 2020. The purpose of this phase of Community Engagement was to confirm the revised Framework Plans and present the key ambitions of the Hot Spots, based on the feedback received during Phase 1 consultation, where issues and opportunities were identified by the community.

### Community Engagement Process

Hansen Partnership and Council curated a range of platforms for the community to be informed and contribute to the future of the streets. Activities included:

- Your Say page with links to all documents and a question forum moderated by Council.
- Online Survey open from 31<sup>st</sup> January to 14<sup>th</sup> February 2020.
- Flyers directly delivered to all residents in the study area.
- A community drop-in session on the 6<sup>th</sup> of February at the Preston Shire Hall for interested community members to view the draft plans, ask questions and provide feedback.
- A Street Champion Workshop on the 6<sup>th</sup> of February at the Preston Shire Hall for more in-depth discussions about the draft plans.

### Breakdown of Consultation Participants

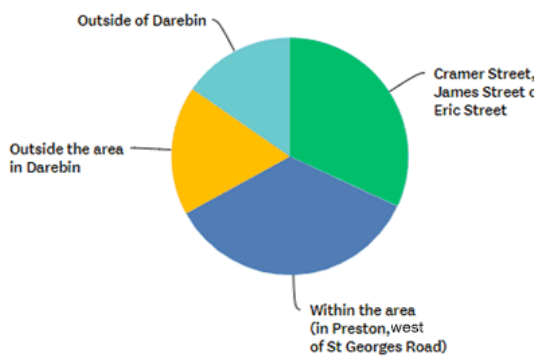
- Over 700 people visited the Your Say page during the second round of engagement.
- 105 online surveys were completed.
- 15 people attended the drop-in session.
- 4 people attended the Street Champions Workshop.



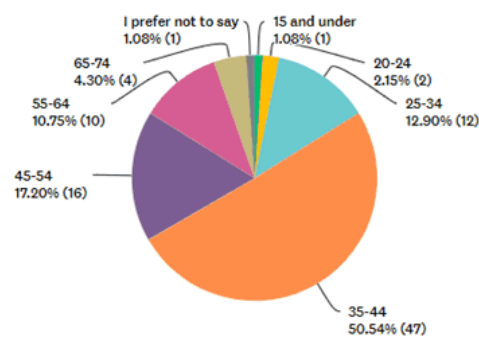
## Online Survey

The Online Survey was open to the public for two weeks between 31<sup>st</sup> January and 14<sup>th</sup> February 2020. The survey was designed to allow participants to review the Vision and Principles for improvements along the Preston Activity Link (West) as well as provide feedback on the revised Framework Plans and Hot Spots. A total of **105 responses** were collected.

**30%** of respondents lived along the corridor (Eric, James and Cramer Street). **34%** of respondents lived within the broader Preston area (west of St Georges Road). Over **50%** of respondents were between the ages of 35-44 years.



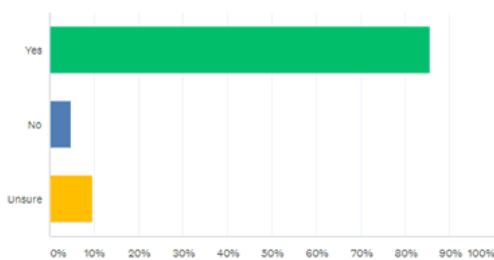
Survey demographic data: Age profile



Survey demographic data: Age profile

**89%** of participants agreed with the **Corridor Vision Statement** "The Preston Activity Link Streets for People Corridor will prioritise sustainable transport that provides a seamless, safe and inviting pedestrian and cyclists connection to Preston Market, Darebin Civic Precinct, schools and parks." A summary of **open-ended responses** include:

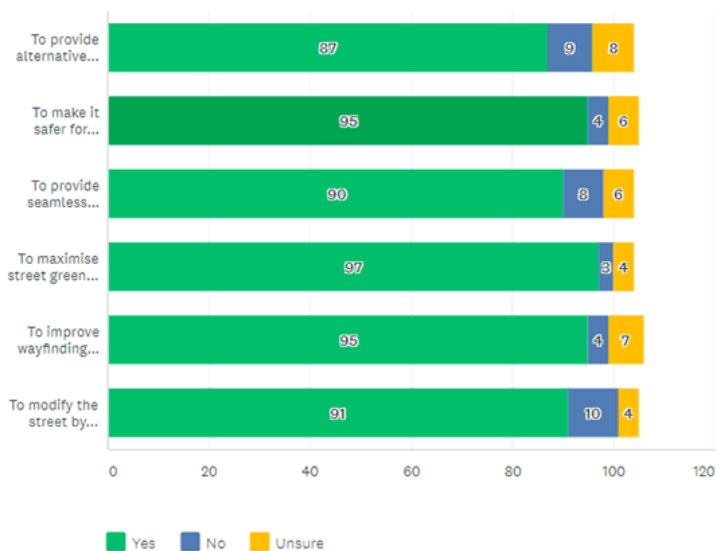
- Consider the siting of pinch-points in front of houses which require on-street parking for families with children who have accessibility requirements.
- The loss of parking between Jessie Street and St Georges Road may be an issue given the emerging development of townhouses.
- Support for initiatives as a local cyclist.
- The proposed pocket park will create more traffic along side streets and potentially restrict access for emergency vehicles. The function of the closure as a pocket park may facilitate anti-social behavior in a local residential street. There is support for soft speed humps, bike lanes and new landscaping to improve the area.
- The road closure will facilitate poor vehicle access for residents of James Street.
- Consideration for a new playground along the corridor given the lack of facilities in the area.
- Further analysis regarding the impact of traffic in surrounding streets is required.



Do you agree with the future vision of the corridor?

Participants were asked to rate the 6 key **principles guiding streetscape improvements along the corridor**. The percentage of responses in support of the principles include:

1. To provide alternative modes of transport for the local community and visitors accessing key destinations along the corridor, reduce carbon emissions coming from motor vehicles. **84% of responses agreed.**
2. To make it safer for pedestrians to cross the streets to access local destinations such as parks, schools, public transport and shops. **90% of responses agreed.**
3. To provide seamless cycling infrastructure to instill greater cycling confidence and improved safety. **86% of responses agreed.**
4. To maximise street greening opportunity that reflect the local identity of Preston and create an inviting walking and cycling street environment. **93% of responses agreed.**
5. To improve wayfinding along the corridor by installing signage, public art, and lighting at strategic locations, guiding pedestrians and cyclists to key destinations. **90% of responses agreed.**
6. To modify the street by allocating more space for walking and cycling, and reducing vehicle speeds and rat-running. **87% of responses agreed.**



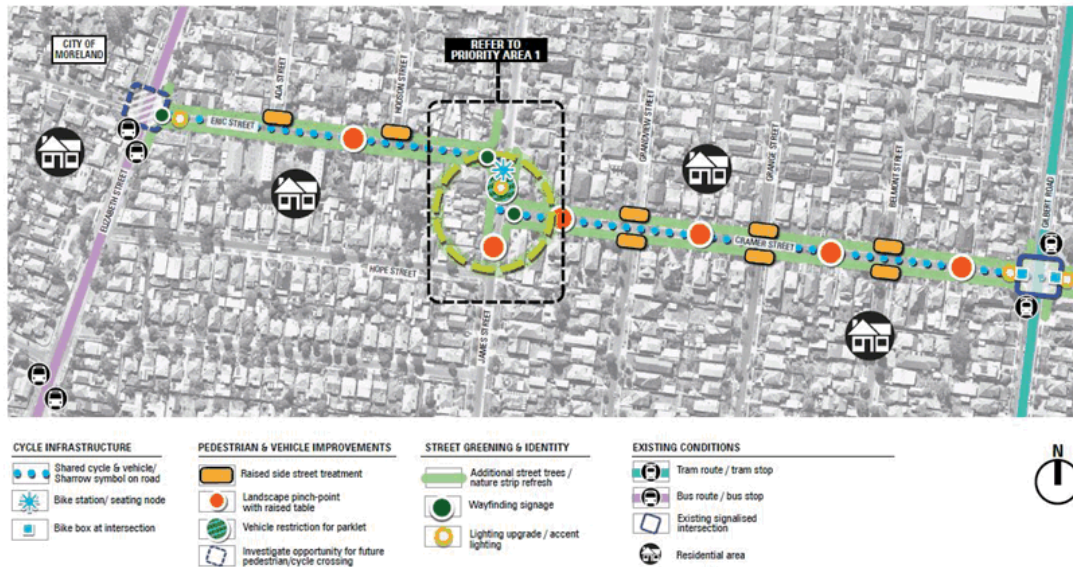
Streets for People principles: Summary of responses

**A summary of open-ended responses includes:**

- Support for the reduction of vehicle speeds and rat running.
- Support for street greening opportunities.
- Support for more cycle paths.
- Reduction of vehicle speeds along Cramer Street is required.
- There is a need for a pedestrian crossing over Elizabeth Street between Booth and Hope Street.
- Uncertainty around introduction of changes to encourage a small number of cyclists to the detriment of traffic flow.
- Blocking/closing roads will have unintended consequences for the movement of traffic in surrounding streets.
- The corridor experiences significant slope making it difficult for cyclists.

Area 1: Eric and Cramer Street – Elizabeth Street to Gilbert Road

Concept Plan for Preston West (Area 1)



A total of **69 responses** were received for the proposed streetscape improvements. The response to the framework ideas can be summarized as follows:

Framework	Yes	No	Unsure
Eric Street and Cramer Street between Elizabeth Street and Gilbert Road: Sharrow	82%	12%	6%
Ada Street: Raised side street treatment	86%	9%	5%
Eric Street midblock between Ada Street and Hodson Street: Landscaped pinch-point	86%	7%	7%
Hodson Street: Raised side street treatment	84%	9%	7%
Grandview Street: Raised side street	87%	6%	7%
Grange Street: Raised side street treatment	85%	6%	9%
Belmont Street: Raised side street treatment	86%	6%	8%
Between Cramer Street and Gilbert Road: Lighting	91%	4%	4%
Between Cramer Street and Gilbert Road: Trees	91%	3%	6%
Between Cramer Street and Gilbert Road: Nature strip refresh	91%	4.5%	4.5%

**General feedback from community relating to Area 1 can be summarized as:**

- The concept is good as the area needs improved walkability.
- Concerns with the redistribution of traffic to surrounding side streets. A more holistic approach to traffic management is required.
- Bike lanes are preferred over sharrow designation.
- Ensure new trees are larger species with generous canopy.
- Separated bike lanes are required to encourage more cyclists.
- Unsure how pinch-points will affect cyclists.
- Unsure how the raise side street treatments will impact residents.
- There is considerable rat-running along Booth Street from Elizabeth Street.
- Ensure pinch-points facilitate safe cycle movement, without having to go onto raised table.
- Ensure designs are child friendly (Octopus Schools Program), providing drinking fountains and bench seating.
- Consider how to improve amenity of James Street to draw pedestrians from Murray Road bus stops.
- Ensure new trees are advanced native trees for shade and amenity.
- Very exciting to see public space that is beautiful and walker friendly.
- I welcome any new bike paths to get easy and safe access to the Merri Creek trail.
- All the suggestions are excellent especially the pocket park which would really slow down all traffic
- Slowing Cramer St in this way will encourage the use of this rat run making it even more unsafe for pedestrians in Tintern Avenue.
- More safety for cyclists to minimise car-door accidents.
- The proposed improvements would revitalise the area, make it easier for the community to come together and is forward planning for climate change.
- Careful consideration of the location of raised table pinch points will need to be considered as removing on street parking will be a concern.
- Convenient driving is the most important attribute for local residents in West Preston.
- Will improve access and safety to the west side of Elizabeth for bikes and walking. Having a clear non car journey to the market is a great plan.

**General feedback from community in relation to areas outside of the corridor:**

- Instead of focusing on one street, improve walkability and amenity for cyclists across West Preston.
- Further analysis is required to ensure local residents (i.e. James Street, near Murray Road) are not detrimentally impacted from accessing Preston Activity Centre, given no right-turn into Murray Road
- Consider interventions along the James St/Murray Road intersection.
- Improve access to Merri Creek – Goff Street more of a direct path than Meadow Street (which Eric Street feeds into).
- Consider interventions along other side streets (Bruce, Booth, Bell, Raymond, Hope).
- More trees in the landscape.
- Crossing from Preston to Coburg via Elizabeth St should be more southern than Eric Street.
- Include Bruce St and Booth or Hope Street and improve access to Merri Creek.
- Insert one further narrowing point between Bruce/Booth Street and Raymond or Hope St.
- The crossing from Preston to Coburg via Elizabeth St should be more southern than Eric Street.
- Goff Street is a more direct path to the Merri Creek path and crossing for Coburg high students rather than Meadow Street which is where the Eric Street crossing would feed into.
- A pedestrian crossing at Murray Rd and James Street would be helpful as East bound it is very scary – as vehicles continue to ignore the bicycle lane.



## James Street Hot Spot

**81% of respondents** supported the proposed sketch concept for the James Street Hot Spot.

### Responses in support of the Hot Spot can be summarized as:

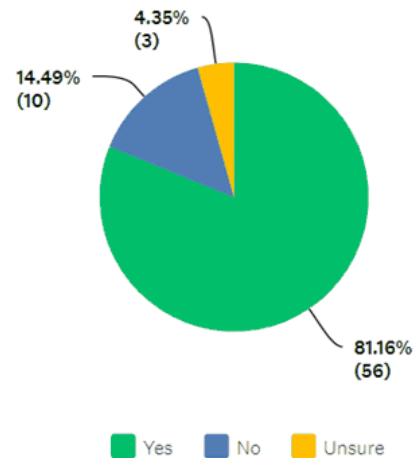
- Pocket park creates new green space (improved amenity for pedestrians and cyclists, sustainability, health and community).
- Pocket park improves cyclist and pedestrian safety.
- Pocket park prevents rat running.
- Support for nature strips and patterns on road to demarcate slow zone.
- Support for soft speed humps and wayfinding signage/bicycle path for cyclists.
- It can help bring the local neighbourhood together.
- Support for restricting through-traffic (rat running is an issue).
- Traffic calming measures between Bell/Elizabeth and the western end of Cramer will make a big difference to the whole corridor.
- Critical that the partial or full closure of the intersection at Cramer/James St goes ahead. This will make it more likely that the bike "superhighway" is successful and reduces hooning.



James Street Hot Spot: sketch concept

### Responses critical of the Hot Spot can be summarized as:

- Pocket park is dangerous (noisy, anti-social behavior).
- Pocket park will increase traffic on side streets (restrict on-street parking).
- Park will impact on emergency vehicles.
- Trees in park will overshadow properties.
- Restricted vehicle access to residences on James Street.
- Inconvenience blocking off side streets from James Street.
- Not convinced traffic will be sufficiently deterred by pinch points/raised tables alone.
- Impact on Tintern Avenue as a rat-run.
- Removal of on-street parking is a concern.
- Convenient driving is an important attribute for local residents.
- Concern about no right turn to Murray Road to accommodate for Cramer Street closure.



James Street Hot Spot: Percentage of support

### Community recommendations and suggestions for the refinement of the hot spot include:

- Consider park design including small playground, drinking fountains and bench seating, graffiti-proof furniture, BBQ facility, WSUD principles.
- Consider whether closure is better suited to the south of Cramer Street on James Street.
- Restrict traffic flow to one-way instead of complete closure.
- Ensure pinch-points facilitate safe cycle movement, without having to go onto raised table.
- Incorporate a raised crossing to Eric Street.

- Ensure new trees are advanced native trees for shade and amenity.
- Put a raised junction point at Cramer and James Street. Also no standing on James street at this intersection point with Cramer.
- Make sure the seating also includes hand rails at points to ensure ease of transfers.

## Individual submissions

Several individual submissions were made to Council during the consultation period. A summary of feedback and recommendations include:

### Area 1: Elizabeth Street to Gilbert Street

- The proposal does little to deter speeding vehicles or rat-running along Cramer Street from Bell Street or Gilbert Road. Cramer Street (between Grandview and James Street) has a steep decline toward properties along James Street. Raised tables and landscape will do little to slow vehicles along this stretch. Accidents have previously occurred, where cars have run into houses.
- While having general support for the James Street park and closure, there is concern for the potential increase in traffic to side streets as a result of the changed conditions to James Street. During peak hours there are high volumes of vehicles from Murray Road into Grandview Street to access Cramer or Bell Streets. The side street treatments will not be enough to deter or slow traffic along this narrow street. More speed humps and signage may be required.
- Support for measures reducing rat-running through residential streets, however there is concern for an unintended consequence for the closure of James Street is more traffic down Raymond Street.
- A pedestrian crossing at **Raymond Street** is required to provide access to Coburg High School, nearby reserves, Merri Creek trail, bus stops and the Number 1 tram route.
- James Street closure is not supported for the following reasons:
  - Overflow impacts to side streets
  - Inappropriate restriction of vehicle access for Eric/James Street residents travelling west (Preston Activity Centre).
  - A park may invite undesirable behavior to occur.
  - Consider a roundabout and speed humps along James Street to slow traffic.
- The closure of Cramer Street at the James Street end stops the major rat-run path from Elizabeth to Gilbert and creates a quiet pedestrian friendly street.

### Alternative suggestions from the community for the design of James Street include:

- Keep James Street open and turn Eric Street into a 1-way exit point from the west. This seeks to:
  - Eradicate the rat run from James north to this street making it more bike/pedestrian friendly
  - People living in this street have only one entry point from Elizabeth but two exit points
  - Having this extra room at the top will allow a good bike path point and shared path
  - A raised roadway will slow cars and make it a safe visible point to cross either way.
- Make Booth Street a one way exit point. This seeks to:
  - eradicate the rat run from Bruce north to this street
  - People living in this street have only one entry point from Elizabeth but two exit points
  - Having this extra room at the top will allow the nature strip to be widened substantially and could be a good seating area that is in the open and encouraging access to the walking areas both West and South along the cemetery
  - A raised roadway will slow cars to help with the north bike precinct point.

## Public drop-in session

**Date:** Thursday 6th February 6-7pm

**Attendees:** 15

**Format:** informal table discussions for Area 1 and 2 (including corresponding hot spots)

### Area 1: Summary of feedback

Several residents of James and Eric Street were in attendance who raised concern with the introduction of a pocket park facilitates a vehicle restriction for the following reasons:

- The nature of the space as a park is considered inappropriate in this location given proximity to residential driveways and dwelling frontages.
- The design of the pocket park may impede on daylight to adjacent dwelling windows due to the alignment of tall canopy vegetation, however, there was support from older resident that seating is essentially required in this area.
- The space may create a loitering space and facilitate anti-social behavior.
- The vehicle restriction is considered to negatively impact on the residents ability to access local destinations (i.e Eric Street residents will need to travel via Murray Road or Elizabeth Street to access Preston Market).
- Given the restricted access at Murray Road (left in and out only) a James Street road closure would potentially add significant implications to local residents.

Amongst the group discussion there was a general consensus that the intersection of Eric, James and Cramer Street should be improved to:

- Slow down vehicles on all approaches along James and Cramer Street.
- Restrict rat-running between Murray Road and Bell Street.
- Provide for the safer movement of pedestrians and cyclists from Cramer Street to Elizabeth Street (and the Merri Creek Trail).
- Comprise improved landscaping and pavement treatment to enhance the area as a 'special zone' for pedestrians and cyclists.

A number of drop-in session participants saw merit in the James Street closure/ pocket park and highlighted the lack of open space in the immediate area.

The pocket park was considered to provide opportunities for improved community connectedness and passive surveillance to this area of James Street.

**Alternative ideas** suggested throughout discussions include:

- Providing raised pinch points and/or tables at all approaches of the intersection including Cramer Street and north/south of James Street.
- Consider traffic calming treatments along the entire extent of James Street between Bell Street and Murray Road to deter vehicles from rat running.
- Consider alternative pavement treatments in James Street (between Eric and Cramer) to highlight the area as a 'slow zone'.
- Investigate opportunity for a 1-way designation along James Street (south-bound) to allow local residents to continue to drive along Cramer Street while restricting rat-running between Bell Street and Murray Road.

Other participants questioned the negative impact to nearby side streets through the introduction of traffic calming treatments along James Street. Other streets such as Grandview Street and Grange Street may have high volume of over flow traffic.

Concerns were raised with the impact on potential loss of on-street parking for pinch-points along the corridor. While there remained support for their introduction, further data and research was requested to demonstrate their impact on vehicle speeds and rat-running.

The remaining proposed improvements along Area 1 were generally supported, particularly the raised side street treatments which would provide safer access for pedestrians and slow vehicles entering and exiting side streets.

Drought tolerant nature strip planting was also supported as an improvement along Cramer Street to enhance neighborhood character and bring 'life' to the street.

## Street Champions Workshop

**Date:** Thursday 6<sup>th</sup> February 7:30-8:30pm

**Attendees:** 4

**Format:** table discussion and sketching of ideas for the refinement of Areas.

### Area 1 and Hot Spot 1: James Street

- There was general support for the introduction of a vehicle restriction and park at the James Street and Cramer Street intersection to provide dedicated and safe cycle connection to Elizabeth Street.
- Street Champion participants did acknowledge the challenges that were identified by residents who live in the immediate area and were open to further refinement of the hot spot to achieve a balance for both residents in the immediate area and cyclists navigating a difficult 'dog-leg' intersection.
- There were suggestions that given the steep climb experienced for cyclists and pedestrians along Eric Street, a small seating/rest node of some kind may still be warranted around the James Street intersection (in tandem with a bike pump station).
- Community suggestions for the refinement of Hot Spot 1 included:
  - Consider making Eric Street a 1-way street (west-bound) to reduce the conflict between parked vehicles, cyclists and moving vehicles in both directions, while still allowing access into James Street.
  - Introduce special road surface treatments, kerb extension and additional landscaping between James and Cramer to create a slow moving environment.
  - Implement a raised threshold at Cramer and James Street.
  - Investigate opportunity of shifting the closure to the south of Cramer Street on James Street to restrict rat-running between Bell and Murray Road.



## Area 1 Next Step Recommendations

### James Street Hot Spot

There are clear and legitimate concerns from residents in the immediate Hot Spot area regarding the design of the James Street closure. While there is a general support for the ambitions sought through the introduction streetscape upgrades, further refinement of this area is warranted to achieve a sensible balance between the improvement in safety of sustainable transport modes and the reasonable vehicle access requirements of residents. A future consultation session with residents and street champions is recommended to ensure the refinement of the Hot Spot concept is generally supported by residents of Eric, James and Cramer Streets.

Based on feedback received from the drop-in session, Street Champions Workshop, online survey and individual submissions, refinements of the Hot Spot should explore:

- Relocation of the closure to the south of James Street between Cramer Street and Hope Street to:
  - retain the local east-west connection for Eric/James Street residents.
  - maintain east-west access along Bruce Street for local residents south of Cramer Street.
  - limit north-south rat-running along James Street between Bell Street and Murray Street
- Existing crossovers to dwellings will be maintained and the closure will be designed to accommodate necessary reversing movements from driveways.
- The design of the closure will maintain the treed verges to either side of the road for shade and privacy to adjacent dwellings and seek to incorporate new drought tolerant, native landscaping in place of lawn.
- The road will be upgraded as a new raised paved threshold for pedestrians and cyclists. Seating / rest area will be sited adjacent to the existing kerb alignment to maintain clear site lines along the street.
- The relocation of the closure can be matched with the relocation of the proposed Elizabeth Street crossing to the south of Raymond Street, to better align with current pedestrian/cycle desire lines.
- Moreland Council have provided in-principle support for a new shared use path from Goff Street, through the Merri Creek reserve, to the existing trail (and bridge connection).
- Guide cyclists and pedestrians along Raymond Street or Hope Street, implementing traffic calming measures to slow vehicles and provide safety for cyclists 'climbing' up the hill (west to east). This may include landscaped pinch-points with speed cushions to slow vehicles but allow unimpeded movement for cyclists.

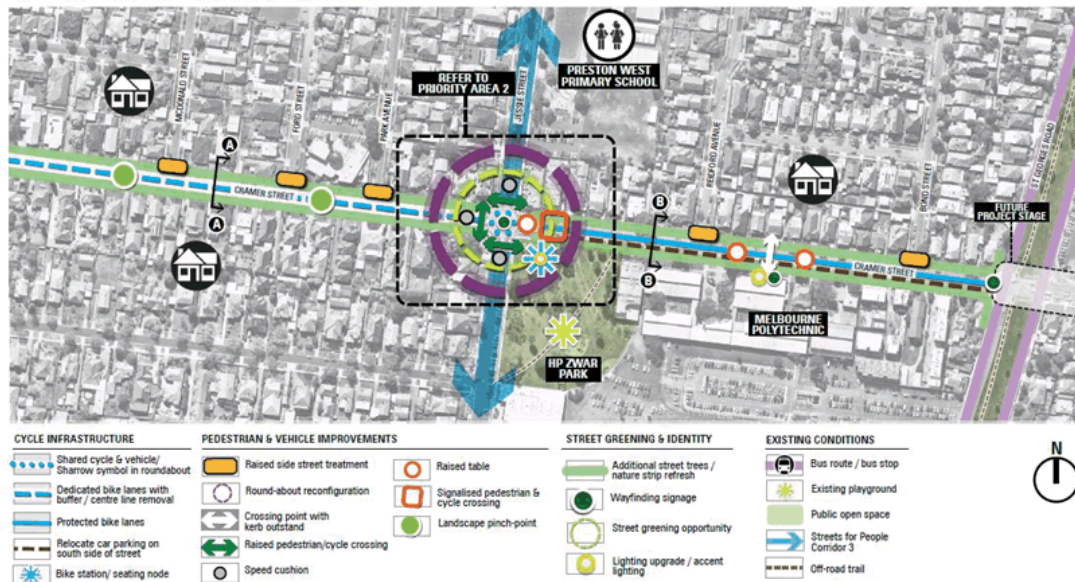
### General

Other revisions to the Corridor Framework could include:

- In addition to the delivery of the Hot Spot, a Local Area Traffic Management Plan for the surrounding streets may be warranted to explore opportunities for additional traffic calming measures to side streets. This may include raised tables and pinch-points to deter rat-running to major roads.
- Consider implementing additional traffic calming treatments along the extent of James Street (between Bell Street and Murray Road) as part of the 'hot spot' upgrade.
- Further liaison with residents of dwellings at the interface with the proposed landscaped pinch points to ensure any access requirements are appropriately managed.

## Area 2: Cramer Street – Gilbert Street to St Georges Road

### Concept Plan for Preston West (Area 2)



A total of **76 responses** were received for the proposed streetscape improvements. The response to the framework ideas can be summarized as follows:

Framework	Yes	No	Unsure	
Cramer St: dedicated bike lane		89%	7%	4%
Cramer St: Landscaped pinch points		83%	11%	7%
McDonald St: Raised side street treatment		91%	5%	4%
Ford St: raised side street treatment		89%	4%	7%
Park Ave: raised side street treatment		91%	5%	4%
Jessie St: roundabout		92%	5%	3%
Cramer St: protected bike lanes		88%	9%	3%
Reidford Ave: raised side street treatment		90%	6%	4%
Cramer St: pedestrian crossing with raised table		92%	5%	3%
Cramer St: lighting upgrade		97%	3%	0%
Bond St: raised side street treatment		93%	4%	3%
Street trees		99%	1%	0%
Nature strip refresh		96%	3%	1%

**General feedback from community relating to Area 2 can be summarized as:**

- Consistent with Area 1, there is some concern with redistribution of traffic volumes to surrounding side streets.
- Concern with the removal of parking in along Cramer Street
- Acknowledgement the importance to improve cyclist safety.
- Consider greater buffers to bicycle lanes to protect from moving traffic and parked cars.
- Unsure how raised side street treatment will impact cyclists.
- Unsure how pinch points will address traffic calming. It is considered to create a competition between cyclists and cars.
- Suggestion to eliminate all parking along Cramer Street between Jessie and St Georges Road, with enhanced pedestrian and cycling infrastructure.
- On-street parking should cease in bicycle lanes and barriers should be raised instead of use of tactile pavement.
- The upgrades are trying to inconvenience car drivers.
- Unsure about demand for bicycle lanes along this section of Cramer Street.
- Increase canopy tree planting on Cramer Street with large canopy trees similar to western section of Murray Road from Elizabeth to Gilbert. Existing trees are exotic Pyrus trees and too small and too far apart to provide substantial shade for walkers east-west along Cramer in the morning and evening time.
- Prioritise tree planting in this area to increase canopy and overall amenity, reduce temperature variation and make it more pleasant for pedestrians and cyclists.
- Residents who live adjacent to the pedestrian crossing on Cramer St near the roundabout at Jessie St, have issues with the noise of the signals.
- Reduce speed limit to complement other measures (and consistent with the speed limit around the PW Primary School).
- Additional landscape pinch points at the entrance of the TAFE to further prioritise pedestrians and cyclists over vehicles at this priority point.
- Infrastructure and traffic calming measures that would make it difficult or less desirable for heavy vehicles to move through these streets would assist.
- Incentives for local residents to get rid of additional cars and use sustainable transport.
- Plan for sufficient bike parking in municipality to make cycling easier than driving.
- Widespread promotion of benefits of the project and impact on walking and cycling will further complement the public's use of their community spaces as intended.
- Accessibility for pedestrians, joggers, and cyclists make Darebin a great Council to live in.
- Bike lane along Cramer St between St Georges Road/Jessie St is worn out, narrow and dangerous with parked cars.
- Good plans, would like to see more protected bicycle lanes along all of Cramer St. Really love the Roundabout plan.
- Provide marked advance stop lanes for bicycles the intersection of St Georges Road.
- Introduce more permit parking for local residents.
- Seating should be included along the nature strips for amenity.
- Install fixed position cameras between Gilbert and Jessie St.
- Employ more crossing guards along St Georges Road and intersections for school children. Needed on Cramer St pedestrian crossing near Jessie St, corner of Cramer and St Georges and additional one on corner of St Georges and Murray.



**General feedback from community in relation to areas outside of the corridor:**

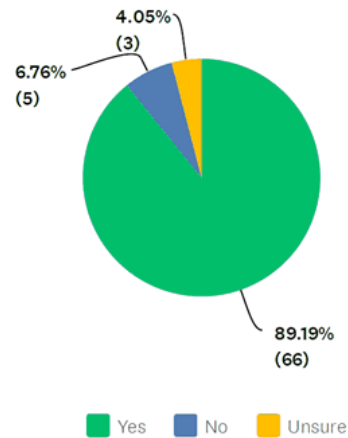
- If Cramer St becomes single vehicle lane at St Georges intersection, then can traffic signal time for east-west traffic be extended to a longer time to allow more cars to get through and allow vehicles to turn right onto St Georges Road.
- Extend the bike path or appropriate cycle route across St Georges Road and between St Georges Road and rail line.
- Infrastructure and traffic calming measures that would make it difficult or less desirable for heavy vehicles to move through these streets.
- Incentives for local residents to get rid of additional cars and use sustainable transport. Plan for sufficient bike parking in municipality.
- Question reliance on level crossing removal – what happens if this project doesn't proceed.
- Need pedestrian crossing over Gilbert at the top of Bruce to address passengers getting of tram.

**Jessie Street & Cramer Street Roundabout Hot Spot**

89% of respondents supported the proposed sketch concept for the Jessie Street Hot Spot.

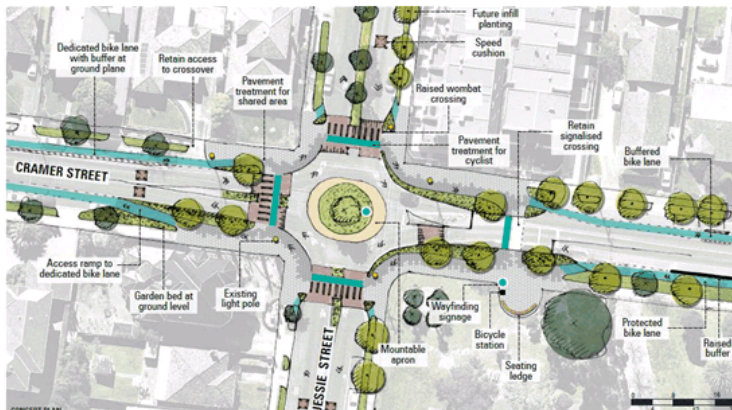
**Responses in support of the Hot Spot can be summarized as:**

- General support for plan and streetscape improvements.
- Increased livability for community.
- Increased community, pedestrian and cycling safety.
- Support for separate bicycle lanes.
- Support for Cramer St/Jessie St roundabout improvements.



**Responses critical of the Hot Spot can be summarized as:**

- Concern with car parking in the area (particularly at TAFE).
- Single car treatment to east may result in traffic backing up into roundabout, stopping southbound traffic.
- Introduction of bicycle lane will reduce visibility for houses on the corners.
- Concern for knock-on impact for rat-running in other side streets.
- Won't impact on number of vehicles picking up children from nearby schools.



Jessie Street Hot Spot: Concept sketch



**Community recommendations and suggestions for the refinement of the hot spot include:**

- Topography should be taken into account – cars approach faster downhill from north and west.
- More buffer/separation needed from cars and bikes for Preston High School students and primary school students.
- Consider footpath paving treatments around the footpath side of the roundabout to integrate around the intersection to delineate pedestrian environment.
- Add signage to all areas indicating give way to pedestrians at all times for the roundabout crossing.
- Increase tree planting including large canopy trees, natives and indigenous, bee friendly flowers to improve shading, amenity and biodiversity.
- Consider noise sensitive detector at roundabout crossing to limit night time disturbance.
- Consider reducing speed limits to complement other measures (and consistent with the speed limit around the PW Primary School).
- Getting onto roundabout can be tricky due to hill when travelling westwards. After coming to a stop at roundabout, being able to take off from a flat spot would be easier.

## Public drop-in session

**Date:** Thursday 6th February 6-7pm

**Attendees:** 15

**Format:** informal table discussions for Area 1 and 2 (including corresponding hot spots)

## Area 2: Summary of feedback

Drop-in session attendees were generally supportive of the proposed improvements to Cramer Street. This included the new protected bike lanes and acknowledgment that beautiful, clean streets will attract more pedestrians. Several suggestions for the refinement of the framework include the provision of more seats at pause points to cater to the elderly and to ensure upgrades improve safety and cleanliness of the area.

The Hot Spot concept was highly supported, with participants acknowledging the need for improvements in this location due to high volumes of vehicle traffic and nearby destinations that are commonly accessed by walking (schools and parks). The provision of zebra crossings at all approaches and the off-road bike paths were supported. Concerns were initially raised regarding the use of pavement to distinguish pedestrian and cycle area on kerb. Through discussions it was acknowledged the pavement pattern alone can be adequate in separating movement modes. Landscaping to the kerb (at roundabout edges) was highly supported as a means to slow vehicles and improve amenity.

## Street Champions Workshop

**Date:** Thursday 6<sup>th</sup> February 7:30-8:30pm

**Attendees:** 4

**Format:** table discussion and sketching of ideas for the refinement of Areas.

### Area 2 and Hot Spot 2: Gilbert Road to Jessie Street

- Street champions were highly supportive of the proposed bike treatments in this area.
- There was support for the removal of parking along the south side of Cramer Street (between Jessie Street and St Georges Road) given Council had undertaken parking assessments which determined parking could be accommodated elsewhere.
- The protected bike lane east of Jessie Street was highly supported as a means of providing for the safe movement of younger or less confident cyclists.
- The Street Champion group were highly supportive of the proposed roundabout concept, providing opportunities for cyclists to travel through a shared arrangement around the intersection.
- This concept provides considerable benefit to young families, ensuring children can safely travel along Cramer Street, completely separated from vehicles.
- Suggestions for the improvement of the concept included opportunities for public art and additional landscaping that speaks to the multi-cultural character of the area.
- There is a need to provide wider footpaths to allow pram and wheelchair users to transit safely along the corridor. Council highlighted through discussion that footpath upgrades are part of a separate strategy and would be upgraded as part of the existing program.
- Additional trees for shade to footpaths was a key issue raised. There have been recent tree removals in the area which have significantly impacted on the shade to the public realm. Any opportunity to increase canopy cover along Cramer Street is highly supported.
- A key message from this workshop was to ensure the corridor improvements encourage people to stay in Preston and not just move through.
- The HW Zwar Reserve is identified as a highly popular public open space for the local community. While improvements to the reserve are out of scope with this project, opportunity exists to ensure improvements at the edges of the park are inviting and provide safe access for people of all ages and abilities.

## Area 2 Next Step Recommendations

### Jessie Street Hot Spot

- Ensure the concept design provides opportunity for public art or community art intervention at the park interface.
- Provide shade and additional landscaping around the proposed rest area.
- Indicate an area within the park at Cramer Street to be set aside for a larger bike parking area to accommodate for families who ride to the playground.
- Ensure there is signage at roundabout approaches to indicate the shared path arrangement to cyclists.

## General Recommendations

Other revisions to the Corridor Framework could include:

- Council to consider a long-term strategy to potentially deliver protected bike lanes between Gilbert Street and Jessie Street, as a continuation of the proposed protected bike lanes to the east of Jessie Street. This would involve the removal of parking to one side of the street, however, provide legible and consistent bike infrastructure for over 800m.
- In tandem with wayfinding signage at the intersection with St Georges Road, provide a bike storage box at the signals to prioritize cycle movement onto the St Georges Road trail.
- Opportunity to provide additional seating/rest node between Jessie and Gilbert Street. This could be located with an existing community use, such as the Mosque.

# STREETS for PEOPLE

Prepared by City of Darebin

June 2020

CONSULTATION  
SUMMARY:  
PHASE 3





## Community and Stakeholder Engagement

### Summary: Preston Activity Link (West) – Phase 3

In 2019, Hansen Partnership were engaged by Darebin City Council (Council) to gather feedback on the proposed streetscape improvements and sustainable transport upgrades in Corridor 5 (Preston Activity Link) of the Streets for People project.

Using feedback gathered during Phase 1 (March 2019) and Phase 2 (February 2020) of community consultation, it was determined that a third and final round of community engagement was needed to confirm the location for the proposed road closure / pocket park for the section of the corridor from James Street to Elizabeth Street. The feedback presented to Council during Phase 2 community consultation showed strong support for the proposal, however it also identified issues with the location for the road closure between on James Street between Cramer Street and Eric Street, that included access challenges for residents on some local streets. As a result of this feedback, further analysis revealed that moving the treatment further south, between Cramer Street and Hope Street, would have the same benefit to the community, with fewer drawbacks. The new proposed location would also support the community's, and Moreland Council's preferred location for a pedestrian crossing point on Elizabeth Street between Raymond Street and Goff Street.

### Community Engagement Process

For this final round of engagement, Council used a letter box drop to approximately 700 households in the area occurring in early May, outlining the draft concept design and reason for change in location of treatment. Residents were invited to provide feedback via email or direct mail, and by phone where requested.

### Breakdown of Consultation Participants

- Over 130 people visited the Your Say page during the third round of engagement.
- 34 households provided feedback by email and direct mail.
- 32 percent of respondents lived in James Street, and a further 23 percent were from Grandview Road, with ten percent each on Booth Street and Cramer Street, and nine percent on Grange Street and Belmont Street combined. The remainder of respondents did not provide details of their address.

Streets for People Phase 3 Engagement Summary | Preston Activity Link (West)

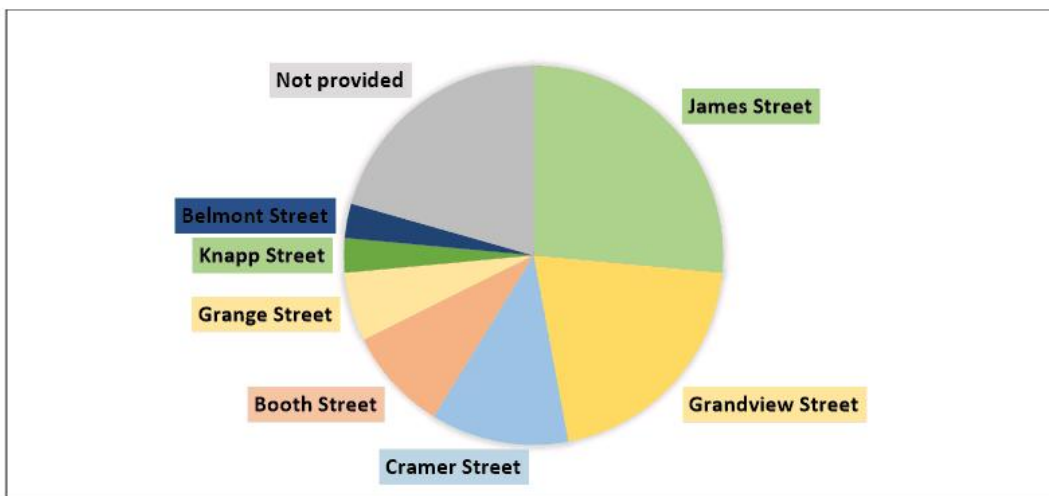


Figure 1: Feedback location data



Figure 2: Feedback by proximity to proposal

James Street Road Closure / Pocket Park Feedback

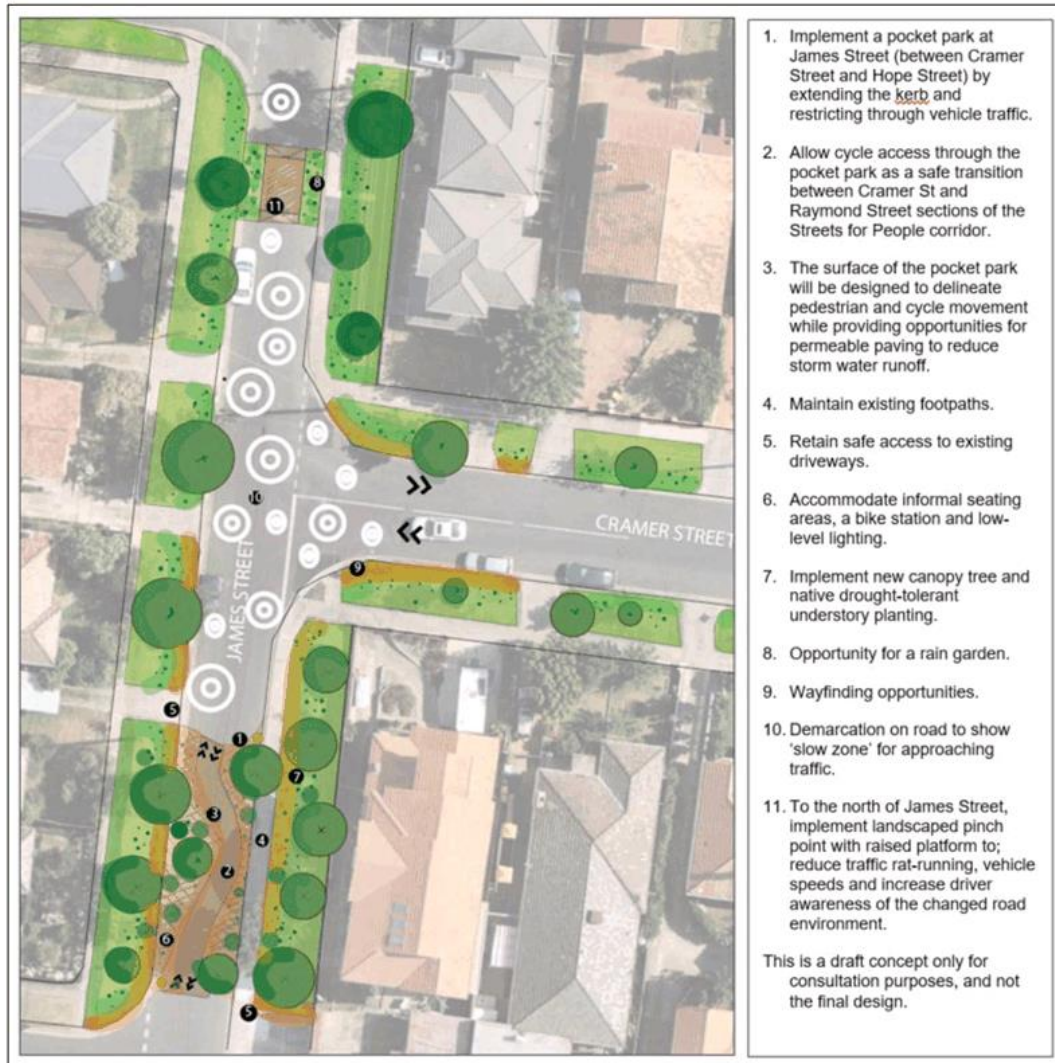


Figure 3: Proposed streetscape improvements

A total of 15 responses received agreed with the proposed location for the road closure and pocket park. Feedback in the responses in support of the proposed concept included:

- "This is a great idea and we look forward to these new welcome changes"
- "I think it is a great idea as it will slow/stop speeding vehicles along the street"
- "It will give us greater access and security on the bike to the rest of the area"
- "I am very excited about the garden area to be developed at the end of James street and think it is a great initiative"
- "The upside in amenity and public safety is well worth it"



## Streets for People Phase 3 Engagement Summary | Preston Activity Link (West)

A total of 18 responses received were critical of the proposal, with responses summarised as follows:

- There is no need for another park in the area
- There needs to be more done on Cramer Street to improve safety and slow vehicles, especially intersections
- Traffic will be displaced to other local streets, and local motorists' trips will be inconvenient
- There are already enough bike paths and cyclists should pay registration if they want to use the road
- It is a waste of money

There was one response that was neither in support or opposed to the proposal.

## Next Step Recommendations for James Street

Given the high level of support for the road closure and pocket park during Phase 2 community consultation (over 80%), and that a majority of the concerns raised during Phase 3 of engagement have been addressed through the additional endorsed treatments for the remainder of the corridor along Cramer Street, it is recommended that the treatment is trialled for a period of 12 months, and include the following:

- Relocation of the road closure and pocket park to the south of James Street between Cramer Street and Hope Street to:
  - o retain the local east-west connection for Eric/James Street residents.
  - o maintain east-west access along Bruce Street for local residents south of Cramer Street.
  - o limit north-south rat-running along James Street between Bell Street and Murray Street
- Existing crossovers to dwellings to be maintained and the road closure and pocket park to be designed to accommodate necessary reversing movements from driveways.
- The design of the road closure and pocket park to maintain the treed verges to either side of the road for shade and privacy to adjacent dwellings and seek to incorporate new drought tolerant, native landscaping in place of lawn.
- The road closure and pocket park to be trialled with bolt down kerbing and temporary planting with through access for pedestrians and cyclists. Any seating / rest area will be sited adjacent to the existing kerb alignment to maintain clear site lines along the street.
- The relocation of the road closure and pocket park can be matched with the relocation of the proposed Elizabeth Street crossing to the south of Raymond Street, to better align with current pedestrian/cycle desire lines.
- Moreland Council have provided in-principle support for a new shared use path from Goff Street, through the Merri Creek reserve, to the existing trail (and bridge connection).
- Guide cyclists and pedestrians along Raymond Street. Investigate opportunities for traffic calming measures to slow vehicles and provide safety for cyclists 'climbing' up the hill (west to east), if required. This may include landscaped pinch-points with speed cushions to slow vehicles but allow unimpeded movement for cyclists.



Streets for People Phase 3 Engagement Summary | Preston Activity Link (West)



Figure 4: Concept Plan for James Street to Elizabeth Street

## 7.4 REIMAGINING RUTHVEN MASTER PLAN ADOPTION AND RELEASE OF DRAFT PLAYSACE CONCEPT DESIGN FOR CONSULTATION

**Author:** Team Leader City Design

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

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### EXECUTIVE SUMMARY

Creating a bushland sanctuary, a natural place of welcome, play and retreat in the heart of Reservoir West is the community vision for Darebin's newest park. The draft Reimagining Ruthven Master Plan (**Appendix A**) is a culmination of two years of site analysis, design and investigative work including community input, to inform the transformation of the former Ruthven Primary School to a three-hectare natural park.

The project has been developed in house by officers, with support from a Community Reference Group (CRG). This group officially came to an end in February 2020 in line with their terms of reference. However, their involvement in two keys pieces of work, the planting plan and naming of the park, will continue until November 2020.

The draft master plan was released to the wider community for feedback over a four-week period in late 2019. Over 81 pieces of feedback were collected during this time with strong support for the overall nature-based vision of the new Ruthven park. The creation of a new playspace was strongly supported by the local community, with over 25 comments and ideas submitted.

Community feedback has informed the draft playspace concept design (**Appendix E**) and it is proposed that council consult the community about this draft concept design in late July.

### Recommendation

**That Council:**

- (1) Adopts the Reimagining Ruthven Master Plan (**Appendix A**).
  - (2) Congratulates and thanks the members of the Ruthven Community Reference Group, community members and stakeholders for their effort, time, feedback and advice in developing the *Reimagining Ruthven* Master Plan.
  - (3) Endorses the draft Ruthven playspace concept design for community consultation (**Appendix E**).
- 

### BACKGROUND / KEY INFORMATION

In 2010, the State Government merged the Ruthven Primary School with the Merrilands and Lakeside Colleges, declaring the subject site surplus for educational needs and commencing the process to dispose the site.

At its 5 September 2016 meeting, Council resolved to purchase the former Ruthven Primary School at 74-76 Glasgow Street Reservoir (figure 1) to fill a gap in Darebin's open space network and move towards achieving Council's goal of ensuring that all residents live within a 500m walking distance of public open space.

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The Council Plan Action Plan recognises the importance of this site by nominating it as Big Action 6 seeking to 'create a new park, playground, oval and children's hub on the site of the old Ruthven primary school in Reservoir'

During the preliminary phase of engagement in October 2017, community feedback demonstrated that a significant proportion of the community did not want a large building, community hub or children's hub at the site. The community also showed little support for a dog-off lead area and skate park.

A Community Reference Group (CRG) was established in March 2018. They reinforced the wider community's sentiment and opposed any community building on the site.

At the 7 November 2018 meeting, Council resolved to create a three-hectare natural park at the Ruthven site in the long term, which did not include any large exclusive-use buildings on the site.

Planning for the function, role and level of infrastructure investment in this park has been determined by *Breathing Space: The Darebin Open Space Strategy*, which classifies Ruthven Park as:

- District Level Park - as it will draw visitors from/has significance to surrounding suburbs as well as people who live within walking distance of the park.
- Type B level of investment in equipment and maintenance. The park has been planned to include over time a playground, BBQ and picnic area, walking paths, canopy trees, public toilet, fitness station and multi-purpose play.

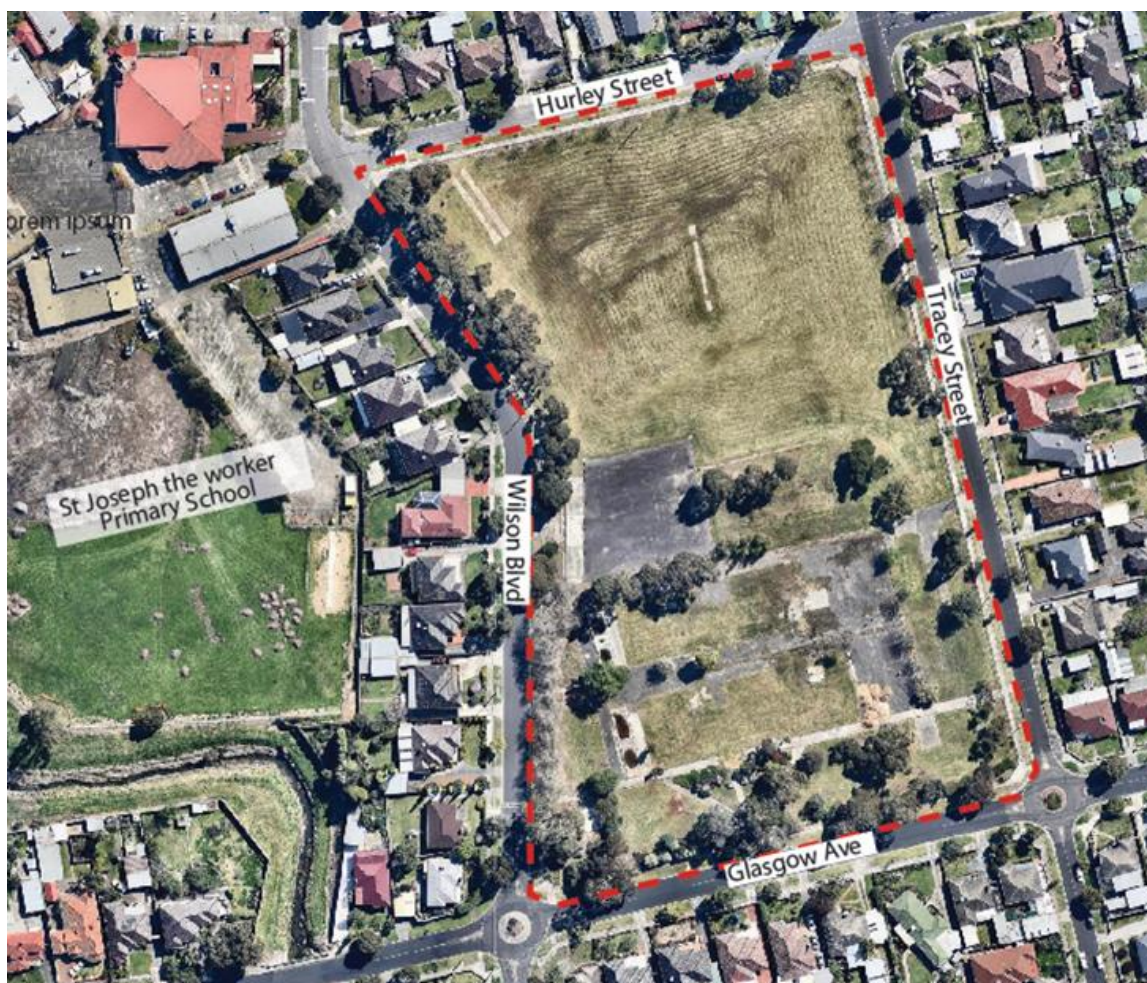


Figure 1 - Former Ruthven Primary School at 74-76 Glasgow Street Reservoir



## Previous Council Resolution

At its meeting on 7 November 2018, Council resolved to:

1. *Confirms that its vision is that the entire former Ruthven Primary School (3.056 ha) is a local park of natural character that is open space for future generations.*
2. *(Formally resolves not to proceed with the initiative identified in the Darebin Council Plan 2017-21 to use the Ruthven school site as a place for a children's hub, and to report this decision in the next Council Plan progress report against any relevant actions or goals.*
3. *Confirm that Council's long term plans do not include any large exclusive-use buildings on the Ruthven site.*
4. *Will include the whole of the Ruthven site in the new Darebin Open Space Strategy.*
5. *Will commit to ensuring the zone and planning controls reflect the long term plans for the whole site as an open space.*
6. *Thanks the Community Reference Group for their advice and seeks their further advice to help complete development of a draft master plan for a local park of natural character and to prioritise some immediate upgrades to the site.*
7. *Formally responds to the Community Reference Group's submission as found in Appendix B.*
8. *Writes to the local community providing them with a project update."*

At its meeting held on 14 October 2019, Council resolved to:

1. *Endorse the release of the draft Reimagining Ruthven Master Plan for consultation with the broader community.*
2. *Thank the Ruthven Community Reference Group for coming together to provide invaluable community insights into the vision for the future use and character of the park, and for their time, energy and commitment in completing this task.*
3. *Redact references to local farmers market and the world class research and teaching facility.*

At its 6 November 2019 meeting, Council considered a report regarding the Community Engagement Strategy and resolved to:

- *Bring members of the Community Reference Group for the former Ruthven Primary School site together to seek their advice on two key pieces of work arising out of the Master Plan over the next year:*
  - *The draft Planting Plan.*
  - *Sharing the community vision of the masterplan with the Wurundjeri to inform the re-naming process for the park.*

## COMMUNICATIONS AND ENGAGEMENT

### Consultation

#### Phase 1 – Community feedback which has helped shape the draft Master Plan

Over the past two years, there has been a wide range of community consultation activities which has collected feedback to help shape and create the draft *Reimagining Ruthven* Master Plan. These have included:



- In October 2017, a Family Fun Day was held to celebrate the recent purchase of the former Ruthven Primary School site and kick start conversations about the local community vision for their new park. Over 375 people attended the event and shared their stories, aspirations and ideas for the park.
- A Community Reference Group (CRG) was established in February 2018 to help shape the vision, inform the design brief and be local champions for the project, for a two-year period.
- Meetings and presentations with key Darebin community advisory groups, including the Darebin Nature Trust, Darebin's Aboriginal Advisory Committee and the Active and Ageing Committee. Site 'walks and talks' with the Darebin Nature Trust, Wurundjeri Woiwurrong elders and Ruthven Community Reference Group. The Reimagining Ruthven Engagement Report – phase 1 (2017) can be found in **Appendix D**.

### **Phase 2 - Sharing the draft Reimagining Ruthven Master Plan with the broader community**

The draft Reimagining Ruthven Master Plan was shared with the broader community for input from 28 October to 17 November 2019. This round of engagement sought to collect feedback on the proposed vision, design principles and actions outlined in the Master Plan from the wider community.

Key consultation tools and activities included:

- Distributing over 2000 postcards promoting the project and engagement activities to households and local business located 500m from Ruthven park. Large A1 posters were erected at the park promoting the key actions of the Master Plan and consultation events. Promotion on the City of Darebin website
- Dedicated 'Your Say page' with the draft Master Plan and translations available to view and download. Small displays promoting the project were provided at the Reservoir Library which included posters, postcards, translations and hard copies of the Master Plan.
- Emails to stakeholders, local schools, agencies and people who had registered interest in the project. Advertisements in the Local Leader
- Project key messages were translated into the top five language groups for Reservoir West (Merrilands) and made available at the libraries, drop in sessions, on the on-site posters and website.
- Two drop-in sessions were held providing an opportunity for the community to chat with Council officers about the draft master plan. An Italian translator was also present. Morning tea and indigenous plants were given away at the sessions held on Wednesday 30 October at the Reservoir Library, and from 10am -12pm Saturday 9 November at the former Ruthven Primary School site.

### **Reaching Reservoir's diverse communities**

Phase 2 consultation was designed to be accessible for Reservoir's diverse community including people not proficient in English or with other communication barriers. Consultation sought to make information accessible and create opportunities for all residents to take part, this was done by:

- One-page Master Plan summaries were created in the top 5 languages for Reservoir and were made available at the Reservoir libraries, on the Have your Say webpage and at the drop-in sessions.

- The two large A1 onsite posters contained project summary translations in the top 5 languages
- An Italian translator was made available at both face to face engagement sessions. Diagrams and consultation materials were visual and designed to communicate universally. All information mailed out included information in 12 languages about how to access translation services as well as information about how to access the national relay service

The Reimagining Ruthven Master Plan Engagement findings can be found in **Appendix B**. Community feedback collected during this second phase of engagement has demonstrated strong support for the vision and design intent outlined in the draft Reimagining Ruthven Master Plan.

Over 60 people attended the drop-in sessions and 81 pieces of feedback were collected, which has been broken down below:

- 69 pieces of feedback were collected at the drop-in sessions
- 7 submission via the Have your Say page
- 6 submissions via email
- 5 comments from the postcards

Feedback demonstrated strong consensus for:

- Natural, bushland vision for the park
- Creating a playspace for kids
- Outdoor gym
- Creating a BBQ and picnic areas
- Walking paths
- Trees for shade and habitat

There were mixed community views about:

- Providing a dog-off lead park
- Play areas for young people
- Naming of the park

Some concerns were raised regarding:

- Lack of carparking and increase in traffic
- Timeframes for the delivery of the Master Plan
- Timeframes for the construction of the wetlands

Details of how the feedback above has been responded to can be found in the Discussion section of this report.

### **Ruthven Community Reference Group (CRG)**

The Ruthven Community Reference Group (CRG) was established in February 2018 to help shape the vision, inform the design brief and for its members to be local champions for the project. As outlined in the Terms of Reference for the group, the CRG would be established for a two-year period, which formally ended in February 2020.

The group will be invited back together to provide advice on two parts of the implementation of the Master Plan: The Planting Plan and the renaming of the park.

### **Other Advisory Committees**

- The Darebin Aboriginal Advisory Committee has helped strengthen recommendations for the site's cultural overlay, connection to country and provided guidance on renaming options
- The Darebin Nature Trust (DNT) has provided input to help shape the biodiversity recommendations in the Master Plan. No formal submission was lodged to the draft master plan during the consultation period. At its February 2020 meeting the DNT presented advice on the project, which can be found in **Appendix C**, along with officer feedback.

Council will continue to check in with these advisory committees on key projects, through the implementation of the Master Plan.

### **Communications**

A detailed communications and engagement plan was prepared to inform the community engagement period held late last year.

## **ANALYSIS**

### **Alignment to Council Plan / Council policy**

#### **Goal 1 - A sustainable city**

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

#### **Goal 2 - Opportunities to live well**

Council Plan Goal 2.1 – 'Create a new park, playground, oval and children's hub\*' on the site of the old Ruthven primary school in Reservoir.

*\*noting Council's resolution from 7 November 2018, which supports the entire three hectares of the site being developed as a natural park.*

### **Environmental Sustainability Considerations**

Building on the site's existing environmental qualities and biodiversity values underpins *Reimagining Ruthven*. Two key directions which will guide the environmental improvements for the park include Blueprint for Biodiversity and Sustainability, Resilience and Future and include actions:

- Create a detailed 'Biodiversity Planting Plan' to create an indigenous landscape
- Retain all indigenous trees and shrubs on the site and increase planting
- A plan to manage existing indigenous grasses and create re-establishment areas
- Over time, start to rehabilitate the Ruthven site and improve soil health

- Increasing canopy cover throughout the park, aiming for at least 25% coverage as per Council targets
- Use sustainable and renewable technologies where possible (i.e. solar panels)
- Increase the habitat area for the local flora and fauna
- Be a stepping-stone for local habitat along the Edgars Creek Corridor, strengthening the connectivity of parklands and habitat creation for fauna including birds in Reservoir West
- Futureproof the site to allow for a potential ephemeral wetland to harvest stormwater runoff in the long term

The site presents a unique opportunity to be a demonstration site for *Breathing Space: The Darebin Open Space Strategy* realising many of Council's biodiversity objectives.

Sustainable transport modes will be encouraged through proposed pedestrian and cycling improvements to the surrounding street network.

### **Climate Emergency**

The challenges of a warmer and drier climate have been recognised and addressed in the master plan, supported by the Blueprint for Biodiversity and Sustainability, Resilience and Future design directions, as they aim to:

- increase the amount of permeable surface,
- increase vegetation canopy cover across the site
- reduce the amount of lawn area by increasing the amount of indigenous grasses and understorey planting.
- create an indigenous and native plant palette, able to withstand the local microclimate changing environmental conditions.

### **Equity, Inclusion and Wellbeing Considerations**

Equity, inclusion and wellbeing considerations in Reimagining Ruthven are supported by the A Park for all and Access & Safety design directions and include actions:

- Create community spaces and seating areas which are inviting and foster community interactions
- Create a 'main walking and wheeling path', suitable for jogging, walking, wheelchair and pram access within and around the park
- Install new seats and/or benches along the main walking path, where possible every 500m, creating resting opportunities for park users
- Install an accessible parking space at key entrances to the park
- The equity and inclusion team have been consulted during the development of the Master Plan and are supportive of the actions
- Crime Prevention through Environmental Design (CPTED) principles has been applied to the design of the park, contributing to safe public spaces for all members of the community.



## Cultural Considerations

The community of Reservoir West is a diverse community. The Master Plan recognises and celebrates this. A key design driver is to ensure that a 'welcoming and inclusive park, supporting a multi-age, multi-diverse community of Reservoir West' is created at Ruthven by:

- Creating seating and community spaces which will allow the diverse community to gather with others, feel a sense of home and make connections with their local neighbours and broader Darebin population.
- Recognise Reservoir's migration history and diversity through subtle design gestures in the park. This may include heritage interpretation, design features/pattern in paving or furniture design
- Rename the park in the Woi wurrong language, recognising the Wurundjeri, the Traditional Custodians of the land and waters
- Continue to engage with the Wurundjeri Woi wurrong Cultural Heritage Aboriginal Corporation and Darebin Aboriginal Advisory Committee on applying a cultural lens to the implementation of the master plan

## Economic Development Considerations

Increasing amenity, usability and accessibility of public open space will have a positive impact on the community by creating places for communities to gather and make vital connections. High quality public spaces support the renewal efforts of local government to help attract and retain residential and business populations in Darebin.

## Financial and Resource Implications

This financial year (2019/20) Council allocated \$142,000 to Ruthven. These funds have been used to kick start the transformation of the former school to a local park through the removal of concrete footings and foundations, removal of exotic trees and planting new indigenous trees. The State Government has committed \$150,000 to assist in the delivery of park improvements to Ruthven for 20/21.

The draft *Reimagining Ruthven* master plan is designed to set a vision and chart a course for the next 20 to 30 years. Other improvements to the park outlined in the Master Plan would be referred to future budget processes for consideration, noting Council's need to balance the needs of parks and open space across all of Darebin. Council and the community could also use the Master Plan as a basis to seek grant funding opportunities for some of the initiatives.

## Legal and Risk Implications

There are no factors in this report which impact on Legal and Risk implications.

## Operational Impacts

Since its formal acquisition of the site in 2016, Council's Parks and Open Space team have maintained the former school site. The Reimagining Ruthven Master Plan has been developed closely with the Parks and Open Space team, who will share ownership of its implementation and ongoing management of the park.

## DISCUSSION

### Response to Community Feedback

Overall there was strong support for the vision and design intent of the draft Master Plan.

Community feedback raised through consultation which **has not been** incorporated into draft master plan

A small number of suggestions were inconsistent with the broader community's shared vision and directions for the park.

- **Creating a 'Dog off lead park' or 'fenced dog park'**

There was mixed support for whether Ruthven should be classified as a dog-on lead park. Some members of the local community currently allow their dogs off lead and would like to continue to do this. Whilst some participants felt that it should remain dog-on lead due to safety fears and potential risks to the local fauna and biodiversity. Some community members suggested creating small fenced dog area, ensuring local fauna was protected, whilst ensuring the local community could continue to bring their dogs to the park.

Officer comment:

The vision for Ruthven, is to become a bushland and biodiversity sanctuary, allowing dogs off their lead, compromises this vision. This position is also reinforced in *Breathing Space: The Darebin Open Space Strategy*, which states: 'Some parks or areas within parks are not suitable for dogs to be off lead including: Where there is significant cultural, biodiversity or habitat value.'

A holistic approach to the provision of dog-off lead areas across the broader Darebin area needs to be undertaken to determine suitable locations for these park functions. This will be delivered through the implementation of *Breathing Space*.

- **Bringing forward the construction of the Wetlands**

Submissions from some members of the Darebin Nature Trust (DNT) recommend bringing forward the delivery of the wetlands, as it would be more cost effective and cause less disturbance to the park and landscape.

Officer comment:

Darebin has prioritised its stormwater management projects based on evidence outlined in *Darebin's Integrated Water Strategy (2017)* and the *Priority Stormwater Projects for Water Sensitive Design (2017)*.

The *Priority Stormwater Projects for Water Sensitive Design* assessed over 68 sites across Darebin to prioritise the top 10 stormwater projects. They have been prioritised based on their capacity to deliver increased stormwater reuse and potable water savings and improve water way health (i.e. through runoff and pollutant load reductions).

Ruthven Park has not been flagged as a priority strategic site in the strategic work. Council is currently focussing efforts on delivering a new wetland at Dole Reserve, which will store and reuse stormwater run-off, irrigating the ovals at both Donath and Doles Reserves in Reservoir.

Due to the natural slope of the land, Ruthven park can accommodate a small ephemeral wetland, as advised by DNT on a site visit in 2019 and confirmed by Council's Drainage Engineer. The wetland will strengthen the biodiversity values of the park. The draft Master Plan recognises this and futureproofs its location, as illustrated in Figure 2.

In the short term, the open lawn area will operate as a kick-to-kick informal oval, allowing it to be transformed to an ephemeral wetland in 20+ years.



**Figure 2 – Future proofing a wetland at Ruthven.**

The Master Plan recognises that a significant amount of work needs to be undertaken to understand the feasibility of this project, including Geotechnical assessments and MUSIC modelling. This is outlined in Key Direction 6: Sustainability, Resilience and Future.

After further consultation with our Parks and Biodiversity officer about the community feedback and concerns from DNT, a 10m buffer will be applied to the future wetlands area, ensuring that no significant trees or capital work projects are planned for this area, as indicated figure 3. This will be reflected in Councils internal GIS system.

It is also important to note that the wetlands were not identified as a top priority for park upgrades by the wider community.



**Figure 3 – The master plan will include a diagram highlighting a 10m buffer future proofing the wetlands. No significant tree planting or major works will be planned for this area during the implementation of the master plan.**

- **Dual naming of the park to reference William Ruthven**

Some community members, who had a strong connection with the school, suggested that the 'Ruthven' name needs to be referenced in the formal naming of the park, as William Ruthven was an important figure to the community. Dual naming of the park was also suggested.

Officer comment:

Council's *Breathing Space: The Darebin Open Space Strategy* commits to renaming 50% of new parks and places in Woi wurrong language. Darebin's newest park presents a great opportunity to realise this initiative. Community engagement with the Woi wurrong elders and Darebin Aboriginal advisory committee have strongly supported this proposal.

Renaming this park after Ruthven may also lead to confusion. A reserve in Darebin is already named after William Ruthven; Ruthven Reserve, located on Albert Street in Preston. Ensuring that the school's legacy and links to William Ruthven will be strengthened in the Master Plan. Key Direction 4 has been amended to ensure that William Ruthven and the historical educational role of the site is referenced through heritage interpretation in the detailed design of the spaces in the park (ie playspace, seating area).

- **Redesigning the park to provide a car park**

Some residents had felt that the new park would attract visitors from beyond Reservoir West, therefore on-site carparking needed to be provided. Some feedback also suggested a potential increase in traffic as a result of the creation of the park.

Officer comment:

This park will service a local catchment, where walking and cycling to the park will be made easier, through traffic management and placemaking projects like Streets for People. There is enough on-street parking in the local network to support additional vehicles. Council will continue to monitor parking and transport management throughout the implementation of the Master Plan.

- **Basketball area, skate park or play area for young people**

A small number of community members do not support any active recreational uses, including basketball, netball or a skate park. Some concerns were raised for the potential noise issues these activities may have, suggesting that it should only be a park of contemplation.

Officer comment:

This suggestion does not align with the vision of the park or key direction 2 'A park for all'. The draft Master Plan proposes to create a multi-purpose intergenerational space, which may include a half basketball court, seating area, hit up wall etc, in response to the preliminary feedback collected from local kids in the 'design your park' exercise, during the preliminary phase of consultation.

This suggestion does not align with Council's Playspace Strategy which seeks to 'plan for an increased range of recreational and social opportunities for young people in public parks, and Councils Youth Strategy which, seeks to 'advocate' for the rights of young people to use open space'. This intergenerational space will be subject to additional detailed design, where the community will be able to contribute to the project. It is recommended that this intergenerational space is co-designed with local young people.



Consideration will be given during the detailed design phase to measures that can be taken to mitigate noise or any other potential issues that could impact on the broader enjoyment of the park as a place of contemplation, through the design of the space.

Community feedback and ideas which **has been** incorporated in the draft master plan:

Community idea	Proposed change in the draft master plan
Understanding the next steps of the Master Plan	One submitter requested clarity about the next planning and designs steps to follow once the master plan was adopted. A diagram illustrating the detailed design phase has been included on page 4.
Retention of steel green seats near Glasgow Ave	These seats will be retained. This recommendation has been strengthened in the Master Plan.
Use of mounds as landscape features	Page 20 amended to include the following recommendation 'Use mounds as a landscape feature. Locations to be determined through the detailed design process.
Using less concrete for the walking paths throughout the park.	<p>One submitter raised concerns about the use of concrete for the walking paths in Ruthven. This submitter provided an example of a new accessible path type - a granitic gravel, all abilities walking path constructed in a nature reserve in Ocean Grove.</p> <p>A key driver of the master plan it to ensure that the main walking path is suitable for all mobility levels (walkers, pram, wheelchairs). Officers will explore this submitter's example in detail.</p> <p>An image of the Ocean Grove example has been included in the 'Precedents' section on pages 36-38.</p>
Reference to William Ruthven in the new park.	The Master Plan will be amended to ensure that William Ruthven and the historical educational role of the site is referenced through heritage interpretation in the detailed design of the park spaces.
Ephemeral wetlands	Page 29 of the Master Plan will include a diagram highlighting a 10m buffer future proofing the wetlands. No significant tree planting or major works will be planned for this area during the implementation of the master plan.
Path network	Minor tweaks to the path alignment have been made following advice from Council's Biodiversity Officer and Arborist, to ensure that the roots of major trees are protected.
Precedent images	Include some examples shared by the community.
Bringing forward biodiversity planting in the south-west corner	Fast track the creation a habitat connection with Edgars Creek.

### Draft Playspace Concept Design

Key direction 3 of the draft Reimagining Ruthven Master Plan nominates opportunities to create play at Ruthven Park, including:

- *Creating a new playspace, which includes a slide, adventure play elements and a swing. Ensure that adequate seating areas are incorporated in its design, allowing for the local community to socialise.*

- *Creating a nature-based play area, allowing kids to play, explore and connect to nature. Nature play and sensory elements could include logs, sand, dry creek bed, timber equipment.*
- *Creating an intergenerational, multi-purpose play area for all ages to use and enjoy. This may include a half basketball court, netball court, tennis hit up wall, soccer net, bouldering wall, bocce pitch. Include seating areas. Ensure that this space is designed to sensitively respond to the natural environment of the park. Use sound attenuation technology.*

The creation of a new playspace resonated strongly with the local community. Over 25 comments and ideas were shared with Council during the second phase of consultation. Officers have used this feedback, in addition to the ideas collected at the Family Fun day in 2017 (**Appendix D**) to inform the draft playspace design as found in **Appendix E**, which:

- Has a bushland theme, aligning with the vision of the Master Plan.
- Ensures that the play equipment has an emphasis on natural materials and colours, ensuring that it visually isn't dominant in a bush type landscape.
- Has a focus on indigenous plantings and robust native species, providing interest and tactile elements to engage kids in the environment
- Includes seating areas for the local community to meet and socialise.
- Considers how that three key play areas and BBQ/Picnic area will be integrated through design features, path layout and landscaping.

Community consultation for the playspace is proposed to commence in late July and include:

- Sharing the draft concept plan to residents who live 500m from Ruthven Park
- Ensuring that large onsite posters are erected on site
- Update Councils Have Your Say page to include copies of the draft concept plan.
- Promoting the consultation period on Darebin's social media page.
- Ensuring that local schools and childcare facilities received copies of the plans
- Exploring opportunities to hold an onsite engagement session (subject to Covid-19 restrictions).

A staged construction of the playspace is scheduled to commence in the second half of 20/21.

### **Delivering park improvements**

This financial year (19/20) Council allocated \$142,000 to Ruthven. These funds have been used to kick start the transformation of the former school to a local park through the removal of concrete footings and foundations, reseeding of lawn and removal of exotic trees, which were completed in April 2020.

A planting list for Ruthven is being finalised with input from the Community Reference Group and Darebin Nature Trust, to inform new tree species to be planted along the northern and south-eastern sections of the park. This will be delivered throughout July and August.

The development of the concept design of the new playspace has also commenced. Construction of the playspace would be staged over time and is currently proposed to commence in the second half of 20/21.

## OPTIONS FOR CONSIDERATION

**Option One:** Adopt the Reimagining Ruthven Master Plan following community feedback. (Recommended)

**Option Two:** Not endorse the Reimagining Ruthven Master Plan and request additional information to be brought back to Council prior to considering it for adoption.

## IMPLEMENTATION STRATEGY

### Details

- Publicly release the adopted *Reimagining Ruthven* Master Plan
- Finalise the Planting Plan with support from the Ruthven CRG and DNT
- Continue to deliver stage 1 implementation works, including new tree planting
- Consult on the playspace concept design and after incorporating community feedback seek Council support to proceed to construction.
- Formally commence the renaming process, with support from the Ruthven CRG.

### Communication

Following the adoption of the Master Plan, updates will be provided to the community and stakeholders which will include:

- A letter from the Mayor thanking the CRG for their contribution to the Master Plan
- Emails to all external stakeholders inviting people to view the adopted Master Plan
- Updates to the YourSay page
- Promotion on Council's social media posts
- Holding a community planting day to celebrate the adoption of the Master Plan in July/August (subject to Covid-19 restrictions).

### Timeline

- Officers continue to work through the Stage 1 implementation work, including detailed design and consultation of the Master Plan
- Officers to finalise Planting Plan with Ruthven CRG and DNT (June – July)
- Tree Planting (July - August)
- Community Consultation of Playspace (July - August)
- Ruthven CRG to meet with the Wurundjeri Woi wurrong Cultural Heritage Aboriginal Corporation to discuss remaining of the park (November).
- A future report will be presented to commence the statutory process of renaming the park.

**RELATED DOCUMENTS**

- Reimagining Ruthven Master Plan (2019)
- Breathing Space (2019)

**Attachments**

- Reimagining Ruthven Masterplan - Adoption (**Appendix A**) [↓](#)
- Community feedback to draft Ruthven Master Plan (**Appendix B**) [↓](#)
- DNT Recommendations and Officer Feedback - Ruthven Master Plan (**Appendix C**) [↓](#)
- Ruthven Community Engagement Report - November 2017 (**Appendix D**) [↓](#)
- Ruthven Playspace Draft Concept June 2020 (**Appendix E**) [↓](#)

**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.





# REIMAGINING RUTHVEN

## DRAFT MASTER PLAN



**2019**



### **Acknowledgment of Traditional Custodians**

Darebin City Council acknowledges the Wurundjeri Woi Wurrung people as the Traditional Custodians of the land and waters we now call Darebin and pays respect to their Elders, past, present and emerging. Council affirms that Wurundjeri Woi Wurrung people have lived on this land for millennia, practising their ceremonies of celebration, initiation and renewal.

Council respects and recognises all Aboriginal and Torres Strait Islander communities and their values, living culture and practices, including their continuing spiritual connection to the land and waters and their right to self determination.



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# REIMAGINING RUTHVEN

## Blueprint for Biodiversity

Ruthven Park is Darebin’s newest park. It will be a place of welcome, play and retreat for Reservoir West.

This document outlines a vision to transform the former Ruthven Primary School into a bushland sanctuary; a haven for people, birds, bees, marsupials, insects, reptiles, trees and plants.

*Reimagining Ruthven* brings together many factors for consideration in the planning and design of this park. Understanding existing and future demographics, ground conditions, heritage, existing vegetation, solar access and movement, land use and activities are factors that have all been considered in the creation of this masterplan.

Community input has also been a key driver in shaping the design of the park. Some of the key ideas gathered during community consultation included:

- Reconnecting with nature.
- Enriching the health and well-being of the community.
- Creating safe and fun places for the youngest and oldest in the community.
- Planting an abundance of indigenous trees and plants.
- Creating a safe and accessible park.
- Providing spaces for contemplation.

*Reimagining Ruthven* is a framework for a sustainable future, which deliberately leaves space for the park to evolve organically as the local needs and the environment changes over time.

## The process so far

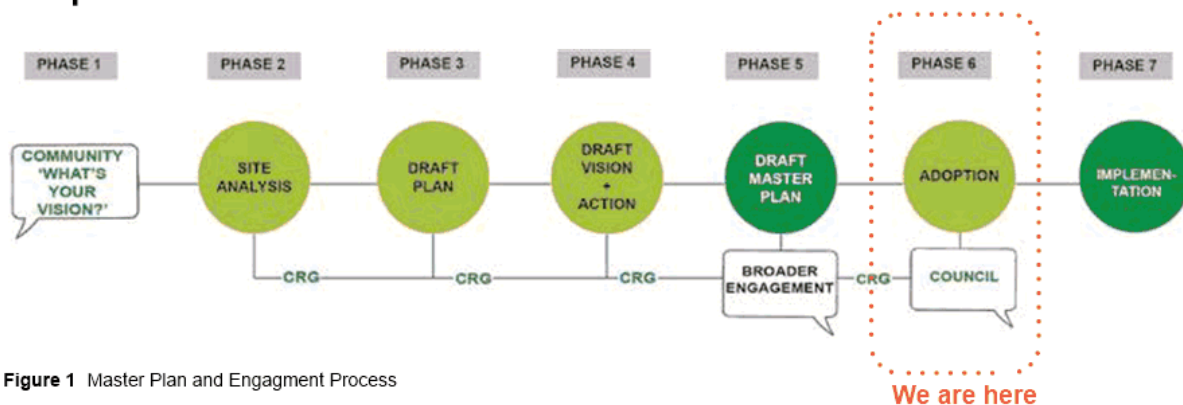


Figure 1 Master Plan and Engagment Process





Existing Trees along Wilson Boulevard

### What a Master Plan does

- Provides a clear, long term vision for the park.
- Establishes strategies which have guided the development of the park, outlining planning, design and access issues, considerations and opportunities.
- Provides clear Council and community driven actions to help deliver the Master Plan over time.
- Ensures that a staged development of the park is realistic and achievable.

### Timeframes for implementation

*Reimagining Ruthven* is designed to set a vision and chart a course for 20 to 30 years.

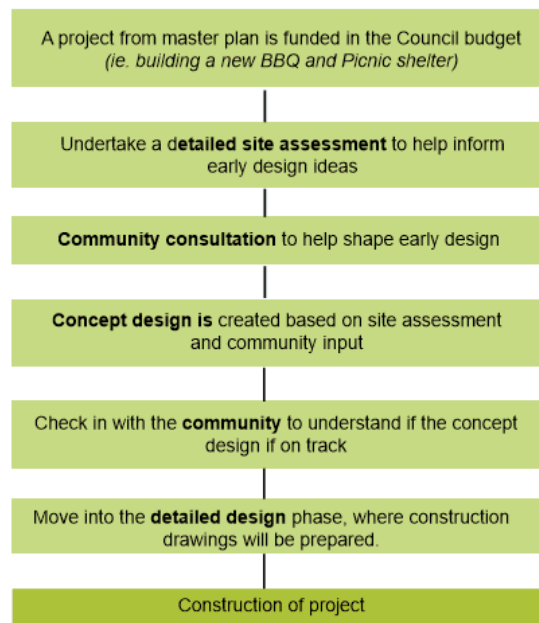
Improvements to the park outlined in the Master Plan would be referred to future budgets for consideration balancing needs across the City.

Council and community could use the Master Plan as a basis for seeking grant funding for some of the initiatives.

As this is a long term Master Plan , Council will need to check in with the community (each five or ten years), ensuring the projects identified in the Master Plan align with community needs.

### What happens next?

As the master plan is a visionary document, each key project outline the plan will be subject to detailed site assessments and community consultation to help inform the detailed design of key projects.





# UNDERSTANDING RUTHVEN

## Existing Conditions

- Ruthven Park is located at 74-76 Glasgow Avenue Reservoir West (Merrilands).
- Reservoir West is a low-density suburban area characterised by large lots and detached dwellings.
- Merri Creek frames the western edge of Reservoir West, and its tributary, Edgars Creek divides the precinct.
- The area contains two schools, four small local shopping villages and two Council community facilities including PRACE and Merrilands Childcare.
- Many of the larger parks located in the precinct are dominated by formal sports and include local sporting ovals and pavilions. Ruthven provides an opportunity for play, rest and relaxation in Darebin's North.
- As this park addresses a shortfall in open space for the precinct, it has been classified as a 'district level park' in the Darebin Open Space Strategy, *Breathing Space* (2019).
- The park contains 137 existing trees, indigenous, native and exotic, in relatively good condition.
- People currently use the park for informal exercise, walking and dog-walking.

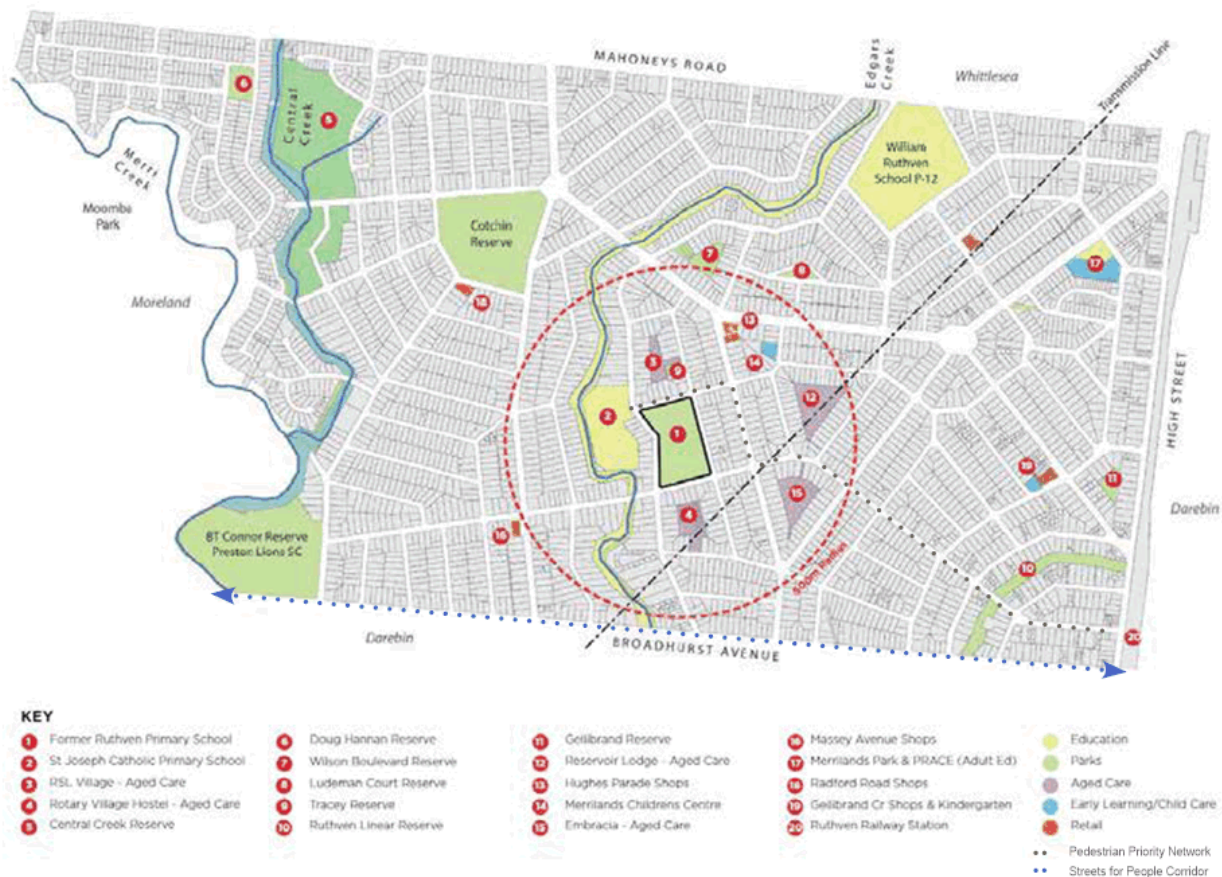


Figure 2 Context map - Reservoir West





Figure 3 Existing site conditions & opportunities.



### Features & Opportunities

- There are 137 mature trees on site which are highly valued by the local community.
- It is a 'stepping-stone' for local habitat and biodiversity along the Edgars Creek corridor.
- The park fills a gap in Darebin for leisure and play, contemplation and nature.
- Open lawn areas for informal sports & play.
- Four street frontages creating excellent access into the park.
- A community space and cultural ecosystem which benefits a diverse cross section of the community.
- Panoramic view lines throughout the park.
- Changes in topography with a gentle slope towards Edgars Creek provide an opportunity for collecting stormwater for reuse.

### Challenges

- Finding balance between nature and a public park.
- Risk of over development of the park.
- Poor access into the park due to existing school layout and fencing.
- Mitigating local flooding issues.
- Protection from prevailing winds.
- Creating an agile framework which leaves space for the park to evolve organically as the local needs and the environment changes over time.

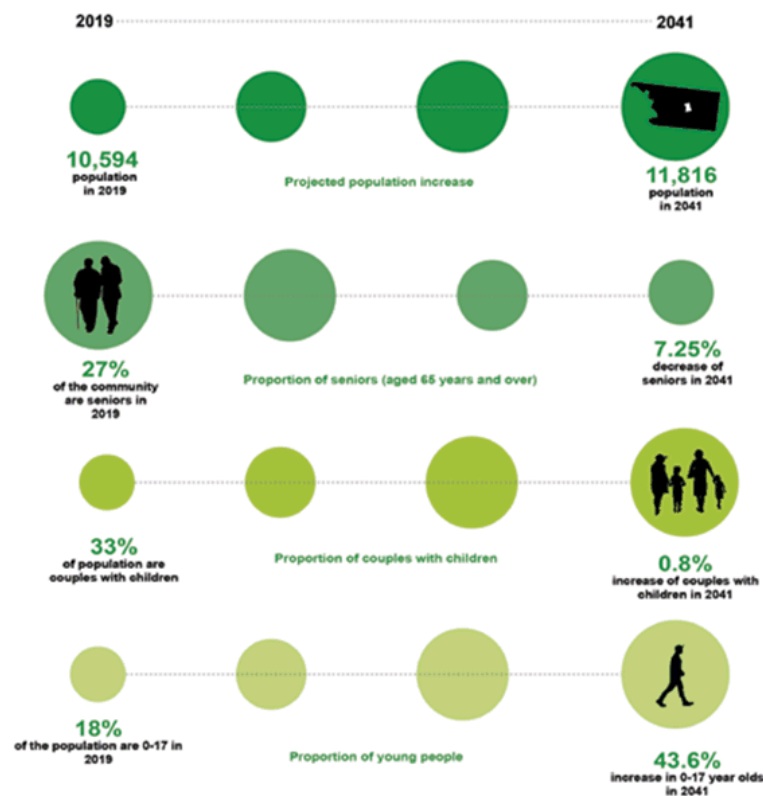


Figure 4 Projected change in demographic from 2016 to 2041





# DRIVERS & OPPORTUNITIES



Existing trees



Ecological function



Play and contemplation opportunities



Creating an inclusive space for all



Park users - current and future



Site views and topography



Improving access and safety



Site history



Connection to Country



## COMMUNITY ENGAGEMENT

Feedback from the local community has shaped the development of Ruthven Park. Key community engagement activities included:

- Collecting over 350 ideas at a Family Fun Day held in October 2017.
- Talking with local residents via phone or email, during a three-week community consultation period from October – November 2017.
- Collecting ideas from local community groups including the Merri Creek Management Committee, Darebin Bicycle Advisory Committee and Darebin Nature Trust.

### What the community really want to see:

- Playgrounds which foster community meeting spaces.
- Walking circuits and paths.
- A BBQ and picnic shelter.
- Park amenities such as public toilets, seating, drinking fountains and bins.
- Outdoor exercise equipment.
- A native landscape.
- A park which supports community activities such as a local market.

### What local kids want in their park:

- Slides (16)
- Swings (10)
- Climbing equipment and adventure play (7)
- Flying fox (5)
- Basketball (5)
- Monkey bars (4)
- Football Oval (4)

### The community showed little support for:

- Any community building, community hub or early learning centre
- A dog off lead area
- A skate / BMX area

### Community Reference Group

The Ruthven Community Reference Group has supported the creation of this Master Plan. The group met monthly to guide the vision and champion the community's desire for the park to be retained as an open space unencumbered by buildings.





Collecting the community's ideas at the Family Fun Day in October 217





## WHAT YOU SAID

*“Native trees and plants, open space”*

*“Quiet areas for the elderly/reading and reflection”*



*“Space to fly kites, kick balls”*

*“Multi aged play facilities”*

*“Links green spaces for native flora and fauna”*

*“Large canopy trees to picnic under”*

*“Acknowledge the traditional custodians of the land within the precinct of this park”*

*“Indigenous garden, dog free areas, kids and family friendly”*



*“Playgrounds which foster community meeting spaces, walking circuits and paths, BBQ and picnic shelter, outdoor exercise equipment”*



*“Native planting, natural shade, nesting boxes for birds”*

*“Open space, somewhere to sit and relax. Maybe covered shade”*



*“Lots of native trees – no buildings”*



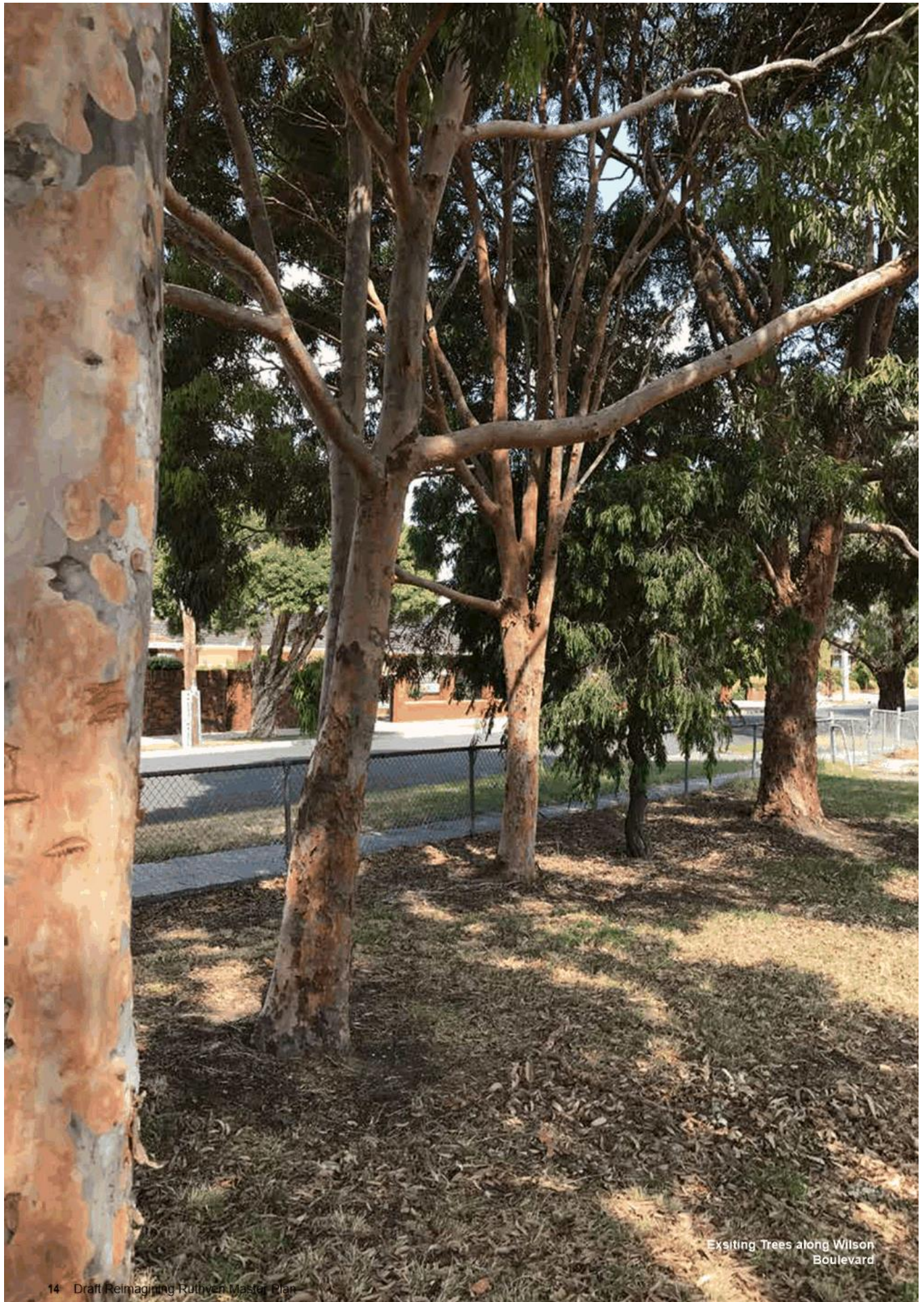
*“Safer pedestrian crossing to access park.  
Speed bumps and hoon reduction, traffic calming. Plant trees in the middle of the road”*

*“Wheelchair friendly. Walking/ scooting with toddler and pram – even out footpath..”*

*“Use recycled materials where possible, e.g. timber flooring”*

*“Playground: all ages and abilities. Progressively challenging and interesting”*





Existing Trees along Wilson Boulevard





## POLICY CONTEXT

### Reimagining Ruthven is based on the following Council strategies and policies:

#### Breathing Space – the Darebin Open Space Strategy (2019-2029)

- Darebin's Open Space Strategy 'Breathing Spaces', will guide the function and level of investment for the park.
- Bushland character is the default choice for the park.
- The proposed plant palette will use plant species of local provenance as a priority and enhance Reservoir's local biodiversity.
- Create a resilient environment that responds to climate change.
- Create an opportunity for Ruthven Park to be an education site for the Open Space Strategy.
- Renaming this new park in collaboration with the Traditional Custodians of the land.
- Creating a welcoming, inclusive and accessible park for Reservoir's diverse community.
- Creating a park which balances the needs of different users within open space.
- Engage the community as partners in biodiversity protection.
- Create a 'Green Streets Network' for biodiversity connections.

#### Natural Heritage Strategy (2015-2025)

- Continue to use indigenous species of local provenance in all landscaping along waterways or habitat corridors.
- Rehabilitate the original grasses that are still existing.
- Create habitat for bees through the inclusion of flowering plants.
- Educate residents about local flora and fauna to promote Darebin natural heritage.
- Continue to maintain and improve the quality and extent of indigenous vegetation by allocating more resources for replanting programs and weed control.

#### Darebin Walking, Active Travel and Transport Strategies

- Develop high quality, key pedestrian and cycle links across Darebin.
- Develop pedestrian-friendly path design and maintenance standards.
- Install secure bicycle parking at key public destinations.

#### Darebin's Urban Forest Strategy (2013)

- Increase tree coverage on public land to at least 25% over 15 years in the City of Darebin.
- Increase indigenous and native tree diversity, enhancing local habitat for native animals and birds.
- Broaden tree species selection to develop a diverse urban forest, focusing on species from warmer and drier environments. Consider trialling new species.
- Plant the largest tree suitable to each location to achieve the canopy cover targets.
- Develop and maintain a healthy, resilient, diverse and safe Urban Forest which will provide multiple, long-term benefits to the community and the environment.

#### Access and Inclusion Plan (2015-2019)

- Creating open spaces which are inclusive, accessible and equitable, responding to the needs, rights and priorities of our communities.
- Reduce barriers for people with a disability to access places, goods and services.

#### Active and Healthy Ageing Strategy (2011-2021)

- Reduce barriers to people with a disability accessing places, goods and services.
- Creating open spaces which are inclusive, accessible and equitable, responding to the needs, rights and priorities in our communities.

#### Towards an age friendly Darebin (2019)

- Create an age friendly outdoors environment
- Safe and accessible 'walking and wheeling' paths and routes are designed for the park.
- Seats with backs are provided.
- Seats are plentiful and grouped to encourage conversation and exchange.
- Implement this plan with support from the Older Persons Open Space Audit Advisory Team.
- Explore the possibility of permanent games and exercise equipment for the elderly.



***Ruthven Park will be a bushland sanctuary, a place of welcome, play and retreat in the heart of Reservoir West***





Figure 5 Artist Impression of Future Ruthven, showing nature play, accessible path, indigenous grasses and planting.

## KEY DESIGN DIRECTIONS



### BLUEPRINT FOR BIODIVERSITY

A biodiverse, indigenous landscape will be showcased, enriching Reservoir West's urban ecosystem.



### A PARK FOR ALL

A welcoming and inclusive park, supporting a multi-age, multi-diverse community of Reservoir West.



### CREATING PLAY

A fun and happy destination will be created for Reservoir West's oldest and youngest residents.



### CONTEMPLATION & EDUCATION

A choice of spaces for contemplation, connection to country and appreciation of nature.



### ACCESS & SAFETY

A safe and accessible place for all ages, genders and levels of mobility.



### SUSTAINABILITY & FUTURE

A resilient and agile framework is established, supporting the organic evolution of the park in line with its community and climate.





# THE MASTERPLAN



Figure 6 Draft Ruthven Master Plan



### A Blueprint for biodiversity

1. Retain indigenous trees and shrubs on site and enhance with more planting.
2. Remove all exotic shrubs, bushes and plants, found throughout the site, ensuring that succession planting occurs prior to removal.
3. Create a 'Biodiversity Planting Palette & Plan' which will be the catalyst for transforming the site into a biodiversity haven.
4. Create 'wild spaces' and 'habitat areas' which retain a natural bushland character.
5. Create 'Indigenous Grassland Re-establishment Areas'.
6. Support this park being formally recognised as a 'Dog-on Lead' park.



### A Park for All

7. Create a sheltered community space designed to support local BBQ's, community picnics, birthdays and cultural celebrations. Accessible BBQ, picnic table and drinking fountains are to be included in this space.
8. New accessible public toilet
9. Rehabilitate the old school site and transform it into an informal lawn area for picnicking.
10. Install new seats and benches along the main accessible walking paths, under natural or structured shade areas.



### Creating Play

11. Create a new playspace, which includes slides, adventure play elements and a swing. Ensure that adequate seating areas are included in the design to allow community to socialise.
12. Create a natural based play area, allowing kids to play, explore and connect with nature.
13. Create an intergenerational, multi-purpose play area for all ages to use and enjoy. This may include a half basketball/netball court, tennis hit up wall, soccer net, bouldering wall, bocce pitch. Include seating areas in the design of this space.
14. Provide outdoor exercise station to support active and healthy aging. Host some free exercise programs targeted for the local elderly community.
15. Reshape the former oval. Retain it as an open lawn area and a space to fly kites or exercise.



### Sustainability, Resilience & Future

16. Remove the existing asphalt and concrete footings of the former school.
17. Retain Tracey Street as the main access entry for maintenance vehicles.
18. Ensure that the parks planting palette includes low maintenance and drought tolerant species.
19. Undertake investigations to help determine the feasibility of creating an ephemeral wetland in the long term.



### Contemplation, Education & Appreciation

20. Create several seating and conversation corners throughout the park.
21. In partnership with the Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation, rename the park in the Woiwurrong language.
22. Recognise Reservoir's migration history and diversity through subtle design gestures in the park design.
23. Create a biodiverse bushland at Ruthven Park that will also act as an educational tool.
24. Incorporate local stories and narratives from past pupils and teachers through a placemaking/local art/landscape intervention in the park (i.e. seating nodes/conservation corners).



### Access & Safety

25. Create a main 'walking and wheeling' loop within the park, connecting people to key park entries and destinations throughout the park. This will not be a formal shared cycling and walking path.
26. Create a bushland walk, providing an opportunity for the local community to meander through and connect with the natural, bushland experience of the park.
27. Glasgow Avenue was the main entry whilst the site operated as a primary school. Retain and upgrade as the main feature entry to the park. This could include some park signage and feature landscaping as tribute to the former school.
28. Improve access to the park by creating new entry points to the park.
29. Create safer pedestrian access to the park. Install raised zebra crossings at strategic locations to the park (i.e. local school, aged care facilities and bus stops along the main pedestrian routes).





# DIRECTION ONE: BLUEPRINT FOR BIODIVERSITY

## Why is this important?

- Nature enriches our lives, improves our physical, mental and social well-being, thus creating healthy communities.
- Our natural environment provides an essential ecosystem servicing our cities.
- As custodians of the natural environment, it is our duty to protect the biodiversity in our city.
- It can enhance the local community experience and connect nature.

## Planning for Biodiversity

### Council led projects:

- Retain all indigenous trees and shrubs on the site.
- Remove all exotic shrubs, bushes and plants, including the Desert Ash Trees along Tracey and Hurley Streets, Pittosporum tenuifolium and Cherry Plum trees found throughout the site. Ensure that succession planting occurs prior to removal.
- Create a 'Biodiversity Planting Plan' which will be the catalyst for transforming the site into a biodiverse haven. This plan should aim to:
  - Retain trees, plants and grass species - indigenous to the area and region. Use plants of local provenance where possible.
  - Use a plant list inspired by Ruthven's indigenous ecology found in EVC 55 'Plains Grassy Woodland' as its foundation.
  - Use plant species which respond to the dry, windy, north-westerly microclimate of the site, creating effective and layered windbreaks.
  - Increase canopy coverage across the site to 25% coverage.
  - Provide habitat and food sources for local fauna.
  - Create habitat areas for bees, butterflies, small birds to hide.
  - Showcase planting for community education.
  - Incorporate colour and seasonal change into species selections.
  - Incorporate recommendations from the Wurundjeri Land Corporation.
  - Eye level shrubs are considered for key entrances into the park, delivering on CPTED principles (page 33 for details).

