



GLEN EIRA CITY COUNCIL

ORDINARY COUNCIL MEETING

TUESDAY 26 NOVEMBER 2019

AGENDA

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

*"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 Margaret Esakoff
Councillor Tony Athanasopoulos
Councillor Anne-Marie Cade
Councillor Clare Davey
Councillor Mary Delahunty
Councillor Jamie Hyams
Councillor Jim Magee
Councillor Joel Silver
Councillor Dan Sztrajt

Chief Executive Officer: Rebecca McKenzie

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1. ACKNOWLEDGEMENT

Glen Eira City Council respectfully acknowledges that the Boon Wurrung people of the Kulin nation are the traditional owners of the land now known as Glen Eira. We pay our respects to their Elders past, present and emerging and acknowledge and uphold their continuing relationship to and responsibility for this land.

2. APOLOGIES

3. REMINDER OF DECLARATION BY MEMBERS OF ANY DIRECT AND INDIRECT CONFLICT OF INTEREST OR PERSONAL INTEREST IN ANY ITEMS ON THE AGENDA

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 MEETING OR MEETINGS

Copies of Minutes previously circulated.

RECOMMENDATION

That the minutes of the Ordinary Council Meeting held on 6 November 2019 and the Special Council Meeting held on 13 November 2019 be confirmed.

5. RECEPTION AND READING OF PETITIONS AND JOINT LETTERS

5.1 PETITION: PARKING ON INKERMAN ROAD BETWEEN KOOYONG AND HAWTHORN ROADS

A petition containing 109 signatures was submitted to the Council Meeting.

The petition read as follows:

‘This petition draws to the attention of the Council the pending decision concerning “The possible removal of parking on Inkerman Rd between Kooyong and Hawthorn Roads for the Pilot cycle corridor”. Council should note that of the potential routes Council is considering, three of those routes will travel on the aforementioned section of Inkerman Rd, a section which, by Council’s own survey, records the parking at 98% capacity during the hours surveyed.

We, the undersigned residents who reside in the above section of Inkerman Rd in Caulfield North request that Council, before making any decision on the preferred route, provide residents of Inkerman Rd with written advice or a proposal on where the cars that are currently parked in that part of Inkerman Rd can be parked in the event that parking is to be removed from at least one side of the street.

Council needs to be aware that on most nights there are NO spaces available in that section of Inkerman Rd. At present, the streets that run off Inkerman Rd on the south side of this section already have permit parking and parking restrictions due to the primary school and nearby activity centre. On the north side of this section of Inkerman Rd there is only ONE side street, and that is at nearly at 100% parking capacity in the evening.

We request that Council inform us prior to or at the time of making the route decision as to where we residents and our friends, families and other visitors and service providers will be able to park in the event that parking is to be reduced by the cycle corridor project and that the report by Council officers for the Council meeting on this matter on 17 December, 2019 specify the proposed solution(s) for this issue.

RECOMMENDATION

That Council:

1. receives and notes the petition; and
2. considers the petition in conjunction with the Safe Cycling Corridor Pilot.

6. REPORTS BY DELEGATES APPOINTED BY COUNCIL TO VARIOUS ORGANISATIONS

7. REPORTS FROM COMMITTEES AND RECORDS OF ASSEMBLY**7.1 Advisory Committees****7.1.1 ADVISORY COMMITTEE MINUTES**

Author: Janice Pouw, Coordinator Councillor Business

Trim No: 19/1302044

Attachments: 1. Community Engagement Advisory Committee - 30 October 2019 [↓](#)
2. Community Grants Advisory Committee - 12 November 2019 [↓](#)

RECOMMENDATION

That the minutes of the Advisory Committee meeting as shown below be received and noted and that the recommendations of this Committee be adopted.

1. 30 October 2019 – Community Engagement Advisory Committee
2. 12 November 2019 – Community Grants Advisory Committee



**Community Engagement Advisory Committee Meeting
Minutes
Wednesday 30 October 2019**

Purpose:

To make recommendations to Council in relation to the ways in which Council consults with residents, ratepayers and other stakeholders in the community to ensure maximum participation, communication and value to the community.

Meeting opened at 6.33pm

1. Present

Cr Mary Delahunty – Member (Chair) – by phone
Cr Jim Magee – Member
Cr Jamie Hyams, Mayor
Dr Iris Levin - Community Representative
Anne Van Leerdam – Community Representative
Megan Dunkley - Community Representative
Peter Jones – Director Community Wellbeing
Gaye Stewart – Manager Community Development and Care
Sharon Sykes – Coordinator Community Planning and Engagement

Apologies

Cr Anne-Marie Cade – Member
Elizabeth Orlov – Community Representative

2. Matters considered:

- i. Actions from last meeting
- ii. Community Vision
- iii. Community Engagement Panel
- iv. Reports
- v. Other business

i. Actions from last meeting

It was noted that the Community Engagement Plan for the Community Vision has been finalised and was submitted for discussion to the Council Assembly meeting of 17 September 2019.

ii. Community Vision

The Committee received an update about the progress to date on the community engagement process for the development of a Glen Eira Community Vision.

This included:

- The finalisation of the Community Engagement Plan and scoping of the engagement activities such as pop-up engagements, workshops, World Café style forum for Community Voice, launch with co-design participants and key community representatives, specific activities for children and young people and a survey;

- The promotion and activation of the community engagement process including launch of a Have Your Say page, brochure requesting input from the community and a feature in Glen Eira News; and

A review will be undertaken at key stages through the engagement process to monitor responses and modify methods and engagement activities as required to ensure that all diverse groups in the community are contributing to the Vision.

The Committee discussed the reach of engagement activities and requested that:

- business owners be included as they are likely to have an interest in the Vision;
- homeless people are considered in the groups whose voices are not often heard and that efforts are made to engage with this group; and
- Council Advisory Committees be included in the community engagement process.

The Committee discussed the duration of the Community Vision and the benefit that determining a date can help the community engagement participants to think big and envisage life in Glen Eira at a certain point in the future. Options ranged from ten years and up to 30 years. The Committee agreed that a 20-year timeframe, to 2040, would enable people to think further ahead that current projects and priorities and would encourage broader and more future-focussed thinking. It was also acknowledged that a review date for the Vision could be any time determined by a future Council.

Recommendation:

That the Committee recommends that Council endorses 2040 as the timeline for the Community Vision.

Moved: Cr Delahunty

Seconded: Cr Magee

Motion passed Unanimously

iii. Community Engagement Panel

Officers informed the Committee about a panel of specialist engagement consultants that has been established to support the wide range of community engagement activities undertaken by Council. This panel will assist the process of outsourcing engagement and commissioning specialist expertise to ensure high quality outcomes are achieved.

iv. Reports – noted for information

The following reports were tabled for the Committee's information and discussion:

- Community Voice Survey Three August 2019 Summary Report, questionnaire, E-newsletter
- Community Voice Quick Poll September 2019 Summary Report, E-Newsletter
- Report back to members on Community Voice Review
- Community Engagement Dashboard July – September

Discussion by the Committee included the following key points:

- The timeframe for some projects means that the reporting back about what Council has done with community feedback can take a long time to complete.
- There may be differences in the expectations of Community Voice members and Council about how feedback influences Council decisions – there may be some further information needed for Community Voice about this, including clarity about the level of engagement of specific activities (ie. Inform, Consult, Involve, Collaborate).

- The responses to the question in Community Voice Survey of August 2019 that asks “I feel that I can influence decisions made by Council” should be monitored and maybe asked a different way for the next repeat of this survey; suggestions included asking if they feel heard or having a level of influence rating.
- The State Government is about to launch a Client Voice Framework – officers will look into this and how Council may be able to use/access this framework.
- We Asked – You Said – We Did platform on Council’s website needs to be updated more regularly.

The Committee wished to commend the work of the Community Engagement Team

v. Other business

The Committee received a resignation from Elizabeth Orlov due to work and personal commitments. Elizabeth praised the work of the Committee and has enjoyed the contributions she has been able to make to community engagement in Glen Eira.

Recommendation:

That the Committee recommends that Council thank Elizabeth for her time on the Committee and the outstanding contributions she has made to improve the quality of community engagement.

Moved: Cr Magee

**Seconded: Cr Delahunty
Motion passed Unanimously**

The Committee discussed a replacement community representative and requested that officers go back to the original list of nominees for the Committee and provide a list of names to the next Committee meeting.

Next Meeting: Wednesday 27 November 2019 at 6.30pm

Meeting closed: 7.30pm

**COMMUNITY GRANTS ADVISORY COMMITTEE MEETING****MINUTES****Tuesday 12 November 2019**

Purpose:

To support not-for-profit community-based organisations and groups to carry out projects and activities that contribute to the liveability, accessibility, health and safety of Glen Eira.

Aims:

- Strengthen community connections and collaborations;
 - Develop an accessible and inclusive community;
 - Encourage community initiatives that promote self-sufficiency, innovation and respond to community needs;
 - Help strengthen community capacity to plan and implement services;
 - Support celebration and participation in community life; and
 - Fund projects that deliver meaningful social impact.
-

Assembly of Councillors Record

Meeting opened at **5.36pm**

1. Present

Cr Jim Magee - Chair
Cr Joel Silver - Member
Cr Margaret Esakoff – Member
Cr Jamie Hyams – In Attendance
Peter Jones – Director Community Wellbeing
Gaye Stewart – Manager Community Development and Care
Sharon Sykes – Coordinator Community Planning and Engagement

2. Declaration of conflict of interest

No declarations of conflict of interest under Section 79 of the Local Government Act were received in relation to grants discussed.

3. Matters considered

- Update on Facility Hire Grants approvals
- Update on Small Grants approvals
- Variation requests
 - Elsternwick Toddlers Playgroup – variation to grant
 - Murrumbeena Baptist Church – variation to extend
- Community Grant Guidelines 2020/2021

2. Update on Facility Hire Grants approvals

The following Facility Hire applications have been approved by the Director Community Wellbeing under delegation:

Name of Organisation	Purpose	Amount approved	Facility hired	Date of Activity
Carnegie Mainstreet	<i>Carnegie Christmas Carnivale</i>	\$442	Carnegie Library forecourt	7 December 2019
Glen Eira Cheltenham Art Group	Perspectives	\$500	Art Gallery	23 March – 19 April 2020.
Ormond Community Kindergarten	Diwali Festival	\$1,326	Oakleigh Road Reserve	19 October 2019
Melbourne 7 Melodies String	Music has no borders – Fabulous Chinese String Quartet	\$342	Theatrette	31 March 2020

3. Update on Small Grants approvals

The following Small Grant applications have been approved by the Director Community Wellbeing under delegation following circular resolution (by email) of the Community Grants Committee:

Name of Organisation	Purpose	Amount approved	Date of Activity
Centre Bentleigh Garden Club	Contribute towards the clubs rental and speakers/presenters.	\$1,000	Ongoing
Jewish Bereaved Parent Support Group	Group participation in resin painting class	\$900	Before 31 May 2020
Mackie Cricket Club	Strengthening Community through Cricket	\$1,000	31/08/2019 to 31/03/2020
Lamm Jewish Library of Australia	Seniors Cinema Program 2020	\$850	6/11/2019 to 6/5/2020

4. Variation requests

- Elsternwick Toddlers Playgroup*

Elsternwick Toddlers Playgroup received a 2019-20 Community Grant of \$2,998 to replenish toys and equipment for the playgroup. The group has requested a variation to the purpose of the grant. The group will be required to relocate in the next 12 months and would like to vary the purpose of the grant to assist with the relocation costs. Details of the relocation are yet to be confirmed.

Action: Officers will continue to work with the playgroup to determine their needs and details of a grant variation that will be presented to the Committee in early 2020.

- Murrumbeena Baptist Church*

Murrumbeena Baptist Church in partnership with Murrumbeena Bowls Club received a 2019-20 Community Grant of \$10,000 to support the Local Sundays neighbourhood events - a series of monthly neighbourhood social gatherings. The group is predicting an underspend of approximately \$1,500 by the end of financial year and requested an extension to cover expenses associated with the neighbourhood events between July and November 2020.

Recommendation: That the Committee recommend Council approve an extension of the 2019-20 Community Grant of \$10,000 received by Murrumbreena Baptist Church until 30 November 2020.

Moved Cr Esakoff Seconded Cr Silver
Motion passed unanimously

5. Community Grant Guidelines 2020/2021

Officers presented the draft Community Grant program guidelines that have been amended following feedback received from the 2019-2020 grant round.

The Committee approved the guidelines with minor agreed changes.

Recommendation: That the Committee recommend that Council approve the Community Grants Program 2020-2021 guidelines.

Moved Cr Esakoff Seconded Cr Silver
Motion passed unanimously

Meeting closed at **5.57pm**.

COMMUNITY GRANTS PROGRAM GUIDELINES 2020-2021



**GLEN EIRA
CITY COUNCIL**

Bentleigh
Bentleigh East
Brighton East
Carnegie
Caulfield
Elsternwick
Gardenvale
Glen Huntly
McKinnon
Murrumbidgee
Ormond
St Kilda East

APPLICATIONS OPEN MONDAY 2 MARCH 2020

APPLICATIONS CLOSE 5PM, MONDAY 27 APRIL 2020



02

WHAT IS THE COMMUNITY GRANTS PROGRAM?

Council's *Community Grants Program* supports not-for-profit community-based organisations and groups to carry out projects and activities that contribute to the liveability, accessibility, safety, health and wellbeing of Glen Eira.

The *Program* is allocated funding through Council's annual *Budget*.

The *Program* aims to:

- > strengthen community connections and collaborations;
- > develop an accessible and inclusive community;
- > encourage community initiatives that promote self-sufficiency, innovation and respond to community needs;
- > help strengthen community capacity to plan and implement services;
- > support celebration and participation in community life; and
- > fund projects that deliver meaningful social impact.

The *Program* is made up of two funding streams:

1. Community Strengthening Grants (up to \$3,000 per grant).
2. Partnerships and Events Grants (up to \$10,000 per grant).

Support for cultural inclusion. Carnegie Lions Club received a grant of \$2,486 to expand their barbecue trailers and cooking equipment to allow the cooking of diverse foods at fundraising activities.

STRATEGIC FOCUS

Applications must demonstrate consistency with the themes in the **Glen Eira Council and Community Plan 2017–2021**:

- > Liveable and well designed
- > Accessible and well connected
- > Safe, healthy and inclusive
- > Clean and sustainable
- > Informed and engaged

Council's priorities for the 2020–2021 *Program* are:

1. Supporting a strong and safe community that connects people and enhances health and wellbeing.
2. Improving social, economic and environmental sustainability.
3. Promoting diversity, harmony and inclusiveness.
4. Encouraging gender equity and preventing family violence.
5. Enhancing civic participation through engagement, cultural expression and celebration.
6. Events and activities that contribute to diverse, vibrant and prosperous public spaces.

Drop-in sessions

Drop-in sessions are offered to help groups understand funding priorities and application requirements.

Tuesday 10 March 2020, 10am–12pm

Moorleigh Village — Room 19 Chris Koutoumas Wing
92 Bignell Road, Bentleigh East

Wednesday 11 March 2020, 1pm–3pm

Caulfield Park Pavilion
280 Balaclava Road, Caulfield North

Thursday 19 March 2020, 6pm–8pm

Duncan Mackinnon Reserve Pavilion
Corner North and Murrumbeena Roads, Murrumbeena

ELIGIBILITY

03

Who can apply?

Community grants are open to community-based groups and organisations that service the Glen Eira community and are not-for-profit. Applicants must also meet the following criteria:

- > Be incorporated.
- > Have an ABN.
- > Hold public liability insurance in a minimum sum of \$20 million.

You may also be auspiced by an organisation that meets these criteria.

KEY DATES

APPLICATIONS OPEN

Monday 2 March 2020

APPLICATIONS CLOSE

5pm on Monday 27 April 2020

APPLICATIONS ASSESSED

May/June 2020

GRANT RECOMMENDATIONS

Council will consider in June/July 2020

NOTIFICATION

Successful and unsuccessful applicants will be notified in July/August 2020

Who cannot apply?

- > For-profit organisations.
- > Individuals.
- > Organisations that have not met the terms and conditions of previous Council grants.
- > Organisations that are the funding responsibility of other levels of government.*
- > Organisations whose sole or dominant purpose is of a political nature.
- > Organisations or groups who meet outside of Glen Eira, unless they demonstrate the delivery of a specialised service that benefits the Glen Eira community.

* Schools are encouraged to partner with community groups in projects that benefit the wider community.

What will not be funded?

- > Applications that seek to make up a shortfall due to budget cuts by other levels of government.
- > Private exhibitions run by individual artists and/or exhibitions for the sale of artwork.
- > Religious services.
- > Prizes and awards.
- > Ongoing staff salaries.
- > Capital works projects to Council buildings and properties.
- > Computers and smart personal devices.
- > Activities and events held in a licensed gambling venue.

Low priorities

- > Activities that duplicate existing programs.
- > Operational costs that should be covered by member fees.
- > Purchasing of food and drinks unless they are integral to the delivery of a program or service.
- > Festivals that charge entry fees or restrict broad community participation.
- > Advertising for core operational activities.
- > Employment of temporary staff.

04 GRANT STREAMS

There are two funding streams for the *Program* in 2020–2021.

Organisations and groups may apply for more than one project in each funding stream; to a combined total of the maximum value of each stream. A separate application form must be submitted for each project.



The Butterflies Project: Breaking the Cocoon of Loneliness

Moongala Women's Community House received a grant of \$8,407 to deliver a partnership project that addresses loneliness through the production and distribution of water-resistant butterfly artwork that is distributed in public places to engage people in meaningful connection.

For more information about Council's other grants programs, visit www.gleneira.vic.gov.au

Community Strengthening Grants — up to \$3,000

These grants are suited to small local community groups run by volunteers to:

- > Build capacity and provide training and development initiatives.
- > Enhance current localised services.
- > Provide community-based projects.
- > Increase community participation in local activities.
- > Support and delivery of small events (under 250 attendees) that are accessible to the broader Glen Eira community.
- > Provide educational activities.

A simple application and acquittal process makes these grants easy and quick to apply for.

Partnership and Events Grants — up to \$10,000

These grants are suited to not-for-profit organisations who have a broad community focus to:

- > Support new and existing partnerships to deliver collaborative projects.
- > Support planning and delivery of large festivals or events (more than 250 attendees) that are accessible to the broader Glen Eira community.
- > Support the delivery of services that benefit the Glen Eira community.
- > New and innovative pilot projects that respond to local social and community needs.

A focus of these grants will be the outcomes and benefits to the Glen Eira community.

HOW DO I APPLY?

Need some help?

Book an appointment with one of Council's community grants officers on 9524 3333.

05

Grant applications are made online by completing an application form through SmartyGrants.

Please make sure you read these *Guidelines* carefully before completing your application.

To complete your application you will need access to a computer, the internet and an email address.

All sections of the application must be completed for your application to be accepted.

STEP 1: Go online to SmartyGrants

Open the online application form link at <https://gleneira.smartygrants.com.au/>

STEP 2: Select the application form

Select *Community Grants Application Form 2020–2021*.

STEP 3: Preview the form (optional)

Choose 'Preview the form' to view the *Community Grants Application Form*.

STEP 4: Start an application

Choose 'Start a submission' then 'Login' to SmartyGrants using an existing account or 'Register' a new account.

A new account set-up requires you to use your organisation's/group's email address as a username and create a password. Please ensure you record your login details. Once registered, you can then 'Login' and start an application.

SmartyGrants allows you to save your progress and return to your application at a later date and to also upload supporting documents.

What do I need for my application?

- > Details of your project.
- > Budget for your project.
- > Details of your organisation including incorporation number, GST status and ABN.
- > Bank account details.
- > A copy of your most recent annual financial report.
- > A copy of your Certificate of Currency for your public liability insurance.

If another organisation is auspicing your application you will also need a completed *Auspicings Agreement Form* available at www.gleneira.vic.gov.au/grants



06

**ASSESSMENT
PROCESS****Submission of applications**

All applications must be submitted by 5pm on Monday 27 April 2020.

To successfully submit your grant application, you will need to:

- > acquit all previous Glen Eira City Council grants;
- > complete all relevant sections of the application form;
- > include all required attachments; and
- > ensure the application is endorsed by an authorised person.

Receipt of applications

All applicants will receive an acknowledgement email shortly after an application is submitted. If you do not receive an acknowledgement, contact Council's community grants officers on 9524 3333.

Assessment of applications

All applications will be assessed by the Community Grants Advisory Committee, which consists of Councillors that make recommendations to Council.

Assessment criteria include:

- > The extent to which the application reflects Council aims and priorities.
- > Evidence of need for the project.
- > Demonstrated commitment to accessibility and inclusiveness for people of all-abilities.
- > The number of Glen Eira residents that will benefit.
- > The capacity of the organisation to undertake the project.
- > The capacity of the organisation to fund the project themselves or raise funds from other sources.
- > The extent to which the funding aligns with the stated project objectives.

**ACCEPTANCE OF
YOUR GRANT**

If your application is successful, you will be required to accept the grant and conditions of funding prior to the release of funds.

Conditions

- > Applicants must submit a completed application form and all documents requested in order for their application to be assessed.
- > Council may require you to validate any of the information provided in your application.
- > Grants will be awarded at the discretion of Council and applicants that meet grant criteria are not guaranteed funding.
- > Not all grants will be funded to the maximum amount and may only be funded part of the total amount requested.
- > The amount of any grant awarded is at the discretion of Council. This is a maximum of \$10,000 for a Partnerships and Events Grant and \$3,000 for a Community Strengthening Grant per successful applicant.
- > Funding for a specific project in any one year does not guarantee that the same project will receive funding in subsequent years.
- > Funding will not be given for projects started or completed before 30 June 2020.
- > Applicants are responsible for costing their projects accurately. Council is not responsible for costs that have been underestimated.
- > Grants must be spent by the end of the financial year in which they were awarded, in accordance with the purpose specified in the application form and Council's conditions of funding.
- > A grant may only be used for the specific purpose awarded unless prior approval for a different purpose has been obtained from Council.

NOTIFICATION OF RESULTS

07

- > Equipment or other items purchased with a grant for use in a Council venue is and remains the property of Council and must be shared with other venue users.
- > The disposal of equipment or other items purchased with a grant must be agreed with Council.
- > Organisations that auspice other organisations may apply for funding for multiple projects.
- > Grant recipients must acknowledge Council in any relevant publications, promotional material, web pages or media releases by using the following statement: 'Proudly supported by Glen Eira City Council'.
- > If there is evidence that grants have not been spent for the purpose they were awarded, Council may request the return of grant monies.

Acquittal of grant funds

A Community Grant Acquittal Form must be submitted to Council through the SmartyGrants portal. Where possible acquittals should be submitted prior to applying for another grant.

Audit of grants

Grant recipients acknowledge that as part of its accountability processes, Council may audit any grant recipient for compliance with grant conditions. Organisations selected for an audit will be notified.

The *Community Grants Program* is guided by a Community Grants Advisory Committee that ensures the program adheres to the Victorian Charter of Human Rights and Responsibilities.

All applicants will be advised of the decision regarding their application. Notification is sent to the contact person on the application form.



Concerts and social support

B'nai B'rith Victoria received a grant of \$3,875 to provide monthly concerts including transport and afternoon tea for older adults.

CONTACT US

For further information, contact one of Council's community grants officers on 9524 3333 or visit www.gleneira.vic.gov.au

Glen Eira City Council

Corner Glen Eira and Hawthorn Roads, Caulfield
Mail address: PO Box 42
Caulfield South, 3162
Phone: 9524 3333
Fax: 9523 0339
communitygrants@gleneira.vic.gov.au
www.gleneira.vic.gov.au

National Relay Service

If you are deaf, hearing or speech-impaired, we ask that you call us via the National Relay Service and then ask for 9524 3333.

Online: <https://internet-relay.nrs.vic.gov.au>
Teletypewriter (TTY): 13 36 77
Speak and Listen: 1300 555 727

The *Community Grants Program* is guided by a Community Grants Advisory Committee that ensures the program adheres to the *Victorian Charter of Human Rights and Responsibilities*.



7.2 Records of Assembly**7.2.1 RECORDS OF ASSEMBLIES OF COUNCILLORS**

Author: Janice Pouw, Coordinator Councillor Business

Trim No: 19/1300877

Attachments: 1. 29 October 2019 Assembly [↓](#)

RECOMMENDATION

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

1. 29 October 2019

**Assembly of Councillors
29 October 2019**

Record under S 80 A (2)

Meeting commenced at 6.44pm

A. Present

Cr Athanasopoulos
Cr Delahunty
Cr Esakoff
Cr Hyams
Cr Magee
Cr Silver

Council Officers

Rebecca McKenzie
Sam Krull
Ron Torres
Peter Jones
Peter Swabey
Kristian Cook
John Vastianos
Karen Oh
Aidan Mullen

B. Matters considered.

1. Apologies – Cr Clare Davey and Cr Sztrajt
2. VCAT Update - 10-16 Selwyn Street, Elsternwick
3. Draft Agenda – 6 November 2019 Ordinary Council meeting
 - i. 12.1 Tender/Contract No 2019.194 Selwyn Street Cultural Precinct - Integrated Commemorative Artwork Consultant
4. General Business
Cr Delahunty – Parking enforcement methodology

7.13pm Cr Magee left the Assembly and returned at 7.15pm

Cr Hyams - Commercial vendor operation on Crown Land
- Finding permit fees on the Council website

CEO – LXR consultation materials

Cr Silver – Heritage review

Cr Silver – Interest charges on rates

Cr Delahunty – Dumped rubbish

Director Infrastructure and Environment - Weekly green bin collection trial

5. Strategic Resource Plan - Workshop

8.41pm Assembly adjourned

8.58pm Assembly resumed

Present

Cr Athanasopoulos
Cr Delahunty
Cr Esakoff
Cr Hyams
Cr Magee
Cr Silver

6. Strategic Resource Plan – Workshop continued

9.11pm Cr Anne-Marie Cade entered the Assembly

7. General Business continued

Director Community Wellbeing – Residential Aged Care

Assembly finished at 9.52pm

8. OFFICER REPORTS (AS LISTED)

8.1 PLANNING SCHEME AMENDMENT C184 - BENTLEIGH AND CARNEGIE STRUCTURE PLANS

Author: Aidan Mullen, Manager of City Futures

Trim No: 19/1305680

Attachments: 1. Letter to Glen Eira from the Minister for Planning [↓](#)

PURPOSE AND SUMMARY

The purpose of this report is to note the letter recently received from the Minister for Planning regarding the authorisation of proposed Planning Scheme Amendment C184.

RECOMMENDATION

That Council:

1. notes the letter from the Minister for Planning dated 4 November 2019 on the Proposed Glen Eira Planning Scheme Amendment C184.
2. authorises the Chief Executive Officer to:
 - a) make such changes to the Planning Scheme Amendment as are necessary to obtain authorisation from the Minister for Planning; and
 - b) then submit the Amendment to the Minister for Planning for authorisation.

BACKGROUND

In December 2015 the Minister for Planning wrote to Glen Eira City Council directing it to complete its full planning scheme review. As part of this review, the Minister requested that Council focus heavily on the adequacy of planning provisions for its activity centres, and Council carrying out further strategic work in these centres to develop a suite of planning controls which respond appropriately to the intensity of development which is occurring in and around these centres.

In response, Council undertook an extensive Planning Scheme Review which was informed by considerable community feedback. In August 2016, Council resolved to adopt the findings and recommendations of the review.

Council then immediately began a comprehensive and integrated strategic planning program over 2016 and 2017, which included new Structure Plans for Bentleigh, Carnegie and Elsternwick. The six-stage, community-led process attracted more than 4,400 submissions and 980 appearances at drop-in sessions and community forums.

The process informed the adoption of a new Activity Centre, Housing and Local Economy Strategy in July 2017, which sets the new future vision of the City and all of its 18 neighbourhoods.

On 27 February 2018, Council resolved to adopt the *Bentleigh, Carnegie and Elsternwick Structure Plans*, along with the new *Quality Design Guidelines* as Council policy. Council also resolved at this meeting to commence preparing the statutory documentation to implement the *Structure Plans* and *Quality Design Guidelines* into the Glen Eira Planning

Scheme through a future planning scheme amendment. Additionally, Council resolved to seek updated interim planning controls to implement all relevant built form measures as outlined in the *Structure Plans* and the *Quality Design Guidelines*.

The planning scheme amendment process for Bentleigh and Carnegie is ahead of that for Elsternwick. For Elsternwick, Council resolved that officers undertake further traffic and shadowing analysis for the Elsternwick urban renewal area (and surrounds), prior to proceeding with the development of the Planning Scheme Amendment. A community reference group has been created to inform this process.

On 16 August 2018, the Minister for Planning approved the updated interim controls to reflect the Structure Plans. For Bentleigh and Carnegie interim mandatory maximum height controls were approved as submitted to the Minister. The Bentleigh and Carnegie interim controls expire on 31 December 2019, and Council has sought an extension to that expiry date.

On 18 December 2018, Council resolved to endorse proposed Amendment C184 to the Glen Eira Planning Scheme, and to seek authorisation from the Minister for Planning to prepare and exhibit the Planning Scheme Amendment to implement the *Bentleigh and Carnegie Structure Plans*.

On 15 January 2019, Council submitted the Proposed Amendment C184 to the Glen Eira Planning Scheme for authorisation from the Minister for Planning.

On 4 November 2019, the Minister for Planning wrote the attached letter outlining what Council needs to do and his expectations for the Bentleigh and Carnegie activity centres, in order for authorisation for Planning Scheme Amendment C184 to be considered.

ISSUES AND DISCUSSION

When it comes to updating the Glen Eira Planning Scheme, there are a number of steps where the Council, Minister for Planning, local community and sometimes an independent panel are able to express a view. While Council has the ability to decide whether to proceed, edit or abandon an amendment at each stage of the formal amendment process, the Minister for Planning also has the same ability and, as the final decision maker, the Minister for Planning has the ultimate say in what goes into Glen Eira's planning scheme. As such, Council is not in charge of its own planning destiny, as all planning scheme amendments need to demonstrate that they align with State planning objectives, which ultimately the Minister determines.

To emphasise this point, local government needs permission from the Minister for Planning to even take the first statutory step for any proposal for a new planning policy or planning control, and, at the end of what could be an 18 month long statutory process, the Minister for Planning may still decide to reject or modify a Council's proposal for a new planning policy or planning control.

The proposed planning scheme amendment for the *Bentleigh* and *Carnegie Structure Plans* was submitted to the Minister by Council to seek his approval for authorisation to proceed to the public exhibition stage; the first step.

The letter received from the Minister on 4 November, outlines the concerns that the Minister has with the proposed amendment and his expectations on how these will be addressed.

The key elements of this letter are:

Updated municipal-wide plan for housing

In July 2017, Council adopted the '*Glen Eira Planning for the Future – Activity Centre, Housing and Local Economy Strategy*'. This Strategy was developed immediately following the release of *Plan Melbourne 2017-2050* and the *Glen Eira Council and Community Plan 2017-2021*. The Strategy seeks to provide a municipal-wide plan to balance the objectives outlined in these two important documents.

The establishment of this strategy and its timing in mid-2017, was very important to inform the development of the four structure plans which were beginning at that time for Bentleigh, Carnegie, Elsternwick and East Village, and for the future ones to follow, including Caulfield Station Precinct and Glen Huntly.

The strategy was informed by extensive community feedback, either on the draft strategy itself (60 submissions), or incorporating feedback received on other engagement activities, including:

- The Planning Scheme Review 2016 (247 community engagement meeting attendees, 122 submissions and 68 online forum participants);
- Tell us what you love about your shopping strip Survey (2,100 online surveys completed and 850 Facebook comments)
- Transforming our neighbourhoods Survey (1,000 online surveys completed, 150 attendees at drop-in sessions and 50 submissions); and
- Glen Eira Council and Community Plan consultation (6 community meetings and 500 residents engaged via telephone research).

To inform this Strategy, a number of background papers were commissioned, including:

- Glen Eira Draft Economic Analysis 2017, Blair Warman Economic Consultants; and
- Glen Eira Draft Housing Opportunity Analysis 2017, Housing id.

However, at the time the of adoption, the new 2016 census data had not been released. As such, Council resolved to receive *'an updated Strategy for consideration in early 2018, to take into account:*

- a. the 2016 stage two census data regarding employment,*
- b. an independent review and*
- c. further feedback on structure plans and design guidelines.'*

Officers have been working on this update and are scheduled to present it to Council in the coming months. These updates are mostly based on incorporating subsequent Council policies or adopted positions, or updated data, including:

- recommendations from an independent review by SGS Economics & Planning to ensure the document can perform as the basis for a future *planning scheme rewrite*
- detailed housing and employment forecasts by SGS Economics & Planning
- updated (higher) Victoria In Future 2019 housing and population forecast numbers
- updates due to subsequent structure planning work
- updates due to adoption of other Council policies, such as the Quality Design Guidelines and Integrated Transport Strategy

It is considered by officers that the updates are mostly 'housekeeping' and reflects currently adopted policy, so is considered largely policy neutral. Importantly, the update includes the data and forecasts to form a new Housing Strategy for Glen Eira. The updated strategy is planned to be the key document to inform the upcoming Planning Scheme Rewrite.

It is not planned that this update will be subject to further community consultation, as the updates are either subject to adopted policies which went through community consultation, or include updated data and forecasting based on previously adopted policy positions. The resulting planning scheme amendment, will however be subject to a formal exhibition process, to provide the community with another opportunity to provide input.

As part of the *Planning Scheme Review 2016*, Council resolved to undertake a planning Scheme 'rewrite' which included updating the Municipal Strategic Statement and local policies. Since this time, the State Government has reformatted the State's planning framework requiring all Councils to translate their schemes into the new framework. The State Government is working with all Councils to undertake this work which is currently expected to be in mid to late 2020.

The recent Minister's letter states that *'at the first stage, the council needs to outline how adequate residential land supply and greater housing diversity will be achieved in the municipality, and the role of Bentleigh and Carnegie activity centres in achieving this.*

While it is evident that the council has undertaken significant strategic work on housing capacity within the municipality, the amendment is not underpinned by an adopted municipal-wide housing strategy that provides clear policy direction about where residential development should occur.'

Officers had understood that due to the various State timeframe demands, the structure plan amendments could run separately to the planning scheme rewrite. However, as the Minister has now clearly expressed a view that the housing strategy needs to be incorporated into the scheme alongside the structure planning amendments, Officers will now review how best to achieve this, which will include bringing an updated Strategy to Council in the short term, to seek adoption.

Balancing the Local Council community vision and State Government imperatives

Throughout the development of the Structure Planning process, Council was clear about its role to both respond to community aspirations and concerns, while also needing to fulfil its requirements in meeting the State Government's strategic planning objectives.

The most contentious area to balance is the extent of housing growth and development within our local communities. This is not unique to Glen Eira. The State Government, through its 35 year metropolitan planning strategy *Plan Melbourne*, outlines an expected growth of housing for the Inner East Region. It is estimated that Glen Eira's share of this expected housing growth by 2051 is approximately 28,000 new dwellings.

When Council adopted the *Bentleigh, Carnegie and Elsternwick Structure Plans*, it also noted that through these proposed new plans, Council was able to meet this future housing commitment.

Council also sought to address community aspirations and concerns through applying several key principles to the development of the Structure Plans:

- Respecting and protecting heritage residential areas by removing zones which encourage growth and replacing with more appropriate Neighbourhood Residential Zone.
- Respecting the character, scale and heritage values of shopping strips by applying an appropriate medium scale mandatory height limit.
- Addressing areas where dense apartment buildings are being encouraged in long residential streets adjacent to low scale Neighbourhood Residential Zone.
- Balancing the need for diversity of housing and growth within each centre by allowing for medium density housing along main streets within the activity centre catchment.
- Redirecting growth to strategic sites and urban renewal areas within activity centres, where taller buildings can be more appropriately accommodated.
- Where taller buildings are encouraged, establishing a preferred and maximum height, with buildings to provide significant additional community benefit when exceeding the preferred height limit.
- Review planning controls to ensure buildings are designed more in-line with community expectations, including providing greater space for landscaping and trees, and reducing impact on neighbours caused by overlooking.

- Applying clear overshadowing controls to public open space and key streetscapes within the activity centres

Since the structure plans have been developed, Council has also undertaken a full heritage review of Bentleigh and Carnegie, which has resulted in additional heritage areas being identified and subject to a separate planning scheme amendment.

The letter sent by the Minister for Planning on 4 November 2019, acknowledges the *'significant strategic planning work your council has undertaken and the extensive consultation with the local community and businesses in Bentleigh and Carnegie. The orderly planning of these centres will enable each to be a focus of new development in metropolitan Melbourne, while also protecting local amenity, heritage and neighbourhood character.'*

However, the Minister states that he is *'not satisfied that Amendment C184 in its current form accords with state planning policy and that Carnegie and Bentleigh will be able to adequately perform their role as major activity centres, as identified in Plan Melbourne 2017-2050.'*

This section of the letter also states that *'the proposed changes to the planning provisions in Bentleigh and Carnegie, including a reduction of Residential Growth Zone land, is predicated on the redevelopment of other urban renewal sites in the municipality. Many of these urban renewal sites have long-term planning processes to be undertaken until residential development is allowable and any dwelling yield could be accurately known, The Council should not rely on these urban renewal sites as a basis for limiting development in Bentleigh and Carnegie.'*

It is hoped that the adoption of an updated Housing Strategy will assist in the Minister's assessment of the Bentleigh and Carnegie Structure Plans. However, based on the Minister's letter, and in the absence of an updated Housing Strategy, officers consider that it is the Minister's view that Council has not yet achieved the right balance between the community and State objectives; with the adopted *Structure Plans* leaning too much towards the community aspirations by reducing the extent of Residential Growth Zone in both centres.

It would appear that the State Government considers that Bentleigh and Carnegie are not 'pulling enough weight' in terms of housing provision for Glen Eira and metropolitan Melbourne, unless Glen Eira can conclusively demonstrate through an updated Housing Strategy that it can achieve the housing capacity and diversity aspirations of State Government.

The Minister's questions around adequate housing capacity for Bentleigh and Carnegie could similarly apply to Elsternwick and its future planning scheme amendment process. It is considered that resolution of the issues contained in the 'Minister's letter' for Bentleigh and Carnegie is achieved before further progress is made with Elsternwick's planning scheme amendment; particularly around the master planning process for the Elsternwick Urban Renewal South area.

Moving forward, Council officers are required to work with the Department of Environment Land, Water and Planning to reframe the amendment to either find additional housing capacity within each centre, or demonstrate that Glen Eira's proposed amendment can satisfy State Government housing capacity requirements.

Activity centre development controls

The Minister states that the resolution of the above two items is the 'first stage' for completion. Upon addressing these two issues, the second stage will include a review by DELWP of the proposed planning controls, including:

- *'The extent of mandatory height controls, having regard to Planning Practice Note 60,*
- *The use of background documents,*
- *The provisions for 'uplift' and development contributions,*
- *The new residential zone schedules,*
- *The use of design guidelines.'*

It is not yet known the extent of changes required as a result of this review, but it is hoped most of these changes are technical in nature and will still maintain the intent of the structure plans.

Delegation to respond to Ministers' concerns

At the 18 December 2018 Council meeting, Council resolved to seek authorisation for the presented planning scheme amendment for the *Carnegie and Bentleigh Structure Plans*.

As part of this resolution, Council: *'authorises the Manager City Futures to undertake minor changes to the Amendment, including changes requested by the Minister for Planning or the Department of Environment, Land, Water and Planning in order to receive authorisation, where changes do not affect the purpose or intent of the Amendment'*.

While some of the changes outlined by the Minister, are minor and could be undertaken under this existing delegation, it is now clear that more substantive changes may be required by the Minister as outlined in the letter and discussed above.

The Minister has stated that he would like the *'work progressed within the next two months, so that I can receive a revised amendment in a form that can be authorised before the end of the year.'*

To assist meeting these tight timeframes, additional officer delegation is sought as part of this report to make the more substantive changes as directed by the Minister in his letter and discussed in this report.

The form the amendment takes as a result of the Minister's letter will enable the commencement of the process, and the first statutory step; that is, exhibiting the amendment and enabling submissions from our community, stakeholders, and other public authorities. Following this, Council will consider submissions and can resolve to either abandon the amendment, or refer it to an independent panel for further consideration.

FINANCIAL, RESOURCE, RISK AND ASSET MANAGEMENT IMPLICATIONS

N/A

POLICY AND LEGISLATIVE IMPLICATIONS

Authorisation is required from the Minister for Planning to formally commence the Planning Scheme Amendment process.

COMMUNICATION AND ENGAGEMENT

The proposed planning controls in Council's proposed planning scheme amendment are based on the adopted *Bentleigh* and *Carnegie Structure Plans* which have involved extensive community consultation.

If approved to do so, the Planning Scheme Amendment will undergo a formal exhibition process to seek formal community feedback on the proposed controls.

LINK TO COUNCIL AND COMMUNITY PLAN

Theme One: 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

Council has the challenging task of accommodating future jobs and housing growth, while ensuring Glen Eira continues to be a great place to live and work. The *Bentleigh* and *Carnegie Structure Plans* provide exciting shared future visions and robust plans that balance the current and future community needs, while also creating vibrant and successful centres.



Hon Richard Wynne MP

Minister for Planning
Minister for Housing
Minister for Multicultural Affairs

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East Melbourne, Victoria 3002
Telephone: 03 8683 0964
DX210098

Cr Jamie Hyams
Mayor
Glen Eira City Council
PO Box 42
CAULFIELD SOUTH VIC 3162

Ref: MBR040221



Dear Mayor

PROPOSED GLEN EIRA PLANNING SCHEME AMENDMENT C184

I refer to your council's request for authorisation to prepare and exhibit Amendment C184 to the Glen Eira Planning Scheme. The amendment proposes to make changes to the planning scheme to implement the land use and development objectives of the Bentleigh and Carnegie structure plans on a permanent basis, through the application of local policy, zones, overlays and operational provisions.

I appreciate the significant strategic planning work your council has undertaken and the extensive consultation with the local community and businesses in Bentleigh and Carnegie. The orderly planning of these centres will enable each to be a focus of new development in metropolitan Melbourne, while also protecting local amenity, heritage and neighbourhood character.

I am not satisfied that Amendment C184 in its current form accords with state planning policy and that Carnegie and Bentleigh will be able to adequately perform their role as major activity centres, as identified in *Plan Melbourne 2017–2050*. To be able to consider the amendment for authorisation, I request that the council work with the Department of Environment, Land, Water and Planning (DELWP) in two stages:

Activity centres as part of managing housing growth and diversity

As a first stage, the council needs to outline how adequate residential land supply and greater housing diversity will be achieved in the municipality, and the role of Bentleigh and Carnegie activity centres in achieving this.

While it is evident that the council has undertaken significant strategic work on housing capacity within the municipality, the amendment is not underpinned by an adopted municipal-wide housing strategy that provides clear policy direction about where residential development should occur.

Plan Melbourne 2017–2050 and state planning policy encourages a diversity of housing types at higher densities in and around activity centres, based on access to services, facilities and public transport. The activity centre boundary and choice of zones in Bentleigh and Carnegie need to be based on the role of these centres in the overall planning for housing growth in the municipality.

In addition, it appears the proposed changes to planning provisions in Bentleigh and Carnegie, including a reduction of Residential Growth Zone land, is predicated on the redevelopment of other urban renewal sites in the municipality. Many of these urban renewal sites have long-term planning processes to be undertaken until residential development is allowable and any dwelling yield could be accurately known.

The council should not rely on these urban renewal sites as a basis for limiting development in Bentleigh and Carnegie.



Activity centre development controls

Once the issue of the activity centres' role in overall planning for housing growth is resolved, DELWP can assist the council with a second stage of reviewing development controls in Bentleigh and Carnegie. The key issues to address include:

- The extent of mandatory height controls, having regard to Planning Practice Note 60.
- The use of background documents.
- The provisions for 'uplift' and development contributions.
- The new residential zone schedules.
- The use of design guidelines.

Additional built form analysis is required to justify mandatory height provisions. Mandatory heights will only be supported if there is sufficient development potential in and around the activity centres to meet future housing and commercial development needs.

I have asked DELWP to work with your council's planning officers to reframe the amendment to address these issues.

I would like this work to be progressed within the next two months, so that I can receive a revised amendment in a form that can be authorised before the end of the year.

If you have queries about this matter, please contact [REDACTED]
[REDACTED]

Yours sincerely



HON RICHARD WYNNE MP
Minister for Planning

4 / 11 / 19

8.2 111-113 GARDENVALE ROAD GARDENVALE

Author: Alison Orwin, Town Planner

Trim No: 19/1261967

Attachments: 1. [Advertised Plans](#) ↓
2. [Clause 58 Assessment](#) ↓

PURPOSE AND SUMMARY

To consider a planning application for the construction of a five storey building comprising ten dwellings on land affected by the Special Building Overlay and a reduction in the statutory car parking requirements for the ground floor office component at 111-113 Gardenvale Road, Gardenvale.

The application was advertised and 4 objections have been received. The concerns included: that the proposal is an inappropriate response to the neighbourhood character due to its height, integration within Gardenvale Road due to the location of site services within the front façade, unreasonable impacts on existing traffic and parking within the street, overlooking and noise impacts and equitable development opportunities for the adjoining properties.

Subject to conditions that mitigate overlooking impacts, improved ground level integration with the street and increased size of the light wells to improve internal amenity, the proposal is considered to be generally in accordance with requirements of the Glen Eira Planning Scheme. It is recommended that a Notice of Decision to Grant a Planning Permit be issued. The following plan shows the location of the subject site and the context of the surrounding area:



Figure 1 – Aerial view of subject site and surrounding area

RECOMMENDATION

That Council issues a Notice of Decision to Grant a Planning Permit for Application No. GE/DP-32789/2019 at 111-113 Gardenvale Road, Gardenvale in accordance with the following conditions/grounds:

Amended plans

1. Before the development starts, 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 TP03-10.5, Rev G, prepared by Finnis Architects and dated 12 August 2019 and Landscape Plan, prepared by Faulkner and Chapman and dated 21 August 2019) but modified to show:
 - (a) The lightwells all increased in size to a minimum of 3.0m by 3.0m and these changes absorbed within the remainder of the approved building envelope, with consequential internal changes to the satisfaction of the Responsible Authority.
 - (b) A minimum 4.5m height clearance between the underside of the balconies of Unit's 103 and 104 and the finished surface level below.
 - (c) Balconies to Units 101, 102, 201, 202, 301 and 302 to be located wholly within the title boundary of the property and these changes absorbed within the remainder of the approved building envelope whilst maintaining the architectural treatment of the facade, with consequential internal modifications to the satisfaction of the Responsible Authority.
 - (d) The delineation of Tree Protection Fencing (TPF) for the street tree to be located along southern edge of the footpath, enclosing the nature strip area.
 - (e) The location of the letter boxes ensuing they are integrated into the development to the satisfaction of the Responsible Authority.
 - (f) Swept path diagrams conducted for car parking bays 3, 7 and 9 within the basement and the accessible car space at ground level to demonstrate ingress and egress compliance using B85 design vehicle in accordance with the requirements of AS2890.1:2004.
 - (g) The door to the study of Unit 302 deleted to ensure it cannot be used as a bedroom.
 - (h) The study windows to Unit 301 and Unit 302 to be screened (maximum 25% transparent) to a height of 1.7m above the finished floor level to the satisfaction of the Responsible Authority.
 - (i) Service Cupboards amended to be a maximum 7.41m or 50% of the site frontage in width and no higher than 1.5m in height above the footpath level, to allow for a full height window facing to the street, or designed in a way that reduces its impact on the streetscape to the satisfaction of the Responsible Authority.
 - (j) The overall building height and each wall height, measured from NGL to be dimensioned on the elevations.
 - (k) Details of the acoustic attenuation measures to all habitable room windows to reduce noise levels in accordance with Standard D16 of Clause 58.04-3 of the Glen Eira Planning Scheme.

- (l) The ground floor street frontage glazing designed to be visual permeable to facilitate passive surveillance, to the satisfaction of the Responsible Authority.
- (m) External lighting of the areas set aside for car parking, access lanes and driveways to allow for safe surveillance in accordance with Standard D9 of Clause 58.03-4. The lighting must be designed baffled and located to the satisfaction of the Responsible Authority to prevent any adverse effect on adjoining land.
- (n) A schedule of construction materials, external finishes and colours (incorporating samples, construction materials and glazing treatments).
- (o) A landscape plan in accordance with Condition 3 of this Permit.

General requirements

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.

Landscape plan

3. Before the development starts, a detailed landscape plan to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved the plan will be endorsed and will then form part of the permit. The landscape plan must be prepared by a person suitably qualified or experienced in landscape design and must be drawn to scale with dimensions. All species selected must be to the satisfaction of the Responsible Authority. The landscape plan must show:
 - (a)
 - (a) A planting schedule of all proposed vegetation including botanical names, common names, pot sizes, sizes at maturity, quantities of each plant, and details of surface finishes of pathways and driveways;
 - (b) Landscaping and planting within all outdoor areas; and
 - (c) Details of how the landscaping will be maintained including automated irrigation treatments.
 - (b)
4. Before the building is occupied, or by such later date as approved in writing by the Responsible Authority, the landscaping works shown on the endorsed Landscaping Plan must be carried out and completed to the satisfaction of the Responsible Authority.

Management plan

5. 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 must only occur within the following hours:
 - (i). 7am to 6pm – Monday to Friday
 - (ii). 7am to 1pm – Saturdays
 - (iii). No construction on Sundays or public holidays.
- (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.

Once approved the CMP 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.

6. Prior to the occupation of the approved development, the owner/permit holder must have approved in writing by the Responsible Authority the Waste Management Plan (WMP) prepared by Sustainable Development Consultants 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 incorporating 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) 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.

7. 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 lift management plan including but not limited to the following:
- (a) Ongoing maintenance of the car lift system;
 - (b) Instructions to owners/occupiers about the operation of the car lift system; and
 - (c) Operational details for a warnings system to management ingress/egress of the basement.

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.

Car parking and access

8. 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;
 - (f) clearly marked to show the direction of traffic along the access lanes and driveways;

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.

9. The car parking allocation for the approved development must be:
- (a) Not less than one (1) car space per one or two bedroom apartment;
 - (b) Not less than two (2) car spaces per three (3) or more bedroom apartment;
 - (c) Not less than two (2) car spaces allocated to the office use, marked accordingly.
10. All security alarms or similar devices installed on the land must be of a silent type.
11. No plant, equipment, services or architectural features other than those shown on the endorsed plans are permitted above the roof level of the building/s without the prior written consent of the Responsible Authority.
12. Before the buildings are occupied, 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.

13. 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.

Melbourne Water conditions

14. Finished floor levels of the building with the exclusion of the transition area must be constructed no lower than 8.31 metres to Australian Height Datum (AHD).
15. Finished floor levels of the carlift must be constructed no lower than 8.31 metres to AHD.
16. Any opening to the basement including vents windows etc must be constructed no lower than 8.31 metres to AHD.
17. Finished floor levels of the garage must be constructed no lower than 8.01 metres to AHD.
18. The services located at the front of the building must be located above the flood level of 8.01 metres to AHD or to the satisfaction of the relevant service authority.
19. Imported fill must be kept to a minimum on the property and must only be used for the sub floor areas of the building and driveway ramps.
20. Any new or modified stormwater connection to Melbourne Water's drainage system must obtain separate approval from Melbourne Water's Asset Services Team.
21. Prior to the issue of an Occupancy Permit, a certified survey plan, showing finished floor levels (as constructed) reduced to the Australian Height Datum, must be submitted to Melbourne Water to demonstrate that the floor levels have been constructed in accordance with Melbourne Water's requirements.

Permit expiry

22. This Permit will expire if:
- (a) The development does not start within two (2) years from the date of this Permit;
 - or
 - (b) The development 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.

Permit conditions end

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.

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.

- B. 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.
- C. 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.
- D. 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.
- E. Residents of the dwellings allowed under this permit will not be issued Residential Parking Permits (including visitor parking permits).

Assets

- F. Prior to the commencement of any demolition and/or building works, an Asset Protection Permit must be obtained from Council’s Engineering Services Department.
- G. No net increase in the peak stormwater runoff to Council’s drainage network. Post development peak storm water discharge to Council’s drainage network must be maintained to the predevelopment level for 10 year ARI.
- H. All stormwater runoff must be connected to Council’s drainage network. No uncontrolled stormwater is to be discharged to adjoining properties and/or footpaths.
- I. Drainage associated with basement construction (seepage and agricultural waters are to be filtered to rain water clarity) must be discharged to the nearest Council drain /pit and not be discharged to the kerb and channel.
- J. Any firefighting equipment for the building shall be accommodated within title boundary.
- K. All relevant Engineering Permits must be obtained prior any works within the Road Reserve and or stormwater connection to Council drainage network.

Melbourne Water notes

L. The applicable flood level is 8.01 metres to Australian Height Datum (AHD).

Address	111-113 Gardenvale Road Gardenvale
Title details	Lot 1 on LP336089T and Lot 1 on LP236328K
Restrictions on title	No covenant on either titles
Proposal	Construction of a five storey building comprising 10 dwellings and an office, a reduction in the statutory car parking rate for the ground floor office use on land affected by the Special Building Overlay
Zoning and Overlay Controls	Commercial Zone 1 (C1Z) Special Building Overlay (SBO) Parking Overlay (PO2-2)
Permit requirements	Pursuant to Clause 34.01 (C1Z) and Clause 44.05 (SBO) a permit is required to construct a building or construct or carry out works Pursuant to Clause 52.06 (Car Parking) a permit is required to reduce the number of car spaces associated with the office use.
Relevant Planning Scheme provisions	<ul style="list-style-type: none"> • Clause 11 – Settlement • Clause 15 - Built Environment and Heritage • Clause 16 - Housing • Clause 18– Transport • Clause 21.04 – Housing and Residential Development • Clause 22.07 – Housing Diversity Area Policy • Clause 52.06 – Car parking • Clause 58 – Apartment Developments • Clause 65 – Decision Guidelines.
Seriously entertained amendments	None
Notification	Notice undertaken in accordance with Section 52 of the <i>Planning and Environment Act</i> 1987, including a notice on the site and a notice mailed to 13 surrounding properties
Submissions	4 objections received and are detailed in the report
Cultural Heritage Management Plan required	The site lies within an area of Aboriginal Cultural Heritage Sensitivity. The development of the land for more than 3 dwelling on a land less than 0.1 hectares, a Cultural Heritage Management Plan (CHMP) is not required. However, due to the proposed commercial (office) use of the site this exemption does not apply. The applicant has provided a Culture Heritage Due Diligence Assessment prepared by an appropriate cultural heritage consultant, which states that the sites have been subject to significant ground disturbance in the past and therefore no part of the subject land is an area of cultural heritage sensitivity under regulation 41(2) of the Aboriginal Heritage Regulations 2018 and a CHMP is not required.

DESCRIPTION OF PROPOSAL

The proposal is for the construction of a five storey building comprising ten dwellings on land affected by the Special Building Overlay and a reduction in the statutory car parking rate for the ground floor office. This will necessitate the removal of the existing buildings on the lots however this demolition does not require planning approval.

The building presents a four storey façade to Gardenvale Road with the fifth storey, set back from the Gardenvale Road (northern) boundary and access to the ground level car parking and car lift to the basement from the laneway at the rear of the site.

The dwellings comprise the following:

- Nine dwellings are proposed to have two bedrooms;
- The dwelling on the top floor is proposed to have three bedrooms;
- Ground floor proposes an office use of 194m² which comprises 4 offices and various meeting rooms and end of trip facilities;
- Ground floor car parking comprising 2 residential car spaces (Unit 401) and 2 commercial car spaces in tandem arrangements;
- A basement comprising 9 residential car spaces, a bin store, storage cages and bicycle racks accessible by a car lift.

Outdoor living areas are provided by way of balconies presenting to the north and south. The overall maximum height of the building proposed is approximately 17.4m, excluding the lift overrun that extends a further 1.3m above the roof.

LAND DESCRIPTION AND SURROUNDING AREA

The site is a rectangular shaped lot located on the southern side of Gardenvale Road. The total site area is 572.2m². In terms of topography the site is relatively flat.

Gardenvale Road sits between Nepean Highway to the west, Kooyong Road to the east and North Road to the south.

The neighbourhood itself is experiencing a moderate level of change. The older commercial building stock has been redeveloped in several instances with more contemporary multi-unit development. Examples include 122, 112-118, 127 and 103A Gardenvale Road.

RELEVANT HISTORY

Whilst the proposed site has no relevant planning permit history, a similar proposal at 103A Gardenvale Road was approved at the direction of the Victorian Civil and Administrative Tribunal on 22 August 2016 for a four storey building containing an office and (6) dwellings on a lot within the Commercial 1 Zone, Special Building Overlay and a reduction in the required number of car parking spaces.

An application for the construction of a four storey building containing offices and a dwelling at 103 Gardenvale Road was refused by Council under delegation on 27 June 2019. The grounds of refusal were confined to objections from Melbourne Water and the design of the ground floor interface to Begonia Road. This decision has been appealed to VCAT with a hearing listed to commence on 10 February 2020.

CONSULTATION AND ENGAGEMENT

There were four objections received as part of the notification process and included the following concerns:

- Neighbourhood character due to height and presentation of ground floor to Gardenvale Road
- Traffic and car parking
- Height, massing scale and bulk
- Overlooking
- Overshadowing
- Inequitable development opportunity

A planning conference was chaired by Councillor Magee and attended by the applicant, owner, project architect and four objectors.

Two of the objectors were not present at the planning conference. However, their concerns were raised and are detailed in the section objectors' concerns below. These were considered during the assessment of this application.

While additional screening on balconies was discussed, no agreements were reached at this meeting and no new issues were raised.

REFERRALS

The following is a summary of comments and requirements from relevant referral areas:

Statutory Referrals	
Melbourne Water	Melbourne Water have reviewed the application and advised that they do not object to the proposal, subject to 8 conditions being included in the permit. The conditions relate to minimum finished floor level heights, design requirements of the site services at the front of the building, design of the parking area and carlift and other standard conditions regularly required by Melbourne Water. As Melbourne Water is a determining referral authority, their conditions must be included on the permit.
Non-statutory referrals	
Transport Planning	Council's Traffic Engineers have reviewed the proposed car parking provisions and the design of the car spaces and access arrangements. They have advised that the reduction of 3 office car spaces is acceptable given the site's proximity to public transport and the ample provision of on-site bicycle parking. They have also advised that the provision of a car lift, the access from the laneway and design of the car spaces are all satisfactory subject to conditions requiring a car lift management plan and swept path analysis for car spaces 3, 7, 9 and the disabled car space. These requirements are addressed by recommended conditions.
Asset Engineering	Council's Asset Engineering team have reviewed the application and advised that subject to appropriate management of stormwater runoff, they have no objection to the proposal. Further consideration of stormwater runoff is undertaken in the Clause 58.03-8 (Integrated Water and Stormwater Management) section

	of Attachment 2.
Urban Design	Council's Urban Designer has reviewed the application and is generally supportive, subject to an increased setback from the rear laneway for the first floor of 3.0m, and a revised treatment of the ground floor façade to reduce the prominence of the services. The requirement to set the first floor back from the laneway is to facilitate improved vehicle movements. However, it is considered that a minimum height clearance above the 3.0m setback of 4.5m will achieve the same outcome. This has been confirmed by Council's traffic engineer and is addressed by a recommended condition. The requirement for an improved ground floor façade treatment is supported and addressed by a recommended condition.
Waste	No objection, Waste management plan submitted is satisfactory.

ISSUES AND DISCUSSION

The assessment of the proposal has regard to the following:

- Zoning and policy context
- Neighbourhood character
- Height, scale and massing
- Amenity impacts including internal amenity
- Car parking and traffic
- Management plan requirements
- Objectors concerns

Zoning and policy context

The Planning Policy Framework broadly supports development in this location, which encourages an increase of housing supply in existing urban areas with good access to public transport and services. The proposal is considered to be consistent with the relevant policies as it will contribute to the vibrancy of the area.

The subject site is located in the Commercial 1 Zone (C1Z) of the Glen Eira Planning Scheme (Scheme) and is within a Local Centre as set out at Clause 21.04 (Housing and Residential Development) of the Scheme.

Sites within a Local Centre are subject to the Housing Diversity Area Policy at Clause 22.07 of the Scheme. Key objectives of this policy include:

- *Ensure that residential buildings are encouraged to step down at the rear to achieve a transition to abutting residential areas.*
- *Recognise that more intense forms of mixed use/residential development (including shop top housing) may be appropriate in the commercial areas of the Patterson and Gardenvale local centres compared to other local centres.*
- *Encourage gradual changes in building heights between existing buildings and new developments in the commercial areas of the Patterson and Gardenvale local centres.*
- *Ensure that where building heights are above the prevailing height of the Patterson and Gardenvale local centres, the building design reduces the visibility of the additional storey(s) by either:*
 - *Incorporating the additional storey(s) into roof space (attic style).*

- *Limiting the additional storey(s) to an envelope that is significantly less than the floor immediately below and is significantly set back from the front and rear of the site to limit visibility from the street in front or the properties to the rear.*

The two relevant purposes of the Commercial 1 Zone are:

- *To create vibrant mixed use commercial centres for retail, office, business, entertainment and community uses.*
- *To provide for residential uses at densities complementary to the role and scale of the commercial centre.*

It is considered the proposal accords with the Housing Diversity Area Policy and the purpose of the Commercial 1 Zone. The density, scale and massing of the proposal is considered appropriate for this location having regard to the surrounding context and accessibility to infrastructure and services.

The hierarchy within the Housing Diversity Area Policy calls for moderate change within local centres, and identifies the Gardenvale Road local centre as being capable of more intensive redevelopment than other smaller local centres.

