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# AGENDA OF THE ORDINARY COUNCIL MEETING

To be held on Monday 25 September 2023 at 6.00pm

**The Council Meeting will be held in the Preston Town Hall, 284 Gower Street, Preston.**

**This meeting will be held 'wholly in person' and open to the public.**

**The meeting will be livestreamed and may be accessed from Councils website [www.darebin.vic.gov.au](http://www.darebin.vic.gov.au)**

Persons wishing to submit a 'Public Question' may do so online by 12.00 noon on the day of the meeting via the Question and Submissions form.




## **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

These are the Minutes for the Council Meeting. For assistance with any of the items in the minutes, please telephone 8470 8888.

### Arabic

هذه هي محاضر اجتماع المجلس. للحصول على المساعدة في أي من البنود في المحاضر، يرجى الاتصال بالهاتف 8470 8888.

### Chinese

这些是市议会会议纪要。如需协助了解任何纪要项目，请致电8470 8888。

### Greek

Αυτά είναι τα Πρακτικά της συνεδρίασης του Δημοτικού Συμβουλίου. Για βοήθεια με οποιαδήποτε θέματα στα πρακτικά, παρακαλείστε να καλέσετε το 8470 8888.

### Hindi

ये काउंसिल की बैठक का सारांश है। सारांश के किसी भी आइटम में सहायता के लिए, कृपया 8470 8888 पर टेलीफोन करें।

### Italian

Questo è il verbale della riunione del Comune. Per assistenza con qualsiasi punto del verbale, si prega di chiamare il numero 8470 8888.

### Macedonian

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

### Nepali

यी परिषद्को बैठकका माइन्युटहरू हुन्। माइन्युटका कुनै पनि वस्तुसम्बन्धी सहायताका लागि कृपया 8470 8888 मा कल गर्नुहोस्।

### Punjabi

ਇਹ ਕੌਂਸਲ ਦੀ ਮੀਟਿੰਗ ਵਾਸਤੇ ਸੰਖੇਪ ਸਾਰਾਂਸ਼ ਹੈ। ਸੰਖੇਪ ਸਾਰਾਂਸ਼ ਵਿਚਲੀਆਂ ਕਿਸੇ ਵੀ ਆਈਟਮਾਂ ਸੰਬੰਧੀ ਸਹਾਇਤਾ ਵਾਸਤੇ, ਕਿਰਪਾ ਕਰਕੇ 8470 8888 ਨੂੰ ਟੈਲੀਫੋਨ ਕਰੋ।

### Somali

Kuwaani waa qodobadii lagaga wada hadlay Fadhiga Golaha. Caawimada mid kasta oo ka mid ah qodobada laga wada hadlay, fadlan la xiriir 8470 8888.

### Spanish

Estas son las Actas de la Reunión del Concejo. Para recibir ayuda acerca de algún tema de las actas, 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 những Biên bản Hội đồng Thành phố. Muốn có người trợ giúp mình về bất kỳ mục nào trong biên bản họp, xin quý vị gọi điện thoại số 8470 8888.

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# Agenda

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## **1. OPENING OF MEETING AND MEMBERSHIP**

Cr. Julie Williams (Mayor) (Chairperson)  
Cr. Susanne Newton (Deputy Mayor)  
Cr. Emily Dimitriadis  
Cr. Gaetano Greco  
Cr. Tom Hannan  
Cr. Tim Laurence  
Cr. Trent McCarthy  
Cr. Lina Messina  
Cr. Susan Rennie

## **2. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS**

## **3. APOLOGIES**

## **4. DISCLOSURES OF CONFLICTS OF INTEREST**

## **5. 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 28 August 2023 be confirmed as a correct record of business transacted.

## **6. COUNCIL'S OCCUPATIONAL HEALTH AND SAFETY RESPONSIBILITIES**

## 7. QUESTION AND SUBMISSION TIME

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

### **QUESTIONS**

Members of the public can ask up to three (3) questions at an Ordinary Council meeting. Members of the public wishing to ask a question must register their question using the Questions and Submission Time Form before 12 noon on the day of the meeting.

Questions that are not lodged by 12 noon on the day of the Council Meeting will not be accepted, and **no questions will be taken from people *in attendance* on the night of the Council Meeting.**

In accordance with the Council Governance Rules 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) 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 *Local Government Act 2020*.

No questions directed at an individual Councillor or Officer will be allowed

### **SUBMISSIONS**

Members of the public wishing to make a 2 minute submission on a report listed on the Agenda (unless not permitted pursuant to the Councils Governance Rules) must register online before 12 noon on the day of the Ordinary Council Meeting or Hearing of Submissions Meeting and be in attendance on the day of the Meeting to make their submission.

If the person wishing to make a submission or their representative is not in attendance (including virtual attendance for a scheduled hybrid meeting) when the Agenda item is to be considered, their submission will not be read out.

The person making the submission must clearly state their name and their suburb. The name of the submitter will be recorded in the Minutes, as an official record.

No member of the public can make a submission to a Notice of Motion, Petition (unless originator of petition, Governance Rule 16.3(6)) or item of Urgent Business presented at a Council meeting.

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

Members of the public who wish to ask a question, or make a submission to an agenda item, at an Ordinary Council Meeting may register their question or intent to make a submission before 12.00 noon on the day of the meeting in one of the following ways:

- (a) online at [darebin.vic.gov.au](https://darebin.vic.gov.au); or
- (b) by mail to PO Box 91, Preston 3072.

Council meetings can be viewed at the 'Watch Council and Planning Committee' meetings page via Council's website.

Agenda's will be available for viewing on Council's website at the 'Meeting Agendas and Minutes' page up to 6 days prior to the date of the meeting.

**8. PETITIONS**

## 9. CONSIDERATION OF REPORTS

### 9.1 DRAFT 2022-23 FINANCIAL REPORT AND PERFORMANCE STATEMENT

**Author:** Financial Accountant  
Interim Chief Financial Officer

**Reviewed By:** General Manager, Governance and Engagement

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#### EXECUTIVE SUMMARY

Under the section 98 of the *Local Government Act 2020* (the Act), Council is required to prepare an annual report in respect of each financial year. This must contain the following:

- A report of operations of the Council, including a statement of progress on implementation of the Council Plan, which includes the results of strategic indicators; a statement of progress in relation to major initiatives identified in the budget or revised budget; the prescribed indicators of service performance for the services provided by the Council; and any other information prescribed by the regulations.
- An audited Performance Statement containing the prescribed indicators of service performance, the prescribed indicators of financial performance, the prescribed indicators of sustainability performance and any other information prescribed by the regulations.
- Audited Financial Statements including any other information prescribed by the regulations and prepared in accordance with the regulations.
- A copy of the Auditor's report on the financial statements under Part 3 of the Audit Act 1994;
- Any other matters prescribed by the regulations.

The Act requires that the annual report be reported to Council within four months of the end of the financial year. Council is required to pass a resolution giving approval in principle to each of the Statements and authorise two Councillors to certify each of the Statements after any changes recommended, or agreed to, by the auditor have been made.

Regulations 21 of the Local Government (Planning and Reporting) Regulations 2020 (the Regulations), specify that the Financial Report must be certified by the Principal Accounting Officer, two Councillors and the Chief Executive Officer, prior to the Auditor-General signing the audit report.

To assist Council in approving in principle the Financial Reports and Performance Statement for year ended 30 June 2023, the Audit Committee should review the draft Statements with the benefit of comments by Council management and the Victorian Auditor-General's Office representative. The Audit Committee, after it is satisfied with comments of Council management and the Victorian Auditor-General's Office representative, should then make a recommendation to Council to adopt in principle each of the statements for the year ended 30 June 2023. The statements were presented to Council's Audit and Risk Committee at its meeting on 11 September 2023.

The Financial Report and the Performance Statement provide, as part of the annual report, a transparent account of Council's operations in line with good governance. The annual report forms part of a comprehensive public accountability process and reporting that includes:

- The Council Plan
- The Annual Budget
- Internal and External Audit; and
- The Annual Report.

#### Officer Recommendation

**That** Council, in accordance with the recommendations of the Audit and Risk Management Committee, and having considered Council's draft Financial Reports, Performance Statements, VAGO Final Management Letter, VAGO Closing Report and Management Representation Letter for 2022/23, at **Appendices A, B, C, D and E** respectively to this report:

- (1) Notes the recommendation from the Audit and Risk Committee that Council approve 'in principle' the Annual Financial Report and the Annual Performance Statement ended 30 June 2023; and that the Council resolution include the authorisations provided for at points (3), (4), (6) and (7).
- (2) Approves in principle the Financial Report for the year ended 30 June 2023 as per **Appendix A** to this report.
- (3) Authorises the Chief Financial Officer to make any non-material changes to the Annual Financial Report and the Annual Performance Statement that may arise from the completion of audit and internal review procedures.
- (4) Authorises the Chief Executive Officer, Mayor Julie Williams and Councillor Susanne Newton to certify the Financial Reports in their final form after any changes recommended or agreed to by the Auditor-General have been made.
- (5) Approves in principle the Performance Statements for the year ended 30 June 2023 as per **Appendix B** to this report.
- (6) Authorises the Chief Executive Officer, Mayor Julie Williams and Councillor Susanne Newton to certify the Performance Statements in their final form after any changes recommended or agreed to by the Auditor-General have been made.
- (7) Authorises the Chief Executive Officer to forward the Annual Financial Report and the Annual Performance Statement to the Victorian Auditor-General's Office (VAGO).

#### BACKGROUND / KEY INFORMATION

The Act requires a Council's annual report to contain audited Financial Report.

Sections 98, 99 and 100 of the Act states that:

- The Financial Report must be prepared in accordance with the regulations and include any other information required by the regulations.
- The Financial Report must be submitted to the auditor as soon as possible after the end of the financial year and certified in their final form by two Councillors, the CEO and principal accounting officer.



- The annual report must contain a copy of the auditor's report on the Financial Reports.
- A meeting to consider the annual report must be held within four months of the end of each financial year (31 October).

The Regulations require a Council's Financial Reports to be prepared in accordance with the Local Government Model Financial Report.

Regulations 19 and 20 in part four of the regulations state that:

- The Financial Reports must be prepared in accordance with the Local Government Model Financial Report.
- The Financial Reports must contain a statement of capital works.
- The Financial Reports must include specified other information as notes.

The Local Government Model Financial Report is underpinned by the following guiding principles:

- The presentation of the Financial Reports should promote transparency and accountability of local government to stakeholders.
- The pursuit of consistency in local government Financial Reports is important but the primary role is to recognise and report responsibly on relevant local issues.
- By law the Financial Reports must be prepared in accordance with the Local Government Model Financial Report which has been developed to illustrate as widely as possible the minimum disclosure requirements for Councils.
- While the Local Government Model Financial Report is used as a basis for preparing the Financial Reports, subject to each Council's individual circumstances, the statements must also be an accurate and transparent representation of local issues.
- Local government finance professionals are in the best position to make informed decisions about the appropriateness or otherwise of relevant disclosures and the exercise of professional judgement, in excess of the minimum requirements, in preparing the Financial Reports.
- In the event of any conflict between the requirements of the Local Government Model Finance Report and the requirements of the Australian Accounting Standards, the requirements of the Australian Accounting Standard take precedence.
- When preparing Financial Reports, local government finance professionals should have regard to the principles of sound financial management set out in section 101 of the Act.

There were no significant disclosure changes in the 2022-23 Financial Reports.

### **Previous Council Resolution**

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

### **ALIGNMENT TO 2041 DAREBIN COMMUNITY VISION**

Strategic Direction 1: Vibrant, Respectful and Connected

**ALIGNMENT TO 2021-25 COUNCIL PLAN**

Strategic Direction 4 Responsible, Transparent and Responsive

**ALIGNMENT TO COUNCIL PLAN STRATEGIC OBJECTIVES**

4.1 We will ensure balanced and responsible financial decision making that meets the needs of our community now and into the future

**DISCUSSION**

The Financial Reports have been prepared in accordance with Australian equivalents to International Financial Reporting Standards ("AIFRS"). As per Regulation 19 and 20 in part four of the regulation, the Financial Reports must be prepared in accordance with the Local Government Model Financial Report

**Financial Reports – overview of reported results**

The Comprehensive Income Statement shows that for the year ended 30 June 2023, the Council achieved an operating surplus of \$10.55 million which was a \$2.94 million increase from the 2021-22 result. The main items contributing to this movement between years are as follows:

- Rates (\$6.44 million increase) – The increase in general rates is in line with the general increase in rates approved by Council for the 2022-23 year (1.75%) together with supplementary rate income generated. Council has also introduced in 2022-23 a general waste service charge, the charge replaces the previous green waste service charge and incorporates a public waste service rate and kerbside waste service charge. Total waste charge generated in 2022-23 was \$21.93 million (refer note 3.1);
- User fees, statutory fees and fines (\$6.78 million increase) – The increase in user fees, statutory fees and fines resulted mainly from an increase in traffic enforcement, environmental health, arts venues, leisure centres and recreation and libraries. Council has also taken over the operation of the Darebin Resource Recovery Centre (DRRC) which was previously managed under contract. Recycling and tipping fees generated by the service was \$3.79 million (refer notes 3.2 and 3.3);
- Grants – capital (\$8.31 million decrease) – The decrease in capital grants is reflected by prior year State funding received for the IV Dole Reserve wetlands, public open space improvement works outdoor activation programs (\$2.49m) and Commonwealth funding received under the Local roads and community infrastructure program (\$2.23m) (refer note 3.4);
- Contributions – monetary (\$0.34 million increase) – The increase in cash contributions is mainly due to contributions received for public open space, capital and minor works and the new municipal wide developer contribution scheme (refer note 3.5);
- Net gain / loss on disposal of property, infrastructure, plant and equipment (\$8.22 million increase) – This movement is mainly due to the prior year write-off of building and infrastructure assets associated with the subsequent Northcote Aquatic and Recreation Centre redevelopment (refer note 3.6);
- Fair value adjustment for investment property (\$6.70 million increase) – The movement is due to the increase in fair value assessment of the iceHQ stadium at CH Sullivan Reserve. The stadium building has undertaken substantial renovation from the lessee in recent years which has resulted in an increase in the assets fair valuation.

- Other income (\$0.74 million increase) – The increase in other income, resulted mainly from higher deposit interest rates earned on invested funds. The RBA official cash rate has increased by 3.25% during the year. Cash and investment balances held were also higher than the previous year (refer note 3.7);
- Employee costs (\$3.84 million increase) – The movement in employee costs reflects the increase in salary, wages and superannuation under relevant industrial agreements. The increase has also been impacted by Council taking over the operation of the Darebin Resource Recovery Centre (DRRC) which was previously managed under contract. (refer note 4.1 and 3.4);
- Materials and services (\$9.40 million increase) – The materials and services category include contract payments, utilities, major maintenance, and other items such as waste disposal fees (\$4.62m). The increase reflects higher general repairs due to the re-opening of many facilities and venues. Consultants costs in regards to the Preston Market redevelopment. Information technology licence costs associated with the new integrated financial system and increase in waste management and tipping due to increase in landfill levies and the operation of the Darebin Resource Recovery Centre (refer note 4.2);
- Depreciation and amortisation (\$2.56 million increase) – The increase in depreciation arises from increases in depreciation on property and infrastructure assets. Depreciation on building assets was impacted by the 2021-22 revaluation (refer note 4.3, 4.4, 4.5 and 4.8);
- Bad and doubtful debts (\$0.74 million increase) – The increase in bad and doubtful debts reflects increases in debt provision for outstanding parking, local law fines, animal related fines and other debtors, including the write-off of a long-standing property debt. A greater number of traffic enforcement fines were referred to Fines Victoria in 2022-23 (refer note 4.6);
- Borrowing costs (\$0.69 million increase) – The increase in borrowing costs reflects the servicing costs on the \$49 million of debt undertaken to fund the new Northcote Aquatic and Recreation Centre (refer note 4.7);
- Other expenses (\$0.69 million increase) – The increase in other expenses reflects ongoing legal costs in relation to the Preston Market development and increased Fines Victoria court processing costs incurred on referred fines (refer note 4.9).

The Balance Sheet as at 30 June 2023 shows that net assets increased by \$10.54 million for the year to \$1,664.50 million. The main items contributing to this increase are as follows:

- Cash and cash equivalents and other financial assets (\$2.74 million decrease) – Cash balances at year end decreased due to several factors including a higher completion of capital works projects requiring larger outlay of payment with consequential reduction in term deposit and money market call accounts. Cash and cash equivalents is impacted by timing differences in receipt of rates, fees and charges, grants, and payments to employees and suppliers (refer note 5.1);
- Trade and other receivables (\$1.94 million decrease) – This is reflected in a decrease in current rate and special rate receivables as explained under “Cash and cash equivalents” commentary above, GST receivable and increases in sundry debtors (refer note 5.1);
- Inventories prepayments and other assets (\$0.31 million increase) - This increase primarily reflects the increase in pre-paid IT software licences paid during the year. (refer note 5.2);

- Property, infrastructure, plant and equipment (\$26.75 million increase) – This increase reflects the net impact of additions, contributed assets, off-set by asset disposals, write-offs and depreciation on all fixed asset classes. There were no revaluation of property or infrastructure undertaken during the year (refer note 6.1);
- Investment property (\$6.63 million increase) – This increase reflects the fair value assessment of Council's investment properties, primarily the increase at iceHQ stadium at CH Sullivan Reserve. The latest fair value assessment was undertaken by Westlink Consulting.
- Intangible assets (\$0.01 million decrease) - This decrease reflects the net impact of additions and amortisation of the class (refer note 5.2);
- Trade and other payables (\$17.31 million decrease) – This decrease represents lower trade creditors held. Prior year included particular payables related to capital works (\$17.18 million). The final supplier payments run for 2022-23 were processed on 29 June 2023. (refer note 5.3);
- Trust funds and deposits (\$0.97 million increase) – This increase mainly represents higher asset protection bonds held on behalf of developers and home renovators and fire services property levies received in June (refer note 5.3);
- Unearned income (\$1.36 million decrease) This decrease represents lower unspent operating and capital grants where Council had not met certain service performance obligations of the funding agreement. Council has paid \$2.8 million of the State Government grant received for the construction of the Aboriginal Women & Girls Sport and Wellness Centre at Sir Doug Nicholls Oval (refer note 5.3);
- Provisions (\$1.32 million decrease) – This decrease represents lower employee provisions for annual leave and long service leave provided during the year. Recent increases in interest rates have impacted on the discount rate applied to provision calculations. Decrease in nominal total annual and long service leave hours has also contributed to the decrease (refer note 5.4);
- Interest-bearing liabilities (\$37.56 million increase) – The increase represents new borrowing (\$39.0 million) undertaken from the Treasury Corporation of Victoria (TCV) for the construction of the Northcote Aquatic and Recreation Centre (refer note 5.5);
- Reserves (\$9.85 million decrease) – The decrease in reserves is due to the utilisation of open space contributions to fund compliant public space improvement projects during the year (refer note 9.1).

The Cash Flow Statement for the year ended 30 June 2023 shows that total cash and investments decreased by \$3.0 million to \$41.81 million. The main movements during the year were a cash inflow from operating activities of \$25.15 million, offset by a cash outflow from investing activities of \$65.17 million and financing cash inflows of \$37.02 million.

The Statement of Capital Works shows that for the year ended 30 June 2023, Council had achieved total Capital Works expenditure of \$53.90 million, a decrease of \$6.94 million from the previous year. The main items of capital works for the year are as follows:

- Property (\$40.54 million) – The main items of expenditure include continuation of construction works at Northcote Aquatic and Recreation Centre, substantial buildings program works of the Preston Civic Precinct, and essential building renewal works at various locations.
- Plant and equipment (\$3.36 million) – The main items of expenditure include information technology (\$0.26 million), fleet replacement (\$1.31 million), library resources (\$0.59 million) and food and organic bin replacements (\$0.19 million).

- Infrastructure (\$9.80 million) – The main items of expenditure include roads and transport (\$4.67 million), footpaths and cycle ways (\$0.25 million), drainage (\$0.34 million), construction of the IW Dole Reserve wetlands (\$1.67 million), streetscape improvements (\$0.48 million) and play space equipment (\$0.56 million).

### Performance Statement – overview of reported results

The performance statement includes the results of the prescribed sustainable capacity, service performance and financial performance indicators and measures together with a description of the municipal district and an explanation of material variations in the results. This statement has been prepared to meet the requirements of the *Local Government Act 2020* and *Local Government (Planning and Reporting) Regulations 2020*. The performance measures cover the following activities:

### Sustainable Capacity Indicators

Indicator/measure	2021	2022	2023
Expenses per head of municipal population *	\$1,060	\$1,134	\$1,291
Infrastructure per head of municipal population *	\$4,405	\$4,747	\$5,310
Population density per length of road *	314	260	240
Own-source revenue per head of municipal population *	\$896	\$950	\$1,165
Recurrent grants per head of municipal population *	\$99	\$135	\$136
Relative socio-economic disadvantage	7.0	7.0	7.0
Percentage of staff turnover	13.4%	20.9%	19.1%

Note \* Applied ABS population estimate has fallen by 12,166 from the 2021/22 reporting year. The denominator of Municipal Population is the Estimated Resident Population as released by the ABS. For the 2021/22 year, this population was based on an estimate and since this period, the 2021 Census has been released and has resulted in a resetting of the ERP of 162,491 (2021) to 150,335 (2021) and 150,325 (2022).

### Service Performance Indicators

Indicator/measure	2021	2022	2023
Aquatic Facilities - utilisation	1.9	1.6	2.7
Animal management prosecutions (% of successful prosecutions)	0	100.0%	100.0%
Food Safety – non-compliance notifications	100.0%	100.0%	100.0%
Governance – satisfaction with Council decisions	68.0	66.0	58.0
Libraries – active borrowers	12.3%	10.9%	11.1%
Maternal & Child Health - participation	71.5%	70.4%	74.8%
Participation in the MCH service by Aboriginal children	76.6%	71.1%	73.9%
Roads - satisfaction	70.0	70.0	67.0
Statutory Planning – upheld at VCAT	47.8%	20.0%	85.7%
Waste Collection – landfill diversion	63.6%	50.2%	54.1%

**Financial Performance Indicators**

Indicator/measure	2021	2022	2023
Expenditure level	\$2,418	\$2,508	\$2,623
Revenue level (assessment) #	\$1,806	\$1,835	\$1,631
Working capital	172.0%	140.2%	183.4%
Unrestricted cash	68.6%	25.4%	53.2%
Loans & borrowings	0.00%	7.27%	33.08%
Loans & borrowings repayments	0.00%	0.00%	1.34%
Indebtedness	1.4%	7.1%	26.2%
Asset renewal and upgrade	110.4%	141.6%	128.2%
Adjusted underlying result	-0.2%	-0.5%	4.0%
Rates concentration	76.4%	75.1%	71.1%
Rates effort	0.22%	0.22%	0.20%

# In 22/23 the Waste Charge was first separated from General Rates.

Comments are included in the Statements on any significant variances.

**CONSIDERATION OF LOCAL GOVERNMENT ACT (2020) PRINCIPLES****Financial Management**

N/A

**Community Engagement**

N/A

**Other Principles for consideration****Overarching Governance Principles and Supporting Principles**

(g) the ongoing financial viability of the Council is to be ensured;

**Public Transparency Principles**

(c) Council information must be understandable and accessible to members of the municipal community;

**Strategic Planning Principles**

(a) an integrated approach to planning, monitoring and performance reporting is to be adopted;

**Service Performance Principles**

(c) quality and costs standards for services set by the Council should provide good value to the municipal community;

## COUNCIL POLICY CONSIDERATIONS

### Environmental Sustainability Considerations (including Climate Emergency)

The Financial Report and the Performance Statement for the year ended 30 June 2023 incorporate Council's funding and delivery of environmental operations in a range of areas including waste collection, recycling services, street cleaning, litter collection, park and sporting field maintenance and improvements in the context of drought, water-saving and energy efficiency measures.

### Equity, Inclusion, Wellbeing and Human Rights Considerations:

The Financial Report and the Performance Statement for the year ended 30 June 2023 reflect and incorporate the equity, inclusion and wellbeing initiatives delivered during 2022-23.

### Economic Development and Cultural Considerations

The Financial Report and the Performance Statement for the year ended 30 June 2023 reflect and incorporate the economic development initiatives delivered during 2022-23.

### Operational Impacts

N/A

### Legal and Risk Implications

There have been no legal or risk issues which have been identified that impact on this report.

### Audit and Risk Committee Meeting – 11 September 2023

The Draft Annual Financial Report and Performance Statement for the year ended 30 June 2023 were presented to Council's Audit and Risk Committee on Wednesday 11 September 2023. The Audit Committee **recommended** that the Council:

- (1) Approve in-principle the Annual Financial Report and the Annual Performance Statement for the year ended 30 June 2023;
- (2) The Council resolution to approve 'in-principle' the following authorisations:
  - Authorise the Chief Executive Officer to forward the Annual Financial Report and the Annual Performance Statement to the Victorian Auditor-General's Office;
  - Any subsequent events and material impact to be presented to the Audit and Risk Committee;
  - Authorise the Chief Executive Officer, the Mayor, and another Councilor to certify the final versions of the Annual Financial Report and the Annual Performance Statement and;
  - Authorise the Chief Financial Officer to make any non-material changes to the Annual Financial Report and the Annual Performance Statement that may arise from the completion of audit and internal review procedures.

The Audit and Risk Committee also **noted**:

- The Draft 2022-23 Finance Statement and Performance Report;
- The Annual Financial Report for the year ended 30 June 2023 as Appendix A;



- The Annual Performance Statement for the year ended 30 June 2023 as Appendix B;
- The questions sent by the Committee members on Draft Financial Report and Performance Statement for the year ended 30 June 2023 in advance of the meeting, the responses provided by the management out of session and follow up queries and discussions held during the meeting,
- The Management Representation Letters to VAGO and Council in respect to the Annual Financial Report and the Annual Performance Statement and that the representations contain no qualifications or limitations;
- The VAGO Closing Report for the year ended 30 June 2023, and in doing so, notes that VAGO will issue clear audit opinions on the Annual Financial Report and the Annual Performance Statement;
- Any matters raised by Committee members prior to the meeting regarding the draft Annual Financial Report and the draft Performance Statement have been resolved satisfactorily;
- Committee members be provided with final copies of the signed Annual Financial Report and the Annual Performance Statement;
- The Committee's recognition and acknowledgement of the work done by the General Manager Governance and Engagement, Chief Financial Officer, Coordinator Financial Accounting, Coordinator Management Accounting, Coordinator Corporate Strategy and other officers involved in the completion of the Annual Financial Report and Annual Performance Statement for the year ended 30 June 2023 despite the challenging and difficult circumstances; and
- The Committee's appreciation to the external auditors for their contribution to the finalisation of year end.
- The Committee's appreciation to the interim Chief Financial Officer for his contribution to the finalisation of year end.

## **IMPLEMENTATION ACTIONS**

A copy of the Council Minutes and signed certified Financial Report and Performance Statement will be provided to the Victorian Auditor General's office for consideration for certification.

The certified Financial Report and Performance Statement will be incorporated into Council's Annual Report.

## **RELATED DOCUMENTS**

- Council Plan 2021-2025
- Annual Budget 2022-2023

**Attachments**

- Annual Financial Report for the year ended 30 June 2023 (**Appendix A**)
- Performance Statement for the year ended 30 June 2023 (**Appendix B**)
- VAGO Final Management Letter (**Appendix C**)
- VAGO Closing Report for the year ended 30 June 2023 (**Appendix D**)
- Management Representation Letter (**Appendix E**)

**DISCLOSURE OF INTEREST**

Section 130 of the *Local Government Act 2020* requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any conflicts of interest in a matter to which the advice relates.

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

# Darebin City Council Annual Financial Report

For the Year Ended 30 June 2023



**Darebin City Council  
Financial Report  
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Darebin City Council  
2022/2023 Financial Report

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### Certification of the Financial Statements

In my opinion, the accompanying financial statements have been prepared in accordance with the *Local Government Act 2020*, the *Local Government (Planning and Reporting) Regulations 2020*, the Australian Accounting Standards and other mandatory professional reporting requirements.

---

Daryl Whitfort FCPA  
Principal Accounting Officer

Melbourne  
25 September 2023

In our opinion, the accompanying financial statements present fairly the financial transactions of the Darebin City Council for the year ended 30 June 2023 and the financial position of the Council as at that date.

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

We have been authorised by the Council and by the *Local Government (Planning and Reporting) Regulations 2020* to certify the financial statements in their final form.

---

Julie Williams  
Councillor

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Susanne Newton  
Councillor

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Peter Smith  
Chief Executive Officer

Melbourne  
25 September 2023

Darebin City Council  
2022/2023 Financial Report

**Comprehensive Income Statement**

For the Year Ended 30 June 2023

	Note	2023 \$'000	2022 \$'000
<b>Income / Revenue</b>			
Rates and charges	3.1	144,114	137,673
Statutory fees and fines	3.2	8,781	7,447
User fees	3.3	11,940	6,498
Grants - operating	3.4	20,777	20,820
Grants - capital	3.4	2,743	11,050
Contributions - monetary	3.5	5,272	4,937
Contributions - non monetary	3.5	691	653
Net gain on disposal of property, infrastructure, plant and equipment	3.6	251	-
Fair value adjustments for investment property	6.2	6,627	(71)
Other income	3.7	3,457	2,721
<b>Total income / revenue</b>		<b>204,653</b>	<b>191,728</b>
<b>Expenses</b>			
Employee costs	4.1	95,946	92,110
Materials and services	4.2	63,314	53,910
Depreciation	4.3	26,249	23,690
Amortisation - intangible assets	4.4	555	504
Amortisation - right of use assets	4.5	51	74
Bad and doubtful debts - allowance for impairment losses	4.6	1,463	722
Borrowing costs	4.7	695	3
Finance costs - leases	4.8	2	6
Net loss on disposal of property, infrastructure, plant and equipment	3.6	-	7,972
Other expenses	4.9	5,829	5,136
<b>Total expenses</b>		<b>194,104</b>	<b>184,127</b>
<b>Surplus for the year</b>		<b>10,549</b>	<b>7,601</b>
<b>Other comprehensive income</b>			
<b>Items that will not be classified to surplus or deficit in future periods</b>			
Net asset revaluation increment	6.2	-	157,170
<b>Total other comprehensive income</b>		<b>-</b>	<b>157,170</b>
<b>Total comprehensive result</b>		<b>10,549</b>	<b>164,771</b>

The above Comprehensive Income Statement should be read with the accompanying notes.

Darebin City Council  
2022/2023 Financial Report

**Balance Sheet**  
As at 30 June 2023

	Note	2023 \$'000	2022 \$'000
<b>Assets</b>			
<b>Current assets</b>			
Cash and cash equivalents	5.1 (a)	41,813	44,808
Trade and other receivables	5.1 (c)	22,232	23,520
Other financial assets	5.1 (b)	14,154	13,900
Inventories	5.2 (a)	66	101
Prepayments	5.2 (b)	2,901	2,640
Other assets	5.2 (b)	145	61
<b>Total current assets</b>		<b>81,311</b>	<b>85,030</b>
<b>Non-current assets</b>			
Trade and other receivables	5.1 (c)	2,704	3,351
Other financial assets	5.1 (b)	6	6
Property, infrastructure, plant and equipment	6.1	1,660,142	1,633,197
Right-of-use assets	5.8	29	80
Investment property	6.2	9,270	2,643
Intangible assets	5.2 (c)	1,241	1,356
<b>Total non-current assets</b>		<b>1,673,392</b>	<b>1,640,633</b>
<b>Total assets</b>		<b>1,754,703</b>	<b>1,725,663</b>
<b>Liabilities</b>			
<b>Current liabilities</b>			
Trade and other payables	5.3 (a)	13,082	30,386
Trust funds and deposits	5.3 (b)	6,908	5,938
Unearned income / revenue	5.3 (c)	1,254	2,615
Provisions	5.4	18,986	20,840
Interest-bearing liabilities	5.5	4,080	820
Lease liability	5.8	32	52
<b>Total current liabilities</b>		<b>44,342</b>	<b>60,651</b>
<b>Non-current liabilities</b>			
Provisions	5.4	2,380	1,846
Interest-bearing liabilities	5.5	43,478	9,180
Lease liability	5.8	-	32
<b>Total non-current liabilities</b>		<b>45,858</b>	<b>11,058</b>
<b>Total liabilities</b>		<b>90,200</b>	<b>71,709</b>
<b>Net assets</b>		<b>1,664,503</b>	<b>1,653,954</b>
<b>Equity</b>			
Accumulated surplus		593,470	573,076
Reserves	9.1	1,071,033	1,080,878
<b>Total equity</b>		<b>1,664,503</b>	<b>1,653,954</b>

The above Balance Sheet should be read with the accompanying notes.



Darebin City Council  
2022/2023 Financial Report

Statement of Changes in Equity

For the Year Ended 30 June 2023

	Note	Total \$'000	Accumulated Surplus \$'000	Asset Revaluation Reserve \$'000	Other Reserves \$'000
<b>2023</b>					
Balance at beginning of the financial year		1,653,954	573,076	1,055,675	25,203
Surplus for the year		10,549	10,549	-	-
Net asset revaluation increment/(decrement)	9.1 (a)	-	-	-	-
Transfers to other reserves	9.1 (b)	-	(6,878)	-	6,878
Transfers from other reserves	9.1 (b)	-	16,723	-	(16,723)
<b>Balance at end of financial year</b>		<b>1,664,503</b>	<b>593,470</b>	<b>1,055,675</b>	<b>15,358</b>

		Total \$'000	Accumulated Surplus \$'000	Asset Revaluation Reserve \$'000	Other Reserves \$'000
<b>2022</b>					
Balance at beginning of the financial year		1,489,183	564,636	898,505	26,042
Surplus for the year		7,601	7,601	-	-
Net asset revaluation increment/(decrement)	9.1 (a)	157,170	-	157,170	-
Transfers to other reserves	9.1 (b)	-	(6,580)	-	6,580
Transfers from other reserves	9.1 (b)	-	7,419	-	(7,419)
<b>Balance at end of financial year</b>		<b>1,653,954</b>	<b>573,076</b>	<b>1,055,675</b>	<b>25,203</b>

The above Statement of Changes in Equity should be read with the accompanying notes.

Darebin City Council  
2022/2023 Financial Report

**Statement of Cash Flows**  
For the Year Ended 30 June 2023

		2023 Inflows/ (Outflows) \$'000	2022 Inflows/ (Outflows) \$'000
	Note		
<b>Cash flows from operating activities</b>			
Rates and charges		144,663	136,438
Statutory fees and fines		7,487	6,260
User fees		13,371	8,297
Grants - operating		20,161	18,808
Grants - capital		743	7,555
Contributions - monetary		5,272	4,937
Interest received		2,240	386
Net trust funds and deposits		420	802
Other receipts		2,022	1,632
Net GST refund/(payment)		12,566	9,273
Employee costs		(96,910)	(93,377)
Materials and services		(86,625)	(66,260)
Short-term, low value and variable lease payments		(260)	(308)
<b>Net cash provided by operating activities</b>	9.2	<b>25,150</b>	<b>34,442</b>
<b>Cash flows from investing activities</b>			
Payments for property, infrastructure, plant and equipment	6.1	(65,669)	(51,559)
Proceeds from sale of property, infrastructure, plant and equipment		745	1,317
Proceeds from sale of investments		-	2,952
Payments for investments		(254)	-
Repayment of loans and advances		9	9
<b>Net cash (used in) investing activities</b>		<b>(65,169)</b>	<b>(47,281)</b>
<b>Cash flows from financing activities</b>			
Finance costs		(480)	-
Proceeds from borrowings		39,000	10,000
Repayment of loan and borrowings		(1,442)	-
Interest paid - lease liability		(2)	(6)
Repayment of lease liabilities		(52)	(74)
<b>Net cash provided by/(used in) financing activities</b>		<b>37,024</b>	<b>9,920</b>
Net (decrease) / increase in cash and cash equivalents		(2,995)	(2,919)
Cash and cash equivalents at the beginning of the financial year		44,808	47,727
<b>Cash and cash equivalents at the end of the financial year</b>	5.1	<b>41,813</b>	<b>44,808</b>
Financing arrangements	5.6		

*The above Statement of Cash Flows should be read with the accompanying notes.*

Darebin City Council  
2022/2023 Financial Report

Statement of Capital Works  
For the Year Ended 30 June 2023

	Note	2023 \$'000	2022 \$'000
<b>Property</b>			
Buildings		39,438	40,442
<b>Total buildings</b>		<b>39,438</b>	<b>40,442</b>
<b>Total property</b>		<b>39,438</b>	<b>40,442</b>
<b>Plant and equipment</b>			
Plant, machinery and equipment		2,431	4,168
Fixtures, fittings and furniture		83	27
Computers and telecommunications		452	819
Library books		593	349
<b>Total plant and equipment</b>		<b>3,559</b>	<b>5,363</b>
<b>Infrastructure</b>			
Roads		4,671	3,667
Bridges		41	65
Footpaths and cycleways		251	3,564
Drainage		338	706
Land improvements		689	3,936
Recreation, leisure and community facilities		-	1,232
Parks, open space and streetscapes		3,685	1,673
Off street car parks		-	194
Waste management		1,229	-
<b>Total infrastructure</b>		<b>10,904</b>	<b>15,037</b>
<b>Total capital works expenditure</b>		<b>53,901</b>	<b>60,842</b>
<b>Represented by:</b>			
New asset expenditure		4,720	17,242
Asset renewal expenditure		25,200	27,556
Asset expansion expenditure		15,526	10,046
Asset upgrade expenditure		8,455	5,998
<b>Total capital works expenditure</b>		<b>53,901</b>	<b>60,842</b>

*The above Statement of Capital Works should be read with the accompanying notes.*

Darebin City Council  
2022/2023 Financial Report

**Notes to the financial report**  
As at 30 June 2023

**Note 1 OVERVIEW**

**Introduction**

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

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

**Statement of compliance**

These financial statements are a general purpose financial report that consists of a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows, Statement of Capital Works and Notes accompanying these financial statements. The general purpose financial report complies with the Australian Accounting Standards (AAS), other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 2020, and the Local Government (Planning and Reporting) Regulations 2020.

The Council is a not-for-profit entity and therefore applies the additional AUS paragraphs applicable to a not-for-profit entity under the Australian Accounting Standards.

**Significant accounting policies**

**(a) Basis of accounting**

Accounting policies are selected and applied in a manner which ensures that the resulting financial information satisfies the concepts of relevance and reliability, thereby ensuring that the substance of the underlying transactions or other events is reported. Accounting policies applied are disclosed in sections where the related balance or financial statement matter is disclosed.

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

The financial statements are based on the historical cost convention unless a different measurement basis is specifically disclosed in the notes to the financial statements.

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

The financial statements have been prepared on a going concern basis. The financial statements are in Australian dollars. The amounts presented in the financial statements have been rounded to the nearest thousand dollars unless otherwise specified. Minor discrepancies in tables between totals and the sum of components are due to rounding.

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

- the determination of whether performance obligations are sufficiently specific so as to determine whether an arrangement is within the scope of *AASB 15 Revenue from Contracts with Customers* or *AASB 1058 Income of Not-for-Profit Entities* (refer to Note 3)
- the determination of employee provisions (refer to Note 5.4)
- the determination, in accordance with *AASB 16 Leases*, of the lease term, the estimation of the discount rate when not implicit in the lease and whether an arrangement is in substance short-term or low value (refer to Note 5.8)
- the fair value of land, buildings, infrastructure, plant and equipment (refer to Note 6.1)
- the determination of depreciation for buildings, infrastructure, plant and equipment (refer to Note 6.1)
- other areas requiring judgements

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

**Goods and Services Tax (GST)**

Income and expenses are recognised net of the amount of associated GST. Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the taxation authority is included with other receivables or payables in the balance sheet.

Darebin City Council  
2022/2023 Financial Report

**Notes to the financial report**  
For the Year Ended 30 June 2023

**Note 2 Analysis of our results**

**Note 2.1 Performance against budget**

The performance against budget notes compare Council's financial plan, expressed through its annual budget, with actual performance. The Local Government (Planning and Reporting) Regulations 2020 requires explanation of any material variances. Council has adopted a materiality threshold of the lower of 10 percent and \$1.9 million where further explanation is warranted. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

These notes are prepared to meet the requirements of the Local Government Act 2020 and the Local Government (Planning and Reporting) Regulations 2020.

**2.1.1 Income / Revenue and Expenditure**

	Budget 2023 \$'000	Actual 2023 \$'000	Variance \$'000	Variance %	Ref
<b>Income / Revenue</b>					
Rates and charges	146,676	144,114	(2,562)	-2%	I1
Statutory fees and fines	10,440	8,781	(1,659)	-16%	I2
User fees	14,707	11,940	(2,767)	-19%	I3
Grants - operating	17,107	20,777	3,670	21%	I4
Grants - capital	1,322	2,743	1,421	107%	I5
Contributions	6,131	5,963	(168)	-3%	
Net gain on disposal of property, infrastructure, plant and equipment	631	251	(380)	-60%	I6
Fair value adjustments for investment property	-	6,627	6,627	100%	I7
Other income	1,398	3,457	2,059	147%	I8
<b>Total income / revenue</b>	<b>198,412</b>	<b>204,653</b>	<b>6,241</b>	<b>3%</b>	
<b>Expenses</b>					
Employee costs	98,348	95,946	2,402	2%	E1
Materials and services	57,766	63,314	(5,548)	-10%	E2
Bad and doubtful debts - allowance for impairment losses	975	1,463	(488)	-50%	E3
Finance costs - leases	2	2	0	0%	
Depreciation	24,097	26,249	(2,152)	-9%	E4
Amortisation - intangible assets	443	555	(112)	-25%	
Amortisation - right of use assets	13	51	(38)	-292%	
Borrowing costs	207	695	(488)	-236%	E5
Other expenses	8,299	5,829	2,470	30%	E6
<b>Total expenses</b>	<b>190,150</b>	<b>194,104</b>	<b>(3,954)</b>	<b>-2%</b>	
<b>Surplus/(deficit) for the year</b>	<b>8,262</b>	<b>10,549</b>	<b>2,287</b>	<b>28%</b>	

Darebin City Council  
2022/2023 Financial Report

**Notes to the financial report**  
For the Year Ended 30 June 2023

**Note 2 Analysis of our results**

**Note 2.1 Performance against budget**

**(i) Explanation of material variations**

<b>Var Ref</b>	<b>Item</b>	<b>Explanation</b>
<b>11</b>	Rates and charges	Rates and charges were not achieved due to the delay in roll-out of the new Solar Saver special charge scheme (\$1.90 million) and lower than anticipated supplementary valuation occurring after the 2022 general re-valuation (\$0.38 million).
<b>12</b>	Statutory fees and fines	Statutory fees and fines were not achieved due to lower animal registrations and local law fines issued (\$1.08 million), lower traffic infringements issued against budget (\$0.28 million) offset by an increase in building and planning fees in line with greater development undertaken within the municipality (\$0.55 million).
<b>13</b>	User fees	User fees and charges were not achieved due to lower than anticipated waste and tipping fees at the newly operated Darebin Resource and Recovery Centre (\$0.96 million), lower fees collected at Bundoora Park (\$0.29 million), Bundoora Homestead (\$0.41 million)
<b>14</b>	Grants - operating	Grants - operating were favourable to budget by \$3.67 million due to the advance receipt of 100% of the estimated 2023/24 Commonwealth Financial Assistance Grants (\$1.65 million), unbudgeted Eighty-Six festival funding (\$0.6 million) and also funding received for Positive ageing care finders (\$0.56 million).
<b>15</b>	Grants - capital	Grants - capital were favourable to budget by \$1.4 million due to funding received for Local Roads and Community Infrastructure which was not budgeted to be received in 2022/23 (\$0.46 million). Council also received additional grant funding for the completion of IW Dole Reserve wetlands (\$0.49 million), open space improvements (\$0.48 million), and the completed Narrandjeri Stadium (\$0.2 million).
<b>16</b>	Net gain/(loss) on disposal of property, infrastructure, plant and equipment	Net gain/(loss) on disposal of property, infrastructure, plant and equipment included in the result the write-off of building and improvement assets associated with the old Intercultural Centre (\$0.38 million).
<b>17</b>	Fair value adjustments for investment property	Fair value adjustment for investment property was exceeded due to an increase in the fair value of the iceHQ stadium at CH Sullivan Reserve stadium (\$6.1 million). The stadium building and infrastructure has undertaken substantial renovation from the lessee in recent years which has resulted in an increase in the assets fair valuation. Fair value movements in investment property are not budgeted for during the year.
<b>18</b>	Other income	Other income is favourable to budget by \$2.06 million due to the increase in deposit interest rates which has resulted in higher interest income received (\$0.67 million) for the year, an increase in property rental and lease income (\$0.46 million) and unbudgeted cost recovery for workcover and paid parental leave scheme (\$0.79 million).

Darebin City Council  
2022/2023 Financial Report

**Notes to the financial report**  
For the Year Ended 30 June 2023

**Note 2 Analysis of our results**

**Note 2.1 Performance against budget**

<b>E1</b> Employee costs	Employee costs were favourable to budget by \$2.4 million mainly due to staff vacancies and delays in recruitment. The improvement in the State's economic position and unemployment rates has caused delays in the filling of vacant positions across all Council services. These include but are not limited to Recovery, resilience and economic development (\$0.98 million), City development (\$0.37 million), City futures (\$0.49 million) and Supported and connected living (\$0.89 million).
<b>E2</b> Materials and services	Materials and services were exceeded due to a higher than anticipated major maintenance expenditure that was originally anticipated as capital works expenditure. This includes purchases or projects not recognised as assets in accordance with Council's asset capitalisation policy thresholds, \$4.8 million (see Note 6). Projects include, information technology (\$0.3 million), minor building works (\$0.5 million), library resources (\$0.2 million), IT Software as a Service purchases (Saas) (\$0.4 million) and tree planting and rewilding projects (\$1.0 million).
<b>E3</b> Bad and doubtful debts	Bad and doubtful debts were unfavourable to budget by \$0.48 million mainly due to a higher provision amount required as a result of the increased traffic fines and Local Law infringements referred to Fines Victoria in 2022/23 and the finalisation of a property related debt.
<b>E4</b> Depreciation and amortisation	Depreciation and amortisation was exceeded due to the full year impact of building revaluation undertaken in 2021-22.
<b>E5</b> Borrowing costs	Borrowing costs were exceeded due to the impact of rising interest rates and the timing of setting of the 2022-23 Annual Budget.
<b>E6</b> Other expenses	Other expenses were favourable by \$2.47 million mainly due to a lower than expected contributions and community support funding provided (\$0.32 million) and concessions and rebates associated with the new FOGO waste charge (\$0.65 million) and contributions made under the Solar Saver special charge (\$1.10 million).



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Notes to the financial report

As at 30 June 2023

Note 2.1 Performance against budget

2.1.2 Capital Works

	Budget 2023 \$'000	Actual 2023 \$'000	Variance \$'000	Variance %	Ref
<b>Property</b>					
Land	1,500	-	(1,500)	100%	CW1
<b>Total Land</b>	<b>1,500</b>	<b>-</b>	<b>(1,500)</b>	<b>100%</b>	
Buildings	45,155	39,438	(5,717)	-13%	CW2
<b>Total Buildings</b>	<b>45,155</b>	<b>39,438</b>	<b>(5,717)</b>	<b>-13%</b>	
<b>Total Property</b>	<b>46,655</b>	<b>39,438</b>	<b>(7,217)</b>	<b>-15%</b>	
<b>Plant and Equipment</b>					
Plant, machinery and equipment	2,880	2,431	(449)	-16%	CW3
Fixtures, fittings and furniture	-	83	83	100%	
Computers and telecommunications	2,100	452	(1,648)	-78%	CW4
Library books	800	593	(207)	-26%	CW5
<b>Total Plant and Equipment</b>	<b>5,780</b>	<b>3,559</b>	<b>(2,221)</b>	<b>-38%</b>	
<b>Infrastructure</b>					
Roads	4,418	4,671	253	6%	
Bridges	767	41	(726)	-95%	CW6
Footpaths and cycleways	1,300	251	(1,049)	-81%	CW7
Drainage	1,086	338	(748)	-69%	CW8
Land improvements	1,540	689	(851)	-55%	CW9
Recreational, leisure and community facilities	350	-	(350)	-100%	
Parks, open space and streetscapes	4,331	3,685	(646)	-15%	CW10
Waste management	-	1,229	1,229	100%	CW11
<b>Total Infrastructure</b>	<b>13,792</b>	<b>10,904</b>	<b>(2,888)</b>	<b>-21%</b>	
<b>Total Capital Works Expenditure</b>	<b>66,227</b>	<b>53,901</b>	<b>(12,326)</b>	<b>-19%</b>	
<b>Represented by:</b>					
New asset expenditure	3,384	4,720	1,336	39%	
Asset renewal expenditure	29,904	25,200	(4,704)	-16%	
Asset expansion expenditure	18,672	15,526	(3,146)	-17%	
Asset upgrade expenditure	14,267	8,455	(5,812)	-41%	
<b>Total Capital Works Expenditure</b>	<b>66,227</b>	<b>53,901</b>	<b>(12,326)</b>	<b>-19%</b>	

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As at 30 June 2023

Note 2.1 Performance against budget

(i) Explanation of material variations

Var Ref	Item	Explanation
CW1	Land	The budget for land was not achieved due to delays in the settlement of Clements Reserve.
CW2	Buildings	The budget for buildings was not achieved was largely due to the deferral of the Bill Lawry Oval pavilion upgrade (\$4.1 million).
CW3	Plant, machinery and equipment	The budget for plant, machinery and equipment was not achieved due to delays in availability of heavy waste vehicles and mobile bins required to undertake Council's new food and organics waste collection service (\$0.3 million).
CW4	Computers and telecommunications	The budget for computers and telecommunications was not achieved mainly due to delays in it infrastructure upgrades (\$0.56 million) and several purchases that were not recognised as assets (\$0.75 million) in accordance with Council's policy (see Note 6).
CW5	Library books	The budget for library books was not achieved due to several purchases not recognised as assets (\$0.22 million) in accordance with Council's policy (see Note 6).
CW6	Bridges	The budget for bridges was not achieved due to delays in completion of the Gronn Street bridge (\$0.35 million).
CW7	Footpaths and cycleways	The budget for footpaths and cycleways was not achieved due to footpath infrastructure works included in roads and pavements (\$1.04 million).
CW8	Drainage	The budget for drainage was not achieved due to delays in works undertaken at Massey Avenue and Hartington Street (\$0.34 million) and expenditure incurred for the IW Dole Reserve wetlands included in parks, openspace and streetscapes (\$0.65 million).
CW9	Land improvements	The budget for land improvements was not achieved due to delays in the remediation of Clements Reserve (\$0.49 million) and several purchases that were not recognised as assets (\$0.1 million) in accordance with Council's policy (see Note 6).
CW10	Parks, open space and streetscapes	The budget for parks, open space and streetscapes was not achieved due to streetscape improvements included as footpath infrastructure works (\$2.41 million see CW7) and several purchases that were not recognised as assets (\$1.50 million) in accordance with Council's policy (see Note 6). This included tree planting and a minor landscaping streetscape improvement COVID recovery project.
CW11	Waste management	The budget for waste management was exceeded due to replacement mobile bins being budgeted within plant machinery and equipment category (\$0.12 million).

Darebin City Council  
2022/2023 Financial Report

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**Notes to the financial report**

As at 30 June 2023

**Note 2.2 Analysis of Council results by program**

Council delivers its functions and activities through the following programs.

**2.2.1 City Sustainability and Strategy**

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

**Operations and Capital**

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

**Community**

The Community Division provides high quality community focused programs, service delivery and communication to residents. The Community Division includes the following departments: Supported and Connected Living; Creative Culture and Events; Economic Recovery and Resilience; Equity and Wellbeing; Families, Youth and Children; and Recreation and Libraries.

**Governance and Engagement**

The Governance and Engagement Division's role is to act as a business partner by understanding the organisation's needs, risks and limitations and to provide timely specialist advice as well as smart, agile, customer oriented support. The Governance and Engagement Division includes the following departments: Communications, Engagement and Customer Experience; Finance; Information Services; People and Culture; Corporate Governance; and Property and Asset Strategy. Significant items allocated to the Division include general rates and charges, interest on rates and investments, Victorian Grants Commission funding and fair value adjustment for investment property.

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Notes to the financial report

As at 30 June 2023

Note 2.2 Analysis of Council results by program

2.2.2 Summary of income / revenue, expenses, assets and capital expenses by program

	Income / Revenue	Expenses	Surplus / (Deficit)	Grants included in income / revenue	Total assets
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>2023</b>					
City Sustainability and Strategy	10,878	28,320	(17,442)	1,850	199,701
Operations and Capital	8,153	76,586	(68,433)	1,974	950,160
Community	21,261	54,824	(33,563)	13,348	360,702
Governance and Engagement	164,361	34,374	129,987	6,348	244,140
	<b>204,653</b>	<b>194,104</b>	<b>10,549</b>	<b>23,520</b>	<b>1,754,703</b>
<b>2022</b>					
City Sustainability and Strategy	9,817	25,404	(15,587)	1,429	226,658
Operations and Capital	7,620	68,372	(60,752)	3,420	916,624
Community	23,228	52,429	(29,201)	17,755	323,048
Governance and Engagement	151,063	29,343	121,720	9,266	259,334
Non-attributable	-	8,579	(8,579)	-	-
	<b>191,728</b>	<b>184,127</b>	<b>7,601</b>	<b>31,870</b>	<b>1,725,663</b>

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As at 30 June 2023

2023	2022
\$'000	\$'000

**Note 3 Funding for the delivery of our services**

**3.1 Rates and charges**

Council uses 'capital improved value' as the basis of valuation of all properties within the municipal district. Capital improved value means the sum that land and all its improvements might be expected to realise at the time of valuation, if offered for sale on any reasonable terms and conditions.

The valuation base used to calculate general rates for 2022/23 was \$72,421 million (2021/22 \$61,619 million).

General rates	120,308	134,232
Cultural and recreational properties	19	23
Waste management charges	21,934	2,782
Special rates and charges	352	95
Supplementary rates and rate adjustments	413	541
Interest on rates and charges	1,088	-
<b>Total rates and charges</b>	<b>144,114</b>	<b>137,673</b>

The date of the latest general revaluation of land for rating purposes within the municipal district was 1 January 2022, and the valuation was first applied in the rating year commencing 1 July 2022.

Annual rates and charges are recognised as revenues when Council issues annual rates notices. Supplementary rates are recognised when a valuation and reassessment is completed and a supplementary rates notice issued.

Council adhered to the The Fair Go Rates System (FGRS) maximum amount increase rates set at 1.75%. The cap applies to both general rates and municipal charges and is calculated on the basis of Council's average rates and charges.

**3.2 Statutory fees and fines**

Animal registration	701	812
Building services	882	1,083
Environmental health	867	586
Statutory planning	1,355	1,558
Traffic enforcement	2,774	2,320
Infringement court recoveries	1,585	557
Other statutory fees and fines	617	531
<b>Total statutory fees and fines</b>	<b>8,781</b>	<b>7,447</b>

Statutory fees and fines (including parking fees and fines) are recognised as revenue when the service has been provided, the payment is received, or when the penalty has been applied, whichever first occurs.

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Notes to the financial report

As at 30 June 2023

	2023 \$'000	2022 \$'000
<b>3.3 User fees</b>		
Aged and health services	725	772
Arts and culture	1,756	881
Family, children and community programs	275	239
Golf course attendance	695	1,103
Leisure centres and recreation	2,981	1,774
Library	84	63
Recycling and waste charges	3,792	-
Registrations and other permits	1,544	1,571
Other fees and charges	88	95
<b>Total user fees</b>	<b>11,940</b>	<b>6,498</b>
<b>User fees by timing of revenue recognition</b>		
User fees recognised over time	687	767
User fees recognised at a point in time	11,253	5,731
<b>Total user fees</b>	<b>11,940</b>	<b>6,498</b>
User fees are recognised as revenue at a point in time, or over time, when (or as) the performance obligation is satisfied. Recognition is based on the underlying contractual terms.		
<b>3.4 Funding from other levels of government</b>		
Grants were received in respect of the following:		
<b>Summary of grants</b>		
Commonwealth funded grants	13,895	15,554
State funded grants	9,625	16,316
<b>Total grants</b>	<b>23,520</b>	<b>31,870</b>
<b>(a) Operating Grants</b>		
<b>Recurrent - Commonwealth Government</b>		
Diesel fuel rebate scheme	73	85
Care finder	564	-
Centre based care	296	252
General home care	6,032	5,779
Financial assistance grant - general purpose	4,506	4,938
Financial assistance grant - local roads	1,378	1,223
<b>Recurrent - State Government</b>		
Centre based care	-	4
Disability resource	462	110
Family support	566	527
General home care	1,463	1,481
Health and safety	127	123
Immunisation	134	162
Libraries	1,089	1,073
Maternal and child health	1,499	1,695
Playgroup initiatives	269	416
School crossings	776	629
Youth services	80	88
Other programs	69	48
<b>Total recurrent operating grants</b>	<b>19,383</b>	<b>18,633</b>

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As at 30 June 2023

	2023 \$'000	2022 \$'000
<b>3.4 Funding from other levels of government (continued)</b>		
<b><i>Non-recurrent - State Government</i></b>		
Child care / kindergartens	26	28
City development	397	-
Early years CALD outreach	164	-
Economic Recovery	-	893
Environmental and waste minimisation	40	444
Festivals and arts	622	329
Libraries	33	31
Safe and Sustainable school travel	38	-
Working for Victoria	-	409
Other programs	74	53
<b>Total non-recurrent operating grants</b>	<b>1,394</b>	<b>2,187</b>
<b>Total operating grants</b>	<b>20,777</b>	<b>20,820</b>
<b>(b) Capital Grants</b>		
<b><i>Recurrent - Commonwealth Government</i></b>		
Roads to Recovery	582	582
Local roads and community infrastructure program	465	2,696
<b><i>Recurrent - State Government</i></b>		
<b>Total recurrent capital grants</b>	<b>1,047</b>	<b>3,278</b>
<b><i>Non-recurrent - State Government</i></b>		
Blackspot funding	-	760
IW Dole Reserve wetlands	487	1,300
KP Hardiman Reserve	27	75
Minor works	54	212
Narrandjeri Stadium	200	433
Northcote golf course	160	-
Public open space improvement works	448	686
Public safety infrastructure	226	226
Outdoor activation	-	2,485
Sporting facility upgrades	26	480
Safe travel	40	89
Sportsfield lighting	28	1,026
<b>Total non-recurrent capital grants</b>	<b>1,696</b>	<b>7,772</b>
<b>Total capital grants</b>	<b>2,743</b>	<b>11,050</b>
<b>Total grants</b>	<b>23,520</b>	<b>31,870</b>

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As at 30 June 2023

	2023	2022
	\$'000	\$'000

3.4 Funding from other levels of government (continued)

(c) Recognition of grant income

Before recognising funding from government grants as revenue the Council assesses whether there is a contract that is enforceable and has sufficiently specific performance obligations in accordance with *AASB 15 Revenue from Contracts with Customers*. When both these conditions are satisfied, the Council:

- identifies each performance obligation relating to revenue under the contract/agreement.
- determines the transaction price
- recognises a contract liability for its obligations under the agreement
- recognises revenue as it satisfies its performance obligations, at the time or over time when services are rendered.

Where the contract is not enforceable and/or does not have sufficiently specific performance obligations, the Council applies *AASB 1058 Income for Not-for-Profit Entities*.

Grant revenue with sufficiently specific performance obligations is recognised over time as the performance obligations specified in the underlying agreement are met. Where performance obligations are not sufficiently specific, grants are recognised on the earlier of receipt or when an unconditional right to receipt has been established. Grants relating to capital projects are generally recognised progressively as the capital project is completed. The following table provides a summary of the accounting framework under which grants are recognised.

**Income recognised under AASB 1058 Income of Not-for-Profit Entities**

General purpose	5,884	6,162
Specific purpose grants to acquire non-financial assets	1,047	4,037
Other specific purpose grants	7,503	13,961

**Revenue recognised under AASB 15 Revenue from Contracts with Customers**

Specific purpose grants	9,086	7,862
	<b>23,520</b>	<b>32,022</b>

(d) Unspent grants received on condition that they be spent in a specific manner

**Operating**

Balance at start of year	489	3,315
Received during the financial year and remained unspent at balance date	1,951	152
Received in prior years and spent during the financial year	(152)	(2,978)
Balance at end of year	<b>2,288</b>	<b>489</b>

**Capital**

Balance at start of year	2,280	2,695
Received during the financial year and remained unspent at balance date	209	2,280
Received in prior years and spent during the financial year	(2,280)	(2,695)
Balance at end of year	<b>209</b>	<b>2,280</b>

Unspent grants are determined and disclosed on a cash basis.



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As at 30 June 2023

	2023 \$'000	2022 \$'000
<b>3.5 Contributions</b>		
<b>(a) Monetary</b>		
Developer contribution scheme	76	-
Drainage and open space	4,883	4,481
Small-scale technology certificates	-	43
Other operating	308	253
Other capital and minor works	5	160
Monetary	5,272	4,937
Non-monetary	691	653
<b>Total contributions</b>	<b>5,963</b>	<b>5,590</b>

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

Land under roads	53	143
Roads	60	92
Drainage	283	418
Shared paths	295	-
<b>Total non-monetary contributions</b>	<b>691</b>	<b>653</b>

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

**3.6 Net gain/(loss) on disposal of property, infrastructure, plant and equipment**

Proceeds of sale - rights of ways	162	135
Proceeds of sale - other assets	558	766
Written down value of assets disposed	(180)	(294)
Write-off of property, infrastructure and plant and equipment	(289)	(8,579)
<b>Total net gain/(loss) on disposal of property, infrastructure, plant and equipment</b>	<b>251</b>	<b>(7,972)</b>

The profit or loss on sale of an asset is determined when control of the asset has passed to the buyer.

**3.7 Other income**

Interest on investments, loans and advances	1,259	386
Property rental and leases	726	716
Workers' compensation insurance recovery	650	511
Insurance recovery	-	149
Other recovery of costs	822	959
<b>Total other income</b>	<b>3,457</b>	<b>2,721</b>

Interest is recognised as it is earned.

Other income is measured at the fair value of the consideration received or receivable and is recognised when Council gains control over the right to receive the income.

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As at 30 June 2023

	2023 \$'000	2022 \$'000
<b>Note 4 The cost of delivering services</b>		
<b>4.1 (a) Employee costs</b>		
Wages, salaries and related on-costs	77,358	74,776
Casual staff	5,887	5,801
Superannuation	9,861	9,099
Personal gratuity leave	126	152
WorkCover	2,558	2,012
Fringe benefits tax	156	270
<b>Total employee costs</b>	<b>95,946</b>	<b>92,110</b>
<b>(b) Superannuation</b>		
Council made contributions to the following funds:		
<b>Defined benefit fund</b>		
Employer contributions to Local Authorities Superannuation Fund (Vision Super)	356	414
	<b>356</b>	<b>414</b>
<b>Accumulation funds</b>		
Employer contributions to Local Authorities Superannuation Fund (Vision Super)	4,758	4,760
Employer contributions - other funds	4,747	3,925
	<b>9,505</b>	<b>8,685</b>
Employer contributions payable at reporting date.	724	673
Refer to Note 9.3 for further information relating to Council's superannuation obligations.		
<b>4.2 Materials and services</b>		
Advertising, marketing and promotions	458	1,271
Apprentices and trainees	260	446
Banking fees and charges	375	347
Building repairs and maintenance	5,333	6,289
General repairs and maintenance	2,852	2,216
Consultants	3,900	2,814
Contract payments for goods and services	15,688	13,909
Fuel and oil	1,266	889
Insurances and excess	2,229	2,150
Information technology	5,488	4,429
Lease, rentals and hire	746	727
Licence and permit fees	524	472
Parts, materials and consumables	3,412	2,343
Memberships and subscriptions	649	293
Minor equipment purchases	742	912
Office administration	718	756
Waste management and tipping	14,393	9,769
Utilities	4,270	3,638
Other supplies and services	11	240
<b>Total materials and services</b>	<b>63,314</b>	<b>53,910</b>

Expenses are recognised as they are incurred and reported in the financial year to which they relate.

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Notes to the financial report

As at 30 June 2023

	2023 \$'000	2022 \$'000
<b>4.3 Depreciation</b>		
Property	7,679	6,048
Plant and equipment	3,183	3,594
Infrastructure	15,387	14,048
<b>Total depreciation</b>	<b>26,249</b>	<b>23,690</b>
Refer to Note 5.8 and 6.1 for a more detailed breakdown of depreciation and amortisation charges and accounting policy.		
<b>4.4 Amortisation - intangible assets</b>		
Intangibles	555	504
<b>Total amortisation - intangible assets</b>	<b>555</b>	<b>504</b>
<b>4.5 Amortisation - right of use assets</b>		
Property	22	22
Other equipment	29	52
<b>Total amortisation - right of use assets</b>	<b>51</b>	<b>74</b>
Refer to Note 5.8 for further information relating to Council's right of use assets.		
<b>4.6 Bad and doubtful debts - allowance for impairment losses</b>		
Parking fine debtors	104	228
Parking-related debtors - Fines Victoria	1,017	167
Other debtors	342	327
<b>Total bad and doubtful debts - allowance for impairment losses</b>	<b>1,463</b>	<b>722</b>
<b>Movement in allowance for impairment losses in respect of debtors</b>		
Balance at the beginning of the year	10,596	10,176
New provisions recognised during the year	1,497	1,120
Amounts already provided for and written off as uncollectible	(612)	(700)
<b>Balance at end of year</b>	<b>11,481</b>	<b>10,596</b>
An allowance for impairment losses in respect of debtors is recognised based on an expected credit loss model. This model considers both historic and forward looking information in determining the level of impairment.		
<b>4.7 Borrowing costs</b>		
Interest - borrowings	695	3
<b>Total borrowing costs</b>	<b>695</b>	<b>3</b>
<b>4.8 Finance costs - leases</b>		
Interest - lease liability	2	6
<b>Total finance costs - leases</b>	<b>2</b>	<b>6</b>
<b>4.9 Other expenses</b>		
Auditors' remuneration - VAGO - audit of the financial statements, performance statement and grant acquittals	75	63
Auditors' remuneration - internal audit	182	147
Community grants and other contributions	2,427	2,691
Councillor allowances	443	412
Fire Services Property Levy	152	148
Legal expenses	1,988	1,273
Fines Victoria processing costs	177	70
Special rate payments	330	332
Write-off of other financial assets	55	-
<b>Total other expenses</b>	<b>5,829</b>	<b>5,136</b>

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Notes to the financial report  
As at 30 June 2023

	2023 \$'000	2022 \$'000
<b>Note 5 Our financial position</b>		
<b>5.1 Financial assets</b>		
<b>(a) Cash and cash equivalents</b>		
Cash on hand	13	15
Cash at bank	7,617	1,039
Money market call accounts	26,683	31,741
Term deposits and floating rate notes	7,500	12,013
	<b>41,813</b>	<b>44,808</b>
<b>(b) Other financial assets</b>		
<b>Current</b>		
Term deposits and floating rate notes	14,154	13,900
<b>Total current other financial assets</b>	<b>14,154</b>	<b>13,900</b>
<b>Non-current</b>		
Unlisted shares in corporations at cost	6	6
<b>Total non-current other financial assets</b>	<b>6</b>	<b>6</b>
<b>Total other financial assets</b>	<b>14,160</b>	<b>13,906</b>
<b>Total financial assets</b>	<b>55,973</b>	<b>58,714</b>

Council invested in floating rate notes (FRN) and deposits that have a maturity profile ranging from 60 days to 5 years.

These investments are classified as current as at 30 June due to:

- Investments will be redeemed based on cash requirements at any point in time
- Council's sizeable capital works program and the deferral of rate payments is expected to impact on short to medium cash requirements
- FRNs and deposits have a guaranteed margin over the 90 Day Bank Bill Swap Rate (90D BBSW) and can be redeemed without break penalty
- FRN and deposits coupon rates are reset every 90 days

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

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

Other financial assets including term deposits and those with original maturity dates of three to 12 months are classified as current, whilst term deposits with maturity dates greater than 12 months are classified as non-current.

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As at 30 June 2023

	2023 \$'000	2022 \$'000
<b>5.1 Financial assets (continued)</b>		
<b>(c) Trade and other receivables</b>		
<b>Current</b>		
<i>Statutory receivables</i>		
Rates debtors	15,616	16,397
Special rate assessment	738	942
Permits and Infringement debtors	12,094	11,378
Net GST receivable	1,313	3,238
Less: Provision for doubtful debts - infringements	(10,834)	(10,167)
<i>Non statutory receivables</i>		
Other debtors	3,943	2,152
Less: Provision for doubtful debts - other	(647)	(429)
Loans and advances	9	9
Total current trade and other receivables	22,232	23,520
<b>Non-current</b>		
<i>Statutory receivables</i>		
Special rate assessment	2,686	3,324
<i>Non statutory receivables</i>		
Loans and advances	18	27
Total non-current trade and other receivables	2,704	3,351
<b>Total trade and other receivables</b>	<b>24,936</b>	<b>26,871</b>

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

**(d) Ageing of receivables**

The ageing of Council's trade and other receivables (excluding statutory receivables) was:

Current (not yet due)	2,543	759
Past due by up to 30 days	302	89
Past due between 31 and 60 days	425	16
Past due between 61 and 90 days	76	12
Past due between 91 and 181 days	53	180
Past due between 181 and 365 days	1	2
Past due by more than 1 year	543	1,094
<b>Total trade and other receivables</b>	<b>3,943</b>	<b>2,152</b>

**5.1 Financial assets (continued)**

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

At balance date, other debtors representing financial assets with a nominal value of \$899,000 (2022: \$1,094,000) were impaired. The amount of the provision raised against these debtors was \$647,000 (2022: \$429,000). They individually have been impaired as a result of their doubtful collection. Many of the long outstanding past due amounts have been lodged with Council's debt collectors or are on payment arrangements.

Past due between 31 days and more than 1 year	647	429
<b>Total trade and other receivables</b>	<b>647</b>	<b>429</b>

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	2023 \$'000	2022 \$'000	
<b>5.2 Non-financial assets</b>			
<b>(a) Inventories</b>			
Inventories held for distribution	42	81	
Inventories held for sale	24	20	
<b>Total inventories</b>	<b>66</b>	<b>101</b>	
Inventories held for distribution are measured at cost, adjusted when applicable for any loss of service potential. All other inventories, including land held for sale, are measured at the lower of cost and net realisable value. Where inventories are acquired for no cost or nominal consideration, they are measured at current replacement cost at the date of acquisition.			
<b>(b) Other assets</b>			
Accrued income	145	61	
Prepayments	2,901	2,640	
<b>Total other assets</b>	<b>3,046</b>	<b>2,701</b>	
<b>(c) Intangible assets</b>			
Software and system development costs	1,114	1,229	
Water-use licences	127	127	
<b>Total intangible assets</b>	<b>1,241</b>	<b>1,356</b>	
	<b>Software</b>	<b>Water rights</b>	<b>Total</b>
	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>
<b>Gross carrying amount</b>			
Balance at 1 July 2022	7,639	127	7,766
Other additions	440	-	440
Balance at 30 June 2023	8,079	127	8,206
<b>Accumulated amortisation and impairment</b>			
Balance at 1 July 2022	(6,410)	-	(6,410)
Amortisation expense	(555)	-	(555)
Balance at 30 June 2023	(6,965)	-	(6,965)
Net book value at 30 June 2022	1,229	127	1,356
Net book value at 30 June 2023	1,114	127	1,241

Intangible assets with finite lives are amortised as an expense on a systematic basis over the asset's useful life. Amortisation is generally calculated on a straight-line basis at a rate that allocates the asset value, less any estimated residual value over its estimated useful life. Estimates of the remaining useful lives and amortisation method are reviewed at least annually, and adjustments made where appropriate. Water-use licences entitle Council to irrigate specific parcels of land within the municipality. Current licences are valued at historical cost.

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	2023 \$'000	2022 \$'000
<b>5.3 Payables, trust funds and deposits and unearned income/revenue</b>		
<b>(a) Trade and other payables</b>		
<b>Current</b>		
Trade payables	11,734	27,579
Employee costs - (payable)	618	264
Accrued expenses	730	2,543
<b>Total current trade and other payables</b>	<b>13,082</b>	<b>30,386</b>
<b>(b) Trust funds and deposits</b>		
<b>Current</b>		
Contractor and security deposits	6,086	5,739
Fire Services Property Levy payable	632	82
Retention amounts	190	117
<b>Total current trust funds and deposits</b>	<b>6,908</b>	<b>5,938</b>
<b>(c) Unearned income/revenue</b>		
<b>Current</b>		
Unspent conditional operating grants	827	152
Grants received on behalf of other entities	320	2,320
Unearned income	107	143
<b>Total current unearned income/revenue</b>	<b>1,254</b>	<b>2,615</b>

Unearned income/revenue represents contract liabilities and reflects consideration received in advance from customers in respect of performances and events held at venues. Unearned income/revenue are derecognised and recorded as revenue when promised goods and services are transferred to the customer. Refer to Note 3.

Amounts received as deposits and retention amounts controlled by Council are recognised as trust funds until they are returned, transferred in accordance with the purpose of the receipt, or forfeited. Trust funds that are forfeited, resulting in Council gaining control of the funds, are to be recognised as revenue at the time of forfeit.

*Purpose and nature of items*

Contractor and security deposits - deposits are taken by Council as a form of surety in a number of circumstances, including in relation to building works, tender deposits, contract deposits, and the use of civic facilities and other Council assets.

Fire Services Property Levy - Council is the collection agent for the Fire Services Property Levy on behalf of the State Government. Council remits amounts received on a quarterly basis. Amounts disclosed here will be remitted to the State Government in line with that process.

Retention amounts - Council has a contractual right to retain certain amounts until a contractor has met certain requirements or a related warrant or defect period has elapsed. Subject to the satisfactory completion of the contractual obligations, or the elapsing of time, these amounts will be paid to the relevant contractor in line with Council's contractual obligations.

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As at 30 June 2023

5.4 Provisions

	Employee \$'000	Total \$'000
<b>2023</b>		
Balance at beginning of the financial year	22,687	<b>22,687</b>
Additional provisions	5,907	<b>5,907</b>
Amounts used	(6,729)	<b>(6,729)</b>
Change in the discounted amount arising because of time and the effect of any change in the discount rate	(499)	<b>(499)</b>
<b>Balance at the end of the financial year</b>	<b>21,366</b>	<b>21,366</b>
Provisions - Current	18,986	18,986
Provisions - Non-current	2,380	2,380
<b>2022</b>		
Balance at beginning of the financial year	24,208	24,208
Additional provisions	7,101	7,101
Amounts used	(8,225)	(8,225)
Change in the discounted amount arising because of time and the effect of any change in the discount rate	(397)	(397)
<b>Balance at the end of the financial year</b>	<b>22,687</b>	<b>22,687</b>
Provisions - Current	20,840	20,840
Provisions - Non-current	1,846	1,846
<b>(a) Employee provisions</b>	<b>2023</b>	<b>2022</b>
	<b>\$'000</b>	<b>\$'000</b>
<b>Current employee provisions expected to be wholly settled within 12 months</b>		
Annual leave	5,198	5,126
Long service leave	1,715	1,744
Personal gratuity	197	211
	<b>7,110</b>	<b>7,081</b>
<b>Current employee provisions expected to be wholly settled after 12 months</b>		
Annual leave	2,640	2,837
Long service leave	7,474	9,197
Personal gratuity	1,762	1,725
	<b>11,876</b>	<b>13,759</b>
Total current employee provisions	<b>18,986</b>	<b>20,840</b>
<b>Non-current</b>		
Long service leave	2,380	1,846
Total non-current employee provisions	<b>2,380</b>	<b>1,846</b>



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As at 30 June 2023

5.4 Provisions (continued)

The calculation of employee costs and benefits includes all relevant on-costs and are calculated as follows at reporting date.

*Annual leave*

A liability for annual leave is recognised in the provision for employee benefits as a current liability because the Council does not have an unconditional right to defer settlement of the liability. Liabilities for annual leave are measured at:

- nominal value if the Council expects to wholly settle the liability within 12 months
- present value if the Council does not expect to wholly settle within 12 months.

Liabilities that are not expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits as current liabilities, measured at the present value of the amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

*Long service leave*

Liability for long service leave (LSL) is recognised in the provision for employee benefits. Unconditional LSL is disclosed as a current liability as the Council does not have an unconditional right to defer settlement. Unconditional LSL is measured at nominal value if expected to be settled within 12 months or at present value if not expected to be settled within 12 months. Conditional LSL that has been accrued, where an employee is yet to reach a qualifying term of employment, is disclosed as a non-current liability and measured at present value.

*Personal gratuity leave*

Liabilities for personal gratuity leave expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits in respect of employee services up to the reporting date, classified as current liabilities and measured at their nominal values.

Liabilities that are not expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits as current liabilities, measured at present value of the amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

The following assumptions were adopted in measuring present values of employee benefits:

	2023 \$'000	2022 \$'000
	%	%
Weighted average rates of increase in employee costs	4.2	3.9
Weighted average discount rates	4.1	3.0
Weighted average settlement period	Years	Years
Long service leave	5.5	5.1
Annual leave	2.1	2.1

5.5 Interest-bearing liabilities

**Current**

Treasury Corporation of Victoria borrowings - secured	4,080	820
	<b>4,080</b>	<b>820</b>

**Non-Current**

Treasury Corporation of Victoria borrowings - secured	43,478	9,180
	<b>43,478</b>	<b>9,180</b>

<b>Total</b>	<b>47,558</b>	<b>10,000</b>
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Darebin City Council  
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**Notes to the financial report**

As at 30 June 2023

**5.5 Interest-bearing liabilities (continued)**

Borrowings are secured by a charge over the general rate revenue of Council

(a) The maturity profile for Council's borrowings is:

Treasury Corporation of Victoria borrowings - secured

Not later than one year	4,080	820
Later than one year and not later than five years	18,163	3,650
Later than five years	25,315	5,530
	<b>47,558</b>	<b>10,000</b>

Borrowings are initially measured at fair value, being the cost of the interest-bearing liabilities, net of transaction costs. The measurement basis subsequent to initial recognition depends on whether the Council has categorised its interest-bearing liabilities as either financial liabilities designated at fair value through the profit and loss, or financial liabilities at amortised cost. Any difference between the initial recognised amount and the redemption value is recognised in net result over the period of the borrowing using the effective interest method.

The classification depends on the nature and purpose of the interest-bearing liabilities. The Council determines the classification of its interest-bearing liabilities at initial recognition.

**5.6 Financing arrangements**

The Council has the following funding arrangements in place as at 30 June 2023

Credit card facility	100	100
Treasury Corporation of Victoria facilities	47,558	10,000
	<b>47,658</b>	<b>10,100</b>
Used facilities	47,583	10,025
Unused facilities	75	75

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5.7 Commitments

Council has entered into the following commitments. Commitments are not recognised in the Balance Sheet. Commitments are disclosed at their nominal value and presented inclusive of the GST payable.

(a) Commitments for expenditure

2023	Not later than 1 year \$'000	Later than 1 year and not later than 2 years \$'000	Later than 2 years and not later than 5 years \$'000	Later than 5 years \$'000	Total \$'000
<b>Operating</b>					
Animal welfare services	440	440	1,003	-	1,883
Information systems and technology	1,822	876	88	-	2,786
Internal audit	122	121	121	-	364
Collection/processing of recyclable waste (i)	3,658	3,658	7,585	-	14,902
Community support	2,839	1,193	-	-	4,032
Cleaning contracts for council buildings	497	-	-	-	497
Delivered meals	1,212	1,212	1,212	-	3,636
Golf course management	354	354	354	-	1,062
Insurance	2,389	-	-	-	2,389
Recreational facility management	674	675	675	-	2,024
Traffic signal maintenance	68	68	340	-	475
Tree maintenance	1,504	376	-	-	1,880
Waste disposal	7,558	7,019	8,781	-	23,357
<b>Total</b>	<b>23,137</b>	<b>15,992</b>	<b>20,159</b>	<b>-</b>	<b>59,287</b>
<b>Capital</b>					
Construction works	2,528	-	-	-	2,528
<b>Total</b>	<b>2,528</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,528</b>

2022	Not later than 1 year \$'000	Later than 1 year and not later than 2 years \$'000	Later than 2 years and not later than 5 years \$'000	Later than 5 years \$'000	Total \$'000
<b>Operating</b>					
Animal welfare services	650	650	867	-	2,167
Information systems and technology	1,633	976	1,493	-	4,103
Internal audit	316	317	-	-	633
Collection/processing of recyclable waste (i)	6,527	3,136	10,453	-	20,115
Cleaning contracts for council buildings	1,581	659	-	-	2,240
Delivered meals	1,355	1,355	-	-	2,710
Insurance	3,650	3,650	-	-	7,300
Traffic signal maintenance	70	70	210	210	561
Tree maintenance	1,587	1,588	397	-	3,572
Waste disposal	8,177	8,177	6,132	-	22,486
<b>Total</b>	<b>25,548</b>	<b>20,577</b>	<b>19,553</b>	<b>210</b>	<b>65,887</b>
<b>Capital</b>					
Construction works	44,685	-	-	-	44,685
<b>Total</b>	<b>44,685</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>44,685</b>

Note (i): All or part of these commitments are calculated based on a contracted rate multiplied by estimated level of service

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(b) Operating lease receivables

Operating lease receivables

The Council has entered into commercial property leases on its investment property, consisting of surplus freehold office complexes. These properties held under operating leases have remaining non-cancellable lease terms of between 1 and 10 years. All leases include a CPI based revision of the rental charge annually.

	2023 \$'000	2022 \$'000
Not later than one year	531	360
Later than one year and not later than five years	1,294	1,199
Later than five years	731	2,590
	<b>2,556</b>	<b>4,150</b>

5.8 Leases

At inception of a contract, Council would assess whether a contract is, or contains, a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. To identify whether a contract conveys the right to control the use of an identified asset, it is necessary to assess whether:

- the contract involves the use of an identified asset;
- the customer has the right to obtain substantially all of the economic benefits from use of the asset throughout the period of use; and
- the customer has the right to direct the use of the asset.

This policy is applied to contracts entered into, or changed, on or after 1 July 2019.

As a lessee, Council recognises a right-of-use asset and a lease liability at the lease commencement date. The right-of-use asset is initially measured at cost which comprises the initial amount of the lease liability adjusted for:

- any lease payments made at or before the commencement date less any lease incentives received; plus
- any initial direct costs incurred; and
- an estimate of costs to dismantle and remove the underlying asset or to restore the underlying asset or the site on which it is located.

The right-of-use asset is subsequently depreciated using the straight-line method from the commencement date to the earlier of the end of the useful life of the right-of-use asset or the end of the lease term. The estimated useful lives of right-of-use assets are determined on the same basis as those of property, plant and equipment. In addition, the right-of-use asset is periodically reduced by impairment losses, if any, and adjusted for certain measurements of the lease liability.

The lease liability is initially measured at the present value of the lease payments that are not paid at the commencement date, discounted using the interest rate implicit in the lease or, if that rate cannot be readily determined, an appropriate incremental borrowing rate. Generally, Council uses an appropriate incremental borrowing rate as the discount rate.

Lease payments included in the measurement of the lease liability comprise the following:

- fixed payments;
- variable lease payments that depend on an index or a rate, initially measured using the index or rate as at the commencement date;
- amounts expected to be payable under a residual value guarantee; and
- the exercise price under a purchase option that Council is reasonably certain to exercise, lease payments in an optional renewal period if Council is reasonably certain to exercise an extension option, and penalties for early termination of a lease unless Council is reasonably certain not to terminate early.

When the lease liability is remeasured in this way, a corresponding adjustment is made to the carrying amount of the right-of-use asset, or is recorded in profit or loss if the carrying amount of the right-of-use asset has been reduced to zero.

Under AASB 16 *Leases*, Council as a not-for-profit entity has elected not to measure right-of-use assets at initial recognition at fair value in respect of leases that have significantly below-market terms.

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5.8 Leases (continued)

Right-of-use assets	Property \$'000	Other P&E \$'000	Total \$'000
Balance at 1 July 2022	37	43	80
Amortisation charge	(22)	(29)	(51)
Balance at 30 June 2023	<u>15</u>	<u>14</u>	<u>29</u>
<b>Lease liabilities</b>		<b>2023</b>	<b>2022</b>
Maturity analysis - contractual undiscounted cash flows		<b>\$'000</b>	<b>\$'000</b>
Less than one year		38	54
More than five years		-	32
Total undiscounted lease liabilities as at 30 June:		<u>38</u>	<u>86</u>
Lease liabilities included in the Balance Sheet at 30 June:			
Current		32	52
Non-current		-	32
Total lease liabilities		<u>32</u>	<u>84</u>
<b>Short-term and low value leases</b>			
Council has elected not to recognise right-of-use assets and lease liabilities for short-term leases of machinery that have a lease term of 12 months or less and leases of low-value assets (individual assets worth less than existing capitalisation thresholds for a like asset up to a maximum of AUD\$10,000), including IT equipment. Council recognises the lease payments associated with these leases as an expense on a straight-line basis over the lease term.			
<b>Expenses relating to:</b>		<b>2023</b>	<b>2022</b>
		<b>\$'000</b>	<b>\$'000</b>
Short-term leases		4	2
Leases of low-value assets		306	380
Total		<u>310</u>	<u>382</u>
<b>Non-cancellable lease commitments - short-term and low-value leases</b>			
Commitments for minimum lease payments for short-term and low-value leases are payable as follows:			
Payable:			
Within one year		118	359
Later than one year but not later than five years		-	117
Total lease commitments		<u>118</u>	<u>476</u>

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**Notes to the financial report**  
As at 30 June 2023

**Note 6 Assets we manage**

**6.1 Property, infrastructure, plant and equipment**

**Summary of property, infrastructure, plant and equipment**

	Carrying amount 30 June 2022	Additions	Contributions	Revaluation	Depreciation	Disposal	Write-off	Transfer	Carrying amount 30 June 2023
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Land	861,743	-	53	-	-	-	-	-	861,796
Buildings	246,150	3,716	-	-	(7,679)	-	(275)	257	242,169
Plant and equipment	18,125	3,286	-	-	(3,183)	(183)	-	(2,200)	15,845
Infrastructure	473,729	8,088	638	-	(15,387)	-	(14)	5,774	472,828
Work in progress	33,450	38,810	-	-	-	-	(925)	(3,831)	67,504
	1,633,197	53,900	691	-	(26,249)	(183)	(1,214)	-	1,660,142

**Summary of Work in Progress**

	Opening WIP	Additions	Transfers	Write-offs	Closing WIP
	\$'000	\$'000	\$'000	\$'000	\$'000
Buildings	28,072	35,722	(3,683)	(437)	59,674
Plant and equipment	52	273	-	(52)	273
Infrastructure	5,326	2,816	(148)	(436)	7,557
Total	33,450	38,810	(3,831)	(925)	67,504

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**Note 6 Assets we manage**

**6.1 Property, infrastructure, plant and equipment**

**(a) Property**

	Land - specialised	Land - non specialised	Total Land	Buildings - heritage	Buildings - specialised	Buildings - non specialised	Work in progress	Total Buildings	Total Property
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
At fair value 1 July 2022	811,893	49,850	<b>861,743</b>	51,770	384,468	16,634	28,072	<b>480,944</b>	<b>1,342,687</b>
Accumulated depreciation at 1 July 2022	-	-	-	(31,251)	(166,625)	(8,846)	-	<b>(206,722)</b>	<b>(206,722)</b>
	811,893	49,850	<b>861,743</b>	20,519	217,843	7,788	28,072	<b>274,222</b>	<b>1,135,965</b>
<b>Movements in fair value</b>									
Additions	-	-	-	1,555	2,161	-	35,722	<b>39,438</b>	<b>39,438</b>
Contributed assets	53	-	<b>53</b>	-	-	-	-	-	<b>53</b>
Write-off	-	-	-	-	(431)	-	(437)	<b>(868)</b>	<b>(868)</b>
Transfers	-	-	-	902	(1,390)	-	(3,683)	<b>(4,171)</b>	<b>(4,171)</b>
	53	-	<b>53</b>	2,457	340	-	31,602	<b>34,399</b>	<b>34,452</b>
<b>Movements in accumulated depreciation</b>									
Depreciation and amortisation	-	-	-	(338)	(7,047)	(294)	-	<b>(7,679)</b>	<b>(7,679)</b>
Accumulated depreciation of write-off	-	-	-	-	156	-	-	<b>156</b>	<b>156</b>
Transfers	-	-	-	-	745	-	-	<b>745</b>	<b>745</b>
	-	-	-	(338)	(6,146)	(294)	-	<b>(6,779)</b>	<b>(6,779)</b>
At fair value 30 June 2023	811,946	49,850	<b>861,796</b>	54,227	384,808	16,634	59,674	<b>515,344</b>	<b>1,377,139</b>
Accumulated depreciation at 30 June 2023	-	-	-	(31,589)	(172,771)	(9,140)	-	<b>(213,501)</b>	<b>(213,501)</b>
Carrying amount	811,946	49,850	<b>861,796</b>	22,638	212,037	7,494	59,674	<b>301,843</b>	<b>1,163,639</b>

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Notes to the financial report  
As at 30 June 2023

**Note 6 Assets we manage**

**6.1 Property, infrastructure, plant and equipment**

**(b) Plant and Equipment**

	Plant machinery and equipment	Computers and telecomms	Fixtures fittings and furniture	Library books	Artwork & historical collections	Other	Work in progress	Total plant and equipment
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
At fair value 1 July 2022	33,679	11,137	6,883	10,771	2,092	8,314	52	72,928
Accumulated depreciation at 1 July 2022	(24,194)	(9,385)	(6,145)	(9,155)	-	(5,872)	-	(54,751)
	9,485	1,752	738	1,616	2,092	2,442	52	18,177
<b>Movements in fair value</b>								
Additions	2,351	259	83	593	-	-	273	3,559
Fair value of assets disposed	(2,071)	-	-	-	-	-	-	(2,071)
Write-off	-	-	-	-	-	-	(52)	(52)
Transfers	(8,451)	-	-	-	-	(6,147)	-	(14,598)
	(8,171)	259	83	593	-	(6,147)	221	(13,162)
<b>Movements in accumulated depreciation</b>								
Depreciation and amortisation	(1,425)	(945)	(155)	(470)	-	(188)	-	(3,183)
Accumulated depreciation of disposals	1,888	-	-	-	-	-	-	1,888
Transfers	7,263	-	-	-	-	5,135	-	12,398
	7,726	(945)	(155)	(470)	-	4,947	-	11,103
At fair value 30 June 2023	25,508	11,396	6,966	11,364	2,092	2,167	273	59,766
Accumulated depreciation at 30 June 2023	(16,468)	(10,330)	(6,300)	(9,625)	-	(925)	-	(43,648)
Carrying amount	9,040	1,066	666	1,739	2,092	1,242	273	16,118



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Notes to the financial report  
As at 30 June 2023

**Note 6 Assets we manage**

**6.1 Property, infrastructure, plant and equipment**

**(c) Infrastructure**

	Roads	Footpaths and cycleways	Bridges	Drainage	Recreation, leisure and community	Land improvements	Parks, open spaces and streetscapes	Off street car parks	Waste Management	Work in progress	Total Infrastructure
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000		\$'000	\$'000
At fair value 1 July 2022	312,273	128,443	11,576	191,723	297	71,696	41,854	8,402	-	5,326	771,590
Accumulated depreciation at 1 July 2022	(92,574)	(56,345)	(3,224)	(85,318)	(3)	(25,691)	(26,584)	(2,796)	-	0	(292,535)
	219,699	72,098	8,352	106,405	294	46,005	15,270	5,606	-	5,326	479,055
<b>Movements in fair value</b>											
Additions	4,256	251	-	338	-	459	1,555	-	1,229	2,816	10,904
Contributed assets	60	295	-	283	-	-	-	-	-	-	638
Write-off	-	-	-	-	-	-	(23)	-	-	(437)	(460)
Transfers	20	21	-	-	(6)	(1,008)	45	(1)	19,846	(148)	18,769
	4,336	567	-	621	(6)	(549)	1,577	(1)	21,075	2,231	29,851
<b>Movements in accumulated depreciation</b>											
Depreciation and amortisation	(5,445)	(2,572)	(143)	(1,598)	(6)	(2,022)	(2,703)	(186)	(712)	-	(15,387)
Accumulated depreciation of write-off	-	-	-	-	-	-	9	-	-	-	9
Transfers	-	-	-	-	-	138	(2)	-	(13,279)	-	(13,143)
	(5,445)	(2,572)	(143)	(1,598)	(6)	(1,884)	(2,696)	(186)	(13,991)	-	(28,521)
At fair value 30 June 2023	316,609	129,010	11,576	192,344	291	71,147	43,431	8,401	21,075	7,557	801,441
Accumulated depreciation at 30 June 2023	(98,019)	(58,917)	(3,367)	(86,916)	(9)	(27,575)	(29,280)	(2,982)	(13,991)	-	(321,056)
Carrying amount	218,590	70,093	8,209	105,428	282	43,572	14,151	5,419	7,084	7,557	480,385

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Notes to the financial report  
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**6.1 Property, infrastructure, plant and equipment**

*Acquisition*

The purchase method of accounting is used for all acquisitions of assets, being the fair value of assets provided as consideration at the date of acquisition plus any incidental costs attributable to the acquisition. Fair value is the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date.

Where assets are constructed by Council, cost includes all materials used in construction, direct labour, borrowing costs incurred during construction, and an appropriate share of directly attributable variable and fixed overheads.

In accordance with Council's policy, the threshold limits have applied when recognising assets within an applicable asset class and unless otherwise stated are consistent with the prior year.

*Asset recognition thresholds and depreciation periods*

	Depreciation Period	Threshold Limit \$
<b>Land and land improvements</b>		
land	-	5,000
land improvements	10 - 50 years	5,000
<b>Buildings</b>		
heritage buildings	50 - 225 years	5,000
buildings	20 - 80 years	5,000
building improvements	20 - 80 years	5,000
leasehold improvements	Life of lease	5,000
<b>Plant and equipment</b>		
vehicles	3 to 10 years	5,000
plant, machinery and parks equipment	5 - 20 years	3,000
fixtures, fittings and furniture	5 - 10 years	3,000
computers and telecommunications	3 - 10 years	3,000
library books, tapes, videos and DVDs	3 - 8 years	All
Artworks and historical objects	-	All
<b>Infrastructure</b>		
road pavements and seals	20 - 30 years	All
road substructure	80 - 120 years	All
road kerb, channel and minor culverts	40 - 60 years	All
bridges deck	50 - 100 years	All
bridges substructure	50 - 100 years	All
footpaths and cycleways	30 - 50 years	All
drainage including pipes, pits and gross pollutant traps	100 - 120 years	5,000
recreational, leisure and community facilities	10 - 50 years	5,000
waste management	50 years	5,000
parks, open space and streetscapes	10 - 50 years	5,000
off street car parks	30 - 75 years	5,000
<b>Intangible assets</b>		
software and system development costs	3 - 5 years	1,000
<b>Right-of-use assets</b>		
land	Life of lease	5,000
plant, machinery and equipment	Life of lease	5,000

Darebin City Council  
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Notes to the financial report

As at 30 June 2023

6.1 Property, infrastructure, plant and equipment

**Land under roads**

Council recognises land under roads it controls at fair value.

**Depreciation and amortisation**

Buildings, land improvements, plant and equipment, infrastructure, and other assets having limited useful lives are systematically depreciated over their useful lives to Council in a manner that reflects consumption of the service potential embodied in those assets. Estimates of remaining useful lives and residual values are made on a regular basis with major asset classes reassessed annually. Depreciation rates and methods are reviewed annually.

Where assets have separate identifiable components that are subject to regular replacement, these components are assigned distinct useful lives and residual values and a separate depreciation rate is determined for each component.

Road earthworks are not depreciated on the basis that they are assessed as not having a limited useful life.

Straight-line depreciation is charged based on the residual useful life as determined each year.

Depreciation periods used are listed below and are consistent with the prior year unless otherwise stated.

**Repairs and maintenance**

Routine maintenance, repair costs and minor renewal costs are expensed as incurred. Where the repair relates to the replacement of a component of an asset and the cost exceeds the capitalisation threshold the cost is capitalised and depreciated. The carrying value of the replaced asset is expensed.

**Leasehold improvements**

Leasehold improvements are recognised at cost and are amortised over the unexpired period of the lease or the estimated useful life of the improvement, whichever is the shorter. At balance date, leasehold improvements are amortised over the lease period.

**Valuation of land and buildings**

Valuations of land and buildings were undertaken by a qualified valuer Mr D Archer, AAPI (Matheson Stephen Valuations). The last valuation was undertaken as at 30 June 2022. The valuation of land and buildings is at fair value, being market value based on highest and best use permitted by relevant land planning provisions. Where land use is restricted through existing planning provisions the valuation is reduced to reflect this limitation. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the Comprehensive Income Statement.

Specialised land is valued at fair value using site values adjusted for englobo (undeveloped and/or unserviced) characteristics, access rights and private interests of other parties and entitlements of infrastructure assets and services. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the Comprehensive Income Statement.

Any significant movements in the unobservable inputs for land and land under roads will have a significant impact on the fair value of these assets.

The date of the current valuation is detailed in the following table. A full revaluation of these assets will be conducted in 2023/24.

Details of the Council's land and buildings and information about the fair value hierarchy as at 30 June 2023 are as follows:

Assets measured at fair value	Level 1 \$'000	Level 2 \$'000	Level 3 \$'000	Total \$'000	Date of Valuation	Type of Valuation
Land	-	49,850	811,946	861,796	June 2022	Full
Buildings	-	7,494	234,675	242,169	June 2022	Full
	-	57,344	1,046,621	1,103,965		

No transfers between levels occurred during the year.

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## Notes to the financial report

As at 30 June 2023

### 6.1 Property, infrastructure, plant and equipment

#### Valuations of infrastructure

Infrastructure includes road surface and substructures, footpaths, kerbs and channels, traffic devices, parking bays, off-street car parks, drainage pipes, pits, gross pollutant traps and bridges. The valuations for infrastructure assets were determined by Mr P Shah, B Eng (Civil), Co-ordinator Infrastructure Planning. The valuations were performed as at 30 June 2021 on fair value based on current replacement cost less accumulated depreciation at the date of the valuation.

Road, footpath and cycleway and off-street car park replacement costs are calculated with reference to a representative range of unit costs received from contractors and other relevant sources. Accumulated depreciation has been assessed with reference to the AUSTROADS National Pavement Condition Indicators and road condition surveys.

Bridge replacement cost is based on the major components of the structure and sourced from representative bridge construction projects. Accumulated depreciation has been assessed based on knowledge of Council's bridge network and industry standards.

Drainage replacement cost is calculated with reference to a representative range of unit costs received from contractors and other relevant sources. Accumulated depreciation has been assessed based on knowledge of Council's drainage network and industry standards.

Land improvements are valued using the current replacement cost method. This cost represents the replacement cost of the building/component after applying depreciation rates on a useful life basis. Replacement costs relate to costs to produce the property to an "as new" standard. Economic obsolescence has also been factored into the current replacement cost calculation.

Land improvements includes playing surfaces, retarding basins and other land improvements. The valuations for land improvements were determined by Mr P Shah, B Eng (Civil), Co-ordinator Infrastructure Planning. The valuations were performed as at 30 June 2021 on the basis of fair value being the current replacement cost less accumulated depreciation at the date of the valuation.

The next scheduled full revaluation for this purpose will be conducted in 2023/24.

There were no changes in valuation techniques throughout the period to 30 June 2023.

For all assets measured at fair value, the current use is considered the highest and best use.

Details of Council's infrastructure and information about the fair value hierarchy as at 30 June 2023 are as follows:

### 6.1 Property, infrastructure, plant and equipment

Assets measured at fair value	Level 1 \$'000	Level 2 \$'000	Level 3 \$'000	Total \$'000	Date of Valuation	Type of Valuation
Roads	-	-	218,590	218,590	June 2021	Full
Footpaths and cycleways	-	-	70,093	70,093	June 2021	Full
Bridges	-	-	8,209	8,209	June 2021	Full
Drainage	-	-	105,428	105,428	June 2021	Full
Recreation, leisure and community	-	-	282	282	June 2021	Full
Land improvements	-	-	43,572	43,572	June 2021	Full
Parks, open spaces and streetscape	-	-	14,151	14,151	June 2021	Full
Off-street carparks	-	-	5,419	5,419	June 2021	Full
Waste management	-	-	7,084	7,084	June 2021	Full
	-	-	472,827	472,827		

No transfers between levels occurred during the year.

#### Description of significant unobservable inputs into level 3 valuations

##### Specialised land and land under roads

Specialised land and land under roads are valued using a market-based direct comparison technique. Significant unobservable inputs include the extent and impact of restriction of use and the market cost of land per square metre. The extent and impact of restrictions on use varies and results in a reduction to surrounding land values between 10% and 90%. The market value of land varies significantly depending on the location of the land and the current market conditions. Currently land values range between \$10 and \$6,810 per square metre.

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Notes to the financial report

As at 30 June 2023

6.1 Property, infrastructure, plant and equipment

**Specialised buildings**

Specialised buildings are valued using current replacement cost technique. Significant unobservable inputs include the current replacement cost and remaining useful lives of buildings. Current replacement costs are calculated on a square metre basis and range from \$400 to \$10,750 per square metre. The remaining useful lives of buildings are determined on the basis of the current condition of buildings and vary from 50 years to 80 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of buildings are sensitive to changes in expectations or requirements that could either shorten or extend the useful lives of buildings.

**Infrastructure assets**

Infrastructure assets are valued based on the current replacement cost. Significant unobservable inputs include the current replacement cost and remaining useful lives of infrastructure. The remaining useful lives of infrastructure assets are determined on the basis of the current condition of the asset and vary from 10 years to 120 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of infrastructure are sensitive to changes in use, expectations or requirements that could either shorten or extend the useful lives of infrastructure assets. Current replacement cost for infrastructure is calculated as follows:

Roads and off-street car parks range between \$47 to \$507 per square metre.

Shared paths and cycleways range between \$49 to \$244 per square metre.

Drainage assets range between \$92 to \$5,273 per unit.

Bridge assets range varies depending on construction type.

	2023 \$'000	2022 \$'000
<b>Reconciliation of specialised land</b>		
Land under roads	1,454	1,402
Community facilities	76,346	76,346
Council administration and depots	31,737	31,737
Off-street carparks	17,722	17,722
Parks and reserves	684,686	684,686
<b>Total specialised land</b>	<b>811,945</b>	<b>811,893</b>

6.2 Investment property

	2023 \$'000	2022 \$'000
Balance at beginning of financial year	2,643	2,714
Fair value adjustments	6,627	(71)
Balance at end of financial year	<b>9,270</b>	<b>2,643</b>

Investment property is held to generate long-term rental yields. Investment property is measured initially at cost, including transaction costs. Costs incurred subsequent to initial acquisition are capitalised when it is probable that future economic benefit in excess of the originally assessed performance of the asset will flow to Council. Subsequent to initial recognition at cost, investment property is carried at fair value, determined annually by independent valuers. Changes to fair value are recorded in the Comprehensive Income Statement in the period that they arise. Rental income from the leasing of investment properties is recognised in the Comprehensive Income Statement on a straight line basis over the lease term.

**Valuation of investment property**

The valuation of investment property has been determined by Mr A Lee, AAPV (Westlink Consulting), who has recent experience in the location and category of the property being valued. The valuation is at fair value, based on the current market value for the property.

Darebin City Council  
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Notes to the financial report  
As at 30 June 2023

**Note 7 People and relationships**

**7.1 Council and key management remuneration**

**(a) Related parties**

Darebin City Council is the parent entity. Caouncil has no interests in subsidiaries and associates.

**(b) Key management personnel**

Key management personnel (KMP) are those people with the authority and responsibility for planning, directing and controlling the activities of Darebin City Council. The Councillors, Chief Executive Officer and General Managers are deemed KMP.

Details of persons holding the position of Councillor or other members of key management personnel at any time during the year are:

**Councillors**

Emily Dimitriadis (1/7/2022 - current)

Tom Hannan (1/7/2022 - current)

Lina Messina (1/7/2022 - current)

Susanne Newton (1/7/2022 - current)

Julie Williams (Mayor 1/7/2022 - current)

Gaetano Greco (1/7/2022 - current)

Tim Laurence (1/7/2022 - current)

Trent McCarthy (1/7/2022 - current)

Susan Rennie (1/7/2022 - current)

**Chief Executive Officer**

Peter Smith (10/10/2022 - current)

Rachael Ollivier (Acting 1/7/2022 - 9/10/2022)

**Other key management personnel**

**GM City Sustainability and Strategy**

Rachael Ollivier (10/10/2022 - 16/6/2023)

Vanessa Petrie (Acting 1/7/2022 - 9/10/2022, 17/6/2023 - current)

**GM Operations and Capital**

Sam Hewett (1/7/2022 - 16/6/2023)

Rachael Ollivier (Acting 17/6/2023 - current)

**GM Community**

Kylie Benetts (5/12/2022 - current)

Shadi Hanna (Acting 1/7/22 - 4/12/2022)

**GM Governance and Engagement**

Jodie Watson (1/7/2022 - current)

**Total number of councillors**

**Chief Executive Officer and other key management personnel**

**Total key management personnel**

2023	2022
Number	Number
9	9
7	7
<b>16</b>	<b>16</b>

**(c) Remuneration of key management personnel**

Remuneration comprises employee benefits including all forms of consideration paid, payable or provided by Council, or on behalf of the Council, in exchange for services rendered. Remuneration of Key Management Personnel and Other senior staff is disclosed in the following categories.

**Short-term employee benefits** include amounts such as wages, salaries, annual leave or sick leave that are usually paid or payable on a regular basis, as well as non-monetary benefits such as allowances and free or subsidised goods or services.

**Other long-term employee benefits** include long service leave, other long service benefits or deferred compensation.

**Post-employment benefits** include pensions, and other retirement benefits paid or payable on a discrete basis when employment has ceased.

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**Termination benefits** include termination of employment payments, such as severance packages.

**7.1 Council and key management remuneration**

	2023 \$'000	2022 \$'000
Total remuneration of key management personnel was as follows:		
Short-term employee benefits	2,045	2,093
Long-term employee benefits	50	52
Post-employment benefits	158	169
<b>Total</b>	<b>2,253</b>	<b>2,314</b>

The numbers of key management personnel whose total remuneration from Council and any related entities, falls within the following bands:

	2023 Number	2022 Number
\$30,000 - \$39,999	5	7
\$40,000 - \$49,999	2	1
\$70,000 - \$79,999	1	-
\$80,000 - \$89,999	1	-
\$110,000 - \$119,999	-	1
\$150,000 - \$159,999	1	-
\$160,000 - \$169,999	1	-
\$180,000 - \$189,999	-	1
\$190,000 - \$199,999	-	1
\$230,000 - \$239,999	-	1
\$240,000 - \$249,999	1	-
\$270,000 - \$279,999	-	1
\$280,000 - \$289,999	-	1
\$290,000 - \$299,999	1	1
\$310,000 - \$319,999	2	-
\$320,000 - \$329,999	1	-
\$390,000 - \$399,999	-	1
	<b>16</b>	<b>16</b>

**(d) Remuneration of other senior staff**

	2023 \$'000	2022 \$'000
Total remuneration of other senior staff was as follows:		
Short-term benefits	2,831	2,289
Long-term benefits	89	73
Post-employment benefits	348	238
<b>Total</b>	<b>3,268</b>	<b>2,600</b>

Other senior staff are officers of Council, other than Key Management Personnel, whose total remuneration exceeds \$160,000 and who report directly to a member of the KMP. \*

\* Due to definitional change the comparative figures in this note may not align with the previous year's annual report, which included disclosure of senior officers as defined in the *Local Government Act 1989*.

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Notes to the financial report  
As at 30 June 2023

	2023 Number	2022 Number
The number of other senior staff is shown below in their relevant income bands:		
\$160,000 - \$169,999	1	1
\$170,000 - \$179,999	2	3
\$180,000 - \$189,999	4	3
\$190,000 - \$199,999	6	3
\$200,000 - \$209,999	2	3
\$210,000 - \$219,999	2	-
	<u>17</u>	<u>13</u>
	\$'000	\$'000
Total remuneration for the year for other senior staff included above amounted to:	<u>3,267</u>	<u>2,600</u>

## 7.2 Related party disclosure

### (a) Transactions with related parties

During the period Council had no reportable transactions with related parties.

### (b) Outstanding balances with related parties

There are no balances outstanding at the end of the reporting period in relation to transactions with related parties.

### (c) Loans to/from related parties

Council does not make loans to or receive loans from related parties. No guarantees have been provided.

### (d) Commitments to/from related parties

Council has no outstanding commitments to/from other related parties.



Darebin City Council  
2022/2023 Financial Report

Notes to the financial report  
As at 30 June 2023

**Note 8 Managing uncertainties**  
**8.1 Contingent assets and liabilities**

Contingent assets and contingent liabilities are not recognised in the Balance Sheet, but are disclosed by way of a note and, if quantifiable, are measured at nominal value. Contingent assets and liabilities are presented inclusive of GST receivable or payable respectively.

**(a) Contingent assets**

Contingent assets are possible assets that arise from past events, whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the Council. At balance date the Council are not aware of any contingent assets.

**LXRP Infrastructure Assets**

Council may be the beneficiary of certain infrastructure assets constructed along the Northern Pipe Trail by the Level Crossing Removal Project (LXRP). A Memorandum of Understanding that establishes the relationship between Council and LXRP and the mechanism for the asset transfer and maintenance agreements is currently under review.

**(b) Contingent liabilities**

Contingent liabilities are:

- possible obligations that arise from past events, whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the Council; or
- present obligations that arise from past events but are not recognised because:
- it is not probable that an outflow of resources embodying economic benefits will be required to settle the obligation;
- or
- the amount of the obligation cannot be measured with sufficient reliability.

**Superannuation**

Council has obligations under a defined benefit superannuation scheme that may result in the need to make additional contributions to the scheme. Matters relating to this potential obligation are outlined below. As a result of the volatility in financial markets the likelihood of making such contributions in future periods exists.

**Contaminated sites**

Council has inherited a range of potential contaminated land matters that warrant appropriate investigation per the Environmental Protection Act 2017 as regulated by the Environment Protection Authority Victoria (EPA).

In accordance with the Act, the EPA determines contaminated sites based on the risk to human health, the environment and environmental values. Council may have a liability in respect of remediation for sites that are classified as contaminated.

Council currently has one open matter with the EPA in respect to a potential contamination site. As the matter is still ongoing, Council is unable to assess the likely outcome of the matter. Accordingly, it is not practicable to estimate the potential financial effect or to identify the uncertainties relating to the amount or timing of any outflows.

Council is conducting a comprehensive risk assessment of all possible contaminated sites under its responsibility. While the Council is still in the process of assessing the potential impact of contaminated sites, a contingent liability may exist at year end for the sites which have not yet been assessed.

Darebin City Council  
2022/2023 Financial Report

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**Notes to the financial report**

As at 30 June 2023

**8.1 Contingent assets and liabilities (continued)**

**Legal matters**

Council is presently involved in several confidential legal matters, which are being conducted through Council's solicitors. As these matters are yet to be finalised, and the financial outcomes are unable to be reliably estimated, no allowance for these contingencies has been made in the financial report. Any disclosure may prejudice Council's position in these matters.

**Building cladding**

Council has several buildings that may require rectification works as a result of flammable building cladding. Council is currently working with the Victorian Building Authority and Cladding Safety Victoria on monitoring and potential remediation of non-compliant cladding.

**Liability Mutual Insurance**

Council is a participant of the MAV Liability Mutual Insurance (LMI) scheme. The LMI scheme provides public liability and professional indemnity insurance cover. The LMI scheme states that each participant will remain liable to make further contributions to the scheme in respect of any insurance year in which it was a participant to the extent of its participant's share of any shortfall in the provision set aside in respect of that insurance year, and such liability will continue whether or not the participant remains a participant in future insurance years.

**8.2 Change in accounting standards**

Certain new Australian Accounting Standards and interpretations have been published that are not mandatory for the 30 June 2023 reporting period. Council assesses the impact of these new standards. As at 30 June 2023 there were no new accounting standards or interpretations issued by the AASB which are applicable for the year ending 30 June 2024 that are expected to impact Council.

**Notes to the financial report**  
As at 30 June 2023

### 8.3 Financial instruments

#### (a) Objectives and policies

Council's principal financial instruments comprise cash assets, term deposits, receivables (excluding statutory receivables), payables (excluding statutory payables) and TCV borrowings. Details of the significant accounting policies and methods adopted, including the criteria for recognition, the basis of measurement and the basis on which income and expenses are recognised, in respect of each class of financial asset, financial liability and equity instrument are disclosed in the notes of the financial statements. Risk management is carried out by senior management under policies approved by Council. These policies include identification and analysis of the risk exposure to Council and appropriate procedures, controls and risk minimisation.

#### (b) Market risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Council's exposures to market risk are primarily through interest rate risk with only insignificant exposure to other price risks and no exposure to foreign currency risk.

##### **Interest rate risk**

Interest rate risk refers to the risk that the value of a financial instrument or cash flows associated with the instrument will fluctuate due to changes in market interest rates. Our interest rate liability risk arises primarily from long term loans and borrowings at fixed rates that expose us to fair value interest rate risk. Council does not hold any interest-bearing financial instruments that are measured at fair value, and therefore has no exposure to fair value interest rate risk. Cash flow interest rate risk is the risk that the future cash flows of a financial instrument will fluctuate because of changes in market interest rates. Council has minimal exposure to cash flow interest rate risk through its cash and deposits that are at floating rates.

Investment of surplus funds is made with approved financial institutions under the *Local Government Act 2020*. Council manages interest rate risk by adopting an investment policy that ensures:

- diversification of investment product
- monitoring of return on investment
- benchmarking of returns and comparison with budget.

There has been no significant change in Council's exposure, or its objectives, policies and processes for managing interest rate risk or the methods used to measure this risk from the previous reporting period.

Interest rate movements have not been sufficiently significant during the year to have an impact on the Council's year end result.

#### (c) Credit risk

Credit risk is the risk that a contracting entity will not complete its obligations under a financial instrument and cause us to make a financial loss. We have exposure to credit risk on some financial assets included in our balance sheet. To help manage this risk, Council:

- has a policy for establishing credit limits for the entities it deals with;
- may require collateral where appropriate; and
- only invests surplus funds with financial institutions that have a recognised credit rating specified in our investment policy.

Receivables consist of a large number of customers, spread across the ratepayer, business and government sectors. Credit risk associated with Council's financial assets is minimal because the main debtor is secured by a charge over the rateable property.

There are no material financial assets that are individually determined to be impaired.

Council may also be subject to credit risk for transactions that are not included in the balance sheet, such as when we provide a guarantee for another party. Details of our contingent liabilities are disclosed in Note 8.1.

The maximum exposure to credit risk at the reporting date to recognised financial assets is the carrying amount, net of any provisions for impairment of those assets, as disclosed in the balance sheet and notes to the financial statements. Council does not hold any collateral against these financial assets.

## Notes to the financial report

As at 30 June 2023

### 8.3 Financial instruments (continued)

#### (d) Liquidity risk

Liquidity risk includes the risk that, as a result of our operational liquidity requirements or when we will not have sufficient funds to settle a transaction when required, we will be forced to sell a financial asset at below value or may be unable to settle or recover a financial asset.

To help reduce these risks Council:

- has a liquidity policy that targets a minimum and average level of cash and cash equivalents to be maintained
- has readily accessible standby facilities and other funding arrangements in place
- has a liquidity portfolio structure that requires surplus funds to be invested within various bands of liquid instruments
- monitors budget to actual performance on a regular basis
- sets limits on borrowings relating to the percentage of loans to rate revenue and percentage of loan principal repayments to rate revenue.

Council's maximum exposure to liquidity risk is the carrying amounts of financial liabilities as disclosed in the face of the balance sheet and the amounts related to financial guarantees disclosed in Note 8.1, and is deemed insignificant based on prior periods' data and current assessment of risk.

There has been no significant change in Council's exposure, or its objectives, policies and processes for managing liquidity risk or the methods used to measure this risk from the previous reporting period.

With the exception of borrowings, all financial liabilities are expected to be settled within normal terms of trade. Details Unless otherwise stated, the carrying amounts of financial instruments reflect their fair value.

#### (e) Sensitivity disclosure analysis

Taking into account past performance, future expectations, economic forecasts, and management's knowledge and experience of the financial markets, the Council believes the following movements are 'reasonably possible' over the next 12 months (base rates are sourced from the Reserve Bank of Australia):

- A parallel shift of +2.0% and +3.0% in market interest rates (AUD) from year-end rates of 4.10%.

These movements will not have a material impact on the valuation of Council's financial assets and liabilities, nor will they have a material impact on the results of Council's operations.

### 8.4 Fair value measurement

#### Fair value hierarchy

Council's financial assets and liabilities are not valued in accordance with the fair value hierarchy, rather, Council's financial assets and liabilities are measured at amortised cost.

Council measures certain assets and liabilities at fair value where required or permitted by Australian Accounting Standards. *AASB 13 Fair value measurement* aims to improve consistency and reduce complexity by providing a definition of fair value and a single source of fair value measurement and disclosure requirements for use across Australian Accounting Standards.

AASB 13 defines fair value as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Fair value under AASB 13 is an exit price regardless of whether that price is directly observable or estimated using another valuation technique.

All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within a fair value hierarchy, described as follows, based on the lowest level input that is significant to the fair value measurement as a whole:

Level 1 — Quoted (unadjusted) market prices in active markets for identical assets or liabilities

Level 2 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is directly or indirectly observable

Level 3 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is unobservable.

For the purpose of fair value disclosures, Council has determined classes of assets and liabilities on the basis of the nature, characteristics and risks of the asset or liability and the level of the fair value hierarchy as explained above.

In addition, Council determines whether transfers have occurred between levels in the hierarchy by reassessing categorisation (based on the lowest level input that is significant to the fair value measurement as a whole) at the end of each reporting period.

Darebin City Council  
2022/2023 Financial Report

Notes to the financial report

As at 30 June 2023

**8.4 Fair value measurement (continued)**

*Revaluation*

Subsequent to the initial recognition of assets, non-current physical assets, other than plant and equipment, are measured at their fair value, being the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date. At balance date, Council reviewed the carrying value of the individual classes of assets measured at fair value to ensure that each asset materially approximated its fair value. Where the carrying value materially differed from the fair value at balance date, the class of asset was revalued.

Fair value valuations are determined in accordance with a valuation hierarchy. Changes to the valuation hierarchy will only occur if an external change in the restrictions or limitations of use of an asset result in changes to the permissible or practical highest and best use of the asset. In addition, Council undertakes a formal revaluation of land, buildings, and infrastructure assets on a regular basis ranging from two to three years. The valuation is performed either by experienced Council officers or independent experts.

Asset class	Revaluation frequency
Land	1 to 2 years
Buildings	1 to 2 years
Roads	2 to 3 years
Bridges	2 to 3 years
Footpath and cycleways	2 to 3 years
Drainage	2 to 3 years
Recreational, leisure and community facilities	2 to 3 years
Waste management	2 to 3 years
Parks, open space and streetscapes	2 to 3 years
Other infrastructure	2 to 3 years

Where the assets are revalued, the revaluation increments are credited directly to the asset revaluation reserve except to the extent that an increment reverses a prior year decrement for that class of asset that had been recognised as an expense in which case the increment is recognised as revenue up to the amount of the expense. Revaluation decrements are recognised as an expense except where prior increments are included in the asset revaluation reserve for that class of asset in which case the decrement is taken to the reserve to the extent of the remaining increments. Within the same class of assets, revaluation increments and decrements within the year are offset.

*Impairment of assets*

At each reporting date, Council reviews the carrying value of its assets to determine whether there is any indication that these assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs of disposal and value in use, is compared with the asset's carrying value. Any excess of the asset's carrying value over its recoverable amount is expensed to the Comprehensive Income Statement, unless the asset is carried at the revalued amount in which case, the impairment loss is recognised directly against the revaluation surplus in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that same class of asset.

**8.5 Events occurring after balance date**

No matters have occurred after balance date that require disclosure in the financial report.

Darebin City Council  
2022/2023 Financial Report

### Notes to the financial report

As at 30 June 2023

#### Note 9 Other matters

9.1 Reserves	Balance at beginning of reporting period \$'000	Increment (decrement) on revaluation \$'000	Balance at end of reporting period \$'000
<b>(a) Asset revaluation 2023</b>			
<b>Property</b>			
Land	729,085	-	729,085
Land improvements	6,892	-	6,892
Buildings	104,823	-	104,823
	840,799	-	840,800
<b>Plant and equipment</b>			
Other	6,143	-	6,143
<b>Infrastructure</b>			
Roads	129,754	-	129,754
Footpaths and cycleways	6,005	-	6,005
Drainage	71,042	-	71,042
Bridges	1,931	-	1,931
	208,732	-	208,732
<b>Total asset revaluation reserves</b>	<b>1,055,675</b>	<b>-</b>	<b>1,055,675</b>
<b>2022</b>			
<b>Property</b>			
Land	581,533	147,552	729,085
Land improvements	6,892	-	6,892
Buildings	95,205	9,618	104,823
	683,630	157,170	840,800
<b>Plant and equipment</b>	611,782	70,850	682,631
Other	6,143	-	6,143
<b>Infrastructure</b>			
Roads	129,754	-	129,754
Footpaths and cycleways	6,005	-	6,005
Drainage	71,042	-	71,042
Bridges	1,931	-	1,931
	208,732	-	208,732
<b>Total asset revaluation reserves</b>	<b>898,505</b>	<b>157,170</b>	<b>1,055,675</b>

The asset revaluation reserve is used to record the increased (net) value of Council's assets over time.