- Create 'wild spaces' which retain a natural bushland character with no seating or pathways.
- Re-wild the nature strips adjacent to the site.
- Use mounds as a landscape feature. Locations to be determined through the detailed design process.
- Create 'Indigenous Grassland Re-establishment Areas', where the sites existing remnant grasses can be re-established and monitored. Develop a management plan to help rehabilitate and transition the site into a biodiversity haven.

The Biodiversity Planting Plan should consider strategies to:

- Manage exotic weeds including *Romulea rosea*
- Create the 'Indigenous Grassland Re-establishment Areas'.
- Manage, protect and translocate the remnant grasses found at site.

### Community led projects:

- Bring back community tree planting days.

### What the difference between an Indigenous and native plant?

Indigenous plants are not only native to Australia, but they are plants that occur naturally in your local area. Indigenous plants are, by definition, those native to the specified locale.

Native plants are indigenous to a given area in geologic time. This includes plants that have developed, occur naturally, or existed for many years in an area.



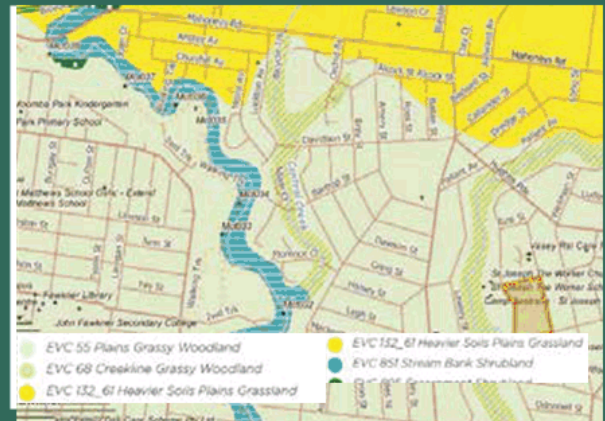
### Reservoir West’s historical landscape

Reservoir West area was once occupied by Plains Grassy Woodland (EVC55). The soil associated with these woodlands was generally alluvial or volcanic in origin.

River Red Gums were the dominant tree species and made up around 30% of the canopy. Other trees included the Silver Wattle and Black Sheoak. The understorey was predominantly grassy with scrambling herbs.

Remnants of this indigenous ecology exists in the grassland and woodland species of the park.

We often refer to a sites Ecological Vegetation Classes (EVC) to understand the landscape, climate, geomorphology, geology, soils and vegetation of an area prior to settlement.



**Fauna found at Ruthven**



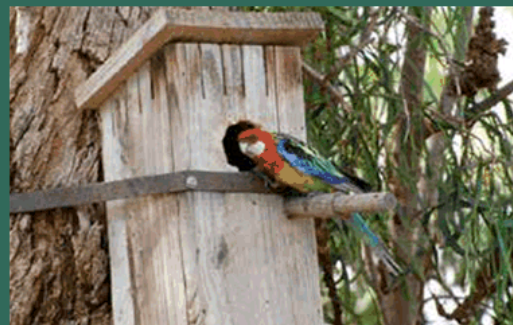
**Figure 8** Fauna sightings  
Based on site observations & stories from officers site visits.

**Fauna & habitat conservation**

- Thanks to the established vegetation and the proximity to the Edgars Creek the site is already home to native birds.
- Species such as the Australian Magpie, Galah, Little Lorikeet, Rainbow Lorikeet, Red Wattle bird and Tawny Frogmouth have been seen on site feeding and nesting in the established trees. Small reptiles like the Eastern Striped Skink and the Bougainville’s skink have also been found on site.
- A White-faced Heron has been observed during many site visits – reinforcing the site geographic location (proximity to Edgars Creek and water) an important factor in attracting terrestrial fauna to the site.

**Council led projects:**

- Retain any dead, mature trees as habitat trees.
- Create safe, hiding spaces for small native birds and other fauna by planting shrubs and introducing habitat logs.
- Plant more food sources for fauna, including flowering gums and pollen throughout the park.
- Create special gardens throughout the park to encourage bees (planting of the Native Flax Lily), butterflies, insects and hiding spaces for small birds.
- Install nesting boxes and bird baths throughout the park.
- Support this park being formally recognised as a ‘Dog-on Lead’ park in the Darebin Local Laws.
- As lighting in the park may impact local fauna it will be discouraged.



**Opportunities for nesting boxes at Ruthven**

## Stepping-stone for biodiversity

### Why is this important?

- Flora and fauna populations are more likely to survive when their habitat is protected and when they are able to move safely across environments.
- Improving connectivity and creating habitat corridors can mitigate habitat fragmentation.

### Council led projects:

- Promote the use of indigenous planting used in the new Ruthven Park by:
  - hosting tree planting days, which may include free plant give aways to local residents
  - run an indigenous garden workshop for local residents.
  - encourage surrounding landowners and/or redevelopment sites to use indigenous planting.
- Advocate and work with Melbourne Water to increase the biodiversity planting along the Edgars Creek corridor.
- Investigate long term options to improve connectivity and reduce habitat fragmentation from the site to the Edgars Creek corridor, through strategic land acquisitions.
- Create a 'Green Connector Streets' network:
  - Encourage street tree plantings in local streets surrounding Ruthven to contain bird and pollinator attracting tree species (indigenous species where possible).
  - Support local residents to transform their nature strips using low level indigenous planting, in accordance with Council's nature strip policy.
- Enhance biodiversity in local streets that connect to Ruthven Park by selecting bird and pollinator attracting tree species (Figure 9). This should include planting in roundabouts close to the park.

### Community led projects:

- Use the 'Ruthven Biodiversity Planting Palette' to create your own native bushland oasis in your backyard, enhancing the biodiversity connections in Reservoir West.
- Participate in bird surveys led by the Merri Creek Management Committee and other community groups, to track and record fauna sightings for the park, helping understand and measure the success of the Biodiversity Planting Plan.
- Establish a partnership with a university provider to use Ruthven Park as a 'living laboratory', allowing future environmentalists and horticulturalists an opportunity to rehabilitate the biodiversity values of the site.

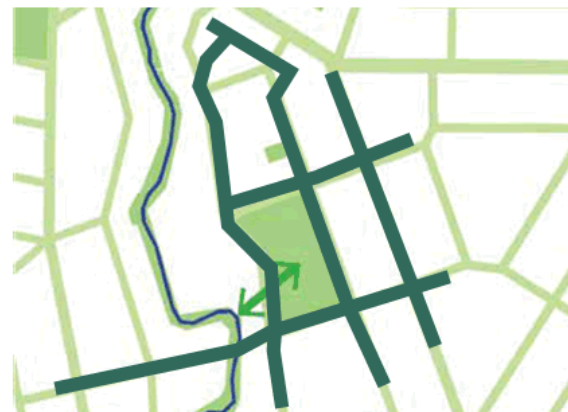


Figure 9 Streets where native plantings could be considered



Ruthven is strategically located to play a key role in enhancing the biodiversity network and minimising habitat fragmentation for Reservoir West, given its proximity to Edgars Creek, Edwardes Lake and the Central Creek Grasslands and the Merri Creek catchment.

It will also provide additional habitat, food and play opportunities for the local fauna, including the Blue-banded Bee, the Buff-banded Rail, several small birds and parrots. The endangered Growling Grass Frog and the Golden Sun Moth are also found in several nearby locations.

Figure 10 How Ruthven can play a part in the stepping stone for Biodiversity for Reservoir West



# BIODIVERSITY PRECEDENTS



Permeable material on informal paths supports water retention



Immersive nature-based experiences



Improving habitat connections



The proposed 'Bushland path' offer an immersive nature-based experience.



Habitat that supports specific reptile and insect species (habitat logs)



Providing accessible water resources for bird and wildlife



Exploring integrated water habitats (ephemeral wetlands) to enhance biodiversity and immersive nature-based experiences







Grassland habitat will be integral to the park experience



Formal design with indigenous trees



Habitat that supports specific bird and wildlife species (tree knots)



Habitats that support birdlife (nesting box)



Informal seating with natural materials





## PROPOSED PLANTING PALETTE

Ruthven's indigenous ecology found in EVC 55 'Plains Grassy Woodland'. Some examples are provided below.



*Eucalyptus camaldulensis* River Red Gum (EVC 55.61)



*Acacia pycnantha* Golden Wattle (EVC 55.61)



*Acacia paradoxa* Hedge Wattle (EVC 55.61)



*Austrostipa mollis* Supple Spear Grass (EVC 55.61)



*Themeda triandra* Kangaroo Grass (EVC 55.61)



*Bossiaea prostrata* Creeping bossiaea (EVC 55.61)



# PROPOSED PLANTING PALETTE

Local plant species which respond to the dry, windy, north-westerly microclimate of the site.



*Dianella amoena* Matted Flax Lily



*Allocasuarina verticillata* Drooping Sheoak



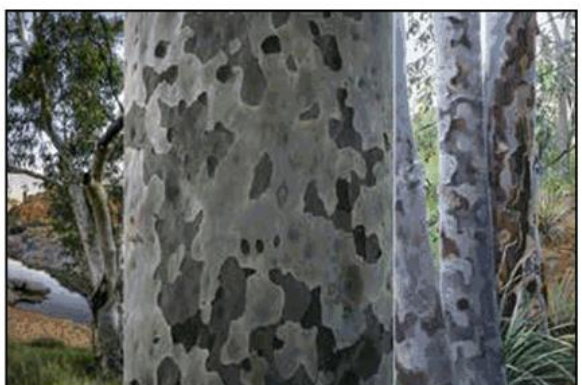
*Acacia dealbata* Silver Wattle



*Leptospermum continentale* Prickly Tea-tree



*Enchylaena tomentosa* Ruby Saltbush  
\*(currently existing on site)



*Corymbia maculata* Spotted Gum  
\*(currently existing on site)

# ILLUSTRATIVE EVOLUTION OF RUTHVEN

## Biodiversity today

- 137 existing mature trees.
- 40 of these trees are native to Victoria.
- 11 species of remnant grasses have been recorded.
- 9 type of fauna sightings were observed.



## What we hope to achieve in 5-10 years

- Replacement of exotic plant species with indigenous plants.
- Approximately 250+ new indigenous trees.
- New habitat and nesting boxes throughout the site.
- Establishment of habitat conservation areas.
- Management of exotic weeds.
- Indigenous landscape.





**What we hope to achieve in 20-30 years**

- A rich biodiverse landscape.
- A true stepping stone enhancing Reservoir West's biodiversity.
- A series of small ephemeral wetlands to be established, enhancing aquatic fauna life.



**Future proofing the wetland**

To ensure that the wetland can be delivered in the future with minimal disturbance to the park, a 10m buffer will be established in Councils GIS mapping system, ensuring that no significant tree planting or major works will be planned for this area during the implementation of the master plan.





## DIRECTION TWO: A PARK FOR ALL

### Why is this important?

- Parks are free public spaces. They should be welcoming and inclusive for all ages, diversity and levels of mobility.
- They are spaces for Darebin's diverse community to gather with others, feel a sense of home and make connections with their local neighbours and broader Darebin population.
- Parks with a diversity of facilities and activities encourage people of all abilities and ages to participate in social and physical activities and events.
- They should be designed to be safe, with equitable access for all residents, particularly those with a disability, older people, children and young people and gender diverse residents.

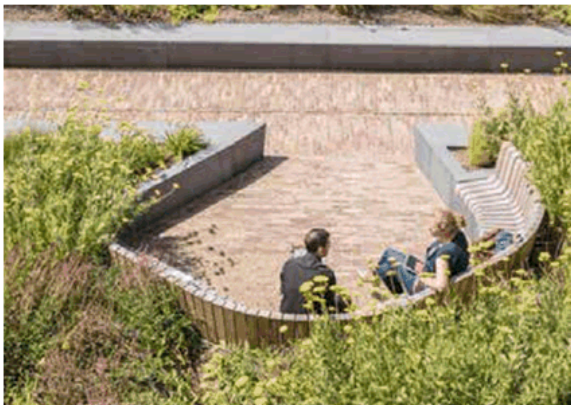
### Council led projects

- Create a sheltered community space designed to host BBQ's, picnics, birthdays and cultural celebrations. Accessible BBQ, picnic table and drinking fountains are to be included in this space.
- An accessible public toilet could be included within this structure, reducing the amount of buildings in the park.
- Rehabilitate the old school foundations by transforming it into an informal lawn area, suitable for picnicking, large family lunches or somewhere to lay and read a book. A local market or community food exchange could be held here.
- The main walking path is designed for jogging, walking, wheelchair and pram access.
- Install new seats and/or benches along the main walking path, where possible every 500m, under natural or structured shade areas.

- Install rubbish, recycle bins, drinking fountains and dispensers with recyclable poo-bags for dogs in locations to support park activities.

### Community led projects

- Investigate opportunities for a 'Friends of Ruthven Park' to continue.
- Support local community groups to host small meetings and walking events.
- Support local community groups to host small events, food swaps and local markets.
- Kindergarten and school education and excursions.



Conversation corners will be designed to be inviting spaces, fostering community interactions and neighbourhood catch ups.





## DIRECTION THREE: CREATING PLAY

### Why is this important?

- Parks and open spaces are important to maintain healthy and active communities.
- They encourage social inclusion and provide opportunities for learning and development for all ages.
- Children visiting their local park independently of adults improves their self-confidence and physical development.
- Parks reduce social isolation in the elderly community.

### Council led projects

- Create a new playspace, which includes a slide, adventure play elements and a swing. Ensure that adequate seating areas are incorporated in its designed, allowing for the local community to socialise.
- Create a nature based play area, allowing kids to play, explore and connect to nature. Nature play and sensory elements could include logs, sand, dry creek bed, timber equipment.
- Create an intergenerational, multi-purpose play area for all ages to use and enjoy. This may include a half basketball court or netball court, tennis hit up wall, soccer net, bouldering wall, bocce pitch. Include seating areas. Ensure that this space is designed to sensitively respond to the natural environment of the park. Use sound attenuation technology. Co-design the space with local young people and teenagers.
- Provide an outdoor exercise station to support an active and healthy ageing community.
- Council to host some 'free exercise programs' targeted for the local elderly community.
- Reshape the former oval. Retain it as an open lawn area to kick a footy, fly kites or go for a jog.

### Community led projects

- Support creative-based kindergarten programmes such as bush play.
- Support community driven exercise groups (i.e. walking group, mothers outdoor yoga group).



Basketball courts provide healthy, outdoor recreation and exercise



Conversation corners will be designed to be inviting spaces



## DIRECTION FOUR: SPACES FOR CONTEMPLATION, EDUCATION AND APPRECIATION

### Why is this important?

- We live busy lives. Parks and open spaces provide us with an escape and visual relief from the urban environment.
- Open spaces can conserve and encourage understanding of the historical and cultural value of the region.
- Increasing appreciation of and respect for urban biodiversity will lead to greater community support, awareness and commitment to biodiversity protection.
- Acknowledging Ruthven Park's history is an important step in developing a vision for the site.
- Traditional Custodians have recognised this connection for thousands of years and their cultures reflect their profound connection to country.

### Council led projects

- Create several seating and conversation corners throughout the park:

**a.** On the mound to take advantage of the lovely north facing panoramic views of the park. This could feature a native flowering garden.

**b.** Nestled amongst the gum trees.

**c.** On a new mound overlooking the oval area and future wetlands.

These spaces will feature a custom design complimented by a unique material and plants palette. They will be welcoming spaces, that foster community connection. They will be designed to incorporate natural and/or built shade, responding to the site's climatic conditions.

- Install new seating and/or benches in locations which allow the user to sit, ponder and appreciate the nature that surrounds them (i.e near a flowering gum to enjoy the birds singing or, for example the view of the future wetland).
- In partnership with the Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation, rename the park in the Woiwurrong language, recognising the Wurundjeri, the Traditional Custodians of the land and waters. Explore options to name seating areas and/or play areas in Woi Wurrung language.
- Where appropriate, undertake a Cultural Heritage Management Plan.
- Recognise Reservoir's migration history and diversity through subtle design gestures in the park. This may include heritage interpretation, design features/pattern in paving or furniture design.

- Creating a biodiverse bushland at Ruthven Park will also act as an educational tool for local community. This can be enhanced by:
  - a.** Developing a series of interpretative signs for the park. The signs could feature natural history stories, identify local flora and fauna. Ensure signage is multilingual and integrates with in the environment.
  - b.** Creating a 'nature discovery' walk-through the bushland area, providing a fun and educational trail – teaching kids to learn about the local flora and fauna found in the park.
- Incorporate local stories and narratives from past pupils and teachers – celebrating the sites history, through a placemaking/local art/landscape intervention in the park (i.e. seating node/conservation corner).



Seats will be placed to enjoy the natural environment of the park.





## DIRECTION FIVE: ACCESS & SAFETY

### Why is this important?

- Walking and bike riding improves physical health and mental wellbeing.
- Sustainable transport encourages less reliance on cars and increased use of environmentally friendly travel such as public transport, walking and cycling as it helps reduce our impact on climate change
- Creating safe parks and public spaces will ensure that they are inviting and well used by the local community.

### Council led projects

#### Getting around the Park

- Create a main 'walking and wheeling' loop within the park, connecting people to key park entries and destinations throughout the park. This will not be a formal shared cycling and walking path.
- Create a bushland walk, providing an opportunity for the local community to meander through and connect with the natural, bushland experience of the park.
- Glasgow Avenue was the main entry whilst the site operated as a primary school. Retain and upgrade as the main feature entry to the park. This could include some park signage and feature landscaping as tribute to the former school.
- Improve access to the park by creating new entry points to the park.
- Install bike hoops at key entries and people destinations in the park.

#### Travelling to the park

- Create safer pedestrian access to the park. Install raised zebra crossings at strategic locations to the park (i.e. local school, aged care facilities, bus stops, along the main pedestrian routes).
- Realign the pedestrian priority network (PPN) to Tracey and Hurley streets reflecting this park as a local, walkable destination.
- Support traffic calming interventions in surrounding streets and along key walking and cycling routes to the park. This may include tree planting, raised pedestrian crossings, kerb build outs and redesign of the roundabouts.
- Improve the on-road cycling environment along Wilson Boulevard, connecting cyclists to the Edgar's Creek shared user path and the 'Streets for People' corridor along Broadhurst Avenue.
- Provide on-street parking only.
- Install dedicated on-street disabled parking bays.

- Advocate to Melbourne Water for a continuous shared user path along Edgars Creek, connecting Reservoir to the Merri Creek Trail.
- Upgrade bus stops & shelters for Bus 558. Advocate for broader bus network improvements for Reservoir.

#### Community Safety

- Ensure that Crime Prevention Through Environmental Design (CPTED) principles are applied through the implementation of the Master Plan.
- Undertake regular safety audits during the delivery of the Master Plan.
- Increase the number of entries into the park.
- New planting and landscape features (i.e. mounds) must not create hidden public spaces with poor surveillance.
- Install new park and wayfinding signage throughout the park. Ensure that it is multilingual.
- Ensure clear sightlines throughout the park to the street are kept open.

#### Community Led projects:

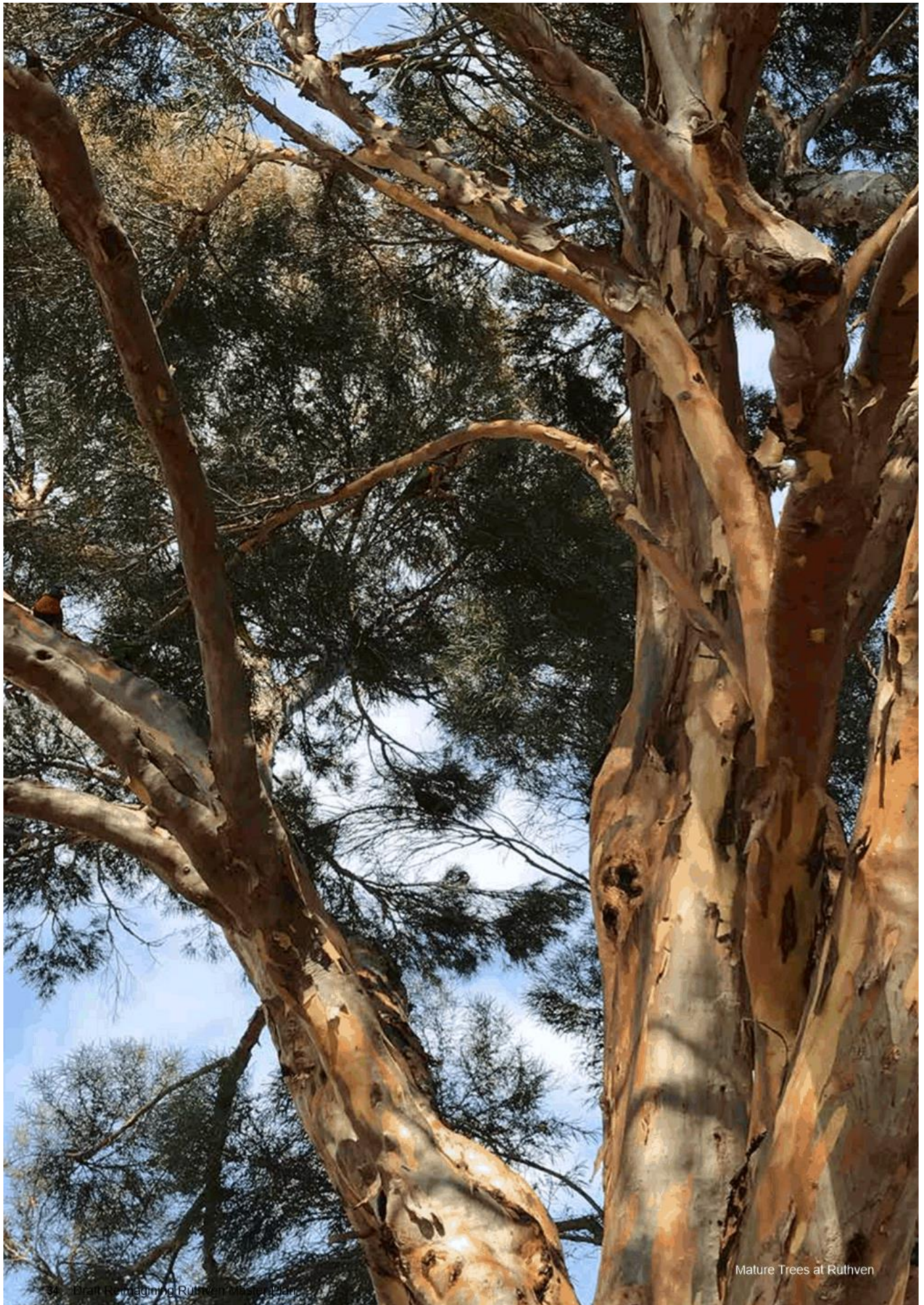
- Support local walking groups.

#### What is Crime Prevention Through Environment Design (CPTED)?

CPTED are best practise principles applied the built environment ensuring they are designed to reduce the opportunity for crime.

CPTED considers increasing passive surveillance, improving lines of sight, activating unused spaces, or defining boundaries between private and public spaces. It ensures that through good design, safer public space are created for the public to enjoy.





Mature Trees at Ruthven





## DIRECTION SIX: SUSTAINABILITY, RESILIENCE & FUTURE

### Why is this important?

- The park's natural and built elements are robust, easy to maintain, and durable for the long-term to support current and future generations.
- Sustainable infrastructure selection and well considered design provides numerous environmental and economic benefits.
- Future proofing the park and its ability to adapt and transform to weather and climate changes and remain a comfortable green open space for the community for future generations.

### Council led projects

- Remove the existing asphalt and concrete footings of the former school.
- Ensure the main walking path is designed to support maintenance vehicles.
- Retain Tracey Street as the main access entry for maintenance vehicles.
- Minimise requirements for ongoing maintenance including weed management through good design, reduction in edges and effective use of surface materials.
- Mulch around existing remnant trees.
- Ensure that the parks planting palette includes low maintenance and drought tolerant species.
- Perform regular tree assessments, maintenance of tree health and succession planting of trees reaching maturity and those in decline.
- Select locally made, sustainable, robust and easily maintained open space assets (play equipment, benches, bins etc), leading to a longer life for assets and increased enjoyment and use by the community.
- Support the use of natural materials for park infrastructure and playpaces.
- Use renewable technologies in new park infrastructure where possible (i.e. solar panels)
- Undertake investigations to help determine the feasibility of creating an ephemeral wetland in Ruthven Park in the long term. Investigations to include geotechnical work and MUSIC modelling to understand water volumes and feasibility.

### Community led projects:

- Support community working bees.



**Figure 11** How ephemeral wetlands might function at Ruthven Park, based on existing topography and natural water flows



# DESIGN PRECEDENTS

PLAY



Playgrounds built of natural materials

CONTEMPLATION



Quiet spaces for reflection and contemplation

COMMUNITY



Structures that provide opportunity for community gathering

EDUCATION & PLAY



Nature play opportunities for children to engage with our natural environment





Unprogrammed spaces for relaxation



Contemplation/conversation corners



Connecting children with Australia's rich natural environment



# DESIGN PRECEDENCE

## PLAY



Spaces for sports, recreation and all ages fun

## INTERPRETATION



Wurundjeri stone markings at Birrarung Marr

Northcote Civic Square

Afghan Bazaar, Dandenong

## MATERIALS PALETTE



Various concrete aggregate colours will be explored for the main walking path

New accessible gratic gravel paths will be explored for the main walk path.

School entry paths layout to be retained



Benches made of local, native timber



Picnic tables made of local, native timber



Existing seats retained on-site





Explore opportunities for public art



Reference the former use through design and play



Grantic gravel will be used for the bushland walk path.



Dog on lead parklands for safety and the protection of flora and fauna

**COLOUR PALETTE**

A distinctive colour palette can be derived from existing features within the park. For example, the changing colours of the bark of Angophoras, Eucalypts and Corymbias could inform the design.



Angophora costata



Eucalyptus scoparia



Corymbia maculata



# MASTERPLAN OUTCOMES

The combined actions of the Reimagining Ruthven Master Plan will deliver the following outcomes:



## BLUEPRINT FOR BIODIVERSITY



### BEFORE

- Remnant school gardens
- 47 exotic Trees
- 40 native Trees
- 5 native plants
- 11 types of remnant grasses



### AFTER

- Biodiversity park
- 250 new native Trees
- 120 new native plants
- Removal of 42 exotic trees
- Protection of remnant grasses
- New habitat zones



## A PARK FOR ALL



### BEFORE

- Community facilities were demolished in 2013
- Two (2) picnic tables
- One drinking fountain

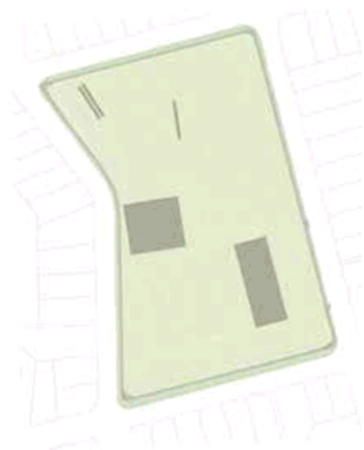


### AFTER

- Picnic shelter, BBQ, large picnic tables
- 11,960 m2 of new community spaces
- Two open grass areas for community picnics and leisure



## CREATING PLAY



### BEFORE

- Two old cricket pitches
- Former junior school oval
- Former basketball & netball courts



### AFTER

- 16,100 m2 of new play areas
- New playground
- Nature based play
- Intergenerational play
- Two open grass areas for informal play



**CONTEMPLATION & EDUCATION**



**BEFORE**

- Three (3) seats are in the park



**AFTER**

- 3 bespoke seating areas focusing on nature & contemplation
- Nature discovery trail
- At least 20 new seats and/ benches
- Connection to Country
- Planting is an educative tool for community



**ACCESS & SAFETY**



**BEFORE**

- Path only servicing the south
- Four existing entrances
- Lack of entrances in the north



**AFTER**

- 8 entrances.
- 3,660 m2 new paths.
- New granitic path for a bushland experience



**SUSTAINABILITY & FUTURE**



**BEFORE**

- 6,350 m2 of hard surface.
- 24,261 m2 of permeable surface
- 106 trees for natural shade
- No water sensitive urban design



**AFTER**

- 5,200 m2 of hard surface.
- 26,950 m2 of permeable surface.
- 250 trees for natural shade.
- Ephemeral wetland capturing stormwater run-off.

# NEXT STEPS

Implementation of both Council led activities and community led activities are essential to realising the vision and goals of the Master Plan. These may include:

- Targeted consultation and detail design of spaces within the park
- Establishment of an incorporated Ruthven Park Friends Group
- Community investigations and activations
- Capital works bids to deliver upgrades
- Funding and grant investigations and applications

## 1-2 years



- Renaming of park
- Concrete removal and reseedling
- Exotic tree and shrub removal
- Tree planting
- Design of playspace
- Biodiversity Planting & Management Plan
- Commencing biodiversity planting in the south east and west sections of the park

## Next 3-10 years



- Walking paths
- New park entrances
- New seating
- New bins and bike hoops
- Creating play areas
- Community shelter
- Tree planting
- Habitat planting
- Wetlands investigations
- Outdoor gym



**Working with local experts to help realise the Master Plan**

- Explore partnerships with universities to create a 'Living biodiversity Laboratory' at Ruthven Park. A research and teaching collaboration could be established in Reservoir West, to help deliver the biodiversity function of this plan.

- Explore opportunities to work with our local experts including (i.e. the Merri Creek Management Committee, Darebin Nature Trust, Darebin Bushland Team). They can provide specialist, local advice in delivering the biodiversity recommendations of the Master Plan.

**Next 10-20 years**

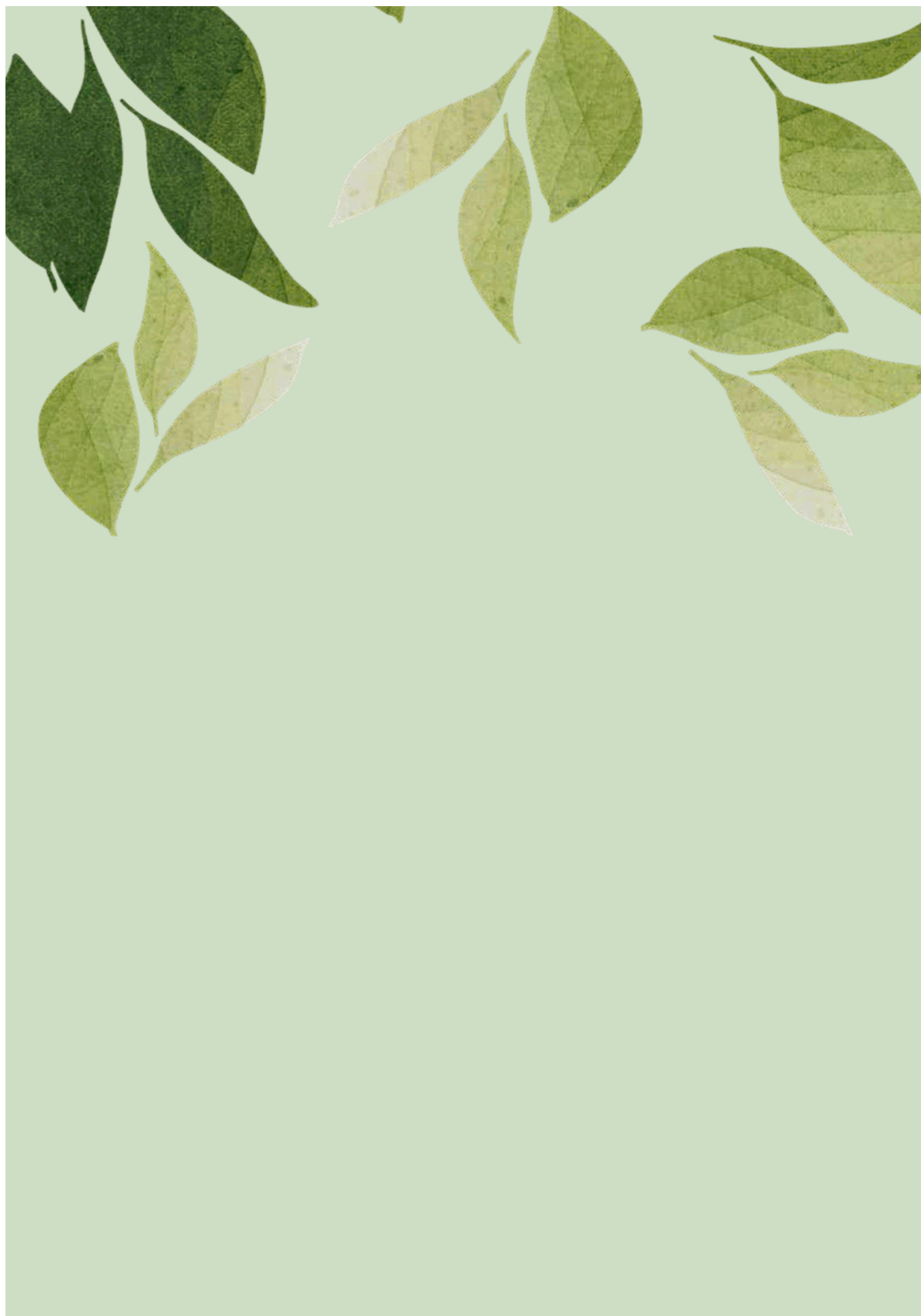


- Walking paths
- New seating
- Tree planting
- Habitat planting
- Wetlands investigations
- Creating play areas

**Next 20+ years**



- Ephemeral wetlands
- Tree planting
- Habitat planting



**APPENDIX B - COMMUNITY FEEDBACK TO THE RUTHVEN MASTER PLAN**

Community feedback collected at the drop in sessions	
<b>#</b>	<b>Drop in Session 1</b>
1	Two names for the park
2	Ruthven name to be referenced
3	Bollards to address dirt bikes
4	Carparking can be managed on street
5	Dogs on lead in park is ok
6	Ensure park is maintained.
7	Car parking issues.
8	Car parking on site
	<b>Drop in Session 2</b>
9	To close proposed opening on Hurley and Wilson
10	Careful of allergenic plants - try to avoid please
11	Like shade for seating areas
12	Overall think its pretty good
13	Bocce ground
14	Angle parking along Hurley Street
15	Lighting-security - surveillance
16	Public vegetable garden
18	Interactive play
19	Different species? Shade Trees
20	Great to have a park and BBQ area
21	Timber park
22	decent public toilet please
23	No basket ball- swimming pool
24	BBQ and playground - then people use it
25	Good keep old gum and other trees
26	Large shade structures
27	Agree keep fence around edge
28	Keep existing play at Hurley Street- build adventure play for teenagers at Ruthven
29	Quicker than 20 years
30	Don't duplicate on kids playground - there's another one nearby, so have different type or one for different ages
31	Farmers market would be nice here
32	Free exercise programs- e.g. tai chi (understand not part of this design).
33	Space, even small, for women's cricket and football, maybe junior -ask relevant bodies
34	Man shed - women's shed
35	Gym at the same time of playground
36	Indigenous community garden
37	Teaching kids and community about bush tucker.
38	Would be good to have oval for women's cricket/football area
39	Love the paths
40	Greensborough Timber Park - lots of timber adventure play & Climbing elements
41	Love the idea of wetland
42	Concerns around sightlines and density of planting regarding safety of people
43	Like the park - will be good for exercise and walks
44	Dog off lead timed areas - for example in the mornings?
45	Suggest a small dog off leash area at different times
46	Local Scout and Venturer groups to get invited to take part in planting etc (1st reservoir at Edwardes Lake)
47	Acknowledge the Indigenous history of the park
48	Work with schools to realise vision- Similar to the 'Green Team" at Northcote High
49	Indigenous references in park
50	Loose parts for Play Area
51	Small fenced off - leash dog area
52	keep it Dog on lead
53	The park needs a cricket/football net/goals
54	Love the park. Make it happen quickly!
55	Changes in topography - mounds
56	Norris Bank Adventure Play - great example of challenging tall elements for kids



<b>57</b>	Keep some of the fencing
<b>58</b>	Wombat Bend Nature Based Play. Great examples for Ruthven
<b>59</b>	I love the new vision of the park
<b>60</b>	Great idea re wetland/water catchment area
<b>61</b>	Fenced off lead dog area
<b>62</b>	Materials to build cubby houses
<b>63</b>	Good leave fence
<b>64</b>	BBQ is in right area
<b>65</b>	Like plan - toilets locked up at night please
<b>66</b>	Large gum tree at entrance near Wilson and Glasgow (?) and needs a tree doctor- branches might fall
<b>67</b>	Outdoor gym first
<b>67</b>	Playground first please
<b>68</b>	Basketball yes - don't need a skate park
<b>69</b>	Lighting, security & patrols

Community feedback from Postcards	
<b>1</b>	Let the community take some ownership of the delivery of the master plan through community planting days.
<b>2</b>	It would be great to 'elect some custodians for the park with the functions of telling the story of the park to younger generations.
<b>3</b>	A playground like at Norris Bank Reserve. We need waterplay are on this side of Reservoir I need get a table at Edwardes Lake Park. Always too busy.
<b>4</b>	I would hope that the name of the VC winner William Ruthven could be placed somewhere in the park as it was on the school.
<b>5</b>	I love the look of the park, but I am genuinely confused by its 'dog-on lead' status. The vast majority of the park users are currently dog walkers. There is a shortage of off-leash areas around and this is a very important use for the 'park' currently. Why ostracise its main group of user for potential people who have plenty of alternatives.

Community feedback - 'Have you Say Page'		
#	Feedback	Officer Comment
1	No disrespect to the environment but I feel that Reservoir has ENOUGH parks. What we really need is more shops and services to cater for both a growing and ageing population because what we have in Edwardes Street is not enough!!	The school was purchased to fill a gap in Darebin's open space network and move towards achieving Council's goal of ensuring that all residents live within a 500m walking distance of public open space. This gap was identified in Darebin's 2009-2019 Open Space Strategy.
2	<p>Well done on the progress you have made with our community to date.</p> <p>I noted that buildings were contentious however in reviewing the feedback, only 7 out of 12 comments were against it which tells me that it was a balanced preference. I completely support having an integrated, eco-friendly, sustainable studio building where people can gather and use this as a community space. Whether that be for educational workshops, studio for exercise (yoga etc) and events especially if it's weather contingent. It would be a shame to not have a central point for gathering groups. The purpose of the Ruthven space is to 'bring people together' and a building meets that objective, it completes the space. It would be a half baked experience without a sheltered event space and would inhibit delivery of the pillars of "A Park for All, Contemplation, Education &amp; Appreciation, Creating Play and Sustainability, Resilience &amp; Future."</p> <p>Please reconsider as a 58% vote against the building does not rule out the idea. Similar to a lead free dog zone, more context is required to see how it can work such as the suggestion of it having fenced.</p> <p>I support the native garden but what is missing is a community garden as that does bring people together. In addition, research shows that our kids don't even know where fruits and vegetables come from. Some think they come from a supermarket. Education is key and kinetic learning helps as having something tangible, drives the learning home. Again, having this would also help achieve the pillars of Play, Sustainability, Future and Education mentioned above.</p> <p>It looks like a 'nice' space but it's very disengaging to a local as there is no connection yet. Two things that connect people no matter what background is food and music. While we can't have a music studio, we can at least start with food, especially with the high migrant population. We need to talk their language that surpasses words and phrases.</p>	<p>Council resolved to create a natural park only at its November 2019 Council meeting, following feedback received from the local community and Ruthven Community Reference Group, who did not support the development of community facilities or buildings at this site. However the suggestion for a space which can 'bring people together' can be delivered in other initiatives highlighted in the master plan. For example, the picnic sheltered space and a sheltered seating area can be design so that it considered many community gathering opportunities.</p> <p>As Ruthven will have a biodiverse function, allowing dogs off their lead, compromises this vision. This is reinforced in Darebin's Open Space Strategy Breathing Space.</p>
3	It is great to see more wild areas and indigenous plantings. I grew up in the Eastern suburbs where there was always plenty of bush - with logs, creeks, birdlife, large gums, dense places for kids to play and hide and be in nature. Lovely to see habitat for wildlife. Lighting for safety is very important too.	Support for the master plan is noted.
4	I am wondering if dogs are going to be allowed as I take my dogs there twice a day and there was no mention on the planning board there.	Ruthven is proposed to be a dog-on lead park. As Ruthven will have a biodiverse function, allowing dogs off their lead, compromises this vision. This is reinforced in Darebin's Open Space Strategy Breathing Space.
5	<p>The plan looks pretty good, but I (and others) would like to see the wetland brought forward to very early in the proposal - suggested over a period of the first three years works. This was discussed at a meeting of the Darebin Nature Trust on 22/10/19, attended by Jennifer Loulie. It was pointed out at the meeting that it would be easier, cheaper and involve much less upheaval to create the wetland earlier rather than later. The main issue for scheduling it later was to do with budgets and this could be resolved by funding through the Open Space Levy.</p> <p>I believe the suggestion to create the wetland early on and to fund it through the Open Space Levy had the support of the Darebin Nature Trust meeting.</p>	<p>Support for the master plan is noted.</p> <p>Darebin prioritises its stormwater management projects based on evidence outlined in Darebin's Integrated Water Strategy (2017) and the Priority Stormwater Projects for Water Sensitive Design (2017). Ruthven Park is not highlighted as a priority site and will be considered in the future for wetland creation.</p>
6	Looks terrific. Support dog on-lead areas, will need enforcement to make sure that people don't let their dogs off lead and endanger/scare small children, elderly people, etc. Some areas of the park should also prohibit dogs, especially in ecologically sensitive areas. Dogs destroy ground nests and disturb vegetation. Support keeping the park trees and other design features to make it a natural feel.	Support for the master plan is noted.



<p><b>7</b></p>	<p>The plan does not seem to address the issue of parking. Car parking. Tracey Street is already used as a race track due to the lack of speed humps. There is no regard for the 40km speed limit since the old school building was removed. I had daily "discussions" with parents of children at the school who ignored the 5 min parking "rule" when the school was in use. They did not even mind parking across my driveway when I was trying to leave for work. Tracey St is not wide enough for parking on both sides. It would be completely unworkable to restrict parking on the housing side of Tracey St between Glasgow Ave and Hurley St. I can see a huge issue in regard to parking with the plan. Even if you do put up posts with limits on parking, no one will take any notice as it won't be policed. Wasn't before when the school was in use, so no doubt it won't be when a park.</p> <p>I absolutely condemn the placement of netball or basketball hoops. NO NO NO. The idea of Reservoir youth bouncing balls night and day is not appealing. AT ALL. I beg you NOT to build those. Never ever.</p> <p>A green space is what it should be and remain to be, with the native and bee friendly planting you speak of. With a dog section off lead or on who cares. People will let their dogs off the leash regardless. Seats and covered areas is brilliant. Make it a reflective space more so than an action space. I also reject wholeheartedly the placing gym equipment. Edwarde's Lake park has them, and it's only a stone's throw away. When planting, think about making it impossible for motor bike and monkey bike riders to have any length of space to race up and down like they love to do every Saturday and Sunday now. I totally support renaming the park in the Woiwurrong language. I would love to see a Woiwurrong welcome to country ceremony when the new green space is ready to roll. BBQ areas and picnic space and grass underfoot to walk barefoot and embrace a serene community space is brilliant. I applaud it.</p>	<p>Support for the bushland vision of the master plan is noted. Support for renaming the park in Woiwurrong language, BBQ area, open lawn areas, shaded seating areas and it being a reflective space is noted.</p> <p>Carparking and traffic conditions will be regularly monitored as the master plan is implemented over a 20 year period.</p> <p>The intergenerational play area will be subject to a detailed design and consultation process, where the proposed function and activities of this play area can be determined with the local community. All local residents and park users will have an opportunity to shape this play area.</p> <p>An outdoor gym was highlighted by the local community as a top idea during the initial phase of consultation. Again the detailed design of this will help determine how this use looks and functions.</p> <p>Support noted for renaming the park in the Woiwurrong language and will consider a 'Welcome to Country' ceremony for future community events.</p>

Community feedback - EMAIL		
#	Feedback	Officer Comment
1	Great to see that something is going to be done with the old Ruthven school area. This is a great opportunity to create something wonderful for the residents and we thank you! For the remainder of the space somewhere for families to go and relax, gated play ground for the kids, BBQ area, seating, covered area for parties to be held. Lots of trees for shade and maybe a walking track around the outside. My suggestion for part of it would be to make a kids bike traffic school/path. Hopefully with working traffic lights, but somewhere safe and fun for the kids to ride their bikes that isn't on the road. I lived near one as a child and it was wonderful.	Support for the master plan is noted. Feedback in relation to the playspace will be used to inform the concept design of this area.
2	I've grown up in Reservoir and live just around the corner in Lawley street. I used to go to Ruthven primary school, so the land has lots of sentimental value to me (as it would to many other locals who've grown up in the area). I think it's an absolutely wonderful idea to create a bush land sanctuary! Great choice!	Support for the master plan is noted.
3	I like the plan. Very keen on play ground and nature play spaces and the BBQ picnic area. Wondering if bikes will be allowed to cycle around main path? Concerned about the noise during construction to the main gate close to our house and the increased level of traffic in front? Very excited to see this plan and hope it gets built sooner than the 17 years on the Billboard.	Support for the master plan is noted. The main path will a pedestrian focussed path. However young families and children under 12yrs will be able to cycle on this path. Future construction will need to adhere to Government regulations.
4	Need more for the kids/teens in the area. They are forgotten. Heaps of stuff for the little ones and seniors but the youth are forgotten. The locals are really looking forward to a lovely usable space and the kids/teens really need something for them, it would be a shame if they were overlooked again. I know our family can't wait for it to begin. A small contained area for dogs to run around off lead. No where local to do that now. A mini soccer pitch would be great. The one at the lake is always busy. A skate dome or mini skate run would be good too. Norris Bank Park is a good example. How about a bocce court?Also a couple of years before any works start and 20 to 30 years for it to be completed.	Support for the master plan is noted. The draft plan nominates an intergenerational play area, which will include activities for young people and teenagers. This idea will go through a more detailed design process, including more opportunity for the local community to help shape the function and design of this space. The timeframe for delivering the master plan is subject to the annual council budget process, ensuring we balance the open space needs across the municipality.
5	<b>Pathways - Materials:</b> We remain concerned about the large amount of concrete that is being proposed for the site. The reason that was given to the Community Reference Group for having such extensive concrete pathways was to ensure that the park would be accessible to users of all abilities. Concrete is one of the highest producers of greenhouse gasses in the world. There is, however, an alternative to concrete which could be explored such as an earthen pathway like this one in Ocean Grove, only somewhat narrower to suit the site. Now, the new track will mean that everyone can enjoy the Ocean Grove Nature Reserve Terry spent six years in the past regularly using a wheelchair and walking sticks. He found earthen pathways to be quite adequate, with the added benefit of not being slippery for the walking sticks in rain, compared with when leaves or grass and other debris falls onto concrete pathways. <b>Location:</b> We would like to see the layout of pathways at the Southern end retained as it is well-established and leads naturally to the raised area that overlooks the site. The general idea of the layout for the rest of the paths looks fine, though it might be worth trying to map them out before they are laid by keeping in mind the principles of desire lines. The two green metal seats at this end of the park should be retained and refurbished. Ephemeral wetland Darebin Nature Trust has recommended that the ephemeral wetland be established earlier in the evolution of the park. If there is going to be earthmoving and disturbance it may as well be done at the same time as concrete removal from the rest of the site. <b>Zone planning and shelter</b> Each zone of the park will need a detailed plan and the key issues that need to be kept in mind are shelter from the sun and from wind, especially in the conversation corners and play areas. Whether this could be done with some mounded areas as suggested by DNT or some other way needs further discussion. However, we do not support using rubble from the concrete removal for use in the landscaping - there are enough issues with contamination in Darebin's parks. There are some good examples of shelters in the draft Master Plan. This shelter, which Serena found in a park in Epping, is interesting because it is spacious and also has a slat wall towards the end that would protect people from wind. The slat design allows for planting underneath the structure. <b>Soil issues</b> Serena recently visited Michael Brennan, the former deputy principal of the former Ruthven Primary School, to give him an update on the Master Planning process for the new park. When the school was newly established (circa 1968) he said they would have to ring a bell so that the children would run indoors when there was blasting of the volcanic rock in the area. The blasting took place so the sewerage system for the new estate near the school could be installed. Similar rock under the Ruthven site may be something that will need to be thought about in relation to water and sewerage for the park. He then told her that the kids would be sent out at playtime with magnets to collect metal out of the cricket pitch. He said they made a few hundred dollars from the collection. Metal?! It turns out that the area was landscaped using foundry sand - a foot or two deep, with a few inches of top soil from the Merri Creek spread on top. This was the first we have heard of it, and we doubt that Darebin Council has done any soil testing. There may be low level contaminants to consider and also the salt content of the sand.	<b>Path network materials:</b> Will look into the design of the all ability gravel track and reference this in the master plan. The material of the pathway network will be subject to detailed design and additional consultation with our parks maintenance and Age and Disability team, ensuring that we have the right material to suit the location in the park. Path layout in the south and green metallic seats will remain. The site will be future proof to allow for the future development of the wetlands, and will include a 10m wetland buffer, ensuring that no trees or substantial landscapes are built here. <b>Zone planning &amp; shelter:</b> Each project will be subject to detailed site assessments to help inform the design, where wind and shade will be explored in detail and then appropriate landscape response provided (ie mound, planting plan etc) Image of shelter has been included in the master plan. <b>Soils issues:</b> Soil and Geotechnical surveys will be undertaken through the detailed design of each project.
	<b>Biodiversity Plan</b> The site will need a detailed Biodiversity Plan which would usefully be designed in conjunction with Darebin Nature Trust and other groups with specialist expertise. Getting this plan right is critical to the overall project. Spotted gums are listed as a possible tree for the site when 1) there are already spotted gums on the site (which will be retained) and 2) they are not species of local provenance. A suitable alternative from the region would be yellow gums. That spotted gums could have slipped into a Master Plan that promotes indigenous plants is an example of why we need expert input into the Biodiversity Plan. The significance of using species of local provenance is well known for the importance of preserving genetic diversity and is aptly summed up by Connecting Country (Mount Alexander Region) Inc as follows: 'Indigenous species provide habitat for native wildlife and birds and can improve the condition of soils and water. Indigenous plants will generally grow with little assistance, will be most likely to withstand the prevailing conditions of your site, and over time are likely to begin regenerating themselves.' We note with concern that Darebin Council has started planting on the nature strips around the park without consulting the people responsible for designing the new park. If the park is going to have an integrated appearance then the nature strips need to be part of the overall design. Planting should be done from seedlings for two reasons: 1) they are vastly cheaper and can be sourced from several indigenous nurseries such as the one run by nearby La Trobe University; 2) they will quite quickly outstrip more mature trees in terms of height and will be more robust in the long term. Areas that are planted out may need to be fenced off while trees are getting established, due to the possibility of attack by vandals. The biodiversity plan will need detailed work on the location of flowers so that they are not overlooked in favour of trees and shrubs. <b>Bike Racks</b> The worst choice for bike racks for park would be the big, individual metal hoops that are concreted into the ground. They take up a lot space, are imposing and are quite hard to tie a bike up to - especially an electric bike. Ideally it would be a great project to get a bike rack that is also a piece of public art such as the following installation by artists Marianne Lovink and Scott Eunson. If this is not possible then at least some bike racks with a lower profile than the metal hoops would be good.	Comments noted for the Biodiversity Plan and bike racks. The biodiversity plan is being finalised and will be shared with DNT and Ruthven CRG for feedback during June-July and help inform Stage 1 planting for the 2020 planting season. Bike Rack image supplied has been included in the master plan.

<p>6</p>	<p><b>1. Masterplan?</b> Let's focus on the important elements of an agreed concept. There is probably little point in arguing the toss about whether the draft Masterplan fulfills the essence of its title. Rather, the most important initial function of the document is to provide a vehicle to achieve agreement about an overall concept for the site, as well as concepts for specific site functions. However, importantly, this role of the Masterplan would be better reinforced if additional clarity about the planning steps to follow could be provided. Without this clarity, there is doubt about whether these still yet-to-be-confirmed concepts can be taken forward. There is some appearance that the Masterplan will remain as the key planning tool for the site, when it should be seen as just a first step along a planning path to enable implementation. Nonetheless, at this stage, it would appear that a number of key elements have achieved some level of agreement. It would appear that the park should have:</p> <ul style="list-style-type: none"> <li>• an overall and primary function as passive parkland with no accommodation of organised sport and only a minor degree of informal sports facilities;</li> <li>• a strong emphasis on provision of a biodiversity function with predominant (perhaps even exclusive) use of indigenous species and removal of exotic weed species;</li> <li>• provision of a playground designed for children and perhaps another with a more natural or 'wild play' feel;</li> <li>• provision of walking trails throughout, either via more formal hard surface paths (a range of surfaces are possible including porous) or informal "bush tracks";</li> <li>• a community use area where social activities within the site could be focused with provision of services such as BBQs, shelter, seating, tables, drinking fountains, toilets, etc.;</li> <li>• provision of one or two conversation pits or more contemplative areas;</li> <li>• at least one significant grassed area of a more open nature that allows for activities such as kite flying and offers a vegetative contrast with the remainder of the site that would be more heavily vegetated; and</li> <li>• an ephemeral wetland fed by local stormwater.</li> </ul> <p>While the staging of works at this stage may lower the priority of some of these elements, they are nevertheless still recognised as important park features. Figure 6 in the Masterplan lists 29 elements as proposed for inclusion across the park. However, it is these eight elements that are fundamental features and appear to have achieved a reasonable level of agreement. Hence the Masterplan seems to offer a basis for settling on an overall concept and a number of conceptual parts. These can now be taken forward into additional stages of design and will continue to be the components that the park needs to be shaped around. If the Masterplan does nothing else, it could be judged to have succeeded if it simply performs this conceptualisation role, which it clearly has.</p>	<p>As highlighted on 4 of <i>Remagining Ruthven</i>, it states that the master plan provides a clear long term vision for the park. Each project will be subject to further site assessments, community consultation and detailed design, prior to any construction.</p> <p>A new section called ' what happens next' on page 4 has been included to clarify these next steps for the implementation of the master plan.</p>
	<p><b>2. Next Steps? The Need for Functional and Detailed Design Phases</b> If we accept that the Masterplan has played an important role in achieving agreement about initial conceptual elements, then the setting out of the way forward becomes equally important. The Masterplan contains a short section (see p. 42-3) at its end that briefly outlines "next steps". The first dot point makes mention of: "detail design of spaces within the park" as part of the next steps. This perhaps doesn't completely fill the reader with confidence that subsequent design is to be tackled systematically and for the whole of the site. Instead, what is required is an unequivocal commitment by Council to both functional and detailed design phases. These two critical steps are conventional components of any larger scale project and critical for projects to succeed in meeting their objectives. The functional phase delivers a bridge between the concept and the detailed design. It tests concepts and ensures feasibility. Detailed design enables implementation via a thorough detailed of works. It provides a near-complete understanding of costs and is a basis upon which jobs can be tendered. Both phases are very different but both are essential. Undertaking both these steps will enable proper project budgeting and sensible staging over a number of financial years. Their preparation will also deliver potential cost savings as inadequate investigation of project elements will be avoided and risks and cost blow-outs minimised. It will also avoid re-work. This might especially apply to the ephemeral wetland where the site for its establishment will be subject to certain uses should it be delayed for 20 years. It could potentially be difficult to undo these uses should the wetland then be constructed. Similarly, the removal of asphalt and concrete from the site could be avoided with thorough planning. Such material could be buried under earthen mounds once their location and dimensions are confirmed. This would avoid transport and disposal costs with the remaining cost factored into initial site earthworks to shape the site. Earthworks must also not be under-estimated out of poor planning. The best vegetation outcomes will result from ripping and application of gypsum and green compost to planting areas. For a park of this size and with the intended scope of new planting, significant earthworks will therefore be required whether earthen mounds are created or not. Darebin would be foolish to avoid this two-phase design work to confirm the park's design and enable smooth implementation. In terms of other aspects of vegetation design, the functional design phase would examine a number of key issues including: • weed management, with <i>Romulea</i> a massive problem; • the comparative economics of scalping, alongside incremental control with chemicals and the staging of indigenous grassland re-establishment; • species selection for planting within the drip zone of the site's large established Eucalypts/Corymbias; • incremental removal of non-indigenous trees and shrubs; • staged removal or retention of deciduous exotic trees on the east and north side including control of Desert Ash; and • the extent to which conventional mowing of an exotic grass sward is to be employed, if at all. The previous submission from the DNT community members argued that tree and shrub planting at the southern end of the site (on the leeward side of the mound), could be more varied and form a more gardenesque style with emphasis on areas of smaller, showy shrubs and groundcovers. It could also include elements such as a butterfly garden and a small bird garden. Further investigation of these issues would be part of the functional design phase. The functional design phase also presents the opportunity to resolve issues around trails through the park, their surfacing, the extent of different surface types and the timing of construction. The ephemeral wetland would also be investigated and its feasibility and design approaches confirmed (see further below). The basic layout of the community use area and its associated facilities and services would also be investigated and issues resolved.</p>	<p>Page 4 of the master plan has been updated to include a diagram outlining next steps.</p> <p>Comments notes regarding site future site management considerations.</p>



<p><b>3. Earthen Mounds for Wind Protection.</b> These must be more extensive and can meet safety concerns more than just dense shrub planting. While Figure 6 is not entirely clear, it would appear that the extent of earthen mounds for wind protection is very limited in the draft Masterplan. The reason cited is the need to meet safety requirements. CPTED is mentioned in this regard. Though an internationally recognised concept since the 1970s, CPTED in a Victorian context is supported by Victoria Police and is aimed at businesses and households to prevent break-ins. This would appear to have little relationship to open space environments, though its principles could be applied to open space design. The challenge then is to design earthen mounds that perform the function of site windbreaks (see: <a href="http://agriculture.vic.gov.au/agriculture/farm-management/soil-and-water/erosion/shelterbelt-design">http://agriculture.vic.gov.au/agriculture/farm-management/soil-and-water/erosion/shelterbelt-design</a>), but don't unduly compromise safety. Firstly, it should be remembered that the earthen mounds as outlined in the previous DNT submission were proposed to be 1.6m. high as an approximate average but with some points higher (and some lower) to avoid uniformity and perhaps contain lookout areas. The importance of the mounds would be to generally provide a solid barrier to wind at the height of a human. This would be added to with vegetation on the windward side to deflect wind upward, away from the ground and people. The higher the vegetation, the greater the distance protection can be provided on the leeward side. Tall trees would therefore be best used near the top of the earthen mound. It is important to note that the shrub layer on the windward side would not need to be dense to facilitate deflection up into canopy trees that would then perform the main function of wind deflection. It is also critical to note that the most effective windbreaks are those that have a reasonable degree of porosity. It is recommended that design should aim for a medium density of planting at around 40-60%. By contrast, a very dense windbreak forces wind to be pulled down on the leeward side creating turbulence, but as the density of the windbreak is reduced, more air passes through the windbreak and reduces turbulence and leeward areas enjoy more protection. Similarly, the shrub layer on top of the mound would also not need to be overly dense, nor would vegetation on the leeward side where lower growing plants could mainly be used. The earthen mounds that need to provide protection both from northerly and southerly winds would have a similar shrub layer on both sides, but would not need to be dense as explained above. This would especially be so where a varied shrub layer was extended out some distance from the earthen mound – say 30m. although this could be less where required. Over this area, taller shrubs with denser foliage could be used comparatively sparsely to permit sight lines through and across the planted area. Occasional smaller trees could also be used. The main objective from a safety perspective would be to discourage the potential for the shrub layer to harbor and hide potential law-breakers. Prickly foliage would also be important in this regard. By contrast, the Masterplan appears to come down on the side of dense vegetation, rather than use of earthen mounds, to provide wind protection. This has the potential to offer less safety than mounds with less dense vegetation. It is therefore recommended that extensive areas of earthen mounding are incorporated into the functional design phase to optimise shelter from winds as they can be designed to address safety issues. The previous submission from DNT indicated locations for these mounds. They would also help define zones within the park for particular design needs and protect assets and human activities within those zones.</p>	<p>Earth mounds will be applied to select areas as identified through the detailed site investigations and design as the the master plan is implemented.</p> <p>A safety (and CPTED) lense will also be applied through the detailed design phase of each project.</p>
<p><b>4. Ephemeral Wetland –</b> Small Part of Total Earthworks for Site Shaping and Preparation of Planting Areas As indicated above, significant earthworks will be required to properly prepare planting areas. Given this, earthworks to create an ephemeral wetland area will only be a small addition to total earthworks. It would be cost-ineffective to avoid the creation of this comparatively small area in initial works and rather defer it to a later date. It is therefore recommended that the ephemeral wetland proceed to the functional design stage, as it can be a significant and valued feature within the park which should become part of the park at an early stage. <b>5. Planting Plan –</b> Functional and Detailed Design It is proposed that the design of planting be incorporated into each of the functional and detailed design phases. The functional design for vegetation would recommend a type of vegetation for the zone (or particular parts thereof) and a potential species list. Detailed design at the next stage would indicate detailed planting plans for each zone with species, numbers, densities etc. The functional design phase would resolve lingering issues such as extent of grassland re-establishment and their locations (currently 3 – could be better to have just one single area if so desired due to future management ease including burning). It would also resolve the extent to which adherence to the Grassy Dry Forest EVC was to be observed, or whether the site would be better managed into the future with an adaptation of the local flora to provide for visual and amenity ends, human needs and management objectives and not just faithfully replicate the EVC. <b>6. Recommendations</b> (i) That Council commit to the next stages of planning for the Ruthven site via functional and detailed design phases. (ii) That the budget allocation for funding a project of DNT's recommendation be directed to assisting functional and detailed design phases at Ruthven and that DNT community members be actively engaged, as far as possible, along with the CRG, in the design work with any appointed consultants. (iii) That DNT encourages Council to accept the Draft Masterplan as a first stage in planning for the development of the Ruthven site as a park and endorse it as a document that captures key concepts that will be subject to further planning and investigation.</p>	<p><u>Ephemeral wetland.</u></p> <p>Darebin prioritises its stormwater management projects based on evidence outlined in Darebin's Integrated Water Strategy (2017) and the Priority Stormwater Projects for Water Sensitive Design (2017). Ruthven Park is not highlighted as a priority site. The master plan seeks to future proof the wetlands, allowing it to be developed in future years. A 10m buffer will be applied to the future wetlands area, ensuring that no significant trees or capital work projects are planned for this area. This will be reflected in Councils internal GIS system and now reflected in the master plan.</p> <p><u>Planting plan</u> - comments noted. A planting plan is still being finalised and will be shared with the RUTHVEN CRG and DNT for further input, as part of the implementation of the master plan.</p> <p><u>Reccomendations</u> - noted.</p>

## APPENDIX C – Ruthven Master Plan

RECOMMENDATION to be moved by DNT community members at DNT Meeting 18 Feb 2020

That DNT advises and strongly encourages Council to:	Officers Response:
(i) adopt the Draft Masterplan as a first stage in planning for the development of the Ruthven site as a park and endorse it as a document that broadly captures many key concepts all of which need to be subject to further planning and investigation.	Noted. Page 4 of the Master Plan states: <i>'What the master plan does: Provides a clear long-term vision for the park.'</i> As the Master Plan is implemented, each major project will go through detailed site investigations and design work.
(ii) specifically include an ephemeral wetland using local stormwater within the next stages of planning for the park, in order to add a significant feature to the park and enhance its biodiversity values.	This is currently included in the draft master plan. Key direction 6 supports the proposal to future proof a wetland and recognizes that further feasibility work is required to determine the location and size of the wetland. This additional work will be subject to Council annual budget process and Council stormwater management priorities, as detailed in <i>Darebin's report for Priority Stormwater Projects for a Water Sensitive Darebin</i> .
(iii) make appropriate commitments to the next stages of planning for the Ruthven site specifically via functional and detailed design phases, in order to permit various concepts to be fully investigated and tested and works efficiently planned.	Each major capital project will be subject to detailed site assessments, concept and detailed design. The community will also have an opportunity to contribute to the detail design process of key projects. Page 4 of the master plan has been updated to reflect this.
(iv) ensure any site works are appropriately coordinated, efficient and guided by design recommendations in order to ensure available funds are optimally spent to benefit the development of the site.	Noted. An internal project working group has been established to oversee the implementation of the Master Plan, ensuring site works are designed and delivered in a coordinated manner.
(v) actively engage DNT community members and the Ruthven CRG, in future design work.	Noted. Officers will provide DNT with updates on the implementation of the Master Plan and involve them in future design work, which have a strong biodiversity outcome.  In line with the Terms of Reference, the Ruthven CRG were appointed for a two-year period, which ceased in February 2020. The Ruthven CRG will be brought together for their input of 2 key pieces of work – the planting plan and renaming of the park.

## Reimagining Ruthven Master Plan

### Community Engagement Summary Report

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#### 1. Introduction

The former William Ruthven Primary School site is located at 74-76 Glasgow Avenue, Reservoir. In 2010 the school merged with Merrilands and Lakeside colleges and then was deemed as surplus by the State Government for educational requirements.

As this site fills a 'gap' in the provision of open space for the Reservoir West community, Council resolved to purchase the site at its meeting 5 September 2016.

A master plan is required to help guide the future development of this site for open space and early learning uses, improve movement and accessibility to the site and provide a framework for the landscape and environmental function of the site.

This project is also nominated as a 'big action' item in the new Council Plan 'Darebin 2021' which defines the master plan objective to *'create a new park, playground, oval and children's hub on the site of the old Ruthven Primary School in Reservoir.'*

#### 2. Community Engagement Program – Phase 1 - Understanding the Community Expectations

Since the State Government declared this site as surplus to their educational needs in 2010, the local community have strongly advocated for Darebin Council to acquire the site.

This preliminary phase of engagement sought to build on previous conversations with the community, and collect their ideas about how they would like to use their new community space. It also sought to collect stories from past pupils and teachers to paint a picture of what the school was like, and help inform its future development.

The Community Engagement program included:

- A three week community consultation period, from 21 October – 5 November 2017.
- Letter drop to properties within a 1km radius of the site, promoting the Family Fun Day event and advise of the master plan process.
- Promotional posters were also placed on site, Reservoir Library, Preston Library, Customer Service centres and Reservoir Leisure Centre.
- Advertisements were placed in the Local Leader.
- Engagement activities and consultation milestones were promoted on Council's social media streams.
- [Yoursaydarebin](#) page created as the main online platform tool. Three core question for phase 1 were placed on this online forum and included:
  - **Share your ideas** – which sought to collect ideas of what the local community would like to do in their park.
  - **Share you story** – collecting stories from past students to help inform the future development of the site.
  - **Ask a question** about the project.



### 3. Family Fun Day Event

The 'Reimagining Ruthven' Family Fun Day was held on site, on Saturday October 21<sup>st</sup> between 10.00am and 1:30 pm. The sky was overcast early but cleared up around midday so the weather was of little hindrance to attendance.

A steady stream of interested residents visited the information tent throughout the three and a half hours.

#### Activity 1 - Vote for your favourite activities

The tent accommodated several image boards illustrating examples of potential activities that might occur within the redeveloped site. Residents were asked to 'vote' for activities on the basis of:

- Positive - would like to see idea developed for the site - (place a green sticker)
- Don't care/ No opinion - (place a yellow sticker)
- Negative - would not like to see idea developed for the site - (place a red sticker)



*An example of the voting engagement activity*

A cross section of adults and children were well represented with perhaps adolescent and middle aged people underrepresented. Responses were primarily positive or negative, few responses were 'on the fence'.

Council observations would suggest approximately 350 people attended.

#### Ideas and Observations

Generally most of the over 30 ideas were well received with a number of additional suggestions made by residents, and can summarised as follows:

- There was overwhelming support for the local market in terms of the number and the positive responses received. This could be partly attributed to the fact that this was an easy concept to comprehend.
- Other positive responses related to the provision of pedestrian paths, playgrounds, park amenities including toilets, picnic and BBQ facilities with shelter and outdoor exercise equipment, a community garden, all within a predominantly native landscape.
- Specific areas for gathering and events, organised sport or activities such as multi-purpose or synthetic courts and a games area, whilst receiving generally positive feedback, attracted a limited number of responses.
- Ideas eliciting a generally , lower number of mixed responses and it could be concluded less interest, included reserve naming , local history and Interpretation, storytelling, art and sculpture and custom elements.
- Probably the three most highly contentious issues eliciting a large number of responses related to any Community Building uses (such as a Community Hub or Early Learning Centre), a dog off lead area and a skate / BMX precinct.

- Any 'large' community building was generally seen by the majority of respondents as a retrospective step in terms of a building and potentially some carparking taking up what otherwise would be part of the broader open space. Where some explanation was provided as to the potential building and carpark scale (e.g. Keon Park), the response was generally a little more positive.
- The response to the dog off lead area was relatively mixed until the suggestion of a fenced area was added to the ideas board. This fenced option subsequently received many more positive responses.
- A skate/BMX precinct had a strong mixed response that was generally well received by children but negatively received by older members of the community. Concerns raised were largely in relation to noise and potential anti-social behaviour.

A full list of Community comments captured, see **Appendix A** for details to this report.



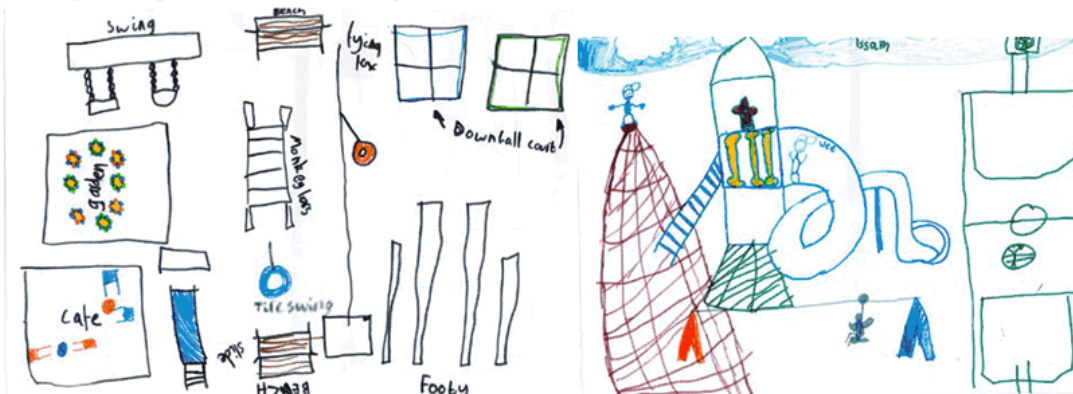
*Images from the Community Engagement Tent at the Family Fun Day event.*

**Exercise 2 - Kids 'Design your Park'**

As the Family Fun Day event would attract many families, an engagement activity was created to collect kid's ideas of what they would like to do in their new park.

To encourage participation, we ran a design competition, with prizes awarded to the top 3 designs as selected by the mayor and ward councillor.

Participant's ages varied from 2 – 12 years old.



*Some examples of the kid's designs & drawings.*

**Ideas and Observations**

- This exercise was very successful on the day and attracted many participants.
- The top ideas include a slide, swings and adventure playground.

**Summary of activities suggested in kids drawings.**

Activity / Equipment	Number of drawings illustrating this activity
Slide	16
Swings	10
Water Play	2
Football Oval	4
In ground trampoline	1
Cubby house	2
Lots of shady spaces	2
Balance beams + stepping stones	1
A Market	2
Flying fox	5
Basket Ball Court	5
Table area	1
Monkey bars	4
Adventure Park playground - play equipment with platforms and bridges	7
BBQ / picnic area	2
Vegie / Community Garden	2
Gardens with lots of flowers	3
Public Toilets	1
Meandering Paths	3
Lake with ducks	1
Creative park	1
Climbing equipment	3
Seating area / seats / benches	3
Feature water fountain	1
Bike/Scooter area	1
Grass areas	3
Trees	3
Bouncy castle	1
Café	1
Downball court	1
Tyre swing	1
Tennis courts	1
Running track	1



*Kids design your park engagement activity*



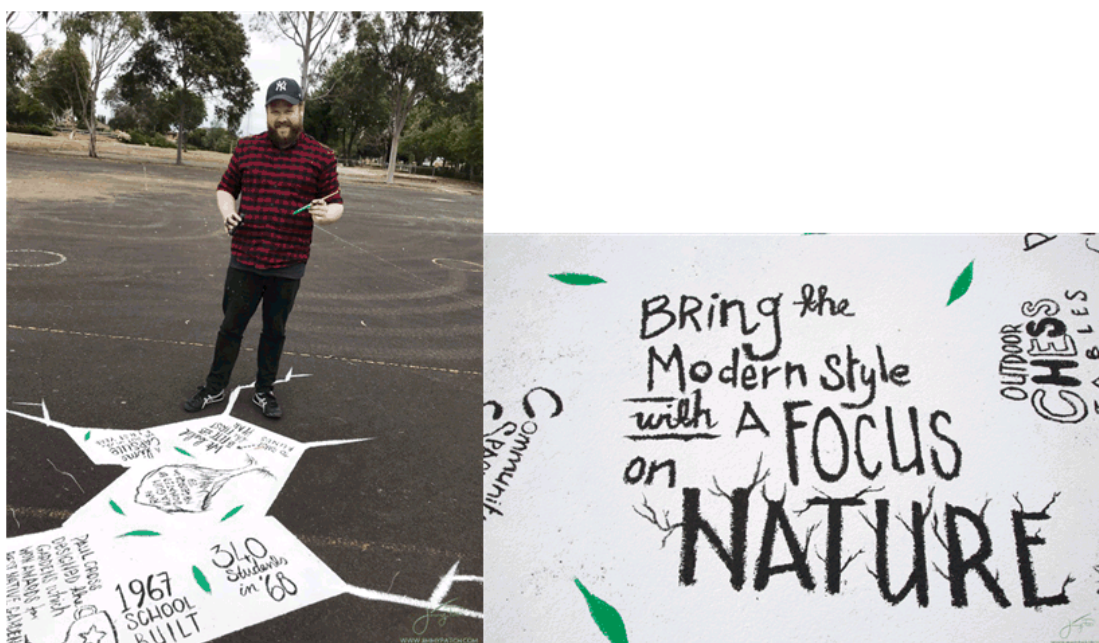


### Exercise 3 - Graphic recording of Oral Histories with street artist

As means of starting to activate the site, street artist Jimmy Patch was engaged to graphically record the oral histories from the local community on the former ball/court asphalt area.

Former students and deputy principal shared memories with the street artist about their memories of the school, whilst local residents described their aspiration for the future development of the site.

*'Thanks so much for the event, we thought it was really well run, the ground artists were a nice touch and it gave us a chance to connect with others in the neighbourhood.'* **Quote from local resident.**



**Images of Jimmy Patch and the Street Art Mural.**

#### 4. Written and online submissions

The number of written submissions and online engagement was relatively low when comparing it to other master plan projects in Darebin.

This is most likely due to the successful engagement opportunity the Family Fun Day offered the community.

Two written submissions and twelve ideas were posted on the [yoursaydarebin](#) website.

The can be summarized as follows:

- Popular ideas included an enclosed dog-off lead park, BBQ and picnic shelters and facilities, Public toilets, seating in shaded areas and water playspace.
- The written submissions emphasised the need for the new park to be an important community meeting space for all generations.

A table outlining the ideas can be found in **Appendix B**.

## Appendix A

### Summary of Comments from Consultation Posters.

HOW CAN WE MAKE WALKING AND CYCLING HERE SAFER?
STICKY NOTE COMMENTS
ACCESS
Walking/scooting with toddler and pram – even out footpath – less sloping crossing.
Maintain footpaths as they are cracked and uneven, also prune street trees.
Connect Edgars Creek bike path to Darebin Creek path.
Definite link to bike path and to Edwards Creek.
Speed bumps and hoon reduction, traffic calming. Plant trees in the middle of the road.
Pedestrian crossing at Whitby Reserve on Broadhurst Avenue.
Edgars Creek: trees needed. Between Broadhurst Avenue and Glasgow Avenue large tree planting. Very hot, no shade along bike and footpath.
Crossing at Broadhurst Avenue! Whitby Reserve.
A full length path along Edgars Creek to join up with Merri Creek at Coburg Lake.
Parking around perimeter. Diagonal parking around park area.
Safer pedestrian crossing to access park. Existing one on Wilson works well!
Off street parking!!
Look at Public Bus Route: increase frequency of buses to service the site.
Pedestrian crossing at Hurley and Tracey Streets.
Tracey Street for drop-off Zone – safer for kids.
Roundabout at Hurley and Tracey Street4s to eliminate speeding drivers.
Reduce rat running on Glasgow Street.





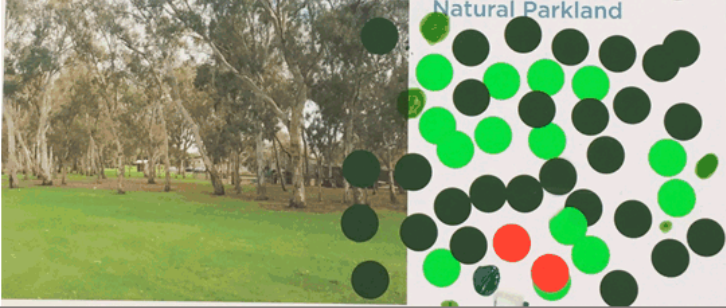
WHAT DID WE MISS? LET US KNOW YOUR IDEAS.....
STICKY NOTE COMMENTS
ACTIVITIES / AMENITIES
Soccer goals, a lot of playground equipment, bike track, public toilet, BBQ area.
Drinking taps, repaint Basketball Court, ensure fencing is fixed, some shelter perhaps.
Tennis Court.
For children play areas: 1) please have it fenced, gated and shaded. 2) Please also have outdoor/adventure style playing equipment like ropes and safe rock climbing etc.
Skate park on Gaffney Street in Coburg (Moreland CC).
Make it a playground/park or a soccer/footy club – you should be making use of the oval.
No BBQ's, prefer a picnic area instead.
Flying fox including for older people. "Rock climbing" bigger than at Edwardes Lake.
Bocce Courts for older people and all people.
Drinking tap facilities. Electronic toilets for safety.
Indigenous garden, dog free areas, kids and family friendly.
A tennis court so that in Summer we all can play there.
Playground: all ages and abilities. Progressively challenging and interesting.
NO TOILETS – keep OPEN space. <b>One note on this one:</b> Need toilets!!
BBQ was not used when it was a school – won't work in the future.
Community kitchen for workshops and events.
All abilities play space, e.g. swing for child in wheelchair, objects at toddler height, natural wind chimes (see drawing)
Separate dog designated area. No dogs in park area. Plenty of trees for natural shade. Plenty of park benches and picnic tables.
Dog park, please! With exercise/training equipment – and make sure it is maintained.
This area has limited off leash dog areas. Dog owners want to do the right thing. Please support a fenced space for dogs. Crispe Park is our only useable space and is closed until next year. Edwardes Lake also has no useable dog space. We have 10 dogs in our court. <b>One "yes"</b> added to these comments.
Fenced dog spaces to keep everyone safe.
Cricket oval, toilets, drinking tapes ("free ice creams")
Footy oval. Multi-sportsground.
Toilet facilities, BBQ, rubbish bins, keep oval – please shade.
Toilets, footy oval.
Toilets, BBQ/Picnic area, shelter, play space, fenced dog park, tables.
Skate park: small mini ramp (2-3 ft) something everybody can use rather than some of the other skate facilities in Darebin.
Space to fly kites, kick balls. <b>This one</b> received 3x yes ticks.
I second the Farmers Market/Craft Market idea.
BBQ, toilets/public toilets. <b>This one</b> received one yes.
Open space, somewhere to sit and relax. Maybe covered shade.
Water park play. Use of wood.

Fenced play area. Sandpit, rubber flooring on/around play equipment.
Playground, BBQ, public toilet, trees, tables.
BBQ, toilet/public, tables. (Vita)
BBQ, picnic, toilet. <b>This one</b> received 1x tick.
Could we have a monthly Farmers Market in the park. (Angela and Lina) <b>this one</b> received 2x yes please ticks.
Comprehensive plan incorporating both infrastructure and open space. Early Learning and beyond, Community rooms; Gardens, orchard, water play spaces, local Farmers Market. Aim: broad demand to draw use of space constantly.
Opposite Wilson Boulevard playground/park with a modernising shelter area.
Wheelchair friendly.
Public toilets.
Multiple ages play facilities, i.e. Malahang Reserve. Equipment for all.
<b>CHARACTER</b>
Native garden, more street trees in middle of the road.
Lots of native trees – no buildings.
Sheltered seating area with garden around seating.
Link green spaces for native flora and fauna.
Native trees and plants, open space, quiet area for elderly/reading/reflection. Children (small area)
Bird boxes, lots of trees.
Use lots of timber in buildings.
Plant large trees to clock the large power towers visible near Tracey Street. This will reduce EMF rays and look more appealing
Large canopy trees to picnic under.
Keep the trees along Wilson Boulevard. Beech trees.
Canopy trees at benches. Dog friendly.
Take some hints from Ray Braman Garden in Preston. Nice garden with water feature etc., with Hurley Street Entrance also.
Use recycled materials where possible, e.g. timber flooring. <b>This one</b> received 1x tick.
Water play area, native planting, natural shade (trees!), nesting boxes for birds.
<b>BUILDINGS</b>
Childcare on other park (existing playground) Tracey Street (old Rotary site).
Whilst an Early Learning Centre is needed, the Keon Park Children's Centre is underused and not successful. The Toy Library closed down and it is like a ghost town that has not worked well as a community space – so don't repeat that mistake here!
Community Hub facility with an indoor/outdoor design. Residents can book this out for events.
No exclusive use buildings. Space is for everyone – public. Open space for everyone.
No buildings. No buildings, No buildings.
No buildings, open space, landscaped areas, caged off area for off leash dogs



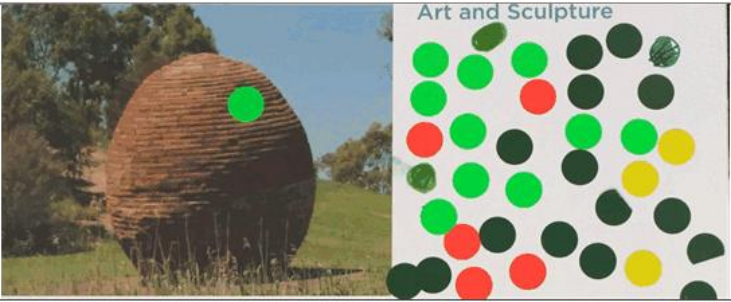

Have Childcare during day and community centre at night and weekend in the <u>same</u> space. Balance nature and buildings. <u>Multi-Purpose</u> .
No buildings on this site, which will need fencing and restriction; take up open space and restrict natural entry. (M. Brennan)
No buildings on this site. Keep planting and open areas so it can be rebuilt as a school if required. (Bev Down)
No ELC or Kinder – keep it open space.
Kinder/childcare building.
<u>I</u> f a Kinder is built, make sure it is in one corner of the site.
<b>GENERAL</b>
Consider a 11am – 4pm later time slot - future events



### Likes and Dislikes

OPEN SPACE		
	OPPORTUNITY	OBSERVATIONS
	<p>Perimeter paths for walking and exercise</p>	<p>Positive</p>
	<p>Gardens that collect and utilise stormwater run off</p>	<p>Positive</p>
	<p>Natural parkland</p>	<p>Positive</p>



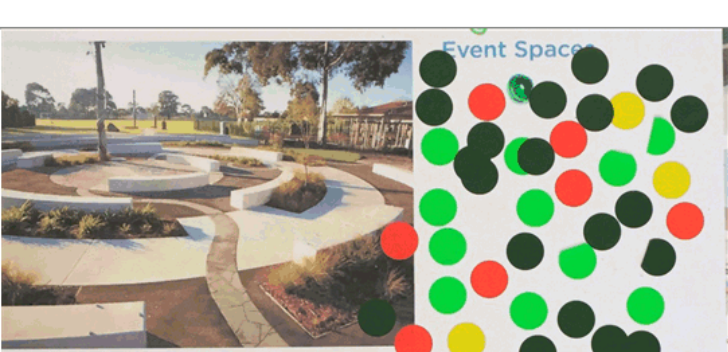

	<p><b>Dog Off Lead</b></p>	<p><b>Primarily Positive if fenced</b></p>
	<p><b>Local History and Information</b></p>	<p><b>Mixed but with limited response/ interest</b></p>
	<p><b>Interpretation</b></p>	<p><b>Mixed but with limited response/ interest</b></p>
	<p><b>Native and Indigenous Vegetation</b></p>	<p><b>Positive</b></p>

 <p>Community Garden</p>	<p>Community Garden</p>	<p>Positive</p>
 <p>Story telling</p>	<p>Story Telling</p>	<p>Mixed but with limited response/ interest</p>
 <p>Art and Sculpture</p>	<p>Art and Sculpture</p>	<p>Positive but with limited response/ interest</p>
 <p>Themes</p>	<p>Themes</p>	<p>Primarily Positive</p>



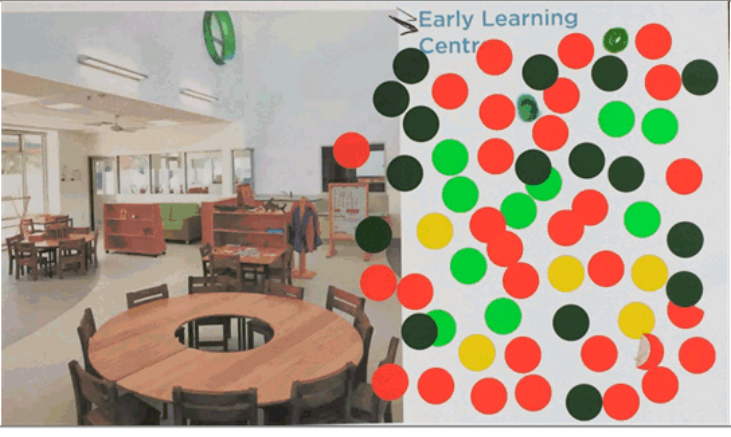


	<p>Custom Elements</p>	<p>Custom Elements</p>	<p>Mixed but with limited response/interest</p>
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AMENITIES AND FACILITIES		OPPORTUNITY	OBSERVATIONS
	<p>Covered Picnic Areas</p>	<p>Covered Picnic Areas</p>	<p>Positive</p>
	<p>Permanent Shelters</p>	<p>Permanent Shelters</p>	<p>Positive but with limited response/interest</p>
	<p>Accessible BBQ</p>	<p>Accessible BBQ</p>	<p>Positive</p>





	OPPORTUNITY	OBSERVATIONS
	<p>Natural Shade</p>	<p>Positive</p>
	<p>Gathering Spaces</p>	<p>Primarily Positive but with limited response/ interest</p>
	<p>Event Spaces</p>	<p>Primarily Positive but with limited response/ interest</p>
	<p>Outdoor Cinema / Performance Space</p>	<p>Primarily Positive</p>



 <p>market bu Par</p> <p>Re-imagining bu</p>	<p>Local Market</p>	<p>Positive Most enthusiastic response</p>
<p><b>OPPORTUNITY</b></p>		<p><b>OBSERVATIONS</b></p>
 <p>Community Hub including Community Meeting Rooms</p>	<p>Community Hub including Community Meeting Rooms</p>	<p>Primarily negative</p>
 <p>Early Learning Centre</p>	<p>Early Learning Centre</p>	<p>Mixed Second most contentious activity</p>



	<p>Reserve Naming</p>	<p>Mixed but with limited response/ interest</p>
	<p>Water Play</p>	<p>Positive</p>
	<p>Accessible Play</p>	<p>Positive</p>

 <p>Informal Play</p>	<p>Informal Play</p>	<p>Positive</p>
 <p>Play Equipment</p>	<p>Play Equipment</p>	<p>Positive</p>
 <p>Outdoor Exercise Equipment for All Ages</p>	<p>OPPORTUNITY</p> <p>Outdoor Exercise Equipment for All Ages</p>	<p>OBSERVATIONS</p> <p>Positive</p>
 <p>Multi-purpose courts</p>	<p>Multi-purpose courts</p>	<p>Primarily Positive but with limited response/ interest</p>



	<p><b>Skate and BMX Precinct</b></p>	<p><b>Mixed Most contentious activity</b></p>
	<p><b>Games Area</b></p>	<p><b>Primarily Positive but with limited response/ interest</b></p>
	<p><b>Organised Sport</b></p>	<p><b>Mixed</b></p>
	<p><b>Synthetic Courts</b></p>	<p><b>Primarily Positive</b></p>



	<p><b>Paths for Walking / Kids Cycling</b></p>	<p><b>Positive</b></p>
	<p><b>Formal Bike Paths</b></p>	<p><b>Mixed</b></p>

**Appendix B – Comments from written and online submissions**

Email	
Comments	Submitter
<ul style="list-style-type: none"> <li>• Stage area for community events.</li> <li>• Water play features including jets water Splash Park to operate in the warmer months.</li> <li>• Traffic school or kids shared bike paths.</li> <li>• An exercise indoor undercover area.</li> <li>• Different play equipment (not like Edwards park), in-ground trampolines and soft padded area for under 5 years old.</li> <li>• A place to attend workshops / cooking dancing classes or a venue for private hire for birthday parties</li> <li>• Mini train line that surrounds the park area</li> <li>• A kiosk or cafe</li> </ul>	C kotsiris
<ul style="list-style-type: none"> <li>• We would like to see it established as a community meeting hub, much like a piazza, where people can sit and chat and pass a few hours in the company of like-minded, especially older residents.</li> <li>• It is an ideal place as many residents can walk there.</li> </ul> <p>Suggestions for the site:</p> <ul style="list-style-type: none"> <li>• A covered area with seats.</li> <li>• Toilets are a necessity.</li> <li>• Playground equipment for grandchildren, as many “nonnas” babysit regularly (fenced area for security and peace of mind)</li> <li>• Drinking fountain and rubbish bins.</li> <li>• An enclosed (covered) area for very cold or wet days with bench seats etc.</li> <li>• Perhaps a walking track around the perimeter.</li> <li>• A great place to create craft groups such as knitting, cards, games etc.</li> </ul>	G Sgro

Social Media	
Comments	Submitter
Playspace with a sensory garden (dog free zone) and a community cafe like the fabulous one that used to be housed in Edward Street civic centre would be wonderful	L Patterson
A fully dedicated off lead areas for puppy play and training.	L Alice
Community housing and health care.	M Kery
Have Australia Day celebrations there !	J Hyde
Community garden with plots	L Alice
Homeless shelter	T Pavano
Community Garden for sure	R Baibakova
Shops please	R Polimeni
Community garden!	B Bailey
It would be so nice if you turned it into a community leisure centre with pools, gyms and meeting rooms! Young and old could enjoy it	R McInnes

Online via Yoursaydarebin	
Comments	Submitter
<p><b>Splash park</b></p> <p>I would love to see water Jetts and spray mists for the warmer months to that kids can play using different water features</p> <p><b>2 Votes</b></p>	Kotsy C
<p><b>More seating in shade</b></p> <p><b>2 Votes</b></p>	bev
<p><b>Kids bike track &amp; playground to suit 1-10yo</b></p> <p>A waterplay area, a proper fort/castle structure &amp; a good bike/scooter track for kids to practice and play on, within sight of parents.</p> <p>Plenty of undercover areas and BBQ's too, Edwardes Lake Park gets too busy! A bench type change table for babies would also be amazing! <a href="https://www.thebump.com/news/breastfeeding-bench-croatia">https://www.thebump.com/news/breastfeeding-bench-croatia</a></p> <p><b>1 Vote</b></p>	Chowes
<p><b>Off-lead, BBQs, seats and toilets</b></p> <p>This space is roughly the same size as Penders Park in Thornbury, which is a wonderfully successful space. It has a central undercover area, two bbqs, 4 seating clusters, a set of toilets, kids play equipment, plus it's off-lead. Arguably, the only thing it needs is a fence for the pups. I agree that Edwards Lake gets taken over in the BBQ areas, so Darebin needs to meet the demand.</p> <p><b>1 Vote</b></p>	zoe
<p><b>Sporting facilities</b></p>	8wma5
<p><b>A stage (with roof)</b></p> <p>In reservoir in particular we have such a diverse group of musicians and performers - public stages are far and few between - but are excellent resources - can be used from yoga and tai chi to local school performances, Christmas events etc.</p> <p><b>1 Vote</b></p>	CarCar La Jenkins
<p><b>Toilets</b></p> <p>They don't have to be fancy even the one at Wood Street is perfect.</p> <p><b>2Votes</b></p>	bev



<p><b>Composting/Worm Farm Hub</b></p> <p>What if we could collect the organic waste from local food businesses and process it in parks just a couple of blocks away? We could be diverting tonnes of waste from cafes, green grocers and even apartment blocks. It could be a learning hub that schools use and also a great space for sustainable workshops.</p>	Vanessa N
<p><b>Off leash dog park</b></p> <p>I would like to see an enclosed area as an off leash dog park - it's a big site - I currently use Crispe and it's fantastic, people come from all over and we have built our own community. It's a great way for all different types of people to connect with the community and dogs are good for peoples health - especially older people and people with mental health issues. But enclosed is important to keep people and children safe and to control doggie movements :)</p> <p><b>4 Votes</b></p>	CarCar La Jenkins
<p><b>Detailed kids' park with water features, mutli-level wooden adventure playground and shade with tables for local parents and young families!</b></p>	cmez
<p><b>More BBQ and more picnic tables</b></p> <p>Edwards Lake BBQ area allows big groups to take over the facility and take ownership. It's hard for single families to find a space to eat. Put in more BBQs and more picnic benches in other areas.</p> <p><b>3 Votes</b></p>	Bev
<p><b>Food forest</b></p> <p>There are a few community gardens in Darebin, but what if we created a food forest? Or an orchard where established trees could feed lots of people?</p> <p><a href="http://www.mysmartgarden.org.au/en/Resources/Food/Creating-a-food-forest">http://www.mysmartgarden.org.au/en/Resources/Food/Creating-a-food-forest</a></p>	Vanessa n



# REIMAGINING RUTHVEN MASTER PLAN IMPLEMENTATION

The Reimagining Ruthven Master Plan was developed in close collaboration with the community to create Darebin’s newest park on the site of the former Ruthven Primary School.

One of the first steps of implementation of the Master Plan is the playspace, which will form a key focal point in the heart of the new park.

The design of the playspace responds to the Master Plan directions and the feedback collected at the Family Fun day in 2017 and at the face to face engagement held in 2019.

This includes:

- A bushland sanctuary theme
- Play equipment that emphasises natural materials and colours, and is not visually dominant in the landscape
- A focus on indigenous plantings as well as robust native species, which will provide interesting and tactile elements to engage children in their environment
- Seating, community meeting spaces and amenities to support all park users.



Ruthven Park Aerial Photo April 2020



1. Existing asphalt surface adjacent to the proposed nature play area. One Lemon Scented Gum will be removed to allow for a new path. This tree is furthest to the right in this photo, and has structural problems.

## The Playspace Site



2. The core playspace site, viewed from the main entrance off Tracey Street (looking west)



3. The nature play landscape site, with core playspace site in the background, viewed from the asphalt area (looking east)



## COMMUNITY FEEDBACK

Feedback from the community in relation to the playspace included requests for:

- Slides and swings
- Climbing and adventure play opportunities
- Nature play
- Multi-generational play opportunities
- Basketball
- Flying fox
- Scooter trail

Some of these ideas have been integrated into the playspace design concept, while others can be considered further in the multi-generational play area to be designed alongside the community in future years.



The community provided lots of great ideas for the new park and playspace

## PLAYSPACE STAGING

The main community play and meeting spaces are being designed holistically, allowing Council to ensure that:

- The design theme is threaded through the design of these new community spaces
- We consider how people will walk and access these spaces
- New trees and landscaping is integrated into the design.

This new community space will contain:

- A Core Playspace area, which will focus on providing traditional play experiences. Lots of fun play elements to climb, swings and slide etc
- Nature Play Landscape which will provide lovely opportunities for kids to interact and engage with nature
- A Multi-generational play area, creating a unique space where all generations can interact, socialise and play.
- A BBQ & Picnic Area containing a picnic shelter and a space for community gatherings, birthday parties etc.

These exciting new spaces will be delivered in stages and subject to the Council's annual budget process.

Stage 1 of the playspace, the Core Playspace, will be delivered with funding assistance from the State Government. Construction is expected to commence in early 2020.

## WE WANT YOUR FEEDBACK!



Plan showing staging of the playspace construction and the core community spaces, and the proposed path network

We are excited to collect community feedback on the concept designs for the Core Playspace and Nature Play area.

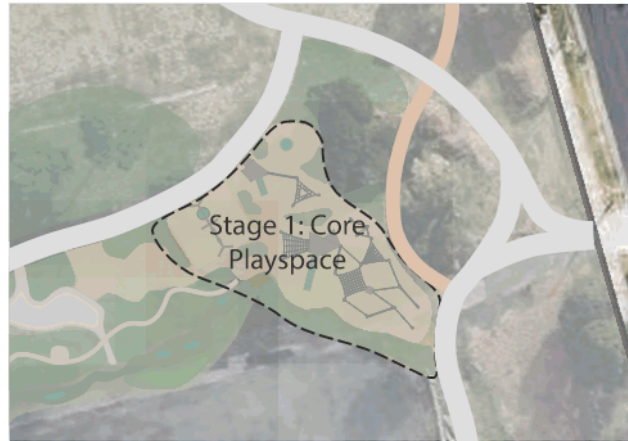
**Your feedback will help us to finalise the design for construction of the Stage 1 of the playspace in early 2021.**

To help inform future detailed designs of the Multi-generational play and BBQ areas, we will also be collecting your ideas for what you would like to do in these areas.

Please go to [www.yoursaydarebin.com.au](http://www.yoursaydarebin.com.au) to find out more about how to give your feedback.

You can also email your comments through to [city.design@darebin.vic.gov.au](mailto:city.design@darebin.vic.gov.au), or call 8470 8888 to speak to a City Designer about the project.

## STAGE 1: CORE PLAYSPACE



### Key elements of Stage 1: Core Playspace

- Custom designed rope climbing and recycled timber pole play unit with fibreglass wave slide (for ages 5-12+)
- Custom designed toddler play unit with double fibreglass slide, using similar materials to senior unit
- Spinner or other small play item
- Some elements accessible from path including nest swing and part of toddler unit
- Rocks and logs for balancing and sitting
- Mulch mounds for climbing and cubby-building materials in the adjacent Stage 2 nature play area, to provide early nature play opportunities
- Gravel path and rock seats through existing sheoak grove
- Seats and a bin
- Garden beds and tree planting



- Line-marking of scooter trail and games on the existing asphalt surface
- Melaleuca trees to be retained and pruned to ensure safety, and will be removed in coming years as they reach the end of their lives and the new trees grow.

### CONCEPT PLAN

An indicative layout is shown above for play equipment being customised for Stage 1 of the playspace. Refer to the precedent images to the next page for an illustration of how this might look.



# STAGE 1: CORE PLAYSPACE DESIGN PRECEDENTS



Timber swing set



Custom toddler unit with fibreglass slide



Custom senior rope climbing unit with fibreglass slide



Accessible spinner



Bushland theme with robust and interesting native and indigenous plantings. Existing Melaleuca trees (above) to be retained and pruned in the short term.



Mulch mounds for climbing



Recycled power poles for custom play equipment

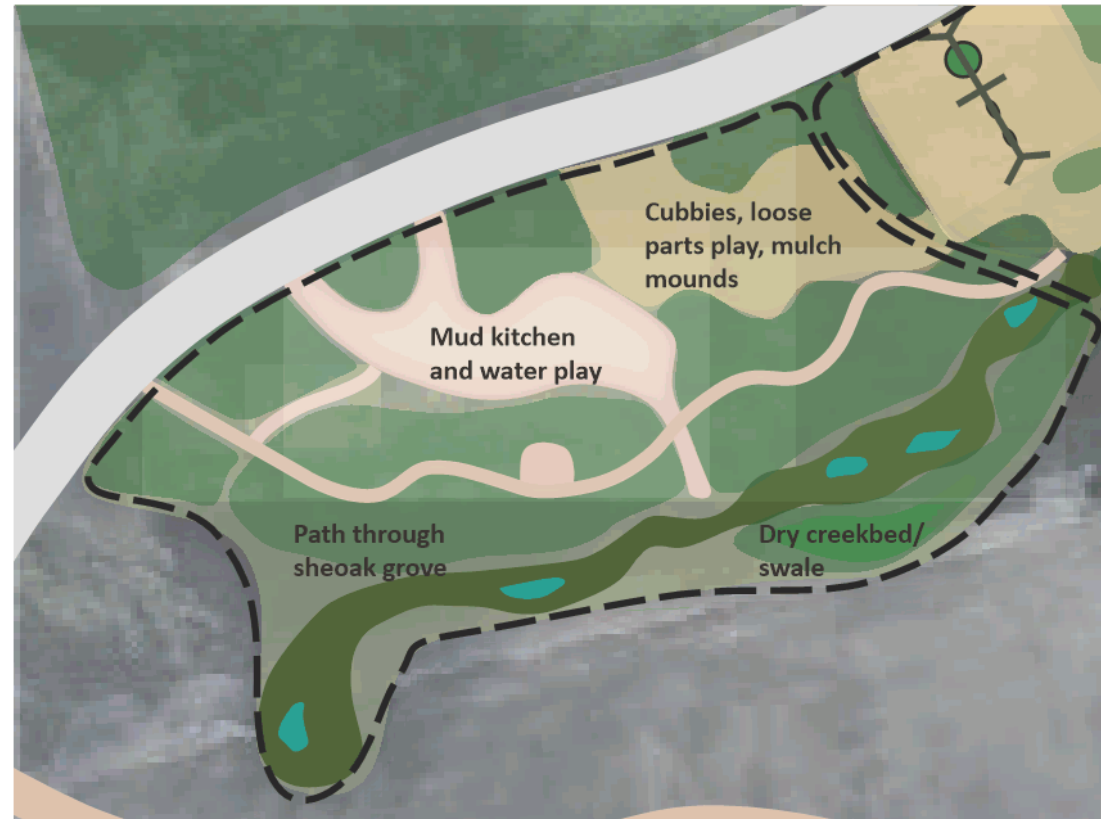


## STAGE 2: NATURE PLAY LANDSCAPE



### Key elements of Stage 2: Nature Play Landscape

- Clearly defined area for nature and messy play opportunities (e.g. using a grade change, sunken area)
- Cubby building area
- Mud kitchen area with tap & seating accessible from path - robust materials used, dish shaped hollows ground into rock to form sinks/bowls, mortar and pestle
- Indigenous garden with plants for food, medicine dyeing and weaving.
- Loose parts play, with park users invited to bring robust and safe play items and natural materials to leave at the nature play area (e.g. steel/wood pots, bowls & spoons, gumnuts, seedpods, pinecones).
- An area for tidying up the loose parts play materials, signage about how to use



- Mulch mounds for climbing
- Carved channels in timber logs for water play, with spring-loaded time-release tap
- Expanded sheoak grove, garden beds and tree planting
- Dry creekbed along natural drainage course, with adjacent mounds
- Rocks and logs for balancing, climbing and sitting

### CONCEPT PLAN

An indicative layout is shown above for nature play activities for Stage 2 of the playspace. Refer to the precedent images to the next page for an illustration of how this might look.



# STAGE 2: NATURE PLAY LANDSCAPE



Bush kinder/outdoor classroom



Loose parts play & mud kitchen tidy



Cubbies and loose parts play



Dry creekbed/swale



Path through sheoak grove (to be thinned out), with indigenous plants for food, weaving, dying and medicine



Water play



Mud kitchen



Mud kitchen with different shaped hollows ground into bluestone and sandstone surfaces, a reference to Aboriginal grinding stones and axe grinding grooves



Loose parts play and mud kitchen materials



Simple timed release tap for water play and mud kitchen



Four logs are available on the site for reuse

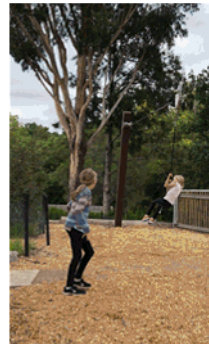


## FUTURE MULTI-GENERATIONAL PLAY AREA, BBQ & PICNIC AREA

The community feedback for the master plan called for a BBQ & picnic area, multi-generational play opportunities, basketball/netball, flying fox and a scooter trail.