It is acknowledged that the proposal's building height is above the prevailing height of the other buildings in the Gardenvale local centre (4 storeys). Clause 22.07 states that when this is the case, buildings are designed to reduce the visibility of additional levels by limiting the floor area so that it is significantly less than the floor immediately below and is significantly set back from the front and rear of the site. The proposal has achieved this by the third floor's overall floor area being 288m², whilst the fourth/top floor's overall floor area is 197m². This is achieved by the increased setback from Gardenvale Road of 7.11m and the increased setbacks from the side boundaries, thus ensuring the upper storey is recessive.

The sensitive residential interface to the south has been managed by ensuring that each level steps back away from the rear of the site. The second floor walls are set back over 7.5m from the rear property boundary with the third floor walls setback a further 4 metres and the fourth floor walls setback 13.7m from the rear boundary. All of these setbacks would exceed that required by Standard B17 (Side and rear setbacks) of Clause 55.04-1 of the Scheme if they were to apply.

Neighbourhood character

Generally, the commercial strip where the site is located consists of single and double storey buildings, built up to the front boundaries.

There is evidence of 3 to 4 storey buildings with recessed upper levels (such as at 103A Gardenvale Road to the east the subject site and 127 Gardenvale Road to the west of the subject site and 112-118 Gardenvale Road across the road to the north of the subject site).

The existing neighbourhood character of the street will change over time given the site's location within the Local Centre and its proximity to Gardenvale Station and Elsternwick Urban Renewal area along Nepean Highway. The proposal is representative of the anticipated change in terms of density, height and massing.

There is an emerging character along Gardenvale Road of shop frontages which have poor ground floor presentation to the street, with new buildings located behind service cupboards and raised windows above. Whilst the services are required to be readily accessible, their

exact locations and size is not yet finalised. A condition is recommended on the permit to limit the prominence of the services cupboards to improve the street presentation.

Height, scale and massing

There is no maximum mandatory height requirement affecting the subject site. However, consideration has been given to context and the design of the building in assessing an appropriate overall height.

The overall height of the building is 17.6m of (18.9 metres to the top of a lift overrun). The podium height of 12.6m to Gardenvale Road and is comparable to other buildings along the southern side of Gardenvale Road. The podium heights of the buildings at 103A Gardenvale and 127 Gardenvale are 12.3m 11.4m respectively (both of these buildings have three storey street wall heights and are four storeys high overall).

The proposed fifth storey component of the building is setback 13.7m from the rear boundary and 7.11m from the frontage, limiting the impact of building bulk and mass to the streetscape and adjoining residential sites.

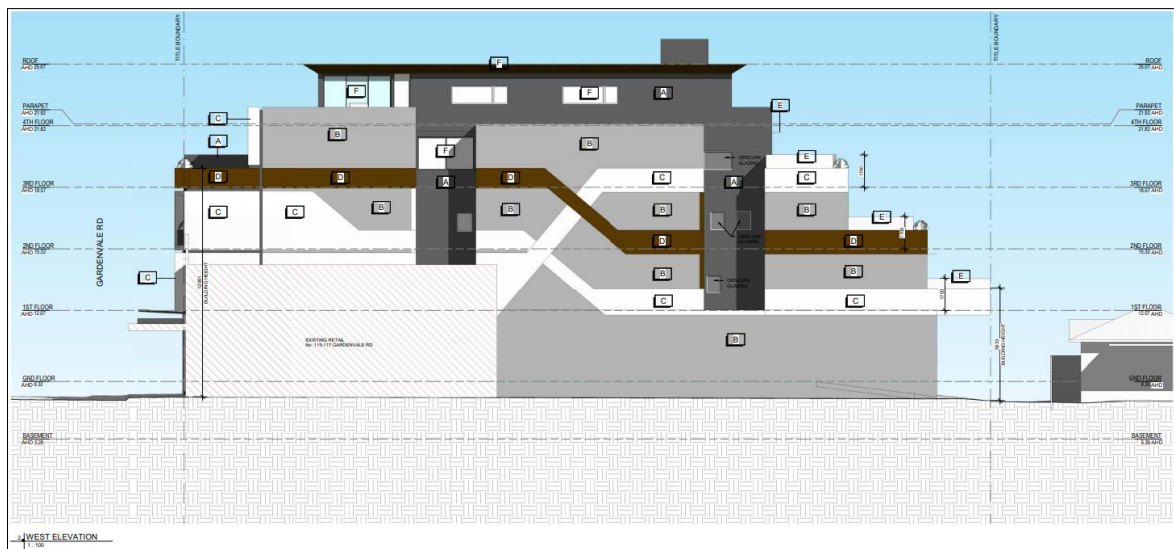


Figure 2 – West elevation

The scale of the development is an appropriate response to the emerging and preferred character of the area. As discussed above, this site sits within a local centre with good access to infrastructure, public transport and services. The majority of infill development constructed in this area within the past 10 years has been to 4 storey heights. While this proposal will be 5 levels overall, the top storey is recessed and well setback from Gardenvale Road and from the rear. This will result in limited visibility due to the sightlines when viewed from the street frontage and from the laneway and nearby residential properties.

The site is located on the southern side of Gardenvale Road and will not result in overshadowing of the shopping strip itself, as well as having an appropriate response to the residential properties to the rear, with most shadows falling within the rear laneway.

A number of the balconies proposed along the northern side of the property have architectural frames which encroach within the Council footpath. This is to be addressed by a recommended permit condition relocating the features within the title boundary.

Amenity impacts (including internal amenity)

Does the proposal provide acceptable internal amenity for future residents?

The apartments have been generally designed to ensure that they will have good internal amenity which is demonstrated by compliance with most requirements of Clause 58 Apartment Developments (the State Government's Better Apartments Design Standards), which apply to apartment buildings in commercial zones. Refer to the Clause 58 Apartment Developments Table (Attachment 2).

Each apartment will generally have good access to daylight and well-proportioned living rooms and bedrooms. The exception to this is the bedrooms that have an outlook onto the 1.5m by 3.2m light courts. Standard D14 of Clause 58.04-1 (Building setback) seeks to ensure that a reasonable outlook and internal amenity is provided to habitable rooms. The Apartment Design Guidelines for Victoria (reference document in Clause 15.01-2S - Building design) seeks to face habitable rooms towards the front or rear of the site on narrow allotments, whilst also seeks to avoid lightwells as the primary source of daylight to a habitable room. It is recommended that the size of the lightwells be increased to 3.0m by 3.0m to provide an improved outlook, access to daylight and more equitable development opportunity for the adjoining allotments. This is addressed by a recommended permit condition.

The proposed balconies exceed the relevant Clause 58 standard, with each 2 bedroom dwelling proposed have a balcony at least 2 metres wide with an area of at least 8 square metres and the 3 bedroom dwelling would have a balcony at least 2.4 metres wide with an area of at least 12 square metres.

Seven of the ten apartment balconies will have a northerly orientation affording very good solar access.

Opportunity for soft landscaping around the perimeter balconies will enhance onsite amenity whilst softening the overlooking impacts onto neighbouring properties. A landscape plan is recommended to be provided that details the specific landscape treatments and ongoing maintenance provisions, which is addressed by a recommended permit condition.

Overlooking

The adjoining properties to the east and west are both commercial sites with no residential uses. Notwithstanding this, consideration of potential unreasonable overlooking to adjoining (residentially zoned) land must be considered.

Ground Floor:

There are no sensitive interfaces on the ground floor, with overlooking potential.

First Floor:

The south facing balconies of Units 103 and 104 will have planter boxes installed to a height of 1.17m (to the outside lip). The planter boxes will also provide a setback of 800mm from the rear boundary, which will restrict occupants being able to stand directly up to the balconies edge. This design treatment is an appropriate visual barrier, as it will adequately restrict downward views into any sensitive spaces on neighbouring properties, whilst also providing for an appropriate on-site amenity for the future occupants of the apartments.

Second Floor:

Any direct views into the habitable room windows of No.2/27 Begonia Road from Unit 203 will be obscured by the location of the first floor balconies below. Refer to the sections in Figures 3 and 4 which demonstrate that any views down will be onto the roof of the No.2/27 Begonia Road.

Third Floor:

The south facing balconies of Units 301 and 302 are not located within a 9m distance of adjoining habitable room windows or secluded private open space (refer to figure below which demonstrates how the balconies will obscure views).

Fourth Floor:

The south facing balcony of Unit 401 is setback 14.7m from the adjoining property No.2/27 Begonia Road (refer to figures below which demonstrates how the balconies locations will obscure any overlooking).

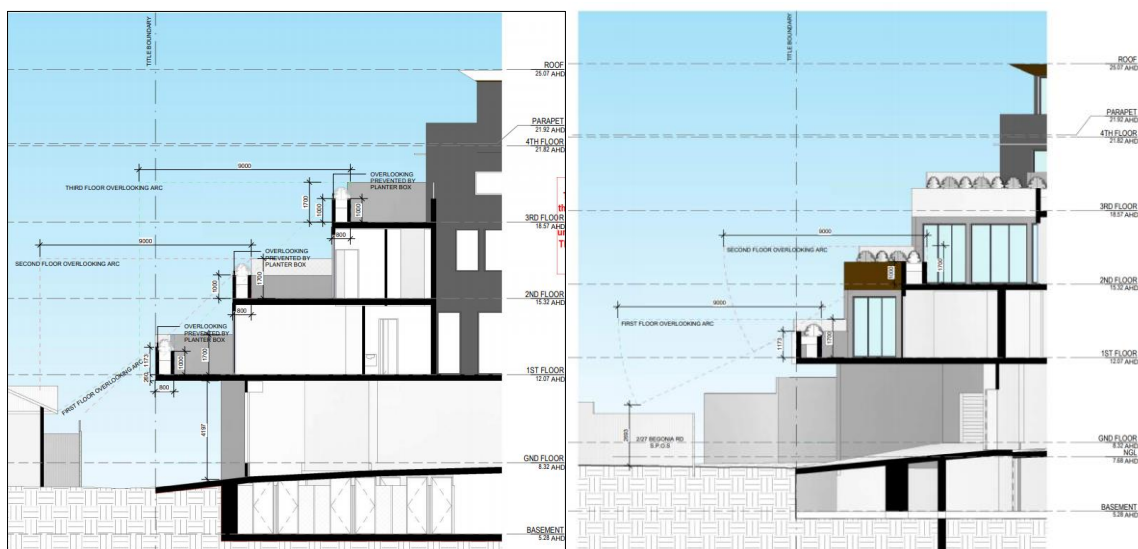


Figure 3 and 4 – Sections demonstrating overlooking

Overshadowing

Potential overshadowing impacts are limited to the dwellings located to the south of the subject site at Unit's 1 and 2, 27 Begonia Road. The shadow diagrams demonstrate that there will be no additional shadowing to the habitable room windows or secluded private open space of either dwelling, as the proposed shadow falls within existing shadows already cast.

Additionally, solar panels located on the roof on adjoining property at No.109 Gardenvale Road will be partially affected by the proposal. However, the shadows are contained to the late afternoon, which is considered acceptable given the context of a commercial centre.

Car parking and traffic

Nine residential car parking spaces are provided within the basement accessible via a car lift.

Two residential car parking spaces and two commercial spaces (one accessible) are provided on the ground floor level, accessed via the laneway.

As the site is within 400 metres of the Principal Public Transport Network, visitor parking is not required under Clause 52.06 of the Scheme. In addition, bicycle facilities have been provided on site (16 within the basement and two visitor spaces near the entry at ground level), which comfortably exceeds the 4 required by Clause 52.34 of the Scheme.

Council's Traffic Engineers have identified that the basement ramp, car lift and car park layout is generally satisfactory with some modifications required to the design of the basement access way and car park. The changes are recommended to be addressed by conditions of permit.

A Car Parking Demand Assessment as required by Clause 52.06 of the Scheme was provided and prepared by a suitably qualified traffic engineer, which assessed the car parking demand, availability within the centre and was reviewed by Council's Traffic Engineers.

Council's Traffic Engineers concur with the assessment provided in the report that the reduction of three car parking spaces associated with the office is appropriate. Ensuring appropriate safe vehicle and pedestrian movements will be addressed within the Car lift management plan/warning system which is recommended as a condition.

Bicycle Parking and End of Trip Facilities

16 bicycle spaces within the basement and two bicycle spaces within the lobby on the ground floor will provide a level of bicycle parking in excess of the requirements of the Scheme. Additionally, end of trip facilities including a shower and change room have also been provided for the office use which supports active travel options.

Management plan requirements

A Waste Management Plan (WMP) has already been submitted and reviewed by Council's Waste Department. Private waste collection has been identified for this development, which is considered appropriate. No changes are required to the WMP, but it is recommended that this be endorsed as part of the permit.

A Construction Management Plan (CMP) is required. Conditions have been included outlining the requirements of a CMP.

In line with the requirement of Council's Traffic Engineer, a requirement for a Car Lift System Management Plan has been included in the recommended conditions of permit.

Objector concerns

Concerns raised by the objectors are acknowledged within the report. Issues dealing with overshadowing, overlooking, neighbourhood character and massing and visual bulk have been discussed in the preceding sections.

An overarching concern which was raised in most objections is that the proposal is considered to be an overdevelopment of the land in terms of height and issues with the car parking reduction required and the impacts on the existing road network. A discussion around the policy and zoning context of the land is above which demonstrates that this is an

appropriate outcome envisaged by the zoning of the land and the emerging context of the area.

The proposal is considered to provide a suitable transition of built form to the properties within the Neighbourhood Residential Zone located at the rear (south) of the site, through providing suitable separation on the upper levels to reduce building bulk and visual privacy (discussed above). The setbacks provide a 6m wide laneway at ground level. Whilst the applicant proposes balconies within these setbacks, the balconies are unroofed and provide for appropriate visual privacy as they incorporate planter boxes to mitigate direct views to secluded private open space to the south.

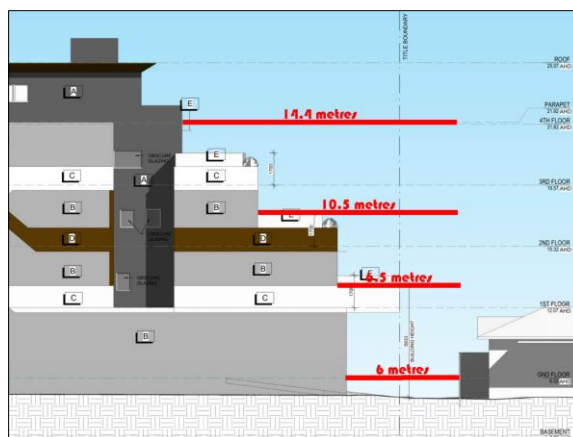


Figure 5 – West elevation showing rear setbacks

An objection was received with regard to the proposal failing to provide equitable development opportunities for the directly adjoining property to the east due to the proposed light-wells located along the sides of the building and the upper storey 1.5m setback being inadequate.

As discussed above within the height scale and massing section of the report, it is recommended to increase the size of the light wells to 3m by 3m to improve the internal amenity of the bedrooms that face directly on to them, whilst this will also improve the equitable development opportunities of the adjoining lots. In respect to the 1.5m setback for the top floor to the eastern boundary, it is noted that the development only contains non-habitable rooms and spaces along this interface which is not considered to prejudice the development potential of the sites to the east.

FINANCIAL, RESOURCE AND ASSET MANAGEMENT IMPLICATIONS

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

POLICY AND LEGISLATIVE IMPLICATIONS

All matter required at Section 60 of the *Planning and Environment Act 1987* have been taken into consideration as part of the assessment of this application.

LINK TO COUNCIL AND COMMUNITY PLAN

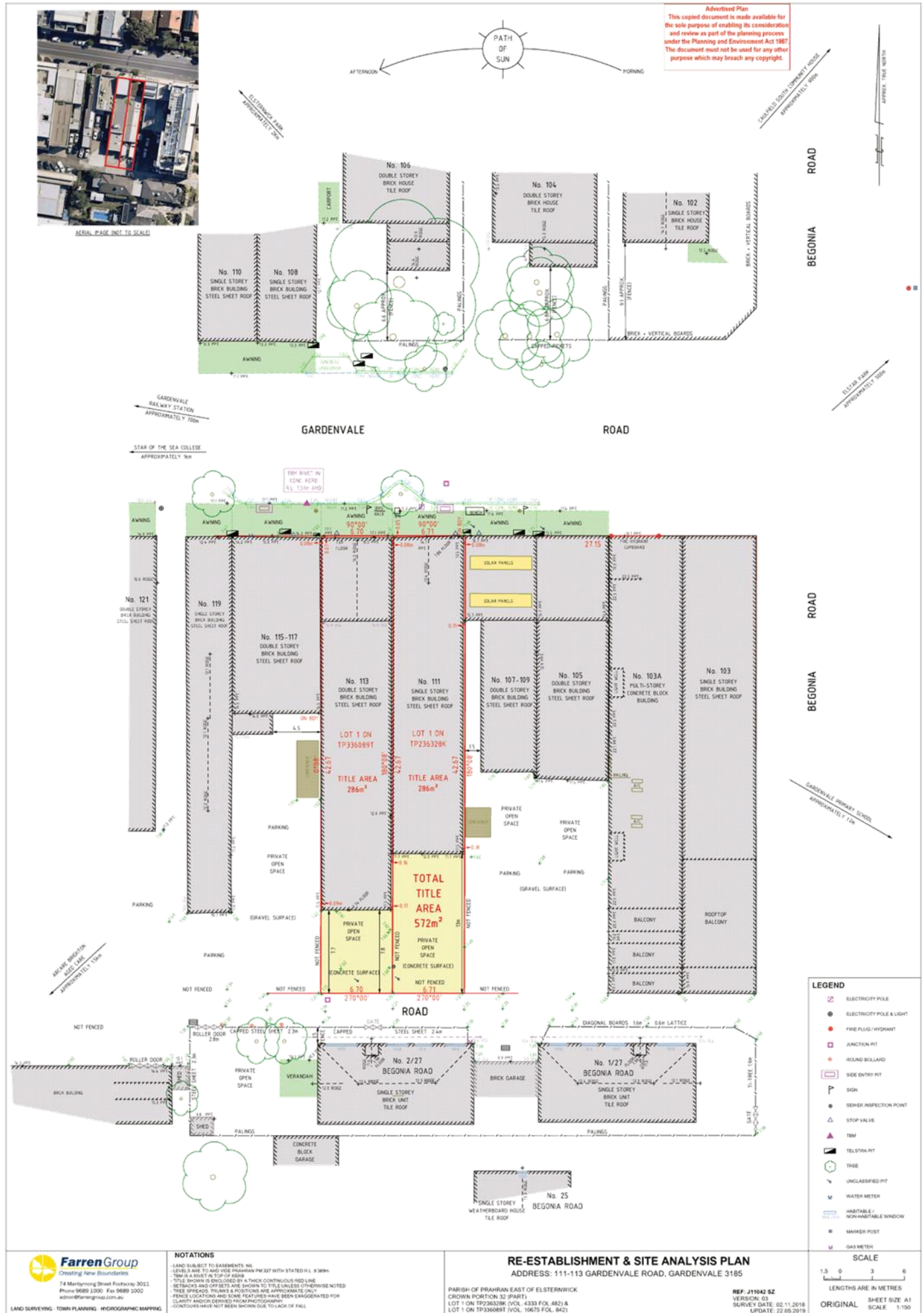
Theme One: Liveable and Well Designed
A well planned City that is a great place to live.

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.





111-113 GARDENVALE RD, GARDENVALE

AREA SCHEDULE

SITE: 572m²

BASEMENT: 444m²

9 RESIDENTIAL CAR SPACES
BINS STORE
BICYCLE RACKS (11 HORIZONTAL, 5 VERTICAL)
STORAGE CAGES

GROUND:

COMMERCIAL: 194m²
2 RESIDENTIAL CAR SPACES
2 COMMERCIAL CAR SPACES (INCL. 1 x DDA)

FIRST:

UNIT	BEDS	AREA	POS
UNIT 101	2 BEDS	109m ²	POS: 13m ²
UNIT 102	2 BEDS	113m ²	POS: 13m ²
UNIT 103	2 BEDS	98m ²	POS: 17m ²
UNIT 104	2 BEDS	102m ²	POS: 17m ²

SECOND:

UNIT	BEDS	AREA	POS
UNIT 201	2 BEDS	115m ²	POS: 13m ²
UNIT 202	2 BEDS	119m ²	POS: 13m ²
UNIT 203	2 BEDS	133m ²	POS: 47m ²

THIRD:

UNIT	BEDS	AREA	POS
UNIT 301	2 BEDS	144m ²	POS: 24m ² + 23m ²
UNIT 302	2 BEDS	144m ²	POS: 25m ² + 23m ²

FOURTH:

UNIT	BEDS	AREA	POS
UNIT 401	3 BEDS	197m ²	POS: 54m ² + 22m ²

DRAWINGS

TP00	COVER PAGE
TP01	SITE ANALYSIS
TP02	DESIGN RESPONSE
TP03	BASEMENT
TP04	GROUND FLOOR PLAN
TP05	FIRST FLOOR PLAN
TP06	SECOND FLOOR PLAN
TP07	THIRD FLOOR PLAN
TP08	FOURTH FLOOR PLAN
TP09	ELEVATIONS
TP10	ELEVATIONS
TP10.5	ELEVATIONS
TP11	SHADOW DIAGRAMS - 9AM
TP12	SHADOW DIAGRAMS - 10AM
TP13	SHADOW DIAGRAMS - 11AM
TP14	SHADOW DIAGRAMS - 12PM
TP15	SHADOW DIAGRAMS - 1PM
TP16	SHADOW DIAGRAMS - 2PM
TP17	SHADOW DIAGRAMS - 3PM
TP18	UNIT 101 & UNIT 102
TP19	UNIT 103 & UNIT 104
TP20	UNIT 201 & UNIT 202
TP21	UNIT 203
TP22	UNIT 301 & 302
TP23	UNIT 401

TOWN PLANNING

#	AMENDMENT	DATE
D	TOWN PLANNING SUBMISSION	02/04/2019
F	DISCUSSION PLANS	24/06/2019
G	REV: RESPONSE	12/08/2019

Advised Plan
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PROJECT:
Gaspare Sirinani
MIXED USE DEVELOPMENT
111-113 GARDENVALE RD, GARDENVALE

DRAWING:
COVER PAGE

Contractors must verify all dimensions on site before commencing any work or preparing shop drawings.
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CREATION DATE:

04/04/13

JOB NO:

18-045

SCALE:

1:1

AUTHOR:

Author



Finnis Architects

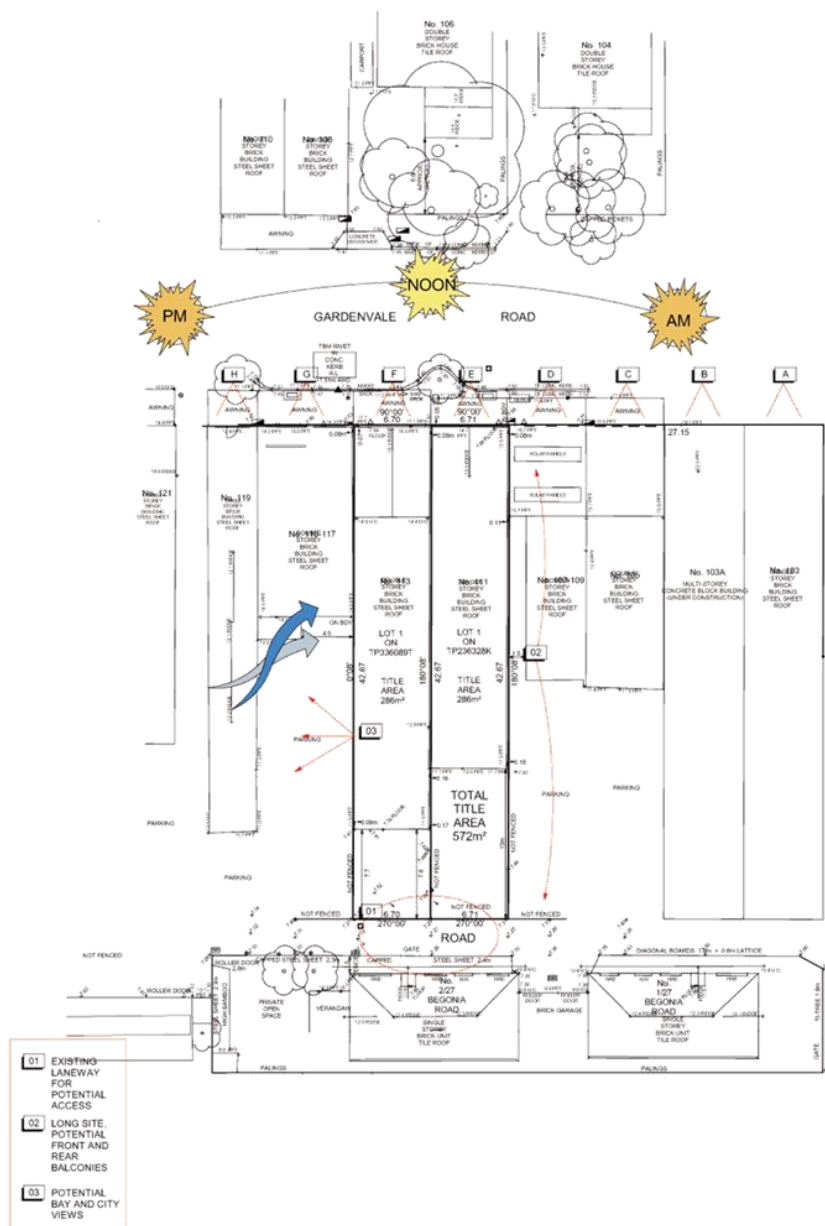
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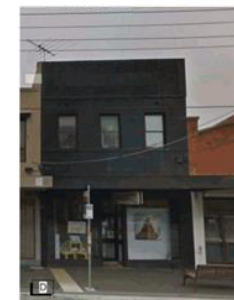
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REV:

G



BEGONIA ROAD
BEGONIA ROAD
BEGONIA ROAD



TOWN PLANNING

#	AMENDMENT	DATE
D	TOWN PLANNING SUBMISSION	02/04/2019
F	DISCUSSION PLANS	24/06/2019

Advised Plan
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PROJECT:
Gaspare Sirianni
MIXED USE DEVELOPMENT
111-113 GARDENVALE RD, GARDENVALE

DRAWING:
SITE ANALYSIS

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CREATION DATE:

12/18/18

JOB NO:

18-045

SCALE:

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AUTHOR:

Author



Finnis Architects

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DRAWING NO:

TP01

REV:

F

TOWN PLANNING

#	AMENDMENT	DATE
D	TOWN PLANNING SUBMISSION	02/04/2019
F	DISCUSSION PLANS	24/06/2019
G	#F1 RESPONSE	12/08/2019

Advertised Plan
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PROJECT:
 Gaspare Sirianni
 MIXED USE DEVELOPMENT
 111-113 GARDENVALE RD, GARDENVALE

DRAWING:
 DESIGN RESPONSE

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CREATION DATE:

11/23/18

JOB NO:

18-045

SCALE:

1/4" = 1'-0"

AUTHOR:

Author



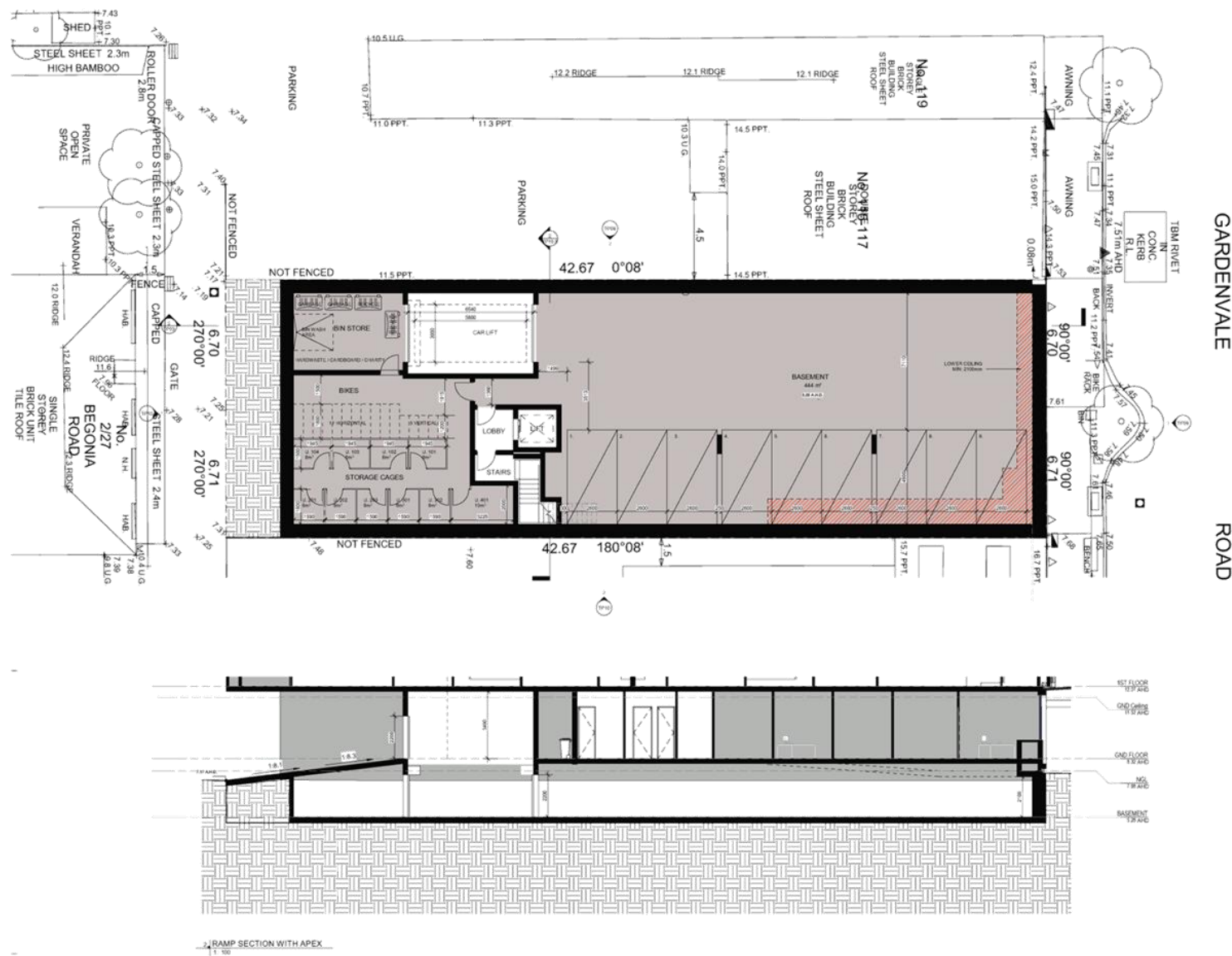
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 72 BRIDPORT STREET, ABERNETHY PARK 3206
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DRAWING NO:

TP02

REV:

G



TOWN PLANNING

#	AMENDMENT	DATE
A	MELBOURNE WATER RESPONSE	11/01/2017
B	CAR LIFT	12/02/2017
C	CARPARK STORAGE/SPACE AMENDMENTS	19/02/2017
D	TOWN PLANNING SUBMISSION	02/04/2017
E	PRELIM RFI FOR COMMENT	17/06/2017
F	DISCUSSION PLANS	24/06/2017
G	RFI RESPONSE	12/08/2017

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PROJECT:
Gaspare Sirianni
MIXED USE DEVELOPMENT
111-113 GARDENVALE RD. GARDENVALE

DRAWING:
BASEMENT

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CREATION DATE:

MAY 2018

JOB NO:

10.215

18-045
Scales:

2000年12月

1 : 100

AUTHOR:
2014

DYN

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Architects

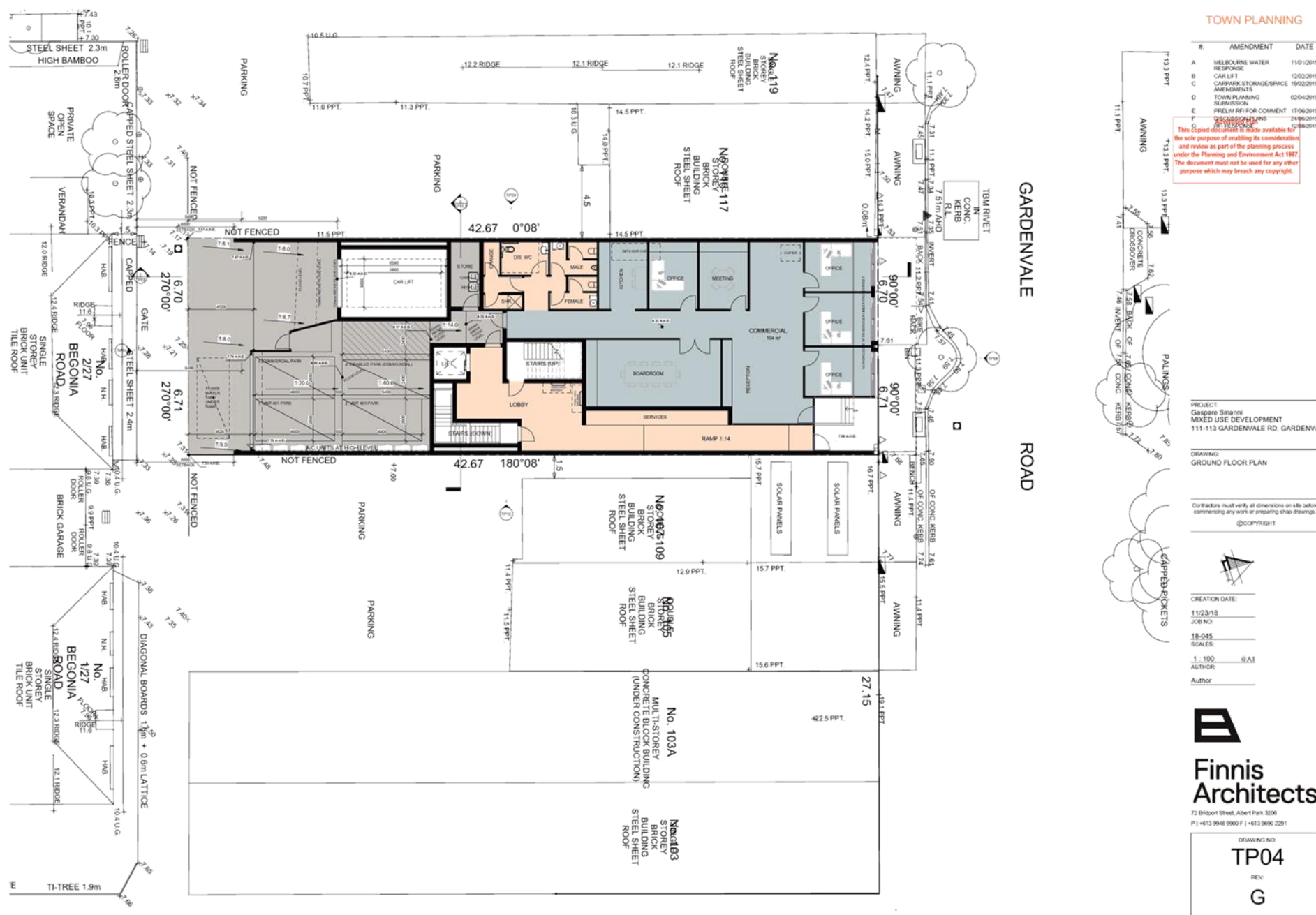
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TP03

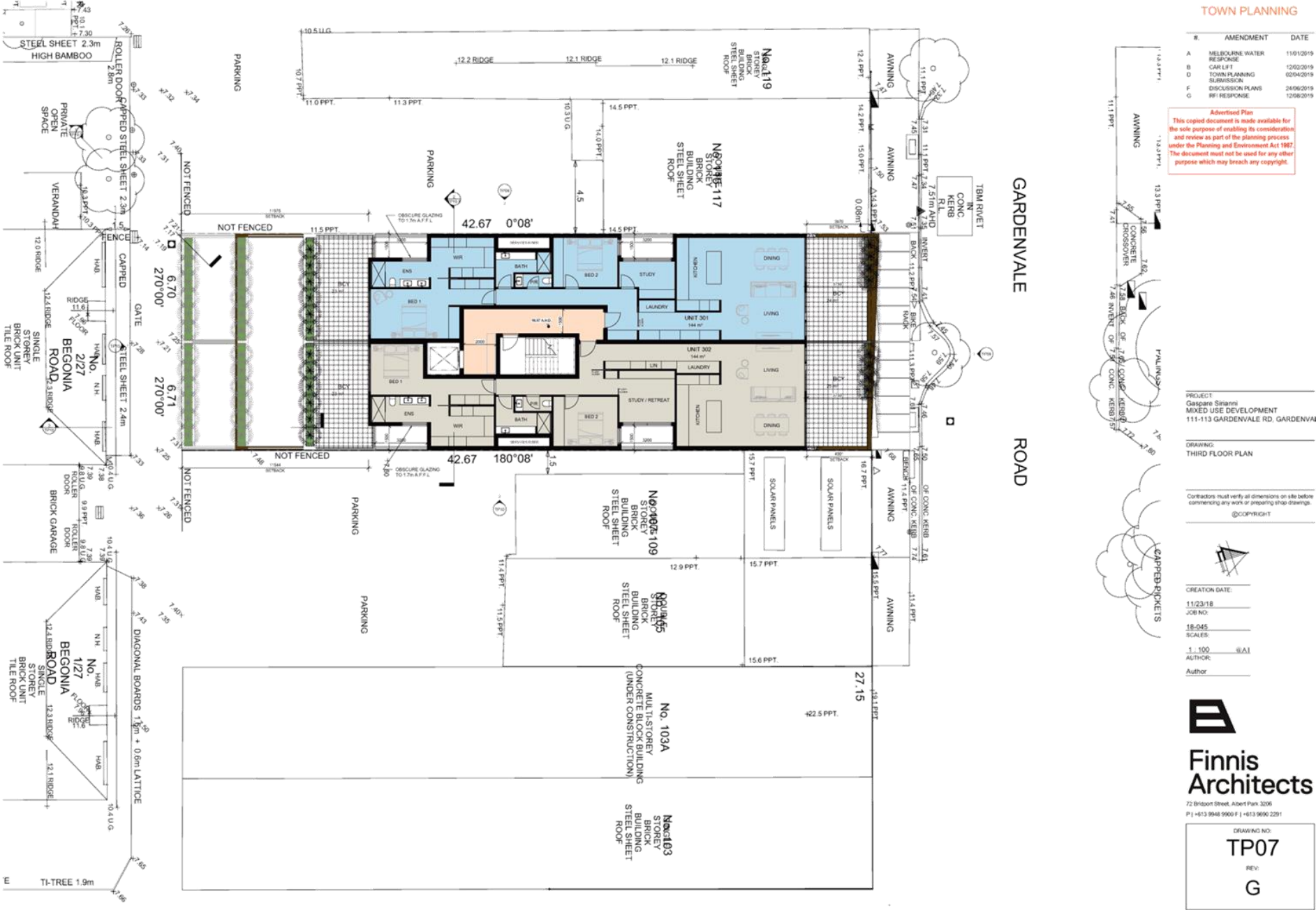
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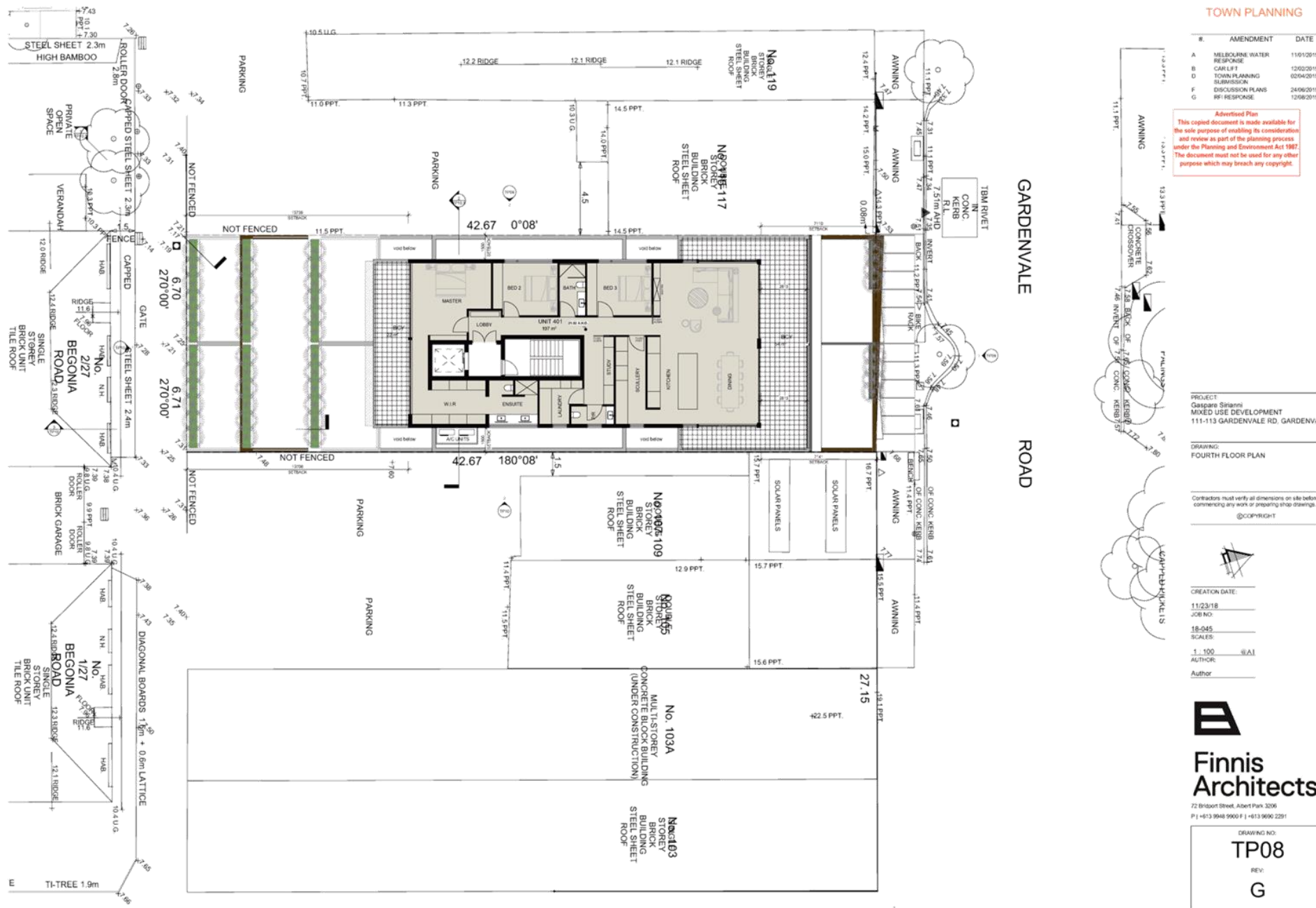
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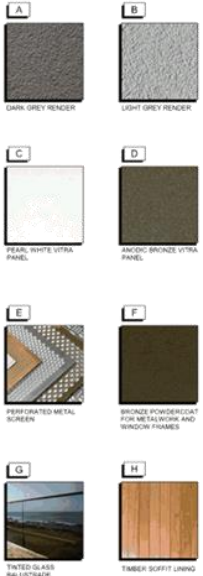
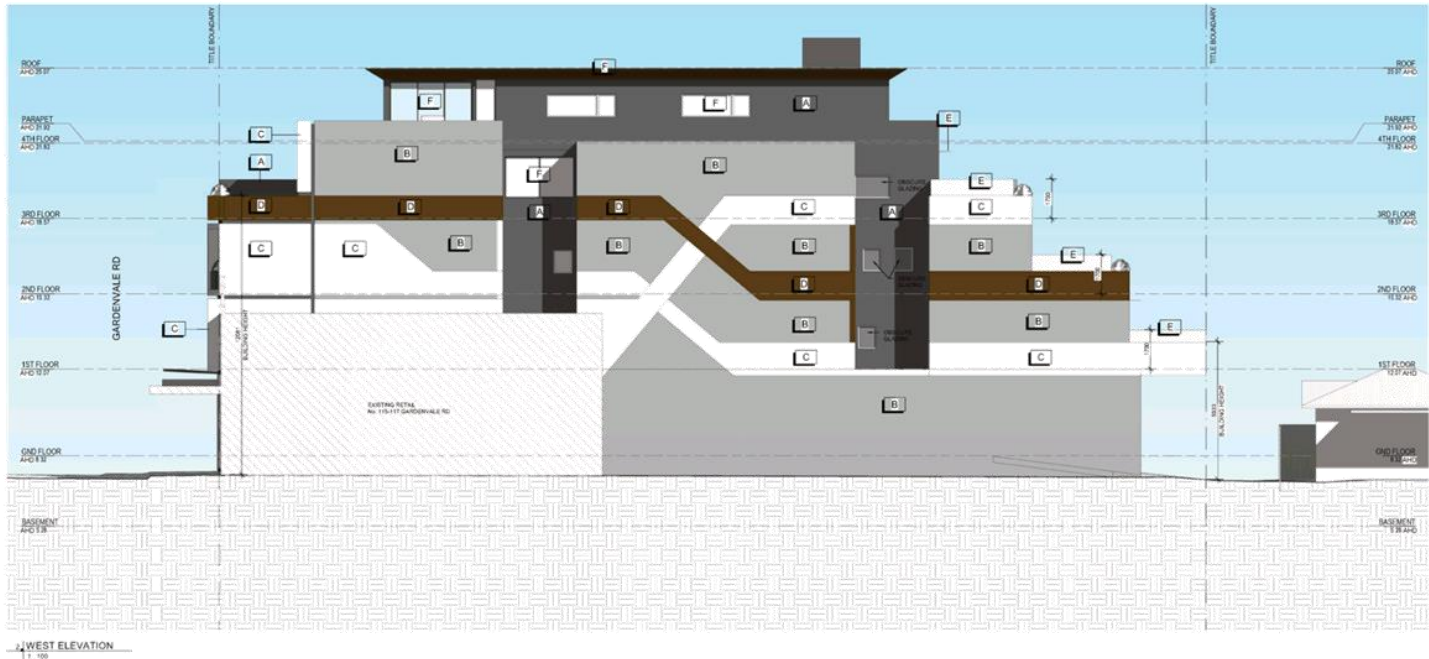












TOWN PLANNING

#	AMENDMENT	DATE
D	TOWN PLANNING SUBMISSION	02/04/2019
F	DISCUSSION PLANS	24/06/2019
G	RFI RESPONSE	12/08/2019

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PROJECT:
Gaspare Sirianni
MIXED USE DEVELOPMENT
111-113 GARDENVALE RD, GARDENVALE

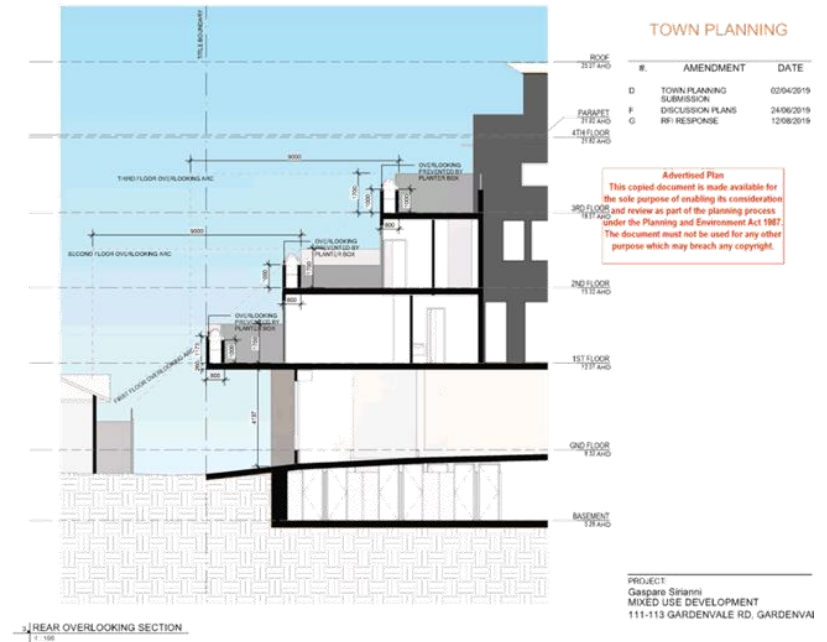
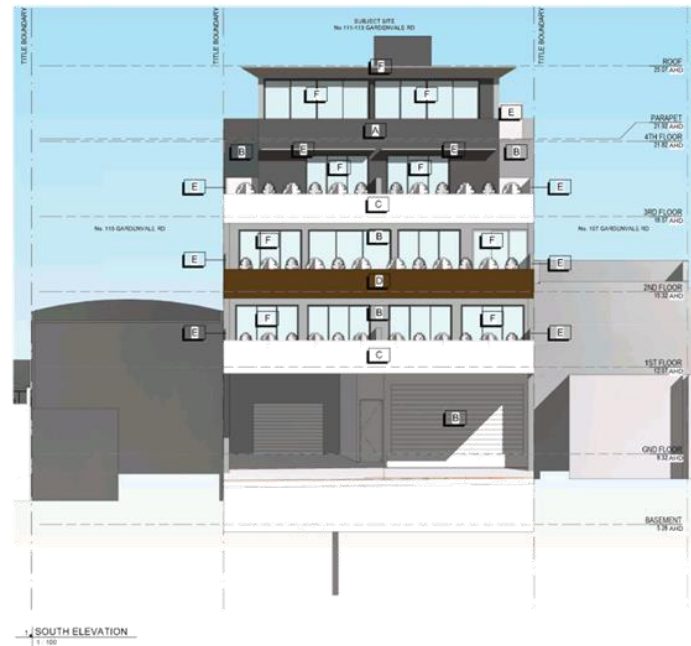
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ELEVATIONS

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JOB NO:
18-045
SCALE:
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DRAWING NO:
TP09
REV:
G



TOWN PLANNING

#	AMENDMENT	DATE
D	TOWN PLANNING SUBMISSION	02/04/2019
F	DISCUSSION PLANS	24/06/2019
G	R61 RESPONSE	12/08/2019

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PROJECT:
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MIXED USE DEVELOPMENT
111-113 GARDENVALE RD, GARDENVALE

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ELEVATIONS

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JOB NO:

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SCALE:

As indicated

AUTHOR:

Author



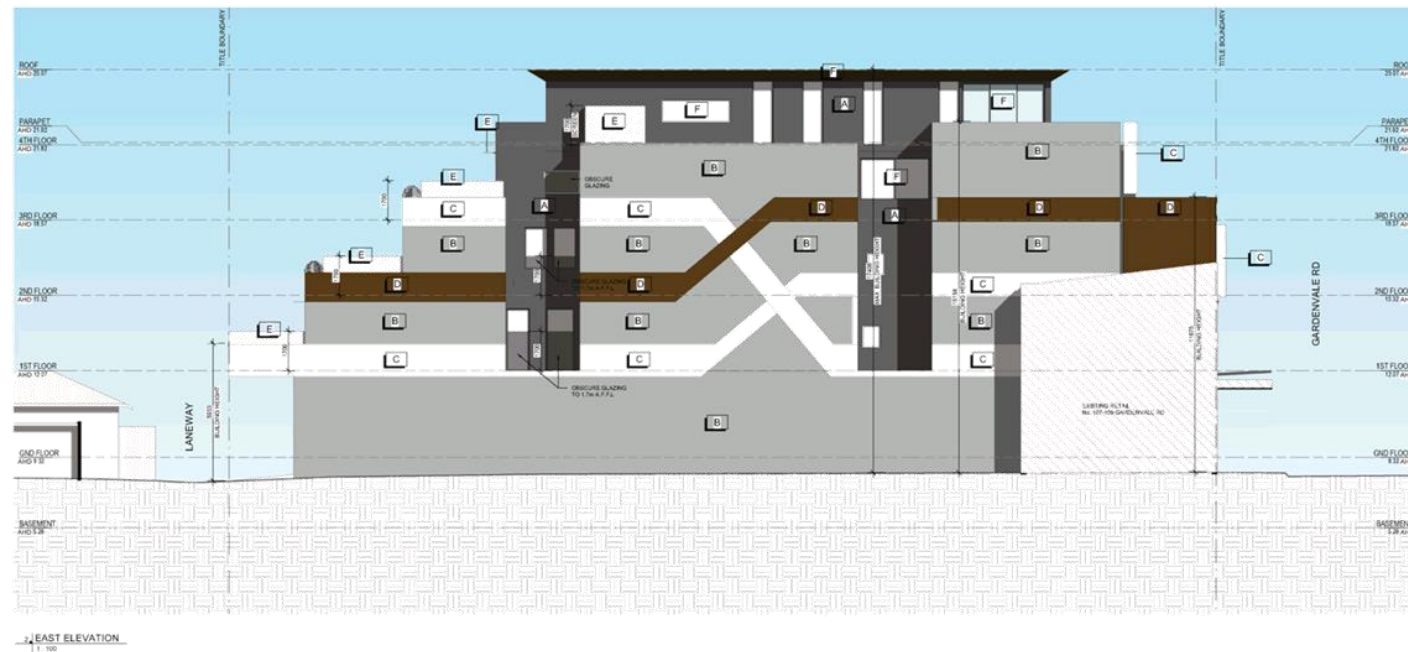
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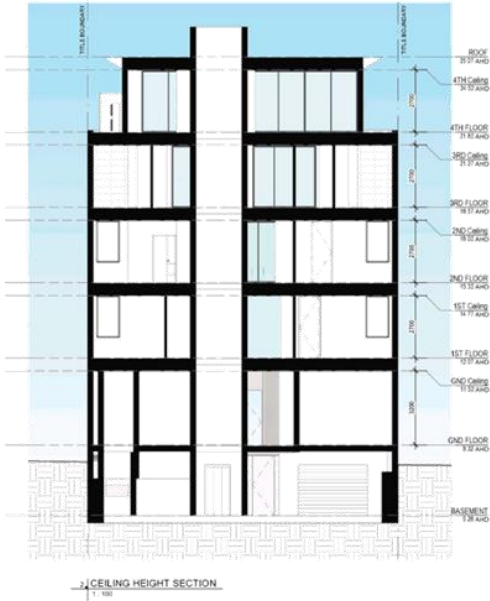
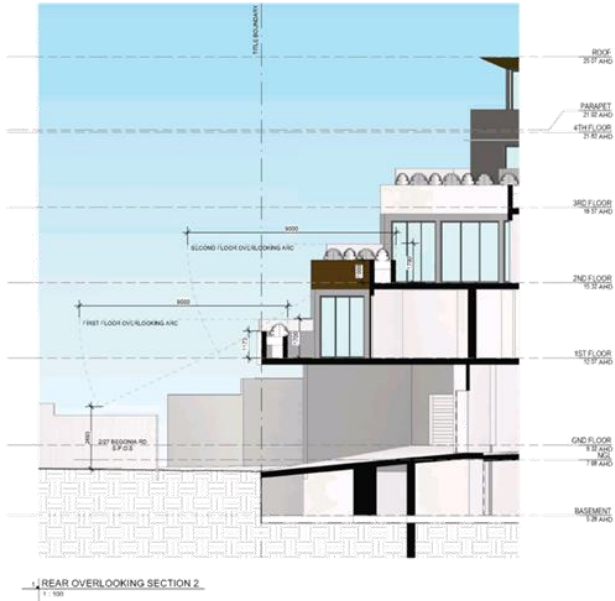
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TP10

REV:

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TOWN PLANNING

#	AMENDMENT	DATE
G	RP1 RESPONSE	12/08/2019

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PROJECT:
Gaspare Sirianni
MIXED USE DEVELOPMENT
111-113 GARDENVALE RD, GARDENVALE

DRAWING:
ELEVATIONS

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JOB NO:

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AUTHOR:

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DRAWING NO:
TP10.5
REV:
G

TOWN PLANNING

#	AMENDMENT	DATE
A	MELBOURNE WATER RESPONSE	11/01/2019
D	TOWN PLANNING SUBMISSION	02/04/2019
F	DISCUSSION PLANS	24/06/2019
G	RP1 RESPONSE	12/08/2019

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Gaspare Sirinani
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111-113 GARDENVALE RD, GARDENVALE

DRAWING:
SHADOW DIAGRAMS - 9AM

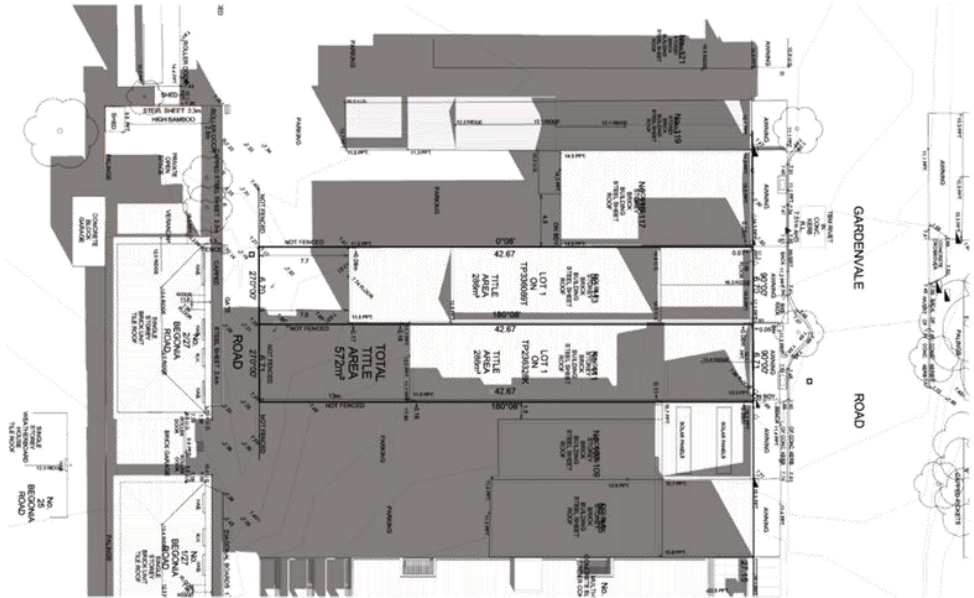
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DRAWING NO:
TP11
REV:
G



9AM SHADOWS ON 2/27 BEGONIA RD P.O.S.
P.O.S. - 93m²
EXISTING SHADOW - 49m²
PROPOSED SHADOW - 49m²
NO CHANGE

TOWN PLANNING

#	AMENDMENT	DATE
F	DISCUSSION PLANS	24/09/2019
G	RS-1 RESPONSE	12/08/2019

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PROJECT:
Gaspare Sirinani
MIXED USE DEVELOPMENT
111-113 GARDENVALE RD, GARDENVALE

DRAWING:
SHADOW DIAGRAMS - 10AM

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SCALE:
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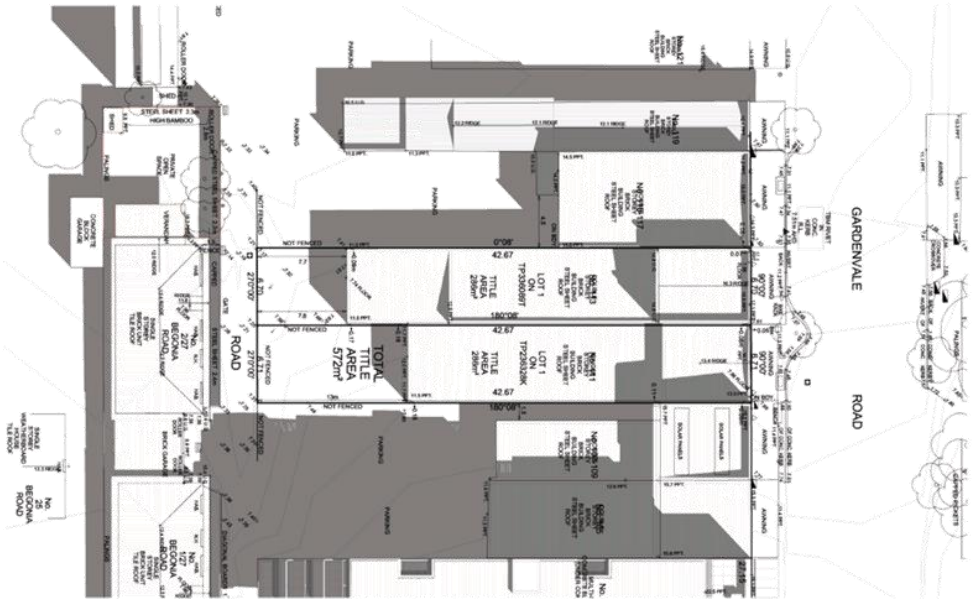
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DRAWING NO:

TP12

REV:

G



EXISTING SHADOWS 10AM



PROPOSED SHADOWS 10AM

10AM SHADOWS ON 2/27 BEGONIA RD P.O.S.
P.O.S. - 93m²
EXISTING SHADOW - 36m²
PROPOSED SHADOW - 36m²
NO CHANGE

TOWN PLANNING

#	AMENDMENT	DATE
F	DISCUSSION PLANS	24/09/2019
G	RS-1 RESPONSE	12/08/2019

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PROJECT:
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MIXED USE DEVELOPMENT
111-113 GARDENVALE RD, GARDENVALE

