



**GLEN EIRA CITY COUNCIL**

**ORDINARY COUNCIL MEETING**

**TUESDAY 26<sup>TH</sup> SEPTEMBER 2017**

**AGENDA**

**Meeting to be held in the Council Chambers,  
Corner Hawthorn & Glen Eira Roads, Caulfield  
At 7.30 pm**

*"The primary object of a Council  
is to endeavour to achieve  
the best outcomes for the local community  
having regard to the  
long term and cumulative effects of decisions."*

- s3c(1) Local Government Act

**Councillors:** The Mayor, Councillor Mary Delahunty  
Councillor Tony Athanasopoulos  
Councillor Clare Davey  
Councillor Margaret Esakoff  
Councillor Jamie Hyams  
Councillor Jim Magee  
Councillor Joel Silver  
Councillor Dan Sztrajt  
Councillor Nina Taylor

**Chief Executive Officer:** Rebecca McKenzie

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9.9	Council Policies - Libraries, Arts and Culture
9.10	Foundation for Youth Excellence Committee Grant Applications
9.11	Instruments of Appointment and Authorisation under the Planning And Environment Act 1987
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That pursuant to Section 89(2) of the Local Government Act 1989, the Council resolves that so much of this meeting be closed to members of the public, as it involves Council consideration of matters coming within some or all of the following categories listed in Section 89(2) of such Act.

- (a) Personnel matters;
- (b) The personal hardship of any resident or ratepayers;
- (c) Industrial matters;
- (d) Contractual matters;
- (e) Proposed developments
- (f) Legal advice
- (g) Matters affecting the security of Council property'
- (h) Any other matter which the Council or Special Committee considers would prejudice the Council or any person;
- (i) A resolution to close the meeting to members of the public.

**12.1 Tender number 2017.051 - Litter Bin Collection and Council Building Waste Collection Services**

Number of tenders received	Four
Number of evaluation criteria tenders assessed against	Three (3)
Estimated contract value	Over \$3,000,000 (Excl. CPI and GST)

**12.2 Tender 2018.020 - Provision of Concrete Maintenance Services and Associated Civil Works**

Number of tenders received	Five (5)
Number of evaluation criteria tenders assessed against	Three (3)
Estimated contract value	Over \$9,000,000 (Excl. GST)

**12.3 Tender number 2017.050 - Glen Eira Consultancy Services - Capital Works and other Minor Projects.**

Number of tenders received	85
Number of evaluation criteria tenders assessed against	Three (3) (including Cost to Council)
Estimated contract value	N/A

**13. CLOSURE OF MEETING**





**AGENDA for the ORDINARY MEETING OF THE  
GLEN EIRA CITY COUNCIL to be held on TUESDAY 26<sup>TH</sup> SEPTEMBER 2017**

**1. ACKNOWLEDGEMENT**

In the spirit of respect, Council acknowledges the people and elders of the Boon Wurrung people of the Kulin Nation past and present who have traditional connections and responsibilities for the land on which Council meets.

**2. APOLOGIES**

**3. OATH OF OFFICE AND DISCLOSURES OF INTERESTS**

Councillors are reminded that we remain bound by our Oath of Office to undertake the duties of the office of Councillor in the best interests of the people of the municipal district of Glen Eira and to faithfully and impartially carry out the functions, powers, authorities and discretions vested in us under the Local Government Act or any other Act, to the best of our skill and judgement.

Councillors are also reminded of the requirement for disclosure of conflicts of interest in relation to items listed for consideration on the Agenda, or which are considered at this meeting, in accordance with Sections 77 to 79 of the Local Government Act.

**4. CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETINGS**

Copies of Minutes previously circulated.

**Recommendation**

That the minutes of the Ordinary Council Meeting held on 5<sup>th</sup> September 2017 be confirmed.

- 5. RECEPTION AND READING OF PETITIONS AND JOINT LETTERS**
- 6. DOCUMENTS FOR SEALING**
- 7. REPORTS BY DELEGATES APPOINTED BY COUNCIL TO VARIOUS ORGANISATIONS**

**8. REPORTS FROM COMMITTEES****8.1 Advisory Committees**

- a. Strategic Transport Advisory Committee Meeting – 3 August 2017
- b. Strategic Transport Advisory Committee Meeting – 31 August 2017

**Recommendation**

That the Records of the Advisory Committees as shown below be received and noted.

- a. Strategic Transport Advisory Committee Meeting – 3 August 2017
- b. Strategic Transport Advisory Committee Meeting – 31 August 2017

**8.2 Records of Assembly**

- a. 22 August 2017
- b. 29 August 2017
- c. 5 September 2017 (pre meeting)

**Recommendation**

That the Records of the Assemblies as shown below be received and noted.

- a. 22 August 2017
- b. 29 August 2017
- c. 5 September 2017 (pre meeting)

## STRATEGIC TRANSPORT ADVISORY COMMITTEE

### Minutes

6:30pm-8:30pm Thursday, 03 August 2017

Labassa Room

<b>Attendees</b>	<p><b>Councillors</b> ‘Cr Anthanasopoulos, Cr Davey, Cr Magee</p> <p><b>Council Staff</b> ‘Mat Bonomi (MB), Sophie Holdsworth (SH),</p> <p><b>Community Representatives</b> ‘Catherine McNaughton (CM), Joshua Stewart (JS), Marcus Burke (MB2), Jenna Fivelman (JF)</p>
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#### 1. Welcome

#### 2. Appointment of Chairperson

Cr Anthanasopoulos was elected chairperson for the 2017/18 advisory committee

Nominated by Cr Magee

Seconded by Cr Davey

All members voted in favour of the nomination. Motion was carried unanimously

#### 3. Integrated Transport Strategy

MB led a discussion on the role of Strategic Transport Advisory Committee (STAC) and the development of the Integrated Transport Strategy (ITS).

Focus for this year for STAC is the Integrated Transport Strategy - STAC provides opportunity to openly discuss issues and opportunities for Councillors and the community

MB further detailed what an ITS does and how it can influence both transport policy and land use.

Questions/ Comments:

- Cr Magee: When do we begin investigating improvements? The vision should clearly explain what problem we are trying fix is.
- CM: There have been many council plans that have been too many words and not enough actions
- Cr Davey: The ITS should be a long term visionary documents that will guide the details for the future

#### 4. Transport Feedback

MB led a discussion on what the key opportunities and priorities were for Transport within Glen Eira.

Key ideas proposed were:

- Defined and integrated public transport system
- Look at accessibility
- Land use planning around city
- Destinations
- Employment opportunities
- Increase local connectivity
- Safety improvements
- Street Trees
- Increase population leading to not a business as usual approach
- Schools

Further key priorities for the ITS should include:

- Whole of system approach
- Articulate how current and future issues will be addressed
- Safety is key
- Timing and phases in implementation
- Accessibility
- Innovative approaches to car parking
- Behavior change
- Separated bike lanes

## **5. General Business**

Further discussion on other work City Futures is progressing, SH detailed Quality Design Guidelines and Structure Planning work

## **6. Closure of meeting**

The meeting was closed at 8:25pm

## STRATEGIC TRANSPORT ADVISORY COMMITTEE

### Minutes

6:30pm-8:30pm Thursday, 31 August 2017

Labassa Room

<b>Attendees</b>	<p><b>Councillors</b> 'Cr Anthanasopoulos, Cr Davey, Cr Magee</p> <p><b>Council Staff</b> 'Mat Bonomi (MB)</p> <p><b>Community Representatives</b> 'Catherine McNaughton (CM), Joshua Stewart (JS), Marcus Burke (MB2), Jenna Fivelman (JF)</p>
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#### 1. Welcome

#### 2. Presentation

MB took the committee through the ITS development presentation detailing:

- Background report
- Community engagement
- Structure

Questions/ Comments:

Cr Davey: The agreed on the structure and people first approach

CM: Suggest pedestrian priority network should be revisited from previous Council Strategies

#### 3. Discussion on Typologies

MB led a conversation on the place typologies identified in the preparation of the strategy.

Questions/ Comments:

Cr Anthanasopoulos: Suggested schools are a difficult area to manage and must be treated carefully and the need for behaviour change is key, need to work with a pilot school to test ideas.

#### 4. Performance Measurement

Discussion on how and what we should be measuring ideas included:

- Travel times on local and arterial roads – car –bike and tram

- Utilisation of bike hoops at council buildings
- Walking numbers to and from schools
- Footfall in activity centres

## **5. Meeting Close**

The meeting was closed at 8:15pm

**Assembly of Councillors**

**22 August 2017**

**Record under S 80 A (2)**

**Meeting commenced at 6.40PM.**

**A. Present**

Cr Mary Delahunty (Mayor)  
Cr Tony Athanasopoulos  
Cr Clare Davey  
Cr Jamie Hyams  
Cr Jim Magee  
Cr Joel Silver  
Cr Nina Taylor

**Council Officers**

Samantha Krull, Acting CEO  
Peter Jones  
Ron Torres  
Peter Swabey  
Mark Saunders  
Mark Collins  
Matthew Barbetta  
Paul Samaratunge  
Janice Pouw

**B. Matters considered.**

- (i) Apologies – Cr Margaret Esakoff
- (ii) Youth Services Presentation

7.09pm Cr Dan Sztrajt entered the Assembly

- (iii) Open Space Strategy Refresh Principles
- (iv) Harleston Park Open Space and Play Space Upgrade Consultation

7.40pm Cr Jim Magee left the Assembly and re-entered at 7.47pm.

- (v) Narrow Naturestrip Street Tree Program

8.23pm the Briefing adjourned

8.39pm the Briefing resumed

**Present:**

Cr Mary Delahunty (Mayor)  
Cr Tony Athanasopoulos  
Cr Clare Davey  
Cr Jamie Hyams  
Cr Jim Magee  
Cr Joel Silver  
Cr Dan Sztrajt  
Cr Nina Taylor



(vi) Drainage in Glen Eira – Presentation

(vii) Concept Plans

9.27pm Cr Davey left the Assembly and re-entered at 9.31pm

9.41pm Cr Silver left the Assembly room and re-entered at 9.43pm.

(viii) Place Making Projects – rescheduled

(ix) East Village Structure Plan Community Reference Group

9.50pm Cr Sztrajt left Assembly room and re-entered at 9.54pm

(x) General Business

- a) Acting Chief Executive Officer
  - Caulfield Racecourse Reserve – Bill submitted for 1<sup>st</sup> reading
  - EE Gunn Masterplan
  - Murrumbeena Village Community Consultation
  - Annual Report
- b) Director Planning and Place
  - Interim Heritage Controls – 450 Dandenong Road, Caulfield South
  - Elster Creek Catchment Forum - 7 September
- c) Director Community Wellbeing
  - Community Safety Plan
- d) Cr Sztrajt
  - Australia Day Citizenship Ceremony
  - Marriage Equality
- e) Cr Hyams
  - South East Partnerships
  - Working with Children checks - Changes to legislation 1 August 2017
- f) Cr Davey
  - Marriage Equality
- g) Coordinator Councillor Business
  - Tour of Rippon Lea
- h) Cr Delahunty
  - Special Council Meeting – Thursday 14 December
- i) Cr Silver
  - Request for report – Road Safety in Derby Road
- j) Cr Taylor
  - Community Garden
  - VLGA events

**Assembly finished at 11.06PM**

**Assembly of Councillors**

**29 August 2017**

**Record under S 80 A (2)**

**Meeting commenced at 6.45PM.**

**A. Present**

Cr Mary Delahunty (Mayor)  
Cr Tony Athanasopoulos  
Cr Jamie Hyams  
Cr Jim Magee  
Cr Joel Silver  
Cr Dan Sztrajt  
Cr Nina Taylor

**Council Officers**

Rebecca McKenzie, CEO  
Samantha Krull  
Peter Swabey  
Ron Torres  
Mark Saunders  
Paul Wood  
Aidan Mullen  
Mathew Bonomi  
Janice Pouw

**B. Matters considered.**

- (i) Apologies - Cr Margaret Esakoff, Cr Clare Davey
- (ii) Integrated Transport Strategy Update

7.37pm Cr Delahunty left the Assembly and re-entered at 7.38pm

7.44pm Cr Silver left the Assembly and re-entered at 7.45pm

- (iii) General Business
  - (a) CEO – VCAT appeal
  - (b) Director Infrastructure, Environment and Leisure
    - ‘The Block’ timelines
  - (c) Cr Hyams
    - East Village Consultation and Submissions.
  - (d) Coordinator Councillor Business – Tour of Rippon Lea
  - (e) Cr Delahunty
    - Port Phillip Housing Association Tour
  - (f) CEO
    - Place Making update
  - (g) Cr Delahunty
    - Meeting with Minister D’Ambrosio
    - MRC meeting – Kelly Crosthwaite from DELWP invited

- (iv) Council Papers for the 5 September 2017 Council Meeting comprising twelve officer reports together with standing items on the agenda.

- Item 4 Confirmation of the Minutes of the previous meetings
- 8(a) Advisory Committees
  - Audit Committee Minutes
- 8(b) Records of Assembly
  - 1 August 2017 Glen Eira Facilities Needs Assessment Workshop
- 9.1 VCAT Watch
- 9.2 17-19 Loranne Street, Bentleigh
- 9.3 219 Tucker Road, McKinnon

8.37pm Cr Magee left the Assembly

8.39pm Cr Magee entered the Assembly at 8.39pm

- 9.4 Place Making Projects

8.51pm Assembly adjourned

9.04pm Assembly resumed

### **Present**

Cr Mary Delahunty (Mayor)  
Cr Tony Athanasopoulos  
Cr Jamie Hyams  
Cr Jim Magee  
Cr Joel Silver  
Cr Dan Sztrajt  
Cr Nina Taylor

- 9.8 EE Gunn Masterplan

9.05pm Cr Sztrajt entered the Assembly

- 9.5 Memorial Structure for Holocaust Survivors
- 9.6 Narrow Naturestrip Street Tree Program
- 9.7 Harleston Park Open Space and Play Space Upgrade Consultation
- 9.9 Support for Marriage Equality

9.48pm Cr Delahunty left the Assembly and re-entered at 9.49pm

- 9.10 2016-17 Quarterly Reporting
- 9.11 Approve 2016-17 Annual Accounts in Principle
- 9.12 July Financial Management Report
- 10 Urgent Business
- 12.1 Confidential: Tender 2018.021 Provision of Automotive Mechanical, Electrical and Panel Repair Services

**Assembly finished at 10.33 PM**

**Council Pre-Meeting**

**5 September 2017**

**Record under S 80 A (2)**

**Meeting Commenced at 6.40pm**

**A. Present**

Cr Mary Delahunty, Mayor  
Cr Tony Athanasopoulos  
Cr Clare Davey  
Cr Margaret Esakoff  
Cr Jamie Hyams  
Cr Jim Magee  
Cr Joel Silver  
Cr Dan Sztrajt  
Cr Nina Taylor

**Apologies – Nil**

**Officers**

Rebecca McKenzie, CEO  
Ron Torres  
Peter Swabey  
Peter Jones  
Samantha Krull  
Janice Pouw

**B. Matters considered**

- (i) Item 5 – Petition: Retain Two-way Traffic Movement and On-street Car Parking on Neerim Road within Murrumbidgee Village
- (ii) Item 9.2 – 17-19 Lorraine Street, Bently
- (iii) Item 9.3 – 219 Tucker Road, McKinnon
- (iv) Item 9.5 – Memorial Structure for Holocaust Survivors
- (v) Item 9.8 – EE Gunn Reserve Landscape Masterplan – Consultation Outcomes
- (vi) Item 10 – Urgent Business -
- (vii) Item 11.4 – Public Questions
- (viii) Council meeting procedures – Apology

7.02pm Cr Davey left the pre-meeting and re-entered at 7.03pm

- (vi) Item 9.7 – Harleston Park Open Space and Play Space Upgrade Consultation
- (vii) Item 11.1 – Request for Reports from Officers – Cr Athanasopoulos
- (viii) Item 11.1 – Request for Reports from Officers – Cr Silver
- (ix) Item 9.9 - Support for Marriage Equality

**Pre-meeting finished at 7.25pm**

**9. PRESENTATION OF OFFICERS REPORTS**

9.1	Planning Scheme Amendment C149 – All Properties within the Heritage Overlay
9.2	VCAT Watch
9.3	9 Royal Avenue, Glen Huntly
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9.8	Town Planning Fees Update
9.9	Council Policies - Libraries, Arts and Culture
9.10	Foundation for Youth Excellence Committee Grant Applications
9.11	Instruments of Appointment and Authorisation under the Planning And Environment Act 1987
9.12	Audit Committee Membership – Reappointment and Recruitment of Members
9.13	Council Policy - Fraud & Corruption
9.14	Financial Management Report for the Period Ending 31 August 2017

**ITEM 9.1 PLANNING SCHEME AMENDMENT C149****ALL PROPERTIES WITHIN THE HERITAGE OVERLAY****Author:** Jacqui Brasher, Principal Strategic Planner**File No:** Amendment C149

**Attachments:**

1. Summary of Submissions Received for C149
2. Revised Clause 21.10 Municipal Strategic Statement – Heritage
3. Revised Clause 22.01 Heritage Policy

**PURPOSE AND SUMMARY**

To consider submissions received in relation to Planning Scheme Amendment C149 which seeks to update Glen Eira's local Heritage Policy and reviews all properties currently affected by the Heritage Overlay.

<b>Proposal</b>	<p>The amendment proposes to:</p> <ul style="list-style-type: none"> <li>• Amend Clause 21.10 of the Municipal Strategic Statement – Heritage;</li> <li>• Replace Clause 22.01 of the Glen Eira Planning Scheme – The Glen Eira Heritage Policy</li> <li>• Insert the “<i>Glen Eira Review of Existing Heritage Precincts 2017</i>” as a reference document in the Glen Eira Planning Scheme;</li> <li>• Amend the Heritage Overlay Schedule at Clause 43.01 to rectify minor heritage anomalies relating to property address information.</li> </ul>
<b>Proponent</b>	Glen Eira City Council
<b>Planning Scheme Controls</b>	Heritage Overlay
<b>Municipal Strategic Statement</b>	<i>“To protect, identify, enhance and promote understanding of Glen Eira’s Heritage”.</i>

**RECOMMENDATION**

That Council:

1. notes the submissions received;
2. endorses the revisions to the Heritage Policy at Clause 22.01 of the Glen Eira Planning Scheme; and
3. refers submissions and the revised documents to an Independent Panel in accordance with Section 23 of the *Planning and Environment Act 1987*.

## BACKGROUND



**HO73 - Glen Eira Road Heritage Area**  
**An example of the digital mapping of Glen Eira's Heritage Precincts**

In 2016, Glen Eira Council undertook a Planning Scheme Review. As a result, a Strategic Work Plan was prepared which listed a number of projects to be undertaken, including a *Minor Heritage Review*. The purpose of this project is to review and update Glen Eira's existing heritage areas and policies, and to provide more detailed objectives, policies and performance measures that will benefit homeowners, developers and decision makers. The updated policies will provide a clearer and strengthened framework around decision making for heritage planning applications.

Only the existing heritage precincts are targeted in this review. A broader review of the entire municipality is proposed to commence in 2018 to capture significant buildings not currently included in the Heritage Overlay (*Major Heritage Review*). The scope of this Major review will cover, amongst others, 'modernist' architecture.

## ISSUES AND DISCUSSION

The scope of this heritage review undertaken in the preparation of the planning scheme amendment included:

- Creation of a consistent and correct list of ratings for properties in heritage precincts.
- Creating digital maps of each heritage precinct.

- Review of the Glen Eira Heritage Policy\*.
- Inclusion of Council's guidelines for development in heritage areas into the updated policy.
- Inclusion of the "*Review of Existing Heritage Precincts 2017*" as a reference document in the Glen Eira Planning Scheme.

\* The policy review does not include review of heritage precinct boundaries or the statements of significance for heritage areas. This could be undertaken under the Major Heritage Review 2018.

A total of 35 submissions have been received in relation to this amendment. A number of submissions are in support of the amendment and while others object to specific aspects of the amendment. **Attachment 1** is a table containing a summary of each submission and comments from the Council officer in relation to concerns.

The submissions can be broadly summarised in the following categories:



1. Objection to the heritage rating of individual properties.

A number of submitters object to the contributory rating of their own properties.

Officer Response:

*Council's Heritage Adviser re-inspected all properties where the ratings were questioned. Details of the outcome of those inspections are noted in Attachment 1. In some instances, contributory ratings have been altered (in favour of the submitter) and the list of Contributory properties in the Heritage Policy at Clause 22.01 has been revised. A tracked change version of this policy is found at Attachment 2.*

2. Propose removal of properties from the Heritage Overlay.

Some submitters requested that their property be totally removed from the Heritage overlay.

Officer Response:

*In one instance, a submitter has provided documentation to suggest that a particular statement of significance is incorrect. This Amendment does not propose to make changes to any statements of significance or the heritage overlay boundaries. Any issues relating to these matters may be considered as part of the 2018 Major Heritage Review.*

3. Concern regarding property uses within a Heritage Overlay and policing of illegal buildings and works.

Officer Response:

*The Heritage Overlay is a planning control for buildings and works. It is the underlying 'zone' of a property that controls allowable uses. For example, the use of a dwelling as a medical centre or child care centre is listed in the zone requirements, as opposed to the Heritage Overlay requirements.*

*Any Illegal buildings and works within a heritage area will be investigated separately by Council's Planning Enforcement area.*

4. Contradiction between the Heritage Policy (protection) and Residential Growth Zone in Elsternwick.

Some submitters are concerned that their properties are located both within a Heritage Overlay (which restricts development) and a Residential Growth Zone (which promotes higher density development).

Officer Response:

*Council Officers are currently preparing Draft Structure Plans for Elsternwick, Bentleigh and Carnegie. In the draft, existing heritage and neighbourhood character areas within these centres are noted as having a low density building types (1-2 stories in height) in order to protect the character of these areas. Potential rezoning of these areas could follow if the Structure Plans are adopted by Council. This policy, however does not override or anticipate any zoning changes but provides a framework for appropriate development within existing heritage areas.*

5. Concerns with the wording of the policy.

A number of submitters that are generally in favour of the policy made suggestions in relation to the actual wording of the policy. Particularly, these were in relation to demolition, subdivision and significant trees to ensure the policy is clear. The National Trust also suggested a number of wording changes.

Officer Response:

*Many of the suggested changes have been made and are shown as tracked changes at **Attachment 2**. The revised wording provides more clarity around demolition and protection of culturally significant trees, vegetation and original gardens.*

*A suggestion was made in relation to paint controls within heritage areas. Glen Eira has a small number of individual sites that have external paint controls. It is considered appropriate to allow residents to choose their own paint colours within most heritage areas. Council's Heritage Adviser is available to provide free advice in relation to colours that are appropriate to different building eras and styles.*

*One objector was concerned about retrospective compliance if buildings and works that don't comply with this policy have been carried out in previous years. Council cannot require a property owner to remove modern additions that were constructed either with a planning permit or prior to the implementation of heritage controls.*

6. Support for the Heritage Policy

A number of submitters are in favour of the new policy and welcome the additional guidance and level of protection the policy will give to heritage areas. This included support for additional heritage areas and the future 2018 Major Heritage Review.

7. Lack of support for property owners of heritage buildings and financial loss due to reduced development opportunities of properties within the Heritage Overlay.

One submitter maintained that Council should be allocating more resources and assisting with the financial care and maintenance of the limited properties affected, and that a fund should be allocated to help with painting, rendering or repairs.

Officer Response:

*Some Councils do provide rate reductions or small financial grants to assist owners of heritage properties. This matter is likely to be raised again in the 2018 Major Heritage Review.*

8. The proposed policy is inconsistent with the future vision for Monash University Caulfield Campus

Officer Response:

*The proposed Heritage Policy provides general guidance for development in heritage areas and is not specific to location. However, the Monash University, Derby Road and environs is likely to undergo precinct planning as stated in the recently adopted Activity Centre, Housing and Local Economy Strategy which specifies a precinct-by-precinct approach to planning for all activity centres. During a precinct planning process, site specific heritage policy in relation to the Derby Road Heritage Area may be considered.*

Other minor changes proposed to Clause 22.01.

The contributory ratings of five properties have been revised within the policy. Three relate to errors that were found (ie. Contributory properties that should be noted as non contributory) while the other two relate to Contributory properties that have been lawfully demolished since the exhibition of this amendment. The five properties will now be noted as Non Contributory. These changes are noted in **Attachment 2**. The "Glen Eira City Council Review of Existing Heritage Precincts 2017" will be updated (with mapping changes) in accordance with the changes made to the Policy prior to the Panel Hearing.

**FINANCIAL, RESOURCE AND ASSET MANAGEMENT IMPLICATIONS**

N/A

**POLICY AND LEGISLATIVE IMPLICATIONS**Planning Scheme Amendment Process

The planning scheme amendment must go through the following fixed statutory steps:

1. The Minister for Planning must firstly authorise preparation of the amendment before exhibition can occur. Following this, notice (exhibition) of the amendment will commence, inviting public submissions.
2. If there are no submissions Council can 'adopt' the amendment and forward it to the Minister for approval. It only becomes law if it is formally approved and gazetted.
3. If there are submissions opposed to the amendment, the Council has three options – abandon the amendment, change the amendment in accordance with the submitters' request, or request the Minister to appoint an Independent Panel to hear the submissions.
4. If a Panel is appointed, submissions are heard and the panel reports its findings to Council in the form of a recommendation.

The Panel may make a recommendation to:

- adopt the amendment
  - abandon the amendment
  - modify the amendment
5. Council then considers the panel report and makes its own decision. Council is not bound by the panel's findings. Again Council's options are to either abandon or adopt the amendment (with or without modifications).
  6. If Council adopts the amendment, it is then referred to the Minister for Planning for approval.

The process required to amend the Glen Eira Planning Scheme is lengthy and provides opportunities for input from interested parties. With regard to the current proposal, Council is at **Step 3**.

**COMMUNICATION AND ENGAGEMENT**

The amendment has undergone an extensive public exhibition process as following:

- 4,459 notices posted to owners, occupiers and referral authorities .
- 2 notices in local newspaper (Caulfield/Glen Eira and Moorabbin Leader)
- 1 notice in the Government Gazette
- Amendment documentation available on Council's website

The exhibition period was open from 13 July – 14 August 2017.

35 submissions were received.

A Planning Conference was held on 28 August 2017 and was chaired by Councillor Delahunty. More than 30 people attended the conference. The responses from submitters

appearing at the Planning Conference helped inform this report. The main concerns raised at the Planning Conference included:

- the contributory/non contributory ratings of specific properties;
- ensuring the accuracy of statements of significance;
- the suggestion that heritage controls place a financial drain on property owners (in terms of both loss of development options and costs of property upkeep), and that Council should provide financial assistance to property owners in heritage areas;
- requests to remove the Heritage Overlay over specific properties.
- general support for the amendment and the proposed policy in that it will aid in the protection of character areas and discourage inappropriate development.

### **LINK TO COUNCIL PLAN**

Theme One: Liveable and Well Designed

Long-term community goal: A well planned City is a great place to live.

The strategic objectives of this long-term community goal are:

- Create prosperous, accessible and vibrant urban places
- Encourage development that benefits the community
- Proactively plan for and manage change within our urban places

### **OFFICER DECLARATION OF CONFLICT OF INTEREST**

No officers involved in the preparation of this report have any direct or indirect interest in this matter.

### **CONCLUSION**

This Amendment was advertised to over 4,000 affected residents and 35 submissions were received. There would appear to be a wide acceptance of heritage controls in this municipality and that the proposed policy is generally in keeping with the expectations of the community. It is therefore considered appropriate to move forward with this amendment, referring all submissions to an Independent Planning Panel.

## ATTACHMENT 1 - Summary of Submissions Received for C149

Submission No.	Summary of Submission	Officer Comment
1 Bentleigh HA	<ul style="list-style-type: none"> <li>Would like 38-42 Campbell Street to be considered for the same zoning as the properties directly to the rear (GRZ2).</li> </ul>	<p>The re-zoning of land is not being considered as part of this amendment. Council is currently undertaking a structure planning process where building types and ultimately property zoning can be considered.</p> <p><b>Refer submission to Panel</b></p>
2 Ormond HA	<ul style="list-style-type: none"> <li>Object to Contributory rating of 22-24 Newham Grove, Ormond (originally rated as Non Contributory).</li> <li>Reference document indicates a construction date of 1939 – this is incorrect.</li> <li>Contributory rating will hamper ability to demolish and redevelop. The current house contains asbestos.</li> <li>Copy of title included as part of submission shows creation of an easement on the property (party wall easement?) in 1954.</li> </ul>	<p>Council's Heritage Adviser reviewed this property and found that the dwelling seems to post-date the period of significance (being a post-War house) though there are no definitive building records.</p> <p><b>Remove 22-24 Newham Grove from the list of Contributory properties within Clause 22.01 and revise the map/written details within the reference document.</b></p> <p><b>Refer submission to Panel</b></p>
3 Ormond HA	<ul style="list-style-type: none"> <li>The new Glen Eira Heritage Policy is to be applauded and has our full support as the underlying objective is to create stronger and more relevant controls to preserve the special 'contributory' character of houses and streets in our local community.</li> </ul>	<p><b>Refer submission to Panel</b></p>
4 Bentleigh HA	<ul style="list-style-type: none"> <li>Bentleigh has changed for the worse due to beautiful houses in Bent Street being smashed down.</li> <li>Support for more streets being heritage listed in Bentleigh.</li> </ul>	<p>The current amendment does not consider the inclusion of additional properties in the heritage overlay, however precinct boundaries can be considered in the 2018 Major Heritage Review.</p> <p><b>Refer submission to Panel</b></p>
5 Ormond HA	<ul style="list-style-type: none"> <li>Support the strengthening of the Heritage Policy so that heritage properties in Glen Eira are better protected.</li> <li>This should be a priority for the Glen Eira Planning Department as many heritage homes are modified/demolished daily during this development boom.</li> <li>Request Council to look at the bulk of new developments. It is very important that developments next to existing heritage homes/buildings do not diminish or overshadow heritage buildings.</li> </ul>	<p>Council is currently preparing Quality Design Guidelines that will provide greater guidance for development within Glen Eira with a Heritage interface.</p> <p><b>Refer submission to Panel</b></p>

## ATTACHMENT 1 - Summary of Submissions Received for C149

Submission No.	Summary of Submission	Officer Comment
6 Bayside City Council	<ul style="list-style-type: none"> <li>Support amendment</li> </ul>	<b>Refer submission to Panel</b>
7 EPA	<ul style="list-style-type: none"> <li>No objection</li> </ul>	<b>Refer submission to Panel</b>
8 Caulfield North HA	<ul style="list-style-type: none"> <li>Object to Contributory rating of 3 Carnarvon Road, Caulfield North (originally rated as Non Contributory).</li> <li>Council records indicate a construction date of 1926. Title of property is dated 1936.</li> <li>The house is an example of inter-war Art Deco and was constructed significantly later than the establishment of the area.</li> <li>It is not an architecturally significant example of the style, nor is it particularly consistent with the heritage of the area – it is not consistent with the Statement of Significance and consequently reclassification is not justified.</li> <li>The Contributory rating would have a personal detrimental affect due to additional insurance costs, reduction of potential buyers (should I wish to sell), difficulty in replacing 'like for like', various materials are no longer available.</li> </ul>	<p>Council's Heritage Adviser reviewed this property and found that it post-dates the period of significance for the Caulfield North Heritage Area. However Council officers prefer to retain this property as a Contributory property until the Statement of Significance for the Caulfield North Heritage Area is reviewed as part of the Major Heritage Review 2018.</p> <p><b>Refer submission to Panel</b></p>
9 Bentleigh HA	<ul style="list-style-type: none"> <li>Object to Contributory rating of 22 Sunnyside Grove, Bentleigh (originally rated as Non Contributory).</li> <li>The subject site is not of the architectural character that the heritage policy seeks to protect and its inclusion in the schedule will constitute a "sham".</li> </ul>	<p>Council's Heritage Adviser reviewed this property and found that the dwelling is significantly altered and is not worthy of a Contributory rating.</p> <p><b>Remove 22 Sunnyside Grove from the list of Contributory properties within Clause 22.01 and revise the map/written details within the reference document.</b></p> <p><b>Refer submission to Panel</b></p>
10 Glen Eira Historical Society	<ul style="list-style-type: none"> <li>Support the update to Council's planning scheme, particularly correcting the ratings for properties in heritage precincts.</li> <li>We look forward to a review of the entire municipality in 2018.</li> <li>It is disappointing that many contributory buildings have been demolished in the past 20 years.</li> <li>We suggest that developers are asked to provide more than 1 engineer report supporting demolition of significant and contributory buildings.</li> <li>We would like to see demolition tied to planning permit approval to avoid the long standing vacant block.</li> <li>We would like to see a review of significant trees with trees added to the HO.</li> <li>What about improving paint controls on brickwork?</li> </ul>	<p>It is considered excessive to require applicants to provide two engineer reports to support demolition. Council officers (consultant architect and/or building surveyor) will review the engineer report and inspect the building.</p> <p>The current heritage overlay requirements require planning permission for painting a previously unpainted surface (eg. brickwork or unpainted render).</p>

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	<ul style="list-style-type: none"> <li>We support the policy of avoiding high fences in front of schools and churches.</li> <li>Shop facades are diminished by high rise additions to the rear – they should be setback to ensure the silhouette of the heritage façade remains visible.</li> <li>We are pleased to see individual houses listed in each Heritage Precinct. This listing helps to easily identify the contributory buildings in each precinct.</li> </ul>	<b>Refer submission to Panel</b>
11 Bentleigh HA	<ul style="list-style-type: none"> <li>First floor additions should be allowed.</li> <li>Due to significant differences in character, further discussion needs to be had in relation to the precinct standards that will guide future development (eg. colours, car ports etc).</li> <li>Need to prevent ambiguity at the planning stage.</li> <li>Many contributory houses don't comply with the proposed policy – there should be no obligations for retrospective compliance.</li> <li>With regard to structure planning for Bentleigh: the western side of Mavho Street should be a maximum of 2 levels due to the adjacent heritage.</li> <li>Centre Road west of Rose Street should not be rezoned as a number of Californian Bungalows exist.</li> </ul>	<p>Community engagement for the proposed draft Concept Plan for Bentleigh has recently been undertaken. This will lead into a Structure Plan for the area and will provide greater guidance for development adjacent to heritage areas, such as Mavho Street.</p> <p>Council currently has paint controls on only a limited number of individual properties. Any properties with alterations or additions that currently do not comply with the proposed policy will not be made to make retrospective changes, however reconstruction or restoration is always encouraged.</p> <p>The area of Centre Road, west of Rose Street will be reviewed as part of the 2018 Glen Eira Major Heritage Review.</p> <p><b>Refer submission to Panel</b></p>
12 Caulfield North HA	<ul style="list-style-type: none"> <li>Review property use as part of this Amendment, ensuring that the residential nature of the area is preserved.</li> <li>Concern with use of house (in the heritage area) as a childcare centre and proposal for 8 storey commercial/residential development in heritage area on Hawthorn Road.</li> <li>Want more focus on 'illegal' renovations in our area. Council must be involved with monitoring and enforcing rules if this (policy) is to be updated.</li> </ul>	<p>The Heritage Overlay is largely a buildings and works control – it does not control building use (except to allow prohibited uses in limited circumstances). Uses are controlled through the zoning on the land.</p> <p>Council officers will liaise with this submitter in relation to possible illegal renovations within the Caulfield North Heritage Area.</p> <p><b>Refer submission to Panel</b></p>
13 Elsternwick HA	<ul style="list-style-type: none"> <li>Object to Contributory rating of 10 St Georges Road, Elsternwick (originally rated as Non Contributory).</li> </ul>	Council's Heritage Adviser reviewed this property and while the dwelling has been

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	<ul style="list-style-type: none"> <li>The southern end of this street (St Georges Road) does not warrant such a significant grading due to its diverse mix of building styles and eras and its proximity to the Glen Huntly Road Commercial strip. Many of the dwellings in the vicinity of 10 St Georges Road are modern or have been significantly altered.</li> <li>To impose this control (ie. Contributory rating) would severely impact the development opportunity on a site which is not of high significance from a heritage perspective and is zoned Residential Growth.</li> </ul>	<p>altered, it still contributes to the heritage character of the Elsternwick Heritage Area and therefore is proposed to be retained as a Contributory building.</p> <p>Council is currently carrying out a structure planning process for Elsternwick and the current draft Concept Plan shows the 'preferred building type' for the Elsternwick Heritage Area is 1-2 storeys (as opposed to the 4 storey allowable height of the Residential Growth Zone). The final Structure Plan is yet to be finalised, however it could result in a change to the zoning in this particular area. One of the aims of the Concept Plan is to preserve the low-scale heritage character of Glen Huntly Road and the surrounding heritage and character areas.</p> <p><b>Refer submission to Panel</b></p>
14 Elsternwick HA	<ul style="list-style-type: none"> <li>It is great to see the (draft) Heritage Guidelines being embedded in the Planning Scheme through the Heritage Policy, thus giving stronger protection to the heritage value of Glen Eira.</li> <li>Good to see minor anomalies rectified.</li> <li>Seeks clarification regarding <i>"Discouraging additional vehicular crossovers and circular driveways"</i>.</li> </ul>	<p>The proposed policy <i>'Discourages additional vehicular crossovers and circular driveways'</i>. Most heritage dwellings have one single width crossover (usually leading to a garage/car port set behind the front wall of the dwelling). This policy point discourages any further driveways on the site as two driveways per lot is an unusual element in the heritage streetscape. In heritage areas where there is no driveway access from the frontage, new driveways and parking directly in front of the dwelling will be discouraged. There may be some opportunity for a new driveway if there is space available to park at the side of the dwelling.</p> <p><b>Refer to Panel</b></p> <p><b>Refer submission to Panel</b></p>
15 Lempriere Avenue HA	<ul style="list-style-type: none"> <li>It is very disappointing that Council sees a priority to write a new heritage policy when the whole of Lempriere Avenue has no access to stormwater drainage due to a blocked private drain. All houses at risk of further water damage. All homes</li> </ul>	<p><b>Refer submission to Panel</b></p>



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	<ul style="list-style-type: none"> <li>have issues with dampness due to slack of stormwater.</li> <li>We would love a visionary Council that actually takes into account the needs of the community.</li> </ul>	
16 122 Grange Road (Individually significant)	<ul style="list-style-type: none"> <li>Concern regarding the factual accuracy of the Statement of Significance for 122 Grange Road.</li> <li>The citation for this property should be reviewed and may even result in a Council reassessment as to whether there should be any reason for 122 Grange Road to remain registered as a heritage property.</li> </ul>	<p>Amendment C149 does not propose to make changes to the boundaries of heritage precincts or remove any sites from any heritage overlay area.</p> <p>However, the submitter has a valid concern and it is considered appropriate for this Statement of Significance to be reviewed during the 2018 Major Heritage Review.</p> <p><b>Refer submission to Panel</b></p>
17 Elsternwick HA	<ul style="list-style-type: none"> <li>The amendment is inconsistent with the current Urban Villages Policy. It is unclear which policy would take precedence.</li> <li>There is no statement of significance in relation to the inclusion of 58 Orrong Road, Elsternwick within HO72.</li> <li>The subject site is surrounded by a diverse built form character that will continue to evolve and undergo a significant degree of change in the near future.</li> <li>There is no specific references in the 1996 document to the heritage contribution that 58 Orrong Road makes to the significance of the heritage overlay.</li> <li>The amendment should provide more detail as to how the heritage values of the area and the housing diversity imperatives will be balanced, with reference to the clear existing policy that identifies certain parts of the municipality for more intensive forms of (re)development.</li> </ul>	<p>Council's Heritage Adviser reviewed this property and recommends that the Contributory rating of this property should be retained.</p> <p>Council is currently carrying out a structure planning process for Elsternwick and the current draft Concept Plan shows the 'preferred building type' for the Elsternwick Heritage Area is 1-2 storeys (as opposed to the 4 storey allowable height of the Residential Growth Zone). The final Structure Plan is yet to be finalised, however it could result in a change to the zoning in this particular area. One of the aims of the Concept Plan is to preserve the low-scale heritage character of Glen Huntly Road and the surrounding heritage and character areas.</p> <p><b>Refer submission to Panel</b></p>
18 Glen Huntly Park Estate HA	<ul style="list-style-type: none"> <li>Support the intent of the amendment.</li> <li>There has been a perception that the draft heritage guidelines were binding and that Council and VCAT would enforce the intent of these guidelines.</li> <li>We CANNOT SUPPORT the demolition provisions within Clause 22.01. It is too</li> </ul>	<p>See suggested changes to policy wording in accordance with Submission No. 33 at Attachment 2.</p>

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	easy to demonstrate that a building is structurally unsound and/or the building has deteriorated so that repairs are not an option. However we also recognize that it is very difficult to amend them so they are stricter without being completely unreasonable.	<b>Refer submission to Panel</b>
19 11 Railway Parade, Murrumbidgee (Individually significant)	<ul style="list-style-type: none"> <li>We reiterate our desire for Council not to impose themselves on our ability to effect any future improvements by casting any overlay over the property, thereby affecting its investment value.</li> </ul>	<p>Amendment C149 does not propose to make changes to the boundaries of Heritage Overlay Areas.</p> <p><b>Refer submission to Panel</b></p>
20 Glen Huntly Tram Depot Transport for Victoria	<ul style="list-style-type: none"> <li>The Glen Huntly Tram Depot is integral to operating the tram network. From reviewing the proposed text in Clause 21.10, it is understood that it will become difficult to upgrade buildings unless they are deemed to be structurally unsound, and even then, would be subject to a range of restrictive and potentially costly requirements.</li> <li>The Heritage Overlay, as it currently stands, imposes risks on the State should new buildings be required at the depot in the future. Accordingly TFCV would like to discuss further opportunities for buildings and works exemptions at the Tram Depot to ensure tram operations can continue to be supported at this location, while maintaining its heritage fabric.</li> <li>The MSS details the importance of early street car and rail infrastructure from a heritage perspective. TFCV would like further details on how streetscapes will be protected in or adjacent to heritage precincts to ascertain what impact this will potentially have on operating the public transport system.</li> </ul>	<p>The Glen Huntly Tram Depot forms part of a wider heritage area.</p> <p>Council officers welcome meeting with Transport for Victoria to discuss opportunities for buildings and works exemptions within the Heritage Overlay. Should Council and TFCV come to an agreement regarding any exemptions, these exemptions may be incorporated in to the planning scheme as part of the 2018 Major Heritage Review.</p> <p><b>Refer submission to Panel</b></p>
21 Bentleigh HA	<ul style="list-style-type: none"> <li>Object to Contributory rating of 2 Gilbert Grove (formerly rated as Non Contributory).</li> </ul>	<p>Council's Heritage Adviser reviewed this property and found that the dwelling appears to post-date the period of significance.</p> <p><b>Remove 2 Gilbert Grove from the list of Contributory properties within Clause 22.01 and revise the map/written details within the reference document.</b></p> <p><b>Refer submission to Panel</b></p>
22 Lempriere Avenue HA	<ul style="list-style-type: none"> <li>Objects to the property at 9 Lempriere Avenue being included in the Heritage Overlay.</li> <li>The building was constructed 23 years ago and has no architectural, cultural or historic significance to the street.</li> <li>The restrictions contained in this proposal unfairly places my property within the</li> </ul>	<p>9 Lempriere Avenue is the only Non Contributory property located within this highly intact and highly significant heritage area. Amendment C149 does not propose to alter any boundaries of existing heritage areas and</p>

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	heritage category.	<p>in this instance, Council officers would oppose any future proposal to remove this site as it is located in the middle of a heritage street.</p> <p>Council officers will arrange to meet with the submitter to discuss development options/restrictions within the Heritage Overlay</p> <p><b>Refer submission to Panel</b></p>
23	<ul style="list-style-type: none"> <li>• Dismayed at the demolition of so many Spanish Mission and Art Deco houses.</li> <li>• Support the renovation of heritage properties.</li> <li>• Large historical properties in the area need protection and support from development.</li> <li>• We must respect and value the quality of the period properties in Glen Eira and support restoration or extension of these properties to ensure they survive the current apartment boom and keep the character our suburbs are revered for.</li> </ul>	<p><b>Refer submission to Panel</b></p>
24 Bentleigh HA	<ul style="list-style-type: none"> <li>• I realize the heritage boundaries are not being changed at the moment but my house is in need of structural attention which will come at a large expense. I am enquiring as to whether my heritage overlay (212 Centre Road) may change in the future.</li> </ul>	<p>212 Centre Road is a Contributory building within the Bentleigh Heritage Area. Council is not proposing to alter the boundaries of the existing heritage area.</p> <p><b>Refer submission to Panel</b></p>
25 Ormond HA	<ul style="list-style-type: none"> <li>• Object to Contributory rating of 211 Booran Road (previously rated as Non Contributory).</li> <li>• I believe the estimated date of construction (noted in the reference document) is incorrect. The adult children of the previous owner explained that the house was constructed in 1941.</li> <li>• The Amendment and 2017 Report (reference document) should be amended to reference the date of construction at 1941 and consequentially treat the dwelling as non-contributory.</li> <li>• Otherwise I support the amendment.</li> </ul>	<p>A review of the property reveals that the estimated date of construction noted in the Reference document is incorrect. It seems that the property was constructed around 1941. The dwelling is therefore still considered to be an Inter-War dwelling and still contributes to the heritage character of the area.</p> <p><b>Amend the Reference document to note the date of construction as 1941 while leaving the rating of the property as Contributory.</b></p> <p><b>Refer submission to Panel</b></p>
26 Glen Huntly Park Estate HA	<ul style="list-style-type: none"> <li>• 28 Lyons Street was previously designated as "Building Defaced" with no architectural style assigned to it. Under the amendment, our property is being listed as Contributory.</li> </ul>	<p>Council's Heritage Adviser reviewed this property and found that the dwelling has been significantly altered and should be removed</p>

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	<ul style="list-style-type: none"> <li>We request our property be classified as Non Contributory.</li> <li>28 Lyons Street was intentionally absent from the (written) list of properties in the 1996 Heritage Management Plan.</li> <li>The dwelling has been altered such that any defining characteristics of an inter-War property in the Estate have been removed, including a modern, enclosed front entry, painting of original brickwork and external decorative features, original windows replaced, modern garage to the rear, non original front fence, non original driveway and front entry path.</li> </ul>	<p>from the list of Contributory properties in the Reference document and policy.  <b>Remove 28 Lyons Street from the list of Contributory properties within Clause 22.01 and revise the map/written details within the reference document.</b></p> <p><b>Refer submission to Panel</b></p>
27 Glen Eira Road HA	<ul style="list-style-type: none"> <li>With the Heritage Overlay comes the added burden/restrictions to an owner.</li> <li>Clearly Council sees a benefit in preserving our cultural heritage for the benefit of the community at large.</li> <li>Council should be allocating more resources and assisting with the financial care and maintenance of the limited properties affected (by the Heritage Overlay).</li> <li>A fund should be allocated to help with painting/rendering/repairing etc of properties that need to conform to an Overlay.</li> <li>We are most concerned the Council is trying to limit its assistance and in fact go in the opposite direction by removing statements within Clause 21.10.</li> </ul>	<p>This submission relates to the removal of the following statements:</p> <ul style="list-style-type: none"> <li><i>Providing advice and assistance to encourage sympathetic redevelopment and renovation.</i></li> <li><i>Providing incentives both to encourage and reward sympathetic redevelopment, restoration and renovation.</i></li> <li><i>Ensuring compatibility of street furniture and signs in designated heritage areas'.</i></li> </ul> <p>Dot point 1 was removed because this point is similar to another point in the policy which states:  <i>"Provide a free Heritage Advisory Service to ensure residents, architects and developers can meet with a Council representative to discuss heritage issues prior to the submission of a planning application".</i></p> <p>Dot point 2 was removed because Council has historically not undertaken incentives or rewards for renovations or development in heritage areas.</p> <p>Dot point 3 was removed because signage and conservation of early street elements including roadside furniture is mentioned within Clause</p>

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		<p>22.01 (though worded differently) and does not need to be replicated within Clause 21.10. Clause 22.01, however should be amended to include a statement that new street furniture being compatible with the heritage environs.</p> <p><b>Clause 22.01 should be amended to reflect these changes (see Attachment 2).</b></p> <p><b>Refer submission to Panel</b></p>
28 Vadlure Avenue HA	<ul style="list-style-type: none"> <li>Support for the amendment in broad terms – Vadlure Avenue, like Lempriere Avenue has a unique character which should be preserved.</li> <li><i>“Whilst I recognise the importance of maintaining the character of the street, I would not like my own property to be further encumbered to preclude the possibility for thoughtful redevelopment for either townhouses or multi family accommodation that of course respects the streetscape”.</i></li> </ul>	<p>The subject site is a very large property. Council officers will meet with the owner to discuss and clarify future development opportunities prior to Panel.</p> <p><b>Refer submission to Panel</b></p>
29 Glen Eira Road HA & Glen Huntly Tram Depot HA	<ul style="list-style-type: none"> <li>Prefer to be allowed to demolish this house (in Glen Eira Road HA) to allow a duplex to be constructed. The plan is to live in one and sell the other to pay for construction costs.</li> <li>Due to lack of finance, maintenance on the house as been minimal for the past 40 years.</li> <li>With this heritage policy (ie. restriction on demolition), the options are to continue living in the house with no money or sell the property.</li> <li><i>It is most unfair that I see many houses similar to mine, within walking distance of my property being demolished and duplexes built on them.</i></li> <li>Who determines heritage areas? What qualifications? Did they take into consideration people's financial disadvantages?</li> <li><i>I urge you to reconsider my two properties as heritage.</i></li> </ul>	<p>Both of the properties in question are Contributory properties within each heritage area and therefore demolition is discouraged. The current heritage controls have been in place for 17 years. The Heritage Management Plan 1996, from which the current heritage controls are derived, was prepared by an architectural historian.</p> <p>The owner retains has the ability to submit an application for demolition, providing an argument as to why the house/s are not of sufficient heritage value as to warrant retention or are structurally unsound.</p> <p>Council's Heritage Adviser visited both sites in question and is of the opinion that both dwellings contribute to the heritage character of the areas and therefore the Contributory rating of each property is proposed to be retained.</p> <p><b>Refer submission to Panel</b></p>

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30 Glen Huntly Tram Depot HA	<ul style="list-style-type: none"> <li>This property was previously noted as "Building Defaced" and now rated as Contributory.</li> <li>Property was purchased in 1999 with the intention of demolishing the property and redeveloping the site.</li> <li>The proposed Heritage Overlay will severely negatively impact on any future development decisions and place an unacceptable and unanticipated burden on us.</li> <li><i>We postulate that the properties are non contributory as they are significantly defaced due to development projects prior to our ownership. Consequently they have lost much of their original character and contributory features and do not contribute to the cultural heritage significance of the precinct.</i></li> <li>There are many other examples of this architectural style in the area and specifically along Glen Huntly Road that are in far superior condition and appeal more to the heritage surroundings.</li> <li>The combined properties are in fairly poor state of repair and would require significant expense to restore them to the required condition.</li> </ul>	<p>The Tram Depot Heritage Area was approved as a heritage overlay in October 2000.</p> <p>Council's Heritage Adviser inspected the properties and confirms the buildings are Contributory to the heritage character of the area.</p> <p>The applicant has the ability to apply for an application to demolish the property and can provide information regarding the suggested poor structural integrity of the buildings or lack of heritage significance.</p> <p><b>Refer submission to Panel</b></p>
31 Ormond HA	<ul style="list-style-type: none"> <li>Object to proposed Planning Scheme Amendment C149</li> <li>Specifically objects to the proposed change in grading of 130 Wheatley Road from Non Contributory to Contributory.</li> <li>The current planning application for the site was assessed by Council's Heritage Advisor and the demolition of the building was supported. In particular, written comments were made by the Heritage Advisor that <i>"the existing house post-dates the period of significance"</i>.</li> </ul>	<p>Council's Heritage Adviser re-inspected the site recently and confirms that the subject site was likely to have been constructed prior to 1942 (though there are no definitive building records available). Therefore the dwelling is considered to be an Inter-War building, which is within the period of significance for the Ormond Heritage Area and therefore should be noted as a Contributory Building.</p> <p>Previous advice from the Heritage Advisor would have stated that the dwelling <i>"Post dates the period of significance"</i>, as it was previously noted in the 1996 Glen Eira Heritage Management Plan as Non Contributory.</p> <p><b>Refer submission to Panel</b></p>
32 Elsternwick HA	<ul style="list-style-type: none"> <li>Object to the change of the status of 10A St Georges Road from Non Contributory to Contributory.</li> <li>This property is within the Residential Growth Zone...and note the site is within 140 metres walking distance of Glen Huntly Road.</li> <li>The existing (non contributory) status is given that the site originally formed part of</li> </ul>	<p>Council's Heritage Adviser recently reviewed this site and stands by the Contributory rating of this property.</p> <p><b>Refer submission to Panel</b></p>

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	<p>the land upon which the local heritage place known as “Les Naftiaux” at 12 St Georges Road is located.</p> <ul style="list-style-type: none"> <li>It appears that the only basis that the 2017 Review recommends the grading be changed to “contributory” is that the dwelling was constructed in 1928. This basis is insufficient to attribute a heritage value to the site.</li> </ul>	
33 National Trust of Australia (Victoria)	<ul style="list-style-type: none"> <li>The National Trust is supportive of the proposed changes, they do have some concerns specifically related to the updated heritage policy. These are addressed in detail in the submission.</li> </ul>	<p>Many of the suggestions made by the National Trust will enhance and strengthen the proposed heritage policy. Refer to Attachment 2 which includes tracked changes to Clause 22.01 including changes proposed.</p> <p><b>Refer submission to Panel</b></p>
34 Elsternwick HA (owners of the Coles development site)	<ul style="list-style-type: none"> <li>The Coles site, which consists of 441-461 Glen Huntly Road, 74 Orrong Road and 9 Beavis Street. Monitron requests Council that the abovementioned properties are removed from the Heritage Overlay.</li> <li>The proposed Coles redevelopment would also cause 11 Beavis Street to be isolated and should also be removed from the HO.</li> </ul>	<p>Amendment C149 does not propose to change the boundaries or remove properties from the heritage overlay. However, once the dwelling at 9 Beavis Street has been demolished (approval for this demolition was granted by VCAT as part of the future Coles redevelopment), the Contributory rating of this property is able to be reviewed.</p> <p><b>Refer submission to Panel</b></p>
35 Derby Road HA Monash University	<ul style="list-style-type: none"> <li>Monash University owns 16-28 Derby Road.</li> <li>Proposed Amendment C149 does not provide for the reasonable balance between the importance of the University campus, revitalising Derby Road Shopping Precinct and recognising Contributory heritage buildings.</li> <li>The proposed Amendment is inconsistent with the future vision for the Monash University Caulfield Campus, particularly as developed in the original Priority Development Zone, the 2011 Master Plan and as contemplated by the current review of the Master Plan.</li> <li>There are policy and outcome inconsistencies between proposed Clause 22.01 and existing Clause 22.06.</li> <li>Proposed Clause 22.01 does not adequately differentiate between policies applying to Contributory and Non Contributory buildings.</li> </ul>	<p>The Statement of Significance for Derby Road notes that this heritage area is of Metropolitan heritage significance (as opposed to local significance).</p> <p>The proposed policy provides general guidance for development in heritage areas and is not site specific for Derby Road.</p> <p>The Monash University, Derby Road and environs is likely to undergo precinct planning as stated in the recently adopted Activity Centre, Housing and Local Economy Strategy which specifies a precinct-by-precinct approach to planning for all activity centres. During a precinct planning process, site specific heritage policy in relation to the Derby</p>

**ATTACHMENT 1 - Summary of Submissions Received for C149**

<b>Submission No.</b>	<b>Summary of Submission</b>	<b>Officer Comment</b>
		Road Heritage Area may be considered. <b>Refer submission to Panel</b>



## 21.10 HERITAGE

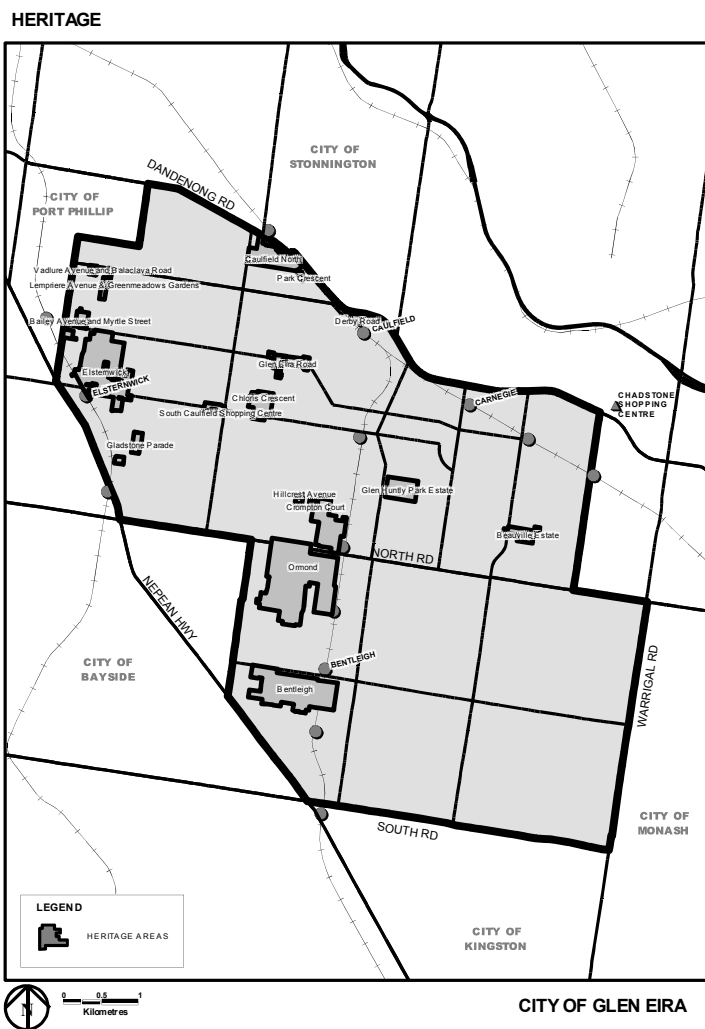
05/03/2016--  
C14913  
21.10-1

### Overview

05/03/2015  
C14913

The City of Glen Eira is essentially an inter-war municipality founded upon the development of Melbourne's electric tramway system and the electrification of its suburban railways. Important examples of nineteenth and early twentieth century housing and commercial development add interest to the City. At the national level, it remains today as a rare, surviving, middle distance, middle class municipality of the inter-war era, retaining its system of street tramways. A number of areas and individual properties comprehensively demonstrate important eras in the growth of Glen Eira and survive in a reasonably intact state. These have been identified in the Glen Eira Heritage Management Plan 1996 and Addendum to the Glen Eira Heritage Management Plan 2014. Some have also been recognised by Heritage Victoria and the National Trust.

Glen Eira is currently experiencing a development boom, which means the pressure to demolish older buildings will increase. There is also pressure to adapt and develop heritage places to suit contemporary lifestyles. There is increasing concern that the City's heritage is under serious threat. There is a need for clear design guidelines for new development both within and adjacent to heritage precincts. It is becoming increasingly apparent that as property values rise, so too does the quality of the buildings which are making way for new development. One of the ways that residents can ensure that heritage values are protected is to embrace the introduction of heritage controls.



## 21.10-2 Objectives, strategies and implementation

05/03/2016  
C14913

### Objectives

To identify, protect, enhance and promote understanding of Glen Eira's heritage.

### Strategies

- Protect places identified as having architectural, cultural or historical significance.
- Ensure sympathetic redevelopment and renovation of areas and places identified as having architectural, cultural or historic significance in the municipality.
- Enhance knowledge and popular understanding of Glen Eira's architectural, cultural and historic heritage.

### Implementation

These strategies will be implemented by:

### Policy and the exercise of discretion

- Considering the heritage significance of all places listed in the Glen Eira Heritage Management Plan 1996 and Addendum to the Glen Eira Heritage Management Plan 2014 [and the Glen Eira Review of Existing Heritage Precincts, 2017](#) in the assessment of planning applications which may impact upon their heritage values.
- Assessing all town-planning applications for heritage properties having regard to the Heritage Policy [at Clause 22.01](#).
- Requiring proponents seeking permission to demolish/alter buildings at a heritage place or in a heritage area to demonstrate that the replacement building/alteration has been designed to reflect and complement the heritage significance of the place or area.
- Allowing non conforming uses, which will not compromise the architectural/cultural/historic significance or amenity of the neighbourhood, as a means of guaranteeing, continued viable use of a heritage building.

### Zones and overlays

- Applying the Heritage Overlay to ~~areas and individual properties identified in the Glen Eira Heritage Management Plan 1996 and Addendum to the Glen Eira Heritage Management Plan 2014~~ [areas and individual properties identified as having cultural significance](#).