Darebin City Council  
2022/2023 Financial Report

**Notes to the financial report**

As at 30 June 2023

**Note 9.1 Reserves (continued)**

	Balance at beginning of reporting period \$'000	Transfer from accumulated surplus \$'000	Transfer to accumulated surplus \$'000	Balance at end of reporting period \$'000
<b>(b) Other reserves</b>				
<b>2023</b>				
Car park development	228	-	-	228
Capital works	1,775	-	-	1,775
Developer Contribution Scheme	-	76	76	-
Drainage development	23	2	-	25
Information technology	1,422	-	1,422	-
Plant replacement	1,679	1,919	761	2,837
Public open space and recreation	19,739	4,881	14,464	10,156
Unspent grants and contributions	337	-	-	337
<b>Total other reserves</b>	<b>25,203</b>	<b>6,878</b>	<b>16,723</b>	<b>15,358</b>
<b>(b) Other reserves</b>				
<b>2022</b>				
Car park development	228	-	-	228
Capital works	1,775	-	-	1,775
Drainage development	23	-	-	23
Information technology	1,422	-	-	1,422
Plant replacement	1,902	2,099	2,322	1,679
Public open space and recreation	19,541	4,481	4,283	19,739
Unspent grants and contributions	1,151	-	814	337
<b>Total other reserves</b>	<b>26,042</b>	<b>6,580</b>	<b>7,419</b>	<b>25,203</b>

Darebin City Council  
2022/2023 Financial Report

## Notes to the financial report

As at 30 June 2023

### Note 9.1 Reserves (continued)

#### Nature and purpose of reserves

#### Statutory and discretionary reserves:

##### Car park development

The Car Park Development reserve is used to provide funding for future development and ongoing maintenance of car parks within the municipality. Funding is derived from unspent contributions from commercial developers for cash in lieu of constructed car parks. This funding is initially recognised in the Comprehensive Income Statement and then transferred to the reserve from accumulated surplus to facilitate separate tracking of the total funds received but not yet spent.

##### Capital works

The Capital Works reserve was established with effect from 19 March 2018 by Council resolution for the purpose of financing future capital works projects. Funding is derived from identified capital works project savings. Council may expend funds from the reserve for the purposes of major capital works.

##### Developer Contribution Scheme

The Developer Contribution Scheme reserve is used to provide for the future funding of Council's asset base. These assets include community facilities, parkland, and the drainage and road networks. Funding is provided by way of a developer's contribution, whereby the developer funds only the renewal of assets from that location. This funding is initially recognised in the Comprehensive Income Statement and then transferred to the reserve from accumulated surplus to facilitate separate tracking of the total funds received but not yet spent.

##### Drainage development

The Drainage Development reserve is used to provide partial funding for the replacement of Council's drainage network. Funding is provided from developer contributions for drainage which are initially recognised in the Comprehensive Income Statement and then transferred to the reserve from accumulated surplus to facilitate separate tracking of the total funds received but not yet spent.

##### Information technology

The Information Technology reserve was established by Council resolution for the purpose of financing Council's IT strategy over the coming years. Funding is derived from identified IT-related capital works project savings. Council may expend funds from the reserve for the purposes of information technology development and implementation projects.

##### Plant replacement

The Plant Replacement reserve was established to ensure adequate funds are available to purchase plant at the optimum replacement point. Transfers to and from the reserve are based upon plant depreciation or replacement charges less the net plant purchases as per the approved plant replacement program.

##### Public open space and recreation

The Public Open Space and Recreation reserve is used to provide funding for future purchases and improvements of open space. Funding is provided from developers' contributions for open space that are initially recognised in the Comprehensive Income Statement and then transferred to the reserve from accumulated surplus to facilitate separate tracking of the total funds received but not yet spent.

##### Unspent grant and contributions funding

The Unspent Grant and Contributions reserve is used to fund future grant funded projects. Grant funding is received in advance from both federal and state government authorities to fund projects. Revenue from grants and contributions is initially recognised in the Comprehensive Income Statement and then transferred to the reserve from accumulated surplus to facilitate the tracking of the total funds received but not yet spent.



Darebin City Council  
2022/2023 Financial Report

**Notes to the financial report**

As at 30 June 2023

	2023 \$'000	2022 \$'000
<b>9.2 Reconciliation of cash flows from operating activities to surplus</b>		
Surplus for the year	10,549	7,601
Depreciation and amortisation	26,855	24,268
Net (gain)/loss on disposal of property, infrastructure, plant and equipment	(540)	(607)
Fair value adjustments for investment property	(6,627)	71
Contributions - non-monetary assets	(691)	(653)
Write-off of property, plant and equipment	289	8,579
Write-off of other financial assets	55	-
Finance costs	697	6
Other	-	722
	<b>20,038</b>	<b>32,386</b>
Change in operating assets and liabilities		
Decrease (increase) in trade and other receivables	1,901	(4,082)
Decrease (increase) in inventories	35	(43)
Decrease (increase) in other assets	(84)	9
Decrease (increase) in prepayments	(261)	(498)
Decrease (increase) in right-of-use assets	51	74
Increase (decrease) in trade and other payables	(5,366)	5,131
Increase (decrease) in unearned income / revenue	(1,361)	(5,429)
Increase (decrease) in trust funds and deposits	970	815
Increase (decrease) in provisions	(1,322)	(1,522)
	<b>(5,437)</b>	<b>(5,545)</b>
Net cash provided by operating activities	<b>25,150</b>	<b>34,442</b>

Darebin City Council  
2022/2023 Financial Report

## Notes to the financial report

### As at 30 June 2023

#### Note 9 Other matters

##### 9.3 Superannuation

Council makes the majority of its employer superannuation contributions in respect of its employees to the Local Authorities Superannuation Fund (the Fund). This Fund has two categories of membership, accumulation and defined benefit, each of which is funded differently. Obligations for contributions to the Fund are recognised as an expense in the Comprehensive Income Statement when they are made or due.

#### Accumulation

The Fund's accumulation category, Vision MySuper/Vision Super Saver, receives both employer and employee contributions on a progressive basis. Employer contributions are normally based on a fixed percentage of employee earnings (for the year ended 30 June 2023, this was 10.5%) as required under Superannuation Guarantee (SG) legislation (2022: 10.0%).

#### Defined Benefit

Council does not use defined benefit accounting for its defined benefit obligations under the Fund's Defined Benefit category. This is because the Fund's Defined Benefit category is a pooled multi-employer sponsored plan.

There is no proportional split of the defined benefit liabilities, assets or costs between the participating employers as the defined benefit obligation is a floating obligation between the participating employers and the only time that the aggregate obligation is allocated to specific employers is when a call is made. As a result, the level of participation of Council in the Fund cannot be measured as a percentage compared with other participating employers. Therefore, the Fund Actuary is unable to allocate benefit liabilities, assets and costs between employers for the purposes of AASB 119.

#### Funding arrangements

Council makes employer contributions to the Defined Benefit category of the Fund at rates determined by the Trustee on the advice of the Fund Actuary.

A triennial actuarial investigation is currently underway for the Defined Benefit category which is expected to be completed by 31 December 2023. Council was notified of the 30 June 2023 VBI during August 2023 (2022: August 2022). The financial assumptions used to calculate the 30 June 2023 VBI were: The financial assumptions used to calculate the VBI were:

Net investment returns 5.7% pa  
Salary information 3.5% pa  
Price inflation (CPI) 2.8% pa

As at 30 June 2022, an interim actuarial investigation was held as the Fund provides lifetime pensions in the Defined Benefit category. The vested benefit index (VBI) of the Defined Benefit category of which Council is a contributing employer was 104.1%. The financial assumptions used to calculate the VBI were:

Net investment returns 5.5% pa  
Salary information 2.5% pa to 30 June 2023, and 3.5% pa thereafter  
Price inflation (CPI) 3.0% pa

Council was notified of the 30 June 2022 VBI during August 2022 (2021: August 2021).

Vision Super has advised that the estimated VBI at June 30 2023 was 104.1%.

The VBI is used as the primary funding indicator. Because the VBI was above 100%, the 30 June 2022 actuarial investigation determined the Defined Benefit category was in a satisfactory financial position and that no change was necessary to the Defined Benefit category's funding arrangements from prior years.

Darebin City Council  
2022/2023 Financial Report

## Notes to the financial report

As at 30 June 2023

### 9.3 Superannuation (continued)

#### *Employer contributions*

##### *(a) Regular contributions*

On the basis of the results of the 2022 interim actuarial investigation conducted by the Fund Actuary, Council makes employer contributions to the Fund's Defined Benefit category at rates determined by the Fund's Trustee. For the year ended 30 June 2023, this rate was 10.5% of members' salaries (10.0% in 2021/22). This rate is expected to increase in line with any increases in the SG contribution rate and was reviewed as part of the 30 June 2022 interim valuation.

In addition, Council reimburses the Fund to cover the excess of the benefits paid as a consequence of retrenchment above the funded resignation or retirement benefit.

##### *(b) Funding calls*

If the Defined Benefit category is in an unsatisfactory financial position at an actuarial investigation or the Defined Benefit category's VBI is below its shortfall limit at any time other than the date of the actuarial investigation, the Defined Benefit category has a shortfall for the purposes of SPS 160 and the Fund is required to put a plan in place so that the shortfall is fully funded within three years of the shortfall occurring. The Fund monitors its VBI on a quarterly basis and the Fund has set its shortfall limit at 97%.

In the event that the Fund Actuary determines that there is a shortfall based on the above requirement, the Fund's participating employers (including Council) are required to make an employer contribution to cover the shortfall.

Using the agreed methodology, the shortfall amount is apportioned between the participating employers based on the pre-1 July 1993 and post-30 June 1993 service liabilities of the Fund's Defined Benefit category, together with the employer's payroll at 30 June 1993 and at the date the shortfall has been calculated.

Due to the nature of the contractual obligations between the participating employers and the Fund, and that the Fund includes lifetime pensioners and their reversionary beneficiaries, it is unlikely that the Fund will be wound up.

If there is a surplus in the Fund, the surplus cannot be returned to the participating employers.

In the event that a participating employer is wound up, the defined benefit obligations of that employer will be transferred to that employer's successor.

#### *The 2022 interim actuarial investigation surplus amounts*

An actuarial investigation is conducted annually for the Defined Benefit category of which Council is a contributing employer. Generally, a full actuarial investigation is conducted every three years and interim actuarial investigations are conducted for each intervening year. An interim investigation was conducted as at 30 June 2022 and the last full investigation was conducted as at 30 June 2020.

The Fund's actuarial investigation identified the following for the Defined Benefit category of which Council is a contributing employer:

	2022 (Interim) \$m	2021 (Interim) \$m
- A VBI surplus	\$44.6	\$214.7
- A total service liability surplus	\$105.8	\$270.3
- A discounted accrued benefits surplus	\$111.9	\$285.2

The VBI surplus means that the market value of the fund's assets supporting the defined benefit obligations exceed the vested benefits that the defined benefit members would have been entitled to if they had all exited on 30 June 2022.

Darebin City Council  
2022/2023 Financial Report

## Notes to the financial report

As at 30 June 2023

### 9.3 Superannuation (continued)

The total service liability surplus means that the current value of the assets in the Fund's Defined Benefit category plus expected future contributions exceeds the value of expected future benefits and expenses as at 30 June 2022.

The discounted accrued benefits surplus means that the current value of the assets in the Fund's Defined Benefit category exceeds the value of benefits payable in the future but accrued in respect of service to 30 June 2022.

#### *The 2023 triennial actuarial investigation*

A triennial actuarial investigation is being conducted for the Fund's position as at 30 June 2023. It is anticipated that this actuarial investigation will be completed by 31 December 2023. The financial assumptions for the purpose of this investigation are:

	2023 Triennial Investigation	2020 Triennial Investigation
Net investment return	5.7 % pa	5.6% pa
Salary inflation	3.50 % pa	2.50 % pa for the first two years and 2.75 % pa thereafter
Price inflation	2.80 % pa	2.00 % pa

#### *(c) Superannuation contributions*

Contributions by Council (excluding any unfunded liability payments) to the above superannuation plans for the financial year ended 30 June 2023 are detailed below:

<i>Scheme</i>	<i>Type of Scheme</i>	<i>Rate</i>	2023 \$'000	2022 \$'000
Vision Super	Defined benefit	10.5% (2022:10.0%)	357	414
Vision Super	Accumulation fund	10.5% (2022:10.0%)	4,758	4,760
Other funds	Accumulation fund	10.5% (2022:10.0%)	4,747	3,925

In addition to the above contributions, Council has paid unfunded liability payments to Vision Super totalling \$0 paid during the 2022/23 year (2021/22 \$72,254).

There were \$723,769 of contributions outstanding and nil loans issued from or to the above schemes as at 30 June 2023.

The expected contributions to be paid to the Defined Benefit category of Vision Super for the year ending 30 June 2024 is \$446,000.

### 10 Change in accounting policy

There have been no changes to accounting policies in the 2022/23 year.

There are no pending accounting standards that are likely to have a material impact on Council.

# Darebin City Council Performance Statement

For the Year Ended 30 June 2023



Darebin City Council  
**Performance Statement**  
For the Year Ended 30 June 2023

**Description of municipality**

The City of Darebin (Darebin) is situated over an area between 5 and 15 kilometres north of Melbourne's Central Business District. This area covers 53 square kilometres of land and stretches from Melbourne's inner northern suburbs of Northcote and Fairfield out to the traditional middle-ring suburbs of Reservoir and Bundoora. Darebin has a population of 150,335, which is projected to increase to 192,142 over the next 20 years. Darebin is home to one of the largest, most diverse communities in Victoria in terms of cultures, languages (148 languages are spoken), religions, socio-economic backgrounds, employment status, occupation and housing needs. Darebin's largest industries include education, training, retail trade, health care and social assistance.

Darebin City Council  
**Sustainable Capacity Indicators**  
 For the Year Ended 30 June 2023

Results					
Indicator/measure	2020	2021	2022	2023	Material Variations
<b>Population</b>					
C1 Expenses per head of municipal population [Total expenses / Municipal population]	\$1,066	\$1,060	\$1,134	\$1,291	Total expenses have increased by 5% over the year, resulting from enterprise agreement movements in employee costs and operational costs of the inhouse operated Darebin Resource and Recovery Centre. The applied ABS population estimate figure used in calculating this indicator has fallen by 12,166 (7%) since 2022.
C2 Infrastructure per head of municipal population [Value of infrastructure / Municipal population]	\$4,571	\$4,405	\$4,747	\$5,310	The applied ABS population estimate figure used in calculating this indicator has fallen by 12,166 (7%) since 2022.
C3 Population density per length of road [Municipal population / Kilometres of local roads]	323	314	260	240	The applied ABS population estimate figure used in calculating this indicator has fallen by 12,166 (7%) since 2022.
<b>Own-source revenue</b>					
C4 Own-source revenue per head of municipal population [Own-source revenue / Municipal population]	\$932	\$896	\$950	\$1,165	Own-source revenue has increased by 9% over the year. The applied ABS population estimate figure used in calculating this indicator has fallen by 12,166 (7%) since 2022.
<b>Recurrent grants</b>					
C5 Recurrent grants per head of municipal population [Recurrent grants / Municipal population]	\$102	\$99	\$135	\$136	No material variation from the previous year
<b>Disadvantage</b>					
C6 Relative socio-economic disadvantage [Index of Relative Socio-economic Disadvantage by decile]	7.0	7.0	7.0	7.0	No material variation from the previous year
<b>Workforce turnover</b>					
C7 Percentage of staff turnover [Number of permanent staff resignations and terminations / Average number of permanent staff for the financial year] x100	10.5%	13.4%	20.9%	19.1%	Staff turnover has decreased in 2022-23 compared to 2021-22. The number of departures appears to be stabilising compared to levels during and directly after the pandemic.

## Darebin City Council

**Sustainable Capacity Indicators**

For the Year Ended 30 June 2023

**Definitions**

"adjusted underlying revenue" means total income other than —

(a) non-recurrent grants used to fund capital expenditure; and

(b) non-monetary asset contributions; and

(c) contributions to fund capital expenditure from sources other than those referred to in paragraphs (a) and (b)

"infrastructure" means non-current property, plant and equipment excluding land

"local road" means a sealed or unsealed road for which Council is the responsible road authority under the *Road Management Act 2004*

"population" means the resident population estimated by Council

"own-source revenue" means adjusted underlying revenue other than revenue that is not under the control of Council (including government grants)

"relative socio-economic disadvantage", in relation to a municipality, means the relative socio-economic disadvantage, expressed as a decile for the relevant financial year, of the area in which the municipality is located according to the Index of Relative Socio-Economic Disadvantage (Catalogue Number 2033.0.55.001) of SEIFA

"SEIFA" means the Socio-Economic Indexes for Areas published from time to time by the Australian Bureau of Statistics on its Internet website



Darebin City Council  
**Service Performance Indicators**  
 For the Year Ended 30 June 2023

Results					
Service/indicator/measure	2020	2021	2022	2023	Material Variations
<b>Aquatic Facilities</b>					
<b>Utilisation</b>					
AF6 Utilisation of aquatic facilities [Number of visits to aquatic facilities / Municipal population]	3.3	1.9	1.6	2.7	Utilisation of Council's aquatic centres increased due to the lifting of COVID restrictions. Higher participation at Reservoir Leisure Centre has been driven by the redevelopment and subsequent closure of Northcote Aquatic and Recreation Centre for the year.
<b>Animal Management</b>					
<b>Health &amp; safety</b>					
AM7 Animal management prosecutions [Number of successful animal management prosecutions / Total number of animal management prosecutions] x100	0.0%	0.0%	100.0%	100.0%	There were two animal management prosecutions in 2022-23, both with successful outcomes in favour of Council.
<b>Food Safety</b>					
FS4 Critical and major non-compliance notifications [Number of critical non-compliance notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance notifications and major non-compliance notifications about food premises] x100	100.0%	100.0%	100.0%	100.0%	Council has demonstrated its commitment to addressing non-compliance in food safety by continuously achieving 100% for this indicator. There were 104 critical and major non-compliance notifications recorded in 2022-23.
<b>Governance</b>					
<b>Satisfaction</b>					
G5 Satisfaction with Council decisions [Community satisfaction rating out of 100 with how Council has performed in making decisions in the interest of the community]	69.0	68.0	66.0	58.0	There has been a 12% decrease in satisfaction with Council decisions since last year. This result is likely, at least in part, to reflect community concerns around planning decisions, probably including the Preston Market redevelopment.

Darebin City Council  
**Service Performance Indicators**  
 For the Year Ended 30 June 2023

Results						
Service/indicator/measure		2020	2021	2022	2023	Material Variations
Libraries Participation						
LB4	Active library borrowers in municipality [Number of active library borrowers in the last three years / The sum of the population for the last three years] x100	14.3%	12.3%	10.9%	11.1%	This measure is seeing a return to pre-pandemic visitation with customers returning and encouraged by the removal of library fines and targeted programming to highlight what Darebin Libraries offers.
Maternal & Child Health Participation						
MC4	Participation in the MCH service [Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100	76.9%	71.5%	70.4%	74.8%	MCH has adopted an outreach model to ensure all families have the opportunity to re-engage with the service.
MC5	Participation in the MCH service by Aboriginal children [Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100	84.1%	76.6%	71.1%	73.9%	The participation rate of Aboriginal children in the MCH service has improved by 3.84% compared to last year. The service continues to focus on making the service culturally safe and appropriate. 65 Aboriginal children attended the Maternal and Child Health service in 2022-23.
Roads Satisfaction						
R5	Satisfaction with sealed local roads [Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads]	72.0	70.0	70.0	67.0	There was a small decrease (3%) in satisfaction with sealed local roads. This could be related to higher numbers of potholes needing repair than normal due to very high levels of rainfall during the year. This was a challenge many across Victoria faced and one which climate change forecasts suggest will become a more frequent risk.
Statutory Planning Decision making						
SP4	Council planning decisions upheld at VCAT [Number of VCAT decisions that did not set aside Council's decision in relation to a planning application /Number of VCAT decisions in relation to planning applications] x100	41.2%	47.8%	20.0%	85.7%	This is a very substantial improvement on last year's results. The improvement this year reflects appointment of a new Appeals advisor and a concerted effort to improve our VCAT related processes and procedures. The high number of mediated outcomes has also been a factor, as well as VCAT's scheduling of mediations for more application types. In addition, Council successfully negotiated outcomes on a further 17 decisions and VCAT endorsed Council's position on one declaration proceeding. These outcomes are not included in this indicator, but when taking them into account this result increases to 92.3%.

Darebin City Council  
**Service Performance Indicators**  
 For the Year Ended 30 June 2023

Results						
Service/indicator/measure		2020	2021	2022	2023	Material Variations
Waste Collection						
Waste diversion						
WC5	Kerbside collection waste diverted from landfill [Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100	50.8%	63.6%	50.2%	54.1%	The recycling rate improved in 2022-23 by 7.3% largely because Council extended its food and green waste recycling to all households and therefore the amount of waste going to landfill reduced. Council has had challenges with garbage being put into the recycling bins during 2022-23 and will work to address this in the year ahead.

**Definitions**

"Aboriginal child" means a child who is an Aboriginal person

"Aboriginal person" has the same meaning as in the *Aboriginal Heritage Act 2006*

"active library member" means a member of a library who has borrowed a book from the library

"annual report" means an annual report prepared by a council under sections 131, 132 and 133 of the Act

"CALD" means culturally and linguistically diverse and refers to persons born outside Australia in a country whose national language is not English

"class 1 food premises" means food premises, within the meaning of the *Food Act 1984*, that have been declared as class 1 food premises under section 19C of that Act

"class 2 food premises" means food premises, within the meaning of the *Food Act 1984*, that have been declared as class 2 food premises under section 19C of that Act

"Community Care Common Standards" means the Community Care Common Standards for the delivery of HACC services, published from time to time by the Commonwealth

"critical non-compliance outcome notification" means a notification received by Council under section 19N(3) or (4) of the *Food Act 1984*, or advice given to Council by an authorised officer under that Act, of a deficiency that poses an immediate serious threat to public health

"food premises" has the same meaning as in the *Food Act 1984*

"local road" means a sealed or unsealed road for which the Council is the responsible road authority under the *Road Management Act 2004*

"major non-compliance outcome notification" means a notification received by Council under section 19N(3) or (4) of the *Food Act 1984*, or advice given to Council by an authorised officer under that Act, of a deficiency that does not pose an immediate serious threat to public health but may do so if no remedial action is taken

"MCH" means the Maternal and Child Health Service provided by Council to support the health and development of children within the municipality from birth until school age

"population" means the resident population estimated by Council

"target population" has the same meaning as in the Agreement entered into for the purposes of the *Home and Community Care Act 1985* of the Commonwealth

"WorkSafe reportable aquatic facility safety incident" means an incident relating to a Council aquatic facility that is required to be notified to the Victorian WorkCover Authority under Part 5 of the *Occupational Health and Safety Act 2004*

Darebin City Council  
**Financial Performance Indicators**  
 For the Year Ended 30 June 2023

		Results				Forecasts				Material Variations
Dimension/indicator/measure		2020	2021	2022	2023	2024	2025	2026	2027	
Efficiency										
Expenditure level										
E2	Expenses per property assessment [Total expenses / Number of property assessments]	\$2,413	\$2,418	\$2,508	\$2,623	\$2,651	\$2,706	\$2,857	\$2,994	Total expenses have increased by 5% over the year, resulting from enterprise agreement movements in employee costs and operational costs of the in-house operated Darebin Resource and Recovery Centre.
Revenue level										
E4	Average rate per property assessment [Total rate revenue / Number of property assessments]	\$1,756	\$1,806	\$1,835	\$1,631	\$1,736	\$1,804	\$1,865	\$1,922	Result has been impacted by the introduction of a waste service charge in 2022-23
Working capital										
L1	Current assets compared to current liabilities [Current assets / Current liabilities] x100	215.7%	172.0%	140.2%	183.4%	158.3%	169.2%	177.0%	171.7%	Prior year result was impacted by higher than anticipated trade payables, primarily related to the newly construction Northcote Aquatic & Recreation Centre.
Unrestricted cash										
L2	Unrestricted cash compared to current liabilities [Unrestricted cash / Current liabilities] x100	97.0%	68.6%	25.4%	53.2%	51.0%	60.7%	68.9%	64.4%	Unrestricted cash had increased from prior year, primarily due to lower statutory reserves held which have been utilised to fund various compliant open space improvement works.

Darebin City Council  
**Financial Performance Indicators**  
 For the Year Ended 30 June 2023

		Results				Forecasts				
Dimension/indicator/measure		2020	2021	2022	2023	2024	2025	2026	2027	Material Variations
Obligations										
Loans & borrowings										
O2	Loans and borrowings compared to rates [Interest bearing loans and borrowings / Rate revenue] x100	0.00%	0.00%	7.27%	33.08%	28.65%	24.97%	21.53%	18.24%	Planned new borrowings (\$39M) were executed during the year to fund the redevelopment of Northcote Aquatic and Recreation Centre. Future year estimates are impacted by the servicing of this debt.
O3	Loans and borrowings repayments compared to rates [Interest and principal repayments on interest bearing loans and borrowings / Rate revenue] x100	0.00%	0.00%	0.00%	1.34%	3.77%	3.63%	3.51%	3.41%	Borrowings in 21-22 (\$10m) and planned new borrowings (\$39M) were executed during the year to fund the redevelopment of Northcote Aquatic and Recreation Centre. Future year estimates are impacted by the servicing of this debt.
Indebtedness										
O4	Non-current liabilities compared to own-source revenue [Non-current liabilities / Own-source revenue] x100	1.3%	1.4%	7.1%	26.2%	22.9%	19.9%	16.9%	14.1%	Planned new borrowings (\$39M) were executed during the year to fund the redevelopment of Northcote Aquatic and Recreation Centre. Future year estimates are impacted by the servicing of this debt.
Asset renewal and upgrade										
O5	Asset renewal and upgrade compared to depreciation [Asset renewal and upgrade expense / Asset depreciation] x100	140.8%	110.4%	141.6%	128.2%	93.5%	97.6%	86.8%	99.5%	Expenditure on asset renewal and upgrade works was consistent with previous year. Building depreciation expense has increased in line with the 2022 revaluation.
Operating Position										
Adjusted underlying result										
OP1	Adjusted underlying surplus (or deficit) [Adjusted underlying surplus (deficit)/ Adjusted underlying revenue] x100	1.7%	-0.2%	-0.5%	4.0%	4.1%	5.3%	4.1%	2.2%	Underlying revenue has increased by 7% over the period. Prior year underlying surplus was impacted by write-off of assets associated with the redevelopment of Northcote Aquatic & Recreation Centre and capital grants received.

Darebin City Council  
**Financial Performance Indicators**  
 For the Year Ended 30 June 2023

		Results				Forecasts				
Dimension/indicator/measure		2020	2021	2022	2023	2024	2025	2026	2027	Material Variations
Stability										
Rates concentration										
S1	Rates compared to adjusted underlying revenue [Rate revenue / Adjusted underlying revenue] x100	73.9%	76.4%	75.1%	71.1%	73.7%	74.1%	73.4%	73.6%	No material variation from the previous year
Rates effort										
S2	Rates compared to property values [Rate revenue / Capital improved value of rateable properties in the municipality ] x100	0.23%	0.22%	0.22%	0.20%	0.22%	0.23%	0.23%	0.24%	Total capital improved value has increased by 17% since 2022. Total Rate revenue has increased by 4% during the same period.

**Definitions**

"adjusted underlying revenue" means total income other than—

- (a) non-recurrent grants used to fund capital expenditure; and
- (b) non-monetary asset contributions; and
- (c) contributions to fund capital expenditure from sources other than those referred to in paragraphs (a) and (b)

"adjusted underlying surplus (or deficit)" means adjusted underlying revenue less total expenditure

"asset renewal expenditure" means expenditure on an existing asset or on replacing an existing asset that returns the service capability of the asset to its original capability

"current assets" has the same meaning as in the AAS

"current liabilities" has the same meaning as in the AAS

"non-current assets" means all assets other than current assets

"non-current liabilities" means all liabilities other than current liabilities

"non-recurrent grant" means a grant obtained on the condition that it be expended in a specified manner and is not expected to be received again during the period covered by Council's Strategic Resource Plan

"own-source revenue" means adjusted underlying revenue other than revenue that is not under the control of Council (including government grants)

"population" means the resident population estimated by Council

"rate revenue" means revenue from general rates, municipal charges, service rates and service charges

"recurrent grant" means a grant other than a non-recurrent grant

"residential rates" means revenue from general rates, municipal charges, service rates and service charges levied on residential properties

"restricted cash" means cash and cash equivalents, within the meaning of the AAS, that are not available for use other than for a purpose for which they are restricted, and includes cash to be used to fund capital works expenditure from the previous financial year

"unrestricted cash" means all cash and cash equivalents other than restricted cash

## Darebin City Council

**Other Information**

For the Year Ended 30 June 2023

**Note 1 Basis of Preparation**

Council is required to prepare and include a performance statement within its annual report. The performance statement includes the results of the prescribed sustainable capacity, service performance and financial performance indicators and measures together with a description of the municipal district and an explanation of material variations in the results. This statement has been prepared to meet the requirements of the *Local Government Act 2020*, the *Local Government (Planning and Reporting) Regulations 2020*.

Where applicable the results in the performance statement have been prepared on accounting bases consistent with those reported in the Financial Statements. The other results are based on information drawn from Council information systems or from third parties (e.g. Australian Bureau of Statistics).

The performance statement presents the actual results for the current year and for the prescribed financial performance indicators and measures, the results forecast by Council's 2023-24 Annual Budget. The *Local Government Act 2020* requires explanation of any material variations in the results contained in the performance statement. Council has adopted materiality thresholds relevant to each indicator and measure and explanations have not been provided for variations below the materiality thresholds unless the variance is considered to be material because of its nature.

The forecast figures included in the performance statement are those adopted by Council in its Strategic Resource Plan on 25 June 2023 and which forms part of the Council Plan. The 2023-24 Annual Budget includes estimates based on key assumptions about the future that were relevant at the time of adoption and aimed at achieving sustainability over the long term. Detailed information on the actual financial results is contained in the General Purpose Financial Statements. The Strategic Resource Plan can be obtained by contacting Council.

Darebin City Council  
**Certification of performance statement**  
For the Year Ended 30 June 2023

In my opinion, the accompanying performance statement has been prepared in accordance with the *Local Government Act 2020*, the *Local Government (Planning and Reporting) Regulations 2020*.

---

Daryl Whitfort FCPA

Principal Accounting Officer

Melbourne  
25 September 2023

In our opinion, the accompanying performance statement of the Darebin City Council for the year ended 30 June 2023 presents fairly the results of Council's performance in accordance with the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

The performance statement contains the relevant performance indicators, measures and results in relation to service performance, financial performance and sustainable capacity.

At the date of signing, we are not aware of any circumstances that would render any particulars in the performance statement to be misleading or inaccurate.

We have been authorised by the Council and by the *Local Government (Planning and Reporting) Regulations 2020* to certify this performance statement in its final form.

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Julie Williams  
Councillor

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Susanne Newton  
Councillor

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Peter Smith  
Chief Executive Officer

Melbourne  
25 September 2023



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# Final Management Letter

## 2022-23 Financial report and Performance Statement of Darebin City Council

| Victorian Auditor-General's Report

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### Background

I attach for your information the final management letter for the year ended 30 June 2023. The final management letter provides a summary of results of our audit. This report will be discussed at the Audit & Risk Committee meeting on 11 September 2023.

### Acknowledgement

I also take this opportunity to thank your executive team and staff for the time they made available to us during our audit.

Yours sincerely



Josh Porker

Engagement Leader

RSD Audit

VAGO Audit Service Provider

6 September 2023

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Summary of audit findings ..... 3

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APPENDIX A **Rating definitions and actions**..... 11

2022-23 Financial report and Performance Statement of Darebin City Council | Victorian Auditor-General’s Report

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# Introduction

We have completed the 2023 audit and now bring our findings to your attention.  
Please read this document in conjunction with the closing report, which we presented to the Audit & Risk Committee on 11 September 2023.

We include our assessment of the audit significance of the findings, which fall into the following categories:

- internal control weaknesses
- financial reporting and performance statement reporting
- business improvement opportunities and other guidance.

**Appendix A** explains the rating criteria we used, and the management action required.

## Internal control weaknesses

As part of our audit, we assess the design and implementation of internal controls relevant to financial reporting and performance statement reporting.  
If we intend to rely on these controls, we test how effectively they are operating.

## Financial reporting and performance statement reporting

We may identify errors and weaknesses in management's approach to financial reporting and performance statement reporting, which may lead to material misstatement. We consider how your entity has complied with the Australian Accounting Standards and other reporting frameworks.

### *Reporting and tracking internal control and financial reporting findings*

This letter includes:

- our assessment of the significance of the findings
- our recommended actions
- management comments and dates for implementation.

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### Business improvement opportunities and other guidance

We may identify opportunities for your entity to improve the efficiency and effectiveness of its processes and controls. We may also share better practices from across the public sector. We do not monitor business improvement opportunities and other guidance.

### Scope and purpose of the audit

The objective of our audit is to enable the Auditor-General to express an opinion on your financial report and performance statement. When designing our audit procedures, we consider the internal controls relevant to your financial report and performance statement. Our audit strategy communicated our planned approach and level of reliance on internal controls. Expressing an opinion on the effectiveness of internal controls is not part of our audit scope.

We do not carry out a comprehensive audit of all the processes and systems in your entity's internal controls. We do not try to uncover all deficiencies, breaches, and irregularities. Inherent limitations in any process and system of internal controls may mean that we do not detect some errors or irregularities.

### Reports to Parliament

In a report to Parliament, the Auditor-General may include findings that we rated as high in this letter. Before it is tabled, we will send you a draft of the report to Parliament and invite your comments.

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## Summary of audit findings

The table below summarises all management letter findings in two areas: either resolved during the period; or open issues, which include 'unresolved', 'partially resolved' or 'substantially resolved' as of the date of this letter.

	Reference	Findings		Classification of deficiency		Area	Resolved (R)/ unresolved (U)	Management acceptance	Agreed date to implement
Finding first raised (month / year)			Rating	Internal control	Financial / performance reporting				
Open issues (current and prior period)									
August 2023	2023.4	<b>Payroll Clearing account</b> Our review identified various entries from April to June 2022 that remain the clearing account.	Low	X	-	Payroll	New	Yes	31 October 2023
August 2023	2023.3	<b>AASB assessment of Grants</b> Our testing over grants revenue identified 5 grants that were incorrectly classified in the Grants register. These grants were subsequently adjusted and have been correctly classified in the 2022-23 financial statements.	Low	-	X	Grants Revenue	New	Yes	Complete. Amended in Annual Financial Report.
May 2023	2023.1	Unexplained variances in bank reconciliations	Moderate	X	-	Cash at Bank	Unresolved	Yes	30 June 2023

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Finding first raised (month / year)	Reference	Findings	Rating	Classification of deficiency		Area	Resolved (R)/ unresolved (U)	Management acceptance	Agreed date to implement
				Internal control	Financial / performance reporting				
May 2023	2023.2	<b>POS reconciliation at Darebin Resource Recovery Centre</b> As part of our testing over user fees we identified 2 instances at the Darebin Resource Recovery Centre where variances occurred for the daily drawer reconciliation between card sales summary and actual banked amount.	Low	X	-	User Fees Revenue	Unresolved	Yes	30 June 2023
September 2022	2022.5	<b>Supplementary rate controls</b> There is a control whereby a separate review is undertaken of supplementary valuations for rates.  Audit noted however that there is not any evidence of the review retained for audit trail purposes.	Low	X	-	Rates Revenue	Unresolved	Yes	31 December 2022
September 2022	2022.6	<b>Collectability of rates debtors</b> We note rate debtors have increased by \$8M since 2019. This will present collectability difficulties which the council should plan for.  We note the Council has recently commenced action to address this.	Low	X	-	Trade and other Receivables	Unresolved	Yes	On-Going

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Finding first raised (month / year)	Reference	Findings	Rating	Classification of deficiency		Area	Resolved (R)/ unresolved (U)	Management acceptance	Agreed date to implement
				Internal control	Financial / performance reporting				
July 2022	2022.1	IT Environment - Governance	Moderate	X	-	Information Technology	Partially resolved	Yes	30 June 2023
July 2022	2022.2	Payroll database changes	Moderate	X	-	Payroll	Unresolved	Yes	5 August 2022
July 2022	2022.3	<p><b>Supplier Masterfile vetting</b></p> <p>We note the supplier Masterfile has 1,000 missing ABNs (395 business and remaining individuals), without an ABN listed. We recommend these should be investigated, and regular maintenance checks of the data base undertaken.</p> <p><i>2023 audit update:</i> we noted 13 invalid ABNs and 809 suppliers with missing ABNs. These mainly consisted of individuals or legacy suppliers.</p> <p>Council should update its Supplier Masterfile to ensure the validity of suppliers used and to avoid any unauthorised use of inactive supplier details.</p>	Low	X	-	Expenditure	Unresolved	Yes	31 August 2022
<b>Prior period issues resolved during the period</b>									
September 2022	2022.4	Fixed Asset Register	High	X	-	Infrastructure, property, plant & equipment	Resolved	Yes	30 June 2023

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Finding first raised (month / year)	Reference	Findings	Rating	Classification of deficiency		Area	Resolved (R)/ unresolved (U)	Management acceptance	Agreed date to implement
				Internal control	Financial / performance reporting				
September 2022	2022.7	Review of bank reconciliations	Low	X	-	Bank/ Governance	Resolved	Yes	31 October 2022
September 2022	2022.8	Write off WDV of assets when replaced	Moderate	-	X	Non-Current Physical Assets/ Expenses	Resolved	Yes	30 June 2023

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## Detailed audit findings-open issues

Note: Additional detail provided only where findings are MODERATE or HIGH risk items. LOW risk items are provided in summary table only.

Ref	Description of finding and implication	VAGO recommendation on new findings and update on open items	Response from management
2023.1	<p><b>Unexplained variances in bank reconciliations</b></p> <p>Our testing of bank reconciliations at interim identified that the October 2022 and November 2022 reconciliations contained variances in the bank reconciliation which did not include any explanation of the source of the variance.</p> <p>The variances ranged in value with the largest amount noted as being \$8k.</p> <p>Bank reconciliations are a key control function of the Council to ensure accuracy and completeness of general ledger and bank account transactions. Failure to adequately reconcile such reconciliations means the intended control is ineffective. This exposes Council to potential errors which may lead to a material misstatement or fraud and the accuracy of reporting cash at bank is diminished.</p>	<p><b>Recommendation</b></p> <p>We recommend that Council ensures that all variances in bank reconciliation statements are adequately explained and specific details are provided in all instances where an exception or anomaly arises.</p> <p>This will promote the accuracy of cash at bank, ensure proper reconciliation of Council's bank reconciliations occurs and minimise the risks of fraud or error.</p> <p><b>Update August 2023:</b></p> <p>We note that the June bank reconciliation had \$633k worth of reconciling items. Most reconciling items were from the few preceding months but there were some items noted that date back to FY21.</p> <p>We note that the reconciliation for June 2023 was completed and independently reviewed in a timely manner.</p>	<p><b>Recommendation:</b> Accepted</p> <p><b>Responsible officer:</b> Michael O'Riordan</p> <p><b>Implementation date:</b> 30 June 2023</p> <p><b>Management comment:</b></p> <p>Resourcing issues have caused some delays in the timely completion of bank reconciliations. Assistant Accountant is working on all outstanding items / discrepancies with businesses. All unknown variances will be cleared by 30 June.</p> <p><b>Management update August 2023:</b></p> <p>The outstanding discrepancies for transactions for 2022/23 have been identified and completed. The July and August Bank reconciliations have been completed in a timely matter.</p>
2022.1	<p><b>IT Environment - Governance</b></p> <p>As part of our review of the IT General Controls Environment, we identified the following in relation to Governance:</p> <ul style="list-style-type: none"> <li>→ IT Steering Committee - The Terms of Reference for this committee (est in 2013) to direct the activities of the IT Steering Committee require updating.</li> </ul>	<p><b>Recommendation:</b></p> <p>We recommend the documentation surrounding the governance of the IT Environment is finalised as soon as possible.</p> <p><b>Update August 2023:</b></p> <p>We note that the following findings remain open:</p> <ul style="list-style-type: none"> <li>→ ICT Strategy is currently in draft</li> <li>→ BCP remains in draft and has not been formally tested.</li> </ul>	<p><b>Recommendation:</b> Accepted</p> <p><b>Responsible officer:</b> Lalitha Koya / Acting Head Governance &amp; Risk (Business Continuity)</p> <p><b>Implementation date:</b> 30 June 2023</p> <p><b>Management Comment:</b></p> <p>IT governance documentation will be finalised as soon as possible, including:</p> <ul style="list-style-type: none"> <li>→ Review of the IS Steering Committee TOR – 31 Aug 22</li> <li>→ IT policies – 15 Sep 22</li> </ul>

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Ref	Description of finding and implication	VAGO recommendation on new findings and update on open items	Response from management
	<p>→ IT Strategy - The ICT Strategy is currently in draft and under review dated 2021-2025. We understand the newly appointed IS Manager is currently reviewing this document.</p> <p>→ IT Policies and Procedures - Council have engaged a contractor to provide Policy Management as a Service (PMaaS) containing a suite of replacement policies. While this was originally estimated to be operational in May 2022, it has not yet been finalised.</p> <p>→ Business Continuity Plan - The BCP is in draft and has not been formally tested other than COVID-19 Response.</p> <p>→ Disaster Recovery Plan - While a fully documented IT Disaster Recovery Plan for Darebin City Council is in place it remains under review.</p> <p>Given the increasing reliance on IT systems, it is important to have a sound IT direction and governance framework for Darebin City Council.</p>		<p>→ IT Strategy – 20 Dec 22</p> <p>→ Disaster Recovery Plan – 31 Dec 22</p> <p>→ Review of the Business Continuity Plan – 30 June 2023.</p> <p><b>Management update May 2023:</b> In relation to documentation surrounding the governance of IT Environment below is the update. New IT steering Committee terms of references (TOR) has been endorsed and adopted - (Sep 2022). Independent external IT member has been appointed as a part of IT steering committee - (Nov 2022). New set of IT policies (Kaon Security Policy Suite - Policy management as a Service) have been endorsed and rolled out across the council - (Sep 2022). As a part of IT strategy development, IT strategic positioning has been developed and endorsed. Currently in the process of finalising the IT roadmap actions with an aim to seek council endorsement for adoption in late 2023.</p> <p><b>Management update August 2023:</b> A new IT Disaster Recovery solution (DRaaS) was implemented in June 2023. The Business Continuity Framework is currently under review which includes key outputs:</p> <ul style="list-style-type: none"> <li>• Business Continuity Policy and Framework (draft documents received and under review)</li> <li>• Business Impact Analysis of each department to inform the plans</li> <li>• Business Continuity Plans</li> <li>• Training for all staff</li> <li>• Testing.</li> </ul> <p>The review will be completed by the end of September 2023.</p>

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Ref	Description of finding and implication	VAGO recommendation on new findings and update on open items	Response from management
2022.2	<p><b>Payroll Database Changes</b></p> <p>We note that there is presently no review of payroll Masterfile changes.</p> <p>A payroll Masterfile changes report should be produced each pay period and this should be reviewed by someone independent of those staff that can make changes to the payroll database (pay rates/bank accounts etc) to ensure no unauthorised changes are being made.</p>	<p>We recommend management ensure that an audit procedure is introduced to check changes to the payroll data, and that the performance of this review be evidenced.</p> <p><b>Update May 2023:</b></p> <p>Our testing at interim noted that an audit trail report for changes to employee details is not yet being prepared and independently reviewed.</p> <p>Our testing of individual changes of employee bank details back to appropriate source documentation did not identify any issues.</p>	<p><b>Recommendation:</b> Accepted</p> <p><b>Responsible officer:</b> Daryl Whitfort</p> <p><b>Implementation date:</b> 5 August 2022</p> <p><b>Management Comment:</b></p> <p>The periodic review of the Payroll Masterfile Changes Report will be undertaken by the CFO each pay period upon commencement of the Payroll Coordinator.</p> <p><b>Management update May 2023:</b></p> <p>The periodic review of the Payroll Masterfile Changes Report will be undertaken by the Finance and Fixed Asset or Business Support Accountants and reviewed by the CFO monthly. A formal audit procedure will be developed and agreed between Payroll Co-ordinator and CFO.</p>

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# Business improvement opportunities and other guidance

During our audit, we identified the following business opportunities:

- Our review of the Annual Leave (AL) and Long Service Leave (LSL) Provisions identified the following:
  - 100 employees have an AL balance in excess of 8 weeks
  - 7 employees have a negative AL balance – we note that the payroll team has noticed the issue and setup the overflow rules in system to avoid negative leave balance in the future
  - 1 active employee was not included in the provision schedules as at 30 June
  - Workcover was excluded in the on-cost calculation for LSL. No adjustment has been raised with respect to this finding as the amount was below the clearly trivial materiality threshold.

We recommend that management review the provision schedules to ensure that inputs have been updated and correctly reflected, and that all active employees are included in the provision schedule.

- Our review of the Fixed Asset Register identified a number of asset classes with useful lives not in line with the Asset useful life disclosure in the financial statements. We recommend that the useful life disclosure is updated to reflect the assets recorded in the fixed asset register.

- We identified that the following policies were out of date:
  - Acceptable Use Policy (Due for review May 2022)
  - Public Interest Disclosures Policy (Due for review December 2022)
  - Revenue Policy (Due for review February 2022)
  - Recruitment Policy (Due for review December 2022).

We recommend that the out of date policies noted are reviewed and updated.

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## APPENDIX A

### Rating definitions and actions

Rating	Description of rating	Management action required
High	<ul style="list-style-type: none"> <li>→ A material misstatement in the financial report has occurred or is likely to occur. It could result in a modified audit opinion if the entity does not take urgent action.</li> <li>→ A control weakness could cause, or is causing, a major disruption to the entity's ability to achieve process objectives and comply with relevant legislation.</li> </ul>	<ul style="list-style-type: none"> <li>→ Executive management must correct the misstatement in the financial report or take urgent action to avoid a modified audit opinion.</li> <li>→ Management must immediately create a detailed action plan that the entity will implement within one month.</li> </ul>
Moderate	<ul style="list-style-type: none"> <li>→ A non-material misstatement, which has the potential to become material, has occurred, or is likely to occur, in the financial report.</li> <li>→ A control weakness could have, or is having, a moderately adverse effect on the entity's ability to achieve process objectives and comply with relevant legislation.</li> </ul>	<ul style="list-style-type: none"> <li>→ Management must immediately create a detailed action plan that the entity will implement within three to six months.</li> </ul>
Low	<ul style="list-style-type: none"> <li>→ A misstatement (not expected to be material) is likely to occur in the financial report.</li> <li>→ A minor control weakness, with minimal but reportable impact, is affecting the entity's ability to achieve process objectives and comply with relevant legislation.</li> </ul>	<ul style="list-style-type: none"> <li>→ Management must immediately create a detailed action plan that the entity will implement within 12 months.</li> </ul>

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## Darebin City Council

Closing Report

For the financial year ended 30 June 2023

Presented to the Audit & Risk Committee  
on 11 September 2023

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### Background

I enclose for your information the closing report for the year ended 30 June 2023. The closing report provides a summary of results of our audit of the Darebin City Council. This report will be discussed at the Committee meeting on 11 September 2023.

### Acknowledgement

I also take this opportunity to thank your executive team and staff for the time they made available to us during our audit.

Yours sincerely



Josh Porker

Engagement Leader

RSD Audit

VAGO Audit Service Provider

6 September 2023

*Presented to the Audit & Risk Committee on 11 September 2023*

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*Presented to the Audit & Risk Committee on 11 September 2023 | Victorian Auditor-General’s Report*

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# Introduction

## Purpose of the closing report

- Our closing report summarises the results of our audit and communicates significant findings from the final audit phase.
- Please read this document in conjunction with our Audit Strategy Memorandum issued on 1 March 2023.

## Scope and purpose of the audit

- The *Audit Act 1994* requires the Auditor-General to form an opinion on your financial report and performance statement and provide a copy of the audit reports to you.
- Copies of the reports are also provided to the Minister for Local Government, and where applicable (i.e., when modified or when the AG directs) to the Assistant Treasurer, who is the minister responsible for administering Part 7 of the *Financial Management Act 1994*.

## The Auditor-General

The Auditor-General is:

- an independent officer of the Victorian Parliament
- appointed under legislation to examine on behalf of parliament and taxpayers, the management of resources within the public sector
- not subject to the control or direction of either parliament or the government.



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# Audit completion status

We have substantially completed our audit of the financial report and performance statement. We performed our audit in accordance with the *Audit Act 1994* and the terms of our engagement letter. We can provide reasonable assurance that the financial report and performance statement is presented fairly under the *Local Government Act 2020*.

## Expected audit opinion

Based on our audit, we expect to conclude that the financial report is presented fairly. We also expect to conclude that the performance statement is presented fairly. We expect to issue unmodified audit opinions.

## Outstanding audit matters

We can conclude and issue our audit opinions when we finalise our audit process. Outstanding audit matters include:

- completion of our testing of the performance statement
- a final review of the financial report and performance statement
- a review of the signed management representation letter
- completion of the review of subsequent events.

**Appendix A** provides a detailed list of all outstanding audit matters.

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# Areas of audit focus

Our audit focused on the financial report balances / disclosures / areas that we rated as higher risk for material misstatement in your financial report and performance statement.

Our procedures enabled us to conclude, with reasonable assurance, whether the risks resulted in a material misstatement. The outcome of our procedures is summarised in this section.

Risk of material misstatement	Our audit response	Results of our key procedures
<p><b>1. Valuation of property, infrastructure, plant and equipment</b></p> <p>Property, Infrastructure, plant and equipment represents a significant part of the Council's total assets (\$1.63 billion as at 30 June 2022), with the majority of these assets carried at fair value.</p> <p>Determining the fair value of these assets is a highly complex process that relies on numerous assumptions underpinning the valuation methodology, the engagement of valuation experts and the use of management judgement.</p> <p>Classes of Infrastructure assets were revalued in the 2020-2021 year, while Land and Buildings are scheduled for full revaluation assessment in 2021-2022.</p> <p>The financial report may include a material misstatement if the valuation is not performed in line with a suitable methodology, by unqualified experts or is based on inappropriate assumptions and judgements.</p> <p>Valuations may be inaccurate due to the judgement and complexities associated with applying <i>AASB 13 Fair Value Measurement</i>.</p> <p>Disclosure may be incorrect or insufficient.</p>	<p>We:</p> <ul style="list-style-type: none"><li>• reviewed management's assessment of cumulative fair value movements since the last comprehensive revaluations</li><li>• reviewed any indexation calculations prepared by management</li><li>• assessed the valuer's competence, skills and experience to conduct an appropriate valuation</li><li>• reviewed the nature and extent of managements oversight and review of the fair value measurement by valuation experts</li><li>• reviewed management's impairment assessment</li><li>• reviewed the valuers report evaluate the appropriateness of the methodology adopted and reasonableness of key assumptions and estimates used</li><li>• verified the accuracy of any revaluation accounting adjustments.</li></ul>	<p>We received management's fair value assessment on 3/8/2023.</p> <p>We note that land &amp; Buildings were last valued in June 2022, and Infrastructure assets were last valued in June 2021.</p> <p>We reviewed the assessment and concluded that there were no movements greater than 10 per cent that would trigger the need for a managerial revaluation to be completed in 2022-23.</p> <p>We are satisfied that the balance of Property, infrastructure, plant &amp; equipment assets are fairly stated.</p>

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**2. Monetary and non-monetary contributions**

Council recorded monetary and non-monetary developer contributions totalling \$5.6 million in its 2021-2022 financial report. The level of contributions can vary from year-to-year.

Information regarding developer contributions, namely the status of key projects and the date that the assets transferred to the Council upon practical completion, can rest with staff outside of finance and may result in transactions being recorded in the wrong period.

Management need to consider the requirements of AASB 15 and AASB 1058 when considering the recognition of revenue and income.

We:

- performed substantive tests to verify the recognition of revenue against the requirements of the accounting policy and AASB 15 *Revenue from Contracts with Customers*
- performed substantive tests to verify the accuracy and completeness of revenue recognised
- performed substantive tests to verify the closing balance of related contract liabilities, as applicable
- reviewed and assessed the adequacy of financial report judgements.

Our audit assurance procedures with respect to monetary and non-monetary contributions determined that accounting treatment and disclosure is in line with the prescribed accounting standards.

We are satisfied that contributions are fairly stated in the 2022-23 financial report.

**3. Accounting for government grants**

The Council receives funding from the Australian and Victorian governments. The amount and timing of receipt varies year-to-year at the discretion of the respective government, depending on program initiatives or capital projects.

The application of AASB 15 *Revenue from Contracts with Customers* and AASB 1058 *Income of Non-for-Profit Entities* requires management to exercise judgement in determining whether the funding agreement contains sufficiently specific enforceable performance obligations exist.

Termination for Convenience (TFC) clauses within grant agreements, that require a grant recipient to refund unspent amounts upon demand by the grantor gives rise to a financial liability on any unspent amounts.

We:

- evaluated management's process to assess funding arrangements against the requirements of AASB 15 and AASB 1058
- performed substantive analytical procedures
- reviewed key grant agreements against the requirements of AASB 15 and AASB 1058
- made enquiries of management regarding funding subject to recall and if recall provisions are enacted or waived sight supporting documentation to confirm the appropriateness of the accounting treatment adopted
- verified a sample of transactions to supporting documentation
- obtained and reviewed management's assessment of the impacts of Termination for Convenience clauses
- reviewed the adequacy of disclosures in your financial report.

Our testing procedures identified a number of grants that were incorrectly classified.

These were subsequently adjusted by management and were correctly classified in the 2022-23 financial report.

Refer to the final management letter (**Appendix D**) for details on finding raised in relation to the above.

**4. Changes in personnel**

The Council experienced staff turnover of 21 per cent in 2021-22. The sector average was 20 per cent, up from 15 per cent in the prior year.

We:

- made enquiries of management to gain an understanding on the business units most impacted by staff turnover
- assessed the risk of internal controls, as they relate to financial information and the financial report, not operating as intended

Our audit assurance procedures in relation to changes in personnel did not identify any significant issues. We are satisfied that there were no material weaknesses in the internal control environment at

## OFFICIAL

During times of staff turnover there is:

- a loss of corporate knowledge and know-how
- an increased risk that internal controls may not operate as intended
- a risk that staff employed in a permanent or temporary capacity are unfamiliar with the council's legislative reporting obligations and its policies and procedures.

Staff turnover may affect the quality of a council's financial report given the finance team relies on the provision of supporting information and advice from other business units.

- considered the completeness of Key Management Personnel (KMP), senior officer remuneration and related party disclosures within the financial report.

Council as a result of changes in personnel.

5. **The performance statement may not be prepared in accordance with applicable legislative requirements**

There is a potential risk that:

- Systems in place at council may not accurately capture the data required to support service performance outcomes
- Incomplete and/or inaccurate data due to inadequate systems may result in material misstatement of the performance statement
- A lack of quality assurance over the preparation of performance statement may also result in significant errors or omissions.

We:

- reviewed the systems in place to capture the financial and non-financial data
- determined the reliability and completeness of the available records for compiling that indicator
- checked the calculations of report figures
- assessed the reasonableness of explanations included in the report of significant variations
- confirmed that the performance statement complies with legislative requirements.
- assessed the impact of any changes to systems, process and internal controls due to COVID 19 (e.g. review process changes due to WFH arrangements)
- reviewed additional disclosure requirement to present impact of COVID 19 in the performance statement.

Our audit assurance procedures with respect to the performance statement are substantially complete.

We are satisfied the Performance Statement presents appropriately, subject to resolution of our query on the unrestricted cash indicator.

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# Audit findings—financial report

## Materiality assessment

Misstatements are considered material if they individually or collectively could influence economic decisions of users of the financial report. Users could be influenced by either the amount (quantity) or the nature (quality) of the matter.

We have updated the materiality levels indicated in our audit strategy memorandum.

Final overall materiality for the financial report has been set at 5% of total PIPE assets \$83m.

Final specific materiality for particular statements, account balances or disclosures has been set at 5% of total expenses \$9.7m.

In our view:

- total uncorrected errors above this amount for particular statements, account balances or disclosures would mislead the users of the financial report.
- risk that there may be material error the financial report increases with the level of accumulated uncorrected error below this threshold.

## Adjusted audit differences

Our audit procedures did not identify any material audit differences.

We identified differences in the disclosures supporting the financial report, which management adjusted.

**Appendix B** presents the adjusted audit differences.

## Unadjusted immaterial differences

The effect of unadjusted differences on the financial report is that the net result is overstated by \$324k, and net assets are overstated by \$324k.

**Appendix C** presents the unadjusted immaterial differences.

## Control environment

The Australian Auditing Standards require us to write to those charged with governance about any significant deficiencies we identified during the audit.

As part of our audit process, we consider, but do not assess or provide an opinion on, the effectiveness of your internal control framework. If we identify any significant weaknesses in internal control during our audit, we communicate them to you in our management letters.

**Appendix D** contains our final management letter.

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# Audit findings—performance statement

## Materiality assessment

Misstatements are considered material if they could individually or collectively influence economic decisions of users of the performance statement. Users could be influenced by either the amount (quantity) or the nature (quality) of the matter.

We set materiality for each indicator reported in a performance statement after we consider the qualitative and quantitative factors that influence each indicator. We cannot set an overall materiality level for the performance statement due to its nature.

## Adjusted differences

Pending completion of our Performance statement testing, refer **Appendix A** for outstanding audit matters.

## Unadjusted immaterial differences

Pending completion of our Performance statement testing, refer **Appendix A** for outstanding audit matters.

## Control environment

The Australian Auditing Standards require us to write to those charged with governance about any significant deficiencies we identified during the audit.

As part of our audit process, we consider, but do not assess or provide an opinion on, the effectiveness of your internal control framework. If we identify any significant weaknesses in internal control during our audit, we communicate them to you in our management letters.

**Appendix D** contains our final management letter.

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# Other audit findings

## Fraud, irregularities, or regulatory non-compliance

When performing our risk assessments and conducting our audit procedures, we consider the risk of material misstatement in the financial report and performance statement that may be due to fraud. We are not responsible for preventing or detecting fraud.  
Our audit procedures did not identify any specific financial report and performance statement areas of fraud risk or regulatory non-compliance.

## Waste, probity & financial prudence

Our procedures are not specifically designed to detect matters of waste, probity, and financial prudence but we may detect these matters.  
Our audit procedures did not identify any material issues concerning waste, probity, or lack of financial prudence.

## Accounting policies

Your entity's material accounting policies, material transactions and/or events that occurred during the financial year are in accordance with the Australian accounting standards.

## Disagreements with management

No issues noted.

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# Reports to Parliament

## Results of the 2022-23 Audits: Local Government

Darebin City Council will be included in the *Results of the 2022-23 Audits: Local Government*. We aim to table this report by the end of November 2023 (note: we aim to table these reports within 5 months of the relevant sector's financial year end). The report will analyse the financial performance and position, and sustainability risks of each sector. The report also informs Parliament about the strengths and weaknesses in the control environments at entities within the sector and make recommendations to improve them as appropriate.

We will release an interactive dashboard to accompany the Parliamentary report. This will enable users to visualise:

- sector results over the last five years
- trends and composition analyses for specific entities
- compare results between entities over time.

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## VAGO links and resources

[VAGO's website](#)[VAGO's role](#)[Annual work plan](#)[Strategic plan](#)[Our reports](#)[Audits in progress](#)[Privacy policy](#)[Financial reporting alerts](#)

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## APPENDIX A

# Outstanding audit matters

The following items are outstanding at the date of this report and need to be resolved before we can issue our audit reports.

Item	Action required	Responsibility
Performance statement review	Audit to complete testing over the 2022-23 performance statement. Query around the unrestricted cash indicator to be resolved to finalise the audit.	Management and audit
Subsequent events update	Provide details of significant transactions and events up to date of signing. Audit will assess for any impact on the financial report.	Management and audit
Financial report and performance statement certification	To be signed on adoption of the accounts by the Board.	Management
Management representation letter	To be signed on same date as the certification of the financial report.	Management

After we issue our audit report(s), we are required to undertake the following procedures. We will report any issues we find to your accountable officer for appropriate remedial action.

Item	Our procedure
Annual report	We will review your annual report to confirm that it includes the correct version of the signed financial report, performance report and auditor's report. We will also check that all information in the annual report is materially consistent with the financial report. We request your provision to us of an electronic copy of the printers' proof of the annual report.
Website publication of annual report	We will review your annual report on your website to confirm that it includes the correct version of the signed financial report, performance report and auditor's report. We request your notification to us when you publish your annual report on your website.

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APPENDIX B

Adjusted audit differences

Adjusted dollar differences

Financial report component(s)	Adjusted \$	Basis for the adjustment
Nil identified		

Adjusted differences of disclosures in your financial report and indicators in your performance statement

Financial report disclosure / performance statement indicator	Adjustment	Basis for the adjustment
Financial report	Various formatting and wording changes	Improve readability and presentation of the report
Performance statement	Various formatting and wording changes	Improve readability and presentation of the report

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## APPENDIX C

# Unadjusted audit differences

### Unadjusted dollar differences

Financial report component(s)	Adjusted \$	Basis for the difference and the reason/s for not adjusting
Oncost Recoup	Dr \$324,505	Unrecorded entry to include WorkCover as part of oncosts in the determination of the LSL provision.
Long Service Leave - Current	Cr \$324,505	
Cash and cash equivalents	Dr \$400,000	Unrecorded entry to move \$500k Term deposit > 90 days from cash & Cash equivalents to other financial assets and move \$900k from Other financial assets to cash and cash equivalents (net movement is \$400k transfer to cash & cash equivalents). Reclassification adjustment so nil impact on net result.
Other Financial assets	Cr \$400,000	

### Unadjusted differences of disclosures in your financial report and indicators in your performance statement

Financial report disclosure / performance statement indicator	Recommended disclosure	Basis of our recommendation
Nil identified		

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## APPENDIX D

# Final management letter

We provide a final management letter as a separate attachment.

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## APPENDIX E

# Management representation letter

As part of gathering audit evidence, we obtain formal management representations about your entity's financial report and performance statement. We look at the completeness, preparation, and presentation of the information in the report and statement.

We do not rely solely on the management representations, except when they are the only evidence reasonably available.

A draft version of the management representation letter is provided as a separate attachment.

When forming our audit opinion, we did not rely solely on management representations.

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25 September 2023

Josh Porker  
Engagement Partner  
RSD Audit

Via email: phild@rsdaudit.com.au

Dear Mr Porker

**Representations by the Chief Executive Officer and Chief Financial Officer in relation to the financial report and performance statement of Darebin City Council for the year ended 30 June 2023**

This representation letter is provided in connection with your audit of the financial report and performance statement of Darebin City Council for the year ended 30 June 2023. The audit is undertaken for the purpose of you being able to obtain sufficient and appropriate audit evidence on which to express an opinion as to whether the:

- financial report presents fairly, in all material respects in accordance with applicable Australian Accounting Standards, and the financial reporting requirements of the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*
- whether the performance statement presents fairly in accordance with the requirements of the *Local Government Act 2020* and *Local Government (Planning and Reporting) Regulations 2020*.

We confirm that, to the best of our knowledge and belief, the representations we make below are based on information available to us, having made such enquiries as we considered necessary to appropriately inform ourselves on these matters.

**Preparation of the financial report**

We have fulfilled our responsibilities, as set out in the terms of the audit engagement previously issued, for the preparation of the financial report in accordance with Australian Accounting Standards and the requirements of *Local Government Act 2020* and *Local Government (Planning and Reporting) Regulations 2020* in particular the financial report presents fairly, in all material respects.

1. We have prepared the financial report as a not-for-profit entity for the purpose of reporting under Australian Accounting Standards.
2. All transactions have been recorded in the accounting records and are reflected in the financial report.<sup>1</sup>
3. Proper accounts and records of the transactions and affairs of the council and such other records as sufficiently explain the financial operations and financial position of the council have been kept in accordance with the *Local Government Act 2020*, where applicable.
4. The effects of uncorrected misstatements are immaterial, both individual and in the aggregate, to the financial report as a whole. A list of all uncorrected misstatements is attached to this representation letter (refer Attachment A)<sup>2</sup>.

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ABN 75 815 980 522

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### Access to information

5. We have provided you with:
  - a. access to all information of which we are aware that is relevant to the preparation of the financial report such as records, documentation and other matters
  - b. any additional information that you have requested from us for the purpose of the audit
  - c. unrestricted access to persons within the council from whom you determined it necessary to obtain audit evidence<sup>3</sup>

### Controlled entities

6. We have undertaken a control assessment using the criteria outlined in AASB 10 *Consolidated Financial Statements*. Our assessment has not identified any controlled entities that require consolidation.

### Joint arrangements

7. We have undertaken an assessment of our contractual arrangements to determine whether they are joint arrangements as per the requirements of AASB 11 *Joint Arrangements*. Our assessment has not identified any joint arrangements that require disclosure.

### Investments in associates

8. We have undertaken an assessment of our contractual arrangements to determine whether they are investments classified as associates as per the requirements of AASB 128 *Investments in Associates and Joint Ventures*. Our assessment has not identified any joint arrangements that require accounting as per AASB 128 *Investments in Associates and Joint Ventures*.

### Fraud disclosure

9. We have disclosed to you the results of our assessment of the risk that the financial report may be materially misstated as a result of fraud.<sup>4</sup>
10. We are not aware of any actual or suspected fraud affecting Darebin City Council that involves:
  - a. management
  - b. employees who have significant roles in internal control or
  - c. others where the fraud could have a material effect on the financial report.<sup>4</sup>
11. We are not aware of any allegations (to the extent we are legally able to disclose these to you in accordance with the requirements of the *Independent Broad-based Anti-Corruption Commission Act 2011*) of fraud, or suspected fraud, affecting Darebin City Council financial report communicated by employees, former employees, analysts, regulators or others<sup>4</sup>.

### Internal control

12. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud and/or error<sup>4</sup>. We have established and maintained an adequate internal control structure to facilitate the preparation of a reliable financial report, and adequate financial records have been maintained. We have disclosed to you details of all deficiencies in internal control of which we are aware.

### Legal

13. There are no known or suspected instances of non-compliance with laws or regulations whose effects should be considered when preparing the financial report.

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14. There is no known actual or possible litigation and claims whose effects should be considered when preparing the financial report.
15. The council has satisfactory title to all assets (excluding those assets held in the name of the Crown), and there are no liens or encumbrances on such assets nor has any asset, with the exception of right of use assets under finance lease, been pledged as collateral.
16. The council has complied with all aspects of contractual agreements that would have a material effect on the financial report in the event of noncompliance.
17. Council has been properly managed in accordance with the requirements of the *Local Government Act 2020*.
18. We have complied with, in all material respects, the requirements of *Local Government Act 2020* for the establishment and keeping of relevant accounts, registers and other appropriate records.

#### Accounting estimates

19. We believe that the significant assumptions, judgements, methods and data we have used in making accounting estimates for inclusion in the financial report are reasonable, appropriately supported and, where required, disclosed to achieve recognition, measurement or disclosure that is reasonable in the context of the applicable financial reporting framework<sup>5</sup>.

#### Financial statement disclosures

20. The financial report discloses all significant accounting policies used in the preparation of the financial report. We considered the substance of the underlying transactions as well as their legal form in selecting the appropriate accounting policies and related disclosures for the financial report.
21. The following have been properly recorded and/or disclosed in the financial report:
  - a. arrangements involving restrictions on cash balances and line-of-credit or similar arrangements.

#### Income and revenue

22. We have determined whether contracts and arrangements are within the scope of AASB 1004 *Contributions*, AASB 15 *Revenue from Contracts with Customers* and AASB 1058 *Income of Not-for-Profit Entities*; applying the relevant measurement and recognition requirements for each transaction.

#### Asset and liability fair values (including property, plant and equipment)

23. We consider the measurement methods, including related assumptions, used to determine fair values relating to assets and liabilities to be appropriate based on the nature and purpose of the asset/liability. These have been consistently applied and appropriately disclosed in the financial report.
24. We have considered the requirements of AASB 13 *Fair Value Measurement* relating to the fair value of property, plant and equipment. These assets have been valued on the basis that the highest and best use of the asset is obtained from its current use, taking into consideration what is physically possible, legally permissible and financially feasible. Our fair value assessment did not identify any internal or external events that would trigger a reassessment of the assets' highest and best use. Further, we confirm that the assumptions used by us in the categorisation of observable and un-observable inputs within the fair value valuation hierarchy are reasonable and have been fully disclosed in accordance with the accounting standards and other applicable financial reporting requirements.
25. We have applied AASB 16 *Leases*. We have assessed whether our contracts are or contain a lease. For our leases we have recognised on the balance sheet a separate right

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of use asset (ROU) with an associated lease liability. We have applied the initial and subsequent measurement ROU asset and lease liability.

26. We have considered the requirements of AASB 136 *Impairment of Assets* when assessing the impairment of assets and in ensuring that no assets are stated in excess of their recoverable amount.
27. Asset useful lives have been reviewed and we are satisfied that they reflect the assets' expected period of use.
28. Allowances for depreciation have been adjusted for all important items of property, plant and equipment that have been abandoned or are otherwise unusable

#### **Related parties and key management personnel**

29. We have determined who are the key management personnel of Darebin City Council in accordance with AASB 124 *Related Party Disclosures* and we are satisfied that our assessment is complete and appropriate.
30. We are satisfied that the compensation paid to key management personnel has been properly reported in Note 7.1(c) to the financial statements in accordance with AASB 124 *Related Party Disclosures*, and includes all required components of compensation.
31. We have not identified any significant transactions with government-related entities that would require disclosure in accordance with AASB 124 *Related Party Disclosures*.<sup>6</sup>
32. We are not aware of any non-government related parties (including any controlled entities), related party relationships or transactions which would require disclosure under AASB 124 *Related Party Disclosures*.<sup>6</sup>

#### **Remuneration of other senior staff**

33. We have disclosed the remuneration of all other senior staff in Note 7.1(d) as per the requirements of *Local Government (Planning and Reporting) Regulations 2020*. This includes all short-term, post-employment, other long-term benefits and any termination benefits.

#### **Future plans**

34. There were no material commitments for construction or acquisition of property, plant and equipment or to acquire other non-current assets, such as investments or intangibles, other than those disclosed in the financial report.
35. We have no plans or intentions that may materially affect the carrying values or classification of any assets and liabilities.

#### **Going concern**

36. We have assessed the council's ability to continue as a going concern and believe there are reasonable grounds to believe that the entity will be able to pay its debts as and when they fall due.

#### **Subsequent events**

37. No events have occurred subsequent to the balance sheet date that would require adjustment to, or disclosure in, the financial report<sup>7</sup>.

#### **Preparation of the performance statement**

38. We have prepared and presented the performance statement in conformity with the requirements of *Local Government Act 2020* and *Local Government (Planning and Reporting) Regulations 2020*. We consider the indicators to present fairly the performance of the council.

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39. All relevant matters have been recorded in the council's records and are reflected in the performance statement<sup>8</sup>.
40. We believe the effects of uncorrected misstatements are not material, both individually and in aggregate, to the performance statement taken as a whole. A list of all uncorrected misstatements is attached to this representation letter (refer Appendix A)<sup>8</sup>.
41. We acknowledge our responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud and/or error. We have established and maintained an adequate internal control structure to facilitate the preparation of a reliable performance statement. We have disclosed to you details of all deficiencies in internal control of which we are aware<sup>8</sup>.

#### Publication of the financial report

42. With respect to publication of the financial report and performance statement in hard copy, we will ensure that:
  - a. the financial report and performance statement accurately reflects the audited financial report and performance statement and
  - b. the independent auditor's report has been reproduced accurately and in full.
43. The electronic presentation of the financial report and performance statement is our responsibility. Our responsibility includes ensuring that the electronic version of the financial report, the performance statement and the independent auditor's report presented on the website are the same as the final signed version of the financial report, the performance statement and independent auditor's report.
44. The Annual Report may include additional financial and/or non-financial information other than the financial report, the performance statement and the independent auditor's report (referred to as 'other information'). With respect to other information that is included in the council's Annual Report, we have informed you of all the sections/separate documents that we expect to issue that may comprise other information. With regard to any other information that we have not provided to you prior to the date of the auditor's report, that we intend to prepare and issue such other information and that we expect to issue it by **25 September 2023** and will provide it to you to enable you to complete your required procedures.
45. We have provided you with a copy of the printers' proof of the annual report or will provide a copy to you on **31 October 2023**. We plan to publish our annual report on our website on **31 October 2023**.

#### Other matters<sup>9</sup>

46. We have provided you with all requested information, explanations and assistance for the purposes of the audit.
47. We have provided you with all information required by the Local Government Act 2020.

#### Conclusion

We understand that your examination was made in accordance with the *Audit Act 1994* and Australian Auditing Standards and was, therefore, designed primarily for the purpose of expressing an audit opinion on the financial report and performance statement of the council taken as a whole, and that your tests of the financial records and other auditing procedures were limited to those which you considered necessary for that purpose.

This letter is provided for and on behalf of Darebin City Council.

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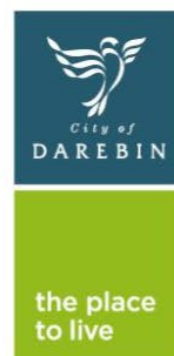
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Yours sincerely

Peter Smith  
Chief Executive Officer  
25 September 2023

Daryl Whitfort  
Chief Financial Officer  
25 September 2023



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**Attachment A**

Provided below is a list of the uncorrected financial report misstatements:

Component(s) affected	Amount of adjustment	Underlying cause of difference
Oncost Recoup Long Service Leave - Current	Dr \$324,505 Cr \$324,505	Unrecorded entry to include WorkCover as part of oncosts in the determination of the LSL provision.
Cash and cash equivalents Other Financial assets	Dr \$400,000 Cr \$400,000	Unrecorded entry to move \$500k Term deposit > 90 days from cash & Cash equivalents to other financial assets and move \$900k from Other financial assets to cash and cash equivalents (net movement \$400k to cash & cash equivalents). Reclassification adjustment so nil impact on net result.

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## 9.2 EXTENSION OF TEMPORARY PARKLETS AND NEW OUTDOOR DINING AND TRADING POLICY

**Author:** Team Leader City Design

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

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### EXECUTIVE SUMMARY

Introduced in October 2020 as a temporary measure to support the hospitality sector, the Outdoor Dining Program provided an opportunity for businesses to increase their trading footprint and residents their social connection to mitigate social distancing restrictions during the COVID pandemic. As part of this program 20 temporary parklets – outdoor dining in car spaces/road ways - were constructed across Darebin. Through a series of extensions, these parklets are still in place today.

The benefits of parklets reflect a positive change arising from the impacts of the pandemic, providing a new form of outdoor dining which positively contributes to the activation of retail areas and the introduction of vibrancy and excitement, making Darebin's retail strips a metropolitan dining and after-hours destinations. Parklets, as part of an extended outdoor program, provide a range of social and economic benefits to local businesses and residents alike.

The speedy construction of Darebin's parklets were in part enabled by planning permit exemptions introduced the Victorian Government, which enabled their establishment with minimum assessment and regulatory oversight. Consequently, these parklets were not intended for long-term use and the infrastructure constructed on Council land is now aging and potentially unsafe.

With the end of the Pandemic Declaration and the expiry of planning permit exemptions, a new assessment framework is required. It is recommended that Council formalise its policy in relation to the regulation and assessment of parklets, to support and enable their establishment through Darebin's retail centres.

A two-stage approach to supporting existing parklets and facilitating a new permit/assessment approach for parklets is proposed:

- Stage 1 is an interim approach to enable a 6-month extension to all existing parklets through to the end of the peak 'summer' season (March 2024).
- Stage 2 involves the exhibition, revision and eventual adoption of the revised 'Outdoor Dining and Trade Policy' and associated Design Guidelines, to enable applications for new parklets through-out Darebin.

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

**That Council:**

- 1) Endorses the minor updates to the '*Footpath Trading Policy*' shown within **Appendix A** to enable the consideration of parklets as an additional form of outdoor dining.
- 2) Resolves to write and communicate with businesses with existing parklets to:



- a. Offer a six-month extension through to 31 March 2024 for existing parklets, subject to the following:
    - i. Payment of a fee calculated on the basis of \$2.50 per parking bay, per day.
    - ii. Requiring identified safety/compliance rectification works at the businesses' expense.
    - iii. Requiring applicants to apply for any other permits/approvals necessary to continue their outdoor dining activities.
  - b. Offer assistance and support in complying with the above requirements.
  - c. Provide a copy of the draft revised *Outdoor Dining and Trading Policy* inviting submissions on the draft policy.
  - d. Clearly explain the intended new approach to parklets, including the new fee structure.
  - e. Make explicit that at the conclusion of the 6-month extension all existing parklet structures will need to be demolished and removed, and applicants - as part of a broader invitation to other businesses - be invited to re-apply to create new parklets that comply with the new policy and design guidelines.
- 3) Endorses the following draft documents for the purpose of community consultation:
- a. 'Darebin Draft *Outdoor Dining and Trading Policy*' including the proposed new fee structure, as found in **Appendix C** and **Appendix D**
  - b. 'Darebin Draft *Outdoor Dining and Trading Policy Design Guidelines*' as found in **Appendix E**.
- 

## BACKGROUND / KEY INFORMATION

Introduced in October 2020 as a temporary measure to support the hospitality sector, the Outdoor Dining Program provided an opportunity for businesses to increase their trading footprint and residents their social connection to mitigate social distancing restrictions during COVID. A total of 23 on-street carparks and 5 laneways were repurposed to facilitate the establishment of 20 temporary parklets across the Darebin, with the greatest concentration found in Northcote.

The Victorian Government ended the Pandemic Declaration on 12 October 2022. The Victorian Government advised that the exemptions under Clause 52.18 will remain in place for 12 months after the end of the Pandemic Declaration (12 October 2023).

At its 26 September 2022 meeting Council resolved to continue to support the 20 parklets, allowing Council to develop a longer-term policy for parklets. **Appendix B** identifies the 20 Parklets across Darebin.

## Previous Council Resolution

At its 26 September 2022 Council Meeting, Council resolved:

*'That Council:*

1. *Offers the opportunity to temporarily extend parklets that are currently in place outside 21 businesses in Darebin until 30 September 2023, on the following basis:*

- a. *Businesses must (at their own cost) maintain the parklets and ensure they are safe and comply with traffic and transport advice and any Disability Discrimination Act (DDA) requirements.*
  - b. *That a fee will be charged of \$2.50 per parking bay, per day, paid annually, upfront on Council's normal payment terms.*
2. *That Council's offer is subject to any other necessary approvals at each site such as from Victorian Government's Department of Transport.*
3. *Notes the CEO has advised that officers will develop a Policy in regard to access to parklets for the longer term. Development of this policy would include community engagement to ensure Council can fully consider the policy matters, with an understanding of business needs and community views.'*

## **ALIGNMENT TO 2041 DAREBIN COMMUNITY VISION**

Strategic Direction 2: Prosperous, Liveable and Flourishing

## **ALIGNMENT TO 2021-25 COUNCIL PLAN**

Strategic Direction 2: Prosperous, Liveable and Flourishing

## **ALIGNMENT TO COUNCIL PLAN STRATEGIC OBJECTIVES**

2.4 We will foster local urban streetscapes and activity centres that connect our community, support economic recovery, and encourage people to live, work and play locally

2.9 We will focus on our economic assets and recovery to ensure Darebin is a great place to do business

2.11 We will support, promote, and attract diverse local businesses and industries

## **DISCUSSION**

Parklets, along with other forms of outdoor dining and trade within the municipality, provide a range of demonstratable economic and social benefits for Darebin's activity centres and anecdotally appear to enjoy community support.

Accordingly, it is recommended that Council formalise its policy in relation to the regulation and assessment of parklets, to support and enable their establishment through Darebin's retail centres.

A two-stage approach to creating a new permit/assessment approach for parklets is proposed:

- Stage 1 is an interim approach to enable a 6-month extension to all existing parklets through to end of the peak 'summer' season (March 2024).
- Stage 2 involves the exhibition, revision and eventual adoption of the revised '*Outdoor Dining and Trade Policy*' and associated *Design Guidelines*, to enable applications for new parklets through-out Darebin.

The tasks and elements of this approach are discussed in more detail below.

***Stage 1: 6-month extension of existing parklets***

As part of Council's business support program during the pandemic, 23 on-street carparks and 5 laneways were repurposed to facilitate the establishment of 20 temporary parklets across Darebin, with the greatest concentration found in Northcote.

These parklets were not intended for long-term use and the infrastructure (platforms, planter boxes) constructed on Council land is now aging and potentially unsafe. The Traffic Safety and Accessibility Audits commissioned by Council have identified a range of safety/compliance issues that will need be addressed to enable their continued operation in the short term. Identified rectification works are relatively minor in most cases and generally involve the installation of wheel stops or reflective signage and are likely to cost in the order of \$500 - \$1000, depending on the nature of works.

In part the establishment of parklets was facilitated by the Victorian Government's introduction of Clause 52.18 to all Victorian planning schemes to exempt parklets from the permit requirements of planning schemes. One of the primary issues requiring urgent attention is the expiry of this provision on 12 October 2023. If not pro-actively addressed, Council will be without a regulatory framework to govern assessment, operation and compliance.

It is recommended that Darebin regulate parklets through a permit issued under the General Local Law. Council's existing General Local Law already enables the consideration of commercial uses or activities on roads and Council land. All applications to use a road or Council land must comply with the *City of Darebin Footpath Trading Policy, Nov 2015*.

Additionally, provision also exists within all Victorian planning schemes (Clauses 62.01 and 62.02) that exempts any use and/or development from the requirements of the planning scheme for:

*The use of land in a road if the use is associated with the use of adjoining land and is authorised by the Council under a local law.*

As currently drafted, Council's *Footpath Trading Policy* does not contemplate parklets as a form of outdoor dining. Consequently, a small modification to the Footpath Trading Policy is recommended to enable a short-term extension of the existing parklets, as an interim step prior to formalising a more substantial redrafting of the policy.

It is thus recommended that Council undertake the following to enable an interim extension for existing parklets for the upcoming 'peak' summer season:

- Endorsement of a revised *Footpath Trading Policy (July 2023)* ([Attachment A](#)) with minor changes to enable the consideration of parklets.
- Council will organise site visits with each of the parklets hosts to discuss the compliance expectations and engage with them about the proposed *Outdoor Dining and Trading policy*. Businesses will be invited to apply for a 6-month extension through to the end of March 2024 subject to:
  - Paying a fee in accordance with Council's previous resolution (\$2.50 per parking bay, per day).
  - Requiring rectification works for some safety/compliance issues as a condition of the extension (at the businesses' expense)
  - Requiring applicants to apply for any other permits (building, liquor licensing) necessary to continue their outdoor dining activities.

- Communications from the Economic Recovery and Resilience team would also:
  - Provide a copy of the draft revised Outdoor Dining and Trading Policy (see discussion below), inviting submissions on the draft policy.
  - Clearly explain the intended new approach to parklets, including the new fee structure.
  - Make explicit that at the conclusion of this 6-month period all existing parklet structures be demolished and removed, and applicants - as part of a broader invitation to other businesses - be invited to re-apply to create new parklets that comply with the developed design guidelines and standards.

**Stage 2: Expansion of parklets and an integrated approach to outdoor dining applications**

The second stage of the project involves the exhibition, revision and eventual adoption of the revised ‘Outdoor Dining and Trade Policy’ and associated Design Guidelines, to enable applications for new parklets through-out Darebin.

Parklets are a form of outdoor dining, similar to footpath dining, except conducted within a car park/road space. For this reason, the assessment, fees and design criteria for parklets and footpath dining and trade should be integrated and consistent.

A review of the existing *Footpath Trading Policy* (2015) has been undertaken and a new *Outdoor Dining and Trading Policy* as found in **Appendix C** has been prepared which will allow Council to continue to support outdoor dining in on-street parking, laneways and local roads (i.e., Parklets) in the long term. It will help strengthen Council’s position and provide clear guidance to local businesses who wish to install a parklet once the temporary arrangements cease in March 2024. A separate set of design guidelines have also been prepared as an aid to applicants to explain the criteria, as found in **Appendix E**.

After a comprehensive review of the existing *Footpath Trading Policy* (2015) it was identified that it did not provide sufficient or clear decision-making parameters for outdoor dining on nature strips and road reserves or reflect current urban design and accessibility standards.

The new Policy and Guidelines address these omissions and introduces a structure that replicates the framework that applies to planning decisions, making it clearer what the **objectives** of the policy are, what the preferred **standards**/requirements to be met are; and what matters will be considered in any discretionary **decision making**.

Key issues and subsequent improvements are identified below:

Issue with current Policy	Proposed change in draft documents
Does not include reference to outdoor dining on nature strip, road space, laneways or on-street parking (i.e., Parklets).	Supports the policy direction to include Parklets as a broader integrated approach for outdoor dining.  Updates the Trading Zone description to include nature strips or road space as options for outdoor dining.  Provides clear guidance to business wishing to apply for outdoor dining in these spaces and clear parameters for officers to make decisions on these applications.  New Design Guidelines for Parklets.

Issue with current Policy	Proposed change in draft documents
Annual permits only.	Two new permits may be offered to Businesses wishing to construct parklets – a seasonal 6 month and 2-year permits (tbc – under investigation).
Fees calculated per individual tables and chairs This can lead to inequitable for similar spaces.	Fees calculated per square metre for the use of the outdoor dining space.
No definitions are provided for outdoor dining + footpath trading items (i.e., a table could seat 4 or 10) yet the business operator is charged the same price.	Proposed fees and charges apply a blanket square metre rate for the use of footpath. Single fees will be considered for Temporary Signage (A – Frame, Pointer boards) and fixed items (café screen and umbrellas).
Lack of guidance regarding setback and clearances to streetscape furniture and restructure	Clearer guidance on clearances from streetscape elements / furniture.
Lack of guidance regarding applications which exceed more than one shop front.	Clear direction on large outdoor dining applications, which exceed more than one shop front.
Lack of guidance for both semi-fixed and fixed furniture elements.	Defining requirements from businesses i.e., Road Opening permit is required.
No guidance for outdoor dining applications which seek to expand on nature strips.	Includes provisions to where these proposals may be considered.
No guidance for proposals to occupy road space (i.e. road or laneways closures) etc. for collective larger outdoor dining proposals	Provides decision parameters where unique proposals to re-think road space for outdoor dining or community events can be considered.
Current policy does not provide clear decision making parameters, often relying on personal opinion/judgement of officers.	The policy has been restructured to enable officers to assess applications against defined objectives, standards and decision guidelines.

### ***Purpose and objectives of the new policy***

The Policy continues to encourage local businesses to help activate our city with outdoor dining and trading on footpaths, nature strips and road-spaces, ensuring that it's done in a balanced way, with safety and accessibility at the forefront.

The Policy seeks to envisage that all outdoor dining and trading in Darebin will:

- Enhance the safety and vibrancy of the public realm and encourage more pedestrians and visitors to the areas, benefiting the broader business precinct.
- Encourage more foot traffic and ongoing support for local businesses across the precinct.
- Spread activation onto the street encouraging people to pause, sit, linger, engage and gather along the street edge, blending public space with the private realm in commercial centres.

- Be designed in a way that reflects local place and identity, minimises street clutter, creates a safe environment for all users and provide dignified access for all members of the community to use and enjoy.
- Be implemented ensuring a good balance between the public and privatisation of public space is achieved.
- Facilitate partnerships with local businesses to help activate our retail precincts.

A set of Policy Principles have been developed to help guide decision making on future applications:

- **Safety and Welcoming**, all proposals for outdoor dining and footpath trading will be designed with safety at the forefront, ensuring that Darebin's streets continue to remain accessible and welcoming for users of all abilities.
- **Equitable and Accessible** – Seeks to facilitate Outdoor Dining and Trading that is able to be accessed, used and enjoyed by people of all ages and abilities.
- **Attractive and Enjoyable** - The design and appearance of outdoor dining and trading should positively contribute to the public realm experience and entice people to use these spaces.
- **Resilient, Sustainable and Well Maintained** - Proposals for outdoor dining must be robust, weather resistant and easy to maintain, with local sources materials encouraged.

#### ***Improving Equity in the consideration of Parklets***

As outlined above, equity in access to parklets and the public realm has been a core consideration in drafting the revised policy. Equity has informed:

- Expansion of the opportunity to apply for parklets, including consideration for community groups.
- Striking a balance between the different interests in the activity centres (parklets versus carparking).
- Ensuring people's access and enjoyment of the public realm isn't impacted by private commercial activities and ensuring access for all.
- Developing a new fee structure in terms of a consistent calculation method.
- Recognition of the different economic strengths of each activity centre.
- Ensuring a greater financial return to the community.

The new Policy seeks to provide greater support for smaller local centres and precincts undergoing change and requiring additional support from Council to help stimulate its local economy. A 'revitalisation rate' for parklets is proposed which will be a discounted fee regime for centres that need support. A method of determining qualification for the 'revitalisation rate' is being developed.

The design guidelines also seek to support the rollout of Parklets and activation of smaller centres, by allowing for DDA ramp access from the Parklet to Footpath Space, as opposed to the requirement within major activity centres where the construction of platform for a parklet is a mandatory requirement.

### ***Changes to the Fee Structure***

Feedback has been received from businesses over the operation of the existing policy that Council's current approach to fees and charges for outdoor dining is not fair and equitable.

Below is a comparison between two businesses that have approval for similar outdoor dining elements and are being charged different rates. There is no definition or distinction between large/small table or large/small bench seat in the current policy.

	Business 1	Business 2
<b>Outdoor dining area on footpath</b>	6m <sup>2</sup>	6m <sup>2</sup>
<b>Footpath trading Permit allows for:</b>	<ul style="list-style-type: none"> <li>• 3 Tables \$33 each</li> <li>• 6 Bench Seats (small - seating 12 people max) \$123 each</li> <li>• Fixed Café Screen - \$180</li> </ul>	<ul style="list-style-type: none"> <li>• 4 Tables- \$33 each</li> <li>• 12 Chairs - \$33 each</li> <li>• Fixed Café Screen - \$180</li> </ul>
<b>Annual Footpath Trading Fees</b>	Total: \$1,017	Total: \$708

Shifting to a new fee structure which applies a blanket square metre rate for outdoor dining and footpath trading applications places a greater emphasis on the value of public space and not the intensity of use of the public space.

### ***Charging for the true value of Public Space***

A full list of the existing and proposed fees and charges is outlined in **Appendix D**.

The approach to the revision of fees – indeed the revised policy – is based on the recognition that outdoor dining and trade are the temporary uses of public space for commercial or public benefits. While there are broader benefits to the general public, they also generate financial benefit for private individuals.

To this end, fees for permits and renewal seek to cover the cost of administration and realise a reasonable return to the ratepayer of Darebin through the use of public land.

With this objective in mind, in addition to the greater equity principle, the following changes to fees and charges are proposed:

- Remove fees and charges for individual items proposed in the outdoor trading area.
- New fees for outdoor dining on footpaths will be calculated on a square metre rate at a percentage of the annual average retail rents for the centre.
- A higher rate will be charged for applications seeking to expand outdoor dining to the road space, laneways (parklets) or nature strips and will be calculated on a square metre rate at the following percentages for different business precincts:
- A flat rate will be applied to the display of Temporary Signs ('A-Frame') or Display Racks/Cases.
- A public notification fee will be introduced to cover the cost of advertising applications to neighbouring businesses/owners, a similar approach to planning.

- A new and increased Application Fee for activities (such as parklets) that require greater assessment.
  - A new fee structure is proposed for Fixed Items in the footpath, to truly capture fees associated with footpath reinstatement, ensuring that Council is not out of pocket: An annual 'use' fee calculated as follows:
    - \$52 per linear metre for fixed café screens.
    - \$52 per fixed/inground umbrella.
  - A once-off upfront fee in the first year to cover the cost of future re-instatement – This fee will vary in accordance with 'Concrete Footpath' reinstatement fees calculated each financial year as part of Council's annual Fees and Charges:
    - Umbrellas, which would require footpath 'bay' replacement at end-of-life, 100% of the 'Concrete Footpath 75mm depth' reinstatement fee which is charged per square metre. Each individual bay impacted by umbrella installation would be charged the full amount plus an inspection fee. In 2023/24 dollars, this is \$483 for the bay + \$298 inspection for a total of \$781 for a single umbrella. Two umbrellas would be (\$483 + \$483 + \$298) \$1,264.
    - Other fixed items which don't require bay replacements but 'patching' (such as tie down anchors, planter boxes, etc.): 25% of the 'Concrete Footpath 75mm depth' reinstatement fee per installation (i.e. 6 anchor points would attract a single fee) plus an inspection fee. In 2023/24 this is \$121 per square for the 'patching' + \$298 inspection for a total of \$419.

### ***Hierarchy of retail centres***

As highlighted above, the new policy proposes a differential charge rate based on the economic health and competitive strengths of Darebin's retail areas. This recognises that the value of public spaces for businesses varies by location. **Appendix F** includes a set of maps categorising Darebin's activity centres based on the following criteria:

- **Primary retail centre** includes main retail and hospitality destinations in Darebin such as Northcote Central, Fairfield, Preston Central, Westgarth, Thornbury Village and Reservoir.
- **Secondary retail centres**, serve a local neighbourhood catchment. Over 30 centres exist in Darebin and include centres such as Gertz Ave, Johnson Street, Miller/Gilbert etc
- **Revitalisation Rate** - applies where vacancy rates are high, such as Broadway, Reservoir or Cervelli Street. It has been established to incentivise activation of these centre. This rate would only be applied to parklets applications.

The categorisation of centres is proposed to be dynamic, with the structure allowing Council to create incentives and tools for stimulate greater economic activity in different areas as required. This hierarchy also allows the recognition of the relative economic strength of Darebin's southern trade areas versus the northern areas.

### ***Setting maximum limits for parklets for key activity centres***

To ensure balance exists between business parklets and public amenity – particularly concerns around on-street carparking availability – an ideal-minimum and maximum number of business parklets has been proposed for each major activity centre.



The following upper limits have been calculated with reference to:

- The total number of available on-street and off-street carparks servicing each centre.
- Public transport connections
- Footpath widths
- Safe and protected bike infrastructure
- Mixture of hospitality and other businesses on the street / activity centres

Retail area	Potential Range of Parklets that May be Contemplated in Retail Areas
Reservoir – Edwardes Street	4 - 7
Reservoir – Broadway	9 - 12
Northcote Central	10 - 12
Fairfield (Commercial zoned land in Station Street, Wingrove Street and Railway Place.)	9 - 11

It is proposed that these limits be tested with the community and traders as part of the broader consultation process.

No maximum limits apply to retail centres not listed in the table above, but rather decisions will be made on a centre-by-centre basis, balancing the need for on-street parking against the benefits arising from outdoor dining. This will include major retail centres such as Thornbury Village and Preston Central where Clearways limit the capacity for these centres to accommodate parklets. **Appendix F** 'Retail Centres in Darebin' shows the designation of activity centres across Darebin.

### ***Notification and Consent for Outdoor Dining and Trade Applications***

A significant change is proposed to notification and consent for outdoor dining and trade, particularly parklets.

For the pandemic parklets in Darebin, businesses were required to provide evidence of support from adjacent businesses before Council would consider approving a parklet. On reflection, gaining support from neighbouring businesses was easier to obtain due to it being a period of extreme uncertainty and because the parklets were identified as being temporary.

Having businesses provide evidence of consent from neighbouring businesses is felt to represent a significant risk to Council, exposing it to fraud and mis-representation and accusations of failure to give sufficient notice. Further, there is no clear mechanism by the reasonableness of objections can be assessed.

To respond to this risk and to provide an explicit encouragement to activating retail areas and increasing their vitality, the following approach is proposed:

- If the car-parking space aligns with the shopfront (applicant seeking to occupy the space), then no consent is required from neighbouring businesses or residents. Rather, adjoining businesses would be notified of Council's decision to grant a permit (with no recourse to object).

An 'as-of-right/no notification' approach would align the practice for approving footpath trading, i.e. it is a reasonable and encouraged style of dining in activity centres, subject to meeting the locational/design criteria.

- If seeking to occupy space in front of a neighbouring premises, then:
  - Council will give written notice to the owners and occupiers of the adjoining property of the proposed application. This applies to neighbouring premises on street level only, not residents or businesses located directly or indirectly above the business in question.
  - Notified parties will have a minimum two (2) week period to make a submission before a Council decision is made.
  - Council will consider any submissions/concerns received as part of its assessment of the application for a permit.
  - The applicant will pay an additional fee to cover the cost of notification and assessment of submissions.
  - They will remain subject to a positive assessment against the criteria within this policy.

For applications to temporarily occupy a laneway or roadway (as opposed to a car space) for outdoor dining and/or trade, regardless of whether it aligns with the frontage of a business, it is proposed that notification and submission also be invited for these processes. This would also include the statutory duty to notify the Department of Planning and Transport and any relevant public transport service providers.

### ***Design Guidelines***

The draft Design Guidelines as found in **Appendix E**, provides design and siting guidance for all elements of *Outdoor Dining and Trade Policy*. It will be a public facing document which will guide both applicants and Council officers in applying and considering applications for outdoor dining. It provides detailed design and placement guidance for outdoor dining application for 'Parklets'.

The guidelines have been prepared to be a highly visual document, with new explanatory diagrams and photographs of local (Melbourne) benchmarks to be achieved across Darebin. Officers are also exploring having a series of standard details for elements of outdoor dining including:

- Fixed screens
- Planter boxes
- Parklet Structure designs (platform and edges)

Feedback will be sought from the business community other design tools to help simplify the design approvals process.

### ***Stage 2: Next steps***

Advancements of Stage 2 is being conducted in tandem with Stage 1, with the next steps involving:

- Council considering and endorsing the new draft Outdoor Dining and Trade policy at the September Ordinary meeting for the purpose of public consultation.
- Council officers will commence targeted engagement with local businesses, business associations and current permit holders in October for a 4-week period.

- Submissions to be considered and a re-drafted policy presented to Council for adoption in either December 2023 or February 2024.

## **CONSIDERATION OF LOCAL GOVERNMENT ACT (2020) PRINCIPLES**

### **Financial Management**

The cost of removal for the current temporary parklet structures will fall to Council. The estimated cost is \$1,000 for each of the 18 parklets with Council owned structures (total of \$18,000).

The new Policy seeks to introduce a new methodology to how we charge for the commercial use of public space through outdoor trading recognising that that outdoor dining and trade are the temporary uses of public space for commercial or public benefits. While there are broader benefits to the general public, they also generate financial benefit for private individuals.

To this end, fees for permits and renewal seek to cover the cost of administration and realise a reasonable return to the ratepayer of Darebin through the use of public land.

The introduction of a new fee methodology also ensures that Council is not out of pocket in relation to footpath repair works caused by damages triggered by outdoor dining proposal. A new revenue stream for Parklets will be introduced for Council.

### **Community Engagement**

#### ***Engagement with current Parklet permit holders.***

Targeted engagement with Parklet hosts will ramp up over late September and October and include:

- Regular email project updates from dedicated officer within Economic Development unit.
- On-site meeting to discuss safety compliance requirements for each parklet. Officers from Eco Development and Transport will provide support to businesses.
- City Designer will offer one on one meetings with parklet hosts to discuss the new policy and design guidelines and provide design advice to help the business transition to a new parklet in 2024.

#### ***Engagement of the draft Outdoor Dining and Footpath Trading Policy and Guidelines***

Comprehensive and targeted engagement will be undertaken on the draft Outdoor Dining and Footpath Trading Policy and Design Guidelines via Darebin's Have your Say page, for a 4 week period from 16 October – 12 November.

This round of engagement will test the Draft Policy, Guidelines and Fee Structure with the community and traders. Feedback will be specifically sought on:

- The new draft Outdoor dining Policy and Design Guidelines
- The new Fee Structure.
- Proposed neighbouring consent approach.

Officers will target local businesses, business associations and current outdoor dining permit holders during this phase. Feedback will be sought from the Darebin Disability Advisory Committee, Gender equity advisory committee and the LGBTQI Committee on the draft Design Guidelines. Face-to face, pop-up sessions will be held across key centres in Darebin. Relevant State Government agencies including DTP and Yarra Trams will have the opportunity to provide feedback.

Feedback received from this consultation will help finalise the draft policy, guidelines and fee structure before Council determines whether to adopt an ongoing scheme.

Clear and accessible communications with translated information and infographics, and language support will be available to enable all community members to participate.

## **Other Principles for consideration**

### **Overarching Governance Principles and Supporting Principles**

- (b) priority is to be given to achieving the best outcomes for the municipal community, including future generations;

### **Public Transparency Principles**

- (c) Council information must be understandable and accessible to members of the municipal community;

### **Strategic Planning Principles**

- (b) strategic planning must address the Community Vision;

### **Service Performance Principles**

- (a) services should be provided in an equitable manner and be responsive to the diverse needs of the municipal community;

## **COUNCIL POLICY CONSIDERATIONS**

### **Environmental Sustainability Considerations (including Climate Emergency)**

Well designed and considered outdoor dining can play a positive role in activating the public realm and in turn improving the health, safety and environmental impacts of the city.

A key Policy Principle is to ensure all applications considered by Council are *Resilient, Sustainable and Well Maintained* - encouraging local businesses to sourced materials which aligns with Council's Environment Sustainable Design (ESD) Building Policy.

One of the issues considered in relation to sustainability is the discouragement of outdoor heating. Outdoor dining areas should be made as all-weather comfortable as practically possible before introducing any active heating. Any heating used must be safe, efficient and non-polluting. Electric radiant heating is the preferred alternative.

### **Equity, Inclusion, Wellbeing and Human Rights Considerations:**

An Equity and Gender Impact Assessment was undertaken on the 5 September 2023 with colleagues from Councils Diversity team.

Some of the considerations that came through the EIA/GIA assessment include:

- As outdoor dining benefits people with a disability and parents with prams, ensure the accessibility considerations are embedded in the design guidelines.
- Outdoor dining can have a positive influence on the perceptions of safety - engage with the Gender equity advisory committee for feedback.
- Communication collateral should be delivered in top 12 languages used in Darebin. Businesses to have access to interpreters if required.
- Reduced rates may be offered for some Parklets applications, depending on the equity considerations. This could include parklets that are owned by social enterprises or that support a particular cause.

### **Economic Development and Cultural Considerations**

Outdoor Dining and Footpath Trading offers a range of demonstratable economic and social benefits for Darebin's activity centres. It plays a key role in enhancing the safety and vibrancy of the public realm and encourage more pedestrians and visitors to the areas, benefiting the broader business precinct.

Outdoor dining and trade help facilitate partnerships with local businesses to help activate our retail precincts.

### **Operational Impacts**

The Policy provides clearer guidance around the internal operation and delivery of outdoor dining.

Council's Economic Recovery & Resilience unit will be the custodians of this Policy, holding responsibility for the implementation, education, and monitoring. Council's City Safety & Compliance unit is responsible for ensuring compliance with this policy in accordance with Darebin's Local Laws. It is proposed that City Safety & Compliance also be responsible for receiving and processing applications, and the issuing of permits.

Officers are developing an implementation and resourcing plan, which will shape the implementation. This will be shared with Council at a future meeting.

### **Legal and Risk Implications**

The draft Policy and Guidelines have been developed in accordance with the legislation:

- Darebin Local Laws
- Disability Discrimination Act (1992),
- Australian Standards for Access and Mobility (AS1428.2-1992)
- Road Management Act (2004)
- Road Rules Victoria (1999)
- Liquor Control Reform Act (1998)
- Tobacco Act (1987)
- Planning & Environment Act (1987)
- Building Act (2003)
- Building Regulations (2006)

## IMPLEMENTATION ACTION

A two-stage approach to creating a new permit/assessment approach for parklets is proposed:

- Stage 1 an interim approach to deal with the existing parklets.
  - Council endorse a revised *Footpath Trading Policy (July 2023)* with minor changes to enable the consideration of parklets.
  - Council would then be able to issue a 6-month extension for all existing parklets to the end of March 2024.
  - Once a decision has been made the Economic Recovery and Resilience team would then issue letters to all existing parklet owners inviting them to apply for an extension and requiring rectification works for some safety/compliance issues as a condition of extension.
  - At the conclusion of this 6-month period, all existing parklet structures be demolished and removed, and applicants - as part of a broader invitation to other businesses - be invited to re-apply to create new parklets that comply with the developed design guidance and standards.
- Stage 2 involves the exhibition, revision and eventual adoption of the revised '*Outdoor Dining and Trade Policy*' and associated *Design Guidelines* which involves the following steps:
  - Council consider and endorse the draft policy at the September Ordinary meeting for the purpose of public consultation.
  - Council officers will commence targeted engagement with local business, business associations and current permit holders in October for a 4-week period.
  - Submissions to be considered and a re-drafted policy presented to Council for adoption in either December 2023 or February 2024.

## Attachments

- Footpath Trading Policy November 2015 - Minor Edit (**Appendix A**)
- Appendix B - Current parklets (**Appendix B**)
- DRAFT -Outdoor Dining and Trading Policy (**Appendix C**)
- DRAFT Outdoor Dining Fee Structure (**Appendix D**)
- DRAFT - Outdoor Dining Design Guidelines.pdf (**Appendix E**)
- Retail Centres in Darebin. (**Appendix F**)

## DISCLOSURE OF INTEREST

Section 130 of the *Local Government Act 2020* requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any conflicts of 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.

eta



the place  
to live

# FOOTPATH TRADING POLICY

**November 2015**

Revised September 2023

Applications or enquiries Darebin Civic Compliance PO Box 91 Preston 3072  
Ph: 8470 8888  
Fax: 9261 4815  
Email: [locallaw@darebin.vic.gov.au](mailto:locallaw@darebin.vic.gov.au)

## 1.0 Introduction

This Policy is used to manage the use of public footpaths within the Darebin Municipality for commercial purposes. It acknowledges the primary role of the footpath as a pedestrian thoroughfare and the importance of clear and unimpeded access for pedestrians of all abilities.

Footpaths are also a location for community infrastructure including electricity poles, signs, public seating and rubbish bins. The footpath can also be a location for commercial and non-commercial activities like advertising boards, display of goods and outdoor cafes recognising that opportunities for these activities are limited.

The Footpath Trading Policy should be considered in conjunction with Council's General Local Law 2015, which contains provisions that enable enforcement and the Darebin Planning Scheme. Planning and Liquor Licensing controls apply to the supply and consumption of liquor on the footpath.

The policy does not address obstructing the footpath for building construction and works, festivals, street stalls, fundraising and collections or busking. These activities are governed by Council Local Law and separate policies and guidelines apply.

### 1.1 Policy Objectives

1. Provide a safe, clear and unimpeded path of access for pedestrians of all abilities.
2. Improve pedestrian accessibility in areas that attract high pedestrian volumes.
3. Provide for appropriate footpath trading activities that contribute to the vibrancy and economic viability of Activity Centres.
4. Enhance the urban amenity and identity of Activity Centres.
5. Ensure high quality design and finish of all footpath trading activities e.g. cafe furniture, display cases and racks and signs.
6. Ensure access is maintained to public infrastructure including items such as street furniture, signs, public transport, service pits and the roadway.
7. Improve the management of road related areas

### 1.2 Definitions

Footpath means the area between a property boundary and the face of the nearest kerbside of a road, which is provided for use by pedestrians.

Footpath Trading Activities means the use of the footpath for commercial gain and includes outdoor eating, display of goods and signs.

Pedestrian means any person travelling along a footpath, including people with mobility aides.

Wayfinding sign means sign providing directional information to major activities and community services.

Flags/Totems refers to the different sign types used to indicate public transport roadside stops e.g. bus and tram stops and taxi ranks.



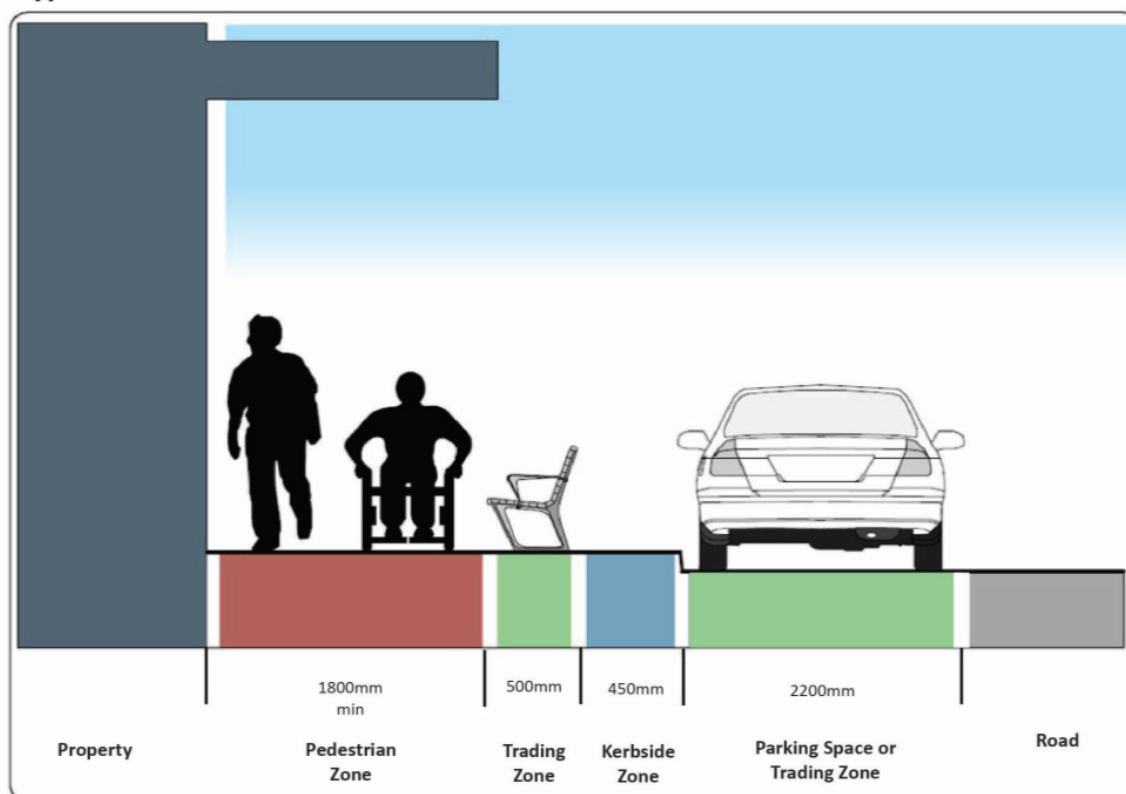
## 2.0 Footpath Zones and Setbacks

### 2.1 Footpath Zones

The footpath is defined by three zones that govern its use including the Pedestrian Zone, the Kerbside Zone and the Trading Zone.

The setbacks associated with each zone are intended to provide for pedestrian access, safe driving conditions, and access to infrastructure, public transport, the roadway and intersections. These setbacks are consistent with requirements and guidelines outlined in the *Disability Discrimination Act 1992*, the *City of Darebin Disability Access & Inclusion Strategy 2015 - 2019*, *Australian Standards for Access and Mobility (AS1428.2-1992)*, *Road Management Act 2004*, *Road Rules Victoria 1999*, *Liquor Control Reform Act 1998*, *Tobacco Act 1987*, *Planning and Environment Act 1987*, *Building Act 2003* and *Building Regulations 2006*.

#### Typical Section



#### 2.1.1 Pedestrian Zone

The Pedestrian Zone is the area of the footpath adjacent to the building or property line and should provide a continuous accessible path of travel for people of all abilities. The Pedestrian Zone also includes the area above the footpath to a height of 2.4m. No items should protrude into the Pedestrian Zone.

In order to comply with both the Disability Discrimination Act and Australian Standard requirements the minimum width of a Pedestrian Zone will be set at 1.8m. The Pedestrian Zone will be reduced to 1.5m where footpaths are too narrow to accommodate a 1.8m Pedestrian Zone in accordance with Appendix 1. However, if the Trading Zone is used to display goods for sale then the Pedestrian Zone will be retained at 1.8m in width to prevent customers accessing goods from blocking the walkway.

Pedestrians must have clear access on and above this section of the footpath. A clearance of 2.4 metres should allow people to walk along safely without hitting their head on items above the Pedestrian Zone of the footpath. Some items may be allowed to overhang the Pedestrian Zone, if they are at least 2.4 metres above the footpath.

Generally the verandah height (or equivalent) will be the maximum height of items above the footpath. The City of Darebin's Outdoor Advertising Policy and Guidelines will direct the use of advertising in this area (this includes permitting fixed under-verandah signs but prohibiting moveable banners, flags etc.).

### 2.1.2 Kerbside Zone

The Kerbside Zone provides a buffer section between the footpath and the roadway. It also allows for access to and from parked vehicles.

The following minimum setbacks apply:

- 0.6m kerbside setback is required for Angle parking
- 0.45m kerbside setback is required for Parallel parking
- 0.45m buffer from roadway, where the Trading Zone is located in carparking space and/or nature strip.

### 2.1.3 Trading Zone

The Trading Zone can be defined as the area allocated for commercial activity. The Trading Zone can be located on the Footpath, Carparking Space or Naturestrips.

The Trading Zone will vary in area from street to street, depending on the overall width of the footpath, the pedestrian zone, the kerb zone and any clearances from infrastructure that is located in the Trading Zone.

An application for use of the Trading Zone that is adjacent to an intersection (may affect 2 – 3 properties within the vicinity of an intersection), will be assessed by Council's Traffic Engineer to determine the required setbacks.

### 2.1.4 Setback Requirements

There are a number of standard setbacks that apply to the Article Section:

Conditions		Setback
1.	Setback of Trading Zone from property front	1.8m (minimum) *
2.	Setback of Trading Zone from Kerbside (Kerbside Section)	0.6m *
3.	Setback of Trading Zone from adjoining property boundary (Access Section)	0.45m
4.	Setback of footpath trading items from infrastructure e.g. street trees, rubbish bins, bicycle racks, public seating, telephones, wayfinding signs, fire hydrants	1m
5.	Setback of permanent cafe screens from service pits (underground infrastructure)	1m
6.	Setback of Trading Zone from Bus Stops	Prohibited in the area from the bus flag to 9 metres on the approach to the bus flag/totem
7.	Setback of Trading Zone from Tram Stops	Prohibited in the area from the tram flag to 20 metres on the approach to the tram flag/totem*
8.	Setback of Trading Zone from parking spaces for people with a disability	1.6m

9.	Setback of Trading Zone from Loading Zones	0.6m * No permanent or temporary cafe screens permitted
10.	Setback of Trading Zone from Roadway (where trading zone is located in a carparking space)	0.45m

	Conditions	Setback
10.	Setback of Trading Zone from Taxi Ranks	Prohibited in the area from the taxi totem/flag to 6 metres on the approach to the taxi totem/flag *
11.	Required Clearances for properties adjacent to intersections and crossovers (may affect 2 – 3 properties near an intersection)	To be assessed by Council's Transport Management Officer
12.	Public Transport Super stops and kerb outstands	To be assessed by Council's Transport Management and Planning officers

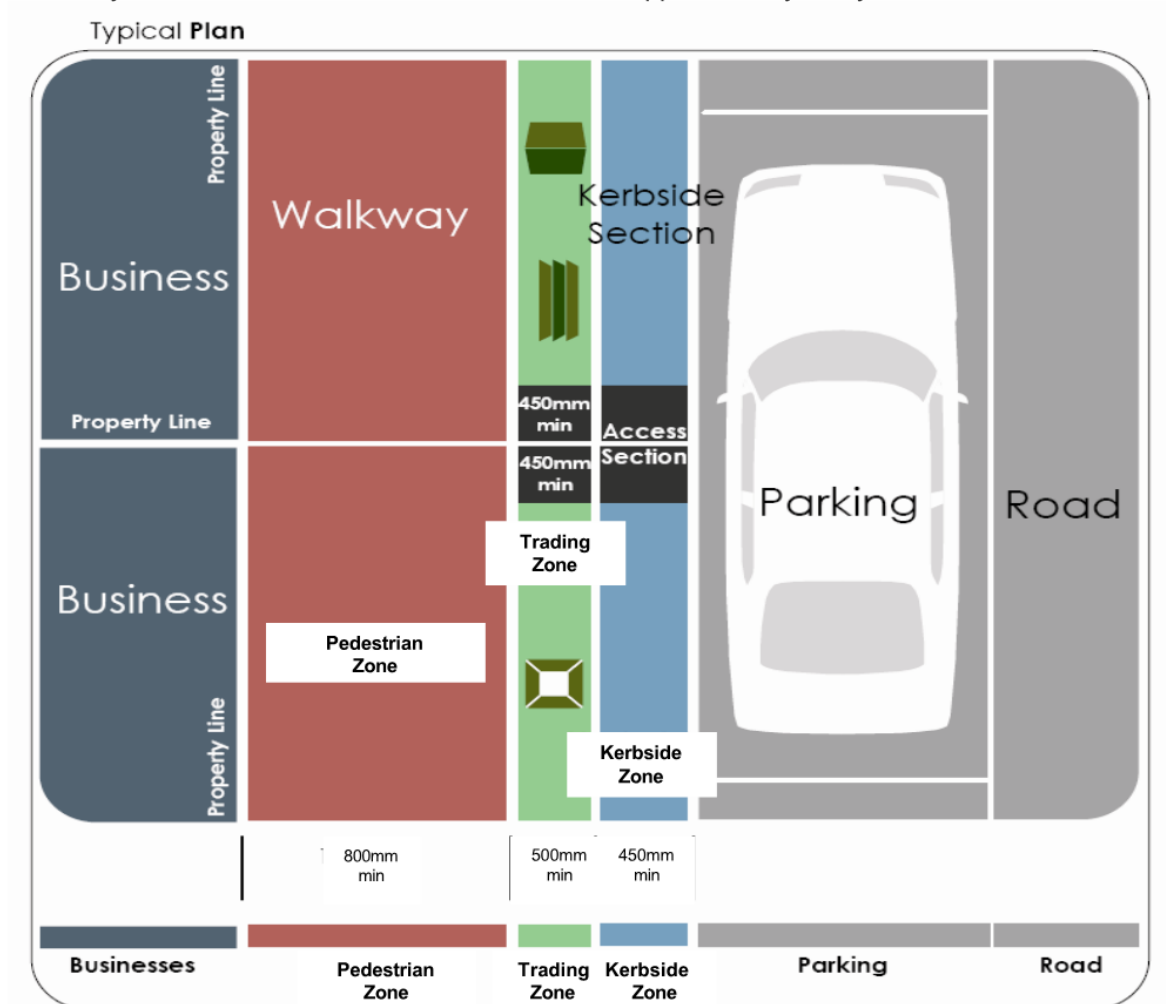
\*Dispensations may apply

### 2.1.5 Access Section

To ensure that pedestrians can easily and safely access footpaths from the road there will be designated Access Points between each business. No fixed or temporary items/structures may be placed within the area set aside for an Access Point.

The Access Section must be a minimum of 0.9m in width.

Generally additional Access Sections will be located approximately every ten metres.



### 3. Operation and Design Guidelines

#### 3.1 General Requirements

Footpath trading activities must:

- a) Only be placed in the Trading Zone of the footpath and where applicable within Council installed markers.
- b) Positively contribute to the amenity of the area.
- c) Not impact detrimentally on people or property in the neighbourhood because of unreasonable noise caused by patrons, amplified music, litter and a lack of cleanliness of the area.
- d) All activities placed within the Trading Zone must align to the boundary adjacent to the Kerbside Zone to maximise the amount of space for pedestrian movement.
- e) Not be of a permanent nature or of a fixed installation (with the exception of approved cafe screens).
- f) Be of a high quality design, construction and finish that Council considers attractive and will complement the character of the streetscape and contributes to the visual and urban amenity of the area.
- g) Be of sturdy and safe construction.
- h) Not include sharp, protruding or moving parts.
- i) Not be fixed to any Council or other infrastructure.
- j) Not cause damage to the footpath.
- k) Not be illuminated, reflective, flashing or animated in any way or can be mistaken for a traffic sign.
- l) Does not obstruct a driver line of sight, distract or confuse a driver.
- m) Must be maintained to an appropriate standard at all times as determined by Council.
- n) Only be placed on the footpath during the normal trading hours of the business.

#### 3.2 Advertising Boards (A-Boards)

- a) A-Boards may be allowed only in the Trading Zone of the footpath and not against the building line or shop front.
- b) A maximum of one (1) A-Board per ground floor rateable property. Where a property has multiple frontages on different streets or roads e.g. properties located on intersections Council will consider (1) one A-Board for each different street frontage. This does not apply to properties that have multiple adjoining street frontages on the same street or road e.g. a double fronted property.
- c) Council will consider the location of one (1) A-Board adjacent to an access for properties that are located upstairs, downstairs or to the rear of the property. Council **will not** permit additional A-Boards for properties occupied by multiple tenants that share a common access.
- d) Only be placed on the footpath during the normal trading hours of the business.
- e) Must not exceed a total height of 1.2m and total width of 0.75m.
- f) Must be removed from the footpath during unsuitable weather conditions e.g. excessive wind.
- g) Must be of a design and construction approved by Council.
- h) Must not cause undue obstruction for pedestrians or road users.

- i) Must not contain information that Council considers offensive or is illegal or offensive.
- j) A-Boards are for advertising, however no additional advertising material should be attached to the board (i.e. balloons, banners, streamers etc.)

### **3.3 Display Cases and Racks**

- a) Display cases and racks must be designed specifically for display purposes.
- b) Must be safe, sturdy, and windproof.
- c) Must be setback to the kerbside zone.
- d) Must be setback 300mm from the Pedestrian zone to prevent customers accessing goods from blocking the walkway.
- e) Display cases and racks must be secured by a Council approved locking device.
- f) Should be designed to prevent damage to footpaths.
- g) Must be of a design and construction approved by Council.
- h) Should not cause tripping points to pedestrians.
- i) Should not be of a material that will easily deteriorate or discolor.
- j) Must be removed after trading hours (no permanent displays will be considered)
- k) Council will not permit improvised devices such as shopping trolleys, milk crates, laundry baskets, moving trolleys and market style shopping carts.
- l) The maximum dimensions for a display case and/or rack inclusive of product are: Height – 1.2m Length – 1.8m Width – 0.75m
- m) There is a maximum limit of two (2) display cases or racks in front of any one property. Council will consider applications for more than 2 display cases or racks where a property has multiple frontages or a frontage that exceeds 6m.
- n) Goods can only be displayed in an approved display case or rack and not placed directly on the ground.
- o) Display cases and racks to be free of all coverings.
- p) Display of foodstuffs must comply with Council's Health requirements.
- q) Goods for sale must be in the Article section of the footpath.
- r) The walkway width must be kept to a minimum of 1.8 m in areas where the article section contains goods displayed for sale.
- s) Goods displayed must be for sale and not for storage purposes

### **3.4 Outdoor Dining Areas - General**

- a) All items associated with outdoor dining areas including tables and chairs, umbrellas, cafe screens, and outdoor heaters may only be placed outside a premises registered under the *Food Act (Vic.) 1984* to serve food and/or beverages. It is the responsibility of the applicant to show evidence of current registration.
- b) The outdoor dining area is to be kept clean and tidy at all times.
- c) All items are to be placed in the Trading Zone only and the business must monitor and relocate items that may be moved by patrons into the Pedestrian, Kerbside and Access Sections.
- d) Ensure that patrons do not move furniture or block the Pedestrian Zone with chairs and their own items e.g. prams and pets when using the area.
- e) For safety reasons, where the Trading Zone is narrow (1m in width) no chair should back onto the Pedestrian Zone.