DRAWING:
SHADOW DIAGRAMS - 11AM

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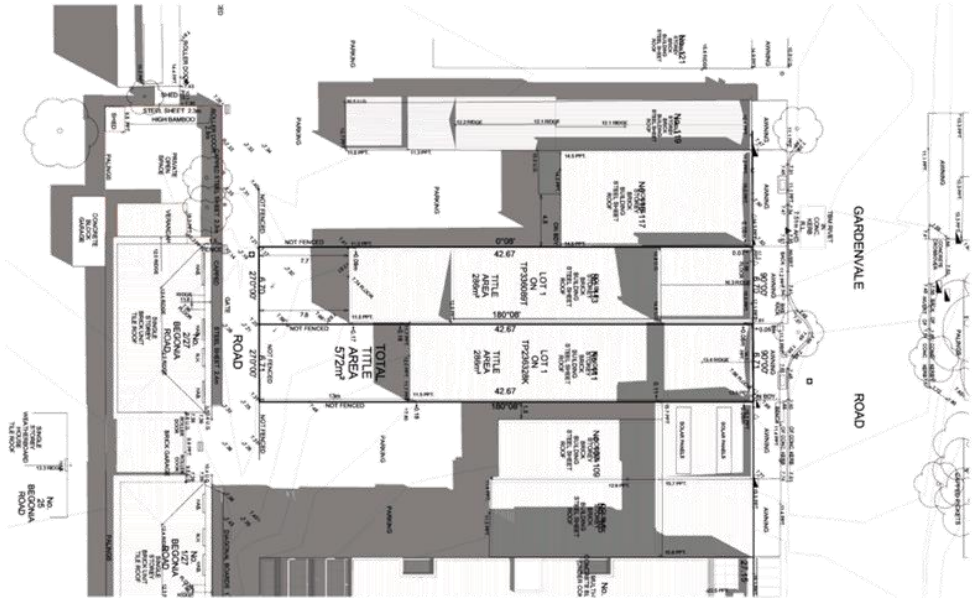
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DRAWING NO:

TP13

REV:

G



1. EXISTING SHADOWS 11AM



2. PROPOSED SHADOWS 11AM

11AM SHADOWS ON 2/27 BEGONIA RD P.O.S.
P.O.S. - 93m²
EXISTING SHADOW - 30m²
PROPOSED SHADOW - 30m²
NO CHANGE

TOWN PLANNING

#	AMENDMENT	DATE
D	TOWN PLANNING SUBMISSION	02/04/2019
F	DISCUSSION PLANS	24/06/2019
G	R61 RESPONSE	12/08/2019

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PROJECT:
Gaspare Sirinani
MIXED USE DEVELOPMENT
111-113 GARDENVALE RD, GARDENVALE

DRAWING:
SHADOW DIAGRAMS - 12PM

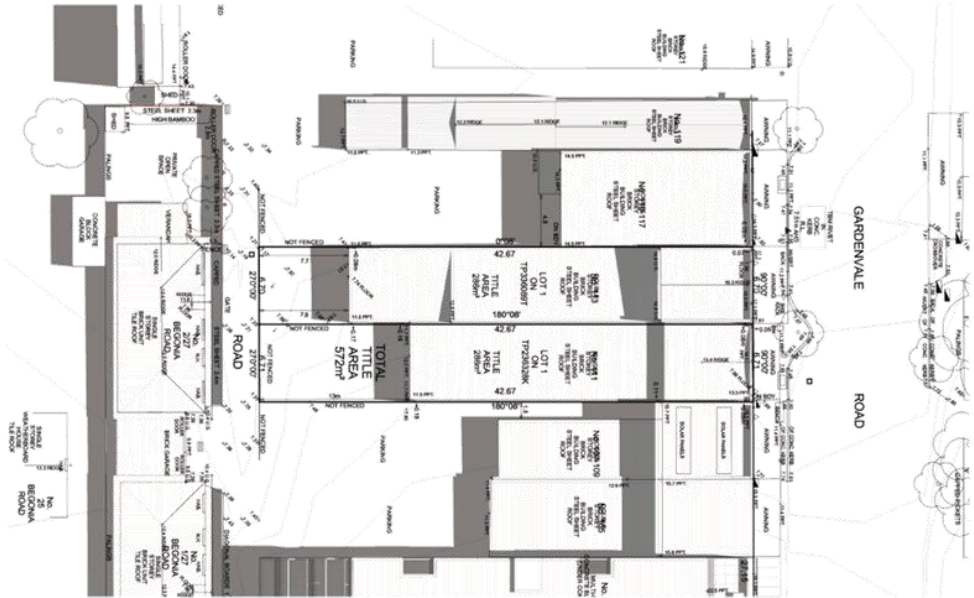
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DRAWING NO:
TP14
REV:
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TOWN PLANNING

#	AMENDMENT	DATE
F	DISCUSSION PLANS	24/09/2019
G	RE-RESPONSE	12/08/2019

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PROJECT:
Gaspare Sirinani
MIXED USE DEVELOPMENT
111-113 GARDENVALE RD, GARDENVALE

DRAWING:
SHADOW DIAGRAMS - 1PM

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TP15
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TOWN PLANNING

#	AMENDMENT	DATE
F	DISCUSSION PLANS	24/09/2019
G	RS1 RESPONSE	12/08/2019

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PROJECT:
Gaspare Sirinani
MIXED USE DEVELOPMENT
111-113 GARDENVALE RD, GARDENVALE

DRAWING:
SHADOW DIAGRAMS - 2PM

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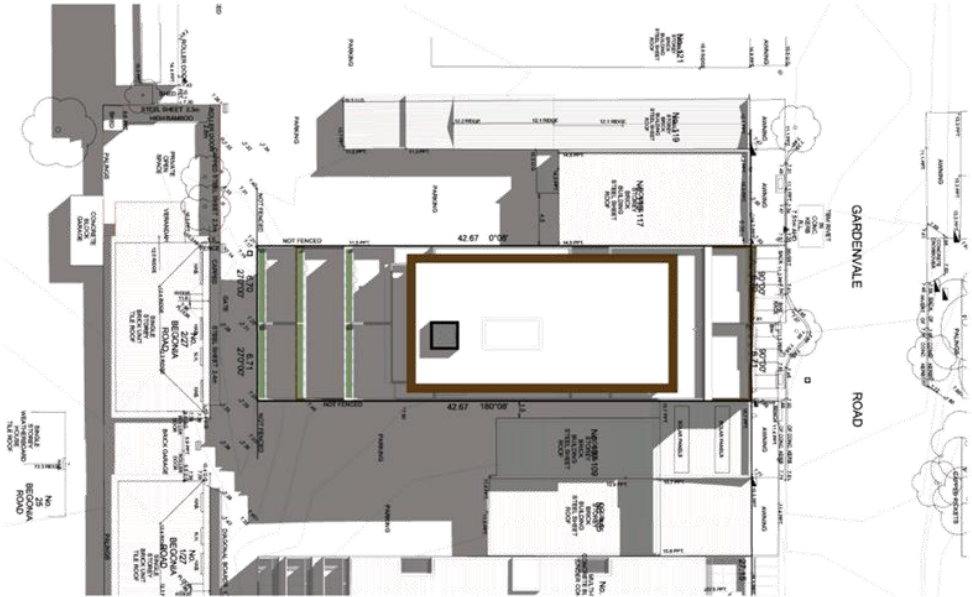
CREATION DATE:
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JOB NO:
18-045
SCALE:
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AUTHOR:
Author

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DRAWING NO:
TP16
REV:
G



1. EXISTING SHADOWS 2PM



2. PROPOSED SHADOWS 2PM

2PM SHADOWS ON 2/27 BEGONIA RD P.O.S.
P.O.S. - 93m²
EXISTING SHADOW - 35m²
PROPOSED SHADOW - 35m²
NO CHANGE

TOWN PLANNING

#	AMENDMENT	DATE
D	TOWN PLANNING SUBMISSION	02/04/2019
F	DISCUSSION PLANS	24/06/2019
G	RP RESPONSE	12/08/2019
H	COUNCIL UPDATES	17/09/2019

Advised Plan
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PROJECT:
Gaspare Sirinani
MIXED USE DEVELOPMENT
111-113 GARDENVALE RD, GARDENVALE

DRAWING:
SHADOW DIAGRAMS - 3PM

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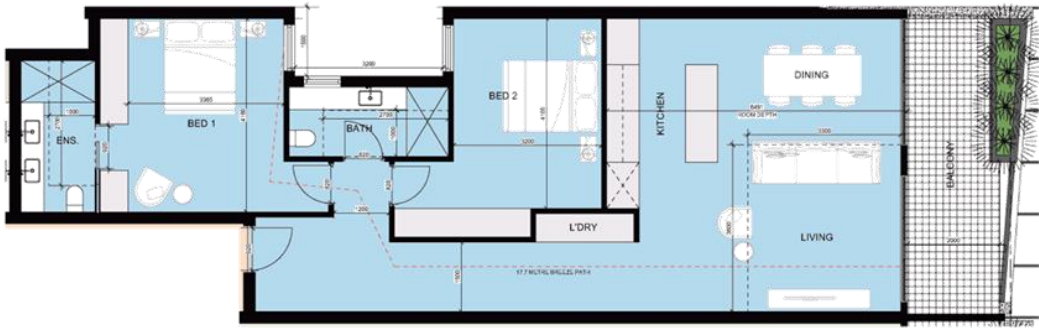
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TP17
REV:
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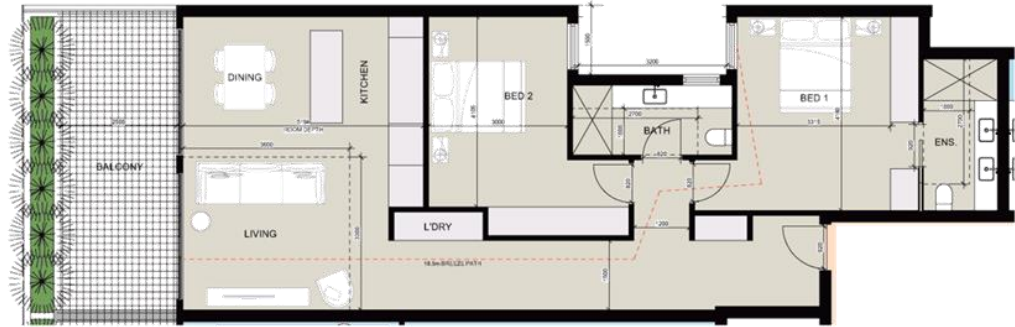
TOWN PLANNING

#	AMENDMENT	DATE
G	RP1 RESPONSE	12/09/2019
H	COUNCIL UPDATES	17/09/2019



TOWN PLANNING

#	AMENDMENT	DATE
G	RFP RESPONSE	12/09/2019
H	COUNCIL UPDATES	17/09/2019

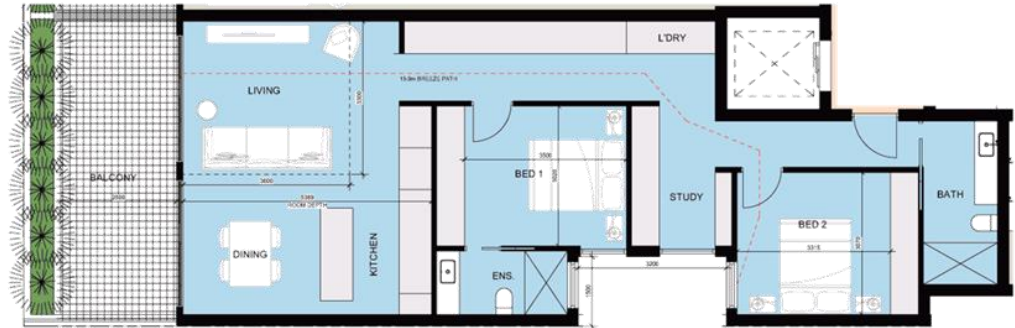


UNIT 104 (ACCESSIBLE - DESIGN OPTION B)

STANDARD	COMPLIES
D17 ACCESSIBILITY	YES
D19 PRIVATE OPEN SPACE	YES
D20 STORAGE	YES
D24 FUNCTIONAL LAYOUT	YES
D25 ROOM DEPTH	YES
D26 WINDOWS	YES
D27 NATURAL VENTILATION	YES

INT: 21m³ EXT: 6m³

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UNIT 103

STANDARD	COMPLIES
D17 ACCESSIBILITY	NO
D19 PRIVATE OPEN SPACE	YES
D20 STORAGE	YES
D24 FUNCTIONAL LAYOUT	YES
D25 ROOM DEPTH	YES
D26 WINDOWS	YES
D27 NATURAL VENTILATION	YES

INT: 31m³ EXT: 6m³

PROJECT:
Gaspare Sirianni
MIXED USE DEVELOPMENT
111-113 GARDENVALE RD, GARDENVALE

DRAWING:
UNIT 103 & UNIT 104

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CREATION DATE:

08/12/19

JOB NO:

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AUTHOR:

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DRAWING NO:
TP19
REV:
H

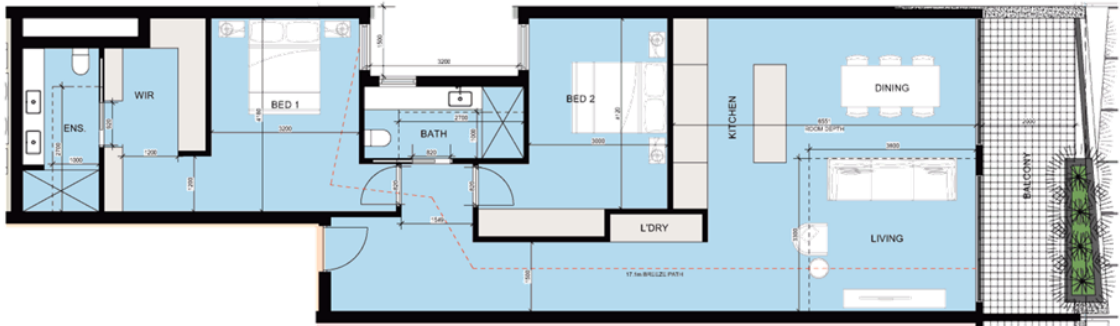
TOWN PLANNING

#	AMENDMENT	DATE
G	RP: RESPONSE	12/08/2019
H	COUNCIL UPDATES	17/09/2019

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STANDARD	COMPLIES
D17 ACCESSIBILITY	YES
D19 PRIVATE OPEN SPACE	YES
D20 STORAGE	YES
D24 FUNCTIONAL LAYOUT	YES
D25 ROOM DEPTH	YES
D26 WINDOWS	YES
D27 NATURAL VENTILATION	YES

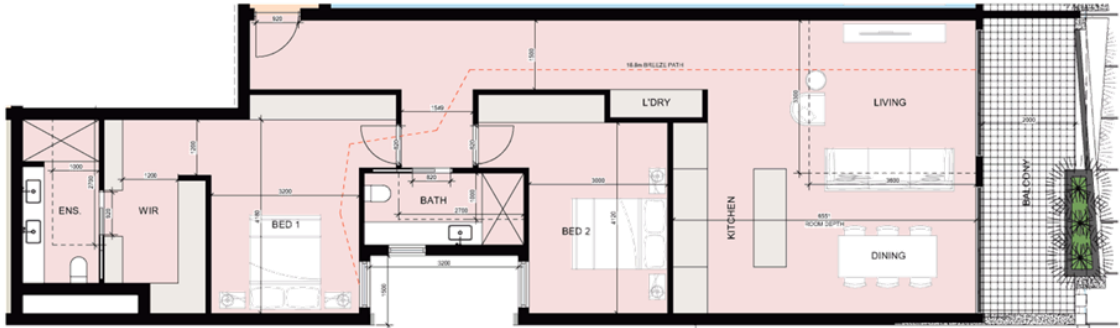
INT: 22m³ EXT: 6m³



UNIT 201 (ACCESSIBLE - DESIGN OPTION B)

STANDARD	COMPLIES
D17 ACCESSIBILITY	YES
D19 PRIVATE OPEN SPACE	YES
D20 STORAGE	YES
D24 FUNCTIONAL LAYOUT	YES
D25 ROOM DEPTH	YES
D26 WINDOWS	YES
D27 NATURAL VENTILATION	YES

INT: 26m³ EXT: 6m³



UNIT 202 (ACCESSIBLE - DESIGN OPTION B)

PROJECT:
Gaspare Sirianni
MIXED USE DEVELOPMENT
111-113 GARDENVALE RD, GARDENVALE

DRAWING:
UNIT 201 & UNIT 202

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JOB NO:

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AUTHOR:

Author



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DRAWING NO:
TP20
REV:
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TOWN PLANNING

#	AMENDMENT	DATE
G	RFP RESPONSE	12/09/2019
H	COUNCIL UPDATES	17/09/2019



STANDARD	COMPLIES
D17 ACCESSIBILITY	NO
D19 PRIVATE OPEN SPACE	YES
D20 STORAGE	YES
D24 FUNCTIONAL LAYOUT	YES
D25 ROOM DEPTH	YES
D26 WINDOWS	YES
D27 NATURAL VENTILATION	YES

INT. 28m³ EXT. 6m³

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PROJECT:
Gaspare Sirianni
MIXED USE DEVELOPMENT
111-113 GARDENVALE RD. GARDENVALE

DRAWING:
UNIT 203

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JOB NO:

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TP21

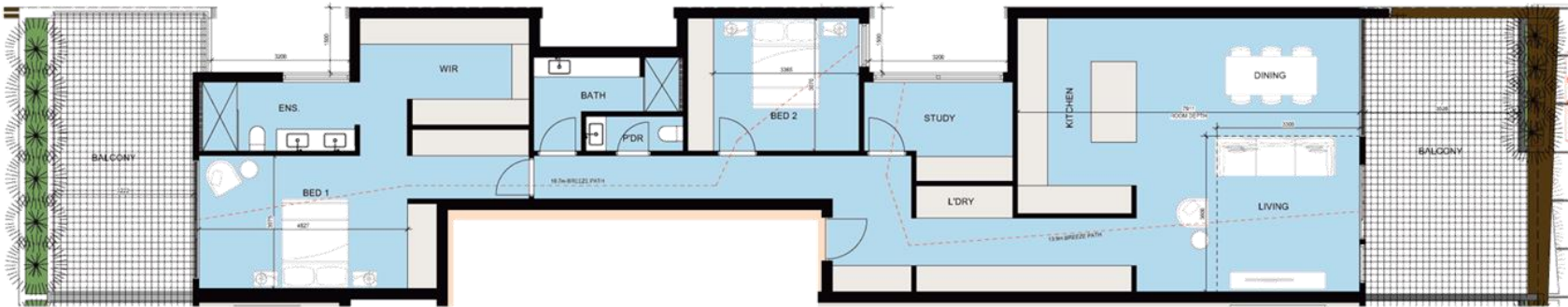
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TOWN PLANNING

#	AMENDMENT	DATE
G	RP1 RESPONSE	12/09/2019
H	COUNCIL UPDATES	17/09/2019

Advised Plan
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1 UNIT 301
1:50

STANDARD	COMPLIES
D17 ACCESSIBILITY	NO
D19 PRIVATE OPEN SPACE	YES
D20 STORAGE	YES
D24 FUNCTIONAL LAYOUT	YES
D25 ROOM DEPTH	YES
D26 WINDOWS	YES
D27 NATURAL VENTILATION	YES

INT: 46m³ EXT: 6m³

PROJECT:
Gaspare Siranni
MIXED USE DEVELOPMENT
111-113 GARDENVALE RD. GARDENVALE

DRAWING:
UNIT 301 & 302

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CREATION DATE:

08/12/19

JOB NO:

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SCALES:

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AUTHOR:

Author

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DRAWING NO:
TP22
REV:
H



2 UNIT 302
1:50

STANDARD	COMPLIES
D17 ACCESSIBILITY	NO
D19 PRIVATE OPEN SPACE	YES
D20 STORAGE	YES
D24 FUNCTIONAL LAYOUT	YES
D25 ROOM DEPTH	YES
D26 WINDOWS	YES
D27 NATURAL VENTILATION	YES

INT: 43m³ EXT: 6m³

TOWN PLANNING

#	AMENDMENT	DATE
G	RP1 RESPONSE	12/09/2019
H	COUNCIL UPDATES	17/09/2019

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UNIT 401
1:50

PROJECT:
Gaspare Sirianni
MIXED USE DEVELOPMENT
111-113 GARDENVALE RD, GARDENVALE

DRAWING:
UNIT 401

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CREATION DATE:

08/12/19

JOB NO:

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SCALE:

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AUTHOR:

Author

STANDARD	COMPLIES
D17 ACCESSIBILITY	NO
D19 PRIVATE OPEN SPACE	YES
D20 STORAGE	YES
D24 FUNCTIONAL LAYOUT	YES
D25 ROOM DEPTH	YES
D26 WINDOWS	YES
D27 NATURAL VENTILATION	YES

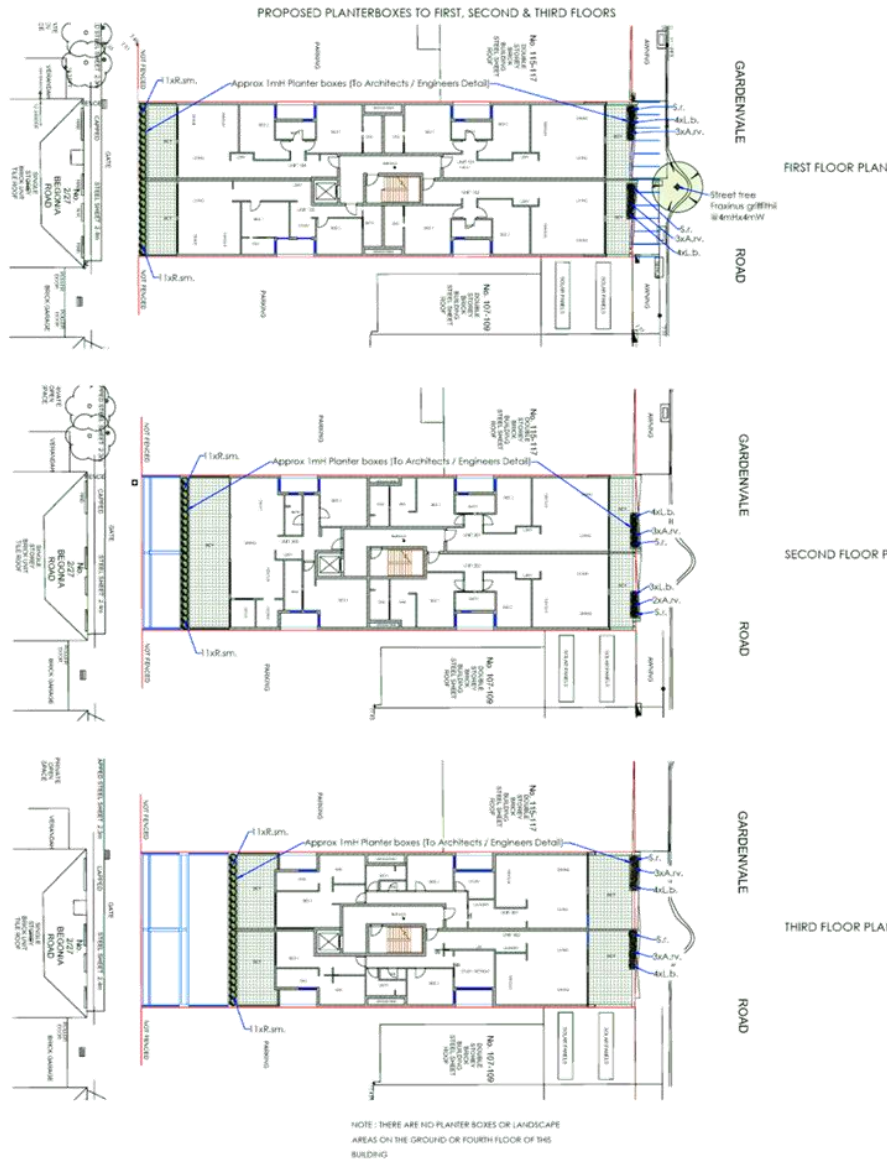
INT: 48m³ EXT: 6m³



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DRAWING NO:
TP23
REV:
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PLANT KEY

Code	Botanical Name	Common Name	Ht. x Width at Maturity	Pot Size / Painted Height	No. Req.
SHRUBS / GROUNDCOVERS					
L.b.	<i>Lotus berthelii</i>	Parrot Beak	0.2x1.2m	20cm	23
R.m.	<i>Raphiolepis 'Snow Angel'</i>	Snow Angel	0.6x0.6m*	25cm	66
ACCENT PLANTS					
A.v.	<i>Anigozanthus 'Regal Velvet'</i>	Regal Velvet	0.7x0.6m	20cm	17
S.	<i>Strelitzia reginae</i>	Bird of paradise	1x1.0m	30cm	6

*To be maintained at this height x width

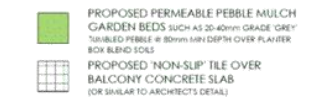
ESTABLISHMENT & MAINTENANCE NOTES

- 1 The site is to be cleared of all shrubs and bulbous plants.
- 2 All weed species on site shall be eradicated.
- 3 Lightweight Paver base material shall be incorporated into all paverbeds. All paverbeds have to be filled with 100mm of bedding paver base material to its specified depth (30mm G1, 30mm G2, 170mm B24).
- 4 Paving stones shall be true to type and there should be no alterations or substitution of nominated species or colours without the written consent of the Landscape Architect.
- 5 All ground stock to be replaced by Coloured Gully Grates and Gully and Gully base.
- 6 A planting must be undertaken in accordance with sound horticultural practices, with holes dug to twice the size of the root ball. Holes should be backfilled, to top of root ball. Avoid excessive compaction of soil.
- 7 All plants must be thoroughly hand watered just after planting.
- 8 All plants must be watered regularly, suitable for species (e.g. 100mm gully (one acre)), shall be applied at time of planting in accordance with manufacturer's recommended dose rates and application methods.
- 9 All grass bed areas shall be mulched to a minimum depth of 30mm with a 20-40mm grade.
- 10 An automated 20mm PVC irrigation system to be installed to all grass bed areas. Typically use 'Waterform' 20mm PVC (100mm pressure capacity) 100mm 'in-line' irrigation system at 300mm centre for grass beds (or similar), use pressure reducing valves after the solenoid.
- 11 All fitting to balconies to Architect / Engineer's detail.
- 12 All plants to be contained in 100mm deep PVC 75mm wall establishment maintenance planting during which time every dead, dying or diseased plant material is replaced. If removed and weeds are eradicatd.
- 13 All accent plants to be pruned at least twice a year. Allow mature plants to develop. Maintain all sizes no greater than 100mm in height. All plants to be replaced with similar or better quality plants to be suitably after each flowering period. Evergreen shrubs to be maintained at size nominated in plant list.

LEGEND

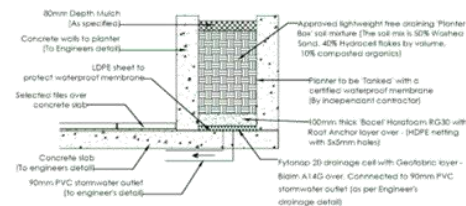


Advertised Plan
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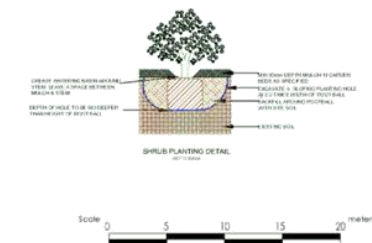


GENERAL NOTES

7. This plan is subject to approval by Council.
8. The Landscape Contractor must refer to engineering drawings of all existing paths & structures.
9. This plan is intended for soft landscaping and associated landscape installation and must not be used for any other purposes.
10. The Landscape Contractor must verify all dimensions and ensure to conform to the dimensions of all plants and materials.
11. The Landscape Contractor must determine the location of all underground services prior to commencing any work on site and must be liable for any damage to services or equipment caused by Contractor's work.
12. The Landscape Contractor must ensure that no other persons, vehicles or equipment are on the site, unless they are supervised, either personally or on site, by the Contractor.
13. Where any conflict occurs between proposed tree locations and infrastructure, such as light poles or powerlines, trees must be relocated or removed.
14. The Landscape Contractor must confirm all planting levels.
15. Foulkner & Chapman accepts no responsibility for establishment or maintenance of the landscaping proposed in the Landscape Plan.



**TYPICAL SECTION OF PLANTER BOX OVER
CONCRETE SLAB**
(SCALE 1/20)



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					Drawing Title LANDSCAPE PLAN	
					Client Gaspard Sirianni	
Rev.	Description	Date	By	App.		

Designed	G.C.	 <h1>Faulkner & Chapman</h1> <p>landscape design</p> <p>106 Cole St, Brighton, Vic. 31866 ph: 9596 0039 mo: 0417 381 304 e-mail: faulknerchapman@outlook.com</p> <p>Landscape Architecture and Horticultural Consultancy</p>	Scale	1:200 @ A1		
Drawn	G.C.		Project Ref.	Drawing No.	Rev.	
Approved	G.C.		111-113GardenvaleP	-	-	
Date	21.08.2019		Drawing Ref. C:\USER\GREGG\ONEDRIVE\LANDSCAPE PLANS 2019\111-113GARDENVALEP.DWG			

PLANS ASSESSED: Advertised Plans (RFI Response 12/8/2019):**Clause 58 (Apartment Developments)****Clause 58.02 - URBAN CONTEXT****Clause 58.02-1 (D1) Urban Context**

Objective	Assessment
<i>To ensure that the design responds to the existing urban context or contributes to the preferred future development of the area.</i>	✓
<i>To ensure that development responds to the features of the site and the surrounding area.</i>	✓
Standard	
<i>The design response must be appropriate to the urban context and the site.</i>	✓
<i>The proposed design must respect the existing or preferred urban context and respond to the features of the site.</i>	✓

Planner's Comments:

An assessment of the proposal against the existing urban context and the preferred future development state of the area has been undertaken in the policy section of this Council report. This assessment demonstrated that the proposal will respect the existing urban context of the nearby area and wider precinct, whilst also providing an appropriate contribution to the future development state of the area.

The proposed building will sit comfortably within the existing streetscape, which is evolving into a streetscape of newly constructed mixed use buildings.

Clause 58.02-2 (D2) Residential Policy

Objective	Assessment
<i>To ensure that residential development is provided in accordance with any policy for housing in the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.</i>	✓
<i>To support higher density residential development where development can take advantage of public and community infrastructure and services.</i>	✓
Standard	
<i>An application must be accompanied by a written statement to the satisfaction of the responsible authority that describes how the development is consistent with any relevant policy for housing in the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.</i>	✓

Clause 58.02-3 (D3) Dwelling Diversity

Objective	Assessment
<i>To encourage a range of dwelling sizes and types in developments of ten or more dwellings.</i>	N/A
Standard	
<i>Developments of ten or more dwellings should provide a range of dwelling sizes and types, including dwellings with a different number of bedrooms.</i>	N/A

Clause 58.02-4 (D4) Infrastructure

Objective	Assessment
<i>To ensure development is provided with appropriate utility services and infrastructure.</i>	✓
<i>To ensure development does not unreasonably overload the capacity of utility services and infrastructure.</i>	✓
Standard	
<i>Development should be connected to reticulated services, including reticulated sewerage, drainage, electricity and gas, if available.</i>	✓
<i>Development should not unreasonably exceed the capacity of utility services and infrastructure, including reticulated services and roads.</i>	✓
<i>In areas where utility services or infrastructure have little or no spare capacity, developments should provide for the upgrading of or mitigation of the impact on services or infrastructure.</i>	✓

Clause 58.02-5 (D5) Integration with the Street	
Objective	Assessment
<i>To integrate the layout of development with the street.</i>	✓
Standard	
<i>Developments should provide adequate vehicle and pedestrian links that maintain or enhance local accessibility.</i>	✓
<i>Development should be oriented to front existing and proposed streets.</i>	✓
<i>High fencing in front of dwellings should be avoided if practicable.</i>	✓
<i>Development next to existing public open space should be laid out to complement the open space.</i>	✓

Clause 58.03 - SITE LAYOUT

Clause 58.03-1 (D6) Energy Efficiency	
Objective	Assessment
<i>To achieve and protect energy efficient dwellings and buildings.</i>	✓
<i>To ensure the orientation and layout of development reduce fossil fuel energy use and make appropriate use of daylight and solar energy.</i>	✓
<i>To ensure dwellings achieve adequate thermal efficiency</i>	✓
Standard	
<i>Buildings should be:</i> <ul style="list-style-type: none"> Oriented to make appropriate use of solar energy. Sited and designed to ensure that the energy efficiency of existing dwellings on adjoining lots is not unreasonably reduced. 	✓
<i>Living areas and private open space should be located on the north side of the development, if practicable.</i>	✓
<i>Developments should be designed so that solar access to north-facing windows is optimised.</i>	✓
<i>Dwellings located in a climate zone identified in Table D1 should not exceed the maximum NatHERS annual cooling load specified in the following table.</i>	Refer to table below

Table D1 - Cooling Load	
NatHERS climate zone	NatHERS maximum cooling load
	MJ/M² per annum
Climate Zone 62 Moorabbin	21

Planner's Comments:

7/10 apartments have north facing balconies / living areas. The Environmentally Sustainable Design Report prepared by Suitable Development Consultants has demonstrated compliance with this standard.

Clause 58.03-2 (D7) Communal Open Space	
Objective	Assessment
<i>To ensure that communal open space is accessible, practical, attractive, easily maintained and integrated with the layout of the development.</i>	✓
Standard	
<i>Developments with 40 or more dwellings should provide a minimum area of communal open space of 2.5 square metres per dwelling or 250 square metres, whichever is lesser.</i>	N/A
<i>Communal open space should:</i>	
<ul style="list-style-type: none"> • <i>Be located to:</i> <ul style="list-style-type: none"> ▪ <i>Provide passive surveillance opportunities, where appropriate.</i> 	N/A
<ul style="list-style-type: none"> ▪ <i>Provide outlook for as many dwellings as practicable.</i> 	N/A
<ul style="list-style-type: none"> ▪ <i>Avoid overlooking into habitable rooms and private open space of new dwellings.</i> 	N/A
<ul style="list-style-type: none"> ▪ <i>Minimise noise impacts to new and existing dwellings.</i> 	N/A
<ul style="list-style-type: none"> • <i>Be designed to protect any natural features on the site.</i> 	N/A
<ul style="list-style-type: none"> • <i>Maximise landscaping opportunities.</i> 	N/A
<ul style="list-style-type: none"> • <i>Be accessible, useable and capable of efficient management.</i> 	N/A

Planner's Comments:

Under 40 dwellings

Clause 58.03-3 (D8) Solar Access to Communal Outdoor Open Space	
Objective	Assessment
<i>To allow solar access into communal outdoor open space.</i>	N/A
Standard	
<i>The communal outdoor open space should be located on the north side of a building, if appropriate.</i>	N/A
<i>At least 50 per cent or 125 square metres, whichever is the lesser, of the primary communal outdoor open space should receive a minimum of two hours of sunlight between 9am and 3pm on 21 June.</i>	N/A

Planner's Comments:

Under 40 dwellings

Clause 58.03-4 (D9) Safety	
Objective	Assessment
<i>To ensure the layout of development provides for the safety and security of residents and property.</i>	✓
Standard	
<i>Entrances to dwellings should not be obscured or isolated from the street and internal accessways.</i>	✓

<i>Planting which creates unsafe spaces along streets and accessways should be avoided.</i>	✓
<i>Developments should be designed to provide good lighting, visibility and surveillance of car parks and internal accessways.</i>	×
<i>Private spaces within developments should be protected from inappropriate use as public thoroughfares.</i>	✓

Planner's Comments:

A condition requiring details of proposed lighting to the rear of the building / car park will be required to ensure that the access to the site is safe and well lit.

Clause 58.03-5 (D10) Landscaping	
Objective	Assessment
<i>To encourage development that respects the landscape character of the neighbourhood.</i>	N/A
<i>To encourage development that maintains and enhances habitat for plants and animals in locations of habitat importance.</i>	N/A
<i>To provide appropriate landscaping.</i>	N/A
<i>To encourage the retention of mature vegetation on the site.</i>	N/A
Standard	
<i>The landscape layout and design should:</i> <ul style="list-style-type: none"> <i>Be responsive to the site context.</i> <i>Protect any predominant landscape features of the area.</i> <i>Take into account the soil type and drainage patterns of the site and integrate planting and water management.</i> <i>Allow for intended vegetation growth and structural protection of buildings.</i> <i>In locations of habitat importance, maintain existing habitat and provide for new habitat for plants and animals.</i> <i>Provide a safe, attractive and functional environment for residents.</i> <i>Consider landscaping opportunities to reduce heat absorption such as green walls, green roofs and roof top gardens and improve on-site storm water infiltration.</i> <i>Maximise deep soil areas for planting of canopy trees.</i> 	N/A
<i>Development should provide for the retention or planting of trees, where these are part of the urban context.</i>	N/A
<i>Development should provide for the replacement of any significant trees that have been removed in the 12 months prior to the application being made.</i>	N/A
<i>The landscape design should specify landscape themes, vegetation (location and species), paving and lighting.</i>	N/A
<i>Development should provide the deep soil areas and canopy trees specified in Table D2.</i>	N/A

Planner's Comments:

Site is under 750m².

The site is within the Commercial 1 Zone a highly urbanized setting where there is no landscape character.

The proposal will have some screen planting along balconies to soften the privacy screens. A landscape plan will be required by a condition to ensure the landscaping is completed and maintained.

Clause 58.03-6 (D11) Access	
Objective	Assessment
<i>To ensure the number and design of vehicle crossovers respects the urban context.</i>	✓
Standard	
<i>The width of accessways or car spaces should not exceed:</i> <ul style="list-style-type: none"> • 33 per cent of the street frontage, or • if the width of the street frontage is less than 20 metres, 40 per cent of the street frontage. 	N/A
<i>No more than one single-width crossover should be provided for each dwelling fronting a street.</i>	N/A
<i>The location of crossovers should maximise the retention of on-street car parking spaces.</i>	N/A
<i>The number of access points to a road in a Road Zone should be minimised.</i>	N/A
<i>Developments must provide for access for service, emergency and delivery vehicles.</i>	N/A

Planner's Comments:

The proposal does not include any crossovers to Gardenvale Road. Vehicular access is provided via the laneway to the rear of the property.

The rear access point has been designed in accordance with Melbourne Waters requirements and following discussions with Council's traffic engineers to ensure an appropriate setback of 6m is provided from the rear of the building to the opposite side of the laneway to allow for appropriate circulation.

Clause 58.03-7 (D12) Parking Location	
Objective	Assessment
<i>To provide convenient parking for resident and visitor vehicles.</i>	✓
<i>To protect residents from vehicular noise within developments.</i>	✓
Standard	
<i>Car parking facilities should:</i> <ul style="list-style-type: none"> • Be reasonably close and convenient to dwellings. • Be secure. • Be well ventilated if enclosed. 	✓
<i>Shared accessways or car parks of other dwellings should be located at least 1.5 metres from the windows of habitable rooms. This setback may be reduced to 1 metre where there is a fence at least 1.5 metres high or where window sills are at least 1.4 metres above the accessway.</i>	✓

Planner's Comments:

9 car parking spaces are located within the basement level and 4 spaces are located at ground floor level of the proposed development (including 1 which is an accessible space).

The impact of car parking will be hidden from the public realm. The car park entry is at ground and located well clear of any habitable room windows.

Given a carlift is required to gain access to the majority of the car spaces, a carlift management plan is recommended to be provided by a condition.

Clause 58.03-8 (D13) Integrated Water and Stormwater Management	
Objective	Assessment
<i>To encourage the use of alternative water sources such as rainwater, stormwater and recycled water.</i>	✓
<i>To facilitate stormwater collection, utilisation and infiltration within the development.</i>	✓
<i>To encourage development that reduces the impact of stormwater run-off on the drainage system and filters sediment and waste from stormwater prior to discharge from the site.</i>	✓
Standard	
<i>Buildings should be designed to collect rainwater for non-drinking purposes such as flushing toilets, laundry appliances and garden use.</i>	✓
<i>Buildings should be connected to a non-potable dual pipe reticulated water supply, where available from the water authority.</i>	
<i>The stormwater management system should be:</i> <ul style="list-style-type: none"> <i>Designed to meet the current best practice performance objectives for stormwater quality as contained in the Urban Stormwater – Best Practice Environmental Management Guidelines (Victorian Stormwater Committee 1999) as amended.</i> 	✓
<ul style="list-style-type: none"> <i>Designed to maximise infiltration of stormwater, water and drainage of residual flows into permeable surfaces, tree pits and treatment areas.</i> 	✓

Planner's Comments:

The applicant has provided an Environmentally Sustainable Design Report that includes a STORM assessment, which concludes that the 11,000 litre rainwater tank proposed within the basement will be sufficient to manage stormwater treatment.

Clause 58.04 - AMENITY IMPACTS

Clause 58.04-1 (D14) Building Setback	
Objective	Assessment
<i>To ensure the setback of a building from a boundary appropriately responds to the existing urban context or contributes to the preferred future development of the area.</i>	✓
<i>To allow adequate daylight into new dwellings.</i>	x
<i>To limit views into habitable room windows and private open space of new and existing dwellings.</i>	✓
<i>To provide a reasonable outlook from new dwellings.</i>	✓
<i>To ensure the building setbacks provide appropriate internal amenity to meet the needs of residents.</i>	✓
Standard	
<i>The built form of the development must respect the existing or preferred urban context and respond to the features of the site.</i>	✓
<i>Buildings should be set back from side and rear boundaries, and other buildings within the site to:</i> <ul style="list-style-type: none"> <i>Ensure adequate daylight into new habitable room windows.</i> 	x

• Avoid direct views into habitable room windows and private open space of new and existing dwellings. Developments should avoid relying on screening to reduce views.	✓
• Provide an outlook from dwellings that creates a reasonable visual connection to the external environment.	×
• Ensure the dwellings are designed to meet the objectives of Clause 58.	✓

Street (North) Setback

Street Setback (North)	Wall Height	Setback
GF	4.8m	0m
1F	7.9m	2.25m
2F	11.2m	2.25m
3F	14.5m	3.75m
4F	17.7m	7.10m

Rear (South) Setback

Rear Setback (South)	Wall Height	Setback
GF	4.9m	3.89m
1F	11.3m	3.4m
2F	16.6m	7.6m
3F	17.8m	11.6m
4F	17.8m	11.6m

Side (West) Setback

Side (West) Setback	Wall Height	Setback
GF	4.6m	0m
1F	11m	0m
2F	11m	0m
3F	14.3m	0m
4F	17.5m	1.5m

Side (East) Setback

Side (East) Setback	Wall Height	Setback
GF	4.5m	0m
1F	7.7m	0m
2F	10.9m	0m
3F	14.2m	0m
4F	17.4m	1.5m

Planner's Comments:

Note, the southern boundary adjoins an existing right of way which is dimensioned as being 3m in width.

First Floor Balconies of Units 103 and 104 are proposed to be built up to the southern boundary / laneway.

First Floor, Second Floor and Third Floor balconies (Units 101,102,201,202,301 and 302) on the northern orientation encroach into public footpath, these add greater articulation to the built form and act as an architectural feature which will improve the streetscape presentation compared to a sheer wall at the title boundary. However, the encroachment over Council land is not supported. A condition is recommended requiring modifications that set the features back within the title boundary, whilst maintaining the architectural feature will be included.

The proposal relies on the use of 1.5 by 3.2m light wells to provide primary access to natural daylight, ventilation and outlook for 16 bedrooms in the development. The Apartment Design Guidelines for Victoria (Reference document in Clause 15.01-2S – Building Design) seeks to face habitable rooms towards the front or rear of the site on narrow allotments, whilst also seeks to avoid lightwells as the primary source of daylight to a habitable room. It is recommended that the size of the lightwells be increased to 3.0m by 3.0m to provide an improved outlook, access to daylight and more equitable development opportunity for the adjoining allotments. This is addressed by a recommended permit condition.

Clause 58.04-2 (D15) Internal Views	
Objective	Assessment
<i>To limit views into the private open space and habitable room windows of dwellings within a development.</i>	✓
Standard	
<i>Windows and balconies should be designed to prevent overlooking of more than 50 per cent of the private open space of a lower-level dwelling directly below and within the same development.</i>	✓

Planner's Comments:

1.7m screens have been installed across balconies and planter boxes to restrict views into balconies below.

Clause 58.04-3 (D16) Noise Impacts	
Objective	Assessment
<i>To contain noise sources in developments that may affect existing dwellings.</i>	✓
<i>To protect residents from external and internal noise sources.</i>	✓
Standard	
<i>Noise sources, such as mechanical plants should not be located near bedrooms of immediately adjacent existing dwellings.</i>	✓
<i>The layout of new dwellings and buildings should minimise noise transmission within the site.</i>	✓
<i>Noise sensitive rooms (such as living areas and bedrooms) should be located to avoid noise impacts from mechanical plants, lifts, building services, non-residential uses, car parking, communal areas and other dwellings.</i>	✓
<i>New dwellings should be designed and constructed to include acoustic attenuation measures to reduce noise levels from off-site noise sources.</i>	✓

Buildings within a noise influence area specified in Table D3 (below) should be designed and constructed to achieve the following noise levels:	
<ul style="list-style-type: none"> Not greater than 35dB(A) for bedrooms, assessed as an LAeq,8h from 10pm to 6am. Not greater than 40dB(A) for living areas, assessed LAeq,16h from 6am to 10pm. 	✓
Buildings, or part of a building screened from a noise source by an existing solid structure, or the natural topography of the land, do not need to meet the specified noise level requirements.	✓
Noise levels should be assessed in unfurnished rooms with a finished floor and the windows closed.	✓

Table D3 - Noise Influence Area		
Noise Source	Noise Influence Area	Assessment
Zone Interface		
Industry	300m from the Industrial 1, 2 and 3 zone boundary	N/A
Roads		
Freeways, tollways and other roads carrying 40,000 Annual Average Daily Traffic Volume	300m from the nearest trafficable lane (120m)	x
Railways		
Railway servicing passengers in Victoria	80m from the centre of the nearest track (280m)	✓

Planner's Comments:

All plant and equipment has been provided in front of the dwelling in service cupboards, within the basement and AC units within the at grade garage.

Whilst the property is located within 300m of the Nepean Highway, residential development is common within the area and require noise attenuating measures to be installed such as window glazing to provide appropriate internal amenity to future residents. This will be addressed by a recommended condition.

Clause 58.05 - ON-SITE AMENITY AND FACILITIES

Clause 58.05-1 (D17) Accessibility	
Objective	Assessment
To ensure the design of dwellings meets the needs of people with limited mobility.	✓
Standard	
At least 50 per cent of dwellings should have:	
<ul style="list-style-type: none"> A clear opening width of at least 850mm at the entrance to the dwelling and main bedroom. 	✓
<ul style="list-style-type: none"> A clear path with a minimum width of 1.2 metres that connects the dwelling entrance to the main bedroom, an adaptable bathroom and the living area. 	✓
<ul style="list-style-type: none"> A main bedroom with access to an adaptable bathroom. 	✓
<ul style="list-style-type: none"> At least one adaptable bathroom that meets all of the requirements of either Design A or Design B specified in Table D4. 	Refer to table below

Dwelling	Clear opening width (850mm)	Clear path (1.2m)	Main bedroom access	Adaptable bathroom
101	920mm	1.2m	820mm	✓ (Design B)
104	920mm	1.2m	820mm	✓ (Design B)
201	920mm	1.5m	820mm	✓ (Design B)
203	920mm	1.2m	820mm	✗ (Design A)
301	920mm	1.1m	820mm	✗ (Design A)
Total Dwellings in accordance with Standard D17				50 %

Table D4 - Bathroom Design		
	Design Option A	Design Option B
Door opening	A clear 850mm wide door opening.	A clear 820mm wide door opening located opposite the shower.
Door design	Either: <ul style="list-style-type: none"> A slide door, or A door that opens outwards, or <ul style="list-style-type: none"> A door that opens inwards that is clear of the circulation area and has readily removable hinges. 	Either: <ul style="list-style-type: none"> A slide door, or A door that opens outwards, or A door that opens inwards and has readily removable hinges.
Circulation area	A clear circulation area that is: <ul style="list-style-type: none"> A minimum area of 1.2m by 1.2m. Located in front of the shower and the toilet. Clear of the toilet, basin and the door swing. The circulation area for the toilet and shower can overlap.	A clear circulation area that is: <ul style="list-style-type: none"> A minimum width of 1m. The full length of the bathroom and a minimum length of 2.7m. Clear of the toilet and basin. The circulation area can include a shower area.
Path to circulation area	A clear path with a minimum width of 900mm from the door opening to the circulation area.	N/A
Shower	A hobless (step-free) shower.	A hobless (step-free) shower that has a removable shower screen and is located on the furthest wall from the door opening.
Toilet	A toilet located in the corner of the room.	A toilet located closest to the door opening and clear of the circulation area.

Planner's Comments:

At least 50% of the dwellings comply with the accessibility standards.

Clause 58.05-2 (D18) Building Entry and Circulation	
Objective	Assessment
<i>To provide each dwelling and building with its own sense of identity.</i>	✓
<i>To ensure the internal layout of buildings provide for the safe, functional and efficient movement of residents.</i>	✓

<i>To ensure internal communal areas provide adequate access to daylight and natural ventilation.</i>	N/A
Standard	
<i>Entries to dwellings and buildings should:</i> <ul style="list-style-type: none"> • <i>Be visible and easily identifiable.</i> • <i>Provide shelter, a sense of personal address and a transitional space around the entry.</i> 	✓
<i>The layout and design of buildings should:</i> <ul style="list-style-type: none"> • <i>Clearly distinguish entrances to residential and non-residential areas.</i> 	✓
<ul style="list-style-type: none"> • <i>Provide windows to building entrances and lift areas.</i> 	✓
<ul style="list-style-type: none"> • <i>Provide visible, safe and attractive stairs from the entry level to encourage use by residents.</i> 	✓
<ul style="list-style-type: none"> • <i>Provide common areas and corridors that:</i> <ul style="list-style-type: none"> ▪ <i>Include at least one source of natural light and natural ventilation.</i> ▪ <i>Avoid obstruction from building services.</i> ▪ <i>Maintain clear sight lines.</i> 	✓

Planner's Comments:

Separate commercial access and residential access exists.

Clause 58.05-3 (D19) Private Open Space	
Objective	Assessment
<i>To provide adequate private open space for the reasonable recreation and service needs of residents.</i>	✓
Standard	
<i>A dwelling should have private open space consisting of:</i> <ul style="list-style-type: none"> • <i>An area of 25 square metres, with a minimum dimension of 3 metres at natural ground floor level and convenient access from a living room, or</i> • <i>An area of 15 square metres, with a minimum dimension of 3 metres at a podium or other similar base and convenient access from a living room, or</i> • <i>A balcony with an area and dimensions specified in Table D5 and convenient access from a living room, or</i> • <i>A roof-top area of 10 square metres with a minimum dimension of 2 metres and convenient access from a living room.</i> 	Refer to tables below for balcony size
<i>If a cooling or heating unit is located on a balcony, the balcony should provide an additional area of 1.5 square metres.</i>	
	N/A

Table D5 - Balcony Size

Dwelling Type	Minimum Area	Minimum Dimension
Studio or 1 bedroom dwelling	8m ²	1.8m
2 bedroom dwelling	8m ²	2m
3 or more bedroom dwelling	12m ²	2.4m

Dwelling	Type	Min. area	Assessment	Min. dimension	Assessment
101	2 bedroom	13m ²	✓	2m	✓
102	2 bedroom	13m ²	✓	2m	✓
103	2 bedroom	17m ²	✓	2.5m	✓

104	2 bedroom	17m ²	✓	2.5m	✓
201	2 bedroom	13m ²	✓	2m	✓
202	2 bedroom	13m ²	✓	2m	✓
203	2 bedroom	47m ²	✓	3.4m	✓
301	2 bedroom	24m ²	✓	3.75m	✓
302	2 bedroom	25m ²	✓	3.75m	✓
401	3 bedroom	54m ²	✓	2.8m	✓

Clause 58.05-4 (D20) Storage	
Objective	Assessment
<i>To provide adequate storage facilities for each dwelling.</i>	✓
Standard	
<i>Each dwelling should have convenient access to usable and secure storage space.</i>	✓
<i>The total minimum storage space (including kitchen, bathroom and bedroom storage) should meet the requirements specified in Table D6.</i>	Refer to tables below

Table D6 - Storage		
Dwelling Type	Total min. storage volume	Min. storage volume within the dwelling
2 bedroom dwelling	14m ³	9m ³

Dwelling	Type	Min. volume	Assessment	Min. storage	Assessment
101	2 bedroom	19m ³	✓	6m ³	✓
102	2 bedroom	23m ³	✓	6m ³	✓
103	2 bedroom	21m ³	✓	6m ³	✓
104	2 bedroom	31m ³	✓	6m ³	✓
201	2 bedroom	22m ³	✓	6m ³	✓
202	2 bedroom	26m ³	✓	6m ³	✓
203	2 bedroom	28m ³	✓	6m ³	✓
301	2 bedroom	46m ³	✓	6m ³	✓
302	2 bedroom	43m ³	✓	6m ³	✓
401	3 bedroom	48m ³	✓	6m ³	✓

Clause 58.06 - DETAILED DESIGN

Clause 58.06-1 (D21) Common Property	
Objective	Assessment
<i>To ensure that communal open space, car parking, access areas and site facilities are practical, attractive and easily maintained.</i>	✓
<i>To avoid future management difficulties in areas of common ownership.</i>	✓
Standard	
<i>Developments should clearly delineate public, communal and private areas.</i>	✓
<i>Common property, where provided, should be functional and capable of efficient management.</i>	✓

Clause 58.06-2 (D22) Site Services	
Objective	Assessment
<i>To ensure that site services can be installed and easily maintained.</i>	×
<i>To ensure that site facilities are accessible, adequate and attractive.</i>	×

Standard	
<i>The design and layout of dwellings should provide sufficient space (including easements where required) and facilities for services to be installed and maintained efficiently and economically.</i>	✓
<i>Mailboxes and other site facilities should be adequate in size, durable, waterproof and blend in with the development.</i>	x
<i>Mailboxes should be provided and located for convenient access as required by Australia Post.</i>	x

Planner's Comments:

Fire Booster infrastructure and utilities are proposed within the primary street façade behind concealed cupboards. Melbourne Water also requires that any site services must be located above the flood level, which means that they will be approximately 400mm above the footpath level. This is a poor design response outcome which is already seen further along Gardenvale Road in recently completed developments. Conditions will be included that seek an alternate design solution to the services that better integrates them into the development.

Clause 58.06-3 (D23) Waste and Recycling	
Objective	Assessment
<i>To ensure dwellings are designed to encourage waste recycling.</i>	✓
<i>To ensure that waste and recycling facilities are accessible, adequate and attractive.</i>	✓
<i>To ensure that waste and recycling facilities are designed and managed to minimise impacts on residential amenity, health and the public realm.</i>	✓
Standard	
<i>Developments should include dedicated areas for:</i> <ul style="list-style-type: none"> <i>Waste and recycling enclosures which are:</i> <ul style="list-style-type: none"> <i>Adequate in size, durable, waterproof and blend in with the development.</i> <i>Adequately ventilated.</i> <i>Located and designed for convenient access by residents and made easily accessible to people with limited mobility.</i> 	✓
<ul style="list-style-type: none"> <i>Adequate facilities for bin washing. These areas should be adequately ventilated.</i> 	✓
<ul style="list-style-type: none"> <i>Collection, separation and storage of waste and recyclables, including where appropriate opportunities for on-site management of food waste through composting or other waste recovery as appropriate.</i> 	✓
<ul style="list-style-type: none"> <i>Collection, storage and reuse of garden waste, including opportunities for on-site treatment, where appropriate, or off-site removal for reprocessing.</i> 	✓
<ul style="list-style-type: none"> <i>Adequate circulation to allow waste and recycling collection vehicles to enter and leave the site without reversing.</i> 	N/A
<ul style="list-style-type: none"> <i>Adequate internal storage space within each dwelling to enable the separation of waste, recyclables and food waste where appropriate.</i> 	✓
<i>Waste and recycling management facilities should be designed and managed in accordance with a Waste Management Plan approved by the responsible authority and:</i> <ul style="list-style-type: none"> <i>Be designed to meet the best practice waste and recycling management guidelines for residential development adopted by Sustainability Victoria.</i> 	✓

<ul style="list-style-type: none"> Protect public health and amenity of residents and adjoining premises from the impacts of odour, noise and hazards associated with waste collection vehicle movements. 	✓
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Planner's Comments:

Collection will be undertaken once a week for each waste stream by a private contractor.

Collection will be made at the rear of the property.

The loader can then exit in a forwards direction onto either the Nepean Highway Service Road or Begonia Road (depending on which entry point the vehicle access the alleyway).

Waste collection will occur outside of peak operation times and peak traffic hours so as to prevent the collection from affecting traffic in and out of the development car park, as well as to minimise any disturbance to the residents.

This is appropriate – the height of the truck will be able to queue at the rear of the site whilst not obstructing the laneway to allow for adequate collection.

Clause 58.07 - INTERNAL AMENITY

Clause 58.07-1 (D24) Functional Layout	
Objective	Assessment
To ensure dwellings provide functional areas that meet the needs of residents.	✓
Standard	
Bedrooms should:	Refer to table below
<ul style="list-style-type: none"> Meet the minimum internal room dimensions specified in Table D7. 	
<ul style="list-style-type: none"> Provide an area in addition to the minimum internal room dimensions to accommodate a wardrobe. 	✓
Living areas (excluding dining and kitchen areas) should meet the minimum internal room dimensions specified in Table D8.	Refer to table below

Table D7 - Bedroom Dimensions

Bedroom Type	Min. width	Min. depth
Main bedroom	3m	3.4m
All other bedrooms	3m	3m

Dwelling 101	Main/other	Min. width	Min. depth	Assessment
Bed 1		3.3m	4.1m	✓
Bed 2		3.2m	4.1m	✓

Dwelling 102	Main/other	Min. width	Min. depth	Assessment
Bed 1		3.3m	4.1m	✓
Bed 2		3.2m	4.1m	✓

Dwelling 103	Main/other	Min. width	Min. depth	Assessment
Bed 1		3.0m	3.5m	✓
Bed 2		3.3m	3.07m	x

Dwelling 104	Main/other	Min. width	Min. depth	Assessment
Bed 1		3.3m	4.1m	✓
Bed 2		3.0m	4.1m	✓

Dwelling 201	Main/other	Min. width	Min. depth	Assessment
Bed 1		3.2m	4.1m	✓
Bed 2		3m	4.1m	✓

Dwelling 202	Main/other	Min. width	Min. depth	Assessment
Bed 1		3.2m	4.1m	✓
Bed 2		4.1m	3.0m	✓

Dwelling 203	Main/other	Min. width	Min. depth	Assessment
Bed 1		4.0m	3.5m	✓
Bed 2		4.0m	3.5m	✓

Dwelling 301	Main/other	Min. width	Min. depth	Assessment
Bed 1		4.8m	3.07m	✓
Bed 2		3.3m	3.07m	✓

Dwelling 302	Main/other	Min. width	Min. depth	Assessment
Bed 1		3.2m	3.1m	✓
Bed 2		3.3m	3.07m	✓

Dwelling 401	Main/other	Min. width	Min. depth	Assessment
Bed 1		4.9m	4.4m	✓
Bed 2		3.4m	3.2m	✓
Bed 3		3.4m	3.2m	✓

Table D8 - Living Area Dimensions		
Dwelling type	Min. width	Min. area
2 or more bedroom dwelling	3.6m	12m ²

Dwelling No.	Type	Min. width	Min. area	Assessment
1 – 101	2 bed	3.6m	11.8m ²	x
2 – 102	2 bed	3.6m	11.8m ²	x
3 – 103	2 bed	3.6m	11.8m ²	x
4 – 104	2 bed	3.6m	11.8m ²	x
5 – 201	2 bed	3.6m	11.8m ²	x
6 – 202	2 bed	3.6m	11.8m ²	x

7 – 203	2 bed	3.6m	11.8m ²	×
8 – 301	2 bed	3.6m	11.8m ²	×
9 – 302	2 bed	3.6m	11.8m ²	×
10 – 401	3 bed	3.6m	11.8m ²	×

Planner's Comments:

Although the defined spaces are less than minimum 12m², the rooms are open plan and are much larger and capable of meeting this requirement within this space. It is also considered that there is ample circulation space around the suggested layout. A typical living room layout is shown below.



Clause 58.07-2 (D25) Room Depth	
Objective	Assessment
To allow adequate daylight into single aspect habitable rooms.	✓
Standard	
Single aspect habitable rooms should not exceed a room depth of 2.5 times the ceiling height.	Refer to table below
The depth of a single aspect, open plan, habitable room may be increased to 9 metres if all the following requirements are met:	✓
• The room combines the living area, dining area and kitchen.	✓
• The kitchen is located furthest from the window.	✓
• The ceiling height is at least 2.7 metres measured from finished floor level to finished ceiling level. This excludes where services are provided above the kitchen.	✓

The room depth should be measured from the external surface of the habitable room window to the rear wall of the room.

