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## **AGENDA**

Council meeting to be held  
at Darebin Civic Centre,  
350 High Street Preston  
on Monday 21 March 2016  
at 7.00pm.

Public question time will  
commence shortly after 7.00pm





# **ACKNOWLEDGEMENT OF DAREBIN'S ABORIGINAL AND TORRES STRAIT ISLANDER COMMUNITY**

**(Council adopted this Acknowledgment on 1 July 2013 in order  
to confirm the commitment of Council to the process of  
Reconciliation)**

Darebin City Council acknowledges the Wurundjeri people and the Kulin Nations as the traditional landowners and the historical and contemporary custodians of the land on which the City of Darebin and surrounding municipalities are located.

Council recognises, and pays tribute to, the diversity of Darebin's Aboriginal and Torres Strait Islander community, valuing the unique and important role Aboriginal and Torres Strait Islander community members play in progressing reconciliation, respect and the building of mutual understanding across the City, amongst its people, and in the achievement of shared aspirations. Council recognises and pays tribute to, and celebrates, Darebin's long standing Aboriginal and Torres Strait Islander culture and heritage.





**Italian**

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

**Greek**

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

**Chinese**

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

**Arabic**

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

**Macedonian**

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

**Vietnamese**

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

**Bosnian**

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

**Croatian**

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

**Portuguese**

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

**Serbian**

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

**Somali**

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



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# Agenda

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## 1. MEMBERSHIP

Cr. Vince Fontana (Mayor) (Chairperson)

Cr. Gaetano Greco

Cr. Tim Laurence

Cr. Bo Li

Cr. Trent McCarthy

Cr. Steven Tsitas

Cr. Angela Villella

Cr. Oliver Walsh (Deputy Mayor)

Cr. Julie Williams

## 2. APOLOGIES

## 3. DISCLOSURES OF CONFLICTS OF INTEREST

## 4. CONFIRMATION OF THE MINUTES OF COUNCIL MEETINGS

<b>Recommendation</b>
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**That** the Minutes of the Ordinary Meeting of Council held on 7 March 2016 be confirmed as a correct record of business transacted.



## 5. PUBLIC QUESTION TIME

**PLEASE NOTE:** Questions from the public must be submitted prior to the commencement of Council meetings.

- Questions can be submitted online up to 4.00 pm on the day of the meeting:
  - At [darebin.vic.gov.au/publicquestiontime](http://darebin.vic.gov.au/publicquestiontime); or
  - By email to [PQT@darebin.vic.gov.au](mailto:PQT@darebin.vic.gov.au)
- Question can also be submitted in person:
  - At the counter of the Preston Customer Service, 274 Gower Street, Preston until 5.00 pm on the day of the meeting
  - At the Council Chamber from 6.45 pm to 7.00 pm on the day of the meeting

Council officers are available to assist residents in the preparation of questions between 3.00 pm and 5.00 pm on the day of the Council meeting. For assistance please call (03) 8470 8888 and you will be directed to the appropriate department.

No questions will be accepted after 7.00 pm on the night of the Council meeting.

Questions that relate to items that are listed on the Agenda, cannot be responded to.

The Mayor will read the question and provide a response. If a question cannot be answered at the meeting, a written response will be prepared and forwarded to the person raising the question.

Residents do not need to attend the meeting for a question to be answered.

A period of up to 30 minutes will be set aside to enable the Chairperson to read out the questions submitted by the public in accordance with the above guidelines and to provide responses.

## 6. CONSIDERATION OF REPORTS

### 6.1 2015/2016 MID YEAR BUDGET REVIEW

**Author:** Chief Financial Officer

**Reviewed By:** Corporate Services Director

#### Report Background

The 2015/2016 Budget was adopted by Council on 22 June 2015. This report provides a forecast of Council's financial position at 30 June 2015 based on the first six months of operations.

#### Previous Resolution

At its meeting on 6 July 2015, Council resolved:

*'That the Council receives a midyear budget update and report with officer recommendation for any capital works projects, with their priorities and urgencies, from any possible savings from the 2015/16 budget.'*

#### Briefing Date

This matter was discussed at the Councillor's Workshop 5 March 2016.

#### Council Plan Goal/Endorsed Strategy

Open and Accountable Democracy

#### Summary

The report presents the forecast financial performance for the 2015/2016 financial year compared to budget based on the Mid-Year Budget Review undertaken by responsible Managers.

Council's forecast operating result for the year ending 30 June 2016 is an operating surplus of \$6.51 million, which is \$0.37 million less than budget. The forecast adjusted underlying surplus is \$0.62 million, which is \$0.23 million more than budget.

Council's forecast capital works expenditure for the year ending 30 June 2016 is \$40.22 million, which is \$5.52 million more than the adopted budget. At this stage total of nil expenditure is forecast to be carried forward into the 2016/2017 year.

The forecast Financial Position as at 30 June 2016 shows a cash position of \$44.94 million and net current assets of \$20.28 million.

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

**That** Council adopts the revised forecasts identified by the 2015/2016 mid-year budget review including the adjustments made to capital works projects.

## Introduction

Council has a legislative responsibility to:

- Implement the principles of sound financial management, and
- Establish and maintain a budgeting and reporting framework that is consistent with the principles of sound financial management.

The 2015/16 Budget was adopted by Council on 22 June 2015. The adopted budget provided for an operating surplus of \$6.88 million with revenue of \$159.49 million and expenditure of \$152.62 million. The adopted budget also provided for capital works of \$34.70 million.

As part of the mid-year budget review, managers reviewed their areas and updated forecasts to reflect the expected year end result. Executive managers and Finance undertook a detailed review to understand and confirm the forecasts and forecast variations.

The attached report (Appendix A) provides detail of the forecast changes from the adopted budget along with summaries of key variances.

## Issues and Discussion

### Operating Performance

	Adopted Budget \$'000	Forecast \$'000	Forecast Variance \$'000
<b>Operating</b>			
Revenue	159,494	158,547	(947)
Expenditure	(152,616)	(152,039)	577
<b>Surplus (deficit)</b>	<b>6,878</b>	<b>6,508</b>	<b>(370)</b>
<b>Capital and other</b>			
Revenue / grants	(989)	(1,204)	(215)
Developer contributions	(5,500)	(4,684)	816
<b>Adjusted underlying surplus</b>	<b>389</b>	<b>620</b>	<b>231</b>

Council's forecast operating result for the year ending 30 June 2016 is an operating surplus of \$6.51 million, which is \$0.37 million less than budget. The forecast adjusted underlying surplus is \$0.62 million, which is \$0.23 million more than budget.

### Operating Income

	Adopted Budget \$'000	Forecast \$'000	Forecast Variance \$'000
<b>Income</b>			
Rates and charges	113,858	113,929	71
Statutory fees and fines	6,607	6,790	183
User fees	11,852	12,234	382
Grants - operating	15,632	13,152	(2,480)
Grants - capital	1,862	2,451	589
Contributions - monetary	5,500	4,684	(816)
Net gain (loss) on disposal of assets	(259)	(196)	63
Other income	4,442	5,503	1,061
<b>Total income</b>	<b>159,494</b>	<b>158,547</b>	<b>(947)</b>

As a result of the 2015/2016 mid-year budget review, it is forecast that year end Operating Income would be \$0.95 million less than the adopted 2015/2016 adopted budget.

**Operating Expenses**

Expense type	Adopted Budget \$'000	Forecast \$'000	Forecast Variance \$'000
<b>Expenses</b>			
Employee costs	78,530	77,243	1,287
Materials and services	42,692	44,425	(1,733)
Bad and doubtful debts	802	876	(74)
Depreciation and amortisation	22,243	20,816	1,427
Finance costs	23	7	16
Other expenses	8,326	8,672	(346)
<b>Total expenses</b>	<b>152,616</b>	<b>152,039</b>	<b>577</b>

As a result of the 2015/2016 mid-year budget review, it is forecast that year end Operating Expenses would be \$0.58 million less than the adopted 2015/2016 adopted budget.

**Capital Performance**

	Adopted Budget \$'000	Adjusted Budget \$'000	Forecast \$'000	Forecast Variance Budget \$'000
<b>Property</b>				
Land Improvements	135	135	135	0
Buildings	6,700	8,056	8,056	1,356
<b>Total Property</b>	<b>6,835</b>	<b>8,191</b>	<b>8,191</b>	<b>1,356</b>
<b>Plant and Equip.</b>				
Plant, machinery and eq.	2,708	3,070	3,070	362
Fixtures, fit and furn.	130	332	332	202
Computers and telecom.	1,720	2,235	2,235	515
Library books	732	732	732	0
<b>Total Plant and Equip.</b>	<b>5,290</b>	<b>6,369</b>	<b>6,369</b>	<b>1,079</b>
<b>Infrastructure</b>				
Roads	5,009	6,420	6,795	1,786
Transport / road safety	4,277	3,811	3,840	(437)
Bridges	454	454	454	0
Footpaths and cycleways	2,252	2,396	2,396	144
Drains	1,144	1,381	1,381	237
Recreation, leis facil.	569	623	623	54
Parks, open space and str.	8,743	10,040	10,040	1,297
Off street car parks	42	42	42	0
Other infrastructure	85	85	85	0
<b>Total Infrastructure</b>	<b>22,575</b>	<b>25,252</b>	<b>25,656</b>	<b>3,081</b>
<b>Total capital works</b>	<b>34,700</b>	<b>39,812</b>	<b>40,216</b>	<b>5,516</b>
<b>Represented by:</b>				
Asset renewal	13,855	16,148	16,149	2,294
New assets	4,417	5,149	5,149	732
Asset expansion / upgrade	9,267	10,801	10,800	1,533
<b>Capital expenditure</b>	<b>27,539</b>	<b>32,097</b>	<b>32,098</b>	<b>4,559</b>
Major maintenance	7,161	7,715	7,634	7,634
<b>Total capital works</b>	<b>34,700</b>	<b>39,812</b>	<b>40,216</b>	<b>5,516</b>

The forecast total to be expended on capital works for the year ending 30 June 2016 is \$40.22 million, which is \$5.52 million more than the adopted budget.

### **Options for Consideration**

- (1) That Council not adopt the revised forecasts identified by the 2015/2016 Mid-Year Budget Review. This option is not recommended.
- (2) That Council adopt the revised forecasts identified by the 2015/2016 Mid-Year Budget Review (with or without further amendment). This option is recommended as it provides for known budgetary variances to be reflected in the end of year financial forecast compared to budget.

### **Financial and Resource Implications**

Forecast variances to the 2015/2016 Budget are detailed throughout the report and the attachments.

Council's forecast operating result for the year ending 30 June 2016 is an operating surplus of \$6.51 million, which is \$0.37 million less than budget. The forecast adjusted underlying surplus is \$0.62 million, which is \$0.23 million more than budget.

Council's forecast capital works expenditure for the year ending 30 June 2016 is \$40.22 million, which is \$5.52 million more than the adopted budget. At this stage total of nil expenditure is forecast to be carried forward into the 2016/2017 year.

The forecast Financial Position as at 30 June 2016 shows a cash position of \$44.94 million and net current assets of \$20.28 million.

### **Risk Management**

The level of risk associated with the revised forecasts for 2015/2016 as detailed is considered to be low.

### **Policy Implications**

#### **Economic Development**

There are no Economic Development considerations relating to this report.

#### **Environmental Sustainability**

There are no Environmental Sustainability considerations relating to this report.

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

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

#### **Other**

There are no other factors which impact on this report.

### **Future Actions**

Subject to the adoption of the recommendations of this report, rate rebates will be raised for the properties detailed in this report.

## Consultation and Advocacy

Managers and Directors during the quarter 2 forecast review meetings.

## Related Documents

- City of Darebin Budget 2015/2016
- Financial Report – Q2 Forecast for 2015/2016 Operating Budget (**Appendix A**)
- Capital Works Program Status (**Appendix B**)
- Capital Works Program Details (**Appendix C**)
- Council Minutes – 6 July 2015

## Disclosure of Interest

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

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

## APPENDIX A



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# FINANCIAL REPORT

## Q2 Forecast for 2015/2016

### Operating Budget

*29 January 2016*

Council

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# 1 Executive Summary

## 1.1 Operating Performance

	Q1 YTD Forecast \$'000	YTD Actual \$'000	Q1 YTD Variance		Annual Budget \$'000	Q1 Forecast \$'000	Q2 Forecast \$'000	Variance \$'000
			(\$'000)	(%)				
			(unfav)	(unfav)				(unfav)
Directorates	(43,555)	(41,075)	2,480	6	(90,799)	(91,348)	(90,592)	756
Other non-attributable	98,633	100,475	1,842	2	91,189	88,019	91,213	3,193
<b>Underlying Surplus/ (Deficit)</b>	<b>55,078</b>	<b>59,399</b>	<b>4,322</b>	<b>8</b>	<b>389</b>	<b>(3,329)</b>	<b>620</b>	<b>3,949</b>
Capital items	3,037	3,755	718	24	6,489	6,557	5,888	(669)
<b>Net Surplus/ (Deficit)</b>	<b>58,114</b>	<b>63,154</b>	<b>5,040</b>	<b>9</b>	<b>6,878</b>	<b>3,228</b>	<b>6,508</b>	<b>3,280</b>

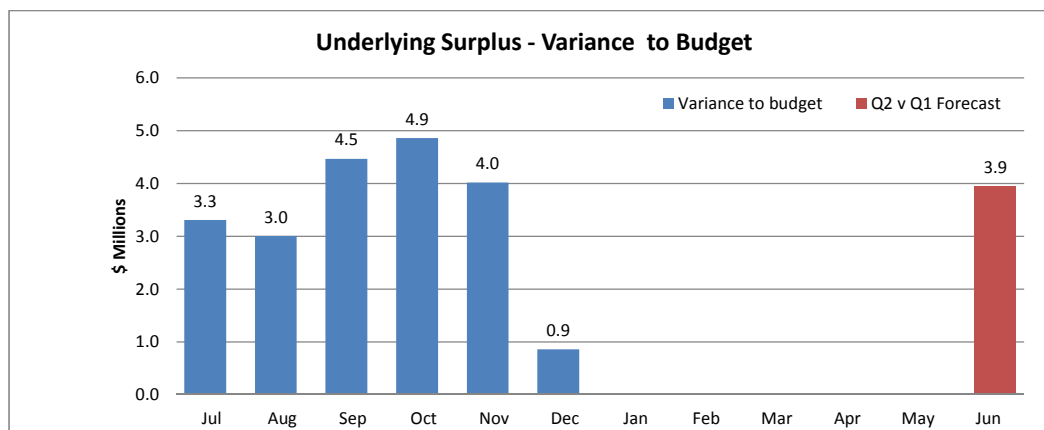
### Reconciliation of Annual Budget to Q1 Forecast

	TOTAL	Directorates	Non Attributable
<b>2015/16 Adopted Budget Net Surplus</b>	6,878	(90,799)	97,677
less operating carry forwards	1,170	549	621
less Victorian Grants Commission prepayment	2,480	0	2,480
<b>Q1 Forecast *</b>	<b>3,228</b>	<b>(91,348)</b>	<b>94,576</b>

\* The inclusion of expenditure related to grants received but not fully spent in 2014/15 and the Victorian Grants Commission prepayment adjustment were the only changes made in the Q1 forecast.

### Reconciliation of Q1 Forecast to Q2 Forecast

	TOTAL	Directorates	Non Attributable
<b>Q1 Forecast</b>	3,228	(91,348)	94,576
Facilities Maintenance	(231)	(231)	
Asset Strategy	90	90	
Strategic Planning	68	68	
Building Services	137	137	
Utilities	340	340	
Environmental Operations	264	264	
Leisure Contracts	(102)	(102)	
Mgr Parks & Vegetation	(233)	(233)	
DIR Community Services	(96)	(96)	
Manager Aged & Disability	(186)	(186)	
Access & Support	(153)	(153)	
Comm Participation & Development	109	109	
People & Resources	(126)	(126)	
Community Facilities	110	110	
Equity & Diversity	74	74	
Customer Services	121	121	
Human Resources	147	147	
Health & Urban	94	94	
Civic Compliance	(93)	(93)	
Corporate Risk	71	71	
Depreciation	1,427		1,427
DCP/POS contributions	(816)		(816)
Sups rate income	206		206
Oncosts - other	1,169		1,169
Interest	167		167
Major maintenance	163		163
Insurance premiums	172		172
Corporate Initiatives	200		200
Sundry adjustments	187	350	(163)
<b>Q2 Forecast</b>	<b>6,508</b>	<b>(90,592)</b>	<b>97,101</b>



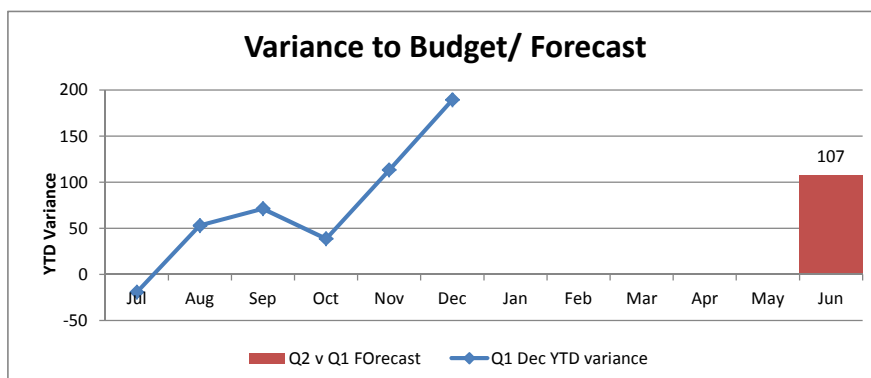
# **APPENDICES**

## **Further details of the financial position**

## 2 Operating Performance

2.1 Council Directorates								
Directorates	Q1 YTD	YTD	YTD		Annual	Q1	Q2	Variance
	Forecast	Actual	Variance	%	Budget	Forecast	Forecast	
	\$'000	\$'000	\$'000	%	\$'000	\$'000	\$'000	\$'000
			(unfav)	(unfav)				(unfav)
<b>REVENUE</b>								
Chief Executive Officer	49	57	8	17	82	82	87	5
Assets & Business Services	1,728	2,176	448	26	3,243	3,243	3,907	664
Culture, Leisure & Works	6,780	7,076	296	4	11,353	11,353	12,070	717
Community Development	6,976	6,635	(341)	(5)	12,896	12,896	12,524	(372)
Corporate Services	3,476	3,713	237	7	6,818	6,818	6,970	151
<b>Total Revenue</b>	<b>18,960</b>	<b>19,599</b>	<b>640</b>	<b>3</b>	<b>34,310</b>	<b>34,310</b>	<b>35,471</b>	<b>1,161</b>
<b>EXPENSES</b>								
Chief Executive Officer	2,267	2,086	181	8	4,409	4,409	4,307	102
Assets & Business Services	9,296	9,122	173	2	19,000	19,027	19,266	(240)
Culture, Leisure & Works	22,207	21,827	380	2	44,571	44,603	45,238	(636)
Community Development	18,016	17,403	612	3	36,031	36,500	36,231	270
Corporate Services	10,780	10,294	486	5	21,180	21,201	21,108	93
<b>Total Expenses</b>	<b>62,564</b>	<b>60,732</b>	<b>1,832</b>	<b>3</b>	<b>125,191</b>	<b>125,740</b>	<b>126,150</b>	<b>(410)</b>
<b>NET COST</b>								
Chief Executive Officer	2,217	2,028	189	9	4,328	4,328	4,220	107
Assets & Business Services	7,567	6,946	621	8	15,758	15,784	15,359	425
Culture, Leisure & Works	15,427	14,751	676	4	33,218	33,250	33,168	82
Community Development	11,040	10,769	271	2	23,134	23,604	23,707	(103)
Corporate Services	7,304	6,581	723	10	14,361	14,383	14,138	245
<b>Net cost</b>	<b>43,555</b>	<b>41,075</b>	<b>2,480</b>	<b>6</b>	<b>90,799</b>	<b>91,348</b>	<b>90,592</b>	<b>756</b>

2.2 Chief Executive Officer									
Service Unit	Q1 YTD	YTD	YTD		Annual	Q1	Q2	Variance	Ref
	Forecast	Actual	\$'000	%	Budget	Forecast	Forecast		
	\$'000	\$'000	(unfav)	(unfav)	\$'000	\$'000	\$'000	\$'000 (unfav)	
<b>REVENUE</b>									
Chief Executive Officer	0	0	0	0	0	0	0	0	
Mgr Corp Governance	0	0	0	0	0	0	0	0	
Council Business	0	2	2	>100	1	1	2	1	
Performance Support	0	0	0	0	0	0	0	0	
Civic Services	49	55	7	14	81	81	85	4	
Procurement & Contracting	0	0	0	0	0	0	0	0	
<b>Total Revenue</b>	<b>49</b>	<b>57</b>	<b>8</b>	<b>17</b>	<b>82</b>	<b>82</b>	<b>87</b>	<b>5</b>	
<b>EXPENSES</b>									
Chief Executive Officer	417	327	90	21	855	855	806	49	
Mgr Corp Governance	148	151	(3)	(2)	293	293	284	9	
Council Business	611	600	11	2	1,135	1,135	1,116	19	
Performance Support	392	347	44	11	727	727	681	46	
Civic Services	434	431	4	1	869	869	886	(17)	
Procurement & Contracting	265	230	35	13	531	531	535	(4)	
<b>Total Expenses</b>	<b>2,267</b>	<b>2,086</b>	<b>181</b>	<b>8</b>	<b>4,409</b>	<b>4,409</b>	<b>4,307</b>	<b>102</b>	
<b>NET COST</b>									
Chief Executive Officer	417	327	90	21	855	855	806	49	1
Mgr Corp Governance	148	151	(3)	(2)	293	293	284	9	
Council Business	611	598	13	2	1,134	1,134	1,114	20	
Performance Support	392	347	44	11	727	727	681	46	2
Civic Services	386	375	10	3	788	788	801	(13)	
Procurement & Contracting	265	230	35	13	531	531	535	(4)	
<b>Net cost</b>	<b>2,217</b>	<b>2,028</b>	<b>189</b>	<b>9</b>	<b>4,328</b>	<b>4,328</b>	<b>4,220</b>	<b>107</b>	



**Summary of Key Variance from Q1 Forecast**

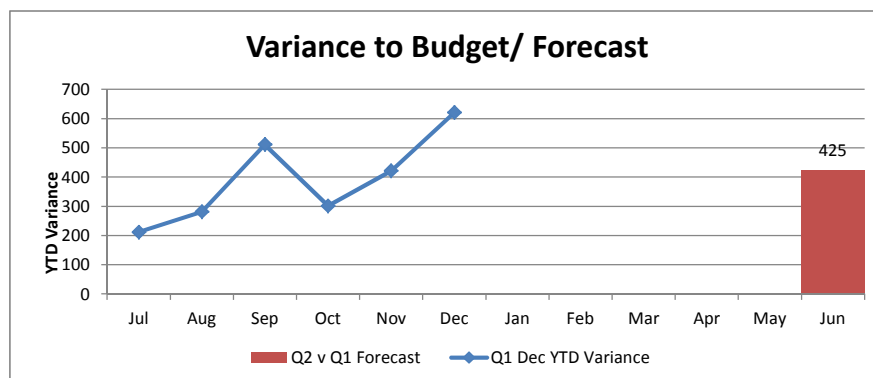
	Variance	Explanation of Variance
	Fav (Unfav)	
	\$'000s	
1	Chief Executive Officer	49 Staff vacancy - Executive Coordinator & Council Liaison Position \$63K
2	Performance Support	46 Staff vacancy in Corporate Planning \$32K

**YTD Variance not recognised in the Q2 Forecast**

Chief Executive Officer	41	Contractors \$11K YTD variance and Consultants \$8K YTD variance rephased
Civic Services	24	Staff vacancy for the month of December not factored into the Q2 Forecast \$13K, Electricity incorrectly phased \$8K
Procurement & Contracting	39	Staff vacancies currently showing a favourable YTD Variance of \$23K, however due to staff movement from trainee into full-time employee the increase in annual cost is \$16K

Note: Explanations are provided for all variances +/- \$20,000

2.3 Assets & Business Services									Ref
Service Unit	Q1 YTD	YTD	YTD		Annual	Q1	Q2	Variance \$'000 (unfav)	
	Forecast	Actual	Variance		Budget	Forecast	Forecast		
	\$'000	\$'000	\$'000	% (unfav)	\$'000	\$'000	\$'000		
<b>REVENUE</b>									
DIR Assets & Business Services	0	0	0	0	0	0	0	0	
Major Projects & Activity Centres	0	0	0	0	0	0	0	0	
Facilities Maintenance	6	22	15	>100	13	13	27	14	
Capital Works	28	33	5	18	50	50	51	1	
Asset Strategy	311	400	89	29	691	691	794	104	
Manager City Development	0	0	0	0	0	0	0	0	
Strategic Planning	0	53	53	0	3	3	53	50	
Statutory Planning	670	660	(10)	(2)	1,305	1,305	1,305	0	
Building Services	502	636	134	27	1,018	1,018	1,173	156	
Transport	54	76	22	41	126	126	188	63	
Mgr Environment & Natural Resources	0	0	0	0	0	0	0	0	
Environmental Strategy	157	295	139	89	38	38	314	276	
Utilities	0	0	0	0	0	0	0	0	
<b>Total Revenue</b>	<b>1,728</b>	<b>2,176</b>	<b>448</b>	<b>26</b>	<b>3,243</b>	<b>3,243</b>	<b>3,907</b>	<b>664</b>	
<b>EXPENSES</b>									
DIR Assets & Business Services	199	211	(12)	(6)	401	401	380	21	
Major Projects & Activity Centres	110	220	(110)	(100)	239	239	289	(50)	
Facilities Maintenance	2,495	2,418	77	3	4,772	4,772	5,017	(245)	
Capital Works	583	563	20	3	1,201	1,201	1,182	19	
Asset Strategy	693	734	(41)	(6)	1,393	1,393	1,407	(14)	
Manager City Development	285	304	(18)	(6)	576	576	613	(36)	
Strategic Planning	639	564	75	12	1,598	1,600	1,583	17	
Statutory Planning	1,628	1,632	(5)	(0)	3,206	3,206	3,212	(6)	
Building Services	604	576	29	5	1,230	1,230	1,248	(18)	
Transport	708	749	(41)	(6)	1,386	1,386	1,409	(22)	
Mgr Environment & Natural Resources	99	97	2	2	209	209	209	0	
Environmental Strategy	530	488	41	8	1,139	1,163	1,409	(246)	
Utilities	722	567	155	21	1,649	1,649	1,309	340	
<b>Total Expenses</b>	<b>9,296</b>	<b>9,122</b>	<b>173</b>	<b>2</b>	<b>19,000</b>	<b>19,027</b>	<b>19,266</b>	<b>(240)</b>	
<b>NET COST</b>									
DIR Assets & Business Services	199	211	(12)	(6)	401	401	380	21	1
Major Projects & Activity Centres	110	220	(110)	(100)	239	239	289	(50)	2
Facilities Maintenance	2,489	2,396	92	4	4,760	4,760	4,991	(231)	3
Capital Works	554	529	25	5	1,151	1,151	1,130	20	
Asset Strategy	382	334	49	13	702	702	613	90	4
Manager City Development	285	304	(18)	(6)	576	576	613	(36)	5
Strategic Planning	639	511	128	20	1,595	1,597	1,529	68	6
Statutory Planning	958	972	(15)	(2)	1,901	1,901	1,907	(6)	
Building Services	103	(60)	162	>100	212	212	75	137	7
Transport	654	673	(18)	(3)	1,261	1,261	1,220	40	8
Mgr Environment & Natural Resources	99	97	2	2	209	209	209	0	
Environmental Strategy	373	193	180	48	1,101	1,125	1,094	31	9
Utilities	722	567	155	21	1,649	1,649	1,309	340	10
<b>Net cost</b>	<b>7,567</b>	<b>6,946</b>	<b>621</b>	<b>8</b>	<b>15,758</b>	<b>15,784</b>	<b>15,359</b>	<b>425</b>	



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**Summary of Key Variance from Q1 Forecast**


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		Variance Fav (Unfav) \$000s	Explanation of Variance
1	DIR Assets & Business Services	21	Reduction in Other Expenses by \$19K - no future planned spending for this financial year
2	Major Projects & Activity Centres	(50)	Project Management Office (\$50K). Ongoing budget to be determined based on this year's result
3	Facilities Maintenance	(231)	Half cost fencing forecast has increased by (\$30K) due to higher number of requests, (\$160K) increase in programmed maintenance due to audit finding, (\$40K) increase in Power and Light Pole program for major building works for Bracken Avenue and (\$20K) increase in the Urgent Works Facilities program
4	Asset Strategy	90	\$80K increase in Right of Way sales than budgeted
5	Manager City Development	(36)	Legal Advocate program (\$40K) due to increases in legal costs from planning matters
6	Strategic Planning	68	Developer Contributions Plan consultancy \$60k due to program expenditure not going ahead
7	Building Services	137	Increase in building activity within the municipality has resulted in a higher number of damage fee inspections issued in Asset Protection and Permits Program \$31K and Council Consents income in Building Supervision Program \$106K
8	Transport	40	Salary savings \$40K in Transport Planning due to staff vacancies
9	Environmental Strategy	31	Salary Savings \$14K in Environmental Strategy program due to vacancies. Increased bin permits income \$19K
10	Utilities	340	Lower than anticipated Street Lighting bills due to energy savings \$154K through Energy Efficient Street Lights and lesser hours of street light operation

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**YTD Variance not recognised in the Q2 Forecast**


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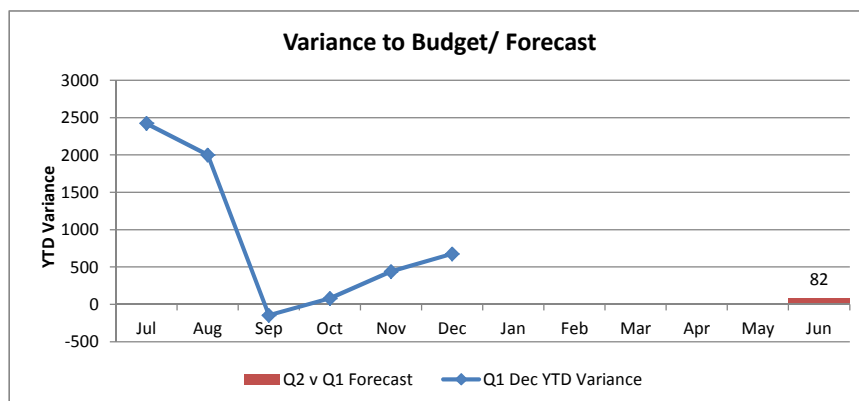
	Facilities Maintenance	92	External contracts across facilities maintenance rephased
	Strategic Planning	61	Consultants \$44K and Legal costs \$19K rephased
	Building Services	(25)	Unpredictable nature of the use of Legal Expenses
	Environmental Strategy	149	Recycling Waste Education \$100K contributions and Sustainable Homes \$30K contributions received earlier than forecast

Note: Explanations are provided for all variances +/- \$20,000

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2.4 Culture, Leisure & Works									Ref
Service Unit	Q1 YTD	YTD	YTD		Annual	Q1	Q2	Variance	
	Forecast	Actual	Variance		Budget	Forecast	Forecast	Variance	
	\$'000	\$'000	\$'000	%	\$'000	\$'000	\$'000	\$'000	
			(unfav)	(unfav)				(unfav)	
<b>REVENUE</b>									
DIR - Culture, Leisure & Works	16	16	0	0	16	16	16	0	
Manager City Works	0	0	0	0	0	0	0	0	
Infrastructure Maintenance & Suppor	243	333	90	37	574	574	758	185	
Environmental Operations	2,538	2,523	(15)	(1)	2,912	2,912	2,963	51	
Operational Projects & Fleet	54	55	1	2	136	136	120	(16)	
Bundooro Homestead	33	75	42	>100	67	67	112	45	
Arts & Culture	22	8	(14)	(66)	44	44	30	(14)	
Darebin Arts & Entertainment Centre	653	826	174	27	839	839	1,265	426	
Northcote Town Hall	189	226	38	20	391	391	407	16	
Creative Culture Department Program	45	52	7	16	137	137	145	8	
Darebin Arts Box Office	110	146	36	33	160	160	197	37	
Leisure Services	198	201	3	2	295	295	313	18	
Mgr Leisure & Public Realm	0	0	0	0	(100)	(100)	(100)	0	
Leisure Contracts	977	927	(50)	(5)	2,416	2,416	2,428	13	
Reservoir Leisure Centre	1,264	1,245	(20)	(2)	2,616	2,616	2,563	(53)	
Public Realm	0	0	0	0	0	0	0	0	
Bundooro Park Heritage Village, Caf	417	414	(3)	(1)	814	814	813	(1)	
Mgr Parks & Vegetation	0	0	0	0	0	0	0	0	
Parks & Vegetation	0	2	2	0	0	0	2	2	
Bundooro Park Golf Operations & Par	22	27	5	23	36	36	35	(0)	
Arboriculture	0	0	0	0	0	0	0	0	
Bushlands	0	0	0	0	0	0	0	0	
Turf Management	0	0	0	0	0	0	0	0	
<b>Total Revenue</b>	<b>6,780</b>	<b>7,076</b>	<b>296</b>	<b>4</b>	<b>11,353</b>	<b>11,353</b>	<b>12,070</b>	<b>717</b>	
<b>EXPENSES</b>									
DIR - Culture, Leisure & Works	276	240	36	13	584	584	574	10	
Manager City Works	95	82	12	13	203	203	194	9	
Infrastructure Maintenance & Suppor	2,040	2,138	(98)	(5)	3,999	3,999	4,205	(206)	
Environmental Operations	6,768	6,550	217	3	14,594	14,594	14,380	214	
Operational Projects & Fleet	1,962	1,897	65	3	3,878	3,878	3,825	53	
Bundooro Homestead	267	268	(1)	(0)	566	566	621	(55)	
Arts & Culture	215	143	71	33	450	450	436	14	
Darebin Arts & Entertainment Centre	725	788	(63)	(9)	975	975	1,370	(395)	
Northcote Town Hall	389	407	(19)	(5)	784	784	785	(1)	
Creative Culture Department Program	718	717	1	0	1,471	1,471	1,466	5	
Darebin Arts Box Office	74	88	(15)	(20)	142	142	157	(15)	
Leisure Services	287	268	19	7	585	616	603	14	
Mgr Leisure & Public Realm	166	143	23	14	355	355	343	12	
Leisure Contracts	530	540	(10)	(2)	1,027	1,027	1,141	(115)	
Reservoir Leisure Centre	1,385	1,417	(32)	(2)	2,783	2,783	2,773	9	
Public Realm	460	463	(2)	(1)	692	692	688	5	
Bundooro Park Heritage Village, Caf	753	777	(23)	(3)	1,504	1,504	1,525	(21)	
Mgr Parks & Vegetation	387	440	(52)	(13)	850	850	1,083	(233)	
Parks & Vegetation	1,826	1,753	73	4	3,723	3,723	3,687	36	
Bundooro Park Golf Operations & Par	614	529	85	14	1,153	1,153	1,138	14	
Arboriculture	1,169	1,056	112	10	1,965	1,965	1,957	8	
Bushlands	576	587	(11)	(2)	1,208	1,208	1,208	(1)	
Turf Management	525	535	(10)	(2)	1,081	1,081	1,078	3	
<b>Total Expenses</b>	<b>22,207</b>	<b>21,827</b>	<b>380</b>	<b>2</b>	<b>44,571</b>	<b>44,603</b>	<b>45,238</b>	<b>(636)</b>	

Service Unit	Q1 YTD	YTD	YTD		Annual	Q1	Q2	Variance	Ref
	Forecast	Actual	Variance	%					
	\$'000	\$'000	\$'000	%					
		(unfav)	(unfav)	\$'000	\$'000	\$'000	\$'000		
<b>NET COST</b>									
DIR - Culture, Leisure & Works	260	224	36	14	568	568	558	10	
Manager City Works	95	82	12	13	203	203	194	9	
Infrastructure Maintenance & Suppor	1,797	1,804	(8)	(0)	3,425	3,425	3,446	(21)	1
Environmental Operations	4,229	4,027	202	5	11,682	11,682	11,417	264	2
Operational Projects & Fleet	1,908	1,842	66	3	3,741	3,741	3,705	37	3
Bundoora Homestead	234	193	41	17	499	499	509	(10)	
Arts & Culture	193	136	57	30	406	406	406	(0)	
Darebin Arts & Entertainment Centre	73	(38)	111	>100	136	136	105	31	4
Northcote Town Hall	200	181	19	9	393	393	378	15	
Creative Culture Department Program	673	665	8	1	1,334	1,334	1,321	13	
Darebin Arts Box Office	(37)	(58)	21	(57)	(18)	(18)	(40)	22	5
Leisure Services	90	67	23	25	290	321	290	32	6
Mgr Leisure & Public Realm	166	143	23	14	455	455	443	12	
Leisure Contracts	(447)	(387)	(60)	13	(1,389)	(1,389)	(1,287)	(102)	7
Reservoir Leisure Centre	121	172	(51)	(42)	167	167	210	(43)	8
Public Realm	460	463	(2)	(1)	692	692	688	5	
Bundoora Park Heritage Village, Caf	337	363	(26)	(8)	690	691	712	(22)	9
Mgr Parks & Vegetation	387	440	(52)	(13)	850	850	1,083	(233)	10
Parks & Vegetation	1,826	1,751	76	4	3,723	3,723	3,685	38	11
Bundoora Park Golf Operations & Par	592	502	90	15	1,118	1,117	1,103	14	
Arboriculture	1,169	1,056	112	10	1,965	1,965	1,957	8	
Bushlands	576	587	(11)	(2)	1,208	1,208	1,208	(1)	
Turf Management	525	535	(10)	(2)	1,081	1,081	1,078	3	
<b>Net cost</b>	<b>15,427</b>	<b>14,751</b>	<b>676</b>	<b>4</b>	<b>33,218</b>	<b>33,250</b>	<b>33,168</b>	<b>82</b>	





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**Summary of Key Variance from Q1 Forecast**


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		Variance Fav (Unfav) \$000s	Explanation of Variance
1	Infrastructure Maintenance & Suppor	(21)	Casuals used to backfill frontline admin/customer service staff on leave in order to respond to high demand for service (\$21)
2	Environmental Operations	264	Reduction in fleet costs \$92K as new trucks are requiring less maintenance, Green Waste income \$43K due to an increase in the number of green bins, Street Cleaning \$75K due to reduced disposal costs
3	Operational Projects & Fleet	37	Lower fuel costs (446) due to lower than budgeted fuel prices and more fuel efficient fleet
4	Darebin Arts & Entertainment Centre	31	Increase in shows has resulted in increased Theatre income \$20K and Bar Services income \$13K
5	Darebin Arts Box Office	22	Increase in shows has resulted in increased Box Office income \$22K
6	Leisure Services	32	Forecast increase in licence income \$16K as there were less subsidies provided to sporting clubs than anticipated
7	Leisure Contracts	(102)	Forecast contract variation (\$100K) arising from part of NARC not being available (spa area after condition audit) and subsequent reduction in membership fees charged to users
8	Reservoir Leisure Centre	(43)	Forecast aquatic income lower than expected (\$24K), gas expense greater than budgeted (\$39K), and other savings found in operations to reduce variance (\$43K)
9	Bundoora Park Heritage Village, Caf	(22)	Forecast café income to be less than budgeted (\$12K). Casuals used to backfill staff unexpected leave (\$10K)
10	Mgr Parks & Vegetation	(233)	Forecast increase in water expenditure due to dry seasonal conditions
11	Parks & Vegetation	38	Forecast reduction in welding contractor \$12K and repairs and maintenance \$9K expenditure

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**YTD Variance not recognised in the Q2 Forecast**

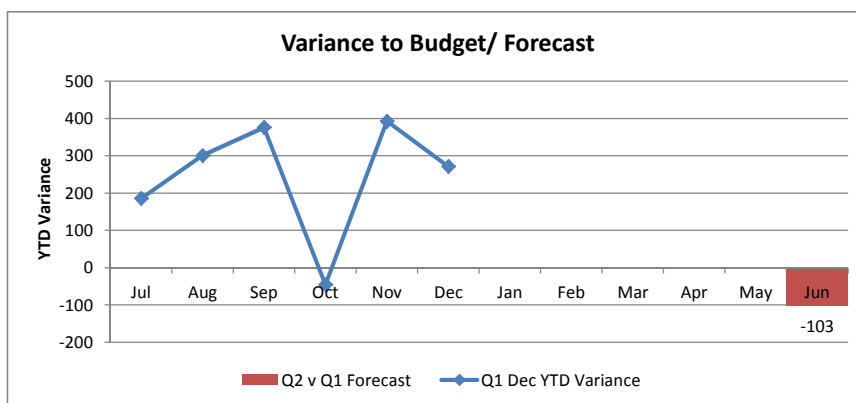

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	Bundoora Homestead	41	Casual Staff (\$20K) and Contractors (\$19K) expenditure relating to the implementation of the Bundoora Homestead heritage project externally funded by ANZAC Centenary grant in the next 6 months
	Arts & Culture	57	Incorrect phasing of Kite Festival \$14K, Cultural Development \$16K and Music Feast \$18K - rephased
	Darebin Arts & Entertainment Centre	80	Casual budget overspent by \$8K and forecast to increase \$45K for full year to support increase in shows and audiences. DAEC Hospitality favourable \$30K but forecast to reduce over the remaining 6 months due to reduced margins via use of external catering contractors
	Parks & Vegetation	37	Springthorpe & New Estates \$16K rephased, awaiting cleaning invoices \$19K
	Bundoora Park Golf Operations & Par	76	Materials \$13K and repairs \$17K rephased. Backfilling vacancies with Contract Labour YTD variance of \$17K, increased by \$36K to cover recruitment period of permanent staff member
	Arboriculture	105	Contractors \$107K rephased in line with revised work plan

Note: Explanations are provided for all variances +/- \$20,000

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2.5 Community Development									Ref	
Service Unit	Q1 YTD	YTD	YTD		Annual	Q1	Q2	Variance		
	Forecast	Actual	Variance		Budget	Forecast	Forecast			
	\$'000	\$'000	\$'000	%	\$'000	\$'000	\$'000			
			(unfav)	(unfav)				\$'000	(unfav)	
<b>REVENUE</b>										
DIR Community Services	0	0	0	0	0	0	0	0	0	
Manager Aged & Disability	287	0	(287)	(100)	337	337	150	(187)		
Business Systems	0	0	0	0	0	0	0	0		
Access & Support	4,331	4,170	(161)	(4)	8,624	8,624	8,336	(288)		
Comm Participation & Development	123	110	(13)	(11)	242	242	242	(0)		
People & Resources	0	0	0	0	0	0	0	0		
Family & Community Programs	777	904	127	16	1,710	1,710	1,889	179		
Children, Families & Community Mgmt	12	7	(5)	(40)	24	24	24	1		
Children & Community Development	266	190	(76)	(29)	549	549	418	(131)		
Community Facilities	90	76	(14)	(15)	165	165	144	(21)		
Community Wellbeing	10	26	16	>100	10	10	32	22		
Equity & Diversity	0	1	1	0	0	0	0	0		
Darebin Libraries	1,019	1,023	5	0	1,108	1,108	1,114	6		
Youth Services	63	128	65	>100	127	127	175	48		
Customer Services	0	0	0	0	0	0	0	0		
<b>Total Revenue</b>	<b>6,976</b>	<b>6,635</b>	<b>(341)</b>	<b>(5)</b>	<b>12,896</b>	<b>12,896</b>	<b>12,524</b>	<b>(372)</b>		
<b>EXPENSES</b>										
DIR Community Services	207	259	(52)	(25)	404	404	500	(96)		
Manager Aged & Disability	124	126	(2)	(2)	230	271	270	1		
Business Systems	142	131	11	7	317	317	283	34		
Access & Support	7,178	7,146	32	0	14,268	14,316	14,181	135		
Comm Participation & Development	558	383	176	31	1,226	1,244	1,134	109		
People & Resources	481	525	(44)	(9)	966	966	1,092	(126)		
Family & Community Programs	2,183	2,215	(32)	(1)	4,418	4,487	4,691	(204)		
Children, Families & Community Mgmt	178	219	(41)	(23)	407	424	447	(23)		
Children & Community Development	665	551	113	17	1,315	1,565	1,375	190		
Community Facilities	597	422	175	29	1,297	1,304	1,173	131		
Community Wellbeing	940	879	61	6	1,461	1,475	1,501	(26)		
Equity & Diversity	469	362	107	23	1,028	1,028	954	74		
Darebin Libraries	2,662	2,524	138	5	5,316	5,323	5,325	(2)		
Youth Services	536	669	(133)	(25)	1,087	1,087	1,134	(47)		
Customer Services	1,098	991	107	10	2,290	2,290	2,169	121		
<b>Total Expenses</b>	<b>18,016</b>	<b>17,403</b>	<b>612</b>	<b>3</b>	<b>36,031</b>	<b>36,500</b>	<b>36,231</b>	<b>270</b>		
<b>NET COST</b>										
DIR Community Services	207	259	(52)	(25)	404	404	500	(96)	1	
Manager Aged & Disability	(163)	126	(289)	>100	(107)	(66)	120	(186)	2	
Business Systems	142	131	11	7	317	317	283	34	3	
Access & Support	2,847	2,976	(129)	(5)	5,644	5,692	5,845	(153)	4	
Comm Participation & Development	436	273	163	37	984	1,001	892	109	5	
People & Resources	481	525	(44)	(9)	966	966	1,092	(126)	6	
Family & Community Programs	1,406	1,311	95	7	2,709	2,777	2,802	(25)	7	
Children, Families & Community Mgmt	166	212	(46)	(28)	384	400	423	(22)	8	
Children & Community Development	399	361	38	9	766	1,016	957	59	9	
Community Facilities	507	346	161	32	1,132	1,139	1,029	110	10	
Community Wellbeing	930	853	77	8	1,451	1,465	1,470	(4)		
Equity & Diversity	469	361	108	23	1,028	1,028	954	74	11	
Darebin Libraries	1,643	1,501	142	9	4,208	4,215	4,211	4		
Youth Services	473	541	(68)	(14)	959	959	959	0		
Customer Services	1,098	991	107	10	2,290	2,290	2,169	121	12	
<b>Net cost</b>	<b>11,040</b>	<b>10,769</b>	<b>271</b>	<b>2</b>	<b>23,134</b>	<b>23,604</b>	<b>23,707</b>	<b>(103)</b>		



**Summary of Key Variance from Q1 Forecast**

		Variance Fav (Unfav) \$000s	Explanation of Variance
1	DIR Community Services	(96)	Reallocation of position and associated salary
2	Manager Aged & Disability	(186)	Factored savings from restructure not realised. Permanent in 20152016/ budget
3	Business Systems	34	Expenditure reallocation
4	Access & Support	(153)	Forecast lower fee income than budget to be partly offset by forecast employee cost savings
5	Comm Participation & Development	109	Delay in recruitment of several positions
6	People & Resources	(126)	Increased employee costs associated with the implementation of the Carelink+ computer system
7	Family & Community Programs	(25)	Increase in employee costs associated with long term sick leave
8	Children, Families & Community Mgmt	(22)	Increased utility costs for non - Council pre school and childcare buildings
9	Children & Community Development	59	Reduction in expenditure in program areas
10	Community Facilities	110	Reduced operating expenditure and income associated with facilities not operating at full capacity
11	Equity & Diversity	74	Delay in employee recruitment plus temporary reduction in employee hours associated with return from parental leave
12	Customer Services	121	Decrease employee costs associated with staff vacancies and the implementation of the new Customer Service unit structure and trial of new rostering practices