### Further strategic work

- ~~Preparing guidelines for development in identified heritage areas.~~
- ~~Preparing an amendment to apply a Heritage Overlay to remaining areas and individual properties identified in the Glen Eira Heritage Management Plan.~~
- ~~Collecting and maintaining a database of information which enhances the knowledge and popular understanding of Glen Eira's architectural, cultural and historic heritage.~~
- [Undertake the heritage actions of the Planning Scheme Review 2016.](#)
- Collect and maintaining data sheets which specify significance of areas and individual properties.
- Digitally mapping significant heritage properties to ensure that information is widely available.

### Other actions

- Promoting the benefits of heritage preservation.
- Providing a free Heritage Advisory Service [to ensure residents, architects and developers can meet with a Council representative to discuss heritage issues prior to the submission of a planning application.](#)
- ~~Providing advice and assistance to encourage sympathetic redevelopment and renovation.~~
- ~~Providing incentives both to encourage and reward sympathetic redevelopment, restoration and renovation~~
- ~~Ensuring compatibility of street furniture and signs in designated heritage areas~~

### Reference documents

Glen Eira Heritage Management Plan, Andrew Ward & Associates, 1996  
 Addendum to the Glen Eira Heritage Management Plan, Andrew Ward, 2014  
[Glen Eira Review of Existing Heritage Precincts, 2017](#)  
[Phoenix Precinct Strategy Plan, Greenaway and Katz, 1996](#)

[Phoenix Precinct Urban Design Framework, Gerner et al, 1998](#)

**22.01 HERITAGE POLICY**

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C149

This policy applies to all land within the Heritage Overlay.

**22.01-1 Policy basis**

--/--  
C149

A key objective of Council's Municipal Strategic Statement is to identify, protect, enhance and promote understanding of Glen Eira's heritage.

Within the municipality a number of individual places and precincts comprehensively demonstrate important eras in the growth of Glen Eira and survive in a reasonably intact state. They include residential and commercial areas and places from the Victorian, Edwardian, Inter-war and Post-war periods.

The Glen Eira Heritage Management Plan 1996, the Addendum to the Glen Eira Heritage Management Plan 2014 and the Glen Eira Review of Existing Heritage Precincts, 2017 identifies these places and provides a framework for their protection and enhancement.

This Policy builds on the basis of Clause 15.03 (Heritage) and Clause ~~22.01~~ 21.010 (Heritage) and sets out objectives and performance measures for all individual properties and heritage precincts in Glen Eira. This Policy includes Statements of Significance for each Precinct and the Contributory properties within each precinct ~~are listed at Clause 22.01-4.~~

**22.012 Objectives**

--/--  
C149

- To identify the City's heritage assets and to give effect to the recommendations of the Glen Eira Heritage Management Plan 1996, the Addendum to the Glen Eira Heritage Management Plan 2014 and the Glen Eira Review of Existing Heritage Precincts 2017.
- To protect places identified as having architectural, cultural or historic significance and which demonstrate the various eras of Glen Eira's development.
- To encourage retention, preservation and restoration of all of significant and contributory heritage places within Glen Eira.
- To preserve the scale and pattern of streetscapes in heritage precincts.
- To ensure that additions and new buildings and works to a heritage place respect the significance of the place and/or precinct.
- To ensure the design of new development respects, complements and responds to the heritage significance of the precinct.
- To promote design excellence which supports the ongoing significance of heritage places.
- To ensure that non-contributory buildings in heritage precincts are developed in a manner that is sympathetic to, and does not detract from, the significance of the heritage precinct.

**22.01-3 Policy**

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C149

It is policy to consider the following statements when assessing an application under the Heritage Overlay.

**Statements of Significance**

It is policy to:

- Take into account the statement of significance for a heritage place when making decisions about proposed buildings and works associated with that place.
- Where an individually significant place is located within a heritage precinct, any proposal must have regard to both the statement of significance for the individual place and the statement of significance for the heritage precinct in which it is located.

### Demolition

It is policy to:

- Retain significant and contributory buildings.
- Generally not accept poor condition or low integrity of a heritage place as justification for its demolition, particularly if, in the opinion of the Responsible Authority, the condition of the heritage place has been deliberately allowed to deteriorate or if its deterioration has arisen as a consequence of unlawful activities.
- Avoid the complete demolition of a heritage place unless the building is professionally assessed as being structurally unsound and posing an immediate risk, and it is demonstrated to the satisfaction of the Responsible Authority that it cannot feasibly be repaired or adapted for reuse. If located within a heritage precinct, any replacement building should clearly and positively support the significance of the heritage precinct.
- ~~Discourage demolition of significant and contributory buildings unless it can be demonstrated that:~~
  - ~~The building is structurally unsound; and~~
  - ~~The original fabric of the building has deteriorated to such an extent that a substantial reconstruction would be required to make the building habitable; and~~
  - ~~The replacement building displays design excellence; and~~
  - ~~If located within a heritage precinct, the replacement building clearly and positively supports the ongoing significance of the heritage precinct.~~
- Allow the partial demolition of significant and contributory buildings where the fabric to be demolished is of no significance, or for the purpose of additions if the additions will not affect the heritage significance of the building and is sympathetic in its scale and form.
- ~~Discourage demolition of heritage places where the poor condition of the place is, in itself, the reason for the demolition application.~~
- Where relevant, ensure an application for demolition is also accompanied by a replacement development proposal.
- To retain significant trees, vegetation and/or garden layouts that have been identified for their historical significance.

### Subdivision

It is policy to:

- Ensure that the subdivision of a heritage place does not adversely affect the cultural heritage significance of the place or precinct.
- Ensure that appropriate settings and elements for heritage places are maintained including the retention of any original garden areas, large trees and other features which contribute to the significance of that place.
- Ensure that the lot layout does not adversely affect the cultural heritage significance of the place or precinct.
- Ensure that the subdivision of heritage places results in development that retains the existing built form pattern where such pattern contributes to the significance of the heritage place.

### New Buildings in Heritage Precincts (Residential)

It is policy to:

- Ensure proposals are respectful of the existing scale, rhythm, massing, form and siting of significant and contributory buildings when viewed from the street.
- Encourage high quality, contemporary design or a simplified interpretation of the architecture of contributory buildings within the precinct to ensure new buildings are

distinguishable from original buildings within the area. Discourage side by side development unless this is a dominant typology in the precinct.

- Ensure that new development does not overshadow or have any detrimental affect on public parks located within the Heritage Overlay (Greenmeadows Gardens and Caulfield Park).

#### **Performance measures**

It is policy to assess proposals against the following measures:

- Replica or mock heritage styles are not considered an acceptable design outcome in a heritage precinct. New buildings should always be distinguishable from old buildings.
- Buildings should adopt an understated character and should not visually dominate neighbouring significant or contributory buildings or the precinct in general.
- The proportions and spacing of door and window openings in new buildings should relate to contributory buildings within the precinct.
- The roof form should be similar to or respond to with the prevailing roof forms in the heritage precinct.
- The front and side setbacks of new development should reflect the prevailing rhythm of the street. Where a new building is proposed to be located between one contributory and one non contributory building, the front and side setbacks of the contributory building should be applied.
- New buildings in heritage precincts should not be substantially taller than adjacent contributory buildings unless an additional storey is set well back on the site to reflect the prevailing scale of contributory buildings when viewed from the street.
- Materials, colours, textures and finishes should complement those found in the heritage precinct.
- New buildings should not obscure views to contributory buildings from the public realm.

#### **Alterations or Additions to significant and contributory buildings in heritage precincts (Residential)**

It is policy to:

- Encourage the conservation or restoration of significant and contributory external fabric (and internal fabric where applicable), particularly fabric that can be viewed from the street.
- Encourage the restoration or reconstruction of a known original or early appearance of the place if there is historical evidence (photos or plans) to support this.
- Ensure that restoration or reconstruction is undertaken using appropriate materials.
- Encourage the removal of later additions that detract from the significance of the heritage place.
- Encourage alterations and additions that avoid demolition of a heritage place and/or contributory elements; retaining facades only is discouraged.
- Discourage new openings in the principal façade or principal visible roof form.
- Ensure that, where possible, alterations and additions are concealed from view from the street frontage and do not overwhelm the significant or contributory building or wider precinct.
- Ensure that alterations and additions to existing buildings do not overshadow or have any detrimental affect on public parks located within the Heritage Overlay (Greenmeadows Gardens and Caulfield Park).

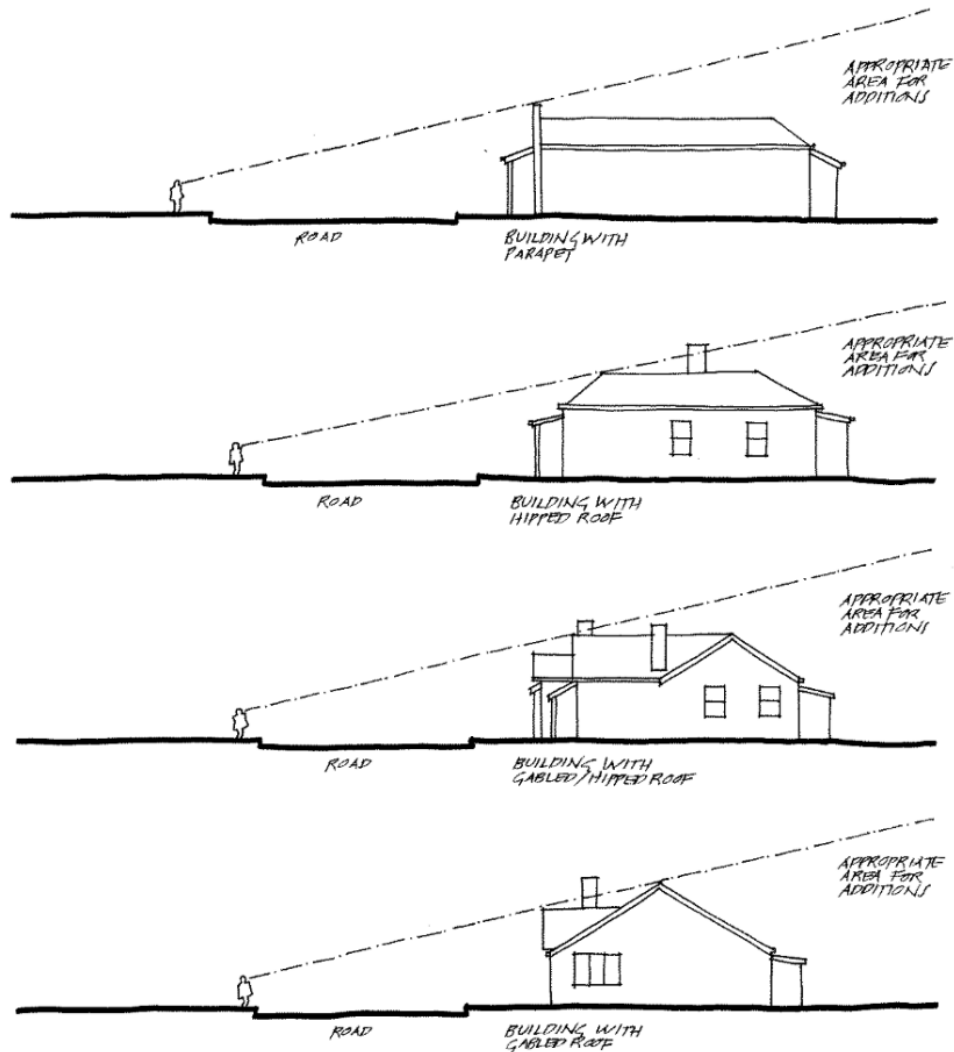
#### **Performance measures**

It is policy to assess proposals against the following measures:

- Ground floor extensions to the rear of significant and contributory buildings are encouraged in preference to first floor additions.
- Alterations and additions should be distinguishable from the original fabric of a heritage building.
- Additions should be visually recessive and read as a secondary element to the heritage place.
- Preserve existing rooflines, chimney(s) and contributory architectural features that are important components of the building.
- New building elements (dormer windows, verandahs, etc) should be avoided unless the proposal is part of a deliberate attempt to reinstate early features known to have existed on the building.
- Where side setbacks are an important feature of a heritage place, ground floor additions to the side boundary may only be allowed where the front wall of the addition is setback a minimum of 1.0metre from the front wall of the dwelling (there may be instances where a larger setback is required) and the addition is subservient to the significant or contributory building.
- First floor additions should be centrally sited and massed behind the principal façade and principal visible roof forms. Visibility of upper floor additions from the street should be minimised. Figure 1 indicates potential building envelopes created by projecting a sight line from 1.6 metres above ground level from the footpath across the street from the subject site. First floor additions can be accommodated within the area noted.
- Ensure that on corner sites, all additions visible from the secondary street should read as a recessive element to the heritage place.
- Alterations and additions should preserve principal view lines to significant and contributory buildings when viewed from the street.

| **Figure 1: Potential Building Envelopes for Various Roof Forms**





**NOTE:** On corner sites, the site line is taken from the primary street frontage.

### **New Buildings, Alterations and Additions (Commercial Heritage Areas)**

It is policy to:

- Encourage the conservation of setbacks that impart significance to those buildings that are surrounded by open space (including but not limited to churches and schools).
- Ensure any new upper level additions and works are respectful to the scale and form of the heritage place or contributory elements of the place and, where relevant, the heritage precinct as a whole.
- Encourage higher building additions to be well set back from the front wall of the building.
- Encourage the retention, restoration or reconstruction of original shopfronts and verandahs.
- Ensure commercial infill buildings adopt a contemporary architectural form or simplified interpretation of nearby contributory buildings.
- Discourage the introduction of architectural features, where it is known that these features were not originally present.
- Discourage signage above the verandah if it results in visual clutter in the streetscape and obscures views of the subject building and nearby contributory buildings.
- Ensure retention of signage deemed to have heritage value.
- Discourage sky signs, reflective signs, animated signs and electronic signs within heritage precincts.

### **Performance measures**

It is policy to assess proposals against the following measures:

- Avoid erecting structures, including high fences in front of significant or contributory schools and churches.
- Respect the existing rhythm and grain of existing streetscapes including the visual repetition of parapet lines when constructing new buildings or additions to significant or contributory buildings.
- Identify the critical architectural forms that impart significance to the building or precinct and ensure that new works conserve and enhance this character.
- Ensure plant and equipment are concealed from view within the street.
- Conserve original elements on the front façade of the building. New openings may be introduced on secondary elevations to corner buildings provided they do not irreversibly alter valued architectural treatments.
- Avoid obscuring names and dates forming part of the architectural treatment of the building.
- Avoid use of materials and colour that conflict with significant and contributory buildings.
- Avoid visually intrusive design which confronts the established architecture of the centre and dominates the surroundings.
- Conserve and repair original elements of significant and contributory shopfronts.
- Discourage glass bricks, security roller doors and tinted or obscure glazing.
- Encourage new verandahs to be setback 750mm from the street pavement to avoid damage sustained by passing trucks.
- Verandahs are discouraged on (former) public buildings and banks unless evidence can be provided indicating an original verandah to the building.
- Discourage internally illuminated signs unless they are located below the verandah, hanging under the soffit.

- Discourage above verandah signage unless specific provision has been made in the original façade treatment for a sign in that location.
- Ensure a neutral palette is used for the design of signage within heritage areas.
- The sign reading “Dairy Produce” at first floor level at 789 Glen Huntly Road should be conserved.
- The sign reading “The Argus” and “The Age” on the northern façade of 14 Derby Road should be conserved.

### Front Fences and Gates

It is policy to:

- Retain original contributory fences.
- Ensure that new front fences are constructed in a manner that is sympathetic to and contributes positively to the significance of the heritage place and wider precinct.
- Ensure that new fences are designed to allow views to the heritage place from the street.
- Discourage front and side return fencing in the Crompton Court Heritage Area.

### Performance measures

It is policy to assess proposals against the following measures:

- The materials and scale of new fences should be consistent with the architectural period of the significant or contributory building. In the case of non contributory buildings, the materials and scale of the fence should be generally consistent with the precinct.
- Use technical references such as *Fences and Gates c. 1840-1925*, National Trust Bulletin 8.1 or obtain expert advice to guide in the selection of a suitable style of front fence.
- Avoid choosing a fence style that is too ornate to suit the style of the place.
- In most precincts, fencing should not exceed 1.2 metres and should only be constructed in solid materials if this is consistent with the architectural period of the building or precinct.
- Discourage front and side return fencing within the Crompton Court Heritage Area as the lack of fencing is a characteristic of this Precinct.
- Provide continuity to the front fence by providing or retaining gates at the front property alignment.
- Encourage the use of hedges, shrubs and trees to provide additional privacy to dwellings in all heritage areas except for Crompton Court, where a lack of front or side return fencing and an open garden are significant elements in this precinct.
- Discourage development within the front setback of buildings.

### Car parking and outbuildings

It is policy to:

- Ensure that car parking facilities do not dominate heritage places.
- Encourage the retention and conservation of original garages of individually significant places and in heritage precincts where garages form a prominent element in the streetscape, especially in the Beauville and Hillcrest Estates.

### Performance measures

The following performance standards apply in the application of the policy:

- Encourage new car ports, garages and outbuildings that are visible from the street that use wall openings, roof forms and materials that complement but not replicate the main building or the characteristics of the heritage precinct.

- In general, parking should be restricted to the side or rear of properties, setback not less than 1 metre from the front wall of the façade adjacent to the driveway. Parking directly in front of a building is generally discouraged.
- Garage doors should generally reflect contributory garage doors in the area, where this is a dominant element in the streetscape
- Discourage double garages unless they are well setback from the street and in the rear yard of the property.
- Driveways and vehicular crossovers should provide for single car access only.
- Discourage additional vehicular crossovers and circular driveways.
- Where parking within the property frontage is prevalent in the streetscape, new car parking should not be contained within a roofed structure and should be integrated into the landscape to minimise visual intrusion.

#### **Ancillary Services:**

It is policy to:

- Encourage services such as satellite dishes, shade sails, solar panels, water tanks, air conditioning units and the like to be concealed from view of the street unless it can be demonstrated that they will not detract from the heritage significance of the place.

#### **Public Infrastructure:**

It is policy to:

- Encourage the retention and conservation of early public streetscape elements, such as landscaping features, roadside furniture, fire hydrants, post boxes and the broad range of infrastructure materials which contribute to the character of the heritage place.
- Ensure new street furniture respects the character of the area.

#### **Vegetation:**

It is policy to:

- Encourage the retention of culturally significant trees in a heritage place unless:
  - The trees are to be removed as part of a maintenance program to manage loss of trees due to deterioration caused by old age or disease.
  - The trees are causing structural damage to an existing structure and remedial measures (such as root barriers and pruning) cannot be implemented.
- Ensure additions and new works respect culturally significant trees (and where possible, significant garden layouts) by siting proposed new development at a distance that ensures the ongoing health of the tree.

#### **Information to be submitted with a planning application:**

Together with standard information normally required for a planning application, the following additional information is also required for property located within a Heritage Overlay area, where relevant:

- A written explanation of how the proposal addresses the provisions of the Heritage Policy and justification of any variations to the policy.
- A photo montage of the streetscape.
- Axonometric elevations for proposals with upper floor additions showing oblique views from the streetscape.
- An application for demolition of a significant or contributory building be accompanied by a report from a suitably qualified structural engineer.

**22.01-4 Levels of Significance and Statements of Significance for Heritage Precincts**

C149

Every building of cultural heritage significance has been assessed and graded according to its heritage contribution. The levels of significance were revised for heritage precincts in 2017. The levels of significance are as follows:

- Individually significant: The place is a heritage place in its own right. All individually listed properties in the Heritage Overlay are individually significant. Where such properties are also located within a larger heritage Precinct, the individually significant property is considered to be a contributory place within the Heritage Precinct and the Statements of Significance for both the individual place and the precinct should be taken into account.
- Contributory: The place is a contributory element within a larger heritage precinct. A contributory element could include a building, or building parts such as rooflines, chimneys, verandahs or other structures or works such as landscaping, front fences or paving.
- Non Contributory: The place is not individually significant and does not contribute to the Heritage Precinct.

The following statements of significance provide a description of the importance of each Heritage Precinct. The contributory sites within each precinct are listed.

**HO68 Bailey Avenue and Myrtle Street environs, St Kilda East**Statement of Significance:

The Bailey Avenue/Myrtle Street Historic Area has historic and architectural significance. Its historic significance is founded on its ability to demonstrate developmental practices during the second decade of the Twentieth Century and the role of speculative builders in this process. Its architectural values rest on the distinctive character of the houses built by William Bailey, in the Federation style, and their high level of integrity.

Contributory Buildings:

Bailey Avenue: 2, 4, 6, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 20, 22, 23, 24, 25, 26, 27, 29  
 Glen Eira Road: 159, 163  
 Myrtle Street: 1, 2, 3, 4, 5, 6, 7, 8, 9, 11, 12, 13, 14, 15, 16, 17, 18, 20, 21, 22, 23, 24, 25, 26

**HO12 Beauville Avenue and environs, Murrumbidgee**Statement of Significance:

The Beauville Estate Historic Area is important at the State level as the first large housing estate undertaken by the A.V. Jennings Construction Co., later Jennings Group Limited, Victoria's largest home builder. It is also important as a very early estate development incorporating a range of features other than houses including made roads, shops and recreation facilities. In this respect it was the forerunner of the comprehensively planned housing estates of the Post-war era.

The estate is distinguished by its aesthetic values, as is the earlier and comparable Hillcrest Estate, which are formed by a combination of restrained diversity in house styles, with the exception of no. 30 in the emerging International style, and by a landscaped garden environment.

Contributory Buildings:

Beauville Avenue: 1-39  
 Dalny Road: 1 (part), 5-17R (St Patricks Tennis Courts), 5-5A, 7, 9, 11, 13, 15, 17, 19, 21, 23, 25  
 Gloucester Court: 1, 2, 3, 4, 6

Lindsay Avenue: 40, 42 44

Murrumbeena Road: 222, 224, 226, 228, 229, 229A, 230, 231, 231A, 232, 233

### **HO69 Bentleigh and environs**

#### Statement of Significance:

The Bentleigh Area has historic and architectural significance. Its historic importance is derived from the manner in which surviving Inter-war housing stock forms a relatively discrete area within the modern City of Glen Eira, surrounded on all sides by Post-war development and demonstrating the impact of the electrified railway system on Melbourne's suburban expansion during the Inter-war period.

Its architectural significance is determined by the stylistic diversity and integrity of the middle class suburban bungalows and villas of the Inter-war years which collectively demonstrate the role of the small scale investor/builders of the period and the ideals of the Garden Suburb movement.

#### Contributory Buildings:

Bendigo Avenue: 40, 45, 46, 48, 49-56, 58, 59, 60, 1/61, 62-69, 71, 72, 73, 75, 77, 79, 81, 83

Brewer Road: 31, 33, 35, 37, 39, 41, 43, 57, 59, 61, 63, 65, 69, 73, 101, 103, 105, 107, 109, 111, 113

Burgess Street: 3, 5, 7, 9, 11, 13, 1/15, 17, 19, 1/21, 1/23, 25, 27, 31, 33, 35, 37, 39, 1/41, 43

Cairnes Grove: 2, 3, 5, 6, 7, 8, 9-17, 19-35

Campbell Street: 1, 2, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, ~~21, 22~~, 23, 24, 25, 26, 1/27, 28, 30, 32, 34, 36, 39, 41

Centre Road: 202, 204, 208, 210, 212, 224

Daley Street: 49, 51, 54, 56, 57, 58, 59, 61, 62, 63, 64, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 77, 78, 79, 80, 1/82, 83, 85, 86, 88, 90

Eddys Grove: 1-9, 11, 12, 13, 14, 16, 18, 20, 22, 24, 27-40

Gilbert Grove: ~~2~~, 3, 5, 8, 9, 10, 11, 12, 13, 14, 1/15, 1/16, 17, 18, 20, 21, 24-33, 35, 36, 38, 40, 41, 43

Sunnyside Grove: 1-2~~12~~, 26, 27, 28, 1/29, 30, 31, 32, 33, 34, 37, 38, 39, 40

### **HO86 Bruce Court, Elsternwick**

#### Statement of Significance:

The Bruce Court Estate of William White and Sons off Parkside Street, Elsternwick, was formed in 1927 and developed by them in 1928-29 with nos. 32-34 Parkside Street being undertaken by others in 1931-1933 and "Miranda" at No. 48 predating the subdivision but incorporated in it. It is historically and aesthetically significant. It is historically significant (Criterion A) as a very early subdivision demonstrating the planning principals of the Garden Suburb Movement in the highly sophisticated manner of the late 1920's. These principals include the treatment of the street and residential front gardens as a single garden landscape exemplified by the use of low front and side fences, coupled crossings, uniform street plantings, 45 degree corners splays at the entry to the court and a curved wall closing the vista at the far end. The historic importance of the subdivision rests also on the fact that the houses built by the Whites and which constitute the principal elements of the place post date the earliest comparable subdivision undertaken by the better known estate developers Dickson and Yorston Pty Ltd in St Kilda East by only a year. Bruce Court compares chronologically also with Linden Court, Windsor (1928) and Crompton Court, Caulfield South (1929) whilst others of similar urban character were to follow. The survival of "Miranda" is of historic interest as the house that preceded the development of

the court but survives as evidence of this earlier time. The blocks on which the houses of the early 'thirties facing Parkside Street are located formed part of the original estate and are of historic interest in this respect. No. 34 is of importance also as it marks the entry to the court, together with no. 48.

The subdivision is of aesthetic importance (Criterion E) not only for its Garden Suburb character but also for the manner in which the Whites' houses, though stylistically diverse in the manner of the period, use common architectural vocabulary that impacts aesthetic unity to the court. In this respect the place epitomizes the qualities that distinguish the Garden Suburb Movement in metropolitan Melbourne in the late 1920s.

Contributory Buildings:

Bruce Court: 1-6  
Parkside Street: 32, 34, 46, 48

#### **HO14 Caulfield North and environs, Caulfield North**

##### Statement of Significance:

The Caulfield North Heritage Area is locally significant as a substantially intact and cohesive residential area during the late nineteenth century Land Boom and subsequently almost fully developed during the period leading up to the Great War. It is representative of speculative development in Melbourne's middle ring suburbs directed at the emerging middle class which was enabled by means of rail communication to live away from the workplace in a garden suburb environment.

Contributory Buildings:

Arthur Street: 3-3A, 5, 7, 9, 10, 11, 13, 14, 15, 17, 19, 21, 23, 25, 27, 29, 33  
Carnarvon Road: 1, 3, 5, 6, 7, 9, 10, 11, 12, 13, 13A, 14, 15, 16, 17, 17A, 18, 19, 20, 21, 22, 23, 24, 25, 25A, 26, 27, 28, 29, 30, 31  
Dandenong Road: 528-530  
Glenferrie Street: 1, 2, 3, 4 "Anslem", 5, 7, 9, 10, 11, 13  
Hawthorn Road: 17, 21-33, 39-51  
Inkerman Road: 704, 706, 710, 712, 718, 720, 726-746, 752-764  
Malakoff Street: 1, 2, 3, 4, 6-28  
Malvern Grove: 1-12, 14, 16, 17, 19, 21, 23, 26, 28, 29-36, 38, 40, 42  
Mayfield Grove: 1, 2, 3, 4, 4A, 5, 6, 9, 10, 11, 12, 13, 14, 16  
Normanby Avenue: 5-12, 12A, 13, 14, 14A, 15, 16, 17, 18, 19, 22, 24, 26, 28, 30  
Normanby Road: 107-135

#### **HO17 Crompton Court, Caulfield South**

##### Statement of Significance:

Crompton Court is locally important as an early garden estate, comparable with Lempriere Avenue (q.v.), 1926-27. Though smaller and lacking some features of Lempriere Avenue, the consistent design of the houses in the Spanish Mission Style, the treatment of no. 5 at the head of the court and the absence of front fences are distinguishing features at the local level. In these respects, Crompton Court is representative of the best garden estate design practice in Caulfield during the mid- Inter-war period.

Contributory Buildings:

Booran Road: 197, 201  
Crompton Court: 1-5

**HO71 Derby Road and environs, Caulfield North**Statement of Significance:

Derby Road is significant at the metropolitan level as a predominantly Edwardian shopping centre associated with the Caulfield Racecourse and having a distinct urban form determined by its short length and accentuated by a double line of electric tramway. Its architectural significance is established by the diversity of its street architecture and railway station and is enhanced by their substantially intact state.

## Contributory Buildings:

Derby Road: 1, 3, 4, 5, 6, 7, 8, 9, 10, 12, 13, 14, 15, 17, 19, 20-24, 25, 26  
 Sir John Monash Drive: 11-12, 12A, 13-14, 15-17  
 Tram overhead wire poles: 16, 17, 51, 54, 54A, 54B, 55-59

**HO72 Elsternwick Estate and environs, Elsternwick**Statement of Significance:

The Elsternwick Historic Area is locally significant for its nineteenth and early twentieth century building stock and to the extent that it demonstrates a past way of life. The fabric of the Area demonstrates the following historic themes which contribute to its significance:

- Mid nineteenth century formation of country residences for which Caulfield is noted;
- Late nineteenth century “Boom” development of residential subdivisions and shops;
- The collapse of the Land Boom and of its land development schemes and deals which became the subject of criminal charges;
- The provision of public services including pitched roads and electric trams;
- The Edwardian residential and commercial development associated with the economic revival of that period;
- The pattern of residential development over time leading to a diverse socio-economic profile expressed in the range of house sizes and types;
- The continuing economic strengths of the Elsternwick Shopping Centre during the Inter-war period; and
- The development of religious, recreational and social institutions throughout the history of the Area.

## Contributory Buildings:

Acacia Street: 1, 3, 5, 7, 8, 10, 11, 12, 13, 14, 15, 18  
 Allison Road: 1, 1A, 3, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 19A, 20  
 Beavis Street: 9, 11, 15, 17, 19  
 Curral Road: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 15, 17  
 Curral Place: 14, 16  
 Elizabeth Street: 1, 1A, 3, 5, 7, 9, 10, 11, 13, 14, 15, 16, 18, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 32, 33, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 50, 52, 54, 56, 58  
 Glen Huntly Road: (north side) 271-317, 323-351, 357-399, 405-415, 421-431, 459-467  
 (south side) Elsternwick Plaza, 296-298, 316-322, 332-348, 352-356, 360-374, 386-404, 410, 416, 420, 426-478  
 Tram overhead wire poles: 64-79, 81



Glen Eira Road:	182, 184, 186, 188, 190, 192, 194, 196, 202, 204, 206, 216
Gordon Street:	1, 9, 21, 23, 25, 27, 29, railway footbridge
Hotham Street:	178, 180, 182, 184, 186, 188, 190, 192 “Rippon Lea”
King Street:	3, 6
Liscard Street:	1, 3, 5, 7, 9, 11, 13, 15, 17, 19, 20, 21, 22, 23, 24
Long Street:	1, 2, 3, 4, 5, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 24
Maysbury Ave:	1, 2, 3, 5, 6, 6A, 8, 10
Orrong Road:	39, 41, 43, 56, 57, 58, 60, 62, 63, 64, 65, 67, 70, 71, 73, 77, 1/78, 79, 81, 82, 83, 84-86, 85, 87, 88, 89, 91, 97, 101, 107, 113, 115, 117, 119, 121, 123, 125, 127, 129
Regent Street:	1-22, 24-33, 35, 37, 39, 41, 43, 45, 47, 48, 49, 50, 52, 54-66, 68-75, 77, 78, 80, 82, 84
St Georges Road:	1 “Glenmoore”, 2A, 3, 4, 7, 8, 9, 10, 10A, 11, 12, 15, 18, 21, 23, 27, 30, 32, 34, 36, 37, 38, 39, 42-61, 63-80, 82, 83, 84
Sandham Street:	1, 2, 5, 7, 16, 18, 19, 20, 21, 23, 28
Selwyn Street:	<del>1</del> -2, 4 (former Fire Station), 13,
Sinclair Street:	1, 2, 4, 6, 10, 11, <del>12</del> -16-20, 22, 24
Staniland Grove:	1, 3, 5A, 7, 9, 11, 13, 15, 16, 17, 18, 20, 20A, 22
Villiers Street:	1-24

**HO22 Gladstone Parade, Elsternwick**Statement of Significance:

Gladstone Parade is locally significant as the City’s most imposing Land Boom subdivision, confirmed by the number of substantial two storeyed nineteenth century residences. Its architectural significance is enhanced by the variety of styles including Italianate and Queen Anne with Elizabethan/Jacobean references. Its historical significance is formed in part by the presence of the former O’Neill College, which recalls the place of Henry O’Neill, an early settler in the district and by the examples of the work of architect Thomas B Jackson.

## Contributory Buildings:

Gladstone Parade:	5, 7, 8, 9, 11, 12, 13, 15, 16, 19, 22, 23, 25, 28, 30, 32-34, 36
Nagle Avenue:	2 (former O’Neill College)

**HO73 Glen Eira Road and environs**Statement of Significance:

This Area is architecturally important for the manner in which it brings together unusually fine examples of houses representing the major growth periods and styles for which Glen Eira is noted. They include the mid and late Victorian periods (“Nithsdale”), the post Federation years (“Burn Brae” at no. 419 Glen Eira Road), and a range of Inter-war styles of an especially high standard within the municipality. This latter group includes Californian Bungalows (especially nos. 427 and 429), Spanish Mission (especially nos. 433 and 435 Glen Eira Road), Old English Cottages (nos. 536 and 538 Glen Eira Road), and isolated French Provincial, Gothic Revival and Modernist houses (nos. 451, 457 and 455 Glen Eira Road respectively).

## Contributory Buildings:

Bambra Road:	100, 102, 103, 104, 105, 106, 107, 108, 109, 110, 112, 114, 116, 120
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Glen Eira Road:	419, 423, 425, 427, 429, 431, 433, 435, 437, 439, 443, 445, 451, 453, 455, 457, 494, 506, 512, 514, 522, 524, 526, 528, 530, 532, 534, 536, 538.
Kambrook Road:	133 ("Nithsdale"), 139, 141, 143

**HO28 Glen Huntly Park Estate and environs**Statement of Significance:

This Area has architectural and potential heritage significance. Its architectural values are derived from the estate's capacity to demonstrate the planning principles of the Garden Suburb movement, pioneered in Melbourne during the mid 1920's and seen at "Glen Huntly Park" in the landscape treatment of the public environment, characterised by low front and side boundary fences, naturestrips and concrete pavements. These elements are reinforced by housing stock which is representative of its period and survives with a high level of integrity.

The potential historic significance of the estate arises from the extent to which Council intervened and therefore had responsibility for its design and construction. Although Council's decision to order its sale is known, its role in the planning and execution of the work remains the subject of further research.

Contributory Buildings:

Lyons Street:	6, 8, 10, 12, 14, 16, 18, 20, 22, 26, <del>28</del> , 30, 32, 34, 38, 40, 42, 44, 48
Miller Street:	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 1/11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 34, 36, 37, 38, 39, 40, 41, 42, 43, 44
Moir Avenue:	2, 4, 20, 22, 24
Morgan Street:	1, 2, 3, 4, 5, 6, 7, 8, 9, 9A, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, <del>21</del> , 22, 23, 24, 25, 26, 28, 29, 30, 32, 33, 34, 36, 37, 38, 39, 40, 41, 42, 44, 46
Neville Street:	1, 3, 5, 7, 9, 11, 13, 15, 17, 19, 21, 23, 25, 27, 33, 35, 37, 39, 41, 43, 47

**HO70 Glen Huntly Tram Depot and Glen Huntly Road environs**Statement of Significance:

This Area has historic and architectural significance. Its historic significance is demonstrated by the close juxtaposition between the tram depot and suburban homes, built at the same time and expressing their interdependence: a relationship which made possible the subdivision and settlement of the whole of the remaining open land in the Old Caulfield Municipality during the Inter-war period and has all but passed in other Australian capital cities.

The Area's architectural values are derived from the intact state of the stylistically diverse 1920s housing stock, demonstrating a standard of living representative of the period.

Contributory Buildings:

Glen Huntly Road:	885, 887, 889, 891, 893-901, 905, 907, 909, 911, 913, 915, 917, 919, 921
Mcgrath Street:	2, 4, 6, 8

**HO32 Hillcrest Estate and environs, Caulfield South**Statement of Significance:

The Hillcrest Estate Historic Area is noteworthy at the State level as the first housing estate undertaken by the A.V.Jennings Construction Co., later Jennings Group Limited, Victoria's largest home builder. It has historic value also as an early planed housing estate associated

with the depression years and is distinguished by its aesthetic values formed by a combination of restrained diversity in housing styles and a landscaped garden house environment.

Contributory Buildings:

Hillcrest Avenue: 1, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12

Marara Road: 27, 28

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**HO74 Lempriere Avenue, Greenmeadows Gardens and environs**Statement of Significance:

The Lempriere Avenue estate of Dickson and Yorston Pty Ltd and “Greenmeadows Gardens” represents an early high point in the development of the garden suburb environment in the metropolitan area during the 1920’s, demonstrated today by the attention to the design of a landscaped street environment in Lempriere Avenue and by the planned relationship with now mature public gardens which survive in a substantially intact state to the immediate south. The survival of the majority of houses forming part of the development enhances this significance.

Contributory Buildings:

Alston Grove:	24
Balaclava Road:	37, 39
Lempriere Ave:	2, 4, 5, 6, 7, 8, 10, 11, 12, 13, 14, 15, 16, 17
Green Street:	1 Greenmeadows Gardens

**HO75 Ormond Precinct environs**Statement of Significance:

The Area has historic and architectural significance. The historic importance rests on the manner in which the street grid, perimeter parkland and building stock demonstrate the formative influences on the development of the district. These include the Rosstown Junction Railway, the relative failure of the nineteenth century Land Boom to generate building activity and the period of Inter-war expansion made possible by the Area’s proximity with Ormond rail station.

The architectural values, though enriched by the survival of nineteenth century and post Federation development, especially on the higher south-west of the North Road/Wheatley Road intersection, are dominated by the stylistically diversity and integrity of middle class suburban bungalows and villas of the Inter-war years which collectively demonstrate the role of small scale investor/builders of the period and the ideals of the Garden Suburb movement.

Contributory Buildings:

Anthony Street:	1, 2, 3, 4, 5, 8, 10-31, 33-42, 44, 45, 46, 47
Beatty Crescent:	1, 2, 3, 4
Bethell Street:	1, 3, 5, 6, 7, 8, 12-21, 24, 25, 28-41, 44, 45
Booran Road:	194, 196, 202, 204, 205, 206, 207, 208, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 222, 223, 224, 225, 226, 227
Coane Street:	2, 5, 6, 7
Dalmor Avenue:	1-11, 13-19, 21, 23, 24, 25, 27-41, 45, 47
Elm Grove:	2C, 15, 19
Eumeralla Road:	2A
Foch Street:	1, 2, 3, 4, 5, 6, 10, 12
Fraser Street:	2, 3, 4, 5, 6, 8, 9, 10, 12-20
Glen Orme Avenue:	2B, 2, 19, 21, 23, 25, 27, 29, 31, 35-49, 52, 53, 1/54, 56, 59, 60, 61, 63, 65, 67, 68, 1/69, 70, 72, 74-82 (St Kevins Primary School)
Hawthorn Grove:	3, 4, 5, 6, 7, 9, 10, 11, 12, 13, 13A, 15, 17, 19
Malane Street:	1, 3, 4, 5, 7-17, 19-32, 1/33, 34-43, 45-52
Malua Street:	1, 2, 3, 4, 6, 7, 8, 9, 10, 11, 12, 13, 14, 18, 22
Maud Street:	2-8, 10-16, 18, 20, 21, 22, 23, 25
McKinnon Road:	129-167 (odd only)
Murry Road:	39, 43, 52, 54, 56, 58, 60, 62, 64, 66

Newham Grove:	3, 4, 5, 6, 6A, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 20, 21, <del>22</del> , 23, <del>24</del> , 26, 26A, 28, 30, 34, 36, 36A, 38, 40, 42
North Road:	369, 371, 373, 375, 379, 381, 383, 387, 1/392, 393, 1/394, 395, 396, 397, 399, 400, 401, 401A, 402, 404, 406, 407, 408, 409, 411, 413, 414, 415, 416, 418, 420, 428, 430, 432, 434, 436-440
Ocean Street:	2, 4, 7, 11, 15, 17, 19, 20, 22
O'Loughlin Street:	2, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 32, 1/33, 35, 37, 39, 41, 43
Queen Street:	1, 4, 5, 6, 7, 8, 9, 11-23, 25-38, 40-46, 1/48
Ruby Street:	3, 6, 8, 10, 13, 15
Stewart Street:	2, 3, 7, 8, 9, 10, 1/11, 12, 13, 14, 15, 16, 21, 23, 27, 28, 29, 30, 31, 32, 34, 36, 37, 38, 40, 42, 44, 45, 1/46, 1/47, 48
Wattle Grove:	14
Wheatley Road:	121 (Ormond Primary School), 123, 125, 126, 127, 129, 130, 132, 135, 136, 138, 140, 142, 143, 145, 146, 147, 147A, 148, 149, 150, 152, 154, 160, 162, 164, 166, 168, 170

**HO55 Park Crescent and environs, Caulfield North**Statement of Significance:

The Area is locally important for its aesthetic value as a prominent row of late Inter-war houses skilfully demonstrating the use of Classical, Mediterranean and Spanish Mission styles in a landscaped setting, enhanced by the view across Caulfield Park.

## Contributory Buildings:

Park Crescent: 54, 56, 58, 60, 62, 64, 66

**HO66 Caulfield South Shopping Centre and environs, Caulfield South**Statement of Significance:

This Area has historic and architectural significance. Its historic values are derived in part from its links with Camden Town, the main service centre for Caulfield for a period, and now demonstrated by the surviving state school no. 773 and other more tenuous evidence. It is important also, as the municipality's pre-eminent Inter-war shopping centre, comparing with Glen Huntly, Carnegie and McKinnon.

The Area also has architectural importance as an Inter-war shopping centre, underpinned by some prominent buildings of the period including the Church of the Holy Cross, the former State Savings Bank, the ANZ bank and shops situated on corner sites at Hawthorn Road, Alder and Poplar Streets. Together with the less important though contributory intermediate shops, some of which retain their original shopfronts, the South Caulfield Centre retains the greater part of its Inter-war architectural character.

## Contributory Buildings:

Glen Huntly Road: (north side) 705, 707, 713-717, 723-747, 755-793  
(south side) 702A-708, 712-722, 724 (Caulfield Primary School), 758-772, 782-792

Glen Huntly Road overhead tram poles 105-121

**HO76 Vadhure Avenue and Balacava Road, St Kilda East**Statement of Significance:

The Vadhure Avenue Historic Area is locally important as a small group of substantial middle class houses of the Inter-war period including exceptional Spanish Mission and English Domestic influenced residences and front gardens.

## Contributory Buildings:

Balaclava Road: 15, 17, 19, 21, 23  
 Vadlure Avenue: 2, 3, 6, 7

### **HO152 Normanby Road/Kambrook Road, Caulfield North**

#### Statement of Significance:

The Precinct is historically significant for its capacity to demonstrate standards of design and building construction in this part of the municipality during the late Land Boom years and especially just prior to the bank collapse of 1891. The housing stock is representative of the standards of amenity expected by the middle classes of Melbourne society at the time, including artists, (horse) trainers, jockeys, managers, travellers, journalists and the like, also having a functional link with the activities of the Caulfield Racecourse which forms an important element in the history of the Municipality. The row of attached pairs at 5-11 Kambrook Road and 53-67 ~~NormanbyKambrook~~ Road is especially significant in this respect in that the narrow allotments are indicative of the owner/developer's determination to maximise profits at the height of the Land Boom in 1891. The names of the dwelling are significant as a group in that they recall the developer's homeland of Scotland and yet appear to unaccountably strange to the casual observer of today.

The Precinct is aesthetically significant on account of its development pattern made up primarily of groups of identical or very similar attached and detached villas, thus nos. 5-11 Kambrook Road and 53-67 ~~NormanbyKambrook~~ Road form one group, nos. 75, 77 and 79 Normanby Road a second group and nos. 87 and 89 Normanby Road a third. Together with other houses of the Land Boom years, they demonstrate most of the commonly employed aesthetic devices characteristic of the Italianate Style including patterned brickwork, patterned slate roofs, cast iron lace verandahs, ornamental stucco work and ashlar boards. This pattern of development is complemented by examples of late architectural styles representative of the Post Federation and Arts and Crafts modes adding diversity to an otherwise highly cohesive streetscape. Post War defacement to some of the significant places has compromised the values of the Precinct in a limited manner.

#### Contributory Buildings:

Kambrook Road: 1-3, 5, 7, 9, 11, 1/13, 15  
 Normanby Road: 53- 67, 71- 79, 83- 89

### **22.01-5 Definitions**

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 C149

- Conservation: The process of looking after a place so as to retain its cultural significance.
- Cultural Significance: aesthetic, historic, scientific, social or spiritual value for past, present or future generations.
- Fabric: the physical material of the place, including components and fixtures, and can include building interiors.
- Heritage Place: anything subject to the Heritage Overlay and can include a site, area, land, landscape, tree, building or other work, or group of buildings of heritage significance.
- Maintenance: the continuous protective care of the fabric and setting of a place. It is distinguished from repair which involves restoration and reconstruction.
- Preservation: maintaining the fabric of a place in its existing state and retarding deterioration.
- Reconstruction: returning a place to a known earlier state and is distinguished from restoration by the introduction of new material into the fabric.
- Restoration: returning the existing fabric of a place to a known earlier state and is distinguished from reconstruction by no introduction of new material into the fabric.

**22.01-6 Policy Reference documents**

~~22.01-6~~  
C149

Glen Eira Heritage Management Plan, 1996

Addendum to the Glen Eira Heritage Management Plan, Andrew Ward, 2014

Glen Eira Review of Existing Heritage Precincts, 2017

Fences & Gates c. 1840-1925, National Trust Bulletin 8.1

The Burra Charter: The Australian ICOMOS for Places of Cultural Significance, 2103

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**ITEM 9.2 VCAT WATCH**

**Author:** *Effie Tangelakis – Coordinator Town Planning*

**File No:** *N/A*

**Attachments:** *Table of new appeals lodged*

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**PURPOSE AND SUMMARY**

To report to Council recent Victorian Civil and Administrative Tribunal (VCAT) decisions and to provide information about newly lodged appeals.

**RECOMMENDATION**

That Council notes:

1. the recent VCAT decisions including the commentary provided in the report.
2. the new planning appeals that have been lodged with VCAT.

**BACKGROUND**

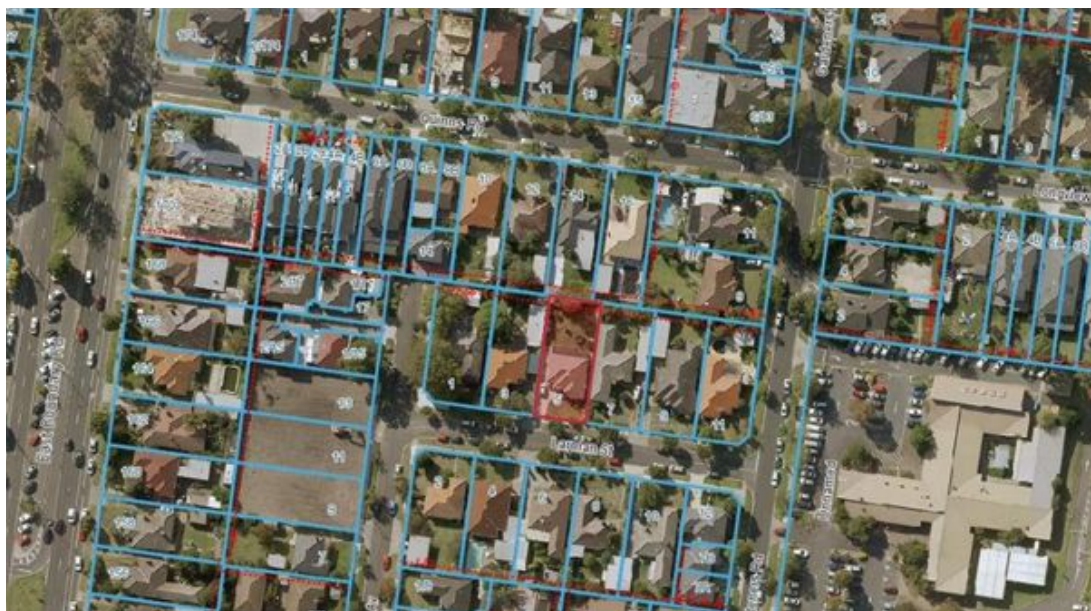
The VCAT process is an integral part of the planning permit process and provides opportunity for independent review of planning decisions. It allows appellants to make changes to a proposal after Council, as the primary decision maker, has determined an application. VCAT must take into consideration any relevant planning policy.

**ISSUES AND DISCUSSION**

The following are recent decisions on Applications for Review at VCAT:

ADDRESS	<b>5 LARMAN STREET, BENTLEIGH EAST</b>
PROPOSAL	Construction of a part two storey and part three storey building comprising 2 dwellings to the rear of the existing dwelling (3 dwellings on the lot)
COUNCIL DECISION	Refusal (Manager)
PROPOSAL CONSIDERED BY VCAT	The proposal was not amended by the applicant.
VCAT DECISION	Refusal affirmed
APPELLANT	Tina Avouris





***“...I accept that policy directions for a housing diversity area is for increased density. However, it is also policy that this increase has to have regard to a site’s interface with existing residential development in adjoining lots, and that a design has to be sensitive and respectful of the scale of the existing development on adjoining land...”***

– VCAT Member: Christina Fong

- The subject site is located within the General Residential Zone in a Housing Diversity Area Policy area.
- Council held that the intensity of the development at the rear was excessive and not appropriate in its interface with neighbouring sites. Council contended that the upper floors did not offer visual relief, and created unreasonable visual bulk considering the interface with the Neighbourhood Residential Zone located to the rear. Limited visibility of dwelling entry, non-compliance with ResCode in terms of side and rear setbacks, and limited opportunities for landscaping were also grounds of refusal.
- The proposed design would have involved a continuous building mass across the ground floor from one side boundary to the other, with almost the same at the first floor. The Tribunal agreed with Council that the building mass was not sensitive to, or respectful of the scale of buildings at the rear.
- The Tribunal also agreed with Council that the design of the new dwellings within such a confined area in a small backyard was not a respectful response.
- On that basis, the Tribunal affirmed Council’s decision and directed no permit be granted.

ADDRESS	<b>192 HOTHAM STREET, ELSTERNWICK (RIPON LEA ESTATE)</b>
PROPOSAL	Construction of buildings and works including carparking associated with use of the land as a food and drink premises (cafe) and waiver of the associated loading bay requirement
COUNCIL DECISION	Notice of Decision to Grant a Permit (Council)
PROPOSAL CONSIDERED BY VCAT	The proposal was not amended however an agreement was discussed by all parties prior to the hearing.
VCAT DECISION	Affirmed Council's decision with amendments to several conditions
APPELLANT	Sarah Rogers and others National Trust of Australia (Victoria)



***“...I acknowledge the council is merely seeking to address concerns to relieve car-parking pressure that may result in surrounding residential streets from activities on the overall site. However, in my view, it is not open to the council to use this development application to address this matter in this manner. I find the statutory provisions do not allow this approach to be taken by the council...”*** - VCAT Member: Peter Gaschk.

- The subject site is located within the Neighbourhood Residential Zone and is also within a Heritage Overlay.
- Two appeals were considered by the Tribunal – one by objectors to review the decision of Council and the second by the permit applicant to review the conditions of the Notice of Decision to Grant a Planning Permit.

- The Tribunal agreed with Council's decision that the proposed café would satisfy the purpose of the zone, and is consistent with State and local policies including heritage considerations.
- An agreement had been reached in relation to pedestrian and vehicle access by all parties prior to the hearing. The Tribunal agreed with this position and it was agreed that the car park access from Gordon Street may only be used between 7am and 5pm daily, and that the access must be closed to vehicles and pedestrians at all other times. The Tribunal agreed with resultant conditions discussed by the parties, that it would help address concerns raised by Ms Rogers and the remainder of the objectors in their application for review. This formed the basis of the first application for review.
- The second application for review was by the applicant, who appealed a number of conditions on the permit in relation to the number of car spaces required by permit conditions (47 spaces); concreting and line marking the car park; and providing a speed hump in the driveway.
- The Planning Scheme requires 11 car parking spaces to be provided on site for a café. The applicant said that Council's permit condition requiring 47 spaces was onerous.
- The Tribunal agreed with the applicant that there is no lawful basis to require 47 car spaces therefore the permit was amended to require 11 car spaces.
- The speed hump was required as Council had concerns with pedestrian safety and cars leaving the site. The permit applicant raised concerns with this and said it was onerous to require the construction of a speed hump. The Tribunal agreed with the applicant and required that raised bluestone should be provided instead.

**FINANCIAL, RESOURCE AND ASSET MANAGEMENT IMPLICATIONS**

N/A

**POLICY AND LEGISLATIVE IMPLICATIONS**

N/A

**COMMUNICATION AND ENGAGEMENT**

N/A

**LINK TO COUNCIL AND COMMUNITY PLAN**

Liveable and Well Designed:

- A well planned City that is a great place to live.

**OFFICER DECLARATION OF CONFLICT OF INTEREST**

No officers involved in the preparation of this report have any direct or indirect interest in this matter.

**CONCLUSION**

N/A

**ATTACHMENT 1: TABLE OF NEW APPEALS LODGED**

<b>COMPULSORY CONFERENCE (MEDIATION)</b>	<b>FULL HEARING</b>	<b>PROPERTY</b>	<b>PROPOSAL</b>	<b>ZONE</b>	<b>COUNCIL DECISION</b>	<b>APPEAL AGAINST</b>
	18 January 2018	462-464 Dandenong Road, Caulfield North	Construction of a three storey residential building comprising 26 dwellings above a basement level car park, reduction of visitor car parking requirements and alteration of access to a Road Zone Category 1	GRZ2	Refusal (DPF)	Refusal
	23 October 2017	2 Namron Street, Bentleigh East	Construction of a single storey dwelling to the rear of an existing dwelling (two dwellings)	NRZ1	Planning Permit (officer)	Condition
	16 November 2017	32 Moylan Street, Bentleigh East	Construction of one double storey dwelling and one single storey dwelling (two dwellings)	NRZ1	Planning Permit (officer)	Condition
	22 February 2018	12 Kambea Grove, Caulfield North	Demolition and construction of a dwelling in a neighbourhood character overlay and special building overlay	NRZ1	Refusal (Manager)	Refusal



**ITEM 9.3          9 ROYAL AVENUE, GLEN HUNTLY****Author:**            *Paul Wood, Manager Town Planning***File No:**            *GE/PP-30705/2017***Attachments:**    *1. Advertised plans***PURPOSE AND SUMMARY**

To consider a Planning Permit application.



<b>PROPOSAL</b>	A five storey building containing 2 shops and 18 dwellings, a reduction of the car parking requirement, and a waiver of loading of bay requirements
<b>MUNICIPAL STRATEGIC STATEMENT</b>	Housing Diversity Area – Glen Huntly Neighbourhood Centre
<b>APPLICANT</b>	Highland Investments
<b>PLANNING SCHEME CONTROLS</b>	Commercial 1 Zone – Clause 34.01 Apartment Developments – Clause 58 Car Parking – Clause 52.06 Loading and Unloading – Clause 52.02 Bicycle Parking – Clause 52.34
<b>OBJECTIONS</b>	3

## RECOMMENDATION

That Council issues a Notice of Decision to Grant a Planning Permit for Application No. GE/PP-30705/2017 at 9 Royal Avenue Glen Huntly for the construction of a **four storey building comprising up to 16 dwellings and a reduction in the visitor car parking requirement and waiver of loading bay requirement** in accordance with the following conditions;

1. Before the commencement of the development/use, amended plans to the satisfaction of the Responsible Authority must be submitted to, and approved by, the Responsible Authority. The plans must be drawn to scale with dimensions and must generally accord with the plans submitted with the application (identified as TP.101-TP.201 Issue A dated 13/7/17 and drawn by BG Architecture) but modified to show:

### General

- (a) Deletion of proposed level 4, and level 3 reconfigured to allow for up to three dwellings. The reconfiguration must not provide for any reduction in setbacks;
- (b) The dimensions of all balconies to be compliant with Table D5 of Standard B19 of Clause 58.05-3 of the Glen Eira Planning Scheme with any changes absorbed within the building envelope;
- (c) All east facing habitable room windows to levels 1 and 2 and the balustrades of east facing balconies to level 3 to have fixed obscure screening/glazing to a height of 1.7m above finished floor level;
- (d) Each dwelling to have storage in accordance with Table D6 of Standard B20 of Clause 58.05-4 of the Glen Eira Planning Scheme with these areas clearly indicated on the plans;
- (e) All single aspect habitable rooms to comply with Standard D25 of Clause 58.07-2 of the Glen Eira Planning Scheme;
- (f) An Environmentally Sustainable Design Report outlining how the development complies with Standard D6 and D13 of Clause 58 of the Glen Eira Planning Scheme. Any recommendations within this report must be notated on the plans;
- (g) An Acoustic Report outlining how the development complies with Standard D16 of Clause 58 of the Glen Eira Planning Scheme. Any attenuation methods required within this report must be notated on the plans.
- (h) At least 50% of the dwellings to be internally designed in accordance with Standard D17 of Clause 58.05-1 of the Glen Eira Planning Scheme, and a table provided on the plans demonstrating how this is achieved.

### Car Parking

- (i) Car parking to be provided in accordance with Condition 16. The visitor car space must be at grade (i.e not within a car stacker);
- (j) Pedestrian sight triangles measuring 2 metres along the property frontage by 2.5 metres along the driveway edge to be provided on both sides of the accessway. These areas must be clear of any objects or vegetation greater than 600mm in height. Any consequential changes to the basement

ramp/crossover/ground floor layout are to be to the satisfaction of the Responsible Authority;

- (k) The proposed crossover to be dimensioned on the plans measuring 3 metres in width and aligned with the trafficable section of the accessway (between the 300mm kerbs);
- (l) The proposed grades and grade lengths along the accessway ramp to be clearly shown on both the ground floor, basement and cross section plans, in accordance with Clause 52.06-8 of the Planning Scheme;
- (m) The solid wall along the western side of the accessway ramp to be cutback, or the walls be no greater than 900mm in height for the first 2.5m;
- (n) The provision of alternate car stacker systems to the satisfaction of the Responsible Authority. Car spaces within the stackers are to have a minimum usable platform width of 2.6 metres with the dimensions of the car stackers and car stacker spaces to be clearly indicated on the car park layout plans, showing the space widths and lengths, clear platform widths and lengths, space heights, pit depths, height clearances);
- (o) At least 25% of the car stackers must accommodate a vehicles height of 1.8 metres with a cross-section plan to be provided to illustrate the car stacker pits and height dimensions of each space;
- (p) The at-grade car spaces to be relocated to the north-eastern corner and replaced with car stackers within the north-western corner of the basement;
- (q) Any columns within the basement to be located no less than 250mm and extend no more than 1.25 metres from the car park aisle. The columns should be clearly dimensioned on the plans, in accordance with Diagram 1 of Clause 52.06 of the Planning Scheme;
- (r) Pedestrian access to the lift area and within the storage area in basement 2, to be at least 1 metre wide. The dimensions of the pedestrian paths must be annotated on the plans;
- (s) Annotations for an intercom system to be provided on the western side of the accessway ramp to allow sufficient vehicle access for visitor car parking. The intercom should be shown being 3 metres from the footpath;
- (t) At least 2 of the 6 resident bicycle spaces provided with the basement to be designed using a horizontal bicycle parking devices and the design and layout of the bicycle parking spaces is to accord with Clause 52.34 of the Planning Scheme, AS2890.3 or 'The Bicycle Parking Handbook' by Bicycle Victoria and be clearly annotated and dimensioned on the plans.

When approved, the plans will be endorsed and will then form part of this Permit.

2. The layout of the site and size, design and location of buildings and works as shown on the endorsed plans must not be altered without the prior written consent of the Responsible Authority. Note: This does not obviate the need for a permit where one is required.

3. The layout and description of the use(s) as shown on the endorsed plans must not be altered without the prior written consent of the Responsible Authority. Note: This does not obviate the need for a permit where one is required.

4. This Permit will expire if:

- The development and use does not start within two (2) years from the date of this Permit; or
- The development and use is not completed within four (4) years of the date of this Permit.

The Responsible Authority may extend the time referred to if a request is made in writing before this Permit expires or within six (6) months after the expiry date if the use/development has not commenced.

If the development has commenced, the Responsible Authority may extend the time referred to if a request is made in writing within twelve (12) months of the expiry date.

5. No buildings or works are to be constructed over any easement or other restriction on the land or any sewers, drains, pipes, wires or cables under the control of a public authority without the prior written consent of the relevant authority and the Responsible Authority.

6. Disabled access to the building must be provided to the satisfaction of the Responsible Authority.

All work carried out to provide disabled access must be constructed in accordance with in AS 1428.1 to the satisfaction of the Responsible Authority

7. Prior to the occupation of the development, the walls on the boundary of adjoining properties must be cleaned and finished in a manner to the satisfaction of the Responsible Authority. Painted or bagged walls must be finished to a uniform standard and unpainted or unrendered walls must have all excess mortar removed.