Dwelling No.	Room	Ceiling Height	Depth required	Depth proposed	Assessment
1 – 101	Living Dining Kitchen	2.7m	9m	6.4m	✓
2 – 102	Living Dining Kitchen	2.7m	9m	6.3m	✓
3 – 103	Living Dining	2.7m	9m	5.1m	✓

	Kitchen				
4 – 104	Living Dining Kitchen	2.7m	9m	5.3m	✓
5 – 201	Living Dining Kitchen	2.7m	9m	6.4m	✓
6 – 202	Living Dining Kitchen	2.7m	9m	6.3m	✓
7 – 203	Living Dining Kitchen	2.7m	9m	4.5m	✓
8 – 301	Living Dining Kitchen	2.7m	9m	7.9m	✓
9 – 302	Living Dining Kitchen	2.7m	9m	7.9m	✓
10 – 401	Living Dining Kitchen	2.7m	9m	6.7m	✓

Clause 58.07-3 (D26) Windows	
Objective	Assessment
<i>To allow adequate daylight into new habitable room windows.</i>	✓
Standard	
<i>Habitable rooms should have a window in an external wall of the building.</i>	✓
<i>A window may provide daylight to a bedroom from a smaller secondary area within the bedroom where the window is clear to the sky.</i>	N/A
<i>The secondary area should be:</i>	N/A
<ul style="list-style-type: none"> <i>A minimum width of 1.2 metres.</i> 	N/A
<ul style="list-style-type: none"> <i>A maximum depth of 1.5 times the width, measured from the external surface of the window.</i> 	N/A

Clause 58.07-4 (D27) Natural Ventilation	
Objective	Assessment
<i>To encourage natural ventilation of dwellings.</i>	✓
<i>To allow occupants to effectively manage natural ventilation of dwellings.</i>	✓
Standard	
<i>The design and layout of dwellings should maximise openable windows, doors or other ventilation devices in external walls of the building, where appropriate.</i>	✓
<i>At least 40 per cent of dwellings should provide effective cross ventilation that has:</i>	✓
<ul style="list-style-type: none"> <i>A maximum breeze path through the dwelling of 18 metres.</i> 	✓
<ul style="list-style-type: none"> <i>A minimum breeze path through the dwelling of 5 metres.</i> 	✓
<ul style="list-style-type: none"> <i>Ventilation openings with approximately the same area.</i> 	✓
<i>The breeze path is measured between the ventilation openings on different orientations of the dwelling.</i>	✓

Dwelling No.	Max. breeze path	Min. breeze path	Assessment
1 – 101	17.7m	NA	✓
2 – 102	17.6m	NA	✓
3 – 103	15.9m	NA	✓
4 – 104	16.5m	NA	✓
5 – 201	17.1m	NA	✓

6 – 202	16.6m	NA	✓
7 – 203	12.6m	NA	✓
8 – 301	16.7m	NA	✓
9 – 302	16.5m	NA	✓
10 – 401	10.1m +13.2m	NA	✓
Total Dwellings in accordance with Standard D27			100%

Clause 52.06 (Car Parking)

Use	Rate Column A Applies the standard rate to all zones	Rate Column B Only applies where the site is in the PPTN or if specified in a schedule to the Parking Overlay or another provision of the planning scheme	Car Parking Measure Column C
Dwelling	1	1	To each one or two bedroom dwelling, plus
	2	2	To each three or more bedroom dwelling (with studies or studios that are separate rooms counted as a bedrooms) plus
	1	0	For visitors to every 5 dwellings for developments of 5 or more dwellings
Office other than listed in this table	3.5	3	To each 100 sq m of net floor area

Clause 52.06-9 (Design Standards)

Design Standard 1 - Accessways	
Standard	Assessment
<i>Accessways must:</i>	
• Be at least 3 metres wide	✓
• Have an internal radius of at least 4 metres at changes of direction or intersection or be at least 4.2 metres wide.	N/A
• Allow vehicles parked in the last space of a dead-end accessway in public car parks to exit in a forward direction with one manoeuvre.	x
• Provide at least 2.1 metres headroom beneath overhead obstructions, calculated for a vehicle with a wheel base of 2.8 metres.	✓
• If the accessway serves four or more car spaces or connects to a road in a Road Zone, the accessway must be designed so that cars can exit the site in a forward direction.	N/A

<ul style="list-style-type: none"> Provide a passing area at the entrance at least 6.1 metres wide and 7 metres long if the accessway serves ten or more car parking spaces and is either more than 50 metres long or connects to a road in a Road Zone. 	N/A
<ul style="list-style-type: none"> Have a corner splay or area at least 50 per cent clear of visual obstructions extending at least 2 metres along the frontage road from the edge of an exit lane and 2.5 metres along the exit lane from the frontage, to provide a clear view of pedestrians on the footpath of the frontage road. The area clear of visual obstructions may include an adjacent entry or exit lane where more than one lane is provided, or adjacent landscaped areas, provided the landscaping in those areas is less than 900mm in height. 	N/A
<ul style="list-style-type: none"> If an accessway to four or more car parking spaces is from land in a Road Zone, the access to the car spaces must be at least 6 metres from the road carriageway. 	N/A
<ul style="list-style-type: none"> If entry to the car space is from a road, the width of the accessway may include the road. 	N/A

Design Standard 2 - Car Parking Spaces	
Standard	Assessment
Car parking spaces and accessways must have the minimum dimensions as outlined in Table 2.	Refer to table below
<p>A wall, fence, column, tree, tree guard or any other structure that abuts a car space must not encroach into the area marked 'clearance required' on Diagram 1 of Design Standard 2 of Clause 52.06-9, other than:</p> <ul style="list-style-type: none"> A column, tree or tree guard, which may project into a space if it is within the area marked 'tree or column permitted' on Diagram 1. A structure, which may project into the space if it is at least 2.1 metres above the space. 	✓
Car spaces in garages or carports must be at least 6 metres long and 3.5 metres wide for a single space and 5.5 metres wide for a double space measured inside the garage or carport.	N/A
Where parking spaces are provided in tandem (one space behind the other) an additional 500 mm in length must be provided between each space	N/A
Where two or more car parking spaces are provided for a dwelling, at least one space must be under cover	N/A
Disabled car parking spaces must be designed in accordance with Australian Standard AS2890.6-2009 (disabled) and the Building Code of Australia. Disabled car parking spaces may encroach into an accessway width specified in Table 2 by 500mm.	✓

Table 2: Minimum Dimensions of Car Parking Spaces and Accessways					
Angle of car space to accessway	Accessway width	Car space width	Car space length	Proposed car space width	Assessment
Parallel	3.6m	2.3m	6.7m		N/A
45°	3.5m	2.6m	4.9m		N/A
60°	4.9m	2.6m	4.9m		N/A
90°	6.4m	2.6m	4.9m	2.6m	✓
	5.8m	2.8m	4.9m		N/A
	5.2m	3.0m	4.9m		N/A
	4.8m	3.2m	4.9m		N/A

Planner's Comments:

The plans show that the car space no. 9 has only 300mm clearance from the wall. As such, it is required to provide 1m clearance from the wall or a swept path analysis using B85 design vehicle (85% car – standard passenger car) in accordance with the requirements of AS2890.1:2004. A condition requiring swept paths for car parking spaces 3, 7, 9 and disable space will be required.

Design Standard 3 - Gradients	
Standard	Assessment
<i>Accessway grades must not be steeper than 1:10 (10 per cent) within 5 metres of the frontage to ensure safety for pedestrians and vehicles. The design must have regard to the wheelbase of the vehicle being designed for; pedestrian and vehicular traffic volumes; the nature of the car park; and the slope and configuration of the vehicle crossover at the site frontage.</i>	✓
<i>This does not apply to accessways serving three dwellings or less.</i>	
<i>Ramps (except within 5 metres of the frontage) must have the maximum grades as outlined in Table 3 and be designed for vehicles travelling in a forward direction.</i>	Refer to table below
<i>Where the difference in grade between two sections of ramp or floor is greater than 1:8 (12.5 per cent) for a summit grade change, or greater than 1:6.7 (15 per cent) for a sag grade change, the ramp must include a transition section of at least 2 metres to prevent vehicles scraping or bottoming.</i>	✓
<i>Plans must include an assessment of grade changes of greater than 1:5.6 (18 per cent) or less than 3 metres apart for clearances, to the satisfaction of the responsible authority.</i>	✓

Table 3: Ramp Gradients				
Type of car park	Ramp length	Maximum grade	Proposed grade	Assessment
Private or Residential Car Park	20.0m or less	1:4 (25%)	1:8	✓
	20.0m or more	1:5 (20%)		N/A

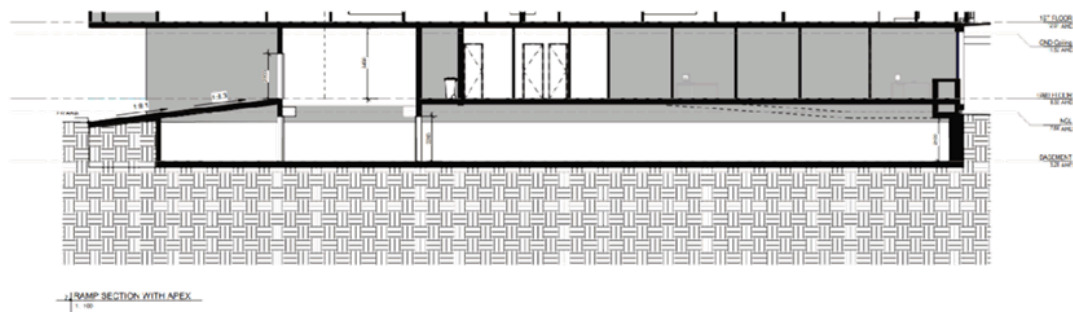
Planner's Comments:

To access the carlift to the basement rises into the site rather than falling.

Design Standard 4 - Mechanical Parking	
Standard	Assessment
<i>Mechanical parking may be used to meet the car parking requirement provided:</i>	✓
<i>At least 25 per cent of the mechanical car parking spaces can accommodate a vehicle height of at least 1.8 metres.</i>	✓
<i>Car parking spaces that require the operation of the system are not allocated to visitors unless used in a valet parking situation.</i>	N/A
<i>The design and operation is to the satisfaction of the responsible authority.</i>	✓

Planner's Comments:

A carlift is proposed to lower cars into the basement – the height will be per the manufacturers' drawings / specifications seen in the advertised documents.



Design Standard 5 - Urban Design	
Standard	Assessment
Ground level car parking, garage doors and accessways must not visually dominate public space.	✓
Car parking within buildings (including visible portions of partly submerged basements) must be screened or obscured where possible, including through the use of occupied tenancies, landscaping, architectural treatments and artworks.	✓
Design of car parks must take into account their use as entry points to the site.	✓
Design of new internal streets in developments must maximise on street parking opportunities.	N/A

8.3 VCAT WATCH

Author: Brooke Mathews, Senior Town Planner

Trim No: 19/1293629

Attachments: 1. VCAT Watch- Attachment - 26 November 2019 [↓](#)

PURPOSE AND SUMMARY

To report to Council applications currently before, and any recent decisions of the Victorian Civil and Administrative Tribunal (VCAT)

RECOMMENDATION

That Council notes the applications currently before the Victorian Civil and Administrative Tribunal (VCAT).

BACKGROUND

The VCAT process is an integral part of the planning permit process and provides opportunity of independent review of planning decisions. VCAT is required to take into consideration any relevant planning policy.

ISSUES AND DISCUSSION

This report includes an attachment that provides an overview of all applications currently before VCAT and those that have recently been decided by the VCAT. The attachment table is broken down into 'New Appeals lodged with the VCAT', 'Current matters before VCAT' (including upcoming hearings or where Council is waiting for a decision after the hearing has taken place) and 'Recent decisions of the VCAT'.

Since the previous report there have been no new appeals lodged and no matters finalised by VCAT.

Council is currently awaiting three (3) decisions by VCAT, and only has three hearings remaining for the rest of 2019. The hearing for 10-16 Selwyn Street is listed to commence on 18 November 2019 for 10 days.

FINANCIAL, RESOURCE, RISK AND ASSET MANAGEMENT IMPLICATIONS

There are no financial, resource or asset management implications.

POLICY AND LEGISLATIVE IMPLICATIONS

There are no policy or legislative implications in this report.

COMMUNICATION AND ENGAGEMENT

There has been no communication or engagement for this report.

LINK TO COUNCIL AND COMMUNITY PLAN

Theme One: 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

The report provides an update of the applications before VCAT.

APPLICATIONS BEFORE AND RECENT DECISIONS OF THE VICTORIAN CIVIL AND ADMINISTRATIVE TRIBUNAL

NEW APPEALS LODGED WITH THE VICTORIAN CIVIL AND ADMINISTRATIVE TRIBUNAL

N/A

MATTERS BEFORE THE VICTORIAN CIVIL AND ADMINISTRATIVE TRIBUNAL (*INCLUDING APPEALS AWAITING A DECISION)

Address	VCAT Reference	Description of Proposal	Type of Appeal	Zone	Council Decision	Delegate For Decision	Next Type of Hearing	Next VCAT Date
31 Weeroona Road MURRUMBEENA	P25/2019	Construction of seven (7) attached dwellings with basement car parking	s77 (Refusal)	GRZ1	Refusal	Council	*	*
371-377 Hawthorn Road & 3 Olive Street CAULFIELD SOUTH	P467/2019	Construction of a 9 (nine) storey building comprising three basement car parking levels, a supermarket, dwellings, a reduction in the standard car parking requirement for the commercial component and alteration	S77 (Refusal)	C1Z	Refusal	Council	*	*
9A & 9B Muntz Street CAULFIELD NORTH	P580/2019	Construction of two (2) double storey attached dwellings with basement car park	s77 (Refusal)	NRZ1	Refusal	Officer	*	*
10-16 Selwyn Street ELSTERNWICK	P263/2019	Part demolition of the site and construction of a mixed use building of up to 14 storeys; use of the land as a shop, place of assembly and for the sale of packaged liquor	s77 (Refusal)	MUZ1	Refusal	Council	*	*
335 Chesterville Road BENTLEIGH EAST	P1164/2019	Construction of two (2) double storey attached dwellings	s82 (Objector)	NRZ1	NOD	Officer	Merits Hearing	3/12/19

207 Balaclava Road CAULFIELD	P1131/2019	Construction of a three-storey mixed-use building on land affected by a Special Building Overlay, use of the land to sell packaged liquor and a reduction in car parking	s82 (Objector)	C1Z	NOD	Officer	Merits Hearing	5/12/19
10 Quinns Road BENTLEIGH EAST	P1285/2019	Construction of four (4) three storey attached dwellings	s80 (Conditions)	GRZ1	Planning Permit	Officer	Merits Hearing	10/1/20
103 Gardenvale Road GARDENVALE	P1559/2019	Development of the site for a 4 storey mixed use development comprising ground floor retail, 2 levels of offices and use of the upper level for a dwelling with a reduction in car parking requirements within a Special Building Overlay	s77 (Refusal)	C1Z	Refusal	Officer	Merits Hearing	10/2/20
6-8 Bevis Street BENTLEIGH EAST	P840/2019	Construction of a 3 storey building comprising up to 22 apartments and a basement car park	s77 (Refusal)	GRZ1	Refusal	Council	Merits Hearing	10/2/20

RECENT DECISIONS OF THE VICTORIAN CIVIL AND ADMINISTRATIVE TRIBUNAL

N/A

8.4 COMMERCIAL VENDORS TRADING WITHIN COUNCIL'S PARKS AND RESERVES

Author: Matt Barbetta, Open Space Coordinator

Trim No: 19/1295635

Attachments: Nil

PURPOSE AND SUMMARY

The purpose of this report is to outline Council's position on commercial vendors trading within Council parks and reserves, and how this relates to Council's *Open Space Strategy 2014* and the *Community Local Law 2019*.

The report seeks direction from Councillors on a preferred future approach to commercial vendors operating on Council land, including Crown Land.

RECOMMENDATION

That Council resolves that commercial vendors are not permitted to operate in Council parks and reserves, including Council managed Crown Land.

BACKGROUND

Officers regularly receive requests from commercial vendors seeking to operate coffee vans, ice creams vans and market style food truck events within Council parks and reserves. This was of particular interest following the opening and popularity of Booran Reserve in 2017, specifically with ice cream vans.

Currently, commercial vendors are not permitted to operate in any open space throughout Glen Eira and any requests have been denied. Any commercial vendors found in operation within our parks and reserves have been warned, fined and/or moved on from the location, however officers are aware that there may be vendors operating without our knowledge.

Council does provide permits for commercial fitness providers to operate within our parks and reserves. The *Crown Land Act Amendment (Lease and Licence Terms) Act 2009* became effective in Victoria on 1 July 2011. The Act establishes a consistent legislative framework for licencing commercial tourism and commercial recreation activity on Crown land in Victoria. Under this legislation a 'tour operator' is defined as 'a person (or business) who conducts a guided tour or recreational activity for profit on Crown Land'. The Act applies to commercial fitness operators such as personal trainers, outdoor exercise classes and commercial sports organisations, operating on Crown Land. In order to ensure consistency this requirement was applied across all parks in Glen Eira.

Council provides temporary trading by commercial vendors when directly associated with events conducted in Council parks and reserves. These commercial vendors form part of the event, examples include Council's Party in the Park series, Chanukah or privately run events.

Currently, consideration is first and foremost about how to best provide, protect and deliver open space for our community. Commercial elements are only considered if they add value and benefit, and are temporary arrangements associated with events.

There is currently one commercial business operating on Council managed land. The agreement is based upon a historical arrangement, however it should be noted that this does not confer ownership rights nor has it been subject to any due process.

ISSUES AND DISCUSSION

When considering the potential for commercial operators in Council parks and reserves, the following would need to be taken into account:

1. Acknowledgement of the potential impact that commercial vendors operating within parks would have on the trade of local businesses, particularly food businesses in close proximity. Additionally, considering the impact of select commercial businesses being able to leverage public assets for commercial gain; and
2. Alignment with Council's *Open Space Strategy 2014* (section 7.8.3), that provides specific guidelines for assessing appropriateness of commercial or private use of buildings or facilities in open space to ensure '*that the proposed use or development complements and enhances the broader community use of open space*'.

Community Local Laws 2019 Extract

Clause 51 – Itinerant trading

- (1) A person must not, without a Permit or other form of written consent by Council or a member of Council staff:
 - (a) erect or place on any Council Land or road a vehicle, caravan, stall or other similar structure for the purpose of selling any goods or services; or
 - (b) sell any goods or services from any Council Land or road to any person who is on any road or Council Land; or
 - (c) have any goods, object or thing on any Council Land for hire or transport; or
 - (d) sell any goods or services 'door to door' to households; or
 - (e) conduct or attempt to conduct commercial activities in Public Reserves.
- (2) Subclause 51(1)(d) does not apply to the Home Delivery of—
 - (a) goods purchased at another location or online; or
 - (b) newspapers or magazines.
- (3) This clause does not apply to Service Authorities or a person employed or acting on behalf of a Service Authority in the exercise of their statutory functions or where the activity is authorised on Council Land under a lease or licence granted by Council.

Clause 52 – Street appeals

A person must not in a Public Place, without a Permit, solicit or collect money, gifts or subscriptions for any purpose or cause or authorise another person to do so.

Crown Land (Reserves) Act 1978

Under the *Crown Land (Reserves) Act 1978* (the Act), Council is the appointed Committee of Management (COM) for a number of Crown Land reserves including East Caulfield Reserve, Caulfield Park, Booran Reserve and Boyd Park, which are reserved for 'public park, gardens and public recreation'. The Act is primarily managed by the State Government's Department of Environment, Land, Water and Planning (DELWP).

A recent DELWP policy, *Leasing policy for Victorian Crown land 2018*, provides guidance on decision making and understanding of the requirement of leasing Crown Land. While a lease and licence differ, DELWP have highlighted to all councils the need to ensure proper governance of commercial agreements relating to Crown land. An ongoing and exclusive commercial tenure would require approval by the State Minister responsible for DELWP and the Minister, amongst other things, would need to be satisfied that Council has:

- '*... special reasons which make granting the lease reasonable and appropriate in the particular circumstances and that to do this will not be substantially detrimental to the use and enjoyment of any adjacent land reserved under this Act*' and
- used a '*fair, open and impartial*' process to arrive at a preferred tenant.

Benchmarking commercial vendors in operation on neighbouring Council land

Officers have undertaken a benchmarking exercise to review how neighbouring councils manage requests for commercial vendors to operate on Council land. Benchmarking was undertaken with Bayside, Boroondara, Kingston and Stonnington City Councils.

Bayside City Council

Bayside has five nominated foreshore carpark locations that allow commercial vendors to operate. These locations have been nominated with consideration of local food businesses and sporting clubs. The Council undertakes an Expression of Interest (EOI) process every three years and the operators fall under the Lease and Licence Policy. The fee is determined through a bidding/tender process and the EOI sets a minimum fee of \$1,000 per annum.

Boroondara City Council

Commercial vendors are discouraged from operating on public land through imposing high fees (\$14,290 per annum) and a requirement to seek permission from nearby food premises and sporting clubs whose trade may be impacted. There are currently no commercial vendors operating on Council land in Boroondara.

Kingston City Council

Commercial vendors operate from eight designated foreshore car park locations and one open space (Bicentennial Park, Chelsea). The Council undertakes an EOI process every three years. Fees are determined through a bidding/tender process and the EOI sets a minimum fee of \$1,000 per annum. Operators are able to share their permit and obtain rent from another operator when they are not using it.

Stonnington City Council

Commercial vendors are not permitted to operate on Council land, with the exception of Council run events.

Benchmarking summary

In summary, from the selection of neighbouring councils:

- Commercial vendors are most commonly permitted to operate at designated foreshore car park locations;
- One Council has high fees which discourages commercial vendors from operating in open space; and
- Councils allow commercial vendors to operate in open space during Council run events.

Future Approach to Commercial Operators in Council Open Space*1. Do not permit Commercial Operators*

This option sees no commercial vendors operating on Council owned or managed land, with the exception of temporary arrangements during Council run events or Council approved community events.

2. Seek to Develop Future Guidelines to allow Commercial Operators

Develop guidelines which permit commercial vendors to operate within Council owned and managed parks and reserves, with the following considerations:

- Processes adhere to the *Crown Land (Reserves) Act 1978*;
- Commercial business (type) provides value and benefit to the open space;
- Recommendations of a number of locations that would not conflict or compete with existing businesses within close proximity;
- Could provide opportunities beyond commercial businesses, such as social enterprises; and
- Outlines a transparent, public process for the granting of licences, and specifically notes that this does not confer ownership for on-going tenure.

FINANCIAL, RESOURCE, RISK AND ASSET MANAGEMENT IMPLICATIONS

The financial, resource, risk and asset management implications would be dependent on the future direction provided by Council.

POLICY AND LEGISLATIVE IMPLICATIONS

Any lease/licence entered into on Crown Land would need to be approved by department of Environment, Land, Water and Planning.

COMMUNICATION AND ENGAGEMENT

If Council was to appoint commercial vendors to operate within Council parks and reserves, to ensure an equitable, impartial and transparent process, expressions of interest would be sought from prospective traders.

LINK TO COUNCIL AND COMMUNITY PLAN

Theme Three: Safe, Healthy and Inclusive

A strong and safe community that connects people 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

Council's open space areas are limited in Glen Eira and are vital public assets that contribute to our community's liveability, health and wellbeing. Our increasing population and changing lifestyles will continue to see additional demand and competing interests seek to utilise this finite resource.

Officers recommend that Council does not permit commercial vendors to operate in Council parks and reserves, including Council managed Crown Land.

8.5 DRAFT CLASSIFIED TREE REGISTER POLICY AND DRAFT LOCAL LAW

Author: Jarrod Knight, Arboricultural Operations Coordinator

Trim No: 19/1305991

Attachments: Nil

PURPOSE AND SUMMARY

The purpose of this report is to provide an update to Council on the progress of the draft Classified Tree Policy and draft Local Law.

RECOMMENDATION

That Council notes the report and endorses that officers present a draft Classified Tree Policy and the associated draft Local Law at an Ordinary Council Meeting in May 2020 prior to community consultation.

BACKGROUND

At Council's Ordinary Meeting on 30 April 2019, a report was presented discussing the proposed methodology for the implementation of a Classified Tree Policy and Local Law. At this meeting, Council resolved:

That Council:

1. *notes this report;*
2. *authorises officers to prepare a draft Tree Protection Local Law and draft Classified Tree Policy as outlined in this report; and*
3. *receives a report on the draft Tree Protection Local Law and draft Classified Tree Policy by December 2019 at an Ordinary Council Meeting, prior to community consultation.*

ISSUES AND DISCUSSION

In the preparation of the draft Classified Tree Policy and Guidelines, a review on potential legal implications arising from the proposed policy has been undertaken, including ensuring that there are no inconsistencies with any other legislation and that the process for determining whether a tree should be listed on the Register is consistent with administrative law principals. Further work is required to assess and integrate these legal implications, both in the Policy and Local Law.

The intention is for the draft Classified Tree Policy and Guidelines and the draft Local Law to be prepared and issued for community consultation at the same time.

Officers will prepare reports for discussion with Councillors in February 2020, prior to consideration at an OCM in May 2020.

FINANCIAL, RESOURCE, RISK AND ASSET MANAGEMENT IMPLICATIONS

Not applicable to this report.

POLICY AND LEGISLATIVE IMPLICATIONS

There is no policy or legislative implications at this point however the creation of a new Local Law will need to undergo a statutory process under the Local Government Act 1989.

COMMUNICATION AND ENGAGEMENT

Not applicable for this report. Extensive communication and consultation will be undertaken on the draft Classified Tree Management Policy and the draft Tree Protection Local Law.

LINK TO COUNCIL AND COMMUNITY PLAN

Theme One: 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

The draft Classified Tree Policy and Guidelines and draft Local Law will be prepared and presented at an Ordinary Council Meeting in May 2020, prior to community consultation.

8.6 HERITAGE DIGITISATION STRATEGY

Author: Rosemary Hanscombe, History and Heritage Team Leader

Trim No: 19/1278019

Attachments: 1. *Heritage Digitisation Strategy 2019-23* [↓](#)

PURPOSE AND SUMMARY

This report seeks endorsement from Council for the *Heritage Digitisation Strategy 2019–2023*.

RECOMMENDATION

That Council endorses the *Heritage Digitisation Strategy 2019-23*.

BACKGROUND

At the Council Meeting of 21 May 2019, it was resolved:

“That Council notes the priority digitisation projects for the next 12 months and that the 2019/2020 budget has an allocation of \$10, 000 to achieve these projects.

That Officers prepare a Heritage Digitisation Strategy that aims to preserve materials to capture and make accessible our local history. The Strategy should be comprehensive and long-term in nature as well as capturing immediate digitisation priorities.

In preparing the Strategy, Officers will explore potential material for digitisation held by local historical societies and Glen Eira City Council and consider other collaborative projects working with State agencies, historical societies and Local Governments.”

ISSUES AND DISCUSSION

- Community interest in the local history of Glen Eira is increasing. Currently, the Glen Eira City Council *History and Heritage Collection* is focused on Council's organisational history rather than the broader local history of the area.
- Council is in a position to partner with local community collecting organisations and other government agencies, which hold material about the history of Glen Eira.
- The *Heritage Digitisation Strategy* has been developed to create a way forward to make this material more easily accessible to the community by facilitating partnerships and the digitisation of their material. This will be a digital local history repository that is not bound by the current *History and Heritage Collection*, and allows the community to access information and material related to its history from wherever they may be, whenever they would like.
- An action plan is included in the *Strategy* to identify and prioritise significant materials in the short term, whilst also laying the groundwork for a broader plan to harness future opportunities and mitigate potential risks.

- The *Strategy* is necessarily flexible as the nature and amount of material that is held within partner organisations' collections needs to be assessed. The *Strategy* will be reviewed and revised on a regular basis and a report provided to Council annually.
- The *Strategy* will also allow for Council to support the sustainability of local community collecting organisations, to help ensure the long-term preservation of historic material related to Glen Eira's history. The digitisation process will also include rehousing the physical material into archival storage where necessary.

Priority projects currently underway (2019-20) include:

- GE News Archive (1996-present). Digitisation underway, uploaded by February 2020
- Caulfield Contact (precursor to GE News) (1976- 1994). Digitisation underway, upload by February 2020.
- Digitisation of 1,000 slides including images of historical streetscapes, buildings and parks held by Glen Eira Historical Society. Digitisation underway. Upload by February 2020.
- City of Caulfield Council Meeting Minutes Make available date range 1857-1945. Already digitised, upload by February 2020.
- City of Caulfield Centenary Booklet (1957). Already digitised. Upload by February 2020.
- Digitisation of National Trust of Australia (Victoria) Building Documentation Project, 1972. Upload March 2020.

Officers have also identified priorities for next financial year (2020-21); these are listed in Appendix C and E of the *Strategy*.

FINANCIAL, RESOURCE, RISK AND ASSET MANAGEMENT IMPLICATIONS

In order to complete the goals and priorities of the *Strategy* it is estimated that the cost in 2020-21 will be \$45,000. Future funding will be based on the priorities identified by the *Strategy*.

POLICY AND LEGISLATIVE IMPLICATIONS

This *Strategy* aligns with relevant policies and plans of Council, State and Commonwealth Governments. There are no legislative implications arising from this report.

COMMUNICATION AND ENGAGEMENT

This *Strategy* has been developed in consultation with the Glen Eira Historical Society, City of Moorabbin Historical Society and Records Department. Community consultation will inform the *Strategy* on an annual basis through Council's community engagement platforms such as *Have your say*.

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

There is increasing interest in the local history of Glen Eira and Council is in a position to partner with local community collecting organisations and other government agencies, which hold this local history material, to make this material more easily accessible to the community. The *Heritage Digitisation Strategy* will ensure the long term preservation of and access to Glen Eira's history.



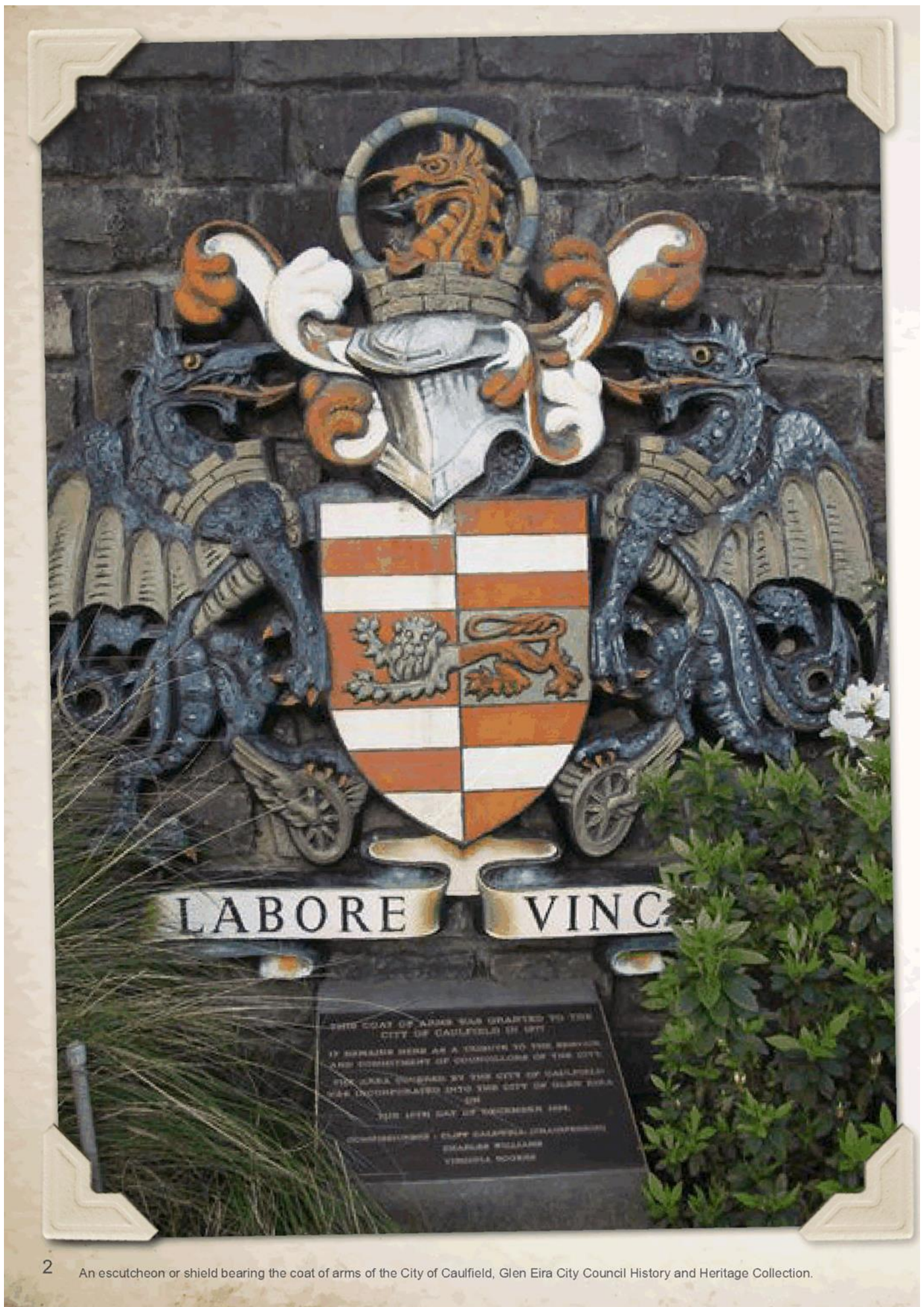
**GLEN EIRA
CITY COUNCIL**

BENTLEIGH
BENTLEIGH EAST
BRIGHTON EAST
CARNEGIE
CAULFIELD
ELSTERNWICK
GARDENVALE
GLEN HUNTLY
MCKINNON
MURRUMBEENA
ORMOND
ST KILDA EAST

MAKING GLEN EIRA'S LOCAL HISTORY DIGITAL

DIGITISATION STRATEGY 2019-2023





2

An escutcheon or shield bearing the coat of arms of the City of Caulfield, Glen Eira City Council History and Heritage Collection.

INTRODUCTION: EXPANDING ACCESS AND ENHANCING MEANING

This Strategy aims to increase the quantity and accessibility of digitised records related to the history of Glen Eira City Council and the broader history of the area now known as Glen Eira.

Glen Eira has a rich and diverse history and Glen Eira City Council is committed to the preservation of, and access to historic material for its community and future generations. There is growing community interest in the history of the local area and local community collecting organisations have done an excellent job in preserving and sharing this history. There is now an opportunity for Council to more effectively partner with local collecting organisations to ensure current and future preservation needs are better met and that local stories can be shared more widely.

This *Digitisation Strategy* forms part of a broader plan to preserve, and enhance public access to Glen Eira's history as one part of a history and heritage service framework which also includes:

- customer service/responding to both internal and external research requests;
- interpretation (including physical and online) — sharing the history of Council;
- public programs, workshops and events;
- collection management; and
- conservation and preservation.

Glen Eira has a rich and diverse history and Council is committed to the preservation of and access to historic material for its community and future generations.

This *Strategy* covers goals for Council internally, as well as informing a program where Council partners with local community collecting organisations and relevant government agencies to create digital content.

The history of Glen Eira is made up of historic material found in numerous organisations across the municipality and in various government agencies across Victoria. Until recently, Council's specific focus has been collecting the history of Glen Eira City Council and its predecessors — Caulfield and Moorabbin — rather than the broader history of the local area and its inhabitants. Council has a small

History and Heritage Collection, the majority of which has been digitised. Local community collecting organisations have collected material related to Glen Eira's history more broadly, along with holdings at other government agencies.

This *Digitisation Strategy* aims to bring this material together into one digital local history portal. Given the dispersal of historic material, this project will require partnerships with a number of organisations and will be underpinned by a commitment to the shared aims of digital co-creation and enhanced public access. This *Strategy* will allow us to create an online resource centre, or 'one-stop-shop' for the Glen Eira community to access this material in the easiest possible way.

These organisations include:

Main partner organisations:

- Glen Eira Historical Society
- City of Moorabbin Historical Society

Collecting institutions with Glen Eira related material

- Kingston City Council (shared suburbs within former City of Moorabbin Council)
- Public Records Office of Victoria
- Royal Historical Society of Victoria
- State Library of Victoria
- Museums Victoria
- Members of the *Glen Eira Heritage Network*
- Local RSL clubs and local school archives etc.
- National Trust of Australia Victoria
- Surrounding councils: Bayside City Council, Port Phillip City Council, Monash City Council and Stonnington City Council



Map of Moorabbin, County of Bourke, Victoria.
Department of Crown Lands and Survey, 1920.
Courtesy State Library of Victoria.

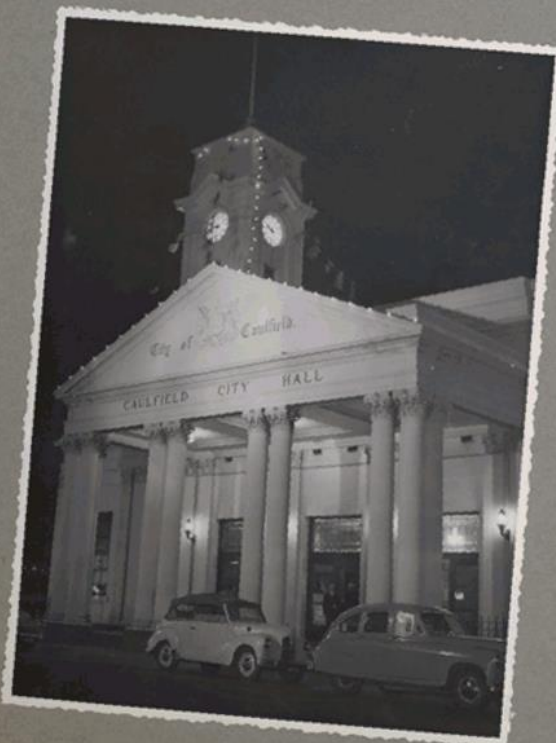
WHAT IS DIGITISATION?

Glen Eira City Council defines digitisation as the process of making copies of physical originals (or analogue items) in digital form — for example, by scanning or photographing 2D items or transferring the contents of reels of film or audio tape into digital formats. This includes 3D scanning of objects or, more loosely, any digital photography of collections. Items can also be 'born digital' such as a photo taken on a digital camera, or a computer file.

Digitisation is more than simply the taking and posting of a single digital image. Just one record might involve numerous images or parts of an object, a file or a collection. These may involve video, sound, images and documents. It also includes researching and adding supplementary information to an item's record for both back-end content management purposes, and to enrich the front end user experience.

Benefits of digitisation

- Preserve rare and fragile items by providing digital copies.
- Protect the collection from potential damage due to over-handling of items.
- Protect the collection from potential damage from the 10 agents of deterioration.
- Broaden access to historic material via the internet and via computer access in our library branches.
- Broaden and enhance community access to historical material.
- Organisational knowledge for council and the historical societies.
- Capacity building with local community collecting organisations.
- Fostering community pride and identity.



WHAT ARE WE DIGITISING?

Historic material related to the City of Glen Eira is dispersed throughout the municipality. This *Strategy* will allow us to systematically prioritise items for digitisation both now and into the future.

This will include:

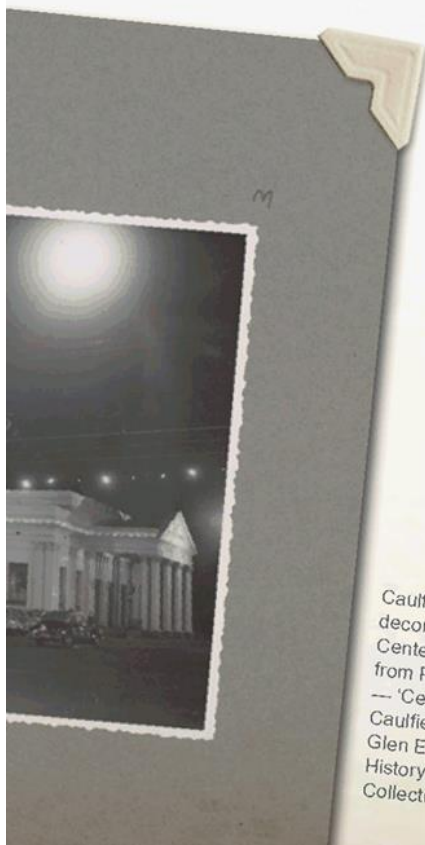
- items within the Glen Eira City Council History and Heritage Collection;
- historical items held by Glen Eira City Council's Records department and other business units; and
- items held by partnering community collecting organisations and state and local government agencies.

This will come from source material such as documents, photographs, slides and negatives, newspapers, maps, artworks, and possibly 3D objects.

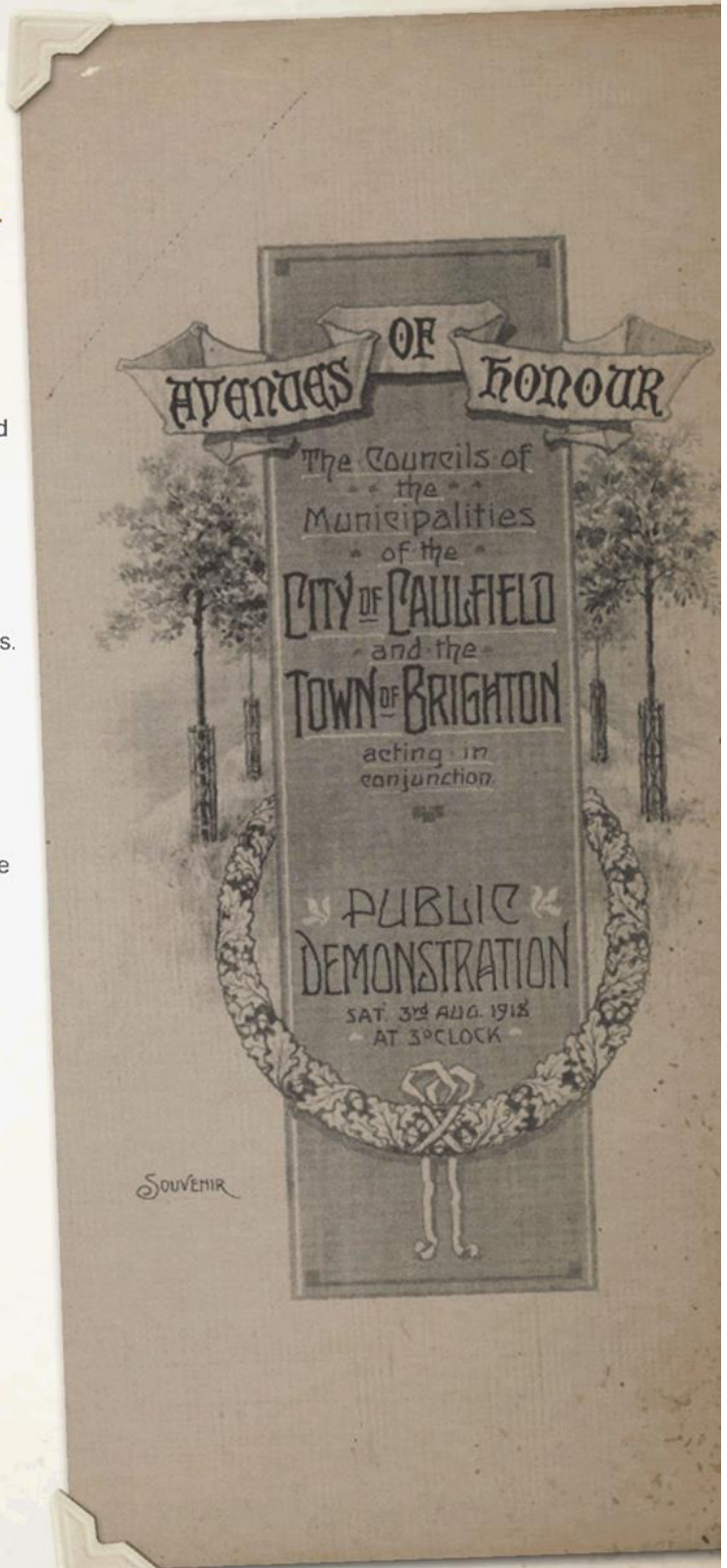
This will be made available to the public in digital format and online.

What we won't digitise:

Items held by state collecting institutions that have previously been digitised or do not hold significance to Glen Eira.



Caulfield Town Hall decorated for the Centenary of Caulfield from Photo Album — 'Centenary of Caulfield, 1857–1957', Glen Eira City Council History and Heritage Collection.



Commemorative Booklet — for dedication of World War One Avenues of Honour, 1918, Glen Eira City Council History and Heritage Collection.

LAUNCHING A NEW ERA AT GLEN EIRA

Transforming the way we respond and provide access to history and digitised materials.

1. We can preserve collections and broaden access

We will provide easier access and faster response times to Council and community queries without over handling of original items.

2. We can support education and lifelong learning

We will support lifelong learning and quality education outcomes through easier access to digital materials for both students and teachers. There are also opportunities to further develop history related educational resources linked to the rationale and aims of the Victorian AusVELS curriculum

3. We can enrich stories and add depth to the conversation

We will make available content more accessible and better highlight thematic connections between collections, encouraging user generated feedback and the sharing of stories. This will also allow us to develop more public programs for the community based on the collection.

Our approach

The plan to develop and implement a new approach to digitisation involves five main steps:

- Review the Glen Eira City Council Collection Policy to add local history and digital items or to create a separate digital local history collection.
- Audit and select items suitable for digitisation, both at Glen Eira City Council and with Glen Eira Historical Society and City of Moorabbin Historical Society.
- Create, manage, and promote the digitised assets themselves.
- Shape a formal, ongoing digitisation Strategy.
- Secure resources to provide adequate funding over time and build staff and volunteer capacity.

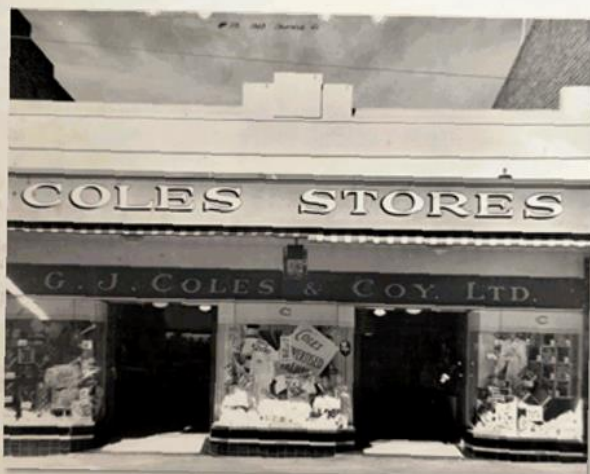
Given the dispersed nature of collections across multiple organisations, an overall planned approach for the entire collection has not yet been investigated.

With learnings from organisations that have achieved high quality digitisation strategies, we will develop a strategy that provides guidelines for what we do and do not digitise; clear policies and processes; and uniform standards.

This *Strategy* will provide such direction and support the achievement of shared goals amongst partner organisations.

Community consultation

We will provide opportunities for the community to be involved in digitisation planning through *Have your Say* annually and through online digitisation requests. Council also runs the Glen Eira Heritage Network, which is a space for local community collecting organisations, museums and groups to come together and discuss programs and issues.



6 G.J. Coles Stores at Caulfield, taken in 1949, photographer unknown. Courtesy Glen Eira Historical Society.



Photograph of Mayoress Mrs Ritchie with numerous debutants c. 1938-39 Courtesy Glen Eira Historical Society.

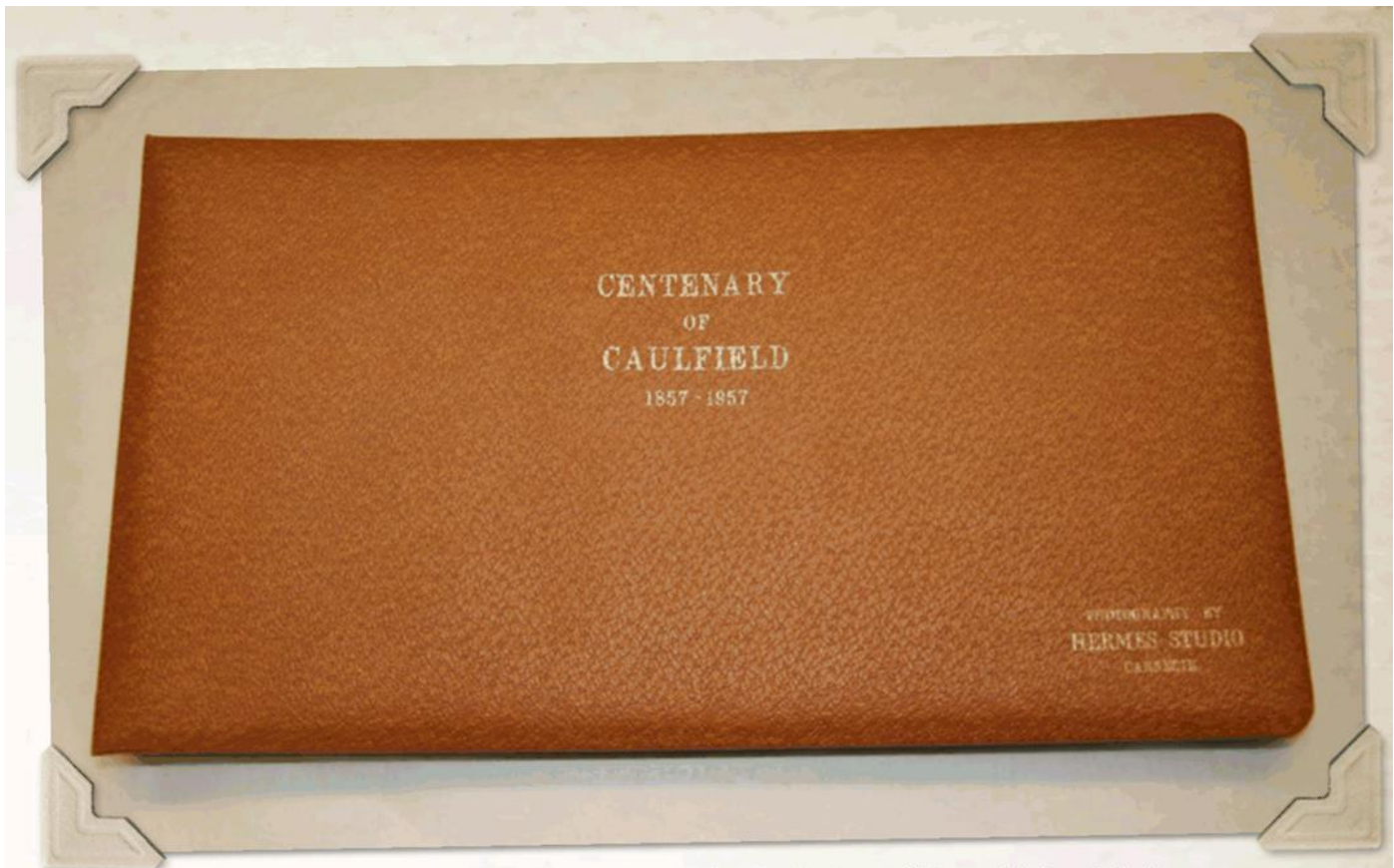


Photo Album — 'Centenary of Caulfield, 1857–1957', Glen Eira City Council History and Heritage Collection.

Strategic alignment

This *Strategy* is in keeping with *Glen Eira City Council and Community Plan 2017–2021* and has links to the *Glen Eira Libraries Strategy*.

Legislative framework

Council adheres to its obligations under the *Public Records Act 1973* but has never actively developed or maintained a broad local history collection outside of its legislated responsibilities. However, since the 1970s local historical societies and other local

community collecting organisations have actively built and maintained a collection of historical material drawn from a range of sources, including Glen Eira City Council (1995 to present) and the former councils of Moorabbin and Caulfield.

Aside from its legislated responsibilities to retain certain Council records under the *Public Records Act*, Council does hold a small History and Heritage Collection of items not suitable for standard archive repository due to fragility or rarity.



Caulfield Elderly Citizens Club at Centenary Parade from Photo Album — 'Centenary of Caulfield, 1857–1957', Glen Eira City Council History and Heritage Collection.



Air Raid Precaution (ARP) in Caulfield c. 1939–45. Courtesy Glen Eira Historical Society.

GLEN EIRA DIGITISATION STRATEGY 2019–2029

Vision

Opening up access to Glen Eira's history and heritage through the development of a *Digital Local History Portal*, with 'one-stop-shop' access for the community.

Mission

- Digitise the resources of dispersed local history collections for the widest possible use by current and future generations.
- Build partnerships to allow the sharing and co-creation of best practice digital content from different sources and across multiple organisations.
- Provide access to material which would otherwise remain hidden or inaccessible due to a lack of digitisation capacity within community collecting organisations and/or other preservation and identification issues.
- Future proof our digital heritage through effective planning and strategic foresight.

Digitisation goals

1. Build relationships and co-creation partnerships
2. Build, manage and future-proof our digital assets
3. Enhance public access and engagement
4. Organisational capacity and planning for the future

While listed in priority order, these goals address issues that are interdependent, so they will be implemented concurrently.

GOAL ONE: BUILD RELATIONSHIPS AND CO-CREATION PARTNERSHIPS

Objective one

- Identify the nature and extent of holdings of local community collecting organisations and relevant government agencies.
- Build and consolidate relationships with local community collecting organisations, and other government collecting institutions and agencies that hold locally significant material.
- Formalise relationships and co-creation strategy deliverables with main partner organisations and other relevant organisations through a Memorandum of Understanding (MOU) or agreement for the strategy. This would also cover rights, restrictions and security of the items digitised as part of the Strategy.

GOAL TWO: BUILD, MANAGE AND FUTURE-PROOF OUR DIGITAL ASSETS

Provide enhanced access to Glen Eira's dispersed local history collections through a strategy of digital co-creation with external collecting organisations. This goal seeks to increase the quantity and accessibility of our joint digital assets, and to introduce comprehensive digital assets management planning.

Objective one

- Protect and enhance the value of Glen Eira's local history digital assets through co-ordinated best practice digital asset management, taking advantage of new opportunities to ensure digital assets and their access are future-proofed against changing technologies.
- Gain an accurate picture of the technological landscape by surveying existing and planned systems that provide access to, or manage digital assets and their metadata.
- Investigate collection management software for cataloguing and housing the digital material to best practice standards.

- In conjunction with the partner organisations, apply established prioritisation and selection criteria to determine assets to be digitised (See Appendices A and D).
- Develop digitisation procedures to ensure immediate access and long-term preservation, implementing technical best practices and standards for capturing, creating, and using digital resources, and incorporating them into processes and systems.
- Document rights, restrictions, and security requirements for digital assets, in order to clarify access and use issues, identify what assets can be made readily available, and support our responsibilities as stewards of the collections.
- Explore the possibility of a digitisation facility within Glen Eira Town Hall.
- Explore future needs in digital asset storage and backup requirements that are optimal and sustainable and support long-term preservation and access.
- Explore options to consolidate collection management systems with key partner organisations, to ensure integrity of digital assets and access to them.
- Ensure preservation/conservation of physical collection material to best practice standards.

Objective two

Implement an annual *Digitisation Strategy* that considers ongoing Glen Eira City Council and main partner organisations priorities and planning, and strikes a balance between strategic and reactive digitisation.

- Monitor and review priorities for *Digitisation Strategy* annually (see Appendix E).
- Ensure digitisation of content is included as part of full life cycle process of cataloguing, conservation and re-housing of original materials, for Council and for partner organisations.
- Empower staff and our community to use the digital resources through the provision of workshops and by developing user-friendly tools.
- Develop a mobile digitisation kit that can be taken to local community collecting organisations to digitise on-site as required.

GOAL THREE: ENHANCE PUBLIC ACCESS AND ENGAGEMENT

Objective one

Open up and provide access to digital content for the community to use in new and exciting ways.

- Explore the possibility of a stand-alone *Glen Eira History Portal* website, that feeds into TROVE, and can be used to house and showcase the co-created digitised collection, curated historical stories, oral histories (video and audio) and educational resources for school students based on AusVELS curriculum.
- Use the internet and social media to increase awareness of the value of the local history digital assets, particularly those currently on Victorian collections.
- Explore forming strategic partnerships and relationships to promote, leverage, and develop local history digital assets. In addition to local historical organisations, with institutions like Museums Victoria, Public Records Office of Victoria and neighbouring local government areas.
- Increase both internal organisational and broad community awareness of the availability of digital assets through the use of multiple communication avenues.
- Explore ways to provide opportunities for the public to get involved and donate to the collection, either physical or digital — such as Museums Victoria's *Biggest Family Album* or a digital roadshow/pop-up in a library branch.

GOAL FOUR: BUILDING ORGANISATIONAL CAPACITY AND PLANNING FOR THE FUTURE

Through a responsive approach, secure sufficient resources and build capacity to create and sustain a digitisation strategy which meets current needs and plans for the future.

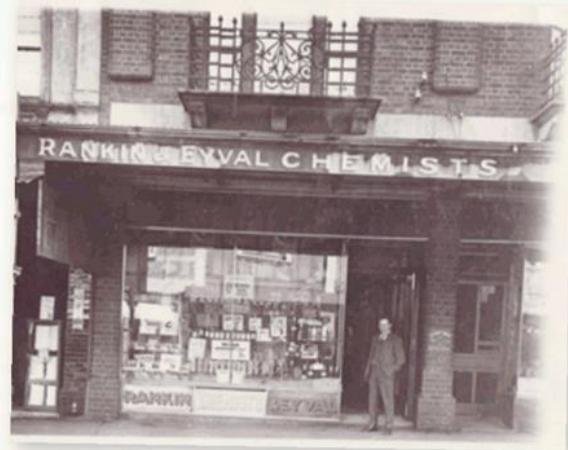
Objective one

Sustain an ongoing local history digitisation strategy that continues to achieve best practice and standards.

- Ensure staff maintain and develop appropriate skills, tools, and understanding of their roles to meet strategy goals.
- Ensure staff remain informed of new and emerging local, national and global trends related to best practice digitisation.
- Maintain a flexible approach which will change as user needs, collections and technologies evolve and new opportunities arise.
- Provide support to main partner organisation's volunteers to maintain and develop appropriate skills, tools, and understanding of their roles to meet shared strategy goals.
- Identify and develop ways to supplement the employee workforce with other sources of paid or unpaid assistance, such as students and volunteers.
- Investigate opportunities for funding through the Public Record Office of Victoria's *Local History Grants* and other relevant grant streams.
- Explore the possibility of a dedicated space for housing both physical original materials alongside digital assets created as part of the co-creation strategy.
- Explore opportunities for community consultation through Council's online *Have your say* engagement platform annually.
- Provide an annual update to Council on progress of the *Strategy*.



Letters Patent for City of Caulfield Coat of Arms, Glen Eira City Council History and Heritage Collection.



Hulbert Gorrie standing outside the shop front of Rankin and Eyval Chemists at 35 Glenhuntly Road Elsternwick. Courtesy Glen Eira Historical Society.



Murrumbeena State School No. 3449 in 1945. Courtesy Glen Eira Historical Society.

Appendix A

Principles for selection and prioritisation of material for digitisation

Priority areas

- Is the material relevant to Glen Eira City Council?
- Is the material relevant to Glen Eira as a local area?
- Will it support the AusVELS Curriculum and lifelong learning activities?
- Will it support any current projects or programs of Glen Eira City Council or the partnering organisation?

Selection

When selecting for digitisation, the Digitisation team will consider the following:

- **Demand.** Has there been demand for this material or for similar items, or do we anticipate demand? Customer demand across the library will be measured using engagement with customers, feedback and usage of online digitised resources. Eg. material related to the history of Glen Eira that will support demand for material for heritage interpretation projects in parks and gardens and activity centres.
- **At risk.** Is the original material at risk? Is it deteriorating quickly, or is it in a poor but stable condition? Will it be more difficult and expensive to digitise later? Eg. *Caulfield Contact* newspapers.
- **Rarity.** Is the material unique? Is the material found in a digital format in a state or other collecting institutions eg. *Caulfield Contact* newspapers.
- **Representation.** Is the digitised form a good enough representation of the material to be accessed as an alternative to the original?
- **Transcends.** Does the digitised form support reuse and re-purposing in new and novel ways? Council minutes, eg. *Glen Eira News* for research.
- **Cleared.** Is the material out of copyright or material with open licensing?
- **Evidence.** Does the digitised form have integrity as a substitute for the original in scholarly resource and citation?
- **Resource.** Is the material likely to be useful to audiences with different motivations at different times?

Themes

The selection of items to digitise in this *Strategy* will follow the themes outlined in the *City of Glen Eira Heritage Review 2019* by Built Heritage. This *Review* is aligned to *Victoria's Framework of Historical Themes* and uses as its base the *Glen Eira Heritage Management Plan (1996)* by Andrew Ward.

Victoria's Framework of Historical Themes are:

1. Shaping Victoria's environment
2. Peopling Victoria's places and landscapes
3. Connecting Victorians by transport and communications
4. Transforming and managing land and natural resources
5. Building Victoria's industries and workforce
6. Building towns, cities and the garden state
7. Governing Victorians
8. Building community life
9. Shaping cultural and creative life



Celebrations for the 1957 Centenary. Glen Eira City Council History and Heritage Collection.

Appendix B

Current Glen Eira City Council History and Heritage Collection Policy, Collection development statement,

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, 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.

Appendix C: Immediate digitisation priority list

2019–2020

- *Glen Eira News* Archive (1996 to present). Digitisation underway, uploaded by Nov 2019. \$1,000.
- *Caulfield Contact* (precursor to *Glen Eira News*) (1976–1994). Digitisation underway. Uploaded by November 2019. \$1,600.
- Digitisation of 1,000 slides including images of historical streetscapes, buildings and parks held by Glen Eira Historical Society. Digitisation underway. Upload December 2019. \$1,385.

- *City of Caulfield Council Meeting Minutes* Make available date range 1857–1945. Already digitised upload December 2019.
- *City of Caulfield Centenary Booklet* (1957). Already digitised. Upload December 2019.
- Digitisation of National Trust of Australia (Victoria) Building Documentation Project, 1972. Upload March 2020. \$2,000.

2020–2021

- Digitisation of 4,500 original 35 milometre negatives from Caulfield Contact archive. Upload September 2020. \$6,000.
- Produce a detailed benchmarking report around the management of local history collections by other Victorian LGAs (metro and regional). Delivery of findings to officers due May 2020. \$5,000.
- Collection of WWII ephemera. Upload September 2020. \$2,000.
- Digitisation of A.P Bell and Peter R. Murray archives. Upload November 2020. \$2,000.
- *City of Moorabbin Minutes* Make available date range 1863–1945. Requires permission from Kingston City Council and Public Records Office of Victoria. Upload December 2021. \$5,000.
- Purchase mobile digitisation kit, including scanning equipment and cameras to enable off-site digitisation at partner organisations. Due June 2021. \$10,000.
- Identify options for a dedicated shared online Glen Eira History Portal website, which feeds into TROVE, including a streamlined content and collection management system between Council and key partner organisations. Delivery of findings to officers due October 2020. \$7,000.
- Identify non-digitised holdings held by Royal Historical Society of Victoria, Public Record Office of Victoria, GEHS and State Library of Victoria and develop digitisation priority list, inclusive of costings to digitise to National Library of Australia (NLA)/TROVE standard. For example, *Caulfield and Elsternwick Leader*, *The Bentleigh Standard* (1949–1965), *Rosstown Rail Papers* at Royal Historic Society of Victoria.
- Development of Digitisation Priority List A (with costings) due September 2021. \$7500.
- Development of Digitisation Priority List B (with costings) due July 2021. \$7500.