- f) Waiting staff at the premises must prioritise and facilitate access by all footpath users.
- g) Liquor is not to be sold, consumed or served within the Article Section unless in accordance with a liquor license. Any premises where alcohol is served or consumed on the footpath must include the footpath as part of the “licensed area” on its liquor licence and evidence provided when applying for a Footpath Trading Activities permit.
- h) Cash registers, counter, waiting stations, storage facilities or other items of this nature are not permitted on the footpath.
- i) No food or drink is to be prepared, cooked or heated on the footpath.
- j) The applicant will reimburse Council the cost of reinstating any damage to the footpath or nearby Council infrastructure as a result of the applicant’s use of the footpath area.

### **3.5 Tables and Chairs**

- a) Must be safe, sturdy, portable and windproof.
- b) In order to prevent damage to the footpath, items must:
  - a. have a minimum 30mm, diameter solid leg in areas where the pavement is of asphalt construction
  - b. have rubber stoppers on legs in all other locations
- c) Must be of a design and construction approved by Council.
- d) Should not be of a material that will easily deteriorate or discolor.
- e) Must be removed after trading hours (no permanent furniture will be considered)
- f) Should be placed perpendicular with the road (and not placed with the back facing the road if there is no screen)
- g) Stools are permitted provided the above design criteria is met

### **3.6 Umbrellas**

- a) Must provide an underside clearance from the footpath of 2.1m.
- b) Must not extend beyond the Trading Zone.
- c) Must not be used under/beneath verandahs.
- d) Must be removed from the footpath during unsuitable weather conditions e.g. excessive wind.
- e) Rain water from umbrellas should be discharged outside the “Pedestrian Zone”.
- f) Must not cause undue obstruction for pedestrians or drivers.
- g) The design must include an appropriate locking device that is flush to the footpath surface. The footing installation shall be capped or fitted with a cover such that any openings in the footpath, when the umbrella is removed, do not form a trip hazard. The design must comply with the requirements of AS1482.1 Section 7. The device should be inserted no deeper than 350mm into the footpath. Sandbags, bricks and improvised devices are not permitted. Ring “Dial before you Dig” before conducting works on Council’s footpath. Traders will need to appoint a suitably experienced and qualified contractor to undertake the works.
- h) Business identification and promotional advertising on umbrellas must not exceed 50% of the total area of umbrella.
- i) Promotional advertising to be limited to products or services sold by the business excluding tobacco, alcohol, gambling or any offensive material. Other information and photography are not permitted





### 3.7 Café Screens

Cafe screens generally delineate an outdoor cafe area and provide a level of protection from the wind and weather. Council allows either fixed glass screens or temporary canvas style cafe screen designs. Glass cafe screens are of a fixed nature e.g. do not require removal outside trading hours and canvas cafe screens are installed during trading hours only.

#### Fixed Screens

- a) Must only be associated with the use of the footpath for an outdoor eating area.
- b) Must be a fixed height of 1.5m. A screen must provide some protection to patrons from the wind and weather.
- c) Fixed screens must secure to a lock in device. The device should be inserted no deeper than 250mm into the footpath. Sandbags, bricks and improvised devices are not permitted. Ring "Dial before you Dig" before conducting works on Council's footpath.
- d) Must be positioned in the Trading Zone of the footpath.
- e) If glass is used it must contain transparent panels of toughened safety glass or equivalent that will be fire resistant and not easily deteriorate or discolour.
- f) Must be of a stable and safe construction and installation.
- g) The design is limited to one section located parallel to the roadway and may include fixed end sections or folding end panels.
- h) Design effects that limit screen transparency in anyway are not permitted.
- i) If the screen is not marked by either advertising or a decorative pattern, a horizontal colour strip must be provided approximately 1.4m above the footpath to be visible for vision impaired people.
- j) Business identification and promotional advertising on cafe screens must not exceed 25% and be restricted to the lower part of the screen.
- k) Promotional advertising to be limited to products or services sold by the business excluding tobacco, alcohol, gambling or any offensive material.
- l) The writing of menu's and specials is restricted to the end sections of fixed glass café screens and must be positioned below 1.2m, be hand written with a removal marker and be specific to menu items, costs and daily specials only.



- m) Fixed screens must be maintained free of damage at all times and cleaned regularly. Any failure to maintain the fixed screen including immediate replacement when scratched, cracked or broken and repair of damage to the frame structure will result in cancellation of the permit and removal of the screen at the applicant's cost.
- n) If a permit lapses, and the fixed screen is not removed from the Article Section, Council will remove the screen at the applicant's cost.
- o) The applicant will reimburse Council the cost of removing a fixed screen, and repairing or replacing any damage to the footpath or nearby Council infrastructure as a result of the applicant use of the footpath area.

#### **Temporary Cafe Screens**

- a) Must only be associated with the use of the footpath for an outdoor eating area.
- b) Must not exceed a total fixed height of 0.9m.
- c) Must be positioned in the Trading Zone of the footpath.
- d) Temporary Cafe Screens may be secured by sandbags. Improvised devices are not permitted.
- e) Business identification and promotional advertising on cafe screens must not exceed 25% of the total area of each panel of the cafe screen.
- f) Promotional advertising to be limited to products or services sold by the business excluding tobacco, alcohol, gambling or any offensive material.
- g) Must be constructed from durable material.
- h) Must not be a fluorescent, neon or reflective colour.
- i) Only be placed on the footpath during the normal trading hours of the business.
- j) The applicant will reimburse Council the cost of removing the lock in device and repairing or replacing any damage to the footpath or nearby Council infrastructure as a result of the applicant's use of the footpath area.



### 3.8 Blinds and Awnings

Note: A Building Permit is required

Blinds and awnings are generally attached to building verandahs for the purpose of providing shade and protection to the footpath area, e.g. outdoor café or produce (i.e. meat or other food stuffs displayed in the window). Inappropriate and excessive use can detrimentally impact on the desired character safety and function of streets.

Blinds and awnings may only be installed under verandahs or balconies as ancillary to the more permanent verandah or balcony.

A blind or awning must not without Council consent project beyond the street alignment –

- a) more than 2.4m and
- b) at any height less than 2.4m above the level of the footpath
- c) must not be used in conjunction with or attached to a screen or display case

#### Other Requirements

- a) Must be fixed firmly in position when down to avoid extensive ‘flapping, and so that any sharp exposed plastic edges are protected. Ground level restraints have to be designed and constructed so as to avoid hazardous situations.
- b) Must be rolled up or removed:
  - Outside trading hours.
  - When the weather does not warrant their use.
  - As frequently as possible to avoid ‘closure’ and cluttering of the streetscape.

### 3.9 Outdoor Heaters

Applications for outdoor heaters that are attached to the verandah will need to comply with the requirements of Energy Safe Victoria where installations must comply with the Gas Safety Act, Gas Safety (installation) Regulations and AS5601.1. This standard covers the minimum heights, ventilation requirements and offsets from combustible materials etc.

The installation of outdoor heaters is regulated by the VBA (plumbing division) which requires the installer to be licenced and a registered practitioner.

Portable heaters must comply with the following

- a) Australian standard AS 1596.
- b) Be located within the Trading Zone.
- c) Gas bottles are to contain no more than 12 kilograms of LPG.
- d) No more than 50 kilograms of LPG can be stored on your business premises at any one time.
- e) All reasonable precautions are to be taken to prevent accidental injury to any person as a result of the use of these heaters.
- f) Only heaters that provide a low centre of gravity so as to be stable and have safety guards so that hot elements, controls and gas lines are not openly accessible or exposed.
- g) Heaters need to comply with any relevant code of practice for safety, use and storage.

**Copies of the relevant Australian Standard AS 1956 is available from:**

Standards Association  
1<sup>st</sup> Floor, 19-25 Raglan Street  
South Melbourne 3205  
Phone (03) 9693 3555

- h) Must only be located in the Trading Zone of the footpath.
- i) Should provide a positive contribution to the amenity of the street.
- j) Must be safely fixed.
- k) Moveable heaters (or at least the gas supply) must be removed after hours.
- l) Heaters should not be allowed if they are not serving patrons who are dining on the footpath.
- m) Must be of adequate height above patrons (at least 2.1m)
- n) Other heating devices may be considered subject to Council approval

**3.10 Speakers**

- a) Speakers and speaker systems are not to be installed outside the shop. They must be located entirely inside the shop and situated not less than three metres from any public entrance.

**3.11 Planter Boxes**

- a) No permanent planter boxes are permitted.
- b) Must contribute to the improved visual amenity of the area.
- c) Must not exceed 1.2m in height about the footpath level (inclusive of plant).
- d) Planter boxes on wheels must include a wheel locking device approved by Council.
- e) Plants must be kept healthy and well maintained.
- f) Planter boxes must be kept free of all litter including cigarette butts.
- g) Advertising on planter boxes is not permitted.
- h) Must only be located in the Trading Zone of the footpath.

**3.12 Windproof Ashtrays**

Windproof ashtrays must be provided for patrons at all times. The permit holder is required to regularly remove all cigarette butts and dispose of them in bins kept inside the premises. Failure to provide suitable windproof ashtrays may result in the cancellation of the permit.

Business operators must maintain the area clean and free of litter including cigarette butts

Permit holders found sweeping cigarette butts into the gutter, immediately forfeit all rights to trade on the footpath.

Traders with outdoor dining facilities are responsible for ensuring that the Walkway section is kept free of patrons congregating in front their establishment. Complaints about litter and or cleanliness may result in the operator losing access to trade on the footpath.

### 3.13 Toilet and Sanitary Facilities

Outdoor dining increases the overall customer seating capacity of the premises. The establishment should therefore have adequate and accessible toilet facilities for the use of customers and staff. The Building Code of Australia provides guidance on what is considered an adequate number of toilets. The Building Regulations require toilet facilities to be provided for patrons (including patrons with disabilities) and staff of restaurants, cafes and bars.

Before submitting an application for a **new** permit, the applicant must ensure that adequate toilet facilities are provided for the maximum allowable number of patrons capable of being seated inside and outside of the premises. Additionally, it is important to note that the introduction of outdoor dining will increase the overall number of patrons. To accommodate this increase, it may be necessary to upgrade the existing toilet facilities and include accessible toilets.

The following table provides guidance about the required sanitary conveniences for the maximum allowable number of patrons.

Seating Capacity	Number and ratio of toilet facilities			
0 - 20	Customer Toilet not required			
21 – 50	Females:	1 closet pan	1 wash basin	
	Males:	1 closet pan	1 wash basin	
51 – 100	Females:	2 closet pans	1 wash basin	
	Males:	1 closet pan	1 wash basin	1 urinal
101 – 200	Females:	3 closet pans	2 wash basins	
	Males:	1 closet pan	2 wash basins	2 urinals
201 – 300	Females:	4 closet pans	2 wash basins	
	Males:	2 closet pans	2 wash basins	3 urinals

### 3.14 Hygiene and Cleanliness

To ensure the hygiene and cleanliness of footpath areas is maintained, the following standards apply:

- Litter must be cleared from the trading area by the permit holder at all times.
- Food scraps and any other rubbish within the immediate area must be removed and deposited within the permit holder's own bins kept within the premises.
- Windproof ashtrays must be provided and made available during hours of trading for patrons wishing to smoke within the footpath trading area.
- Litter generated by footpath trading must not be swept into the street gutter, or adjacent footpath areas. It must be picked up and deposited within the permit holder's own bins kept within the premises.
- Trade waste must not be placed in public street bins.
- Screens and awnings must be kept clean and in good repair.
- The preparation, handling and serving of food and drinks to patrons located on the footpath must be conducted in accordance with the relevant food safety requirements.
- For more information visit [www.foodsafety.vic.gov.au](http://www.foodsafety.vic.gov.au) or contact Council's Public Protection Unit on 8470 8888.

- i) The Council's street cleaning services operate in the early morning to ensure minimum disruption to local businesses. However, the permit holder has a responsibility to keep the street and footpath clean and must work with the Council to ensure this is achieved.

### **3.15 Real Estate Agent Signs (Pointer Boards)**

- a) The placement of temporary real estate agent signs requires an A-Board Permit. Real estate agents may be granted a permit for signs (pointer boards) to be placed on the nature strip at or near a property for which the agent is acting.
- b) A permit must be obtained for each real estate agency prior to using signs/pointer boards on public land.
- c) No sign may be placed on the road, on any roundabout, traffic island or garden bed, or where it creates any hazard to pedestrian or vehicle safety.
- d) Real estate agent signs (pointer boards) are only to be placed within two hours of the activity that they are advertising, and removed within two hours after the activity has ceased. ('Corflute' style pointer boards or similar are not to be attached to any Council controlled assets)

## **4. General Management**

### **4.1 Application Process**

The use of a Council footpath for footpath trading activities is determined by this Policy and related legislation and permissible only through the issue and compliance with a Footpath Trading Permit.

The first step in obtaining a permit is to complete and submit the application form. Council will then assess the application in accordance with this policy. Council officers will contact the applicant to discuss conditions and modifications if required. If the application complies with the policy then a permit may be issued. A permit becomes valid once the application is approved and total fee paid. All approved permit holders will be sent a sticker which must be displayed in the front window of the business to show that they have a current permit.

### **4.2 Information to be included with Application**

The Application should be accompanied by the following information to enable Council officers to commence the assessment process:

**A copy of the current planning permit** (only applies to outdoor dining applicants): or written advice from the Council's Statutory Planning Unit indicating that a planning permit is not required for the proposed or existing use of the premises.

**Site plan of existing conditions:** a plan at scale 1:100 accurately showing the width of the building frontage, the footpath from the outside edge of the kerb to the building line, location of building line and the type of abutting properties, existing trees, light poles, signs, existing street furniture, pits, fire hydrants, car parking and other features. All dimensions associated with the footpath area should be shown.

**Site plan of proposed footpath trading activity:** a plan at scale 1:100 accurately showing the area and layout of the proposed footpath activity. This includes the proposed location of chairs, tables, screens, heaters, umbrellas, advertising signs, etc.

**Photographs of the site:** clearly showing the proposed footpath trading activity zone relative to buildings and existing features in the footpath area.

**Details of furniture:** colour photographs or detailed design drawings of proposed furniture to be used including screens, planter boxes, heaters and umbrellas.

**Details of advertising:** a colour photograph or detailed design drawings of any proposed advertising logo, and clear indication of its size and all locations within the trading zone.

**Public Liability Insurance:** Covered by Council **and included in the Permit fee**

**Copy of Liquor Licence:** including plan of licensed area.

**Letters of consent:** in writing from the owner and/or occupier if the applicant wishes to operate from in front of the adjacent property. This permission must be submitted to Council each year.

**Any other relevant details** where applicable including;

- a) Current registration to serve food and/or beverages under the Food Act (Vic.) 1984.
- b) Liquor license that includes the footpath as part of the "licensed area" when alcohol is to be consumed or served in this area.
- c) If an application includes advertising on a cafe screen, Council requires photographs of the external business premises (front and sides as applicable) showing all advertising in context with the building.
- d) Council officers may request additional information.
- e) Council will consider the relocation of street furniture including public seating, bicycle racks and rubbish bins on the following basis:
  - Council officers are able to locate an alternative and suitable location.
  - If the applicant can find an alternative location and obtain approval from affected parties.
  - The applicant agrees to the up-front cost of relocation.
  - The relocation of street furniture can be a time consuming activity and applicants should be aware that an alternative location may not always be available or achieved in the timeframe desired by the applicant or not at all.

#### **4.3 Annual Permit**

- a) Council only issues annual permits and all permits expire on 30 June each year.
- b) Council will send current permit holders a renewal application however renewal is not automatic and it is the applicant's responsibility to complete and submit the renewal application within the appropriate timeframe to avoid the permit lapsing.
- c) Annual permits are not transferrable.
- d) Permits are only valid during the hours the premises is open for business.
- e) Council may revoke a permit in the event that the applicant breaches the conditions prescribed in the policy (see 4.6 Compliance) or:
  - A change in a law or regulation that impacts the conditions upon which the permit was issued.
  - Council may be required to make changes i.e. car parking, roadworks or footpath improvements that may impact the conditions upon which the permit was issued.
- f) Under defined conditions outlined in Section 2. Footpath Zones and Setbacks, Council will consider dispensation. Dispensation can only be issued by Council and the reduced widths will be specified in the permit.

#### **4.4 Transition Period**

- a) Existing permit holders that are impacted by the policy changes listed below will not be required to comply with the new policy provisions until 1 July 2016.

#### **4.5 Compliance**

At different times Council will inspect footpath areas to ensure permit holders are complying with this Policy and the related statutory requirements. Council also responds to complaints made about footpath obstructions from local residents, visitors and businesses. Compliance action will be taken in the event that Council learns a permit holder is in breach of this policy and the permit issued.

Council can issue notices, on the spot fines, revoke a permit, impound items or take Court action for any breach to this Policy or offences under Council's Local Laws.

Depending on the seriousness and regularity of the breach, the general process for compliance consists of:

1. Verbal warning
2. Notice to comply
3. Penalty Infringement Notice

A Penalty Infringement Notice will result in the cancellation of the permit and restrict eligibility to obtain another permit for a minimum of twelve (12) months from the date the permit is cancelled.

#### **5. Fees**

- a) Council charges annual fees for the placement of items on the footpath as per the schedule of fees below.
- b) New applications that have never been issued a permit by Council will be issued at half the fee prescribed in the schedule of fees when the application is received from 1 January to 1 June.
- c) Once approved, Council does not issue fee refunds unless Council has been required to cancel the permit due to a change in a law or regulation that impacts the conditions upon which the permit was issued.
- d) Council charges a fee to transfer a Footpath Trading Permit from one permit holder to another.
- e) Fees are reviewed annually as part of Council's budgeting process.

## Appendix 1 Footpath Widths

Darebin has many narrow footpaths and to balance the use of footpaths for trading/activity the preferred minimum of 1.8m is not always required. Footpath widths impact on the consideration of an application. If a footpath is wider than 3.5m, a clear walkway of at least 1.8m must be provided. Footpaths that are below 3.5m wide must provide for 1.5m of clear walkway.

The following table provides an indication of the width for the main retail centres of Darebin. Many footpaths have a total width of less than 3.5m and therefore may provide a minimum Walkway Section width of 1.5m.

There may be some disputes about the actual width of a footpath in front of a specific business. Generally it is the responsibility of the applicant to measure the footpath. Footpaths do vary in width and in some circumstances Council may be required to conduct a site visit and measure the footpath.

Retail Centre	Footpath Width*	Width of Kerb Zone	Minimum required for Pedestrian Zone	Width of Trading Zone (for temporary items)	Width of Trading Zone if 1.8m was required
High Street, Westgarth (East Side)	2.8m	0.45m	1.5m	0.85m	0.55m
High Street, Westgarth (West Side)	2.9m	0.45m	1.5m	1.05m	0.75m
High Street, Northcote (East Side)	2.7m	0.45m	1.5m	0.75m	0.45m
High Street, Northcote (West Side)	3.7m	0.45m	1.5m	1.45m	1.15m
High Street, Thornbury (East Side)	2.8m	0.45m	1.5m	0.85m	0.55m
High Street, Thornbury (West Side)	2.7m	0.45m	1.5m	0.95m	0.65m
High Street, Preston (East Side)	3.3m	0.45m	1.5m	1.35m	1.05m
High Street, Preston (West Side)	3.3m	0.45m	1.5m	1.35m	1.05m
Broadway, Reservoir (North Side)	4.0m	0.45m	1.8m	1.75m	N/A
Broadway, Reservoir (South Side)	4.1m	0.45m	1.8m	1.85m	N/A
Edwardes St, Reservoir (North Side)	3.8m	0.45m	1.8m	1.55m	N/A
Edwardes St, Reservoir (South Side)	4.3m	0.45m	1.8m	2.05m	N/A
Station Street, Fairfield (East Side)	3.9m	0.45m	1.8m	1.65m	N/A



Retail Centre	Footpath Width*	Width of Kerb Zone	Minimum required for Pedestrian Zone	Width of Trading Zone (for temporary items)	Width of Trading Zone if 1.8m was required
Station Street, Fairfield (West Side)	3.9m	0.75m	1.8m	1.35m	N/A

\*(includes top of kerb approximate 0.1m in width)

Note: Every effort has been made to determine the accurate widths of footpaths in retail centres.

Busines Name	Business Address	Parklet Size	No. Tables & Chairs	No seats	Structures	Infrastructure	Liquor licence
<b>Primo Pizza</b>	104 High Street Northcote (corner Candy St)	<b>Double parklet: 2 carparks</b>	4 tables with 4 chairs or 8 tables with 2 chairs	16	Owner built deck	Planter boxes	Yes
<b>Northcote Social Club</b>	301 High Street Northcote, Little Eastment Street	<b>Council owned laneway - Extended parklet</b>	12 tables x 2 chairs or 12 bench seats	24	No Deck	water barriers	Yes
<b>Bar 303</b>	301-303 High Street Northcote, Little Eastment Street	<b>Council ownd laneway - Extended Parklet</b>	6 tables with 4 chairs	24	No Deck	water barriers	Yes
<b>Peacock Inn Hotel</b>	210 High Street Northcote	<b>Double parklet: 2 carparks</b>	10 tables with 2 chairs OR 5 tables with 4 chairs	20	Owner built deck	Planter boxes	Yes
<b>Oh Loretta</b>	324 High Street Northcote LOCATED AT REAR Lawry St - local road	<b>Council ownd laneway - Extended Parklet</b>	9 tables with 2 chairs each	18	Own built structure	Roof structure built	Yes
<b>Francescas</b>	222 High Street Northcote	<b>Council ownd laneway - Extended Parklet</b>	4 tables, 4 chairs and temp fencing	16	Own built structure	Fence installed	Yes
<b>Zsas Bar and Bistro</b>	202 High Street Northcote	<b>Single Parklet: 1 carpark</b>	4 small tables with 2 chairs OR 2 tables with 4 chairs	8	Decking	planter boxes	Yes
<b>Open Studio</b>	204 High Street Northcote	<b>Single Parklet: 1 carpark</b>	4 small tables with 2 chairs OR 2 tables with 4 chairs	8	Decking	planter boxes	Yes
<b>Wesley Anne</b>	250 High Street Northcote	<b>Double parklet: 2 carparks</b>	4 tables with 2 benches each	16	Decking	Planter boxes	Yes
<b>Tempo Gelateria e Pizzeria</b>	242 High Street Northcote	<b>Single Parklet: 1 carpark</b>	3 small tables with 2 chairs OR 2 tables with 4 chairs	8	Decking	planter boxes	Yes
<b>Buck Mulligans</b>	217 High Street Northcote	<b>Single Parklet: 1 carpark</b>	3 small tables with 2 chairs OR 2 tables with 4 chairs	8	Decking	Planter boxes	Yes

Mr Wednesday	144 Wingrove Street Fairfield	Double parklet: 2 carparks	9 tables with 2 chairs OR 4 tables with 4 chairs	18	turf	Planter boxes	No
Flour and Salt	72 Station Street Fairfield	Double parklet: 2 carparks	9 tables with 2 chairs OR 4 tables with 4 chairs	18	Decking	Planter boxes	Yes
Tallboy and Moose	270 Raglan Street Preston	Two single parklets: 2 carparks	Each parklet can have:3 small tables with 2 chairs OR 2 tables with 4 chairs	16	Decking	Planter boxes	Yes
Ieraci Hair	35 Victoria St Preston	Single Parklet: 1 carpark	3 small tables with 2 chairs OR 2 tables with 4 chairs	8	Decking	Planter boxes	Yes
I Pugliesi	134 Elizabeth Street Coburg North	Single Parklet: 1 carpark	3 small tables with 2 chairs OR 3 tables with 4 chairs	12	Decking	Planter boxes	Yes
Beat Coffee	50 Gertz Avenue	Double parklet: 2 carparks	3 tables with 4 chairs and 1 table with 3 chairs		turf	Planter boxes	Yes
Hi Italy	48 Gertz Avenue Reservoir	Double parklet: 2 carparks	3 tables with 2 chairs and 2 tables with 4 chairs	14	turf	Planter boxes	Yes
Felix Culpa	210B Broadway Reservoir <b>ONLY PARKLET ON A VICROADS ROAD.</b>	Single Parklet: 1 carpark	3 small tables with 2 chairs OR 2 tables with 4 chairs	8	Decking	Planter boxes	Yes
Gioco	26 Gertz Ave Reservoir	Double parklet: 2 carparks	4 tables with 4 chairs OR 8 tables with 2 chairs	16	Decking	Planter boxes	No
Kaneo	50 Edwards Street Reservoir		REMOVED				
1800 Lasagna	653 High Street Thornbury		REMOVED				
Alphington Social	Alphington	Double parklet: 2 carparks	REMOVED				

## **Outdoor Dining and Trading Policy – Final Draft for Council**

### **1. Introduction**

Outdoor dining plays an important role in activating public space for commercial benefit to local business and in return they help foster vibrant public spaces, streets and local activity centres for the local community to enjoy.

As our city continues to densify, these spaces become our everyday outdoor meetings spaces for social gatherings, help create sense of identity and place and make our centres interesting and exciting.

Darebin encourages local businesses to help activate our city with outdoor dining and footpath trading on footpaths, nature-strips and road-spaces, ensuring that it's done in a balanced way, with safety and accessibility at the forefront.

### **2. Purpose of this policy**

The purpose of the Darebin Outdoor Dining and Trading Policy (the Policy) is to:

- Ensure that the objectives of Council's Local Laws No 1 are achieved in administering this Policy
- Give effect to the relevant provisions of the legislation outlined in Attachment 1 and the applicable parts of other Council policies in Attachment 2.
- Provide clear and simple guidance to assist businesses with their applications to establish new or extend existing outdoor dining and trading areas.
- Provide Council with a clear decision-making framework for the evaluation of applications and the enforcement of Outdoor Dining and Footpath Trading permits.
- Provide a framework for Council's guiding principles on activating public footpaths and roadways for commercial purposes and for the broader community benefit while maintaining a balance between the safe passage for pedestrians and vehicles through these shared spaces.
- Support trialling short term commercial use of on-street parking bays or road space, which could inform longer-term public space priorities, projects, and investment by Council.

### **4 Policy Statement**

The Policy will ensure that Outdoor Dining and Trading in Darebin will:

- Enhance the safety and vibrancy of the public realm and encourage more pedestrians and visitors to the areas, benefiting the broader business precinct.
- Encourage more foot traffic and ongoing support for local businesses across the precinct.
- Spread activation onto the street encouraging people to pause, sit, linger, engage and gather along the street edge, blending public space with the private realm in commercial centres.
- Be designed in a way that reflects local place and identity, minimises street clutter, creates a safe environment for all users and provide dignified access for all members of the community to use and enjoy.

- be implemented ensuring a good balance between the public and privatisation of public space is achieved.
- Facilitate partnerships with local businesses to help activate our retail precincts.

## 5. Policy Principles

The following principles have been developed to provide guidance for successful Outdoor Dining & Footpath Trading applications. All permit applications should respond to the following principles:

- **Safe & Welcoming**

Outdoor dining and trade proposals must be designed with safety in mind. Darebin's streets are to remain welcoming and accessible for users of all abilities, without obstacles or hazards for walkers and wheelers. Safety and perceptions of safety is essential for a successful and enjoyable public realm. Outdoor dining and trading areas must be and feel safe to use to succeed.

Applications must consider the safety of all public realm users and how they will use, perceive, interact with, and be impacted by outdoor dining and footpath trading. This includes the arrangement, design and location of street and business furniture, structural integrity of proposed furniture, services and equipment, opportunities for passive surveillance, access and conflicts between pedestrians, cyclists, and vehicles.

- **Equitable and Accessible**

Outdoor dining and trade proposals facilitate safe, functional, active, and inclusive public streets and spaces.

Applications must the access needs of all public space users and modes of transport to ensure their passage is convenient, safe, equitable and efficient. All proposals can be accessed, used, and enjoyed by people of all ages and abilities. They also prioritise access for active modes of transport like walking and cycling over motor vehicles.

- **Attractive & Enjoyable**

The design and appearance of outdoor dining and trade should positively contribute to the public realm experience and entice people to use these spaces.

Proposals should consider and respond appropriately to the surrounding context and preferred character of the area through considered use of material, colour, planting and furniture selection. Outdoor dining should be considered as part of street design and incorporate and enhance existing features such as trees and verandas.

Outdoor dining approaches and furniture should be of high quality and design and make a positive contribution to the street experience. Interesting and innovative approaches which are built for purpose are encouraged. Proposals which are well designed and maintained is essential in providing comfortable spaces for people to enjoy, sit and linger without any obstructions.

- **Resilient, Sustainable and Well Maintained**

Furniture and materials used for outdoor dining and trade should be robust, weather resistant and easy to maintain, aligning with the Design Guidelines.

The use of locally sourced materials which aligns with Council's Environmental Sustainable Design (ESD) principles is strongly recommended. Businesses need to ensure outdoor trading

spaces are maintained regularly, with furniture to be stored inside building when the business is not operating.

## 6. Policy Governance

Council's Business Development Unit are the custodians of this Policy, holding responsibility for the implementation, education, and monitoring.

Council's Local Laws unit are responsible for ensuring compliance of this policy in accordance with Darebin Local Laws.

This Policy is to be formally reviewed every 5 years. Council can, at its discretion, review it sooner.

## 7. Defining Zones for Outdoor Dining and Trading

The publicly owned areas in front of shops and businesses are commonly referred to as 'Footpaths' and 'Nature Strips', and these abut publicly owned roads.

There are many competing demands for these public areas which often contain trees and landscaping, artwork, street furniture (bins, water fountains, benches, etc.), public infrastructure (bus stops, power and lighting poles, inspection pits, etc.) in addition to being spaces that provide access to shops, businesses and homes. All of these services and infrastructure may prohibit or limit opportunities for outdoor dining and trading.

While outdoor dining and trading will help activate and positively contribute to the vibrancy and activation of our retail centres and support local businesses, these benefits need to be balanced against the need to maintain clear and unobstructed access for pedestrians walking along the footpath, as well as pedestrian access from parked vehicles to the footpath area.

The footpath can be defined by four zones that govern its use, and can be identified as:

- Pedestrian Zone
- Nature Strip or Back-of-Kerb Zones (footpaths).
- Kerb Zone
- Parking Spaces or Road Space

## 8. Application of Policy

As required under the Darebin General Local Law No. 1 a permit is required for the following:

- A temporary advertising signs up to 1.5 square metres in size on a road or Council land.
- Undertaking a commercial use or activity on a road or Council land to:
  - (a) provide outdoor dining areas where such a use is not regulated by the Planning Scheme; or
  - (b) sell goods or services, display goods for sale or hold occasional sales of goods

This Policy applies to businesses and community non-for profit groups who wish to use publicly owned footpaths, nature strips, road reserve, on-street parking, and laneways for commercial purposes, as well as the erection of the following temporary or fixed infrastructure:

- Furniture (Chairs & Tables)
- Temporary Signage (A Frames + Pointer Boards)
- Outdoor displays
- Umbrellas
- Café Screens
- Blinds, weather blind anchors & Awnings
- Outdoor Heaters
- Outdoor Structures (i.e., Pergolas, overhead structures)
- Planter Boxes
- Power, Lighting & Speakers
- Windproof ashtrays
- Parklet Infrastructure

This Policy distinguishes between the following classes of applications:

- Temporary advertising signs, including A-Frames.
- Temporary display of goods including display cases and clothing racks
- Temporary outdoor dining generally within the Nature Strip and/or Back-of-Kerb Zone (Footpaths)
- Temporary outdoor dining within a Parking Space, Road Zone or Laneway (Parklets)
- Temporary and Fixed Café Screens
- Temporary and Fixed (in ground) Umbrellas

Under the Tobacco Act 1987, smoking is banned in outdoor dining areas from 1 August 2017. This Policy reinforces this legislation.

The following criteria will be applied to the assessment of applications for outdoor dining and trading in the footpath and associated public areas. Each element of this policy contains:

- **Objectives.** An objective describes the desired outcome to be achieved.
- **Standards.** A standard contains the requirements to meet the objective.  
A standard should normally be met. However, if Council is satisfied that an application for an alternative design solution meets the objective, the alternative design solution may be considered.
- **Decision guidelines.** The decision guidelines set out the matters that Council will consider before deciding if an application meets the objectives.

The easiest and quickest path to approval for outdoor dining and trading is compliance with the defined Standards. Alternative approaches are possible but require assessment and consideration.

## 9. Eligible locations

Outdoor dining and trade have many potential benefits for local retail areas – for both businesses and residents.

This includes enhancing perceptions and feelings of safety, increasing the vibrancy, attractiveness and excitement of retail areas, providing more entertainment and social interaction opportunities for residents and encouraging more visitors and economic activity.

But these benefits need to be balanced against the other community demands and expectations, including amenity impacts in residential areas, traffic impacts and access to parking and the need to ensure the continuing orderly operation of retail areas.



### Objectives

Proposed outdoor dining and trading proposals should achieve the following objectives through their location in appropriate areas and sites:

- To enhance the vibrancy, attractiveness, and excitement of retail areas through the Darebin.
- To protect the amenity of residential areas from encroachment from commercial activities.
- To enable a direct extension of trade from an existing ground floor business into the public realm adjoining the business.
- To ensure the views of adjoining ground floor businesses are considered in the assessment of outdoor dining and trade applications located in front of their premises.
- To provide flexibility to consider alternative uses of the public realm outside of normal operating hours.
- To protect the function of State Arterial roads and the operation of the tram and bus network.
- To minimise potential impacts to on-street parking and to ensure an appropriate balance of outcomes within each activity centre.

### Standards

All applications for outdoor dining and/or trade must meet the following standards, unless Council is satisfied that an alternative design solution/approach can meet the above objectives:

- Outdoor dining and trade within the public realm will only be supported for businesses that are operating on the street level of an abutting/adjacent premise.
- Applications for Outdoor Dining on Footpaths, Parklets and Road Space will be considered in the following locations:
  - All Major and Neighbourhood retail centres and commercial areas of the municipality, as defined by commercial zones and similar zones that enable a range of commercial activities in the Darebin Planning Scheme. (Refer to **Attachment 3** for a map of all retail centres in Darebin)
  - Some residential zoned areas adjoining/adjacent larger commercial areas (subject to assessment)
- Applications for Parklets are prohibited in the following locations:
  - Within 10m from an intersection (measured from the building line).
  - Within 20m of a signalised intersection on the approach side.
  - Within 20m from a tram stop flag (sign) on the approach side.
  - Within 20m of the departure side of a signalised intersection, applications will be considered on a case-by-case basis. Due to safety reasons and vehicle access requirements, locations with the following elements are not suitable.
  - In dedicated car-spaces for delivery/loading, essential and emergency vehicle access and parking.
  - In clearway zones.
  - In accessible and car share\* parking spaces.

*(\* carshare spaces may be considered on a case-by-case basis. Any relocation costs of the car space will be at the applicant's expense.)*



- To minimise potential impacts to the availability of on-street parking, an ideal minimum- maximum number of parklets has been calculated for the Reservoir, Northcote Central and Fairfield commercial areas. The following upper limits have been calculated with reference to:
  - The total number of available on-street and off-street carparks servicing each centre.
  - Public transport connections
  - Footpath widths
  - Safe and protected bike infrastructure

Retail area	Potential Range of Parklets that May be Contemplated in Retail Areas
Reservoir – Edwardes Street	4 - 7
Reservoir – Broadway	9 - 12
Northcote Central	10 - 12
Fairfield (Commercial zoned land in Station Street, Wingrove Street and Railway Place.)	9 - 11

- Despite the above limits, balancing the need for on street parking, economic and social impacts will need to be considered for each application.
- No maximum limits apply to retail centres outside above table, but rather decisions will be made on a centre-by-centre basis, balancing the need for on-street parking against the benefits arising from outdoor dining. This will include major retail centres such as Thornbury Village, Preston Central and Westgarth as clearways are in place for these centres, reducing the centres capacity to house parklets.

#### **Notification Requirements**

- Outdoor dining and trade applications should be fully contained within the public realm area that directly aligns with the shopfront of the business applying for the permit. For these applications:
  - Notification to adjoining or nearby property owners/occupiers is required. Consent from adjoining businesses will not be sought through this notification process.
  - They will remain subject to a positive assessment against the criteria within this policy.
- Application can be made to occupy unused footpath space and/or car spaces in front of immediately neighbouring properties. For these applications:
  - Council will give written notice to the owners and occupiers of the adjoining property of the proposed application. This applies to neighbouring premises on street level only, not residents or businesses located directly or indirectly above the business in question.

- Notified parties will have a minimum two (2) week period to make a submission before a Council decision is made.
- Council will consider any submissions/concerns received as part of its assessment of the application for a permit.
- The applicant will pay an additional fee to cover the cost of notification and assessment of submissions.
- They will remain subject to a positive assessment against the criteria within this policy.

An application can be made to temporarily occupy a laneway or road for outdoor dining and/or trade. For these applications:

- Council will give written notice to the owners and occupiers of the adjoining property of the proposed application. This applies to neighbouring residents or businesses directly impact by the road closure and will be determine by officers.
- Council will give written notice to Department of Planning and Transport and any relevant public transport service providers.
- Notified parties will have a minimum two (2) week period to make a submission before a Council decision is made.
- Council will consider any submissions/concerns received as part of its assessment of the application for a permit.
- The applicant will pay an additional fee to cover the cost of notification and assessment of submissions.
- They will remain subject to a positive assessment against the criteria within this policy.

### Decision Guidelines

In making a decision on an application, Council will consider (as appropriate):

- The orderly planning of the area
- Local context and amenity.
- Urban Design outcome and overall contribution to the street.
- Traffic and safety impacts, including the outcomes of a Road Safety Audit if required.
- The adequacy of loading and unloading facilities and any associated amenity, traffic flow and road safety impacts.
- For applications in residential zoned areas adjoining/adjacent larger commercial areas, the protection of residential amenity is of high importance. In determining whether to allow outdoor dining and trade, the following with be considered:
  - The primary, overall balance of land use in the immediate area (i.e., does the area have a mix of uses, or is it primarily residential?)
  - The extent of any negative externalities and impacts likely to be generated by the proposed activity.
- For Parklet applications in all retail centres.
  - Views of the Transport unit on the proposed location to understand its impact safety and transport considerations.
  - Views of the Councils Drainage Engineer for proposals in areas subject to flooding.
  - Locations where major streetscape works are scheduled.

- View of Department of Transport and Yarra Trams where appropriate
- In determining how many parklets will be allowed in all centres consideration will be given to the following:
  - The total number of available on-street and off-street carparks servicing each centre
  - Public transport connections
  - Footpath widths
  - Safe and protected bike infrastructure
  - Whether the number of existing parklets has caused negative impacts on the operation of the local retail centre.
  - The turnover of carparking in the centre, (occupancy rates)
  - Business mix of the local centre (consider the percentage of hospitality vs non-hospitality)
  - Ability to share parklets between businesses (e.g., day and night businesses)
- For applications to occupy unused footpath space and/or car spaces in front of immediately neighbouring properties, the following matters will be considered (in addition to rest of this policy):
  - The views of the adjoining parties as expressed in any submission received.
  - The nature and operating requirements of the neighbouring business/property.
  - The extent of the encroachment into the public realm in-front of the adjacent property.
  - The proposed operating hours of the proposed outdoor dining and/or trade, as compared to operating hours of the neighbouring business/property.
  - Any potential impact on trade or operation of the adjoining business/property.
  - Any other matters deemed relevant by Council.

For Applications which seek to temporarily occupy a laneway or road the following matters will be considered (in addition to rest of this policy):

- Impact of the proposal of the local movement network
- The findings of a Traffic Management Plan and Traffic Study to be submitted by the applicant.
- View of Department of Planning and Transport and any public transport provider. The views of the adjoining parties as expressed in any submission received.

## **10 Permitted uses, fees and renewal.**

Outdoor dining and trade are the temporary uses of public space and is not intended to privatise the public realm. It enables businesses and community groups who wish to use publicly owned footpaths, nature strips, road reserve, on-street parking and roadscape to do so for commercial or public benefits. Any proposal which fully encloses outdoor dining or creates visual and physical privatisation of the public realm will generally not be supported.

Operators and customers can make use of these public spaces but do not have exclusive rights over the occupancy of the area. Outdoor dining is supplementary to the business' internal trade and seating. Businesses should not be reliant on outdoor dining. Additional infrastructure to support outdoor dining should be temporary, so that the area can be reinstated as public space in both appearance and function.

Permits are issued with the intent of balancing the needs of all users of the public realm in retail areas. While outdoor dining and trade has broader benefits to the general public, they also generate

financial benefits for private individuals. To this end, fees for permits and renewal seek to cover the cost of administration of this policy and realise a reasonable return to the citizen of Darebin through the use of public land.

### Objectives

The assessment of applications for permits for outdoor dining and/or trade should achieve the following objectives:

- To enable the temporary occupation of publicly owned land for private commercial activities and community uses via a local laws permit.
- To distinguish between initial 'establishment' permits, and renewal permits.
- To provide longer term certainty for some forms of outdoor dining and trade in recognition of the increased investment associated with their establishment.
- To recoup the costs of implementing this policy to minimise the financial impact on Darebin ratepayers.
- To ensure that some of the financial benefits accruing to private businesses from the commercial occupation of public land is returned to the Darebin community.
- To apply a fee structure based on a fixed percentage of commercial rents for different commercial areas.
- To provide a differential fee structure to encourage the proliferation of outdoor dining in lower order activity and retail centres.

### Standards

All applications for outdoor dining and/or trade must meet the following standards, unless Council is satisfied that an alternative design solution/approach can meet the objectives of this policy:

- The following types of permits are available for the following durations:
  - Annual permits, issued for up to 12 months.
- Permits for Parklets may be issued for:
  - Seasonal permits, issued for up to 6 months (between 1 November – 30 April)
  - a period up to 2 years.
- Applications for permits must be accompanied by the following applicable **prescribed fees**:
  - A flat annual fee for the erection of signage (A-frames and similar).
  - A flat annual fee for the display of a goods calculated by reference to the method and area of display. +
  - A flat fee for the assessment of new applications for outdoor dining and parklets.
  - An annual fee for outdoor dining
  - The first-year value of a two-year permit for a parklet, with a subsequent payment for the remaining value 12 months later.
  - An upfront transfer of ownership fee.
  - Notification of Application to adjoining properties.
- The calculation and updating of fees will be undertaken annually as part of Council's budget process.

### **Fees and Charges**

- Fees and Charges will be determined by Council at the start of each financial year in accordance with the published Fees and Charges schedule.
- Fees will be calculated as follows:
  - Outdoor dining on footpaths will be calculated on a square metre rate at the following percentages for different business precincts:
    - a rate of 30 % of the annual average retail rents for the centre
  - Outdoor dining on nature strips and in road spaces (Parklets) will be calculated on a square metre rate at the following percentages for different business precincts:
    - a rate of 50% of the annual average retail rents in Primary areas
    - a rate of 40% of the annual average retail rents in Secondary areas
    - a rate of 20% of the annual average retail rents in Revitalisation areas (or a standard applicable rate as calculated by Council).
  - Remove fees and charges for individual items proposed in the outdoor trading area. This does not apply for businesses who wish to only display an 'A-Frame' sign or Display Racks/Cases.
  - Additional fees for fixed structures will be calculated as follows:
    - o A per linear metre for fixed café screens, plus an upfront footpath reinstatement fee
    - o A per item fee for inground umbrellas, plus an upfront footpath reinstatement fee

Footpath reinstatement fees will be determined at the start of each financial year as part of Councils annual Fees and Charges, and will be charged at the following rate:

- Fixed café screens will be charged at 25% the 'Footpath Replacement' rate, plus an inspection fee charge.  
In-ground umbrellas will be charged at 100% of the 'Footpath Replacement rate' rate, plus an inspection fee charge.
- Applicable permit fees are paid annually by the permit holder and are non-refundable.
- Permits may be renewed the following periods, following which a new application and assessment will need to be made (and subject to an assessment fee):
  - Signage permits; display racks/cases, and outdoor dining permits (excluding parklets): initial permit + 2 renewals (for a total of 3 years). (TBC)
  - Parklets: initial permit + 1 renewal (for a total of 4 years). (TBC)
- Permit renewals may not be granted if:
  - Non -payment of fees
  - Businesses breaches conditions of permit
  - For parklet applications, Council streetscape works are scheduled in area
  - For Parklets applications, there is a waiting list of parklet requests in your precinct.
  - There have been recorded incidents of non-compliance or enforcement action taken
- Permit holders will be notified at the end of the permit period on how to renew each year.



- Permit renewal requests will require a site inspection and rectification of any permit non-compliances.
- Permit renewal notices will be issued to permit holders **before** end of July 2023
- Permit renewals will only be issued upon receipt of all required information, including Current Public Liability Insurance and any applicable fees.
- If a permit is not renewed before expiry, a new application will be required.
- Permit Fees are not refundable should the business no longer wishes to proceed with application.
- Permit-holders can apply to amend the outdoor dining and footpath trading permit at any time. An amendment fee is payable for officer assessment and liaison.

#### *Permit transfer*

- A permit applies only to the premises for which it is issued and is not transferable from one premises to another on the sale or transfer of ownership. There is no legal attachment to the sale or transfer of ownership of a business.
- To ensure a permit remains valid, the new proprietor must apply to transfer the ownership of the existing permit within 28 days and ensure that the current permit complies with the Outdoor Dining & Footpath Trading Guidelines.
- Council reserves the right to reassess and amend permit conditions to ensure compliance with the Outdoor Dining & Footpath Trading Guidelines.
- It is the responsibility of the existing proprietor to include the balance of any remaining permit fees in the sale of the business.
- An upfront transfer of ownership fee is required for officer assessment and liaison.

#### **Decision Guidelines**

In making a decision on an application, Council will consider (as appropriate):

- Providing a 50% discount on parklet fees for the first year, in any retail area where a parklet has yet to be established.
- Providing discounts in fees in locations affected by major works (ie Rail or Tram upgrades) in the immediate area to assist through a period of interrupted trade. Discounts would be applied on a case-by-case basis.
- For the purposes of the calculation of fees, the following retail areas are categorised as follows:

Primary	Secondary	Revitalisation
<ul style="list-style-type: none"> <li>• Preston Central</li> <li>• Northcote Central</li> <li>• Reservoir – Edwardes Street</li> <li>• Reservoir – Broadway</li> </ul>	<a href="#">All other RACS</a>	To be determined by Council at the start of each financial year

- Westgarth Village
- Thornbury Village
- South Preston (JUMP)
- Fairfield Village

Refer to **Attachment 3** for a map of all retail centres in Darebin.

## 11 Design, operation, maintenance, and compliance

Darebin's streets and retail areas are high quality public spaces, providing opportunities for rest and shade and are layered with playful and quicky streetscape furniture and public art reflecting of the local place and community supporting them.

Outdoor dining is intended to be outdoors and should look and feel as such. Environmental and weather conditions should be accommodated without the addition of infrastructure that encloses the space.

Outdoor dining and trade has the potential to create risks to the public through trips and falls. These need to be managed by applicants through the careful siting of displays and furniture, through considered design of any structures (such as parklet platforms), signage and regular maintenance, and inspection. Despite these measures, accidents can continue to happen and for this reason it is mandatory that activities in the public realm are insured.

### Objectives

The following objectives should be achieved for proposed outdoor dining and trading proposals:

- To have safety and accessible at the core of all design proposals.
- To minimise street clutter and an unattractive spaces.
- To require structures and spaces to be designed in a high quality and 'playful' way that reflects local place and identity.
- To clearly establish a range of safety and compliance expectations for proponents.
- To require applicants to hold public liability insurance.
- To provide a standard 'off-the-shelf' set of engineering designs for parklets structures. (TBC)
- To ensure sustainability measures are considered in the design of all outdoor dining and footpath trading proposals.

### Standards

All applications for outdoor dining and/or trade must meet the following standards, unless Council is satisfied that an alternative design solution/approach can meet the above objectives:

- Outdoor dining and trade applications cannot not operate before 7am and after 10pm, in accordance with the EPA regulations. All furniture should be removed and stored by the permit holder within their premises during these hours.
- Business operators must ensure all relevant legislation, permits, licences, leases, local laws are always complied with, including obtaining planning and building permits where necessary.

- All approved permit holders must have Public Liability Insurance to the minimum amount required by Council and indemnify the Darebin City Council from any claim or demand arising from, or in relation to any act, omission, damage, loss, charge, liability, outgoing, payment, expense or cost. The permit holder is responsible for managing risks associated with the activity at its permitted location / site.
- Permit holders must operate with caution or cancel activities due to:
  - Extreme weather
  - Safety concerns
  - Identified risks.
  - Unsafe practices
- Permit holders are required to adhere to the conditions outlined in the approved permit. If there is a failure to comply with these conditions, the Council reserves the right to undertake necessary actions without prior notice, with the associated expenses being borne by the permit holder.
- Permit holders will be responsible for addressing any identified potential risks, hazards, or incidents related to the asset or infrastructure put in place under the approved permit
- The permit holder should ensure that the installed asset/infrastructure is maintained to the satisfaction of the Council. Defects/risks associated with installed asset/infrastructure will be reported to the permit holder with a request to rectify the defect/risk. The Council retains the authority to take appropriate measures to mitigate the identified risks if required.
- Building approval (where appropriate) and Engineering certification for the parklet structure and fixed café screens are provided. (TBC Council standard detail for these elements).

#### *Permit Compliance*

- All permit holders must comply with Council's Local Law and the Outdoor Dining and Parklet Guidelines.
- Council must investigate any complaints received. These are investigated by the Local Laws unit and any identified matters addressed with the permit holder.
- Council reserves the right to amend or cancel a Business Parklet permit in accordance with the Local Law.
- Once a permit has expired or cancelled, all third-party assets must be removed within seven days by the permit holder.
- If Council proposes to amend or cancel a permit the permit holder would have an opportunity to make a submission to the Permit Appeals Process on whether the amendment/cancellation should occur.
- Local Laws authorised officers may issue:
  - A written or verbal warning on behalf of Council to a business or Business Parklet permit holder who is breaching permit conditions or operating without a permit.
  - A Notice to Comply if the warning has been ignored.
  - A Penalty Infringement notice.
- A Penalty Infringement Notice will result in the cancellation of the permit and restrict eligibility to obtain another permit for a minimum of twelve (12) months from the date the permit is cancelled.

#### *Permit Appeals Process*



- A permit applicant seeking a review of an officer decision must provide a submission within 28 days of the date a decision, including all information to be taken into consideration. Submissions must be emailed to [business@darebin.vic.gov.au](mailto:business@darebin.vic.gov.au)
- A decision review will be considered by the Outdoor Dining Permit Panel, consisting of three senior Council officers, using this Policy and the Design Guidelines and any other matter deemed relevant.
- The permit applicant will be notified of the outcome of the decision review within a 14 day period.

#### Decision Guidelines

In making a decision on an application, Council will consider (as appropriate):

- The degree to which any furniture or structures negatively impacts programmed maintenance and street cleansing.
- Whether the proposed parklet utilises the standard engineering design endorsed by the Darebin City Council.
- The degree to which the proposed outdoor dining structure (parklet) complies with the Darebin Parklet Guidelines
- For applications where Local Law officer have issue warnings, consideration will be given to:
  - conditions of the permit
  - Local Law 1, this Policy and Design Guidelines.
  - Safety, accessibility, and obstruction of the Pedestrian Zone
- For applications being reviewed in the 'Permit Appeals Process', application of this Policy, Design guidelines and other relevant information provided by the applicant will be considered.

## **12 Encroachment into the Pedestrian Zone**

The primary purpose of the pedestrian zone is to provide an unobstructed pedestrian footpath corridor not less than 1.8 metres in width and measured between the property line and nearest object such as table or chairs within the trading zone. It is to ensure that a continuous and accessible path of travel, no furniture, signage or displays of goods are permitted within the pedestrian zone at any time.

This requires consideration of Disability Discrimination Act (DDA) requirements to ensure people of all abilities enjoy equal access to Darebin's retail areas.

In general, the Pedestrian Zone extends a minimum of 1.8m from the property boundary to the potential Trading Zone. Council will consider a reduction of the footpath width to 1.5m where a narrow footpaths exist (as identified in [Appendix 3](#)) following a case-by-case assessment.

### **Objectives**

The following objectives should be achieved for proposed outdoor dining and trading proposals within the pedestrian zone:

- To balance the use of footpath space
- To create a safe environment for all users.
- To minimises street clutter.

### **Standards**

- For streets greater than 3.5m in width, a minimum width of 1.8m is achieved for the pedestrian zone.
- For streets narrower than 3.5m in width, a minimum 1.5m is achieved for the pedestrian zone.

### **Decision Guidelines**

- DDA access requirements are met.
- Clearances from existing streetscape infrastructure is met.
- Continuous and accessible path of travel is maintained in the pedestrian zone at all times.

### 13 Outdoor dining/trading within the Nature Strip / Back-of-Kerb Zone (footpath)

The primary purpose of the Footpath and Nature Strips are to provide clear pedestrian access and house public amenities and infrastructure including street furniture, street trees, landscaping, infrastructure and public amenities.

The Kerb Zone is the area between the face of the kerb and the Trading Zone. It is in place to provide clearance for parked vehicles allowing passengers to alight without obstruction.

The Trading Zone on the footpath includes the remaining area of the footpath between the Pedestrian Zone and the Kerb Zone. It is the only section of the footpath which may be used for commercial activity in accordance with a permit.

#### Objectives

The following objectives should be achieved for proposed outdoor dining in Nature Strip and Footpath spaces:

- To support outdoor dining and trade in Darebin's retail centres
- To provide safe and accessible streets
- To provide accessible outdoor dining spaces in footpath and nature strips.
- To provide high quality design that positively contributes to the local character.
- To help activate streets and the perception of safety.
- To ensure that public amenities such as bins and seats are provided within the retail centres, servicing the broader community.

#### Standards

- For ALL **outdoor dining and trade applications on existing footpaths and nature strips.**
  - All Clearances from streetscape infrastructure are satisfied as outlined in section 14.
  - Existing street trees are to be retained and protected.
  - Clear and accessible pedestrian paths of travel are retained to a width of 1.8m
- For **outdoor dining and trade applications which seek to expand into nature strips,**
  - DDA compliant surface is proposed for the subject area, whilst still meeting Council ESD principles.
  - Applications which seek to convert nature strip to outdoor dining space, replaces the 'access zone' with a 500mm landscape/vegetated buffer to the road and/or plant a new street tree. This is a mandatory requirement for large corner sites, with no overhead restrictions.
  - All existing street trees are protected with a 1m offset in place from all proposed furniture.
  - Road Safety Audit is undertaken for applications to repurpose nature strips for outdoor dining.
  - Applications which seek to remove nature strip are located in locations where future streetscape improvements are planned are encouraged.
  - Clear and accessible pedestrian paths of travel are retained to a width of 1.8m on the adjacent footpath
  - Accessible paths of travel are provided within the proposed space.

#### Decision Guidelines

- Application for outdoor dining and trade applications on existing footpaths
  - DDA access requirements are met.

- Clearances from existing streetscape infrastructure is met.
  - Continuous and accessible path of travel is maintained in the pedestrian zone at all times.
  - The proposal is a high-quality design, responding to local place
- 
- Applications to expand commercial activity into nature strips will be considered on a case-by-case basis due to the complexity of city streets, speed limits, traffic conditions, accessibility and associated safety considerations.
  - Consideration will be given to any adopted streetscape masterplans or improvement plans for the retail area, or proposed street tree planting (aligning with the Darebin Urban Forest Strategy) where applications to expand commercial activity into nature strips.
  - Works may be required to be undertaken at the expense of the businesses to ensure a safe and accessible Trading Zone is achieved (ie providing a DDA compliant surface). Council expects the remediation of the site back to its original condition if outdoor trading is discontinued (unless a nominated project in a Master plan)
  - If Council works are schedule in the area.
  - The views of Councils Parks and Tree Planting unit
  - Results of a Dial before you dig submitted by the applicant.

**14 Outdoor dining/trading within on street parking, laneway and roads (Parklets)**

The Trading zone may occupy the on-street parking in-front of a business, laneway and roads and is commonly referred to as 'Parklets'. Council will support applications for Parklets where it is safe to do so.

**Objectives**

The following objectives should be achieved for proposed outdoor dining in Parking Space and Road Space:

- To support repurposing of on-street parking for outdoor dining in activity centres across Darebin.
- To provide accessible outdoor dining spaces in parklets.
- To increase 'greening' of retail centres
- To provide high quality design that positively contributes to the local character
- To help activate streets and the perception of safety
- To test public appetite for permanent streetscape improvements

**Standards**

- For applications Darebin's Major Activity Centre, the parklet quotas are met.
- The Outdoor Dining and Trade Design Guidelines – which focus on section 2 in relation to Parklets.
- For applications on key Tram Corridors, compliance with the Yarra Trams Parklet Guidelines
- For application on State Arterial Road, compliance with Department of Transport Parklet guidelines.

**Decision Guidelines**

- Applications must consider the safety of all public realm users and how they will use, perceive, interact with and be impacted by Parklet. This includes the arrangement, design and location of street and business furniture, structural integrity of proposed furniture, services and equipment, opportunities for passive surveillance, access and conflicts between pedestrians, cyclists and vehicles.
- The recommendations of a Road Safety Audit submitted by the applicant.
- Advice from Council's drainage Engineer should the parklet be in an area subject to flooding.
- Advice from DPT or Yarra Trams, should the parklet be located on a State arterial road or tram corridor.
- Consideration will be given to any adopted streetscape masterplans or improvement plans for the retail area, or proposed street tree planting (aligning with the Darebin Urban Forest Strategy) where applications to expand commercial activity into laneways and local roads.

## 15 Clearance and access – all zones

Darebin Council is committed to providing street furniture that is accessible, safe and comfortable.

The provision of public seating gives people the opportunity to rest and take time out. Public seating also provides a place for people to pause along busy walking routes and creates informal meeting places.

Well maintained public places improve the perception of how safe a place is and support the public's desire to occupy and use those places.

Footpath trading must not compromise the ability for the general public to access street furniture or public infrastructure.

### Objectives

The following objectives should be achieved for proposed outdoor dining and trading proposals in all four trading zones:

- To facilitate pedestrian access to the kerb and road from the footpath and entries to shops/businesses.
- To ensure access to street furniture and to ensure it can continue to be used and maintained.
- To minimise street clutter.
- To create a safe environment for all users and avoid the creation of trip hazards.
- To provide dignified access for all members of the community to public areas in retail centres.
- To balance the benefits of outdoor dining and trading against the needs of different communities for safe, dignified access to commercial areas and civic infrastructure.

### Standards

The following setbacks from public infrastructure should be achieved.

Element	Setback requirement
Setback of footpath trading items from public infrastructure including: <ul style="list-style-type: none"> <li>• Bins</li> <li>• Public seating</li> <li>• Bike hoops</li> <li>• Fire hydrants</li> <li>• Payphones</li> <li>• Wayfinding signage / centre signage</li> <li>• Bus stop shelters *</li> <li>• Post box</li> </ul>	1000mm
Setback from the public infrastructure: <ul style="list-style-type: none"> <li>• service pits (underground infrastructure)</li> <li>• Street Trees and tree pit edge</li> <li>• Planters installed by Council.</li> <li>• Electricity boxes</li> <li>• Electricity poles (500mm)</li> </ul>	1000mm

<ul style="list-style-type: none"> <li>Street light poles</li> <li>Traffic signage poles (electronic signs) doesn't not apply to static signs (not incl council carparking)</li> </ul>	
Setback from Disability Parking Bay	1600mm
Setback of Trading Zone from Bus Stops	Prohibited in the area from the bus flag to 9 metres on the approach to the bus flag/totem
Setback of Trading Zone from Tram Stops	Prohibited in the area from the tram flag to 20 metres on the approach to the tram flag/totem*
Setback of Trading Zone from Loading Zones	0.6m * No permanent or temporary cafe screens permitted
Setback of Trading Zone from Taxi Ranks	Prohibited in the area from the taxi totem/flag to 6 metres on the approach to the taxi totem/flag *
Required Clearances for properties adjacent to intersections and crossovers (may affect 2 – 3 properties near an intersection)	To be assessed by Council's Transport Management Officer
Public Transport Super stops and kerb outstands	To be assessed by Council's Transport Management and Planning officers
Setback of Trading Zone from adjoining property boundary (referred to as 'Access Section')	450mm
Setback of Trading Zone from Roadway (where trading zone is located in the road space)	450mm

- Outdoor dining and footpath trading applications on footpaths exceed 10m in length, a clearance breaks of 1500mm are required.
- The following clearances between dining/trading areas is required to prevent a continuous line of outdoor cafés:
  - Fixed furniture clearances - Glass screens are considered fixed furniture. A 900mm (should this be 1500m) clearance is required between neighbouring outdoor café boundaries, where furniture such as screens are fixed in place. A minimum of 450mm clearance is required from the boundary of each outdoor café giving a total of 900mm
  - Non-fixed furniture clearances - A 500mm clearance is required between neighbouring outdoor cafés, where furniture such as screens are not fixed in place. A minimum of 250mm clearance is required from the boundary of each outdoor café giving a total of 500mm.



- Businesses may apply to have Council infrastructure (seats, bins and bike hoops only) removed, relocated, or modified to assist applications in meeting the requirements of this Policy.

**Decision Guidelines**

In making a decision on an application, Council will consider (as appropriate):

- Safe access is retained within the pedestrian zone.
- Contribution to visual clutter on the street
- The degree to which proposed activities pose a trip hazard or impede the safe flow and movement of pedestrian traffic.
- The removal, relocation or modification of Council infrastructure (seats, bins and bike hoops only) will be considered on a case-by-case basis subject to the applicant:
  - Identifying opportunities to provide an appropriate alternative location/s for existing street furniture to maintain streetscape amenity and align with the benchmarks in Council's Streetscape Policy.
  - The degree to which the removal, relocation or modification results in an equal, if not a better outcome for the community.
  - Any removal, relocation or modification of Council infrastructure will be at the cost of the applicant.
  - Should a new location be found, approval in writing must from the landowner and business owner must form part of the application.
  - Where the infrastructure does not belong to Council, the business owner should contact the relevant infrastructure manager / Service Authority to discuss their application.



**Attachment 1 - Other relevant Legislation**

In granting an Outdoor Dining and Footpath Trading Permit, Council will also adhere to the following legislation:

Commonwealth Disability Discrimination Act 1992	All outdoor dining arrangements must be accessible and DDA compliant.
Liquor Control Reform Act 1998	If alcohol is to be consumed within a tenancy including within a Footpath Area
Tobacco Act 1987	All outdoor dining areas which serve food are to be smoke free.
Planning and Environment Act 1987	If alcohol is to be consumed within a tenancy including within a Footpath Area or if buildings or works to the retail premises are proposed.
Council's local laws	
Food Act 1984	Permits for Outdoor Dining are available to a registered food and drink business with a compliant working kitchen or food preparation area under the Food Act 1984.
Building Act	Building permits for awing extensions.
Road Management Act 2004 Local Government Act 2020	This legislation defines public road status and is relevant to the general rights of the public for use and access, which is on a non-exclusive basis; any permissions to individuals for use must be subject to public rights
Health and Wellbeing Plan 2017-2021	

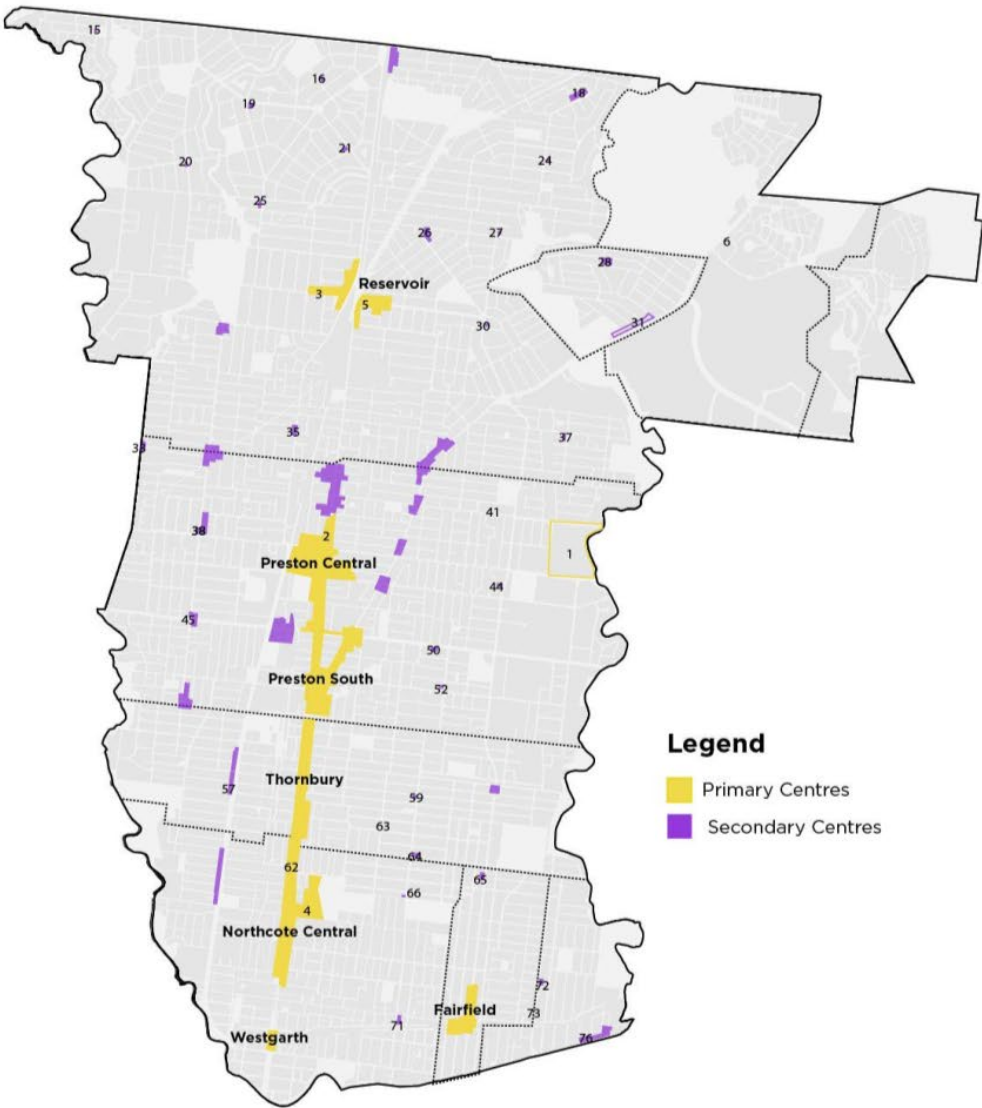
**Attachment 2 - Other relevant Council Policies**

The following City of Darebin documents are relevant to this Policy:

- Darebin Local Law 1
- Transport Strategy 2017-2027
- Walking Strategy 2018-2028
- Draft Parking Permit Policy
- Breathing Space – Darebin's Open Space Strategy
- Towards Equality: Equity, Inclusion and Human Rights Framework 2019-2029
- Access and Inclusion Plan 2021-2026
  
- Road Management Act 2004
- Darebin Economic Land Use Strategy

Attachment 3 – Darebin Retail Centres

Retail Centres in Darebin



Note - Primary centres include centres classified as Principal, Major or Primary Neighbourhood Retail Centres in Darebin's Economic Land Uses Strategy 2014.

Primary Centres	Secondary Centre
Preston Central	Plenty Road/Tyler Street
Northcote Central	Gertz Ave
Reservoir – Edwardes Street	Hughes Parade/McFadzean Ave
Reservoir – Broadway	Massey Ave
Westgarth Village	Gellibrand Crescent
Thornbury Village	Banff St/Invermay Street
South Preston (JUMP)	Broadhurst Ave/McFadzean Ave
Fairfield Village	Strathmerton St/Orrong Ave
	Boldrewood Parade/McMahon Road
	Link Street/Dunne Street
	Boldrewood Parade/Yarra Avenue
	Elizabeth Street/McNamara Street
	Carson Street
	Spring Street
	Crevelli Street
	Albert Street/Enfield Avenue
	Bell Street/Gilbert Road
	St Georges Road/Normanby Avenue
	Victoria Road/Gooch Street
	Darebin Road/Victoria Road
	Station Street/Darebin Road
	Victoria Road/Clifton Street
	Victoria Road/South Crescent
	Johnson Street
	Gilbert/Miller
	Regent Village
	Rossmoyne Village
	St Georges Road
	Regent
	Alphington Village

**Attachment 4 Definitions (*to be updated*)**

<b>Council</b>	City of Darebin
<b>Parklet</b>	Re-purposed on-street parking spaces designed to extend public space to provide an additional place for outdoor dining, congregation, accessible public seating, street greening and additional pedestrian space.
<b>Footpath</b>	Includes a footpath, mall, square, court or other public place specified to be a footpath in a subordinate local law.
<b>Footpath trading</b>	The use of footpath for commercial activities.
<b>Footpath width</b>	The distance from the face of the kerb to the outside edge of the property line.
<b>Kerbside zone</b>	The area between the kerb and the outer edge of the trading zone
<b>Pedestrian zone</b>	The area between the property line and the inner edge of the Trading Zone.
<b>Outdoor dining</b>	Outdoor dining provided on Council owned or managed land.
<b>On-street parking zone</b>	Designated parking bays located on public road reserve that may be occupied by a vehicle for a specified period.
<b>Permit</b>	in relation to a use or activity, means a written permit issued under this Local Law which authorises that use or activity.

**Proposed changes to the Fee Structure for outdoor dining and trade**

	Current	Proposed	Justification for change
<b>Administration Fees</b>			
<b>Application fee</b> (Standard application)	\$52 per annum	\$52 per annum	No change
<b>Application Fee</b> (Parklets, nature strips, road closures)	Parklets – N/A Nature strip - \$52	\$250 once off and then for renewal (4yrs ?)	To cover costs of administration, site inspection, internal referral and assessment
<b>Public Notification Fee</b>	Left to individual business to undertake notification and obtain letter of support.	In line with the Planning notification fees: 0-20 letters = \$176	To cover administration costs, printing and postage.
<b>Transfer of permit</b>	\$52	\$52	No change. To cover costs of administration.
<b>Annual permit fees</b>			
<b>Temporary signage</b> (A-frames)	\$120 per sign	\$120 per sign	No change
<b>Temporary signage</b> (Pointer boards)	\$615 per business.	\$615 per business.	No change
<b>Display racks</b>	\$280 per rack	\$280 per rack	No change
<b>Café Screen</b> (Fixed + Temporary)	\$180	<b>Fixed</b> – \$52 per linear metre + (Upfront & one-off) 25% of Footpath reinstatement cost & inspection fee.  <b>Temporary</b> – covered in new blanket sqm rate	Covers upfront reinstatement cost to footpath, so Council is not at a financial loss.  Includes a \$140 inspection cost.

<b>Umbrella</b> (Fixed + Temporary)	\$ 52	<b>Fixed</b> – Annual \$52 per umbrella + (Upfront & one-off) 100% of Footpath reinstatement cost & inspection fee.  <b>Temporary</b> – covered in new blanket sqm rate	Covers upfront reinstatement cost to footpath, so council is not at a financial loss.  Includes a \$140 inspection cost.
<b>Seat</b>	\$33	An annual square metre rate for outdoor dining in standard footpaths  Variable rate depending on hierarchy of centre - 30% of the annual average retail rents for the centre.	Creates an equitable fee structure. Proposed fee structure reflects the true value of public land for that local area.
<b>Bench</b>	\$117		
<b>Table</b>	\$33		
<b>Heater</b>	\$52		
<b>Planter box</b>	\$52		
<b>Parklet</b>	Then \$2.50 per day, per car bay paid annually as resolved by Council.  \$1,500 per annum per parklet area as specified in Fees and Charges.	<b>Outdoor dining in road spaces (Parklets)</b> will be calculated on a square metre rate at the following percentages for different business precincts: - a rate of 50% of the annual average retail rents in Major retail areas - a rate of 40% of the annual average retail rents in Neighbourhood centres - a rate of 20% of the annual average retail rents in Revitalisation areas (or a standard applicable rate as calculated by Council).	Creates an equitable fee structure. Proposed fee structure reflects the true value of public land for that local area.
<b>Outdoor dining</b> (In expanded nature strip / back of kerb area e.g., Kerb build out)	Individual items as above		

## **Design Guidelines for Outdoor Dining and Trading – DRAFT FOR COUNCIL**

### **1. Introduction**

Darebin encourages local businesses to help activate our city with outdoor dining and footpath trading on footpaths, nature-strips and road-spaces, ensuring that it's done in a balanced way, with safety and accessibility at the forefront.

The draft *Darebin Outdoor Dining and Trading Design Guidelines* (the Guidelines) have been prepared to provide businesses with clear design and sitting requirements, helping them plan and design proposals for outdoor dining and/or footpath trade.

**Section One** will provide design advice for all elements of outdoor dining and footpath trade located on the Footpath.

**Section Two** will provide design advice for Proposals which seek to occupy Road Space, Laneways and on Street Parking (Parklets).

These Guidelines are to be read in conjunction with its sister document – the draft *Darebin Outdoor Dining and Trading Policy*.

### **2 . Policy Principles**

The following principles have been developed to provide guidance for successful Outdoor Dining & Footpath Trading applications. All permit applications should respond to the following principles:

- **Safe & Welcoming**

Outdoor dining and trade proposals must be designed with safety in mind. Darebin's streets are to remain welcoming and accessible for users of all abilities, without obstacles or hazards for walkers and wheelers. Safety and perceptions of safety is essential for a successful and enjoyable public realm. Outdoor dining and trading areas must be and feel safe to use to succeed.

Applications must consider the safety of all public realm users and how they will use, perceive, interact with, and be impacted by outdoor dining and footpath trading. This includes the arrangement, design and location of street and business furniture, structural integrity of proposed furniture, services and equipment, opportunities for passive surveillance, access and conflicts between pedestrians, cyclists, and vehicles.

- **Equitable and Accessible**

Outdoor dining and trade proposals facilitate safe, functional, active, and inclusive public streets and spaces. Applications must meet the access needs of all public space users and modes of transport to ensure their passage is convenient, safe, equitable and efficient. All proposals can be accessed, used, and enjoyed by people of all ages and abilities. They also prioritise access for active modes of transport like walking and cycling over motor vehicles.

- **Attractive & Enjoyable**

The design and appearance of outdoor dining and trade should positively contribute to the public realm experience and entice people to use these spaces.

Proposals should consider and respond appropriately to the surrounding context and preferred character of the area through choice of material, colour, planting and furniture selection. Outdoor dining should be considered as part of street design and incorporate and enhance existing features such as trees and verandas. Outdoor dining approaches and furniture should be of high quality and design and make a positive contribution to the street experience. Interesting and innovative approaches which are built for purpose are encouraged. Proposals which are well designed and maintained are essential in providing comfortable spaces for people to enjoy, sit and linger without any obstructions.

- **Resilient, Sustainable and Well Maintained**

Furniture and materials used for outdoor dining and trade should be robust, weather resistant and easy to maintain, aligning with the Design Guidelines. The use of locally sourced materials which aligns with Councils Environmental Sustainable Design (ESD) principles is strongly recommended. Businesses need to ensure outdoor trading spaces are maintained regularly, with furniture to be stored inside building when the business is not operating.



## **Section 1 – Outdoor Dining or Trade on Footpaths**

### **1.1 Outdoor Furniture – General Requirements**

Well-designed outdoor dining areas can make a positive contribution to the character of the local retail centre and its public spaces. An Outdoor dining set-up can contain a variety of items including tables, chairs, umbrellas and heaters.

All Outdoor Furniture must:

- Be approved by Council prior to use.
- Be placed within the approved Trading Zone during trading hours only.
- Only be placed outside premises which are registered under the Food Act 1984 to serve food and/or beverages (for outdoor dining only).
- Not obstruct vehicle or pedestrian sightlines and movement.
- Be kept clean and presentable.
- Be of a high-quality design, construction and finish complementing the local character of the streetscape and contributes to the visual and urban amenity of the area.
- Not be fixed to any Council infrastructure (unless approved by Council ie Fixed Screens).

### **1.2 Outdoor Tables and Chairs**

Outdoor Tables and Chairs must be:

- Designed for the outdoors so that it is functional, durable, won't discolour and is wind-proof.
- Good quality and design and where required meets Australian Standards.
- Designed so that it contributes to the streetscape character and local place in a positive way.
- Easy to handle and stackable to allow ease of storage, after trading hours.
- Safe and comfortable with no hazards presented to users.
- Accessible in design and placement for all users, with the inclusion of accessible table and chairs to be provided in the outdoor dining space.
- Positioned so no chairs are placed with their back to the roadway or pedestrian zone.
- Designed meeting the following requirements to prevent damage to the footpath:
  - have a minimum 30mm, diameter solid leg in areas where the pavement is of asphalt (i.e. Reservoir and Northcote retail centres).
  - have rubber stoppers on legs in all other locations.

Where a business proposes a bespoke and unique outdoor dining furniture in response to local context, our City Design team will assess applications of this nature on a case-by-case basis. An accessible alternative with appropriate seat height and backrest must also be available.

### **1.3 Outdoor Umbrellas**

- Umbrellas are not permitted where a seating area has shelter from a building awning.
- The use of umbrellas where a partial awning exists gives a cluttered appearance and detracts from the building façade and appearance of the street and is also discouraged.

All proposals for Outdoor Umbrellas:

- Be of good quality and design to achieve a wind rating of up to 120km/h.
- Have a height clearance of 2.4m (from the lowest edge of the umbrella/canopy) from the ground to not obstruct pedestrian movement and safety.
- Have one centre pole and be positioned to ensure that when open the umbrella does not extend outside of the Trading Zone.
- Use quality commercial canvas covers for the umbrellas and must be neat and presentable.
- Ensure that Business identification and promotional advertising on umbrellas does not exceed 50% of

the total area of umbrella panel surface.

- Ensure that promotional advertising is limited to products or services sold by the business excluding tobacco, alcohol, gambling or any offensive material. Other information and photography is not permitted.

Temporary Umbrellas must:

- contain bases that are safe, simple and compact to avoid reducing any trip hazards for pedestrians.
- be securely anchored to the footpath to the satisfaction of Council. Weight bags and other items should be placed to ensure clear accessible paths of travel remain. These items are to be of a contrasting colour to the footpath to reduce the risk of these becoming a trip hazard.

Fixed Umbrellas must:

- Use an in-ground lockable socket and sleeve. Such systems must cause no damage to the footpath and be flush with the footpath to prevent trips and falls.  
Inground sleeve must be no deeper than 350mm. Dial before you Dig must be conducted and submitted part of permit application.
- Ensure that the installation of the in-ground socket and sleeve is undertaken by a professional to the satisfaction of Council.
- Prior to installation of an in-ground socket, an application must be made to Council to apply for and receive a Council Road Opening permit.
- All proposals will require an upfront 'footpath reinstatement fee' (refer to section 10 of the Policy).
- Apply for a building permit if required.

#### **1.4 Advertising Signage**

##### **A - Frames**

Where a business is undertaking Footpath Trading activities, the display of moveable advertising signage may be permitted.

Any moveable A-Frame Sign must:

- Be placed in the Trading Zone and not against the building line or shop front.
- Not interfere with the Pedestrian Zone within the footpath.
- Not be greater than 1.2 metres in height and 0.75 metres in width or have a total advertising area of 1.5m<sup>2</sup> metres
- Not comprise of any moveable parts (e.g., balloons, streamers attached brochures etc.) or offensive material.
- Be weighted or secured to prevent being blown over. Any weights must be of a contrasting colour to the footpath to reduce the risk of these becoming a trip hazard.
- Be displayed directly in front of the business it relates to.

For street level businesses with one street frontage, one (1) board is supported.

For street level businesses with multiple street frontages, Council will consider (1) one board for each different street frontage.

Where multiple tenants share a building, only one (1) additional board sign will be supported for businesses at basement or upper levels.

##### **Real Estate Pointer Boards**

Real Estate Pointer Board signs require an A-Frame permit. All proposals must:

- Be located on the nature strip at or near a property for which the agent is acting.
- Not obstruct pedestrian or vehicle sightlines, when located on a road, on any roundabout, traffic island or nature strip.
- Be placed within two hours of the activity that they are advertising, and removed within two hours after the activity has ceased.
- Not be attached to any Council assets.

### 1.5 Outdoor Display of Goods (Stands or Racks)

A maximum of one (1) Display of Goods (stands or racks) may be placed on the footpath within the Trading Zone directly in front of the business it relates to. Council will consider applications for two (2) or more on a case-by-case basis.

Applications for the Display of Goods must:

- Be temporary and removable. No permanent displays will be considered by Council.
- Be secured with an approved locking device.
- Each Display of Goods stand shall be a maximum width of 0.75 metre, with a maximum height of 1.2 metres and a length of 1.8 metres.

Where a single item displayed on the footpath exceeds any one of these dimensions or cannot be displayed on an approved Display of Goods stand, they will be classified as a bulky good and will not be permitted to be placed on the footpath.

- Ensure that display racks are secured or removed so they do not become a risk in adverse weather conditions.
- Not interfere with the Pedestrian Zone within the footpath.
- Be displayed on stands approved by Council.
- Not have any movable parts, be illuminated, easily deteriorate, or discolour.
- Ensure that proposals for display cases and racks are free of all coverings.
- Comply with Council's Health requirements (for the display of food items)
- Be for sale and not for storage purposes. This includes tables used for displaying goods for sale and not outdoor dining.

### 1.6 Outdoor heating

Outdoor dining areas should be made as all-weather comfortable as practically possible before introducing any active heating. Consider providing blankets, non-metal seating and physical shelter from the cold air. Outdoor heating must be safe, efficient, and non-polluting.

Applications for outdoor heating:

- Must complement outdoor dining applications.
- Which proposed to fixed heating to awnings or verandahs:
  - must achieve a minimum height clearance of 2.4 metres.
  - may require building and/or planning permit.
  - will need to comply with the requirements of Energy Safe Victoria
  - must comply with the Gas Safety Act, Gas Safety (installation) Regulations and AS5601.1. This standard covers the minimum heights, ventilation requirements and offsets from combustible materials etc.

#### Electric heating

Electric radiant heating is strongly encouraged as the preferred option for outdoor heating proposals in Darebin.

Applications for electric heating must:

- Be installed by a registered electrician. A certificate of compliance issued by a registered electrician is required to be produced to Council on the completion of works.
- Not have any exposed wiring, ensuring that the risk of tripping or other hazardous events are minimised.

#### Gas Heating

Outdoor gas heaters contribute to greenhouse gas emissions. Local businesses can assist the Darebin to reduce its emissions by minimising the use of gas heaters in open public places. Outdoor gas heaters are at high risk of causing fire and explosion if not properly managed and maintained.

Applications for Gas Heating must:

- must not be permanently fixed and removed from the Trading Zone outside of business hours.
- must be at least 2.1m high (for free standing gas heating)
- comply with relevant Australian and Safety Standards AS 1596 for radiant Gas heaters and installations.
- Ensure that Gas cylinders are contained in lockable housing with cylinder hoses and fittings regularly checked for leaks.
- Ensure that the appropriate guards are provided to prevent public (children) from accessing any fittings or hot surfaces.
- Ensure that LPG bottles are to be stored safely in accordance with the Energy Safety Victoria code of practice.
- Comply with any relevant code of practice for safety, use and storage. No more than 50 kilograms of LPG can be stored on your business premises at any one time.
- Be installed by a licensed and registered practitioner in accordance with the VBA (plumbing division).

### 1.7 Outdoor Dining Screens and Barriers

Outdoor dining screens and barriers are often used to provide separation from other businesses. They can only be used for outdoor dining applications.

All applications must:

- first be approved by Council and only be associated with the use of the footpath for an outdoor eating area.
- Be located in the Trading Zone of the Footpath space.
- Ensure that pedestrian safety, permeability, and access is prioritised in our retail centres, all applications for outdoor dining must have a spacing of 1.5 metres minimum if the length of the screens extends longer than 10 metres in a continuous line.
- Have a gap of 150mm from the pavement to the underside of the café screen or barrier, to allow for street cleaning activities.
- Ensure that any business branding/logos on the screen must not take up more than 25% of the total size of each screen. It should be restricted to the lower part of the screen.
- Comply with the Tobacco Act 1987.
- Not vehicle and driver sightlines.

#### Fixed Glass Screens

Fixed Glass screens must:

- not exceed a height of 1.5m.
- be secured by a lock in device (inground or bolted down). The device should be inserted no deeper than 350mm into the footpath. Sandbags, bricks and improvised devices are not permitted.
- Be accompanied by a 'Dial *before you Dig*' search, ensuring that underground services are not impacted by the proposal.
- use permanent safety glass or equivalent which is fire resistant and not easily deteriorate or discolour.
- Be designed to withstand wind loads and provide reasonable resistance to vandalism.
- Ensure that if a screen is vandalised or damaged, it must be removed immediately, and all remaining screens must be secure, so they do not pose a public safety risk.
- Include standard glass safety stickers and/or advertising along the glass for visual awareness under the Disability Discrimination Act. The decal strips can be decorative or contain business logos or designs. The minimum height to be 900mm and the max height of 1200mm.
- Ensure that any business branding/logos on the screen must not take up more than 25% of the total size of each screen. It should be restricted to the lower part of the screen.
- Restrict writing of the menu and specials to the 'end' sections of fixed glass café screens. It must not be positioned below 1.2m, be handwritten with a removal marker and be specific to menu items, costs and daily specials only.
- be always maintained free of damage and cleaned regularly. Any failure to maintain the fixed screen including immediate replacement when scratched, cracked or broken and repair of damage to the frame structure will result in cancellation of the permit and removal of the screen at the applicant's cost.

An upfront Footpath Reinstatement fee is paid to Council at the time of lodging the application. This will cover future costs in repairing damage to the footpath or nearby Council infrastructure as a result of the applicant use

of the footpath area.

If a permit lapses, and the fixed glass screen is not removed from the Article Section, Council will remove the screen at the applicant's cost.

**Fixed Screens (non-glass)**

Applications for fixed screens (non- glass) must:

- not exceed a height of 0.9m
- must be constructed from a durable material and achieve a 30% permeability.

**Moveable Screens or Café barriers**

Applications for moveable screens or café barriers must:

- not exceed a total height of 0.9m
- be placed on the footpath during business hours only.
- be secured by a locking mechanism or weighted for stability. Weight bags and other items should be placed to ensure clear accessible paths of travel remain. These items are to be of a contrasting colour to the footpath to reduce the risk of these becoming a trip hazard.
- not be placed independently to serve the purpose of branding.
- be constructed from durable material.
- not be a fluorescent, neon or reflective colour.

### 1.8 Blinds and Awnings

Applications for blinds or awnings must comply with the following:

- may only be fitted subject to Council approval.
- must be removed/retracted outside of trading hours.
- Full length awnings or blinds which enclose public spaces or adversely affect the openness of footpaths or create the effect of an 'outdoor room' (i.e., privatise or discourage use of footpath) are generally discouraged.
- Retractable awnings extending from the building which do not require any support structure must maintain a minimum vertical distance of 2.4 metres between the underside of the awning and the footpath.
- may only be installed under verandahs or balconies as ancillary to the more permanent verandah or balcony.
- Awnings may only be secured or anchored in a way that has the prior approval of an authorised Council officer and cannot be lashed or secured to street furniture or any other public infrastructure.
- Advertising is not permitted on blinds.
- If the blinds form a continuous barrier along the kerb, a 2.0 metre minimum wide Pedestrian Zone must be provided every 10.0 metres to allow access to and from the road.
- Must be fixed firmly in position when down to avoid extensive 'flapping, and so that any sharp exposed plastic edges are protected. Ground level restraints have to be designed and constructed so as to avoid hazardous situations.
- Retractable blind must must be rolled up or removed:
  - Outside trading hours.
  - When the weather does not warrant their use.
  - As frequently as possible to avoid 'closure' and cluttering of the streetscape.
- A Building Permit is required for retractable blind. Permit can be sourced from a private Building Surveyor.
- Weather blind anchors/ eyelets can be installed into the footpath and used to secure weather blinds. The only type of anchors that will be considered must be flush with the pavement and do not present as a trip hazard.
- They must also be located within the Trading Zone.
- An upfront Footpath Reinstatement fee is paid to Council at the time of lodging the application. This will cover future costs in repairing damage to the footpath or nearby Council infrastructure as a result of the applicant use of the footpath area.

### Outdoor Structures (i.e., Pergolas, overhead structures)

- Other weatherproof structures will be considered on a case-by case basis.
- Proposals which seek to enclose public spaces or adversely affect the openness of footpaths, nature strips, parklets or laneways or create the effect of an 'outdoor room' (i.e., privatise or discourage use of footpath) will not be supported.



### 1.9 Power, Lighting and Speakers

- Lighting can provide a warm and inviting atmosphere in outdoor dining proposals.
- Solar-powered lighting is strongly preferred. The size and placement of solar panels does not cause visual clutter.
- Applications for lighting and illumination within a Trading Zone will be considered on a case-by-case basis and to Council satisfaction.
- Any approved electrical works must be undertaken by a registered electrician. A certificate of compliance issued by a registered electrician is required to be produced to Council on the completion of works.
- Exposed wiring will not be considered to ensure risk of tripping or other hazardous events can be prevented.
- Speakers and speaker systems are not to be installed outside the shop. They must be located entirely inside the shop and situated not less than three metres from any public entrance.
- Should electrical lighting be installed, no electrical cables can extend across or over the footpath. Any proposals to run in wiring would be assessed on a case-by-case basis. If it is deemed acceptable, it would need to be installed by a registered electrician.

### 1.10 Planter Boxes

Planter boxes can enhance the existing landscape features on public and private land and contribute to the Darebin's amenity. Maintaining and enhancing the leafy environment of the city through design and effective plant choice ensures outdoor cafés make a positive contribution to the city environment.

Planter boxes will be considered on a case-by-case basis and in accordance with the following principles:

- Non fixed Planters must not fully enclose a Trading Zone on a footpath and may only be provided where they positively contribute to the streetscape and amenity.
- They are securely anchored to the footpath with a lockable castor or by weight.
- they don't exceed a total of 1.2 metres in height (including plants) and 1.5 metres in length.
- They have a gap of 150mm from the pavement to the underside of the planer box, to allow for street cleaning activities.
- Planters cannot have sharp corners or edges or pose other safety risks.
- The use of only annuals or vegetable in planters is not recommended as their lifespan is short and they need regular watering and replacement. If you want to use these, consider a combination with other hardy and longer-lived plants
- the business is responsible for the ongoing care, maintenance and replacement of plants and planter boxes. Plants and greenery are required to be kept in good health and present well throughout the year.
- Advertising on planter boxes is not permitted.

Fixed Planter boxes will be considered on a case-by-case basis. Applications which 'give back to the streetscape' by integrating seats, benches and/or bike parking for broader community use may be supported.

An upfront Footpath Reinstatement fee is paid to Council at the time of lodging the application. This will cover future costs in repairing damage to the footpath or nearby Council infrastructure as a result of the applicant use of the footpath area.

### **1.11 Windproof Ashtrays**

Under the Tobacco Act 1987, smoking is banned from outdoor dining areas. Where smoking is permitted:

- windproof ashtrays must be provided for patrons wishing to smoke within the footpath trading zone.
- Business operators must maintain the area clean and free of litter including cigarette butts. Failure to provide suitable windproof ashtrays may result in the cancellation of the permit.
- Business operators found sweeping cigarette butts into the gutter, immediately forfeit all rights to trade on the footpath.

## **2.0 Design Guidelines for Trading Zone on Road Space (Parklets)**

### **2.1 Parklet Siting - Footprint, Buffers and Edges**

#### Parklet Footprint

- Parklets in parallel parking bays cannot occupy no more than 2 car parking bays
- Parklets in perpendicular bays cannot occupy more than 2 car parking bays
- Parklets in angled parking bays cannot occupy more than 2 carparking bays
- If you proposed parklet location is adjacent to a kerb outstand and/or no stopping area, we will consider applications which use this road space on a case-by-case basis.

#### Buffers

Within this footprint, all parklets must have a:

- Perimeter buffer setback of 450mm from all adjacent traffic/bicycle lanes. This aligns with AusRoad Guidelines part 3.
- Buffer setback of 450mm from all adjacent carparking bays. Wheelstops must be installed within this setback as the cost of the parklet host.

#### Setbacks from Street infrastructure

When siting the Parklet, ensure that:

- its setback 1000mm from any street infrastructure (ie rubbish bins, seats, fire hydrants, bike racks), as per Darebin's Footpath trading policy.
- it's setback 500mm from any street tree, to minimise damage to the tree root and/or tree grate.
- Parklet platforms are not installed over drainage grates, pits and outlets.
- Parklet platforms are not installed over kerb ramps or crossovers, unless there is another accessible ramp/crossover in easy distance to ensure access is maintained.
- A 600mm clearance is required from the side of any stormwater pit.
- A parklet can be considered where there is a stormwater pit, provided a lid is placed beneath the platform for inspections and access to that pit.
- Any service pits on footpath need to be identified on application/design/plans.
- Access to services such as sewers, gas, water, telecommunications and electricity conduits should not be obstructed.
- Street furniture including seats, bins and bike hoops may be relocated should an agreed alternative location be found, at at costs to the officers will help in considering the requests.

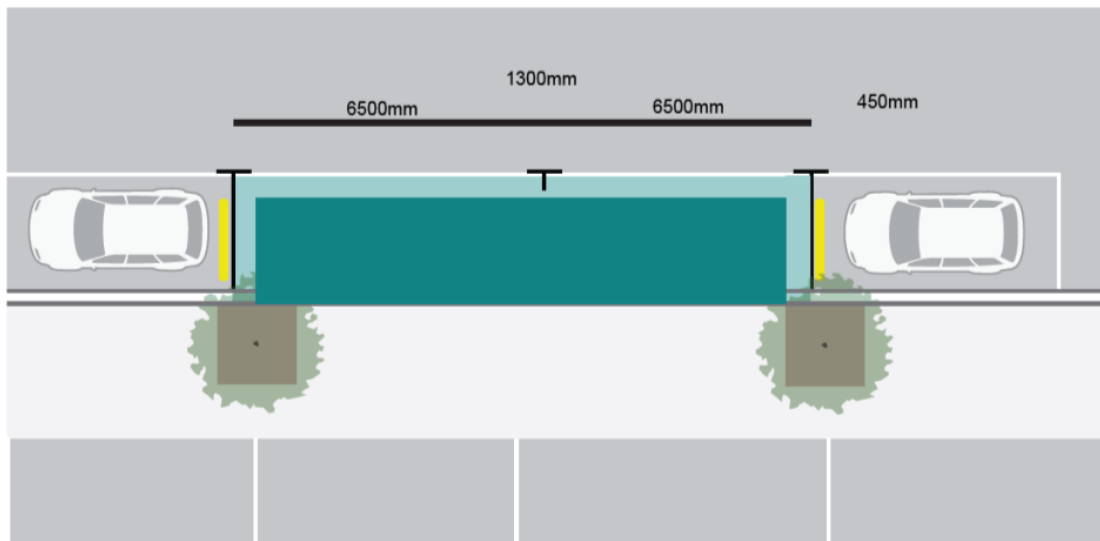
#### Edges

All parklets must provide a visible and continuous physical barrier around the outside edges of the parklet, keeping the setback space clear.

This can be in the form of planter boxes and fencing or a combination of both

The following requirements should be met:

- The height of planters/edge fencing above the road surface to be at least 800mm and no higher than 1200mm (including plants to a max height of 500mm)
- Planters to measure at least 800mm long and 400mm wide.
- Planters to be filled completely with soil (or similar) to ensure items are sturdy and have a low centre of gravity.
- Fencing to be up to 2000mm in length and be fixed to other items (e.g. planter boxes, platforms) so that they are secure and remain in place.



#### Safety Elements - Signage/reflective tape

- A chevron sign (a directional arrow sign) is required on the approach side on the planter box.
- Reflective tape is required along the outside edges of the parklet. Council requires these to be uniform and therefore will provide the sign and reflective tape as part of a parklet approval
- Consider the back of the parklet:
  - While not visible from the footpath the outside of the parklet enclosure is highly visible from across the street.
  - Large blank walls can be an invitation for tagging. This can be mitigated by adding visual interest like pattern, color, surface, texture and planting.
  - Consider a high contrast colour approach for the back of parklets to help visibility for community members with a vision impairment.

## **2.2 Accessibility**

Parklets must be designed so they are accessible for all customers, including those using wheelchairs, prams and walkers. Parklets should be flush to the footpath ensuring that there are no gaps, steps or trip hazards as you enter and exit the parklet.

The design of parklets must comply Australian Standards for designing for access and mobility (AS 1428.1:2021).

Key elements of an accessible parklet must include:

### **Accessible entries**

- Each parklet must provide at least one accessible entry point, with a minimum width of 1.5 metres.

### **Accessible paths of travel**

- Clear, unobstructed paths of travel into the parklet from the footpath must be provided for community members who are visually impaired or use mobility devices such as wheelchairs, walking frames and prams.
- To facilitate this, outdoor dining on the footpath may need to be removed, particularly where a footpath is narrow (or less than 3.5m wide).

### **Wheelchair turning area and resting space**

- A wheelchair turning area must be provided, ensuring a wheelchair can make a 180° turn, with a minimum diameter of 1.5m.
- A wheelchair resting space must be provided and have a 0.8m minimum width and 1.3m minimum length. The wheelchair resting space should incorporate companion seating.

### **Accessible tables and chairs**

- Accessible tables and chairs to be provided within the dining space.

### **Accessible toilet**

- An accessible toilet is provided by the business host or they know where an accessible toilet is located within easy distance of the dining area.

### **High contrast edges to the parklet**

- Ensure that the outer edges which define the parklet from the road (e.g. bright colour and high contrast).
- Planting can also act as a good contrast.

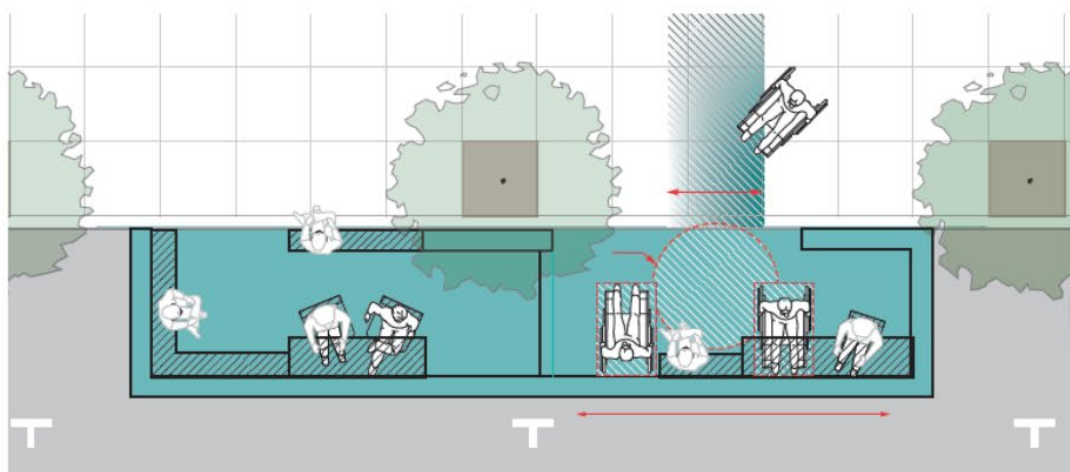
### **Platform**

- Refer to section 2.3 for detailed guidance.



#### Platform

- Refer to section X.XX for detailed guidance.



#### **Accessible Parklet configuration**

### **2.3 Platforms**

Platforms can enable easy access into a parklet and create a public space that feels like an extension of the footpath. It is important that platforms meet the following requirements to ensure that they are comfortable to use and do not impact the function of the road underneath.

Due to the high levels of pedestrian movement, parklets applications in Major Activity Centres must have a raised platform to create an extension of the footpath

Platform design requirements

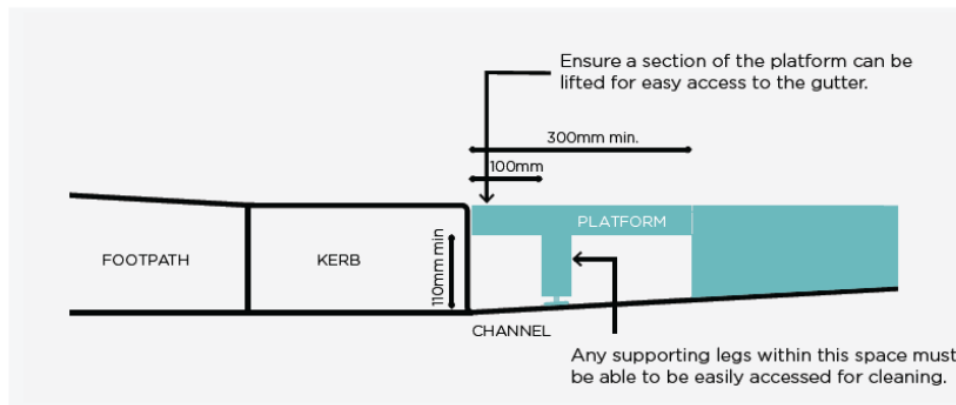
- Platforms must be flush with the footpath to ensure seamless transition between footpath and parklet spaces, preventing any tripping hazards.
- Where there is a gap between the platform and the footpath, a threshold platform can be provided to provide a more seamless transition. Rubber access matting can also be explored as a joining surface.
- To enable level access where there is an incline along the footpath, the parklet should be constructed so that one portion of the parklet is level with the footpath.
- Platforms must not be fixed to the road surface or kerb and channel (including any heritage bluestone kerb and channel). Any damage resulting from use/installation must be reinstated at the expense of the parklet host.
- Platform material to be durable and withstand outdoor weather.
- Platform surface must be non-slip and meet with the relevant Australian Safety standards.

### **Platform-Kerb Interface**

Platforms must provide adequate space to allow drainage and cleaning of channel.

As outlined in the diagram below, the following requirements are to be met:

- 300mm wide x 110mm high clear space underneath the platform next to the kerb and channel, to allow water to drain freely along the channel.
- A liftable threshold platform/gutter(or similar) along the length of the platform over the channel, to allow for the channel to be accessed and cleaned out regularly by the Permit Holder.
- Supporting legs set back from the kerb and easily accessible for cleaning
- An overflow hole or clear space (away from the channel) to allow for excess water to run through as needed.



#### Drainage and Street cleaning

The design of a parklet should not prohibit drainage of stormwater runoff.

- Please check this with Council if you're area is impacted before you apply.
- Generally, Parklet platforms are not supported over drainage grates, pits and outlets. A parklet can be considered where there is a stormwater pit, provided a lid is placed beneath the platform for inspections and access to that pit.
- Design must ensure sufficient water drainage with no pooling in the parklet or footpath
- Any raised platform must ensure stormwater flow is not obstructed. The removal of leaves and litter is the responsibility of the permit holder/ business.
- Rubbish grates to be placed at either end of the platform. (Parklet Host is responsible for clearing the rubbish grate).
- Parklets are not permitted in areas of significant flooding.

#### **2.4 Materials**

When considering a material palette for the you parklet, you should ensure that it is:

- fit for purpose and suitable for public use
- a high quality finish that minimises visual clutter
- suitable for the local context and streetscape character
- long-lasting and weather resistant
- easy to maintain
- appropriately treated/finished to manage graffiti/vandalism
- visible during the day and evening
- non-reflective
- non-slip for ground/floor surfaces
- sustainable and/or locally sourced where possible
- able to be reused/recycled where possible to prevent materials going to landfill at the end of its useful life.



Preferred materials

The following materials are generally preferred :

- Concrete (for planter boxes) Consider lightness of concrete to provide visual contrast with road surface.
- Metal (for planter boxes and fencing).
- Consider thickness of metal to avoid denting.
- Recycled plastic.
- Hardwood timber, Treated Pine or Marine Ply are timber materials are suitable for outdoor uses. Ensure that timber materials are painted and/or sealed.
- Consider appropriate construction methods to avoid timber items buckling/warping over time. For example, timber planters may benefit from using a steel frame with timber slats to provide a more robust structure.

Materials that are discouraged

The following other materials are generally discouraged as they cannot be recycled. If the applicant wishes to use these and can demonstrate exceptional circumstances/public benefit, they must speak to Council and get approval before finalising their design and purchasing any items.

- Astroturf
- Loose materials
- Sand or loose stone
- Hay-bales

Maintenance and repair

- Materials should be carefully selected to ensure that they are long-lasting and can be easily maintained over time. For all materials used, it is important to have a plan in place for how any items will be maintained, cleaned and repaired.
- Ensure that materials are appropriately sealed/finished so that graffiti can be cleaned off or have spare matching paint on hand to touch up painted items.
- Any damage or graffiti should be swiftly dealt with by the Permit Holder to ensure the parklet maintains a smart presentation and prevent it becoming a graffiti hotspot.

**2.5 Parklet Amenities**Furniture

- Furniture and seating must be suitable for outdoor use and be either fixed or removable.
- Council officers will assess all furniture before it is purchased and installed.

Moveable furniture should be:

- for outdoor use only (no indoor furniture)
- sturdy and able to resist wind gusts
- stackable
- easy to clean

- made from materials that are long lasting and weather resistant.
- brought in each night after use in the parklet.

Fixed furniture should be:

- hardy, sturdy and fixed in place.
- easy to clean.
- constructed of materials that do not deteriorate quickly.
- integrated into the design that uses the space efficiently
- maintains seating for community use when removeable furniture is removed
- free from commercial advertising.

#### Lighting

Lighting can provide a warm and inviting atmosphere in the parklet.

- Solar-powered lighted is strongly preferred.
- All lighting fixtures and infrastructure (e.g. solar panels) must be contained within the parklet.
- Internal lighting of parklet is low level and does not impact approaching/passing motorists. Illuminance should generally not exceed 5 lux. No flashing/ coloured lights that may cause distraction to drivers.
- The size and placement of solar panels does not cause visual clutter.
- Should electrical lighting be installed, no electrical cables can extend across or over the footpath. Any proposals to run in wiring would be assessed on a case-by-case basis. If it is deemed acceptable, it would need to be installed by a registered electrician.

#### Umbrellas

Umbrellas are encouraged to provide shade and must:

- Comply with the requirements set out in the Darebin Footpath Trading Policy.
- Not extend out beyond the Parklet area.
- Be secured at all times and removed in times of strong winds or storms.
- Be removed at the close of permitted hours of operation

#### Shelter and permanent structures

- Permanent structures covering Parklets are not permitted.
- This includes marquees and floor to ceiling glass and plastic blinds. These types of structures result in privatisation of the public realm as well as impacts on amenity, visibility and safety for the public.

#### Outdoor heaters

- Stand-alone portable heaters that meet Australian Standard AS 1956 and are certified by the Australian Gas Association will be permitted but will need to be removed at the close of permitted operating hours. Heaters must be installed, tested and tagged so they do not pose a hazard. Parklet Hosts must ensure all infrastructure is safely secured to address wind loading.

Planter Boxes

- Planter boxes are permitted and must be located inside the parklet.
- The construction of the planter box can be a maximum height of 0.75 metre with planted foliage to a maximum height of 0.5 metres or a total combined height of 1 metre.

Standard detail for planterPlanter Boxes

Typical suggested detail for a planter is as follows:

- 50mm recess below top of planter (prevents mulch and dirt spilling over)
- 50mm mulch (wood chip or pre-washed gravel)
- 500 – 800mm of soil (sandy loam or high quality organic soil)
- Geotextile layer to prevent soil migration into drainage
- 50 – 100mm drainage layer (scoria or similar no fines aggregate)

Drainage at base could either be free drainage with holes in the base, or an agg pipe draining to a point of discharge

This comes up with a height of 650mm to 1000mm, which should work in well with the current specification for planters.

Advertising Signs

Must align with Footpath policy

Play Elements

- Interpretive Play elements can be a great way to appeal to young families. ??

Bike Parking

- Incorporating bike parking into the design of your parklet is strongly encouraged and can be incorporated the following ways:
- On the parklet platform - custom or off the shelf bike parking can be provided within the parklet platform.
- On-street (adjacent to the parklet). Bike Parking / Bike corral can be installed adjacent to a parklet.

**2.6 Planting**

- Planting enables greening of the street and must form part of all parklets. They also create a buffer to the road space, for parklet users.
- Plants grow and change over time and require regular and ongoing maintenance and replacement. Council can offer support on selecting plants that are well suited to the local conditions and require less maintenance.

Design requirements:

- Planter boxes are permitted and must be located inside the parklet.
- To maintain clear sightlines for traffic: The height of plantings should generally not exceed 1.2 metres from road level (except for trees), particularly where visibility is needed for vehicles (e.g. corners)
- Trees should be pruned to provide a clear trunk.
- Artificial plants are discouraged.
- Parklet Hosts must ensure plants are watered and maintained.
- Parklets etc should be 1m from street trees
- Ensure no infrastructure is in conflict with trees – umbrellas, blinds, awnings etc

- Tree sizes to be chosen based on surrounding infra – i.e. no conflict with awnings to avoid ongoing pruning for clearance etc

Plant selection should:

- consider solar aspect and local conditions
- be suited to the soil volume
- prioritise larger plant stock to minimise opportunities for plant theft
- provide hardy and drought tolerant species
- avoid noxious weeds / toxic plant species

Maintenance requirements

The parklet host is required to:

- maintain regularly to ensure healthy and attractive appearance
- regularly water, prune and fertilise plants
- replace/rotate plant stock as needed
- bring any small potted plants inside at night to reduce instances of theft
- remove any rubbish or cigarette butts on a regular basis
- manage water runoff.

Plants suitable for Parklets

Recommended Species List

Shrubs/Grasses:

- Silver Ponysfoot
- Lavender
- Silver Bush
- Sage (varieties)
- Rosemary (dwarf or prostrate varieties)
  - *Correa*
  - *Westringia*
  - *Salvia*
  - *Poa*
  - *Kunzea pomifera* – Muntries (bush food)
  - *Carpobrotus rossi/modestus* – Pig face (Bush Food)
  - *Cymbopogon ambiguus*– Native Lemon Grass (Bush Food)
  - *Themada triandra* – Kangaroo Grass
  - *Dianella caerulea* – Blue Flax cultivars (bush food)
  - *Disphyma crassifolium* – Rounded Noon Flower
  - *Dichondra repens* – Kidney Weed
  - *Viola hederacea/banksii* – Native Violet

Trees in constrained environments:

- *Olea europaea* 'Swan Hill'
- *Hakea bucculenta*
- *Pistachia chinensis*
- *Ficus microcarpa* var. *hillii*
- Magnolia/Michelia (evergreen)
- Citrus Bay
- Callistemon 'Slim'

### Section 3 Permit Application Requirements

Council is committed to making the application process for Footpath Trading and Parklet Permits as easy as possible for businesses.

An approved permit is required prior to any Footpath Trading or Parklet activity commencing.

It is recommended any prospective investor/business operator review these Guidelines prior to committing to any lease or contract.

#### Pre-Application checklist

- Review the Darebin Outdoor Dining and Footpath Trading Policy & Guidelines
- For Parklets Only – Submit a 'Expressions of Interest' via Council's Business Concierge, who will liaise with our Transport, City Design and Drainage teams to understand the feasibility of the parklet location and provide any additional requirements. A site visit maybe required. \*\*Need to propose a fee for this service\*\*
- Determine the proposed design layout, including trading furniture and/or signage.
- Obtain written neighbouring property consent, if applicable. (what do we want to do for normal footpath dining applications)
- Council will require a copy of a current 'certificate of currency' as part of each permit application and must be sighted prior to the issuance of a permit. Additionally, when the certificate expires, the new certificate of currency must be supplied.

Other financial considerations for businesses

Depending on the type of outdoor dining or footpath trading proposed, there may be other costs that apply including:

- Registered builder
- Structural Engineer
- Building surveyor
- Architect
- Road Safety Audit
- Traffic Management

#### Application Requirements

##### **Footpath Trading**

1. Submit an application with the prescribed application fee and include the following documentation

1.2. Application form including Business details and location, Applicant contact details

2.3. Existing conditions site plan

Prepared to scale 1:100 and full dimensions to show:

- building frontage, and footpath
- abutting properties with business names
- infrastructure - trees, light poles, litter bins, public seats, bicycle stands, fire hydrants, stormwater pits, utility or telecommunication assets
- Maybe provide a Dial Before you Dig enquiry and response
- parking bays and parking restrictions
- any adjacent footpath outdoor dining or advertising boards
- any other relevant features.

3.4. Proposed Site Plan of footpath trading / dining

Prepared to scale 1:100 and full dimensions to show:

- host business and adjacent buildings including their entrances and street address
- roadway with road name shown
- footpath and its width
- kerb line and driveway locations
- traffic and bike lanes
- existing street furniture such as bicycle parking, streetlights, street signs, fire hydrants, utility
- location of access points (pits)
- street trees, tree grates and landscaped areas
- layout and type of furniture you intend to put in the footpath trading area (e.g., tables, chairs, umbrellas, heaters, screens)

4.5. Proposed furniture and Plant Palette including photographs, design specifications and materials to show compliance with the guidelines.

5.6. Details of any advertising a colour photograph or detailed design drawings of any proposed advertising logo, and clear indication of its size and all locations within the trading zone.

6.7. Public Liability Insurance: Covered by Council and included in the Permit fee.

7.8. Written neighbouring property consent, if applicable

**For Parklets / Trading in Road Space**

1. Aerial Photograph (eg. Google maps satellite view) with the carparks/roadspace that you wish to occupy marked up.
2. Photos of the site, immediate surrounds and proposed Parklet location.
3. Existing Conditions Site Plan

Prepared to scale 1:100 and full dimensions to show:

1. building frontage, and footpath
2. abutting properties with business names
3. infrastructure - trees, light poles, litter bins, public seats, bicycle stands, fire hydrants, stormwater pits, utility or telecommunication assets
4. parking bays and parking restrictions
5. any adjacent footpath outdoor dining or advertising boards
6. any other relevant features.

**4. Proposed Site Plan of Parklet**

Prepared to scale 1:100 and full dimensions to show:

- host business and adjacent buildings including their entrances and street address
- roadway with road name shown
- footpath and its width
- kerb line and driveway locations
- traffic and bike lanes
- existing parking spaces including their width and length
- parking restriction details
- existing street furniture such as bicycle parking, streetlights, street signs, fire hydrants, utility
- access points (pits)
- street trees, tree grates and landscaped areas
- existing footpath trading area of your business
- proposed Parklet footprint and the buffer zones including all dimensions
- location of barriers around the Parklet including their dimensions any proposed landscaping
- safety measures in accordance with the Guidelines
- location of DDA compliant access into your Parklet

- layout and type of furniture you intend to put in the Parklet (e.g. tables, chairs, umbrellas)

**5. Proposed elevation of the parklet**

- Prepared to scale 1:100 and full dimensions to show:
- details of the continuous barriers including their height and length
- materials used, labelled on the plan and images if possible
- clearances from the stormwater drain and rubbish grates for any platform proposals
- details of the treatments at the edges of the buffer zones (eg. soft hit posts, wheel stops, traffic cones)
- other vertical elements such as canopy structures, lighting, umbrellas
- details of reflective materials on each side
- location of signage (safety chevron signage and advertising)

6. Proposed furniture and Plant Palette including photographs, design specifications and materials to show compliance with the Guidelines.

**7. Detailed Construction Drawing Designs**

- Details of how infrastructure (eg. barriers, umbrellas) will be safely secured to address wind loading, safety of occupiers.
- Detailed construction drawings/shop drawings, including site plan, floor plan and elevations (as relevant)
- Platforms will require Certificate of Compliance Inspection and Structural design Certification in accordance with Regulation 126 of the Building Regulations 2018 from a Registered Structural engineer.

8. Other Information - Any additional evidence or statement in support of your application.

This can include a discussion of how your Parklet would meet the program and design objectives?

9 Valid Public Liability Certificate for \$20 Million double check this amount is correct.

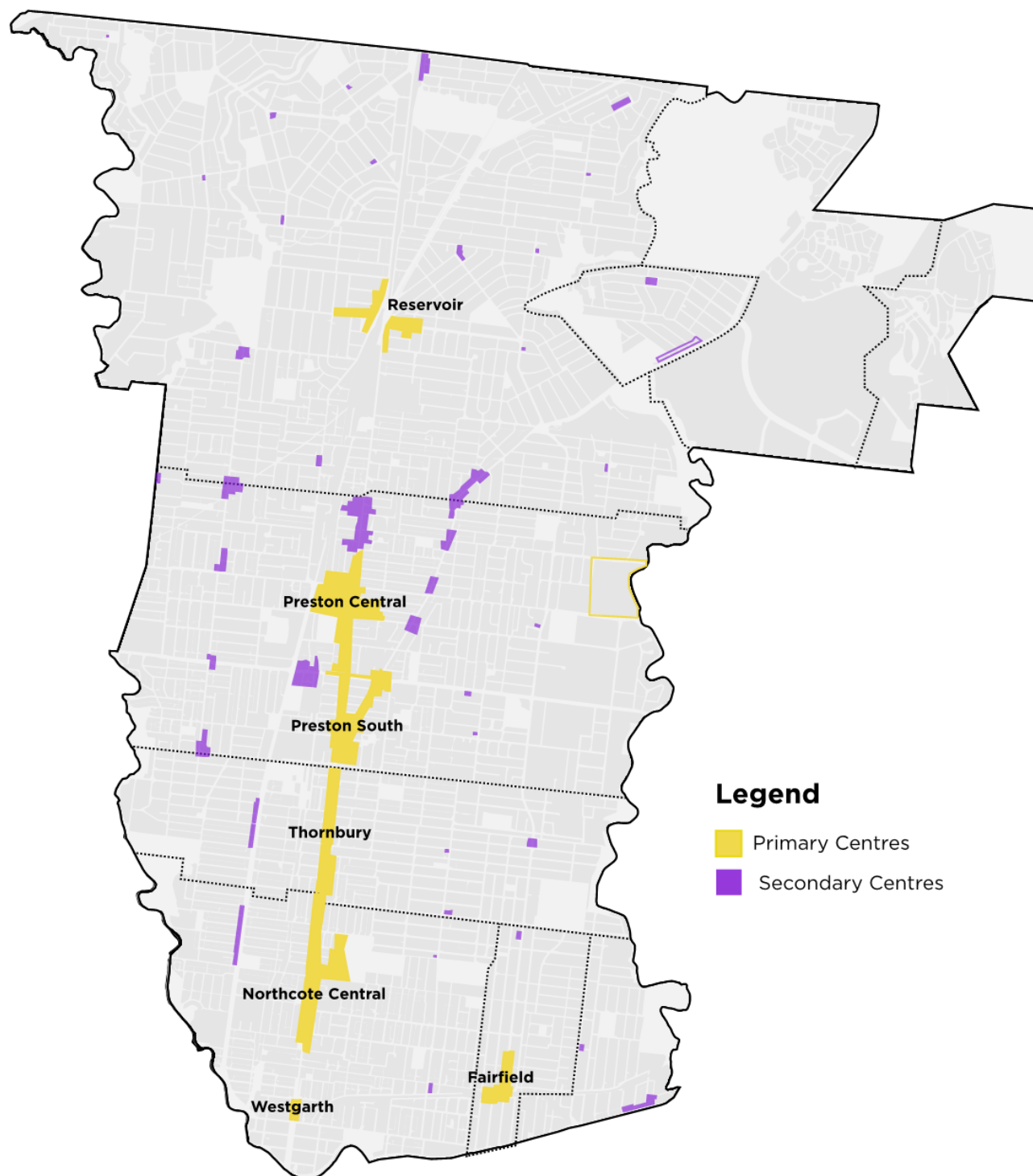
10. Any other relevant details where applicable including:

- Current registration to serve food and/or beverages under the Food Act (Vic.) 1984.
- Liquor license that includes the footpath as part of the "licensed area" when alcohol is to be consumed or served in this area.



the place  
to live

## Retail Centres in Darebin



### Legend

- Primary Centres
- Secondary Centres

Note - Primary centres include centres classified as Principal, Major or Primary Neighbourhood Retail Centres in Darebin's Economic Land Uses Strategy 2014.

**9.3 OPEN STREETS PILOT - NATIONAL ROAD SAFETY ACTION GRANTS****Author:** Transport Planner**Reviewed By:** General Manager City Sustainability and Strategy

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**EXECUTIVE SUMMARY**

This report is seeking Council's endorsement to conduct a pilot program to temporarily close Breen Street Preston in response to road safety concerns during school times at St Raphael's Primary School.

St Raphael's Primary School, Breen Street, is a 'hot-spot' school located in the west of Preston. Breen Street is a narrow, one-way street running along the eastern gate of St Raphael's Primary School and currently acts as the primary location for school drop offs and pick-ups, with parking on both sides and no safe crossing point for pedestrians. This creates an unsafe environment where parents merge into the narrow traffic lane from either side, making it very difficult to see young pedestrians who emerge from between cars to cross the road to reach cars on the opposite side.

In response to these concerns, Council is recommending an 'Open Streets' pilot, which involves closing Breen Street before and after school times for between 3pm and 5pm, on non-consecutive days.

To support this initiative, Council has partnered with the M9 consortium of Councils with an application to the National Road Safety Action Grant to pilot and assess additional Open Streets in inner Melbourne councils. The grant could span three years and the outcome would provide further clarity on the benefits of the Open Streets approach and to develop guidelines to support other local governments improve road safety for children around schools.

In the event the grant is unsuccessful, Council support is sought to refer this pilot to a future round of the Your Street, Your Say program for Group A and be considered in the prioritisation process for road safety changes on Darebin Streets.

St Raphael's Primary School has confirmed road safety has been a challenge for its community and confirmed support for an Open Streets pilot. An Open Streets pilot would not change parking restrictions, and access for residents will be maintained by the qualified supervisors during the days of operation.

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

- 1) Participates in the M9's Open Streets 3-year Open Streets program, if a recent grant application is successful.
- 2) Pilots the program locally in partnership with St Raphael's Primary School, including temporarily closing Breen Street, Preston at before and after school times for between 3pm and 5pm on non-consecutive days starting within 12 months of receiving confirmation whether the M9 grant application is successful.