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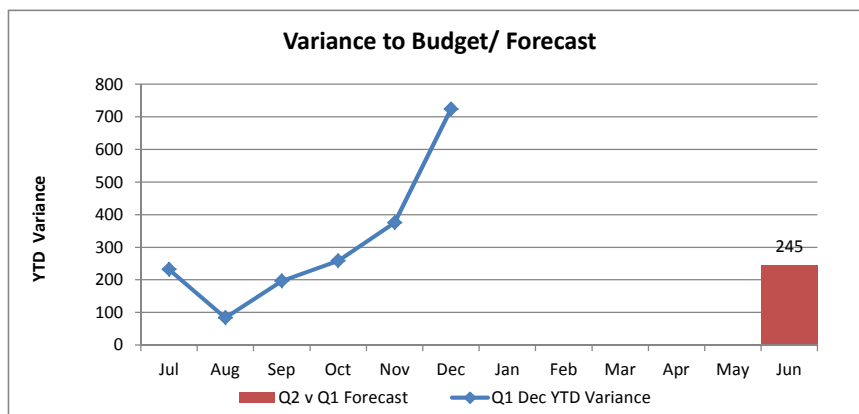
**YTD Variance not recognised in the Q2 Forecast**


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Comm Participation & Development	54	Delay in employee recruitment and incorrect phasing of expenditure
Family & Community Programs	95	Ongoing adjustments associated with long term sick leave and grant funding income in Family Services
Community Facilities	51	Delay in receiving invoices for utilities plus expected equipment purchases at Reservoir Community and Learning Centre
Community Wellbeing	77	Expenditure/ Income recognised for an unbudgeted external grant received in Graffiti Reduction. Recognition of the new position of Aboriginal Health Promotion Officer position
Equity & Diversity	34	Delay in the service agreement payment which is awaiting acquittal of funds and sign off from 2014/2015, plus delay in program rollout
Darebin Libraries	138	Delay in the payment of system licence invoices, plus lower expenditure in utilities (allocated to RCLC directly). Employee cost savings not recognised

Note: Explanations are provided for all variances +/- \$20,000

2.6 Corporate Services									Ref	
Service Unit	Q1 YTD	YTD	YTD		Annual	Q1	Q2	Variance		
	Forecast	Actual	Variance		Budget	Forecast	Forecast			
	\$'000	\$'000	\$'000	%	\$'000	\$'000	\$'000			
			(unfav)	(unfav)				\$'000	(unfav)	
<b>REVENUE</b>										
DIR Corporate Services	0	0	0	0	0	0	0	0	0	
Finance	241	245	4	2	614	614	612	(2)	(2)	
Human Resources	0	3			0	0	3	3	3	
Information Services	0	1	1	0	0	0	1	1	1	
Economic Dev & Employment	6	7	1	19	11	11	28	17	17	
Health & Urban Protection	560	653	93	17	578	578	665	87	87	
Civic Compliance	2,665	2,799	133	5	5,589	5,589	5,640	51	51	
Communications & Marketing	3	0	(3)	(100)	6	6	0	(6)	(6)	
Corporate Risk Management	0	5	5	0	20	20	20	0	0	
<b>Total Revenue</b>	<b>3,476</b>	<b>3,713</b>	<b>234</b>	<b>7</b>	<b>6,818</b>	<b>6,818</b>	<b>6,970</b>	<b>151</b>	<b>151</b>	
<b>EXPENSES</b>										
DIR Corporate Services	352	260	92	26	593	648	629	19	19	
Finance	1,492	1,509	(17)	(1)	2,943	2,943	2,986	(43)	(43)	
Human Resources	1,024	894	130	13	2,342	2,342	2,199	144	144	
Information Services	2,647	2,558	(90)	(3)	4,330	4,330	4,310	(20)	(20)	
Economic Dev & Employment	530	494	36	7	1,251	1,273	1,267.54	5	5	
Health & Urban Protection	636	610	26	4	1,343	1,343	1,336	7	7	
Civic Compliance	2,677	2,690	(13)	(0)	5,432	5,432	5,576	(144)	(144)	
Communications & Marketing	871	819	53	6	1,831	1,776	1,761	15	15	
Corporate Risk Management	550	461	89	16	1,115	1,115	1,044	71	71	
<b>Total Expenses</b>	<b>10,780</b>	<b>10,294</b>	<b>165</b>	<b>2</b>	<b>21,180</b>	<b>21,201</b>	<b>21,108</b>	<b>53</b>	<b>53</b>	
<b>NET COST</b>										
DIR Corporate Services	352	260	92	26	593	648	629	19	19	1
Finance	1,251	1,263	(13)	(1)	2,329	2,329	2,374	(45)	(45)	1
Human Resources	1,024	891	134	13	2,342	2,342	2,195	147	147	2
Information Services	2,647	2,557	90	3	4,330	4,330	4,309	21	21	3
Economic Dev & Employment	524	487	37	7	1,240	1,261	1,240	22	22	4
Health & Urban Protection	76	(43)	119	>100	764	764	671	94	94	5
Civic Compliance	11	(108)	120	>100	(157)	(157)	(64)	(93)	(93)	6
Communications & Marketing	869	819	50	6	1,826	1,771	1,761	9	9	7
Corporate Risk Management	550	456	94	17	1,095	1,095	1,023	71	71	7
<b>Net cost</b>	<b>7,304</b>	<b>6,581</b>	<b>723</b>	<b>10</b>	<b>14,361</b>	<b>14,383</b>	<b>14,138</b>	<b>245</b>	<b>245</b>	



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**Summary of Key Variance from Q1 Forecast**


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		<b>Variance Fav (Unfav) \$000s</b>	<b>Explanation of Variance</b>
1	Finance	(45)	Unbudgeted consultant costs for the service planning review partially offset by savings in operational expenditure
2	Human Resources	147	Staff vacancies \$50K and savings in operational expenditure \$12K in People and Development. Young leaders training program under development, will revisit in Q3 \$50K and transfer of expenditure for Prince 2 training to the Project Management Office program \$26K
3	Information Services	21	Staff vacancies \$87K offset by increased expenditure in IT telecommunications \$20K and system maintenance licence \$40K
4	Economic Dev & Employment	22	Incorrect recognition of the carry forward in Q1 in the ION program \$15K
5	Health & Urban Protection	94	Higher number of food act registrations \$57K, health registrations \$5K and an increase in income resulting from legal action \$25K in Environmental Health
6	Civic Compliance	(93)	Staff vacancies and on parental leave \$167K, higher income received for dog and cat registrations \$51K. This is offset by staff positions running the Third Chance program for impounded animals (\$250K) and increased costs for bad debts expenditure in local laws (\$38K) and Animal Control (\$34K)
7	Corporate Risk Management	71	Staff vacancies and manager on reduced hours \$52K. Salary costs for return to work is expected to be utilised \$15K

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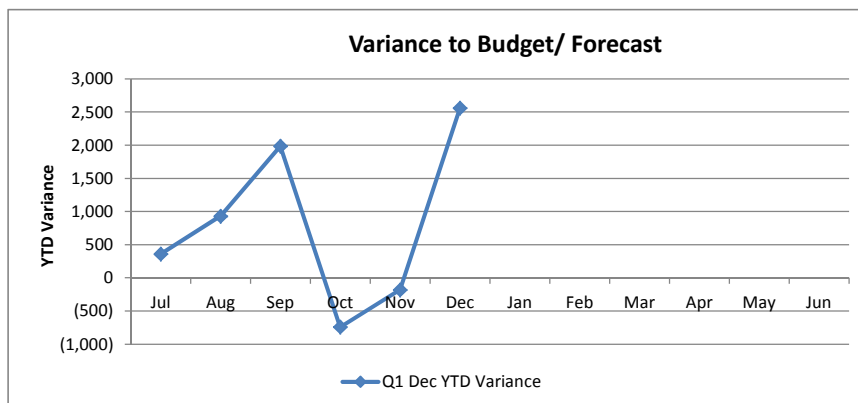
**YTD Variance not recognised in the Q2 Forecast**


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	DIR Corporate Services	73	Incorrect phasing of scheduled Internal Audit services \$17K and the Digital Economy Jobs & Community Learning Strategy has not been spent in consultants \$55K
	Information Services	70	Incorrect phasing of system maintenance costs \$36K, additional contract labour staff to be utilised in Network Maintenance \$32K
	Civic Compliance	120	Incorrect phasing of fire hazard infringements \$156K, ongoing adjustment for staff in the Third Chance program \$101K. This is partially offset by lower parking fine income to date (\$83K) which is expected to pick up in the second half of the year and incorrect phasing of permit income (\$22K)
	Communications & Marketing	41	Delay in Community Newspaper contract payments \$35K

Note: Explanations are provided for all variances +/- \$20,000

2.7 Non Attributable									
Item	Q1 YTD	YTD	YTD		Annual	Q1	Q2	Variance \$'000 (unfav)	Ref
	Forecast	Actual	Variance	%	Budget	Forecast	Forecast		
	\$'000	\$'000	\$'000	(unfav)	\$'000	\$'000	\$'000		
<b>Cash</b>									
Rates	(110,156)	(110,224)	68	0	(110,394)	(110,288)	(110,493)	206	1
Interest	(608)	(674)	66	11	(1,219)	(1,219)	(1,386)	167	2
Victorian Grants Commission	(1,154)	(1,154)	(0)	(0)	(4,789)	(2,309)	(2,309)	0	
Oncosts - other	(550)	(608)	58	(11)	(143)	(143)	(1,313)	1,169	3
Insurance premiums	1,230	1,063	167	14	1,288	1,288	1,116	172	4
Corporate Initiatives	0	59	(59)	0	700	700	500	200	5
Fire Services Levy	113	110	3	2	134	134	138	(4)	
Other non-attributable	16	20	(4)	(25)	(282)	(282)	25	(307)	6
<b>Non Cash</b>									
Depreciation	11,122	10,152	970	9	22,243	22,243	20,816	1,427	7
Oncost - leave provisions	63	115	(52)	(81)	0	0	314	(314)	8
Fleet Recovery	(2,687)	(2,517)	(170)	(6)	(5,274)	(5,274)	(5,160)	(114)	9
<b>Capital</b>									
DCP/POS contributions	(2,416)	(3,280)	863	(36)	(5,500)	(5,500)	(4,684)	(816)	10
Capital contributions - non-recurrent	(620)	(475)	(145)	23	(989)	(1,057)	(1,204)	148	11
Capital contributions - recurrent	(5)	0	(5)	100	(873)	(873)	(1,247)	374	12
Major maintenance	3,863	3,190	673	17	7,161	7,797	7,634	163	13
User fees	(0)	(17)	17	>(100)	0	0	(31)	31	14
Other income	0	(16)	16	0	0	0	(14)	14	
Proceeds on sale of assets	(136)	(49)	(87)	64	(482)	(534)	(534)	0	
WDV of assets sold	253	76	177	70	741	741	730	11	
<b>Net cost (income)</b>	<b>(101,674)</b>	<b>(104,230)</b>	<b>2,556</b>	<b>3</b>	<b>(97,678)</b>	<b>(94,576)</b>	<b>(97,103)</b>	<b>2,525</b>	



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**Summary of Key Variance from Q1 Forecast**


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		Variance Fav (Unfav) \$000s	Explanation of Variance
1	Rates	206	Increase in Supplementary Rates \$739K, offset by the delay of solar saver project income (\$755K) and \$250K expenditure
2	Interest	167	Higher opening cash balances, therefore more cash invested than budgeted
3	Oncosts - other	1,169	WorkCover levy lower than budget
4	Insurance premiums	172	Reduced premiums for public liability \$79K and property liability \$77K
5	Corporate Initiatives	200	Reduced need for budget
6	Other non-attributable	(307)	Removal of staff vacancy savings built into the budget (\$313K)
7	Depreciation	1,427	Less depreciation due to asset revaluation and less assets capitalised due to project carry forwards
8	Oncost - leave provisi	(314)	Parental leave (\$80K) timing issue of oncost recovery versus leave taken and increase in annual leave and gratuity (\$234K)
9	Fleet Recovery	(114)	Adjusted to reflect actual expenditure - reduction in recovery offset by reduced fleet expenditure in service units
10	DCP/POS contributions	(816)	No DCP in place therefore no income expected this year (\$2M) partially offset by increase in public open space contributions \$1.18M
11	Capital contributions - non-recurrent	148	Unbudgeted contribution of \$25K received Reservoir Cenotaph, Traffic Management / Road Safety program of \$127K, Unbudgeted Grant Funding received \$28K and increased forecast \$50K for Bundoora Park Golf course Asset Upgrade to reflect funding received in 2014/15
12	Capital contributions - recurrent	374	Additional funding received for Road to Recovery projects of \$374K
13	Major maintenance	163	Transferred forecast \$80K to the correct program for DRRC Noise Wall which is not a maintenance program and adjusted forecast for unbudgeted grant funding received of \$28K in Transport Planning Program
14	User fees	31	Increased forecast for user fees in Street Tree Planting Various program of \$21K and Mobile Garbage Bin Replacement program by \$10K based on past 5 months trend

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**YTD Variance not recognised in the Q2 Forecast**


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	Major maintenance	510	Variance is a result of incorrect phasing across various programs
	WDV of assets sold	166	Savings from lower than anticipated fleet sales not adjusted in Q2 Forecasting

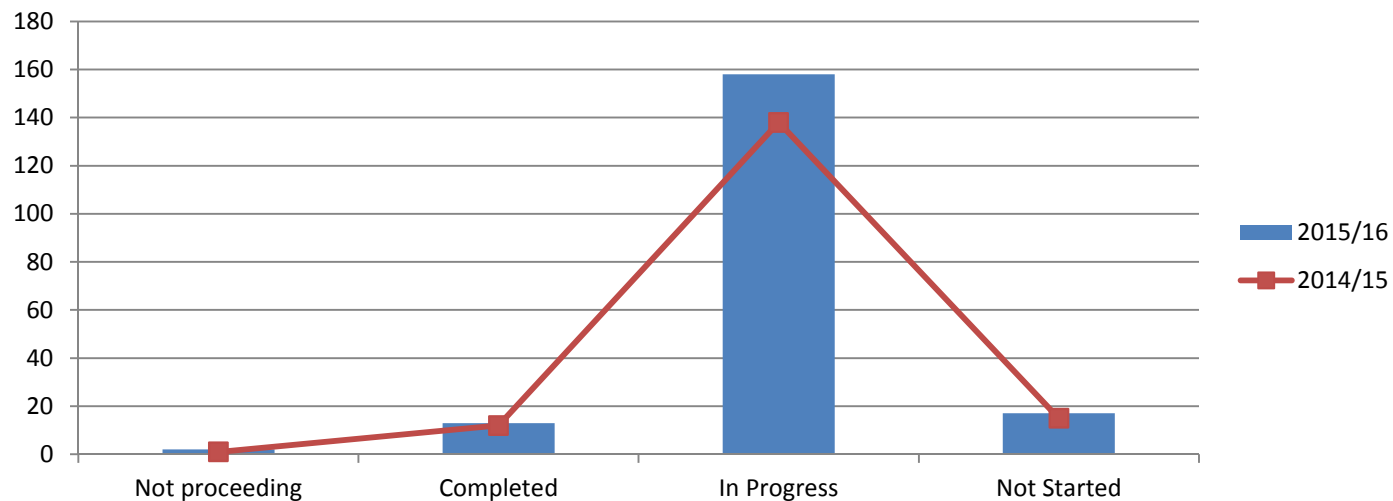
Note: Explanations are provided for all variances +/- \$20,000



**PROJECT STATUS SUMMARY - December 2015**

Asset Category	Total Capital Works	Completed	In Progress	Not Started	Not Proceeding
Roads	38	2	33	2	1
Transport & Road Safety	11	0	9	2	0
Drainage	11	0	11	0	0
Open space	61	3	51	7	0
Buildings	35	4	28	3	0
Plant & Equipment	34	4	26	3	1
Feasibility	0	0	0	0	0
<b>Total capital works Projects</b>	<b>190</b>	<b>13</b>	<b>158</b>	<b>17</b>	<b>2</b>
<b>% Complete December 2015</b>		<b>7%</b>	<b>83%</b>	<b>9%</b>	<b>1%</b>
<b>Total capital works projects (Prior Year)</b>	<b>166</b>	<b>12</b>	<b>138</b>	<b>15</b>	<b>1</b>
<b>% Complete December 2014</b>		<b>7%</b>	<b>83%</b>	<b>9%</b>	<b>1%</b>

**Project Status Summary - December 2015**



## Darebin City Council

### Capital Works Program - projects requiring budget adjustments

#### Projects with expenditure savings

Program	Adjusted Budget	Required Budget	YTD Actuals	Savings	Comment
5057.BODY WORN CAMERAS	10,000	9,091	9,091	909	Completed
5627.RECORDS DOCUMENT SCANNER UPGRADE	14,000	10,227	10,227	3,773	Completed
6037.BUNDOORA PARK FUEL MANAGEMENT SYSTE	20,000	16,815	16,815	3,185	Completed
6754.RALEIGH ST KINDERGARTEN UPGRADE	194,552	184,472	184,472	10,080	Completed
6796.RUTHVEN RESERVE BUILDING CONSOLIDAT	681,434	662,641	662,641	18,793	Completed
5228.ROADS RESURFACE PROGRAM	2,374,000	1,924,000	378,750	450,000	Specialised asphalt mixes will deliver savings
				486,741	

#### Projects unable to proceed

Program	Adjusted Budget	Required Budget	YTD Actuals	Unable to be spent	Comment
6607.CROXTON SCHOOL BIKE PATH- IF	30,000	30,000	0	30,000	No permission from Education Department - funds to be transferred to community gardens per Council resolution
5031.SAFE CROSSING - MERRI PARADE	230,000	0	0	230,000	Reliant solely on VicRoads funding - indications that funding will not be provided
				260,000	

#### Projects requiring additional funding

Program	Adjusted Budget	Required Budget	YTD Actuals	Additional funds required	Comment
5034.UBR - GONELLA CRS - PARKING WORKS	0	0	6,975	(6,975)	Emergency works undertaken
5114.SRV COMMUNITY FACILITY FUNDING PGRM	75,000	25,000	4,845	(25,000)	Light pole footings required exceed those estimated at time of budget submission
5670.CHEDDAR RD MEDIAN LANDSCAPE	53,657	53,657	61,308	(7,651)	Project completed with overspend
6823.SPECIAL CHARGE SCHEME	45,460	45,460	46,205	(745)	Project completed with overspend
6107.RESOURCE EFFICIENT PROJECTS	0	0	17	(17)	Prior year project
6259.MOBILE GARBAGE BIN REPLACEMENT	222,000	211,858	213,706	(70,000)	Will exhaust current bin stock between March and May
6674.ROAD REHABILITATION - WINTER CRES	0	0	532	(532)	Prior year project
6827.PEACE POLES ABORIGINAL FEATURE	0	550	550	(550)	Prior year project
				(111,471)	

Darebin City Council  
Capital Works Program Details

Attachment 3

Program	2015/2016 Expenditure Budget	Q2 Expenditure Forecast	YTD Expenditure Actuals	% Actuals v Q2 Forecast
<b>Grand Total</b>	<b>34,700,272</b>	<b>40,216,149</b>	<b>15,156,247</b>	<b>38%</b>
101C.Local Roads	3,704,000	3,704,000	888,895	24%
5001.REHAB-NORTHERNHAY STREET	620,000	620,000	4,507	1%
5228.ROADS RESURFACE PROGRAM	2,374,000	2,374,000	870,605	37%
5482.(UBR) BLACKSPOT LOCAL ROADS	50,000	50,000	10,300	21%
5984.ROAD REHABILITATION - MCGREGOR ST	50,000	50,000	0	0%
6668.ROAD REHABILITATION - CHIFLEY DR	390,000	390,000	2,700	1%
6674.ROAD REHABILITATION - WINTER CRES	220,000	220,000	782	0%
102C.Right of Ways	0	263,280	37,658	14%
6808.RESERVOIR LANEWAY REVITALISATION	0	263,280	37,658	14%
103C.Car Parks	42,000	42,000	15,523	37%
5104.COUNCIL FACILITY CAR PARKS	42,000	42,000	15,523	37%
104C.Footpaths	800,000	800,000	739,547	92%
6436.FOOTPATH RENEWAL PROGRAM	800,000	800,000	739,547	92%
104M.Footpaths - Maintenance	205,000	205,000	30,464	15%
5481.WALKING INITIATIVES	205,000	205,000	30,464	15%
105C.Bikepaths	867,000	897,000	411,823	46%
5250.SHARED PATHS-ST GEORGES RD	217,000	217,000	27,141	13%
5474.SHARED PATH- PARKS RENEWAL PROGRAM	500,000	500,000	234,681	47%
6439.NORMANBY AVE SHARED PATH	150,000	150,000	150,001	100%
6607.CROXTON SCHOOL BIKE PATH- IF	0	30,000	0	0%
105M.Bikepaths - Maint	380,000	494,372	180,026	36%
5472.CREEK CORRIDOR SHARED PATH IMPROVEM	75,000	75,000	0	0%
5473.IMPROVING CYCLING FACILITIES	305,000	419,372	180,026	43%
107C.Program Maintenance	350,000	350,000	204,299	58%
5260.RIGHT OF WAY REPAIRS - VARIOUS	150,000	150,000	41,534	28%
5303.ROAD REHABILITATION DESIGN	50,000	50,000	26,898	54%
5647.KERB & CHANNEL RENEWAL PROGRAM	150,000	150,000	135,867	91%
107M.Road Maintenance	210,000	239,157	131,098	55%
5264.CRACKSEALING - VARIOUS	50,000	50,000	0	0%
6072.ALTERATION OF ROAD PITS BY AUTHORIT	50,000	50,000	2,915	6%
6448.MAJOR ROAD PATCHING	110,000	139,157	128,183	92%
108C.Bridges & Culverts	374,000	374,000	17,950	5%
6711.FOOTBRIDGE REPLACEMENT SCOTT GROVE	374,000	374,000	17,950	5%
108M.Bridges & Culverts - Maint	80,000	80,000	44,297	55%
5370.BRIDGE & CULVERTS PERIODIC MAINT	80,000	80,000	44,297	55%
110C.Special Charge Scheme	0	65,460	46,205	71%
6823.SPECIAL CHARGE SCHEME	0	65,460	46,205	71%
111C.Traffic Devices/LATM	120,000	120,000	6,975	6%
5034.UBR - GONELLA CRS - PARKING WORKS	0	0	6,975	0%
5479.ROUNDBOUT & ROADSIDE PLANTING IMPR	120,000	120,000	0	0%
111M.Traffic Devices/LATM - Maint	50,000	50,000	11,345	23%
5461.SPEED LIMIT REDUCTIONS	50,000	50,000	11,345	23%
114M.Traffic/Road Safety - Other - Maint	30,000	486,306	345,519	71%

**Darebin City Council**  
**Capital Works Program Details**

Attachment 3

Program	2015/2016 Expenditure Budget	Q2 Expenditure Forecast	YTD Expenditure Actuals	% Actuals v Q2 Forecast
6810.SLOPE REMEDIATION PROJECT	30,000	486,306	345,519	71%
116M.Traffic Signals - Maint	270,000	270,000	139,528	52%
5475.TRAFFIC SIGNAL MAINTENANCE	160,000	160,000	68,766	43%
5848.SIGNS & LINES	40,000	40,000	65,762	164%
5912.TRAFFIC SIGNALS UPGRADE	70,000	70,000	5,000	7%
118C.Roads to Recovery	275,000	1,246,427	661,145	53%
5269.R2R-MAY ST- LEONARD TO HOWITT	0	110,000	3,700	3%
5361.R2R - HUGHES PDE	0	1,456	1,456	100%
5684.R2R-DARLING ST- FAIRFIELD TO ARTHUR	0	90,000	3,500	4%
6522.R2R-HIGH ST- GOWER TO DAVID	0	174,000	5,400	3%
6805.R2R-FLINDERS STREET	275,000	870,971	647,089	74%
120C.Other Infrastructure	85,000	85,000	18,564	22%
5077.DEPOT LIGHTING AND SEALING WORKS	85,000	85,000	18,564	22%
201C.Drainage - Roads	740,000	740,000	97,583	13%
5240.DRAINAGE IMPROV-WILSON BLVD PARK	110,000	110,000	0	0%
5400.DRAINAGE IMPROV- 94 PLENTY RD	140,000	140,000	0	0%
5760.DRAINAGE IMPROV-FULHAM RD	150,000	150,000	0	0%
6229.DRAINAGE IMPROVEMEN -197 EDWARDS ST	140,000	140,000	0	0%
6365.DRAINAGE-REACTIVE MINOR UPGRADES	100,000	100,000	9,833	10%
6591.IMPROVEMENT WORKS-RENEWAL DRAINAGE	100,000	100,000	87,750	88%
201M.Drainage - Roads - Maint	170,000	250,000	123,231	49%
5020.DRAINAGE STRATEGY REVIEW	0	80,000	0	0%
5414.DRAINAGE PIPE RELINING	150,000	150,000	118,181	79%
5420.DRAINAGE- STORMWATER CONTRIBUTIONS	20,000	20,000	5,050	25%
205M.Drainage - Others Maint	234,279	390,706	95,643	24%
5422.WATER SENSITIVE URBAN DESIGN	75,000	231,706	95,643	41%
5423.STRATEGIC WATER OUTCOMES IN DAREBIN	159,279	159,000	0	0%
302C.Pedestrian Safety & Mobility	330,000	330,000	52,266	16%
5031.SAFE CROSSING - MERRI PARADE	230,000	230,000	0	0%
6465.RETROFIT DISABILITY DISCRIMINATION	100,000	100,000	52,266	52%
302M.Pedestrian Safety & Mobility -Maint	40,000	40,000	0	0%
5440.SCHOOL CROSSING RENEWAL & MAINTENAN	40,000	40,000	0	0%
306M.Street Lighting - Maint	2,110,064	1,603,459	1,271,926	79%
5465.STREET LIGHT UPGRADES - VARIOUS	20,000	20,000	2,552	13%
6820.ENERGY EFFICIENT STREET LIGHTS	2,090,064	1,583,459	1,269,374	80%
310M.Integrated Transport'n Plan - Maint	167,000	236,160	58,440	25%
6353.PUBLIC TRANSPORT	40,000	40,000	3,400	9%
6581.TRANSPORT PLANNING	0	28,300	0	0%
6582.TRAVEL SAFE PROGRAMS	127,000	167,860	55,040	33%
311C.Traffic Devices/LATM	1,520,000	1,520,000	64,095	4%
5790.TRAFFIC MANAGEMENT/ROAD SAFETY	1,500,000	1,500,000	64,095	4%
5846.INDENTED PARKING - FRIER STREET	20,000	20,000	0	0%
314C.Traffic/Road Safety - Other	50,000	50,000	0	0%
5267.TRAFFIC DEVICES REPAIRS - VARIOUS	50,000	50,000	0	0%
314M.Traffic/Road Safety - Other - Maint	60,000	60,000	34,863	58%

**Darebin City Council**  
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Program	2015/2016 Expenditure Budget	Q2 Expenditure Forecast	YTD Expenditure Actuals	% Actuals v Q2 Forecast
5030.GRADE SEPERATION	60,000	60,000	34,863	58%
401C.Playing Surfaces	678,343	986,037	568,090	58%
5491.SPORTSFIELD LIGHTING - RESERVES	419,750	419,750	361,200	86%
5956.UPGRADE OF KP HARDIMAN RESERVE-IF	0	29,415	5,350	18%
6751.MAYER PARK UPGRADE	6,000	6,000	6,812	114%
6769.SWAIN RES HALF COURT BASKETBALL FAC	0	85,000	60,545	71%
6828.SRV BT CONNOR RESERVE LIGHTING	0	30,000	20,848	69%
6829.SRV MCDONNELL RESERVE LIGHTING	0	30,000	0	0%
6832.MULTI-COURT FEASIBILITY STUDY	0	0	(799)	0%
6833.OUTDOOR MULTI-PURP SPORTS CRTS- IF	252,593	385,872	114,134	30%
401M.Playing Surfaces - Maint	135,000	135,000	29,870	22%
5496.SYNTHETIC PLAYING SURFACE	90,000	90,000	4,000	4%
5498.SYNTHETIC CRICKET WICKET INSTALLATI	45,000	45,000	25,870	57%
402C.Public Open Space - Parks	1,248,000	1,392,320	225,010	16%
5046.ACTIVE RECREATION IN PARKS	100,000	100,000	0	0%
6375.GE ROBINSON RESERVE UPGRADE	3,000	3,000	0	0%
6390.BIG PARKS - MASTERPLAN	350,000	420,000	75,216	18%
6475.PARKS RENEWAL PROJECTS	200,000	200,000	64,180	32%
6770.POCKET PARKS RENEWAL PROGRAM	180,000	180,000	39,155	22%
6834.ALL NATIONS PARK ACTIVATION- IF	235,000	366,975	22,475	6%
6835.EXERCISE EQUIP IN PARKS- IF	180,000	122,345	23,984	20%
402M.Public Open Space - Parks - Maint	827,000	822,281	423,175	51%
5042.JOHN CAIN MEMORIAL PARK MASTERPLAN	30,000	30,000	7,075	24%
5047.DAREBIN COMMUNITY FOREST STRATEGY	200,000	200,000	93,191	47%
6095.LEACHATE TREATMENT-DAREBIN PARKLAND	150,000	150,000	700	0%
6240.EDGARS WETLAND/EDWARDES LAKE SEDIME	45,000	45,000	15,770	35%
6691.SPORTS GOAL POST REPLACEMENT	27,000	27,000	24,080	89%
6693.WARM SEASON TURF ESTABLISHMENT	220,000	220,000	171,832	78%
6765.CRK IMPROVEMENT-DAREBIN/EDGAR/MERRI	115,000	115,000	59,586	52%
6824.DOG PARK	40,000	35,281	50,940	144%
403C.Streetscapes	1,300,000	1,893,985	603,455	32%
5520.STREETSCAPE IMPROVEMENTS	0	0	850	0%
5522.RESERVOIR STREETSCAPE MASTERPLAN IM	500,000	874,310	406,402	46%
6816.SHOPPING STRIP INFRASTRUCTURE&BUSIN	800,000	1,019,675	196,203	19%
403M.Streetscapes - Maint	580,000	633,657	499,421	79%
5048.BILL LAWRY OVAL & OLDIS GARDENS MP	30,000	30,000	15,426	51%
5116.GREEN STREETS IMPLEMENTATION	130,000	130,000	15,314	12%
5670.CHEDDAR RD MEDIAN LANDSCAPE	0	53,657	62,192	116%
6248.STREET TREE PLANTING - VARIOUS	420,000	420,000	406,489	97%
405C.Bundoora Park	50,000	104,265	56,906	55%
5598.BUNDOORA PARK MASTERPLAN	0	54,265	56,906	105%
6764.BUNDOORA PARK GOLFCOURSE ASSET UPGR	50,000	50,000	0	0%
406C.Playground Equipment	1,160,000	1,312,728	215,223	16%
5085.BATMAN PARK MASTER PLAN	400,000	400,000	7,636	2%
5490.WH ROBINSON / AH CAPP RESERVE	110,000	110,000	0	0%

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Program	2015/2016 Expenditure Budget	Q2 Expenditure Forecast	YTD Expenditure Actuals	% Actuals v Q2 Forecast
5801.PLAYGROUND UPGRADES	650,000	802,728	207,587	26%
408C.Irrigation Systems	570,000	570,000	238,495	42%
5972.IRRIGATION UPGRADES - VARIOUS	90,000	90,000	61,603	68%
6652.HAYS PARK SUB-SURFACE DRAINAGE	480,000	480,000	176,893	37%
410C.Public Art	65,000	66,453	6,681	10%
5591.ARTS IN PUBLIC PLACES	65,000	66,453	6,681	10%
410M.Public Art - Maint	20,000	20,000	8,477	42%
5521.REFURBISH ART IN PUBLIC PLACES	20,000	20,000	8,477	42%
411C.Others	2,295,000	2,309,808	280,686	12%
5045. ACCESS & AMENITY IMPROV	0	110,000	14,229	13%
5114.SRV COMMUNITY FACILITY FUNDING PGRM	195,000	145,000	76,408	53%
5518.DOG SIGNAGE	100,000	164,808	1,775	1%
5788.JUNCTION URBAN MASTER PLAN	0	750,000	73,255	10%
6382.STREET TREE PLANTING	0	310,000	0	0%
6388.DAREBIN PARKLANDS ENTRY	0	100,000	1,500	2%
6480.GATEWAY BEAUTIFICATION	0	150,000	0	0%
6703.PRESTON CIVIC PRECINCT BBQ & OVAL	0	50,000	0	0%
6732.CITY WIDE BEAUTIFICATION PROJECTS	2,000,000	210,000	93,024	44%
6839.ADVOCACY WORKS	0	20,000	0	0%
6840.RAIL CORRIDOR LAND	0	100,000	0	0%
6841.RESERVOIR STREETScape MASTERPLAN IM	0	60,000	0	0%
6842.ACTIVE SPACES CB	0	20,000	0	0%
6843.CONSULTANCY & SURVEYS CB	0	120,000	20,496	17%
411M.Others - Maint	0	32,500	8,740	27%
6831.SRV NARC FEASIBILITY STUDY	0	32,500	8,740	27%
413C.Rec & Leisure Other Infrastructure	457,000	457,000	275,688	60%
5113.SAFETY FENCING PROGRAM SPORTING RES	53,000	53,000	26,682	50%
5372.NORTHCOTE GOLF COURSE - BRIDGE REFU	73,000	73,000	10,507	14%
5930.SPORTING RESERVE SAFETY NETS	260,000	260,000	238,498	92%
6474.DAREBIN COMMUNITY SPORTS STADIUM	71,000	71,000	0	0%
413M.Rec & Leisure Other Infra - Maint	62,000	62,000	30,386	49%
6767.LEISURE MINOR WKS FUNDING PGRM	62,000	62,000	30,386	49%
501C.Community Facilities	1,693,000	2,050,825	510,741	25%
5076.INTERCULTURAL CENTRE PROJECT	55,000	55,000	59,605	108%
5091.PUBLIC CONVENIENCE WORKS - VARIOUS	210,000	537,153	156,587	29%
5109.NORTHCOTE TOWN HALL WORKS	437,000	449,345	139,879	31%
5608.EAST PRESTON NEIGHBOURHOOD HOUSE-IF	835,000	853,327	54,518	6%
6826.NTH MAIN HALL ROOF TRUSS SYSTEM	156,000	156,000	100,152	64%
501M.Community Facilities - Maint	340,000	345,428	122,714	36%
5122.THORNBURY FAMILY CENTRE REFURB	0	5,428	25,042	461%
6253.NORTHCOTE LIBRARY - CARPET REPLACEM	90,000	90,000	0	0%
6495.DAEC LIFECYCLE RENEWAL - CARPET	100,000	100,000	77,672	78%
6728.STRATEGIC LAND USE ANALYSIS	150,000	150,000	20,000	13%
502C.Early Years Facilities	427,548	432,302	184,472	43%
5544.RELOCATABLE KINDERGARTEN BUILDING	237,750	237,750	0	0%

**Darebin City Council**  
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Program	2015/2016 Expenditure Budget	Q2 Expenditure Forecast	YTD Expenditure Actuals	% Actuals v Q2 Forecast
6754.RALEIGH ST KINDERGARTEN UPGRADE	189,798	194,552	184,472	95%
504C.Municipal Offices	310,000	410,000	112,259	27%
5071.CITY & SHIRE HALL REVIEW	260,000	260,000	13,779	5%
6255.274 GOWER ST - BACKUP POWER GEN	50,000	150,000	98,480	66%
504M.Municipal Offices - Maint	100,000	163,862	155	0%
5661.PRESTON OFFICE ACCOMMODATION	100,000	163,862	155	0%
505C.Sports Facilities	1,813,000	1,831,000	220,299	12%
5574.DISC WORKS	121,000	121,000	61,157	51%
6262.RLC - COGEN	0	56,000	2,335	4%
6718.NARC - MASTERPLAN ASSET MAINT	192,000	192,000	72,750	38%
6799.MULTI SPORTS STADIUM	1,500,000	1,462,000	84,057	6%
506C.Buildings	734,000	1,527,724	1,122,522	73%
5535.DISABILITY ACCESS AT FACILITIES-VAR	125,000	183,256	0	0%
5547.RALEIGH ST CHILDREN'S CENTRE KITCHE	75,000	75,000	72,903	97%
5804.DAEC ACCOMMODATION WORKS	0	67,458	1,696	3%
5947.ROBINSON RD-FACILITY UPGRADE	69,000	69,000	38,800	56%
6032.RESERVOIR COMM & LEARNING CENTRE	0	231,576	298,424	129%
6107.RESOURCE EFFICIENT PROJECTS	0	0	1	0%
6131.ENERGY EFFICIENCY WORKS - VARIOUS	140,000	140,000	36,983	26%
6501.DRRC NOISE WALL	0	80,000	0	0%
6796.RUTHVEN RESERVE BUILDING CONSOLIDAT	325,000	681,434	673,717	99%
506M.Buildings - Maint	392,000	425,970	163,003	38%
5562.PRESTON MUNICIPAL OFFICES	120,000	120,000	36,870	31%
5933.ROOF ACCESS IMPROVEMENTS - VARIOUS	42,000	42,000	28,785	69%
6120.DRRC TRANSFER DECK RETAINING WALL	130,000	122,000	87,050	71%
6814.RESERVOIR CENOTAPH RELOCATION	0	41,970	5,000	12%
6838.ASBESTOS MANAGEMENT	100,000	100,000	5,298	5%
507C.Pavilions	890,000	970,957	610,442	63%
6367.SPORTING PAV RUBBISH BIN ENCLOSURES	30,000	30,000	0	0%
6707.SULLIVAN RESERVE PAVILION	860,000	940,957	610,442	65%
701C.Information Technology	1,304,038	1,552,252	488,271	31%
5160.AGENDA & MINUTES AUTOMATED SYSTEM	70,000	70,001	0	0%
5616.IT SERVER, DISK STORAGE & COMMS UPG	300,000	420,969	111,284	26%
5617.IT & COMMS EQUIPMENT RENEWAL	450,000	494,510	218,557	44%
5634.WEBSITE ENHANCEMENTS	279,038	361,772	108,319	30%
5827.WIDE FORMAT PLOTTER/SCANNER	25,000	25,000	0	0%
6486.LIBRARY IT STRATEGY IMPLEMENTATION	60,000	60,000	8,802	15%
6643.IT BUSINESS APPL SYSTEM UPGRADES	120,000	120,000	41,310	34%
701M.Information Technology - Maint	185,000	185,000	6,391	3%
6628.DAREBIN LIBRARY WEBSITE REFRESH	35,000	35,000	0	0%
6742.WIFI / BROADBAND PROJECT	150,000	150,000	6,391	4%
702C.IT - Business Unit	194,000	359,147	157,163	44%
5144.VENUE BOOKING MANAGEMENT SYSTEM	95,000	95,000	0	0%
5542.FIRE SUPPRESSION MUNICIPAL DATA CEN	50,000	0	0	0%
5613.AGED & DISABILITY SYSTEM REPLACEMNT	0	215,147	123,853	58%

**Darebin City Council**  
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5627.RECORDS DOCUMENT SCANNER UPGRADE	14,000	14,000	10,227	73%
5963.DAREBIN LIBRARY PC REPLACEMENT	35,000	35,000	23,083	66%
702M.IT - Business Unit - Maint	37,000	37,000	10,000	27%
5057.BODY WORN CAMERAS	10,000	10,000	10,000	100%
5141.ONLINE APPLICATION FORMS	12,000	12,000	0	0%
5143.ONLINE RESIDENT PARKING PERMIT SYS	15,000	15,000	0	0%
703C.Fleet	2,040,000	2,303,298	990,342	43%
5620.PLANT REPLACEMENT - HEAVY VEH	1,580,000	1,592,244	803,773	50%
5626.HERBICIDE SPARYING UNIT	20,000	20,000	17,022	85%
5628.PLANT REPLACEMENT - LIGHT VEH	420,000	671,054	152,732	23%
6037.BUNDOORA PARK FUEL MANAGEMENT SYSTE	20,000	20,000	16,815	84%
706C.Equipment	302,000	400,800	330,146	82%
6259.MOBILE GARBAGE BIN REPLACEMENT	222,000	222,000	219,012	99%
6785.YOUTH SERVICES EQUIPMENT PURCHASES	80,000	80,000	69,219	87%
6836.DAREBIN POP- UP PIAZZA- IF	0	98,800	41,915	42%
706M.Equipment	184,000	184,000	107,119	58%
5056.EVENT EQUIPMENT REFURBISHMENT	7,000	7,000	0	0%
6378.DAEC LIFECYCLE MAINT	90,000	90,000	58,157	65%
6777.CHRISTMAS DECORATIONS	87,000	87,000	48,962	56%
707C.Library Books	732,000	732,000	518,421	71%
5550.DAREBIN LIBRARIES-PRODUCT PURCHASES	732,000	732,000	518,421	71%
708C.Furniture	130,000	332,223	223,548	67%
5055.NORTHCOTE TOWN HALL EQUIPMENT	90,000	90,000	21,177	24%
6114.DAREBIN LIBRARIES FACILITIES	40,000	40,000	0	0%
6821.RESERVOIR COMM CENTRE FURN, FIT EQU	0	202,223	202,372	100%
720M.Plant & Equipment - Other - Maint	182,000	182,000	79,029	43%
5950.ART COLLECTION - PURCHASES & SYSTEM	50,000	50,000	10,000	20%
6634.ART & HISTORY CATALOGUE	50,000	50,000	11,091	22%
6802.RLC POOL PLANT & EQUIPMENT MAINT	82,000	82,000	57,938	71%



## 6.2 RATE REBATES FOR SPECIFIC VACANT LAND PROPERTIES

**Author:** Chief Financial Officer

**Reviewed By:** Corporate Services Director

### Report Background

At its meeting on 22 June 2015, Council declared rates and charges for the 2015/2016 Financial Year. It determined that general rates would be raised by the application of differential rates.

Various differential rate categories were declared. These included 'Vacant Business Land', 'Vacant Residential Land' and 'Vacant Retail Land' (the Vacant Land Categories).

### Previous Resolution

At its meeting on 22 June 2015, Council resolved:

*“That:*

.....

#### **(3) General Rates**

- 3.1 *A general rate be declared in respect of the 2015/2016 Financial Year.*
- 3.2 *It be further declared that the general rate be raised by the application of differential rates.*
- 3.3 *A differential rate be declared for rateable land having the characteristics specified below, and which form the criteria for each differential rate so declared:*

.....

#### **3.3.3 Vacant Business Land**

- 3.3.3.1 *Vacant Business Land is any land which is zoned other than residential under the Darebin Planning Scheme, and:*
- 3.3.3.2 *On which no building designed or adapted for permanent occupation is constructed; and*
- 3.3.3.3 *In respect of which no building permit for the construction of a new building designed or adapted for permanent occupation has been issued under the Building Act 1993 in the 12 months prior to the date of declaration of rates in the 2015/2016 financial year.*

#### **3.3.4 Vacant Residential Land**

- 3.3.4.1 *Vacant Residential Land is any land which is zoned residential under the of Darebin Planning Scheme and:*
- 3.3.4.2 *On which there is no dwelling or other building designed or adapted for permanent occupation; and*
- 3.3.4.3 *In respect of which a building permit for demolition was issued under the Building Act 1993 in the 18 months prior to the date of declaration of rates for the 2015/2016 financial year; and*

3.3.4.4 *In respect of which no building permit for the construction of a new dwelling or other building designed or adapted for permanent occupation has been issued under the Building Act 1993 in the period since demolition, with the date of demolition taken to be the date on which the building permit for demolition was issued under the Building Act 1993;*

*or*

3.3.4.5 *On which there is no dwelling or other building designed or adapted for permanent occupation; and*

3.3.4.6 *In respect of which no building permit for demolition was issued under the Building Act 1993 in the 18 months prior to the date of declaration of rates for the 2015/2016 financial year; and*

3.3.4.7 *In respect of which no building permit for the construction of a new dwelling or other building designed or adapted for permanent occupation has been issued under the Building Act 1993 in the 12 months prior to the date of declaration of rates for the 2015/2016 financial year.*

.....”

### **Briefing Date**

Councillor Briefing 22 February 2016.

### **Council Plan Goal/Endorsed Strategy**

- Goal 6 - Open and Accountable Democracy
- Budget 2015/2016

### **Summary**

Since the declaration of rates for 2015/2016, thirteen ratepayers who have been rated on the basis of the Vacant Residential Land differential and ten ratepayers who have been rated on the basis of the Vacant Business Land differential have received building permits. Six of these ratepayers have sought to have the rates levied on them amended to the lower differential rate from the date that their building permits were issued.

Under the resolution of Council, the issuance of a building permit does not provide an opportunity for officers to re-evaluate the rates levied on a property for 2015/2016 financial year.

However, Council may grant a rate rebate under Section 169(1) of the *Local Government Act 1989*.

### **Recommendation**

#### **That Council**

- (1) Notes the granting of such a rate rebate to owners of vacant land who have obtained a building permit in respect of that land assists, encourages and promotes responsible land management through appropriate maintenance and development of the land so that foregone community and economic development resulting from underutilisation of land is minimised.

- (2) Endorses the rate rebates totalling \$101,805.70 to the following properties that have been charged vacant land differentials for the 2015/2016 financial year but which have been issued a building permit since 1 July 2015:
- a) \$1,755.50 for 9 Theobald Street, Thornbury;
  - b) \$1,971.85 for 10 Massey Avenue, Reservoir;
  - c) \$33,716.90 for 86 Bell Street, Preston;
  - d) \$4,570.05 for 12 Brex Street, Reservoir;
  - e) \$14,445.60 for 37-43 Plenty Road, Preston;
  - f) \$3,575.15 for 219 Gooch Street, Thornbury;
  - g) \$1,121.90 for 2A O'Dowd Street, Reservoir;
  - h) \$1,121.90 for 2 The Mews, Preston;
  - i) \$2,696.50 for 35 Victoria Street, Preston;
  - j) \$2,133.50 for 31 Lookout Rise, Macleod;
  - k) \$3,086.20 for 364 Rossmoyne Street, Thornbury;
  - l) \$979.45 for 24 Gertz Avenue, Reservoir;
  - m) \$919.35 for 11 Parkside Row, Preston;
  - n) \$919.35 for 13 Parkside Row, Preston;
  - o) \$1,362.00 for 10 Clough Street, Reservoir;
  - p) \$1,298.70 for 12 Clough Street, Reservoir;
  - q) \$4,420.75 for 204 High Street, Preston;
  - r) \$9,733.20 for 9-13 Arthurton Road, Northcote;
  - s) \$1,367.95 for 135 Darebin Boulevard, Reservoir;
  - t) \$1,633.10 for 110 Gower Street, Preston;
  - u) \$1,108.10 for 18 Tennyson Avenue, Preston;
  - v) \$6,249.90 for 154-156 High Street, Preston;
  - w) \$1,119.70 for 36 Prospect Hill Road, Bundoora.
- (3) Authorises officers to provide a rate rebate to any further properties that have been levied vacant land differentials and where a building permit has been issued for the construction of a new building designed or adapted for permanent occupation during the 2015/2016 rating year.
- (4) Notes that the definition relating to vacant land differentials will be updated to allow the rates levied on vacant land properties to be amended on the receipt of a building permit as part of the declaration of rates for the 2016/2017 financial year and reflected in the 2016/2017 budget document.