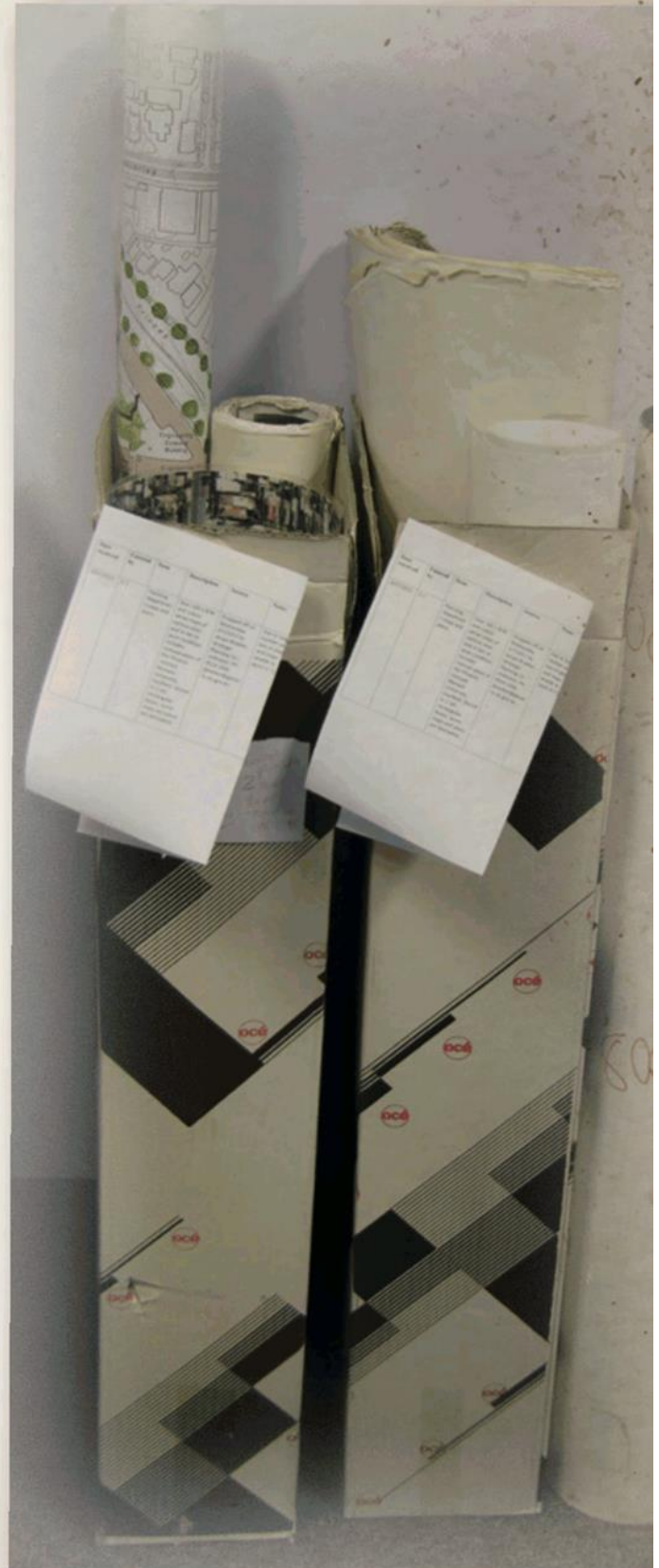
Appendix D: Future potential items and collections of items for digitisation

Potential items and collections of items for digitisation

- Items not in copyright.
- Items for which Glen Eira City Council holds copyright.
- Items for which Glen Eira Historical Society/City of Moorabbin Historical Society holds copyright.
- Items for which Glen Eira City Council has permission from copyright owner to copy formats.
- Items for which Glen Eira Historical Society/City of Moorabbin Historical Society has permission from copyright owner to copy.

Formats

- Photographs
- Postcards
- Glass slides/glass negatives
- Photographic negatives and microfiche
- Maps
- Artworks
- Large and/or fragile photographs
- Albums of photographs
- Manuscripts, scrapbooks, ephemera
- Books published and unpublished ie. minute books, letter books
- Letters and other personal paperwork/archives
- Objects and documents in the Glen Eira City Council History and Heritage Collection not yet digitised:
 - Framed prints, maps, certificates
 - Heritage Maps from Planning Department
 - Original Artworks
 - Books/publications — with Glen Eira as the subject matter
 - Community Newspapers — Caulfield Contact, Glen Eira News
 - Other Community Newsletters/serials
 - Video, DVDs, CDs and Audio cassettes
 - Archive collections
 - Ephemera
 - Photographs
 - Other items as appropriate



Planning Department maps and plans, Glen Eira City Council.

Appendix E

Current digitisation plan for 2019–2022

The three year plan of digitisation work and projects will be set in the strategic direction outlined in the *Strategy*. This plan strikes a balance between a reactive and strategic approach to digitisation. It will remain flexible as user needs change, technologies and collections evolve and new opportunities arise.

Action/Objective: Three year Digitisation Strategy 2019–2022		Community Plan years			
Audits and digital material identification projects		Led by	2019–20	2020–21	2021–22
1.	Produce a detailed benchmarking report around the management of local history collections by other Victorian Local Government Authorities (metro and regional).	Led by History and Heritage	Delivery of findings to officers Due May 2020		
2.	Identify options for a dedicated shared online Glen Eira History Portal website, which feeds into TROVE, including a streamlined content and collection management system between Council and key partner organisations.	Led History and Heritage		Delivery of findings to officers Due October 2020	
3.	Identify non-digitised holdings held by Royal Historical Society of Victoria, Public Record Office of Victoria, Glen Eira Historical Society, City of Moorabbin Historical Society and State Library of Victoria and develop a digitisation priority list, inclusive of costings to digitise to National Library of Australia (NLA)/TROVE standard For example, <i>Caulfield</i> and <i>Elsternwick Leader</i> , <i>The Bentleigh Standard</i> (1949–1965), <i>Rosstown Rail Papers</i> at Royal Historical Society of Victoria.	Led by History and Heritage		Development of Digitisation Priority List A (with costings) Due September 2020	Development of Digitisation Priority List B (with costings) Due September 2021 Digitisation of titles to National Library of Australia standard Cost TBA

Action/Objective: Three year Digitisation Strategy 2019–2022		Community Plan years			
Digitisation projects		Collection held by	2019–20	2020–21	2021–22
4.	<i>Glen Eira News Archive</i> (1996–present) Digitise archive and make available to the public via Council's website.	Glen Eira City Council	Digitisation underway Upload by Feb 2020		
5.	<i>Caulfield Contact</i> (precursor to <i>Glen Eira News</i>) (1976–1994) Digitise archive and make available to the public via Council's website.	Glen Eira City Council	Digitisation underway Upload by Feb 2020		
6.	Digitisation of 1,000 slides including images of historical streetscapes, buildings and parks.	Glen Eira Historical Society	Upload by Feb 2020		
7.	<i>City of Caulfield Minutes</i> Make available date range: 1857–1945 via Council's website.	Glen Eira City Council	Already digitised Upload by Feb 2020		
8.	<i>City of Caulfield Centenary Booklet</i> Images of activities and activities related to City of Caulfield's 1957 Centenary.	Glen Eira City Council	Already digitised Upload by Feb 2020		
9.	<i>City of Moorabbin Minutes</i> Digitise Council minutes currently held at Public Record Office Victoria and seek out partnership with Kingston City Council. Make available date range: 1863–1945 via Council's website.	PROV, Kingston City Council			
10.	<i>Digitisation of A.P Bell and Peter R. Murray archives (Box 47, 48, 43)</i> Make available selected material available online.	Glen Eira Historical Society		Upload by December 2020	
11.	<i>Digitisation of National Trust of Australia (Victoria) Building Documentation Project, 1972</i> Make available selected material online.	Glen Eira Historical Society	Upload by March 2020		
12.	Digitisation of 4,500 original 35mm negatives from <i>Caulfield Contact</i> archive — make available online.	Glen Eira Historical Society		Upload by Sept 2020	

Action/Objective:**Three year Digitisation Strategy
2019–2022****Community Plan years**

Digitisation projects		Collection held by	2019–20	2020–21	2021–22
13.	Collection of WWII ephemera Council flyers, publications, newsletters and make available online.	Glen Eira Historical Society		Upload by Sept 2020	
14.	Purchase a mobile digitisation kit (including, scanner, camera and lighting equipment) to enable off-site digitisation at partner organisations.	N/A		To be completed by June 2021	
15.	Additional prioritised co-creation digitisation projects (inclusive of resources to re-house original materials where required).			Part one by June 2021	Part two 2022 Costings TBA
Other projects		Led by	2019-20	\$20,000	2021-22
16.	Develop a <i>Have Your Say</i> online feedback and ideas forum.	History and Heritage	January 2020		
17.	Launch of Elsternwick Historic Walking Tour and Boyd Walking Tour on digital walking app. <i>Glen Eira Walking Tours</i> (includes a range of historical images sourced from Glen Eira Historical Society and external organisations).	Glen Eira City Council and partner organisations	Completed		
18.	Launch of third digital walking tour of Rosstown Rail Trail (includes a range of historical images sourced from Glen Eira Historical Society and external organisations).	Glen Eira City Council and partner organisations	Launch May 2020 (existing operational budget)		
19.	Launch of fourth digital walking tour of Bentleigh (includes a range of historical images sourced from Glen Eira Historical Society and external organisations).	Glen Eira City Council and partner organisations			
	Sub-total		\$10,985	Proposed Bid: \$44,500	Bid: TBA



CITY OF CAULFIELD

Civic Week — Nov. 16-22, 1958

A Message from the Mayor

Civic Week, 1958, is to be held in this City from the 16th to the 22nd November.

The idea behind Civic Week is to promote a new and more active Community spirit, to create greater public interest and participation in Community affairs, to emphasise the important part played by local government in the Community and to bring to all Citizens a new awareness of their City as a progressive part of the Metropolis.



Programme of Functions to be Held During Civic Week 1958

SUNDAY, 16 NOVEMBER

Special Church Services.

Music for the People, Marching Displays at Caulfield Park, 3 p.m. to 4.30 p.m.

March to Caulfield Park.

MONDAY, 17 TO SATURDAY, 22 NOVEMBER

Art Exhibition in Lecture Room, Caulfield Town Hall (arranged by Hughesdale Art Group). To be officially opened by the Mayor on the 17th November at 7.30 p.m.

Public Painting Demonstration by members of the Art Group on Wednesday, 19 November.

TUESDAY, 18 NOVEMBER

Councillors to address scholars at the schools on Civic Affairs and to Plant Trees in school grounds.

THURSDAY, 20 NOVEMBER

"Model" Council meeting in Caulfield Town Hall at 8 p.m. (Scholars nominated by the various schools to act as councillors.)

THURSDAY, 20 NOVEMBER

Screening of Films in Supper Room of Town Hall (arranged by the Caulfield Film Society).

SATURDAY 22 AND SUNDAY, 23 NOVEMBER

Exhibition of Paintings at Pre-School Centre, Birch Street (arranged by Malvern Art Society). Afternoon tea will be served.

The Caulfield Park Carnival Committee is conducting a Carnival at Caulfield Park from the 13th to the 22nd November on behalf of the City of Caulfield Memorial Youth Centre, Caulfield Park Trust and Caulfield Central Sub-Branch R.S.L.

Chambers of Commerce and Traders Associations have been invited to display bunting and arrange for shop window displays.

The Bowling Clubs have been invited to arrange tournaments amongst their members to mark the occasion.

Community newsletter — 'City of Caulfield Civic Week, November 16 to 22, 1958', Glen Eira City Council History and Heritage Collection.



Newspaper — *The Sun News Pictorial*, 18 August 1930, Glen Eira City Council History and Heritage Collection.



**GLEN EIRA
CITY COUNCIL****Glen Eira City Council**

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mail@gleneira.vic.gov.au

www.gleneira.vic.gov.au

National Relay Service

If you are deaf, hearing-impaired, or speech-impaired, we ask that you call us via the National Relay Service and then ask for (03) 9524 3333.

Online: <https://internet-relay.nrsccall.gov.au>

Teletypewriter (TTY): 13 36 77

Speak and Listen: 1300 555 727

Social media**Glen Eira City Council:**

www.facebook.com/GlenEiraCityCouncil

@cityofgleneira:

www.instagram.com/cityofgleneira

www.instagram.com/gleneiralibraries

Glen Eira arts, gallery and events:

www.facebook.com/gleneiraarts

Glen Eira Libraries and Learning Centres:

www.facebook.com/GlenEiraLibraries

Glen Eira Maternal and Child Health:

www.facebook.com/GlenEiraMaternalandChildHealth

Glen Eira Sports and Aquatic Centre:

www.facebook.com/GESACOnline

www.twitter.com/GESACOnline

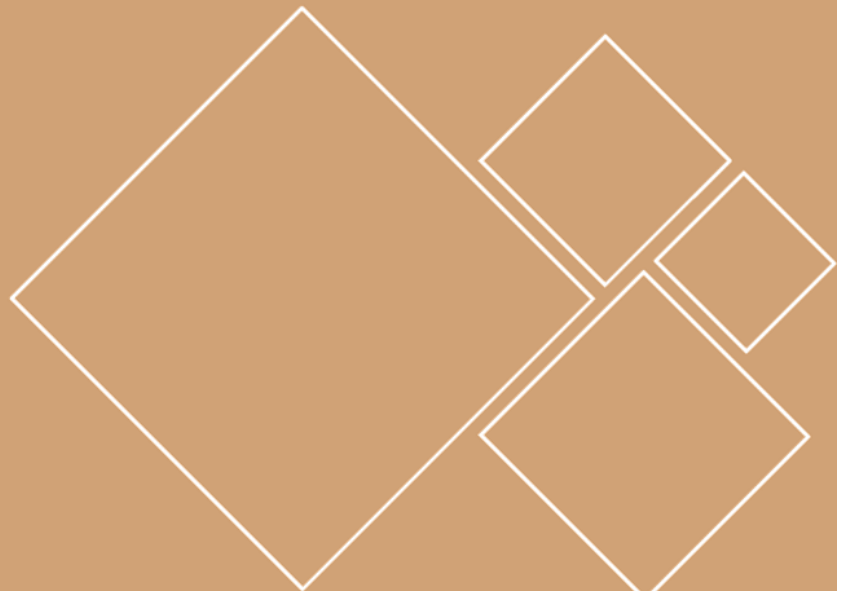
Glen Eira Youth Services:

www.facebook.com/GlenEiraYouthServices

www.instagram.com/gleneirayouthservices

Glen Eira sustainable living:

www.facebook.com/sustainablelivinggleneira



8.7 GLEN EIRA STREET LIBRARIES

Author: Margaret Adams, Marketing and Programs, Libraries

Trim No: 19/1288836

Attachments: Nil

PURPOSE AND SUMMARY

This report responds to a Council resolution on 16 October 2019 requesting, 'that officers prepare a report that outlines:

- Street libraries in Glen Eira
- Steps Council is taking to support these community book exchanges'.

RECOMMENDATION

That Council notes this report.

BACKGROUND

Local community book exchanges (also known as 'street libraries' or 'little libraries') have emerged across the world as a meeting point for neighbourhoods to develop positive connections and promote conversation through the sharing and reading of books. The books are free to borrow and can either be returned or exchanged for another book.

Council officers have looked at examples of community book exchanges in other municipalities.

Maribyrnong– in 2008, Maribyrnong Council commissioned 17 street libraries to be made by the Braybrook Men's Shed. Through an Expression of Interest process, local hosts were selected, each receiving one unit to decorate, install and maintain at their property. There are now 20 street libraries in operation in the City of Maribyrnong.

Port Macquarie-Hastings (NSW) – Ten street libraries were given away by the Council and Port Macquarie-Hastings Library Service. Successful applicants constructed and decorated their street libraries during two workshops.

Bayside – Council launched the Sandringham Street Library on 11 October 2019. This is a collaborative project with the Sandy Street Art Project, the Beaumaris branch of the Bayside Men's Shed, and Bayside City Council.

Inner West Council (Tasmania) – Council partnered with Street Library Australia to fund the rollout of ten street libraries, hosted at schools and childcare centres. Council donated up to 20 discarded library items per unit as a starting point.

Across Glen Eira, there are already a number of community book exchanges that are not affiliated with Council. These include:

- Ulupna Road, Ormond
- Parkmore Road, Bentleigh East
- Balaclava Road, St Kilda East
- Early Learning Centre and Kindergarten, 83 Oakleigh Road, Carnegie
- Carnegie Laneway Garden and Gallery, off Graceburn Avenue

ISSUES AND DISCUSSION

Glen Eira Libraries is undertaking a project to support community groups and households by placing accessible community book exchange boxes around the municipality. These grassroots initiatives are more than a box of books and a way of raising literary standards, but can become small community hubs which bring people together.

Council officers have purchased three street library boxes and are looking to place these in community hubs and parks in the coming months. A further six to seven boxes will be made by the *Bentmoor Community Men's Shed*. These units will remain unbranded so as to be to be independent from Council's library service and not seen as a drop-off point for library materials.

Through an *Expression of Interest* process, applications will be accepted from local groups and households who would like to host one of these units. Successful applicants will then install and maintain the 'street library' at their property. Hosts can choose to decorate their unit if they wish, or receive it pre-decorated by the *Men's Shed*.

Support from Council will include providing the street library box and a start-up collection of books. The books will then be replenished by the community in the natural operation and turnover of the book exchange.

FINANCIAL, RESOURCE, RISK AND ASSET MANAGEMENT IMPLICATIONS

Glen Eira Libraries will establish and coordinate the logistics of this venture within the current programming budget.

POLICY AND LEGISLATIVE IMPLICATIONS

N/A

COMMUNICATION AND ENGAGEMENT

Glen Eira Libraries, partnering with the *Bentmoor Community Men's Shed*, is building a love of literature and reading in the community beyond library walls as well as providing a opportunity for improved social connections in neighbourhoods.

LINK TO COUNCIL AND COMMUNITY PLAN

Theme Three: Safe, Healthy and Inclusive

A strong and safe community that connects people and enhances health and wellbeing.

In Glen Eira Libraries' Strategic Plan 2017-2019, there was a commitment to: *"Establish a series of free pop-up libraries in Council facilities/open space areas utilising good quality deleted collection items and encourage community members to supplement these with their own items."*

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

Glen Eira Libraries will undertake a trial of community book exchanges in partnership with the *Bentmoor Community Men's Shed*. Councillors will be updated on the progress of this scheme through the Governance Digest.

8.8 COUNCILLOR CHILD SAFE POLICY AND CHILD SAFE CODE OF CONDUCT

Author: Corrie Considine, Child Safe Advisor

Trim No: 19/1259330

Attachments: 1. Attachment One - Councillor Child Safe Policy - 2019-11-26 [↓](#)

PURPOSE AND SUMMARY

The purpose of this report is to seek endorsement of the Councillor Child Safe Policy and to amend the Councillor Code of Conduct by including a child safety clause.

RECOMMENDATION

That Council agrees to:

1. adopt the Councillor Child Safe Policy; and
2. amend the Councillor Code of Conduct (Code) by including the following clause when the Code is next reviewed.

Interacting with Children and Young People

As Councillors we are committed to a child safe organisation and have a zero tolerance towards child abuse. As Councillors we adhere to all relevant legislation designed to protect the safety and wellbeing of children and young people.

We encourage and support the participation and empowerment of all children and young people and consider the rights, safety and wellbeing of children and young people in our decisions. Councillor interactions with children and young people including the reporting of child abuse and safety concerns will occur in line with the Councillor Child Safe Policy.

BACKGROUND

In 2012, the Victorian Government initiated an inquiry into the handling of child abuse allegations within religious and other non-government organisations. The Betrayal of Trust Report made a range of recommendations, including the need to better protect children from child abuse when they access services provided by organisations.

The Victorian Government subsequently introduced two key reforms to address the outcomes of the Betrayal of Trust Report; the Victorian Child Safe Standards and the Reportable Conduct Scheme. The reforms are overseen by the Victorian Commission for Children and Young People.

The Victorian Child Safe Standards provide a framework for organisations to develop policies, procedures and strategies that embed a culture of child safety into everyday thinking and practice to reduce the risk of child abuse.

The Victorian Reportable Conduct Scheme has a narrower scope and focusses on the reporting and investigation of child abuse and neglect by workers and volunteers.

ISSUES AND DISCUSSION

Currently there is no industry standard in the event allegations of child abuse are received in relation to a Councillor. The key priorities for any investigation is the safety and wellbeing of those involved, along with reducing or removing the risk for any further potential child abuse.

Councillor Code of Conduct

The following clause has been drafted for inclusion within the Councillor Code of Conduct. The clause outlines Councillor commitment to the rights, safety and wellbeing of children and young people with further detail available in the Councillor Child Safe Policy.

Interacting with Children and Young People

As Councillors we are committed to a child safe organisation and have a zero tolerance towards child abuse. As Councillors we adhere to all relevant legislation designed to protect the safety and wellbeing of children and young people.

We encourage and support the participation and empowerment of all children and young people and consider the rights, safety and wellbeing of children and young people in our decisions. Councillor interactions with children and young people including the reporting of child abuse and safety concerns will occur in line with the Councillor Child Safe Policy.

Councillor Child Safe Policy

The Policy outlines Council's expectations in relation to child safety matters, and specifically expectations regarding Councillor training, Working with Children Checks and processes for dealing with allegations of child abuse against a Councillor. Further, it guides and protects Councillors in their interactions with children and young people and ensures Councillors are afforded natural justice in the event that the organisation is notified of child abuse allegations involving a Councillor.

FINANCIAL, RESOURCE, RISK AND ASSET MANAGEMENT IMPLICATIONS

It is not expected that any financial impact will result from the adoption of recommendations arising from this report

Councillors are eligible to apply for a volunteer Working with Children Check which is currently free of cost.

POLICY AND LEGISLATIVE IMPLICATIONS

From an organisational perspective, a failure by Glen Eira City Council to comply with their child safety and wellbeing obligations could result in both reputational damage and legal penalties such as:

- Civil penalty (declaration) and/or pecuniary penalty for failure to produce or comply through the courts
- Council as an organisation being named as an entity in the Commission for Children and Young People's annual report to Parliament for failures in relation to the *Child Wellbeing and Safety Act 2005*

There is also additional child safety and wellbeing legislation that can result in penalties for both organisations and individuals if they fail to comply.

Should Councillors breach the Councillor Code of Conduct in relation to their interactions with children and young people the matter will be referred to the Councillor Conduct Reference Group.

COMMUNICATION AND ENGAGEMENT

Councillors have received information on child safety and have discussed and indicated support in providing leadership in the area of child safety, including considering a Councillor Child Safe Policy and amendments to the Councillor Code of Conduct.

LINK TO COUNCIL AND COMMUNITY PLAN

Theme Three: Safe, Healthy and Inclusive

A strong and safe community that connects people 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

The adoption of a Councillor Child Safe Policy and the inclusion of child safety information into the Councillor Code of Conduct demonstrates Council's leadership and commitment to the safety and wellbeing of all children and young people.

Councillor Child Safe Policy

Date first adopted:	
Dates amended:	
Next review date:	
Position title of responsible business unit Manager:	Manager Family, Youth & Children's Services & Executive Manager People & Culture
Approved by:	Council
Internal external or both:	External - Councillors

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1. TITLE

Councillor Child Safe Policy

2. OBJECTIVE

The objective of this policy is to outline expectations for Councillors when interacting with children and young people and to outline their responsibilities in identifying, responding to and reporting child abuse.

3. SCOPE

This Policy applies to all Glen Eira City Councillors.

4. POLICY**4.1 Councillors**

All Councillors are responsible for supporting the safety, participation, wellbeing and empowerment of children and young people. Leadership responsibilities and behavioural expectations for Councillors when engaging with children and young people in our community are to:

- Be aware of and understand their obligations under the relevant legislation, the Councillor Code of Conduct and the Councillor Child Safe Policy.
- Treat all children and young people with respect, regardless of race, colour, sex, gender identity, sexual orientation, language, religion, political or other opinion, national, ethnic or social origin, culture, disability or other status
- Participate in training/education in relation to identifying, preventing and reporting child abuse
- Report all child abuse, concerns and reasonable beliefs, whether the child abuse has or is suspected to have taken place in the home, community or a Council service. Reports should be made to the Chief Executive Officer and where required to the relevant authority eg. Police and/or DHHS Child Protection
- Listen to children and young people with respect and respond appropriately in the context of their age and development, particularly if they are disclosing child abuse or are concerned with their own safety or that of another
- When undertaking duties as a Councillor, observe professional boundaries with children and young people at all times

Councillors should not, in the conduct of their duties:

- Disregard any concerns, suspicions or disclosures of child abuse
- Engage in inappropriate or open discussions of a mature or adult nature in the presence of children or young people
- Initiate unnecessary physical contact with children or young people or do things of a personal nature that children can do for themselves
- Have contact with a child, young person or family unless reasonable for the purpose of conducting Council business. Contact includes verbal, written, electronic as well as face-to-face
- Develop 'special relationships' with specific children or young people or show favouritism

4.2 Working with Children Checks

- 4.2.1 Councillors are expected to maintain a current Working with Children Check (at a minimum a Volunteer Working with Children Check) throughout their term as a Councillor.
- 4.2.2 Councillors will provide the CEO with a copy of their Working with Children Check which will be securely stored.
- 4.2.3 Councillors will ensure that Glen Eira City Council is included in the organisations listed on their Working Children Check and that Working with Children Victoria is notified of changes to personal details within 21 days as per the Working with Children Act 2005.
- 4.2.4 If a Councillor is unable to obtain a Working with Children Check or their Working with Children Check is suspended/cancelled during their term, they may elect to restrict their duties to activities that do not have unsupervised interactions (direct or indirect) with children or young people.

4.3 Training and Education

- 4.3.1 Councillors will undertake child safe training every two years to ensure they are informed of:
 - Council's commitment to child safety
 - Councillor child safety obligations
 - How to identify, assess and minimise risks of child abuse
 - How to raise or report concerns or allegations of child abuse

4.4 Reporting Allegations, Concerns and Complaints

- 4.4.1 Councillors will report any incidents, disclosures or suspicions of child abuse that have occurred or are at risk of occurring in the home, community or a Council service to the Chief Executive Officer and where required to the appropriate authority e.g. the Department of Health and Human Services Child Protection and Victoria Police, depending on who is involved, the nature and urgency of the matter
- 4.4.2 If a Councillor witnesses a child safety incident or believes a child is in immediate danger they should:
- Call 000 for urgent Police or medical assistance to respond to immediate safety or health concerns; and
 - Immediately notify the Chief Executive Officer
- 4.4.3 In the course of performing the duties of a Councillor, Councillors will report the following types of child abuse:
- **Sexual abuse**
 - **Sexual misconduct** – against or in the presence of a child/young person
 - **Grooming** – predatory conduct to prepare a child/young person for sexual activity
 - **Physical Violence** – against, with or in the presence of a child/young person
 - **Psychological/emotional harm**
 - **Neglect** – not meeting obligations to keep a child safe and well
 - **Family Violence** – against, with or in the presence of a child/young person

4.5 Councillor Allegations, Investigations and Fair Procedures

- 4.5.1 In the event that the Chief Executive Officer is notified of child abuse allegations in relation to a Councillor, or a breach of the Councillor Child Safe Policy or Councillor Code of Conduct, the Chief Executive Officer will ensure where necessary and in accordance with relevant legislation that the appropriate authorities are notified.
- 4.5.2 Where allegations relate to the conduct of a Councillor in their official capacity, the Chief Executive Officer will refer the matter to the Councillor Conduct Reference Group. The Councillor Conduct Reference Group may appoint a suitably qualified independent investigator to conduct an investigation. The impartial investigation will apply the principles of natural justice and procedural fairness.
- 4.5.3 It is expected that Councillors will cooperate with any investigation process and will be provided with the opportunity to respond to the allegations. A Councillor who is the subject of an investigation may, on a 'without admission basis', voluntarily take a leave of absence during the course of the investigation.
- 4.5.4 At the conclusion of the investigation a confidential investigation report will be provided to the Councillor Conduct Reference Group for consideration of action which may include but is not limited to the following:

- Recommend that the Councillor/s undertake appropriate training and/or make an apology in a particular form or manner to an individual or group
- Refer the findings to any appropriate authority where required

4.5.5 All allegations and investigations of child abuse and safety concerns will be recorded by Council and securely stored.

4.5.6 Council is committed to the protection of all individuals who report suspected child abuse in good faith. Detrimental action must not be taken against any individual who reports an allegation of child abuse in good faith, unless it has been deemed as victimisation.

4.6 Risk and Empowering Children and Young People

4.6.1 When making decisions that impact children and young people; Councillors will consider the rights of children and young people as well as risks to their safety and wellbeing.

4.7 Support

4.7.1 Support will be made available through the appropriate agencies for those affected by an allegation of child abuse.

4.8 Privacy

4.8.1 The collection of any information in relation to this Policy will be in line with Council's Privacy Policy. Where Councillors or Council are required to make a report, the law requires personal information to be included in the report provided to the relevant agencies eg. DHHS Child Protection, Commission for Children and Young People or the Police.

4.8.2 All records will be retained in accordance with Council's record keeping requirements under the Public Records Act 1973 and privacy requirements under the Privacy & Data Protection Act 2014 and Council's Privacy Policy.

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. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
Adult	Any person 18 years of age and above
Child/Young Person	Any person aged below 18 years of age
Child Abuse	<p>Types of child abuse can include:</p> <ul style="list-style-type: none"> Physical abuse – occurs when a child suffers or is likely to suffer significant harm from an injury inflicted either intentionally or through the inadvertent consequence of physical punishment or physically aggressive treatment of a child Sexual abuse – occurs when an adult involves a child in sexual activity, or deliberately puts a child in the presence of sexual behaviours that are exploitive or inappropriate to age and development. Child sexual abuse can involve a range of sexual activity including fondling, masturbation, penetration, voyeurism and exhibitionism. It can also include exposure to or exploitation through pornography or prostitution. <p>Reporting child sexual abuse is a community-wide responsibility. Every adult in Victoria who has a reasonable belief that an adult has committed a sexual offence against a child (under age 16) has an obligation to report the information to the police – this applies whether the child is in their organisation or not. Failure to disclose a reasonable belief may result in criminal penalty</p> <ul style="list-style-type: none"> Sexual misconduct – misconduct of a sexual nature performed against, with or in the presence of a child. It may not be criminal in nature but is a departure from professional standard, policies or reasonable expectations eg. Overly personal or intimate conduct for potential or actual sexual arousal or gratification Serious emotional or psychological abuse – occurs when harm is inflicted on a child through repeated rejection, isolation or by threats of violence. It can include derogatory name-calling and put-downs, or persistent and deliberate coldness from a person. Serious neglect – is continued failure to provide a child with the basic necessities of life, such as food, clothing, shelter, hygiene, medical attention or adequate supervision, to the extent that the child's health, safety and/or development is, or likely to be, jeopardised

	<ul style="list-style-type: none"> Family violence – is any violent or threatening behaviour including physical, verbal, emotional, psychological, sexual, financial or social abuse that occurs in any current or previous family, domestic or intimate relationship. A child witnessing this behaviour is considered child abuse Grooming – targets communication including online communication with a child under the age of 16 or their parents with the intent of committing child sexual abuse. Grooming does not necessarily involve sexual activity or discussion. It is the establishment of a relationship with the child, parent or carer for the purpose of facilitating sexual activity at a later time. Conduct determined to be grooming may result in criminal penalty Racial, cultural and religious abuse – is behaviour that demonstrates contempt, ridicule, hatred or negativity towards a child because of their race, culture or religion. It may be direct or indirect by demonstrating a lack of cultural respect and awareness or failing to provide positive images about another culture
Council	Glen Eira City Council, whether constituted before or after the commencement of this Policy
Indicators of Abuse	<p>Physical Abuse</p> <ul style="list-style-type: none"> Physical Signs - unexplained bruises, cuts, burns, broken or fractured bones Behavioural Signs - showing wariness or distrust of adults, wearing long-sleeved clothes on hot days (to hide injury), fear of specific people, change in academic performance <p>Sexual Abuse</p> <ul style="list-style-type: none"> Physical Signs - presence of sexually transmitted diseases, pregnancy, vaginal or anal bleeding or discharge, excessive or sudden increase in bed wetting or soiling Behavioural Signs - displaying sexual behaviour or knowledge that is unusual for the child's age, difficulty sleeping, nightmares, being withdrawn, clinginess, complaining of headaches or stomach pains, fear of specific people, showing wariness or distrust of adults, displaying aggressive behaviour <p>Emotional Abuse</p> <ul style="list-style-type: none"> Physical Signs - delays in emotional, mental or even physical development Behavioural Signs - low self-esteem, high anxiety, aggressive or demanding behaviour, being withdrawn, passive or tearful, self-harming

Neglect

- Physical Signs - frequent hunger, malnutrition, poor hygiene, inappropriate clothing
- Behavioural Signs - stealing food, staying at school outside of school hours, aggressive behaviour, misusing alcohol or drugs, academic issues

Family Violence

- Physical Signs - speech disorders, delays in physical development, bruises, cuts, welts, internal injuries
- Behavioural Signs - aggressive language and behaviour, nervous and withdrawn, adjustment problems, passive and compliant behaviour, low tolerance and frustration, wariness or distrust of adults, demonstrated fear of parents/carers or of going home, anxiety and/or depression

Suspicion of Abuse/Reasonable Belief

A reasonable belief is not the same as having proof. The test for whether a belief is reasonable is whether a reasonable person in the same position would have formed the belief on the same grounds. This may include but is not limited by:

- A child or young person stating they have been sexually abused
 - A child or young person stating they know someone who has been abused
 - Someone who knows a child or young person stating that the child or young person has been sexually abused
 - Professional observations of a child or young person's behaviour or development leading a professional to form a belief that the child or young person has been sexually abused
 - Signs of sexual abuse leading to a belief that the child or young person has been sexually abused
-

7. ASSOCIATED INTERNAL DOCUMENTS

Glen Eira City Council Councillor Code of Conduct

8. EXTERNAL REFERENCES/RESOURCES

Children, Youth and Families Act 2005
Charter of Human Rights and Responsibilities Act 2006
Crimes Amendment (Protection of Children) Act 2014
Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015 (VIC)
Commission for Children and Young People, A Guide for Creating a Child Safe Organisation (VIC)
Commission for Children and Young People, Guidance for Organisations: Investigating a Reportable Conduct Allegation
Working with Child Children Act 2005 (VIC)
Working with Children Amendment Bill 2016 (VIC)
Education and Care Services National Regulations 2011, Australian Government
National Quality Standard for Early Childhood Education and Care and School Age Care, Australian Government
Education and Care Services National Law Act 2010, Australian Government

8.9 LORD RESERVE AND KOORNANG PARK MASTERPLAN (INCLUDING CARNEGIE SWIM CENTRE) COMMUNITY REFERENCE GROUP

Author: Tarryn Gillies, Manager PMO

Trim No: 19/1294859

Attachments: Nil

PURPOSE AND SUMMARY

For Council to consider and endorse the community representatives for the Lord Reserve and Koornang Park Masterplan (including Carnegie Swim Centre) Community Reference Group.

RECOMMENDATION

That Council endorses the following members of the Lord Reserve and Koornang Park Masterplan (including the Carnegie Swim Centre) Community Reference Group:

- Kay Gregory
- Pete Canny
- Mai Luu
- Patrick O'Shannessy
- Chelsea Arnold
- Adrian Nelson
- Pia Lower
- Alex Goldsworthy
- Sanchita Shanbhag
- Dermot Daley
- Carolyn Howden
- Olaf Grewe

BACKGROUND

At its Special Council Meeting on 23 June 2019, Council resolved:

That Council:

1. *notes the feedback received during community consultation;*
2. *adopts the Lord Reserve and Koornang Park draft Masterplan; and*
3. *resolves that statutory procedures be commenced pursuant to section 206 clause 3 of Schedule 10 of the Local Government Act 1989 to discontinue the section of Moira Avenue, as shown in the Masterplan.*
4. *authorises officers to establish a Community Reference Group to provide advice to Council during the detailed design and implementation of phases of the masterplan.*

This report recommends community membership for the Lord Reserve and Koornang Park Masterplan (including Carnegie Swim Centre) Community Reference Group (CRG) following the Expression of Interest process. The CRG has been established for the community to provide input and advice during the planning, detailed design and implementation of the masterplan projects.

ISSUES AND DISCUSSION

An Expression of Interest for community members to form a Community Reference Group (CRG) was advertised in October 2019. The Terms of Reference for the group calls for approximately 10 members. By the advertised closing date 50 applications were received.

A further 5 applications were received after the advertised closing date and these were not considered. An internal panel was formed to review the applications and make recommendations to Council regarding the selection of candidates.

In reviewing the applications, consideration was given to ensuring that a diverse mix of community members, experiences and skills would be represented. Most applicants were Carnegie residents. Applicants' proximity to the reserve was considered, to ensure that broader community views would be considered in addition to the immediate neighbours.

Given the high response rate and high calibre of applicants, the panel decided that 12 members should be selected for the CRG. The following 12 community members have been selected by the panel for membership:

- Kay Gregory
- Pete Canny
- Mai Luu
- Patrick O'Shannessy
- Chelsea Arnold
- Adrian Nelson
- Pia Lower
- Alex Goldsworthy
- Sanchita Shanbhag
- Dermot Daley
- Carolyn Howden
- Olaf Grewe

The Terms of Reference for the CRG state that the meetings will be chaired by a Glen Eira Councillor, and this role may be undertaken by different Councillors over the term of the CRG.

Once the membership of the Community Reference Group has been endorsed by Council, the successful candidates will be notified and the first meeting of the group will be organised for December 2019.

A letter will be sent to the unsuccessful candidates to thank them for their application and interest.

POLICY AND LEGISLATIVE IMPLICATIONS

Not applicable. The Lord Reserve and Koornang Park Masterplan (including Carnegie Swim Centre) Community Reference Group has no delegated decision making authority.

LINK TO COUNCIL AND COMMUNITY PLAN

Theme One: 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

The Lord Reserve and Koornang Park Masterplan (including Carnegie Swim Centre) Community Reference Group will have an important role in providing input and advice into the planning, detailed design and implementation of the masterplan projects at Lord Reserve and Koornang Park, including the Carnegie Swim Centre.

8.10 SUBMISSION TO INFRASTRUCTURE VICTORIA ON RECYCLING AND RESOURCE RECOVERY INFRASTRUCTURE EVIDENCE BASE REPORT OCTOBER 2019

Author: Jennifer Shin, Coordinator Recycling and Waste

Trim No: 19/1299269

Attachments: 1. Attachment 1 Recycling and resource recovery evidence base report October 2019 GECC draft submission [↓](#)

PURPOSE AND SUMMARY

To update Council on the *Recycling and resource recovery infrastructure evidence base report October 2019* and seek endorsement of Council's submission to inform the final Infrastructure Victoria report.

RECOMMENDATION

That Council:

1. notes the *Recycling and resource recovery infrastructure evidence base report October 2019*; and
2. endorses the submission to Infrastructure Victoria as detailed in Attachment 1.

BACKGROUND

Infrastructure Victoria is an independent advisory body whose primary functions are to provide written advice to government on specific infrastructure matters and infrastructure-related issues.

In April 2019 the Special Minister of State requested Infrastructure Victoria to provide advice on the infrastructure required to improve the performance of Victoria's recycling and resource recovery sector. The government requested advice on the infrastructure required and the role of government to:

- Develop Victoria's re-processing sector for recycled material, particularly those that currently rely heavily on overseas markets such as plastics.
- Enable the use of products containing recycled materials in a variety of Victorian industries, such as manufacturing, construction and agriculture.
- Support a waste-to-energy sector that prioritises the extraction of recyclable material and recovers energy only from residual waste.
- Support high levels of resource recovery for organics, particularly food organics.

Infrastructure Victoria was asked to undertake comprehensive engagement with industry, the community, government, local government and other key stakeholders, draw on international comparators and research, and develop its own modelling and analysis to inform the advice. The advice was requested in two parts:

1. An interim report, within six months of the request, setting out key early findings, significant risks or opportunities, and the proposed strategic direction of the final advice.
2. A final report, supported by evidence and analysis, detailing potential infrastructure requirements for the recycling and resource recovery sector. The final advice will also give consideration to the regulatory, policy and market settings that underpin the recycling and resource recovery sector, and identify potential timing of infrastructure delivery.

In response to the first part, Infrastructure Victoria has released its early findings for public comment in developing advice to government on how Victoria can build a better recycling and resource recovery industry for the state. The paper *Recycling and resource recovery infrastructure evidence base October 2019* outlines research undertaken as well as opportunities and options that are available to create a strong, sustainable recycling and resource industry. Council officers were involved during the initial consultation period as a key stakeholder.

An opportunity to provide feedback on the evidence base report is available until 13 December 2019. A draft Council submission is detailed in Attachment 1 of this report.

Infrastructure Victoria will deliver advice, including recommendations in a final report to Special Minister of State in April 2020.

The evidence base report and the associated technical reports can be found at:

<http://www.infrastructurevictoria.com.au/project/advice-on-waste-infrastructure-in-victoria/>

ISSUES AND DISCUSSION

Infrastructure Victoria's scope of work

In the report it states that the Department of Environment, Land, Water and Planning's forthcoming Circular Economy Policy will set the overarching policy to reduce environmental impacts of production and consumption and get more out of our natural resources. Sustainability Victoria is continuing its role of supporting the industry through education and the Environment Protection Authority is working hard to regulate an industry that is in transition. It states they will draw from the work of the Victorian Auditor General and the Victorian Parliamentary Inquiry into recycling and waste management.

Infrastructure Victoria notes that its work is to provide advice for infrastructure to support recycling and resource recovery, and to improve the resilience of the resource recovery sector in Victoria. To deliver on these requirements, they focussed on elements of the waste hierarchy from avoidance through to recovery of energy. Issues relating to treatment, containment and disposal, including landfill and other waste disposal approaches, are not the focus of their advice. Landfill is an important part of the Victorian waste management system, and is likely to continue to play a role for the foreseeable future. However a detailed examination on the role of landfills and infrastructure requirements for Victoria's landfill needs is out of scope.

Technical packages

Various technical packages of work were undertaken on priority issues to fill gaps. These packages looked at:

- Inter-jurisdictional analysis

- Sector mapping and market design
- Materials flow analysis
- Infrastructure analysis
- Legislative and regulatory settings
- Community polling

The full reports are available on their website. The technical reports are comprehensive in scope and lay out the current state and challenges facing the sector, as well as providing advice for possible future scenarios for Victoria.

Key early findings – potential actions

The evidence base report outlines there is no single solution to improving Victoria's recycling and resource recovery. Rather a range of approaches that include clear strategic targets and united persistent effort is necessary.

A number of potential interventions for the sector were identified in the report, in four priority areas:

- Developing Victoria's re-processing sector for recycled material, particularly those that currently rely heavily on overseas markets such as plastics
- Enabling the use of products containing recycled materials in a variety of Victorian industries, such as manufacturing, construction and agriculture
- Supporting a waste-to-energy sector that prioritised the extraction of recyclable material and recovers energy only from residual waste
- Supporting high levels of resource recovery for organics, particularly food organics.

To achieve these four priorities, they identified some key actions the Victorian Government could take to improve the sector-wide performance, based on both the examples from around the world and feedback from stakeholders in Victoria. These will be further developed and refined before the final recommendations to the Victorian Government.

They also note in the report that consideration of waste infrastructure investment needs to be undertaken in the context of policy settings across the waste chain that drive behaviour change and support the development of end markets for recycled materials. It states in the report that it is important to note that government intervention can be costly and introduce its own distortions to the way markets operate. It should only be considered when the economic, social and environmental benefits are likely to be greater than the costs involved.

In the longer-term, minimising the amount of waste generated in Victoria is likely to be the single most important driver of a more resilient recycling and resource recovery sector.

Glen Eira general comments on the report

The proposed draft submission to Infrastructure Victoria on key points is included in Attachment 1.

- The technical reports are comprehensive, however some of the necessary detail from these have not been included in the summary evidence base report which makes it difficult to ascertain what recommendations will be included in the final report.

Although the stated reasons for this are that feedback from stakeholders will shape the final advice, this high level approach to the evidence base report makes it difficult to provide targeted feedback.

The draft submission requests more detail to be included with a more robust process mapping of responsibilities and an in-depth gap analysis.

- The **Relationship to other Victorian Government work** (item 2.1 in the report). Our comments are that a framework is needed to provide clarity on how the different policies, strategies and action plans being undertaken concurrently by multiple agencies all fit together. Interdependencies need to be mapped, as well as timing of delivery - ensuring actions of one appropriately inform following actions, and that they follow a logical sequence. This mapping will ensure lead times for significant infrastructure investment is planned for ahead of time, so it is ready when needed, such as waste-to-energy. This long term clarity and program will provide certainty for private sector operators to invest, creating market competition and the resultant development of stronger, more resilient end markets.
- In a number of places in the document there is mention of using targets as a focus for recycling diversion, as evidenced in the Wales example. However, our comments are that establishing targets in isolation - without in parallel developing end markets, policies and paths to make it easier for sector investment and competition - will most likely not improve recycling rates and diversion from landfill significantly.

Glen Eira comments on the Infrastructure Victoria view on the opportunities and challenges in the sector (item 6 in the report)

- Under **Uneconomical waste** (item 6.1.1 in the report) there is discussion on market failure where markets power challenges result in poor community outcomes. There is recognition in the report that Victoria's reliance on a small number of MRF's with lack of competition, as well as one significant player in the market, reduces the market resilience when a player exits the industry, as evidenced with SKM. This leads to the question why the same risk has been potentially created with one existing market provider taking over all SKM's operations.
- In **Co-mingled messages** (item 6.1.2 in the report) it is recognised that recycling services differ across Victoria's 79 councils. There are different approaches to organics collection and different bin lid colours with different meanings across council areas. Differences between council approaches can lead to confusion and contamination of material streams. We agree that a consistent approach and messaging to sorting and collection is required, which has led to higher rates of recovery in other jurisdictions as reflected in the Wales example. Mistrust in the system and excess product packaging has also been raised in their resident survey as issues.
- Item 6.2.2 in the report, **Beyond the bin – recycling infrastructure for Victoria's future**, states that there is a strong desire from the Victorian Government and the community to improve resource recovery across all material streams, however the interdependencies and economics of the waste supply chain make it difficult for

investors to develop sound business cases for investment into resource recovery. Our view is this is critical for any change.

The Arup technical report outlines multiple possible scenarios that places recycling and resource recovery infrastructure within a plausible policy and supply chain context to help decision-makers understand the relationships between policy, markets and infrastructure development. It also notes that each scenario has implications for the amount and type of infrastructure required, ranging from kerbside collections, sorting, processing and recycling.

The possible scenarios proposed in the Arup report suggest 'Circular Stewards' as the most desirable scenario to develop further as it is expected to be in line with the direction set by the Victorian Government Circular Economy Policy issues paper.

The evidence base report however does not expand upon this or any of the other highly ranked scenarios to situate how these developments play out. In principle, the 'Circular Stewards' scenario (Victoria's circular economy policy which sees government, industry and the community working together, with improved coordination of policy, technology, behaviour, product stewardship and economic prosperity) states it will see avoidance of waste generation, introduction of a Container Deposit Scheme (CDS), household Food Organics and Garden Organics (FOGO) collections and expansion of small scale processing. This scenario reflects Glen Eira Council's aims for waste reduction and diversion of FOGO from landfill.

It also states that a key element of developing the final advice is further analysis and stakeholder engagement regarding the different waste scenarios to determine which scenario is most likely to lead to the desired outcome for the sector. However, the process on further engagement to help test and define the final actions is not outlined.

- **The importance of government action** (item 6.3 in the report) states that addressing market failures is one of the reasons governments intervene in markets, either through policy, regulation or investment – and that different levels of government have different roles. However, our view is there is an argument that for a critical service such as recycling and waste, proactive government oversight and intervention prior to any market failure is needed, given the significant consequences of a failure - particularly in a market with a small number of players and which is heavily reliant on external overseas markets.

The report includes a table on the division of government responsibilities in waste management and resource recovery – across Federal, State and Local governments. It's evident that some local government actions cannot be undertaken in isolation without the State and Federal actions in place, particularly in relation to policy and legislation gaps. Our feedback is that the timing of Federal, State and Local government actions needs to be mapped out with interdependencies articulated clearly and activities prioritised.

- In **The role of the Australian Government** (item 6.3.3 in the report) it states, amongst other things, that the Federal Government can directly influence the sector by coordinating policy at a national level, including actions such as packaging and product design standards, harmonisation of laws and regulations, utilisation of taxation powers to provide incentives, and eliminating some of the

market failure risks that currently exist in the sector. We are supportive of this approach.

- The section **Options available to the Victorian Government** (item 6.4 in the report) discusses a range of things, which we are supportive of, including:
 - setting targets to improve performance (see comments above)
 - direct investment in services or infrastructure
 - pricing mechanisms such as levies or subsidies to incentivise behaviour change
 - Legislative changes
 - Greater transparency and education in product selection – such as outlining the environmental characteristics and the recyclability of products.

- **The Municipal and Industrial Landfill Levy** (item 6.4.1 in report) states the objective of the landfill levy is to incentivise waste minimisation, encourage greater re-use and recycling of resources, promote investment in alternatives to waste disposal at landfill, and provide funds for waste management infrastructure and education programs. Infrastructure Victoria considers the levy in its current form as not enough incentive to minimise waste or encourage greater re-use and recycling. We agree, as currently the benefits are not visible to households paying the levy. There needs to be increased transparency in what the levy will be used for, as well as transparent planned investment actions.

Our submission includes feedback on the levy including the need to review its purpose, use and application.

- **Developing end markets for recycled materials** (item 6.4.2 in the report) states a key aspect to developing solutions for Victoria's recycling and resource recovery is developing end markets for recycled materials, which is a challenge for countries all over the world, even those considered the best in the world for recycling. Sustainable markets for high quality, uncontaminated recyclables are necessary to avoid recent stockpiling issues. Improved source separation of materials, reduction of contamination and R&D for finding more end uses for recyclables would be part of the process.

We agree, however the potential impact on LGA's needs to be considered and understood. An example would be the capacity for Glen Eira residents to further separate materials in the home i.e. with the introduction of additional glass and/or paper bins, given our different housing types. Any significant changes would impact on collection and service design and would require additional funding.

The Wales example in Infrastructure Victoria's report is focused on the use of mandatory performance targets and fines. Our view is such an approach may have unintended consequences and the application of performance targets would need to be applied thoughtfully.

- Under **Waste-to-energy policy** (item 6.4.3 in the report) it states that waste-to-energy infrastructure has significant potential to divert waste from landfill, but that

it needs to be considered in the context of the waste hierarchy, in that the focus should be first on the reducing the residual waste which would be treated through this technology. We agree and this has been the premise of the work undertaken by the group of councils who have agreed with Metro Waste Resource and Recovery Group MWRRG to undertake an expression of interest in the market. There is significant lead time for major investments such as these, and our view is the reduction strategies should take place in parallel with the early feasibility development of the waste-to-energy treatment facilities.

There is also comment in the report that as Victoria has no waste-to-energy policy, this is acting as a barrier to investment from the private sector, due to a lack of certainty about the potential impact of future policy changes on their investment. This is considered a reasonable view, however due to the significant lead times for major infrastructure, together with the rate at which landfills are filling up – particularly after the failure in the recycling processing industry which has resulted in many other councils (not Glen Eira) needing to take their recyclables to landfill – could lead to a sub-optimal result. As mentioned earlier, a framework needs to be developed showing a logical sequence of related actions, interdependencies and timing of delivery. Unless this is in place, different market pressures will drive investment potentially in an adhoc way leading to an uncoordinated outcome.

Other general feedback on the evidence base report is detailed in Attachment 1.

FINANCIAL, RESOURCE, RISK AND ASSET MANAGEMENT IMPLICATIONS

No implications at this stage, however future financial implications are likely, depending on the final recommendations of the report and future State Government changes.

POLICY AND LEGISLATIVE IMPLICATIONS

No implications at this stage.

COMMUNICATION AND ENGAGEMENT

Not applicable.

LINK TO COUNCIL AND COMMUNITY PLAN

Theme Four: Clean and Sustainable

An attractive and sustainable environment for future generations.

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

Infrastructure Victoria's *Recycling and resource recovery infrastructure evidence base report October 2019* summaries a high level overview of the current state of the resource recovery sector in Victoria. The recommendations within this report will provide feedback to Infrastructure Victoria to inform final advice that will be provided to government in support of building a better recycling and resource recovery industry for the state.

Glen Eira City Council (GECC) looks forward to seeing a comprehensive report from Infrastructure Victoria (IV) with more detailed recommendations in the future.

GECC's submission is structured to address the suggested questions posed in section 7 of the IV report.

Have we identified the right outcomes for Victoria to aim for?

Infrastructure Victoria (IV) report item	GECC feedback
3.1 Methodology	<p>The technical reports are comprehensive, however some of the necessary detail from these have not been included in the summary evidence base report and makes it difficult to ascertain what recommendations will be included in the final report and therefore where to focus feedback, particularly with the Arup scenario development.</p> <p>A detailed mapping of government bodies in Victoria would provide further clarity on what is within scope of the report. The legislative and regulatory review and Arup report do a lot of this work (i.e. as outlined in section 6) but is not reflected in the evidence base report which could provide more context for the proceeding outcomes and actions. A gap analysis of current government responsibilities would be worthwhile to include. Recommended actions could also benefit with a breakdown for each by policy, government body, end market support mechanisms, education programs and any other related private industry bodies, given most actions require multiple points of interaction and support from various levels of government and bodies.</p> <p>A further detailed mapping of existing policies, targets, timelines and major projects such as the collaborative procurement of advanced waste processing would also be helpful to situate the work of the report and provide more clarity about how final recommendations will fit into the overall picture. Further information about how the IV report will work in conjunction with the Circular Economy Policy would be helpful for example. A timeframe that provides a logical sequence for existing and potential projects and considers lead times for procurement and construction of infrastructure would also be beneficial. These details would help demonstrate the various work currently occurring in this space are not being completed in isolation or replicating work previously done by other organisations.</p> <p>Although Blue Environment have provided a materials flow analysis, the main evidence base report could address waste streams that fall outside of the main sectors, such as domestic waste not collected via the kerbside waste collection system or hard waste collections (drop-off points and transfer stations are mentioned in passing). A further analysis of infrastructure and regulatory gaps to recover items that cannot be collected kerbside such as light globes, batteries, clothing etc. would help present a comprehensive picture of household recycling opportunities and concurrent recovery streams outside of government waste services, and potential areas that need regulatory or legislative action.</p>

4.2 Strategic direction	<p>Council supports the high-level outcomes identified by the IV report, however more defined outcomes with greater clarity is necessary. 'Waste is avoided and reduced' is a desirable outcome, but the high-level nature of the objective does not allow it to easily inform potential actions. An outcome related to specific types of waste avoidance would be preferable and more practicable.</p> <p>Outcomes identified for businesses does not address one of the main reasons SKM's failure had such a major impact on Victoria's resource recovery sector and local government's ability to provide recycling processing for its communities. Encouragement and support of small to medium players for example would help foster healthy competition and reduce the reliance on 2 – 3 players to provide comingled recycling processing services for the state.</p> <p>The high-level outcomes do not directly address how future planning will provide capacity to meet Victoria's future needs, or the ability to bridge and transition from current infrastructure shortages to more robust resource and recovery systems.</p> <p>Some of this overall feedback is a question of scope and timing. Further clarity is necessary for what period these outcomes and recommendations aim to encompass i.e. the next 5 years, 10 years, 15 years etc.</p>
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Have we identified the most effective potential actions for government to take?

5.1 Sector-wide improvements	GECC feedback
Overarching policy framework for waste, recycling and resource recovery with specific targets.	<p>Council supports the development of a robust policy framework that will help promote consistency in behaviour, language, governance, and approaches to waste and resource recovery, but does not support the introduction of weight-based targets that has the potential to incentivise unforeseen negative behaviour.</p> <p>The potential development of any targets should be completed with in-depth consultation with those who will be affected.</p>
Consistent and ongoing education campaign.	<p>Agree that investment in an ongoing education program is necessary.</p> <p>Disagree that an education program cannot proceed or be successful until consistency is achieved across local authorities. Investment in education should not be overly hampered by inconsistencies, as there are more consistencies than not. Education and support could be provided in the form of:</p> <ul style="list-style-type: none"> • State-wide incursion programs; • resources and templates that can be adjusted for use, particularly for CALD communities and similar; • education programs could promote waste reduction, waste hierarchy awareness, and reducing common sources of contamination across local authorities i.e. plastic bags in yellow recycling bins, plastic bag ban, e-waste ban etc. <p>Although a best practice guide like SV's <i>Optimising Kerbside Collection Systems</i></p>

	would be useful, this suggestion is a low-level investment that would not provide any ongoing support, resources or funding and ignores objectives to improve waste avoidance, improve source separation in households and businesses or encourage high performance in waste management, as well as other objectives.
Landfill levy settings should be reviewed to ensure that the levy is incentivising behaviour that is in line with the Victorian Government's objectives for the recycling and resource recovery sector.	<p>Agree that the landfill levy requires review, but such a review should begin with addressing the purpose of the levy and whether it is the best or most efficient means of incentivising behaviour.</p> <p>Continued use of the levy requires far more transparency about where funds are being used, and a policy should be developed for how the levy will be distributed.</p> <p>Possible subsidies should also be explored as another possible mechanism to support resource recovery and incentivise positive waste reduction behaviour.</p>

5.5 Support high levels of recovery for organics, particularly food organics	GECC feedback
Consistent approach to organics collection by local councils.	<p>Strongly support consistent approach to organic collection in green bins, especially with the acceptance of single use compostable bags.</p> <p>Collection frequency changes such as weekly collection of green bins would also benefit from a consistent approach.</p> <p>We also advocate for funding and education support to help local councils meet the challenges of collecting organics from areas where there is less ownership of waste practices, such as multi-unit developments and urban environments where green organics are less common.</p> <p>Any increase in food organic collection also requires funding and education support to ensure contamination levels remain low.</p>
Increase separation and processing of organic materials and support processing infrastructure closer to source	Strongly agree with these items in order to create sustainable organics processing longevity and sustainability.

of waste.	
Overview of 5.5	<p>Council strongly agrees with the support for the recovery of organics, however the continued roll out of food organics and green organic recycling requires a strategic, consistent approach across Victoria.</p> <p>Further efforts to recover food and organic waste should not occur at the expense of continued efforts to recover other material streams or divert attention from current issues with comingled recycling.</p> <p>End markets and the ability to sustain state-wide recovery of organics needs to be examined before any organic bans to landfill are considered. Risks such as recreating current issues with comingled recycling needs to be minimised.</p>

Which, if any, of the initiatives implemented in Wales would you like to see applied in Victoria?

	GECC feedback
6.3 The importance of government action	<p>Support more action and responsibility for recycling and resource recovery outcomes on State and Federal level by coordinating policy at State and National level, including packaging and product design standards and use of taxation powers to provide incentives and eliminate risk of market failures that current exist in the sector.</p> <p>Funding commitments would be necessary to support any changes to waste services to the community.</p> <p>Application of performance targets and other measures should be considered carefully to ensure negative behaviour is not unintentionally incentivised, that goals are realistically achievable within a greater context of current and evolving infrastructure, education support and consumer habits, and that targets do not discourage innovation in resource recovery.</p>
Wales in focus	<p>Any potential recommendations from Wales or other territories should be considered within a local context.</p> <p>Changes that include an increase in source separation in the home needs to consider current infrastructure shortfalls, and procurement barriers to State-wide waste service changes. For instance, major service changes across the State may require a new type of waste collection truck and time to manufacture a new fleet would need to be considered.</p> <p>The application of any targets, fines or incentives should be mindful. A framework for these tools, with the capacity to evolve to meet current needs must pre-empt any such interventions.</p>

What do you think of the market design opportunities proposed to improve waste sector outcomes and efficiency?

6.2.2 Beyond the bin – recycling infrastructure for Victoria's future	GECC feedback
Overview of scenarios	<p>The multi-criteria analysis scores of 3.4 'FOGO FOMO' 3.5 'Closing the floodgates' and 3.6 'Circular Stewards' are similar at 0.62, 0.60 and 0.65 respectively. Given these scenarios had the highest scores, with <i>Circular Stewards</i> highest overall, it would be useful for these scenarios to be explored in more concrete terms in the evidence base report.</p> <p>A timeline with more specific potential actions for the <i>Circular Steward</i> scenario would be helpful to provide more concrete feedback and to gain a stronger understanding of how recommendations would impact current infrastructure planning and how to measure a potential transition. It is difficult to ascertain if the recommendations in the Arup report will be followed or interpreted differently in the final advice that will be given to government.</p> <p>Further guidance on whether aspects of these scenarios can be extracted and put together for a holistic approach to waste reduction, recycling and resource recovery would be helpful. Could aspects of 'Packaging Crackdown' be combined with 'Circular Stewards' for example.</p>
Circular Stewards	<p>Agree in principle with this scenario, however more detail with potential timelines that include current infrastructure plans would allow feedback to be more informed.</p> <p>A timeline for mandatory organics separation would need to be realistic with extensive support for dense urban populations, CALD communities, education programs, and implementation of a consistent approach across local authorities.</p> <p>Development of this scenario should not occur at the expense of the recovery of other material streams, and a solid short-term transition plan to support current infrastructure shortfalls should be considered. A further outline of how this scenario would contribute to waste reduction would also be beneficial.</p>
6.4.3 Waste-to-energy policy	<p>Agree a waste-to-energy policy is necessary as outlined in the report.</p> <p>The development of any recommended policies should not however delay any existing infrastructure procurement opportunities that will take years to deliver, and should occur in tandem.</p>

**8.11 AUDIT & RISK COMMITTEE MEMBERSHIP -
APPOINTMENT OF INDEPENDENT MEMBER**

Author: John Vastianos, Chief Financial Officer

Trim No: 19/1202848

Attachments: Nil

PURPOSE AND SUMMARY

The Audit and Risk Committee Charter requires the Committee to be comprised of five members – two Councillors and three external independent persons. Council recently advertised for an independent member following the end of contract term of Dr Craig Nisbet.