These ideas will be explored further in a future design stage with further involvement from the community. Other ideas for what the multi-generational play area could include can also be provided during the current stage of community engagement.

- What would you like to see in this space?
- What activities would bring the community together?
- What activities could provide for people of different ages and abilities?
- How could we design seating areas and shelters?



Flying fox



Mounds for rolling, sitting and viewing



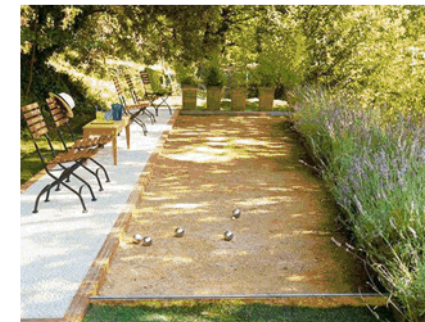
Seating, shelters and space to gather



Basketball/netball circle court, soccer goals



Scooter trail and traffic signs



Bocce & petanque court

**7.5 NEW MUNICIPAL DEVELOPMENT CONTRIBUTIONS PLAN – CONSIDER SEEKING AUTHORISATION TO PREPARE A PLANNING SCHEME AMENDMENT****Author:** Senior Strategic Planner**Reviewed By:** General Manager City Sustainability and Strategy

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**EXECUTIVE SUMMARY**

A new *Draft Darebin Development Contributions Plan 2019* (new DCP) has been prepared to introduce a levy on new development to help fund physical and social infrastructure required to meet the needs of the growing Darebin population over the next 20 years.

The new DCP will be implemented into the Darebin Planning Scheme through proposed Amendment C170dare. Officers seek Council's endorsement to formally request the Minister's authorisation to commence the planning scheme amendment process for Amendment C170dare.

The new municipal-wide development contributions levy applies to residential and non-residential development that proposes to increase dwellings or floor space. The new DCP has been prepared in accordance with the relevant legislation, directions and guidelines which form the DCP system in Victoria and has been peer reviewed.

Projects to be part funded by the new DCP have been selected based on Council's long-term capital works program. Many of the projects selected for the new DCP have undergone consultation processes or have a basis in Council plans and strategies that have undergone their own community consultation process. Project selection has also been subject to the criteria set out in the Victorian Government guidelines and the need for projects to be well-defined and have robust cost estimates.

The new DCP through Amendment C170dare will be exhibited publicly, during which time the community and stakeholders will be invited to make written submissions.

It is acknowledged that the development industry is likely to be adversely affected by economic effects of the coronavirus pandemic and may not welcome a development levy during this time. However these development contribution rates reflect the need to equitably share the cost of providing the infrastructure required by the community in the long term, over the next 20 years, and where there is a direct nexus with increased population as a result of new development. Further, these particular contribution rates are considered modest and aren't anticipated to unduly impact on development. The DCP will support delivery of key capital works projects, and opportunity to provide important stimulus for the local economy from the impacts of COVID-19.

There are some state exemptions from the levy, such as development of public housing, schools and hospitals. Further local development exclusions are proposed in this DCP to include Council delivered projects, social housing delivered for or by registered housing associations, and common-sense exemptions normally in DCPs such as replacement of a dwelling, alterations or additions to an existing dwelling, outbuildings and fences normal to a dwelling and utilities.

Darebin's existing DCP is no longer collecting contributions but remains in the Darebin Planning Scheme to allow levies previously collected to be expended on the development of the Darebin Multi-Sport Stadium (MSS).

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

- (1) Requests the Minister for Planning authorise the preparation and exhibition of Amendment C170dare to the Darebin Planning Scheme, pursuant to section 8A of the *Planning and Environment Act 1987* (**Appendix A and B**)
- (2) When authorised by the Minister for Planning, exhibit Amendment C170dare to the Darebin Planning Scheme in accordance with notice requirements under section 19 of the *Planning and Environment Act 1987*
- (3) Seeks community and stakeholder feedback as part of the exhibition period, on the proposed changes to the planning scheme to implement the *Darebin Development Contributions Plan 2019, June 2020* (**Appendix A**)
- (4) Authorise the Manager City Futures to make minor alterations and corrections, where necessary, to the Amendment C170dare material as attached at **Appendix A and B** prior to the lodgement of the authorisation request with the Minister for Planning and/or exhibition period

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## BACKGROUND / KEY INFORMATION

A Development Contributions Plan (DCP) is a mechanism to levy new development to contribute a share of the cost of providing infrastructure needed by the future community.

Darebin's existing DCP (*Darebin Development Contributions Plan 2004, Revised 2015*) has been in place since 2004 but ceased collecting levies in 2014. Amendment C148 to the Darebin Planning Scheme extended the DCP timeframe to June 30, 2020 to allow unspent funds collected prior to 2014 to be expended on the Multi Sports Stadium (MSS) project. Amendment C190 has just been approved by the Minister and further extends the DCP timeframe to allow expenditure of unspent levies on the delivery of the MSS project.

Officers have worked with the assistance of external consultants to prepare a new draft municipal DCP, the *Draft Darebin Development Contributions Plan 2019* (new DCP), which will allow Council to again collect development contributions to help fund required infrastructure. The new DCP has been prepared according to the Victorian Government's established system which is defined by legislation, directions and guidelines.

This report provides an overview of the new DCP and seeks Council's endorsement to formally request the Minister's authorisation to commence the planning scheme amendment process for Amendment C170dare, which will implement the new DCP in the Darebin Planning Scheme. As part of the amendment process there will be a formal public notification and exhibition period, and the community will have an opportunity to make submissions.

Amendment documents for C170dare have been prepared for Council's consideration and endorsement.

The new DCP will apply to all land in the City of Darebin, with a levy to apply to residential development that creates a net increase in dwellings and non-residential development that creates net increase in floorspace. The following state-wide exemptions apply and cannot be changed:



- Commonwealth land, public schools and hospitals
- Land developed for a non-government school, as defined in Ministerial Direction on the Preparation and Content of Development Contributions Plans of 11 October 2016.
- Land developed for housing by or for the Department of Health and Human Services, as defined in Ministerial Direction on the Preparation and Content of Development Contributions Plans dated 11 October 2016.

Local exemptions will also be proposed to be included in the Amendment C170dare as outlined in the discussion section of this report.

### **Previous Council Resolution**

The new DCP and Amendment C170dare is not the subject of a previous Council resolution.

## **COMMUNICATIONS AND ENGAGEMENT**

### **Consultation**

While the community has not been specifically consulted on the preparation of the DCP, many of the projects selected for the new DCP have undergone consultation processes or have a basis in Council plans and strategies that have been through community consultation. Others are identified through Council's asset management programs, such as the road rehabilitation projects. For example, during April and May 2020, community feedback was sought on the proposed concept plans for NARC.

There is a statutory framework and well-established guidelines for the preparation of a DCP. Nevertheless it is important that affected stakeholders are given the opportunity to examine the application of the methodology and the outcome. The planning scheme amendment process includes a formal statutory consultation process whereby the community can make submissions to be considered by Council as the Planning Authority.

### **Internal Consultation**

The following internal Council departments have been consulted in the preparation of the new DCP:

- City Futures
- Governance and Performance
- Climate Emergency and Sustainable Transport
- Recreation and Libraries
- Assets and Capital Delivery
- Aged and Disability
- Equity and Wellbeing
- Families, Youth and Children

The Statutory Planning team has also been consulted on implementation aspects of the new DCP.

## Communications

A communications and engagement plan has been prepared in consultation with the Community Engagement and Demographics team, Communications team and the Equity and Diversity team.

### Key messages:

- There is no current development contributions levy in Darebin
- The new DCP will re-establish a levy which is needed to help fund planned infrastructure projects to meet the needs of the growing Darebin community
- Darebin's population is forecast to grow from 155,000 in 2016 to more than 230,000 in 2041 creating a large increase in demand for infrastructure such as roads, paths and community facilities
- A DCP is an equitable and transparent mechanism that requires developers to contribute to the cost of providing infrastructure needed by the future community.
- Introducing a new DCP is one of the Big Actions identified in the Council Plan 2017-2021
- The DCP will apply to all land within the City of Darebin. A levy will be payable for all residential development that creates additional dwellings (not reinstatements or renovations of existing residences) as well as commercial and industrial developments where new floor space is being added.
- Darebin City Council is inviting the community to provide feedback on Council's Development Contributions Plan (DCP) by making a submission as part of the statutory consultation process for the proposed planning scheme amendment.

## Consultation and Planning Scheme Amendment Exhibition

The proposed planning scheme amendment to introduce the DCP will undergo a formal public consultation and exhibition process which will meet the requirements of the *Planning and Environment Act (1987)*\*. This is expected to occur later in 2020, subject to timing for authorisation of the amendment from DELWP and will be for one month.

Community members will have the opportunity to review the amendment documents and make submissions on the proposed changes to the Darebin Planning Scheme.

There is uncertainty about the level of COVID-19 restrictions that will be in place during the exhibition period. Officers will continue to monitor Victorian Government directions and guidelines and, should these permit, explore the feasibility of face-to-face drop in sessions in line with social distancing requirements. In the event that face-to-face consultation is unable to be conducted safely, efforts will be made to promote contact with officers via phone and email.

The public notification process will include:

- Formal notices in local newspapers and State Government Gazette
- Announcements through council's website and social media platforms
- Drop in sessions with Council officers if COVID-19 related restrictions allow
- Hard copies of documents will be available at all public libraries in Darebin and Council offices, should these venues be open to the public again at the time of exhibition

- Amendment C170dare documents and supporting information will be available online at yoursaydarebin.com.au and DEWLP websites.
- Council officers will be available to discuss the details of the Amendment via direct phone or email.
- Communications in multiple languages and access to translation services.

\* Due to the unprecedented circumstances brought about by the COVID-19 pandemic, temporary changes have been made to requirements under *Planning and Environment Act (1987)*, including that planning documents associated with the exhibition of planning scheme amendments are no longer required to be made available in hard copy; online inspection is sufficient.

## **ANALYSIS**

### **Alignment to Council Plan / Council policy**

Goal 3 - A liveable city

The preparation of the DCP is a Big Action in the Council Plan (Goal 3.1) and aligns with the Darebin Planning Scheme Municipal Strategic Statement.

### **Environmental Sustainability Considerations**

A number of the projects proposed for inclusion in DCP, such as sustainable transport projects, will contribute to sustainability outcomes. The Climate Emergency and Sustainable Transport Department has been consulted in the preparation of the DCP.

Darebin's ESD Building Policy 2018 facilitates integration of environmentally sustainable development into building projects identified in the DCP.

NARC is the largest project in the DCP and aims to be the first indoor aquatic facility in Australia to reach a 6 Star Green Star Rating, with a range of sustainable design initiatives incorporated into the project.

#### **Climate Emergency**

Projects identified for inclusion in the new DCP will be delivered within Council's environment and climate policy framework, including ESD Building Policy 2018 which sets out ESD standards for different types of building projects, and the Asset Management Policy 2018 which supports the implementation of environmentally sustainable asset management practices. Cycling and walking projects are aimed at delivering the sustainable transport objectives outlined Council's transport planning strategy and policy framework.

### **Equity, Inclusion and Wellbeing Considerations**

Project selection for DCP has been based on Council's long-term capital work program, which has been informed by service and infrastructure planning within departments across Council to meet the needs of the community. Projects which meet set criteria for inclusion in a DCP have been selected and the DCP itself must equitably apportion the share of the cost of new infrastructure.



## Cultural Considerations

It is expected that cultural considerations are addressed on an individual basis with respect to projects included in the new DCP.

## Economic Development Considerations

Identified infrastructure projects include upgrades that will support economic development in Darebin through increased accessibility, improved transport links and increased participation in sport and leisure opportunities.

In a broader sense, the DCP will support delivery of key capital works projects which can provide important stimulus for the local economy and contribute to its recovery from the impacts of COVID-19.

Council's Social and Sustainable Procurement Policy is in place to support local employment outcomes associated with the provision of community infrastructure.

## Financial and Resource Implications

The implementation of a new municipal DCP will support Council's long-term financial sustainability and its ability to deliver infrastructure necessary to meet the needs of the Darebin community over the next 20 years.

The DCP includes 72 projects with a total estimated cost of \$121M. Through the DCP, future development is estimated to contribute \$29M, or nearly 25% of the total project costs.

A level of resourcing will be required to ensure the new DCP is effectively managed, monitored and reviewed once it is in place. Steps will need to be taken to establish an accounting and management system to administer the DCP prior to the amendment being approved.

## Legal and Risk Implications

Adopting a DCP creates an obligation for Council to proceed with the works identified. This risk has been managed through a prudent project selection process.

The DCP has been prepared with the assistance of expert consultants in accordance with the relevant legislation, directions and guidelines.

The exhibition process and potential subsequent convening of a Planning Panel provides opportunity for objections to be raised and arguments to be heard on the methodology used in the preparation of the DCP, and the outcome. It is possible that the Panel or state government may require changes. Ultimately the decision to approve implementation of the DCP, with or without changes, in the Darebin Planning Scheme lies with the Minister for Planning.

The timelines associated with exhibition, state government review and final decision making are somewhat unpredictable and subject to change.

## DISCUSSION

Amendment C170dare proposes to implement the new DCP by incorporating the document within the Darebin Planning Scheme and inserting Schedule 2 to the Development Contributions Plan Overlay. An outline of all the proposed changes to planning scheme can be found in the Explanatory Report which forms part of the amendment documents (**Appendix B**)

## How has the DCP been prepared?

The new DCP has been prepared with the assistance of expert consultants and guided by the framework established by legislation, directions and guidelines and has been confirmed as appropriate with a peer review.

### Project selection

The list of projects included in the new DCP has been prepared based on Council's long-term capital works program which itself is guided by Council and community priorities, the directions and outcomes outlined in Council's adopted strategies and policies, and forecast resourcing and delivery capacity.

The types of projects that can be funded through a DCP is set out in the Victorian Government guidelines and described in the new DCP document. Projects must be 'capital works', defined as:

- A new item of infrastructure
- An upgrade to the standard of provision of an existing infrastructure asset or facility
- An extension to an existing asset or facility
- The replacement of an infrastructure item after it has reached the end of its economic life

The item of infrastructure must be used by a broad cross section of the community and serve a neighbourhood sized catchment area or larger. The types of infrastructure projects that may be included within a DCP must be either:

- Basic to the health, safety or well-being of the community, or
- Consistent with the community expectations of what is required to meet its health, safety or well-being.

Projects in a DCP need to be supported by robust costing and therefore be well-defined in scope. Selection of projects for the new DCP was made in consultation with Managers from relevant Council departments, based on which capital projects have the required level of certainty and robustness of information to fit the criteria for inclusion.

### Cost apportionment

The cost of the projects has been apportioned across existing development (paid by Council) and new development (payable by the levy) using the state government's approved method. As a key input to the apportionment exercise, projections for new development have been generated out to 2041. The projections data and methodology are detailed in the new DCP document (**Appendix A**).

### Local exemptions

In addition to the state prescribed exemptions to the DCP levy, a range of common-sense local exemptions are proposed to be included in the DCP, which generally align with best-practice recently prepared or approved DCPs in other municipalities.

These include development which is replacing or reinstating a dwelling, alterations or additions to an existing dwelling, outbuildings and fences normal to a dwelling, servicing infrastructure (utilities), Council delivered projects, social housing development delivered by or for registered housing associations, and land where an existing Section 173 agreement exempts the development from the DCP.

### **Why is the amendment needed?**

Council has a significant forward program of capital works, which includes responding to the new demands generated by a growing resident and workforce population.

Residential dwellings in Darebin are forecast to increase from 70,991 in 2019 to 96,311 in 2041. Retail building stock, estimated to comprise 652,000 sqm in 2019 is anticipated to grow to 865,000 sqm in 2041, while commercial floorspace is forecast to expand from an estimated 881,000 sqm in 2019 to 1,160,000 sqm in 2041. The existing industrial building stock of approximately 1,400,000 sqm is forecast to grow to 1,542,000 sqm in 2041.

The DCP is a widely used financial management tool, and the income from Darebin's new DCP will support Council to deliver the infrastructure required to meet the needs of the Darebin community. The DCP is designed so that the cost of providing infrastructure that will be used by new development is shared between developers and the community on a fair and reasonable basis.

### **Impact of COVID-19**

It is acknowledged that the coronavirus pandemic is having a profound effect on the economy and that the development industry will be impacted. The new Darebin DCP proposes a modest levy which is not anticipated to unduly affect new development. The levy reflects the need to equitably share the cost of providing the infrastructure required to enable the future community to fully participate in the economic and social life of Darebin. Preserving and enhancing the liveability of Darebin will ensure our municipality continues to be a place where people want to live, work and play.

The new DCP has a long-term strategic horizon of 20 years, over which period the economy would be expected to recover and the impact of the current situation be somewhat offset by more favourable future conditions.

Regular monitoring and review of the DCP will ensure that the document is reasonably consistent with estimates of future development, while accepting that future conditions will inevitably vary to some extent from future estimates generated for the new DCP.

## **OPTIONS FOR CONSIDERATION**

**Option 1** – Authorise officers to commence the planning scheme amendment process by formally seeking Authorisation from the Minister of Planning to prepare and exhibit Amendment C170dare in accordance with the requirements of the Planning and Environment Act 1987, with notification and consultation as outlined above. **(Recommended)**

**Option 2** – Not proceed.



## IMPLEMENTATION STRATEGY

### Details

Officers will submit Amendment C170dare for authorisation to the Department, Land, Water and Planning (DELWP).

### Communication

Following a resolution to request authorisation to prepare Amendment C170dare, the first phase of the DCP Community Engagement Plan will be implemented, with a Yoursay page going live and FAQ's posted to provide information to the community. Following authorisation, notification will occur as outlined above.

### Timeline

Timing for exhibition of the amendment and subsequent implementation of the DCP in the Darebin Planning Scheme is subject to the time it takes for DELWP to process Council's authorisation request, and the submissions we receive during the exhibition period. Next steps could be expected to occur as follows:

- 29 June 2020 – Council decision to request authorisation
- At earliest July 2020 (TBC) – Council receives authorisation from the State Government to commence the amendment process
- Public exhibition (for a minimum of one month) (timing subject to authorisation above)
- Council either adopts the amendment (with or without changes) and submits for Minister's approval, or refers unresolved submissions to a Planning Panel (timing subject to authorisation above)
- 2021 - Planning Panel (timing subject to authorisation above)
- 2021 – Council adopts amendment (with or without changes) and submits for Minister's approval (timing subject to authorisation above)

## RELATED DOCUMENTS

- Development Contributions Guidelines 2007 (Victorian Government)
- Ministerial Direction on the Preparation and Content of Development Contributions Plans and Ministerial Reporting Requirements for Development Contributions Plans, Minister for Planning 11 October 2016
- Ministerial Direction – The Form and Content of Planning Schemes
- Ministerial Direction No. 9 – Metropolitan Planning Strategy
- Ministerial Direction No. 11 – Strategic Assessment of Amendments
- Ministerial Direction No. 15 – The planning scheme amendment process
- Plan Melbourne 2017-2050
- *Planning and Environment Act, 1987*
- *Building Act 1993*
- Guidelines for Preparing Planning Scheme Amendment Documentation – September 2014

**Attachments**

- List relevant documents (legislation, policies, reference papers, previous Council reports or Briefing papers) using the Infocouncil Attachments Screen. C170dare Draft Darebin Development Contributions Plan 2019 (**Appendix A**) [↓](#)
- C170dare Planning Scheme Amendment Documents (**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.



**Darebin**  
Development  
Contributions Plan  
2019

Prepared for Darebin  
City Council



June 2020





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## 1.0 INTRODUCTION

### 1.1 Background

The City of Darebin incorporated a Development Contributions Plan (DCP) within its Planning Scheme in 2004. The DCP covered the whole municipality (using 225 separate charge areas) and committed to deliver around \$78m in new infrastructure in the categories of roads, traffic & road safety, drains, open space and buildings. The DCP was expected to recover around 12% of committed expenditure from new development (with 88% being funded from other Council sources). The DCP levies ranged from \$42 per dwelling to \$3,987 per dwelling, with the average levy being \$852 per dwelling. The 2004 DCP has now ceased in terms of collection of levies but remains within the Planning Scheme in order to allow the expenditure of collected funds on the Darebin Multi-Sport Stadium project.

Darebin City Council seeks to develop a new 2019 DCP. The City has a significant capital works expenditure challenge, which includes keeping pace with new demands generated by a growing resident and workforce population.

As part of prudent financial management, the City seeks to recover a fair share of income from new development as a contribution towards selected infrastructure items that will be used by new development.

### 1.2 Purpose of the DCP

The purpose of this DCP is to list needed infrastructure items Darebin City Council will deliver over the next two decades (to the end of 2041) and nominate levies that will be applied to new development over the DCP timeframe using the state government's approved cost apportionment method.

The method is designed to ensure that the cost of providing new infrastructure is shared between developers and the wider community on a fair and reasonable basis.

This DCP has been developed in accordance with relevant legislation, directions and guidelines to:

- Identify the infrastructure and facilities needed within the City of Darebin to meet contemporary standards and community expectations of service delivery
- Apportion the cost of the required infrastructure over likely users of the infrastructure to the end of the planning horizon, being 2041 in this DCP
- Determine the levy for all development types
- Explain the method of DCP preparation and levy calculation
- Document DCP payment and administrative procedures.





The Darebin Development Contributions Plan (DCP) 2019 applies to all land and new development within the City of Darebin, unless specific exemptions apply.

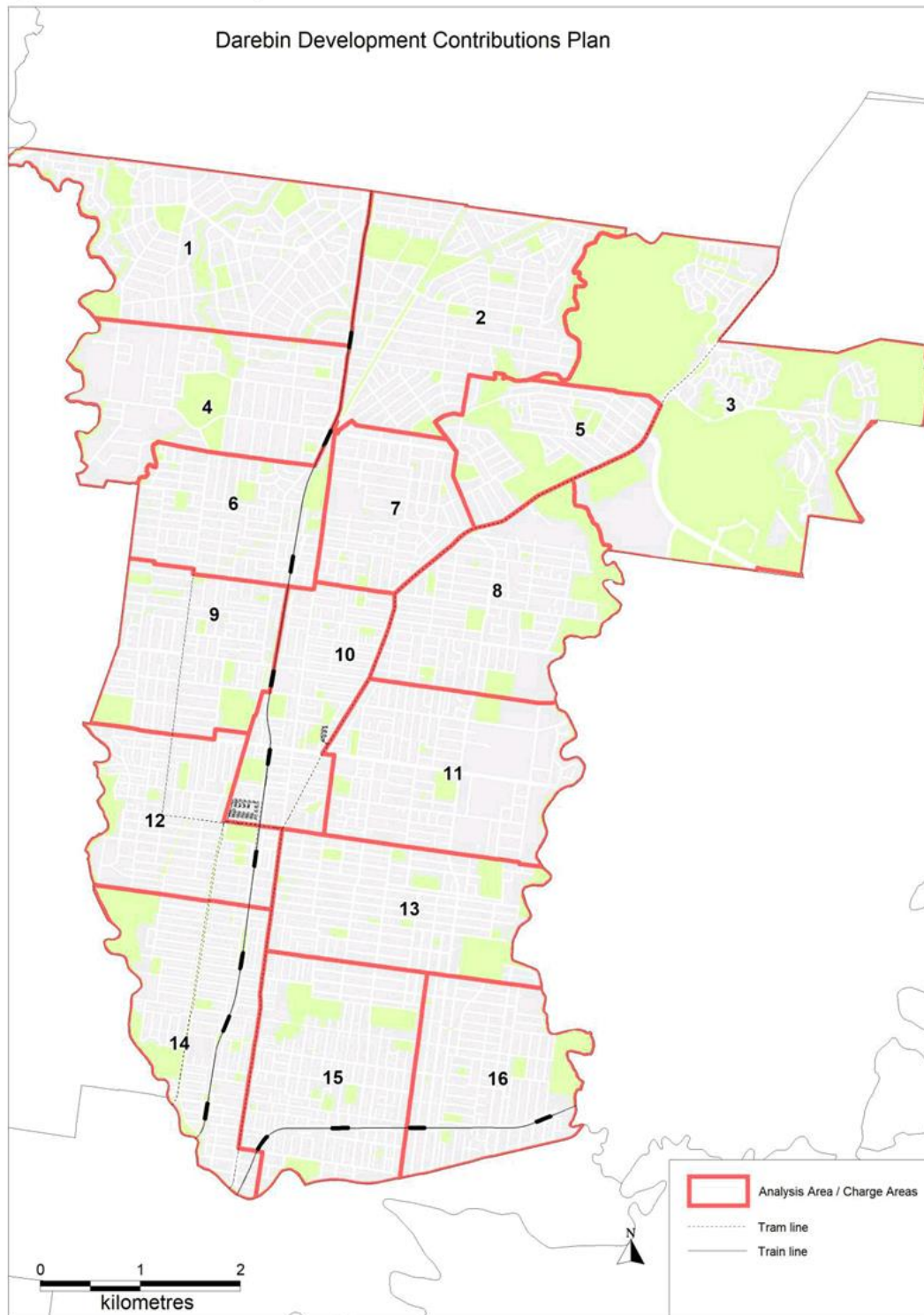
### **1.3 Acknowledgement**

This document has been prepared by HillPDA with the assistance of Darebin City Council officers. Council officers provided infrastructure project information and advice regarding project specifications and selection. Council officers also assisted with charge area development and project catchment selection.

### **1.4 DCP Area**

The area to which the Darebin Development Contributions Plan (DCP) 2019 applies is shown in Figure 1 below. The DCP Area is divided into 16 separate charging areas for the purpose of this DCP.

Figure 1: Darebin Development Contributions Plan 2019 Area





## 2.0 INFRASTRUCTURE FUNDING PRINCIPLES

### 2.1 Context

A Development Contribution Plan (DCP) is a mechanism used to levy new development for contributions towards planned infrastructure needed by the community.

As part of the implementation of Darebin's land use and development planning framework, Council will collect development contributions from new development through an approved DCP, which is contained within the Planning Scheme. The funds collected will be used to help deliver the nominated infrastructure projects in the DCP.

### 2.2 DCP System in Victoria

This DCP has been prepared in accordance with the Victorian Government's approved DCP system, which is defined by the following legislation and directions.

#### **Planning and Environment Act 1987**

The Planning and Environment Act 1987, Part 3B states the purpose of a Development Contributions Plan for 'levying contributions for the provisions of works, services and facilities'. The Act sets out the broad structure and requirements for a DCP.

According to the Act, projects are classified as either:

- Development infrastructure (DI); or
- Community infrastructure (CI).

Development infrastructure is defined as infrastructure required for basic community health, safety or wellbeing. This may involve roads, paths, drainage and basic community infrastructure items.

Community infrastructure includes construction of all other buildings or facilities used for community or social purposes. Some community facilities are defined by Ministerial Direction as Development Infrastructure for DCP purposes. This includes kindergartens, childcare centres and maternal and child health care facilities.

The Act states the Community Infrastructure Levy is capped (currently at \$1,190 per dwelling).

No cap applies to the Development Infrastructure Levy.

#### **Ministerial Direction on the Preparation and Content of Development Contributions Plans and Ministerial Reporting Requirements for Development Contributions Plans, Minister for Planning, 11 October 2016**

The Ministerial Direction has two parts. The first gives direction on the preparation and content of development contributions plan, with a focus on defining Development Infrastructure and Community Infrastructure. The second sets out the requirements for annual DCP reporting.





### **Development Contributions Guidelines 2007 (State of Victoria)**

The document provides detailed guidance on the method to prepare a full cost apportionment DCP. The Guidelines provide principles, information and examples.

### **Building Act 1993**

The Act requires Building Surveyors to ensure any Planning Scheme requirement is met before issuing a building permit. This includes enforcing the payment of a Community Infrastructure Levy and / or a Development Infrastructure Levy to Council under a DCP.

### **Past Practice**

This DCP has been prepared with regard to similar adopted DCPs over the past two decades. This includes consideration of Planning Panel recommendations and past peer reviews of the methodology used to prepare similar municipal DCPs.

## **2.3 Infrastructure Subject to this DCP**

In accordance with the DCP system as summarised above, the types of projects that are able to be funded through a DCP must be 'capital works', which can be defined as:

- A new item of infrastructure
- An upgrade to the standard of provision of an existing infrastructure asset or facility
- An extension to an existing asset or facility
- The replacement of an infrastructure item after it has reached the end of its economic life.

To determine infrastructure projects that are included in the DCP, the infrastructure must be used by a broad cross section of the community and serve a neighbourhood sized catchment area or larger area.

The types of infrastructure projects that may be included within a DCP must be either:

- Basic to health, safety or well-being of the community, or
- Consistent with the community expectations of what is required to meet its health, safety or well-being.

The infrastructure projects that are covered in this DCP are roads, paths (i.e. streetscape or urban design works) and community facilities.

## **2.4 Cost Apportionment Principles**

The overarching objective of the DCP is to ensure that there is a reasonable nexus between development and infrastructure.

Nexus is defined as occupants of or visitors to a development site being likely users of specified infrastructure, as defined by DCP Guidelines 2007. This is assessed having regard to the 16 DCP Areas as the basis for defining the catchment area for each infrastructure project.



The cost of a project is apportioned to all total demand units within its catchment area to the end of the DCP timeframe (2041). An allowance is made for external usage of infrastructure from outside the catchment area and from beyond the time horizon of the DCP.

This means that the cost of infrastructure is allocated to:

- Existing development - the share of cost attributed to existing development is paid by Council given there is no means by which to charge such development
- External demand allowance - the share of cost that is attributed to external demand is paid by Council on behalf of such users of infrastructure
- New Development - will pay its share of the cost of infrastructure via the planning and / or building permit process.

Section 6 of this document explains in more detail how the above principles are applied to generated DCP levies.



## 3.0 STRATEGIC BASIS FOR THE DCP

### 3.1 Policy Directions

Overarching policy directions with respect to land use and development are provided by the Council Plan, Planning Scheme and the related state planning strategy (Plan Melbourne). These documents are summarised below.

### 3.2 Council Plan

Council has adopted the 2017-2021 Council Plan, which has the overarching vision for “A greener, bolder, more connected city”.

The Council Plan outlines goals, supported by a range of specific actions, to create a sustainable city, improve community wellbeing, facilitate high-quality sustainable development, support economic diversity, and lead on equity and community diversity.

The creation of a development contributions scheme is identified as a ‘Big Action’ in the Council Plan.

### 3.3 Darebin Planning Scheme (Municipal Strategic Statement)

The Strategic Vision for Darebin is set in the MSS as “Darebin, the place to live” which is to be realised through Council’s mission of “Working with our diverse community to build a sustainable and liveable city”.

More specific goals are as follows:

- A vibrant city and innovative economy, with physical infrastructure that is both well maintained and appropriately regulated.
- A physical, social and economic environment that supports and enhances community health and wellbeing.
- A safe, inclusive and equitable community where all feel socially well connected, respected and valued.
- Sustainable and resilient neighbourhoods as part of achieving rapid transition to an environmentally sustainable city.
- A thriving artistic and creative culture that supports economic prosperity and enhances social connections, sense of inclusion, pride of place, and cultural tourism.

A Strategic Framework Plan is provided to identify the general pattern for land use and development that reflects the Strategic Vision. This includes:

- Enhanced network of activity centres, with preferred economic and land use roles
- Distinctive and attractive strategic corridors in response to different physical contexts





- Regionally-significant land uses to support and intensify, including La Trobe University, Melbourne Polytechnic and areas within the Emerging La Trobe Employment Cluster
- Areas identified as strategic locations to maximise opportunities for 'urban intensification' through higher density building forms accommodating a range of residential and commercial uses
- Industrial zoned areas that will provide a key employment and value-added role
- Major landscape features to be protected and enhanced, including areas of biological significance, regionally significant recreational open space and key vistas
- Major transport links and future priorities for transport infrastructure investment
- Relationships and access to key destinations in adjoining municipalities to achieve mutual benefits for the community.

The Strategic Framework Plan is shown overleaf.

### **3.4 Plan Melbourne 2017-2050**

Plan Melbourne is the metropolitan planning strategy. It identifies areas of state significance and areas of local significance.

Darebin forms part of the Northern Sub-Region of Melbourne and is noted to have activity centres, employment areas, community facilities and transport corridors. Major Activity Centres in the municipality are Northcote, Preston-High Street, Preston-Northland and Reservoir. These areas are planned to be a focus for growth and change.

Darebin - along with state government, Banyule City Council, La Trobe University and Austin Health – are also planning the delivery of the La Trobe National Employment and Innovation Cluster. The cluster has strengths in education, research, health and retail.

Figure 2: Darebin Strategic Framework Plan



Source : Darebin Planning Scheme



### 3.5 Capital Works Program and DCP Infrastructure Project List

The list of projects included in this DCP has been prepared based on Council's long-term capital works program and the specific principles, criteria and guidelines under the established DCP system (refer 2.2 DCP System in Victoria). Darebin's long-term capital works program is guided by Council and community priorities, the directions and outcomes outlined in Council's adopted strategies and policies, and forecast resourcing and delivery capacity.

### 3.6 Other Policies, Strategies and Reports

Documents that provide more specific direction or information on selected topics, many of which have development and / or infrastructure implications, are summarised below.

Documents that specifically relate to DCP projects are listed in Appendix A.

**Table 1: Summary of Selected Policies, Strategies and Reports**

Document	Summary
<b>Northcote Activity Centre Structure Plan - April 2007</b>	The Northcote Activity Centre Structure Plan has been prepared to guide the future development of the Northcote Activity Centre as a designated Major Activity Centre.
<b>Plenty Road Integrated Land Use and Transport Study - March 2013</b>	The City of Darebin sees opportunities to support more efficient, accessible and reliable public transport, and provide opportunities for housing revitalisation and supporting commercial activities along Plenty Road. At present, Plenty Road has a number of distinct areas that require tailored responses. The recommendations of this report reflect these distinct areas to set a preferred future for Plenty Road.
<b>Preston Central Structure Plan - September 2006</b>	The Preston Central Structure Plan sets out objectives and initiatives for the activity centre to strengthen its role as the main focus for community activity, independent shops and civic and business services for the northern suburbs, while supporting it to become more socially inclusive, economically prosperous and environmentally sustainable.
<b>Reservoir Structure Plan - August 2012-2030</b>	The Reservoir Structure Plan has been prepared to guide future land use and development in the Reservoir Major Activity Area.
<b>Road Management Plan 2013-2017</b>	The Road Management Plan is a comprehensive document that describes Darebin's policies, practices & standards for maintaining the existing road assets, the processes relating to road asset maintenance and the responsibilities of Council Managers and other authorities .
<b>Libraries Strategy 2014-2019</b>	The Libraries Strategy proposes a new vision and mission statement for Darebin Libraries along with four overarching goals to guide and focus decision making. The Strategy also includes an action plan divided into six key result areas to ensure the goals are achieved and can be measured.
<b>Community Safety Strategy 2012-2016</b>	The Darebin Community Safety Strategy will respond to local issues and focuses on groups that are at greater risk of actual or perceived safety concerns. Best practise strategies that address social and environmental factors will be implemented in partnership with the community and service providers to prevent crime and enhance perceptions of safety.
<b>Early Years Infrastructure Plan 2011-2031</b>	The Early Years Infrastructure Plan provides a local area service mapping and infrastructure audit identifying opportunities and timeframes for facility development. The plan details strategic recommendations around infrastructure





Document	Summary
	planning based on demographic research and population projections for the coming 20 years.
<b>Heatwave Strategy 2013-2017</b>	Benefits of heatwave planning in Darebin will include information distribution, increased understanding of heat risks and preventing heat related harms, the development of partnerships to respond to Darebin's community, increasing Darebin's community's capacity to improve health and safety and the development of sustainable behaviours to reduce climate change and minimise the impacts of heatwaves.
<b>Leisure Strategy 2015-2020 Action Plan - October 2015</b>	The Leisure Strategy 2015-2020 Action Plan is a detailed document that identifies projects and tasks which will enable Council to build upon the achievements delivered through Darebin's 2010-2014 action plan; and successfully deliver the Leisure Strategy 2010-2020 - a ten-year plan which provides a broad framework and vision for identifying and addressing the key leisure needs of the Darebin community. Council has developed this document in consultation with Darebin's key stakeholders, to ensure the document reflects the community's priorities for sport and recreation in Darebin.
<b>Bundoora Park Precinct Master Plan - April 2013-2025</b>	The Bundoora Park Precinct Master Plan identifies a vision for the precinct and associated actions including advocacy to other levels of government. Implementation of the master plan will lead to enhanced facilities with greater usage by and engagement with the community.
<b>Donath and Dole Reserves Master Plan - August 2014</b>	The purpose of the Master Plan project for Donath and Dole Reserves is to discuss/document existing values, opportunities, constraints and design principles, as understood through the analysis and consultation process, prepare a visual master plan showing areas for upgrade/actions and future 'blue sky' goals; and develop a series of realistic actions prioritised and laid out over 5 years.
<b>Development Contributions Plan June 2003 (Revised 2015)</b>	The Development Contribution Plan is a municipality wide charge scheme which requires developers to contribute to public infrastructure. The Renewal project aims to revise the current Development Contributions Plan in accordance with updated infrastructure projects and population forecasts, amend the Development Contributions Plan Overlay in the Darebin Planning Scheme to enable the continued collection of development contributions, and develop an effective model to efficiently manage the development contributions collected. The project will also simplify the Charge Area boundaries and include an exemption for all dwelling extensions and replacement dwellings.
<b>Asset Management Strategy - May 2015-2019</b>	The objectives of the Asset Management Strategy are to provide a way forward for Council to meet its responsibility for the stewardship of its public assets, to ensure that all residents have equal access to all public assets and to enable the delivery of sustainable and effective services, programs and activities that contribute to Darebin's quality of life.
<b>Building Asset Management Plan - August 2007-2010</b>	The purpose of the Building Asset Management Plan (BAMP) is to ensure Council's Building Assets fulfil their intended purpose and life expectancy at the most economical cost to the community. The plan balances financial, engineering, and technical practices with community expectations to achieve this purpose. The BAMP will be reviewed 3 years from the adoption of this version, building in improvements achieved over that time.
<b>Property Asset Management Strategy - May 2014</b>	The Property Asset Management Strategy sets out a strategic view of Council's property management activities. This Property Asset Management Strategy provides a 'whole of Council' view of the management of property assets. It sets out a structure and guiding principles for the alignment of the Council's property



Document	Summary
	asset portfolio with service delivery objectives, through the development of service asset strategies that identify each service's property requirements.
<b>Cycling Strategy 2013-2018</b>	The Darebin Cycling Strategy is Darebin Council's five-year plan to create a culture of cycling by making riding in the City of Darebin enjoyable, relaxing and safe, and by making Darebin a place where using a bicycle is the best travel option for short and medium trips for most people.
<b>GreenStreets Streetscape Strategy 2012-2020</b>	The GreenStreets Streetscape Strategy 2012-2020 sets the strategic vision for street tree planting in Darebin while considering contemporary issues such as increasing urban population, climate change, urban habitat creation, urban food production, varied species selection, water security, Melbourne @5million as well as other Council strategies and policies. This strategy also contains a revised Nature Strip Policy to guide and direct the development of nature strips by residents and developers.
<b>Junction Urban Master Plan : From Pavement to Place - March 2014</b>	The Junction Urban Master Plan (JUMP) has been developed by Darebin Council in partnership with the community to improve the liveability and attractiveness of public space and streetscapes in the Junction. 'The Junction' refers to the area in Preston generally bound by Bell Street to the north, Plenty Road to the east, Dundas Street to the south and Railway Place to the west. The Master Plan presents a vision to transform the Junction over the next ten years into a place that is green, community focused and memorable for its street life and unique urban feel.
<b>Open Space Asset Management Plan - February 2010-2014</b>	The purpose of the Open Space Asset Management Plan (OSAMP) is to ensure Council's Open Space Assets fulfil their intended purpose and life expectancy at the most economical cost to the community.
<b>Playspace Strategy - July 2010-2020</b>	The Playspace Strategy is the major planning document for playspace provision across the Municipality. The Playspace Strategy is both a review of the previous Playground Strategy and establishes a move for Council to deliver playspaces rather than just play equipment into the future. This strategy is intended to inform and guide the strategic development of the more than 130 Council playspaces in public parks, children's services centres, and neighbourhood houses within the City over a 10-year period.
<b>Public Toilet Strategy 2015-2025 - April 2016</b>	The Public Toilet Strategy outlines for the community how Darebin City Council manages Darebin's public toilets. The Strategy will guide Council staff and policy makers to prioritise, implement and upgrade the network of public toilets throughout the Municipality. This includes facilities within a sports ground, sports pavilion, playspace, public open space, public building, streetscape master plan or open space Master Plan. It should guide capital works submissions and provide a clear answer to public requests about public toilets.
<b>Reservoir Streetscape Master Plan - September 2014</b>	The Reservoir Streetscape Master Plan will assist in making Reservoir a more attractive and accessible place to live, work, socialise, visit and invest. The Reservoir Streetscape Master Plan looks at beautifying the Reservoir Activity Centre. The study area will extend from Crompton Street / Edwardes Street in the west, to Whitelaw Street / Broadway in the east.
<b>Transport Strategy October 2007-2027</b>	The Darebin Transport Strategy (DTS) identifies and outlines eight key objectives to guide future decisions about transport in Darebin. The objectives are: To improve local and metropolitan accessibility; To increase the role of sustainable transport modes; To build new developments that reduce transport demands; To increase social inclusion for residents; To improve health and environmental outcomes; To improve community safety; To integrate quality urban design, economic



Document	Summary
	development and access; and To engage stakeholders through effective communication.
<b>Transport Strategy October 2007-2027 Review - Appendix 1 - December 2015</b>	The DTS is Darebin's plan for managing transport and traffic throughout the municipality over a 20-year period. Since the release of the Darebin Transport Strategy (DTS) in 2007, a number of changes have occurred at a local and state government level. Acknowledging the changing demographics in Darebin, Council resolved to review the DTS and prepare an addendum report summarising any changes to the policies and actions.
<b>Walking Strategy 2018-28</b>	The Darebin Walking Strategy specifically focuses on pedestrians and the pedestrian network and considers how to shift towards more sustainable travel, make walking a viable means of transport and what features streets and footpaths should have to encourage more walkers. It includes the development of a Principal Pedestrian Network (PPN) that highlight prioritised routes and footpaths in Darebin.
<b>Safe Travel Strategy 2018-2028</b>	The Darebin Safe Travel Strategy considers the impact on safety and vulnerability of all road users, with pedestrians and cyclists identified as being the most vulnerable and having the lowest road safety impact on others. It reflects the move towards a high uptake of lower impact modes of transport (walking and cycling) in Darebin and uses an innovative approach to protect these vulnerable road users and make Darebin a safer place.
<b>Breathing Space: The Darebin Open Space Strategy (2019)</b>	The strategy provides the overarching framework and strategic direction for open space planning in the City of Darebin. The strategy reviews the municipality's existing public open space network and provides the strategic basis for Council's future open space needs.
<b>Health and Wellbeing Plan 2017-2021</b>	Council has been and continues to work to address the social determinants of health across many of its existing policies and service delivery areas, including the recognition of the impact of the built environment's effect on people's wellbeing and health. This new Plan builds on Council's existing policies, practice and relationships with partner organisations.
<b>Strategic Resource Plan 2019-2023</b>	The Strategic Resource Plan (SRP) 2019-2023 is a plan of the resources for at least the next four years required to achieve the strategic objectives in the Council Plan. The SRP informs the preparation of the budget which is a plan that describes the services and initiatives to be funded and how they will contribute to the achieving the strategic objectives in the Council Plan.
<b>Darebin Outdoor Sports Infrastructure Framework (draft Feb 2020)</b>	The Darebin Outdoor Sports Infrastructure Framework aims to help guide and inform future capital contributions for redevelopment. The framework makes use of previously completed audit reports, relevant policies and frameworks and findings from site visits
<b>Road Asset Management Plan - June 2016</b>	The purpose of the Road Asset Management Plan (RAMP) is to ensure that Council's Road Assets fulfil their intended purpose and life expectancy at the most economic cost to the community. The RAMP balances engineering, technical practices, financial and community expectations to achieve this purpose.
<b>Climate Emergency Plan - 2017-2022</b>	Darebin's Climate Emergency Plan outlines the leadership, advocacy and mobilisation directions this Council is taking to respond urgently, and at the scale required to address the climate emergency.
<b>Darebin Creative and Cultural Infrastructure Framework 2017</b>	This report provides Council with a framework for arts and culture, with a view to providing strategic direction on the delivery of creative and cultural infrastructure, a decision-making tool for Council to use to prioritise investment and to build a network of partners for infrastructure delivery. The framework includes assessment of the following sectors (as defined by the





Document	Summary
	<p>Victorian Creative Industries Taskforce, 2015): museums, environmental heritage, libraries and archives, literature and print media, performing arts, design, broadcasting, electronic or digital media or film, music composition and publishing, visual arts and crafts, fashion, cultural goods, manufacturing &amp; sales and supporting activities.</p>
<p><b>A Joint Community Infrastructure Plan for the La Trobe National Employment and Innovation Cluster, 2017</b></p>	<p>The JCIP seeks to integrate community infrastructure planning and provision within the Darebin Creek corridor and surrounds to respond to the future growth of the La Trobe National Employment and Innovation Cluster. Short term initiatives include:</p> <ul style="list-style-type: none"> <li>• Create better connections;</li> <li>• Develop Joint Community Facilities,</li> <li>• Undertake La Trobe University Sports Precinct projects;</li> <li>• Boost the role of the creek system to accommodate a number of different functions that contribute to social and economic well-being.</li> </ul>
<p><b>Access and Inclusion Plan 2015- 2019 - Master Document - March 2015</b></p>	<p>The Access and Inclusion Plan builds on Darebin's vision to make the Municipality a more liveable, accessible and inclusive place, and to reduce the social barriers experienced by people with a disability. During its lifetime, this Plan will support Darebin staff to provide equitable and dignified access to all parts of community life in keeping with the Disability Discrimination Act 1992.</p>
<p><b>Access and Inclusion Plan 2015- 2019 - Action Plan - March 2015</b></p>	<p>The Access and Inclusion Action Plan will help Council make sure that Darebin's services, processes and facilities meet the needs of people with a disability. It also helps Council raise the voice of the community of Darebin. The Plan was developed through community engagement with Council Advisory Committees; disability agencies; community groups, children and young people, and people with a disability and carers.</p>
<p><b>Active Healthy Ageing Strategy 2011-2021</b></p>	<p>The Active and Healthy Ageing Strategy describes Council's approach to start building Darebin's community over the next 10 years to be an 'Age Friendly City', one that fully embraces and celebrates older people and values their wisdom and contribution. This is in line with The World Health Organisation which describes an Age Friendly City as having policies, services, settings and structures that support and enable people to age actively and respectfully.</p>
<p><b>Housing Strategy 2013-2033 - September 2014</b></p>	<p>The Housing Strategy 2013-2033 will guide Council's role in relation to housing issues and ensure that Darebin is well placed to respond to the range of housing issues as well as meet the needs of its diverse and changing population. The Strategy forms part of an integrated architecture of Council policies that span land use, environment, social and cultural realms to ensure that Darebin's residential neighbourhoods continue to meet the changing needs and expectations of Darebin's community.</p>



## 4.0 CHARGING AREAS AND DEVELOPMENT SCENARIO

### 4.1 Analysis Area and Charge Area

This DCP has 16 analysis areas and charging areas, being the areas shown in Figure 1 above. DCP area definitions follow:

- DCP area - This is the total area covered by a DCP Overlay in the Planning Scheme.
- Analysis area - This area is used to define infrastructure project catchments in a DCP, separately for each project. A project catchment can be the whole DCP area or part of it. An analysis area is the smallest potential project catchment. Multiple analysis areas can be aggregated to define larger catchments for infrastructure projects that have larger catchments.
- Charge area - This is an area for which a unique DCP charge is set in the Planning Scheme. In most cases and in this DCP, charge areas are exactly the same as analysis areas.

The areas are suburb-based data areas within the municipality and include the Preston Activity Centre area. The DCP Areas are deemed small enough to represent a community of interest and avoid the prospect of serious cross-subsidisation within the context of DCP cost apportionment.

Development in the DCP Areas will be required to pay a contribution in accordance with estimated share of use of the scheduled infrastructure. The scheduled infrastructure is assessed to service users outside of the DCP Areas to some extent. As such, a nominal allowance for the cost attributable to external use is discounted from the DCP calculations to ensure development within the DCP Area is charged fairly.

### 4.2 Development Conditions and Projections

The development data is provided for the period 2019 to 2041, which is defined as the end state of the DCP.

The data is based on actual observed conditions for data points (i.e. 2010, 2016 and 2020) and the projections method shown in this part of the report for the 2041 period, for residential, retail, commercial and industrial land uses.



### 4.3 Residential Sector

Dwelling projections have been generated for a 22-year period for the purpose of the DCP, that is, 2019 to 2041.

The dwelling projections shown in Table 2 have been based on Forecast id data with trend extrapolations and checked against Victoria in Future 2019 data.

Dwelling distribution is generally channelled towards the Preston, Northcote, Northland and Reservoir structure plan areas.

**Table 2: Summary of Residential Dwelling Projections**

Area No.	Area Name	2019	2041
Area 01	Reservoir (Merrilands)	4,038	4,952
Area 02	Reservoir (Cheddar)	6,567	8,414
Area 03	Bundoora - Macleod	3,217	4,815
Area 04	Reservoir (Edwardes Lake)	3,256	4,281
Area 05	Kingsbury	2,382	2,990
Area 06	Reservoir (Edwardes Lake)	3,317	4,265
Area 07	Reservoir (Oakhill)	3,000	3,926
Area 08	Reservoir (Oakhill)	4,769	6,694
Area 09	Preston (West)	4,307	5,715
Area 10	Preston Activity Centre	4,962	8,082
Area 11	Preston (East)	3,033	4,344
Area 12	Thornbury (West)-Preston (West)	4,915	7,233
Area 13	Thornbury (East)	5,673	7,261
Area 14	Northcote (West)	6,404	8,995
Area 15	Northcote (East)	7,109	9,022
Area 16	Fairfield-Alphington	4,042	5,322
<b>Total</b>		<b>70,991</b>	<b>96,311</b>

Source: Population and household forecasts, .id Consulting; HillPDA

### 4.4 Retail Sector

The retail sector includes uses such as shops, cafes, restaurants, supermarkets, shopping complexes, convenience stores and other similar activities. The retail audit excludes industrial and commercial uses.

Council's rates databases for the years 2010, 2016 and 2020 were used to provide an audit of all retail floorspace located in each of the 16 Analysis Areas in the City of Darebin.

The total retail floorspace at each of these points in time were compared with the corresponding population in order to develop a ratio of retail floorspace per resident.





A ratio of retail floorspace per resident was adopted for the purposes of forecasting retail floorspace development in the City of Darebin over the DCP period. This was assessed against trends in past development and capacity of land to generate a future floorspace estimate.

For each DCP Analysis Area, the distribution of retail floorspace was allocated based on their share of total floorspace in the audit.

Overall, the estimated existing retail building stock of approximately 652,000 sqm in Darebin in 2019 is anticipated to expand to approximately 865,000 sqm in 2041.

**Table 3: Summary of Retail Floorspace Projections**

Area No.	Area Name	2018	2041
Area 01	Reservoir (Merrilands)	6,112	8,112
Area 02	Reservoir (Cheddar)	9,970	13,232
Area 03	Bundoora - Macleod	16,309	21,645
Area 04	Reservoir (Edwardes Lake)	21,214	28,156
Area 05	Kingsbury	5,487	7,282
Area 06	Reservoir (Edwardes Lake)	11,766	15,616
Area 07	Reservoir (Oakhill)	23,978	31,823
Area 08	Reservoir (Oakhill)	123,858	164,384
Area 09	Preston (West)	12,292	16,314
Area 10	Preston Activity Centre	99,977	132,689
Area 11	Preston (East)	137,346	182,286
Area 12	Thornbury (West)-Preston (West)	27,560	36,577
Area 13	Thornbury (East)	23,009	30,537
Area 14	Northcote (West)	48,173	63,935
Area 15	Northcote (East)	54,115	71,821
Area 16	Fairfield-Alphington	30,175	40,048
<b>Total</b>		<b>651,339</b>	<b>864,458</b>

Source: Darebin City Council; HillPDA

#### 4.5 Commercial Sector

Commercial floorspace includes office, health, education, civic, places of worship, commercial accommodation, banks and recreation uses.

The commercial floorspace audit and projections adopted a method similar to that shown for retail above. Alternative ratios were used, based on number of jobs and relationship of retail to commercial floorspace.

Overall, the estimated existing commercial building stock of approximately 881,000 sqm in Darebin in 2019 is anticipated to expand to approximately 1,169,000 sqm in 2041.

Table 4: Summary of Commercial Floorspace Projections

Area No.	Area Name	2018	2041
Area 01	Reservoir (Merrilands)	13,516	17,939
Area 02	Reservoir (Cheddar)	27,375	36,333
Area 03	Bundoora - Macleod	150,015	199,100
Area 04	Reservoir (Edwardes Lake)	103,040	136,754
Area 05	Kingsbury	10,130	13,444
Area 06	Reservoir (Edwardes Lake)	4,041	5,364
Area 07	Reservoir (Oakhill)	8,538	11,332
Area 08	Reservoir (Oakhill)	42,305	56,147
Area 09	Preston (West)	14,103	18,717
Area 10	Preston Activity Centre	130,425	173,100
Area 11	Preston (East)	131,941	175,112
Area 12	Thornbury (West)-Preston (West)	40,027	53,124
Area 13	Thornbury (East)	53,083	70,452
Area 14	Northcote (West)	55,271	73,355
Area 15	Northcote (East)	52,924	70,240
Area 16	Fairfield-Alphington	43,905	58,270
<b>Total</b>		<b>880,639</b>	<b>1,168,785</b>

Source: Darebin City Council; HillPDA

#### 4.6 Industrial Sector

Council's rates databases for the years 2010, 2016 and 2020 were used to provide an audit of all building floorspace (by use) located in Darebin's industrial zones. The audit included industrial uses such as factories, warehouses, workshops, maintenance depots and other similar activities.

The industrial floorspace figures were compared to provide indicative take-up rates for each identified DCP Analysis Area over the data period. Vacant land stock by Analysis Area was estimated through an audit of Council's rates database. The amount of vacant Commercial 2 (C2Z), Industrial 1 (IN1Z) and Industrial 3 (IN3Z) zoned land in each Analysis Area was analysed, noting that land vacancy figures do not take into consideration constraints on existing vacant parcels such as access, easements and drainage. It is further noted that Areas 4 and 11 were the only DCP Analysis Areas to have more than one hectare of vacant land stock.

Site coverage ratios (i.e. floorspace to site area) were examined to define a future potential coverage ratio for vacant industrial land. For the purposes of projections, vacant land stock is assumed to achieve a 75% site coverage ratio in order to provide estimated future building projections and this result was compared against construction rates experienced between 2010 and 2020 to provide an indication of potential development.

Overall, the existing industrial building stock of approximately 1,402,000 sqm in the City is anticipated to expand to approximately 1,542,000 sqm in 2041.

Table 5: Summary of Industrial Floorspace Projections

Area No.	Area Name	2018	2041
Area 01	Reservoir (Merrilands)	0	0
Area 02	Reservoir (Cheddar)	293	293
Area 03	Bundoora - Macleod	0	0
Area 04	Reservoir (Edwardes Lake)	368,604	442,826
Area 05	Kingsbury	1,450	1,450
Area 06	Reservoir (Edwardes Lake)	3,727	3,727
Area 07	Reservoir (Oakhill)	1,472	1,472
Area 08	Reservoir (Oakhill)	274	928
Area 09	Preston (West)	1,964	1,964
Area 10	Preston Activity Centre	56,791	56,791
Area 11	Preston (East)	542,840	588,250
Area 12	Thornbury (West)-Preston (West)	36,594	42,250
Area 13	Thornbury (East)	91,102	98,376
Area 14	Northcote (West)	66,464	66,620
Area 15	Northcote (East)	19,784	20,261
Area 16	Fairfield-Alphington	209,986	216,747
<b>Total</b>		<b>1,401,347</b>	<b>1,541,957</b>

Source: Darebin City Council; HillPDA

#### 4.7 DCP Demand Units

The common demand unit selected for this DCP is one dwelling.

The above development data has been used for DCP levy calculations.

The calculation process involved converting the land uses into common demand units in cases where more than one land use type is deemed a user of an infrastructure category for DCP purposes. This applies to roads and paths. Community facilities are linked to only residential development in a DCP.

The equivalence ratios for road and path infrastructure categories by the four land use types are shown below. The basis for these ratios is shown in Appendix B.

Table 6: Equivalence Ratios

	Residential	Retail	Commercial	Industrial
	dwelling units	sqm floorspace	sqm floorspace	sqm floorspace
Community Facility CFCI	1	-	-	-
Community Facility CFDI	1	-	-	-
Path PADI	1	75	50	500
Road RDDI	1	19	121	67

For example, this shows that 19 sqm of retail space is deemed to generate the same demand loading on the road system as does 1 dwelling. Therefore, if a development proposes 190 sqm





of retail space it would be assessed to have the same demand loading on the road system as 10 dwellings; that is, 190 sqm / 19 = 10 equivalent dwellings for the purposes of road use.

#### **4.8 Total Demand Units**

The next step is to determine total demand units for each category of infrastructure. The total demand unit figure is used to calculate the levy (i.e. it is the number to apportion costs over). This is determined by dividing the development data by the equivalence ratios. The total number of demand units for each project is shown in Appendix C.

## 5.0 INFRASTRUCTURE PROJECTS

### 5.1 Projects Included in the DCP

As noted above, numerous strategic studies have been undertaken in relation to the municipality over a number of years. Many of those studies have identified infrastructure projects, improvements and upgrades, and other initiatives to accommodate anticipated levels of new development, and to improve the overall appearance and function of the municipality. Of the list of projects, Council identified, some of the projects have been selected for inclusion in this DCP.

In total, the DCP comprises 72 projects with a value of \$121,661,231 as at June 2019.

Projects are coded DI or CI in this DCP. The Planning and Environment Act 1987 requires that infrastructure be classified under two categories:

- Development infrastructure (DI), or
- Community infrastructure (CI)

A summary of projects by category is shown below. Some community facility projects fall under Development Infrastructure and some under Community Infrastructure. All path and road projects are Development Infrastructure.

**Table 7: Summary of Projects**

Facility Type and Code	Total Cost	No. of Projects	Average Cost
Community Facility CFCI	\$100,326,918	12	\$8,360,577
Community Facility CFDI	\$1,162,000	4	\$290,500
Path PADI	\$6,481,616	34	\$190,636
Road RDDI	\$13,690,697	22	\$622,304
<b>Total</b>	<b>\$121,661,231</b>	<b>72</b>	<b>\$1,689,739</b>

It should be noted that the projects shown in this DCP do not overlap with Council's Open Space Levy. The Open Space Levy will not be used for funding of projects in this DCP or vice versa.

The list of projects is shown below. The location of projects included in the DCP is shown in Figure 3 below.

**Table 8: List of DCP Projects**

Project Number	Project Category	Project Name	Location	Estimated Cost	Project Type	Main Catchment Area (MCA)
1	BUILDINGS	Northcote Aquatic and Recreation Centre (NARC) Redevelopment	Northcote (East)	\$63,500,000	CFCI	Area 09 Area 10 Area 11 Area 12 Area 13 Area 14 Area 15 Area 16
2	BUILDINGS	Reservoir Leisure Centre (RLC) Redevelopment	Reservoir (Cheddar)	\$17,000,000	CFCI	Area 01 Area 02 Area 03 Area 04 Area 05 Area 06 Area 07 Area 08



Project Number	Project Category	Project Name	Location	Estimated Cost	Project Type	Main Catchment Area (MCA)
3	BUILDINGS	Bill Lawry Oval Pavilion Upgrade	Northcote (East)	\$6,271,000	CFCI	Area 14 Area 15 Area 16
4	BUILDINGS	KP Hardiman Reserve Hockey Pavilion Redevelopment	Kingsbury	\$3,457,000	CFCI	Area 02 Area 03 Area 05 Area 07 Area 08
5	BUILDINGS	Moore Park South Pavilion Upgrade (female change)	Reservoir (Edwardes Lake)	\$1,373,000	CFCI	Area 01 Area 04 Area 06
6	LAND IMPROVEMENTS	KP Hardiman Synthetic Hockey Pitch Redevelopment	Kingsbury	\$2,300,000	CFCI	Area 02 Area 03 Area 05 Area 07 Area 08
7	BUILDINGS	BT Connor Main Pavilion Upgrade	Reservoir (Merrilands)	\$3,035,640	CFCI	Area 08 Area 09 Area 10 Area 11 Area 12
8	OPEN SPACE (recreation, leisure & community facilities)	Preston City Oval Lighting Renewal	Preston Activity Centre	\$460,000	CFCI	Area 01 Area 02 Area 03 Area 04 Area 05 Area 06 Area 07 Area 08 Area 09 Area 10 Area 11 Area 12 Area 13 Area 14 Area 15 Area 16
10	OPEN SPACE (recreation, leisure & community facilities)	McDonnell Reserve West Oval New Lighting	Northcote (East)	\$265,000	CFDI	Area 13 Area 15 Area 16
11	OPEN SPACE (recreation, leisure & community facilities)	John Hall Oval Lighting Upgrade	Kingsbury	\$397,000	CFDI	Area 02 Area 03 Area 05
12	OPEN SPACE (recreation, leisure & community facilities)	Moore Park North Lighting Upgrade	Reservoir (Edwardes Lake)	\$250,000	CFDI	Area 01 Area 04 Area 06
13	OPEN SPACE (recreation, leisure & community facilities)	John Cain Memorial West New Lighting	Thornbury (East)	\$265,000	CFCI	Area 11 Area 13 Area 15 Area 16
14	OPEN SPACE (recreation, leisure & community facilities)	KP Hardiman Reserve Hockey Lighting Upgrade	Kingsbury	\$289,278	CFCI	Area 02 Area 03 Area 05 Area 07 Area 08
15	OPEN SPACE (recreation, leisure & community facilities)	IW Dole Reserve Lighting Upgrade	Reservoir (Cheddar)	\$250,000	CFDI	Area 02
17	BUILDINGS	LE Cotchin Reserve Pavilion Upgrade (female friendly)	Reservoir (Merrilands)	\$576,000	CFCI	Area 01 Area 02 Area 04
19	BUILDINGS	Merrilands West Neighbourhood House Redevelopment	Reservoir (Merrilands)	\$1,800,000	CFCI	Area 01 Area 02
25	BRIDGES	Replace Kendal-Harding Bridge	Thornbury (West)-Preston (West)	\$1,700,000	PADI	Area 09 Area 12
50	CYCLEWAYS	Streets for People - Preston Activity Link	Preston (East)	\$250,000	PADI	Area 09 Area 10 Area 11
51	CYCLEWAYS	Cycling Facilities	Thornbury (East)	\$82,246	PADI	Area 10 Area 11 Area 12 Area 13





Project Number	Project Category	Project Name	Location	Estimated Cost	Project Type	Main Catchment Area (MCA)
52	CYCLEWAYS	Creek Corridor Shared Paths Audit (Darebin Creek)	Reservoir (Oakhill)	\$46,250	PADI	Area 08
54	FOOTPATHS	Pedestrian Crossings	Thornbury (West)-Preston (West)	\$350,000	PADI	Area 12
55	FOOTPATHS	Walking Initiatives - raised threshold	Reservoir (Edwardes Lake)	\$74,166	PADI	Area 04
56	FOOTPATHS	Walking Initiatives - raised intersection	Reservoir (Edwardes Lake)	\$63,125	PADI	Area 06
57	FOOTPATHS	Walking Initiatives - pedestrian crossing	Northcote (East)	\$36,250	PADI	Area 14 Area 15
58	FOOTPATHS	Walking Initiatives - raised threshold	Preston Activity Centre	\$84,166	PADI	Area 10
59	FOOTPATHS	Walking Initiatives - footpath	Northcote (East)	\$108,333	PADI	Area 15
60	FOOTPATHS	Walking Initiatives - pedestrian crossing	Northcote (East)	\$223,333	PADI	Area 15
61	FOOTPATHS	Walking Initiatives - pedestrian crossing	Preston Activity Centre	\$39,166	PADI	Area 10
62	FOOTPATHS	Walking Initiatives - pedestrian crossing	Northcote (East)	\$39,166	PADI	Area 15
63	FOOTPATHS	Walking Initiatives - pedestrian crossing	Reservoir (Edwardes Lake)	\$39,166	PADI	Area 06
64	FOOTPATHS	Pedestrian Crossings	Northcote (East)	\$365,000	PADI	Area 14 Area 15
65	FOOTPATHS	Pedestrian Crossings	Northcote (East)	\$258,333	PADI	Area 15
66	FOOTPATHS	Pedestrian Crossings	Thornbury (West)-Preston (West)	\$258,333	PADI	Area 12 Area 13
67	FOOTPATHS	Pedestrian Crossings	Northcote (West)	\$258,333	PADI	Area 13 Area 14
68	TRANSPORT & ROAD SAFETY	School Safety Audits (treatment)	Preston Activity Centre	\$100,000	PADI	Area 10
69	TRANSPORT & ROAD SAFETY	School Safety Audits (treatment)	Northcote (West)	\$84,167	PADI	Area 14
70	TRANSPORT & ROAD SAFETY	School Safety Audits (treatment)	Reservoir (Oakhill)	\$84,167	PADI	Area 08
72	TRANSPORT & ROAD SAFETY	School Safety Audits (treatment)	Northcote (West)	\$84,167	PADI	Area 14
73	TRANSPORT & ROAD SAFETY	School Safety Audits (treatment)	Thornbury (West)-Preston (West)	\$154,166	PADI	Area 12
74	TRANSPORT & ROAD SAFETY	School Safety Audits (treatment)	Thornbury (West)-Preston (West)	\$154,166	PADI	Area 12
75	TRANSPORT & ROAD SAFETY	School Safety Audits (treatment)	Thornbury (West)-Preston (West)	\$154,166	PADI	Area 12

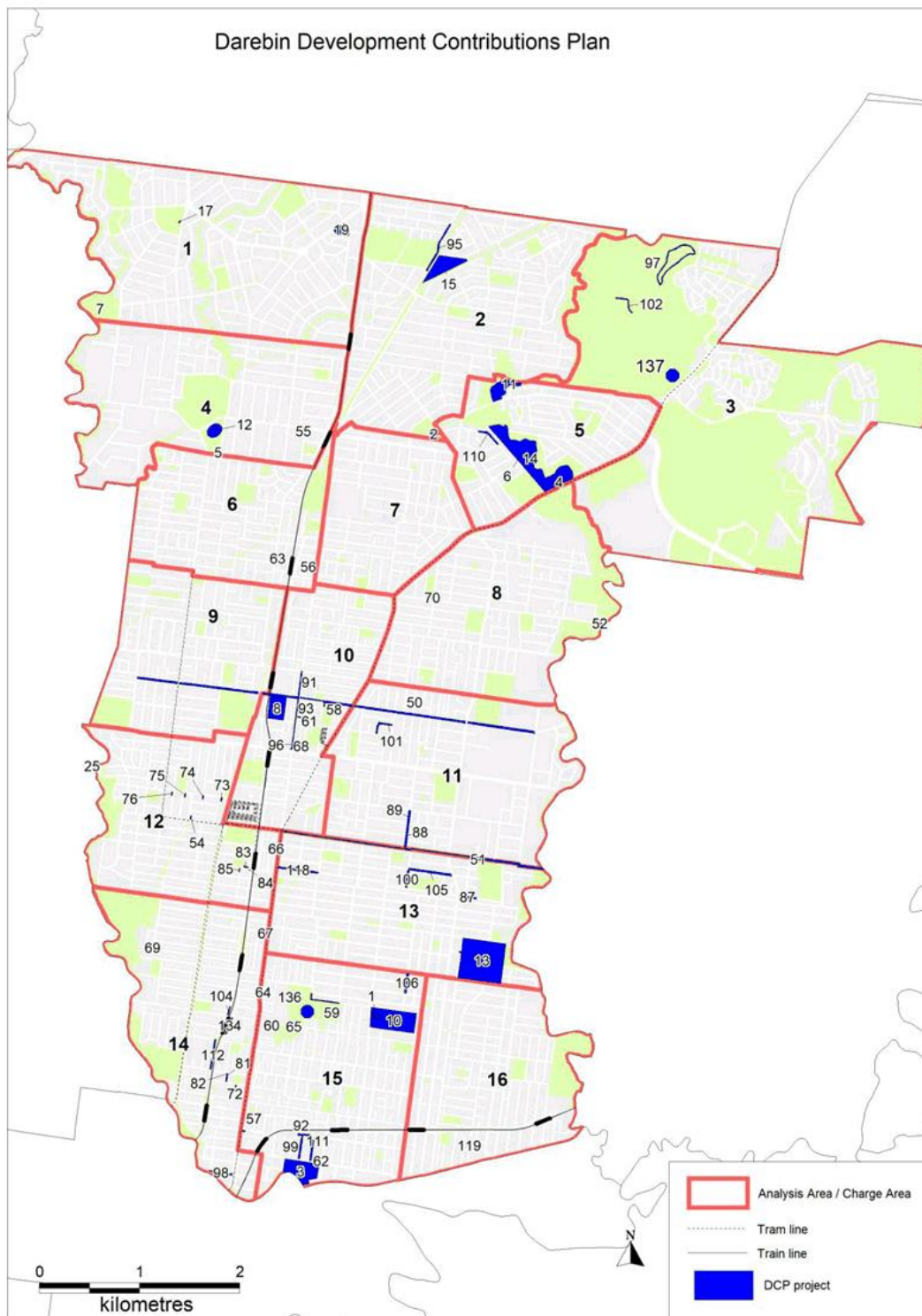


Project Number	Project Category	Project Name	Location	Estimated Cost	Project Type	Main Catchment Area (MCA)
76	TRANSPORT & ROAD SAFETY	School Safety Audits (treatment)	Thornbury (West)-Preston (West)	\$154,166	PADI	Area 12
81	TRANSPORT & ROAD SAFETY	School Safety Audits (treatment)	Northcote (West)	\$74,167	PADI	Area 14
82	TRANSPORT & ROAD SAFETY	School Safety Audits (treatment)	Northcote (West)	\$84,167	PADI	Area 14
83	TRANSPORT & ROAD SAFETY	School Safety Audits (treatment)	Thornbury (West)-Preston (West)	\$84,167	PADI	Area 12
84	TRANSPORT & ROAD SAFETY	School Safety Audits (treatment)	Thornbury (West)-Preston (West)	\$84,167	PADI	Area 12
85	TRANSPORT & ROAD SAFETY	School Safety Audits (treatment)	Thornbury (West)-Preston (West)	\$84,167	PADI	Area 12
87	ROADS	Road Rehabilitation Construction Program	Thornbury (East)	\$353,000	RDDI	Area 13
88	ROADS	Road Rehabilitation Construction Program	Preston (East)	\$1,000,000	RDDI	Area 11
89	ROADS	Road Rehabilitation Construction Program	Preston (East)	\$1,583,000	RDDI	Area 11
91	ROADS	Road Rehabilitation Construction Program	Preston Activity Centre	\$510,819	RDDI	Area 10
92	ROADS	Road Rehabilitation Construction Program	Northcote (East)	\$427,000	RDDI	Area 15
93	ROADS	Road Rehabilitation Construction Program	Preston Activity Centre	\$770,000	RDDI	Area 10
95	ROADS	Road Rehabilitation Construction Program	Reservoir (Cheddar)	\$828,439	RDDI	Area 02
96	ROADS	Road Rehabilitation Construction Program	Preston Activity Centre	\$1,650,000	RDDI	Area 10
97	ROADS	Road Rehabilitation Construction Program	Bundoora - Macleod	\$1,325,000	RDDI	Area 03
98	ROADS	Road Rehabilitation Construction Program	Northcote (West)	\$280,000	RDDI	Area 14
99	ROADS	Road Rehabilitation Construction Program	Northcote (East)	\$318,439	RDDI	Area 15
100	ROADS	Road Rehabilitation Construction Program	Thornbury (East)	\$335,000	RDDI	Area 13



Project Number	Project Category	Project Name	Location	Estimated Cost	Project Type	Main Catchment Area (MCA)
101	ROADS	Road Rehabilitation Construction Program	Preston (East)	\$200,000	RDDI	Area 11
102	ROADS	Road Rehabilitation Construction Program	Bundoora - Macleod	\$325,000	RDDI	Area 03
104	ROADS	Road Rehabilitation Construction Program	Northcote (West)	\$250,000	RDDI	Area 14
105	Roads	Road Rehabilitation Construction Program	Thornbury (East)	\$610,000	RDDI	Area 13
106	ROADS	Road Rehabilitation Construction Program	Northcote (East)	\$825,000	RDDI	Area 13 Area 15
110	ROADS	Road Rehabilitation Construction Program	Kingsbury	\$400,000	RDDI	Area 05
111	ROADS	Road Rehabilitation Construction Program	Northcote (East)	\$480,000	RDDI	Area 15
112	ROADS	Road Rehabilitation Construction Program	Northcote (West)	\$480,000	RDDI	Area 14
118	ROADS	Road Rehabilitation Construction Program	Thornbury (East)	\$475,000	RDDI	Area 13
119	ROADS	Road Rehabilitation Construction Program	Fairfield-Alphington	\$265,000	RDDI	Area 16
134	CYCLEWAYS	Cycling Facilities	Northcote (West)	\$26,250	PADI	Area 14
136	BUILDINGS	Changing Places Facilities	Northcote (East)	\$400,000	PADI	Area 13 Area 14 Area 15
137	BUILDINGS	Changing Places Facilities	Bundoora - Macleod	\$400,000	PADI	Area 02 Area 03 Area 05

Figure 3: DCP Project Locations







### **5.2 Project Timing and Delivery**

The infrastructure projects listed in this DCP have been selected to ensure that facilities are provided when demand thresholds are achieved and / or at the time existing assets have passed their effective operating life.

Council commits to delivering the projects in the timeline between 2019 and 2041 (December 31).

### **5.3 Other Conditions and Contributions**

Planning permit conditions and agreements for other infrastructure, as part of development approvals, may be applicable to development projects in addition to this DCP.

This may cover any matter that is deemed necessary and justified in order to grant a permit. This could include site specific matters that will be applied on a case by case basis to specific development projects in addition to relevant DCP charges.



## 6.0 DEVELOPMENT CONTRIBUTION LEVIES

### 6.1 Calculation Method

In accordance with DCP Guidelines 2007, the method to calculate DCP levies is as follows:

- List the infrastructure projects and costs included in the DCP
- Identify the main catchment area for each infrastructure project
- Quantify development in each main catchment area
- Where necessary, make an allowance for external demand for infrastructure by adjusting the cost attributable to the DCP down in line with external demand
- Where necessary, convert the development into common demand units to quantify the total demand for infrastructure
- Calculate the infrastructure levy payable for each infrastructure project by dividing the DCP cost of the project by the total number of demand units in the main catchment area
- Calculate the total infrastructure levies in each area by adding up levies by area (by community infrastructure and development infrastructure classifications where necessary).

Appendix C shows the calculation data and results for each project.

### 6.2 Project Catchments

A unique project catchment was identified for each project in this DCP (see Appendix C for details). The catchment identification process was undertaken in collaboration with Council officers.

The 16 DCP Areas provide the geographic basis for defining catchments. Projects were classified as serving local, sub-regional or municipal areas based on their intended purpose. A catchment was defined based on the project location and its service area was defined by using one or more DCP Areas for each project.

### 6.3 DCP Levies

The DCP levies are shown in Table 9 below. This shows the charges summed for each project to levy categories and areas.



Table 9: DCP Levies (30 June 2019\$)

## Residential

AREA		LEVIES PAYABLE BY RESIDENTIAL DEVELOPMENT		
No.	Name	Development Infrastructure	Community Infrastructure	All Infrastructure
		Per Dwelling	Per Dwelling	Per Dwelling
Area 01	Reservoir (Merrilands)	\$18	\$660	\$678
Area 02	Reservoir (Cheddar)	\$153	\$778	\$930
Area 03	Bundoora - Macleod	\$247	\$619	\$866
Area 04	Reservoir (Edwardes Lake)	\$26	\$533	\$559
Area 05	Kingsbury	\$149	\$619	\$768
Area 06	Reservoir (Edwardes Lake)	\$39	\$502	\$540
Area 07	Reservoir (Oakhill)	\$0	\$619	\$619
Area 08	Reservoir (Oakhill)	\$12	\$709	\$721
Area 09	Preston (West)	\$114	\$1,172	\$1,286
Area 10	Preston Activity Centre	\$186	\$1,172	\$1,358
Area 11	Preston (East)	\$119	\$1,182	\$1,301
Area 12	Thornbury (West)-Preston (West)	\$252	\$1,172	\$1,425
Area 13	Thornbury (East)	\$237	\$1,092	\$1,329
Area 14	Northcote (West)	\$138	\$1,190	\$1,328
Area 15	Northcote (East)	\$209	\$1,190	\$1,399
Area 16	Fairfield-Alphington	\$34	\$1,190	\$1,224

## Non-Residential

AREA		LEVIES PAYABLE BY NON-RESIDENTIAL DEVELOPMENT		
No.	Name	Retail	Commercial	Industrial
		Per Square Metre (SQM) of Floorspace	Per Square Metre (SQM) of Floorspace	Per Square Metre (SQM) of Floorspace
Area 01	Reservoir (Merrilands)	\$0.00	\$0.00	\$0.00
Area 02	Reservoir (Cheddar)	\$4.63	\$1.04	\$1.28
Area 03	Bundoora - Macleod	\$11.09	\$2.05	\$3.11
Area 04	Reservoir (Edwardes Lake)	\$0.11	\$0.17	\$0.02
Area 05	Kingsbury	\$5.94	\$1.24	\$1.65
Area 06	Reservoir (Edwardes Lake)	\$0.28	\$0.42	\$0.04
Area 07	Reservoir (Oakhill)	\$0.00	\$0.00	\$0.00
Area 08	Reservoir (Oakhill)	\$0.17	\$0.25	\$0.02
Area 09	Preston (West)	\$1.52	\$2.28	\$0.23
Area 10	Preston Activity Centre	\$8.79	\$1.83	\$2.45
Area 11	Preston (East)	\$5.88	\$1.09	\$1.65
Area 12	Thornbury (West)-Preston (West)	\$3.36	\$5.05	\$0.50
Area 13	Thornbury (East)	\$10.32	\$2.32	\$2.86
Area 14	Northcote (West)	\$4.55	\$1.96	\$1.17
Area 15	Northcote (East)	\$7.23	\$2.58	\$1.91
Area 16	Fairfield-Alphington	\$1.19	\$0.19	\$0.34



#### 6.4 Indexation of DCP Levies

Where the DCP provides for a Community Infrastructure Levy of \$1,190, Council will charge the maximum amount which will be determined in accordance with Part 3B of the Planning and Environment Amendment (Public Land Contributions) Act 2018 ('the Act'). Where the DCP provides for a Community Infrastructure Levy of less than \$1,190, that amount will be adjusted on July 1 using the Producer Price Index for Non-Residential Building Construction in Victoria as published by the Australian Bureau of Statistics in accordance with Part 3B of the Act.

The Development Infrastructure Levy will be adjusted annually on July 1 each year to cover inflation, by applying the Consumer Price Index for Melbourne (All Groups) as published by the Australian Bureau of Statistics. All adjustments will occur and take effect from the date of index publication.

#### 6.5 Summary of DCP

The following table provides a summary of likely DCP performance over a nominal 2019 to 2041 period. This is based on development estimates used in this DCP and suggests a collection rate of approximately 24% is expected. The majority of DCP project cost (76%) will need to be funded by Council rates and other funding sources.

**Table 10: DCP Summary**

Facility Type and Code	Total Cost	Time of Provision	Actual Cost Contribution Attributed to New Development	Proportion of Cost Attributed to New Development
Community Facility CFCI	\$100,326,918	2019-2041	\$24,555,424	24.5%
Community Facility CFDI	\$1,162,000	2019-2041	\$252,911	21.8%
Path PADI	\$6,481,616	2019-2041	\$1,668,313	25.7%
Road RDDI	\$13,690,697	2019-2041	\$3,132,133	22.9%
<b>Total</b>	<b>\$121,661,231</b>		<b>\$29,608,782</b>	<b>24.3%</b>





## 7.0 PROCEDURAL MATTERS

### 7.1 Collecting Agency and Development Agency

Darebin City Council is Collecting Agency for this DCP and all its projects.

Darebin City Council is Development Agency for this DCP and all its projects.

### 7.2 Liability for Development Contributions

The main land use types identified in the DCP are Residential, Retail, Commercial and Industrial land use developments. Commercial refers to Office or Other Commercial uses.

Additional information on demand unit and land use definitions is provided in Appendix D.

For land uses not included within the Planning Scheme definition of the above uses, the development contribution that applies to 'Commercial' will be used unless the Collection Agency agrees to vary that rate based on a submission by a permit applicant.

### 7.3 Payment of Development Contributions

#### Method of Payment

Payment of development contributions is to be made in cash.

Council may accept the provision of land, works, services or facilities by the applicant in part or full satisfaction of the amount of levy payable.

#### Basis for Payment

Each net additional demand unit shall be liable to pay the DCP levy (unless exemptions apply). This includes a new dwelling or building or an extension to an existing non-residential building.

#### Payment of the Development Infrastructure Levy

Payment of the Development Infrastructure Levy may be required at Subdivision stage or Planning Permit stage or Building Permit stage.

- Development Infrastructure Levy at Subdivision stage: Payment of the levy is to be made prior to the issue of a statement of compliance for the approved subdivision.
- Development Infrastructure Levy at Planning Permit stage: Payment of the levy is to be made prior to issue of a building permit.
- Development Infrastructure Levy at Building Permit stage where no planning permit is required: Payment of the levy is to be made prior to issue of a building permit under the Building Act 1993.



### **Payment of the Community Infrastructure Levy**

Payment of the Community Infrastructure Levy is to be made prior to issue of a building permit under the Building Act 1993.

### **Deferral of Payment**

The Collecting Agency may, at its discretion, agree for payment of a levy to be deferred to a later date, subject to the applicant entering into an agreement under section 173 of the Planning and Environment Act 1987 to pay the levy at an alternative date.

### **7.4 Charge Areas**

The Charge Areas for this DCP are the 16 areas of the municipality as shown in Figure 1 of this document.

### **7.5 Exemptions**

No land or development is exempt from this Development Contributions Plan unless exempt by Legislation or Ministerial Direction or Legal Agreement with Darebin City Council or stated below.

The following development is exempt from the development contribution:

- Land developed for a non-government school, as defined in Ministerial Direction on the Preparation and Content of Development Contributions Plans of 11 October 2016.
- Land developed for housing by or for the Department of Health and Human Services, as defined in Ministerial Direction on the Preparation and Content of Development Contributions Plans dated 11 October 2016. This applies to social housing delivered by or for registered housing associations. This exemption does not apply to private dwellings developed by the Department of Health and Human Services or registered housing associations.
- Alterations and additions to an existing dwelling.
- Outbuildings normal to an existing dwelling and fences.
- Demolition of a dwelling followed by construction of a replacement dwelling on the same land. The exemption applies to the number of dwellings demolished and does not apply to any additional dwelling(s).
- Reinstatement of a dwelling which has been unintentionally damaged or destroyed.
- Servicing infrastructure constructed by a utility authority.
- Darebin City Council delivered projects, building or works.
- Land with an agreement executed under section 173 of the Planning and Environment Act that explicitly exempts the development from one or more DCP Overlay Schedules due to the development having met its DCP obligations.



### 7.6 Funds Administration

Funds collected through development contributions will be held in a specific DCP interest-bearing account in accordance with the provisions of the Local Government Act 1989 (Part 3B section 46Q(1)(a)). All monies held in this account will be used for the provision of infrastructure as itemised in this DCP.

### 7.7 Funding the Gap

The funds received from contributions will fund part of the infrastructure projects identified in the DCP. Council will source funds to cover the balance of the costs required to construct the items of infrastructure through other mechanisms such as Council rates.

### 7.8 Annual Reporting

Darebin City Council will provide for regular monitoring and reporting of the DCP in accordance with Ministerial Direction on the Reporting Requirements for Development Contributions Plans of 11 October 2016.

Appendix E shows the template reporting tables in relation to the following directions:

- “A report must be prepared each financial year and given to the Minister for Planning within 3 months after the end of the financial year reported on
- If the collecting agency or development agency is a municipal council, the report must be included in the report of operations contained in the council’s annual report prepared under the Local Government Act 1989
- A collecting agency must report on: a) any infrastructure levy paid to it under Part 3B of the Act in a financial year in accordance with Table 1 in the Annexure; b) any land, works, services or facilities accepted by it in a financial year in accordance with Table 2 in the Annexure
- If a development contributions plan is approved on or after 1 June 2016, a collecting agency must report on the total amount of infrastructure levies paid to it, the total amount of land, works, services or facilities accepted by it, and the total amount of infrastructure levies expended by it under Part 3B of the Act in accordance with Table 3 in the Annexure
- A development agency must report on: a) its use of any land, works, services or facilities accepted as works-in-kind under section 46P of the Act; and b) the expenditure of any infrastructure levy paid to it under Part 3B of the Act; in accordance with Table 4 in the Annexure.”



### **7.9 DCP Review**

The DCP will be reviewed on a regular basis to ensure the general nature of the document is reasonably consistent with estimates of future development and project needs and costs, but accepting that future conditions will invariably depart from the future estimates generated for the DCP to some extent.

Should the DCP significantly depart from the future estimates shown in this document, as defined by Darebin City Council, Council will consider options to revise the DCP in full or part as deemed necessary.

### **7.10 DCP Projects Deemed Not Required**

Should Council not proceed with any of the infrastructure projects listed in this DCP, the funds collected for these items will be either:

- Used for the provision of other infrastructure as approved by the Minister responsible for the Planning and Environment Act, or
- Refunded to owners of land subject to these DCP charges.



# APPENDICES

## APPENDIX A: INFRASTRUCTURE PROJECT DETAILS

The table below provides details of the reference document for the DCP projects and source of the costing estimates shown in this DCP.

An enhanced description of major and large projects included in this DCP follows the table below.

**Table 11: Strategic Basis of Projects and Cost Estimate Source**

Project Number	Project Name	Strategy Program	Linked Strategy	Project Description	Costing Method
1	Northcote Aquatic and Recreation Centre (NARC) Redevelopment	Major New Facility Development Northcote Aquatic and Recreation Centre	Leisure Strategy 2010-2020, Council Plan 2017-2021 Big Action (Goal 2.2)	Northcote Aquatic and Recreation Centre (NARC) Redevelopment - design and construction for full redevelopment of the Northcote Aquatic and Recreation Centre, consisting of demolition of the existing outdated building and infrastructure and the development of a new indoor aquatic and leisure centre. The redevelopment will provide modern facilities with additional capacity and improved leisure and health and wellbeing opportunities for the community.	Base on Quantity Surveyor estimate
2	Reservoir Leisure Centre (RLC) Redevelopment	RLC Renewal	Leisure Strategy 2010-2020	Reservoir Leisure Centre (RLC) Redevelopment - multi-year project: significant refurbishment of the RLC to ensure facilities meet the needs of the community over the next 20 years.	Cost estimate based on feasibility study
3	Bill Lawry Oval Pavilion Upgrade	Pavilion Redevelopment Projects	Draft Outdoor Sports Infrastructure Framework (Feb 2020)	Multi-year project; Includes renewal of most aspects of existing facilities, including social space, viewing room, community room, kitchen, change rooms, new female friendly change rooms, a community room, medical room and store.	Based on Quantity Surveyor estimate
4	KP Hardiman Reserve Hockey Pavilion Redevelopment	Pavilion Redevelopment Projects	Draft Outdoor Sports Infrastructure Framework (Feb 2020)	KP Hardiman Reserve Hockey Pavilion Upgrade - new pavilion, including amenities, kitchen kiosk, storage, social room.	Cost based on building assessment undertaken during the Outdoor Sports Infrastructure Framework audit process. 10% Contingency and 8% PM fees included in price.
5	Moore Park South Pavilion Upgrade (female change)	Pavilion Redevelopment Projects	Draft Outdoor Sports Infrastructure Framework (Feb 2020)	Moore Park South Pavilion Upgrade (female friendly upgrade to include unisex, accessible changerooms)	Cost based on building assessment undertaken during the Outdoor Sports Infrastructure Framework audit process. 10% Contingency and 8% PM fees included in price.
6	KP Hardiman Synthetic Hockey Pitch Redevelopment	Synthetic Playing Surfaces	Draft Outdoor Sports Infrastructure Framework (Feb 2020)	Full replacement of synthetic pitch to industry standard; surrounding fencing and construction of a technical bench.	Based on Quantity Surveyor estimate
7	BT Connor Main Pavilion Upgrade	Pavilion Redevelopment Projects	Draft Outdoor Sports Infrastructure Framework (Feb 2020)	BT Connor main pavilion upgrade - multi-year project. Design & construction of a new sports pavilion, including changerooms, amenities, kitchen and storage.	Based on Quantity Surveyor estimate
8	Preston City Oval Lighting Renewal	Sport Field Lighting	Draft Outdoor Sports Infrastructure Framework (Feb 2020)	Preston City Oval Lighting Renewal	Lighting Design Consultant Opinion of Cost
10	McDonnell Reserve West Oval New Lighting	Sport Field Lighting	Draft Outdoor Sports Infrastructure Framework (Feb 2020)	Install new LED lighting which meets 100 lux level for training and competition	Estimates made in-house by officers using consultants opinion of cost based on previous similar projects
11	John Hall Oval Lighting Upgrade	Sport Field Lighting	Draft Outdoor Sports Infrastructure	Install new LED lighting which meets 100 lux level for training and competition	Lighting Design Consultant Opinion of Cost



Project Number	Project Name	Strategy Program	Linked Strategy	Project Description	Costing Method
			Framework (Feb 2020)		
12	Moore Park North Lighting Upgrade	Sport Field Lighting	Draft Outdoor Sports Infrastructure Framework (Feb 2020)	Install new LED lighting which meets 100 lux level for training and competition	Estimates made in-house by officers using consultants opinion of cost based on previous similar projects
13	John Cain Memorial West New Lighting	Sport Field Lighting	Draft Outdoor Sports Infrastructure Framework (Feb 2020)	Install new LED lighting which meets 100 lux level for training and competition	Estimates made in-house by officers using consultants opinion of cost based on previous similar projects
14	KP Hardiman Reserve Hockey Lighting Upgrade	Sport Field Lighting	Draft Outdoor Sports Infrastructure Framework (Feb 2020)	KP Hardiman Reserve Hockey Field Lighting Upgrade- install 300 lux LED lighting for training and competition to coincide with pitch upgrade.	Lighting Design Consultant Opinion of Cost
15	IW Dole Reserve Lighting Upgrade	Sport Field Lighting	Draft Outdoor Sports Infrastructure Framework (Feb 2020)	Install new LED lighting which meets 100 lux level for training and competition	Estimates made in-house by officers using consultants opinion of cost based on previous similar projects
17	LE Cotchin Reserve Pavilion Upgrade (female friendly)	Pavilion Redevelopment Projects	Draft Outdoor Sports Infrastructure Framework (Feb 2020)	LE Cotchin Reserve Pavilion upgrade and extension, including change room and amenities upgrade, additional storage, umpires change upgrade (female friendly), accessibility & access to premises improvements, covered viewing area extension, external public toilet upgrade.	Cost based on building assessment undertaken during the audit process for the Outdoor Sports Infrastructure Framework. 10% Contingency and 8% PM fees included in price.
19	Merrilands West Neighbourhood House Redevelopment	Neighbourhood House Redevelopment Projects	Council Plan Action Plan 2018-19 (Goal 2.2)	Merrilands West Neighbourhood House refurbishment	Quantity surveyor estimate based on concept design
25	Replace Kendall-Harding Bridge	Council Plan (Goals 1.2 and 3.3)	Road Asset Management Plan	Replace Kendall-Harding Bridge. Council Contribution only (Total cost \$3,500,000. Project managed by Moreland)	Estimate based on known cost of Beavers St Bridge
50	Streets for People - Preston Activity Link	Cycling	Darebin Safe Travel Strategy 2018-2028	Preston Activity Link - construction of pinch points along Cramer and full road closure on James Street between Eric and Cramer	Costing estimates for walking and cycling projects prepared in-house by officers/transport engineers based on recent experience delivering similar projects
51	Cycling Facilities	Cycling	Darebin Cycling Strategy 2013-2018	Construct Dundas St line marking	Costing estimates for walking and cycling projects prepared in-house by officers/transport engineers based on recent experience delivering similar projects
52	Creek Corridor Shared Paths Audit (Darebin Creek)	Cycling	Darebin Cycling Strategy 2013-2018, Darebin Safe Travel Strategy 2018-2028	Improving safety of Tyler Street connections to Darebin Creek Trail.	Costing estimates for walking and cycling projects prepared in-house by officers/transport engineers based on recent experience delivering similar projects
54	Pedestrian Crossings	Walking Initiative	Darebin Walking Strategy 2018-2028	Construct Miller Street / Bracken Ave Signalised Pedestrian Crossing	Costing estimates for walking and cycling projects prepared in-house by officers/transport engineers based on recent experience delivering similar projects
55	Walking Initiatives - raised threshold	Walking Initiative	Darebin Walking Strategy 2018-2028	Construct Raised threshold at Olive St/ Edwards St, Reservoir	Costing estimates for walking and cycling projects prepared in-house by officers/transport engineers based on recent experience delivering similar projects
56	Walking Initiatives - raised intersection	Walking Initiative	Darebin Walking Strategy 2018-2028	Construct raised intersection, Robinson Rd at Bus exit from Regent Station	Costing estimates for walking and cycling projects prepared in-house by officers/transport engineers based on recent experience delivering similar projects
57	Walking Initiatives - pedestrian crossing	Walking Initiative	Darebin Walking Strategy 2018-2028	Design and construct zebra crossing across union street east side at High Street	Costing estimates for walking and cycling projects prepared in-house by officers/transport engineers based on recent experience delivering similar projects



Project Number	Project Name	Strategy Program	Linked Strategy	Project Description	Costing Method
58	Walking Initiatives - raised threshold	Walking Initiative	Darebin Walking Strategy 2018-2028	Construct raised threshold Gower / Cooma Streets Preston	Costing estimates for walking and cycling projects prepared in-house by officers/transport engineers based on recent experience delivering similar projects
59	Walking Initiatives - footpath	Walking Initiative	Darebin Walking Strategy 2018-2028	Design and construct Brickworks Lane footpath	Costing estimates for walking and cycling projects prepared in-house by officers/transport engineers based on recent experience delivering similar projects
60	Walking Initiatives - pedestrian crossing	Walking Initiative	Darebin Walking Strategy 2018-2028	Design and construct Separation Street / Plaza Entrance removal of Zebra crossings	Costing estimates for walking and cycling projects prepared in-house by officers/transport engineers based on recent experience delivering similar projects
61	Walking Initiatives - pedestrian crossing	Walking Initiative	Darebin Walking Strategy 2018-2028	Puffin Installation at High / Dalgety Street	Costing estimates for walking and cycling projects prepared in-house by officers/transport engineers based on recent experience delivering similar projects
62	Walking Initiatives - pedestrian crossing	Walking Initiative	Darebin Walking Strategy 2018-2028	Puffin Installation at Westgarth St at Bill Lawry Oval, between Simpson and Green sty	Costing estimates for walking and cycling projects prepared in-house by officers/transport engineers based on recent experience delivering similar projects
63	Walking Initiatives - pedestrian crossing	Walking Initiative	Darebin Walking Strategy 2018-2028	Puffin Installation at Spring / Verdun Grove	Costing estimates for walking and cycling projects prepared in-house by officers/transport engineers based on recent experience delivering similar projects
64	Pedestrian Crossings	Walking Initiative	Darebin Walking Strategy 2018-2028	Design and construct signalised pedestrian crossing at High Street / Langwells Parade	Costing estimates for walking and cycling projects prepared in-house by officers/transport engineers based on recent experience delivering similar projects
65	Pedestrian Crossings	Walking Initiative	Darebin Walking Strategy 2018-2028	Construct Separation St and Breavington Way pedestrian crossing	Costing estimates for walking and cycling projects prepared in-house by officers/transport engineers based on recent experience delivering similar projects
66	Pedestrian Crossings	Walking Initiative	Darebin Walking Strategy 2018-2028	Construct High / Pender / Blyth pedestrian crossing	Costing estimates for walking and cycling projects prepared in-house by officers/transport engineers based on recent experience delivering similar projects
67	Pedestrian Crossings	Walking Initiative	Darebin Walking Strategy 2018-2028	Construct High / Woolton pedestrian crossing	Costing estimates for walking and cycling projects prepared in-house by officers/transport engineers based on recent experience delivering similar projects
68	School Safety Audits (treatment)	Safe Travel Strategy	Darebin Safe Travel Strategy 2018-2028	Construct raised threshold/wombat at Clifton Grove (Sacred Heart – existing crossing)	Costing estimates for walking and cycling projects prepared in-house by officers/transport engineers based on recent experience delivering similar projects
69	School Safety Audits (treatment)	Safe Travel Strategy	Darebin Safe Travel Strategy 2018-2028	Construct raised threshold/wombat at Emmaline/Leinster Streets (Croxtan)	Costing estimates for walking and cycling projects prepared in-house by officers/transport engineers based on recent experience delivering similar projects
70	School Safety Audits (treatment)	Safe Travel Strategy	Darebin Safe Travel Strategy 2018-2028	Construct raised threshold/wombat at McColl/Steane (Holy Name)	Costing estimates for walking and cycling projects prepared in-house by officers/transport engineers based on recent experience delivering similar projects
72	School Safety Audits (treatment)	Safe Travel Strategy	Darebin Safe Travel Strategy 2018-2028	Construct crossing point opposite James Street school gates (St Joseph's)	Costing estimates for walking and cycling projects prepared in-house by officers/transport engineers based on recent experience delivering similar projects
73	School Safety Audits (treatment)	Safe Travel Strategy	Darebin Safe Travel Strategy 2018-2028	Design and construct pedestrian crossing at Oakover - Newman	Costing estimates for walking and cycling projects prepared in-house by officers/transport engineers based on recent experience delivering similar projects





Project Number	Project Name	Strategy Program	Linked Strategy	Project Description	Costing Method
74	School Safety Audits (treatment)	Safe Travel Strategy	Darebin Safe Travel Strategy 2018-2028	Design and construct pedestrian crossing at Oakover - Austral Ave	Costing estimates for walking and cycling projects prepared in-house by officers/transport engineers based on recent experience delivering similar projects
75	School Safety Audits (treatment)	Safe Travel Strategy	Darebin Safe Travel Strategy 2018-2028	Design and construct pedestrian crossing at Oakover - Scotia St	Costing estimates for walking and cycling projects prepared in-house by officers/transport engineers based on recent experience delivering similar projects
76	School Safety Audits (treatment)	Safe Travel Strategy	Darebin Safe Travel Strategy 2018-2028	Design and construct pedestrian crossing at Oakover - Mitchell St	Costing estimates for walking and cycling projects prepared in-house by officers/transport engineers based on recent experience delivering similar projects
81	School Safety Audits (treatment)	Safe Travel Strategy	Darebin Safe Travel Strategy 2018-2028	Construct McIntosh Street raised threshold at Westbourne Grove (St Joseph's PS)	Costing estimates for walking and cycling projects prepared in-house by officers/transport engineers based on recent experience delivering similar projects
82	School Safety Audits (treatment)	Safe Travel Strategy	Darebin Safe Travel Strategy 2018-2028	Construct McIntosh at James Street (St Joseph's PS)	Costing estimates for walking and cycling projects prepared in-house by officers/transport engineers based on recent experience delivering similar projects
83	School Safety Audits (treatment)	Safe Travel Strategy	Darebin Safe Travel Strategy 2018-2028	Construct raised threshold Clapham Street (north) at Hutton Street	Costing estimates for walking and cycling projects prepared in-house by officers/transport engineers based on recent experience delivering similar projects
84	School Safety Audits (treatment)	Safe Travel Strategy	Darebin Safe Travel Strategy 2018-2028	Construct raised threshold Clapham Street (south) at Hutton Street	Costing estimates for walking and cycling projects prepared in-house by officers/transport engineers based on recent experience delivering similar projects
85	School Safety Audits (treatment)	Safe Travel Strategy	Darebin Safe Travel Strategy 2018-2028	Construct raised threshold Rayment Street at Hutton Street	Costing estimates for walking and cycling projects prepared in-house by officers/transport engineers based on recent experience delivering similar projects
87	Road Rehabilitation Construction Program	Road Rehabilitation	Road Asset Management Plan	Flinders St - Station to Walsh: construction of new kerb and channel, footpath and road pavement	In house engineers estimate
88	Road Rehabilitation Construction Program	Road Rehabilitation	Road Asset Management Plan	Victoria St - 130m from Bell St to 230m from Bell St: pavement reconstruction	In house engineers estimate
89	Road Rehabilitation Construction Program	Road Rehabilitation	Road Asset Management Plan	Victoria St - 230m from Bell St to Raglan St: pavement reconstruction	In house engineers estimate
91	Road Rehabilitation Construction Program	Road Rehabilitation	Road Asset Management Plan	High St, Preston - Murray Rd to Gower St: reconstruction of existing kerb and channel and footpath; new traffic control and pedestrian safety enhancements, drainage upgrading, landscaping and pavement resurfacing.	In house engineers estimate
92	Road Rehabilitation Construction Program	Road Rehabilitation	Road Asset Management Plan	Farnan St - full length: reconstruction of existing kerb and channel, drainage upgrade and pavement resurfacing	In house engineers estimate
93	Road Rehabilitation Construction Program	Road Rehabilitation	Road Asset Management Plan	High St, Preston - Gower St to David St: reconstruction of existing kerb and channel and footpath; new traffic control and pedestrian safety enhancements, drainage upgrading, landscaping and pavement resurfacing.	In house engineers estimate
95	Road Rehabilitation Construction Program	Road Rehabilitation	Road Asset Management Plan	Cheddar Road, Reservoir - Harmer St to Lloyd Ave: pavement reconstruction.	In house engineers estimate



Project Number	Project Name	Strategy Program	Linked Strategy	Project Description	Costing Method
96	Road Rehabilitation Construction Program	Road Rehabilitation	Road Asset Management Plan	High St, Preston - David St to Bell St: reconstruction of existing kerb and channel and footpath; new traffic control and pedestrian safety enhancements, drainage upgrading, landscaping and pavement resurfacing.	In house engineers estimate
97	Road Rehabilitation Construction Program	Road Rehabilitation	Road Asset Management Plan	Mt Cooper Scenic Drive: complete reconstruction of existing road	In house engineers estimate
98	Road Rehabilitation Construction Program	Road Rehabilitation	Road Asset Management Plan	Walker St - McLachlan St to High St: rehabilitation of kerb and channel and pavement damage by street trees and pavement resurfacing.	In house engineers estimate
99	Road Rehabilitation Construction Program	Road Rehabilitation	Road Asset Management Plan	Jessie St - Westgarth St to Farnan St: kerb and channel reconstruction, stormwater drainage upgrading and pavement resurfacing	In house engineers estimate
100	Road Rehabilitation Construction Program	Road Rehabilitation	Road Asset Management Plan	Harry St - Flinders St to Collins St: kerb and channel reconstruction and pavement resurfacing	In house engineers estimate
101	Road Rehabilitation Construction Program	Road Rehabilitation	Road Asset Management Plan	Sinnott St - rear 13 Avondale Rd to Nicoll St: kerb and channel construction and pavement resurfacing	In house engineers estimate
102	Road Rehabilitation Construction Program	Road Rehabilitation	Road Asset Management Plan	George Circuit, Bundoora Park - golf course entrance to rear of club house carpark: pavement upgrade	In house engineers estimate
104	Road Rehabilitation Construction Program	Road Rehabilitation	Road Asset Management Plan	Scott St Right of Way - Arthurton Rd to Elm St: construction of unmade ROW	In house engineers estimate
105	Road Rehabilitation Construction Program	Road Rehabilitation	Road Asset Management Plan	Collins St - Harry St to Station St: kerb and channel reconstruction, drainage upgrade and pavement resurfacing.	In house engineers estimate
106	Road Rehabilitation Construction Program	Road Rehabilitation	Road Asset Management Plan	Wilmoth St - Christmas St to Darebin Rd: kerb and channel reconstruction, pavement strengthening and pavement resurfacing.	In house engineers estimate
110	Road Rehabilitation Construction Program	Road Rehabilitation	Road Asset Management Plan	Winter Cres - Arcadia Ave to Kyneton Ave: kerb and channel reconstruction, stormwater drainage and pavement resurfacing	In house engineers estimate
111	Road Rehabilitation Construction Program	Road Rehabilitation	Road Asset Management Plan	Green St - Westgarth St to end: kerb and channel reconstruction on reduced road width, drainage upgrade, and pavement resurfacing	In house engineers estimate
112	Road Rehabilitation Construction Program	Road Rehabilitation	Road Asset Management Plan	Hartington St - Hawthorn Ave to Westbourne Grove: kerb and channel construction, pavement construction and pavement resurfacing	In house engineers estimate
118	Road Rehabilitation Construction Program	Road Rehabilitation	Road Asset Management Plan	Flinders St, Thornbury - St David St to High St: construction of new and footpath to remove excessive crossfall and pavement resurfacing.	In house engineers estimate
119	Road Rehabilitation Construction Program	Road Rehabilitation	Road Asset Management Plan	Perry St - Tuckett St to dead end: full construction including kerb and channel, drainage, pavement and surfacing.	In house engineers estimate
134	Cycling Facilities	Cycling	Darebin Cycling Strategy 2013-2018	Herbert Street bike ramp near Croxton Station - pram ramp	Costing estimates for walking and cycling projects prepared in-house by officers/transport engineers based on recent experience delivering similar projects
136	Changing Places Facilities	Darebin Toilet Strategy	Darebin Toilet Strategy & Council Plan 2017-2021	New Changing Places Facility	Officer estimates based on previous similar projects
137	Changing Places Facilities	Darebin Toilet Strategy	Darebin Toilet Strategy & Council Plan 2017-2021	New Changing Places Facility	Officer estimates based on previous similar projects



## Major Projects

### Northcote Aquatic and Recreation Centre Redevelopment

This project consists of a full redevelopment of the Northcote Aquatic and Recreation Centre, consisting of demolition of the existing outdated building and infrastructure and the development of a new indoor aquatic and leisure centre. The redevelopment will provide modern facilities with additional capacity and improved leisure and health and wellbeing opportunities for the community. Facilities will include:

- Outdoor 10 lane 50m pool with ramp entry and an outdoor nature play splash deck
- Indoor 8 lane 25m pool with ramp entry, learn to swim pool with ramp entry, aqua play and toddler pool
- Warm water pool with integrated spa and ramp entry, steam and sauna rooms
- Larger Gymnasium
- Three multipurpose Health and Wellness rooms including for group exercise and Pilates
- Long day care / occasional care room
- Café
- Change rooms, including
- Dedicated school drop off and change rooms
- Reception / retail / administration
- Private consult rooms

The redevelopment will incorporate Environmentally Sustainable Design outcomes and universal design initiatives and is aiming for a 6-star green star ranking. The estimated cost is based on the Quantity Surveyors cost plan.