8. Prior to the occupation of the development, the owner/permit holder must prepare and have approved in writing by the Responsible Authority an updated Waste Management Plan (WMP) for the site with respect to the collection and disposal of waste and recyclables associated with the proposed uses on the site to the satisfaction of the Responsible Authority. The WMP must provide for the following:

- (a) The collection of waste associated with the uses on the land, including the provision of bulk waste collection bins or approved alternative, recycling bins, the storage of other refuse and solid wastes in bins or receptacles within suitable screened and accessible areas to the satisfaction of the Responsible Authority. Commercial waste bins being placed or allowed to remain not in view of the public, and receptacles not emitting any adverse odours.
- (b) Designation of methods of collection including the need to provide for private services and collection within the subject site. This must incorporate recycling services and must comply with the relevant EPA noise guideline relating to the time of collection.



- (c) Appropriate areas of bin storage on site and areas of waste bin storage on collection days.
- (d) Swept path diagrams to be provided demonstrating how waste collection can occur within the basement car park to the satisfaction of the Responsible Authority;
- (e) Details for best practice waste management once operating.

Once approved the WMP will be endorsed to form part of this permit and must be complied with to the satisfaction of the Responsible Authority and must not be varied except with the written approval of the Responsible Authority.

9. Prior to the commencement of any site works including demolition and excavation, the owner must submit a Construction Management Plan to the Responsible Authority for approval. No works including demolition and excavation are permitted to occur until the Plan has been approved in writing by the Responsible Authority. Once approved, the Construction Management Plan will be endorsed to form part of this permit and must be implemented to the satisfaction of the Responsible Authority. The Plan must be to the satisfaction of the Responsible Authority and must provide details of the following:
- (a) delivery and unloading points and expected frequency;
  - (b) Truck haulage routes, circulation spaces and queuing lanes;
  - (c) Details how traffic and safe pedestrian access will be managed. These must be in the form of a Traffic Management Plan designed by a suitably qualified traffic practitioner;
  - (d) A liaison officer for contact by owners / residents and the Responsible Authority in the event of relevant queries or problems experienced;
  - (e) An outline of requests to occupy public footpaths or roads, or anticipated disruptions to local services;
  - (f) Any requirements outlined within this permit as required by the relevant referral authorities;
  - (g) Hours for construction activity in accordance with any other condition of this permit;
  - (h) Measures to control noise, dust, water and sediment laden runoff;
  - (i) Measures to ensure that sub-contractors/tradespersons operating on the site are aware of the contents of the Construction Management Plan;
  - (j) Any construction lighting to be baffled to minimise intrusion on adjoining lots.
10. First, second and third floor habitable room windows and balconies on the eastern elevation to have fixed obscure glazing/privacy screens to a height of 1.7m above finished floor level. Privacy screens/obscure glazing must be in accordance with the endorsed plans and must be installed prior to the occupation of the development.

The privacy screens must be maintained to the satisfaction of the Responsible Authority.

11. No plant, equipment, services and substations other than those shown on the endorsed plans are permitted without the prior written consent of the Responsible Authority
12. Areas set aside for the parking of vehicles and access lanes as shown on the endorsed plan(s) must be:
  - (a) Constructed;
  - (b) Properly formed to such levels that they can be used in accordance with the plans;
  - (c) Surfaced with an all-weather sealcoat;
  - (d) Drained;
  - (e) Line-marked to indicate each car space and all access lanes;to the satisfaction of the Responsible Authority.

Car spaces, access lanes and driveways shown on the endorsed plans must not be used for any other purpose.
13. A sign, to the satisfaction of the Responsible Authority, must be provided directing drivers to the area(s) set aside for car parking and must be located and maintained to the satisfaction of the Responsible Authority. The area of the sign must not exceed 0.3 square metres.
14. Vehicular crossing(s) must be constructed to the road to suit the proposed driveway(s) to the satisfaction of the Responsible Authority and any existing crossing or crossing opening must be removed and replaced with footpath, naturestrip and kerb and channel to the satisfaction of the Responsible Authority.
15. A minimum of one (1) car space must be provided for the exclusive use of disabled persons. The car space must be provided as close as practicable to the front entrance of the building and must be clearly marked with a sign to indicate that it must only be utilised by disabled persons. The minimum dimensions of the car space must be 2.4 metres wide with a 2.4m shared space at the side and rear.
16. The car parking allocation for the approved development must be:
  - Not less than one (1) car space per one or two bedroom dwelling;
  - One visitor space (1) marked accordingly.
  - One per retail tenancy;
17. The areas set aside for car parking, shown on the endorsed plans, must be made available for use free of charge to employees and visitors at all times when the use is in operation and must not be used for any other purpose.

18. The mechanical car stackers must be maintained by the Owner's Corporation in a good working order and be permanently available for the parking of vehicles in accordance with their purpose to the satisfaction of the Responsible Authority. Should no Owner's Corporation be established, then the lot owner must bear responsibility for ongoing maintenance of the car stacker.

Prior to the occupation of the approved development, the owner/permit holder must prepare and have approved in writing by the Responsible Authority, a car stacker system management plan including but not limited to the following:

- (a) Allocation of car spaces according to vehicle size and type;
- (b) Ongoing maintenance of the car stacker system;
- (c) Instructions to owners/occupiers about the operation of the car stacker system; and
- (d) Communicating to prospective residents about the availability of car stacker spaces and sizes.

Once approved this document must be complied with to the satisfaction of the Responsible Authority and must not be varied except with the written approval of the Responsible Authority.

19. Any modification to existing infrastructure and services within the road reservation (including, but not restricted to, electricity supply, telecommunications services, gas supply, water supply, sewerage services and stormwater drainage) necessary to provide the required access to the site, must be undertaken by the applicant/developer to the satisfaction of the relevant authority. All costs associated with any such modifications must be borne by the applicant/developer.
20. Before the development is occupied, the provision and design of bicycle parking facilities must comply with Clause 52.34 of the Glen Eira Planning Scheme and AS2890.3-1993 (including the type, location, layout, access paths, signage) or otherwise to the satisfaction of the Responsible Authority.
21. Prior to the completion of the basement floor construction, written confirmation by a Licensed Land Surveyor must be provided to the Responsible Authority verifying that the basement floor has been constructed generally in accordance with the endorsed plans (prior to the construction of the levels above being commenced.)
22. Prior to the completion of the ramp to the basement, written confirmation by a Licensed Land Surveyor must be provided to the Responsible Authority verifying that the basement ramp has been constructed generally in accordance with the endorsed plans.
23. The permit holder must inform all purchasers about this planning permit, particularly drawing attention to Note E.
24. Prior to the occupation of the approved development, a permanent sign must be erected by the applicable planning permit holder in a prominent position in the car park and in any foyer/s stating that "Residents of this development will not be issued Residential Parking Permits (including visitor parking permits)". The sign must measure approximately 0.2 square metres in area, to the satisfaction of the Responsible Authority.

25. Written confirmation from a suitably qualified Traffic Engineer demonstrating that the basement layout and vehicle access complies with Clause 52.06 of the Glen Eira Planning Scheme.

**Notes:**

- A. The amendments specified in Condition 1 of this Permit and any additional modifications which are “necessary or consequential” are those that will be assessed by Council when plans are lodged to satisfy that condition. Any “necessary or consequential” amendments, in addition to those required by this condition, should be specifically brought to the attention of Council for assessment.
- B. If other modifications are proposed, they must be identified and be of a nature that an application for amendment of permit may be lodged under Section 72 of the Planning and Environment Act 1987. An amendment application is subject to the procedures set out in Section 73 of the Planning and Environment Act 1987.
- C. This Planning Permit represents the Planning approval for the use and/or development of the land. This Planning Permit does not represent the approval of other departments of Glen Eira City Council or other statutory authorities. Such approvals may be required and may be assessed on different criteria from that adopted for the approval of this Planning Permit.
- D. This Planning Permit represents the Planning approval for the development of the land. Side and rear boundary fences do not form part of this Planning approval. All matters relating to the boundary fences shall be in accordance with the provisions of the Fences Act 1968, i.e. Council will not deliberate on which option prevails but rather the permit holder and adjoining owners will need to cooperatively resolve which of the above outcomes is mutually acceptable.
- E. Residents of the dwellings allowed under this permit will not be issued Residential Parking Permits (including visitor parking permits).
- F. The proposed works must not cause any damage to the canopy, roots or the Tree Protection Zone of the existing street tree.
- G. No net increase in peak stormwater runoff in Council drainage network. Post development peak storm water discharge to Council drainage network must be maintained to the predevelopment level for 10 year ARI. Detailed plans and computations should be submitted to Council for approval prior to any construction works.
- H. Any failure to comply with the conditions of this permit may result in action being taken to have an Enforcement Order made against some or all persons having an interest in the land and may result in legal action or the cancellation of this permit by the Victorian Civil and Administrative Tribunal.
- I. Nothing in the grant of this permit should be construed as granting any permission other than planning permission for the purpose described. It is the duty of the permit holder to acquaint themselves, and comply, with all other relevant legal obligations (including any obligation in relation to restrictive covenants and easements affecting the site) and to obtain other required permits, consents or approvals.

- J. Prior to the commencement of any demolition and/or building works, an Asset Protection Permit must be obtained from Council's Engineering Services Department.
- K. If any existing Telstra pit/s at the frontage of the site are to be relocated and/or modified to the satisfaction of the relevant Authority, please call Telstra on ph: 1800 810 443. The written permission from the relevant Authority regarding the relocation and/or modification of the Telstra pit/s must be provided to Council.
- L. The permit holder/applicant/owner must provide a copy of the Planning Permit to any appointed Building Surveyor. It is the responsibility of the permit holder/applicant/owner and the Building Surveyor to ensure that the development approved by this Permit is consistent with any Building Permit approved and that all works are consistent with the endorsed plans approved under this Planning Permit.
- M. Consideration is required when installing domestic services (i.e – air conditioning units, heaters, water tanks and the like). The owner/occupier/permit holder/developer must take all reasonable and practicable measures in locating domestic services in position that reduce any amenity impact on adjoining properties. This includes selecting an appropriate installation position and enclosing the domestic service. Further information regarding noise from domestic services can be found in the Environmental Protection Act 1970.

Councils Asset Engineering Department advises;

- Any firefighting equipment for the building shall be accommodated within title boundary. Submitted plans are not showing location of any hydrant / booster. Council will not allow private fire equipment in the Road Reserve.
- The proposed pedestrian access must be DDA compliance.
- Asset Protection Permit must be obtained from Council Engineering Services Department prior commencement of any building works.
- All relevant Engineering Permits must be obtained prior any works within the Road Reserve and or stormwater connection to Council drainage network.
- Any modifications, amendments or changes that could impact Council's infrastructure assets are to be discussed with the Engineering Services prior to issuing a planning permit.

## BACKGROUND

The subject site has a relatively extensive town planning history. A Planning Permit was originally issued via Council Resolution (in July 2006) for a four storey building with one shop and nine dwellings. The application was amended three times, most recently in April 2013. The permit expiry date was extended by Council several times, however construction did not commence and this application has now lapsed. This site is currently vacant.

## ISSUES AND DISCUSSION

- Zoning and policy context
- Neighbourhood character
- Height, scale and massing
- Amenity impacts
- Internal amenity
- Car parking and traffic

### Proposal

- Construction of a five storey building
- Total height of 15.2m
- A total of 18 dwellings (9 two bedrooms, 9 one bedrooms)
- Two basement levels (lower level for car stacker pits and storage) containing 19 car spaces
- A reduction of one dwelling car space, three visitor car spaces and 3 retail car spaces are proposed
- Eight bicycle spaces
- Ground floor comprises 2 retail tenancies fronting Royal Avenue and Rosedale Avenue of 60-66sqm, 3 dwellings and a basement ramp from Rosedale Avenue.
- First floor contains 5 dwellings
- Second floor contains 5 dwellings
- Third and fourth floor contains 5 double storey dwellings
- Balconies/terraces ranging from 7-36 square metres

### Objectors' concerns

- Car parking and traffic
- Lack of loading bay
- Waste
- Height mass and scale
- Overshadowing
- Inadequate commercial space

### Referrals

#### Transport Planning

- The waiver of a car space for one dwelling is not supported
- 2 car spaces should be provided for visitors
- 1 car space per shop is considered acceptable
- Alternative stacker system should be provided

#### Waste Management

- Development is not suitable for Council collection
- Private contractor should collect waste from the car park storage area

#### FINANCIAL, RESOURCE AND ASSET MANAGEMENT IMPLICATIONS

N/A

#### POLICY AND LEGISLATIVE IMPLICATIONS

##### Zoning and policy context

State and local planning policy broadly supports development in this location, which increases housing supply in an existing urban area with good access to public transport and services. The subject site is located within the Commercial 1 Zone with interfaces to the General Residential Zone to the east and south. No height limit applies within the Commercial 1 Zone.

The Commercial 1 Zone seeks to create vibrant activity centres by providing commercial uses supported by residential development at a density appropriate to the role and scale of the Centre.

The Housing Diversity Area Policy which applies to the subject land encourages residential uses (such as shop top housing and apartment style developments) at first floor (and above) in conjunction with commercial uses. Given the proposal provides for two shops along with housing the above objective has been achieved and the proposal is consistent with the purpose of the zone.

##### Height, scale and massing

The Housing Diversity Area Policy seeks to ensure that building heights do not dominate the streetscape and provide an appropriate transition to adjoining buildings and that upper levels are recessed to reduce visibility.

The proposed building has a maximum height of 15.2m. It is clear that the development will be greater in height than the prevailing building heights in the surrounding area which are generally no more than 2 storeys. However, it is considered reasonable for a building of greater height in this location given the commercial zoning and strategic location.

Notwithstanding this, development must still respond to its context and provide a transition to adjoining and nearby buildings that are of a lower height.

In order to achieve the balance sought by policy it is recommended that the top floor (fourth floor) be deleted. This will ensure that there is an appropriate transition to the abutting properties and the visibility is reduced when viewed from the surrounds. This will consequentially reduce the number of dwellings which in turn will address some of the car parking deficiencies (discussed below).

##### Amenity impacts

The site has only one direct residential interface. To the north of the site is a double storey commercial property. To the south (across Rosedale Avenue) is a non-residential building. To the west is Glen Huntly Railway Station.

The one residential abuttal to the east contains a double storey apartment building, set back 2.1-3.7m from the boundary (with service yard/common property within this area). The existing setbacks and lack of any private open space areas facing the subject site will ensure that overshadowing is reasonable and that it complies with the State Government requirements.

The upper levels of the development have been recessed from the boundaries to moderate the effect of visual bulk. The deletion of the fourth floor will also greatly assist in moderating visual bulk and mass impacts.

Screening to habitable room windows at first and second floor has been proposed, however additional information is required to ensure screening is appropriate. It is also recommended the east facing third floor balconies/terraces be screened to 1.7m.

#### Internal amenity

A number of balcony areas to each dwelling are provided, which will ensure good access to natural light. Living areas and bedrooms feature either windows or direct balcony access. Conditions are recommended to ensure the area and dimensions of all balconies comply with the State Government guidelines.

No bedrooms are reliant upon "corridor" style windows, and the corner site location and north-south orientation will ensure that the balconies receive an acceptable level of solar access.

#### Car Parking and Traffic

The State Government parking guidelines require 18 on site resident car spaces based on 1 car space for each 1 or 2 bedroom dwelling. A total of 17 residential car spaces have been proposed. This results in a reduction of one residential car space and 3 on-site visitor car spaces.

The recommendation to delete the top floor will reduce the number of dwellings to 16, however the visitor car parking requirement would still remain at 3. Given the strategic location of the site, proximity to public transport and the availability of short-term car spaces available within the immediate vicinity, a reduction of 2 visitor car spaces is considered acceptable.

Council's Transport Planning Department is satisfied with the reduction of only one visitor car space, and the provision of two car spaces for the retail tenancies (one each).

The basement ramp and car park layout is generally satisfactory but some modifications are required to ensure safe and convenient vehicle movements.

The proposed shops generate a requirement for loading facilities. The provision of a loading bay for the small retail areas can be waived on this occasion as delivery vehicles are likely to be smaller in size and can be accommodated on-street.

#### Management Plan Requirements

The permit applicant provided a waste management plan which states private collection will occur, however this plan states that waste can be collected from the street. This is not supported. It is recommended that all waste be collected on site (from within the basement). Therefore an updated Waste Management Plan will be required to be submitted.



The State Government guidelines require the submission of an “Environmentally Sustainable Design” report and an “Acoustic Report”. These will be required as conditions of permit.

A Construction Management Plan will also be required to be submitted.

## **COMMUNICATION AND ENGAGEMENT**

### **1. Public Notice (Statutory)**

- 7 properties notified
- 62 notices sent (owners and occupiers)
- 2 signs erected on site
- 3 objections received

### **2. Planning Conference (Non Statutory)**

The Conference, chaired by Cr Esakoff, provided a forum where all interested parties could elaborate on their respective views. No objectors made an appearance at the planning conference, although apologies were received from two parties.

No undertakings were made by the applicant.

## **LINK TO COUNCIL PLAN**

Liveable and Well Designed:

A well planned City that is a great place to live.

## **OFFICER DECLARATION OF CONFLICT OF INTEREST**

No officers involved in the preparation of this report have any direct or indirect interest in this matter.

## **CONCLUSION**

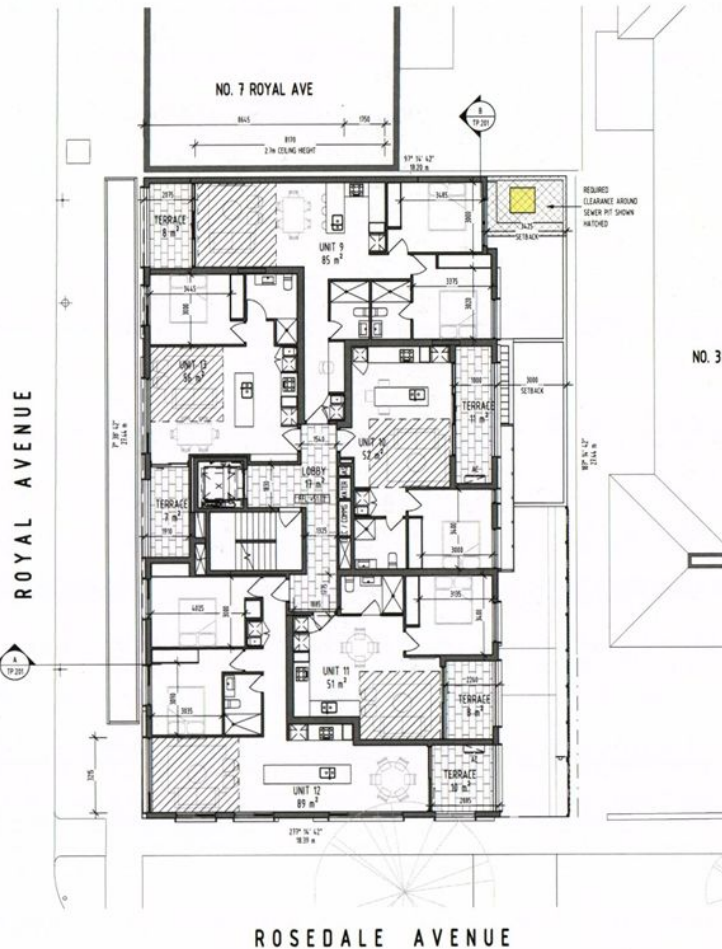
That a Notice of Decision to Grant a Planning Permit be issued.







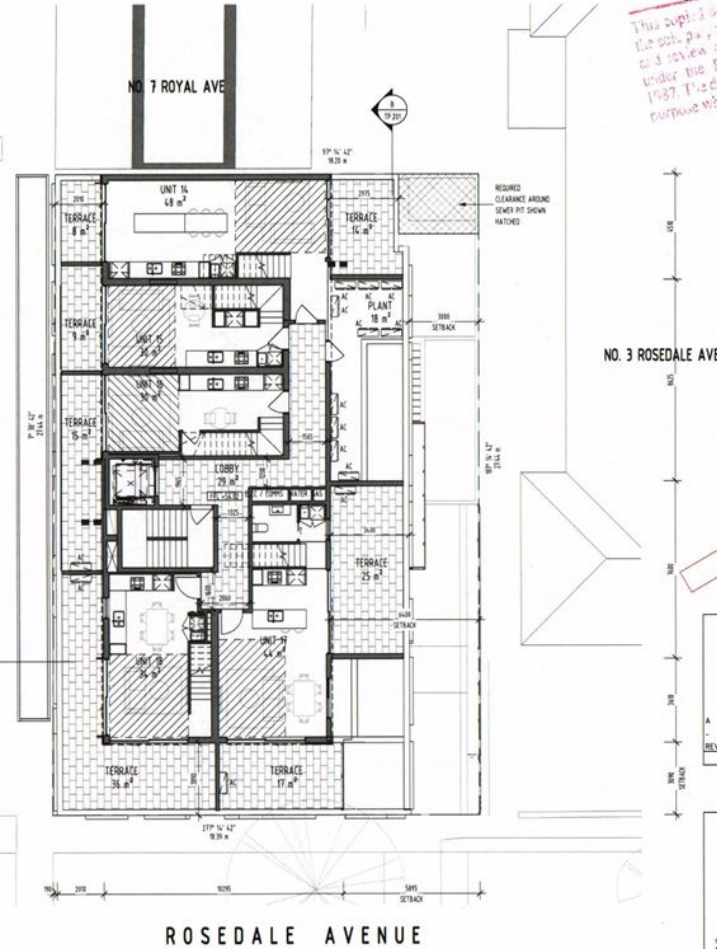
**ADVERTISED PLAN**  
**11 OF 18**  
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**PROPOSED LEVEL 2**  
 1:100

NO. 3 ROSEDALE AVE

ROYAL AVENUE



**PROPOSED LEVEL 3**  
 1:100

**FOR APPROVAL**

A	13.01.19	COUNCIL RPT	
	31.05.19	TOWN PLANNING SUBMISSION	GB
REV	DATE	DETAILS	

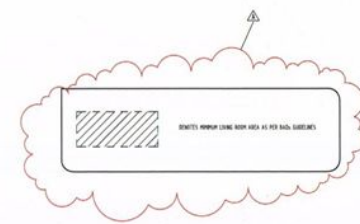
**bg architecture**

13 North Street, 4th Floor, Sydney, NSW 2000  
 Telephone: +61 (0) 2 9231 5300  
 Email: info@bgarch.com.au

Project: **Royal Avenue Apartments**  
 9 Royal Avenue, Glenhurst, VIC.

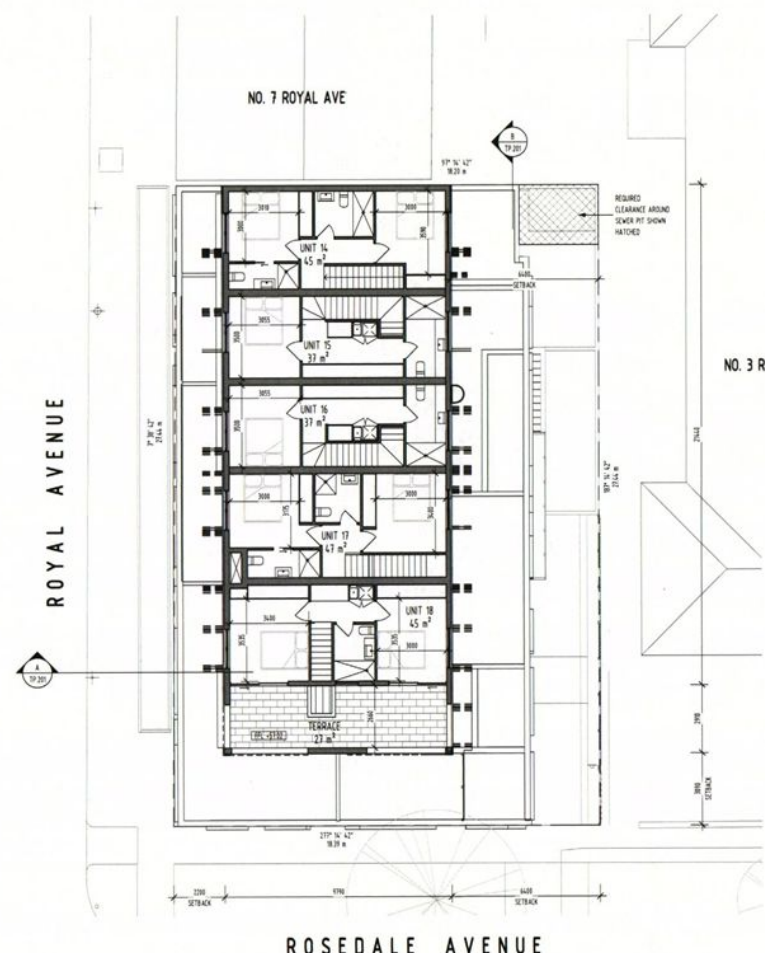
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 Drawn: GB Checked: AG  
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 Design Number: TP-102  
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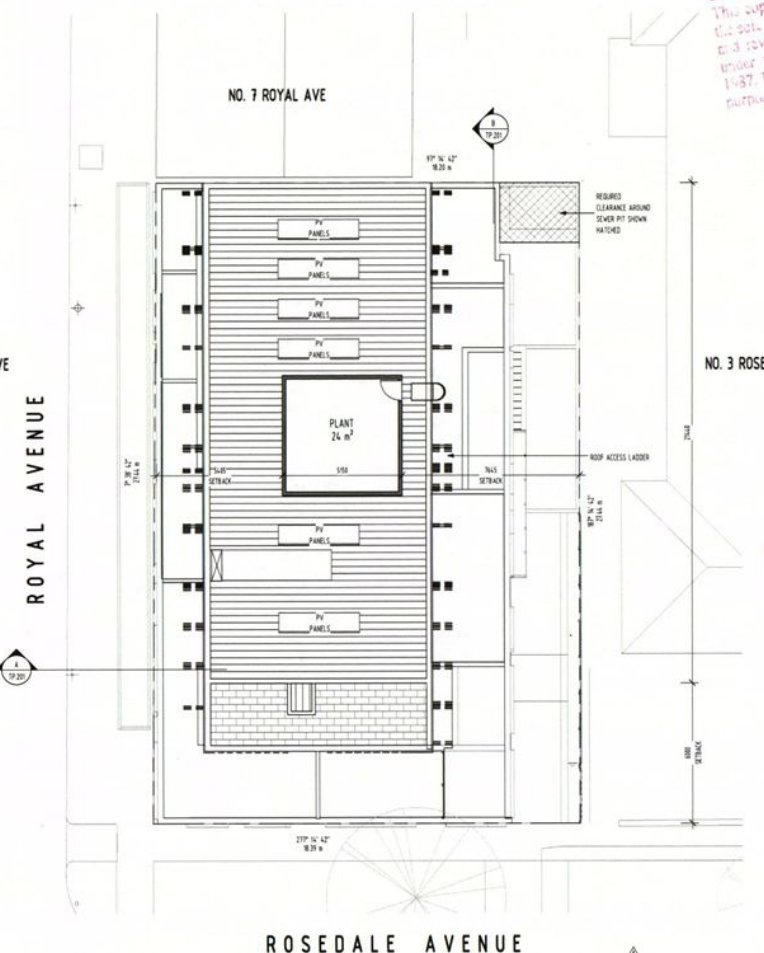


**ADVERTISED PLAN**  
**12 OF 18**

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**PROPOSED LEVEL 4**  
 1:100



**ROOF PLAN**  
 1:100

**FOR APPROVAL**

A	13.07.19	COUNCIL RFL	GB
REV	DATE	TOWN PLANNING SUBMISSION	INT
		DETAILS	

**bg architecture**

13 Martin Street, St Kilda, Victoria 3182 Australia  
 Telephone: 4173 9025, 5590 Facsimile: 4173 9025, 4260  
 Email: info@bgarch.com.au, www.bgarchitect.com.au

project  
**Royal Avenue Apartments**

9 Royal Avenue, Glenhurst, Vic.

drawing  
**FOURTH FLOOR & ROOF PLANS**

scale  
 1:100 (A3)

date  
 31/05/2017

drawn  
 GB

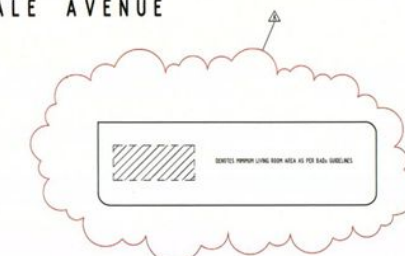
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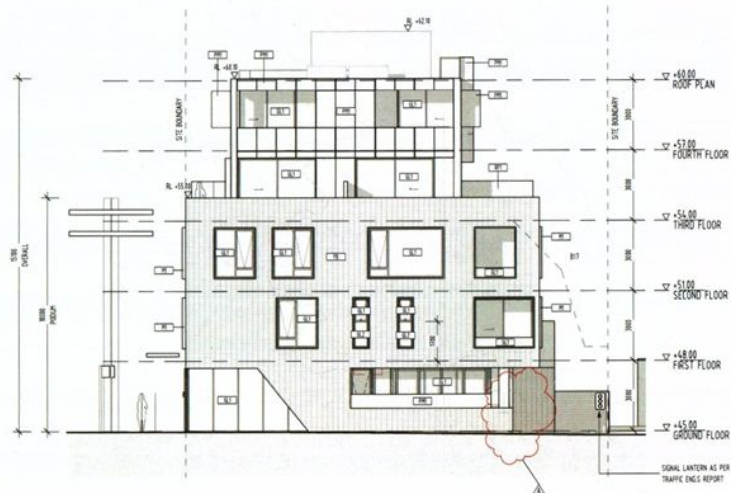
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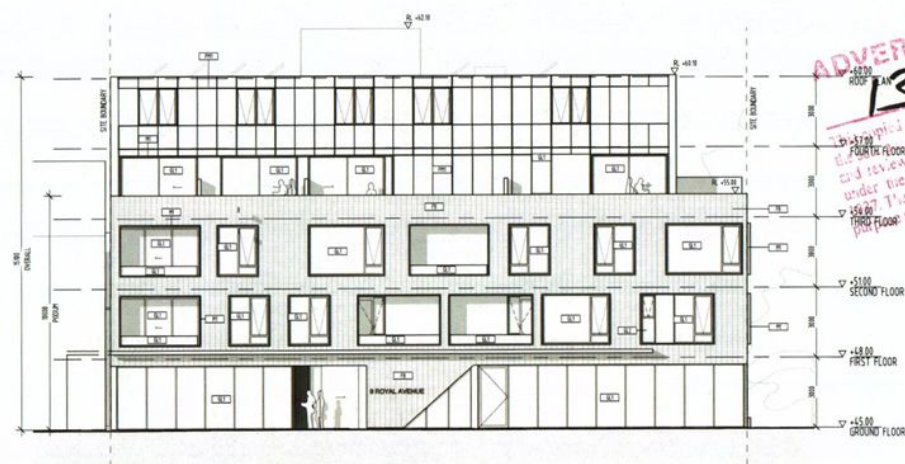


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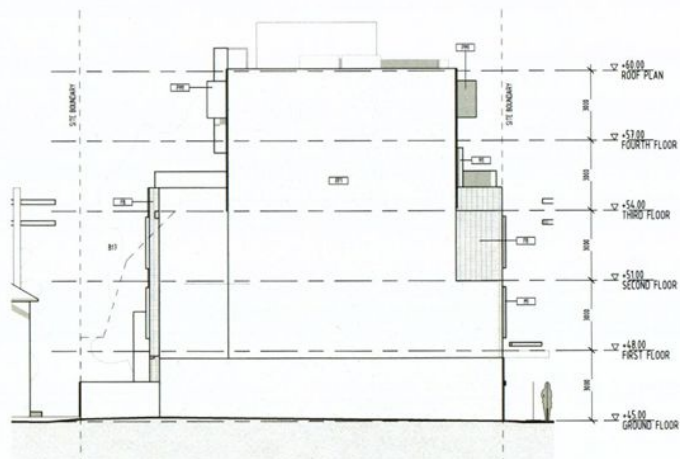




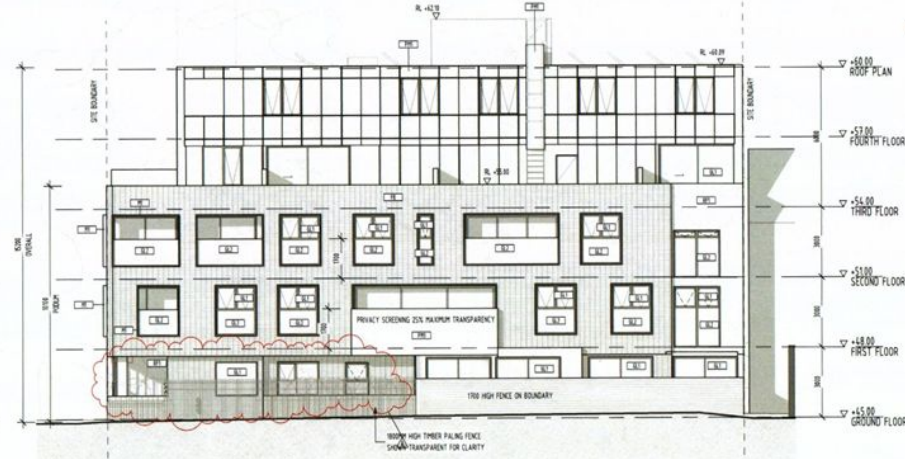
3 SOUTH ELEVATION (ROSEDALE AVENUE)  
SCALE 1:100



4 WEST ELEVATION (ROYAL AVENUE)  
SCALE 1:100



2 NORTH ELEVATION  
SCALE 1:100



1 EAST ELEVATION  
SCALE 1:100

**ADVERTISED PLAN**  
13 OF 18  
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**FINISHES SCHEDULE**

[Symbol]	FACE MASONRY TILE
[Symbol]	POWDER COATED ALUMINIUM SCREEN
[Symbol]	CLEAR DOUBLE GLAZED IN POWDER COATED ALUMINIUM WINDOW FRAMES
[Symbol]	OPAL DOUBLE GLAZED IN POWDER COATED ALUMINIUM WINDOW FRAMES
[Symbol]	PROFILING POLY CARBON FIBRE
[Symbol]	POWDER FINISH

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REV	DATE	DETAILS			INT

**bg architecture**

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project  
**Royal Avenue Apartments**  
9 Royal Avenue, Glenhurst, Vic.

drawing  
**ELEVATIONS**

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21/05/17

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GB

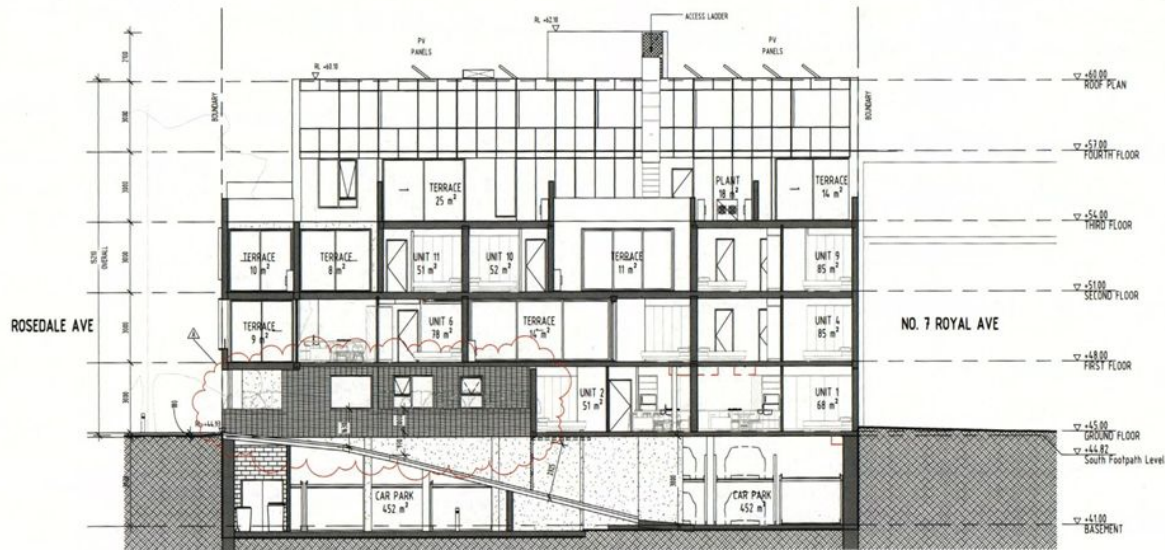
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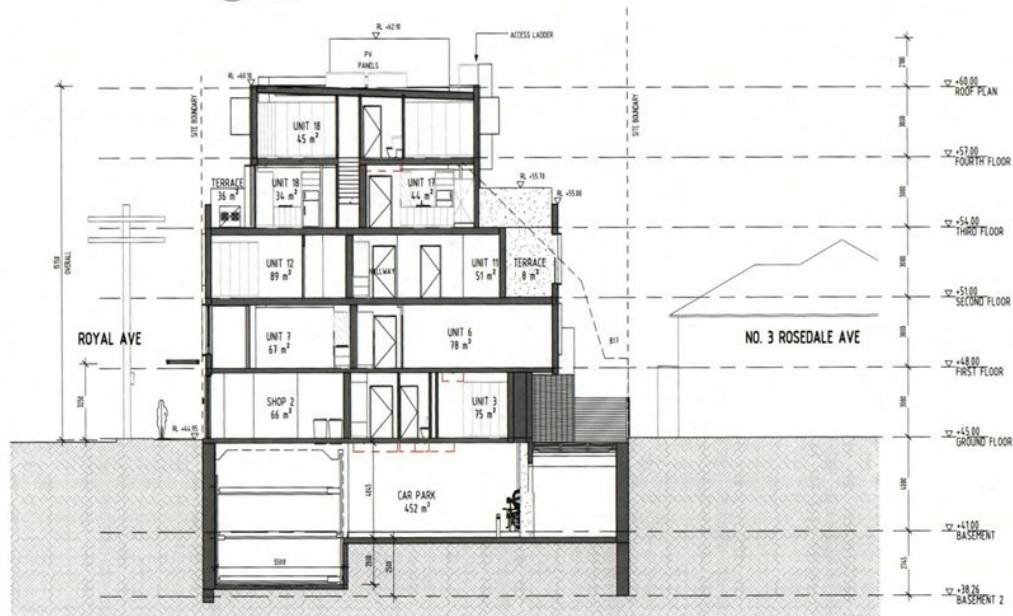
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SECTION A  
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		DETAILS	

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project  
**Royal Avenue Apartments**  
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drawing  
**SECTIONS**

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design number  
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-	31.05.19	TOWN PLANNING SUBMISSION	GB
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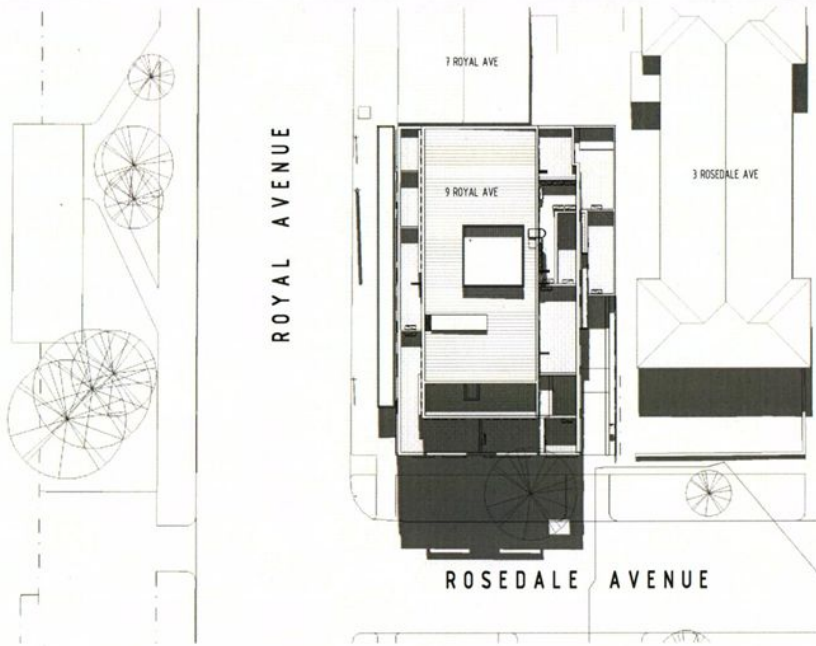
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**Royal Avenue Apartments**  
 9 Royal Avenue, Glenhurst, Vic.

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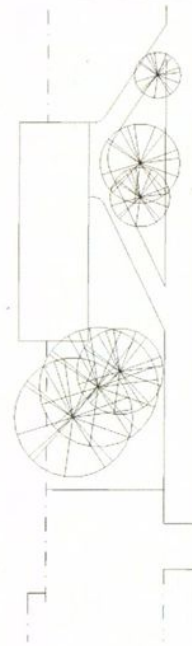
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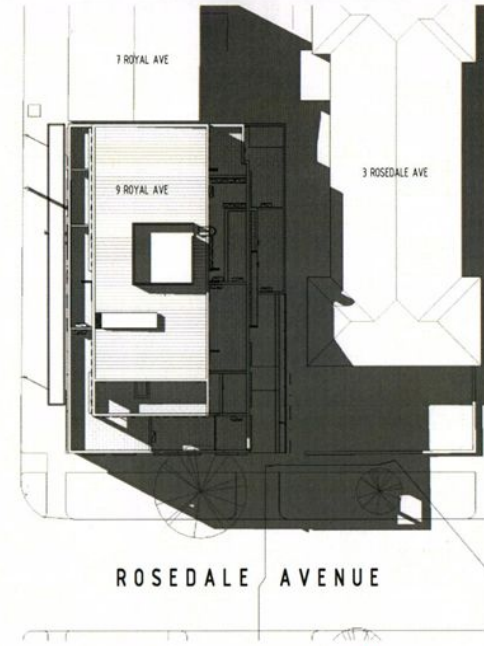




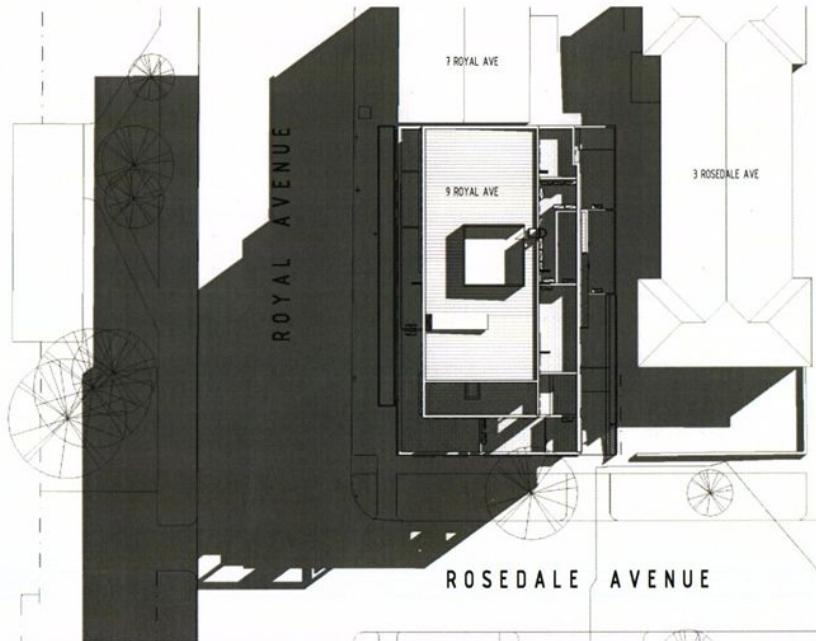
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PROPOSED SHADOW DIAGRAM 3PM - SEPTEMBER 22  
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PROPOSED SHADOW DIAGRAM 9AM - SEPTEMBER 22  
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PROPOSED SHADOW DIAGRAM 12AM - SEPTEMBER 22  
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**Royal Avenue Apartments**

9 Royal Avenue, Glenhurst, VIC.

drawing  
**SHADOW DIAGRAMS**

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Project  
**Royal Avenue Apartments**  
 9 Royal Avenue, Glenhurst, Vic.

Drawing  
**3D VIEWS**

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# EXTERNAL COLOURS & FINISHES



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FACE MASONRY TILE



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POWDER COATED ALUMINUM SCREEN  
COLOUR - DALUX ZEUS WHITE GLOSS



GL1  
CLEAR GLAZING IN POWDER COATED ALUMINUM WINDOW FRAMES  
COLOUR - DALUX ZEUS CHARCOAL



GL2  
OPAQUE GLAZING IN POWDER COATED ALUMINUM WINDOW FRAMES  
COLOUR - DALUX ZEUS CHARCOAL



M1  
PROFILED METAL AHHING/SHROUD  
COLOUR - DALUX ZEUS WHITE GLOSS



JP  
PINDER FINISH  
COLOUR - DALUX SNOW SEASON QUARTER

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project  
**Royal Avenue Apartments**

8 Royal Avenue, Glenhurst, VIC.

drawing  
**EXTERNAL FINISHES SCHEDULE**

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**ITEM 9.4          1 SINCLAIR STREET, ELSTERNWICK****Author:**            *Paul Wood, Manager Town Planning***File No:**            *GE/PP-30623/2017***Attachments:**    *Advertised plans***PURPOSE AND SUMMARY**

To consider a Planning Permit application.



<b>PROPOSAL</b>	Use of the land as an education centre (limited to recess and lunch activities, physical education classes and after school care), reduction in the car parking requirements and buildings and works on land located in a Heritage Overlay
<b>MUNICIPAL STRATEGIC STATEMENT</b>	Minimal Change Area
<b>APPLICANT</b>	Association of Parents & Friends of Habonim-Dror Pty Ltd
<b>PLANNING SCHEME CONTROLS</b>	Neighbourhood Residential Zone Heritage Overlay Non Residential Uses in Residential Zones Policy Car parking
<b>OBJECTIONS</b>	26

---

**RECOMMENDATION**

That Council issues a Notice of Decision to Grant a Planning Permit for use of the land as an education centre (limited to recess and lunch activities, physical education classes and after school care), reduction in the car parking requirements and buildings and works on land located in a Heritage Overlay for Application No. GE/PP-30623/2017 at 1 Sinclair Street, Elsternwick, in accordance with the following conditions:

1. The use as an education centre is limited to recess and lunchtime activities, physical education classes and after school care, unless otherwise agreed in writing by the Responsible Authority.
2. The use must operate only between the following hours, unless otherwise agreed in writing by the Responsible Authority:
  - For recess and lunch activities and physical education classes, between 8.45am and 4.00pm, Monday to Friday;
  - For afterschool care, between 4pm and 6pm, Monday to Friday.
3. No more than 120 students and 5 staff may be present on the site in association with the recess and lunch activities and physical education classes; and 20 students and 1 staff may be present in association with the afterschool care, unless otherwise agreed in writing by the Responsible Authority.
4. The use must only operate in association with the education centre located at 11 Sinclair Street, Elsternwick, known as "Sholem Aleichem College". *Note: This approval does not allow for any increase in student numbers permitted to attend Sholem Aleichem College.*
5. No assemblies or evening events are permitted, unless otherwise agreed in writing by the Responsible Authority.
6. The car parking spaces on site must be made available for use by parents for the collection of students from afterschool care.
7. Prior to the commencement of the use, a Staff and Student Travel Management Plan must be submitted to and approved by the Responsible Authority. The travel management plan must be to the satisfaction of the Responsible Authority and detail how staff and students will safely travel between the main school facility at 11 Sinclair Street, Elsternwick and the subject site; maintain a high level of amenity during travel between the two premises; and any other recommendations to ensure the safe movement of staff and children.
8. Provision must be made for the storage and collection of garbage, bottles and other solid wastes in bins or receptacles, to the satisfaction of the Responsible Authority.

All bins and receptacles used for the storage and collection of garbage, bottles and other solid wastes must be kept in a storage area screened from view, to the satisfaction of the Responsible Authority.

All bins and receptacles must be maintained in a clean and tidy condition and free from offensive odour, to the satisfaction of the Responsible Authority.

9. No external sound amplification equipment or loudspeakers are to be used for the purpose of announcements, broadcasts, playing of music or similar purpose.
10. Prior to the commencement of the use, an acoustic fence must be erected along the northern boundary of the site, adjacent to the hall building, to a minimum height of 2.1 metres above natural ground level. The fence must be constructed in accordance with the endorsed plans.
11. The landscaping as shown on the endorsed Landscape Plan must be carried out, completed and maintained, including any dead, diseased or damaged plant replaced in accordance with the landscaping plan to the satisfaction of the Responsible Authority.
12. The layout of the site and size, design and location of buildings and works as shown on the endorsed plans must not be altered without the prior written consent of the Responsible Authority. Note: This does not obviate the need for a permit where one is required.
13. This Permit will expire if:
  - The development and use does not start within two (2) years from the date of this Permit; or
  - The development is not completed within four (4) years of the date of this Permit.
  - The use is discontinued for a period of two (2) years.

The Responsible Authority may extend the time referred to if a request is made in writing before this Permit expires or within six (6) months after the expiry date if the use/development has not commenced.

If the development has commenced, the Responsible Authority may extend the time referred to if a request is made in writing within twelve (12) months of the expiry date.
14. This Permit allows the use of the land by Sholem Aleichem College of 11 Sinclair Street, Elsternwick. If Sholem Aleichem College ceases to use the land for the use hereby permitted, this Permit will expire and the use must immediately cease.

Notes:

- A. This Planning Permit represents the Planning approval for the use and/or development of the land. This Planning Permit does not represent the approval of other departments of Glen Eira City Council or other statutory authorities. Such approvals may be required and may be assessed on different criteria from that adopted for the approval of this Planning Permit.
- B. Any failure to comply with the conditions of this permit may result in action being taken to have an Enforcement Order made against some or all persons having an interest in the land and may result in legal action or the cancellation of this permit by the Victorian Civil and Administrative Tribunal.
- C. Nothing in the grant of this permit should be construed as granting any permission other than planning permission for the purpose described. It is the duty of the permit holder to acquaint themselves, and comply, with all other relevant legal obligations (including any obligation in relation to restrictive covenants and easements affecting the site) and to obtain other required permits, consents or approvals.



- D. The use of the land may require approval and/or registration under the Children's Services Regulations 1998.

## BACKGROUND

In 2013 Council issued a Notice of Decision to Grant a Permit for "use of the land for Leisure and Recreation and a Place of Assembly (supervised recreational and entertainment purposes associated with an existing education centre located at 11 Sinclair Street, Elsternwick)". The decision was set aside by the VCAT as a result of an objector appeal, primarily due to a lack of adequate information to enable an informed assessment of the impacts associated with the proposed and existing uses of the site.

Since then, the applicant has established existing use rights which recognise the site has been used as a place of assembly for a period of more than 15 years. The on-site activities predominantly include weekly Saturday and Wednesday evening youth group meetings during school terms, prayer services, monthly festival celebrations, seminars, parent information evenings, fundraising events, movie nights and musical sessions.

## ISSUES AND DISCUSSION

- Zoning and policy context
- Neighbourhood character
- Amenity impacts
- Landscaping
- Car parking and traffic
- Objectors concerns

### Proposal

Partial use of the land by Sholem Aleichem College, a primary school located approximately 80 metres to the east, for various activities as follows:

- Indoor and outdoor supervised recreation during recess and lunch periods on school days, with a maximum of 2 staff and up to 120 students between Grades 3 to 6;
- After school care, to be conducted between 4.00pm to 5:45pm on school days, with 1 staff member and up to 20 students between Prep and Grade 6;
- Physical education classes, to be conducted throughout the school day, maximum one class at a time with 1 staff member and up to 20 students from Grades 3 to 6;
- Additional sports training sessions up to 3 times each school day with 1 staff member and up to 15 students;
- Special assemblies, up to 10 per year to be conducted during the day for 1-2 hours each, with up to 20 staff, 180 students and 100 parents;
- Special events in the evenings, including soirees twice a year between 6.30pm to 9.30pm with up to 150 staff/students/ parents; and parent association events up to three times a year, between 7.00pm to 10.00pm with up to 250 parents and staff;
- During school hours class groups will be walked to and from the site accompanied by staff;
- 23 car parking spaces on site will be made available for parking during evening events, along with 12 car parking spaces on the school site;
- The hall, adjacent room and outdoor areas are all proposed to be used for the various activities; the heritage building to the east of the site is not proposed to be used;
- Minor building works are proposed to replace existing front fencing, construct an acoustic barrier to the northern boundary fence, and replace three external doors to the hall, along with upgraded line marking to the car park and increased landscaping.

Objectors' concerns

- Car parking
- Traffic congestion
- Noise
- Safety
- Loss of residential amenity
- Waste collection

Referrals

## Transport Planning

- Traffic Engineering does not object to the proposal subject to the school being solely responsible for the safety of children travelling between the school and 1 Sinclair Street.
- Council will not provide any formal crossing facilities at the Sinclair Street / Elizabeth Street intersection.

## Landscape Officer

- The Landscape Concept Plan submitted is a very good design response. Advanced tree requirements are recommended as a permit condition.

## Heritage Advisor

- Proposed changes to the non-original hall on this site are minor and acceptable.
- Acoustic treatment to side fence is also acceptable.
- The replacement of the front fencing is encouraged, although a fence which is more reflective of the detailing of this Federation-style villa would be better than the proposed fence. Fences exceeding 1.4 metres are generally discouraged in this heritage area.

**FINANCIAL, RESOURCE AND ASSET MANAGEMENT IMPLICATIONS**

N/A

**POLICY AND LEGISLATIVE IMPLICATIONS**Zoning and policy context

The Municipal Strategic Statement clearly acknowledges that non-residential and institutional uses have a rightful place within residential areas. Objectives seek to ensure that non-residential uses are successfully integrated into residential zones with minimum impact and minimum loss of residential amenity. Strategies to achieve the objectives require applications to have regard to the *Non Residential Uses in Residential Zones Policy*, and ensuring that traffic generated by a new use is appropriate to the location and can be accommodated within the existing street network.

The relevant objectives of the Non Residential Uses in Residential Zones Policy (Clause 22.02) are:

- *To encourage the development or extension of non-residential uses, in suitable locations which comply with orderly and proper planning principles.*



- *To successfully integrate non-residential uses into residential areas with minimum impact.*
- *To successfully integrate non-residential uses into residential areas with minimal impact to the residential streetscape and the character of the area.*
- *To respect the garden character of the neighbourhood.*
- *To minimise the effect of non-residential uses on the residential amenity.*

It is considered that the proposal generally accords with the intent and objectives of the policy for the following reasons:

- The location is considered appropriate as the proposed use will rely on existing facilities which are currently located on site and are lawfully used for similar purposes (i.e. the hall and basketball court within the car park are presently used as a place of assembly and for informal recreation). Additionally, the use is considered to be an extension of the existing primary school which is located approximately 80 metres to the east.
- The proposed recreational uses during daytime hours will not generate a need for on-site car parking as staff will escort students on foot to and from the site. Subject to recommended permit conditions, the amenity of the area will not be adversely impacted by the introduction of traffic and parking (as discussed in more detail below).
- The existing buildings on site will be utilised and no new buildings are proposed. Minor building works include upgrading existing fencing on the northern boundary for acoustic purposes; replacing fencing along the western and southern street boundaries; and replacing three external doors to the hall. The limited extent of works will ensure that the heritage character of the area will not be compromised.
- Landscaping is proposed along both street frontages of the site to reduce the visual dominance of existing car parking and hard paved areas.
- The impact of the proposed use on residential amenity will be minimised by recommended permit conditions to limit the hours of operation and number of people on site. Restricting the intensity of the use, combined with proposed acoustic measures, will assist to minimise noise impacts to neighbouring properties and a travel management plan will address possible impacts from students travelling between the two sites.

#### Neighbourhood character

It is proposed to replace the existing cyclone wire fencing along the Sinclair Street frontage and along the southern portion of the site facing Gordon Street. The new fencing is proposed to be constructed of black metal, vertical blades to a height of approximately 1.5 metres. While a timber picket fence may be more appropriate in heritage terms to reflect the Federation-style building located on the site, the proposed fence is considered to be an appropriate response to the non-residential use of the site. Its simple design will not detract from the heritage character of the place and the style will allow views through to the heritage building beyond. The height is not excessive as it is lower than existing fencing on site and adjacent front fencing to dwellings located to the east.

#### Amenity impacts

The subject site is located within a residential area yet abuts the Elsternwick Urban Village which is located immediately to the south and is approximately 160 metres from the shopping strip in Glen Huntly Road.

Streets behind the main shopping strip contain a mix of non-residential land uses all of which contribute to activity levels and employment generation in the area. Having regard to the proximity to these major activities, the existing level of residential amenity in the immediate vicinity is not as high as if it were located in a pristine residential area.

Furthermore, the subject site has been occupied by non-residential uses for several decades. In addition to the “youth group” activities the site has historically been used for a variety of non-residential, community and club uses such as dancing groups, choirs, language classes, karate, drama rehearsals, plays, concerts and trivia nights.

The hall is a solid brick structure which will assist to limit noise impacts on neighbouring properties. In addition, the application proposes a 2.1 metre high acoustic barrier along the northern boundary fence adjacent to the hall building and the replacement of three external doors facing north and east with solid core doors and acoustic seals. These measures have been recommended by a qualified acoustic consultant and will assist to reduce noise impacts from activities within the hall.

The outdoor area within the south-west corner of the subject site is buffered from adjoining residential properties to the north and east by the existing buildings on site, and properties to the south and west are separated by roads. Given the site's proximity to the train line and other commercial uses within the vicinity, the area is already affected by the activities of visitors to the Elsternwick Urban Village, sites such as the ABC Studios, and the local school. As such, it is considered that the use of the outdoor area will not significantly increase the ambient noise levels generated by local activities during the week, and will not be unreasonably disruptive to residential amenity.

The number of students during the day is considered to be appropriate, with up to 120 students at recess (for 20 minutes) and lunch times (45 minutes), and only 20 students each for physical education classes, sports training and after school care.

The total number of students, staff and parents proposed during day time assemblies is 300, which is considered excessive. The evening events also propose excessive numbers, with between 150 and 250 people proposed. The intensity of these activities will generate unreasonable amenity impacts to neighbouring properties in terms of noise and car parking, and are not considered appropriate given the context of this site within a Neighbourhood Residential Zone. The car parking implications are discussed in further detail below.

#### Landscaping

Appropriate landscaping, including canopy trees, is proposed along the Sinclair Street and Gordon Street boundaries of the site to soften the visual dominance of existing car parking and hard paved areas.

#### Car Parking and Traffic

The statutory car parking rate for an education centre is 0.4 spaces to each student. The proposal seeks up to 180 students to use the premises (for special assemblies) and the requirement is for 72 car parking spaces to be provided.

A total of 23 car parking spaces are proposed on site for use by parents during the special events that would be held in the evening, with an additional 12 car parking spaces available at the school at 11 Sinclair Street. As such 35 spaces would be provided outside of school hours.

No parking is proposed on the subject site during day time assemblies, recess and lunch activities and physical education sessions.

Therefore the application seeks a reduction of 37 spaces during the evening and a full waiver during day time assemblies. It is claimed that the additional parking demand can be met within public car parking spaces on the surrounding local streets.

While it is acknowledged that the proposed assemblies and evening events are currently held at the school site at 11 Sinclair Street and the associated parking demand is currently met within the surrounding precinct, it must be noted that it is located within the Residential Growth Zone and forms part of the Elsternwick Urban Village, whereas the subject site does not. The subject site is located within a Neighbourhood Residential Zone in a Minimal Change Area. It is considered unreasonable to displace the existing car parking demand which occurs further east of the site, into the area within the Neighbourhood Residential Zone. Given the context of the site the car parking reduction is considered to be inappropriate. Therefore conditions of permit are recommended to ensure that assemblies and evening events are not permitted on the subject site.

Without these events, there would be no more than 120 students on the land at any one time and these students would all be principally educated at the 11 Sinclair Street site, where car parking is already satisfied. As such, it is considered acceptable that the land be used in association with the site at 11 Sinclair Street for limited education centre activities.

It is expected that there will be pickup of students by parents from afterschool care and a permit condition is recommended to ensure that car parking must be made available on the subject site in the event of any direct pickup from the afterschool care facility.

Concerns have been raised around safety issues associated with walking the students between the two sites. In order to protect the students and staff from traffic movements, a permit condition is recommended to implement a Staff and Student Travel Management Plan.

## **COMMUNICATION AND ENGAGEMENT**

### **1. Public Notice (Statutory)**

- 24 properties notified
- 112 notices sent (owners and occupiers)
- 2 signs erected on site
- 26 objections received

### **2. Planning Conference (Non Statutory)**

The Conference, chaired by Cr Sztrajt, provided a forum where all interested parties could elaborate on their respective views. Objectors mainly emphasised their original reasons for objection. It is considered that the main issues arising from the discussions were:

- Car parking
- Traffic congestion
- Noise
- Safety
- Loss of residential amenity

#### Undertakings by the Applicant

N/A

### **LINK TO COUNCIL PLAN**

Liveable and Well Designed:

- A well planned City that is a great place to live.