- 3) Commits to implementing an Open Streets or similar road safety improvement pilot in 2024-25, as part of Council's school transport program, if the M9's funding application is not successful.
- 

## **BACKGROUND / KEY INFORMATION**

### **Relevant Road Safety Issues**

The State Government has noted concerns with road safety behaviours around vulnerable road users such as children, the elderly, disabled, pedestrians and bike riders, which has increased road deaths from 82 in 2020 to 113 in 2022. This has led to the Parliamentary Inquiry into Road Safety Behaviour Impacts on Vulnerable Road Users in 2023, to which Darebin made a submission and presentation to the Committee.

Darebin's submission noted a lack of safe, separated infrastructure for vulnerable road users, and called for the government to create dedicated funding sources to run road safety programs and provide upgrades to pedestrian infrastructure around schools. These items align with Darebin's Safe Travel Strategy 2018-2028.

Your Street, Your Say consultations undertaken so far show that the Darebin community is concerned about the safety of people walking and riding. The 2018 Victorian Integrated Survey of Transport Activity (VISTA) data showed that prior to Covid, only 21% of trips in Darebin were made by walking and cycling. However, community responses to Your Street, Your Say's Groups A and B consultations showed more concerns raised relating to pedestrian and cycle safety (38% of all issues raised) than there were for motor vehicles (37% of all issues).

There are a number Darebin schools that are a 'hot-spots' for poor driver behaviour. Often, officers observe that drivers displaying poor driver behaviour are carers dropping children off to school. The behaviour observed includes:

- Illegal parking next to supervised crossings that block views
- Illegally stopping in the middle of the road while a child exits a car
- Aggressive behaviour from the occupants of cars, towards traffic officers, during patrols and when infringement tickets are issued. It has also been reported that some carers have been observed instructing their children to abuse traffic officers
- Not stopping at supervised crossings when instructed to do so by the supervisor, and driving above speed limits - risking the safety of children and crossing supervisors.

### **Safety Issues at St Raphael's Primary School**

St Raphael's Primary School leadership has been in contact with officers, seeking a safety solution, including a recent letter seeking Council support to improve safety on Breen Street. Officers included St Raphael's Primary School in the 2022/23 Octopus Schools Program (as part of State Government grant funded Safe Routes to School Audits) to help improve student safety through behaviour change and education programs. During this program Breen Street was identified as a major issue risking safety around the school, and options for potential improvements were discussed with the school.

**Open Streets – M9 grant funding opportunity**

- A grant funding opportunity has opened up that, if successful, would enable officers to support better road safety at St Raphael's Primary School.
- The M9 Council coalition has jointly submitted an application for a National Road Safety Action Grant, to fund a proposed project researching the expansion and development of the Open Streets program.
- If successful, this would enable Darebin to pilot the Open Streets program at St Raphael's Primary School this year.

***What is Open Streets?***

Open Streets is a program run by Merri-bek Council over the last 2 years with 6 primary schools.

The program closes some streets around participating schools at drop-off and pick-up times using signs and supervisors. The streets are then left for students and their parents to easily and safely walk or ride together, play and for the school community to come together and build connections.

Open Streets supports:

- Improved road safety for all, especially school children,
- Making families feel safer travelling actively to school,
- Improved air quality for children around the school gates due to reduced vehicle idling, and
- Creating opportunities for people to experience street space that encourages community connection and spaces for play.

Open Streets broadly involves:

- Closing the street near the school entrance to through traffic for approximately 1-1.5 hours during school drop off (approximately 8am to 9:30am) and pick up (approximately 2:30pm-4pm).
- At this time the street will be open to pedestrians, bike riders, scooters and be a place for school families to congregate before and after school. There will be activities, such as chalk road drawing for kids, intended to promote road play and community building.
- St Raphael's Primary School families will be encouraged to take active transport to school or to park further away from the school and walk. Accessible parking on Cooper St will not be affected.
- Council and school staff will be present for the trial days to manage the road closure and activities.
- Provision for traffic controllers will be made, ensuring that residents will have access to their houses with the assistance of traffic management.
- It is proposed that the pilot will run for 3 to 5 non-consecutive days.
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**Previous Council Resolution**

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

**ALIGNMENT TO 2041 DAREBIN COMMUNITY VISION**

Strategic Direction 3: Climate, Green and Sustainable

**ALIGNMENT TO 2021-25 COUNCIL PLAN**

Strategic Direction 2: Prosperous, Liveable and Flourishing

**ALIGNMENT TO COUNCIL PLAN STRATEGIC OBJECTIVES**

2.2 We will design and create public spaces where our people feel safe, welcome, and respected, including improving lighting and safety for people walking, wheeling, cycling and driving

2.4 We will foster local urban streetscapes and activity centres that connect our community, support economic recovery, and encourage people to live, work and play locally

The Open Streets program would create a safe, welcoming public space along Breen Street to connect the school community during the pick-up and drop-off times at St Raphael's Primary School. This program could also promote the development of relationships within the school community, as well as providing a safe place for students and families to ride and walk to school.

**DISCUSSION****Project Proposal – M9 Network Open Streets**

Councils from the M9 network have developed a proposal for a funding application to investigate how Open Streets can be further developed within the region.

While the initial Open Street pilots in Merri-bek have been successful, there is a need to:

- Test pilots in different council areas and settings
- Explore and map out a way forward for the expansion of open streets beyond pilots to permanent arrangements
- Explore integration into broader child road safety initiatives delivered by Australian local governments.

The proposed project will develop and implement Open Streets pilots in each of the seven participating councils. These pilots will take place within a research framework, investigating the contribution to improving road safety and how they might be integrated into other local government activities such as capital works and greening strategies. The research will map out a way forward for the Open Streets concept in Australia, understanding the barriers to expansion and integration of the program leading to permanent child road safety benefits.

The proposed research project would run for three years, and funding has been requested through the grant process for:

- a. a staff position to lead and coordinate the research
- b. funding for pilot Open Streets interventions in each of the participating councils (the number of pilots will be decided by each of the participating councils)

If successful, this would enable Darebin to pilot the Open Streets program at St Raphael's Primary School this year.

### **Darebin's participation**

Darebin would pilot and evaluate an Open Streets pilot in Breen Street, Preston.

Darebin's commitment will be to attend working group meetings to help shape Open Streets and to work with St Raphael's Primary School to pilot the program.

### **Strategic Alignment**

The Open Streets pilot has strategic alignment with the 2021-25 Council Plan, the Darebin Transport Strategy 2007-27, Darebin Walking Strategy 2018-28 and Darebin Safe Travel Strategy 2018-28. The pilot would support the following outcomes:

- Improve local and metropolitan accessibility
- Increase the role of sustainable transport modes by reducing barriers to cycling and walking to school
- Increase social inclusion for residents
- Improve health and environmental outcomes
- Improve community safety, and engaging stakeholders through effective communication
- Prioritise the safety of vulnerable road users
- Reduce the negative effect of high impact road users on the safety of others.

The proposed pilot aligns with the Victorian Child Friendly Cities and Communities Charter, including:

- Fundamental to positive health and wellbeing is the right for children to experience environments that consider their needs
- This Charter guides all organisations and individuals with a mandate to respond to the needs of children to uplift child safety

Council's adopted Towards Equity Framework is Council's *commitment to children, recognising them as active and current citizens with rights in a Child-Friendly City*. The Open Streets project will support this commitment.

## **CONSIDERATION OF LOCAL GOVERNMENT ACT (2020) PRINCIPLES**

### **Financial Management**

Darebin's commitment would be an in-kind salary contribution of 0.1 Full Time Equivalent Band 5C over three years capped at \$31,000 across 3 years. This can be incorporated into existing resources and workplans of the Sustainable Transport Unit without impacting Council Plan Action Plan projects and other core transport services.

If the grant is not successful, officers will plan to run a pilot in 2024-25, at an expected budget of \$18,000 as part of our schools transport program.

**Community Engagement**

Subject to successful grant funding, and should Council endorse the proposal to pilot Open Streets on Breen Street at St Raphael's Primary School, officers will engage with the school to determine suitable days for the Open Streets to take place.

Local residents in Breen Street would be engaged about the program, to hear concerns and access needs, and work with the residents to maintain the access they need, if required, during the times the street is closed.

The current traffic issues in Breen Street at school drop off and pick are effectively removing access to the street for residents due to congestion. Closing the street at these times is for 3 to 5 days during the year is unlikely to significantly impact resident access negatively, as residents will have access to the properties at all times with the assistance of traffic management.

There will be no parking changes associated with the pilot.

It is proposed that the pilot will run for 3 to 5 non-consecutive days. Each occurrence will be like a street event with advanced notice to the neighbourhood and school community. If there are significant challenges in the first day of closure, plans and approach will be modified for future closures.

Following the pilot program, the M9 group will evaluate the success of the program in different locations across inner Melbourne and provide recommendations for future Open Streets programs. Darebin officers will consider the outcomes of this evaluation before considering future Open Streets events at other locations. This Open Streets trial may inform future road uses near schools that encourage improved safety around schools.

**Overarching Governance Principles and Supporting Principles**

- (f) collaboration with other Councils and Governments and statutory bodies is to be sought;

**Public Transparency Principles**

- (c) Council information must be understandable and accessible to members of the municipal community;

**Strategic Planning Principles**

- (a) an integrated approach to planning, monitoring and performance reporting is to be adopted;

**Service Performance Principles**

- (b) services should be accessible to the members of the municipal community for whom the services are intended;

**COUNCIL POLICY CONSIDERATIONS****Environmental Sustainability Considerations (including Climate Emergency)**

Open Streets projects in Merri-bek has reduced the number of vehicle trips used to access schools. This reduction in car use is likely to have had a positive effect on noise, tail pipe pollution (especially from idle cars) that can cause respiratory impacts, and greenhouse gas pollution. It is expected similar outcomes will be achieved for Breen Street through the Open Streets pilot in Darebin.

**Equity, Inclusion, Wellbeing and Human Rights Considerations:**

No EIA/GIA has been undertaken for this proposal yet. Prior to an Open Streets pilot being delivered in Darebin, an equity and gender impact assessment will be completed.

Accessible parking is currently on Cooper St and will not be affected. The on-street parking near the on Cooper St will remain, allowing for access for those who may find it difficult to walk longer distances. Cooper St has a crossing with a crossing supervisor.

The Open Streets program would create a safe, welcoming public space along Breen Street to connect the school community during the pick-up and drop-off times at St Raphael's Primary School. This program could also promote the development of relationships within the school community, as well as providing a safe place for students and families to ride and walk to school.

**Economic Development and Cultural Considerations**

The Open Streets program is expected to encourage and foster greater connection between people and therefore, a positive, respectful and safe culture across the school community.

**Operational Impacts**

Works and maintenance departments will be consulted prior to the commitment of dates for Open Streets pilots to be undertaken on Breen Street to ensure that road closure dates do not overlap with planned maintenance, refuse collection or improvement works. There would be no change to the work of crossing supervisors. Traffic officers would be advised of changes prior to Open Streets events taking place.

**Legal and Risk Implications**

Road closures require a permit, which transport engineers have the delegation to consider and issue. These permits generally require a transport management plan to ensure safety and access.

**IMPLEMENTATION ACTIONS**

Should the M9 Councils consortium grant application be successful for Open Streets project, Darebin will work with the group to develop and deliver a process for the implementation of Open Streets and St Raphael's Primary School. It is expected the pilot closures would commence in Term 1, 2024.

If the M9 grant is not successful, officers will plan to deliver a pilot in Breen Street early in the 2024-25 year, as part of Darebin's annual school transport program. An estimated budget of \$18,000 will be required.



**RELATED DOCUMENTS**

- Darebin Council Plan 2021-25
- Darebin Transport Strategy 2007-2027
- Darebin Walking Strategy 2018-2028
- Darebin Safe Travel Strategy 2018-28
- Victorian Child Friendly Cities and Communities Charter
- Towards Equality Framework

**Attachments**

Nil

**DISCLOSURE OF INTEREST**

Section 130 of the *Local Government Act 2020* requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any conflicts of interest in a matter to which the advice relates.

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

## 9.4 INTEGRATED FAMILIES, YOUTH AND CHILDREN STRATEGY - COMMUNITY ENGAGEMENT

**Author:** Planning and Project Officer

**Reviewed By:** General Manager Community

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### EXECUTIVE SUMMARY

The development of an integrated Families Youth and Children Strategy is a strategic action in the Council Plan (action number 2-11).

This strategy will replace the previous Early Years Strategy 2011-21 and the Youth Services Strategy 2019-21 with the aim of supporting Council and partners to adopt an integrated, long-term and strategic approach to improving outcomes for children and young people from 0-25 years and their families.

A two-stage approach to community engagement for this strategy is proposed, with the first stage aiming to gather broad community feedback on what the community sees as being important for children, young people and their families, what is currently working well, what the challenges and gaps are, and what areas the community would like to see Council and partners prioritise in this space. Stakeholder engagement will also seek to understand how Council and partners can respond collaboratively to the communities' priorities.

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

- (1) Approves the delivery of Stage 1 Community Engagement to inform the development of an integrated Families, Youth and Children Strategy as per the Community Engagement Plan included at **Appendix A**.
  - (2) Resolves to receive a report back to Council on the Stage 1 Community Engagement on the integrated Families, Youth and Children Strategy as soon as possible in 2024.
- 

### BACKGROUND / KEY INFORMATION

The development of an integrated Families, Youth and Children Strategy was included as an action in the 2021-25 Council Plan. The new strategy will replace two strategies that have now each run their stated course: the Early Years Strategy 2011-2021 and the Youth Services Strategy 2019-2021.

The new strategy will outline an integrated approach for children and young people aged from 0 to 25 years old and their families. The move towards an integrated strategy across this cohort is in line with sector trends, with many Councils having moved towards this integrated approach over recent years. It is also responsive to community feedback received during the development of the last Youth Services Strategy in 2019 which identified a gap in Council's response, and that of the sector more broadly, to families with young people as well as the 'middle years' (children aged 8-12).

Development of the strategy is being led by the Families, Youth and Children Department. The development of this strategy has been delayed for two years due to the impacts of COVID-19 and limited capacity within the Families, Youth and Children Department to progress this work due to competing priorities, particularly in the area of early years infrastructure. The development of the strategy was retained in the 2023 update to the Council Plan and has been prioritised as a key deliverable for the Families, Youth and Children Department in 2023-24.

### **Previous Council Resolution**

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

### **ALIGNMENT TO 2041 DAREBIN COMMUNITY VISION**

Strategic Direction 2: Prosperous, Liveable and Flourishing

### **ALIGNMENT TO 2021-25 COUNCIL PLAN**

Strategic Direction 2: Prosperous, Liveable and Flourishing

### **ALIGNMENT TO COUNCIL PLAN STRATEGIC OBJECTIVES**

2.1 We will deliver equitable and accessible infrastructure to provide opportunities for our community to live well

Develop an integrated Families, Youth and Children Strategy is action 2-11 in the Council Plan 2021-25, as an action to support the achievement of Strategic Objective 2.1.

### **DISCUSSION**

The integrated Families, Youth and Children Strategy aims to enable Council and partners to take an integrated, long-term, and strategic approach to improving outcomes for children and young people aged 0-25 and their families. Initial scoping of the Strategy has identified seven broad provisional strategic aims for the Strategy:

- Support achievement of the Darebin 2041 Community Vision.
- Promote equity and support all children, young people and families in Darebin to thrive.
- Identify, understand, and address current and emerging issues impacting children, young people and families in Darebin.
- Support a strategic, integrated, and collaborative approach across Council and with partners to addressing the needs of children, young people and families.
- Clarify the roles of Council and partners in supporting children, young people, and families.
- Strengthen our partnerships with key stakeholders and provide a platform to work collaboratively with them on priority issues.
- Support a financially sustainable approach to work in this area over the long term.

The proposed Stage 1 community engagement will provide Council and partners with insights into what the community sees as being important for children, young people, and their families, what is currently working well, what the challenges and gaps are, and what areas the community would like to see Council and partners prioritise in this space. This will be used to inform the strategic vision, guiding principles, priority areas, goals, and strategic objectives of the strategy.

The five key roles of local government in supporting children, young people and their families (adapted from the MAV Municipal Early Years Planning Guide) are proposed as a high-level framework to guide action areas for the strategy:

- Planning and coordination – acting as a key coordination point and community planner for services and activities that support children, young people, and their families.
- Service provision – delivering a range of programs, activities, and initiatives for children, young people, and families.
- Facility planning – planning, providing, and maintaining a range of infrastructure.
- Advocacy – lobbying and advocating to state and federal governments and other key stakeholders on behalf of children, young people and their families, and the services that support them.
- Strengthening community capacity – facilitating community connections and community participation in decision-making, including supporting children and young people's role as active citizens.

These roles may be adapted and expanded in response to the community's input, but broad coverage of these areas is proposed to ensure the strategy provides a comprehensive approach to key areas of responsibility.

## **CONSIDERATION OF LOCAL GOVERNMENT ACT (2020) PRINCIPLES**

### **Financial Management**

The strategy will outline a high-level strategic approach to supporting Family Youth & Children in Darebin to guide the work of Council and its partners. It will not make specific commitments that will have financial or workforce implications. Such commitments would come in a subsequent stage of work, through the development of a Council/Partner Action Plan.

A review of the financial, workforce and other implications of this strategy will form part of the work to develop the strategy. Key questions that will be unpacked through this process include:

- What is Council's current investment in services and supports for Family Youth & Children?
- What funding does Council receive from other sources to support Family Youth & Children?
- What is the return on investment from current investment?
- What would the financial implications of adopting new strategies to support Family Youth & Children? What would these cost? What are the potential sources of funding? What would the expected return on investment be?
- What roles can other stakeholders play to reduce or constrain the financial impact on Council?

## **Community Engagement**

The Community Engagement Plan (Appendix A) has been developed in collaboration with the Community Engagement, Communications and Equity and Wellbeing teams to ensure an inclusive and equitable engagement process that achieves broad reach across Darebin's diverse community.

Meaningful and ethical engagement with children and young people will be a key priority during the engagement phase to ensure that their voices and perspectives are listened to and elevated during the development of the Strategy. Partnerships with childcare, kindergartens, schools, and other services will be utilised to reach children from the ages of 3-18 as well as young people aged 18-25, parents, carers, other family members and the broader community.

The engagement plan outlines a range of approaches for engaging meaningful across Darebin's diverse community. These include working with the Aboriginal Partnerships Officer and the Best Start Project Leader to engage in a culturally safe and meaningful way with Aboriginal and Torres Strait Islander leaders, organisations, families and children. Community organisations and groups representing Culturally and Linguistically Diverse Communities will be contacted to promote the engagement and to arrange face-to-face engagement and sessions with CALD community members. Two youth summits organised by the Youth Services team will provide in-depth insights from young people.

A two-stage engagement approach is planned with the first stage seeking to understand what the community sees as being important for children, young people and their families, what is currently working well, what the challenges and gaps are, and what areas they would like to see Council and partners prioritise in this space. Stakeholder engagement will also seek to understand how Council and partners can respond collaboratively to the priorities identified by the community and the background research.

The Communications team has developed indicative key messages for the community. The key messages will be adapted to suit different age groups and individuals from diverse backgrounds once the high-level plan has been signed off.

## **Other Principles for consideration**

### **Overarching Governance Principles and Supporting Principles**

- (b) priority is to be given to achieving the best outcomes for the municipal community, including future generations;

The Integrated Families, Youth and Children Strategy will aim to provide a strategic framework for achieving best outcomes for children, young people, and their families in Darebin, including the next generation of children.

### **Public Transparency Principles**

### **Strategic Planning Principles**

- (b) strategic planning must address the Community Vision;

The Integrated Families, Youth and Children Strategy will aim to support achievement of the Community Vision, with a focus on connecting the community vision to the lives of children, young people and their families.

## COUNCIL POLICY CONSIDERATIONS

### Environmental Sustainability Considerations (including Climate Emergency)

The Climate Emergency will inevitably be a significant factor impacting the wellbeing of children, young people, and families in Darebin over the next 10 years.

We expect that the Climate Emergency will feature strongly in the community engagement responses to questions related to challenges and priorities. We will work closely with the Climate Emergency and Environment team to understand and respond to the community's concerns in this area and to align the Integrated Families, Youth and Children Strategy with the Climate Emergency Strategy where relevant and appropriate.

### Equity, Inclusion, Wellbeing and Human Rights Considerations:

Promoting equity and supporting all children, young people, and families in Darebin to thrive has been identified as a core strategic aim for the Integrated Families, Youth and Children Strategy, in alignment with the Darebin 2041 Community Vision and Council's commitment to equity, inclusion and human rights, as outlined in the *Towards Equality* framework.

An Equity Impact Assessment (EIA) has been completed to inform the development of the Community Engagement Plan and next steps. The EIA informed the engagement approach, questions, language, and methods outlined in the engagement plan, which have been designed to ensure that the engagement is inclusive, accessible, and relevant across Darebin's diverse community. The engagement approach will include working with internal and external partners to ensure that we engage appropriately and effectively with people of different genders, ages, cultures including Aboriginal and Torres Strait Islander communities and Culturally and Linguistically Diverse communities, abilities, sexualities, socio-economic backgrounds, and experiences.

The EIA process and other discussions have identified some key issues for consideration as we progress with the development of the plan including: the impact of climate change on children and young people and links with the Climate Emergency Strategy; the emergence of vaping as a significant public health issue prevalent amongst young people; awareness and response to neurodiversity; awareness and response to the experiences of LGBTQIA+ children and children in LGBTQIA+ households including with a mental health lens, high rates of youth unemployment in some areas of Darebin, including rates above 40% in some small (SA1) areas as well as the experience of and impact of racism on young people. These issues will be integrated into the development of the Strategy along with the community's feedback through engagement and insights from a synthesis and analysis of demographic data, Council's current roles, services and partnerships supporting Family Youth & Children, Council's existing commitments and priorities, the legislative and regulatory context, and trends impacting the care, education, health and welfare of Family Youth & Children. Further iterations of EIA will be undertaken as the development of the Strategy progresses.

### Economic Development and Cultural Considerations

We expect that this strategy will connect to economic development and cultural considerations, for example in areas such as youth unemployment as well as broader issues of mental wellbeing and social isolation. We will work with the Economic Development and Creative Culture Teams to understand and respond to relevant issues raised by the community in the stage one consultation.

There will also be a key focus on engaging with Aboriginal and Torres Strait Islander communities and Culturally and Linguistically Diverse communities.

**Operational Impacts**

If operational issues are raised by the community during the consultation these will be discussed with the relevant teams so that they can be responded to either through the strategy or through other work programs if more appropriate.

**Legal and Risk Implications**

A strategic risk assessment will be completed as part of the work to develop this strategy to ensure that the strategy is informed by and responsive to current and future risk emerging from key areas including community expectations, state and federal policy, potential market failure (e.g., in the childcare sector) and other areas.

**IMPLEMENTATION ACTIONS**

The key steps in development of the Strategy and indicative timelines if Council approves the commencement of Stage 1 Community Engagement are:

- Stage 1 Community Engagement (community insights) – 9 October to 17 November 2023; Youth Summits – dates TBC; Stakeholder Summit – planned for late November 2023
- Development of draft strategy – December 2023 to February 2024
- Seek Council approval to commence Phase 2 Community Engagement (draft strategy) – February 2024
- Stage 2 Community Engagement (draft strategy) – March 2024
- Finalise strategy – April-June 2024
- Target date for adoption of strategy – June 2024
- Target date for development of Council/Partner Action Plan – September 2024 (dependent upon caretaker timing)

**RELATED DOCUMENTS**

- Darebin 2041 Community Vision
- 2021-2025 Council Plan (incorporating the Darebin Municipal Public Health and Wellbeing Plan)
- Youth Services Strategy 2019-21
- Breathing Space: The Darebin Open Space Strategy
- Community Engagement Policy 2023
- Darebin Libraries and Learning Strategy 2020-2024
- Disability Access and Inclusion in Darebin: A community plan of access and inclusion 2021-2026
- Early Years Infrastructure Planning Framework 2021-2041
- Gender Equity and Preventing Violence Against Women Action Plan 2019-2023
- Statement of Commitment to Traditional Owners and Aboriginal and Torres Strait Islander people

- Towards Equality: Darebin City Council's Equity, Inclusion and Human Rights Framework 2019-2029
- Climate Emergency Strategy (in development)
- Recreation and Leisure Strategies
- Outdoor Sports Infrastructure Framework
- Waste and Recycling Strategy

**Attachments**

- Integrated Families, Youth and Children Strategy Community Engagement plan (**Appendix A**)

**DISCLOSURE OF INTEREST**

Section 130 of the *Local Government Act 2020* requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any conflicts of interest in a matter to which the advice relates.


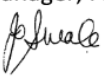
The Officer reviewing this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.





## Darebin Community Engagement Plan

### Approval

<b>Project Name</b>	Integrated Families, Youth & Children Strategy
<b>Responsible Division/ Department/Team</b>	Families, Youth & Children Department – Community Division
<b>Approvals</b>	
<b>Prepared by</b>	Name: David Godden Position: Families, Youth & Children Planning and Projects Officer
<b>Reviewed by</b>	Name: Mohammad Karimi Community Engagement Representative
<b>Reviewed and approved by</b>	Name: Maddy Wald Position: <b>Acting Coordinator Community Engagement and Demographics</b>  Signature:  Date: 4 August 2023
	Name: Jo Smale Position: Manager, Families, Youth & Children  Signature:  Date: 04 August 2023



## Darebin Community Engagement Plan

### Timeline of engagement project

	From	To
Planning/Preparation	01/06/23	27/07/23
ELT/Council approval of plan	15/8/23 (ELT briefing)	25/9/23 (Council approval for stage 1)
Delivery - Stage 1 community engagement (community insights)	9/10/23	17/11/23
Stakeholder Summit	29/11/23	29/11/23
Reporting	20/11/23	26/2/24 (Council approval for stage 2)
Delivery - Stage 2 community engagement (draft strategy)	04/03/24	05/04/24
Reporting	08/04/24	20/05/24 (Council briefing)
ELT/Council decision		24/06/24 (adoption of strategy)

### Budget, and Resources

Budget	\$20,000 (23/24 FY&C budget)
Resources	<ol style="list-style-type: none"> <li>1. Interpreting and translation and transcreation</li> <li>2. Printing (collateral, activity materials)</li> <li>3. Advertising and promotion</li> <li>4. Venue hire</li> <li>5. Audio-visual hire</li> <li>6. Catering</li> <li>7. Incentives/Recognition of community participation</li> <li>8. Consultant fees</li> <li>9. Accessibility requirements (e.g. transportation, hearing loops, etc)</li> </ol>



## Darebin Community Engagement Plan

### Project background

<b>Describe the project/issue/problem</b>	The Families, Youth and Children Department is leading the development of an Integrated Families, Youth and Children Strategy. The purpose of the plan is to enable Council and partners to take an integrated, long-term and strategic approach to improving outcomes for children, young people and their families.
<b>What decision needs to be made?</b>	Adoption of a new Integrated Families, Youth and Children Strategy.
<b>What is background to this issue?</b>	<p>The development of an Integrated Families, Youth and Children Strategy is an action in the 2021-25 Council Plan (action #2-12).</p> <p>The new strategy will replace two strategies that have now run their stated course: the Early Years Strategy 2011-2021 and the Youth Services Strategy 2019-2021. The new strategy will replace these strategies with an integrated strategy for children, young people and their families from 0 to 25 years old.</p> <p>Council engaged with over 1000 young people in 2019 when the Youth Services Strategy 2019-2021 was developed. In 2021 and 2022 Council engaged with families and stakeholders on the development of the Early Years Infrastructure Planning Framework 2021-2041.</p> <p>The adoption of an integrated strategy was in part spurred by community feedback during the development of the last Youth Services Strategy that identified a gap in Council's (and the broader sector) response to families, and children aged 8-12 (the 'middle years').</p>
<b>Geographic scope</b>	<input checked="" type="checkbox"/> All of Darebin <input type="checkbox"/> Part of Darebin- please list focus suburbs/area(s):
<b>Risk Level</b>	<input checked="" type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High The project is not expected to be controversial or polarising.
<b>Complexity</b>	<input type="checkbox"/> Low <input checked="" type="checkbox"/> Medium <input type="checkbox"/> High <i>Briefly explain if medium or high.</i> The major complexities associated with this project are: <ul style="list-style-type: none"> <li>• The breadth of engagement required from young children through to young adults as well families and stakeholders, representative of the full diversity of the Darebin community.</li> <li>• The breadth of scope – all issues impacting the care, education, health, wellbeing and welfare of children, young people and families in Darebin are potentially in scope</li> </ul>
<b>Engagement Objectives</b>	<i>What does the engagement need to achieve? These are things that will help guide the next steps for your project at the end of the engagement. For example:</i> <ol style="list-style-type: none"> <li>1. To engage the community in conversations about the wellbeing of children and young people aged 0-25 and their families in Darebin</li> <li>2. To hear from the community what is working well for children, young people and families currently (what is supporting their wellbeing that we might build on?)</li> </ol>



## Darebin Community Engagement Plan

	<ol style="list-style-type: none"> <li>3. To hear from the community what the challenges, barriers, gaps and future needs are for children, young people and families (what are the issues that Council and partners may need to address?)</li> <li>4. To hear the community's ideas for actions that they think Council and partners should take to improve wellbeing for children, young people and families in Darebin.</li> <li>5. To engage local partners in the discussion and development of the plan as a platform for working together to children, young people and families into the future.</li> </ol>
<b>Level of Community Influence</b>	<p><u>Negotiable</u></p> <ol style="list-style-type: none"> <li>1. All key elements of the strategy including strategic vision, guiding principles, priority areas, goals and strategic objectives.</li> </ol> <p><u>Non-negotiable</u></p> <ol style="list-style-type: none"> <li>2. The scope of the strategy: children and young people aged 0-25 and their families.</li> <li>3. Alignment with core guiding documents for Council including Darebin Community Vision, Towards Equality, Commitment to Traditional Owners and Aboriginal and Torres Strait Islander Peoples</li> <li>4. Alignment with Early Years Infrastructure Planning Framework 2021-2041 where relevant.</li> <li>5. We plan to use the 5 key roles of local government in supporting children, young people and their families (planning and coordination, service provision, facility planning, advocacy and strengthening community capacity – from the MAV Municipal Early Years Planning Guide) as a guide to action areas for the strategy. These roles may be adapted and expanded in response to the community's input but broad coverage of these areas is required to ensure the strategy provides a comprehensive approach to key areas of responsibility.</li> </ol>
<b>Key questions</b>	<p><b>What are the most important things that children, young people and families need to have a good life?</b> (What do you or your family need to be healthy, happy and to live a good life?)</p> <p><b>What is working well for children, young people and families in Darebin right now?</b> (In Darebin right now, what helps you or your family to be healthy, happy and reach your potential?)</p> <p><b>What makes life hard for children, young people and families in Darebin right now?</b> (What makes life hard for you or your family in Darebin right now? What gets in the way of being healthy, happy and reaching your potential?)</p> <p><b>What should Council and our partners focus on to help children, young people, and their families across our diverse community?</b></p> <p>For stakeholders:</p>



## Darebin Community Engagement Plan

	<b>How can Darebin City Council work with and support local organisations to help meet the needs of children, young people and their families?</b>
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### Organisational support

<b>Will engagement have an impact on customer service calls?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not Sure <i>If yes, please email <a href="mailto:CustomerServiceManagementteam@darebin.vic.gov.au">CustomerServiceManagementteam@darebin.vic.gov.au</a> to let them know.</i> Not expected to have an impact, but will provide a brief to Customer Service just in case
<b>Equity Impact Assessment (EIA) status</b>	<input checked="" type="checkbox"/> EIA completed <input type="checkbox"/> EIA not completed – contact <a href="mailto:diversity@darebin.vic.gov.au">diversity@darebin.vic.gov.au</a> for guidance to complete. You need to undertake the EIA process before you continue working on this CE Plan.
<b>Meeting minimum standards of engagement</b>	<p><i>To be completed after conversation with Diverse Communications and Engagement team.</i>  <i>Refer to Engaging Equitably and Inclusively document and <a href="#">Multicultural Communication and Engagement Toolkit</a>.</i></p> <ul style="list-style-type: none"> <li>• Key messages and supporting documents written in clear and accessible language that is tailored to the target audiences.</li> <li>• Google Translate tool on Your Say pages (including survey)</li> <li>• We will work with the Aboriginal Partnerships Officer and the Best Start Project Leader to engage in a culturally safe and meaningful way with Aboriginal and Torres Strait Islander leaders, organisations, families and children. This will include engagement with the Best Start Aboriginal Reference Group. A Cultural Consultation with Wurundjeri Elders will be requested through the Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation and advice will be sought from the Aboriginal Partnerships Office about engagement with the Darebin Aboriginal Advisory Committee.</li> <li>• Community organisations and groups representing Culturally and Linguistically Diverse Communities will be contacted to promote the engagement and to arrange face-to-face engagement and sessions with CALD community members. Where face-to-face sessions are arranged interpreters will be booked and materials will be translated. The following CALD groups will be prioritised for engagement (based on maternal birthplace data for children and young people aged 0-24): families from China, India, Vietnam, Somalia, Lebanon.</li> <li>• Key officers in Council will be approached to request their support in reaching diverse sections of the community through their networks and contacts.</li> <li>• Council advisory groups will be contacted to promote the engagement, and where appropriate for advice on reaching diverse sections of the community. Advisory groups that we will approach include Active and Healthy Ageing Advisory Committee,</li> </ul>

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 Community Engagement and Demographics

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## Darebin Community Engagement Plan

	<p>Darebin Aboriginal Advisory Committee, Disability Advisory Committee, Darebin Education Network, Interfaith Council, Gender Equity Advisory Committee, Sexuality, Sex &amp; Gender Diversity Advisory Committee, Welcoming Cities Community Reference Group and Young Citizens Jury.</p> <ul style="list-style-type: none"> <li>Ethical and meaningful engagement with children and young people is a key priority for this engagement, as they are key stakeholders for this strategy. We will work with the Young Citizens Jury to ensure that our engagement approach for young people is effective appropriate and we will work playgroups, childcare, kindergartens, schools and a wide range of other Council and non-Council services to reach children. We will draw on the expertise within the Families, Youth &amp; Children Department and the extensive evidence-based to design engagement activities for children and young people that are fun and interactive, whilst at the same time providing meaningful and useful insights. Two youth summits will be organised to gain insights from young people (12-18 year olds and 18-24 year olds).</li> </ul>
<b>Key messages (indicative)</b>	<p>What's important to children, young people, and their families in Darebin? What would help them live their best life? What makes life hard? What can Council do to support children, young people, and their families across our diverse community?</p> <p>Help us by sharing your thoughts as we develop a new Integrated Families, Youth and Children Strategy.</p> <p>The strategy will help us support children and young people and their families across Darebin's diverse community- from birth, through the pre-school, school, and young adult years, up to 24 years of age.</p> <p>So please tell us what you think is important to help make Darebin a great place for our children, young people, and families.</p> <p><b>CTA:</b> Head to <a href="https://yoursay.darebin.vic.gov.au/xxxxxxx">yoursay.darebin.vic.gov.au/xxxxxxx</a> to find out more and fill out the survey. You can choose your preferred language from the drop-down menu at the top of the page.</p> <p>Or call xxxx, or drop in to.....</p>

### Engagement Approach

<b>External consultants</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Planning and facilitation of a stakeholder 'summit' (and follow-up focus groups on key topics of budget permits). Planning and facilitation of engagements with children if budget permits.	
<b>Engagement Type</b>	Consultative	
<b>Engagement Level</b>	<b>Participation goal</b>	<b>Our promise to the community</b>
<u>Consult</u>	To seek community feedback on analysis, alternatives, and proposed decisions.	We will keep you informed, listen to and acknowledge concerns and aspiration s and provide feedback on how community input influenced the decision.

Internal working document  
Community Engagement and Demographics

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## Darebin Community Engagement Plan

Engagement Method	Target Stakeholders	Performance measure	Delivery
Targeted sessions at services and settings that reach key groups – including fun and engaging activities for children and young people and sessions targeted to reach diverse groups across the municipality	Children 0-5 Children 6-12 Young people 13-18 Young people 19-24 Parents & carers CALD FY&C LGBTIQ+ FY&C FY&C with disability FY&C experiencing disadvantage/discrimination/other vulnerabilities FY&C living in areas of relative disadvantage	10 sessions held 100 participants	Council
Your Say page - Survey on Your Say - Gather board for text and images	Young people 13-18 Young people 19-24 Parents & carers Other community members	100 surveys complete online 20 gather board posts	Council
Printed surveys distributed at - Libraries - Customer service centre - MCH centres - Kindergarten and childcare facilities - Youth services venues (Hub, Decibels, outreach) - RLC, NARC, Narrandjeri - Neighbourhood Houses	Young people 13-18 Young people 19-24 Parents & carers Other community members	15 printed surveys completed	Council
Creative exercises run in/distributed through kindergartens and schools. Exercise to be distributed to kindergartens and schools to be facilitated by educators/teachers. Targeted sessions to be delivered by FY&C Dept staff members if required.	Children 0-5 Children 6-12 Young people 13-18	150 submitted	
Drop in at groups, services and events to distribute printed surveys/complete them as face-to-face interviews, e.g. Supported Playgroups, Community Playgroups, New Parent Groups, Immunisation Sessions, library activities, youth services, sporting clubs, TAFE, Adult Education, universities, organisations and groups working with culturally diverse FY&C, welfare, housing & homelessness organisations	Children 0-5 Children 6-12 Young people 13-18 Young people 19-24 Parents & carers CALD FY&C LGBTIQ+ FY&C FY&C with disability FY&C experiencing disadvantage/discrimination/other vulnerabilities FY&C living in areas of relative disadvantage	10 sessions visited 50 participants/people engaged	Council

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## Darebin Community Engagement Plan

Community Advisory Committee discussion/s or workshops with other relevant groups	<u>Community Advisory Committees</u> Active and Healthy Ageing AC Darebin Aboriginal Advisory Committee Disability AC Darebin Education Network Interfaith Council Gender Equity AC Sexuality, Sex & Gender Diversity AC Welcoming Cities Comm. Ref. Group Young Citizens Jury  <u>Other groups</u> East Reservoir Neighbours for Change Best Start Aboriginal Reference Group Early Childhood Education and Care Networks (educators, Directors, Committee members)	5 sessions attended 50 participants  On agenda for 5 other sessions 50 people reached	Council
Yarning circles including Keon Park Children's Hub, Best Start Yarning Circles	Aboriginal and Torres Strait Islander parents & carers	2 sessions held 12 participants	Council
Pop-ups/stalls at markets, shopping centres, high foot traffic areas – surveys for adults and young people, voting pod for children	Children 0-5 Children 6-12 Young people 13-18 Young people 18-25 Parents & carers	4 sessions held 80 participants/ people engaged	Council
Youth Summits	Young people 12-18 Young people 18-25	2 sessions held 80 participants	Council
Stakeholder summit	Partner organisations, officers from across Council, community groups, representative community members including young people	60 participants	Consultant + Council
Written submissions invited through Your Say platform	Mainly partner organisations and community groups	# submissions received	

### Key Stakeholders

Document the key stakeholders and their level of impact and interest in the project in the table below.

*Note: as per legal requirements under the Gender equality Act 2020 (Vic), all stakeholder groups should be considered through a sex and gender lens. This means ensuring we think about how women, girls and non-binary people in each of these stakeholder groups might (or not) have different needs to be able to participate fully in the engagement.*

Stakeholder Group	Level of Impact	Level of Interest	Notes <i>Known groups, data and insights etc.</i>
Children 0-4	High	Low	5.3% of Darebin population (or 7,896) are aged 0 to 4 years.





## Darebin Community Engagement Plan

			0 to 4 years: highest proportions in Reservoir (Edwardes Lake) and Reservoir (Cheddar). Largest numbers in Preston (East), Reservoir (Cheddar), and Reservoir (Edwardes Lake).
Children 5-11	High	Medium	6.9% (or 10,231) are aged 5 to 11 years 5 to 11 years: highest proportions in Reservoir (Edwardes Lake), Preston (West), and Fairfield. Largest numbers in Preston (West), Preston (East), and Reservoir (Edwardes Lake).
Young people 12-17	High	Medium	5.5% (or 8,229) are aged 12 to 17 years 12 to 17 years: highest proportions in Alphington and Bundoora-Macleod. Largest numbers in Northcote (East), Preston (East), and Preston (West).
Young people 18-24	High	Medium	8.2% (or 12,160) are aged 18 to 24 years 18 to 24 years: highest proportions in Bundoora-Macleod and Kingsbury. Largest numbers in Preston (East), Bundoora-Macleod, and Preston (West).
Parents & Carers	High	Medium	19.2% (or 28,587) persons in Darebin are aged 25 to 34 years and 23.0% (or 34,168) are aged 35 to 49 years, the age groups within which people are most likely to have children. 22.9% of people in Darebin aged 15+ years are providing unpaid care for their own child/ren and/or child/ren other than their own.
Other community members who may have relationships with children, young people and families, e.g. extended family members	Medium	Low	50 to 59 = 18,376 (12.4%) 60 to 69 = 12,762 (8.6%) 70 to 84 = 12,220 (8.2%) 85 and over = 3,949 (2.7%)
ECEC services – staff, volunteer committees, parents	Medium	Medium	2,967 Darebin residents (2.0% of the population) are attending a pre-school
Health & welfare services	Medium	Medium	
Schools – principals and staff	Low	Low	11.7% of Darebin residents are attending primary school or secondary school. Opportunity to engage through Darebin Education Network
Lens/Priority from Equity Impact Assessment*			
People - Gender	High	Medium	Darebin has 5,649 single parent households (9.1% of all households). In 80.1% of these the single parent is female.
People - Disability	High	Medium	At least 812 children and young people in Darebin need assistance in their day-to-day lives due to disability.



## Darebin Community Engagement Plan

			<p>Some children and young people will be caring for or living in a household with a person with a disability or long-term health condition.</p> <p>7-14 year olds and 0-6 year olds represent the largest groups of NDIS participants nationally and in Darebin: 495 0-6 year olds and 736 7-14 year olds in Darebin were participants (Q3 2022/23).</p> <p>Autism is the most common primary disability for NDIS participants nationally and in Darebin: 944 participants in Darebin with autism as their primary disability (Q3 2022/23).</p>
People - LGBTIQ+	High	Medium	<p>Number of trans, intersex and gender diverse children and young people is increasing</p> <p>International data shows high levels of attempted suicide amongst trans and intersex kids, also amongst LGBTQIA+ kids and kids raised in LGBTQIA+ households</p>
People - CALD	High	Medium	<p>In 2021 31.4% of people in City of Darebin were born overseas. 11.4% of people aged 0-24 were born overseas. The 5 most common birthplaces outside of Australia for people aged 0-24 were: India (1.9% of people aged 0-24), China (1.3%), Nepal (0.9%), Vietnam (0.8%).</p> <p>The five most common maternal birthplaces (the place where a person's mother was born) for persons aged 0 to 24 years in Darebin were: Australia (65.5%), China (3.9%), India (3.5%), Vietnam (3.2%) and England (2.6%).</p> <p>In 2021, 63.4% (or 94,119) speak English only, 26.5% (or 39,313) speak another language and English well or very well, and 6% (or 8,931) spoke another language and English not well or not at all.</p> <p>70.0% of Darebin residents aged 0-24 use only English at home. Of those residents aged 0-24 who use another language at home, the 5 most commonly used languages were: Greek (3.4%), Mandarin (3.2%), Arabic (2.8%), Vietnamese (2.2%), Italian (1.4%).</p>
People - Aboriginal and Torres Strait Islander	High	Medium	<p>1,449 persons in Darebin identify as Aboriginal and Torres Strait Islander peoples in 2021.</p> <p>9.2% (or 133) are aged 0 to 4 years</p> <p>10.6% (or 154) are aged 5 to 11 years</p> <p>7.2% (or 105) are aged 12 to 17 years</p> <p>12.8% (or 185) are aged 18 to 24 years</p>
Place- Geographic area of relative disadvantage	High	Medium	<p>Areas regarded as having higher levels of disadvantage are Kingsbury, Reservoir</p>



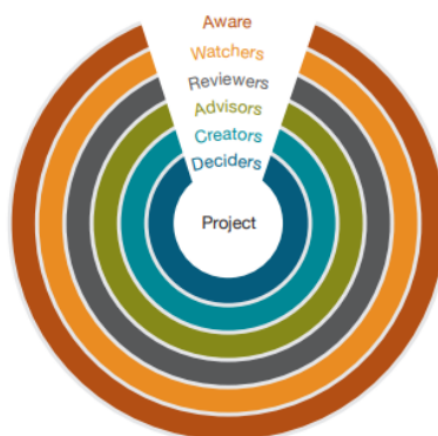
## Darebin Community Engagement Plan

			(Oakhill), Reservoir (Merrilands), Reservoir (Cheddar), Preston (East), and Reservoir (Edwardes Lake).
Experience - Unemployment	High	Medium	In 2021, 76.6% of persons aged 15 to 24 years were fully engaged with employment or education, 12.1% were partially engaged and 6.9% were disengaged
Experience - Mental Health	High	Medium	2021 census data shows 16,395 Darebin residents have a long-term mental health condition (11.0% of residents compared to 8.1% of residents in Greater Melbourne), making mental health the most common long-term health condition in Darebin. 2051 people aged 15-24 had a long-term mental health conditions (13.7% of that age group), including 19.3% of females in that age group and 8.2% of males.
Other			

*\* the EIA invites you to consider these lenses jointly and as they overlap to create potential barriers to engagement. These are not separate groups of people we need to engage, but potential barriers we need to address so our engagement can be inclusive and reach community members whose voices we might hear less (or not at all) otherwise. Gender needs to be considered as part of all these lenses/priorities.*

### Aggens' Orbits of Public Participation (optional)

*Complete the Orbits of public participation table below to get a better understanding of your stakeholders and their level of interest and potential impact on the project.*



#### Deciders:

*E.g. Councillors/Council*

*Stakeholders who not only wish to shape the process or outcome but are also willing to make the decision or take the action required as they see it. The participants are often directly affected by the decision of the project.*

**Council**



## Darebin Community Engagement Plan

<b>Creators:</b>	<p><i>E.g. Project teams, EMT</i>  <i>Stakeholder with direct involvement in all stages of the project.</i>  <b>ELT</b>  <b>FY&amp;C Management Team</b></p>
<b>Advisors:</b>	<p><i>E.g. Advisory groups, key stakeholders</i>  <i>The advisor is active in the development stages of a project or engagement through the provision of advice and links or suggestions about how to engage or how the problem or opportunity may be progressed.</i>  <b>FY&amp;C Leadership Team</b>  <b>Equity and Wellbeing</b>  <b>Comms &amp; Engagement</b>  <b>Young Citizens Jury</b></p>
<b>Reviewers:</b>	<p><i>E.g. Darebin residents who actively participate in the engagement</i>  <i>This stakeholder is likely to engage actively throughout the project.</i>  <b>Residents who actively participate in the engagement, including children, young people and families</b>  <b>Stakeholders working in organisations that support children, young people and families, especially those that are based in Darebin or have a strong focus on the Darebin community</b></p>
<b>Watchers:</b>	<p><i>E.g. Darebin residents who are interested in the project and its outcome, the media</i>  <i>Stakeholders who may use websites, social media and other media outlets and personal relationships to maintain a watching brief on the activity of the project and the engagement.</i>  <b>Stakeholders working on organisations that have a broader remit than Darebin, e.g. state government partners</b>  <b>Stakeholders who may not be sure that this is highly relevant to them but have an interest – e.g. teachers in Darebin schools</b></p>

## Darebin Community Engagement Plan



Internal working document  
Community Engagement and Demographics

13

## 9.5 RESERVOIR ECONOMIC ANALYSIS & INVESTMENT ATTRACTION STRATEGY

**Author:** Acting Place Manager

**Reviewed By:** General Manager Community

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### EXECUTIVE SUMMARY

The Reservoir Economic Analysis (**Appendix A**) and the Investment Attraction Strategy (**Appendix B**) reports were initiated and funded through the State Government's Suburban Revitalisation Program and the Reservoir Revitalisation Board (the Board). They were prepared by Ethos Urban for Darebin City Council and the Office of Suburban Development.

Darebin City Council through the Economic Recovery and Resilience (ERR) team have reviewed and provided feedback on the draft reports and the final reports have been presented back to the Board at their Board Meeting on 20 September 2023.

The Board have acknowledged these foundational documents and have endorsed the release of these reports publicly.

<b>Officer Recommendation</b>
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**That** Council notes the completed Reservoir Economic Analysis (**Appendix A**) and Investment Attraction Strategy (**Appendix B**) reports initiated and funded through the State Government's Suburban Revitalisation Program and the Reservoir Revitalisation Board.

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### BACKGROUND / KEY INFORMATION

The Economic Analysis (Appendix A) provides a detailed assessment of the broad economic context and trends framing the current operation of the Reservoir Activity Centre (RAC) and the nearby Reservoir Industrial Precinct (RIP) located to the west of the RAC. The report identifies issues, opportunities and considerations for future investment and revitalisation of these two key areas of Reservoir.

The Investment Attraction Strategy (Appendix B) builds on the findings from the Economic Analysis and outlines the case for investment in Reservoir and details the strategic directions, actions and partnerships required to enable a focus towards revitalisation opportunities in both the RAC and the RIP.

The actions aim to unlock and improve the RAC as a retail, commercial and residential hub; position the RIP for revitalisation and investment to evolve into a thriving, multi-dimensional industrial precinct that provides local jobs; and to maximise regional partnerships and connectivity e.g. with neighbouring La Trobe University, La Trobe National Employment and Innovation Cluster (NEIC), The Northern State Significant Industrial Precinct (SSIP) and regional economic hubs such as Melbourne Airport.

**Previous Council Resolution**

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

**ALIGNMENT TO 2041 DAREBIN COMMUNITY VISION**

Strategic Direction 2: Prosperous, Liveable and Flourishing

**ALIGNMENT TO 2021-25 COUNCIL PLAN**

Strategic Direction 2: Prosperous, Liveable and Flourishing

**ALIGNMENT TO COUNCIL PLAN STRATEGIC OBJECTIVES**

2.9 We will focus on our economic assets and recovery to ensure Darebin is a great place to do business

2.10 We will leverage investment, partnerships and advocacy to drive Darebin's growth and sustainability

2.11 We will support, promote, and attract diverse local businesses and industries

**DISCUSSION**

The Board is chaired by Nathan Lambert, MP for Preston and Reservoir. Board members include representatives from La Trobe University, Reservoir Village Traders Association, Reservoir Neighbourhood House, East Reservoir Neighbours for Change, PRACE, Melbourne Water, Your Community Health and Darebin City Council. The Board play an important role in advocating for investment in Reservoir and the reports will be a good advocacy tool for them to refer to.

As the project lead for Council, the ERR team have managed the development of these documents from a Council perspective and continue to facilitate the implementation of actions relevant to Council's role with Council units including Strategic Planning, City Design and Transport Strategy.

**CONSIDERATION OF LOCAL GOVERNMENT ACT (2020) PRINCIPLES****Financial Management**

Where possible officers will progress actions that are within the role of Council within operational budgets and actively seek external funding opportunities e.g., State Government or co-contributions from external stakeholders. There will be some actions where this is not possible and these projects will be put to Council for consideration and prioritisation as part of annual budget and quarterly review processes and other actions that are the role of other stakeholders.

## Community Engagement

To inform the preparation of the Economic Analysis (Appendix A) and Investment Attraction Strategy (Appendix B), consultation was undertaken with the following stakeholders identified by Council:

- Vice President, Reservoir Traders Association
- Centre Manager, Reservoir Village
- Executive Director, North Link
- Director (Communications and Stakeholder Engagement), La Trobe University
- Community Relations Manager, La Trobe University
- Various local real estate agents to gain on-the-ground appreciation of current market conditions in the Reservoir retail activity centre and industrial precinct.

Implementation of actions identified in the Reservoir Economic Analysis and Investment Attraction Strategy reports will include community engagement where relevant. This will be undertaken by Council where it is relative to Council's role, in other cases, this would be the responsibility of other stakeholders.

## Other Principles for consideration

Implementation of actions identified in the Reservoir Economic Analysis and Investment Attraction Strategy reports will align with the principles below.

### Overarching Governance Principles and Supporting Principles

- (c) the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;

### Public Transparency Principles

- (c) Council information must be understandable and accessible to members of the municipal community;

### Strategic Planning Principles

- (a) an integrated approach to planning, monitoring and performance reporting is to be adopted;
- (b) strategic planning must address the Community Vision;
- (c) Strategic planning must take into account the resources needed for effective implementation;
- (d) strategic planning must identify and address the risks to effective implementation;
- (e) strategic planning must provide for ongoing monitoring of progress and regular reviews to identify and address changing circumstances;

### Service Performance Principles

- (a) services should be provided in an equitable manner and be responsive to the diverse needs of the municipal community;



## COUNCIL POLICY CONSIDERATIONS

### Environmental Sustainability Considerations (including Climate Emergency)

The revised Council Plan 2021-25 includes the Strategic Direction *Climate, Green and Sustainable - Ensuring Darebin is a leader in responding to the climate emergency, and our natural environment is protected and enhanced*. The 2023-24 Council Plan Action Plan also includes seven actions directly related to the Strategic Direction.

The implementation of the actions identified in the Reservoir Economic Analysis and Investment Attraction Strategy reports, within Council's scope of responsibility will involve meaningful collaboration and integration with Council's Climate Emergency Strategy and Action Plan.

### Equity, Inclusion, Wellbeing and Human Rights Considerations:

Equity Impact Assessments will be completed as part of the implementation of actions identified in the Reservoir Economic Analysis and Investment Attraction Strategy reports, within Council's scope of responsibility, in consultation and collaboration with relevant council departments.

### Economic Development and Cultural Considerations

The revised Council Plan 2021-25 includes the Strategic Direction *Prosperous, Liveable and Flourishing – Building on Darebin's strengths in relation to business, services and industry, and creating a city where all services and facilities to support a balanced, healthy life are easily accessible to our residents*.

There are numerous outcomes aligned to and directly respond to Council Plan actions as noted in this report.

### Operational Impacts

There are no immediate operational impacts.

Operational impacts will be considered as part of the implementation of actions in future years relative to Council's role and responsibilities, in consultation and collaboration with relevant council departments.

### Legal and Risk Implications

N/A

## IMPLEMENTATION ACTIONS

The ERR department will continue to work with key internal and external stakeholders to facilitate the delivery of the actions identified in the Reservoir Economic Analysis and Investment Attraction Strategy reports that relate to Council's areas of responsibility and influence. The following documents are referenced:

- Reservoir Economic Analysis (**Appendix A**)
- Reservoir Investment Attraction Strategy (**Appendix B**)

**RELATED DOCUMENTS**

- Reservoir Economic Analysis Part A report (**Appendix A**)
- Reservoir Investment Attraction Strategy Part B (**Appendix B**)

**Attachments**

- Reservoir Economic Analysis (**Appendix A**)
- Reservoir Investment Attraction Strategy (**Appendix B**)

**DISCLOSURE OF INTEREST**

Section 130 of the *Local Government Act 2020* requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any conflicts of 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.

# Reservoir Economic Analysis and Investment Attraction Strategy

Part A: Economic Analysis



Prepared by Ethos Urban for  
Darebin City Council and the  
Office of Suburban Development

19 January 2023 | 3220041



**'Dagura Buumarri'**

Liz Belanjee Cameron

'Dagura Buumarri' – translates to Cold Brown Country. Representing Victoria.

The river system illustrated in this visual image is bound in greens and golds to acknowledge the warmth often felt in a colder climate. The rich earth hues of green, reds and browns reflect the local landscapes of this state while the extensive use of rhythmical patterning captures the unique landscapes of flat and mountainous areas. The use of earth colours imparts a sense of strength and serenity while contrasting greens throughout the image reminds us of the lushness of the natural world, where animals and humans once lived in harmony – it reminds us of the importance to protect the lands, waterways and skies and care for our localised environment. Scattered throughout the image are bold colours of oranges

Ethos Urban acknowledges the Traditional Custodians of Country throughout Australia and recognises their continuing connection to land, waters and culture.

We acknowledge the Wurundjeri Woi Wurrung people, of the Kulin Nation, the Traditional Custodians of the land where this document was prepared, and all peoples and nations from lands affected.

We pay our respects to their Elders past, present and emerging.

Contact	Nick Brisbane Director	nbrisbane@ethosurban.com	
This document has been prepared by:		This document has been reviewed by:	
Jack O'Connor, Zack Heap, Rajiv Mahendran	15/07/2022	Nick Brisbane	17/07/22
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2.0 (FINAL)	17/08/2022	JOC	NB
3.0 (FINAL UPDATE)	19/01/2023	RL	JOC

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## Executive Summary

### Background

Darebin City Council (Council) in partnership with the Victorian Government Office of Suburban Development have engaged Ethos Urban to undertake the *Reservoir Economic Analysis and Investment Attraction Strategy*. The Strategy addresses Reservoir's economic context and opportunities for revitalisation and the attraction of new jobs. It responds specifically to a recommendation from the Reservoir Revitalisation Board for the preparation of economic analysis and an Investment Attraction Strategy.

This project comprises two separate components:

- **Part A: Economic Analysis** (this report) which is a detailed assessment of the broad economic context and trends framing the current operation of reservoir activity centre and industrial precinct, and issues, opportunities and considerations for future investment and revitalisation.
- **Part B: Investment Attraction Strategy**, which builds on the findings from Part A and outlines the case for investment in Reservoir, and strategic directions, actions, and partnerships to realise revitalisation opportunities.

The activity centre at Reservoir and the industrial precinct to its west are the focus of this engagement.

### Context Analysis

Reservoir is a long-established area in the northern portion of Melbourne's suburban 'middle ring'. It is situated approximately 11km northeast of Melbourne's CBD in the City of Darebin (Darebin LGA). Reservoir emerged as a standalone suburb of Melbourne in around the 1920s and takes its name from the collection of water reservoirs in the area.

The main local concentration of strip retail, commercial, and civic activity is the Reservoir Activity Centre (RAC), located to the east and west of Reservoir Train Station. Approximately, 1.2km west of RAC is the Reservoir Industrial Precinct (RIP) – a large, established industrial precinct that plays a regionally significant role in supporting industrial activity and employment.

Key findings from the review of the locational context, key policy documents, the regional economy and stakeholder consultations are summarised as follows:

- **Reservoir is strategically located in the Greater Melbourne area:** Reservoir is in the northern portion of Melbourne's suburban 'middle ring' and is approximately 11km north-east of the CBD. The High Street/Mernda Rail Line transport corridor which bisects RAC affords Reservoir residents convenient access to central Melbourne.
- **RAC is an established strip centre bisected by a major rail and road corridor:** RAC is the primary concentration of strip retail, commercial and civic/community uses in the suburb of Reservoir and consist of two discrete activity nodes separated by the High Street/Mernda Rail Line transport corridor – Reservoir Village (to the west) and Broadway Shopping Strip (to the east). Although the completion of the Level Crossing Removal Project in 2019 improved integration between the east and west nodes, the rail corridor and High Street remain a barrier to pedestrians moving through the centre.
- **RAC's revitalisation is contemplated in planning policy:** RAC is identified in state government policy as a regionally significant commercial area. Its revitalisation including public realm improvements, better integration of east and west components, and an improved retail offer, have been considered by various strategic documents and local planning policy.
- **Urban intensification will drive future population growth in Reservoir:** It is estimated that Reservoir's population will increase by +9,750 persons from 2022 to 2036, having regard to VIF2019 and accounting for the effects of COVID-19. This represents annual growth of approximately +700 persons (rounded) or +1.3% per annum across the 14-year period. The population increase projected for Reservoir would be attributed entirely to infill development and urban intensification.
- **Population growth has potential to alter the Reservoir's socio-economic and demographic structure:** At the 2021 Census, Reservoir residents were more likely to be older, born overseas, and have lower household incomes, relative to the Greater Melbourne average. In the long-term, population growth at Reservoir will likely result in a slight decline in the median age and an increase in the median household income as more professionals move into



the suburb. Higher median household incomes will provide an opportunity for local retailers to increase average trading levels.

## Reservoir Activity Centre Analysis

An assessment of the future opportunities for the RAC was undertaken. Key findings are outlined as follows:

- **RAC's composition of retail and commercial uses reflects its neighbourhood centre role.** RAC supports an estimated 33,230m<sup>2</sup> of shopfront floorspace across 198 tenancies. The majority (or 59%) of shopfront floorspace supports retailing, office shopfronts comprise 28% and other commercial shopfronts (such as gyms) support 5%. The current anchor retailers – Coles and Supa IGA – are not full-line supermarkets. Hence, it is expected that many local residents undertaking their weekly or daily shopping bypass the RAC for full-line supermarkets at nearby Summerhill Shopping Centre, Coburg Hill, Northland or Preston Central.
- **RAC's shopfront vacancy rate is at an acceptable level:** Approximately 92% of shopfront floorspace is occupied in RAC, with the balance (8% of floorspace or 20 tenancies) being vacant. Having regard for the competitive pressures impacting smaller activity centres and the loss of trade to online platforms, a vacancy rate of 8% for RAC indicates a relatively healthy and acceptable trading performance.
- **Reservoir Village and Broadway shopping strip support different types of uses:** Approximately 70% of occupied shopfront floorspace in Reservoir Village supports retailing, which is significantly higher than the Broadway Shopping Strip (58%). Conversely, approximately 38% of occupied shopfront floorspace on Broadway is used for offices which is much higher than Reservoir Village (23%). Reservoir Village has a higher share of FLG floorspace due to the Coles and Supa IGA supermarkets, while Broadway's emphasis is on food catering, services retailing, and office shopfronts. The differences in the land use mix between Reservoir Village and Broadway result in different visitation patterns as indicated by mobile ping data.
- **The potential exists for additional supermarket facilities in RAC:** By 2036, it is estimated that an additional +7,300m<sup>2</sup> of retail floorspace (rounded) could be supported in the RAC. This includes +4,300m<sup>2</sup> of FLG floorspace (rounded) which would be sufficient to support a new full-line supermarket. However, finding an appropriate site for a full-line supermarket or even a smaller supermarket (such as an Aldi) will be difficult. Opportunities to attract major retailers are likely to be limited to supermarkets.
- **Availability of large sites for redevelopment in RAC is limited:** Privately owned sites in the centre with potential to support multi-storey residential or mixed-use development include the Coles supermarket and adjacent carpark, and the prominent corner site immediately opposite Reservoir Station and south-west of the Edwardes Street and Spring Street intersection. Several sites controlled by Council or the State Government within or adjacent RAC are generously sized and well located for intensive residential or mixed-use development, but their future use would depend on the plans of relevant controlling entities.
- **The special rate area should be increased to include Broadway businesses:** Landowners in Reservoir Village pay a special rate. As a result, the precinct has its own brand, website, promotions, and events, that are co-ordinated by a part-time centre manager. However, the amount raised by this special rate (approximately \$75,000) is substantially below the average funds levied by similar schemes in other activity centres due to the small size of the precinct. Increasing the special rate area to include the Broadway Shopping Strip would enable businesses in this area to benefit from associated initiatives (including co-ordinated branding, promotions, and events). It would also result in a much larger pool of funds for more intensive and targeted initiatives that would increase RAC's appeal to residents and visitors.
- **Developers will increasingly investigate the potential for multi-storey apartments in RAC:** Underlying residential prices at Reservoir are now at a level that will theoretically support multi-storey apartment development (three levels and above). The opportunity exists for transit oriented residential development that leverages existing infrastructure such as Reservoir Station, however, the availability of appropriately size sites is limited. Accordingly, the development potential of publicly owned sites warrants consideration, as does the appropriateness of existing planning controls that apply to areas within and adjacent the centre.

## Industrial Precinct Analysis

RIP comprises land in the IN1Z and IN3Z generally located to the south of Broadhurst Avenue, west of Edwardes Lake Park and Edgars Creek, and east of Merri Creek – and includes areas in Darebin and Merri-bek LGAs. In total, RIP has a net area (excluding roads and public open space) of approximately 160 hectares comprising 120 hectares (or 75%) in the IN1Z and 40 hectares (or 24%) in the IN3Z.

RIP supports a broad mix of industrial uses, including higher order factories/manufacturing/warehousing uses; local service industrial uses including automotive mechanics and wreckers etc; construction depots and light industrial uses such as some trade showrooms; and miscellaneous industrial uses such as a drive-in cinema.

Key considerations arising from an assessment of the regional industrial land context and that of RIP are outlined below:

- **Growth in E-Commerce and supply chain disruptions are driving unprecedented investment in the industrial sector:** Increasing demand for industrial floorspace and growth in rental returns and assets values has sparked unprecedented investor and developer interest in industrial assets. Growth in online sales has accelerated due to COVID-19 pandemic and increased supply chain throughput and demand for warehousing floorspace.
- **Higher industrial prices and the emergence of last mile distribution is driving investment in established industrial areas:** Due to supply constraints and unprecedented growth in industrial land prices, industrial developers are now considering the redevelopment potential of established industrial precincts in inner and middle suburbs (such as RIP) that have historically seen limited investment. This being driven in-part by unprecedented investment in hub and spoke distribution networks to support e-commerce – including highly automated micro fulfillment centres (MFCs) located proximate to residential areas.
- **Food and beverage manufacturing and distribution is a key industrial specialisation in Melbourne's north and RIP:** The industrial sector in Melbourne's north is renowned for its food and beverage activities and RIP has a strong food manufacturing role supported by key tenants including Genobile Saba, Campoli Foods and Congo Foods. Food manufacturing and distribution in the region is, and will continue to be, supported by infrastructure and institutions (existing and planned) including Melbourne's Wholesale Fruit and Vegetable market, Epping Food hub, the planned Melbourne Food Innovation and Export Hub, and La Trobe University's Australian Food Innovation Centre.
- **Additional land supply will come online in the Northern SSIP, but long-established industrial areas such as RIP are closer to Melbourne's inner and middle north residential areas.** The Regional Study Area has a relatively large supply industrial land which is largely located in the North SSIP; however, a significant share of future supply is yet to be rezoned for industrial (including the BIFT site). While development of remaining broad-hectare supply in the Northern SSIP will conceivably support the development higher-order distribution and manufacturing uses (including metropolitan scale warehouses/distribution centres), established middle ring industrial areas (such as the RIP) are positioned to play a slightly different but complementary role in servicing demand for industrial uses associated with their relative proximity to inner and middle ring suburbs.
- **The proposed Logos development is a potential game changer:** Logos – a major multi-national developer of industrial assets – has secured a large, consolidated site in RIP which they intend to develop for a prime grade business park focused on last mile distribution<sup>1</sup>. Should the Logos business park lease well, the project will demonstrate that RIP is a viable location for prime-grade industrial assets and last mile facilities and could be a catalyst for major institutional developers acquiring other large sites in the precinct.
- **Future projects in Melbourne's north demonstrate market appetite exists for both new development on vacant sites and redevelopment of existing facilities:** Key projects in Melbourne north include Pelligra's redevelopment and retrofit of the former Ford factory at Broadmeadows, delivery of the 4Ten Epping industrial estate by Frasers Property, development of the Melbourne Food and Export Hub, and the establishment of BIFT in the longer term. The industrial ecosystem in Melbourne's northern region will continue to evolve as new developments come online and support new and existing industries. In the long-term, supply constraints and land price pressures could result in development of multi-storey warehouses in Melbourne (including in the northern region), reflecting trends already occurring in Sydney.
- **Although the RIP is largely developed, several remaining undeveloped parcels are of a significant scale:** The prevalence of large vacant sites in the RIP positions it ahead of other long established industrial precincts in Melbourne's inner and middle northern suburbs and could result in these sites being acquired and developed by major institutional developers. Maximising the development potential and attracting businesses that will contribute to the profile and economic outcomes of the precinct is considered important.
- **No umbrella organisation exists for RIP businesses:** Economic development is unlocked through partnerships. Potential exists for La Trobe University's future research and innovation components to form links with industry in the Melbourne's north and enhance the region's economic credentials through the commercialisation of research and targeting education and training that aligns with skills deficiencies. However, no umbrella organisation currently exists for RIP businesses that La Trobe University or other key economic development stakeholders could engage with.

<sup>1</sup> According to information sourced from the Cordell Connect database and media reports.

## Summary of Issues and Opportunities

The following issues and opportunities have been identified which will contribute to the development of the Economic and Investment Strategy document undertaken in Part B.

### Issues

#### Reservoir Activity Centre

- RAC's role in planning policy is ambiguous.
- RAC has significant gaps in its retail offer.
- Perceptions of antisocial behaviour and poor safety in the centre are reducing the centre's attractiveness as a place to shop or undertake business.
- Public transport between RAC and nearby La Trobe University (Bundoora) is inadequate.
- Heavy vehicle traffic detracts from the quality of the urban environment at Broadway shopping strip.
- The special rate scheme only applies to Reservoir Village and therefore raises a relatively small pool of funds.
- Broadway has no traders' association and is not included in the special rate scheme.
- The availability of large sites for redevelopment is limited.
- Lack of integration between Reservoir Village and the Broadway is still an issue.

#### Reservoir Industrial Precinct

- Access from the Western Ring Road is via the suburban street network.
- The supply of remaining vacant sites in RIP is limited.
- No umbrella organisation exists to specifically represent the interests of RIP businesses and promote the economic development credentials of the precinct.
- A lack of amenities for workers and businesses in RIP is likely reducing the precinct's desirability in the eyes of potential occupiers.
- Quality of the urban environment is poor in some areas due to a lack of investment resulting in derelict buildings and sites that present poorly to the street.
- Public transport to and from the RIP is limited reducing the precinct's accessibility to workers and driving excess demand for car parking in the precinct.

### Opportunities

#### Reservoir Activity Centre

- Market conditions indicate multi-storey residential development in RAC is viable.
- Investigate opportunities for the development of government controlled land within or adjacent the RAC.
- Review planning controls with the view of potentially unlocking additional sites for apartment and/or mixed-use development.
- Expand the special rate and Reservoir Village Traders Association to include Broadway shopping strip.
- Explore the potential for heavy vehicle traffic at Broadway to be re-routed.
- Investigate opportunities to activate areas in RAC perceived to be hot spots for anti-social behaviour.
- Potential exists for full line supermarket facilities to be delivered in RAC (in addition to existing facilities).
- Local population growth will support additional commercial (non-retail) floorspace in RAC.
- Consider renewing strategic documents to account for the Level Crossing Removal Project.

#### Reservoir Industrial Precinct

- Demand for last mile distribution and higher land prices is driving redevelopment of established industrial areas.
- Some remaining parcels of land in the RIP are large enough to potentially interest major institutional developers.
- The Logos development is a potential game changer for RIP and could be a catalyst for further prime-grade industrial uses.
- Establish a business association to specifically represent the interests of RIP businesses and facilitate economic development and skill development partnerships with key government and institutional stakeholders.

- Produced economic development collateral to promote the opportunity for RIP to absorb prime-grade investment.
- Future investment in the precinct will likely come from a range of different sectors including manufacturing, warehouse and distribution facilities geared to the last mile, or enterprise uses of different scales that blend industrial and service sector activities.
- RIP's location presents an opportunity for it to adsorb demand from industrial that link into manufacturing value chains in the northern SSIP; benefit from proximity of La Trobe University and its planned innovation components; or have been priced out of legacy inner or middle ring industrial precincts.
- Explore the potential for urban design guidelines to ensure that new development makes for an attractive urban environment and integrates with adjoining uses.
- The revitalisation of the RIP for high-order industrial uses will contribute to strengthening the diversity of employment options available at Reservoir for residents.

## Introduction

### Background

Darebin City Council (Council) in partnership with the Victorian Government Office of Suburban Development have engaged Ethos Urban to undertake the *Reservoir Economic Analysis and Investment Attraction Strategy*. Reservoir is an established suburb located some 11km northeast of Melbourne's CBD. Renowned historically as a blue-collar area, Reservoir is undergoing a gradual process of gentrification and urban renewal attributed to an influx of new residents and rising property values.

Reservoir supports an activity centre comprising two shopping precincts: Reservoir Village Shopping Centre to the west of Reservoir Train Station (and the rail corridor) and Broadway shopping strip to the east. A large industrial precinct is located approximately 1.2km west of the activity centre and plays a regionally significant role in supporting industrial activity and employment.

In late 2019, the Reservoir Level Crossing Removal Project was completed which delivered a rail bridge over High Street (thereby removing the previous level crossing) and a new Reservoir Station. Although this project has improved the integration of the Reservoir Village and Broadway components, the rail and road corridor remain a barrier for pedestrians moving through the centre. In addition, the operation of the activity centre and industrial precinct have likely been affected by the nature in which COVID-19 has altered living and working patterns.

Against this backdrop, Council and the State Government seek to understand Reservoir's economic context and opportunities for revitalisation and the attraction of new jobs. This project responds specifically to a recommendation from the Reservoir Revitalisation Board for the preparation of economic analysis and an Investment Attraction Strategy to provide a platform for both Council and State Government to address challenges affecting Reservoir and to leverage opportunities to ensure it thrives into the future.

### Project Structure

This project comprises two separate components:

- **Part A: Economic Analysis (this report)**, a detailed assessment of the broad economic context and trends framing the current operation of reservoir activity centre and industrial precinct, and issues, opportunities and considerations for future investment and revitalisation.
- **Part B: Investment Attraction Strategy**, builds on the findings from Part A and outlines the case for investment in Reservoir, and strategic directions, actions, and partnerships to realise revitalisation opportunities.

The activity centre at Reservoir and the industrial precinct to its west are the focus of this engagement.



## PART A: Economic Analysis – Methodology

An overview of the methodology undertaken for Part A: Economic Analysis is provided below.

Project inception	<ul style="list-style-type: none"> <li>• Meet with the project team to agree on methodology, timelines, outputs and information requirements.</li> </ul>
Field visits	<ul style="list-style-type: none"> <li>• Undertake a field visit to the RAC and RIP to survey retail and commercial floorspace in RAC, make observations regarding key land uses and trends in RIP, and identify key development and re-development sites.</li> </ul>
Background review	<ul style="list-style-type: none"> <li>• Review key background information including local and state planning policies.</li> </ul>
Economic Context Analysis	<ul style="list-style-type: none"> <li>• Review of population trends and forecasts, demographics of the resident population, investment profile, high level analysis of property market characteristics including sales and price information, review of labour force and employment trends, identification of key infrastructure and major projects.</li> </ul>
Consultation	<ul style="list-style-type: none"> <li>• Consult with selected key stakeholders</li> </ul>
Reservoir Activity Centre Assessment	<ul style="list-style-type: none"> <li>• Review of trends influencing activity centres</li> <li>• Forecast retail and commercial floorspace requirements</li> </ul>
Reservoir Industrial Precinct Assessment	<ul style="list-style-type: none"> <li>• Review of the existing situation, and the key trends and influences relevant to the industrial precinct.</li> <li>• Review of the economic importance of the precinct in terms of providing employment.</li> <li>• Assess future development opportunities and direction.</li> </ul>
Assessment of opportunities and linkages	<ul style="list-style-type: none"> <li>• Review of other potential linkages with precincts and major infrastructure project located beyond the Study Area (e.g. Latrobe NEIC)</li> </ul>
Issues and opportunities	<ul style="list-style-type: none"> <li>• Summarise key issues and opportunities that will influence the future economic trajectory of the RIP and RAC.</li> </ul>

## Part A: Context Analysis

## 1.0 Locational Context and Subject Precincts

This chapter provides an overview of Reservoir's locational context and the subject precincts considered by this project:

- Reservoir Activity Centre (RAC)
- Reservoir Industrial Precinct (RIP).

### 1.1 Reservoir Suburb

Reservoir is a long-established area in the northern portion of Melbourne's suburban 'middle ring'. It is situated approximately 11km northeast of Melbourne's CBD in the City of Darebin (Darebin LGA). Reservoir emerged as a standalone suburb of Melbourne in around the 1920s and takes its name from the collection of water reservoirs in the area.

Nearby suburbs include:

- Thomastown, to the north
- Kingsbury and La Trobe University (Bundoora Campus), to the east
- Heidelberg West, to the southeast
- Preston, to the south
- Coburg and Coburg North, to the southwest
- Fawkner, to the west.

Although Reservoir has historically been renowned as a 'blue collar' working class area, it is undergoing a gradual process of gentrification and urban renewal attributed to an influx of new residents – many of whom are professions – and rising property values.

Contributing to this process is Reservoir's location within Melbourne's radial public transport network which affords convenient access to central Melbourne via the Mernda Rail Line (part of Melbourne's commuter rail system).

Conventional detached brick or weatherboard houses interspersed by semi-detached townhouses and walk-up units are the predominant built form, but smaller scale apartment developments are beginning to emerge and will likely become more prevalent in the long-term as residential prices increase (this is discussed in more detail in Chapters 3 and 7).

The main local concentration of strip retail, commercial, and civic activity is RAC, located to the east and west of Reservoir Train Station. Approximately, 1.2km west of RAC is RIP – a large, established industrial precinct that plays a regionally significant role in supporting industrial activity and employment. RAC and RIP are the main focus of this engagement and are discussed in more detail at Section 1.3.

Due to the existing reservoirs, Melbourne Water are a significant land holder in Reservoir and particularly in the area immediately south of RAC. VicTrack also have a significant land holding of land in the centre which includes Reservoir Train Station and land immediately to the south.

Other notable features at Reservoir include:

- Several parks and reserves, such as:
  - Edwardes Park Lake – a 26 hectares district park containing the second largest lake in metropolitan Melbourne (Edwardes Lake)
  - JC Donath Reserve
  - Darebin Creek Reserve and adjoining parkland situated in the Darebin Creek riparian corridor.
- Recreation and community uses, including
  - Reservoir Leisure Centre
  - Darebin Community Sport Stadium
  - TW Andrews Reserve/Velodrome.
- Several schools – including Reservoir High School, Reservoir Primary School, Reservoir East Primary School, Reservoir Views Primary School, St Stephens Primary School, St Gabriel's Primary School and Reservoir West Primary School.



- Summerhill Shopping Centre – an internal shopping centre fronting Plenty Road anchored by a Coles (supermarket) and Kmart (discount department store) which is classified as a sub-regional centre by the Property Council of Australia (PCA), and a neighbourhood centre in Darebin's Planning Scheme.

In addition, Northland Shopping Centre is at the border of Preston and Reservoir, and includes Woolworths, Coles and Aldi (supermarkets), Myer (a department store), and Kmart and Target (discount department stores). Northland is classified as a superregional centre by the PCA and a subregional centre in Darebin's Planning Scheme.

Also of relevance is the commercial strip component of High Street that begins at Preston and extends south through the suburbs of Thornbury and Northcote.

## 1.2 Regional Location

The major metropolitan campus of La Trobe University (Bundoora) is located to the east of Reservoir and approximately 3km east of RAC. La Trobe was the third university established in Victoria and offers an array of undergraduate and post graduate courses across arts, science, social sciences, commerce, health, and engineering. In addition to the main university buildings, the Bundoora campus includes three on-campus residential colleges, a medical centre and private hospital, and a research and development park.

La Trobe University has plans to transform the Bundoora Campus into a world class 'University City of the Future'. This vision will 'turn the campus inside-out' and include development of a new health and wellbeing hub, sports park, town centre, student accommodation, redevelopment of the central campus, and continued focus on research and innovation. It is estimated that the University of the Future initiative will create:

- 20,000+ new jobs over the next ten years
- Education facilities for 40,000+ students
- Additional housing for 12,000 students, staff and private residents
- \$3.5 billion in Gross Regional Product (GRP) over the next ten years.

Source: <https://www.latrobe.edu.au/future-city>.

Delivery of La Trobe's 'City of the Future' at Bundoora will likely increase the desirability of neighbouring suburbs such as Reservoir and drive increased demand for housing in these areas.

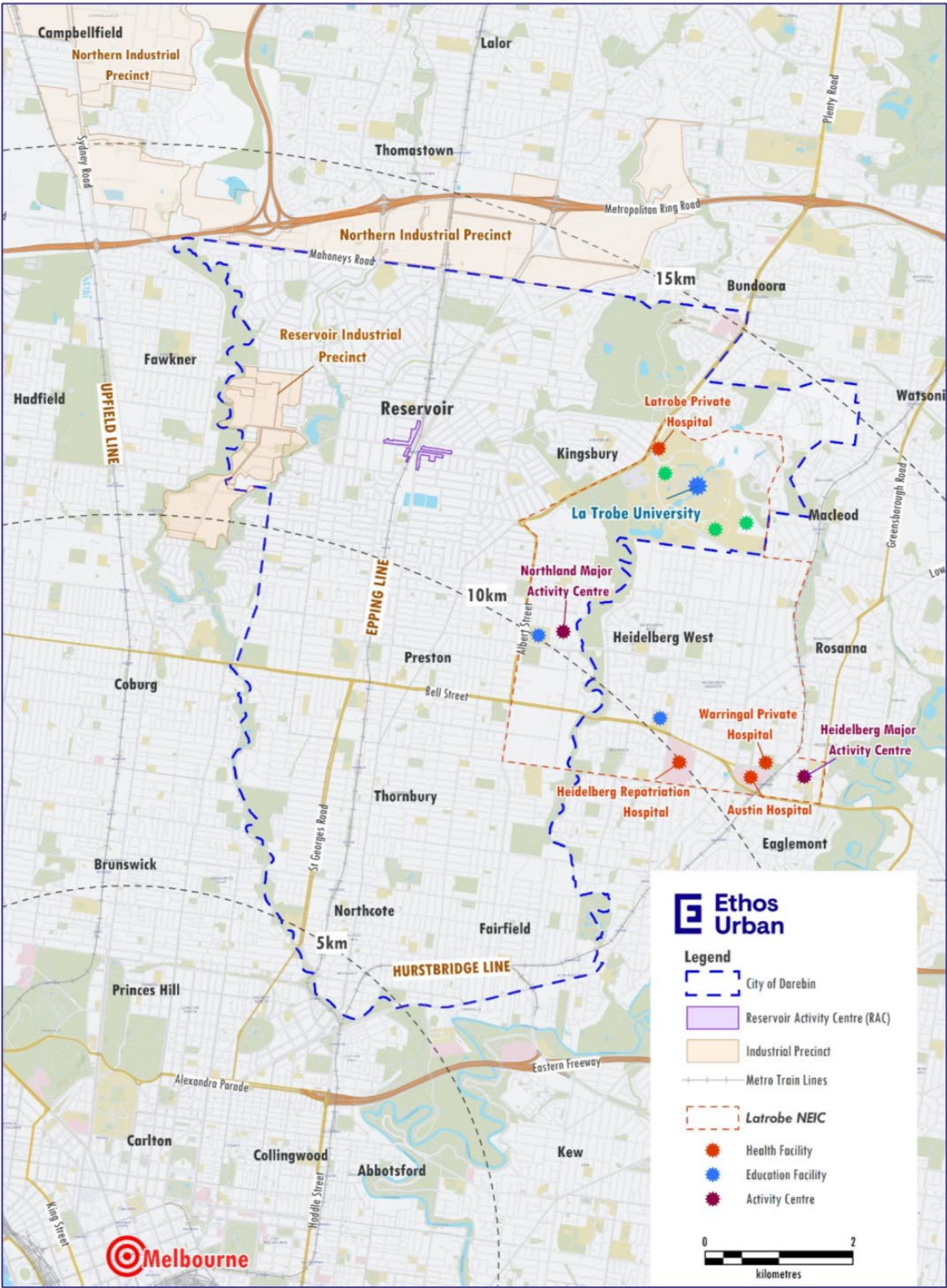
The Bundoora campus of La Trobe University and surrounding suburbs are designated in *Plan Melbourne 2017-2050* (Plan Melbourne) as a National Employment and Innovation Cluster (La Trobe NEIC). It is noted in Plan Melbourne that La Trobe NEIC includes La Trobe University, Northland Shopping Centre, Heidelberg Major Activity Centre, and Austin Biomedical Alliance Precinct, and has strengths in education, research, health, and retail.

Although the extent of the La Trobe NEIC shown in Plan Melbourne (Map 2) appears to include the suburb of Reservoir, the more recent Melbourne Industrial and Commercial Land Use Plan (MICLUP) shows the NEIC as being situated east of Albert Street and Plenty Valley Highway.

Reservoir's location in the northern reaches of Darebin LGA position it conveniently to the fast-growing municipalities of Hume and Whittlesea, which include the Northern State Significant Industrial Precinct (SSIP). The Northern SSIP comprises employment areas at Broadmeadows, Campbellfield, Somerton, Thomastown and Epping and is noted for its warehousing, freight and manufacturing activities.

Darebin LGA is one of Victoria's larger municipalities (in terms of population) and includes the inner-north suburb of Northcote and the middle ring suburbs of Preston and Reservoir. It is a diverse constituency, comprising residents from a range of ethnicities, cultures, ages, and socio-economic statuses. Darebin's accessibility to central Melbourne, relative affordability, entertainment, and cultural features, make it a desirable place to live. This is driving gentrification, increased residential prices, and more intense forms of residential development – such as apartments – particularly in the southern half of the municipality.

Figure 1.1    Reservoir and Surrounding Region



Source: Ethos Urban with MapInfo and Mapbox

### 1.3 Project Study Areas

#### Reservoir Activity Centre

RAC is the primary concentration of strip retail, commercial and civic/community uses in the suburb of Reservoir. It comprises two sub-precincts in the Commercial 1 Zone situated immediately west and east of Reservoir Train Station:

- Reservoir Village Shopping Centre – encompasses retail, commercial and civic uses primarily fronting Edwardes Street and Spring Street (service road), to the east of the rail corridor.
- Broadway Shopping Strip – comprises a strip of fine-grain shopfronts fronting Broadway and to a lesser extent High Street.

In total, RAC supports approximately 33,230m<sup>2</sup> of shopfront floorspace (occupied and vacant), based on a floorspace survey undertaken by the consultant in May 2022. Around 17,710m<sup>2</sup> (or 53%) of shopfront floorspace is in Reservoir Village Shopping Centre, with Broadway Shopping Strip supporting the balance (15,520m<sup>2</sup> or 47%). The shopfront vacancy rate is 8% or 2,770m<sup>2</sup>. A more detailed discussion of commercial and retail floorspace in RAC is outlined in Part B of this report (refer Section 7.3).

RAC is anchored by a small Coles supermarket and a SUPA IGA supermarket, both situated in the Reservoir Village portion of the centre and fronting Spring Street and Edwardes Street respectively.

Other prominent uses include:

##### Reservoir Village Shopping Centre

- Retail uses such as Bottle O (liquor store), Pizza Hut, Bakers Delight, Snappy's Pizza and Kebabs and Sergeant's Cakes
- Commercial uses including Barry Plant (real estate agent) and branches of Commonwealth Bank, NAB Bank, Westpac Bank and Australia Post (it is understood from stakeholder consultations that the NAB and Westpac branches will soon be vacating the centre).
- Community/civic uses including Reservoir Library and Decibels Youth Music Centre
- Entertainment uses such as Reservoir RSL
- Medical uses including Amplifon Reservoir, Reservoir Denture Clinic, Edwardes Street Family Clinic, Hearing Australia, and My Foot Clinic.

##### Broadway Shopping Strip

- Retail uses including a One Way Fresh (convenience supermarket), Northside Café, Loui and Frankos Pizza and Pasta and a Shell Coles Express (service station).
  - Commercial uses such as Ray White, Reservoir Taxation and Accounting Service, and Asia Pacific Migration Group
- Refer Figure 1.2.

Historically, Reservoir Station and the rail corridor formed a natural barrier that resulted in RAC functioning as two discrete activity centres. Reservoir Station's location at the edge of Zone 1 on the Mernda rail line means many residents in surrounding suburbs park at the Station before commuting to central Melbourne by train.

In late 2019, the Reservoir Level Crossing Removal Precinct was completed which delivered a rail bridge over High Street (thereby removing the previous level crossing) and a new Reservoir Station. Although this project has improved the integration of the east and west components of the activity centre, the rail corridor and High Street – which carries a high traffic volume – remain a barrier to pedestrians seeking to move through the centre.

The proposed Suburban Rail Loop North (SRL North) linking Box Hill to Melbourne Airport will include a station at Reservoir that would conceivably integrate with existing station facilities. Other proposed stations on the SRL North include Doncaster, Heidelberg, Bundoora, Fawkner, Broadmeadows. The SRL North would be completed by 2053, according to the Victorian Government. At the time of writing, it is considered to represent proposed infrastructure rather than a formal commitment.

The larger Suburban Rail Loop would consist of a 90km rail line linking the Frankston Line to the Werribee Line via Melbourne Airport. The SRL East from Cheltenham to Box Hill is the immediate focus for delivery, early planning and development. Construction of the SRL East commenced in 2022 and is expected to be completed by around 2035.



If developed, the SRL North would enhance Reservoir's strategic location within Melbourne's public transport network by providing a direct rail connection from RAC to La Trobe University's Bundoora Campus, Heidelberg (which includes the Austin Biomedical Alliance Precinct), and Melbourne Airport. In doing so, this rail connection would likely unlock benefits to RAC flowing from La Trobe's University of the Future redevelopment including increased instances of university professionals and students living in and around the centre.

The location of Reservoir Station in the heart of the centre, in conjunction with the recent increase in residential prices, provides an opportunity for more intensive forms of residential development. The opportunity for additional retail or other activity centres uses or design improvements, that would enhance RAC's local convenience role and make it a more attractive centre to visit and spend time is another prominent consideration of the study.

**Figure 1.2 Reservoir Activity Centre**



Source: Ethos Urban with MapInfo

### Reservoir Industrial Precinct

RIP comprises areas in the Industrial 1 Zone (IN1Z) and Industrial 3 Zone (IN3Z) generally located to the south of Broadhurst Avenue, west of Edgars Creek, and east of Merri Creek.

In total, RIP supports a net area (excluding roads and public open space) of approximately 160 hectares comprising 120 hectares (or 75%) in the IN1Z and 40 hectares (or 24%) in the IN3Z. Approximately 62% of net developable area is in Darebin LGA with the balance (or 38%) being in Merri-bek LGA.

For the purposes of this assessment the RIP is considered in its entirety, including Darebin and Merri-bek components. RIP is designated as 'regionally significant industrial land – existing' by the *Melbourne Industrial and Commercial Land Use Plan* (2020) (MICLUP).

RIP supports a broad mix of industrial uses, including:

- Higher order factories/manufacturing/warehousing uses
- Local service industrial uses including automotive mechanics and wreckers etc, construction depots and light industrial uses such as some trade showrooms
- Miscellaneous industrial uses as well as several gyms and some lower order wholesale/retail uses.

Accordingly, the precinct has a role in supporting both local service industrial uses as well as some higher order uses that link into regional, state or even national supply chains.

The precinct is located only 2km south of the Western Ring Road – the main orbital freeway connecting the Melbourne's northern and western suburbs. However, access to the Ring Road from RIP is through the suburban street network. This, in conjunction with a lack of undeveloped sites (of a scale available on the Melbourne's fringe), has likely precluded the development of metropolitan scale warehousing and distribution uses (comprising in excess of 30,000m<sup>2</sup> in built floorspace) that have been delivered in the Northern SSIP at Somerton and Epping.

The potential for increased land values over time to drive more intensive and higher-value employment uses is an important economic consideration, due to the RIP's inner urban location and relatively built out nature. Notwithstanding, an attribute of RIP relative to other established middle ring industrial precincts is that it still has several large vacant parcels that are available for development. This is discussed in more detail in Sections 4.1, 11.2 and 12.0 of this report.



Figure 1.3    Reservoir Industrial Precinct



Source: Ethos Urban with MapInfo and Nearmap

## 2.0 Strategic Policy Review

This chapter provides a high-level summary of those policies and plans that are most relevant to the future development of RAC and RIP.

### 2.1 Plan Melbourne 2017-2050

Plan Melbourne is the metropolitan planning strategy for Melbourne released by the Victorian State Government in 2017. It outlines directions to manage growth to 2050 that seek to integrate long-term land use, infrastructure, and transport planning to meet the future environmental, population, housing, and employment needs.

RAC is identified as a 'major activity centre' (MAC) in Plan Melbourne. Plan Melbourne defines MACs as suburban centres that provide access to a wide range of goods and services, have different attributes, and provide different functions, with some serving larger subregional catchments.

La Trobe University (Bundoora campus) and surrounding areas – including Reservoir – are defined in Plan Melbourne as an NEIC. However, a more refined map of La Trobe NEIC is provided in MICLUP (2020) which positions the NEIC to the east of Albert Street and Plenty Valley Road.

Policies of relevance in Plan Melbourne include:

- Plan for industrial land in the right locations to support employment and investment opportunities (Policy 1.1.6)
- Support the development of a network of activity centres linked by transport (Policy 1.2.1)
- Support new housing in activity centres and other places that offer good access to jobs, services, and public transport (Policy 2.2.3).

### 2.2 Melbourne Industrial and Commercial Land Use Plan

Released in 2020, MICLUP considers current and future needs for industrial and commercial land across metropolitan Melbourne and provides a framework to enable state and local government to plan for employment areas. Four overarching principles are outlined to guide the future planning of industrial and commercial land:

- The provision of long-term land supply
- Recognition of the contribution industrial and commercial areas make to state and local economies
- Providing clarity and certainty
- Supporting industry and business to innovate and grow.

To achieve these principles, MICLUP establishes a hierarchy for commercial and industrial land consisting of state, regional and local precincts.

RAC is identified in MICLUP as a 'regionally significant commercial area – existing' (refer Map 9 in Part B of the MICLUP report). MICLUP states that regionally significant commercial areas:

- Include commercial areas and places identified in Plan Melbourne as a MAC
- Are expected to deliver more intensive forms of employment uses including service industries, office and commercial activity, research and development and some large format retailing; and
- May also include residential, cultural, recreational and civic uses as part of a broader mix of activities supporting the overall employment activities.

MICLUP notes that these areas should have a primary role for economic and employment purposes with no less than 50% of the land in each precinct being allocated for these purposes.

Similarly, RIP is designated in MICLUP as 'regionally significant industrial land – existing'. It is stated that regionally significant industrial precincts are key industrial areas that contribute significantly to the local and regional economies and need to be planned and retained as key industrial areas or locations that can transition to a broader range of employment opportunities.

## 2.3 Northern Metro Framework Plan

The Northern Metro Framework Plan (NMFP) is one of six Land Use Framework Plans developed by the Department of Environment, Land, Water and Planning (DELWP) to provide regional level guidance regarding the implementation of Plan Melbourne's strategies.

It applies to the region comprising the municipalities of Darebin, Banyule, Merri-bek, Hume, Whittlesea, Nillumbik and Mitchell.

Chapter 4 in the NMFP outlines the regional directions to support Outcome 1 in Plan Melbourne – 'Melbourne is a productive city that attracts investment, supports innovation and creates jobs'. Directions of relevance include:

- Facilitate the development of the La Trobe NEIC as a provider of tertiary education and health services supported by increased transport connectivity.
- Support the development of a strong network of activity centres to provide jobs closer to where people live.
- Manage and plan for industrial precincts in the Northern Metro Region to be continued generators of economic activity and employment.

RAC and RIP are identified as 'regionally significant commercial land' and 'regionally significant industrial land' respectively, reflecting MICLUP.

The following strategic opportunities for RAC are noted:

- Establish a preferred location for higher-density residential development
- Provide a wide range of retail, employment, business, community, entertainment, and transport services
- Maximise integration with the Suburban Rail Loop (SRL) station (future SRL North), including transit orientated development opportunities.

## 2.4 Darebin Planning Scheme

### Victorian Planning Policy

Relevant sections of the Victorian Planning Policy Framework include:

- (Section 11: Settlement) Planning is to anticipate and respond to the needs of existing and future communities through the provision of zoned and serviced land for housing, employment, recreation and open space, commercial, community facilities and infrastructure.
- (Section 17 Economic Development) Planning is to provide for a strong and innovative economy, where all sectors are critical to economic prosperity.

### Local Planning Policy

The Municipal Strategic Statement (MSS) at Section 21 of Darebin's Planning Scheme is the most relevant area of local policy. It outlines an overarching vision, objectives, and strategies for managing the use and development of land in Darebin.

Key influences highlighted in the MSS on the City of Darebin include:

- Gentrification of suburbs has increased house prices and levels of residential activity.
- Strong population growth and demographic change has placed pressure on existing housing stock to meet the needs of the future population.
- Darebin's economy is transitioning from a traditional labour manufacturing industrial base to a more mixed economy with growth in the retail and services sectors.
- The departure or scaling down of traditional industrial uses has created pockets of vacant underutilised industrial land across the city.
- Growth in 'lifestyle' businesses – particularly in hospitality, arts and entertainment – in activity centres and retail strips represents the social-economic uplift of Darebin's neighbourhoods.



A Strategic Framework Plan is provided at Clause 21.01 which sets out the general pattern of land use and development to respond to key issues affecting the municipality. RAP and RIP are identified as an activity centre and a key employment precinct respectively.

Reservoir Activity Centre is described as:

- Being located at the intersection of High Street, Edwardes Street, Broadway, and Spring Street
- Fulfilling a predominately neighbourhood centre role
- Dominated by the central junction of major roads and the South Morang railway line.

It is apparent that an element of uncertainty exists regarding the role of the RAC. State policy, including Plan Melbourne and MICLUP identify the RAC as a MAC or as being 'regionally significant', while local policy identifies the centre as serving a neighbourhood role. Local policy appears to reflect the centre's current role and trading context while State policy likely reflects the potential future role of the centre having regard for its strategic location on the Mernda Line and future SRL North. RAC's role is discussed in more detail at Section 7.1.

The following areas at Reservoir are identified for urban intensification:

- Edwardes Street (between Spring Street and Edwardes Park Lake)
- Broadway (between High Street and Boldrewood Parade)
- The area immediately north-east of the Edwardes Street and Spring Street Intersection.

These areas are also designated for 'substantial housing change' by the Strategic Housing Framework Plan at Clause 21.03, and it is stated that they will support increased residential densities and housing diversity.

Aspects specifically relevant to Reservoir outlined at Clause 21.04 (Economics Development) include:

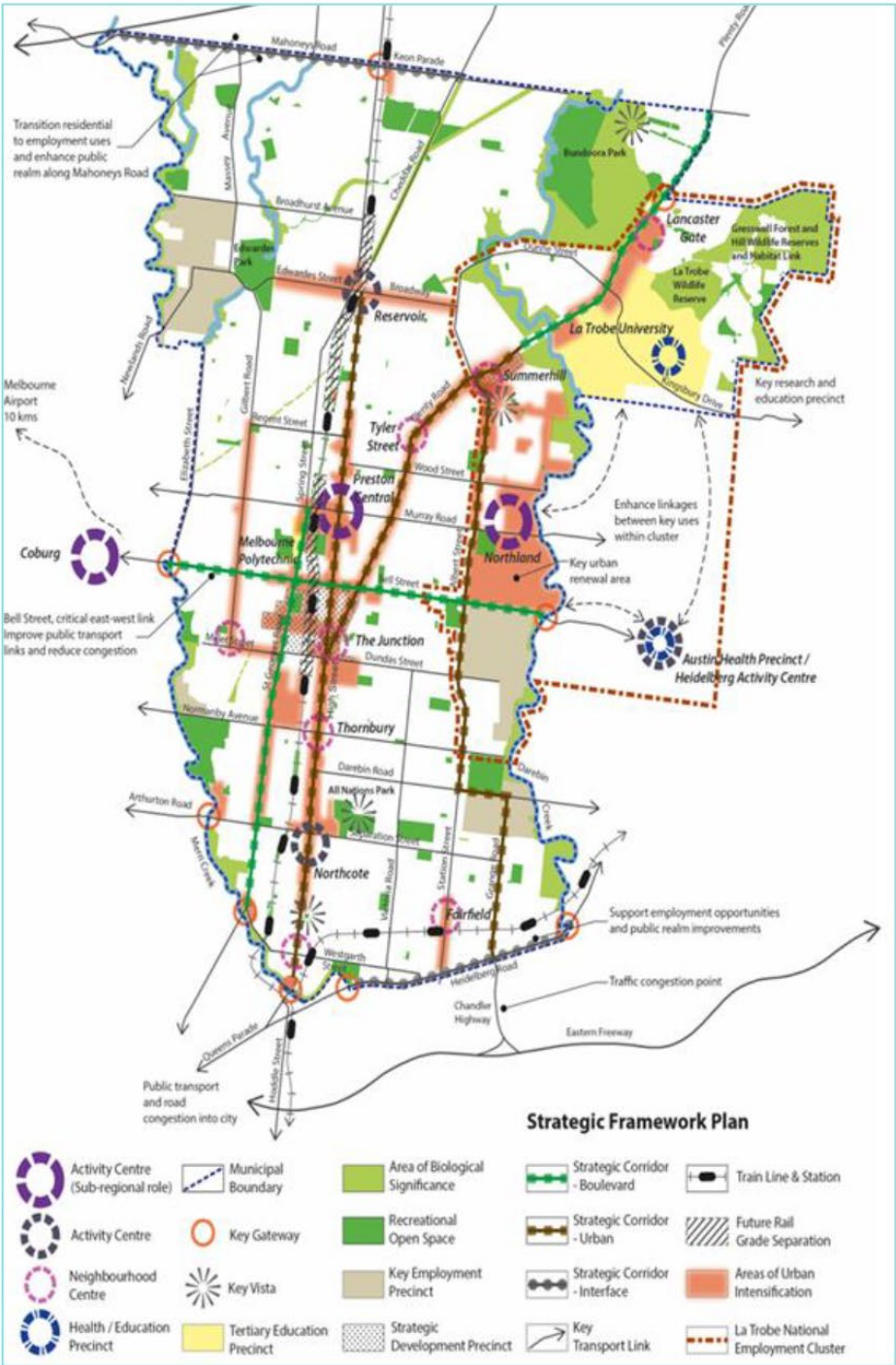
- That RIP is a 'core industrial precinct' to be retained and protected for employment. It is noted that industrial land in an inner urban setting is a scarce resource and should be used in a manner that optimises local employment.
- In the event of departure of significant numbers of large format industrial operations in the IN1Z, consider rezoning to IN3Z.
- Ensure Council continues to advocate for and facilitate advanced manufacturing firms to locate in Darebin
- Facilitate the consolidation of RAC through the separation of the rail line from roads at Reservoir Junction and redevelopment of residential land to create a 'central heart' connecting Reservoir Village and Broadway with continuous land uses and public spaces.

The aspiration for create and 'central heart' connecting Reservoir Village and Broadway flows from the document prepared in 2012 titled *Reservoir 2030 – The Reservoir Structure Plan* and is discussed in more detail in Section 2.5.

The strategy to rezone IN1Z sites to IN3Z if large occupiers depart highlights that a shift to a more flexible industrial zone such as the IN3Z is contemplated by local policy in the event the performance of RIP deteriorates.

The IN3Z is typically used as a buffer zone between IN1Z areas and sensitive uses such as residential. Compared the IN1Z, the IN3Z allows greater variety of retail opportunities including convenience shops, small scale supermarkets and associated shops in appropriate locations.

Figure 2.1 Darebin Strategic Framework Plan



Source: Darebin Planning Scheme

## 2.5 Relevant Strategic Documents

### Darebin Council Plan 2021-2025

The City of Darebin Council Plan 2021-25 (the Council Plan) outlines directions for how Council can move close to its 2041 Vision in the four years to 2025.

Council's 2041 Vision was developed through deliberative engagement with the community and is as follows:

*Darebin is an equitable, vibrant, and connected community*

*Darebin respects and supports First Nations People, values country, our diverse communities, and future generations*

*Darebin commits to mitigating the climate emergency, creating prosperity for current and future generations.*

The following four directions support this vision and will guide Council's actions and resources across the 2021 to 2025 period:

- Vibrant, Respectful and Connected – making sure our community is one where all our people are valued and no one is left behind.
- Prosperous, Liveable and Flourishing – building on Darebin's strengths in relation to business, services, and industry, and creating a city where all services and facilities to support a balanced, healthy life are accessible to residents.
- Climate Green and Sustainable – ensuring Darebin is a leader in responding to the climate emergency, and its natural environment is protected and enhanced.
- Responsible, Transparent and Responsive – recognising Council serves the community and should govern transparently and accountably.

### Darebin Health and Wellbeing Plan Profile 2021

This document builds on Council's commitment to reduce inequalities and improve human rights, as guided by *Towards Equity: Darebin City Council's Equity, Inclusion and Human Rights Framework 2019-2029*. The Plan notes that large areas of Reservoir remain very disadvantaged and have a high proportion of low-income households, social housing and unemployment.

It is outlined that Council needs to continue working with the community and other stakeholders to address the following determinants of health:

- Loneliness and social isolation
- Unemployment
- Food security
- Harm associated with gambling
- Homelessness
- Family violence and violence against women
- Racism and discrimination
- The health impacts of climate change and community safety.

Council's approaches to achieve optimal health and wellbeing outcomes for the community are centred on the following themes:

- Health equity
- Environment for health
- Life-course approach.

### Darebin Library and Learning Strategy 2020-2024

This document outlines a vision, goals, and actions to inform the provision of Library and associated services in Darebin across the four years to 2024.

It provides the following vision statement:

*By engaging with Darebin Libraries, our communities will: Connect. Discover. Learn.*

The following four goals are outlined to inform the provision of services to the community:

1. Equity of Access – provide services, resources, and facilities that enable all community members to access our libraries.
2. A Thriving and Resilient Community – promote and support the wellbeing and resilience of our community through increased opportunities for lifelong learning and social interaction
3. Welcoming safe spaces – create welcoming, safe, flexible, and inclusive physical and digital spaces.
4. Responsive Services – continue to build on Darebin Library's capacity to provide services to meet the community's needs.

It is noted that Reservoir Library and Learning Centre is one of four Darebin Libraries branches in Melbourne's northern suburbs. The others being Fairfield, Northcote, and Preston.

### Reservoir 2030 – The Reservoir Structure Plan

Undertaken in 2012, this document provided a 20-year plan for the renewal and revitalisation of RAC. It set out a vision and corresponding strategies and initiatives to guide future planning and development responding to anticipated changes at Reservoir, including:

- A likely change in the character of Reservoir to accommodate additional dwellings
- The need for shops, services, and provision of public space to improve and change to serve the increased and changing population
- The need for housing types to respond to a greater proportion of elderly residents and smaller household sizes.

The vision provided for RAC in 2030 included the following sentiments:

- Reservoir will reach its full potential through replanning and renewal investment in its streets, businesses, infrastructure, and housing – while keeping and honouring what already makes it great; and that
- Reservoir will finally have the welcoming heart it deserves by redesigning the (former) Reservoir Station and High Street area.

The Structure Plan made reference to the rail corridor being a significant barrier to pedestrian movement in the centre (noting that it was undertaken prior to the Level Crossing Removal Project). It also asserted that:

- RAC's role as a neighbourhood centre providing weekly shopping and other services, would likely come under pressure from online retail and larger regional centres.
- RAC's revitalisation would need to be commercially lead and provide the necessary attraction for new residents to consider apartment living.
- There were opportunities for increasing the retail floor area through the expansion of existing supermarkets and development of underutilised sites (such as the Council owned at-grade carpark).
- A major opportunity for retail land use could be provided if grade separation was implemented and the road network reconfigured.
- The precinct may reinvent itself by focussing on a food/beverage/café offer complemented by medium density housing.

A key priority of the Reservoir 2030 was the delivery of a 'Central Heart' comprising a redeveloped Reservoir Station and public open space connecting Reservoir Village and Broadway. It was noted that this would be unlocked by grade separation and simplification of the road network, including potentially putting the train line underground and delivering a community hub with ancillary retail, commercial and residential uses at the train station.

Although a new station and grade separation has subsequently occurred via the Reservoir Level Crossing Removal Project, it is apparent that the Central Heart has not been delivered as envisaged by the Structure Plan, with High Street remaining a significant barrier to pedestrian moving east-west (and vice versa) through the centre.



Indeed, the current traffic engineering solution that resulted from the Reservoir Level Crossing Removal Project is considered by the consultant to preclude the opportunity for a 'Central Heart' (consisting of public open space connecting Reservoir Village and the Broadway) as envisaged by the Reservoir 2030.

**Figure 2.2 Artists Impression of the Central Heart Envisaged by Reservoir 2030**



**This is how we will achieve the Central Heart:**

- Build a business case for rail grade separation and lobby government with united community support
- Simplify the road network around the junction
- Separate the rail line from the roads by putting the train line underground
- Integrate bus, train and potential tram services into the Central Heart
- Provide improved amenity for pedestrians and cyclists through the 'Central Heart' to strengthen the connections between the shopping areas
- Connect Reservoir Village and Broadway with continuous land uses and public spaces
- Provide for major retail land uses within the Central Heart to drive the revitalisation of Reservoir supported by commercial and community uses and housing
- Create a new public square, which is surrounded by active uses such as retail, cafes, restaurants and community facilities
- Advocate for the extension of Tram 112 into the Central Heart

Source: Reservoir 2030 – The Reservoir Structure Plan (August 2012)

### Better Streets Better Living – Reservoir Streetscape Master Plan 2014

This document built on the vision articulated by Reservoir 2030 and outlined physical changes to the public realm to improve RAC's urban environment. Its key objectives were to:

- Improve pedestrian amenity, safety, and quality of the local streetscape
- Create a pedestrian friendly and walkable environment which reinforces public transport, pedestrian and cyclist movements in and to the activity centre
- Plant more trees and introduce garden beds
- Support the current and future growth of the area with high quality urban open spaces
- Create a sense of place and identity for the centre
- Foster community building and pride for their centre
- Guide redevelopment of the public realm and establishment of partnerships between developers and Council
- Attract Local and State Government funding opportunities.

The following priority projects were identified to improve RAC:

- Realise the Central Heart
- Improve pedestrian permeability and safety in the centre
- Footpath replacement
- New public spaces
- New greenery (trees, garden beds etc)

- New Broadway Park
- Laneway improvements
- New pedestrian crossing on Broadway
- Redesign of Edwardes Street.

### Reservoir Major Activity Centre Economics Analysis and Market Feasibility Study

This report was prepared in 2010 by Charter Keck Cramer for Council and the (former) Department of Planning and Community Development to inform the preparation of a structure plan for Reservoir (Reservoir 2030). Its main objective was to identify economic opportunities to improve the performance of RAC.

RAC's Trade Area was identified as comprising the area bound by the Metropolitan Ring Road, Darebin Creek, Plenty Road, Regent Street and Merri Creek.

Findings of note, included that:

- Expanding the existing supermarket offer was an opportunity to enhance the role and competitiveness of the centre. An analysis of supportable supermarket floorspace indicated the capacity for at least 8,500m<sup>2</sup> in supermarket floorspace compared to the existing provision of around 2,000m<sup>2</sup> (note that it appears this analysis did not account for the SUPA IGA supermarket).
- Though the centre accommodates offices for local service and professional businesses (such as solicitor and accountants), new office development would likely be relatively small in scale and form part of a mixed-use development.
- Opportunities for more intensive residential development would primarily be in the form of townhouse developments with opportunities for apartments limited by Reservoir's lower land values.
- Several sites represent development/redevelopment opportunities for catalyst projects including car parks on Ralph Street and Bernard Street (owned by Council), the Coles supermarket and adjacent site, and the station precinct.
- The opportunity to establish a physical connection between Reservoir Village and Broadway was limited, and that attempts to connect the two areas would still result in them functioning as individual centres. This would result in each continuing to operate independently and a greater diversity of activities and business opportunities.
- New housing may potentially comprise shop-top dwellings overlooking a café precinct/piazza, affordable townhouses proximate the station or as part of mixed-use development on key corner sites.

### Darebin Housing Strategy 2012 (Revised 2015)

Prepared in 2012 by Council and revised in 2015, this document provided a framework to guide Council's role in relation to housing issues and to ensure future housing in Darebin LGA could respond to the needs of its diverse and changing constituency.

It anticipated that considerable population growth and demographic change would occur in Darebin LGA in the period to 2030, including an ageing population and a trend toward smaller households.

The following six goals were outlined to address the future challenges to housing provision in Darebin LGA:

- Plan for population growth
- Address changing demographics and diverse housing needs
- Address housing affordability concerns
- Acknowledge a changing economy
- Respond to environmental constraints and climate change.

A range of actions were outlined to respond to these goals.

Reference was made to residential market analysis by Charter Keck Cramer which informed the Strategy's preparation. This analysis found that:

- The development of multi-storey residential apartments in Darebin was only viable in Northcote, Thornbury, Preston, Fairfield and Alphington.

- Residential development in the municipality was informed by a north-south divide that was resulting in higher residential land values, and more potential for multi-storey apartment development south of Bell Street or – in more recent years – Murray Road.
- High density residential development could be viable in Reservoir in the next 5 to 20+ years, although the prevalence of new housing stock built in the period spanning 1960 to 1990 would be a constraint on redevelopment in the municipality's northern areas.

The Housing Framework Plan outlined by the Strategy designated Darebin's residential areas for either 'minimal change', 'incremental change' or 'substantial change' – in terms of the appropriate intensity of residential development.

The areas designated for substantial change – including RAC – were acknowledged as having potential to support increased residential densities and housing diversity by Clause 21.03 of the Darebin Planning Scheme (refer previous Section 2.4).

The Strategy also considered sites that could potentially be redeveloped for a higher density residential use based on their characteristics (location, size, planning context etc.). This analysis identified several sites within or nearby RAC and is considered in more detail at Section 7.6 of this report.

## 2.6 Summary and Implications

A review of relevant planning and of strategic policies makes clear that:

- RIP has a regionally significant role in supporting industry and associated employment.
- An element of uncertainty exists regarding the role of the RAC. State policy, including Plan Melbourne and MICLUP identify the RAC as a MAC or as being regionally significant, while local policy identifies the centre as serving a neighbourhood role. Local policy appears to reflect the centre's current role while State policy reflects the potential future role of the centre having regard for its strategic location on the Mernda Line and future SRL North.
- Opportunities for RAC in current planning policy include:
  - Establish a preferred location for the development of high-density residential uses
  - Provide a wide range of retail, employment, community, and other services
  - Integrate with the future SRL station and deliver transit orientated development opportunities.
- RIP is to be retained and protected for employment, and that potential exists for areas to be rezoned from IN1Z to IN3Z if several large operators in the IN1Z depart.
- Revitalisation of RAC including public realm improvements, better integration of the Reservoir Village and Broadway components, and an enhanced retail offer, have been considered by various strategic documents across the last ten years, including:
  - Reservoir Major Activity Centre Economics Analysis and Market Feasibility Study (2010)
  - Reservoir 2030 – The Reservoir Structure Plan (2012)
  - Darebin Housing Strategy 2013 (revised 2015)
  - Better Streets Better Living – Reservoir Streetscape Master Plan (2014)
  - Local Planning Policy.

While some principles contained in previous strategic documents remain relevant, delivery of the Reservoir Level Crossing Removal Project in conjunction with identification of proposed SRL North station at RAC have altered RAC's strategic context.

In particular, the development of a 'Central Heart' as envisaged in the Reservoir Structure Plan and Streetscape Master Plan (undertaken in 2012 and 2014, respectively) is now likely precluded by the traffic engineering solution delivered by the Level Crossing Removal Project. Accordingly, updating these documents to account for recent changes could be considered.



## 3.0 Regional Economic Overview

This chapter provides a broad overview of indicators and trends in the regional economy that are considered most relevant to the development context of RAC and RIP.

The discussion in this chapter should be read as context for more detailed analysis of RAC and RIP outlined in Part B and Part C of this report.

### 3.1 Study Areas of Reference

The following study areas have been applied to best understand Reservoir's economic and development context.

- **Reservoir:** Includes Reservoir North East, Reservoir North West, Reservoir South East and Reservoir South West, as defined by the 2021 ABS Statistical Level 2 (SA2) boundaries.
- **Regional Study Area:** Comprises the LGAs of Darebin, Merri-bek, Hume, and Whittlesea.
- **Greater Melbourne:** As defined by the ABS Greater Capital City Statistical Area (GCCSA). Greater Melbourne is used in this assessment as a benchmark for comparison against the Reservoir and Regional Study Areas.

These study areas have been applied as appropriate to the different datasets considered. Note, these study areas do not represent trade areas. A trade area for RAC is identified and discussed in Chapter 8.

### 3.2 Regional Population Trends and Forecasts

#### Historic Population Growth

In 2021, Reservoir had a resident population of approximately 52,070 persons. From 2011 to 2021 the population increased by +2,320 persons, representing average growth of approximately +230 persons per annum (pa) or +0.5%pa.

Population growth in Reservoir was relatively strong between 2011 and 2016, increasing by approximately +780 persons pa. However, population growth slowed between 2016 and 2019 before being significantly impacted by the COVID-19 pandemic in 2020 and 2021 when the population declined by approximately -330 and -1,980 persons, respectively.

From 2011 to 2020 the rate of population growth in Darebin LGA was slightly higher than Reservoir, due to more intensive infill development in suburbs such as Northcote and Preston (including delivery of multi-storey apartments). The rate of population decline in Darebin LGA across the 2020 to 2021 period (-4.2%) was also larger than that observed by Reservoir (-3.7%).

Due to strong growth in the metropolitan fringe municipalities of Hume and Whittlesea, the Regional Study Area's population increased by an average of +2.2%pa across the ten years, which is notably higher than the average population increase for Greater Melbourne over this period (+2.0%pa).

Recent population trends in Reservoir, the Regional Study Area and City of Darebin based on the latest available ABS estimated resident population (ERP) (updated for the 2021 ABS Census) are summarised in Table 3.1.

Recent changes in the rate of population growth and decline are shown by Figure 3.1 which illustrates that the rate of population growth in Reservoir was significantly impacted by the COVID-19 pandemic.

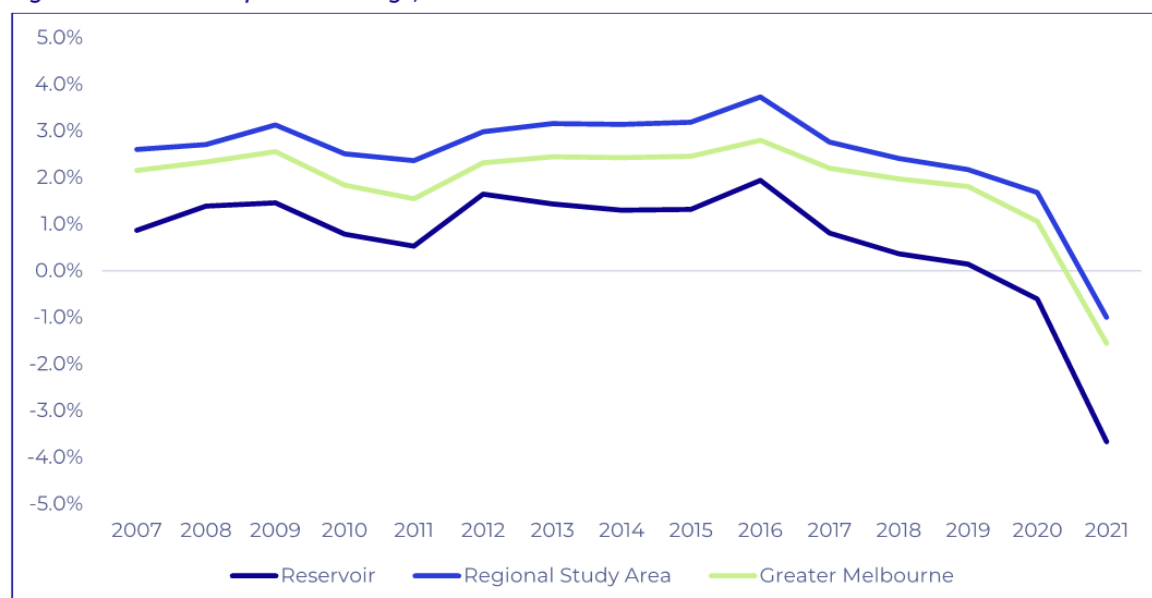


Table 3.1 Recent Population Growth

Category	2011	2016	2020	2021	2011 to 2021
<b>Population</b>					
Reservoir	49,750	53,670	54,050	52,070	+2,320
City of Darebin	142,940	155,130	156,870	150,340	+7,400
Regional Study Area	632,280	741,520	810,640	802,530	+170,250
<b>Average Annual Growth (no.)</b>					
Reservoir		+780	+100	-1,980	+230
City of Darebin		+2,440	+440	-6,530	+740
Regional Study Area		+21,850	+17,280	-8,110	+17,030
<b>Average Annual Growth (%)</b>					
Reservoir		+1.5%	+0.2%	-3.7%	+0.5%
City of Darebin		+1.7%	+0.3%	-4.2%	+0.5%
Regional Study Area		+3.2%	+2.3%	-1.0%	+2.4%
Greater Melbourne		+2.5%	+2.3%	-1.2%	+2.0%

Source: Ethos Urban; ABS Estimated Residential Population (updated for the 2021 ABS Census)

Figure 3.1 Annual Population Change, 2007-2021



Source: Ethos Urban; ABS Estimated Residential Population

### Forecast Population Growth Accounting for COVID-19

The COVID-19 pandemic resulted in a decade of strong population growth in Greater Melbourne finishing abruptly in 2020/2021. Foreigners living in Melbourne returned home and some Melbourne residents relocated to regional areas to escape lockdowns implemented to contain the spread of COVID-19. Net overseas migration had been the largest component of population growth in Melbourne for more than a decade.

The Victorian Budget 2022/23 assumes that, with broader restrictions now eased, the flow of migrants and foreign students to Victoria will increase gradually over the course of 2022 and reach pre-pandemic levels by 2023-24. Accordingly, by around 2023/24 it is expected that Victoria's population growth will normalise. Refer report titled *Victoria Budget 2022/23 Strategy and Outlook – Budget Paper No. 2*, by the Department of Treasury and Finance.

On this basis, it has been assumed that population growth in each of the three study areas will normalise by 2024, and at that time reflect the growth rate previously envisaged by *Victoria in Future 2019* (VIF2019), the Victorian Government's official population projections for LGAs and small areas. In adjusting the VIF2019 projections, it has been

assumed that the increase in annual growth from 2021 to 2024 in the study areas will increase at a share equivalent to the latest Centre for Population forecasts for the Greater Melbourne population.

Under these circumstances, it is envisaged that Reservoir would support a population of 60,760 by 2036, representing an increase of +9,750 persons across the 14 years. This would be equivalent to average growth of +700 persons pa or +1.3%pa from 2022 to 2036, accounting for the 2021 to 2024 period, in which population growth would be below that previously projected by VIF2019. Once population growth trends normalise from 2024 onwards, annual growth would average +720 or +1.3%pa (rounded) across the 12 years to 2036.

From 2022 to 2036, Darebin LGA's population is projected to increase by an average of +2,280 persons pa or +1.4%pa compared to +18,300 and +2.0%pa for the Regional Study Area.