### Reservoir Leisure Centre

This project includes significant refurbishment of the Reservoir Leisure Centre to ensure the facilities meet the needs of the community over the next 20 years. Facilities include a gym, social spaces (including café), group fitness rooms, indoor and outdoor pools (including warm water pool) servicing learn to swim, lap swimming, recreational swimming and rehabilitation.

## Large Projects

### Bill Lawry Pavilion Upgrade

Includes renewal of most aspects of existing facilities, including social space, viewing room, community room, kitchen, change rooms, new female friendly change rooms, a community room, medical room and store.

**KP Hardiman Hockey Pitch Redevelopment**

This project will bring the pitch to industry standard through a full replacement of the synthetic pitch and surrounding fencing and construction of a technical bench.

**BT Connor Pavilion Upgrade**

Demolition of existing pavilion and construction of a new sports pavilion comprising four female friendly accessible change rooms, social room, kitchen, toilets and storage that are in line with Football Victoria's NPL Facility Guidelines.

**KP Hardiman Pavilion Upgrade**

Provision of a new pavilion including:

- Social room
- Kitchen kiosk
- Four Change rooms
- Public amenities
- Accessible amenities
- Storage

**Moore Park South Pavilion Upgrade (Female Change)**

Pavilion upgrade and extension. The project will include change room and amenities upgrade, new social room with unisex public toilet provision and kitchen / kiosk, new storage, accessibility & access to premises improvements (accessible toilet, disabled parking, paths of travel), replace / repair terracing, extend veranda.

**LE Cotchin Reserve Pavilion Upgrade**

Pavilion upgrade and extension. The project will include change room and amenities upgrade, additional storage, umpires change upgrade (female friendly), accessibility & access to premises improvements (accessible toilet, paths of travel and ramp to pavilion), covered viewing area extension, external public toilet upgrade.

**Merrilands West Neighbourhood House Redevelopment**

Internal refurbishment, including upgrades to bathrooms, kitchen, reception and building security, extension of computer room and new prayer room.





## APPENDIX B: EQUIVALENCE RATIOS

The following sources of information were used for the equivalence ratios in this DCP.

### Common Demand Unit

- The common demand unit selected for the DCP is one dwelling. A dwelling unit is used in most if not all DCPs prepared in respect of established areas.

### Community Facilities and Open Space

- No ratios are used for community facility and open space projects because only residential development is deemed a user of such facilities, and as such, only dwelling units are used in the cost apportionment process. This is consistent with the direction provided by the DCP Guidelines (2007, p45).

### Paths

- The ratios adopted for path use in this DCP is measured by residents in dwellings and workers in non-residential floorspace. These people are deemed to user paths in their area. The adopted ratios are as follows.
  - One dwelling has on average 2.5 residents.
  - Retail: 30 sqm of floorspace per one retail worker; therefore 75 sqm of retail floorspace achieves 2.5 workers.
  - Office: 20 sqm of floorspace per one office worker; therefore 50 sqm of office floorspace achieves 2.5 workers.
  - Industry: 200 sqm of floorspace per one industrial worker; therefore 500 sqm of industrial floorspace achieves 2.5 workers.

### Roads

- The ratios adopted for road use in this DCP correspond with the standard equivalence ratios specified in the DCP Guidelines (2007, p45):
  - Residential 1 dwelling.
  - Retail premises 19 sqm floorspace.
  - Office / service industry 121 sqm floorspace.
  - Industry (other than service industry) 67 sqm floorspace.



## APPENDIX C: INFRASTRUCTURE PROJECT CALCULATIONS

The information shown in the table is as follows:

- Project Number
- Project Name
- Delivery Horizon
- Estimated Cost
- Project Type
- Main Catchment Area (MCA)
- Demand Units
- External Demand Allowance
- Share of Use to MCA
- Cost Apportioned to MCA
- Cost Per Demand Unit.

The cost per demand unit for each project is summed for each project category (i.e. CFCI, CFDI, PADI and RDDI) to derive a total charge by category as shown in the body of this DCP document.

**Table 12: DCP Project Calculations**

Project Number	Project Category	Project Name	Delivery Horizon	Estimated Cost	Project Type	Main Catchment Area (MCA)	Demand Units	External Demand or Use Allowance	Share of Use to MCA	Cost Apportioned to MCA	Cost Per Demand Unit
1	BUILDINGS	Northcote Aquatic and Recreation Centre (NARC) Redevelopment	2019-2041	\$63,500,000	CFCI	Area 09 Area 10 Area 11 Area 12 Area 13 Area 14 Area 15 Area 16	55,973	5.0%	95.0%	\$60,325,000	\$1,078
2	BUILDINGS	Reservoir Leisure Centre (RLC) Redevelopment	2019-2041	\$17,000,000	CFCI	Area 01 Area 02 Area 03 Area 04 Area 05 Area 06 Area 07 Area 08	40,338	5.0%	95.0%	\$16,150,000	\$400
3	BUILDINGS	Bill Lawry Oval Pavilion Upgrade	2019-2041	\$6,271,000	CFCI	Area 14 Area 15 Area 16	23,339	5%	95%	\$5,957,450	\$255
4	BUILDINGS	KP Hardiman Reserve Hockey Pavilion Redevelopment	2019-2041	\$3,457,000	CFCI	Area 02 Area 03 Area 05 Area 07 Area 08	26,839	5.0%	95.0%	\$3,284,150	\$122
5	BUILDINGS	Moore Park South Pavilion Upgrade (female change)	2019-2041	\$1,373,000	CFCI	Area 01 Area 04 Area 06	13,498	5.0%	95.0%	\$1,304,350	\$97
6	LAND IMPROVEMENTS	KP Hardiman Synthetic Hockey Pitch Redevelopment	2019-2041	\$2,300,000	CFCI	Area 02 Area 03 Area 05 Area 07 Area 08	26,839	5.0%	95.0%	\$2,185,000	\$81



Project Number	Project Category	Project Name	Delivery Horizon	Estimated Cost	Project Type	Main Catchment Area (MCA)	Demand Units	External Demand or Use Allowance	Share of Use to MCA	Cost Apportioned to MCA	Cost Per Demand Unit
7	BUILDINGS	BT Connor Main Pavilion Upgrade	2019-2041	\$3,035,640	CFCI	Area 08 Area 09 Area 10 Area 11 Area 12	32,068	5%	95%	\$2,883,858	\$90
8	OPEN SPACE (recreation, leisure & community facilities)	Preston City Oval Lighting Renewal	2019-2041	\$460,000	CFCI	Area 01 Area 02 Area 03 Area 04 Area 05 Area 06 Area 07 Area 08 Area 09 Area 10 Area 11 Area 12 Area 13 Area 14 Area 15 Area 16	96,311	5.0%	95.0%	\$437,000	\$5
10	OPEN SPACE (recreation, leisure & community facilities)	McDonnell Reserve West Oval New Lighting	2019-2041	\$265,000	CFDI	Area 13 Area 15 Area 16	21,604	5.0%	95.0%	\$251,750	\$12
11	OPEN SPACE (recreation, leisure & community facilities)	John Hall Oval Lighting Upgrade	2019-2041	\$397,000	CFDI	Area 02 Area 03 Area 05	16,219	5.0%	95.0%	\$377,150	\$23
12	OPEN SPACE (recreation, leisure & community facilities)	Moore Park North Lighting Upgrade	2019-2041	\$250,000	CFDI	Area 01 Area 04 Area 06	13,498	5%	95%	\$237,500	\$18
13	OPEN SPACE (recreation, leisure & community facilities)	John Cain Memorial West New Lighting	2019-2041	\$265,000	CFCI	Area 11 Area 13 Area 15 Area 16	25,948	5.0%	95.0%	\$251,750	\$10
14	OPEN SPACE (recreation, leisure & community facilities)	KP Hardiman Reserve Hockey Lighting Upgrade	2019-2041	\$289,278	CFCI	Area 02 Area 03 Area 05 Area 07 Area 08	26,839	5.0%	95.0%	\$274,814	\$10
15	OPEN SPACE (recreation, leisure & community facilities)	IW Dole Reserve Lighting Upgrade	2019-2041	\$250,000	CFDI	Area 02	8,414	5.0%	95.0%	\$237,500	\$28
17	BUILDINGS	LE Cotchin Reserve Pavilion Upgrade (female friendly)	2019-2041	\$576,000	CFCI	Area 01 Area 02 Area 04	17,647	5%	95%	\$547,200	\$31
19	BUILDINGS	Merrilands West Neighbourhood House Redevelopment	2019-2041	\$1,800,000	CFCI	Area 01 Area 02	13,366	5.0%	95.0%	\$1,710,000	\$128
25	BRIDGES	Replace Kendal-Harding Bridge	2019-2041	\$1,700,000	PADI	Area 09 Area 12	15,178	5.0%	95.0%	\$1,615,000	\$106
50	CYCLEWAYS	Streets for People - Preston Activity Link	2019-2041	\$250,000	PADI	Area 09 Area 10 Area 11	31,190	5.0%	95.0%	\$237,500	\$8
51	CYCLEWAYS	Cycling Facilities	2019-2041	\$82,246	PADI	Area 10 Area 11 Area 12 Area 13	43,022	5%	95%	\$78,134	\$2
52	CYCLEWAYS	Creek Corridor Shared Paths Audit (Darebin Creek)	2019-2041	\$46,250	PADI	Area 08	10,011	5.0%	95.0%	\$43,938	\$4
54	FOOTPATHS	Pedestrian Crossings	2019-2041	\$350,000	PADI	Area 12	8,868	5.0%	95.0%	\$332,500	\$37
55	FOOTPATHS	Walking Initiatives - raised threshold	2019-2041	\$74,166	PADI	Area 04	8,277	5.0%	95.0%	\$70,458	\$9



Project Number	Project Category	Project Name	Delivery Horizon	Estimated Cost	Project Type	Main Catchment Area (MCA)	Demand Units	External Demand or Use Allowance	Share of Use to MCA	Cost Apportioned to MCA	Cost Per Demand Unit
56	FOOTPATHS	Walking Initiatives - raised intersection	2019-2041	\$63,125	PADI	Area 06	4,588	5%	95%	\$59,969	\$13
57	FOOTPATHS	Walking Initiatives - pedestrian crossing	2019-2041	\$36,250	PADI	Area 14 Area 15	22,873	5.0%	95.0%	\$34,438	\$2
58	FOOTPATHS	Walking Initiatives - raised threshold	2019-2041	\$84,166	PADI	Area 10	13,427	5.0%	95.0%	\$79,958	\$6
59	FOOTPATHS	Walking Initiatives - footpath	2019-2041	\$108,333	PADI	Area 15	11,425	5.0%	95.0%	\$102,916	\$9
60	FOOTPATHS	Walking Initiatives - pedestrian crossing	2019-2041	\$223,333	PADI	Area 15	11,425	5%	95%	\$212,166	\$19
61	FOOTPATHS	Walking Initiatives - pedestrian crossing	2019-2041	\$39,166	PADI	Area 10	13,427	5.0%	95.0%	\$37,208	\$3
62	FOOTPATHS	Walking Initiatives - pedestrian crossing	2019-2041	\$39,166	PADI	Area 15	11,425	5.0%	95.0%	\$37,208	\$3
63	FOOTPATHS	Walking Initiatives - pedestrian crossing	2019-2041	\$39,166	PADI	Area 06	4,588	5.0%	95.0%	\$37,208	\$8
64	FOOTPATHS	Pedestrian Crossings	2019-2041	\$365,000	PADI	Area 14 Area 15	22,873	5%	95%	\$346,750	\$15
65	FOOTPATHS	Pedestrian Crossings	2019-2041	\$258,333	PADI	Area 15	11,425	5.0%	95.0%	\$245,416	\$21
66	FOOTPATHS	Pedestrian Crossings	2019-2041	\$258,333	PADI	Area 12 Area 13	18,142	5.0%	95.0%	\$245,416	\$14
67	FOOTPATHS	Pedestrian Crossings	2019-2041	\$258,333	PADI	Area 13 Area 14	20,722	5.0%	95.0%	\$245,416	\$12
68	TRANSPORT & ROAD SAFETY	School Safety Audits (treatment)	2019-2041	\$100,000	PADI	Area 10	13,427	5%	95%	\$95,000	\$7
69	TRANSPORT & ROAD SAFETY	School Safety Audits (treatment)	2019-2041	\$84,167	PADI	Area 14	11,448	5.0%	95.0%	\$79,959	\$7
70	TRANSPORT & ROAD SAFETY	School Safety Audits (treatment)	2019-2041	\$84,167	PADI	Area 08	10,011	5.0%	95.0%	\$79,959	\$8
72	TRANSPORT & ROAD SAFETY	School Safety Audits (treatment)	2019-2041	\$84,167	PADI	Area 14	11,448	5.0%	95.0%	\$79,959	\$7
73	TRANSPORT & ROAD SAFETY	School Safety Audits (treatment)	2019-2041	\$154,166	PADI	Area 12	8,868	5%	95%	\$146,458	\$17





Project Number	Project Category	Project Name	Delivery Horizon	Estimated Cost	Project Type	Main Catchment Area (MCA)	Demand Units	External Demand or Use Allowance	Share of Use to MCA	Cost Apportioned to MCA	Cost Per Demand Unit
74	TRANSPORT & ROAD SAFETY	School Safety Audits (treatment)	2019-2041	\$154,166	PADI	Area 12	8,868	5.0%	95.0%	\$146,458	\$17
75	TRANSPORT & ROAD SAFETY	School Safety Audits (treatment)	2019-2041	\$154,166	PADI	Area 12	8,868	5.0%	95.0%	\$146,458	\$17
76	TRANSPORT & ROAD SAFETY	School Safety Audits (treatment)	2019-2041	\$154,166	PADI	Area 12	8,868	5.0%	95.0%	\$146,458	\$17
81	TRANSPORT & ROAD SAFETY	School Safety Audits (treatment)	2019-2041	\$74,167	PADI	Area 14	11,448	5%	95%	\$70,459	\$6
82	TRANSPORT & ROAD SAFETY	School Safety Audits (treatment)	2019-2041	\$84,167	PADI	Area 14	11,448	5.0%	95.0%	\$79,959	\$7
83	TRANSPORT & ROAD SAFETY	School Safety Audits (treatment)	2019-2041	\$84,167	PADI	Area 12	8,868	5.0%	95.0%	\$79,959	\$9
84	TRANSPORT & ROAD SAFETY	School Safety Audits (treatment)	2019-2041	\$84,167	PADI	Area 12	8,868	5.0%	95.0%	\$79,959	\$9
85	TRANSPORT & ROAD SAFETY	School Safety Audits (treatment)	2019-2041	\$84,167	PADI	Area 12	8,868	5%	95%	\$79,959	\$9
87	ROADS	Road Rehabilitation Construction Program	2019-2041	\$353,000	RDDI	Area 13	10,919	5.0%	95.0%	\$335,350	\$31
88	ROADS	Road Rehabilitation Construction Program	2019-2041	\$1,000,000	RDDI	Area 11	24,165	5.0%	95.0%	\$950,000	\$39
89	ROADS	Road Rehabilitation Construction Program	2019-2041	\$1,563,000	RDDI	Area 11	24,165	5.0%	95.0%	\$1,503,850	\$62
91	ROADS	Road Rehabilitation Construction Program	2019-2041	\$510,819	RDDI	Area 10	17,344	5%	95%	\$485,278	\$28
92	ROADS	Road Rehabilitation Construction Program	2019-2041	\$427,000	RDDI	Area 15	13,685	5.0%	95.0%	\$405,650	\$30
93	ROADS	Road Rehabilitation Construction Program	2019-2041	\$770,000	RDDI	Area 10	17,344	5.0%	95.0%	\$731,500	\$42
95	ROADS	Road Rehabilitation Construction Program	2019-2041	\$828,439	RDDI	Area 02	9,415	5.0%	95.0%	\$787,017	\$84
96	ROADS	Road Rehabilitation Construction Program	2019-2041	\$1,650,000	RDDI	Area 10	17,344	5%	95%	\$1,567,500	\$90
97	ROADS	Road Rehabilitation Construction Program	2019-2041	\$1,325,000	RDDI	Area 03	7,600	5.0%	95.0%	\$1,258,750	\$166



Project Number	Project Category	Project Name	Delivery Horizon	Estimated Cost	Project Type	Main Catchment Area (MCA)	Demand Units	External Demand or Use Allowance	Share of Use to MCA	Cost Apportioned to MCA	Cost Per Demand Unit
98	ROADS	Road Rehabilitation Construction Program	2019-2041	\$280,000	RDDI	Area 14	13,961	5.0%	95.0%	\$266,000	\$19
99	ROADS	Road Rehabilitation Construction Program	2019-2041	\$318,439	RDDI	Area 15	13,685	5.0%	95.0%	\$302,517	\$22
100	ROADS	Road Rehabilitation Construction Program	2019-2041	\$335,000	RDDI	Area 13	10,919	5%	95%	\$318,250	\$29
101	ROADS	Road Rehabilitation Construction Program	2019-2041	\$200,000	RDDI	Area 11	24,165	5.0%	95.0%	\$190,000	\$8
102	ROADS	Road Rehabilitation Construction Program	2019-2041	\$325,000	RDDI	Area 03	7,600	5.0%	95.0%	\$308,750	\$41
104	ROADS	Road Rehabilitation Construction Program	2019-2041	\$250,000	RDDI	Area 14	13,961	5.0%	95.0%	\$237,500	\$17
105	Roads	Road Rehabilitation Construction Program	2019-2041	\$610,000	RDDI	Area 13	10,919	5%	95%	\$579,500	\$53
106	ROADS	Road Rehabilitation Construction Program	2019-2041	\$825,000	RDDI	Area 13 Area 15	24,604	5.0%	95.0%	\$783,750	\$32
110	ROADS	Road Rehabilitation Construction Program	2019-2041	\$400,000	RDDI	Area 05	3,506	5.0%	95.0%	\$380,000	\$108
111	ROADS	Road Rehabilitation Construction Program	2019-2041	\$480,000	RDDI	Area 15	13,685	5.0%	95.0%	\$456,000	\$33
112	ROADS	Road Rehabilitation Construction Program	2019-2041	\$480,000	RDDI	Area 14	13,961	5%	95%	\$456,000	\$33
118	ROADS	Road Rehabilitation Construction Program	2019-2041	\$475,000	RDDI	Area 13	10,919	5.0%	95.0%	\$451,250	\$41
119	ROADS	Road Rehabilitation Construction Program	2019-2041	\$265,000	RDDI	Area 16	11,146	5.0%	95.0%	\$251,750	\$23
134	CYCLEWAYS	Cycling Facilities	2019-2041	\$26,250	PADI	Area 14	11,448	5.0%	95.0%	\$24,938	\$2
136	BUILDINGS	Changing Places Facilities	2019-2041	\$400,000	PADI	Area 13 Area 14 Area 15	32,147	5%	95%	\$380,000	\$12
137	BUILDINGS	Changing Places Facilities	2019-2041	\$400,000	PADI	Area 02 Area 03 Area 05	21,762	5.0%	95.0%	\$380,000	\$17



## APPENDIX D: DEMAND UNIT AND LAND USE DEFINITIONS

### Dwelling Unit

A dwelling unit is defined by Section 46H of the *Planning and Environment Act 1987* as follows:

*"dwelling" means a building that is used, or is intended, adapted or designed for use, as a separate residence, (including kitchen, bathroom and sanitary facilities) for an occupier who has a right to the exclusive use of it but does not include*

*(a) a building that is attached to a shop, office, warehouse or factory and is used, or is intended, adapted or designed for use, as a residence for an occupier or caretaker of the shop, office, warehouse or factory; or*

*(b) any part of a motel, residential club or residential hotel or residential part of licensed premises under the Liquor Control Reform Act 1998.*

### Gross Floor Area

Gross floor area (or gross floorspace) is defined using the Darebin Planning Scheme definition as:

The total floor area of a building, measured from the outside of external walls or the centre of party walls, and includes all roofed areas.

### Residential

Residential development is defined in accordance with the definition of Dwelling Unit, as described above, and also defined by the Darebin Planning Scheme nesting diagram definitions as follows:

- Dependent person's unit (within Accommodation Group)
- Dwelling (within Accommodation Group)
- Caretaker's house (within Accommodation Group)
- Boarding house (within Accommodation Group)
- Residential building (within Accommodation Group)
- Nurses' home (within Accommodation Group)
- Residential village (within Accommodation Group)
- Retirement village (within Accommodation Group)
- Display home (within Land Use Terms That Are Not Nested)
- Home based business (within Land Use Terms That Are Not Nested).



### Retail

Retail development is defined to include the Darebin Planning Scheme nesting diagram definitions as follows:

- Retail Premises Group (all definitions within)
- Retail Premises Group (Sub-Group of Shop) (all definitions within).

### Commercial

Commercial development is defined to include (but is not necessarily limited to) the Darebin Planning Scheme nesting diagram definitions as follows:

Camping and caravan park (within Accommodation Group)

Corrective institution (within Accommodation Group)

Bed and breakfast (within Accommodation Group)

Group accommodation (within Accommodation Group)

Host farm (within Accommodation Group)

- Backpackers' lodge (within Accommodation Group)
- Hostel (within Accommodation Group)
- Residential aged care facility (within Accommodation Group)
- Nursing home (within Accommodation Group)
- Residential college (within Accommodation Group)
- Residential hotel (within Accommodation Group)
- Motel (within Accommodation Group)
- Office Group (all definitions within)
- Place of Assembly Group (all definitions within)
- Education Centre Group (all definitions within)
- Leisure and Recreation Group (all definitions within)
- Child Care Centre Group (all definitions within)
- Marina (within Recreational Boat Facility Group)
- Land Use Terms That Are Not Nested (all definitions within apart from Display home- and Home-based business)
- Industrial.

Industrial development is defined to include the Darebin Planning Scheme nesting diagram definitions as follows:

- Industry Group (all definitions within)
- Transport Terminal Group (all definitions within)





- Warehouse Group (all definitions within)
- Renewable Energy Group (all definitions within)
- Agriculture Group (all definitions within)
- Earth And Energy Resources Group (all definitions within)
- Utility Installation Group (all definitions within)
- Recreational Boat Facility Group (all definitions within apart from Marina).

**Non-residential development**

Non-residential development (i.e. retail, commercial and industrial development) will be levied (unless exempt) on the basis of gross floorspace.

Works and development that do not deliver gross floorspace will not be levied. For example, infrastructure assets like power poles, sub-stations, telecommunications facility, retaining basin, energy facility and other installations will not be subject to DCP levies.



## APPENDIX E: ANNUAL REPORTING REQUIREMENTS

Ministerial Reporting Requirements as at 11 October 2016 are shown below.

### Annexure MINISTERIAL REPORTING REQUIREMENTS

Table 1 – Total DCP levies received in *[Insert Financial Year]*

DCP name and year approved	Levies received in <i>[Insert Year]</i> financial year (\$)
<b>Total</b>	

Table 2 – DCP land, works, services or facilities accepted as works-in-kind in *[Insert Financial Year]*

DCP name and year approved	Project ID	Project description	Item purpose	Project value (\$)
<b>Total</b>				

Table 3 – Total DCP contributions received and expended to date *(for DCPs approved after 1 June 2016)*

DCP name and year approved	Total levies received (\$)	Total levies expended (\$)	Total works-in-kind accepted (\$)	Total DCP contributions received (levies and works-in-kind) (\$)
<b>Total</b>				

Table 4 – Land, works, services or facilities delivered in *[Insert Financial Year]* from DCP levies collected

Project description	Project ID	DCP name and year approved	DCP fund expended (\$)	Works-in-kind accepted (\$)	Council's contribution (\$)	Other contributions (\$)	Total project expenditure (\$)	Percentage of item delivered
<b>Total</b>								



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*Planning and Environment Act 1987*

## **DAREBIN PLANNING SCHEME**

### **AMENDMENT C170dare**

#### **EXPLANATORY REPORT**

##### **Who is the planning authority?**

This amendment has been prepared by the City of Darebin, which is the planning authority for this amendment.

The amendment has been made at the request of the City of Darebin.

##### **Land affected by the amendment**

The proposed amendment applies to all land within the boundaries of the City of Darebin, except Commonwealth Land, and affects new residential, commercial, retail and industrial developments within the municipality. A mapping reference table is attached at Attachment A to this Explanatory Report.

The following developments are exempt from paying contributions in the *Darebin Contributions Plan 2019* (DCP):

- Land developed for a non-government school, as defined in Ministerial Direction on the Preparation and Content of Development Contributions Plans of 11 October 2016.
- Land developed for housing by or for the Department of Health and Human Services, as defined in Ministerial Direction on the Preparation and Content of Development Contributions Plans dated 11 October 2016. This applies to social housing delivered by or for registered housing associations. This exemption does not apply to private dwellings developed by the Department of Health and Human Services or registered housing associations.
- Alterations and additions to an existing dwelling.
- Outbuildings normal to an existing dwelling and fences.
- Demolition of a dwelling followed by construction of a replacement dwelling on the same land. The exemption applies to the number of dwellings demolished and does not apply to any additional dwelling(s).
- Reinstatement of a dwelling which has been unintentionally damaged or destroyed.
- Servicing infrastructure constructed by a utility authority.
- Darebin City Council delivered projects, building or works.
- Land with an agreement executed under section 173 of the Planning and Environment Act that explicitly exempts the development from one or more DCP Overlay Schedules due to the development having met its DCP obligations.

##### **What the amendment does**

The proposed amendment implements the *Darebin Development Contributions Plan 2019, June 2020* by:

- Introducing a new Schedule 2 to Clause 45.06 (Development Contributions Plan Overlay) to facilitate the collection of contributions.
- Amending Clause 21.02 of the Local Planning Policy Framework to update references to *Darebin Development Contributions Plan 2019, June 2020*.
- Amending the Schedule to Clause 72.04 to incorporate the *Darebin Development Contributions Plan 2019, June 2020* into the Darebin Planning Scheme.

- Amending planning scheme maps 1DCPO, 2DCPO, 3DCPO, 4DCPO, 5DCPO, 6DCPO, 7DCPO, 8DCPO, 9DCPO, 10DCPO, 11DCPO, 12DCPO, 13DCPO, 14DCPO, 15DCPO, 16DCPO, 17DCPO, and 18 DCPO as a result of the new schedule being introduced.

#### **Strategic assessment of the amendment**

##### **Why is the amendment required?**

The amendment is required to implement a new municipal-wide *Darebin Development Contributions Plan 2019* to help fund social and physical infrastructure to service a growing population.

The DCP applies a development infrastructure levy and community infrastructure levy to fund a range of infrastructure projects within the municipality, including roads and paths, as well as community facilities and upgrades. The identified infrastructure projects are required to service Darebin's growing and changing population and the DCP serves to share the cost of providing this infrastructure between new development and the existing community on a fair and reasonable basis.

The previous DCP does not collect levies but remains in the Darebin Planning Scheme to provide for the continued expenditure of remaining unspent funds. The '*City of Darebin Development Contributions Plan, June 2004*' was introduced into the Darebin Planning Scheme in 2004, through Amendment C050. The 2004 DCP had an initial ten-year time-frame and ceased collecting levies in 2014, but was kept in place through Amendment C148 to the Darebin Planning Scheme to facilitate the expenditure of unexpended funds on the Darebin Multi-Sport Stadium which is still underway.

The *Darebin Development Contributions Plan 2019* seeks to reinstate a levy on new development to deliver infrastructure required in the municipality to the year 2041.

The DCP will provide certainty to Council, developers and the broader community by identifying to what extent new residential, commercial, retail and industrial developments will be levied. The collection of contributions will support the timely delivery of the necessary infrastructure.

##### **How does the amendment implement the objectives of planning in Victoria?**

The proposed amendment will implement the following objectives of planning in Victoria set out in Section 4(1) of the Planning and Environment Act 1987:

- (a) *to provide for the fair, orderly, economic and suitable use, and development of the land,*
- (c) *to secure a pleasant, efficient and safe working, living and recreational environment for all Victorians and visitors to Victoria,*
- (e) *to protect public utilities and other assets and enable the orderly provision and co-ordination of public utilities and other facilities for the benefit of the community,*
- (f) *to facilitate development in accordance with the objectives of planning in Victoria, and*
- (g) *to balance the present and future needs of all Victorians*

The amendment seeks to implement these objectives by:

- Providing a formal, lawful and equitable method to collect contributions for the provision of essential social and physical infrastructure.
- Providing certainty as to the required development contributions for residential, retail, commercial and industrial development.
- Aiding the orderly and timely provision of necessary social and physical infrastructure throughout the municipality.

##### **How does the amendment address any environmental, social and economic effects?**

The proposed amendment is expected to have positive social and economic benefits for the City of Darebin and the general community. This amendment will ensure the equitable collection and distribution of development contributions throughout the municipality and provides financial

contributions to community infrastructure that will be required to service the growing local residential population and facilitate their participation in the social and economic life of Darebin.

The amendment will provide net community benefit as it commits Council to delivering the development and community infrastructure items included in the DCP. It will also ensure that new development contributes to both development and community infrastructure.

The method for apportioning costs to new development is designed to ensure that the cost of providing new infrastructure is shared between developers and the wider community on a fair and reasonable basis. Costs are apportioned according to share of usage of the required infrastructure.

The amendment is expected to result in positive environmental outcomes as it will fund sustainable transport infrastructure projects and public realm improvements.

**Does the amendment address relevant bushfire risk?**

The amendment does not have an impact on bushfire risk.

**Does the amendment comply with the requirements of any Minister’s Direction applicable to the amendment?**

The amendment is consistent with each of the *Ministerial Directions on Development Contribution Plans* made under the *Planning and Environment Act 1987*.

The amendment is consistent with the Ministerial Direction on the Form and Content of Planning Schemes under section 7(5) of the *Planning and Environment Act 1987*.

The requirements of Ministerial Direction No 15 are addressed through complying with the specified planning scheme amendment process and associated timeframes.

The amendment has been evaluated in accordance with the strategic considerations set out in Minister’s Direction No.11 Strategic Assessment of Amendments and is consistent with those considerations.

Direction No: 9 Metropolitan Planning Strategy

The Amendment is consistent with Ministerial Direction No.9, Metropolitan Planning Strategy that requires planning authorities to have regard to the Metropolitan Planning Strategy. The amendment is consistent with, supports and gives effect to the relevant aspects of Plan Melbourne as follows:

- Direction 5.2: Create neighbourhoods that support safe communities and healthy lifestyles: This direction seeks to improve neighbourhoods to enable walking and cycling as part of everyday life, and acknowledges a whole-of-population approach to health planning.
- Direction 5.3: Deliver social infrastructure to support strong communities: This direction seeks to ensure that future growth in Melbourne is supported with improvements and upgrades in local social infrastructure that meets the needs of this growing population and supports the health and wellbeing of communities.

**How does the amendment support or implement the Planning Policy Framework and any adopted State policy?**

The amendment is consistent with the Planning Policy Framework (PPF). Relevant clauses include:

Clause 19: Infrastructure

This Clause encourages the provision of social and physical infrastructure in an efficient, equitable, accessible and timely manner and encourages authorities to consider the use of development contributions to fund the provision of infrastructure. In particular the amendment is consistent with *Clause 19.03-1S Development contribution plans* which seek to ‘facilitate the timely provision of planned infrastructure to communities through the preparation and implementation of development contributions plans’.

**How does the amendment support or implement the Local Planning Policy Framework, and specifically the Municipal Strategic Statement?**

The Amendment supports and is consistent with the LPPF and specifically the MSS as follows:

- Clause 21.02-3 (Built Environment): promotes the role of the design and quality of the built environment, including buildings, public spaces, infrastructure and streetscapes, in enhancing civic pride, liveability and social connectedness, and identifies the role of development contributions in supporting streetscape upgrades.
- Clause 21.05-2 (Integrated and Sustainable Transport): includes objectives to integrate transport and land use, and improve access, safety and quality of environment for walkers, cyclists and people with limited mobility.
- Clause 21.05-3 (Physical and Community Infrastructure): has the objective of ensuring the provision and planning for physical and community infrastructure meets existing and future needs of the community and identifies the strategy to: Require a Development Contribution from developers to fund the provision of physical and community infrastructure in accordance with an adopted Development Contributions Plan

In addition to the above, Clause 21.03-2 identifies the following in Other Actions: Review and update the municipal Development Contributions Plan Overlay and Capital Works 10 year budget to ensure ongoing efficacy to address local infrastructure needs and public realm improvements in accordance with residential growth outcomes.

The Amendment does not change any objectives or strategies in the Local Planning Policy framework or Municipal Strategic Statement.

#### **Does the amendment make proper use of the Victoria Planning Provisions?**

The amendment makes proper use of the Victoria Planning Provisions (VPP) by introducing a new schedule (Schedule 2) to the Development Contributions Plan Overlay, and by inserting the *Darebin Development Contributions Plan 2019* to the Darebin Planning Scheme.

#### **How does the amendment address the views of any relevant agency?**

The views of the relevant agencies will be sought through the formal exhibition process.

#### **Does the amendment address relevant requirements of the Transport Integration Act 2010?**

There are no particular requirements of the Transport Integration Act 2010 that are of relevance to the introduction of this amendment.

#### **Resource and administrative costs**

##### **• What impact will the new planning provisions have on the resource and administrative costs of the responsible authority?**

The DCP will impact Council's administrative costs and resources as a result of Council acting as both the collection and development agency. Systems will need to be implemented to collect, monitor and report the income and expenditure.

The DCP will generate revenue for Council to assist in delivering essential community and development infrastructure and will be integrated into Council's capital works planning and reporting processes. Furthermore, the DCP will collect contributions to assist Council in delivering essential infrastructure that would otherwise have been funded without contribution from development. The amendment will result in cost savings to Council overall.

#### **Where you may inspect this amendment**

The Amendment is available for public inspection, free of charge, during office hours at the following places:

- City of Darebin (Planning Counter), Level 1, 274 Gower Street, Preston
- Northcote Customer Service Centre, 32-38 Separation Street, Northcote
- Reservoir Community and Learning Centre, 23 Edwardes Street, Reservoir



- Preston Library, 266 Gower Street, Preston
- Fairfield Library, 121 Station Street, Fairfield

The Amendment can be viewed online at [www.yoursaydarebin.com.au](http://www.yoursaydarebin.com.au)

The Amendment can also be inspected free of charge at the Department of Environment, Land, Water and Planning website at [www.delwp.vic.gov.au/public-inspection](http://www.delwp.vic.gov.au/public-inspection).

#### **Submissions**

Any person who may be affected by the Amendment may make a submission to the planning authority. Submissions about the Amendment [and/or planning permit] must be received by [submissions due date to be inserted at time of exhibition].

A submission must be sent to:  
Coordinator Strategic Planning  
Darebin City Council  
PO Box 91  
Preston Victoria 3072

or via email to: [planningservices@darebin.vic.gov.au](mailto:planningservices@darebin.vic.gov.au)

#### **Panel hearing dates**

In accordance with clause 4(2) of Ministerial Direction No.15 the following panel hearing dates have been set for this amendment:

- directions hearing: [insert directions hearing date]
- panel hearing: [insert panel hearing date] ]

## ATTACHMENT A - Mapping reference table

Location	Land /Area Affected	Mapping Reference
Darebin	All land in the municipality of Darebin.	C170dare 001dcpoMap01 Exhibition C170dare 002dcpoMap02 Exhibition C170dare 003dcpoMap03 Exhibition C170dare 004dcpoMap04 Exhibition C170dare 005dcpoMap05 Exhibition C170dare 006dcpoMap06 Exhibition C170dare 007dcpoMap07 Exhibition C170dare 008dcpoMap08 Exhibition C170dare 009dcpoMap09 Exhibition C170dare 0010dcpoMap010 Exhibition C170dare 0011dcpoMap011 Exhibition C170dare 0012dcpoMap012 Exhibition C170dare 0013dcpoMap013 Exhibition C170dare 0014dcpoMap014 Exhibition C170dare 0015dcpoMap015 Exhibition C170dare 0016dcpoMap016 Exhibition C170dare 0017dcpoMap017 Exhibition C170dare 0018dcpoMap018 Exhibition

*Planning and Environment Act 1987***DAREBIN PLANNING SCHEME****AMENDMENT C170dare****INSTR CTION SHEET**

The planning authority for this amendment is the City of Darebin.

The Darebin Planning Scheme is amended as follows:

**Planning Scheme Maps**

The Planning Scheme Maps are amended by a total of 18 attached map sheets.

1. Amend Planning Scheme Map Nos. 1DCPO, 2DCPO, 3DCPO, 4DCPO, 5DCPO, 6DCPO, 7DCPO, 8DCPO, 9DCPO, 10DCPO, 11DCPO, 12DCPO, 13DCPO, 14DCPO, 15DCPO, 16DCPO, 17DCPO, 18 DCPO in the manner shown on the 18 attached maps marked Darebin Planning Scheme, Amendment C70 .

**Planning Scheme Ordinance**

The Planning Scheme Ordinance is amended as follows:

2. In **Local Planning Policy Framework** replace Clause 21.02 with a new Clause 21.02 in the form of the attached document.
3. In **Overlays** Clause 45.06, insert a new Schedule 2 in the form of the attached document.
4. In **Operational Provisions** Clause 72.04, replace the Schedule with a new Schedule in the form of the attached document

End of document

## DAREBIN PLANNING SCHEME

**21.02**31/08/2017  
GC42**ENVIRONMENT**

This Clause provides local content to support Clause 11.03 (Open Space), Clause 12 (Environmental and Landscape Values), Clause 13 (Environmental Risks), Clause 14 (Natural Resource Management) and Clause 15 (Built Environment and Heritage) of the State Planning Policy Framework.

**21.02-1**15/10/2015  
C138**Strategic Environment Framework**

'The environment' encompasses all the circumstances, objects or conditions that surround us as we live, work and recreate – from the climate, soil, water and other living things to open spaces, buildings, and urban streetscapes. In land use planning, 'natural' and 'built' environments are generally distinguished separately as they are in the objectives. However, they are interconnected in how they interface and collectively contribute to the experience of life in Darebin. Council supports an approach to natural and built environments that:

- Protects and enhances natural environmental assets, in particular creek and habitat corridors, and manages visual and physical impacts from land use and development in a way that does not preclude accessibility and, where appropriate, the physical and visual integration between urban and natural environments.
- Promotes urban environments and open spaces designed for liveability and environmental sustainability, and making a positive contribution to the health and wellbeing of Darebin residents, workers and visitors.
- Recognises and protects areas and sites of natural, cultural and built heritage value.

Objectives and strategies for these are set out in the clauses below.

**21.02-2**31/08/2017  
GG42Proposed C170dare**Natural Environment****Overview**

Areas of natural environmental significance in Darebin include native grasslands at Central Creek Reservoir and Cherry Street Macleod; two major creek systems (Merri and Darebin); significant remnant vegetation (River Red Gums at Mount Cooper and Bundoora Park); and native habitat forest (Gresswell Forest and Hill, and La Trobe Wildlife Sanctuary) which also support significant native animal species.

The Merri and Darebin Creeks, Gresswell Habitat Link and Hurstbridge Rail Reserve provide a cohesive network of natural spaces and corridors. Appropriate landscape and water management on land adjoining this network can contribute to the protection of these habitats. Additionally, areas around Darebin and Merri Creeks that are popular for recreation, cycling and walking require planning to ensure they are safe spaces to access.

Refer to the Strategic Framework Plan at Clause 21.01-6 showing areas of natural environment significance.

**Key Issues**

- Protection of remnant natural areas in Darebin from the impacts of development.
- Pressure for redevelopment of residential creek-side lots.
- Impact of industrial development on creek-side environs with regard to location of storage areas, car parking and design of the built form.
- Maintaining long term protection of remnant native vegetation in estates such as Springthorpe in Macleod and Mt. Cooper and Lancaster Gate in Bundoora.
- Impacts of land use activities on local and regional waterways through substances released into the stormwater system, run-off from roads, and litter.



**DAREBIN PLANNING SCHEME**

- Maintaining a cohesive network of linked natural spaces and corridors to provide havens and corridors for wildlife and enhance water quality in the creeks.
- Balancing the need for preserving a natural landscape feel with the need for passive surveillance at interfaces between natural and built environments.

**Objective 1 – Protect and Enhance**

To protect, maintain and enhance Darebin’s natural environment including the major creek systems.

**Strategies**

- Ensure that remnant vegetation is identified and conserved.
- Ensure that places and areas of natural heritage significance are conserved and enhanced.
- Encourage the use of indigenous vegetation and planting on private and public land to increase biodiversity.
- Manage landscapes in ways that contribute to the creation of a more ecologically sustainable natural environment.
- Ensure development of urban areas maintains or improves river and wetland health, waterway protection and flood plain health through appropriate stormwater and overland flow management and integrated water management planning of precincts.
- Provide for a consistent and coordinated planning approach to protect, maintain and enhance the natural, landscape, cultural and built character of the Darebin and Merri Creek environs.

**Objective 2 – Interfaces**

To achieve a balance between the protection of the natural environment and the safety and surveillance objectives of recreational users of public open space.

**Strategies**

- Ensure that land use and development is compatible and appropriately integrated with areas of natural heritage and environmental significance.
- Ensure that development adjacent to the Darebin and Merri Creeks retains and enhances each creek’s unique contribution to the community and wider ecology.
- Balance the need to ensure the aesthetic impact of development adjacent to creeks is sensitive to existing creek environs, view lines and landscape works with the need to provide passive surveillance over creek-side environs, particularly around access points to public land and along pedestrian and cycling pathways.
- Consider fencing strategies for development adjacent to parks and reserves, which ensures fencing not only defines the transition from public to private realm but promotes good surveillance.
- Ensure development of private land adjoining the perimeter of Bundoora Park is designed and orientated to provide frontage to the park and avoid high fencing and expanses of wall at the park interface. Development should provide visual and physical connections to the park (via active frontages with appropriate land uses at ground level, pedestrian paths and links, and windows, terraces/balconies orientated to overlook the park) wherever possible.

**Implementation**

The strategies in relation to natural environment will be implemented through the planning scheme as follows:

## DAREBIN PLANNING SCHEME

**Policy Guidelines**

Apply Clause 22.03 Darebin Creek – Adjacent Land Design and Development in considering applications for development or subdivision of land adjacent to Darebin Creek.

**Application of Zones and Overlays**

- Apply the Public Conservation and Resource Zone over the Gresswell Habitat Link, Gresswell Forest Nature Conservation Reserve and Central Creek Grasslands.
- Apply Vegetation Protection Overlays to provide for the long term preservation of significant vegetation on the Mount Cooper, Springthorpe and Lancaster Gate Estates and the former Kingsbury Centre.
- Apply Environmental Significance Overlays to protect remnant vegetation sites and other areas of identified environmental significance.
- Apply Design and Development Overlays over private and public land adjacent to the Darebin and Merri Creeks to manage the impact of development on and provide appropriate interfaces with creek-side areas.
- Apply the Urban Floodway Zone and Land Subject to Inundation Overlay provisions as appropriate around waterways to minimise flood-related soil erosion, sedimentation and silting and to protect water quality.

**Further Strategic Work**

- Review the application of the Urban Floodway Zone along parts of the Merri, Darebin and Edgars Creeks.
- Review the Environmental Significance Overlays along Darebin Creek and Merri Creek to ensure that the boundary of each overlay covers areas where development is likely to have an impact on the creek environs.
- Review the Darebin Creek Design and Development Guidelines (2000) to inform preparation of a Design and Development Overlay for land adjacent to Darebin Creek.
- Review the Development Guidelines for Merri Creek (Merri Creek Management Committee, 2004) to inform preparation of a Design and Development Overlay for land adjacent to Merri Creek.
- Include an integrated water management plan and ecological improvement initiatives for Darebin Creek in the formulation of the Northland Structure Plan.

**Reference Documents**

Bundoora Park Master Plan 2012

Central Creek Grassland 5 Year Management Plan 2011-2016

Darebin Creek, Design and Development Guidelines, City of Darebin, 2000

Darebin Litter Plan 2011-2013

Darebin Open Space Strategy, 2007-2017 (2008)

[Darebin Development Contributions Plan 2019, June 2020](#)

Development Guidelines for Merri Creek, Merri Creek Management Committee, 2004

Lower Darebin Creek Concept Plan, Parks Victoria/Melbourne Water, 1996

Merri Creek and Environs Strategy 2009-2014, Merri Creek Management Committee, 2009

Springthorpe Conservation Plan, February 2001

Springthorpe Tree Conservation Plans

## DAREBIN PLANNING SCHEME

Watershed: Towards a Water Sensitive Darebin, Darebin City Council Whole of Water Cycle Management Strategy 2015-2025

Watershed: Towards a Water Sensitive Darebin, Implementation Plan 2015-2025

**21.02-3**

31/08/2017  
GC42

**Built Environment****Overview**

The design and quality of the built environment, including buildings, public spaces, infrastructure and streetscapes plays an important role in enhancing civic pride, liveability and social connectedness, and provides opportunities for creating a more sustainable city.

Good urban design acknowledges the collective impact of development both within and beyond the boundaries of individual sites and enables positive outcomes for the public realm that enhance people's wellbeing and experience of the built environment.

Darebin City Council is committed to environmental sustainability and actively encourages sustainably-designed buildings that reduce energy consumption and water use, encourage recycling and sustainable transport and that use recycled and sustainable materials.

**Key Issues**

- Achieving high-quality design in development across a variety of urban environments, including activity centres and industrial/employment precincts.
- Impacts of large-scale development on streetscape amenity and pedestrian experience, and increased reliance on the public realm in providing visual appeal and amenity.
- How design might improve the interface and interaction of new developments with the public realm (including parks and open spaces).
- Incorporating Environmentally Sustainable Design (ESD) principles in the design and development of built environments and strengthening requirements at planning permit stage.
- Striking a balance between the understandable need for businesses to advertise and community expectations for an environment devoid of unattractive visual clutter.

**Objective 1 – Urban Design Excellence**

To ensure development in Darebin exhibits good urban design and provides distinctive, attractive and engaging places in which to reside, visit or work.

**Strategies**

- Encourage high quality design and buildings that respond to characteristics of the locality.
- Develop and implement detailed design guidelines for areas where substantial housing change and growth is encouraged.
- Ensure that important public views and vistas, where identified in a strategy or guideline adopted by Council, are recognised, protected and enhanced.
- Apply urban design principles when developing structure plans, land use strategies, and urban design guidelines.
- Promote land use and development in activity centres, strategic corridors and strategic development precincts in accordance with adopted Structure Plans, precinct plans or strategies.
- Ensure development in activity centres, strategic corridors and strategic development precincts:
  - is responsive to its environment with a high quality appearance
  - promotes an urban scale and character that is appropriate to the role and function of the activity centre or strategic corridor precinct

## DAREBIN PLANNING SCHEME

- encourages consolidation of commercial areas along strategic corridors to create strong, vibrant hubs to serve the local community
- manages negative off-site impacts and interface issues with surrounding sensitive land uses
- promotes visual and physical improvements to the public realm
- encourages a safe and accessible environment for pedestrians, cyclists, public transport users and motorists.
- Ensure that development in industrial and commercial areas:
  - achieves a high standard of building design and provides for suitable landscaping and treatments to improve the visual character, function and layout of such areas
  - minimises the impact of traffic, noise and emissions from industrial land uses on the amenity of surrounding residential areas
  - reduces and minimises conflict between industrial and non-industrial land uses.
- Encourage streetscape upgrades and street tree planting, particularly in areas where Substantial Housing Change is envisaged.
- Collect development contributions from private development for streetscape upgrades.
- Undertake streetscape upgrades to Edwardes Street, Broadway and other streets in Reservoir Activity Centre.

**Objective 2 – Safe Urban Environments**

To promote safety through well-designed and well-maintained urban environments.

**Strategies**

- Encourage designs that incorporate elements that promote safety, such as clear sightlines, safe movement, passive surveillance, good connections, good access, mixed use and activities that promote public use.
- Ensure that public spaces, access routes and areas in the vicinity are attractive, safe, uncluttered and work effectively for all.
- Ensure new retail and/or mixed use development incorporates verandahs over footpaths where appropriate.
- Ensure that buildings at ground level provide active frontages and a high level of pedestrian amenity.
- Encourage day and evening activity in activity centres, other precincts and key development.
- Consider the above strategies in assessments and when developing strategies and urban design guidelines.

**Objective 3 – Environmentally Sustainable Design**

To promote and facilitate development that incorporates best practice environmentally sustainable design and promotes sustainable living and business practices.

**Strategies**

- Encourage the adaptive reuse of buildings to reduce the amount of waste going to landfill.
- Encourage the design of new and retrofitted buildings and public spaces to incorporate high standards of energy efficient design, water sensitive urban design, sustainable transportation, waste reduction and protection of biodiversity.
- Promote the integration of land use and sustainable transport (walking, cycling and public transport) in accordance with the strategies in Clause 21.05-1.



## DAREBIN PLANNING SCHEME

- Encourage best practice industrial and commercial development to minimise amenity impacts and achieve long term environmental sustainability.
- Require the preparation of Sustainable Design Assessments and Sustainability Management Plans for residential and non-residential development as part of the planning permit approval process.

**Objective 4 - Signage**

To ensure signage is integrated into development and streetscapes.

**Strategies**

- Minimise visual clutter and prevent the proliferation of signs, particularly along major gateways, road reservations, commercial/retail areas and industrial estates.
- Ensure that outdoor signage presents a coordinated and high quality image.
- Ensure outdoor signage is located on the land to which it relates.
- Encourage simple, clear, consistent and non-repetitive advertising that is displayed in appropriate locations and planned as an overall signage package for a site.
- Ensure outdoor advertising is appropriate with regard to the architectural design of buildings on which signs are displayed.
- Incorporate outdoor advertising into the design of new buildings and major renovations and ensure signage is planned for at the beginning rather than at the end of development.

**Implementation**

The strategies in relation to built environment will be implemented through the planning scheme as follows:

**Policy Guidelines**

- Apply Clause 22.01 Junction Framework Plan in considering applications for use and development in the Junction Strategic Development Precinct.
- Apply Clause 22.04 Industrial and Commercial Activity in considering applications for use and development in the Industrial 1, Industrial 3 and Commercial 2 Zones.
- Apply Clause 22.05 High Street Corridor Land Use and Urban Design in considering applications for use and development in the High Street corridor.
- Apply Clause 22.06 in considering applications for Residential or Mixed Use Development in a Residential Growth Zone, Mixed Use Zone, Commercial Zone, Priority Development Zone and, where considered relevant, General Residential Zone.
- Apply Clause 22.08 Northcote Activity Centre in considering applications for use and development in the Northcote Activity Centre.
- Apply Clause 22.09 Preston Central (Incremental Change) in considering applications development in residential precincts of the Preston Activity Centre.
- Apply Clause 22.12 Environmentally Sustainable Development in considering applications for residential and non-residential development.

**Application of Zones and Overlays**

- Apply the Activity Centre Zone to activity centres, incorporating urban design frameworks and guidelines.
- Apply the Design and Development Overlay to ensure that key public views and vistas are protected and enhanced.

## DAREBIN PLANNING SCHEME

- Apply the Design and Development Overlay to sites and precincts to achieve specific desired built form outcomes, design principles and treatment of interfaces (as required by structure plans, strategies, or site studies).
- Apply Design and Development Overlays along strategic corridors to achieve high quality development in accordance with relevant urban design frameworks.
- Apply the Development Plan Overlay to strategic redevelopment sites and precincts.

**Further Strategic Work**

- Develop an Environmentally Sustainable Development Strategy that will:
  - establish a framework to coordinate the various environmental policies of Council and provide strategic directions for energy efficiency, waste management and integrated water management
  - set design guidelines for achieving sustainable development that minimises energy and water consumption and encourages reuse of water and waste; and
  - provide the basis for other planning measures such as overlays for achieving sustainable development at both site and precinct scale.
- Prepare and implement Urban Design Frameworks and guidelines for development in:
  - Northland Activity Centre
  - Reservoir Activity Centre
  - Fairfield Village and Miller-on-Gilbert Neighbourhood Centres
  - Heidelberg Road Corridor
  - The Junction – South Preston and Oakover Village Strategic Redevelopment Precincts.
- Review the *Preston Structure Plan 2006 (as amended)* and *Northcote Structure Plan (2007)* to ensure the strategic directions in these plans address contemporary issues and reflect the broader strategic vision for municipal growth and change.
- Review the *High Street Urban Design Framework (2005)* and implement Design and Development Overlay controls for intermodal areas of High Street.
- Review the *Bell Street Corridor Strategy(2006)* and implement Design and Development Overlay controls to encourage high quality development along the Bell Street Corridor.
- Identify important public views and vistas in the municipality.
- Explore opportunities to incorporate public art elements in high profile developments.
- Identify and support the delivery of streetscape upgrades in Substantial Housing Change areas.

**Reference Documents**

Bell Street Corridor Strategy, Hansen Partnership, 2006

Climate Change and Peak Oil Adaptation Plan, 2009

Community Climate Change Action Plan 2009-2020

Community Health and Wellbeing Plan 2009-2013

Darebin Community Safety Strategy 2012-2016

Darebin Housing Strategy 2013 (revised 2015)

Darebin Waste and Litter Strategy 2015-2025

Green Streets Strategy 2013

High Street Urban Design Framework and High Street Study Precinct Guidelines, 2005

## DAREBIN PLANNING SCHEME

Northcote Activity Centre Structure Plan, 2007, and Medium and Low Change Residential Areas Precinct Guidelines, 2008

Northland Residential Neighbourhood Precinct Structure Plan, 2014

Plenty Road Integrated Land Use and Transport Study, 2013

Preston Central Structure Plan 2006 (as amended) and Urban Design Framework and Guidelines, 2006

Reservoir Structure Plan, 2012

Residential Built Form Guidelines, 2014

Safer Design Guidelines for Victoria, 2005

Urban Design Charter for Victoria, 2010

Urban Design Framework 2015 St Georges Road and Plenty Road Corridors

Watershed: Towards a Water Sensitive Darebin, Darebin City Council Whole of Water Cycle Management Strategy 2015-2025

Watershed: Towards a Water Sensitive Darebin, Implementation Plan 2015-2025

**21.02-4**

15/10/2015  
C138

**Heritage****Overview**

Darebin municipality's rich and diverse natural heritage and history of human settlement, from pre-contact inhabitation, through European colonisation to the modern era, has created a heritage fabric characterised by many layers and types of significance.

The extensive stock of older buildings can provide opportunities for redevelopment that demonstrate principles of cultural and ecological sustainability, possibly through adaptive reuse, urban design and architectural excellence. Some heritage places have the potential to increase and enhance local and regional tourism opportunities.

**Key Issues**

- Providing a balance between conservation needs and capacity for new infill development within heritage precincts to deliver a good design outcome.
- Balancing diversity of experience and conservation of biodiversity values around natural heritage assets.

**Objective 1 – Heritage Places and Areas**

To ensure that places and areas of cultural and natural heritage significance are conserved and enhanced.

**Strategies**

- Encourage the retention of any significant original fabric in development proposals.
- Discourage demolition or relocation of locally significant heritage buildings.
- Encourage appropriate use of heritage places in keeping with heritage significance.
- Identify and protect sites of identified Aboriginal cultural heritage significance.
- Identify and protect sites of natural heritage significance.

**Objective 2 – Development and Heritage**

To promote sympathetic infill and redevelopment of heritage places and areas.

## DAREBIN PLANNING SCHEME

**Strategies**

- Ensure development within heritage areas is sympathetic with the heritage character of the area.
- Ensure that redevelopment of heritage buildings and areas is visually compatible with existing forms.
- Promote innovative responses that makes a positive contribution to the heritage places and areas.
- Facilitate designs that are sensitive to heritage and urban character.
- Require conservation management plans for key sites prior to approval and commencement of works.

**Implementation**

The strategies in relation to heritage will be implemented through the planning scheme as follows:

**Application of Zones and Overlays**

- Apply the Heritage Overlay to places of local, regional, State or national heritage significance.
- Apply the Environmental Significance Overlay to places of natural heritage significance and culturally significant landscapes, trees and/or vegetation.

**Further Strategic Work**

- Review the Darebin Heritage Strategy, which should include the development of design guidelines on demolition and redevelopment of heritage places, and provide the strategic basis for development of a local policy to guide decision making.
- Prepare a Natural Heritage Study to identify sites of natural heritage significance and form strategies for ongoing conservation and management.

**Reference Documents:**

City of Darebin Heritage Study: Volume 3, Key Findings & Recommendations, 2008

City of Darebin Heritage Study: Volume 4a, Preston Central Heritage Assessment, Key Findings and Recommendations, 2008

City of Darebin Heritage Study, Volume 4b, Preston Central Heritage Place Citations, 2008

Darebin Heritage Review Volumes 1, 2, & 3, 2002

Darebin Housing Strategy 2013 (revised 2015)

City of Darebin Citations for Individually Significant Buildings, 1996

**21.02-5 Open Space**

04/06/2017  
C437 Proposed C170dare

**Overview**

Access to and enjoyment of open space is a key contributor to quality of life and local amenity. Council aims to improve the quality of open space and encourage the use and development of waterways and linkages. Priorities for managing open space are guided by the Darebin Open Space Strategy 2007-2017, which identifies and categorises open spaces by state down to local role, and the range of functions each space should fulfil.

**Key Issues**

- Darebin is a developed municipality with limited opportunities for creating additional open space. Existing open space is highly valued by the community.



## DAREBIN PLANNING SCHEME

- Provision of sufficient open space, particularly in higher density living precincts where there is higher reliance on for communal facilities for outdoor activities and recreation.

**Objective**

To provide a safe, accessible and high quality open space network that is equitably distributed across the municipality.

**Strategies**

- Encourage opportunities for public and communal open spaces adjacent to the creek environs.
- Protect and enhance existing open spaces where possible.
- Encourage linear open space linkages along waterways including pedestrian and bicycle access.
- Include provision for acquisition and improvement of open space in Development Contributions Plans.
- Consider opportunities for ‘greening’ in areas of higher density development, including alternative to traditional ground level landscaping e.g. green roofs and walls.

**Implementation**

The strategies will be implemented through the planning scheme as follows:

**Application of Zones and Overlays**

- Apply the Public Park and Recreation Zone to all municipal reserves.
- Apply the Public Conservation and Resource Zone to undeveloped municipal reserves which contain significant levels of indigenous vegetation or high biodiversity values.
- Apply the Heritage Overlay to open space of recognised cultural and social heritage value.

**Further Strategic Work**

- Review and rezone public open space in accordance with relevant strategies.
- Review the Environmental Significance Overlays along Darebin Creek and Merri Creek to ensure that the boundary of each overlay covers areas where development is likely to have an impact on the creek environs.
- Undertake an assessment of the heritage significance of the City’s older reserves as a basis for conservation planning and management, including Oldis Gardens, Johnson Park, LW Williams Reserve, JS Grey Reserve, Adam Reserve, Batman Park, Penders Park and AG Davis Reserve.

**Reference Documents**

Bundoora Park Precinct Master Plan, 2012

Darebin Open Space Strategy, 2007-2017 (2008)

[Darebin Development Contributions Plan 2019, June 2020](#)

Leisure Strategy 2010-2020

Playspace Strategy 2010-2020

21.02-6

31/08/2017  
GC42

**Environmental Risk****Overview**

Environmental risk in land use planning encompasses a broad range of issues, including the efficient management and protection of natural resources, dealing with contaminated land and developing resilience to impacts of climate change and peak oil.

## DAREBIN PLANNING SCHEME

**Key Issues**

- Consideration in planning strategies and permit assessments about potential environmental risks, such as land contamination, noise and air pollution, as well as the impacts of climate change including flooding, soil erosion, wildfire and heatwaves.
- Efficient management and protection of natural resources and ensuring risks of contamination, soil erosion, oil spill and industrial runoff into water bodies are considered in assessments.

**Objective**

To ensure appropriate development in areas prone to environmental risk.

**Strategies**

- Require assessment of environmental risk, and as appropriate require environmental audits be undertaken, where a sensitive use is proposed on potentially contaminated land.
- Assess risk prior to development in flood prone areas, in accordance with relevant flood management plans.

**Implementation**

The strategies in relation to environmental risk will be implemented through the planning scheme as follows:

**Application of Zones and Overlays**

- Apply the Environmental Audit Overlay to potentially contaminated land that may be used for sensitive uses in accordance with the requirements of *Ministerial Direction No.1 – Potentially Contaminated Land*.
- Apply the Special Building Overlay to land in urban areas liable to inundation by overland flows from the urban drainage system as determined by, or in consultation with, the floodplain management authority.

**Further Strategic Work**

- Compile a register of non-conforming industrial sites for which a change to a sensitive land use is likely, with a view to applying the Environmental Audit Overlay.
- Develop a local planning policy for consideration of use or development of land which has potential for contamination to ensure proposed uses and developments are suitable, and require remediation of contaminated land to a level that is compatible with the desired future uses of the site.

**Reference Documents**

Climate Change and Peak Oil Adaptation Plan, 2009

Ministerial Direction No.1 – Potentially Contaminated Land

Watershed: Towards a Water Sensitive Darebin, Darebin City Council Whole of Water Cycle Management Strategy 2015-2025

Watershed: Towards a Water Sensitive Darebin, Implementation Plan 2015-2025

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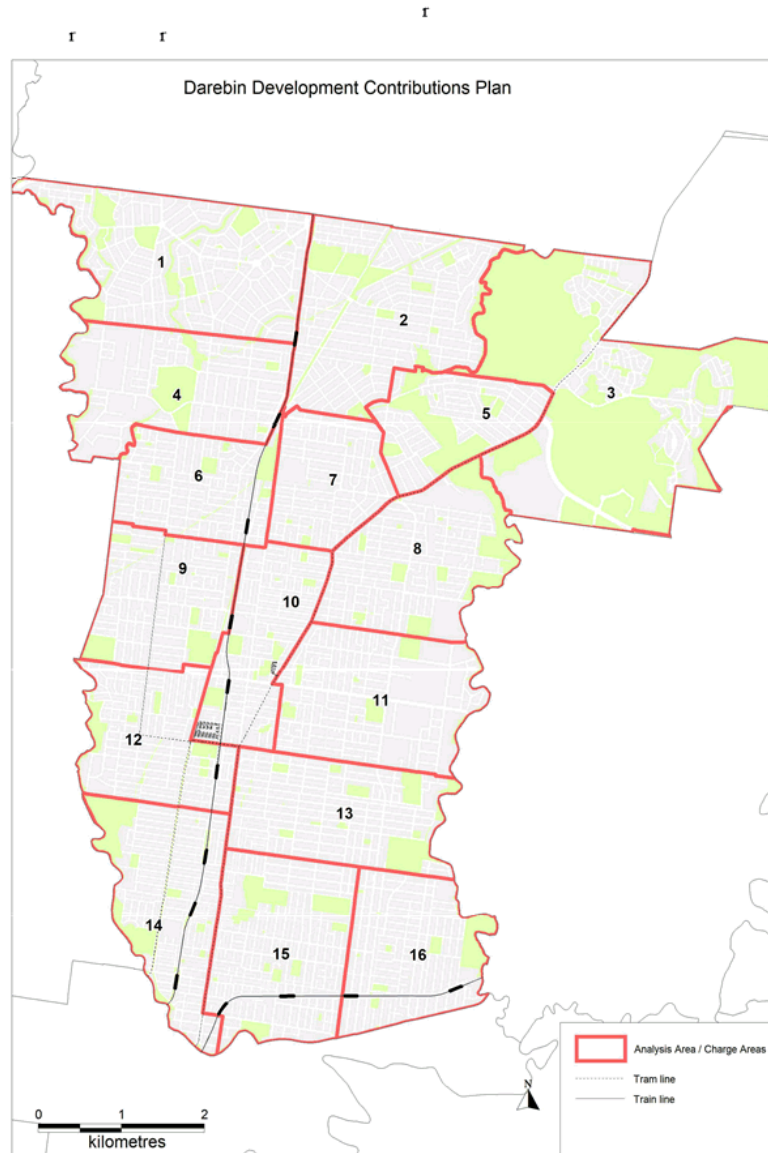
SCHEDULE 2 TO THE DEVELOPMENT CONTRIBUTION SPREAD OVERLAY

DCPO 2.

DAREBIN DEVELOPMENT CONTRIBUTION SPREAD 2019

1.0 Area covered by this development contributions plan

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2.0 Summary of costs

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Proposed  
C170dare

Facility Type and Code	Total Cost	Time of Provision	Actual Cost Contribution Attributed to Development	Proportion of Cost Attributed to Development
Community Facility CFCI	100, 2 , 1	201 -20 1	2 , 2	2
Community Facility CFDI	1,1 2,000	201 -20 1	2 2, 11	21 77
Path PADI	, 1, 1	201 -20 1	1, , 1	2 7
Road RDDI	1 , 0, 7	201 -20 1	,1 2,1	22
<i>Total</i>	<i>121, 1,231</i>		<i>29, 08,782</i>	<i>24.34</i>

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3.0 Summary of contributions

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AREA	Charge Area	Number and Name	Development Infrastructure Per Dwelling	Community Infrastructure Per Dwelling	All Infrastructure Per Dwelling
Area 01	Reservoir	Merrilands	1	0	7
Area 02	Reservoir	Cheddar	1	77	0
Area 0	Bundoora - Macleod		2 7	1	
Area 0	Reservoir	Edwardes Lake	2		
Area 0	Kingsbury		1	1	7
Area 0	Reservoir	Edwardes Lake		02	0
Area 07	Reservoir	Oakhill	0	1	1
Area 0	Reservoir	Oakhill	12	70	721
Area 0	Preston	West	11	1,172	1,2
Area 10	Preston Activity Centre		1	1,172	1,
Area 11	Preston	East	11	1,1 2	1, 01
Area 12	Thornbury	West -Preston West	2 2	1,172	1, 2
Area 1	Thornbury	East	2 7	1,0 2	1, 2
Area 1	Northcote	West	1	1,1 0	1, 2
Area 1	Northcote	East	20	1,1 0	1,
Area 1	Fairfield-Alphington			1,1 0	1,22

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AREA			L E V I E S P A Y A B L E B Y O - R E S I D E N T I A L D E V E L O P M E N T			
Charge Area	Number	Name	Retail Per Square Metre of Floorspace	Commercial Per Square Metre of Floorspace	Industrial Per Square Metre of Floorspace	
Area 01	Reservoir	Merrilands	0	00	0	00
Area 02	Reservoir	Cheddar			1	0
Area 0	Bundoora -	Macleod	11	0	2	0
Area 0	Reservoir	Edwardes Lake	0	11	0	17
Area 0	Kingsbury				1	2
Area 0	Reservoir	Edwardes Lake	0	2	0	2
Area 07	Reservoir	Oakhill	0	00	0	00
Area 0	Reservoir	Oakhill	0	17	0	2
Area 0	Preston	West	1	2	2	2
Area 10	Preston	Activity Centre	7		1	
Area 11	Preston	East			1	0
Area 12	Thornbury	West -Preston West				0
Area 1	Thornbury	East	10	2	2	2
Area 1	Northcote	West			1	
Area 1	Northcote	East	7	2	2	
Area 1	Fairfield-Alphington		1	1	0	1

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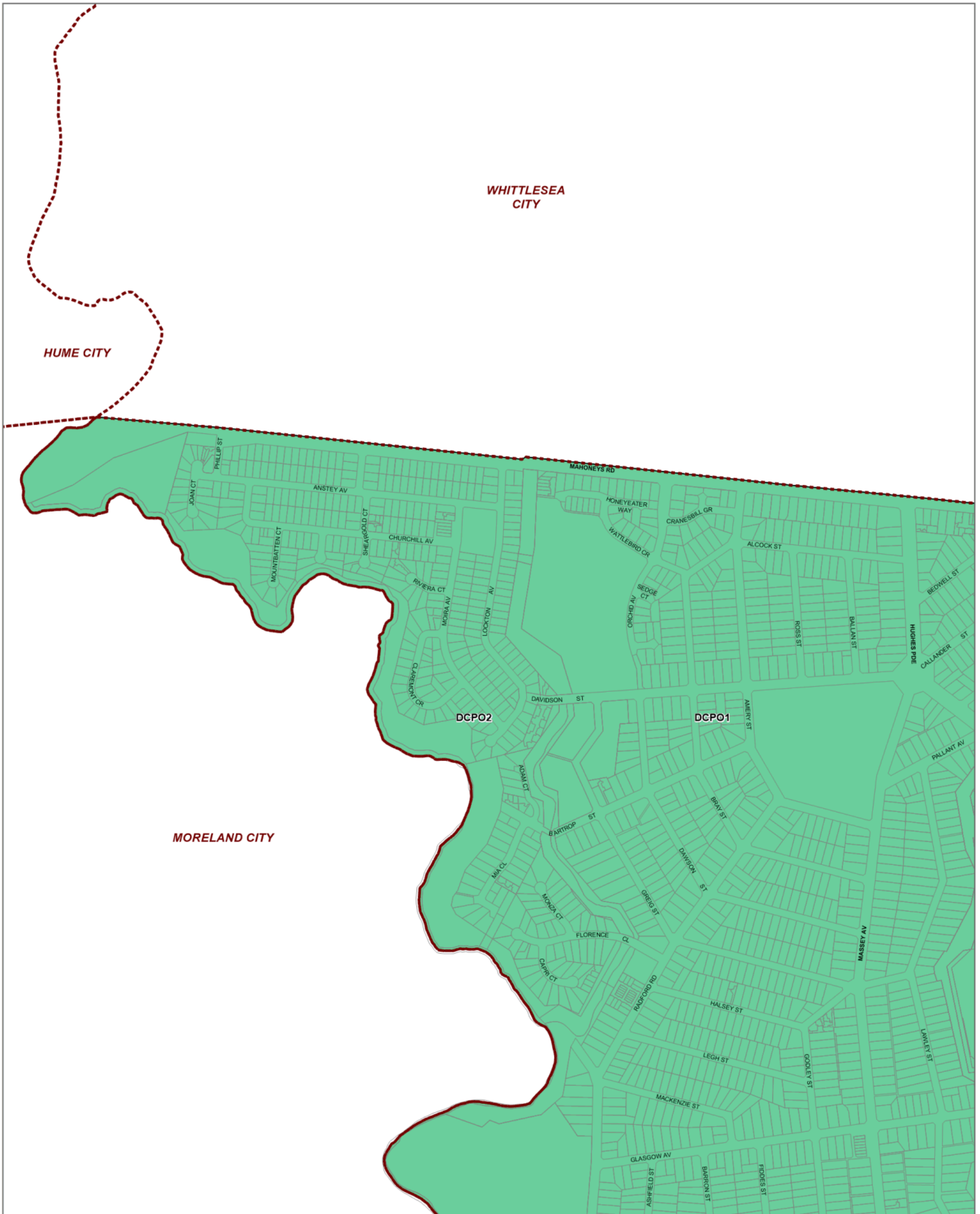
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## DAREBIN PLANNING SCHEME

31/07/2018  
VC148**SCHEDULE TO CLAUSE 72.04 DOCUMENTS INCORPORATED IN THIS PLANNING SCHEME****1.0 Incorporated documents**44/05/2020  
G487dareProposed C170dare

Name of document	Introduced by:
Assessment of Trees for VPO Update in Mount Cooper, Bundoora 3 December 2009	C105
Assessment of Trees for VPO Update in Springthorpe Estate, Macleod 16 May 2010	C105
Biosciences Research Centre Incorporated Document, June 2008	C94
Chandler Highway Upgrade Incorporated Document, March 2016 (Amended December 2017)	GC80
City of Darebin Development Contributions Plan, June 2004 (Revised 2015)	C148
City of Darebin Heritage Study Incorporated Plan – Permit Exemptions (2011)	C108(Part 1)
Concept Plan and Building Envelope Plan, Northland Plan No 3, September 2000	C21
Darebin Development Contributions Plan 2019, June 2020	C170dare
High Street, Reservoir Level Crossing Removal Project Incorporated Document, March 2018	GC86
Hurstbridge Rail Line Upgrade 2017 Incorporated Document, January 2017	GC60
Incorporated Document - Preston Residential Heritage Precincts Permit Exemptions, February 2008	C68
Lancaster Gate Tree Protection Layout Plan – Stages 3 and 4 – 1 September 2003	C51
Lancaster Gate Tree Protection Plan – Stages 1 and 2 – 1 September 2003	C51
Preston Central Incorporated Plan March 2007 (as amended 2014)	C135
Preston Market Incorporated Plan March 2007	C67
Vegetation Survey – Former Kingsbury Centre Site, Bundoora - Map 2	C5

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**AMENDMENT C170dare**



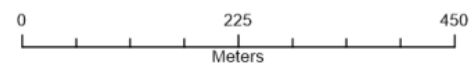
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- DCPO1 - Development Contributions Plan Overlay - Schedule 1
- DCPO2 - Development Contributions Plan Overlay - Schedule 2

Municipal Boundary

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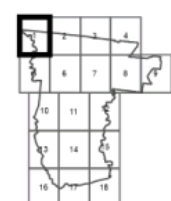


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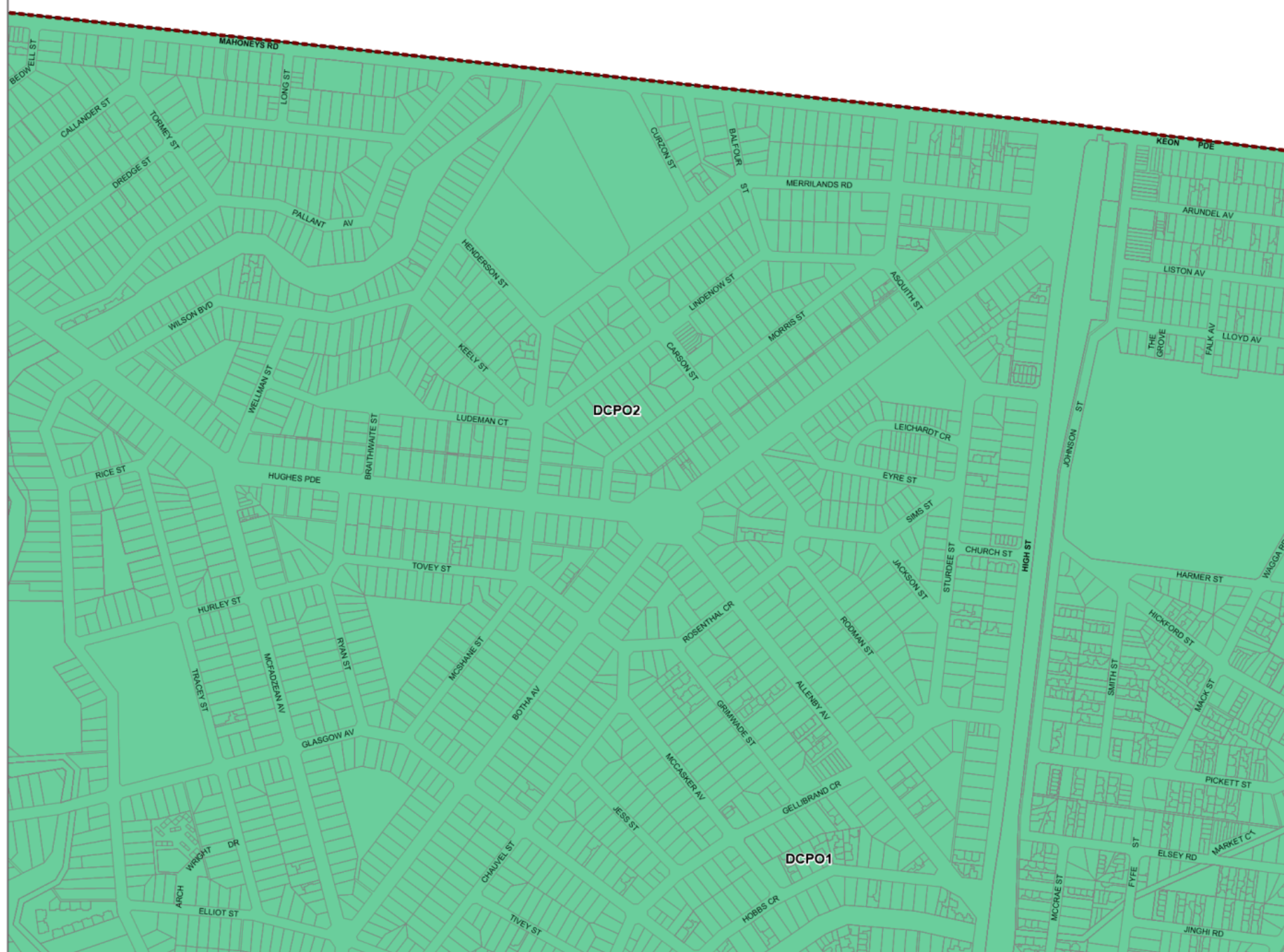
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WHITTLESEA  
CITY



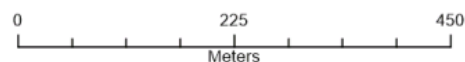
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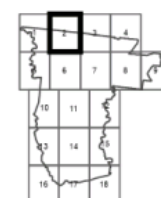


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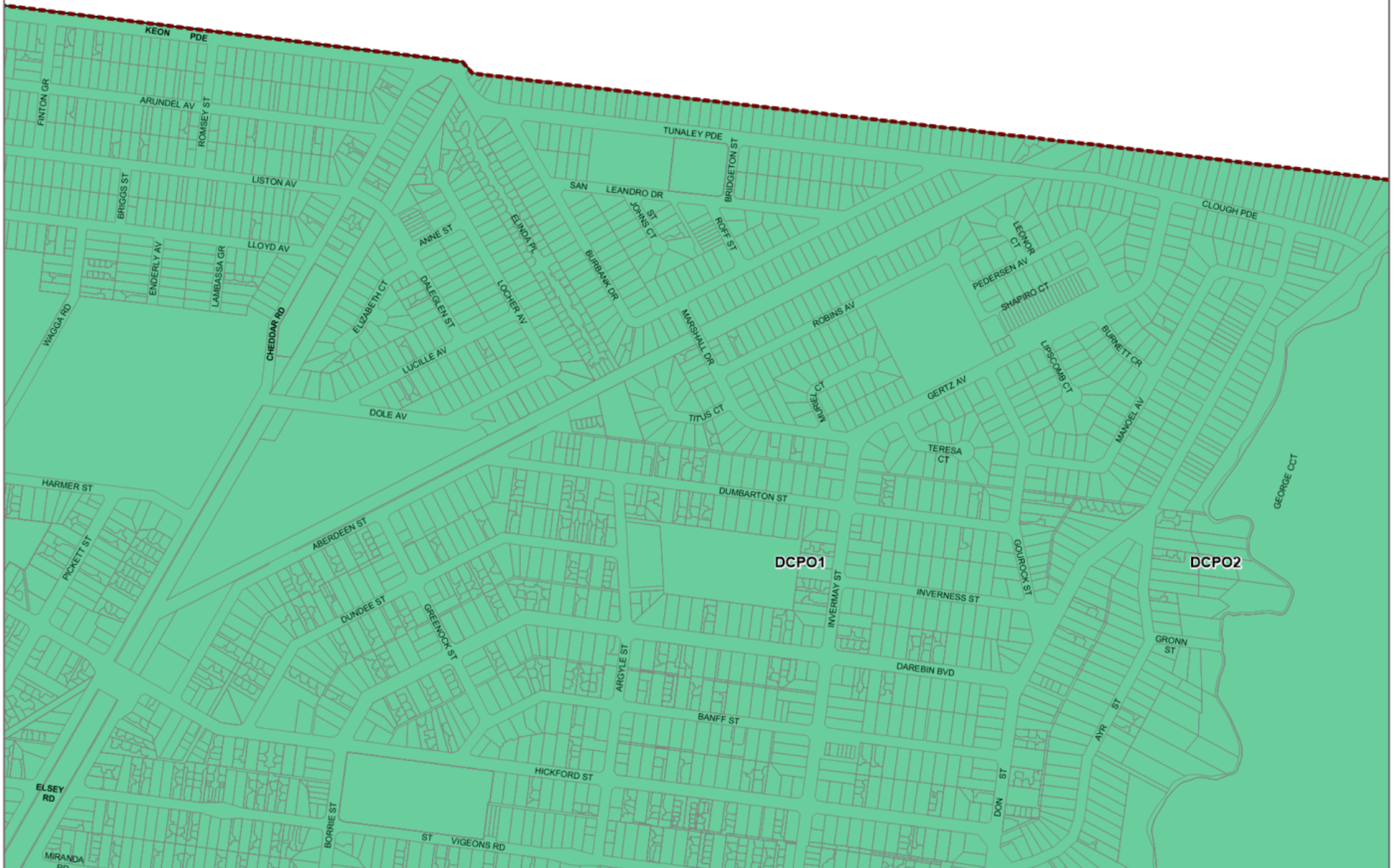
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DAREBIN PLANNING SCHEME - LOCAL PROVISION  
**AMENDMENT C170dare**

**WHITTLESEA  
 CITY**



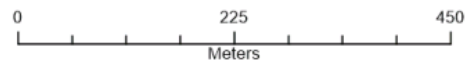
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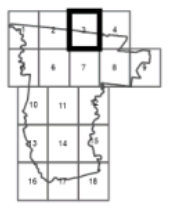


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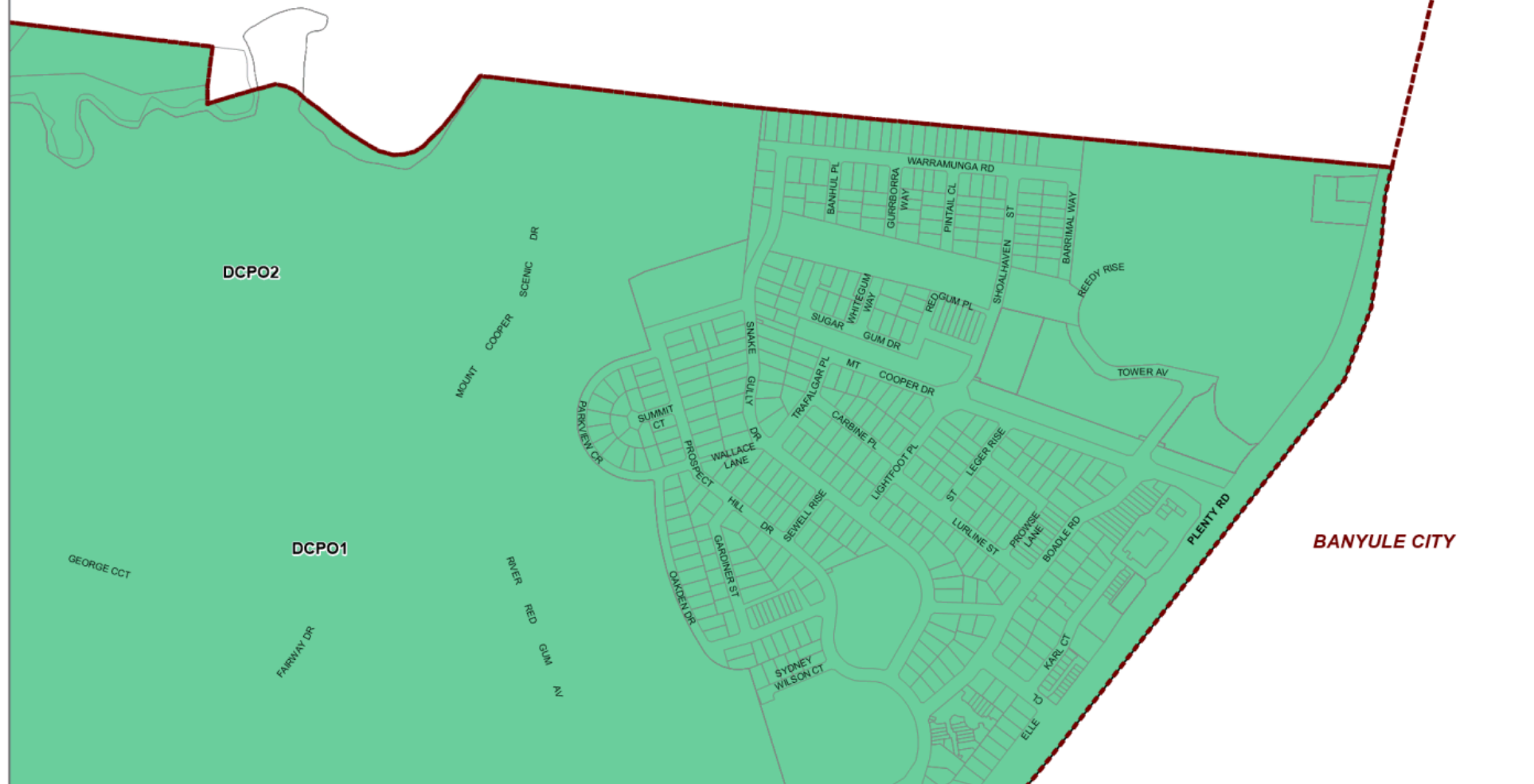
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WHITTLESEA  
CITY



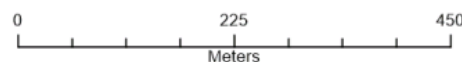
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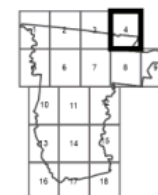


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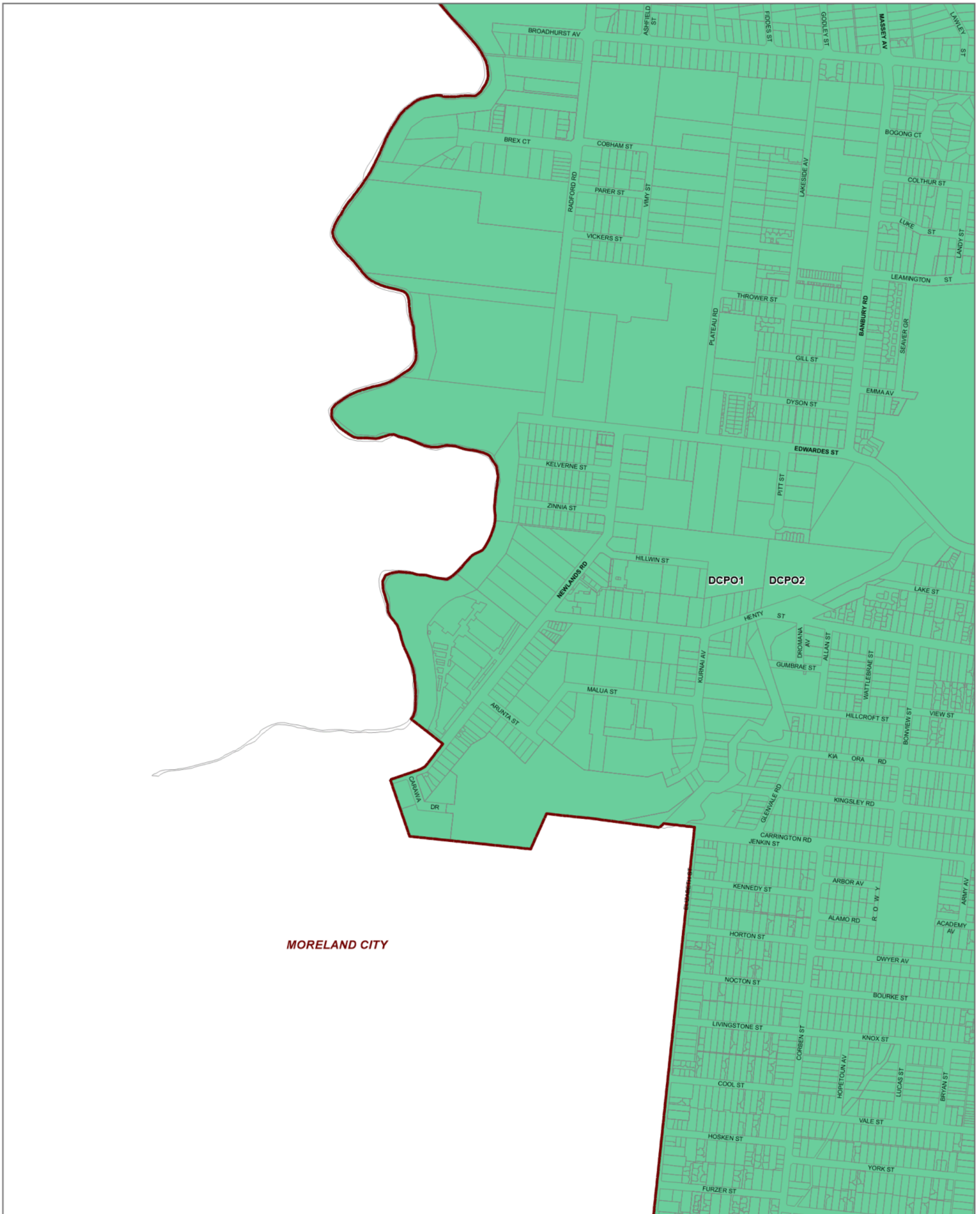


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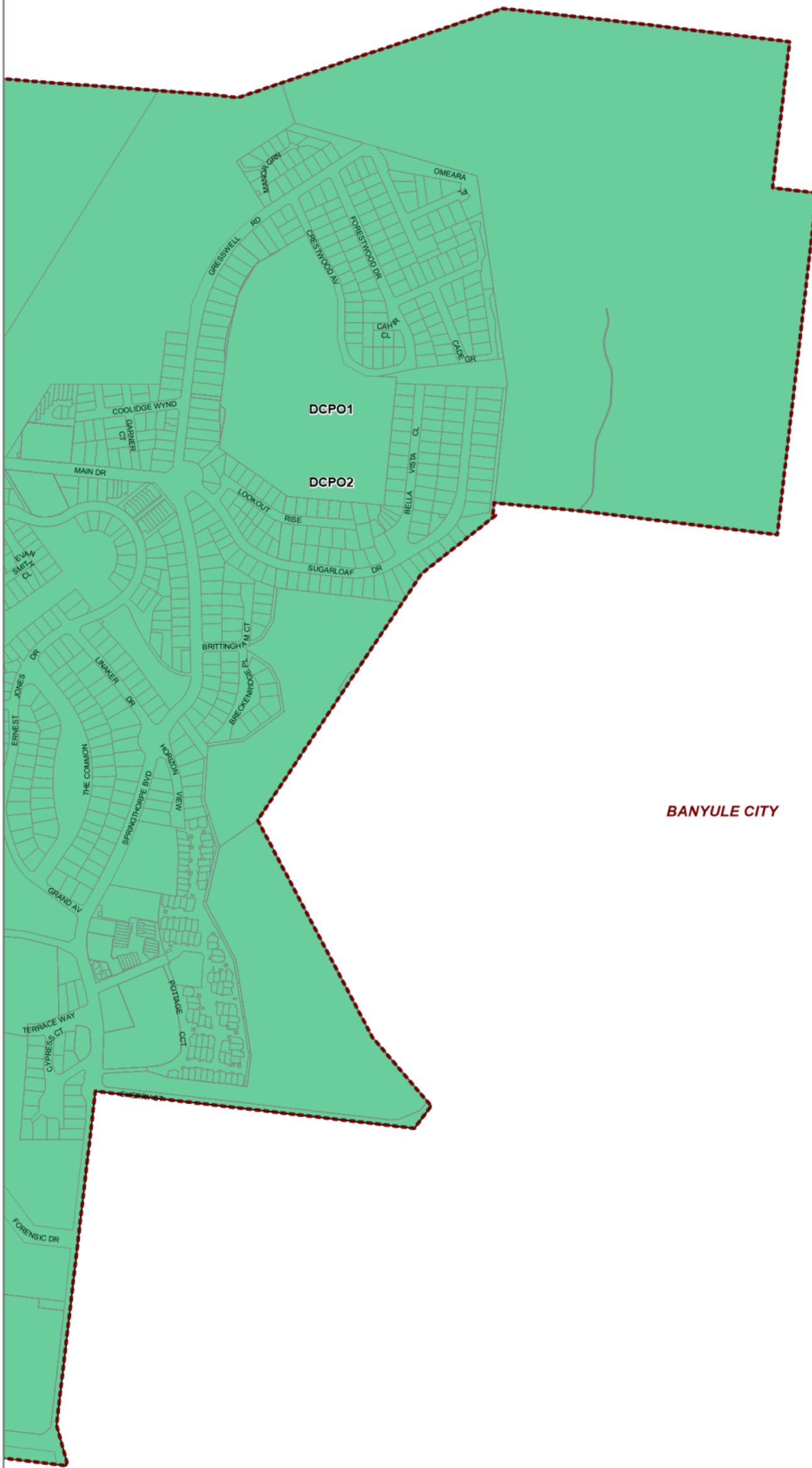


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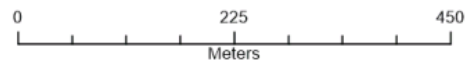
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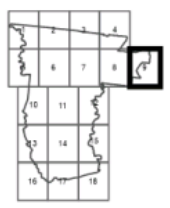


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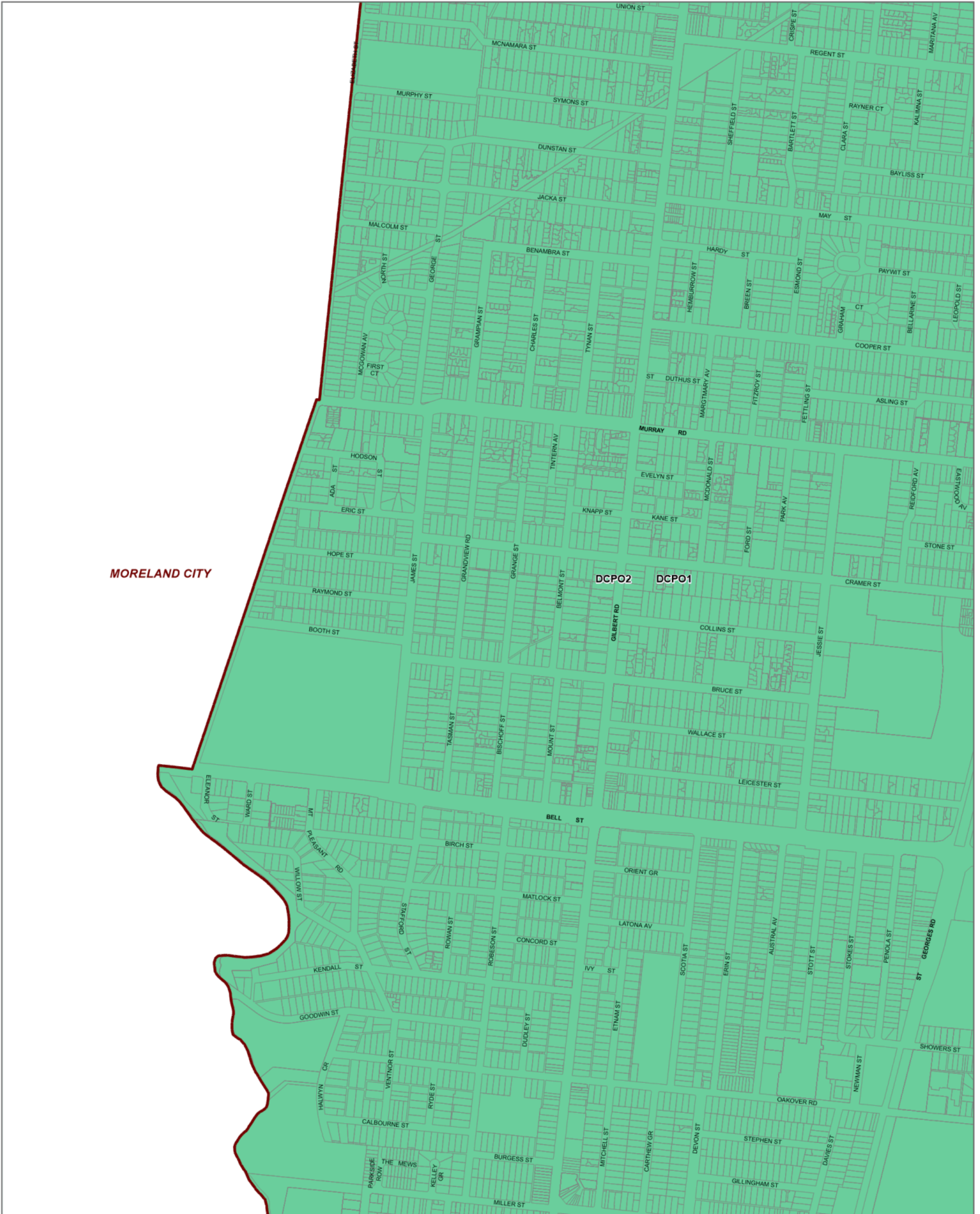
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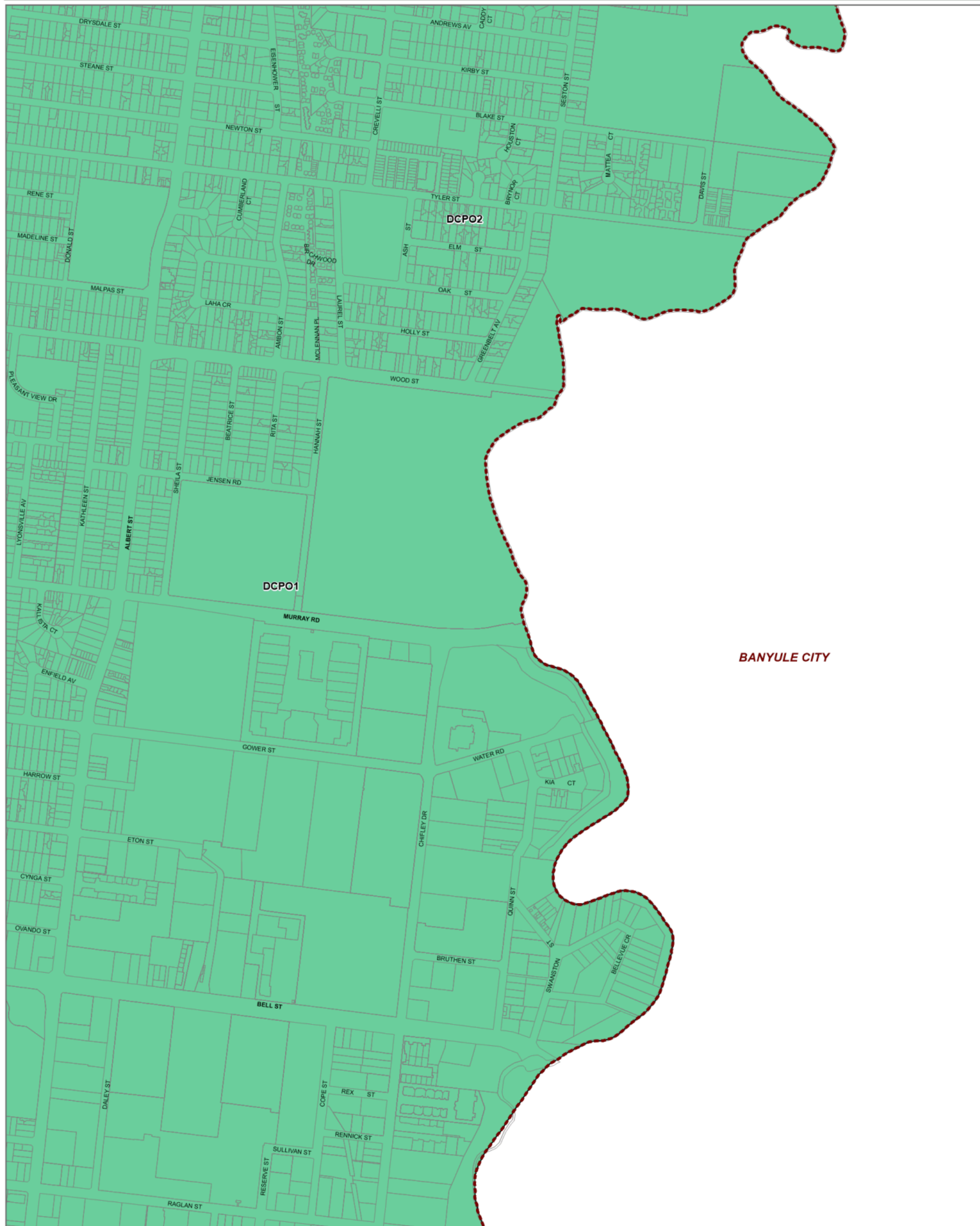
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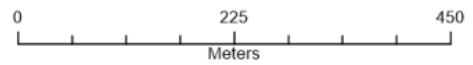