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## Introduction

Rates Notices for Darebin's ratepayers have been raised in accordance with Council's resolution of 22 June 2015 and the adopted 2015/2016 Budget.

Since the declaration of rates for 2015/2016, five ratepayers who have been rated on the basis of the Vacant Residential Land differential and one ratepayer who has been rated on the basis of the Vacant Business Land differential have received building permits.

These ratepayers are now seeking to have the rates levied on them amended pro rata to the lower differential rate from the date that their building permits were issued.

Under the resolution of Council, the issuance of a building permit does not provide an opportunity for officers to re-evaluate the rates levied on a property for 2015/2016 financial year. The current resolution of Council has the following impact:

- (1) Vacant Business Land – can only be rated using the Business Land (non-vacant land) differential if a building permit has been issued for the construction of a new building designed or adapted for permanent occupation in the 12 months prior to the date of declaration of rates in the 2015/2016 financial year. If the building permit is issued after the date of declaration of rates then the Vacant Business Land differential is applied to the property for the entire rating year.
- (2) Vacant Residential Land – can only be rated using the Residential Land (non-vacant land) differential if either
  - a) a building permit has been issued for demolition in the 18 months prior to the declaration of rates for the 2015/2016 financial year and a building permit for the construction of a new dwelling or other building designed or adapted for permanent occupation has been issued in the period since the building permit for demolition was issued; or
  - b) a building permit has been issued for the construction of a new building designed or adapted for permanent occupation in the 12 months prior to the date of declaration of rates in the 2015/2016 financial year.

If the building permit for the construction of a new building designed or adapted for permanent occupation is issued after the date of declaration of rates then the Vacant Residential Land differential is applied to the property for the entire rating year.

### Issues and Discussion

The following properties have received building permits since 1 July 2015 and the owners have requested that their rates be adjusted accordingly:

Property	Current Differential	Building Permit Issued	CIV
9 Theobald Street, Thornbury	Vacant Business Land	28/07/2015	\$330,000
10 Massey Avenue, Reservoir	Vacant Residential Land	31/07/2015	\$416,000
86 Bell Street, Preston	Vacant Business Land	03/08/2015	\$6,380,000
12 Brex Court, Reservoir	Vacant Business Land	05/08/2015	\$870,000
37-43 Plenty Road, Preston	Vacant Business Land	05/08/2015	\$2,750,000
219 Gooch Street, Thornbury	Vacant Residential Land	06/08/2015	\$768,000
2A O'Dowd Street, Reservoir	Vacant Residential Land	06/08/2015	\$241,000
2 The Mews, Preston	Vacant Residential Land	26/08/2015	\$325,000
35 Victoria Street, Preston	Vacant Business Land	27/08/2015	\$550,000
31 Lookout Rise, Macleod	Vacant Residential Land	31/08/2015	\$496,000
364 Rossmoyne, Thornbury	Vacant Business Land	08/09/2015	\$655,000
24 Gertz Avenue, Reservoir	Vacant Business Land	11/09/2015	\$210,000
11 Parkside Row, Preston	Vacant Residential Land	01/10/2015	\$238,000

Property	Current Differential	Building Permit Issued	CIV
13 Parkside Row, Preston	Vacant Residential Land	01/10/2015	\$238,000
10 Clough Parade, Reservoir	Vacant Residential Land	11/10/2015	\$366,000
12 Clough Parade, Reservoir	Vacant Residential Land	11/10/2015	\$349,000
204 High Street, Preston	Vacant Business Land	12/10/2015	\$1,060,000
9-13 Arthurton Road, Northcote	Vacant Business Land	16/10/2015	\$2,370,000
135 Darebin Boulevard, Reservoir	Vacant Residential Land	28/10/2015	\$393,000
110 Gower Street, Preston	Vacant Residential Land	06/11/2015	\$487,000
18 Tennyson Avenue, Preston	Vacant Residential Land	25/11/2015	\$360,000
154-156 High Street, Preston	Vacant Business Land	03/12/2015	\$1,930,000
36 Prospect Hill Drive, Bundoora	Vacant Residential Land	10/12/2015	\$391,000

There is no legislative instrument that would allow Council to recategorise the properties listed above for rating purposes, thus allowing a different differential to be applied for the period of the financial year after a building permit has been issued.

However, Section 169(1) of the *Local Government Act 1989* empowers Council to grant a rate rebate or concession if it would assist the proper development of the municipal district.

The granting of a rate rebate or concession to owners of vacant land who have obtained a building permit in respect of that land would assist, encourage and promote responsible land management through appropriate maintenance and development of the land so that foregone community and economic development resulting from underutilisation of land is minimised.

The Council resolution granting a rate rebate or concession must specify the benefit to the community as a whole resulting from the rebate or concession.

The rebate for the above properties would be calculated as follows:

$$\text{Rebate} = \text{CIV} * (\text{V} - \text{N}) * (\text{30 June 2016} - \text{D}) / 366$$

Where

CIV = Capital Improved Value

V = Vacant Land Differential

N = Non-Vacant Land Differential

D = Date Building Certificate issued

**Options for Consideration**

- (3) Provide rate rebate to those properties with a vacant land differential where a building permit has been issued. This is the recommended option.
- (4) Do not provide rate rebate to those properties with a vacant land differential where a building permit has been issued.

**Financial and Resource Implications**

Providing the rate rebates for properties detailed in this report would reduce Council's rate income by \$101,805.70 for the 2015/2016 financial year.

**Risk Management**

The level of risk associated with providing rate rebates as detailed is considered to be low.

**Policy Implications****Economic Development**

There are no Economic Development considerations relating to this report.

**Environmental Sustainability**

There are no Environmental Sustainability considerations relating to this report.

**Human Rights, Equity and Inclusion**

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

**Other**

There are no other factors which impact on this report.

**Future Actions**

Subject to the adoption of the recommendations of this report, rate rebates will be raised for the properties detailed in this report.

**Consultation and Advocacy**

Not applicable.

**Related Documents**

- City of Darebin Budget 2015/2016
- Council Minutes – 22 June 2015

**Disclosure of Interest**

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

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

### 6.3 SIGNIFICANT TREE REGISTER – COMMUNITY CONSULTATION OUTCOME

**Author:** Manager Parks and Vegetation

**Reviewed By:** Director Culture, Leisure and Works

#### Report Background

Council resolved at its meeting on the 2 April 2013 to introduce a resident nominated significant tree register to encourage a greater awareness of the value of trees on private land. The *Darebin Urban Forest Strategy* adopted at the Council meeting of 16 December 2013, calls for the development of a significant tree register on private land within 12 months of the Strategy being adopted (refer section 5.2.2 entitled 'Tree Protection').

This report provides Council with an update on the community consultation program undertaken for the implementation of the Significant Tree Register. This is in direct response to the Council resolution of 24 June 2015 to conduct a community consultation program on the process and its outcomes.

#### Previous Council Resolution

At its meeting on 24 June 2015, Council resolved:

*'That Council:*

- 1. Conduct a community consultation program on the process and its outcomes;*
- 2. Following the community consultation period a further report will be presented to Council with the community's' feedback; and*
- 3. The Council report will consider the introduction of a Significant Tree Register for trees on private land.'*

#### Previous Briefing(s)

Councillor Briefing - 22 February 2016

#### Council Plan Goal/Endorsed Strategy

Council Plan Goal 3- Sustainable and Resilient Neighbourhoods

The Council policies and strategies related to tree removal are:

- Tree Retention Policy (2008)
- GreenStreets Streetscape Strategy (2013)
- Open Space Management Plan (2010)
- Open Space Strategy (2007)
- Urban Forest Strategy (2013)

## Summary

Council has received resident feedback to the proposed implementation of Darebin's Significant Tree Register via consultation activities undertaken over an eight week period from October through to December 2015. Given the role that private trees play in the urban landscape and the community desire for a register of significant trees, it is recommended that Council adopt the Significant Tree Register and introduce it over a period of three months.

### Recommendation

**That** Council resolve to introduce the Significant Tree Register by 30 June 2016.

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## Introduction

The Significant Tree Register aims to:

- Develop a community nominated list of the most significant trees in Darebin on private land.
- Encourage awareness in the value of trees.
- Provide Council with data on the tree canopy on private property.

A resolution was passed to conduct a community consultation program on the process and its outcomes. A consultation process was undertaken over an eight week period from October through to December 2015; and feedback received related to the significant tree register, registration form and the process involved. The main avenues for consultation were through direct contact with relevant advisory groups and via the "Have your Say" section of Council's website. Nominations were also received to register private trees.

A total of three written responses were received during the consultation period (See **Appendix A**). Main themes from consultation included:

- Support for the register – Requests to register trees were received during consultation process
- Suggested amendments to the registration form (including format, categories for nomination and section for supporting evidence). At the conclusion of the eight week consultation period the feedback was collated and minor amendments were made to the registration form based on some of the feedback.
- Questions pertaining to protection measures afforded through the tree register.

## Issues and Discussion

Main themes from consultation included:

- Support for the register – Requests to register trees were received during consultation process
- Suggested amendments to registration form (including format, categories for nomination and section for supporting evidence). At the conclusion of the eight week consultation period the feedback was collated and minor amendments were made to the registration form based on some of the feedback.
- Questions pertaining to protection measures afforded through the tree register.



Throughout the consultation period, residents recommended amendments to the tree registration form itself. Several of these amendments have been adopted in the registration form attached (**Appendix B**).

Despite limited feedback it is evident that there is a 'want' in the community for a significant tree register. Feedback centred on protection measures afforded to trees that are included in the register. These protection measures were previously investigated at a Council meeting on 26 November 2012. Here it was resolved *'that officers prepare a report for a Council meeting in early 2013 regarding a range of options and approximate costings to protect significant trees on public and private property in Darebin'*.

Despite not affording protection to private trees, the register would provide residents a greater awareness and appreciation of the value of trees on private land and also begin the process of data collection of trees on private land.

### **Options for Consideration**

- **Option 1:** Adopt the Significant Tree Register and introduce over a three month period (preferred option).
- **Option 2:** Not implement the Significant Tree Register.

### **Financial and Resource Implications**

None

### **Risk Management**

As some residents may not want significant trees on their property to be listed on the register, Officers will prepare a communication plan outlining how this initiative contributes to a Liveable Darebin.

### **Policy Implications**

#### **Economic Development**

Maintaining tree canopy via significant trees increases the desirability and livability of a suburb, which in turn can increase property values and attract investment.

#### **Environmental Sustainability**

Conservation of and increasing the Darebin urban forest will help counter carbon emissions, improve shade and reduce the urban heat island effect throughout the city.

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

Trees contribute to both physical and mental wellbeing. Securing the preservation of the urban forest will ensure there is a lasting benefit and positive impact on all members of the community.

#### **Other**

Administrative support will be required to implement and run the program. An increase in hours for existing part-time administration staff from 0.6 to full time would be necessary.

## Future Actions

The Significant Tree Register is introduced by 30 June 2016.

## Consultation and Advocacy

Consultation was undertaken with specific advisory groups. These include:

- Darebin Aboriginal Advisory Committee
- Darebin Environmental Reference Group
- Urban Food Team – Darebin Information Volunteer and Resource Service

Darebin residents were consulted via the “Have your Say” section of the Council website (open for a period of 8 weeks)

Council officers consulted included:

- Manager Environment and Natural Resources
- Coordinator Public Realm
- Coordinator Urban Tree Management
- Planning Arborist

## Related Documents

- Tree Retention Policy 2008
- Greenstreets Streetscape Strategy 2013
- Open Space Management Plan 2010
- Open Space Strategy 2007
- Council Minutes – 20 December 2010, 7 March 2011, 6 August 2012, 17 September 2012, 26 November 2012 and 24 June 2015
- Consultation received (**Appendix A**)
- Final registration form (**Appendix B**)

## Disclosure of Interest

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

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

## Subject: Feedback for Significant Tree Register

Hello

Community Group 1 are creating our own Edible Fruit Tree Register in which many of the categories in your tree register are applicable. At the Stakeholders Meeting we identified some of our own particular requirements in setting up an Edible Fruit Tree Register. Some of the considerations raised during this process may apply to your tree register, for example;

- Allocating a file number to the top of the form for tracking purposes. (Darebin Council to allocate)
- An instruction section at the top outlining
  - ☐ photo format (e.g. need for high res .jpg format)
  - ☐ email address and mailing address for electronic and hard copy posting
  - ☐ what to do if someone wants to make more than one nomination
- Contact details of the person filling out the form
- In the Location section – latitude and longitude would be required for GPS mapping
- Accessibility of the tree
- If the tree has any visible disease
- Perhaps in Frequently asked questions – edible versus non edible trees/ bushes could be clarified?
- Appendices at the end for adding photos and other attached documentation.

Your form is concise in question and simple and clear in layout which is great for the general public.

We look forward to further collaboration with you.

Warm regards

Community Group 1

To: Darebin Parks

Subject: Thankyou (for Tree Register)

Dear Parks staff,

Am so relieved the Significant Tree Register is being started up. I've been meaning to write to the Council on this topic for the last couple of years. Unfortunately the most significant tree close to where I live (in Regent / Sth Reservoir) - a huge old flowering gum that every summer flocks of native coloured birds came to feast from, the height of a 6 storey building - was professionally removed before our eyes one afternoon, over a year ago to make way for new housing apartments.

A slightly smaller version of it on the edge of the same property for a while remained, until again we heard the whirring sound of chainsaws, & noticed it too vanished.

Neighbours tend to copy one another, so within a further 6 months my own landlady had removed a further 2 large trees outside the flat I rent (same backyard), which has now completely transformed the environment from one of mostly shade to one of almost none.

If the Tree Register had been active earlier on, my hope would be the largest of the 2 huge eucalypts at least could have been built around, instead of removed, and a culture of respect could have been created in the area, discouraging such short-sighted behaviour from others watching on. Trees take so very many decades to reach an established, fully mature size & height, by which time they become an integral part of an area (not just within the boundaries of where planted) - so I think very careful thought needs to go in to whether they're removed.

Now I'm aware the new Register exists, I'll be paying close attention to other trees I come across locally, so I can more formally communicate their value to you as well.

With deep gratitude,

Sincerely, Resident 1

(Darebin & nearby resident for over 10 yrs.)

Hi. I notice that Darebin is establishing a significant tree register.

Can you advise what it means, in practical terms, should a resident's tree become listed on the register? For example, does it mean the resident cannot remove it, should that become necessary for some reason? Does it mean that developers on neighbouring properties would have to ensure they did not damage the tree by building too close to it? Does it mean there could be some kind of subsidy for occasional inspections by arborists, as is done (presumably) for trees in council parks?

I have looked at the FAQ document and assessment form on the website, but these do not provide an indication of the purpose and implications of listing trees on the register.

Thanks.

Resident 2

## Darebin Council - Significant Tree Assessment Form\*

Residents Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact number: \_\_\_\_\_

### Details of tree located on private property

Family:

Botanical Name:

Common name:

### LOCATION

Address & Locality:

Are you the owner of this tree? Y/N

### HISTORY (briefly describe the history of the tree)

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### DESCRIPTION:

Diameter at breast height (DBH – at 1.4m from the ground):

Width of canopy:

Height of canopy:

Date Measured:

Estimated Age:

Is the specimen: Self-sown / Planted?

Planted by whom: (if known)

### PHOTO:

Please take a few pictures that clearly show the tree as a whole and any significant parts.

## Significant Tree – Categories\*

(tick appropriate boxes)

### 1: Horticultural Value

Any tree of horticultural or genetic value and could be an important source of propagating stock, including specimens that are particularly resistant to disease

### 2: Location or Context

Any tree in an unique location or context and so provides a contribution to the landscape, as below:

- Historic Garden or Park
- Historic Cemetery
- Important Landmark
- Remnant Native Vegetation
- Contribution to Landscape
- Historic Planting Style
- Other

### 3: Rare or localised

- Rare Specimen
- Other

### 4: Particularly Old

### 5: Outstanding Size

- Height
- Trunk Circumference
- Canopy Spread

### 6: Aesthetic Value

### 7: Curious Growth Form

- Abnormal Outgrowths
- Fusion of Branches
- Unusually Pruned
- Other

### 8: Historical Value

Any tree commemorating a particular occasion, or having associated with an important historical event or a person of note.

- Cultural Group
- Public Feature
- World War 1
- World War 11
- Person of note
- Other

### 9: Aboriginal Culture

- Scarred Tree
- Corroboree Tree
- Other

\*Adapted from National Trust of Australia (Vic) Significant Tree Nomination Form 2009

## 6.4 COUNCILLOR SUPPORT AND EXPENSES POLICY

**Author:** Acting Coordinator Council Business

**Reviewed By:** Executive Manager Corporate Governance and Performance

### Report Background

Section 75B of the *Local Government Act 1989* (the Act), requires each Council to adopt and maintain a policy in relation to the reimbursement of expenses for Councillors and members of Council Committees.

### Previous Council Resolution

The *Councillor Support and Expenses Policy 2013* was adopted by Council on 6 May 2013. Amendments to the Policy were subsequently adopted by Council on 16 December 2013.

### Previous Briefing

The draft *Councillor Support and Expenses Policy 2013* (amended March 2016) was circulated to Councillors via email from the Executive Manager Corporate Governance and Performance on 8 March 2016.

### Council Plan Goal/Endorsed Strategy

Goal 6 – Open and Accountable Democracy

### Summary

A recent audit undertaken by Council's Internal Auditors identified some controls that could be implemented to ensure Councillor expenses, particularly in relation to mobile phone and cab charge usage, are appropriately declared and any reimbursements that are required to be made to Council are made in a timely manner.

### Recommendation

**That** Council adopt the revised *Councillor Support and Expenses Policy 2013* (revised March 2016) as attached at **Appendix A** to this report.

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### Introduction

The *Councillor Support and Expenses Policy 2013* (the Policy) establishes the resources, facilities and administrative support to be provided to Councillors of the Darebin City Council and provides for Councillors to have out-of-pocket expenses, incurred while performing their official duties as a Councillor, either reimbursed or paid direct by the Council.

### Issues and Discussion

A recent audit undertaken by Council's Internal Auditors identified some controls that could be implemented to ensure Councillor expenses, particularly in relation to mobile phone and cab charge usage, are appropriately declared and any reimbursements that are required to be made to Council are made in a timely manner.

**Cab charge card/E-tickets**

Councillors may use a taxi for travel required for their official duties as a Councillor and will be supplied, upon request, with a cab charge card or e-tickets. Travel of a private nature will not be reimbursed or paid by Council.

If a Councillor incurs costs for the use of a cab charge card or e-ticket in any month they are sent a copy of those charges along with a *Councillors Declaration of Cab Charge Use* form. The *Councillors Declaration of Cab Charge Use* form must be completed and returned to the Corporate Governance and Performance Department within 14 days of the account being sent. The Councillor is required to declare that the taxi usage was for official duties. If a cab charge card or e-ticket was used for travel of a private nature, the Councillor is required to reimburse that fare to Council.

**Mobile Phone Usage**

All Councillors have been provided with a Council issued mobile phone which may be used for Council related business.

Each month, the Corporate Governance and Performance Department supply all Councillors with an itemized mobile telephone bill and a *Councillor's Declaration of Personal Calls* for Councillors to declare the value of the personal calls made, even if the amount is \$0. The Declaration is required to be returned to the Corporate Governance and Performance Department within 14 days of receipt of the copy of their mobile telephone bill.

Where a Councillor submits a *Councillor's Declaration of Personal Calls* with an amount identified as being for personal calls, the Councillor is required to reimburse that amount to Council.

**Reimbursement to Council**

There is currently no time limit for a Councillor to reimburse Council for private mobile phone or cab charge usage. There are also no repercussions to a Councillor for failure to either submit a *Councillors Declaration of Cab Charge Use* form or *Councillor's Declaration of Personal Calls*, or for failure to reimburse Council for private mobile phone or cab charge usage.

**Options for Consideration**

**Option 1** – Amend the *Councillor Support and Expenses Policy* to include:

- The requirement for mobile phone or cab declarations to be submitted within 14 days of receipt.
- The requirement for the reimbursement of personal mobile phone or cab usage costs to Council within 14 days of a declaration being submitted.
- The revocation of a Councillors mobile phone and/or cab charge card/e-ticket privileges for failure to submit declarations or undertake reimbursement to Council within required timeframes. The Councillor would then be required to personally pay for the use of a mobile phone or cab and submit a claim for reimbursement for the charges upon the supply of evidence that the charges were incurred as a result of undertaking Council related business.

**Option 2** – No amendment to the *Councillor Support and Expenses Policy*.



## Financial and Resource Implications

There are no financial or resource implications associated with this report.

## Risk Management

The failure of appropriate reimbursements being made to Council for private use of mobile phones or cabs, whilst not of a significant dollar value, should not be the burden of ratepayers and has the potential to diminish the reputation of Council within the community.

## Policy Implications

### Economic Development

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

### Environmental Sustainability

There are no factors in this report which impact upon environmental sustainability.

### Human Rights, Equity and Inclusion

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

### Other

There are no other factors which impact on this report.

## Future Actions

- The revised *Councillor Support and Expenses Policy 2013* (amended March 2016) will be published on the Darebin website.

## Consultation and Advocacy

- Crowe Horwath Auditors
- Audit Committee
- Chief Executive

## Related Documents

- *Councillor Support and Expenses Policy 2013* (amended March 2016) (**Appendix A**)
- *Councillor Code of Conduct 2013* (as amended)
- Councillor Expense Claims report from Crowe Horwath
- Council Minutes – 6 May 2013 and 16 December 2013

## Disclosure of Interest

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

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



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# **COUNCILLOR SUPPORT AND EXPENSES POLICY 2013**

**(Revised March 2016)**

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



This policy, which incorporates the statutory requirements prescribed for a Councillor Reimbursement policy in accordance with section 75B of the *Local Government Act 1989*, was adopted by resolution of Darebin City Council on 6 May 2013.

<b>Version</b>	<b>Date Adopted by Council</b>	<b>Amendment</b>
1.0	6 May 2013	Initial version
2.0	16 December 2013	2.1 Home Office and Mobile Communications 3.4 Communications and Equipment Services
3.0	21 March 2016	2.1 Home Office and Mobile Communications 3.4 Communications and Equipment Services

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## 1. INTRODUCTION

### 1.1 Policy Objectives

Councillors are elected to provide leadership for the good governance of the municipal district and the local community.

The objective of this policy is to establish the resources, facilities and administrative support to be provided to Councillors of the Darebin City Council and provides for Councillors to have out-of-pocket expenses, incurred while performing their official duties as a Councillor, either reimbursed or paid direct by the Council.

The policy also provides guidelines for Councillors on the process for claiming expenses and outlines the methods and standards for reporting and accountability.

### 1.2 Legislative Framework

#### 1.2.1 Allowances

The Victorian Government views Councillor allowances 'not as a form of salary, but as some recognition of the contributions made by those elected to voluntary, part time roles in the community'.

The Government acknowledges the value and significance of local government Councillors – both through their skills and ability to represent and engage with their constituents and their leadership in developing solutions to the pressing social and cultural, environmental and economic challenges facing communities everywhere.

Sections 73A to 74C of the Local Government Act 1989 (the Act) provide the framework for payment of annual allowances to Mayors and Councillors.

The allowance framework provides a three-level structure for allowances based on Council population and total revenue. The allowances are reviewed and adjusted annually by the Minister for Local Government.

In addition to the allowance, an amount equivalent to the superannuation guarantee contribution is payable.

Details of current allowances fixed for the Mayor and Councillors of Darebin City Council are available for public inspection at the Council offices.

Allowances are taxable income and are paid fortnightly in advance. Personal taxation implications are the responsibility of individual Councillors.

#### 1.2.2 Resources and Facilities

Section 75C of the Act provides that a Council must make available for the Mayor and the Councillors the minimum resources and facilities prescribed.

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### 1.2.3 Expenses

Sections 75 to 75C of the Act provide for the reimbursement of expenses of Councillors and members of Council committees.

Section 75 provides that a Council must reimburse a Councillor for expenses if the Councillor applies in writing and establishes in the application that the expenses were reasonable bona fide Councillor out-of-pocket expenses incurred while performing duties as a Councillor.

'Duties as a Councillor' means duties performed by a Councillor that are necessary or appropriate for the purposes of achieving the objectives of a Council having regard to any relevant Act, regulations, Ministerial guidelines or Council policies.

Section 75A provides that a Council may reimburse members of Council Committees for necessary out-of-pocket expenses incurred while performing duties as a Committee member.

## 1.3 Duties as a Councillor

### 1.3.1 Duties of a Councillor will therefore include attendance at:

- Meetings of the Council or its Committees;
- Briefing sessions, workshops and civic or ceremonial functions convened or scheduled by the Council or the Mayor;
- Meetings of community groups, organisations and statutory authorities to which a Councillor has been appointed as Council representative;
- A meeting, function or other official role as a representative of the Council or the Mayor; and
- Other meetings, inspections or events attended by a Councillor in an official capacity,

together with the associated research, discussions and communication.

1.3.2 The basic test to be applied to determine whether or not an expense is bona fide is whether the expense is necessary because it is either supplemental to, incidental to, or consequent on, the exercise of the duties as a Councillor.

## 1.4 Members of Council Committees

Sections 3 and 4 of this policy apply to members of Standing Committees of the Council.

## 2. RESOURCES, FACILITIES AND SUPPORT

In accordance with the Victorian Government policy statement on support for Councillors, a range of resources, facilities and support will be provided to Councillors to assist in performing their duties as a Councillor.

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## 2.1 Home Office and Mobile Communications

- 2.1.1 The following equipment will be provided to Councillors:
- Smartphone with personal Wi-Fi hotspot capability and Bluetooth connectivity for use in Councillors cars equipped with Bluetooth (unless a Councillor opts for reimbursement under the *Councillors Mobile Phone Policy and Procedures* and the reimbursement provisions section 3.4);
  - An Apple iPad or similar tablet with Wireless Internet Broadband connection using a pre-paid data SIM card and Wi-Fi internet connectivity and associated software (“Apps”);
  - A multifunction printing, scanning, copying and fax device;
  - Cordless telephone and answering machine connected to a dedicated ‘Council business’ telephone line installed at the Councillor’s place of residence (unless a Councillor opts for reimbursement under section 3.4); and
  - A four-drawer filing cabinet.
- 2.1.2 Council will establish individual iTunes accounts for each Councillor to support the delivery of Apps to the Apple iPad or similar tablet. Councillors may use this account to purchase software for personal use through the purchase of iTunes Gift Cards or by using a personal credit card.
- 2.1.3 Council will meet the fixed charges of the smart phone, internet or telephone land line services. Council will also meet the call or data costs for these services incurred for duties as a Councillor.
- 2.1.4 Details of smart phone, internet and telephone land line expenses will be provided to Councillors via email for review monthly. Councillors are expected to highlight personal usage on the bill and reimburse the cost of non-Council usage on a monthly basis. See Section 3.4 for further information about reimbursement of personal usage charges.
- 2.1.5 Payment of personal usage is required to be made at Councils Customer Service Centre.
- 2.1.6 The exact equipment provided to Councillors may depart from that outlined in this policy due to changing technology or individual Councillor needs. Where the equipment provided to Councillors differs from this list, these changes will be approved by the Director Corporate Services after consultation with the Mayor and relevant Councillors.
- 2.1.7 All equipment remains the property of Darebin City Council and must be returned at the end of a Councillor’s term of office or, if requested by the Council under Section 66B(d) of the Act, during leave of absence of a Councillor.

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- 2.1.8 If, at the conclusion of the term of office, the equipment is not required for Council use, a Councillor may purchase all or any part of the equipment at the value determined by the Director Corporate Services taking into account the age and condition of the equipment, depreciation and market value. A departing Councillor's iTunes account may be transferred to them upon provision of a personal email address.

## **2.2 Building Access and Parking**

Each Councillor will receive a key and security access card allowing 24 hour access to the Civic Area at Darebin Civic Centre at 350 High Street, Preston and the car park at the rear of the Centre.

## **2.3 Meeting Rooms and Councillor Office**

- 2.3.1 The Civic Area on the first floor of Darebin Civic Centre includes an office/lounge area and meeting rooms available for use by Councillors.
- 2.3.2 The Councillors' office/lounge is reserved for exclusive use by Councillors. The room is equipped for computer access and is suitable for office work, reading and research, and small meetings.
- 2.3.3 Other meeting rooms in the Civic Area can be booked for meetings through the Chief Executive's staff. Meeting equipment and tea/coffee, biscuits and chilled water can be made available for meetings upon request.
- 2.3.4 Other meeting rooms owned and controlled by Darebin City Council and which can be accessed without staff attendance, can be used (subject to availability) by Councillors for meetings associated with their role as a Councillor. This does not extend to use by community groups or organisations.

## **2.4 Stationery and Secretarial Support**

- 2.4.1 Secretarial support will be made available by the Chief Executive for Councillors to assist them with diary management and in responding to correspondence, enquiries and requests for service as part of their official duties as a Councillor.
- 2.4.2 Councillors will be supplied as required with standard Council stationery including letterhead, envelopes, business cards and computer consumables required for their duties as a Councillor. An allocation of corporate 'Seasons Greetings' cards will be provided each year.
- 2.4.3 Council's letterhead stationery is only to be used for official Council business. Two types of letter stationery will be available to Councillors:
- One with Council logo and Councillor photograph – this stationery can be used for official replies prepared for a Councillor by the Chief Executive's staff.



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- Personalised letter stationery (no Council logo) provided to Councillors for incidental and unofficial use by Councillors.

Any other proposals for use of Council's letterhead should be discussed with the Chief Executive.

- 2.4.4 Items on Council supplied stationery which relate to Council business (excluding electoral or bulk ward related material) and Corporate Christmas cards can be posted through Councils mail service.
- 2.4.5 Council business papers, personal mail and other Council information will be couriered to Councillors' places of residence weekly or as required. Increased use of electronic mail for information distribution and communication with Councillors will continue.
- 2.4.6 Councillors will be provided with a business diary and satchel/briefcase upon request.

## **2.5 Name Badge and Apparel**

- 2.5.1 Each Councillor will be provided with a Darebin City Council name badge for use while on Council business.
- 2.5.2 Councillors will be provided with approved corporate apparel upon request.

## **2.6 Facilities for the Mayor**

- 2.6.1. A Council maintained executive vehicle (selected from the range of vehicles available under the Council Motor Vehicle Policy) will be provided to the Mayor for Council use and reasonable private use during his or her term of office, should he or she choose that option.
- 2.6.2. The vehicle will be fitted with a hands free mobile telephone car kit and fleet card for fuel purchases.
- 2.6.3. Secretarial support will be made available by the Chief Executive's staff to assist the Mayor (and where appropriate the Mayor's partner) in performing their official duties.
- 2.6.4. Office accommodation and associated equipment will be provided to assist the Mayor at the Darebin Civic Centre at 350 High Street, Preston.

## **2.7 Insurance**

- 2.7.1. While undertaking the duties of a Councillor, the following insurance covers will apply to all Councillors:
  - Public Liability
  - Professional Indemnity
  - Councillors and Officers Liability
  - Personal Accident (accompanying partners are also covered).

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- 2.7.2. Council will pay the insurance policy excess in respect of any claim made against a Councillor arising from Council business where any claim is accepted by Council's insurers, whether defended or not.
  - 2.7.3. Council equipment provided to Councillors to assist in performing their role, is covered for damage or theft under Council's insurance policies. Councillors are expected to exercise due care in protecting the equipment from damage or theft.

## **2.8 Civic and Community Events**

Councillors (and their partners) will be invited to attend many civic and community functions and events over their term of office as Councillors.

### **2.8.1. Civic and Mayoral Functions**

Civic receptions are formal and usually large events where Council welcomes or pays tribute to an organisation or a person of national, state, regional or local significance or acclaim.

Mayoral functions are less formal but more regular events hosted by the Mayor including receiving visitors to the city, citizenship ceremonies, national celebration or remembrance days, launch of Council strategies or programs, opening of council facilities.

On other occasions the Mayor, on behalf of the Council, may provide hospitality to groups or individuals who are regarded as key stakeholders in the City and with whom the Council seeks to develop and maintain effective working relationships.

Arrangements, invitations and formalities for Civic and Mayoral functions are at the discretion of the Mayor with advice from the Chief Executive. There are opportunities for Councillors to invite guests to some Civic events during the year.

A Council resolution would be required to initiate a significant function which has not been provided for in the Civic Functions Budget.

The common element which underpins hospitality extended by the Mayor on behalf of the City is that such hospitality is judged to be of assistance to the City of Darebin in furthering the interests and objectives of the Council.

### **2.8.2. Mayoral Event**

In addition to the regular and annual civic functions, the Mayor of the Day has discretion to host one Mayoral Event during the term of office.

The Mayor should ensure that the function/event is in proportion to the expected community benefit.

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Prior to any Mayoral event, the Mayor is to present the theme of the event to Councillors for discussion prior to organising the event. Any fundraising activities proposed for such events are to be approved by Council Resolution in line with the provisions of the Mayoral Event Policy.

### 2.8.3. Community Functions

From time to time Council representatives are invited to attend community functions and events. It is usual for the Mayor of the Day to represent the Council at these functions and any payment required to attend the function is paid by the Council. If another Councillor attends the function, either representing the Mayor or in an official capacity as Council representative to that particular group, any attendance charge will be paid or reimbursed by the Council.

The cost of Council representatives attending civic functions and events hosted by other Councils will be paid by the Council.

### 2.8.4. Meals and Refreshments

Where Council or Committee meetings are held at times which extend through normal meal times, Council will provide suitable meals served on the premises.

Light refreshments will be made available in the Councillors' Lounge.

## **2.9 Conferences, Training and Professional Development**

### 2.9.1. Conferences and training programs

Councillors are encouraged to attend conferences, seminars, workshops and training programs to enhance their professional and personal skills and knowledge to better perform their role as a Councillor.

Proposals for attendance at conferences and training programs are to be discussed with and approved by the Chief Executive and will be assessed on an equitable basis. Information to be considered includes:

- Details of the conference/training program, location, date and duration;
- Relevance of the conference/training to Council business and/or a Councillor's personal development requirements;
- Estimated cost of conference/training including fees, travel and accommodation for the Councillor;
- Benefits expected to flow from attendance; and
- Equitable distribution of the Budget allowance.

After attending a conference/training program, Councillors are expected to provide a summary report to the Council. The summary should outline the benefits of the conference to themselves personally and to Council operations.

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### 2.9.2. Councillor Professional Development Program

The Councillor Professional Development Program is designed to support Councillors who wish to undertake a formal program of study leading to a recognised qualification relevant to the role of Councillor.

Examples of such study include (but are not limited to):

- Australian Institute of Company Directors (AICD) Company Directors Course;
- Tertiary studies in business management or governance;
- Specialist studies in specific disciplines relevant to a Councillor's role including (but not limited to) accounting, law, public participation and urban planning.

Applications for support under the Councillor Professional Development Program will be made in writing to the Chief Executive and will include:

- the name of the program or course;
- the registration cost;
- an estimate of any other associated costs including travel, accommodation and study materials;
- a brief statement of how the professional development program will enhance their ability to perform their role as a Councillor.

The Chief Executive will approve support for a Councillor's study under the Councillor Professional Development Program where he or she is satisfied that the study will enhance the Councillor's ability to perform their role as a Councillor.

The Chief Executive may require evidence of satisfactory completion of earlier studies before continuing payments are approved. Where a subject needs to be repeated due to unsatisfactory performance, the Chief Executive will consider the circumstances before approving additional support under this program.

### 2.9.3. Payment for Conferences, Training and Personal Development

The Chief Executive shall not approve applications where the cost of conferences, training or personal development (including all fees, travel, accommodation, meals, study materials and any other associated expenses) exceeds:

- around \$4,000 and not exceeding \$40,000 per Councillor in one financial year;
- \$40,000 for the Professional Development Program (for all Councillors) in one financial year.

Approved study fees will be paid by Council in advance, and incidental expenses will be reimbursed.

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No payments will be made by Council for study that extends beyond the conclusion of a Council term or for study that is not related to their role as an elected Councillor.

Reasonable bona fide out-of-pocket expenses associated with attending a conferences or training will be reimbursed on the production of related receipts.

2.9.4. Memberships

The Chief Executive will approve the costs of joining and ongoing membership of relevant professional associations (such as the Australian Institute of Company Directors) where he/she is satisfied that the membership will enhance the Councillor's ability to perform their role as a Councillor.

2.9.5. Interstate or International Travel

Proposals for conferences, study tours, delegations or visits in an official capacity outside of Australia require endorsement by Council.

Where a conference or seminar involves interstate or overseas travel, Councillors need to complete a Travel Register form, and where relevant, a Travel Diary. Details of interstate or overseas travel are included in a travel register available for public inspection.

### **3. EXPENSES TO BE REIMBURSED**

#### **3.1 Family Care**

- 3.1.1. Family care expenses will be reimbursed for the care of a dependant whilst the Councillor is engaged in official duties, such as attending a council related meeting or event, plus reasonable travelling time.
- 3.1.2. Family care includes childcare, specific home care and any other support provided in the case of a dependant.
- 3.1.3. Family care expenses include hourly fees paid by the Councillor and/or agency booking fees if applicable.
- 3.1.4. No payments will be made to a person who:
- Has a financial or pecuniary relationship with the Councillor; or
  - Resides either permanently or temporarily with the Councillor; or
  - Has a relationship with the Councillor or his or her partner such that it would be inappropriate for Council to reimburse monies paid to the Care provider; or
  - has a relationship as a family member as defined in s78 of the Act.

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## 3.2 Councillors with Disabilities

The Council may resolve to meet reasonable additional expenses to assist a Councillor with a disability to perform his/her duties as a Councillor.

## 3.3 Travel

### 3.3.1. Green Travel Plan

Council's Green Travel Plan encourages a range of travel options conducive to the environment. Public transport can be a convenient and efficient form of travel for many Council business events in Darebin and in the central business district of Melbourne.

Public travel expenses incurred by Councillors in the course of official duties as a Councillor will be reimbursed.

### 3.3.2. Private Vehicle Use

Councillors using their private vehicles to carry out official duties as a Councillor will be reimbursed at the motor car allowance rate determined by the Australian Tax Office for tax deduction purposes.

### 3.3.3. Taxi Fares

Where it is not possible or convenient to use public transport or a private motor vehicle, a taxi can be used by Councillors for travel required for their official duties as a Councillor. Councillors will be supplied, upon request, with a cab charge card or e-tickets. Travel of a private nature will not be reimbursed or paid by Council.

If a Councillor incurs costs for the use of a cab charge card or e-ticket in any month they will be sent a copy of those charges along with a *Councillors Declaration of Cab Charge Use* form. The *Councillors Declaration of Cab Charge Use* form must be completed and returned to the Corporate Governance and Performance Department within 14 days of the account being sent.

Further, where a Councillor completes a *Councillors Declaration of Cab Charge Use* and indicates that a charge/s was for personal use, the Councillor must reimburse Council for that/those charge/s within 14 days of submitting the *Councillors Declaration of Cab Charge Use*.

Failure to complete the *Councillors Declaration of Cab Charge Use* or to reimburse Council for personal use charges within the required timeframes will result in a Councillors access to the cab charge card or e-tickets being revoked.

The Councillor will then be required to personally pay for the use of cabs and submit a claim for reimbursement of the charges upon the supply of evidence that the charge/s was/were incurred as a result of undertaking Council related business.

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#### 3.3.4. Council vehicle pool

If it is assessed as the most practical means to attend a location to conduct Council related business, a vehicle from the Council motor vehicle pool may be provided for use by a Councillor or a group of Councillors.

### 3.4 **Communications Equipment and Services**

Where, by arrangement, a Councillor directly arranges for communications services, the Council will reimburse Councillors for the charges incurred for duties as a Councillor. Installation costs and usage of a private nature will not be reimbursed.

#### 3.4.1. Private landline telephone service

Where a Councillor elects to use their private landline for Council business, only the call costs will be reimbursed.

Where individual calls are included in a 'bundled' or 'capped' service, the amount of reimbursement is the difference between the total bill and the amount it would have been had the Council business calls not been included.

#### 3.4.2. Mobile Phone Service

(a) The Councillors Mobile Phone Policy and Procedures restricted to the options made available to Councillors for:

- the use of personal mobile phones for Council related activities;
- the use of Council supplied mobile phones for personal use;
- reimbursement to Council by Councillors for personal calls made using Council supplied mobile phones;
- reimbursement to Councillors for Council related calls made on personal mobile phones.

(b) Councillors will be provided with three options in relation to the use of mobile phones for Council related activities. The Councillor will be asked to select their preferred option using the Councillors Selection of Mobile Phone Option form (attached as **Appendix A**). These available options are:

- **Option 1:** Council supplies a mobile phone to the Councillor at a specified call rate within the Darebin City Council's contractual arrangements with Telstra through the MAV. The Councillor will be required to reimburse the Council for any personal use calls;
- **Option 2:** Council supplies a mobile phone to the Councillor at a specified call rate for Council related calls only within the Darebin City Council's contractual arrangements with Telstra through the MAV. The Councillor will supply and use their own phone for personal calls;

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- **Option 3:** The Councillor will supply their own phone with their preferred call plans with a Telecommunication partner of their choice. This phone is to be used for both Council related calls and personal calls. The Councillor will apply to have Council related calls reimbursed.
- (c) Any mobile phone supplied by Council to a Councillor will have the International Roaming feature disabled.
- (d) Councillors will complete the Councillors Selection of Mobile Phone Option form (attached as **Appendix A**), specifying which option they wish to select and the starting date for the selected option.
- (e) For Councillors who have chosen **Option 1**, the following process will apply:
- Each month, the Corporate Governance and Performance Department will supply the Councillor with an itemized mobile telephone bill and a *Councillor's Declaration of Personal Calls* (attached as **Appendix B**) for the Councillor to declare the value of the personal calls made, even if \$0;
  - The Councillor will be required to complete and return the form to the Corporate Governance and Performance Department within 14 days of receipt of the copy of their mobile telephone bill;
  - The Corporate Governance and Performance Department will be responsible for verifying the *Councillor's Declaration of Personal Calls* (attached as **Appendix B**);
  - Where a Councillor submits a *Councillor's Declaration of Personal Calls* with an amount identified as being for personal calls, the Councillor must make payment to Council within 14 days of submitting the *Councillor's Declaration of Personal Calls* form.
  - Failure to complete the *Councillor's Declaration of Personal Calls* or to reimburse Council for personal phone calls made using a Council supplied phone within the required timeframes will result in a Councillors access to the mobile phone being revoked. The Councillor would then be required to personally pay for the use of a mobile phone and submit a claim for reimbursement for the call charges upon supply of evidence that those charges were incurred as a result of undertaking Council related business.
- (f) For Councillors who have chosen **Option 2**, the following process will apply:
- In the event that the Council supplied mobile phone has been used for personal calls, the Councillor will be responsible for contacting the Corporate Governance and Performance Department and completing a *Councillor's Declaration of Personal Calls* (attached as **Appendix B**), even if \$0, within 14 days of receipt of their mobile telephone bill;



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- The Corporate Governance and Performance Department will be responsible for verifying the *Councillor's Declaration of Personal Calls* (attached as **Appendix B**);
  - Where a Councillor submits a *Councillor's Declaration of Personal Calls* with an amount identified as being for personal calls, the Councillor must make payment to Council within 14 days of submitting the *Councillor's Declaration of Personal Calls* form.
  - Failure to complete the *Councillor's Declaration of Personal Calls* or to reimburse Council for personal phone calls made using a Council supplied phone within the required timeframes will result in a Councillors access to the mobile phone being revoked. The Councillor will then be required to personally pay for the use of a mobile phone and submit a claim for reimbursement for the call charges upon completion of a *Councillor's Reimbursement Claim for Council Related Mobile Calls* form.
- (g) For Councillors who have chosen **Option 3**, the following process will apply:
- The Councillor will provide to Corporate Governance and Performance Department with an itemized mobile telephone bill (each calendar month when appropriate) for council business related calls for which reimbursement is being sought along with a *Councillor's Reimbursement Claim for Council Related Mobile Calls* (attached as **Appendix C**).
  - The Councillor will be required to complete the form within 14 days of receipt of their mobile telephone bill;
  - The Corporate Governance and Performance Department will be responsible for verifying the *Councillor's Reimbursement Claim for Council Related Mobile Calls* (attached as **Appendix C**) and arranging the reimbursement to the Councillor;
  - After the reimbursement request has been verified, the Finance Department will be responsible for ensuring the reimbursement of any owed amounts, as per standard procedures.

### 3.4.3. Private internet connection

Where a Councillor elects to use their private internet connection for Council business, the proportion deemed for Council business purposes shall be 50%.

Where the internet connection is part of a 'bundled' package of services and does not include a discrete amount for internet services, the figure used to calculate the cost of the internet service will be the closest equivalent standalone service offered by the same provider.

The amount reimbursed will not exceed the cost to Council of providing the internet connection described at 2.1.1.

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### **3.5 General**

The following general provisions and guidelines apply to determine the amount of out-of-pocket expenses that will be reimbursed to, or paid on behalf of, Councillors:

- 3.5.1. Reimbursements will normally be made in respect of expenses already incurred. Cash advances may be made in special circumstances approved by the Chief Executive.
- 3.5.2. Travel must be undertaken as efficiently and by the shortest route possible.
- 3.5.3. Where travel is by air or by other means of public transport, economy class will be the standard.
- 3.5.4. Travel claims will only be made on the basis of the actual form of transport used and in the form of a reasonable allowance towards, or reimbursement of, necessary out of pocket expenses.
- 3.5.5. Expenses incurred which are not directly related to the official Council duties of a Councillor, cannot be included in the calculation of a claim for reimbursement.
- 3.5.6. The cost of any penalties incurred for road, traffic or parking infringements will not be reimbursed.
- 3.5.7. If a particular expense is not claimed, this cannot be offset against a claim for an additional amount of another expense.
- 3.5.8. Council will reimburse the cost of a Councillor's partner accompanying the Councillor to engagements where the presence of the partner is necessary to support the business or representation needs of the Council. The engagement will normally be of a nature where other attendees will be accompanied by partners.

## **4. ACCOUNTABILITY AND AUDIT**

### **4.1 Claiming of Expenses**

The following provisions apply when making a claim for reimbursement of expenses:

- 4.1.1. All claims for expense reimbursements must be made on the *Councillor and Committee Member Expense Claim Form*.
- 4.1.2. Original receipts must be attached for all purchases (credit card receipts will not be accepted).
- 4.1.3. Where the provider of the goods or service is registered for GST, a 'Tax Invoice' must be obtained for all purchases in excess of \$55 (including GST); if a 'Tax Invoice' is not submitted, the GST component cannot be reimbursed.

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- 4.1.4. Claims are to be lodged with the Officer of the Chief Executive or the Manager Corporate Governance in a timely manner to ensure transparency and accountability.
  - 4.1.5. Claims for reimbursement will be authorised by the Chief Executive or his/her delegate.
  - 4.1.6. Reimbursements will be paid by electronic funds transfer (EFT) within 21 days of receipt of a properly completed and supported claim form.

## **4.2 Audit and Reporting**

A quarterly report on Councillor expenses and reimbursements by category will be prepared, circulated to all Councillors and submitted to each (quarterly) meeting of Council's Audit Committee.

Audits of Councillor expenses and reimbursements may be carried out from time to time as part of Council's annual audit program.

## **4.3 Public Disclosure**

A register of quarterly schedules of allowances, expenses and reimbursements will be available for public inspection via Councils website.

Schedules will be included in the register within 120 days of the conclusion of each quarter.

## **5. REVIEW**

This policy will be reviewed within 12 months of each general election unless the Council determines that an earlier review is required.