The population growth projected for Reservoir and Darebin LGA would be attributed to infill development and urban intensification. Although Reservoir's convenient location on the Mernda Line and relative affordability are likely to be prominent factors that drive population growth in the suburb, the actual extent of growth projected will also be informed by the appetite of developers to deliver more intensive residential typologies such as multi-storey apartments.

**Table 3.2 Forecast Population Growth**

Category	2022	2026	2031	2036	2022 to 2036
<b>Population</b>					
Reservoir	51,010	53,530	56,950	60,760	+9,750
City of Darebin	146,820	154,810	166,370	178,780	+31,960
Regional Study Area	804,190	880,650	972,740	1,060,360	+256,170
<b>Average Annual Growth (no.)</b>					
Reservoir		+630	+680	+760	+700
City of Darebin		+2,000	+2,310	+2,480	+2,280
Regional Study Area		+19,120	+18,420	+17,520	+18,300
<b>Average Annual Growth (%)</b>					
Reservoir		+1.2%	+1.2%	+1.3%	+1.3%
City of Darebin		+1.3%	+1.5%	+1.4%	+1.4%
Regional Study Area		+2.3%	+2.0%	+1.7%	+2.0%
Greater Melbourne		+1.9%	+1.9%	+1.6%	+1.8%

Source: Ethos Urban; VIF2019; Cordell; ABS Dwelling Approvals

### Forecast Demographic Change

In 2022, the largest age cohort in Reservoir is young adults (20 to 39 years), accounting for 32.7% of the population, followed by seniors (25.6%), middle aged persons (19.9%), children (12.0%) and teenagers (9.8%).

From 2022 to 2036, the major anticipated change in Reservoir's age structure will be an increase in middle aged persons. It is projected that the quantum of middle-aged persons (40-54) will increase by +3,580 residents by 2036. In contrast, the senior cohort is anticipated to increase by +2,580 residents across the 14 years, followed by young adults (1,900), teenagers (+1,010) and children (+690).

Reservoir's accessibility by public transport to the CBD and relative housing affordability will likely be key factors that assist in attracting new middle-aged residents to the area. It is expected that a substantial share of new middle-aged residents will be white-collar professionals.

The anticipated demographic changes will alter the demand characteristic in Reservoir's residential market, including the needs for affordable options for families (such as three-bedroom townhouses) and options for smaller households such as middle-aged couples or singles, or seniors seeking to downsize.

Table 3.3 Forecast Population Change, by Age Group, 2022-2036

Category	2022	2026	2031	2036	Total Change, 2022 to 2036
<b>Population</b>					
Children (0-9)	6,110	6,410	6,660	6,800	+690
Teenagers (10-19)	5,000	5,250	5,770	6,010	+1,010
Young Adults (20-39)	16,680	17,510	17,760	18,580	+1,900
Middle Age (40-54)	10,170	10,680	12,280	13,750	+3,580
Seniors (55+)	13,040	13,690	14,480	15,620	+2,580
<b>Total</b>	<b>51,000</b>	<b>53,540</b>	<b>56,950</b>	<b>60,760</b>	<b>+9,760</b>
<b>Share</b>					
Children (0-9)	12.0%	12.0%	11.7%	11.2%	-0.8%
Teenagers (10-19)	9.8%	9.8%	10.1%	9.9%	+0.1%
Young Adults (20-39)	32.7%	32.7%	31.2%	30.6%	-2.1%
Middle Age (40-54)	19.9%	19.9%	21.6%	22.6%	+2.7%
Seniors (55+)	25.6%	25.6%	25.4%	25.7%	+0.1%
<b>Total</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>-</b>

Source: Ethos Urban; VIF2019

Note: The above forecasts do not take into consideration the latest ABS Census of Population and Housing data (2021). Figures rounded to nearest ten.

### 3.3 Demographic Characteristics

#### Reservoir Demographic Characteristics Compared to Other Study Areas

The socio-economic profile for Reservoir based on the 2021 ABS Census is summarised in Table 3.4 and compared to the Darebin, the Regional Study Area, and Greater Melbourne. The main findings for Reservoir include:

- **Lower median household income.** In 2021, the median household income in Reservoir was \$81,240, which was significantly lower than Darebin (\$95,360), the Regional Study Area (\$93,940) and Greater Melbourne (\$100,020). Future population growth in Reservoir will likely result in the median household income levels increasing as a greater share of professionals move into the area. An increase in the median household income would provide opportunities for local retailers to increase average turnover levels.
- **Older age structure.** The median age of Reservoir residents was 38.2 years in 2021, which is higher than Darebin (37.7), the Regional Study Area (35.5) and Greater Melbourne (37.1). This can be attributed to the higher share of residents aged 65+ years in Reservoir relative to the other study areas. A substantial elderly cohort generates a need for housing options suitable for persons seeking to downsize, such as apartments.
- **Highly diverse and multicultural population.** Residents born overseas comprised 36.4% of Reservoir's population, which is higher than Darebin (32.7%), and Greater Melbourne (35.9%), although lower than the Regional Study Area (37.8%). The main countries of origin for overseas born residents in Reservoir were Italy (6.0%), India (3.9%) and China (3.3%). Reservoir's multicultural characteristics are reflected in the retail offer of RAC which includes a range of ethnically themed businesses including Aaliyah Supermarket, Akkar Pastry and Vy Vy Bakery among others.
- **High proportion lone person households.** In 2021, both Reservoir and Darebin supported a higher share of lone person households than the Regional Study Area and Greater Melbourne. This can be attributed to Reservoir and Darebin's higher share of elderly residents, many of whom live alone. The higher representation of family households in the Regional Study Area and Greater Melbourne can be attributed to development at Melbourne's urban fringe (including in the Northern growth Corridor) where affordable residential lots with detached dwellings geared to families is the market focus.
- **Detached and semi-detached dwellings make up the majority of housing types.** In 2021, 95.6% of all occupied private dwellings in Reservoir were either separate houses or semi-detached typologies (i.e. townhouses), compared to 83.8% in Darebin. In particular, the share of flats, units and apartments in Reservoir is particularly low at 3.9%, compared to Darebin (15.6%), the Regional Study Area (9.4%) and Greater Melbourne (15.6%). Reservoir's accessibility to central Melbourne coupled with the increasing residential prices provide potential for the share of flats, units and apartments supported in the suburb to increase.

- **High proportion of residents renting.** Approximately 36.9% of households are renters in Reservoir, which is slightly below Darebin (38.6%), although substantially higher than the Regional Study Area (31.4%) and Greater Melbourne (30.3%). The higher share of renters in Reservoir relative to the Regional Study Area and Greater Melbourne is likely due to Reservoir's substantial student population due to nearby La Trobe University. (Refer share of persons attending 'University of other Tertiary Institution' in Table 3.4.).
- **Reservoir has a relatively high proportion of technicians and trade workers and labourers.** Technicians and trade workers (13.2%) and labourers (9.4%) in Reservoir accounted for a significantly higher share of workers than in the City of Darebin (10.5% and 6.7%, respectively). While professionals (26.7%) account for the top occupation in Reservoir, the share is lower than the City of Darebin (34.8%), the Regional Study Area (25.8%) and Greater Melbourne (27.4%).

**Table 3.4 Socio-Economic Characteristics, 2021**

Category	Reservoir	City of Darebin	Regional Study Area	Greater Melbourne
<u>Income</u>				
Median household income (annual)	\$81,240	\$95,360	\$93,940	\$100,020
Variation from Greater Melbourne median	-19.6%	-5.6%	-7.0%	n.a.
<u>Age Structure</u>				
0-4 years	6.1%	5.3%	6.7%	5.9%
5-19 years	13.6%	14.3%	17.8%	17.8%
20-34 years	24.6%	25.6%	24.5%	22.7%
35-64 years	38.4%	40.1%	38.2%	38.5%
65-84 years	13.8%	12.1%	10.9%	13.0%
85 years and over	3.4%	2.7%	1.8%	2.0%
Median Age (years)	38.2	37.7	35.5	37.1
<u>Country of Birth</u>				
Australia	63.6%	67.3%	62.2%	64.1%
Other Major English Speaking Countries	3.7%	6.0%	4.5%	6.4%
Other Overseas Born	32.7%	26.7%	33.3%	29.5%
% speak English only at home	57.4%	66.2%	56.3%	64.7%
<u>Household Composition</u>				
Couple family with no children	24.0%	24.1%	22.7%	24.5%
Couple family with children	27.0%	27.1%	36.3%	34.6%
Couple family - Total	51.0%	51.2%	59.0%	59.2%
One parent family	11.1%	9.5%	11.4%	10.6%
Family households - Total	63.8%	62.3%	71.9%	70.9%
Lone person household	30.9%	30.6%	23.3%	24.8%
Group household	5.3%	7.1%	4.8%	4.2%
<u>Dwelling Structure (Occupied Private Dwellings)</u>				
Separate house	63.0%	56.6%	72.4%	68.0%
Semi-detached, row or terrace house, townhouse etc.	32.7%	27.2%	17.9%	16.2%
Flat, unit or apartment	3.9%	15.6%	9.4%	15.6%
Occupancy rate	91.3%	90.2%	92.5%	90.0%
Average household size	2.4	2.4	2.7	2.6
<u>Tenure Type (Occupied Private Dwellings)</u>				
Owned outright	31.8%	29.9%	27.8%	30.4%
Owned with a mortgage	29.8%	30.1%	39.5%	37.8%
Rented	36.9%	38.6%	31.4%	30.3%
<u>Housing Costs</u>				
Median monthly mortgage repayment	\$2,000	\$2,099	\$1,934	\$2,046
Median mortgage as a share of median household income	29.5%	26.4%	24.7%	24.5%
Median weekly rents	\$367	\$392	\$390	\$400
Median rent as a share of median household income	23.5%	21.4%	21.6%	20.8%

Category	Reservoir	City of Darebin	Regional Study Area	Greater Melbourne
<u>Attending Education (% of those attending)</u>				
Pre-school	9.3%	8.2%	8.8%	8.4%
Infants/Primary	27.9%	26.4%	31.5%	30.8%
Secondary	20.7%	21.4%	23.3%	24.4%
Technical or Further Educational Institution	12.4%	10.4%	10.3%	9.5%
University or other Tertiary Institution	24.2%	29.5%	21.1%	22.2%
Other type of educational institution	5.5%	4.2%	5.0%	4.5%
<i>% of total population attending education</i>	<i>22.2%</i>	<i>24.5%</i>	<i>26.4%</i>	<i>25.9%</i>
<u>Occupation</u>				
Professionals	26.7%	34.8%	25.8%	27.4%
Clerical and administrative workers	13.3%	12.1%	13.3%	13.1%
Technicians and trades workers	13.2%	10.5%	13.2%	12.4%
Managers	11.5%	14.3%	11.9%	14.1%
Community and personal service workers	11.5%	10.3%	11.6%	10.7%
Labourers	9.4%	6.7%	8.7%	8.0%
Sales workers	8.1%	7.3%	8.4%	8.4%
Machinery operators and drivers	6.2%	3.9%	7.0%	5.9%

Source: ABS Census of Population and Housing, 2021

### Demographic Characteristics Within Reservoir

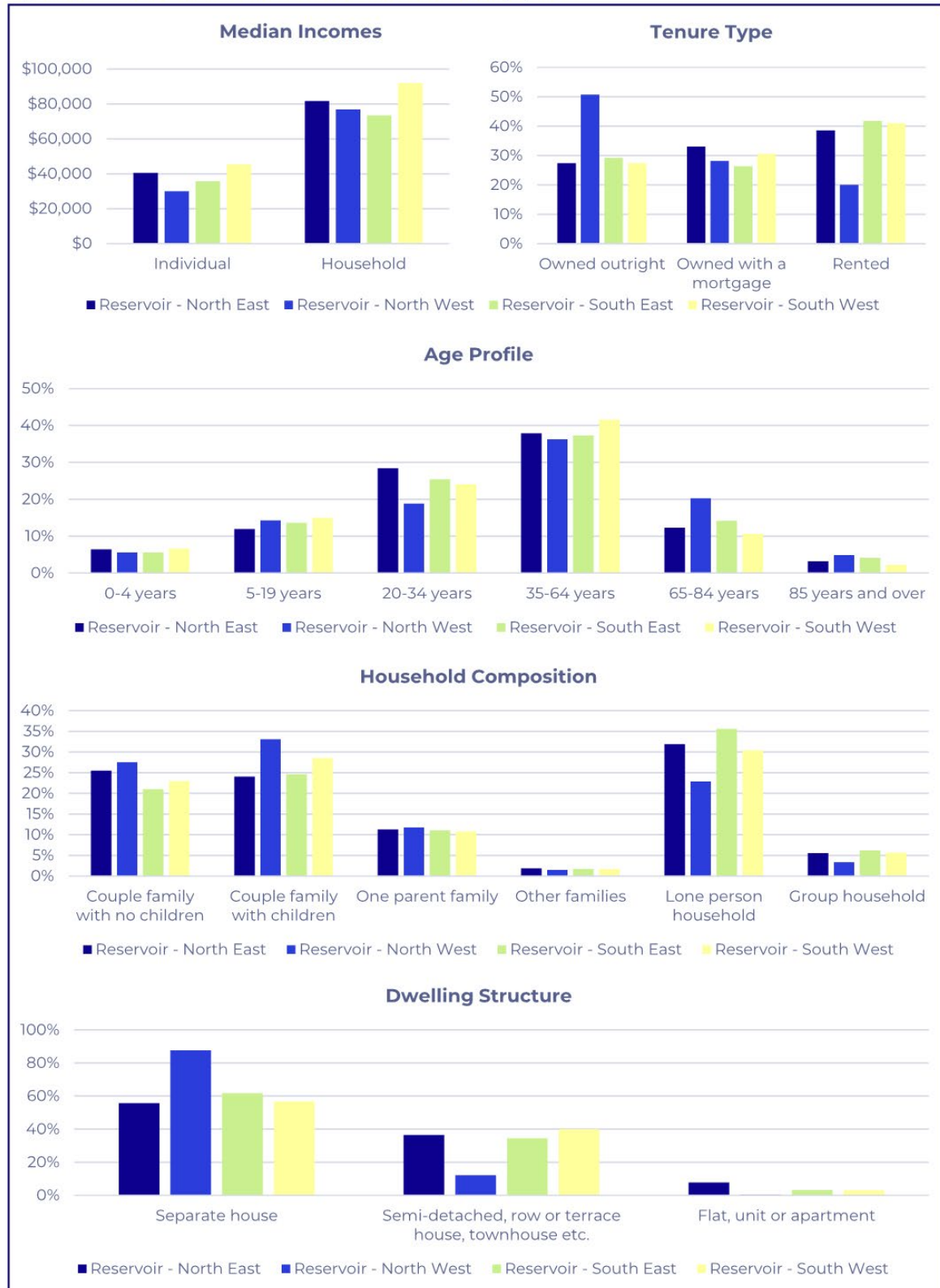
Variations in the demographic characteristics also exist within the Reservoir study area. Having regard for the four SA2's (North East, North West, South East and South West) within Reservoir, the following is noted (refer Figure 3.2):

- The median household Incomes is higher in Reservoir South West (\$91,870) and Reservoir North East (\$81,620), relative to Reservoir North West (\$76,820) and Reservoir South East (\$73,450)
- The median age in Reservoir North West's (43.1 years) is well above Reservoir's median age (38.2 years), while median age in Reservoir North East is much younger (36.8 years) due to this areas proximity to La Trobe University.
- Residents in Reservoir North West are more likely to be living as couples with children (33.1%) and without children (27.5%), while Reservoir South East has the highest share of lone person households (35.6%).
- Separate housing is the dominant structure in Reservoir North West (87.6%). Comparatively, separate housing in Reservoir North East comprises only 55.7% of dwellings, with greater shares in semi-detached (36.4%) and apartments (7.7%).
- Residents in Reservoir North West are more likely to own their dwelling outright (50.7%) or with a mortgage (28.2%), while the remaining SA2s have a high share of renters.

In essence, residents in Reservoir North West are more likely to be older, earn lower incomes, and live in a conventional detached house they own outright, compared to residents in the balance of Reservoir who are generally younger, earn higher incomes, and are more likely to live in a semi-detached typology or apartment (relative to Reservoir North West).



Figure 3.2 Socio-Economic Characteristics within Reservoir, by SA2



Source: ABS Census of Population and Housing, 2021; Ethos Urban

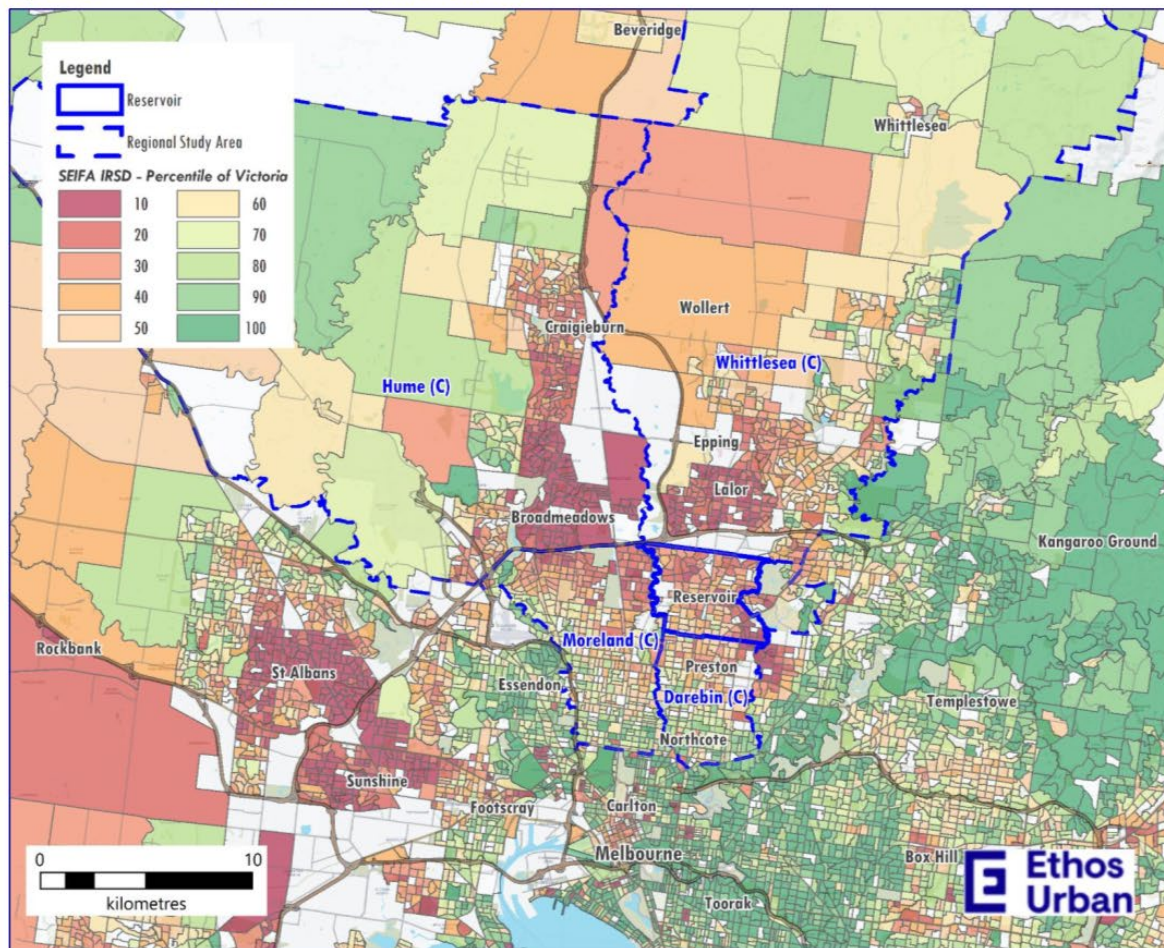
### SEIFA Index Results in Melbourne's North West

The Socio-Economic Indexes for Areas (SEIFA) measures the relative level of socio-economic disadvantage and/or advantage based on 2016 Census data (noting that SEIFA data for the 2021 Census is not yet available).

The Index of Relative Socio-Economic Disadvantage (IRSD) by percentile of Victoria for SA1 (statistical areas) in the northern suburbs of Melbourne, is shown by Figure 3.3. In Reservoir, the majority of SA1's have percentiles between 0 and 30.

This indicates that Reservoir is an area with a higher levels of disadvantage relative to the Victorian average, with a higher number representing higher relative socio-economic advantage and a lower number socio-economic disadvantage. At the metropolitan level, Melbourne's northern and western regions have higher levels of socio-economic disadvantage relative to the balance of the city.

**Figure 3.3 SEIFA Index Results in Melbourne's North**



Source: ABS SEIFA (2016); Ethos Urban

### 3.4 Residential Labour Force

Between 2011 and 2021, the number of residents at Reservoir employed in the consumer services sector occupations increased by +3,990 (rounded), resulting in the share of the total labour force employed in consumer services increasing from 57.6% to 70.1%, across this period.

Health care and social assistance (3,500 jobs), education and training (2,260 jobs), retail trade (2,230 jobs), and construction (2,230 jobs), were the four largest subsectors for employment in 2021. Health care, and social assistance, education and training, professional, scientific, and technical services and construction observed the largest increase in total jobs between 2011 and 2021.

Manufacturing (-670 jobs) and wholesale trade (-230 jobs) were the only industries that experienced a decline in the residential labour force between 2011 and 2021.

Broadly speaking, the employment structure and trends of Reservoir's resident labour force reflects that of most urban areas in Australia, whereby most existing and new residents in the labour force work in the consumer services sector.

However, it is noted that share of Reservoir's labour force employed in industrial related sectors such as construction, manufacturing, and transport, postal and warehousing (22.7%) is particularly high for a middle ring suburb and can be attributed to the nearby RIP and Reservoir's proximity to the NorthernSSIP. For reference, only 17.2% of Darebin's labour force were employed in industrial related sectors in 2021.

The industry structure of Reservoir's resident labour force is shown by Table 3.5 and was based on the recently released 2021 Census data.

**Table 3.5 Reservoir Labour Force, 2011-2021**

Category	2011		2021		Darebin - 2021	Change 2011-2021	
	No.	% Share	No.	% Share	% Share	No.	% Increase
<b>Primary Sector</b>							
Agriculture, Forestry and Fishing	50	0.3%	100	0.4%	0.4%	+50	+100.0%
Mining	30	0.2%	30	0.1%	0.1%	0	0.0%
<b>Sub-Total</b>	<b>80</b>	<b>0.4%</b>	<b>130</b>	<b>0.6%</b>	<b>0.6%</b>	<b>+50</b>	<b>+62.5%</b>
<b>Secondary Sector</b>							
Construction	1,660	9.0%	2,230	9.9%	7.6%	+570	+34.3%
Manufacturing	2,310	12.5%	1,640	7.3%	5.7%	-670	-29.0%
<b>Sub-Total</b>	<b>3,970</b>	<b>21.5%</b>	<b>3,870</b>	<b>17.3%</b>	<b>13.2%</b>	<b>-100</b>	<b>-2.5%</b>
<b>Tertiary Sector</b>							
<b>Producer Services</b>							
Electricity, Gas, Water and Waste Services	190	1.0%	230	1.0%	1.0%	+40	+21.1%
Financial and Insurance Services	880	4.8%	1,010	4.5%	4.8%	+130	+14.8%
Information Media and Telecommunications	440	2.4%	440	2.0%	2.7%	0	0.0%
Rental, Hiring and Real Estate Services	220	1.2%	310	1.4%	1.4%	+90	+40.9%
Transport, Postal and Warehousing	1,160	6.3%	1,230	5.5%	3.9%	+070	+6.0%
Wholesale Trade	870	4.7%	640	2.9%	2.4%	-230	-26.4%
<b>Sub-Total</b>	<b>3,760</b>	<b>20.4%</b>	<b>3,860</b>	<b>17.2%</b>	<b>16.1%</b>	<b>+100</b>	<b>+2.7%</b>
<b>Consumer Services</b>							
Accommodation and Food Services	1,360	7.4%	1,570	7.0%	6.9%	+210	+15.4%
Administrative and Support Services	830	4.5%	910	4.1%	3.3%	+80	+9.6%
Arts and Recreation Services	290	1.6%	420	1.9%	2.7%	+130	+44.8%
Education and Training	1,360	7.4%	2,260	10.1%	11.7%	+900	+66.2%
Health Care and Social Assistance	2,200	11.9%	3,500	15.6%	16.0%	+1,300	+59.1%
Professional, Scientific and Technical Services	1,280	6.9%	1,980	8.8%	12.2%	+700	+54.7%
Public Administration and Safety	1,170	6.3%	1,690	7.5%	8.0%	+520	+44.4%
Retail Trade	2,130	11.6%	2,230	9.9%	9.1%	+100	+4.7%
<b>Sub-Total</b>	<b>10,620</b>	<b>57.6%</b>	<b>14,560</b>	<b>64.9%</b>	<b>70.1%</b>	<b>+3,940</b>	<b>+37.1%</b>
<b>Sub-Total Tertiary Sector</b>	<b>14,380</b>	<b>78.0%</b>	<b>18,420</b>	<b>82.2%</b>	<b>86.2%</b>	<b>+4,040</b>	<b>+28.1%</b>
<b>Total</b>	<b>18,430</b>	<b>100.0%</b>	<b>22,420</b>	<b>100.0%</b>	<b>100.0%</b>	<b>+3,990</b>	<b>+21.6%</b>

Source: ABS Census of Population and Housing, 2011 - 2021 (via Tablebuilder)

Note: Figures rounded



### 3.5 Workforce (Jobs)

At the 2021 Census, most people employed in occupations located in the suburb of Reservoir worked in the consumer services sector (60.1%). For reference, the share of Darebin LGA's workforce employed in the consumer services sector was even higher (72.4%).

Between 2011 and 2021, the number of workers employed in the consumer services sector increased substantially by +1,810 workers (or +55.7%).

Notwithstanding, the industrial related sectors of construction, manufacturing, and transport, postal and warehousing accounted for 29.3% of the local jobs, compared to 18.9% in Darebin LGA, highlighting the RIP's role in supporting local industrial employment.

Between 2011 and 2021 the manufacturing sector contracted by approximately 380 jobs (or -21.7%), down to a total of 1,230 jobs or 14.6% of the workforce, overtaken by the health care and social assistance industry which supports 1,630 jobs or 19.4% of the workforce. Broadly speaking, the decline in manufacturing jobs is a long-established trend throughout Australia attributed to the offshoring of manufacturing jobs due to Australia's relatively high per-unit labour costs and technological advancement.

COVID-19 has highlighted the vulnerabilities associated with of global supply chains, and a process of nearshoring is now occurring whereby companies are seeking to manufacture goods closer to consumers to reduce supply chain risk. But whether this reverses the long-term structural decline of jobs in Australia's manufacturing sector is uncertain.

Other large employing industries in 2021 in Reservoir were education and training (15.3%) and retail trade (14.7%).

Overall, Reservoir's workforce industry structure in 2021 broadly reflected that of Darebin LGA, noting that Reservoir had lower share of consumer services sector jobs and a higher share of traditional industrial activities such as construction and manufacturing, relative to Darebin LGA.

The industry structure of Reservoir's workforce (i.e. persons who work in Reservoir) is shown by Table 3.6 and was based on recently released 2021 Census data.

Having regard to Reservoir's labour force (employed residents) and workforce (those who work in Reservoir), it is apparent that a large share Reservoir residents participating in the labour force travel out of the suburb for work. In 2021, approximately 22,420 residents at Reservoir were in the labour force compared to a workforce (or jobs) of approximately 8,420 located in Reservoir.

Table 3.6 Reservoir Workforce, 2021

Category	2011		2021		Darebin - 2021	Change 2011-2021	
	No.	% Share	No.	% Share	% Share	No.	% Increase
<b>Primary Sector</b>							
Agriculture, Forestry and Fishing	40	0.6%	100	1.2%	0.5%	+60	+150.0%
Mining	0	0.0%	0	0.0%	0.2%	0	-
<b>Sub-Total</b>	<b>40</b>	<b>0.6%</b>	<b>100</b>	<b>1.2%</b>	<b>0.7%</b>	<b>+60</b>	<b>+150.0%</b>
<b>Secondary Sector</b>							
Construction	550	8.4%	860	10.2%	7.7%	+310	+56.4%
Manufacturing	1,750	26.8%	1,230	14.6%	7.8%	-520	-29.7%
<b>Sub-Total</b>	<b>2,300</b>	<b>35.2%</b>	<b>2,090</b>	<b>24.8%</b>	<b>15.5%</b>	<b>-210</b>	<b>-9.1%</b>
<b>Tertiary Sector</b>							
<b>Producer Services</b>							
Electricity, Gas, Water and Waste Services	40	0.6%	60	0.7%	0.4%	+20	+50.0%
Financial and Insurance Services	110	1.7%	140	1.7%	1.6%	+30	+27.3%
Information Media and Telecommunications	30	0.5%	70	0.8%	1.4%	+40	+133.3%
Rental, Hiring and Real Estate Services	110	1.7%	180	2.1%	1.5%	+70	+63.6%
Transport, Postal and Warehousing	280	4.3%	380	4.5%	3.4%	+100	+35.7%
Wholesale Trade	370	5.7%	340	4.0%	3.3%	-30	-8.1%
<b>Sub-Total</b>	<b>940</b>	<b>14.4%</b>	<b>1,170</b>	<b>13.9%</b>	<b>11.5%</b>	<b>+230</b>	<b>+24.5%</b>
<b>Consumer Services</b>							
Accommodation and Food Services	280	4.3%	440	5.2%	8.1%	+160	+57.1%
Administrative and Support Services	160	2.5%	270	3.2%	2.8%	+110	+68.8%
Arts and Recreation Services	120	1.8%	160	1.9%	2.2%	+40	+33.3%
Education and Training	590	9.0%	1,030	12.2%	15.3%	+440	+74.6%
Health Care and Social Assistance	970	14.9%	1,630	19.4%	16.4%	+660	+68.0%
Professional, Scientific and Technical Services	310	4.7%	440	5.2%	6.6%	+130	+41.9%
Public Administration and Safety	210	3.2%	340	4.0%	6.3%	+130	+61.9%
Retail Trade	610	9.3%	750	8.9%	14.7%	+140	+23.0%
<b>Sub-Total</b>	<b>3,250</b>	<b>49.8%</b>	<b>5,060</b>	<b>60.1%</b>	<b>72.4%</b>	<b>+1,810</b>	<b>+55.7%</b>
<b>Sub-Total Tertiary Sector</b>	<b>4,190</b>	<b>64.2%</b>	<b>6,230</b>	<b>74.0%</b>	<b>83.8%</b>	<b>+2,040</b>	<b>+48.7%</b>
<b>Total</b>	<b>6,530</b>	<b>100.0%</b>	<b>8,420</b>	<b>100.0%</b>	<b>100.0%</b>	<b>+1,890</b>	<b>+28.9%</b>

Source: ABS Census of Population and Housing, 2011 - 2021 (via Tablebuilder)

Note: Figures Rounded

### 3.6 Business Counts

Across the six years to June 2021, the number of businesses in Reservoir has consistently increased on an annual basis, indicating a relatively healthy local economy.

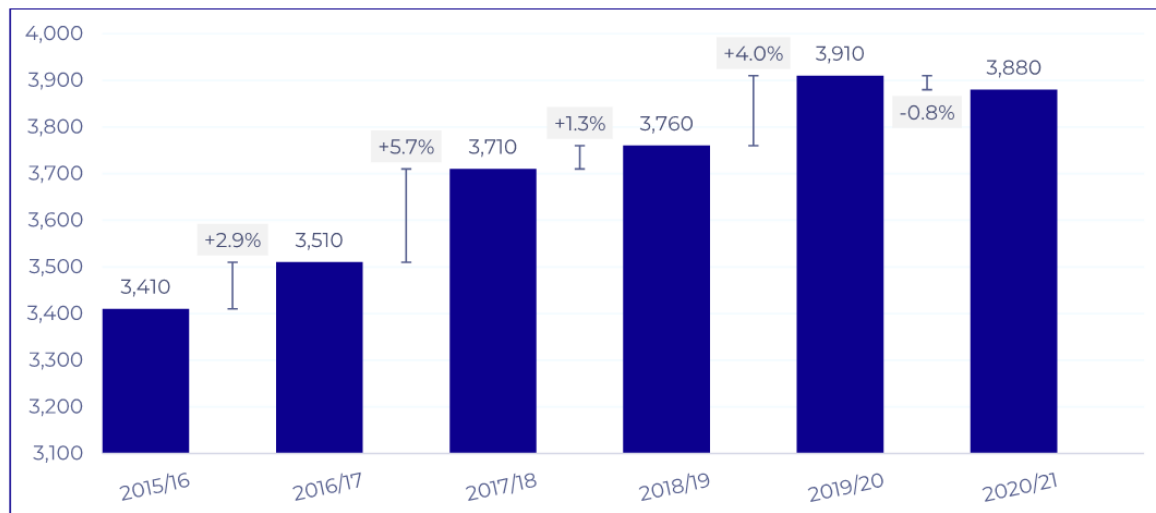
On average, +90 new businesses established in Reservoir per year across the six years. This accounts for the decline in businesses (-30) which occurred between 2020 and 2021 (year ending June) due to the COVID-19 pandemic.

Between 2015 and 2021 (year ending June) the largest increase in businesses was in the transport, postal and warehouse sector (+190 businesses), followed by professional, scientific, and technical services (+90), both of which provide a positive outlook for the RIP. Other sectors experiencing growth in businesses include administrative and support services (+50), and health care and social assistance (+50).

Throughout Australia's major cities, the transport, postal and warehousing sector is increasing as continued growth in e-commerce increases supply chain throughput.

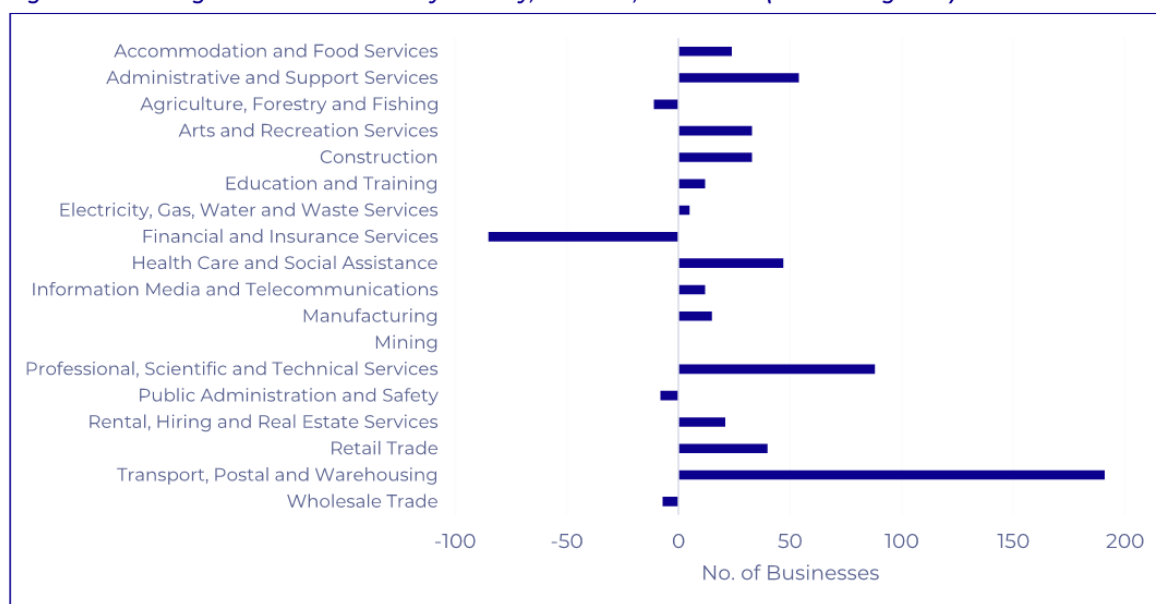
Four industries observed a decline in the number of businesses located at Reservoir across the six years: financial and insurance services (-90), agriculture, forestry and fishing (-10), public administration and safety (-10), and wholesale trade (-10).

**Figure 3.4 Total Business Counts, Reservoir**



Source: ABS Counts of Australian Businesses

**Figure 3.5 Change in Business Counts by Industry, Reservoir, 2016 to 2021 (Year ending June)**



Source: ABS Counts of Australian Businesses

### 3.7 Housing Development Trends

From 2017 to 2021, some 2,020 dwellings (rounded) were approved in Reservoir, representing an average of approximately 400 dwellings pa over the period. The number of approvals per year was relatively steady over this period indicating that Reservoir's residential market is underpinned by relatively stable demand drivers. Since 2020, the average number approvals per year was slightly higher (420 approvals).

Compared to Darebin LGA, and in particular Preston and Northcote, new dwellings in Reservoir have primarily been semi-detached/townhouse typologies. From 2017 to 2021, the majority (or 70.0%) of dwelling approvals in Reservoir were semi-detached/townhouse dwellings, while houses (20.0%), apartments up to three storeys (2.5%) and apartments four storeys and above (7.5%) made up the remainder.

In particular, the share of new dwelling approvals that were apartments of four storeys and above in Reservoir (7.5%), was substantially lower than Northcote (23.1%), Preston (37.5%) and Darebin LGA (21.9%). This highlights that a substantial market and developer interest for multistorey apartments is yet to emerge at Reservoir, unlike in Preston and Northcote which have a higher median house prices due to their closer proximity to central Melbourne.

Apartments (both above and below three storeys) represent a small share (10.0%) of total occupied dwellings based on the dwelling structure information from the 2016 Census for Reservoir. It is likely that the share of apartments will increase, particularly if more unit developments come online, including multi-storey apartments.

**Table 3.7 Residential Building Approvals, 2017 to 2021 (Year ending December)**

Category	2017	2018	2019	2020	2021	Average (2017 to 2021)	Share (2017 to 2021)
<b>Reservoir</b>							
Houses	70	120	70	70	70	80	20.0%
Semi-detached/Townhouse	320	260	250	280	310	280	70.0%
Apartments (Up to 3 Storeys)	0	20	4	0	50	10	2.5%
Apartments (4 Storeys and Above)	0	0	60	50	20	23	7.5%
<b>Total Residential</b>	<b>390</b>	<b>400</b>	<b>380</b>	<b>400</b>	<b>450</b>	<b>400</b>	<b>100.0%</b>
<b>Northcote (East and West SA2s)</b>							
Houses	30	30	30	30	30	30	23.1%
Semi-detached/Townhouse	80	30	40	20	100	50	38.5%
Apartments (Up to 3 Storeys)	0	10	20	0	10	10	7.7%
Apartments (4 Storeys and Above)	50	30	70	0	20	30	23.1%
<b>Total Residential</b>	<b>160</b>	<b>100</b>	<b>160</b>	<b>50</b>	<b>160</b>	<b>130</b>	<b>100.0%</b>
<b>Preston (East and West SA2s)</b>							
Houses	60	60	40	20	40	40	12.5%
Semi-detached/Townhouse	130	130	180	180	80	140	43.8%
Apartments (Up to 3 Storeys)	20	10	40	0	10	20	6.3%
Apartments (4 Storeys and Above)	90	150	140	60	170	120	37.5%
<b>Total Residential</b>	<b>300</b>	<b>350</b>	<b>400</b>	<b>260</b>	<b>300</b>	<b>320</b>	<b>100.0%</b>
<b>City of Darebin</b>							
Houses	230	260	190	160	180	200	19.0%
Semi-detached/Townhouse	660	510	540	590	560	570	54.3%
Apartments (Up to 3 Storeys)	70	30	90	0	70	50	4.8%
Apartments (4 Storeys and Above)	250	180	310	170	220	230	21.9%
<b>Total Residential</b>	<b>1,210</b>	<b>980</b>	<b>1,130</b>	<b>920</b>	<b>1,030</b>	<b>1,050</b>	<b>100.0%</b>

Source: ABS Building Approvals

Note: Figures Rounded.

### 3.8 Investment Trends in Non-Residential Building Approvals

From January 2019 and December 2021, non-residential building investment in Darebin LGA comprised:

- \$209.4m or 28.5% for commercial buildings
- \$76.4m or 10.4% for industrial buildings
- \$450.1m or 61.2% for other non-residential buildings.

Of the other non-residential building investment, education and entertainment/recreation buildings where the main focus for investment. Investment in industrial buildings was dominated by warehouses, while commercial investment was primarily attributed to retail and wholesale trade buildings, and transport buildings. In particular, the \$77.9m for transport buildings and offices is likely to be attributed to the redevelopment of Reservoir Train Station.

Table 3.8 Non-Residential Building Approvals, City of Darebin

(\$m's)	2019	2020	2021	Total (2019 to 2021)	% Share (2019 to 2021)
<b>Commercial</b>					
Retail and wholesale trade buildings	\$31.1	\$17.1	\$60.5	\$108.6	14.8%
Transport buildings	\$3.4	\$0.8	\$77.9	\$82.1	11.2%
Offices	\$5.3	\$6.4	\$5.7	\$17.4	2.4%
Commercial buildings n.e.c.	\$0.0	\$1.3	\$0.0	\$1.3	0.2%
<b>Commercial Buildings - Total</b>	<b>\$39.8</b>	<b>\$25.6</b>	<b>\$144.1</b>	<b>\$209.4</b>	<b>28.5%</b>
<b>Industrial</b>					
Factories and other secondary production buildings	\$1.1	\$3.4	\$3.0	\$7.5	1.0%
Warehouses	\$21.3	\$10.5	\$36.4	\$68.2	9.3%
Agricultural and aquacultural buildings	\$0.1	\$0.5	\$0.0	\$0.6	0.1%
Other industrial buildings n.e.c.	\$0.0	\$0.0	\$0.1	\$0.1	0.0%
<b>Industrial Buildings - Total</b>	<b>\$22.5</b>	<b>\$14.5</b>	<b>\$39.5</b>	<b>\$76.4</b>	<b>10.4%</b>
<b>Other Non-residential</b>					
Education buildings	\$112.4	\$35.3	\$53.5	\$201.2	27.3%
Religion buildings	\$0.0	\$0.4	\$7.3	\$7.7	1.0%
Aged care facilities	\$31.2	\$0.0	\$0.6	\$31.7	4.3%
Health buildings	\$3.8	\$3.7	\$2.8	\$10.3	1.4%
Entertainment and recreation buildings	\$5.1	\$33.9	\$72.1	\$111.2	15.1%
Short term accommodation buildings	\$0.0	\$18.5	\$0.8	\$19.3	2.6%
Other non-residential n.e.c.	\$39.4	\$22.3	\$6.9	\$68.6	9.3%
<b>Other Non-residential - Total</b>	<b>\$191.9</b>	<b>\$114.1</b>	<b>\$144.1</b>	<b>\$450.1</b>	<b>61.2%</b>
<b>Total Non-residential</b>	<b>\$254.1</b>	<b>\$154.2</b>	<b>\$327.6</b>	<b>\$735.9</b>	<b>100.0%</b>

Source: ABS Building Approvals

### 3.9 Major Projects Pipeline

Darebin LGA's pipeline of potential major projects (valued over \$50 million) has been collated using the Cordell Connect database (refer Table 3.9). Key findings are as follows:

- Two projects above \$50m are located in **Reservoir**, including a \$74m social housing development anticipated to be completed by 2023 and a new infill industrial redevelopment by Logos, anticipated to be completed by 2026. The social housing project will include two apartment complexes, comprising 57 social housing dwellings. The Logos development consists of a new prime-grade multi-unit industrial estate, including last-mile logistic components, based on information from Cordell Connect and media reports<sup>2</sup>.
- Latrobe University's **City of the Future Plan** has an estimated project value of \$1.5 billion and will play a transformational role in the region. Latrobe University anticipates that the project will create \$5 billion of investment, create 20,000+ new jobs, provide an additional 40,000 places for students and generate \$3.5 billion of gross regional product over 10 years.
- Level crossing projects** in Bell Street, Cramer Street, Murray Road and Oakover Road are nearing full completion with the level crossings now removed, although works on the stations and surrounds remain ongoing. These projects have an estimated project value of \$564m. It is anticipated these stations will be finalised by late 2022.

<sup>2</sup> Refer <https://www.theurbandeveloper.com/articles/logos-transactions-huntingwood-reservoir-logistics-estate> and <https://www.realcommercial.com.au/news/logos-makes-640m-industrial-play-in-major-capitals>

Additionally, the Keon Parade level crossing is currently in its planning phase. It is expected to cost \$150m and be completed in 2024.

- **Northcote Plaza** is set for redevelopment with a planning permit having recently been approved. It will include four residential towers supporting more than 600 apartments, as well as 6,500m<sup>2</sup> of new retail space and a standalone office tower. Construction is anticipated to begin in 2023 and be completed by 2025.
- Redevelopment of the **Preston Market** is anticipated to occur in the near-term and will include a redevelopment of the market and the inclusion of residential apartments. The redevelopment will require investment in the order of \$100 million (for Stage 2). Planning for the Preston Market site is currently underway.
- A new \$64m **Northcote aquatic and recreation centre** is anticipated to be completed by 2023.
- The balance of major projects in Darebin are **residential and mixed-use developments** including the remaining a \$150m social housing project in Northside Preston Village, which will include 51 townhouses and 231 apartments, and a build to rent development in Preston, comprising 459 apartments.

Overall, the pipeline of major projects in Darebin is relatively diverse and comprises a range of projects delivered by the public and private sectors. These projects will conceivably play a role in supporting local construction related business and jobs, including some business located in RIP.

The proposed Logos development indicates there is appetite for industrial development targeted at higher order warehousing and logistics tenants in RIP. The potential new investment in RIP is discussed further in Part C of this report.

The pipeline of multi-storey apartment developments in Darebin delivered by private developers, is focused on Preston and Northcote, rather than Reservoir. This reflects recent dwelling approvals trends discussed in Section 3.7. The only major residential project in Reservoir (above \$50 million) is a social housing development.



Table 3.9 Future Developments, City of Darebin

Address	Suburb	Comments	Status	Estimated Project Value (\$)	Estimated Completion
Plenty Road & Kingsbury Drive	Bundoora	Latrobe University Bundoora Campus University City of the Future	Early	\$1,500,000,000	2033
Bell Street, Cramer Street, Murray Road & Oakover Road	Preston	Bell Street, Cramer Street, Murray Road & Oakover Road Preston Rail Level Crossing Removal - Mernda Line	Commenced	\$564,000,000	2022
25 Separation Street	Northcote	Northcote Green Mixed-Use Buildings (Northcote Plaza)	Possible	\$500,000,000	2025
Keon Parade	Keon Park	Keon Parade Level Crossing Removal - Mernda Line	Possible	\$250,000,000	2025
26 Oakover Road	Preston	Northside Preston Village Bell Social Housing	Firm	\$150,000,000	2024
St Georges Road	Preston	St Georges Road Build-to-Rent Development	Early	\$137,700,000	2027
251 -253 Murray Road	Preston	Preston Market Mixed Use Development Stage 2	Possible	\$100,000,000	2026
11 High Street & Walker Street	Northcote	High Street & Walker Street Residential Buildings	Possible	\$77,100,000	2025
Oakover Road, Railway Place West, Stokes & Penola Streets	Preston	Oakover Road Preston Public Housing Renewal	Early	\$75,000,000	2027
37-45 Nisbett Street & 48-50 Clingin Street	Reservoir	Nisbett & Clingin Streets Social Housing Complex Stage 1 & 2	Commenced	\$74,000,000	2023
180 Victoria Road	Northcote	Northcote Aquatic & Recreation Centre	Firm	\$63,500,000	2023
Radford Rd	Reservoir	Logos Logistics Estate	Early	\$50,000,000	2026
687-717 High Street, 19 Regent Street & 58-60 William Street	Preston	Preston Toyota Site Build-To-Rent Development	Early	\$50,000,000	2031

Source: Cordell

### 3.10 Property Sales and Price Trends

#### Residential

Recent residential sales price trends for Reservoir, nearby suburbs (Bundoora, Preston, Fawkner, Coburg and Northcote) and Darebin LGA are shown in Table 3.10. Note that Fawkner and Coburg are in neighbouring Merri-bek LGA, while the suburb of Bundoora includes areas in both Darebin LGA and Whittlesea LGA.

In 2021 (year ending December), the median house price in Reservoir was \$950,000, which was lower than the median for the Darebin LGA (\$1.2 million) – which includes Northcote (\$1.7 million) and Preston (\$1.4 million). Also, higher than Reservoir was Coburg (\$1.2 million), however, Bundoora and Fawkner were lower.

The relative difference in house prices between these suburbs, broadly reflects the established Melbourne trend in which suburbs located closer to the central Melbourne – or more accessible to central Melbourne by road or public transport – have higher prices relative to those that are not.

For example, though Northcote, Preston and Reservoir are each in the same transport corridor, the premium price achieved by Northcote (compared to Preston and Reservoir) is attributed to its proximity to the CBD and status as a 'trendy' inner suburb.

Table 3.10 Property Price Trends, 2017-2021

Category	2017	2018	2019	2020	2021	AAG % (2017 to 2021)	AAG % (2019 to 2021)
<b>Houses</b>							
<b>Reservoir</b>	<b>\$817,000</b>	<b>\$785,000</b>	<b>\$750,000</b>	<b>\$810,000</b>	<b>\$950,000</b>	<b>+3.8%</b>	<b>+12.5%</b>
Bundoora	\$751,500	\$730,500	\$730,000	\$746,000	\$880,000	+4.0%	+9.8%
Preston	\$996,000	\$970,000	\$935,000	\$1,050,000	\$1,246,000	+5.8%	+15.4%
Fawkner	\$705,000	\$716,500	\$665,000	\$716,500	\$815,000	+3.7%	+10.7%
Coburg	\$1,000,000	\$963,000	\$935,500	\$1,098,000	\$1,257,250	+5.9%	+15.9%
Northcote	\$1,335,000	\$1,381,000	\$1,312,000	\$1,490,000	\$1,745,000	+6.9%	+15.3%
<b>Darebin LGA</b>	<b>\$990,000</b>	<b>\$972,500</b>	<b>\$968,000</b>	<b>\$1,055,000</b>	<b>\$1,241,500</b>	<b>+5.8%</b>	<b>+13.2%</b>
<b>Units*</b>							
<b>Reservoir</b>	<b>\$534,000</b>	<b>\$571,250</b>	<b>\$561,000</b>	<b>\$590,000</b>	<b>\$643,500</b>	<b>+4.8%</b>	<b>+7.1%</b>
Bundoora	\$432,500	\$442,500	\$419,000	\$470,000	\$460,000	+1.6%	+4.8%
Preston	\$451,450	\$500,500	\$501,000	\$550,000	\$640,000	+9.1%	+13.0%
Fawkner	\$473,000	\$505,800	\$475,000	\$512,000	\$571,000	+4.8%	+9.6%
Coburg	\$496,000	\$533,500	\$548,000	\$537,500	\$578,220	+3.9%	+2.7%
Northcote	\$529,500	\$564,500	\$585,500	\$620,000	\$658,500	+5.6%	+6.1%
<b>Darebin LGA</b>	<b>\$506,250</b>	<b>\$540,000</b>	<b>\$545,000</b>	<b>\$590,000</b>	<b>\$640,000</b>	<b>+6.0%</b>	<b>+8.4%</b>

Source: Pricerfinder

\*Units incorporates semi-detached dwellings

Nonetheless, a median price of \$950,000 for Reservoir for conventional houses positions is in the price threshold (of approximately \$850,000 or higher) where multistorey apartment buildings begin to be viable due to trade-off in price between a conventional dwelling and an apartment being large enough for an apartment to be a sufficiently attractive purchase. The opportunity for multistorey apartments at Reservoir is discussed further in Part B of this report.

The increase in price for all suburbs from 2019 to 2021 was substantially higher than in the preceding period and can be attributed to the economic effects of the COVID-19 period, including very low interest rates and strong demand due to lower discretionary spending making it easier for buyers to save deposits.

From 2019 to 2021, the median house price in Reservoir increased by +12.5% on an average annual basis, which was lower than Darebin (+13.2%), and significantly lower than Northcote (+15.3%), Preston (+15.0%) and Coburg (+15.9%), reflecting the higher demand for residential property in these suburbs relative to Reservoir.

In 2021, the median house price in Reservoir was approximately \$950,000, having increased from \$750,000 in 2019, which equates to growth of +12.5% pa. Therefore houses in Reservoir are approximately \$300,000 more affordable (rounded) than the median price for Darebin LGA (\$1.2 million).

The Pricerfinder database also provides residential sales data for properties it classifies as 'units'. These include semi-detached typologies (such as townhouses and terraces), as well as walk-up units and multi-storey apartments.

The median price of units in Reservoir in 2021 was \$643,500, which is lower than Northcote, but higher than Preston, Fawkner, Coburg and Bundoora. The median price for units is impacted by a suburb's composition of different unit typologies. Hence, it is likely that Reservoir's higher median unit price relative to other suburbs (except Northcote) is attributed to its higher share of townhouses and terraces and lower prevalence of apartments. A townhouse or terrace will typically fetch a premium price relative to an apartment of similar specifications due to the land component.



## 4.0 Stakeholder Consultation Findings

A summary of key findings from the stakeholder consultations is outlined in this chapter.

### 4.1 Stakeholder Consultation Background

To inform preparation of this report, consultations were undertaken with the following stakeholders identified by Council in partnership with the consultant:

- **Chris James**, Executive Director at North Link – A business network and regional economic development advocacy group representing businesses in Melbourne's northern region.
- **Ashely McInnes**, Directory (Communications and Stakeholder Engagement) at La Trobe University; and **Kellie Watson**, Community Relations Manager at La Trobe University.
- **Penelope Jamieson**, Reservoir Village Centre Manager.
- **John Sweeney**, Vice President of Reservoir Traders Association

Individual consultations involved phone calls or meetings by video conference. During these discussions the consultant sought to gain information regarding the stakeholder's:

- Relationship to Reservoir and the project
- Current issues and opportunities affecting the potential for RAC and/or RIP to attract investment
- Other considerations that may be of relevance.

In addition to the above stakeholders, the consultant undertook phone calls with the following local real estate agents to gain an on-the-ground appreciation of current market conditions in the RAC and RIP:

- **Michael Love**, Love and Co
- **Harry Kontossis**, Barry Plant
- **Jake George**, CBRE
- **Matt Dompietro**, Hudson Bond

Insights from discussion with agents are also highlighted where appropriate in Part B and Part C of the report.

Conversations were undertaken on the basis that the feedback and opinions of individual stakeholders would remain confidential. Accordingly, only the key themes that emerged from the stakeholder consultation process are outlined.

### 4.2 Stakeholder Consultation Findings

The following key findings from stakeholders are highlighted according to broad theme:

#### Economic and demographic shifts

- The suburb of Reservoir is gradually gentrifying and undergoing a demographic and socio-economic shift towards a higher share of white-collar professionals. New residents are attracted to the locality because of its relative affordability and public transport access to central Melbourne.
- The shift of the broader economy from traditional manufacturing to advanced manufacturing and services will have implications for Reservoir.

#### Economic Attributes and Opportunities in Melbourne's North

- Melbourne's northern region has a prominent industrial role. The Northern SSIP includes industrial precincts at Somerton, Campbellfield, Thomastown and Broadmeadows. It is noted for its higher-order freight and logistics, food manufacturing activities; and specialised functions such as caravan manufacturing. The region has well established supply chains that support various manufacturing functions, although some of these supply chains were impacted by the closure of the Ford's assembly line in Broadmeadows.
- La Trobe University's City of the Future is currently the most significant economic opportunity in the region and involves an extensive transformation of existing facilities. Of particular relevance is development of the Research and Innovation Precinct which will aim to create new opportunities through networks of research and entrepreneurship and support the commercialisation of research and ideas. It will include the following innovation hubs:

- **Australian Food Innovation Centre** – a dedicated research and development hub in partnership with CSIRO focused on scaling up new innovative food products.
- **Bio Innovation Hub** – providing 'wet' lab space (i.e. lab space for the analysis of drugs, chemicals and other biological matter) and specialist facilities to support emerging bio-technology and agri-technology companies in commercialising their research.
- **Digital Innovation Hub** – which aims to connect La Trobe and its technology partners with businesses to improve their processes, products, and services using digital products and improving digital workforce skills.
- Delivery of the City of the Future project had been ongoing for around two years. Plenary group is the main developer. The Bio Innovation Hub will be the first of the proposed facilities within the Research and Innovation Precinct to be completed and is expected to commence operating in 2023.
- The SRL North would involve the development of a commuter rail line between Reservoir and key economic infrastructure in the northern region including La Trobe's Bundoora Campus and Austin Biomedical Alliance Precinct (which both form part of La Trobe NEIC), Heidelberg MAC, Box Hill Metropolitan Activity Centre and Melbourne.
- Delivery of the SRL North will likely enhance Reservoir's attractiveness to residents who work at these key economic centres, or businesses with supply chain or other linkages to these locations.
- However, it must be acknowledged that SRL North is a long-term opportunity (with completion before 2053) that is currently not committed and funded. This raises the question as to how Reservoir and the above economic centres can be linked via public transport before SRL North is delivered, or in the event SRL North is not delivered.
- The opportunity for the number 11 Tram to be extended to Reservoir should be explored. This Tram currently terminates at West Preston.

#### Opportunities for Economic Partnerships and Linkages

- The proximity of Reservoir to the La Trobe Campus and the Austin Precinct provides an opportunity for workforce connections, knowledge transfers, supply chain and other linkages to form that could stimulate local economic activity that support additional jobs.
- Better public transport connection between Reservoir, the La Trobe Campus and the Austin Precinct would benefit Reservoir. Currently a bus service from RAC to the La Trobe Campus operates only during semester periods. Potential may exist for a public transport service connecting Reservoir, the La Trobe Campus and the Austin Precinct, or even all future stations identified as part of SRL North as a stop-gap measure before SRL North is delivered (or if it is not delivered at all).
- Potential also exists for benefits to be unlocked through partnerships between businesses in Reservoir and institutions in the La Trobe NEIC. For example, there is an opportunity for consultation with businesses in Reservoir's industrial area to shape the type of programs offered by the Research and Innovation Precinct at La Trobe's Bundoora Campus.
- However, Reservoir is perceived to lack the organisations that would contribute to this dialogue, due to the Reservoir Village Trader's Association not including business in Broadway Shopping Strip, and there not being an organisation to represent businesses in RIP.
- Thrive Reservoir is an example of the type of programs that could be delivered through successful partnerships with local businesses. This 10-week program was delivered by La Trobe University in concert with the Victorian Government and City of Darebin and comprised two-hour weekly workshops across a range of topics including business model development, entrepreneurial thinking, digital strategy, financial modelling and ethical supply chains.

#### Reservoir Activity Centre

- RAC's role, business offering and aesthetics have remained broadly consistent for many years.
- Reservoir Village has historically been the main focus for retailing due to the Coles and Supa IGA supermarket, while Broadway's business mix has a much higher share of local professional services such as real estate agents.
- The variety of retail in the RAC was identified by stakeholders as being a key area requiring improvement, and there is perceived to be limited examples of high performing tenancies that drive visitation to the centre.
- Gaps in the retail offer identified by stakeholders include:
  - Fashion retailers
  - Homewares retailers
  - Book stores and gift shops

- Uses that would support a night-time economy such as restaurants open in the evening or a wine bar. The share of retailers open in the afternoon on weekends was not as being significantly limited.
- The impact of COVID-19 lockdowns on the centre in recent years was likely softened by the Federal Government's job keeper program and increased daytime trade from residents during lockdowns. Vacancies did not significantly increase during the COVID-19 period, although COVID-19 was observed to change in consumer habits due to the significant increase in persons working from home.
- Although the new Library is valued by the community, feedback from some stakeholders was that its establishment has not resulted in a material increase to the number of persons visiting the centre. In contrast, the recent closure of the ANZ Bank Branch was observed to have affected trade of other business in the centre. It was also recently announced that both the Westpac and National Bank branches would be vacating the centre, which will further affect business trade and will leave the Commonwealth Bank branch as the only bank in the centre.
- Antisocial behaviour and social issues are perceived to have recently increased in the centre – partly due to the relocation of Reservoir Police Station. The Council-owned car park in Reservoir Village is perceived to be a location where antisocial behaviour is occurring. The closure of the library building, and a lack of passive surveillance are likely contributing to issues in this location according to stakeholders.
- Perceptions of poor safety in RAC was highlighted by stakeholders as a key issue that is discouraging people from coming to the centre – particularly families with children – and is reducing of the centre's attractiveness in the eyes of visitors and prospective tenants.
- A special rate only applies to Reservoir Village component of the centre. Expanding the special rate to include Broadway has been considered in the past.
- Delivery of the Level Crossing Removal Project was a missed opportunity due to the design's emphasis on vehicle traffic over facilitating a pedestrian link between the Reservoir Village and the Broadway.
- More intensive residential development in and proximate the RAC is a significant opportunity for the centre, but the potential for this is limited by a lack of large developable sites.
- Development co-working space geared to local residents working from home a number of days per week is another potential opportunity and would likely be included in the mixed-use scheme including retail, and shop-top residential apartments.
- RAC is in need of a significant project – such as a multi-storey apartment development – that sets the tone for future revitalisation and demonstrates to the market what is possible.

#### Reservoir Industrial Precinct

- RIP has a lower profile relative to other industrial areas in Melbourne's northern suburbs including those in the Northern SSIP. It contains a diverse mix of industrial activities rather than being specialised in a particular collection of uses (such as pharmaceuticals manufacturing, logistics, etc), and is considered a secondary grade market (in real estate terms).
- Although RIP is proximate to the Western Ring Road and relatively well located to central Melbourne, it can only be accessed via residential streets. This limits its desirability in the eyes of potential tenants that generate a high volume of truck movements such as freight and logistics uses.
- Although the RIP is largely built out, several large vacant sites are still undeveloped. One of these large, vacant sites is currently owned by Logos who intend to develop it for a prime grade business park, based on information from the Cordell Connect database and media reports. This development could be a game changer for the precinct, and a catalyst for major institutional developers acquiring other larger sites for similar schemes. In time, the existence of prime grade buildings will likely push up rents and drive redevelopment of underutilised sites.
- Existing industrial businesses seeking to relocate from other industrial precincts in the inner north due to rising rents, lack of space etc are a major component of demand.
- Future redevelopment of sites for higher-order industrial activities in the RIP could stem from a range of potential opportunities including:
  - Regional manufacturing and associated supply chains; and
  - Last mile warehousing.
- In the longer term, a shortage of industrial land in Melbourne, including northern Melbourne, will likely increase industrial land prices and may unlock the opportunity for more intensive industrial activities at Reservoir including multistorey warehousing and manufacturing.
- The establishment of the Australian Food Innovation Centre and Bio Innovation Hub at La Trobe Bundoora's Research and Innovation Precinct could result firms choosing to locate at RIP due to its proximity to the Bundoora

campus. These firms might have come into existence through the commercialisation of research and seek a location that enables them to retain links to La Trobe's Research and Innovation facilities.

- Potential exits for a growing sovereign manufacturing role and increase in demand for health-related products resulting from the pandemic to play a greater role in driving industrial development in Melbourne's northern region and the RIP.

### 4.3 Darebin City Council Strategic Advocacy Tasks

Council have identified a range of initiatives to assist in revitalising Reservoir that will form the basis of their strategic advocacy with the Victorian and Federal Governments, including:

- Extend and expand the work of the Reservoir Revitalisation Board to create local jobs, skills and training opportunities.
- Immediately fix the safety issues at the Boldrewood Parade and Broadway intersection in Reservoir.
- Immediately introduce an electric orbital bus route along the proposed Suburban Rail Loop corridor, connecting Reservoir to Sunshine, Melbourne Airport, Fawkner, La Trobe University and National Employment and Innovation Cluster.
- Fund a feasibility study to extend the 11 tram route to Edwardes Street and establish an interim electric bus service for this route.
- Connect La Trobe University to Burnley Station via the Chandler Highway with a new bus route and express lane.
- Upgrade the 14 tram stops along the 86 route to accessible stops.

Council's desire for an electric bus route for the SRL North corridor reflects feedback from other stakeholders for an interim public transport connection that would link Reservoir to other economic nodes in Melbourne's north (including Melbourne Airport, La Trobe University, Heidelberg MAC, and Austin Biomedical Alliance Precinct), noting that the SRL North would be completed by 2053 (if delivered).

Investment is also sought for a range parks and gardens infrastructure, including:

- \$500,000 for the construction of the Edwardes Lake Playspace
- \$3m each for Donath East Pavilion, John Hall Pavilion and KP Hardiman Pavilion
- \$1m to build the Ruthven Wetland
- \$56,000 for trees and fitness equipment at GE Robinson Park
- \$8,000 for seats and trees at Tracey Reserve
- \$86,000 for a playspace upgrade and trees at CH Sullivan Park
- Rewilding Cheddar Road with 500,000 plants, shrubs and grasses.

Council is also seeking up to \$60 million to redevelopment the Reservoir Leisure Centre for a Health and Wellbeing Hub to address local socio-economic challenges.

### 4.4 Summary and Implications

Stakeholder consultations highlighted that Reservoir is a suburb in transition with a strategic location that:

- Is attractive to prospective residents seeking convenient public transport access to central Melbourne; and
- Is proximate:
  - Other industrial activities and supply chains in Melbourne's north including those supported by the Northern SSIP
  - La Trobe NEIC which includes La Trobe University's Bundoora campus and the Austin Biomedical Alliance Precinct.

Ongoing development of La Trobe's 'University of the Future' and the potential development of the SRL North was also considered to have potential to influence Reservoir's economic trajectory. The establishment of partnerships between business groups at Reservoir and La Trobe University is viewed as important to unlock benefits associated with the campus' redeveloped including the research and innovation components. The lack of a representative organisation for RIP businesses is considered to limit the potential partnerships, as does the fact that the Reservoir Trader's Association only comprises businesses in Reservoir Village.

Better connecting Reservoir to La Trobe NEIC by public transport is considered another important opportunity to improve economic linkages, noting that the SRL North is not committed infrastructure. Indeed, the delivery of direct

public transport linkages between the different components of the La Trobe NEIC and nearby economic centres including Reservoir is viewed as a factor that would support the NEICs economic logic and identification in policy.



## 5.0 Considerations for Investment Attraction

Key considerations arising from the analysis and discussion provided in Part A are outlined below.

### Reservoir is strategically located in the Greater Melbourne area

Reservoir is in the northern portion of Melbourne's suburban 'middle ring' and approximately 11km northeast of the CBD. The High Street/Mernda Rail Line transport corridor which bisects RAC affords Reservoir residents convenient access to central Melbourne. The suburb's strategic location within the public transport network is an important attribute that will drive future population growth. Delivery of the SRL North in the long-term would enhance Reservoir's public transport credentials if constructed. Moreover, La Trobe University's plans to transform the Bundoora Campus into a world class 'University City of the Future' will conceivably increase the desirability of neighbouring suburbs including Reservoir.

### RAC is an established strip centre bisected by a major rail and road corridor

RAC is the primary concentration of strip retail, commercial and civic/community uses in the suburb of Reservoir and consist of two discrete activity nodes separated by the High Street/Mernda Rail Line transport corridor – Reservoir Village (to the west) and Broadway Shopping Strip (to the east). Although the completion of the Level Crossing Removal Project in 2019 improved integration between the east and west nodes, the rail corridor and High Street remain a barrier to pedestrians moving through the centre.

### Revitalisation of RAC is contemplated in planning policy

RAC is identified in MICALUP as a regionally significant commercial area. Its revitalisation including public realm improvements, better integration of east and west components, and an improved retail offer, have been considered by various strategic documents and local planning policy. Although some aspirations have fallen by the wayside such as development of a 'Central Heart' as envisaged by Reservoir 2030, many principles contained in these documents remain relevant.

### The potential for RIP to transition to a broader range of employment opportunities is considered in planning policy

RIP is designated in MICALUP as regionally significant industrial land. Accordingly, it will need to be planned and retained as a key industrial area, or a location that can transition to a broader range of employment opportunities. Local planning policy highlights that inner urban industrial land is a scarce resource that should be used in a manner that optimises local employment. It contemplates the rezoning of RIP areas from IN1Z to the IN3Z if a significant number of large industrial operators in the IN1Z depart. In essence, while the RIP needs to be retained for industry, planning policy does afford the flexibility, if needed, for the land use mix to evolve.

### Urban intensification will drive future population growth in Reservoir

It is estimated that Reservoir's population will increase by +9,750 persons from 2022 to 2036, having regard to VIF2019 and accounting for the effects of COVID-19. This represents annual growth of +700 persons pa or +1.3%pa across the 14-year period. The population increase projected for Reservoir would be attributed entirely to infill development and urban intensification, and be informed by the suburb's accessible location, relative affordability, as well as the appetite of developers to deliver more intensive residential typologies such as apartments.

### Population growth has potential to alter the Reservoir's socio-economic and demographic structure

At the 2021 Census, Reservoir residents were more likely to be older, born overseas, and have lower household incomes, relative to the Regional Study Area and Greater Melbourne average. In the long-term, population growth at Reservoir will likely result in a slight decline in the median age and an increase in the median household income as more professionals move into the suburb. An increased residential population coupled with an increased prevalence of high-income households would provide an opportunity for retailers to improve turnover levels resulting in a higher quality retail offering.

### **Although Reservoir residents are mainly work in the consumer services sector, a significant share of residents are employed in industrial related sub-sectors**

The employment structure and trends for Reservoir's resident labour force broadly reflects that of most urban areas in Australia, whereby the consumer sector supports the majority of jobs and is the main focus for new employment. Health care and social assistance; education and training; and retail trade; were three major subsectors that employed Reservoir residents at the 2021 Census. The share of Reservoir's labour force employed in industrial related sectors of construction, manufacturing, and transport, postal and warehousing (22.7%) is particularly high for a middle ring suburb and can be attributed to the nearby RIP and Reservoir's proximity to the NorthernSSIP.

### **The majority of jobs in Reservoir are in the consumer services sector, but local industries also play an important role in supporting local jobs**

At the 2021 Census, most people employed in jobs located in the suburb of Reservoir worked in the consumer services sector (60.1%), with the sub-sectors of health care social assistance and education and training being a key focus. Between 2011 and 2021, the number of workers employed in the consumer services sector increased substantially by +1,810 workers (or +55.7%). Notwithstanding this, manufacturing was the largest individual industry (by jobs) in Reservoir in 2021 and supported or 14.6% of the workforce, although between 2011 and 2021 the sector contracted by approximately 520 jobs (or -29.7%). In particular, the industrial related sectors of construction, manufacturing, and transport, postal and warehousing accounted for 29.3% of the local jobs, compared to 18.9% in Darebin LGA, highlighting the RIP's role in supporting local industrial employment.

### **The number of businesses in Reservoir has increased in recent years driven by growth in the transport, postal and warehousing sector**

Between 2015 and 2021 (year ending June) approximately 90 new businesses established in Reservoir that were in the transport, postal and warehouse sector. Throughout Australia's major cities and industrial regions, the transport, postal and warehousing sector is increasing as continued growth in e-commerce increases supply chain throughput and demand for warehouse space for consumer goods.

### **Reservoir has a mature residential market with new development primarily being semi-detached dwellings such as townhouses or terraces**

The majority (or 70.3%) of dwellings recently approved in Reservoir were semi-detached/townhouse typologies according to the ABS. RAC is not yet a location for multi-storey apartments – notwithstanding some limited examples of two-storey apartments adjacent the centre. In particular, the share of recent dwelling approvals that were apartments four storeys and above in Reservoir was only 6.4% and indicates that a substantial market and developer interest for multistorey apartments is yet to emerge in the suburb.

### **Current residential price levels may unlock potential for multistorey apartment developments**

The median house price in Reservoir was \$950,000 in 2021, which is significantly more affordable than both Preston (\$1,246,000) and Northcote (\$1,745,000). Theoretically, Reservoir's house price is now at a level whereby larger multistorey apartment buildings can be developed due to the trade-off in price between a conventional dwelling and an apartment being sufficient to attract purchasers. The extent of multistorey apartment development will be informed by the appetite of developers and associated factors including the availability of suitable sites and macro-economic conditions.

### **The diverse pipeline of major projects will support local employment**

Darebin's pipeline of major projects (> \$50 million) comprises a relatively diverse range of public and private sector projects. This pipeline will conceivably play a role in supporting local construction related business and jobs including some business located in RIP. Two projects above \$50m are in Reservoir: A \$74m social housing development anticipated to be completed by 2023; and a new infill industrial redevelopment by Logos, anticipated to be completed by 2026. The pipeline of multi-storey apartment developments in Darebin delivered by private developers, is focused on Preston and Northcote, rather than Reservoir.

### **The opportunity exists for partnerships and public transport linkages to unlock benefits from Reservoir's strategic location**

Reservoir's location in Melbourne's northern region positions it conveniently to other industrial activities and supply chains in Melbourne's north including those supported by the Northern SSIP, and the La Trobe NEIC (which includes La Trobe University's Bundoora campus and the Austin Biomedical Alliance Precinct). The opportunity exists for partnerships between local businesses and innovation and research components at the La Trobe Bundoora Campus to play a role in shaping the programs delivered by La Trobe. Moreover, a direct public transport link between the different components of the La Trobe NEIC and nearby economic centres including Reservoir would likely unlock benefits for Reservoir and support the NEIC's economic logic.



## Part B – Reservoir Activity Centre Assessment

## 6.0 Trends Influencing Activity Centre Development

Current trends impacting the function and economic performance of street-based (strip) activity centres are discussed in this chapter.

The one constant in the retail sector is change as new entrants enter the market, new products are invented, consumer tastes and preferences advance, and economies evolve. Current trends of specific relevance to strip activity centres in established suburbs of Australia's major cities are outlined as follows.

### 6.1 Demographic Shifts

Demographic changes remain a factor that influences the shopping behaviour of Australian consumers and the function of activity centres. In particular:

- **An ageing population**, with an increasing share of 'baby boomers' (persons born between 1945 and 1964) who are of retirement age, have different shopping preferences to younger age groups and are driving demand for certain uses such as medical centres.
- **The emergence of generation Y (millennials)**. Generation Y are people born between 1981 and 1995. Persons in this generation are now becoming settled in their careers (earning higher wages) and have families. Accordingly, Generation Y are emerging as a target for incumbent retail brands and new innovative formats. They are also driving online and digital retailing trends. In 2021, the number of millennials in Australia was almost equivalent to Baby Boomers who are the largest generation in Australian society (by population).
- **Increased labour force participation**. Many families are time poor with both parents working. This is driving increased demand for convenience shopping, extended shopping hours, and accessible mixed-use centres where shopping can be undertaken in conjunction with other activities.
- **Smaller household size**, and an increasing share of households with double incomes and no children. In the past 20-years the increased share of single person households (across both older and younger age groups) and double income no children households have led to retail centres having a dual role as a place for social interaction and for the purchase of goods and services.
- **Historically high levels of household debt** have increased sensitivity to interest rate movements with implications for discretionary spending levels. Recent innovations such as Afterpay and Zip Pay highlight the continued popularity of consumer debt as a means of funding retail purchases.
- **An increasingly diverse ethnic base** is contributing to a wider range of consumer tastes and trends in activity centres. For some retail precincts and centres, the availability of ethnically themed, or ethnically diverse, retail outlets are important drivers of visitation and spending.

### 6.2 A Challenging Retail Environment

Rapid growth in online shopping channels (for example Amazon) was eroding the performance of traditional bricks and mortar retail prior to the COVID-19 pandemic and continued to play a role in shaping the retail landscape during the COVID-19 period.

As a result, a range of established global and national retailer brands have recently collapsed, entered receivership/administration or significantly reduce in size, including:

- Seafolly – entered voluntary administration in June 2020
- Kikki K – went into administration in March 2020
- Colette by Colette Hayman – entered voluntary administration in February 2020
- Jeans West – entered voluntary administration
- Bose – announced they would shut all retail stores in Australia and focus on sales online
- EB Games – closed 19 stores in January 2020
- Bardot – entered voluntary administration in November 2019
- Harris Scarfe – entered receivership in December 2019
- Ed Harry – entered voluntary administration in January 2019
- Kambo's – went into administration in June 2018

- Topshop Australia – entered voluntary administration in May 2017.

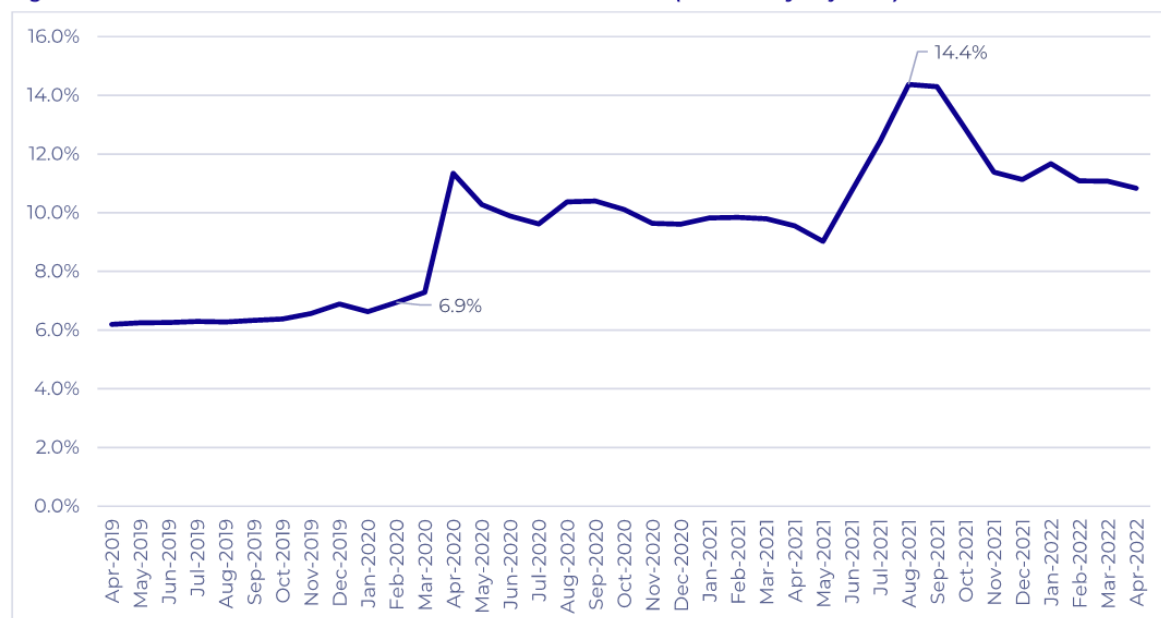
This has led to significant changes in the retail sector including the loss of prominent 'attractor' retail tenants in some retail strips. In particular, the share of apparel stores has declined in most activity centres due to competition from online retailers.

### 6.3 COVID-19 Has Accelerated the Use of Online and Digital Platforms

Pre COVID-19, the increasing use of online platforms meant many retailers were investing heavily in their online presence and transitioning their businesses to an 'omni channel' offering – whereby online platforms and bricks and mortar stores both operated in a complementary manner. A common example of this is the so-called 'click and collect' capabilities now implemented by many retailers including major supermarkets.

COVID-19 supercharged the take-up of online retailing. Due to working from home and social distancing, people had a direct incentive to increase online spending. As a result, the share of online retail turnover (seasonally adjusted) in Australia reached 14.4% in August 2021, which is substantially higher than the pre COVID-19 level (6.9%) (source: ABS Retail Trade 2022 release).

**Figure 6.1 Online Retail Turnover Share of Total Retail Turnover (Seasonably Adjusted)**



Source: ABS Retail Trade (February 2022 release)

The rapid change in consumer behaviour generated by COVID-19 has also delivered flow-on effects including:

- **'Omni channel' retailing now expected.** Consumers are expecting that their favourite brands provide an omni channel options and are prepared to move away from those that do not. In the past 12-months, Bunnings which had previously resisted an online sales presence has implemented this capability.
- **Retailers and Activity Centres are focusing on the 'experience'.** The convenience afforded by online platforms means that bricks and mortar retailing cannot rely on drawing patronage for purely transactional purposes. Now, the success of bricks and mortar retailing is increasingly tied to the ability to deliver a positive customer experience relating to:
  - Store experience, underscored by the quality of the store fit-out, customer amenity and standard of service; and
  - Place experience – namely the attractiveness of the overall shopping environment, the suitability for socialising and recreational shopping, and the mix of complementary uses which are available. Urban design improvements to make centres more desirable places to visit and spend time, the increased emphasis on leisure, health and medical facilities, and a decline in retail speciality floorspace (particularly for non-food sectors) are key trends.
- **An uplift in sales for convenience-based centres.** COVID-19 has resulted in customers favouring smaller convenience centres over larger higher-order centres for health reasons, while increases in persons working from

home is also driving increased patronage for local and neighbourhood centres. Supermarket sales have also increased from early 2020 onwards due to COVID-19 resulting in increased demand for household essentials.

The implications of online growth are not straightforward. Although broadly speaking the share of sales to traditional 'bricks and mortar' retailing has declined, it is acknowledged that many retailers use their shopfronts to fulfill online transactions. Examples include restaurants generating trade via Uber Eats or Deliveroo, or smaller independent apparel stores developing an online presence.

In strip centres across Australia, trading pressures from online platforms are resulting in a decline in non-food retail floorspace (such as apparel, homewares and/or leisure stores) and an increasing share of food catering shops such as restaurants and cafes. The continued emergence of a coffee culture in Melbourne and across Australia more generally is also driving this shift.

## 6.4 Design, Land Use Mix, and Marketing is More Important Than Ever

Competition from online retail has intensified the need for activity centres to present attractively and function as desirable places for community members to spend time and interact.

Successful activity centres are designed in a manner which is appropriate to the site and locational context, responsive to commercial drivers and anchor uses, and reflects the centre's intended role in planning policy. Current trends in activity centre design include:

- **Mixed-use evolving to blended use.** While historically mixed-use centres supported distinct uses in individual buildings, an emerging trend in new activity centre design is for blended uses whereby different activities (retail, commercial office, health/medical, gyms etc) are supported in the same building. Accordingly, the flexibility and compatibility of individual tenancies is an important consideration here.
- **Complementary non-retail uses are important.** One dimensional activities centres – i.e. whereby people only visit a centre for one use, such as retail – are particularly vulnerable to competition from online. Successful activity centres serving a neighbourhood role and larger, now provide a range of complementary reasons for people to visit and spend time beyond their anchor retail function. These can include visiting doctors or other allied health specialists, and accessing gyms, community facilities, or even serviced offices/co-working space. Australia's ageing population and a general increase in health-conscious consumers is also expected to drive continued developer interest in delivering medical centres and allied health facilities in activity centres due to the strong demand for these facilities.
- **Entertainment uses are important for larger centres.** A key reason why people visit larger activity centres are entertainment uses as cafes, restaurants, bars, cinemas, bowling alleys etc. Entertainment uses play a particularly important role in driving evening visitation.
- **Quality public open space is the icing on the cake.** Quality public open space that responds appropriately to a centre's site attributes and uses provides space for community to rest and interact. Open spaces in activity centres range from larger park spaces or civic squares that provide flexibility for events, to pocket parks and informal meeting spaces.

The renewed focus on the quality of the place and experience in activity centres has also highlighted the importance of marketing. The development of individual 'centre' brands (also referred to as place branding) is an emerging trend in strip centres as a response to any negative impacts of online retailing.

Place branding initiatives leverage the 'point of difference' of a place or centre to attract new customers. Successful initiatives typically use online and social media platforms to keep existing customers informed and attract new customers by promoting the mix of traders and upcoming street-based events etc. They often have direct input from traders' associations or related groups. Maling Road, a small strip-based activity centre in Melbourne's inner-eastern suburbs, is an example of an integrated place branding and promotions strategy being applied successfully (refer [malingroad.com.au](http://malingroad.com.au)).

The main disadvantage of strip centres compared to internal shopping centres is that strip centres lack central management that can curate the tenant mix and undertake marketing and promotions. To fill this void, the economic development units of local governments and/or traders association increasingly play a role in coordinating marketing of strip centres. In the context of Reservoir, a special rate scheme is applied to businesses in the Reservoir Village which is used to fund events and promotion. Further discussion on the special rate scheme is provided in Section 7.7.

Local government also typically lead and fund master planning/urban design initiatives with input from traders' associations and community stakeholders. While the capacity of the tenant mix to be curated in a strip centre is significantly reduced by the fragmented ownership, in some instances Councils have sought to attract 'target' tenants to improve the overall centre offer via grants or discounted rates schemes.

A recent report by Geografia for Main Streets Australia titled *The Value of Victoria's Main Streets* (2020) highlighted that the coordinated management of marketing services for main streets (i.e. strip centres) is key to their success, and that funding for these activities can come through Councils directly or via traders associations. This report stated that the most effective way to raise funds fairly and efficiently is through a special rate levied on affected activity centre properties.

The coordinated management of the RAP including the renewed provision of a special rate is discussed in more detail in Chapter 8.

## 6.5 Summary

The trading environment of strip centres and the retail sector more generally continues to evolve as new entrants and incumbents seek to achieve a competitive advantage. Currently, the extent and pace of this change is significant due to the growth of online retailing and the nature of which COVID-19 has accelerated its uptake.

More than ever the success of strip activity centres is attributed to the quality of the urban environment, the ability to offer a range of complementary uses that meets the needs of customers, and the ability to attract customers through marketing and promotions.

In strip centres, local governments in conjunction traders' associations play an increasingly important role in coordinating services such as marketing, due to the fragmented ownership of these centres and their lack of centre management (akin to an internal shopping centre).



## 7.0 Reservoir Activity Centre – Existing Situation

This chapter considers RAC's current trading context. Reference is made to its existing role and function, implications of the level crossing removal project, provision of retail and commercial floorspace, user activity profile, competing centres and key development sites.

### 7.1 Existing Role and Function

RAC is designated as an activity centre in the Strategic Framework Plan at Clause 21.01 of the Darebin Planning Scheme, as previously discussed. 'Activity centre' is the second highest category in Darebin's activity centre hierarchy ahead of 'neighbourhood centre' and below 'sub-regional activity centre'. State planning policy, including Plan Melbourne and MICLUP, identify RAC as a MAC and as a 'regionally significant commercial area'.<sup>3</sup>

In Darebin's centre hierarchy, Preston and Northland Shopping Centre are identified as sub-regional centres. The only other 'activity centre' (in addition to RAC) is Northcote. Designated neighbourhood centres include Summerhill Shopping Centre, Tyler Street, Miller Street, The Junction, Thornbury and Westgarth Street.

Practically speaking, RAC's current role sits in between the activity centre and neighbourhood centres designations in Darebin's centre hierarchy. Though RAC is identified as an activity centre, local planning policy states that it fulfills a neighbourhood role. This corresponds with RAC's tenant mix which is geared to daily or weekly convenience-based shopping visits rather than higher order retailing; however, it should be noted that the occupied retail floorspace in the RAC (19,850m<sup>2</sup>) is substantially larger than a typical neighbourhood centre (which generally range from 5,000-11,000m<sup>2</sup> in occupied retail floorspace).

In contrast to other activity centres (i.e. Northcote) and some neighbourhood centres in Darebin's centre's hierarchy (i.e. Summerhill Shopping Centre), the RAC does not have a full-line supermarket. A mid-sized Coles and a Supa IGA are RAC's current anchor tenants. Unlike Summerhill Shopping Centre and Northland Shopping Centre RAC does support larger format retailing such as a discount department store – which also detracts from its ability to function as a higher order centre. The current neighbourhood function of RAC also stems from the impact of the rail corridor which has historically split the centre into two smaller retail nodes that serve localised catchments to the east and west of the rail corridor.

An important attribute of RAC is Reservoir Train Station, which provides a direct transport link to central Melbourne via the Mernda Line. Many commuters from surrounding suburbs park their cars at Reservoir before commuting to central Melbourne via rail.

As outlined previously in Section 2.1, Major Activity Centres are intended to provide a diverse range of jobs, activities and housing for regional catchments that are well served by public transport and play a major service delivery role – including for government, health, justice and education services, and retail and commercial opportunities. It is likely that Reservoir Station was a key reason why RAC was identified as an MAC in Plan Melbourne. RAC's strategic location on Melbourne's public transport network would be enhanced by the identification of a future SRL North Station in the centre (if delivered).

In the consultant's view, the key factors that would position RAC to emerge as a MAC are:

- The centre would need to leverage its public transport attributes and become a genuine location for the delivery of multi-storey apartments and multi-storey mixed use (commercial residential) developments; and
- Full-line supermarket facilities would need to be delivered in RAC to drive visitation to the centre beyond current levels.

Higher density transit orientated development in and around the centre in conjunction with a full-line supermarket would likely contribute to increasing available retail spending, resulting in increased average trading levels and the establishment of a more attractive and higher quality retail offer. This in turn would draw more visitors and residents to the centre and drive further gentrification of the retail offering.

Further, improving the integration of the Reservoir Village and Broadway components would assist RAC in taking on a higher order role; although, how this could be practically achieved in the near-term is uncertain.

<sup>3</sup> Note that regional significant commercial areas include commercial areas and places identified in Plan Melbourne as MACs, as outlined in MICLUP.

While the potential for large format retailers that trade to regional catchments (such as discount department stores) is usually a factor in contemplating whether a centre's role can be higher order in nature, the establishment of these uses are not considered an opportunity for RIP due to its constrained nature and proximity to competing higher order centres.

## 7.2 Implications of Level Crossing Removal Project

After being contemplated for some years by strategic policy, the Reservoir Station area was reconfigured in 2019 by the completion of the Reservoir Level Crossing Removal Project.

This project resulted in the construction of a new rail bridge over High Street (thereby removing the previous level crossing), delivered a new Reservoir Station, and redesigned the High Street, Broadway, Cheddar Road and Spring Street confluence of intersections.

Prior to the Level Crossing Removal Project's completion, the Merna Rail Line/High Street was a significant barrier which stopped pedestrians moving between the Reservoir Village and Broadway components of the RAC, and effectively resulted in these nodes functioning as separate commercial areas.

As previously discussed, a major reconfiguration of the Reservoir Station area had been previously completed by strategic documents including Reservoir 2030 (2012) which had the priority to deliver a 'Central Heart' involving a redeveloped Reservoir Station, public open space and a community hub and ancillary retail and commercial uses in the corridor between Reservoir Village and Broadway. It was noted that this would be unlocked by grade separation and simplification of the road network, including potentially putting the rail line underground.

While the traffic engineering solution that resulted from the Reservoir Level Crossing Removal Project is considered to preclude the opportunity for a Central Heart as envisaged by the Reservoir 2030, connectivity between the centre's east and west nodes has, in the authors opinion, improved sufficiently for the RAC to be considered as one centre.

Notwithstanding, the High Street/Merna Rail Line corridor does remain a barrier to pedestrian movement through the centre and still results in the east and west components of the centre drawing most of their patronage from slightly different geographic areas. This is discussed further in Section 8.1.

## 7.3 Retail and Commercial Floorspace

### Floorspace Survey Background

For the purpose of this assessment, a floorspace survey of RAC was undertaken in May 2022. During this floorspace survey the following information was recorded for tenancies in RAC:

- **Type of tenancy** – shopfront, dedicated office or other commercial use.
- **Type of use** – retail, office, other commercial. Retail uses were categorised by the following broad spending categories:
  - **Food Liquor and Groceries (FLG)**, including supermarkets, specialties (i.e. butchers and bakeries) and liquor stores.
  - **Food Catering**, comprising restaurants, cafes and takeaway outlets.
  - **Non-Food**, comprising apparel, homewares, homemaker/bulky goods and leisure/general merchandise.
  - **Services**, including retail services such as hairdressers, beauty salons and key cutting etc.
- **Estimated gross leasable floorspace** for each tenancy and use.
- **Observations regarding likely average trading levels** for retail uses.

### Occupied and Vacant Shopfront Floorspace

Shopfronts are the most common building type in strip activity centres. They are defined simply as tenancies that have the potential to accommodate a retail shop. Broadly speaking, shopfronts in RAC are either:

- **Retail shopfronts** – shopfronts that support a retail use.
- **Office shopfronts** – shopfronts that currently support an office use but could support a retail use if the current office use was to vacate.

- **Other commercial shopfronts** – shopfronts that currently support a commercial use that is not retail or office such as a small gym, yoga studio or gambling outlet etc.
- **Vacant shopfront** – shopfronts that are vacant.

In 2022, it is estimated that RAC supports approximately 33,230m<sup>3</sup> of shopfront floorspace across 198 tenancies. Approximately 17,710m<sup>2</sup> of shopfront floorspace (across 81 tenancies) is in Reservoir Village, while the balance (15,520m<sup>2</sup> across 106 tenancies) is supported by Broadway.

**Table 7.1 RAC Occupied and Vacant Shopfront Floorspace, May 2022**

Category	Floorspace (m <sup>2</sup> )	Share (%)
Occupied Retail Shopfronts	19,580	59%
Office Shopfronts	9,220	28%
<u>Other Commercial Shopfronts</u>	<u>1,660</u>	<u>5%</u>
<b>Total Occupied Shopfronts</b>	<b>30,460</b>	<b>92%</b>
Vacant Shopfront	2,770	8%
<b>Total Shopfront</b>	<b>33,230</b>	<b>100%</b>

Source: Ethos Urban

Across the entire centre, around 92% of shopfront floorspace is occupied, with the balance (8% of floorspace or 20 tenancies) being vacant. Having regard for the pressures impacting the retail sector such as loss of trade to online platforms, a shopfront floorspace vacancy rate of between 6% and 10% is considered acceptable for strip activity centres. Hence, an overall shopfront vacancy rate of 8% for RAC indicates a relatively healthy and acceptable trading performance. The shopfront vacancy rate of the Reservoir Village and Broadway components is 8% and 9%, respectively.

The vacancy rate of Reservoir Village is expected to increase due the impending closure of the Westpac and NAB branches on Spring Street (to the north of Edwardes Street). Former bank tenancies can be difficult to release, particularly if the tenancy has a large floor area and has long been used as a bank. This is demonstrated by the prolonged vacancy of former back tenancies in Dandenong Activity Centre, among other examples. While most people now undertake their day-to-day banking online, bank branches are still visited regularly by those with lower computer skills (such as many elderly people) and small businesses (such as retailers). Therefore potential exists for the closure of Westpac and NAB to impact the centre in the short term.

Of the shopfront floorspace that is occupied, approximately:

- 59% of shopfront floorspace (or 114 tenancies) support retail uses.
- 28% of shopfront floorspace (or 61 tenancies) are office uses. Examples include Maurice Blackburn Lawyers, Hearing Australia, Ray White, and Swan Taxation etc.
- 5% of shopfront floorspace (or 8 tenancies) support other commercial uses. Examples include TAB, Broadway Lotto, BFT Gym and Australian Laser and Skin etc.

RAC's provision of office and other commercial uses in shopfronts is broadly consistent with other strip activity centres of a similar size and role. As a rule of thumb, around a 1/3 of shopfront floorspace in strip activity centres with a neighbourhood service role is usually attributed to offices or other commercial uses.

Approximately 70% of occupied shopfront floorspace in Reservoir Village supports retailing, which is significantly higher than Broadway Shopping Strip (58%). Conversely, approximately 38% of occupied shopfront floorspace on Broadway is used for offices which is much higher than Reservoir Village (23%).

### Occupied Floorspace by Retail Category

The retail floorspace supported by RAC comprises approximately:

- 8,410m<sup>2</sup> of FLG floorspace (or 43% of total retail floorspace), including the Coles and Supa IGA supermarkets, and FLG specialities such as Broadway Quality Butcher, Vy Vy Bakery, Sargent's Cakes, Furat Foods and Saadeh Grocery etc.
- 4,760m<sup>2</sup> (or 24%) of Food Catering floorspace, including chains such as KFC, Subway, Pizza Hut and La Porchetta, and a wide variety of independent cafes and restaurants such as Northside, Broadway Fish and Chips, Claypot Indian, Imperial India etc.
- 3,380m<sup>2</sup> (or 17%) of Non-Food floorspace, including Chemist Warehouse, My Chemist, Reservoir News Agents, and a variety of discount retailers /op shops.



- 3,040m<sup>2</sup> (or 16%) of retail services including a range of hairdressers, beauty salons, repair shops, among other retail services.

Overall, RAC has a mix of retail uses that broadly reflects a centre of its size and role. The Coles and Supa IGA supermarkets are the anchor retail uses and play a key role in attracting people and retail spending to the centre. Of all retail formats in Australia, supermarkets absorb the largest share of retail spending.

However, the Coles and Supa IGA comprise around 2,000m<sup>2</sup> and 800m<sup>2</sup> in floorspace respectively which is not a full-line offering. Full-line supermarkets generally range between 3,000m<sup>2</sup> and 4,500m<sup>2</sup> in size, and typically provide a wide variety of products at more competitive prices than smaller supermarket formats.

Accordingly, it is expected that for many weekly or daily shopping trips local residents will bypass the RAC and instead access full-line supermarket facilities at nearby Summerhill Hopping Centre, Coburg Hill, Northland or Preston Central.

Of the total Reservoir Village retail floorspace, 43% is FLG floorspace, while 24% is food catering, 17% is non-food, and 16% is services. Broadway contains a much lower share of FLG (35%) and non-food (15%) floorspace, and a higher share of floorspace dedicated to food catering (30%) and services (21%), relative to Reservoir Village.

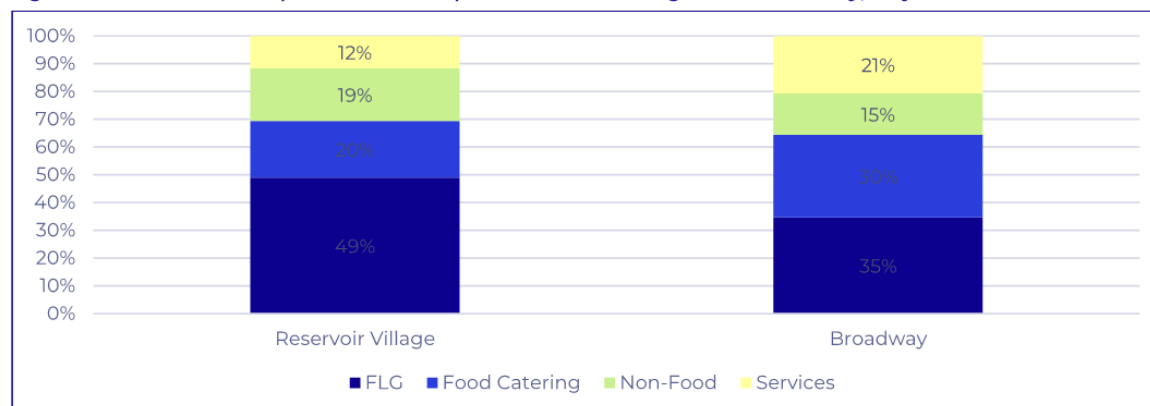
The higher share of FLG floorspace in Reservoir Village reflects the presence of both the Coles and Supa IGA supermarkets, while Broadway's emphasis on food catering and services retailing can be attributed to its provision of smaller shopfront tenancies.

**Table 7.2** Occupied Retail Floorspace, May 2022

Category	Floorspace (m <sup>2</sup> )	Share (%)
FLG	8,410	43%
Food Catering	4,760	24%
Non-Food	3,380	17%
Services	3,040	16%
<b>Total Occupied Retail</b>	<b>19,580</b>	<b>100%</b>

Source: Ethos Urban

**Figure 7.1** Share of Occupied Retail Floorspace – Reservoir Village verse Broadway, May 2022



Source: Ethos Urban

### Dedicated Office and Other Commercial Floorspace

In addition to shopfronts, RAC also supports dedicated offices and other non-shopfront commercial uses.

An estimated 3,740m<sup>2</sup> in dedicated office floorspace is currently supported in the RAC across 11 tenancies, of which 2,460m<sup>2</sup> of floorspace (or 66%) is occupied. Dedicated offices include the Justice Service Centre, the Commonwealth Bank and Kintax Accounting. Approximately 1,230m<sup>2</sup> of 34% of total dedicated office floorspace is vacant (4 tenancies).

RAC also has a relatively small quantum of floorspace (approximately 3,470m<sup>2</sup> across two tenancies) that accommodates non-office commercial uses that are not located in shopfronts. These uses are the RSL Club on Spring Street and Anytime Fitness on Broadway.

**Table 7.3** *Dedicated Office and Other Commercial Floorspace*

Category	Floorspace (m2)	Share (5%)
Dedicated Office	2,460	66%
Vacant Dedicated Office	1,280	34%
<b>Total Dedicated Office</b>	<b>3,740</b>	<b>100%</b>
Commercial Other	1,300	-

Source: Ethos Urban

## 7.4 Activity Profile

An analysis of mobile phone ping data sourced from Near has been undertaken to gain an understanding of the visitation levels and hotspots for daytime, evening, weekday and weekend timeframes (refer Figures 7.2, 7.3, 7.4 and 7.5). The data relates to visitation to the centre across the 2021/22 financial year.

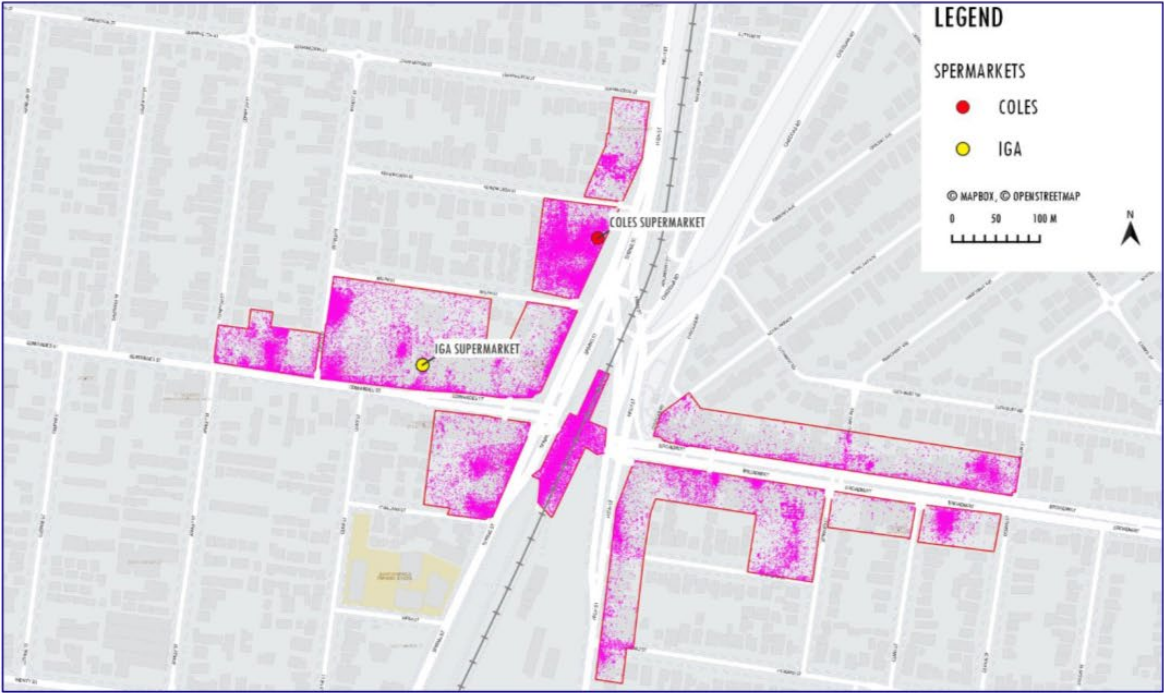
The data sourced from Near provides individual geolocations of mobile phone pings in the RAC, randomised by within an area of 50m to protect the privacy of users. Mobile phones 'ping' when they interact with a mobile network tower. A ping can result from a call, text message, use of an application, a change in user location, and the phone periodically providing its location to the nearest tower to retain connection with the carrier network. Though mobile ping data is not able to give an exact estimate of visitor numbers, the number and location of mobile pings can provide an indication of the intensity of visitation across different times and areas. For RAC, mobile ping data highlights that:

- Coles and SUPA IGA supermarkets and Reservoir Train Station are the main locations accessed by centre visitors. Other uses with a relatively high visitation based on the mobile data include the Coles Express service station, Reservoir Medical Centre/Chemist Warehouse, Northside (café) and Lakeside Bakery.
- Reservoir Village has a significantly higher intensity of visitation across all timeframes compared to Broadway Shopping Strip
- The overall intensity of visitation on weekdays and in the daytime, is significantly more than evening and weekend periods. This accords with feedback from stakeholders that RAC was 'dead' in the evenings and on weekends.

**Figure 7.2** *Daytime Hotspots for Centre Visitors, 2021/22*

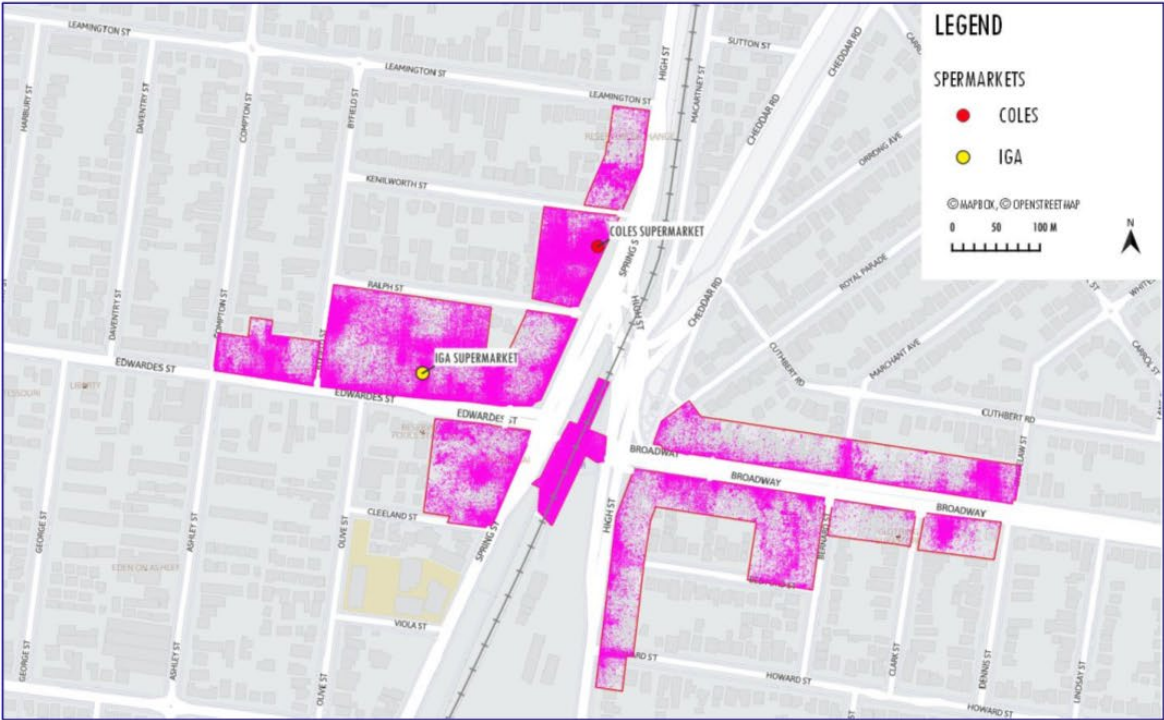
Source: Near mobile ping data

Figure 7.3 Evening Hotspots for Centre Visitors, 2021/22



Source: Near mobile ping data

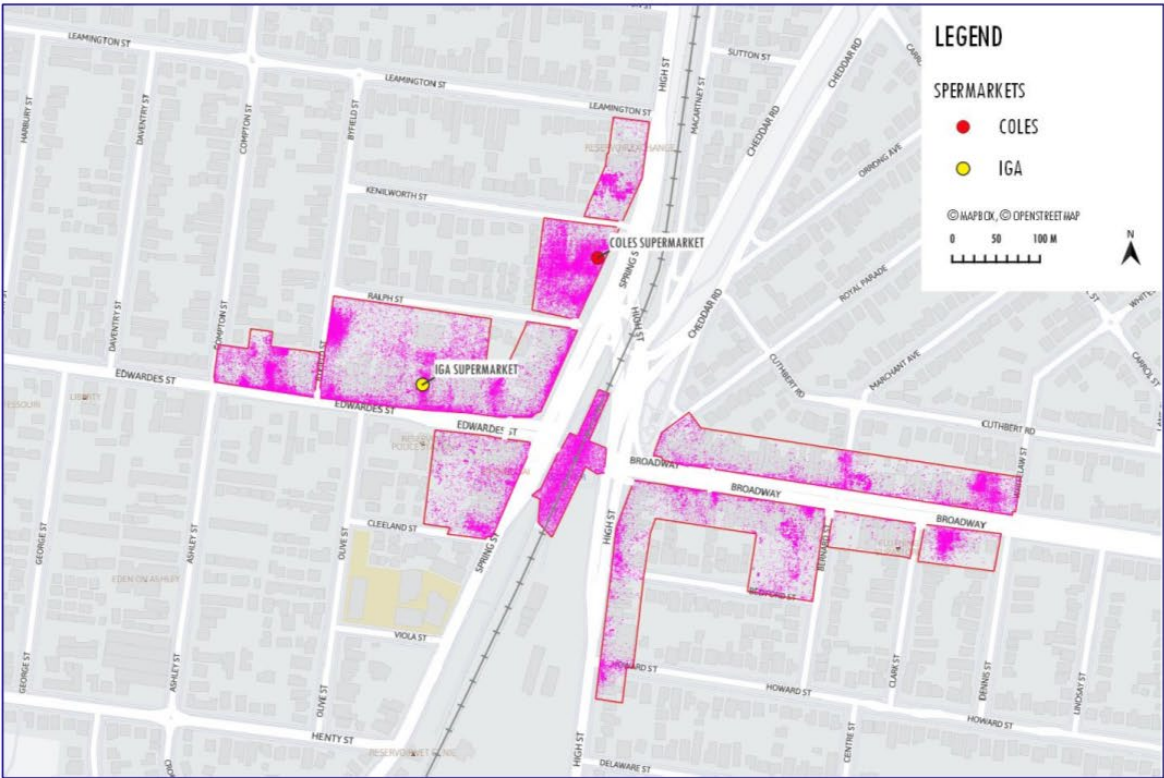
Figure 7.4 Weekday Hotspots for Centre Visitors, 2021/22



Source: Near mobile ping data



Figure 7.5 Weekend Hotspots for Centre Visitors, 2021/22



Source: Near mobile ping data

7.5 Competing Centres

An activity centre's mix of uses and trading performance is always framed by nearby centres that compete with it for retail spending from nearby residents. The location, size and tenant composition of these competing centres is an important factor in determining RAC's trade area (refer Section 8.1).

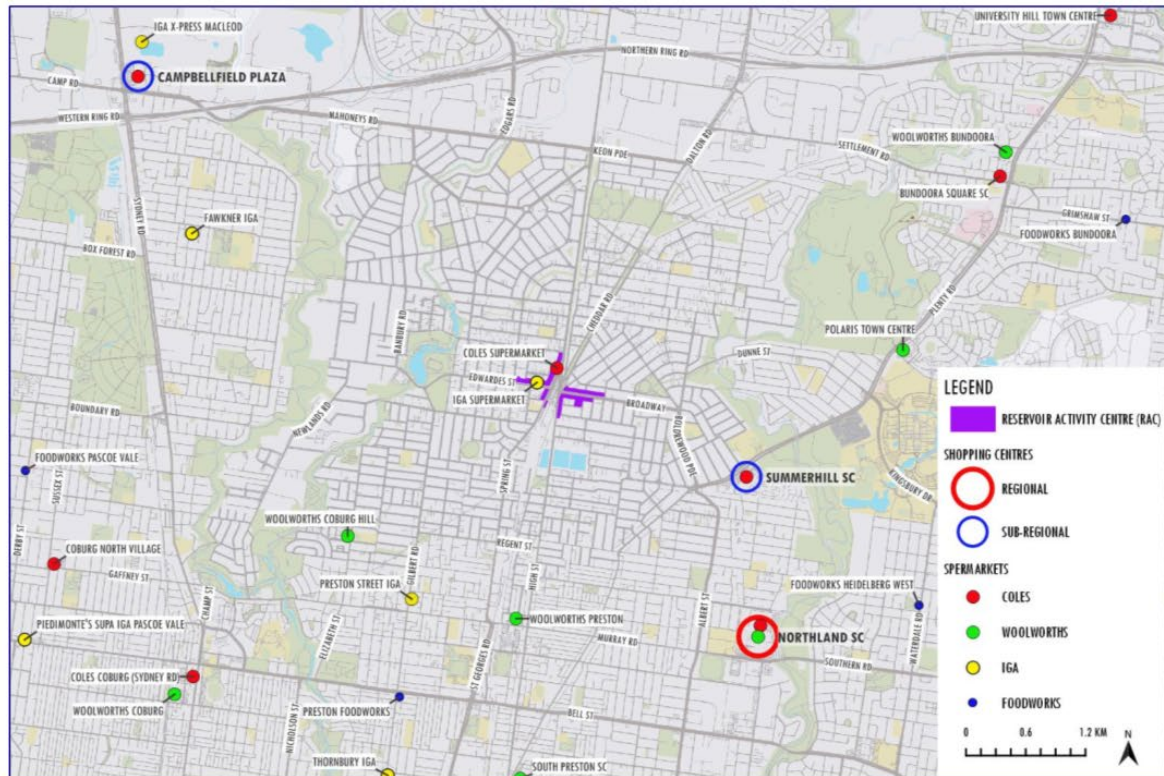
Those activity centres of most relevance to RAC's trading context are summarised in Table 7.4.

Table 7.4 Overview of Competing Activity Centre

Activity Centre	Approx. Distance from Reservoir (km)	Role	Anchor Tenants	Comment
Tyler Street	1.6km	Neighbourhood Centre	NA	A local convenience retail strip centred around the intersection of Plenty Road and Tyler Street
Summerhill Shopping Centre	2.0km	Sub Regional	Coles supermarket Kmart discount department store (DDS)	Comprises Summerhill Shopping Centre which was redeveloped in 2015 and the adjacent Reservoir Central Shopping Mall (a small retail/commercial complex). Summerhill is arguably RAC's main competing centre and has a higher-order retail offer due to its provision of a full-line supermarket and a DDS. It absorbs trade from Reservoir residents who live immediately east of the RAC and would otherwise undertake their weekly or daily shop at the RAC.
Coburg Hill Shopping Centre	2.5km	Neighbourhood Centre	Woolworths supermarket	Opened in 2015, this neighbourhood centre forms part of a new residential development referred to as Coburg Hill. It comprises a small internal shopping centre fronting Elizabeth Street.
Preston Central	2.8km	Sub Regional Activity Centre	Woolworths supermarket Aldi supermarket Preston Market	Preston Central broadly comprises the strip retail components and adjacent commercial/retail uses in the area of High Street and Murray Road (noting that strip retail/commercial uses along High Street broadly extends from Northcote to approximately 1km north of Preston Central).  Preston Market, Woolworths and Aldi Supermarket are the main retail anchors. The area is also known for its range of cafes and restaurants fronting High Street.
Northland Shopping Centre	3.1km	Regional Activity Centre	Woolworth supermarket Coles supermarket Kmart DDS Target DDS Myer department store Hoyts cinema	Northland Shopping Centre is the major internal shopping centre serving the Darebin area for higher order retailing and entertainment. It is located east of Plenty Valley Highway and north of Murray Road. Directly south of Murray Road is a homemaker/bulky goods retail area anchored by Bunnings and The Good Guys
Bundoora	3.5km	Neighbourhood Centre	Woolworths supermarket Dan Murphy's	Located immediately south-east of Plenty Road and north-west of La Trobe University (Bundoora Campus).
Coburg	4.5km	Sub Regional Activity Centre	Woolworths supermarket Coles supermarket	The intersection of Sydney Road and Bell Street is Coburg's town centre and focus for retail and commercial activity. Woolworth and Coles are main attractor uses in addition to a range of strip retail options.

Source: Ethos Urban

Figure 7.6 Competing Activity Centres



Source: Ethos Urban with QGIS

## 7.6 Key Development and Redevelopment Sites

The availability of sites for development or redevelopment in and around RAC was considered by the Darebin Housing Strategy 2013 (revised 2015). This Strategy assessed sites with potential to support higher density residential development at Reservoir and other suburbs in Darebin LGA.

Sites with favourable attributes to support higher density residential development were:

- Over 1,000m<sup>2</sup> in area
- Located in a zone that permitted residential use
- Not constrained by a heritage overlay
- Did not accommodate pre-existing medium or high-density dwellings; and
- Displayed one or more of the following favourable location criteria:
  - Within 500m from a train stop
  - Within 400m of a tram stop
  - Fronted a strategic transport corridor (i.e. High Street)
  - Within existing activity centre
  - Located south of Murray Road, Preston.

The Housing Strategy noted that Darebin LGA areas to the south of Murray Road at Preston had more potential for higher density residential development due to their higher land values relative to areas in the northern portions of the LGA. It envisaged that multi-storey apartment development would become viable at Reservoir in the following 5 to 20+ years. In 2022, the Murray Road/Preston Station area remains the most northern concentration of apartment buildings (above 3 storeys) in Darebin LGA.

Sites in or proximate the RAC identified as 'strategic opportunities' for higher density residential development are shown at Figure 7.7 (refer red coloured parcels), and included:



- 289 Spring Street, a prominent corner site immediately north-west of the Edwardes Street/Spring Street intersection (refer No. 6 in Figure 7.3).
- 325 Spring Street – accommodates the Coles supermarket and adjacent car park (refer No. 5)
- 913-915 High Street, supports a Telstra Exchange
- 919 High Street – is used for a KFC restaurant and associated carpark (No. 3)
- 931 High Street, supports an Ampol Foodary (service station) and a Subway (No. 2)
- 937-939 High Street, accommodates a car wash and a kebab shop (No. 1)
- 922-932 High Street, located to the south-east of Reservoir Station at the corner of Howard Street and High Street and accommodates a panel beating business.

Overall, the availability of sites in RAC with potential to support multi-storey apartments of mixed-use development is limited.

Though all the above sites theoretically have the locational attributes that would enable redevelopment for a higher density residential use, the opportunity for this would be contingent on the aspirations of their respective owners. For example, the likelihood that the existing KFC restaurant at 919 High Street would make way for a multi-storey residential development may be limited.

At approximately 0.5 hectares in area, 325 Spring Street – which supports the Coles supermarket and adjacent car park – is by far the largest of the 'strategic opportunity' sites identified by the Housing Strategy in or proximate to RAC. Accordingly, this site has strong credentials for redevelopment, which could conceivably involve a larger supermarket box and shop top apartments.

In addition to those sites previously identified in the Housing Strategy, the following sites are also considered to have potential for development of higher density residential, or a mixed-use scheme with shop-top residential component:

- 123 Edwardes Street – an undeveloped site around 250m west of the Reservoir Village commercial area. Refer site 'A' in Figure 7.3.
- 275-285 Spring Street – located immediately west of Reservoir Station and south-west of the Edwardes Street and Spring Street intersection and comprises several shopfront tenancies. Refer site 'C'.
- 241-247 Broadway – a vacant site strategically located at the corner of Bernard Street and Broadway. Refer site 'F'.
- 192-202 Broadway – supports a Coles Express service station and is the most easterly site fronting Broadway in the Commercial 1 Zone.
- Various sites owned by government including sites currently controlled by Vic Track, Melbourne Water and Council.

Reservoir Structure Plan (2012) highlighted opportunities to increase RAC's retail floor area through the expansion of existing supermarkets and development of underutilised sites controlled by government. In addition, the Reservoir Major Activity Centre Economics Analysis and Market Feasibility Study (2010) also noted that sites owned by Council represented a redevelopment opportunity for catalyst projects, and that the Coles supermarket site and the station precinct had potential for redevelopment.

The opportunity for government owned land to be redeveloped for a more intensive use would need to be to be balanced against their existing use and the needs of the community.

The potential may exist for some publicly owned sites to be reconfigured, to allow a portion of these sites to be sold to an adjoining land holder, thereby creating an adjacent super site with strong credentials for multistorey apartment or mixed-use development. However, these opportunities would need to be tested by appropriate investigations and due diligence, including consultation with the local community and other relevant stakeholders.

For example, any investigation into the potential for part of the VicTrack site to be redeveloped would need to have regard for both VicTrack's and the community's aspirations and the need to protect the opportunity for a future SRL North station in long-term.

The large area controlled by Melbourne Water immediately south of the VicTrack parcel also warrants consideration. The northern portion of this site fronting High Street is around 300m from Reservoir Station and supports a generous land area that may be appropriate for transit orientated residential uses.

In correspondence with the consultant, Melbourne Water noted that this site has not been formally identified as surplus to their requirements, although this does not negate the possibility of using part of the land if an extensive

review process involving Melbourne Water, DELWP, and the Department of Treasury and Finance (lands team) takes place.

It is understood that the prominent corner site immediately west of Reservoir Station (site 'C') has previously been proposed for mixed-use redevelopment comprising, commercial uses at the ground floor and apartments in upper levels. This site is well located in the centre for both commercial and transit orientated residential uses and is an obvious candidate for a more intensive mixed-use scheme.

**Figure 7.7 Potential Sites for Redevelopment**



Source: Darebin Housing Strategy 2013 (revised 2015); Ethos Urban

## 7.7 Consideration of the Special Rate

In Victoria, a special rate is an amount charged by a Council (in addition to normal Council rates) to a group of landowners or occupiers to cover the cost of works or services that provide a special benefit to their land such as street or footpath construction, drainage, and shopping-strip trader schemes.

Since 1999, landowners in the Reservoir Village have paid a special rate to Council to fund initiatives that benefit traders in this portion of the centre.

In March 2022, the Reservoir Village Business Association wrote to Council requesting that the special rate levy be re-introduce for the period 2022 to 2027. Council have subsequently endorsed the DRAFT Revenue and Rating Plan 2021-25 to proceed to community consultation which declares an annual special rate of \$75,000 be levied on affected landowners in Reservoir Village for the Period 1 July 2022 to 30 June 2026. This special rate reflects the amount levied in the financial year just gone (2021/22) and would increase annually equivalent to the Consumer Price Index (CPI).

The rate of \$75,000 is the total amount levied from affected landowners (as a whole), rather than the rate for each individual landowner. The DRAFT Revenue and Rating Plan states that all special rates for activity centres in Darebin LGA are set in consultation with the respective traders' association to provide the necessary funding to sustain marketing and promotions to assist business precincts to remain competitive. Reservoir Village Traders Association is the applicable traders' association for Reservoir Village.



Property parcels at Reservoir Village subject to the special rate are shown at Figure 7.8.