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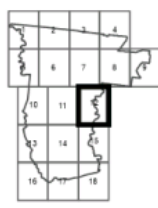
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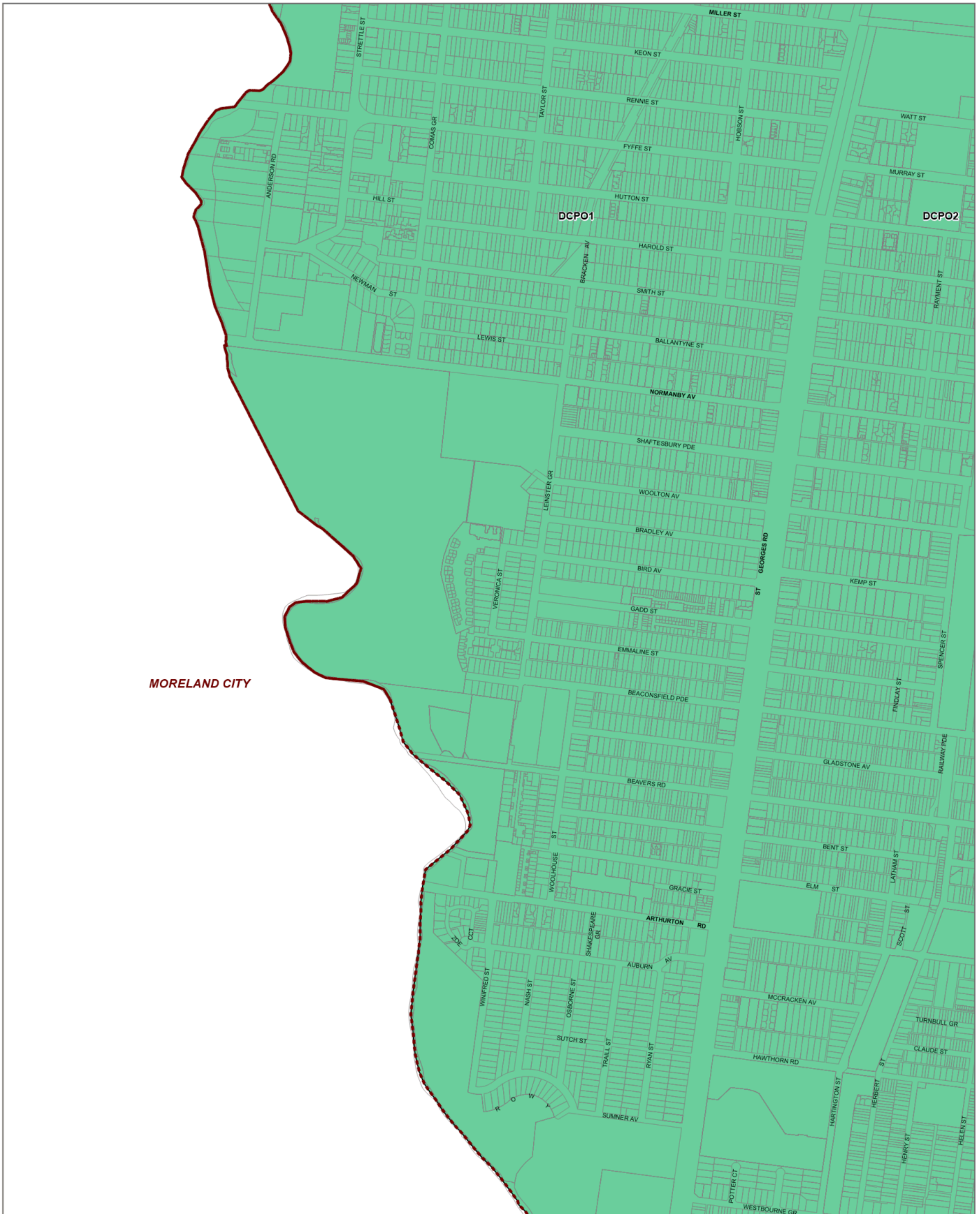
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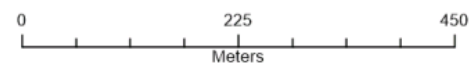
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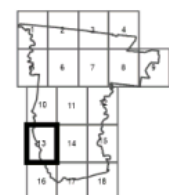


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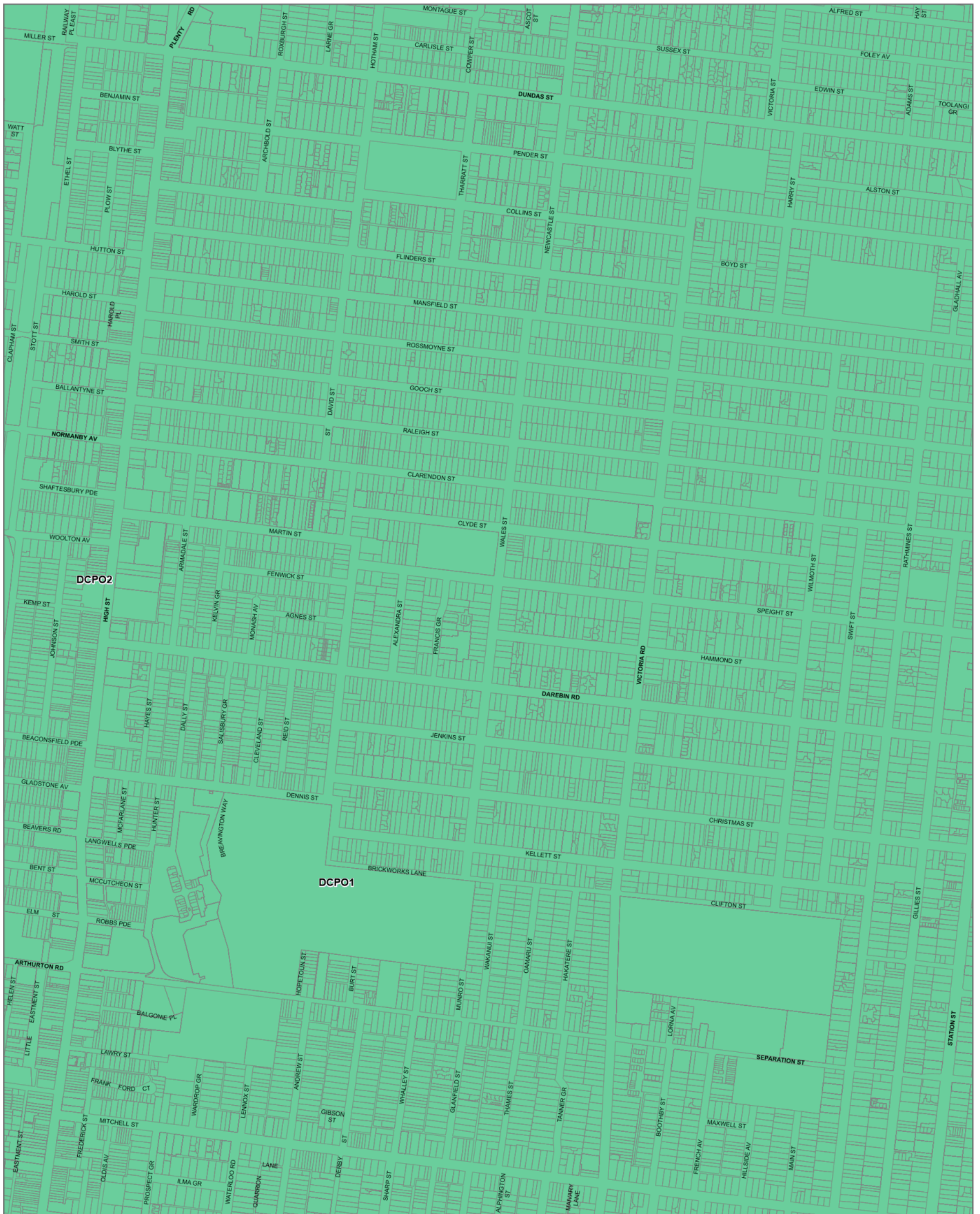
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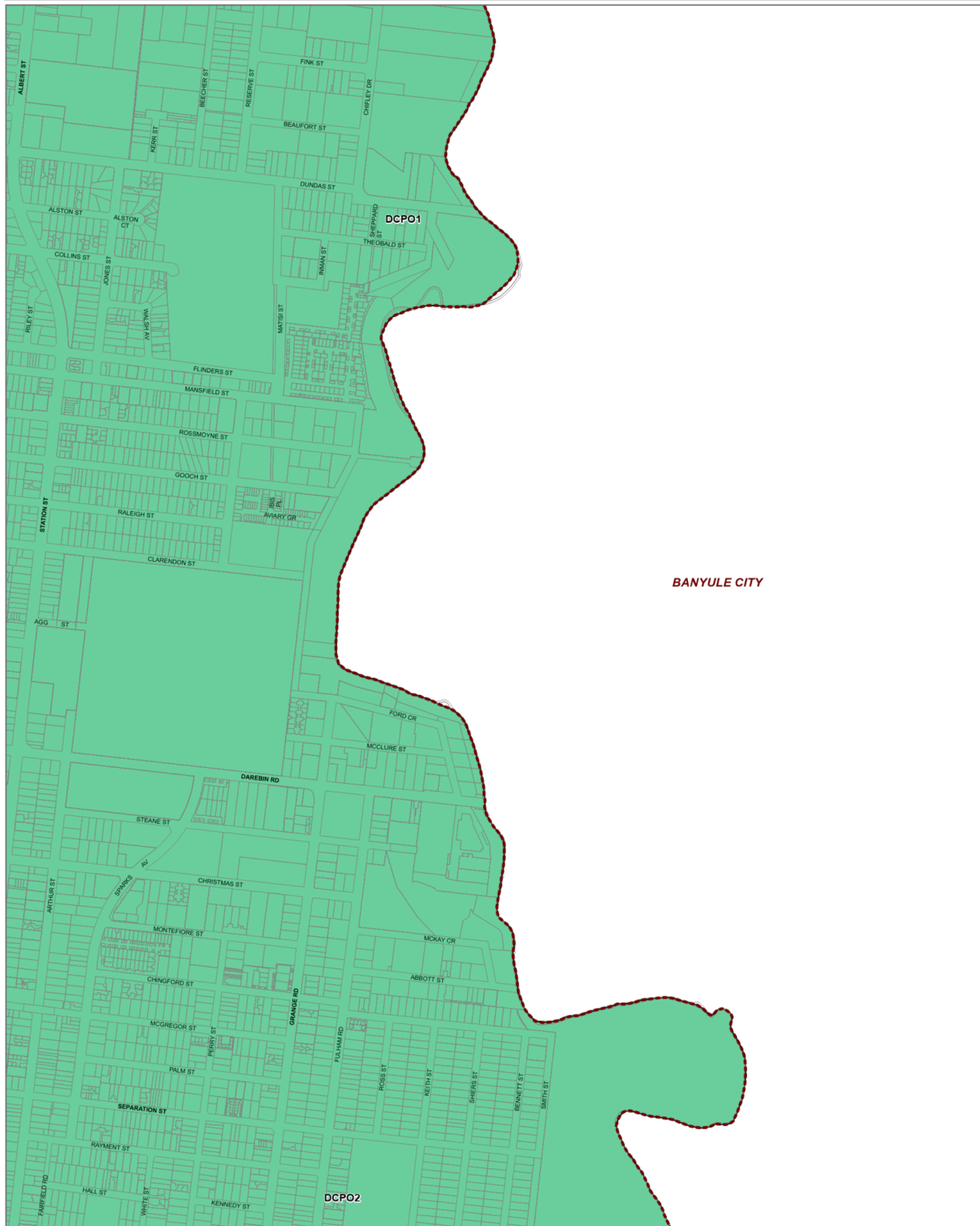
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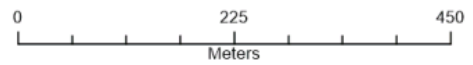


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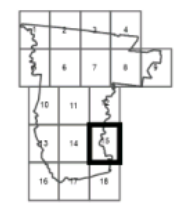


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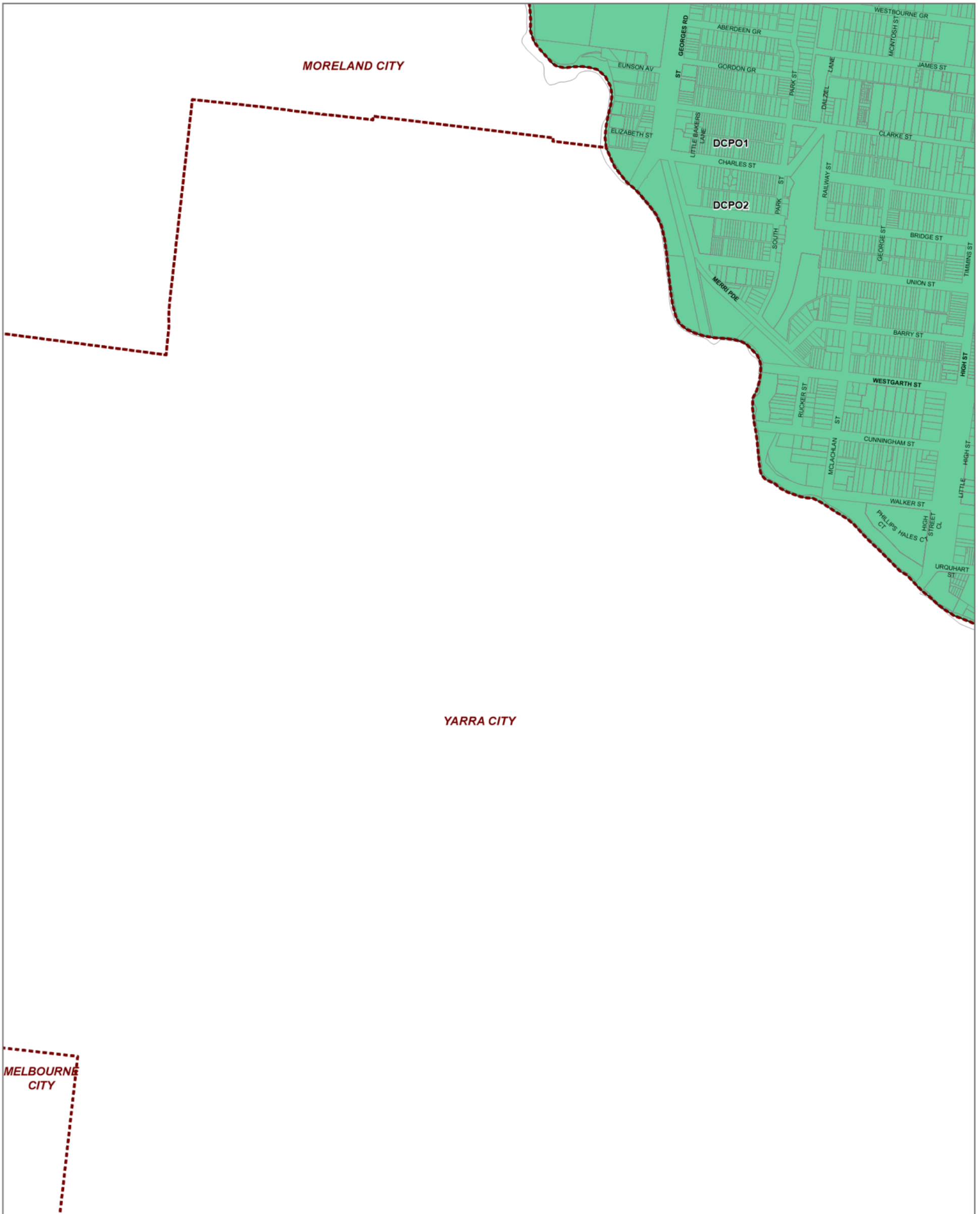


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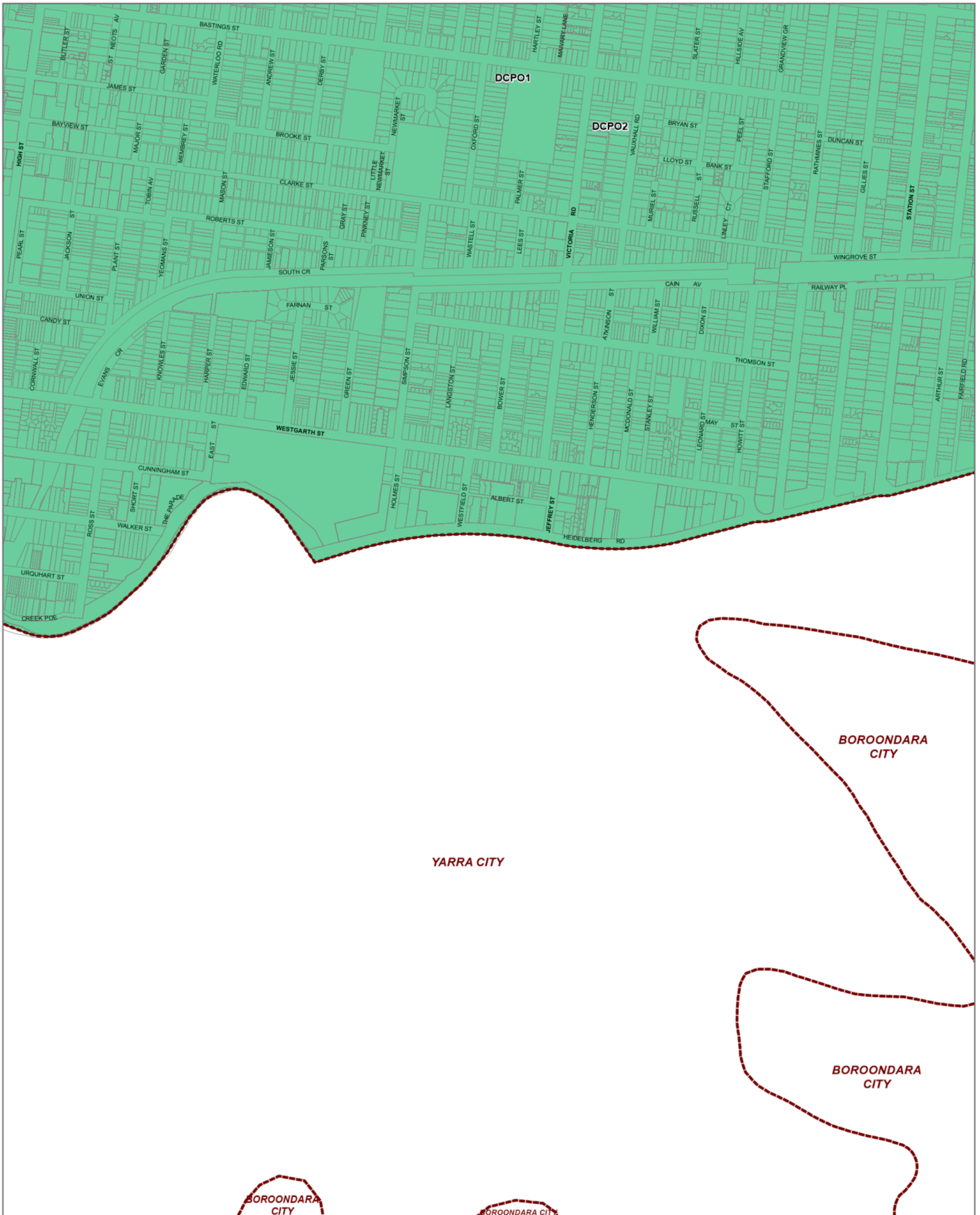
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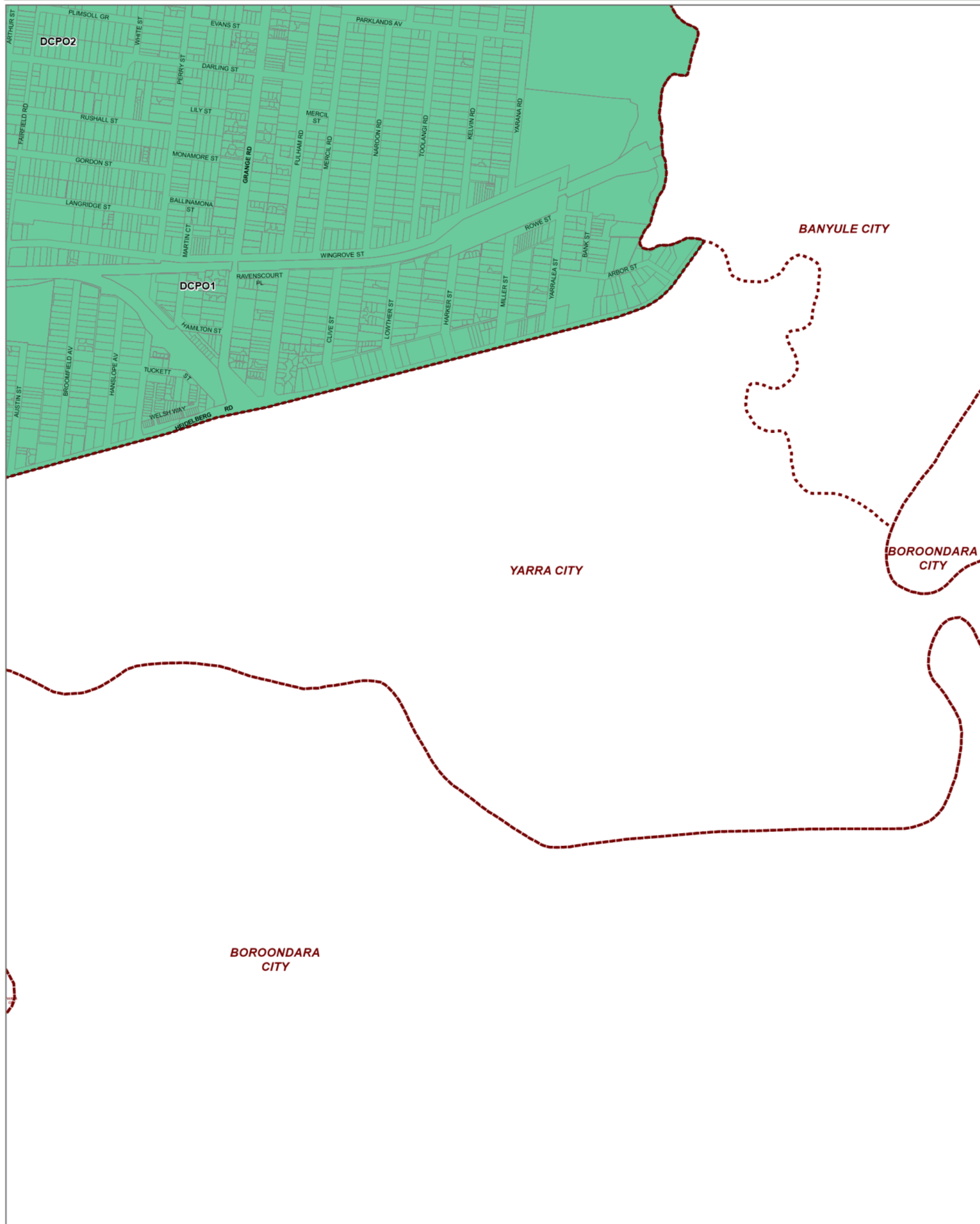
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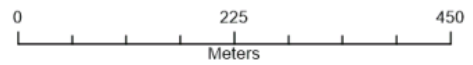
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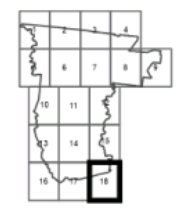
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**7.6 INTENTION TO DECLARE A SPECIAL CHARGE - SOLAR SAVER RESIDENTIAL (BATCH 4)**

**Author:** Residential Program Officer  
Coordinator Solar Saver

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

---

**PURPOSE**

To recommend that Council give notice of its intent to declare a Special Charge for the second batch of the residential Solar Saver program for the 2020-21 financial year (fourth batch for this round).

**EXECUTIVE SUMMARY**

The Solar Saver program is a key action of Council's Climate Emergency Plan.

The proposed Special Charge scheme relates to the 2020-21 program. The Declaration of this Special Charge will be considered by Council in August, after the public advertising period has closed.

The 13 households included in this batch have received and accepted quotes for their properties. The installations for this batch would add a total of **62.37kW** of solar capacity in Darebin. In line with Council's planned focus in 2020-21 (as included in the draft budget), these are all residential and low-income households.

The proposed Special Charge scheme totals **\$78,218.90 (Special Charge Amount** - see also Appendices A and B) (The gross amount is \$115,334.89 which includes GST and the Pre Small-Scale Technology Certificate [STC] claim).

Council will pay upfront for installation and supply of the solar power systems as listed in **Appendix C**. Council will be repaid these costs, also detailed in Appendix C. Around 30% to 40% of this cost is returned to Council when works are invoiced and the STC credits generated by the solar systems are applied. The balance is repaid by beneficiaries of the Special Charge Scheme over 10 years.

All participants are expected to be eligible for state government rebates and this is expected to reduce the upfront cost to Council and Special Charges to be raised. Officers estimate that the total upfront cost will be reduced by approximately \$22,075.21 after rebates are confirmed.

No interest is charged to ratepayers on Special Charge repayments. Annual repayments are more than offset by participants' savings on their energy bills, and therefore the program provides financial and environmental benefits to participants from the outset.

**Recommendation****That Council:**

- (1) Council hereby gives notice of its intention to declare a Special Charge in accordance with section 163 of the *Local Government Act 1989 (Act)* as follows:
  - (a) Council declares a Special Charge for the period commencing on the day on which Council issues a notice levying payment of the special rate and concluding on the tenth anniversary of that day.
  - (b) We declare this Special Charge for the purpose of defraying any expense incurred by Council in relation to the provision of solar energy systems on residential properties participating in the Solar Saver scheme, which:
    - i. Council considers is or will be a special benefit to those persons or organisations required to pay the Special Charge (and who are described in succeeding parts of this resolution); and
    - ii. Arises out of Council's functions of advocating and promoting proposals which are in the best interests of the community and ensuring the peace, order and good government of Council's municipal district.
  - (c) The total:
    - i. Cost of performing the function described in paragraph 1(b) of this resolution is \$78,218.90; and
    - ii. Amount for the Special Charge to be levied is \$78,218.90, or such other amount as is lawfully levied as a consequence of this resolution
  - (d) We declare the Special Charge in relation to all rateable land described in the table included as Appendix B to this report, in the amount specified in the table as applying to each piece of rateable land.
  - (e) Ownership of any land described in paragraph 1(d) of this resolution is the basis of the Special Charge.
  - (f) The Special Charge will be assessed and levied as follows:
    - i. Each Special Charge is calculated by reference to the size of the solar energy system being installed and the particular costs of installation at each property participating in the Solar Saver scheme, in respect of which an Owner Agreement has been executed, totalling \$78,218.90, being the total cost of the scheme to Council;
    - ii. The Special Charge will be levied each year for a period of 10 years.
  - (g) Having regard to the preceding paragraphs of this resolution and subject to section 166(1) of the Act, it is recorded that the owners of the land described in paragraph 1(d) of this resolution will, subject to a further resolution of Council, pay the Special Charge in the amount set out in paragraph 1(f) of this resolution in the following manner:
    - i. Payment annually by a lump sum on or before one month following the issue by Council of a notice levying payment under section 163(4) of the Act; or
    - ii. Payment annually by four instalments to be paid by the dates which are fixed by Council in a notice levying payment under section 163(4) of the Act.

- (2) Council considers that there will be a special benefit to the persons or organisations required to pay the Special Charge because there will be a benefit to those persons or organisations that is over and above, or greater than, the benefit that is available to persons or organisations who are not subject to the proposed Special Charge, as a result of the expenditure proposed by the Special Charge, in that the properties will have the benefit of a solar energy system being installed.
  - (3) For the purposes of having determined the total amount of the Special Charge to be levied:
    - (a) Council considers and formally records that only those rateable properties included in the Solar Saver scheme as proposed will derive a special benefit from the imposition of the Special Charge, and there are no community benefits to be paid by Council; and
    - (b) Formally determines for the purposes of section 163(2) (a), (2A) and (2B) of the Act that the estimated proportion of the total benefits of the Special Charge to which the performance of the function or the exercise of the power relates (including all special benefits and community benefits) that will accrue as special benefits to the persons who are liable to pay the Special Charge is 100%.
  - (4) Council will give public notice in The Age newspaper of Council's intention to declare, at its ordinary meeting to be held on 17 August 2020, the Special Charge in the form set out above.
  - (5) Council will send separate letters, enclosing a copy of: this resolution; Appendix B to this report; and the public notice referred to in Paragraph 4 of this resolution, to the owners of the properties included in the scheme, advising of Council's intention to levy the Special Charge, the amount for which the property owner will be liable, the basis of calculation of the Special Charge, and notification that submissions and/or objections in relation to the proposal will be considered by Council in accordance with sections 163A, 163B and 223 of the Act.
  - (6) Council will convene a meeting of the Hearing of Submissions Committee, at a date and time to be fixed, to hear any persons or organisations who, in their written submissions made under section 223 of the Act, advise that they wish to appear in person, or to be represented by a person specified in the submission, at a meeting in support of their submission.
  - (7) Council authorises the Manager Climate Emergency and Sustainable Transport to carry out any and all other administrative procedures necessary to enable Council to carry out its functions under sections 163A, 163(1A), (1B) and (1C), 163B and 223 of the Act.
- 

## BACKGROUND / KEY INFORMATION

In the Council Plan 2017-2021 and the Climate Emergency Plan, Council committed to working with the community to expand the amount of solar PV in Darebin from 18,000 kW to 36,000 kW.

Key aspects of the Solar Saver Rates Program includes:

- The Solar Saver Rates program is currently offered to low income residential rate payers for solar systems up to 10kW.
- Council undertakes procurement of good value solar systems and installation with 10 year warranties.



- Solar saver rates program participants register interest, receive quotes and the property owner signs an Owner Agreement (see **Appendix D**)
- Council declares a Special Charge and pays the upfront cost of the solar system and installation for participants when the solar systems are installed.
- Solar Saver participants pay the Special Charge over a 10 year period to reimburse council's upfront payment – which is more than offset by their energy bill savings.
- As detailed below Council has resolved that interest is not charged to residential participants and that the program will be funded through Council's existing cash reserves.

Over 1,500 households have participated in previous Darebin Council Solar programs.

#### Launch of Solar Saver Bulk Buy stream

Council has recently launched its new Solar Saver Bulk Buy program to help residents and businesses that are not low income. Officers have started offering this to residents that have previously registered interest in the Solar Saver Program. Promotion will continue and broaden over the next few months

At time of writing this report, a relatively high proportion of households contacted have joined the Bulk Buy stream given the short amount of time elapsed (23 out of 102 within one week of notification).

#### **Previous Council Resolution**

At the **13 August 2018** meeting it was resolved that Council:

*Offers the Darebin Solar Saver Program to all residential properties, with no interest charged as part of the special charge scheme for the contract period.*

*Authorises inclusion in the Darebin Solar Saver Program of non-residential properties up to 30kW in size, with no interest charged as part of the special charge scheme for the contract period.*

*Awards the appointment of Solargain, Enviro Group and Energy Matters as supply panel membership of contract number CT201842 for the supply and installation of Solar PV Systems for the Darebin Solar Saver Program for Supply Panel 1 - residential and small, non-residential installations: 1.5-10kW systems. The contract terms are to commence on 20 August 2018 and conclude on 30 June 2021 with a contract sum of \$16,134,030 GST inclusive.*

*Awards the appointment of Solargain, Enviro Group and Energy Matters as supply panel membership of contract number CT201842 for the supply and installation of Solar PV Systems for the Darebin Solar Saver Program for Supply Panel 2 - non-residential installations: 10-30kW systems. The contract terms are to commence on 20 August 2018 and conclude on 30 June 2021 with a total contract sum of \$1,980,000 GST inclusive.*

*Approves the award of Stage 1 of implementation for Supply Panel 1 – residential and small non-residential Solar PV Systems to Solargain to deliver the supply and installation of solar PV systems between 1 January 2019 and 30 June 2019 with a total contract sum of \$2,406,030 GST inclusive.*

*Authorises the Chief Executive to finalise and execute the supply panel membership contracts on behalf of Darebin Council, and Stage 1 of implementation for Supply Panel 1 - Residential and Small, non-residential Solar PV systems.*

At the Council meeting on **16 December 2019** Council appointed EnviroGroup as the provider for this round of the residential program:

- 9) [Council] Awards Contract CT2019140A for the supply and installation of solar PV Systems for the Darebin Solar Saver Residential Program (Second Installation Period) with a contract sum of \$5,830,000 including GST to The Environment Shop Pty Ltd as the trustee for Environment Futures Trust, trading as EnviroGroup for the period 1 January 2020 to 30 June 2021, with the possibility of extension to September 30 2021.

## COMMUNICATIONS AND ENGAGEMENT

### Consultation

All participants have received a site assessment and quotation to participate in the program.

### Communications

Households on Council's waiting list were contacted directly. No broad promotional activity was undertaken given that there were still many people on the waiting list. In the future the program may be advertised on the Council website, through Darebin News, newsletters and through networks, as required, to gain more participants.

COVID-19 safety measures are being communicated to households who are currently progressing through the installation process.

## ANALYSIS

### Alignment to Council Plan / Council policy

Goal 1 - A sustainable city

Climate Emergency Plan

### Environmental Sustainability Considerations

#### Climate Emergency

This project is a key action in the *Darebin Climate Emergency Plan 2017*. The current Special Charge batch is expected to install 62.37kW across 13 installations, with an estimated equivalent annual greenhouse gas saving of 91.8 tCO<sub>2</sub>-e.

### Equity, Inclusion and Wellbeing Considerations

This batch is made up entirely of low-income households. All are expected to be eligible for the Solar Homes rebate from the Victorian Government.

### Cultural Considerations

Households who need interpreters or other communication support are assisted to participate.

### Economic Development Considerations

The program is designed so that participants will save more money on their energy bills than they will be paying back to Council, so that they are financially better off from the outset.

## Financial and Resource Implications

Should the proposed Special Charge scheme proceed, Council would pay up to **\$115,334.89** (including GST and pre STC claim), for the supply and installation of the solar PV systems on the properties in **Appendix B**.

Council will pay upfront for installation and supply of the solar power systems as listed in Appendix C. Council will be repaid these costs, also as detailed in Appendix C. Around 30% to 40% of this cost is returned to Council when works are invoiced and the STC credits generated by the solar systems are applied. The balance is repaid by beneficiaries of the Special Charge Scheme over 10 years. All participants are also expected to be eligible for state government rebates and this is expected to reduce the upfront cost to Council and Special Charges to be raised. Officers estimate that the total upfront cost will be reduced by approximately \$22,075.21 after rebates are confirmed.

The rebate adjustments will be made after council's decision and when rebates for all participants are confirmed.

In accordance with their respective Owner Agreements Property owners will pay for the cost of the solar energy system (less any approved Solar Homes rebates), listed in confidential **Appendix C** (and subject to adjustments as above), by equal instalments apportioned over a 10-year period, commencing from January 2021.

Council is expected to receive approximately **\$5,600** in Special Charge repayments annually for this scheme over the 10-year period (after rebates have been deducted). Some participants may pay the total amount in the first year. The Special Charge scheme is effectively an interest free loan to these participants.

Payments to Council by property owners for works via Special Charge schemes are GST exempt. Should a property be sold during the 10-year period in which the Special Charge scheme applies, the amount outstanding on the Special Charge scheme at the time of sale will be paid in full.

The administrative, contract management, community engagement and communications and compliance costs associated with administration of the Solar Saver program is provided for within the draft 2020-2021 budget. The installation and supply of these solar systems is done under contract at the contract rates as adjusted for any applicable variations.

## Legal and Risk Implications

A risk analysis has been undertaken for the program. Solar installations are electrical works and are required by law to be signed off by an authorised electrician through a certificate of electrical safety.

Random independent audits of the work will also be undertaken by Council to ensure installations comply with Council specifications. Occupational Health and Safety processes have been assessed and will be audited on site. Ten- year warranties are required on panels, inverters and installation.

A separate risk assessment has been completed in light of the recent COVID-19 outbreak, and adjustments have been made to work practices such that contact between the solar provider and households is avoided wherever possible and minimised where necessary, and in line with Victorian and Australian Government guidelines, as approved by the Darebin Council Incident Control Team for COVID-19. Council continues to monitor the outbreak and changing guidelines.

## Operational Impacts

This project is provided for within current operational arrangements.

## DISCUSSION

### This batch would be part of the 2020-21 program

It is recommended that Council give notice of its intent to declare a Special Charge.

The proposed Special Charge scheme relates to the 2020-21 program. The Declaration of this Special Charge will be considered by Council in August, after the public advertising period has closed.

### Beneficiaries have indicated support

The 13 households included in this batch have received and accepted quotes for their properties. The installations for this batch would add a total of **62.37kW** of solar capacity in Darebin. In line with Council's planned focus in 2020-21 (as included in the draft budget), these are all residential and low-income households.

See **Appendix A** for further details of the Special Charge declaration.

### COVID-19 outbreak and impacts on the Solar Saver program

A separate risk assessment has been completed in light of the recent COVID-19 outbreak, and adjustments have been made to work practices (see risk section above).

Solar Saver households and businesses who have chosen to proceed at this time are well-informed, understanding, and cooperative in assisting Council and the solar providers to manage risks carefully while conducting site assessments and installations.

## OPTIONS FOR CONSIDERATION

Officers recommend progressing to intention to declare this charge, even though Council has not yet finalised its 2020-21 budget because advertising its intention would enable Council to start consultation now, but the decision about whether to proceed would be taken after it has considered its budget. By starting consultation now, installation of solar system could occur sooner, should Council ultimately decide to proceed.

Council does not have to progress the proposed Special Charge Scheme. It could choose to defer or abandon the proposal at this stage.

## IMPLEMENTATION STRATEGY

### Details

The households included in this Special Charge batch are expected to have their solar systems installed from August to October 2020.



## Communication

A communications plan has been prepared to guide the delivery of communications relating to the changes to the Solar Saver program and the opening of the Solar Saver Bulk Buy. Planned communications are expected to be largely complete by the beginning of the pre-election period, and any further public communications will then be paused until after the election.

## Timeline

Subject to Council resolution:

- Council report – intention to declare Special Charge scheme – 29 June 2020
- Copies of the proposed declaration to property owners – from 7 July 2020
- Copy of proposed declaration available for public inspection – from 7 July 2020
- Public notice of proposed declaration – from 7 July 2020
- Receipt of written submissions – by 4 August 2020
- Hearing of submissions (if required) – TBA
- Council report – declaration of Special Charge scheme – 17 August 2020
- Subject to declaration of the Special Charge scheme, installation of solar will occur from 18 August onwards over a period of around 2-3 months.
- Council may consider the establishment of another Special Charge scheme in 2020-2021

## RELATED DOCUMENTS

- Local Government Act 1989
- Community Climate Change Action Plan
- The Macquarie Special Rates and Charges Manual 2012

## Attachments

- Solar Saver Intention to Declare a Special Charge (**Appendix A**) [↓](#)
- Solar Saver - Property Addresses and prices - 29 June 2020 (**Appendix B**) [↓](#)
- CONFIDENTIAL - Solar Saver - Property Addresses and prices - 29 June 2020 (**Appendix C**) Confidential - enclosed under separate cover
- Owner Agreement - Solar Saver Residential - Round 3.3 (**Appendix D**) [↓](#)

## DISCLOSURE OF INTEREST

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

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

**APPENDIX****DISCUSSION****Proposed Special Charge declaration**

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

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

In September 2004, the Minister for Local Government issued a guideline for the preparation of Special Charge schemes. The guideline specifically deals with the calculation of the maximum total amount that a council may levy as a Special Charge.

The guideline requires that Council identify the following:

- A. Purpose of the works
- B. Ensure coherence
- C. Calculate total cost
- D. Identify special beneficiaries
- E. Determine the properties to include
- F. Estimate total special benefits
- G. Estimate community benefits
- H. Calculate the benefit ratio
- I. Calculate the maximum total levy

**A. Purpose of the Works**

The purpose of the works is to supply and install solar energy systems on properties to reduce energy costs and encourage and increase the use of renewable energy in Darebin.

**B. Ensure Coherence**

The proposed works have a natural coherence with the proposed beneficiaries, as the properties proposed to be included in the scheme are receiving solar energy systems to the value of their participation.

**C. Calculate the Total Cost**

The proposed solar system installation includes the following items:

- Assessment and administration costs
- Supply and installation of solar energy systems

For the purposes of section 163(1) of the Act, the total cost of the works is the **Special Charge Amount** as listed in the report, calculated based on signed quotations.

The expenses in the estimate of works are consistent with the allowable expenses listed in section 163(6) of the Act.

#### **D. Identify the Special Beneficiaries**

Council is required to identify those properties that would receive a special benefit from the proposed works. A special benefit is considered to be received by a property if the proposed works or services will provide a benefit that is additional to or greater than the benefit to other properties.

The Ministerial Guideline notes that a special benefit is considered to exist if it could reasonably be expected to benefit the owners or occupiers of the property. It is not necessary for the benefit to be actually used by the particular owners or occupiers of a specified property at a particular time in order for a special benefit to be attributed to the property.

Property owners participating in the Solar Saver scheme are considered to receive special benefit from the proposed supply and installation of solar PV systems by means of:

- Reduced energy costs over the life of the solar PV system
- Ownership of the solar PV system after the special rate repayments are paid in full
- Increased property value

The proposed properties taking part in the scheme, the owners of which have signed an Owner Agreement with Council to participate in the scheme, are listed in **Appendix B**.

#### **E. Determine Properties to Include**

Once the properties that receive special benefit are identified, Council must decide which properties to include in the scheme. If a property will receive a special benefit but is not included in the scheme, the calculation of the benefit ratio will result in Council paying the share of costs related to the special benefits for that property.

It is accepted that only those properties at which the solar energy systems are installed will receive a special benefit from the scheme. Accordingly, it is proposed to include only those residential properties whose owners have signed Owner Agreements in the scheme. Council will not, then, be required to pay a share of costs related to special benefits for any property that is not included in the scheme.

#### **F. Estimate Total Special Benefits**

As per the Ministerial Guideline for Special Rates and Charges, total special benefits are defined according to the formula below:

$$\text{TSB} = \text{TSB}_{(\text{in})} + \text{TSB}_{(\text{out})}$$

- **TSB** is the estimated total special benefit for all properties that have been identified to receive a special benefit

- **TSB<sub>(in)</sub>** is the estimated total special benefit for those properties that are included in the scheme
- **TSB<sub>(out)</sub>** is the estimated total special benefit for those properties with an identified special benefit that are not included in the scheme

For the purposes of the proposed scheme, total special benefits have been calculated as follows:

- **TSB<sub>(in)</sub>** – The estimated total special benefit is based on the quoted cost of the solar PV system to be installed (which has been included in the Owner Agreement signed by the property owner). It is expected that the benefit in reduced energy costs will exceed this special benefit.
- **TSB<sub>(out)</sub>** – This is not applicable as all participating properties are included.

**G. Estimate Community Benefits**

Whilst the reduction of energy use, greenhouse emissions and increase of renewable energy is considered a community benefit there are no direct quantifiable costs.

- **TCB** – Total Community Benefit is assessed to be 0 benefit units

**H. Calculate the Benefit Ratio**

The benefit ratio is calculated as:

$$R = \frac{TSB_{(in)}}{TSB_{(in)} + TSB_{(out)} + TCB}$$

Where:

$$\begin{aligned}
 TSB_{(in)} &= \text{Special Charge Amount;} \\
 TSB_{(out)} &= 0 \\
 TCB &= 0 \\
 R &= 1
 \end{aligned}$$

**I. Calculate the Maximum Total Levy**

In order to calculate the maximum total levy **S**, the following formula is used:

$$S = R \times C$$

Where **R** is the benefit ratio and **C** is the cost of all works

$$\text{Therefore } S = 1 * \text{Special Charge Amount} = \text{Special Charge Amount}$$

Note there is no community benefit amount payable by Council.

**Apportionment of Costs**

Once the maximum levy amount has been calculated, it is necessary to establish an appropriate way to distribute these costs to all affected landowners.

As the properties have all received individual quotations based on the solar system and work required, it is proposed to apportion the costs based on these quotes. It is noted that the participants have been notified and signed agreements on the basis of these costs for the purpose of declaring this scheme.



It is proposed to distribute the costs as shown in confidential **Appendix C**.

### **Statutory Process**

The Act requires Council to give public notice of its proposed declaration of the Special Charge and write to all people who will be liable to contribute. The proposed declaration of the Special Charge has been prepared in accordance with the Act.

Owners (or occupiers who would pay the charge as a condition of their lease) may object to the proposal within 28 days. If objections are received from more than fifty per cent of persons or organisations liable, Council will be prevented from making the declaration and the scheme cannot proceed.

## COUNCIL MEETING

29 JUNE 2020

**APPENDIX C****Table of properties intended to be subject to the Solar Saver special charge scheme**

Each listed property has been assessed as to the size of solar panel and installation costs and the owner has signed the Owner Agreement to have a solar energy system installed at their property.

**FULL LIST OF ADDRESSES AND COSTS**

<b>Address</b>
19 George Street PRESTON VIC 3072
157 Westbourne Grove NORTHCOTE VIC 3070
687C Gilbert Road RESERVOIR VIC 3073
3/18 Belmont Street PRESTON VIC 3072
33 Kemp Street THORNBURY VIC 3071
12 Myrtle Grove PRESTON VIC 3072
1/62 Dundee Street RESERVOIR VIC 3073
3/28 Carlisle Street PRESTON VIC 3072
11 Garnet Street PRESTON VIC 3072
1/49 Winter Crescent RESERVOIR VIC 3073
110 McMahon Road RESERVOIR VIC 3073
176 Dundas Street THORNBURY VIC 3071
7 Linaker Drive MACLEOD VIC 3085

**SUMMARY**

TOTAL kilowatts to be installed	62.37
Number of installations	13
TOTAL cost to households (ex GST, post STC, pre rebate)	<b>\$78,218.90</b>
Cost to Council inc GST	\$86,040.79
Projected price of STCs to be claimed inc GST	\$ 29,294.10
Projected rebates from Solar Victoria (ex GST)	\$22,075.21
<b>Projected GROSS total cost to Council (inc GST, before STCs claimed or rebates applied)</b>	<b>\$115,334.89</b>

## Darebin Solar Saver Program

### Owner Agreement



[Name of property owner]  
Address line 1  
Address line 2

#### Key details

<b>Commencement Date:</b>	This agreement commences when Council receives and acknowledges a valid signed copy of this document from you.
<b>Expiry date:</b>	10 years after issuing of first Special Charge Notice OR when cost is paid out in full (whichever is the later date).
<b>Cost of the Solar Energy System:</b>	<p><b>[MERGE quote amount (ex GST, post STC)]</b></p> <p>See also Schedule 2 (your quotation).</p> <p>Note: IF you apply for the Solar Homes rebate from the Victorian Government and your application is approved, the final cost to you will be:</p> <p><b>[MERGE post-rebate total ex GST, post STC]</b> (Please refer to information about Solar Homes rebate provided separately.)</p>
<b>Amount payable by the Owner in each quarterly Special Charge notice:</b>	<p>An amount equal to 1/40<sup>th</sup> of the total cost, being approximately:</p> <p><b>\$ (MERGE amount)</b> per quarter (for forty quarterly payments – please note the first payment will be slightly higher)</p>
<b>This includes:</b>	The supply and installation of the solar system, and any repair or replacement covered by the warranty during the warranty period.
<b>This does not include:</b>	Any fee charged by your energy retailer or distributor (apart from meter consolidation if required) or unforeseeable associated electrical works such as rewiring, general maintenance, service calls or repair or replacement outside the warranty, or any Council planning permit fees required, such as heritage application fee (if applicable).
<b>Option to withdraw from agreement:</b>	This agreement is entirely voluntary. The Owner can withdraw their agreement, without penalty, any time up to one week (5 business days) before their installation date (as scheduled by EnviroGroup). If the Owner chooses to withdraw less than one week (5 business days) before their scheduled installation, the Owner may be charged a cancellation fee.
<b>For any queries please contact:</b>	<p>Darebin City Council 03 8470 8888 <a href="http://www.darebin.vic.gov.au">www.darebin.vic.gov.au</a> solar@darebin.vic.gov.au PO Box 91, Preston VIC 3072</p>

## BACKGROUND

This agreement records the agreed terms between Council and the Owner regarding the supply and installation of a solar energy system under the Program and repayment of the system.

It is agreed as follows:

**1) Term of Agreement**

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This Agreement commences on the Commencement Date and, unless terminated in accordance with this Agreement, will continue until the expiry date on page 1, or the final payment has been received by Council.

**2) Pre-Conditions**

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- a) The provision of a Solar Energy System to the Owner under this Agreement is conditional on the following taking place and remaining in place:
- i) Council entering into and maintaining a contract with a company to supply and install the Solar Energy System to the Owner as part of the Program;
  - ii) Council declaring the Special Charge Scheme to recover the costs of the Program and this Scheme remaining valid;
  - iii) Council granting a permit to the Householder, if required for heritage reasons as set out in the Darebin Planning Scheme;
  - iv) The Owner paying for the above permit;
  - v) If the property is tenanted, the Owner securing the permission of the Tenant to enter the Owner's property for the purposes of installation (see also Clause 6 and Schedule 2 (your quotation));
  - vi) The Owner paying any other outstanding Rates or Charges owed to Council;
  - vii) The Owner not exercising the option to withdraw.
- b) If the pre-conditions in clause a) have not been satisfied by May 31 2021 this Agreement immediately ends and each Party is released from its obligations under this Agreement.



### 3) Payment for Solar Energy System

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- a) The Cost of the Solar Energy System is the total amount set out under Key Details on page 1 and itemised in Schedule 2 (your quotation). This amount purchases the supply and installation of the Solar Energy System and any required repair or replacement covered by the warranty during the warranty period. This amount does **not** cover any fee charged by your energy retailer or distributor (apart from meter consolidation if required) or unforeseeable associated electrical works such as rewiring;, general maintenance, service calls or repair or replacement outside the warranty, or any Council planning permit fees required, such as heritage application fee (if applicable).
- b) The Cost of the Solar Energy System under clause a) may be adjusted by Council during the term of this Agreement if, for a reason beyond the control of Council or the Contractor, further costs are required to be incurred in supplying or installing the Solar Energy System.
- c) Council envisages that any adjustment to the Cost of the Solar Energy System under clause b) will only arise where the Owner agrees to the change and where:
  - i) there is a change to legislation applicable to, or regulation of, the installation of the Solar Energy System (eg changes to Renewable Energy Certificates); or
  - ii) the installation of the Solar Energy System originally quoted for changes as a result of building works undertaken at the Owner's property or a request to change the location or design of the Solar Energy System by the Owner (which could also alternatively be charged separately to the Special Charge as a once-off invoice)..
- d) Any adjustment under clause b) that is more than 10% above the Cost of the Solar Energy System as on Page 1 will be made by way of a variation to the Scheme, in accordance with section 166 of the *Local Government Act 1989*. That is, where a variation would result in a change to the Owner's liability under the Scheme of 10% or more, the Owner will have an opportunity to make submissions to Council in respect of it and, if the Solar Energy System has not already been installed, withdraw from the Scheme.
- e) Payment for the Cost of the Solar Energy System will by default be apportioned in quarterly instalments over a 10-year period, commencing after the system has been installed (depending on rates timelines, this may be up to 6 months after installation). The amount payable by the Owner per quarter is set out in Key Details (page 1).
- f) Commencing after the installation of the solar system the Owner will receive a Special Charge notice each quarter setting out their liability under the Scheme for the property at which the Solar Energy System is installed, until their liability under the Scheme is discharged in full.
- g) The Owner may alternatively choose to pay the Cost of the Solar Energy System sooner by arrangement with Council's Rates Team.
- h) Unless otherwise agreed between the Parties, all payments are due at the date set out in each Special Charge notice. In the event that payment has not been made by the due date, Penalty Interest may be payable upon any outstanding amounts, in accordance with the *Local Government Act 1989* and this Agreement.
- i) Any delay or adjustment to the delivery date for the Solar Energy System within the installation period or adjustment to the Cost of the Solar Energy System under clause b) does not entitle the Owner to delay or withhold payment under this Agreement.

**4) Council's Obligations**

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Council's obligations under this Agreement include the obligation to make all reasonable efforts to:

- a) enter into contractual arrangements with a licensed electrical contractor, who has experience and expertise in the Solar Energy industry and who is of good repute, to supply and install the Solar Energy System;
- b) ensure that any Contractor engaged under clause a) provides the supply and installation of a Solar Energy System to the Owner within a reasonable time of this Agreement being entered into.

**5) The Owner's Obligations**

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- a) The Owner must pay to Council the Cost of the Solar Energy System in accordance with Section 3).
- b) The Owner must arrange for the Contractor and its agents to gain access to the Owner's property for the purposes of conducting site inspections, installing the Solar Energy System and to carry out any required repairs or replacements. If the property is let, this includes obtaining the permission of the Tenant in writing, using the form in Schedule 1 for this purpose.
- c) The Owner must ensure clear and safe access to those parts of their property in which works are being undertaken and is free from asbestos or other toxic substances, prior to the Contractor or its agents accessing the Owner's property. If the property is let, this includes arranging for a Tenant to make those parts of the property safe.
- d) If the Owner's property is let to a Tenant by an agreement or residency right that is subject to the Tenancy Act, the Owner must comply with the Tenancy Act in relation to the installation or operation of the Solar Energy System at the Owner's property.
- e) If the property is let, the Owner will procure the Tenant's:
  - i) authorisation for the Contractor to submit an application to their electricity provider to connect a renewable energy system to the electricity provider's electrical distribution network; and
  - ii) agreement to take all reasonable action required by the Contractor, including signing any relevant documents, and paying any associated fees, in order for that connection to take place. The Tenant is responsible for any metering or other fees charged by their electricity provider and such charges do not form part of this Agreement.
- f) The Owner must not, and must ensure that any Tenant does not, intentionally damage, sell, trade or otherwise dispose of any part of the Solar Energy System during the term of this Agreement.
- g) The Owner must, and must ensure that any Tenant does, comply with any warranties, manufacturer's instructions and user manuals relating to the Solar Energy System and acknowledges that any failure to do so may void those warranties.
- h) Neither the Owner nor any Tenant has any entitlement to claim any Small Scale Technology Certificates (STCs) in relation to the Solar Energy System provided under this Agreement – these will already be factored into the cost and applied by Council.

**6) Assignment of Warranties**

---

- a) The Contractor has agreed that all warranties relevant to the Solar Energy Systems will be issued in respect of, and remain with, the relevant properties at which the Solar Energy Systems are installed.
- b) If the Owner or a Tenant has any concerns, queries or requests for a service call, repair or replacement of the Solar Energy System, the Owner or Tenant must contact the Contractor who supplied and installed the Solar Energy System. Contact details for the Contractor will be supplied to the Owner and Tenant prior to the installation of the Solar Energy System.
- c) Council takes no responsibility for any costs or charges incurred by the Owner or any Tenant in contacting the Contractor under this clause 6). Such costs and charges are a matter to be agreed by the Owner and any Tenant.

**7) No Guarantee of Savings**

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- a) While typically a Solar Energy System will result in reduced electricity costs for the Owner and any Tenant, no guarantee is made by Council that the Owner or any Tenant will save money on their electricity bills as a result of the provision of the Solar Energy System under this Agreement.
- b) Neither Council, nor the Contractor, is responsible for any inaccuracies or losses caused to the Owner or any Tenant by changes to feed in tariffs, electricity prices or government schemes.

**8) No Liability**

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- a) To the fullest extent permitted by law, Council is not liable for the ongoing maintenance, repair or replacement of the Solar Energy System, including but not limited to:
  - i) the replacement of the goods or the supply of equivalent goods;
  - ii) the repair of such goods;
  - iii) the payment of the cost of replacing the goods or of acquiring equivalent goods; or
  - iv) the payment of the cost of having the goods repaired.
- b) The Owner agrees to the installation and use of the Solar Energy System under this Agreement at their own risk and releases Council from all claims resulting from any damage, loss, death or injury in connection with the installation and use of the Solar Energy System except to the extent that Council is negligent.
- c) The Owner must indemnify and hold harmless Council against all claims resulting from any damage, loss, death or injury in connection with the installation and use of the Solar Energy System except to the extent that Council is negligent.
- d) Each indemnity in this Agreement is a continuing obligation, separate and independent from the other obligations of the parties and survives termination of this Agreement.
- e) This Section (8) does not limit in any way the Owner's ability to make warranty claims directly to the Contractor.

**9) Ownership of Solar Energy System**

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- a) Ownership of the Solar Energy System remains fully vested in Council during the term of the Agreement, unless the Solar Energy System is otherwise paid for in full in accordance with Section 3 **Error! Reference source not found.**, at which time the ownership of the Solar Energy System vests in the Owner.
- b) Once all payments payable under this Agreement have been made by the Owner in accordance with Section 3, the full ownership of the Solar Energy System will pass from Council to the Owner.

**10) Termination**

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Without limiting the generality of any other clause, Council may terminate this Agreement by notice in writing if the Owner:

- a) breaches any essential terms of this Agreement and such breach is not remedied within 60 days of written notice by Council;
- b) fails to obtain the permission of the Tenant (if the property is let) for the Contractor to enter the Owner's property to install the Solar Energy System; or
- c) otherwise fails to observe their obligations under the Tenancy Act, to the extent that those obligations are relevant to this Agreement.

**11) No Fettering of Council's Powers**

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It is acknowledged and agreed that this Agreement does not fetter or restrict Council's powers or discretions in relation to any powers or obligations it has under any Act, regulation or local law that may apply to the Scheme or any other aspect of this Agreement.

**12) Entire Agreement**

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This Agreement constitutes the entire agreement between the parties. Any prior quotations, arrangements, agreements, representations or undertakings related to this solar installation are superseded.

**13) Joint and Several Liability**

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If the Owner consists of more than one person, this Agreement binds them jointly and each of them severally.

**14) Severability**

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If any provision of this Agreement is held invalid, unenforceable or illegal for any reason, this Agreement will remain otherwise in full force apart from such provision which will be considered to be deleted.

**15) Governing Law**

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This Agreement will be governed by and construed according to the law of Victoria.

**16) Disputes**

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- a) Any grievances or concerns relating to the Solar Energy System must be conveyed to the Contractor, in accordance with clause 6)b).



- b) If any dispute arises between the Owner and Council regarding this Agreement, the Parties must at first instance endeavour to resolve it by discussion and agreement.
- c) If any dispute arises between the Owner and a Tenant regarding this Agreement, it is the responsibility of the Owner to resolve the dispute. Such a dispute will not affect the Owner's obligations under this Agreement and Council will have no involvement in such a dispute.

## 17) Definitions

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**Contractor** means the licensed electrical contractor, whether being a person or entity, engaged by Council to supply and install Solar Energy Systems under the Program.

**Owner** means the person or persons named in the Agreement as being the owner of the property at which a Solar Energy System will be installed.

**Party** means either Council or the Owner as the context dictates.

**Penalty Interest** means interest at the rate of 10 per cent per annum, or such other rate as may be fixed by section 2 of the *Penalty Interest Rates Act 1983* from time to time.

**Program** means the "Solar Saver Program" of Council.

**Renewable Energy Certificate** has the same meaning as in the *Renewable Energy (Electricity) Act 2000* (Cth) and includes any other certificate, right or entitlement of a similar nature which arises under Victorian or Commonwealth legislation;

**Solar Energy System** means the system described at **Error! Reference source not found.** Schedule 2 (your quotation) and includes the solar panels and any associated infrastructure and materials provided by the Contractor for the proper functioning of the solar panels to produce electricity from solar power, but does not include any infrastructure or services provided by third parties (such as electricity distributors or electricity retailers).

**Special Charge Scheme** means the mechanism by which Council, under the *Local Government Act 1989*, recovers the costs of the Solar Energy Systems provided as part of the Program. This scheme allows Council to buy your solar system upfront and you to pay back the cost over time. The way this works is that Council will charge you a small payment each quarter (a Special Charge). This is issued on a Special Charge Notice which is separate from but similar to your rates notice. You can repay Council over 10 years in this way. You can choose to pay your system off sooner if you choose.

**Tenancy Act** means the *Residential Tenancies Act 1997*.

18) SIGNED as an agreement between:

 <b>DATE:</b> <b>SIGNED</b> for and on behalf of <b>Darebin City Council ACN 75 815 980 522</b> by <b>Sally MacAdams</b> Coordinator Solar Saver <b>Darebin City Council</b>	Owner 1: _____ Owner 2 (if applicable): _____ <b>DATE:</b> <b>SIGNED</b> by [Ratepayer name (s)]
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**Summary of Key details – see front page for full Key Details and Schedule 2 (your quotation) for a full breakdown of costs**

<b>Cost of the Solar Energy System</b>	[MERGE quote amount (ex GST, post STC)]  See breakdown provided at Schedule 2 (your quotation).  Note: IF you apply for the Solar Homes rebate from the Victorian Government and your application is approved, the final cost to you will be:  [MERGE post-rebate total ex GST, post STC]
<b>Amount payable by the Owner in each quarterly rates notice</b>	An amount equal to 1/40 <sup>th</sup> of the total cost, being approximately: \$ (MERGE amount) per quarter (for forty quarterly payments)
<b>This includes:</b>	The supply and installation of the solar system, and any repair or replacement covered by the warranty during the warranty period.
<b>This does not include:</b>	Any connection fee charged by your energy retailer or distributor or unforeseeable associated electrical works; any general maintenance, service calls or repair or replacement not covered by the warranty.
<b>Option to withdraw from agreement:</b>	This agreement is entirely voluntary. The Owner can withdraw their agreement, without penalty, any time up to one week (5 business days) before their installation date (as scheduled by EnviroGroup). If the Owner chooses to withdraw less than one week (5 business days) before their scheduled installation, the Owner may be charged a cancellation fee.

**NOTE: IF YOU ARE SCANNING THIS AGREEMENT TO RETURN TO COUNCIL PLEASE SCAN THE ENTIRE DOCUMENT INCLUDING SCHEDULE 2 (THE QUOTATION) AND SCHEDULE 1 IF APPLICABLE.**

**TICK THIS BOX IF YOU WOULD LIKE THIS SIGNED AGREEMENT POSTED BACK TO YOU.**

### Schedule 1

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[NOTE: Schedule 1 is applicable ONLY if the property is tenanted. Owner-occupiers do not need to complete this form.]

### Tenant’s permission for Contractor to access Owner’s property

---

I, .....

[Tenant’s full name]

a tenant to whom the premises at.....

«Installs.Install street number and name» «Installs.Install street type»

«Installs.Install Suburb VIC Postcode»

are let under a tenancy agreement as defined under the *Residential Tenancy Act 1997*, agree to allow the contractor (and its agents) responsible for installing a solar panel system at the rented premises to access the premises for the purposes of conducting site inspections, installing the solar energy system and to carry out any required repairs, maintenance or replacements.

The Tenant authorises the Contractor to submit an application to their electricity provider to connect a renewable energy system to the electricity provider’s electrical distribution network and the Tenant must take all reasonable action required by the Contractor, including signing any relevant documents, and paying metering or other fees charged by their electricity provider in order for that connection to take place.

**SIGNED** by:

.....  
Signature

Date:

.....  
Full Name

**7.7 SUBURBAN RAIL LOOP****Author:** Senior Transport Planner**Reviewed By:** General Manager City Sustainability and Strategy

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**EXECUTIVE SUMMARY**

The Suburban Rail Loop is a proposed new railway line connecting Werribee to Cheltenham without traversing the CBD. The North-East Section plans two new stations in Darebin at Reservoir and Bundoora.

Council does not yet have an adopted position on this project. Officers have assessed the project for benefits to local communities in Darebin and believe that it would represent a significant improvement on existing transport options.

This report recommends that Council adopt a position in support of the project to ensure that local benefits are maximised.

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

- (1) Supports the construction of the Suburban Rail Loop including new stations at Reservoir and Bundoora.
  - (2) Advocates to the Victorian Government that:
    - a. The North-East Section of the Suburban Rail Loop (Melbourne Airport to Box Hill) be constructed following the completion of Stage 1
    - b. The Suburban Rail Loop Authority work in partnership with Council during planning, construction and evaluation phases and that new station locations be used as opportunities for community infrastructure
    - c. The Route 11 tram be extended to Reservoir Station to act as a feeder service for the Suburban Rail Loop
    - d. High-frequency bus services be introduced along the proposed North-East Section as an interim transport solution until the Suburban Rail Loop is built
    - e. It commits to achieving infrastructure sustainability excellence throughout design, construction and use.
    - f. The development of the projects include comprehensive community engagement to develop designs and seek feedback that reaches Darebin's diverse community.
  - (3) Writes to the Minister for Transport Infrastructure, the State Members for Preston and Bundoora, Federal Member for Cooper and the Vice-Chancellor of La Trobe University advising them of Council's decision.
  - (4) Writes to all CEOs of local governments on the proposed route of the Suburban Rail Loop advising them of Council's decision.
-



## BACKGROUND / KEY INFORMATION

This report is in response to the announcement of the Suburban Rail Loop by the Victorian Government in August 2018.

### Project overview

In August 2018 the Victorian Government announced the Suburban Rail Loop (SRL) project. This is planned to be a 90-kilometre orbital railway running on dedicated tracks between Werribee and Cheltenham. It would be constructed in four stages by 2050 and connect all existing metropolitan railway lines (except for the Alamein, Flemington Racecourse and Sandringham Lines). See **Appendix A** for a detailed map.

Stage 1 of construction is scheduled to commence before 2022. Preliminary geotechnical and other investigations have commenced for this section between Cheltenham and Box Hill.

The schedule for future stages has not yet been confirmed. However, given that the Melbourne Airport Rail Link project has been announced (which makes up part of the Western Section), it is likely that the section through Darebin will be the last one to be completed.

### Previous Council Resolution

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

## COMMUNICATIONS AND ENGAGEMENT

### Consultation

The Suburban Rail Loop Authority is currently conducting online community engagement. It seeks information from communities along the proposed Stage 1 route from Box Hill to Cheltenham.

The Darebin community has not yet been engaged about this project. As this is a State Government project, all community engagement will be led by the relevant Authority.

## ANALYSIS

### Alignment to Council Plan / Council policy

Goal 1 - A sustainable city

Goal 1.2 of the Council Plan states that Council will advocate for better public transport.

The Darebin Transport Strategy 2007 – 2027 outlines Council's objectives to drive the way that Darebin delivers transport to its communities:

DTS Objective	Relation to Suburban Rail Loop
<b>To improve local and metropolitan accessibility</b>	A new orbital railway will greatly expand access to jobs, services and education for Darebin's residents to locations that are currently difficult to access.
<b>To increase the role of sustainable transport modes</b>	The Suburban Rail Loop (SRL) is forecast to significantly increase the use of public transport as a viable alternative to cars.
<b>To build new development that reduce transport demands</b>	One of the stated aims of the SRL is to use new station locations as opportunities for 'value capture' and transit-oriented development. If planned correctly, this would result in new developments that emphasise sustainable transport and reduce transport pressures on the city.
<b>To increase social inclusion for residents</b>	Disadvantaged communities in Darebin are 2.5 times less likely to own a car than advantaged communities. People with a disability, people on lower incomes and other groups are also more likely to rely on public transport to access jobs, services, education institutions and social opportunities. Improving public transport access will improve social justice outcomes.
<b>To improve health and environmental outcomes</b>	Improved public transport access through the SRL would encourage greater use of sustainable transport. This in turn reduces air and noise pollution and improves public health through greater active travel.
<b>To improve community safety</b>	Road trauma can be greatly reduced by more people choosing to ride, walk or take public transport. The SRL would encourage more sustainable travel and improve safety.
<b>To integrate quality urban design, economic development and access</b>	Precincts around new stations will be key aspects of the project. Council can work with the relevant State Government authorities to ensure quality urban design, improvements for local economies and better accessibility for all.
<b>To engage stakeholders through effective communication</b>	Success of the SRL will depend on all stakeholders working in partnership, including Council with local communities.

## Environmental Sustainability Considerations

### Climate Emergency

Transport is the third-largest and fastest-growing source of emissions in Darebin. Dramatically increasing the role of sustainable transport is vital to addressing the Climate Emergency.

Key direction 1 of the Darebin Climate Emergency Plan 2017-2022 acknowledges the leadership role Darebin can take to mobilise action from the State Government. The SRL is an opportunity to advocate for sustainability excellence in design, construction and operation so that project greenhouse gas emissions are reduced or eliminated.

Key direction 4 of the Darebin Climate Emergency Plan 2017-2022 brings a climate emergency lens to transport. Objective 3 commits Council to advocating for improved frequency and accessibility of public transport. The Suburban Rail Loop would improve both aspects of sustainable transport.

### **Covid-19 Pandemic**

The full impact that the Covid-19 pandemic has had on the way people travel is still yet to be understood. It is expected that travel via heavy rail will still be required into the future, with the Suburban Rail Loop providing an essential connection between currently isolated areas of greater Melbourne.

### **Equity, Inclusion and Wellbeing Considerations**

Improving public transport improves equity, inclusion and wellbeing for our communities. The Suburban Rail Loop would provide direct connections from Darebin to other major activity centres across Melbourne. This would provide viable alternatives to driving, particularly for disadvantaged groups.

### **Cultural Considerations**

Developing precincts around new stations will present many opportunities for the integration of cultural and art opportunities. There are many examples around the world where this has successfully occurred. Station development sites may also provide scope for renewed or additional arts and cultural facilities.

### **Economic Development Considerations**

Providing greater transport access to Darebin increases the potential customer base for local businesses. The Suburban Rail Loop would connect at Reservoir and bring significant benefits to this activity centre, as well as other locations that would link to the new station.

Strategic development around new stations at Reservoir and Bundoora would also represent significant economic opportunities for local and regional economies. Making it easier for staff and customers to access Darebin from non-CBD locations would make our city a more attractive location for businesses to locate and conduct their activities.

This new infrastructure would also provide economic benefits to support the La Trobe National Employment and Innovation Cluster (NEIC). La Trobe University has an expanding education and research role in the NEIC. The SRL would link NEIC together with Melbourne's other NEICs and education, research & innovation precincts.

### **Financial and Resource Implications**

Advocacy to the Minister, MP's and other major stakeholders including CEO's of other affected councils can be completed using existing resources. No additional budget is required at this stage of the SRL development.

## Legal and Risk Implications

Council assets will likely be impacted during construction. There are likely to be other questions and impacts regarding Council's assets and spaces, such as parkland and trucks traversing street networks. This will require mitigation measures such as traffic management plans, alternative arrangements and clear communication with affected communities. Further details from the State Government are required before further analysis can be undertaken.

The community is also likely to be impacted during construction. It is highly likely that the SRL would take several years to construct through Darebin and result in impacts similar to other major projects. These could include:

- Disruptions to transport networks
- Heavy vehicles traversing Darebin's streets
- Noise and dust.

The SRL may result in the compulsory acquisition of some properties along the alignment to facilitate safe construction.

## Operational Impacts

The Suburban Rail Loop may have impacts on open space, the street network and infrastructure assets. These will likely occur both during and after construction. Some rail assets, such as open space or pathways, may be handed over to Council at project completion, as has occurred with similar projects (e.g. level crossing removals). At this early planning stage, there are insufficient details available to make a detailed assessment of these impacts.

Early advocacy with the State Government will help secure good outcomes for Darebin and other communities along the proposed route.

## DISCUSSION

### Clear need in the Darebin context

Two of the proposed new stations are at Bundoora and Reservoir. Exact locations have yet to be determined. However, it is highly likely that these will be located at La Trobe University and the existing Reservoir Station respectively.

La Trobe University has the worst public transport access of any university in Melbourne. It lacks a direct heavy rail connection and is relatively isolated from existing activity centres. A station at Bundoora would greatly improve its connectivity and improve opportunities for students, staff and visitors to the campus as well as collaboration with other centres of excellence across Melbourne.

Reservoir already has a heavy rail station on the Mernda Line. However, its connections into other activity centres in either east or west directions are limited. A new connection to Heidelberg and Broadmeadows and beyond would improve economic and social accessibility for Reservoir.

From the limited information available, officers understand that parts of the North-East section may be constructible without tunnelling. Other opportunities may be available, such as elevated rail or trenched rail. This could significantly reduce the cost of this section and improve the cost-benefit ratio of the SRL.



The SRL alignment and new stations must be planned to maximise integration with land use and the wider transport network, including planning for improved connecting services, to increase access for Darebin residents and workers, including to and within the La Trobe NEIC (including Northland Major Activity Centre and surrounding employment area, and La Trobe University).

### **Significant benefits that would enhance other transport priorities**

Council has existing advocacy priorities and plans that could benefit from the SRL, including:

- Route 11 tram extension to Reservoir Station
- Melbourne Metro 2
- Bus network improvements
- Affordable and social housing
- Northern Pipe Trail upgrades
- Improved public transport connections for the La Trobe NEIC
- Improved road layout at the Reservoir Level Crossing Project.

Council has been advocating for the route 11 tram to be extended to Reservoir for many years. There is demonstrated strong community support for this project. With the onset of SRL, this proposal gains new importance as a feeder connection into a new SRL station at Reservoir. It would provide improved accessibility for residents in the west and north-west sections of Darebin to the SRL and other transport options contained at Reservoir.

Other projects would benefit from the additional investment and value capture opportunities created by the new stations at Reservoir and Bundoora. The roads package that was not delivered through the Reservoir Level Crossing Project would provide land value capture opportunities and assist in achieving objectives of the Reservoir Structure Plan. New bus routes could be implemented along the route of the SRL as an interim measure before the rail project is completed. This would prove demand and help prepare the community for the changes and opportunities provided by a fully completed SRL.

There are also opportunities for active transport projects to complement any new SRL infrastructure. Important links such as the Northern Pipe Trail could be upgraded to accommodate an increase in people walking and cycling to a new Reservoir Station.

There are many potential opportunities presented by the SRL that will require further officer investigation. However, at this time, there is limited information available. This more detailed analysis will be undertaken once further details are obtained from the Suburban Rail Loop Authority.

### **Opportunity to improve sustainability**

The SRL is an important opportunity to deliver infrastructure that achieves outstanding sustainability outcomes, for example, maximum use of recycled content, zero carbon materials and construction methods, good ecological outcomes and reduced waste and pollution. Darebin has an opportunity to lead advocacy that calls on the State Government to commit to achieving sustainability excellence for this project.

## OPTIONS FOR CONSIDERATION

Officers propose that Council consider three options in response to this report:

- Option A – Support Suburban Rail Loop in its current form (recommended)
- Option B – Oppose Suburban Rail Loop in its current form
- Option C – Support Suburban Rail Loop in a modified form

### Option A – Support Suburban Rail Loop in its current form

This option would support the SRL as proposed by the State Government (outlined in **Appendix A**). This would involve stations at Bundoora and Reservoir for Darebin and construction of the North-East section, between Box Hill and Melbourne Airport, immediately following the completion of Stage 1 from Cheltenham to Box Hill. These proposed station locations offer the most positive change for areas of Darebin that are most in need of improved transport connections. There would be several opportunities for both advocacy on existing community priorities and scope for future items to be investigated and considered as the SRL project progresses.

### Option B – Oppose Suburban Rail Loop in its current form

Council could oppose the construction of the SRL.

This is not recommended as there would be significant benefits to the project in regards to many of Council's strategic goals, even understanding that construction would be disruptive to the Darebin community for a time. The long run benefits for sustainability, economic development and community are strong.

### Option C – Support the Suburban Rail Loop in a modified form

There are several options beyond what has been published by the State Government to date for a railway along their published alignment (Appendix A). Alternatives may include alternative station locations or alignments.

Whittlesea City Council has recently adopted a position to advocate for an SRL station at Epping. This option would limit the ability for the project to deliver a station at Reservoir or Bundoora as it would represent a significant deviation from the State Government's proposed route. This alternative appears to have fewer benefits for the Darebin community than the current proposed route, largely because the benefits to the Darebin community and economy would not be realised to the same degree.

Additional research is required by officers before any definitive recommendations can be made on any alternative alignments. Should Council wish to pursue Option C, a further report would be necessary at a future Council meeting.

Officers recommend Option A for adoption.

## IMPLEMENTATION STRATEGY

### Details

Advocacy and preparation will be done in accordance with Council's resolution and in partnership with other councils across Melbourne and the Northern Region.

Work with other local governments across the region on advocacy activities, including economic development and transport, will continue.

Collaboration with all stakeholders will continue on items of common purpose and benefit. Known stakeholders currently include other local governments in the Northern Region, La Trobe University and Northern Horizons.

Officers will also continue to monitor the release of information and updates from the Suburban Rail Loop Authority. Further details on potential opportunities, alignment, construction approach, station locations and timelines will be sought.

### **Communication**

Preparation or construction works on the North-East Section is not imminent. Pending the acquisition of additional details from the Victorian Government, officers will prepare communications plans and strategies as required.

### **Timeline**

The Suburban Rail Loop Authority has not released details on the timeline of the full project. The first stage of works from Cheltenham to Box Hill is scheduled to commence in 2022. The full project is scheduled for completion by 2050.

### **RELATED DOCUMENTS**

- Darebin Transport Strategy 2007 – 2027 (as amended)
- Darebin Climate Emergency Plan 2017 – 2022.

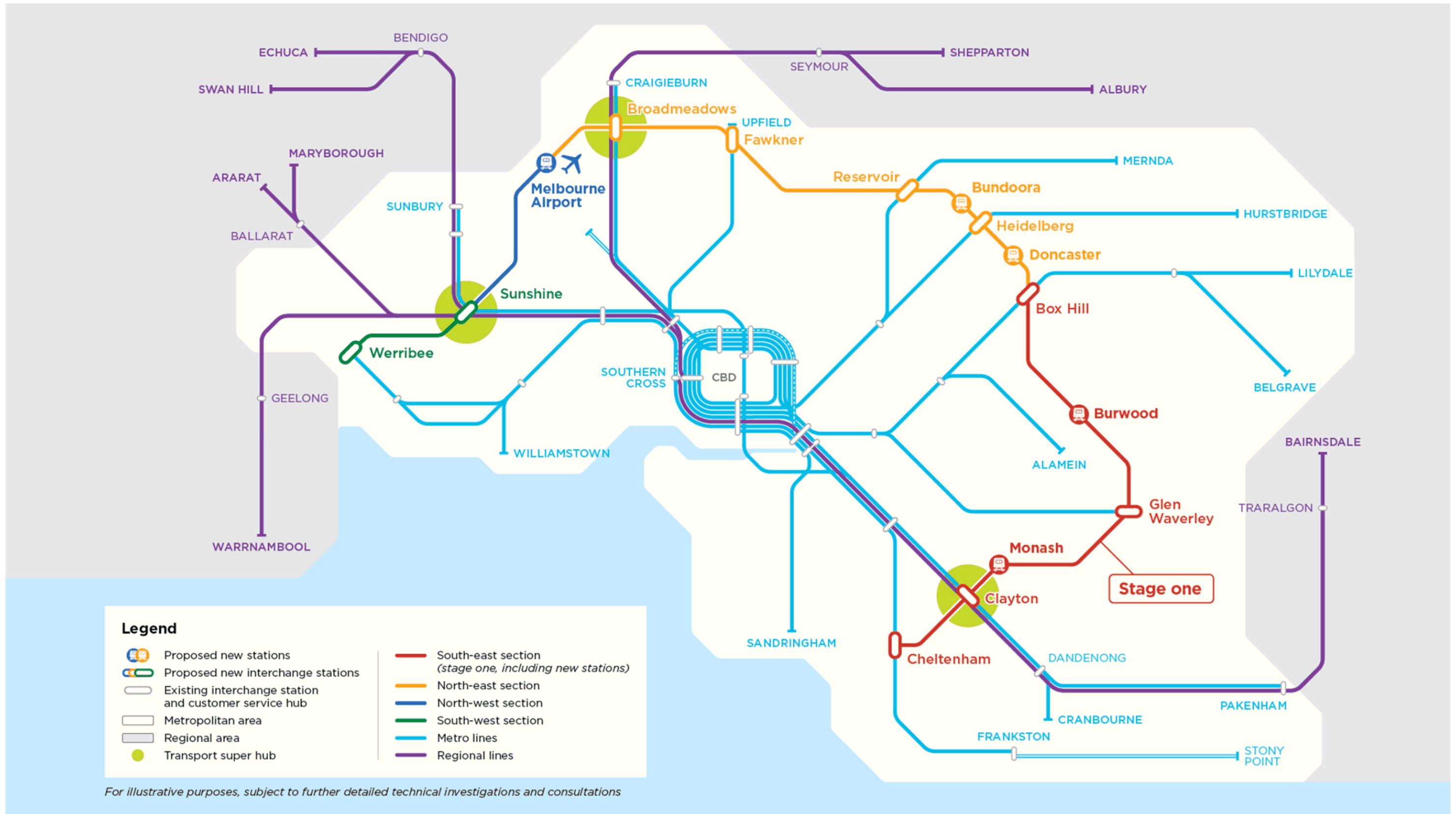
### **Attachments**

- Suburban Rail Loop Alignment Map (**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.





**7.8 EDWARDES LAKE PLAYSPLACE CONCEPT DESIGN****Author:** Team Leader City Design**Reviewed By:** General Manager City Sustainability and Strategy

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**EXECUTIVE SUMMARY**

This report recommends that Council release for community consultation a draft concept design for a new playspace at Edwardes Lake Park as part of its work to improve the park. It also recommends Council update community and produce an updated site plan for the Park that reflects recent improvements and the proposed playspace.

Edwardes Lake Park is located in Reservoir, is of regional significance, and serves a critical role in providing 'green lungs' for the Darebin community. It is also an important connector for local habitat along Edgars Creek and is a popular regional destination for informal community gatherings and recreation.

Council has been considering further improvements to the park over a number of years and undertook community engagement in 2016 and 2017 for the purpose of helping with long term planning and with the intention of reviewing the previous Master Plan for the site.

This work is now completed and the key improvement that this work identified is a clear aspiration to activate the western section of the park, and construction of a new playspace in that area to achieve this. Therefore, in its 2019-20 budget, Council provided for the concept design of this new playspace.

This report seeks endorsement to release the concept plan for community consultation. Consulting on the playspace now would give Council the option to progress with detailed design of the playspace in 2020-21 which is proposed in Council's draft budget. Due to ongoing restrictions around Covid-19, consultation plans include a video that has been prepared to enable the greatest level of engagement by the community. If restrictions ease, face to face methods will also be used.

Council has also progressed a number of improvements in the Park in parallel. Recent improvements have included new park furniture, upgrades to the athletics track, new trees and a new public toilet building including a Changing Places facility adjacent to the existing all-abilities playground, near Griffiths Street.

Other than the proposed new playspace in the western section, many of the improvements identified were straightforward and could be easily incorporated into Council's annual renewal, open space workplan and budget processes. They didn't require the long term functions, uses or policy to change and are consistent with Council's existing directions. Therefore, officers advise that producing a full new Master Plan document is not necessary or warranted.

Community feedback identified an ongoing desire to consider long term opportunities including activating the boathouse and in the long run aspiring to have the lake be able to accommodate water recreation. Council has been exploring both these in parallel processes.

- Water recreation is not currently feasible and Council decided in April 2020 to advocate for State Government support to progress what would, if it is feasible at all, require very significant funding and many years work to realise this long term aspiration. This advocacy is ongoing.

- Similarly, Council has been in parallel progressing work to explore the feasibility of activating the boathouse and this will be considered by Council separately. This does not have a material impact on the layout or function of the park and does not need to be resolved for Council to make a decision in relation to this report.

**Recommendation**

**That Council:**

- (1) Notes recent improvements to Edwardes Lake Park, based on community feedback
  - (2) Endorses the draft Edwardes Lake Seaver Grove Playspace playspace concept design for community consultation (**Appendix A**)
  - (3) Requests that a community update be provided which includes an updated Park site plan reflecting the proposed new playspace and recent improvements.
- 

## **BACKGROUND / KEY INFORMATION**

Edwardes Lake Park, a 26-hectare park in Reservoir is one of Darebin's key regional parks catering to a diverse and growing community. The park functions as a regional open space with over 250,000 visitors per annum with more than 350,000 residents living within a 15-minute drive.

Edwardes Lake Park currently has a district quality All Abilities Play Space, a BBQ area, a picnic area, dog off lead area, two older play spaces, skate park, toilet blocks, outdoor fitness circuit, walking tracks, sporting field, public open space and several buildings. Much of this infrastructure is aging or is not of the size or quality required by the community now and into the future.

Its centrepiece is the Edwardes Lake, a water body of approximately 6.3ha and the second largest urban lake in the Melbourne Metropolitan region. The Lake, fed by Edgars Creek has an upstream catchment of more than 100 square kilometres that includes industrial areas and one of the fastest growing urban areas in the Victoria, the City of Whittlesea.

Edwardes Lake Park was donated to Preston Council by Mr. Thomas Dyer Edwardes in 1914 and was officially opened in 1920. Originally the Lake was used for rowing regattas, swimming, fishing tournaments, water skiing and power boat racing. As the water quality has deteriorated park use has changed. A Planning Heritage Overlay applies to the site recognizing this significance.

Following major silting and pollution issues, in 2001 significant works were undertaken at the lake and immediately upstream in 2002 – 2004 with the following key improvements:

- improved sediment capture upstream of the Lake, along with secondary sediment traps within the lake to extend sediment capturing capability;
- better circulation of waters within the Lake water body involving changed lake bathymetry (the shaping of the bottom of the lake and edges);
- construction of low flow wetlands and an increase in fringing aquatic vegetation around the Lake perimeter to assist with nutrient uptake.

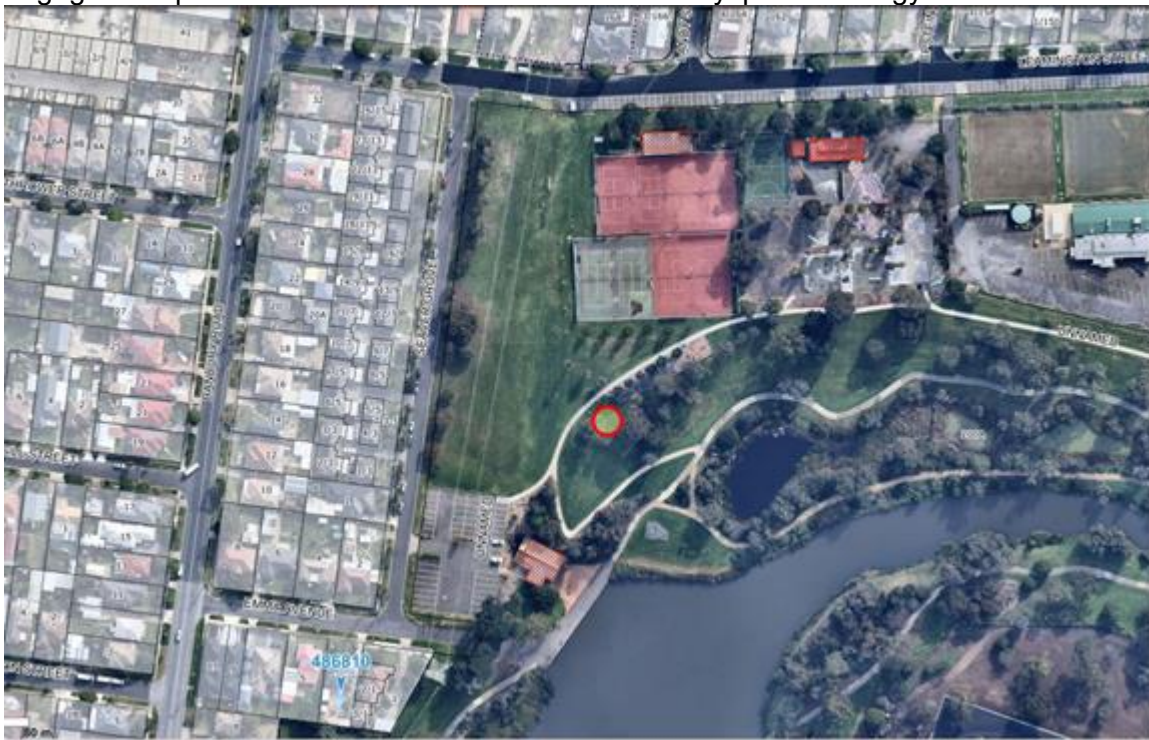
These works were designed for use of the lake as passive recreation (and were funded by Council (\$2.5 Million), Melbourne Water (\$650,000) and the Victorian Government (\$532,500).

Council has been considering improvements to the park over a number of years and undertook community engagement in 2016 and 2017 to review the existing masterplan and understand if Council's directions, needs and aspirations needed to be updated.

The community engagement process identified local aspirations for:

- Diversifying activity in the park by activating the western underused section by creating a new playspace
- A number of smaller scale improvements
- A continued desire to consider longstanding opportunities for the boathouse and use of the lake for water recreation

The aspirations for a playspace at the western end of the park identified through the engagement process are also in line with Council's Playspace Strategy.



**Fig1 – proposed location of playspace**

### Previous Council Resolution

At its meeting of 17 June 2013 Council resolved:

***“THAT*** Council Officers as part of the planning process for Edwardes Lake Park establish a community based reference group in 2014 to assist in the review of the existing master plan and guide the development of a future plan for Edwardes Lake Park.“

This resolution responded to a resolution from its meeting of 4 March 2013:

***“That*** Council receive a report in May 2013 on the feasibility of establishing an Edwardes Lake Park Reference Group or Advisory Committee.”

## COMMUNICATIONS AND ENGAGEMENT

### Consultation

For a three-week period in November 2016, we collected ideas to improve the park, listened to personal stories from various generations of the community and understood community frustrations with the lack of investment in their local park. Community engagement activities for this initial phase included:

- One 'drop in session' was held at the Edwardes Lake Park on Saturday 19 November 2016, where Council officers collected ideas about how their park could be improved for the local community and park users.
- Presentations to the 'Darebin Disability Advisory Committee', Active and Ageing Committee.
- On site meetings with Government Agencies.
- One-on-one meetings with internal departments.
- Information on Council's webpage.
- Media release in local papers.
- Local advertisements in the Neighbourhood Community house newsletter and library newsletter.
- Social media updates.
- A summary brochure which was distributed to 3000 homes in Reservoir.

Ideas generated through this process were then tested and explored with the community at the Darebin Kite Festival in March 2017.

A Community Reference Group was established to provide advice and feedback on the masterplan for the site. Members were in place for two years from 2016 in line with the group's Terms of Reference.

### Communications

## ANALYSIS

### Alignment to Council Plan / Council policy

Goal 1 - A sustainable city

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



## **Environmental Sustainability Considerations**

### **Climate Emergency**

The proposed playspace character is focused around nature-based play, using natural elements and increasing community stewardship of the natural world and biodiversity.

## **Equity, Inclusion and Wellbeing Considerations**

The playspace will be designed to foster social interaction and be designed using Crime Prevention through Environmental Design (CPTED) principles.

## **Cultural Considerations**

The community of Reservoir is a diverse one, and the methodology for engagement will be designed to reach a broad spectrum of people from a wide variety of backgrounds.

## **Economic Development Considerations**

High quality public spaces support the renewal efforts of local government to help attract and retain residential and business populations in Darebin.

## **Financial and Resource Implications**

The concept design for the playspace is included within the 19/20 Council budget. Detailed designs will be progressed throughout the 20/21 financial year, in-house or within standard operating budgets.

## **Legal and Risk Implications**

There are no factors in this report which impact on Legal and Risk implications.

## **Operational Impacts**

The Parks and Open Space team will be closely consulted throughout the design phase, to ensure ease of maintenance for all new pieces of play equipment.

## **DISCUSSION**

### **Community feedback basis for proposed draft Playspace Concept Design**

The concept for the playspace has been developed in response to community engagement about Edwardes Lake Park as well as to align with the goals and directions of *Breathing Space: The Darebin Open Space Strategy*.

The new playspace is planned for a steep slope above the wetland and lake. The proposed site already includes a few pieces of small play equipment adjacent to a small barbecue area and the proposed draft concept design proposes to build on these existing uses.

The draft design focuses on nature play and adventurous play for children of all ages. The design uses the slope to create opportunities for sliding, climbing, swinging, rolling and spinning. It also offers space for engaging with nature, building cubbies, playing with water and sound equipment, having picnics, watching a performance and enjoying the view.

Community feedback called for:

- Nature play
- Water play
- Sound/music play
- New play equipment, spinning play equipment
- Loose parts play
- Sensory garden, native grassland meadow, garden beds, trees
- Environmental themes
- Treasure hunt/orienteering

See **Appendix A** for the concept design of the new playspace, to be used as the basis for community consultation.

Community feedback identified many straightforward ideas that align with existing direction and renewal programs

Except for the western section of the park, generally community feedback confirmed that the layout, function and uses of the park work well.

Many ideas and improvements were straightforward. A number have been completed and others can be considered within Council's normal operating and renewal programs

Improvements completed in the last three years include:

- New park furniture including seats, picnic suites and bins (including trialling the big belly compacting smart bins)
- New public toilet currently being constructed, to include a changing place facility, adjacent to the Griffiths Street all-abilities playspace
- Widening of internal paths
- Improvements to the athletics track to include resurfacing, new lighting, drinking fountain and shade trees
- Resurfacing of the skate park

Other ideas, issues and opportunities from community feedback are listed below. These can be progressed over time as part of Council's normal renewal and operating programs. Each year, they would be considered for funding in Council's budget process considering priorities across Darebin.

- Decentralising activity from the Griffiths Street BBQ and Playspace and creating balance by introducing new uses and activity in other areas of the park.
- Improvements to paths, entrances and signage
- Upgrades to park infrastructure such as toilets, BBQ shelters, seating, bins and stage area
- Reconsidering the location of the stage, BBQ area, and dog-off lead area
- Improvements to visibility, safety, and the perception of safety
- Improving landscape and vegetation cover, and tree planting

Community feedback confirmed long term aspirations

Community feedback confirmed community aspirations on two long term aspirations, which Council has been exploring in separate processes. These were:

- Activate the former boathouse with hospitality, creative or cultural uses.
- See if recreation is possible on the water such as non-motorised boating, pedal boats, fishing and/or swimming in the lake.

In regards to the second matter, Council has now completed monitoring of the Lake to understand the feasibility of this and considered a report on 6 April 2020. It resolved that Council:

- (1) *Notes the findings of water quality monitoring at Edwardes Lake and that it is not currently feasible to improve water quality to a level that allows water-based recreation at Edwardes Lake and therefore to ensure public safety continues to manage the lake without recreation activities.*
- (2) *Makes adjustments to maintenance and management of water at the lake to improve water quality but notes that these would not enable recreation.*
- (3) *Continues to advocate for improved water quality outcomes in Darebin's waterways and waterbodies by working with other relevant agencies.*

In regards to activating the boathouse, the feasibility of this is being explored in a parallel process and is subject to a separate report to Council. However, this parallel process is appropriate and recommended because it is not expected to require a material change to the Park layout or function as a result, which are the key aspects that spatial planning and design resolve.

Updating community and the site plan for the Park

As well as releasing the playspace concept design, officers advise that there is a need for an update on Edwardes Lake Park to the community which includes an updated site plan. The updated site plan would incorporate the proposed playspace and recent improvements that have already been made.

Based on the engagement and technical work to date, Officers advise that a full new Master Plan is not needed or warranted for several reasons:

- the relatively small scale of change proposed to the park of which the most significant component is the playspace. By consulting on the playspace, Council will be testing the community's views about the most significant element of change proposed in the park.
- A number of improvements have already been completed.
- The other improvements identified are in line with existing direction and policy and therefore new policy or direction is not required – they can be readily considered and progressed through Council's regular renewal, maintenance and open space improvements programs.
- Council's policy and direction for parks has been strengthened recently with the adoption of Council's Open Space Strategy and this framework supports strong strategic outcomes at Edwardes Lake Park.

Consultation with community would focus on the new playspace which is the key change them. identified at the site. Updating the Park site plan and referring improvements to the annual budget process would reflect the confirmation that the current park layout function and use is generally meeting community needs well.

## OPTIONS FOR CONSIDERATION

**Option 1 (recommended) – release the Edwardes Lake Seaver Grove Playspace concept design for community consultation, and update community with a new site plan for the park that includes the proposed playspace and recent improvements Council has now implemented.**

Consulting on the playspace is recommended and it is the major improvement that has been identified through community engagement. Other changes can be readily incorporated into Council's normal renewal and operating programs and considered as part of the annual budget process.

There is a need to update community and also to update the site plan to reflect the improvements Council has already been made. However, given the work already done and that the future improvements are in line with existing direction and policy, there isn't a need to create a new Master Plan. Council's resources would be more effectively focused on the proposed new playspace and other improvements.

The community update and updated site plan would be shared with the community and available on Council's website.

Other improvements identified readily considered via Council's normal renewal programs rather than requiring change in direction or policy.

**Option 2 – Release the Edwardes Lake Seaver Grove Playspace concept design for community consultation and request that an updated Park site plan be developed by officers for Council consideration at a future meeting.**

This is similar to option one, except that before updating community, they would report to Council with a draft site plan for consideration. Officers would bring this to the same meeting as the community feedback on the proposed draft playspace design, which is expected to be August 2020.

**Option 3 (not recommended)– defer consultation on the Playspace at this time and/or request further work be done before Council makes a decision.**

It would delay consultation until at least February 2021 and mean that the earliest construction could start would be the 2022-23 financial year.

This has not been provided for in the 2020-21 draft budget and would therefore require that other proposed work be deferred or reduced in scope.

## IMPLEMENTATION STRATEGY

### Details

If Council endorses the release of the draft concept for consultation, officers will immediately begin a period of consultation, promoted through email and social media, as well as signs on site.

This feedback and a final draft concept design would be considered by Council at a meeting in August 2020.



A detailed design for the playspace would be developed through 2020/21. The construction of the playspace would be considered along with priorities across the City while developing budgets for future years.

### Communication

Noting continuing restrictions and the need to prioritise the safety of the community, this period of consultation proposes to focus on non -face-to-face methods. To this end, an engaging video has been prepared that outlines the concept for the playspace and invites feedback. This video will be promoted through social media.

More traditional methods will also be used, such as emails to key community and stakeholder groups who use the park, a letter drop to local homes, telephone calls, posters in the park and Darebin's YourSay page. If restrictions ease, face to face consultation will also be considered.

### Timeline

- End of June/beginning of July - Consultation period begins
- End of July - Consultation period ends
- August 2020 – Consideration of draft Edwardes Lake Masterplan to release for community consultation
- August 2020 – June 2021 - Preparation of detailed design based on community feedback
- Autumn 2021 - Consideration of playspace delivery within Council budget process for 21/22 financial year

### RELATED DOCUMENTS

Nil

### Attachments

- Edwardes Lake Park - Playspace Concept for Public Consultation Purposes (**Appendix A**) [↓](#)

### DISCLOSURE OF INTEREST

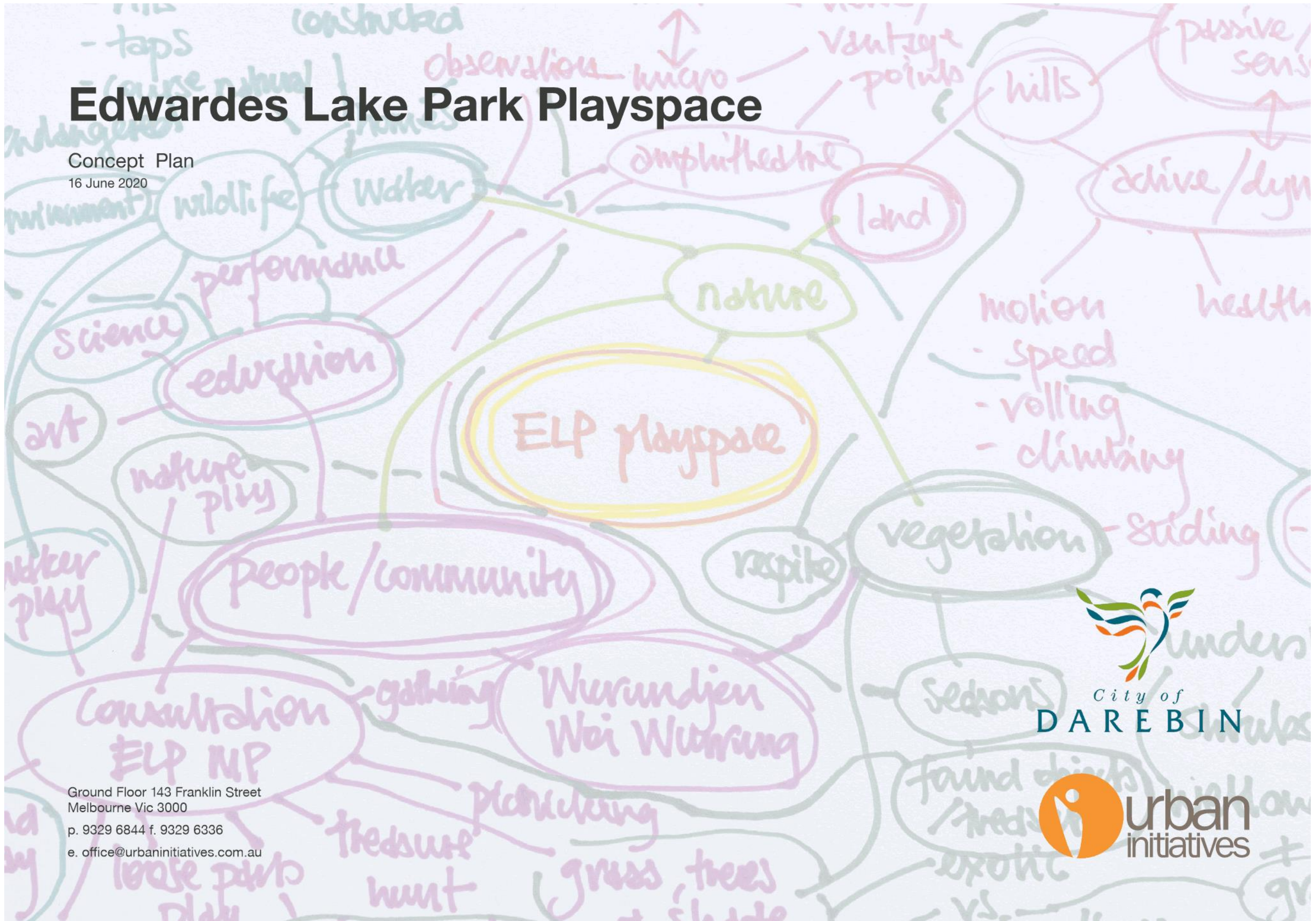
Section 80C of the *Local Government Act 1989* requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any direct or indirect interest in a matter to which the advice relates.

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.



# Edwards Lake Park Playspace

Concept Plan  
16 June 2020



Ground Floor 143 Franklin Street  
Melbourne Vic 3000  
p. 9329 6844 f. 9329 6336  
e. office@urbaninitiatives.com.au



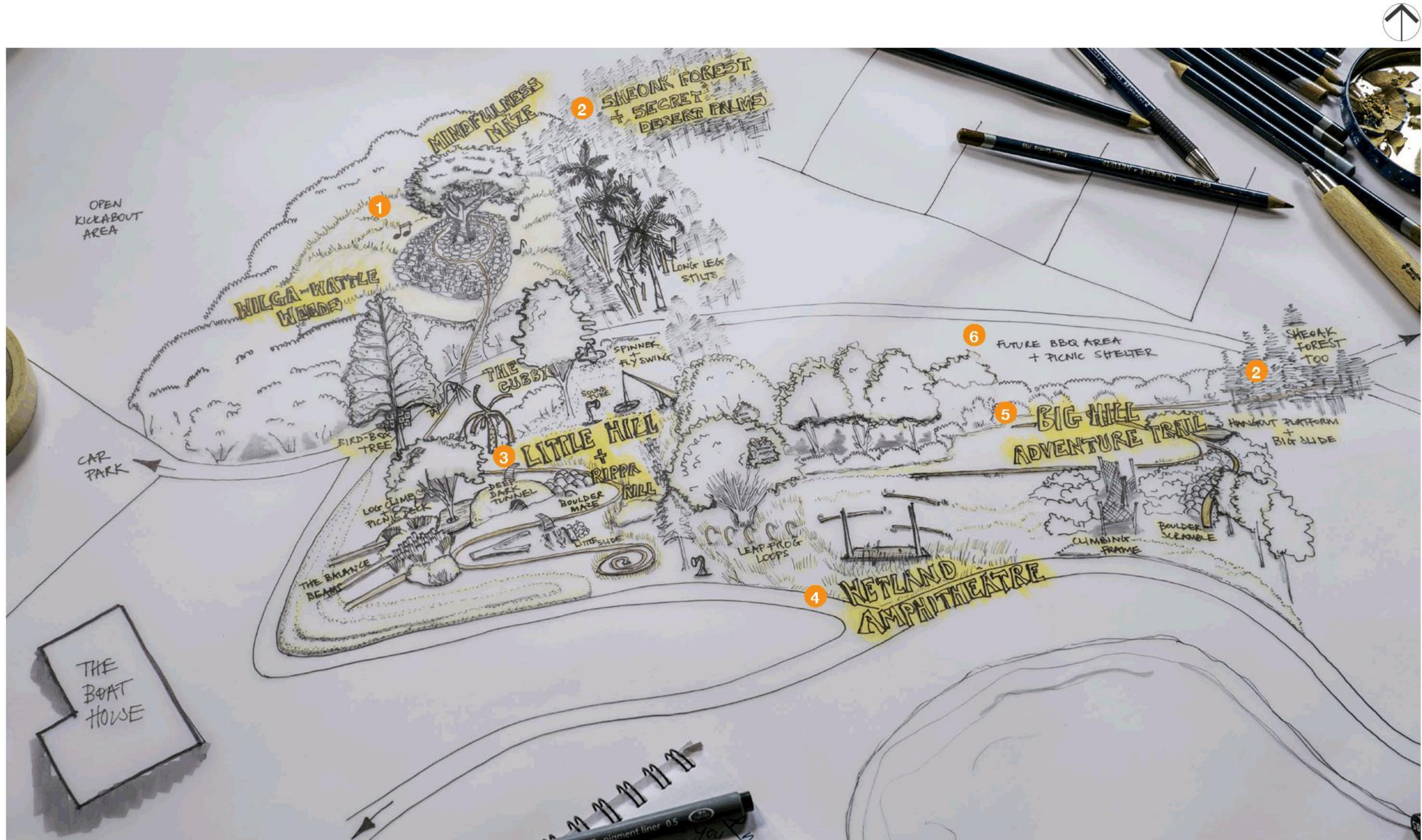
# SITE LOCATION

● Proposed Site Location





# THE PLAN







**1 Mindfulness Maze + Wilga Wattle Woods**



Image by Brian Sullivan (macaulaylibrary.org)



Image by GHD Pty Ltd - Edinburgh Gardens Rain Garden (landezine.com)

**Character**

A peaceful, secluded, sensory place which features strong seasonal change, making it enticing all year round.