## Councillor's Selection of Mobile Phone Option

### Purpose and Usage of this Form

This form is to be used by Councillors to nominate the mobile phone option they wish to use.

The three available options are:

- ◆ **Option 1:** Council supplies a mobile phone to the Councillor at a specified call rate. The Councillor will be required to reimburse the Council for any personal use calls;
- ◆ **Option 2:** Council supplies a mobile phone to the Councillor at a specified call rate for Council use only. The Councillor will supply and use their own phone for personal calls;
- ◆ **Option 3:** The Councillor will supply their own phone to be used for both Council related calls and personal calls. The Councillor will apply to have Council related calls reimbursed.

By signing this form Councillors also acknowledge that if Option 1 or 2 is selected the declaration form at Appendix B will be completed and returned to Corporate Governance and Performance within 14 days of receiving their monthly mobile phone bill.

### Details of Councillor and Mobile Phone(s)

<b>Name of Councillor:</b>	
<b>Council Supplied Mobile Phone Number:</b>	
<b>Councillor's Personal Mobile Phone No (if required):</b>	

### Details of Option Selected (✓ Relevant Box)

<b>Option 1:</b>		<b>Option 2:</b>		<b>Option 3:</b>		
<b>Start Date:</b>			Selected option will remain in use until further notice (new form required)			

<b>Signature of Councillor:</b>	
<b>Date Signed:</b>	

<b>Authorised By (Title)</b>	<b>Name (Print)</b>	<b>Signature</b>	<b>Date</b>

### **Authoriser's Comments**

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## Councillor's Declaration of Personal Calls

### Purpose and Usage of this Form

This form is to be submitted to Corporate Governance and Performance within 14 days of receiving their mobile bills by Councillors to declare the value of personal calls (**even if \$0**) made on their Council supplied mobile phone (Option 1 or option 2 as shown below):

◆ **Option 1:** Council supplies a mobile phone to the Councillor at a specified call rate. The Councillor will be required to reimburse the Council for any personal use calls.

◆ **Option 2:** Council supplies a mobile phone to the Councillor at a specified call rate for Council only. The Councillor will supply and use their own phone for personal calls.

### Details of Councillor and Mobile Phone(s)

Name of Councillor:

Council Supplied Mobile Phone Number:

Councillor's Personal Mobile Phone No (if required):

### Councillor's Declaration

Start Date:

End Date:

Total Value of Personal Calls for Specified Period:

Please attach a copy of mobile phone bill with personal calls highlighted

Signature of Councillor:

Date Signed:

Authorised By (Title)

Name (Print)

Signature

Date

Authoriser's Comments

## Councillor's Reimbursement Claim for Council Related Mobile Calls

### Purpose and Usage of this Form

This form is to be used by Councillors to claim reimbursement of expenses for Council related business mobile phone calls made from their personal mobile phone (Option 3 as shown below):

◆ **Option 3:** The Councillor will supply their own phone to be used for both Council related calls and personal calls. The Councillor will apply to have Council related calls reimbursed.

### Details of Councillor and Mobile Phone(s)

**Name of Councillor:**

**Councillor's Personal Mobile Phone No :**

### Councillor's Claim

**Start Date:**

**End Date:**

**Total Value of Council Calls for Specified Period:**

Please attach a copy of mobile phone bill with Council calls highlighted

**Signature of Councillor:**

**Date Signed:**

**Authorised By (Title)**

**Name (Print)**

**Signature**

**Date**

**Authoriser's Comments**

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## CONTACT US

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u darebin.vic.gov.au



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



Speak Your Language  
8470 8470

**6.5 DECC COMMUNITY MONUMENT**

**Author:** Manager Children, Families and Community

**Reviewed By:** Director Community Development

**Report Background**

Council has provided support to the Darebin Ethnic Communities Council (DECC) request for a community monument acknowledging victims of genocide to be installed in the Ray Bramham Gardens. As per the Council resolutions of 7 September 2015 and 7 December 2015 the wording on the monument is to be approved by Council and an update on the outcomes of engagement with the Darebin Aboriginal community be received by Council.

**Previous Resolution**

At its meeting on 7 December 2015, Council resolved that:

- (1) *Note the delay in the installation in the Community monument due to site assessment and the community engagement processes as required.*
- (2) *Receive an update detailing the outcomes of community engagement with key Aboriginal community members.*
- (3) *Note the broad community consultation and feedback that has occurred.*
- (4) *Note that Officers in partnership with DECC will develop a Protocol of Use for the community monument.*

At its meeting on 3 August 2015, Council resolved that:

- (1) *Acknowledges the request by Darebin Ethnic Communities Council to install a community monument for 'Victims of Genocide and Genocidal Acts' in Ray Bramham Gardens.*
- (2) *Receives a report as soon as possible to confirm its support for this request and consider any further actions and decisions required.*

**Briefing Date**

Councillor Briefing – 22 February 2016

**Council Plan Goal/Endorsed Strategy**

- Darebin Equity and Inclusion Policy 2012–2017
- Darebin Aboriginal Action Plan 2012-2017

**Summary**

This report provides Council with outcomes of the following:

- Outcomes of community engagement activities with the Aboriginal community members and organisations regarding the monument theme and wording
- Monument inscription developed by DECC that includes additional wording as advised by Aboriginal community members following the engagement process.



**Recommendation**

**That** Council:

- (1) Notes the community engagement process undertaken with the Aboriginal community.
- (2) Approves the wording to be inscribed on the front and rear of the monument attached as **Appendix A** to this report.
- (3) Approves the explanatory wording to be displayed on an adjacent plinth including a statement proposed by the Darebin Aboriginal Advisory Committee representatives on behalf of the Aboriginal community attached as **Appendix A** to this report.

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**Introduction**

Endorsement of the project by Council has been provided on the basis that further engagement is conducted with the Aboriginal community and monument wording be approved by Council.

**Issues and Discussion****1. Technical assessment – Site Location**

Technical approval for installation of the monument has been provided by Council following public notice process and receipt of required geo-technical; service; site access and engineer reports.

**2. Community Engagement**

Following Council's resolution on 7 September 2015, a community engagement plan was developed in consultation with DECC. The community engagement process featured two key elements in addition to public notice process.

**2.1 Facilitated dialogue with objectors, DECC and Council – 27 October 2015**

In response to objections received by Council from the Society for Peace, Unity and Human Rights in Sri Lanka, (SPUR), the Australian Turkish Advocacy Alliance and the Sri Lankan community, a facilitated dialogue was arranged on 27 October 2015 and hosted by Darebin City Council. This session was attended by Councillors, DECC representatives and observing Council Officers. The meeting saw an undertaking by Councillors to consider the concerns raised and an invitation to the objectors to continue their dialogue with DECC in order to seek a common ground.

On 19 January, 2016, a letter of complaint was subsequently received by the Turkish Consulate General formally objecting to the use of the word 'genocide' in the title and in the inscriptions and calling for the project to be abandoned. The objection also related to proximity of the monument in the Ray Bramham gardens next to the Darebin Arts and Entertainment Centre with 'potential for conflict between members of the community during such events in the future'. A formal response was prepared acknowledging the objection and reaffirming Council's support and position.

### 2.3 Engagement with the Aboriginal community

Council Officers have supported DECC in implementing a community engagement program with Darebin's Aboriginal community. Activities have included:

- **DECC presentation to the Darebin Aboriginal Advisory Committee on 9 December 2015**

DECC provided background to the project and details of the proposed inscription to members of the Committee. The Committee raised concerns that the monument honoured only those that have died as victims of the crime of genocide yet failed to recognise that Aboriginal Australians are still living through the ongoing effects of genocide today.

The Committee noted that genocide, albeit vastly different to past colonial practices, still currently exists and affects Aboriginal people as an ongoing occurrence in various ways and forms and is often initiated by poorly thought out State and Federal government policies and practices.

In relation to the proposed inscription, the Darebin Aboriginal Advisory Committee nominated two of its members to meet with DECC to provide further advice in relation to acknowledgement of Aboriginal people in the wording (**Appendix A**).

- **Engagement with key Aboriginal organisations**

Council's Aboriginal Affairs Officer provided support to DECC in liaising with key Aboriginal organisations to inform them of the project and seek feedback. Agencies consulted included the Aborigines Advancement League (AAL), Link-Up Victoria, Victorian Aboriginal Child Care Agency (VACCA) and Connecting Home. There were no objections from the Aboriginal organisations to the monument as a result of this process, with general indication of support based on inclusion of additional wording to recognise Aboriginal communities more explicitly.

- **Public consultation with Aboriginal community members**

A broader public consultation process was undertaken with Aboriginal community members on 28 January 2016. The meeting was organised by DECC and supported by Council Officers. While attendance was limited, Aboriginal community members present indicated support for the project and expressed the view the monument would not be relevant without clearly including a statement to remind people of the Crime of Genocide inflicted historically upon Aboriginal people of this country, of which the ongoing effects are still evident for Aboriginal and Torres Strait Islander people today. Members attending included a representative from the Darebin Aboriginal Advisory Committee and the Victorian Aboriginal Childcare Agency and Link-Up.

Engagement and consultation with the Aboriginal community has indicated general support for the monument with inclusion of additional text recognising and acknowledging genocide as it affects Aboriginal people, both in the past and present day. DECC have subsequently made adjustments to the text and opened invitation for members of the Aboriginal community to be involved in the annual commemorative events planned around the monument.

### 3. Proposed Inscriptions - Appendix A

Following further engagement, there are three proposed inscriptions being considered:

1. Monument title at the front base of the monument
2. Text at the rear base of the monument
3. Descriptive panel to be installed at a later date next to the monument.

The descriptive panel contains a reference to the universal and inclusive nature of the monument as well as a statement proposed by the Aboriginal community to recognise the genocide committed against Australia's First People.

The monument wording reflects the intention of the project to be universal in its message, as promoted by the United Nations proclamation of an International Day of Commemoration and Dignity of the Victims of the Crime of Genocide and the Prevention of this Crime.

#### **4. Restitution of damages**

DECC has provided Council with an email confirming their liability to correct any damages resulting from the installation of the monument.

#### **5. Inaugural Memorial Service**

DECC has committed itself to organise a public forum in December each year to mark the recently approved United Nations International Day of Commemoration and Dignity of the Victims of the Crime of Genocide and the Prevention of this Crime.

### **Options for Consideration**

The report provides wording for the monument provided by DECC for Council consideration. (**Appendix A**).

### **Financial and Resource Implications**

DECC in partnership with community, is covering the costs of production and installation of the monument in full. This includes the development of any plaques or inscriptions that need to be incorporated to the monument and ongoing maintenance.

### **Risk Management**

While the project has expanded to be inclusive of all victims of genocide, formally recognises the impact on the Aboriginal community and adopts a more bi-partisan approach, the very nature of a monument around the issue of genocide has inherent sensitivities and political implications that Council will need to continue to manage.

Protocols for Use will help mitigate this risk.

### **Policy Implications**

#### **Economic Development**

There are no economic development implications associated with this Report.

#### **Environmental Sustainability**

As stated in the initial proposal by DECC, the monument is designed to have minimal impact on existing amenity of the gardens in relation to scale, construction and maintenance. DECC assumes responsibility for the environmental impact of this monument and its ongoing maintenance.

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

The impact of genocide and human rights breaches on individuals and their communities and the ongoing experiences for these communities is still felt today. The monument recognises all victims of genocide, including the impact that genocide has on Aboriginal and Torres Strait Islander peoples.

**Other**

Nil

**Future Actions**

- Installation of the Darebin Community Monument
- Launch of the Darebin Community Monument
- Protocols for Use guidelines finalised and provided as part of permit conditions for events and ceremonial activities around the monument

**Consultation and Advocacy****External**

- Darebin Ethnic Communities Council
- Society for Peace, Unity and Human Rights in Sri Lanka
- Australian Turkish Advocacy Alliance
- Aboriginal Advancement League
- Link-Up Victoria
- Victorian Aboriginal Child Care Agency
- Connecting Home
- Darebin Aboriginal Advisory Committee

**Internal**

- Coordinator, Equity and Diversity
- Multicultural Relations Officer
- Coordinator, Public Realm
- Aboriginal Contact Officer
- Interfaith Development Officer
- Coordinator, Darebin Arts and Entertainment Centre

**Related Documents**

- Darebin Equity and Inclusion Plan 2012–2015
- Council Minutes – 7 September 2015 and 7 December 2015
- Proposed wording for the monument provided by DECC for Council consideration (**Appendix A**).

**Disclosure of Interest**

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

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

COUNCIL MEETING 21 March

APPENDIX A: DAREBIN COMMUNITY MONUMENT WORDING

1. TEXT FOR INSCRIPTION FRONT FACE AT BASE OF THE MONUMENT:

***In Honour of All the Victims  
of the Crime of Genocide  
and all other Atrocity Crimes***

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2. TEXT FOR INSCRIPTION ON THE REAR BASE OF THE MONUMENT:

*THIS MONUMENT IS ERECTED BY  
THE DAREBIN ETHNIC COMMUNITIES COUNCIL AND THE DAREBIN COMMUNITY  
TO MARK THE INAUGURAL INTERNATIONAL DAY OF COMMEMORATION AND DIGNITY OF THE  
VICTIMS OF THE CRIME OF GENOCIDE AND OF THE PREVENTION OF THIS CRIME (A/69/323)  
as proclaimed by the UN General Assembly on 11th September 2015  
to be the 9th December of each henceforth from 2015  
TO RAISE AWARENESS OF THE UNITED NATIONS CONVENTION ON THE PREVENTION AND  
PUNISHMENT OF THE CRIME OF GENOCIDE (Resolution 260)  
as adopted by the UN General Assembly on 9th December 1948.  
Unveiled on [date to be confirmed].*

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## COUNCIL MEETING 21 March

### APPENDIX A: DAREBIN COMMUNITY MONUMENT WORDING

#### 3. TEXT FOR THE DESCRIPTIVE PANEL – TO BE MOUNTED AND PLACED BESIDE THE MONUMENT

*This Monument has been erected by the Darebin Ethnic Communities Council and the Darebin community, as a gift to the Darebin Municipality and to the people of Australia. In honour of All the Victims of the Crime of Genocide and All other Atrocity Crimes – and them alone – without name, country, flag, religion, sect, race, gender, ethnicity, sexuality, disability or any other factor which was used as false reasoning for their deaths.*

*This monument also stands to remind us all of the Crime of Genocide inflicted historically upon Aboriginal people of this country, of which the ongoing effects are still evident for Aboriginal and Torres Strait Islander people today.*

***This monument provides a peaceful place for reflection and memorialisation***

***of All Victims***

***of the Crime of Genocide and All other Atrocity Crimes***

*and reminds us of our collective and universal humanity, which compels us to remember and to understand, so that the Crime of Genocide and all other Atrocity Crimes will never be repeated.*

*As a multicultural community in Darebin, which seeks harmony and peace among all people, we are:*

- *recognising the intent of the Founders of the United Nations in their proclamation of the Convention on the Prevention and Punishment of the Crime of Genocide (Resolution 260) on 9th December 1948;*
- *acknowledging the significant role played by Australia in developing these foundations of modern civilization;*
- *acting upon the United Nations General Assembly proclamation on 11th September 2015 (A/69/323) that from 2015 onwards, the 9th December is the International Day of Commemoration and Dignity of the Victims of the Crime of Genocide and of the Prevention of This Crime.*

*Acknowledging the Victims of Genocide and All other Atrocity Crimes is the precursor to achieving peace and reconciliation amongst all people; and in attaining human rights for all.*

*We urge you to be considerate of these views and our intentions when visiting this monument.*

*Unveiled on [date to be confirmed].*

-END-

## 6.6 DAREBIN COUNCIL SUPPORT FOR REFUGEES AND ASYLUM SEEKERS

**Author:** Manager Children, Families and Community

**Reviewed By:** Director Community Development

### Report Background

At the meeting on the 7 March 2016 Council resolved through a Notice of Motion that Council:

- (1) *Writes to Premier Daniel Andrews supporting and congratulating him on his courageous and humanitarian decision to declare the State of Victoria a sanctuary for the 240 asylum seekers and 37 babies born in Australia to asylum seeker mothers facing transfer and detention in Nauru for an indefinite time.*
- (2) *Notes the letter received from DECC on 13 February highlighting Council's long standing support in welcoming asylum seekers and supports DECC proposal to;*
  - a) *Declare the City of Darebin to be a sanctuary for any of the 237 asylum seekers including any of the 37 babies born in Australia to asylum seeker mothers;*
  - b) *Display a large banner and other signage identifying that "Darebin is a Local Government Area of Sanctuary for asylum seekers;*
  - c) *Provide practical assistance to places of worship or other agencies that choose to declare their premises as sanctuaries for asylum seekers*
  - d) *Partner with DECC and other organisations to explore ways to foster the compassionate engagement of Darebin residents, local primary and secondary schools with the asylum seekers.*
  - e) *Receive a further report on how Darebin can support housing and material aid for asylum seekers in Darebin with Council funds.*

This report responds particularly to resolution 2a through to 2e.

### Previous Resolution

At the meeting on the 5 October 2015 Council resolved the following:

- (1) *Council welcomes the federal government's announcement to resettle an additional 12,000 refugees and provide \$44m in financial aid in response to the refugees who are fleeing the conflict in Syria and Iraq.*
- (2) *Council acknowledges the federal government's call that the settlement will require the support of local governments and community organisations.*
- (3) *Darebin Council looks forward to welcoming its share of resettled refugees in the city as part of the federal government humanitarian initiative.*
- (4) *As part of Council's contribution to assist with the resettlement program, calls a meeting of relevant local community organisations and agencies to help plan and coordinate the resettlement efforts of refugees in our city.*
- (5) *Council use its communication channels including Darebin News and the Mayoral Column to seek offers of support from the local community in terms of volunteers and other resources to help and assist resettled refugees in Darebin.*

**Briefing Date**

There are no previous briefing papers or presentations in relation to this report.

**Council Plan Goal/Endorsed Strategy**

Darebin Equity and Inclusion Policy 2012 - 2015

**Summary**

This report responds particularly to two issues:

1. Details the work Council has done to support asylum seekers and refugees in our municipality both as a response to the Council resolutions of 5 October 2015 and supporting the resolution of 7 March 2016.
2. Provides proposed actions and information to assist Council in forming a response in regard to a community request for Council to open its facilities to offer sanctuary to asylum seekers and particularly women and children facing deportation to offshore processing centres.

<b>Recommendation</b>
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That Council:

- (1) Endorse the continued advocacy and support coordination for refugees and asylum seekers through the Darebin Emergency Relief Network and the utilisation of existing partnerships with other intercultural and interfaith groups locally and regionally.
- (2) Endorse the proposed Council Statement on Asylum Seekers. (**Appendix B**)
- (3) Endorse the proposed Future Actions detailed in the report.
- (4) Continues to monitor progress on this issue to assess the potential settlement needs of refugees in Darebin and surrounding regions.

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**Introduction**

Council has a history of and commitment to supporting humanitarian responses to communities experiencing hardship, trauma or discrimination. This commitment is articulated in the Darebin Community Health and Wellbeing Plan (2012-2017), Darebin Equity and Inclusion Policy (2012-2017) and related action plans including Human Rights, Multicultural Action Plans and Darebin Anti-Racism Strategy (2012-2017).

**Issues and Discussion**

The support of communities experiencing hardship, trauma or discrimination is demonstrated through a range of actions.

**1. Council Advocacy and Leadership**Joint Statement on Asylum Seekers

Darebin Council is a signatory to a Joint Statement by Victorian Local Governments on Asylum Seekers, initiated by Darebin in June 2014 and a signatory to the Victorian Local Government Joint Statement of Asylum Seekers Living in the Community initiated by the City of Greater Dandenong.



### Darebin Asylum Seeker Support Project

Darebin Council provides support and referral information for newly arrived refugee and asylum seeker communities including signage and a Community Passport for asylum seekers. The passport resource is currently being updated with promotions and marketing planned. The Darebin Asylum Seeker Support Project was developed as a partnership between DECC, Darebin Intercultural Centre, Community Wellbeing and Equity and Diversity Units during 2014-2015.

Darebin Council is working locally and regionally to assist with an integrated response to new refugees from Syria and Iraq. No information has been received yet in regard to numbers and settlement regions. There is a strong indication that a significant number of Syrian refugees for Victoria will be settled in the areas of Whittlesea and Hume however there may be service integration with the Darebin area.

Darebin Council has partnered with the City of Whittlesea to assist with preparation and response through the following actions:

- Presentation by the City of Whittlesea on refugees from Syria and Iraq at the Darebin Emergency Relief Network meeting on the 1 December 2015;
- A multi-speaker regional information session on Syrian refugees organised at the Darebin Intercultural Centre on the 25 February 2016;
- A letter has been sent to the Prime Minister supporting the position of the Royal Children's Hospital on the protection of children from asylum seeking families and calling on the Government to allow these children to stay in Australia;
- A letter has been sent to the Chairperson of the Royal Children's Hospital to support the brave and humanitarian position of its doctors and nurses to protect the health and wellbeing of children facing deportation; and
- Darebin Intercultural Centre is supporting the launch of The Welcome Dinner Project in Darebin. The Welcome Dinner Project enables newly arrived people including migrants, refugees, asylum seekers and international students to meet over dinner with local residents in the comfort of their own home. Darebin Council will be supporting this initiative through ongoing collaboration, promotion and provision of launch venue.

## **2. Refugee Welcome Zone**

Since 2002, Darebin City Council has been a signatory to the Refugee Council of Australia's *Refugee Welcome Zone Declaration*. Council's ongoing commitment to support refugees and asylum seekers is embedded in our obligations under this declaration and symbolised through the erection of a permanent marker outside Council municipal offices declaring Darebin as a "Refugee Welcome Zone".

Further support for potential local and regional efforts such provision of housing and material aid, advocacy, community engagement and leadership is underpinned by this commitment.

## **3. Council Supporting and Resourcing a Coordinated Local Response**

Council plays a key role in supporting and resourcing agencies and communities to be able to effectively respond at the local level. This includes:

### Supporting the Darebin Emergency Relief Network

Darebin City Council convenes the Darebin Emergency Relief Network which has the primary role of coordinating a regional approach to meeting the needs of residents experiencing financial or material disadvantage, including asylum seekers.

### Participation in the North East Refugee Settlement Issues Network (NERSIN)

Council is a standing member of this network hosted by Spectrum MRC addressing emerging issues, coordinating local response and sector exchange around the needs of newly arrived, refugee communities.

### Fostering community collaboration, advocacy and strategic partnerships

Darebin Council supports a range of strategic partnerships and engagement to strengthen our local response. These platforms include the Darebin Interfaith Council, Darebin Ethnic Communities Council, the Preston Mosque Committee and peak bodies such as Municipal Association of Victoria and Victorian Local Government Association.

#### **4. Community Request for Council to Open its Buildings as a Sanctuary for Asylum Seekers Being Threatened with Deportation**

Officers have undertaken investigation on the feasibility of Council providing short term sanctuary for asylum seekers threatened with deportation within our own facilities following this request. This has included consultation with the Councils of Dandenong, Maribyrnong, Brimbank, Moreland, Whittlesea and the Municipal Association of Victoria who were not aware of any similar requests.

The proposal to provide short term emergency sanctuary to asylum seekers in Council buildings would require Council to put in arrangements as an “emergency relief centres” which has logistical and resource implications. Resources and efforts may be best focused in supporting other options.

#### **5. Short Term Support**

Councils efforts to support refugee asylum seekers is best guided and informed by local agencies such as the Darebin Emergency Relief Network and settlement sectors in our region who are well placed to coordinate a local response. This includes consideration of Council support and investment in local initiatives that are seeking to offer sanctuary such as those that may be proposed by places of religion.

At this point, Council has not been approached by any place of worship or local organisation requesting practical support, however will continue to monitor and respond as required.

The level and type of support Council may be able to contribute needs to be assessed as the need arises and in consultation with local and regional partners so that we remain responsive.

Council can however play an active referral and advocacy role to connect asylum seekers to local service providers to assist them with material aid and other services including housing.

It should be noted that with respect to the 237 asylum seekers facing deportation, the Federal Government has yet to make a decision.

Similarly, with regard to Syrian and Iraqi refugees, the Federal Government has still made no decision, however it is anticipated that settlement will largely be in the cities of Hume and Whittlesea. Darebin City Council has been working closely with these other Councils in the northern region to coordinate our local response.

**6. Scoping of Long Term Housing Options for Refugees and Asylum Seekers (Refer to Appendix A)**

Following the Council resolution on 7 March 2016, officers have now integrated refugee housing provisions into 'air-rights' based public and refugee housing projects as part of the Darebin Social and Affordable Housing Project.

**7. Council Position Statement (Refer to Appendix B)**

A position statement has been drafted applauding the Victorian Premier for offering the State of Victoria to take in and care for asylum seekers.

**Options for Consideration**

The options related to this report form the basis of the recommendations for Council to consider.

**Financial and Resource Implications**

Any activities associated with this report will be supported through current operational budgets.

**Risk Management**

No risks associated with this report and the activities attached to it have been identified.

**Policy Implications****Economic Development**

There are no direct economic development implications from this report.

**Environmental Sustainability**

There are no direct environmental sustainability implications from this report.

**Human Rights, Equity and Inclusion**

Upholding the rights of refugee and asylum seekers aligns with Council commitments and values.

The provision of emergency relief and settlement support services helps strengthen health and wellbeing outcomes in local communities, including refugee and asylum seekers communities.

**Other**

There are no other policies implications from this report.

**Future Actions**

- Continue to work in collaboration with Councils in the Northern Region of Melbourne and local organisations (such as DECC) and agencies to respond to the needs of Syrian and Iraqi refugees and asylum seekers requiring either short term sanctuary or longer term support and foster. This collaboration will also explore ways to extend the engagement of asylum seekers with the Darebin community.

- The publication and promotion of the proposed Council Statement on Asylum Seekers through identified media forums and opportunities both online and in print.
- Continue to progress integrated refugee housing provisions into 'air-rights' based public and refugee housing projects as part of the Darebin Social and Affordable Housing Project.

### **Consultation and Advocacy**

Consultations were conducted with:

#### **External**

- Darebin Ethnic Communities Council
- City of Whittlesea
- Darebin Interfaith Council
- Victoria Police
- Faith Communities Council of Victoria
- Victorian Council of Churches
- Municipal Association of Victoria
- City of Moreland
- City of Greater Dandenong
- City of Brimbank
- Victorian Local Government Multicultural Issues Network
- North East Regional Settlement Issues Network
- City of Marybirnong
- Darebin Emergency Relief Network

#### **Internal**

- Coordinator, Equity and Diversity
- Coordinator, Community Wellbeing
- Multicultural Relations Officer
- Darebin Ethnic Communities Council
- Interfaith Development Officer
- Aboriginal Contact Officer
- Darebin Community Planner
- Darebin Intercultural Centre

### **Related Documents**

- Scoping of Long Term Housing Options for Refugees and Asylum Seekers (**Appendix A**)
- Council Position Statement (**Appendix B**)
- Council Minutes – 5 October 2015 and 7 March 2016

**Disclosure of Interest**

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

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

## **APPENDIX A**

### **Scoping of Long Term Refugee Housing Solutions**

Following a Council resolution on 7 March 2016, officers have now taken steps to integrate refugee housing provisions into the 'air-rights' based public and refugee housing projects as part of the Darebin Social and Affordable Housing Project. While still to be endorsed, and although not representing an immediate option, the project offers up potential housing models for asylum seekers and refugee communities who seek sanctuary within our municipality in the future.

In September 2015 Council supported in principle the 'Social and Affordable Housing Program on Council owned Land'. This builds on Council's previous work by developing the 'air rights' above Council owned car parks for social and affordable housing.

One of the priority target groups for this program continues to be refugees and new arrivals.

On 5 October 2015, a Notice of Motion expanded on the intent of the Social and Affordable Housing Program on Council owned Land to include an additional Council owned property specifically targeted to Syrian refugees and other refugees who may be seeking urgent sanctuary in our community.

## **APPENDIX B**

### **Proposed Council Position Statement**

To demonstrate Council's continued support for agencies providing direct support, build capacity for a response at the local level and in advocating to other levels of Government, the following statement is proposed for consideration:

*“Darebin City Council applauds the Victorian Premier, Daniel Andrews for offering the State of Victoria to take in and care for the 267 asylum seekers facing removal to danger on Nauru by the Australian Government.*

*As a signatory to the **Joint Statement by Victorian Local Governments on Asylum Seekers** and a **Refugee Welcome Zone City**, Council joins Australia's international aid organisations and community sector organisations backing Australia's churches in their efforts to create compassionate solutions to the current asylum seeker situation.*

*Through our partnerships with local settlement services and networks such as the Darebin Emergency Relief Network, Council will continue to support the needs and rights of asylum seekers and refugees as recognized and valued members of our community.*

*In particular, Council, along with many other communities, remains extremely concerned about the fate of children who are survivors of torture, trauma and abuse. We are aware of vulnerable people, including 37 babies and 57 children potentially being sent to detention centres who are likely to suffer adverse and serious mental health and other health issues.*

*We are deeply disappointed with the decisions to disregard the needs of these children and babies and request that the Australian Government make moral and humanitarian decisions to not send vulnerable people to offshore detention centres.*

*Darebin City Council, through commitments set out in the Darebin Anti-Racism Strategy and the Darebin Equity and Inclusion Policy, together with our community support a fair, inclusive and caring City and will continue to advocate on behalf of those people experiencing discrimination and hardship.”*

## 6.7 RIGHT OF WAY/ROAD OCCUPANCY ISSUE REAR OF 25A BRUCE STREET AND ADJOINING 20 HERBERT ST, PRESTON

**Author:** Manager Assets and Properties

**Reviewed By:** Director Assets and Business Services

### Report Background

This report outlines issues relating to the occupation of the right-of-way/road located between 15-25 Bruce Street and rear 10-20 Herbert Street, Preston and adjoining the west of 20 Herbert Street, Preston, together with the outcome of preliminary investigations into the right-of-way/road's proposed discontinuance.

### Previous Resolution

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

### Briefing Date

Councillor briefing - 22 February 2016

### Council Plan Goal/Endorsed Strategy

**Goal:** Excellent Service – Strategy 5.4 Long term responsible financial planning

**Strategy:** Property Asset Management Strategy- May 2015

### Summary

This report provides the history, background and issues relating to the occupancy of the right-of-way/road located between 15-25 Bruce Street and rear 10-20 Herbert Street, Preston and adjoining the west of 20 Herbert Street, Preston, and the outcome of preliminary investigations into its proposed discontinuance.

Since 2005, Council has received several requests from adjoining property owners regarding their interest in purchasing the land from the right-of-way/road between 15-25 Bruce Street and rear 10-20 Herbert Street, Preston and adjoining the west of 20 Herbert Street, Preston (Road), shown on site plan (see **Appendix A**) and the aerial photo (see **Appendix B**). Despite numerous attempts to proceed to the next stage of the process, Council has met with an impasse with some property owners wanting the Road reopened and others supporting its discontinuance, yet expressing minimal interest in purchasing the land from the Road.

In February 2012, Local Laws identified that the owner of 25A Bruce Street had been transgressing over rail land in order to access their rear garage as shown in **Appendix C**.

Initial investigations identified that the Road exists on title for the benefit of all adjoining properties. In particular, it verifies the provision of access to the rear of the property at 25A Bruce St, Preston, despite that part of the Road being occupied and fenced within the property boundary of 20 Herbert Street, Preston (Occupier) as shown in **Appendix D** (Right-of-Way). The occupation of the Right-of-Way was permitted by the former City of Preston under a temporary closure agreement dating back to 1982.



In order to assist the property owners of 25A Bruce Street (Owners) with their access and egress requirements, Council officers made contact with Metro Trains to determine if they would consider the sale of rail land at the western side of 25A Bruce Street to allow for access to the garage and also consulted with the Owners and the Occupiers in an attempt to facilitate a suitable outcome that would appease both parties. However, Metro Trains advised that the rail land was not available and none of the alternatives proposed during consultation suited the parties.

The Owners now have no clear access to the rear of their property.

The Road continues to be enclosed within the boundaries of adjoining property owners, including that part adjoining 20 Herbert Street, Preston.

### Recommendation

**That Council:**

- (1) Commence the statutory procedures under section 206 and clause 3 of Schedule 10 to the *Local Government Act 1989* (“the Act”) to discontinue the road rear 15 to 25 Bruce Street and rear 10 to 20 Herbert Street (shown on **Appendix A**) and re-open the section of road adjoining 20 Herbert Street and rear 25A Bruce Street, Preston.
- (2) Give public notice under Sections 207A and 82A and 223 of the Act of the proposed discontinuance in the appropriate newspapers and on Council’s website and such notice state that if discontinued, Council proposes to sell the land from the road to the adjoining property owners by private treaty in accordance with Policy guidelines, transfer to itself title to the balance of land in the discontinued road and re-open a section of road for access adjoining 20 Herbert Street and rear 25A Bruce Street, Preston.

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### Introduction

Since 2005, Council has received several requests from adjoining property owners regarding their interest in purchasing the land from the right-of-way/road between 15-25 Bruce Street and rear 10-20 Herbert Street, Preston and adjoining the west of 20 Herbert Street, Preston, shown on site plan (see **Appendix A**) and the aerial photo (see **Appendix B**). Despite numerous attempts to proceed to the next stage of the process, Council has been met with an impasse, with some property owners wanting the Road reopened and the others supporting its discontinuance, however expressing minimal interest in purchasing the land from the Road.

In February 2012, Local Laws identified that a property owner had been transgressing over rail land (in close proximity to the Epping rail line) in order to access a garage located at the rear of their property at 25A Bruce Street, Preston. He had been using Donovan Street as the point of access and egress across the rail land to his rear garage. Refer to path shown in **Appendix C**.

Initial investigations identified that the Road exists on title for the benefit of all adjoining properties. In particular, it verifies the provision of access to the rear of the property at 25A Bruce St, Preston, despite that part of the Road being occupied and fenced within the property boundary of 20 Herbert Street, Preston as shown in **Appendix D** (Right-of-Way). The occupation of the Right-of-Way was permitted by the former City of Preston under a temporary closure agreement dating back to 1982.

In order to assist the property owners of 25A Bruce Street (Owners) with their access and egress requirements, Council officers made contact with Metro Trains to determine if they would consider the sale of rail land at the western side of 25A Bruce Street to allow for access to the garage. Metro trains advised that a sale of land would not be possible. A number of other alternatives were presented to the Owners; however these options did not meet their needs in regard to access, usability, amenity and security.

Use of the rail land for access/egress to the rear of 25A Bruce Street in its current form is dangerous and poses significant safety risks to not only the Owners but to the community, rail commuters and rail staff. It was imperative for the Owners to cease accessing their property via the rail land. The Owners now have no clear access to the rear of their property.

Extensive consultation/negotiation was undertaken with the property owner of 20 Herbert Street and the Owners seeking reinstatement of the vehicle access to the garage at the rear of 25A Bruce Street which would appease both parties, which had proven unsuccessful.

## **Issues and Discussion**

### **Consultation with owners**

Further investigations into the future of the Road was recommenced, with all of the affected property owners adjoining the Road afforded the opportunity to provide Council with a submission on whether the Road should be opened or remain closed.

Following the most recent consultation there remains a lack of interest from adjoining property owners to purchase occupied land despite their general response in support of the Road remaining closed.

### **Service Authorities and Council departments**

Council and all necessary service authorities have been consulted in respect to the proposal and one objection has been received.

Yarra Valley Water Corporation (YVW) has a sewer and sewer vent in the Road and objected to the proposed discontinuance on the basis that the sewer vent has special maintenance requirements with unrestricted 7 day, 24 hour access required. Whilst YVW's access requirement is acknowledged, this access has not been available since the early 1980's.

Should Council resolve to discontinue the Road, in accordance with Section 207C *Local Government Act 1989*, an easement would be saved over all of the land from the Road in YVW's favour which would maintain their access requirements.

Whilst Council currently does not have any assets located within the Road at present it would require an easement for drainage to be created over the land from the Road to cater for the installation of a drain in the future.

### **Implementation**

The statutory procedures require Council to give public notice of its intention to reopen a section, discontinue, sell and/or take title part or all of Road and invite submissions from affected parties. Submitters may request to be heard by Council prior to a decision being made to proceed or otherwise with the proposal.

In addition, all adjoining property owners will be advised of the proposal in writing and informed of their right to make a submission. Following which, a report will be presented to Council for a decision whether to discontinue the Road, part of the Road or not to discontinue the Road and to reopen the Road or part of the Road.

### **Options for Consideration**

#### **Option 1 (Recommended)**

Council could commence the statutory procedures to potentially discontinue the Road. Extensive consultation has resulted in the majority of adjoining property owners supporting the closure of the Road with some interest expressed in purchasing land from the Road.

The statutory procedures will extend the consultation to the wider community and enable all including affected property owners, further opportunity to make a submission.

This option would assist Council in obtaining further insight into the overall consensus of surrounding property owners and the community in relation to the Road. It would enable Council to make an informed assessment on the future of the Road to potentially reopen part or all of the Road, discontinue part or all of the Road and sell the land from the Road (if discontinued) to adjoining property owners and take title to the balance of land not sold.

Some of the benefits of commencing the statutory procedures, which will depend on Council's decision on the future of the Road, are the ongoing protection of a public asset, the asset being opened to the public and used for its prescribed purpose, and potential revenue from the sale of part or all of the land from the Road.

#### **Option 2**

Council abandon the proposal, which may result in the continuation of issues/concerns relating to the access/egress to the rear of 25A Bruce Street, Preston. There is a high safety risk to the Owners as well as rail staff, commuters and the general public if the Owners continue to use the rail land to access their rear garage.

If the status quo remained, it may be perceived as Council knowingly encouraging and enabling property owners to continue to occupy other roads or rights-of-way within Darebin to the detriment of the community whether financially or as a benefiting right.

Additionally Council may lose any future rights to the Road if adjoining properties make and are successful with claims of adverse possession.

### **Financial and Resource Implications**

There are no financial or resource implications as a result of the commencing the statutory procedures as contained in this report.

### **Risk Management**

Should Council not further progress the statutory procedures to discontinuance and sell and/or reopen part or all of the Road, then it presents not only a financial risk to Council in terms of potential loss of income and a public asset, but also poses potential safety risks to Metro staff and the general public if the Owners of 25A Bruce Street continue to access the rear of their property via rail land.

### **Policy Implications**

**Economic Development**

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

**Environmental Sustainability**

There are no factors in this report which impact upon environmental sustainability.

**Human Rights, Equity and Inclusion**

Initial consultation with the immediate adjoining owners has been undertaken. The statutory procedures will extend this to the whole of the community by giving public notice of the proposal and providing the opportunity to make formal submissions to Council regarding the proposal.

**Other**

This report has been prepared having regard to Council's Sale of Minor Council Property Assets Policy.

**Future Actions**

Arrange for the statutory procedures for the discontinuance of the road to be undertaken pursuant to the provisions of section 206 and clause 3 of Schedule 10 and section 223 of the *Local Government Act 1989*.

**Consultation and Advocacy**

- Macquarie Local Government Lawyers
- Owners of adjoining properties
- Statutory Authorities
- Council Departments

**Related Documents**

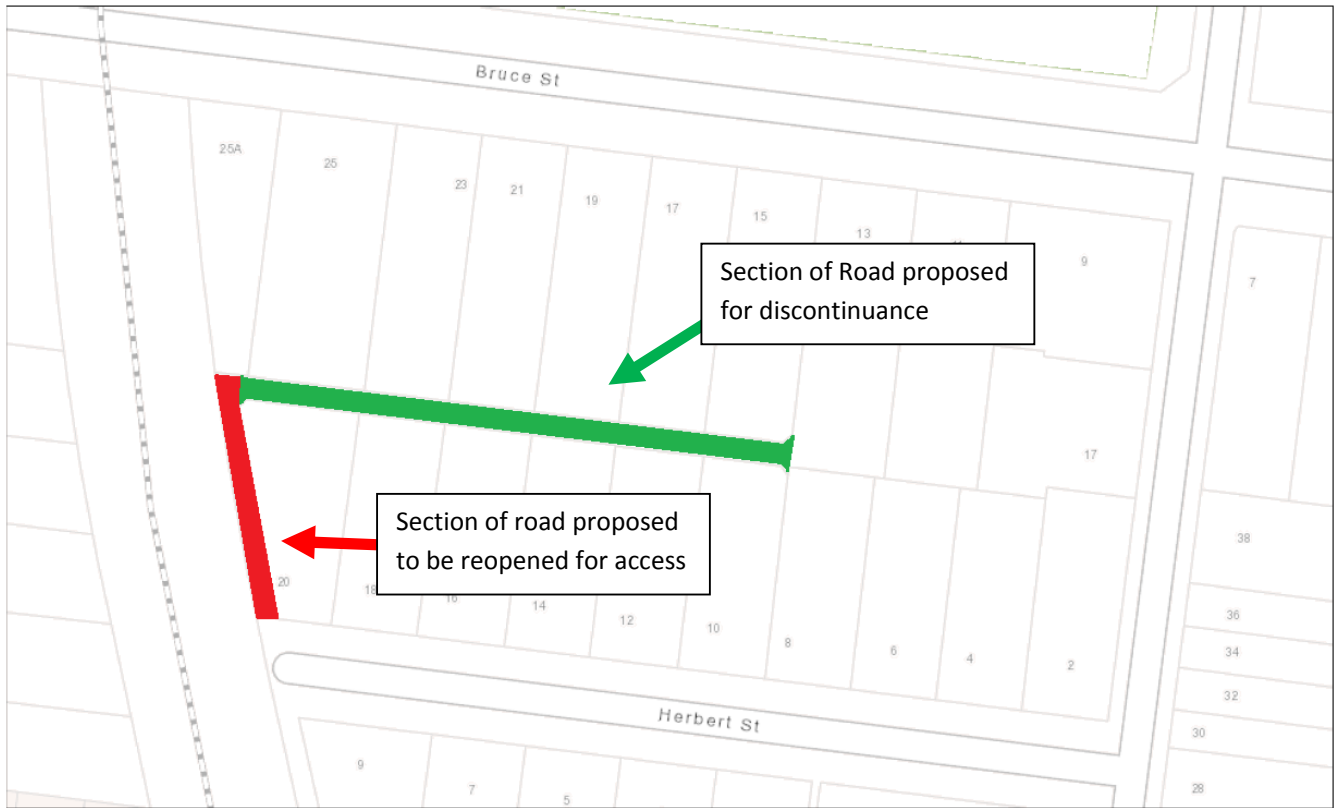
- Site Plan (**Appendix A**)
- Aerial Photo (**Appendix A**)
- Path used for access- railway land (**Appendix A**)
- Occupied Right-of-Way (**Appendix A**)
- *Local Government Act 1989*
- *Road Management Act 2004*
- Council's Sale of Minor Council Property Assets Policy – May 2015

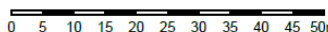
**Disclosure of Interest**

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

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

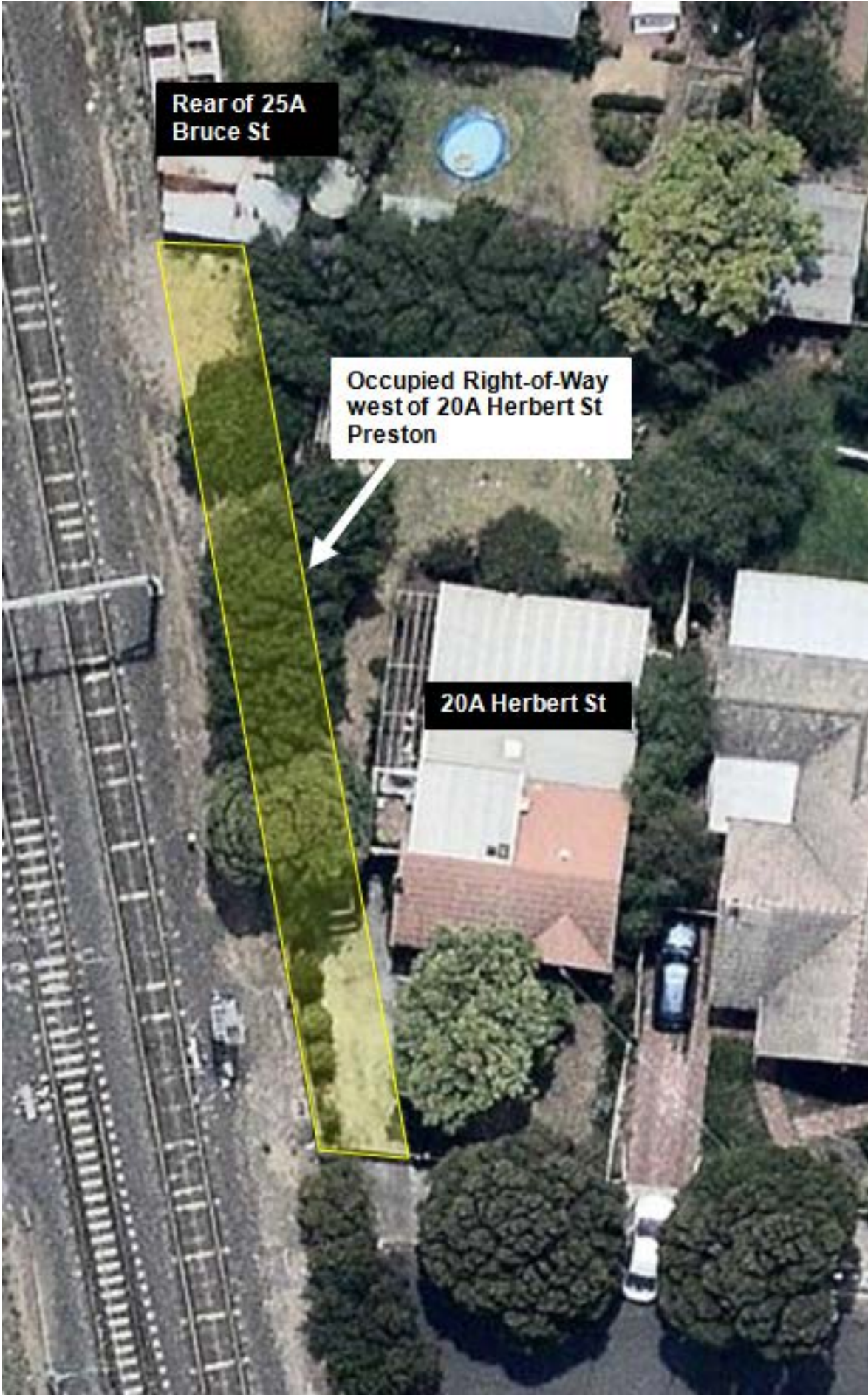




<p>Co-ordinates of Plot Corners          NW 323761,5820900          SW 323763,5820772          MGA Zone 55</p>	<p>Data Source: Vicmap Property</p>  <p>Scale of Metres (1:800)</p> <p>MGA Zone 55          Melways - 30 F1 Vicroads - 79 B5          Created 4:15 PM on Nov 25, 2015</p>	<p>Co-ordinates of Plot Corners          NE 323973,5820905          SE 323975,5820777          MGA Zone 55</p>
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WARNING: No warranty is given as to the accuracy or completeness of this map. Dimensions are approximate. For property dimensions, undertake a Title search.





Rear of 25A  
Bruce St

Occupied Right-of-Way  
west of 20A Herbert St  
Preston

20A Herbert St



## 7. CONSIDERATION OF RESPONSES TO NOTICES OF MOTION, GENERAL BUSINESS AND PETITIONS

### 7.1 ADAMS RESERVE - RESPONSE TO PETITION

**Author:** Manager Leisure and Public Realm

**Reviewed By:** Director Culture, Leisure and Works

#### Report Background

At its Ordinary Meeting on 1 February 2016, a petition regarding amenity upgrades to Adams Reserve (Preston) was presented to Council. This report responds to that petition.