As a result of the special rate, Reservoir Village has its own brand and website (refer Figure 7.9), undertakes promotions and events, and employs a part-time centre manager. The vast majority of the \$75,000 in funds raised by the special rate in 2021/22 was spent on events (i.e. Christmas, Easter and Mother's Day) and the salary of the centre manager to coordinate various initiatives, as outlined in the Reservoir Traders Association Annual Report for 2021/22.

Special rates schemes implemented in Victoria's strip activity centres are discussed in the report by Geografia and Tim Nott for Mainstreet Australia titled *The Value of Victoria's Main Streets*. This report noted that approximately 68 strip centres in Victoria had special rates schemes in 2019/20, or around 10% of all strip centres. These special rate schemes raised approximately \$11.4 million in 2019/20, representing an average of approximately \$168,000 in funds levied per centre, which is significantly higher than the \$75,000 levied in the RAC.

This report highlighted that:

- Special rate schemes are broadly considered an effective way to raise funds to attract more investment and visitors to main streets and that they are recognised for driving increased turnover, improved public safety (through more footfall, and increased property values).
- They can be politically difficult to introduce, with these efforts sometimes impacted by a minority of vocal stakeholders (property owners or business operators) arguing against the scheme on the basis that marketing efforts are best implemented individually, or Councils should fund these efforts anyway.
- Once implemented, special rates schemes are typically retained due to affected property owners recognising their value. Approximately 75% of special rate schemes have been rolled over for 20 or more years.
- They require effective leadership and Council champions to ensure their success. An effective business association and a professional centre coordinator are key requirements for success.
- Analysis for Banyule City Council by Tim Nott and Geografia found the special rates schemes that applied to (11) activity centres in that municipality had a benefit-cost ratio of at least 2.1 – indicating they are an effective means of delivering economic value.

In survey of Reservoir Village business undertaken in 2022, respondents were asked if they supported the renewal of the special rate scheme for a further 5-year period: 18 out of 38 business answered 'yes', 11 said 'no', with the balance either answered 'not sure' or did not respond. In the same survey respondents were asked about the importance of the special rate for promoting the Reservoir Village. In this instance, 26 out of 38 business answered that it was either 'very important' or 'important'.

Hence, though a large share of businesses in Reservoir Village view the special rate scheme as very important or important to the promotion of the centre, the level of support for the special rate is by no means overwhelming.

This raises questions as to how the special rate can be better implemented to drive larger benefits to centre businesses.

When considering the information provided in the Mainstreet Australia report, it is clear that the special rate for Reservoir Village of \$75,000 is substantially below the average funds raised by these schemes in other activity centres. This can be attributed the small size of Reservoir Village relative to other centres.

Conversations with representatives from Reservoir Village Traders Association indicate that a larger funding pool would assist in funding more comprehensive marketing and promotions, and additional initiatives such as:

- Targeted business attraction
- Business education and support programs
- Shopfront improvements grants (with joint investment from the tenant)
- Visual merchandising programs (to complement shopfront improvement grants).

For a small centre such as Reservoir Village the most appropriate way to increase the total funds raised by the special rate – without putting a significant rate burden on property owners – is to increase the area that the rate applies to.

On this basis, the potential to expand the special rate area to include properties in Broadway shopping strip should be considered. A special rate scheme does not apply to this area, and consequently the Broadway does not have a traders' association, a co-ordinated approach to marketing and promotions, or annual initiatives such as Christmas decorations.

The current situation whereby only Reservoir Village has a Traders Association and special rate is considered a factor that drives a further wedge between the RAC's east and west components, which strategic policy has long strived to connect.

Broadway shopping strip not having a traders' association or similar umbrella organisation is also a factor that may limit the ability of its traders to form partnerships with Council, La Trobe University (or other institutions in the region) that have potential influence the strip's economic development.

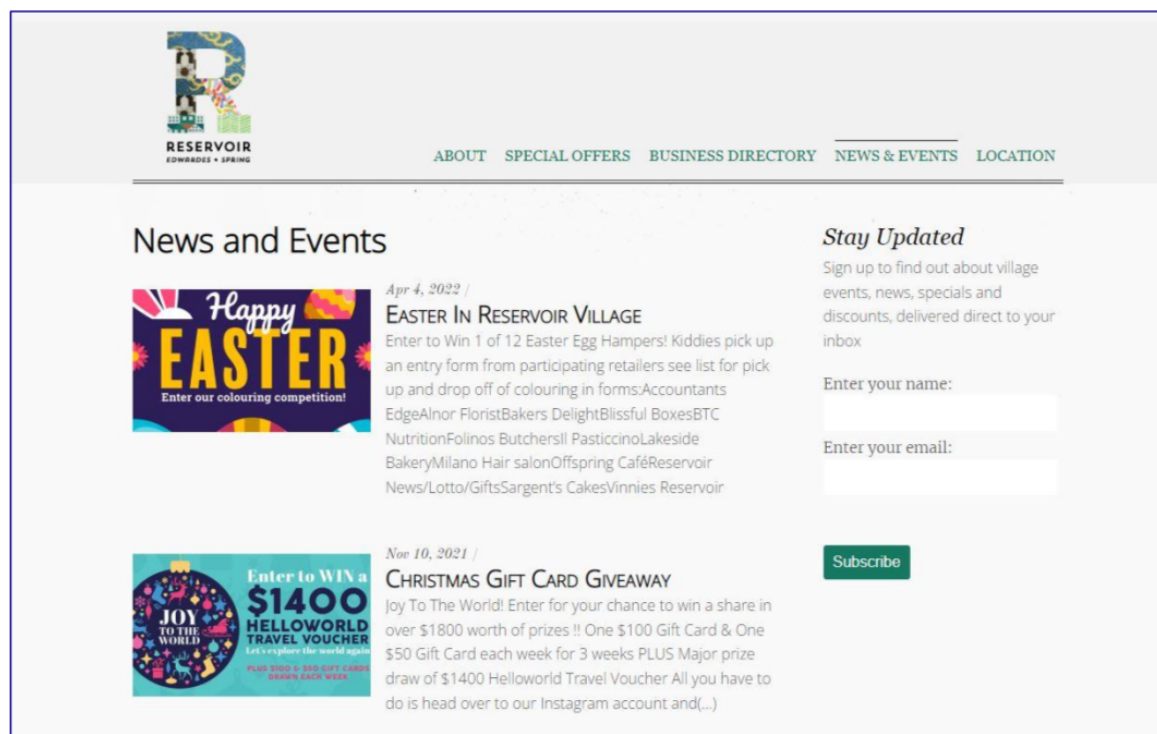
It is understood that landowners in Broadway shopping strip have previously voted against the incising of Broadway in an expanded special rate scheme for RAC.

**Figure 7.8 Proposed Reservoir Village Special Rate Area**



Source: City of Darebin

Figure 7.9 News and Events on the Reservoir Village Website



Source: <https://www.reservoirvillage.com.au>

## 7.8 Summary

The following findings are highlighted:

- RAC is designated as an activity centre in the Darebin Planning Scheme, though its function is more akin to a neighbourhood centre due its tenant mix being geared to daily or weekly convenience-based shopping visits rather than higher order retailing.
- RAC supports an estimated 33,230m<sup>2</sup> of shopfront floorspace across 198 tenancies. The centre has a shopfront floorspace vacancy rate of 8% which indicates a relatively healthy and acceptable trading performance.
- The mix of retail uses is relatively diversified and broadly reflects a centre of its size and role. Although the Coles and Supa IGA supermarkets are the anchor retail uses, these are not full-line supermarkets.
- Compared to Reservoir Village, Broadway contains a much lower share of FLG and non-food floorspace, and a higher share of floorspace dedicated to food catering and services.
- Near mobile phone data indicates that RAC has significantly higher visitation during daytime hours, with the Reservoir Village – and particularly the Coles and Supa IGA supermarkets – being hot spots for activity.
- RAC's mix of uses and trading performance is influenced by a range of nearby centres. Summerhill Shopping Centre is arguably RAC's main competing centre and absorbs trade from Reservoir residents who live immediately east of the RAC and would otherwise undertake their weekly or daily shop at RAC.
- RAC has a limited supply of large sites suitable for redevelopment. The Coles supermarket and adjacent carpark is one of the largest privately owned sites in the centre and could conceivably support a larger supermarket box and shop top apartments.
- Some government owned sites are generously sized and well located for intensive residential or mixed-use development, but their future use would depend on the plans of relevant controlling entities.
- Landowners in the Reservoir Village pay a special rate to Council, however the annual amount raised is significantly below the average funds levied by other special rate schemes for strip centres in Victoria due to the small size of the charge area.

## 8.0 Retail, Commercial and Residential Development Opportunities

This chapter considers the opportunity for retail, commercial and residential development within and proximate to RAC.

### 8.1 Trade Area Analysis

A trade area is the geographic area of most relevance to the trading context of an activity centre. The extent of a trade area for an activity centre is shaped by a wide range of factors, including:

- The relative attraction of the centre in question, compared with alternative centres, including its scale and composition, as well as ease of access to the subject centre
- The surrounding competitive context, particularly the location, scale, and quality of competing centres
- The available road network and public transport service and how they operate to affect access to the centre
- Significant physical or geographical barriers which are difficult to cross.

Larger activity centres that include department stores, or discount department stores (DDSs) draw trade from regional or sub-regional catchments and have much larger trade areas than smaller activity centres with a neighbourhood or local convenience role.

For the purposes of this report, mobile ping data from Near has been used as an input in determining the relevant trade area for RAC. In this case the mobile ping data has been used to gain an understanding of which local areas accommodate residents that visit the RAC frequently, relative to those that don't. The data relates to the 2021/22 financial year.

The mobile ping data indicates that:

- Reservoir Village and Broadway Shopping Strip draw trade from different geographic areas: Reservoir Village has a higher share of visitation from west of the rail corridor, while Broadway Shopping Strip primarily draws trade from residential areas immediately to the corridor's east.
- Reservoir Village has a higher level of visitation than Broadway Shopping Strip and draws trade from a larger area (relative to Broadway Shopping Strip) including some neighbourhoods to the east of the rail corridor.

Refer Figures 8.1 and 8.2.

The larger geographic area from which Reservoir Village attracts visitors can be attributed to the Coles and SUPA IGA supermarkets which are both located in the western part of the RAC. However, Reservoir Village's trading catchment is also influenced by nearby competing centres which also have supermarkets including Summerhill Shopping Centre, Coburg Hill Shopping Centre and Preston Central.

Having regard for the mobile ping data, competitive context and local road network etc, a trade area has been identified for the RAC as a whole.

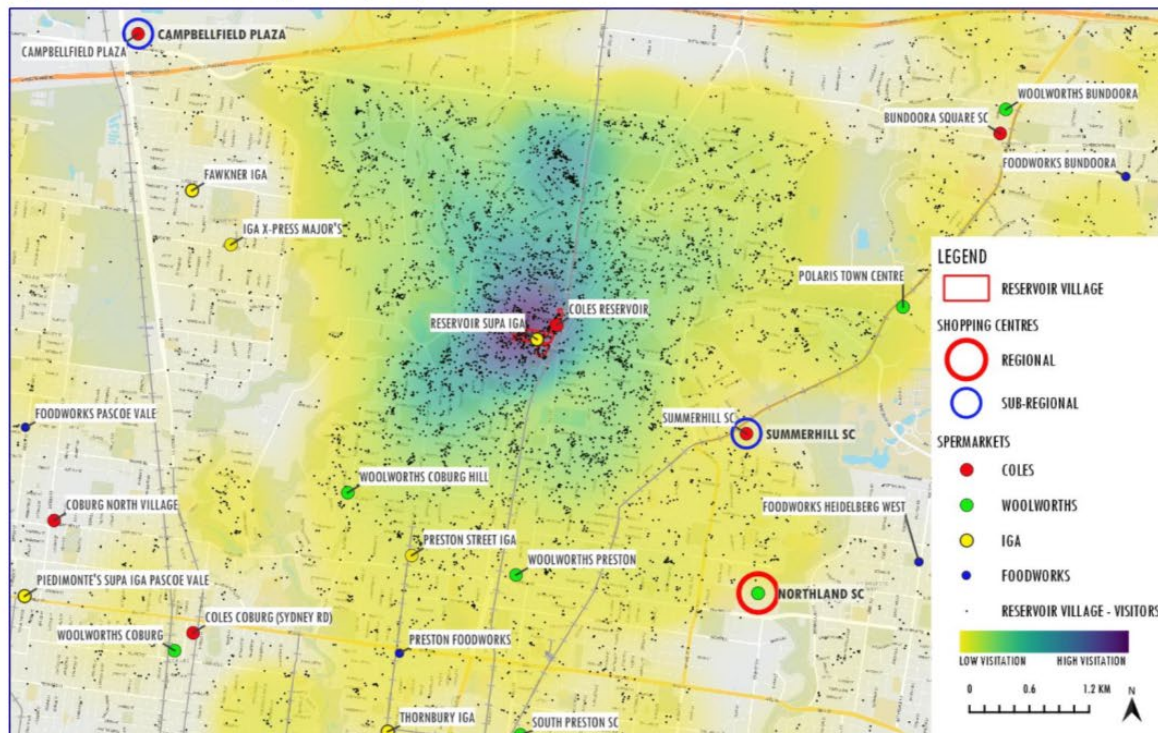
Broadly speaking, this trade area is bound by:

- Mahoneys Road to the north
- Darebin Creek to the east
- Tyler Steet and Regent Street to the south
- Merri Creek to the west

Refer Figure 8.3.



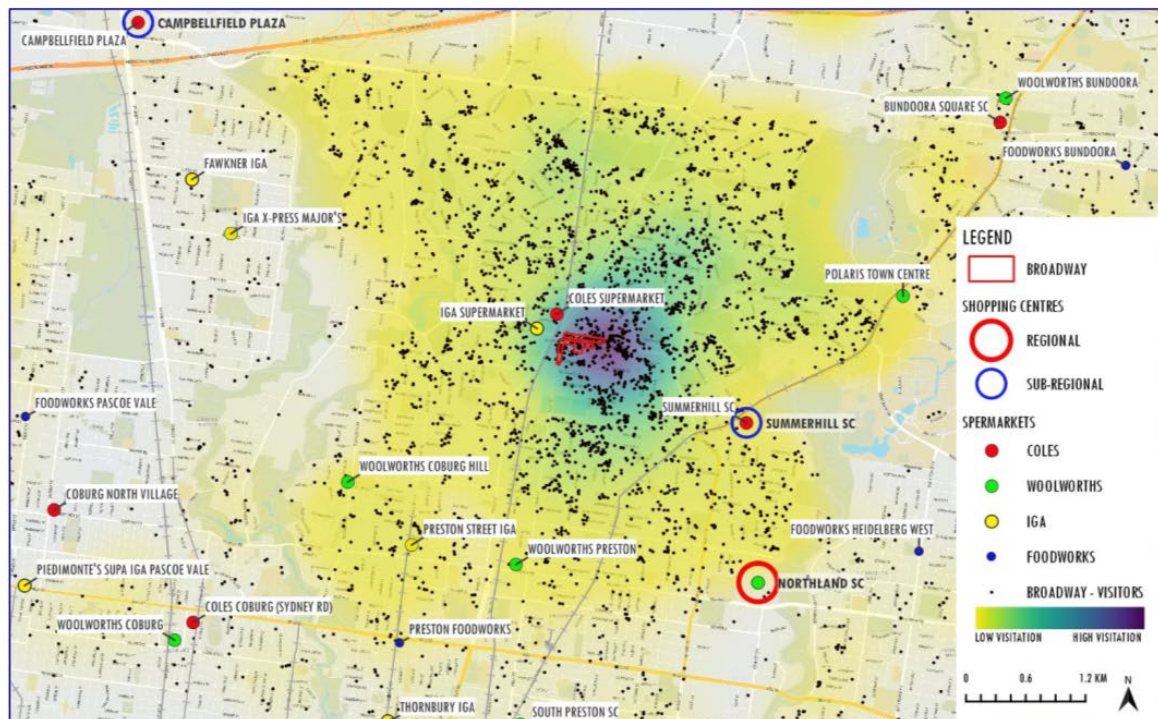
Figure 8.1 Reservoir Village – Frequency of Visit Thematic



Source: Ethos Urban with QGIS and Near mobile ping data

Note: data relates to the 2021/22 financial year

Figure 8.2 Broadway Shopping Strip – Frequency of Visit Thematic

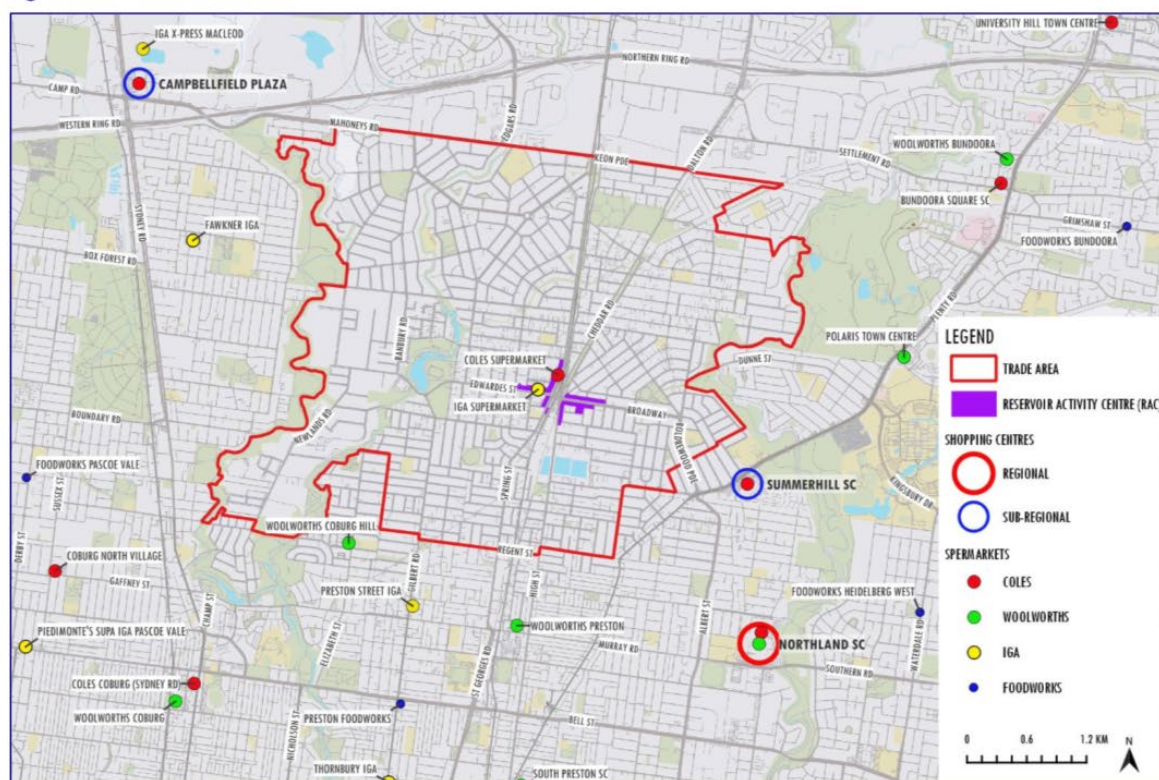


Source: Ethos Urban with QGIS and Near mobile ping data

Note: data relates to the 2021/22 financial year



Figure 8.3 RAC Trade Area



Source: Ethos Urban with QGIS

### Trade Area Population

In 2022, RAC's Trade Area accommodates an estimated 41,780 residents. Similar to the Reservoir suburb, population growth occurred over the period of 2011 to 2019 before being impacted by the COVID-19 pandemic.

The Trade Area population is anticipated to increase by +7,710 persons across the 14 years to 2036, based on projections undertaken by the consultant that account for effects of COVID-19 pandemic (reflecting the method outlined previously in Section 3.2). Average annual growth would be around +550 persons or +1.2%pa, across this period.

Table 8.1 Trade Area Historic and Forecast Population, 2011-2036

Category	2011	2016	2022	2028	2036	2022 to 2036
Population	40,570	44,100	41,780	44,510	49,490	+7,710
Average Annual Growth (no.)		710	-390	460	620	+550
Average Annual Growth (%)		1.7%	-0.9%	1.1%	1.3%	1.2%

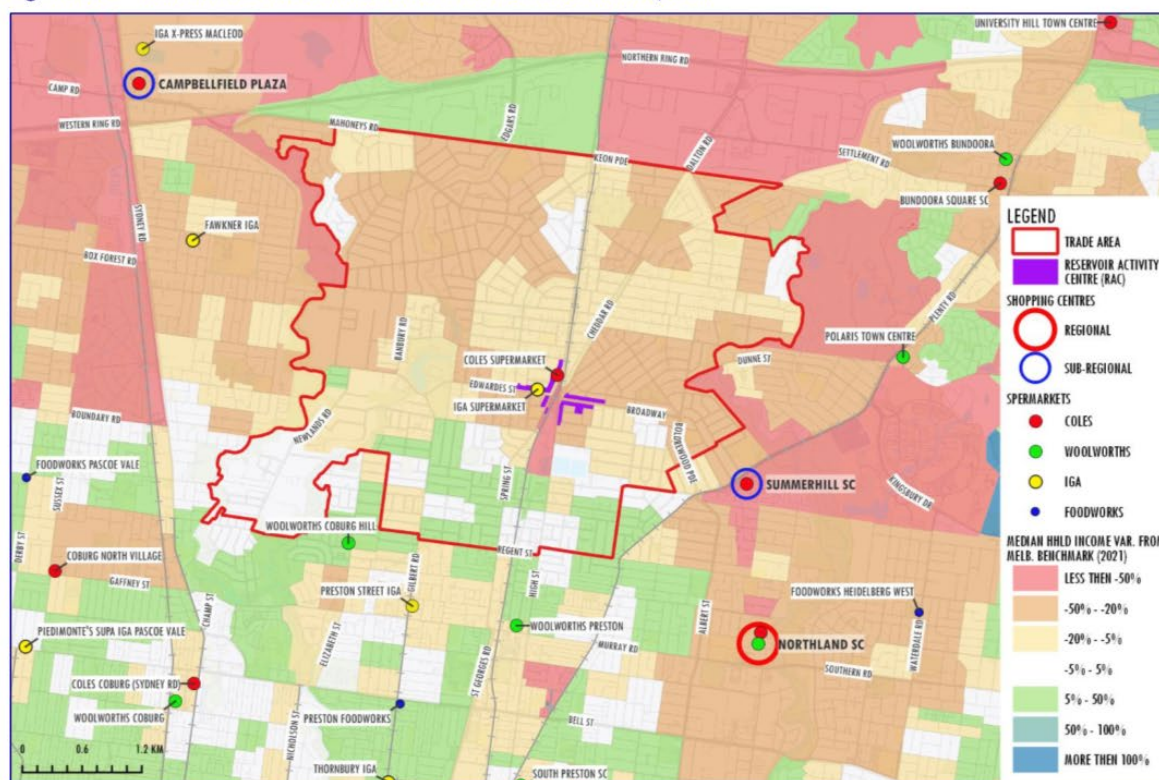
Source: Ethos Urban; ABS Estimated Resident Population; VIF2019; Cordell; ABS Dwelling Approvals

### Differing Characteristics of Trade Area Residents

The demographic characteristics of residents within the suburb of Reservoir differs, as noted in Section 3.3. This is also the situation for residents in the Trade Area.

For example, Trade Area residents in the southern part of the Trade Area tend to have higher incomes than those in the north, and particularly the north-western portion of the Trade Area. The variation in median household incomes of Trade Area residents is shown in Figure 8.2. From a retailing perspective, this does have implications. Residents in the southern portion of the Trade Area who tend to have high incomes, also have a greater choice in shopping destinations, as shown in Figure 8.2. Therefore, it is comparably more difficult to attract these residents to the RAC compared to Trade Area residents in the northern portion of the Trade Area.

Figure 8.4 Median Household Income for Trade Area Residents, 2021



Source: Ethos Urban with QGIS; ABS, Census of Population and Housing, 2021

### Trade Area Retail Spending

Estimates of retail spending by Trade Area residents have been prepared with reference to the MarketInfo retail spending model. MarketInfo is a micro-simulation model which uses data from the ABS Household Expenditure Survey (HES), the ABS 2016 Census of Population and Housing, ABS Australian National Accounts, and other relevant sources. The retail spending data is presented across four major spending categories:

- **Food, Liquor and Groceries (FLG)**, which includes fresh food, groceries and take-home liquor, including supermarkets.
- **Food Catering**, which includes cafes, restaurants and takeaway food.
- **Non-Food**, which includes apparel, homewares and general merchandise.
- **Retail Services**, including hairdressers, beauty salons etc.

Average per capita retail spending in 2022 has been estimated for Trade Area residents and is compared with the average for Greater Melbourne (refer Table 8.2). On average, Trade Area residents spend an estimated \$14,180 on retail goods and services in 2022, which is -11.8% below the Greater Melbourne average. The lower average per capita spending by Trade Area residents is primarily due to reduced spending on discretionary goods and services which is likely due to relatively high levels of socio-economic disadvantage in some areas of the suburb.

Table 8.2 Trade Area Retail Spending Per Capita, 2022 (\$2021/22)

Trade Area	FLG	Food Catering	Non Food	Services	Total Retail
Per Capita Spending (\$2021/22)	\$6,300	\$1,800	\$5,640	\$450	\$14,180
Greater Melbourne	\$6,530	\$2,150	\$6,870	\$570	\$16,070
Variation from Greater Melbourne average	-3.5%	-16.3%	-17.2%	-21.1%	-11.8%

Source: Ethos Urban with MarketInfo



The total retail spending capacity of residents in the Trade Area is calculated by multiplying the current and future population forecasts, with the per capita retail spending estimates outlined above. The spending forecasts are presented in constant \$2021/22 (excluding the effects of price inflation) and make an allowance for real growth in per capita spending.

The total retail spending capacity of the Trade Area population is estimated at \$592.7 million in 2022. Retail spending is projected to reach \$795.7 million in 2036, representing an increase of +\$203.0m on the 2022 level.

**Table 8.3 Trade Area Total Retail Spending by Category, 2022-2036 (\$2021/22)**

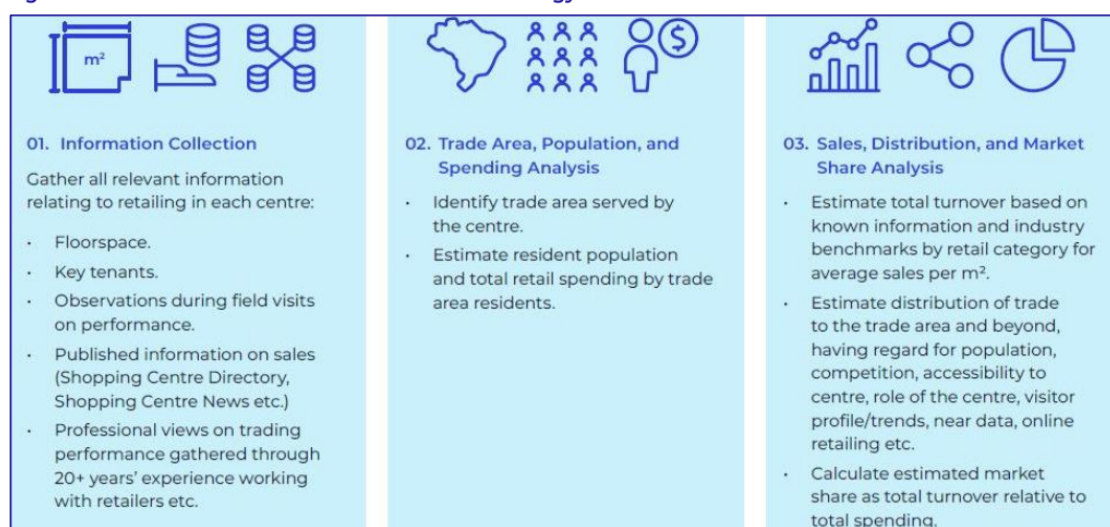
Retail Category	2022	2028	2032	2036
FLG	\$263.0m	\$289.6m	\$312.0m	\$336.7m
Food Catering	\$75.3m	\$82.7m	\$88.9m	\$95.7m
Non-Food	\$235.5m	\$272.3m	\$303.1m	\$337.8m
Services	\$18.8m	\$21.2m	\$23.3m	\$25.5m
<b>Total Retail</b>	<b>\$592.7m</b>	<b>\$665.9m</b>	<b>\$727.3m</b>	<b>\$795.7m</b>

Source: Ethos Urban; MarketInfo

## 8.2 Retail Sales and Market Share Assessment

The retail sales and market share for RAC have been estimated having regard to available retail spending, retail floorspace provision, average turnover levels, published sales data (where available), observations made during field visits, and the consultant's experience, among other aspects. A high-level overview of steps undertaken to produce estimates of retail sales and market shares for strip activity centres is outlined below.

**Figure 8.5 Retail Sales and Market Share Methodology**



Source: Ethos Urban

It is estimated that retailers in RAC generate approximately \$151 million in sales on an annual basis (in 2022 dollars \$), as shown in Table 8.4. The Coles and SUPA IGA supermarkets are the dominant retailers in the centre, and this is reflected in the higher share of sales (66%) in the FLG category.

The share of sales to visitors or workers who live outside the Trade Area has been estimated with reference to Spendmapp data from Geografia for the suburb of Reservoir, in conjunction with available local retail spending and average turnover levels in RAC. It is estimated that approximately 11% of total RAC retail sales are to persons who reside outside of the Trade Area.

Overall, it is estimated that RAC retailers have a retail market share of 23%, which is the share of available total retail spending by Trade Area residents captured by RAC retailers. This includes a market share of 34% of FLG spending, 35% of food catering spending, and 42% of services spending. Non-food has the lowest market share, with the limited number of non-food retailers resulting in a market share of only 5%. This reflects the RAC's low provision of non-food



retailers, and competition from nearby internal shopping centres such as Summerhill and Northland which have a much more expansive non-food provision.

The \$151 million in sales by RAC retailers equates to an average trading level of \$7,710/m<sup>2</sup> of gross leasable floorspace. In particular, the current trading level of \$11,840/m<sup>2</sup> for FLG retailers is considered to be above average for a centre of RAC's size and is primary attributed to the Coles and SUPA IGA supermarkets. These supermarkets are considered to be overtrading for their size.

**Table 8.4 Trade Area Retail Sales and Market Shares, 2022**

Category	FLG	Food Catering	Non-Food	Services	Total
Occupied Floorspace	8,410m <sup>2</sup>	4,760m <sup>2</sup>	3,380m <sup>2</sup>	3,040m <sup>2</sup>	19,590m <sup>2</sup>
Estimated Turnover	\$99.6 m	\$30.9m	\$11.8m	\$8.8m	\$151.1m
Average Turnover per m <sup>2</sup>	\$11,840/m <sup>2</sup>	\$6,500/m <sup>2</sup>	\$3,480/m <sup>2</sup>	\$2,910/m <sup>2</sup>	\$7,710/m <sup>2</sup>
Share of Turnover from Outside Trade Area	10%	15%	7%	10%	11%
Turnover Attributed to Trade Area Residents	\$89.6 m	\$26.3 m	\$10.9 m	\$7.9 m	\$134.8 m
Trade Area Spending 2022	\$263.0 m	\$75.3 m	\$235.5m	\$18.8m	\$592.7 m
<b>Market Share</b>	<b>34%</b>	<b>35%</b>	<b>5%</b>	<b>42%</b>	<b>23%</b>

Source: Ethos Urban with MarketInfo

### 8.3 Retail Development Opportunities

The opportunity for future retail development and additional retail floorspace across the period 2022 to 2036 has been considered (refer Table 8.5). This analysis has regard to the current trading level of retailing in the RAC and assumes current sales performance is largely maintained, except in the case of FLG where retailers are estimated to be over trading.

By considering current market shares and estimated sales from beyond Trade Area, the total future retail sales available for trade area retailers can be determined. Following this, an average supportable trading level is then applied (i.e. \$7,280/m<sup>2</sup>) for the RAC. These trading levels are based on the current performance for food catering, non-food and services, although the average trading level of FLG has been reduced to reflect a more competitive trading environment for FLG in the centre. Note that the average supportable trading levels are assumed to increase at +0.5% per annum to 2036 to allow for real growth in sales.

By 2036, it is estimated that an additional +7,300m<sup>2</sup> of retail floorspace (rounded) could be supported in the RAC. This includes limited provision of additional food catering, non-food, and services floorspace, which would likely be captured by smaller retail tenancies, rather than large scale operators. The additional supportable floorspace also includes a more significant +4,300m<sup>2</sup> of FLG floorspace (rounded).

This additional FLG floorspace would be sufficient to support at least a full-line supermarket, which are typically around 3,200m<sup>2</sup> to 3,600m<sup>2</sup>; or, a smaller supermarket, such as an Aldi (which are around 1,800m<sup>2</sup>), and an expansion of the existing Coles supermarket. On face value, the ideal location for a new supermarket would be the Broadway strip, due to this area of the centre currently lacking a retail anchor. The establishment of a supermarket in this area would generate increased foot traffic which would benefit other Broadway retailers.

Table 8.5 Supportable Retail Floorspace, 2036 (\$2022)

Category	FLG	Food Catering	Non-Food	Services	Total
Trade Area Spending 2036	\$336.7 m	\$95.7 m	\$337.8 m	\$25.5 m	\$795.7 m
Spending Retained (%)	34%	35%	5%	42%	22%
Spending Retained (\$m)	\$114.7 m	\$33.4 m	\$15.7 m	\$10.8 m	\$174.6 m
Share of Sales from Beyond Trade Area	10%	15%	7%	10%	11%
Retail Sales Available for Trade Area Retailers	\$127.5 m	\$39.3 m	\$16.9 m	\$12.0 m	\$195.7 m
Avg. Supportable Trading Level	\$10,000/m <sup>2</sup>	\$7,000/m <sup>2</sup>	\$3,750/m <sup>2</sup>	\$3,000/m <sup>2</sup>	\$7,280/m <sup>2</sup>
Retail Floorspace Demand	12,750 m <sup>2</sup>	5,610 m <sup>2</sup>	4,500 m <sup>2</sup>	4,010 m <sup>2</sup>	26,870 m <sup>2</sup>
Current Retail Floorspace	8,410 m <sup>2</sup>	4,760 m <sup>2</sup>	3,380 m <sup>2</sup>	3,040 m <sup>2</sup>	19,590 m <sup>2</sup>
<b>Retail Floorspace Shortfall/Surplus</b>	<b>+4,340 m<sup>2</sup></b>	<b>+850 m<sup>2</sup></b>	<b>+1,280 m<sup>2</sup></b>	<b>+970 m<sup>2</sup></b>	<b>+7,280 m<sup>2</sup></b>

Source: Ethos Urban with MarketInfo

However, there is a lack of sites of sufficient size in Broadway to accommodate a full-line supermarket or a smaller supermarket such as an Aldi. On this basis, the potential to increase the area of the Broadway in the C1Z should be investigated. Lots fronting the Broadway in the Residential Growth Zone 3 (RGZ3) between Clarke Street and Denis Street may be a candidate for rezoning to C1Z. Although this area is conceivably not large enough to support a full-line supermarket or an Aldi, its development for commercial tenancies or more intensive mixed use scheme would assist in providing additional commercial floorspace to absorb addition non-FLG retail floorspace.

The additional supportable FLG floorspace could be partially absorbed by an extension to the floorspace of the existing Coles supermarket, which is currently undersized at approximately 2,000m<sup>2</sup>. Due to this supermarket's limited offer, it is likely that a significant number of Trade Area residents currently travel to alternative supermarket destinations, such as Summerhill Shopping Centre, which has two full-line supermarkets where customers can access a greater range of products. While an extension of the Coles in Reservoir Village would assist in reducing the FLG spending leaking to other centres, this would also reduce the likelihood that an additional major brand supermarket would locate in RAC. Typically, a centre of the size of RAC which serves a catchment of more than 40,000 residents would have a greater supermarket offer than a limited range Coles and a mid-sized IGA. Hence, an opportunity exists to expand the supermarket offer in RAC.

Stakeholder consultation highlighted a need for a greater variety of retail types in RAC, including fresh food retailers, additional cafes and restaurants, and apparel stores. A survey undertaken by the Reservoir Village Traders Association in 2022 broadly reflected these sentiments.

An increase in residents living in and proximate to the centre will assist in supporting additional cafes and restaurants including operators seeking to trade in the evening. Realistically, the opportunity for additional apparel retailers in RAC would be limited to independent operators. The likelihood of major apparel brands establishing in RAC is unlikely due to the centres small size, competition from nearby internal shopping centres such as Summerhill Shopping Centre and Northland, and the headwinds impacting the apparel sector due to increasing share of trade captured online.

## 8.4 Commercial Development Opportunities

A range of complementary non-retail uses are important to the ongoing success of any retail centre. As highlighted, the RAC currently supports an estimated 3,740m<sup>2</sup> of dedicated office floorspace (both tenanted and vacant) along with 10,880m<sup>2</sup> of office and commercial shopfront uses. The RAC also has a relatively small quantum of floorspace that accommodates (non-office) commercial uses that are not located in shopfronts (i.e. the RSL Club).

The occupants of commercial floorspace in strip centres with a neighbourhood role are typically real estate agencies, travel agents, accountants and financial services, lawyers, medical centres, dental services, optometry, and gyms.

Having regard for the role of the centre both currently and in the future, the RAC is unlikely to support large stand-alone (multi-storey) office buildings, unless the development was to support government offices – akin to, say, the Vic Roads offices in Sunshine.

Instead, commercial and office floorspace demand is likely to continue to come from small local businesses and professional services with a local focus. In the longer-term, the opportunity may exist for a small provision of privately

operated co-working/flexi-space to be delivered in the RAC that services local professions seeking an alternative flexible working arrangement to the home or work office.

Currently, Broadway is the RAC's focal point for non-retail shopfronts. Accordingly, the establishment of additional office or commercial shopfront tenancies in Reservoir Village would assist in delivering a more balanced mix of uses throughout RAC.

Medical centres that support General Practitioners in addition to allied health services are becoming increasingly prevalent in strip centres. Demand for health care services is consistently high due to the general need for patients to receive treatment for acute and non-acute health-related matters. These health services – including GPs, dental services, and diagnostic services such as pathology and x-ray – are required for any population, regardless of age or any other differentiating socio-economic characteristics.

GPs are the most-frequented health service at medical centres and, therefore, represent a sound basis for assessing current and future demand for medical centres. Greater Melbourne and Victoria both have an average provision of approximately 12 GPs per 10,000 persons, based on the National Health Workforce Dataset (NHWDS).

In contrast, the Trade Area currently has approximately 29 GPs in 2022, based on research undertaken by the consultant. This equates to an average provision of 6.9 GPs per 10,000 persons. On this basis, there is an opportunity for additional medical centre facilities to service Trade Area residents, noting that future population growth will further exacerbate the current shortage of GPs if additional services do not come online.

## 8.5 Residential Development Opportunities

Recent residential development in Reservoir has primarily been semi-detached dwellings such as townhouses or terraces, and to a lesser extent conventional detached dwellings. Apartments comprised only 10% of new dwelling approvals in Reservoir between 2017 and 2021 (refer previous Section 3.10).

The key residential development consideration for RAC is the potential for multi-storey residential apartments to be delivered in or adjacent to the centre and leverage existing infrastructure such as the train station for transit orientated development.

A larger number of residents in and proximate to the centre would:

- Increase the available pool of local resident spending available to local businesses, providing opportunities for increased trading levels and a higher quality retail offer.
- Assist in supporting the establishment of businesses that would contribute to the emergence of a night-time economy such as restaurants and wine bars.
- Result in increased passive surveillance resulting in a safer urban environment.

To date, apartment developments in or proximate the RAC have been no higher than around two storeys.

Developments of note include:

- A two-storey complex at 27-29 Edwardes Street comprising 14 units, which was developed more than over ten-years ago
- A two-storey complex at 45 Edwardes Street comprising 10 units completed in 2019.

Although not technically apartments, 61 Edwardes Street is currently being developed for 16 townhouses and will represent a new upmarket dimension to the local medium density residential offering.

Apartment developments of more than three storeys have not occurred yet in Reservoir. A key reason for this is that developers with sites capable of supporting buildings at this scale are often reluctant to advance projects above three levels due to the additional costs associated with a commercial building site (eg. tower crane, materials hoist and additional labour costs). In marginal middle suburban markets, a significant increase in the height of the development (to six or more levels) may be required to increase the yield sufficiently to offset the additional costs associated with a move to multi-level construction.

A key determinant of whether a market exists for multi-storey apartments is if a suburb's median house price is sufficiently high enough to incentivise the purchase of an apartment instead of a conventional detached dwelling or terrace/townhouse.



Broadly speaking, a median house price of around \$850,000 or higher is needed for a genuine market for apartments to emerge in a specific locality. At this price level, residents need to be proximate to amenities and/or public transport options. In some instances, apartments can be delivered in lower value residential markets if the multi storey buildings would have attractive views.

Reservoir's a median house price of \$950,000 positions it in the price threshold (of approximately \$850,000 or higher) where multistorey apartment buildings begin to be viable.

For reference, in the Murray Road area of Preston, the eight-level apartment building at 10 Clinch Avenue and the six-level apartment complex at 368-390 Murray Road, were developed in 2015 when median house price in Preston was around \$850,000. An additional large apartment building was then completed in 2019 at 8 Clinch Avenue when the median house price was around \$930,000. The median house price in Preston was \$1.4 million in 2021.

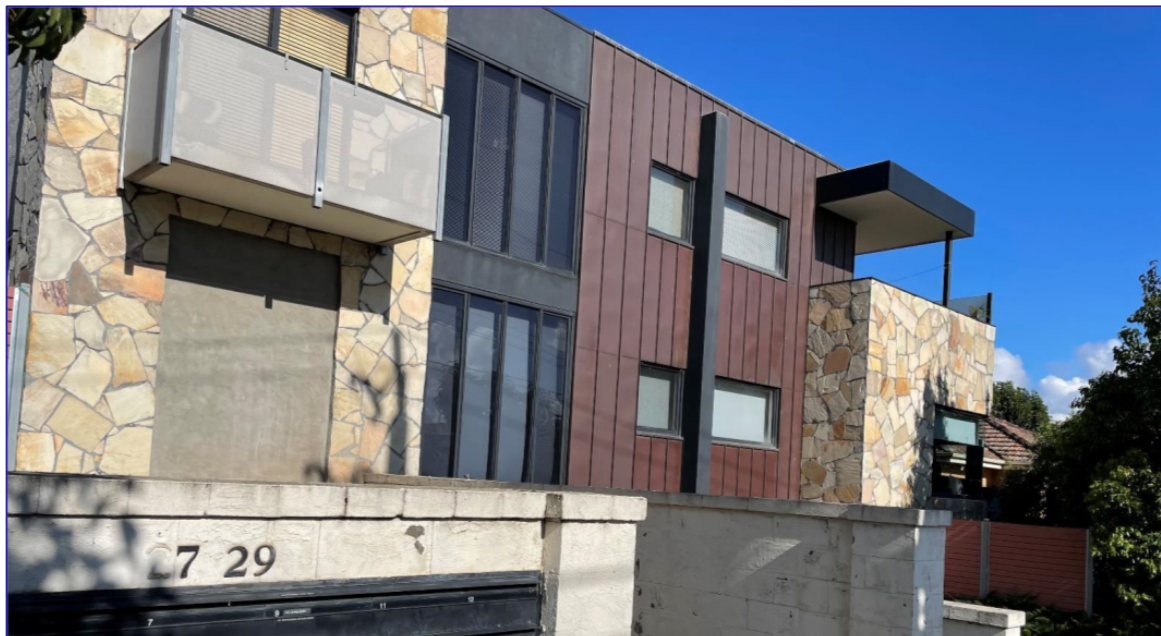
At the current residential price level and with a train station located within the centre, it is expected that developers will increasingly investigate the opportunity for multi-storey apartments in and proximate to RAC.

However, the opportunity for higher density residential development at RAC is limited by a lack of developable sites larger than 1,000m<sup>2</sup>. Accordingly, the development potential of publicly owned land warrants consideration, as discussed in Section 7.6.

It would be prudent for planning controls that apply to land in and proximate the RAC be reviewed to explore whether changes to planning controls could unlock additional large sites for multi-storey apartments. This may include consideration of the potential for the CIZ too be expanded or for the maximum building height of areas in the Residential Growth Zone 2 (RGZ2) or Residential Growth Zone 3 (RGZ3) that are immediately adjacent RAC to be increased above 13.5m (which is the maximum building height if none is specified in the schedule to the RGZ). The potential may also exist to use a Design and Development Overlay (DDO) to outline specific design and built form requirements for areas in the RGZ2 and RGZ3 that are immediately adjacent the RAC.

The appetite of developers to deliver multi-storey apartment projects in the next three years will be influenced by broader economic conditions including the pace at which the Reserve Bank increases the cash rate to reduce inflation. Rising interest rates coupled with the potential for an economic downturn will make residential developers and buyers more risk adverse.

**Figure 8.6** Apartment Building at 27-29 Edwardes Street



Source: Ethos Urban

**Figure 8.7** Apartment Buildings at 10 Clinch Avenues and 8 Clinch Avenue, Preston



Source: Ethos Urban

## 8.6 Summary

RAC's Trade Area is identified as broadly reflecting the suburb of Reservoir, and accounts for factors such as the competitive context, local road network, and trading patterns identified via an analysis of mobile ping data.

Mobile ping data indicates that Reservoir Village attracts visitors from a wider geographic area than Broadway shopping strip, due to its provision of anchor supermarket tenants, and that visitation to the RAC is influenced by nearby competing centres which also support supermarket facilities including Summerhill Shopping Centre, Coburg Hill Shopping Centre and Preston Central.

It is estimated that retailers in RAC generate approximately \$151 million in sales on an annual basis (in 2022 dollars \$), which equates to an average turnover level of \$7,771/m<sup>2</sup> of gross leasable floorspace. Approximately 23% of the total retail spending available in the Trade Area is estimated to be captured by RAC retailers, reflecting strong provision of competing retailer facilities in the region.

By 2036, growth in local resident spending could result in the RAC supporting an additional +7,300m<sup>2</sup> of retail floorspace, including +4,300m<sup>2</sup> of FLG floorspace.

This increase in FLG floorspace could be supported in several ways including any combination of the following:

- An expansion of the existing Coles supermarket
- Development of a new full-line supermarket
- Development of another limited range supermarket such as an ALDI.

Potential exists for additional local population serving commercial businesses to be located in RAC as the number of residents in the Trade Area increases, including additional medical centre facilities.

It is likely that developers will increasingly investigate the potential to deliver multi-storey apartment developments in and proximate to the RAC if appropriately sized sites can be secured, having regard for underlying residential prices. It would be sensible for a review of planning controls that apply to land within and immediately proximate the RAC to be undertaken, with the view to unlocking additional sites suitable for multi-storey apartments or mixed-use (commercial and residential) developments.

## 9.0 Considerations for Investment Attraction

Key considerations that emerge from the analysis and discussion in Part B are outlined below.

### **The pace of change and pressure on traders in strip activity centre has been amplified by the increased uptake of online retailing due to COVID-19**

Strip activity centres and the retail sector continually evolve as new entrants and incumbents seek to gain a competitive edge by leveraging technology and responding to consumer tastes and economic conditions. COVID-19 supercharged the take-up of online retailing. Omni channel retailing (i.e. combining online and traditional shopfront retailing) is now expected, and the success of brick and mortar retailing is increasingly tied to the in-store experience and quality of the centre's urban environment and mix of complementary uses. Contrary to long-term trends, sales in some smaller activity centres have increased due to COVID-19 resulting in an increase in persons working from home.

### **Design, land use mix, and marketing, are more important than ever**

More than ever the success of strip activity centres is attributed to the quality of the urban environment, the ability to offer a range of complementary uses that meets the needs of uses and attract and retain customers through marketing and promotions. Blended uses (i.e. different uses in the one building), complementary non-retail (such as gyms, medical centres, community facilities etc), establishment of entertainment uses and a successful night-time economy, and high quality public open space, all have a role to play in driving a positive experience for centre users. The renewed focus on the quality of the place and experience in activity centres also highlights the importance of marketing and promotions. Coordinated management of these aspects is viewed as a key factor in the success of strip centres.

### **RAC's composition of retail and commercial uses reflects its neighbourhood centre role**

RAC has an estimated 33,230m<sup>2</sup> of shopfront floorspace across 198 tenancies. The majority (or 59%) of shopfront floorspace supports retailing, office shopfronts comprise 28%, and other commercial shopfronts (such as gyms) comprise 5%. The centre also supports a small provision of dedicated offices and non-shopfront commercial uses such as the RSL Club. The current anchor retailers – Coles and Supa IGA – are not full-line supermarkets. It is therefore expected that many local residents undertaking weekly or daily shopping will bypass the RAC for full-line supermarkets facilities at nearby Summerhill Hopping Centre, Coburg Hill, Northland or Preston Central.

### **RAC's shopfront vacancy rate is at an acceptable level**

Approximately 92% of shopfront floorspace is occupied in RAC, with the balance (8% of floorspace or 20 tenancies) being vacant. Having regard for the competitive pressures impacting smaller activity centres and the loss of trade to online platforms, a shopfront floorspace vacancy rate of between 6% and 10% is considered acceptable for strip activity centres. Hence, an overall shopfront vacancy rate of 8% for RAC indicates a relatively healthy and acceptable trading performance.

### **Reservoir Village and Broadway shopping strip support different types of uses**

Approximately 70% of occupied shopfront floorspace in Reservoir Village supports retailing, which is significantly higher than Broadway Shopping Strip (58%). Conversely, approximately 38% of occupied shopfront floorspace on Broadway is used for offices which is much higher than Reservoir Village (23%). Reservoir Village has a higher share of FLG floorspace due to the Coles and Supa IGA supermarkets, while Broadway's emphasis on food catering, services retailing, and office shopfronts reflects its provision of smaller shopfront tenancies and role in accommodating several real estate agents and other local commercial uses.

### **Although anchor retail uses drive footfall during the day the centre is quiet at night**

Near mobile phone data indicates that pedestrian footfall in the RAC is centred around retail anchors such as the Coles and IGA Supermarkets, and prominent cafes such Northside (on Broadway). This data also highlighted that pedestrian activity in the RAC was much higher in daytime than the evening which can be attributed to the centre's lack of evening uses such as restaurants or bars.



### **Availability of large sites for redevelopment in RAC is limited, necessitating the consideration land in public ownership for development**

Those privately owned sites in the centre with potential to support multi-storey residential or mixed-use development include the Coles supermarket and adjacent carpark, and the prominent corner site immediately opposite Reservoir Station and south-west of the Edwardes Street and Spring Street intersection. Numerous Government-owned sites are also located throughout or proximate to the RAC that are well located for intensive residential or mixed-use development, but their future use would depend on the plans of relevant controlling entities and aspirations of the community.

### **The special rate area should be increased to include businesses in Broadway shopping strip**

Landowners in Reservoir Village pay a special rate. As a result, the precinct has its own brand, website, promotions, and events, that are co-ordinated by a part-time centre manager. However, the amount raised by this special rate (approximately \$75,000) is substantially below the average funds levied by similar schemes in other activity centres due to the small size of the precinct. Increasing the special rate area to include Broadway would enable a much larger pool of funds to be raised and enable Broadway traders to have a trader association, co-ordinated marketing and promotions, and initiatives such as Christmas decorations. The current lack of a trader's association for Broadway businesses also limits the ability for partnerships with Council, La Trobe University and other institutions.

### **Supermarkets in the RAC are trading at above average levels**

FLG sales per square metre are above industry standard in the RAC with this attributed to the existing Coles and SUPA IGA supermarkets overtrading, in view of their size. All other retail categories are trading at a level expected for a strip centre in a competitive retail environment and with a neighbourhood role.

### **The opportunity may exist for another supermarket operator in RAC or for existing supermarkets to expand**

By 2036, it is estimated that an additional +7,300m<sup>2</sup> of retail floorspace could be supported in the RAC. This includes approximately +4,300m<sup>2</sup> of FLG floorspace which would be sufficient to support a new full-line supermarket. However, finding an appropriate site for a full-line supermarket or even a smaller supermarket (such as an Aldi) will be difficult. Opportunities for the development of currently underutilised sites – including public owned land – and the potential to increase the area in CI2, should be investigated to assist in supporting the additional supportable retail floorspace.

### **Local population growth over time will provide opportunities for additional commercial (non-retail) floorspace in RAC**

Commercial and office floorspace demand is likely to continue to come from small local businesses and professional services with a local focus. Larger medical centres that support General Practitioners in addition to allied health services are becoming increasingly prevalent in neighbourhood strip centres. The provision of GPs in RAC's Trade Area (per 10,000 residents) is approximately half that of the Greater Melbourne average and indicates there is an immediately opportunity for additional medical centre facilities. Future population growth will result in the current under provision becoming more acute if additional services do not come online.

### **Developers will increasingly investigate the potential for multi-storey apartments in RAC**

Underlying residential prices at Reservoir are now at a level that will theoretically support multi-storey apartment development (three levels and above). While the opportunity exists for transit oriented residential development that leverages existing infrastructure such as Reservoir Station, the availability of appropriately size sites is an issue. Accordingly, the development potential of publicly owned sites warrants consideration, as does the appropriateness of planning controls that apply to land within and immediately proximate RAC.

### **Existing and future role of RAC**

Currently, the RAC serves a 'neighbourhood' role. However, both Plan Melbourne and MCLUP identify the RAC as a MAC. The location of Reservoir Station and a future SRL North Station in the heart of RAC and the associated potential for transit orientated development presents a significant opportunity to elevate the role of the centre. In the consultant's view, the key factors that would position RAC to emerge as a MAC are:



- RAC becoming a genuine location for the delivery of multi-storey apartments and multistorey mixes use (commercial and residential) developments; and
- The delivery of full-line supermarket facilities in RAC.

## Part C: Industrial Precinct Assessment

## 10.0 Metropolitan and Regional Industrial Land Context

This chapter provides a broad overview of the industrial sector in metropolitan Melbourne, and the characteristics of the industrial market in Melbourne's northern region where RIP is located.

### 10.1 Metropolitan Melbourne Industrial Land Context

A range of different industrial precincts are located throughout metropolitan Melbourne. Individual industrial areas are classified as State Significant (i.e. SSIPs), Regionally Significant, or Local industrial precincts, based on the framework implemented by MICLUP (2020).

SSIPs were also identified in *Plan Melbourne 2017-2050*. They are Melbourne's largest industrial areas and are strategically located for major industrial development. These precincts support higher-order logistics and link into metropolitan, state, national and global supply chains, and are located strategically on different sides of Melbourne's radial urban structure.

Metropolitan Melbourne contains the following SSIPs shown in Figure 10.1:

- Northern SSIP
- Southern SSIP
- Officer - Pakenham SSIP
- Hastings SSIP
- Western SSIP.

The Northern, Western and Southern SSIPs have historically functioned as the largest and highest order industrial precincts in Melbourne and will continue to do so in the future. The Northern SSIP comprises employment areas at Broadmeadows, Campbellfield, Somerton, Thomastown, and Epping, and is of specific relevance due to its proximity to RIP.

While industrial supply in the Southern SSIP is now heavily exhausted, land supply remains in the Northern and Western SSIPs which is absorbing new development. Another key attribute of the Northern and Western SSIPs is their strategic location relative to the Port of Melbourne, Melbourne Airport and proposed future intermodal facilities at Truganina and Beveridge.

Development in the Officer – Pakenham SSIP has increased in the last 5-years and is set to continue as the remaining supply of employment land in the Southern SSIP becomes increasingly limited. Although, compared to the Northern, Western and Southern SSIPs, development in the Officer – Pakenham SSIP is primarily geared to the local region due to this SSIP not being well located for distribution to the whole of metropolitan Melbourne.

The Hastings SSIP is yet to be developed as an industrial precinct of the scale identified in Plan Melbourne. Although it is strategically located adjacent the Port of Hastings and comprises a large area that could accommodate substantial industrial development in the future if demand materialises.

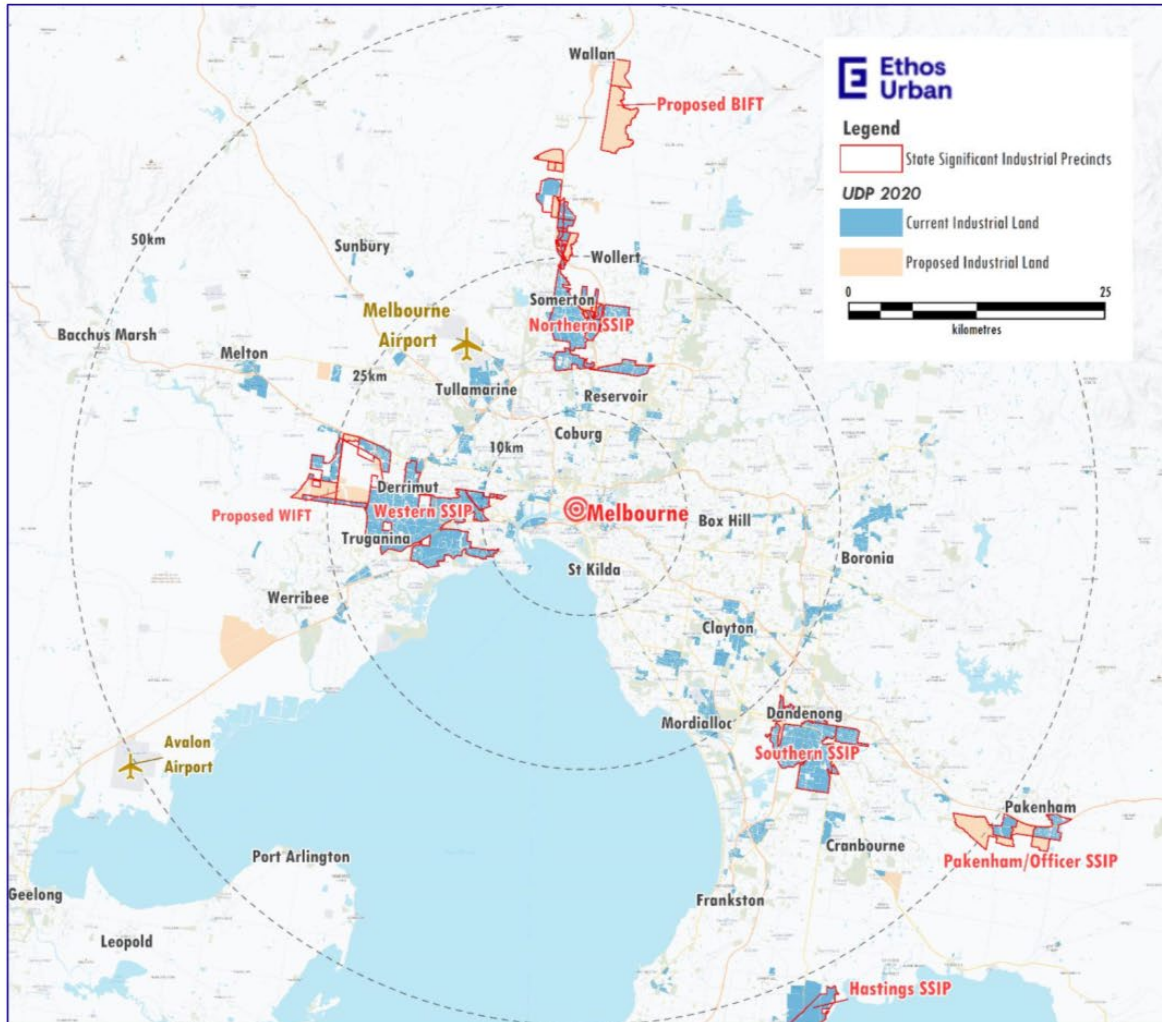
The balance of industrial areas located in Melbourne range from smaller finer grain precincts that support local population serving industries such as automotive repairs and construction depots to larger precincts (such as RIP) that accommodate regionally significant manufacturing and warehousing, in addition to local service industry. In some instances, industrial zoned land supports specific uses that require buffers such as quarries or abattoirs.

Some legacy industrial areas have had limited reinvestment across the last 20-30 years resulting in precincts with derelict buildings and a poor-quality urban environment. Often these areas once had a prominent manufacturing role that has since declined due to technology advancement and the effects of globalisation and offshoring.

In other smaller industrial areas reinvestment has occurred – including for mixed commercial and lighter industry uses, or conventional industrial activities. The potential for new investment to occur in smaller established industrial areas is influenced by a range of factors including their strategic location, accessibility, and the quality of the urban environment.

In some legacy industrial areas in the inner suburbs, rising land values are pricing out traditional industrial activities resulting in these tenants seeking to relocate elsewhere including established employment areas in middle ring suburbs. This phenomenon is a key driver of demand for land in the RIP according to conversations with agents, as noted in Section 11.1.

**Figure 10.1 Greater Melbourne Industrial Areas**



Source: Ethos Urban; UDP Industrial 2020

## 10.2 Industrial Land Provision in the Regional Study Area

### Locational Attributes and Drivers

Broadly speaking, a key attribute of industrial precincts located in the Regional Study Area (including the Northern SSIP) is their connectivity to:

- Central Melbourne (including the Port of Melbourne – Australia's largest capital city container and general cargo port)
- Melbourne International Airport and Essendon Airport.
- Important metropolitan, state or national freight networks such as the Western Ring Road and Hume Highway.

Future transport infrastructure such as the proposed Outer Metropolitan Ring/E6 Transport Corridor (OMR) and North East Link further enhance the connectivity between industrial precincts in the Regional Study Area and the balance of the metropolitan area.

The proposed Beveridge Interstate Freight Terminal (BIFT) will involve the development of an intermodal and adjoining freight and distribution components on 1,500ha at Beveridge adjacent the proposed Inland Rail. While it will play an important role in enhancing the Northern SSIPs connection to national supply chains, it is unlikely to have a material effect on the future development of established middle ring industrial precincts such as RIP.

As outlined previously, the residential population of Hume, Whittlesea, Merri-bek and Darebin LGAs, is expected to increase by +256,170 persons (rounded) across the 14 years to 2036 (refer Section 3.2). This substantial growth will drive demand for local service industry, as well as last mile distribution facilities.

Historically, the northern region of Melbourne was noted for its manufacturing activities. While the size of the manufacturing sector has declined (in terms of employment) and some major factories have closed (such as the former Ford plant at Broadmeadows), the sector is still integral to the local economy due to the large economic multipliers supported by manufacturing value chains.

Food manufacturing, transport equipment manufacturing, and chemical manufacturing are all specialisations in the regional economy. In particular, over 430 food and beverage businesses are located in Melbourne's north with an annual turnover of more than \$1 million, according to the Victorian State Government (Department of Jobs, Precinct and Regions).

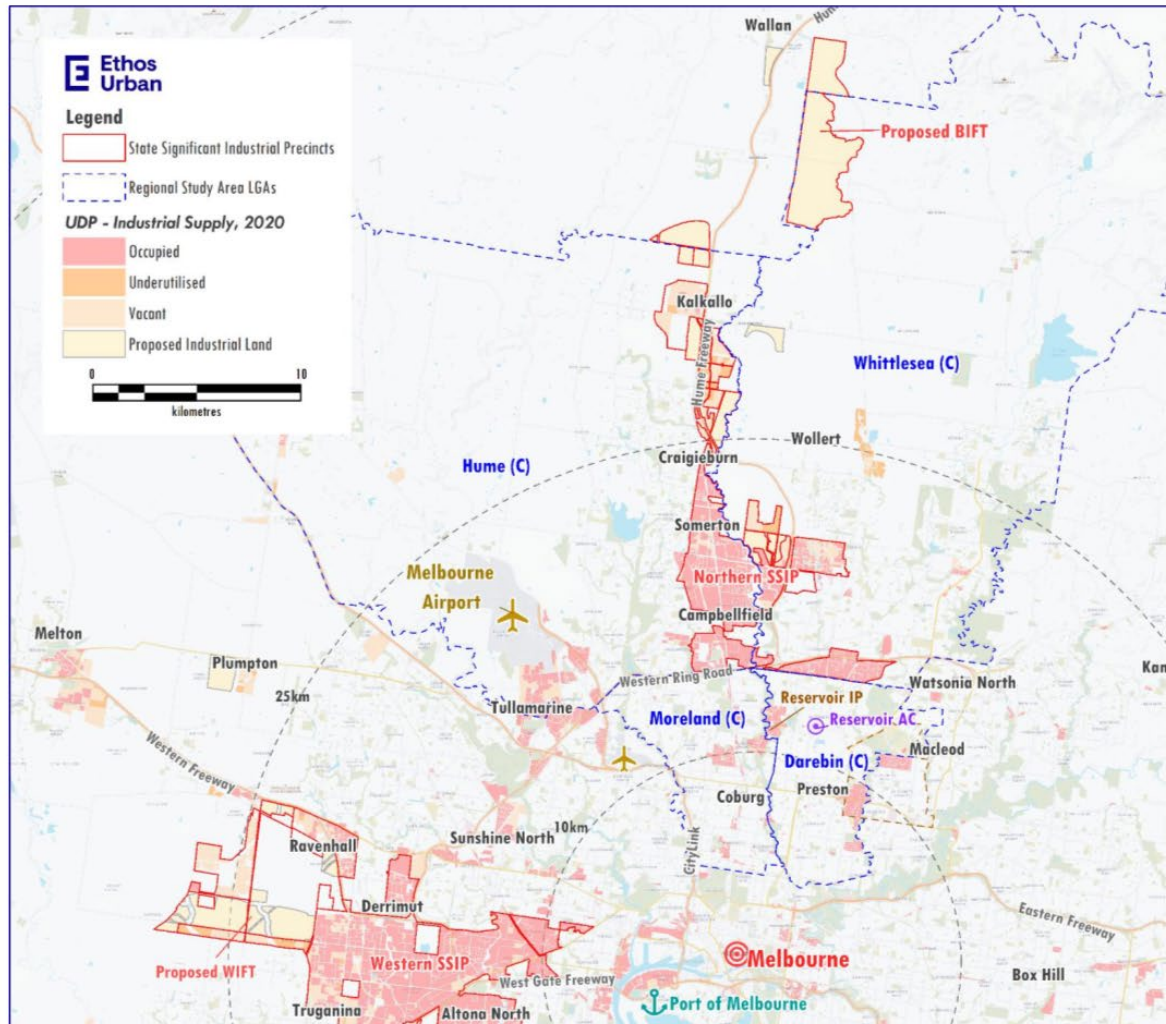
Food manufacturing and distribution in the region is, and will continue to be, supported by array of institutions (existing and planned) including Melbourne's Wholesale Fruit and Vegetable market, Epping Food hub, the planned Melbourne Food Innovation and Export Hub, and La Trobe's Australian Innovation Centre.

Australia's relatively high-cost base for labour and materials, combined with the competitive effects of globalisation, is necessitating that incumbent and new industries adopt advanced manufacturing techniques that drive efficiencies through the use of automation and digital technology.

There is potential for existing skills and capabilities to be leveraged through partnerships with universities. The opportunity exists for La Trobe Universities Research and Innovation Precinct (including the Australian Food Innovation Centre) to support the commercialisation of new research and ideas that contributes to the profile of the local manufacturing sector in the Regional Study Area.



Figure 10.2 Industrial land in Melbourne's North



Source: Ethos Urban; UDP2020

### Supply and Demand Situation

The Urban Development Program (UDP) 2020, provides an overview of industrial supply in the Regional Study Area.

The Regional Study Area had a total of around 5,090 hectares of total zoned land for industrial uses in 2020 (this includes occupied, underutilised, and vacant land)<sup>4</sup>. Of this, approximately 3,400 hectares (or 74%) is currently occupied and just over 1,320 hectares (or 26%) is currently zoned for industrial and but vacant (figures rounded).

An additional 2,070 hectares of land has been identified for future industrial use but is yet to be re-zoned. This includes the site of the future BIFT. The total future supply of land in the Regional Study Area was approximately 3,390 hectares (rounded), accounting for zoned land that was vacant, and future supply (refer Table 10.1). The majority (or 61%) of the total future industrial land supply was land that had not yet been zoned for industrial use.

Approximately 2,080ha of supply (zoned and unzoned) or 87% of total supply in the Regional Study Area is in the Northern SSIP.

<sup>4</sup> Vacant land includes land in the Urban Growth Zone identified for industrial in a Precinct Structure Plan.

Approximately 50 hectares of industrial land was consumed in the Northern SSIP alone in 2020 (year ending June) based on UDP 2020 data (refer Figure 10.3). According to the UDP 2020, the supply of zoned and proposed industrial land in the Northern SSIP (which does not include RIP) is forecast to be exhausted well beyond 2050, as shown by Figure 10.4.

It is well known anecdotally that industrial land consumption across Melbourne has surged during the COVID-19 period due to development tailwinds associated with increased supply chain throughput and emergence of a just-in-case inventory management mentality.

While at face value the Northern SSIP has a generous supply of industrial land, the actual supply of lots is dependent on developers being serviced land to market.

**Table 10.1 Industrial Land Supply – Regional Study Area, 2020**

LGA	Zoned (Occupied)	Zoned (Underutilised)	Zoned Vacant (ha)	Future Supply (ha)	Total Supply (ha)
Darebin	288	0	17	0	17
Hume	2,079	193	914	431	1,346
Merri-bek	231	0	16	0	16
Whittlesea	797	184	369	1639	2,009
<b>Total Regional Study Area</b>	<b>3,395</b>	<b>377</b>	<b>1,316</b>	<b>2,071</b>	<b>3,387</b>

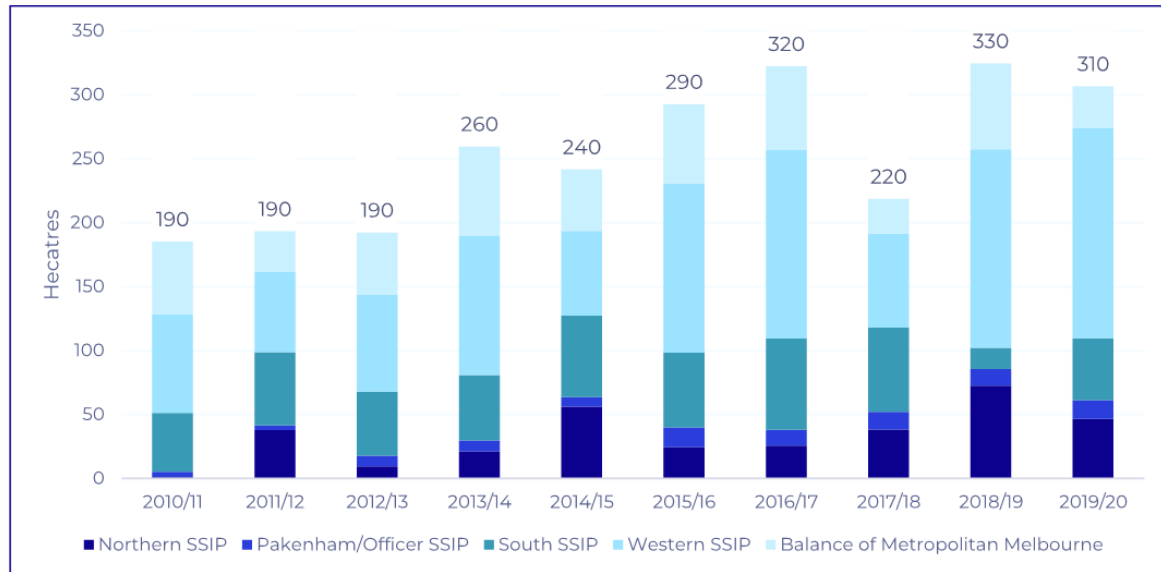
Source: UDP2020

It is evident from the annual consumption trends shown in Figure 10.3 that most of the new industrial development in Melbourne and the regional study area is focussed in the SSIPs where large tracts of supply are available, relative to local and regional industrial precincts in the balance of metropolitan Melbourne which are largely built out.

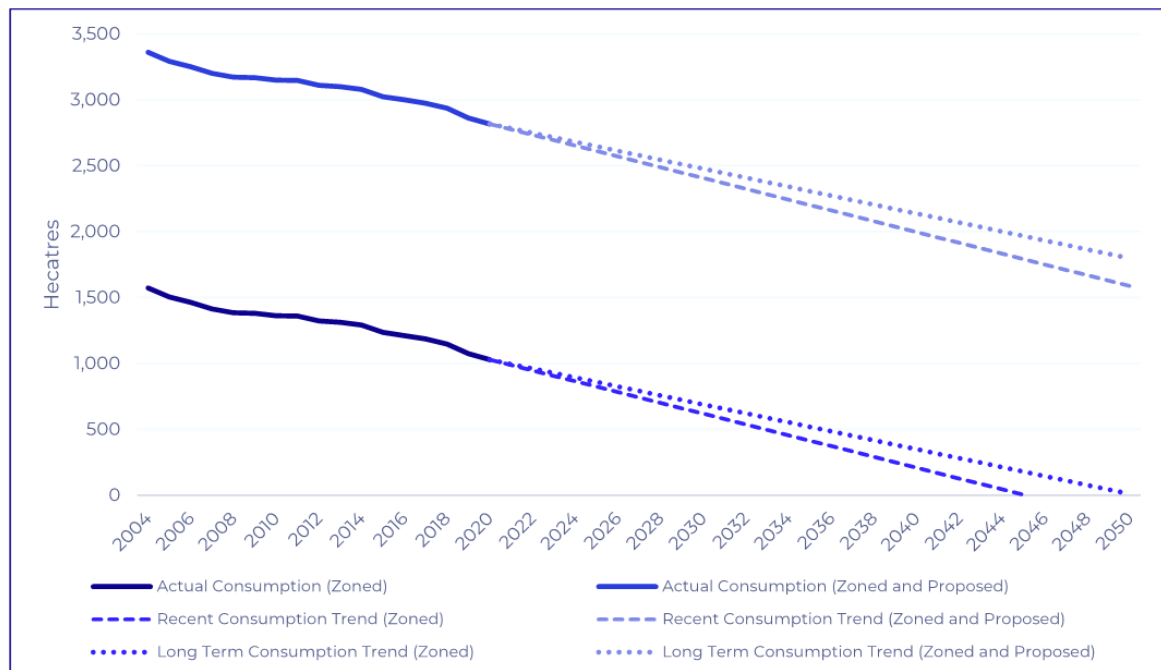
In particular, RIP is unlikely to complete with new developing broad hectare precincts in the Northern SSIP for businesses seeking large sites for metropolitan scale warehouses (in excess to 25,000m<sup>2</sup> of built floorspace), having regard to the Northern SSIP's extent of vacant land and accessibility to major roads such as the Hume Highway and Western Ring Road, and future infrastructure such as the Inland Rail and BIFT.

Akin to other established industrial precincts in Melbourne's suburban middle ring, industrial development in RIP is therefore informed by opportunities that relate specifically to the locality – including its middle ring location and proximity to established middle and inner residential areas.



**Figure 10.3 Annual Consumption of Industrial Land, Greater Melbourne, 2011 to 2020**

Source: Ethos Urban; UDP 2020  
 Figures Rounded

**Figure 10.4 Modelled Exhaustion of Zoned and Proposed Industrial Land, Northern SSIP**

Source: UDP2020; Ethos Urban

### 10.3 Macro Trends of Relevance to Regional Study Area's Industrial Sector

In recent years the industrial sector has emerged as the major focus of Australia's property market. Increasing demand for industrial floorspace and growth in rental returns and assets values has sparked unprecedented investor and developer interest in industrial assets.

The key demand drivers and prominent trends for industrial land in 2022 that have potential to shape the Regional Study Area and – in particular, RIP's development trajectory – are outlined below.

### Growth in E-commerce

Growth in online sales has accelerated due to COVID-19 pandemic. As a result, supply chain through-put has expanded and demand for warehousing floorspace has increased. In April 2022, online retail spending in Australia was \$3,677 million (seasonally adjusted) or 10.7% of total retail turnover (seasonally adjusted), based on ABS Retail Trade (May 2022). Since February 2020 (pre-COVID-19), the share of online retail spending has increased by +3.7 percentage points.

### Supply Chain Disruptions

The COVID-19 pandemic has also resulted in global supply chain disruptions. With rising commodity and energy prices, and port congestion resulting in spiralling transportation costs, many companies are seeking to expand their warehouse facilities to enable higher inventory levels. As a result, the take-up of leased industrial floorspace on Australia's east coast is around 31% higher than long-term averages, according to Knight Frank (source: *Outlook Report 2022*).

### Movement from Just-in-Time Inventory to Just-in-Case Management of Supply Chains

While previously firms have sought to manage inventory on a just-in-time basis, disruptions to global supply chains associated with COVID-19 have resulted in a shift to increased inventory levels closer to final consumers that allow for goods to be held for multiple retail cycles.

### Disruptions to Global Supply Chains are Expected to Drive an Increase in Local Manufacturing

Disruptions in global supply chains are expected to drive an increase in local manufacturing (a phenomenon referred to as onshoring). However, whether this reverses the long-term structural decline of jobs in Australia's manufacturing sector is uncertain. In addition, increasing e-commerce shipments are expected to generate growth in the food and beverage and paper/packaging manufacturing sector. This could result in an increase in demand for these type of activities in the regional study area and potentially RIP, noting that food and beverage manufacturing is a specialisation in Melbourne's northern region.

### Leasing Activity in Melbourne's North is Largely Attributed to Transport and Logistics or Manufacturing

From 2012 to 2021, approximately 18% of total lease transactions (by floorspace) more than 5,000m<sup>2</sup> occurred in Melbourne's northern region according to CBRE (source: *Melbourne Industrial & Logistics Land Supply 2022*).

An overview of each of these demand categories is provided below:

- **Transport & logistics:** Lease transactions by floorspace between 2012 and 2021 have been concentrated in Melbourne's west, which accounted for 63%, followed by Melbourne's north (20%) and southeast (13%).
- **Retail/e-commerce:** Lease transactions by floorspace between 2012 and 2021 have been concentrated in Melbourne's west which accounted for 55% of floorspace, followed by the southeast (26%) and north (14%).
- **Manufacturing:** Melbourne's southeast accounted for 36% of leased manufacturing floorspace across the nine years to 2021, followed by the west (36%) and north (20%).

While Melbourne's northern region is second to Melbourne's west in terms of lease transactions for transport and logistics uses, this leasing activity would primarily relate to the development higher order warehouses in new broad hectare areas developing in the Northern SSIP.

### Increasing Land Values

The structural increase in demand for warehouse floorspace due to e-commerce growth coupled with movements away from the just-in-time model, is placing pressure on existing supply of industrial sites and boosting land values. Although gross take-up of industrial floorspace in Melbourne's north declined between 2020 and 2021, land values for industrial land have surged, increasing from \$344/m<sup>2</sup> in January 2021 to \$594/m<sup>2</sup> in January 2022, or +73%, according to Colliers (source: *Australian Industrial & Logistics Snapshot – Q1 2022*). This reflects trends throughout the balance of Melbourne, where industrial land values have significantly increased in recent years (refer to Figure 10.6).

### Investors are Considering Alternative Assets to Drive Return

Specialised assets with potential for higher rents such as data centres and cold storage have emerged as a focus for investors. Data centres and cold storage facilities will likely become more prevalent in the regional study area and may be developed in RIP:

- Data centres provide electronic information storage for third parties and enable large sensitive files to be uploaded, downloaded and backed-up. They are primarily in the order of 10,000m<sup>2</sup> (of floorspace). Migration to cloud services is the major prevailing demand driver, but big data, internet of things, and 5G technology are positioned to increase the size of the market into the future.
- Cold storage has emerged as a focus for major institutional investors with Goodman, Charter Hall and Dexs having recently increased the allocation of cold storage in their portfolios. The main demand drivers are food consumption and production, underpinned by an increase in pre-packaged meals, and food exports/imports volume. Demand for cold storage facilities is also generated by the pharmaceuticals sector. Occupation of cold storage facilities has traditionally been dominated by major supermarket chains, however, corporate outsourcing of distribution centres to Third Party Logistics (3PL) providers is an emerging trend. Major 3PL providers including Emergent Cold (formally Swire Cold Storage), Rend Refrigerated Logistics (part of AHG) and Montague Cold Storage are expanding their footprints across Australia.

### Constrained Supply and Higher Land Values May Unlock the Opportunity for Multi-Level Warehouses in the Longer Term

A multi-storey warehouse is a facility consisting of more than one level (which increases the usable floorspace per square metre of land). Although multi-storey warehousing is still in its infancy in Australia, several large e-commerce and online grocery retailers have taken-up multi-level facilities in Sydney's western region. Sydney is the most supply constrained and expensive industrial land market in Australia and has now surpassed the price threshold where multi-level warehouses begin to be viable. Although industrial land values in Melbourne are significantly below this level, they will continue to escalate if supply remains constrained and demand high, which could result in the development of multi-level warehouses in Melbourne's north and potentially RIP in the longer-term.

### Higher Land Values and Last Mile Delivery Are Now Driving Investment in Legacy Industrial Areas

Increasing industrial land values and demand for sites proximate residential suburbs for last mile distribution facilities is beginning to drive redevelopment of long-standing, legacy industrial areas. 'Last mile' refers to the last step of the distribution chain, whereby the product is transferred from the last distribution facility to the home. Distribution centres with a last mile function can come in range of varieties, including:

- Traditional distribution centres (or DCs).
- Customer fulfilment centres (or CFCs) – which fulfill e-commerce orders and are often operated by a third-party logistics provider.
- In-store fulfillment – whereby the shopfront fulfills online order and/or provides a click and collect capability.
- Micro fulfilment centres (MFCs) – small scale, compact warehouse facilities located proximate to residential areas.

Development of MFCs is becoming more prevalent, particularly in legacy industrial areas. MFCs are highly automated and generally distribute to a fleet of small vans that transport to the doorstep. Demand for these facilities is largely from pre-packaged meals providers, grocery operators, and in some limited instances apparel traders. While MFCs can be delivered as brand-new facilities, developers are now also considering the potential for older warehouses to be converted for a last mile distribution.

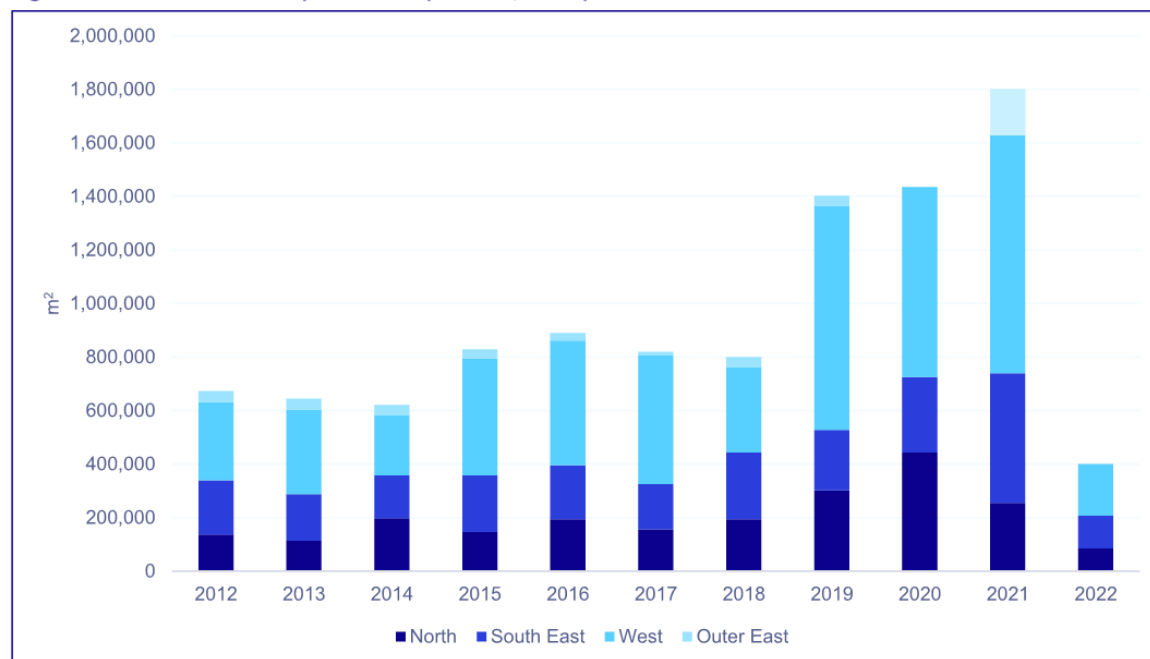
Examples of industrial development in established legacy industrial areas being activated by schemes which include last mile facilities include the delivery of a logistics hub at 1 Lennon Street West Melbourne by Perri Projects, and Access Corporate Park at Mount Waverly being developed by Dexs.

Indeed, RIP is already set to be activated by last mile, with Logos securing an amalgamation of sites on Radford Street which they intend to develop for a prime grade industrial park focused on last mile distribution. Logos is a highly experienced industrial developer with a development footprint in over 10 countries.

### Growth in the E-Commerce Sector is Driving Demand from Smaller Enterprise Uses

Growth in the e-commerce is resulting in the establishment of new businesses that manufacture or procure products and then distribute them online. As a result, industrial areas in Melbourne and Australia's other major cities are absorbing an increasing share of demand from smaller occupiers seeking flexible 'enterprise facilities' that provide small warehouse, office and (in some instances) a showroom in the one tenancy. The quality of the urban environment is a key consideration for many occupiers in this space, in view of the multiple functions that these tenancies perform.

Figure 10.5 Industrial Floorspace Take-up Trends, Metropolitan Melbourne



Source: Colliers, Australian Industrial &amp; Logistics Snapshot – Q1 2022

Figure 10.6 Industrial Land Values in Melbourne



Source: Colliers, Australian Industrial &amp; Logistics Snapshot – Q1 2022

### Developments to Monitor in Melbourne's North

The industrial ecosystem in the regional study area will continue to evolve as new developments come online and support new and existing industries. Proposed industrial sites and/or projects that will generate considerable employment and value added opportunities include:

- The Former Ford Factory (Assembly Business Precinct).** The former Ford factory site is now owned by Pelligra who are proposing to redevelop the former manufacturing facility for a large-scale business park. The development vision involves a retrofit of existing warehouses and will support approximately 305,000m<sup>2</sup> of industrial floorspace geared to logistics and manufacturing tenants, including a dedicated food precinct and a hub for advanced

manufacturing. A commercial centre with office space, a hotel and conference centre, and a childcare centre are also envisaged to be delivered at the precinct.

- **Melbourne Food Innovation and Export Hub.** A 50ha parcel of land adjacent to the Melbourne Wholesale Fruit, Vegetable and Flower Market (Melbourne Markets) is envisaged to be developed as an international food hub – dedicated to food and beverage manufacturing and distribution. Melbourne Markets partnered with NORTH Link, City of Whittlesea and City of Hume to develop a feasibility study to scope potential uses for the land, which will provide the foundations for a masterplan for the site.
- **4Ten Epping.** Frasers Property own a 60ha site at the intersection of Cooper Street and the Hume Freeway in Epping which they intend to develop for a master-planned industrial estate branded as 4Ten Epping. The estate will have a distribution and manufacturing focus, and will accommodate a part distribution centre for Mazda, as well as facilities for Kitchen Warehouse, Crusader Caravans and Intel Engineering.
- **Beveridge Interstate Freight Terminal (BIFT).** An estimated 1,000ha of land has been identified for the proposed BIFT and is strategically located to maximise links to the Melbourne-Sydney rail line, Inland Rail, Hume Freeway and the proposed outer metropolitan ring road. The 2022/23 Federal budget committed \$1.2 billion towards the BIFT, taking its total commitment up to \$1.6 billion. In addition, the Australian Government has already pledged funding of up to \$280 million to deliver key road upgrades ensuring direct and efficient access from the Beveridge terminal to the Hume Highway. The BIFT is a major project which will presumably have a planning lead time of around 10-years. The type of facilities envisaged would likely reflect the Moorebank Logistics Park (and intermodal) currently being developed by Logos in Sydney.

As discussed previously, Logos are proposing to deliver a prime-grade business park in RIP on a consolidated 7.8-hectare site that fronts Radford Road. Logos envisage that this development will have a last mile distribution focus.

Cutting edge businesses in the region that are expanding, include:

- The establishment of a new national headquarters for TurOSI (a poultry and beef processing business) and upgrades to their Broadmeadows processing facility.
- Development of a specialised manufacturing line by Epping-based Diseb Foods to produce a new type of pasta with a range of unique filling flavours that are not currently available in the market.

## 10.4 Summary

Industrial activity in metropolitan Melbourne is focused on several SSIPs that are strategically located for major industrial development and accessible to major freight networks. The Northern SSIP is located north of Reservoir and includes employment areas at Broadmeadows, Campbellfield, Somerton, Thomastown and Epping.

Melbourne also has an array of industrial areas that perform a local or regionally significant role. The potential for new investment to occur in smaller established industrial areas is influenced by a range of factors including their strategic location, accessibility, and the quality of the urban environment.

While Melbourne's north has a large supply of industrial land, a significant share of future supply is yet to be rezoned for industrial (including the BIFT site). RIP is unlikely to complete with new developing broad hectare precincts in the Northern SSIP for businesses seeking large sites for metropolitan scale warehouses.

Macro trends that have potential to influence the regional study area's industrial sector include the potential for growth in e-commerce and global supply chain disruptions to increase demand for warehousing and manufacturing facilities respectively, and the increasing prevalence of last mile distribution facilities (including micro fulfilment centres in legacy industrial areas that are accessible to established residential areas).

Future/potential projects of note such as the Assembly Business Park and 4Ten Epping demonstrate there is a market appetite to deliver new business parks and/or retrofit existing warehouses for new industry. The planned delivery of Melbourne Food Innovation and Export Hub and the BIFT, will significantly enhance the industrial credentials of the region as they come online.



## 11.0 Reservoir Industrial Precinct Overview

This chapter provides an overview of RIP. It considers the precinct's existing land uses, vacant sites, provision of jobs, economic value (measured as value added), recent and proposed investment. Likely influences on the future land use trajectory is also outlined.

### 11.1 Precinct and Land Uses

RIP comprises land in the IN1Z and IN3Z generally located to the south of Broadhurst Avenue, west of Edwardes Lake Park and Edgars Creek, and east of Merri Creek – and includes areas in Darebin and Merri-bek LGAs. The border of Darebin and Merri-bek LGAs bisects the precinct to the south of Carawa Drive.

RIP is designated as 'regionally significant industrial land – existing' by MICLUP, as discussed previously in Section 2.5. MICLUP defines this area as comprising the following two sub-precincts:

- West Reservoir Precinct – consisting of industrial zoned land to the north of Edwardes Street
- Newlands Road Industrial Precinct – comprising of industrial zoned land to the south of Edwardes Street and adjacent in the area of Newlands Road.

For the purposes of this assessment RIP is considered in its entirety and includes both West Reservoir and the Newlands Road precincts.

RIP supports a net area (excluding roads and public open space) of approximately 160 hectares comprising 120 hectares (or 75%) in the IN1Z and 40 hectares (or 24%) in the IN3Z. Approximately 62% of net developable area is in Darebin LGA with the balance (or 38%) being in Merri-bek LGA.

RIP supports a broad mix of industrial uses, including:

- Higher order factories/manufacturing/warehousing uses. Examples include:
  - Visy – a packaging and recycling company
  - Genobile Saba – a packaged foods supplier
  - Campoli Foods – a food products suppliers
  - Iplex – a drainage systems manufacturer
  - Solarhart – a solar energy system manufacturer
  - Conga Foods – a food importer.
- Local service industrial uses including automotive mechanics and wreckers etc, construction depots and light industrial uses such as some trade showrooms.
- Miscellaneous industrial uses including a factory for The Mushroom Place (a mushroom producer) as well as several gyms, some lower order wholesale/retail uses, and a drive-in cinema (operated by Village Cinemas).

RIP has a role in supporting both local service industrial uses as well as some higher order manufacturing or packaging business that have a state and/or national footprint. Accordingly, the depots, factories, warehouses and other facilities vary significantly in terms of their age, fit out, and built footprint. A lack of investment is evident in some areas within the precinct, as indicated by pockets of derelict buildings. These areas of the RIP tend to support mainly local service industry such as automotive mechanics and wreckers.

#### Agent Insight:

Real estate agents noted that RIP is considered a secondary grade market and that existing industrial businesses in the inner north seeking to relocate was a large component of demand.

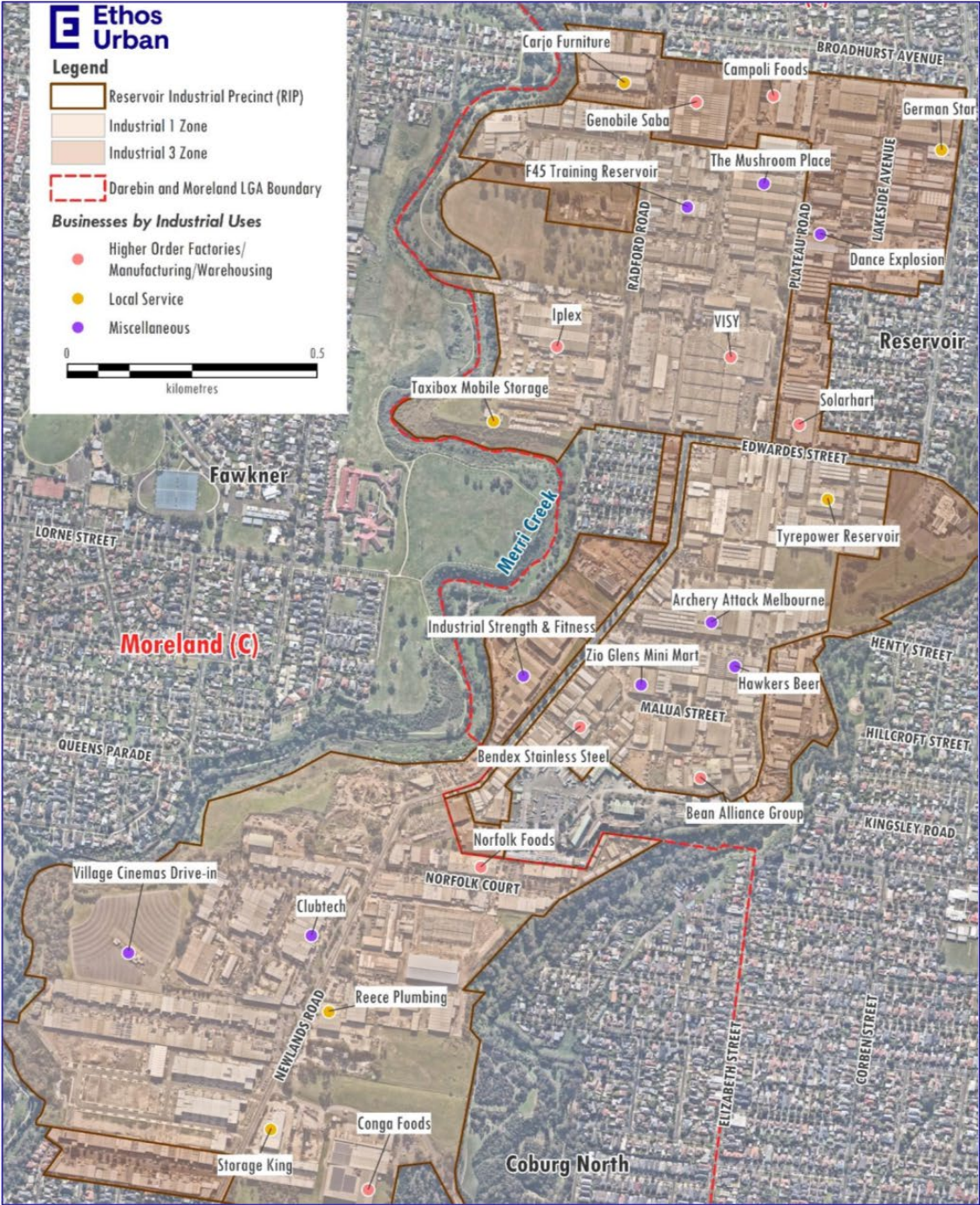
The precinct is located only 2km south of the Western Ring Road, but access to the Ring Road from RIP is through the suburban street network. Although this is potentially a limitation of the precinct in the eyes of prospective tenants, some existing uses such as VISY generate significant large truck movements and have, nonetheless, established in the precinct.

RIP is one of several industrial precincts (including Thomastown, Heidelberg, Heidelberg West, and Bundoora) that are within 7km from La Trobe University's Bundoora Campus.

Hence, an opportunity may exist for RIP businesses to develop links to new research and innovation components that will be delivered via the City of the Future, including the Australian Food Innovation Centre, and Bio Innovation Hub. It is intended that this infrastructure will support the commercialisation of research and result in new food and bio aligned industries that will further the northern region's status as a key manufacturing area. Some of the new industries

that result from research and innovation infrastructure at La Trobe may seek to establish in established industrial precincts that are proximate the La Trobe campus, such as RIP.

Figure 11.1    Reservoir Industrial Precinct



Source: Ethos Urban



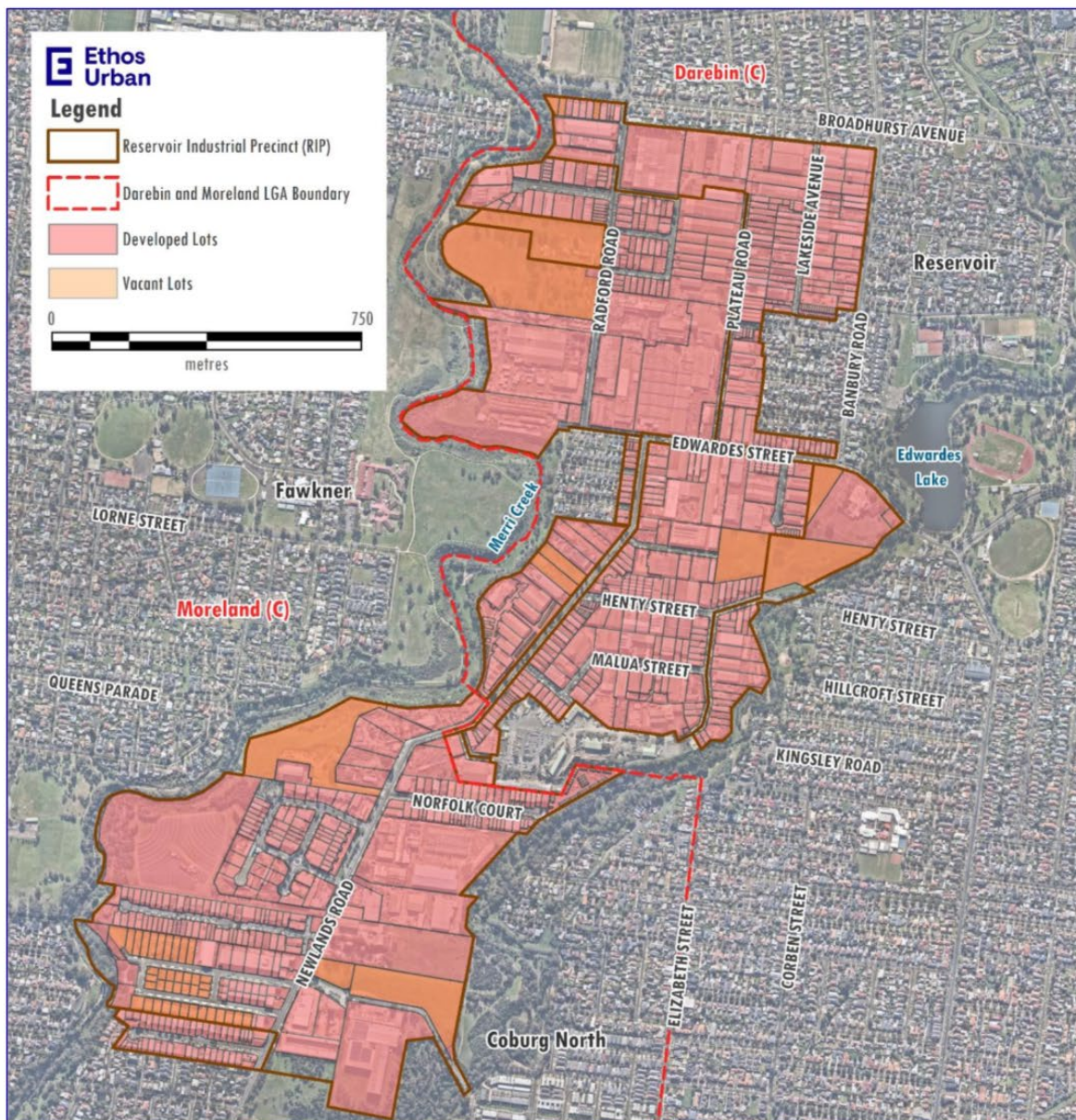
## 11.2 Assessment of Vacant Sites

Consistent with most established suburban industrial precincts, vacant sites in the RIP are very limited. The RIP has around 160 hectares of zoned land, of which 130 hectares are currently occupied, and 30 hectares is vacant.

Although the majority of available land in the precinct is developed, a number of those parcels that remain vacant are of a significant scale. This is a key attribute of the precinct according to agents that positions RIP ahead of other industrial precincts in the inner and middle north in the eyes of major institutional developers.

One of these large (currently) vacant sites is the 7.8 hectares fronting Radford Road that Logos propose to develop for a prime-grade business park. In the south-west area of the precinct are smaller (<500m<sup>2</sup>) parcels available to development of factoryette type facilities for smaller enterprise uses.

Figure 11.2 Vacant Industrial Sites, May 2022



Source: Ethos Urban

### 11.3 Estimate of Employment and Value Added

Place of work data from the 2021 ABS Census at the destination zone (DZN) statistical area has been used to approximate the level of direct (onsite) jobs supported by the RIP.

Approximately 3,900 jobs are supported onsite by the RIP, based on ABS DNZ data. This broadly aligns with the high-level planning assumption for legacy industrial areas that one hectare of occupied land supports between 25 to 30 jobs per hectare of developed land.

The most prominent sector by a significant margin is manufacturing with 1,370 workers (or 35.0% of workers in the RIP), followed by construction (500, or 12.8%) and wholesale trade (420 workers, or 10.6%). These employment figures clearly highlight the importance of manufacturing to the local area. Overtime, the establishment of new warehousing and distribution facilities will result in the number of jobs supported in the transport, postal and warehousing sector increasing, although it is noted that these uses have a low job intensity.

It is conceivable that overtime RIP will support increased share of jobs from non-traditional industrial occupations in the producer or consumer services sectors, such as retail trade, public administration and safety, administrative and support services, and even professional, scientific, and technical services.

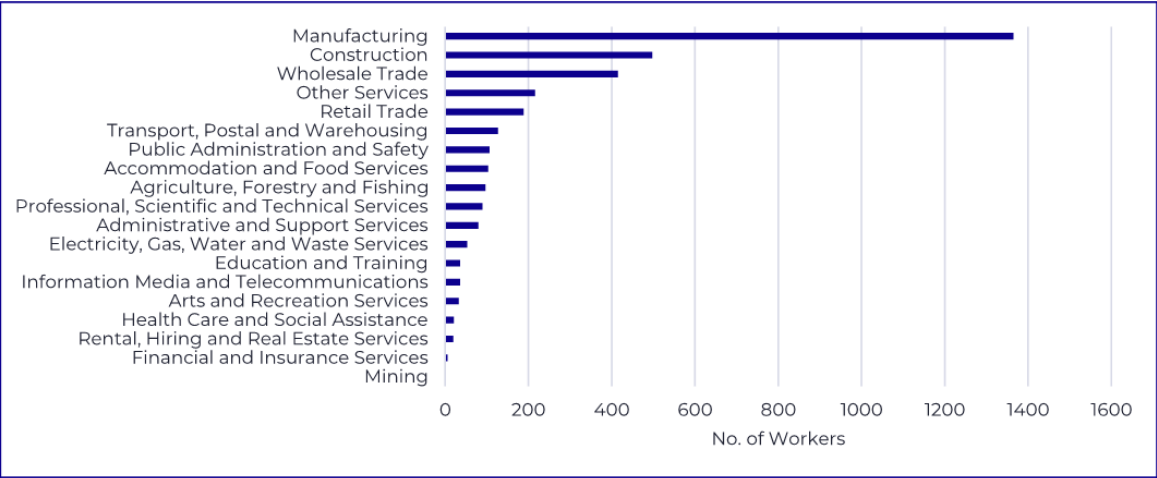
A driver here will likely be the substantial and increasing share of local residents who work in the services sector (refer Section 3.4.), coupled with the constrained nature of the RAC. In particular, the emergence of smaller bespoke enterprise uses in industrial precincts that are geared to e-commerce is a related trend that will conceivably result in RIP accommodating an increased share of employment that is more service orientated than traditional industries (such as manufacturing or warehousing).

Though manufacturing is the dominate sector, the overall mix of uses in RIP is quite diverse and ranges from higher order industries to local service industrial uses and miscellaneous uses, as discussed in Section 11.1. It is conceivable that RIP will evolve into a precinct that balances both traditional industries – that are order higher order or local service in nature – with new economy enterprise uses that require industrial tenancies with a larger and better-quality office component than traditional industrial warehouses.

By taking the City of Darebin's value added per worker by industry as sourced from economy id and applying it to the number of workers in each industry in RIP, the total value added for the precinct can be estimated. Value added is broadly defined as the wages, salaries and supplements plus gross operating surplus (income earned by businesses) required in producing the extra output (construction investment and operating output/turnover).

The 3,130 jobs in the RIP are estimated to generate approximately \$388 million in value added on an annual basis, with the manufacturing sector contributing \$133 million (or 34.2%). On a municipal level, RIP is estimated to generate approximately 6.6% of Darebin LGA's total value added.

Figure 11.3 Number of Workers by Individual Sector, 2021



Source: ABS Census 2021

11.4 Place of Work

Place of work data from the 2021 Census has been analysed to gain an understanding of where workers in the RIP are travelling from.

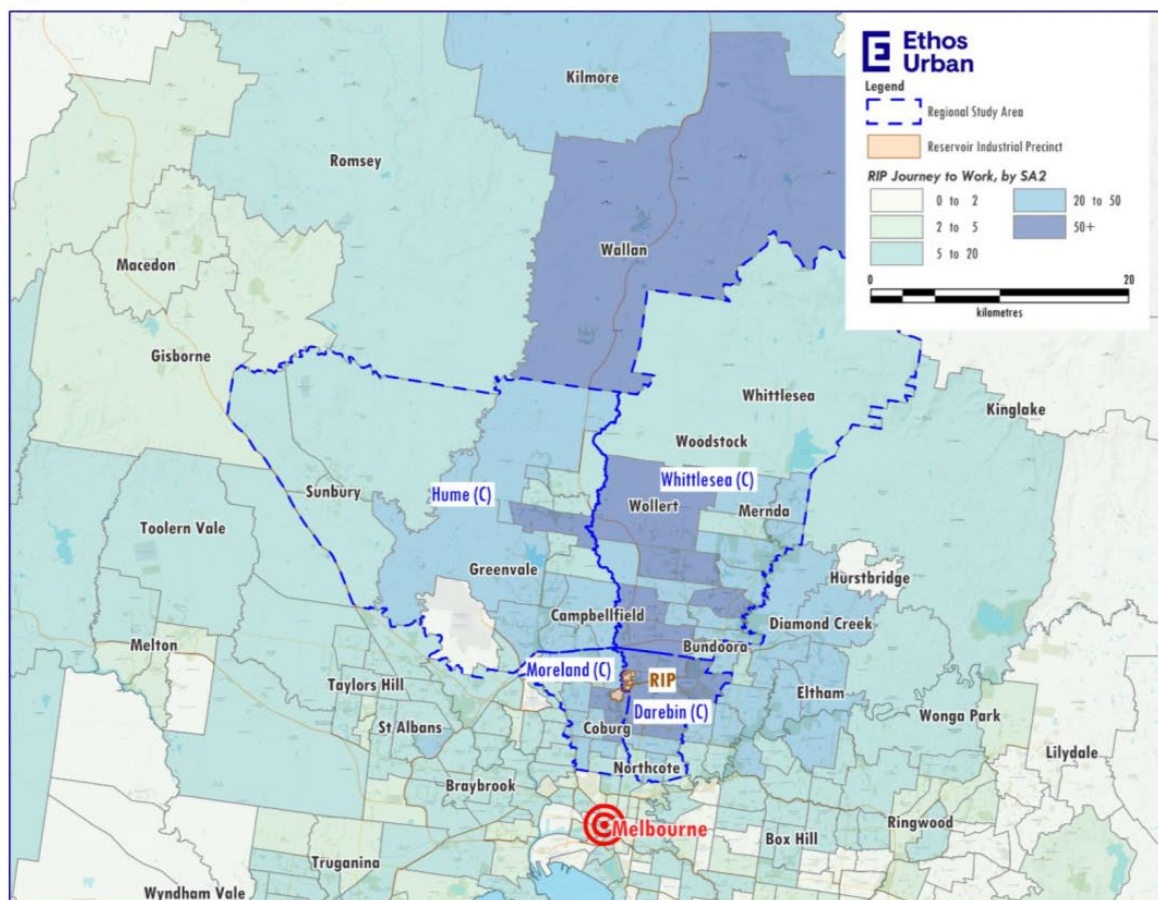
Persons who work in the RIP come from across metropolitan Melbourne area and even some regions beyond such as Romsey and Kilmore. However, the largest concentration of RIP workers is in nearby areas including the SA2s of Reservoir – South West (3.6%), Coburg North (2.9%), Reservoir - North West (2.7%), Thomastown (2.7%) and Reservoir – North East (2.2%)

On a broader level, approximately 60% of workers in the RIP reside in the Regional Study Area, of which, 18% reside in Darebin LGA.

Interestingly, around 20% of RIP workers live in Whittlesea LGA, making it the largest municipality in terms of RIP workers place of residence. The high share of RIP workers from Whittlesea reflects this municipality's significant blue-collar base and relative proximity to the precinct.



Figure 11.4 RIP Journey to Work, 2021



Source: ABS, Counting Employed Persons Place of Work, 2021; Ethos Urban

## 11.5 Recent Development and Proposed Investment

### Recent Development

The value of industrial building approvals in for Reservoir-South West and Coburg North SA2s is shown in Table 11.1. Although these SA2s also include the RIP and nearby suburban areas and commercial strips (such as Reservoir Village) the categories represent the type of development prevalent in industrial precincts and hence are considered to relate to the RIP.

Table 11.1 Industrial Building Approvals in RIP (\$m's), 2017 to 2022

Category	2017	2018	2019	2020	2021	2022*	Total
Factories and other secondary production buildings	\$0.0	\$0.9	\$0.4	\$0.4	\$7.4	\$0.1	\$9.1
Warehouses	\$14.1	\$1.8	\$15.8	\$6.1	\$18.7	\$10.6	\$67.1
Other industrial buildings n.e.c.	\$0.0	\$0.0	\$15.8	\$2.2	\$15.2	\$1.6	\$34.9
<b>Industrial Buildings - Total</b>	<b>\$14.1</b>	<b>\$2.6</b>	<b>\$32.0</b>	<b>\$8.7</b>	<b>\$41.3</b>	<b>\$12.3</b>	<b>\$111.1</b>

Source: Ethos Urban; ABS Building Approvals

\*Latest data in 2022 is May

From January 2017 to May 2022, industrial building approvals in the two SA2's amounted to approximately \$110 million (rounded), comprising:

- \$67.1m or 60.4% for warehouses
- \$34.9m or 31.4% for other industrial buildings
- \$9.1m or 8.2% for factories and other secondary production buildings.

#### Proposed Investment

Proposed future development in RIP have been sourced from Cordell Connect database and is summarised in Table 11.2. The majority of the proposed 13 projects are mainly new warehouses with an ancillary office component.

The Logos development at Radford Road is by far the largest project in the pipeline with a capital value of \$50 million, followed by an extension of the existing Conga Foods warehouse in the southern portion of the precinct which has a capital value of \$17 million. Overall, the data indicates there is market interest for the development of new industrial facilities in RIP.

The location of each project in RIP is shown by Figure 11.5.

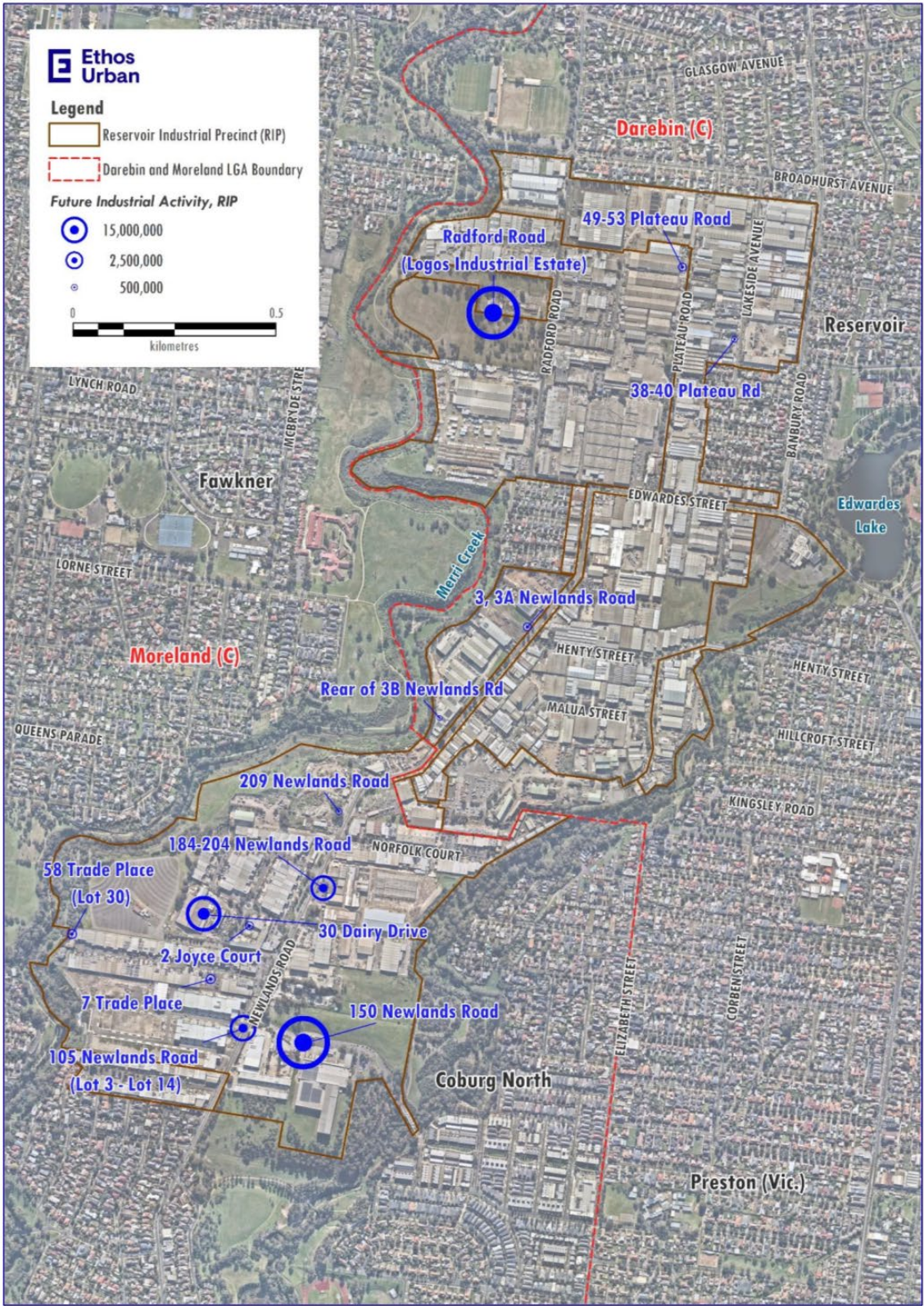
**Table 11.2 Industrial Building Approvals in RIP, 2017 to 2022**

Address	Suburb	Type	Status	Estimated Project Value (\$)	Estimated Completion
Radford Road	Reservoir	Construction of a prime multi-unit logistics estate - LOGOS Estate	Early	\$50,000,000	2026
150 Newlands Road	Coburg North	Conga Foods warehouse extension (Stage 1 & 1A)	Firm	\$17,000,000	2023
30 Dairy Drive (Lot S4 PSS45946V)	Coburg North	Construction of a 3-storey industrial & commercial building (includes Self-Storage)	Possible	\$8,500,000	2024
105 Newlands Road (Lot 3 - Lot 14)	Coburg North	Construction of multiple warehouses	Firm	\$5,000,000	2022
184-204 Newlands Road	Coburg North	Upgrade to existing buildings and services	Commenced	\$4,500,000	2022
7 Trade Place	Coburg North	Construction of 3 warehouses with ancillary offices	Possible	\$850,000	2023
58 Trade Place (Lot 30 PS211201E)	Coburg North	Construction of 2 single store warehouses with office space	Possible	\$830,000	2023
2 Joyce Court	Coburg North	Construction of 2 warehouses with office space	Possible	\$800,000	2023
3, 3A Newlands Road	Reservoir	Construction of office, showroom and self-storage	Possible	\$800,000	2023
49-53 Plateau Road	Reservoir	Construction of a crop raising facility	Deferred	\$700,000	2023
38-40 Plateau Rd	Reservoir	Construction of warehouse and office	Possible	\$500,000	2022
209 Newlands Road	Coburg North	Construction of warehouse & retail	Possible	\$500,000	2023
Rear of 3B Newlands Rd	Reservoir	Upgrade to existing warehouse buildings	Possible	\$350,000	2022

Source: Ethos Urban; Cordell Connect



Figure 11.5 Proposed Developments



Source: Ethos Urban; Cordell Connect



## 11.6 Influences On Future Land Use Trajectory

The following aspects are identified as having potential to significantly influence RIP's land use trajectory:

- **Availability of large sites.** Although RIP is largely developed, several remaining sites are large enough to be of interest to major institutional developers seeking to deliver prime-grade industrial assets. This is a positive attribute of RIP relative to most other established industrial areas in Melbourne's inner and middle northern areas which are heavily supply constrained.
- **Logos to deliver a prime-grade development.** RIP has historically been considered a secondary grade (or lower) industrial market in terms of tenant interest, land prices and the rental returns generated by industrial facilities. However, in the eyes of agents, the Logos proposal is a potential gamechanger as it represents the first substantial prime-grade industrial development to be delivered in RIP. Should the Logos business park lease well, potential exists that major institutional developers will seek to acquire other remaining large sites. The establishment of a prime-grade facility in the precinct will assist in driving higher rents, which in turn will likely stimulate redevelopment of underutilised sites and lower grade facilities.
- **Last mile distribution.** The business park proposed by Logos will be specifically geared to last mile distribution tenants. The warehousing and distribution sector is evolving rapidly due to the increase in retail transactions occurring online. A recent and increasing phenomenon is the delivery of MFCs proximate to residential areas that form the last link in hub and spoke distribution models. RIP could be well positioned to attract MFCs in view of its relative proximity to the Western Ring Road and growing population of Melbourne's inner and middle north.
- **Continued demand from existing regional operators.** According to agents, the largest component of demand for facilities to buy or lease in RIP is from existing industrial businesses seeking to relocate from other employment precincts in the inner and middle north. This trend is expected to continue as the gentrification of Melbourne's inner and middle ring suburbs increases land prices and rents, and incentivises the relocation of some operators.
- **The increasing price of industrial land.** The increasing industrial prices combined with demand for distribution facilities adjacent residential areas is beginning to drive investment in long established industrial areas. In the long-term land price pressures could potentially unlock the development of multi-level warehouses and high-bay manufacturing in established industrial areas such as RIP.
- **La Trobe's research and innovation components.** La Trobe University's City of the Future will involve an extensive transformation of existing facilities including the development of a Research and Innovation Precinct that will support the Australian Food Innovation Centre and a Bio Innovation hub among other aspects. An aim of the proposed research and innovation infrastructure is the commercialisation of research that will support the northern region's existing economic specialisation in food manufacturing. Potential exists that new cutting edge industrial business that result from research at the La Trobe campus may seek to establish locally in the RIP. There is also the opportunity for existing industries in RIP to play a role in shaping the programs and skills training offered at the La Trobe campus.
- **The opportunity to absorb demand from the smaller enterprise uses and local services.** The growth in the digital and e-commerce sector is resulting in new bespoke enterprise uses that are driving demand for flexible industrial tenancies which combine office, warehouse, and showroom functions. The Meridian Business Park in Thomastown (development by MAB) is an example of industrial development in Melbourne's north that provides attractive options of smaller enterprise businesses. Growth in the establishment of enterprise uses will likely result in RIP supporting an increased share of services sector jobs in conjunction with traditional blue collar industrial occupations.
- **Lack of representative organisation.** Unlike Reservoir Village, no organisation exists to represent the interests of business currently located in the RIP – and that Council, La Trobe University, or other institutions can engage with. If implemented, such an organisation could promote the precinct and its businesses, facilitate partnerships with the likes of La Trobe, and encourage business connections within the precinct that maximise local economies and supply chains. An example of a representative organisation that could be emulated for RIP is Bayswater Business Precinct Connect (refer: [www.bbpcconnect.com.au](http://www.bbpcconnect.com.au)). Like RIP, Bayswater Business Precinct comprises land in more than one municipality.
- **Quality of the urban environment.** The quality of the urban environment in some areas of RIP is poor due to a lack of investment resulting in pockets of derelict buildings and lower order industrial uses that present poorly to the street. In addition, insufficient onsite parking in some areas of the precinct has resulted in excess cars parked on the street and poor visual amenity, safety, and traffic circulation. Improving RIP's urban environment will make the precinct more attractive to higher-order occupiers and enterprise uses of various scales geared to the new economy. While overtime, higher rents and new investment in the precinct will likely improve the quality of the environment, Council could consider implementing urban design guidelines to ensure that new development contributes to the amenity of the precinct and integrates with adjoining uses.



## 12.0 Considerations for Investment Attraction

Key considerations that emerge from the analysis and discussion in Part B are outlined below.

### **Growth in E-Commerce and supply chain disruptions are drivingprecedented investment in the industrial sector**

Increasing demand for industrial floorspace and growth in rental returns and assets values has sparked unprecedented investor and developer interest in industrial assets. Growth in online sales has accelerated due to COVID-19 pandemic and increased supply chain throughput and demand for warehousing floorspace. At the same time, global supply chain disruptions are driving a shift in inventory management from just-in-time to just-in-case – generating increased demand for warehousing space; and potential exists for local manufacturing to increase because of onshoring. Taken collectively, these factors have resulted in the industrial sector attracting unprecedented investment from institutions such as real estate investment trusts (REITs) and pension funds. As a result, some industrial areas which have been dormant for many years now are redeveloping for higher order facilities.