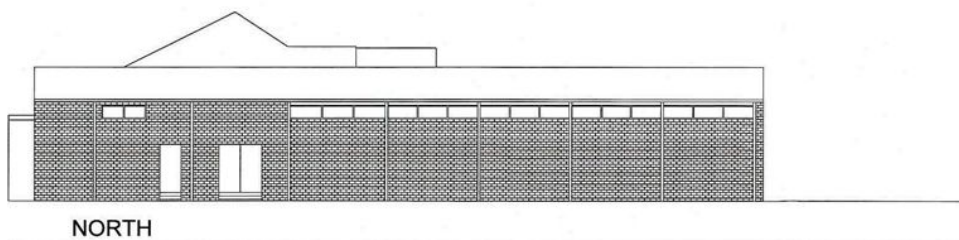
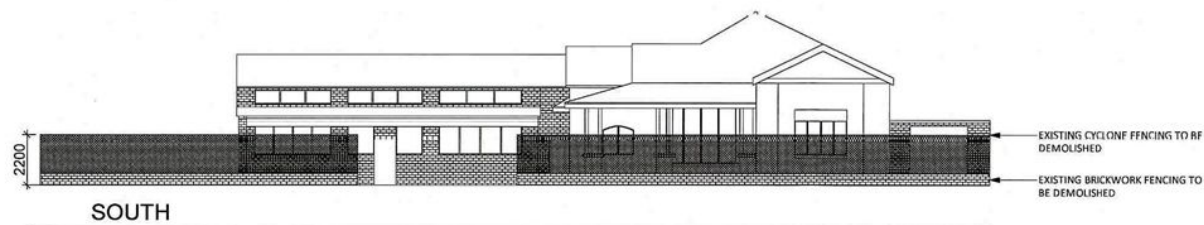
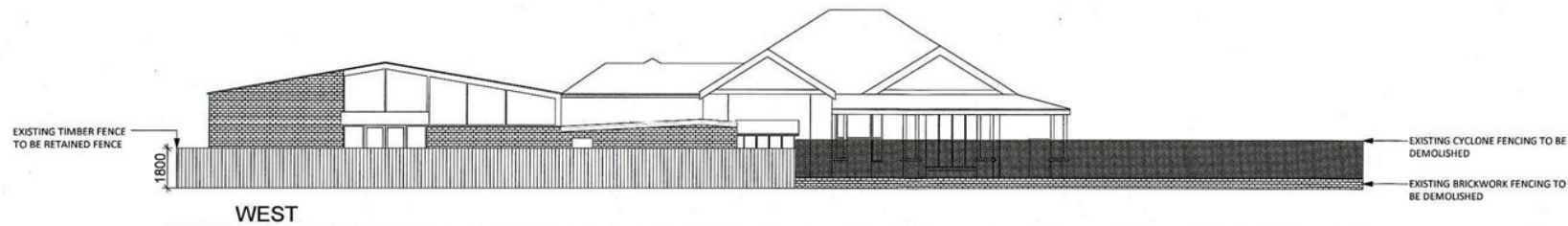
### **OFFICER DECLARATION OF CONFLICT OF INTEREST**

No officers involved in the preparation of this report have any direct or indirect interest in this matter.

### **CONCLUSION**

That a Notice of Decision to Grant a Planning Permit be issued.

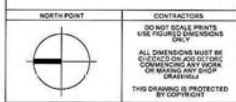




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CNR GORDON & SINCLAIR STREETS  
ELSTERNWICK

DRAWING TITLE

EXISTING CONDITIONS

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DATE PRINTED 28/03/2017		

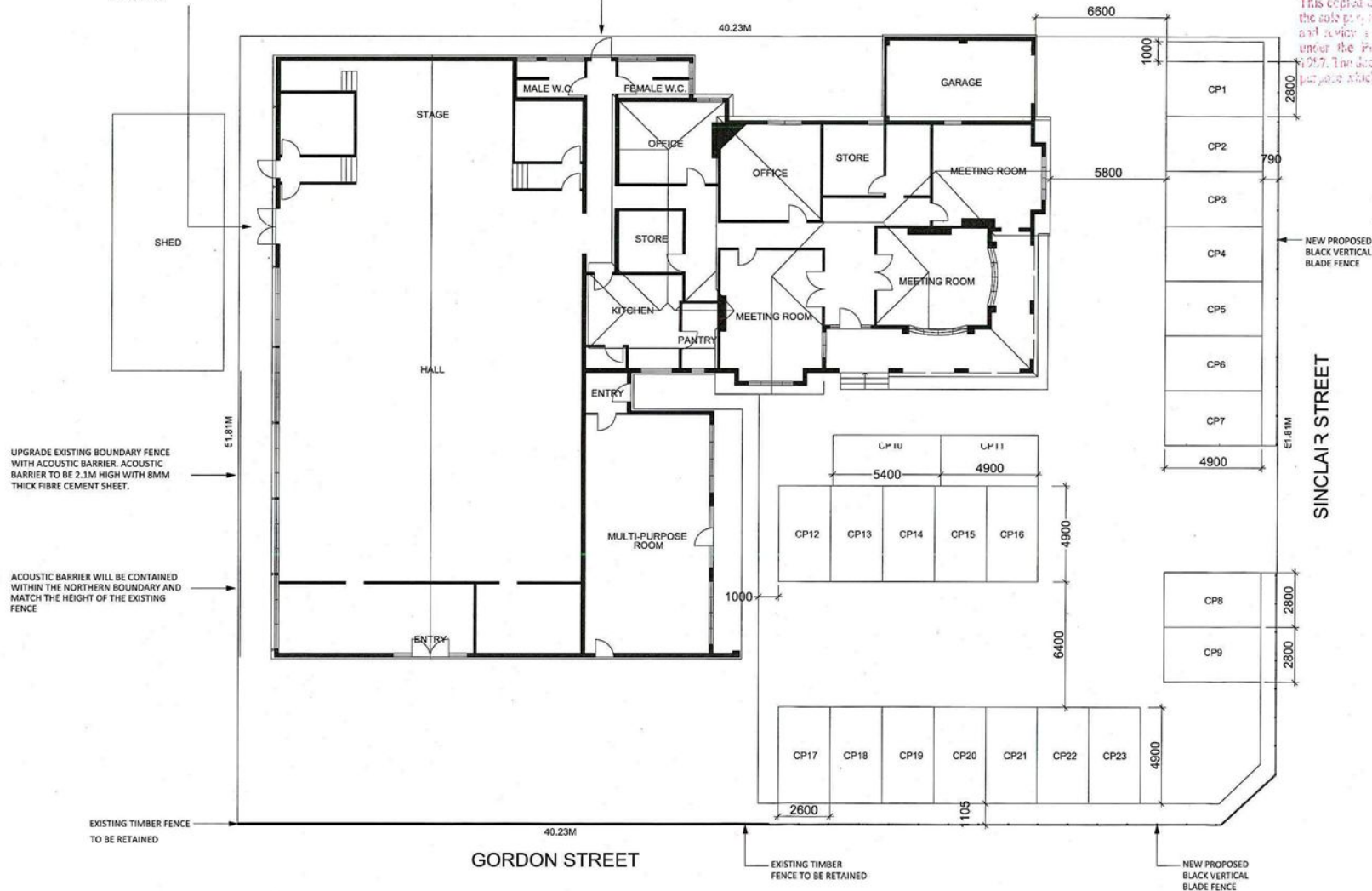
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REPLACE EXISTING DOOR WITH NEW FLUSH PANEL, SOLID CORE EXTERNAL QUALITY DOOR, MINIMUM 38MM THICK PAINT/FINISH

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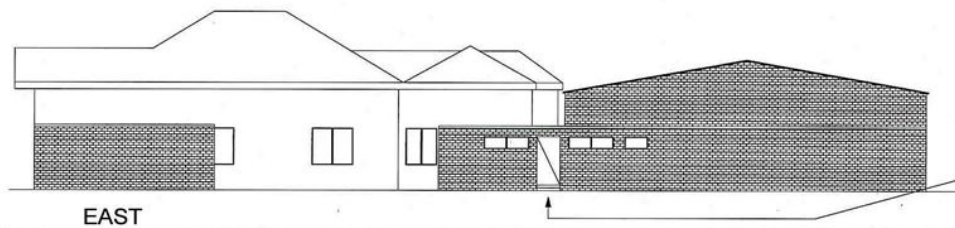
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ACOUSTIC BARRIER WILL BE CONTAINED  
WITHIN THE NORTHERN BOUNDARY AND  
MATCH THE HEIGHT OF THE EXISTING  
FENCE

2100

WEST



EAST

REPLACE EXISTING DOOR WITH NEW  
FLUSH PANEL, SOLID CORE EXTERNAL  
QUALITY DOOR, MINIMUM 38MM THICK  
PAINT/FINISH

SOUTH

ACOUSTIC BARRIER WILL BE CONTAINED  
WITHIN THE NORTHERN BOUNDARY AND  
MATCH THE HEIGHT OF THE EXISTING  
FENCE

2100

NORTH

2100

ACOUSTIC BARRIER WILL BE CONTAINED  
WITHIN THE NORTHERN BOUNDARY AND  
MATCH THE HEIGHT OF THE EXISTING  
FENCE

REPLACE EXISTING DOOR WITH NEW  
FLUSH PANEL, SOLID CORE EXTERNAL  
QUALITY DOOR, MINIMUM 38MM THICK  
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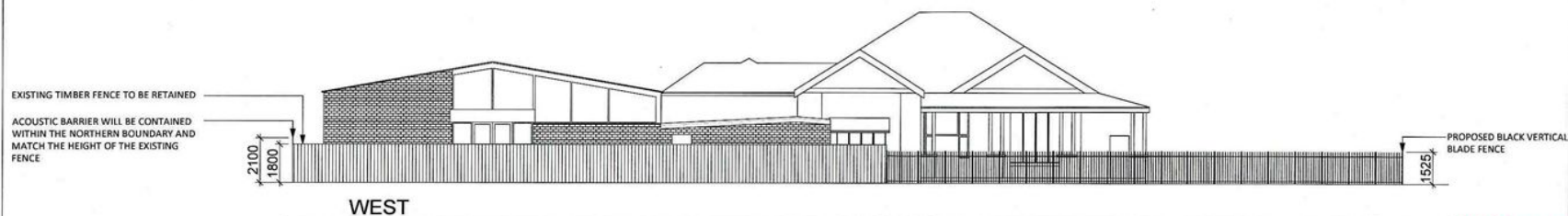
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DRAWING TITLE

PROPOSED WORKS

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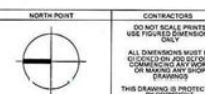
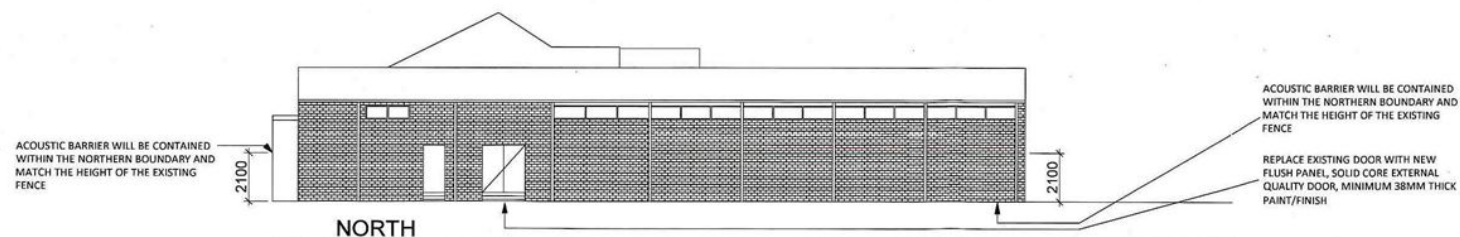
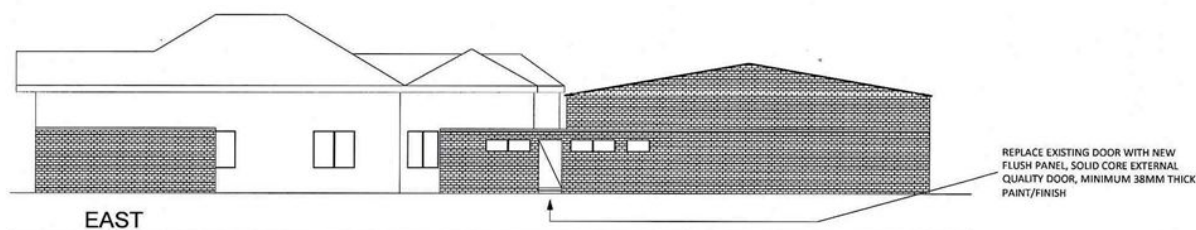




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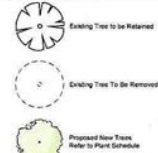
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ELSTERNWICK

DRAWING TITLE  
**PROPOSED WORKS INDICATING FENCE**

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# LEGEND

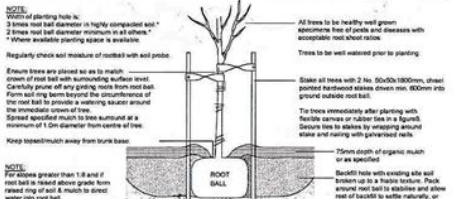


## PLANT SCHEDULE

SYM	BOTANICAL NAME	COMMON NAME	DBH	HEIGHT X WIDTH AT MATURITY	MIN SUPPLY SIZE	QTY
TREES						
Ac	Angophora costata	Smooth Bark Apple	EN	15 x 10m	2.5mH	3
Lf	Lagerstroemia laurina 'Tartan'	Fantasy Crepe Myrtle	DB	9 x 8m	50cm2.0mH	6
					TOTAL	9
SHRUBS						
Pf	Philadelphus 'Flower Girl'	Flower Girl Vib. Flow or	EN	1 x 1.2m	140mm pot	13
Sa	Syzygium australe 'Aussie Southern'	Aussie Southern Lilly	EN	4 x 1m (Cylind)	200mm pot	12
Wf	Warrumbungle heath	Coastal Rosemary	EN	1.5 x 1.5m (Cylind)	200mm pot	52
					TOTAL	77
GROUNDCOVERS & GRASSES						
Dr	Dianella monstosa 'Little Red'	Little Red Flax Lily	EN	0.3-0.4 x 0.3m	140mm pot	140
Lt	Lamium repens 'Tender'	Tender Mint	EN	0.50-0.6 x 0.65m	140mm pot	140
					TOTAL	280

DBH = Deciduous/Evergreen  
EN = Native/Exotic

## TYPICAL PLANTING DETAILS



## TYPICAL TREE PLANTING DETAIL

Scale: 1:10

## SPECIFICATION NOTES

**Soil Preparation:**  
Covered rock, concrete surface and any other material restrictive to plant growth shall be removed to a minimum depth of 100mm. All plants are to be thoroughly watered after planting and show release fertilizer added at the quantities specified by the manufacturer.

**Mulch:**  
Mulch is to be applied to all garden beds and is to be an organic type (e.g. wood chips) to a minimum depth of 75mm, consisting of the dark coloured topsoil or mulch. The mulch is to be applied to the garden beds and is to be an organic type (e.g. wood chips) to a minimum depth of 75mm, consisting of the dark coloured topsoil or mulch. The mulch is to be applied to the garden beds and is to be an organic type (e.g. wood chips) to a minimum depth of 75mm, consisting of the dark coloured topsoil or mulch.

**Irrigation:**  
An approved drip irrigation system is to be supplied to all planter boxes & garden beds. An approved pop-up spray system is to be supplied to all lawn areas. It is the responsibility of the contractor to ensure that all irrigation meets manufacturer's specifications. The system is to be installed to ensure adequate water supply and include a shut-off device. All plants are to be watered with appropriate 50mm of topsoil cover and shall be anchored at regular intervals to ensure the tubing cannot be damaged.

**Replenishment of damaged plants:**  
Plants are to be replaced to current grades with any depressions filled with topsoil to specifications above and lightly compacted on 100mm layers. Areas are to be re-seeded using an appropriate and matching turf type and the area fenced off to allow for re-establishment of lawn. Re-seeded areas are to be well irrigated and the area supplied with a slow release fertilizer at the quantities recommended by the manufacturer. Any areas of lawn which have failed to germinate (within an average 50% covering of a constant height) are to be re-seeded within one month of original seeding date.

**Plant Establishment Period:**  
There shall be a 13 week Plant Establishment Period following the approval of the final landscape plan. During this period the contractor shall make good all defects in labour and materials. The contractor shall ensure that the plants are well maintained and the lawn is kept in good condition. The contractor shall ensure that the plants are well maintained and the lawn is kept in good condition. The contractor shall ensure that the plants are well maintained and the lawn is kept in good condition.

**Planting:**  
All plants shall be appropriately hardened off to the nursery. Use plants with the following characteristics: large root system, well established, free from disease, pruning and disease control, including replacement of any plants that fail with plants of the same species and size.

**Planting:**  
Planting holes for shrubs and groundcover are to be of minimum size 75mm larger than the planting pot in all directions. Semi-wooded trees 75mm larger than the planting pot in all directions. Semi-wooded trees 75mm larger than the planting pot in all directions.



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www.johnpatrick.com.au

REVISION

DATE

BY

CLIENT

Sholem Aleichem College

PROJECT

Proposed Works

Habonim House

1 Sinclair Street, Elsternwick

SCALE

1:100 @ A1

DATE

April 2017

DRAWN BY

CP

CHECKED BY

CP

DATE

17/04/17

CAD FILE

17/04/17



**ITEM 9.5        45 BURGESS STREET, BENTLEIGH****Author:**            *Paul Wood, Manager Town Planning***File No:**            *GE/PP-30844/2017***Attachments:**    *1. Advertised plans***PURPOSE AND SUMMARY**

To consider a Planning Permit application.



<b>PROPOSAL</b>	Creation of a sewerage easement
<b>MUNICIPAL STRATEGIC STATEMENT</b>	Infrastructure
<b>APPLICANT</b>	Beveridge Williams on behalf of the Level Crossing Removal Authority
<b>PLANNING SCHEME CONTROLS</b>	Clause 52.02 – Easements, Restrictions and Reserves
<b>OBJECTIONS</b>	0

**RECOMMENDATION**

That Council issues a Planning Permit for Application No. GE/PP-30844/2017 at 45 Burgess Street, Bentleigh, for the creation of a sewerage easement, in accordance with the following conditions:

1. The size, layout and location of the easements as shown on the endorsed plans must not be altered without the prior written consent of the Responsible Authority.  
Note: This does not obviate the need for a permit where one is required.
2. This Permit will expire if:
  - The Plan of Creation of Easement is not certified within two (2) years of the date of this permit; or
  - The Plan of Creation of Easement is not registered on title within five (5) years of the date of certification.

The Responsible Authority may extend the times for expiry of this Permit referred to above if a request is made in writing by the owner or occupier of the subject land before this Permit expires or within six (6) months afterwards.

**Note:**

- A. This Planning Permit represents the planning approval for the subdivision of the land. This Planning Permit does not represent the approval of other departments of Glen Eira City Council or other statutory authorities. Such approvals may be required and may be assessed on different criteria from that adopted for the approval of this Planning Permit.

**BACKGROUND**

The proposal is part of the Centre Road Level Crossing Removal Project and proposes a sewerage easement in favour of South East Water. Agreement has been reached between the relevant parties of the State Government and Council for the creation of an easement on Council's land. This was resolved at the Ordinary Council Meeting on 15<sup>th</sup> December 2015.

**ISSUES AND DISCUSSION**

- Purpose of the proposal

Proposal

- Create a new sewerage easement on title in favour of South East Water.
- No works will result from this application.

Referrals

Asset Engineering requests that the existing easement should be entered as a drainage easement in favour of Glen Eira City Council. It is noted that the plan includes this as an easement as required.

**FINANCIAL, RESOURCE AND ASSET MANAGEMENT IMPLICATIONS**

None

**POLICY AND LEGISLATIVE IMPLICATIONS**Purpose of the proposal

The proposal is to create a new sewerage easement that benefits South East Water as a requirement for the completed Centre Road Level Crossing Removal Project.

The creation of an easement on title is administrative and does not involve any works being carried out. It reserves the land for civil infrastructure purposes.

The proposal was advertised and no objections were received. Council's Asset Engineering Department is supportive of the proposal.

After considering the interests of affected people, and with consideration to Clause 65 of the Glen Eira Planning Scheme, the creation of the sewerage easement is considered acceptable.

**COMMUNICATION AND ENGAGEMENT**Public Notice (Statutory)

- 16 properties notified
- 31 notices sent (owners and occupiers)
- No signs erected on site
- No objections received

**LINK TO COUNCIL AND COMMUNITY PLAN**

Liveable and Well Designed:

A well planned City that is a great place to live.

**OFFICER DECLARATION OF CONFLICT OF INTEREST**


This matter is brought to Council as:

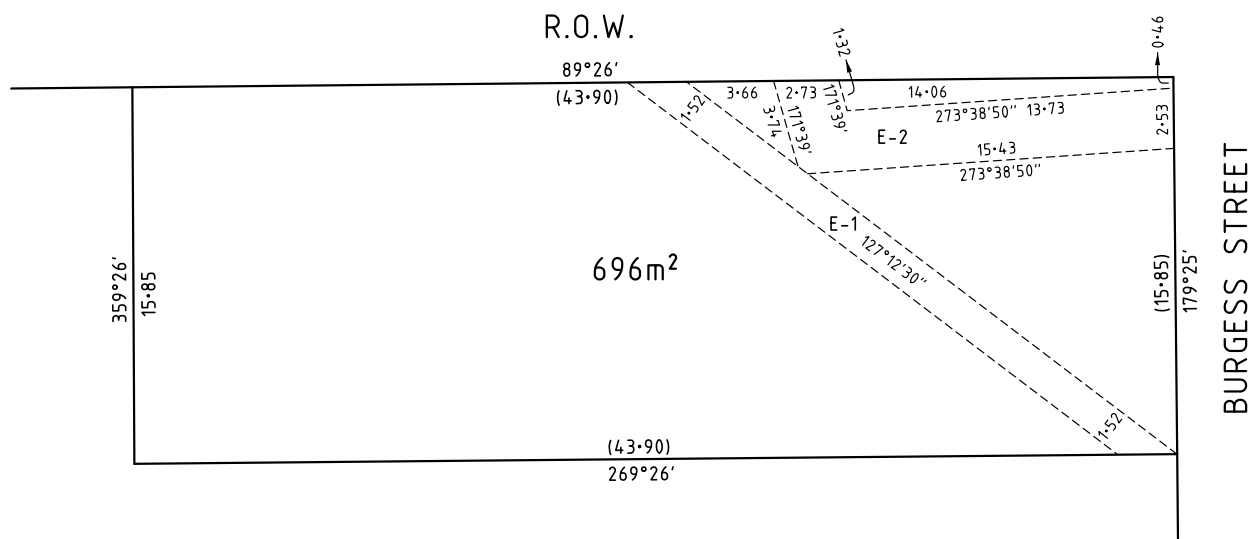
- Council is the landowner

Planning Permit applications involving Council land are decided by resolution to ensure separation between Council as a Responsible Authority and Council as a land owner.

**CONCLUSION**

That a Planning Permit be issued.

<b>PLAN OF CREATION OF EASEMENT</b>				EDITION 1			
<b>LOCATION OF LAND</b>  <b>PARISH:</b> MOORABBIN PART OF DENDY'S CROWN SPECIAL SURVEY  <b>TOWNSHIP:</b> —  <b>SECTION:</b> —  <b>CROWN ALLOTMENT:</b> —  <b>CROWN PORTION:</b> —  <b>TITLE REFERENCE:</b> VOL. 5034 FOL. 630  <b>LAST PLAN REFERENCE:</b> LOT 12 LP6356 <b>POSTAL ADDRESS:</b> 45 BURGESS STREET (at time of subdivision) BENTLEIGH 3204  <b>MGA CO-ORDINATES:</b> E: 327 380      ZONE: 55 (of approx centre of land in plan) N: 5801 390      GDA 94				Council Name: Glen Eira City Council  SPEAR Reference Number: S090678M			
<b>NOTATIONS</b>				<b>NOTATIONS</b>			
<b>DEPTH LIMITATION: DOES NOT APPLY</b>  <b>SURVEY:</b> This plan is not based on survey.  <b>STAGING:</b> This is not a staged subdivision. Planning Permit No. NOT APPLICABLE  This survey has been connected to permanent marks No(s). —  In Proclaimed Survey Area No. —  <b>PURPOSE OF PLAN:</b> TO CREATE THE SEWERAGE EASEMENT SHOWN AS E-2 ON THIS PLAN.  <b>GROUND FOR CREATION:</b> GLEN EIRA CITY COUNCIL PLANNING PERMIT NUMBER.							
<b>EASEMENT INFORMATION</b>							
LEGEND: A - Appurtenant Easement   E - Encumbering Easement   R - Encumbering Easement (Road)							
Easement Reference	Purpose	Width (Metres)	Origin	Land Benefited/In Favour Of			
E-1	DRAINAGE DRAINAGE	1.52 1.52	LP6356 THIS PLAN	LOTS ON LP6356 GLEN EIRA CITY COUNCIL			
E-2	SEWERAGE	SEE DIAG	THIS PLAN	SOUTH EAST WATER CORPORATION			
 <div style="display: inline-block; vertical-align: middle; margin-left: 10px;">           Prepared By:  <b>Beveridge Williams</b>            development &amp; environment consultants            Melbourne ph : 03 9524 8888  <a href="http://www.beveridgewilliams.com.au">www.beveridgewilliams.com.au</a> </div>		SURVEYORS FILE REF: 1500981 CE Burgess Street.dgn		ORIGINAL SHEET SIZE: A3	SHEET 1 OF 2		
		Digitally signed by: Emma Jane Crowther (Beveridge Williams & Co Pty Ltd - Malvern), Surveyor's Plan Version (6), 15/08/2017, SPEAR Ref: S090678M					

108



**ITEM 9.6            DOMESTIC ANIMAL MANAGEMENT PLAN 2017-21**

**Author:**            *Keith Franklyn, Manager Community Safety and Compliance*

**File No:**            *N/A*

**Attachments:**    *1. Draft Domestic Animal Management Plan 2017-21*

---

**PURPOSE**

To consider the draft 2017-2021 Domestic Animal Management Plan (DAM Plan) prior to its release for community consultation.

**RECOMMENDATION**

That Council endorses the draft Domestic Animal Management Plan 2017-21 for community consultation.

**BACKGROUND**

Under Section 68A of the *Domestic Animals Act 1994*, all Councils are required to prepare a DAM Plan at four-yearly intervals.

The purpose of the DAM Plan is to provide Council with a strategic framework that delivers policy direction for animal management in Glen Eira.

Section 68A(2) of the *Domestic Animals Act 1994* specifies that a Council's DAM Plan must include the following:

- a method for evaluating its animal control services;
- an outline of programs for training of authorised animal management officers;
- an outline of intended programs, services and strategies;
- a review of all existing orders and consideration of the need for further orders;
- any other matters; and
- periodic evaluation of all programs, services and strategies.

Council's DAM Plan is required to be submitted to the Department of Economic Development, Jobs, Transport and Resources by the end of November 2017. This will be Council's fourth DAM Plan.

## ISSUES AND DISCUSSION

The development of the draft DAM Plan has involved a review of the existing DAM plan and preliminary consultation with the community through a workshop and online survey.

The purpose of the community consultation was to gain an insight into what the community would like to see included in the new DAM Plan.

A second round of community consultation will take place to gain further feedback on the draft DAM Plan.

### Internal review

- It is evident that the actions from previous DAM Plans have had a positive effect on key animal management issues. For example, Glen Eira has seen favourable outcomes in the following areas
  - Dog desexing rates 79%
  - Cat desexing rates 93%
  - Dog return / reclaim rates 93%
  - Cat return / reclaim rates 70%
- Some of the actions that Council has implemented over the last four years include:
  - Campaigns to educate owners about responsible pet ownership;
  - Incentives to encourage registration of animals (such as reduced fees);
  - Educational gifts to residents such as leashes, doggy waste bag holders and stickers;
  - Incentives to encourage micro chipping, de-sexing and obedience training;
  - High visibility of Animal Management Officer in parks;
  - Installation of Visual Message Boards in parks outside of business hours;
  - Agreement with veterinary practices to hold lost animals;
  - Annual pet expo;
  - Introduction of a digital function to alert all officers of lost animals 24/7.

It is anticipated that the actions planned for the life of this DAM Plan (4 years) will continue to produce positive outcomes for Glen Eira.

### Community Consultation

Council held two workshops and conducted an online survey in July and August of this year. One workshop was open to all members of the community and the other was a stakeholder workshop for parties such as vets.

The community workshop was held on 27 July 2017 and was attended by 16 people. The stakeholder workshop was held on 3 August 2017 and was attended by 5 people.

In addition, 13 residents participated in the online survey.

Glen Eira Community and Stakeholder Workshops Key Themes

The key themes that have arisen through community consultation and the review of the DAM Plan include:

- reducing cat nuisance with community support for the consideration of a night time cat curfew;
- lack of fenced areas for dogs;
- implementing community education programs to teach animal owners to be responsible;
- feasibility of a dedicated dog agility park;
- stronger enforcement for irresponsible pet owners;
- more communication between Veterinary Clinics and pet owners;
- a standard put in place for obedience training,
- permits to be required for professional dog walkers and groomers,
- promoting responsible pet ownership; and
- reducing nuisance from barking dogs.

Glen Eira City Council Online Surveys summary of Results:

The feedback received from the online survey is follows:

- install fences around playgrounds to protect children and negate the need for dog owners to estimate distance;
- request for smaller park areas that are fenced off to give dogs off-lead space;
- more off-leash areas;
- better lighting in parks for walking dogs early in morning or late at night;
- requirement for all cats to wear bells on their collars;
- stronger enforcement of dogs to ensure they are kept under control;
- request for introduction of a cat curfew; and
- signage on nature strips requesting dog owners to pick up after their dogs.

The majority of the matters raised by the community to date have been incorporated in the draft DAM Plan. With the exception of the following:

Cat Curfew

The possibility of Council introducing a cat curfew was raised during community engagement. Council's current approach to dealing with cats that roam at night is to provide cat cages to residents so that these cats can be caught overnight and then either returned to their owner or taken to the RSPCA the next day.

This approach has proven to be successful at reducing the number of cats roaming at night. Therefore, a cat curfew has not been included in the draft DAM Plan.

### Park Related Matters

These matters raised by the community will form part of the review of any design plans for new parks or upgrades to existing parks:

- Request for a dog agility park; and
- Improved fencing and lighting at parks.

### **FINANCIAL, RESOURCE AND ASSET MANAGEMENT IMPLICATIONS**

This report relates only to the release of the draft DAM Plan for community consultation. There are no financial, resource and asset management implications at this stage.

### **POLICY AND LEGISLATIVE IMPLICATIONS**

The future adoption of the Domestic Animal Management Plan will result in Council complying with its responsibilities under the Domestic Animals Act 1994.

### **COMMUNICATION AND ENGAGEMENT**

Community consultation on the draft DAM Plan will open on the 28<sup>th</sup> of September 2017 and close on the 19<sup>th</sup> of October 2017. It will be advertised in Glen Eira News and on Council's web page. Relevant stakeholders will be advised via email of the release of the draft DAM plan.

### **LINK TO COUNCIL AND COMMUNITY PLAN**

Theme 5 – Informed and Engaged

A transparent and accountable Council that engages its residents in decision making.

### **OFFICER DECLARATION OF CONFLICT OF INTEREST**

No officers involved in the preparation of this report have any direct or indirect interest in this matter.

### **CONCLUSION**

The draft DAM Plan is recommended for release for public comment.

ATTACHMENT I:

# Draft Domestic Animal Management Plan 2017-21

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## INTRODUCTION

### Purpose

The aim of this *Domestic Animal Management (DAM) Plan* is to facilitate the co-existence of pets, pet and non-pet owners in addition to providing Glen Eira with a strategic framework that delivers policy culminating in an Action Plan for quality animal management over the next four years, including satisfying statutory legislation. The legislation does not deal with every aspect of animal management and neither does this *Plan*.

### Benefits of companions

There is a wealth of research that points to the benefits of pet ownership. A four legged friend can provide hours of fun, relaxation, happiness and unconditional love.

Pets also improve psychosocial wellbeing. Studies show family pets actually help in facilitating child development, reducing loneliness and depression and facilitating social support and interaction with other humans. They can also provide stress relief, boost self-esteem and improve health and wellbeing. Social support of a dog or cat is critical and that Council embraces these trends proactivity, including adopting emergency management plans for pets.

The tag of a dog being man's best friend is age old and is as relevant today as ever.

Culturally, we are coming to terms with the move away from the quarter acre block, the trend towards medium to high density housing is one that will change our perception on the way pets are integrated into our community.

Exercising your pet is also exercising you and is a sure fire way of interacting with others. The dog is often the catalyst for striking up conversations with strangers, be they other dog walkers or simply other park users. This all helps in community building harmonious relationships and is to be encouraged.

The general trend to an increasing proportion of single person households coupled with Glen Eira's ageing population only strengthens the values of pets as companions and friends.

The virtues of pet ownership are taken as a given in this *DAM Plan*. The content of the *DAM Plan* closely follow a prescribed format which concentrates on legislative compliance. This should not be interpreted as undervaluing pets in our community.

Glen Eira is gradually changing. Our population is slowly increasing and there is a trend to more compact housing to match smaller households. Smaller private open spaces (backyards) are becoming the norm. This places greater importance on public spaces like parks for both residents and their pets to exercise and socialise. Compact housing and high rise apartments introduce new challenges, such as amenity considerations and evacuation plans for our companions.

The point is, any existing pet management issues that exist now have the propensity to only increase unless strategies can be put in place to better address the issues.

So what are the existing animal management issues in Glen Eira? They include:

- dogs at large or not under effective control;
- complaints about dog attacks on people and other pets;
- cat over population;
- part owners of cats — I don't own the cat, I only feed it;
- cat euthanasia rates;
- feral cat population;
- barking dogs (nuisance);
- dog waste (droppings) in public places;
- less than full registration and microchipping rates; and
- increased rates of non desexed dogs and cats (particularly un-owned cats).

Council places prime importance on public safety so of significance is the prevention of dog attacks.

Many, if not most, of the issues are inter-related. For example, Council's free service of returning lost dogs directly to their owners can only happen if the dog can be identified through microchipping or registration. Dogs quickly returned to their owners reduce the prospects of dog attack. Added benefits are obvious like improving the dog's safety and relieving the owner's stress of a lost pet.

Council's current *DAM Plan* has been instrumental in addressing our animal management issues head on and promoting responsible pet ownership. It provides a sound base for this *DAM Plan*.

The task of this *DAM Plan* then becomes one of building on the success of the previous plan and strengthening Council's animal management practices in line with current housing growth and needs, education, service delivery, support services and reasonable laws reasonably enforced.

Pet ownership is to be applauded and encouraged. Our aim is to ensure responsible pet ownership will continue to flourish in Glen Eira.

In summary, the focus of this *DAM Plan* is to:

- demonstrate that Council is satisfying its legislative responsibilities; and
- set strategic directions for Council to follow in the advancement of responsible companion pet welfare. The *Action Plan* provides a pathway to successful pet management.



## Format

The Bureau of Animal Welfare requires all Councils to provide their DAM Plans in a format specifically outlined in their guidelines.

This *plan*, as required by the Bureau of Animal Welfare, addresses the following key categories:

- training of authorised officers;
- registration and identification;
- nuisance;
- dog attacks;
- dangerous, menacing and restricted breed dogs;
- overpopulation and high euthanasia;
- domestic animal businesses; and
- other matters.

The Bureau of Animal Welfare has also provided, in an effort to assist Councils, some suggested activities for inclusion under the “Our plans” section of each of the abovementioned topics. This is to provide consistency across Councils. Glen Eira has included the suggested activities that are considered relevant to Glen Eira. Examples of the activities that were suggested but not included are:

- Put in place a dog order associated with restraint of dogs in public places (already in place);
- Provide dog poo bag dispensers in parks (already in place);
- Run an education campaign directed at farmers regarding dogs (not relevant); and
- Ensure working dogs are muzzled at saleyards and showgrounds (not relevant).

## Council’s orders, local laws, policies and procedures

Council has many policies, procedures and incentive schemes that are designed to foster responsible pet ownership and respond to Glen Eira’s key animal management issues.

Some of these address more than one of the categories listed above. An example is Council’s incentive scheme for owners of obedience trained dogs. This one incentive scheme is designed to increase registration and prevent nuisance and dog attacks and therefore covers three of the abovementioned categories.

To avoid repetition, details of Council’s orders, local laws, policies and procedures are included as Appendix I.

## LEGAL FRAMEWORK

### DOMESTIC ANIMAL MANAGEMENT PLANS

Under Section 68A of the Domestic Animals Act, every Council must prepare a Domestic Animal Management Plan, as follows:

#### **68A Councils to prepare Domestic Animal Management Plans**

- (1) Every Council must, in consultation with the Secretary (*of the Department of Economic Development, Jobs, Transport and Resources*), prepare at 4 year intervals a *Domestic Animal Management Plan*.
- (2) A *Domestic Animal Management Plan* prepared by a Council must—
  - (a) set out a method for evaluating whether the animal control services provided by the Council in its municipal district are adequate to give effect to the requirements of this Act and the regulations; and
  - (b) outline programs for the training of authorised officers to ensure that they can properly administer and enforce the requirements of this Act in the Council's municipal district; and
  - (c) outline programs, services and strategies which the Council intends to pursue in its municipal district—
    - (i) to promote and encourage the responsible ownership of dogs and cats; and
    - (ii) to ensure that people comply with this Act, the regulations and any related legislation; and
    - (iii) to minimise the risk of attacks by dogs on people and animals; and
    - (iv) to address any over-population and high euthanasia rates for dogs and cats; and
    - (v) to encourage the registration and identification of dogs and cats; and
    - (vi) to minimise the potential for dogs and cats to create a nuisance; and
    - (vii) to effectively identify all dangerous dogs, menacing dogs and restricted breed dogs in that district and to ensure that those dogs are kept in compliance with this Act and the regulations; and
  - (d) provide for the review of existing orders made under this Act and local laws that relate to the Council's municipal district with a view to determining whether further orders or local laws dealing with the management of dogs and cats in the municipal district are desirable; and
  - (e) provide for the review of any other matters related to the management of dogs and cats in the Council's municipal district that it thinks necessary; and

- (f) provide for the periodic evaluation of any program, service, strategy or review outlined under the plan.
- (3) Every Council must—
  - (a) review its *Domestic Animal Management Plan* annually and, if appropriate, amend the plan; and
  - (b) provide the Secretary with a copy of the plan and any amendments to the plan; and
  - (c) publish an evaluation of its implementation of the plan in its annual report.

## TRAINING OF AUTHORISED OFFICERS

Section 68(A)(2)(b) of the *Domestic Animals Act* states that Councils must outline programs for the training of authorised officers to ensure that they can properly administer and enforce the requirements of this Act in the Council's municipal district.

### Context

Glen Eira covers 38.7 square kilometres in inner south-east metropolitan Melbourne.

It includes the suburbs of Bentleigh; Bentleigh East; Carnegie; Caulfield; Caulfield South; Caulfield North; Caulfield East; Elsternwick; Gardenvale; Glen Huntly; McKinnon; Murrumbeena; Ormond; and part of St Kilda East.

Glen Eira's total population is estimated to be more than 149,012 people across 54,731 households. As at July 2017 there are approximately 12,000 registered dogs and 5,000 registered cats.

Glen Eira has 12 registered domestic animal businesses which consist of eight cat boarding establishments, three pet shops and one dog training establishment.

### Current and planned training

Historically, animal management was part of the duty of a more generalised local law officer.

Since 2004, the need for trained specialist Animal Management Officers (AMOs) has been recognised. Glen Eira has 3.5 AMOs (EFT). However, all of Council's eight Civic Compliance Officers are multi-skilled and trained across both animal management and local laws areas.

Officers dress in a non-military style uniform and the encouraged culture and mindset is focused on a friendly, educative approach as distinct from being law enforcers. Council's AMOs see themselves as providing a community service.

The Council's current AMO training and development activities include:

- participation in the Certificate IV in Animal Control & Regulation;
- participation in the Certificate IV in Government (Statutory Compliance);
- service delivery training in accordance with the principles of continuous improvement;
- specific training related to animal management;
- participation in Council-wide staff training programs such as conflict management and other courses relevant to the organisation as a whole;
- ongoing training in relation to occupational health and safety;
- provision of specialist equipment and training such as the safe and correct use of animal catchpools; and
- participation in training related to the correct collection of evidence for possible court proceedings.

## Our plans

### Objective

Identify minimum training requirements and any additional training needs to be undertaken by authorised officers. Ensure training requirements are undertaken.

Activity	When	Evaluation
Identify minimum and additional training requirements by consultation with management and staff.	By December 2017	Documentation to be finalised, approved and incorporated into induction/training process.
Ensure Authorised Officers have completed their minimum training requirements.	Ongoing – bi-annually	Training register reviewed and updated.
Ensure Authorised Officers undertake additional training opportunities.	Ongoing – bi-annually	Each officer to undertake two (2) additional training opportunities annually.  Training register reviewed and updated.

## REGISTRATION AND IDENTIFICATION

Section 68(A)(2)(c)(v) of the *Domestic Animals Act* states that Councils outline programs, services and strategies to encourage the registration and identification of dogs and cats. Registration also underpins and addresses Sections 68A(2)(a),(c)(i),(c)(ii),(d) and (f).

Registration of dogs and cats within Glen Eira is one key element of responsible pet ownership. It enables lost pets to be returned to their owner/s. Registration also enables Council to provide important services to the community including public education, park patrols and investigation of dog attacks.

To this end, registration reminder notices are sent each year to pet owners. Regular dog and cat registration doorknocks are conducted to encourage maximum registration of domestic animals and accuracy of information.

There are financial incentives (1/3 maximum amount) for owners of registered pets if desexed or obedience trained.

## CURRENT SITUATION

### Registration data

Indicator	2015/16 year	2016/17 year	Variation
Dogs registered	11,953	12,091	+138
Cats registered	5,116	5,078	-38
Dog desexing rate (% of registered dogs)	78.2%	79.1%	+0.9
Cat desexing rate (% of registered cats)	92.7%	93.2%	+0.5

Council, in August 2009, introduced a scheme which aimed to increase the registration rate of dogs and cats and at the same time encouraged voluntary desexing of dogs and cats.

The scheme has been largely successful in that there has been an increase in the number of dogs registered and the percentage of dogs and cats desexed, this has remained stable over the past years.

### Animal Census

Historically, estimating the number of dogs and cats within the municipality has been done using broad figures. For example, in 1998 dog/cat numbers were estimated based on an average provided in a report by BIS Shrapnel. Their broad figures were that 40 per cent of Australian households own one or more dogs and 26 per cent own one or more cats. Based on these percentages, Glen Eira, at that time, would have had 30,400 dogs and 20,100 cats.

However, in 2012 Council was able to significantly refine these estimates by undertaking a full Animal Census (following on from a partial census undertaken in 2006). This involved visiting 33,000 properties to gather data on the actual number of dogs and cats in the municipality. The properties targeted were those that Council records indicated did not have a dog or cat registered.

The outcome of the census revealed that Glen Eira has significantly lower dog and cat numbers than previously thought. The revised estimates after the latest census are:

- dogs approximately 14,000; and
- cats approximately 6,000.

Despite the animal census being a data gathering exercise as opposed to an enforcement opportunity, Council has seen an increase in registration levels of both dogs and cats. That is, a voluntary upswing in both dog and cat registrations accompanied the census.

### **Orders, local laws, Council policies and procedures**

See Appendix 1

### **Educational and promotional activities**

See Appendix 2

### **Compliance activities**

See Appendix 3

### **Summary**

Over the last four years our registered dog population has gradually increased, largely due to the incentive schemes in place since 2009. We have also seen an increase in the number of registered dogs and cats that have been desexed.

However, during the animal census activity many unregistered animals were still detected. This indicates that educating the community on animal registration is for some not being heeded. However, as evidenced by an increase in registrations after the animal census was undertaken, face-to-face engagement with the community is a way to get the message through. It is for this reason that Council plans include carrying out annual door knocks and following up on unregistered dogs and cats.

## Our plans

### Objective 1

Increase dog and cat registration numbers each year.

Activity	When	Evaluation
Ensure all seized and impounded animals are registered to their owner prior to release	Prior to every release	Annual review of number of dogs and cats being seized and impounded which are not registered to their owner.  Review of registration records to ensure these animals are subsequently registered.
Follow-up of unregistered dogs and cats.	Annual door knocks conducted between May and July each year.	Review registration records to ensure previously detected unregistered dogs and cats are now registered.
Continue to offer incentive scheme that encourages early/initial registration and desexing of dogs and cats.	Ongoing	Annual review of incentive scheme to evaluate effectiveness.

### Objective 2

Improve the accuracy of Council data for analysis and identify trends.

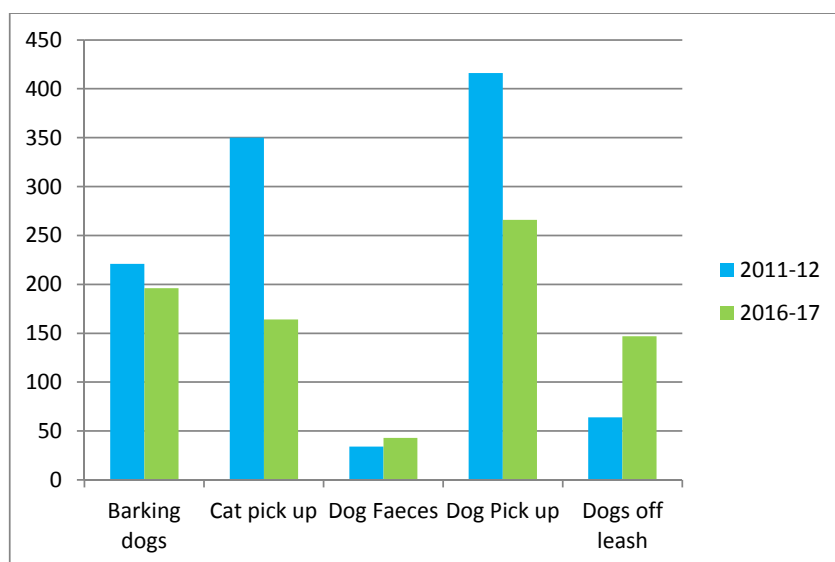
Activity	When	Evaluation
Review existing reporting framework to enable better analysis of registration data	By June 2018	Upgrade existing database to improve efficiency and accuracy of data collection
Develop new reports to identify registration trends especially relating to the success or otherwise of Council's desexing and registration incentive scheme.	By June 2018	New reports developed and finalised depicting registration/identification trends.



## NUISANCE

Section 68(A)(2)(c)(vi) of the *Domestic Animals Act* requires Councils to outline programs, services and strategies to minimise the potential for dogs and cats to create a nuisance — also addresses 68A(2)(a),(c)(i),(c)(ii),(d),(f).

### CURRENT SITUATION



The above data is taken from Council's customer complaints system. It is a reflection of the difference between complaints prior to the commencement of Council's DAM Plan (2013-2016) and after.

Pleasingly, a reduction in complaints in the areas of barking dogs and pick-up of wandering cats and dogs is evident. This may be due to Council's procedure for dealing with barking dog complaints. The procedure involves a combination of investigation, education and the gathering of evidence. However, one of the actions of this *DAM Plan* is to review the procedure to determine whether any further improvements can be made in this area.

Issues around off-leash areas and dog faeces have increased. This is despite concentrated efforts in education and park patrols. It is apparent from recent community consultation that continued effort is needed with zero tolerance, especially where sporting groups occupy off leash ovals.

Council has increased officer patrols in parks where these issues remain a problem. Council officers hand out plastic bags for the disposal of dog faeces and, as part of its education campaign, post cards and stickers.

The recent introduction of Electronic Message Boards into our Parks will further assist Council in getting the message across. These signs run late into the night and early morning before staff are deployed.

Signage at parks reminds dog owners of their responsibilities.

Council introduced an incentive scheme in 2009 to encourage dog owners to have their dogs trained and under effective control when exercising them in off leash parks. An owner who has a dog that has successfully completed a Government approved dog obedience course is entitled to one year's free registration which is applied to the second year. A 50 per cent discount then applies to subsequent years for the life of their dog. There have not been many dog owners who have qualified for this incentive. Council intends to monitor this take up and advertise this offer more fully in the future.

The scheme's aim is worthwhile as it is thought to lead to better controlled dogs in off leash areas and should help reduce nuisance complaints.

### **Orders, local laws, council policies and procedures**

See Appendix 1

### **Educational and promotional activities**

See Appendix 2

### **Compliance activities**

See Appendix 3

### **Summary**

Whilst all nuisance complaints will continue to be monitored and addressed, it is apparent that particular attention needs to be paid to dog litter and dog off leash areas. Nuisance issues are not unique to any specific location. There are however general factors that contribute to dogs and cats becoming a nuisance including:

- neighbourhoods that have higher density living. This can lead to an increase in sensitivity to barking dogs due to smaller property sizes; and
- open spaces and parklands are limited in size and must be shared. A careful balance must be achieved for all park users not only pet owners.

Council has tried to address the issue of sharing parks by introducing time share arrangements where for certain stipulated times of the day owners can exercise their dogs off-leash.

### **Our plans**

#### **Objective 1**

Reduce cat nuisance complaints progressively each year.

<b>Activity</b>	<b>When</b>	<b>Evaluation</b>
Assist residents dealing with cat trespass/nuisance problems by purchasing additional cat cages for use by local residents as required.	By January 2018	Additional cat cages purchased as required.

Activity	When	Evaluation
Review current cat nuisance data, procedures and actions.	By March 2018	Review undertaken and identify 1 initiative for improvement.
Provide education material about cat enclosures and nuisance issues to cat owners in registration information packs each year.	Ongoing	Material produced and distributed as part of registration.

## Objective 2

Develop a strategy to address dog litter issues in Council parks.

Activity	When	Evaluation
Review current education and enforcement strategies and develop new strategies.	By July 2018	Review undertaken and new Strategy developed.
Review location and number of dog litter bag dispenser and disposal bins in parks	By July 2018	Review undertaken and recommended actions implemented.
Review location and number of dog litter signage in parks	By July 2018	Review undertaken and recommended actions implemented.
Undertake appropriate education through articles in <i>Glen Eira News</i> and on Council's website.	Ongoing	At least four articles each year.

### Objective 3

Develop a strategy to address dog barking issues.

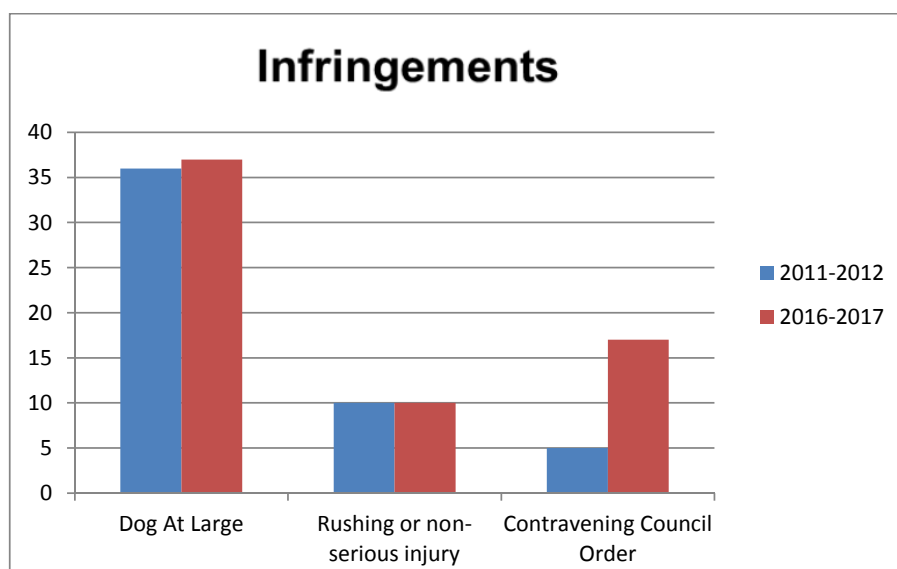
Activity	When	Evaluation
Review current dog barking complaint data, procedures and actions.	By August 2018	Review undertaken and recommended actions implemented.
Prepare new Glen Eira specific log book and booklet to address barking dogs.	By February 2018	Booklet prepared.
Investigate new technology products available to assist pet owners with their barking dogs (such as collars and barking meters, & use of Animal Behaviourist).  Educate/inform residents about the availability of these resources.	By March 2018	Investigation undertaken including consideration of use by Council officers.  <i>Glen Eira News</i> article and information on Council's website.

## DOG ATTACKS

Section 68(A)(2)(c)(iii) of the *Domestic Animals Act* requires Councils to outline programs, services and strategies to minimise the risk of attacks by dogs on people and animals — also addresses 68A(2)(a), (c)(i), (c)(ii), (d) and (f).

### CURRENT SITUATION

	2011-2012	2016-2017
Reported Dog Attacks	64	82



The increase in the number of infringements issued for contravening the Council Order is due to a dedicated enforcement campaign in response to an increase in the number of complaints regarding dogs off leash.

Council has adopted an Order under Section 26(2) of the *Domestic Animals Act* (see Appendix 4) that requires a dog to be on leash at all times when in public places (other than designated off-leash areas). The Council Order places certain responsibilities on the dog owner when in off-leash areas and in all cases the dog must still be under effective control.

All dog owners are required by law to confine their dogs to their property unless they are under effective control such as on a leash. Dog socialisation and education is encouraged via obedience training schools. These schools introduce basic training which helps the owner understand his/her responsibilities and hence minimise any aggressive tendencies in their dogs.

Dogs that wander at large are obviously not under any control. These dogs contribute to a significant proportion of dog management problems. It is essentially these dogs that lead to the majority of dog attacks. Inadequate confinement of dogs sees them at large.

The concept of effective control is perhaps one of the least understood concepts of responsible pet ownership. Unfortunately some owners still interpret leash free as meaning my dog can run randomly to his/her heart's content while I chat on my mobile phone or to a fellow dog owner. Such dogs are clearly not under any control, let alone effective control. This is an area of continued intense education by Council's Animal Management Officers (AMOs). Additionally, the Order states that dogs are not to roam within (20m) of playgrounds, sporting activities and schools. Again, this places additional responsibility on dog owners to control their dogs.

AMO's place a high importance on dogs being on-leash or confined to their property in order to minimise risk to the community. However, it also needs to be recognised that regular exercise, including in off-leash areas, is important for reducing the incidence of aggression in dogs and can assist to socialise dogs. Responsible pet ownership is the key to a healthy relationship between dogs and the wider community in which they live.

### **Orders, local laws, Council policies and procedures**

See Appendix 1

### **Educational and promotional activities**

See Appendix 2

### **Compliance activities**

See Appendix 3

### **Summary**

Dog attack is the critical animal management issue. Dog attacks occur predominately in and around the family home (including the pavement in front of the home). Public areas where people and dogs congregate such as parks also create risk.

Where serious injuries have occurred to a person or another animal as a result of a dog and the evidence is thought to be sufficient enough for prosecution, Council will have the matter heard in the Magistrates Court.

One court case involved the prosecution of a dog owner who had their dog on a leash when it attacked a child. The attack resulted in serious facial injuries. The offending dog despite being on a leash was obviously not under effective control. The remorseful dog owner voluntarily euthanized the dog. The fines issued by the Magistrate (including costs) exceeded \$4,000.

Council will consider increasing awareness of the impacts of dog attacks, and the benefits of confining a dog to their property as the key to preventing dog attacks. Targeted education will continue over the next few years, including raising awareness about the need to check fencing and gates for potential escape routes for their dog/s.

### **Our plans**

#### **Objective 1**

### Improve reporting of dog attacks

Activity	When	Evaluation
Review existing complaint system for response times and data gathering information	By April 2018	Review undertaken and recommended actions implemented.
Improve public awareness of what constitutes a dog attack and how to most effectively report dog attacks.	By February 2018	Review current education campaign and develop new tools such as media articles, public notices in parks, Council website etc.

### Objective 2

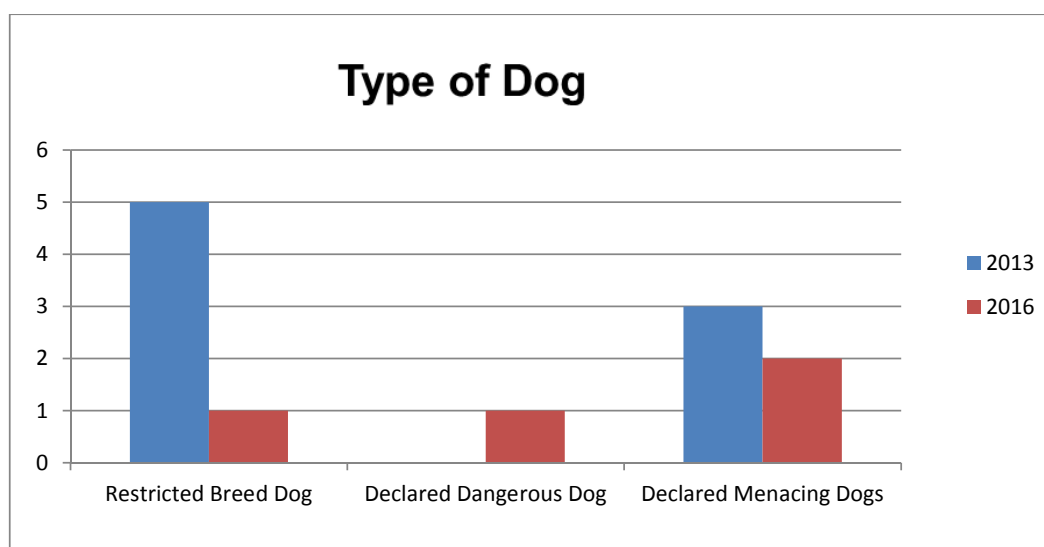
Improve awareness of safety around dogs.

Activity	When	Evaluation
Publicise key dog attack prevention messages	Ongoing	Develop publication material and distribute via mail outs, media articles, handouts during park patrols.
Promote dog obedience training, responsible pet ownership and We Are Family programs	Ongoing	Information added to Council website; at least 4 media articles published.

## DANGEROUS, MENACING AND RESTRICTED BREED DOGS

Section 68A(2)(c)(vii) of the *Domestic Animals Act* requires Council to outline programs, services and strategies to effectively identify all dangerous dogs, menacing dogs and restricted breed dogs and to ensure that those dogs are kept in compliance with this Act and the regulations — also addresses 68A(2)(a),(c)(i),(c)(ii),(d),(f).

### CURRENT SITUATION



Council currently only has one registered restricted breed dog and two declared menacing dogs and one declared dangerous dogs registered in Glen Eira.

#### Restricted breed dog

Legislation indicates that restricted breed dogs pose a potential risk. Restricted breed dogs have controls placed on them due to the increased potential of an aggressive nature of the breed in general.

A restricted breed dog is any one of the following breeds:

- (a) Japanese Tosa;
- (b) fila Brasileiro;
- (c) dogo Argentino;
- (d) Perro de Presa Canario (or Presa Canario); and
- (e) American Pit Bull Terrier (or Pit Bull Terrier).

However, there are many dogs that have been registered as a cross breed or registered as another breed of dog possibly in order to avoid a restricted breed designation. It is an offence to falsely sign a declaration of breed type when registering a dog.



## Menacing or dangerous dog

If a dog exhibits certain behaviours and/or there is an incident then Council has the power to declare that dog either a menacing dog or a dangerous dog. Dogs must be declared by Council and do not just become menacing or dangerous just because they may be aggressive.

A dog can be declared as menacing if it has rushed at or chased a person or it bites any person or animal causing injury that is not in the nature of a serious injury.

A dog can be declared as dangerous if it has caused the death of or serious injury to a person or animal by biting or attacking that person or animal; or if the dog is a menacing dog and its owner has received at least two infringement notices in respect of the offence in Section 41E (restraint of menacing dog).

## Orders, local laws, Council policies and procedures

See Appendix 1

## Educational and promotional activities

See Appendix 2

## Compliance activities

See Appendix 3

## Summary

It is evident from the data that the list of dangerous, restricted breed or menacing dogs in Glen Eira is diminishing. This may be because the owner has moved or the dog has died. Legislative prohibitions on registering dangerous, restricted or menacing dogs are designed to reduce the prevalence of these dogs and it would seem that the legislation intent is having the desired effect.

Due to the low number of restricted breed, dangerous and menacing dogs in Glen Eira, the ongoing inspection and control of these dogs is manageable.

## Our plans

### Objective 1

Identify and register all declared dogs in the municipality.

Activity	When	Evaluation
Prepare inspection program for the assessment and identification of dogs suspected of being a restricted breed, dangerous or menacing dog.	December 2018	Inspection program prepared and inspections commenced.  Record details of inspections carried out.

Activity	When	Evaluation
Cross-reference microchip database information with current Council registration information for potential restricted breed dogs.	July 2018	Record details of dogs identified.
Identify and inspect all industrial properties for dogs housed or kept for guarding purposes.	July 2018	All industrial properties inspected.
Educate the community about what is a declared dog.	Ongoing	Update information on website and I Glen Eira News article per annum.

## Objective 2

Effectively inspect and audit all declared dog premises annually to ensure they are following legislative requirements.