This report seeks to appoint a new independent member to Council's Audit and Risk Committee following the recruitment process.

RECOMMENDATION

That Council:

1. adopts the Audit and Risk Committee's recommendation to appoint Menchi Schneier as an independent member of the Glen Eira City Council Audit and Risk Committee for a term of three years, effective 1 January 2020.
2. pays the independent chairperson (Lisa Woolmer) for services during the recruitment process which included: reviewing applications received, conducting interviews with the shortlisted candidates and referee checking for the preferred candidate. The amount to be paid is \$2,082.50 excluding GST, being the equivalent of one Audit and Risk Committee meeting's remuneration.

BACKGROUND***Compliance with the Charter***

The Charter of the Audit and Risk Committee (approved by Council Resolution on 18 December 2018) states the following provisions in relation to the appointment of independent members:

- *"The Committee comprises five members – two Councillors and three external, independent persons.*
- *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".*

Resolution to Advertise

At the Council Meeting held on 3 September 2019, Council endorsed to initiate a recruitment process for the appointment of a new Independent Member with effect from January 2020.

ISSUES AND DISCUSSION***Recruitment Process***

The recruitment and selection process for an independent member was undertaken through a publicly advertised process with interviews being conducted by a recruitment panel consisting of: the Chief Executive Officer (Rebecca McKenzie), Chairperson and Independent Member (Lisa Woolmer) and Councillor Member of the Audit and Risk Committee (Cr Magee). The Chief Financial Officer coordinated the recruitment process and provided support to the panel.

The Committee received fifty-one applications, all of a very high standard from a range of highly qualified and experienced people. The recruitment panel reviewed and shortlisted six applicants based on their relevant experience, qualifications and suitability to the role.

Each of the shortlisted candidates were interviewed by the recruitment panel and assessed against the selection criteria.

- Level and breadth of senior governance, risk management, organisational performance, and/or business transformation experience;
- Level of familiarity with Local Government operations together with risks and issues impacting the sector;
- Knowledge and understanding of financial and performance reporting, and auditing requirements;
- Board and/or Audit and Risk Committee experience; and
- Relevant qualifications.

Preferred Candidate

Following the interview process, the candidate that was selected to join the Audit and Risk Committee as an Independent Member was Menchi Schneier.

Mr Schneier is recommended as the best fit for the Committee composition, bringing experience as an independent finance, risk and audit committee member, and in providing strategic advice to boards, audit committees and senior management. This includes a focus on building a stronger culture of governance, performance, risk management, and internal financial and operational control structures within organisations.

Mr Schneier has assisted organisations to design key performance measures for priority issues and address the practical challenges of achieving better assurance and risk management outcomes. He has also advised on and coordinated the delivery of major programs of work across a range of industries and organisations including Government Departments and Agencies and listed multi-national organisations.

Mr Schneier is a Chartered Accountant and a member of the Institute of Internal Auditors. He has been a conference speaker, and focus session presenter and mentor for the Institute of

Chartered Accountants. His other qualifications include a Bachelor of Commerce and Bachelor of Business Systems and he has experience in the not-for profit sector.

Following adoption of the recommendation by the Council and appointment of the successful candidate, the CFO will advise the unsuccessful candidates of the appointment and to thank them for their application to join the Glen Eira City Council Audit and Risk Committee.

FINANCIAL, RESOURCE, RISK AND ASSET MANAGEMENT IMPLICATIONS

Remuneration

External members of Glen Eira Council's Audit and Risk Committee receive a fee for participating as Independent Audit and Risk Committee members. The amounts currently being paid are:

- Chairperson – \$8,330 p.a. (excluding GST);
- Independent Member – \$7,125 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 and Risk Committees
- Council Policy – Glen Eira's Audit and Risk Committee Charter.

COMMUNICATION AND ENGAGEMENT

Advertisements seeking an Expression of Interest for appointment to the Audit and Risk Committee as an independent member were advertised publicly via the following:

- The Age newspaper;
- The Australian Institute of Company Directors website; and
- Glen Eira City Council website.

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

That Council:

1. adopts the Audit and Risk Committee's recommendation to appoint Menchi Schneier as an independent member of the Glen Eira City Council Audit and Risk Committee for a term of three years, effective 1 January 2020.
2. pays the independent chairperson (Lisa Woolmer) for services during the recruitment process which included: reviewing applications received, conducting interviews with

the shortlisted candidates and referee checking for the preferred candidate. The amount to be paid is \$2,082.50 excluding GST, being the equivalent of one Audit and Risk Committee meeting's remuneration.

The Audit and Risk 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.

8.12 COUNCIL MEETING CYCLE 2020

Author: Janice Pouw, Coordinator Councillor Business

Trim No: 19/1269294

Attachments: Nil

PURPOSE AND SUMMARY

To provide Councillors with the proposed 2020 Council meeting dates for consideration.

RECOMMENDATION

That Council adopts the 2020 Ordinary Meeting and Special Meeting dates for Glen Eira City Council as shown below:

- Tuesday 4 February 2020
- Tuesday 25 February 2020
- Tuesday 17 March 2020
- Tuesday 7 April 2020
- Tuesday 28 April 2020
- Tuesday 19 May 2020
- Tuesday 9 June 2020
- Tuesday 30 June 2020
- Tuesday 21 July 2020
- Tuesday 11 August 2020
- Tuesday 1 September 2020
- Tuesday 22 September 2020
- Tuesday 13 October 2020
- Wednesday 4 November 2020 – Special Council Meeting
- Wednesday 18 November 2020

Tuesday 8 December 2020

BACKGROUND

At an Ordinary Meeting of Council, Council considers the proposed Council meeting dates for the next calendar year.

The dates are selected continuing a long-standing practice of conducting Council meetings on a three weekly cycle, enabling Council business to be transacted in an efficient and timely manner.

ISSUES AND DISCUSSION

The scheduled Council meeting dates for the next calendar year are provided to better inform the community and officers for the purposes of planning and attendance at meetings. It is noted that due to the Municipal Election being held on 24 October 2020, the meeting

dates may vary slightly after this date, until the successful candidates are sworn in as Councillors.

FINANCIAL, RESOURCE, RISK AND ASSET MANAGEMENT IMPLICATIONS

There are no financial, resource, risk and asset management implications associated with this report.

POLICY AND LEGISLATIVE IMPLICATIONS

In accordance with section 89(4) of the Local Government Act 1989, the meeting schedule adopted by Council will be advertised providing public notice of the 2020 meetings. The dates will also be placed on Council's website.

COMMUNICATION AND ENGAGEMENT

Once adopted by Council, the meeting dates for 2020 will be published on Council's website and advertised in a local paper.

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

The Ordinary Meeting of Council dates for 2020 are provided for Councillors consideration.

8.13 REVIEW OF ADVISORY COMMITTEES TERMS OF REFERENCE

Author: Janice Pouw, Coordinator Councillor Business

Trim No: 19/1269297

Attachments:

1. Terms of Reference - Arts and Culture Advisory Committee [↓](#)
2. Terms of Reference - Audit and Risk Committee [↓](#)
3. Terms of Reference - CEO Employment Matters Committee [↓](#)
4. Terms of Reference - Citizen of the Year Advisory Committee [↓](#)
5. Terms of Reference - Community Engagement Advisory Committee [↓](#)
6. Terms of Reference - Community Grants Committee [↓](#)
7. Terms of Reference - Elsternwick Cultural Precinct Advisory Committee [↓](#)
8. Terms of Reference - Local Laws Advisory Committee [↓](#)
9. Terms of Reference - Recreation and Leisure Advisory Committee [↓](#)
10. Terms of Reference - Strategic Transport Advisory Committee [↓](#)
11. Terms of Reference - Sustainability Advisory Committee [↓](#)

PURPOSE AND SUMMARY

To review and adopt Council's Advisory Committees and their Terms of Reference.

RECOMMENDATION

That Council endorses the Terms of Reference for the following Council Advisory Committees:

- Arts and Culture Advisory Committee
- Audit and Risk Advisory Committee
- CEO Employment Matters Advisory Committee
- Citizen of the Year Advisory Committee
- Community Engagement Advisory Committee
- Community Grants Advisory Committee
- Elsternwick Cultural Precinct Advisory Committee
- Local Laws Advisory Committee
- Recreation and Leisure Advisory Committee
- Strategic Transport Advisory Committee
- Sustainability Advisory Committee

BACKGROUND

Council's Advisory Committees have been formed for the purpose of investigating and discussing specific topics that fall within the Terms of Reference and role of these committees. The committees have no delegated decision-making authority but can refer matters to Council for consideration.

This review is to determine whether the existing Advisory Committees are relevant for the purpose in which they were established and that their Terms of Reference align with the role

of the committee.

After reviewing the committees, officers may recommend one of the following options:

- To abolish a committee;
- Amend the Terms of Reference for a committee;
- Incorporate a current committee into a new committee with a new Terms of Reference;
- Create a new committee

Membership of the Committees will include Councillor representation. Where three Councillors are recommended for a committee, it is preferable for representation from one Councillor from each ward. Councillors may consider appointing an amended number of Councillors to the Advisory Committees than is recommended in the report. Members may include one or more of the following groups:

- Community representatives;
- Independent external members;
- Council officer representation.

Council officers also attend committee meetings to provide advice and assistance to members, and to carry through any required action. The endorsed minutes of the Advisory Committees are presented to an Ordinary Meeting of Council. The minutes must clearly articulate any recommendations to be considered by Council.

ISSUES AND DISCUSSION

The review has identified changes to the Community Consultation Advisory Committee. At the 7 November 2018 Ordinary Meeting of Council, Council adopted the recommendation from the Committee's minutes to change the name of the Community Consultation Advisory Committee to the Community Engagement Advisory Committee. The Terms of Reference for the committees are attached to the report for Council's consideration.

FINANCIAL, RESOURCE, RISK AND ASSET MANAGEMENT IMPLICATIONS

There are no financial, resource, risk or asset management implications associated with this report.

POLICY AND LEGISLATIVE IMPLICATIONS

There are no policy or legislative implications associated with this report.

COMMUNICATION AND ENGAGEMENT

There was no communication and engagement associated with this 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

It is proposed that the Terms of Reference for each of the Advisory Committees be considered by Council for adoption.



Terms of Reference	
1. Name	Arts and Culture Committee
2. Classification	Advisory Committee
3. Background	The Arts and Culture Committee was established to review and facilitate community engagement on Council's Arts and Culture programs.
4. Function and Role	The role of the advisory committee is to provide recommendations to Council for Arts and Culture programs.
5. Term of Committee	Ongoing
6. Membership and Term of Membership	The advisory committee will comprise of a minimum of three (3) Councillors. Councillors will be appointed annually by Council.
7. Chairperson and Term of Chairperson	Chairperson: A Councillor appointed by the Committee. Term of Chairperson: one (1) year
8. Voting Rights	All members
9. Quorum	Two (2) Councillors
10. Conduct of Members	Meetings of the Committee will be treated as an Assembly of Councillors. Councillors' Code of Conduct applies. The conflict of interest and confidentiality provisions in the Local Government Act 1989 apply to all members
11. Role of Council Staff Attendee(s)	Director Community Wellbeing Manager Libraries, Arts and Culture
12. Meeting Frequency	The Committee shall meet at least once per year.
13. Reporting Requirements	Advisory Committee minutes and recommendations will be submitted to the next appropriate Ordinary Council Meeting for consideration.
14. Other Relevant Information	Council may cease a committee or update the Terms of Reference at any stage by Council Resolution.
15. Committee Contact Details	Director Community Wellbeing
16. Date of Council Approval of Terms of Reference	26 November 2019

17. Date of Next Review of Terms of Reference	November 2021
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AUDIT & RISK COMMITTEE Terms of Reference	
1. Name	Audit & Risk Committee
2. Classification	Advisory Committee
3. Background	<p>The Audit and Risk Committee (Committee) is designed to play a key role in assisting Council to fulfil its governance and overseeing responsibilities, ethical practices and accountability requirements.</p> <p>The Committee's role is to report to Council and provide appropriate advice and recommendations on matters relevant to the Audit and Risk Committee's Charter in order to facilitate decision making by Council in relation to the discharge of its responsibilities.</p>
4. Function and Role	<p>The main objectives, functions and potential benefits of the Committee will include the following:</p> <ul style="list-style-type: none"> • The enhancement of the credibility and objectivity of internal and external financial reporting; • Effective management of financial and other risks and the protection of Council assets; • Compliance with laws and regulations as well as use of best practice guidelines; • The effectiveness of the internal audit function; and • The provision of an effective means of communication between the external auditor, internal audit, management and the Council.
5. Term of Committee	Ongoing
6. Membership and Term of Membership	<p>The Committee comprises five members – two Councillors and three external, independent persons. Councillor membership is reviewed annually.</p> <p>Up to an additional two Councillors may be appointed as substitute members to the Committee.</p> <p>Independent members shall be appointed for an initial term of three years after which time they will be eligible for reappointment.</p> <p>No independent member is to be appointed for more than two consecutive three year terms unless Council resolves otherwise.</p>

AUDIT & RISK COMMITTEE Terms of Reference	
7. Chairperson and Term of Chairperson	The Chairperson shall be an independent member.
8. Voting Rights	All members have full voting rights.
9. Quorum	A quorum shall consist of three members, including at least one Councillor member and one Independent member.
10. Conduct of Members	Members must abide by the Code of Conduct as promulgated by the Council.
11. Role of Council Staff Attendee(s)	<p>The Chief Executive Officer and Chief Financial Officer will be invited to each meeting except when the Committee chooses to meet in camera. Representatives from the Auditor-General, their agent and internal auditors will be invited to meetings as required.</p> <p>The CFO, in conjunction with the Chairperson, shall be responsible for drawing up the agenda and circulating it, supported by explanatory documentation to Committee members.</p>
12. Meeting Frequency	The Committee should meet at least quarterly.
13. Reporting Requirements	<p>An independent minute taker shall be responsible for keeping the minutes of meetings of the Committee and circulating them to Committee members, (after approval by the Chairperson) and others as required.</p> <p>Minutes of the Committee meetings will be incorporated in Council's agenda papers.</p>
14. Other Relevant Information	<p>Audit and Risk Committee Charter approved 18 December 2018.</p> <p>Council may cease a committee or update the Terms of Reference at any stage by Council Resolution.</p>
15. Committee Contact Details	Chief Financial Officer
16. Date of Council Approval of Terms of Reference	26 November 2019
17. Date of Next Review of Terms of Reference	November 2021

Terms of Reference	
1. Name	CEO Employment Matters Advisory Committee
2. Classification	Advisory Committee
3. Background	To assist Council in fulfilling its responsibilities relating to CEO employment matters.
4. Function and Role	<p>The CEO Employment Matters Advisory Committee does not have delegated powers or authority to make decisions or implement actions unless so resolved by the Council on a case by case basis. The CEO Employment Matters Advisory Committee has the responsibility for recommending and advising the Glen Eira City Council on:</p> <p>a) Contractual matters relating to the CEO or the person to act as the CEO, including, but not limited to, the following;</p> <ul style="list-style-type: none"> • The appointment of the CEO or person to act as the CEO • Remuneration and conditions of appointment of the CEO or person to act as the CEO • Extension (i.e. reappointment) of the CEO or person to act as the CEO <p>b) The conduct of performance reviews of the CEO, and make any recommendations to Council as a result of the review.</p> <p>c) The performance of any other prescribed functions or responsibilities stipulated under the <i>Local Government Act 1989</i> or Regulations.</p>
5. Term of Committee	Ongoing
6. Membership and Term of Membership	<p>The CEO Employment Matters Advisory Committee will consist of at least 3 Councillors.</p> <p>The Committee will be supported by an independent advisor with appropriate professional experience in employment related matters. The Independent Advisor will be appointed for a two year term with an option for a further two year term by mutual agreement.</p> <p>The advisor cannot be a Councillor or member of Council staff.</p>

7. Chairperson and Term of Chairperson	Mayor, for the Mayoral term
8. Voting Rights	As this is an advisory committee no voting rights apply.
9. Quorum	A quorum of two members will be necessary to transact business of the committee.
10. Conduct of Members	Meetings of the Committee will be treated as an Assembly of Councillors. Councillors' Code of Conduct applies. The conflict of interest and confidentiality provisions in the Local Government Act 1989 apply to all members.
11. Role of Council Staff Attendee(s)	Secretariat support to the committee will be provided by the Coordinator Councillor Business.
12. Meeting Frequency	<p>The Committee will meet as circumstances require.</p> <p>Where required, a schedule of meetings will be developed and agreed to by the members. Meetings will, where possible, be arranged to coincide with relevant contractual dates and Council reporting deadlines.</p>
13. Reporting Requirements	Advisory Committee minutes and recommendations will be submitted to the next appropriate Ordinary Council Meeting as a confidential item for consideration.
14. Other Relevant Information	<p>Meetings</p> <p>Conduct of meetings of the CEO Employment Matters Committee shall be consistent with Council's Meeting Procedure Local Law 2019, and at the discretion of the Chairperson.</p> <p>Meeting agendas will be prepared and provided at least five (5) days in advance to members, along with appropriate briefing materials.</p> <p>Minutes will be prepared and distributed to the CEO Employment Matters committee within one (1) week of the meeting for approval by the Committee Chairperson. The Chairperson will sign the minutes of the meeting to attest to their accuracy and completeness.</p>

	<p>The following provisions will apply to all meetings of the Committee:</p> <ul style="list-style-type: none"> • Only Committee members are entitled to attend meetings; • The Committee may invite, or require, any person/s to attend meetings, as it deems necessary; • The Chief Executive Officer shall attend all meetings, except when the Committee chooses to meet without the Chief Executive Officer present. <p>Responsibilities The primary responsibility of the CEO Employment Matters Committee is to assist Council to fulfil its responsibilities in relation to employment matters of the Chief Executive Officer.</p> <p>In that context the CEO Employment Matters committee has the following functions and responsibilities:</p> <p><i>Recruitment and Contract commencement</i></p> <ul style="list-style-type: none"> (a) Provide advice to Council on the engagement of an executive recruiter and the steps in the recruitment process and recruitment timeline; (b) Act as a point of liaison between the Council and any appointed executive recruiter; (c) Coordinate the review of the Position Description and associated recruitment documentation; (d) Undertake any aspects of the recruitment and appointment process delegated by the Council; (e) Make recommendations to the Council on remuneration and other conditions of employment. <p><i>Person to Act as CEO</i></p> <ul style="list-style-type: none"> (a) Provide advice to Council on any appointment to act as CEO for any term of greater than 20 working days (recommendations for terms less than 20 days will be made directly by the CEO to the Council for resolution).
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	<p><i>Annual Review</i></p> <p>(a) Coordinate the annual review process, having sought input and feedback from all members of the Council;</p> <p>(b) Make recommendations to the Council on annual performance criteria;</p> <p>(c) Make recommendations to the Council on annual remuneration review, or the review of any other terms and conditions of the employment contract.</p> <p><i>Contract Expiry</i></p> <p>(a) Make recommendations to Council, having sought input and feedback from all members of the Council, on options within 6 months of the expiry of the CEOs employment contract which could include :</p> <ul style="list-style-type: none"> • Reappointment of the CEO; or • Early termination of the contract where warranted; or • To terminate in accordance with the contract.
15. Committee Contact Details	Coordinator Councillor Business
16. Date of Council Approval of Terms of Reference	26 November 2019
17. Date of Next Review of Terms of Reference	November 2021



Terms of Reference	
1. Name	Citizen of the Year Advisory Committee
2. Classification	Advisory Committee
3. Background	The Citizens of the Year program commenced in 1995 to recognise the outstanding contributions of Glen Eira residents who, through hard work and dedication, have significantly contributed to the community.
4. Function and Role	The role of the advisory committee is to assist Council by providing Recommendations for the Glen Eira Citizen of the Year, Young Citizen of the Year and Community Group of the Year.
5. Term of Committee	Ongoing
6. Membership and Term of Membership	<p>The advisory committee will comprise:</p> <ul style="list-style-type: none"> • A minimum of three Councillors • Two community members; one previous recipient of a Glen Eira Citizen of the Year award; and one previous recipient of a Glen Eira Young Citizen of the Year award. <p>Councillors to be appointed annually by Council.</p> <p>Officers to invite a previous year's recipient of the Glen Eira Citizen of the Year award and Young Citizen of the Year award to be on the committee.</p>
7. Chairperson and Term of Chairperson	Chairperson: A Councillor appointed by the Committee.
8. Voting Rights	All members
9. Quorum	Two (2) Councillors and one (1) community member.
10. Conduct of Members	Meetings of the Committee will be treated as an Assembly of Councillors. Councillors' Code of Conduct applies. The conflict of interest and confidentiality provisions in the Local Government Act 1989 apply to all members.

11. Role of Council Staff Attendee(s)	Executive Officer to the Committee
12. Meeting Frequency	The Committee shall meet at least once per year.
13. Reporting Requirements	Advisory committee minutes and recommendations will be submitted to the next appropriate Ordinary Council Meeting for consideration (Report in camera).
14. Other Relevant Information	Council may cease a committee or update Terms of Reference at any stage by Council Resolution.
15. Committee Contact Details	Director Community Wellbeing
16. Date of Council Approval of Terms of Reference	26 November 2019
17. Date of Next Review of Terms of Reference	November 2021



Terms of Reference	
1. Name	Community Engagement Advisory Committee
2. Classification	Advisory Committee
3. Background	The Community Engagement Advisory Committee was originally formed as the Consultation Committee Advisory Committee in 2009 to act as a steering committee to assist Council by providing recommendations in relation to reviewing, improving and broadening the ways Council engages and consults with all residents, ratepayers and other stakeholders.
4. Function and Role	To make recommendations to Council in relation to the ways in which Council engages and consults with residents, ratepayers and other stakeholders in the community to ensure maximum participation, communication and value to the community.
5. Term of Committee	Ongoing
6. Membership and Term of Membership	<ul style="list-style-type: none"> • A minimum of three (3) Councillors • Up to four community representatives <p>Councillors to be appointed annually by Council.</p> <p>Council may appoint up to four (4) community representatives following advertising and assessment against agreed criteria. Any such appointment is for two years.</p>
7. Chairperson and Term of Chairperson	Chairperson: A Councillor appointed by the Committee.
8. Voting Rights	Councillor members only.
9. Quorum	At least two (2) Councillors.
10. Conduct of Members	Meetings of the Committee will be treated as an Assembly of Councillors. Councillors' Code of Conduct applies. The conflict of interest and confidentiality provisions in the Local Government Act

	1989 apply to all members.
11. Role of Council Staff Attendee(s)	Executive Officers to the Committee <ul style="list-style-type: none">• Director Community Wellbeing,• Manager Community Development and Care
12. Meeting Frequency	As and when required.
13. Reporting Requirements	Advisory Committee minutes and recommendations to be submitted to the next appropriate Ordinary Council meeting for consideration.
14. Other Relevant Information	Council may cease a committee or update the Terms of Reference at any stage by Council Resolution.
15. Committee Contact Details	Director Community Wellbeing
16. Date of Council Approval of Terms of Reference	26 November 2019
17. Date of Next Review of Terms of Reference	November 2021



Terms of Reference	
1. Name	Community Grants Committee
2. Classification	Advisory Committee
3. Background	<p>The Community Grants Program assists not-for-profit, community-based organisations and groups to implement projects and activities which meet community priorities and benefit Glen Eira</p> <p>The Program's aim is to:</p> <ul style="list-style-type: none"> a) strengthen community connections; b) encourage new initiatives that respond to community needs; c) build a community that is inclusive of all people; and d) support the community in planning and delivering services. <p>Community grants are open to community based organisations and groups that service the Glen Eira community and are not-for-profit. Applicants must also meet the following criteria:</p> <ul style="list-style-type: none"> 1. Be incorporated; 2. Have an ABN; and 3. Hold adequate public liability insurance; <p>or, be auspiced by an organisation that meets these criteria. Note: Applicants may be eligible to apply for a grant up to \$1,000 if they do not meet criteria 1, 2 or 3.</p>
4. Function and Role	<p>To receive and assess applications for the Community grants program, including community grant applications and funding agreements for local community based organisations and groups.</p> <p>To make recommendations to Council in relation to the suitability and distribution of community grant funding with respect to the applications and agreements.</p>
5. Term of Committee	Ongoing
6. Membership and Term of Membership	<p>A minimum of three Three Councillors (preferably one from each Ward).</p> <p>Councillors to be appointed annually by Council.</p>
7. Chairperson and Term of Chairperson	Chairperson (to be appointed by Council annually)
8. Voting Rights	All members.

	Chairperson has casting vote.
9. Quorum	Two (2) Councillors
10. Conduct of Members	The conflict of interest and confidentiality provisions in the Local Government Act 1989 and the Councillors' Code of Conduct apply to members
11. Role of Council Staff Attendee(s)	Executive Officer to the Committee
12. Meeting Frequency	As and when required
13. Reporting Requirements	Advisory Committee minutes and recommendations will be submitted to the next appropriate Ordinary Council meeting for consideration.
14. Other Relevant Information	Council may cease a committee or update the Terms of Reference at any stage by Council Resolution.
15. Committee Contact Details	Director Community Wellbeing
16. Date of Council Approval of Terms of Reference	26 November 2019
17. Date of Next Review of Terms of Reference	November 2021



TERMS OF REFERENCE

Name	Elsternwick Cultural Precinct Advisory Committee (ECPAC)
Classification	Advisory Committee
Background	<p>On 4 July 2017 Council resolved that 'Officers prepare a report to establish and fund a permanent memorial structure in the Caulfield-Elsternwick area for victims and survivors of the Holocaust'. An Advisory Committee consisting of Councillors and community members was established. The Advisory Committee has since concluded that any memorial or artwork commemorating the survivors should be part of the Elsternwick Cultural Precinct. The Elsternwick Cultural Precinct is one of the key projects proposed in the Elsternwick Structure Plan. The realisation of this precinct will create a heart for the local community and a physical identity for the broader Jewish community. The precinct will provide a new experienced based destination and anchor for the commercial area, making the Elsternwick centre more resilient into the future.</p>
Function and Role	<p>To make recommendations to Council in relation to the design of the Elsternwick Cultural Precinct including the development of a streetscape design for Selwyn Street which incorporates a 'Memorial Structure for Holocaust Survivors'.</p> <p>This Committee will ensure an integrated and collaborative approach to the design which takes into consideration the potential future activation of the Precinct.</p>
Term of Committee	Until completion of the Streetscape Design Works for Selwyn Street.
Membership and Term of Membership	<p>The project working group will comprise of:</p> <ul style="list-style-type: none"> • a minimum of three (3) Councillors • key stakeholders in the Selwyn Street Cultural Precinct by invitation. This may include: <ul style="list-style-type: none"> ○ Jewish Holocaust Centre ○ Kadimah Jewish Cultural Centre and National Library ○ Jewish Museum of Australia ○ Sholem Aleichem College ○ Classic Cinema ○ The Community Security Group Victoria ○ A representative from the arts sector ○ Callum Morton, Professor, Fine Arts Monash University ○ A representative of 19 Selwyn Street ○ Elsternwick Traders Association ○ Woolworths

	<ul style="list-style-type: none"> ○ Other stakeholders as required
Working Groups	<p>The ECPAC is an overarching committee, from which working groups may also be formed. Working groups will operate to address specific issues or decisions including:</p> <ul style="list-style-type: none"> • Memorial Structure for Holocaust Survivors • Others as determined by the Committee
Chairperson and Term of Chairperson	All meetings will be chaired by a Glen Eira Councillor appointed by the Committee annually.
Quorum	Two (2) Councillors
Conduct of Members	Meetings of the Committee will be treated as an Assembly of Councillors. Councillors' Code of Conduct applies. The conflict of interest and confidentiality provisions in the Local Government Act 1989 apply to all members.
Meeting Frequency	Meetings are held as required at the Glen Eira Town Hall.
Reporting Requirements	Advisory Committee minutes and recommendations will be submitted to the next appropriate Ordinary Council meeting for consideration.
Other Relevant Details	Council may cease a committee or update the Terms of Reference at any stage by Council Resolution.
Committee Contact Details	Coordinator City Economy and Place Making
Date of Council Approval of Terms of Reference	26 November 2019
Date of Next Review of Terms of Reference	November 2021

Terms of Reference	
1. Name	Local Laws Committee
2. Classification	Advisory Committee
3. Background	Council makes local laws under Part 5 of the <i>Local Government Act 1989</i> . Local laws are revoked every 10 years following the first date of operation (unless revoked earlier), requiring new local laws to be made periodically. Local laws may also be amended during their period of operation.
4. Function and Role	To provide a forum for Councillor and Council discussion, investigation and recommendations concerning current and potential local laws and associated issues.
5. Term of Committee	Ongoing
6. Membership and Term of Membership	Membership consists of a minimum of 3 Councillors (preferably one from each ward) appointed as and when required. Councillor membership is to be reviewed annually.
7. Chairperson and Term of Chairperson	Chairperson: A Councillor appointed by the Committee annually
8. Voting Rights	N/A
9. Quorum	N/A
10. Conduct of Members	Meetings of the Committee will be treated as an Assembly of Councillors. Councillors' Code of Conduct applies. The conflict of interest and confidentiality provisions in the Local Government Act 1989 apply to all members.
11. Role of Council Staff Attendee(s)	To provide advice and assistance to Councillor members and to investigate and report on matters as requested by the Council/Councillors. The CEO, Director of Planning and Place and the Corporate Counsel will attend all meetings in an advisory capacity.
12. Meeting Frequency	As and when required

13. Reporting Requirements	Minutes are taken at each meeting and provided to all Councillors. Recommendations of the Committee are discussed at a Council Assembly and may be taken to an Ordinary Council Meeting for resolution.
14. Other Relevant Information	Local Law 2009 was revoked on 7 November 2019. There are two local laws in development in relation to smoking in activity centres and a classified tree register.
15. Committee Contact Details	Corporate Counsel
16. Date of Council Approval of Terms of Reference	26 November 2019
17. Date of Next Review of Terms of Reference	November 2021

Terms of Reference	
1. Name	Recreation & Leisure Advisory Committee
2. Classification	Advisory Committee
3. Background	To provide advice to assist Council in the strategic planning of Council's Open Space, Recreation and Leisure activities.
4. Function and Role	To provide advice and recommendations to Council in relation to Open Space, Recreation and Leisure activities, including: <ul style="list-style-type: none"> ▪ Review and consideration of current and future community needs for recreation and leisure facilities, open space and unstructured recreation ▪ Response to strategic opportunities ▪ Review of policy and strategy
5. Term of Committee	One (1) year from appointment of members.
6. Membership and Term of Membership	A minimum of 3 Councillors (preferably one from each Ward). Appointed annually by Council Resolution.
7. Chairperson and Term of Chairperson	Chairperson: A Councillor appointed by the Committee annually
8. Voting Rights	All members. Chairperson has casting vote
9. Quorum	Two (2) Councillors
10. Conduct of Members	Meetings of the Committee will be treated as an Assembly of Councillors. Councillors' Code of Conduct applies. The conflict of interest and confidentiality provisions in the Local Government Act 1989 apply to all members.
11. Role of Council Staff Attendee(s)	Executive Officers to the Committee <ul style="list-style-type: none"> ▪ Director Infrastructure and Environment ▪ Manager Recreation & Open Space
12. Meeting Frequency	At least four (4) times annually
13. Reporting Requirements	Advisory Committee minutes and recommendations will be submitted to the next appropriate Ordinary Council Meeting for consideration.
14. Other Relevant Information	Council reviews the ongoing need for Advisory Committees annually. Council may cease a

	committee or update Terms of Reference at any stage by Council Resolution.
15. Committee Contact Details	Manager Recreation and Open Space
16. Date of Council Approval of Terms of Reference	26 November 2019
17. Date of Next Review of Terms of Reference	November 2021

Terms of Reference	
1. Name	Strategic Transport Advisory Committee
2. Classification	Advisory Committee
3. Background	To provide assistance to Council in the preparation and implementation of Council's Integrated Transport Strategy.
4. Function and Role	<p>To provide advice and recommendations to Council in relation to strategic transport planning, including:</p> <ul style="list-style-type: none"> - Providing advice on the implementation of the Integrated Transport Strategy - Facilitating understanding of transport initiatives emerging in Glen Eira - Leading community engagement, including holding public forums to gain comprehensive community involvement of strategic transport topics - Considering urban design initiatives to achieve high quality pedestrian friendly public realm outcomes - Provide advice on significant State Government projects such as grade separation projects - Providing advice on Council's advocacy roles - Making recommendations on policy issues where appropriate, and - Reporting back to Council
5. Term of Committee	Two (2) years from appointment of members.
6. Membership and Term of Membership	<p>A minimum of 3 Councillors (preferably 1 from each Ward).</p> <p>Four community representatives being non-voting members, with a strong connection to Glen Eira.</p> <p>Community members may include:</p> <ul style="list-style-type: none"> - Transport Planning professionals - Planning professionals - Urban Design Professionals - Public and Community advocates, - Experts in all ability access, - Enthusiasts of walking, cycling and alternative transport forms <p>Appointment of members shall commence on the date of the resolution</p>

	<p>appointing them and end on the earlier of:</p> <ul style="list-style-type: none"> - The expiration of two years, - The cessation of the committee; - The member(s) resigning; - Council resolving to remove the member from the Committee; - The expiration of the Council term.
7. Chairperson and Term of Chairperson	<p>Chairperson:</p> <p>A Councillor appointed by the Committee annually</p>
8. Voting Rights	<p>Councillors only have voting rights, with Chairperson having casting vote.</p>
9. Quorum	<p>Two (2) Councillors and two (2) remaining members</p>
10. Conduct of Members	<p>Meetings of the Committee will be treated as an Assembly of Councillors. Councillors' Code of Conduct applies. The conflict of interest and confidentiality provisions in the Local Government Act 1989 apply to all members.</p>
11. Role of Council Staff Attendee(s)	<p>Executive Officers to the Committee Council Officers who may also attend meetings include,</p> <ul style="list-style-type: none"> ▪ Director Planning and Place ▪ Director Environment and Infrastructure ▪ Manager City Futures ▪ Coordinator City Transport and Place Design ▪
12. Meeting Frequency	<p>At least four (4) times annually</p>
13. Reporting Requirements	<p>Advisory Committee minutes and recommendations will be submitted to the next appropriate Ordinary Council Meeting for consideration.</p>
14. Other Relevant Information	<p>Council reviews the ongoing need for Advisory Committees annually. Council may cease a committee or update Terms of Reference at any stage by Council Resolution.</p>
15. Committee Contact Details	<p>Director Planning and Place</p>
16. Date of Council Approval of Terms of Reference	<p>26 November 2019</p>
17. Date of Next Review of Terms of Reference	<p>November 2021</p>



Terms of Reference	
1. Name	Sustainability Advisory Committee
2. Classification	Advisory Committee
3. Background	To provide a holistic and sector context view of Council's Environmental Sustainability Strategy and waste management objectives through identifying sector and Council strategy alignment; opportunities to advocate and lead in the waste and environment sectors; as well as ensuring performance measures relating to Council strategic objectives are achieved.
4. Function and Role	<p>To make recommendations to Council in relation to environmental sustainability, including:</p> <ul style="list-style-type: none"> ▪ Advocacy on behalf of the community on sustainability and waste issues ▪ Response to strategic Council and/or sector issues and opportunities ▪ Review of policy and strategy updates and progress
5. Term of Committee	Ongoing
6. Membership and Term of Membership	<ul style="list-style-type: none"> ▪ A minimum of three Councillors (preferably one from each Ward). Councillors to be appointed annually by Council through Resolution. Three (3) external community representatives with a term of membership of two (2) years from appointment of members or otherwise as endorsed by Council. <p>Council will appoint community representatives following advertising and assessment against agreed criteria.</p>
7. Chairperson and Term of Chairperson	Councillor Appointed by the Committee annually
8. Voting Rights	All Councillors. Chairperson has casting vote
9. Quorum	Two (2) Councillors and one (1) community representative.
10. Conduct of Members	Meetings of the Committee will be treated as

	an Assembly of Councillors. Councillors' Code of Conduct applies. The conflict of interest and confidentiality provisions in the Local Government Act 1989 apply to all members.
11. Role of Council Staff Attendee(s)	<ul style="list-style-type: none"> ▪ Director Environment and Infrastructure ▪ Manager Parks and Environment ▪ Co-ordinator Sustainability
12. Meeting Frequency	At least four (4) times annually
13. Reporting Requirements	Advisory Committee minutes and recommendations will be submitted to the next appropriate Ordinary Council Meeting for consideration.
14. Other Relevant Information	Council may cease a committee or update Terms of Reference at any stage by Council Resolution.
15. Committee Contact Details	Co-ordinator Sustainability
16. Date of Council Approval of Terms of Reference	26 November 2019
17. Date of Next Review of Terms of Reference	November 2021

8.14 FINANCIAL MANAGEMENT REPORT FOR THE PERIOD ENDING 31 OCTOBER 2019

Author: Alon Milstein, Financial Accountant

Trim No: 19/1303228

Attachments: 1. October 2019 Financial Management Report [↓](#)

PURPOSE AND SUMMARY

To report Council's finances in the Financial Management Report for the period ending 31 October 2019.

RECOMMENDATION

That Council notes the Financial Management Report for the period ending 31 October 2019.

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 2019-20 Capital Works Program, cash flow reports and investment reports.

ISSUES AND DISCUSSION**(a) Forecast**

Council's forecast operating surplus is projected to be \$18.49m, which is \$297k ahead of the adopted Annual Budget.

(b) Financial Position

Council's financial position is sound. The Balance Sheet indicates a satisfactory financial position with forecast total current assets of \$95.85m and total current liabilities of \$61.88m.

Cash and investment holdings at 31 October are \$85.65m. This is higher than originally budgeted and results in a forecast liquidity ratio of 1.55 as at 30 June 2020.

FINANCIAL, RESOURCE, RISK 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.
- Renew and upgrade our ageing assets and community facilities.
- Maintain essential services at not less than current levels.
- Set fee increases that are manageable and sustainable.
- Invest in continuous improvement, technology and other enablers to efficiency and embrace customer outcomes.
- Keep day-to-day costs manageable 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 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

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 October 2019

1. Contents

Executive Summary 2

Income Statement..... 6

Balance Sheet..... 7

Capital Works Expenditure Program 13

Financial Strategy 18

Assurance Map 21

ORDINARY COUNCIL MEETING

26 NOVEMBER 2019

Executive Summary***for the period ending 31 October 2019*****a) Current Month Budget Result**

At the end of October 2019, the performance against budget from ordinary activities showed a positive variance of \$3.29m due to higher than anticipated income of \$2.51m and favourable variance in operating expenditure of \$779k (refer to page 8 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 more permanent for the 2019-20 financial year.

b) Current Month Forecast Result

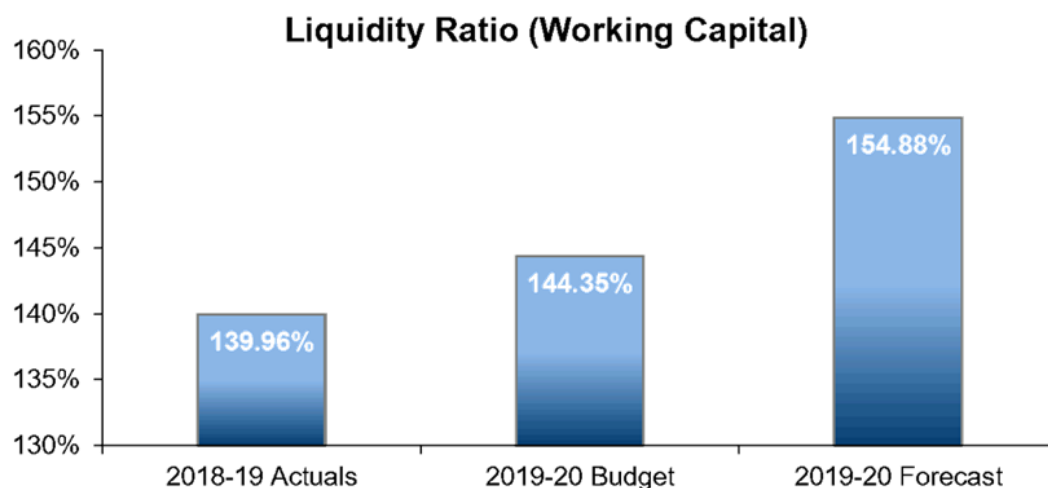
The forecast result expected for the financial year is a surplus of \$18.49m compared with the original adopted *2019-20 Annual Budget* of \$18.31m.

The current monthly forecast movement from ordinary activities shows an increase in operating revenue of \$203k and a decrease in operating expenditure of \$83k.

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*.



ORDINARY COUNCIL MEETING

26 NOVEMBER 2019

d) Open Space**Contributions**

All multi-unit developers 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

Capital projects funded by Open Space contributions meet the conditions of the *Open Space Strategy* which is mainly focused on increasing open space in identified gap areas and to localities with forecast population growth.

The balance of the Open Space Reserve as at 31 October 2019 is as follows:

Description	2019-20 Current Month Actual	2019-20 Year to Date
Open Space Contributions Received	\$1,185,771	\$3,898,800
Open Space Capital Expenditure*	-	(\$2,156,758)
Net Movement	\$1,185,771	\$1,742,042
Opening Balance as at 1 July 2019		\$18,584,749
Closing Balance Open Space Reserve		\$20,326,791

**A review of prior year expenses on eligible open space capital works projects has been concluded. The expenditure in the table above reflects this.*

ORDINARY COUNCIL MEETING

26 NOVEMBER 2019

Superannuation – Defined Benefits Scheme***Vested Benefits Index (VBI)***

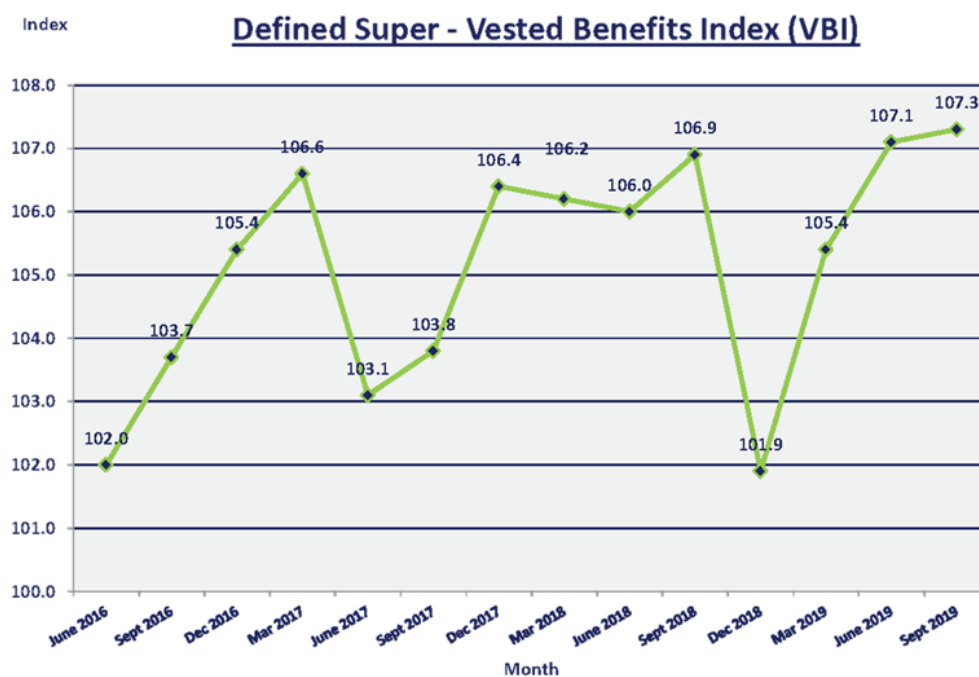
Defined benefit plans are required by law to have an actuarial investigation at least once every three years. Vision Super monitors the vested benefit position of the defined benefits plan on a quarterly basis.

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 updated to 30 September 2019.



ORDINARY COUNCIL MEETING

26 NOVEMBER 2019

Forecast adjustments for October 2019***Income from ordinary activities increase of \$203k***

The income forecast movement is mainly due to:

- **Statutory Fees and Fines** – relates mainly to fees and fines levied in accordance with legislation and include animal registrations, health act registrations and parking fines.

This increase of \$221k is mainly due to higher than forecast parking infringements income across the municipality (\$294k) which is partially offset by an increase in the bad debts provision.

Expenditure from ordinary activities decrease of \$83k

The expenditure forecast movement is mainly due to:

- **Employee Costs** – decrease of \$312k.
This includes all labour related expenditure and on-costs such as allowances, leave entitlements, employer superannuation and Worksafe. The decrease is mainly due to the timing of staff recruitment and leave provisions.
- **Other Expenses** – the increase of \$258k relates mainly to:
 - The provision for parking infringement debtors of \$218k which are offset by additional parking infringements income, (refer to statutory fees and fines above).

ORDINARY COUNCIL MEETING

26 NOVEMBER 2019

Income Statement

for the period ending 31 October 2019

	2019-20 Year to Date Actual	2019-20 Year to Date Budget	2019-20 Year to Date Variance	2019-20 Year to Date Variance	2019-20 Last Month Forecast	2019-20 Current Month Forecast	2019-20 Current Month Forecast Movement \$ 000's	2019-20 Annual Budget	2019-20 Budget Forecast Variance	2019-20 Budget Forecast Variance
	\$ 000's	\$ 000's	\$ 000's	(%)	\$ 000's	\$ 000's		\$ 000's	\$ 000's	(%)
Income										
Income from Ordinary Activities										
General Rates	95,310	95,329	(20)	(0.0%)	95,830	95,830	(1)	95,829	1	0.0%
Supplementary Rates	5	25	(20)	(79.6%)	853	852	(0)	850	2	0.3%
Waste and Recycling Charges	17,422	17,477	(55)	(0.3%)	17,470	17,464	(5)	17,489	(25)	(0.1%)
Grants (Operating and Capital)	9,428	8,687	741	8.5%	25,053	24,946	(107)	24,357	590	2.4%
Interest Received	610	667	(57)	(8.6%)	1,984	1,984	(0)	2,000	(16)	(0.8%)
User Fees	8,957	8,484	473	5.6%	26,632	26,590	(42)	26,488	102	0.4%
Statutory Fees and Fines	4,119	3,422	697	20.4%	10,741	10,962	221	10,265	696	6.8%
Contributions (Monetary)	3,899	3,400	499	14.7%	9,063	9,197	134	9,000	197	2.2%
Other Income	758	505	253	50.1%	1,706	1,710	3	1,557	153	9.8%
Total Income from Ordinary Activities	140,507	137,996	2,510	1.82%	189,333	189,536	203	187,834	1,702	0.9%
Expenses										
Expenses from Ordinary Activities										
Employee Costs	28,228	28,176	(52)	(0.2%)	81,872	81,560	312	81,703	143	0.2%
Materials and Consumables	1,635	1,888	253	13.4%	5,889	5,824	65	5,918	94	1.6%
Contractor Payments	11,249	11,722	473	4.0%	36,184	36,203	(19)	36,021	(183)	(0.5%)
Maintenance	2,164	2,692	528	19.6%	7,823	7,733	89	7,632	(102)	(1.3%)
Utility Services	1,723	1,751	28	1.6%	4,975	5,057	(82)	4,987	(69)	(1.4%)
Insurances	816	970	155	15.9%	1,329	1,302	26	1,310	8	0.6%
Other Expenses	2,813	2,129	(684)	(32.1%)	6,704	6,962	(258)	5,933	(1,030)	(17.4%)
Grants and Subsidies	555	648	94	14.5%	1,274	1,325	(51)	1,304	(21)	(1.6%)
Borrowing Costs	162	146	(15)	(10.5%)	439	439	0	439	(0)	(0.0%)
Total Expenses from Ordinary Activities	49,343	50,122	779	1.6%	146,489	146,406	83	145,246	(1,160)	(0.8%)
Surplus before non operational activities	91,163	87,873	3,289	3.7%	42,844	43,129	286	42,587	542	1.3%
Non-operational Activities										
Proceeds from Sale of Property, Infrastructure, Plant and Equipment	275	127	148	117.0%	467	378	(89)	460	(82)	(17.7%)
Written Down Value of Assets Sold/Disposed	568	496	(71)	(14.4%)	1,778	1,691	87	1,718	27	1.6%
Depreciation and Amortisation	8,099	7,673	(426)	(5.6%)	23,338	23,325	13	23,019	(306)	(1.3%)
Surplus for the period	82,772	79,830	2,940	3.7%	18,195	18,492	297	18,310	182	1.0%

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.

ORDINARY COUNCIL MEETING

26 NOVEMBER 2019

Balance Sheet*for the period ending 31 October 2019*

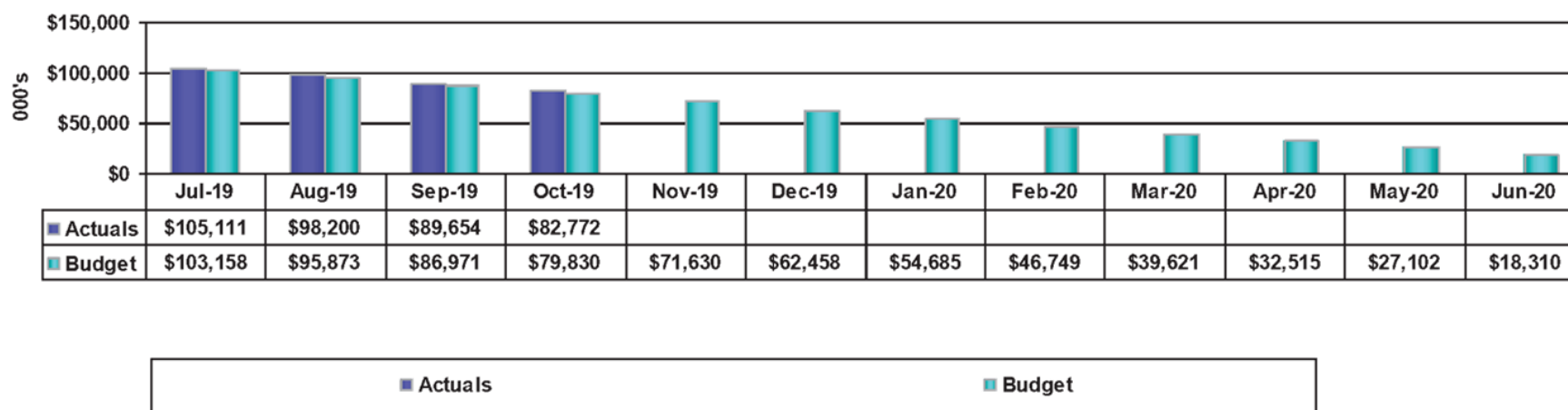
	Actuals 2018-19	Annual Budget 2019-20	Annual Forecast 2019-20	Year to Date Actual 2019- 20	Previous Month's Actuals
	\$ 000's	\$ 000's	\$ 000's	\$ 000's	\$ 000's
Assets					
Current Assets					
Cash and Cash Equivalents	86,484	76,125	79,465	85,654	85,697
Trade and Other Receivables	14,088	13,815	14,505	96,339	109,301
Other Assets	1,878	1,625	1,878	474	492
Total Current Assets	102,450	91,565	95,848	182,468	195,490
Non-Current Assets					
Property, Infrastructure, Plant and Equipment	2,202,904	2,577,169	2,223,088	2,202,427	2,201,122
Intangible Assets	1,845	563	1,729	1,672	1,722
Investments in Joint Operations	1,045	1,457	1,045	1,045	1,045
Other Financial Assets	5	5	5	5	5
Total Non-Current Assets	2,205,799	2,579,194	2,225,867	2,205,149	2,203,893
TOTAL ASSETS	2,308,249	2,670,759	2,321,715	2,387,616	2,399,383
Liabilities					
Current Liabilities					
Trade and Other Payables	18,431	13,925	6,982	8,008	7,362
Trust Funds and Deposits	36,934	32,353	36,934	45,029	50,554
Provisions	14,283	13,468	14,283	14,404	14,110
Interest-Bearing Liabilities	3,553	3,685	3,685	3,608	3,587
Total Current Liabilities	73,201	63,431	61,884	71,049	75,613
Non-Current Liabilities					
Provisions	1,351	1,360	1,351	1,350	1,351
Interest-Bearing Liabilities	11,304	7,592	7,592	10,069	10,388
Other Liabilities - Joint Operations	2,590	2,820	2,590	2,590	2,590
Total Non-Current Liabilities	15,245	11,772	11,533	14,009	14,329
Total Liabilities	88,446	75,203	73,417	85,058	89,942
Net Assets	2,219,803	2,595,556	2,248,298	2,302,558	2,309,441
Equity					
Accumulated Surplus	962,267	999,560	994,552	1,043,297	1,051,366
Asset Revaluation Reserve	1,238,952	1,595,996	1,238,952	1,238,935	1,238,935
Public Open Space Reserve	18,584	-	14,794	20,327	19,141
Total Equity	2,219,803	2,595,556	2,248,298	2,302,558	2,309,441

ORDINARY COUNCIL MEETING

26 NOVEMBER 2019

Performance Graphs

Financial Performance
for the period ending 31 October 2019



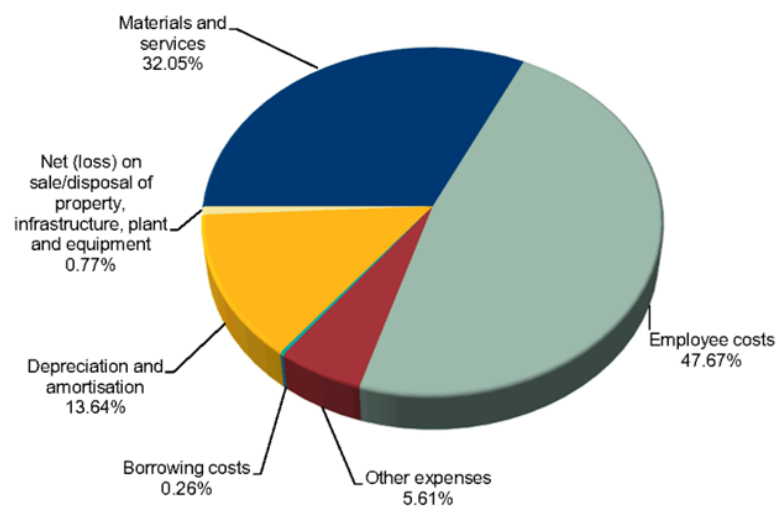
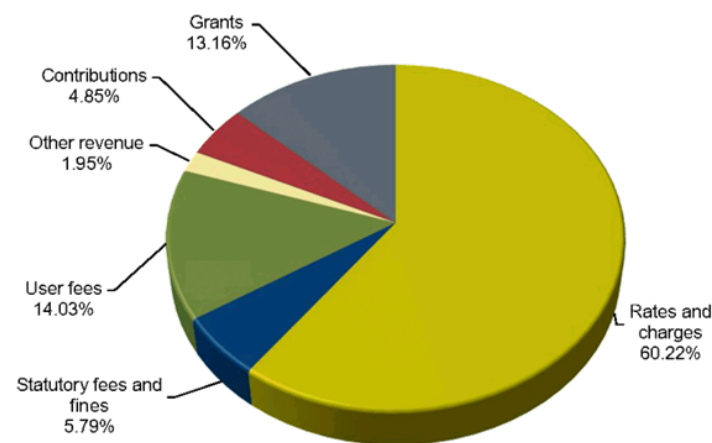
The October 2019 year to date financial performance was \$2.94m better than the year to date budget mainly due to:

- Better than anticipated income received for Grants \$741k, Statutory Fees and Fines \$697k, Contributions (Monetary) \$499k, User Fees \$473k and Other Income \$253k.
- Favourable variances in expenditure items including: Maintenance \$528k, Contractors \$473k, Materials and Consumables \$253k, Insurances \$155k and Grants and Subsidies \$94k. Offset by increased Other Expenses of \$684k and Employee Costs \$52k.

ORDINARY COUNCIL MEETING

26 NOVEMBER 2019

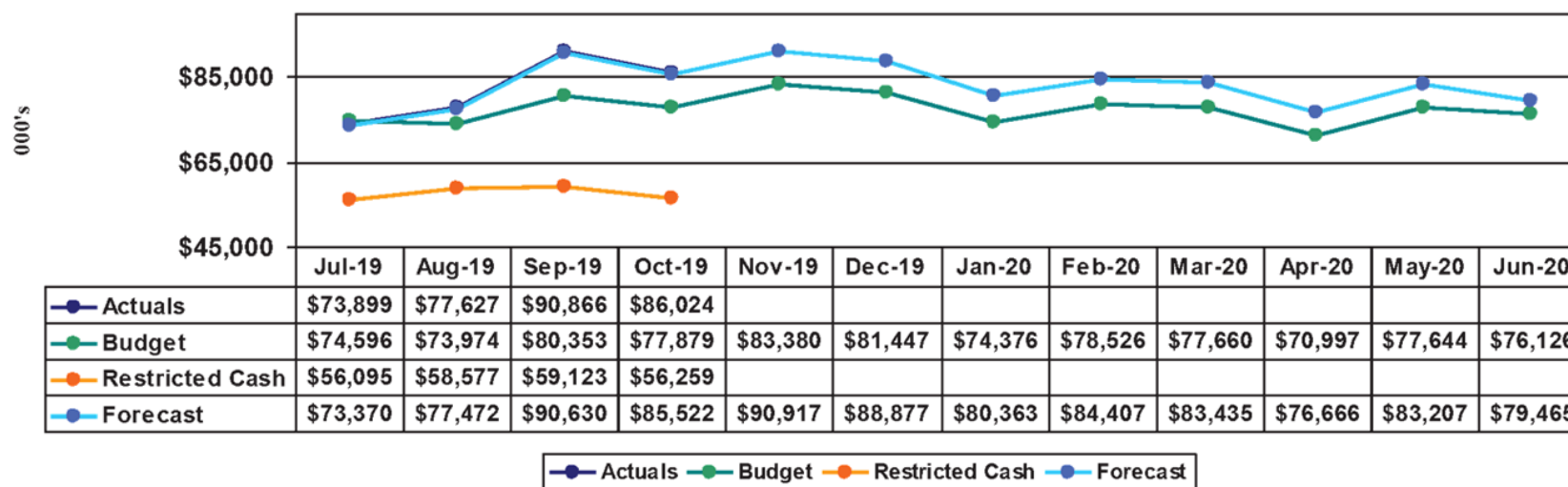
Financial Performance
for the period ending 31 October 2019

2019-20 Forecast categories of expenditure**2019-20 Forecast sources of income**

ORDINARY COUNCIL MEETING

26 NOVEMBER 2019

Cash and Investments
for the period ending 31 October 2019



- Council's year to date cash balance of \$86.02m is higher than budget for the current month. Council's forecast position to June 2020 of \$79.47m 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 October 2019 include: residential aged care deposits of \$30.01m, trust funds and deposits of \$5.5m (including asset protection permits), open space reserve of \$20.33m and fire services property levy of \$416k.

ORDINARY COUNCIL MEETING

26 NOVEMBER 2019

Rates Income and Debtors
for the period ending 31 October 2019

Rate and Charges Income – is an important source of revenue, accounting for approximately 60 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 2019-20 was set at forecast CPI of 2.5% (2.25% for 2018-19).

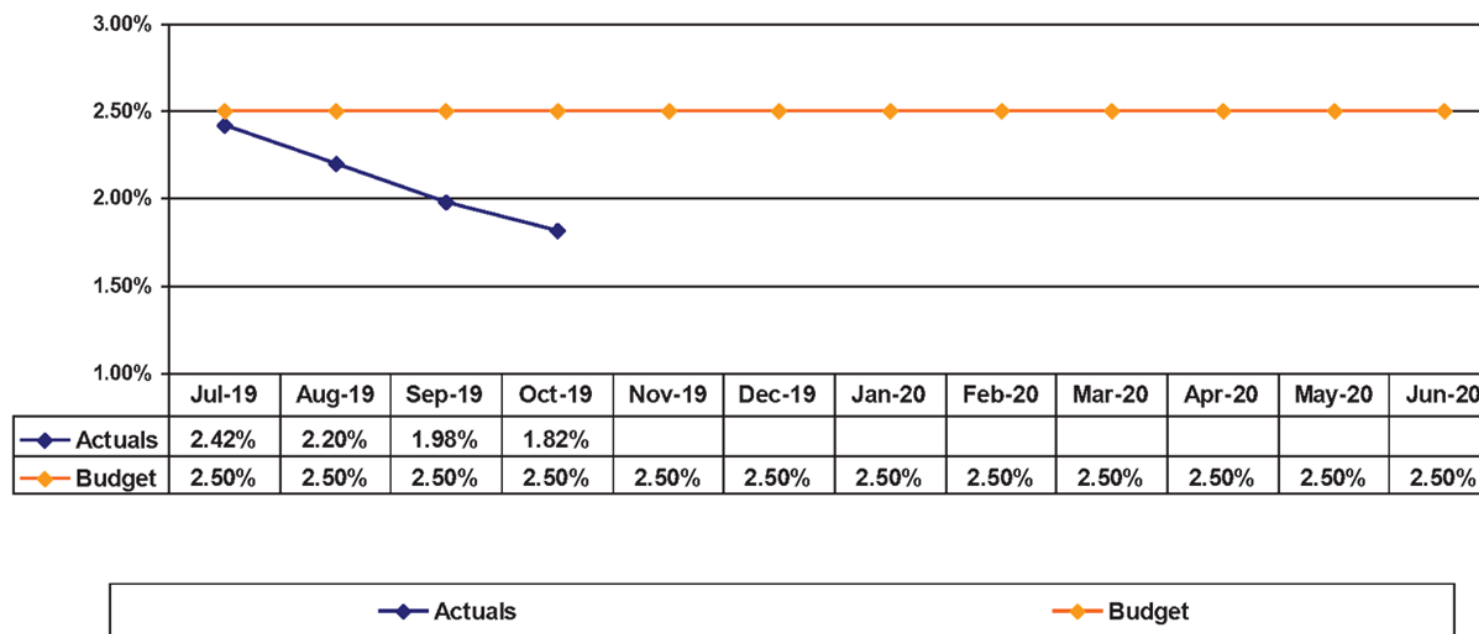
Rate Payments - Rates are paid in four instalments during the year: February, May, September and November. Council's cash flow is impacted by the timing of rate payments. The following table reflects the rate debtors balance as at 31 October 2019.