### **Higher industrial prices and the emergence of last mile distribution is driving investment in established industrial areas**

As a result of the increasingly constrained supply and unprecedented growth in industrial land prices, industrial developers are now considering the redevelopment potential of established industrial precincts in inner and middle suburbs that have historically seen limited investment. This phenomenon is also being driven by unprecedented investment in hub and spoke distribution networks to support e-commerce – including highly automated MFCs located proximate to residential areas. Indeed, Logos – a major global developer of industrial assets – has secured a large, consolidated site in RIP which they intend to develop for a prime grade business park focused on last mile distribution.

### **Food and beverage manufacturing and distribution is a key industrial specialisation in the Regional Study Area and RIP**

The Regional Study Area's industrial sector is renowned for its food and beverage activities. RIP, itself, has a strong food manufacturing role supported by key tenants including Genobile Saba, Campoli Foods and Congo Foods, among others. Food manufacturing and distribution in the region is, and will continue to be, supported by array of institutions (existing and planned) including Melbourne's Wholesale Fruit and Vegetable market, Epping Food hub, the planned Melbourne Food Innovation and Export Hub, and La Trobe's Australian Food Innovation Centre. The opportunity exists for La Trobe Universities Research and Innovation Precinct (including the Australian Food Innovation Centre) to support the commercialisation of new research and ideas that contributes to the profile of the local manufacturing sector. Some of the new industries that result from research and innovation infrastructure at La Trobe may seek to locate in established industrial precincts that are proximate the La Trobe campus, such as RIP. There is also an opportunity for education programs delivered at La Trobe to be informed by engagement with industries businesses in the regional (including RIP), as discussed previously in Chapter 4.

### **Additional land supply will come online in the Northern SSIP, but long-established industrial areas such as RIP are closer to Melbourne's inner and middle north residential areas**

The Regional Study Area has a relatively large supply industrial land which is largely located in the North SSIP; however, a significant share of future supply is yet to be rezoned for industrial (including the BIFT site). Going forward, the actual supply of lots will be dependent on the ability of identified land to progress through strategic planning and be delivered to the market by developers. Those large tracts of land that come online in the Northern SSIP will conceivably support the development of higher-order distribution and manufacturing uses, including metropolitan scale warehouses/distribution centres. In contrast, established middle ring industrial areas in the Regional Study Area (such as the RIP) are positioned to play a slightly different but complementary role in servicing demand for industrial uses associated with their relative proximity to inner and middle ring suburbs.

### **Future projects in the Melbourne's north demonstrate market appetite exists for new development on vacant sites and redevelopment of existing facilities**

Key projects in Melbourne north include Pelligra's redevelopment and retrofit of the former Ford factory at Broadmeadows, delivery of the 4Ten Epping industrial estate by Frasers Property, delivery of the Melbourne Food and Export Hub adjacent the Melbourne Wholesale Fruit, Vegetable and Flower Market, and the establishment of BIFT in the longer term. The industrial ecosystem in Melbourne's northern region will continue to evolve as new developments come online and support new and existing industries.

### **RIP accommodates a diverse mix of uses and is currently considered secondary grade industrial market**

RIP supports a broad mix of industrial uses, including higher order factories/manufacturing/warehousing uses; local service industrial uses including automotive mechanics and wreckers etc; construction depots and light industrial uses such as some trade showrooms; and miscellaneous industrial uses such as a drive-in cinema. Agents currently consider the RIP to be a secondary grade-industrial market based on the quality of facilities available and land price and rent levels. Demand to buy or lease sites is largely from existing industrial businesses in Melbourne's inner and middle north seeking to relocate but remain in the region.

### **Although the RIP is largely developed, several parcels remain that are of a significant scale**

According to agents, the prevalence of large sites in the RIP positions it ahead of other long established industrial precincts in Melbourne's inner and middle northern suburbs – and could result in these site's being acquired and developed by major institutional developers.

### **The Logos development is a potential game changer**

The future development of a 7.8-hectare site in RIP by Logos for a prime-grade business park is a potential game changer according to agents. The Logos development will be the first prime-grade asset delivered in the precinct. Should the Logos business park lease well, the project will demonstrate that RIP is a viable location for high-order assets and last mile facilities and will likely be a catalyst for major institutional developers seeking to acquire other remaining large sites. The establishment of a prime-grade facility in the precinct will assist in driving higher rents, which in turn will stimulate gentrification of the precinct and redevelopment of currently underutilised or derelict sites.

### **No umbrella organisation exists for RIP businesses**

Economic development is unlocked through partnerships. Potential exists for La Trobe University's future research and innovation components to form links with industry in the Melbourne's north. This would likely enhance the region's economic credentials through the commercialisation of research and targeting education and training that aligns with skills deficiencies. However, no organisation exists for RIP businesses that specifically relates to their interests and the function of the precinct – or facilitates a means for organisations such as La Trobe to engage directly with businesses. In addition, the opportunity exists for economic development collateral to be produced that speaks directly to the opportunity for major developers to invest in RIP. Ideally, such material would be produced jointly by Darebin and Merri-bek Councils, in consultation the local business association, and other economic development bodies such as NorthLink.

### **The opportunity exists for RIP's multi-dimensional role to be further enhanced**

RIP already accommodates a range of different uses as previously discussed. Future investment in the precinct will conceivably come from a range of different sectors including manufacturing, warehouse and distribution facilities geared to the last mile, or enterprise uses of different scales which represent a blend of industrial and service sector activities. In particular, RIP's location in Melbourne's northern middle ring presents an opportunity for it to adsorb demand from businesses that:

- Link into manufacturing value chains associated with the northern SSIP
- Benefit from proximity of La Trobe University and its planned innovation components
- Or have been priced out of legacy inner suburban industrial precincts.

## Part D – Summary of Issues and Opportunities

## 13.0 Summary of Issues and Opportunities

This chapter provides a high-level summary of issues and opportunities that flow from this Economic Analysis report, which comprises Part A of this project.

It is envisaged that the issues and opportunities outline will contribute to the development of a suite of strategic directions and actions for investment attraction that form part of the Economic and Investment Strategy document undertaken in Part B.

### 13.1 Summary of Issues

#### Reservoir Activity Centre

- **RAC's role in planning policy is ambiguous.** State policy, including Plan Melbourne and MICLUP identify the RAC as a major activity centre or as being regionally significant, while local policy identifies RIP as an 'activity centre' that primarily serves a neighbourhood role. Local policy appears to reflect the centre's current role, while State policy reflects the potential future role of the centre having regard for its strategic location on the Mernda Line and future SRL North.
- **RAC has significant gaps in its retail offer.** The variety of retail in the RAC was identified by stakeholders as being a key area requiring improvement. Gaps in the retail offer identified by stakeholders include fashion retailers, homewares retailers, bookstores and gift shop, uses that would support a night-time economy such as restaurants open in the evening or a wine bar.
- **Perceptions of antisocial behaviour and social issues are reducing the centres attractiveness in the eyes of visitors and prospective businesses.** Feedback from stakeholders indicates that social issues are perceived to have increased since the relocation of Reservoir Police Station. The Council owned car park in Reservoir Village was identified as a location of concern. The closure of the library building, and a lack of passive surveillance is likely to be contributing to anti-social behaviour in this location.
- **Public transport between RAC and nearby La Trobe University Bundoora is inadequate.** The proximity of Reservoir to the La Trobe campus and the Austin Medical Precinct provides an opportunity for workforce connections and other economic benefits that could stimulate investment attraction at Reservoir. However, a bus service from RAC to the La Trobe Campus operates only during semester periods.
- **Heavy vehicle traffic on Broadway** results in excessive noise and pedestrian safety concerns that detract from the quality of the urban environment in Broadway shopping strip.
- **The special rate scheme only applies to Reservoir Village and accordingly raises a relatively small pool of funds.** Special rates play key role in funding branding and promotions initiatives that are often crucial for strip centres to compete in a challenging trading environment. The amount raised Reservoir Village's special rate (approximately \$75,000) is substantially below the average funds levied by similar schemes in other activity centres.
- **Broadway has no traders' association and is not included in the special rate.** The lack of traders' association for Broadway businesses limits the ability for partnerships with Council, La Trobe University, and other institutions, while its exclusion from the special rate scheme means it does not benefit from targeting marketing, promotions and events like Reservoir Village.
- **The availability of large site for redevelopment is limited.** There is a clear lack of privately owned sites that are large enough to support multi-storey residential or mixed-use development.
- **Lack of integration between Reservoir Village and the Broadway is still a problem.** The Level Crossing Removal Project placed an emphasis on vehicle traffic over facilitating a pedestrian link between the Reservoir Village and the Broadway. While this project somewhat improved connectivity between the precincts, the rail and road corridor remains a substantial barrier as highlighted by mobile ping data.

#### Reservoir Industrial Precinct

- **RIP supports a wide mix of uses but in certain areas the quality of the urban environment is poor.** RIP has historically been considered a secondary grade (or lower) industrial precinct by real-estate agents and developers. The facilities vary significantly in terms of their age, fit out, and built footprint. In some areas examples of derelict buildings exist indicating a lack of investment and excess on street parking is an issue.



- **Access from the Western Ring Road is via the suburban street network.** Although RIP is located is only 2km south of the Western Ring Road, access to the Ring Road from RIP is through the suburban street network. This is considered a factor that may downgrade the precinct in the eyes of prospective developers and occupiers.
- **The supply of vacant sites in RIP is limited.** Consistent with most established suburban industrial precincts, RIP is mostly built out and only a handful of vacant sites remain.
- **No umbrella organisation exists for RIP businesses.** There is no organisation for RIP businesses that specifically relates to their interests and the function of the precinct – or facilitates a means for institutions such as Council or La Trobe University to engage directly with tenants and landowners.
- **Quality of the urban environment is poor in some areas of the RIP.** In some areas of RIP, a lack of investment has resulted in pockets of derelict buildings and lower order industrial uses that present poorly to the street. In addition, insufficient onsite parking in some areas of the precinct has resulted in excess cars parked on the street and poor visual amenity, safety, and traffic circulation.
- **A lack of amenities for workers and businesses** in RIP is likely reducing the precinct's desirability in the eyes of potential occupiers.
- **Public transport to and from the RIP is limited** reducing the precinct's accessibility to workers and driving excess demand for car parking in the precinct.

## 13.2 Summary of Opportunities

### Reservoir Activity Centre

- **Market conditions indicate multi-storey residential development in RAC is viable.** Underlying residential prices at Reservoir are now at a level that will theoretically support multi-storey apartment development and the opportunity exists for transit oriented residential development that leverages existing infrastructure such as Reservoir Station.
- **Investigate opportunities to redevelop government-controlled land within in or adjacent RAC.** There is a lack of sites in the centre to support mixed-use/higher density development. Numerous Government-owned sites are located throughout or proximate to the RAC that may have potential for intensive residential or mixed-use development, but their future use would depend on the plans of relevant controlling entities and aspirations of the community.
- **Explore the potential for planning controls to be reviewed to unlock additional sites for apartment and/or mixed-use development.** It would be sensible for a review of planning controls that apply to land within and immediately proximate the RAC to be undertaken, with the view to unlocking additional sites suitable for multi-storey apartments or mixed-use (commercial and residential) developments.
- **Expand the special rate and Reservoir Village Traders Association to include Broadway Shopping Strip.** Increasing the special rate area to include the Broadway Shopping Strip would enable a much larger pool of funds to be raised and enable Broadway strip to have a trader association, co-ordinated marketing and promotions, and initiatives such as Christmas decorations. It is understood that the special rate for Reservoir Village has recently been renewed and that landowners on Broadway have previously voted against their inclusion within an expanded special rate scheme.
- **Explore the potential for heavy vehicle traffic on Broadway to be re-routed** to improve pedestrian amenity.
- **Investigate opportunities to activate areas in RAC perceived to be hot spots for anti-social behaviour.** This includes an increased Police presence in the centre (noting the closure of the former Reservoir Police Station) and initiatives to increase passive surveillance and integration of Council owned car park in Reservoir Village which has been affected by the closure of the former Library.
- **The market exists for an additional supermarket floorspace in RAC.** The existing Coles and SUPA IGA supermarkets are overtrading in view of their size. By 2036, it is estimated that an additional +7,300m<sup>2</sup> of retail floorspace (rounded) could be supported in the RAC. This includes +4,300m<sup>2</sup> of FLG floorspace (rounded) which would be sufficient to support a new full-line supermarket. However, finding an appropriate site for a full-line supermarket or even a smaller supermarket (such as an Aldi) may be difficult.
- **Local population growth will support additional commercial (non-retail) floorspace in RAC.** Commercial and office floorspace demand is likely to continue to come from small local businesses and professional services with a local focus. In particular, the provision of GPs in RAC's Trade Area (per 10,000 residents) is approximately half that of the Greater Melbourne average and indicates there is an immediate opportunity for additional medical centre facilities.

- **Consider renewing strategic documents to account for Level Crossing Removal Project and the proposed SRL North station.** Revitalisation of RAC, including better integration of the Reservoir Village and Broadway components, has been considered by various strategic documents across the last ten years, including Reservoir 2030 – The Reservoir Structure Plan (2012) and Better Streets Better Living – Reservoir Streetscape Master Plan (2014). The opportunity exists to revisit all or parts of these documents to account for the current situation post Level Crossing Removal Project, and in view of the proposed SRL North station.

### Reservoir Industrial Precinct

- **Demand for last mile distribution and higher land prices is driving redevelopment of established industrial areas.** As a result of the increasingly constrained supply and unprecedented growth in industrial land prices, industrial developers are now considering the redevelopment potential of established industrial precincts for last mile facilities in inner and middle suburbs that have historically seen limited investment.
- **Some remaining vacant parcels of land in RIP are of a significant scale.** According to agents, the prevalence of large sites in the RIP positions RIP ahead of other long established industrial precincts in Melbourne's inner and middle northern suburbs and could result in these site's being acquired and developed by major institutional developers.
- **The Logos development is a potential game changer for RIP and catalyst for further prime-grade industrial uses.** The Logos development will be the first prime-grade industrial asset delivered in the RIP. This project will likely be a catalyst for major institutional developers seeking to acquire other remaining large sites and drive higher rents – which in turn will stimulate increased land values and redevelopment of currently underutilised or derelict sites.
- **Establish a business association in the RIP for economic development partnerships.** Such an organisation would specifically represent the interests of RIP businesses and facilitate economic development and skill development partnerships with key government and institutional stakeholders.
- **Produce economic development collateral to promote the opportunity for RIP to absorb prime-grade investment.** Economic development collateral could be produced that speaks directly to the opportunity for major developers to invest in RIP. Ideally, such material would be produced jointly by Darebin and Merri-bek Councils, in consultation the local business association, and other economic development bodies such as NorthLink.
- **The potential exists for RIP's diverse industrial role to be improved.** Industrial activities in RIP range from higher-order factories and warehouses to local service industrial uses. Future investment in the precinct will likely come from a range of different sectors including manufacturing, warehouse and distribution facilities geared to the last mile, or enterprise uses of different scales that blend industrial and service sector activities. RIP's location presents an opportunity for it to adsorb demand from businesses that link into manufacturing value chains associated with the northern SSIP; benefit from proximity of La Trobe University and its planned innovation components; or have been priced out of legacy inner suburban industrial precincts.
- **Improving RIP's urban environment will make the precinct more attractive to higher-order occupiers and enterprise uses geared to the new economy.** Overtime, higher rents and new investment in the precinct will likely improve the quality of the environment. Council could consider implementing urban design guidelines to ensure that new development contributes to the amenity of the precinct and integrates with adjoining uses.
- **Revitalisation of the RIP for high-order industrial uses** will contribute to strengthening the diversity of employment options available at Reservoir for residents.

# Reservoir Economic Analysis and Investment Attraction Strategy

Part B — Investment Attraction Strategy



Prepared by Ethos Urban for  
Darebin City Council and the  
Office of Suburban Development  
19 January 2023 | 3220041



Ethos Urban acknowledges the Traditional Custodians of Country throughout Australia and recognises their continuing connection to land, waters and culture.

We acknowledge the Wurundjeri Woi Wurrung people, of the Kulin Nation, the Traditional Custodians of the land where this document was prepared, and all peoples and nations from lands affected.

We pay our respects to their Elders past, present and emerging.



***'Dagura Buumarri'***

Liz Belanjee Cameron

*'Dagura Buumarri'* – translates to Cold Brown Country. Representing Victoria.

The river system illustrated in this visual image is bound in greens and golds to acknowledge the warmth often felt in a colder climate. The rich earth hues of green, reds and browns reflect the local landscapes of this state while the extensive use of rhythmical patterning captures the unique landscapes of flat and mountainous areas. The use of earth colours imparts a sense of strength and serenity while contrasting greens throughout the image reminds us of the lushness of the natural world, where animals and humans once lived in harmony – it reminds us of the importance to protect the lands, waterways and skies and care for our localised environment. Scattered throughout the image are bold colours of oranges – a source of energy that continues to be felt as a life-giving source. The orange hues also portray the varying sunsets in which many Victorians enjoy seeing.





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Source: www.misheye.com



Ethos Urban

**Reservoir Economic Analysis and Investment Attraction Strategy**  
Part B: Investment Attraction Strategy

## Introduction

Darebin City Council (Council) in partnership with the Victorian Government Office of Suburban Development have engaged Ethos Urban to undertake the Reservoir Economic Analysis and Investment Attraction Strategy (the Strategy).

Reservoir is an established suburb located some 11km northeast of Melbourne's CBD. Renowned historically as a blue-collar area, Reservoir is undergoing a gradual process of gentrification and urban renewal attributed to an influx of new residents and rising property values.

Reservoir supports an activity centre comprising two shopping precincts: Reservoir Village Shopping Centre to the west of Reservoir Train Station (and the High Street and Mernda Line – road/rail corridor) and Broadway shopping strip to the east. A large industrial precinct is located approximately 1.2km west of the activity centre and plays a regionally significant role in supporting industrial activity and employment.

In late 2019, the Reservoir Level Crossing Removal Project was completed which delivered a rail bridge over High Street (thereby removing the previous level crossing) and a new Reservoir Station.

In addition, the operation of the activity centre and industrial precinct have likely been affected by the nature in which COVID-19 has altered living and working patterns.

Against this backdrop, Council and the State Government seek to understand Reservoir's economic context and opportunities for revitalisation and the attraction of new jobs. This project responds specifically to a recommendation from the Reservoir Revitalisation Board for the preparation of economic analysis and an Investment Attraction Strategy to provide a platform for both Council and State Government to address challenges affecting Reservoir and to leverage opportunities to ensure it thrives into the future.



## Project Structure

This project comprises two separate components:

**Part A: Economic Analysis** – a detailed assessment of the broad economic context and trends framing the current operation of reservoir activity centre and industrial precinct, and issues, opportunities and considerations for future investment and revitalisation.

**Part B: Investment Attraction Strategy – (this report)** builds on the findings from Part A and outlines the case for investment in Reservoir, and strategic directions and actions to realise revitalisation opportunities.

The activity centre at Reservoir and the industrial precinct to its west are the focus of this engagement.

## What is Investment Attraction

Investment attraction is the process of facilitating growth in a local economy through:

- Encouraging the expansion of and reinvestment in existing local businesses
- Attracting new investment from new businesses and government agencies

At the local level, investment attraction relates also to the establishment and function of non-business components – such as residential, government uses, or infrastructure – that play a role in supporting the local economy and unlocking economic growth.

The benefits to areas such as Reservoir from having a healthy and growing local economy include:

- New employment opportunities
- Increased economic diversity and resilience
- Better utilisation of local resources and comparative economic strengths
- Expansion of local capability and skills.
- Improved sense of place and pride in community.



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Reservoir Economic Analysis and Investment Attraction Strategy  
Part B: Investment Attraction Strategy

## Project Study Areas

Reservoir Activity Centre (RAC) and Reservoir Industrial Precinct (RIP) are the primary focus of this Investment Attraction Strategy.

## Reservoir Activity Centre

RAC is the primary concentration of strip retail, commercial and civic/community uses in the suburb of Reservoir. It comprises two sub-precincts in the Commercial 1 Zone situated immediately west and east of Reservoir Train Station:

- **Reservoir Village Shopping Centre** – comprising retail, commercial and civic uses primarily fronting Edwardes Street and Spring Street (service road), to the east of the rail corridor.
- **Broadway shopping strip** – a strip of fine-grain shopfronts fronting Broadway and to a lesser extent High Street.

In total, RAC supports approximately 30,700m<sup>2</sup> of occupied shopfront floorspace, with Coles and Supa IGA (supermarkets) being the anchor retailers. Other prominent uses include the Reservoir Library and Reservoir Station – a metro station situated in the heart of the centre.

In late 2019, the Reservoir Level Crossing Removal Precinct was completed and delivered a rail bridge over High Street (thereby removing the previous level crossing) and a new Reservoir Station. The proposed Suburban Rail Loop North (SRL North) linking Box Hill to Melbourne Airport will include a station at Reservoir that will likely integrate with the existing station facilities.

RAC is designated as a Major Activity Centre (MAC) in *Plan Melbourne 2017-2050* (Plan Melbourne), and 'regionally significant commercial land' in the *Melbourne Industrial and Commercial Land Use Plan* (2020) (MICALUP).

## Reservoir Industrial Precinct

RIP comprises areas in the Industrial 1 Zone (IN1Z) and Industrial 3 Zone (IN3Z) generally located to the south of Broadhurst Avenue, west of Edgars Creek, and east of Merri Creek. In total, RIP supports a net area (excluding roads and public open space) of approximately 160 hectares. Approximately 62% of net developable area is in the municipality of Darebin with the balance (or 38%) being in Merri-bek.

RIP supports a broad mix of industrial uses, including:

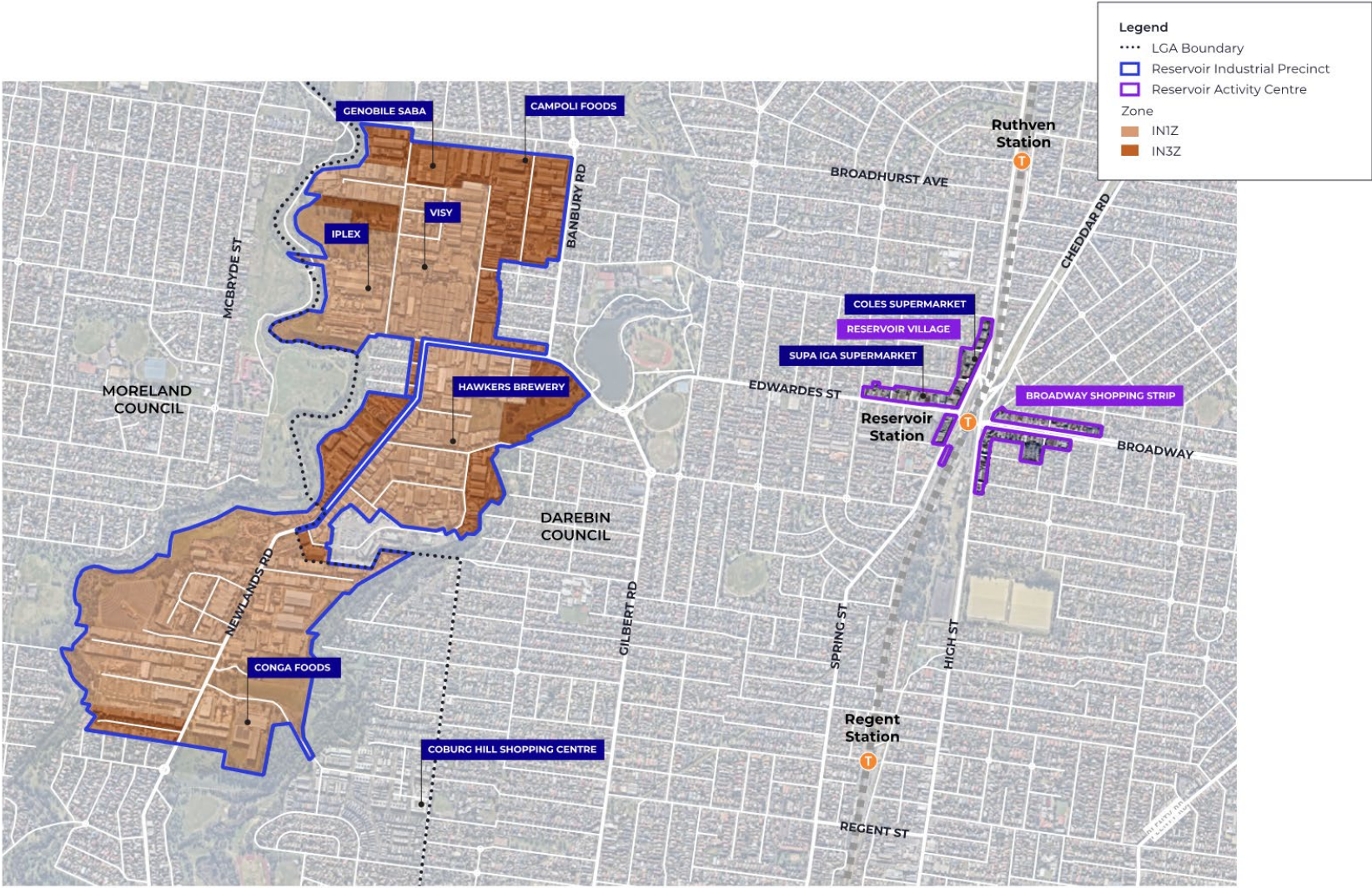
- Higher order factories, manufacturing and warehousing uses
- Local service industrial uses including automotive mechanics and wreckers etc, construction depots, and light industrial and enterprise uses.
- Miscellaneous industrial uses as well as several gyms and some wholesale/retail uses.
- Council's operations centre and resource recovery centre.

Existing anchor tenants include:

- Visy – a major packaging and recycling company
- Genobile Saba – a packaged foods supplier
- Campoli foods – a food products supplier
- Iplex – a drainage systems manufacturer
- Conga foods – a food importer
- Hawkers Beer – a brewery.

RIP is identified as 'regionally significant industrial land' by the MICALUP.





01 Project Study Areas  
Source: Ethos Urban with QGIS and Adobe Illustrator



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Reservoir Economic Analysis and Investment Attraction Strategy  
Part B: Investment Attraction Strategy





# 1 Reservoir's Unique Offering

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Reservoir Economic Analysis and Investment Attraction Strategy  
Part B: Investment Attraction Strategy**A strategic location underpinned by existing and planned public transport connections**

Reservoir is in the northern portion of Melbourne's suburban 'middle ring' and is approximately 11km north-east of the CBD.

- **The High Street/Mernda Rail Line transport corridor affords Reservoir residents convenient access to Melbourne CBD and inner north suburbs** such as Northcote, Fitzroy, Collingwood and Carlton. Reservoir's transport connection to central Melbourne is a key factor in the suburb attracting an increasing share of white-collar professions.
- **The major metropolitan campus of La Trobe University (Bundoora) is located 3km east of RAC.** La Trobe University is in the process of redeveloping the Bundoora Campus as a world class 'University City of the Future'. This vision will 'turn the campus inside-out' and include development of a new health and wellbeing hub, sports park, town centre, student accommodation, redevelopment of the central campus, and continued focus on research and innovation.

- It is estimated the University of the Future will create:

- 20,000+ new jobs over the next ten years
- Education facilities for 40,000+ students
- Additional housing for 12,000 students, staff and private residents
- \$3.5 billion in Gross Regional Product (GRP) over the next ten years.

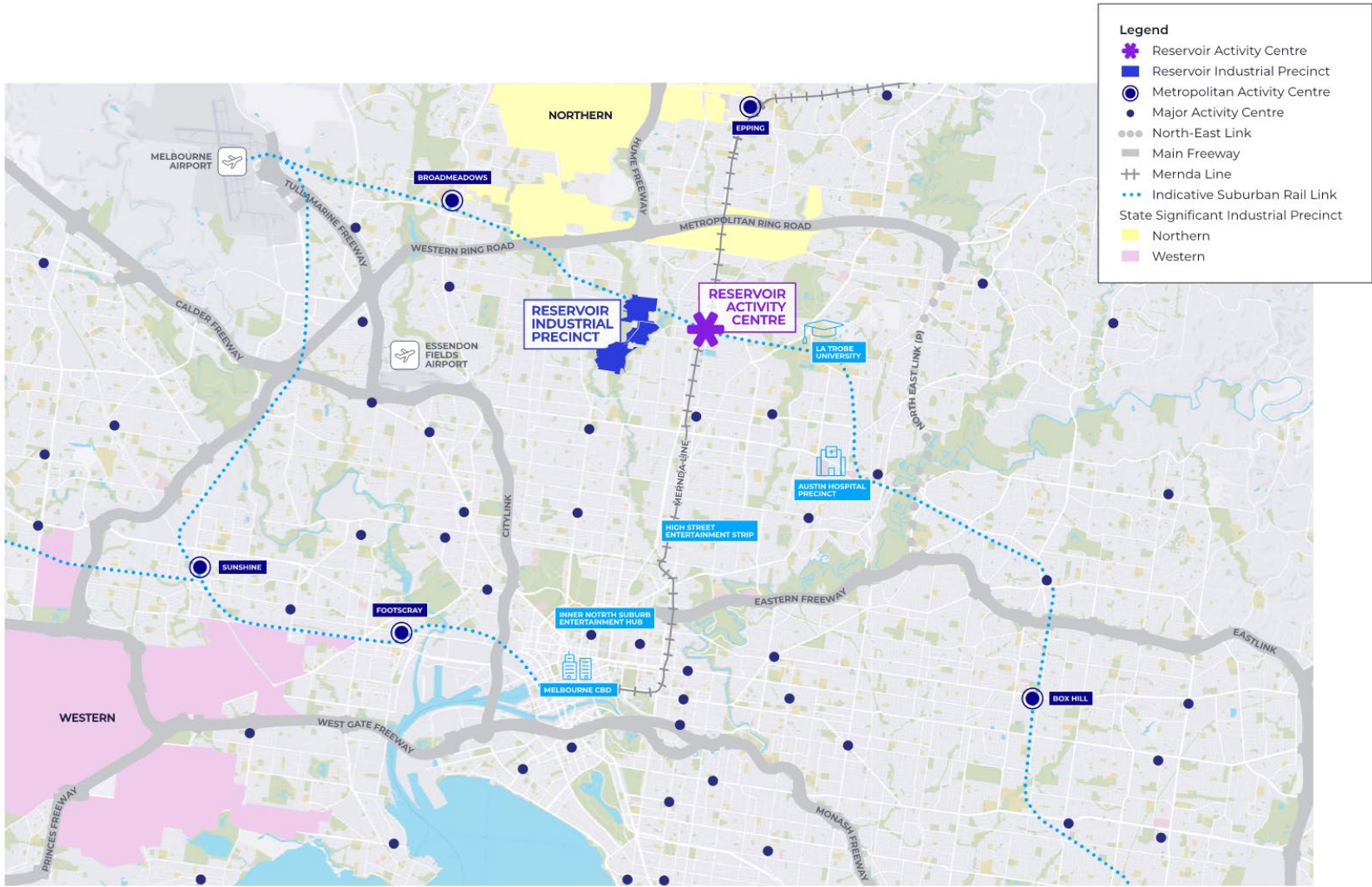
Source: <https://www.latrobe.edu.au/future-city>.

Delivery of La Trobe's 'City of the Future' at Bundoora will likely increase the desirability of neighbouring suburbs such as Reservoir and drive increased demand for housing in these suburbs from students and university workers.

Potential exists for La Trobe University's future research and innovation components – including the Australian Food Innovation Centre – to form links with industry in the Melbourne's north (including in RIP).

- **La Trobe National Employment and Innovation Cluster** (La Trobe NEIC) is also located immediately east of Reservoir. It includes La Trobe University (Bundoora Campus), Northland Shopping Centre, and Austin Biomedical Precinct and Heidelberg Activity Centre, as outlined in Plan Melbourne 2017-2050 (Plan Melbourne). The NEIC's main strengths are in education, research, health, and retail, according to Plan Melbourne.
- **Reservoir is conveniently located to the fast-growing municipalities of Hume and Whittlesea** on Melbourne's northern fringe, which include the Northern State Significant Industrial Precinct (SSIP). The Northern SSIP comprises employment areas at Broadmeadows, Campbellfield, Somerton, Thomastown and Epping and is noted for its warehousing, freight and manufacturing activities. Approximately, 20% of RIP workers lived in Whittlesea LGA at the 2021 Census reflecting this municipality's significant blue-collar base and relative proximity to Reservoir.

- **The proposed Suburban Rail Loop North (SRL North) linking Box Hill to Melbourne Airport will include a station at Reservoir.** If developed, the SRL North would enhance Reservoir's strategic location within Melbourne's public transport network by providing a direct rail connection from RAC to economic nodes including La Trobe University's Bundoora Campus, Heidelberg (which includes the Austin Biomedical Alliance Precinct), and Melbourne Airport. In doing so, this rail connection would likely make Reservoir a more desirable location for residents who work or study in these locations. The SRL North would be completed by 2053, according to the Victorian Government.
- **The Western Ring Road is aligned to the north of Reservoir** and is Melbourne's major orbital freeway. From Reservoir, it provides a convenient freeway connection to Melbourne Airport, the developing Hume Freeway corridor, and Melbourne's western and north-eastern areas.



02 Reservoir's Strategic Location  
Source: Ethos Urban with QGIS and Adobe Illustrator



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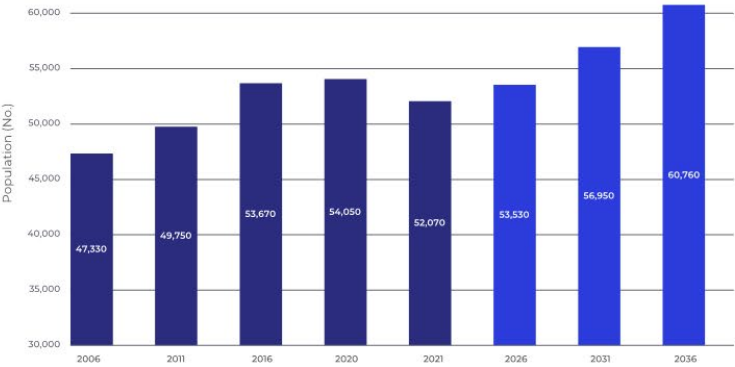
Reservoir Economic Analysis and Investment Attraction Strategy  
Part B: Investment Attraction Strategy

Urban intensification to drive strong population growth

Reservoir had a resident population of approximately 52,070 persons at the 2021 Census<sup>1</sup>. It is estimated that Reservoir's population will increase by +9,750 persons from 2022 to 2036, having regard to VIF2019 and accounting for the effects of COVID-19. This represents annual growth of approximately +700 persons (rounded) or +1.3% per annum across the 14-year period.

The population increase projected for Reservoir would be attributed entirely to infill development and urban intensification. Though Reservoir's convenient location on the Mernda Line and relative affordability are likely to be prominent factors that drive population growth in the suburb, the actual extent of growth projected will also be informed by the appetite of developers to deliver more intensive residential typologies such as multi-storey apartments.

**Figure 1** Recent and Forecast Population Growth at Reservoir  
Source: Ethos Urban; VIF2019; Cordell; ABS Dwelling Approvals



<sup>1</sup> Reservoir suburb is defined as comprising the following 2021 ABS Statistical Level 2 Areas – Reservoir North East, Reservoir West, Reservoir South East, and Reservoir South West.



View to CBD  
(left)  
Edwards  
Lake (below)




### An evolving socio-economic and demographic profile

At the 2021 Census, Reservoir residents were more likely to be older, born overseas, have a lower household income, and are more likely to rent relative to the Greater Melbourne average.

Population growth at Reservoir will likely result in an increase in the median household income as more professionals move into the suburb, while the major anticipated change in Reservoir's age structure will be an increase in middle aged persons and to a lesser extent elderly persons.

The anticipated demographic changes will alter the demand characteristic in Reservoir's residential market and higher median household incomes will provide an opportunity for local retailers to increase average trading levels. The share of persons renting in the suburb could increase further in view of the anticipated increase in the local student population that would occur when La Trobe's City of the Future vision is realised.

	2016	2021	Future
<b>Median household income</b> 	<b>\$62,120</b> Reservoir's median household income was \$62,120, compared to \$80,990 for Greater Melbourne.	<b>\$81,240</b> Reservoir's median household income was \$81,240, compared to \$100,020 for Greater Melbourne.	 Reservoir's median household income is expected to increase as more professionals move into the suburb
<b>Median Age</b> 	<b>37.3</b> The median age of Reservoir residents was 37.3 years in 2016, compared to 36.3 years for Greater Melbourne.	<b>38.2</b> The median age of Reservoir residents was 38.2 years in 2021, compared to 37.1 years for Greater Melbourne.	 The median age is expected to increase as middle age and elderly residents comprise an increasing share of the total population.
<b>Country of Birth</b> 	<b>40.4%</b> of Reservoir's residents were born overseas, compared to 35.0% for Greater Melbourne.	<b>36.4%</b> of Reservoir's residents were born overseas, compared to 35.9% for Greater Melbourne.	The main countries of origin for overseas born residents in Reservoir were Italy, India and China.  Reservoir's is expected to remain a multicultural area
<b>Household Tenure</b> 	<b>38.0%</b> of Reservoir's residents were renting in 2016, compared to 30.9% in Greater Melbourne.	<b>36.9%</b> of Reservoir's residents were renting in 2021, compared to 30.3% in Greater Melbourne.	The share of residents renting in Reservoir will likely remain high.

Source: ABS Census of Population and Housing 2016 and 2021; Ethos urban

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Reservoir Economic Analysis and Investment Attraction Strategy  
Part B: Investment Attraction Strategy

### Residential values to unlock apartment development

The median house price in Reservoir was \$950,000 for the year 2021, representing an increase of +17% on the 2019 level.

Underlying residential prices at Reservoir are now at a level that will theoretically support multi-storey apartment development (three levels and above). For reference, large apartment developments first came online in the Murray Road area of Preston when the suburb's median residential house price was around \$850,000. The median house price in Preston was \$1.4 million in 2021.

While the opportunity exists for transit oriented residential development that leverages existing infrastructure such as Reservoir Station, the availability of appropriately size sites is an issue. Accordingly, the development potential of publicly owned sites warrants consideration, as does the appropriateness of planning controls that apply to land within and immediately proximate RAC.





### An activity centre with potential to absorb investment and take on a higher-order role

RAC is identified in state government policy as a MAC and a regionally significant commercial area. RAC currently supports an estimated 33,230m<sup>2</sup> of shopfront floorspace across 198 tenancies, and serves the retail and commercial needs of the local neighbourhood. The current neighbourhood function of RAC also stems from the impact of the rail corridor which has historically split the centre into two smaller retail nodes that serve localised catchments to the east and west of the rail corridor.

Plan Melbourne defines MACs as suburban centres that provide access to a wide range of goods and services, have different attributes, and provide different functions, with some serving larger subregional catchments.

By 2036, it is estimated that an additional +7,300m<sup>2</sup> of retail floorspace (rounded) could be supported in the RAC. This includes +4,300m<sup>2</sup> of FLG floorspace (rounded) which would be sufficient to support a new full-line supermarket in addition to existing supermarket facilities.

Developers will also increasingly investigate the potential for multi-storey apartments in and proximate RAC due to residential prices now being at a level that will theoretically support multi-storey apartment development, and the potential for such development to leverage Reservoir's direct rail connection to central Melbourne.

It is likely that Reservoir Station was a key reason why RAC was identified as an MAC in Plan Melbourne. RAC's strategic location on Melbourne's public transport network would be enhanced by the identification of a future SRL North Station in the centre (if delivered).

The delivery of multi-storey apartments and mixed use (commercial and residential) development that leverages the centre's public transport attributes, and full-line supermarket facilities that drive visitation to the centre – are both factors that would assist in RAC taking on a higher order role.

Higher density transit orientated development in and around the centre in conjunction with a full-line supermarket would likely contribute to increasing available retail spending, resulting in increased average trading levels and the establishment of a more attractive and higher quality retail offer. This in turn would draw more visitors and residents to the centre and drive investment.

*An example of shop-top residential development*



**The delivery of multi-storey apartments and mixed use (commercial and residential) development that leverages the centre's public transport attributes, and full-line supermarket facilities that drive visitation to the centre – are both factors that would assist in RAC taking on a higher order role.**

## Ethos Urban

Reservoir Economic Analysis and Investment Attraction Strategy  
Part B: Investment Attraction Strategy**A Regionally Significant Industrial Precinct on the Cusp of Revitalising**

Although RIP supports some major occupiers (such as Visy), agents currently consider the RIP to be a secondary-grade (or lower) industrial market based on the quality of buildings available and land price and rent levels.

The following factors position RIP favourably to revitalise and attract investment from major industrial developers and higher order industrial tenants:

**Growth in E-Commerce and supply chain disruptions are driving unprecedented investment in the industrial sector.**

Increasing demand for industrial floorspace and growth in rental returns and assets values has sparked unprecedented investor and developer interest in industrial assets. Growth in online sales has accelerated due to COVID-19 pandemic and increased supply chain throughput and demand for warehousing floorspace. In addition, global supply chain disruptions are driving a shift in inventory management from just-in-time to just-in-case – generating increased demand for warehousing space and potential for the local manufacturing task to increase because of onshoring. As a result, some industrial areas which have been dormant for many years now are redeveloping for higher order facilities.

**Higher industrial prices and the emergence of last mile distribution is driving investment in established industrial areas.** Due to supply constraints and unprecedented growth in industrial land prices, industrial developers are now considering the redevelopment potential of established industrial precincts in middle ring suburbs (such as RIP) that have historically seen limited investment. This being driven in-part by unprecedented investment in hub and spoke distribution networks to support e-commerce – including highly automated

micro fulfillment centres (MFCs) located proximate to residential areas.

**The proposed Logos development is a potential game changer.** Logos – a major multi-national developer of industrial assets – has secured a large, consolidated site in RIP which they intend to develop for a prime grade business park focused on last mile distribution. Should the Logos business park lease well, the project will demonstrate that RIP is a viable location for prime-grade industrial assets and could be a catalyst for major institutional developers acquiring other large sites in the precinct.

**RIP's strong food and beverage role will be further supported by planned infrastructure and economic development in the region.** The industrial sector in Melbourne's north is renowned for its food and beverage activities and RIP has a strong food manufacturing and distribution role supported by tenants including Genobile Saba, Campoli Foods and Congo Foods and Hawkers Brewery. Food manufacturing and distribution in the region is, and will continue to be, supported by infrastructure and institutions (existing and planned) including Melbourne's Wholesale Fruit and Vegetable market, Epping Food hub, the planned Melbourne Food Innovation and Export Hub, and La Trobe University's Australian Food Innovation Centre. Some of the new

industries that result from research and innovation infrastructure at La Trobe may seek to establish in established industrial precincts that are proximate the La Trobe campus, such as RIP.

**RIP's multidimensional role offers something for everyone.**

RIP accommodates a wide range of industrial uses. Future investment in the precinct will conceivably come from a range of different sectors including manufacturing geared to the food and beverage sector, distribution facilities geared to the last mile, or enterprise uses of different scales which represent a blend of industrial and service sector activities. RIP's location in Melbourne's northern middle ring presents an opportunity for it to adsorb demand from businesses that:

- Link into manufacturing value chains associated with the northern SSIP
- Benefit from proximity of La Trobe University and its planned innovation components
- Or have been priced out of legacy inner suburban industrial precincts.

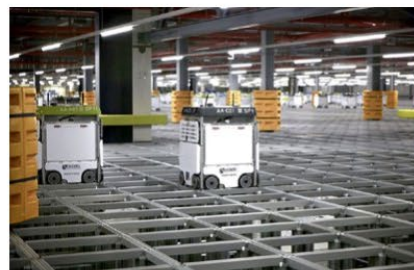
**Some remaining parcels are of a significant scale.** According to agents, the prevalence of large sites in the RIP positions it ahead of other long established industrial precincts in Melbourne's inner and middle northern suburbs – and could result in these site's being acquired and developed by major institutional developers.

### Last Mile Distribution

Increasing industrial land values and demand for sites proximate residential suburbs for last mile distribution facilities is beginning to drive redevelopment of long-standing, legacy industrial areas

'Last mile' refers to the last step of the distribution chain, whereby the product is transferred from the last distribution facility to the home. They typically fulfill orders within the day. Distribution centres with a last mile function can come in range of varieties, including:

- Traditional distribution centres (or DCs).
- Customer fulfilment centres (or CFCs) – which fulfill e-commerce orders and are often operated by a third-party logistics provider.
- In-store fulfillment – whereby the shopfront fulfills online order and/or provides a click and collect capability.
- Micro fulfilment centres (MFCs) – small scale, compact warehouse facilities located proximate to residential areas.





Ethos Urban

Reservoir Economic Analysis and Investment Attraction Strategy  
Part B: Investment Attraction Strategy

La Trobe University’s planned research and innovation components

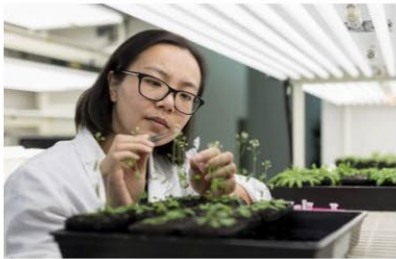
La Trobe University’s City of the Future is currently the most significant economic opportunity in the region and involves an extensive transformation of existing facilities. Development of the Research and Innovation Precinct will create new opportunities through networks of research and entrepreneurship and support the commercialisation of research and ideas. It will include the Australian Food Innovation Centre, Bio Innovation Hub, and a Digital Innovation Hub.

The Australian Food Innovation Centre is a planned research and development hub in partnership with CSIRO focused on scaling up new innovative food products. It intends to bring together multidisciplinary research and

development capabilities in all areas related to the post-farm gate food value-chain to stimulate innovation and fill capability gaps that are critical for the future success of the Australian food Industry. Key services include:

- Innovation and development
- Evaluation testing
- Packaging and product design

Some of the new industries that result from research and development at the Australian Food Innovation Centre may seek to establish in RIP due to its proximity to the La Trobe Bundoora campus.



Source: La Trobe University

## 2 Key Issues and Opportunities for Investment Attraction

Ethos Urban

Reservoir Economic Analysis and Investment Attraction Strategy  
Part B: Investment Attraction Strategy

# 1 Key Issues and Opportunities for Investment Attraction

## Issues

### Reservoir Activity Centre

01

**RAC's role in planning policy is ambiguous.**  
State policy, including Plan Melbourne and MICLUP identify the RAC as a MAC or as a regionally significant commercial area, while local policy identifies RIP as an 'activity centre' that primarily serves a neighbourhood role.

02

**RAC has significant gaps in its retail offer** including the provision of a full-line supermarket and uses that would drive the emergence of the night-time economy such as restaurants or wine bars.

03

**Perceptions of antisocial behaviour and social issues** are reducing the centres attractiveness in the eyes of visitors and prospective businesses, based on feedback from stakeholders.

04

**Public transport between RAC and nearby La Trobe University Bundoora is inadequate**, with a bus service only operating during semester periods.

05

**Heavy vehicle traffic on Broadway** results in excessive noise and pedestrian safety concerns that detract from the quality of the urban environment in Broadway shopping strip.

06

**The special rate scheme only applies to Reservoir Village** and accordingly raises a relatively small pool of funds.

07

**Broadway has no traders' association and is not included in the special rate.** This limits the ability of Broadway businesses to engage with Council and other institutions, and means they do not benefit from targeting marking, promotions and events like Reservoir Village.

08

**The availability of large sites for redevelopment is limited** due to a lack of privately owned lots that are large enough to support multi-storey residential or mixed-use development.

09

**Lack of integration between Reservoir Village and Broadway is still a problem.** The Level Crossing Removal Project somewhat improved connectivity between the precincts, but the rail and road corridor remains a barrier to pedestrians moving through the centre.



Key Issues and Opportunities for Investment Attraction



## Opportunities

### Reservoir Activity Centre

01

Market conditions indicate **multi-storey residential development in RAC is viable** due to underlying residential prices being at a level that theoretically supports multi-storey apartment.

02

Investigate opportunities to **redevelop government-controlled land** within or adjacent RAC in view of the lack of privately owned sites in the centre to support mixed-use/higher density development.

03

Explore the potential for **planning controls to be reviewed to unlock additional sites** for apartment and/or mixed-use development.

04

Expand the special rate and **Reservoir Village Traders Association** to include Broadway shopping strip.

05

Investigate opportunities to **activate areas in RAC and increase safety and passive surveillance** in areas perceived to be hot spots for anti-social behaviour.

06

Explore the potential for **heavy vehicle traffic on Broadway** to be re-routed to improve pedestrian amenity.

07

Demand is expected to **materialise for additional retail floorspace in RAC** including a full-line supermarket (by 2036).

08

Local population growth will support **additional commercial (non-retail) floorspace in RAC** for small local businesses, professional services with a local focus, or medical centres.

09

The Level Crossing Removal Project and the proposed SRL North station provide an **opportunity to review strategic documents** that have previously considered RAC's revitalisation.

Ethos Urban

Reservoir Economic Analysis and Investment Attraction Strategy  
Part B: Investment Attraction Strategy

## Issues

### Reservoir Industrial Precinct

**01**

RIP has historically been considered a **secondary grade (or lower) industrial precinct**. In some areas examples of derelict buildings and excess on-street parking significantly detracts from the quality of the urban environment.

**02**

Access to/from the Western Ring Road is via the **suburban street network** which is a factor that may downgrade the precinct in the eyes of some prospective developers and occupiers.

**03**

The **supply of vacant sites in RIP is limited**. Consistent with most established suburban industrial precincts, RIP is mostly built out and only a handful of vacant sites remain.

**04**

No **umbrella organisation exists for RIP businesses** that specifically relates to their interests and the function of the precinct – or facilitates a means for institutions such as Council or La Trobe University to engage directly with tenants and landowners.

**05**

A **lack of amenities for workers and businesses** in RIP is likely reducing the precinct's desirability in the eyes of potential occupiers.

**06**

**Public transport to and from the RIP is limited** reducing the precinct's accessibility to workers and driving excess demand for car parking in the precinct.

Key Issues and Opportunities for Investment Attraction



## Opportunities

### Reservoir Industrial Precinct

01

Demand for last mile distribution and higher land prices is driving redevelopment of established industrial areas.

02

Some remaining vacant parcels of land in RIP are of a significant scale and could be acquired and developed by major institutional developers.

03

The Logos development is a potential game changer for RIP and catalyst for further prime-grade industrial uses.

04

Establish a business association to specifically represent the interests of RIP businesses and facilitate economic development and skill development partnerships with key government and institutional stakeholders.

05

Produce economic development collateral to promote the opportunity for RIP to absorb prime-grade investment.

06

Future investment in the precinct will likely come from a range of different sectors including manufacturing, warehouse and distribution facilities geared to the last mile, or enterprise uses of different scales that blend industrial and service sector activities.

07

Improving RIP's urban environment will make the precinct more attractive to higher-order occupiers and enterprise uses geared to the new economy.

08

The revitalisation of the RIP for high-order industrial uses will contribute to strengthening the diversity of employment options available at Reservoir for residents.

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Reservoir Economic Analysis and Investment Attraction Strategy  
Part B: Investment Attraction Strategy



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### 3 Strategic Directions to Drive Investment

The following Strategic Directions and corresponding Themes have been identified to provide the basis for the Actions outlined in the Action Plan (refer Section 4).





## Direction 1

### A higher order activity centre

Although RAC will continue to trade in a significantly competitive environment due to competition from nearby centres, potential exists for the activity centre to provide a variety of housing, retail and commercial, and civic uses that leverage its strategic location and existing and planned rail connectivity.

The completion of the Level Crossing Removal Project (in 2019) has improved the ability of pedestrians to move through the centre, and a market potential exists for an increased retail provision and the development of residential apartments. Accordingly, there is an opportunity for actions that unlock investment and support RAC in taking on a higher role consistent with its designation as a MAC.



#### THEME 1

**Set a contemporary strategic policy direction**



#### THEME 2

**Unlock sites for redevelopment**



#### THEME 3

**Improve the retail, commercial and civic offer for increased visitation and trade**



#### THEME 4

**Drive further integration of Reservoir Village and Broadway**



#### THEME 5

**Undertake marketing and promotions that supports competitiveness**





Source: roastingwarehouse.com.au

## Direction 2

### Position RIP for revitalisation

RIP is a largely built out, legacy industrial precinct that is on the cusp of revitalisation. A range of factors have potential to drive investment including – growth in e-commerce and supply chain throughput driving demand for warehouse space, higher industrial prices pushing investment to established industrial areas, the opportunity for the food and beverage sector in the north continue growing. The opportunity exists for RIP to evolve into a thriving, multi-dimensional industrial precinct that offers something for everyone.



#### THEME 6

Attract major developers and occupiers seeking prime grade facilities



#### THEME 7

Support a multi-dimensional industrial role



#### THEME 8

Improve amenity within the precinct



#### THEME 9

Consult with existing businesses to better understand their needs



#### THEME 10

Sell the opportunity for investment and revitalisation



## Direction 3

### Maximise regional partnerships and connectivity

Reservoir has a direct rail connection to Melbourne's CBD and trendy inner north and is within striking distance of La Trobe's Bundoora campus, the La Trobe NEIC, The Northern SSIP and regional economic hubs such as Melbourne Airport. Reservoir's location is therefore highly strategic, and a significant opportunity exists for improve partnerships and transport connections to facilitate linkages that unlock economic development.



#### THEME 11

Ensure local institutions are appropriate for economic development and capacity building



#### THEME 12

Advocate for public transport investment that unlocks investment in Reservoir

## 4 Action Plan

This Action Plan provides an inventory Actions that respond to the Strategic Directions and Themes outlined in the previous section. It has been developed in consultation with Darebin Council and the Reservoir Revitalisation Board.

### 3 Action Plan

#### Action 1 D1 T1 T2 T3

Review and update the Reservoir Structure Plan and Masterplan to account for:

- Level Crossing Removal Project and proposed SRL North
- Opportunities to support multi-storey residential development
- Opportunities for key retail anchors such as a full-line supermarket
- Facilitating a higher amenity environment and addressing poor perceptions of safety in some areas
- Improving pedestrian connectivity and wayfinding

While some principles contained in previous strategic documents remain relevant, delivery of the Reservoir Level Crossing Removal Project in conjunction with identification of proposed SRL North station at RAC have altered RAC's strategic context.

In particular, the development of a 'Central Heart' as envisaged in the Reservoir Structure Plan and Streetscape Master Plan is now likely precluded by the traffic engineering solution delivered by the Level Crossing Removal Project.

#### Action 2 D1 T1

Review existing local planning policies for RAC to ensure strategic directions appropriately consider its role as a MAC and regionally significant commercial area' in State Planning Policy.

### Action 3

D1 T2 T3

**Review** zoning controls that apply to RAC and investigate the potential to unlock opportunities sites for:

- multi-storey apartment or mixed-use developments (4 storeys or higher)
- retail anchors such as a full-line supermarket

### Action 4

D1 T2 T3

**Engage** with relevant government entities and community stakeholders regarding the future use of government-controlled land in the centre, with the view to unlock large sites for redevelopment.

Numerous Government-owned sites are also located in or proximate RAC that are well located for multi-storey residential or mixed-use development, but their future use would depend on the plans of relevant controlling entities and the aspirations of the community.

**Action 5**

D1 T3 T4 T5 D3 T11

**Expand** the special rate and Reservoir Village Traders Association to include Broadway shopping strip, with the view to:

- Ensure Broadway traders also benefits from marketing and promotions
- Increase the pool of funds available for marketing, promotions and events, and initiatives not currently undertaken.
- Expand Reservoir Village's place brand to include the Broadway strip.

Special rates play key role in funding branding and promotions initiatives that are often crucial for strip centres to compete in a challenging trading environment. Additional initiatives that could be funded with a larger pool of funds include:

- Targeted business attraction
- Business education and support programs
- Shopfront improvement grants (with joint investment from the tenant)
- Visual merchandising programs (to complement shopfront improvement grants)

**Action 6**

D2 T4

**Investigate** the potential for heavy vehicle traffic on Broadway to be re-routed to improve pedestrian amenity and result in an urban environment that is more conducive to strip-based retailing.

**Action 7**

D2 T6 T7

**Engage** with local real-estate agents, industrial developers and property organisations to keep abreast of current industrial trends in an involving market.



**Action 8**

D2 T9 T10 D3 T10 T11

**Establish** an umbrella organisation for RIP that promotes the investment credentials of the precinct and enables businesses and landowners to participate in economic development partnerships.

If implemented, such an organisation could promote the RIP and its businesses, facilitate partnerships with the likes of La Trobe University, and encourage business connections within and beyond the precinct that maximises local economic development and value chains. An example of a representative organisation that could be emulated for RIP is Bayswater Business Precinct Connect (refer: [www.bbpcconnect.com.au](http://www.bbpcconnect.com.au)). Like RIP, Bayswater Business Precinct comprises land in multiple municipalities.

**Action 9**

D2 T6

**Engage** with landowners of remaining large vacant sites in RIP to understand their intentions for the future use of their sites

**Action 10**

D2 T6 T7 T10

**Produce** economic development collateral that promotes RIP's strategic 'middle-ring' location and the opportunity to absorb prime-grade investment.

Ideally, such material would be produced jointly by Darebin and Merri-bek Councils, in consultation the local business association, and other economic development bodies such as Northlink.

**Action 11**

D2 T7

**Investigate** the potential for a priority access route connecting RIP to the Western Ring Road that reduces the amenity impact of large trucks in nearby suburban areas.

**Action 12** D2 T8

**Implement** urban design guidelines to ensure that new development in the RIP makes for an attractive urban environment and integrates with existing uses.

**Action 13** D2 T6

**Advocate** for public transport investment that enhances Reservoir's strategic location and links with nearby economic clusters, including:

- The SRL North
- An electric bus route for the SRL North (noting its long-term timing) that would directly link Reservoir to La Trobe University (Bundoora), Heidelberg MAC, Austin Biomedical Alliance Precinct, and Melbourne Airport.
- Extension of the No. 11 Tram to Edwardes Street.

A direct public transport connection between Reservoir and the components of the La Trobe NEIC (such as La Trobe University and Heidelberg MAC) would likely unlock benefits for Reservoir and support the NEIC's economic logic and identification in State Planning Policy. Better connecting Reservoir and the NEIC would heighten Reservoir's desirability as a place to live for persons employed in the NEIC.

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**9.6 PLANNING PROBITY MATTERS**

**Author:** General Manager City Sustainability and Strategy

**Reviewed By:** Chief Executive Officer

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**EXECUTIVE SUMMARY**

This report:

- Updates Councillors on the findings and recommendations of the *Operation Sandon special report*
- Recommends establishing a register of Councillor interactions with developers, submitters, lobbyists and other people who may seek an advantage through a planning decision.

The *Operation Sandon special report* (27 July 2023) sets out several planning and governance recommendations to the State Government. These respond to a series of probity risks in planning that the independent, broad-based anti-corruption commission has identified through its Sandon investigation.

This report highlights key findings of the Sandon report, presents planning probity recommendations from the Inspectorate of Local Government, and outlines how a register of Councillor interactions can strengthen and enhance current practices.

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

- (1) Notes the planning probity risks identified and described in the *Operation Sandon special report*.
- (2) Notes that the Darebin Councillor Code of Conduct 2021 and Councillor Gift Policy March 2023 provides expectations, roles, responsibilities and procedures to achieve high levels of integrity and public trust in all Council matters, including planning matters.
- (3) Establishes a public register of 'meaningful Councillor interactions' with developers, submitters, lobbyists and other people with a direct interest in a planning scheme amendment, development plan, planning permit application, or any other planning decision under the *Planning and Environment Act 1987*. The register is to record:
  - a. the address and application number and or title of the planning permit application, development plan, planning scheme amendment or any other planning matter.
  - b. the date and time of the interaction.
  - c. the name of the Councillor/s who interacted with the developer and/or submitter and/or lobbyist and any other person with an interest in the planning matter.
  - d. the name of the person/s the Councillor/s met with, and their role in relation to the planning matter.

- e. whether an officer attended the meeting with the Councillor. Only the title of the officer will be recorded.
  - f. the purpose of the interaction and a summary of what was discussed.
- (4) Requires that any Councillor who has a 'meaningful interaction' described in point (3) above provides the details set out in point (3) above to the General Manager Governance and Engagement within 5 days, for recording in the public register.
- (5) That the public register of Councillor interactions:
- a. be published on the Council website and updated at a minimum every month
  - b. be tabled at Planning Committee meetings for noting.
- 

## BACKGROUND / KEY INFORMATION

### ***Operation Sandon Special Report***

On 27 July 2023 the Independent Broad-based Anti-corruption Commission (IBAC) tabled a special report in Parliament outlining the results of the years long Operation Sandon inquiry. In [its announcement](#), IBAC stated that:

*"(its report) ...exposes corruption vulnerabilities in Victoria's planning decision-making processes at both state and local government levels.*

*"The investigation demonstrated how ministers, members of parliament, councillors, ministerial advisers, and electorate officers may be targeted by lobbyists, and how limitations in the current regulation of lobbyists present corruption vulnerabilities.*

*IBAC has made 34 recommendations to promote transparency in planning decisions; enhance donation and lobbying regulation; improve the accountability of ministerial advisers and electorate officers; and strengthen council governance."*

The full report can be [found here](#).

### **Previous Council Resolution**

At its meeting held on 27 September 2021, Council resolved:

*'That Council:*

- (5) *In the exercise of the powers conferred by Section 11 of the Local Government Act 2020 (the Act) and the other legislation referred to in the attached Instruments of Delegation, resolves:*
- c. *To delegate to the Planning Committee the powers, duties and functions set out in the 'Instrument of Delegation to the Planning Committee (Appendix D), subject to the conditions and limitations specified in that Instrument.'*

(Item 8.11)

## **ALIGNMENT TO 2041 DAREBIN COMMUNITY VISION**

Strategic Direction 2: Prosperous, Liveable and Flourishing

## **ALIGNMENT TO 2021-25 COUNCIL PLAN**

Strategic Direction 4 Responsible, Transparent and Responsive



## ALIGNMENT TO COUNCIL PLAN STRATEGIC OBJECTIVES

4.3 We will transform our services and service delivery models to ensure they meet the current, emerging and future needs of our community

## DISCUSSION

### ***Strengthening planning probity procedures***

The Darebin Councillor Code of Conduct 2021 and Councillor Gift Policy March 2023 provides expectations, roles, responsibilities and procedures to achieve high levels of integrity and public trust in all Council matters, including planning matters.

That said, in light of the *Operation Sandon special report*, it is timely to review current probity practices in planning.

The Local Government Inspectorate provides [guidance for Councillor interactions with developers](#), and this advice was recently updated following release of the *Operation Sandon special report*.

This advice includes:

- Councillors should avoid comment before a decision.
- Councillors should avoid meeting developers one-on-one.
- Councillors should avoid accepting gifts and hospitality from developers.
- Councils should create a policy to guide councillor interactions with developers.
- Councils should keep a register of councillor interactions with developers.

The Local Government Inspectorate's guidance identifies risks and outcomes that may eventuate if Councillors meet with developers. When Councillors interact with any person/s associated with a planning permit application or any other planning decision under the *Planning and Environment Act 1987*, (for example, objectors, or people who are intending to object and lobbyists) there is a risk of being seen to confer an advantage to that person.

It is important that applicants, developers, submitters and lobbyists participate within transparent statutory decision-making processes, with all the attendant regulatory oversight and independent review mechanisms. Planning officers currently support customers to participate in these processes.

If Councillors wish to interact with a developer or objector or lobbyist, to undertake a meaningful discussion, officers recommend that Councillors:

- Ask officers to facilitate and attend the meeting (or phone call)
- Are clear about the purpose of the interaction
- Keep meeting notes to record conversations.

Establishing a register of Councillor interactions

To strengthen current governance processes and to enhance transparency, officers recommend that Council establishes a public register of meaningful Councillor interactions with developers, submitters, lobbyists, and other people associated with a planning scheme amendment, development plan, planning permit application, or any other planning decision under the *Planning and Environment Act 1987*.

The register would:

- Record who participated in the meeting, when the meeting took place, the purpose of the meeting and a summary of what was discussed.
- Be published on Council's website, and updated monthly
- Be tabled by the General Manager at Planning Committee meetings for noting.

It is acknowledged that constituents may reach out to Councillors, seeking information about how to participate in a planning decision process, or making inquiries about the progress of a decision under consideration. These interactions are considered administrative, and result in Councillors referring the constituent to officers for further information, or to Council's website.

The register is only intended to capture meaningful interactions between Councillors and developers, submitters or lobbyists. It is not intended to capture interactions that are administrative in nature.

Officers are proposing to cast the net wider than what the Local Government Inspectorate recommends, to also include submitters, lobbyists and other people who may seek an advantage through a planning application or any other decision made under the Act, through an interaction with a Councillor.

Officers are recommending this to promote transparency, to discourage anyone from seeking an advantage, and to mitigate the risk of any advantage being secured by a person arising from an interaction with a Councillor.

**Conduct processes for officers**

Officers are bound by the Darebin City Council Employee Code of Conduct, which can be [found here](#).

In addition, there are existing mechanisms in place within Council to manage officer conflict of interests regarding planning matters.

Achieving the highest levels of officer conduct is a priority, and processes are regularly reviewed.

**CONSIDERATION OF LOCAL GOVERNMENT ACT (2020) PRINCIPLES**  
**Financial Management**

The recommendations put forward in this report can be accommodated within existing resources.

**Community Engagement**

Establishing a register of Councillor interactions will increase transparency for the community. If Council endorses establishing a register:

- The community will be advised of the creation of this register through relevant monthly Council newsletters and social media.
- Developers and planning applicants will be advised of the register at the pre-application meeting, and when they lodge a planning application.
- Submitters, including objectors, will be advised of the register in communications that outline how to object.

**Overarching Governance Principles and Supporting Principles**

- (i) the transparency of Council decisions, actions and information is to be ensured.

**Public Transparency Principles**

- (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;

**Strategic Planning Principles**

- (d) strategic planning must identify and address the risks to effective implementation;

**Service Performance Principles**

- (d) a Council should seek to continuously improve service delivery to the municipal community in response to performance monitoring;

**COUNCIL POLICY CONSIDERATIONS****Environmental Sustainability Considerations (including Climate Emergency)**

Transparent and affective planning decision making supports a wide range of outcomes, including sustainability.

**Equity, Inclusion, Wellbeing and Human Rights Considerations:**

An Equity Impact Assessment has not been completed. Establishing a register of interactions will increase decision making transparency and therefore discourage people from seeking an advantage.

**Economic Development and Cultural Considerations**

Increased transparency reduces a range of planning probity risks, and in doing so supports appropriate development that contributes to positive economic outcomes for the municipality.

**Operational Impacts**

The recommendations put forward in this report can be implemented within existing resources and with minimal operational impacts.

Officers would look to design a simple process for Councillors to submit interactions, to reduce administrative effort.

**Legal and Risk Implications**

Increasing transparency through a public register of Councillor interactions reduces a range of planning probity risks.

**IMPLEMENTATION ACTIONS**

If endorsed, these recommendations will be implemented within 2 months.

**RELATED DOCUMENTS****Attachments**

Nil

**DISCLOSURE OF INTEREST**

Section 130 of the *Local Government Act 2020* requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any conflicts of interest in a matter to which the advice relates.

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

**9.7 PROPERTY MATTERS - SALE OF MINOR ASSETS****Author:** Coordinator Property Services**Reviewed By:** General Manager Operations and Capital

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**EXECUTIVE SUMMARY**

This report recommends completion of the statutory procedures for the proposed discontinued road and sale of road abutting 27 Zoe Circuit Northcote, shown hatched in Figure 1 in **Appendix A**.

This report recommends Council endorse the discontinuance and sale, having given public notice of a proposal to discontinue the road and sell the land to the owners of 27 Zoe Circuit, Northcote, by private treaty and transfer to itself any land from the road not sold in accordance with Council's Sale of Minor Assets Policy May 2022.

<b>Officer Recommendation</b>
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Sale of discontinued road adjoining 27 Zoe Circuit, Northcote**That Council:**

Having given public notice of a proposal to discontinue and sell the Road adjoining the rear of 27 Zoe Circuit, Northcote, and having received no written and verbal submissions regarding the proposal:

- (1) Discontinues the roads abutting 27 Zoe Circuit, Northcote, shown hatched in Figure 1 in **Appendix A**, acting under section 206 and clause 3(a) of Schedule 10 to the Local Government Act 1989
  - (2) Directs that notice of the discontinuance be published in the Victoria Government Gazette.
  - (3) Directs that the land from the road be sold by private treaty to the owners of the adjoining properties in accordance with section 206 and clause 3(b) of Schedule 10 of the Local Government Act 1989 and section 114 of the Local Government Act 2020 and Council's Sale of Minor Assets Policy May 2022.
  - (4) Authorises the Chief Executive Officer to sign all documents relating to the sale of any land from the discontinued roads and reserve to the owners of the adjoining properties by private treaty in accordance with Council's Sale of Minor Assets Policy May 2022.
  - (5) Directs that the discontinuance and sale will not affect any right, power or interest held by CitiPower and Darebin City Council, in the roads in connection with any cables under the control of CitiPower and Darebin City Council in or near the roads and reserve.
-

**BACKGROUND / KEY INFORMATION**

Council is required to consider a range of property matters for decision. These include matters such as property acquisitions and disposals, statutory naming processes, Right of Way disposals, proposed Road declarations and leasing of Council property.

Local Government Act

Section 189 (Restriction on power to sell land) of the *Local Government Act 1989* (Act) was revoked on 1 July 2021 and replaced by Section 114 of the *Local Government Act 2020*.

Section 114 of the *Local Government Act 2020* is similar to section 189, however the exemption from compliance with section 223 (the right to make a submission) has been removed.

Because section 223 does not apply under the *Local Government Act 2020*, from 1 July 2021, any sale of land from a discontinued road must first comply with the community engagement provisions of Council's Community Engagement Policy.

Accordingly, from 1 July 2021 Council will be required to undertake a 2 staged process of first resolving to discontinue a road and sell the land under clause 3 of Schedule 10 of the Act and then propose the sale of the land under section 114 of the *Local Government Act 2020*.

The statutory procedures under section 114 of the *Local Government Act 2020* requires that Council publish a notice of its intention to sell the Land on the Council's website and undertake a community engagement process in accordance with its community engagement policy.

In contrast to the now repealed s. 189 of the *Local Government Act 1989*, Section 114 of the *Local Government Act 2020* does not require Council to publish a public notice in a newspaper circulated within the municipality nor provide for the lodgement of submissions to Council and the consideration of those submissions, pursuant to section 223 of the *Local Government Act 1989*.

Nevertheless, in order to provide a mechanism for feedback from interested parties as part of Council's community engagement process, Council intend to invite both written and verbal submissions on the proposal, and deal with any submissions received, in line with the principles set out in section 223 of the *Local Government Act 1989*.

Under the principles, the notice of intention to sell the Land will afford affected parties the right to lodge a written submission with Council. Submitters may request to be heard by Council prior to a decision being made to proceed or otherwise with the proposal. Any verbal submissions received will be considered by Council's Hearing of Submissions Committee.

Section 190 (Restriction on power to lease land) of the *Local Government Act 1989* was revoked on 1 July 2021 and replaced by Section 115 of the *Local Government Act 2020*.

Section 115 of the *Local Government Act 2020* is similar to section 190, however the exemption from compliance with section 223 (the right to make a submission) has been removed.



**Previous Council Resolution**

At its meeting held on 24 July 2023, Council resolved:

***That Council:***

- (1) Commences the statutory procedures under section 206 and clause 3 of Schedule 10 to the Local Government Act 1989 to discontinue and sell the Road adjoining the rear of 27 Zoe Circuit, Northcote, shown hatched in Figure 1 in **Appendix A**, and section 114 of the Local Government Act 2020 to sell the land from the Road.*
- (2) Gives public notice under section 223 of the Local Government Act 1989 and section 114 of the Local Government Act 2020 in the appropriate newspaper and on Council's website of the intention to discontinue the road and sell the land to the owners of 27 Zoe Circuit, Northcote, by private treaty and transfer to itself any land from the road not sold in accordance with Council's Sale of Minor Assets Policy May 2022.*
- (3) Invites both written and verbal submissions on the proposed sale as part of its community engagement process and deal with any submissions received in line with the principles set out in section 223 of the Local Government Act 1989.*
- (4) Notes that any submissions will be considered by Council's Hearing of Submissions Committee at a meeting to be held in the Council Chamber on Monday 11 September 2023 at 5:45pm.*
- (5) Notes if no submissions are received, a further report be presented to Council to consider completion of the statutory procedures for the discontinuance and sale of the road to the owners of 27 Zoe Circuit, Northcote.*
- (6) Notes that notwithstanding the present intention to sell the land to the owners of 27 Zoe Circuit, Northcote, in the event that submissions are received from other adjoining property owners or interested parties, Council reserves the right to reallocate the manner in which the land is to be sold in accordance with Council policy.*

**ALIGNMENT TO 2041 DAREBIN COMMUNITY VISION**

Strategic Direction 2: Prosperous, Liveable and Flourishing

**ALIGNMENT TO 2021-25 COUNCIL PLAN**

Strategic Direction 4 Responsible, Transparent and Responsive

**ALIGNMENT TO COUNCIL PLAN STRATEGIC OBJECTIVES**

4.2 We will ensure our assets are optimised for the benefit of our community

**DISCUSSION**

In late 2021, Council received an inquiry from the owners of 27 Zoe Circuit, Northcote, requesting the discontinuance and sale of a 22m<sup>2</sup> section of the road reserve in Arthurlton Road, adjoining the rear of that property shown hatched in the site plan in **Figure 1** of **Appendix B** and in the overall plan in **Figure 3** of **Appendix A**.

The section of the road reserve in Arthurlton Road at the rear of 27 Zoe Circuit contains several small shrubs together with three Council drainage pits, as shown on the aerial view in **Figure 4** of **Appendix A**.

Investigations have also identified that whilst the land forms part of the road reserve in Arthurton Road and remains a road on title, it is not required for future use as part of the road reserve.

Once initial investigations confirmed the feasibility of the proposed discontinuance, Macquarie Lawyers were commissioned to undertake further consultation with a view to Council commencing the statutory procedures to facilitate the possible discontinuance and sale of the section of road.

The dimensions and proposed allocation of the land are shown in the Title Plan TP971526D provided in **Figure 2 of Appendix A**.

The owners of 27 Zoe Circuit, Northcote, have confirmed an interest in acquiring the land shown as Lot 1 in the Title Plan TP971526D in **Figure 2 of Appendix A** at current market value, as well as agreeing to meet a share of the reasonable costs associated with Council discontinuing and selling the road, in accordance with policy.

Internal Council departments and all relevant Service Authorities have been consulted regarding the proposal and no objections have been received.

Council engineers have advised that an easement would be required to protect the existing drainage assets in the land. The owners have also reached agreement with Council's Engineering Department to reconfigure the drainage pits located within the land. The existing steel grated pit covers are to be lowered and replaced with Terra Firma type pit covers.

These works are intended to be carried out by Council after the discontinuance and sale of the land has been completed at direct cost to the owners.

Furthermore, Citipower has cables located in the land and will also require an easement to protect its assets.

Citipower's cables feed an electrical substation within the road reserve at the rear of the neighbouring property at 25 Zoe Circuit. The Citipower substation requires a 2m clearance / separation from all fences, structures, and combustible material. To ensure compliance, the western boundary alignment of the land to be discontinued has been set back 2m from the substation. Citipower also requires that any fencing abutting the substation must not be of a combustible material.

## **CONSIDERATION OF LOCAL GOVERNMENT ACT (2020) PRINCIPLES**

### **Financial Management**

Council's Valuer has placed a market value of \$4,114.00 (incl GST) on the 22m<sup>2</sup> of land within Lot 1 in the Title Plan TP971526D intended to be sold to the owners of 27 Zoe Circuit, Northcote. The owners will also be meeting a 50% share of Council's legal and administrative costs associated with undertaking the project. The land will also attract Council rates once transferred.

### **Community Engagement**

Council at its meeting on 24 July 2023, resolved to commence the statutory procedures for the possible discontinuance and sale of the road.

Public Notice of Council's intention to discontinue and sell the road appeared in the Herald Sun newspaper and on Council's website from 31 July 2023 for the duration of the 28-day submission period. In addition, written notification was given to all adjoining property owners and occupiers.

No submissions were received in response to the public notice and the Hearing of Submissions meeting was subsequently cancelled for 11 September 2023.

### **Other Principles for consideration**

#### **Overarching Governance Principles and Supporting Principles**

- (a) Council decisions are to be made and actions taken in accordance with the relevant law;

#### **Public Transparency Principles**

- (c) Council information must be understandable and accessible to members of the municipal community;

#### **Strategic Planning Principles**

- (d) strategic planning must identify and address the risks to effective implementation;

#### **Service Performance Principles**

- (e) service delivery must include a fair and effective process for considering and responding to complaints about service provision.

## **COUNCIL POLICY CONSIDERATIONS**

### **Environmental Sustainability Considerations (including Climate Emergency)**

The land associated with this item is currently a road that is on Council's Registry of Public Roads. This land is not considered to be an essential element of the road transportation system and will be removed from the Registry at part of the process to discontinue the road.

The land will be consolidated within the Applicant's property and the future use of the land will be guided through planning and building regulations and controls.

### **Equity, Inclusion, Wellbeing and Human Rights Considerations:**

The proposed sale of land process accords with suitable EIA measures. This includes that all adjoining landowners were:

- Afforded an equal opportunity to purchase the land.
- And were not prohibited by language barriers or covid related issues (which affected their ability to respond).

### **Economic Development and Cultural Considerations**

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

### **Operational Impacts**

There are no operational impacts for these matters.

**Legal and Risk Implications**

Council engaged Macquarie Lawyers to manage the discontinuance and sales process to mitigate any potential risk borne by Council. Council officers will retain specific functions to ensure that the process is supported and that critical timelines are met to ensure the ongoing viability of the project.

**IMPLEMENTATION ACTIONS**

- Arrange for a notice to be published in the Victoria Government Gazette.
- Arrange for the land to be sold and transferred to the owners of the adjoining property by private treaty in accordance with Council policy.

**RELATED DOCUMENTS**

- Local Government Act 1989
- Local Government Act 2020
- Road Management Act 2004
- Sale of Minor Council Property Assets Policy 2015
- Sale of Minor Council Property Assets Policy 2022
- Toward Equality Framework
- Property Framework 2023-28

**Attachments**

- Site and Title Plans (**Appendix A**)

**DISCLOSURE OF INTEREST**

Section 130 of the *Local Government Act 2020* requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any conflicts of interest in a matter to which the advice relates.

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

**APPENDIX A****ITEM 1: Discontinuance and sale of road adjoining 27 Zoe Circuit, Northcote.**

To contextualise the property matter:

- The Site Plan is shown as **Figure 1**.
- The Title Plan is shown as **Figure 2**.
- The Overall Plan is shown as **Figure 3**.
- The Aerial View is shown as **Figure 4**.

Figure 1 - Site Plan road adjoining 27 Zoe Circuit, Northcote.

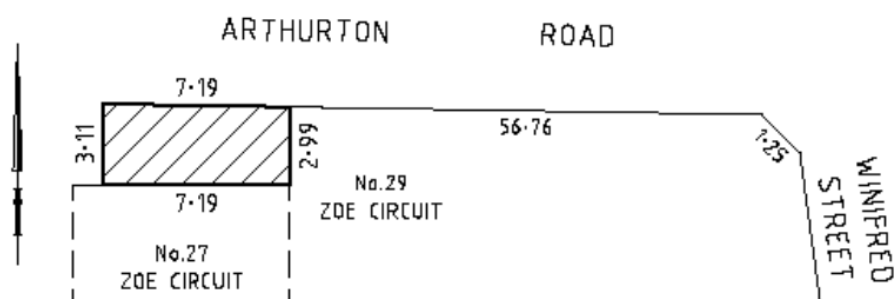




Figure 2 – Title Plan road adjoining 27 Zoe Circuit, Northcote.

TITLE PLAN		EDITION 1		TP971526D	
<b>LOCATION OF LAND</b> PARISH JIKA JIKA TOWNSHIP - SECTION - CROWN ALLOTMENT - CROWN PORTION 107 (PART) LAST PLAN REFERENCE R1 ON LP1054 DEPTH LIMITATION DOES NOT APPLY TITLE REFERENCE VOL.12166 FOL.846 MGA2020 CO-ORDINATES E 322 550 (APPROX. CENTRE OF LAND IN PLAN) N 5 818 050 ZONE 55				<b>WARNING</b> THIS PLAN REPRESENTS AN EXPECTED DIVISION OF LAND. ANY ONE LOT MAY NOT HAVE BEEN CREATED. CHECK THE LGT/PLAN INDEX FOR CURRENT INFORMATION.	
				<b>NOTATIONS</b>  THIS PLAN IS NOT BASED ON SURVEY.	
<b>EASEMENT INFORMATION</b>					
<b>LEGEND</b> E- ENCUMBERING EASEMENT OR CONDITION IN CROWN GRANT IN THE NATURE OF AN EASEMENT OR OTHER ENCUMBRANCE A- APPURTENANT EASEMENT R- ENCUMBERING EASEMENT (ROAD)					
<b>EASEMENT REFERENCE</b>	<b>PURPOSE</b>	<b>WIDTH (METRES)</b>	<b>ORIGIN</b>	<b>LAND BENEFITED/IN FAVOUR OF</b>	
E-1	AS PROVIDED FOR IN SEC.207C LGA 1989	SEE DIAGRAM	SEC.207C LGA 1989	DAREBIN CITY COUNCIL	
E-1	AS PROVIDED FOR IN SEC.207C LGA 1989	SEE DIAGRAM	SEC.207C LGA 1989	CITIPOWER PTY LTD	
<p>Diagram details: Arthurton Road runs horizontally. Zoe Circuit branches off to the south. Winifred Street branches off to the east. A small rectangular area is highlighted with dimensions 278'00" and 11'00". A bearing of 90°57' is shown. A distance of 56.76 is marked along Arthurton Road. A distance of 7.19 is marked along Zoe Circuit. A distance of 10.08 is marked along Winifred Street. A distance of 3.11 is marked along the highlighted area. A distance of 2.99 is marked along the highlighted area. A distance of 11.00 is marked along the highlighted area. A distance of 22m² is marked near the highlighted area. A north arrow is shown pointing upwards.</p>					
SCALE 1:200 0 2 4 6 8 10 LENGTHS ARE IN METRES		LICENSED SURVEYOR ANDREW CLINTON SMITH		FILE NO : LGD	
SHEET 1 OF 1 SHEET ORIGINAL SHEET SIZE: A3		SIGNATURE DATE / /		DEALING CODE : LGA	
<b>BARKER MONAHAN</b> A DIVISION OF TERRAIN CONSULTING GROUP PTY LTD SURVEYORS, DEVELOPMENT AND LOCAL GOVERNMENT CONSULTANTS 4/8 HIGH STREET, KEM 3101 P.O. BOX 3618 COYAMA 3101 TELEPHONE 9478 4300 FAX 9478 5189 EMAIL: survey@barkermonahan.com.au		REF. 21778 VERSION 2 COMPUTER FILE: 21778 TP.DWG DATE: 14/04/2023			

Figure 3 – Overall Plan road adjoining 27 Zoe Circuit, Northcote.

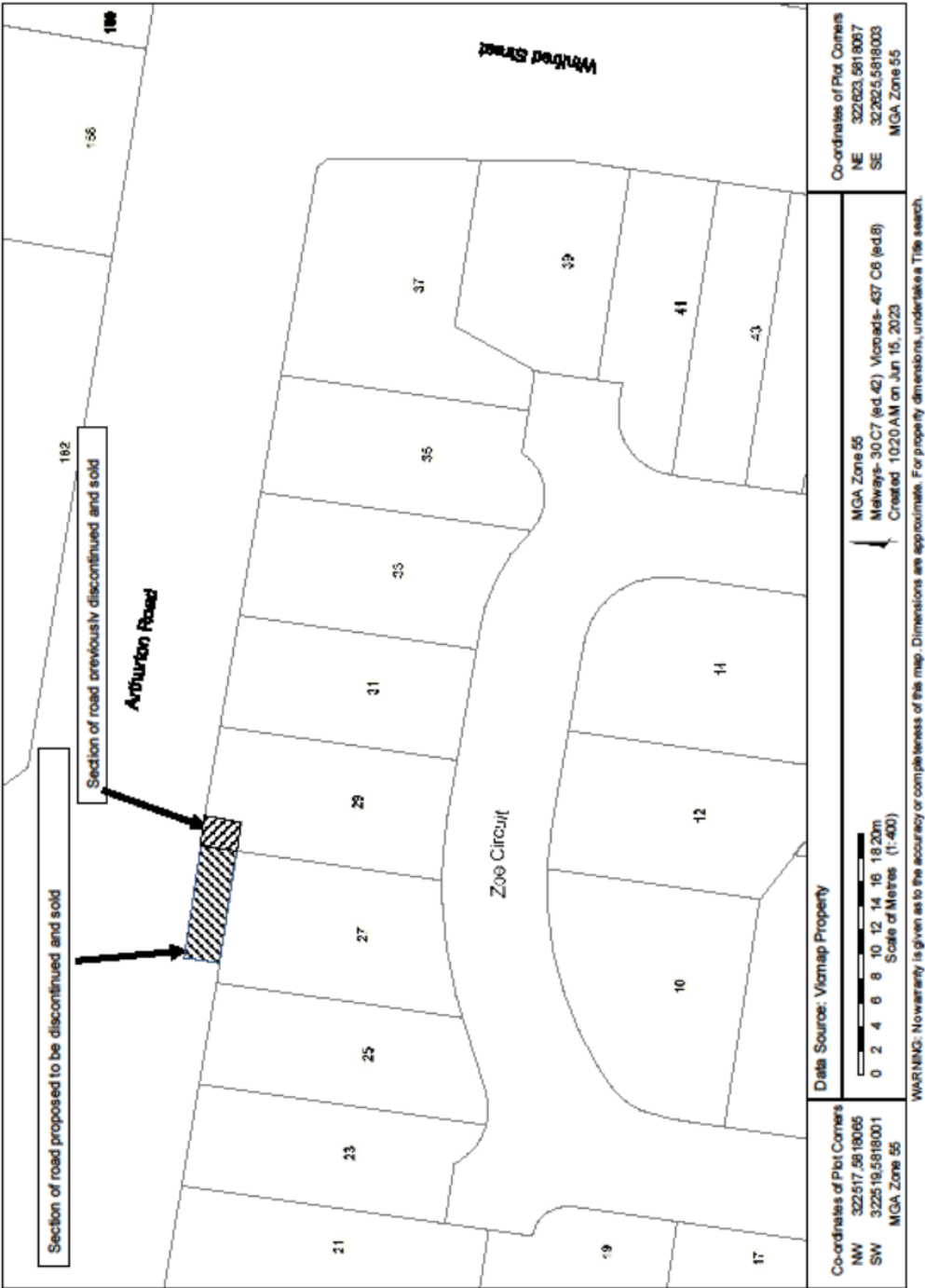
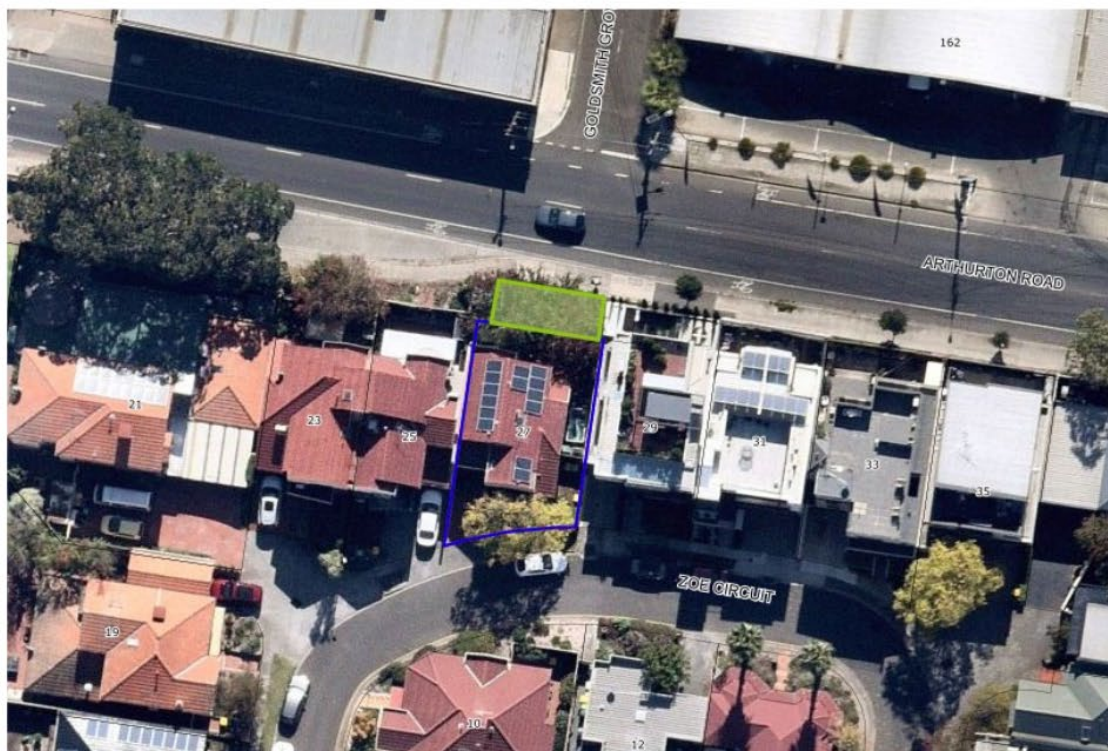


Figure 4 Aerial View road adjoining 27 Zoe Circuit, Northcote.





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**9.8 GOVERNANCE REPORT - SEPTEMBER 2023**

**Author:** Coordinator Governance Services

**Reviewed By:** General Manager, Governance and Engagement

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**EXECUTIVE SUMMARY**

- Summary of Advisory Committees, Councillor Briefing and other informal meetings of Councillors (**Appendix A**).
- Reports by Mayor and Councillors.
- Responses to public questions taken on notice at the Council Meeting held on 28 August 2023 (**Appendix B**).
- Audit and Risk Committee Revised Charter (**Appendix C**).
- Revised Advisory Committee Model Terms of Reference (**Appendix E**).
- Change of venue for Council meeting to be held on 23 October 2023.
- Review of S6 Instrument of Delegation to members of Council staff (**Appendix F**).

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

- (1) Notes the Governance Report – September 2023
- (2) Notes the Summary of attendance at Councillor Briefings at **Appendix A** to this report, for incorporation in the minutes of this meeting.
- (3) Notes that reports by Mayors and Councillors submitted prior to the meeting and circulated to Councillors, for incorporation in the minutes of this meeting.
- (4) Notes the response to questions taken on notice during Public Question Time at the Council Meeting held 28 August 2023 at **Appendix B**.
- (5) Endorses the Audit and Risk Committee Charter at **Appendix C**.
- (6) Endorses the revised Model Terms of Reference for Councils Community Advisory Committees / Community Reference Groups at **Appendix E**.
- (7) Resolves to hold the Council meeting on 23 October 2023 at 6pm, in the Council Chamber as a hybrid meeting.
- (8) In the exercise of the powers conferred by Section 11 of the *Local Government Act 2020* (the Act) and the other legislation referred to in the attached Instrument of Delegation, resolves:
  - a) To delegate to the members of Council staff holding, acting in or performing the duties of the officers or positions referred to in the '*Instrument of Delegation to members of Council staff* (S6)' (**Appendix F**) the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument.
  - b) Adopts and affix Council's Common Seal to the following Instrument of Delegation provided as an attachment to this report:
    - Instrument of Delegation from Council to members of Council Staff (S6) (**Appendix F**).

- c) That this instrument come into force immediately the Common Seal of Council is affixed.

## **BACKGROUND / KEY INFORMATION**

In accordance with Council's Governance Rules 2020, the agenda for each Ordinary Meeting is required to list certain governance/administrative matters in addition to other specified items.

These include Reports of Standing Committees i.e. Hearing of Submissions Committee, Summary of Meetings i.e. Briefings, Advisory Committee, responses to Public Questions taken on notice, reports by Mayor and Councillors, Councillor expenses and a range of other governance matters.

In accordance with best practice, good governance principles, transparent and account reporting, officers deem it appropriate to consolidate governance/administrative reports into one standing report to provide a single reporting mechanism for a range of statutory compliance, transparency and governance matters. This also ensures compliance with the requirements of the *Local Government Act 2020* ('the Act'), Council's Governance Rules and related regulations.

## **PREVIOUS COUNCIL RESOLUTION**

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

## **ALIGNMENT TO 2041 DAREBIN COMMUNITY VISION**

Strategic Direction 1: Vibrant, Respectful and Connected

## **ALIGNMENT TO 2021-25 COUNCIL PLAN**

Strategic Direction 4 Responsible, Transparent and Responsive

## **ALIGNMENT TO COUNCIL PLAN STRATEGIC OBJECTIVE**

4.1 We will ensure balanced and responsible financial decision making that meets the needs of our community now and into the future

## **DISCUSSION**

Matters covered in this report for the month of September 2023 are:

### **Summary of Advisory Committees, Councillor Briefing and other informal meetings of Councillors**

Council's Governance Rules 2020 require any meeting of an Advisory Committee established by Council and attended by at least one Councillor, or a scheduled or planned meeting to discuss the business of Council, including briefing Councillors, and which is attended by at least half of the Councillors and one member of Council staff (excluding Council, Delegated Committee or Community Asset Committee meetings), 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 should include:

- a) Time, date and location of the meeting
- b) Councillors in attendance
- c) Topics discussed
- d) Positions of council officers in attendance
- e) The organisation that any attendees external to council are representing
- f) Conflicts of interest declared, including the reason.

The Advisory Committees, Councillor Briefings or other Informal Meetings of Councillors are summarised at **Appendix A**.

### **Reports by Mayor and Councillors**

By 4.00pm on the day of each Ordinary Council Meeting, the Mayor and Councillors submit a report detailing their attendance at various functions and activities since the last Council Meeting. These reports will be recorded in the minutes of this meeting.

### **Responses to Public Questions taken On Notice – Council Meeting 28 August 2023**

Questions taken on notice at the Ordinary Council Meeting held on 28 August 2023 and subsequently responded to, are provided in **Appendix B** to this report.

### **Audit & Risk Committee Charter**

The Audit and Risk Committee (the Committee) Charter is reviewed annually and was presented to the Committee for discussion and formal review at its meeting held on 11 September 2023.

The revised Charter was approved by the Committee and is attached at **Appendix C** for Council endorsement.

### **Advisory Committee Model Terms of Reference**

Darebin currently has 16 Advisory Committees (AC's):

• Active and Healthy Ageing Advisory Committee	• Art and Heritage Advisory Panel (recruitment completed)
• Community Awards Advisory Committee	• Aboriginal Advisory Committee
• Interfaith Council	• Disability Advisory Committee
• Darebin Nature Trust	• Young Citizens Jury
• Gender Equity Advisory Committee	• Darebin Education Network
• Domestic Animal Management Reference Group	• Climate Emergency Darebin Advisory Committee
• Welcoming Cities Community Reference Groups	• Edgars Creek and Edwardes Lake Task Force
• Sexuality, Sex & Gender Diversity Advisory Committee	• Darebin Education Network

These Advisory Committees are predominately functioning in the Community Division (12), with the City Sustainability and Strategy Division having stewardship of three, and the Operations and Capital Division with one.

In June 2021 Council endorsed a set of Model Terms of Reference (ToR) for all AC's. The Model ToR were developed to provide:

- Increased clarity around the role and purpose of each committee.
- Scope for committees to articulate protocols and practices that are relevant to the efficient and effective functioning of their committee.
- Clearer rules and processes around recruitment, appointment and tenure.
- Increased emphasis on member responsibilities, duties and conduct.
- More detail on meeting processes.

After implementing these ToRs over the past two years, officers have identified some efficiencies and additional points of clarification which could be beneficial and help streamline the administration of these committees as highlighted in **Appendix D and E**.

*Advisory Committee administration concerns*

- There are significant administrative resources applied to the servicing of Advisory Committees and Reference Groups, including:
  - frequency of meetings (most are required to meet four times a year);
  - provision by officers to provide bi-annual reports on achievements; and
  - no clarity in the ToR for dealing with community members who hold positions but don't attend meetings.
- The process for current members to continue after an initial period of two years, requires a consistent approach. It is important to note that certain Advisory Committees have undertaken recruitment at separate times or do not have any mid-term vacancies, so not all committees will be required to recruit at the same time i.e. the Domestic Animal Management Reference Group does not currently have any vacancies.

Advisory Committees play a key role in connecting community views and experts with the decision-making processes of Council. Committees range between 10 and 15 members. The majority of these are required to undertake a mid-term recruitment due to vacancies.

The current ToRs do not provide clarity about the requirement for current members to reapply if they wish to continue on the Committee (after the initial two-year period). This is in addition to the requirement to advertise mid-term vacancies calling for expressions of interest for new members. These requirements add significantly to the administration of the Committees.

It is proposed that current members who wish to continue as members of a Committee only need to notify the Council Officer responsible for the Committee of their intention.

In some cases, non-attendance by community members is high. This could be for a variety of reasons including the general reduction in volunteering post- pandemic; the scheduling time of the meetings; the perceived value placed on their involvement, or the agenda items discussed. Due to this, officers believe that there needs to be clarity in the ToR on the requirement for members to attend a minimum number of meetings annually to ensure consistency of attendance and enable true vacancies to be realised and recruited against and/or feedback provided on what reasonable adjustments might need to be made to support greater attendance and participation.

The current ToR also require Committees to provide bi-annual progress reports on the activities of the Committees which include:

- Committee summary
- Progress of key issues and challenges
- Progress of activities and outcomes
- Future plans

There is a significant time commitment from Council Officers required in preparing bi-annual reports. It is requested that Council consider changing this requirement and for Committees to provide an annual report only, which would be scheduled for presentation to the first Council meeting of every calendar year.

Officers will continue to work collaboratively with Advisory Committee members to ensure that the forums allow the opportunity for representatives to provide meaningful input into the development of Council policy and decision making in their areas of focus and provide feedback to committee members about how their contributions have been incorporated.

#### **Change of venue for Council meeting to be held on 23 October 2023**

The Council meeting to be held on Monday 23 October 2023 was scheduled to be an 'off-site' meeting in Bundoora. During a site visit and consideration of the security and audio-visual requirements it is determined there is insufficient capacity available to hold a Council meeting in Bundoora. As such it is proposed to hold this meeting in the Council Chamber in Preston as a hybrid meeting.

#### **Review of existing Council Delegations**

It is essential and in the interests of effective governance to encourage the delegation of decision making to the lowest competent level within the organisation. This will achieve the best use of the abilities of elected Councillors and Officers, ensure cost effective use of resources, and promote the development of efficient and effective management. Authority and responsibility are inseparable. Those with responsibility for a task or function should always have the authority to carry it out effectively. Those with authority should always be responsible for its wise and prudent use. Delegations cannot, however, remove from the Council and senior management the ultimate accountability for the affairs of Council.

Council subscribes to the Maddocks Lawyers Authorisations and Delegations Service, which provides biannual advice regarding legislative amendments and the provision of template instruments which are then tailored to the organisational requirements.

Based on the recent release of the updated Instruments of Delegation from Maddocks, a review of the Instrument of Delegation to members of Council staff (S6) has been undertaken through a coordinated review process involving relevant staff from across the organisation.

The S6 Instrument of Delegation has been checked for accuracy, the appropriateness of the delegation and alignment with the organisational structure. The updated S6 Instrument of Delegation is attached at **Appendix F** to this report.

## **CONSIDERATION OF LOCAL GOVERNMENT ACT (2020) PRINCIPLES**

### **Financial Management**

Not applicable

### **Community Engagement**

Not applicable

### **Other Principles for consideration**

#### **Overarching Governance Principles and Supporting Principles**

- (i) the transparency of Council decisions, actions and information is to be ensured.

#### **Public Transparency Principles**

- (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;

#### **Strategic Planning Principles**

Not applicable

#### **Service Performance Principles**

Not applicable

## **COUNCIL POLICY CONSIDERATIONS**

### **Environmental Sustainability Considerations (including Climate Emergency)**

Nil

### **Equity, Inclusion, Wellbeing and Human Rights Considerations:**

Nil

### **Economic Development and Cultural Considerations**

Nil

### **Operational Impacts**

Nil

### **Legal and Risk Implications**

Nil

## **IMPLEMENTATION ACTIONS**

The following documents will be published on Council's website:

- Audit and Risk Committee Charter
- Amended Advisory Committee Model Terms of Reference for each Committee
- Instrument of Delegation to members of Council staff (S6)

**RELATED DOCUMENTS**

Governance Rules 2020

*Local Government Act 2020*

**Attachments**

- Summary of Councillor Attendance Records (**Appendix A**)
- Public Questions taken on notice - 28 August 2023 (**Appendix B**)
- Audit & Risk Committee Charter (**Appendix C**)
- Advisory Committee Model Terms of Reference (tracked changes) (**Appendix D**)
- Advisory Committee Model Terms of Reference (amended) (**Appendix E**)
- Instrument of Delegation to members of Council staff (S6) (**Appendix F**)

**DISCLOSURE OF INTEREST**

Section 130 of the *Local Government Act 2020* requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any conflicts of 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.



## SUMMARY OF ADVISORY COMMITTEES, COUNCILLOR BRIEFINGS AND OTHER INFORMAL MEETINGS OF COUNCILLORS

<b>MEETING DETAILS:</b>	<b>Title:</b>	Councillor Briefing Session
	<b>Date:</b>	14 August 2023
	<b>Location:</b>	Hybrid: <ul style="list-style-type: none"> <li>- In person – Chamber</li> <li>- Virtual</li> </ul>
<b>PRESENT:</b>	<b>Councillors:</b>	Mayor Williams, Deputy Mayor Newton (virtual), Cr Dimitriadis (virtual from 4.45pm), Cr. Greco, Cr. Hannan, Cr. Laurence, Cr. McCarthy (virtual from 4.16 – 4.29pm. In person from 4.29pm), Cr. Rennie (virtual)*
	<b>Council Staff:</b>	<p>Peter Smith, CEO (from 4.30pm)</p> <p>Kathryn Pound, Manager City Development (Item 4.1)</p> <p>Matthew Cullen, Coordinator, Statutory Planner (Item 4.1)</p> <p>Jacquie Payne, Principal Planner (Item 4.1)</p> <p>Paul Moriaty, Senior Statutory Planner (Item 4.1)</p> <p>Jack Allworth, Senior Statutory Planner (Item 4.1)</p> <p>Vanessa Petrie, General Manager City Sustainability and Strategy (Item 4.2)</p> <p>Rachel Ollivier, General Manager Operations &amp; Capital</p> <p>Kylie Bennetts, General Manager Community (Items 4.3 &amp; 4.4)</p> <p>Chad Griffiths, Manager of City Futures (Item 4.2 and 4.3)</p> <p>Enna Giampiccolo, Acting General Manager Governance and Engagement</p> <p>Bobbie-Lea Bright, Acting Head Governance and Risk</p> <p>Wendy Dinning, Acting Manager Equity and Wellbeing.(Item 4.4)</p> <p>Vicky Guglielmo, Acting Manager Economic Recovery and Resilience (Item 4.3)</p> <p>Brodie Butler-Robey, Coordinator Economic Development (Item 4.2)</p> <p>Jennifer Loulie, Team Leader Strategic City Design (Item 4.2)</p> <p>Alia Slamet, Principal Strategic Planner (Item 4.3)</p>



		Cecile Tache, Equity and Diversity Policy Lead (virtual) (Item 4.4) Kathie Duncan, Coordinator, Community Development and Wellbeing (virtual) (Item 4.4)
	Other:	
APOLOGIES:		

The Meeting commenced at 4.06pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
4.1	Pre-Planning Meeting Discussion and Questions	No Conflicts Disclosed Cr Williams declared that she was a student of Santa Maria (item was a general business verbal update). Council were comfortable there was an interest but not a conflict.
4.2	Extension of Temporary Parklets and new outdoor dining and footpath Trading Policy	No Conflicts Disclosed
4.3	Economic Development Response Plan for Central Preston and Preston Market	No Conflicts Disclosed
4.4	Implementation of Council Resolution on Voice of Parliament	No Conflicts Disclosed Cr Newton declared she is a volunteer for the Yes for Cooper campaign. <b>Not deemed a conflict.</b>

The Meeting concluded at 6.12pm for Planning Committee Meeting

RECORD COMPLETED BY:	Officer Name:	Enna Giampiccolo
	Officer Title:	Manager Governance and Communications



## SUMMARY OF ADVISORY COMMITTEES, COUNCILLOR BRIEFINGS AND OTHER INFORMAL MEETINGS OF COUNCILLORS

<b>MEETING DETAILS:</b>	<b>Title:</b>	Edgars Creek and Edwardes Lake Task Force Meeting
	<b>Date:</b>	Tuesday 15 <sup>th</sup> August 2023
	<b>Location:</b>	MS Teams
<b>PRESENT:</b>	<b>Councillors:</b>	Cr. Newton; Cr Grecco
	<b>Council Staff:</b>	Millie Wells, David Melli, Hannah Lopez, Alisa Rudd, Raine Reddy, Sabapathypillai Rajkumar
	<b>Other:</b>	<p>A representative from each of the agencies were present:</p> <ul style="list-style-type: none"> <li>• Melbourne Water</li> <li>• Yarra Valley Water</li> <li>• Friends of Edwardes Lake</li> <li>• Friends of Merri Creek</li> <li>• Merri Creek Management Committee</li> <li>• Environmental Protection Authority</li> <li>• Reservoir Frogs Waterwatch</li> </ul>
<b>APOLOGIES:</b>		<ul style="list-style-type: none"> <li>• Friends of Edgars Creek</li> <li>• Wurundjeri Woi-Wurrung Cultural Heritage Aboriginal Corporation</li> </ul>

The Meeting commenced at 4pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Welcome and acknowledgment of Country	No disclosures were made
2	Speed Updates - Round table discussion of activities being undertaken within the catchment	No disclosures were made.
3	Confirmation of previous minutes	No disclosures were made.
4	Edgars Creek and Merrilands Gross Pollutant Trap	No disclosures were made.
5	EPA Water Quality Project	No disclosures were made.
6	Bathymetric Survey	No disclosures were made.
7	General Business	No disclosures were made.

**SUMMARY OF MEETINGS – PUBLIC RECORD (CONT)**

The Meeting concluded at 5.34pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b>	Millie Wells
	<b>Officer Title:</b>	Coordinator – Natural Environment



## SUMMARY OF ADVISORY COMMITTEES, COUNCILLOR BRIEFINGS AND OTHER INFORMAL MEETINGS OF COUNCILLORS

<b>MEETING DETAILS:</b>	<b>Title:</b>	Councillor Briefing Session
	<b>Date:</b>	21 August 2023
	<b>Location:</b>	Hybrid: <ul style="list-style-type: none"> <li>- In person – Chamber</li> <li>- Virtual</li> </ul>
<b>PRESENT:</b>	<b>Councillors:</b>	Mayor Williams, Deputy Mayor Newton, Cr. Dimitriadis (virtual), Cr. Greco (virtual), Cr. Hannan, Cr. Laurence (in person at 5pm), Cr. McCarthy (virtual), Cr. Rennie (virtual until 4.15pm, then in person)
	<b>Council Staff:</b>	<p>Peter Smith, CEO</p> <p>Vanessa Petrie, General Manager City Sustainability and Strategy</p> <p>Tarnya McKenzie, General Manager Governance &amp; Engagement</p> <p>Kylie Bennetts, General Manager Community (Items 4.1 &amp; 4.2)</p> <p>Melanie McCarten, Manager Libraries and Recreation (Item 4.1)</p> <p>Adam Feiner (Item 4.1) Recreation Planner</p> <p>Michael Pogemiller (Item 4.1) Senior Coordinator Recreation and Leisure.</p> <p>Rachel Ollivier, General Manager Operations &amp; Capital (Item 5.1)</p> <p>Bobbie-Lea Bright, Acting Head Governance and Risk</p> <p>Enna Giampiccolo, Manager Governance and Communications</p> <p>Jo Smale, Manager Families, Youth and Children (Item 4.2)</p> <p>David Godden, Planning and Project Officer, Families, Youth and Children (Item 4.2)</p> <p>Chris Ryan, Manager Property and Asset Strategy (Item 5.1)</p>
	<b>Other:</b>	
<b>APOLOGIES:</b>		

The Meeting commenced at 4.03pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
4.1	<b>McDonell Park Upgrades Project 2023-24</b>	No Disclosures Made
4.2	<b>Kindergarten Expansion Program</b>	Cr Newton declared a child on the waiting list for council childcare.
5.1	<b><i>INFORMATION ONLY</i></b> Confidential update on the end of the previous Lease and the new EOI process undertaken at 2 Wingrove St, Alphington	No Disclosures Made

The Meeting concluded at 6.05pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b>	Enna Giampiccolo
	<b>Officer Title:</b>	Manager, Governance and Communications



## SUMMARY OF ADVISORY COMMITTEES, COUNCILLOR BRIEFINGS AND OTHER INFORMAL MEETINGS OF COUNCILLORS

<b>MEETING DETAILS:</b>	<b>Title:</b>	Councillor Briefing Session
	<b>Date:</b>	4 September 2023
	<b>Location:</b>	Hybrid: <ul style="list-style-type: none"> <li>- In person – Chamber</li> <li>- Virtual</li> </ul>
<b>PRESENT:</b>	<b>Councillors:</b>	Mayor Williams, Cr. Newton (online), Cr Dimitriadis (from 5.25pm) (online), Cr Greco (online), Cr Hannan, Cr. Laurence (from 5pm), Cr. McCarthy (online), Cr. Rennie
	<b>Council Staff:</b>	<p>Vanessa Petrie, General Manager City Sustainability and Strategy (item 4.4)</p> <p>Tarnya McKenzie, General Manager Governance &amp; Engagement.</p> <p>Rachel Ollivier, General Manager Operations &amp; Capital (items 4.1 and 4.5)</p> <p>Kylie Bennetts, General Manager Community (items 4.2 and 4.3)</p> <p>Enna Giampiccolo, Manager Governance &amp; Communications</p> <p>Bobbie-Lea Bright, Acting Head Governance and Risk</p> <p>Jo Smale, Manager Families, Youth and Children. (item 4.2)</p> <p>David Godden, Planning and Project Officer (Item 4.2)</p> <p>Chad Griffiths, Manager City Futures (item 4.4)</p> <p>Lee McKenzie, Manager Parks and Open Space (item 4.5)</p> <p>Chris Ryan, Manager Property &amp; Asset Strategy (item 4.1)</p> <p>Jennifer Paterson, Strategic Property Project Manager (Item 4.1)</p> <p>Wendy Dinning, Acting Manager Equity and Wellbeing (item 4.3)</p> <p>Samuel Muchoki, Wellbeing Policy Lead (Item 4.3) (online)</p> <p>Kathie Duncan, Coordinator, Community Development and Wellbeing (4.3) (online)</p>
	<b>Other:</b>	Lizzie Skinner, Manager, City Works, Observer



<b>APOLOGIES:</b>		Peter Smith CEO Cr Messina
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The Meeting commenced at 6.02pm.

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
4.1	<b>Proposed Property Divestments - 2 Dole Avenue, Reservoir &amp; 89 Hughes Parade, Reservoir</b>	No disclosures made
4.2	<b>Integrated Families, Youth and Children Strategy</b>	No disclosures made
4.3	<b>Review of the Electronic Gaming Machine Policy</b>	Cr Rennie declared an interest as a founding member of the Alliance Board. Cr Rennie left the meeting for the discussion about membership of the Board.
4.4	<b>Level Crossing Removal Projects Reservoir and Preston - Asset Ownership and Maintenance</b>	No disclosures made
4.5	<b>DCMC Governance Audit</b>	No disclosures made
4.6	<b>General Business</b>	No disclosures made

The Meeting concluded at 6.38pm.

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b> <b>Officer Title:</b>	Enna Giampiccolo Manager, Governance and Communications
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**Question and Submission Time at the Council Meeting – 28 August 2023****Question and Submission Time – Questions taken on notice**

At the Council meeting held on 28 August 2023, the following question was taken on notice.

- **John Nugent of Epping**

Could you please advise why no junior clubs were given any free lights or upgraded at Donath and Dole Reserves? Only senior clubs received them.

**Response from General Manager Community**

*The following information was sent to John Nugent*

Recent sportsfield lighting upgrades at Donath East (Grounds 6 & 8) and Dole Reserves provide benefit to sporting participants of all ages, genders and backgrounds.

All winter sports clubs tenanted at JC Donath Reserve now have access to sports field lighting on at least one of their allocated grounds. Most of these clubs have both senior and junior participants, with one club focused on junior participants only.

In 2023, Dole Reserve is being used as an overflow venue for multiple sporting clubs which includes access for junior teams and participants.

28 August 2023

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# AUDIT AND RISK COMMITTEE CHARTER

## SEPTEMBER 2023



## City of Darebin Council – Audit and Risk Committee Charter – September 2023

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## City of Darebin Council – Audit and Risk Committee Charter – September 2023

**1. 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:

- a. monitor the compliance of Council policies and procedures with:
  - I. the Act and the regulations and any Ministerial directions
  - II. the overarching governance principles
- b. monitor Council's financial and performance reporting
- c. monitor and provide advice on risk management and fraud prevention systems and controls
- d. oversee internal and external audit functions.

In line with Council's commitment to environmental sustainability and social justice, the 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.
- Seek resolution on any disagreements between management and the external auditors on financial reporting.
- Support resolution of differences of opinion between management and the internal auditors on internal audit recommendations.

**3. RESPONSIBILITIES**

In accordance with section 54 (2) of the Act, the Committee has the following responsibilities:

**3.1 Financial Management (Section 54(2b))**

Monitor financial and performance reporting. Specific matters the Committee may address include:

- 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.
- Review the results of the annual external audit in conjunction with management and the external auditors, including any difficulties encountered.

## City of Darebin Council – Audit and Risk Committee Charter – September 2023

- Review the annual financial report, performance report and governance and management checklist, and consider whether the reports are complete, consistent with information known to Committee members and reflect appropriate accounting principles and make a formal recommendation to Council.
- Review with management and the external auditors all matters required to be communicated to the Committee under the Australian Auditing Standards.
- Review the process for the consolidation of financial information of council related entities into the financial reports of the council.
- 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.
- Review any changes to Council's accounting policies and procedures and the methods of applying them, with the input of management, external and internal auditors, ensuring that they are in accordance with the stated Financial Reporting Framework and accounting standards.
- Review of the 10-year Financial Plan along with the Revenue and Rating Plan.
- Monitor the long-term financial plan assumptions against current year.
- Overview of financial assumptions established to inform the development of the next year's draft 4-year budget.
- Overview of Local Government Performance Reporting Framework (LGPRF) results.

**3.2 Internal Control Environment**

Monitor Internal controls. Specific matters the Committee may address include:

- Review whether management's approach to maintaining an effective internal control framework is sound and effective.
- 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.

**3.3 Risk Management (Section 54(2c))**

Monitor and provide advice on Risk management and fraud prevention systems and controls. Specific matters the Committee may address include:

- Review the risk management framework annually.
- Monitor the systems and process that are in place to manage strategic and operational risks.
- Monitor the process of review of Council's risk profile.
- Consider the adequacy of actions taken to ensure that material risks have been dealt with in a timely manner to minimise exposures.
- Receive reports on the annual renewal of the insurance program and provide advice on strategic reviews of insurance programs
- Monitor the effectiveness of business continuity planning and processes, including whether business continuity and disaster recovery plans have been regularly updated and tested.
- Monitor and provide advice on fraud prevention systems and controls (section 54(2c)).  
Specific matters the Committee may address include:
  - 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



## City of Darebin Council – Audit and Risk Committee Charter – September 2023

- Monitor the Council's fraud prevention and detection framework, including fraud risks and any action taken with respect to actual and suspected instances of fraud.
- Receive updates on the review of Policies (Operational and Council).
- Receive summary reports from the Information Service Department on Penetration Testing (internal and external).

**3.4 Internal Audit (Section 54(2d))**

Oversee the Internal audit function (section 54 (2d)). Specific matters the Committee may address include:

- 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.
- Review and approve the memorandum of planning (MAP) for each internal audit to ensure that the audit objectives and scope are fit for purpose.
- Receive internal audit reports and provide advice to Council on significant issues raised and associated actions, including the identification of good practice.
- Monitor the implementation of agreed management actions.
- Monitor processes and practices to ensure that the appropriateness and independence of the internal audit function is maintained.
- 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.
- Ensure that opportunities are provided for the internal auditor to meet in-camera with the Committee, as required.
- Ensure that opportunities are provided to explore other internal audits in line with Council's environmental, social and sustainability objectives.
- Oversee periodic testing of whether audit actions reported as completed by Management have been effectively implemented.

**3.5 External Audit (Section 54(2d))**

Oversee External audit. Specific matters the Committee may address include:

- Annually review the external auditor's proposed audit scope and approach, including any reliance on internal auditor activity
- 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
- Provide advice on the resolution of any disagreements between management and the external auditors on financial reporting
- Ensure that opportunities are provided for the external auditor to meet in-camera with the Committee, as required
- Maintain awareness of Local Government performance audits undertaken by VAGO and consider the findings and recommendations of performance audits relevant to Council for action/implementation, where appropriate
- Monitor work by the Council to mitigate and plan for climate change risks

**3.6 Compliance Management (Section 54(2a))**

Monitor the compliance of Council Policies and Procedures in accordance with the overarching governance and principles, the Act and the regulations and any ministerial directions. Specific matters the Committee may address include:

## City of Darebin Council – Audit and Risk Committee Charter – September 2023

- Review the effectiveness of the systems and processes that monitor compliance with legislation and regulations.
- Monitor the implementation of actions associated with identified instances of non-compliance.
- Receive reports on the findings of any examinations by regulatory agencies and monitor management's response to these findings.
- Receive regular updates from management about compliance matters.
- 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.
- 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).
- Assess the status of Council's policy framework to ensure the embedding of the governance principals.
- Review the Governance and Management Checklist.
- Review reports on Gifts, Benefits and Hospitality; Interstate and Overseas Travel.
- Review Councillor expenses.
- Review Chief Executive Officer (CEO) credit card transactions (if applicable) or expenses report.

#### 4. MEMBERSHIP

##### 4.1 Composition of membership

1. The Committee comprises **five** members appointed by Council, made up of two Councillors and three external members.

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. In accordance with Council's commitment to cultural diversity and gender equality, composition of the Committee will aim for gender balance and culturally diverse representation, including Aboriginal and Torres Strait Islander representation, through Committee membership.
  3. Council will appoint two external members and the independent Chairperson through a merit-based recruitment process that also seeks value of connection to the Darebin community and achieves diversity of membership as outlined at (4).
  4. The external members appointed by Council are to be natural persons with an appropriate level of skill and experience relating to local government, finance, audit, risk or management experience.

## City of Darebin Council – Audit and Risk Committee Charter – September 2023

5. The external members are to be appointed for a three-year term, with an option for a further three-year term by mutual consent.
6. 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.
7. Where vacancies exist, Council shall determine a mechanism for filling those vacancies.
8. The Chairperson of the Committee must be an independent member (section 53(b)). In accordance with Section 53 of the Act, they:
  - must not be a Councillor or
  - must not be a member of Council staff
9. Management will recruit and recommend the Chairperson to Council for appointment.
10. The Chairperson is to be appointed for a three-year term.
11. If the Chairperson is unable to attend a meeting, the members in attendance at the meeting will appoint a Chairperson for that meeting from among the attending members.
12. Where any Councillors members' Councillor term ends or is terminated, vacancy in the Councillors member of the Committee exists.

Committee may decide on substituting this vacancy with another Councillor, preferably Deputy Mayor, to hold the next meeting.

Council should then take an immediate action to appoint new Councillor to permanently fill this vacancy and notify the Committee before the next meeting is to be hold.

#### 4.2 Quorum for Meetings

1. A quorum of a minimum of two external members and one Councillor will be necessary to transact the business of the Committee and must attend the full meeting.
2. CEO, General Manager Governance & Engagement, Manager Governance and Manager Finance will be invited to all meetings as advisors or observers, they will not form part of the Committee. All General Managers will be invited and attend for at least the review of the 'Outstanding Audit Actions Report' and any 'Audit Scope or Internal Audit Reports' presented to the Committee for consideration in their respective portfolios.
3. Other management representatives or Council Officers may be invited to attend meetings as advisors or observers, 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.
4. The Committee reserves the right to meet at any time without non-members or with invited non-members.
5. 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.

## City of Darebin Council – Audit and Risk Committee Charter – September 2023

6. 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.
7. 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 three-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. FEES**

1. In accordance with section 53 of the Act, Council will pay a fee to all external members with the amount determined by Council, considering an assessment of the market and the recommendation to 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 exclusive of GST
  - b. will be made quarterly following receipt of a Tax Invoice from the external member (including the purchase order provided by Council) after each scheduled quarterly meeting; and
  - c. 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, 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 appropriately review the fees.

## City of Darebin Council – Audit and Risk Committee Charter – September 2023

**6. 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 auditor or VAGO.
4. The CEO or their delegate will facilitate the meetings of the Committee and invite whoever is necessary for the orderly and effective conduct of the committee business. The CEO is required to attend meetings to provide pertinent information, as necessary.

**7. 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 papers, which will be circulated at least one week prior to the meeting.
3. Prepare and maintain meeting minutes. Minutes will:
  - include relevant elements of the Committee's discussion.
  - be reviewed by the Coordinator Risk and Improvement, Manager Governance and General Manager Governance & Engagement.
  - be circulated within two weeks of the meeting to each member and committee observers, as appropriate.

**8. 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 the responsibilities outlined in this Charter.

**9. SUPPORT**

To facilitate the operation of the Committee, the CEO or their delegate has responsibility to provide:

- Any necessary training for members in relation to their responsibilities under the Act.
- Any information required by the Committee to enact its responsibilities under this Charter.
- Officer advice in respect of matters before the Committee.
- 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.
- Secretariat and logistical support to the Committee.

## City of Darebin Council – Audit and Risk Committee Charter – September 2023

**10. REPORTING**

1. Officers will prepare biannual reports on the Committee that describes activities, findings, and recommendations in accordance with section 54(5a) of the Act for reporting to Council.
2. Committee members will attend Councillor briefings as required, to report on financial and other relevant matters.
3. Officers will prepare a report for inclusion in the City of Darebin 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 the Committee's performance against this 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. Internal and external audit reports shall not be made public.
6. In accordance with section 54(6b) of the Act, the CEO is required to table reports upon request by the Chair of the Committee.