Activity	When	Evaluation
Ensure compliance with legislative requirements	Yearly	Audit inspections carried out and details recorded.

## OVERPOPULATION AND HIGH EUTHANASIA

Section 68A(2)(c)(iv) of the *Domestic Animals Act* requires Councils to address any over-population and high euthanasia rates for dogs and cats — also addresses 68A(2)(a),(c)(i),(c)(ii),(d),(f)

### CURRENT SITUATION

#### Total Impoundments

Animal	2011-2012	2016-2017	Variance
Dog	542	266	-259
Cat	225	164	-92

#### Euthanased (% of total impoundments)

Animal	2011-2012	2016-2017	Variance
Dog	3%	1%	-2%
Cat	40%	28%	-11%

#### Reclaimed/Returned/Sold (% of total impoundments)

	2011-2012	2016-2017	Variance
Dog	97%	92.9%	-4.1%
Cat	60%	70.7%	+10.7%

It is pleasing that the number of dogs and cats being euthanased has continued to be low. However, whilst the rates of cats being euthanased has dropped, Council will continue to strive to see this figure decrease.

Council will continue to offer a free service to return animals to their owners whenever possible. As part of this free service AMOs also educate the owners on adequate fencing to ensure their animals are kept safe.

Impounded animals that cannot be identified when picked up by Council officers are taken to the RSPCA shelter in Burwood. The RSPCA holds animals for a number of Councils as well as animals surrendered by members of the public making any direct comparisons between Glen Eira figures and those reported by the RSPCA misleading and distorted.

#### Desexing Rates (% desexed/total registered)

Animal	2011-2012	2016-2017	Variance
Dog	75%	79.1%	+4.1%
Cat	91%	93.2%	+2.2%

Desexing rates have increased favourably over the last three years. This is evidence that our incentive programs and education are working. The Council incentive program offering discounts on registration to the owners of desexed dogs and cats may have contributed to this increase.

### Orders, local laws, Council policies and procedures

See Appendix 1

### Educational and promotional activities

See Appendix 2

### Compliance activities

See Appendix 3

## Our plans

### Objective 1

Raise awareness about semi-owned cat population

Activity	When	Evaluation
Implement <i>Who's for Cats?</i> education campaign utilising the following resources (available from Bureau of Animal Welfare) <ul style="list-style-type: none"><li>• Are you feeding a bigger problem? Fact Sheet;</li><li>• media release for publication in local newspapers;</li><li>• TV commercial — can be used on Council's website; and</li><li>• promotions to encourage people to take full ownership of cats.</li></ul>	Annually	At least one media story published;  Update information on Council's website;  Review number of semi-owned cats handed into shelter/pound.

### Objective 2

Identify and record ownership status of seized cats.

Activity	When	Evaluation
Review current procedures and recording system for accurately identifying ownership details of cats picked up and/or impounded. (owned, semi-owned, wild, feral). Including their status regarding microchipping, desexed, registered.	December 2018	Procedure and reporting system reviewed and changes implemented.

**Objective 3**

Enhance website for lost and found animals

Activity	When	Evaluation
<p>Review Council's website relating to lost and found animals. Identify any performance and functionality improvements available such as ability to zoom in on photos of lost/found pets.</p> <p>Investigate use of social media as a tool in reuniting lost pets with their owners.</p>	December 2018	<p>Website review undertaken and enhancements or modifications implemented.</p> <p>Use of social media investigated and considered for implementation.</p>

**Objective 4**

Reduce regulatory restrictions on the return of lost animals

Activity	When	Evaluation
<p>Review current Section 84Y agreements with willing veterinary practices or other responsible organisations to allow them to hold lost animals whilst trying to locate and return them to their owners, and in emergency or welfare situations.</p>	February 2018	<p>Section 84Y agreement prepared and entered into with willing organisations.</p>

## DOMESTIC ANIMAL BUSINESSES

Section 68A(2)(c)(ii) of the *Domestic Animals Act* requires Council to outline programs, services and strategies which the Council intends to pursue in its municipal district to ensure people comply with the Act, the regulations and any related legislation – also addresses 68A(2)(a), (c)(i), (d), (f).

### CURRENT SITUATION

Type of Business	2013-2016	Current
Boarding establishment	8	8
Pet Shop	4	3
Dog Training	1	1

The above figures show that Council's total number of domestic animal businesses has remained stable. In some cases, non-compliance with the relevant Code of Practice meant that they had to make changes to their processes or face fines and further enforcement action by Council.

To date compliance with Codes of Practice has been excellence, however in 2012 Council made a successful prosecution relating to the conduct of a domestic animal business. The dog boarding establishment was operating from residential premises without being registered under the *Domestic Animals Act*. The operator was found guilty, convicted, fined \$3,000 and ordered to pay costs of over \$6,000.

### Orders, local laws, Council policies and procedures

See Appendix 1

### Educational and promotional activities

See Appendix 2

### Compliance activities

See Appendix 3

### Summary

Overall Council has a low level of domestic animal businesses and few compliance issues. Regular compliance checking and education activities will continue. All registered Domestic Animal Businesses (DAB) achieve yearly registration following a process of audit and follow-up inspections.

### Our plans

#### Objective 1

Identify and register all Domestic Animal Businesses in the municipality.

Activity	When	Evaluation
Conduct proactive investigations to determine businesses that should be registered as DAB.	By December each year	Compare number of registered DAB before and after investigations.

#### Objective 2

Inspect and audit all registered Domestic Animal Businesses.

Activity	When	Evaluation
Audit all DAB for compliance with legislation.	Annually (at registration period April-June)	All DAB audited and compliance rates recorded.

## OTHER MATTERS

Section 68A(2)(e) of the *Domestic Animals Act* requires Council to provide for the review of any other matters related to the management of dogs and cats in the Council's municipal district that it thinks necessary.

## CURRENT SITUATION

In 2010, Council initiated a comprehensive review of its dog off-leash areas. Council engaged specialist consultants in animal management to conduct the review. The off-leash areas had not been reviewed for 14 years and it was appropriate to conduct a comprehensive review of these provisions.

The methodology used in conducting this review included the following:

- desk based review of all open space within the City;
- inspection of all of Council's current off-leash areas;
- examination of relevant Council plans and policies; and
- consultation with relevant Council staff.

The first round of community consultation was undertaken between November 2010 and January 2011 which included the following:

- three public forums;
- 40 in-park surveys of users of the current off-leash parks;
- 50 questionnaires mailed to stakeholders who were identified as having a potential interest in this issue; and
- preparation of a draft Report.

A second round of community consultation on the draft Report was held between 29 March and 12 April 2011.

It was publicised by letters/emails to the identified stakeholders and those who had registered their interest or participated in the first round of community feedback, sporting clubs, subscribers to Council's e-newsletter and registered users of the Glen Eira — Have your Say website. Copies were also left at libraries, Council service centres and the recreation services counter. The process was publicised in local papers and on Council's website.

As a result of this process, three parks in the north west of the municipality gained timed off leash areas, greater protection was given to sporting ovals, playgrounds and barbeque areas

by reducing the off leash distance from 50 metres to 20 metres, and shared pathways were changed to become on leash.

A copy of the 2011 order which currently exists can be found on Council's website and in Appendix 4 to this plan.

Whilst a number of pocket parks have appeared since then, they are undersize to allow for dogs to run off leash, however during our engagement with community and stake holders the need for a dog agility park was raised and discussed as an important stimulant for dogs. Although not included within this Plan, Theme Three of Glen Eira's adopted *Council and Community Plan 2017-2021*, states, we will, *Explore opportunities to create dog agility park within the municipality.*

### **Orders, local laws, Council policies and procedures**

See Appendix 1

### **Educational and promotional activities**

See Appendix 2

### **Compliance activities**

See Appendix 3



## ANNUAL REVIEW OF PLAN AND ANNUAL REPORTING

As per Section 68A(3) of the *Domestic Animals Act 1994*, Council will review its *Domestic Animal Management Plan* annually to assess whether any amendments are necessary in order to ensure the plan is relevant and can be completed within the required time frame.

Council will expand its evaluation reporting to include more detailed statistics to ensure clarity and transparency relating to Council's Animal Management Services.

Council will publish the evaluation of its *Domestic Animal Management Plan* as part of its *Annual Report*.

In the final year of the plan, Council will undertake a major review and prepare drafting the next *Domestic Animal Management Plan* for the 2022-2026 period.

## **APPENDIX I — ORDERS, LOCAL LAWS, COUNCIL POLICIES AND PROCEDURES**

### **Orders:**

Council Order Section 26(2) — Control of dogs in public places

### **Local laws:**

- Keeping dogs and cats.
- Keeping poultry.
- Keeping pigeons.
- Keeping horses, cattle, sheep, pigs and general livestock.
- Shooting and snaring birds and animals.
- Animal litter.
- Unsatisfactory Fowl Houses, Kennels, Pigeon Lofts and animal enclosures.
- Animals and amenity.
- Animals and adequate fencing.

### **Policies:**

- Destruction of dogs after Court order or exercising Council power to destroy a dog (s.84P).
- Policy for the impounding of animals.

### **Procedures:**

- Trapping of cats and loan of traps.
- Inspecting properties for keeping more than two dogs or more than two cats.
- Dealing with barking dog complaints.
- Animal pickups.
- Registration of dogs and the fee structure for registration (Schedule to the Act).
- Enforcement strategy associated with issuing notices to comply, infringement notices and filing charges for prosecution.
- Serving notices of seizure relating to seizing of identified dogs.
- Seizure and impounding of dogs after a dog attack.
- Dealing with owners when recovering dogs that have been seized by Council.
- When a dog is declared dangerous (s.34).
- When a dog is declared menacing (s.41A).
- When a dog is declared to be of a restricted breed (s.98A).
- Provide details of dangerous dogs on the Victorian Declared Dog Registry (VDDR) (s.44AE).
- Provide details on VDDR of dogs destroyed in relation to s.84TA, TB and TC (s.44AEA).
- Seizure and impounding of dangerous and restricted breed dogs.
- Assessment of restricted breed dogs.
- Process for the registration/refusal of registration/renewal of registration of dangerous and restricted breed dogs (s.17).

## APPENDIX 2 — EDUCATIONAL, SUPPORT AND PROMOTIONAL ACTIVITIES

Council's aim is to promote responsible pet ownership primarily through educational activities and programs. These include:

- regular articles in Council's monthly newspaper — *Glen Eira News* including a centre spread feature on responsible pet ownership;
- regular media releases relating to topical issues such as dog attacks, registration renewals, desexing and microchipping programs;
- postcards with an explanation of Council's Order relating to the restraint of dogs in public places and the designation of off leash areas. These postcards are used extensively by officers during their park patrols;
- distribution of information about the benefits of dog obedience and puppy school training;
- production of a responsible pet ownership booklet and other booklets;
- Council's website has relevant information about responsible pet ownership;
- responsible pet ownership information on community noticeboards;
- a variety of free gifts such as leashes and doggy waste bag holders are available as giveaways; and
- information to assist people in the selection of the right pet for them.

Council also holds a yearly *pet expo* in conjunction with its *Party in the Parks* events. This has been very popular and gives pet owners the opportunity to participate in the free activities offered on the day.

School children in the municipality also receive instruction on how to behave around dogs through the Bureau of Animal Welfare Responsible Pet Ownership Program for Schools or the schools contacting Council directly. Details of the program can be found on the website located at [www.pets.info.vic.gov.au](http://www.pets.info.vic.gov.au)

## APPENDIX 3 — COMPLIANCE ACTIVITIES

The *Domestic Animals Act 1994* requires Council to administer and enforce the provisions of the Act.

The approach used by Council, in the first and preferred instance, is to inform, educate and encourage pet owners to accept responsibility for their pet, thereby complying with the provisions and intent of the Act in a voluntary way. The more successful Council is in this educational approach the less actual enforcement is required. This approach is consistent with the general philosophy of reasonable laws reasonably enforced. Council's Animal Management Officer's (AMO) see their primary role as one of providing a service to the community.

To ensure compliance with the Act, public places (particularly parks) are monitored regularly by AMO's. AMO's are also available to respond to serious breaches of the Act.

Emphasis is always given to maintaining community safety.

Council's compliance activities include:

- regular street and park patrols. Working hours are adjusted to increase AMO presence during daylight saving periods and in the early morning and late afternoon/early evening. These are times of increased activity or potential conflict in the parks with people walking and exercising their dogs and people exercising or jogging;
- for non-safety related offences, taking a graduated approach: verbal warnings and provision of responsible pet ownership brochures and literature, official written warnings and infringement notices for detected repeated breaches;
- prosecution in the Melbourne Magistrates Court for alleged dog attacks (zero tolerance for safety related offences);
- regular inspections of dangerous dog and restricted breed dog enclosures;
- respond to calls or complaints from members of the public regarding possible non-compliance with the provisions of the Act;
- an after-hours emergency service in case of dog attack or dogs at large;
- yearly inspections of domestic animal businesses;
- publication of successful prosecutions to act as a deterrent for others;
- distribution of relevant information regarding responsible pet ownership with warnings and infringement notices; and
- distribution of material by officers whilst patrolling parks in conjunction with verbal information to users of the parks.

## APPENDIX 4 — ORDER PURSUANT TO S. 26(2) OF THE DOMESTIC ANIMALS ACT

Notice is given that the Glen Eira City Council at its Ordinary meeting held on 30 August 2011 resolved to make the following order under section 26(2) of the Domestic Animals Act 1994

### Glen Eira City Council

#### Order Pursuant to Section 26(2) of the Domestic Animals Act 1994

##### 1. Definitions

In this order:

'Owner' has the same meaning as in the **Domestic Animals Act 1994**;

'Leash Free Area' means the following reserves or part of the following reserves designated by signs as being available for the unleashing of dogs at the time(s) signposted:

Allnutt Park (McKinnon)	Bailly Reserve (Bentleigh East)	Bentleigh/Hodgson Reserve (Bentleigh)
Boyd Park (Murrumbeena)	Caulfield Park (Caulfield North)	Centenary Park (Bentleigh East)
Joyce Park (Ormond)	Duncan MacKinnon Reserve (Murrumbeena)	East Caulfield Reserve (Caulfield East)
EE Gunn Reserve (Ormond)	Glen Huntly Park (Caulfield East)	Greenmeadows Gardens (St Kilda East)
Harleston Park (Elsternwick)	Hopetoun Gardens (Elsternwick)	Halley Park (Bentleigh)
King George VI Memorial Reserve (Bentleigh East)	Lord Reserve (Carnegie)	McKinnon Reserve (McKinnon)
Marlborough Street Reserve (Bentleigh East)	Moorleigh Community Village Reserve (Bentleigh East)	Murrumbeena Park (Murrumbeena)
Packer Park (Carnegie)	Princes Park (Caulfield South)	Victory Park (Bentleigh)

##### 2. Dogs must be under effective control

The Owner of any dog must keep the dog in effective control by means of a chain, cord or leash, not exceeding 1.5 metres in length, attached to the dog and either:

- a) held by the Owner who must be capable of restraining the dog; or
- b) fixed securely to a post or other fixture

while the dog is in any public area of the municipal district of the Council, except where Clause 3 of this Order applies.

##### 3. Owners obligations

A dog may be exercised off a chain, cord or leash in a Leash Free Area designated by the Council, if the Owner:

- a) carries a chain, cord or leash not exceeding 1.5 metres in length, sufficient to bring the dog under effective control, and

- b) remains in effective voice or hand control of the dog so as to be able to promptly bring the dog under effective control by placing the dog on a chain, cord or leash not exceeding 1.5 metres in length if that becomes necessary whether to comply with the provisions of this order or for any other reason.
  - c) If a dog is off a chain, cord or leash in a Leash Free Area designated by the Council, the dog must be brought under the effective control of the Owner by means of chain, cord or leash not exceeding 1.5 metres in length if the dog roams, or is likely to roam, to within 20 metres of:
    - (i) the principal location of an organised sporting event;
    - (ii) a children's play equipment area (unless the children's play equipment area is fenced off such that access to that area by the dog is prevented);
    - (iii) the entrance of a school during school hours and 15 minutes prior to and after school hours;
    - (iv) the principal location of an organised public meeting;
    - (v) a permanent barbecue or picnic area (unless the permanent barbecue or picnic area is fenced off such that access to that area by the dog is prevented);
- or if the dog does or is likely to worry, threaten, rush or attack any person or other animal.

#### **4. Areas to which Clause 3 does not apply**

Clause 3 does not apply to the following areas:

- a) The shared pathway which surrounds Caulfield Park, Caulfield North;
- b) The car park and shared pathway at the northern end of EE Gunn Reserve Ormond;
- c) Oval 1 and the shared pathway between Oval 1 and Oval 4 at Princes Park, Caulfield South.

#### **5. Time limits in Certain Leash Free Areas**

A dog may only be exercised in accordance with Clause 3 between the hours of 6:00am and 9:00am at the following reserves, or at parts of the following reserves as signposted:

- a) Harleston Park (Elsternwick);
- b) Hopetoun Gardens (Elsternwick);
- c) Greenmeadows Gardens (St Kilda East).

**Andrew Newton**  
Chief Executive Officer

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**ITEM 9.7            DRAFT FOR COMMUNITY ENGAGEMENT: INTEGRATED  
TRANSPORT STRATEGY**

**Author:**            *Mat Bonomi: Coordinator City Transport and Place Design*

**File No:**            *N/A*

**Attachments:**    *1. Draft Integrated Transport Strategy*

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**PURPOSE AND SUMMARY**

It is recommended that community feedback is sought for the Draft Integrated Transport Strategy, before a revised, final Strategy is presented to Council for formal consideration and adoption.

**RECOMMENDATION**

That Council endorses the Draft Integrated Transport Strategy for the commencement of community engagement.

**BACKGROUND**

The Integrated Transport Strategy (ITS) acts as a high-level strategic document that will set transport priorities which are aligned with the 15-year vision for Glen Eira.

The Strategy provides a cohesive transport framework which responds to Council's recently adopted Activity Centre, Housing and Local Economy Strategy, providing an integrated framework that will respond to the current and future challenges of congestion and population growth.

A people-first approach has been used to develop the draft strategy. The Strategy acknowledges that people decide how they travel, not on philosophical grounds but practical grounds, in particular factors such as time, comfort, cost and safety.

This Strategy is intended to:

- Provide the strategic context to update Council's Municipal Strategic Statement.
- Provide a planning policy link between the Glen Eira Council and Community Plan 2017–2021 and State Government's Plan Melbourne.
- Guide the strategic context for future structure plans;
- Provide clear policy direction for the municipality and replace existing Council strategies (Sustainable Transport Strategy, Walking Strategy and Cycling Strategy);
- Provide high level place-based direction for upcoming strategies (Parking Policy, revised Open Space Strategy, Quality Design Principles).

**ISSUES AND DISCUSSION**

As Melbourne's population has grown, so has car usage and community concern regarding traffic congestion has heightened. Like many inner city areas, Glen Eira has now reached a critical tipping point, where the existing road network can no longer provide an easy, smooth run for vehicles that have historically made this mode so attractive.



Glen Eira has close to 80% of our working population travelling out of the municipality to work every day, which means many of our residents are regularly stuck in traffic. This can be unproductive, frustrating and stressful. However in many cases, there are limited improvements that can be done to significantly improve travel time as there are simply too many cars trying to fit into the one street network all at the same time.

So, in areas which have reached this congestion tipping point, different thinking needs to occur in order to make any real change in people's daily lives. In particular, the focus needs to change from **'how to move cars as quickly from A to B'**, to instead focus on **'how to move people from A to B as quickly, comfortably, cheaply and safely as possible'**.

Where the congestion cannot be improved, the key will be to improve the speed and safety of other modes such as trams, trains, bikes, buses and walking. Taking this practical approach, along with a people-first approach, means that Strategy acknowledges that people will use a variety of modes, depending on what best suits them at that time and in that situation.

The Draft strategy also acknowledges that Glen Eira and its neighbourhoods are not all the same, and it is important to appropriately tailor transport improvements for each of our streets, instead of a 'one size fits all' approach. .

In particular, the northern half of Glen Eira was built before the car and is best suited to provide alternative journey modes than the car at times of congestion, as it has more trams and train stations, and the CBD is within comfortable cycling distance.

Whereas the southern half of Glen Eira has a street network that has been built specifically for car travel and so the car is highly integral for these neighbourhoods.

#### VISION — GLEN EIRA 2031

Glen Eira will be a City of child friendly-neighbourhoods that are connected to a network of vibrant and well-designed walkable activity centres. The community will have choice of a range of modes to service their daily needs.

##### Key objectives

- Design streets that prioritise people.
- Develop a *"transport as a service"* mentality.
- Recognise the significant opportunities for strengthening the role of active modes.
- Acknowledge that effective parking management will be critical to achieving transport goals.
- Further support the development of clustering around public transport hubs.
- Work with the State Government to provide frequent and reliable public transport services.

##### Place-based transport response

We have identified five area types in the City of Glen Eira which will aid us in implementing transport solutions:

##### 1. Child-friendly neighbourhoods

A well designed residential neighbourhood should be an extension of the home. It should be a place that allows neighbours to connect — building safer and cohesive communities. Child-friendly residential streets should provide opportunities for diverse experiences and encourage people to spend time engaging in social and recreational activities. All streets should be fundamentally safe for everyone — using children as the benchmark.



2. Safe school zones,

Safe school zones have a strong focus on accessibility and safety for all users. The zones should provide for a range of safe travel options whilst not impacting on the amenity of nearby spaces.

3. Walkable activity centres

A walkable activity centre is an attractive and exciting destination that encourages residents and visitors to utilise the centre's services rather than driving to a regional shopping centre.

4. Attractive local connections

An attractive local connection is a street or corridor that typically links child-friendly neighbourhoods and walkable activity centres to major roads. They are the streets that lead to residential areas and their character has an important impact on our sense of place.

5. Efficient commuter connections.

The long distance connection is a road that carries higher volumes of vehicle traffic and links local connections to destinations outside of the municipality.

The attached draft strategy details a range of high level objectives aligned to each place type that would support and foster the achievement of the Glen Eira Integrated Transport Strategy vision.

## **FINANCIAL, RESOURCE AND ASSET MANAGEMENT IMPLICATIONS**

The financial and resource implications are within the normal operation of the Council's City Futures Department.

## **POLICY AND LEGISLATIVE IMPLICATIONS**

The Draft Strategy is an essential document that emphasises the link between the Council and Community Plan, the Municipal Strategic Statement (MSS) and the State Government's Metropolitan Planning Strategy, Plan Melbourne 2017-2050.

The final Strategy in partnership with the Activity Centre, Housing and Local Economy Strategy will lay the strategic groundwork for Council's Structure Plans and Municipal Strategic Statement update by highlighting the correlations between our vision for how our residents move and with the State Government's most recent strategic vision for Victoria.

## **COMMUNICATION AND ENGAGEMENT**

Over the past twelve months, the following community consultation, focused on transport and parking, has taken place:

- Integrated Transport Strategy – key concerns and solutions - 26 July to 20 August
  - 49 survey responses
  - 38 forum comments
  - 2 email submissions
  - Disability Reference Committee meeting
  - Concept plan community consultation – Bentleigh, Carnegie, Elsternwick - 26 July 2017 to 3 September 2017

- 46 survey responses to date
- Tell us what you love about your shopping strip - November 2016 to February 2017
  - 2,142 survey responses
- Council and Community Plan – July/August 2016
  - 500 telephone surveys
  - 150 community meeting attendees
- Glen Eira Transport Forum – 12 September 2016.
  - 47 attendees

Key themes:

- Connectivity – pathways, linkages and amenities to promote alternative modes of transport.
- Safety – for pedestrians, cyclists and motorists.
- Parking – more parking in activity centres, reduce the impact of development on parking, better enforcement of parking restrictions.
- Traffic/congestion – initiatives to manage traffic flow, including in residential streets.
- Public transport – transport routes and services to key local places, including community transport. Better transport connections/integration, accessibility and shelter.

It is proposed that community feedback is sought for the Draft Integrated Transport Strategy, over a four week period following Council endorsement. All stakeholders will be invited to provide feedback through Council's Have Your Say Page or by contacting City Futures directly.

Stakeholders will be notified in the numerous ways detailed below in the engagement communications strategy.

Communication	Audience	Date
Update Have Your Say page	Community	Wednesday 27 September 2017
Have Your Say newsletter	Community	Wednesday 27 September 2017
Update web page	Community	Wednesday 27 September 2017
Facebook post	Community	Wednesday 27 September 2017
Service Centre and Library television screens	Community	Wednesday 27 September 2017
Email Blast External	Community	Wednesday 27 September 2017
Email Blast Internal	Internal	Wednesday 27 September 2017
Strategic Transport Advisory Committee	Councillors / Community Reps	October 2017
Internal Transport Reference Group	Internal	October 2017
Community consultation e-newsletter	Community	October 2017

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Community news ad in Caulfield and Moorabbin Leader newspapers	Community	Monday 2 October
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**LINK TO COUNCIL PLAN**

Theme Two: ACCESSIBLE AND WELL CONNECTED

Aspire to create neighbourhoods where people can access, the goods and services they need, within 20 minutes of where they live, travelling by foot, bicycle or public transport.

**OFFICER DECLARATION OF CONFLICT OF INTEREST**

No officers involved in the preparation of this report have any direct or indirect interest in this matter.

**CONCLUSION**

The draft Integrated Transport Strategy sets out a framework that will guide the future of Glen Eira's residents will move throughout the municipality. It is intended that community feedback be sought for the Draft Strategy with a final Strategy to be presented to Council later this year.

GLEN EIRA CITY COUNCIL

# INTEGRATED TRANSPORT STRATEGY

DRAFT SEPTEMBER 2017



A photograph of two cyclists riding away from the camera on a paved path through a park. The cyclist in the foreground is wearing a blue helmet, a blue long-sleeved shirt, and a backpack. The cyclist in the background is wearing a yellow high-visibility vest and a blue helmet. The path is lined with trees, some with green leaves and some bare, suggesting an autumn or early spring setting. The image is partially obscured by a light green geometric overlay on the left side.

## CONTENTS

### **3 Introduction**

### **5 Purpose of this Strategy**

### **6 Vision**

### **7 People**

### **12 Implementation**

#### **How to provide feedback**

This draft *Integrated Transport Strategy* has been released for community feedback and participation in the future planning of our City.

Your feedback on this draft *Strategy* is actively sought until Sunday 29 October 2017. Submissions can be made:

- online: [www.gleneira.vic.gov.au/transport](http://www.gleneira.vic.gov.au/transport);
- via email: [cityfutures@gleneira.vic.gov.au](mailto:cityfutures@gleneira.vic.gov.au);
- via post: City Futures Department, PO Box 42, Caulfield South 3162; or
- contact Council's City Futures Department on 9524 3333.



# INTRODUCTION

We have taken a people-first approach in developing this draft *Integrated Transport Strategy*. We want to create great places for people and have a deeper understanding of how and why our community moves.

We know people choose the way they travel based on a range of social, economical and environmental factors.

This can be summed up by the values of **time, cost and safety**.

## Once in a Century shift

After Melbourne was first established, there was a 'once in a century paradigm shift' that changed everything about how we lived in, moved about and designed our City.

We moved from designing for the horse and cart to designing for the car.

## The limits of our existing movement system

Our streets have since been designed around the benefits and constraints of cars — this has led to a range of both positives and negatives. We have seen great benefits such as our communities becoming much more mobile and our cities celebrating a suburban lifestyle. While the drawbacks have seen our streets lose their safe, public feel — becoming less about public space, play and people — to make room for moving cars and parking.

As our population has grown so has our car usage in our City. We have reached a critical tipping point, where the existing road network can no longer provide an easy, smooth run for vehicles that have historically made this mode so attractive.

Increasing pressure on traffic congestion and car parking indicate we have reached this critical tipping point in our transport system.



# INTRODUCTION



## Looking ahead

The near future will see another 'once in a century paradigm shift' where the transport system will transform to a strong user-first focus, being more flexible, shareable and demandable across all travel modes. This shift in our transport model, along with the pressures of having an inner-city congested network, allows for two exciting reconceptions of our City:

### 1. The transport expectation

There is a new expectation that users should be able to get to their destination as quickly, cheaply and easily as possible — regardless of mode. New transport options will need to allow users to choose the quickest, easiest, cheapest transport option to get from A to B. These new options are currently being experienced with myki, Uber or shared bikes — but the future holds endless possibilities.

### 2. Repurposing our streets as places for people

As time and technology changes, so do the requirements of our transport system. The new transport model allows our streets to be reimagined and repurposed — as places for people — rather than dictated only by the needs of car parking and traffic movements.

Glen Eira is experiencing a significant transition. The City is moving from a previously quiet, residential, suburban area to a vibrant, inner-city municipality. We now have the opportunity to set a new direction for our municipality.

# PURPOSE OF THIS STRATEGY

Glen Eira is forecast to grow by 22,000 people, 9,000 dwellings and 9,500 jobs over the next 15 years. This draft *Integrated Transport Strategy* aims to set our priorities for transport, aligned with our 15-year vision for the future of transport in Glen Eira.

This *Strategy* intends to:

- > provide the strategic context to update Council's *Municipal Strategic Statement*;
- > provide a planning policy link between the *Glen Eira Council and Community Plan 2017–2021* and State Government's *Plan Melbourne*;
- > guide strategic context for future structure plans;
- > provide clear policy direction for the municipality;
- > replace existing Council strategies (*Sustainable Transport Strategy*, *Walking Strategy* and *Cycling Strategy*); and
- > provide direction for upcoming strategies (see diagram below).

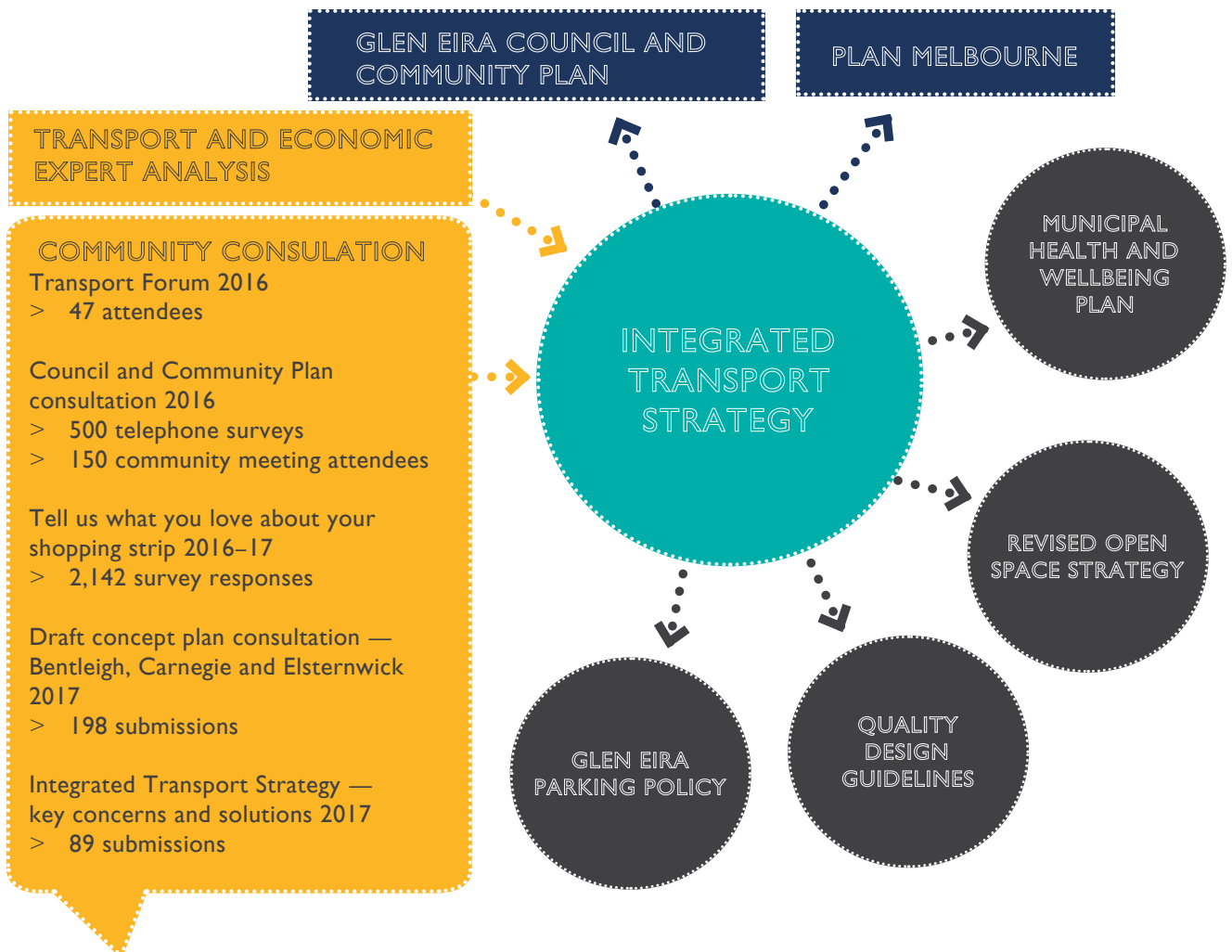
## How was this Strategy developed?

This *Strategy* has been informed by extensive community feedback, including 89 submissions on our *Integrated Transport Strategy* — key concerns and solutions community engagement from July to August 2017, expert analysis, as well as a review of trends occurring across metropolitan Melbourne.

We have incorporated feedback received through various community consultations (see diagram below).

To inform this *Strategy*, background papers were commissioned, including:

- > *Glen Eira Transport Analysis and Forecasting 2017*, MRCagney; and
- > *Glen Eira Economic Analysis 2017*, Blair Warman Economic Consultants.





# VISION



## VISION — GLEN EIRA 2031

Glen Eira will be a City of child friendly neighbourhoods that are connected to a network of vibrant and well designed walkable activity centres. The community will have a range of travel options to service their daily needs.

## KEY ACTIONS

- > Design streets that prioritise people.
- > Develop transport as a service mentality.
- > Recognise the significant opportunities for strengthening the role of active modes.
- > Acknowledge effective parking management will be critical to achieving transport goals.
- > Support the development of clustering around public transport hubs.
- > Work with the State Government to provide frequent and reliable public transport services.

Transport will be central to achieving Council's broader policy direction as outlined in Council's *Glen Eira Council and Community Plan*:

### 1. Liveable and well designed

We are committed to Glen Eira being a well designed City that is safe attractive and vibrant for our residents and business.

### 2. Accessible and well connected

Aspire to create neighbourhoods where people can access, the goods and services they need, within 20 minutes of where they live, travelling by foot, bicycle or public transport.

### 3. Safe, healthy and inclusive

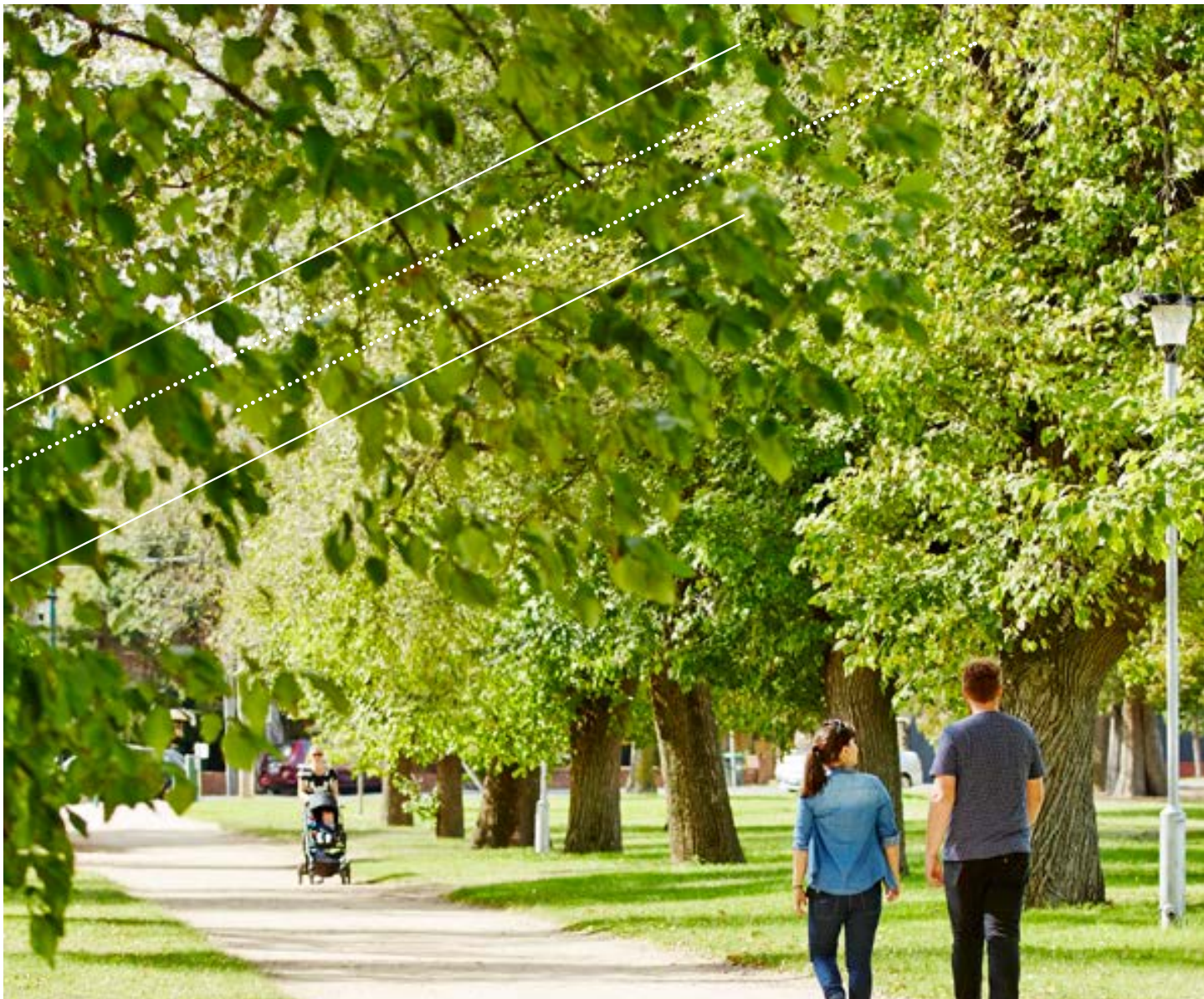
We are committed to being a community that is safe, healthy and inclusive. Our aim is to help people feel socially included, with access to quality support services. We will build a social environment that encourages participation, where people feel safe in their homes and around our streets.

To enable us to make better use of our existing infrastructure, we need to support a range of travel options for each journey.

Encouraging and facilitating active travel and public transport options will be the key to reducing unnecessary car trips. The benefits of this are:

- > freeing up road space and parking for those who need to use it;
- > reduce congestion and improve safety for children, particularly around schools and activity centres;
- > increased productivity with less time spent in traffic; and
- > improve health and wellbeing through active travel modes.





## PEOPLE

**We have taken a people-first approach for making great places for people with a deeper understanding of how and why our community moves.**

**During July and August 2017, we asked the community to consider case studies of typical Glen Eira residents. Based on feedback, we have identified key concerns for each type of resident, along with possible solutions.**



### OLDER RESIDENT

There are 20,744 residents in Glen Eira aged 65 and over.

#### Concerns

- > Walking to the shops and to visit friends is becoming harder and less enjoyable.
- > Independent travel by taxi is unreliable and expensive — public transport should provide better alternatives.

#### Solutions

- > Make it easier to visit local shopping strips with improved parking and access to those that need it.
- > Ensure public transport is safe and easy to use for all users at all times of the day.
- > Encourage enjoyable walking experiences through local neighbourhoods by creating a network of pedestrian priority paths.



### HIGH SCHOOL STUDENT

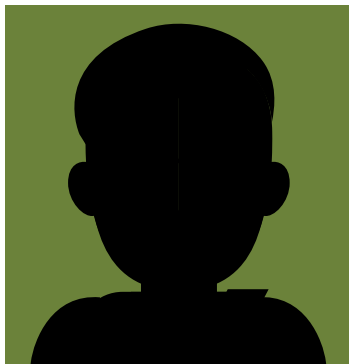
There are 9,428 high school students aged between 12 and 17 in Glen Eira.

#### Concerns

- > Many parents consider it easier to drop children off at school, as they believe the journey to school alone is unsafe.
- > There are no conveniently located bus stops within walking distance to home that are serviced by reliable buses.

#### Solutions

- > Make independent travel to and from school safe.
- > Make weekend trips with friends safe, easy and enjoyable.



### BIKE RIDER

Only 1.4 per cent of Glen Eira residents cycle to work and only 0.5 per cent of them are female.

#### Concerns

- > The lack of a safe network makes interested riders think twice about choosing to cycle regularly.
- > Local trips to the shops or to visit friends are unpleasant on the bike, without consistent cycling paths and having to cross too many unsafe roads.

#### Solutions

- > Make cycling easier and safer by investing in safe and efficient links between key destinations.
- > Increase and improve cycling facilities within activity centres and key destinations.
- > Create safer neighbourhood areas by reducing vehicle speeds in local streets.



### TRADESPERSON

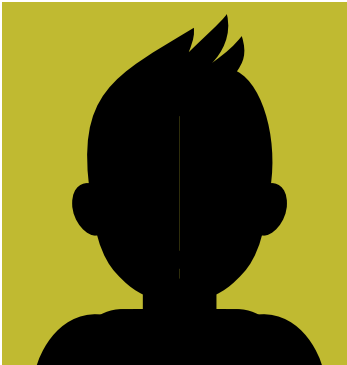
There are 13,665 technicians or trade workers living in Glen Eira.

#### Concerns

- > There are too many cars on the road — travelling between jobs and finding car parking is becoming more difficult.

#### Solutions

- > Driving between clients is as quick as it can be by planning for the most efficient travel movements on the roads for those that need to drive.
- > Enable a range of parking options for all types of users in appropriate locations.



### PRIMARY SCHOOL STUDENT

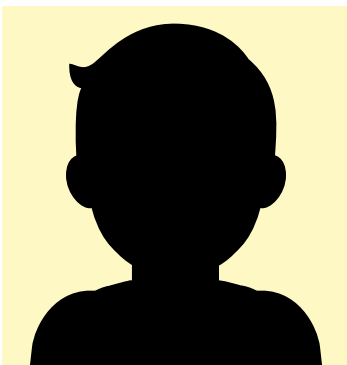
There are 12,387 students across 40 schools in Glen Eira.

#### Concerns

- > Many primary school-aged students are reliant on parents to get to and from school, but would love to ride and walk with friends if it was safer.

#### Solutions

- > Work with primary school-aged children to ensure all students can get to and from school in a safe, easy and enjoyable manner.
- > Create local neighbourhood environments where playing on the street is safe.



### PROFESSIONAL WITH YOUNG FAMILY

Couples with children make up 33 per cent of Glen Eira across more than 18,000 households.

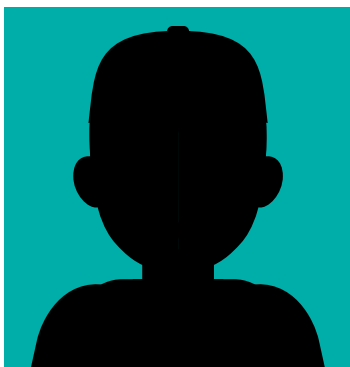
#### Concerns

- > Parking within shopping strips can be difficult at times.
- > There are too many roads with high volume, fast moving traffic — children may not be safe when walking independently.

#### Solutions

- > Finding a car park to do the after work food shopping at the local shops is quicker and easier.
- > Children have a range of convenient and fun ways to travel to and from school.
- > Weekend trips to the local park are easy.





### WORKING PARENT

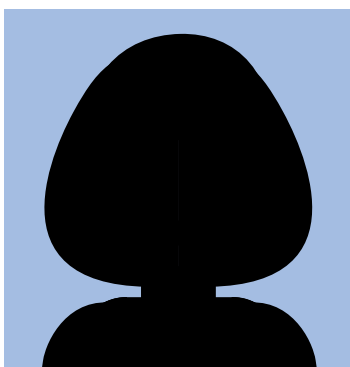
There are 4,345 single parent households in Glen Eira.

#### Concerns

- > Traffic congestion around the school and on the way to work is a primary concern.
- > We need easy and attractive walking paths between neighbourhoods and local destinations.

#### Solutions

- > Make local neighbourhood centres safe and easy for children to walk to school.
- > There are a number of efficient travel options to get to and from work and also when dropping off/picking up the children from school.



### BUSINESS PERSON

Fifteen per cent of Glen Eira residents work in managerial roles.

#### Concerns

- > These residents will choose the most time-effective mode for their travel needs.
- > There is uncertainty around car parking availability in the local shopping strip.
- > There is a preference to drive to the local shopping strip in the evenings due to concern about personal safety.

#### Solutions

- > Having the option to choose from a range of time-efficient options to get to work.
- > Provide the right type of parking in the right locations.



### PERSON WITH A DISABILITY

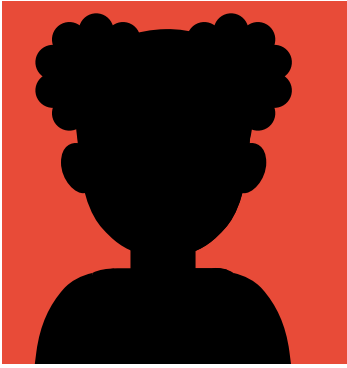
More than 6,200 people reported needing help in their day-to-day lives due to their disability.

#### Concerns

- > People with a disability can experience a range of barriers when using public transport in Glen Eira.
- > There are difficulties with doing the weekly shopping independently.

#### Solutions

- > All train stations, stops and access points should be planned in a way that suits the needs of all users.
- > Make it easier to visit local shopping strips with improved parking and access for those that need it.
- > Ensure residential access in local streets is prioritised, especially in narrow streets.



## UNIVERSITY STUDENT

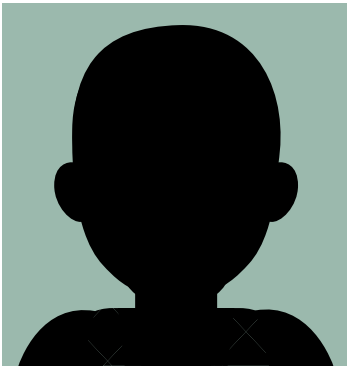
There are 11,129 university students living in Glen Eira.

### Concerns

- > The cycling network between home and university is full of gaps — forced to ride on roads that aren't safe.
- > Walking to the shops is unpleasant with too many footpath changes and unsafe roads.
- > Safety at night and having to wait at the train station is a concern.

### Solutions

- > Make getting to the train station from home as easy and hassle free as possible without a car.
- > Ensure going out at night is safe and enjoyable by making the bus and train interchanges safe and precincts are well designed.



## RESTAURATEUR

Glen Eira is home to more than 150,000 local businesses.

### Concerns

- > There are not enough parking for customers.
- > Restrictions mean that traders and their staff have to regularly move their cars.
- > The closest loading bay is too busy and far away.

### Solutions

- > Make local shopping strips active and inviting places to visit.
- > Enable a range of parking options for all types of customers and staff in appropriate locations.
- > Running a local business in Glen Eira will be prosperous if transport issues are addressed.



## IMPLEMENTATION

**We have identified five area types in the City of Glen Eira in which we will implement our transport solutions: child friendly neighbourhoods, safe school zones, walkable activity centres, attractive local connections and efficient commuter connections.**

# OUR FRAMEWORK







# CHILD FRIENDLY NEIGHBOURHOOD



■ We want all residential areas in Glen Eira to be child friendly (excluding the walkable activity centres)

A well designed residential neighbourhood should be an extension of the home. It should be a place that allows neighbours to connect — building safer and happy communities.

Child friendly residential streets should provide opportunities for diverse experiences and encourage people to spend time engaging in social and recreational activities. All streets should be fundamentally safe for everyone.

## KEY OBJECTIVES

- > Prioritise pedestrians and cyclists by providing a safe environment that encourages walking and social interaction.
- > Raise driver awareness about the presence of children on neighbourhood streets.
- > Reduce traffic speeds so that pedestrians, cyclists and vehicles can co-exist safely.
- > Create opportunities and space for play and leisure.



**STREET TREES, SHADE AND GREENERY**



**CHILDREN PLAYING IN THE STREET**



**SLOW MOVING VEHICLE ENVIRONMENT**



**PEDESTRIAN AND CYCLE-ONLY THROUGH CONNECTIONS**

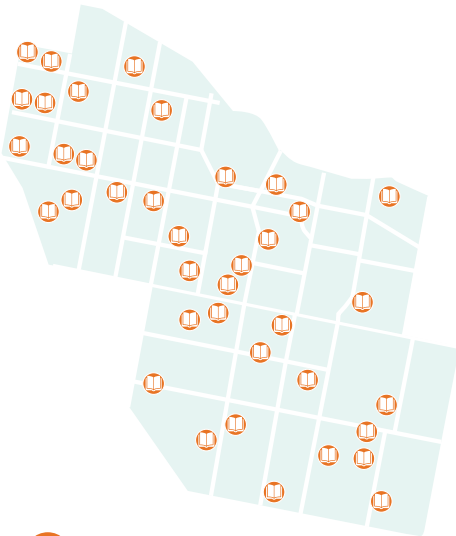


# CHILD FRIENDLY NEIGHBOURHOOD

<b>WALKING</b> 	<ul style="list-style-type: none"><li>• All intersections should ensure pedestrian safety and priority.</li><li>• Ensure all streets provide a safe and comfortable walking environment during the day and night.</li><li>• Encourage low fences to increase passive surveillance.</li><li>• Design pedestrian spaces to meet the needs of all users, including children, the elderly and people with disabilities.</li><li>• Ensure pedestrians have right of way for the duration of their journey.</li><li>• Provide wayfinding signage and street trees to increase the comfort level of pedestrians.</li></ul>
<b>CYCLING</b> 	<ul style="list-style-type: none"><li>• Decrease traffic speeds to ensure roads are safe for cyclists of all ages.</li><li>• Ensure safe routes are provided around schools.</li><li>• Create routes that have exclusive connections for pedestrians and cyclists.</li></ul>
<b>PUBLIC TRANSPORT</b> 	<ul style="list-style-type: none"><li>• Discourage buses from travelling through these neighbourhoods.</li><li>• Bus stops should to be located on the boundary of these neighbourhoods and within walking distance of residential areas.</li></ul>
<b>DRIVING</b> 	<ul style="list-style-type: none"><li>• Explore restricting speed limits to 30km/h.</li><li>• Streets should will be designed to encourage slow movements and sharing of the street space.</li><li>• Ensure pedestrian priority at all crossings.</li></ul>
<b>PARKING</b> 	<ul style="list-style-type: none"><li>• On-street parking in residential areas should be prioritised for visitors.</li><li>• Parking on narrow streets should only be permitted on a single side.</li><li>• Limit parking around areas of public interest, such as parks.</li></ul>



# SAFE SCHOOL ZONES



Safe school zones

Safe school zones have a strong focus on accessibility and safety for all users. The zones should provide for a range of safe travel options while not impacting on the amenity of nearby spaces.

## KEY OBJECTIVES

- > Provide an environment that is safe for children through the control of vehicle movements and speeds.
- > Cater and encourage a range of sustainable travel modes, including walking, cycling and public transport.
- > Consider the existing and future amenity of the area when designing movement around a school zone boundary.



**WALKING TO SCHOOL**



**INNOVATIVE PARKING SOLUTIONS**








**SAFE CYCLING FOR PRIMARY SCHOOL CHILDREN**



**PEDESTRIAN CROSSINGS AT ALL INTERSECTIONS**



# SAFE SCHOOL ZONES

<b>WALKING</b> 	<ul style="list-style-type: none"><li>• All intersections should be treated to ensure pedestrian safety and priority.</li><li>• Ensure all streets provide a safe and comfortable walking environment during the day and night.</li><li>• Encourage low fences to increase passive surveillance.</li><li>• Design pedestrian spaces to meet the needs of all users, including children, the elderly and people with disabilities.</li></ul>
<b>CYCLING</b> 	<ul style="list-style-type: none"><li>• Explore opportunities for off-road and separated bicycle paths to provide increased priority and protection for cyclists.</li><li>• Reduce conflicts between cyclists and parked cars.</li><li>• Encourage use by people of all ages and confidence levels to build healthy habits.</li></ul>
<b>PUBLIC TRANSPORT</b> 	<ul style="list-style-type: none"><li>• Bus stop locations should be serviced by high quality pedestrian facilities.</li><li>• Bus stops should include seats and shelters where feasible.</li></ul>
<b>DRIVING</b> 	<ul style="list-style-type: none"><li>• Explore lowering the speed limit to 40km/h or lower in sensitive areas.</li><li>• Street designs should aim to minimise heavy traffic volumes.</li><li>• The design of streets should allow for — but not prioritise — necessary vehicle movements.</li></ul>
<b>PARKING</b> 	<ul style="list-style-type: none"><li>• Short-term parking should be designed and located in areas that do not impede child safety.</li><li>• Kiss and ride parking is a preferred option close to a school.</li><li>• Create park-walk stations where children can walk to and from the school yard.</li></ul>





# WALKABLE ACTIVITY CENTRES

A walkable activity centre is an attractive and exciting destination that encourages residents and visitors to utilise the centre's services rather than driving to a regional shopping centre.

## KEY OBJECTIVES

- > Design streets to balance the needs of diverse users in order to create an environment that ensures access, safety, comfort and enjoyment for everyone.
- > Ensure the centre is easy and safe to navigate.
- > Provide a slow-speed environment to ease the movement of pedestrians and help create attractive places.
- > Enable clear and efficient connections to public transport hubs.
- > Ensure appropriate parking is provided in suitable locations.



Walkable activity centres



**STREET TREES AND GREENERY**



**WIDE FOOTPATHS FOR PEDESTRIANS**



**OUTDOOR CAFES AND DINING**



**GREAT PUBLIC TRANSPORT INTERCHANGES**

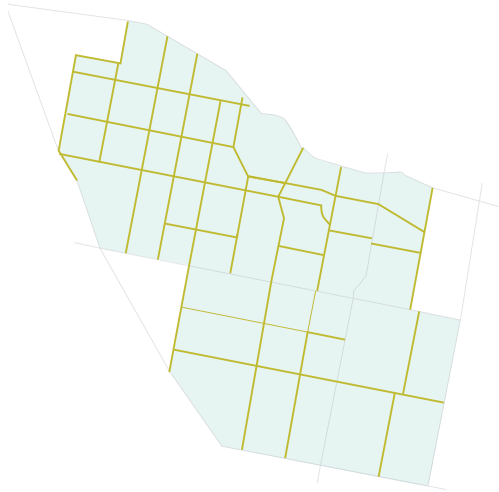


# WALKABLE ACTIVITY CENTRES

<b>WALKING</b> 	<ul style="list-style-type: none"> <li>• All intersections should be treated to ensure pedestrian safety and priority.</li> <li>• Ensure all streets provide a safe and comfortable walking environment during the day and night.</li> <li>• Incorporate protection from extreme weather.</li> <li>• Footpaths should be of a high quality materials and finish.</li> <li>• Maintain a clear unobstructed footpath zone for pedestrians.</li> <li>• Design pedestrian spaces to meet the needs of all users, including children, the elderly and people with disabilities.</li> </ul>
<b>CYCLING</b> 	<ul style="list-style-type: none"> <li>• Provide opportunities for separated bicycle paths.</li> <li>• Reduce conflicts between cyclists and parked cars.</li> <li>• Enable cyclists to travel in both directions in one-way local streets.</li> <li>• Develop bicycle hubs to improve bus, tram and train connections for cyclists.</li> <li>• Support local businesses to encourage cycling.</li> <li>• Ensure bicycle parking and storage are ample and secure.</li> </ul>
<b>PUBLIC TRANSPORT</b> 	<ul style="list-style-type: none"> <li>• Plan and promote the development of public transport interchanges/hubs in key central locations that are easily accessed by foot and bike.</li> <li>• Ensure all bus and tram stops are accessible.</li> <li>• Ensure public transport hubs provide a high level of user amenity.</li> <li>• Ensure the space dedicated to a transit network is aligned with demand, meeting service needs without sacrificing streetscape quality.</li> </ul>
<b>DRIVING</b> 	<ul style="list-style-type: none"> <li>• Investigate where shared zones can be implemented.</li> <li>• Design for traffic speeds below 30 km/h in significant places and local streets.</li> <li>• Explore road closures and single direction streets.</li> <li>• Create slow points in side streets by widening footpaths or landscaped kerbs.</li> </ul>
<b>PARKING</b> 	<ul style="list-style-type: none"> <li>• Provide the right type of parking in the right places.</li> <li>• Actively manage the demand for car parking and to enhance the use of the centre's streets as places for people.</li> <li>• Parking should be provided at the edges of activity centres to encourage and facilitate a safer and enjoyable walking environment.</li> <li>• Ensure car parks are secure, accessible and safe.</li> <li>• Investigate opportunities for other needs-based parking bays.</li> <li>• Ensure taxi ranks and loading bays are accessible and effective.</li> <li>• Ensure car parks can be modified in the future if extensive car parking is no longer required.</li> <li>• Reconsider on-site car parking requirements for land uses that contribute to active streetscapes, local employment and other Council objectives.</li> </ul>



# ATTRACTIVE LOCAL CONNECTIONS



Attractive local connections

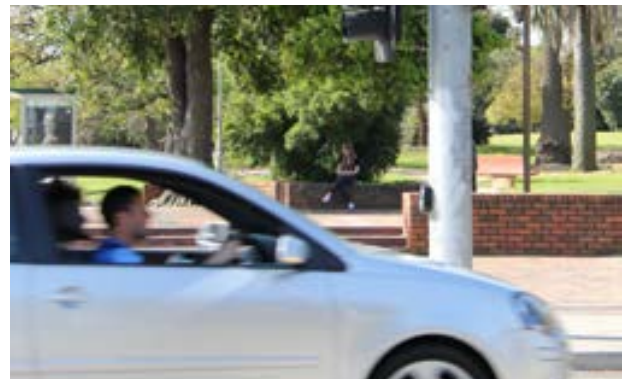
An attractive local connection is a street or corridor that typically links child friendly neighbourhoods and walkable activity centres to major roads. They are the streets that lead to residential areas — their character has an important impact on our sense of place.

## KEY OBJECTIVES

- > Design the connections so that vehicle speed is controlled and a pleasant environment is created for pedestrians and cyclists.
- > Discourage significant long-distance travel or fast moving through-traffic.
- > Cater for a range of travel modes, including walking, cycling, driving and public transport.



TREE-LINED BOULEVARDS



SLOW MOVING VEHICLE ENVIRONMENT



INTEGRATED TRAM/BUS STOPS



SAFE CYCLING AND WALKING

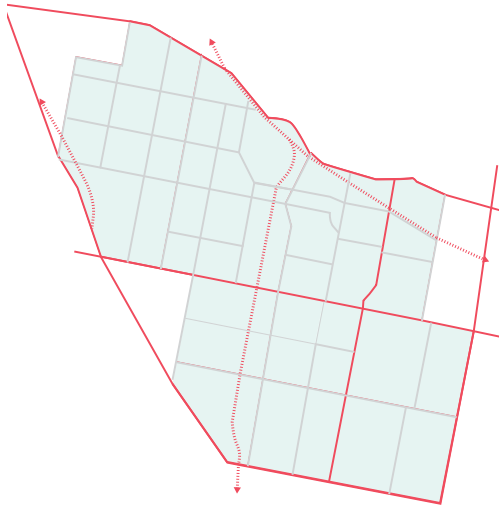


# ATTRACTIVE LOCAL CONNECTIONS

<b>WALKING</b> 	<ul style="list-style-type: none"><li>• All intersections should be treated to ensure pedestrian safety and priority.</li><li>• Ensure adequate mid-block crossing opportunities that facilitate crossing to places that people want to go to, for example schools, parks and retail centres.</li><li>• Increase the number of public seats and convenience services in the street.</li><li>• Design pedestrian spaces to meet the needs of all users, including children, the elderly and people with disabilities.</li></ul>
<b>CYCLING</b> 	<ul style="list-style-type: none"><li>• Explore opportunities for separated bicycle paths to provide increased priority and protection for cyclists.</li><li>• Reduce conflicts between cyclists and parked cars.</li><li>• Encourage cycling for people of all ages and confidence levels.</li></ul>
<b>PUBLIC TRANSPORT</b> 	<ul style="list-style-type: none"><li>• Explore amending bus routes to align with these corridors.</li><li>• Bus stop locations should be serviced by high quality pedestrian facilities.</li><li>• Bus stops should include seats and shelters where feasible.</li><li>• Buses should stop within lanes to ensure they move faster and more reliably by decreasing the amount of time lost when merging in and out of traffic.</li><li>• Investigate bus and tram priority along key routes.</li><li>• Improve accessibility of tram stops.</li></ul>
<b>DRIVING</b> 	<ul style="list-style-type: none"><li>• Explore lowering the speed limit to 50km/h or lower in sensitive areas.</li><li>• Designs should aim to minimise heavy traffic volumes.</li><li>• Encourage freight and large trucks to use efficient commuter connections where possible.</li></ul>
<b>PARKING</b> 	<ul style="list-style-type: none"><li>• On-street parking should not limit creating safe and attractive movement options for pedestrians, bikes, cars and trams.</li><li>• On-street parking will be permitted where appropriate and where it does not impede other travel modes or safety.</li></ul>



# EFFICIENT COMMUTER CONNECTIONS



An efficient commuter connection is a road that carries higher volumes of vehicle traffic and links local connections to destinations outside of the municipality.