#### Previous Council Resolution

At its 1 February 2016 Council meeting, Council resolved:

*'That the petition:*

*"We the undersigned users of our local community park at Adams Reserve in Milton Cres, Preston South request that Darebin Council take action to improve the amenities in this park, including but not limited to a BBQ facility, lighting and drinking fountain"*

*be tabled and a report presented to Council as soon as possible.'*

#### Previous Briefing(s)

Council Briefing - 15 March 2016

#### Council Plan Goal/Endorsed Strategy

- Greenstreets Streetscape Strategy 2012-2020
- Darebin Play Space Strategy
- Darebin Urban Forest Strategy
- Darebin Open Space Strategy 2007-2017

#### Summary

Adams Reserve (Preston East) is nominated by Darebin's Open Space Strategy as a neighbourhood park whose primary character is parkland. In the financial year 2011-2012, a playspace upgrade was undertaken at Adams Reserve where the play equipment was replaced to be compliant with Australian Standards and the immediate landscaping was renewed. At present there are no existing plans to upgrade Adams Reserve other than regularly scheduled maintenance.

The current Darebin Open Space Strategy will sunset in 2017. As such, an in depth review of the strategy will be undertaken as part of the 2016/2017 operational budget. This review will include the addition of strategic statements not covered by the current Strategy including gateways, BBQ areas and lighting.

**Recommendation****That Council:**

- (1) Reallocate funds in the Parks and Vegetation 2015/2016 budget to the supply and installation by 30 June 2016 of a drinking fountain near the play space in Adams Reserve.
- (2) Engage the community, including petitioners for Adams Reserve improvements, in a review of the *Darebin Open Space Strategy* in the 2016/2017 financial year, and formation of recommendations on the proliferation and location of BBQ areas and lighting in open spaces across Darebin.
- (3) On adoption of a new *Darebin Open Space Strategy*, be guided by the recommendations for proliferation and location of BBQ areas and lighting in determining further improvements to Adams Reserve.
- (4) Acknowledge the petitioners and inform them of Council's resolution in writing.

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**Introduction**

Adams Reserve is a small reserve located on Milton Crescent, Preston East. The reserve is well used and valued by the local community.

**Issues and Discussion****Adams Reserve – Existing Character**

Adams Reserve is classified by the *Darebin Open Space Strategy 2007-2017* as a neighbourhood park. This classification refers to small open spaces typically between 0.25ha and 2ha in size that generally reflect the character of the proximate neighbourhood. Neighbourhood parks have an expected catchment of up to 500m from each household and gain value when viewed and used as part of a larger open space network.

Adams Reserve is characterised by a small play space, trees, un-programmed open space, a picnic table, seating and low level garden beds. The park is a dog off lead area.

In 2011-2012, the play equipment and associated landscaping was upgraded to be in line with Australian Standards.

**Review of Darebin Open Space Strategy**

Darebin's Open Space Strategy sundowns in 2017 and will be reviewed and updated in 2016/2017. Part of this review will include a strategic statement regarding the provision and proliferation of BBQ areas, drinking fountains and lighting in public open spaces throughout the municipality.

The revised Open Space Strategy will include a priority list for park upgrade that takes into account existing condition, compliance with Australian Standards, population increase, equal distribution of facilities and other site specific factors like dog off lead regulations. Adams Reserve will be considered as part of Darebin's Open Space network as part of this review.

**Considerations when changing the use of public open space**

BBQ areas and associated lighting are likely to change the way that public open space is used in that they have the potential to extend the hours of use and type of use in the park.

This change may bring about unintended consequences for neighbours immediately bounding on the parkland. As such, an in depth community consultation should be carried out to understand the spread of support for a change of use of this scale.

BBQ areas significantly increase the maintenance requirements for a public open space in terms of cleaning and rubbish removal.

### Options for Consideration

**Option One: (Preferred)** Reallocate funding in the Parks and Vegetation budget to supply and install a drinking fountain near the play space in the 2015/2016 financial year. Engage the Darebin community in a review of the *Darebin Open Space Strategy 2007-2017* in the 2016/2017 financial year. Allow the recommendations for proliferation and location of BBQ areas and lighting in the revised strategy, and broader community consultation, to guide the decision of improvements to Adams Reserve.

**Option Two:** Allocate funding in 2016/2017 budget for an upgrade to the BBQ area including a water fountain and lighting in Adams Reserve as part of the capital works budget. This funding should include consideration of ongoing maintenance for the BBQ and associated infrastructure.

**Option Three:** Do nothing. Await the review of the *Darebin Open Space Strategy* and adoption of recommendations to guide the proliferation and location of BBQ areas and lighting in open spaces across Darebin, including Adams Reserve.

### Financial and Resource Implications

In addition to the cost of the capital project itself, funding to project manage, consult, design and implement a new public open space will be required.

The funds for the drinking fountain are from Parks capital program and the installation would cost approximately \$8,000.

Any capital project will require funding to maintain the upgraded spaces on an ongoing basis. In terms of a BBQ area this will include cleaning and rubbish collection but also the ongoing bill for the electricity used by the BBQ and any associated lighting as well as water for the fountain.

### Risk Management

Any additional capital projects will be subject to a project initiation which includes cost analysis, risk management, consultation plan and project plan.

### Policy Implications

*Darebin's Open Space Strategy* is one of the core documents that guides the upgrade and use of Darebin's public open space network.

### Economic Development

Upgrade works in Darebin's parks and streetscapes positively contribute to the economic growth in the surrounding area by providing increased amenity, functionality and usability of Council's public realm.

**Environmental Sustainability**

Projects take environmental considerations into account using repurposed, recycled and local materials.

Increasing the amount of garden bed and tree planting contributes to reducing the urban heat island effect and has a positive impact on cooling the surrounding areas.

**Human Rights, Equity and Inclusion**

Accessibility and usability for all are key considerations when designing any public open space improvement.

**Other**

There are no other factors which impact on this report.

**Future Actions**

- Provide a written response to the community members submitting the petition.
- Implement Council's resolution.

**Consultation and Advocacy**

Consultation with the community features heavily in the design and implementation of all capital projects. The scale of the project determines the consultation process with a minimum of two points of contact for smaller projects and up to five points of contact for larger projects.

**Related Documents**

- Darebin Play Space Strategy
- Darebin Open Space Strategy
- Council Minutes – 1 February 2016

**Disclosure of Interest**

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

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

## 7.2 ROUND UP USE IN DAREBIN

**Author:** Manager Parks and Vegetation

**Reviewed By:** Director Culture, Leisure and Works

### Report Background

This report responds to a Notice of Motion tabled on 19 October 2015 regarding the phasing out of Round Up herbicide in Darebin.

### Previous Council Resolution

At its meeting on 19 October 2015, Council resolved:

*That Council:*

- (1) *Reviews its duty of care to prevent adverse impacts of synthetic chemical use on workers and residents, particularly those most vulnerable to toxics, e.g. children and older residents.*
- (2) *Consults with residents, relevant authorities, creek management committees, the Weeds Network and other experts regarding opportunities to manage weeds by non-chemical means (e.g. weed steamers as used in Sydney, Perth, Maroondah and Yarra).*
- (3) *Receives a report in early 2016 that includes:*
  - i. A revised Council policy on the spraying of Round-Up (Glyphosate) weedkiller and other chemicals in public places, e.g. playgrounds.*
  - ii. A timeline for the potential phase-out of Round-Up use in light of evidence of its toxicity to workers, public health and the environment.'*

### Previous Briefing(s)

Councillor Briefing - 29 February 2016

### Council Plan Goal/Endorsed Strategy

- Council Plan Goal 3 – Sustainable and Resilient Neighbourhoods
- Strategy 3.1 Environment Protection
- Strategy 3.7 Biodiversity, wildlife corridors, cultural heritage assets and waterways
- Darebin Natural Heritage Strategy 2015-2025
- Integrated Weed Management Strategy 2008

### Summary

The use of Glyphosate (aka Round Up) has been a long-standing method of controlling weeds in a variety of situations across Darebin, ranging from parks and gardens to roads, rights of way, streets and gutters. Recent information from the World Health Organisation has cast doubt on the safety of this chemical. The study findings were based on the presence of glyphosate in edible crops and not in an urban municipal situation. In Australia all chemicals must be registered by the Australian Pesticide and Veterinary Medicines Authority (APVMA).

Their bulletin on the use of glyphosate states that use of the chemical in accordance with the recommendations on the label and in the material safety data sheet poses minimal threat.

Council has an *Integrated Weed Control Strategy* in place and many of the recommendations for alternative weed control methods are already in use. The Strategy was developed and introduced in 2008 and is due for review. This will be done with extensive community consultation.

There are several alternatives to the use of glyphosate for weed control but these are significantly more expensive, potentially treble the cost of current weed control in Darebin. Council already uses various non-chemical methods such as mulching, burning and scorching and increased planting densities to reduce weed populations on our bushland sites.

At this stage, there are no viable alternatives to glyphosate to control weeds efficiently and effectively and officers continue to monitor developments in new chemicals, both synthetic and organic, and new techniques of non-chemical control.

### Recommendation

**That Council:**

- (1) Monitor developments in the assessment of glyphosate by the Australian Pesticide and Veterinary Medicines Authority, and brief Council on the Authority's May 2016 report;
- (2) Conduct a twelve month trial commencing July 2016 of steam weed control around play spaces, maternal and child health centres, schools and senior citizens' venues;
- (3) Engage the community in the review of the *Integrated Weed Management Strategy 2008*; and
- (4) Report on the findings of the twelve month trial and community feedback, with a view to adopting a new four year integrated weed management strategy.

---

## Introduction

Glyphosate is a broad-spectrum systemic herbicide used for the control of a range of annual and perennial weeds. Glyphosate is used to control weeds along roads, kerbs, footpaths, bushland areas, reserves and in garden beds across Darebin.

In 2015 the World Health Organisation's International Agency for Research on Cancer assessed the carcinogenicity of five organophosphate pesticides - glyphosate was one of those. The final report classified glyphosate as part of a group of chemical that is 'probably carcinogenic to humans noting there was limited evidence of carcinogenicity in humans for non-Hodgkin lymphoma.

This briefing paper discusses Council's current weed management strategy, registration and recommended uses of glyphosate, alternative weed control methods and the future of glyphosate use in Darebin.

## Issues and Discussion

### Pesticide Registration and Council Use

In Australia all pesticides, including herbicides and insecticide, are registered for use by the Australian Pesticide and Veterinary Medicines Authority (APVMA). Once a chemical has been registered by the Authority its use and conditions of use are limited to those on the label. Manufacturers are also required to provide a material safety data sheet (MSDS). This will show the active chemical, potential hazards, environmental toxicity and the safe handling requirements (safety equipment required).

Glyphosate is the active component in Round Up and several hundred other brand name products. Concentrations range from 180 grams/litre to 540g/l. The lower concentrations are generally found in preparations for domestic use. Council uses a concentration of 360g/l. approximately 1200 litres are purchased by Darebin Council per year. An MSDS for glyphosate is included as **Appendix A**.

### World Health Organisation Report

The World Health Organisation's International Agency for Research on Cancer assessed the carcinogenic potential of several organophosphate pesticides including glyphosate in early 2015. The evaluation determined there was limited evidence of carcinogenicity in humans for non-Hodgkin lymphoma. The evidence for carcinogenicity was based on studies relating to the direct ingestion of food crops sprayed with the herbicide. It is not related to the use of the chemical in urban municipal situations.

As a result of the WHO report, the Australian Pesticide and Veterinary Medicines Authority issued a note regarding the registration and use of glyphosate. The authority states that the findings of the IARC report cannot be compared directly to assessments for the purpose of approval for registration, which consider a full risk assessment to determine the risk of the use of a formulated product.

These assessments consider a full range of risks and how human exposure can be minimised. Glyphosate is classified as a non-hazardous substance by the National Occupational Health and Safety Commission and a non-dangerous goods by the Australian Dangerous Goods Code.

The APVMA are closely examining the findings from the International Agency for Research on Cancer and are considering the information used by the IARC to determine whether there is any further regulatory action required. On current risk assessments, the APVMA recommends the label and MSDS instructions when followed provide adequate protection. A further report will be released in May 2016.

All staff involved in spraying have attended or have supervisors who have attended the Agvet Chemical User Training Program. Safe Work Statements are also in place for all aspects of herbicide application.

### Integrated Weed Management Strategy

In 2008, an *Integrated Weed Management Strategy* (**Appendix B**) was produced for the Council. This strategy outlines Councils regulatory responsibilities for weed control as well as recommendations for various weed control methods, reducing reliance on glyphosate and the weed control requirements of various specific areas across the municipality.

Council has introduced many of the alternative methods of weed control recommended in the Strategy.

The Strategy is now out of date and due for review with community consultation in 2016/2017.

### **Current Weed Control Practices**

Herbicide application - Glyphosate is the predominant herbicide used for the control of weeds along roads, fencelines, kerbing, rights of way and general weed control in parks and gardens. Approximately 1200lt of glyphosate 360 is used per year.

Mulching - All garden beds are heavily mulched at planting and topped up to maintain 100-150mm of mulch. This helps to suppress weed growth.

Burning - The Bushland Unit use fuel reduction burns to suppress weed germination and growth particularly within grassland areas.

Flame/Scorching - The Bushland Unit also use spot burning techniques to kill weeds in sensitive areas.

Planting Density - All new plantings undertaken by Parks and Vegetation consist of dense shrub massing and ground covers to suppress weed germination and growth reducing the need for herbicide applications.

### **Alternative Weed Control Measures**

Weed Steamers - This is a recently introduced technology and has been trialled by several Councils around Melbourne. The major issue is the cost. Councils contacted note the cost of control using this method to be three times their current weed control budget allocation.

The technology cannot be purchased and a weed control contract must be entered in to with the Weed Steamers Company. The use of this technology may be useful for specific locations. For example one inner Melbourne Council has considering using this method for weed control in playspaces, maternal health centres, around schools and seniors' venues.

Council officers will have further discussions with the owner of the technology to discuss costs and arrange a trial. This technology will be further considered in the Weed Management Strategy Review.

Alternatives to Glyphosate - Several residents have suggested the use of alternative herbicides particularly those recommended by the organic grower's associations. Two of the recommendations are Bioweed and Weed Blitz. The benefits are non-toxic and non-cumulative in the soil and food chain.

The major drawbacks are difficulty in application by hand spraying, approximately twice the cost of current chemicals in use and significant respiratory and skin health effects on users. Both chemicals need to be applied more frequently to be effective.

A more environmentally friendly form of glyphosate called Round Up Biactive is available and is currently used by Council and the Creek Coordinating Committees. This form of glyphosate is less toxic to aquatic fauna.

Currently there are no synthetic alternatives to glyphosate available.

A table comparing various weed control methods is included in **Appendix C**.

### **Options for Consideration**

**Option 1:** Continue with current weed control programs and methods.



**Option 2: (Recommended)**

- Review the Integrated Weed Management Strategy.
- Conduct a trial of steam weed control in sensitive areas as outlined in the report.
- Monitor developments in the assessment of glyphosate.

**Financial and Resource Implications**

- The cost of weed control programs across Darebin is currently \$150,000 per annum.
- Using steam control techniques would cost \$450,000 per annum.
- Using alternative organic based chemicals would cost \$300,000 per annum, excluding the new equipment required for application.
- The cost of the trial is approximately \$15,000 and will be funded through existing parks maintenance programs

**Risk Management**

Current controls in the use of herbicides are in accordance with the registered product label and material safety data sheet.

**Policy Implications****Economic Development**

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

**Environmental Sustainability**

A review of Council's current practices and introduction of possible new technologies would help to lower the rate of herbicide use in the municipality. By following the mixing, application and clean up recommendations of all chemicals used, there will be low runoff into creeks and waterways and the risk to users and the public will be reduced.

Weeds are one of the major threats to Darebin's biodiversity. Effective weed management within and alongside Darebin's natural heritage areas is crucial to maintaining and improving the health and quality of these sites. The recently adopted Natural Heritage Strategy states that Council will continue to control weeds in Council owned/managed heritage sites and will liaise with and educate other land managers and the community regarding the importance of weed control.

**Human Rights, Equity and Inclusion**

All residents have a right to a healthy sustainable environment.

**Other**

There are no other factors which impact on this report.

**Future Actions**

- Conduct a trial of steam weed control in sensitive areas as outlined in the report and prepare a budget bid for the 2016/2017 financial year.
- Monitor developments in the assessment of glyphosate.

- Engage the community in the review and update of the *Integrated Weed Management Strategy 2008*.
- Continue to investigate alternatives to glyphosate.

### **Consultation and Advocacy**

- Weedtechnics Weed Control Solutions
- City of Yarra
- Merri Creek Management Committee
- Darebin Creek Management Committee
- Manager City Works
- Manager Environment and Natural Resources
- Coordinator Open Space Management
- Coordinator Public Realm

### **Related Documents**

- Integrated Weed Management Strategy 2008
- Material Safety Data Sheet (**Appendix A**)
- City of Darebin – Integrated Weed Management Strategy 2008 (**Appendix B**)
- Urban Weed Management Methodologies Matrix (**Appendix C**)
- Council Minutes – 19 October 2015

### **Disclosure of Interest**

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

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



## Material Safety Data Sheet

Infosafe No. 3NU3Y Issue Date: July 2004 ISSUED by NUFARM

Product Name : Glyphosate 360 Herbicide

Classified as hazardous according to criteria of NOHSC

**1. IDENTIFICATION OF THE SUBSTANCE/PREPARATION AND COMPANY**

**Product Name** Glyphosate 360 Herbicide  
**Product Code** 0540  
**Product Use** For the control of annual and perennial weeds in certain situations as per the Directions for Use table.  
**Company Name** NUFARM AUSTRALIA LIMITED. (ABN 80 004 377 780)  
**Address** 103-105 Pipe Road Laverton North  
Victoria 3026 Australia  
**Emergency Tel.** 24hr 1800 033 498  
**Telephone/Telex Number** Tel: (03) 9282-1000 Fax: (03) 9282-1001  
**Product Type** Group M Herbicide  
**Other Information** This MSDS describes, to the best of our knowledge, the properties of the concentrated product. The physical properties and some of the assessments do not apply to the properties of the product once it has been diluted for application. Acute health effects of the diluted product are likely to be much less severe.

**2. COMPOSITION/INFORMATION ON INGREDIENTS**

**Chemical Characterization** Liquid

<b>Ingredients</b>	<b>Name</b>	<b>CAS</b>	<b>Proportion</b>
	Glyphosate (present as the isopropylamine salt)	1071-83-6	360 g/l
	Surfactant		~10 %w/v
	Water		Balance

**3. HAZARDS IDENTIFICATION**

Irritating to eyes.  
**Other Information** Poisons Schedule 5

**4. FIRST AID MEASURES**

**Inhalation** Remove affected person to fresh air until recovered.  
**Ingestion** If swallowed do NOT induce vomiting; seek medical advice immediately and show this container or label or contact the Poisons Information Centre on 13 11 26 (Aust). Make every effort to prevent vomit from entering the lungs by careful placement of the patient.  
Do not give anything by mouth to a semi-conscious or unconscious person.  
Give a glass of water.  
**Skin** Wash affected areas thoroughly with soap and water.  
If irritation persists, seek medical advice.  
**Eye** If in eyes, hold eyelids open and wash with copious amounts of water for at least 15 minutes.  
Seek medical advice.  
**First Aid Facilities** If poisoning occurs, contact a doctor or Poisons Information Centre on 13 11 26 (Australia).  
**Advice to Doctor** Treat symptomatically.

**5. FIRE FIGHTING MEASURES**

**Extinguishing Media** If involved in a fire, the product will not burn. Choose extinguishing media to suit the burning material.  
Water, foam, carbon dioxide or dry chemical.



# Material Safety Data Sheet

Page: 2 of 5

Infosafe No. 3NU3Y Issue Date: July 2004 ISSUED by NUFARM

Product Name: **Glyphosate 360 Herbicide**

Classified as hazardous according to criteria of NOHSC

**Hazardous** Keep upwind.  
**Combustion Products** This product, or spray solutions of this product, react with galvanised steel or unlined steel (except stainless steel) containers and tanks, to produce hydrogen gas which may form a highly flammable or explosive gas mixture.  
If involved in a major fire, could evolve oxides of nitrogen or phosphorus.  
**Protective Equipment** Breathable air apparatus may have to be worn if material is involved in fires especially in confined spaces.

## 6. ACCIDENTAL RELEASE MEASURES

**Spills & Disposal** Contain spill and absorb with clay, sand, soil or proprietary absorbent (such as vermiculite).  
Collect in sealed open top containers for disposal.  
Final clean-up with degreasing agent or detergent is advised.  
**Environmental Precautions** Prevent from entering drains, waterways or sewers.

## 7. HANDLING AND STORAGE

**Handling** For personal protective equipment (PPE) and hygiene advice, refer Section 8.  
**Storage** Store in the closed, original container in a dry, well ventilated area out of direct sunlight.  
Keep container tightly sealed and do not store with seed, fertilisers or foodstuffs.

## 8. EXPOSURE CONTROLS, PERSONAL PROTECTION

**Exposure Limits** No exposure standard has been established for this product.  
**Personal Protective Equipment** When preparing product for use wear elbow-length PVC gloves and face shield or goggles.  
When using controlled droplet applicator, wear protective waterproof clothing and impervious footwear.  
**Eng. Controls** No special ventilation required.  
**Hygiene Measures** After each day's use, wash contaminated clothing and safety equipment.  
After use and before eating, drinking or smoking, wash hands, arms and face thoroughly with soap and water.

## 9. PHYSICAL AND CHEMICAL PROPERTIES

**Appearance** Clear amber viscous liquid  
**Odour** Faint amine odour  
**Melting Point** N/A  
**Solubility in Water** Soluble in water.  
**Boiling Point** >100°C  
**Specific Gravity (H<sub>2</sub>O=1)** 1.17  
**Vapour Pressure** N/A  
**Vapour Density (Air=1)** N/A  
**Volatile Component** N/A  
**Flash Point** None  
**Flammability** Non combustible material.  
**Ignition Temperature** N/A  
**Flammable Limits** N/A  
**LEL**  
**Explosion Properties** N/A



# Material Safety Data Sheet

Page: 3 of 5

Infosafe No. 3NU3Y Issue Date : July 2004 ISSUED by NUFARM

Product Name : **Glyphosate 360 Herbicide**

Classified as hazardous according to criteria of NOHSC

## 10. STABILITY AND REACTIVITY

<b>Hazardous Polymerization</b>	Hazardous polymerisation is not possible.
<b>Materials to Avoid</b>	Corrosive to mild steel, galvanised steel and zinc. Non corrosive to stainless steel, polyethylene and plastics. Do not mix, store or apply the product or spray solutions of the product in galvanised steel or unlined steel (except stainless steel) containers or spray tanks.
<b>Hazardous Reaction</b>	Avoid contact of the concentrate with strong alkalis and alkaline materials such as lime. Such contact may release isopropylamine vapour with a strong fish like odour, which is an irritant to eyes. Isopropylamine is moderately toxic, LD50 (oral, rat) is 820 mg/kg and a TLV of 5 ppm (TWA) has been set.

## 11. TOXICOLOGICAL INFORMATION

<b>Toxicology Information</b>	No harmful effects are expected if the precautions on the label and this MSDS are followed.
<b>Inhalation</b>	When applying the product as a spray avoid breathing in spray mists. May cause irritation to mucous membranes and respiratory tract.
<b>Ingestion</b>	The concentrate is of low toxicity if swallowed. Amounts swallowed incidental to normal handling procedures and use are not expected to cause injury. Possible symptoms of exposure include: nausea, vomiting and gastrointestinal discomfort and diarrhoea. Ingestion of a large quantity of the undiluted product may result in hypotension and pulmonary oedema.
<b>Skin</b>	The concentrated product may cause slight irritation on contact. Prolonged contact is likely to result in irritation.
<b>Eye</b>	The concentrate may cause irritation of the eyes. Prolonged contact with the concentrate may cause damage to the eye.
<b>Chronic Effects</b>	No information available, no chronic effects expected.
<b>Acute Toxicity - Oral</b>	LD50 (rat) >5,000 mg/kg for a similar formulation
<b>Acute Toxicity - Dermal</b>	LD50 (rabbit) >5,000 mg/kg for a similar formulation
<b>Eye Irritation</b>	Slight irritant
<b>Skin Irritation</b>	Slight irritant.
<b>Other Information</b>	The Australian Acceptable Daily Intake (ADI) for glyphosate for a human is 0.3 mg/kg/day, set for the public for daily, lifetime exposure. This is based on the NOEL of 30 mg/kg/day, the level determined to show no effects during long term exposure for the most sensitive indicators and the most sensitive species. (Ref: Comm. Dept. of Health and Ageing, 'ADI List', TGA, August 2003).

## 12. ECOLOGICAL INFORMATION

<b>Known Harmful Effects on the Environment</b>	Harmful to fish and other aquatic organisms (mainly due to the surfactant).
<b>Other Precautions</b>	Do not spray in high winds. Do not contaminate dams, waterways or sewers with this product.
<b>Environ. Protection</b>	Glyphosate is a non-selective contact herbicide. Spray drift can cause damage.



# Material Safety Data Sheet

Page: 4 of 5

Infosafe No. 3NU3Y Issue Date: July 2004 ISSUED by NUFARM

Product Name : **Glyphosate 360 Herbicide**

Classified as hazardous according to criteria of NOHSC

**Persistence / Degradability** Adsorption studies indicate that glyphosate has very low mobility. Average field half life of glyphosate is 47 days.

**Acute Toxicity - Fish** The following is data for a similar product.  
LC50 (96 hr) for bluegill sunfish is 5.8 - 14 mg/l.  
LC50 (96 hr) for rainbow trout is 8.2 - 26 mg/l.  
LC50 (96 hr) for fathead minnow is 9.4 mg/l.  
TL50 (96hr) carp is 19.7 ppm

**Acute Toxicity - Other Organisms** The following data is for the active ingredient, glyphosate.

Birds: Not toxic to birds. LD50 for bobwhite quail is >3850 mg/kg  
Bees: Not toxic to bees. LD50 >100 µg/bee.

## 13. DISPOSAL CONSIDERATIONS

**Product Disposal** On site disposal of the concentrated product is not acceptable. Ideally, the product should be used for its intended purpose. If there is a need to dispose of the product, approach local authorities who hold periodic collections of unwanted chemicals (ChemCollect).

**Container Disposal** Do not use this container for any other purpose. Triple rinse containers, add rinsate to the spray tank, then offer the container for recycling/reconditioning, or puncture top, sides and bottom and dispose of in landfill in accordance with local regulations.

If no landfill is available, bury the containers below 500mm in a disposal pit specifically marked and set up for this purpose clear of waterways, desirable vegetation and tree roots.

drumMUSTER is the national program for the collection and recycling of empty, cleaned, non returnable crop production and on-farm animal health chemical containers. If the label on your container carries the drumMuster symbol, triple rinse the container, ring your local Council, and offer the container for collection in the program.

Returnable containers: empty contents fully into application equipment. Replace cap, close all valves and return to the point of supply for refill or storage. Empty containers and product should not be burnt.

## 14. TRANSPORT INFORMATION

It is good practice to separate this product from food, food related materials, animal feedstuffs, seed or fertilisers during transport.

**U.N. Number** None Allocated

**Proper Shipping Name** None Allocated

**DG Class** None Allocated

**Hazchem Code** None Allocated

**Packing Group** None Allocated

**Storage and Transport** Considered non dangerous for transport by the Australian Code for the Transport of Dangerous Goods by Road and Rail.

## 15. REGULATORY INFORMATION

**Risk Phrase** R36 Irritating to eyes.

**Safety Phrase** S25 Avoid contact with eyes.  
S39 Wear eye/face protection.

**Poisons Schedule** S5

**Hazard Category** Irritant

**Packaging & Labelling** CAUTION

KEEP OUT OF REACH OF CHILDREN  
READ SAFETY DIRECTIONS BEFORE OPENING OR USING

**AICS (Australia)** All of the components in this product are listed on the Australian Inventory of Chemical Substances.



# Material Safety Data Sheet

Page: 5 of 5

Infosafe No. 3NU3Y Issue Date: July 2004 ISSUED by NUFARM

Product Name : **Glyphosate 360 Herbicide**

Classified as hazardous according to criteria of NOHSC

## 16. OTHER INFORMATION

**Contact Person/Point** Normal Hours: Mr Volker Maier Phone: (03) 9282 1000  
After Hours: Shift Supervisor Phone: 1800 033 498

**Revisions Highlighted** The MSDS was reviewed. Minor changes were made to the information. The MSDS is now issued in a 16 header format.  
...End Of MSDS...



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## Document Control

Version #	Description	Date	Author
v 0.1	Draft	11/05/06	Fiona McConachie
v 0.1a	Draft	15/05/06	Mark Williams
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Project Officer  
Fiona McConachie

Project Officer  
Mark Williams

### LIST of ACRONYMS

CaLP Act 1994 – Catchment and Land Protection Act 1994  
CMA – Catchment Management Authority  
CRC Weeds – Cooperative Research Centre Weeds  
DCC – Darebin City Council  
DPI – Department of Primary Industries  
DSE – Department of Sustainability and Environment  
EVC – Ecological Vegetation Class  
FFG - Flora and Fauna Guarantee Act 1988  
GIS – Geographic Information System  
GPS – Global Positioning System  
IWMS – Integrated Weed Management Strategy  
MAV – Municipal Association Victoria  
MCMC – Merri Creek Management Committee  
NWS – The National Weed Strategy  
PPWCMA – Port Phillip and Westernport Catchment Management Authority  
WAP - Port Phillip and Westernport Catchment Management Authority Weed Action Plan  
ROW's – Right of ways  
SLMO – Sustainable Land Management Officer  
WAP – Weed Action Plan  
WONS – Weeds of National Significance  
VPMF - Victorian Pest Management Framework



## 1 Introduction

The City of Darebin is an inner northern suburb of Melbourne (Figure 1). The area has a diversity of environmental and cultural values. Darebin City Council is dedicated to protecting and enhancing these values. Darebin's Biodiversity Baseline Report (Kern et al 2005) highlights weeds as the major threat to biodiversity values in the City of Darebin. Weed management is also a high priority for maintaining the amenity of the municipality. The response of Darebin City Council was to engage Greening Australia Victoria to prepare an Integrated Weed Management Strategy (IWMS).



Figure 1 The Location of the City of Darebin

The aim of the IWMS is to provide a strategic framework and advise on procedures for effective weed management by Darebin City Council, in conjunction with other land managers and private landowners to:

- manage weeds that threaten sites of biodiversity significance;
- manage weeds that threaten parklands and sporting facilities and;
- manage weeds that impact on the amenity of the municipality

by:

- reducing the introduction of weeds into the municipality
- minimising the spread and extent of existing weeds in the municipality

### 1.1 What is a Weed?

A weed is a plant that has, or has the potential to have, detrimental effects on environmental, economic or social values (CRC Weeds, 2000). Dependant upon the landscape context almost any plant can be or become a weed. Most weeds in Australia are exotic species. Some natives are also considered weeds and have increased their range and impact due to changes in the environment caused by human activity (eg agriculture, urban development etc).



Why are there weeds in Australia? It is considered that 65% of all weed species in Australia were introduced initially as garden plants. The remaining 35% were commercial plants which have become naturalised or plants that were accidentally introduced (CRC Weeds).

### ***1.2 Darebin in the Regional Context***

The City of Darebin covers approximately 53 km<sup>2</sup> of land. It stretches from Melbourne's inner northern suburbs of Northcote and Fairfield out to Reservoir and Bundoora. Darebin is one of the largest and most diverse urban communities in Victoria. It is bounded to the south by the City of Yarra, to the east by Banyule, to the west by Moreland and the north by Whittlesea. The population of Darebin is over 128,000 people and the assets of Darebin City Council include over 600kms of roads, 2,000kms of drains, 300 buildings and over 45,000 street trees - all of which must be managed appropriately.

There is more than 900 hectares of open space within the City of Darebin, about half of which is managed by Darebin City Council. The open space is managed for a diverse range of values (City of Darebin, Open Space Strategy, 2000) including:

- Informal open space (eg. Dalglen St Reserve)
- Conservation parkland, (eg. Darebin and Merri Creek sections)
- Conservation bushland (eg. Cherry St Reserve)
- Links (eg. Merri and Darebin Creeks, Cheddar Rd)
- Formal Parkland (eg. Oldis Gardens)
- Sporting (eg. Hayes Park)
- Landscape Amenity areas (eg. Roadside planting areas)

The parks range in size from small, local parks up to major regional parklands such as All Nations Park in Northcote and Bundoora Park in the north of the municipality.

The Darebin and Merri Creek corridors form most of the east and west boundaries of the municipality. They have important environmental and social values, form key biodiversity corridors and provide a range of active and passive recreational opportunities for residents.

The diverse nature of the area and the highly visible creek corridors make weed management an important issue for the community and local businesses. Environmentally sensitive areas such as the Central Creek Grasslands, the Wildlife Reserve at LaTrobe University and the Leamington Street Wetlands require integrated weed management to protect their values.



Figure 2 Open Space, Conservation Reserves and Parkland in the City of Darebin

### 1.3 Weeds in the City of Darebin

There are currently 28,000 species of weeds across Australia identified as having been brought to this country over the last 200 years. Of these approximately 2,500 have established themselves to the point of being naturalised within the Australian environment and many cause serious impacts upon economic, aesthetic and environmental values.

There are approximately 180 different weed species listed in the Management Plans of creek and bushland reserves in the City of Darebin including:

- 8 listed Weeds of National Significance
- 19 Regionally Controlled species<sup>a</sup>
- 1 Regionally Prohibited Species<sup>a</sup>
- 4 Restricted Species<sup>a</sup>

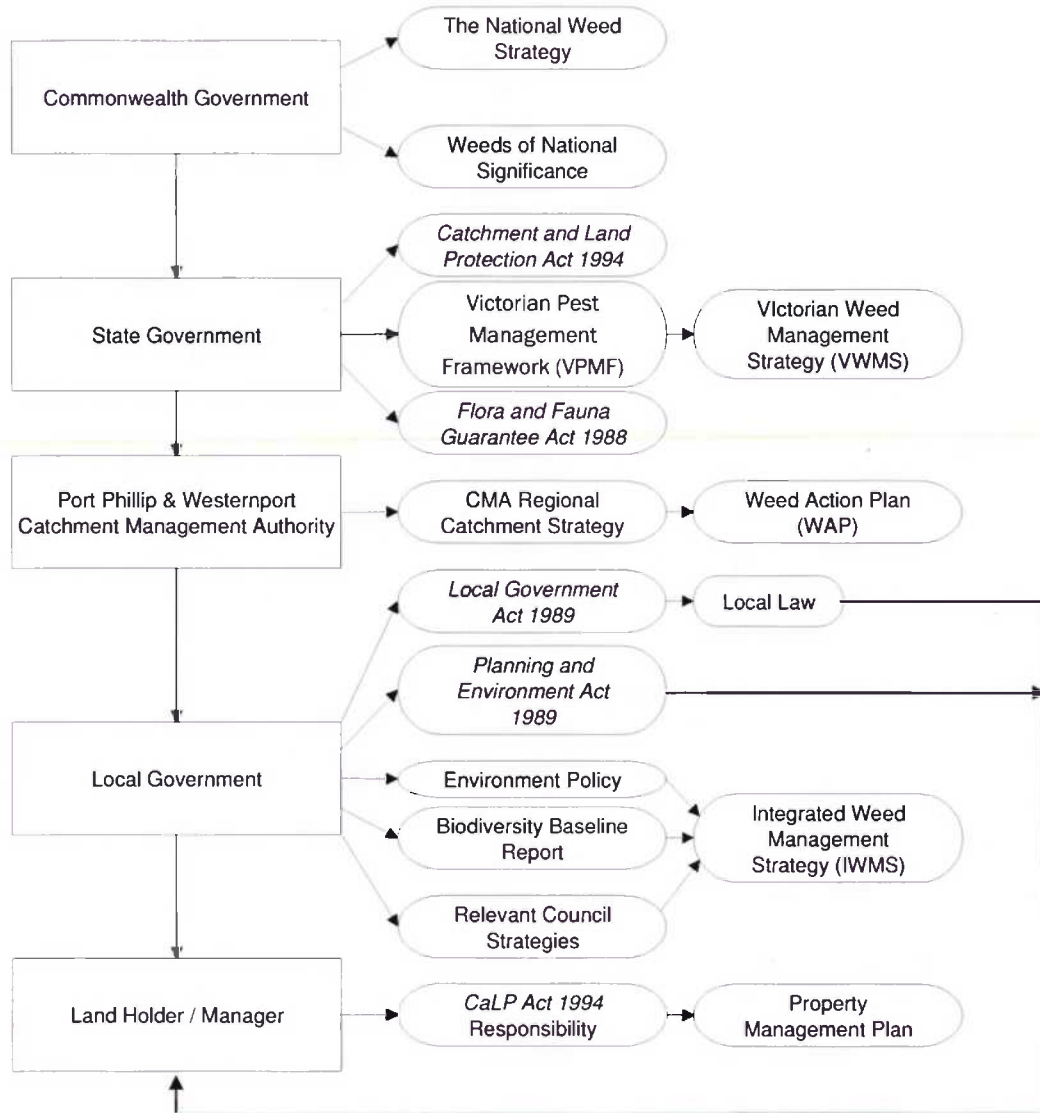
These 180 weed species have been recorded in environmental reserves through the management plans but other weeds are present within the City of Darebin that have not been recorded to date.

(<sup>a</sup> listed under the *Catchment and Land Protection (CaLP) Act 1994*)



## 2 Legislative Framework

There are a number of different laws and policies relating to weed management. Strategic Weed Management Planning is undertaken at a number of levels including: National, State, and Regional. The strategies at different levels of Government are linked to support a consistent and coordinated approach to weed management and provide a framework for DCC to develop and implement this weed strategy.



Weed Management Structure in Australia



## 2.1 The National Weeds Strategy

The National Weeds Strategy (NWS) was produced by the Commonwealth Government and was developed to "reduce the detrimental impact of weeds on the sustainability of Australia's productive capacity and natural ecosystems" (NWS, 1999). It sets out a strategic approach to weed management problems of national significance.

The Strategy stresses the importance of weeds as factors in both land and water degradation in both developed and natural ecosystems. It recognizes that actions initiated to address these problems must be coordinated and integrated, both between the land managers responsible and across all ecosystems of the bioregions involved. It also emphasizes the commitment of all governments to address weeds of national significance in cooperation with other interested parties. The NWS is based on four key principles:

1. Weed management is an essential and integral part of the sustainable management of natural resources and the environment and requires an integrated, multidisciplinary approach.
2. Prevention and early intervention are the most cost effective techniques that can be deployed against weeds.
3. Successful weed management requires a coordinated national approach which involves all levels of government in establishing appropriate legislative, educational and coordination frameworks in partnership with industry, landholders and the community.
4. The primary responsibility for weed management rests with the landholders/land managers but collective action is necessary where the problem transcends the capacity of the landholder/land manager to address weeds adequately.

The NWS recognizes that Government, industry and community groups have important roles when weed management problems require broad-scale solutions, and identifies that Local Government has a role to:

- Assist with data collection and exchange
- Assist with the coordination of community weed management programs
- Act as a community advocate on weed issues
- Support the activities of local self-help groups to undertake weed management activities
- Develop and apply local weed management strategies
- Exercise statutory responsibilities to encourage responsible weed management
- Manage weed problems on their own land responsibly, in cooperation with other land owners.

## 2.2 Weeds of National Significance

A central component of the National Weeds Strategy was the identification of Weeds of National Significance and the resultant coordinated actions across all States and Territories. Over a two year period and under final endorsement by Ministerial Councils an assessment process was developed, candidate species were nominated and assessed and a ranking of species formulated. The method for determining the Weeds of National Significance comprises four major criteria:

- Invasiveness
- Impacts
- Potential for Spread
- Socioeconomic and Environmental Values.

The process of undertaking a national review of available data on weeds was immense with the need to verify and standardise information from a variety of sources. The resultant List of Weeds of National Significance is based on the most comprehensive data sets and



analysis available. Having been placed on this list, weed species are brought under national management for the purpose of restricting its spread and/or eradicating it from parts of Australia. A full List of Weeds of National Significance is set out in Appendix A – Table 1. The management of these weeds is not always backed up by state legislation, local laws and/or appropriate government action which can often mean that management is not a priority for landowners/land managers.

At the time of this report there are 8 Weeds of National Significance within the City of Darebin. There is an opportunity for Darebin City Council to play a role in implementing strategies and raising awareness of land owners/managers - especially for these weeds.

### *2.3 Victorian Pest Management Framework - Weed Management Strategy*

The Victorian Pest Management Framework (VPMF) provides the comprehensive planning framework for pest management within Victoria. It provides the strategic direction and outlines the important strategic actions which need to be taken to adequately deal with pests at a State and Regional (Catchment Management Authority) level.

The Victorian Government identifies weeds as a serious threat to primary production and biodiversity in Victoria, and the Victorian Weed Management Strategy has been developed within the Victorian Pest Management Framework (VPMF) to deal with weed management issues in Victoria. The Strategy identifies that the management of weeds is principally the responsibility of each land and waterway manager and identifies the State Government's role primarily as providing the legislative and policy framework for land and waterway managers to work within.

Similar to the National Weeds Strategy, the Victorian Weed Management Strategy identifies a number of goals of the Strategy with objectives and strategic actions coming from them. The goals of the Weed Management Strategy are:

1. To prevent new weed problems.
2. A significant reduction in the impact of existing weeds.
3. A Victorian community that is fully aware of the economic, social and environmental impacts and threats of weeds, and has the knowledge to act to minimize their damage.
4. Effective working partnerships built for progressive weed management.
5. Continuous improvement through review and evaluation.

The Weed Management Strategy places a strong emphasis on the importance of establishing effective working partnerships between relevant land management agencies to ensure there is a coordinated and consistent approach to weed management issues across the state.

### *2.4 Catchment and Land Protection (CaLP) Act 1994*

The principle legislation relating to weeds in Victoria is the *Catchment and Land Protection Act 1994* (CaLP Act). The CaLP Act provides the legislative framework for the management of land including the control of declared noxious weeds and pest animals. The Act is administered by the Department of Sustainability and Environment and enforced by the Department of Primary Industries. Under the CaLP Act, Victoria is divided into ten catchment regions and a Catchment Management Authority is established for each region. There are nine regions in rural Victoria and the Port Phillip and Westernport Region encompasses the more populated areas surrounding Melbourne.

Declared noxious weeds in Victoria are plants proclaimed under the CaLP Act because they cause environmental or economic harm, or have the potential to cause such harm. Weeds are declared noxious on either a State or Regional (Catchment Management Regions) level depending on their level of threat and current distribution. There are four categories of noxious weeds defined by the Act:



- **State Prohibited Weeds:** These weeds either do not occur in Victoria, but pose a significant threat if they establish, or are present, pose a serious threat and can reasonably be expected to be eradicated. If present, infestations are relatively small and are to be eradicated if possible from within Victoria or excluded from the State. At the time of writing Darebin has 1 State Prohibited Weed present i.e. Alligator Weed.
- **Regionally Prohibited Weeds:** These weeds are not widely distributed in a Region but are capable of spreading further, and it is reasonable to expect they can be eradicated from a Region. Land owners and managers are responsible for control of these weeds on their land. At the time of writing Darebin has 1 Regionally Prohibited Weed present i.e. Scotch Thistle.
- **Regionally Controlled Weeds:** These weeds are usually widespread in a Region, but causing enough impact that preventing their spread is important. To prevent their spread, continuing control measures are required. Land owners and managers have the responsibility to take all reasonable steps to control and prevent the spread and growth of these weeds. At the time of writing Darebin has 19 Regionally Controlled Weeds present.
- **Restricted Weeds:** These weeds present a serious threat to primary production, Crown land, the environment or community health in another State or Territory in Australia. They pose an unacceptable risk of spreading throughout Victoria or to other parts of Australia if they were to be sold or traded (CaLP Act). The control or management of these weeds is not enforceable. This category does prevent the sale of the weeds listed under this category. At the time of writing Darebin has 4 Restricted Weeds present.

The full list of declared weeds can be found on the DPI website and can be downloaded in pdf format.

## 2.5 Flora and Fauna Guarantee Act 1988

The goal of the *Flora and Fauna Guarantee Act 1988* (FFG 1988) is to conserve and manage all Victorian taxa so that they can survive. There are three different listings under the legislation: threatened species, threatened communities and threatening processes. The recommendations for listing pass through an Advisory Scientific Committee. The threatening processes are a list of actions and/or processes which have the capability to threaten the survival, abundance or evolutionary development of any taxon or community of flora or fauna in Victoria. There are three listed threatening processes specific to weed management in the FFG Act and they are:

1. the spread of "environmental weeds" into native vegetation
2. the spread of Blackberry and
3. the spread of Sweet Pittosporum outside its natural distribution

DSE are the responsible agent for this legislation. Currently there are no Action Statements for these Listed Threatening Processes. Action Statements are brief management plans which have been compiled to provide background information and possible mitigation or management measures. It is intended that Action Statements are to be reviewed and updated after three to five years. Under the Act, an Action Statement must be prepared by the Department of Sustainability and Environment for each item following its listing.

## 2.6 Port Philip and Westernport CMA- Weed Action Plan

Under the CaLP Act, the Port Philip and Westernport Catchment Management Authority (PPWCMA) is required to prepare a Weed Action Plan (WAP) for the Region. This plan provides the framework for the PPWCMA to lead and coordinate strategic planning and set priorities for integrated natural resource management across the region. Similar to the Victorian Pest Management Framework Weed Management Strategy, the WAP strives to enhance partnerships and cooperation between agencies and communities involved with weed management. The WAP is based on the following key principles for effective management of weeds:

- Land managers are expected to take responsibility for their own land and prevent weeds on their land invading other properties;





- Prevention and early intervention are the most cost-effective means of dealing with weed invasions;
- The effective management of weeds requires an integrated approach as part of the broader management of land and water resources;
- Effective weed control often depends on working partnerships across all levels of the community including government and industry; and
- The level of Government investment and involvement in weed control is determined by the economic, environmental and social risks posed by weeds and the costs and public benefits of addressing those risks.

The WAP identifies that in Victoria there are a number of established weed species and there is a constant threat of new species being introduced that could have substantial impacts at a regional and state level. For this reason and based on the principles for effective management of weeds, the WAP establishes three categories of weed species that warrant different levels of government investment and service in this region. The PPWCMA recognise that the species put forward as priorities in their WAP are different from the current declared noxious weeds list under the CaLP Act (e.g. Sweet Pittosporum is listed as a high priority established weed in the CMA but is not listed as a declared noxious weed. Refer to Table 4 – Full list of Weeds for the City of Darebin). Some species are listed as both declared noxious weeds and listed within the PPWCMA WAP (e.g. Scotch thistle, Serrated tussock and Bridal creeper). The PPWCMA views the lists as relevant and specific to the Region and the WAP states specific management goals for these categories.