**11. INDUCTION**

All new members will receive an induction by the Manager Governance and the Coordinator Risk and Improvement to assist them in meeting their responsibilities.



## City of Darebin Council – Audit and Risk Committee Charter – September 2023

**12. 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 this Charter. The assessment will be provided to the CEO for tabling at Council.

**13. 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. a general conflict of interest within the meaning of section 127 of the Act; or
  - b. 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.

**14. MISUSE OF POSITION**

Section 123 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. The external member must not intentionally misuse their position:
  - a. to gain or attempt to gain, directly or indirectly, an advantage for themselves or for any other person; or
  - b. 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:

## City of Darebin Council – Audit and Risk Committee Charter – September 2023

- a. making improper use of information acquired as a result of the position the person held or holds
- b. disclosing information that is confidential information
- c. directing or improperly influencing, or seeking to direct or improperly influence, a member of Council staff
- d. exercising or performing, or purporting to exercise or perform, a power, duty or function that the person is not authorised to exercise or perform
- e. using public funds or resources in a manner that is improper or unauthorised
- f. participating in a decision on a matter in which the person has a conflict of interest.

**15. 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:
  - a. for the purposes of any legal proceedings arising out of this Act
  - b. to a court or tribunal in the course of legal proceedings
  - c. pursuant to an order of a court or tribunal
  - d. in the course of an internal arbitration and for the purposes of the internal arbitration process
  - e. in the course of a Councillor Conduct Panel hearing and for the purposes of the hearing
  - f. to a Municipal Monitor to the extent reasonably required by the Municipal Monitor
  - g. to the Chief Municipal Inspector to the extent reasonably required by the Chief Municipal Inspector
  - h. to a Commission of Inquiry to the extent reasonably required by the Commission of Inquiry
  - i. to the extent reasonably required by a law enforcement agency.

**16. REVIEW OF THE COMMITTEE CHARTER**

The Committee will review and assess the adequacy of this Charter annually, considering any relevant legislative requirements. The Charter, including amendments to the Charter, will be approved by Council.

## MODEL TERMS OF REFERENCE for Community Advisory Committees and Community Reference Groups



*Insert name of Committee here*

<p><b>1. Application of these Terms of Reference</b></p>	<p>These Model Terms of Reference apply to all Community Advisory Committees, Community Reference Groups and similar groups formally constituted by resolution of Darebin City Council.</p> <p>For the purpose of this Model Terms of Reference, all such groups and committees are referred to as “the Committee”.</p>
<p><b>2. Purpose and Scope</b></p>	<p>The <i>purpose</i> of this Committee is to provide advice and recommendations (where appropriate) to Council in relation to the matters specified in <b>Appendix A</b>.</p> <p>In conducting its activities associated with its purpose and scope the Committee will;</p> <ul style="list-style-type: none"> <li>• Conduct itself according to, and within, the Terms of Reference and any relevant Council resolution;</li> <li>• Inform itself of issues, opportunities, constraints and urgent actions relating to maintenance and promotion of the Committee;</li> <li>• Provide honest, considered, constructive and impartial advice to Council that will improve Council decision making;</li> <li>• Provide advice on strategic and other planning work to help set short and longer-term direction and action;</li> <li>• Foster a Committee culture that seeks to understand and explore diverse views of Committee members so that advice to Council reflects such diversity of views, and;</li> <li>• Report to Council periodically on its work, in order to ensure accountability for its conduct.</li> </ul> <p>In providing advice, all members will be given every opportunity, encouragement and support to put their views before the Committee and that this will be considered in Darebin’s policy, program and project development.</p> <p>The <i>scope</i> of this Committee is to act in an advisory capacity to the Council only and has no delegated authority to make decisions.</p> <p>The Committee does not have an operational role and neither it, nor its members, may direct Council staff in the performance of their duties.</p> <p>The Committee shall have regard to and act in accordance with Council’s strategic objectives and priorities. Specifically, the Committee will have regard to the strategies, plans, frameworks, policies and plans referenced in <b>Appendix A</b>.</p>

<p><b>3. Committee Specific Protocols and Operating Practices</b></p>	<p>It is acknowledged that these model Terms of Reference may not in all instances provide the required or adequate clarity regarding a Committees functioning. To this extent, Committees may develop specific protocols and operating practices to supplement these ToR.</p> <p>These protocols and operating practices may deal with any matters that the Committee determines are relevant to the efficient and effective functioning of the Committee and may include matters such as consideration of the social and cultural diversity of the Darebin community, inclusiveness of multicultural, educational, <del>indigenous</del>, religious, disability, youth, aged, sexual and gender communities, Aboriginal and Torres Strait Islander peoples, membership numbers, support for members to facilitate participation and consideration of sitting fees.</p> <p>Any such protocols and operating practices must not conflict with these ToR and must be endorsed by the Committee, the relevant General Manager and be attached to these ToR when formally adopted by Council. Should agreement not be reached by the Committee and the relevant General Manager, this will be escalated to the Chief Executive Officer.</p>
<p><b>4. Composition, Recruitment, Appointment and Tenure</b></p>	<p>This Committee comprises Councillor(s) appointed by Council annually and a Council Officer nominated by the Chief Executive Officer (both non-voting) and any other persons, and representatives of organisations as determined by resolution of Council and as specified in <b>Appendix A</b>.</p> <p>All Advisory Committees will sunset on 30 June following each General Council election, unless they have been re-established in the new Council term or the work of an Advisory Committee has been completed prior to this date.</p> <p><del>Specified members of Committees (excluding Councillors) shall be appointed to a Committee for the term specified in Appendix A.</del> All appointments will be for an initial period of 2 years with the option for a further maximum period through to the 30 June in the year following each General Election upon <del>re-application.</del> <u>Current Committee members who wish to continue beyond their initial 2-year appointment must notify the Council Officer responsible for the administration of the committee in writing of their intention to do so.</u></p> <p>If the Council Officer (in consultation with existing Committee members-) believes that staggered appointment terms are appropriate for the Committee, these may be instituted within the parameters of the 2 years period.</p> <p>All vacancies shall be publicly advertised by Council prior to appointment.</p> <p>Prospective candidates shall submit an Expression of Interest in a form and manner prescribed by Council to enable Council to consider their appointment to the Committee. The criteria for the appointment of members will be developed by the Council Officer based on the required skills and knowledge and the existing Council policy and practices that promote diversity and inclusion. The Council Officer will consult with the Committee regarding any skill or experience deficiency or gap in the existing Committee that may need to be specifically considered during a recruitment and appointment process.</p>

	<p>Where vacancies occur 'mid-term', a replacement Committee members may be appointed by Council's Chief Executive Officer, subject to an Expression of Interest process as above.</p> <p>Committee members appointed as a result of a 'mid-term' vacancy will serve the balance of the former Committee member's term.</p> <p><u>A position becomes vacant if a Committee member fails to attend 3 consecutive meetings without reasonable grounds, on a case by case basis.</u></p> <p><u>A member may not complete more than 2 successive Council terms ie 8 years unless exceptional circumstances supporting the continuation of the members participation are demonstrated.</u></p> <p>Where a member is appointed to the Committee as a representative of a particular organisation a proxy may attend meeting on their behalf if the nominated person cannot attend.</p> <p>Council will appoint one proxy Councillor to each Committee annually. Councillors appointed as a proxy through the annual appointment process may attend Committee meetings.</p> <p>Notwithstanding any of the above, Council may at any time by resolution set a date or a milestone that when reached or completed causes the cessation of the Committee and the expiry of Committee members' terms.</p> <p><del>A member may not complete more than 2 successive Council terms ie 8 years unless exceptional circumstances supporting the continuation of the members participation are demonstrated.</del></p>
<b>5. Responsibilities, Duties and Conduct of Members</b>	<p>In performing the purpose of the Committee, members must act honestly, treat others with respect, exercise reasonable care and diligence, and not make improper use of their position or make improper use of information acquired because of their position.</p> <p>The expectation of members' behaviour is that they will behave with respect and openness by listening to one another and by allowing all members to have a voice. Respectful behaviour is inclusive of all Committee meetings, emails, correspondence, telephone calls and on-line meetings.</p> <p>Members must work co-operatively with other members, respect the authority of the Chair and meeting procedures and must not seek to dominate the meeting or insist or imply that their own views and ideas carry more weight than those of others.</p> <p>Members must respect the confidential and sensitivity of information as appropriate.</p> <p>Committee members will be required to participate in an induction workshop arranged by Council and may be required to participate in specified training relevant to the work of the Committee from time to time.</p> <p>Upon appointment, Chairs including Co-Chairs must undertake or demonstrate relevant recent training and proficiency in running effective meetings.</p> <p>Committee members must not speak for Council and are not authorised to speak to the media in respect of the Committee's activities and deliberations.</p>



	<p>Committee Members are required to abide by Council's Employee Code of Conduct to the extent applicable to volunteers and the Council's Volunteer Policy. Failure to abide by the conduct principles, (and relevant Council policies, including Council's Occupational Health and Safety Guidelines) will result in the member being deemed to be in breach of their obligations and may result in their removal from the Committee by a Council resolution, or in urgent circumstances by Council's Chief Executive Officer if the Chief Executive Officer considers that such action is necessary.</p>
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<b>6. Meetings</b>	<p>Attendance at Committee meetings is expected in normal circumstances and is critical to fulfilment of appointment as a member.</p> <p>The Chairperson shall be appointed as specified in <b>Appendix A</b>.</p> <p>Meetings will be held quarterly unless determined by the Committee Chair and Council Officer in order to allow for the timely consideration and provision of advice to Council on particular, time-sensitive matters from time to time. Committees may, with the approval of the relevant General Manager, meet more frequently on a limited and specific basis (if required).</p> <p>Working Groups may be established as required for a specific purpose and on a limited timeframe to enable a focus on a specific task or project. These are subject to the approval by the relevant General Manager after consideration of their specific need, the availability of resources to support their operation and their agreed timeframes and tenure.</p> <p>If the Chairperson is not present at a meeting, the Committee members will determine to appoint a Chairperson for the purposes of conducting the meeting.</p> <p>The appointed Council officer will take responsibility for providing executive support to the Committee including provision of meeting agendas and minutes.</p> <p>Committee agendas will be forward to Committee members by email no later than five working days before a scheduled meeting.</p> <p>Minutes will be provided to Committee members and all Councillors no later than 10 working days of the meeting and will include a summary of discussions, details of any conflicts of interest disclosed and any decisions made. The Chair, including Co-Chairs, shall ratify the minutes of the meeting prior to their distribution. Formal endorsement of the minutes will occur at the subsequent Committee meeting.</p> <p>Committee agenda items will be identified by Council Officers in consultation with the Chairperson. Members are able to request items to be listed subject to them being raised with the Council Officer and with the Chairpersons consent</p> <p>Notice of any additional Committee meetings will be provided 2 weeks in advance.</p> <p>Committee meetings may be held virtually</p> <p>Committee meetings are closed to the public.</p>
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	<p>Special guests / subject matter experts may be invited to the meeting at the combined discretion of the Chair, including Co-Chairs and Council officer.</p> <p>A quorum will be half of the voting Committee members plus one. In the absence of a quorum, a Chairperson may conduct the meeting for discussion purposes. Committees have no delegated authority to make decisions on behalf of Council, therefore any vote is on a position or recommendation to be made to Council if appropriate. Whilst voting on matters is expected to be uncommon a member must be in attendance (either virtually or in person) to vote.</p> <p>Any Conflicts of Interest must be declared and recorded at the commencement of the meeting. A member who has a conflict of interest must leave the meeting when the item is discussed.</p>
<b>7. Transparency</b>	<p>In order to maintain transparency of Committee operations and in alignment with Council's Governance Rules the following information is to be published on Council's website in respect of each Committee:-</p> <ul style="list-style-type: none"> <li>a) The Terms of Reference.</li> <li>b) The names of all members <u>(where appropriate)</u></li> <li>c) Minutes of Advisory Committees meetings</li> <li>d) Reports of Committee activities (as reported biannually to Council) as prepared by Council Officers</li> </ul>
<b>8. Opportunities for Cross Collaboration and Induction of Committee members</b>	<p>Council may, from time to time, facilitate meetings, forums, workshops and the like to enable the members of the various Committees to come together for knowledge sharing, professional development and the collaborative provision of advice as appropriate.</p> <p>Committees and new Committee members will be provided with an appropriate induction at the commencement of their term that includes an overview of the Council's structure and functions, the relationship of the Committee with Councillors and the community and any other matters to ensure they are well supported.</p>
<b>9. Reporting, Monitoring and Evaluation</b>	<p>The specific advice of a Committee in relation to a particular matter will be communicated to Council by the relevant Council officer in an appropriate format if and when required. The progress and activities of a Committee will be reported <del>bi</del> annually through a combined <del>six-monthly</del> Council meeting report on the progress and activities of all Committees to be prepared by Council Officers. The operation of the Committee will be evaluated annually via a number of methods including self-evaluation of the Committee (arranged by the Council Officer) to ensure that the Committee is achieving its objectives. Results of the evaluation will be reported in <u>an-the</u> annual progress report <del>submitted to Council detailing the Committee's activities and achievements.</del></p>



## APPENDIX A

<b>Name of Committee</b>	(insert name of Committee)
<b>ToR Clause 2</b>	<p>The <i>purpose</i> of this Committee is to provide advice and recommendations (where appropriate) to Council in relation to:</p> <p>(insert the areas of Council activities and responsibilities that the Committee will provide advice on )</p> <p>The Committee shall have regard to and act in accordance with Council's strategic objectives and priorities. Specifically, the Committee will have regard to the following strategies, plans, frameworks, policies and plans</p> <p>(insert relevant strategies, plans...)</p> <ul style="list-style-type: none"> <li>• Community Vision</li> <li>• Council Plan</li> <li>• Towards Equality Framework</li> <li>• Statement of Commitment to Traditional Owners and Aboriginal and Torres Strait Islander People</li> <li>• <b>XXXX</b> (insert strategies, plans, frameworks, policies and plans relevant to this Committee)</li> <li>• <b>XXXX</b></li> <li>• <b>XXXX</b></li> <li>• <b>XXXX</b></li> </ul>
<b>ToR Clause 3</b>	<p>Committee Specific Protocols and Operating Practices</p> <p>(insert any specific Protocols and Operating Practices applicable to the Committee )</p>
<b>ToR Clause 4</b>	<p>Insert number of Councillors required</p> <p>(insert names of appointed community members and / or organisations from which a representative is requested)</p>
<b>ToR Clause 6</b>	<p>The Committee Chairperson shall be</p> <ul style="list-style-type: none"> <li>a) a Councillor</li> <li>b) a Councillor with a Community member as Co-Chair</li> </ul>

## MODEL TERMS OF REFERENCE for Community Advisory Committees and Community Reference Groups



*Insert name of Committee here*

<p><b>1. Application of these Terms of Reference</b></p>	<p>These Model Terms of Reference apply to all Community Advisory Committees, Community Reference Groups and similar groups formally constituted by resolution of Darebin City Council.</p> <p>For the purpose of this Model Terms of Reference, all such groups and committees are referred to as “the Committee”.</p>
<p><b>2. Purpose and Scope</b></p>	<p>The <i>purpose</i> of this Committee is to provide advice and recommendations (were appropriate) to Council in relation to the matters specified in <b>Appendix A</b>.</p> <p>In conducting its activities associated with its purpose and scope the Committee will;</p> <ul style="list-style-type: none"> <li>• Conduct itself according to, and within, the Terms of Reference and any relevant Council resolution;</li> <li>• Inform itself of issues, opportunities, constraints and urgent actions relating to maintenance and promotion of the Committee;</li> <li>• Provide honest, considered, constructive and impartial advice to Council that will improve Council decision making;</li> <li>• Provide advice on strategic and other planning work to help set short and longer-term direction and action;</li> <li>• Foster a Committee culture that seeks to understand and explore diverse views of Committee members so that advice to Council reflects such diversity of views, and;</li> <li>• Report to Council periodically on its work, in order to ensure accountability for its conduct.</li> </ul> <p>In providing advice, all members will be given every opportunity, encouragement and support to put their views before the Committee and that this will be considered in Darebin’s policy, program and project development.</p> <p>The <i>scope</i> of this Committee is to act in an advisory capacity to the Council only and has no delegated authority to make decisions.</p> <p>The Committee does not have an operational role and neither it, nor its members, may direct Council staff in the performance of their duties.</p> <p>The Committee shall have regard to and act in accordance with Council’s strategic objectives and priorities. Specifically, the Committee will have regard to the strategies, plans, frameworks, policies and plans referenced in <b>Appendix A</b>.</p>

<p><b>3. Committee Specific Protocols and Operating Practices</b></p>	<p>It is acknowledged that these model Terms of Reference may not in all instances provide the required or adequate clarity regarding a Committees functioning. To this extent, Committees may develop specific protocols and operating practices to supplement these ToR.</p> <p>These protocols and operating practices may deal with any matters that the Committee determines are relevant to the efficient and effective functioning of the Committee and may include matters such as consideration of the social and cultural diversity of the Darebin community, inclusiveness of multicultural, educational, religious, disability, youth, aged, sexual and gender communities, Aboriginal and Torres Strait Islander peoples, membership numbers, support for members to facilitate participation and consideration of sitting fees.</p> <p>Any such protocols and operating practices must not conflict with these ToR and must be endorsed by the Committee, the relevant General Manager and be attached to these ToR when formally adopted by Council. Should agreement not be reached by the Committee and the relevant General Manager, this will be escalated to the Chief Executive Officer.</p>
<p><b>4. Composition, Recruitment, Appointment and Tenure</b></p>	<p>This Committee comprises Councillor(s) appointed by Council annually and a Council Officer nominated by the Chief Executive Officer (both non-voting) and any other persons, and representatives of organisations as determined by resolution of Council and as specified in <b>Appendix A</b>.</p> <p>All Advisory Committees will sunset on 30 June following each General Council election, unless they have been re-established in the new Council term or the work of an Advisory Committee has been completed prior to this date.</p> <p>All appointments will be for an initial period of 2 years with the option for a further maximum period through to the 30 June in the year following each General Election upon. Current Committee members who wish to continue beyond their initial 2-year appointment must notify the Council Officer responsible for the administration of the committee in writing of their intention to do so.</p> <p>If the Council Officer (in consultation with existing Committee members) believes that staggered appointment terms are appropriate for the Committee, these may be instituted within the parameters of the 2 years period.</p> <p>All vacancies shall be publicly advertised by Council prior to appointment.</p> <p>Prospective candidates shall submit an Expression of Interest in a form and manner prescribed by Council to enable Council to consider their appointment to the Committee. The criteria for the appointment of members will be developed by the Council Officer based on the required skills and knowledge and the existing Council policy and practices that promote diversity and inclusion. The Council Officer will consult with the Committee regarding any skill or experience deficiency or gap in the existing Committee that may need to be specifically considered during a recruitment and appointment process.</p> <p>Where vacancies occur 'mid-term', replacement Committee members may be appointed by Council's Chief Executive Officer, subject to an Expression of Interest process as above.</p> <p>Committee members appointed as a result of a 'mid-term' vacancy will serve the balance of the former Committee member's term.</p>

	<p>A position becomes vacant if a Committee member fails to attend 3 consecutive meetings without reasonable grounds, on a case by case basis.</p> <p>A member may not complete more than 2 successive Council terms ie 8 years unless exceptional circumstances supporting the continuation of the members participation are demonstrated.</p> <p>Where a member is appointed to the Committee as a representative of a particular organisation a proxy may attend meeting on their behalf if the nominated person cannot attend.</p> <p>Council will appoint one proxy Councillor to each Committee annually. Councillors appointed as a proxy through the annual appointment process may attend Committee meetings.</p> <p>Notwithstanding any of the above, Council may at any time by resolution set a date or a milestone that when reached or completed causes the cessation of the Committee and the expiry of Committee members' terms.</p>
<b>5. Responsibilities, Duties and Conduct of Members</b>	<p>In performing the purpose of the Committee, members must act honestly, treat others with respect, exercise reasonable care and diligence, and not make improper use of their position or make improper use of information acquired because of their position.</p> <p>The expectation of members' behaviour is that they will behave with respect and openness by listening to one another and by allowing all members to have a voice. Respectful behaviour is inclusive of all Committee meetings, emails, correspondence, telephone calls and on-line meetings.</p> <p>Members must work co-operatively with other members, respect the authority of the Chair and meeting procedures and must not seek to dominate the meeting or insist or imply that their own views and ideas carry more weight than those of others.</p> <p>Members must respect the confidential and sensitivity of information as appropriate.</p> <p>Committee members will be required to participate in an induction workshop arranged by Council and may be required to participate in specified training relevant to the work of the Committee from time to time.</p> <p>Upon appointment, Chairs including Co-Chairs must undertake or demonstrate relevant recent training and proficiency in running effective meetings.</p> <p>Committee members must not speak for Council and are not authorised to speak to the media in respect of the Committee's activities and deliberations.</p> <p>Committee Members are required to abide by Council's Employee Code of Conduct to the extent applicable to volunteers and the Council's Volunteer Policy. Failure to abide by the conduct principles, (and relevant Council policies, including Council's Occupational Health and Safety Guidelines) will result in the member being deemed to be in breach of their obligations and may result in their removal from the Committee by a Council resolution, or in urgent circumstances by Council's Chief Executive Officer if the Chief Executive Officer considers that such action is necessary.</p>



**6. Meetings**

Attendance at Committee meetings is expected in normal circumstances and is critical to fulfilment of appointment as a member.

The Chairperson shall be appointed as specified in **Appendix A**.

Meetings will be held quarterly unless determined by the Committee Chair and Council Officer in order to allow for the timely consideration and provision of advice to Council on particular, time-sensitive matters from time to time. Committees may, with the approval of the relevant General Manager, meet more frequently on a limited and specific basis (if required).

Working Groups may be established as required for a specific purpose and on a limited timeframe to enable a focus on a specific task or project. These are subject to the approval by the relevant General Manager after consideration of their specific need, the availability of resources to support their operation and their agreed timeframes and tenure.

If the Chairperson is not present at a meeting, the Committee members will determine to appoint a Chairperson for the purposes of conducting the meeting.

The appointed Council officer will take responsibility for providing executive support to the Committee including provision of meeting agendas and minutes.

Committee agendas will be forward to Committee members by email no later than five working days before a scheduled meeting.

Minutes will be provided to Committee members and all Councillors no later than 10 working days of the meeting and will include a summary of discussions, details of any conflicts of interest disclosed and any decisions made. The Chair, including Co-Chairs, shall ratify the minutes of the meeting prior to their distribution. Formal endorsement of the minutes will occur at the subsequent Committee meeting.

Committee agenda items will be identified by Council Officers in consultation with the Chairperson. Members are able to request items to be listed subject to them being raised with the Council Officer and with the Chairpersons consent

Notice of any additional Committee meetings will be provided 2 weeks in advance.

Committee meetings may be held virtually

Committee meetings are closed to the public.

Special guests / subject matter experts may be invited to the meeting at the combined discretion of the Chair, including Co-Chairs and Council officer.

A quorum will be half of the voting Committee members plus one. In the absence of a quorum, a Chairperson may conduct the meeting for discussion purposes. Committees have no delegated authority to make decisions on behalf of Council, therefore any vote is on a position or recommendation to be made to Council if appropriate.

Whilst voting on matters is expected to be uncommon a member must be in attendance (either virtually or in person) to vote.

Any Conflicts of Interest must be declared and recorded at the commencement of the meeting. A member who has a conflict of interest must leave the meeting when the item is discussed.

<b>7. Transparency</b>	<p>In order to maintain transparency of Committee operations and in alignment with Council's Governance Rules the following information is to be published on Council's website in respect of each Committee:-</p> <ul style="list-style-type: none"> <li>a) The Terms of Reference.</li> <li>b) The names of all members (where appropriate)</li> <li>c) Minutes of Advisory Committees meetings</li> <li>d) Reports of Committee activities (as reported biannually to Council) as prepared by Council Officers</li> </ul>
<b>8. Opportunities for Cross Collaboration and Induction of Committee members</b>	<p>Council may, from time to time, facilitate meetings, forums, workshops and the like to enable the members of the various Committees to come together for knowledge sharing, professional development and the collaborative provision of advice as appropriate.</p> <p>Committees and new Committee members will be provided with an appropriate induction at the commencement of their term that includes an overview of the Council's structure and functions, the relationship of the Committee with Councillors and the community and any other matters to ensure they are well supported.</p>
<b>9. Reporting, Monitoring and Evaluation</b>	<p>The specific advice of a Committee in relation to a particular matter will be communicated to Council by the relevant Council officer in an appropriate format if and when required. The progress and activities of a Committee will be reported annually through a combined Council meeting report on the progress and activities of all Committees to be prepared by Council Officers. The operation of the Committee will be evaluated annually via a number of methods including self-evaluation of the Committee (arranged by the Council Officer) to ensure that the Committee is achieving its objectives. Results of the evaluation will be reported in the annual progress report.</p>

## APPENDIX A

<b>Name of Committee</b>	(insert name of Committee)
<b>ToR Clause 2</b>	<p>The <i>purpose</i> of this Committee is to provide advice and recommendations (where appropriate) to Council in relation to:</p> <p>(insert the areas of Council activities and responsibilities that the Committee will provide advice on )</p> <p>The Committee shall have regard to and act in accordance with Council's strategic objectives and priorities. Specifically, the Committee will have regard to the following strategies, plans, frameworks, policies and plans (insert relevant strategies, plans...)</p> <ul style="list-style-type: none"> <li>• Community Vision</li> <li>• Council Plan</li> <li>• Towards Equality Framework</li> <li>• Statement of Commitment to Traditional Owners and Aboriginal and Torres Strait Islander People</li> <li>• <b>XXXX</b> (insert strategies, plans, frameworks, policies and plans relevant to this Committee)</li> <li>• <b>XXXX</b></li> <li>• <b>XXXX</b></li> <li>• <b>XXXX</b></li> </ul>
<b>ToR Clause 3</b>	<p>Committee Specific Protocols and Operating Practices</p> <p>(insert any specific Protocols and Operating Practices applicable to the Committee )</p>
<b>ToR Clause 4</b>	<p>Insert number of Councillors required.</p> <p>(insert names of appointed community members and / or organisations from which a representative is requested)</p>
<b>ToR Clause 6</b>	<p>The Committee Chairperson shall be:</p> <ul style="list-style-type: none"> <li>a) a Councillor</li> <li>b) a Councillor with a Community member as Co-Chair</li> </ul>





***S6 Instrument of Delegation to Members of Council Staff***

**Darebin City Council**

**Instrument of Delegation**

**to**

**Members of Council Staff**



## INSTRUMENT OF DELEGATION MEMBERS OF COUNCIL STAFF

In exercise of the powers conferred by the legislation referred to in the attached Schedule, the Council:

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

Acronym		Title
Admin – P&B	means	All Administration Staff – Planning and Building
AA	means	Appeals Advocate
AMCD	means	Assistant Manager City Development
BSO(B&P)	means	Business Support Officer (Business and Performance)
BSO(HP)	means	Business Support Officer (Health Protection)
CAS	means	Coordinator Asset Strategy
CEO	means	Chief Executive Officer
CFO	Means	Chief Finance Officer
CG&C	means	Coordinator Graffiti & Compliance
CHP	means	Coordinator Health Protection
CI&FM	means	Coordinator Infrastructure and Fleet Maintenance
CPD	means	Coordinator Priority Development
CSP	means	Coordinators Statutory Planning
CSTP	means	Coordinator Strategic Planning
CST	Means	Coordinator Sustainable Transport
CW&DRRC	means	Coordinator Waste & DRRC
EHT	Means	Environmental Health Technician
GMC	means	General Manager Community
GMCS&S	means	General Manager City Sustainability and Strategy
GMC&C	means	General Manager Customer & Corporate
GMI&F	means	General Manager Infrastructure & Finance

HGR	means	Head of Governance & Risk
HPO	means	Health Protection Officer
MBS	means	Municipal Building Surveyor
MC&MP	means	Manager Capital & Major Projects
MCD	means	Manager City Development
MCF	means	Manager City Futures
MCS&C	means	Manager City Safety & Compliance
MCW	means	Manager City Works
MCE&ST	means	Manager Climate Emergency & Sustainable Transport
MG&C	means	Manager Governance & Communications
MP&AS	means	Manager Property & Asset Strategy
PIO	means	Planning Investigation Officer
PDP	means	Priority Development Planner
PSP	means	All Principal Statutory Planners
SCL	means	Subdivision Customer Liaison
Service Manager or Coordinator	means	The Manager or Coordinator responsible for Council service or facility
SEHO	means	Senior Environmental Health Officer
SO	means	Subdivision Officer
SP	means	All Statutory Planners
SPA	means	Statutory Planning Assistants
SPIO	means	Senior Planning Investigation Officer
SSO	means	Senior Subdivision Officer
SSP	means	All Senior Statutory Planners
STDP	means	Student Planner
STE	Means	Senior Transport Engineer
STP	means	All Strategic Planners
TE	means	All Transport Engineers
TLB&P	means	Team Leader Business and Performance
TLCP&P	means	Team Leader Community Projects & Programs
TLLL	means	Team Leader Local Laws
TLTP	means	Team Leader Transport Planning
TLTS1	means	Team Leader Transport Safety

3. declares that:

- 3.1 this Instrument of Delegation is authorised by a resolution of Council passed on 25 September 2023; and
- 3.2 the delegation:
- 3.2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
  - 3.2.2 revokes the delegation issued by Council on 29 May 2023;
  - 3.2.3 remains in force until varied or revoked;
  - 3.2.4 is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule; and
  - 3.2.5 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
- 3.3 the delegate must not determine the issue, take the action or do the act or thing:
- 3.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
  - 3.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a:
    - (a) policy; or
    - (b) strategyadopted by Council;
  - 3.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
  - 3.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegated committee.

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

**Signed** by the Mayor in the presence of )  
)

Witness .....

Date: .....

**Signed** by the Chief Executive Officer of Council in the presence of )  
)

Witness .....

Date: .....

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



FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19(2)(a)	power to direct by written order that the food premises be put into a clean and sanitary condition	CHP, SEHO, HPO	If s 19(1) applies.
s.19(2)(b)	power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	CHP, SEHO, HPO	If s 19(1) applies.
s.19(3)	power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process	CEO	If s 19(1) applies. Only in relation to temporary food premises or mobile food premises.
s.19(4)(a)	power to direct that an order made under section 19(3)(a) or (b): (i) be affixed to a conspicuous part of the premises, and (ii) inform the public by notice in a published newspaper or otherwise	GMCS&S, CHP, SEHO, HPO, EHT	If s 19(1) applies.
s.19(6)(a)	duty to revoke any order under s 19 if satisfied that an order has been complied with	SEHO, HPO, CHP, EHT	If s 19(1) applies.
s.19(6)(b)	duty to give written notice of revocation under s 19(6)(a) if satisfied that an order has been complied with	CHP, SEHO, HPO, EHT	If s 19(1) applies.
s.19AA(2)	power to direct, by written order, that a person must take any of the actions described in (a)-(c).	CHP, SEHO, HPO	Where Council is the registration authority.
s.19AA(4)(c)	power to direct, in an order made under s19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises	Not delegated	Note: the power to direct the matters under s 19(4) (a) and (b) is not capable of delegation and so such directions must be made by a Council resolution.
s.19AA(7)	duty to revoke order issued under s 19AA and give written notice of revocation, if satisfied that that order has been complied with	CHP, SEHO, HPO, EHT	Where Council is the registration authority.
s.19CB(4)(b)	power to request a copy of records	CHP, SEHO, HPO, EHT,	Where Council is the registration authority.
s.19E(1)(d)	power to request a copy of the food safety program	CHP, SEHO, HPO, EHT	Where Council is the registration authority.
s.19EA (3)	Function of receiving copy of revised food safety program	CHP, SEHO, HPO, EHT, BSO(HP)	Where Council is the registration authority.

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19GB	power to request a proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	CHP, SEHO, HPO, EHT, BSO(HP)	Where Council is the registration authority.
s19IA(1)	Power to form opinion that the food safety requirements or program are non-compliant.	CHP, SEHO, HPO	Where Council is the registration authority.
s19IA(2)	Duty to give written notice to the proprietor of the premises	CHP, SHE, HPO	Where Council is the registration authority.  Note: Not required if Council has taken other appropriate action in relation to deficiencies (see s 19IA(3))
s.19M(4)(a) & (5)	power to conduct a food safety audit and take actions where deficiencies are identified	CHP, SEHO, HPO,EHT	Where Council is the registration authority.
s19N (2)	Function of receiving notice from the auditor	CHP, SEHO, HPO, EHT, BSO(HP)	Where Council is the registration authority.
s.19NA(1)	power to request food safety audit reports	CHP, SEHO, HPO,EHT	Where Council is the registration authority.
s.19U(3)	power to waive and vary the costs of a food safety audit if there are special circumstances	CHP	
s.19UA	power to charge fees for conducting a food safety assessment or inspection	CHP	Except for an assessment required by a declaration under s 19C or an inspection under s 38B(1)(c) or 39.
s.19W	power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	CHP, SEHO, HPO,EHT	Where Council is the registration authority.
s.19W(3)(a)	power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	CHP, SEHO, HPO,EHT	Where Council is the registration authority.
s.19W(3)(b)	power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	CHP, SEHO, HPO,EHT	Where Council is the registration authority.

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
---	power to register or renew the registration of a food premises	CHP, SEHO, HPO,EHT	Where Council is the registration authority.  Refusal to grant/or renew the registration of a food premises must be ratified by Council or the CEO (see section 58A (2)).
s. 36A	power to accept an application for registration or notification using online portal	CHP, SEHO, HPO, EHT, BSO(HP)	Where Council is the registration authority
s.36B	duty to pay the charge for use of online portal	CHP, SEHO, HPO	Where Council is the registration authority
s.38AA(5)	power to (a) request further information or (b) advise the proprietor that the premises must be registered if the premises are not exempt	CHP, SHE, HPO, EHT	Where Council is the registration authority.
s.38AB(4)	power to fix a fee for the receipt of a notification under s 38AA in accordance with a declaration under s 38AB(1)	CHP	Where Council is the registration authority.
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.38A(4)	power to request a copy of a completed food safety program template	CHP, SEHO, HPO,EHT	Where Council is the registration authority.
s.38B(1)(a)	duty to assess the application and determine which class of food premises under section 19C the food premises belongs	CHP, SEHO, HPO,EHT	Where Council is the registration authority.
s.38B(1)(b)	duty to ensure proprietor has complied with requirements of s 38A	CHP, SEHO, HPO, EHT	Where Council is the registration authority.
s.38B(2)	duty to be satisfied of the matters in s 38B(2)(a)-(b)	CHP, SEHO, HPO, EHT	Where Council is the registration authority.
s.38D(1)	duty to ensure compliance with the applicable provisions of s 38C and inspect the premises if required by s 39	CHP, SEHO, HPO, EHT	Where Council is the registration authority.
s.38D(2)	duty to be satisfied of the matters in section 38D(2)(a)-(d)	CHP, SEHO, HPO, EHT	Where Council is the registration authority.
s.38D(3)	power to request copies of any audit reports	CHP, SEHO, HPO, EHT, BSO(HP)	Where Council is the registration authority.

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.38E(2)	power to register the food premises on a conditional basis	CHP	Where Council is the registration authority. Not exceeding the prescribed time limit defined under S 38E(5)
s.38E(4)	duty to register the food premises when conditions are satisfied	CHP, SEHO, HPO, EHT	Where Council is the registration authority.
s.38F(3)(b)	power to require proprietor to comply with requirements of this Act	CHP, SEHO, HPO, EHT	Where Council is the registration authority.
s. 38G(1)	power to require notification of change of the food safety program type used for the food premises	CHP, SEHO, HPO, EHT	Where Council is the registration authority
s. 38G(2)	Function of receiving notice from proprietor if there is a change of the food safety program type used for the food premises	CHP, SEHO, HPO, EHT	Where Council is the registration authority
s. 38G(4)	power to require the proprietor of the food premises to comply with any requirement of the Act	CHP, SEHO, HPO, EHT	Where Council is the registration authority
s. 39 (2)	Duty to carry out an inspection of the premises during the period of registration before the registration of the food premises is renewed	CHP, SEHO, HPO, EHT	Where Council is the registration authority
s.39A	power to register or renew the registration of a food premises despite minor defects	CHP, SEHO, HPO, EHT	Where Council is the registration authority. Only if satisfied of matters in s 39A(2)(a)-(c)
s 39A (6)	Duty to comply with a direction of the Secretary	CHP, SEHO, HPO, EHT	
s 40(1)	Duty to give the person in whose name the premises is to be registered a certificate of registration	CHP, SEHO, HPO, EHT	Where Council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.40(2)	power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the <i>Public Health and Wellbeing Act 2008</i>	CHP	Where Council is the registration authority.
s.40C(2)	power to grant or renew the registration of food premises for a period of less than 1 year	CHP, SEHO, HPO, EHT	Where Council is the registration authority.
s.40D(1)	power to suspend or revoke the registration of food premises	CHP	Where Council is the registration authority. In consultation with the GMSC&S. Action must be ratified by Council.
s. 40E	Duty to comply with direction of the Secretary	CHP, SEHO, HPO, EHT, BSO(HP)	
s. 40F	power to cancel registration of food premises	CHP, SEHO, HPO, EHT, BSO(HP)	Where Council is the registration authority
s. 43	Duty to maintain records of registration	CHP, SEHO, HPO, EHT, BSO(HP)	Where Council is the registration authority
s.43F(6)	duty to be satisfied that registration requirements under Division 3 have been met prior to registering, or renewing registration of a component of a food business	CHP, SEHO, HPO, EHT	Where Council is the registration authority.
s.43F(7)	power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	CHP, SEHO, HPO, EHT	Where Council is the registration authority.
s.45AC	Power to bring proceedings	CHP, SEHO	
s.46(5)	power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged	CHP, SEHO	Where Council is the registration authority. In consultation with the GMCS&S.

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



LOCAL GOVERNMENT ACT 1989			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.185L(4)	Power to declare and levy a cladding rectification charge	CEO <sup>2</sup>	Council has not entered into any cladding rectification charge agreements.

<sup>2</sup> The only member of staff who can be a delegate in Column 3 is the CEO.

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

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.12B(5)	duty to report findings of a review of the planning scheme to the Minister without delay	MCF, CSTP	
s.14	Duties of a Responsible Authority as set out in s 14 (a)-(d)	MCD, AMCD, MCF, CSP, CPD	
s.17(1)	duty of giving a copy of an amendment to the planning scheme	MCF, CSTP, STP, SCL, STDP, Admin - P&B	
s.17(2)	duty of giving a copy of a s 173 agreement	MCD, AMCD, MCF, CSP, CPD, PSP, PDP, AA, SSP, SP, STP	
s.17(3)	duty of giving a copy of amendment, explanatory report and relevant documents to Minister within 10 business days	GMCS&S, MCD, AMCD, CSP, CPD, PSP, PDP, AA,	
s.18	duty to make an amendment etc. available in accordance with public availability requirements	MCF, CSTP, STP	Until the proposed amendment is approved or lapses
s.19	power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under s 19 to a planning scheme	MCD, AMCD, MCF	
s.19	function of receiving notice of preparation of an amendment to a planning scheme	GMCS&S, MCF, MCD, AMCD,	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or  Where the amendment will amend the planning scheme to designate Council as an acquiring authority.
s.20(A)	Power to apply to Minister to prepare an amendment in a prescribed class	GMCS&S	To allow officers to apply to Minister to carry out an amendment to the Darebin Planning Scheme for prescribed classes of fix ups to the Darebin Planning Scheme  These are always administrative and minor in nature and require no notice through the Act.
s.20(1)	power to apply to Minister for exemption from the requirements of s 19	GMCS&S, MCD, AMCD, MCF	Where Council is a Planning authority

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.20(2) GMCS&S	Power to apply to Minister for a planning scheme amendment exemption from the requirements of s 19	GMCS&S	To allow officers to apply to Minister to carry out an amendment to the Darebin Planning Scheme for fix up amendments that require no notice.
s.20(4)	Power to apply to Minister to prepare a planning scheme amendment to exempt themselves from notice requirements of s 19	GMCS&S	To allow officers to apply to Minister to carry out Ministerial amendment for an interim heritage overlay where Council has already resolved to seek an interim heritage overlay.  This is for the time before an interim heritage overlay is approved by the Minister, if any demolition request come in where we need to lodge a fresh amendment request in order to suspend demolition S29A request under the Building Act.
s.21(2)	duty to make submissions available in accordance with public availability requirements	MCF, CSTP, STP	Relates to planning scheme amendments.  Until the end of 2 months after the amendment comes into operation or lapses
s.21A(4)	Duty to publish notice	MCF, CSTP, STP	
s.22 (1)	duty to consider all submissions received before the date specified in the notice	Not delegated	Except submissions which request a change to the items in s.22(5)(a) and (b).  Council/Planning Committee decision required.
s.22 (2)	Power to consider a late submission  Duty to consider a late submission, if directed by the Minister	GMCS&S, MCF, CSTP	
s.23(1)(b)	duty to refer submissions which request a change to the amendment to a panel	MCF, CSTP,	
s.23(2)	power to refer to a panel submissions which do not require a change to the amendment	MCF, CSTP, STP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.24	function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D)	MCD, AMCD, MCF CSP, CPD, CSTP, PSP, PDP, AA, SSP, SP, STP	
s.26(1)	power to make a report available for inspection in accordance with the requirements set out in s 197B of the Act	MCD, AMCD, MCF, CSP, CPD, CSTP, PSP, PDP, AA, SSP, SP, STP	
s.26(2)	duty to keep the report of panel available in accordance with public availability requirements	MCF, CSTP, STP	During the Inspection period
s.27(2)	power to apply for exemption if panel's report is not received	MCD, AMCD, MCF	
s.28 (1)	duty to notify Minister if abandoning an amendment	GMCS&S, MCD, AMCD, MCF	Note: the power to make a decision to abandon an amendment cannot be delegated.
s. 28(2)	duty to publish notice of the decision on Internet site	MCD, AMCD	
s. 28(4)	duty to make notice of the decision available on Council's Internet site for a period of at least 2 months	MCD, AMCD	
s.30(4)(a)	duty to say if an amendment has lapsed	MCF, CSTP, STP	
s.30(4)(b)	duty to provide information in writing upon request	MCF, CSTP, STP	
s.32(2)	duty to give more notice if required	MCF, CSTP, STP	
s.33(1)	duty to give more notice of changes to an amendment	MCF, CSTP, STP	
s.36(2)	duty to give notice of approval of amendment	MCF, CSTP, STP	
s.38(5)	duty to give notice of revocation of an amendment	MCF, CSTP, STP	
s.39	function of being a party to a proceeding commenced under s 39 and duty to comply with a determination by VCAT	MCF, CSTP, STP	
s.40(1)	function of lodging copy of approved amendment	MCF, CSTP, STP	
s.41 (1)	duty to make a copy of an approved amendment available in accordance with the public availability requirements during inspection period	MCF, CSTP, STP	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.41 (2)	duty to make a copy of an approved amendment and any documents lodged with it available in person in accordance with the requirements set out in s 197B of the Act after the inspection period ends	MCF, CSTP, STP	
s.42 (2)	duty to make copy of planning scheme available in accordance with the public availability requirements	MCF, CSTP, STP	
s.46AAA	duty to prepare an amendment to a planning scheme that relates to Yarra River land that is not inconsistent with anything in a Yarra Strategic Plan which is expressed to be binding on the responsible public entity	Not applicable	Where Council is a responsible public entity and is a planning authority.  Note: this provision is not yet in force, and will commence on the day on which the initial Yarra Strategic Plan comes into operation. It will affect limited number of Councils.
s.46AW	function of being consulted by the Minister	GMCS&S, MCD, AMCD, MCF	Where Council is a responsible public entity.
s.46AX	function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy  power to endorse the draft Statement of Planning Policy	GMCS&S, MCD, AMCD, MCF	Where Council is a responsible public entity.
s.46AZC2	to prepare an amendment to a declared area planning scheme that is inconsistent with a Statement of Planning Policy for the declared area that is expressed to be binding on the responsible public entity	GMCS&S, MCD, AMCD, MCF, CSTP	Where Council is a responsible public entity.
s.46AZK	duty not to act inconsistently with any provision of the Statement of Planning Policy that is expressed to be binding on the public entity when performing a function or duty or exercising a power in relation to the declared area	GMCS&S, MCD, AMCD, MCF, CSTP	Where Council is a responsible public entity.
s.46GI(2)(b)(i)	power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction	GMCS&S, CFO	Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency.
s.46GJ(1)	function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans	GMCS&S, CFO	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GK	duty to comply with a Minister's direction that applies to Council as the planning authority	GMCS&S, MCD, AMCD, MCF	
s.46GN(1)	duty to arrange for estimates of values of inner public purpose land	GMCS&S, MCD, AMCD, MCF, CFO	
s.46GO(1)	duty to give notice to owners of certain inner public purpose land	GMCS&S, MCD, AMCD, MCF	
s.46GP	function of receiving a notice under s 46GO	GMCS&S, MCD, AMCD, MCF, CFO	Where Council is the collecting agency.
s.46GQ	function of receiving a submission from an affected owner who objects to the estimated value per hectare (or other appropriate unit of measurement) of the inner public purpose land	GMCS&S, MCD, AMCD, MCF, CFO	
s.46GR(1)	duty to consider every submission that is made by the closing date for submissions included in the notice under s 46GO	GMCS&S, MCD, AMCD, MCF, CSTP	
s.46GR(2)	power to consider a late submission  duty to consider a late submission if directed to do so by the Minister	GMCS&S, MCD, AMCD, MCF, CSTP	
s.46GS(1)	power to accept or reject the estimate of the value of the inner public purpose land in a submission made under s 46GQ	GMCS&S, MCD, AMCD, MCF, CFO	
s.46GS(2)	duty, if Council rejects the estimate of the value of the inner public purpose land in the submission, to refer the matter to the valuer-general, and notify the affected owner of the rejection and that the matter has been referred to the valuer-general	GMCS&S, MCD, AMCD, MCF, CFO	
s.46GT(2)	duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	GMCS&S, MCD, AMCD, MCF, CFO	
s.46GT(4)	function of receiving, from the valuer-general, written confirmation of the agreement between the planning authority's valuer and the affected owner's valuer as to the estimated value of the inner public purpose land	GMCS&S, MCD, AMCD, MCF, CFO	
s.46GT(6)	function of receiving, from the valuer-general, written notice of a determination under s 46GT(5)	GMCS&S, MCD, AMCD, MCF, CFO	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GU	duty not to adopt an amendment under s.29 to an infrastructure contributions plan that specifies a land credit amount or a land equalisation amount that relates to a parcel of land in the ICP plan area of the plan unless the criteria in s 46GU(1)(a) and (b) are met	Not delegated.	
s.46GV(3)	function of receiving the monetary component and any land equalisation amount of the infrastructure contribution power to specify the manner in which the payment is to be made	GMCS&S, MCD, AMCD, MCF, CFO	Where Council is the collecting agency
s.46GV(3)(b)	power to enter into an agreement with the applicant	GMCS&S, MCD, AMCD, MCF, CFO	Where Council is the collecting agency
s.46GV(4)(a)	function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	GMCS&S, MCD, AMCD, MCF, CFO	Where Council is the development agency
s.46GV(4)(b)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	GMCS&S, MCD, AMCD, MCF, CFO	Where Council is the collecting agency
s.46GV(7)	duty to impose the requirements set out in s 46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area	GMCS&S, MCD, AMCD, MCF, CSTP	
s.46GV(9)	power to require the payment of a monetary component or the provision of the land component of an infrastructure contribution to be secured to Council's satisfaction	GMCS&S, MCD, AMCD, MCF, CFO	Where Council is the collecting agency
s.46GX(1)	power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable	GMCS&S, MCD, AMCD, CSP CPD	Where council is the collecting agency
s.46GX(2)	duty, before accepting the provision of works, services or facilities by an applicant under s 46GX(1), to obtain the agreement of the development agency or agencies specified in the approved infrastructure contributions plan	GMCS&S, MCD, AMCD, CSP CPD	Where Council is the collecting agency
s.46GY(1)	duty to keep proper and separate accounts and records	GMCS&S, MCD, AMCD, CFO	Where Council is the collecting agency

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GY(2)	duty to keep the accounts and records in accordance with the <i>Local Government Act 2020</i>	GMCS&S, MCD, AMCD, CFO	Where Council is the collecting agency
s.46GZ(2)(a)	duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs	MCD, AMCD	Where Council is the collecting agency under an approved infrastructure contributions plan  This duty does not apply where Council is that planning authority
s.46GZ(2)(a)	function of receiving the monetary component	MCD, AMCD	Where the Council is the planning authority  This duty does not apply where Council is also the collecting agency
s.46GZ(2)(b)	duty to forward any part of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in the plan as responsible for those works, services or facilities	MCD, AMCD	Where Council is the collecting agency under an approved infrastructure contribution plan  This provision does not apply where Council is also the relevant development agency
s.46GZ(2)(b)	function of receiving the monetary component	MCD, AMCD	Where Council is the development agency under an approved infrastructure contributions plan  This provision does not apply where Council is also the collecting agency
s.46GZ(4)	duty to use any land equalisation amounts to pay land credit amounts under s 46GZ(7), except any part of those amounts that are to be forwarded to a development agency under s 46GZ(5)	GMCS&S, CFO	Where Council is the collecting agency under an approved infrastructure contributions plan
s.46GZ(5)	duty to forward any part of a land equalisation amount required for the acquisition of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency	GMCS&S, MCD, AMCD	Where Council is the collecting agency under an approved infrastructure contributions plan  This provision does not apply where Council is also the relevant development agency
s.46GZ(5)	function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	GMCS&S, MCD, AMCD	Where Council is the development agency specific in the approved infrastructure contributions plan  This provision does not apply where Council is also the collecting agency

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GZ(7)	duty to pay to each person who must provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s 46GW	MCD, AMCD, CFO	Where Council is the collecting agency under an approved infrastructure contributions plan
s.46GZ(9)	duty to transfer the estate in fee simple in the land to the development agency specified in the approved infrastructure contributions plan responsible for the use and development of that land	MCD, AMCD, CFO	<p>If any inner public purpose land is vested in Council under the <i>Subdivision Act</i> 1988 or acquired by Council before the time it is required to be provided to Council under s.46GV(4)</p> <p>Where Council is the collecting agency under an approved infrastructure contributions plan</p> <p>This duty does not apply where Council is also the development agency</p>
s.46GZ(9)	function of receiving the fee simple in the land	MCD, AMCD	<p>Where Council is the development agency under an approved infrastructure contributions plan</p> <p>This duty does not apply where Council is also the collecting agency</p>
s.46GZA(1)	duty to keep proper and separate accounts and records	MCD, AMCD, CFO	Where Council is a development agency under an approved infrastructure contributions plan
s.46GZA(2)	duty to keep the accounts and records in accordance with the <i>Local Government Act</i> 2020	MCD, AMCD, CFO	Where Council is a development agency under an approved infrastructure contributions plan
s.46GZB(3)	duty to follow the steps set out in s 46GZB(3)(a)–(c)	CFO, MCD, AMCD	Where Council is a development agency under an approved infrastructure contributions plan
s.46GZB(4)	duty, in accordance with requirements of the VPA to report on the use of the infrastructure contribution in the development agency's annual report and provide reports on the use of the infrastructure contribution to the VPA	CFO, MCD, AMCD, MG&C, HGR	<p>If the VPA is the collecting agency under an approved infrastructure contributions plan</p> <p>Where Council is a development agency under an approved infrastructure contributions plan</p>
s.46GZD(2)	duty, within 6 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZD(2)(a) and (b)	CFO, MCD, AMCD	Where Council is a development agency under an approved infrastructure contributions plan

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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GZD(3)	duty to follow the steps set out in s 46GZD(3)(a) and (b)	CFO, MCD, AMCD	Where Council is the collecting agency under an approved infrastructure contributions plan
s46GZD(5)	Duty to make payments under s 46GZD(3) in accordance with ss 46GZD(5)(a) and 46GZD(5)(b)	CFO, MCD, AMCD	Where Council is the collecting agency under an approved infrastructure contributions plan
s.46GZE(2)	duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development agency for acquiring outer public purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan expires	MCD, AMCD, CFO	Where Council is the development agency under an approved infrastructure contributions plan  This duty does not apply where Council is also the collecting agency
s.46GZE(2)	function of receiving the unexpended land equalisation amount	MCD, AMCD, CFO	Where Council is the collecting agency under an approved infrastructure contributions plan  This duty does not apply where Council is also the development agency
s.46GZE(3)	duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZE(3) (a) and (b)	CFO	Where Council is the collecting agency under an approved infrastructure contributions plan
s.46GZF(2)	duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land	MCD, AMCD, CFO	Where Council is the development agency under an approved infrastructure contributions plan
S.46GZF(3)	Duty, if land is sold under s 46GZF(2)(b), to follow the steps in s 46GZF(3)(a) and (b)	MCD, AMCD, CFO	Where Council is the development agency under an approved infrastructure contributions plan
s.46GZF(3)	Function of receiving proceeds of sale	MCD, AMCD, CFO	Where Council is the collection agency under an approved infrastructure contributions plan  This provision does not apply where Council is also the development agency

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GZF(4)	duty to divide the proceeds of the public purpose land among the current owners of each parcel of land in the ICP plan area and pay each current owner a portion of the proceeds in accordance with s 46GZF(5)	MCD, AMCD, CFO	Where Council is the collecting agency under an approved infrastructure contributions plan
s.46GZF6	duty to make the payments under section 46GZF(4) in accordance with s 46GZF(6)(a) and (b)	CFO, MCD, AMCD	Where Council is the collecting agency under an approved infrastructure contributions plan
s.46GZH	power to recover the monetary component, or any land equalisation amount of the land component, payable under Part 3AB as a debt in any court of competent jurisdiction	CFO	Where Council is the collecting agency under an approved infrastructure contributions plan
s.46GZI	duty to prepare and give a report to the Minister at the times required by the Minister	MCD, AMCD, CFO	Where Council is a collecting agency or development agency
s.46GZK	power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council	MCD, AMCD, CFO	Where Council is a collecting agency or development agency
s.46LB(3)	Duty to publish, on Council's Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s 46LB(2)	MCD, AMCD, CFO	
s.46N(1)	duty to include condition in permit regarding payment of development infrastructure levy	MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SSO	
s.46N(2)(c)	function of determining time and manner for receipt of development contributions levy	MCD, AMCD, MCF, CSP, CPD	
s.46N(2)(d)	power to enter into an agreement with the applicant regarding payment of development infrastructure levy	MCD, AMCD, MCF, CSP, CPD	
s.46O(1)(a) & (2)(a)	power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit	MCD, AMCD, MCF, CSP, CPD, MBS	
s.46O(1)(d) & (2)(d)	power to enter into agreement with the applicant regarding payment of community infrastructure levy	MCD, AMCD, MCF, CSP, CPD,	
s.46P(1)	power to require payment of amount of levy under s 46N or s 46O to be satisfactorily secured	CHP, MCF, CSP, CPD,	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46P(2)	power to accept provision of land, works, services or facilities in part or full payment of levy payable	MCD, AMCD, MCF	
s.46Q(1)	duty to keep proper accounts of levies paid	MCD, AMCD, MCF	
s.46Q(1A)	duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency	MCD, AMCD, CSP CPD,	
s.46Q(2)	duty to apply levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc.	MCD, AMCD, MCF, CSP CPD,	
s.46Q(3)	power to refund any amount of levy paid if it is satisfied the development is not to proceed	MCD, AMCD, CSTP, CSP, CPD, MC&MP	Only applies when levy is paid to Council as a 'development agency'.
s.46Q(4)(c)	duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal Council as a development agency for plan preparation costs incurred by the Council or for the provision by the Council of works, services or facilities in an area under s 46Q(4)(a)	MCD, AMCD, CSP CPD,	Must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister.
s.46Q(4)(d)	duty to submit to the Minister an amendment to the approved development contributions plan	GMCS&S, MCD, AMCD, MCF	Must be done in accordance with Part 3.
s.46Q(4)(e)	duty to expend that amount on other works etc.	MCD, AMCD, MCF, MC&MP	With the consent of, and in the manner approved by, the Minister.
s.46QC	power to recover any amount of levy payable under Part 3B	MCD, AMCD, MCF	
s.46QD	duty to prepare report and give a report to the Minister	GMCS&S, MCD, AMCD, MCF	Where Council is a collecting agency or development agency.

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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46V(3)	duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available in accordance with the public availability requirements, during the inspection period	Not applicable	
s.46V(4)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available in accordance with s 197B of the Act and on payment of the prescribe fee, after the inspection period	Not applicable	
s.46V(5)	Duty to keep a copy of the approved strategy plan incorporating all amendments to it	Not applicable	
s.46V(6)	Duty to make a copy of the approved strategy plan incorporating all amendments to it available in accordance with the public available requirements	Not applicable	
s.46Y	duty to carry out works in conformity with the approved strategy plan	Not applicable	
s.47	power to decide that an application for a planning permit does not comply with that Act	MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SO, SSO	
s.49(1)	duty to keep a register of all applications for permits and determinations relating to permits	MCD, AMCD, CSP, CPD, PSP, SSP, SP, SPA, SO, SSO, SCL, STDP, Admin - P&B	
s.49(2)	duty to make register available for inspection in accordance with the public availability requirements	MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SO, SSO, SCL, STDP, Admin - P&B	
s.50(4)	duty to amend applications	MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SO, SSO	



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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.50(5)	Power to refuse to amend application	MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SO, SSO	
s.50(6)	Duty to make note of amendment to application in register	MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SO, SSO	
s.50A(1)	power to make amendment to application	MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SO, SSO	
s.50A(3)	power to require applicant to notify owner and make a declaration that notice has been given	MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SO, SSO	
s.50A(4)	duty to note amendment to an application in register	MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SO, SSO, SCL, STDP, Admin – P&B	
s.51	duty to make a copy of an application available for inspection in accordance with the public availability requirements	MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO, SCL, STDP, Admin – P&B	
s.52(1)(a)	duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO	
s.52(1)(b)	duty to give notice of the application to other municipal Council where appropriate	MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SO	
s.52(1)(c)	duty to give notice of the application to all persons required by the planning scheme	MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO	
s.52(1)(ca)	duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.52(1)(cb)	duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SO	
s.52(1)(d)	duty to give notice of the application to other persons who may be detrimentally effected	MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO	
s.52(1AA)	duty to give notice of an application to remove or vary a registered restrictive covenant	MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO	
s.52(3)	power to give any further notice of an application where appropriate	MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO	
s.53(1)	power to require the applicant to give notice under s 52(1) to persons specified by it	MCD, AMCD, CSP, CPD, PSP, SSP, SP, SPA, SSO, SO	
s.53(1A)	power to require the applicant to give the notice under s 52(1AA)	MCD, AMCD, CSP, CPD, PSP, SSP, SP, SPA, SSO, SO	
s.54(1)	power to require the applicant to provide more information	CHP, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO	
s.54(1A)	duty to give notice in writing of information required under s 54(1)	MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO	
s.54(1B)	duty to specify the lapse date for an application	MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO	
s.54A(3)	power to decide to extend time or refuse to extend time to give required information	MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO	

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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.54A(4)	duty to give written notice of decision to extend or refuse to extend time und s 54A(3)	MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO	
s.55(1)	duty to give copy application, together with the prescribed information to every referral authority specified in the planning scheme	MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO, SCL, STDP, Admin - P&B	
s.57(2A)	power to reject objections considered made primarily for commercial advantage for the objector	MCD, AMCD, CSP, CPD, PSP, PDP, AA,	
s.57(3)	function of receiving name and address of persons to whom notice of decision is to go	MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO, SCL, STDP, Admin - P&B	
s.57(5)	duty to make a copy of all objections available in accordance with the public availability requirements	MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO, SCL, STDP, Admin - P&B	
s.57A(4)	duty to amend application in accordance with applicant's request, subject to s 57A(5)	MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SO SSO,	
s.57A(5)	power to refuse to amend application	MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO	
s.57A(6)	duty to note amendments to application in register	MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO, SCL, STDP, Admin - P&B	
s.57B(1)	duty to determine whether and to whom notice should be given	CMCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO	

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

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

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

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



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

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

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

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

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.97Q(4)	duty to comply with directions of VCAT	MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO	
s.97R	duty to keep register of all applications for certificate of compliance and related decisions	MCD, AMCD, CSP, CPD, PSP, SSP, SP, SPA, SSO, SO, SCL, STDP, Admin - P&B	
s.98(1)&(2)	function of receiving claim for compensation in certain circumstances	GMCS&S, MCD, AMCD	
s.98(4)	duty to inform any person of the name of the person from whom compensation can be claimed	GMCS&S, MCD, AMCD	
s.101	function of receiving claim for expenses in conjunction with claim	GMCS&S, MCD, AMCD	
s.103	power to reject claim for compensation in certain circumstances	GMCS&S, MCD, AMCD	
s.107(1)	function of receiving claim for compensation	GMCS&S, MCD, AMCD	
s.107(3)	power to agree to extend time for making claim	GMCS&S, MCD, AMCD	
s.113 (2)	Power to request a declaration for land to be proposed to be reserved for public purposes		
s.114(1)	power to apply to the VCAT for an enforcement order	MCS&C, CCC, MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPIO, PIO	
s.117(1)(a)	function of making a submission to the VCAT where objections are received	MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA	
s.120(1)	power to apply for an interim enforcement order where s 114 application has been made	MCS&C, CCC, MCD, AMCD, CSP, CPD, SPIO, PIO	Subject to prior discussion with the GMCS&S.
s.123(1)	power to carry out work required by enforcement order and recover costs	MCS&C, CCC, SPIO, MCD, AMCD, CSP, CPD	
s.123(2)	power to sell buildings, materials, etc salvaged in carrying out work under s 123(1)	Not delegated.	Except Crown land.

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

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.173(1)	power to enter into agreement covering matters set out in s 174	CEO, GMCS&S, MCD, AMCD, MCF	
s.173(1A)	power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing	Not delegated.	Where Council is the relevant responsible authority
---	power to decide whether something is to the satisfaction of Council, where an agreement made under s 173 of the <i>Planning and Environment Act 1987</i> requires something to be to the satisfaction of Council or Responsible Authority	MCD, AMCD, CSP, CPD, PSP, PDP, AA	
---	power to give consent on behalf of Council, where an agreement made under s 173 of the <i>Planning and Environment Act 1987</i> requires that something may not be done without the consent of Council or Responsible Authority	MCD, AMCD, CSP, CPD, PSP, PDP, AA	
s.177(2)	power to end a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	CEO, GMCS&S, MCD, AMCD, MCF	
s.178	power to amend a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	CEO, GMCS&S, MCD, AMCD, MCF	
s.178A(1)	function of receiving application to amend or end an agreement	MCD, AMCD, CSP, CPD, PSP, PDP, AA SSP, SP, SPA, SSO, SO, SCL, STDP, Admin – P&B	
s.178A(3)	function of notifying the owner as to whether it agrees in principle to the proposal under s 178A(1)	MCD, AMCD, CSP, CPD, PSP, SSP, SP, SSO, SO, SPA	
s.178A(4)	function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	MCD, AMCD, CSP, CPD, PSP, PDP, AA SSP, SP, SSO, SO, SPA	
s.178A(5)	power to propose to amend or end an agreement	MCD, AMCD, CSP, CPD, PSP, PDP, AA SP, SSO, SO, SPA	



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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.178B(1)	duty to consider certain matters when considering proposal to amend an agreement	MCD, AMCD, CSP, CPD, PSP, PDP, AA SSP, SP, SSO, SO, SPA	
s.178B(2)	duty to consider certain matters when considering proposal to end an agreement	MCD, AMCD, CSP, CPD, PSP, PDP, AA SSP, , SP, SSO, SO, SPA	
s.178C(2)	duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	MCD, AMCD, CSP, CPD, PSP, PDP, AA SSP, SP, SSO, SO, SPA	
s.178C(4)	function of determining how to give notice under s 178C(2)	MCD, AMCD, CSP, PSP, PDP, AA SSP, SP, SSO, SO, SPA	
s.178E(1)	duty not to make decision until after 14 days after notice has been given	MCD, AMCD, CSP, PSP, PDP, AA SSP, SP, SSO, SO, SPA	
s.178E(2)(a)	power to amend or end the agreement in accordance with the proposal	MCD, AMCD, CSP, PSP, PDP, AA SSP, SP, SSO, SO, SPA	If no objections are made under s 178D. Must consider matters in s 178B.
s.178E(2)(b)	power to amend or end the agreement in a manner that is not substantively different from the proposal	MCD, AMCD, CSP, CPD, PSP, PDP, AA SSP, , SP, SSO, SO, SPA	If no objections are made under s178D Must consider matters in s78B
s.178E(2)(c)	power to refuse to amend or end the agreement	MCD, AMCD, CSP, CPD, PSP, PDP, AA SSP, SP, SSO, SO, SPA	If no objections are made under s178D Must consider matters in s.178B
s.178E(3)(a)	power to amend or end the agreement in accordance with the proposal	MCD, AMCD, CSP, CPD, PSP, PDP, AA , SSP, SP, SSO, SO, SPA	After considering objections, submissions and matters in s.178B
s.178E(3)(b)	power to amend or end the agreement in a manner that is not substantively different from the proposal	MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SSO, SO, SPA	After considering objections, submissions and matters in s.178B

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

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.181(1A)(b)	duty to apply to the Registrar of Titles, without delay, to record the agreement	MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SSO, SO, SPA	
s.182	power to enforce an agreement	MCD, AMCD, CSP, CPD, PIO	
s.183	duty to tell Registrar of Titles of ending/amendment of agreement	MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA, SSO, SO	
s.184F(1)	power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision	MCD, AMCD, CSP, CPD, PSP, SSP, SP, SSO, SO, SPA	
s.184F(2)	duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement	MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SSP, SP, SSO, SO, SPA	
s.184F(3)	duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement	MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SSP, SP, SSO, SO, SPA	
s.184F(5)	function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision	MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SSO, SO, SPA, SCL, STDP, Admin – P&B	
s.184G(2)	duty to comply with a direction of the Tribunal	MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, , SP, SSO, SO, SPA	
s.184G(3)	duty to give notice as directed by the Tribunal	MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSPM, SP, SSO, SO, SPA, SCL, STDP, Admin – P&B	
s.185B (1)	Duty to comply with a request from the Minister to provide the name, address, email address or telephone number of any person to whom the Minister is required to give notice	MCD, AMCD, CSP, CPD	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.198(1)	function to receive application for planning certificate	Not applicable.	In the metropolitan area, planning certificates are issued by the Department of Transport, Planning and Local Infrastructure.
s.199(1)	duty to give planning certificate to applicant	Not applicable.	In the metropolitan area, planning certificates are issued by the Department of Transport, Planning and Local Infrastructure.
s.201(1)	function of receiving application for declaration of underlying zoning	Not applicable.	
s.201(3)	duty to make declaration	Not applicable.	
-	power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction of Council	MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA	
	power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires the consent or approval of Council	MCD, AMCD, CSP, CPD, PDP, PSP, PDP, AA, SSP, SP, SPA	
	power to approve any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit	MCD, AMCD, CSP, , CPD, PSP, PDP, AA, SSP, SP, SPA	
-	power to give written authorisation in accordance with a provision of a planning scheme	MCD, AMCD, CSP, CPD, PSP, PDP, AA, SSP, SP, SPA	
-	Power to respond to the Minister / State Government with respect to planning permit applications and approvals being considered under Clauses 52.20, 53.19, 53.20 and 53.13 of the Darebin Planning Scheme	MCD, AMCD, CSP, CPD	
-	Power to respond to the Minister / State Government with respect to planning permit applications being considered because the Minister is the responsible authority under Clause 72.01 of the Darebin Planning Scheme	MCD, AMCD, CSP, CPD	

-	Power to respond to the Minister / State Government with respect to State Projects approvals referred to Council under Clauses 52.03, 52.30, 52.35, 52.36, 53.21 of the Darebin Planning Scheme	MCD, MCF, AMCD, CSP, CPD, CSTP	
-	Power to respond to the Minister / State Government with respect to combined Planning Scheme amendments / permit applications under section 96	MCD, MCF, AMCD, CSP, CPD, CSTP	
-	Power to respond to the Minister / State Government with respect to Planning Scheme Amendments	MCD, MCF, AMCD, CSP, CPD, CSTP	
-	Power to respond to the Minister / State Government when a planning matter has been informally referred to Council	MCD, MCF, AMCD, CSP, CPD, CSTP	
s.201UAB(1)	function of providing the Victoria Planning Authority with information relating to any land within municipal district	MCD, AMCD, MCF	
s.201UAB(2)	duty to provide the Victoria Planning Authority with information requested under S 201UAB(1) as soon as possible	MCD, AMCD, MCF	

RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.518F	power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	MCD, AMCD, HPO, SEHO, CHP, EHT	
s.522(1)	power to give a compliance notice to a person	MCD, AMCD, HPO, SEHO, CHP	
s.525(2)	power to authorise an officer to exercise powers in s 526 (either generally or in a particular case)	GMCS&S	
s.525(4)	duty to issue identity card to authorised officers	MCD, AMCD, GMCS&S	
s.526(5)	duty to keep record of entry by authorised officer under s 526	MCD, AMCD, BSO(HP)	
s.526A(3)	function of receiving report of inspection	MCD, AMCD, HPO, BSO(HP), CHP, SEHO	
s.527	power to authorise a person to institute proceedings (either generally or in a particular case)	MCD, AMCD	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.11(1)	power to declare a road by publishing a notice in the Government Gazette	GMCS&S, GMC&C, GMI&F, MP&AS	Obtain consent in circumstances specified in s 11(2).
s.11(8)	power to name a road or change the name of a road by publishing notice in Government Gazette	Not delegated	
s.11(9)(b)	duty to advise the Registrar	GMCS&S, GMC&C, GMI&F,MP&AS	
s.11(10)	duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	GMCS&S, GMC&C, GMI&F, MP&AS	Subject to section 11 (10A).
s.11(10A)	duty to inform Secretary to Department of Environment, Land Water and Planning or nominated person	GMCS&S, GMC&C, GMI&F, MP&AS	Where Council is the coordinating road authority.
s.12(2)	power to discontinue road or part of a road	Not delegated.	Where Council is the coordinating road authority.
s.12(4)	duty to publish, and provide copy, notice of proposed discontinuance	GMC&C, MP&AS,	Power of the coordinating road authority where it is the discontinuing body. Unless s (11) applies.
s.12(5)	duty to consider written submissions received within 28 days of notice	GMC&C, MP&AS	Duty of the coordinating road authority where it is the discontinuing body. Unless s 12 (11) applies.
s.12(6)	function of hearing a person in support of their written submission	GMC&C, MP&AS	Function of coordinating road authority where it is the discontinuing body. Unless s 12 11) applies.
s.12(7)	duty to fix the day, time and place of meeting under s 12 (6) and to give notice	GMC&C, MP&AS	Duty of the coordinating road authority where it is the discontinuing body. Unless s 12 (11) applies.
s.12(10)	duty to notify of decision made	GMC&C, MP&AS	Duty of coordinating road authority where it is the discontinuing body. Does not apply where an exemption is specified the regulations or given by the Minister.



ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.13(1)	power to fix a boundary of a road by publishing notice in Government Gazette	GMCS&S, GMC&C, GMI&F, MP&AS	Power of the coordinating road authority and obtain consent under s 13(3) and s 13(4) as appropriate.
s.14(4)	function of receiving notice from the Head, Transport for Victoria	GMCS&S, MCE&ST	
s.14(7)	power to appeal against a decision of the Head, Transport for Victoria	GMCS&S, MCE&ST	
s.15(1)	power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport	GMCS&S, GMC&C	
s.15(1A)	power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	GMCS&S, GMC&C	
s.15(2)	duty to include details of arrangement in public roads register	GMC&C, MP&AS	
s.16(7)	power to enter into an arrangement under s 15	GMCS&S, GMC&C	
s.16(8)	duty to enter details of determination in the public roads register	GMC&C, MP&AS	
s.17(2)	duty to register public road in public roads register	GMC&C, MP&AS	Where Council is the coordinating road authority.
s.17(3)	power to decide that a road is reasonably required for general public use	GMCS&S, GMC&C, MP&AS, MCE&ST	Where Council is the coordinating road authority.
s.17(3)	duty to register a road reasonably required for general public use in public roads register	GMC&C, MP&AS	Where Council is the coordinating road authority.
s.17(4)	power to decide that a road is no longer reasonably required for general public use	GMCS&S, GMC&C, MP&AS	Where Council is the coordinating road authority.
s.17(4)	duty to remove road no longer reasonably required for general public use from public roads register	GMC&C, GMCS&S, MP&AS, MCE&ST	Where Council is the coordinating road authority.

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.18(1)	power to designate ancillary area	GMCS&S, GMI&F	Where Council is the coordinating road authority, and obtains consent in circumstances specified in s 18(2).
s.18(3)	duty to record designation in the public roads register	GMC&C, MP&AS	Where Council is the coordinating road authority.
s.19(1)	duty to keep register of public roads in respect of which it is the coordinating road authority	GMC&C, MP&AS	
s.19(4)	duty to specify details of discontinuance in public roads register	GMC&C, MP&AS	
s.19(5)	duty to ensure public roads register is available for public inspection	GMC&C, MP&AS	
s.21	function of replying to request for information or advice	GMC&C, MP&AS, CAS	Obtain consent in circumstances specified in s 11(2).
s.22(2)	function of commenting on proposed direction	GMCS&S, GMC&C	
s.22(4)	duty to publish a copy or summary of any direction made under s 22 by the Minister in its annual report.	GMCS&S, GMC&C	
s.22(5)	duty to give effect to a direction under s 22.	GMCS&S, GMC&C	
s.40(1)	duty to inspect, maintain and repair a public road.	GMI&F, MCW, CG&C MP&AS, CAS	
s.40(5)	power to inspect, maintain and repair a road which is not a public road	GMI&F, MCW, MP&AS, CAS	
s.41(1)	power to determine the standard of construction, inspection, maintenance and repair	GMI&F, MP&AS, CAS, MCW	
s.42(1)	power to declare a public road as a controlled access road	GMCS&S, MCE&ST	Power of coordinating road authority and Sch 2 also applies.
s.42(2)	power to amend or revoke declaration by notice published in Victoria Government Gazette	GMCS&S, MCE&ST	Power of coordinating road authority and. Sch 2 also applies.
s.42A(3)	duty to consult with Head, Transport for Victoria and Minister for Local Government before road is specified	GMC&C, GMCS&S, MP&AS, MCE&ST	Where Council is the coordinating road authority. If road is a municipal road or part thereof.

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.42A(4)	power to approve the Minister's decision to specify a road as a specified freight road	GMCS&S, MCE&ST	Where Council is the coordinating road authority. If road is a municipal road or part thereof and where the road is to be specified a freight road.
s.48EA	duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport)	GMCS&S, GMI&F, MCE&ST, MCW	Where Council is the responsible road authority, infrastructure manager or works manager.
s.48M(3)	function of consulting with the relevant authority for purposes of developing guidelines under s 48M	GMCS&S, GMI&F, MCW, MCE&ST	
s.49	power to develop and publish a road management plan	MCW & MP&AS	
s.51	power to determine standards by incorporating the standards in a road management plan	MCW & MP&AS	
s.53(2)	power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	GMI&F, MCW MP&AS	
s.54(2)	duty to give notice of proposal to make a road management plan	GMI&F, MCW, MP&AS	
s.54(5)	duty to conduct a review of road management plan at prescribed intervals	GMI&F, MCW	
s.54(6)	power to amend road management plan	GMI&F, MCW	
s.54(7)	duty to incorporate the amendments into the road management plan	GMI&F, MCW	
s.55(1)	duty to cause notice of road management plan to be published in the Victoria Government Gazette and newspaper	GMI&F, MCW, MP&AS	
s.63(1)	power to consent to conduct of works on road	GMI&F, MC&MP MCW, MCE&ST, CST, TLTP, TLTS1, STE, TE	Where Council is the coordinating road authority.
s.63(2)(e)	power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	GMI&F, MC&MP, MCW, CIM&S	Where Council is the infrastructure manager.

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.64(1)	duty to comply with cl 13 of Sch 7	GMI&F, MC&MP, MCW	Where Council is the infrastructure manager or works manager.
s.66(1)	power to consent to structure etc	GMCS&S, GMI&F, MCE&ST, MC&MP	Where Council is the coordinating road authority.
s.67(2)	function of receiving the name & address of the person responsible for distributing the sign or bill	GMCS&S, GMI&F, MCD, AMCD, MCF, MCE&ST, MC&MP	Where Council is the coordinating road authority.
s.67(3)	power to request information	GMCS&S, GMI&F, MCD, AMCD, MCF, MCE&ST, MC&MP, CST, TLTP, TLTS1, STE, TE	Where Council is the coordinating road authority.
s.68(2)	power to request information	GMCS&S, GMI&F, MCD, AMCD, MCF, MCE&ST, MC&MP, CST, TLTP, TLTS1, STE, TE	Where Council is the coordinating road authority.
s.71(3)	power to appoint an authorised officer	CEO, GMC&C	
s.72	duty to issue an identity card to each authorised officer	GMC&C, MG&C, HGR	
s.85	function of receiving a report from an authorised officer	GMCS&S, GMI&F	
s.86	duty to keep a register re s 85 matters	GMI&F	
s.87(1)	function of receiving complaints	GMCS&S, GMI&F	
s.87(2)	duty to investigate complaint and provide report	GMCS&S, GMI&F	
s.96	power to authorise a person for the purpose of instituting legal proceedings	GMCS&S, GMI&F	
s.112(2)	power to recover damages in court	GMCS&S, GMI&F	
s.116	power to cause or carry out inspection	GMI&F, MC&MP, MCW	.

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.119(2)	function of consulting with the Head, Transport for Victoria	GMCS&S, GMI&F, MCE&ST, MC&MP, CST	
s.120(1)	power to exercise road management functions on an arterial road (with the consent of the Head, Transport for Victoria)	GMI&F, MC&MP, MCW	
s.120(2)	duty to seek consent of the Head, Transport for Victoria to exercise road management functions before exercising power in s 120(1)	GMI&F, MC&MP, MCW, MCE&ST, CST, TLTP, TLTS1, STE, TE	
s.121(1)	power to enter into an agreement in respect of works	GMI&F, MC&MP, MCW, CIM&S, MG&P, MCE&ST, CST	
s.122(1)	power to charge and recover fees	GMCS&S, GMI&F, MCE&ST, MC&MP, MCW, CI&FM, CST, TLTP, TLTS1, STE, TE	
s.123(1)	power to charge for any service	GMCS&S, GMI&F, MCE&ST, MC&MP, MCW, CIM&S, CST, TLTP, TLTS1, STE, TE	
Sch 2 CI 2(1)	power to make a decision in respect of controlled access roads	GMCS&S, GMI&F, MCE&ST, MC&MP, MCW, CI&FM, CST, TLTP, TLTS1, STE, TE	
Sch 2 CI 3(1)	duty to make policy about controlled access roads	GMCS&S, MCE&ST	
Sch 2 CI 3(2)	power to amend, revoke or substitute policy about controlled access roads	GMCS&S, MCE&ST	
Sch 2 CI 4	function of receiving details of proposal from the Head, Transport for Victoria	GMCS&S, MCE&ST	
Sch 2 CI 5	duty to publish notice of declaration	GMCS&S, GMI&F, MCE&ST, MG&P	
ROAD MANAGEMENT ACT 2004			

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Sch 7, CI 7(1)	duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	GMCS&S, GMI&F, MCE&ST, MC&MP, MCW, CI&FM, CST, TLTP, TLTS1, STE, TE	Where Council is the infrastructure manager or works manager.
Sch 7, CI 8(1)	duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road	GMCS&S, GMI&F, MCE&ST, MC&MP, MCW, CI&FM, CST, TLTP, TLTS1	Where Council is the infrastructure manager or works manager.
Sch 7, CI 9(1)	duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works	GMCS&S, GMI&F, MCE&ST, MC&MP, MCW, CI&FM, CST, TLTP, TLTS1	Where Council is the infrastructure manager or works manager responsible for non-road infrastructure.
Sch 7, CI 9(2)	duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	GMCS&S, GMI&F, MCE&ST, MC&MP, MCW, CI&FM, CST, TLTP, TLTS1	Where Council is the infrastructure manager or works manager.
Sch 7, CI 10(2)	where Sc 7 CI 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	GMCS&S, GMI&F, MCE&ST, MC&MP, MCW, CI&FM, CST, TLTP, TLTS1	Where Council is the infrastructure manager or works manager.
Sch 7 CI 12(2)	power to direct infrastructure manager or works manager to conduct reinstatement works	GMCS&S, GMI&F, MCE&ST, MC&MP, MCW, CI&FM, CST, TLTP, TLTS1	Where Council is the coordinating road authority.
Sch 7 CI 12(3)	power to take measures to ensure reinstatement works are completed	GMCS&S, GMI&F, MCE&ST, MC&MP, MCW, CI&FM, CST, TLTP, TLTS1	Where Council is the coordinating road authority.
Sch 7 CI 12(4)	duty to ensure that works are conducted by an appropriately qualified person	GMCS&S, GMI&F, MCE&ST, MC&MP, MCW, CI&FM, CST, TLTP, TLTS1	Where Council is the coordinating road authority.

## ROAD MANAGEMENT ACT 2004

Column 1	Column 2	Column 3	Column 4
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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Sch 7 CI 12(5)	power to recover costs	GMCS&S, GMI&F, MCE&ST, MC&MP, MCW, CI&FM, CST, TLTP, TLTS1	Where Council is the coordinating road authority.
Sch 7, CI 13(1)	duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to Sch 7, CI 13(2)	GMCS&S, GMI&F, MCE&ST, MC&MP, MCW, CI&FM	Where Council is the works manager.
Sch 7 CI 13(2)	power to vary notice period	GMCS&S, GMI&F, MCE&ST, MC&MP, MCW, CI&FM	Where Council is the coordinating road authority.
Sch 7, CI 13(3)	duty to ensure works manager has complied with obligation to give notice under Sch 7, CI 13(1)	GMCS&S, GMI&F, MCE&ST, MC&MP, MCW, CI&FM CST	Where Council is the infrastructure manager.
Sch 7 CI 16(1)	power to consent to proposed works	GMCS&S, GMI&F, MCE&ST, MC&MP, MCW, CI&FM, CST, TLTP, TLTS1, STE, TE	Where Council is the coordinating road authority.
Sch 7 CI 16(4)	duty to consult	GMCS&S, GMI&F, MCE&ST, MC&MP, MCW, CI&FM, CST, TLTP, TLTS1	Where Council is the coordinating road authority, responsible authority or infrastructure manager.
Sch 7 CI 16(5)	power to consent to proposed works	GMCS&S, GMI&F, MCE&ST, MC&MP, MCW, CI&FM, CST, TLTP, TLTS1, STE, TE	Where Council is the coordinating road authority.
Sch 7 CI 16(6)	power to set reasonable conditions on consent	GMCS&S, GMI&F, MCE&ST, MC&MP, MCW, CI&FM, CST, TLTP, TLTS1, STE, TE	Where Council is the coordinating road authority.
Sch 7 CI 16(8)	power to include consents and conditions	GMCS&S, GMI&F, MCE&ST, MC&MP, MCW, CI&FM, CST, TLTP, TLTS1, STE, TE	Where Council is the coordinating road authority.
<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>



Sch 7 CI17(2)	power to refuse to give consent and duty to give reasons for refusal	GMCS&S, GMI&F, MCE&ST, MC&MP, MCW, CIM&S, CST, TLTP, TLTS1, STE, TE	Where Council is the coordinating road authority.
Sch 7 CI 18(1)	power to enter into an agreement in relation to	GMCS&S, GMI&F, MCE&ST, MC&MP, MCW, CI&FM , CST, TLTP, TLTS1, STE, TE	Where Council is the coordinating road authority.
Sch 7 CI 19(1)	power to give notice requiring rectification of works	GMCS&S, GMI&F, MCE&ST, MC&MP, MCW, CI&FM, CST, TLTP, TLTS1	Where Council is the coordinating road authority.
Sch 7 CI 19(2) & (3)	power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	GMCS&S, GMI&F, MCE&ST, MC&MP, MCW, CI&FM	Where Council is the coordinating road authority.
Sch 7 Clause 20(1)	power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	GMCS&S, GMI&F, MCE&ST, MC&MP, MCW, CI&FM, CST, TLTP, TLTS1, STE, TE	Where Council is the coordinating road authority.
Sch 7A Clause 2	power to cause street lights to be installed on roads	GMCS&S, GMI&F, MCE&ST, MC&MP	Power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road.
Sch 7A Clause 3(1)(d)	duty to pay installation and operation costs of street lighting - where road is not an arterial road	GMCS&S, GMI&F, MCE&ST, MC&MP	Where Council is the responsible road authority.
Sch 7A CI 3(1)(e)	duty to pay installation and operation costs of street lighting – where road is a service road on an arterial road and adjacent areas	GMCS&S, GMI&F MCE&ST, MC&MP	Where Council is the responsible road authority.
Sch 7A CI (3)(1)(f),	duty to pay installation and percentage of operation costs of street lighting – for arterial roads in accordance with cl 3(2) and 4	GMCS&S, GMI&F, CE&ST, MC&MP	Duty of Council as the responsible road authority that installed the light (re: installation costs) and where Council is the relevant municipal Council (re: operating costs).

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

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

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.7	Power to enter into a written agreement with a caravan park owner	MCD, AMCD, CHP, SEHO	
r.10	Function of receiving application for registration	MCD, AMCD, HPO, CHP, SEHO, BSO(HP)	
r.11	Function of receiving application for renewal of registration	MCD, AMCD, HPO, CHP, SEHO, BSO(HP)	
r.2(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations	MCD, AMCD, HPO, SEHO, CHP	
r.12(1)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	MCD, AMCD, HPO, SEHO, CHP	
r.12(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations	MCD, AMCD, HPO, SEHO, CHP, BSO(HP)	
r.12(2)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	MCD, AMCD, CHP	
r.12(3)	Duty to have regard to matters in determining an application for registration or an application for renewal of registration	MCD, AMCD, HPO, CHP, SEHO	
r.12(4) & (5)	Duty to issue certificate of registration	MCD, AMCD, BSO(HP), CHP	
r.14(1)	Function of receiving notice of transfer of ownership	MCD, AMCD, HPO, BSO(HP), SEHO, CHP	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020			
r.14(3)	power to determine where notice of transfer is displayed	MCD, AMCD, HPO, SEHO, CHP	
r.15(1)	duty to transfer registration to new caravan park owner	MCD, AMCD, HPO, SEHO, CHP	
r.15(2)	duty to issue a certificate of transfer of registration	MCD, AMCD, CHP, BSO(HP)	
r.15(3)	power to determine where certificate of transfer of registration is displayed	MCD, AMCD, HPO, SEHO, CHP	
r.16(1)	power to determine the fee to accompany applications for registration or applications for renewal of registration	MCD, AMCD, CHP	
r.17	duty to keep register of caravan parks	MCD, AMCD, BSO(HP), CHP,	
r.18(4)	power to determine where the emergency contact person's details are displayed	MCD, AMCD, HPO, SEHO, CHP	
r.18(6)	power to determine where certain information is displayed	MCD, AMCD, HPO, SEHO, CHP	
r.22(1)	duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner	MCD, AMCD, HPO, SEHO, CHP	
r.22(2)	duty to consult with relevant emergency services agencies	MCD, AMCD, HPO, SEHO, CHP	
r.23	power to determine places in which caravan park owner must display a copy of emergency procedures	MCD, AMCD, HPO, SEHO, CHP	
r.24	power to determine places in which caravan park owner must display copy of public emergency warnings	MCD, AMCD, HPO, SEHO, CHP	
r.25(3)	duty to consult with relevant floodplain management authority	MCD, AMCD, HPO, SEHO, CHP	
r.26	duty to have regard to any report of the relevant fire authority	MCD, AMCD, HPO, SEHO, CHP	
r.28(c)	power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling	MCD, AMCD, HPO, SEHO, CHP	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020			
r.40	function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	MCD, AMCD, HPO, SEHO, CHP, BSO(HP)	
r.40(b)	power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	MCD, AMCD, CHP	
r.41(4)	function of receiving installation certificate	MCD, AMCD, HPO, BSO(HP), CHP, SEHO	
r.43	power to approve use of a non-habitable structure as a dwelling or part of a dwelling	MCD, AMCD, CHP	
Sch 3 cl 4(3)	power to approve the removal of wheels and axles from unregistrable movable dwelling	MCD, AMCD, CHP	

ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.8(1)	duty to conduct reviews of road management plan	GMI&F, MCW	
r.9(2)	duty to produce written report of review of the road management plan and make report available	GMI&F, MCW	
r.9(3)	duty to give notice where road management review is completed and no amendments will be made (or no amendments for which notice is required)	GMI&F, MCW	Where council is the coordinating road authority
r.10	duty to give notice of an amendment which relates to standard of construction, inspection, maintenance or repair under s 41 of the Act	GMI&F, MCW, GMC&C, MPBIMP&AS	
r.13(1)	duty to publish notice of amendments to road management plan	GMI&F, MCW	Where Council is the coordinating road authority
r.13(3)	duty to record on road management plan the substance and date of effect of any amendment	GMI&F, MCW	
r.16(3)	power to issue a permit	MC&MP, MCW, CI&FM, MCE&ST, CST, TLTP, TLTS1, STE, TE	Where Council is the coordinating road authority
r.18(1)	power to give written consent re damage to road	GMCS&S, MCE&ST	Where Council is the coordinating road authority
r.23(2)	power to make a submission to Tribunal	GMCS&S, MCS&C, MCE&ST	Where Council is the coordinating road authority
r.23(4)	power to charge a fee for application under s 66(1) of the Road Management Act	GMCS&S, MCS&C, MCE&ST, CST, TLTP, TLTS1, STE, TE	Where Council is the coordinating road authority
r.25(1)	power to remove objects, refuse, rubbish or other material deposited or left on road	MCW, CWO, MCE&ST	Where Council is the responsible road authority
r.25(2)	power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3))	MCW, CWO, MCE&ST,	Where Council is the responsible road authority



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

ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.15	power to exempt a person from requirement under cl 13(1) of Sch 7 of the Act to give notice as to the completion of those works	MC&MP, MCE&ST, CST	Where Council is the coordinating road authority and where consent given under s 63(1) of the Act.
r.22(2)	power to waive whole or part of fee in certain circumstances	MC&MP, MCE&ST, CST, TLTP, TLTS1, STE	Where Council is the coordinating road authority.

## 9.9 SUBMISSION TO THE FEDERAL GOVERNMENT MULTICULTURAL FRAMEWORK REVIEW

**Author:** Acting Manager Equity and Wellbeing  
Coordinator Community Development and Wellbeing  
Principal Advocacy and Government Relations Officer  
Multicultural and Diversity Project Officer

**Reviewed By:** General Manager Community

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### EXECUTIVE SUMMARY

The Federal Government, through the Department of Home Affairs is receiving submissions on a review of the Multicultural Framework (the Review). The Review is looking at ways for government and the community to work together to support a cohesive multicultural society and advance a vibrant and prosperous future for all Australians.

The Submission (**Appendix A**) includes an overview of Council's leadership in cultural diversity inclusion activities and provides recommendations for the panel's consideration based on relevant priorities and Council's Advocacy Strategy 2021 – 2026.

Council is an executive member of the Mayoral Taskforce Supporting People Seeking Asylum (Taskforce), this report also considers a draft submission (**Appendix B**) from the Taskforce. Submissions to the Review close on 29 September.

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

- (1) Welcomes the Federal Government's Multicultural Framework Review which is looking at ways for all levels of government and the community to work together to support a cohesive multicultural society and advance a vibrant and prosperous future for all Australians.
  - (2) Endorses the Council submission as outlined in (**Appendix A**) and delegates to the Chief Executive Officer (or delegate) the ability to make minor editorial amendments that do not alter the substantive submission to enable lodgement by 29 September 2023.
  - (3) Notes the draft submission (**Appendix B**) by the Mayoral Taskforce Supporting People Seeking Asylum and supports the high-level intent provided.
- 

### BACKGROUND / KEY INFORMATION

As set out in the Terms of Reference, the Multicultural Framework Review (Review) will assess and make recommendations on the institutional arrangements, legislative and policy settings required to advance a multicultural Australia and meet the current and future needs of multicultural Australia at the Commonwealth level.

The Review will assess and make recommendations on matters that address barriers to inclusion as well as those that enhance the social, cultural and economic strengths provided by Australia's multicultural diversity.

The Review is guided by three key principles: advancing a multicultural Australia; supporting our cohesive and inclusive multicultural society, and ensuring settings are fit for purpose in harnessing the talents of all Australians.

The Review will broadly consider:

- the effectiveness of existing federal: legislative and regulatory frameworks and legal settings; relevant policy settings and programs; strategies to promote multiculturalism, social cohesion and inclusion, and services designed to support multicultural Australia.
- how the above existing federal arrangements interact with state and local governments, identifying duplication, gaps, and opportunities for further collaboration.
- identifying areas for reform to address any systemic barriers that prevent people from multicultural communities from fully participating in Australian society, including those barriers that exist due to racism and discrimination.
- the effectiveness of current federal diversity, equity and inclusion strategies.
- how the Government can communicate and engage multicultural Australia.
- opportunities to define a modern shared Australian identity and strengthen public understanding of multiculturalism as a collective responsibility.
- 

#### **Previous Council Resolution**

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

#### **ALIGNMENT TO 2041 DAREBIN COMMUNITY VISION**

Strategic Direction 1: Vibrant, Respectful and Connected

#### **ALIGNMENT TO 2021-25 COUNCIL PLAN**

Strategic Direction 1: Vibrant, Respectful and Connected

#### **ALIGNMENT TO COUNCIL PLAN STRATEGIC OBJECTIVES**

1.3 We will embrace diversity and ensure everyone is included in our society, and no one is left behind – by combating discrimination, and championing equity, inclusivity and diversity

#### **DISCUSSION**

The Review is an opportunity to shape a long-term policy and a national commitment to multiculturalism where the benefits of Australia's diversity are unlocked through a coordinated whole-of-government and inter-governmental approach.

Council recognises diversity is a civic asset and we strive to build a City that harnesses its greatest strength, the diversity of our residents. Council is committed to delivering inclusive programs, policies and services that reflect the needs and aspirations of our diverse community to ensure all members of the community can participate.

- A draft submission was presented to a Council Briefing on 18 September and where possible feedback has been incorporated into this submission or has been referred to the development of the Cultural Diversity Action Plan particularly where further time is required to consider the feedback with Councillors.

Council's submission (The Submission) outlines Darebin's leadership in diversity inclusion, which will be built on to develop the next iteration of the Cultural Diversity Action Plan with our partners and the community. The initiatives referenced in the Submission include:

- Acknowledgment of new citizens to Darebin by Traditional Owners.
- A world class intercultural gathering space, the Darebin Intercultural Centre.
- Reflecting local migrant communities through Council's Place and Road Naming Policy.
- Providing multilingual communication, engagement, and resources.
- Undertaking accreditation to become a 'Welcoming City'.
- Introducing a performance subsidy program for sporting clubs.
- Support and advocacy for newly arrived, refugee and asylum seeker communities.
- Council's established multifaith and multicultural relationships.
- Supporting CALD children and their families through the Best Start Program.
- Addressing barriers to reporting racism, and Council's work in anti-racism.
- 

#### Key recommendations raised in Council Submission

The Submission (**Appendix A**) includes recommendations for the Panel's consideration in the areas of:

- Connection between Aboriginal and Torres Strait Islander People and multicultural communities can be strengthened.
- Introduction a Cultural Diversity Equity Act for the Australian Public Sector.
- Supporting CALD communities to build resilience to address the climate emergency.
- Addressing barriers to reporting racism and invest in strategies to reduce racism.
- Providing assistance for newly arrived, refugees and people seeking asylum.
- Providing opportunities for a whole of government national approach.
- Funding local government to deliver services and programs for CALD communities.

#### **Local Government Mayoral Taskforce Supporting People Seeking Asylum**

Darebin Council is an executive member of the Local Government Mayoral Taskforce Supporting People Seeking Asylum (Taskforce). The Taskforce coordinates joint advocacy by Australian Local Government Councils to address policies, issues and guidelines affecting humanitarian arrivals. The Taskforce draft submission (**Appendix B**) highlights some of the key challenges witnessed at the local level, include:

- Australian systems and government services are not consistently accessible for new arrivals.
- Education and employment systems are difficult to navigate in Australia.
- People are experiencing deep poverty and continue living without a basic safety net.
- Cost-shifting to Councils and community organisations to assist people while they participate in the refugee application process.
- Mental health impacts and social isolation.

### Taskforce Recommendations

At a high level the Taskforce draft submission recommends that the Review consider:

- Creating more flexibility for cut-offs for settlement support eligibility and expanding eligibility criteria of support for all humanitarian arrivals.
- Maintaining and expanding family reunion pathways in the humanitarian program.
- Increasing place-based funding at the Federal level for settlement service providers and Councils.
- Increasing inter-governmental collaboration in coordinating migrant and humanitarian settlement.

## **CONSIDERATION OF LOCAL GOVERNMENT ACT (2020) PRINCIPLES**

### **Financial Management**

This matter does not raise any issues in relation to financial management.

### **Community Engagement**

The draft Submission has not been through a consultation process, nor was there sufficient time to undertake it. Relevant teams within Council were consulted to inform this submission.

### **Other Principles for consideration**

#### **Overarching Governance Principles and Supporting Principles**

- (f) collaboration with other Councils and Governments and statutory bodies is to be sought;

#### **Public Transparency Principles**

- (c) Council information must be understandable and accessible to members of the municipal community;

#### **Service Performance Principles**

- (a) services should be provided in an equitable manner and be responsive to the diverse needs of the municipal community;

## **COUNCIL POLICY CONSIDERATIONS**

### **Environmental Sustainability Considerations (including Climate Emergency)**

The Submission recommends that the Review at a national level considers and promotes climate justice and assists with building resilience within CALD communities to meet the challenges and impacts of the climate emergency.

### **Equity, Inclusion, Wellbeing and Human Rights Considerations:**

The Submission highlights groups within CALD communities who are experiencing vulnerability, marginalisation, and discrimination, that should have specific outcomes as part of the Review.

The draft Submission makes recommendations to provide more accessible reporting options for people who have experienced or witnessed racism; and provide assistance for refugees and people seeking asylum.

### **Economic Development and Cultural Considerations**

The draft Submission recommends that there is a need to invest in strategies and policies that address systemic barriers to economic and cultural participation in Australian society.

### **Operational Impacts**

There are no known operational impacts other than officer time required to prepare the Submission.

### **Legal and Risk Implications**

There are no known legal and risk implications.

## **IMPLEMENTATION ACTIONS**

Following consideration by Council, the Submission will be forwarded to Department of Home Affairs by the due date of 29 September.

### **Attachments**

- Multicultural Framework Review Submission 23 September (**Appendix A**)
- Draft Submission by the Mayoral Taskforce (**Appendix B**)

## **DISCLOSURE OF INTEREST**

Section 130 of the *Local Government Act 2020* requires members of Council staff and persons engaged under contract to provide advice to Council to disclose any conflicts of 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.



To: Dr Bulent Hass Dellal AO  
**Chair Multicultural Framework Review Panel**  
**Department of Home Affairs**  
PO Box 25, Belconnen ACT 2616

Dear Mr Dellal and Panel Members

Darebin Council welcomes the opportunity to participate in the Federal Government's Multicultural Framework Review. We also welcome the appointment of the panel who will lead and co-author the Review. As advisers to the Government, we hope our submission adds further insights into the Panel's report.

According to the 2021 Census Australia is now a majority migrant nation, with 51.5 percent of residents either born overseas or having at least one parent born overseas<sup>1</sup> and more than 5.6 million (26.6 percent) Australians speak a language other than English at home<sup>2</sup>. The Panel should consider this significant population shift to inform the Review.

For Darebin, a review of the Multicultural Framework is an opportunity to shape a long-term policy and a national commitment to multiculturalism where the benefits of Australia's diversity are unlocked through a coordinated whole-of-government and inter-governmental approach. This Review will build a future where Australia's multicultural heritage is recognised, celebrated and everyone has equal opportunity to belong and contribute.

#### **Overview of Darebin and its diversity**

Situated on the traditional lands and waters of the Wurundjeri Woi-wurrung people, Aboriginal and Torres Strait Islander people represent more than 1 percent of Darebin's population<sup>3</sup>, one of the highest proportions of Aboriginal and Torres Strait Islander people in inner Melbourne. Council recognises the City of Darebin is a significant gathering place for Aboriginal and Torres Strait Islander people, and the home to 17 significant Aboriginal peak bodies and organisations.

Darebin has a significant culturally, linguistically, and religiously diverse community. According to the 2021 Census, 31.4 percent of Darebin residents were born overseas<sup>4</sup> and 58.9 percent of Darebin residents have either one or both parents born overseas<sup>5</sup>. Many people have come from all over the world and made Darebin their home, as well as a place to work, study, worship and socialise, bringing a diversity of life experiences, knowledge, and skills. In addition, Darebin is home to many refugees and people seeking asylum who are making their first home and community in Australia.

Council recognises there is intersectionality and diversity within diversity which brings into consideration one's multiple identities including socio-economic status, gender, age, ability, race, culture, ethnicity, language, sexuality, sex characteristics, gender identity, beliefs, occupations, income, education, carer, and visa status.

We recognise diversity is a civic asset and we strive to build a City that harnesses its greatest strength, the diversity of our people. Council is committed to delivering inclusive programs, policies and services that reflect the needs and aspirations of our diverse community. Our commitment is to ensure we create opportunities for all members of the Darebin community to participate.

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1 <https://www.abs.gov.au/statistics/people/people-and-communities/snapshot-australia/latest-release#culturally-and-linguistically-diverse-communities>

2 <https://profile.id.com.au/australia/language>

3 First Nations population statistics | City of Darebin | profile.id

4 <https://profile.id.com.au/darebin/birthplace>

5 2021 Darebin, Census All persons QuickStats | Australian Bureau of Statistics (abs.gov.au)

We are committed to developing the next iteration of our Cultural Diversity Action Plan to guide the future work Council will deliver with our partners and the culturally and linguistically diverse (CALD) communities. This Plan will build on the initiatives outlined below which showcase Darebin's leadership in diversity and inclusion over many years.

#### Acknowledgment of new citizens to Darebin by Traditional Owners

In 2019, Darebin renewed and strengthened Council's long-standing commitment to Wurundjeri Woi-wurrung Traditional Owners and Aboriginal and Torres Strait Islander communities of Darebin through a 'Statement of Commitment'<sup>6</sup> In 2019 Darebin held the inaugural Ganbu Gulin event, created in collaboration with Traditional Owners and the Darebin Aboriginal Advisory Committee. It is an annual inclusive celebration where new citizens to Darebin, their families and friends are formally welcomed to Wurundjeri Woi-Wurrung Country by Traditional Owners.

#### World class intercultural gathering space

In 2023, Darebin opened an award-winning Intercultural Centre, a purpose-built space co-designed in partnership with Traditional Owners and members of our diverse community including representatives from our Interfaith Council and Welcoming Cities Reference Group. The Centre is a place where people from across the community can build respect and understanding for each other's cultures and identities through conversations, programs, activities, and events. Council offers the Panel the use of the Darebin Intercultural Centre to undertake community engagement activities as part of the review process.

Council acknowledges it is important to recognise and value cultural diversity across Australia as a multicultural society. Consideration should be given by the Panel for a greater focus on meaningful interaction between different cultural groups for enhanced understanding and communication through dialogue, respect, and collaboration.

#### Reflecting our migrant and multicultural community through place naming

In 2023, Council adopted a Place and Road Naming Policy which set priorities for different categories of names for places and roads. One of these priorities is to name assets such as council-owned buildings, pavilions, and laneways to reflect the rich multicultural communities and their connection with Darebin's history as one way to create belonging and inclusive meaningful spaces.

#### Multilingual communication, engagement, and resources

Almost 33 percent of our community speak a language other than English at home<sup>7</sup>, with approximately 6 percent of these residents, speaking English not well or not at all. As part of Council's commitment to harness the ideas and listen to diverse community voices, we acknowledge engagement cannot rely on the provision of information in English or online activities alone. Council has developed a Multicultural Communications and Engagement Toolkit to support staff in delivering inclusive communications and engagement, with a requirement to translate all important information and correspondence into Darebin's top 12 community languages. Our libraries also provide physical as well as digital collections in community languages as another way to provide everyone the opportunity to learn and participate.

An important lesson from the pandemic was the willingness of all three levels of government to work together to share vital health information in languages for CALD community members. Through this concerted effort, we saw a significant increase in testing, reporting and vaccine uptake.

<sup>6</sup> StatementofCommitment2019pdf.ashx (darebin.vic.gov.au)

<sup>7</sup> <https://profile.id.com.au/darebin/language>

For the Framework to deliver significant outcomes in Australia, Darebin believes that all three levels of government need to replicate this effort and work together.

#### A Welcoming City

As a member of the Welcoming Cities Network, Council committed to an Australia where everyone can belong and participate in social, cultural, economic, and civic life. Council is working towards accreditation as a Welcoming City with the aim of becoming accredited at the highest level by June 2024, a first for any local government in Australia.

#### Increasing inclusion through sport

Council has introduced a performance subsidy program for sporting clubs which is linked to fees and charges to increase social and gender inclusion with a focus on groups at risk of exclusion. As a result, we have been able to measure an increase of participants from a culturally and linguistically diverse backgrounds from 847 in the 2021/22 season to 1968 participants in the season of 2023/24.

#### Support for refugee and asylum seekers communities

Council has a commitment to supporting and advocating for the rights of newly arrived, refugee and asylum seeker communities. Darebin's active involvement and commitments to state, national and global initiatives include being an Executive Member of the Local Government Mayoral Taskforce Supporting People Seeking Asylum, a Refugee Welcome Zones declaration signatory, and a member of the Refugee Welcome Zone Leadership Group. These activities reaffirm our commitment to welcome refugees to Darebin. While Council notes that the framework review does not consider immigration, visa processes or timeframes, these are important ongoing matters for our community.

#### Multifaith and multicultural relationships

Almost 50 percent of Darebin's community members belong to one of 40 religions<sup>8</sup> and council has longstanding relationships with many multifaith groups. Council established an Interfaith Advisory Committee to provide advice to Council on issues affecting faith communities, improve interfaith relations, and provide advice on program, policy and service delivery showing the intersectionality between faith and culture. For example, in Darebin, around 4 percent of residents identify themselves as Muslims, and Council has had a twenty-year partnership with the Islamic Society of Victoria (Omar Bin Al Khattab Mosque) known as the Preston Mosque. This long-standing relationship is formalised through a Memorandum of Understanding.

#### Supporting culturally and linguistically diverse children and their families

Darebin recognises that supporting children and families in the early years is important to access universal services such as kindergarten, Maternal Child Health services, and supported playgroups. As a participant in the Victorian Best Start program, Council is taking responsibility for the interests of all children, especially Aboriginal children and children experiencing vulnerability including culturally and linguistically diverse children to access these services. Through State Government funding, Council has recruited Multicultural Outreach Early Years Workers and continues to build the capacity of staff and services through activities, and resources.

#### Formal education of languages

In Darebin there is one bilingual primary school (Spanish/English). We also are fortunate to have the Victorian School of Languages based in Darebin. This government school provides programs for students in Years 1 to 12 who do not have access to the study of languages in their mainstream schools. The school offers over 40 languages around Victoria to 13,000 students in face-to-face classes and 1400 students in distance education. It will be important to strengthen and invest in the

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<sup>8</sup> <https://profile.id.com.au/darebin/religion>

formal learning of languages other than English by the Federal Government in partnership with state governments by widely expanding well-resourced bilingual education for all Australians.

#### Addressing barriers to reporting racism

Council is committed to building a more inclusive community for all by supporting Darebin's multicultural communities, reducing discrimination, and taking a stand against racism. This includes empowering the community and building its capacity to respond to racism. Council partners with the Victorian Human Rights and Equal Opportunity Commission (VEOHRC) to make it easier for the community to report on racism and discrimination by hosting and promoting the VEOHRC Community Reporting Tool. Council also has employed an Anti-Racism Program officer to progress this work with the community.

Darebin acknowledges there are key systemic barriers to reporting racism and discrimination with a need for more accessible reporting pathways within the current legislative framework. To combat racism, reporting is important not only for the affected people but also for their respective communities and society. Reporting on racism holds individuals, organisations, and institutions accountable for their actions; addresses and contributes to the prevention of further incidents; raises awareness of the issue; educates people about the harm it causes; offers support and validation to affected people; and captures data to support the development of programs to help community better understand the problem and solution.

#### Our recommendations for the Panel's consideration

##### **Consideration of Aboriginal and Torres Strait Islander People**

The review should consider how the connection between Aboriginal and Torres Strait Islander people and multicultural and migrant communities can be strengthened to build cultural awareness and cultural safety practises for all. The approach should significantly deepen knowledge and understanding of Australia's Aboriginal and Torres Strait Islander peoples' culture and history in the spirit of truth-telling and self-determination.

##### **Leadership required from the Australian Public Sector**

Council encourages the panel to include in the Framework review a recommendation that all States and Territories introduce a Cultural Diversity Equity Act, modelled on the Victorian Gender Equality Act 2020. The Act would require the public sector, corporate and non-corporate Commonwealth entities, government agencies, ASX companies, aged care facilities and education institutions to take positive action towards achieving workplace cultural diversity and equity, promote equity in their policies, recruitment, programs, and services. To do this, governments would need to provide education, support the implementation, and enforce compliance, which could take the form of a Public Sector Cultural Diversity and Equity Commission, or other body.

##### **Addressing the climate emergency**

Council recommends that the Panel considers and promotes climate justice and assists with building resilience within CALD communities to meet the challenges and impacts of the climate emergency. To do this well, the Review should consider resourcing initiatives to address the barriers faced by CALD community members, particularly those new or recently arrived in Australia, to access information and resources about how to stay safe, and connected.

##### **Inclusive engagement**

Council asks the panel to consider an inclusive engagement strategy to inform the Review, ensuring the inclusion of the voices, lived experiences and perspectives of community members from all age groups and backgrounds. It will be critical to provide time and resources for a true consultation process where community members are given time and support to be heard in their preferred language.

**Address barriers to reporting racism.**

Council requests that through the Australian Human Rights Commission's National Anti-Racism Framework (NARF), that communities are provided with accessible and well-informed options for pursuing action, including practical ways to report for people who have experienced or witnessed racism. This will require reporting methods that address existing key barriers such as language and access to 'digital' methods. Council also suggests that the NARF includes long-term strategies to combat racism, including systemic forms of racism.

**Further assistance for refugees and people seeking asylum.**

Council encourages the panel to consider the additional barriers faced by refugees and those seeking asylum. The Review should recommend the need for investment in programs and services to support the wellbeing and inclusion of refugees and asylum-seeking backgrounds, including employment, health support, housing, education, cultural recognition, and celebration, addressing racism and discrimination, and creating opportunities for meaningful civic participation. Council is an executive member of the Mayoral Taskforce Supporting People Seeking Asylum; more specific recommendations which Darebin Council supports are included in this submission.

**Investing in barriers to participation**

As part of the Review, Council recommends that there is a need to invest in long-term strategies and policies that address systemic barriers to economic, political, social, and cultural participation in Australian society faced by all generations of Australians from culturally diverse backgrounds. Within this, Council recognises the importance of cautiously differentiating the challenges experienced by different groups as they are not the same, and their arrival periods, circumstances, and challenges are different.

**Consideration of those experiencing vulnerability**

Council would also like to highlight those groups within CALD communities who are experiencing vulnerability, marginalisation, and discrimination, that the Panel considers identifying specific outcomes for Culturally and Racially Marginalised (CARM) groups as part of the Review.

**A whole of government and inter-government approach and funding for local governments**

To ensure a whole-of-government approach and provide opportunities for cross-portfolio collaboration at a federal level Darebin recommends the Panel consider the establishment of a portfolio within the Cabinet to coordinate policy outcomes of the Framework and play an inter-governmental leadership role. As part of this, we ask the Panel to consider the need for experiential research to assist with policy development.

Darebin Council and local governments in general, are at the forefront of grassroots community engagement and help to deliver services to their communities. The Panel should consider allocating future funding to local governments to assist them to deliver services and capacity building programs for multicultural communities across a range of areas including arts, sport and cultural expression. Council programs for CALD communities are delivered best when all three levels of government work together.

**Conclusion**

Darebin Council thanks the Federal Government and the Panel for the opportunity to be a part of the Multicultural Framework Review. We believe all levels of government and decision makers share the responsibility to ensure community members feel safe and secure in a multicultural Australia. We look forward to the Review providing tangible and meaningful reform which enables Australia to be a country where everyone is included fairly, equally treated and barriers to participation are removed, safeguarding the prosperity and social cohesion for generations to come.

**Further information**

Darebin Council would welcome the opportunity to discuss and provide further information on our submission. Should assistance be required by the panel or to undertake engagement activities at the Darebin Intercultural Centre, please contact Council's Principal Advocacy and Government Relations, Kwabena Ansah on 03 8470 8480.

Regards,

Mayor Julie Williams  
Darebin City Council

**Appendix**

Darebin Council's work is guided by our *Towards Equality: Equity, Inclusion and Human Rights Framework 2019-2029* (the Framework). The [Darebin Health and Wellbeing Profile](#) complements the Framework by examining data on health status and health determinants in the municipality to provide a deeper understanding of health inequalities in Darebin.

## Multicultural Framework Review Terms of Reference

The Review will assess and make recommendations on the institutional arrangements, legislative and policy settings required to advance a multicultural Australia and meet the current and future needs of multicultural Australia at the Commonwealth level.

The Review will assess and make recommendations on matters that address barriers to inclusion as well as those that enhance the social, cultural and economic strengths provided by Australia's multicultural diversity. This will include the identification and application of benchmarks for measuring effectiveness where available.

The Review will be guided by three key principles:

- advancing a multicultural Australia
- supporting our cohesive and inclusive multicultural society
- ensuring settings are fit for purpose in harnessing the talents of all Australians

and will consider:

- the effectiveness of existing federal:
  - legislative and regulatory frameworks and legal settings
  - relevant policy settings and programs
  - strategies to promote multiculturalism, social cohesion and inclusion, and
  - services designed to support multicultural Australia
- how the above existing federal arrangements interact with state and local government settings, identifying potential areas of duplication and gaps, and opportunities for further inter-governmental collaboration
- roles and functions of government and non-government organisations respectively
- identifying areas for reform to address any systemic barriers that prevent people from multicultural communities from fully participating in Australian society, including those barriers that exist due to racism and discrimination
- the effectiveness of current federal diversity, equity and inclusion strategies, including for the promotion of people from CALD backgrounds into leadership roles
- how the Federal Government can more strategically communicate and engage multicultural Australia, including in languages other than English
- opportunities to define a modern shared Australian identity and strengthen public understanding of multiculturalism as a collective responsibility through education and public awareness raising.

The Review will have regard to, and complement, the findings or proceedings of previous and ongoing reviews or inquiries applicable to this topic as well as relevant research, including approaches in relevant overseas jurisdictions.

This will include, but is not limited to, relevant work being undertaken through the:

- Australian Human Rights Commission's National Anti-Racism Strategy
- Government's National Cultural Policy, Revive: a place for every story, a story for every place
- APS Cultural and Linguistic Diversity Strategy
- Foreign Affairs, Defence and Trade References Committee Inquiry into Issues facing diaspora communities in Australia
- Legal and Constitutional Affairs References Committee Inquiry into Nationhood, national identity and democracy
- Government's A Migration System for Australia's Future review
- Reforms to address temporary migrant worker exploitation package
- Department of Home Affairs' review into settlement services
- Rapid Review into the Exploitation of Australia's Visa System
- Department of Home Affairs' review into democratic resilience.

The Review will not consider:

- operational level policy, procedure or program settings or implementation
- immigration or visa processes, applications, timeframes, outcomes or review
- immigration compliance or border protection policies or operational settings.

<https://www.homeaffairs.gov.au/about-us/our-portfolios/multicultural-framework-review/multicultural-framework-review>



## Submission by the Local Government Mayoral Taskforce Supporting People Seeking Asylum to the Multicultural Framework Review

20 September 2023

### Summary

The Mayoral Taskforce Supporting People Seeking Asylum coordinates joint national advocacy by Australian Local Government Councils to address policies, issues and guidelines affecting humanitarian arrivals.

This submission draws attention to the barriers of settlement for refugees and humanitarian arrivals in Australia, the financial and social vulnerability of those without access to basic support services and the wider implications of cost-shifting and the onus that has fallen to charities, Local Government and communities.

Recommendations are proposed to address the unmet needs of refugees and people seeking protection in Australia and the barriers to inclusion and safe settlement in Australia.

### Background and Discussion

Local Government plays a unique and critical role in supporting new arrivals to re-build life in Australia and welcoming them to the community and broader society. Some of the key challenges faced by refugees and humanitarian arrivals during settlement, witnessed at the local level, include that:

- **Australian systems and government services are not consistently accessible for new arrivals** largely because they find it overly complex and do not know how to engage with services, often compounded by English language and digital literacy barriers.

A survey of 577 Afghan migrants and refugees in the municipalities of Greater Dandenong and Casey identified that the top reason for not being able to access services is that 'I do not know what is available or it is hard to find information about services or activities'<sup>1</sup>.

Settlement services, however, are only available to those who have arrived in Australia within 5 years, at a time when they are still finding their bearings. The result can be information overload early on and an inadequate awareness of available services down the track<sup>2</sup>. Additionally, the visa status of individuals can prevent access to funded support such as health and disability services, creating greater vulnerabilities in local communities.

- **Education and employment systems are difficult to navigate in Australia.** Securing employment and pursuing education are key aspirations for most refugees who want to support themselves financially but unfortunately struggle to do so for a variety of reasons, which include age, language barriers, carer responsibilities and challenges with leveraging pre-existing qualifications<sup>2</sup>.

Furthermore, thousands of people are explicitly prohibited from working or studying because of their visa status, exposing these people to high risks of worker exploitation. On-the-ground Community Connectors report that people seek illegal work out of desperation, despite possessing relevant skills and higher degree qualifications, which they could otherwise contribute to society. Removing the barriers that prevent people from working would remove their need for income support and address exploitation risks.

<sup>1</sup> Planning for Communities Pty Ltd, Afghan Community Centre Feasibility Study – Consultation and engagement report, 2023.

<sup>2</sup> Edmund Rice Centre, Settlement Cities: A placebased study of Australia's major centres for refugee resettlement, 2022.

Similarly, a young woman of the Victorian Iranian community who was offered a university scholarship to study Law, was unable to continue her studies due to her visa status. This case, along with many others, underscores the need for access to education amidst immigration uncertainties.

- **People are experiencing deep poverty and living precariously for up to a decade in the community without a basic safety net.**

Over the past decade, previous Federal Governments drastically cut assistance to people seeking asylum through the Status Resolution Support Services (SRSS) Program by 95%. The number of people that the Program has assisted has dropped from more than 29,000 in 2015 to fewer than 1,300 in 2023<sup>3</sup>.

SRSS eligibility has become so restrictive and the application process unnecessarily complicated, that it is now benefiting very few people and has a high administrative cost to applicants, clients, services and Departmental staff<sup>4</sup>.

Without a basic living allowance, charities and Local Councils are reporting a sharp rise in homelessness, unmet medical needs, mental illness and food insecurity with a heavy reliance on emergency food relief, amongst this cohort in the community.

- **Cost-shifting to Local Government and community organisations to assist people while they participate in the refugee application process.**  
Local Government are increasingly called upon to provide leadership and resources in local planning and co-ordination for the settlement of newly arriving migrants and refugees.

Exacerbated by State Governments withdrawing financial support, over-stretched community organisations and Local Governments across Australia are unable to continue to meet the scale and complexity of need.

- **Mental health impacts and social isolation**

Family and community contribution allow people to maintain a sense of purpose and foster resilience over their long and difficult settlement journeys. Many people have experienced significant trauma and continue to be very concerned about the safety and wellbeing of family members who remain overseas.

“One of the things that humanitarian entrants struggle with is family reunion. The Federal Government, and it’s not about this current government because the previous governments have done the same, makes it very, very difficult. And it’s very, very expensive, too. So, it has been an issue that has been talked about for a long time... a lot of people want to bring family [to Australia], and it’s a struggle, because you get rejection, and nobody actually explains to you what this is about”<sup>2</sup>.

On top of difficulties in meeting basic needs, conflict in their home countries and lengthy and costly migration processes have caused trauma for individuals and families, resulting in significant mental health issues for the community.

## Recommendations

In consideration of the matters discussed above, the Mayoral Taskforce Supporting People Seeking Asylum recommend that the Review Committee consider the following strategies to help refugee and humanitarian arrivals meet their basic needs, live safely in Australia and make a difference to their settlement experience within local municipalities:

- **Create more flexibility for cut-offs for settlement support eligibility** and tailoring on-arrival support to the needs of individual refugee and families. This includes **expanding eligibility criteria of support for all**

<sup>3</sup> Question on notice no. 233 Portfolio question number: OBE22-233 2022-23 Budget estimates October and November Legal and Constitutional Affairs Committee, Home Affairs Portfolio

<sup>4</sup> Refugee Council of Australia. Seeking safety but sleeping rough. 2023

humanitarian arrivals including access to healthcare, disability services, housing support, work and study rights, so they have a basic safety net, including for those waiting on decisions on their protection application.

- Maintain and expand family reunion pathways in the humanitarian program that encourage inclusive and thriving refugee communities. Facilitating reunions in Australia would promote better mental well-being and sense of belonging for these individuals.
- Increase place-based funding at the Federal level for settlement service providers and Local Government to expand existing service and supports for all humanitarian arrivals, in recognition of the current overwhelming demand on the sector for crisis assistance and complex needs.
- Increase inter-governmental collaboration in coordinating migrant and humanitarian settlement and provide sectoral support from the Federal level for Local Governments' effective coordination and material support of service providers.

DRAFT

**10. ITEMS TO BE TABLED**

Nil

**11. NOTICES OF MOTION**

Nil

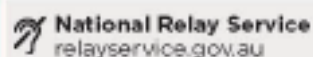
**12. URGENT BUSINESS**

**13. CONSIDERATION OF REPORTS CONSIDERED CONFIDENTIAL**

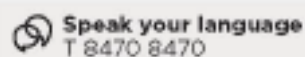
**14. CLOSE OF MEETING**

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