**Features**

- Sound Play
- Mindfulness Maze
- Water Play
- Native Vegetation
- Forest Plantings
- Cultural and Historic References



Image by Mamma Knows North - Merri Creek Labyrinth, Clifton Hill (www.mammaknowsnorth.com.au)



Original image by Eugene Zelenko (www.wikipedia.org)



Original image from Richter Spielgerate (www.richter-spielgeraete.de)



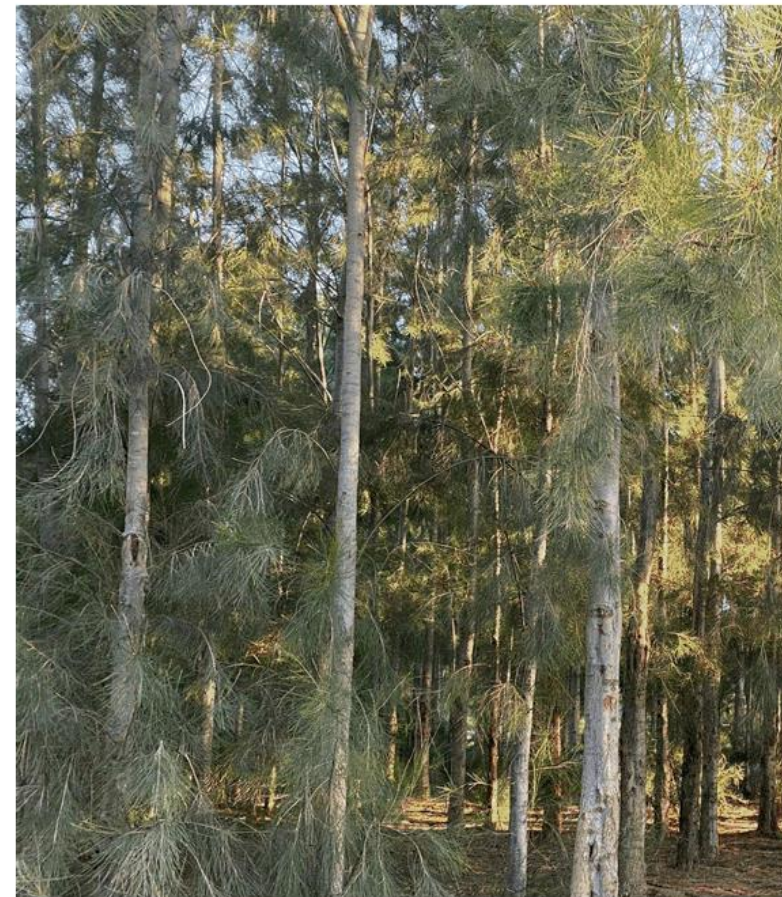
Original image from Richter Spielgerate (www.richter-spielgeraete.de)

**People's Choice:**

Please vote for your favourite piece of sound play equipment. You can choose from the steel 'Ferraphone' above which when the U-shaped steel sheets are hit with a beater, a warm sound is created, or the lovely wooden 'Sound Arch', left.



2 SheOak Forests + Secret Desert Palms



Character

The close spacing of the indigenous Black SheOak makes the scale of the space exciting to explore and weave in and out of for kids. Acoustically the carpet of sheoak-needles underfoot dampens sound and makes it an interesting sensory experience with a secret to discover within.

Features

- Long Leg Log Stilts (gross-motor play elements)
- Indigenous Vegetation
- Forest Plantings
- Historical Plantings
- Sensory Play
- Imaginative Play (Treasure Hunt references)



Image from Vega Landskab - Artillery Road Playground (vegalandskab.dk)



Pine Forest Floor Background by Nefrith on @creativemarket.jpg





3 Little Hill + Rippa Rill



Character

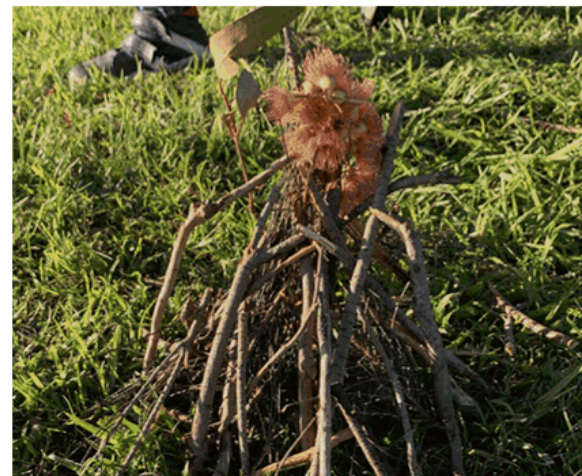
Open and undulating, this hill is exciting and boasts fabulous views. There are many educational opportunities for art, environmental and science-inspired projects.

Features

- Accessible basket ‘Fly’ swing
- Accessible spinner
- Accessible Sound Play Voice Tubes
- Rolling Hill
- Log Climbs x 2
- Picnicking Deck
- Balance Beams
- Cubby structure – fine and gross motor opportunities and loose parts play
- Rippa Rill Watercourse and Bridges
- Little Slide
- Boulder Maze
- Boulder Scramble
- Bird Box Tree
- Leap-Frog Loops
- Indigenous Feature Vegetation for Foraging Objects
- Native Grassland Plantings
- Cultural References



Artwork by Michael Heizer Isolated Mass Circumflex Image by ^<v> - Flickr com



Original image from Richter Spielgerate (www.richter-spielgeraete.de)



Image by Joyce Watts (tothotornot.com)



4 Wetland Amphitheatre



Image by Rodrigo Sheward - Pinohuacho Observation Deck (archdaily.com)

Character

Natural amphitheatre setting with exceptional views out to wetland and lake

Features

- Terraced Seating/Gathering Spaces
- Stage for formal and informal performances
- Native Grassland Meadow
- Open Lawn
- Shade
- Picnicking Opportunities



Image from Andrea Cochran Landscape Architecture - Childrens Garden (acochran.com)

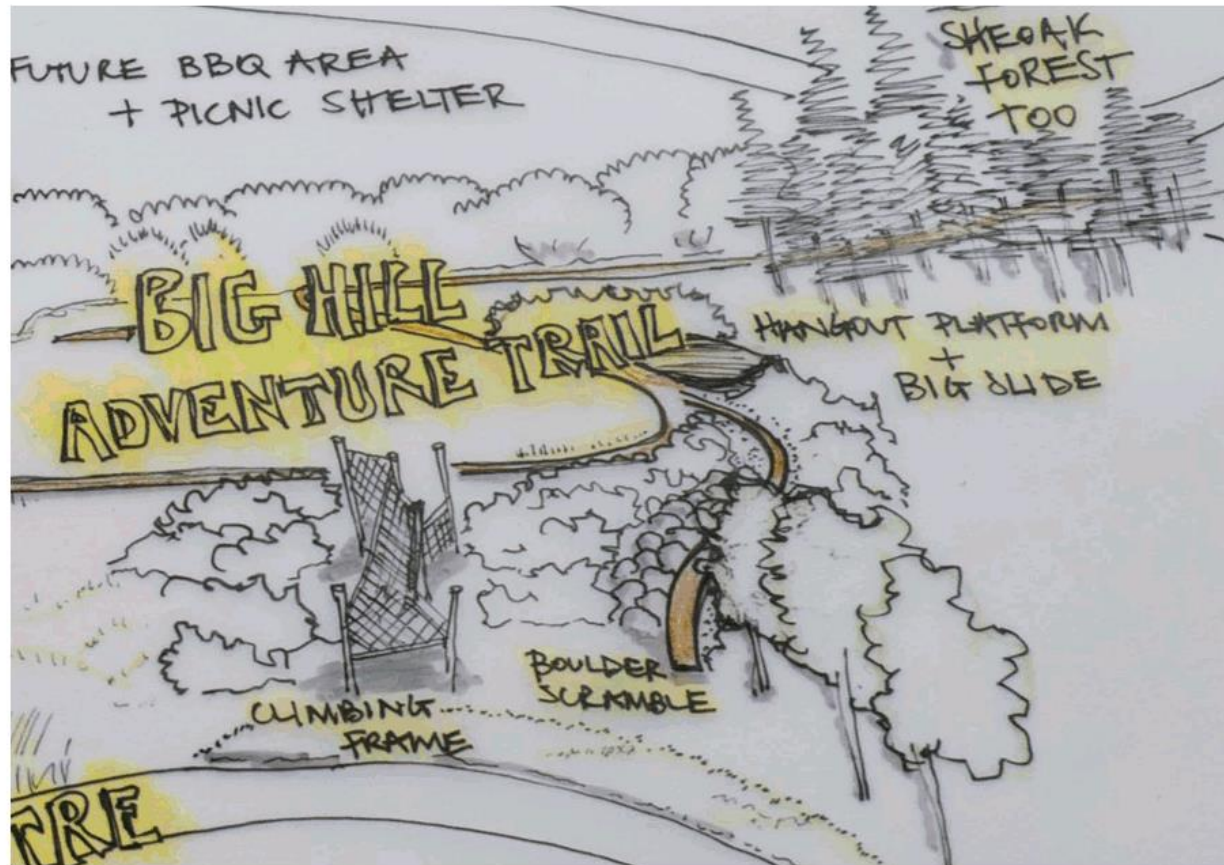


Image from Jeavons Landscape Architects - Melbourne Zoo (jeavons.net.au)





5 Big Hill Adventure Trail



**Character**

Challenging and adventurous play opportunities for bigger kids with fabulous views

**Features**

- Adventure Trail Path which connects to Amphitheatre and Upper Path
- Hangout Seating Platform
- Connections to Skate Park
- Big Slide
- Climbing Frame
- Indigenous Plantings
- SheOak Forest Too
- Big Rolling Hill



Image by Bence Pásztor for Batlab Architects (www.contemporist.com)



Original image from Richter Spielgerate (www.richter-spielgeraete.de)



Image by Undy (rhythmsofplay.com)



## 6 BBQ Area + Existing Playspace

The new playspace will integrate with the existing BBQ area and small playspace. In the future, the BBQ area will be upgraded and a new shelter will be constructed in the location of the existing playspace, as it has the best views over the lake. The existing play equipment (swings, play deck and springer) will be retained until they need to be removed to make way for the new shelter.

**7.9 DAREBIN'S RESPONSE TO SUPPORT TRANSPORT AND BUSINESSES DURING COVID-19****Author:** Coordinator Transport Engineering**Reviewed By:** General Manager City Sustainability and Strategy

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**EXECUTIVE SUMMARY**

This report responds to a resolution of council on 9 June calling for *“a report outlining opportunities, costs, budget impacts and the process regarding the establishment of temporary new kerb outstands and park lets for use by traders for footpath trading”*. It also covers the new needs of commuters that are emerging in response to the pandemic.

The COVID-19 (coronavirus) pandemic has had significant impacts on transport and businesses in Darebin.

While people have been working from home and many businesses have been closed or operating at reduced hours, there has been significantly less congestion and parking pressure and at the same time there have been increases in pedestrians and cyclists.

With commuting, education, some trade and other activities restarting we are seeing:

- businesses seeking additional space to help them socially distance including for things like managing queues or footpath dining.
- an increase in the number of cyclists and cars on our roads as commuters aim to socially distance by avoiding public transport.

To avoid an increase in chronic congestion in our city, enable a vibrant local economy and safely support the wellbeing of our community, this report proposes that Council:

- Advocates for temporary protected bicycle lanes in key State Government roads in Darebin, and for policy changes to help support community at this time.
- Implements temporary bicycle lanes in two locations in Darebin and investigates further options
- Visits businesses to offer them a ‘fast track’ assessment to help facilitate improvements to their footpath trading arrangements.
- Invites requests from interested in businesses to repurpose carparking bays and other road space to help them extend dining areas, with a view to understanding demand and trialling it in up to five locations.

Our understanding of need has been changing rapidly and this report recommends that Council prioritise the following activities ahead of some of the activities proposed in the draft budget:

- To support changes around schools and fast track reviews of footpath trading permits, officers would reprioritise operating programs.
- To implement temporary bicycle lanes in South Crescent between Plant Street and Simpson Street and in Cramer St between St Georges Road and Gilbert St, and to investigate the same in High St between Westgarth St and Darebin Road and Normanby Ave to Dundas St, Council would need to reduce the scope of other projects by a total of \$130,000.
- To support trial of introduction of up to five dining areas on road space, \$15,000 would be needed.
- This report recommends a mix of programs be reduced to accommodate this.

Depending on specific circumstances, changes near schools, or trials of using road space for dining could require some council funding to proceed.

After investigation, if it is found feasible and to have merit, implementing a temporary bicycle lane in High St would also require funding. Should this be identified, a report would be brought to Council at that time. Generally, officers expect possible future costs could be in the order of \$100,000 to \$400,000.

### Recommendation

#### That Council:

- (1) Advocates for the following temporary protected bicycle lanes along key cycling corridors to be implemented by the Victorian State Government to provide safe alternatives for people who are no longer able to take public transport:
  - a) Heidelberg Road between Ivanhoe and Clifton Hill
  - b) Westgarth Street between South Crescent and Rucker Street
  - c) Station Street between Darebin Road and Railway Place
  - d) St Georges Road between Merri Parade and Fitzroy North.
- (2) Writes to the Minister for Roads and Minister for Transport Infrastructure to advocate for the Victorian Government to urgently implement items listed in Appendix D.
- (3) Writes to the Minister for Public Transport to strongly advocate for the Victorian Government to urgently implement items listed in Appendix E.
- (4) Endorses a program to facilitate requests from local schools to implement temporary changes to traffic and parking near schools to help children, parents and staff to socially distance on the following basis:
  - a) That the school principal supports the changes
  - b) These would apply during school start and finish times
  - c) Reasonable efforts must be made to contact occupiers of all properties directly abutting affected areas
  - d) It must meet safety and access requirements as assessed by an appropriately qualified Council officer before implementation.
  - e) Any approvals required are secured (for example from the Department of Transport)
- (5) Endorses a program to support local businesses and community visiting shopping areas to safely socially distance, in accordance with Victorian Government guidelines where necessary, by:
  - a) Visiting businesses and offering them a 'fast track' assessment in regard to footpath trading including as to whether their trading area can be extended into other areas of the footpath.
  - b) Inviting business to raise requests with Council to repurpose car parking bays or otherwise use road space for trading or open space, with a view to initially trialling this in up to five locations, and allocates \$15,000 for this purpose
- (6) Allocates \$130,000 for planning and implementation of short-term temporary bicycle projects on Darebin-managed roads, including those outlined in **Appendix A** for the 2020-21 financial year:
  - a. South Crescent (in sections between Victoria Road and Westgarth Street);



- b. Cramer St between St Georges Road and Gilbert Road; and
  - c. to investigate the same in further locations, including High Street between Westgarth Street and Darebin Road and Normanby Avenue to Dundas Street
- 

## **BACKGROUND / KEY INFORMATION**

The COVID-19 (coronavirus) pandemic has had significant impacts on both the transport system and business community in Darebin. The period of Stage 3 restrictions meant that many businesses could not operate, and movement was restricted to essential travel only. The number of overall trips declined and the proportion of people walking and cycling increased dramatically.

### **Impact on Darebin's local businesses**

Due to the closure of many businesses and cancellation of events in response to the State Government restrictions there has been a significant number of people in the Darebin community that have lost work, and businesses that have reduced or ceased trade. Many others who have continued working have been doing so from home.

Economic projections suggest Darebin's Gross Regional Product (GRP) is forecast to fall by -15.7% in the June Quarter 2020. This is expected to fall higher than the state average (projected to be 12.8%). The industries immediately affected by COVID-19 and subsequent government restrictions are highlighted within Darebin's Tourism Strategy as the key points of difference and attractors for our City. These include:

- Creative industries including live music venues, musicians and supported industries
- Hospitality businesses – cafes and restaurants and food manufacturing.

At the time of this report, there were 440 registered cafes and restaurants operating in Darebin. This number also includes take away operators, live music venues, bars, chain restaurants and hotels. Of these 250 businesses currently have Goods on Footpath trading for outdoor dining (chairs and tables).

As previously reported in the JobKeeper report to Council on 9 June, given the nature of hospitality cafés and restaurants are likely to provide employment for some of the most vulnerable groups within our community including young people, women, casuals and international students. Women and international students are also over-represented in casual employment and are therefore probably more likely to both lose their jobs during the COVID-19 contraction and may also be ineligible for support under the Government's JobKeeper package.

### **Impact on Darebin's transport network**

The Victorian Government has announced the gradual easing of restrictions where appropriate. Officers expect this to result in a further increase in the numbers of trips that people are making. Traffic data confirms this trend with road traffic now having risen to 80-90% of pre-pandemic volumes, even before many services and workplaces have reopened.

Darebin traffic signal loop volumes relative to first two weeks of March

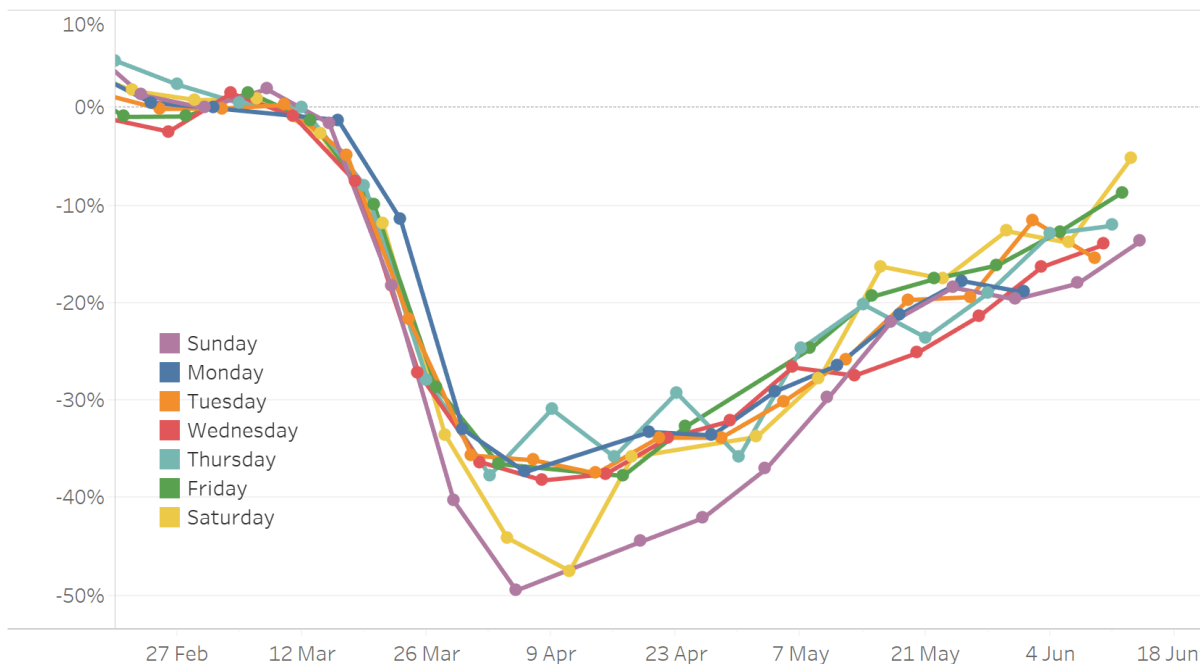


Figure 1: Darebin traffic signal loop volumes relative to first two weeks of March

Council has already implemented measures to support our community during this stage of the pandemic response. This support includes:

- temporary alteration of parking restrictions in key locations to support local businesses upon request
- assisting with community inquiries for journey planning and promoting active travel to and from schools.
- Working with schools to implement effective social distancing through the installation of traffic management signs to enable students, carers and teachers to travel safely to and from school.

Before the COVID-19 pandemic, Darebin’s residents made over 16,700 daily trips to work by public transport. Post-pandemic, trams, trains and buses will be operating at only 15 to 20 percent of their usual capacity due to social distancing requirements. This means that there will be tens of thousands of people across Darebin and Melbourne who are likely to need alternative ways to travel. If nothing is done, there is a significant risk that people commuting to work and travelling around Darebin will use cars instead. This would create even more congestion than before the pandemic, which our road network cannot fit. The latest data shows that arterial roads in Darebin are already approaching capacity even before many people have returned to work or education facilities have fully reopened.

While there may be some relief as more people working from home and schedule more flexible working hours, this is not expected to be enough to account for the significant capacity reductions in public transport and subsequent increase in the number of cars.

As restrictions ease it is likely that more cafes and restaurants will re-open. However, with possible space and distancing requirements for different types of outlets, and with outdoors being safer for patrons and staff alike, there is expected to be a strong desire for outdoor dining areas and additional areas for waiting safely while picking up ordered goods. Like many Councils in metropolitan Melbourne, opportunities are being investigated on the street network.

The key issues are:

- Safety for children walking, riding and scooting to school
- Capacity of the street network to accommodate more car traffic
- Delays on the movement of goods caused by increased traffic
- Significantly reduced capacity of public transport vehicles
- Significant increase in the number of people riding bikes and walking and the inability of existing infrastructure to cater for increased demand.

This intersection of a requirement for more people to start travelling and businesses to do their trade in a way that supports social distancing and maintaining community safety is the intention of this report and basis of the recommendations.

### **Previous Council Resolution**

At the ordinary Council Meeting on 9 June 2020, Council resolved:

***That Council:***

- 1) *Calls for a report at the next Council Meeting on 29 June 2020 outlining opportunities, costs, budget impacts and the process regarding the establishment of temporary new kerb outstands and park lets for use by traders for footpath trading. The report should include;*
  - a. *Identification of potentially suitable locations in all shopping precincts.*
  - b. *Identification of any suitable locations where side streets may be closed to allow for temporary pop up community space during COVID-19.*
  - c. *Identification of safe alternates for heating and temporary weather protection/undercover measures.*
  - d. *The costs and resourcing requirements needed to establish a fast track process for traders seeking to temporarily expand footpath trading and waiving of all council fees for permits.*
  - e. *The costs and resourcing requirements needed to establish a direct communication strategy to traders including via zoom conferencing and/or literature.*
- 2) *Receives a further report after the pandemic restrictions are removed outlining the return of investment seen as a result of the increased temporary trading areas for the community including residents and traders.*

## **COMMUNICATIONS AND ENGAGEMENT**

### **Consultation and Communications**

Any changes to Darebin's street network will be subject to a full safety assessment and be progressed through a notification to affected properties and/or consultation where applicable.

As we are operating under unprecedented circumstances that require urgent action, it is the intention to use trial installations to collect information on how they are operating and accept feedback during the project. This can then be used to make decisions on how to progress at regular intervals following implementation of each project.

For projects along the St Georges Road median to improve safety for riders and efficiencies for trams the previous Council resolutions have been collated in **Appendix B**.

This approach will be regularly reviewed and considered against the pandemic situation, need of the project and degree of impact to the nearby and affected properties.

Some projects on local streets have already been endorsed at Council for design and delivery. These include the Preston (West) and Reservoir Streets for People Corridors. Full engagement processes have been followed for these projects, as noted in previous reports to Council. Officers have been in ongoing discussions with:

- Local governments across Victoria
- Victorian Department of Transport
- Victorian Department of Education & Early Childhood Development
- Victorian Department of Health
- Local schools

## **ANALYSIS**

### **Alignment to Council Plan / Council policy**

#### Goal 1 - A sustainable city

The Darebin Transport Strategy and Cycling Strategy both support Council's aims to dramatically increase the number of people walking and cycling, and advocate for better public transport. The 2017 – 2021 Council Plan's target is to increase this number by 12 percent by 2021.

There are several existing reports, draft designs and plans completed for bicycle routes in Darebin, including infrastructure recommendations. These will be used to consider any cycling infrastructure as part of this work.

#### Goal 4 - A strong economy

The 2017 – 2021 Council Plan aims to support our local businesses by enabling and activating space. By working with local businesses to reach the goals set out in the Plan. Council supports a vibrant, productive and diverse range of businesses and industries that support the needs of our communities.

Supportive placemaking, streetscape improvements and urban design provide significant benefits for the local economy. Creating attractive spaces means that people are more likely to visit more often and stay longer. They can also establish unique local identities that attract customers to the area.

In the context of the pandemic, many local businesses are struggling. Council has jurisdiction over many of the streets and footpaths in our activity centres and can harness the opportunity of these spaces to support local economies.

### **Environmental Sustainability Considerations**

Transport is the third largest and fastest-growing source of greenhouse gas emissions in Darebin. Any increase in the number of cars on our streets will result in increased emissions. Limiting this as much as possible will have a positive environmental impact.



Reclaiming space for people from cars in activity centres will further encourage people to walk to their local shops as access by active travel is made easier.

### **Equity, Inclusion and Wellbeing Considerations**

Vulnerable communities are less likely to own or use a car and more likely to be impacted by COVID-19. Disadvantaged groups are more reliant on public transport to access services, employment and education. Making walking and cycling as a viable alternative to public transport use will reduce the risk exposure and improve access to essential services, jobs, recreation and social interactions.

Where additional trading space is considered and will impact the access of a disabled parking space, an alternative accessible and convenient location will be made nearby for the disabled space.

Pop-up parks are to be led by champions through the application process who are looking to make positive change in their streets. Designs for pop-up street closures will be supported by the Transport Engineering, City Design and Access and Inclusion teams to ensure they are fit for purpose for our diverse community.

### **Cultural Considerations**

In-person arts and culture events may resume over the next few months as restrictions are eased by the Victorian Government. This would result in increased travel to and from events both within and outside Darebin.

There may also be opportunities to integrate public or community art into projects that repurpose street space for other uses. For example, textured pavements near schools or designs of on-road infrastructure. This will be considered on a case by case basis.

### **Economic Development Considerations**

Many local businesses have been significantly impacted by the COVID-19 pandemic. While Council has already introduced measures to support them, further consideration will need to be made as the situation changes and develops. Supporting local businesses to maximise opportunities at this time – such as expanding the space available for seating or trading – could bring benefits to business owners, staff and customers.

These potential benefits are for businesses close to any changes and would not be expected to benefit all types of businesses, or businesses further away from any changes. The benefits to individual businesses should be weighed against the cost of making changes to infrastructure, which is relatively high compared to other options available that support businesses.

Overall, Council's economic development specialists advise modifying footpath trading or enabling businesses to use roadways is recommended if it can be:

- done without significant cost (to either the business or council)
- put in place reasonably quickly
- implemented with a simple and easy to access process.

While officer advise that there is merit in a trial to understand the level of benefit to businesses and learn what's needed to make this work, generally, officers also recommend that Council not invest significant funds towards parklets or similar measures at this stage. Officers have

assessed possible options and concluded that grants and other economic development measures that are planned a part of the economic recovery effort will have more benefit to more business for the equivalent cost.

**Financial and Resource Implications**

To prioritise these changes, Council would need to defer some of the proposed works in the draft 2020-21 Budget. **Appendix A** outlines the estimated costs associated with each recommended project on Darebin managed roads. \$15,000 would be required to trial in up to five locations the extension of outdoor dining into road spaces.

The total cost would be \$145,000 and officers recommend these as a higher priority than some projects provided for within the current draft budget. Officers recommend reducing the scope of four programs in the current budget by deferring some of the work. The four programs that officers recommend reducing are:

- Safe and Sustainable Travel program
- Cycling Program
- Road Rehabilitation Program
- Road Resurfacing Program

Proposed item	Estimated cost for 2020-21	Impact on existing projects
South Crescent protected westbound bike lane between Plant Street and Simpson Street	\$70,000	All three of these projects are recommended to be funded from the 2020/21 Cycling program. There are proposed works along the Northcote Streets for People corridor that would be delayed for the proposed items to be progressed.
Cramer Street separated and protected bike lanes between St Georges Road and Gilbert Road	\$50,000	
Investigation along High Street to provide a bike facility and clarity of lane widths	\$10,000 (investigation only)	

To support changes around schools and fast track reviews of footpath trading permits, officers would reprioritise operating programs:

- This will be reasonably straight forward regarding the fast track foot path trading permit process as some of the work that the local laws and traffic enforcement teams has dropped off during COVID.

In regard to supporting schools, council would refocus its school education and support programs to focus on schools most pressing needs at this time. Some of the education that was planned would not occur in 2020-21.

Depending on the specific circumstances, changes near schools or trials of using road space for dining could require some additional Council funding to proceed. Also, if it is found feasible and to have merit, implementation of a temporary bicycle lane in High St would also require funding. Should this need be identified, a report would be brought to Council at that time. Generally, officers would expect possible future costs could be in the order of \$100,000 to \$400,000.

## Legal and Risk Implications

The *Road Management Act 2004* and *Local Government Act 1989* outline Council's powers and responsibilities to manage its road network.

Council has the authority to make changes to its roads. However, some of these require approval from the Department of Transport. These include permanent road closures and installation of major traffic control devices.

State declared roads remain under the care and management of the Department of Transport (DoT). Projects that are on or may affect the operation of a State declared road will need the approval of DoT.

There is a risk that making significant changes in the community at this time may result in some anxieties from community members. Equally, doing little or nothing may not meet community members' expectations of Council and result in significant disruption to the operation of Darebin's transport network.

## Operational Impacts

The recommended projects on South Crescent, Northcote and Cramer Street, Preston will have little impacts on Council operations due to their temporary nature. There will be some maintenance requirements to ensure the projects continue to operate safely.

Trading areas and pop-up parks would mainly affect Operations Centre teams such as the rubbish collection, street cleansing, road maintenance, as well as the parks and open space team if there were to be any planting associated with any of the proposed facilities. There may also be an increase in calls to our Local Laws team with reports of permit conditions not being adhered to.

The top bike riding and tram priority projects that exist on roads managed by the Victorian Government would be installed and maintained by the Department of Transport and not Council. However, it will be important for Council to be involved across all stages of the project development and delivery process.

## DISCUSSION

Local and State Governments in Australia and Victoria are considering similar measures to respond to the COVID-19 pandemic.

It is important that Darebin continues to show leadership and is prepared to ensure the social, physical, psychological, economic and environmental wellbeing of our community.

### **Community requests relating to changing needs in COVID-19 Pandemic**

Many community enquiries have been received during the COVID-19 pandemic, including requests for:

- Solutions to overcrowding on shared paths
- Safe bicycle lanes along key routes
- Reallocated road space to people riding along High Street
- Automatic callup of pedestrian signals at intersections
- Some parking bays to be temporarily altered for short-term pick up and drop off to support takeaway food businesses

- Additional area for cafes and restaurants to trade.

### **Better cycling infrastructure to support new demand from cyclists during COVID-19**

Making on-road infrastructure safer for people riding would provide additional options – particularly for commuters.

This would help to reduce conflict and overcrowding on Darebin's shared paths. The streets across the entire network that have been identified for potential change are included in the table as **Appendix A**.

Council's Safe Travel Strategy and Transport Strategy both consider and outline the benefits of improved walking and cycling infrastructure. The return on investment on bicycle projects is typically much higher than for road projects and can be realised quickly. Safety improvements are known to be achieved through lower speed limits. The status of speed limit changes to 40km/h on local streets can be seen across Darebin in **Appendix C**.

This report proposes advocating to and supporting work of Department of Transport to implement safe cycling corridors along four key routes (**Appendix A**). Previous work has identified these locations as important links between existing strategic cycling corridors and some investigation and design work has already been completed.

These would provide viable alternatives for people who are no longer able to take public transport with its reduced capacity. Officers have assessed several options and have concluded that these sections would have the highest value to make it safe and attractive for people to ride their bikes as an alternative.

Officers have also been in discussions with the Department of Transport and other councils to request automatic callup of pedestrian signals at intersections to reduce public health risks and support people walking. The recommendation in this report and subsequent resolution proposes to strengthen this advocacy.

### **Supporting businesses to consider extending footpath trading space**

A relatively straight forward way that council can help businesses is to make it easy for them to explore and gain approval for extending footpath trading area along the footpath.

Whether or not this is suitable for a business depends on their location and proximity to other uses. As a result, it needs a case by case assessment by officers.

However, where it is suitable, it is a quicker and easier solution than using road space. Using road space is likely to only be possible on a temporary basis in many areas – and when vehicle numbers increase may need to be removed, and it also requires a more involved safety assessment which takes time and resources.

There are 250 businesses with footpath trading areas. Officers can visit these businesses and identify if there are options to extend the trading area.

Council has already decided to waive footpath trading fees, so there will be no charge. Fees for heaters, stands, umbrellas and furniture have also been waived for the 2020-21 financial year. 15 businesses currently have approved heaters in footpath areas. There are specifications and requirements for outdoor heaters and gas bottles that must be met. Businesses seeking changes to liquor licensing will be referred to the VCGLR who are the responsible authority for these decisions.



### Popup parks as a possible support for outdoor dining

In regard to closing local roads to create pop up parks, the indicative cost for a temporary closure is between \$2,000 and \$5,000 and the timeline required is 2-3 weeks. At a relatively high cost compared to other ways to support business, it is not recommended as a higher priority for Council investment than other business support programs that have been put in place as part of the Recovery Package.

It can be a good option for businesses located in specific places next to local roads, however it doesn't provide broad benefit to lots of businesses. There are also some locations where it won't be possible for transport safety or accessibility reasons. To add value, an essential ingredient is a motivated and driven local business or businesses that really want to make use of the space. Therefore, officers recommend letting businesses know that it's something that we can consider interested businesses should get in touch.

It is not clear how much demand there would be from businesses for this, even if Council were to cover some of the cost of installation. Officers recommend that Council trial up to 5 sites and allocate a budget for that purpose of \$15,000. We would expect this could be in place by the end of August 2020 subject to demand from business, which may not emerge strongly in winter and given the current state government directions.

### Responding to schools needs

Council has already received and assessed several requests for changed arrangements near schools. These relate to expanding space for children, parents and staff to socially distance safely and facilitate the significant increase in the number of students walking, riding and scooting to school.

In some cases, officers will have to balance residents' preferences and school community needs. Officers will ensure that any changes are safe and enable ongoing accessibility. However, it is possible, even likely, that some of these changes will inconvenience some local residents. Generally, we expect special arrangements to be temporary and at school start and finish times.

There may be some costs associated with these changes. Generally, officers plan to manage these within operating budgets under delegation including by reprioritising schools and safe travel programs as appropriate. To do this, some planned operating programs may be deferred.

## IMPLEMENTATION STRATEGY

### Details

A list of bike and tram projects that may be available for immediate implementation or investigation has been prepared (**Appendix A**). It is expected that we will continue to hear from our community about other opportunities to improve the transport network which will need to be investigated.

Actions to be taken if the report is adopted as recommended would be:

- Write to the relevant Ministers and the Department of Transport in support of the advocacy items in **Appendices C, D and E**
- Commence detailed planning and communication for implementation of the South Crescent and Cramer Street bicycle infrastructure
- Plan feasibility study of High Street changes

- Commence planning for business doorknocking support, working across Council departments
- Contact all schools in Darebin and the Department of Education to inform them of Council's decision and inviting partnership opportunities for implementation of safe travel changes

### Implementation

The urgency of implementing these projects and social distancing requirements means that traditional consultation methods cannot be used.

Officers propose the use of temporary infrastructure to trial any changes. These can be changed, manipulated or removed as required during the project as feedback is received from the community.

Council will make every effort to contact all affected property occupiers before any changes are made. However, this will be limited to methods not involving close contact to comply with State Government regulations and advice, such as letters and online media.

Following the installation of any temporary changes, officers will closely monitor any impacts and benefits. No permanent changes would be made without consultation and engagement with the community, following the implementation of any trial.

### RELATED DOCUMENTS

- Darebin Transport Strategy 2007 – 2027 (as amended, 2017)
- Darebin Cycling Strategy 2008 – 2018
- Streets for People Feasibility Study 2018

### Attachments

- Bike and Tram Projects for During and After the Covid-19 Pandemic (**Appendix A**) [↓](#)
- Council resolutions and strategies for safety along St Georges Road median shared path (**Appendix B**) [↓](#)
- Current 40km speed limit reduction applications (**Appendix C**) [↓](#)
- Advocacy items for Minister for Transport Infrastructure (**Appendix D**) [↓](#)
- Advocacy items for Minister for Public Transport (**Appendix E**) [↓](#)

### 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.

Proposed Bike Lane Design – State Managed Roads							
Project Number	Road	Between	At Mid-Block Locations	On Approaches to Signalised Intersections	Delivery type	Notes	Strategic Alignment
1	Heidelberg Road	Banyule and Clifton Hill Station	Temporary bollards and kerbing for protected bike lanes	No changes	State Government collaboration with adjoining local councils	Feasibility Study completed by Yarra. Aligns with Darebin and Banyule's Strategic documents	Existing Key Cycling Corridors in Darebin Cycling Strategy
2	Station Street	Darebin Road and Railway Place	Reduction of two traffic lanes to one with a bike lane	No changes	Driven by State Government supported by Darebin Council	No design yet. The road width would support this change without changes to on-street parking	Existing Key Cycling Corridors in Darebin Cycling Strategy
3	Westgarth street	South Crescent and Merri Creek Trail	Introduction of protected bike lanes	No changes	Driven by State Government supported by Darebin Council	Removal of parking on the northern side of the road is required	Existing Key Cycling Corridors in Darebin Cycling Strategy and on draft Strategic Cycling Corridor network
4	St Georges Road	Merri Parade to Yarra Border	Reallocation of road space to support high number of riders through the Merri Parade signals and across the Merri Creek bridge	Lane allocation changes at signals	Joint project between State Gov., Yarra and Darebin	If tramways are extended in Yarra to expedite tram movements the through lanes along St Georges Rd to the south of Merri Parade could be reduced to one.	Existing Key Cycling Corridors in Darebin Cycling Strategy and on draft Strategic Cycling Corridor network
5	St Georges Road	At Cramer Street	Remove the ability for right-turning manoeuvres and provide through lanes for bikes across the intersection.	As described	Joint project between State Gov. and Darebin	Will enable continuous bike facility along Cramer Street and remove serious safety issue associated with disappearance of bike lane.	Existing Key Cycling Corridors in Darebin Cycling Strategy and on draft Strategic Cycling Corridor network

Proposed Bike Lane Design – Darebin Managed Roads							
Project Number	Roadway	Between	At Mid-Block Locations	On Approaches to Signalised Intersections	Delivery type	Notes	Cost / Strategic Alignment
1	South Crescent	Plant Street and Simpson Street	Temporary bollards and kerbing for protected bike lane westbound	No Changes	Temporary using removable materials	Strong demand from community	\$70,000  Existing Key Cycling Corridors in Darebin Cycling Strategy and on draft Strategic Cycling Corridor network
2	Cramer Street	St Georges Road to Gilbert Road	Installation of protected bike lanes and separated bike lanes as per the streets for people project as endorsed at Council.	No Changes	Temporary using removable materials. Line-marking only for section between Jessie St and Gilbert Rd	Community engagement complete  This will result in displacement of parking	\$50,000  Existing Key Cycling Corridors in Darebin Cycling Strategy and on draft Strategic Cycling Corridor network
3	High Street	Westgarth Street to Darebin Road and Normanby Ave to Dundas Street	Temporarily adjust the road space to provide bike facility and clarity of lane widths	No changes	Temporary measures to be used with road paint to create a vastly different space.	Some road areas could be re-purposed for trade.	Investigation stage - \$10,000  Existing Key Cycling Corridors in Darebin Cycling Strategy



Proposed Tram Projects							
Project Number	Roadway	Between	At Mid-Block Locations	On Approaches to Signalised Intersections	Delivery type	Notes	Strategic Alignment
1	Plenty Road / High Street	Boldwood Parade to Queens Parade in Melbourne	Implement ultimate tram lanes to support faster travel times. Install turn bans and remove parking at problem locations where required	Leading and lagging right turn facilities as required as part of the traffic signal operation.	Driven by State Government supported by Yarra Trams and Darebin Council	Feasibility study commenced to identify opportunities between Dundas Street and Queens Parade	Darebin Transport Strategy that prioritises sustainable transport
2	St Georges Road	Merri Parade and Miller Street	Close median openings	N/A	Driven by State Government supported by Yarra Trams and Darebin Council	On-going collisions, previous median closures caused traffic delays.  Previous petitions have been received to keep the medians closed following the Melbourne Water works that closed them in 2017.  Many previous Council resolutions relating to this are detailed as <b>Appendix B</b> to this report	Darebin Transport Strategy 2007-2027 that prioritises sustainable transport and Safe Travel Strategy 2018-2028 that supports a safer road environment

**Appendix B - Council Strategies and Resolutions Supporting Projects in Appendix A****At the Council meeting on 27 July 2017, Council resolved –**

That:

- (1) The Mayor writes to the Minister for Roads and Road Safety, copied to local State and Federal Members of Parliament, requesting a comprehensive and inclusive community engagement process be undertaken for the redesign of St. Georges Road to ensure safety and accessibility for cyclists, pedestrians, public transport users, motorists, local residents and traders.
- (2) A copy of such letter and a previous letter sent by the Mayor to VicRoads be distributed to local residents and traders along the St Georges Road corridor between Merri Creek, High Street, Arthurton Road and Miller Street.

**At the Council Meeting on 16 May 2016 Council resolved -**

That Council:

- (1) Notes the significant disruption to the more than 500,000 bike trips and pedestrians along the St Georges road shared path as part of the M40 project.
- (2) Reaffirms the Council's long term vision for a duplicated pathway along the St Georges road median as part of the Great Northern Shared Path, as well as the closure of non-signalised crossing points and other key priorities identified in the St Georges road shared path safety audit.
- (3) Authorises the Mayor to write immediately to local members of parliament and relevant ministers including but not limited to finance, roads, public transport and water and environment outlining council's commitment to the path duplication as part of the Council's budget to process and also seeks partnership from relevant departments and agencies to match council's commitment on a "dollar for dollar" basis over the next two financial years to duplicate the path, close off identified non signalised crossing points, and implement other key priorities in the safety audit report. The letter should reinforce Council's position for a continuous treed avenue and no net loss of trees along St Georges Road Median.
- (4) Be presented with a comprehensive vision and master plan for the shared path from Reservoir to Northcote that may contain , but not limited to the following features:
  - a) Preferred bike and pedestrian flow
  - b) Preferred crossing points for all shared paths and road users along the shared path.
  - c) Preferred amenities including but not limited to tree coverage/vegetation, drinking fountains, seating/shelter and bike repair stations
  - d) Key partners, agencies and possible sources for collaborations, including indicative timelines and resources required.
  - e) Indicative budget and timeline for these works.

**At the Council Meeting on 4 April 2016 Council resolved -**

That Council:

- (1) Notes its previous resolutions adopted in relation to the St Georges Road Shared Path and M40 Project:
  - A 'like for like' reinstatement of the trees recognising the high amenity value they offer.
  - Improve safety for all St Georges Road users including removal of non-signalised vehicle crossover points.

- Provide appropriate line of sight allowances for pedestrian and bike crossing points.
- Duplication of the path to provide separate bicycle and pedestrian paths.
- Manage pedestrian and cyclist safety for the duration of the project.

(2) As a matter of urgency and In the absence of relevant local data to determine sight triangles, requests that Melbourne Water undertakes speed recording of cyclists to determine appropriate line of sight triangles at relevant intersections with St Georges Road.

(3) Requests that Melbourne Water present to Council the results of its cycle speed findings and its plan for the St Georges Road median prior to the completion and release of the tender specifications for the project.

**At the Council Meeting on 7 December 2015 Council resolved -**

That Council acknowledges the excessive number of pedestrian injuries on St Georges Road bike path and the urgent need for a better safety outcomes in landscaping design near pedestrian crossing points on St Georges Road bike path to avoid future accidents.

That officers prepare 'line of sight design' recommendations for bike and pedestrian crossing points on St Georges Road consistent with the safety audit findings and supply these guidelines to Melbourne Water to assist them in their current tendering process for reconstruction and re-landscaping works along St Georges Road bicycle path.

**At the Council Meeting on 7 September 2015 Council resolved -**

THAT Council:

- (1) Takes note of the planned upgrade of the water main by Melbourne Water along St George's Road shared path, which can carry up to 500,000 bike trips per year.
- (2) Reaffirms its commitment to the Darebin Cycling Strategy Action Plan to upgrade Key Cycling Route 3 as per the St George's Road and Cheddar Road Safety Audits, which aims to duplicate the shared path along St George's Road for safety of pedestrians and cyclists
- (3) Resolves to receive a report at the earliest opportunity on options to manage pedestrian and cyclist safety for the duration of the water mains upgrade. The report may cover the following:
  - a. Feasibility of introducing bike lanes along St George's Road
  - b. Feasibility of introducing lowered speed limits along St George's Road
  - c. Feasibility of expanding informal "shimmy" routes
  - d. Lobbying and advocacy plan for external sources of funding
- (4) In preparation of the report, officers may consider consulting with the following stakeholders
  - a. Darebin Bicycle Advisory Committee
  - b. Darebin Bicycle User's Group
  - c. Bicycle Victoria
  - d. Victoria Walks
  - e. Melbourne Water
  - f. Yarra Trams

g. Vic Roads

(5) Notes that the State Government has committed to the creation of an Active Transport Fund.

(6) Writes to the Members for Northcote and Preston and Ministers for Public Transport and Roads seeking support for the Great Northern Bikeway to be funded from this fund.

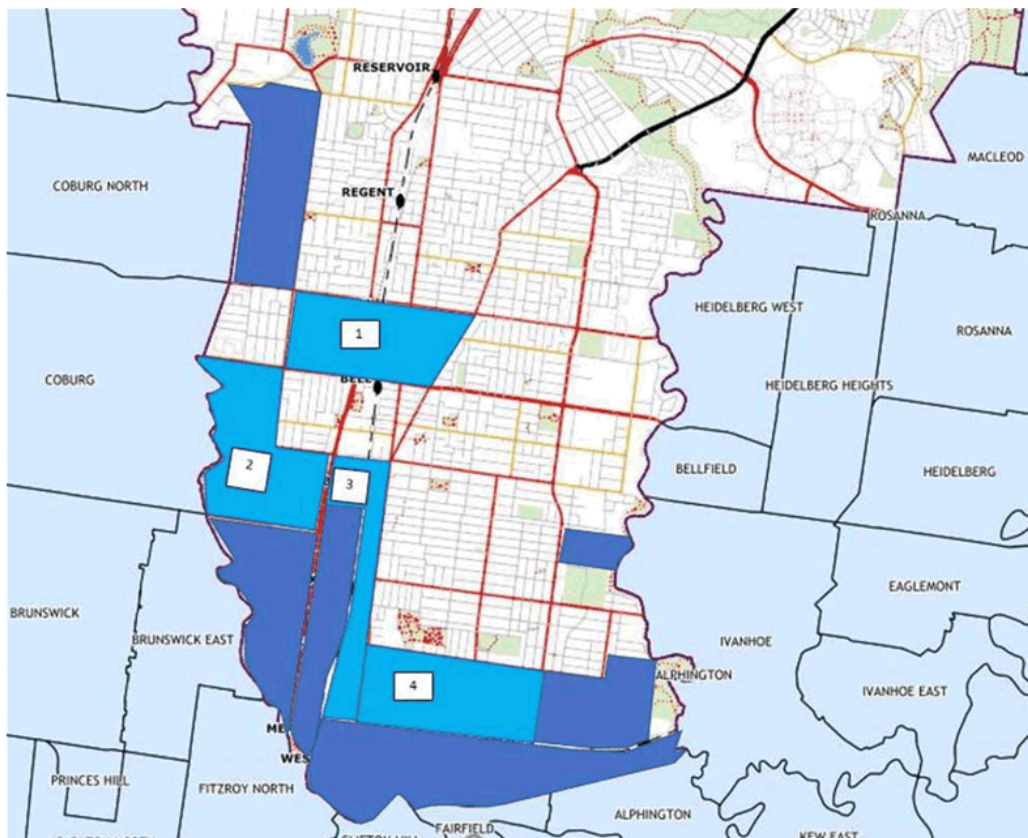
**Adopted policies and strategies**

- Darebin Transport Strategy 2007-2027 - prioritises sustainable transport
- Safe Travel Strategy 2018-2028 - supports a safer road environment
- Walking Strategy 2018 – 2028 – supports improved walking environment
- Cycling Strategy 2008 – 2018 – supports improved cycling environment
- Streets for People Feasibility Study – supports implementation of safe corridors for walking and cycling



### Appendix C - Current Darebin 40km/h Speed Limit Reduction Applications Awaiting Approval from Department of Transport

- Area 1 – Area bordered by Plenty Road, Gilbert Road, Bell Street and Murray Road
- Area 2 – Area bordered by Bell Street, Gilbert Road, Miller Street, St Georges Road, Normanby Avenue and Merri Creek
- Area 3 – Area bordered by St Georges Road, High Street, Clarke Street and Bell Street
- Area 4 – Area bordered by High Street, Separation Street, Station Street and Clarke Street



- Dark blue shaded sections are already changed to 40km/h areas

**Appendix C - COVID-19 Pandemic Response Advocacy Items for Minister for Transport Infrastructure**

- a. Temporarily suspend Clearway restrictions to support possible measures to extend footpaths, improve crossing points, improve access to off-street car parking or other measures to respond to COVID-19, to be reviewed within three months of the end of the state of emergency in Victoria
- b. Fast-track existing 40km/h speed limit reduction applications for local streets made by Council listed in **Appendix C**
- c. Implement automatic callup of pedestrian phases at signalised intersections in locations with high pedestrian activity and demand
- d. Implement temporary 'popup' protected bicycle lanes along or across key arterial roads in partnership with affected councils, to be reviewed within three months of the end of the state of emergency in Victoria:
  - i. Heidelberg Road (between Clifton Hill and Ivanhoe)
  - ii. Westgarth Street (between South Crescent and Rucker Street)
  - iii. Station Street (between Darebin Road and Railway Place)
  - iv. St Georges Road (between the southern end of the shared path on the median to the southern side of the Merri Creek Bridge)
  - v. St Georges Road median opening at Cramer Street
- e. Fast-track and fund previously planned infrastructure for people walking and cycling in partnership with Council and local communities:
  - i. St Georges Road shared path (between Merri Creek and Arthurton Road) and other improvement works along the Preston to CBD Strategic Cycling Corridor
  - ii. Westgarth Street on-road protected bicycle lanes
  - iii. Farm Road shared path connection to the Darebin Creek Trail
  - iv. Signalised pedestrian crossings at Elizabeth Street, Preston, slip-lane from Bell Street to St Georges Road, Preston and Station Street, Fairfield
  - v. Puffin operation at two existing pedestrian crossing sites on Spring Street near Verdun Grove, and Westgarth Street near Northcote Park
- f. Provide expedited funding for construction of planned transport projects by Councils in Victoria to create jobs and provide economic stimulus
- g. Implement tramways and associated supporting features in collaboration with Council along tram route 86 to enable improved reliability and additional services to reduce crowding
- h. Improve the safety of the shared user path and efficiency of the route 11 tram along St Georges Road by closing or modifying the unsignalised median openings

**Appendix E - COVID-19 Pandemic Response Advocacy Items for Minister for Public Transport**

- a. Suspend concession myki fares to support vulnerable communities accessing employment, services, health and education
- b. Increase train, tram and bus services to increase capacity and reduce the likelihood of crowding on public transport vehicles

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**7.10 LOCAL GOVERNMENT ACT 2020 - IMPLEMENTATION AND COMPLIANCE**

**Author:** Coordinator Governance, Council Business & Civic Services

**Reviewed By:** General Manager Governance and Engagement

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**EXECUTIVE SUMMARY**

This report presents to Council six compliance matters introduced by the new *Local Government Act 2020*, which are required to be implemented by 1 September 2020; namely:

- a) Councillor Support and Expenses Policy
- b) Public Transparency Policy
- c) Audit & Risk Committee Charter
- d) Instrument of Delegation - Council to CEO
- e) Delegated Committees (Planning Committee)
- f) Draft Governance Rules

Items A – E are presented to Council for adoption. The draft Governance Rules are presented to Council for endorsement for public exhibition. The intention is that the draft Governance Rules will return to Council for adoption at the 20 July Ordinary Council Meeting.

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

**Part A - Councillor Support and Expenses Policy 2020**

- (1) Adopts the *Councillor Support and Expenses Policy 2020* as provided at **Appendix A**, with an effective date of 29 June 2020.

**Part B - Public Transparency Policy 2020**

- (2) Adopts the *Public Transparency Policy 2020* as provided at **Appendix B**, with an effective date of 29 June 2020.

**Part C - Audit & Risk Committee Charter**

- (3) Adopts the *Audit & Risk Committee Charter* as provided at **Appendix C**, with an effective date of 29 June 2020.

**Part D – Instrument of Delegation – Council to the Chief Executive Officer**

- (4) In the exercise of the power conferred by Section 11(1)(b) of the *Local Government Act 2020*, resolves that:-
  - a. There be delegated to the person holding the position, or acting in or performing the duties, of Chief Executive Officer the powers, duties and functions set out in the attached *Instrument of Delegation to the Chief Executive Officer*, as provided as **Appendix D**, subject to the conditions and limitations specified in that Instrument.
  - b. The instrument comes into force immediately the Common Seal of Council is affixed to the Instrument.



- c. On the coming into force of the Instrument all previous delegations to the Chief Executive Officer are revoked.
- d. The duties and functions set out in the Instrument must be performed, and the powers set out in the Instruments must be executed, in accordance with the schedule set out in the instrument and any guidelines or policies of Council that it may from time to time adopt.

#### **Part E – Delegated Committees (Planning Committee)**

- (5) Pursuant to Section 63 of the *Local Government Act 2020*, resolves to establish the Planning Committee as a ‘Delegated Committee’ until such time as Council makes a further resolution on the matter.
- (6) Approves the *Planning Committee Instrument of Delegation* as provided at **Appendix E** to ensure the Planning Committee has the power to make decisions on relevant matters and notes that:
  - a) the Instrument of delegation comes into force immediately the Common Seal of Council is affixed to the Instrument; and
  - b) remains in force until Council determines to vary or revoke it.
  - c) The powers discretions and authorities conferred on the Planning Committee by the Instrument must be exercised in accordance with the schedule set out in the Instrument and with any guidelines or policies Council may from time to time adopt.

#### **Part F – Draft Governance Rules**

- (7) In accordance with Section 60(4) of the *Local Government Act 2020*, endorses the Draft Governance Rules 2020 as provided at **Appendix F**, places the draft Governance Rules on public exhibition and invites written submissions for a period of 2 weeks.
  - (8) Receives a final report considering any submissions on the Draft Governance Rules 2020 at the Council meeting to be held on 20 July 2020.
- 

### **BACKGROUND / KEY INFORMATION**

The *Local Government Act 2020* (the Act) is the result of a four-year review of the *Local Government Act 1989*. The new Act was developed through consultation with Councils, peak bodies and the community. It focusses on five key reform themes; namely (i) Improved Service Delivery, (ii) Strong Local Democracy, (iii) Improved Conduct, (iv) Community Confidence, and (v) A New Relationship.

The Act was passed by Parliament on 17 March 2020 and received Royal Assent on 24 March 2020. Proclamation will occur in four stages on 6 April 2020, 1 May 2020, 24 October 2020 and 1 July 2021.

Transitional arrangements are in place in relation to the proclamation of the different parts of the new Act, with key elements of the 6 April 2020 proclamation due for implementation no later than 1 September 2020. This includes adoption of a Councillor Expenses Policy, Public Transparency Policy, Audit & Risk Committee Charter, Governance Rules, the establishment of the delegation to the Chief Executive and the transition of Council’s ‘Special Committees’ to Delegated Committees

More broadly, implementation of the new Act is complex and multi-layered and requires action from many officers across the organisation. An internal project plan has been prepared and implementation is being led by the Governance and Council Business Team. Engagement has occurred with relevant officers across the organisation with a detailed operational work

plan prepared to ensure that the various policy, process and operational requirements of the new Act are implemented on time and in the form required. To this extent, officers are also engaging in industry-wide forums and training and are accessing newly developed standard templates and guidelines to assist with new policy and process development.

Implementation of the Act is a major undertaking for the organisation and requires the involvement of Councillors before and after the October election. Some of the items brought before Councillors for adoption will be simple policy neutral translations of existing policies and instruments into a new 2020 Act format, while others will include new or amended policy content. The items identified in this report are largely policy neutral procedural changes, however in the review and policy development process officers have taken the opportunity to incorporate best practice approaches to these various policies and standards.

### **Previous Council Resolution**

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

## **COMMUNICATIONS AND ENGAGEMENT**

### **Consultation**

Preparation of the draft policies, instruments and charters proposed for adoption or endorsement at this Council meeting have been the subject of consultation with relevant officers across the organisation, Local Government Victoria, regional working groups / forums, members of Council's Audit Committee, external Governance consultants and Council's lawyers (Maddocks).

### **Communications**

New policies and the Governance Rules, once adopted by Council, will be posted on Council's website. Instruments of Delegation and Charters will be provided to relevant Council officers and Committee members.

## **ANALYSIS**

### **Alignment to Council Plan / Council policy**

Goal 6 - A well governed Council

### **Environmental Sustainability Considerations**

Nil.

### **Climate Emergency**

Nil.

### **Equity, Inclusion and Wellbeing Considerations**

Officers have considered and given reference to issues of accessibility, equity, inclusion and wellbeing in the context of these policy reviews in accordance with the requirements of Council's Towards Equality Framework.

### **Cultural Considerations**

Nil.

### **Economic Development Considerations**

Nil.

### **Financial and Resource Implications**

Implementation of the new Act is a significant undertaking for Council and requires the involvement of officers from across the organisation. It also requires the procurement of specialist governance assistance and legal advice at various times. Provision has been made in the draft 2020/21 budget for implementation of the Act.

A specific financial implication of the proposed Instrument of Delegation from Council to the Chief Executive Officer (CEO) is for the CEO's financial delegation to increase from \$500,000 to \$1m. This has been benchmarked within the sector and is detailed in under the 'CEO Delegation Review' section of this report.

### **Legal and Risk Implications**

Failure to respond to the requirements of the new Act, both in terms of timeliness and content, would represent non-compliance with Council's most significant and important piece of legislation. It is important, therefore, for Council to resolve the items required for implementation by 1 September 2020 while officers continue to work toward implementation of other aspects of the new Act.

### **Operational Impacts**

Implementation of the Act impacts the organisation during both the implementation phases (given the time and resourcing that successful implementation requires), and during ongoing operations thereafter. The six items specifically listed in this report are largely policy neutral procedural updates of existing policies and practices into new formats and will therefore have a relatively limited impact on Council's operations.

## **DISCUSSION**

### **Councillor Support and Expenses Policy**

The Act requires that a Council adopt and maintain an expenses policy in relation to the reimbursement of out-of-pocket expenses for Councillors and members of delegated committees. The policy must specify procedures to be followed in applying for reimbursement and in reimbursing expenses, provide, where relevant, for the reimbursement of a Councillor's or delegated committee member's childcare costs, and, where relevant, must have regard to expenses incurred by a Councillor who is a carer.

A 'Councillor Support and Expenses Policy' has been prepared. While this policy is generally consistent with the existing Councillor Support and Expenses Policy, the opportunity to review and update the policy has been taken. To this extent, the policy varies from the current policy in that it:

- Introduces a principles-based approach, based on:
  - Council Integrity.
  - Encouraging Diversity in Participation, Equity and Access.

- Accountability and Transparency.
- Reasonableness and Appropriateness.
- Separation.
- Specifies all resources and facilities that will be provided to Councillors.
- Introduces provisions to support Councillors identified as having carer responsibilities.
- Introduces a process to deal with incidental private use of resources and facilities.
- Sets out the expense categories and process for Councillors' reimbursement.
- No longer allows for Council-provided equipment to be available for purchase at the end of a Council term.
- No longer provides for Council letterhead to Councillors.
- Provides for Councillors to access the Employee Assistance Program (confidential counselling).
- Provides clearer and more prescriptive provisions for Councillors' training and development.

The Councillor Support and Expenses Policy is presented to Council for adoption at **Appendix A**.

### **Public Transparency Policy**

The Act requires Council to adopt and maintain a 'Public Transparency Policy' that specifies the information (including policies, plans and reports) that will be publicly available, describes how this information will be made publicly available, and gives effect to the following legislated public transparency principles:

- Council decision making processes must be transparent except when the Council is dealing with information that is confidential.
- Council information must be publicly available unless the information is confidential or public availability of the information would be contrary to the public interest.
- Council information must be understandable and accessible to members of the community.
- Public awareness of the availability of Council information must be facilitated.

A Public Transparency Policy has been prepared. The policy is based on sector best practice examples and is consistent with existing practice with no substantive policy or procedural changes.

The Public Transparency Policy is presented to Council for adoption at **Appendix B**.

### **Audit & Risk Committee Charter**

The Act requires Council to establish an 'Audit and Risk Committee' and to adopt a Charter for the Committee. The Committee must include members who are Councillors but must consist of a majority of members who are not Councillors and who collectively have expertise in financial management and risk, and experience in public sector management. Committee membership cannot include Council officers.



The Audit and Risk Committee Charter must specify the functions and responsibilities of the Committee, including monitoring the compliance of Council policies and procedures with relevant requirements, monitoring Council's financial and performance reporting, monitoring and providing advice on risk management and fraud prevention systems and controls, and overseeing internal and external audit functions.

An 'Audit & Risk Committee Charter' has been prepared. The Charter is generally consistent with the existing Audit Committee Charter and amendments are administrative only to bring the Charter into compliance with the new Act.

The Audit & Risk Committee Charter is presented to Council for adoption at **Appendix C**.

### **CEO Delegation Review**

The delegation of powers is considered essential to enable day-to-day decisions to be made to ensure the operations of Council are enacted efficiently and effectively. Delegations are standard practice across all Councils. Delegations should be regularly updated to reflect any legislative changes and or a more appropriate level of accountability.

The Act provides that a Council may by instrument of delegation, delegate to the members of a delegated committee or the Chief Executive Officers any power, duty or function of a Council under the Act or any other Act, subject to certain exclusions.

The Council is a legal entity composed of its members (i.e. the Councillors). Because it is not a "natural person", the Council can act in only one of two ways: by resolution; or through others acting on its behalf.

Where the latter is to occur, the authority to act needs to be formalised through written 'Instruments of Delegation'. The Act and other legislation makes express provision for the appointment of delegates to act on behalf of the Council.

The Act requires that Council review and update the instruments of delegation to the Chief Executive Officer. In turn, the CEO will review and update various Instruments of Delegation by the Chief Executive Officer to other officers.

Reviewing delegations is good practice. Councillors will recall that in March, Council resolved to amend the CEO delegation (both financial and authority) in anticipation of possible circumstances created by the COVID19 pandemic, i.e. the inability of the Council to meet. To date, this delegation has not been exercised, however it is recommended that these Emergency Powers be maintained.

Noting that the current financial delegation to the CEO of \$500,000 has been in place for at least 15 years, it is timely to review this delegation. Informed by benchmarking, it is proposed to permanently increase the CEO financial delegation from \$500,000 to \$1 million.

Benchmarking of several metropolitan Councils indicates the following financial delegations for the Chief Executive Officer:

Council	CEO	GMs / Directors (Second level)
Melbourne	\$2m	\$1M
Port Phillip	\$1m (\$5m in emergency)	Not available
Yarra	\$750K	\$200K
Moreland	\$700K	\$385K
Moonee Valley	\$500K	\$250K to \$500K
Hume	\$500K	\$100K
Banyule	\$500K	\$350K
Darebin	\$500K (Propose to increase to \$1m)	\$250K (Propose to increase GM Capital and Operations to \$750K and all other GMs to \$350K)

\*Benchmarking occurred in April 2020 and does not reflect any changes occurring in response to the LG Act 2020 implementation.

The Instrument of Delegation from Council to the Chief Executive Officer is presented to Council for adoption at **Appendix D**.

### **Delegated Committees**

In addition to the power to delegate authority to natural persons, the Act continues the practice of delegation of some powers to 'Delegated Committees'. Council has two existing committees that fall within the scope of Delegated Committees under the Act – the Planning Committee and the Hearing of Submissions Committee. The Act provides that Council must adopt new Instruments of Delegation in relation to these two committees if they are to remain operational beyond the 1<sup>st</sup> September 2020.

It is proposed that at this time, only the Planning Committee be re-established as a Delegated Committee, and the Hearing of Submissions Committee be reviewed during the coming months in the context of preparation of the Community Engagement Policy that the Act requires be adopted by 1 March 2021.

The Instrument of Delegation for the Planning Committee is presented to Council for adoption at **Appendix E**. This is a policy neutral translation that will not change the delegation to or functioning of the Planning Committee.

### **Governance Rules**

The Act requires Council to develop, adopt and keep in force Governance Rules with respect to the:

- Conduct of Council meetings and meetings of Delegated Committees.
- Form and availability of meeting records.
- Election of the Mayor, Deputy Mayor and the appointment of an Acting Mayor.
- Election Period policy.
- Procedures for the disclosure of a Conflict of Interest by a Councillor or a member of a Delegated Committee.
- Disclosure of a Conflict of Interest by a member of Council staff.

The Governance Rules must provide for a Council to consider and make a decision on any matter being considered fairly and on its merits, and institute decision making processes to ensure that any person whose rights will be directly affected by a decision of Council is entitled to communicate their views and have their interests considered.

The draft Governance Rules have been based on best practice model templates provided by Local Government Victoria, other municipalities and Maddocks Lawyers. Council's Governance Local Law was adopted in April 2020 after a comprehensive process and the Election Period Policy was adopted by Council in November 2019. These have been incorporated into the draft Governance Rules in a policy neutral way, with minor changes that are not substantive but which will assist clarity and consistency of approach.

On the basis that a formal public engagement process on the key components of the Governance Rules has been conducted in recent months, a two-week period of public exhibition in relation to the draft Governance Rules is appropriate and compliant with the Act.

### OPTIONS FOR CONSIDERATION

- Option 1 (recommended) That Council adopts/endorse the documents appended to this report.
- Option 2 (not recommended) That Council adopts/endorse the documents appended to this report with amendments.
- Option 3 (not recommended) That Council does not adopt/endorse the documents appended to this report.

### IMPLEMENTATION STRATEGY

#### Communication

The relevant documents, once adopted/endorsed for exhibition, will be posted on Council's website.

#### Timeline

The policies, charter and Instruments of Delegations will come into effect upon adoption by Council.

The draft Governance Rules will be subject to a two-week public exhibition period, followed by a further report to Council at the 20 July 2020 Council meeting.

#### Attachments

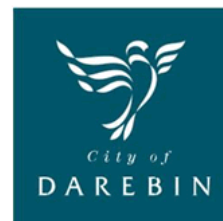
- Councillor Support and Expenses Policy (**Appendix A**) [↓](#)
- Public Transparency Policy (**Appendix B**) [↓](#)
- Audit and Risk Committee Charter (**Appendix C**) [↓](#)
- Instrument of Delegation - Council to the Chief Executive Officer (**Appendix D**) [↓](#)
- Instrument of Delegation (Planning Committee) (**Appendix E**) [↓](#)
- Draft Governance Rules (**Appendix F**) [↓](#)

## 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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# COUNCILLOR SUPPORT AND EXPENSES POLICY 2020

(To be presented to Council on  
29 June 2020)

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



This policy, which incorporates the statutory requirements prescribed for a Councillor Expense policy in accordance with Clause 41 of the *Local Government Act 2020*, was adopted by resolution of Darebin City Council on 29 June 2020.

Version	Date Adopted by Council	Amendment
1.0	To be presented to 29 June 2020 Council Meeting	Draft version post Councillor Briefing 15 June 2020

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**1. POLICY OBJECTIVES**

Councillors are elected to provide leadership for the good governance of the municipal district and the local community.

The objective of this policy is to establish the resources, facilities and administrative support to be provided to Councillors of Darebin City Council. It provides for Councillors to have out-of-pocket expenses, incurred while performing their official duties as a Councillor, either reimbursed or paid direct by the Council.

The policy also provides guidelines for Councillors on the process for claiming expenses and outlines the methods and standards for reporting and accountability.

**2. LEGISLATIVE FRAMEWORK**

This policy has been set out in accordance with Part 2 (Councils), Division 6 (Entitlements), Clauses 39 – 43 of the *Local Government Act 2020* (The Act).

Clause 39 – Allowances for Mayors, Deputy Mayors and Councillors

A Mayor, Deputy Mayor or a Councillor is entitled to receive from Council an allowance in accordance with a Determination of the Victorian Independent Remuneration Tribunal under the *Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019*.

A Mayor or a Deputy Mayor is not entitled to receive an allowance as a Councillor while the Mayor or Deputy Mayor is receiving an allowance as a Mayor or a Deputy Mayor.

A Council cannot pay an allowance to a Mayor, Deputy Mayor or Councillor that exceeds the amount specified in the relevant Determination of the Victorian Independent Remuneration Tribunal under the that Act.

A Mayor, Deputy Mayor or Councillor may elect to receive the entire allowance to which they are entitled, or to receive a specified part of the allowance to which they are entitled or to receive no allowance.

Clause 40 – Reimbursement of Expenses of Councillors and members of a Delegated Committees

A Council must reimburse a Councillor or a member of a delegated committee for out-of-pocket expenses which the Council is satisfied –

- a) Are bona fide expenses.
- b) Have been reasonably incurred in the performance of the role of Councillor or member of a delegated committee.
- c) Are reasonably necessary for the Councillor or member of a delegated committee to perform that role.

Council must provide details of all reimbursements under this section to the Audit and Risk Committee.

Clause 41 – Council Expenses

Council must adopt and maintain an Expenses policy in relation to the reimbursement of out-of-pocket expenses for Councillors and members of delegated committees. A policy adopted by a Council under this section must –

- a) Specify procedures to be followed in applying for reimbursement and in reimbursing expenses.
- b) Comply with any requirements prescribed by the regulations in relation to the reimbursement of expenses.
- c) Provide for the reimbursement of childcare costs where the provision of childcare is reasonably required for a Councillor or member of a delegated committee to perform their role.
- d) Have particular regard to expenses incurred by a Councillor who is a carer in a care relationship within the meaning of Section 4 of the *Carers Recognition Act 2012*.

Clause 42 – Resources and Facilities for the Mayor and Councillors

Council must make available to the Mayor and Councillors the resources and facilities reasonably necessary to enable them to effectively perform their role. Council must:-

- a) Consider the support that may be required by a Mayor, Deputy Mayor or Councillor because of a disability.
- b) Have particular regard to the support that may be required by a Councillor who is a carer in a care relationship within the meaning of section 4 of the *Carers Recognition Act 2012*.

Clause 43 – Indemnity Provision

A Council must indemnify and keep indemnified each Councillor, member of a delegated committee and member of a Community Asset Committee against all actions or claims whether arising during or after their term of office in respect of anything necessarily done, reasonably done or omitted to be done in good faith:-

- a) In the performance of a duty or a function or the exercise of a power under this Act, the regulations or a local law or any other Act.
- b) In the reasonable belief that the act or omission was in the performance of a duty or a function or the exercise of a power under this Act, the regulations or a local law or any other Act.

**3. PRINCIPLES**

This policy has been prepared on the basis of the following principles:-

**3.1. Council Integrity**

Part 6 Council Integrity – Division 1 - Improper Conduct in the Act outlines a range of actions of the Councillor or member of a Delegated Committee that would constitute misuse of position. These include the *'using of public funds or resources in a manner that is improper or unauthorised'* (Section 123). This policy provides direction and clarification to Councillors to ensure that public resources are used prudently and solely in the public interest.

### **3.2. Encouraging Diversity in Participation, Equity and Access**

This policy encourages participation in the local government democratic process as it ensures that Councillors, in the performance of their duties:-

- Will be supported in their role; and
- Will not be financially or otherwise disadvantaged.

Reimbursement of expenses and the provision of resources / facilities / support shall be applied in a non-discriminatory and equitable manner to cater for the full participation of all Councillors in Council business and with their communities, while also recognising individual needs and circumstances. Councillors work with a wide range of constituents and need to be accessible and stay informed.

### **3.3. Accountability and Transparency**

The Act (Section 40) provides that a Council must reimburse a Councillor or a member of a delegated committee for out of pocket expenses which the Council is satisfied:-

- Are bona fide expenses.
- Have been reasonably incurred in the performance of the role of Councillor or member of a delegated committee.
- Are reasonably necessary for the Councillor or member of a delegated committee to perform that role.

It is not appropriate for Councils to provide for general expenses and / or allowances that are unrelated to actual expenses incurred and which could be designed to supplement Councillors' annual allowances entitlements.

Councillors shall only receive reimbursement for expenses when the expense, resource and facilities support are identified in this policy and are adequately substantiated.

The overriding principle is that the reimbursement of expenses and the details and range of benefits provided to the Mayor and Councillors by the Council should be clearly stated, fully transparent and acceptable to their local community.

### **3.4. Reasonableness and Appropriateness**

This policy should ensure that Councillors are reimbursed adequately for expenses reasonably incurred in the performance of their role as a Councillor. It is acknowledged that incidental private use of Council resources and facilities may occur from time to time and that such incidental private use is not required to be reimbursed by the Councillor.

Substantial private use shall be reimbursed by the Councillor and is specifically addressed in Section 6.5 of this policy.

### **3.5. Separation**

It is a principle that an expense reasonably incurred by Councillors in the performance of their duties and the provision of resources and facilities that support Councillors to perform their duties is separate to the provision of the annual Councillor Allowance. Councillors shall not be disadvantaged or asked to subsidise their expenses from the annual Councillor Allowance.

**4. DUTIES AS A COUNCILLOR OR MEMBER OF A DELEGATED COMMITTEE**

‘Duties as a Councillor or member of a Delegated Committee’ means duties performed by a Councillor or a member of a delegated committee that are necessary or appropriate for the purposes of achieving the objectives of a Council, having regard to any relevant Act, regulations, Ministerial guidelines or Council policies.

Duties of a Councillor or member of a delegated committee will therefore include, but not be limited to, attendance at:-

- Meetings of the Council or its delegated committees.
- Briefing sessions, workshops and civic or ceremonial functions convened or scheduled by the Council or the Mayor.
- Meetings of community groups, organisations and statutory authorities to which a Councillor or member of a delegated committee has been appointed as Council representative.
- A meeting, function or other official role as a representative of the Council, delegated committee or the Mayor.
- Other meetings, inspections or events attended by a Councillor or member of a delegated committee in an official capacity, together with the associated research, discussions and communication.

**5. ALLOWANCES FOR MAYORS AND COUNCILLORS**

The Victorian Government views Councillor allowances ‘not as a form of salary, but as some recognition of the contributions made by those elected to voluntary, part time roles in the community’.

The Government acknowledges the value and significance of local government Councillors – both through their skills and ability to represent and engage with their constituents and their leadership in developing solutions to the pressing social and cultural, environmental and economic challenges facing communities everywhere.

Clause 39 of the *Local Government Act 2020* (the Act) provides the framework for payment of allowances to Mayors and Councillors.

The allowance framework provides a three-level structure for allowances based on Council population and total revenue. The allowance is reviewed annually through a Determination of the Victorian Independent Remuneration Tribunal under the *Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019*. In addition to the allowance, an amount equivalent to the superannuation guarantee contribution is payable.

Details of current allowances fixed for the Mayor and Councillors of Darebin City Council are available for public inspection on Council’s website and at the Council offices.

Allowances are taxable income and are paid fortnightly in advance. Personal taxation implications are the responsibility of individual Councillors.



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## 6. RESOURCES AND FACILITIES FOR THE MAYOR AND COUNCILLORS

The following resources, facilities and support will be provided to Councillors to assist in performing their duties as a Councillor.

### 6.1 Home Office and Mobile Communications

All Councillors will be provided with information technology devices as deemed appropriate, including an internet data plan. Councillors will also be issued with a Darebin Council email address. Indicatively, the ICT resources that have been provided over the last 4 years have been:-

- Smart phone with voice and data service.
- A laptop / tablet unit with built-in data service and associated peripherals software ("Apps").
- Both the mobile phone and the laptop/tablet have Mobile Device Management (MDM) to secure and manage the devices. This service incurs a monthly fee to Council.
- A multifunction printing, scanning, copying, fax device and all associated consumables, toners, paper etc.

The make, model and style of the ICT devices provided will be determined by the responsible Council Officer based on current telecommunications plans and offers available to Council and in consultation with the Councillor.

Rather than being issued a Council provided mobile phone (only), a Councillor may elect to use their own personal mobile phone and claim reimbursement of call charges associated with performing their duties as a Councillor.

All equipment remains the property of Darebin City Council and must be returned at the end of a Councillor's term of office or, if requested, during leave of absence of a Councillor.

#### Data Costs

Council will meet the fixed charges of the smart phone and internet services. Council will also meet the call or data costs for these services incurred for duties as a Councillor.

Usage of all ICT devices will be restricted to the Councillor to whom they have been assigned and the assigned Councillor shall be responsible for all usage incurred on the devices. Councillors will take care to safeguard any personal or Council information stored on devices so as it cannot be accessed by other persons. All devices must be kept in secure locations when not in use.

Councillors may use Council provided devices for incidental private use. Incidental private use is defined as use that incurs costs of no more than 10% of the total monthly call and data costs.

Council will not provide or contribute to the costs of existing internet services or plans of a Councillor beyond what is set out in this policy.

**Overseas Travel – Use of Equipment**

Councillors must obtain written approval from the Chief Executive Officer prior to taking Council equipment on overseas travel

If approval is granted by the Chief Executive Officer, the Councillor must consult with the Manager Information & Communications to discuss the most effective travel packs to be purchased for work related usage. The co-ordination of access to international voice and data services and the cost of all calls and data usage related to overseas travel for personal reasons are the responsibility of the Councillor, not the organisation.

The Councillor will be responsible to ensure phone settings are adjusted to avoid unexpected call and data charges.

**Replacement of Equipment**

If any Council issued equipment needs to be replaced, for whatever reason, it shall be returned to the responsible Council Officer at the same time as the replacement equipment is issued.

**Equipment Not Available for Sale**

All/any equipment provided to Councillors will not be available for sale or transfer to Councillors at the cessation of the Councillors term of office.

**6.2 Support (Help Desk and Training)**

Support for Councillors to set up their Council provided ICT resources and day to day trouble shooting assistance is provided by Council's Information and Communications Help Desk Staff.

Requests for assistance shall be made directly to the Helpdesk on 8470 8811 or via [helpdesk@darebin.vic.gov.au](mailto:helpdesk@darebin.vic.gov.au)

Training in the use of IT and Communications resources provided to Councillors may be arranged on an as required basis at the Councillor's request.

**6.3 Mayoral Vehicle / Transportation**

The Mayor is expected to perform a range of additional duties during the course of the mayoral year. Council will support the Mayor of the day through the provision of a vehicle or through the reimbursement of Council business vehicular travel costs. This support will be provided on the following terms and conditions:-

1. The vehicle provided will be in accordance with the Council Vehicle Policy which for passenger vehicles specifies environmentally friendly vehicles (fully electric or hybrid) (see Note 1); or
2. The reimbursement of vehicle travel costs (i.e. submitted kms claims) to an amount not exceeding the annual cost of a Council provided vehicle.(see Note 2). Any such claims must be fully substantiated

The vehicle will be fitted with a hands free mobile telephone car kit and fleet card for fuel purchases.

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**Note 1** The use and provision of the vehicle will be in accordance with Council's Vehicle Policy to the extent applicable, with full private use (and no driver contribution) and with the Mayor nominated as the assigned driver. The vehicle will be exempt from the car pool.

**Note 2** The annual cost of an environmentally friendly vehicle will be determined annually by the officer responsible for Council's Fleet and will represent the total annual operating cost for this vehicle.

A Council owned bicycle can be provided in lieu of a maintained vehicle. All Councillors may use Council's electric bike fleet based at the Preston Office.

#### 6.4 Taxi / Ride Share

Where it is not possible or convenient to use public transport or a private motor vehicle, a taxi / ride share can be used by Councillors for travel required for their official duties as a Councillor. Councillors will be supplied, upon request, with a cab charge card or e-tickets. Travel of a private nature will not be reimbursed or paid by Council.

If a Councillor incurs costs for the use of a cab charge card or e-ticket in any month, they will be sent a copy of those charges along with a *Councillors Declaration of Cab Charge Use* form. The *Councillors Declaration of Cab Charge Use* form must be completed and returned to the Governance, Council Business and Civic Services Unit within 14 days of the account being sent.

Further, where a Councillor completes a *Councillors Declaration of Cab Charge Use* form and indicates that a charge/s was for personal use, an invoice shall be generated, and the Councillor shall pay the invoice within Council's normal payment terms and conditions.

Failure to complete the *Councillors Declaration of Cab Charge Use* form or to pay an invoice within Council's normal payment terms for personal use charges, will result in a Councillor's access to the cab charge card or e-tickets being revoked. In such circumstances the Councillor will then be required to personally pay for the use of cabs and submit a claim for reimbursement of the charges upon the supply of evidence that the charge/s was / were incurred as a result of undertaking Council related business.

#### 6.5 Substantial Private Use of Council Provided Resources

Substantial private use of resources and facilities by a Councillor must be declared by the Councillor and substantial private use must be reimbursed by the Councillor.

A "Declaration of Usage of Resources" statement will be prepared each quarter by the Governance, Council Business and Civic Services Unit which will specify the monthly cost of the Council provided mobile phone and internet data plan. Itemised accounts will be provided to each Councillor of their mobile phone and data accounts.

Each Councillor must inspect the "Declaration of Usage of Resources" statement, make an estimate of their private use, and declare that no more than 10% of the call charges of the Council provided mobile phone (up to a maximum monthly cost of \$20) is attributable to incidental private use and no more than 10% of the internet connection plan is attributable to private use (Note – Councillor internet plans are combined with the organisational global plans with the current monthly cost being \$20 per device / service).

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If a Councillor discloses incidental private use of more than 10% (or in excess of the maximum monthly cost of \$20), this shall trigger a pro rata calculation of the private use. An invoice will be generated, and the Councillor must pay the invoice within Council's normal payment terms and conditions.

**Example** The monthly mobile phone account for Councillor X is \$300 and the internet data plan for the mobile phone and Council provided laptop are \$20 respectively. Councillor X examines the call charges and acknowledges that a series of lengthy calls they made to an ill family member overseas during the month totalled \$100. This is in excess of the allowable 10% incidental use i.e. \$30 and over the \$20 maximum incidental use threshold. Councillor X declares this on the Declaration of Usage of Resources" statement which triggers the raising of an invoice for \$80 that is sent to Councillor X for payment.

## **7. REIMBURSEMENT OF EXPENSES**

In line with the principles underlying this policy, the reimbursement of expenses incurred while performing duties as a Councillor shall be applied in a non-discriminatory way, recognising individual needs and circumstances and ensuring a Councillor is not financially or otherwise disadvantaged.

Councillors are entitled to be reimbursed for the following expenses while performing duties as a Councillor.

### **7.1 Private Vehicle Use**

Councillors are entitled to be reimbursed for reasonable travel expenses incurred in the use of their private vehicle (including electric vehicles) for Council purposes.

Reasonable travel expenses include travel to and from:-

- Ordinary Council Meetings, Special Council Meetings, Councillor Briefing Sessions, meetings of Committees of Council, civic functions;
- Meetings of community groups, organisations and statutory authorities to which the Councillor has been appointed the Council delegate;
- Site inspections or meetings; and
- Any meeting or other activity which the Councillor attends in performing duties as Councillor

All travel claims will be from each Councillor's notified place of residence. All expense claims will be submitted on the Councillor Reimbursement of Expense Claim Form and the Councillor shall be reimbursed, based on the distance travelled, in accordance with the applicable and current vehicle allowance as specified in the City of Darebin Enterprise Agreement in operation at the time claims are submitted.

Councillors that have an environmentally friendly vehicle which does not fit a standard cylinder vehicle classification are eligible for the 4 cylinder or less vehicle reimbursement classification amount.

Vehicle travel that exceeds 600km (for one event / trip in total) requires approval from the Chief Executive Officer.



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## 7.2 Family Care

The Council will reimburse the cost of necessary expenses for childcare up to and including the age of 16 years and for the care of elderly, disabled and / or sick immediate family members of Councillors, while a Councillor is conducting Council business.

Childcare costs are not eligible for reimbursement if paid to a family member or a person who normally or regularly lives with the Councillor, except where a live-in (professional) helper such as a nanny is required to work extra time at extra expense because of the Councillor's duties.

Carer expenses may consist of:-

- Childcare centre fees;
- Hourly fees;
- Agency booking fees (if claimed); and
- Reasonable travelling expenses at rates no greater than those prescribed in the City of Darebin Enterprise Agreement Part B (if claimed by the carer).

Fees that can be reimbursed are per hour (or part of an hour) rate subject to any minimum period which is part of the provider's usual terms, to a maximum hourly rate approved by the Chief Executive Officer (guided by industry rate).

Travelling expenses may cover the transport costs of the carer to and from the Councillor's residence or of the person to be cared for to and from the place of care.

Claims must be accompanied by a receipt from the care provider showing the date and time care was provided and details of the reason care was needed on each occasion. All claims shall be substantiated by an invoice or receipt or other relevant documentation provided by the caregiver.

Any claims for family care by a Councillor will be considered and have regard to the definitions and provisions of the Carers Recognition Act 2012.

## 7.3 Conferences / Training and Development

Councillors may seek approval to attend a conference or complete training and development during their term. Any Councillor funded training and development should be approved consistent with Section 8.11 prior to committing to the activity, otherwise it will not be reimbursed by Council.

## 7.4 Attendance at Events When Performing Duties as a Councillor

Councillors may seek approval from the Chief Executive Officer to attend events when performing duties as a Councillor and have these costs paid for by Council or reimbursed, as outlined in Section 8.11. Such events must be directly related to the municipality and must not be events organised by political parties. If requested and approved by the Chief Executive Officer Council will fund the costs associated with the attendance of the Councillor's spouse / partner when they are accompanying the Councillor. The costs shall be specifically limited to the meal and or ticket associated with the relevant event.

**7.5 Mobile Phone Reimbursement**

Consistent with section 6.1, Councillors may choose to use their own mobile phone and seek a reimbursement of those costs. If a Councillor elects to do so, the Councillor shall submit their mobile phone account to the Governance, Council Business and Civic Services Unit and shall itemise the call and data charges that are attributable to performing their duties as a Councillor.

**7.6 General Expenditure**

General expenditure claims must relate directly to the performance of duties as a Councillor. General expenditure may include such expenses as the reasonable and minor purchase of refreshments ( i.e. a coffee ) car parking and public transport tickets. A claim for reimbursement of general expenditure requires evidence in the form of a tax invoice including name and address of the supplier and details of the goods or services supplied.

**7.7 Green Travel Plan**

Council's Green Travel Plan encourages a range of travel options conducive to the environment. Public transport can be a convenient and efficient form of travel for many Council business events in Darebin and in the central business district of Melbourne.

Public travel expenses incurred by Councillors in the course of official duties as a Councillor will be reimbursed.

**7.8 Submitting Claims**

All claims for reimbursement must be fully substantiated and details lodged on the Reimbursement of Expenses Claim form. The period for the lodgement of any claim must not exceed three months without written approval of the Chief Executive Officer, in response to a request in writing explaining the reason for such an extension. No claims will be permitted that exceed six (6) months and / or which do not relate to the current financial year.

**7.9 Approval of Claims**

Claims for reimbursement of expenses by Councillors must be approved by the Chief Executive Officer or their delegate. Mayoral expenses shall be approved jointly by the Chief Executive Officer and the EA to the Mayor and Councillors.

**7.10 General**

The following general provisions apply to out-of-pocket expenses that will be reimbursed to, or paid on behalf of, Councillors:-

- Reimbursements will only be made in respect of expenses already incurred.
- Travel must be undertaken as efficiently and by the shortest route possible.
- Where travel is by air or by other means of public transport, economy class will be the standard.
- Travel claims will only be made on the basis of the actual form of transport used.
- Expenses incurred which are not directly related to the official Council duties of a Councillor, cannot be included in the calculation of a claim for reimbursement.
- The cost of any penalties incurred for road, traffic or parking infringements will not be reimbursed.

- 
- If a particular expense is not claimed, this cannot be offset against a claim for an additional amount of another expense.
  - Council will reimburse the cost of a Councillor's partner accompanying the Councillor to civic engagements where the presence of the partner is necessary to support the business or representation needs of the Council. The engagement will normally be of a nature where other attendees will be accompanied by partners.

## **8. OTHER SUPPORT AND ASSISTANCE**

### **8.1 Mayoral Support**

Administrative support will be made available by the EA to the Mayor and Councillors to assist the Mayor (and where appropriate the Mayor's partner) in performing their official duties.

Office accommodation and associated equipment will be provided to assist the Mayor at the Darebin Civic Centre at 350 High Street, Preston.

### **8.2 Building Access**

Each Councillor will receive a key and security access card allowing 24-hour access to the Councillors office / lounge area and meeting rooms only at Darebin Civic Centre at 350 High Street, Preston.

An intercom system (linked to the Chief Executive Officers area) at the entrance to the Councillor office / lounge area is available for Councillors to use.

### **8.3 Car Parking**

The car park at the rear of Darebin Civic Centre at 350 High Street, Preston accessed from Kelvin Grove is available for Councillors to park when attending the Council offices. The security access card will allow access to this car park.

Allocated car parking for Councillors is not provided (except for the Mayor). Access to parking spaces will be dependent on availability.

Councillors will be requested to register their vehicle at the commencement of their term (and advise of any changes to vehicle use).

### **8.4 Meeting Rooms and the Councillors Office / Lounge**

The Civic Area on the first floor of Darebin Civic Centre includes the Councillors' office / lounge area and meeting rooms available for use by Councillors.

The Councillors' office / lounge is reserved for exclusive use by Councillors. The room is equipped with computer access and is suitable for office work, reading and research, and small meetings.

If materials and consumables are not available in the Councillors' office / lounge, Councillors must contact the EA to the Mayor and Councillors.

Light refreshments including water, tea, coffee and soft drinks will be made available in the Councillors' Lounge.

Councillors private and secure 'pigeon holes' are currently located in the Councillors' office / lounge.

Other meeting rooms in the Civic Area can be booked for meetings through the EA to the Mayor and Councillors. Meeting equipment, tea / coffee and chilled water can be made available for meetings upon request.

This does not extend to use by community groups or organisations.

#### **8.5 Administrative Support and Stationery / Mail / Miscellaneous**

Reasonable administrative support will be made available by the EA to the Mayor and Councillors primarily in the form of assistance with diary management, responding to correspondence, enquiries and requests for service as part of their official duties as a Councillor.

On request, the EA to the Mayor and Councillors will manage reasonable requests for stationery held or obtained for the organisation's requirements. This may include (but is not limited to) paper, writing implements, diaries, business cards, writing pads, data storage devices, envelopes etc. Council letterhead is not available for Councillors general use. No Christmas, greeting cards or postage is available.

Each Councillor will be provided with a Darebin City Council name badge for use while on Council business.

Personal mail and other Council information will predominantly be placed in Councillors pigeon holes for collection.

Council agendas / minutes, briefing agendas and the majority of information from the organisation will only be made available electronically via Council's Content Management System. Appropriate training and support for this system will be provided to all Councillors (Refer Section 6.2)

No paper/printed copies will be provided.

#### **Meals and Refreshments**

Where Council or Committee meetings are held at times which extend through normal meal times, Council will provide suitable meals served on the premises.

Access to Council Vehicle Pool - If it is assessed as the most practical means to attend a location to conduct Council related business, a vehicle from the Council motor vehicle pool may be provided for use by a Councillor or a group of Councillors.

#### **8.6 Memberships and Subscriptions**

The Chief Executive Officer will approve the costs of joining and ongoing membership of relevant professional associations (such as the Australian Institute of Company Directors) where they are satisfied that the membership will enhance the Councillor's ability to perform their role as a Councillor.



**8.7 Councillors with Disabilities**

The Council will meet the reasonable additional expenses to assist a Councillor with a disability to perform their duties as a Councillor. The Chief Executive Officer will be responsible to facilitate any process or plan to best support a Councillor with a disability to effectively perform their role.

**8.8 Other Support and Assistance**

A confidential counselling service is available for Councillors to access free of charge. This service offers confidential, short-term support for a variety of personal problems that may be affecting them in their role as a Councillor or in their personal life.

The service is free and offers private and confidential counselling on a wide range of personal and family related problems, including but not limited to: Personal and emotional stress, Relationship or family matters, Work - related stress, Financial coaching and Mental health concerns.

Contact details and background information on the Provider will be sent to all Councillors.

**8.9 Civic and Community Events**

From time to time, Council representatives are invited to attend community functions and events. It is usual for the Mayor to represent the Council at these functions and any payment required to attend the function is paid by the Council. If another Councillor attends the function, either representing the Mayor or in an official capacity as Council representative to that particular group, any attendance charge will be paid or reimbursed by the Council.

The cost of Council representatives attending civic functions and events hosted by other Councils will be paid by the Council.

**8.10 Conferences and Training**

The roles and responsibilities of Councillors are wide and varied. It is important that Council identifies the training needs of Councillors and ensures that they have access to ongoing training and professional development throughout their term.

The types of training and development activities and events at which Councillors seek approval to attend, should have a direct correlation to performing the role of Councillor. Such activities could involve seminars, conferences and more formal study courses.

Council will provide a maximum of \$7,000 per annum per Councillor for Training and Development activities (See Note 1). All approved costs related to training and development activities will be recorded against the Councillors' per term allowance.

Where it is understood that a Councillor training and development activity involves related costs such as accommodation, travel or other general costs, these should be identified by a Councillor when seeking authorisation from the Chief Executive Officer.

The Chief Executive Officer will:

- 1) Consult with all Councillors to identify training and development opportunities that best support their individual needs on an annual basis;
- 2) Provide a compulsory training program for a newly elected Council in line with legislation.
- 3) Maintain an annual budget which:-
  - a) Accommodates the individual training requirements of Councillors across the Council term; and
  - b) Limits individual Councillor expenses on training and professional development to \$7,000 per Councillor per financial year (See Note 1). If this amount has been expended, or the remaining funds are insufficient, Councillors can personally pay for costs or contribute funds towards attending an approved training or development activity.

Note 1. The Chief Executive Officer may upon application consider approving Conference attendance training and development opportunities that exceeds the \$7000 per Councillor per annum threshold if the annual cost for the Councillor training and development is maintained within the adopted budget and the relevant Councillor(s) per term training and development budget is maintained within the established parameters.

#### Councillor Group Training and Development

In regard to the training and development of the Council Group provision will be made by the organisation during an election year to ensure effective induction training and development can be provided to Councillors (as outlined above).

During the term of Council, the Chief Executive Officer, in consultation with Councillors will identify group training and development opportunities. These agreed collective opportunities will be funded by a budget provided by the organisation.

#### **8.11 Pre-Approval Process**

Councillors will seek approval for the funding of the following activities prior to either themselves seeking a reimbursement or Council officers organising and paying for attendance:-

- Training and development.
- Attendance at events when performing duties as a Councillor.

All requests for attendance at such activities which, if approved, will be paid for by Council (subject to in relation to training and development matters the per term maximum thresholds) shall be made in writing to the Chief Executive Officer in advance.

Councillors will outline the benefit and reasons when seeking approval.

**8.12 Authorisation**

The Chief Executive Officer, unless otherwise resolved by Council, is authorised to approve the funding of Councillors' attendance at training and development or confirming attendance and payment for events on criteria that ensures:-

- a) The attendance is in the community interest and reflects the identified needs of the Councillor;
- b) Equity and fair and reasonable access to all Councillors to training and development, noting that events will generally be attended by the Mayor in the first instance; and
- c) A quorum of Councillors is available to attend to the normal business of the Council.

**8.13 Exception for Overseas Travel**

Notwithstanding the above, any overseas travel by a Councillor in an official Council business capacity must be presented to a Council Meeting for approval prior to the travel.

**8.14 Costs Related to Spouses for Specified Activities**

The payment of travel, accommodation or any other expenses for spouses, partners or accompanying persons attending a conference will not be borne by Council.

**9. INDEMNITY PROVISION**

A Council must indemnify and keep indemnified each Councillor, member of a delegated committee and member of a Community Asset Committee against all actions or claims whether arising during or after their term of office, in respect of anything necessarily done or reasonably done or omitted to be done in good faith while undertaking the duties of a Councillor.

The following insurance covers will apply to all Councillors:-

- Public Liability.
- Professional Indemnity.
- Councillors and Officers Liability.
- Workcover.
- Personal Accident (accompanying partners are also covered).

Council will pay the insurance policy excess in respect of any claim made against a Councillor arising from Council business where any claim is accepted by Council's insurers, whether defended or not.

Council equipment provided to Councillors to assist in performing their role, is covered for damage or theft under Council's insurance policies.

**10. ACCOUNTABILITY AND AUDIT****10.1 Claiming of Expenses**

In addition to the provisions of 7.8 the following provisions apply when making a claim for reimbursement of expenses:-

- 
- All claims for expense reimbursements must be made on the [Councillor or Delegated Committee Member Reimbursement of Expense Claim Form](#). (Appendix A).
  - Original receipts must be attached for all purchases (credit card receipts will not be accepted).
  - Where the provider of the goods or service is registered for GST, a 'Tax Invoice' must be obtained for all purchases in excess of \$82.50 (including GST); if a 'Tax Invoice' is not submitted, the GST component cannot be reimbursed.
  - Claims are to be lodged with Chief Executive Officer or General Manager Governance and Engagement in a timely manner to ensure transparency and accountability. Claims will be managed by the EA to the Mayor and Councillors.
  - Reimbursements will be paid by electronic funds transfer (EFT) within 21 days of receipt of a properly completed and supported claim form.

## 10.2 Audit and Reporting

### Councillor Expenses

Reports on Councillor expenses and reimbursements will be reported to Council in conjunction with the Quarterly Reporting regime and in the following format i.e. details of the expense, including reimbursement of expenses for each Councillor categorised separately as;

- Travel expenses (specifying car mileage expenses and cab charge or equivalent expenses).
- Childcare expenses.
- information and communications technology (specifying mobile phone expenses and data cost).
- Conferences and training (specifying all costs associated with the attendance) and
- Functions / events (specifying all costs associated with the attendance).

These reports will also be submitted to Council's Audit and Risk Audit Committee on a six monthly basis.

Audits of Councillor expenses and reimbursements may be carried out from time to time as part of Council's annual audit program.

### Interstate and Overseas Travel

The Chief Executive Officer will maintain a register of overseas and interstate travel in accordance with the legislation

## 11. REVIEW

This policy will be reviewed within 12 months of each General Election unless the Council determines that an earlier review is required.



APPENDIX A



**Councillor Reimbursement of Expense Claim Form**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Private Vehicle Use      Rego. No.      Vehicle Type ( inc cylinders )

Date	Trip Details	Purpose of Trip	Amount kms	Amount \$	Tax Code (Office)	GL Code (Office)
<b>Total</b>			0	0.00		

\* Other Expenses

Date	Supplier	Details	Amount \$	Tax Code (Office)	GL Code (Office)
<b>Total</b>			0.00		

**\* Notes \***

All expense reimbursements must be supported by documentary evidence. Please attach receipts, etc. to this form.  
Where interstate travel has been taken, please complete a Travel Register Form.

Signature of Claimant: \_\_\_\_\_

Dated:      /      /

CEO Authorisation ( or delegate ): \_\_\_\_\_

Dated:      /      /

[SUBMIT TO COUNCIL BUSINESS UNIT](#)





# **PUBLIC TRANSPARENCY POLICY 2020**

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



This policy, which incorporates the statutory requirements prescribed for a Public Transparency policy in accordance with Clause 57 and 58 of the *Local Government Act 2020*, was adopted by resolution of Darebin City Council on 29 June 2020.

Version	Date Adopted by Council	Amendment
1.0	Presented to Council Meeting on 29 June 2020	Version updated from 15 June Briefing 2020



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## COMMITMENT

Council is committed to being accountable to the community through transparency of our information, service data, performance and decision making.

Council will empower the community through easy access to information and community engagement to inform decision making and strengthen good governance.

This policy also recognises the importance of open and accountable conduct.

### 1. INTRODUCTION

Transparency enables the community to hold Council to account. Council also seeks to be transparent with its decisions, actions and information in order to:-

- demonstrate good governance;
- improve performance;
- reassure the community that Council is spending public monies wisely; and
- increase the confidence and trust of the community.

Council is committed to embedding the principles of good governance, including public transparency, throughout its decision making, corporate governance and democratic governance. It demonstrates this commitment through high quality processes to ensure people have access to information that informs its decision making processes.

The Public Transparency Policy will ensure that Council provides stakeholders across Darebin with access to information and the opportunity to participate in public life and inform decision making, consistent with Section 18 of the Victorian Charter of Human Rights and Responsibilities.<sup>1</sup>

The work of Council will be conducted with transparency. Information is made readily and proactively available to the community and stakeholders, with specific exceptions clearly articulated.

Council will strive to strike an appropriate balance between the need to ensure transparency and the need to preserve the integrity of its own deliberative processes, whilst protecting the confidentiality of certain information.

This Public Transparency Policy (Policy) outlines what Council will do to maximise transparency in Council decision making, access to and availability of information and commits Council to key principles in how it will achieve this to deliver on its commitment to public transparency.

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<sup>1</sup> Section 18 - Taking part in public life

(1) Every person in Victoria has the right, and is to have the opportunity, without discrimination, to participate in the conduct of public affairs, directly or through freely chosen representatives.

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This policy also seeks to promote the Public Transparency Principles as set out in section 58 of the Act, namely:-

- a) Council decision making processes must be transparent except when the Council is dealing with information that is confidential by virtue of this Act or any other Act;
- b) Council information must be publicly available unless—
  - i. the information is confidential by virtue of this Act or any other Act; or
  - ii. public availability of the information would be contrary to the public interest;
- c) Council information must be understandable and accessible to members of the municipal community;
- d) Public awareness of the availability of Council information must be facilitated.

## 2. CONTEXT

There are various ways in which Council works to ensure that residents are informed about key areas of Council's business. These include the quarterly reporting of financial performance data, capital works and project delivery updates and progress on actions in the Council Plan.

### 2.1. ORGANISATIONAL CONTEXT

- Community Engagement Policy
- Freedom of Information Part II Statement
- Governance Rules
- Information Privacy Policy
- Health Privacy Policy
- Records Management Policy

### 2.2. LEGISLATIVE CONTEXT

**Local Government Act 2020** – transparency, integrity and accountability are central principles and requirements that underpin local government democracy, accountability, conduct and enable the community to hold Council to account.

**Local Government Act 1989** –some provisions continue to apply through the staged implementation of the Local Government Act 2020.

**Equal Opportunity Act 2010** - providers of services have a duty to take reasonable and proportionate steps to eliminate discrimination as far as possible; must not discriminate when they deliver services; and must make reasonable adjustments for people with disabilities so that they can participate or access a service, including when providing information.

**Victorian Charter of Human Rights and Responsibilities Act 2006** –Council is required to ensure the consideration of relevant human rights in making decisions. Section 13 protects an individual's right not to have their privacy unlawfully or arbitrarily interfered with and Section 18 recognises a person's right to participate in the conduct of public affairs. Actions that are incompatible with human rights are illegal.

**3. SCOPE**

This policy covers:-

- Documentary information,
- Process information including the basis upon which decisions are made; and
- How information will be made available to the public.

This policy applies to Councillors, Council staff and other personnel (including contractors) of the Council.

**4. OBJECTIVES**

To:-

- Articulate Council's understanding of public transparency and commit to the public transparency principles that will guide its approach.
- Ensure availability of information that informs decision making by Council to the community to foster openness, transparency and accountability.
- Provide consistency in Council's approach to making information available.
- Improve organisational performance and community trust by supporting Council in good decision making, effective governance, integrity, compliance, responsible use of resources, and the achievement of its goals and objectives.