- **New and emerging weeds** - New weeds are weeds that do not currently occur in the region but have the potential to be introduced and would have significant impacts on productive and/or natural systems. Emerging weeds are those assessed as threatening and have been found in the region but only in isolated instances or in small areas and have not become widely established. The goal is to have a zero tolerance to new and emerging weed species because it is acknowledged that preventing the introduction of new weeds and eradicating infestations of emerging weeds immediately is the most cost effective long-term weed management strategy. At the time of writing Darebin has 1 New and emerging weed present (i.e. Alligator Weed).
- **High priority established weeds** - These weeds are established in the region and in some cases are widespread. Eradication of these weeds is generally not feasible. The goal is to contain and reduce the infestations and impacts of these species through the adoption of best management practices by all land managers. At the time of writing Darebin has 6 High priority established weeds present - See Table 4).
- **Other established weeds** - These weeds are common and widespread within the region and it is generally acknowledged that eradication of these species is generally not feasible. The goal is to contain and reduce the impacts of these species through the adoption of best management practices by land managers. At the time of writing Darebin has 47 other established weeds present - See Table 4).

The WAP states that where appropriate Local Government is to develop and implement local laws to complement weed control programs for High Priority and Other established weeds.

## 2.7 Local Government Act 1989

The *Local Government Act 1989* gives councils the power to create local laws concerning weed control within their municipalities. These laws cannot duplicate or be inconsistent with existing legislation such as the CaLP Act 1994. Local councils can enact a local law to enforce the control of priority environmental weeds on private properties through this legislation. The City of Darebin currently has no local laws directly relating to the control of environmental weeds.



Local Government can also enforce the control of weeds or vegetation where it poses a fire hazard under the *Local Government Act 1989*. Section 11.1 of Darebin City Council's General Local Law No.1 2005 is about the control of weeds in direct relation to maintaining the condition of land so it's not detrimental to the visual amenity of the neighbourhood. Section 11.2 indicates that owners abutting unmade right of ways have a responsibility to maintain the area from litter and obstruction.

The Moorabool and Golden Plains Shire Councils have been funded by the Victorian Government to conduct a review of Local Laws in relation to weed control across the state. A draft local law has been developed and this was distributed through the Municipal Association of Victoria (MAV) to all Local Councils within Victoria in June 2006. The final document will allow Local Councils to develop an effective and enforceable local law that is specific to weed control. The Final Draft of this report is included as Appendix B.

### *2.8 Planning and Environment Act 1987*

Local Government Planning Schemes allow Councils to set out policies and requirements for the use, development and protection of land. Local Government can therefore influence weed control through its statutory planning responsibilities. Through the Planning Scheme, a local council can:

- Stipulate in landscape plans that no environmental weeds are planted.
- Make weed management compulsory as part of a planning permit.
- Inspect property as part of the permitting process
- Ensure all property owners/managers are actively managing the twenty priority weeds in Darebin (Appendix A, Table 2).

### *2.9 Legislative responsibility according to land type*

The responsibility of landowners to control weeds under the *Catchment and Land Protection Act 1994* differs according to the land type.

#### *Rail Reserves*

All rail reserves in Victoria are owned and managed by VicTrack. VicTrack is responsible for the control of Regionally Prohibited and Regionally Controlled weeds in railway reserves. DPI is responsible for the control of State Prohibited weeds in rail reserves.

#### *Private Land*

Landowners are responsible for the control of Regionally Prohibited and Regionally Controlled weeds on their land. They are responsible for taking steps to control and prevent spread and growth of Regionally Controlled weeds along roadside that adjoin their land. They are not responsible for the control of Regionally Prohibited weeds along roadsides as this is the responsibility of the State (depending on the class of the road: DPI, VicRoads or Municipality).

#### *Council Land*

Council is responsible for the control of Regionally Prohibited and Regionally Controlled weeds on all council managed/owned land. The State is responsible for the control of State Prohibited weeds in all public/council-owned land.

#### *Crown Land*

Responsibility for weed control on Crown land predominantly resides with the established Committees of Management for the reserve. DSE and DPI is responsible for the control of State Prohibited weeds on all Crown Land. Where reserves are managed by local councils as Committees of Management, they are responsible for the control of Regionally Prohibited and Regionally Controlled weeds on that Crown land.

#### *Waterways*



The Catchment and Land Protection Act defines land as including the soil, water, vegetation and fauna on the land. Melbourne Water is the statutory land manager/owner of the waterways in Port Phillip and is therefore responsible for the control of Regionally Prohibited and Regionally Controlled weeds along river banks and river beds. In the context of the City of Darebin that includes the Merri Creek, Darebin Creek, Edgar's Creek and Central Creek.

### **Roadsides**

Roadsides account for 7% of public owned land in Victoria (MAV 2003). It is therefore important to manage the occurrence of weeds along roads. The responsibility of roadside weed control is determined by the status of the road and the type of weed present.

- VicRoads (or the Council as its agent) are responsible for the removal and/or control of Regionally Controlled Noxious Weeds along main (declared) roads.
- DPI is responsible for the control of Regionally Prohibited weeds along main (declared) roads.
- The adjoining landowner is responsible for the control of Regionally Controlled and all other weeds.

It is important to note that the City of Darebin is an urban environment and these areas usually have the owner/resident manage the area in front of their property with regular mowing/trimming.

### **Legislation and Policy of Darebin City Council**

Provisions for weed management are incorporated into numerous Darebin City Council strategies and legislation:

- City of Darebin Environment Policy
  - No direct mention of weed management, but can be inferred from:
    - Aim for its own operations to be ecologically, socially and economically sustainable
- Environmental Management Strategy
  - Weed management is referred to in the section entitled: Biodiversity and Ecosystems:
    - Objective: Protect and increase areas of special value for natural heritage, habitat or for maintenance of ecological processes
    - Target: Control all noxious (and high priority environmental) weeds in open space by 2010
- Darebin Open Space Strategy (2000)
  - Visions and Objectives for Darebin's Open Space System section:
    - To eradicate or control environmental weeds and ensure species planted are appropriate to the site
  - Strategic Directions section entitled Conservation and Ecological Sustainability:
    - Species that are known environmental weeds should not be planted in Darebin's open space
    - Information should be made available to developers and residents to encourage the removal, and strongly discourage the planting of environmental weeds on private property, particularly in the vicinity of Conservation Bushland areas.
- Darebin City Council Green Streets Strategy
  - Identifies environmental weeds as invasive species that reduce the survival and regeneration potential of indigenous vegetation. No planting of potential environmental weeds should occur within any of the bushland/parkland zones or the waterways in Darebin
- Darebin Planning Scheme
  - 21.05-7: Natural Environment
    - Objective 1: Strategies: Work with the community to raise awareness of 'garden escapee' environmental weeds



- Objective 2: Strategies: Reduce the impact of environmental weeds by delivering educational programs and 'remove and replace' programs for residents
- Objective 3: Strategies: Reduce the amount of resources used in maintaining open spaces and landscapes, particularly water and herbicides. Eradicate, where possible, the incidence of weeds
- A condition of some planning permits and most multi-dwelling housing developments a Landscape Plan will be required: The use of noxious weeds in Darebin is not acceptable- see "Landscape guidelines for residential, commercial and industrial development within the City of Darebin"

### 3 Current Weed Management

Weed management in the City of Darebin is a complex management issue. Darebin City Council is one of many different agencies with responsibility to manage weeds. Other groups with management responsibility are VicRoads, DSE and Melbourne Water. The responsibility for the management of weeds falls over the range of land types and tenures in Darebin. These land types include:

- Council Owned and/or Managed Land
- Other Crown Land (Departments of Education, Sustainability and Environment, Human Services)
- Melbourne Water Land
- Rail Reserve (VicTrack Land)
- Private Land

#### 3.1 Council Owned and Managed Land

The current weed management in Darebin City Council is the responsibility of a number of different Departments depending upon the land use and context. Darebin City Council manages weeds in a variety of land types, including:

- Environmental reserves (conservation parklands and conservation bushland)
- Sports and Recreation Reserves
- Formal and informal parkland
- Roadways and street trees
- Right of Ways

These land types are managed for a range of values including recreation and public use, amenity, safety, asset management and conservation. The relevant Departments/Branches/Units across DCC that are involved in planning and management of these land types are:

- Open Space Planning have prepared the Open Space Strategy and the Green Streets strategy and are responsible for park and street tree planning
- Darebin Parks Open Space Unit manage Sports and Recreation Reserves, formal and informal parkland, some roadways,
- Darebin Parks Arboriculture unit manages trees in streets and parks
- Darebin Parks Bushland Management Unit manage environmental reserves
- Street Cleaning manage weeds in Right of Ways, some roadways
- Darebin City Council also co-manage some land with other organisations, and these include Bundoora Park, Darebin Parklands and Northcote Golf Course

Other branches and units across Council also have influence and impact on weed management in the City of Darebin. These include Engineering Design, Community Health and Safety and Urban Development.

The average annual expenditure on weed management is estimated to be over \$800,000 (in 2006 \$\$dollars) across Darebin City Council. This value includes salaries, equipment, contractors and consumables.



#### Information and Resource Gaps

- Develop a Weed Policy for Planners regarding priority weed species and new developments. Provide a training program for staff in the Urban Development Branch about the development of the policy and why it is important
- Identify all weed species in the City of Darebin - not just the ones in Environmental Reserves.
- Dedicated Weed Officer or SLMO employed to act as a liaison for all stakeholders (i.e. business groups, government agencies and the community)
- Developing new position descriptions for some jobs with more environmental awareness as a long term strategy to improve internal knowledge (ie street cleaner)
- Darebin City Council is responsible for management of Council owned land and land vested in Council in the waterway corridors
- Development and acceptance of an Herbicide Policy for Darebin City Council including training in herbicide and alternative weed control techniques for that policy
- Provide a leading role in driving and implementing the regional strategy for weed management
- Continue education process regarding the importance of weed control

### 3.1.1 Environmental Reserves Management

There are 71 environmentally significant sites which have been identified within the City of Darebin (Practical Ecology, 2005). The environmental reserves within the City of Darebin contain remnants of ten different Ecological Vegetation Classes (EVCs) (Practical Ecology Kern, 2005). All of these EVCs are endangered communities and are threatened by a number of different weed species regularly found in the City of Darebin.

In Darebin's urban setting, environmental reserves are generally small or linear in nature and bounded by other land uses (residential, commercial, industrial). Lack of management of weeds and other environmental factors affecting weeds in these properties (stormwater, dumping, and disturbance) threatens the values of environmental reserves. Some significant sites may consist of a whole reserve (eg Greswell Hill) but many of these sites are small management areas within a larger open space context, for example there are 20 sites of significance identified along the Merri Creek and 22 along the Darebin Creek. Forty-one of the significant sites are considered to be under high threat from weeds (Kern 2005).

Environmentally significant land is managed not only by Darebin City Council but also by Committees of Management, Friends Groups and other agencies such as Melbourne Water and contractors of Victrack. This can create communication gaps if regular correspondence is not entered into between Council and the relevant land managers.

Council managed environmental reserves are managed by the Bushland Management Unit, but some work is contracted to the Merri Creek Management Committee (MCMC) and other contractors. This shared responsibility has created a challenging environment for integrated weed management. MCMC and private contractors are engaged to carry out site management including weed control at specific sites. This does not include formal surveying, mapping and monitoring weed occurrences.

Management Plans for some Environmental Reserves exist (e.g. Cherry Street Reserve, Bundoora Park and Central Creek Grassland). These include a list of weed species found on individual sites, their locations, density and recommendations for weed management. The other Environmental Reserves managed by the Bushland Management Team have had weed species presence/absence surveys completed. In total, 180 different weed species have been recorded within the Environmental Reserves of the City of Darebin.



Annual and monthly works plans have been developed and implemented for all the significant bushland sites indicating the weed species, the timing for works and in some cases an appropriate control technique (e.g. burning, spraying or hand removal). To date some of the high priority environmental weeds have been monitored and mapped (e.g. serrated tussock) in order to keep records of their distribution through the City of Darebin.

#### Information and Resource Gaps

- Wash down units for vehicles
- Development of management plans for each area of environmentally significant land
- Update plans for all environmental reserves – set actions including when weed management and/or monitoring should occur (most weeds are active during the spring but make a list of weeds that are not and monitor just those species at the appropriate time of year)
- Map all Priority Weed Species in the City of Darebin in Environmental Reserves
- Map areas of responsibility for the Bushland Management Unit
- Review herbicide use and develop Herbicide Policy
- Adopt Herbicide Policy

### 3.1.2 Parks and Reserves Management

This section focuses on the parks and reserves (excluding environmental reserves). These parks and reserves provide passive and active recreational opportunities and are found throughout the City of Darebin. They include formal gardens and sporting fields. The goals for Darebin City Council in managing these parks and reserves are to:

- provide safe and effective playing fields and surfaces
- maintain the visual aesthetic and amenity
- manage weeds

From the ongoing and long term works it has been noted that in the sporting grounds and formal public open space the most consistent weed issues are the broadleaf weeds. These weeds destroy the turf areas and reduce the aesthetics of the reserves. Instances of broadleaf weeds are reported to be increasing in the reserves and they have been noted to survive better with less water than the turf species.

Some of the parks and reserves have occurrences of declared noxious grasses such as Chilean Needle Grass and Serrated Tussock. Without weed identification training and proper procedures in place the staff mowing the reserves could be unknowingly spreading the seeds of Chilean Needle Grass and Serrated Tussock in their machinery. This disperses the declared noxious weeds around Council reserves and roads.

Current weed management of the parks and reserves involves inspections of the reserves which are carried out by staff. Residents and sporting groups may also contact council if they have concerns regarding weeds on ovals they use.

Darebin City Council has three tractors and ten ride-on mowers that cut the grass. Council keeps a record of which mowers have worked in which reserves. The mowing regime for these areas is determined by the status of the reserve (e.g. sporting open space, formal open space, informal open space, linkage open space or undeveloped open space).

Table 1 - Mowing Regime

Type of Reserve	Cuts per Year
Formal Open Space	18 cuts/visits
Undeveloped Open Space	16 cuts/visits
Sporting Oval	16 cuts/visits
Informal Open Space	16 cuts/visits
Linkage Open Space	14 cuts/visit



There is a broadleaf spraying program which involves selective herbicide application conducted twice per year or as required. The records kept are spray record sheets and these indicate the works that are completed. A follow-up inspection is usually carried out within one month to determine the effectiveness of the application. The actions taken are usually reactive and notified to the council. Many of the staff responsible for the management of parks and reserves have completed farm chemical user's course.

**Information and Resource Gaps – parks and reserves**

- Provide wash-down units for equipment
- Develop wash-down procedure with policy and guidelines for Staff and contractors
- Access to weed identification skills to facilitate regular information to SLMO and the GIS database as to which weeds are present
- Coordination of management for interface areas between Bushland Management Unit and Parks and Open Space Planning
- Ensure all staff have appropriate level of training in weed management
- Review herbicide use and develop Herbicide Policy
- Adopt Herbicide Policy
- Survey parks and reserves for environmental weeds, plan and implement a remove and replace program to install sustainable replacement plants

### 3.1.3 Street Tree Management

The City of Darebin has over 45,000 Street Trees across the municipality and in 1996 DCC developed a "Green Streets Policy" to be used as a guide in the development of the public streetscape. The Green Streets Policy indicated that no environmental weeds are to be planted within the environs of the creek or environmental significant reserves. The policy is still in use and is undergoing further review and development including an assessment about the potential weed species listed as possible street trees or plants. The Parks and Open Space Group are responsible for the policy development and direction of street trees within Darebin City Council. The policy is under review.

The "Green Streets Policy" identified a number of trees that have the potential to be weed species including Desert Ash (*Fraxinus angustifolia subsp angustifolia*). Desert Ash is a highly invasive species that is recognised as a significant threat to the environmental reserves (creeks and bushland). There are sterile/non invasive hybrids of the Ash species and other species such as Olives. Research into sterile/non fruiting street tree and planting options is an important part of the management process and is currently undertaken by Darebin City Council Open Space Planning Group.

Other factors relating to the planting of street trees and the avoidance of weed impacts are:

- the location of the trees
- tree health
- Community health and safety
- community perceptions
- heritage values

The location, environmental and social value of any tree can be considered prior to any recommendation for removal. For example a Weeping Willow (*Salix babylonica*) in a historic park within Darebin's central area should be considered for retention as the tree may pose minimal threat to sites of environmental significance. Darebin City Council has not conducted removal of healthy trees within the landscape but rather they are developing an opportunistic removal or replacement strategy. There is currently an opportunistic removal program for Desert Ash trees (*Fraxinus angustifolia subsp angustifolia*) within the City of



Darebin and no Desert Ash are being planted within the council boundary. There is also the potential for the staged removal of Agapanthus (and other plants) which have been widely planted along streetscapes including median strips and roundabouts largely because they are visually appealing plants and do not require a lot of maintenance. They can cause problems by expanding and growing over footpaths making them unsafe. The staged removal of them from the streetscapes along with certain street trees is currently being investigated for those reasons rather than the species being weeds. In certain areas the community have a cultural attachment to certain species that are or may become weeds in the environment. These plants include olives, prickly pear and loquat. Darebin City Council has set up community garden patches where olives are grown and harvested by the community. If the practice of harvesting ceases to occur then the plants should be removed because olives have the potential to spread via birds and animals - increasing the distance that they can disperse.

The following table is a list of tree species that are considered weeds/inappropriate for planting by the Open Space Planning and Management Group.

**Street Tree Weed List for Darebin's Weed Strategy**

Botanical Name	Common Name	Strategic Decision for not planting
<b>A. No planting/removal required</b>		
<i>Ligustrum undulatum</i>	Privet	Environmental Weed
<i>Ligustrum lucidum</i>		
<i>Coprosma repens</i>	Mirror bush	Environmental Weed
<i>Pittosporum undulatum</i>	Sweet pittosporum	Environmental Weed
<i>Salix babylonica</i>	Weeping willow	
<i>Crataegus monogyna</i>	Hawthorn	Sharp spikes unsuitable for streetscapes.
<i>Cotoneaster franchettii</i> or <i>glaucophyllus</i>	Cotoneaster	Environmental Weed
<i>Eriobotrya japonica</i>	loquat	Could be retained if resident guaranteed fruit harvest
<b>B. No new planting/current removal program in place</b>		
<i>Prunus cerasifera</i> / <i>cerasifera 'nigra'</i>	Plum tree	Environmental Weed
<b>C. No new planting/removal program to be considered</b>		
<i>Fraxinus angustifolia</i> subsp. <i>angustifolia</i>	Ash Tree	Serious Environmental Weed especially near waterways – Hybrid cultivars used as alternatives
<i>Nerium oleander</i>	Oleander	Environmental Weed
<b>D. no new planting/no removal program required</b>		
<i>Phoenix canneriensis</i>	Date Palm	Seasonal seed removal should be considered to limit seed dispersal. Transplanting could be advocated for design intent.
<i>Schinus molle</i>	Pepper Tree	Existing stands have historic significance
<i>Ulmus procera</i>	English Elm	Existing stands have historic significance
<i>Ulmus holandica</i>	Dutch Elm	Existing stands have historic significance
<i>Alnus jorullensis</i>	Evergreen Alder	Environmental Weed





<i>Hakea salicifolia</i>	Willow leaf Hakea	Environmental Weed
<i>Acacia baileyana</i>	Wattle	Environmental Weed
<i>Acer negundo</i>	Box elder	Environmental Weed

Note: All Trees listed should be considered for removal within 100m of an ESO and within all submitted planning applications to council.

It has been noted that the retention of environmental weeds in street plantings sends a conflicting message to the community about the importance of sustainable gardening. The council has made efforts to encourage alternative species to these weedy plants however the Genus of a plant does not automatically include all species or varieties of that Genus as weeds. Many new hybrids (e.g. Fraxinus species, non fruiting Olive) are non invasive. Making the information available to the public about the choices of species made by Darebin City Council may help change this perception.

Managing the street trees and open space gardens is the job of the Open Space Planning Branch, Darebin Parks Open Space Unit and Arboriculture Unit. Open Space Planning manage the planning and strategy of planting the trees across Darebin and are responsible for the choice of trees and plants in public open space and for deciding on removal and/or relocation of trees where appropriate. Open Space Planning also provide information to the Urban Development Branch regarding planning applications and proposed planting regimes for developments. This work consists of reviewing the lists of proposed plants and assessing the appropriate nature of the planting. The Arboriculture Unit is responsible for the day to day management of the trees and plants in parks, gardens and streetscapes for example:

- Tree removal
- Tree replacement
- Assessment of tree health
- Assessment of public safety

**Information and Resource Gaps**

- The development of a street tree database set up that will provide information on all street trees in DCC including heritage values, health and works schedule.
- Strategic replacement of environmental weeds planted in the streets with appropriate replacements
- Improve weed knowledge within council staff
- Education about the nature of certain tree species that may be perceived as weeds
- Reliance of Urban Development on Open Space Planning regarding plants used in planning developments
- Understorey plants can be removed and replaced using native alternatives such as *Dianella* sp.

**3.1.4 Made Right of Ways Management**

The Street Cleansing Unit and Darebin Parks Open Space Unit manage weed control in made Right of Ways and control weeds along the road edges, gutters and drains. Successful weed management in the streets and made right of ways is for:

- people to be able to safely drive without visual impediment
- weed species not to impact upon the roads and drains in the City of Darebin
- managing the visual amenity for neighbouring properties
- managing health and safety risks

Private or Unmade Right of Ways are privately managed unless the area becomes a fire hazard. If this happens Council will clean the area and bill the owner.



Currently there are no records of which weed species are being managed. There is no knowledge about the presence or frequency of New and Emerging, High Priority or Established Weeds within the City of Darebin from the Street Sweeping Group. The Street Cleansing Unit currently uses non-residual herbicide to manage the weeds in the Right of Ways and along the road verges because it breaks down and the proximity of Right of Ways to the stormwater drains.

Records are kept about whether the weeds are being managed efficiently and effectively. The actions taken by this group are reactive and measured by the number of work requests per month by residents.

#### Information and Resource Gaps

- There needs to be an herbicide policy for Darebin City Council that is accepted by all working groups.
- It is also recommended that there be a change in the position descriptions/training of staff to increase the environmental knowledge of the employees.
- The aging workforce for this group also means that important knowledge about the street environment might be lost as the current employees retire.
- The ability for staff to record where weed control is occurring along the Right of Ways would be valuable for the management strategy.
- Review herbicide use and develop Herbicide Policy
- Adopt Herbicide Policy

### 3.2 Land Managed by Other Agencies

Weed management is also an issue on land managed by other groups within the City of Darebin.

#### 3.2.1 Other Crown Land (Departments of Education, Sustainability and Environment, Human Services)

The Crown Land within the City of Darebin includes conservation areas and asset property including schools. The government departments have the responsibility to manage the land in regard to all noxious weeds. At this time there is a lack of weed management on some types of government owned land and this is considered a big threat to overall weed management within Darebin City Council. There is some land that receives low level works/maintenance that is Department of Sustainability and Environment owned for which no management agreements exist (e.g. Merri Creek west of High St, Northcote). The Department of Education is responsible for existing schools and some undeveloped property across the state. In the City of Darebin each school in the region should have maintenance staff/contractors with a weed management plan prepared and implemented. The understanding of weed management may vary but regarding legislated weeds (CaLP Act) there is a consistent policy of removal and control. The information about the Darebin High priority/environmental weeds could be introduced into the schools.

#### Information and Resource Gaps

- Limited communication between Darebin City Council and appropriate representatives of government agencies is a threat to the appropriate management of the Crown Land.
- Formalise management agreements with State Government Agencies to manage land and include as part of that agreement appropriate management resources
- Communicate with other agencies to incorporate agreements regarding land management and weed control.
- Introduce information about the 20 priority weeds to schools



### **3.2.2 Melbourne Water**

Melbourne Water is responsible for management of waterway bed and banks – plus land they own in the waterway corridors. Darebin City Council (Parks - Bushland Management Team) manages land owned by Melbourne Water. Melbourne Water is responsible for maintaining the waterways as per their statutory brief. Some Melbourne Water owned land needs more appropriate management regimes (i.e. planned recurrent weed control) and there has been negotiation between Darebin City Council and Melbourne Water regarding the appropriate level of management and resources. Liaison with Melbourne Water to coordinate weed removal and management will be a key aspect and a key outcome of the IWMS.



**Information and Resource Gaps**

- Limited communication between Darebin City Council and appropriate representatives of Melbourne Water
- Land perceived to be owned and managed by Darebin City Council by residents
- Weed control does not occur in some Melbourne Water owned properties

### **3.2.3 Rail Reserve (VicTrack Land)**

Darebin City Council has conducted low-level weed management in the rail reserves up until 2003 when this stopped. Darebin City Council may be able to negotiate agreement from VicTrack (Connex) that appropriate management and weed control on the VicTrack land is planned and occurring. The land is mostly exotic vegetation but there are at least two areas of native vegetation within the reserves. Lack of weed management and the potential loss of native vegetation within rail reserves are threats to Darebin City Council weed management. The other issue that the railway brings is the potential spread of weed seeds by the trains.

**Information and Resource Gaps**

- Limited communication between Darebin City Council and appropriate representatives of VicTrack
- Agreement with VicTrack for appropriate level of weed management

### **3.2.4 Private Land**

Weeds on private land are the responsibility of the owner or the land manager. There are over 128,000 residents within the City of Darebin as well as large number of businesses. As with any population some residents and business managers are conscious of the impacts that weed species have upon the environment but some are not so well informed or conscious of the weed legislation. The current Local Government Act 1989 allows Darebin City Council to enforce weed control in a property that may be considered a fire risk. The Department of Primary Industries would be the responsible body for enforcing management of listed weeds from private property at present but this does not occur in the urban setting. There is need for resources and education about the control of listed weeds on private land in the City of Darebin.

**Information and Resource Gaps**

- There is no ability for Council to enforce weed control of environmental weeds under the existing Local Law so there is the need to revise the Local Law under the Local Government Act to facilitate weed management, enforcement and compliance.
- The Department of Primary Industries do not carry our enforcement regarding the listed weeds within the City of Darebin on private property
- Mainstream education and information program (not just in the environmental newsletter) is recommended to inform residents about weed management in the City of Darebin
- Community awareness through the development of community weed education programs (e.g. "What does your garden grow" program - CRC Weed Management)
- Resources for the monitoring of listed weeds on private property

### **3.3 Weed Mapping**

Mapping is a highly valuable tool in weed management. Properly used and maintained weed mapping information can be an invaluable aid to data collection, developing the weed management strategies required, identifying works and actions required, setting



priorities, observing trends and monitoring effectiveness of control. There are many councils and government agencies that have been utilising GIS for many years now to manage not only property, but also physical assets and environmental values. A GIS can be a highly valuable source of information.

The weed data is stored in unlinked Microsoft excel tables and on MapInfo data tables rather than as a GIS Layer. The mapping of individual weedy locations and individual weed species has occurred in priority environmental reserves such as Cherry Street Reserve. It has not occurred throughout many of the Environmental Reserves or in the Parks and Open Space. It is a time consuming, often costly and difficult task to map weed infestation sites however the information from such an endeavour would provide DCC with a more complete overview of weeds than what currently exists.

The Geographic Information System (GIS) used by Darebin City Council is MapInfo 8.0 and is one of the two major GIS packages available commercially. The GIS of Darebin City Council is geared to provide information about rates, property boundaries and planning schemes. The Bushland Management Team has mapped the areas of high biodiversity significance and there is also some individual weed location data for areas such as Cherry Street Reserve. Darebin Creek has had some threat mapping carried out along the northern area regarding weed threats and rubbish dumping risks. Prior to this report there has been an assessment of information technology needs of the Bushland Management Team.

#### **Information and Resource Gaps**

- The areas of native vegetation need to be mapped separately if they do not include the whole property.
- The implementation of a Weed Mapping System and the allocation of adequate resources to have the data updated would be an effective management tool.
- The information on weeds needs to be collected in a consistent and repeatable manner. If the data is not collected in a consistent manner, if it is not upgraded after works or does not contain information in a useable format then the system can be considered useless for anything. This is certainly true for weed management and control. Collecting information for the sake of collecting something is a serious problem and Darebin City Council need to consider carefully what information they need. Why do they need the data and what will it be used for.
- Darebin City Council need to undertake a full audit and mapping exercise of the land that they are responsible for managing as historically Darebin City Council has undertaken weed management on property that it does not own.
- There is an improvement needed in the storage of the data. A good database design can make the system more effective and efficient. The design of the work plans can be developed to be compatible with the structure of the database.
- Training for data entry and map production for relevant staff members once data systems have been developed will be very valuable to ensure use of the GIS/asset management system.
- There is very little information in the system about the coverage of environmentally significant land outside of the dedicated reserves. There are patches of native grassland that Darebin City Council are obligated to make reasonable attempts to protect (as the responsible planning authority) which do not have their location and extent mapped.
- The Parks/Open Space Planning teams need to map the locations of all inappropriate tree species and develop and implement the tree removal and replacement program. If this is carried out with updates occurring to the data then in a few years time they will have a comprehensive inventory of the trees across the City of Darebin.
- To make weed mapping effective for all work units involved with weed



management within Darebin City Council there is a need for staff to have access to the weed map data layers - to access the information that they need and to be able to input and update the information as required.

- Limited Mapping of remnant vegetation along water ways

## 4 Integrated Weed Management System

The Integrated Weed Management System (IWMS) will provide a strategic approach for effective management by Darebin City Council of the weeds found within the council boundary. The management objectives of the IWMS are:

- To manage weeds that occur in environmental reserves and sites of biodiversity significance
- To manage weeds that threaten parkland
- To manage weeds that affect the amenity of the City of Darebin
- To manage weeds that affect the health and safety of Darebin residents

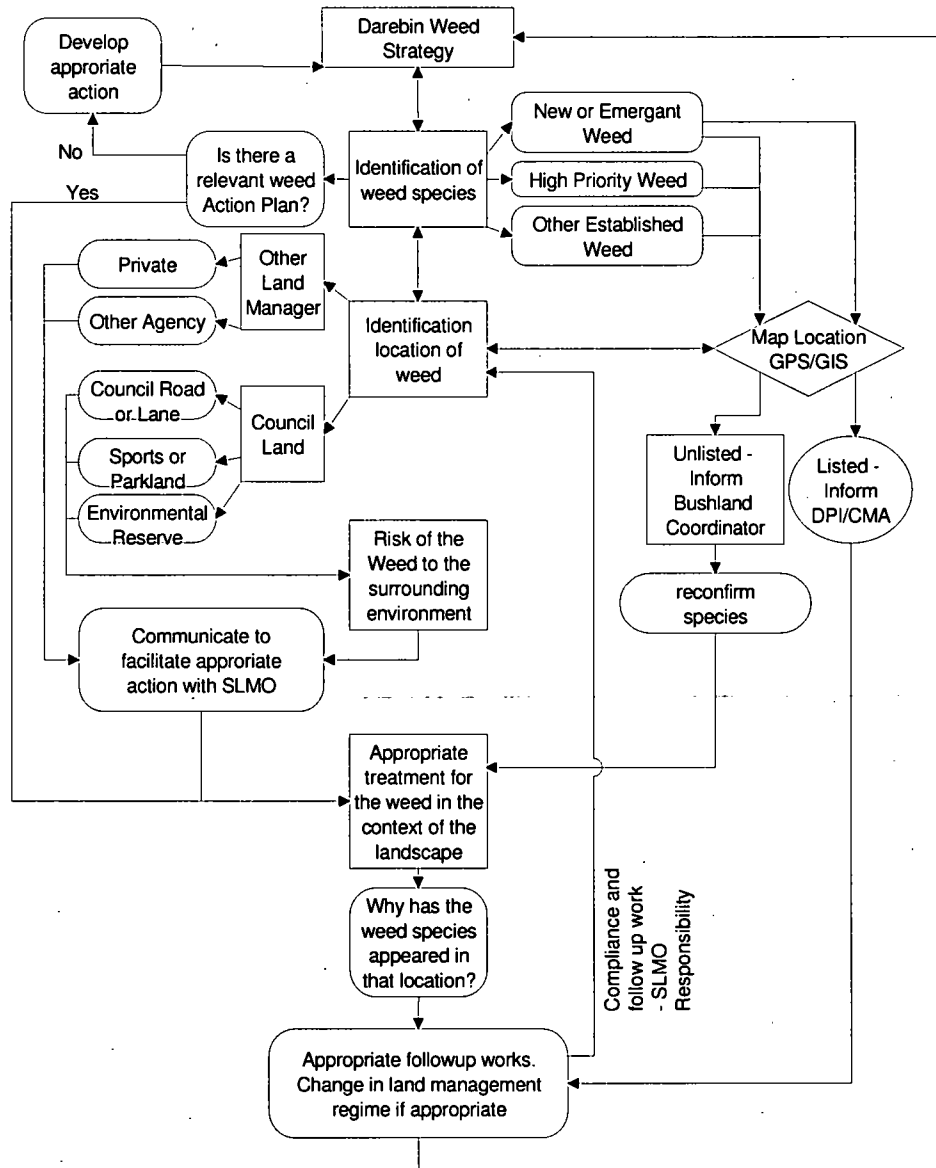
There are also recommendations for the development of weed management processes for private property and land managed by government agencies, as well as advice on the best practice methods for Darebin City Council including:

- Management of the weeds present on different land types/ tenures
- A process for the approval of planning processes involving applications with weed species
- Mapping Protocols

The outcomes of the IWMS will be to minimise the introduction of new and emerging weeds and the spread and occurrence of existing weeds in the City of Darebin within the above mentioned land contexts. To accomplish this task the resources for weed management Darebin City Council has available include:

- Existing Staff
- Contractors
- Community groups
- Individual community members who have an interest in the environment
- DPI
- DSE
- DHS
- VicTrack

A Sustainable Land Management Officer would be a critical resource for Darebin City Council to implement this Strategy. This role would enable a single point of contact for all staff, residents and agencies regarding weed management issues. The position could be responsible for public and staff education regarding weeds, the collation of weed information from Weed Spotters and as an internal resource for Darebin City Council Staff. This type of role has proven effective in other local governments in managing weed issues (Hume, Whittlesea, Banyule, Nillumbik amongst others).



**Overview of Darebin Integrated Weed Strategy Process**

**4.1 Weed Strategy Process**

To achieve good weed management a process has been developed for Darebin City Council to utilise. The process has been developed to identify the species, the location, the responsible agent, management and follow up monitoring.

**Identification of Weeds Species**

The identification of the weed is very important as it then leads to the type of category the weed will fall into and the appropriate level of response by Darebin City Council. Weed species within the council will either fall into the categories of:

- New weed within the City of Darebin
- New weed within in a reserve



- Not new weed species

Darebin City Council has classified the weed species using the PPWCMA WAP framework:

- New and Emerging
- High Priority Weeds
- Other Established Weeds

A list of twenty species have been classified as High Priority Weeds within the City of Darebin (see Appendix A - Table 2). Fact sheets have been developed that provide detailed technical information about them for council and for local residents (Appendix C Figures 1-20).

To aid in weed identification the management plans and works plans for the environmental reserves in the City of Darebin contain the information about the weed species in each reserve.

If any of the 25 weed species listed as State Prohibited are found within the City of Darebin they should be reported to DPI immediately regardless of location. DPI will then respond to treat that weed.

It is not practical for the Street Sweeping Unit to identify the weeds that they treat but there needs to be some regular survey of what species they are treating. The reasons for this are to:

- Make sure that there are no serious listed weeds in the Made Right of Ways and along the streets
- Make sure that the herbicide (or other treatments) used are appropriate.

#### Identification of Location and Land Owner/Manager

There are three different options for the type of land where weeds are growing:

- Council Owned/Managed Land which fall into the divisions of:
  - Streets and Made Right of Ways
  - Parks and Reserves
  - Native vegetation Reserves
- Private Owned Land
- Land Owned/Managed by other agencies

Darebin City Council need to identify in which of these land types the weed problem is occurring and respond in an appropriate manner. The land managed by Council will have appropriate responses for the weed - based upon the Open Space Strategy land classification (i.e. formal parkland, informal, Conservation Bushland etc). It is not always appropriate to treat a weed in the same way if it is in different Open Space types (e.g. in a bushland setting compared with along an urban road). The bushland reserves will have management plans that will indicate appropriate ways of treating weeds. This weed management may be different to treating the same weed on urban roads.

If the land is owned and/or managed by an agency then it is the role of the Sustainable Land Management Officer (SLMO) to facilitate the response by that agency. Communication should be maintained by the SLMO on a regular basis and the appropriate contacts for the following agencies should be communicated with on a regular basis to inform and facilitate integrated weed management in the City of Darebin:

- Melbourne Water
- Connex/VicTrack
- SPI AusNet
- DHS
- DSE/DPI





On private land (which is the largest percentage of land within the City of Darebin) the property owners have the obligation under the CaLP Act 1994 to control and prevent the spread of noxious weeds on their property. In order to promote effective weed management Darebin City Council is encouraged to revise its local law under the *Local Government Act 1989* and provide a system of enforcement/compliance for land owners/managers regarding weed management.

Weed locations should be recorded and mapped in the GIS using either GPS or a mobile mapping system. The current technology is good enough to provide data collection within 5m of the actual location. It is also important that a GIS database is updated regularly when weed infestations are found, controlled or removed.

#### **Risk Analysis of Species in the Location**

Weeds have the potential to spread not just through the vectors of wind and water but also via human interactions in the environment such as the moving of soil, machinery and animals. Once a weed species and location has been identified the risk of that weed to the environment needs to be assessed. To ascertain the risk the following factors are considered important:

- Legislation covering that weed
- Seed and propagule dispersal method (wind, water etc)
- Environmental requirements (rainfall, soil etc)
- Extent of infestation
- Proximity to nearby biodiversity site(s)
- Size of nearby biodiversity site(s)

#### **Appropriate Weed Treatment**

To effectively manage the weed species present on council managed land the management needs to be regularly monitored, reviewed and possibly revised. It may be that mowing is occurring too late in the year or that there is no replacement of plants once weeds have been controlled.

It is important for reviews of the weed management to occur but there must be an appropriate timeframe for review and change (i.e. there are some weeds which can take many years of continuous treatment to control and manage e.g. Chilean Needle Grass has a seed viability of approximately 5 years). The management and treatment strategy needs to include follow-up monitoring including weed mapping (possibly using GIS/computer technology) to ensure the success of the management carried out.

On private land and land managed by other agencies it is recommended that the Sustainable Land Management Officer is the primary point of contact when negotiating weed management options.

An effective strategy for Darebin City Council is to have in place some form of incentive scheme to encourage private weed management. In conjunction with a revised local law an effective weed control incentive scheme can be developed (e.g. Whittlesea, Nillumbik, Hume etc). The implementation of a Local Law regarding environmental weeds would provide an effective framework and process to address the recalcitrant and reluctant property owners and managers. Weed management incentive schemes complement the Local Laws regarding weed management in other cities. The incentive schemes provide a financial incentive to property owners to comply with the Local Laws and carry out recurrent integrated weed management at strategic times during each and every year.

#### **Weed Mapping**

The ability to map the location of weed species within the City of Darebin is a very important tool for managers. Survey and recording the occurrence and distribution of weed species can help set management goals and outcomes. There are many ways that weed



mapping can occur and it is important that the information collected is both relevant and usable by Darebin City Council. The goal is effective Weed Mapping and Data Management and to set up an effective GIS and data management system the following information should be understood:

- What is the problem?
- What information is needed?
- How should the information be collected?
- How often should the information be collected?
- How should the information be stored?
- Data detail and scale Vs Cost of Collection

The GIS weed mapping issue for Darebin City Council is primarily about having a process and system (hardware and software) to record and monitor the location of the weed species. This applies whether the weeds are in the urban, parkland or environmental reserves within City of Darebin. This information needs to be linked to work plans, implementation and recording of actions, revision and implementation of the work plans.

#### Method for GIS Data Collection

- The location of identified weeds will be recorded with the aid of a Global Positioning System (GPS) and appropriate GIS hardware and software for input into the GIS.
- If it is a weed location reported by community members then the details of the record can be taken by the customer service staff, forwarded to Parks staff and the information verified by Parks staff.
- Information received (from the Weeds Spotters Network and/or council staff) must be entered into the weed mapping system. There needs to be a system developed that will flag new data and indicate the land use context so that the appropriate response follows.
- Mobile mapping systems allow for information to be collected while in the field on preset up tables.
- Staff must use the same methodology to achieve comparable results and outcomes
- Once weed control work is carried out follow up mapping should occur to monitor effectiveness of treatment
- When collecting information it is important to be able to update and review the information.

Refer to "Guidelines to Mapping the Distribution of Weeds in Remnant Bushland – Kate Blood June 1999" (Appendix D).

## 5 Best Practice Weed Management

To implement the weed strategy Darebin City Council need to have a number of strategic processes in place. These include:

- Ability to identify and react to New Weeds within the City of Darebin
- Best Practice Land Management for Council Owned/Managed Land
- Appropriate Weed Control techniques
- Mapping and data storage

Darebin City Council is responsible for the removal and/or control of all listed Regionally Controlled weeds on Council owned and managed land. Darebin City Council also has an obligation to report all State Prohibited and Regionally Prohibited weeds that it finds present within the municipality to the Department of Primary Industries.

### 5.1 Identification Process for New Weeds

Weeds, like all plants, follow a pattern of population growth that involves arrival, establishment, colonisation and naturalisation (Macedon Ranges Weed Strategy: 2004). Preventing weeds passing through this cycle will reduce the development of new weed problems. The ideal management for new weeds is to prevent them from arriving in an area in the first place. This however is not always possible as weed seeds and propagules



may arrive at a site through a variety of means (wind, water and transported in the gut of animals and voided). The challenge then becomes how best to respond to and manage these new weeds to prevent them from creating larger weed problems. The failure by land managers to notice new weeds when infestations are small and/or take action when weeds first arrive is a key reason why new weeds become large problems. About ten new plants naturalise in Australia each year because of a failure to control these plants when they are at the establishment phase (Weed Proofing Australia: WWF).

The identification of new weeds within the City of Darebin is of primary importance as it is economically beneficial to identify and manage weed infestations in their early stage rather than after the species has established in the local environment. The State Government has estimated that investment in the early detection and intervention in weed species management over the longer term can directly save up to \$17 dollars for every \$1 invested over a 30 year program. That includes education, control and enforcement in an effectively and consistently developed strategy.

To tackle new regional weeds the PPWCMA WAP highlights 27 weed species as New and Emerging Weeds across the Port Phillip Region. There is currently only one of the species on the list found within the city of Darebin and that is Alligator Weed (*Alternanthera philoxeroides*). It is currently found along Merri, Edgars and Darebin Creeks and is managed by DPI twice each year. The other 26 weeds have been included in the Darebin High Risk Weeds and should be monitored for regularly (Appendix A, Table 3).

The CMA listing of New and Emerging Weeds is made up of weeds that are considered to be significant threats to biodiversity, primary production, social and environmental health. The goal is for Darebin City Council to maintain an environment free of further establishment of these weeds by:

- Appropriate weed monitoring of all Darebin environs (Bushland, Road verges and informal Gardens can be prime locations for such infestations to develop)
- Weed Identification Skills and knowledge of the CMA list by appropriate Darebin City Council staff
- Weed Hygiene measures including soil movement and vehicle wash down procedures
- Having a good awareness of which of these weeds may be present in adjacent councils - especially near the boundaries
- Continued monitoring of Alligator Weed (*Alternanthera philoxeroides*) along the Creeks

New weed species in the City of Darebin fall into three major categories:

- the introduction of New and Emerging Weeds listed under the CMA WAP
- weed species which occur in neighbouring municipalities becoming established in Darebin
- a species that is new to Victoria.

In line with the WAP, DPI will provide a Rapid Response Plan, on ground assistance, community education, enforcement/incentives, research and information about control techniques for these listed weeds.

The Department of Primary Industries has developed a Weed Alert Rapid Response program which aims to prevent new weeds establishing in Victoria through increased awareness, surveillance, collection, identification and a rapid response to potential, new and emerging weeds. This program identifies that the community has an important role to play in the detection of new and establishing weed infestations and a key aspect of this program is to increase community awareness and involvement in weed issues. It is important for Darebin City Council to involve the community with the identification of new weed incursions as this is a cost effective approach that will help identify priority sites for



management. Darebin City Council could adopt this program because it allows for the early detection of new weed species and new infestations through the Weed Spotter Network.

Weeds which occur in neighbouring municipalities are possibly the biggest immediate threat to the land in the City of Darebin. This is because the geographic proximity increases the chance of seed spread through wind, water, human or animal movement. As an example, St John's Wort (*Hypericum perforatum*) is a Regionally Controlled (DPI) and High Priority (CMA) weed species which is found in an adjacent municipality but has not been identified within City of Darebin. Cooperative management between Darebin City Council and other agencies/councils is important for the effective management and control of weeds. The role of a SLMO would be to facilitate the existing relationships and to foster new relationships with the stakeholders. The position would provide a point for weed information and communication with internal and external groups.

### 5.1.1 Process for Identification of New Weeds in Darebin

This system has been developed for Darebin City Council and it will allow for the early detection, the reporting of new weed infestations and will ensure a rapid response to eradicate the weed problems. The benefits of this will include:

- Prevention of larger infestations of the new weed
- Reduce costs involved in the ongoing weed management of that species
- Increase the chance of local eradication of the weed, as opposed to "controlling" a weed problem
- Promote community engagement in weed management
- Utilise external resources such as regional, state and federal government grants and expertise with weed management

In order to achieve the outcomes of early detection and intervention:

- Darebin City Council staff and local community groups to utilise the list of high threat weed species that are not currently in Darebin as an initial Weed Alert List. This list includes weed species from the PPWCMA WAP and from weed species listed in surrounding localities that have a high potential for dispersal and a high threat to the land (Appendix A, Table 3).
- Implement the Weed Alert Rapid Response program for the City of Darebin including the development of a Weed Spotters Program for community groups and a reporting system for community
- Improve weed identification skills of the appropriate staff within Darebin City Council and train them to recognise the species on the Weed Alert List and to monitor during work actions across all land tenures.
- SLMO to monitor incoming information to obtain an inclusive picture of weed management, success and gaps within the City of Darebin.
- Make sure that adequate resources are available for responding to new weed threats within the Council Budget
- Review list of weed threats when strategy is reviewed
- SLMO needs to develop communication with adjacent Councils and share information effectively about the extent and locations of high threat weeds not found in the City of Darebin

If a potential new species is found the recommended procedure for the reporting of new weeds is:

1. Record location of the suspect weed either by GPS or by description so that it can be found again to be verified.
2. Ensure the correct identification of the plant as a new weed on the City of Darebin Alert List. For weeds difficult to identify utilise DPI or Melbourne Herbarium to identify correctly.
3. If possible identify how the weed got to the site and identify any distribution patterns, e.g. along the side of a trail, drainage lines, garden refuse behind houses.



4. Gather relevant information relating to the size of the infestations, number of plants, attempt to determine if plants are of varying age in the population- therefore indicating recruitment is occurring and other relevant information
5. Contact the appropriate contact person depending on the type of weed:
  - State Prohibited - DPI
  - New weed other than State Prohibited – DPI & Darebin City Council SLMO

In addition to the process Darebin City Council should make information about the new and emerging weeds, high priority weeds and important local weed species readily accessible to the public via the Council website in a similar way that the Wellington Shire Council has a number of informative web pages dedicated to the Weed Alert Rapid Response program. A good web page should outline the program, provide information on how to become involved as a weed spotter, provide images of the priority weeds to be on the lookout for and provide links to organisations in the weed management field so that interested people can access more information easily. Further information about Weed Spotters Network has been included in Appendix D.

### *5.2 Regional Strategy for Weed Management*

A recommendation of this report is for Darebin City Council to initiate and schedule regular discussions with neighbouring Councils and management groups to implement regional control of priority weed species. Weed management does not end at council boundaries but should be considered as a regional issue as mentioned in the PPWCMA WAP. This is illustrated through the weed movement down the Darebin and Merri Creeks. The City of Darebin is the southern section of the Darebin and Merri Creeks and their tributaries and has been affected by the influx of weed species from further up stream.