Rate Debtors	2019-2020 Year to date
	\$'000
Arrears Brought Forward	6,557
2018-19 Rates & Garbage Generated	112,935
2018-19 Fire Services Property Levy	13,385
Total Rates & Charges	132,878
Payments/Adjustments:	
Glen Eira Pension Rebate	(240)
State Government Rebate	(1,616)
Fire Services Property Levy Rebate	(344)
Receipts	(41,577)
Interest	147
Supplementary Valuations	(39)
Adjustments	(49)
Total Payments/Adjustments	(43,717)
Rates & Charges Balance at Month End	89,161

ORDINARY COUNCIL MEETING

26 NOVEMBER 2019

Investment Interest Rates
for the period ending 31 October 2019



Council achieved a return of 1.82% against the budget of 2.50%.

ORDINARY COUNCIL MEETING

26 NOVEMBER 2019

Capital Works Expenditure Program

As at the end of October 2019, total capital works expenditure forecast for 2019-20 is expected to be \$45.78m, represented by:

- New capital works projects as per the adopted 2019-20 Annual Budget \$37.25m; and
- External funding sources \$2.80m.
- Carry forward projects from 2018-19 \$4.77m.

Capital expenditure forecast adjustments of \$955k for the month of October 2019.

- Adjustments approved at Ordinary Council Meeting on 16 October 2019 – Tenders awarded higher than the adopted 2019-20 budget relating to:
 - Moorleigh Community Shed – \$406k (agenda item 12.1)
 - Bentleigh East Kindergarten Upgrade \$212k (agenda item 12.3).
- Roads to Recovery Program – funding of \$85k received and allocated to road works in Lockerbie Court.
- Depot Gates – \$80k to replace the existing entrance gate at the works depot with automated gates to improve security measures.
- Enterprise Business Intelligence Tool – \$73k due to tender price being higher than budget.
- GESAC Pool Tile Rectification Works – \$49k to carry out the final works on learn to swim pool as per tender.
- GESAC Occasional Care – \$40k to replace the rubber rock and further upgrades to the play space.
- Concrete edging replacement at Caulfield Park – increase to carry out the additional concrete edging replacement of \$50k, offset by savings of \$40k from soil stabilisation works.
- Transfers between programs – savings of \$82k from Independent Living Units fittings and finishes renewal program being utilised for DDA compliance works.

ORDINARY COUNCIL MEETING

26 NOVEMBER 2019

(b) Capital Works Performance Graphs

The below graphs reflect the 2019-20 budget allocations for the main asset category and performance against budget and forecast.

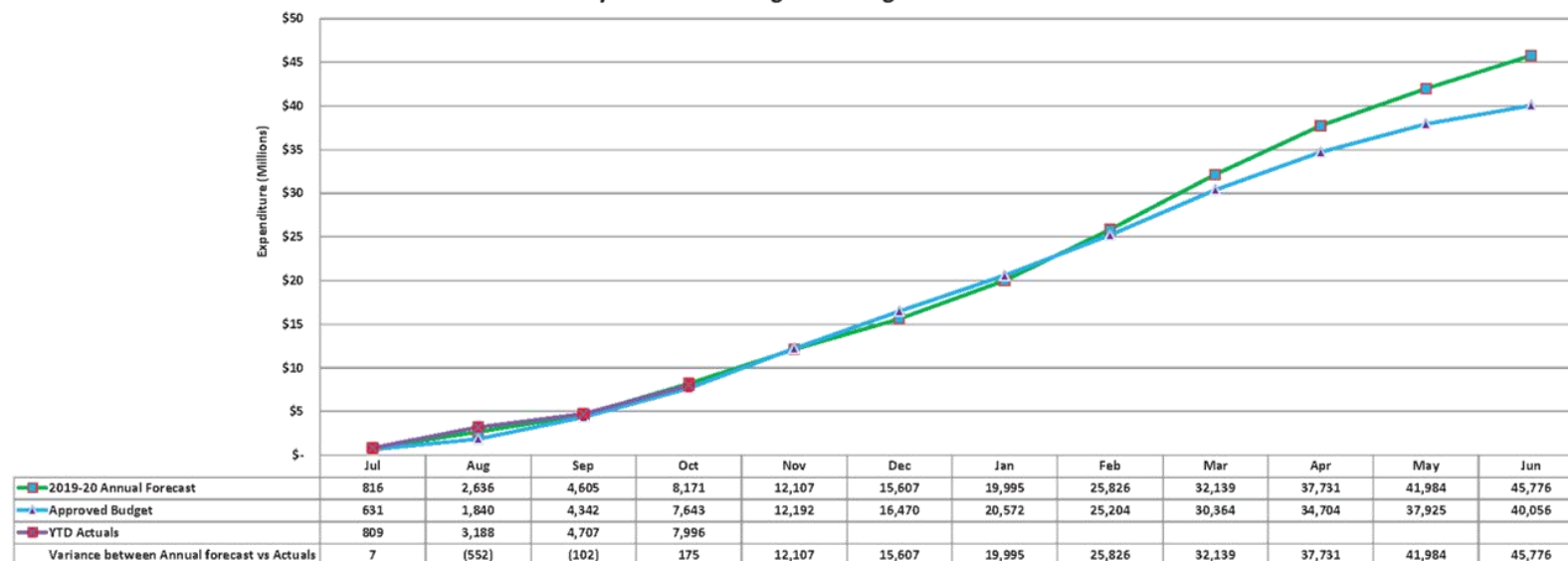


ORDINARY COUNCIL MEETING

26 NOVEMBER 2019

Capital Works Program Expenditure
for the period ending 31 October 2019

Monthly Performance against Budget and Forecast



Council's capital expenditure is below forecast by \$174k mainly due to Construction of Car Park, Pedestrian Pathway and drainage at EE Gunn Reserve (Foch Street, Ormond).

ORDINARY COUNCIL MEETING

26 NOVEMBER 2019

Capital Works Program Expenditure
for period ending 31 October 2019

Description	2019-20 Carry Forwards from 2018-19	2019-20 Capital Grant Funding	2019-20 Adopted Annual Capital Budget	2019-20 Budget Plus 2018-19 Carry Forward	2019-20 YTD Work In Progress	2019-20 YTD Forecast	2019-20 YTD Variance	2019-20 Annual Forecast Projected end of June 2020 expenditure	2019-20 Forecast Adjustments
	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)
CAPITAL WORKS: STRATEGIC PROJECTS									
Memorial Holocaust	100,000	-	-	100,000	-	-	-	100,000	-
Activity Centre Streetscape works	157,000	60,906	721,000	938,906	89,866	70,000	(19,866)	938,906	-
Bentleigh Structure Plans	-	-	750,000	750,000	118,862	230,000	111,138	750,000	-
Carnegie Structure Plan	196,000	-	510,000	706,000	201,808	184,000	(17,808)	706,000	-
Elsterwick Structure Plan	-	-	750,000	750,000	87,707	220,000	132,294	750,000	-
Integrated Transport Strategy Implementation	-	-	800,000	800,000	43,294	20,000	(23,294)	800,000	-
Carnegie Swim Centre Redevelopment	-	-	750,000	750,000	44,054	50,000	5,946	750,000	-
TOTAL CAPITAL WORKS: STRATEGIC PROJECTS	453,000	60,906	4,281,000	4,794,906	585,590	774,000	188,410	4,794,906	-
CAPITAL WORKS: GREAT AT GLEN EIRA									
Continuous Improvement & Innovation	206,000	-	275,000	481,000	46,145	123,800	77,655	554,000	73,000
Information Technology-Office 365 & Application Integration	174,000	-	765,318	939,318	167,950	131,540	(36,410)	939,318	-
Parking Permit Digital Solution	-	-	70,000	70,000	-	-	-	70,000	-
TOTAL CAPITAL WORKS: PORTFOLIOS- GREAT AT GLEN EIRA	380,000	-	1,110,318	1,490,318	214,095	255,340	41,245	1,563,318	73,000
CAPITAL WORKS: RECREATION AND OPENSACE									
Pavilion Upgrades- King George and Victory Pavilions	-	22,137	1,028,863	1,051,000	384,033	451,000	66,967	1,051,000	-
Pavilion Upgrades- Koomang/ Packer/ Lord Pavilions	-	-	430,000	430,000	40,558	90,000	49,442	430,000	-
Murrumbidgee Park, Kangaroo Road, Murrumbidgee	-	1,000,000	250,000	1,250,000	10,410	-	(10,410)	1,250,000	-
Major Playground Upgrades	60,000	483,260	1,196,740	1,740,000	100,234	33,552	(66,682)	1,740,000	-
Caulfield Park Master Plan Implementation	-	-	50,000	50,000	3,258	-	(3,258)	50,000	-
Open Space Strategy Implementation - Foch Street - Master Plan Construction	430,000	-	-	430,000	301,257	430,000	128,743	430,000	-
Turf Cricket Wicket Cover Enclosures	-	-	100,000	100,000	-	-	-	100,000	-
Goal post replacement	-	-	125,000	125,000	-	62,500	62,500	125,000	-
Lord Reserve and Koomang Park Masterplan Implementation	-	-	200,000	200,000	4,500	10,000	5,500	200,000	-
Caulfield Park wedge	-	-	-	-	49,658	-	(49,658)	-	-
New Open Space - Aileen Avenue	-	-	150,000	150,000	-	-	-	150,000	-
Playground Enhancements and Landscape works	-	-	1,195,380	1,195,380	(2,669)	-	2,669	1,195,380	-
Bicycle Strategy Implementation	-	-	200,000	200,000	2,400	-	(2,400)	200,000	-
Sports Ground Drainage Upgrade - Bailey Reserve (Softball Diamond 1)	-	-	50,000	50,000	-	20,000	20,000	50,000	-
Moorleigh Community Village Multi Sports Facility Lighting Upgrade	-	-	250,000	250,000	6,521	-	(6,521)	250,000	-
Minor Park Improvements	-	-	493,000	493,000	58,277	190,000	131,723	493,000	-
Public Toilet Upgrades	-	-	650,000	650,000	16,900	17,300	400	650,000	-
Sportsground Lighting Upgrade-Bailey Reserve (The World Game Facilities funding)	230,300	-	-	230,300	5,116	-	(5,116)	230,300	-
Sportsground Lighting Upgrade	-	481,065	945,765	1,426,850	-	-	-	1,426,850	-
Landscape enhancement works	-	-	30,000	30,000	-	-	-	30,000	-
Landscape Duncan Mackinnon Reserve	610,500	-	-	610,500	545,084	610,500	65,416	610,500	-
Caulfield-Dandenong rail corridor	-	-	-	-	(70,868)	-	70,868	-	-
TOTAL CAPITAL WORKS: PORTFOLIOS-RECREATION AND OPENSACE	1,330,800	1,986,482	7,344,748	10,662,030	1,454,688	1,914,852	460,184	10,662,030	-
CAPITAL WORKS: COMMUNITY FACILITIES									
Female Friendly Pavilion upgrade Program	222,600	-	-	222,600	22,488	-	(22,488)	222,600	-
Caulfield Early Learning Centre (ELC) & Maternal Child Health (MCH) pram shed	-	-	15,000	15,000	9,020	15,000	5,980	15,000	-
Parks Depot Upgrade	-	-	250,000	250,000	-	75,000	75,000	250,000	-
Future Spaces Project	753,000	-	500,000	1,253,000	232,072	-	(232,072)	1,253,000	-
Floor Coverings GESAC Gym	-	-	-	-	48,376	-	(48,376)	-	-
DOA Works	-	-	-	-	-	-	-	82,411	82,411
Mobile Shelving for Elsterwick Library	-	-	50,000	50,000	44,636	50,000	5,364	50,000	-
Caulfield Recreation Centre	-	-	50,000	50,000	6,279	-	(6,279)	50,000	-
Change room upgrade	-	-	-	-	-	-	-	-	-
Bentleigh East Kindergarten Upgrade	-	350,000	220,000	570,000	80,488	40,000	(40,488)	781,650	211,650
Moorleigh Village Community Shed	-	-	1,200,000	1,200,000	73,198	20,000	(53,198)	1,606,000	406,000
GESAC Civil works	-	-	680,000	680,000	10,538	80,000	69,462	720,000	40,000
Carnegie Children's Multipurpose Room outdoor space upgrade	-	-	30,000	30,000	-	-	-	30,000	-
Kindergartens and MCH refurbishments	-	-	145,000	145,000	-	-	-	145,000	-
Kindergartens and MCH refurbishments	-	-	-	-	(134)	-	134	-	-
TOTAL CAPITAL WORKS: PORTFOLIOS-COMMUNITY FACILITIES	975,600	350,000	3,140,000	4,465,600	526,961	280,000	(246,961)	5,205,661	740,061

ORDINARY COUNCIL MEETING

26 NOVEMBER 2019

Capital Works Program Expenditure
for period ending 31 October 2019 (continued)

Description	2019-20 Carry Forwards from 2017-18	2019-20 Capital Grant Funding	2019-20 Adopted Annual Capital Budget	2019-20 Budget Plus 2016-17 Carry Forward	2019-20 YTD Work In Progress	2019-20 YTD Forecast	2019-20 YTD Variance	2019-20 Annual Forecast Projected end of June 2019 expenditure	2019-20 Forecast Adjustments
	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)
<u>CAPITAL WORKS: SUSTAINABILITY</u>									
Sustainability Initiative Initiatives	132,000	-	50,000	182,000	112,955	132,000	19,045	182,000	-
Sustainability Initiatives - Solar Projects			380,000	380,000	-	50,000	50,000	380,000	-
Street Lighting Conversion & Building Management System	75,000	-	80,000	155,000	20,350	5,000	(15,350)	155,000	-
Bin Enclosures			60,000	60,000	10,696	-	(10,696)	60,000	-
TOTAL CAPITAL WORKS: PORTFOLIOS: SUSTAINABILITY	207,000	-	570,000	777,000	144,001	187,000	42,999	777,000	-
<u>CAPITAL WORKS: COMMUNITY SAFETY</u>									
Elsternwick Library Staircase			160,000	160,000	-	-	-	160,000	-
Black Spot Safety Program			368,000	368,000	51	-	(51)	368,000	-
Transport Planning			488,000	488,000	96,589	86,000	(10,589)	488,000	-
Footpath Program - New			255,000	255,000	-	5,000	5,000	255,000	-
TOTAL CAPITAL WORKS: PORTFOLIOS: COMMUNITY SAFETY	-	-	1,261,000	1,261,000	96,640	91,000	(5,640)	1,261,000	-
<u>CAPITAL WORKS: RENEWALS</u>									
Furniture and Equipment			100,000	100,000	13,459	-	(13,459)	100,000	-
Information Services - Infrastructure and Hardware Renewals			875,300	875,300	150,588	-	(150,588)	875,300	-
Superstructure Component Renewal			169,453	169,453	531	-	(531)	169,453	-
Fleet and Plant Replacement Program	950,000	-	1,883,483	2,833,483	922,540	903,843	(18,697)	2,833,483	-
Upgrade library self-service kiosks			50,000	50,000	-	50,000	50,000	50,000	-
Building Renewals-Electrical/ Mechanical/ External/Hydraulic			112,662	112,662	7,630	10,523	2,893	112,662	-
Substructure Component Renewal			122,068	122,068	-	-	-	122,068	-
Floor Finishes Component Renewal			242,873	242,873	9,600	-	(9,600)	242,873	-
Roof Renewals			267,572	267,572	-	-	-	267,572	-
Security Component Renewal			27,500	27,500	8,288	-	(8,288)	27,500	-
Ormond Kinder Upgrade	207,900			207,900	5,206	-	(5,206)	207,900	-
Senior Citizen Centres Renewal of Furniture and Equipment			80,000	80,000	-	-	-	80,000	-
Purchase of library collections	-	65,617	844,502	910,119	411,569	426,466	14,897	910,119	-
Footpath Renewal Program			1,700,000	1,700,000	619,408	966,668	(52,740)	1,700,000	-
Kerb and Channel Replacement Program			170,000	170,000	69,604	56,668	(12,936)	170,000	-
Road Reconstruction Program	180,000	-	3,461,045	3,641,045	254,230	256,000	1,770	3,491,045	(150,000)
Drainage Renewal and Flood Mitigation Program	-	-	3,400,000	3,400,000	830,222	860,000	29,778	3,400,000	-
Local Road Periodic Resurfacing Program			1,500,000	1,500,000	438,457	300,000	(138,457)	1,500,000	-
Right-Of-Way Renewal Program			350,000	350,000	-	-	-	350,000	-
Local Area Traffic Management Renewal Program			400,000	400,000	130,128	147,000	16,872	400,000	-
Car Park Renewal Program	55,000	-	650,000	705,000	98,395	105,000	6,605	705,000	-
Roads to Recovery	-	338,955	-	338,955	351,954	338,955	(12,999)	573,694	234,739
Turf wicket replacement			100,000	100,000	8,600	50,000	41,400	100,000	-
Minor Playground Upgrades			305,000	305,000	68,204	55,000	(13,204)	305,000	-
GESAC Furniture & Equipment	26,000	-	1,212,478	1,238,478	264,523	232,278	(32,245)	1,287,478	49,000
Parks Minor Improvements			535,000	535,000	223,834	265,000	41,166	545,000	10,000
Sports Ground Lighting Renewal Program			230,000	230,000	2,761	-	(2,761)	230,000	-
Fittings/Finishes Component Renewal			466,264	466,264	29,768	-	(29,768)	383,853	(82,411)
Residential Services - Furniture and Equipment			180,000	180,000	23,725	45,000	21,275	180,000	-
Replacement of Child care Equipment			66,800	66,800	24,366	-	(24,366)	66,800	-
Child care centre refurbishments			45,000	45,000	6,960	-	(6,960)	45,000	-
Automated Security Gates Glen Works				-	-	-	-	80,000	80,000
TOTAL CAPITAL WORKS: PORTFOLIOS: RENEWALS	1,418,900	404,572	19,547,000	21,370,472	4,974,147	4,668,401	(305,746)	21,511,800	141,328
TOTAL CAPITAL WORKS EXPENDITURE	4,765,300	2,801,960	37,264,066	44,821,326	7,996,104	8,170,593	174,489	45,775,715	954,389

ORDINARY COUNCIL MEETING

26 NOVEMBER 2019

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 2017-18 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 21 provides indicators for Glen Eira City Council.

(a) Financial sustainability risk indicators

Indicator	Definition	Formula
Net result (%)	This measures how much of each dollar collected as revenue translates to net result. A positive result indicates a surplus, and the larger the percentage, the stronger the result.	Net result / Total revenue
Adjusted underlying result	This measures an entity's ability to generate surplus in the ordinary course of business—excluding non-recurrent capital grants, non-monetary asset contributions, and other contributions to fund capital expenditure from net result. A surplus or increasing surplus suggests an improvement in the operating position.	Adjusted underlying surplus (or deficit) / Adjusted underlying revenue
Liquidity (ratio)	This measures an entity's ability to pay existing liabilities in the next 12 months. A ratio greater than 1.0 means there are more cash and liquid assets than short-term liabilities.	Current assets / Current liabilities
Internal financing (%)	This measures an entity's ability to finance capital works using cash generated by its operating cash flows. The higher the percentage, the greater the ability for the entity to finance capital works from its own funds.	Net operating cash flow / Net capital expenditure
Indebtedness (%)	This assesses an entity's ability to pay the principal and interest on borrowings, as and when they fall due, from the funds it generates. The lower the ratio, the less revenue the entity is required to use to repay its total debt. Own-sourced revenue is used, rather than total revenue, because it does not include grants or contributions.	Non-current liabilities / Own-sourced revenue
Capital replacement (ratio)	This compares the rate of spending on infrastructure, property, plant and equipment, and intangibles with its depreciation and amortisation. This is a long-term indicator, as capital expenditure can differ in the short term if there are insufficient funds available from operations, and borrowing is not an option. A ratio less than 1.0 means the spending on capital works has not kept pace with consumption of assets.	Cash outflows for property, plant and equipment / Depreciation
Renewal gap (ratio)	This compares the rate of spending on existing assets through renewing, restoring, and replacing existing assets with depreciation. Ratios higher than 1.0 indicate that spending on existing assets is faster than the depreciation rate.	Renewal and upgrade expenditure / Depreciation

Source: VAGO.

ORDINARY COUNCIL MEETING

26 NOVEMBER 2019

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	Adjusted underlying result	Liquidity	Internal financing	Indebtedness	Capital replacement	Renewal gap
High	Less than negative 10%	Less than 0%	Less than 0.75	Less than 75%	More than 60%	Less than 1.0	Less than 0.5
	Insufficient revenue is being generated to fund operations and asset renewal.	Insufficient surplus being generated to fund operations	Immediate sustainability issues with insufficient current assets to cover liabilities.	Limited cash generated from operations to fund new assets and asset renewal.	Potentially long-term concern over ability to repay debt levels from own-source revenue.	Spending on capital works has not kept pace with consumption of assets.	Spending on existing assets has not kept pace with consumption of these assets.
Medium	Negative 10%–0%	0%–5%	0.75–1.0	75–100%	40–60%	1.0–1.5	0.5–1.0
	A risk of long-term run down to cash reserves and inability to fund asset renewals.	Surplus being generated to fund operations	Need for caution with cash flow, as issues could arise with meeting obligations as they fall due.	May not be generating sufficient cash from operations to fund new assets.	Some concern over the ability to repay debt from own-source revenue.	May indicate spending on asset renewal is insufficient.	May indicate insufficient spending on renewal of existing assets.
Low	More than 0%	More than 5%	More than 1.0	More than 100%	40% or less	More than 1.5	More than 1.0
	Generating surpluses consistently.	Generating strong surpluses to fund operations	No immediate issues with repaying short-term liabilities as they fall due.	Generating enough cash from operations to fund new assets.	No concern over the ability to repay debt from own-source revenue.	Low risk of insufficient spending on asset renewal.	Low risk of insufficient spending on asset base.

Source: VAGO.

ORDINARY COUNCIL MEETING

26 NOVEMBER 2019

Financial Strategy (continued)Monthly Report Relative to Financial Strategy

Financial Sustainability Risk Indicators	Objective	2018-2019 Draft Actuals based on VAGO Parliamentary Report	2019-20 Annual Budget as at 30 June 2020	2019-2020 Annual Forecast as at 30 June 2020	2019-2020 Risk based on Annual Forecast as at 30 June 2020	Comment
(1) Net Result	To generate surpluses consistently greater than 0%.	13.38%	9.75%	9.76%	Low	Council is generating positive surpluses.
(2) Underlying Result (%)	Ability to generate surplus in the ordinary course of business, excluding non-recurrent capital grants and non-monetary asset contributions to fund capital expenditure from net result. Low risk indicator to be more than 5%.	11.77%	8.30%	9.74%	Low	Council is generating positive surpluses to fund operations.
(3) Liquidity	To measure Council's ability to repay short-term liabilities as they fall due. Low risk - indicator is to be greater than 1.0.	1.40	1.44	1.55	Low	Council's forecast to 30 June 2020 indicates a Liquidity Ratio of greater than 1.0.
(4) Indebtedness	Lower than 40% relates to the ability to repay debt from own-source revenue.	9.84%	7.62%	7.42%	Low	Council is operating at a ratio of lower than 40%, therefore has the ability to repay debt from own-source revenue.
(5) Internal Financing	Generating enough cash from operations to fund new assets. Low risk indicator is to be greater than 100%.	140.77%	107.42%	106.76%	Low	Council is generating enough cash from operations to fund new assets.
(6) Capital Replacement	To ascertain the level of risk of insufficient spending on asset renewal. Low risk indicator is to be more than 1.5.	1.79	2.00	1.96	Low	Council operates at a low level of risk with respect to capital replacement.
(7) Renewal Gap	To ensure there is sufficient spending on Council's asset base. Low risk indicator is to be greater than 1.0.	1.28	1.49	1.49	Low	Council spends sufficient funds on its asset base.

ORDINARY COUNCIL MEETING

26 NOVEMBER 2019

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	External Parties				Internal Audit	
		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	M							Food Safety (2011/12) Statutory Planning (2013/14) Infringement Management Audit (2018/19)
2. Terrorist Attack – Lone Wolf	H							Security Protocol Review (2014) Building Emergency Management Planning (2017/18) Implementation of Federal Government's Strategy for Protecting Crowded Places from Terrorism 2017 – use of the Crowded Places Security Audit, Self-Assessment Tool and guidelines.
3. Vulnerability to cyber attack	H							Cyber Security Review including mobile devices website management and penetration testing (2016/17) IT General Controls Audit (2018/19)
4. Contracts – contracting process by Council	H							Tendering (2013/14) Contract Management (2013/14) Financial Compliance transaction analysis (annual) Contract Management Review (2016/17) Major Project Management (2017/18) Immunisation Audit (2018/19)
5. Vulnerability to litigious action	H							Risk Management Framework (2015/16) Fraud & Corruption Control (2016/17) Claims Management Review (2016/17) Statutory Planning Legislative Compliance Audit (2018/19)
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 (annual – 2018/19) Payroll (2017/18) Open Space Contributions (2017/18) Community Grant Management Audit (2018/19)
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) Performance Audit (2018/19)

* 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.

8.15 QUARTERLY SERVICE PERFORMANCE REPORT

Author: *Jacqueline Moro, Corporate Performance & Reporting Coordinator*

Trim No: *19/1302071*

Attachments: *1. Service Performance Report Quarter 1 2019-20* [↓](#)

PURPOSE AND SUMMARY

The Quarterly Service Performance Report has been developed to provide a reporting structure that is meaningful, progressive and based on business intelligence principles.

The Quarterly Service Performance Report provides trend analysis and insights on the effectiveness and efficiency of Council services from July to September 2019.

RECOMMENDATION

That Council notes the quarterly Service Performance Report for the period ending September 2019.

BACKGROUND

The State Government's introduction of the 'Know Your Council' website has raised residents' expectation of the information provided by councils. Residents have an increasing expectation of being provided fast, accurate and meaningful reporting of Council's progress. This was reinforced through recent community consultation as part of the development of the 2017–2021 Council and Community Plan.

ISSUES AND DISCUSSION

In addition to reporting on this year's performance the report includes updates on the incomplete commitments from last year.

Some items of note include:

- Completion of the King George pavilion refurbishment;
- Contract awarded for work on the upgrade to Bentleigh East Kindergarten with an expected completion date of January 2020;
- Concept design for Bentleigh Library improvement and integration (Bentleigh Structure Plan) is complete with detailed design to start in 2020;
- Improvements in Planning processes leading to the average statutory days for a planning determination dropping from over 60 days to 30 days; and
- 92.33 per cent of applications completed within 60 statutory days.

FINANCIAL, RESOURCE, RISK AND ASSET MANAGEMENT IMPLICATIONS

The level of activity undertaken by Council is not always apparent from financial information. Statistical information complements monthly financial reporting and provides more detailed information on the diverse range of activities undertaken by Council. Regular reporting can provide an indication of where productivity or efficiency gains have been made along with identifying trends that will assist in decision making and resource allocation.

POLICY AND LEGISLATIVE IMPLICATIONS

The Quarterly Service Performance Report ensures compliance with statutory requirements legislated under:

- *Local Government Act*;
- Victoria Auditor General's office (VAGO); and
- Service specific quality and assessment standards.

COMMUNICATION AND ENGAGEMENT

The Quarterly Service Performance Report has been developed in consultation with the Community Consultation Committee and Councillors to provide consistent and transparent information on Council's commitments to its community. The final report will be published on Council's [Community Dashboard](#).

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

Glen Eira Council's Quarterly Service Performance Report aims to respond to community's expectation of providing a clear and transparent snapshot of Council's progress for the year to date.



GLEN EIRA
CITY COUNCIL

BENTLEIGH
BENTLEIGH EAST
BRIGHTON EAST
CARNEGIE
CAULFIELD
ELSTERNWICK
GARDENVALE
GLEN HUNTLY
MCKINNON
MURRUMBEENA
ORMOND
ST KILDA EAST

QUARTERLY SERVICE PERFORMANCE REPORT

QUARTER ENDING SEPTEMBER 2019 . WWW.GLENEIRA.VIC.GOV.AU



CHIEF EXECUTIVE OFFICER OVERVIEW

Welcome to our first Quarterly Performance Report for 2019–2020.

I encourage you to have a read and keep up-to-date with how we are tracking against the commitments we made to you in the 2017–2021 Council and Community Plan.

Council is a complex business providing more than 120 different services to our population of more than 151,000 residents. Because of this, we know that it's imperative that our community feels confident that we are delivering on our promises. Through this report, we want you to feel informed about the things that are important to you as we showcase the diversity of the work we do and share our progress with you.

Progress worth noting this quarter includes:

- Completion of the King George pavilion refurbishment;
- Contract awarded for work on the upgrade to Bentleigh East Kindergarten with an expected completion date of January 2020;
- Concept design for Bentleigh Library improvement and integration (Bentleigh Structure Plan) is complete with detailed design to start in 2020;
- Improvements in Planning processes leading to the average statutory days for a planning determination dropping from over 60 days to 30 days; and
- Decisions issued on 92.33 per cent of planning applications determined within 60 statutory days.

As you will read in the coming pages, our financial position has started favourably, with a forecast operating surplus at the end of September of \$18.2 million. In the Financial Overview sections of this report you can read more about the reasons for this variance.

I hope you find this information insightful and like me, agree that the City of Glen Eira is a great municipality to live, work or raise a family.

If you have any feedback, please don't hesitate to email me at mail@gleneira.vic.gov.au

Regards,
Rebecca McKenzie
Chief Executive Officer



FINANCIAL OVERVIEW

Council has delivered a positive financial result for 1st quarter of 2019–20. The operating result year-to-date is higher than was anticipated when the annual budget was set and the balance sheet position and the cash position are sound.

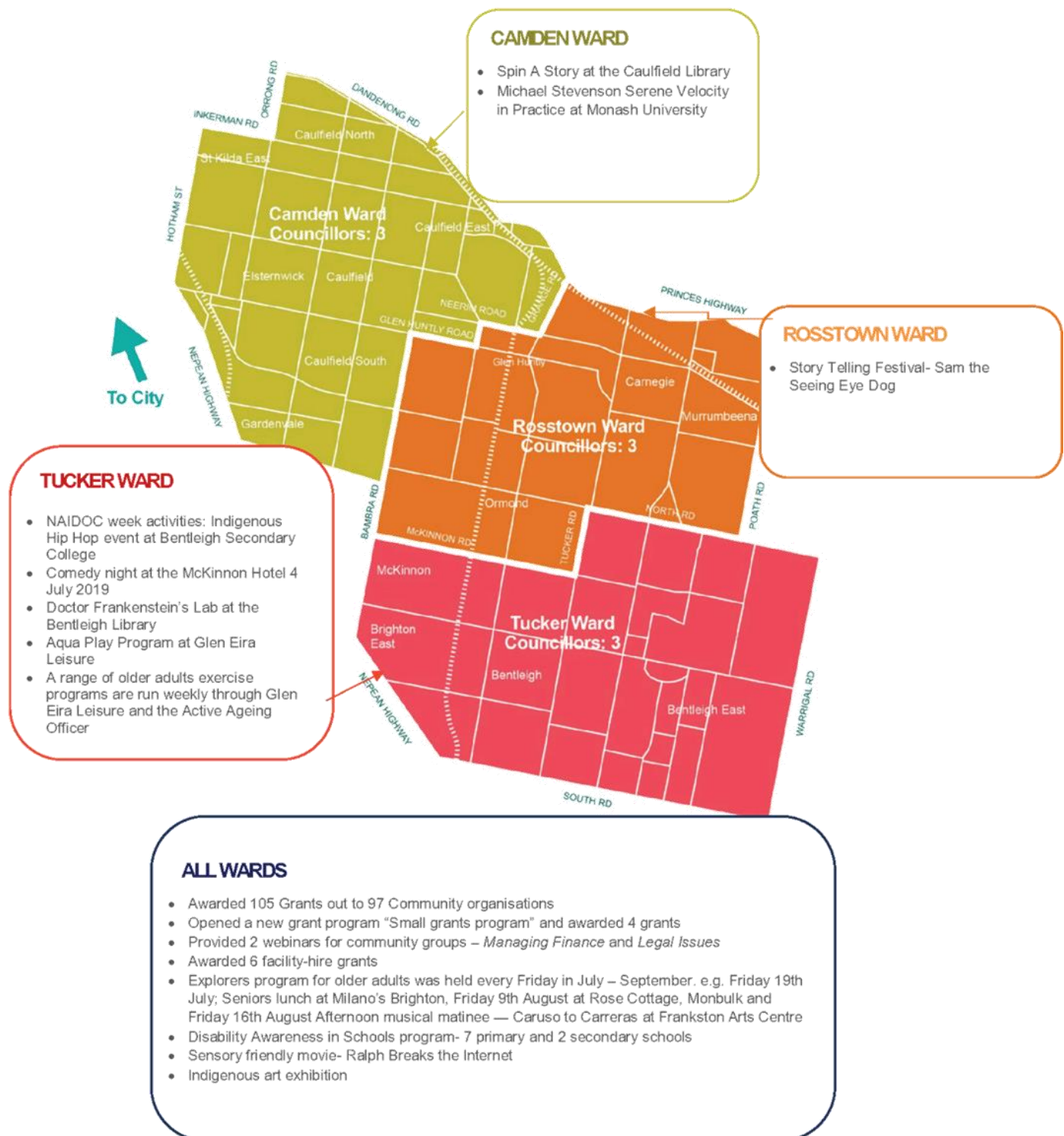
At the end of September 2019, the performance against budget from ordinary activities showed a positive variance of \$3.15 million, due to higher than anticipated income of \$1.27 million and favourable variance in operating expenditure of \$1.88 million. This is mainly due to: better than anticipated income received for government grants \$806,000, statutory fees and fines \$355,000 and user fees \$110,000. Favourable variances in expenditure items include: maintenance \$840,000, contractors \$815,000, materials and consumables \$235,000 and employee costs \$259,000. Unfavourable expenditure items include doubtful debts \$324,000. The forecast result expected for the financial year is a surplus of \$18.2 million compared with the original adopted 2019–20 Annual Budget of \$18.31 million. Annual budget to forecast movements to date show an increase in operating revenue of \$1.5 million and an increase in operating expenditure of \$1.24 million. The Council's current asset ratio, a measurement of our financial strength, increased to 1.55. This means for every \$1 of current liability, the Council had \$1.55 in current assets to meet those commitments. The Council remains financially well positioned and the 2019–20 surplus provides further financial flexibility to meet the city's future service and infrastructure funding needs.

The table below details Council's forecast performance based on the Victorian Auditor-General Financial Sustainability Risk Indicators.

FINANCIAL SUSTAINABILITY RISK INDICATORS	Objective	2018-2019 Actuals based on VAGO Parliamentary Report	2019-20 Annual Budget as at 30 September 2019	2019-20 Annual Forecast As at 30 September 2019	2019-20 Risk Based on Annual Forecast as at 30 September 2019	COMMENT
Net Result	To generate surpluses consistently greater than 0%	17.05%	9.75%	9.61%	Low	Council is generating positive surpluses.
Underlying Result	Ability to generate surplus in the ordinary course of business-excluding non-recurrent capital grants and non-monetary asset contributions to fund capital expenditure from net result. Low risk indicator to be more than 5%	13.88%	8.30%	9.59%	Low	Council is generating positive surpluses to fund operations.
Liquidity	To measure Council's ability to repay short-term liabilities as they fall due. Low risk indicator is to be greater than 1.0	1.42	1.44	1.55	Low	Council's forecast to 30 June 2020 indicates a Liquidity Ratio of greater than 1.0.
Indebtedness	Lower than 40% relates to the ability to repay debt from own-source revenue	13.06%	7.62%	7.43%	Low	Council is operating at a ratio of lower than 40%, therefore has the ability to repay debt from own-source revenue.
Internal Financing	Generating enough cash from operations to fund new assets. Low risk indicator is to be greater than 100%	152.55%	107.42%	96.59%	Medium	Council is generating enough cash from operations to fund new assets.
Capital Replacement	To ascertain the level of risk of insufficient spending on asset renewal. Low risk indicator is to be more than 1.5	1.49	2.00	1.92	Low	Council operates at a low level of risk with respect to capital replacement.
Renewal Gap	To ensure there is sufficient spending on Council's asset base. Low risk indicator is to be greater than 1.0	1.21	1.49	1.49	Low	Council spends sufficient funds on its asset base.



WHAT'S BEEN HAPPENING AT A LOCAL LEVEL





MAJOR PROJECT UPDATES

Eat Street [Bentleigh Structure Plan]

- **Project Status** : Initiate
- **Project Comment** : Detailed design is substantially underway and due to be completed in early 2020. Project is planned to commence construction in 2020.

Bentleigh Library Improvement & Integration [Bentleigh Structure Plan]

- **Project Status** : Plan
- **Project Comment** : The Bentleigh Library project has now completed the concept design phase, following community consultation in May 2019. The project will move into procurement for the lead consultant/architect for detailed design and tender documentation during 2019/20. Detailed design will commence in 2020 with construction proposed for 2020/21.

Bentleigh East Kindergarten Upgrade

- **Project Status** : Implement
- **Project Comment** : Contract for the construction works has been awarded. Construction is planned to be completed by end January 2020.

Safe Cycling Corridor Pilot (Integrated Transport Strategy)

- **Project Status** : Initiate
- **Project Comment** : Community Consultation closed on 14 October. Assessment of four corridor options is currently being undertaken based on technical advice and the feedback provided by the community. A recommendation will be presented at the 17 December 2019 Council Meeting.

Neerim Road Streetscape

- **Project Status** : Initiate
- **Project Comment** : Concepts are being further refined in response to discussion with local traders and requirements of service authorities (VicRoads and South East Water). Consultation with traders and community planned to occur in early 2020.

Murrumbeena Park Community Hub Development

- **Project Status** : Plan
- **Project Comment** : The architect, and design team has been formally appointed and planning has commenced on detailed design which is on track to be completed by May 2020.

New open space - Aileen Ave

- **Project Status** : Plan
- **Project Comment** : Landscape Architect has been engaged to commence detailed design.

King George Pavilion Refurbishment

- **Project Status** : Closure
- **Project Comment** : Building works completed in August 2019.



MAJOR PROJECT UPDATES

Lord Reserve and Koornang Park Masterplan Implementation

- **Project Status** : Initiate
- **Project Comment** : Landscape architect has been engaged to prepare concepts and options around the eastern end (east of Carnegie Swim Centre). As outlined in the master plan this will include a multi-purpose space, explore the car-park layout and improvements to the north eastern entrance.

Lord Reserve - Pavilion Development

- **Project Status** : Initiate
- **Project Comment** : The Lord Reserve Pavilion Redevelopment concept design phase is complete. Following on from this, the project will move into community and club consultation procurement for the lead consultant/architect for detailed design and tender documentation for construction. Detailed design will start in early 2020 with construction proposed in 2020/21.

Carnegie Market [Carnegie Structure Plan]

- **Project Status** : Initiate
- **Project Comment** : Progression of a permanent Carnegie Market has been deferred and is currently on hold. Works are progressing on plans for an 'Interim Market' pilot site at the former Neerim Road Furniture Warehouse.

Carnegie Swim Centre Redevelopment

- **Project Status** : Initiate
- **Project Comment** : Three concept options prepared for community consultation commencing in October. Community Reference Group to be advertised in November with recommendations and membership to be presented to Council in late November. Tender prepared for the lead consultant/architect. A recommendation is planned to be presented to Council in December 2019. The concept design work will commence after community consultation closes at the end of January 2020, and once Council has selected a redevelopment option in early 2020 after the consultation has closed at the end of January.

Selwyn Street Cultural Precinct [Elsternwick Structure Plan]

- **Project Status** : Initiate
- **Project Comment** : Concept design for precinct is progressing in line with design program and is governed by a special advisory committee charged with overseeing the design of the precinct. The appointment of the creative team and artist to commence work on the integrated commemorative art is in progress.

Stanley Street - Elsternwick Multi-deck car park [Elsternwick Structure Plan]

- **Project Status** : Initiate
- **Project Comment** : Currently in early stages of planning and feasibility.

Elsternwick Community Hub [Elsternwick Structure Plan]

- **Project Status** : Initiate
- **Project Comment** : Community consultation has commenced to explore the kinds of experiences and the types of services the community would like to see at the new Hub. Following consultation this information will be used to commence concept designs.

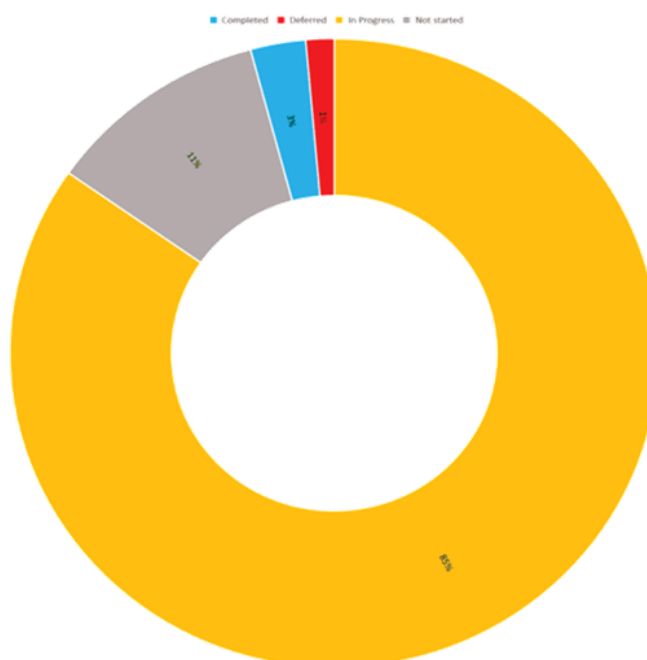


PERFORMANCE AT A GLANCE

The Council Plan 2017–2022 sets out five themes where Council will focus its efforts to enhance community experience over the next five years. These themes were developed in consultation with the community. The following section of this report tracks our performance in delivery against those five themes.

PROGRESS AGAINST GLEN EIRA COUNCIL AND COMMUNITY PLAN COMMITMENTS

Total Number of Community Plan commitments for 2019-20		72	%
Completed		2	3%
Deferred		1	1%
In Progress		61	85%
Not Started		8	11%
Ongoing		0	0%





LIVEABLE AND WELL DESIGNED

A WELL PLANNED CITY THAT IS A GREAT PLACE TO BE

COMMITMENT	PERFORMANCE MEASURE	PROGRESS UPDATE AS AT 30 September 2019
Improve the experience of new businesses seeking Council permits through implementation of the Better Approvals program	90 per cent of planning permit decisions for businesses will be made within 50 statutory days.	Business based applications can fall within two processing pathways: either a regular planning application or a VicSmart planning application. So far this financial year, an average of 93 per cent of regular planning decisions and 95 per cent of VicSmart applications have been made within statutory timeframes, with the number of average days taken to determine the respective applications being at 43 days for regular applications and 8 days for VicSmart applications.
We will commence the construction of the new Eat Street in Bentleigh	Construction of the new Eat Street in Bentleigh commenced by June 2020.	Detailed design is substantially underway and due to be completed in early 2020. Project is planned to commence construction in 2020.
We will commence the statutory implementation of our structure plans for Bentleigh, Carnegie and Elsternwick. (18/19)	Panel process concluded and amendments submitted to the Minister for Planning for approval	A Planning Scheme Amendment Package to implement the structure plans for Bentleigh and Carnegie was endorsed by Council in December 2018. The Amendment was referred to the Minister for Planning for authorisation for public exhibition in January 2019. Council is awaiting a decision from the Minister on its request for authorisation for public exhibition. For the Elsternwick Structure Plan area, technical background studies and Place Analysis report have been completed, while the draft masterplan is being finalised for the purposes of consultation.
We will continue the implementation of our structure plans for Elsternwick	We will seek authorisation to commence the planning scheme amendment process for Elsternwick Structure Plan planning controls by 30 June 2020.	The draft masterplan for the Elsternwick South Urban Renewal Precinct is being finalised for the purposes of consultation. In addition, background work for the planning scheme amendment is underway, including a heritage review of the area.
We will continue the statutory implementation of our structure plans for Bentleigh	We will submit the Bentleigh planning scheme controls (including the quality design guidelines) to the Minister for Planning for approval by 1 April 2020.	Council sought authorisation in January 2019 for a Planning Scheme Amendment to implement the Bentleigh Structure Plan into the Glen Eira Planning Scheme. Council has not received a formal response on this Amendment from the Minister for Planning. Department officers have expressed initial views, though Council is unable to respond until receiving formal correspondence from the Minister. Given authorisation has not been decided, the heritage component has now been separated out from this amendment to be a stand alone heritage amendment.
We will continue the statutory implementation of our structure plans for Carnegie.	We will submit the Carnegie planning scheme controls (including the quality design guidelines) to the Minister for Planning for approval by 1 April 2020	Council sought authorisation in January 2019 for a Planning Scheme Amendment to implement the Carnegie Structure Plan into the Glen Eira Planning Scheme. Council has not received a formal response on this Amendment from the Minister for Planning. Department officers have expressed initial views, though Council is unable to respond until receiving formal correspondence from the Minister. Given authorisation has not been decided, the heritage component has now been separated out from this amendment to be a stand alone heritage amendment.
We will create a new community space on the site of the old furniture warehouse in Neerim Road Carnegie	Implementation and activation of a new open space area on the old furniture warehouse site in Carnegie by June 2020.	The warehouse on Neerim Road, Carnegie purchased by Council in 2018/19 has now been demolished. Consultation has now taken place with the community, with feedback incorporated into the final concept design. The concept has been approved and detailed design is underway. The new community space, at this stage, is currently planned to be activated by June 2020.
We will develop, consult and implement policies and controls that protect heritage and the character of our residential areas.	Council will complete the 'Hidden Gems' Heritage Review and seek Minister authorisation to exhibit the planning controls by 1 April 2020.	This heritage review of the 'Hidden Gems' is underway with heritage citations due by end of December 2019. The focus of this review is post war architecture.



COMMITMENT	PERFORMANCE MEASURE	PROGRESS UPDATE AS AT 30 September 2019
We will develop, consult and implement policies and controls that protect heritage, and the character of our residential areas.(18/19)	Major Heritage review amendment to be endorsed by Council and submitted to the Minister for planning for authorisation	A planning scheme amendment authorisation request to exhibit the amendment has been lodged with the Minister for Planning for Bentleigh and Carnegie Structure Plan areas (commercial and residential) and for Murrumbeena Village. The initial Elsternwick heritage review has been completed, with interim heritage controls applied for in September. A Council report on proposed permanent heritage controls is scheduled for December 2019. The Caulfield Station Precinct heritage review and citations is underway. Hidden gems/post war heritage review and citations are underway. The review for Glen Huntly and Caulfield East heritage is underway. Council adopted the ABC Gordon Street heritage planning scheme amendment in August 2019 and lodged this with the Minister for Planning for approval.
We will endorse and plan to implement Council's Social and Affordable Housing Strategy.	We will complete 80 per cent of first year commitments by June 2020.	Implementation of the Social and Affordable Housing Strategy for Year One will commence following Council endorsement of the Strategy.
	Our Social and Affordable Housing Strategy will be endorsed by Council in 2019.	The Social and Affordable Housing Strategy and Implementation Plan for Year One has been finalised and is on the 16 October Council Agenda.
We will further progress the development of a community focused multi-use recreation precinct for Lord Reserve, Carnegie Swim Centre and Koornang Park, Carnegie.	We will complete detailed design on redevelopment of Carnegie Swim Centre.	Three concept options prepared for community consultation commencing in October. Community Reference Group to be advertised in November with recommendations and membership to be presented to Council in late November. Tender prepared for the lead consultant/architect. A recommendation is planned to be presented to Council in December 2019. The concept design work will commence after community consultation closes at the end of January 2020, and once Council has selected a redevelopment option in early 2020 after the consultation has closed at the end of January. Dependent on community feedback and Council's selected option, it is anticipated detailed design will be completed in early 2021.
	We will complete detailed design on Lord Reserve Koornang Park Masterplan	A Landscape Architect appointed to commence concept design of elements in the masterplan.
We will further progress the development of a community focused multi-use recreation precinct for Lord Reserve, Carnegie Swim Centre, and Koornang Park, Carnegie. (18/19)	Community consultation on concept plans for Carnegie Swim Centre and endorsement by Council	Community consultation on concepts for Carnegie Swim Centre commenced on 17 October 2019 and will close on 31 January 2020. Expressions of Interest for a Community Reference Group closed on 31 October 2019.
	Community consultation on concept master plan for Lord Reserve/Koornang Park and endorsement by Council	The Lord Reserve and Koornang Park Masterplan was adopted at the 25 June Council meeting.
We will guide better buildings in Glen Eira through the implementation of our Quality Design Guidelines. (18/19)	Public exhibition of permanent planning controls which seek to implement the Quality Design Guidelines	The implementation of the Quality Design Guidelines for Bentleigh and Carnegie is being carried out through the Structure Plan planning scheme amendment and is affected by the timelines for these amendments.
We will invest a minimum of \$30M through Council's Capital Works Program	More than \$30M spent on Capital Works Program for 2019-20	Actual Year to Date expenditure is \$4.706 million.
We will progress the development of a new vibrant community hub in Elsternwick. (18/19)	Community consultation undertaken on feasibility and proposed components of the new community hub by June 2019.	Community engagement on components of the Elsternwick Hub commenced in October 2019 over a 8 week period. Community feedback will be presented to Council prior to commencement of concept design.
We will progress the Elsternwick community hub concept.	To further develop feasibility and prepare concept design.	Community consultation has commenced regarding the kinds of experiences and the types of services the community would like to see at the new Hub. Following consultation this information will be used to commence concept designs.

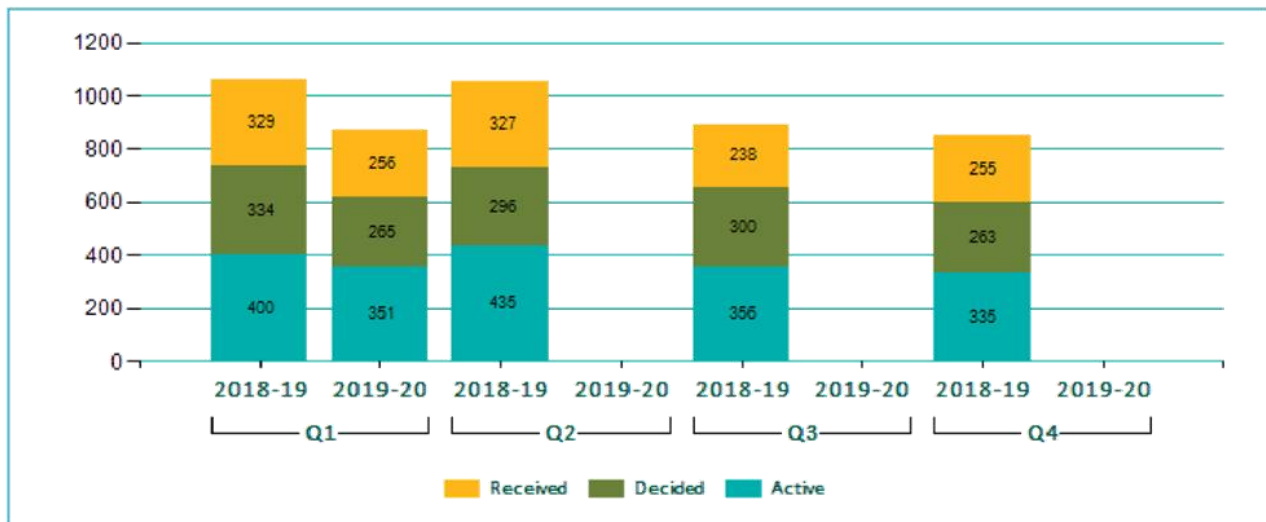


COMMITMENT	PERFORMANCE MEASURE	PROGRESS UPDATE AS AT 30 September 2019
We will progress the redevelopment of the Bentleigh Library and Youth Hub	Complete detailed design for the new Bentleigh Library and Youth Hub	<p>The community consultation period was completed in May 2019.</p> <p>The project brief for procurement of architectural services is being completed. Following on from this stage, council will carry out a procurement exercise for the lead consultant/architect services which will include the detailed design and tender documentation for construction.</p> <p>The detailed design phase is due for completion in 2019/20; following on from this the construction phase is proposed to commence in 2020/21.</p>
We will refresh Glen Eira City Council's Municipal Strategic Statement to reflect recent strategic planning work, including the Activity Centre, Housing and Local Economy Strategy (July 2017) (18/19)	Council adoption of planning scheme amendment and submission to Minister of Planning for approval	The Planning Minister introduced a new structure for all Victorian Planning Schemes (VC148) on 31 July 2018. The process is supported by the Department of Environment, Land, Water and Planning who will help with converting the Municipal Strategic Statement into the new format Planning Policy Framework in the second half of 2019. Given this, Council can no longer update the Municipal Strategic Statement this financial year. Officers have commenced reviewing the Municipal Strategic Statement and local content in readiness for the conversion.
We will work with the Victorian Planning Authority to manage growth in the municipality in a way that involves the community and stakeholders, and addresses development, open space, business and transport.	Implement the structure plan in the planning scheme for East Village by 30 June 2020.	The Planning Scheme Amendment for East Village underwent public exhibition from 5 September 2019. The exhibition period is to close on 9 October 2019 and submissions scheduled for consideration at the 23 October 2019 Council meeting.
	Adopt structure plans for the Caulfield Station Precinct and Glen Huntly by 30 June 2020.	Council has been working with the Victorian Planning Authority on developing structure plans for Caulfield Station Precinct and Glen Huntly. The Victorian Planning Authority is leading the Caulfield Station Precinct project, while Council is leading the Glen Huntly project. The background work is underway for both projects, including the preparation of community consultation material for October 2019.
<div>Completed</div> <div>In Progress</div> <div>Ongoing</div> <div>Deferred</div> <div>Not Started</div>		



SERVICE PERFORMANCE INDICATORS - PLANNING

Applications Received and Decided



Comment: The number of applications has decreased from the previous year and it is expected that this is due to current uncertainty in the property market.

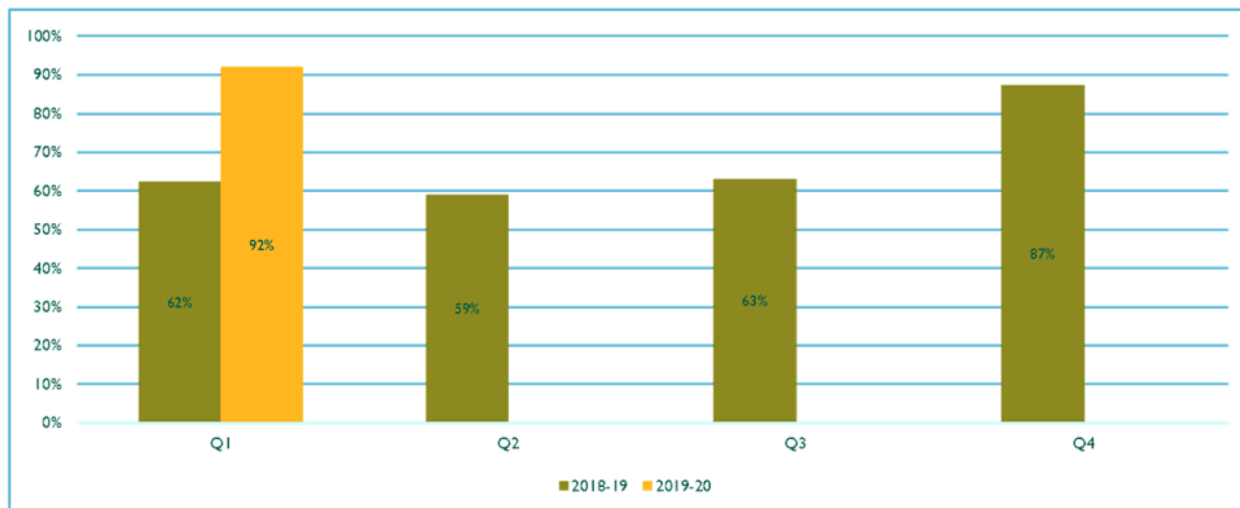
The number of active applications continue to be lower than the previous financial year and this is likely to continue as the benefits of planning office process improvements are realised.

The number of decisions made is on par with the new applications received.



SERVICE PERFORMANCE INDICATORS - PLANNING

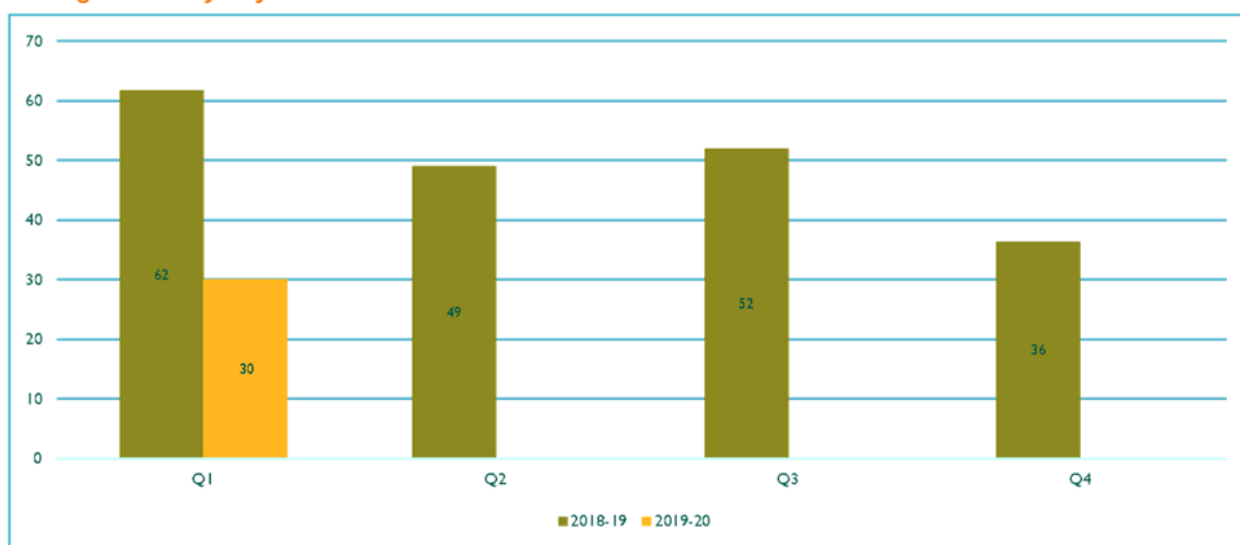
Applications Determined within 60 Statutory Days



Comment: Urban Planning has improved the percentage of applications determined within statutory timeframes over the last quarter. This is a result of planning office process improvements.

Glen Eira is now one of the top performing councils within the State for the percentage of decisions made within statutory timeframes.

Average Statutory Days Per Determination

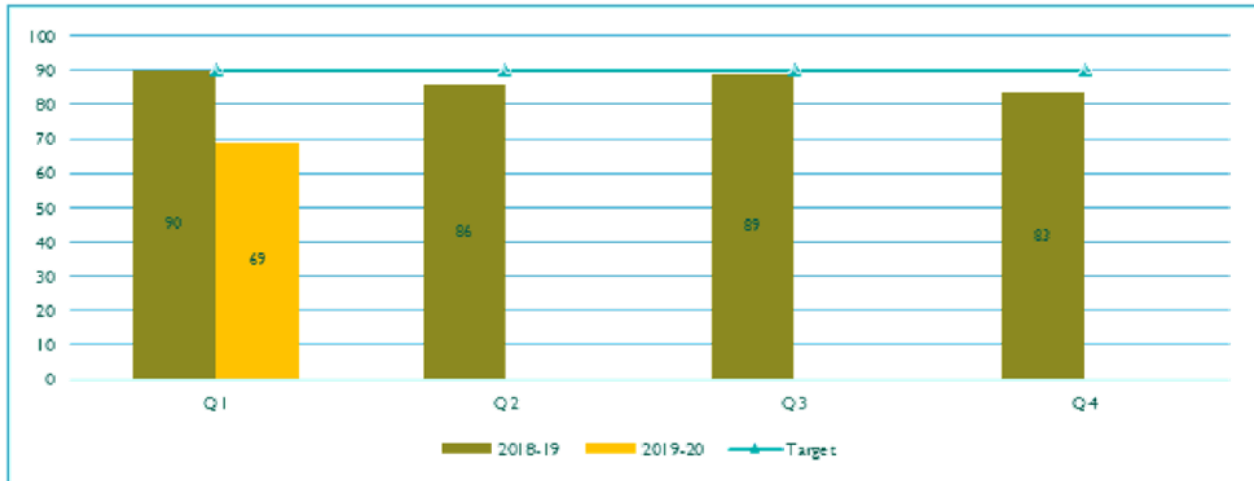


Comment: The planning office process improvements have also resulted in a reduction in the average statutory days in which a planning decision is made. Glen Eira is proud of these improvements which is providing a vastly quicker planning permit process for our customers.