**5. POLICY DETAILS****5.1. WHAT IS PUBLIC TRANSPARENCY**

Transparency and accountability go hand in hand. Openness, accountability, and honesty define local government transparency and Council's obligation to share information with the community.

Transparency is central to the ability of the community to hold its elected and appointed officials accountable. Public transparency, in the local government context, requires that the work of the Council is:-

- Conducted openly.
- Accompanied by information made freely and proactively available to the community and stakeholders; and
- Supportive of participation in decision making.

Exceptions should be minimal and in accordance with law. An explanation should always be provided as to why information will not be released or why a decision cannot be made with full transparency.



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## 5.2. PRINCIPLES FOR TRANSPARENCY

Council commits to the following principles for Public Transparency as detailed in section 58 of the *Local Government Act 2020*:-

- a) Council decision making processes must be transparent except when the Council is dealing with information that is confidential by virtue of this Act or any other Act;
- b) Council information must be publicly available unless—
  - i. The information is confidential by virtue of this Act or any other Act; or
  - ii. Public availability of the information would be contrary to the public interest;
- c) Council information must be understandable and accessible to members of the municipal community;
- d) Public awareness of the availability of Council information must be facilitated.

## 5.3. WHAT WILL COUNCIL BE TRANSPARENT WITH?

### 5.3.1. DECISION MAKING AT COUNCIL MEETINGS

- Will be informed through community engagement, in accordance with the Community Engagement Principles and the Community Engagement Policy.
- Will be informed by:
  - A Council Report that details factual and evidence-based information that has guided the Officer Recommendation provided in the agenda for a Council meeting;
  - Council debate during the meeting which is open to the community or can be viewed on the livestream (and available as a recording).
- Will be conducted in open meetings, unless closed in accordance with the provisions of the Act and the Governance Rules.
- Will be undertaken in accordance with the Act, including the Governance Rules, and other legislation.

### 5.3.2. DECISION MAKING BY COUNCIL OFFICERS

- Will be undertaken in accordance with the Act, including the Governance Rules, and other legislation.
- Will be open and transparent, including in regard to the considerations upon which decisions are based.
- Will be in keeping with the documented accountabilities of the organisation, including delegations or authorisations.
- Will be made fairly and based on merit.

### 5.3.3. COUNCIL INFORMATION

Council delivers a range of services to residents, business and visitors to the municipality and our services and functions are documented. Council will publish information about Council services and administration activities on Council's website or will make them available upon request.

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A schedule of the:-

- Documents
- Process information; and
- Council Records

available for inspection is set out in Appendix 1.

Also, Part II of the *Freedom of Information Act 1982* requires government agencies, including local Councils to publish prescribed advice to assist members of the public in accessing the information it holds. The information contained in the Statement includes the following, as required under the *Freedom of Information Act 1982*:

- Statement 1 – Organisation and Functions of Council  
Section 7(1) (a) (i) (vii) and (viii)
- Statement 2 – Categories of Documents  
Section 7(1) (a) (ii)
- Statement 3 – FOI Arrangements  
Section 7(1) (a) (iii) (v) (vi)
- Statement 4 – Publications  
Section 7(1) (a) (iv)
- Statement 5 – Rules, Policies, and Procedures  
Section 8

*The Part II Statement under the Freedom of Information Act 1982 is available on Council's website*

#### **5.3.4. PUBLICATIONS**

Council publishes a range of newsletters, reports and handbooks for residents, businesses and visitors to Council.

These materials can generally be accessed as follows:

- By downloading from [www.darebin.vic.gov.au](http://www.darebin.vic.gov.au)
- By telephoning the Council on (03) 8470 8888

Some of these publications are available at Council's Libraries.

#### **5.4. WHEN WILL WE BE TRANSPARENT?**

Public transparency will guide the work that we do, the decisions we make and the information we share.

There will be circumstances where information cannot be shared, and these are outlined in 5.5.

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## 5.5. WHEN WILL WE BE LIMITED IN OUR TRANSPARENCY?

Some Council information that informs decision making by Council may not be made publicly available. This will only occur if the information is confidential information or if its release would be contrary to the public interest or not in compliance with the Privacy and Data Protection Act 2014

### 5.5.1. CONFIDENTIAL INFORMATION

“Confidential information” is defined in section 3 of the Local Government Act 2020. It includes the following types of information:-

- Council business information - that would prejudice the Council's position in commercial negotiations if prematurely released.
- Security information - that is likely to endanger the security of Council property or the safety of any person if released.
- Land use planning information - that is likely to encourage speculation in land values if prematurely released.
- Law enforcement information - which would be reasonably likely to prejudice the investigation into an alleged breach of the law or the fair trial or hearing of any person if released.
- Legal privileged information - to which legal professional privilege or client legal privilege applies.
- Personal information - which would result in the unreasonable disclosure of information about any person or their personal affairs if released.
- Private commercial information - provided by a business, commercial or financial undertaking that relates to trade secrets or that would unreasonably expose the business, commercial or financial undertaking to disadvantage if released.
- Confidential meeting information - records of a Council and delegated committee meetings that are closed to the public to consider confidential information.
- Internal arbitration information - relating to internal arbitration about an alleged breach of the councillor code of conduct.
- Councillor Conduct Panel confidential information - relating to a Councillor Conduct Panel matter.
- Confidential information under the 1989 Act - that was confidential information for the purposes of section 77 of the Local Government Act 1989.

Council may decide, in the interests of transparency, to release information to the public even though it is confidential under the Act. However, this will not happen if the release is:-

- Contrary to law;
- In breach of contractual requirements; or
- Releasing the information is likely to cause harm to any person or is not in the public interest to do so.

### 5.5.2. PUBLIC INTEREST TEST

Council is not required to make publicly available information if the release would be contrary to the public interest. When considering public interest, Council must be satisfied that the harm to the community likely to be created by releasing the information will not exceed the public benefit in it being released.

When considering possible harm from releasing information, Council will only concern itself with harm to the community or members of the community. Potential harm to the Council will only be a factor if it would also damage the community, such as where it involves a loss of public funds or prevents the Council from performing its functions.

The public interest determination will consider factors referenced in the *Privacy and Data Protection Act 2014* including:-

Section Privacy and Data Protection Act 2014	The public interest in ...	Weighed against the public interest in ...
5(a) (objects)	the free flow of information	protecting the privacy of personal information in the public sector
5(b) (objects)	promoting open access to public sector information'	protecting its security
Sections 31(1), 35(1)(a), 39(1)(a), 41(1)(a) (PIDs)	the organisation doing the act or engaging in the practice'	complying with the specified Information Privacy Principle or approved code of practice
Sections 47(3), 49(1) (Information Usage Arrangements ('IUAs') that modify the application of, or provide for non-compliance with, an Information Privacy Principle or an approved code of practice)	handling personal information under the information usage arrangement in the way specified	complying with the specified Information Privacy Principle or approved code of practice
Sections 47(4), 49(2) (IUAs for the purposes of an information handling provision)	treating the handling of personal information as being permitted	treating the handling of that information as not being permitted

2

<sup>2</sup> Guidelines to Public Interest Determinations, Temporary Public Interest Determinations, Information Usage Arrangements and Certification, *Commissioner for Privacy and Data Protection*, (2014)



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Information that might be withheld because it is contrary to the public interest may include:-

- Internal working documents that have not been approved or submitted to Council, especially where their release may mislead the public;
- Directions to Council staff regarding negotiations in contractual or civil liability matters, where release may damage the Council's capacity to negotiate the best outcome for the community; and
- Correspondence with members of the community, where release may inappropriately expose a person's private dealings.

Where information is not confidential, and not already available, Council will apply the principles of a public interest test with consideration also of the resources required to respond to the request.

## **5.6. HOW WILL WE BE TRANSPARENT**

### **5.6.1. ACCESS TO INFORMATION**

- Information will be made available and maintained on the Council website in a timely manner. The information will be accessible in terms of plain language, format and provision of a multi-lingual interpreting service.
- Requests for information will be responded to in alignment with this policy and the Public Transparency Principles.
- Information requested to be released will be assessed with regard to confidentiality in accordance with the Act and public interest test where appropriate.
- This may include providing a copy, arranging inspection or viewing or otherwise providing access to the document. An applicant may otherwise be advised that access to a document can be obtained via another method such as a statutory release scheme or for purchase.

### **5.6.2. COUNCIL MEETINGS**

Decisions made at Council meetings are generally informed by Council reports that are prepared by officers and included in the agenda.

Council meeting agendas are made available to the community in advance of each meeting in accordance with the Governance Rules. Council meetings will be open to the public to attend or view.

The only circumstance in which the community will not be able to view a Council meeting will be if it has been closed for consideration of a confidential matter.

**5.6.3. ADVISORY COMMITTEES, COUNCILLOR BRIEFINGS AND INFORMAL MEETINGS**

For any meeting of an Advisory Committee established by Council attended by at least one Councillor or a scheduled or planned meeting to discuss the business of *Council* or to brief Councillors, and which is attended by at least half of the Councillors and one member of Council staff; and which is not a *Council meeting*, *Delegated Committee* meeting or *Community Asset Committee* meeting the *Chief Executive Officer* must ensure that a summary of the meeting is:-

- a) Tabled at the next convenient Council meeting; and
- b) Recorded in the minutes of that Council meeting.

The summary of the meeting will include

- c) The time, date and location of the meeting.
- d) The councillors in attendance.
- e) The topics discussed.
- f) The positions of council officers in attendance and
- g) The organisation that any attendees external to council are representing; and
- h) Any conflicts of interest declared, including the reason.

**5.6.4. AUDIT AND RISK COMMITTEE REPORTING**

In accordance with the Overarching Governance Principles and Audit and Risk Committee Charter, any non-conformance with statutory or legislative requirements will be reported to the Audit and Risk Committee.

The Audit and Risk Committee will prepare biannual audit and risk report that describes the activities, issues and related recommendations of the Committee in accordance with the Act.

**5.7. COMMUNITY ENGAGEMENT AND PUBLIC PARTICIPATION**

We will engage with our Community when we are developing a strategy, plan or change that impacts them. In our reporting we will tell our community how we have undertaken community engagement and public participation throughout the process, what was learned from this and how it informed the approach taken.

**5.8. ACCESSING INFORMATION**

Information will be made available on the Council website, at Council offices, or by request.

Members of the public can make different kinds of information requests to the Council (i.e. the formality of the request, or pre-requisites for access may vary, depending on the nature of the document and the context.).

This Policy is alert to the varied capacity of members of the community to access information. Consideration will be given to accessibility and cultural requirements with reference to the Towards Equality Framework of the Council.

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Council will respond to requests for information in accordance with:-

- The Act including the Public Transparency Principles;
- With the Part II statement made under the Freedom of Information Act 1982., and
- This policy.

#### 5.9. NON-COMPLIANCE WITH THIS POLICY

If a member of the community wishes to question a decision about the release of information:-

- This should be raised directly with the officer handling the matter in the first instance.
- If still not satisfied and would like to further review the decision, this can be reported to the Freedom of Information Officer at the Council.
- If still not satisfied and would like to contest the decision, this can be reported in accordance with Councils Complaints Handling Procedures.
- If not satisfied with Council's response, the concerns can be raised directly with the

**Victorian Ombudsman**

Level 9 North Tower  
459 Collins Street  
Melbourne 3000  
Tel: 03 9613 6222

Or, where the complaint relates to management of privacy

**Office of the Victorian Information Commissioner**

PO. Box 24274  
Melbourne, Vic 3000  
Telephone: 1300 00 6842  
Email: [enquiries@ovic.vic.gov.au](mailto:enquiries@ovic.vic.gov.au)  
Website: [www.ovic.vic.gov.au](http://www.ovic.vic.gov.au)

#### 5.10. HOW TO ACCESS OTHER COUNCIL INFORMATION

The *Freedom of Information Act 1982* gives a person right of access to documents that Council hold. Council is committed to proactive and informal release of information in accordance with the Freedom of Information Professional Standards issued by the Victorian Information Commissioner.

Community members who can't find the information sought are encouraged to call Council before making a Freedom of Information application. An application may not be required to get the documents. Council staff will advise know what documents are available for inspection and assist with getting the information you want.

**6. ROLES AND RESPONSIBILITIES**

<b>Party/parties</b>	<b>Roles and responsibilities</b>	<b>Timelines</b>
Council	Champion the commitment and principles for public transparency through leadership, modelling practice and decision-making.	Ongoing
Executive Management Team	Champion behaviours that foster transparency and drive the principles through policy, process and leadership. Monitor implementation of this policy.	Ongoing
Senior Management Team	Manage areas of responsibility to ensure public transparency, good governance and community engagement is consistent with this policy.	Ongoing
All Staff	Public transparency is the responsibility of all employees as appropriate to their role and function. All staff respond to requests for information and facilitate provision of information in consultation with their manager and in alignment with the Policy.	Ongoing
Manager Governance Unit	To monitor implementation of this policy and conduct periodic reviews to drive continuous improvement.	Ongoing
Freedom of Information Officer	To receive and investigate concerns about compliance with this policy and provide recommendations and response on action.	Ongoing

**7. MONITORING, EVALUATION AND REVIEW**

Council will monitor processes, information sharing and decision making to understand the impact of the policy.

A periodic review of this policy will be undertaken and any changes required to strengthen or update the policy will be made in a timely manner.

**8. REVIEW**

This policy will be reviewed in June 2022 unless the Council determines that an earlier review is required.



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**APPENDIX 1 – AVAILABILITY OF INFORMATION**

**Council information required under the Act (and the *Local Government Act 1989*) to be made available on Council's website:-**

- Agendas and Minutes of Council Meetings and Delegated Committees;
- Local Laws and Governance Rules;
- Council Plan and Annual Plan;
- Council Budget and Strategic Resource Plan;
- Code of Conduct – Councillors;
- Summary of Election Campaign Donation Returns;
- Summary of Personal Interest Returns; and
- Any other registers or records required to be published on Council's website under legislation or determined to be in the public interest.

**Other Council documents and information to ensure the community is informed about Council's operations and functions to be made available on Council's website:-**

- Adopted Council policies, plans and strategies;
- Project and service plans;
- Terms of Reference or Charters for Council Advisory Committees and Groups;
- Consultations and community engagement processes undertaken by Council;
- Reporting from Advisory Committees and Reference Groups to Council;
- Audit and Risk Committee performance reporting;
- Relevant technical reports and/or research that informs decision making;
- Practice notes and operating procedures;
- Guidelines and manuals;
- Application processes for approvals, permits, grants and access to Council services;
- Submissions made by Council;
- Register of planning permits and applications;
- Register of Building Permits, Occupancy Permits and temporary approvals;
- FOI Part II Statement; and
- Registers of Delegation;
- Register of gifts, benefits and hospitality offered to Councillors or Council staff;
- Register of overseas and interstate travel undertaken by Councillors or Council staff;
- Register of conflicts of interest disclosed by Councillors or Council staff;
- Register of donations and grants made by Council;
- Register of leases entered into by Council, as lessor and lessee;
- Register of authorised officers;
- Submissions received under section 223 of the *Local Government Act 1989* until its repeal or received through a community engagement process undertaken by Council (if those submissions are not part of a Council report); and
- Any other registers or records required to be made available for public inspection under legislation.

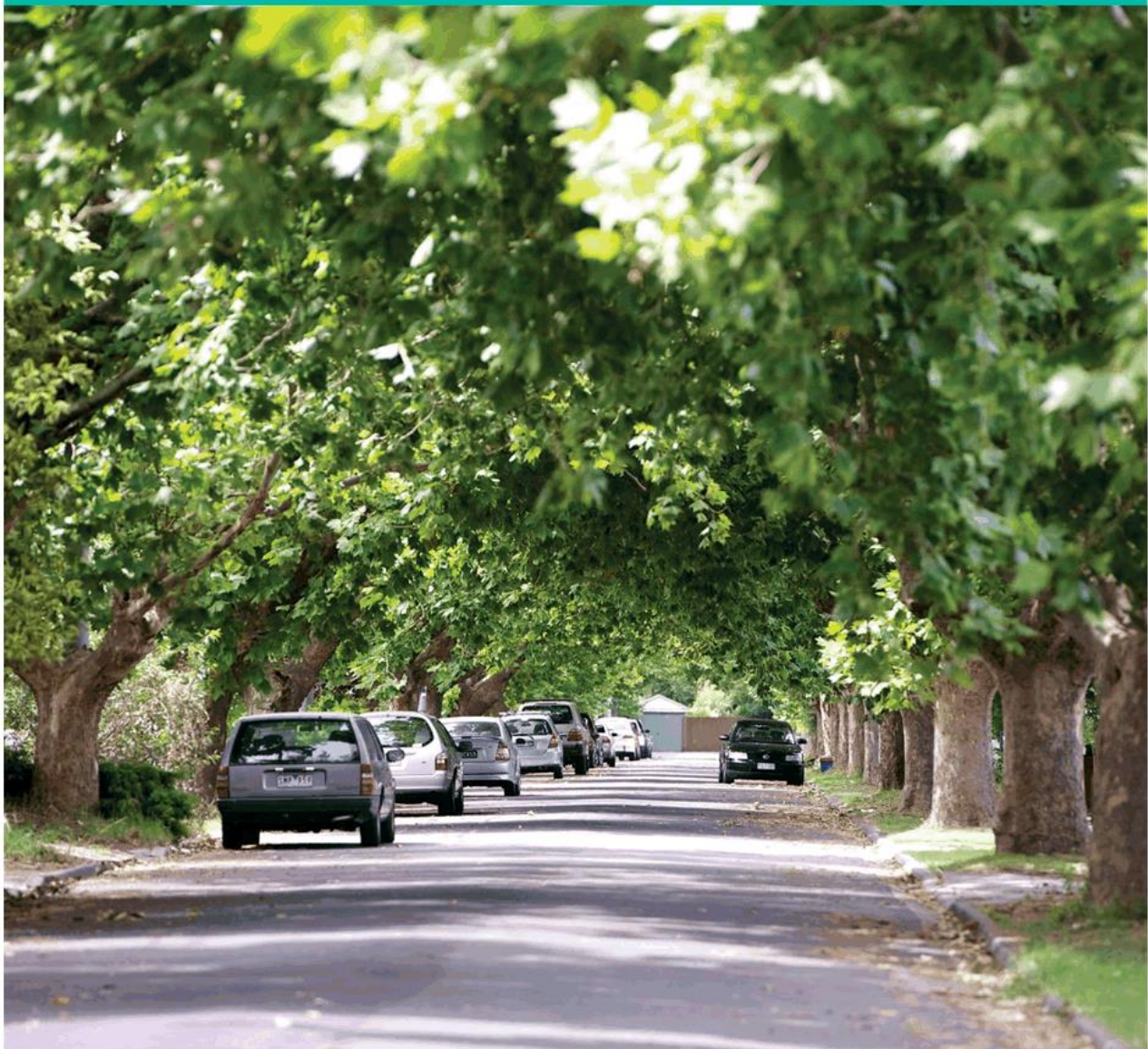




the place  
to live

# AUDIT AND RISK COMMITTEE CHARTER

## DRAFT



Darebin City Council  
Audit and Risk Committee Charter

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## PURPOSE

The Audit and Risk Committee (the Committee) is a committee established in accordance with section 53 and 54 of the *Local Government Act 2020* (the Act) to assist Darebin City Council (Council) in fulfilling its responsibilities relating to external financial and performance reporting, risk and financial management, corporate governance, internal control systems and providing advice to drive continuous improvement.

In accordance with section 53 (2) of the Act, the Committee does not have any delegated powers, including executive powers, management functions or delegated responsibility.

In accordance with section 54 (2) of the Act, the Committee is established to assist Council in discharging its responsibilities to:

- monitor the compliance of Council Policies and Procedures with:
  - the Act and the regulations and any Ministerial directions,
  - the overarching governance principles;
- monitor Council's financial and performance reporting;
- monitor and provide advice on risk management and fraud prevention systems and controls; and
- oversee internal and external audit functions.

In line with Council's commitment to environmental sustainability and social justice, the Audit and Risk Committee in discharging the above responsibilities - particularly as they relate to policy compliance and auditing of Council functions and processes, will give due regard to the advancement of Council's environmental and social objectives.

## 2 AUTHORITY

The Committee is not a delegated Committee but is responsible to Council.

The Council authorises the Committee, within its responsibilities to:

- obtain any information it requires from any official or external party (subject to any legal obligation to protect information);
- discuss any matters with the Victorian Auditor General's Office (VAGO), or other external parties (subject to confidentiality considerations);
- request the attendance of any official, including Councillors and Council Officers, at Committee meetings; and
- seek resolution on any disagreements between management and the external auditors on financial reporting.

## 3 RESPONSIBILITIES

In accordance with section 54 (2) of the Act, the Committee has the following responsibilities:

- (1) Monitor Financial and performance reporting. Specific matters the Committee may address include:
  - (a) Review significant financial and reporting issues, including complex or unusual transactions and recent accounting, professional and regulatory pronouncements and legislative changes, and understand their effect on the financial report;
  - (b) Review the results of the annual external audit in conjunction with management and the external auditors, including any difficulties encountered;
  - (c) Review the annual financial report and performance report, and consider whether the reports are complete, consistent with information known to Audit and Risk Committee members and reflect appropriate accounting principles, and make a formal recommendation to council;
  - (d) Review with management and the external auditors all matters required to be communicated to the Committee under the Australian Auditing Standards;



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Audit and Risk Committee Charter

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- (e) Review the process for the consolidation of financial information of council related entities into the financial reports of the council; and
  - (f) Assess information from internal and external auditors that affects the quality of financial reports. For example, actual and potential material audit adjustments, financial report disclosures, non-compliance with legislation and regulations, internal control issues.
- (2) Monitor Internal controls. Specific matters the Committee may address include:
- (a) Review whether management's approach to maintaining an effective internal control framework is sound and effective;
  - (b) Consider the scope of the internal auditors review of internal controls over financial reporting, and obtain reports from the internal and external auditors on significant findings and recommendations, together with management's responses; and
- (3) Monitor and provide advice on Risk management and fraud prevention systems and controls. Specific matters the Committee may address include:
- (a) Review the risk management framework annually;
  - (b) Monitor the systems and process that are in place to manage strategic and operational risks;
  - (c) Monitor the process of review of Council's risk profile;
  - (d) Consider the adequacy of actions taken to ensure that material risks have been dealt with in a timely manner to minimise exposures;
  - (e) Receive reports on the annual renewal of the insurance program and provide advice on strategic reviews of insurance program;
  - (f) Monitor the effectiveness of business continuity planning and processes, including whether business continuity and disaster recovery plans have been regularly updated and tested;
  - (g) Receive summary reports from management on all suspected and actual frauds, thefts and material breaches of legislation, ensuring reporting to the Council and/or relevant authorities and monitor the effectiveness of the management responses; and
  - (h) Monitor the Council's fraud prevention and detection framework, including any action taken with respect to actual and suspected instances of fraud.
- (4) Oversee Internal audit. Specific matters the Committee may address include:
- (a) Monitor the implementation, review and endorse the three-year rolling and annual strategic internal audit plans, and any major changes to the plans, and ensure that the plans are aligned with Council's risk profile;
  - (b) Review and approve the memorandum of planning (MAP) for each internal audit to ensure that the audit objectives and scope are fit for purpose;
  - (c) Receive internal audit reports and provide advice to Council on significant issues raised and associated actions, including the identification of good practice;
  - (d) Monitor the implementation of agreed management actions;
  - (e) Monitor processes and practices to ensure that the appropriateness and independence of the internal audit function is maintained;
  - (f) Monitor the performance of the internal audit provider, taking into consideration the Institute of Internal Auditors' International Standards for the Professional Practice of Internal Auditing;
  - (g) Ensure that opportunities are provided for the internal auditor to meet in-camera with the Committee, as required; and
  - (h) Ensure that opportunities are provided to explore other internal audits in line with Council's environmental, social and sustainability objectives.

Darebin City Council  
Audit and Risk Committee Charter

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- (5) Oversee External audit. Specific matters the Committee may address include:
- (a) Annually review the external auditor's proposed audit scope and approach, including any reliance on internal auditor activity;
  - (b) Ensure that significant findings and recommendations made by the external auditor, and management's responses to them are appropriate and are acted on in a timely manner;
  - (c) Provide advice on the resolution of any disagreements between management and the external auditors on financial reporting;
  - (d) Ensure that opportunities are provided for the external auditor to meet in-camera with the Committee, as required; and
  - (e) Maintain awareness of Local Government performance audits undertaken by Victorian Auditor-General and consider the findings and recommendations of performance audits relevant to Council for action/implementation, where appropriate.
- (6) Monitor the Compliance of Council Policies and Procedures (with the Act and the regulations and any ministerial directions, the overarching governance and principles):
- (a) Review the effectiveness of the systems and processes that monitor compliance with legislation and regulations;
  - (b) Monitor the implementation of actions associated with identified instances of non-compliance;
  - (c) Receive reports on the findings of any examinations by regulatory agencies and monitor management's response to these findings;
  - (d) Receive regular updates from management about compliance matters;
  - (e) Review Council's compliance with procedures associated with complaints including confidential and anonymous employee complaints under the *Public Interest Disclosures Act 2012* and section 1317aa of the *Corporations Act 2001* (commonwealth), dealing with accounting, internal accounting controls or auditing matters or other matters likely to affect the council or its compliance; and
  - (f) Comply with legislative and regulatory requirements imposed on the Committee members, including not misusing their position (s123 of the Act) to gain an advantage for themselves/another or to cause detriment to the council and disclosing conflicts of interest (s125 of the Act).

#### 4 MEMBERSHIP

- (1) The Committee comprises of five members (made up of two Councillors and three external members), appointed by Council. In accordance with section 53 of the Act, the Committee must:
- Include members who are Councillors of the Council (3a);
  - Consist of a majority of members who are not Councillors of the Council and who collectively have:
    - expertise in financial management and risk (3b i),
    - expertise in public sector management (3b ii);
  - Not be a member Council staff (3c).
- (2) A quorum of a least a majority of current Committee members, with a minimum of two external members and one Councillor will be necessary to transact the business of the Committee. The quorum must be in attendance at all times of the meeting.
- (3) Council will appoint the Committee members. The external members appointed by Council are to be natural persons with an appropriate balance of local government regulatory knowledge, finance, audit or management experience.

Darebin City Council  
Audit and Risk Committee Charter

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- (4) The external members are to be appointed for a two-year term, with an option for a further two-year term by mutual consent.
- (5) Council may adjust the initial period of appointment to allow for mid-term appointments and to avoid situations where all external member terms expire within close proximity of each other. This initial period of appointment must be more than one year, and no more than three years.
- (6) Where vacancies exist, Council shall determine a mechanism for filling those vacancies.
- (7) The Chief Executive Officer (CEO), GM Governance & Engagement and Finance Manager will be invited to all meetings as advisors or observers, but they will not form part of the Committee.
- (8) Other management representatives or Council Officers may be invited to attend meetings as advisors or observers, but they will not form part of the Committee. They will attend if they are required to prepare a report for the Committee in their area of responsibility.
- (9) The Committee reserves the right to meet at any time without non-members or with invited non-members
- (10) A representative(s) of VAGO will be invited to attend meetings of the Committee, as an observer. Such representative will be required to act in accordance with the governance principles in addition to the obligations of confidentiality (section 125) and conflict of interest (part 6, division 2) as outlined within this Charter and the Act.
- (11) A representative(s) of the appointed internal audit contractor will be invited to attend meetings of the Committee, as an observer. Such a representative will be required to act in accordance with the governance principles in addition to the obligations of confidentiality (section 125) and conflict of interest (part 6, division 2) as outlined within the Act.
- (12) Membership of the Committee will be reviewed periodically (but at least every three years) by Council, with the aim of ensuring an appropriate balance between continuity of membership, the contribution of fresh perspectives and a suitable mix of qualifications, knowledge, skills and experience. Councillor members will be appointed for a one-year term of office. The initial appointment of external Committee members shall be for a two-year period. An external member may serve no more than two full terms in any one position before the position must be publicly advertised. This does not preclude existing members from being re-appointed through a competitive process.

## 5 MEMBER RESPONSIBILITIES

- (1) Committee members are required to lodge primary and ordinary returns in accordance with the *Local Government Act 2020*, within the timeframes requested by Council.
- (2) Committee members may be requested to perform other activities related to this charter.

## 6 CHAIRPERSON

- (1) The Committee will appoint a Chairperson (Chair) and Deputy Chair for a 12-month term. In accordance with Section 53 of the Act, they:
  - must not be a Councillor,
  - must not be a member of Council staff.
- (2) The election of the Chair shall take place in accordance with the process for the election of the Mayor under the Darebin City Council Governance Rules.
- (3) The election of the Deputy Chair shall follow the election of the Chair and shall take place in accordance with the process for the election of the Chair.
- (4) The Chair, and in their absence, the Deputy Chair, will preside over meetings of the Committee.

## 7 FEES

Darebin City Council  
Audit and Risk Committee Charter

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- (1) In accordance with section 53 of the *Local Government Act 2020*, Council will pay a fee to all external members with the amount determined by Council, taking into account an assessment of the market and the recommendation of the CEO.
- (2) Fees will consist of a Member fee (paid to all external members) and a Chairperson fee (paid to the Chair).
- (3) The Member fee payment:
  - (a) will be made each quarter following receipt of a Tax Invoice from the external member (including the purchase order provided by Council) after each scheduled quarterly meeting; and
  - (b) will not be paid to an external member that was absent from the meeting without leave from the Committee.
- (4) The Chairperson fee payment:
  - (a) will be made each quarter following receipt of a Tax Invoice from the external member (including the purchase order provided by Council) after each scheduled quarterly meeting; and
  - (b) will not be paid to an external member acting or temporary holding the role of Chair.
- (5) Council does not have to pay a Member fee or Chairperson fee to a Committee member who does not want to receive a fee.
- (6) In accordance with section 53(6) of the Act, Council will pay a fee to an external member and the fee will be based on a per annum fee, determined by the CEO, which will be indexed in alignment with the rate cap % each 1 July.
- (7) Payment of the fee will be made each quarter to the external member following receipt of a Tax Invoice (including the purchase order provided by Council) after each meeting.
- (8) No less than once every Council term, the fee paid to the external members will be benchmarked, against no less than five other peer Councils, to provide the Council with the information required to fully review the fees.

## 8 MEETINGS

- (1) The Committee will meet at least four times a year, one or more special meeting may be held to review Council's annual financial statements and performance statements, or to meet other responsibilities of the Committee.
- (2) All Committee members are expected to attend each meeting, in person or through teleconference or video conference. Failure to attend a meeting will result in non-payment of the Member fee for the associated quarter.
- (3) The Chair is required to call a meeting if asked to do so by the Council or decide if a meeting is required should it be requested by another member, internal audit or VAGO.
- (4) The CEO or their delegate will facilitate the meetings of the Committee and invite whomever is necessary for the orderly and effective conduct of committee business to attend meetings to provide pertinent information, as necessary.

## 9 ADMINISTRATION

In accordance with section 54 (6a) of the Act, the CEO will appoint a Council officer to provide secretariat support to the Committee. The secretariat will:

- (1) Ensure the agenda prior to each meeting is approved by the CEO of Council;
- (2) Prepare meeting agendas and supporting paper, which will be circulated at least one week before the meeting to the Committee members; and
- (3) Prepare meeting minutes and ensure they are well maintained. Minutes will include relevant elements of the Committee's discussion. Minutes must be reviewed by the General Manager Governance & Engagement and circulated within two weeks of the meeting to each member and committee observers, as appropriate.



Darebin City Council  
Audit and Risk Committee Charter

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**10 PLANNING**

The Committee will develop a forward meeting schedule that includes the dates and location for each meeting for the forthcoming year.

In accordance with section 54(3) of the Act, the Committee will develop an annual work program that includes the timing of reporting for all of the responsibilities outlined in this charter.

**11 SUPPORT**

To facilitate the operation of the Committee, the CEO or their delegate has responsibility to provide:

- (a) any necessary training for members in relation to their responsibilities under the *Local Government Act 2020*;
- (b) any information required by the Committee to enact its responsibilities under this Charter;
- (c) officer advice in respect of matters before the Committee;
- (d) formal meetings with Council staff, the internal auditors or the external auditors as requested by the Committee, in accordance with the execution of its responsibilities under this Charter; and
- (e) secretariat and logistical support to the Committee.

**12 REPORTING**

- (1) Officers will prepare biannual reports on Audit and Risk Committee activities, issues, and related recommendations, for presentation to a meeting of Council.
- (2) Committee members will attend Council briefings as required, to report on financial and other relevant matters.
- (3) Officers will prepare a report for inclusion in the Darebin City Council Annual Report describing the Committee's composition, responsibilities and how they were discharged, and any other information required by regulation, including approval of non-audit services.
- (4) The Committee will prepare an Annual Committee Performance report that includes an annual assessment of Committee performance against the Audit and Risk Committee Charter in accordance with Section 54(4a) of the Act. This report will be provided to the CEO for presentation to Council annually in accordance with Section 54(4b) of the Act;
- (5) The Committee will prepare a biannual Audit and Risk report that describes the activities of the Committee and includes its findings and recommendations in accordance with section 54(5a) of the Act, along with the agreed actions. This report will be provided to the CEO for reporting to Council.
- (6) Internal audit reports and external audit reports shall not be made public.
- (7) In accordance with section 54(6b) of the Act, the CEO is required to table reports upon request by the Chair of the Committee.

**13 RECRUITMENT**

A position description for external members will be established and maintained for each of the three external member positions. The position description will include a matrix skills assessment that identifies the particular blend of skills and experience required for each particular role.

**14 INDUCTION**

New members will receive relevant information and briefings on their appointment to assist them to meet their Committee responsibilities.

**15 REVIEW OF THE COMMITTEE CHARTER**

Darebin City Council  
Audit and Risk Committee Charter

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The Committee will review and assess the adequacy of this Charter annually, taking into account any relevant legislative requirements. The Audit and Risk Committee Charter, including amendments to the Charter, will be approved by Council.

#### 16 EVALUATING PERFORMANCE

In accordance with section 54 (4a) of the Act, the Committee must complete an annual self-assessment to evaluate the Committee's performance, as well as the performance of the internal auditors, and to confirm that the Committee has met its responsibilities under the charter. The assessment will be provided to the CEO for tabling at Council.

#### 17 CONFLICTS OF INTEREST

- (1) Committee recommendations must be transparent and accountable, they must protect the public interest, maintain the integrity of the Committee and Council and enable the public to be confident that the Committee is performing its duties properly.
- (2) If a conflict of interest exists, it must be declared and managed. The Committee members are required to provide written declarations, through the Chair, to the Council declaring any material personal interests they may have in relation to their responsibilities.
- (3) Division 2 of Part 6 of the Act applies to a member of the Committee who is not a Councillor, as if the member were a member of a delegated Committee. An external member has a **conflict of interest** if they have:
  - a general conflict of interest within the meaning of section 127 of the Act; or
  - a material conflict of interest within the meaning of section 128 of the Act.

Members of the Committee will provide declarations in accordance with statutory requirements.

- (4) External members should consider past employment, consultancy arrangements and related party issues in making these declarations. The Council, in consultation with the Chair, should be satisfied that there are sufficient processes in place to manage any real or perceived conflict.
- (5) At the beginning of each Committee meeting, members are required to declare any material personal interests that may apply to specific matters on the meeting agenda. Where required by the Chair, the member will be excused from the meeting or from the Committee's decision of the relevant agenda item(s). The Chair is also responsible for deciding if they should excuse themselves from the meeting or from the Committee's decision of the relevant agenda item(s). Details of material personal interests declared by the Chair and other members, and actions taken, will be appropriately recorded in the minutes.

#### 18 MISUSE OF POSITION

Section 123 of the *Local Government Act 2020* applies to a member of the Committee who is not a Councillor, as if the member were a member of a delegated Committee. The requirements include:

- (1) The external member must not intentionally misuse their position –
  - to gain or attempt to gain, directly or indirectly, an advantage for themselves or for any other person; or
  - to cause, or attempt to cause, detriment to the Council or another person.
- (2) For the purposes of this section, circumstances involving the misuse of a position by a person who is, or has been, a Councillor or member of a delegated committee include –
  - making improper use of information acquired as a result of the position the person held or holds; or
  - disclosing information that is confidential information; or
  - directing or improperly influencing, or seeking to direct or improperly influence, a member of Council staff; or

Darebin City Council  
Audit and Risk Committee Charter

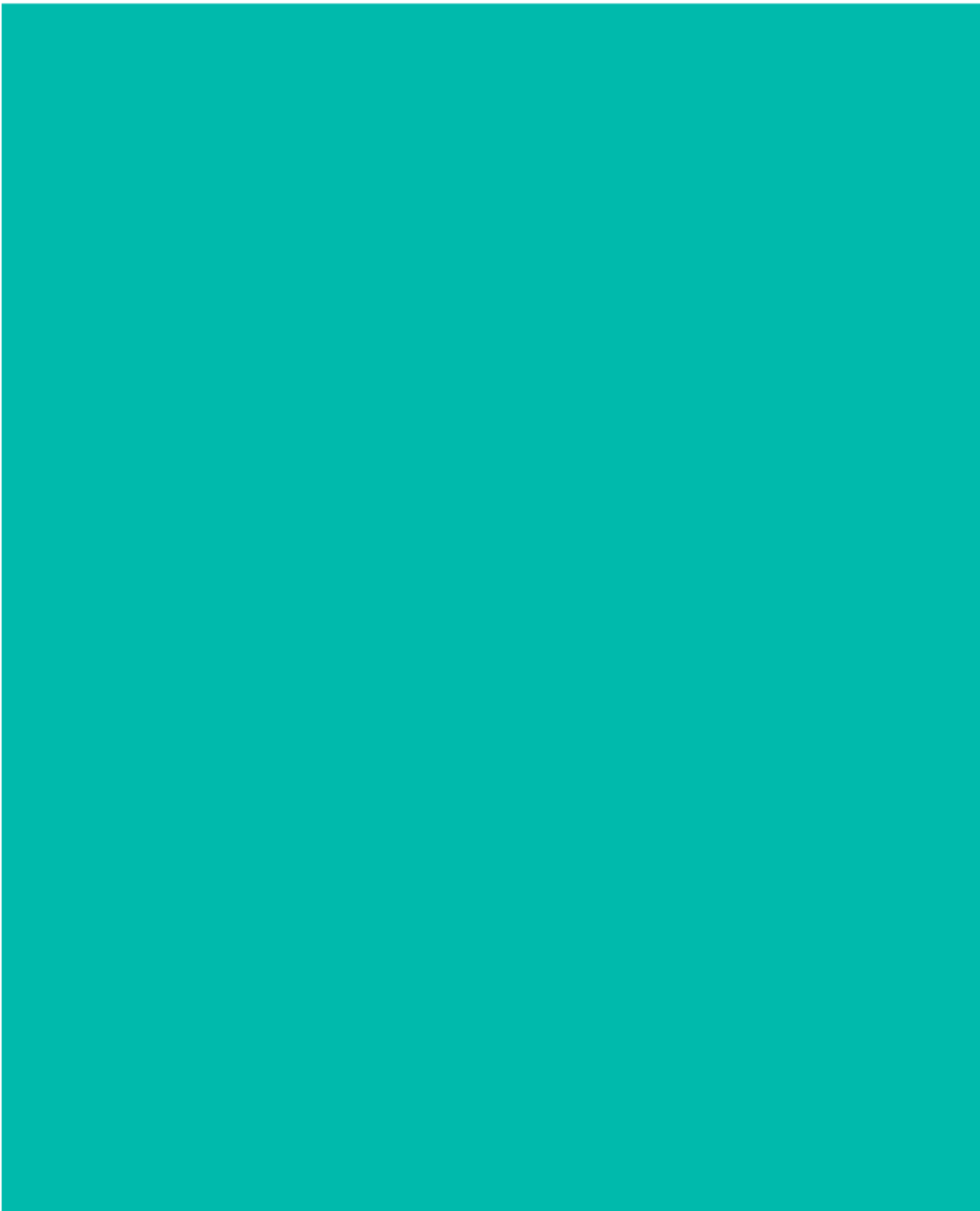
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- exercising or performing, or purporting to exercise or perform, a power, duty or function that the person is not authorised to exercise or perform; or
- using public funds or resources in a manner that is improper or unauthorised; or
- participating in a decision on a matter in which the person has a conflict of interest.

#### 19 CONFIDENTIAL INFORMATION

Section 125 of the Act applies to a member of the Committee who is not a Councillor, as if the member were a member of a delegated Committee. The requirements include:

- (1) Unless subsection (2) or (3) applies, a person who is, or has been, an external member must not intentionally or recklessly disclose information that the person knows, or should reasonably know, is confidential information.
- (2) Subsection (1) does not apply if the information that is disclosed is information that the Council has determined should be publicly available.
- (3) A person who is, or has been, an external member may disclose information that the person knows, or should reasonably know, is confidential information in the following circumstances:
  - for the purposes of any legal proceedings arising out of this Act;
  - to a court or tribunal in the course of legal proceedings;
  - pursuant to an order of a court or tribunal;
  - in the course of an internal arbitration and for the purposes of the internal arbitration process;
  - in the course of a Councillor Conduct Panel hearing and for the purposes of the hearing;
  - to a Municipal Monitor to the extent reasonably required by the Municipal Monitor;
  - to the Chief Municipal Inspector to the extent reasonably required by the Chief Municipal Inspector;
  - to a Commission of Inquiry to the extent reasonably required by the Commission of Inquiry;
  - to the extent reasonably required by a law enforcement agency.



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***Instrument of Delegation to Chief Executive Officer***

**Darebin City Council**

**Instrument of Delegation**

**to**

**The Chief Executive Officer**

**Instrument of Delegation**

In exercise of the power conferred by s 11(1) of the *Local Government Act 2020 (the Act)* and all other powers enabling it, Darebin City Council (**Council**) delegates to the member of Council staff holding, acting in or performing the position of Chief Executive Officer, the powers, duties and functions set out in the Schedule to this Instrument of Delegation.

AND declares that

- 1. this instrument of Delegation is authorised by a resolution of Council passed on 29 June 2020.
- 2. the delegation
  - 2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
  - 2.2 is subject to any conditions and limitations set out in the Schedule;
  - 2.3 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
  - 2.4 remains in force until Council resolves to vary or revoke it.
- 3. The member of Council staff occupying the position or title of, or acting in the position of, Chief Executive Officer may delegate to a member of Council staff any of the powers (other than the power of delegation conferred by section 11(3) of the Act or any other powers not capable of sub-delegation) which this Instrument of Delegation delegates to him or her.

**DATED:** 29 June 2020

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

\_\_\_\_\_  
Councillor

\_\_\_\_\_  
Chief Executive Officer

## SCHEDULE

The power to

1. determine any issue;
2. take any action; or
3. do any act or thing

arising out of or connected with any duty imposed, or function or power conferred on Council by or under any Act.

### Part 1 - Conditions and Limitations

The delegate must not determine the issue, take the action or do the act or thing.

4. If the issue, action, act or thing is an issue, action, act or thing which involves:
  - 4.1 awarding a contract for the purchase of goods and services or for the carrying out of works exceeding the value of \$1,000,000 (including GST) ;
  - 4.2 appointing an Acting Chief Executive Officer for a period exceeding 28 days.
  - 4.3 election of a Mayor or Deputy Mayor.
  - 4.4 granting of a reasonable request for leave under section 35 of the Act.
  - 4.5 making any decision in relation to the employment, dismissal or removal of the Chief Executive Officer.
  - 4.6 awarding a contract for the purchase of goods and services or for the carrying out of works that has been requested through the Mayor to be determined by Council;
  - 4.7 making, amending or revoking a local law.
  - 4.8 approval or amendment of the Council Plan under Part 4 of the Act;
  - 4.9 adoption or amendment of any policy that Council is required to adopt under the Act.
  - 4.10 adoption or amendment of the Governance Rules.
  - 4.11 appointment of the chair or the members to a delegated committee.
  - 4.12 borrowing money.
  - 4.13 subject to 181H(1)(b) of the *Local Government Act 1989*, declaring general rates, municipal charges, service rates and charges and specified rates and charges;
  - 4.14 approval of the Budget or Revised Budget and Strategic Resource Plan
  - 4.15 adoption of the Auditor's report, Financial Statements, Standard Statements and Performance Statement under Part 6 of the Act;

- 4.14 appointment of Councillor or community delegates or representatives to external organisations; or
- 4.15 the return of the general valuation and any supplementary valuations;
- 5 if the issue, action, act or thing is an issue, action, act or thing which is required by law to be done by Council resolution;
- 6 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
- 7 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
  - 7.1 policy; or
  - 7.2 strategyadopted by Council; or
8. if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of s11(2)(a)-(n) (inclusive) of the Act or otherwise; or
9. the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

#### **Part 2 – Emergency Powers**

10. Where a State of Emergency is in force after having been declared by the Premier of Victoria under the provisions of the Emergency Management Act 2013 or other relevant legislation and a quorum of Council or the Planning Committee cannot be formed or the convening of a meeting represents in the view of the Chief Executive Officer an unacceptable risk to public health and safety, the Chief Executive Officer in consultation with the Mayor may make any decision on any matter, (with the exception of those matters they are explicitly prevented from determining under the Act ) as required to continue the good governance and operation of Council, which would normally be subject of a resolution of Council.
11. The Chief Executive Officer may only exercise the power as referred to in clause 10 if, they believe that the powers they are exercising are in the best interests of the City of Darebin.
12. Any decision taken by the Chief Executive Officer under this Part will in a timely manner be communicated to Councillors and is required to be subject of a report to the next available Council Meeting.





***Instrument of Delegation (Planning Committee)***

**Darebin City Council**

**Instrument of Delegation**

**to**

**Planning Committee**

### Instrument of Delegation

Darebin City Council (**Council**) delegates to the committee established by resolution of Council passed on 29 June 2020 and known as the "Planning Committee" (**the Committee**), the powers, discretions and authorities set out in the Schedule, and declares that:

- 1. this Instrument of Delegation is authorised by a resolution of Council passed on 29 June 2020;
- 2. the delegation:
  - 2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
  - 2.2 remains in force until Council resolves to vary or revoke it; and
  - 2.3 is to be exercised in accordance with the exceptions, conditions and limitations set out in the Schedule and with the guidelines or policies which Council from time to time adopts; and
- 3. all members of the Committee have voting rights.

**DATED:** 29 June 2020

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

\_\_\_\_\_  
 Councillor

\_\_\_\_\_  
 Chief Executive Officer

## SCHEDULE

### Purpose

To exercise Council's powers, discretions and authorities to perform Council's functions under the *Planning and Environment Act 1987* in accordance with relevant policies and guidelines of the Council and to do all things necessary or convenient to be done for or in connection with the performance those functions, duties and powers.

### 1. Powers and Functions

The Planning Committee (the Committee) is a ' Delegated committee ' with delegated powers appointed pursuant to section 63 of the *Local Government Act 2020* (the Act), to assist Council in decision making on statutory planning matters (including considering and approving or rejecting applications for planning permits and on strategic planning matters including planning scheme amendments, planning policies, land use strategies and strategic development sites pursuant to the *Planning and Environment Act 1987*.

### 2. Membership

The Committee comprises all Councillors.

### 3. Chairperson

The Mayor is the Committee Chairperson.

### 4. Meetings

The Committee will meet as determined by resolution of the Council.

### 5. Weekly Activity Reports on Planning Applications

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.

---

<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.

- 2 -

**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 for planning permit including new applications, amendments to permits and extensions of time for electronic gaming machines.
- (c) Any decision on a planning 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 General Manager**

- (a) Any other applications or changes of which, in the opinion of the Manager in consultation with the General Manager 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 General Manager responsible for the Statutory Planning functions. A copy of the written request must also be provided to the Manager and General Manager 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**

A report on the meetings and activities of the Planning Committee is to be prepared for inclusion in Council's Annual Report.

**10. Submitters to Planning Committees**

Statutory Planning Matters

Statutory Planning matters are defined as Planning Permit Applications and Development Plan Applications.

Persons who have made a written submission on a statutory planning matter listed on Planning Committee agenda may address the Planning Committee in accordance with the following process:-

- Order of Speakers
- The applicant (2 minutes)
- Any submitters who have registered with Council their request to address the Planning Committee (2 minutes each).

The Chairperson may, at their discretion, extend the time for an individual's submission.



- 3 -

Strategic Planning Matters

Submissions to the Planning Committee on strategic land use matters (i.e. a non-statutory matters ) will be considered in line with the provisions of Council's Governance Local Law.

**11. Delegated Authority**

- (a) 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>.
- (b) The Planning Committee has full delegated authority to consider and decide on strategic planning matters including planning scheme amendments, planning policies, land use strategies and strategic development site matters aligned with Council's role as Planning Authority as set out in the *Planning and Environment Act 1987*.
- (c) The Committee has discretion to refer matters to Council if considered appropriate.

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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.

**DRAFT**



the place  
to live

# **GOVERNANCE RULES**

**(To be presented to Council on  
29 June 2020)**

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



These Governance Rules 2020 are made in accordance with Section 60 of the *Local Government Act 2020*, and were adopted by resolution of Darebin City Council on .....

Version	Date Adopted by Council	Amendment
1.0	To be presented 29 June 2020 Council Meeting	

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## AUTHORISATION

- 1) The Darebin City Council at its Meeting on \_\_\_\_\_ has established these Governance Rules in accordance with section 60 of the Local Government Act 2020.
- 2) These Governance Rules commence on 1 September 2020.

## COMMITMENT

Good governance and integrity underpin local government democracy, accountability and conduct. Adherence to these principles enables our community to hold the Council to account for its performance and reflects the obligations of the *Local Government Act 2020* (the Act).

The principles of good governance are to be applied throughout all decision making, corporate governance and democratic governance by adherence to these Governance Rules. The principles of good governance incorporate the overarching governance and supporting principles outlined in section 9 of the Act<sup>1</sup>.

Council decision making will also be conducted with transparency. The process by which decisions will be made is transparent and clearly articulated in these Governance Rules for the scrutiny of our community and accountability of Councillors and Council officers.

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### <sup>1</sup> 9 Overarching governance principles and supporting principles

- (1) A Council must in the performance of its role give effect to the overarching governance principles.
- (2) The following are the overarching governance principles—
  - (a) Council decisions are to be made and actions taken in accordance with the relevant law;
  - (b) priority is to be given to achieving the best outcomes for the municipal community, including future generations;
  - (c) the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;
  - (d) the municipal community is to be engaged in strategic planning and strategic decision making;
  - (e) innovation and continuous improvement is to be pursued;
  - (f) collaboration with other Councils and Governments and statutory bodies is to be sought;
  - (g) the ongoing financial viability of the Council is to be ensured;
  - (h) regional, state and national plans and policies are to be taken into account in strategic planning and decision making;
  - (i) the transparency of Council decisions, actions and information is to be ensured.
- (3) In giving effect to the overarching governance principles, a Council must take into account the following supporting principles—
  - (a) the community engagement principles;
  - (b) the public transparency principles;
  - (c) the strategic planning principles;
  - (d) the financial management principles;
  - (e) the service performance principles.



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## CHAPTER 1 – INTRODUCTION

### 1. Purpose

These Governance Rules determine the way in which Council will:

1. make decisions:
  - in the best interest of the Darebin community
  - fairly and on the merits of the question
  - in a way that ensures any person whose rights will be directly affected by a decision will be entitled to communicate their views and have their interests considered.
2. elect its Mayor and Deputy Mayor, Acting Mayor and Chairpersons of Committees
3. conduct meetings of Council and Delegated Committees
4. give notice of meetings (including access arrangements) and record and make available meeting minutes
5. be informed in its decision making through community engagement, input from advisory committees and Council officer reports
6. require the disclosure and management of conflicts of interest; and
7. regulate the form and availability of meeting records

The Governance rules also include:

1. rules for the conduct of Council and Councillors during Election Periods, through the Election Period Policy;
2. an overview of alignment of the Governance Rules within Council's democratic and corporate governance; and
3. provisions for use of the common seal.

## CHAPTER 2 - CONTEXT

### 2.1 Affected Persons Rights and Interests

Before making a decision that affects a person's rights, Council will identify whose rights may be affected and provide an opportunity for that person (or persons) to convey those views regarding the effect on their rights and consider those views.

This includes but is not limited to the rights outlined in the Charter of Human Rights and Responsibilities Act 2006 and *Towards Equality* - Darebin City Council's Equity, Inclusion and Human Rights Framework 2019-2029. The opportunity provided for a person whose rights have been affected to contribute their views will be documented in any relevant report put before the Council. A Council officer making a decision under delegation that affects the rights of a person will record in writing the opportunity provided to the person to have their views considered.<sup>2</sup>

### 2.2 Context

The Governance Rules are to be read in the context of and in conjunction with:

- Community Engagement Policy Public Transparency Policy;
- Councillor Code of Conduct;
- Employee Code of Conduct;
- Other relevant policies.

Any Guidance, Overview Notes and Footnotes within these rules are intended to be explanatory and do not form part of these Governance Rules. They will be monitored and updated as required to reflect changes to legislation or to assist interpretation and understanding.

### 2.3 Definitions

(1) In these Governance Rules:

**Act** means the Local Government Act 2020;

**Absolute Majority** means the number of Councillors which is greater than half the total number of the Councillors of a Council. In the case of a Delegated Committee an absolute majority is the number of members which is greater than half the number members appointed to the Delegated Committee;

**Advisory committee** means a committee established by the Council, that provides advice to Council.

**Agenda** means a document containing the date, time and place of a Meeting and a list of business to be transacted at the Meeting;

<sup>2</sup> Section 60(2) Local Government Act 2020

The Governance Rules must provide for a Council to—

- (a) consider and make decisions on any matter being considered by the Council fairly and on the merits; and
- (b) institute decision making processes to ensure that any person whose rights will be directly affected by a decision of the Council is entitled to communicate their views and have their interests considered.

**Agreement of Council** means indicative agreement of all of the Councillors present, without a vote being conducted. In the event there is any uncertainty about majority of Councillors agreeing, the matter may be put to a vote.

**Authorised Officer** means a Member of Council staff who is authorised by Chief Executive Officer or by the Council either generally or in a particular case

**Chairperson** means the Chairperson of a Meeting and includes an acting, temporary and substitute Chairperson;

**Chamber** means any room where the Council holds a Council Meeting

**Chief Executive Officer** means the person who is appointed to the position of Chief Executive Officer of Council, their delegate, and any person acting in that position

**Committee** means a Committee established by Council, including a Delegated Committee

**Committee Meeting** means a meeting of a Delegated Committee;

**Common Seal** means the common seal of Council;

**Continuance** means a continuance of a Meeting beyond the time limit prescribed by clause 1.3.1(1) of the Meeting Rules

**Council** means Darebin City Council;

**Councillor** means a Councillor of Council;

**Council Meeting** means a meeting of the Council convened in accordance with these Governance Rules and includes an Ordinary Meeting and a Special Meeting

**Council staff** means a person who is appointed (other than an independent contractor under a contract for services or a volunteer) to enable the functions of the Council to be carried out;

**Delegate** means a member of Council staff to whom powers, functions and duties have been delegated by an instrument of delegation from the Chief Executive Officer;

**Delegated Committee** means a Delegated Committee established by Council pursuant to, and in accordance with, section 63 of the Act

**Deputy Mayor** means the Deputy Mayor of Council and any person appointed by Council to act as Deputy Mayor;

**Disorder** means any disorderly conduct of a member of the Gallery or a Councillor and includes:

- interjecting when another person is speaking, except, in the case of a Councillor, to raise a Point of Order;
- making comments that are defamatory, malicious, abusive or offensive;
- refusing to leave the Meeting when requested, ordered or directed to do so by the Chairperson in accordance with these Governance Rules; and
- engaging in any other conduct which prevents the orderly conduct of the Meeting;

**Electronic Means** means email or facsimile transmission or similar electronic means of communication including utilising in house, hosted or cloud based file and document sharing software or systems

**Foreshadowed Item** means a matter raised in the relevant section of the Council Meeting that a Councillor intends to submit a Notice of Motion for the next Ordinary Meeting;

**Full Days** means complete days from midnight to midnight, including weekends and public holidays

**General Manager** means a senior member of Council staff holding the position of General Manager or another position (however designated) which reports directly to the Chief Executive Officer

**Give Notice** in respect of communication to and from Councillors includes an email forwarded to the Council-provided email account of the Councillor or the provision of documents transmitted via a secure software application to a Council-provided device

**Majority of the Votes** means a majority of Councillors or members of a Delegated Committee present at the time of a vote voting in favour of a matter;

**Mayor** means the Mayor of Council and any person appointed by Council to be acting as Mayor, including a Deputy Mayor, if the Mayor is not available;

**Meeting** means a Meeting of the Council (including a Special Meeting) or a Delegated Committee Meeting;

**Member** means a Councillor or member of a Delegated Committee;

**Minister** means the Minister administering the Act;

**Minutes** means the official record of the proceedings and decisions of a Meeting;

**Motion** means a proposal framed in a way that will result in the opinion of Council being expressed, and a Council decision being made, if the proposal is adopted;

**Notice of Motion** means a notice setting out the text of a Motion which a Councillor proposes to move at a Meeting;

**On Notice** means held or deferred to enable preparation of a response;

**Opposite** in relation to a motion or amendment, means a direct negation of the underlying action or intent contained within that motion or amendment

**Petition** means a document purporting to be a Petition to Council that meets the requirements outlined in Clause 16 of the Meeting Rules

**Point of Order** means a procedural point (about how the Meeting is being conducted), not involving the substance of a matter before a Meeting;

**Procedural Motion** means a Motion specified as such in clause 9 of the Meeting Rules that relates to a procedural matter only and which is not designed to produce any substantive decision but used merely as a formal procedural measure;

**Quorum** means presence by a majority of Councillors at a Council Meeting or a majority of Members at a meeting of a Delegated Committee or any other Meeting

**Second vote** means a vote cast by the chairperson when there has been an equality of votes cast for and against a matter (also known as a casting vote). A councillor who does not vote will be taken to have voted against the question.

**Special Meeting or Special Council Meeting** means a meeting of the Council convened for a particular purpose or matter that cannot be effectively dealt with in the schedule of Ordinary Council meetings set by Council;

**Rule or Sub-rule** means a rule or sub-rule included in these Governance Rules; (2)



## CHAPTER 3 – MEETING RULES

In accordance with s 60 of the Local Government Act 2020 these Meeting Rules are for and with respect to

- (a) the conduct of Council meetings;
- (b) the conduct of meetings of delegated committees;
- (c) the form and availability of meeting records;
- (d) the election of the Mayor and the Deputy Mayor;
- (e) the appointment of an Acting Mayor;

### PRELIMINARY

#### ***Italicised Notes***

*Italicised notes are to be found through the Meeting Rules. These are explanatory notes only and are provided as guidance. They do not form part of the Meeting Rules.*

*The italicised notes may be updated from time to time to reflect changes to legislation or to assist understanding.*

#### ***Overview***

*The Preliminary chapter of the Meeting Rules outlines the title, purpose, authority and the application of the Meeting Rules.*

*It also defines key terms used throughout the Meeting Rules.*

#### **Title**

This is the Darebin City Council Meeting Rules 2020 which forms part of the Councils Governance Rules made under section 60 of the *Local Government Act 1989*.

#### **Application of the Meeting Rules**

- 1) The Meeting Rules apply at all times throughout the Municipality.
- 2) Where applicable the Meeting Rules must be read in conjunction with the Councillor Code of Conduct.
- 3) The Meeting Rules will apply to all Ordinary and Special meetings of Council and any Delegated Committees established by Council under the Act.

## 1. ORDINARY COUNCIL MEETINGS, SPECIAL COUNCIL MEETINGS AND DELEGATED COMMITTEES OF COUNCIL

### 1.1. Notice of Meetings and Agenda Distribution

#### **Overview:**

*Ordinary Meetings are held regularly to conduct the ongoing business of the Council.*

*Special Council Meetings are unscheduled meetings of the Council and are held when called to deal with the specific business detailed in the notice or resolution requesting the Chief Executive Officer to call them*

*Delegated Committee Meetings are meetings of :*

- *a Delegated Committee established by Council pursuant to, and in accordance with, section 63 of the Act; or*
- *a joint delegated committee established by 2 or more Councils under section 64 of the Act.*

*Wherever possible, an agenda for each type of Meeting must be provided to Councillors in advance so that they can prepare adequately for the Meeting.*

*In the case of Delegated Committees that are not comprised solely of Councillors, the Chairperson must provide reasonable notice to the public of meetings of the Delegated Committee. Council must ensure that public notice of any meeting is also published on Council's website).*

#### **1.1.1. Calling and Scheduling of Ordinary Meetings and Special Meetings**

- (1) The dates, times and locations of Council Meetings will be fixed by Council from time to time.
- (2) Notwithstanding sub clause (1) the date, time and location of a Council Meeting may be altered by Council resolution, or the Chief Executive Officer, may change the date, time and place of, or cancel, any Meeting which has been fixed and must provide notice of the change to the public.
- (3) A schedule of Council Meetings must be prepared and published in publications that are distributed throughout the municipality (including Council publications) and on Council's website at least once each year or with such greater frequency as the Chief Executive Officer determines.

### 1.1.2. Calling and Scheduling of Special Council Meetings

- (1) A notice to call a Special Council Meeting must be delivered to the Chief Executive Officer in sufficient time to enable the provisions of this section to be observed
- (2) Any resolution of Council to call a Special Council Meeting must specify the date and time of the Special Council Meeting and the business to be transacted. The date and time of the Special Council Meeting must not be prior to 6pm on the day following the Council Meeting at which the resolution was made.
- (3) Council must at least seven (7) days before the holding of a Special Council Meeting give public notice .
- (4) If urgent or extraordinary circumstances prevent the Council from giving the prescribed notice, Council must give such public notice as is practicable and specify in the minutes of the Meeting the urgent or extraordinary circumstances which prevented Council from complying with the seven (7) day notice.

### 1.1.3. Process to Call a Special Council Meeting

- (1) The mayor or at least 3 Councillors may by written notice call a Special Council Meeting
- (2) The notice must specify the date and time of the Special Council Meeting and the business to be transacted
- (3) The Council may by resolution call a Special Council Meeting
- (4) The resolution must specify the date and time of the Special Council Meeting and the business to be transacted
- (5) The Chief Executive Officer must call the delegated meeting as specified in the notice or resolution
- (6) Unless all Councillors are present and unanimously agree to deal with another matter, only the business specified in the notice or resolution is to be transacted.
- (7) The Chief Executive Officer may call a Special Council Meeting within 14 days of the result of a Council election being declared.

### 1.1.4. Agenda Distribution

- (1) This clause applies to Ordinary Meetings and Special Meetings.
- (2) At least six (6) days before a Meeting is scheduled to occur, an Agenda incorporating the business to be dealt with must be:
  - a) delivered to each Councillor by electronic means; and
  - b) published on Council's website.
- (3) If it not possible to comply with sub-clause (2) for any reason, the Chief Executive Officer must ensure delivery and publication of the Agenda as soon as reasonably possible.

### 1.1.5. Adjourned, Cancelled or Postponed Meetings

- (1) The Chief Executive Officer may cancel or postpone any Meeting by giving such notice to Councillors via electronic means and the public via publication on Council's website as soon as is reasonably practicable, where they are satisfied that the cancellation or postponement is warranted because:
  - a) of an emergency;
  - b) a quorum will not be achieved due to apologies received ahead of the Meeting;
  - c) there is insufficient material in the Agenda to justify a Meeting being held;
  - d) holding the Meeting would give rise to a risk to health and / or safety; or
  - e) of any other circumstances have arisen which make the holding of the Meeting undesirable.
- (2) If a Meeting is adjourned, cancelled or postponed to another day for any reason, clauses 1.1.4(1), (2) and (3) apply to the extent that is reasonably practicable.

## 1.2. Quorums

### **Overview:**

*No business can be transacted at any Meeting unless a majority of the Councillors are present (Quorum).*

*If there is no Quorum at the commencement of a Meeting or if a Quorum cannot be maintained during a Meeting, the Meeting is to be adjourned to another date and/or time.*

### 1.2.1. Quorum to be present

- (1) No business may be conducted at any Council Meeting unless a Quorum is present.
- (2) Quorum means presence by a majority of Councillors

### 1.2.2. Failure to Raise a Quorum

- (1) If a Quorum is not present within 30 minutes of the time appointed for the commencement of a Meeting, the Chief Executive Officer or, in their absence, another Officer, will adjourn the Meeting to another date and time not more than 14 days from the original date of the Meeting.
- (2) Unless the Meeting is adjourned to a later time on the same day, the Chief Executive Officer or, in their absence, another Officer, must give notice to all Councillors of the adjourned Meeting in accordance with clause 1.1.5 of the Meeting Rules.



- (3) The requirement in sub-clause (2) does not apply in respect of any Councillor who has been granted leave obtained from the Council pursuant to section 35(1)(e) of the Act and who has not requested the Chief Executive Officer, in writing, to continue to give notice of Meetings to be held during the period of leave of absence.

#### **1.2.3. Inability to Maintain a Quorum**

- (1) If a quorum is lost after a Meeting has commenced, the Chief Executive Officer or, in their absence, another Senior Officer, must immediately adjourn the Meeting for a period not exceeding 30 minutes, at which time, if a quorum is:
  - a) present, the Meeting resumes; or
  - b) not present and, after using their best endeavours to regain a quorum, and they cannot do so, they must announce that the Meeting has closed.
- (2) If a Meeting closes under sub-clause (1)b), the undisposed business must be listed at:
  - a) the next Ordinary Council Meeting; or
  - b) a subsequent Special Council Meeting convened for this purpose; or
  - c) a subsequent Meeting where the undisposed business is included in the business to be transacted for that Meeting.
- (3) All business transacted prior to the closure of a Meeting due to loss of a quorum is valid and capable of being acted upon.

#### **1.2.4. Inability to Achieve or Maintain a Quorum Due to Conflicts of Interest of Councillors**

- (1) The Chairperson may defer an item of business in respect of which there is, or is likely to be, a disclosure of a conflict of interest by one or more Councillors that will cause a quorum to be lost, and direct the Chief Executive Officer to include that item of business on an Agenda for a future Meeting. This does not require a resolution of Council.
- (2) If a Quorum cannot be achieved or maintained due to the declaration of conflicts of interest by the majority of Councillors, the Chief Executive Officer or, in their absence, another Officer, may adjourn the Meeting for a length of time sufficient to enable exemption for the affected Councillors to be obtained from the Minister.

### 1.3. Time Limits for Meetings

#### 1.3.1. Time Limits for Meetings

- (1) A Meeting must not continue for more than four (4) hours from the time that the Meeting started unless a Procedural Motion for a Continuance is carried (with a mover and seconder, and no debate).
- (2) A Continuance of a Meeting will be in a block period of 30 minutes.
- (3) After the initial 30-minute Continuance, the Meeting must not continue unless a Procedural Motion for a further Continuance is carried.
- (4) A Meeting may only be continued for a maximum of two (2) 30-minute Continuances.
- (5) In the absence of a Continuance or in the event there is further business to be transacted at the completion of two Continuances, the Meeting must stand adjourned and be re-convened in accordance with this Meeting Rules.
- (6) If sub-clause (5) applies, clause 1.1.5 operates with respect to the provision of notice of the adjourned Meeting.
- (7) Notwithstanding sub-clause (5), the Chairperson may seek the agreement of Councillors not to adjourn the Meeting to a subsequent day, if the Chairperson reasonably believes the remaining business will take less than 15 minutes to transact.
- (8) In the absence of a Continuance under this clause:
  - a) Council may, during the time allowed for the Meeting, resolve that the Meeting be adjourned; or
  - b) at the conclusion of the time allowed for the Meeting, the Meeting must stand adjourned and any undisposed business must be disposed of in accordance with clause 1.2.3(2).

#### 1.4. Chairperson may Temporarily Adjourn a Meeting

The Chairperson may adjourn a Meeting for up to a 10-minute break, at an appropriate point in proceedings. This does not require a Council resolution.

#### 1.5. Business Transacted Valid

All business transacted at the Meeting before any adjournment will remain valid and be capable of being acted upon.

## 2. Business of Meetings

### **Overview:**

*The business to be transacted at a Council Meeting is contained in the Agenda provided to Councillors and available to the public on Council's website.*

*The Chief Executive Officer oversees preparation of the Agenda and determines the content and order of business to facilitate open, efficient and effective processes of government. Council can, in some circumstances, admit an item of urgent business after the distribution of the Agenda.*

### **Relevant Provisions of the Local Government Act – Conflict of Interest**

*Part 6 Division 2 of the Act defines when a Councillor will have a conflict of interest. Any Councillor who has a conflict of interest must comply with the requirements of the Part of the Act and with the Governance Rules of the Council relating to **procedures for the disclosure of a conflict of interest**.*

*Among these requirements is the requirement to disclose the existence of a conflict of interest and the type of interest and nature of the interest. This must be done immediately before the consideration or discussion of the item in which the Councillor has a conflict of interest, unless the type and nature of the conflict of interest have been disclosed to the Chief Executive Officer in writing before the Meeting. If the type and nature of the interest have been disclosed to the Chief Executive Officer in writing before the Meeting, only the existence of the conflict of interest and the type of interest must be disclosed in the Meeting.*

*Whilst a Councillor must disclose the conflict of interest at the commencement of the Meeting when conflicts of interest are called for, the existence of the conflict of interest and the class and nature of the interest must again be disclosed immediately before any consideration or discussion of the relevant Agenda item occurs.*

### **2.1. Order of Business**

- (1) The Chief Executive Officer is responsible for preparation and delivery of the Agenda, including the determination of the order of business.
- (2) Once the Agenda has been circulated, no further changes will be made to the Agenda, unless the Chief Executive Officer determines to issue a supplementary report.
- (3) The Agenda for each Ordinary Meeting (only) must contain the following items:
  1. Opening of Meeting
  2. Acknowledgement of Traditional Owners
  3. Apologies
  4. Disclosures of Conflicts of Interest
  5. Confirmation of the Minutes of Council Meetings

6. Public Question Time
  7. Petitions
  8. Consideration of Reports
  9. Notices of Motion
  10. Urgent Business
  11. Records of Assemblies of Councillors
  12. Reports by Mayor and Councillors
  13. Consideration of Reports Considered Confidential
  14. Close of Meeting
- (4) The items to be listed on the Agenda of any Meeting of a Delegated Committee will be determined by the Chief Executive Officer.

## **2.2. Change to the Order of Business**

- (1) A change to the order of business may only be made by through a Procedural Motion. (with a mover and seconder, and no debate)
- (2) Changes to the order of business through a Procedural Motion may be made more than once during a Meeting.

## **2.3. Business at Meetings**

- (1) No business can be dealt with at an Ordinary Meeting unless:
  - a) it is contained on the Agenda; or
  - b) it is admitted as urgent business in accordance with 8.1.
- (2) No business can be dealt with at a Special Council Meeting or a Delegated Committee Meeting unless it is contained on the Agenda.

## **2.4. Conflict of Interest**

Councillors, members and officers must provide a full disclosure of any conflict of interest in accordance with Part 6 Division 2 and the Chapter 5 of the Governance Rules under Part 60 of the Act.

## **2.5. Presence of Councillors**

Councillors must be physically present in the Council Chamber in order to participate in the Meeting and to vote.

**Note:**

*To the extent that there may be any conflict or inconsistency between these Meeting Rules and the Act, the Act will prevail.*



### 3. Role of the Chairperson

**Overview:**

*In accordance with the Act, the role of the Mayor is to Chair Council Meetings. If the Mayor is absent, the Deputy Mayor (if any) must take the Chair and if both are absent, Council must elect one of the Councillors as temporary Chairperson.*

*The way in which Council and Committee Meetings are conducted makes a significant contribution to good governance. The Chairperson plays a crucial role in facilitating an orderly, respectful, transparent and constructive meeting by ensuring all Councillors and members of Committees have the opportunity to be heard, matters are adequately discussed, meeting procedures are followed and statutory requirements are adhered to.*

*The Chairperson is an independent leader of meetings and generally does not participate in debate or move or second motions. Specific duties and discretions of the Chairperson are outlined throughout this Meeting Rules.*

#### 3.1. Mayor to Take Chair

- (1) The Mayor must take the chair at all Ordinary Meetings and other Meetings conducted by or on behalf of Council at which they are present unless:
  - a) they are precluded from doing so because of a conflict of interest;
  - b) they step down from the chair for a short period with the consent of the Meeting; or
  - c) in the case of a Delegated Committee Meeting, Council or the Delegated Committee has appointed someone else as a Chairperson for that Delegated Committee.
- (2) If the Mayor is unable to take the chair or steps down in accordance with sub-clause (1), the Deputy Mayor must take the chair.
- (3) If the Deputy Mayor is not present or is unable to take the chair, an acting or temporary Chairperson will be appointed.

#### 3.2. Appointment of an Acting or Temporary Chairperson

- (1) The election of an acting or temporary Chairperson will be made by through a Procedural Motion. (requiring a mover and seconder, and with no debate)
- (2) While considering a motion to appoint of an acting or temporary Chairperson, the Meeting will be chaired by:
  - a) the Mayor; or where the Mayor is not present
  - b) the Deputy Mayor; or where the Deputy Mayor is not present
  - c) the Chief Executive Officer or her or his delegate or nominee.

### 3.3. The Chairperson's Duties and Discretions

In addition to the specific duties and discretions provided in this Meeting Rules, the Chairperson has the following duties.

- 1) The Chairperson must not accept any motion or amendment which is determined by the Chairperson to be:
  - a) defamatory, malicious, abusive or objectionable in language or substance;
  - b) vague or unclear in intention;
  - c) outside the powers of Council;
  - d) irrelevant to the item being considered;
  - e) purporting to be an amendment but is not; or
  - f) the same as, or similar in intent to, a Notice of Motion or other motion (including lost and lapsed motions) that has been considered by Council in the preceding six (6) months, unless the majority of the whole Council consents to it being accepted and debated; or
  - g) it includes a misleading or false statement.
- 2) The Chairperson must allow the Chief Executive Officer the opportunity to correct factual errors or incorrect assertions that arise during the Meeting.
- 3) The Chairperson must ensure that silence is preserved in the public galley during a Meeting.
- 4) The Chairperson must call to order any person if their behaviour is disruptive or unruly or interferes with the conduct of the business of Council.
- 5) The Chairperson must call to order any member of the public who approaches the Council table during the Meeting, unless invited by the Chairperson to do so.
- 6) The Chairperson must decide on all points of order in accordance with clause 10.3.

### 3.4. Chairperson's Ruling

Where the Meeting Rules do not provide for a procedure for a Meeting, the Chairperson will determine the procedure to be followed.

## 4. Motions

### **Overview:**

*This section describes the procedure for introducing a motion or amendment, the rules of debate, foreshadowing a motion or amendment and the duty of the Chairperson in relation to accepting motions and amendments.*

*A Councillor may move any motion related to an item included in the Agenda. In the interests of transparency and informed decision making, motions or amendments should not introduce new matters to a debate that have not been the subject of the report or background of the motion being considered by Council.*

*As a resolution must be able to be acted upon, a motion must clearly state what is intended and what its impact will be. This provides clarity for the implementation of Council decisions.*

### **4.1. Moving a Motion**

The procedure for moving any motion is as follows.

- a) A Councillor who wishes to move a motion must raise their hand (not stand).
- b) The Chairperson will call on the Councillor they determine raised their hand first.
- c) The mover must state the motion without speaking to it.
- d) The motion must be seconded by a Councillor other than the mover by raising their hand (not standing).
- e) The Chairperson is unable to move or second a motion.
- f) If the Chairperson wishes to move or second a motion, then:
  - i. The Deputy Mayor must take the chair or, if there is no Deputy Mayor or the Deputy Mayor is absent or is the current Chairperson, the Meeting must elect a temporary Chairperson; and
  - ii. Whereupon the Chairperson must vacate the chair and not return to it until the motion has been resolved upon.
- g) If a motion is not seconded, the motion lapses for want of a seconder. There will be no discussion or debate on a motion that has not been seconded.
- h) If there is a seconder, the Chairperson must call on the mover to speak to the motion prior to any amendment. This signals the beginning of the debate.
- i) Prior to the commencement of debate on a motion or an amendment a Councillor may, when no other Councillor is speaking, ask any question of Officers concerning or arising out of the motion for the purposes of clarification. A Councillor may not ask a question of Officers once debate has commenced on a motion
- j) After the mover has spoken to the motion, the seconder (unless they reserve their right to speak later in the debate) may also speak to the motion prior to any amendment.

- k) Except for the mover of a motion who has a right of reply in accordance with clause 4.5 check of the Meeting Rules, all other Councillors can only speak once to the motion.
- l) The Chairperson may only speak to a motion when all Councillors who wish to speak to it have done so, and just before closure of debate by the mover of the motion.
- m) After the seconder has spoken to the motion (or after the mover has spoken to the motion if the seconder does not speak to the motion), the Chairperson must call on any Councillor who wishes to speak against the motion, then on any Councillor who wishes to speak for the motion, alternating with all Councillors wishing to speak.
- n) After waiting until all Councillors wishing to speak to the motion have spoken, the Chairperson will put the matter to the vote or, if no Councillor indicates opposition or a desire to speak to the motion, the Chairperson will put the matter to the vote immediately.
- o) Before putting a motion to the vote, the Chairperson may require the Chief Executive Officer or their delegate to read out the text of the motion.

#### **4.2. Debate Must be Relevant**

- 1) Debate must always be relevant to the motion or amendment before the Meeting and, if not, the Chairperson must request the speaker to confine debate to the motion or amendment.
- 2) If, after being requested two times by the Chairperson to confine debate to the motion or amendment before the Meeting, the speaker continues to debate irrelevant matters, the Chairperson may direct the speaker to be seated and not speak further in respect of the motion or amendment. The speaker must immediately comply with any such direction.

#### **4.3. Miscellaneous Rules of Debate**

- 1) A Councillor must not, in any debate, make any defamatory, indecent, abusive, offensive or disorderly statement or comment about any Councillor, Officer or other person.
- 2) If a statement or comment described in sub-clause 1) is made, the Chairperson may, without a point of order being raised, direct the Councillor to withdraw it and the Councillor concerned must immediately and unreservedly do so.
- 3) Failure to comply with Chairpersons direction in relation to clause 1) may result in a warning pursuant to clause 11.4 of these Meeting Rules.
- 4) In cases where there is competition for the right to speak at a Meeting, including moving or seconding a motion or amendment, the Chairperson must decide the order in which Councillors may speak.



- 5) If a debate is adjourned by Procedural Motion, then the Councillor who moved the adjournment has the right to speak first when the debate is resumed.
- 6) A Councillor must not be interrupted except by the Chairperson or upon a point of order being taken.
- 7) A mover and seconder of a motion or amendment are not permitted to withdraw their moving and seconding of the motion or amendment after debate has commenced.

#### 4.4. Right to Ask Questions

- 1) Prior to the commencement of debate on a motion (including a procedural motion) or an amendment a Councillor may, when no other Councillor is speaking, ask any question of Officers concerning or arising out of the motion for the purposes of clarification. A Councillor may not ask a question of Officers once debate has commenced on a motion
- 2) A Councillor must not ask any question that is in any way defamatory, indecent, abusive, offensive or disorderly about any Councillor, Officer or other person.
- 3) The Chairperson has the right to limit questions and direct that debate be commenced.
- 4) A Councillor asking a question under sub-clause 1) is not deemed to be speaking to the motion before the Meeting.

#### 4.5. Right of Reply

- 1) The mover of a motion that has not been amended may, once debate has been exhausted, exercise a right of reply to matters raised during debate immediately before the vote is taken.
- 2) No new matters may be raised in the right of reply.
- 3) If no Councillor has spoken against a motion, there will be no right of reply.
- 4) The mover of a motion loses his or her right of reply if an amendment to the motion is carried.
- 5) The mover of an amendment to a motion does not have a right of reply.
- 6) After the right of reply has been exercised, the motion must immediately be put to the vote without any further questions, discussion or debate.

#### 4.6. Time Limits for Debate

A Councillor must not speak on any one motion for a time longer than that stated below:

the mover of a motion:	3 minutes
any other speaker:	2 minutes
the mover of a motion exercising a right of reply:	2 minutes

#### 4.7. Moving an Amendment

- 1) A motion that has been moved and seconded may be amended by leaving out, inserting or adding words that are relevant to the subject of the motion.
- 2) An amendment must not be directly Opposite to the motion.

**Note:**

*If a proposed amendment is ruled by the Chairperson to be directly opposite or substantially contrary to the motion, it should be treated as an alternative motion to be considered only in the event that the motion before the Council is lost.*

- 3) An amendment may be proposed or seconded by any Councillor, except the mover and seconder of the original motion and the Chairperson.
- 4) If a Councillor proposes an amendment and the original mover and seconder of the motion both indicate their agreement with the amendment, the amended motion becomes the substantive motion without debate or vote.
- 5) A motion to confirm a previous resolution of Council cannot be amended.
- 6) The procedure for moving any amendment is as follows.
  1. Councillor who wishes to move an amendment must raise their hand (not stand).
  2. The Chairperson will call on the Councillor they determine raised their hand first.
  3. The mover must state the amendment without speaking to it.
  4. The amendment must be seconded by a Councillor other than the mover by raising their hand (not standing).
  5. The Chairperson is unable to move or second an amendment.
  6. If the Chairperson wishes to move or second an amendment, then:
    7. the Deputy Mayor must take the chair or, if there is no Deputy Mayor or the Deputy Mayor is absent or is the current Chairperson the Meeting must elect a temporary Chairperson; and
    8. whereupon the Chairperson must vacate the chair and not return to it until the amendment has been resolved upon.
  9. If an amendment is not seconded, the amendment lapses for want of a seconder. There will be no discussion or debate on an amendment that has not been seconded.
  10. If there is a seconder, the Chairperson must call on the mover to speak to the amendment. This signals the beginning of the debate.
  11. Prior to the commencement of debate on an amendment a Councillor may, when no other Councillor is speaking, ask any question of Officers concerning or arising out of the motion for the purposes of clarification. A Councillor may not ask a question of Officers once debate has commenced on an amendment

12. After the mover has spoken to the amendment, the seconder (unless they reserve their right to speak later in the debate) may also speak to the amendment.
13. After the seconder has spoken to an amendment (or after the mover has spoken to the amendment if the seconder does not speak to the amendment), the Chairperson must call on any Councillor who wishes to speak against the amendment, then on any Councillor who wishes to speak for the amendment, alternating with all Councillors wishing to speak.
14. After waiting until all Councillors wishing to speak to the amendment have spoken, the Chairperson will put the amendment to the vote or, if no Councillor indicates opposition or a desire to speak to the amendment, the Chairperson will put the amendment to the vote immediately.
15. Before putting an amendment to the vote, the Chairperson may require the Chief Executive Officer or delegate to read out the text of the amendment.

#### **4.8. Miscellaneous Rules for an Amendment**

- 1) A Councillor may speak on any amendment once, whether or not she or he has spoken to the motion, but debate must be confined to the terms of the amendment.
- 2) Any number of amendments may be proposed to a motion, but only one amendment may be accepted by the Chairperson at any one time.
- 3) No second or subsequent amendment, whether to the motion or an amendment of it, may be taken into consideration until the previous amendment has been dealt with and voted on.
- 4) The mover of an amendment does not have any right of reply.
- 5) Any one Councillor cannot, without the leave of the Chairperson, move more than two amendments in succession.
- 6) If an amendment is carried, the motion as amended then becomes the substantive motion before the Meeting.
- 7) Neither the mover of the original motion, nor the mover of the amendment, has a right of reply to that amended motion.

#### **4.9. Time Limits for Debate for an Amendment**

A Councillor must not speak on an amendment for a time longer than stated below, unless granted an extension by the Chairperson:

the mover of an amendment:	3 minutes
any other speaker:	2 minutes

#### 4.10. Foreshadowing Motions

- 1) At any time during debate, a Councillor may foreshadow a motion so as to inform Council of their intention to move a motion at a later stage in the meeting, however, this does not extend any specific right to the foreshadowed motion.
- 2) A motion foreshadowed may be prefaced with a statement that, in the event of a particular motion before the Meeting being resolved in a certain way, a Councillor intends to move an alternative or additional motion.
- 3) The Chief Executive Officer or person taking the Minutes of the Meeting is not required to record a foreshadowed motion in the Minutes until the foreshadowed motion is formally moved.
- 4) A foreshadowed motion has no procedural standing and is merely a means of assisting the flow of a Meeting.
- 5) A Councillor foreshadowing a motion under this clause is not deemed to be speaking to the motion or amendment before the Meeting.

#### 4.11. Motions Moved in a Block

The Chairperson may direct that like motions be moved in a block (en bloc) if the motions note actions already taken by Council and / or will not commit Council to take any further action, incurring any expenditure or making any changes to policy.

#### 4.12. Motions and amendments in writing

- 1) The Chairperson may require that any motions and amendments be submitted in writing.
- 2) The Chairperson may adjourn a Meeting while a motion or an amendment is being written or may request Council to defer the matter until the motion or amendment has been written, allowing the Meeting to proceed uninterrupted.
- 3) Any motions and amendments must clearly state the intention and effect of the proposed resolution.

**Note:**

*This is generally interpreted to mean that a resolution must be capable of standing alone, that is, a person reading the decision of Council in the minutes will be able to understand what Council is seeking to achieve without reference to other sources.*



## 5. Voting

### **Overview:**

*At the conclusion of debate on a matter before the Meeting, the Chairperson must put the motion or amendment to the vote. Each Councillor is entitled to one vote and voting must be by show of hands. The vote is determined by a majority of the Councillors present at the meeting at the time the vote is taken voting in favour of the motion or amendment.*

*If a vote is tied, the Chairperson has a casting vote.*

### **5.1. How a Motion or an Amendment is Determined**

- 1) To determine a motion or amendment before a Meeting, the Chairperson must first call for those voting in favour of the motion or amendment, then those voting against the motion or amendment. Except for procedural matters the Chairperson will call the names of all those voting in favour of the motion or amendment, then those voting against the motion or amendment and these will be recorded in the minutes of the meeting.
- 2) Voting on any matter is by a show of hands.
- 3) Voting must take place in silence.
- 4) The Chairperson may direct that a vote be recounted to satisfy herself or himself of the result.
- 5) When a vote is tied, the Chairperson has a second, casting vote and may use this vote as they see fit.
- 6) Once a vote on a motion or amendment has been taken, no further discussion relating to the motion or amendment is permitted.

### **5.2. Separation of Motions**

- 1) Where a motion contains two or more parts, a Councillor may request at any time before a vote is taken that the Chairperson put each part of the motion to the vote separately.
- 2) The Chairperson may grant or refuse such a request at their discretion. This does not require a Council resolution.
- 3) The Chairperson may decide to put any motion to the vote in separate parts of their own volition.
- 4) A part of a motion that is put to the vote separately will not otherwise be considered to be a separate motion for the purpose of this clause.

## 6. Notices of Motion

### **Overview:**

*A Notice of Motion is a request (in the form of a Council motion) prepared by a Councillor which intends to require the Council to discuss a particular matter and/or make a decision for action to be taken.*

*Notices of Motion can only be considered at an Ordinary Meeting.*

*A Notice of Motion is a useful way for Councillor to raise an issue which doesn't require advice or a lot of consideration on an Agenda. For example, it might involve asking Council to recognise a significant achievement of a local community member which is already generally known.*

*This section outlines the rules and processes that govern the submission of Notices of Motion.*

### **6.1. Notice of Motion Arrangements**

- 1) A Councillor may submit a Notice of Motion for consideration at an Ordinary Meeting.
- 2) A Notice of Motion must be lodged in accordance with this clause 6.1.
- 3) The Councillor proposing a Notice of Motion must circulate the draft Notice of Motion (including a brief rationale) to all Councillors for information before lodging it with the Chief Executive Officer.
- 4) Evidence that a draft Notice of Motion has been circulated to all Councillors prior to being lodged with the Chief Executive Officer must be provided to the Chief Executive Officer at the time of lodging the Notice of Motion.
- 5) The full text of any Notice of Motion (including the written rationale) accepted by the Chief Executive Officer must be included in the Agenda for the next Ordinary Meeting.
- 6) The Chief Executive Officer must cause all Notices of Motion to be sequentially numbered, dated and entered in a register.
- 7) Each Notice of Motion must be considered in the order in which it is entered in the Notice of Motion register.

### **Note:**

*A draft Notice of Motion circulated to all councillors should be deemed to be confidential information in accordance with section 3 of the Act until it is determined by the Chief Executive Officer to be valid in accordance with Clause 6.2 and subsequently distributed in the agenda.*

## 6.2. Valid Notices of Motion

A Notice of Motion must:

- a) be submitted in writing and be accompanied with a brief written rationale prepared by the Councillor outlining any relevant background for the proposed motion ;
- b) be signed (including by electronic means) and dated by the Councillor;
- c) relate to the objectives, role and functions of Council as outlined in the Act and align with the Council Plan;
- d) do no more than call for a Council report if the Notice of Motion:
  - i. affects the levels of Council service;
  - ii. is inconsistent with the strategic objectives of the Council as outlined in the Council Plan;
  - iii. commits Council to expenditure greater than \$5,000 that is not included in the Budget;
  - iv. proposes to establish, amend or extend an adopted Council policy or position;
  - v. commits Council to any contractual arrangement;
  - vi. concerns any litigation in respect of which Council is a party; or
  - vii. impacts on perceived procedural fairness to a person or entity which is the subject of a pending decision by Council;
- e) not be the same as, or similar in intent to, a Notice of Motion that has been listed on the Agenda of an Ordinary Meeting within the 6 (six) months preceding the due date for lodgement as set out in sub-clause f); and
- f) be lodged with the Chief Executive Officer no later than 12 noon at least fourteen full days prior to the Ordinary Meeting at which it is intended to be considered to allow sufficient time to include it on the Agenda.

## 6.3. Rejection of Notice of Motion

- 1) The Chief Executive Officer must reject any Notice of Motion (including the written rationale) if they are of the opinion that:
  - a) it is the same as, or similar in intent to, a Notice of Motion or other motion (including lost and lapsed motions) that has been considered by Council in the preceding six (6) months;
  - b) it is defamatory;
  - c) it is objectionable in language or nature;
  - d) it is inconsistent with Councillor Code of Conduct;
  - e) it is vague or unclear in intention;
  - f) it is outside the powers of Council;
  - g) evidence of circulation to other Councillors has not been provided to the Chief Executive Officer, as required by sub-clause 6.1 4);
  - h) it relates to a matter that can be addressed through the operational service request process. Or

- i) does not comply with clause 6.2, or
  - j) it includes a misleading or false statement.
- 2) If rejecting a Notice of Motion (including the written rationale), the Chief Executive Officer must:
- a) inform the Councillor who lodged it of the rejection and the reasons for it;
  - b) provide the Councillor who lodged it 24 hours to amend and lodge a revised Notice of Motion; and
  - c) if the Notice of Motion cannot be amended to the satisfaction of the Chief Executive Officer, notify the Councillor who lodged it of the rejection in writing and the reasons for the rejection.

#### **6.4. Debating a Notice of Motion**

- 1) The Councillor who is the author of the Notice of Motion must move the Notice of Motion if the Councillor is present at the Ordinary Meeting at which it is to be considered.
- 2) If the author of the Notice of Motion is not present at the Ordinary Meeting at which it is to be considered, any Councillor present at the Meeting, except for the Chairperson, may move the Notice of Motion.
- 3) If a Notice of Motion is not moved and seconded at the Ordinary Meeting at which it is to be considered, it lapses.
- 4) Except where the Notice of Motion is to confirm a previous resolution of Council, the Notice of Motion may be amended.
- 5) If a Councillor who has lodged or is moving a Notice of Motion wishes to amend it, they may only do so by seeking leave of the Chairperson to amend it prior to it being seconded.
- 6) Once a Notice of Motion has been moved and seconded, neither the mover nor the seconder may amend it.
- 7) A mover and seconder of a Notice of Motion are not permitted to withdraw their moving and seconding of the Notice of Motion after debate has commenced.
- 8) Notwithstanding sub-clause 6), another Councillor may move an amendment to a Notice of Motion, which may be accepted by the mover and seconder, and must be dealt with in accordance with Section 6 of this Meeting Rules.
- 9) Any amendment made to the Notice of Motion must not be directly Opposite to the Notice of Motion.
- 10) No member of the public may make a submission on a Notice of Motion when it is presented at an Ordinary Meeting.



## 7. Notice of Rescission or Amendment

### **Overview:**

*A notice of rescission or amendment is a form of Notice of Motion. Accordingly, all provisions in the Meeting Rules regulating Notices of Motion equally apply to notices of rescission and amendment.*

*This section describes the circumstances and procedures under which a Council decision can be rescinded or amended.*

### **7.1. Procedure for a Notice of Rescission or Amendment**

- 1) Motions to rescind or amend a previous resolution of Council can be made by:
  - a) a Councillor submitting a Notice of Motion in accordance with Section 6 of the Meeting Rules; or
  - b) a recommendation contained in an Officer's report included in the Agenda.
- 2) A Councillor may propose a motion to rescind or amend a previous resolution of Council, provided that:
  - a) the previous resolution has not been acted on, and
  - b) a notice is delivered to the Chief Executive Officer or their delegate setting out:
    - i. the relevant previous resolution to be rescinded or amended; and
    - ii. the Meeting and date when the relevant previous resolution was carried.
- 3) The Chief Executive Officer, or other Officer with responsibility for the subject matter of a resolution, may implement a resolution of Council at any time after the close of the Meeting at which it was made.
- 4) A resolution of Council will be deemed to have been acted on if:
  - a) its content or substance has been formally communicated to a person whose interests are materially affected by it, including by publishing the proposed Minutes of a Meeting on Council's website; or
  - b) a statutory process has been commenced so as to vest enforceable rights in, or obligations on, Council or any other person.
- 5) The Chief Executive Officer or other Officer must defer implementing a resolution which:
  - a) has not been acted on; and
  - b) is the subject of a Notice of Motion to rescind or amend it which has been delivered to the Chief Executive Officer in accordance with Section 6 of the Meeting Rules, unless deferring implementation of the resolution would have the effect of depriving the resolution of usefulness, giving rise to non-compliance with a legal obligation or placing Council at legal, financial or other risk.

- 6) The lodgement and acceptance by the Chief Executive Officer of a Notice of Motion to rescind or amend a previous resolution of Council does not prevent the Chief Executive Officer or other Officer from giving notice to any person that the Notice of Motion to rescind or amend has been lodged.
- 7) If a Notice of Motion to rescind or amend a previous resolution of Council is lost or lapses, a similar motion may not be put before Council for at least 6 (six) months from the date it was lost.
- 8) If a Notice of Motion to rescind or amend a previous resolution of Council is not moved and/or seconded at the Meeting for which it is listed, it lapses.
- 9) A Notice of Motion to rescind or amend a previous resolution of Council listed on an Agenda may be moved by any Councillor present, except the Chairperson, but must not be amended.

**7.2. Rejecting a Notice of Motion to Rescind or Amend**

If rejecting a Notice of Motion to rescind or amend a previous resolution of Council, the Chief Executive Officer must inform the Councillor who lodged it of the rejection and the reasons for it.

## 8. Urgent Business

### 8.1. Urgent Business

- 1) Business can only be admitted as urgent business at an Ordinary Council Meeting
- 2) Business can only be admitted as urgent business through a Procedural Motion with the exception of matters of urgency as determined by the Chief Executive Officer pursuant to Clause 8.1 (3)(g).
- 3) A Procedural Motion to admit an item of urgent business can only be approved by Council if the proposed motion of urgent business:
  - a) relates to or arises out of a matter which has arisen since the distribution of the Agenda deadline to submit Notices of Motion; and
  - b) cannot safely or conveniently be deferred until the next Ordinary Meeting; and
  - c) cannot be addressed through an operational service request process; and
  - d) does not, if passed, commit the Council to any direct expenditure; and
  - e) will not, if passed, alter the Council Plan or Budget; and
  - f) will not, if passed, directly and significantly affect the exercise of a person's rights;
  - g) involves a matter that has been determined by the Chief Executive Officer as being required to be dealt with as Urgent Business and which the Chief Executive Officer admits to the agenda; or
  - h) has not been rejected as a Notice of Motion in accordance with Clause 6.3.
- 4) A proposed item of urgent business must:
  - a) be submitted in writing to the Chief Executive Officer no later than 12 noon on the day of the Ordinary Meeting at which it is to be considered,
  - b) be circulated to all Councillors for information before or at the same time as lodging it with the Chief Executive Officer;
  - c) be signed (including by electronic means) and dated by the Councillor;
  - d) relate to the objectives, role and functions of Council as outlined in the Act and align with the Council Plan; and
  - e) do no more than call for a Council report if the matter:
    - i. affects the levels of Council service;
    - ii. commits Council to any contractual arrangement; or
    - iii. concerns any litigation in respect of which Council is a party.
- 5) Any amendment to a motion of Urgent Business must be compliant with Clause 8.1 (4)(e).

- 6) Evidence that the proposed urgent business item has been circulated to all Councillors must be provided to the Chief Executive Officer at the time of lodging the proposed urgent business item.
- 7) The Chief Executive Officer will advise the Mayor of any matter they determine is appropriate for Council to consider admitting as urgent business.
- 8) No member of the public may make a submission on an item of urgent business when it is presented at an Ordinary Meeting.

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## 9. Procedural Motions

### **Overview:**

*Procedural Motions allow for the process of the Meeting to be changed, within certain parameters. Suspension of standing orders is a type of Procedural Motion.*

*Standing orders are the rules made to govern the procedure at Meetings contained in the Meeting Rules.*

*The standing orders cover a range of matters including the order of business, rules of debate, Procedural Motions and election procedures. Standing orders can be suspended to facilitate the business of a Meeting but should not be used purely to dispense with the processes and protocol of the government of Council.*

### **9.1. Process for Procedural Motions**

- 1) Unless otherwise prohibited, a Procedural Motion may be moved at any time and must be dealt with immediately by the Chairperson.
- 2) All Procedural Motions require a mover and seconder.
- 3) The Chairperson may reject a Procedural Motion if they believe the motion before the Meeting at the time that it is moved has not been adequately or sufficiently debated.
- 4) Notwithstanding any other provision in the Meeting Rules, Procedural Motions must be dealt with in accordance with the provisions of the Schedule of Procedural Motions in clause 9.2.
- 5) A Procedural Motion may be moved and seconded by any Councillor except the Chairperson.
- 6) Unless otherwise prescribed, debate on a Procedural Motion is not permitted and the mover does not have a right of reply.
- 7) A Procedural Motion must not be amended.

9.2. Schedule of Procedural Motions

MOTION	FORM (WORDING OF THE MOTION)	MATTER IN RESPECT OF WHICH MOTION MAY BE MOVED	WHEN MOTION IS PROHIBITED	CAN THERE BE DEBATE	EFFECT IF CARRIED	EFFECT IF LOST
1. Changes to the order of business	That the order of business be amended as follows:	Any matter, except the - Acknowledgement of Traditional Owners, - Apologies, Disclosures of Conflicts of Interest and Confirmation of the Minutes	Not applicable	No	Change to the order of business	No change to the order of business
2. Deferral of an item of business	That consideration of [Item No, Name of Item] be deferred to [date, time]	Any matter, except the Acknowledgement of Traditional Owners, Apologies, Disclosures of Conflicts of Interest and Confirmation of the Minutes	When debate has commenced on the item of business	Yes but limited to the reasons for deferral. No right of reply	Consideration of the matter will be deferred as set out in the motion	The item of business is considered
3. Adjournment of debate to later time or date	That the debate on this matter be adjourned to [date, time]	Any matter	When another Councillor is speaking	Yes but limited to the time and date. No right of reply	Debate on motion and amendments postponed to the stated date and time	Debate continues unaffected
4. Adjournment of Meeting to later time or date	That the Meeting be adjourned to [date, time]	Any Meeting	When another Councillor is speaking	Yes but limited to the time and date. No right of reply	Meeting adjourns immediately until the stated date and time	The Meeting continues unaffected

MOTION	FORM (WORDING OF THE MOTION)	MATTER IN RESPECT OF WHICH MOTION MAY BE MOVED	WHEN MOTION IS PROHIBITED	CAN THERE BE DEBATE	EFFECT IF CARRIED	EFFECT IF LOST
5. The closure	That the motion be now put	Any matter	When the Chairperson believes the motion on which it has been proposed has not been adequately or sufficiently debated.	No	Motion or amendment in respect of which the closure is carried is put to the vote immediately without further debate	Debate continues unaffected
6. Continuance of Meeting	That the Meeting continue for a further 30 minutes	Any Meeting	When the Meeting has already been extended to the maximum time allowed	No	The Meeting will continue for the additional time resolved	Where all business is not disposed of, the Meeting will stand adjourned at the time of the scheduled closure
7. Extending speaking time	That the time available for the speaker be extended by a further _____ minutes	Any matter	Not applicable	No	Extend the time available for the speaker	No change to the time available for speaker
8. Urgent business	That the matter of _____ be admitted as urgent business	Any matter, subject to clause 8	If the provisions of clause 8 are not met	Yes but limited to the provisions of clause 8. No right of reply	The item is admitted to Agenda for discussion as urgent business	No change to the Agenda
9. Election of temporary Chairperson	That [ <i>name</i> ] be elected as temporary Chairperson	Not applicable	When the Chair is occupied	No	Temporary Chairperson is appointed and takes the Chair	The Meeting is unable to proceed due to the inability to appoint a Chairperson

MOTION	FORM (WORDING OF THE MOTION)	MATTER IN RESPECT OF WHICH MOTION MAY BE MOVED	WHEN MOTION IS PROHIBITED	CAN THERE BE DEBATE	EFFECT IF CARRIED	EFFECT IF LOST
10. Extending Public Question Time	That Public Question Time be extended by 30 minutes	Not applicable	Public Question Time may only be extended once per meeting	No	Public Question Time is extended by 30 minutes	Public Question Time must cease at the end of the initial 30-minute period
11. To close the Meeting pursuant to section 66(1) of the Act	That the meeting be closed pursuant to section [state relevant section] to consider [state matter]	Any matter	Not applicable	No	Meeting closed to the public	Meeting continues



## 10. Points of Order

### **Overview:**

*A point of order is taken when a Councillor draws the attention of the Chairperson to an alleged irregularity in the proceedings. Valid points of order and the process for raising and ruling on a point of order are described in this section.*

### **10.1. Valid Points of Order**

- 1) A point of order may be raised in relation to anything which:
  - a) is contrary to the Meeting Rules;
  - b) is irrelevant to the matter under consideration;
  - c) is outside the powers of Council;
  - d) constitutes improper behaviour;
  - e) is offensive;
  - f) constitutes a tedious repetition of something already said;
  - g) is an act of disorder; or
  - h) is a misleading or false statement
- 2) Rising to express a difference of opinion or contradict a speaker is not grounds for raising a point of order.

### **10.2. Procedure for a Point of Order**

- 1) A Councillor raising a point of order must:
  - a) clearly state the point of order in accordance with the provisions of sub-clause 10.1 1) and
  - b) state any section, clause, paragraph or provision relevant to the point of order before resuming his or her seat.
- 2) If the Councillor raising the point of order does not follow the process in sub-clause 1), the point of order will not be considered.
- 3) A Councillor raising a point of order under this clause is not deemed to be speaking to the motion or amendment before the Meeting.

### **10.3. Chairperson to Decide**

- 1) The Chairperson must decide all points of order by stating the provision, rule, practice or precedent which they consider applicable to the point raised without entering into any discussion or comment.
- 2) The Chairperson's ruling on a point of order is final.

**10.4. Chairperson May Adjourn to Consider**

- 1) The Chairperson may adjourn the Meeting to consider a point of order but otherwise must rule on it as soon as it is raised.
- 2) All other questions before the Meeting are suspended until the point of order is decided.

**10.5. Dissent from Chairperson's Ruling**

- 1) A Councillor may move a motion of dissent in the Chairperson's ruling on a point of order, without speaking to it, by moving:

“That the Chairperson's ruling [setting out that ruling or part of that ruling] be dissented from.”