It is also important to note that 142 (79%) of the weeds listed within Darebin environmental reserves also occur in the City of Banyule (Practical Ecology, 2006) and many of the high threat weeds such as Chilean Needle Grass, Serrated Tussock and Gorse are significant threats to land in the neighbouring Cities of Whittlesea, Moreland and Hume making a regional focus not only desirable but also more cost effective. A regional strategy would focus on communication, strategic works planning and coordination targeting specific weeds.

### *5.3 Control Methods*

There are many different controls that are available to manage weeds. The integration of a range of control techniques (chemical and non-chemical) will provide the best long-term control of weeds. This will require long-term planning, knowledge of the weed's biology and life cycle and the selection and use of appropriate weed control methods.

Herbicide is the major method of weed control used by Darebin City Council because it is the most effective weed control method in most situations. Members of the community have raised concerns around the environmental and health impacts of herbicide use. Non-chemical alternatives are discussed below. Alternatives to herbicide for weed control have not reached a stage where they can be used as the primary replacement for herbicide use. They can however be integrated into some management practices to improve the effectiveness of and reduce herbicide use.

Darebin City Council adopted a Weed Management and Herbicide policy in 1999. The policy had the aim to:

- enhance the environment
- fit with best practice weed management
- provide optimal safety standards
- reduce Darebin City Council's dependence upon chemicals as the primary weed control method.



The Weed Management and Herbicide policy (1999) does not provide a process for assessing potential and/or new herbicides prior to their purchase and use. An effective process needs to be developed so that weed management practices remain best practice. For example, Darebin City Council uses the residual herbicides Banvel and Dicamba to control broadleaf weeds but there are a number of other residual herbicides available that require less frequent applications and provide pre-emergent control (eg simazine).

#### Non Chemical Weed Control Methods

- **Physical/Heat Treatment:** The use of hot water treatments for selected municipal areas close to residences, playgrounds, environmentally sensitive areas and schools where annual weed growth in kerbs, channels and pedestrian areas is accessible and can be frequently treated. Hot water application or steaming is a relatively new weed control method and is still in the developmental and promotional stage. The process has been trialled by some city councils in NSW with mixed results on its effectiveness as there seems to be regrowth approximately 2 weeks after initial application. There are 2 companies that have developed the technology for this method (Ensbeys 2001).
- **Fire Treatment:** The treatment of weeds with fire can be effective in environmental reserves and parks. An ecological burn can reduce vegetation cover, provide access to target weeds and reduce the seed bank of weeds in native ecosystems. In parks, a gas gun can be used to burn annual weeds and prevent or minimise weed species seeding.
- **Mechanical Edging Equipment:** Utilisation of mechanical edging equipment attached to vehicles such as tractors and street cleaning equipment where kerb and channel areas are accessible on a regular basis should be considered and investigated.
- **Solarisation:** Involves covering weeds with plastic sheets to kill them with the heat generated. This method may be a viable option and alternative to herbicides for limited use during summer in areas such as garden beds in parkland areas, or streetscapes prior to planting.
- **Grass Cutting (slashing, mowing or brush cutting):** is a widely accepted method for weed control. Grass cutting alone is not an effective method of weed control, however well timed grass cutting may prevent seed production to a desired level and/or prevent further spread into high quality vegetation. Weed management can be achieved through the prevention of flowering, removal of flowers and/or the removal of seed heads prior to seed set. Grass cutting can increase the production of weed seeds if mis-timed or if follow-up weed control is not adequate.
- **Smothering:** This option is a way of managing plant growth in an area by denying the plants light. It is good for small to medium sized areas (eg up to ~2,000m<sup>2</sup> and depending on available resources) to kill weeds that are there before native revegetation takes place. Smothering (i.e. with jute mat) can also provide temporary erosion control benefits. It is not appropriate or practical for large areas of land.
- **Biological Control:** the use of biological organisms for weed management is of limited value and is managed by the Department of Primary Industries in Victoria. The figures from around the world indicated that only 24% of all species released for biological control have been successful and there are often significant risks



associated with their use. It is often a slow and expensive program but the latest and current biological control programs are available from DPI.

Of these non-chemical controls Darebin City Council currently uses fire treatment, grass cutting, smothering and has trialled biological control on bridal creeper.

Recommendations for weed control for Darebin City Council are to:

- Develop a process for assessing new herbicides for use in the municipality
- Consider new technology and non-chemical weed control techniques as well as herbicide treatment
- Monitor effectiveness of herbicide and other control measures used in the City of Darebin
- Ensure that all herbicides are applied by staff trained in weed control and identification in line with safety and environmental standards
- Ensure staff applying non-chemical weed control measures are adequately trained
- Investigate biological control opportunities with DPI and nearby councils regularly
- Provide information to the general public about weed control methods

## 5.4 Environmental Reserves

### Primary Responsible Group at Darebin City Council – Bushland Management Team

Weed management is important for protecting and improving the quality of the remnant native vegetation. Darebin's Biodiversity Baseline Report (Practical Ecology, 2004) identified weeds as the most pressing threat to the integrity of native vegetation in the City of Darebin. Some of Darebin's environmental reserves are biosites of state significance and all are locally significant – all of the Ecological Vegetation Classes in Darebin are endangered in the state of Victoria.

The priority for managing reserves with environmental importance is to protect and enhance:

1. existing remnants
2. sites linking remnants and high quality revegetation sites
3. other revegetation sites

The priority for managing environmental weeds within these sites is:

1. New and Emerging weeds
2. High Priority weeds
3. Other Established weeds

The environmental reserves within the City of Darebin are managed by La Trobe University, Merri Creek Management Committee, Darebin Creek Management Committee, Melbourne Water and Darebin's Bushland Management Team.

Darebin's Bushland Management Team is responsible for the following tasks in environmental reserves managed by council:

- Maintenance of the biodiversity and the long term viability of the remnant native vegetation
- Development and implementation of management plans for each site (including weed management)
- Monitoring of all sites at regular intervals (at least 4 times per year).

The Bushland Management Team communicates and works in partnership with other land managers and community groups to facilitate sustainable management of environmental reserves for which Darebin City Council is not the land manager.



### **New and Emerging Weeds**

It is a high priority to manage New and Emerging Weeds in the environmental reserves of Darebin.

New and emerging weeds in the bushland context usually initially occur in small and isolated outbreaks. It is important environmentally and economically to treat outbreaks as soon as they are identified. Small infestations are easier and cheaper to remove immediately rather than letting the new weed establish and spread.





### **The Best Practice Management for New and Emerging Weeds in Environmental Reserves**

The Best Practice Management for New and Emerging Weeds in Environmental Reserves is to:

- Utilise local knowledge to identify weeds classified as 'New and Emerging' and report suspected occurrences to the Darebin City Council S.L.M.O. and DPI. The process is:
  1. Darebin City Council together with local community to report new weeds to DPI that have not been reported in the City of Darebin previously.
  2. The Darebin Bushland Management Team to use their knowledge of sites to identify and record New and Emerging Weeds in reserves.
  3. Darebin City Council to facilitate and support owners and land managers to identify and record New and Emerging weeds and potentially serious species present on land within the City of Darebin.
  4. Communicating with adjacent Councils regarding new weeds (this is an opportunity for Darebin City Council to take the lead in setting up a weed network)
- Determine how the weed arrived at the location (i.e. wind, water, animal and human interaction such as green waste dumping, dropped from machinery or soil moving)
- Monitor areas where further infestations are likely to start to occur depending on dispersal method
- Map the location of the weed
- Form an effective strategy to remove the identified weed species.

### **High Priority Weeds**

The management of High Priority weeds in Environmental Reserves is of critical importance. These weeds are often highly invasive and have a large adverse impact upon the quality of the reserves. The primary goal for the management of High Priority weeds is to contain and reduce the infestations and impacts of these species in the Environmental Reserves of the City of Darebin. The High Priority Weeds include those listed by the PPWCMA in the WAP and those 20 weeds listed in Appendix A – Table 2 as High Priority Darebin Weeds.

**The Best Practice Management for High Priority Weeds in Environmental Reserves is to:**

- Identify, record and map the cover and location of the weeds within the reserve and update this annually
- Implement weed management works starting from the areas of high quality native vegetation and working through to areas of lesser native vegetation quality as resources allow
- Implement follow up treatment and a long term reduction strategy
- Utilise any existing Environmental Management Plans for Reserves and update them as work occurs and/or as plans become redundant
- Monitor areas for further infestations

### **Other Established Weeds**

The PPWCMA WAP indicates that Other Established Weeds are common and widespread within the region and that eradication is generally not a feasible option. Within the Environmental Reserves the goal is to contain and reduce the impacts and biomass of these species through the adoption of best management practices by land managers.

Established Weeds in the Environmental Reserves are often not managed in a consistent and effective manner. Reasons for this include:

- Limited Resources
- Volume of Biomass



- Difficulty in removal
- Minimal impact to vegetation especially compared to other weed species

**The Best Practice Management for Other Established Weeds in the Environmental Reserves is:**

- Minimise disturbance to areas where weeds are present
- Understand the weed lifecycle and plan management actions to occur before seed set
- Work on small infestations and areas of high quality native vegetation as a priority
- Replacement of weeds with appropriate native species and/or encourage recruitment of existing species.
- Monitor areas for further infestations
- Provide an education program for the community showing impacts of established weeds in native vegetation and aim to minimise the presence of other established weeds in private land



## 5.4 Parks and Reserves

### Primary Responsible Groups at Darebin City Council – Open Space Planning Branch and Darebin Parks Branch

It is important to manage weeds in the parks and reserves of Darebin from a number of perspectives (i.e. aesthetics, environmental and turf and grounds maintenance). The broad goals are to:

- manage priority (CaLP, PPWCMA and DCC) listed weeds
- control priority weed species so that they do not spread into sensitive environmental areas
- maintain visual amenity
- maintain parks and reserves so they are suitable for safe use

The Parks Branch manages over 100 parks and reserves throughout the City of Darebin. Responsibilities include grass cutting, weed management, litter removal, mulching and vegetation management.

Many of these parks and reserves are in close proximity to environmental reserves and the Parks Unit play a role in managing the interface areas between the two types of reserves. It is important that Parks Unit staff have an awareness and understanding of the weed management issues in the surrounding environmental reserves. This is to ensure a coordinated approach is developed for the interface areas.

### New and Emerging Weeds

The identification of New and Emerging Weeds within Parks and Reserves is a priority as reducing infestations when they are small will reduce the ongoing costs of weed management and reduce new weed problems from establishing. Instances of new and emerging weeds in parks and reserves are not likely to be common, however highly invasive species such as *Nassella* (needle grasses) may invade Parks and Reserves. These species may also spread to Environmental Reserves .

A list of potential serious weeds has also been included which do not occur within the City of Darebin. It will be important to monitor for these weeds, identify and respond quickly to any infestation (Appendix A – Table 3).

### The Best Practice Management for New and Emerging Weeds in Parks and Reserves is:

- Parks staff and community to be trained to identify New and Emerging Weeds (including potential serious weeds listed in Appendix A – Table 3) and report suspected new weeds to the Parks Co-ordinators and/or the Sustainable Land Management Officer.
- Parks Co-ordinators to investigate weed occurrence and distribution (including mapping if the species and/or its distribution are significant)
- Determine how the weed may have arrived at the location (i.e. wind, water, animal and human interaction such as green waste dumping, dropped from machinery or soil moving)
- Monitor areas where further infestations are likely to start to occur depending on dispersal method.
- Form an effective strategy to manage the identified weed species.

### High Priority Weeds



The management of High Priority weeds in parks and reserves is of critical importance. These weeds are often highly invasive and have a large adverse impact upon the quality of the reserves. The primary goal for the management of High Priority weeds is to contain and reduce the infestations and impacts of these species. The High Priority Weeds include those listed by the PPWCMA in the WAP and those 20 weeds listed in Appendix A – Table 2 as High Priority Darebin Weeds.

High Priority Weeds such as Serrated Tussock and Chilean needle grass infest parks and reserves and any occurrence should be eradicated if possible (or more realistically - controlled). They are highly dominant and competitive species that may appear similar to other grasses especially when not in flower. These weeds pose a significant risk to parks and reserves and occurrences of them have already been recorded in a number of Parks and Reserves within City of Darebin (e.g. Cotchin, B.T. Connor, Barling and Sullivan Reserves). Due to the difficulties in eradicating these species (Chilean Needle Grass and Serrated Tussock) management needs to focus on reducing their spread to clean areas (areas that do not contain these species). This would include reducing the seed being produced by the grasses (e.g. grass cutting prior to seed production) and reducing the spread of this seed (e.g. vehicle hygiene procedure).

**The Best Practice Management for High Priority Weeds in Parks and Reserves is:**

- To understand the impact of the management techniques used
- To adjust mowing regimes to cut grass before these high priority weeds flower and set seed
- To develop hygiene protocols to reduce the spread of weed seed from infested sites to clean sites
- To commit to follow up treatment and a long term reduction strategy
- Parks staff and community to identify High Priority Weeds (including Darebin High Priority Weeds Appendix A – Table 2) and report infestations to the Parks Co-ordinators and/or the Sustainable Land Management Officer.
- Parks Co-ordinators to investigate weed occurrence and distribution (including mapping if the species and/or its distribution are significant)
- To determine how the weed may have arrived at the location (i.e. wind, water, animal and human interaction such as green waste dumping, dropped from machinery or soil moving)
- To monitor areas where further infestations are likely to start to occur depending on dispersal method and form an effective strategy to manage the identified weed species

**Other Established Weeds**

Other Established Weeds such as broadleaf weeds are the major impacts on parks and reserves. They affect the quality of turf on sporting ovals and in parks. High use sporting ovals are where the weed management resources have generally been allocated by the Parks Open Space Management Unit. These weeds are generally common and widespread and the PPWCMA WAP identifies that eradication of them is generally not feasible.

**The Best Practice Management for Other Established Weeds in the Parks and Reserves is:**

- Parks staff and community to identify Other Established Weeds and report infestations to the Parks Co-ordinators and/or the Sustainable Land Management Officer.
- Parks Co-ordinators to investigate weed occurrence and distribution (including mapping if the species and/or its distribution are significant)
- Determine how the weed may have arrived at the location (i.e. wind, water, animal and human interaction such as green waste dumping, dropped from machinery or soil moving)



- Monitor areas where further infestations are likely to start to occur depending on dispersal method
- Form an effective strategy to manage the identified weed species

## 5.5 Streetscape Management

Responsible Group - Open Space Planning Branch and Parks Arboriculture Unit

The trees and plants that line streets are important to the City of Darebin in aesthetic, environmental, health and safety contexts. Darebin City Council is responsible for selecting, installing and maintaining streetscapes on residential roads and at some VicRoads sites.

Street trees and roadside amenity plantings are subject to a number of decisions before they are chosen and planted. This is decided with the aid of the *Green Streets Strategy - 1995* and currently that document is being updated by Darebin City Council. It will reflect the changing attitudes to street trees and the environmental values. The important issues for considering which street plants to use are:

- Dispersal methods
- Propagation methods
- Invasiveness of the species
- Potential risks to safety and health

The decision to introduce new species into the City of Darebin as a streetscape planting is taken seriously and Darebin City Council staff research the potential impact of any new species on the environment. This is to avoid the planting of invasive species. Plants chosen for street planting can easily be invasive when the reproductive material is transferred to another location by a range of means (e.g. wind, water, animals, equipment) and the right conditions for the weedy species growth are present.

Locally indigenous native species are not always available or appropriate in the modern urban setting. The responsibility of the Open Space Planning Branch is to ensure that:

- appropriate species are being chosen for streetscapes
- environmental weed species are removed where there is likely to be significant impact upon the environment (i.e. ash seeds entering waterways) or where management to reduce impact can not be taken
- the health and safety of the street trees are monitored
- visual amenity is maintained in the streetscapes

Areas close to waterways and environmentally significant remnants should ideally remain clear of weeds planted/existing in the streetscapes. Planting native species (where appropriate) or exotic species like non-fruiting olives can give the street the same appearance without the environmental risks of invasive weeds.

### New and Emerging Weeds

No species listed as New and Emerging under the *CaLP Act* should be planted within the City of Darebin as street trees/plants. If New and Emerging weeds have been planted in the past then immediate removal and replacement is recommended. The list of New and Emerging Weeds can be found in the PPWCMA WAP.

A list of potential serious weeds has also been included which do not occur within the City of Darebin. It will be important to monitor for these weeds, identify and respond quickly to any infestation (Appendix A, Table 3).



**The Best Practice Management for New and Emerging Weeds in Streetscape Management is:**

- Map Location of any New and Emerging weed species
- Remove New and Emerging weed species once identified
- Update Mapping once removal has occurred
- Contact DSE/DPI for any related material on chosen species as weed species
- Replace removed plants with species selected from the Green Streets Strategy

#### **High Priority Weeds**

In the past Desert Ash trees were planted in the streetscape as well as other recognised weed species such as Agapanthus, Olive and Spotted Gum. These plants can be managed appropriately but are not preferred choices. The review of the Darebin City Council Green Streets Policy will potentially identify strategies and actions to remove all High Priority environmental weed species from the streetscapes. Darebin City Council is already implementing the opportunistic removal of unhealthy Desert Ash trees (*Fraxinus sp*) that have been planted along streets and replacing them with more appropriate species such as sterile Ash.

**The Best Practice Management for High Priority Weeds in Streetscape Management is:**

- Map Location of weedy plants listed as High Priority including the High Priority Darebin Weeds (Appendix A, Table 2)
- Develop a staged removal plan for weedy plants once identified
- Update Mapping once removal has occurred
- Manage High Priority weed species to minimise environmental risks once identified if removal is difficult so that the weeds do not spread i.e. removal of female sweet pittosporums while retaining male individuals
- Replant with either appropriate native species or non weedy exotic species

#### **Other Established Weeds**

The species of other established weeds that are established in the area of streets include exotic grasses used as lawn. These are mainly of the broadleaf variety and are removed for the aesthetic and health and safety reasons. Other established weeds in streetscapes are Cootamundra wattles, cotoneasters, olives (privately planted) pine trees and willows. Further survey is required to identify the total other established weeds in streetscapes.

**The Best Practice Management for Other Established Weeds in Streetscape Management is:**

- Survey streetscapes to identify and map Other Established Weeds
- Investigate a staged removal and replacement program for Other Established Weeds in streetscapes
- Utilise non-invasive species for planting streetscapes
- Manage grassed areas so that there is minimal spread of exotic species into other areas
- Assessments of the invasive capabilities of plants should be determined before they are used in landscape plantings
- Examine previous experiences by other groups using chosen species in street plantings
- Look at the lifecycle of non indigenous species and manage appropriately so that it does not spread/reproduce outside of its planted context

### **5.6 Council Right of Ways**

Responsible Group – Street Sweeping & Parks Branches

The management of Council Right of Ways is important from an aesthetic, environmental weed management and health and safety perspective. The success of the job is dependant upon a high level of removal and management of weeds. Identification of the weeds that



are treated is required on a day to day basis at the operations level and operations staff need to be made aware of how their role plays a part in the overall management of new and emerging weeds within the Council.

There must be some awareness at the management level of the weeds present and requiring treatment in the ROW's. There is no distinction made between the different weeds treated in the ROW's however weed identification can be carried out by the SLMO or a staff member proficient at advanced weed identification to ensure New and Emerging weeds are not present in the ROW's.

#### **Best Practice Management for Weeds in Council Managed Right of Ways**

- Training of Staff in use of herbicide in a consistent manner
- Report location of treatments on GIS including the requests made by residents for cleaning of Made Right of Ways
- SLMO/staff member proficient at advanced weed identification to identify weed species treated in ROW's regularly and include them in Council Weed List.
- Ensuring existing and all new staff members have an appropriate level of environmental/weed management awareness

A list of potential serious weeds has also been included which do not occur within the City of Darebin. It will be important to monitor for these weeds, identify and respond quickly to any infestation (Appendix A – Table 3).

### ***5.7 Weed Management Procedure***

Weeds follow a pattern of population growth that involves: arrival, establishment, colonisation and naturalisation (Macedon Ranges Weed Strategy: 2004). Preventing weeds passing through this cycle will reduce the development of new weed problems. The ideal management for new weeds is to prevent them from arriving in an area in the first place. The management techniques for prevention include quarantine and implementing equipment weed hygiene processes and practices. Prevention however is not always possible as weed seeds and propagules may arrive at a site through a variety of means, including: wind, water and transported in the gut of animals.

The challenge then becomes how best to respond to and manage these new weeds to prevent them from creating larger weed problems. The failure by land managers to take action when weeds are first noticed and infestations are small is the main reason new weed problems arise, with about ten new plants naturalising in Australia each year because of a failure to control these plants when they are at the establishment phase (Glanz 2006: WWF). To effectively manage weeds DCC require a system for weed management that will:

- Minimise/prevent new weed problems
- Minimise larger infestations of the weeds
- Inform and be informed of weed outbreaks especially listed weed species and New and Emerging Weed Species
- Allow for the early detection and reporting of new weed infestations
- Have a rapid response to eradicate weeds when they occur
- Reduce costs involved in weed management
- Increase the chance of local eradication of the weed, as opposed to merely controlling a weed problem
- Share information with other organisations and municipalities about weeds and weed management
- Use appropriate weed management techniques
- Reduce the impact of weeds upon the environment



The Pest Plant and Noxious Weed Review developed jointly by DPI and the CRC for Australian Weed Management have developed a Risk Assessment Procedure for assessing weeds of high risk. It is based upon assessing the biology of the individual species including how fast it will spread (invasiveness), potential to spread and risk to the environment, community and business (such as Agriculture).

### *5.8 Enforcement or Incentives in Weed Management*

Local Government has broad powers in relation to environmental management and more specifically in weed management (MAV 2003) through the Statutory Planning process. Local Council should be seen by the community as a strategic planner and priority setter, community educator, advocate and as a coordinator of community weed management programs. Engaging the community to take a more active role in weed management may involve the use of enforcement and incentive tools.

The Local Government Planning Schemes allow Councils to set out policies and requirements for the use, development and protection of land. Permits are necessary for some new uses and development of land and these permits must adhere to the provisions set out in the Council Planning Schemes. Council can therefore enforce weed control measures through the Planning Scheme. These permits can be used as a tool to educate and enforce environmentally responsible behaviour. Council has the power to declare certain plants (e.g. environmental weeds, potential garden escapees) not be planted in new developments and can develop a list of weeds that are not to be used in any new plantings. Once these weeds are declared it is then enforceable and developers/new home owners using these plants can be prosecuted under the Planning and Environment Act 1987. Provisions of weed control and removal can also be incorporated into all new planning permits and this would greatly reduce the risk of weed invasions and reduce weed abundance in the long-term.

Local Laws are another tool that local governments can use to enforce weed management on private land. Under the Local Government Act 1989, Local Council can create a Local Law relating to weed management. Some councils currently use a local law to enforce the control of declared weeds on properties that are not a priority for DSE (generally properties that are two hectares or less in size) (MAV 2003). Other councils have expressed concern at the use of a local law relating to weed management due to the:

- Limited resources of council to follow through on compliance checks and enforcement
- The return from penalties being too low to justify the expenditure of the resources required
- Desired outcomes being rarely achieved because landholders pay the fine which is considerably lower than the cost to the landholder for control
- Wording not being accurate enough to enforce (MAV 2003)

It is clear that for Darebin City Council to develop a local law directly relating to weed control the following considerations would need to be taken into account:

- The wording of the Local Law is clear, not ambiguous and cannot be misinterpreted
- Sufficient resources are allocated to ensure the Local Law can be enforced
- Penalties to landholders are severe enough to discourage non-compliance of the Local Law

There should be a focus on educating the community with regard to weeds and their management and it should be recognised that enforcing a local law may be difficult and should be used only when education is ineffective. A rationale needs to be developed to determine the priorities for the enforcement of this Local Law with resources being directed towards:

- Landholders who have serious breaches that undermine the efforts of others in the community





- Landholders who adjoin environmentally significant reserves where the impact of weeds will cause the greatest impact

Local Government can also improve local weed management through providing grants, incentives and rate rebates to landowners. These can be successful tools in raising awareness of land management issues in a positive and supportive way. Grants are identified as being the most popular incentive mechanism used by councils to progress weed management (MAV 2003). The grants can be made available to landowners, community groups and school groups to assist these groups to undertake weed control projects that will provide positive outcomes on council managed land. Incentives can also take the form of a rate rebate, which offers a discount on the landowner's Council rates as a means of engaging the community in weed management practices. Incentive programs generally take 5-7 years to become well established and for the target stakeholders in the community to be aware of the program. Incentive programs provide the following benefits:

- Increased landowner awareness of their role as a land manager
- Increased capacity of landowner to manage their property in a sustainable way
- Cost of land management shared
- Local Councils can show support for weed management on private land without taking responsibility for doing it

A copy of the draft local law developed in consultation with Golden Plains Shire, Moorool Shire and DPI is included as Appendix B. It has been designed for use by any municipality in Victoria.



## 6 Review of Strategy

Weed management is an ongoing issue with practices that should continuously be under review and improvement. As this is the first report and strategy it should provide Darebin City Council with a baseline of information on weeds and weed management within the council boundary that will be built upon each time there is a review. The timeframe for review of this strategy will be 3 - 5 years from implementation. The review will include looking at the current list of recommendations. It will be important to know what actions have been or are being achieved from the list. To aid in this endeavour the actions have been prioritised:

1. High
2. Medium High
3. Medium
4. Medium Low
5. Low

The success of the Strategy relies upon the endorsement and implementation of the Recommended Actions by Darebin City Council. It is recommended that Darebin City Council should record the number of Actions that have been addressed from this initial Integrated Weed Management Strategy. The Actions of priority 1 (High) and 2 (Medium High) are key to weed management within the urban environment of Darebin City Council and should be addressed as such. It is not expected however that Darebin City Council will have the resources to implement all of the Actions immediately but it is expected that the Highest Priority Actions will have been achieved within the timeframe of this document. The High Priority Actions and corresponding recommendations have been included separately on the next page and are considered to be key factors in the overall management of weeds within Darebin City Council. They should be considered for action during the first financial year after the strategy is adopted by Council. The full Recommendations List is found in Appendix C.

It is recommended that Darebin City Council allocate appropriate resources for the implementation of High and Medium High Priority Actions within the time frame of this document. This is because Weed Management has to be considered as a long term and ongoing commitment for success to be achieved. The development of this Integrated Weed Management Strategy has placed Darebin City Council in a position where they will be able to respond to the challenges of weed management within the Port Phillip CMA.



## HIGH PRIORITY ACTIONS FOR DAREBIN CITY COUNCIL

RECOMMENDATION	ACTION
To effectively manage existing weeds in the City of Darebin	DCC should develop and adopt a program aimed at reducing the spread of weeds by vehicles managed by contractors, service providers and government agencies such as the "Weedstop" program develop with DPI
DCC to utilise appropriate weed management systems	DCC to review, complete and adopt a herbicide policy to guide the use of herbicides within the council boundary including where herbicide is used and how often
To identify and eradicate quickly and effectively any new and / or emerging weed species in the City of Darebin	Use provisions in CaLP Act to ensure quick action and eradication and to enforce land owners to comply with weed management
	Inform DPI if new and emerging weed species are detected and take action as appropriate for the species and risk category
Continue to develop the most effective techniques for weed management in Bushland Remnants occurring on Council land	Map the actual extents of areas of biodiversity significance on council land
	Map the areas of responsibility in larger reserves which are not entirely managed by a single business unit within DCC
Continue to develop the most cost effective techniques for weed management in parks, road reserves and rights of way	Investigate the potential use of residual herbicides within DCC for treatment of rights of ways, laneways and road reserves
Education of Darebin City Council Staff and contractors about weed management	Develop best practice vehicular hygiene guidelines, including establishment of wash down stations within DCC and portable wash down stations
Consultation and coordination with other key stakeholders to develop regionally complementary Weed Strategies	Liaise with surrounding local councils (Banyule, Moreland, Hume, Yarra and Whittlesea) to develop complementary Weed Strategies to coordinate weed management along boundaries
	Identify the land that DCC is responsible for managing and the land where other agencies are responsible



	DCC to inform owners, local business and other stakeholder groups of their responsibilities for weed management
Develop regulations and processes to best address High Priority Weeds and CaLP Act Weeds within the City of Darebin	Amend DCC Local Laws to require property weed clean up of listed weed species as a condition of sale and development of land
	DCC to develop a compliance scheme under the CaLP Act and the Local Government Act to enforce weed removal
Integrated monitoring and information management	Ensure the mapping technique is compatible with the DPI Pest Management System
	Identify and map intact areas of high quality native vegetation and monitor for weed infestations
Ensure effective implementation of the Integrated Weed Management Strategy	Appoint full time Sustainable Land Management Officer (S.L.M.O) to manage and coordinate weed strategy within Darebin City Council across all the groups



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- Randwick City Council Weed Page  
<http://www.randwick.nsw.gov.au/default.php?id=196>



## 2. APPENDICES

- A. Darebin Weed Lists including:
  - 1. Weeds of National Significance
  - 2. Darebin Priority Weeds
  - 3. Potential New High Threat Weeds in Darebin City Council
  - 4. Full Darebin Weed List
- B. Draft Local Law
- C. Darebin Weed Management Recommendations
- D. Kate Blood GIS Document
- E. Weed Spotters Network
- F. Weed Maps
- G. Weed Legislation and Policy Fact Sheet
- H. Weed Management Techniques Fact Sheet





## Appendix A

**Table 1 - List of Weeds of National Significance**

Botanical Name	Common Name
<i>Alternanthera philoxeroides</i>	Alligator weed
<i>Acacia nilotica ssp.indica</i>	Prickly acacia
<i>Annona glabra</i>	Pond apple
<i>Asparagus asparagoides</i>	Bridal creeper
<i>Cabomba caroliniana</i>	Cabomba
<i>Chrysanthmoides monolifera</i>	Bitou bush / boneseed
<i>Cryptostegia grandiflora</i>	Rubber vine
<i>Hymenachne amplexicaulis</i>	Hymenachne
<i>Lantana camara</i>	Lantana
<i>Mimosa pigra</i>	Mimosa
<i>Nassella neesiana</i>	Chilean Needle grass
<i>Nassella trichotoma</i>	Serrated tussock
<i>Parkinsonia aculeate</i>	Parkinsonia
<i>Parthenium hysterophorus</i>	Parthenium weed
<i>Prosopis spp.</i>	Mesquite
<i>Rubus fruticosus agg.</i>	Blackberry
<i>Salix spp. (except S.babylonica, S.x calodendron and S.x reichardtiji)</i>	Willow (except weeping willows, pussy willow and sterile pussy willow)
<i>Salvinia molesta</i>	Salvinia
<i>Tamarix aphylla</i>	Athel pine
<i>Ulex europaeus</i>	Gorse

Weed list developed by Cooperative Research Centre for Australian Weeds

The species were chosen because of their potential to expand the current range, the environmental impact and the economic impact.



Table 2 - Priority Weeds in the City of Darebin

Botanical Name	Common Name	National Listing	DSE Listing	CMA Listing	Management Priority
<i>Alternanthera philoxeroides</i>	Alligator weed	WONS	SP	NE	1
<i>Asparagus asparagoides</i>	Bridal creeper	WONS	RES	HPE	1
<i>Chrysanthemoides monilifera</i>	Boneseed / Bitou Bush	WONS	RC	OE	2
<i>Conium maculatum</i>	Hemlock		RC	OE	3
<i>Crataegus monogyna</i>	Hawthorn		RC	OE	3
<i>Cynara cardunculus</i>	Artichoke thistle		RC	OE	2
<i>Cytisus scoparius</i> subsp. <i>scoparius</i>	English Broom		RC	OE	3
<i>Echium plantagineum</i>	Patterson's curse		RC	OE	3
<i>Ehrharta erecta</i>	Panic veldt-grass			OE	3
<i>Fraxinus angustifolia</i>	Desert Ash				2
<i>Genista monspessulana</i>	Cape Broom		RC	OE	3
<i>Lycium ferocissimum</i>	African Boxthorn		RC		3
<i>Nassella neesiana</i>	Chilean Needlegrass	WONS	RES	HPE	1
<i>Nassella trichotoma</i>	Serrated tussock	WONS	RC	HPE	1
<i>Onopordum acanthium</i>	Scotch thistle		RP	HPE	1
<i>Pittosporum undulatum</i>	Sweet Pittosporum			HPE	3
<i>Rosa rubiginosa</i>	Sweet Briar		RC	OE	3
<i>Rubus fruticosus</i> spp. agg.	Blackberry	WONS	RC	OE	1
<i>Salix</i> spp.	Willows	WONS			1
<i>Ulex europaeus</i>	Gorse	WONS	RC	OE	2
<i>Watsonia meriana</i> var. <i>bulbillifera</i>	Wild watsonia		RC	OE	3

- SP State Prohibited  
 RP Regionally Prohibited  
 RC Regionally Controlled  
 RES Restricted  
 WONS Weed Of National Significance  
 NE New and Emerging Weed  
 HPE High Priority Established Weed  
 OE Other Established Weed



**Table 3 – High Risk Weeds not recorded in the City of Darebin**

Scientific Name	Common Name	Status	Location
<i>Acacia elata</i>	Cedar wattle	OE	Banyule
<i>Acacia Saligna</i>	Golden Wreath Wattle	Other High Risk Weeds	Banyule
<i>Acer negundo</i>	Box Elder Maple	Other High Risk Weeds	Moreland
<i>Ailanthus altissima</i>	Tree of heaven	OE / RC	
<i>Araujia sericifera</i>	Cruel Vine	Other High Risk Weeds	Moreland
<i>Calicotome spinosa</i>	Spiny broom	OE / RC	
<i>Carduus pycnocephalu</i> and <i>C. tenuiflorus</i>	Slender thistles	OE / RC	Banyule
<i>Carthamus lanatus</i>	Saffron thistle	OE / RC	Banyule, Moreland
<i>Chondrilla juncea</i>	Skeleton weed	NE	
<i>Cirsium arvanse</i>	Californian thistle	OE / RC	
<i>Crococsmia x</i> <i>crococsmiiflora</i>	Montbretia	OE	Banyule, Moreland
<i>Datura</i> spp.	Thorn-apple	OE / RC	
<i>Diplotaxis tenuifolia</i>	Sand rocket	OE / RC	
<i>Dipsacus fullonum</i>	Wild Teasel	OE	
<i>Dittrichia graveolens</i>	Stinkwort	OE / RC	
<i>Eragrostis curvula</i>	African love-grass	NE	
<i>Erica lusitanica</i>	Spanish heath	OE	Banyule
<i>Hypericum</i> <i>tetrapterum</i>	St Peter's wort	NE	
<i>Juncus acutus</i>	Spiny rush	OE / RC	
<i>Juncus articulatus</i>	Jointed rush	OE	Banyule
<i>Lantana camara</i>	Lantana	OE / WONS / RES	
<i>Lavandula stoechas</i>	Topped lavender	EO / RC	
<i>Lepidium draba</i>	Hoary cress	OE / RC	
<i>Marrubium vulgare</i>	Horehound	OE / RP	Banyule
<i>Moraea flaccida /</i> <i>miniata</i>	Cape tulip (one & two leaf)	NE	Moreland
<i>Oxalis latifolia</i>	Large-leafwood-sorrel	OE	
<i>Pennisetum</i> <i>macrourum</i>	African feather-grass	NE	
<i>Physalis viscosa</i>	Prairie ground-cherry	OE / RC	
<i>Pinus pinaster</i>	Cluster pine	OE	
<i>Polygala</i> non native spp.	Milkworts	OE	
<i>Reseda luteola</i>	Wild mignonette	OE	Banyule
<i>Scolymus hispanicus</i>	Golden thistle	OE / RC	
<i>Senecio jacobaea</i>	Ragwort	NE	
<i>Senecio pterophorus</i>	South African daisy	OE	



<i>Silybum marianum</i>	Variegated thistle	OE / RC	Banyule
<i>Solanum elaeagnifolium</i>	Silver leaf nightshade	NE	
<i>Solanum linnaeanum</i>	Apple of Sodom	OE / RC	Hume
<i>Solanum pseudocapsicum</i>	Jerusalem cherry	OE	
<i>Spartina x townsendii</i>	Cord grass	OE	
<i>Verbascum thapsus</i>	Great mullein	OE	
<i>Xanthium spinosum</i>	Bathurst burr	OE / RP	Banyule

- SP State Prohibited
- RP Regionally Prohibited
- RC Regionally Controlled
- RES Restricted
- WONS Weed Of National Significance
- NE New and Emerging Weed
- HPE High Priority Established Weed
- OE Other Established Weed



Table 4 – Full List of Weeds for the City of Darebin

Botanical Name	Common Name	Rating
<i>Acacia baileyana</i>	Cootamundra wattle	OE
<i>Acacia floribunda</i>	White Sallow Wattle	-
<i>Acacia longifolia</i> var. <i>longifolia</i>	Sallow Wattle	
<i>Acetosella vulgaris</i>	Sheep Sorrel	
<i>Agapanthus praecox</i>	Agapanthus	
<i>Agrostis capillaris</i>	Brown top bent	OE
<i>Aira cupaniana</i>	Quicksilver Grass	
<i>Allium triquetrum</i>	Angled Onion	RC / OE
<i>Allium vineale</i>	Crow Garlic	OE
<i>Alternanthera philoxeroides</i>	Alligator Weed (seasonal)	WONS / SP
<i>Anagallis arvensis</i>	Pimpernal	
<i>Anredera cordifolia</i>	Maderia Vine	
<i>Anthoxanthum odoratum</i>	Sweet Vernal grass	OE
<i>Arbutus unedo</i>	Irish Strawberry Tree	
<i>Arctotheca calendula</i>	Cape Weed	
<i>Aria caryophyllaea</i>	Silvery Hair-grass	
<i>Artemisia verlotorum</i>	Chinese Wormwood	
<i>Asparagus aethiopicus</i>	Asparagus fern	
<i>Asparagus asparagoides</i>	Bridal Creeper	WONS / RES/ HPE
<i>Aster subulatus</i>	Aster-weed	
<i>Avena barbata</i>	Bearded Oat	
<i>Avena fatua</i>	Wild Oats	
<i>Bambusa</i> sp.	Bamboo	
<i>Brachychiton acerifolius</i>	Kurrajong	
<i>Brassica tournefortii</i>	Wild turnip	
<i>Briza maxima</i>	Large quaking grass	OE
<i>Briza minor</i>	Lesser quaking grass	
<i>Bromus catharticus</i>	Prairie Grass	
<i>Bromus diandrus</i>	Great Brome	
<i>Bromus hordeaceus</i>	Soft Brome	
<i>Bromus madritensis</i>	Compact Brome	
<i>Calendula officinalis</i>	Garden Marigold	
<i>Callitriche stagnalis</i>	Water Starwort	
<i>Calystegia soldanella</i>	Great Bindweed	
<i>Canna x generalis</i>	Canna Lily	
<i>Centarium erythraea</i>	Common centaury	
<i>Centaurium tenuiflorum</i>	Centaury	
<i>Cerastium glomeratum</i>	Common Mouse-eared Chickweed	
<i>Chamaecytisus proliferus</i>	Tree Lucerne	
<i>Chenopodium album</i>	Fat Hen	
<i>Chlorophytum comosum</i>	Spider Plant	
<i>Chrysanthemoides monilifera</i> subsp. <i>monilifera</i>	Boneseed	WONS / RC/OE
<i>Cicendia quadrangularis</i>	Square Cicendia	
<i>Cichorium intybus</i>	Chicory	
<i>Cirsium vulgare</i>	Spear Thistle	RC/OE
<i>Conium maculatum</i>	Hemlock	RC/OE
<i>Conyza bonariensis</i>	Fleabane	
<i>Coprosma repens</i>	Mirror Bush	
<i>Cortaderia selloana</i>	Pampas Grass	



<i>Corymbia maculata</i>	Spotted Gum	
<i>Cotoneaster sp</i>	Cotoneaster	OE
<i>Cotula coronopifolia</i>	Water Buttons	
<i>Crassula multicava</i>	Heart-shaped Crassula	
<i>Crataegus monogyna</i>	Hawthorn	RC/OE
<i>Cuscuta epithymum</i>	Common Dodder	
<i>Cynara cardunculus</i>	Artichoke thistle	RC/ OE
<i>Cynodon dactylon</i>	Couch	
<i>Cynosurus echinatus</i>	Rough Dog's Tail	
<i>Cyperus eragrostis</i>	Drain Flat-sedge	OE
<i>Cyperus tenellus</i>	Tiny flat-sedge	
<i>Cytisus scoparius ssp. Scoparius</i>	English Broom	RC/OE
<i>Dactylis glomerata</i>	Cocksfoot	
<i>Delairea odorata</i>	Cape Ivy	OE
<i>Drosanthemum candens</i>	Rodondo Creeper	
<i>Echium plantagineum</i>	Patterson's Curse	RC/OE
<i>Ehrharta erecta</i>	Panic veldt grass	OE
<i>Ehrharta longifolia</i>	Annual Veldt-grass	
<i>Epilobium ciliatum</i>	Glandular Willow-herb	
<i>Erica lusitanica</i>	Spanish Heath	OE
<i>Eucalyptus cladocalyx</i>	Sugar gum	
<i>Euphorbia lathyris</i>	Caper Spurge	
<i>Euphorbia peplus</i>	Petty Spurge	
<i>Festuca arundinacea</i>	Tall Fescue	
<i>Ficus Carica</i>	Fig	
<i>Foeniculum vulgare</i>	Fennel	RC/OE
<i>Fraxinus angustifolia</i>	Desert Ash	
<i>Freesia hybrid</i>	Freesia	
<i>Galenia pubescens</i>	Galenia	OE
<i>Galium aparine</i>	Cleavers	
<i>Gamochaeta purpurea</i>	Purple Cudweed	
<i>Gaudinia fragilis</i>	Fragile Oat	
<i>Genista linifolia</i>	Flax-leaved broom	OE
<i>Genista monspessulana</i>	Cape/Montpellier Broom	RC/OE
<i>Geranium sp.</i>	Geranium	
<i>Gladiolus sp.</i>	Gladiolus	
<i>Grevillea rosmarinifolia</i>	Rosemary Grevillea	
<i>Hakea salicifolia</i>	Willow-leaf Hakea	
<i>Hedera helix</i>	English Ivy	OE
<i>Helminthotheca echioides</i>	Ox-tounge	
<i>Holcus lanatus</i>	Yorkshire fog	
<i>Hypericum androsaemum</i>	Tutsan	RC/OE
<i>Hypericum perforatum</i>	St. John's wort	RC/HPE
<i>Hypochoeris radicata</i>	Cat's ear	
<i>Ipomoea sp.</i>	Morning Glory	
<i>Iris sp.</i>	Iris	
<i>Isolepis hystrix</i>	Awed Club-sedge	
<i>Juncus amabilis</i>	Jointed Rush	
<i>Juncus capitatus</i>	Capitate Rush	
<i>Lactuca serriola</i>	Prickly Lettuce	
<i>Leontodon taraxacoides subsp. Taraxacoides</i>	Hairy Hawkbit	
<i>Ligustrum sp.</i>	Privet	
<i>Linum trigynum</i>	French Flax	



<i>Lolium perenne</i>	Perennial Rye-grass	
<i>Lolium rigidum</i>	Wimmera Rye-grass	
<i>Lonicera japonica</i>	Japanese Honeysuckle	OE
<i>Lotus corniculatus</i>	Bird's-foot Trefoil	
<i>Lycium ferocissimum</i>	African Boxthorn	RC
<i>Malva parviflora</i>	Small-flowered Mallow	
<i>Medicago polymorpha</i>	Burr Medic	
<i>Melaleuca armillaris</i>	Giant Honey Myrte	
<i>Melaleuca hypericifolia</i>	Hillock Bush	
<i>Modiola caroliniana</i>	Carolina Mallow	
<i>Narcissus sp.</i>	Daffodil	
<i>Nassella leucotricha</i>	Pale Needle-grass	OE
<i>Nassella neesiana</i>	Chilean Needle grass	WONS / RES/ HPE
<i>Nassella trichotoma</i>	Serrated Tussock	WONS / RC/ HPE
<i>Onopordum acanthium</i>	Scotch Thistle	RP /HPE
<i>Opuntia spp.</i>	Prickly Pear	OE
<i>Opuntia stricta</i>	Erect Prickly Pear	OE
<i>Opuntia vulgaris</i>	Drooping Prickly Pear	OE
<i>Oxalis pes-caprae</i>	Soursob	OE
<i>Parentucellia latifolia</i>	Red Bartsia	
<i>Paspalum dilatatum</i>	Paspalum	
<i>Paspalum distichum</i>	Water Couch	OE
<i>Pennisetum clandestinum</i>	Kikuyu	OE
<i>Pennisetum setaceum</i>	Fountain Grass	
<i>Phalaris aquatica</i>	Toowoomba Canary-grass	
<i>Phoenix canariensis</i>	Canary Island Date Palm	
<i>Picris eoides</i>		
<i>Pinus radiata</i>	Radiata Pine	OE
<i>Piptatherum miliaceum</i>	Rice Millet	
<i>Pittosporum undulatum</i>	Sweet Pittosporum	HPE
<i>Plagiobothrys canescens</i>	Valley Popcorn Flower	
<i>Plantago coronopus</i>	Buck's horn Plantain	
<i>Plantago lanceolata</i>	Ribwort	
<i>Poa annua</i>	Winter Grass	
<i>Polypogon monspeliensis</i>	Annual Beard-grass	
<i>Populus alba</i>	White Poplar	
<i>Prunus cerasifera</i>	Cherry-Prum	
<i>Purietaria judaica</i>	Pellitory	
<i>Pyracantha spp.</i>	Firethorns	
<i>Quercus ssp.</i>	Oak	
<i>Ranunculus muricatus</i>	Sharp Buttercup	
<i>Ranunculus repens</i>	Creeping Buttercup	OE
<i>Raphanus raphanistrum</i>	Wild radish	
<i>Rapistrum rugosum</i>	Giant Mustard	
<i>Romulea rosea</i>	Onion Grass	
<i>Rorippa nasturtium-aquaticum</i>	Two-row Bitter-cress	
<i>Rosa rubiginosa</i>	Briar Rose	RC/OE
<i>Rubus fruticosus spp. agg.</i>	Blackberry	RC/ OE
<i>Rumex conglomeratus</i>	Clustered Dock	
<i>Rumex crispus</i>	Curled Dock	
<i>Rumex pulcher</i>	Fiddle Dock	
<i>Salix spp</i>	Weeping willow	RES
<i>Salix alba X fragila Salix spp</i>	Crack Willow	WONS / RES/OE
<i>Salix x rubens</i>	Hybrid Crack Willow,	WONS / RES/OE



	Basket Willow	
<i>Salpichroa origanifolia</i>	Pampus Lily of the Valley	OE
<i>Schinus molle</i>	Peppercorn	OE
<i>Setaria parviflora</i>	Slender Pidgeon Grass	
<i>Silene gallica</i>	French Catchfly	
<i>Silene vulgaris</i>	Bladder campion	
<i>Silybum marianum</i>	Variogated Thistle	RC/OE
<i>Sisyrinchium iridifolium</i>	Striped Rush-leaf	
<i>Solanum mauritianum</i>	Wild Tobacco	
<i>Solanum nigrum</i>	Black nightshade	
<i>Solanum pseudocapsicum</i>	Jerusalem Cherry	OE
<i>Sollya heterophylla</i>	Bluebell creeper	
<i>Sonchus oleraceus</i>	Common sow-thistle	
<i>Sporobolus africanus</i>	Rat-tail grass	OE
<i>Tradescantia fluminensis</i>	Tradescantia	OE
<i>Tragopogon porrifolius</i>	Salsify	
<i>Tribolium acutiflorum</i>	Plagiochloa	
<i>Trifolium angustifolium</i> var. <i>angustifolium</i>	narrow-leaf clover	
<i>Trifolium campestre</i> var. <i>campestre</i>	hop clover	
<i>Trifolium dubium</i>	suckling clover	
<i>Trifolium repens</i> var. <i>repens</i>	white clover	
<i>Trifolium striatum</i>	Knotted Clover	
<i>Tritonia lineata</i>	Lined Tritonia	
<i>Typha domingensis</i>	Cumbungi	
<i>Ulex europeaus</i>	Gorse	WONS / RC/OE
<i>Ulmus procera</i>	English Elm	
<i>Verbascum thapsus</i>	Blanket Weed	
<i>Verbena bonariensis</i>	Purple Top	
<i>Vicia sativa</i>	Common Vetch	
<i>Vinca major</i>	Blue periwinkle	OE
<i>Viola odorata</i>	Violet	
<i>Vulpia bromoides</i>	Squirrel-tail Fescue	
<i>Watsonia meriana</i> var. <i>bulbillifera</i>	Bulbil Watsonia	RC/OE
<i>Zantedeschia aethiopica</i>	White Arum Lily	

- SP State Prohibited  
 RP Regionally Prohibited  
 RC Regionally Controlled  
 RES Restricted  
 WONS Weed Of National Significance  
 NE New and Emerging Weed  
 HPE High Priority Established Weed  
 OE Other Established Weed





Jeremy Winer 0420 729 968

Urban Weed Management Methodologies Matrix

Application	Chemical Spray				Chemical wick /cut & Paint	Mechanical				Thermal									
	Glyphosate based		Citric Acid			Pine oil		Glyphosate		Weed brush	Whipper snip	Hand Tools	Flame	Saturated Steam & boiling water	Hot Water Foam	Hot Water	Radiant	Hot air	
	Vinegar	Y	Y	Y		Y	Y	Y	Y										Y
Effect	Systemic	Pre-emergent	Above ground	Meristematic crown	Roots	Seed bank	High	Moderate	Moderate	Variable	High	High	Y	Potentially	Potentially	Germinates	High	Moderate	Moderate
Efficacy	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Surface types	Paved																		
Location suitability	Notes																		
	Gravelled																		
	Mulched																		
	Turfed																		
	Rubberised																		
	Footpaths																		
	Kerbs/ Gutters																		
	Playgrounds																		
	Street tree pits																		
	Pedestrian plazas																		
Frequency PA	Ephemeral																		
	Typical - SE Aust																		
	Noise																		
	Nuisance rating																		
	Accessibility																		
	CO2 emissions																		
	Water																		
	Human harm potential																		
	Environmental harm potential																		
	Public notification Required																		
Economic Efficiency																			

Cost effectiveness = running cost per hour

**7.3 GREEN ARMY**

**Author:** Manager Parks and Vegetation

**Reviewed By:** Director Culture, Leisure and Works

**Report Background**

The purpose of this report is to outline projects in Darebin that may be eligible for Federal Government 'Green Army' funding in accordance with the Council resolution of 19 October 2015.