## KEY OBJECTIVES

- > Prioritise the movement of vehicles to ensure traffic doesn't distribute into the local networks seeking alternate routes.
- > Ensure commuters across all travel modes can use efficient connections.

— Efficient commuter connections



**EFFICIENT DRIVING ENVIRONMENT**



**TRAIN STATION CONNECTIONS**








**COPENHAGEN-STYLE BIKE LANES**



**INTEGRATED TRAM/BUS STOPS**

# EFFICIENT COMMUTER CONNECTIONS

<b>WALKING</b> 	<ul style="list-style-type: none"> <li>Facilitate ease of crossing for pedestrians at key locations.</li> <li>Design pedestrian spaces to meet the needs of all users, including children, the elderly and people with disabilities.</li> </ul>
<b>CYCLING</b> 	<ul style="list-style-type: none"> <li>Bicycle links should be separated from vehicle traffic.</li> <li>Explore fully protected and separated bicycle lanes.</li> </ul>
<b>PUBLIC TRANSPORT</b> 	<ul style="list-style-type: none"> <li>High frequency and high priority services should run along the commuter connection network.</li> <li>Buses and trams should be prioritised and separated from vehicle traffic to increase speed and reliability.</li> </ul>
<b>DRIVING</b> 	<ul style="list-style-type: none"> <li>The commuter connections should be encouraged to facilitate efficient and maximised movement.</li> </ul>
<b>PARKING</b> 	<ul style="list-style-type: none"> <li>Parking should be discouraged to ensure maximum road space for movement.</li> <li>On-street parking should not limit creating safe and attractive movement options for pedestrians, bikes, cars and trams.</li> <li>On-street parking permitted where appropriate.</li> </ul>

## CONTACT

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**ITEM 9.8 TOWN PLANNING FEES UPDATE**

**Author:** *Paul Wood, Manager Town Planning*

**File No:** *n/a*

**Attachments:** *None*

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**PURPOSE AND SUMMARY**

This report considers the effect of the new planning fees that were introduced into operation on 13 October 2016, in relation to the cost of the Town Planning service.

**RECOMMENDATION**

That Council:

1. notes the report;
2. acknowledges that the fees have improved the proportion of the cost to Council in processing planning applications, representing 71% of the actual cost of service; and
3. receives another report early in 2018 that considers other revenue streams to support greater cost recovery for Town Planning Services.

**BACKGROUND**

Council has long acknowledged that planning application fees do not cover the cost of processing planning applications, and has advocated for a cost recovery model with the State Government, who is responsible for setting statutory fees.

Following an approximate 7 year period without any increase in planning fees, the State Government amended its fees regulations in September 2016 providing substantial increases to the cost of planning applications and processes effective from 13 October 2016.

Two previous reports have been brought to Council in relation to fees, as follows:

**2015 Council Resolution**

At the 28 April 2015 Ordinary Council Meeting, Council acknowledged that ratepayers were substantially subsidising the processing costs of planning applications each year and resolved to advocate to the State Government for greater cost recovery through increases to planning application fees.

**2016 Council Resolution**

At the 28 June 2016 Ordinary Council Meeting, Council noted a review by the State Government to increase planning application fees and acknowledged that the proposed increased fees would result in covering a greater proportion of the costs in processing planning applications.

This resolution also sought a further report be prepared at the end of the 2016-2017 Financial Year, to consider the effect of the new fees. This report responds to the resolution.

## ISSUES AND DISCUSSION

The full effect of the increase in planning fees over a full financial year has not been seen, as the fees were only introduced on 13 October 2016. The following table shows a substantial growth in the average fee per application in the 2016-2017 Financial Year, after the introduction of the new fees.

Financial Year	Number of applications	Fees total	Average fee / application	Percentage growth year on
2014-2015	1566	\$1.52M	\$958	-
2015-2016	1611	\$1.58M	\$981	2.4%
2016-2017	1529	\$2.48M	\$1622	65.3%

The planning applications fees generated in the last financial year represent 71% of the actual cost of service.

The cost for service is reported as part of the Local Government Performance Reporting Framework (Know Your Council) and for the 2016-2017 Financial Year was \$2287.66 per application. This has grown from 44% on the previous financial year.

There is still a shortfall between the statutory fees generated for planning permit applications and the total cost of delivering the planning service (using the Know Your Council measure). This gap is expected to close further over the next financial year, having the benefit of collecting data over a full financial year.

Furthermore, Glen Eira's Planning Office recently completed a comprehensive Service Review. The Service Review has resulted in an action plan containing measures that will increase the efficiency of Glen Eira's planning service, and a range of actions aimed at improving the experience for all customers. These improvements will be implemented in the 2017-2018 financial year.

There is also an opportunity for Council to review how it costs non-statutory planning functions, being key aspects of planning service delivery such as pre-application and planning advice processes, procedural requests, administrative tasks, as another step to reducing the cost of service.

It is recommended that a further report be brought to Council examining opportunities for additional non-statutory planning fees and to review existing non-statutory fees to ensure that Council is operating in a more financially sustainable manner.

## FINANCIAL, RESOURCE AND ASSET MANAGEMENT IMPLICATIONS

The increase in planning application fees has lessened the subsidy from ratepayers and provides an improved financial position than the previous years. There is however opportunity to explore addition revenue streams to further the improve income generation for the Town Planning Department.

## POLICY AND LEGISLATIVE IMPLICATIONS

There are no policy or legislative implications from this report.

## COMMUNICATION AND ENGAGEMENT

There is no direct communication or engagement required as part of this update report.

## LINK TO COUNCIL AND COMMUNITY PLAN

Theme Five – Informed and Engaged

*A well governed Council that is committed to transparency and engages residents in decision-making.*

### **OFFICER DECLARATION OF CONFLICT OF INTEREST**

No officers involved in the preparation of this report have any direct or indirect interest in this matter.

### **CONCLUSION**

This report outlines that following the introduction of new planning fees in October 2016, planning permit applications fees covered 71% of the actual cost of the service in the 2016-2017 Financial Year.

The overall effect of the new fees is a positive step forward and reduces the financial subsidy from ratepayers for the delivery of this service. Furthermore, actions arising from the Town Planning Service Review will both improve the efficiency of the service, together with customer experience improvements.

**ITEM 9.9 COUNCIL POLICIES – LIBRARIES, ARTS & CULTURE**

**Author:** Lauren Bialkower, Manager Libraries, Arts & Culture

**File No:** 17/1184654

**Attachments:**

1. Amended Art Collection Policy
2. Amended Arts and Culture Events Ticketing Policy
3. Amended Current Library Service Collections Policy
4. Amended Current Library PC & Internet Access & Use Policy
5. Amended Current Library Service Fees & Payment of Charges Policy
6. Amended Current Eligibility for Home Library Services Policy
7. Amended Current Eligibility Membership & Use of the Glen Eira Library Policy
8. Proposed History and Heritage Policy
9. Tracked change versions of the existing policies showing the proposed changes

---

**PURPOSE AND SUMMARY**

To amend eight Libraries, Arts & Culture policies and to approve a new policy for History and Heritage

**RECOMMENDATION**

That Council:

1. reviews and approves the amended Policies listed below, shown as attachments to this report:  
*Art Collection Policy*  
*Arts and Culture Events Ticketing Policy*  
*Library Service Collections Policy*  
*Library PC & Internet Access & Use Policy*  
*Library Service Fees & Payment of Charges Policy*  
*Eligibility for Home Library Services Policy*  
*Eligibility Membership & Use of the Glen Eira Library & Information Services Policy; and*
2. adopts the History and Heritage Policy shown as Attachment 8 to this report.

**BACKGROUND**

The two Arts & Culture policies were last reviewed in 2014 and the six Libraries policies in 2013.

Council's Corporate Counsel is conducting a review of all Council adopted policies for legislative accuracy, consistency, conversion to the current policy template and for compatibility with the Charter of Human Rights and Responsibilities Act 2006.

Minor amendments are proposed to each of the policies to improve clarity and ensure compliance with legislation.

The History and Heritage policy was presented to the Arts and Culture Advisory Committee for review on 7.8.17. The subsequent feedback has been incorporated into this draft.

**ISSUES AND DISCUSSION**

Not applicable.

**FINANCIAL, RESOURCE AND ASSET MANAGEMENT IMPLICATIONS**

Not applicable.

**POLICY AND LEGISLATIVE IMPLICATIONS**

In accordance with the:

1. Local Government Act 1989;
2. Live Performance Australia Ticketing Code of Conduct

**COMMUNICATION AND ENGAGEMENT**

The two Arts & Culture policies are available on the Council website, *Policies, strategies and plans, Arts & Culture* and the Libraries policies are available on the Libraries website, about us, membership, strategies and policies. All are accessible to the whole community.

Updated policies will be uploaded to Council's website following approval.

**LINK TO COMMUNITY PLAN**

Theme 3: Safe, healthy and inclusive — a strong and safe community that brings people together and enhances health and wellbeing

**OFFICER DECLARATION OF CONFLICT OF INTEREST**

No officers involved in the preparation of this report have any direct or indirect interest in this matter.

**CONCLUSION**

Councillors are asked to consider the proposed changes to the policies and if changes are approved, they will take effect from the date of approval.



## Art Collection

<b>Date first adopted:</b> <b>21 March 2005</b>  <b>Amended and adopted:</b> <b>29 April 2014</b> <b>26 September 2017</b>	<b>Version: 2</b>  <b>Next review date:</b> <b>September 2022</b>	<b>Status: Reviewed</b>
<b>Position Title of Responsible Business Unit Manager:</b>	Manager, Libraries, Arts & Culture	

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## 1. TITLE

Art Collection

## 2. OBJECTIVE

- 2.1 make Council's art collection available for the enjoyment and education of the Glen Eira community.
- 2.2 To provide the community with access to the work of artists who are innovative, inspirational and whose work is of a high standard.
- 2.3 To ensure the proper management of Council's art collection and to conserve, document and develop the collection in accordance with current art collection and museological practices.

## 3. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
N/a	

## 4. POLICY

### 4.1 Management

- 4.1.1 Council's art collection will be presented to as wide an audience of Glen Eira residents as is possible.
- 4.1.2 Artwork from the collection will be displayed in the Council Gallery, in public areas of the Town Hall, including in the Library and Service Centre and at other public Venues, if appropriate security measures can be implemented.
- 4.1.3 Other forms of public access or display will also be encouraged including on Council's website.
- 4.1.4 Artwork in public places e.g. sculptures will be included as an integral part of Council's art collection.
- 4.1.5 The loan of artwork from the collection to other galleries will be considered, subject to appropriate insurance and a loan agreement being in place.
- 4.1.6 The collection will be managed and documented by appropriately qualified staff and will be displayed and stored to industry standards.

### 4.2 Donations and Bequests

- 4.2.1 Gifts of artwork to enhance Council's collection will be encouraged.

- 4.2.2 Before acceptance of any donation or bequest, the nature of the proposed donation or bequest, its fit with Council's collection and the costs associated with conservation, restoration, preparation, presentation and storage will be estimated and considered.
- 4.2.3 Donations to the collection will not be accepted if they do not accord with this Policy.
- 4.2.4 Conditional gifts will be discouraged and other than in exceptional circumstances, donors will relinquish all rights, except copyright, (if already the owner of copyright) to the artwork.
- 4.2.5 Donors may be required to enter into a Donation Agreement.

#### **4.3 Acquisition and Development**

- 4.3.1 The collection's artwork will be of the highest affordable quality and consist of professional work displaying excellence in that genre or medium.
- 4.3.2 New acquisitions will suit the existing collection; its themes and media.
- 4.3.3 Consideration will be given to public safety, display, storage and transport issues prior to acquisition.
- 4.3.4 The themes set out below will shape the direction of Council's collection:
  - (a) suburban theme – a theme that both reflects and challenges residents' lifestyles;
  - (b) the work of significant Australian artists who are represented in three or more state and national gallery collections  
e.g. Fred Williams, Leonard French and Charles Blackman;
  - (c) the Boyd family – works by members of the Boyd family will be collected where possible to commemorate the family's life in Murrumbidgee; and
  - (d) works by Glen Eira artists - works of quality by artists living or working or who have lived or worked in Glen Eira.
- 4.3.5 The Arts and Culture Advisory Committee may from time to time recommend to Council the acquisition of artwork for the collection. All acquisitions will require a prior Council resolution.

#### **4.4 De-accession and Disposal**

- 4.4.1 The aim of de-accession is to improve the quality of the collection by selling or otherwise disposing of artwork, where appropriate.
- 4.4.2 Artwork from the collection which is in poor condition or damaged beyond reasonable repair will be considered for removal.

- 4.4.3 The Arts and Culture Advisory Committee may from time to time recommend to Council artwork for de-accession. All de-accessions will require a prior Council resolution.
- 4.4.4 Where artwork has been recommended for de-accession or other disposal, this will be fully documented.
- 4.4.5 Where artwork that was gifted or bequeathed to Council, is recommended for de-accession, reasonable steps will be taken to consult with the original donor (or their family) prior to de-accession. The donor (or their family) will be offered the return of the artwork at no cost, prior to any sale or other disposal of the artwork where this is reasonable in the circumstances (depending on the nature of the original donation, any expressed wishes of the donor and Council's reason for selling or disposing of the work).
- 4.4.6 Where artwork previously purchased by Council is recommended for de-accession, the artist will be given first refusal to buy back the artwork.
- 4.4.7 De-accessioned artwork is not available for acquisition by Councillors or Council staff.

## **5. HUMAN RIGHTS CHARTER COMPATIBILITY**

This Policy has been assessed as being compatible with the *Charter of Human Rights and Responsibilities Act 2006 (Vic)*.

## **6. ASSOCIATED DOCUMENTS**

N/a

## **7. REFERENCES/RESOURCES**

N/a

## Arts and Culture Events Ticketing

<b>Date first adopted:</b> <b>3 July 2006</b>  <b>Amended and adopted:</b> <b>29 April 2014</b> <b>26 September 2017</b>	<b>Version: 2</b>  <b>Next review date:</b> <b>September 2022</b>	<b>Status: Reviewed</b>
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## 1. TITLE

Arts and Culture Events Ticketing

## 2. OBJECTIVE

- 2.1 To provide guidelines for the sale and refund of tickets for ticketed events and performances managed by Council's Arts and Culture department.
- 2.2 To ensure that Council complies with the Live Performance Australia Ticketing Code of Practice ('Code') where applicable.

## 3. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
N/a	

## 4. POLICY

### 4.1 Companion card scheme

Council participates in the Companion Card Scheme which entitles approved cardholders to be charged for one admission only, where it is necessary for that person to be accompanied by a carer (paid or unpaid).

### 4.2 Babies and toddlers

Children under two are permitted to sit on an attendee's knee during a performance at no charge. Children over two are required to sit in a separate seat which must be paid for at the standard concession rate.

### 4.3 Concession rates

- 4.3.1 Where possible, a concession rate will be available at all events and will apply to students, persons under the age of 16, senior card holders and health card holders.
- 4.3.2 Where concession rates are available, a concession card must be presented in person at the time of booking (if made in person) or on collection of a ticket.

### 4.4 Ticket sales

- 4.4.1 At an event for which tickets are sold, admission to the event is by valid ticket only.
- 4.4.2 Tickets are sold for a specific event as dated and identified on the ticket and are not transferable for other events. Council accepts no responsibility for lost or damaged tickets.
- 4.4.3 Council may add, withdraw, or substitute artists or performers and vary advertised programs. Council may also alter seating arrangements and vary audience capacity.



#### **4.5 Admission to events and performances**

- 4.5.1 Council may refuse admission to any person or require any person to leave after admission, irrespective of that person being in possession of a valid ticket in the circumstances set out in the Code.
- 4.5.2 Subject to section 4.5.3 of this Policy, the use of mobile phones and recording equipment (including phones, cameras, and tape and video recorders) at Council events is strictly prohibited and such equipment must be turned off prior to entry to the event.
- 4.5.3 Prior written consent to photographing, audio or video recording of an event must be obtained from Council. Council is under no obligation to give such consent and may impose reasonable conditions in respect of any such consent.
- 4.5.4 Latecomers will only be admitted at a suitable break in a performance and, in some cases, this may not be until a scheduled interval.

#### **4.6 Payment for Tickets**

- 4.6.1 All tickets must be paid for in full at the time of booking.
- 4.6.2 Tentative bookings or placing tickets 'on hold' are not permitted.
- 4.6.3 Pre-event booking payments made in person can be made by cash, EFTPOS or credit card.
- 4.6.4 Telephone bookings can be made by credit card (Visa or MasterCard only).
- 4.6.5 Tickets purchased at the door on the day of a performance can be made by cash, EFTPOS or credit card.

#### **4.7 Refunds**

- 4.7.1 Subject to section 4.7.2 of this Policy, a refund of a ticket will be made in accordance with the Code. The Code provides that a purchaser is entitled to a refund if Council:
  - (a) cancels an event; or
  - (b) re-schedules an event (and a purchaser cannot or does not wish to attend the rescheduled event); or
  - (c) the event is significantly relocated.
- 4.7.2 A purchaser must advise Council in writing of a request for a refund and enclose the ticket/s to be refunded before a refund can be considered. If a refund is not approved, Council will, as soon as possible, return the tickets to the purchaser.
- 4.7.3 A purchaser will be reimbursed by cheque for the value of the ticket/s.

#### **4.8 Exchanges**

- 4.8.1 An exchange of a ticket is subject to availability and at the discretion of the Manager Libraries, Arts and Culture.
- 4.8.2 A purchaser must advise Council in writing of a request for an exchange and enclose the ticket/s to be exchanged before an exchange can be considered.
- 4.8.3 Where a request for an exchange is made for an event for which tickets are priced at a higher or lower rate, a purchaser must pay the difference and will not be entitled to receive the difference, respectively.

## **5. HUMAN RIGHTS CHARTER COMPATIBILITY**

This Policy has been assessed as being compatible with the *Charter of Human Rights and Responsibilities Act 2006 (Vic)*.

## **6. ASSOCIATED DOCUMENTS**

Live Performance Australia Ticketing Code of Practice (Sixth Edition)

## **7. REFERENCES/RESOURCES**

## Libraries Collections

<b>Date first adopted:</b> <b>2 September 2002</b>  <b>Amended and adopted:</b> <b>26 November 2013</b> <b>26 September 2017</b>	<b>Version: 2</b>  <b>Next review date:</b> <b>September 2022</b>	<b>Status: Reviewed</b>
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## 1. TITLE

Libraries Service Collections

## 2. OBJECTIVE

To guide the development of Glen Eira Libraries collections.

## 3. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
N/a	

## 4. POLICY

- 4.1 Council provides a range of physical and digital collections to suit the requirements, needs and interests of the Glen Eira community in regard to information, leisure, learning and literacy.
- 4.2 Qualified Glen Eira Libraries staff select materials appropriate to a broad range of information needs and interests. Materials that are of a specialised, academic or technical nature are generally not included.
- 4.3 Qualified Glen Eira Libraries staff make choices within budgetary guidelines as to the purchase of materials and their location within the branch network. Materials or formats may be rejected on the basis of cost.
- 4.4 Glen Eira Libraries abide by legislation which includes legislation applicable to censorship, music recordings, and console game and film classifications.
- 4.5 Formats selected will be appropriate to the level of usage expected for each type of collection. Some may need to be able to withstand a high level of usage.
- 4.6 Formats selected will also take into account the most widely available technologies, current and anticipated usage and special needs of community members with a disability or impairment.
- 4.7 Publishing trends and market availability may influence choice of material and format.
- 4.8 Collections in languages other than English are maintained in accordance with local demand and usage patterns.

4.9 Glen Eira Libraries reserves the right to accept or decline offers to donate material.

4.10 The collections are subject to ongoing evaluation by qualified Glen Eira Libraries staff in respect of usage, currency, relevance and physical condition. Materials may be withdrawn from the collections when they are no longer required.

## **5. HUMAN RIGHTS CHARTER COMPATIBILITY**

This Policy has been assessed as being compatible with the *Charter of Human Rights and Responsibilities Act 2006*.

## **6. ASSOCIATED DOCUMENTS**

N/a

## **7. REFERENCES/RESOURCES**

Australian Library and Information Association [www.alia.org.au](http://www.alia.org.au)

*Charter of Human Rights and Responsibilities Act 2006 (Vic)*

## Libraries PC and Internet Access and Use

<b>Date First Adopted:</b>  <b>Amended and Adopted:</b> 2 September 2002 21 May 2007 17 May 2010 26 November 2013 26 September 2017	<b>Version: 4</b>  <b>Next review date:</b> September 2020	<b>Status: Reviewed</b>
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## 1. TITLE

Libraries PC and Internet Access and Use

## 2. OBJECTIVE

To define the principles which guide the specific conditions of use with which users are expected to comply for PC use and wireless Internet access and use in Glen Eira's libraries.

N/a

## 3. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
N/a	

## 4. POLICY

The following principles apply:

### 4.1 Fair Access

Ensuring fairness of access requires that:

- a) access to library PCs is restricted to library members in accordance with the Library Membership Conditions; and non-members' permitted guest access is in accordance with the Glen Eira Libraries and Learning Centres Conditions of Use: Internet Access and Computer Use;
- b) bookings must be made for library PCs and such bookings may be restricted in terms of frequency and session time;
- c) bookings for library PCs cannot be re-arranged to accommodate requests to book a particular PC;
- d) bandwidth for wireless users may be restricted dynamically to accommodate multiple users;
- e) computer and Internet access and/or library membership may be suspended or withdrawn if a user engages in illegal or inappropriate activity using the library computer facilities.

#### **4.2 Cyber safety and access to appropriate sites**

Ensuring access to appropriate sites and avoiding offense to other library users requires that:

- a) material displayed on screen must be appropriate to a public access site; access will be immediately terminated if, in the reasonable opinion of Glen Eira Libraries staff, this is not the case;
- b) Council may use software that automatically prevents access to certain Internet sites, file types, protocols and large files;
- c) parents/guardians are responsible for monitoring access to the Internet by members under the age of 18;
- d) libraries are properly equipped and library users are connected with the skills they need for smart, safe and responsible use of technology; and
- e) libraries comply with all relevant legislation covering issues of cyber bullying and responding to incidents of cyberbullying in a timely manner.

#### **4.3 Rights of other library users to quiet enjoyment**

Ensuring the rights of other library users to quiet enjoyment of the library requires that:

- a) more than one person per PC is permitted at any one time; however, where such use causes distraction to others, Libraries Service staff reserve the right to limit access; and
- b) users requiring sound must use headphones.

#### **4.4 Printing costs**

Fair distribution of costs requires that:

- a) users are responsible for payment of printing costs as per charges determined by Council; users are required to pay for every copy printed and to complete their printing prior to the end of their session; and
- b) users are responsible for complying with copyright requirements.

#### **4.5 Protection of equipment and data**

Ensuring that users understand the risks to equipment and data from using public computing facilities requires that users of library PCs and the wireless network acknowledge that:

- a) the use of public computing facilities carries a high risk of loss of data or data

corruption due to viruses, network failure, loss of Internet connectivity and other causes;

- b) Council cannot guarantee against any such loss of data or corruption and all equipment is used entirely at the user's own risk in accordance with the Conditions of Use: Internet access and Computer;
- c) Libraries staff can provide limited technical support for wireless devices to assist customers in using library resources ;
- d) wireless users are responsible for the operation and security of their own devices and data; and
- e) not all wireless devices will be compatible with the wireless network.

## **5. HUMAN RIGHTS CHARTER COMPATIBILITY**

This Policy has been assessed as being compatible with the *Charter of Human Rights and Responsibilities Act 2006*.

## **6. ASSOCIATED DOCUMENTS**

Conditions of Use: Internet Access and Computer Use  
*Council's Local Law 2009*  
Eligibility for Membership and Use of Libraries Library  
Membership Conditions  
Privacy Policy

## **7. REFERENCES/RESOURCES**

*Charter of Human Rights and Responsibilities Act 2006 (Vic)*  
*Privacy and Data Protection Act 2014 (Vic)*

## Libraries Fees and Payment of Charges

<b>Date first adopted:</b> <b>2 September 2002</b>  <b>Amended and adopted:</b> <b>26 November 2013</b> <b>26 September 2017</b>	<b>Version: 2</b>  <b>Next review date:</b> <b>September 2022</b>	<b>Status: Reviewed</b>
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## 1. TITLE

Libraries Fees and Payment of Charges

## 2. OBJECTIVE

To define:

- the circumstances in which Glen Eira Libraries attracts fees and charges; and
- members' obligations in regard to the payment of fees and charges.

## 3. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
N/a	

## 4. POLICY

- 4.1 Whilst membership of Glen Eira Libraries is free of charge, some services may attract fees and charges which will be determined as part of Council's annual budget process.
- 4.2 Some charges may be set in accordance with the cost of securing the service, as in the case of programs and events such as workshops, holiday programs and interlibrary loans.
- 4.3 Members or guarantors of members or persons nominated by companies/organisations are responsible for every item borrowed on their membership card and undertake to pay the value and any associated processing costs of library materials lost or damaged whilst in their care.
- 4.4 Members with charges recorded on their membership card may continue to use Libraries services in accordance with the Library Membership Conditions.
- 4.5 Members with charges recorded on their membership card who express difficulty with payment should consult with Glen Eira Libraries staff member who may arrange that partial payment of an agreed amount will be made on each visit and establish an agreed date by which the total charges will be paid.
- 4.6 Members with charges recorded on their membership card who believe they should not have incurred the charges should bring this to the attention of Glen Eira Libraries staff. The Manager, Branch Leader or other senior member of staff may waive charges, if in their opinion, circumstances beyond the member's control resulted in charges being incurred. Members may be asked to put their request in writing to the Manager Libraries, Arts and Culture.

- 4.7 Notification of overdue loans is provided as a courtesy reminder. Charges apply regardless of whether notification is received.
- 4.8 Members who fail to return borrowed items in accordance with Membership Conditions may incur a penalty under clause 421 of Council's *Local Law 2009* in addition to any fees or fines imposed for overdue material.

## **5. HUMAN RIGHTS CHARTER COMPATIBILITY**

This Policy has been assessed as being compatible with the *Charter of Human Rights and Responsibilities Act 2006*.

## **6. ASSOCIATED DOCUMENTS**

Conditions of Use: Internet Access and Computer Use  
*Council's Local Law 2009*  
Eligibility for Home Library Service Policy  
Eligibility for Membership and Use of Libraries Policy Library  
Membership Conditions  
Libraries PC and Internet Access and Use  
Policy Privacy Policy

## **7. REFERENCES/RESOURCES**

*Charter of Human Rights and Responsibilities Act 2006 (Vic)* *Privacy and Data Protection Act 2014 (Vic)*

## Eligibility for Home Library Service

<b>Date first adopted:</b> <b>2 September 2002</b>  <b>Amended and adopted:</b> <b>26 November 2013</b> <b>26 September 2017</b>	<b>Version: 2</b>  <b>Next review date:</b> <b>September 2022</b>	<b>Status: Reviewed</b>
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## 1. TITLE

Eligibility for Home Library Service

## 2. OBJECTIVE

To define criteria for eligibility to receive Home Library Service.

## 3. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
N/a	

## 4. POLICY

- 4.1 Glen Eira residents who are unable to visit a library due to illness, frailty and/or disability are eligible to receive Home Library Service.
- 4.2 Recipients of Home Library Service may reside in private homes or in residential care facilities.
- 4.3 Recipients of Home Library Service are required to become members of Glen Eira Libraries.
- 4.4 On receiving an application for Home Library Service, a Glen Eira Libraries staff member will consult with the applicant to determine eligibility. This will involve asking the applicant questions about their state of health, the nature of any disability or illness and their degree of mobility. Options for service other than Home Library Service (such as selection of material to be collected on the applicant's behalf) may be considered.
- 4.5 Once eligibility is confirmed, a Glen Eira Libraries staff member will further consult with the applicant to ascertain information including their degree of vision and/or hearing; options for days and times for visits; preferred subject matter and format of items to be delivered.
- 4.6 Glen Eira Libraries may need to place eligible persons on a waiting list if a place in the Home Library Service is currently unavailable.
- 4.7 Home Library Service customers should expect their eligibility to be reviewed if their circumstances change.
- 4.8 The personal information of Home Library Service customers is managed in accordance with the Privacy and Data Protection Act 2014

## **5. HUMAN RIGHTS CHARTER COMPATIBILITY**

This Policy has been assessed as being compatible with the *Charter of Human Rights and Responsibilities Act 2006*.

## **6. ASSOCIATED DOCUMENTS**

Conditions of Use: Internet Access and Computer Use  
*Council's Local Law 2009*  
Eligibility for Membership and Use of Libraries Policy Library  
Membership Conditions  
Libraries PC and Internet Access and Use Policy  
Libraries Payment of Fees and Charges Policy  
Privacy Policy

## **7. REFERENCES/RESOURCES**

*Charter of Human Rights and Responsibilities Act 2006 (Vic)*  
*Privacy and Data Protection Act 2014 (Vic)*

## Eligibility for Membership and Use of Libraries

<b>Date first adopted:</b> <b>2 September 2002</b>  <b>Amended and adopted:</b> <b>21 May 2007</b> <b>17 May 2010</b> <b>26 November 2013</b> <b>26 September 2017</b>	<b>Version: 4</b>  <b>Next review date:</b> <b>September 2022</b>	<b>Status: Reviewed</b>
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## 1. TITLE

Eligibility for Membership and Use of Libraries

## 2. OBJECTIVE

To define criteria for eligibility for membership and use of Libraries

## 3. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
N/a	

## 4. POLICY

- 4.1 Anyone is eligible for membership provided they supply proof of identity and of permanent or temporary residential address in Victoria.
- 4.2 Applications for membership from people under the age of 18 requires a parent or guardian to be present at joining and provide proof of identity and proof of residential address in Victoria.
- 4.3 Visitors who are residing with local residents but cannot provide proof of residential address in Victoria are eligible for membership if they provide proof of identity and their host is prepared to act as guarantor and supply proof of their identity and residential address.
- 4.4 Interstate or overseas visitors who are unable to provide proof of their temporary address in Victoria or who do not have a host prepared to act as guarantor who can provide proof of identity may be eligible for membership with limited borrowing rights at the discretion of the Manager, Libraries, Arts and Culture.
- 4.5 Visitors are eligible for a single-day guest membership to access library computers only without the need to provide proof of identity or residential address.
- 4.6 Organisations in Glen Eira which provide a direct service to children, the aged and people with disabilities (such as nursing homes, schools, kindergartens and childcare centres) are eligible for membership. Applications require the Principal, Director or Manager to accept responsibility for all items borrowed on the organisation's membership card.
- 4.7 Membership is free of charge.
- 4.8 Members agree to comply with the Library Membership Conditions and the Conditions of Use: Internet Access and Computer.
- 4.9 Members are subject to the provisions of Council's Local Law 2009, including Local Law 404 relating to inappropriate behaviour on Council land and Local Law 421 relating to

Eligibility for Membership and Use of Libraries

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overdue library books.

- 4.10 Persistent breaches or a serious breach of this Policy or the Local Law 2009 may result in membership and access being suspended or withdrawn by the Manager Libraries, Arts and Culture.
- 4.11 Members, guarantors of members, or persons nominated by companies/organisations are responsible for every item borrowed on their membership card.
- 4.12 Membership details are held in accordance with the Privacy and Data Protection Act 2014.

## **5. HUMAN RIGHTS CHARTER COMPATIBILITY**

This Policy has been assessed as being compatible with the *Charter of Human Rights and Responsibilities Act 2006*.

## **6. ASSOCIATED DOCUMENTS**

Conditions of Use: Internet Access and Computer Use  
*Council's Local Law 2009*  
Eligibility for Home Library Service Policy  
Library Membership Conditions  
Libraries PC and Internet Access and Use Policy  
Libraries Service Payment of Fees and Charges Policy  
Privacy Policy

## **7. REFERENCES/RESOURCES**

*Charter of Human Rights and Responsibilities Act 2006 (Vic)*  
*Privacy and Data Protection Act 2014 (Vic)*

Policy ID Number:\_\_\_\_\_

## History and Heritage Collection Policy

<b>Date first adopted:</b> [        ]  <b>Amended and Adopted:</b> [        ]	<b>Version:</b> [    ]  <b>Next review date:</b> [        ]	<b>Status:</b>
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## 1. TITLE

History and Heritage Collection

## 2. OBJECTIVE

To provide for the collection, preservation and display of objects of key significance to the history of Glen Eira City Council.

## 3. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
Collection	Council's History and Heritage Collection as described in Part 3.1 of this Policy

## 4. POLICY

### 4.1 COLLECTION DEVELOPMENT

**4.1.1** The Collection is focussed exclusively on the municipal history of the City of Glen Eira.

**4.1.2** The City of Glen Eira is well served by two historical societies, two RSLs, a hospital archive, multiple museums, churches and other collecting organisations. These groups collect and preserve objects related to Glen Eira's community and general history.

**4.1.3** The Collection collects and preserves objects, archives, images and digital artefacts related to the history of the municipal governing bodies of the area. This covers the Caulfield and Moorabbin Roads Boards, the later Councils of the same names and the amalgamated Glen Eira City Council. Responsibility for the history of the former Moorabbin Council is shared with the Cities of Bayside and Kingston.

**4.1.4** Objects considered for collection include

- Council paraphernalia, including textiles and physical objects.
- Council documentation, photographs, drawings, sketches and archives and records.
- Honour boards, plaques and ceremonial objects.
- Images and documents related to Caulfield Town Hall.
- Objects, documents and images related to individual members of Council or staff.
- Visual and audio recordings and digital artefacts such as social media posts, digital correspondence and archived websites related to Glen Eira City Council and its predecessors.

### 4.2 ACQUISITION

**4.2.1** Objects will be acquired into the Collection by the following methods:

- Donation.
- Bequest.
- Internal Council Department Transfer.

**4.2.2** Purchase of an object may be considered, but only under exceptional circumstances where a key piece of Council history is at risk of loss or destruction, and no other method of safekeeping is practicable. Any purchase must be authorised by the Director, Community Wellbeing.

**4.2.3** Objects will only be collected if they fit the specific guidelines set out in this policy. Donors who offer objects that do not fit this policy will be directed to Glen Eira and Moorabbin Historical Societies, or to another suitable organisation.

#### **4.3 LEGAL AND ETHICAL OBLIGATIONS**

Council will comply with relevant codes of ethics and legal obligations, as set out in the Collection Procedures.

#### **4.4 DOCUMENTATION AND RECORD KEEPING**

The Collection will be managed and documented in an appropriate manner, using heritage industry standards to ensure that information relating to the collection is kept safe and organised.

#### **4.5 DEACCESSIONING**

Objects can be deaccessioned from the Collection if they are no longer relevant, as set out in the Collection Procedures. Collection objects selected for deaccessioning will be offered to local historical societies, community groups or relevant museums before disposal where reasonable and practicable.

#### **4.6 LOANS**

Council can borrow or lend objects for display or research purposes, as set out in the Collection Procedures. Council will not accept indefinite loans into the Collection unless under exceptional circumstances.

#### **4.7 ORAL HISTORY**

**4.7.1** Council collects Oral History recordings as part of the Collection.

**4.7.2** These will be collected either as part of a wider project or exhibition, or in dedicated oral history projects run by the History and Heritage team.

**4.7.3** These will be collected according to the guidelines laid out in the Oral History checklist developed by History and Heritage.

#### **4.8 ACCESS**

Council will provide public access to the Collection in the manner set out in the Collection Procedures. This may include the evolving use of online, publicly accessible catalogue systems, use of social media or other relevant technologies.

## **5. HUMAN RIGHTS CHARTER COMPATIBILITY**

This Policy has been assessed as being compatible with the *Charter of Human Rights and Responsibilities Act 2006 (Vic)*.

## **6. ASSOCIATED DOCUMENTS**

History and Heritage Collection Procedure

## **7. REFERENCES/RESOURCES**

Aboriginal Heritage Act 2006 (Vic)  
Control of Weapons Act 1990 (Vic)  
International Council of Museums Code of Ethics  
Historic Shipwrecks Act 1976 (Cth)  
Protection of Moveable Cultural Heritage Act 1986 (Cth)

## Art Collection

<b>Date first adopted:</b> <b>21 March 2005</b>  <b>Amended and adopted:</b> <b>29 April 2014</b> <b>26 September 2017</b>	<b>Version: 2</b>  <b>Next review date:</b> <b>September 2022</b>	<b>Status: Reviewed</b>
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## 1. TITLE

Art Collection

## 2. OBJECTIVE

- 2.1 make Council's art collection available for the enjoyment and education of the Glen Eira community.
- 2.2 To provide the community with access to the work of artists who are innovative, inspirational and whose work is of a high standard.
- 2.3 To ensure the proper management of Council's art collection and to conserve, document and develop the collection in accordance with current art collection and museological practices.

## 3. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
N/a	

## 4. POLICY

### 4.1 Management

- 4.1.1 Council's art collection will be presented to as wide an audience of Glen Eira residents as is possible.
- 4.1.2 Artwork from the collection will be displayed in the Council Gallery, in public areas of the Town Hall, including in the Library and Service Centre and at other public Venues, if appropriate security measures can be implemented.
- 4.1.3 Other forms of public access or display will also be encouraged including on Council's website.
- 4.1.4 Artwork in public places e.g. sculptures will be included as an integral part of Council's art collection.
- 4.1.5 The loan of artwork from the collection to other galleries will be considered, subject to appropriate insurance and a loan agreement being in place.
- 4.1.6 The collection will be managed and documented by appropriately qualified staff and will be displayed and stored to industry standards.

### 4.2 Donations and Bequests

- 4.2.1 Gifts of artwork to enhance Council's collection will be encouraged.

- 4.2.2 ~~At the time of~~Before acceptance of any donation or bequest, the nature of the proposed donation or bequest, its fit with Council's collection and the costs associated with conservation, restoration, preparation, presentation and storage will be estimated and considered ~~prior to acceptance of a donation or bequest.~~
- 4.2.3 Donations to the collection will not be accepted if they do not accord with this Policy.
- 4.2.4 Conditional gifts will be discouraged and other than in exceptional circumstances, donors will relinquish all rights, except copyright, (if already the owner of copyright) to the artwork.
- 4.2.5 Donors may be required to enter into a Donation Agreement.

#### 4.3 Acquisition and Development

- 4.3.1 The collection's artwork will be of the highest affordable quality and consist of professional work displaying excellence in that genre or medium.
- 4.3.2 New acquisitions will ~~consolidate~~suit the existing collection; its themes and media.
- 4.3.3 Consideration will be given to public safety, display, storage and transport issues prior to acquisition.
- 4.3.4 The themes set out below will shape the direction of Council's collection:
- (a) suburban theme – a theme that both reflects and challenges residents' lifestyles;
  - (b) the work of significant Australian artists ~~—an Artist who is~~who are represented in three or more state and national gallery collections ~~traditional focus of the collection~~  
e.g. Fred Williams, Leonard French and Charles Blackman;
  - (c) the Boyd family – works by members of the Boyd family will be collected where possible to commemorate the family's life in Murrumbidgee; and
  - (d) works by Glen Eira artists - works of quality by artists living ~~and or~~working or who have lived or worked in Glen Eira.
- 4.3.5 The Arts and Culture Advisory Committee may from time to time recommend to Council the acquisition of artwork for the collection. All acquisitions will require a prior Council resolution.

#### 4.4 De-accession and Disposal

- 4.4.1 The aim of de-accession is to improve the quality of the collection by selling or otherwise disposing of artwork, where appropriate.
- 4.4.2 Artwork from the collection which is in poor condition or damaged beyond reasonable repair will be considered for removal.



4.4.3 The Arts and Culture Advisory Committee may from time to time recommend to Council artwork for de-accession. All de-accessions will require a prior Council resolution.

~~4.4.4 Artwork which fall outside of the main themes of the collection, but which are of significant historical, aesthetic or educational value, and are known to be part of the collection will not be de-accessioned.~~

~~4.4.5~~ 4.4.4 Where artwork has been recommended for de-accession or other disposal, this will be fully documented.

~~4.4.6~~ 4.4.5 Where artwork that was gifted or bequeathed to Council, is recommended for de-accession, ~~that was gifted or bequeathed to Council, reasonable steps will be taken to consult with~~ the original donor (or their family) ~~will be consulted~~ prior to de-accession. The donor (or their family) will be offered the return of the artwork at no cost, prior to any sale or other disposal of the artwork where this is reasonable in the circumstances (depending on the nature of the original donation, any expressed wishes of the donor and Council's reason for selling or disposing of the work).

~~4.4.7~~ 4.4.6 Where artwork previously purchased by Council is recommended for de-accession, the artist will be given first refusal to buy back the artwork.

~~4.4.8~~ 4.4.7 De-accessioned artwork is not available for acquisition by Councillors or Council staff.

## 5. HUMAN RIGHTS CHARTER COMPATIBILITY

This Policy has been assessed as being compatible with the *Charter of Human Rights and Responsibilities Act 2006 (Vic)*.

## 6. ASSOCIATED DOCUMENTS

N/a

## 7. REFERENCES/RESOURCES

N/a *Charter of Human Rights and Responsibilities Act 2006*

# Arts and Culture Events Ticketing

<b>Date first adopted:</b> 3 July 2006  <b>Amended and adopted:</b> 29 April 2014 <u>26 September 2017</u>	<b>Version: 2</b>  <b>Next review date:</b> <del>June 2016</del> <u>September 2022</u>	<b>Status: Reviewed</b>
<b>Position Title of Responsible Business Unit Manager:</b>	<del>Manager Team Leader</del> <u>Manager</u> , Arts & Culture	

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## 1. TITLE

Arts and Culture Events Ticketing

## 2. OBJECTIVE

- 2.1 To provide guidelines for the sale and refund of tickets for ticketed events and performances managed by Council's Arts and Culture [unit/department](#).
- 2.2 To ensure that Council complies with the Live Performance Australia Ticketing Code of Practice ('Code') where applicable.

## 3. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
N/a	

## 4. POLICY

### 4.1 Companion card scheme

Council participates in the Companion Card Scheme which entitles approved cardholders to be charged for one admission only, where it is necessary for that person to be accompanied by a carer (paid or unpaid).

### 4.2 Babies and toddlers

Children under two are permitted to sit on an attendee's knee during a performance at no charge. Children over two are required to sit in a separate seat which must be paid for at the standard concession rate.

### 4.3 Concession rates

- 4.3.1 Where possible, a concession rate will be available at all events and will apply to students, persons under the age of 16, senior card holders and health card holders.
- 4.3.2 Where concession rates are available, a concession card must be presented in person at the time of booking (if made in person) or on collection of a ticket.

### 4.4 Ticket sales

- 4.4.1 ~~At an event for which tickets are sold, a~~ admission to ~~an-the~~ event is by valid ticket only.
- 4.4.2 Tickets are sold for a specific event as dated and identified on the ticket and are not transferable for other events. Council accepts no responsibility for lost or damaged tickets.
- 4.4.3 Council may add, withdraw, or substitute artists or performers and vary advertised programs. Council may also alter seating arrangements and vary audience capacity.

## **4.5 Admission to events and performances**

- 4.5.1 Council may refuse admission to any person or require any person to leave after admission, irrespective of that person being in possession of a valid ticket in the circumstances set out in the Code.
- 4.5.2 Subject to section 4.5.3 of this Policy, the use of mobile phones and, recording equipment (including phones, cameras, and tape and video recorders) at Council events is strictly prohibited and such equipment must be turned off prior to entry to the event.
- 4.5.3 Prior written consent to photographing, audio or video recording of an event must be obtained from Council. Council is under no obligation to give such consent and may impose reasonable conditions in respect of any such consent.
- 4.5.4 Latecomers will only be admitted at a suitable break in a performance and, in some cases, this may not be until a scheduled interval.

## **4.6 Payment for Tickets**

- 4.6.1 All tickets must be paid for in full at the time of booking.
- 4.6.2 Tentative bookings or placing tickets 'on hold' are not permitted.
- 4.6.3 Pre-event booking payments made in person can be made by cash, ~~cheque~~, EFTPOS or credit card.
- 4.6.4 Telephone bookings can be made by credit card (Visa or MasterCard only).
- 4.6.5 Tickets purchased at the door on the day of a performance ~~may only be paid for in~~ can be made by cash, EFTPOS or credit card.

## **4.7 Refunds**

- 4.7.1 Subject to section 4.7.2 of this Policy, a refund of a ticket will be made in accordance with the Code. The Code provides that- a purchaser is entitled to a refund if Council:
  - (a) cancels an event; or
  - (b) re-schedules an event (and a purchaser cannot or does not wish to attend the rescheduled event); or
  - (c) the event is significantly relocated.
- 4.7.2 A purchaser must advise Council in writing of a request for a refund and enclose the ticket/s to be refunded before a refund can be considered. If a refund is not approved, Council will, as soon as possible, return the tickets to the purchaser.
- 4.7.3 A purchaser will be reimbursed by cheque for the value of the ticket/s.

## **4.8 Exchanges**

- 4.8.1 An exchange of a ticket is subject to availability and at the discretion of the Manager [Libraries](#), Arts and Culture.
- 4.8.2 A purchaser must advise Council in writing of a request for an exchange and enclose the ticket/s to be exchanged before an exchange can be considered.
- 4.8.3 Where a request for an exchange is made for an event for which tickets are priced at a higher or lower rate, a purchaser must pay the difference and will not be entitled to receive the difference, respectively.

## 5. HUMAN RIGHTS CHARTER COMPATIBILITY

This Policy has been assessed as being compatible with the *Charter of Human Rights and Responsibilities Act 2006* [\(Vic\)](#).

## 6. ASSOCIATED DOCUMENTS

Live Performance Australia Ticketing Code of Practice ([Fifth-Sixth](#) Edition)

## 7. REFERENCES/RESOURCES

~~[Charter of Human Rights and Responsibilities Act 2006](#)~~

# Libraries ~~Service~~ Collections

<b>Date first adopted:</b> 2 September 2002	<b>Version: 2</b>	<b>Status: Reviewed</b>
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<b>Position Title of Responsible Business Unit Manager:</b>	<b>Manager Libraries, <u>Arts and Culture</u> <del>Service</del></b>	

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## 1. TITLE

Libraries Service Collections

## 2. PURPOSE

N/a

## 3.2. OBJECTIVE

To guide the development of Glen Eira the Libraries ~~Service~~ collections.

## 4.3. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
N/a	

## 5.4. POLICY

5.14.1 Council provides a range of physical and digital collections ~~of books and other media~~ to suit the requirements, needs and interests of the Glen Eira community in regard to information, leisure, ~~and~~ learning and literacy.

5.24.2 Qualified Glen Eira Libraries ~~Service~~ staff select materials appropriate to a broad ~~wide~~ range of information needs and interests. Materials that are of a specialised, academic or technical nature are generally not included.

5.34.3 Qualified Glen Eira Libraries ~~Service~~ staff make choices within budgetary guidelines as to the purchase of materials and their location within the branch network. Materials or formats may be rejected on the basis of cost.

5.44.4 Glen Eira ~~The~~ Libraries ~~Service~~ abides by legislation which includes legislation applicable to censorship, music recordings, and console game and film classifications.

~~5.5 — Glen Eira Libraries ~~Service~~ members under the age of 18 join with the approval and signature of a parent or guardian. It is the responsibility of the parent or guardian to make a decision on what is suitable material for an individual child or young adult.~~

5.64.5 Formats selected will be appropriate to the level of usage expected for each type of collection. Some may need to be able to withstand a high level of usage.

5.74.6 Formats selected will also take into account the most widely available technologies, and current and anticipated usage and special needs of community members with a disability or impairment.

5.84.7 Publishing trends and market availability may influence choice of material and format.

5.94.8 Collections in languages other than English are maintained in accordance with local demand and usage patterns.

~~Libraries Service Collections~~

~~5.104.9~~ ~~Glen Eira The~~ Libraries ~~Service~~ reserves the right to accept or decline offers to donate material.

~~5.114.10~~ The collections are subject to ongoing evaluation by qualified ~~Glen Eira~~ Libraries ~~Service~~ staff in respect of usage, currency, relevance and physical condition. Materials may be withdrawn from the collections when they are no longer required.

#### ~~6.5.~~ **HUMAN RIGHTS CHARTER COMPATIBILITY**

This Policy has been assessed as being compatible with the *Charter of Human Rights and Responsibilities Act 2006*.

#### ~~7.6.~~ **ASSOCIATED DOCUMENTS**

N/a

#### ~~8.7.~~ **REFERENCES/RESOURCES**

Australian Library and Information Association [www.alia.org.au](http://www.alia.org.au)

*Charter of Human Rights and Responsibilities Act 2006* [\(Vic\)](#)

# Libraries PC and Internet Access and Use

**Date First Adopted:**

~~2 September 2002~~

~~21 May 2007~~

~~17 May 2010~~

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Manager Libraries, Arts and  
Culture Service

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## 1. TITLE

Libraries y-PC and Internet Access and Use

## 2. OBJECTIVE

### 2. PURPOSE

To define the principles which guide the specific conditions of use with which users are expected to comply for PC use and wireless Internet access and use in Glen Eira's libraries.

### 3.1. OBJECTIVE

N/a

### 4.3. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
N/a	

### 5.4. POLICY

The following principles apply:

#### 5.14.1 Fair Access

Ensuring fairness of access requires that:

- (a) access to library PCs and the wireless network is restricted to library members in accordance with the Library Membership Conditions; and non-members' permitted guest access is in accordance with the [Glen Eira Libraries and Learning Centres Conditions of Use: Internet Access and Library Computers Use](#);
- (b) bookings must be made for full-service library PCs and such bookings may be restricted in terms of frequency and session time;
- (c) bookings for library PCs cannot be re-arranged to accommodate requests to book a particular PC;
- ~~(d) — walk-up Internet-only PCs, where available, do not require bookings; however sessions and session times are limited;~~
- ~~(e)(d)~~ bandwidth for wireless users may be restricted dynamically to accommodate multiple users;
- ~~(f) — wireless access is restricted to library opening times; and~~
- ~~(g)(e)~~ computer and Internet access and/or library membership may be suspended or withdrawn if a user engages in illegal or inappropriate activity using the library computer facilities.

Libraries y-PC and Internet Access and

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#### **5.24.2 Cyber safety and aAccess to appropriate sites**

Ensuring access to appropriate sites and avoiding offense to other library users requires that:

- (a) material displayed on screen must be appropriate to a public access site; access will be immediately terminated if, in the reasonable opinion of Glen Eira Libraries Service staff, this is not the case;
- (b) Council may use software that automatically prevents access to certain Internet sites, file types, protocols and large files;
- (c) parents/guardians are responsible for monitoring access to the Internet by members under the age of 18;
- (d) libraries are properly equipped and library users are connected with the skills they need for smart, safe and responsible use of technology; and
- (e) Libraries comply with all relevant legislation covering issues of cyber bullying and responding to incidents of cyberbullying in a timely manner.

#### **5.34.3 Rights of other library users to quiet enjoyment**

Ensuring ~~the rights of other library users to quiet enjoyment~~ of the library requires that:

- (a) more than one person per PC is permitted at any one time; however, where such use causes distraction to others, Libraries Service staff reserve the right to limit access; and
- (b) users requiring sound must use headphones.

#### **5.44.4 Printing costs**

Fair distribution of costs requires that:

- (a) users are responsible for payment of printing costs as per charges determined by Council; users are required to pay for every copy printed and to complete their printing prior to the end of their session; and
- (b) users are responsible for complying with copyright requirements.

#### **5.54.5 Protection of equipment and data**

Ensuring that users understand the risks to equipment and data from using public computing facilities requires that users of library PCs and the wireless network acknowledge that:

- (a) the use of public computing facilities carries a high risk of loss of data or data

corruption due to viruses, network failure, loss of Internet connectivity and other causes;

- (b) Council cannot guarantee against any such loss of data or corruption and all equipment is used entirely at the user's own risk in accordance with the Conditions of Use: Internet access and Computer;
- (c) Libraries ~~Service~~ staff can ~~not~~ provide limited technical support for wireless devices to assist customers in using library resources;
- (d) wireless users are responsible for the operation and security of their own devices and data; and
- (e) not all wireless devices will be compatible with the wireless network.

#### **6.5. HUMAN RIGHTS CHARTER COMPATIBILITY**

This Policy has been assessed as being compatible with the *Charter of Human Rights and Responsibilities Act 2006*.

#### **7.6. ASSOCIATED DOCUMENTS**

Conditions of Use: Internet Access and Computer [Use](#)  
*Council's Local Law 2009*  
Eligibility for Membership and Use of Libraries [Service](#)  
Library Membership Conditions  
Privacy Policy

#### **8.7. REFERENCES/RESOURCES**

*Charter of Human Rights and Responsibilities Act 2006* ([Vic](#))  
[Privacy and Data Protection Act 2014 \(Vic\)](#) ~~*Information Privacy Act 2000*~~

# Libraries ~~Service~~ Fees and Payment of Charges

<b>Date first adopted:</b> 2 September 2002	<b>Version: 2</b>	<b>Status: Reviewed</b>
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<b>Position Title of Responsible Business Unit Manager:</b>	<b>Manager Libraries, <del>Arts and Culture</del> Service</b>	

Libraries ~~Service~~ Fees and Payment of Charges

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## 1. TITLE

Libraries ~~Service~~ Fees and Payment of Charges

## 2. OBJECTIVE

### 2. PURPOSE

To define:

- the circumstances in which Glen Eira ~~the~~ Libraries ~~Service~~ attracts fees and charges; and
- members' obligations in regard to the payment of fees and charges.

### 3.1. OBJECTIVE

N/a

## 4.3. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
N/a	

## 5.4. POLICY

~~5.14.1~~ Whilst membership of Glen Eira ~~the~~ Libraries ~~Service~~ is free of charge, some services may attract fees and charges which will be determined as part of Council's annual budget process.

~~5.24.2~~ Some charges may be set in accordance with the cost of securing the ~~s~~Service, as in the case of programs and events such as workshops, holiday programs ~~and other events~~ and interlibrary loans.

~~5.34.3~~ Members or guarantors of members or persons nominated by companies/organisations are responsible for every item borrowed on their membership card and undertake to pay the value and any associated processing costs of library materials lost or damaged whilst in their care.

~~5.44.4~~ Members with charges recorded on their membership card may continue to use ~~all of the~~ Libraries ~~s~~Services in accordance with the Library Membership Conditions.

4.5 Members with charges recorded on their membership card who express difficulty with payment should consult with Glen Eira a-Libraries ~~Service~~ staff member who may arrange that partial payment of an agreed amount will be made on each visit and establish an agreed date by which the total charges will be paid.

~~5.54.6~~ Members with charges recorded on their membership card who believe they should not have incurred the charges should bring this to the attention of Glen Eira a-Libraries ~~Service~~ staff ~~member~~. The Manager, Branch Leader or other senior member of staff may waive charges, if in their opinion, circumstances beyond the member's control resulted in charges being incurred. Members may be asked to put their request in writing to the Manager Libraries, Arts and Culture Services.

Libraries ~~Service~~ Fees and Payment of Charges

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~~5.64.7~~ Notification of overdue loans is provided as a courtesy reminder. Charges apply regardless of whether notification is received.

~~5.74.8~~ Members who fail to return borrowed items ~~to the Libraries Service~~ [in accordance with Membership Conditions](#) may incur a penalty under clause 421 of Council's *Local Law 2009* in addition to any fees or fines imposed for overdue material.

#### ~~6.5.~~ HUMAN RIGHTS CHARTER COMPATIBILITY

This Policy has been assessed as being compatible with the *Charter of Human Rights and Responsibilities Act 2006*.

#### ~~7.6.~~ ASSOCIATED DOCUMENTS

Conditions of Use: Internet Access and Computer [Use](#)  
*Council's Local Law 2009*  
Eligibility for Home Library Service Policy  
Eligibility for Membership and Use of Libraries ~~Service~~ Policy  
Library Membership Conditions  
Libraries [PC and Internet Access and Use](#)  
Policy Privacy Policy

#### ~~8.7.~~ REFERENCES/RESOURCES

*Charter of Human Rights and Responsibilities Act 2006* [\(Vic\) Information-Privacy Act 2000](#) [Privacy and Data Protection Act 2014 \(Vic\)](#)

## Eligibility for Home Library Service

<b>Date first adopted:</b> 2 September 2002	<b>Version: 2</b>  <b>Next review date:</b> <del>June 2015</del> <u>September 2022</u>	<b>Status: Reviewed</b>
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## 1. TITLE

Eligibility for Home Library Service

## 2. PURPOSE

N/a

## 3.2. OBJECTIVE

To define criteria for eligibility to receive Home Library Service.

## 4.3. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
N/a	

## 5.4. POLICY

5.14.1 Glen Eira residents who are unable to visit a library due to illness, frailty and/or disability are eligible to receive Home Library Service.

5.24.2 Recipients of Home Library Service may reside in private homes or in residential care facilities.

5.34.3 Recipients of Home Library Service are required to become members of Glen Eira's Libraries ~~Service~~.

5.44.4 On receiving an application for Home Library Service, a [Glen Eira Libraries Service](#) staff member will consult with the applicant to determine eligibility. This will involve asking the applicant questions about their state of health, the nature of any disability or illness and their degree of mobility. Options for service other than Home Library Service (such as selection of material to be collected on the applicant's behalf) may be considered.

5.54.5 Once eligibility is confirmed, a [Glen Eira Libraries Service](#) staff member will further consult with the applicant to ascertain information including their degree of vision and/or hearing; [options for preferred](#) days and times for visits; preferred subject matter and format of items to be delivered.

5.64.6 [Glen Eira The Libraries Service](#) may need to place eligible persons on a waiting list if a place in the [Home Library](#) Service is currently unavailable.

5.74.7 Home Library Service customers should expect their eligibility to be reviewed if their circumstances change.

5.84.8 ~~The personal information of~~ Home Library Service customers' ~~details are is held-~~ [managed](#) in accordance with the ~~Information Privacy Act 2000~~ [Privacy and Data Protection Act 2014](#).

Eligibility ~~for Home~~for Home

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## **6.5. HUMAN RIGHTS CHARTER COMPATIBILITY**

This Policy has been assessed as being compatible with the *Charter of Human Rights and Responsibilities Act 2006*.

## **7.6. ASSOCIATED DOCUMENTS**

Conditions of Use: Internet Access and Computer [Use](#)  
*Council's Local Law 2009*  
Eligibility for Membership and Use of Libraries [Service](#) Policy  
Library Membership Conditions  
Libraries [iesy](#) PC and Internet Access and Use Policy  
Libraries [Service](#) Payment of Fees and Charges Policy  
Privacy Policy

## **8.7. REFERENCES/RESOURCES**

*Charter of Human Rights and Responsibilities Act 2006* [\(Vic\)](#)  
~~*Information Privacy Act 2000*~~ [Privacy and Data Protection Act 2014](#) [\(Vic\)](#)

# Eligibility for Membership and Use of Libraries **Service**

<b>Date first adopted:</b> 2 September 2002  <b>Amended and adopted:</b> 21 May 2007 17 May 2010 26 November 2013 <a href="#">26 September 2017</a>	<b>Version: 4</b>  <b>Next review date:</b> <a href="#">June-2015</a> <a href="#">September 2022</a>	<b>Status: Reviewed</b>
<b>Position Title of Responsible Business Unit Manager:</b>	Manager Libraries, <del>Arts and Culture</del> <b>Service</b>	



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## 1. TITLE

Eligibility for Membership and Use of Libraries ~~Service~~

## 2. PURPOSE

N/a

## 3.2. OBJECTIVE

To define criteria for eligibility for membership and use of Libraries ~~Service.~~

## 4.3. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
N/a	

## 5.4. POLICY

~~5.1~~ ~~Glen Eira residents who are unable to visit a library due to illness, frailty and/or disability are eligible to receive Home Library Service.~~

~~5.24.1~~ Anyone is eligible for membership provided they supply proof of identity and of permanent or temporary residential address in Victoria.

~~5.34.2~~ Applications for membership from people under the age of 18 requires the signature of a parent or guardian to be present at joining and, ~~who is also required to provide~~ supply proof of identity and proof of residential address in Victoria.

~~5.4~~ ~~Temporary visitors are eligible for membership if they provide proof of identity and proof of their temporary address in Victoria.~~

~~5.54.3~~ ~~V~~Temporary visitors who are residing with local residents but cannot provide proof of residential address in Victoria are eligible for membership if they provide proof of identity and their host is prepared to act as guarantor and supply proof of their identity and residential address.

4.4 Interstate or overseas visitors who are unable to provide proof of their temporary address in Victoria or who do not have a host prepared to act as guarantor ~~may~~who can provide proof of identity are ineligible for membership and may be eligible for membership with limited borrowing rights at the discretion of the Manager, Libraries, Arts and Culture.

~~5.64.5~~ ~~Visitors are eligible for a single-day guest membership to access library computers only without the need to provide proof of identity or residential address.~~

~~5.74.6~~ Organisations in Glen Eira which provide a direct service to children, the aged and people with disabilities (such as nursing homes, schools, kindergartens and childcare centres) are eligible for membership. Applications require the ~~signature of a~~ Principal, Director or Manager to who accepts responsibility for all items borrowed

Eligibility for Membership and Use of Libraries ~~Service~~

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Glen Eira City Council

on the organisation's membership card.