- 2) A motion of dissent must be seconded, otherwise it will lapse.
- 3) If a motion of dissent is moved and seconded:
  - a) the Chairperson must leave the chair and the Deputy Mayor must chair the Meeting as the temporary Chairperson; or
  - b) if there is no Deputy Mayor, the Chairperson must leave the chair after the Meeting has elected a temporary Chairperson.
- 4) The temporary Chairperson must invite the mover of the motion of dissent to state the reasons for her or his dissent.
- 5) The temporary Chairperson must then invite the Chairperson to respond.
- 6) The mover of the motion of dissent and the Chairperson must not speak on the motion for a time longer than one (1) minute each.
- 7) No other speakers are allowed to address a motion of dissent.
- 8) The temporary Chairperson must put the motion to the vote in the following form: “That the Chairperson's ruling be dissented from.”
- 9) If the vote is in the negative, the Chairperson resumes the Chair and the Meeting proceeds.
- 10) If the vote is in the affirmative, the Chairperson resumes the Chair and must reverse or vary (as the case may be) their previous ruling and proceed.
- 11) The defeat of the Chairperson's ruling is in no way a vote of no-confidence in the Chairperson and should not be so regarded by the Meeting.

## 11. Meeting Conduct

### **Overview:**

*This section provides clear guidance on the expectations of behaviour by Councillors, Officers and members of the public. This supports an environment that is conducive to effective decision-making and good governance.*

### **11.1. Display of Placards and Posters**

- 1) A person must not display any placards or posters in the Council Chamber or in any building where a Meeting is being or is about to be held that give rise to a risk to the health and safety of persons in the Council Chamber or building where the Meeting is being held.
- 2) A person must not:
  - a) display any offensive, indecent, insulting or objectionable item or words, including words that are racist, sexist or homophobic, in the Council Chamber, or
  - b) obstruct the entrance to the Council Chamber or a building where a Meeting is being, or is about to be, held.
- 3) The Chairperson may order and cause the removal of any placard or poster that is deemed by the Chairperson to be contrary to sub-clause 1) or 2) or is objectionable, disrespectful or otherwise inappropriate.

### **11.2. Addressing the Meeting**

- 1) A Councillor or any other person who addresses a Meeting must do so in a courteous and respectful manner and must take direction from the Chairperson whenever called on to do so.
- 2) Any person addressing the Chairperson must refer to her or him as:
 

Mayor (surname), or Chairperson.
- 3) All Councillors, other than the Mayor, must be addressed as Cr. (surname).
- 4) All Officers must be addressed as Mr or Ms (surname) as appropriate, or by their official title.
- 5) Except for the Chairperson, any Councillor who addresses a Meeting must stand and direct all remarks through the Chairperson.
- 6) It will not be necessary for Councillors to rise when speaking to the Chairperson in a Meeting that is closed to the public (Confidential Business) in accordance with the Act.

- 7) Despite sub-clause 5), the Chairperson may permit any Councillor or person to remain seated while addressing the Chairperson at a Meeting for reasons of sickness, infirmity, disability or otherwise at her or his discretion.
- 8) Any member of the public attending a Meeting must not interject or take part in the debate.
- 9) Any member of the public attending a Meeting must not utter any offensive, indecent, insulting or objectionable item or words, including words that are racist, sexist or homophobic, or interject or gesticulate offensively in the Council Chamber.
- 10) Silence must be preserved by the gallery (other than by a person in the gallery who is invited to address the Meeting) at all times during a Meeting.
- 11) If any member of the public engages in conduct that is improper or disorderly, the Chairperson may direct that person to cease their conduct and the person must comply with that direction.

#### **11.3. Chairperson May Remove a Member of the Public**

- 1) The Chairperson may order and cause the removal of any person, other than a Councillor, who disrupts any Meeting or fails to comply with a direction of the Chairperson.
- 2) In causing a person's removal under sub-clause 1 , or the removal of an object or material under clause 11.1, the Chairperson may ask the Chief Executive Officer, an Authorised Officer or a member of Victoria Police to remove the person or the object or material.
- 3) A person must not refuse or neglect to leave a Meeting, or to remove an object or material, when ordered by the Chairperson.

#### **11.4. Disorderly Conduct by Councillors**

- 1) The conduct of Councillors at Meetings is governed by the Act, this Meeting Rules and the Councillor Code of Conduct.
- 2) Where a Councillor engages in improper or disorderly conduct or acts in a way that otherwise disrupts a Meeting, or impedes its orderly conduct, Council may, by resolution, suspend that Councillor from a portion of the Meeting or from the balance of the Meeting where the Chairperson has first warned the Councillor to cease that behaviour.
- 3) Where Council suspends a Councillor under sub-clause 2), the Councillor will take no active part in the portion of the Meeting from which she or he has been suspended.
- 4) The Chairperson, or Council by resolution, may order and cause the removal of a Councillor who has been suspended under sub-clause 2) from the Meeting for the duration of the suspension.



- 5) In causing the removal of a Councillor under sub-clause 4), the Chairperson may ask the Chief Executive Officer, an Authorised Officer or a member of Victoria Police to remove the Councillor.
- 6) A Councillor must not refuse or neglect to leave a meeting when ordered to do so under sub-clause 4).

**11.5. Chairperson May Adjourn Disorderly Meeting**

- 1) The Chairperson may adjourn the Meeting for either a short time, or to resume another day, if the behaviour at the Council table or in the gallery is significantly disrupting the Meeting.
- 2) If the Chairperson adjourns the Meeting to another day, clause 1.1.5 applies with respect to the provision of notice of the adjourned Meeting.

## 12. Minutes

### 12.1. Keeping Minutes

The Chief Executive Officer shall ensure that Minutes are kept of each Meeting.

### 12.2. Confirmation of Minutes

- 1) When confirming the Minutes of a Meeting, opposition can only be expressed on the basis that the record contained in the Minutes is incomplete or inaccurate.
- 2) The Chairperson must not allow discussion or motions on any issue other than an alleged omission from, or inaccuracy of, the Minutes.
- 3) If no Councillor indicates opposition, the Chairperson must, after seeking a mover and seconder, declare the Minutes to be confirmed.
- 4) If any Councillor indicates opposition, he or she must specify the particular item or items in the Minutes concerned and can, after asking any questions to clarify the matter, only move a motion to rectify the alleged error(s) in the record.
- 5) A copy of the Minutes shall be sent electronically to every Councillor and placed on the Council website no later than seven (7) days after the Meeting to which they relate.
- 6) The minutes of an Ordinary or Special Council Meeting or of a meeting of any Delegated Committee comprised entirely of Councillors will be defined as 'unconfirmed minutes' until they are formally confirmed at the next Ordinary Meeting
- 7) Once the Minutes are confirmed, they must be signed by the Chairperson of the Meeting at which they were confirmed.

### 13. Webcasting and Recording of Proceedings

#### 13.1. Webcasting and Recording of Proceedings

- 1) The Chief Executive Officer (or their delegate or nominee) may, for the purposes of minute taking, transparency and accessibility of Meetings to the public, record on suitable audio recording equipment all proceedings of a Meeting.
- 2) The Chief Executive Officer (or such other person authorised by the Chief Executive Officer for that purpose) will conduct a live webcast of the proceedings of a Meeting.
- 3) A recording of a Meeting that is webcast will be made available to the public on Council's website for viewing or listening for a period of four years from the date of the Meeting.
- 4) A person in the gallery must not operate film, photographic, tape or other equipment to reproduce sound and/or images at any Meeting without first obtaining the consent of the Chairperson. In deciding whether or not to give such consent, the Chairperson is to ask whether any person present at the Meeting objects.
- 5) Consent given under sub-clause 4) may be revoked at any time during the course of a Meeting by the Chairperson stating that consent has been revoked and ordering that the recording cease, at which time the recording must cease.
- 6) This clause does not apply to any part of a Meeting that is closed to the public in accordance with section 66(1).

## 14. Submissions

### **Overview:**

*There are several powers conferred on Council which require a public submissions process– these include the adoption of key Council documents (such as the Council Plan and Budget), proposals to sell Council land, the closure of roads and the making of Local Laws or Rules. This public submission process will be defined in Councils Community Engagement Policy and requires Council to give public notice of the proposal and to consider (and hear if requested) submissions received before making a final decision on the particular matter. The hearing of these submissions are generally dealt with by Councils Hearings Committee (a Delegated Committee of Council pursuant to the Act).*

*In addition to these statutory public submissions processes, and the process established in relation to planning matters (i.e. where Applicants and Objectors to Planning Matters are afforded the opportunity to make submission before Councils Planning Committee (a Delegated Committee of Council pursuant to the Act). Council has also established a submission process at Ordinary Meetings that enables community members to provide input on certain matters listed on the Agenda, prior to their consideration by Council.*

### **14.1. Community Submissions**

- 1) Members of the public may only address an Ordinary Meeting in accordance with the provisions of the Meeting Rules.
- 2) Members of the public will be given the opportunity to make a submission in relation to matters listed on the Agenda for an Ordinary Meeting except for Notices of Motion, Petitions and urgent business.
- 3) Submissions may be presented immediately prior to the Agenda item being considered and prior to any motions relating to the item being accepted.
- 4) Submissions may, at the discretion of the Chairperson, be made during Public Question Time if all questions have been asked and answered and there is time remaining. Priority will be given to public questions during Public Question Time.
- 5) Submissions are not able to be made during:
  - a) any period when a Meeting is closed to the public in accordance with section 66(1) of the Act; or
  - b) a local government election or caretaker period as defined in Council's Election Period Policy.

### **14.2. Submissions to Delegated Committees**

Submissions to any Delegated Committee will be governed by the processes outlined in the Delegated Committee's Charter or as determined by the Delegated Committee.



**14.3. Registering to Make a Submission**

- 1) Members of the public wishing to make a submission may register their intention to do so before 12 noon on the day of the Meeting or attend on the day of the Meeting to make their submission.
- 2) Submissions can be lodged using one of the following methods:
  - online at [www.darebin.vic.gov.au/questionsandsubmissions](http://www.darebin.vic.gov.au/questionsandsubmissions);
  - by email to [Q&S@darebin.vic.gov.au](mailto:Q&S@darebin.vic.gov.au);
  - in person at the Preston Customer Service Centre, 274 Gower Street, Preston; or
  - by mail to PO Box 91, Preston 3072.

**14.4. Validity of Submissions**

- 1) A submission will be disallowed by the Chairperson if they determine that it:
  - a) relates to a matter outside the duties, functions or powers of Council;
  - b) is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;
  - c) may lead to a breach of Council's statutory obligations;
  - d) does not relate to a matter listed on the Agenda;
  - e) relates to a Notice of Motion, Petition or item of urgent business;
  - f) is aimed at embarrassing a Councillor or an Officer; or
  - g) deals with a matter that should be, or has been, considered as a confidential matter or relates to any matter in respect of which Council may close the Meeting to the public under section 66(1) of the Act.
- 2) No submissions directed at an individual Councillor or Officer will be allowed.

**14.5. Making a Submission**

- 1) Persons wishing to make a submission must be present in the gallery during the Meeting, either in person or by representative.
- 2) If the person wishing to make a submission or their representative is not present in the gallery when the Agenda item is to be considered, their submission will not be read out.
- 3) Submissions must be directed through the Chairperson and must not be directed to individual Councillors or Officers.
- 4) Submissions must be as brief as possible (not longer than two (2) minutes).
- 5) The Chairperson may, at their absolute discretion, extend the time for an individual's submission beyond two (2) minutes.
- 6) The person making the submission must clearly state their name and their suburb.
- 7) The name of the submitter must be recorded in the Minutes, as an official record.
- 8) The content of submissions and any subsequent discussion will not be recorded in the Minutes.

## 15. Public Questions

### **Overview:**

*As outlined in the purpose of the Meeting Rules, Council Meetings are held for Council to make its decisions. Members of the public do not have a right to address Council except under the provisions of Sections 15 and 16 of the Meeting Rules.*

*At each Ordinary Council Meeting, there is an opportunity for members of the public to ask questions of the Council. This section sets out the procedures to be followed to submit a question, the circumstances under which a question may be disallowed and the process for addressing and responding to the question at or after the Meeting.*

### **15.1. Public Question Time**

- 1) Subject to sub-clause 2), and any resolution of Council to the contrary, there must be Public Question Time at every Ordinary Meeting to enable members of the public to submit questions to Council.
- 2) Public Question Time will not be held during:
  - a) any period when a Meeting is closed to the public in accordance with section 66 of the Act; or
  - b) a local government election or caretaker period as defined in the Councils Election Period Policy
- 3) Public Question Time will not exceed 30 minutes in duration unless extended by resolution of Council through a Procedural Motion, in which case, it may only be extended for one (1) period of up to 30 minutes.

### **15.2. Lodging a Question**

- 1) Members of the public wishing to ask a question may register their question using the Public Question Time form before 12 noon on the day of the meeting or attend on the day of the meeting to ask their question.
- 2) Questions can be lodged using one of the following methods:
  - online at [darebin.vic.gov.au/questions](http://darebin.vic.gov.au/questions) and submissions;
  - by email to [Q&S@darebin.vic.gov.au](mailto:Q&S@darebin.vic.gov.au);
  - in person at the Preston Customer Service Centre, 274 Gower Street, Preston; or
  - by mail to PO Box 91, Preston 3072.
- 3) Late questions will not be accepted.
- 4) A maximum of three (3) questions is permitted per person (with no sub parts).
- 5) If more than three (3) questions are received from one person, only the first three questions will be considered.

- 6) A further question arising out of anything said in response to a question will be allowed.

A question may not be split into sub-parts.

- 7) Like questions may be grouped together and a single answer provided.

#### **15.3. Questions Not Permitted**

- 1) A question may be disallowed by the Chairperson if the Chairperson determines that it:
  - a) relates to a matter outside the duties, functions or powers of Council;
  - b) is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;
  - c) may lead to a breach of Council's statutory obligations;
  - d) relates to a Notice of Motion, Petition or item of urgent business;
  - e) deals with a subject matter already answered;
  - f) is aimed at embarrassing a Councillor or an Officer; or
  - g) deals with a matter that should be, or has been, considered as a confidential matter or relates to any matter in respect of which Council may close the Meeting to the public under section 66 of the Act.
- 2) No questions directed at an individual Councillor or Officer will be allowed.

#### **15.4. Asking a Question**

- 1) If a person submitting a question is not present in the gallery during Public Question Time, their questions will be read out and a response provided at the Meeting or taken on notice and a written response provided after the Meeting, as determined by the Chairperson.
- 2) When invited by the Chairperson, the person asking their questions may do so, without taking longer than two (2) minutes in total.
- 3) No introductory or background statements are permitted.
- 4) Questions must be directed through the Chairperson and must not be directed to individual Councillors or Officers.
- 5) The person asking the question must clearly state their name and their suburb.
- 6) The Chairperson may elect to answer the question themselves or request the Chief Executive Officer or any other Officer to respond to a question.
- 7) The Chairperson, Chief Executive Officer or Officer may require a question to be taken on notice. If a question is taken on notice, a written copy of the answer will be sent to the person who asked the question.
- 8) The name of the questioner, the question (excluding introductory or background comments) and the response must be recorded in the Minutes, as an official record of the questions submitted to the Meeting.

- 9) Where a question is taken on notice, the response will be recorded in the Minutes of the next Ordinary Meeting after the response has been provided.
- 10) Where a question is taken on notice, the response will be recorded in the Minutes of the next Ordinary Meeting after the response has been provided.

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## 16. Petitions

### **Overview:**

*Petitioning is a long-established process for members of the community to demonstrate community support for a request or views on a matter, and for that request or view to be presented directly to Council. This section sets out the procedures to be followed to submit a petition.*

### **16.1. Valid Petitions**

- 1) Every Petition submitted to Council must:
  - a) be in legible and in a permanent form of writing, typing or printing;
  - b) not be derogatory, defamatory, indecent, abusive or objectionable in language or substance;
  - c) not relate to matters outside the powers of Council;
  - d) clearly state the request or describe the action that Council is asked to undertake on each page of the Petition and include the name, address and signature of petitioners; and
  - e) include the names, full addresses (either postal or electronic) and original signatures of at least 10 people.
- 2) Where a Petition has been signed by fewer than 10 people, it will be treated as a joint letter and forwarded directly to the appropriate Officer for action as an operational item. These will not be tabled at Ordinary Meetings.
- 3) A petition generated via an online or electronic process that does not contain the signatures of the persons who are represented as having supported it will be accepted only if it complies with all other provisions of sub-clause 1).
- 4) A person must not inscribe upon a Petition a name or signature purporting to be the name or signature of another person.
- 5) Any signature appearing on a page which does not bear the text of the whole of the Petition or request will not be considered by Council.
- 6) Every page of a Petition must be a single-or double-sided page of paper and not be attached to any piece of paper other than another page of the Petition.

### **16.2. Tabling Petitions**

- 1) A petition may only be presented to an Ordinary Meeting by a Councillor.
- 2) Any Councillor presenting a Petition is responsible for ensuring that:
  - a) they are familiar with the contents and purpose of the Petition; and
  - b) the Petition meets the requirements of clause 16.1.

- 3) Any Councillor, except the Chairperson, may present a Petition to an Ordinary Meeting and must confine themselves to a statement of the:
  - a) persons from whom it comes;
  - b) number of signatories to it;
  - c) material matters expressed in it; and
  - d) text of the Petition.
- 4) A Petition tabled by a Councillor at an Ordinary Meeting may be dealt with as follows:

A motion may be proposed to accept and note the Petition and resolve to:

  - i. deal with it in conjunction with an item on the Agenda; or
  - ii. refer it to the Chief Executive Officer for consideration and response; or
  - iii. call for a report on the subject matter of the Petition.
- 5) If a Petition relates to an operational or service matter, Council must only resolve to refer it to the Chief Executive Officer for consideration.
- 6) No member of the public is permitted to speak to a Petition when presented at an Ordinary Meeting or ask a question pertaining to the Petition during Public Question Time.

## 17. Election Procedures

### **Overview:**

*The role and functions of the Mayor are provided in the Act. The holder of this significant office is the Chairperson at Council Meetings, is the leader of the Councillors, acts as the principal spokesperson for Council and carries out civic and ceremonial duties.*

*The purpose of this section is to regulate proceedings for the election of the Mayor and the Deputy Mayor (if any).*

### **17.1. Procedures for Election of the Mayor**

- 1) The election of the Mayor will be conducted by the Chief Executive Officer in accordance with the provisions of the Act.
- 2) The Chief Executive Officer must invite nominations for the office of Mayor.
- 3) The nomination of a candidate must be moved and seconded and the candidate must consent to their nomination.
- 4) If a person nominated does not consent to the nomination, it must not be accepted by the Chief Executive Officer.
- 5) No Councillor is permitted to speak to the nominations (including candidates) prior to the election result being declared by the Chief Executive Officer.
- 6) If there is only one nomination, the candidate nominated is deemed to be elected.
- 7) If there is more than one nomination, a vote must be taken to elect one of the candidates.
- 8) Voting must be carried out by a show of hands.
- 9) If one candidate receives a Majority of the Votes, that candidate is declared to have been elected.
- 10) If no candidate receives a Majority of the Votes, the candidate with the fewest number of votes is declared to be a defeated candidate. A further vote will then be held for the remaining candidates. This process shall continue until one of the candidates has received a Majority of the Votes. That candidate is then declared to have been elected.
- 11) In the event of two or more candidates having an equality of votes and one of them having to be declared a defeated candidate, the Chief Executive Officer must determine the result by lot.
- 12) The following provisions apply to the conduct of the lot by the Chief Executive Officer:
  - a) each candidate will draw one lot;

- b) the order of drawing lots will be determined by the alphabetical order of the surnames of the candidates who received an equal number of votes, except that, if two or more candidates' surnames are identical, the order will be determined by the alphabetical order of the candidates' first names;
- c) as many identical pieces of paper as there are candidates who receive an equal number of votes must be placed in a receptacle;
- d) the word 'Defeated' shall be written on one of the pieces of paper;
- e) the candidate who draws the paper with the word 'Defeated' written on it must be declared the defeated candidate (in which event a further vote will be held for the remaining candidates and the above process repeated if necessary, unless there is only one candidate remaining, in which case that candidate will be declared duly elected); and
- f) the Chief Executive Officer will declare the result of the election and the successful candidate.

#### **17.2. Ceremonial Mayoral Speech**

- 1) Upon being elected, the Mayor may make a ceremonial speech.
- 2) The purpose of the ceremonial speech is to outline priorities for the year ahead based on the adopted Council Plan.
- 3) The ceremonial speech must not exceed five (5) minutes.

#### **17.3. Mayor to Take Chair**

After the election of the Mayor, the Mayor must take the chair in accordance with section 18 of the Act.

#### **17.4. Role and Procedures for Election of Deputy Mayor**

- 1) At the Meeting at which the Mayor is to be elected, Council may resolve to establish the position of Deputy Mayor and elect a Councillor to the position of Deputy Mayor.
- 2) The term of a Deputy Mayor is to be identical to the term of the Mayor as resolved by Council.
- 3) If Council has not resolved to establish the position of Deputy Mayor, any provisions in the Meeting Rules relating to the Deputy Mayor have no effect.
- 4) The procedure used for the election of Mayor will be used to elect the Deputy Mayor, except that:
  - a) the Mayor will conduct the election of Deputy Mayor; and
  - b) any references to the office of the Mayor shall be taken as a reference to the Deputy Mayor.



**Relevant Provisions of the Local Government Act 2020**

The Act has specific provisions governing the election of the Mayor and the term of office for the Mayor:

**Section 25 - Election of Mayor**

- (1) At a Council meeting that is open to the public, the Councillors must elect a Councillor to be the Mayor of the Council.
- (2) Subject to section 167, any Councillor is eligible for election or re-election to the office of Mayor.
- (3) The election of the Mayor must—
  - (a) be chaired by the Chief Executive Officer; and
  - (b) subject to this section, be conducted in accordance with the Governance Rules.
- (4) Subject to subsections (5) and (6), the Mayor must be elected by an absolute majority of the Councillors.
- (5) If an absolute majority of the Councillors cannot be obtained at the meeting, the Council may resolve to conduct a new election at a later specified time and date.
- (6) If only one Councillor is a candidate for Mayor, the meeting must declare that Councillor to be duly elected as Mayor.
- (7) In this section, **absolute majority** means the number of Councillors which is greater than half the total number of the Councillors of a Council.

**Section 26 - When is a Mayor to be elected?**

- (1) A Mayor is to be elected no later than one month after the date of a general election.
- (2) The Mayor of the Greater Geelong City Council must be elected for a 2 year term.
- (3) Before the election of the Mayor, a Council, other than the Greater Geelong City Council, must determine by resolution whether the Mayor is to be elected for a 1 year or a 2 year term.
- (4) If the Mayor is elected for a 1 year term, the next election of the Mayor must be held on a day to be determined by the Council that is as close to the end of the 1 year term as is reasonably practicable.
- (5) If the Mayor is to be elected for a 2 year term, the next election of the Mayor must be held on a day to be determined by the Council that is as close to the end of the 2 year term as is reasonably practicable.

- (6) *A Mayor is to be elected within one month after any vacancy in the office of Mayor occurs.*
- (7) *The election of a Mayor after the period specified in this section does not invalidate the election.*
- (8) *A Councillor elected to fill a vacancy in the office of Mayor caused other than by the expiration of a one year or a 2 year term serves the remaining period of the previous Mayor's term.*

**27 - Election of Deputy Mayor**

- (1) *Section 25, other than subsection (3)(a), applies to the election of a Deputy Mayor by the Councillors as if any reference in that section to the Mayor was a reference to the Deputy Mayor.*
- (2) *Section 26 applies to the election of a Deputy Mayor as if any reference in that section to the Mayor was a reference to the Deputy Mayor.*

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## CHAPTER 4 DELEGATED COMMITTEES

**Overview Notes:**

*Council may establish Delegated Committees and Advisory Committees as part of its governance framework. Delegated Committees can comprise Councillors, members of Council staff and others and must be chaired by a Councillor. As Council may delegate specific powers, duties and functions to Delegated Committees, their meeting procedures need to be formal.*

- (1) If Council establishes a Delegated Committee, these Rules will apply to the Delegated Committee Meetings with any necessary modifications.
- (2) For the purpose of sub-rule (1):
  - a) a Council meeting is to be read as a reference to a Delegated Committee Meeting;
  - b) a Councillor is to be read as a reference to a Member of the Delegated Committee; and
  - c) a reference to the Mayor is to be read as a reference to the Chairperson of the Delegated Committee.
- (3) If Council establishes a Delegated Committee, Council may resolve that a provision of these Governance Rules and, including the Meeting Rules, does not apply to that Committee

## CHAPTER 5 – CONFLICTS OF INTEREST

### Overview Notes:

The Act in sections 127 and 128 defines general and material conflicts of interest and provides exemptions for remoteness and interests in common with a substantial proportion of ratepayers along with other specific circumstances.<sup>3</sup>

The Act also provides Council must include in its Governance Rules procedures for disclosures of Conflicts of interest, including at meetings conducted under the auspices of Council that are not Council meetings. Meetings conducted under the auspices of Council include those meetings arranged or hosted by Council.

These Rules provide the procedures for disclosures of conflicts of interest.

### 5.1 Obligations with regard to conflict of interest:

Councillors, members of Delegated Committees and Council staff and contractors are required to:

- (1) avoid - if possible, situations which may give rise to conflicts of interest;
- (2) identify - any conflicts of interest; and
- (3) disclose or declare - all conflicts of interest.

#### <sup>3</sup> 127 General conflict of interest

(1) Subject to section 129, a relevant person has a

**general conflict of interest** in a matter if an impartial, fair-minded person would consider that the person's private interests could result in that person acting in a manner that is contrary to their public duty.

(2) For the purposes of subsection (1)—

**private interests** means any direct or indirect interest of a relevant person that does not derive from their public duty and does not include an interest that is only a matter of personal opinion or belief;

**public duty** means the responsibilities and obligations that a relevant person has to members of the public in their role as a relevant person.

#### 128 Material conflict of interest

(1) Subject to section 129, a relevant person has a

**material conflict of interest** in respect of a matter if an affected person would gain a benefit or suffer a loss depending on the outcome of the matter.

(2) The benefit may arise or the loss incurred—

- (a) directly or indirectly; or
- (b) in a pecuniary or non-pecuniary form.

(3) For the purposes of this section, any of the following is an **affected person**—

- (a) the relevant person;
- (b) a family member of the relevant person;
- (c) a body corporate of which the relevant person or their spouse or domestic partner is a Director or a member of the governing body;
- (d) an employer of the relevant person, unless the employer is a public body;
- (e) a business partner of the relevant person;
- (f) a person for whom the relevant person is a consultant, contractor or agent;
- (g) a beneficiary under a trust or an object of a discretionary trust of which the relevant person is a trustee;
- (h) a person from whom the relevant person has received a disclosable gift.



### 5.2 Councillors and Members of Delegated Committees

- (1) May not participate in discussion or decision-making on a matter in which they have a conflict of interest.
- (2) When disclosing a conflict of interest, Councillors must clearly state their connection to the matter.
- (3) All disclosures of conflicts of interest will be recorded in the minutes of a Council or Delegated Committee Meeting.

### 5.3 Procedure at a Council Meeting

A Councillor who has a conflict of interest in a matter being considered at a *Council Meeting* or Delegated Committee or Community Asset Committee at which he or she:

- (1) is present must disclose the conflict of interest by explaining the nature of the conflict of interest to those present at the *Council meeting* at the point in the meeting where Chairperson requests 'Declarations of Conflicts of Interest to be Made' and immediately before the matter is considered;

or

- (2) intends to be present must disclose that conflict of interest by providing to the *Chief Executive Officer* before the *Council meeting* commences a written notice:
  - a) advising of the conflict of interest;
  - b) explaining the nature of the conflict of interest; and
  - c) detailing, if the nature of the conflict of interest involves a Councillor's relationship with or a gift from another person, the:
    - i. name of the other person;
    - ii. nature of the relationship with that other person or the date of receipt, value and type of gift received from the other person; and
    - iii. nature of that other person's interest in the matter,

and then immediately before the matter is considered at the meeting announcing to those present that he or she has a conflict of interest and that a written notice has been given to the *Chief Executive Officer* under this sub-Rule.

The Councillor must, in either event, leave the *Council meeting* immediately after giving the explanation or making the announcement (as the case may be) and not return to the meeting until after the matter has been disposed of.

### 5.4 Procedure at other meetings held under the auspices of the Council

A Councillor who has a conflict of interest in a matter being considered by a meeting held under the auspices of *Council* at which he or she is present must:

- (1) disclose that conflict of interest by explaining the nature of the conflict of interest to those present at the meeting immediately before the matter is considered;
- (2) absent himself or herself from any discussion of the matter; and
- (3) as soon as practicable after the meeting concludes provide to the *Chief Executive Officer* a written notice recording that the disclosure was made and accurately summarising the explanation given to those present at the meeting.
- (4) the Chief Executive Officer or delegate will maintain a register of such conflict of interest disclosures

#### 5.5 Council staff

- (1) Must act in accordance with the Employee Code of Conduct.
- (2) Must not exercise a delegation or make a decision on any matter where they have a conflict of interest.
- (3) May be permitted to provide advice to a decision maker if a conflict of interest exists, subject to the procedure and disclosure provisions at Rule 5.6 and the Employee Code of Conduct.

#### 5.6 Procedures for disclosures of conflicts of interest by Council Staff

##### Disclosure by Members of Council Staff Preparing Reports for Meetings

- (1) A member of Council staff who, in his or her capacity as a member of Council staff, has a conflict of interest in a matter in respect of which he or she is preparing or contributing to the preparation of a Report for the consideration at a:
  - (2) *Council meeting*;
  - (3) *Delegated Committee* meeting;
  - (4) *Community Asset Committee* meeting

must, immediately upon becoming aware of the conflict of interest, provide a written notice to the *Chief Executive Officer* disclosing the conflict of interest, explaining the nature of the conflict of interest and comply with any process or procedure required by the *Chief Executive Officer* to appropriately manage the conflict of interest

- (5) The *Chief Executive Officer* must ensure that the Report referred to in sub-Rule 5.6 (1) records the fact that a member of Council staff disclosed a conflict of interest in the subject-matter of the Report.

- (6) If the member of Council staff referred to in sub-Rule 5.6(1) is the *Chief Executive Officer*:
  - a) the written notice referred to in sub-Rule 5.6 (4) must be given to the *Mayor*; and
  - b) the obligation imposed by sub-Rule 5.6 (5) may be discharged by any other member of Council staff responsible for the preparation of the Report.

#### **5.7 Disclosure of Conflict of Interest by Members of Council Staff in the Exercise of Delegated Power**

- (1) A member of Council staff who has a conflict of interest in a matter where they are the delegate must, immediately upon becoming aware of the conflict of interest, provide a written notice to the *Chief Executive Officer* explaining the nature of the conflict of interest and comply with any process or procedure required by the *Chief Executive Officer* to appropriately manage the conflict of interest
- (2) If the member of Council staff referred to in sub-Rule 5.7 is the *Chief Executive Officer*, the written notice must be given to the *Mayor*.

#### **5.8 Disclosure by a Member of Council Staff in the Exercise of a Statutory Function**

- (1) A member of Council staff who has a conflict of interest in a matter requiring a statutory function to be performed under an Act and they are the delegate must, upon becoming aware of the conflict of interest, immediately provide a written notice to the *Chief Executive Officer* explaining the nature of the conflict of interest and comply with any process or procedure required by the *Chief Executive Officer* to appropriately manage the conflict of interest
- (2) If the member of Council staff referred to in sub-Rule 5.8 is the *Chief Executive Officer*, the written notice must be given to the *Mayor*.

#### **5.9 Retention of Written Notices**

The *Chief Executive Officer* must retain all written notices received under this Chapter for a period of five years.

#### **5.10 Contractors and Consultants**

- (1) All Contractors and consultants engaged by Council to provide advice to the decision making process will be required to disclose conflicts of interest
- (2) A Contractor or consultant who discloses a conflict of interest will not be engaged to provide advice on that matter unless;
  - a) the conflict is so remote or insignificant it could not be considered to influence the advice being provided; or

- b) there are no other contractors or consultants reasonably available and qualified to provide the technical advice required; and
- c) the conflict of interest is documented in all advice provided by that contractor or consultant.

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## CHAPTER 6 – DELEGATIONS

### **Overview Notes:**

*Council can make decisions (act) in two ways*

- *by resolution at a Council meeting or*
- *by delegation (others acting on its behalf).*

*The Act provides for Council to delegate to the Chief Executive Officer. Delegation of Council powers to the Chief Executive Officer and other members of Council staff is a long-established practice to enable day to day operational decisions to be made efficiently.*

*Delegation of Council powers is primarily enabled and regulated by the Act, however powers, duties and functions may be delegated from a range of other Acts, Regulations and local laws.*

*Additionally, the Act and other legislation confers some powers duties and functions directly to the Chief Executive Officer. These may also be delegated by the Chief Executive Officer to various positions in the organisation's structure.*

*Delegations are to a position in the organisational structure rather than to a person.*

- (1) A delegate must exercise the duties and perform the duties and functions set out in the Instrument of delegation subject to any specified limitations and in accordance with any guidelines or policies of Council.
- (2) A delegate making a decision that will affect any person's rights, will identify whose rights may be affected and provide an opportunity for that person (or persons) to convey their views regarding the effect on their rights, and consider those views.
- (3) Delegates must keep appropriate records of decisions and actions taken under delegation.
- (4) The Chief Executive Officer may designate certain decisions made under delegation as matters to be reported to Council.
- (5) Council's public register of delegations will be available on its website

CHAPTER 7 – COMMON SEAL

**Overview Notes:**

*The purpose of this Section is to provide for the security and proper use of the Common Seal. The Common Seal is the corporate signature of Council and exists in the form of a stamp. It evidences Council's corporate will and authenticates decisions taken and acts performed by Council.*

*The Common Seal of Council is only used on legal documents such as contracts, agreements, transfers of land and other documents where required by legislation.*

- (1) The Chief Executive Officer must keep the Common Seal in safe custody at all times.
- (2) The authority to affix the Common Seal shall be given either specifically or generally by resolution of Council.
- (3) The Common Seal and words to be used accompanying it on any document to which it is affixed are as follows:

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

..... Councillor

..... Chief Executive Officer / Senior Officer

- (4) Subject to sub-clause (5), every document to which the Common Seal is affixed must be signed by the Chief Executive Officer and one Councillor.
- (5) Where a document to which the Common Seal is to be affixed concerns the Chief Executive Officer, or the Chief Executive Officer is unavailable, a document to which the Common Seal is affixed must be signed by another Senior Officer and the Councillor.
- (6) A person must not use the Common Seal or any device resembling the Common Seal without authority from Council or the Chief Executive Officer exercising a relevant delegation.

## CHAPTER 8 - JOINT COUNCIL MEETINGS

### **Overview Notes:**

*Regional collaboration provides benefits to the Darebin community through collective procurement, increased advocacy and alignment for major projects. While on some matters that are worked on in partnership it's possible for the participating Councils to make their own decisions and determinations, in some circumstances, it may be beneficial to hold Joint Council Meetings as are provided for in section 62 of the Act<sup>4</sup>.*

- (1) Council may resolve to participate in a Joint Council meeting.
- (2) If Council has resolved to participate in a Joint Council meeting, the Chief Executive Officer (or delegate) will agree on governance rules with the participating Councils.
- (3) Where the participating Councils agree that Darebin will chair a Joint Council Meeting, the Mayor of Darebin will Chair the Joint Council meeting.

#### <sup>4</sup> 62 Joint meetings of Councils

- (1) Two or more Councils may determine to hold a joint meeting.
- (2) A joint meeting is a Council meeting of each Council for the purposes of this Act and the provisions of this Act, except section 61(3), (4) and (5)(d), apply accordingly.
- (3) A joint meeting is to be constituted by the Councillors of the Councils holding the joint meeting consisting of—
  - (a) the total number of Councillors determined by the Councils holding the joint meeting; and
  - (b) at least 3 Councillors from each of the Councils holding the joint meeting.
- (4) A quorum at a joint meeting is constituted by the number of Councillors that is equal to at least a majority of the Councillors from each of the Councils holding the joint meeting.
- (5) Subject to subsections (2) and (6), the procedures for conducting a joint meeting are to be determined by the Councils holding the joint meeting.
- (6) A joint meeting must comply with any requirements prescribed by the regulations.

## CHAPTER 9 – WHAT INFORMS DECISION MAKING

### **Overview Notes:**

*Advisory Committees play a key role in connecting community views and experts with the decision-making processes of Council.*

*These committees:*

- *provide advice to Council and to Council officers exercising delegation to make decisions or implement policy;*
- *are usually comprised of community members and Councillors, and may sometimes include representatives of community organisations; and*
- *are essential forums to provide input to the development of Council policy and decision making in their areas of focus.*

*Reporting of the activities of these committees to Council is a transparency mechanism.*

*Council also has Councillor representatives on numerous external committees and organisations to ensure Council's voice is heard in key priority areas. These committees and organisations also inform Council, via its representatives, in regard to sector and/or expert views.*

*This section also provides for the appointment of Councillors as members of committees established by the Council, and as Council representatives or delegates on external committees and organisations.*

*Council will seek the views of community members whose rights or obligations may be affected before making a decision. Community engagement on each issue will be undertaken in accordance with the Community Engagement principles of the Act and Council's Community Engagement Policy.*

*In certain circumstances Council will establish a formal opportunity for members of the community to address a committee established to hear from the community in regard to a specific issue.*

*Councils Audit and Risk Committee is an advisory committee established in accordance with section 53 and 54 of the Act to assist Council in fulfilling its responsibilities relating to external financial and performance reporting, risk and financial management, corporate governance, internal controls systems and providing advice to drive continuous improvement. It does not have any delegated powers, including executive powers, management functions, or delegated financial responsibility.*

### **9.1 Advisory Committees**

#### **9.1.1 Role and Term of Advisory Committees**

- (1) In the first year of each Council term, Council will establish its Advisory Committees for the next four years.
- (2) Advisory Committees established by Council will be consulted for input on related policy, strategy or major operational proposals.
- (3) Advisory Committees established by Council will be chaired by a Councillor appointed in accordance with Rule 9.1.2,



- (4) Each Advisory Committee will be established in accordance with Operating Guidelines for Advisory Committees endorsed by Council that at a minimum will prescribe:
  - a) membership terms that provide for renewal of membership and continuity of contribution, with provision for initial appointments to support rotation of memberships.
  - b) inclusive and transparent recruitment processes for community member membership and participation.
  - c) requirements for disclosures of conflicts of interest.
  - d) a description of the roles of members including attendance and participation requirements, role of the committee, councillor chair, reporting requirements and confidentiality
- (5) Any person appointed to an Advisory Committee that nominates for election to Council, State Parliament or Federal Parliament must take leave of absence from their Committee position from the time of declaring they have nominated (or intend to nominate). If elected, they will be deemed to have resigned from the Committee.
- (6) In order to maintain transparency of Advisory Committee operations, the following information is to be published on Council's website in respect of each Advisory Committee:
  - a) the Terms of Reference
  - b) the names of all members
  - c) reports of Committee activities (as reported biannually to Council
- (7) All Advisory Committees established by Council, except the Audit and Risk Committee, will sunset on 30 June following each General Council election, unless they have been re-established in the new Council term.

#### **9.1.2 Appointment of Councillors to Advisory Committees and External Committees and Organisations**

At the next Ordinary Council Meeting after the Meeting at which the Mayor is elected, or at a Council Meeting held as soon as practicable after that Meeting, Council must:

- (1) appoint Councillors as members of, or representatives on, committees established by Council;
- (2) appoint Councillors as delegates to external committees and organisations; and

### **9.2 Council Reports**

- (1) The Chief Executive Officer will determine the form of reports to Council prepared for inclusion in the agenda for a Council or Delegated Committee meeting.
- (2) Reports presented to Council for consideration and decision will address where relevant the following report template headings:-
  - Executive Summary
  - Background / Key Information
  - Previous Council resolutions
  - Communications and Engagement
  - Analysis

- Alignment to Council Plan / Council Policy
- Environmental & Sustainability Considerations
- Cultural Considerations
- Economic Development Considerations
- Financial and Resource Implications
- Legal and Risk Implications
- Operational Impacts
- Discussion
- Options for Consideration
- Implementation Strategy
- Related Documents
- Attachments

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## CHAPTER 10 – OTHER MEETINGS OF COUNCILLORS / CONFIDENTIAL INFORMATION

### (1) Advisory Committees and other Informal Meetings of Councillors

For any meeting of an Advisory Committee established by Council attended by at least one Councillor or a scheduled or planned meeting to discuss the business of *Council* or to brief Councillors, and which is attended by at least half of the Councillors and one member of Council staff; and which is not a *Council meeting*, *Delegated Committee* meeting or *Community Asset Committee* meeting the *Chief Executive Officer* must ensure that a summary of the meeting is:-

- a) Tabled at the next convenient Council meeting; and
- b) Recorded in the minutes of that Council meeting.

The summary of the meeting will include

- a) The time, date and location of the meeting.
- b) The councillors in attendance.
- c) The topics discussed.
- d) The positions of council officers in attendance
- e) The organisation that any attendees external to council are representing; and
- f) Any conflicts of interest declared, including the reason

### (2) Confidential Information

If, after the repeal of section 77(2)(c) of the *Local Government Act 1989*, the *Chief Executive Officer* is of the opinion that information relating to a meeting is confidential information within the meaning of the *Act*, he or she may designate the information as confidential and advise Councillors and/or members of Council staff in writing accordingly.

Information which has been designated by the *Chief Executive Officer* as confidential information within the meaning of the *Act*, and in respect of which advice has been given to Councillors and/or members of Council staff in writing accordingly, will be presumed to be confidential information.

## CHAPTER 11 – COMMUNITY ASSET COMMITTEES

### **Overview Notes:**

*The Act provides for Council to establish a community asset committee for the management of a community asset such as a hall.*

*Council may appoint members of the community to the committee and delegate to it powers, duties or functions.*

*The powers delegated to a community asset committee must be limited in the amount and purpose of any financial delegation.*

- 1) The Governance Rules will apply to any Community Asset Committee established by Council.
- 2) Council may resolve, in establishing a Community Asset Committee, that the meeting procedure chapter of these Governance Rules does not apply.
- 3) A Community Asset Committee must report the minutes of all Committee Meetings to the next practicable Council meeting.
- 4) A Community Asset Committee must act in accordance with its adopted Charter, Instrument of Delegation, any Terms of Reference adopted by Council, and the Act (in particular sections 65 and 47<sup>5</sup>)

#### **<sup>5</sup> 65 Community Asset Committee**

(1) A Council may establish a Community Asset Committee and appoint as many members to the Community Asset Committee as the Council considers necessary to enable the Community Asset Committee to achieve the purpose specified in subsection (2).

(2) A Council may only establish a Community Asset Committee for the purpose of managing a community asset in the municipal district.

**Note** - See section 47 for delegation to members of a Community Asset Committee by the Chief Executive Officer.

#### **47 Delegations by Chief Executive Officer**

(1) The Chief Executive Officer may by instrument of delegation delegate any power, duty or function of the Council that has been delegated to the Chief Executive Officer by the Council to—

- (a) a member of Council staff; or
- (b) the members of a Community Asset Committee.

**Note** - This means Council may not delegate directly to a Community Asset Committee.



## CHAPTER 12 – ELECTION PERIODS

### **Overview Notes:**

*The Election Period Policy governs the conduct of Council, Councillors and members of Council staff during an election period to ensure appropriate decision-making in the lead up to a Council election.*

*The Election Period prohibits the use of Council resources for any election campaign and puts in place a procedure to ensure Council does not print, publish or distribute any material that may influence the outcome of the election.*

### **12.1 Election Periods Generally**

- 1) Council in accordance with section 69 of the Act<sup>6</sup> will have in place an election period policy that:
  - a) governs decision making during a local government election period, including what may be considered at a Council meeting;
  - b) prohibits the use of Council resources for any election campaign purposes, including Federal, State or Council elections;
  - c) sets out the conditions for any community engagement required to be undertaken during an election period, including consultations and Civic events sets out the requirements for any Council publications during a local government election period – including the website, social media, newsletters and advertising – to ensure Council does not publish materials that relate to issues that are the subject of election campaigns;
  - d) defines roles and responsibilities in relation to who is the spokesperson for Council during an election period; and
  - e) sets out the requirements for a Councillor who is a candidate in an election including a Federal, State or Council election.
- 2) At least once in each Council term and, not later than 12 months prior to the commencement of an election period, Council will review its election period policy.
- 3) The Election Period Policy forms part of these Governance Rules.
- 4). The operation of Council Advisory Committees shall be suspended upon the commencement of the election period ahead of a general Council election.

#### **<sup>6</sup> 69 Governance Rules to include election period policy**

- (1) A Council must include an election period policy in its Governance Rules.
- (2) An election period policy must prohibit any Council decision during the election period for a general election that—
  - (a) relates to the appointment or remuneration of the Chief Executive Officer but not to the appointment or remuneration of an Acting Chief Executive Officer; or
  - (b) commits the Council to expenditure exceeding one per cent of the Council's income from general rates, municipal charges and service rates and charges in the preceding financial year; or
  - (c) the Council considers could be reasonably deferred until the next Council is in place; or
  - (d) the Council considers should not be made during an election period.
- (3) An election period policy must prohibit any Council decision during the election period for a general election or a by-election that would enable the use of Council's resources in a way that is intended to influence, or is likely to influence, voting at the election.

- 5) Council Committees shall resume meeting following the election and the appointment by the incoming Council of Councillors to each committee.

## 12.2 Election Period Policy

### 1. Introduction

The *Local Government Act 2020* (the Act) in section 60 requires Council to develop, adopt and keep in force Governance Rules for or with respect to an election period policy in accordance with section 69 of the Act.

### 2. Context

Under Section 69(2) of the Act, an election period policy must prohibit any Council decision during the election period for a general election that—:

- a) relates to the appointment or remuneration of the Chief Executive Officer but not to the appointment or remuneration of an Acting Chief Executive Officer; or
- b) commits the Council to expenditure exceeding one per cent of the Council's income from general rates, municipal charges and service rates and charges in the preceding financial year; or
- c) the Council considers could be reasonably deferred until the next Council is in place; or
- d) the Council considers should not be made during an election period.

A Council decision made in contravention of subsection (a) or (b) above is invalid. And any person who suffers any loss or damage as a result of acting in good faith on a Council decision that is invalid by virtue of it contravening Section 69(2) is entitled to compensation from the Council for that loss or damage.<sup>7</sup>

Under Section 69(3) of the Act the election period policy must prohibit any Council decision during the election period for a general election or a by-election that would enable the use of Council's resources in a way that is intended to influence, or is likely to influence, voting at the election.

Section 304 of the Act states:

- (1) a Councillor or member of Council staff must not use Council resources in a way that—
  - a) is intended to; or
  - b) is likely to—affect the result of an election under this Act; and
- (2) a Councillor or member of Council staff must not use Council resources to intentionally or recklessly print, publish or distribute or cause, permit or authorise to be printed, published or distributed any electoral material during the election period on behalf of, or purporting to be on behalf of, the Council.

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<sup>7</sup> Section 69(5)

This does not include material that only contains information about the election process or is otherwise required in accordance with, or under, any Act or regulation.

Section 123 of the Act prescribes serious penalties for any Councillor who inappropriately makes use of their position or information obtained in their role, to gain an advantage, or disadvantage another (Misuse of Position).

### 3. Objectives

To support and ensure the conduct of good governance for Council and the organisation during Election Periods through the transparency and accountability of Councillors, Council officers, and candidates during an election period.

### 4. Application

#### Candidates for Elections

Councillors must comply with this policy, regardless of whether they intend to nominate or have already nominated as candidates for election.

Council Officers who are candidates for election must comply with this policy and in addition:

- (a) take leave from their duties for the duration of the election period in accordance with section 256(8) of the Act (if not enough paid leave is accrued, unpaid leave will be available).
- (b) return any council equipment (including, but not limited to, motor vehicles, telephones and computers), documents or information which is not available to the public for the duration of the election period.
- (c) immediately resign upon election in accordance with s 256(8) of the Act.

Council committee members who are candidates for election are expected to comply with this policy and in addition:

- (d) submit apologies for any committee meetings or other activities held during the election period.
- (e) return any council equipment, documents or information which is not available to the public for the duration of the election period.
- (f) immediately resign from the committee upon election.

Other candidates for election are expected to comply with the obligations of this policy where they apply.

### 5. Policy Details

#### 5.1 Election Caretaker Period

During the 'Election Period' for a General Election the Council will be deemed to be in 'Caretaker Mode'.

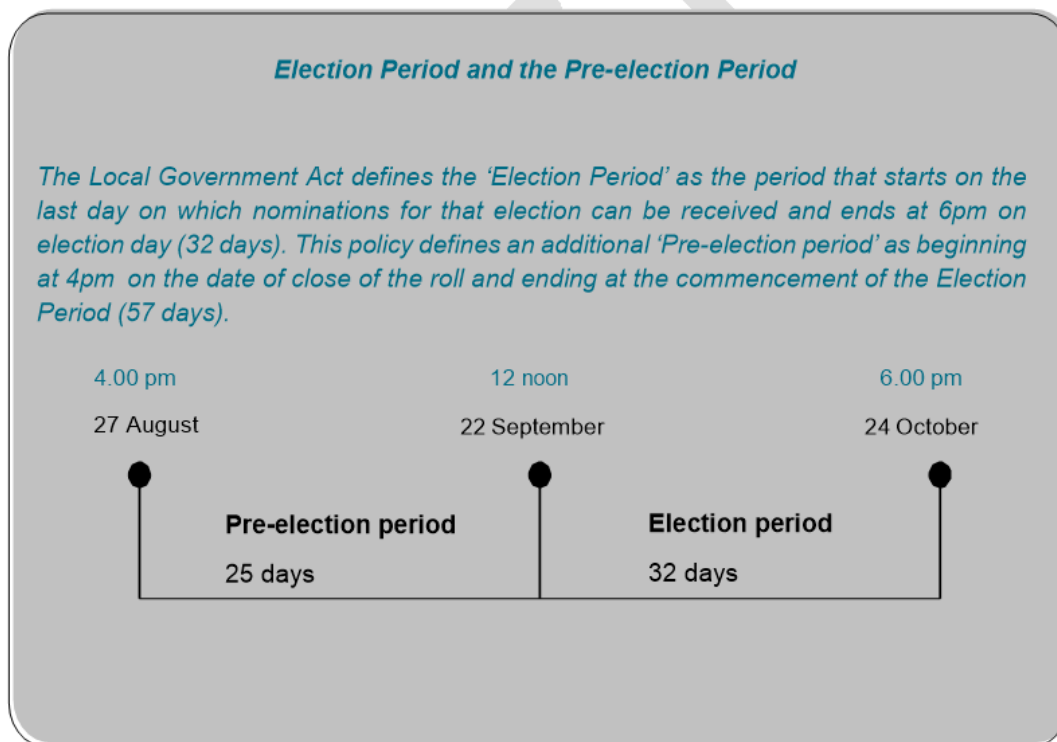
The Act defines the Election Period to mean the period that—

- (a) starts at the time (i.e. noon) that nominations close on nomination day; and
- (b) ends at 6 p.m. on election day.

This policy defines an additional ‘Pre-Election Period’ – in addition to the 32 days – which will commence on the date legislated for the close of the roll – 57 days before the election day.

The Election Period and Pre-Election Period are graphically depicted below.

This approach is consistent with the Election Period Policy adopted by Council prior to the 2016 General Elections.



During this extended election period Councillors:

- Will continue to fulfil their duties
- Will continue to engage, and communicate with, the community in their Councillor role
- Must comply with the Act and Councillor Code of Conduct, and



- Must not use their position to influence Council officers, or access Council resources or information, in support of any election campaign or candidacy

## 5.2 Inappropriate Decisions

Section 69(2) of the Act requires that this Policy must prohibit any Council decision during the election period for a general election that—

- a) relates to the appointment or remuneration of the Chief Executive Officer but not to the appointment or remuneration of an Acting Chief Executive Officer; or
- b) commits the Council to expenditure exceeding one per cent of the Council's income from general rates, municipal charges and service rates and charges in the preceding financial year; or
- c) the Council considers could be reasonably deferred until the next Council is in place; or
- d) the Council considers should not be made during an election period.

If the Council considers that there are extraordinary circumstances where the municipality or the local community would be significantly disadvantaged by the Council not making a particular Major Policy Decision, the Council will, by resolution, request an exemption from the Minister for Local Government, in accordance with section 177 of the Act.

It shall be the ultimate responsibility of the Chief Executive Officer to determine if a matter is a major policy decision. Where possible, the Chief Executive Officer will ensure that matters are scheduled for Council to ensure that major policy decisions are resolved prior to the commencement of the Election Period or scheduled for determination by the incoming Council.

Council will avoid making decisions that would affect voting at an election or decisions that may unreasonably bind an incoming Council and could be deferred until after the election. These are defined in the Act as inappropriate decisions.

Examples of inappropriate decisions include:

- Allocating community grants or other direct funding to community organisations
- Major planning scheme amendments
- Changes to strategic objectives and strategies identified in the Council Plan
- Adopting policy
- Setting advocacy positions.

Council will however, allow an exception to this principle where:

- A decision will be considered only if absolutely necessary for Council operational purposes or pursuant to a statutory requirement.

The only items to be considered at an Ordinary Council or Delegated Committee Meeting held during the election period, will be of an administrative nature. For the avoidance of doubt any report considered at an Ordinary Council or Delegated Committee Meeting held during the election period will be subject of certification (i.e. a Caretaker Statement) by the Chief Executive Officer in accordance with 5.3 below.

At a Meeting designated to consider Planning and Related Matters, only permit applications that may otherwise be subject of an application to VCAT on the grounds Council has failed to determine within the prescribed time will be considered.

#### **Considerations for Officers with Delegated Authority**

Before making decisions under delegated authority during the election period, officers should consider the following:

- Whether the decision is 'significant'
- The urgency of the issue (that is, can it wait until after the election?)
- The possibility of financial repercussions if it is deferred
- Whether the decision is likely to be controversial
- The best interests of Council.

Officers requiring assistance in determining whether a decision is likely to be inappropriate should seek advice from the Manager Governance in the first instance.

#### **5.3 Caretaker Statement**

During the election period, the Chief Executive Officer will ensure that a Caretaker Statement is included in every report submitted to the Council or to a delegated committee of Council for a decision.

The Caretaker Statement will specify one or more of the following:

- The recommended decision is not an Inappropriate Decision, as defined in section 69(2) of the *Local Government 2020*, or an Inappropriate Decision within the meaning of the Election Period Policy.
- The recommended decision is an Inappropriate Decision within the meaning of the Election Period Policy, but the following negative consequences of a failure to make a decision on this matter outweigh the consequences of binding an incoming Council. [*Insert description of negative consequences of failure to make decision*].
- The recommended decision is a Major Policy Decision, as defined in section 69(2) of the *Local Government 2020*, but an extraordinary circumstances exemption was granted by the Minister for Local Government on [insert date].

During the election period, the Council will not make a decision on any matter or report that does not include one of these Caretaker Statements.

Councillors will refrain from moving motions or raising matters at a meeting that could potentially influence voting at the election.

#### 5.4 Candidacy

A Councillor must not use Council resources for candidacy, or any purpose that may be perceived as being used for candidacy (individual or political party). This applies to a Councillor standing in local, state, or federal government elections, and for any other elected positions, for example, positions on boards. Such use would constitute misuse of position by the Councillor.

#### 5.5 State and Federal Government Elections

Councillors will ensure there is a demonstrable distinction between their obligations to Council and their personal interests as a candidate, or member of a political party, in an election period prior to a state or federal election.

In accordance with the adopted Councillor Guidelines for State and Federal Elections 2018 a Councillor who becomes an endorsed candidate of a registered political party or publicly expresses an intention to run as a candidate in a state or federal election, is a 'Prospective Candidate' and will provide written advice to the Chief Executive Officer, as soon as practicable, who will then advise all Councillors.

Councillors must comply with the provisions of the adopted Councillor Guidelines for State and Federal Elections 2018

#### 5.6 Council Publications

Public resources, including Council Publications, must not be used in a way that would influence the way people vote in elections.

##### *Electoral matter*

The Council will ensure that it complies with section 304(2) of the Act which requires that a Councillor or member of Council staff must not use Council resources to intentionally or recklessly print, publish or distribute or cause, permit or authorise to be printed, published or distributed any electoral material during the election period on behalf of, or purporting to be on behalf of, the Council unless the electoral material only contains information about the election process or is otherwise required in accordance with, or under, any Act or regulation.

The following definitions from the Act are noted:

Section 3(1) **'electoral material'** means an advertisement, handbill, pamphlet or notice that contains electoral matter, but does not include an advertisement in a newspaper that is only announcing the holding of a meeting; **'publish'** means publish by any means including by publication on the Internet;

- Section 3(4) **‘electoral matter’** means matter, which is intended or likely to affect voting in an election but does not include any electoral material produced by or on behalf of the election manager for the purposes of conducting an election.
- Section 3(5) without limiting the generality of the definition of ‘electoral matter’, matter is to be taken to be intended or likely to affect voting in an election if it contains an express or implicit reference to, or comment on -
- (a) the election; or
  - (b) a candidate in the election, or
  - (c) an issue submitted to, or otherwise before, the voters in connection with the election.

The Chief Executive Officer (or delegate) must certify that any Council publication does not include ‘electoral matter’ before it can be issued.

For the purpose of this Policy, ‘publications’ include hard copy and electronic advertisements, social media posts, promotional media releases, fliers, posters, newsletters/updates, booklets, surveys, invitations and group mailouts/emails.

Any publications to be issued during the election period are to be forwarded to the relevant General Manager for approval, and then sent to the Council Business / Governance Unit for vetting for electoral matter. Once vetted, the publication will then be submitted to the Chief Executive Officer (or delegate) for certification. Appendix 1 contains the certification memorandum required for a publication during the election period.

Council publications available in Council facilities will be reviewed before the election period to identify and temporarily remove anything that might reasonably influence the election.

The Chief Executive Officer, or delegate, will be the primary spokesperson for Council communications during an election period.

Media and social media responses and statements will only be issued during an election period in the name of the Chief Executive Officer. These will be subject to certification by the Chief Executive Officer.

Council officers will not make any public statement that could be construed as influencing the election.

#### ***Annual Report***

It is a requirement of the Act (s 100) that the Mayor must report on the implementation of the Council Plan by presenting the annual report at a Council meeting open to the public.

In the year of a general election the Council meeting must be held on a day not later than the day before election day.

As this is a statutory requirement, it does not require certification by the Chief Executive Officer.



### 5.7 Council Resources

It is a requirement of the Act (s 304(1)) that a Councillor or member of Council staff must not use Council resources in a way that—

- (a) is intended to; or
- (b) is likely to—

affect the result of an election under this Act.

This means that the Council will also ensure other Council resources are not used inappropriately in ways that may influence voting in an election. This includes financial, human and material resources. Any staff member who considers that a particular use of Council resources may influence voting in the election must advise their General Manager or the Chief Executive Officer and obtain approval before authorising, using or allocating the resource.

In applying these principles, the Council understands that the following will be the normal practice during the election period:

- Council resources, including offices, support staff, hospitality services, equipment and stationery will be used exclusively for normal Council business during the Caretaker Period, and will not be used for the personal advantage of any Councillor or candidate in connection with any election. This does not apply to the provision of space for the Returning Officer.
- No new publications or pamphlets, including Darebin Community News will be published by Council during the election period.
- Speeches for Councillors will only be prepared by Council staff in relation to events that are part of the normal services or operations of the Council and such speeches will not be circulated or available for publication.
- No Council logos, letterheads, business cards, photos or other City of Darebin Council branding will be used for, or linked in any way, to a candidate's election campaign.
- Candidates will not be provided access to databases, contact lists, property counts, email addresses or any other information that would assist in mailing or other distribution of election material
- It is recommended that staff who are either following Councillors / candidates Facebook pages or who are friends with them unfriend the Councillor / candidate during this period.
- There will be no Ward or Councillor ' Meet and Greet ' meetings held.
- The Executive Officer to the Mayor and Councillors or any other Council staff member will not be asked to undertake any tasks connected directly or indirectly with electioneering.

- Reimbursements of Councillors' out-of-pocket expenses during the Election Period will only apply to costs that have been incurred in the performance of normal Council duties, and not for expenses that could be perceived as supporting or being connected with a candidate's election campaign.
- Where Councillors have Council funded equipment, including laptops, tablets, printers and mobile phones, these are not to be used for election purposes or in a manner that could be perceived as supporting or being connected with a candidate's election campaign.

#### ***Council Facilities and Meeting Rooms***

Council Facilities / Halls for Hire are able to be hired by Federal and State political members and officers, and local candidates (including Councillors) at the normal corporate hire rate determined for the facility, in the lead up to an election, but not during the election period.

To avoid a perception that Council facilities are being used to promote any candidacy, no promotional material related to the event / hired use, apart from directional signage, is able to be displayed in the common public areas of the facility being hired. This will be advised at time of booking.

#### ***Use of the Title 'Councillor'***

Councillors may use the title Councillor in their election material, as they continue to hold office during the election / caretaker period.

While a Councillor can refer to themselves as Councillor in all communication issued by the Councillor (verbal or written), it must be made clear that it is the communication of a candidate and not a position of Council.

#### ***Photographs and Images***

Photographs and images paid for by Council or taken by Council officers are not to be used in electoral material for any candidate. This includes images of Councillors, Council events, and Council owned or maintained infrastructure.

Photographs taken by Councillors, their family or friends, or professional photos they have directly commissioned and paid for, may be used in electoral material.

### **5.8 Election Signage on Council and Electioneering Practices**

In order to ensure Council resources including buildings and land are not used to support any electioneering activity Council has adopted an 'Electoral Advertising Signage and Electioneering Policy'. This policy provides clear direction on

- a) The placement of electoral advertising signs on any Council land, municipal building or road; and
- b) The requirements for candidates or their supporters electioneering in public places.

A copy of the policy will be provided to all candidates and is available of Councils website.

### 5.9 Public Consultation and Council Events

Public consultation is an integral part of Council's policy development process and operations, however, there are concerns that consultation undertaken close to a general election may become an issue in itself and influence voting.

Council events in the lead up to an election can also raise concerns over the potential use of sitting Councillors using them for electioneering purposes.

If consultation must be undertaken or an event held during this time, the Council must explain to the community the special circumstances making it necessary and how the risks influencing the election will be mitigated or prevented.

Therefore:

- No formal public consultation like previously specified in section 223 of the 1989 Act will be conducted during this period.
- Consultation for the purpose of planning permit applications and operational issues such as canvassing residents' views on small-scale traffic treatments, installation of single trees and the like will be allowed as they are operational in nature and are unlikely to impact the conduct of the election.
- Consultation on larger projects and initiatives, strategies or plans will not occur during the election period.
- Civic Events will cease during this time.
- No election material or active campaigning is to be conducted at Council sponsored festivals.

Councillors may attend external events as a representative of Council however must not to use the opportunity to promote their election campaign.

### 5.10 Equitable Access to Council Information

The Council recognises that all election candidates have a right to information from the Council administration. However, it is important that sitting Councillors continue to receive information that is necessary to fulfil their elected roles. Neither Councillors nor candidates will receive information or advice from Council staff that might be perceived to support election campaigns, and transparency will be observed and practised in the provision of all information and advice during the election period.

Information and briefing material prepared by staff for Councillors during the election period will relate only to factual matters or to existing Council policies and services. All such requests are to be issued through the offices of the responsible Council General Manager who will maintain a register of requests made and advice provided. Such information will not relate to new policy development, new projects or matters that are the subject of public or election debate or that might be perceived to be connected with a candidate's election campaign.

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A copy of the document / advice will then be passed to the Manager Governance as issued during the Election Period. The document / advice will be emailed or provided in a hardcopy format to all sitting Councillors and candidates to access. Candidates will be advised of this process in writing.

An Information Request Register will be maintained by the Council Business / Governance Unit during the Election Period. This Register will be a public document that records all requests for information by Councillors and candidates, and the responses given to those requests. Only information that can be reasonably accessed will be released.

All requests for information are to be directed to the Manager Governance

#### **5.11 Publicity**

It is recognised that Council publicity is intended to promote normal services or operations of the Council. Council publicity will not be used in any way that might be construed as intended to influence the outcome of the Council election.

- During the election period, no Council employee may make any public statement that could be construed as influencing the election. This does not include statements of clarification that are approved by the Chief Executive Officer.
- During the election period, publicity campaigns, other than for the purpose of conducting the election, will be avoided. Where a publicity campaign is deemed necessary for a Council service or operation, it must be approved by the Chief Executive Officer. In any event Council publicity during the election period will be restricted to promoting the normal services or operations of the Council.
- Any requests for media advice or assistance from Councillors during the election period will be channelled through the Chief Executive Officer or the Manager Communications Engagement. In any event, no media advice and/or assistance or media releases will be provided in relation to election campaign matters, or in regard to publicity that involves specific Councillors.
- Councillors will not use their position as an elected representative or their access to Council staff and other Council resources to gain media attention in support of matters that could be construed as relating to an election campaign.

Information published on Council's website with regard to sitting Councillors will be limited to statements of facts about their roles and responsibilities as a Councillor. For example, contact details, roles and responsibilities as assigned by Council resolution.



### ***Council Websites and Social Media***

Councillors may use the title Councillor in their election material, as they

The only new material published on Council's websites or social media sites during an election period will be:

- The Agenda and Minutes for any Council or Special Committee meetings
- The Annual Report
- Key service disruption information

Service information already published on the website will be reviewed to ensure it does not include anything that might be seen as likely to influence the election.

### **5.12 Assistance to Candidates**

A copy of this Policy must be given to each Councillor as soon as practicable after it is adopted, be available for inspection by the public at the Council office and be published on Council's website. The Chief Executive Officer will ensure that all Councillors, Managers and staff are informed of the requirements of this policy.

The Council affirms that all candidates for the Council election will be treated equally.

Any assistance and advice to be provided to Candidates as part of the conduct of the Council Election will be provided equally to all candidates. The types of assistance that are available will be documented and communicated to all candidates in advance.

All election related enquiries from candidates, whether sitting Councillors or not, will be directed to the Returning Officer or, where the matter is outside the responsibilities of the Returning Officer, to the Chief Executive Officer.

### **5.13 Conduct of Council Meetings**

Public Question Time and Submissions will be suspended at all Council meetings during the election period.

During the election period, Councillors will limit their discussion during debate to the topic under consideration and will avoid raising electoral matter where possible.

During the election period Notices of Motions will be suspended at all Council meetings.

Urgent Business will be listed however only admitted in accordance with Councils Governance Local Law. \

**6 Miscellaneous**

During the Pre-election period or the Election period, the Chief Executive officer may, at her or his absolute discretion, introduce additional provisions to this policy where she or he believes they are necessary to support the achievement of its stated policy objectives.

Any changes made by the Chief Executive officer will be reflected in an update to this policy and published on Councils website and sent to all Councillors and candidates.

**7 Monitoring, Evaluation and Review**

The requirements of this policy will be monitored throughout the caretaker period to ensure compliance.

The policy will be further reviewed and updated not later than 12 months before the commencement of each subsequent general election period.

**8 Associated Documents**

*Local Government Act 2020*

Summary of Election Period Restrictions – Appendix 1

Certification Memo – Appendix 2

### Appendix 1 - Summary of Election Period Restrictions

		<b>Pre-election Period</b> 57 days before election	<b>Election Period</b> 32 days before election
4	Council staff standing as a candidate	No restriction	Must take leave and return all Council equipment and information
4	Committee member standing as a candidate	No restriction	Must lodge apologies for meetings and return all Council equipment and information
5(7)	Council resources used in conjunction with an election campaign	Not permitted	Not permitted
5(7)	Reimbursement of out of pocket expenses to Councillors	Cannot include expenses that could be perceived as electoral expenses	Cannot include expenses that could be perceived as electoral expenses
5(7)	Use of Council logo, branding of phone number in campaign material	Not permitted	Not permitted
5(7)	Officer assistance in preparing campaign material	Not permitted	Not permitted
5(7)	Officer provision of databases and contact lists	Not permitted	Not permitted
5(10)	Maintenance of an Information Request Register	Not required	Required
5(9)	Routine community consultation	Permitted	Permitted
5(9)	Significant community consultation	Permitted	Not permitted
5(6)	Printing, publishing or distributing a handbill, pamphlet or notice containing electoral matter	Permitted	Not permitted
5(6)-	Printing, publishing or distributing a handbill, pamphlet or notice <u>not</u> containing electoral matter	Permitted	Permitted following certification by the Chief Executive
5(7)	Publication of the Darebin News or similar publication	Permitted, subject to restrictions	Not permitted
5(11)	Councillor details on Council's website	Restricted to names, contact details and committee or other appointments	Restricted to names, contact details and committee or other appointments

		<b>Pre-election Period</b>	<b>Election Period</b>
5(11)	Employee of Council or subsidiary organisation making a public statement that could be construed as influencing the election	Not permitted, apart from clarifications made by the Chief Executive	Not permitted, apart from clarifications made by the Chief Executive
5(11)	Publicity campaigns for Council services or functions	Should be avoided where possible, and otherwise approved by the Chief Executive	Should be avoided where possible, and otherwise approved by the Chief Executive.
5(11)	Councillor requests for media assistance	Must be approved by the Chief Executive or delegate but cannot relate to election campaigns or promote individual Councillors	Must be approved by the Chief Executive or delegate but cannot relate to election campaigns or promote individual Councillors
5(2)	Council making Major Policy Decisions	Permitted	Not permitted, except in accordance with the Act
5(2)	Council making Significant Decisions (defined in Act as inappropriate decisions)	Permitted	To be avoided, except where it is urgent and cannot be deferred
5(13)	Public Question Time / Submissions at Council Meetings	Continues as normal	Suspended
5(13)	Discussion of matters and raising of Urgent Business	Continues as normal	Comments by Councillors not to include Electoral Matter. Urgent Business permitted
5(9) 5(11)	Councillor attendance at meetings, events and functions	Permitted	Permitted
5(9)	Speeches by Councillors at Council events	Permitted	Limited to a short welcome, with no reference to the election.
5(9)	Annual Mayoral fundraising event (or similar)	Not permitted	Not permitted
5(9)	Attendance by Councillors at external events as representatives of Council	Permitted, but Councillors not to use the opportunity to promote their election campaign.	Permitted, but Councillors not to use the opportunity to promote their election campaign.
5(12)	Enquiries to Council from candidates	Shall be referred to the Returning Officer	Shall be referred to the Returning Officer
6	Introduction of additional provisions by the Chief Executive	Permitted	Permitted



Appendix 2 – Request for Certification of Publication During the Election Period

# 2020 Council Elections



## REQUEST FOR CERTIFICATION OF PUBLICATION DURING THE ELECTION PERIOD

1. Author to Complete	
Document Description (attach document):	
Intended Distribution Channel:	
<p>I declare that the material contained in the attached document has been checked by me and to the best of my knowledge, it does not contain any electoral matter.</p>	
Name & Title	<input type="text"/>
Signature	<input type="text"/>
Date	<input type="text"/>
2. General Manager to Complete	
<p>I have reviewed the material contained in the attached document and can advise that to the best of my knowledge, it does not contain any electoral matter.</p>	
Name & Title	<input type="text"/>
Signature	<input type="text"/>
Date	<input type="text"/>
<p><i>Once signed, return to Coordinator Governance, Council Business &amp; Civic Services for vetting.</i></p>	
3. Chief Executive Officer to complete	
<p>In accordance with Chapter 12 of the Governance Rules adopted by Council on _____ 2020, I certify that the attached advertisement, handbill, pamphlet or notice may be printed, published or distributed during the election period on behalf of the City of Darebin.</p>	
	<input type="text" value="Sue Wilkinson, Chief Executive Officer"/>
Signature	<input type="text"/>
Date	<input type="text"/>

**7.11 PROPOSED SALE OF LAND FROM A DISCONTINUED ROAD REAR 65 SOUTHERNHAY STREET AND REAR 60 KING WILLIAM STREET, RESERVOIR****Author:** Property Officer**Reviewed By:** General Manager Governance and Engagement

---

**EXECUTIVE SUMMARY**

In April 2019, Council received an enquiry from an adjacent owner of the 3.66-metre-wide former road adjoining the rear of 63-69 Southernhay Street and 58-64 King William Street, Reservoir, who was seeking to purchase the land abutting their property, being part of the unsold land from a previously discontinued road.

The land shown hatched on the site plan in **Appendix A** is known as Lot 6 on Title Plan 896344C shown in **Appendix B**, and in orange in the aerial view in **Appendix C**.

Consultation with abutting property owners confirmed the feasibility of the proposed sale, with the property owners of 65 Southernhay Street, Reservoir indicating their interest by signing an in-principle agreement to purchase the land from the discontinued road at market value, as well as meeting all reasonable costs associated with the statutory process.

It is therefore recommended that Council commences the statutory process to sell the land from this former road and to take title of any unsold land.

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

**That Council:**

- (1) Commences the statutory procedures under Section 189 of the *Local Government Act 1989* ('the Act') to:
  - a) Sell the land from the discontinued road adjoining the rear of 65 Southernhay Street, Reservoir shown as Lot 6 on Title Plan 896344C in **Appendix B**, to the owners of 65 Southernhay Street, Reservoir, in accordance with Council Policy.
- (2) Gives public notice under Sections 189, 82A and 223 of the Act of the proposed sale in the appropriate newspapers and on Council's website, and in such notice, state that Council proposes to:
  - a) Sell the land from the former road to the owners of 65 Southernhay Street, Reservoir by private treaty
  - b) Transfer to itself any land that remains unsold.

---

**BACKGROUND / KEY INFORMATION**

In April 2019, Council received an enquiry from an adjoining property owner, looking to purchase the land from the former road at the rear of their property. Investigations revealed that on 1 October 2007, Council resolved to discontinue the road bound by Southernhay Street, King William Street, Alexandra Street and High Street, Reservoir and to sell the land by private treaty in accordance with Council policy. However, not all parcels of land were sold at that time,

with the unsold parcels of land continuing to vest with Council. The discontinuance was published in the Victorian Government Gazette on 18 October 2007, shown in **Appendix D**.

Investigations also revealed that the unsold land appears to have been incorporated within the property at 65 Southernhay Street for many years. Whilst the adjoining owners at 60 King William Street initially expressed interest in purchasing the land as well, they later decided to withdraw their interest and have not objected to the sale of the land to the adjoining owner.

Council resolved to give public notice under Sections 189, 82A and 223 of the *Local Government Act 1989* on the remaining unsold parcels of Land from the former road at its ordinary meeting on 6 April 2020, with a further report pending on the outcome of that process.

### **Previous Council Resolution**

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

## **COMMUNICATIONS AND ENGAGEMENT**

### **Consultation with adjoining property owners**

All immediate adjoining property owners, both occupiers and non-occupiers were consulted on 16 June 2019 and whilst the adjoining owners at 60 King William Street initially expressed interest in purchasing the land, on 1 April 2020, they withdrew their interest and have not objected to the sale of the land to the adjoining owner, which was confirmed in writing on 2 April 2020.

The property owners of 65 Southernhay Street, Reservoir have confirmed an interest in acquiring the land, known as Lot 6 at current market value, as well as meeting all of the reasonable costs associated with selling the land in accordance with current policy.

### **Consultation with Service Authorities and Council Departments**

Easements in favour of both Council and Yarra Valley Water were saved over the land at the time of the discontinuance in 2002.

### **Consultation with the community**

The statutory procedures require Council to give public notice of its intention to sell the land known as Lot 6 on Title Plan 896344C and invite submissions from affected parties or any person/s. All abutting property owners will be advised of the proposal in writing and informed of their right to make a submission. Submitters may request to be heard by Council prior to a decision being made to proceed or otherwise with the proposal. Following this, a report will be presented to Council for a decision on whether to sell the land, part of the land or not to sell the land.

### **Communications**

- All immediate adjoining property owners, both occupiers and non-occupiers were consulted in writing on 15 May 2019 and 16 June 2019, as part of initial investigations in considering the proposals and no objections were received. The dimensions and proposed allocation of the land is shown in the Title Plans provided in **Appendix B**.
- The property owners of 65 Southernhay Street, Reservoir have agreed to purchase the land adjoining their property at current market value, as well as meeting all reasonable costs associated with the transfer of land.

## ANALYSIS

### Alignment to Council Plan / Council policy

Goal 6 - A well governed Council

Property Asset Management Strategy

Sale of Minor Council Property Assets Policy

### Environmental Sustainability Considerations

There are no factors in this report that impact upon environmental sustainability.

### Equity, Inclusion and Wellbeing Considerations

There are no factors in this report that impact upon equity, inclusion and wellbeing.

### Cultural Considerations

There are no factors in this report that impact upon cultural considerations.

### Economic Development Considerations

There are no factors in this report that impact upon economic development considerations

### Climate Emergency

There are no factors in this report that impact upon climate change

### Financial and Resource Implications

At the commencement of negotiations with each of the property owners, the Council's Valuer placed a market value of \$550.00 per square metre (including GST) on the land. Lot 6, with an area of 62m<sup>2</sup> is intended to be sold to the property owners of 65 Southernhay Street for the total amount of \$34,100.00 (including GST).

Costs associated with the statutory procedures and sale of the former roads will be recovered from the purchaser, should the sale proceed. The land from the former road, once sold, will also attract Council rates.

### Legal and Risk Implications

Risks associated are covered under the analysis of each option.

## DISCUSSION

Council's property portfolio must meet current service needs while providing the flexibility to meet future requirements. Roads, reserves, revenge strips, hiatus and other pieces of land of unusual shape and limited usefulness that are less than 200m<sup>2</sup> in area (collectively referred to as minor Council property assets) were originally set aside in early plans of subdivision for a particular purpose, such as access or drainage. In many cases, these parcels of land are still required for that purpose and need to remain open and available to the public.

In situations where a minor Council property asset is no longer reasonably required for that purpose or other strategic purposes, it may be considered surplus and suitable for sale.

## OPTIONS FOR CONSIDERATION

### Option 1 – Abandon the Proposal or Do Nothing

Council could resolve to abandon the proposal, take no action or may make no resolution on the matter. This option would mean the status quo would remain with the adjoining property owners continuing to occupy the land.

Council may be perceived as knowingly encouraging and enabling property owners to continue to occupy other reserves, roads or rights-of-way within Darebin to the detriment of the community (whether financially or as a benefiting right).

Council may, at some time in the future, resolve to commence the process to sell the land.

### Option 2 – Commence the Statutory Procedures (Recommended)

Council could resolve to commence the statutory procedures to potentially sell the land. This would extend the consultation to the wider community and enable all affected property owners to have a formal opportunity to make a submission. This option would assist Council in obtaining further insight into the overall consensus of surrounding property owners and the community in relation to the sale. It would also enable Council to make an informed assessment of the proposed sale of the land from the former roads.

Benefits of commencing the statutory process, depending on Council's decision on the proposed sale, could result in receipt of revenue from the sale of land that is no longer required for its original purpose.

## IMPLEMENTATION STRATEGY

### Details

- Commence statutory process
- Report back to Council on outcome of statutory process

### Communication

- Council departments
- Community
- Macquarie Local Government Lawyers
- Owners of adjoining properties
- Statutory authorities

### Timeline

It is expected that a report on the outcome of the statutory process would be presented to Council for consideration in August 2020.

## RELATED DOCUMENTS

- *Local Government Act 1989*
- *Road Management Act 2004*
- Sale of Minor Council Property Assets Policy



**Attachments**

- Site Plan rear 65 Southernhay Street and 60 King William Street, Reservoir (**Appendix A**) [↓](#)
- Title Plan road rear Southernhay Street and King William Street, Reservoir (**Appendix B**) [↓](#)
- Aerial View 63-69 Southernhay Street and 58-64 King William Street, Reservoir (**Appendix C**) [↓](#)
- Victorian Government Gazette road rear Southernhay Street and King William Street, Reservoir (**Appendix D**) [↓](#)

**DISCLOSURE OF INTEREST**

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

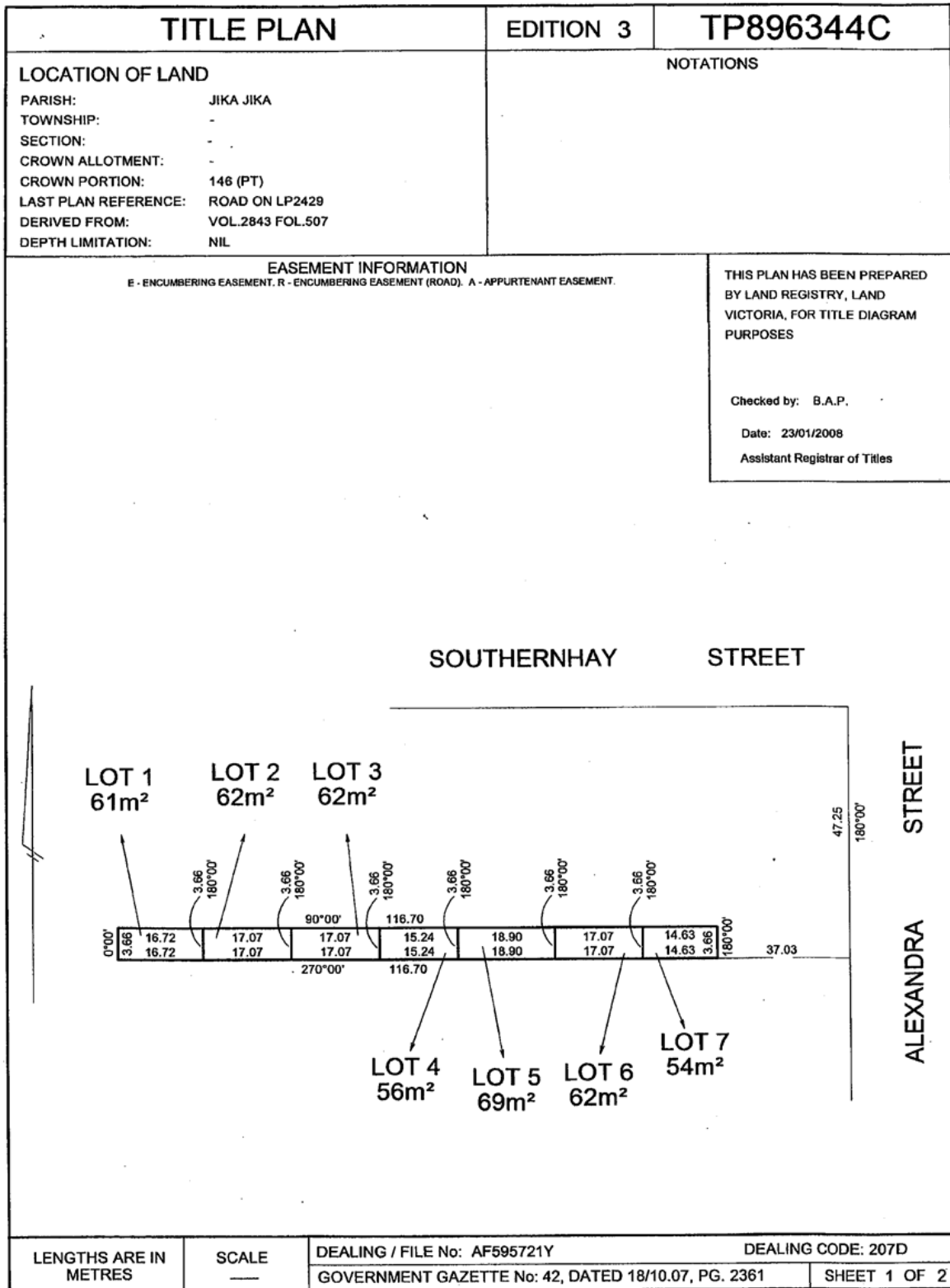
The Officer reviewing this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

Southernhay Street



King William Street

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SOUTHERNHAY STREET



KING WILLIAM STREET

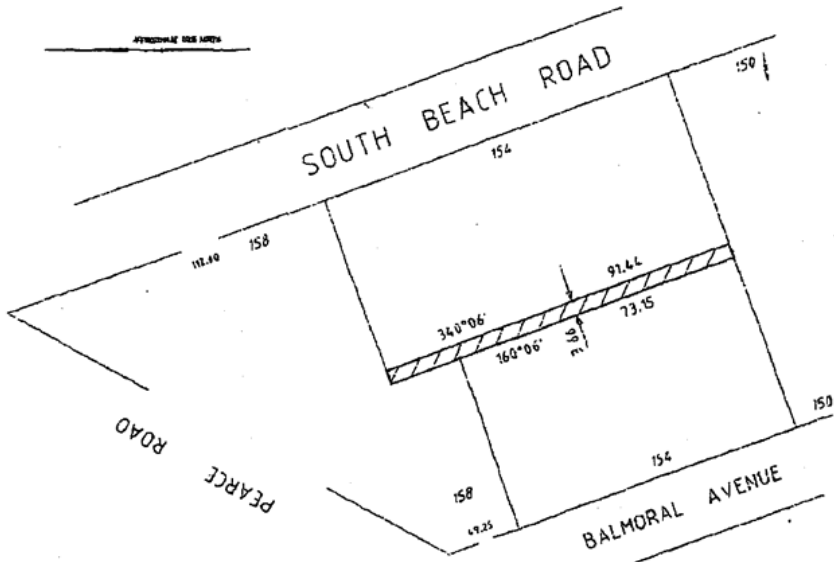
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**GOVERNMENT AND OUTER BUDGET  
SECTOR AGENCIES NOTICES**



**Discontinuance and Sale of Lane Adjacent to 154 South Beach Road, Bittern**

Pursuant to section 206 and schedule 10, clause 3 of the **Local Government Act 1989**, the Mornington Peninsula Shire Council has formed the opinion that the lane adjacent to 154 South Beach Road, Bittern, as shown hatched on the plan below, is not reasonably required as a road for public use. The Shire has resolved to discontinue the lane and sell it by private treaty to the adjacent land-owner.



MICHAEL KENNEDY  
Chief Executive Officer

**DAREBIN CITY COUNCIL**  
Road Discontinuance

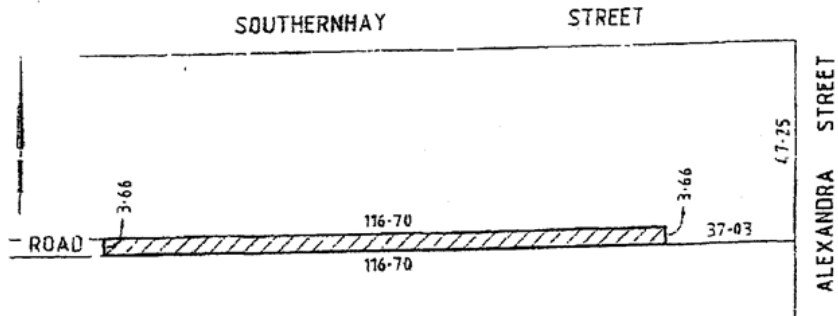
Pursuant to section 206 and schedule 10, clause 3 of the **Local Government Act 1989**, the Darebin City Council, at its ordinary meeting held on 1 October 2007, formed the opinion that the road at the rear of 63 to 75 Southernhay Street and 58 to 70 King William Street, Reservoir, and shown by hatching on the plan below, is not reasonably required as a road for public use and resolved to discontinue the road and to sell the land from the road by private treaty to the owners of the adjoining properties.



2362 G 42 18 October 2007

Victoria Government Gazette

The road is to be sold subject to the right, power or interest held by Yarra Valley Water Limited, in the road in connection with any sewers, drains or pipes under the control of that authority in or near the road.

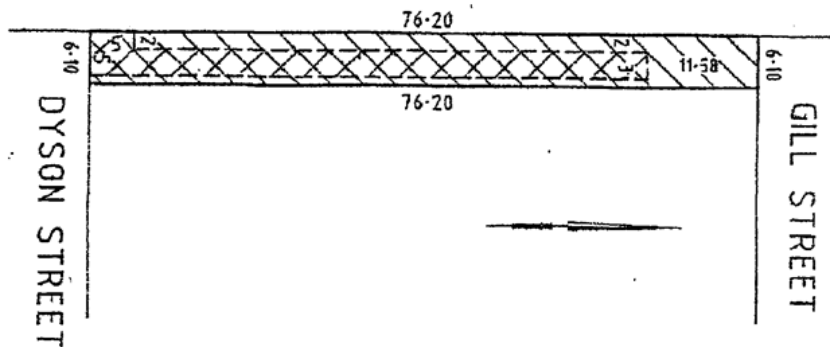


MICHAEL ULBRICK  
Chief Executive Officer

DAREBIN CITY COUNCIL  
Road Discontinuance

Pursuant to section 206 and schedule 10, clause 3 of the Local Government Act 1989, the Darebin City Council, at its ordinary meeting held on 1 October 2007, formed the opinion that the road at the rear of 6 to 12 Plateau Road and adjoining 23 Gill Street and 24 Dyson Street, Reservoir, and shown by hatching and cross-hatching on the plan below, is not reasonably required as a road for public use and resolved to discontinue the road and to sell the land from the road by private treaty to the owners of the adjoining properties.

The section of the road shown cross-hatched is to be sold subject to the right, power or interest held by the City of Darebin, in the road in connection with any drains or pipes under the control of that authority in or near the road.



MICHAEL ULBRICK  
Chief Executive Officer

**7.12 EXTENSION OF CONTRACT CT 201336 - PROVISION OF HARD WASTE COLLECTION SERVICE****Author:** Coordinator Waste Operations**Reviewed By:** General Manager Operations and Capital

---

**EXECUTIVE SUMMARY**

The contract for the existing hard waste collection service was awarded by Council in 2014 for an initial term of five (5) years with two (2) one (1) year extension options. Exercising extension periods was to be at the sole discretion of Council and subject to the contractor's satisfactory performance during the initial term of the contract.

In April 2019, Council approved the first of the extension options which expires on 31 July 2020.

Given the satisfactory performance of the current contractor over the life of the contract, this report recommends that Council exercise the second and final contract extension until July 2021.

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

**That** Council.

- (1) Exercises the second and final extension of one year for contract CT201336 – Provision of Hard Waste Collection Services with WM Waste Management Services for the booked hard waste collection at an estimated cost of \$120,000 and the June 2021 area-based collection at an estimated cost of \$1,100,000 completing all available extensions under this contract on 31 July 2021.
  - (2) Authorises the Chief Executive Officer to finalise and execute the contract extension on behalf of the Council.
- 

**BACKGROUND / KEY INFORMATION**

Council has been offering an area-based hard waste collection service across the municipality since 2013. An area-based collection meant that Council would collect from all households in particular areas at the same time (annually in June). In addition, a limited booked hard waste service is also offered in Spring each year.

Since 2014, Council has successfully partnered with WM Waste Management Services to collect residential hard waste across the municipality.

Officers have regularly monitored the performance of Council's contractor and are satisfied that exercising the second and final contract extension is in the best interests of Council and its residents.

## Previous Council Resolution

At its meeting of 18 March 2013 Council resolved that:

*“A seasonal booked hard waste collection between October and December every year be introduced starting from October 2013”.*

At its meeting of 21 July 2014, Council resolved that:

1. *Council awards contract CT201336 – Provision of Hard Waste Collection Services to WM Waste Management Services for the provision of annual area based and limited seasonal booked collections for a term of five (5) years commencing in August 2014 for an estimated total value of \$4,640,823 over 5 years.*
2. *Council receive a report in 2019 with consideration of a further two (2) x one (1) year extensions.*

At its meeting of 19 April 2019, Council resolved that:

*Council exercises the first extension of 1 year for the current contract “CT 201336 – Provision of Hard Waste Collection Services with WM Waste Management Services at an estimated cost of \$977,000 for the area collection and \$115,000 for the booked collections, an estimated total of \$1,092,000 commencing in May 2019 and completing on 31 July 2020;*

## COMMUNICATIONS AND ENGAGEMENT

### Consultation

Consultation has occurred with the following internal stakeholders.

Title	Division
General Manager Operations & Capital	Operations & Capital
Manager City Works	Operations & Capital
Acting, Manager Environment & Sustainable Transport	City Sustainability & Strategy
Coordinator Waste Operations	Operations & Capital
Team Leader Street Cleaning	Operations & Capital
Senior Procurement Officer	Finance

All internal stakeholders agree that exercising the final contract extension would be sensible while a review of the hard waste collection service is undertaken.

### Communications

The community is notified about upcoming hard waste collections through:

- Letterbox drop
- Council’s website
- Social media (posts and a video of the mayor)
- e-newsletters (sustainability news, East Preston Community Centre, What’s on for Families, Older and Active in Darebin)
- On-hold message (month leading up to and month of collections)

## ANALYSIS

### Alignment to Council Plan / Council policy

Goal 1 - A sustainable city

This contract aligns with the Council Plan 2017-2021 and achievement of Goal 1.1

- Reduce waste to landfill

### Environmental Sustainability Considerations

Council's newly adopted Waste and Recycling Strategy maps a direction towards sustainable waste management in the Darebin community. The hard waste collection service is one element of the strategy which aims to improve recycling rates and reducing the volume of waste going to landfill.

#### Climate Emergency

Council's Waste and Recycling Strategy adopted by Council on 9 June 2020 includes an action to review the hard waste collection service and the methodology used before a new service is designed and tested with the market. This review will begin in late 2020.

### Equity, Inclusion and Wellbeing Considerations

The service is available to all residents throughout the municipality equally.

### Cultural Considerations

The community is notified about hard rubbish collections in English and 12 other community languages. Notifications are also announced via social media and can be translated through Facebook's translation offer.

### Economic Development Considerations

WM Waste employs Darebin residents as drivers and jockeys. The contractor also uses local suppliers in its operations and the recyclable hard waste and general waste collected throughout the municipality is deposited by the contractor at the Darebin Resource Recovery Centre in Reservoir.

### Financial and Resource Implications

It is estimated that the booked and area based hard waste collection service will cost Council approximately \$1.2m (based on quantity collected) in the coming financial year. Council's waste management budgets have made satisfactory provision for these costs in 2020/21.

### Legal and Risk Implications

The original contract allowed for two extension periods of one year each. This report recommends that Council exercise the second and final one-year extension. There is very little risk in Council exercising the final contract extension.

## DISCUSSION

The current hard waste contractor, WM Waste, is entering its final contractual period (subject to Council approval) and has satisfactorily performed the duties of the contract. In particular, the service delivered by WM Waste has been generally well received by the community and WM Waste has been open to service improvements and feedback provided by the community.

Council's waste team manages the contractor's obligations through regular contract meetings where the contractor updates Council on what's been collected, what quantities and volumes were picked up and recycled and any waste hotspots that Council may wish to know about. The contractor also provides a list of residences from which waste left out but not collected (largely due to material being left out that Council does not collect e.g. asbestos and building rubble). Officers conduct regular audits and spot checks on the contractor collection practices and waste volumes due to be collected.

The table below shows what was collected in 2019 (officers believe there will be an increase in hard waste collected in 2020 due, in part, to home restrictions as a result of COVID-19).

Material	Tonnes
Scrap metal	245
Tyres	16
Mattresses	121
E-waste	15
General waste	1,983
<b>TOTAL</b>	<b>2,380</b>

WM Waste transports collected steel and metal to its recycler and other recycled material and general waste to the Darebin Resource Recovery Centre at which point staff at DRRC sort through the hard waste for further items of value. Only general waste then ends up in landfill.

## OPTIONS FOR CONSIDERATION

### Option 1 - Exercise the second and final one-year extension (Recommended)

This would allow the continuation of hard waste collection services to the community until the review of the hard waste service is completed and future service levels and models are explored and determined.

### Option 2 - Do not exercise the second and final one-year extension (Not recommended)

Not extending the contract would mean that the current hard waste collection service would need to be re-tendered prior to the limited hard waste service in Spring 2020.



**IMPLEMENTATION STRATEGY**

Tasks	Timeframe
Exercise second option to extend the contract by one year	July 2020
Carry out booked collection	Sep-Dec 2020
Carry out area-based collection, which will complete all available extension under this contract.	June 2021

**Communication**

Officers will advise WM Waste of Council's decision and complete the necessary contractual amendments.

**Timeline**

As per implementation timeline outlined in the above table.

**RELATED DOCUMENTS**

Nil

**Attachments**

Nil

**DISCLOSURE OF INTEREST**

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

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

**8. CONSIDERATION OF RESPONSES TO PETITIONS, NOTICES OF MOTION AND GENERAL BUSINESS**

Nil

## 9. NOTICES OF MOTION

### 9.1 ADVOCACY REPORT ON EXTENSION OF TRAM ROUTE 11

**Councillor:** Gaetano GRECO

**NoM No.:** 480

---

Take notice that at the Council Meeting to be held on 29 June 2020, it is my intention to move:

*'That Council receives an urgent report on an articulated strategy plan to advocate for the extension of Tram Route 11.'*

#### **Rationale**

In light of this stimulus spending by the federal and state government on major infrastructure projects to help stimulate the economy and create jobs in view of the COVID-19 economic recovery efforts, Council should take this opportunity to consider putting forward a well-articulated argument for the extension of Tram Route 11 as major linking transport project for our city.

---

**Notice Received:** 15 June 2020

**Notice Given to Councillors** 22 June 2020

**Date of Meeting:** 29 June 2020

#### **Attachments**

Nil

**9.2 CALL FOR THE EXTENSION OF THE FEDERAL GOVERNMENT'S FREE CHILDCARE PROGRAM****Councillor: Gaetano GRECO****NoM No.: 481**

---

Take notice that at the Council Meeting to be held on 29 June 2020, it is my intention to move:

*'That Council writes to the Prime Minister, Leader of Opposition and Leader of the Greens calling for an initial 3 months extension of the Federal Government's free childcare program which will now end on 12 July 2020. Council also calls for an overhaul of the childcare system after September with a view of a adopting a modern free childcare scheme into the future.'*

**Rationale**

The government's \$1.6 billion free childcare program will end on July 12 and early educators will stop receiving JobKeeper payments the following week. Council should support local childcare facilities and parents by urging the federal government to extend the fee-free childcare arrangement until at least to the end September as initially planned and call for an overhaul of the childcare system after September with a view of a adopting a modern family centred free childcare scheme into the future.

---

**Notice Received: 15 June 2020****Notice Given to Councillors 22 June 2020****Date of Meeting: 29 June 2020****Attachments**

Nil

**9.3 RELEASE OF CONFIDENTIAL ADVICE BY DR JANE STANLEY REGARDING PRESTON MARKET****Councillor: Gaetano GRECO****NoM No.: 482**

---

Take notice that at the Council Meeting to be held on 29 June 2020, it is my intention to move:

***That Council:***

- (1) Notes the presentation provided to Councillors by Dr Jane Stanley, a renowned expert on markets around the world, regarding the future of Preston Market.*
- (2) That subject to Dr Jane Stanley's approval, the presentation she made to the Councillor Briefing on the 25 May 2020 regarding Preston Market be publicly released for transparency reasons.*
- (3) Urgently forwards Dr Stanley's presentation to the Planning Minister and the Victorian Planning Authority (noting that Dr Stanley's presentation was not commissioned by or endorsed by Council) to ensure they have a range of expert perspectives on the future of Preston Market.'*

**Rationale**

This report needs to be publicly released and forwarded to the VPA and the Minister for Planning for the sake of transparency and providing a balance of views on the future location of the market.

---

**Notice Received: 15 June 2020****Notice Given to Councillors 22 June 2020****Date of Meeting: 29 June 2020****Attachments**

Nil



**10. URGENT BUSINESS**

**11. REPORTS OF STANDING COMMITTEES**

Nil

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## 12. RECORDS OF ASSEMBLIES OF COUNCILLORS

### 12.1 ASSEMBLIES OF COUNCILLORS HELD

---

Section 80A of the Local Government Act 1989 which outlined the requirements to be observed in respect to Assemblies ie

*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.*

was repealed on the 1 May 2020 by the *Local Government Act 2020*.

An Assembly of Councillors was defined in the Act 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.

Officers anticipate that the issue of public transparency and accountability in relation to forums involving Councillors previously defined as Assemblies of Councillors will be addressed in the Councils Governance Rules which must be adopted by the 1 September 2020.

Until the Governance Rules are developed and adopted by Council the 'regime' previously followed will continue in the interests of good governance.

An Assembly of Councillors record was kept for:

- Councillor Briefing – 15 June 2020
- Councillor Briefing – 22 June 2020

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

**That** the record of the Assembly of Councillors held on 15 & 22 June 2020 and attached as **Appendix A** to this report, be noted and incorporated in the minutes of this meeting.

#### Attachments

- Assemblies of Councillors - 29 June 2020 (**Appendix A**) [↓](#)



## ASSEMBLY OF COUNCILLORS PUBLIC RECORD

<b>ASSEMBLY DETAILS:</b>	<b>Title:</b>	Councillor Briefing
	<b>Date:</b>	Monday 15 June 2020
	<b>Location:</b>	Preston Town Hall, Gower Street, Preston
<b>PRESENT:</b>	<b>Councillors:</b>	Cr. Susan Rennie (Mayor), Cr. Steph Amir, Cr. Gaetano Greco, Cr. Susanne Newton, Cr. Julie Williams, Cr. Trent McCarthy
	<b>Council Staff:</b>	Sue Wilkinson, Ingrid Bishop, Rachel Ollivier, Steven Sagona, Joseph Spiteri, Claudio Cavallo, Angelo Luczek, Stephen Mahon
	<b>Other:</b>	Tegan McPherson (RSPCA), Dr Emma Bronts (RSPCA), Nadia Peiris ( RSPCA), Stephen Cooper ( CivicMind)
<b>APOLOGIES:</b>		Cr. Lina Messina, Cr. Kim Le Cerf Cr. Tim Laurence

The Assembly commenced at 7.10 pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	RSPCA Presentation	No disclosures were made.
2	General Information Technology Update	No disclosures were made.
3	Local Government Act 2020 – Implementation and Compliance Update	No disclosures were made.

The Assembly concluded at 9.30 pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b>	Officer Name – Stephen Mahon
	<b>Officer Title:</b>	Officer Title – Coordinator Governance, Council Business & Civic Services



## ASSEMBLY OF COUNCILLORS PUBLIC RECORD

<b>ASSEMBLY DETAILS:</b>	<b>Title:</b>	Councillor Briefing
	<b>Date:</b>	Monday 22 June 2020
	<b>Location:</b>	Briefing held virtually held via MS Teams
<b>PRESENT:</b>	<b>Councillors:</b>	Cr. Susan Rennie (Mayor), Cr. Steph Amir , Cr. Susanne Newton, Cr. Trent McCarthy, Cr. Kim Le Cerf, Cr. Lina Messina
	<b>Council Staff:</b>	Sue Wilkinson, Ingrid Bishop, Rachel Ollivier, Steven Sagona, Sam Hewett, Damian Hogan, Felicity Leahy, Josie MacCartney, Teneille Summers, Wendy Dinning, Phillip Mallis, Vanessa Petrie, Catherine Dear, Tim Anderson, Robert Keech, Stephen Mahon
	<b>Other:</b>	
<b>APOLOGIES:</b>		Cr. Julie Williams, Cr. Gaetano Greco, Cr. Tim Laurence

The Assembly commenced at 5.30 pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Preliminary Discussion of the Budget Submissions	No disclosures were made.
2	MSS – Business Management and Financial Model	No disclosures were made.
3	2018 – 22 EGM Policy and Action Plan Implementation	No disclosures were made.
4	Bundoora Park Flood Mitigation	No disclosures were made.

**ASSEMBLY OF COUNCILLORS – PUBLIC RECORD (CONT)**

<b>MATTERS CONSIDERED</b>		<b>DISCLOSURES AND COMMENTS</b>
<b>5</b>	Improving Active Transport and Placemaking Outcomes During COVID-19	No disclosures were made.
<b>6</b>	Chief Executive Officer and General Managers Updates	No disclosures were made.

The Assembly concluded at 7.40 pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b>	Officer Name – Stephen Mahon
	<b>Officer Title:</b>	Officer Title – Coordinator Governance, Council Business & Civic Services

This form is to be completed by the nominated Council Officer and returned to the Governance, Council Business and civic Services Team within 3 working days for inclusion the agenda of the next Council meeting and in the register available for public inspection.



**13. REPORTS BY MAYOR AND COUNCILLORS**

**Recommendation**

**That** Council note the Reports by Mayor and Councillors.

**14. CONSIDERATION OF REPORTS CONSIDERED CONFIDENTIAL**


**15. CLOSE OF MEETING**

**CITY OF  
DAREBIN**

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PO Box 91, Preston, Vic 3072  
T 8470 8888 F 8470 8877  
E [mailbox@darebin.vic.gov.au](mailto:mailbox@darebin.vic.gov.au)  
[darebin.vic.gov.au](http://darebin.vic.gov.au)

 **National Relay Service**  
[relayservice.gov.au](http://relayservice.gov.au)

If you are deaf, or have a hearing or speech impairment, contact us through the National Relay Service.

 **Speak your language**  
T 8470 8470

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