**Previous Council Resolution**

At its meeting on 19 October 2015 Council resolved:

- (1) *Council notes the Abbott/Turnbull government's Green Army environmental scheme for local environmental projects.*
- (2) *That officers provide a report at a briefing in November updating Council on what projects in Darebin may be eligible for "Green Army" funding. Officers may consider potential projects on the Merri and Darebin Creeks, e.g. the Merri Creek footbridge.*

**Previous Briefing(s)**

Councillor Briefing on 8 February 2016

**Council Plan Goal/Endorsed Strategy**

*Council Plan Goal: Sustainable and Resilient Neighbourhoods, Strategy 3.7 - Biodiversity, wildlife corridors, cultural heritage assets and waterways- Protect and enhance biodiversity, natural and cultural heritage assets, wildlife corridors, local forests, waterways and the built and natural heritage areas.*

*Darebin Natural Heritage Strategy 2015-2025*

**Summary**

The Green Army Programme is a Federal Government initiative that supports projects that contribute to Australia's environmental priorities as well as national/international obligations to conserve and manage Australia's natural, historic and Indigenous heritage assets. The programme is also aimed at providing training opportunities for 17-24 year olds to improve their employability through the development of basic workplace skills like first aid, OHandS and specific training in relation to the tasks undertaken during the programme.

The projects, within the range of \$30,000 to \$50,000, are assessed against each other for environmental and heritage outcomes as well as valid training outcomes for the participants.

**Recommendation**

**THAT** Council:

- (1) Notes this report on the Green Army.
- (2) Officers investigate, scope and cost potential projects for possible inclusion in the Green Army program in 2017/2018.

## Introduction

The Green Army Programme is designed to help local communities undertake environment and heritage conservation projects across the country, particularly natural and built heritage sites of national significance. Projects delivered by teams of 17-24 year old participants are guided by local community needs; and contribute to Australia's environmental priorities as well as national/international obligations to conserve and manage Australia's natural, historic and Indigenous heritage assets.

## Issues and Discussion

### Selection Criteria

Successful Green Army Projects must meet the following criteria:

- Have a clear environment or heritage conservation focus and contribute to a relevant national priority or international obligation.
- Have a clear public benefit and the support of the local community.
- Offer participants a valuable and practical experience.
- Have clearly defined and practical activities that represent value for money and can be delivered by Green Army teams.
- Comprehensively and appropriately address risk and consider the work health and safety of all involved in the project.

In the last round of projects preference was given to:

- National and World Heritage
- Remote area and Indigenous outcomes
- Threatened Species Outcomes
- Outcomes for the Great Barrier Reef

Projects such as the Merri Creek Footbridge do not meet the criteria for inclusion in the Green Army Programme.

### Timing

The last round of projects was announced by the Federal Minister for the Environment in late December 2015. The next round for 2016/2017 was announced in March 2016. The projects are required to be multiple team, 3-15 team projects in specific areas. Council projects will not be eligible for the current round. Smaller single projects will be eligible again in 2017/2018.

### Eligible Projects

The projects most likely of success fit within the 'Threatened Species Outcomes'. A project of this nature would involve works such as revegetation, weed management, debris removal and public access management. These will need to be well scoped for short and long term value and viability.

Within the City of Darebin there are a number of local conservation bushland sites that provide protection for our precious native plants and animals and would fit within the criteria. Darebin is home to more than 179 species of significant plants and animals; and Council's Bushland Management team is responsible for protecting and enhancing remnant vegetation.

A series of small projects could be run across the creek corridors and associated reserves in line with the criteria. Tasks could include mulching, weed removal and fence repair installation. Significant revegetation could also be undertaken at selected sites.

### **Project Management and Funding**

Critical to the Green Army programme is the role of the service provider, the project host and the programme participants. Projects must have a clear environment or heritage conservation focus and offer participants valuable practical experience and provide value to the project host (Darebin City Council). The value of the programme will be heavily reliant on the leadership provided by the service provider and their supervisor. This supervisor in turn will depend on support from the Bushland Management Team to ensure success for the host and participants.

Service providers are responsible for the recruiting, deploying and management of participants, and in consultation with the project host, arranging training for the participants specifically related to the work. Although service providers are responsible for this, Council would need to assist in tailoring this training to the tasks that would be set out for the period of the project. Aspects of this training will require in-house staff to conduct this to ensure best possible learning outcomes and output in tasks.

The programme will require time to scope detailed tasks with timeframes and the number of people required to undertake and complete the tasks. These task outcomes should not require further funding after the completion of the programme i.e. ongoing cost to Council.

### **Options for Consideration**

**Option 1:** No application is made for Green Army Programme funding.

**Option 2:** (Preferred) An application is made for a Green Army project for the 2017/2018 funding round in the area of 'Threatened Species Outcomes' after accurately scoping and costing potential projects. The application will only be made if sufficient funds are available to successfully acquit the project.

### **Financial and Resource Implications**

The Green Army Programme funds participants and supervision in the delivery of a Council funded project. If Option 2 was selected, it is estimated:

- The projects identified will require funding in the range of \$30,000-\$50,000 through a new initiative allocation in the 2017/2018 financial year. Project tasks such as revegetation, weed management, debris removal and public access management will meet the criteria although these will need to be well scoped for short and long term viability to ensure Council does not incur further costs after the projects are completed.
- An in-kind contribution of at least 16 hours per week by one staff member (or approximately \$18,400 of staff time) would be required. This would ensure that task delivery support, training and value to the participants could be provided.
- An allowance of \$10,000 for project consumables would be required by the Service Provider.

Detailed costings would be known once project scope and tasks have been defined..

## **Risk Management**

The largest risk is to reputation through poorly scoped project tasks leading to failure of outcomes of the projects. Option 2 allows for a well scoped project outline and will mitigate this risk.

All tasks undertaken would be in line with Council procedures and existing Risk Assessments and Safe Work Method Statements. Project hosts must comply with the provisions of all relevant statutes, regulations, by-laws and requirements of any Commonwealth, State, Territory or local authority including those arising under the Work Health and Safety Laws.

Service providers are responsible for developing the project specific Work Health and Safety plans. Such plans must include the identification and assessment of safety risks; identification of mitigation strategies to address such risks (and the party responsible for implementing these strategies); and identification of any participant training requirements to ensure their safety while on site.

## **Policy Implications**

### **Economic Development**

There are no economic development impacts related to this report.

### **Environmental Sustainability**

Works along a creek valley would enhance the natural environment and improve water quality through effective plantings.

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

The Green Army Programme is open to 17-24 year olds, the age group with the highest unemployment rates. It gives young people an opportunity to learn new skills and be part of a community based project.

### **Other**

There are no other impacts related to this report.

### **Future Actions**

- Identify specific sites for projects and undertake scoping and financial analysis to determine viability.
- If projects are financially and practically viable, submit for consideration in the 2016/2017 budget process.

### **Consultation and Advocacy**

- Council Briefing – 8 February 2016
- Coordinator Bushland Management
- Coordinator Public Realm
- Manager Environment and Natural Resources
- Coordinator Horticulture and Open Space

**Related Documents**

- *Darebin Natural Heritage Strategy 2015-2025*
- Council Minutes – 19 October 2015

**Disclosure of Interest**

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

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

**7.4 PROPERTY MAINTENANCE SERVICE FOR PENSIONERS**

**Author:** Manager Aged and Disability

**Reviewed By:** Director Community Development

**Report Background**

This report responds to a General Business Item resolved by Council on 7 December 2015 in relation to Council's Home Maintenance Program.

**Previous Resolution**

At its meeting on 7 December 2015, Council resolved:

*'That Council:*

- 1. Note concerns raised by pensioners regarding the operational decision by Council to cease window and gutter cleaning services as part of a Council's home maintenance program.*
- 2. Note that window and gutter cleaning are long established home maintenance services that have been subsidised by Council to assist low income eligible concession holders to maintain and remain in their homes.*
- 3. Receive a report at its first Council meeting in February 2016 on options to re-in state the service by Council. The report should make reference as to why the service has been removed and whether there was any consultation with the community before the service was removed.*
- 4. Officers consult with the Active and Healthy Ageing Advisory Board and relevant community members in the preparation of the report to come to Council.'*

**Briefing Date**

Councillor Briefing - 27 August 2015 (Copy attached as **Appendix A**)

**Council Plan Goal/Endorsed Strategy**

Healthy and Connected Community 2.4 – Ageing in Place

**Summary**

Changes to the Commonwealth Home Support Program (CHSP) led to a review of the Property Maintenance Service and the decision to discontinue the guttering and window cleaning service. This service is not within the scope of funded CHSP property maintenance program that is limited to activities that improve safety, accessibility and independence in the home. Accordingly if the program was retained (or is reinstated) either Council or clients would be required to make up the funding shortfall.

The service was accessed by a limited number of Home and Community Care (HACC) clients – 286 (6.5% of HACC clients) in 2014/2015 with an average cost per service of \$840 per client.

The Active and Healthy Ageing Advisory Board discussed the issue at their meeting on 18 February 2016.

**Recommendation**

**That** Council note the report in relation to the decision to discontinue window and gutter clearing services as part of the Property Maintenance service offered under the Home and Community Care (HACC) program.

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**Introduction**

With changes to the Commonwealth Home Support Program (CHSP) effective from 1 July 2015 there was a need to realign the property maintenance service that Darebin Council operated as part of the suite of Home and Community Care (HACC) services delivered to older people and people with a disability.

The range of services that were being offered under the program were reviewed to determine if they were compliant with the changes to the CHSP. Following this review one of the services identified as not compliant was the guttering and window cleaning service. The decision to discontinue support was then made based on this non-compliance plus:

- the non-essential nature of the program;
- the limited numbers accessing the service (286 or 8% of HACC clients in 2014/2015); and
- the requirement to cover the loss of Commonwealth funding for the service into the future.

The service concluded in November 2015 at the end of the contract term with Valyarra a contractor who had performed the works on behalf of Council.

**Issues and Discussion****Commonwealth Home Support Program and Property Maintenance**

The CHSP funded property maintenance services are those that improve safety, accessibility and independence in the home and include:

- Repair of internal flooring and external pathways to reduce slip and trip hazards
- Minor plumbing, electrical and carpentry repairs where client safety is an issue.
- Working at height repairs
- Secure access issues for clients personal safety
- Accessible, low maintenance garden redesign to support wellness and enablement goals.

As noted this does not include guttering and window cleaning.

**Consultation and Feedback**HACC Clients

HACC clients were not directly consulted in relation to the review of property maintenance services, however the 286 clients who accessed the service in 2014/2015 were contacted prior to November to advise of the changes. Alternatives to the Council service were provided to these clients.



Reaction from clients was generally accepting and understanding of the reasons for the change. Clients who were referred by Councillors to the Aged and Disability Department were contacted and provided with options.

### Active and Healthy Ageing Advisory Board

The issue was an agenda item at the Board meeting on 18 February 2016. The Board noted the social value of the service, were surprised at the cost and asked if there were other agencies that could perform the service (yes). They were understanding of the need to realign services to comply with CHSP guidelines and noted the high cost of the Council operated service against that of similar services provided by external providers.

## **Options**

### **Operational**

To operate a guttering and window cleaning service the works could either be:

- performed under contract as was done previously; or
- in-house (requiring the recruitment of additional staffing resources).

### **Funding**

Under CHSP guidelines a guttering and window cleaning service could be:

- fully funding by Council;
- fully funded by the client; or
- a mixture of Council funding and client fees.

## **Financial and Resource Implications**

Based on the number of clients accessing the service (286) and average number of hours per visit (4) in 2014/2015 the cost to Council of providing the service under the three options would be:

Council funded:	\$240,240 @ \$840 per client
Client funded:	\$0
Council/Client funded (at 20% based on previous funding arrangements):	\$192,192

Note: Funding would increase or decrease dependent on the number of clients taking up the service.

## **Risk Management**

Based on the nature of the works they would be best performed by external contractors with appropriate experience and equipment.

## **Policy Implications**

### **Economic Development**

There are no economic development implications from this report.

**Environmental Sustainability**

There are no environmental sustainability implications from this report.

**Human Rights, Equity and Inclusion**

The Aged and Disability Department through its customer response team and access and support officers continue to support older people and people with a disability to access services within their local communities whether they are provided by Council or not. This ensures that clients are able to access the services that they need to maintain their independence.

**Other**

There are no other policy implications from this report.

**Future Actions**

No further actions are planned.

**Consultation and Advocacy**

Active and Healthy Ageing Board

**Related Documents**

- *'Realigning of the Property Maintenance Service'* Council Briefing Paper 27 August 2015 (**Appendix A**)
- Council Minutes – 7 December 2015

**Disclosure of Interest**

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

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

# BRIEFING PAPER




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**TO:** Councillor Briefing Session

**MEETING:** 27 August 2015

**AUTHOR:** Manager Aged and Disability – Bridget Monro-Hobbs

**DIRECTOR:** Director Community Development – Katrina Knox

**TITLE:** **Realigning of the Property Maintenance Service**

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## SUMMARY

Under the implementation of the Commonwealths Aged Care reform Councils in Victoria have been guaranteed direct funding for Home and Community Care (HACC) programs until July 2018. However changes in models and associated funding arrangements are occurring within programs from July 2015. Accordingly a review of the operation of individual programs within HACC is required to ensure they are compliant with the July 2015 changes.

This report addresses the Property Maintenance service and is one of a number of briefing papers that will be prepared to advise of changes to individual services. A full briefing on the progress of the Aged Care reforms will take place later in 2015.

The report addresses the internal realignment of the service and does not involve the outsourcing of the service or adjustments to staffing levels.

The key impacts and actions associated with the July 2015 changes ensure compliance and funding are:

- The division of works into two categories – Home Maintenance and Home Modifications
- No funding for some works currently performed such as spring cleaning
- Changes to the scope of works that Council Home Maintenance will perform
- Valyarra contract will not to be renewed on expiry in November 2015.

## INTRODUCTION AND BACKGROUND

Darebin City Council has operated a home maintenance service as part of the suite of HACC services to older and disabled clients since the 1970's. This program has a focus of providing support to ensure clients are safe within their homes.

From July 2015 due to the Aged Care reforms a number of changes to the model of funding for a range of Home and Community Care (HACC) programs have been implemented. The Aged and Disability department has commenced the process of reviewing services that are immediately affected by the July 2015 changes to ensure the services are compliant in order to maintain funding through the HACC program. The Home Maintenance Service is one of these programs.

The Property Maintenance Service is a service provided to HACC eligible residents by Council. The purpose is to provide practical assistance and support with basic safety and maintenance tasks in and around the home that the client (or carer) is unable to complete independently. This service has been offered since the 1970's.

To perform these safety and maintenance tasks Council both directly employs staff (Property Maintenance Officers (PMOs)) and has a contract with an external provider – Valyarra. The contact with Valyarra is due to expire in November 2015.

The tasks conducted by the service and supported through HACCC funding are set out in Table 1.

Council's PMO's perform tasks in level 1 and 2 and Valyarra provides support for Priority 2 and 3 level task requests,

The types of tasks that are not performed by the service include:

- Tasks usually performed by a registered tradesperson (e.g. plumber, electrician etc.)
- Major tasks, renovations or construction works
- Tasks that pose an unacceptable OHandS risk e.g. working at heights, work requiring scaffolding, or any work that is in breach of Occupational Health and Safety Acts, subordinate Acts, legislation, regulations and standards.

### Task Priorities and Response Times

Priority Level	Task Category	Agreed Response Time
Priority 1	Smoke detector batteries, broken or gushing taps	Within 24 Hours
Priority 2 ASAP	Marked 'Urgent' by a referring Occupational Therapist due to client being as risk.	3-5 Working Days
Priority 2 Routine	Pre-existing repairs such as doors, door handles, leaking taps	3-5 Working Days
Priority 3 (currently completed by external contract)	Spouting and gutter clearing (Spring Cleaning)	1-2 weeks

Table 1

The service operates between 8.00am and 5.00pm Monday to Friday via a booking system.

### ISSUES AND DISCUSSION

To ensure the Property Maintenance Service aligned and complied with the July 2015 changes a review of the tasks performed and service model was conducted. Through this process the changes necessitated by the aged care reforms were identified. The cost of providing the service and the operation of the Valyarra contract were also reviewed.

#### Alignment with the Commonwealth Aged Care Reforms:

With the implementation of the Aged Care Reforms in July 2015, what was previously one program became two programs - the Home Maintenance program and the Home Modifications program. These programs cover distinct services and have separate funding streams and reporting requirements. Home Maintenance now covers tasks primarily within the Priority 1 and 2 in Table 1, but excludes Priority 3 tasks and Home Modification that covers construction and modifications that are not in the main performed within the current service.

It is clear that the intent is to restrict Home Maintenance to work that is needed to maintain basic safety in the home and limit what is regarded as 'cosmetic' and or general in nature.

The immediate impact of these changes is that spring cleaning, including window cleaning and clearance of gutters will no longer be eligible for HACC funding. Accordingly these services will no longer be a part of the Home Maintenance program, beyond exceptional circumstances that will be evaluated on an individual basis.

### **Cost of Service**

The review of the service identified it as currently the most costly of the range of HACC services provided by the Aged and Disability Department. In 2013-14 the full cost of providing an hour of Property Maintenance was approximately \$115.00, this compares with \$57.84 per hour for personal care.

This cost differential is due primarily to the varied and individual nature of both the work and the homes in which the work is performed.

Overall in 2014/2015 Government funded 67% of the service, Council 21% and client fees accounted for 12%. If tasks not funded under the revised Home Maintenance schedule continue, the contribution required by Council will rise considerably.

### **Valyarra Contract**

With the exclusion from Home Maintenance of the tasks such as spring cleaning that currently performed by Valyarra there is no need to continue with this contract beyond the November 2015 term.

Council's current staffing levels will be maintained, with the HMO's able to provide the coverage needed under the revised Home Maintenance schedule.

Clients will be advised of the need to engage independent contractors for works that fall within the Home Modification schedule.

### **Service Requests**

The model of lodging service requests will not change under the new schedule with requests coming as they do currently either from clients/residents personally or through assessments by Council staff or external Occupational Therapist.

## **POLICY IMPLICATIONS**

### **Environmental Sustainability**

Nil

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

HACC services are underpinned by the principles of equity of access, diversity and inclusion. The changes involved in the improvement plan do not disturb the alignment with these principles.

### **Economic Development**

Nil

## **Other**

Nil

## **FINANCIAL AND RESOURCE IMPLICATIONS**

In 2014/2015 the funding breakdown of the service was Government 67%, Council 21% and 12%. This breakdown will continue under the realignment.

## **CONCLUSION**

On review of the impact of the aged care reforms on Council's Home Maintenance program changes will be made to ensure the program operates within the new arrangements and accordingly continues to receive government funding.

These changes will result in changes to the scope of works that Council Home Maintenance will perform and all maintenance works will be performed by Council's PMO's with the Valyarra contract not to be renewed on expiry in November 2015.

A Communication Strategy will be developed to advise clients, referrers, staff and other stakeholders of the changes.

## **FUTURE ACTIONS**

- Develop and implement a Communication Strategy for the benefit of clients, referrers, staff and other stakeholders.

## **CONSULTATION**

- Access and Support Coordinator
- Referring Occupational Therapists

## **DISCLOSURE OF INTERESTS**

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

The Author of the Briefing Paper, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this briefing paper.

## **RELATED DOCUMENTS**

Nil

**BRIDGET MONRO-HOBBS**  
**Manager Aged and Disability**  
**24 August 2015**

## 8. NOTICES OF MOTION

### 8.1 FORMER RUTHVEN PRIMARY SCHOOL SITE

NOTICE OF MOTION NO. 271

CR. ANGELA VILLELLA

Take notice that at the Ordinary meeting to be held on 21 March 2016, it is my intention to move:

*That the Mayor write to the relevant State Minister and State Local Member, Mr Robin Scott as soon as possible, requesting that:*

- (1) *Negotiations commence regarding of the land swap (council land at former Preston Girls' for state government land, the former Ruthven primary school site ) and be concluded in time for council's 2016 /17 budget deliberations.*
- (2) *An agreed time frame and process between the parties to finalise the proposed land swap by mid 2016*

*A copy of the Mayor's letter is to be made available to all Councilors and any correspondence from the State Government in relation to this matter.*

Notice Received: 7 March 2016

Notice Given to Councillors: 11 March 2016

Date of Meeting: 21 March 2016

### 8.2 POSSIBLE INCREASE TO LEVEL OF RATE CAPPING

NOTICE OF MOTION NO. 272

CR. GAETANO GRECO

Take notice that at the Ordinary meeting to be held on 21 March 2016, it is my intention to move:

*That Council write to the Essential Services Commission formally advising that Darebin Council will not be seeking a variation to increase its 2016/17 rates beyond the established cap level of 2.5%.*

Notice Received: 7 March 2016

Notice Given to Councillors: 11 March 2016

Date of Meeting: 21 March 2016

**8.3 LEGAL FEES****NOTICE OF MOTION NO. 273****CR. ANGELA VILLELLA**

Take notice that at the Ordinary meeting to be held on 21 March 2016, it is my intention to move:

*That officers table at the next council meeting of 2 May 2016 the amount council has spent on legal fees from the beginning of the current council term to end of March 2016. The data is to be itemized.*

**Notice Received: 7 March 2016**  
**Notice Given to Councillors: 11 March 2016**  
**Date of Meeting: 21 March 2016**

**8.4 PARKING AND TRAFFIC WITHIN THE DAREBIN PLANNING SCHEME****NOTICE OF MOTION NO. 274****CR. ANGELA VILLELLA**

Take notice that at the Ordinary meeting to be held on 21 March 2016, it is my intention to move:

*That Councillors are to receive a briefing as soon as possible on:*

- (1) The relationship between current parking and traffic policy with planning applications, the planning scheme and policy*
- (2) Whether our planning scheme is delivering a diversity of housing in particular 3 bedroom family friendly developments.*

**Notice Received: 7 March 2016**  
**Notice Given to Councillors: 11 March 2016**  
**Date of Meeting: 21 March 2016**



**8.5 MURALS AT RUBIE THOMSON RESERVE AND SMITH STREET, COLLINGWOOD****NOTICE OF MOTION NO. 275****CR. TRENT MCCARTHY**

Take notice that at the Ordinary meeting to be held on 21 March 2016, it is my intention to move:

**That Council:**

- (1) *Express dismay at the ongoing vandalism and tagging of the 'Youth' mural at Rubie Thomson Reserve, Northcote and the 'Northcote Women' mural in Smith Street, Fitzroy.*
- (2) *Consults with Megan Evans, Eve Glenn and other artists associated with these murals along with Darebin residents, Darebin Arts Ambassadors, Yarra City Council (specifically in relation to the 'Northcote Women' mural located in Fitzroy) and other stakeholders to explore the potential for restoration, recreation and/or re-imagination of each mural, drawing on Council's experience with the Northcote Koorie mural in St Georges Road. Councillors should also be invited to participate in this consultation process.*
- (3) *Receives a report on the results of this consultation process and the options available to Council by August 2016.*

**Notice Received:****7 March 2016****Notice Given to Councillors:****11 March 2016****Date of Meeting:****21 March 2016**

**9. URGENT BUSINESS**

**10. GENERAL BUSINESS**

**10.1 BUDGET COMMUNICATION STRATEGY**

**CR. GAETANO GRECO**

*That council receive a briefing in April on a budget communication strategy in light of rate capping.*

**General Business Item Received: 7 March 2016**

**Notice Given to Councillors: 11 March 2016**

**Date of Meeting: 21 March 2016**

## 11. RECORDS OF ASSEMBLIES OF COUNCILLORS

### 11.1 ASSEMBLIES OF COUNCILLORS HELD

An Assembly of Councillors is defined in section 3 of the *Local Government Act 1989* to include Advisory Committees of Council if at least one Councillor is present or, a planned or scheduled meeting attended by at least half of the Councillors and one Council Officer that considers matters intended or likely to be the subject of a Council decision.

Written records of Assemblies of Councillors must be kept and include the names of all Councillors and members of Council staff attending, the matters considered, any conflict of interest disclosures made by a Councillor attending, and whether a Councillor who has disclosed a conflict of interest leaves the assembly.

Pursuant to section 80A (2) of the Act, these records must be, as soon as practicable, reported at an ordinary meeting of the Council and incorporated in the minutes of that meeting.

An Assembly of Councillors record was kept for:

- Darebin Environmental reference Group (DERG) – 17 February 2016
- Darebin Bicycle Advisory Committee – 23 February 2016
- Special Councillor Briefing Session – 29 February 2016
- Darebin Disability Advisory Committee Special meeting – 29 February 2016
- Special Councillor Briefing – 2 March 2016
- Strategic Workshop – 7 March 2016

<b>Recommendation</b>
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**That** the record of the Assembly of Councillors held on 17, 23, and 29 February, 2 and 7 March 2016 be noted and incorporated in the minutes of this meeting.



## ASSEMBLY OF COUNCILLORS PUBLIC RECORD

<b>ASSEMBLY DETAILS:</b>	<b>Title:</b>	Darebin Environmental Reference Group (DERG)
	<b>Date:</b>	Wednesday 17 February 2015
	<b>Location:</b>	Function Room, Preston Municipal Offices
<b>PRESENT:</b>	<b>Councillors:</b>	Cr. Trent McCarthy
	<b>Council Staff:</b>	Libby Hynes, Samantha Green
	<b>Other:</b>	Darebin Environmental Reference Group members
<b>APOLOGIES:</b>		

The Assembly commenced at 8.50 pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Environment and Natural Resources – update on other various programs	No disclosures were made
2	General issues Including: <ul style="list-style-type: none"> <li>• Council submissions to State Government Reviews</li> <li>• Clean Energy Finance Corporation (CEFC) grants</li> <li>• DERG submission to Council budget</li> </ul>	No disclosures were made

The Assembly concluded at 9.10 pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b>	Libby Hynes
	<b>Officer Title:</b>	Manager Environment and Natural Resources



## ASSEMBLY OF COUNCILLORS PUBLIC RECORD

<b>ASSEMBLY DETAILS:</b>	<b>Title:</b>	Darebin Bicycle Advisory Committee
	<b>Date:</b>	Tuesday 23 February 2016
	<b>Location:</b>	Conference Room, Darebin Council Offices
<b>PRESENT:</b>	<b>Councillors:</b>	Cr. Bo Li
	<b>Council Staff:</b>	Anna Haygreen, Che Sutherland
	<b>Other:</b>	Representative of the Darebin Bicycle User group.
<b>APOLOGIES:</b>		

The Assembly commenced at 6.30 pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
<b>1</b>	Reducing Speed Limits in Darebin	No disclosures were made.
<b>2</b>	Melbourne Water Pipe Works on St Georges Road	No disclosures were made.
<b>3</b>	Update on Level Crossings in Darebin	No disclosures were made.
<b>4</b>	Chandler Highway	No disclosures were made.
<b>5</b>	High Street/ St Georges Rd Intersection	No disclosures were made.
<b>6</b>	Shimmy route refuge crossings	No disclosures were made.
<b>7</b>	Great Western Shimmy bike route	No disclosures were made.
<b>8</b>	Cycle Training Courses	No disclosures were made.
<b>9</b>	Shared Path Program	No disclosures were made.
<b>10</b>	Bike Ed Evaluation	No disclosures were made.
<b>11</b>	Ride 2 School Day 4 March	No disclosures were made.
<b>12</b>	Be Bright at Night Campaign	No disclosures were made.
<b>13</b>	Upcoming Council Festivals and Events	No disclosures were made.
<b>14</b>	Darebin Tourism Strategy development	No disclosures were made.

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
15	Thornbury Master plan	No disclosures were made.
16	Walking Strategy development	No disclosures were made.

The Assembly concluded at 8.40 pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b> Anna Haygreen
	<b>Officer Title:</b> Sustainable Transport Officer



## ASSEMBLY OF COUNCILLORS PUBLIC RECORD

<b>ASSEMBLY DETAILS:</b>	<b>Title:</b>	Special Councillor Briefing Session
	<b>Date:</b>	Monday 29 February 2016
	<b>Location:</b>	Function Room, Darebin Civic Centre
<b>PRESENT:</b>	<b>Councillors:</b>	Cr. Vince Fontana (Mayor), Cr. Oliver Walsh (Deputy Mayor) Cr. Gaetano Greco, Cr. Bo Li, Cr. Trent McCarthy (5.55 pm), Cr. Steven Tsitas, Cr. Julie Walsh (5.50 pm), Cr. Angela Villella (6.52 pm), Cr. Tim Laurence (6.58 pm)
	<b>Council Staff:</b>	Rasiah Dev, Jacinta Stevens, Steve Hamilton, Patti Wenn, Gavin Cator (5.51 pm), Phil Tulk (5.45 – 6.10 pm)
	<b>Other:</b>	
<b>APOLOGIES:</b>		Katrina Knox

The Assembly commenced at 5.45 pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Phase out of Round Up in Darebin	No Disclosures were made. Cr. Walsh left at 5.52 pm and returned at 5.53 pm Cr. Walsh left at 5.56 pm and returned at 6.01 pm
2	High Street Streetscape Masterplan – Consultation Phase	No Disclosures were made. Cr. Tsitas left at 6.09 pm
3	Grade Separation Update	No Disclosures were made. Cr. Tsitas returned at 6.20 pm
4	NARC Update	No Disclosures were made. Cr. Walsh left at 7.02 pm and returned at 7.03 pm
5	Confidential Information (Inspectorates Recommendations)	No Disclosures were made.
6	Working Together Action Plan	No Disclosures were made. Cr. Tsitas left at 7.43 pm and returned at 7.50 pm Cr. Villella left at 7.46 pm and returned at 7.48 pm Cr. Walsh left at 7.51 pm and returned at 7.52 pm

The Assembly concluded at 8pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b>	Jacinta Stevens
	<b>Officer Title:</b>	Executive Manager Corporate Governance and Performance



## ASSEMBLY OF COUNCILLORS PUBLIC RECORD

<b>ASSEMBLY DETAILS:</b>	<b>Title:</b> Darebin Disability Advisory Committee SPECIAL meeting  <b>Date:</b> Monday 29 February 2016  <b>Location:</b> Function Room, Darebin Civic Centre
<b>PRESENT:</b>	<b>Councillors:</b> Cr. Julie Williams  <b>Council Staff:</b> Bridget Monro-Hobbs, Gillian Damonze, Christine Mulholland and Marian Myers-Braun  <b>Other:</b> Representative of Interact Australia, representative of Northern Support Services and a community representative.
<b>APOLOGIES:</b>	Cr. Gaetano Greco and Cr. Oliver Walsh

The Assembly commenced at 11.15 am

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Present	No disclosures were made.
2	Discussion about what Council's role should be under the NDIS	No disclosures were made.

The Assembly concluded at 12.00 pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b> Christine Mulholland  <b>Officer Title:</b> MetroAccess Officer
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## ASSEMBLY OF COUNCILLORS PUBLIC RECORD

<b>ASSEMBLY DETAILS:</b>	<b>Title:</b>	Special Confidential Councillor Briefing Session
	<b>Date:</b>	Wednesday 2 March 2016
	<b>Location:</b>	Conference Room, Darebin Civic Centre
<b>PRESENT:</b>	<b>Councillors:</b>	Cr. Vince Fontana (Mayor), Cr. Oliver Walsh (Deputy Mayor) Cr. Gaetano Greco, Cr. Bo Li, Cr. Julie Walsh, Cr. Angela Vilella, Cr. Tim Laurence
	<b>Council Staff:</b>	Jacinta Stevens
	<b>Other:</b>	Andrew Douglas and Sarah Colmanet from Macpherson Kelley
<b>APOLOGIES:</b>		Cr. Trent McCarthy, Cr. Steven Tsitas

The Assembly commenced at 6.35 pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	Confidential Council Resolution dated 22 February 2016	No Disclosures were made Cr Walsh left at 7.14 pm and returned at 7.16 pm

The Assembly concluded at 7.24 pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b>	Jacinta Stevens
	<b>Officer Title:</b>	Executive Manager Corporate Governance and Performance



## ASSEMBLY OF COUNCILLORS PUBLIC RECORD

<b>ASSEMBLY DETAILS:</b>	<b>Title:</b>	Councillors Strategic Planning Weekend 2016
	<b>Date:</b>	Friday, 4 March 2016
	<b>Location:</b>	Bundoora North East Community Hub, 35 Copernicus Crescent, Bundoora
<b>PRESENT:</b>	<b>Councillors:</b>	Cr. Vince Fontana (Mayor), Cr. Oliver Walsh (Deputy Mayor) (12.41 pm), Cr. Bo Li, Cr. Tim Laurence, Cr. Trent McCarthy, Cr. Julie Williams, Cr. Gaetano Greco (12.38 pm)
	<b>Council Staff:</b>	Rasiah Dev, Steve Hamilton, Katrina Knox, Gavin Cator, Patti Wenn, Jacinta Stevens, Chris Meulblok, Alexis Young, Allan Cochrane
	<b>Other:</b>	Nil
<b>APOLOGIES:</b>		Cr. Angela Villella, Cr. Steven Tsitas

The Assembly commenced at 12.36 pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1.	Welcome - Cr. Vince Fontana (Mayor) and Rasiah Dev	Councillors declared no conflict of interest with the agenda items listed.
2.	Rate Capping Impact review – Gavin Cator	No disclosures were made
3.	Council Plan – Jacinta Stevens	No disclosures were made
4.	Planning Information – Steve Hamilton	No disclosures were made

The Assembly suspended for Afternoon Tea at 2.55 pm

The Assembly resumed at 3.10 pm

5.	2015/2016 Mid-Year budget status – Gavin Cator/Allan Cochrane	No disclosures were made
6.	Wrap up and Feedback - Cr. Vince Fontana (Mayor), Rasiah Dev, all Councillors	No disclosures were made.

The Assembly concluded at 3.52 pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b> <b>Officer Title:</b>	Alexis Young Executive Coordinator and Councillor Liaison
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Cr. Greco arrived at 12.38 pm  
Cr. Walsh arrived at 12.41 pm  
Cr. Greco left at 12.42 pm  
Cr. Greco returned at 12.42 pm  
Cr. Greco left at 12.50 pm  
Cr. Greco returned at 12.50 pm  
Cr. Walsh left at 1.39 pm  
Cr. Walsh returned at 1.41 pm  
Cr. Williams left at 1.48 pm  
Cr. Williams returned at 1.54 pm  
Cr. Greco left at 2.10 pm  
Cr. Greco returned at 2.12 pm  
Cr. Greco left at 2.14 pm  
Cr. Greco returned at 2.14 pm  
Cr. Laurence left at 2.18 pm  
Cr. Walsh left at 2.23 pm  
Cr. Walsh returned at 2.24 pm  
Cr. Laurence returned at 2.27 pm  
Cr. Laurence left at 2.27 pm  
Cr. Laurence returned at 2.27 pm  
Cr. Williams left at 2.34 pm



## ASSEMBLY OF COUNCILLORS PUBLIC RECORD

<b>ASSEMBLY DETAILS:</b>	<b>Title:</b>	Councillors Strategic Planning Weekend 2016
	<b>Date:</b>	Saturday, 5 March 2016
	<b>Location:</b>	Keon Park Children's' Hub, 1-7 Dole Avenue, Reservoir
<b>PRESENT:</b>	<b>Councillors:</b>	Cr. Vince Fontana (Mayor), Cr. Oliver Walsh (Deputy Mayor), Cr. Bo Li (9.15 am), Cr. Tim Laurence (10.32 am), Cr. Trent McCarthy, Cr. Julie Williams, Cr. Gaetano Greco, Cr. Angela Villella, Cr. Steven Tsitas
	<b>Council Staff:</b>	Rasiah Dev, Steve Hamilton, Katrina Knox, Gavin Cator, Patti Wenn, Jacinta Stevens, Chris Meulblok, Alexis Young, Allan Cochrane, Bridget Monro-Hobbs
	<b>Other:</b>	Nil
<b>APOLOGIES:</b>		

The Assembly commenced at 9.14 am

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1.	Welcome - Cr. Vince Fontana (Mayor) and Rasiah Dev	Councillors declared no conflict of interest with the agenda items listed.
2.	2016/2017 Budget – Allan Cochrane	No disclosures were made

The Assembly suspended for Morning Tea at 10.13 am

The Assembly resumed at 10.29 am

3.	The Transformation of Service for People with a Disability (NDIS) – Katrina Knox and Bridget Monro-Hobbs	No disclosures were made
4.	Capital Works and Major Projects – Steve Hamilton and Chris Meulblok	No disclosures were made

The Assembly suspended for Lunch at 12.05 pm

The Assembly resumed at 12.35 pm

5.	Capital Works and Major Projects continued – Steve Hamilton and Chris Meulblok	No disclosures were made.
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The Assembly suspended for Afternoon Tea at 2.13 pm

The Assembly resumed at 2.23 pm

<b>6.</b>	Capital Works and Major Projects – Steve Hamilton and Patti Wenn	No disclosures were made
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The Assembly concluded at 3.44 pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b>	Alexis Young
	<b>Officer Title:</b>	Executive Coordinator & Councillor Liaison

- |  |   |
|--|---|
| <p>Cr. Li arrived at 9.15 am<br/>                 Cr. Williams arrived at 9.23 am<br/>                 Cr. Walsh left at 9.50 am<br/>                 Cr. Walsh returned at 9.52 am<br/>                 Cr. Tsitas left at 9.53 am<br/>                 Cr. Tsitas returned at 9.56 am<br/>                 Cr. Laurence arrived at 10.32 am<br/>                 Cr. Walsh left at 10.55 am<br/>                 Cr. Greco left at 10.59 am<br/>                 Cr. Walsh returned at 11.02 am<br/>                 Cr. Greco returned at 11.05 am<br/>                 Cr. Tsitas left at 11.33 am<br/>                 Cr. Walsh left at 11.37 am<br/>                 Cr. Tsitas returned at 11.38 am<br/>                 Cr. Walsh returned at 11.38 am<br/>                 Cr. Villella left at 11.39 am<br/>                 Cr. Villella returned at 11.43 am<br/>                 Cr. Tsitas returned at 12.40 pm<br/>                 Cr. Walsh returned at 12.40 pm<br/>                 Cr. Walsh left at 12.49 pm<br/>                 Cr. Walsh returned at 12.49 pm<br/>                 Cr. McCarthy arrived at 12.49 pm<br/>                 Cr. Villella left at 1.09 pm<br/>                 Cr. Tsitas left at 1.25 pm<br/>                 Cr. Tsitas returned at 1.28 pm<br/>                 Cr. Laurence left at 1.35 pm<br/>                 Cr. Williams left at 1.41 pm<br/>                 Cr. Walsh left at 1.42 pm<br/>                 Cr. Williams returned at 1.43 pm<br/>                 Cr. Walsh returned at 1.43 pm</p> | <p>Cr. Tsitas left at 1.58 pm<br/>                 Cr. Williams left at 1.59 pm<br/>                 Cr. Tsitas returned at 2.02 pm<br/>                 Cr. Williams returned at 2.04 pm<br/>                 Cr. Williams left at 2.40 pm<br/>                 Cr. Williams returned at 2.41 pm<br/>                 Cr. Williams left at 3.05 pm<br/>                 Cr. Greco left at 3.07 pm<br/>                 Cr. Greco returned at 3.09 pm<br/>                 Cr. Williams returned at 3.10 pm<br/>                 Cr. Tsitas left at 3.26 pm<br/>                 Cr. Tsitas returned at 3.32 pm</p> |
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## ASSEMBLY OF COUNCILLORS PUBLIC RECORD

<b>ASSEMBLY DETAILS:</b>	<b>Title:</b>	Councillor Briefing Session
	<b>Date:</b>	Monday, 7 March 2016
	<b>Location:</b>	Function room
<b>PRESENT:</b>	<b>Councillors:</b>	Councillors Cr. Vince Fontana, (Mayor), Cr. Oliver Walsh, (Deputy Mayor) Cr. Gaetano Greco, Cr. Tim Laurence, Cr. Bo Li, Cr. Trent McCarthy, Cr. Steven Tsitas, Cr. Angela Villella, Cr. Julie Williams
	<b>Council Staff:</b>	Rasiah Dev,
	<b>Other:</b>	Nil
<b>APOLOGIES:</b>		Nil

The Assembly commenced at 5.30 pm

MATTERS CONSIDERED		DISCLOSURES AND COMMENTS
1	<b>Preston Girls Secondary College:</b> A part of the premises is being offered to Council for community use while reopening the school is being considered.	No disclosures were made
2	<b>'Northern Horizon'</b> Infrastructure plan for the Northern Melbourne is being reviewed by the eight councils.	No disclosures were made
3	<b>Weekend Councillors Workshop:</b> Issues raised are being reviewed for Councillors feedback.	No disclosures were made
4.	<b>Future of Improvement Works to Sullivan Memorial Reserve</b>	No disclosures were made
5.	<b>General Questions and Answers</b>	No disclosures were made

The Assembly concluded at 6.00 pm

<b>RECORD COMPLETED BY:</b>	<b>Officer Name:</b>	Rasiah Dev
	<b>Officer Title:</b>	Chief Executive Officer

## 12. REPORTS BY MAYOR AND COUNCILLORS

<b>Recommendation</b>
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**That** Council note the Reports by Mayor and Councillors.

### **13. CONSIDERATION OF REPORTS CONSIDERED CONFIDENTIAL**

#### **CLOSE OF MEETING**

**MOVED:** Cr.

**SECONDED:** Cr.

**That** in accordance with section 89(2) of the *Local Government Act 1989*, Council resolves to close the meeting to members of the public to consider the following items which relate to contractual and other matters:

13.1 Multi Sports Stadium Design Services Contract Award – CT201555

13.2 Continuous Improvement – Customer Service

#### **RE-OPENING OF MEETING**

**MOVED:** Cr.

**SECONDED:** Cr.

**That** the meeting be re-opened to the members of the public.



**CONFIDENTIAL****13.1 DAREBIN MULTI-SPORTS STADIUM DESIGN SERVICES  
CONTRACT AWARD - CT201555**

**Author:** Manager Major Projects and Infrastructure

**Reviewed By:** Director Assets and Business Services

**Report Background**

This report is in response to the Council Resolution from the Council meeting held on 21 September 2015 to commence detailed planning and procurement processes for the Darebin Multi-Sports Stadium Project

**Previous Council Resolution**

At its meeting held on 21 September 2015, Council resolved:

*That Council:*

- (1) *Resolve to endorse the development of the Darebin Multi-Sports Stadium at John Cain Memorial Park, Thornbury by June 2020.*
- (2) *Note officers will commence the detailed planning and procurement processes for the project and arrange a number of Councillor workshops at key stages throughout the project.'*

**Previous Briefing(s)**

- Strategic Workshop – 7 March 2016

**Council Plan Goal/Endorsed Strategy**

- Leisure Strategy 2010 – 2014
- Leisure Action Plan 2015 – 2020
- Major Regional Leisure Facilities Study 2014

**Summary**

This report summarises the tender processes including the tender responses; tender evaluation and recommends the award of a contract to an experienced Principle Consultant for the design stage of the Darebin Multi-Sports Stadium Project.

**Recommendation**

**That** the Council report and resolution remain confidential with the exception of the successful tender(s) name and contract period

**CONFIDENTIAL****13.2 CONTINUOUS IMPROVEMENT – CUSTOMER SERVICE**

**Author:** Coordinator Customer Service

**Reviewed By:** Director Community Development

**Report Background**

As part of Council's continuous improvement processes and in order to strengthen the interaction and ensure that customers receive a good customer service experience, a review of the service was undertaken in 2015.

The context of the Customer Service review included:

- The adoption of the *Darebin Service Excellence* Framework in 2012 including the drive to create a unified and consistent organisational culture of customer service.
- The Best Value legislation includes the requirement to meet quality and cost standards, be responsive to community needs and incorporate continuous improvement and ongoing consultation processes in the service delivery.
- Council's independent auditor (Crowe Horwath) highlighted deficiencies in Customer Service in April 2014.

**Previous Council Resolution**

There are no previous Council resolutions in relation to this Council Report.

**Previous Briefing(s)**

Councillor Briefing – 22 February 2016

**Council Plan Goal/Endorsed Strategy**

5. Excellent Service: 5.1 Customer Service

**Summary**

As part of Council's continuous improvement processes and in order to strengthen the interaction and ensure that customers receive a good customer service experience, a review of the Customer Service Function was undertaken in 2015. The review found that a new business approach is required at Darebin with a greater focus on online options, pooling of resources and a more responsive call centre.

**Recommendation**

**That** the Council report and resolution remain confidential.

**14. CLOSE OF MEETING**