4.7 Membership is free of charge.

~~5.84.8~~ Members agree to comply with the Library Membership Conditions and the Conditions of Use: Internet Access and Computer.

~~5.94.9~~ Members are subject to the provisions of Council's *Local Law 2009*, including *Local Law 404* relating to inappropriate behaviour on Council land and *Local Law 421* relating to overdue library books.

~~5.104.10~~ Persistent breaches or a serious breaches of this Policy or the *Local Law 2009* may result in membership and access being suspended or withdrawn by the Manager Libraries, Arts and Culture ~~Services~~.

~~5.114.11~~ Members, guarantors of members, or persons nominated by companies/organisations are responsible for every item borrowed on their membership card.

~~5.124.12~~ Membership details are held in accordance with the ~~Information Privacy Act 2000~~, Privacy and Data Protection Act 2014.

## **6.5. HUMAN RIGHTS CHARTER COMPATIBILITY**

This Policy has been assessed as being compatible with the *Charter of Human Rights and Responsibilities Act 2006*.

## **7.6. ASSOCIATED DOCUMENTS**

Conditions of Use: Internet Access and Computer Use  
*Council's Local Law 2009*  
Eligibility for Home Library Service Policy  
Library Membership Conditions  
Libraries iesy PC and Internet Access and Use Policy  
Libraries Service Payment of Fees and Charges Policy  
Privacy Policy

## **8.7. REFERENCES/RESOURCES**

*Charter of Human Rights and Responsibilities Act 2006* (Vic)

~~Information Privacy Act 2000~~ Privacy and Data Protection Act 2014 (Vic)

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**ITEM 9.10      FOUNDATION FOR YOUTH EXCELLENCE COMMITTEE GRANT APPLICATIONS**

**Author:**            *Toby Laverick, Youth Services Coordinator*

**File No:**            *17/1264097*

**Attachments:**    *None*

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**PURPOSE AND SUMMARY**

To seek endorsement of the Foundation for Youth Excellence Awards for the 3rd quarter 1 May 2017 – 31 July 2017.

**RECOMMENDATION**

That Council approves the Foundation for Youth Excellence grants as outlined in this report.

**BACKGROUND**

The *Foundation for Youth Excellence* ('Foundation') is a Council initiative that aims to recognise young people who have achieved excellence in the fields of creative and performing arts; education; leadership or sport.

Young people aged between 10 and 25 who live in Glen Eira and are competing or performing at a state, national or international level are eligible to apply for an award. High priority will be given to applicants who demonstrate a proven history of achieving excellence within their chosen field and an association with a recognised official affiliated body.

Foundation for Youth Excellence applications are assessed quarterly each year. Closing dates are:

1st Quarter – 31 January  
2nd Quarter – 30 April  
3rd Quarter – 31 July  
4th Quarter – 31 October

**Award Categories**

(1)    Creative and Performing Arts

Awards in the areas of dance, music, drama, film and media for applicants who are preparing for prestigious exhibitions, events, presentations, productions and competitions. Assistance may be given to help pay for expenses in accessing or attending one of the above. For example, master classes or special enrichment programs in which the applicant is participating.

(2) Education

Awards for applicants who are pursuing intellectual endeavours or increasing their educational qualifications or skills. Assistance may be given to help applicants pay for expenses in accessing or participating in intellectual enrichment activities, such as forums, conferences, workshops or mentor programs.

(3) Leadership

Awards for applicants seeking personal growth or development through participation in leadership development programs. It is preferable that these programs enhance an applicant's capacity to initiate, contribute to and lead activities within the community.

(4) Sport

Awards for applicants competing, representing or participating in a sport at state, national or international level. The applicant's chosen sport must:

- ☐ have a defined set of rules and an applicable code;
- ☐ be competitive in nature; and
- ☐ be an officially recognised event by the relevant applicable code.

**Award Levels**

The level of awards are:

- State level up to \$360.
- National level up to \$600.
- International level up to \$1,200.

**General Conditions**

Applicants must demonstrate that they have achieved excellence within their chosen field.

No more than two awards will be made to any one applicant.

Awards will not be made for international accommodation or travel.

Sporting applicants must be representing Victoria or Australia in a recognised state/national/international competition. A state or Australian team must be one affiliated with a national sporting organisation registered with the Australian Sports Commission.

Successful applicants must provide the Foundation with a report on the funded activity, a statement of expenditure after attendance at the relevant event and a photo taken at the event.

Any promotions must acknowledge the contribution of the Foundation.

**ISSUES AND DISCUSSION****Foundation For Youth Excellence Applications****VINOT, Myriam**

Category: Sport  
Level: International

Myriam has been selected by the Australian Flying Disc Association, a recognised National Sporting Organisation, to compete as part of the Australian Under 24 Mixed Team during the 2017 AFDA International Tournament Tour of the Philippines and New Zealand and in the 2018 World Ultimate Championships being held in Perth, Australia. Myriam has competed at State and National Championships representing Monash University and Victoria in Ultimate Frisbee competitions.

Myriam is seeking \$1200 to contribute towards the team fees, uniform and living costs of \$3,800 associated with attending AFDA International Tour and 2018 World Championship.

**Recommendation: \$1200**

That Council approve an international level payment of \$1200 to Myriam Vinot to contribute towards the costs of her attending the AFDA International Tour and the 2018 World Championship.

**NANDAN, Jordan**

Category: Creative and Performing Arts  
Level: International

Jordan's short film was selected as a finalist in the International Youth Silent Film Festival taking place at the Hollywood Theatre in Portland, Oregon, USA. Jordan was selected to attend the Global Awards Week presented to international finalists where he will attend studio tours, meet with industry professionals and attend the red carpet awards night.

Jordan is seeking \$1200 to contribute towards the living expenses, car hire, passport and travel insurance costs of \$2343 associated with attending the International Youth Silent Film Festival. Jordan has secured additional funding of \$500 from St Bedes College and a \$100 donation from MP Nick Staikos.

**Recommendation: \$1200**

That Council approve an International level payment of \$1200 to Jordan Nandan to contribute towards the cost attending the International Youth Silent Film Festival in Portland, Oregon, USA.

**BEARDSMORE, Lauren**

Category: Creative and Performing Arts  
Level: International

Lauren has been selected by the Australian Dancing Society to compete at the International Dancers Organisation (IDO) World Showdance Championships in Riesa, Germany. Lauren has danced competitively at state and national levels in calisthenics, ballet and other show dance styles.

Lauren is seeking \$1200 to contribute towards uniform, training, and living expense associated with attending the International Dancers Organisation (IDO) World Showdance Championships.

**Recommendation: \$1200**

That Council approve an International level payment of \$1200 to Lauren Beardsmore to attend the International Dancers Organisation (IDO) World Showdance Championships.

**HUGHES-SMITH, Harry**

Category: Sport

Level: National

Harry has been selected by Karate Victoria, a recognised State Sporting Association, to compete at the 2017 Australian Karate Federation National Championships in Liverpool, NSW. Harry successfully competed in a number of state level competition leading up to his national selection.

Harry is seeking \$600 to contribute towards the \$1150 cost of entry fees, state team uniforms and protective equipment required to compete at the National Championships.

**Recommendation: \$600**

That Council approve a National level payment of \$600 to Harry Hughes-Smith to contribute towards the costs of participating in 2017 Australian Karate Federation National Championships.

**HUGHES-SMITH, Gadise**

Category: Sport

Level: National

Gadise has been selected by Karate Victoria, a recognised State Sporting Association, to compete at the 2017 Australian Karate Federation National Championships in Liverpool, NSW. Gadise has achieved multiple successes at elite level karate competitions including a bronze medal at this year's Victoria State Championships.

Gadise is seeking \$600 to contribute towards the \$1150 cost of entry fees, state team uniforms and protective equipment required to compete at the National Championships.

**Recommendation: \$600**

That Council approve a National level payment of \$600 to Gadise Hughes-Smith to contribute towards the costs of participating in 2017 Australian Karate Federation National Championships.

**HAINING, Declan**

Category: Sport

Level: National

Declan has been selected by Karate Victoria, a recognised State Sporting Association, to compete at the 2017 Australian Karate Federation National Championships in Liverpool, NSW. Declan has competed at many state and national level competitions and came 5<sup>th</sup> at last year's National Championships.

Declan is seeking \$600 to contribute towards the \$1150 cost of entry fees, state team uniforms and protective equipment required to compete at the National Championships.

**Recommendation: \$600**

That Council approve a National level payment of \$600 to Declan Haining to contribute towards the costs of participating in 2017 Australian Karate Federation National Championships.

**HARTWIG, Sarah**

Category: Sport  
Level: National

Sarah has been selected to represent School Sports Victoria, a recognised State Sporting Association, as part of the Under 15 Girls AFL Team competing at the 2017 School Sports Australia Girls AFL Championships in Perth, WA. Sarah has played AFL for Bentleigh Secondary College and St Peters Football Club and is a 5 time Best and Fairest recipient.

Sarah is seeking \$600 to contribute towards School Sport Victoria's State Team fees of \$1559 to attend the 2017 School Sports Australia Girls AFL Championships.

**Recommendation: \$600**

That Council approve a National level payment of \$600 to Sarah Hartwig to contribute towards the costs of participating at the 2017 School Sports Australia Girls AFL Championships.

**YEMINI, Ommer**

Category: Sport  
Level: National

Ommer has been selected to represent Gymnastics Victoria, a recognised State Sporting Association, to compete in level 9 Rhythmic Gymnastics at the 2017 Australian Gymnastics Championships at Hisence Arena in Melbourne. Ommer has previously competed at state and national levels in gymnastics and received a Foundation for Youth Excellence award last year to attend the 2016 National Championships.

Ommer is seeking \$600 to contribute towards Gymnastics Victoria's team levy of \$845 to compete at the 2017 Australian Gymnastics Championships.

**Recommendation: \$600**

That Council approve a National level payment of \$600 to Ommer Yemini to contribute towards the costs of participating at the 2017 Australian Gymnastics Championships.

**FINANCIAL, RESOURCE AND ASSET MANAGEMENT IMPLICATIONS**

Total recommended grants amount: \$6600

**POLICY AND LEGISLATIVE IMPLICATIONS**

Not applicable



**COMMUNICATION AND ENGAGEMENT**

The Foundation for Youth Excellence is advertised through the Council website, Glen Eira News, Glen Eira Youth Services newsletter and Council facebook pages.

**LINK TO COUNCIL PLAN**

Theme 3: Deliver programs and initiatives that support young people that are responsive to the feedback received through Council youth engagement activities, eg.  
*Resilience Youth Survey* of primary and secondary school students.

**OFFICER DECLARATION OF CONFLICT OF INTEREST**

No officers involved in the preparation of this report have any direct or indirect interest in this matter.

**CONCLUSION**

Each of the applicants outlined in this report has successfully met the Foundation for Youth Excellence selection criteria and demonstrated how the award will allow them to achieve excellence within their chosen field.

By awarding the recommended Foundation grants, Council can continue to support these young people to achieve further success in the fields of creative and performing arts; education; leadership or sport.

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**ITEM 9.11 INSTRUMENTS OF APPOINTMENT AND AUTHORISATION UNDER THE PLANNING AND ENVIRONMENT ACT 1987**

**Author:** Wendy Mason, Legal & Governance Co-ordinator

**File No:** N/A

**Attachments:** 1. Instrument of Appointment and Authorisation Leo Thomas Brophy  
2. Instrument of Appointment and Authorisation Michael Anthony Lever

---

**PURPOSE AND SUMMARY**

To appoint Council officers who are new staff members as authorised officers for the purpose of enforcing the *Planning and Environment Act 1987* ("Act").

**RECOMMENDATION**

That Council in the exercise of the powers conferred by section 147(4) of the *Planning and Environment Act 1987* resolves that:

- (1) the members of staff referred to in the attached instruments of appointment and authorisation be appointed and authorised as set out in the instruments;
- (2) the instruments come into force immediately the common seal of Council is affixed to the instruments, and remain in force until Council determines to vary or revoke them; and
- (3) the instruments be signed and sealed.

**BACKGROUND**

The instruments provide for Council to appoint officers by resolution, pursuant to section 147(4) of the Act and may, where relevant, include the general appointment provision in section 232 of the *Local Government Act 1989* to commence proceedings in Council's name. For the officers being appointed in the attachments, these are new authorisations.

Authorisations are required for members of staff whose duties require them to enforce the Act.

**ISSUES AND DISCUSSION**

*Not applicable*

**FINANCIAL, RESOURCE AND ASSET MANAGEMENT IMPLICATIONS**

*Not applicable*

**POLICY AND LEGISLATIVE IMPLICATIONS**

*Not applicable*

**COMMUNICATION AND ENGAGEMENT**

*Not applicable*

**LINK TO COUNCIL PLAN**

Theme 5 Informed and Engaged - a well governed Council that is committed to transparency and engages residents in decision-making.

**OFFICER DECLARATION OF CONFLICT OF INTEREST**

No officers involved in the preparation of this report have any direct or indirect interest in this matter.

**CONCLUSION**

Councilors are asked to approve the appointment of members of staff referred to in the attached instruments as authorised officers in accordance with the instruments.

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**Attachment "1"****S11A Instrument of Appointment and Authorisation***(Planning and Environment Act 1987)*

In this Instrument "**officer**" means -

**Leo Thomas Brophy, Civic Compliance Officer**

**By this Instrument of Appointment and Authorisation Glen Eira City Council -**

under section 147(4) of the Planning and Environment Act 1987 - appoints the officer to be an authorised officer for the purposes of the Planning and Environment Act 1987 and the regulations made under that Act; and

**It is declared that** this Instrument -

- (a) comes into force immediately upon its execution; and
- (b) remains in force until varied or revoked, or the officer ceases to be an employee of Glen Eira City Council.

This Instrument is authorised by a resolution of Glen Eira City Council on 26 September 2017.

The seal of Glen Eira City Council was hereto affixed in the presence of:

..... Councillor

..... Chief Executive Officer

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**Attachment "2"****S11A Instrument of Appointment and Authorisation***(Planning and Environment Act 1987)*

In this Instrument "**officer**" means -

**Michael Anthony Lever, Civic Compliance Officer**

**By this Instrument of Appointment and Authorisation Glen Eira City Council -**

under section 147(4) of the *Planning and Environment Act 1987* appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under the Act.

**It is declared that** this Instrument -

- (a) comes into force immediately upon its execution; and
- (b) remains in force until varied or revoked, or the officer ceases to be an employee of Glen Eira City Council.

This Instrument is authorised by a resolution of Glen Eira City Council on 26 September 2017.

The seal of Glen Eira City Council was hereto affixed in the presence of:

..... Councillor

..... Chief Executive Officer

**ITEM 9.12      AUDIT COMMITTEE MEMBERSHIP - REAPPOINTMENT AND RECRUITMENT OF MEMBERS**

**Author:**                John Vastianos (Chief Financial Officer)

**File No:**                17/1156446

**Attachments:**    1 – Advertisement for Independent Member

---

**PURPOSE AND SUMMARY**

The *Local Government Act 1989* requires that all Councils appoint an Audit Committee as an advisory committee to Council, and that that Committee has an independent Chairperson. This report seeks to:

1. acknowledge the end of contract term of the Glen Eira City Council Audit Committee Chairperson with effect from February 2018;
2. reappoint two existing Independent Members of Council's Audit Committee for a further extension at the conclusion of their current term;
3. appoint a new Chairperson to the Audit Committee with effect from March 2018; and
4. commence the recruitment process to appoint a new Independent Member to Council's Audit Committee.

**RECOMMENDATION**

That Council:

1. issues a letter under seal to Mr David Gibbs, thanking him for the significant contribution he has made to Glen Eira through the Audit Committee over the last 20 years;
2. reappoints Ms Lisa Woolmer, Independent Member, for a further three year extension until 1 January 2021, and further, appoints Ms Lisa Woolmer as Chairperson of Council's Audit Committee (effective 1 March 2018);
3. reappoints Dr Craig Nisbet, Independent Member, for a further two year extension until 1 January 2020; and
4. requests Council's Chief Executive Officer to initiate a recruitment process for the appointment of a new Independent Member with effect from March 2018.

**BACKGROUND**

The Glen Eira City Council Audit Committee is a formally appointed Advisory Committee of the Council. The Committee does not have executive powers or authority to implement actions in areas over which management has responsibility and is therefore independent of management.

The Audit Committee's role is to report to Council and provide appropriate advice and recommendations on matters relevant to its Charter in order to facilitate decision making by Council in relation to the discharge of its responsibilities.

In accordance with the act, the Audit Committee has responsibility for overseeing the integrity of a Council's financial reporting, processes to manage risks to the Council's operations and for compliance with applicable legal, ethical, and regulatory requirements.

## ISSUES AND DISCUSSION

### ***Compliance with the Charter***

The Charter of the Audit Committee (approved by Council Resolution on 21 March 2017) states the following provisions in relation to the appointment of independent members:

- *“The Committee comprises 5 members – 2 Councillors and 3 external.*
- *Independent members shall be appointed for an initial term of three years after which time they will be eligible for reappointment.*
- *No independent member is to be appointed for more than two consecutive three year terms unless Council resolves otherwise.*
- *Terms will be scheduled to facilitate continuity of the Committee such that no more than one Councillor and one independent member’s terms cease within the one year”.*

### ***Current Chairperson***

Mr David Gibbs (B.Com, FCA), has been a member of Council’s Audit Committee since 1998. Mr Gibbs will step down from the Audit Committee in February 2018.

Mr Gibbs is a senior member of the Accounting profession, including Audit practice and is a Director with The Bennett Group Pty Ltd. His career to date in financial matters spans some 35 years. During this time, he has seen the effects of many business cycles within a range of business operations and has a passion for excellent corporate governance and the identification and management of risk. In addition, Mr Gibbs currently chairs and participates in a wide range of governance Boards, teams and committees. Mr Gibbs is a Director of several family businesses.

Mr Gibbs is a former member of the State Committee of Family Business Australia and an accredited family business advisor. He is a committed supporter and office bearer of numerous community based and youth organisations, including the Cancer Council of Victoria and a foundation director of the Australian Communities Foundation.

He is a past State Chairman of the Victorian State Council of Chartered Accountants Australia and New Zealand. He was a key participant in the 1999 Office of Local Government review of the composition and charter of municipal audit committees. Mr Gibbs has played a leadership role in Audit in the Local Government industry.

Both staff and Councillors have genuinely valued Mr Gibbs’ input and passion and the experience that he has brought to the Council’s Audit Committee process over the last 20 years. It is appropriate that Mr Gibbs’ contribution is acknowledged formally by the Council.

### ***Current Independent Members***

Ms Lisa Woolmer (BEc, CA, Grad Dip Employment Relations, Grad Dip Japanese Business Communications, CA, GAICD Independent Member) and Dr Craig Nisbet (BEc, Grad Dip Tax, MAcc, DBA, FAICD Independent Member) were appointed as Independent Members of the Council’s Audit Committee for a term of three years from 1 January 2015.

There is one more Audit Committee meeting remaining in November 2017 until their current term of appointment expires in January 2018.

Both Ms Woolmer and Mr Nisbet have provided the Audit Committee with a high level of expertise in senior business, management, finance, accounting, financial reporting, auditing requirements, risk management and corporate governance. Both have expressed an interest in continuing to serve on the Audit Committee should that be the resolution of Council.

#### ***Appointment of new Chairperson***

The end of contract term of Mr Gibbs from the role of Chairperson requires that Council considers the appointment of a new Chair. As outlined above, Ms Lisa Woolmer was appointed as an Independent Member of Council's Audit Committee in 2015 and has demonstrated a high level of professional capability across that period. At the request of Councillors the CEO has sought Ms Woolmer's views on appointment as Mr Gibbs' successor for the role of Chairperson. Ms Woolmer has indicated that she would be delighted to assume the role of Chairperson should that be the resolution of the Council.

#### ***Recruitment Process for new Independent Member***

It is recommended that the recruitment and selection process for a new Independent Member is undertaken through a publicly advertised process (refer to Attachment 1 – Advertisement for Independent Member).

Interviews will be conducted by a recruitment panel consisting of the incoming Chairperson (Ms Lisa Woolmer), the CEO and the two Councillor Members of the Audit Committee (Cr Magee and Cr Athanasopoulos). The Director Corporate Services and the Chief Financial Officer will support the panel.

Shortlisted candidates will be interviewed by the recruitment panel and assessed against the selection criteria as stated in the Application Pack, including:

- Level and breadth of senior governance, accounting, risk management, finance, business and/or audit experience and qualification;
- Level of familiarity in relation to Local Government operations;
- Knowledge and understanding of financial reporting and auditing requirements, risk management and corporate governance; and
- Previous Audit Committee experience.

The recruitment panel will then recommend a preferred candidate to Council.

### **FINANCIAL, RESOURCE AND ASSET MANAGEMENT IMPLICATIONS**

#### ***Remuneration***

External members of Glen Eira Council's Audit Committee receive a fee for participating as Independent Audit Committee members. The current fees are:

- Chairperson - \$7,600 p.a. (excluding GST);
- Independent Member - \$6,500 p.a. (excluding GST).

#### ***Committee Meetings***

The Committee meets for approximately three to four hours on a quarterly basis.

### **POLICY AND LEGISLATIVE IMPLICATIONS**

- Legislation - Section 139 of the *Local Government Act 1989* – Audit Committees
- Council Policy - Glen Eira's Audit Committee Charter.



**COMMUNICATION AND ENGAGEMENT**

The recruitment process for a new Independent Member will be advertised publicly both in the Age newspaper and on Council's website.

**LINK TO COUNCIL AND COMMUNITY PLAN**

Theme 5: Informed and engaged – A well governed Council that is committed to transparency and engages residents in decision-making.

**OFFICER DECLARATION OF CONFLICT OF INTEREST**

No officers involved in the preparation of this report have any direct or indirect interest in this matter.

**CONCLUSION**

The Audit Committee is an important part of Council's commitment to good governance and probity. The actions outlined in this report ensure that Council's approach remains consistent with leading practice.

**ATTACHMENT 1:  
ADVERTISEMENT FOR INDEPENDENT AUDIT COMMITTEE MEMBER****APPOINTMENT OF AN INDEPENDENT MEMBER  
GLEN EIRA COUNCIL AUDIT COMMITTEE**

Glen Eira City Council is seeking to appoint an experienced and appropriately qualified professional as an independent member to its Audit Committee. The Audit Committee is an independent advisory committee of Council which plays a key role in relation to risk assessment; risk management; internal control; management and reporting policies and systems; accounting policies; and external financial reporting practices, and assists Council to fulfil its governance and overseeing responsibilities, ethical practices and accountability requirements.

The Audit Committee meets during business hours on a quarterly basis.

Commencement date of the independent member is 1 March 2018.

***Applications***

Prospective applicants should contact John Vastianos (Chief Financial Officer) on telephone 9524 3434 or email [jvastianos@gleneira.vic.gov.au](mailto:jvastianos@gleneira.vic.gov.au) for an application pack and for any general enquiries.

The pack will describe the responsibilities of the Audit Committee Independent Member's role, required skills and experience and the process for lodging an application.

Applications, marked "**Private and Confidential**", close **13 October 2017** and should be addressed to:

John Vastianos  
Chief Financial Officer  
Glen Eira City Council  
PO Box 42  
Caulfield South VIC 3162

**ITEM 9.13 COUNCIL POLICY – FRAUD & CORRUPTION**

**Author:** John Vastianos (Chief Financial Officer)

**File No:** 17/1263962

**Attachments:** 1: *Fraud & Corruption Policy*  
2: *Fraud & Corruption Policy (with mark-ups)*

---

**PURPOSE AND SUMMARY**

To update the Fraud and Corruption Policy and Procedure ('Policy').

**RECOMMENDATION**

That Council review and approve the amended Policy shown in Attachment 1.

**BACKGROUND**

The Policy was adopted by Council in February 2010 (updated in April 2015) to provide guidance on the prevention, deterrence, detection and investigation of all forms of fraud and corrupt conduct.

It is important for Council to establish an environment in which fraud and corrupt conduct is not tolerated and in which Councillors, staff, contractors, agents and other relevant parties are naturally reluctant to act dishonestly.

**ISSUES AND DISCUSSION*****Internal Audit Review***

Council's internal auditors (Oakton) recently conducted a review of Fraud to assess the adequacy and application of the fraud and corruption control framework, policies and procedures, including compliance with relevant Australia Standards and legislation across Council.

One of the recommendations from the audit was to formally establish and clearly define governance responsibilities for oversight and management of fraud and corruption control.

***Changes to the Policy***

The opportunity was taken to review the Policy in its entirety and a summary of the amendments are set out below:

- Clarity has been provided around the oversight function. A new Risk Management Co-ordinator was appointed in July 2017 and is responsible for management of fraud and corruption control at Council. The Risk Management Co-ordinator reports to the Chief Financial Officer (refer to Role & Responsibilities Section 7).
- Fraud Incident Response Process map has been inserted at Appendix A.
- Amendments have been made to support the Policy with Council's Fraud Control Plan.
- The formatting was adjusted for consistency with Council's policy template.
- Online training introduced in August 2017 has been reflected in the Policy.
- Other minor amendments included updating associated documents and references, and clarifying some of the language.

A 'clean' copy of the updated policy (Attachment 1) and a copy of the policy with 'tracked' changes (Attachment 2) are included.

### **FINANCIAL, RESOURCE AND ASSET MANAGEMENT IMPLICATIONS**

- Fraud risk is universal and can be devastating if not proactively addressed.
- The tone at the top and ethical corporate culture is crucial.
- Effective fraud awareness is anchored in understanding and remaining alert for the red flags and warning signs of fraud.
- Involving employees at all levels is critical to preventing, detecting, and minimising the impact of fraud.

### **POLICY AND LEGISLATIVE IMPLICATIONS**

- AS 8001-2008 - Fraud and Corruption Control
- AS/NZ ISO 31000:2009 Risk Management
- *Charter of Human Rights and Responsibilities Act 2006*
- Councillors/Staff Code of Conduct
- Fraud Control Plan
- *Local Government Act 1989*
- *Protected Disclosures Act 2012*
- Risk Management Policy

### **COMMUNICATION AND ENGAGEMENT**

Not Applicable.

### **LINK TO COUNCIL AND COMMUNITY PLAN**

Theme 5: Informed and engaged – A well governed Council that is committed to transparency and engages residents in decision-making.

### **OFFICER DECLARATION OF CONFLICT OF INTEREST**

No officers involved in the preparation of this report have any direct or indirect interest in this matter.

### **CONCLUSION**

Councillors are asked to consider the proposed changes to the Fraud and Corruption Policy and if changes are approved, they will take effect from the date of approval.

## Fraud and Corruption Policy and Procedure

<b>Date first adopted:</b> 23 February 2010  <b>Amended and adopted:</b> 23 November 2010 8 April 2015 [26 September 2017]	<b>Version: 4</b>  <b>Next review date:</b> September 2020	<b>Status: Reviewed</b>
<b>Position Title of Responsible Business Unit Manager/or other:</b>	<b>Chief Financial Officer &amp; Risk Management Coordinator</b>	

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## **1. TITLE**

Fraud and Corruption Policy and Procedure

## **2. PURPOSE**

To demonstrate Council's commitment to the prevention, deterrence, detection and investigation of all forms of fraud and corrupt conduct and to establish processes to prevent fraud and corrupt conduct.

## **3. POLICY**

- 3.1** Council will establish an environment in which fraud and corrupt conduct is not tolerated and in which Councillors and staff are naturally reluctant to act dishonestly. This environment will promote a culture where all fraudulent activities and corrupt conduct once noticed or legitimately suspected are reported, investigated and resolved in a timely and fair manner.
- 3.2** Council is committed to protecting its revenue, expenditure and assets from any attempt by members of the public, contractors, agents, intermediaries, volunteers, Councillors or its own staff to gain financial or other benefits by deceit, bias, dishonest or otherwise corrupt conduct.
- 3.3** Council will ensure that fraudulent or corrupt activity is discouraged, conflicts of interest are avoided, and auditing systems are in place to deter and/or identify fraudulent or corrupt activities.
- 3.4** In accepting its responsibility for good governance of the municipality, Council will set the example for honesty and integrity in the provision of services to the community and the management of the Council organisation.

## **4. SCOPE**

- 4.1** This policy applies to all staff, Councillors, and volunteers engaged directly by Council as well as all agents and contractors either engaged by Council or by an authorised contractor of Council.
- 4.2** All reports of suspected fraudulent or corrupt activity received will be fully investigated and appropriate action taken.
- 4.3** Councillors and staff must be aware of Council's intention to suspend or dismiss staff, report internal and/or external fraudulent and/or corrupt activity to Victoria Police and prosecute, where appropriate, Councillors or staff and any other parties to the matter, found to be involved in fraudulent or corrupt activities. Council may also pursue recovery of any financial loss through civil proceedings.

## 5. DEFINITION OF FRAUD

**5.1** Fraud is defined in Australian Standard AS8001-2008: Fraud and Corruption Control, as:

“Dishonest activity causing actual or potential financial loss to any person or entity including theft of moneys or other property by employees or persons external to the entity and where deception is used at the time, immediately before or immediately following the activity. This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position for personal financial benefit. The theft of property belonging to an entity by a person or persons internal to the entity but where deception is not used is also considered “fraud” for the purposes of this [definition].”

**5.2** Examples of fraud are:

- Theft and/or misappropriation of Council revenue;
- Unauthorised removal of equipment, parts, software, and office supplies from Council premises;
- Deliberate over-ordering of materials or services to allow a proportion to be used for personal purposes;
- Submission of sham taxation arrangements for an employee or contractor to circumvent Council's procedures for engagement of employees and contractors;
- Submission of fraudulent applications for reimbursement;
- Payment of fictitious employees or suppliers;
- Falsification of time records;
- Damage, destruction or falsification of documents for the purpose of material gain;
- Failure to disclose a conflict of interest in the performance of duties as a Councillor, employee or contractor of Council; and
- Any computer related activity involving the alteration, destruction, forgery or manipulation of data for fraudulent purposes or misappropriation of Council-owned software.

## 6. DEFINITION OF CORRUPTION

Corruption is defined in Australian Standard AS8001-2008: Fraud and Corruption Control, as:

“Dishonest activity in which a director, executive, manager, employee or contractor of an entity acts contrary to the interests of the entity and abuses his/her position of trust in order to achieve some personal gain or advantage for him or herself or for another person or entity.”

This definition is to be read in conjunction with the definition of “Corrupt Conduct” contained within the *Protected Disclosure Act 2012* Policy and Procedures.



## **7. ROLES AND RESPONSIBILITIES**

**7.1** Responsibility for fraud and corrupt conduct prevention rests with all levels of management, Councillors, staff, volunteers and agency or contract staff who represent Council and who collectively must accept ownership of the controls relative to this policy. All parties must comply with the policy.

**7.2** The Risk Management Co-ordinator is responsible for the management of fraud and corruption control at Council and reports to the Chief Financial Officer.

### **7.3 Executive**

Executive has principal responsibility for fraud and corrupt conduct control to ensure compliance with the relevant Australian Standards and appropriate governance structures are in place.

### **7.4 Senior Managers**

Senior managers have a responsibility to:

- Identify risk exposures to corrupt and fraudulent activities within their Units;
- Establish controls and procedures for prevention and detection of such activities;
- Provide guidance and instruction to all staff relative to responsibilities and fraud and corrupt conduct reporting requirements;
- Maintain effective auditing and reporting on key financial systems;
- Undertake a risk assessment on fraud and corrupt conduct control every two years or when a major change occurs;
- Implement action plans identified in the risk assessments to eliminate or reduce the risk of fraud and corrupt conduct; and
- Monitor and actively manage excessive outstanding leave of staff in risk exposure areas.

Senior managers will ensure that all contractors working for their Unit are aware of Council's Fraud and Corruption Policy and Procedure, that it is incorporated into the relevant contract and that contractors' staff are made aware of their responsibilities and unacceptable behaviours.

### **7.5 Staff/Contractors/Volunteers**

Staff/contractors/volunteers will assist in the identification of risk exposures to corrupt or fraudulent activities in the workplace and should immediately report suspected fraudulent or corrupt activities in accordance with Part 9.

### **7.6 Councillors**

Councillors will be made aware of this policy.

### **7.7 Training**

Councillors and staff members will be informed of this policy and the consequences arising from fraud and corrupt conduct, and who to speak to if they suspect fraud and/or corrupt conduct is occurring. All staff will undertake compulsory online training in fraud awareness. The Risk Management Co-ordinator will also provide Managers/Co-ordinators with specific training on the assessment of risks relevant to their Business Units as part of the annual review of their Risk Registers.

## **8. FRAUD RISK ASSESSMENT**

Council's commitment to fraud and corrupt conduct control will be met by identifying opportunities for fraud and corrupt conduct, and implementing risk avoidance, prevention, minimisation procedures in day to day operations and showing coverage in Council's risk register.

## **9. PROCEDURES FOR REPORTING FRAUD AND CORRUPTION**

The following procedure will be used to report suspected fraudulent or corrupt conduct (refer to Appendix A).

### **9.1 Staff**

Where a staff member suspects that fraudulent or corrupt conduct is occurring, or has occurred, unless the staff member wishes to make a Protected Disclosure (in which case the *Protected Disclosure Act 2012* Policy and Procedures should be followed), the staff member should report those suspicions to their manager.

Where the staff member does not feel comfortable reporting their suspicions to their manager they should report such matters to the relevant director or Director Corporate Services. If none of the above options are appropriate, then the staff member should report such matters to the Manager People and Culture or Corporate Counsel.

### **9.2 Director or Manager**

On receiving a report of suspected fraud or corrupt conduct the director or manager must record details of the report, including the time and date the report is made and details of matters raised. Where the issue may involve disciplinary action against a staff member, the Manager People and Culture must be advised.

### **9.3 Notifying the Chief Executive Officer (CEO)**

Except where it has been reported as a disclosure *pursuant to the Protected Disclosure Act 2012* which is protected under that Act, all reported incidents of suspected fraud or corrupt conduct must be immediately reported to the CEO by the director or manager prior to any investigation of such allegations being undertaken.

### **9.4 Anonymous Reports**

Anonymous reports may be directed to the CEO. Adequate supporting information to enable an investigation to be undertaken must be provided.

### **9.5 Contractors**

Contractors or other people involved in the contracting process may become aware of, or have information indicating, fraudulent or unfair activity in relation to the tender processes or service provision. Contractors may feel reluctant to report suspected fraud or corrupt conduct or other behaviour that is intimidatory or grossly unfair, for fear of repercussions affecting their future business dealings with Council. If these circumstances arise, contractors are requested to contact Council's Chief Financial Officer, CEO or relevant director.

## **10. EMPLOYMENT CONDITIONS**

### **Pre-employment screening**

Pre-employment screening is considered by Council to be an important first step in reducing the likelihood of fraud or corrupt conduct occurring by ensuring Council employs honest and trustworthy people. As part of Council's pre-employment screening process, criminal history checks may be requested.

## **11. PROCEDURES FOR FRAUD INVESTIGATION**

### **11.1 Preliminary Investigation**

Where information received is assessed to warrant investigation, arrangements for such an investigation will be made in accordance with Council's Fraud Control Plan. This process will include securing all related documentation and may include suspension of staff member(s) being investigated.

Reports will be received in confidence and the person reporting the suspected fraud or corrupt conduct will be protected from any adverse repercussions, provided that there is no evidence of malice.

Any person contacted by an investigator should cooperate with the process.

### **11.2 Investigation**

Depending on the nature of the allegations, investigations will be undertaken in accordance with sound investigative practices. Potential instances of fraud or corrupt conduct or protected disclosures may be referred to an independent third party for investigation.

Where external investigation is required, for example, Victoria Police or other independent investigators, they will be in charge of such investigation.

Where the allegation has arisen through a 'protected' disclosure, the investigation will be conducted in accordance with the *Protected Disclosure Act 2012* Policy and Procedures.

In all cases confidentiality will be maintained and the principles of natural justice adhered to.

### **11.3 Media**

Council's media process will be observed at all times, and no staff member, Councillor or other person associated with Council, will make any public comment in relation to any suspected fraud or corrupt conduct, whether proven or otherwise.

### **11.4 Audit Committee (External Reporting)**

All incidences of proven fraud and/or corrupt conduct will be reported to the Chair of the Audit Committee in a timely fashion.

## **12. HUMAN RIGHTS CHARTER COMPATIBILITY**

This Policy has been assessed as being compatible with the *Charter of Human Rights and Responsibilities Act 2006*.

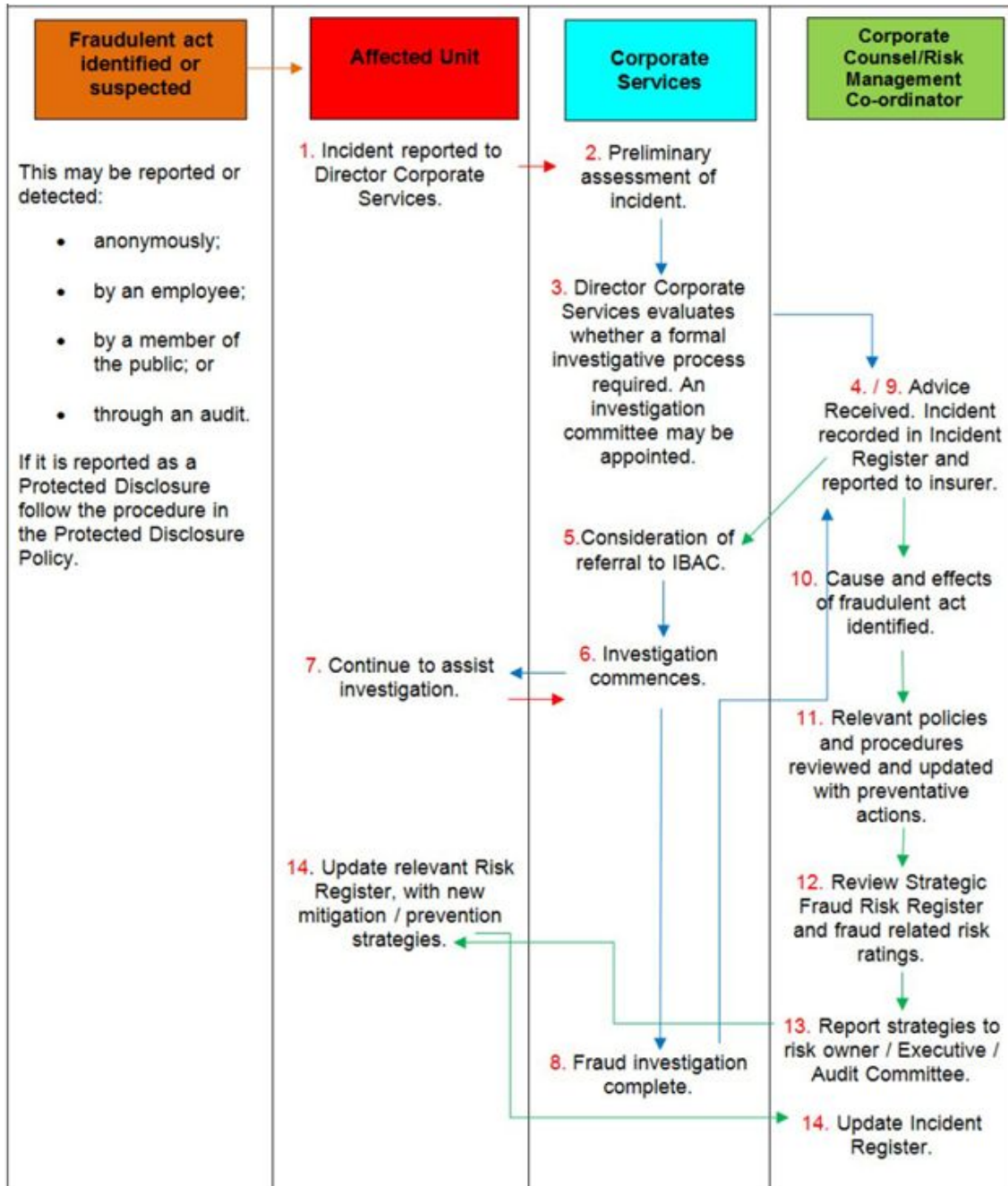
## **13. ASSOCIATED DOCUMENTS**

Corporate Data Ownership Policy  
Councillors' Code of Conduct  
Credit Card Security Incident Response Plan  
Fraud Control Plan  
Internet and Email Policy  
Payment Card Policy (PCI)  
*Protected Disclosure Act 2012* Policy and Procedures  
Risk Management Policy  
Security and Use of Council Computer Equipment Policy  
Staff Code of Conduct

## **14. REFERENCES/RESOURCES**

*AS 8001-2008 Fraud and Corruption Control*  
*AS/NZ ISO 31000:2009 Risk Management*  
*Charter of Human Rights and Responsibilities Act 2006*  
*Independent Broad-Based Anti-Corruption Commission Act 2011*  
*Local Government Act 1989*  
*Protected Disclosures Act 2012*  
*Protected Disclosures Regulations 2013*

## APPENDIX A – FRAUD INCIDENT RESPONSE PROCESS



## Fraud and Corruption Policy and Procedure

<b>Date first adopted:</b> <b>23 February 2010</b>  <b>Amended and adopted</b> <b>23 November 2010</b> <b>8 April 2015</b> <a href="#">[26 September 2017]</a>	<b>Version:</b> <a href="#">43</a>  <b>Next review date:</b> <b>Ongoing</b>	<b>Status: Reviewed</b>
<b>Position Title of Responsible Business Unit Manager/or other:</b>	<b>Chief Financial Officer &amp; Risk Management Coordinator</b>	

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## 1. TITLE

Fraud and Corruption Policy and Procedure

## 2. PURPOSE

~~The purpose of this policy is to~~ To demonstrate Council's commitment to the prevention, deterrence, detection and investigation of all forms of fraud and corrupt conduct and to establish processes to prevent aid in the prevention of fraud and corrupt conduct.

~~It is important for Council to establish an environment in which fraud and corrupt conduct is not tolerated and in which Councillors and staff (including officers) are naturally reluctant to act dishonestly. This environment will promote a culture where all fraudulent activities and corrupt conduct once noticed or legitimately suspected are reported, investigated and resolved in a timely and fair manner.~~

~~Council will not tolerate any incident of fraud or corrupt conduct. Councillors and staff will act in accordance with applicable Codes of Conduct and in the spirit of ethical standards.~~

## 3. POLICY

~~3.1 Council will establish an environment in which fraud and corrupt conduct is not tolerated and in which Councillors and staff are naturally reluctant to act dishonestly. –This environment will promote a culture where all fraudulent activities and corrupt conduct once noticed or legitimately suspected are reported, investigated and resolved in a timely and fair manner.~~

~~3.13.2 Council is committed to protecting~~ is committed to protecting will endeavour to protect its revenue, expenditure and assets from any attempt by members of the public, contractors, agents, intermediaries, volunteers, Councillors or its own staff to gain financial or other benefits by deceit, bias, – dishonest or otherwise corrupt conduct.

~~3.23.3 Council's commitment to fraud and corrupt conduct control will be managed by ensuring~~ Council will ensure that fraudulent or corrupt activity is discouraged, conflicts of interest are avoided, and auditing systems are in place to deter and/or identify fraudulent or corrupt activities.

~~3.33.4~~ In accepting its responsibility for good governance of the municipality, Council will set the example for honesty and integrity in the provision of services to the community and the management of the Council organisation.

## 4. SCOPE

4.1 This policy applies to all staff ~~(including officers)~~, Councillors, and volunteers engaged directly by Council as well as all agents and contractors either engaged by Council or by an authorised contractor of Council.

4.2 All reports of suspected fraudulent or corrupt activity received will be fully investigated and appropriate action taken.

4.3 Councillors and staff must be aware of Council's intention to suspend or dismiss staff, report internal and/or external fraudulent and/or corrupt activity to Victoria Police and



prosecute, where appropriate, Councillors or staff and any other parties to the matter, found to be involved in fraudulent or corrupt activities. Council ~~may~~will also pursue recovery of any financial loss through civil proceedings.

## 5. DEFINITION OF FRAUD

5.1 Fraud is defined in Australian Standard AS8001-2008: Fraud and Corruption Control, as:

“Dishonest activity causing actual or potential financial loss to any person or entity including theft of moneys or other property by employees or persons external to the entity and where deception is used at the time, immediately before or immediately following the activity. This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position for personal financial benefit. The theft of property belonging to an entity by a person or persons internal to the entity but where deception is not used is also considered “fraud” for the purposes of this [definition].”

5.2 Examples of fraud are:

- Theft and/or misappropriation of Council revenue ~~in the form of cash, cheques, money order, electronic funds transfer or other negotiable instrument;~~
- Unauthorised removal of equipment, parts, software, and office supplies from Council premises;
- Deliberate over-ordering of materials or services to allow a proportion to be used for personal purposes;
- Submission of sham taxation arrangements for an employee or contractor to circumvent Council's procedures for engagement of employees and contractors;
- Submission of fraudulent applications for reimbursement;
- Payment of fictitious employees or suppliers;
- Falsification of time records;
- Damage, destruction or falsification of documents for the purpose of material gain;
- Failure to disclose a conflict of interest in the performance of duties as a Councillor, employee or contractor of Council; and
- Any computer related activity involving the alteration, destruction, forgery or manipulation of data for fraudulent purposes or misappropriation of Council-owned software.

## 6. DEFINITION OF CORRUPTION

Corruption is defined in Australian Standard AS8001-2008: Fraud and Corruption Control, as:

“Dishonest activity in which a director, executive, manager, employee or contractor of an entity acts contrary to the interests of the entity and abuses his/her position of trust in order to achieve some personal gain or advantage for him or herself or for another person or entity.”

This definition is to be read in conjunction with the definition of “Corrupt Conduct” contained within the *Protected Disclosure Act 2012* Policy and Procedures ~~(Executive-adopted)~~.

## 7. ROLES AND RESPONSIBILITIES

7.1 Responsibility for fraud and corrupt conduct prevention rests with all levels of management, Councillors, staff ~~(including officers)~~, volunteers and agency or contract staff who represent

Council and who collectively must accept ownership of the controls relative to this policy. All parties must comply with the policy.

## 7.2

The Risk Management Co-ordinator is responsible for the management of fraud and corruption control at Council and reports to the Chief Financial Officer.

## 7.3 Executive Group

~~The Executive Group~~ has principal responsibility for fraud and corrupt conduct control to ensure compliance with the relevant Australian Standards and appropriate governance structures are in place.

## 7.1 Senior Managers

### 7.4

Senior managers have a responsibility to:

- Identify risk exposures to corrupt and fraudulent activities within their Division/Units;
- Establish controls and procedures for prevention and detection of such activities;
- Provide guidance and instruction to all staff relative to responsibilities and fraud and corrupt conduct reporting requirements;
- Maintain effective auditing and reporting on key financial systems;
- Undertake a risk assessment on fraud and corrupt conduct control every two years or when a major change occurs;
- Implement action plans identified in the risk assessments to eliminate or reduce the risk of fraud and corrupt conduct; and
- Monitor and actively manage excessive outstanding leave of staff in risk exposure areas.

Senior managers will ensure that all contractors working for their Division/Unit are aware of Council's Fraud and Corruption Policy and Procedure, and that it is incorporated into the relevant contract and will ensure that the contractor's staff are made aware of their responsibilities and unacceptable behaviours.

## 7.2 Staff/Contractors/Volunteers

### 7.5

Staff/contractors/volunteers will assist in the identification of risk exposures to corrupt or fraudulent activities in the workplace and the should immediately reporting of possible suspected fraudulent or corrupt activities in accordance with Part 9.

## 7.3 Councillors

### 7.6

Councillors will be made aware of this policy.

## 7.4 Training

### 7.7

Councillors and staff members will be informed of this policy and the consequences arising from fraud and corrupt conduct, and who to speak to if they suspect fraud and/or corrupt

conduct is occurring. ~~All staff will be provided with~~ undertake compulsory online training in fraud awareness. The Risk Management Co-ordinator will also provide Managers/Co-ordinators with specific training on ~~the conduct of the assessment of risks relevant to their Business Units as part of the annual review of their Risk Registers. assessments will also be provided by the Coordinator Risk Management.~~

~~This policy will be included in the induction program for new staff members.~~

## 8. FRAUD RISK ASSESSMENT

Council's commitment to fraud and corrupt conduct control will be met by identifying opportunities for fraud and corrupt conduct, and implementing risk avoidance, prevention, minimisation procedures in day to day operations and showing coverage in Council's risk register.

## 9. PROCEDURES FOR REPORTING FRAUD AND CORRUPTION

The following procedure will be used to report suspected fraudulent or corrupt conduct ([refer to Appendix A](#)).

### 9.1 Staff

Where a staff member suspects that fraudulent or corrupt conduct is occurring, or has occurred, ~~unless the staff member wishes to make a Protected Disclosure (in which case please refer to the Protected Disclosure Act 2012 Policy and Procedures should be followed).~~ the staff member should report those suspicions to their manager.

Where the staff member does not feel comfortable reporting their suspicions to their manager they should report such matters to the relevant director [or Director Corporate Services](#). If ~~neither~~ [none](#) of the above options ~~are~~ [is](#) appropriate, then the staff member should report such matters to the Manager [People & Culture](#) ~~Human Resources~~ [or Corporate Counsel](#).

### 9.2 Director or Manager

On receiving a report of suspected fraud or corrupt conduct the director or manager must record details of the report, including the time and date the report is made and details of matters raised. Where the issue may involve disciplinary action against a staff member, the Manager [People & Culture](#) ~~Human Resources~~ must be advised.

### 9.2.3 Notifying the Chief Executive Officer (CEO)

Except where it has been reported as a ~~disclosure pursuant to the Protected Disclosure Act 2012 which is 'protected' under that Act,~~ all reported incidents of suspected fraud or corrupt conduct must be immediately reported to the CEO by the director or manager prior to any investigation of such allegations being undertaken.

### 9.3.4 Anonymous Reports

~~Although not encouraged,~~ [a](#) anonymous reports may be directed to the CEO. Adequate supporting information to enable an investigation to be undertaken must be provided.

### 9.5 Contractors

Contractors or other people involved in the contracting process may become aware of, or have information indicating, fraudulent or unfair activity in relation to the tender processes or service provision. Contractors may feel reluctant to report suspected fraud or corrupt conduct or other behaviour that is intimidatory or grossly unfair, for fear of repercussions affecting their future business dealings with Council. If these circumstances arise, contractors are requested to contact Council's Chief Financial Officer ~~(CFO)~~, CEO or relevant director.

## 10. EMPLOYMENT CONDITIONS

### Pre-employment screening

Pre-employment screening is considered by Council to be an important first step in reducing the likelihood of fraud or corrupt conduct occurring by ensuring Council employs honest and trustworthy people. As part of Council's pre-employment screening process, criminal history checks may be requested ~~from people who will be in positions where fraud or corrupt conduct is more likely to occur.~~

## 11. PROCEDURES FOR FRAUD INVESTIGATION

### 11.1 Preliminary Investigation

Where information received ~~by the CEO~~ is assessed to warrant investigation, arrangements for such an investigation will be made ~~with the relevant director in accordance with Council's Fraud Control Plan.~~ This ~~arrangement process~~ will include securing all related documentation and may include suspension of staff member(s) being investigated.

Reports will be received in confidence and the person reporting the suspected fraud or corrupt conduct will be protected from any adverse repercussions, provided that there is no evidence of malice.

Any person contacted by an investigator should cooperate with the process.

### 11.2 Investigation

Depending on the nature of the allegations investigations will be undertaken in accordance with sound investigative practices. ~~All~~ potential instances of fraud or corrupt conduct or ~~'protected'~~ disclosures ~~may will~~ be referred to an independent third party for investigation.

Where external investigation is required, for example, Victoria Police or other independent investigators, they will be in charge of such investigation.

Where the allegation has arisen through a 'protected' disclosure, the investigation will be ~~conducted~~ in accordance with the ~~— Protected Disclosure Act 2012 Policy and Procedures (Executive).~~

In all cases confidentiality will be maintained and the principles of natural justice adhered to.

### 11.3 Media

Council's media process will be observed at all times, and no staff member, Councillor or other person associated with Council, will make any public comment in relation to any suspected fraud or corrupt conduct, whether proven or otherwise.

#### 11.4 Audit Committee (External Reporting)

All incidences of proven fraud and/or corrupt conduct will be reported to the Chair of the Audit Committee in a timely fashion.

#### 12. HUMAN RIGHTS CHARTER COMPATIBILITY

This Policy has been assessed as being compatible with the *Charter of Human Rights and Responsibilities Act 2006*.

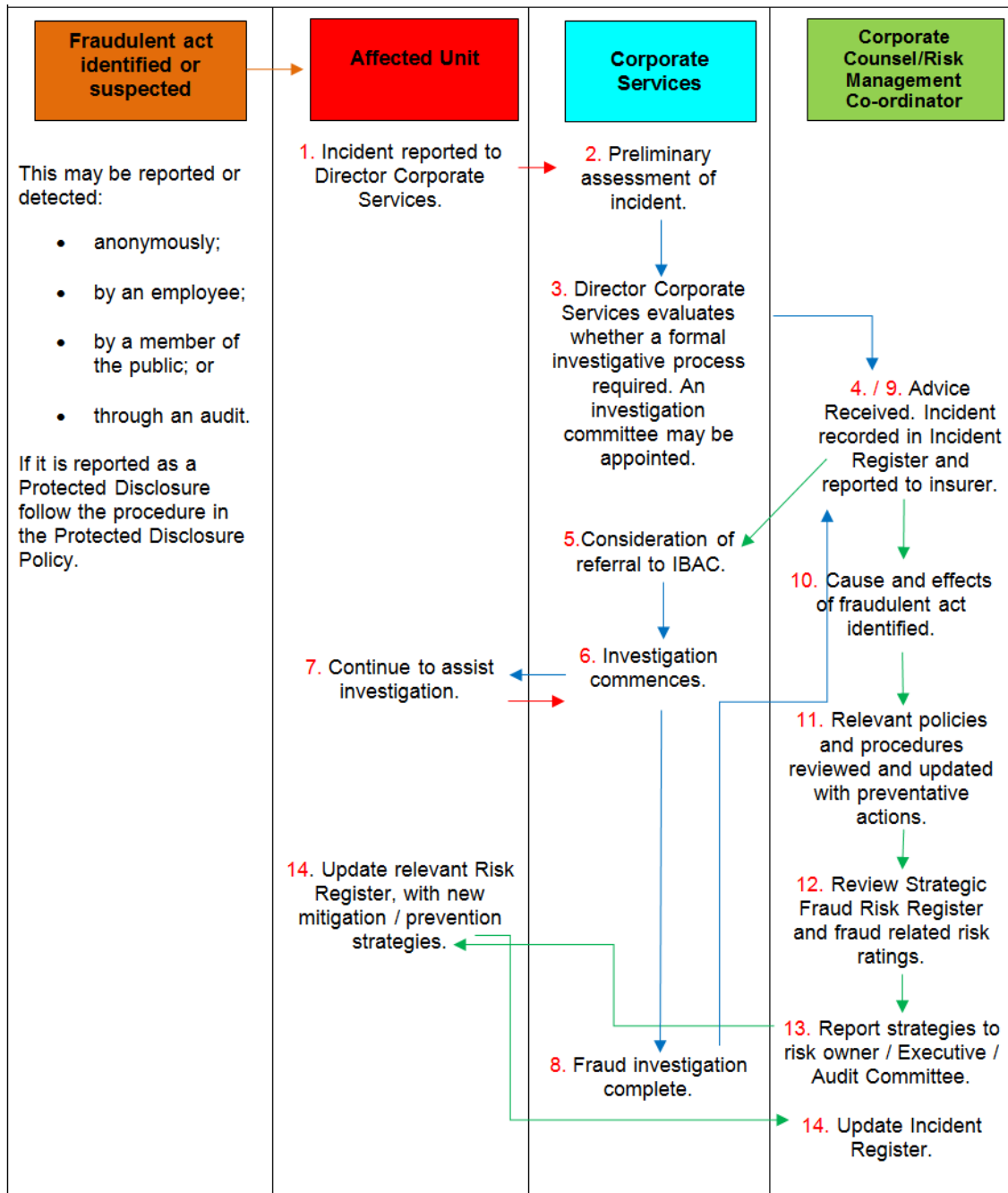
#### 13. ASSOCIATED ~~LEGISLATION AND~~ DOCUMENTS

~~AS 8001-2008 Australian Standard on Fraud Control and Corruption Control (AS 8001: 2008)~~  
~~Australian Standard in Risk Management (AS 4360: 2004)~~~~AS/NZ ISO 31000:2009 Risk Management;~~  
~~Charter of Human Rights and Responsibilities Act 2006~~  
~~Corporate Data Ownership Policy~~  
~~Councillors' Code of Conduct~~  
~~Credit Card Security Incident Response Plan;~~  
~~Fraud Control Plan~~  
~~Independent Broad-Based Anti-Corruption Commission Act 2011~~  
~~Internet and Email Policy~~  
~~Local Government Act 1989~~  
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~~Risk Management Policy~~  
~~Security and Use of Council Computer Equipment Policy~~  
~~Staff Code of Conduct~~

#### 14. REFERENCES/RESOURCES

~~AS 8001-2008 Fraud and Corruption Control~~  
~~AS/NZ ISO 31000:2009 Risk Management;~~  
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~~Local Government Act 1989~~  
~~Protected Disclosure Act 2012 Policy and Procedures (Executive)~~  
~~Protected Disclosures Act 2012~~  
~~Protected Disclosures Regulations 2013~~

## APPENDIX A – FRAUD INCIDENT RESPONSE PROCESS



**ITEM 9.14      FINANCIAL MANAGEMENT REPORT FOR THE PERIOD  
ENDING 31 AUGUST 2017**

**Author:**            *John Vastianos (Chief Financial Officer)*

**File No:**            *17/1259435*

**Attachments:**    *1: Financial Management Report for the period ending 31 August  
2017*

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**PURPOSE AND SUMMARY**

To report Council's finances in the Financial Management Report for the period ending 31 August 2017.

**RECOMMENDATION**

That Council notes the Financial Management Report for the period ending 31 August 2017.

**BACKGROUND**

The report includes a comparison of year-to-date (YTD) actual income and expenditure with budgeted (YTD and forecast end-of-year) and other information for the current financial year.

This report also provides a review of the 2017-18 Capital Works Program, cash flow reports and investment reports.

**ISSUES AND DISCUSSION**

Council's forecast operating surplus is projected to be \$18.99m, which is \$1.77m ahead of the adopted Annual Budget.

Council's financial position is sound. The Balance Sheet indicates a satisfactory financial position with total current assets of \$72.74m and total current liabilities of \$59.88m.

Included in the Capital Forecast this month was the deposit relating to the purchase of the property at 296-298, Neerim Road, Carnegie. The acquisition will enhance future development in line with vision of Carnegie to create new open spaces, vibrant laneway networks and place making and community facility opportunities.

Cash and investment holdings are \$58.7m, higher than originally budgeted due to the opening cash position being better than expected. This results in a forecast liquidity ratio of 1.21 as at 30 June 2018.

**FINANCIAL, RESOURCE AND ASSET MANAGEMENT IMPLICATIONS**

The key financial objectives for Council are:

- Manage finances appropriately within the constraints set by the State Government's Rate Capping regime.
- Generate funds to provide additional public open space and renew and upgrade our ageing assets and community facilities.
- Maintain essential services at not less than current levels.
- Set rates and fee increases that are manageable and sustainable.
- Focus on continuous improvement.
- Keep day-to-day costs and rates below our peers.

**POLICY AND LEGISLATIVE IMPLICATIONS**

Section 138 of the *Local Government Act 1989* (the Act).

**COMMUNICATION AND ENGAGEMENT**

Council officers in preparing the Financial Management Report, take into account other plans and strategies in regard to services and initiatives which commit financial and non-financial resources for the current financial year.

**LINK TO COUNCIL AND COMMUNITY PLAN**

Theme 5: Informed and engaged – A well governed Council that is committed to transparency and engages residents in decision-making.

**OFFICER DECLARATION OF CONFLICT OF INTEREST**

No officers involved in the preparation of this report have any direct or indirect interest in this matter.

**CONCLUSION**

The positive operating result year to date is higher than was anticipated when the annual budget was set. The Balance Sheet position and the cash position are sound.



**ATTACHMENT 1:**  
**Financial Management Report for the period ending 31 August 2017**

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Balance Sheet.....	14
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## Executive Summary

### *for the period ending 31 August 2017*

#### **a) Current Month Budget Result**

At the end of August 2017, the performance against budget from ordinary activities showed a positive variance of \$3.31m due to higher than anticipated income of \$2.05m and favourable variance in operating expenditure of \$1.26m (refer to page 15 for details of the variances).

Please note that a large amount of the current variances is due to timing differences (i.e. between the scheduling of budgets and timing of actual results). The next few months should reflect whether these variances (particularly the expenditure variances) become permanent for the 2017-18 financial year.

#### **b) Current Month Forecast Result**

The forecast result expected for the financial year is an operating surplus of \$18.99m compared with the original adopted *2017-18 Annual Budget* of \$17.22m.

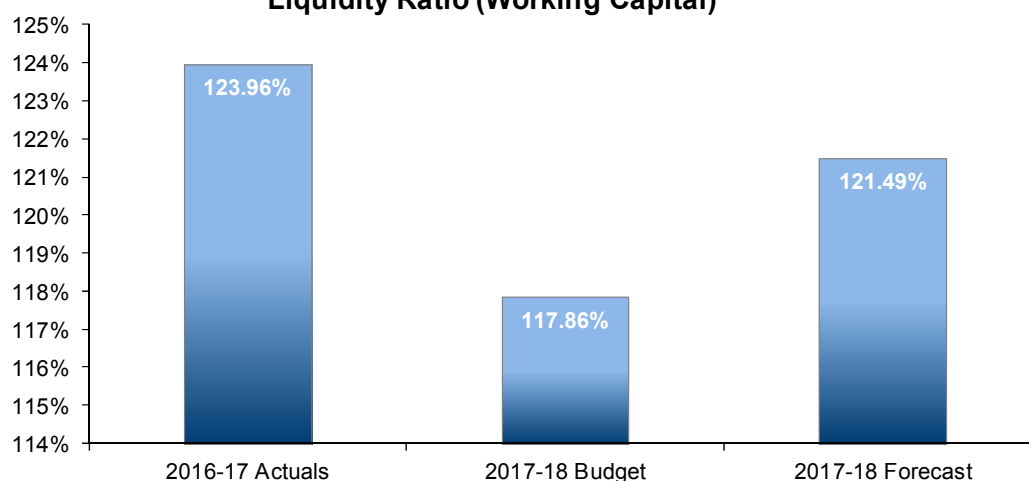
Any surplus from day-to-day operations is used to accelerate capital works projects. The current monthly forecast movement shows an increase in operating revenue of \$328k and an increase in operating expenditure of \$291k.

#### **c) Liquidity**

Working capital is the excess of current assets above current liabilities. This calculation recognises that although Council has current assets, some of those assets are already committed to the future settlement of liabilities in the following 12 months, and are therefore not available for discretionary spending.

Council will continue to have a large investment in capital works projects. Council is required to hold sufficient cash to cover 'Restricted Assets' such as: Residential Aged Care Deposits, Public Open Space Reserve, Contract Deposits and *Fire Services Property Levy*.

**Liquidity Ratio (Working Capital)**



**d) Open Space Contributions****Contributions**

All multi-unit developers now need to pay a uniform 5.7 per cent of the value of the land (or give Council 5.7 per cent of the area of the land). All money raised by the levy will go into more and better open space.

**Open Space Reserve**

The balance of the Open Space Reserve as at 31 August 2017 is as follows:

Description	2017-18 Current Month Actual	2017-18 Year to Date
Open Space Contributions Received	\$1,159,437	\$2,888,247
Open Space Capital Expenditure *	(\$14,360)	(\$15,759)
<b>Net Movement</b>	<b>\$1,145,077</b>	<b>\$2,872,488</b>
<b>Opening Balance as at 1 July 2017</b>		<b>\$3,696,235</b>
<b>Closing Balance – Open Space Reserve</b>		<b>\$6,568,723</b>

*\*Includes Booran Reserve.*

*Please note - the table above excludes expenditure on improving existing public open space, which is expenditure allowable under Section 20(2) of the Subdivision Act.*

## Superannuation – Defined Benefits Scheme

### ***Vested Benefits Index (VBI)***

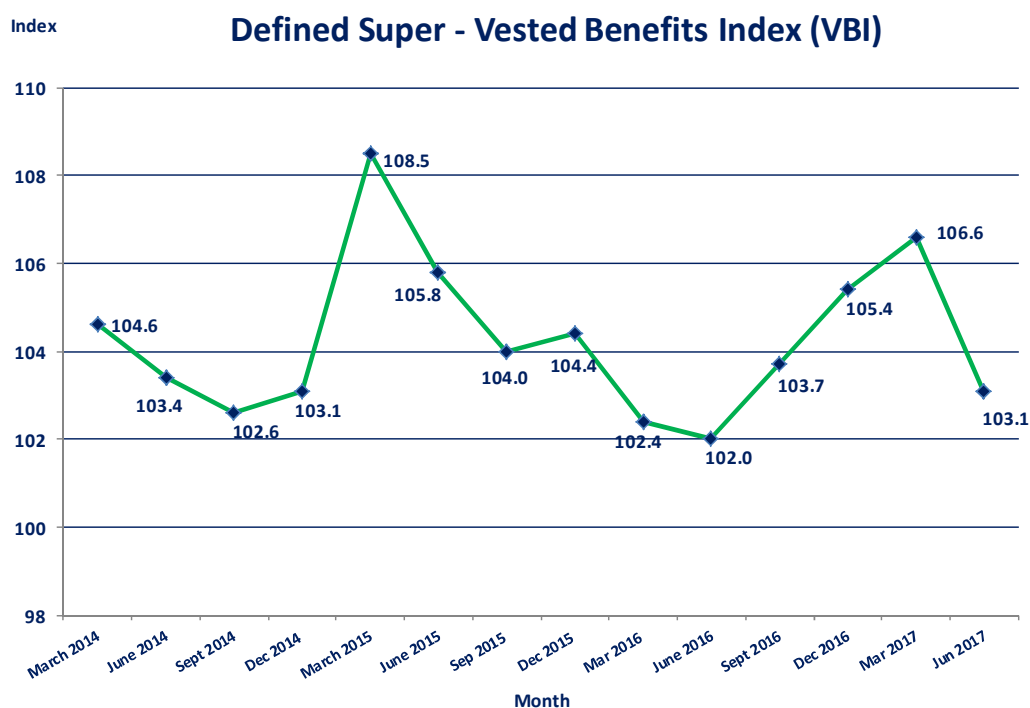
Defined benefit plans are required by law to have an actuarial investigation at least once every three years. Vision Super monitors the vested benefit position of the defined benefits plan on a quarterly basis.

The VBI is the key index that the super fund regulator, APRA, considers when assessing the financial position of the Defined Benefit Plan. In simple terms, this measures whether there would be enough assets to meet the liabilities of the Defined Benefit Plan if it became necessary to pay all members their total entitlements on a particular day.

Under the superannuation prudential standards, VBI's must generally be kept above a fund's nominated shortfall threshold, currently 97%. The higher the index the less chance of a future call.

For the Plan to be in a satisfactory financial position requires a VBI of 100% or more.

Below is the estimated VBI since 31 March 2014:



**Forecast adjustments for August 2017*****Income from ordinary activities increase of \$328k***

Income is higher than anticipated for:

- **Statutory Fees and Fines** – relate mainly to fees and fines levied in accordance with legislation and include animal registrations, health act registrations and parking fines.

The increase of \$270k is mainly due to higher than forecast parking infringements income across the municipality.

***Expenditure from ordinary activities increase of \$291k***

The unfavourable expenditure forecast movement is mainly due to Employee Costs (\$176k). This includes all labour related expenditure and on-costs such as allowances, leave entitlements, employer superannuation and WorkSafe. This variance is due to the timing in recruiting positions approved in the 2017-18 Budget.

**Capital Works Expenditure Program**

As at the end of August 2017, total capital works expenditure in 2017-18 is expected to be \$39.26m, represented by:

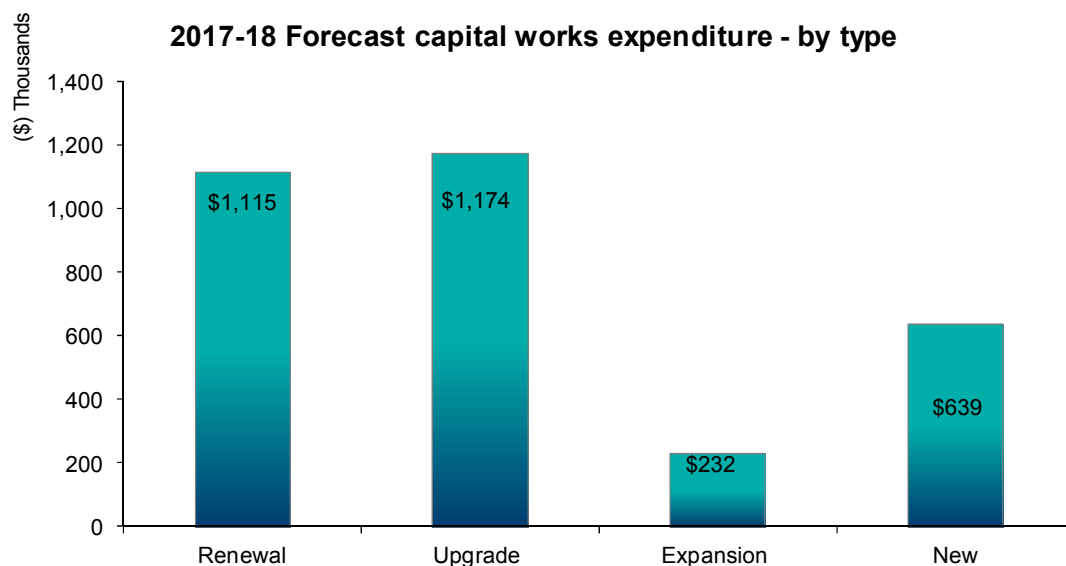
- New capital works projects as per the 2017-18 Annual Budget \$32.82m
- Capital works funding \$1.26m
- Carry forward expenditure from the 2016-17 financial year \$5.12m
- Forecast increase year to date \$60k.

**Capital Works Forecast Adjustments of \$440k for August 2017:**

- **Land Acquisition** – forecast adjustment of \$361k representing deposit for the acquisition of property at 296-298, Neerim Road, Carnegie. Council resolved at its Special Council Meeting on 2 August 2017, to acquire the property of 296-298, Neerim Road.

Council was successful at purchasing the property for approximately \$3.6m. Further payments will be made in accordance with settlement terms.

- **Plant and Equipment** - Strength Equipment for Caulfield Recreation Centre- \$79k.



## Financial Strategy

Each year, the Auditor-General of Victoria performs an audit of the Local Government sector and produces a report to Parliament of the results of those audits. As part of this process, the Auditor-General assesses the financial sustainability of Councils. In 2015-16 the Auditor-General assessed the financial sustainability risk at an individual Council level. The following pages explain and present the Auditor-General's financial sustainability risks and criteria and page 12 provides indicators for Glen Eira City Council.

### (a) Financial sustainability risk indicators

Indicator	Formula	Description
Net result (%)	Net result / Total revenue	A positive result indicates a surplus, and the larger the percentage, the stronger the result. A negative result indicates a deficit. Operating deficits cannot be sustained in the long term. Net result and total revenue is obtained from the comprehensive operating statement.
Liquidity (ratio)	Current assets / Current liabilities	This measures the ability to pay existing liabilities in the next 12 months. A ratio of one or more means there are more cash and liquid assets than short-term liabilities.
Internal financing (%)	Net operating cash flow / Net capital expenditure	This measures the ability of an entity to finance capital works from generated cash flow. The higher the percentage, the greater the ability for the entity to finance capital works from their own funds. Net operating cash flows and net capital expenditure are obtained from the cash flow statement.
Indebtedness (%)	Non-current liabilities/own-sourced revenue	Comparison of non-current liabilities (mainly comprised of borrowings) to own-sourced revenue. The higher the percentage, the less able to cover non-current liabilities from the revenues the entity generates itself. Own-sourced revenue is used—rather than total revenue—because it does not include grants or contributions.
Capital replacement (ratio)	Cash outflows for property, plant and equipment / Depreciation	Comparison of the rate of spending on infrastructure with its depreciation. Ratios higher than 1:1 indicate that spending is faster than the depreciating rate. This is a long-term indicator, as capital expenditure can be deferred in the short term if there are insufficient funds available from operations, and borrowing is not an option. Cash outflows for infrastructure are taken from the cash flow statement. Depreciation is taken from the comprehensive operating statement.
Renewal gap (ratio)	Renewal and upgrade expenditure/depreciation	Comparison of the rate of spending on existing assets through renewing, restoring, and replacing existing assets with depreciation. Ratios higher than 1:1 indicate that spending on existing assets is faster than the depreciating rate. Similar to the investment gap, this is a long-term indicator, as capital expenditure can be deferred in the short term if there are insufficient funds available from operations, and borrowing is not an option. Renewal and upgrade expenditure are taken from the statement of capital works. Depreciation is taken from the comprehensive operating statement.

**Financial Strategy (continued)****(b) Financial sustainability risk assessment criteria**

The financial sustainability risk of each local council is assessed using the criteria outlined below:

Risk	Net result	Liquidity	Indebtedness	Internal financing	Capital replacement	Renewal gap
<b>High</b>	Less than negative 10% Insufficient revenue is being generated to fund operations and asset renewal.	Less than 0.75 Immediate sustainability issues with insufficient current assets to cover liabilities.	More than 60% Potentially long-term concern over ability to repay debt levels from own-source revenue.	Less than 75% Limited cash generated from operations to fund new assets and asset renewal.	Less than 1.0 Spending on capital works has not kept pace with consumption of assets.	Less than 0.5 Spending on existing assets has not kept pace with consumption of these assets.
<b>Medium</b>	Negative 10%–0% A risk of long-term run down to cash reserves and inability to fund asset renewals.	0.75–1.0 Need for caution with cash flow, as issues could arise with meeting obligations as they fall due.	40–60% Some concern over the ability to repay debt from own-source revenue.	75–100% May not be generating sufficient cash from operations to fund new assets.	1.0–1.5 May indicate spending on asset renewal is insufficient.	0.5–1.0 May indicate insufficient spending on renewal of existing assets.
<b>Low</b>	More than 0% Generating surpluses consistently.	More than 1.0 No immediate issues with repaying short-term liabilities as they fall due.	40% or less No concern over the ability to repay debt from own-source revenue.	More than 100% Generating enough cash from operations to fund new assets.	More than 1.5 Low risk of insufficient spending on asset renewal.	More than 1.0 Low risk of insufficient spending on asset base.

Source: Victorian Auditor-General's Office.



**Monthly Report Relative to Financial Strategy**

Financial Sustainability Risk Indicators	Objective	2016-2017 Interim Unaudited Results	2017-2018 Annual Budget as at 30 June 2018	2017-2018 Annual Forecast as at 30 June 2018	2017-2018 Risk based on Annual Forecast as at 30 June 2018	Comment
(1) Net Result	Generating surpluses consistently of greater than 0%.	16.76%	10.00%	10.95%	Low	Council is generating positive surpluses.
(2) Liquidity	To measure Council's ability to repay short-term liabilities as they fall due. The indicator is to be greater than 1.0.	1.24	1.18	1.21	Low	Council's forecast to 30 June 2018 indicates a Liquidity Ratio of greater than 1.0.
(3) Indebtedness	Lower than 40% relates to the ability to repay debt from own-source revenue.	15.58%	13.17%	13.17%	Low	Council is operating at a ratio of lower than 40%, therefore has the ability to repay debt from own-source revenue.
(4) Internal Financing	Generating enough cash from operations to fund new assets. The indicator is to be greater than 100%.	150.13%	111.07%	111.19%	Low	Council is generating enough cash from operations to fund new assets.
(5) Capital Replacement	To ascertain the level of risk of insufficient spending on asset renewal. The indicator is to be more than 1.5.	1.58	1.73	1.70	Low	Council operates at a low level of risk with respect to capital replacement.
(6) Renewal Gap	To ensure there is sufficient spending on Council's asset base. The indicator is to be greater than 1.0.	1.24	1.29	1.29	Low	Council spends sufficient funds on its asset base.
Council aims to keep average rates and charges significantly below benchmark Councils and provide a pensioner rate rebate over the State Government's universal rebate.	Council aims to keep average rates and charges significantly below benchmark Councils and the pensioner rate rebate above the State Government's universal rebate.	\$1,521	\$1,586	\$1,589	Average rates and charges are well below the average of inner metropolitan Councils. In 2015-16 Glen Eira is the second lowest of the 21 Inner Melbourne Councils (2014-15: also second lowest) and is \$269 per assessment (\$17.02m) below the average outcome. This means that Council charges \$17.02m p.a. less than inner metropolitan municipalities and has \$17.02m p.a. less for upgrading or providing facilities and services.	
<ul style="list-style-type: none"> <li>Average Rates and Charges</li> <li>Pensioner Rate Rebate</li> </ul>		\$270	\$270	\$270		
Operating costs per property should be kept as low as possible in order to generate <u>both</u> operating surpluses <u>and</u> lower Rates.	Council should aim to keep average operating costs below the average benchmark Councils.	\$2,231	\$2,357	\$2,342	In terms of operational expenditure (excluding depreciation), Glen Eira ranks as spending \$48 less per assessment (\$3.04m) than the average for the Inner Melbourne Councils grouping.	

## Assurance Map

The assurance map considers the key risks to Council in achieving its objectives and performance expectations, and the assurance activities which have been conducted over the operation of controls that apply to those risks. The Assurance Map is indicative of the type of activity in place to provide Council Management with comfort that the control environment is operating as intended. A formal review of strategic risks is undertaken annually by Executive. The risks have been identified, assessed and ranked in order of risk exposure to Council. The assurance map will be updated after every formal review and when assurance activities are proposed or undertaken.

Council's Strategic Risks	Risk Rating	Type of Assurance						Previous and proposed IA activity 2016/17-2017/18, and/or other independent reviews/checks
		Management Review /self-assessment	Insurance Coverage	LG Investigations / Compliance Inspectorate	VAGO Performance Audits*	Independent Consultants / External party review	Internal Audit	
1. State Government decisions impacting our community	E							Food Safety (2011/12) Statutory Planning (2013/14)
2. Terrorist Attack – Lone Wolf	H							Security Protocol Review (2014) Building Emergency Management Planning (2017/18)
3. Vulnerability to cyber attack	H							Cyber Security Review including mobile devices website management and penetration testing (2016/17)
4. Contracts – contracting process by Council	H							Tendering (2013/14) Contract Management (2013/14) Financial Compliance transaction analysis (ongoing) Contract Management Review (2016/17) Major Project Management (2017/18)
5. Vulnerability to litigious action	H							Risk Management Framework (2015/16) Fraud & Corruption Control (2016/17) Claims Management Review (2016/17)
6. Failure to keep pace with emerging technologies and digital environment	H							IT Strategy (management) (2013/14) Regular penetration testing on the internal and external network infrastructure and external websites IT Sensitive Information (2011/12) IT Security (2012/13, 2014/15) IT General Controls (2015/16) Performance Audit – GECC Transformation Project (2017/18)
7. Vulnerability to significant fraud	H							Fraud Review (2013/14) Financial Controls (2014/15) Risk Management Framework (2015/16) Fraud & Corruption Control (2016/17) Financial Compliance transaction analysis (ongoing) Payroll (2017/18) Open Space Contributions (2017/18)
8. Not sufficiently agile to respond to change	H							Change Management Framework Promapp Performance Audit – GECC Transformation Project (2017/18)
9. Failure to effectively plan for the changing demographic of our workforce	M							SafetyMAP recertification (2013/14) OH&S Review (2015/16) Performance Audit – GECC Transformation Project (2017/18)
10. Transformation program fails to deliver anticipated benefits for the organisation and community	M							Performance Audit – GECC Transformation Project (2017/18)

\* Reviews performed are ad-hoc and Council may or may not be included in selected sampling  
Level of coverage provided where not all aspects of the risk may have been addressed by assurance activity.

Level of coverage: Extensive Partial None

Please note that the External Audit process is designed to enable the AG to express an opinion on the annual financial report. The external audit is not a comprehensive audit of all systems and processes and is not designed to uncover all deficiencies, breaches and irregularities in those systems & processes.

## Income Statement

for the period ending 31 August 2017

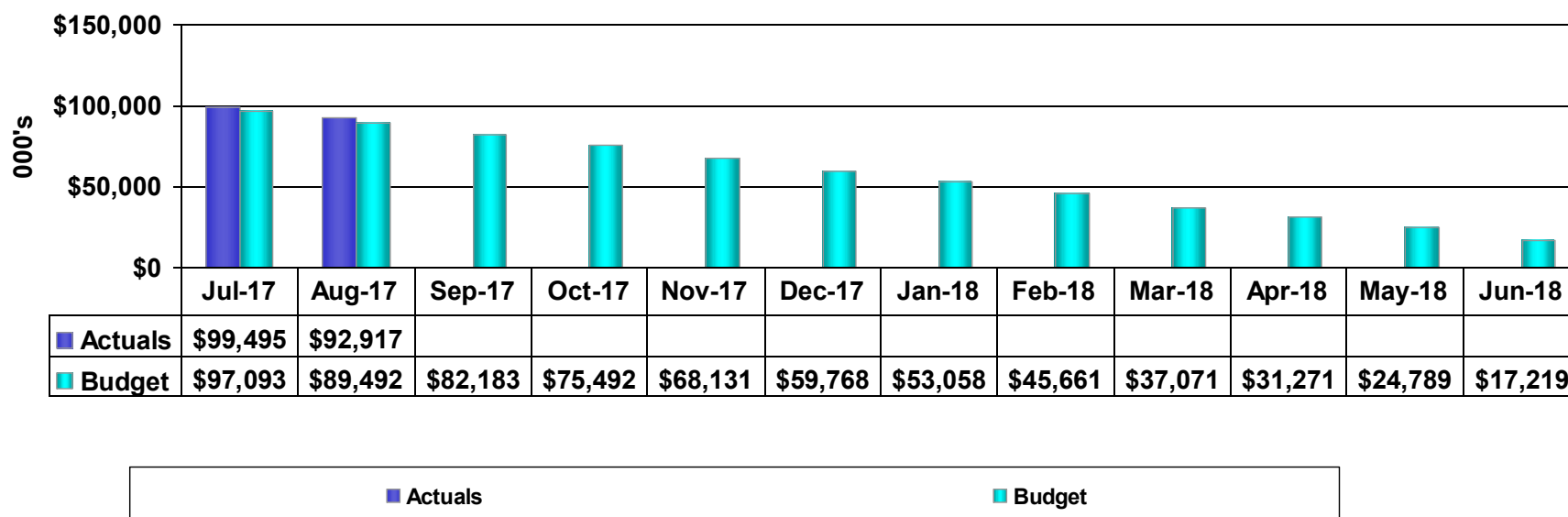
	2017-18 Year to Date Actual	2017-18 Year to Date Budget	2017-18 Year to Date Variance	2017-18 Year to Date Variance	2017-18 Last Month Forecast	2017-18 Current Month Forecast	2017-18 Current Month Forecast Movement \$ 000's	2017-18 Annual Budget	2017-18 Budget Forecast Variance	2017-18 Budget Forecast Variance
	\$ 000's	\$ 000's	\$ 000's	(%)	\$ 000's	\$ 000's		\$ 000's	\$ 000's	(%)
<b>Income</b>										
<b>Income from Ordinary Activities</b>										
General Rates	88,445	88,407	37	0.0%	88,457	88,445	(13)	88,407	37	0.0%
Supplementary Rates	265	133	131	98.6%	899	931	32	800	131	16.4%
Waste and Recycling Charges	14,337	14,287	50	0.3%	15,110	15,110	(0)	15,060	50	0.3%
Grants (Operating and Capital)	5,314	5,108	206	4.0%	22,198	22,350	152	22,423	(74)	(0.3%)
Interest Received	243	200	43	21.4%	1,225	1,243	18	1,200	43	3.6%
User Fees	4,191	4,151	41	1.0%	27,293	27,225	(68)	27,185	41	0.1%
Statutory Fees and Fines	1,476	982	493	50.2%	6,853	7,123	270	6,630	493	7.4%
Contributions (Monetary)	2,888	1,875	1,013	54.0%	7,524	7,548	24	7,500	48	0.6%
Other Income	313	276	37	13.3%	3,075	2,988	(87)	2,951	37	1.2%
<b>Total Income from Ordinary Activities</b>	<b>117,471</b>	<b>115,420</b>	<b>2,050</b>	<b>1.78%</b>	<b>172,635</b>	<b>172,963</b>	<b>328</b>	<b>172,157</b>	<b>806</b>	<b>0.5%</b>
<b>Expenses</b>										
<b>Expenses from Ordinary Activities</b>										
Employee Costs	12,015	12,225	210	1.7%	73,967	74,143	(176)	74,335	192	0.3%
Materials and Consumables	774	1,015	241	23.7%	5,777	5,861	(84)	5,997	136	2.3%
Contractor Payments	4,916	5,328	413	7.7%	31,624	31,698	(74)	31,839	140	0.4%
Maintenance	785	1,030	245	23.8%	6,464	6,443	21	6,648	206	3.1%
Utility Services	596	770	173	22.5%	4,423	4,354	69	4,528	173	3.8%
Insurances	617	653	37	5.6%	961	979	(17)	1,034	55	5.4%
Other Expenses	942	830	(113)	(13.6%)	4,733	4,820	(87)	4,707	(113)	(2.4%)
Grants and Subsidies	95	149	55	36.5%	933	871	62	926	55	5.9%
Borrowing Costs	120	116	(4)	(3.5%)	660	664	(4)	660	(4)	(0.6%)
<b>Total Expenses from Ordinary Activities</b>	<b>20,860</b>	<b>22,116</b>	<b>1,257</b>	<b>5.7%</b>	<b>129,543</b>	<b>129,834</b>	<b>(291)</b>	<b>130,674</b>	<b>840</b>	<b>0.6%</b>
<b>Surplus before non operational activities</b>	<b>96,612</b>	<b>93,304</b>	<b>3,307</b>	<b>3.5%</b>	<b>43,092</b>	<b>43,129</b>	<b>37</b>	<b>41,483</b>	<b>1,646</b>	<b>4.0%</b>
<b>Non-operational Activities</b>										
Proceeds from Sale of Property, Infrastructure, Plant and Equipment	61	87	(26)	(29.7%)	465	478	13	501	(22)	(4.5%)
Written Down Value of Assets Sold/Disposed	43	26	(18)	(67.6%)	1,518	1,548	(30)	1,531	(18)	(1.1%)
Depreciation and Amortisation	3,712	3,872	160	4.1%	23,156	23,074	82	23,234	160	0.7%
<b>Surplus for the period</b>	<b>92,917</b>	<b>89,492</b>	<b>3,424</b>	<b>3.8%</b>	<b>18,883</b>	<b>18,985</b>	<b>102</b>	<b>17,219</b>	<b>1,767</b>	<b>10.3%</b>
Key to Variance - Positive figures relate to an increase in revenue and a decrease in expenditure. Negative figures relate to a decrease in revenue and increase in expenditure.										

**Balance Sheet***for the period ending 31 August 2017*

	Actuals 2016-17	Annual Budget 2017-18	Annual Forecast 2017-18	Year to Date Actual 2017-18	Previous Month's Actuals
	\$ 000's	\$ 000's	\$ 000's	\$ 000's	\$ 000's
<b>Assets</b>					
<b>Current Assets</b>					
Cash and Cash Equivalents	61,111	57,644	56,500	58,336	56,291
Trade and Other Receivables	12,739	10,408	14,747	114,414	125,688
Other Assets	1,497	1,297	1,497	569	658
<b>Total Current Assets</b>	<b>75,348</b>	<b>69,349</b>	<b>72,744</b>	<b>173,320</b>	<b>182,637</b>
<b>Non-Current Assets</b>					
Property, Infrastructure, Plant and Equipment	2,183,334	2,072,236	2,161,534	2,182,823	2,182,521
Intangible Assets	764	1,042	764	723	743
Investments in Joint Operations	1,592	2,125	1,592	1,592	1,592
Other Financial Assets	5	5	5	5	5
<b>Total Non-Current Assets</b>	<b>2,185,695</b>	<b>2,075,408</b>	<b>2,163,895</b>	<b>2,185,142</b>	<b>2,184,861</b>
<b>TOTAL ASSETS</b>	<b>2,261,043</b>	<b>2,144,756</b>	<b>2,236,639</b>	<b>2,358,462</b>	<b>2,367,498</b>
<b>Liabilities</b>					
<b>Current Liabilities</b>					
Trade and Other Payables	14,717	16,494	13,697	7,856	9,121
Trust Funds and Deposits	29,874	25,501	29,874	41,653	42,558
Provisions	12,850	13,391	12,850	12,832	12,887
Interest-Bearing Liabilities	3,343	3,455	3,455	3,368	3,356
<b>Total Current Liabilities</b>	<b>60,784</b>	<b>58,841</b>	<b>59,877</b>	<b>65,709</b>	<b>67,921</b>
<b>Non-Current Liabilities</b>					
Provisions	1,431	1,186	1,431	1,430	1,430
Interest-Bearing Liabilities	18,302	14,848	14,848	17,840	18,127
Other Liabilities - Joint Operations	2,420	2,568	2,420	2,420	2,420
<b>Total Non-Current Liabilities</b>	<b>22,152</b>	<b>18,602</b>	<b>18,698</b>	<b>21,690</b>	<b>21,977</b>
<b>Total Liabilities</b>	<b>82,937</b>	<b>77,443</b>	<b>78,575</b>	<b>87,399</b>	<b>89,898</b>
<b>Net Assets</b>	<b>2,178,106</b>	<b>2,067,314</b>	<b>2,158,064</b>	<b>2,271,063</b>	<b>2,277,600</b>
<b>Equity</b>					
Accumulated Surplus	919,972	926,386	898,930	1,010,017	1,017,740
Asset Revaluation Reserve	1,254,438	1,130,179	1,254,438	1,254,477	1,254,436
Public Open Space Reserve	3,696	10,749	4,696	6,569	5,424
<b>Total Equity</b>	<b>2,178,106</b>	<b>2,067,314</b>	<b>2,158,064</b>	<b>2,271,063</b>	<b>2,277,600</b>

## Performance Graphs

**Financial Performance**  
*for the period ending 31 August 2017*



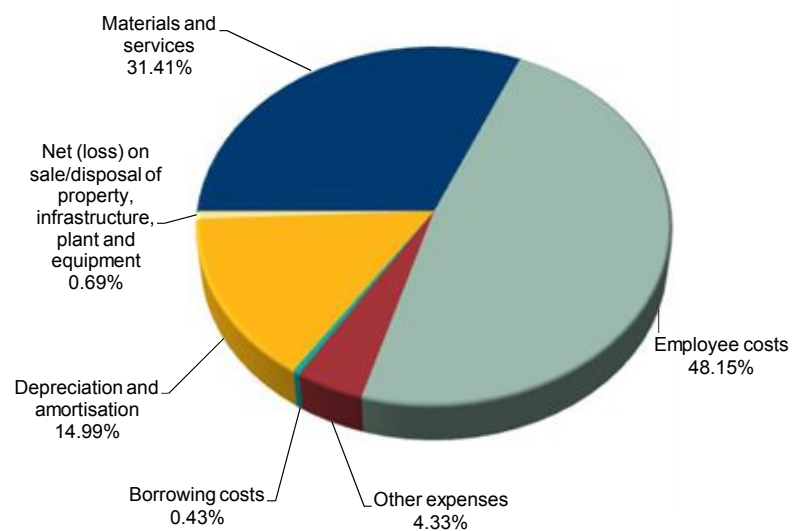
The August 2017 year to date financial performance was \$3.42m better than the year to date budget mainly due to:

- Better than anticipated income received for open space contributions \$1.01m, statutory fees and fines \$493k, grants \$206k and supplementary rates \$131k.
- Favourable variances in expenditure items including: contractor payments \$413k, maintenance \$245k, materials and consumables \$241k, employee costs \$210k and utility services \$173k.

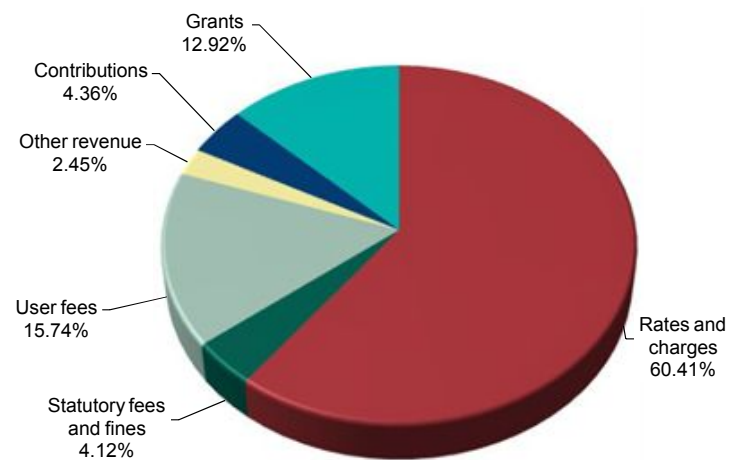
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**Financial Performance**  
*for the period ending 31 August 2017*

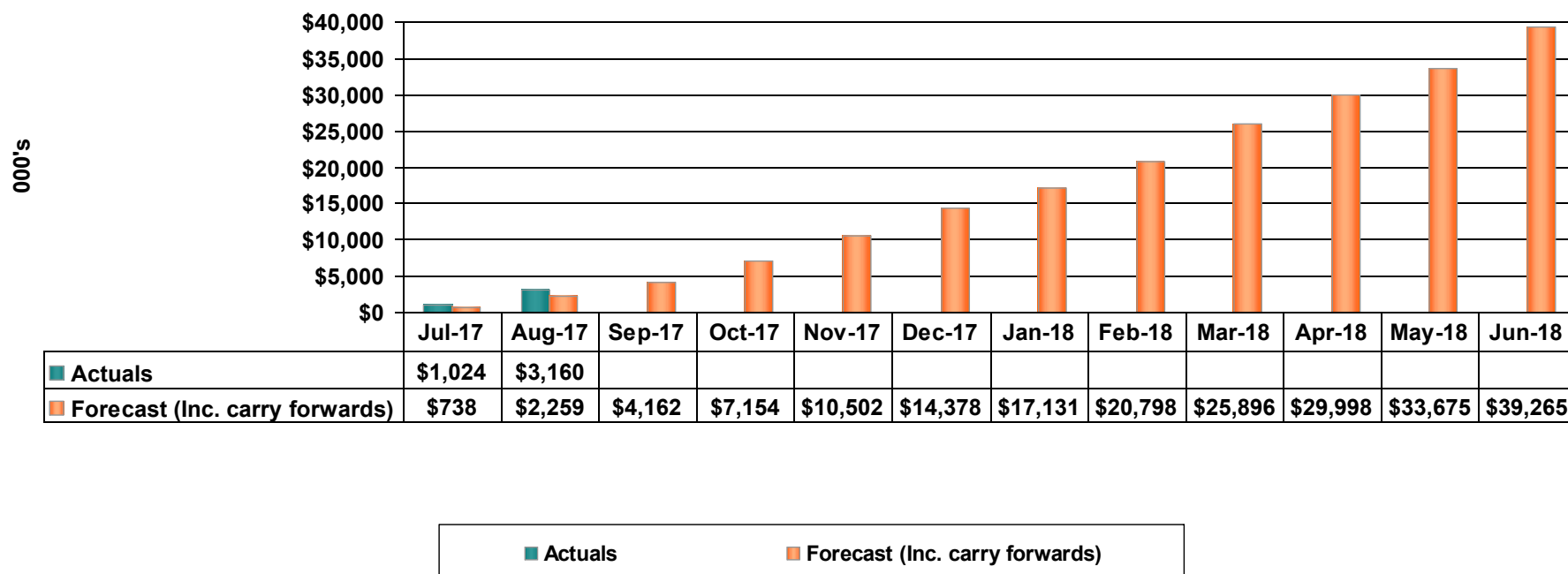
**2017-18 Forecast categories of expenditure**



**2017-18 Forecast sources of income**

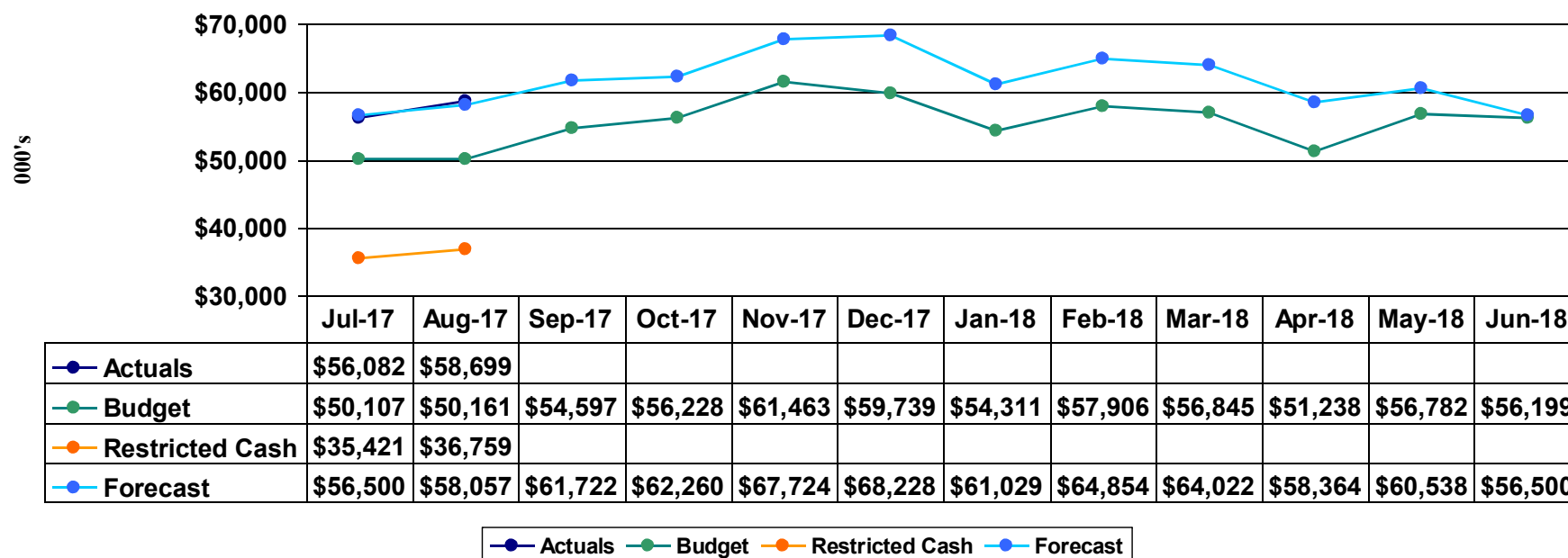


**Capital Works Program Expenditure  
for the period ending 31 August 2017**



Council's capital expenditure is ahead of forecast by \$901k mainly due to Bicycle Strategy \$350k, Road Rehabilitation \$319k and Drainage Improvement \$263k.

**Cash and Investments**  
**for the period ending 31 August 2017**



Council's year to date cash balance of \$58.70m is higher than budget for the current month. Council's forecast position to June 2018 of \$56.5m has been adjusted to reflect the movements in Council's Income Statement and Capital Works Program forecast adjustments.

Council has cash assets that are subject to restrictions. Restricted funds as at 31 August 2017 include: residential aged care deposits of \$23.82m, trust funds and deposits \$4.77m (including asset protection permits), open space reserve \$6.57m and fire services property levy \$1.59m.



**Rates Income and Debtors**  
**for the period ending 31 August 2017**

**Rate and Charges Income** – is an important source of revenue, accounting for approximately 61 per cent of the total revenue received by Council annually. Glen Eira continues to have the second-lowest average rates and charges in metro Melbourne.

**Rate Capping** - The Victorian Government's *Fair Go Rates System* (FGRS) limits the maximum increase in Councils' average rates. The amount is calculated by dividing total revenue from general rates by the total number of rateable properties in the municipality.

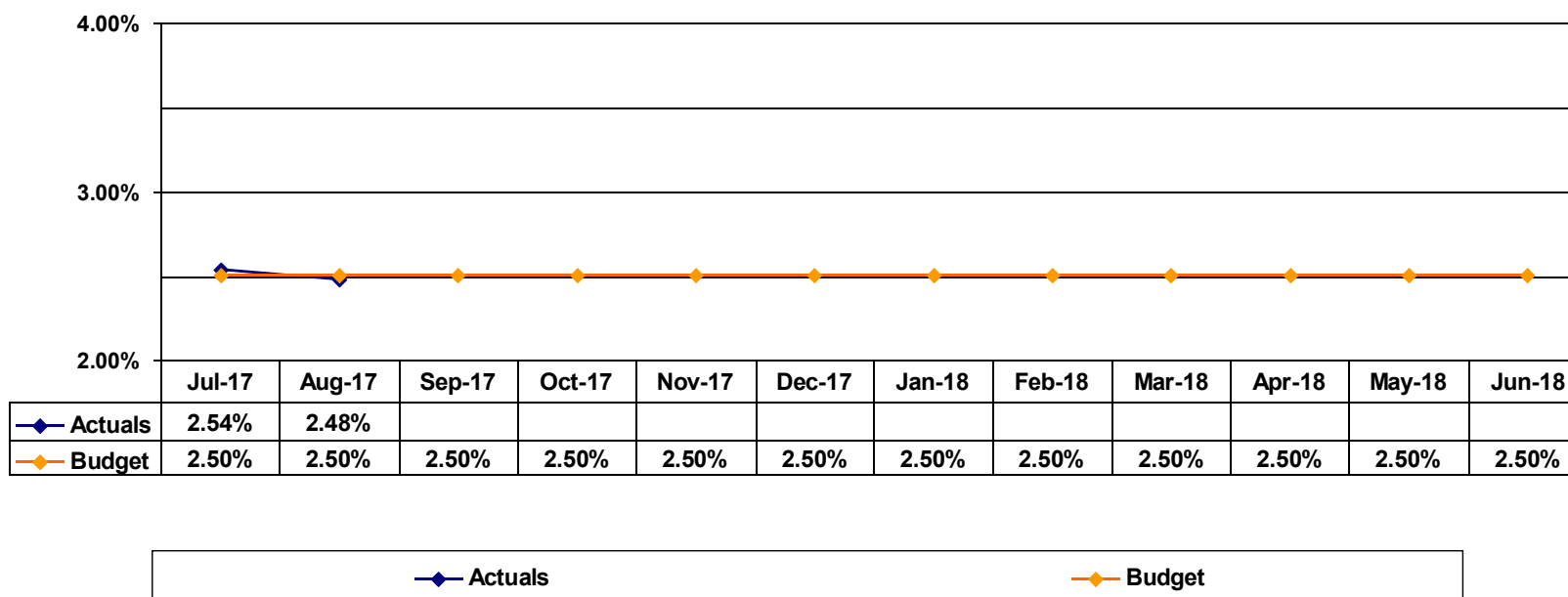
Each year the Minister for Local Government sets the average rate cap increase for Councils.

The cap for 2017-18 was set at forecast CPI of 2.0% (2.5% for 2016-17).

**Rate Payments** - Rates are paid in four instalments during the year: February, May, September and November. Council's cash flow is impacted by the timing of rate payments. The following table reflects the rate debtors balance as at 31 August 2017.

<b>Rate Debtors</b>	<b>2017-2018 Year to date</b>
	<b>\$'000</b>
Arrears Brought Forward	5,824
2017-18 Rates & Garbage Generated	102,981
2017-18 Fire Services Property Levy	12,327
<b>Total Rates &amp; Charges</b>	<b>121,132</b>
<b>Payments/Adjustments:</b>	
Glen Eira Pension Rebate	(322)
State Government Rebate	(1,559)
Fire Services Property Levy Rebate	(348)
Receipts	(11,728)
Interest	1
Supplementary Valuations	310
Adjustments	(16)
<b>Total Payments/Adjustments</b>	<b>(13,662)</b>
<b>Rates &amp; Charges Balance at Month End</b>	<b>107,470</b>

**Investment Interest Rates**  
*for the period ending 31 August 2017*



Council achieved a lower return of 2.48% against the budget of 2.50%.

## Capital Works Program Expenditure

for period ending 31 August 2017

Description	Carry Forwards from 2016-17	Adopted Annual Capital Budget	Capital Grant Funding	YTD Work In Progress	YTD Forecast	YTD Variance	Annual Forecast Projected end of June 2018 expenditure	Forecast Adjustments
	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)
<b>CAPITAL WORKS: PRIORITY ITEMS</b>								
Continuous Improvement & Innovation	50,000	900,000	-	-	-	-	950,000	-
Information Systems	160,000	1,018,000	-	87,014	60,000	(27,014)	1,178,000	-
Vehicle Replacements	-	1,672,041	-	48,853	-	(48,853)	1,672,041	-
Footpath Replacement	-	2,010,000	-	171,894	335,000	163,106	2,010,000	-
Kerb and Channel Replacement	-	163,000	-	5,946	-	(5,946)	163,000	-
Road Rehabilitation	248,918	3,188,000	-	385,613	66,944	(318,669)	3,436,918	-
Drainage Improvement	28,000	3,570,000	-	263,009	-	(263,009)	3,218,000	(380,000)
Local Road Resurfacing	-	1,500,000	-	5,844	250,000	244,156	1,500,000	-
Right of Way Renewal	-	336,600	-	-	-	-	336,600	-
Local Area Traffic Management (LATM) Replacement	274,159	600,000	-	5,180	-	(5,180)	874,159	-
Car Park Rehabilitation	77,633	400,000	-	237,001	-	(237,001)	477,633	-
Roads to Recovery	-	323,926	576,074	14,830	20,000	5,170	900,000	-
Traffic Signal Upgrade	53,377	-	-	10,724	-	(10,724)	53,377	-
<b>TOTAL PRIORITY ITEMS</b>	<b>892,087</b>	<b>15,681,567</b>	<b>576,074</b>	<b>1,235,908</b>	<b>731,944</b>	<b>(503,964)</b>	<b>16,769,728</b>	<b>(380,000)</b>
<b>CAPITAL WORKS: ROLLING ANNUAL</b>								
<b>CAPITAL WORKS: ROLLING ANNUAL-ENVIRONMENTAL INITIATIVES</b>								
Sustainable Initiatives	-	507,080	-	45,090	25,000	(20,090)	507,080	-
Bicycle Strategy Implementation	136,204	250,000	-	364,419	14,176	(350,243)	386,204	-
Warm season grass Program	182,334	710,000	-	-	-	-	892,334	-
<b>TOTAL CAPITAL WORKS: ROLLING ANNUAL-ENVIRONMENTAL INITIATIVES</b>	<b>318,538</b>	<b>1,467,080</b>	<b>-</b>	<b>409,509</b>	<b>39,176</b>	<b>(370,333)</b>	<b>1,785,618</b>	<b>-</b>
<b>CAPITAL WORKS: ROLLING ANNUAL-LIBRARIES &amp; LEARNING CENTRES</b>								
Library and Information Services	-	809,336	63,179	216,269	242,350	26,081	872,515	-
<b>TOTAL CAPITAL WORKS: ROLLING ANNUAL-LIBRARIES</b>	<b>-</b>	<b>809,336</b>	<b>63,179</b>	<b>216,269</b>	<b>242,350</b>	<b>26,081</b>	<b>872,515</b>	<b>-</b>
<b>CAPITAL WORKS: ROLLING ANNUAL-TRAFFIC MANAGEMENT</b>								
Traffic Engineering	586,946	1,175,000	-	24,358	-	(24,358)	1,761,946	-
<b>TOTAL CAPITAL WORKS: ROLLING ANNUAL-TRAFFIC MANAGEMENT</b>	<b>586,946</b>	<b>1,175,000</b>	<b>-</b>	<b>24,358</b>	<b>-</b>	<b>(24,358)</b>	<b>1,761,946</b>	<b>-</b>
<b>CAPITAL WORKS: ROLLING ANNUAL-PUBLIC OPEN SPACES AND RECREATIONAL FACILITIES</b>								
Major Playground Upgrade	-	1,000,000	-	1,000	-	(1,000)	1,000,000	-
Playground Minor Equipment/Art Rolling Program	7,546	535,000	-	5,278	117,500	112,222	542,546	-
Carnegie Swim Centre Maintenance	50,000	50,000	-	-	-	-	100,000	-
Minor Park Improvements	-	642,000	-	9,500	25,000	15,500	642,000	-
Sports Ground Lighting	-	180,000	-	-	-	-	180,000	-
Cricket Net Facilities Upgrade	-	95,000	-	-	45,000	45,000	95,000	-
Public Hall Furniture	-	10,000	-	-	10,000	10,000	10,000	-
Plinth Curbing	-	285,000	-	-	230,000	230,000	285,000	-
Open Space Lighting Program	-	75,000	-	-	-	-	75,000	-
Sports facility lighting Program	-	100,000	-	-	-	-	100,000	-
<b>TOTAL CAPITAL WORKS: ROLLING ANNUAL-PUBLIC OPEN SPACES AND RECREATIONAL FACILITIES</b>	<b>57,546</b>	<b>2,972,000</b>	<b>-</b>	<b>15,778</b>	<b>427,500</b>	<b>411,722</b>	<b>3,029,546</b>	<b>-</b>

## Capital Works Program Expenditure

for period ending 31 August 2017 (continued)

Description	2017-18 Carry Forwards from 2016-17	2017-18 Adopted Annual Capital Budget	2017-18 Capital Grant Funding	2017-18 YTD Work In Progress	2017-18 YTD Forecast	2017-18 YTD Variance	2017-18 Annual Forecast Projected end of June 2018 expenditure	2017-18 Forecast Adjustments
	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)
<b>CAPITAL WORKS: ROLLING ANNUAL-BUILDING WORKS</b>								
Building Improvements	228,381	110,000	-	43,985	-	(43,985)	338,381	-
Kitchen/ Joinery Renewal	-	61,000	-	-	-	-	61,000	-
Roof Renewal	39,874	165,000	-	-	-	-	204,874	-
Painting Program	-	121,000	-	-	-	-	121,000	-
Switchboard Renewal	-	100,000	-	-	-	-	100,000	-
Floor Covering Replacement Renewal	-	187,000	-	7,931	-	(7,931)	187,000	-
Public Toilet Upgrade Rolling Program	-	285,000	-	2,620	-	(2,620)	285,000	-
Forward design Program	-	640,000	-	-	-	-	640,000	-
Bathroom Renewal	-	88,500	-	-	-	-	88,500	-
<b>TOTAL CAPITAL WORKS: ROLLING ANNUAL-BUILDING WORKS</b>	<b>268,255</b>	<b>1,757,500</b>	<b>-</b>	<b>54,536</b>	<b>-</b>	<b>(54,536)</b>	<b>2,025,755</b>	<b>-</b>
<b>CAPITAL WORKS: ROLLING ANNUAL-SHOPPING CENTRES</b>								
Annual Shopping Streetscape Program	-	100,000	-	-	-	-	100,000	-
<b>TOTAL CAPITAL WORKS: ROLLING ANNUAL-SHOPPING CENTRES</b>	<b>-</b>	<b>100,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>100,000</b>	<b>-</b>
<b>TOTAL ROLLING ANNUAL</b>	<b>1,231,285</b>	<b>8,280,916</b>	<b>63,179</b>	<b>720,450</b>	<b>709,026</b>	<b>(11,424)</b>	<b>9,575,380</b>	<b>-</b>
<b>CAPITAL WORKS: MAJOR PROJECTS</b>								
Duncan Mackinnon Athletics Track Upgrade	-	750,000	250,000	13,350	-	(13,350)	1,000,000	-
Duncan Mackinnon Netball Court Redevelopment	-	374,441	100,000	5,564	-	(5,564)	474,441	-
Lord Hex Pavilion Upgrade	75,000	-	-	1,000	-	(1,000)	75,000	-
Carnegie Swim Centre Redevelopment	75,000	-	-	-	-	-	75,000	-
Duncan Mackinnon Reserve Netball Courts lighting	-	150,000	-	-	-	-	150,000	-
Precinct Plan- Lord Reserve, Carnegie Pool, Koormang Park	-	100,000	-	-	-	-	100,000	-
Bailey Skate Park Redevelopment	484,651	-	-	-	-	-	484,651	-
Bentleigh Rotunda	-	250,000	-	-	-	-	250,000	-
<b>TOTAL MAJOR PROJECTS</b>	<b>634,651</b>	<b>1,624,441</b>	<b>350,000</b>	<b>19,914</b>	<b>-</b>	<b>(19,914)</b>	<b>2,609,092</b>	<b>-</b>
<b>CAPITAL WORKS: OPEN SPACE STRATEGY IMPLEMENTATION</b>								
Open Space Strategy Initiatives	237,823	1,251,517	173,483	311,197	93,070	(218,127)	1,662,823	-
Booran Reserve	-	-	-	24,075	-	(24,075)	-	-
<b>TOTAL OPEN SPACE STRATEGY IMPLEMENTATION</b>	<b>237,823</b>	<b>1,251,517</b>	<b>173,483</b>	<b>335,272</b>	<b>93,070</b>	<b>(242,202)</b>	<b>1,662,823</b>	<b>-</b>
<b>SHORT TERM PROJECTS</b>								
<b>CAPITAL WORKS: SHORT TERM-ENVIRONMENTAL INITIATIVES</b>								
Energy Efficient St Lighting-Planning / project development	-	51,500	-	-	-	-	51,500	-
Park Lighting Energy Efficiency Upgrade	-	250,000	-	-	-	-	250,000	-
Photovoltaic systems on council assets to generate renewable energy	-	152,700	-	-	-	-	152,700	-
<b>TOTAL CAPITAL WORKS: SHORT TERM-ENVIRONMENTAL INITIATIVES</b>	<b>-</b>	<b>454,200</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>454,200</b>	<b>-</b>
<b>CAPITAL WORKS: SHORT TERM-AGED CARE</b>								
Residential Services Minor Improvements	-	220,000	-	-	-	-	220,000	-
<b>TOTAL CAPITAL WORKS: SHORT TERM-AGED CARE</b>	<b>-</b>	<b>220,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>220,000</b>	<b>-</b>
<b>CAPITAL WORKS: SHORT TERM-FAMILY &amp; CHILDREN'S SERVICES</b>								
Youth Information Centre Upgrade and Refurbishment	-	11,800	-	-	-	-	11,800	-
Replacement FDC of Equipment	-	5,000	-	4,545	-	(4,545)	5,000	-
<b>TOTAL CAPITAL WORKS: SHORT TERM-FAMILY &amp; CHILDREN'S SERVICES</b>	<b>-</b>	<b>16,800</b>	<b>-</b>	<b>4,545</b>	<b>-</b>	<b>(4,545)</b>	<b>16,800</b>	<b>-</b>

## Capital Works Program Expenditure

for period ending 31 August 2017 (continued)

Description	2017-18 Carry Forwards from 2016-17	2017-18 Adopted Annual Capital Budget	2017-18 Capital Grant Funding	2017-18 YTD Work In Progress	2017-18 YTD Forecast	2017-18 YTD Variance	2017-18 Annual Forecast Projected end of June 2018 expenditure	2017-18 Forecast Adjustments
	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)
<b><u>CAPITAL WORKS: SHORT TERM-PUBLIC OPEN SPACES AND RECREATIONAL FACILITIES</u></b>								
Half Share Fencing	-	100,000	-	7,785	-	(7,785)	100,000	-
Perimeter Fencing Upgrade	-	85,000	-	-	42,500	42,500	85,000	-
Recreation	300,928	60,000	-	97,948	-	(97,948)	360,928	-
Moorleigh Village Multi-purpose Sports Training facility	-	275,000	-	-	-	-	275,000	-
Replacing and Reinforcing Retaining wall and Bridge	83,500	-	-	1,976	-	(1,976)	83,500	-
Public Toilet Upgrade Rolling Program	-	350,000	-	-	-	-	350,000	-
Sports Ground Lighting	-	70,000	-	-	-	-	70,000	-
Shade Sails Rolling Program	-	65,000	-	-	15,000	15,000	65,000	-
Landscape Enhancement Works-Stage 2- Walking/ Running Circuit	-	565,000	-	-	-	-	565,000	-
Outdoor Fitness Stations and Instructional Signage	26,322	-	-	39,209	13,161	(26,048)	26,322	-
<b>TOTAL CAPITAL WORKS: SHORT TERM-PUBLIC OPEN SPACES AND RECREATIONAL FACILITIES</b>	<b>410,750</b>	<b>1,570,000</b>	<b>-</b>	<b>146,918</b>	<b>70,661</b>	<b>(76,257)</b>	<b>1,980,750</b>	<b>-</b>
<b><u>CAPITAL WORKS: SHORT TERM-TRAFFIC MANAGEMENT</u></b>								
Parking Ticket Machines	114,000	-	-	-	-	-	114,000	-
<b>TOTAL CAPITAL WORKS: SHORT TERM-TRAFFIC MANAGEMENT</b>	<b>114,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>114,000</b>	<b>-</b>
<b><u>CAPITAL WORKS: SHORT TERM-BUILDING WORKS</u></b>								
Furniture & Fittings- emergency replacement	-	50,000	-	-	-	-	50,000	-
Renewal of Heating Ventilation Air Conditioning	739,911	219,000	-	16,426	-	(16,426)	958,911	-
Disability Discrimination Act (DDA) Building Compliance Works	193,413	2,286,000	100,000	9,303	27,536	18,233	2,579,413	-
DDA Compliant front access by Changing Ramp	-	60,000	-	-	-	-	60,000	-
ILU Refurbishment-Upgrade of carpets, bathrooms, kitchens etc.	65,195	150,000	-	-	-	-	215,195	-
IP Based high resolution video surveillance CCTV security system	-	85,000	-	-	-	-	85,000	-
Ormond Kinder Upgrade	-	67,400	-	-	-	-	67,400	-
New Sound System	-	20,000	-	-	-	-	20,000	-
GESAC	475,651	160,000	-	121,730	78,431	(43,299)	635,651	-
Public Toilet Exeloo	126,439	-	-	152,269	126,439	(25,830)	126,439	-
Landscaping of Early Learning Centres	-	40,000	-	-	15,000	15,000	40,000	-
Removal of Hazardous Material	-	85,000	-	2,640	-	(2,640)	85,000	-
Installation of swipe cards and CCTV	-	111,000	-	-	-	-	111,000	-
Signage Upgrade	-	100,000	-	-	-	-	100,000	-
Park gates	2,500	-	-	-	-	-	2,500	-
Property Acquisition- Neerim Road, Carnegie	-	-	-	383,464	361,000	(22,464)	361,000	361,000
<b>TOTAL CAPITAL WORKS: SHORT TERM-BUILDING WORKS</b>	<b>1,603,109</b>	<b>3,433,400</b>	<b>100,000</b>	<b>685,832</b>	<b>608,406</b>	<b>(77,426)</b>	<b>5,497,509</b>	<b>361,000</b>
<b><u>CAPITAL WORKS: SHORT TERM-OTHER</u></b>								
Furniture & Fittings	-	10,000	-	-	-	-	10,000	-
Library Furniture & Fittings	-	-	-	6,600	-	(6,600)	-	-
Annual GESAC Plant and Equipment Replacement	-	276,000	-	4,345	45,970	41,625	355,000	79,000
<b>TOTAL CAPITAL WORKS: SHORT TERM-OTHER</b>	<b>-</b>	<b>286,000</b>	<b>-</b>	<b>10,945</b>	<b>45,970</b>	<b>35,025</b>	<b>365,000</b>	<b>79,000</b>
<b>TOTAL SHORT TERM PROJECTS</b>	<b>2,127,859</b>	<b>5,980,400</b>	<b>100,000</b>	<b>848,240</b>	<b>725,037</b>	<b>(123,203)</b>	<b>8,648,259</b>	<b>440,000</b>
<b>TOTAL CAPITAL WORKS EXPENDITURE</b>	<b>5,123,705</b>	<b>32,818,841</b>	<b>1,262,736</b>	<b>3,159,784</b>	<b>2,259,077</b>	<b>(900,707)</b>	<b>39,265,282</b>	<b>60,000</b>

**10. URGENT BUSINESS**

**11. ORDINARY BUSINESS**

**11.1 Requests for reports from Officers**

**11.2 Right of reply**

**11.3 Councillor questions**

**11.4 Public questions to Council**

**12. CONSIDERATION OF ITEMS IN CAMERA**

That pursuant to Section 89(2) of the Local Government Act 1989, the Council resolves that so much of this meeting be closed to members of the public, as it involves Council consideration of matters coming within some or all of the following categories listed in Section 89(2) of such Act.

- (a) Personnel matters;
- (b) The personal hardship of any resident or ratepayers;
- (c) Industrial matters;
- (d) Contractual matters;
- (e) Proposed developments
- (f) Legal advice
- (g) Matters affecting the security of Council property'
- (h) Any other matter which the Council or Special Committee considers would prejudice the Council or any person;
- (i) A resolution to close the meeting to members of the public.

**12.1 Tender number 2017.051 - Litter Bin Collection and Collection of Waste from Council Buildings.**

Number of tenders received	Four
Number of evaluation criteria tenders assessed against	Three (3)
Estimated contract value	Over \$3,000,000 (Excl. CPI and GST)

**12.2 Tender 2018.020 - Provision of Concrete Maintenance Services and Associated Civil Works.**

Number of tenders received	Five (5)
Number of evaluation criteria tenders assessed against	Three (3)
Estimated contract value	Over \$9,000,000 (Excl. GST)

**12.3 Tender number 2017.050 - Glen Eira Consultancy Services - Capital Works and other Minor Projects.**

Number of tenders received	85
Number of evaluation criteria tenders assessed against	Three (3) (including Cost to Council)
Estimated contract value	N/A

**13. CLOSURE OF MEETING**