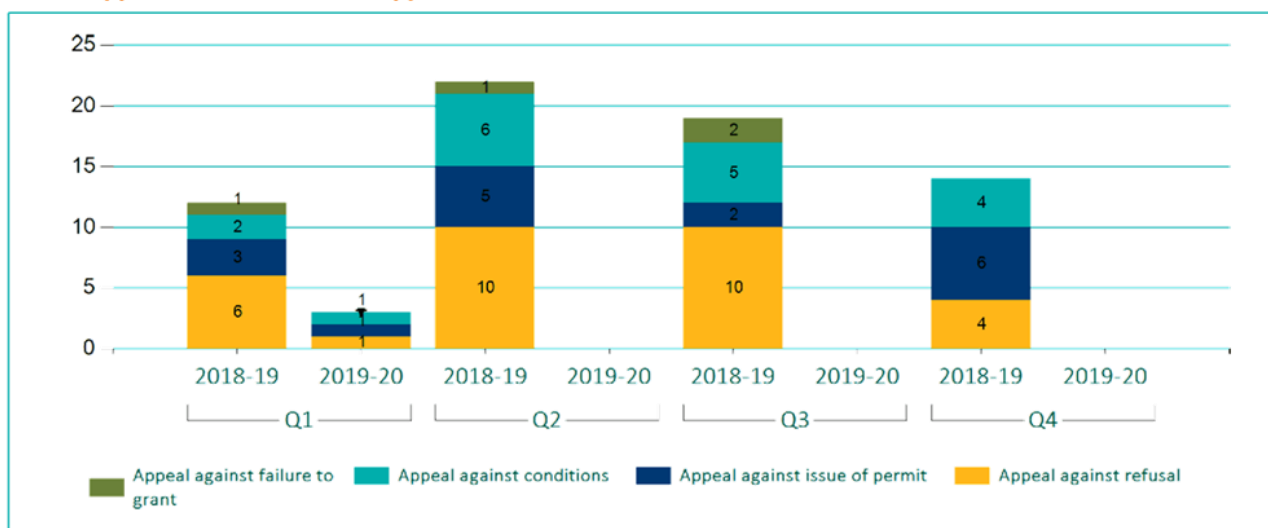
SERVICE PERFORMANCE INDICATORS - PLANNING

Average Days to Determination (Gross)



Comment: This represents the average overall number of days for the whole planning permit process, including when additional information is required and the period of review to the Victorian Civil and Administrative Tribunal. The average number of days represents an overall quicker process for our customers.

VCAT Appeals and reasons for Appeals

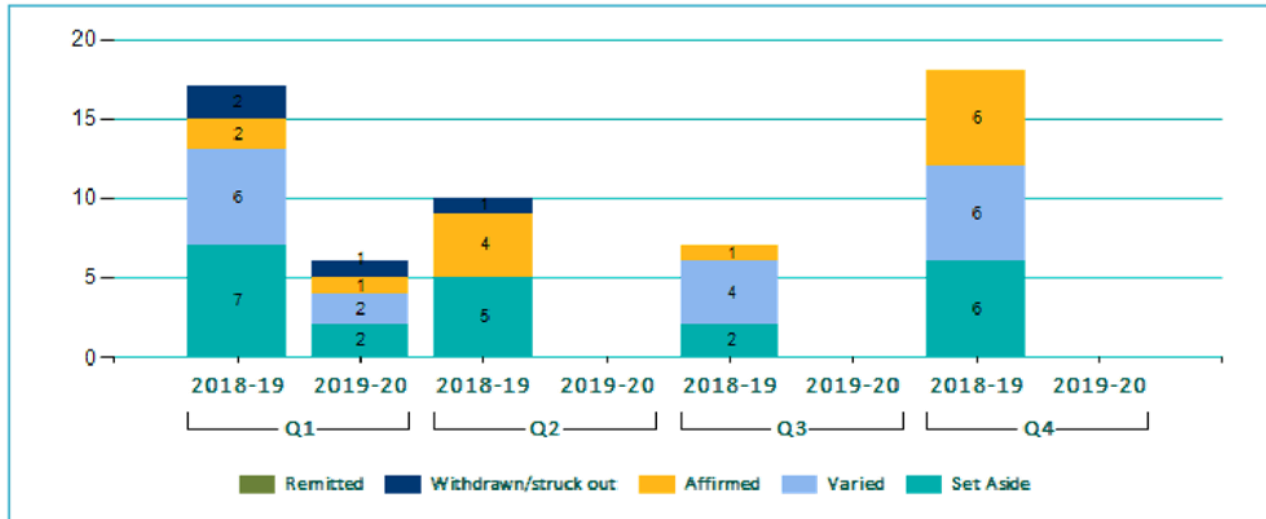


Comment: The number of appeals continues to be low and demonstrates that our decision making is finding a balance between various stakeholder expectations.



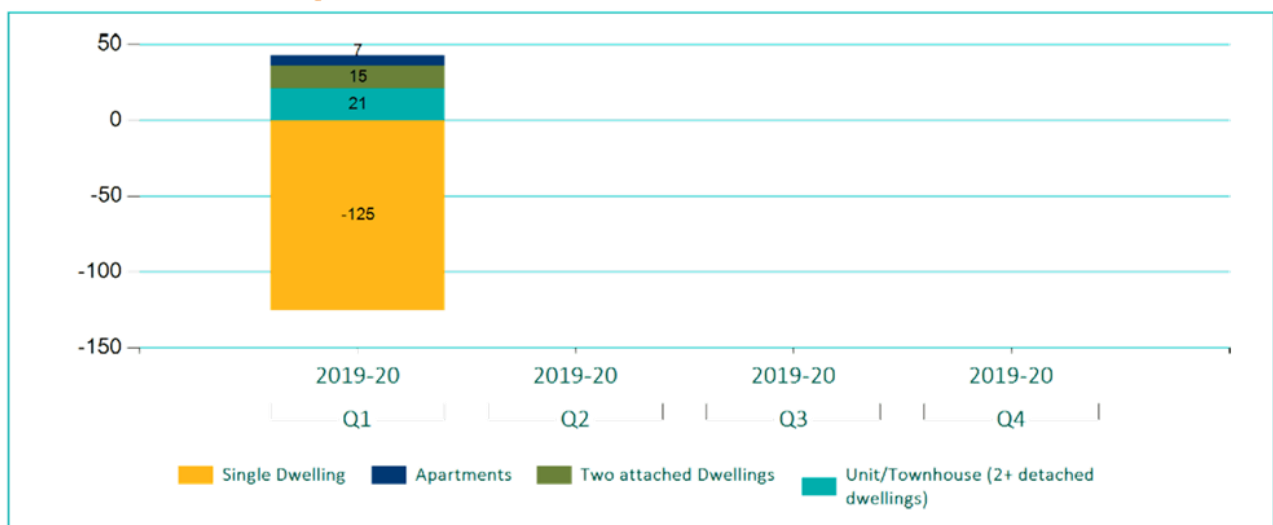
SERVICE PERFORMANCE INDICATORS - PLANNING

VCAT Decisions



Comment: The number of decisions is lower than last year with a similar proportion of decisions being upheld by the Tribunal.

Trend in Available Housing Stock

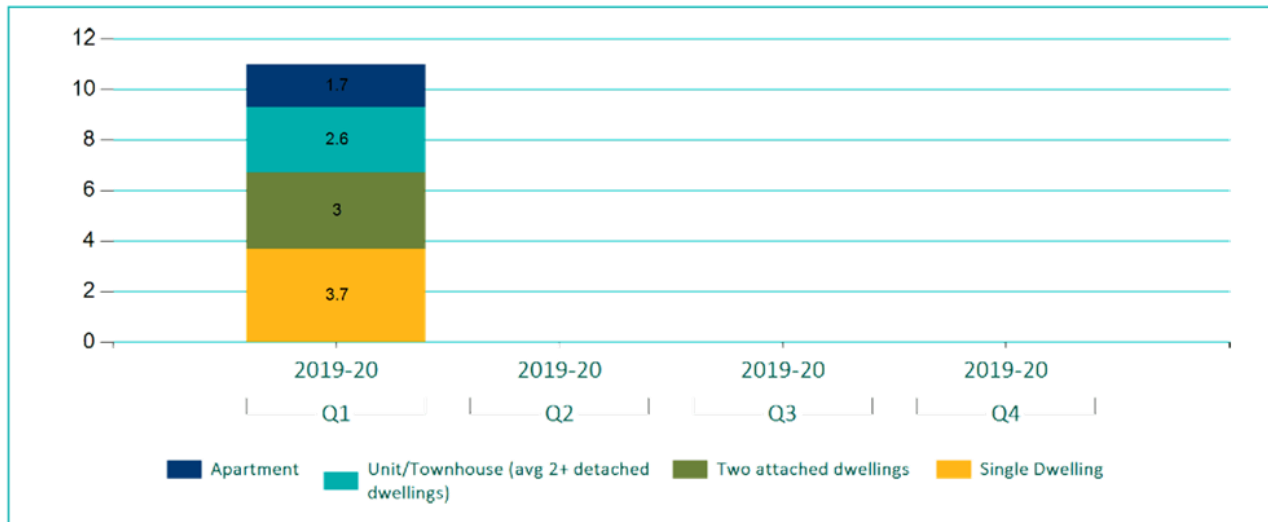


Comment: The annual trend is seeing a reduction in the number of single dwellings as land is developed for more medium to high density. The additional dwellings constructed in this quarter are predominantly two attached dwellings or unit/townhouses.



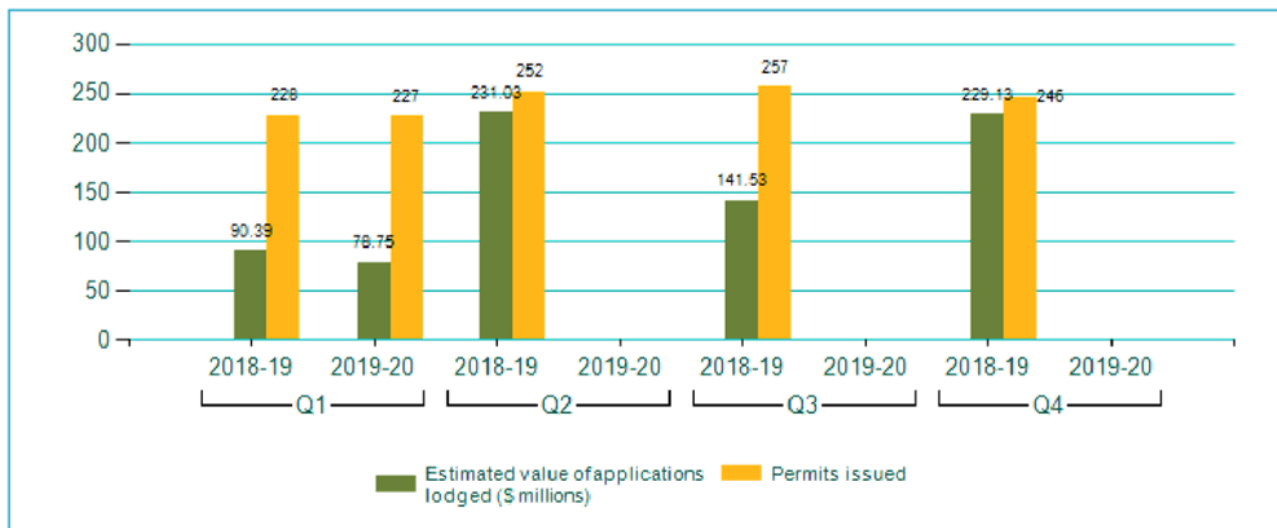
SERVICE PERFORMANCE INDICATORS - PLANNING

Average Bedrooms per Dwelling Type



Comment: We continue to see the average bedroom numbers per dwelling remain at 3-4 for houses and 1-2 for apartments.

Estimated Value of Planning Applications Lodged

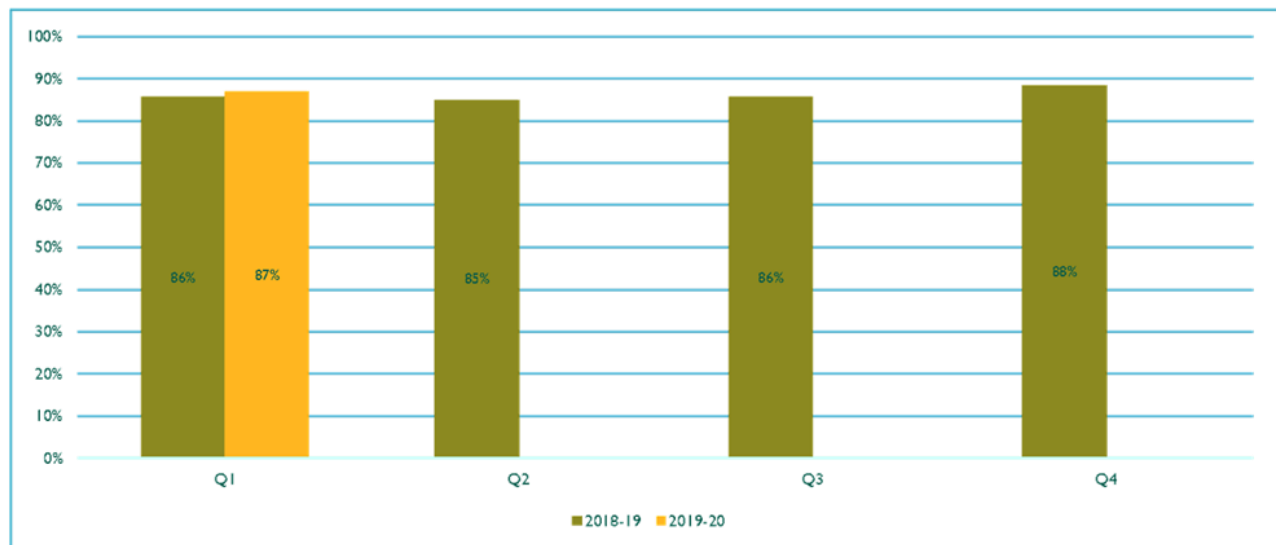


Comment: The estimated value of planning permits lodged and permits issued is consistent with this time last year.



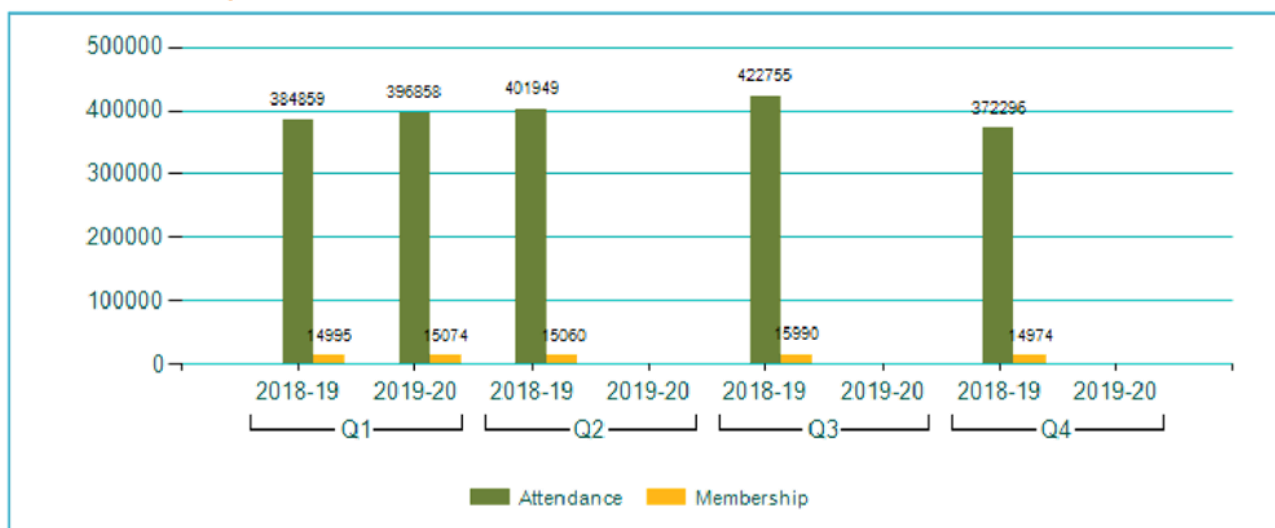
SERVICE PERFORMANCE INDICATORS - GESAC

GESAC Overall Service Improvement Program Score



Comment: An increased focus on the service improvement program and improved scores in the swim school has resulted in the increase overall for Glen Eira Leisure. We expect this to continue to improve over the coming months. This is pleasing given the target is 85% overall.

GESAC Membership and Attendance



Comment: Memberships are steady but showing signs of improvement mainly due to an increased value offering in the health club space. More investment in customer service roles in the health club could also be contributing to this result.



ACCESSIBLE AND WELL CONNECTED

A CITY THAT IS EASY TO MOVE AROUND, WITH SAFE TRAVEL OPTIONS AND WALKABLE NEIGHBOURHOODS

COMMITMENT	PERFORMANCE MEASURE	PROGRESS UPDATE AS AT 30 September 2019
We will commence implementation of the action plans for walking and cycling based on the principles of the Integrated Transport Strategy	Commence implementation of cycling strategy action plan	As part of the initiative Keeping Glen Eira Moving, at the Ordinary Council Meeting on 3 September, Council resolved to release the Cycling Action Plan for consultation. Community feedback will be sought until 14 October and taken into consideration to prepare the final version of this action plan. The Cycling Action Plan will be presented to Council in December 2019 for consideration before starting its implementation.
	Commence implementation of the walking strategy action plan	As part of the initiative Keeping Glen Eira Moving, at the Ordinary Council Meeting on 3 September, Council resolved to release the Walking and Accessibility Action Plan for consultation. Community feedback will be sought until 14 October and taken into consideration to prepare the final version of this action plan. The Walking and Accessibility Action Plan will be presented to Council in December 2019 for adoption before starting its implementation.
We will complete and review the transport pilot projects in line with our new Integrated Transport Strategy, with a focus on creating safer and walkable neighbourhoods	Commence implementation of the pedestrian safe neighbourhood project pilot in Bentleigh East, by 30 June 2020	The Neighbourhood Plan was released for Community Consultation on 28 June 2019. This second round of community consultation was undertaken between 28 June and 4 August 2019 and sought feedback on the Draft Neighbourhood Plan. The consultation activities included sending letters to residents living in the study area to provide feedback on the draft Plan, an online survey, and a drop-in session at Coatesville Primary School on 24 July. Looking forward, concept designs will be prepared to be presented to the Department of Transport seeking approval for implementation. Once the plan is approved, it will be presented to Council for endorsement before presenting it to the community for a final round of consultation.
	Complete community and stakeholder consultation and a 'corridor plan' for the safe cycling corridor project by 1 March 2020.	At the 3 September 2019 Ordinary Council Meeting, Council resolved to release a Corridor Assessment Report for consultation comparing four different routes to provide a link between the Caulfield Station and the St Kilda Road corridor. This second stage of community consultation started on 4 September and will finalise on 14 October 2019. A number of activities have been undertaken seeking feedback from the community including a letter and survey sent to residents with information about the project, an online survey on the Have Your Say website, a drop-in session at Town Hall, listening posts, and focus groups with residents that were interested in forming part of the Community Reference Group. Once the community consultation process closes, officers will collate and analyse all the feedback provided by the community and present it at the Ordinary Council Meeting on 17 December, for Councillors to make a decision.
We will construct a number of new footpaths throughout the municipality, creating connections where there are missing footpaths	Construct 1km of new footpaths in prioritised locations across the municipality.	Resident consultation was started on 15 August 2019 and closed on 30 August 2019. Council has received positive feedback from the majority of residents in each street and has more than 80% support. Council will proceed with construction of new footpaths for six streets in 2019-20 financial year.
We will develop and implement a new car parking policy based on the principles of the Integrated Transport Strategy (18/19)	Adopt and implement a Car Parking Policy	At Council's ordinary meeting on 3 September 2019, Council endorsed a suite of documents for community feedback that include draft action plans for walking and accessibility, cycling and public transport, as well as a draft parking policy. The draft Parking policy will remain on consultation until 4 November 2019, after which all feedback will be considered and presented back to Council, with a decision on the draft Policy by Council expected in early 2020.

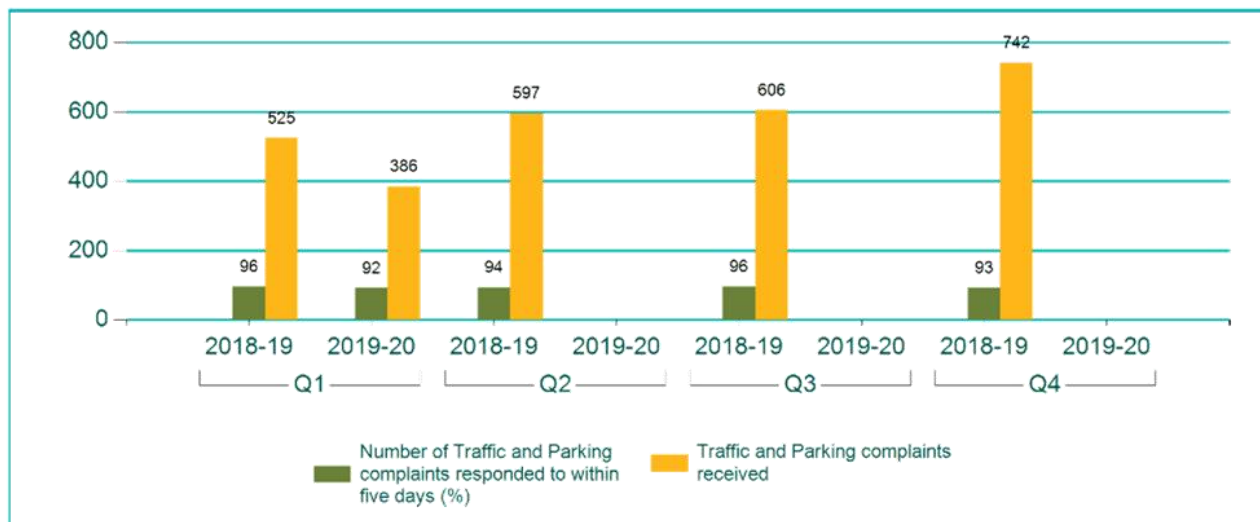


COMMITMENT	PERFORMANCE MEASURE	PROGRESS UPDATE AS AT 30 September 2019
We will develop pilot projects in line with our new Integrated Transport Strategy, with a focus on creating safer and walkable neighbourhoods.(18/9)	Pilot one pedestrian safe neighbourhood project	Council consulted with the community on the Pedestrian Safe Neighbourhood Plan between 28 June and 4 August 2019. Work on the design for the treatments within the study area is underway incorporating the feedback received from the community.
	Pilot one corridor improvement for safe cycling project	At Council's ordinary meeting on Tuesday 3 September 2019, Council endorsed the release of A Safe Cycling Corridor Pilot Corridor Assessment Report. This provides an exploration of four alternative route options for the corridor. Consultation on the Corridor Assessment Report closes on Monday 14 October 2019. The feedback will be presented for Council resolution in December 2019.
We will manage car parking guided by the new Parking Policy	By 1 April 2020, commence implementation of a new residential parking permit framework, as adopted in the Parking Policy and Local Law	As part of the initiative Keeping Glen Eira Moving, at the Ordinary Council Meeting on 3 September, Council resolved to release a Draft Parking Policy for consultation. This process will be open until 4 November. Once the consultation process is finalised, all the feedback will be analysed and incorporated in the Parking Policy to be presented to Council for adoption in early 2020.
We will update our action plans for walking and cycling based on the principles of the Integrated Transport Strategy. (18/19)	Update and endorse a revised Walking Action Plan and Cycling Action Plan.	Council has drafted walking and accessibility and cycling action plans which are currently being presented to the community for feedback as part of a broader transport consultation package (from 4 September 2019 – 14 October 2019). After the feedback process the revised plans will be presented to Council for consideration in December 2019.
We will work with the Level Crossing Removal Authority to implement upgrade works to Neerim Road, Murrumbidgee in line with community feedback and Council endorsed designs.(18/19)	Commence the upgrade of Neerim Road, Murrumbidgee streetscape works	Concepts for Neerim Road streetscape are currently being prepared for discussion with the traders and residents.



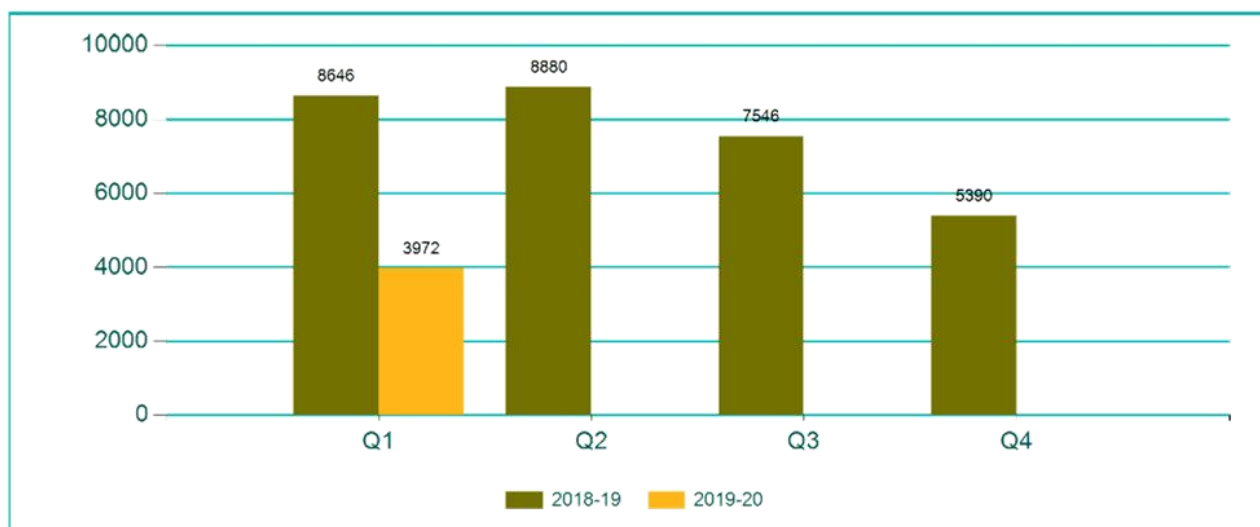
SERVICE PERFORMANCE INDICATORS - TRAFFIC AND SAFETY

Percentage of Traffic and Parking Complaints Investigated Within 5 Days



Comment: A total of 386 complaints / investigations were received in the last quarter (137 in July, 119 in Aug and 130 in Sep). Less complaints received than at the same time last year. We are working on improving processing timeframes.

Footpath Improvements (M2)




Comment: Footpath delivery was accelerated in 2018-19 which included works on major roads. The delivery of 2019-20 program is on track.



SAFE, HEALTHY AND INCLUSIVE

A STRONG AND SAFE COMMUNITY THAT BRINGS PEOPLE TOGETHER AND ENHANCES HEALTH AND WELLBEING

COMMITMENT	PERFORMANCE MEASURE	PROGRESS UPDATE AS AT 30 September 2019
Council will provide digital kiosks in two activity centres. These spaces will allow customers to complete transactions, find information about Council, its services, events and amenities	Implement two digital kiosks by June 2020	We are installing two digital kiosks in Bentleigh and Carnegie libraries. The hardware and software is being developed and expected to be completed and installed ahead of schedule, early next year.
We will build a Community Shed at Moorleigh Village	Community Shed at Moorleigh Village completed by June 2020	The tender process for construction was completed in September 2019. The tender analysis and have produced a tender recommendation report which is due to go to Council on 16th October 2019. The main construction works are planned to start in November 2019 with an estimated time frame for completion of 30 weeks.
We will continue to implement all-abilities access in Council managed community facilities, aligned with Council's Disability Action Plan 2017-2021	Implement upgrades to ensure all-abilities access at Caulfield Pavilion	We are currently assessing the audit reports identifying the high risks associated with the building which will then be prioritised.
	Implement upgrades to ensure all-abilities access at McKinnon Reserve Pavilion	We are currently assessing the audit reports identifying the high risks associated with the building which will then be prioritised.
	Implement upgrades to ensure all-abilities access at Bentleigh Reserve Pavilion	We are currently assessing the audit reports identifying the high risks associated with the building which will then be prioritised.
	Implement upgrades to ensure all-abilities access at Packer Park Pavilion	We are currently assessing the audit reports identifying the high risks associated with the building which will then be prioritised.
We will develop health and fitness programs in community venues to expand our reach	We will implement a Dive in and Learn to Swim eight week program for culturally and linguistically diverse communities.	Planning is underway to introduce a five week Learn to Swim program for culturally and linguistically diverse communities at GESAC. An application has been prepared for the Community Swimming Grants program for a grant of \$5000 - \$10,000 to assist funding of the program. The Program will commence in the new year.
	We will develop two new community programming initiatives and implement at Glen Eira Leisure	Glen Eira Leisure introduced an Aqua Play program at GESAC for babies aged three to six months old and their parents. The program is led by an instructor and is running Monday and Thursday mornings. It provides parents with the opportunity to get in the water with their babies, develop water confidence, bond and meet other local families in a supportive setting. A work experience program is being trialed at GESAC with two participants to help people with a disability gain meaningful employment. The program is in the planning phase to create a structured six month experience program in 2020.
	We will engage 400 participants in our Active Parks programs	The first block of the Active Community Programs commenced Tuesday 22 October and is scheduled to run for six weeks. The first program includes a family Yoga session at Princess Park, Tai Chi at Packer Park and a Dog Walk at Caulfield Park. So far 100 people have registered for the program. There are three more Active Community Programs planned to take place over the next six months.
We will develop role descriptions for all categories of Council volunteers and deliver training programs to build their capacity to support the community	Role descriptions developed for all categories of volunteers	Work on a role descriptions will commence in early 2020. Consultation with various areas will need to commence at that time to inform project planning and timeframes.
	We will develop a volunteer induction program and commence rollout by June 2020	Work on a volunteer induction is scheduled to commence in January 2020. Initial scoping will commence at that time.



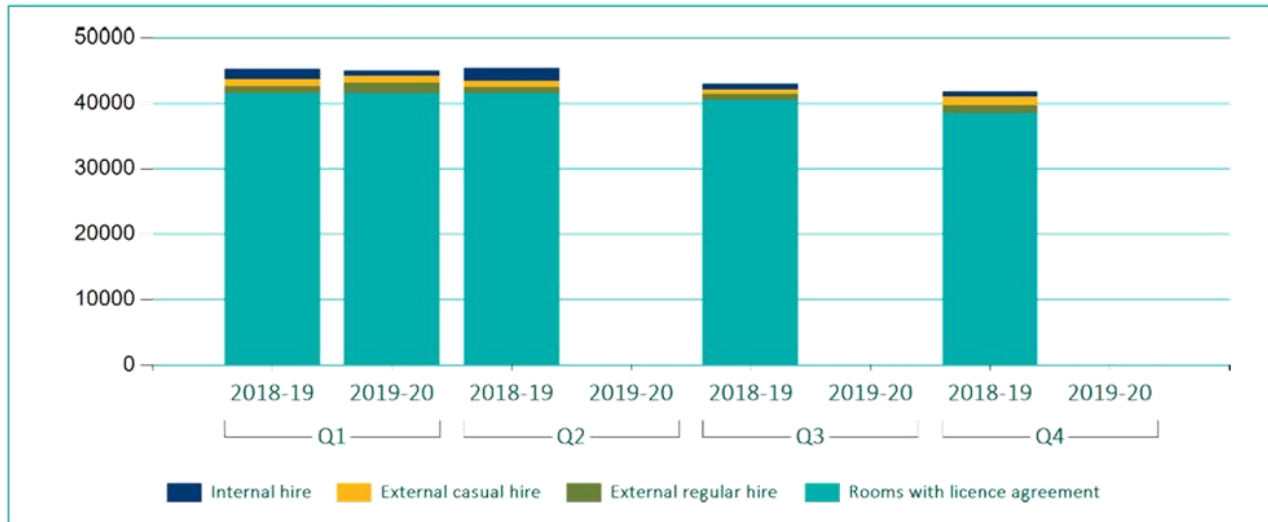
COMMITMENT	PERFORMANCE MEASURE	PROGRESS UPDATE AS AT 30 September 2019
We will engage our community through a diverse program of events and activities	We will deliver 50 programs to the community including; literacy based and community interest programs in Libraries, cultural and celebratory events at indoor venues and outdoor in Council's parks and gardens to engage the community.	We produced twelve specifically curated programs during Q1 with a highlight being the annual Glen Eira Storytelling Festival in July offering 21 different events held in various Council and community venues across the municipality. This year the Festival included the highly successful Celebrating Culture: Contemporary Indigenous Art exhibition held in the Gallery at the Town Hall. Other highlights, across the libraries included a diversity of events and provided opportunities to engage creatively with literacy and develop new skills, such as The Library After Dark – Beyond the Bookshelf event saw the Elsternwick Library transform into a literary wonderland with sections of the library representing Alice in Wonderland, Peter Pan and The Lion, The Witch and the Wardrobe; libraries joined with the history and heritage team to produce this year's History Trail Passport, stationed in each of the libraries - this event saw children exploring the local parks and historical landmarks; Caulfield Library came alive with Under the Coolabah Tree, an event celebrating our great southern land with native Australian seedling planting, clay native animals, Indigenous StoryTime, live native animals and our magical coolabah Poet-tree; Bentleigh Library hosted Dr Frankenstein's Lab with slime making, exploding lava lamps and science exploration.
We will implement our Glen Eira Youth Strategy	We will complete 90 per cent of first year commitments by June 2020	Implementation of the Glen Eira Youth Action Plan 2019-2020 is on track. Recent achievements include delivery of the Leadership and Teamwork Program to 225 students; 130 young people and community members attending the Sounds of Glen Eira music event; 184 parents attended the Guarding our Girls information night and 96 young people participating in the Spring School Holiday Program.
We will implement our 'Innovate' Reconciliation Plan	We will complete 90 per cent of 2019-2020 activities	We have developed an implementation plan and are on track to deliver our commitments in the 2019-20 Reconciliation Action Plan. The Action Plan has 52 actions: 29% of those are complete, 29% are in progress and 42% are yet to be started. Highlights in the first quarter include the adoption of cultural protocols and cultural awareness training opportunities. The employment of an Aboriginal and Torres Strait Islander Civic and Cultural Officer will further facilitate work on the Plan.
We will increase compliance activity around building sites in order to improve safety and amenity during major construction works	Decrease in the number of complaints received from neighbours by 10 per cent	Complaints around major construction sites remained steady despite an increase in this type of construction activity over the quarter. This is a positive reflection of Council's enforcement strategy and increased compliance activity.
We will increase park patrols with a focus on educating owners about the importance of cleaning up after your dog	Increase the number of park patrols in 'hot spot' locations by 10 per cent	There has been 30 per cent increase in park patrols which is above target for Q1.
We will support crime prevention in the municipality through the delivery of key activities under our Community Safety Plan 2018-2022	We will complete 90% of second year commitments in our Community Safety Plan	Implementation of the Community Safety Action Plan 2018-2020 is on track with recent achievements including: development of style guidelines to brand the Community Safety Plan; Crime Prevention through Environmental Design completed and attended by 15 participants; Bentleigh Laneway project baseline report for perceptions of safety completed; financial hardship research completed and presented to the Community Safety Committee.
	We will undertake research on community views of safety as part of a midway check in on our Community Safety Plan to inform future directions	Initial desktop research about community views of safety has been completed.

Completed
In Progress
Ongoing
Deferred
Not Started



SERVICE PERFORMANCE INDICATORS - COUNCIL FACILITIES

Utilisation of Council Community Function Rooms



Comment: Figures represent the monthly bookings of Council's eleven Community Function Rooms: Bentleigh McKinnon Youth Centre, Caulfield Park Pavilion and Community Room, DC Bricker Function Room, Duncan Mackinnon Reserve Social Room, East Caulfield Function Room, Glen Huntly Park Function Room, McKinnon Public Hall, Murrumbeena Function Room, Packer Park Function Room, Moorleigh Function Room and the Moorleigh Community Village Centre.

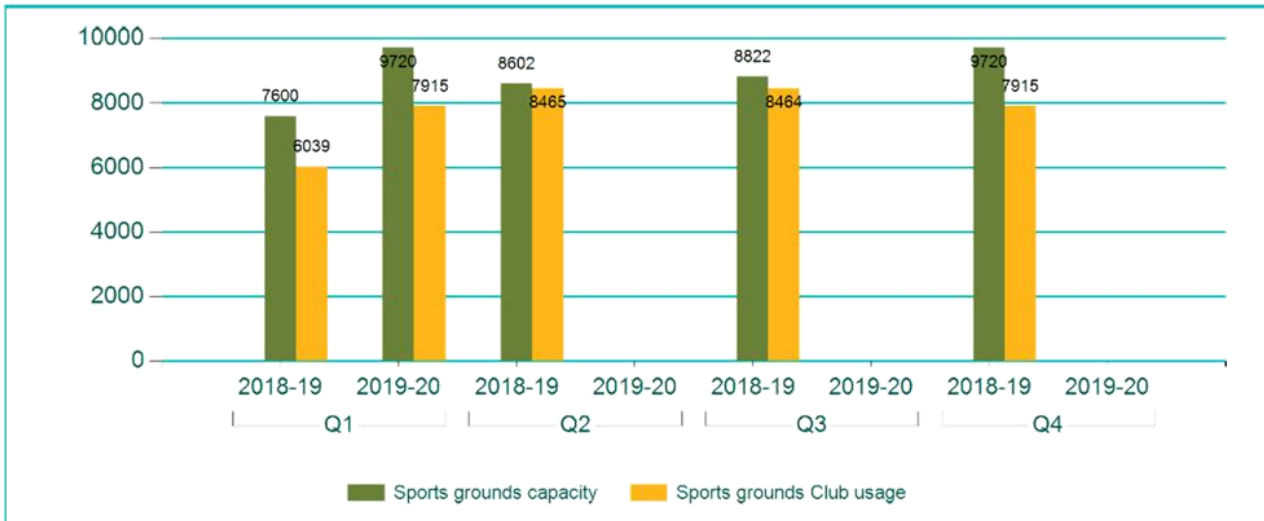
- Users consist of a mix of community casual hire, regular hire (e.g. judo, ballet, gymnastics and Pilates groups), licence agreements and internal Council bookings.
- Licence agreements are in place for rooms at Moorleigh Community Village Centre, Bentleigh McKinnon Youth Centre (YMCA Victoria) and DC Bricker Pavilion (Sandringham Dragons).
- Figures exclude the Town Hall and Carnegie Library Rooms.

At venues other than our licence agreement venues, there is capacity and opportunity to increase casual hire and external regular hire usage by installing air-conditioning in all community pavilions. Currently only 4 out of the 11 facilities have cooling.



SERVICE PERFORMANCE INDICATORS - COUNCIL FACILITIES

Sports Ground Utilisation

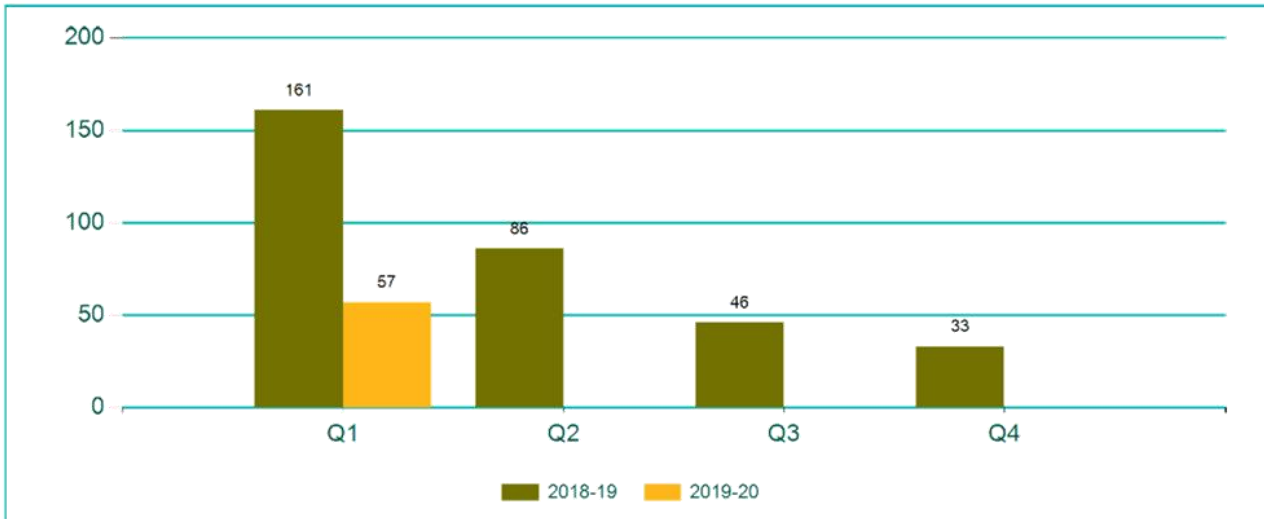


Comment: Sports ground club usage hours and capacity was unchanged from Quarter 4 of 2018/19. Sports grounds are maintained and managed to a high standard to maximise capacity.



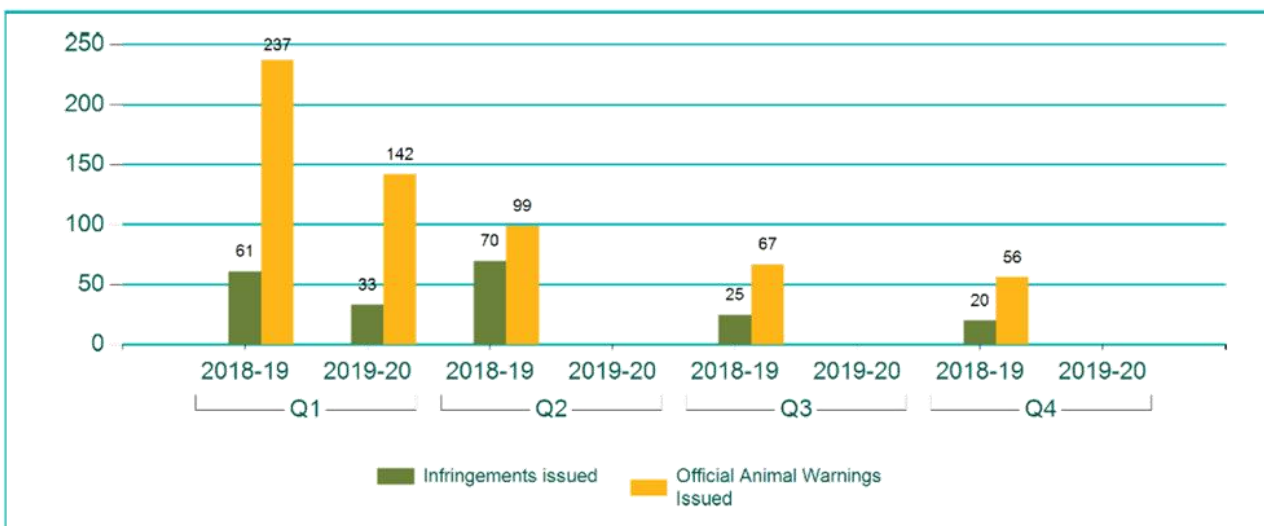
SERVICE PERFORMANCE INDICATORS - LOCAL LAWS

Infringement Notices Issued for Construction Sites



Comment: The number infringements issued for construction sites has increased by 24 from the last quarter of 2018/19. The majority of these were issued to large developments. This number is consistent with an increase in this type of construction activity over the quarter.

Animal Official Warnings vs Infringement Notices Issued

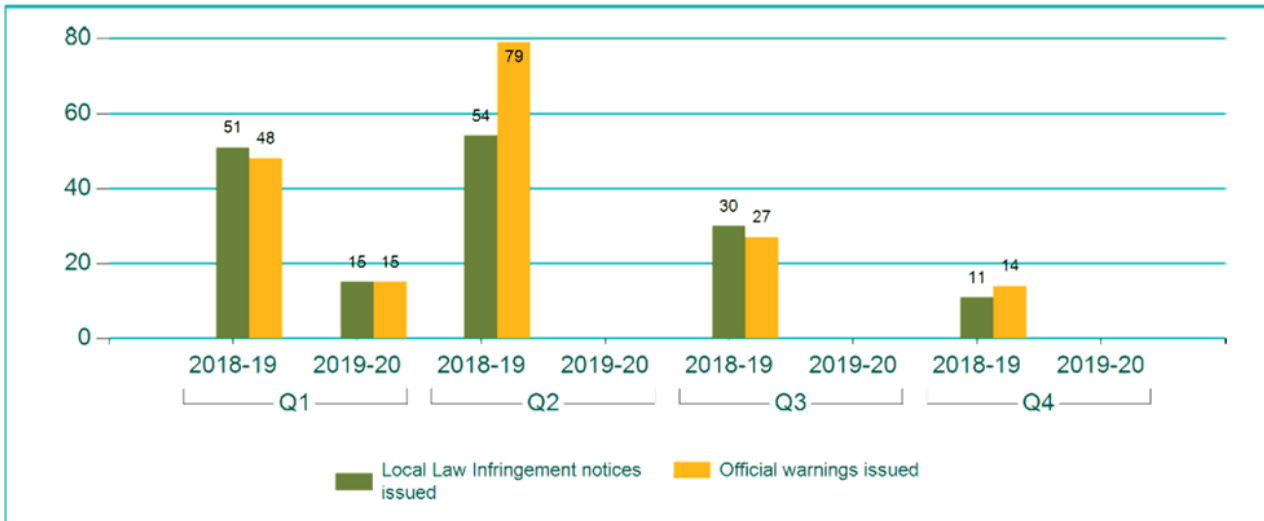


Comment: Infringement numbers are expected to increase significantly in the next quarter as the animal renewal process progresses. The number of Official Warnings increased significantly compared to the final quarter of 2018/19 due to the current stage of the animal renewal process.



SERVICE PERFORMANCE INDICATORS - LOCAL LAWS

Local Law Official Warnings vs Infringement Notices Issued

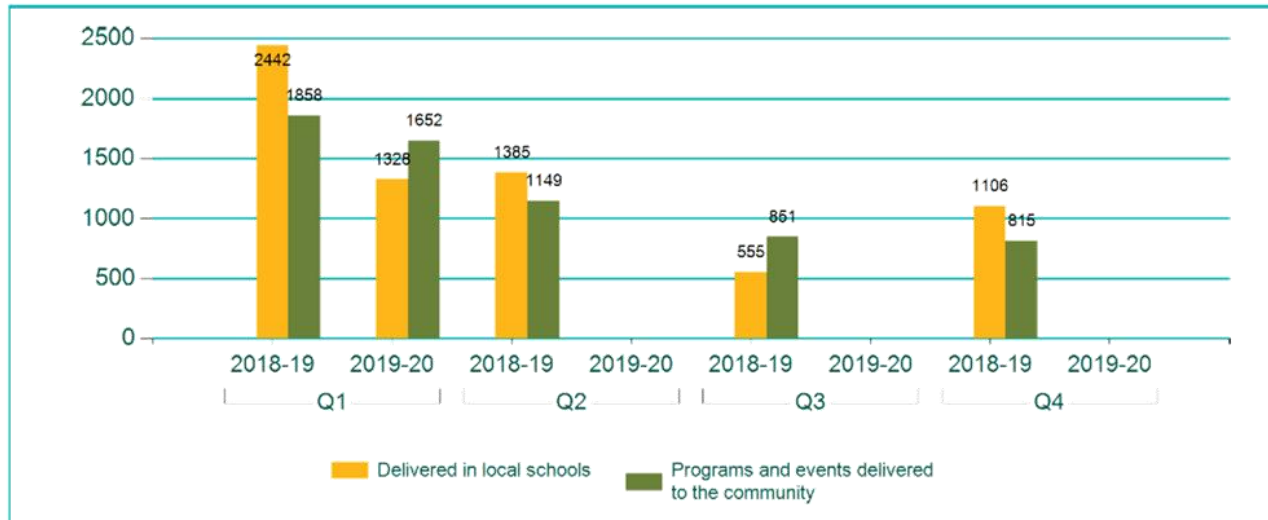


Comment: Although only a small number of infringements were issued the majority were as a result of owners not complying with unsightly property clean up requests.



SERVICE PERFORMANCE INDICATORS - COMMUNITY SERVICES

Types of Youth Programs and Attendance



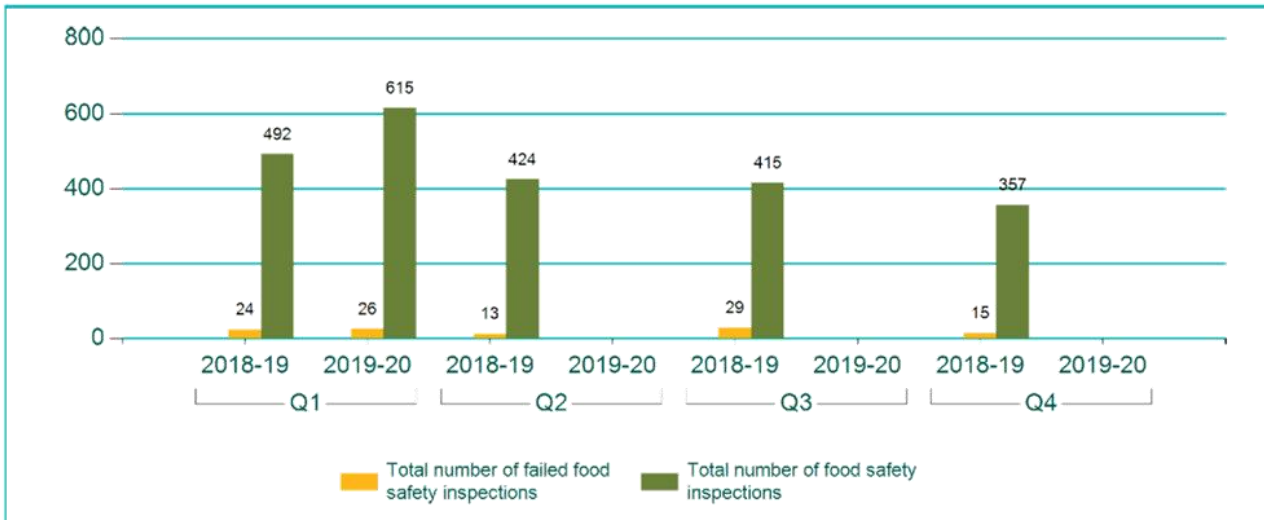
Comment: Youth programs delivered in schools include Healthy Relationships, Leadership and Teamwork, Moving Up, Online Empathy and Sleep and Technology. Youth programs delivered in the community include Press Start, Girl Up Glen Eira, Youth Leadership Team, Youth Voice, Glen Eira Pride, Teen School Holiday Program, Plugged In and Youth Events.

The graph shows a decline in participation in school programs for Q1 in comparison to the same period last year. In 2018, a large number of schools booked the delivery of Council youth programs in Q1 (School Term-3), this year a larger number of schools have chosen to book the delivery of programs during School Term-4 (Q2).



SERVICE PERFORMANCE INDICATORS - COMMUNITY SERVICES

Food Safety Inspections



Comment: Council inspects all food business annually. The number of inspections remains generally consistent. The number of failed inspections remains low which is pleasing. A failed inspection is when a deficiency is found by a Council officer that poses an immediate serious threat to public health and must be followed up by the Council. This includes situations where there is a serious risk of food being sold that is unsafe to eat.

Maternal and Child Health Visits

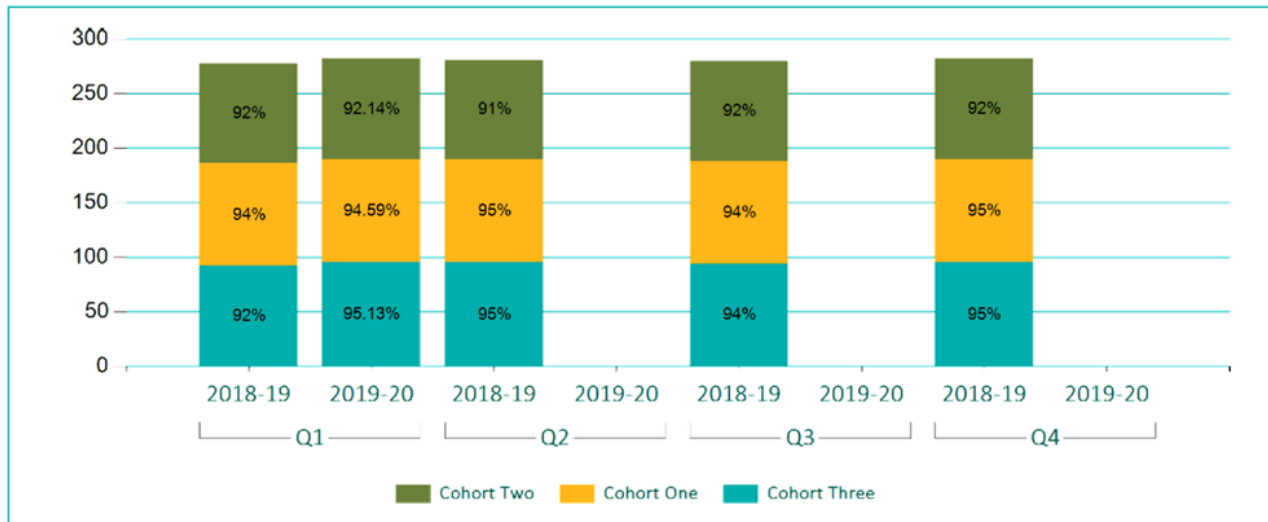


Comment: There are 10 Key Ages and Stages Visits: Home visit, 2 weeks, 4 weeks, 8 weeks, 4 months, 8 months, 12 months, 18 months, 2 years and 3.5 years.



SERVICE PERFORMANCE INDICATORS - COMMUNITY SERVICES

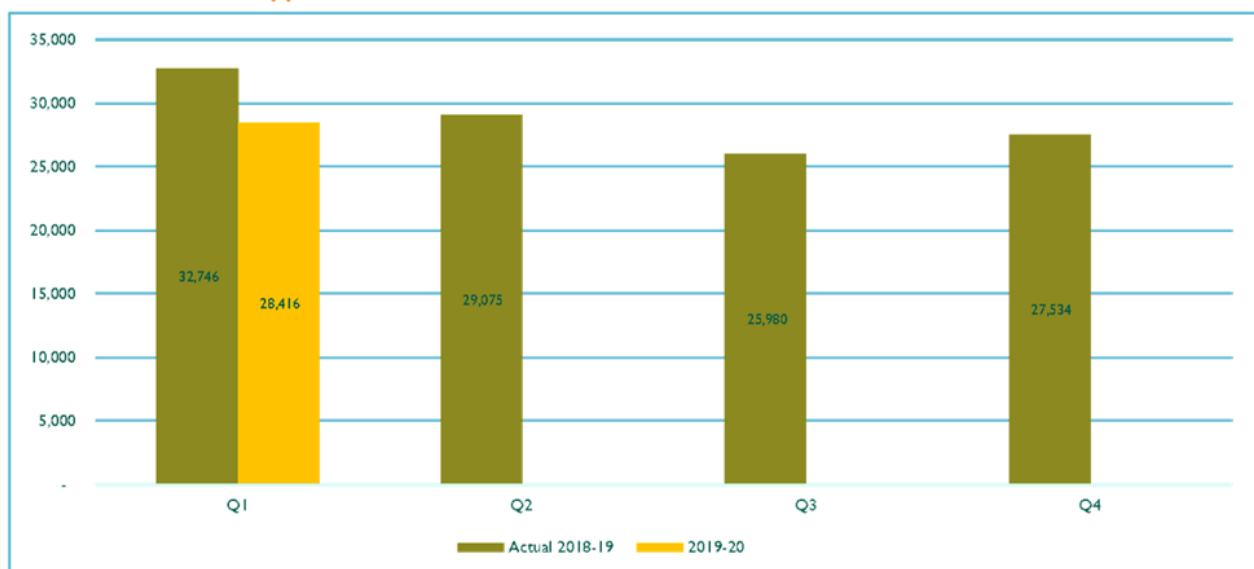
Immunisation Coverage Against Each Cohort



Comment: Cohort 1 – must receive their 2, 4 and 6 months immunisations by their 1st birthday
 Cohort 2 – must receive their 2, 4, 6, 12 and 18 months immunisations by their 2nd birthday
 Cohort 3 – must receive their 2,4,6,12,18 and 4 year old immunisations by their 5th birthday

Council provides 11 community immunisations each month at various locations throughout the municipality. Children receive vaccinations at ages 6 weeks, 4 months, 6 months, 12 months, 18 months and 4 years of age. Council also provides a Secondary School Vaccination program to all Year 7 and Year 10 Students.

In Home and Social Support Hours



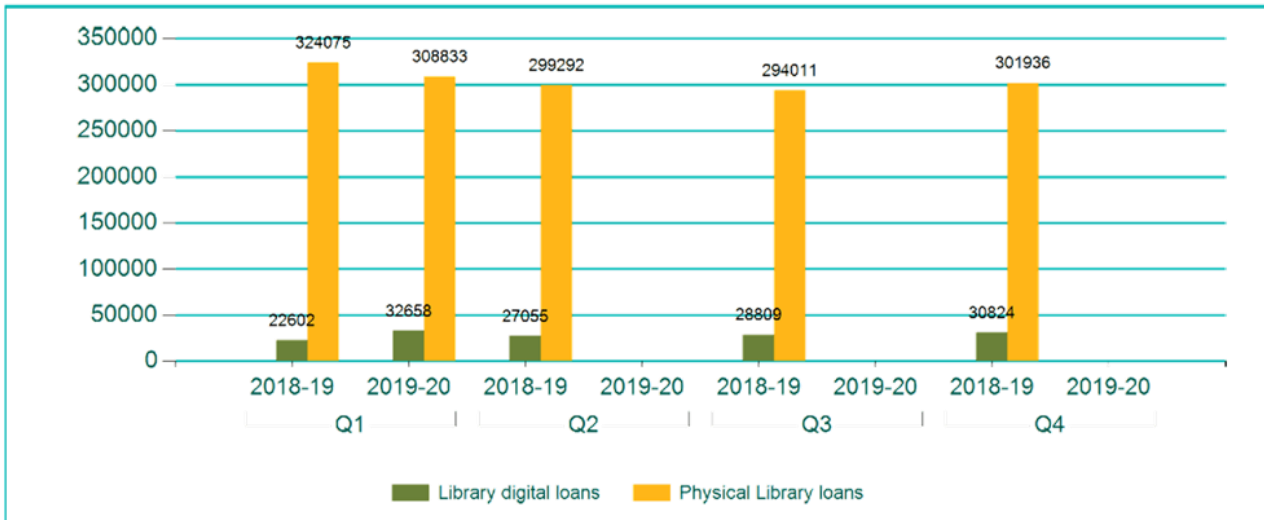
Comment: All requests for Council services were delivered in line with funding agreements and are trending in line with targets.

Quarter 1 output reflects an additional 882 hours from Quarter 4 in the previous financial year continuing the trend for increasing service delivery output.



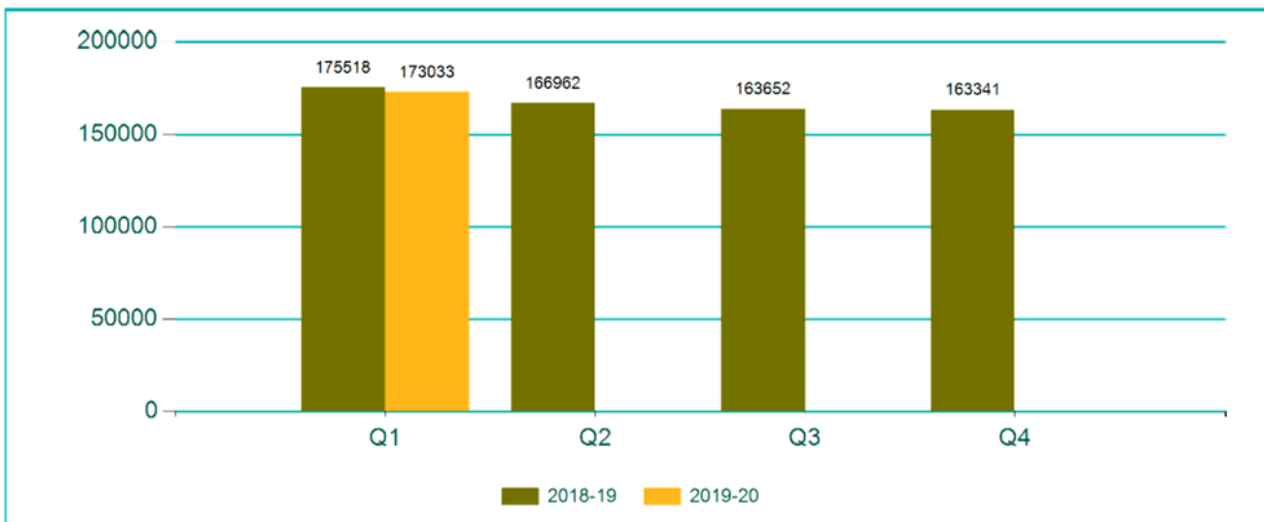
SERVICE PERFORMANCE INDICATORS - COMMUNITY SERVICES

Library Loans



Comment: Loans during Quarter 1 saw a slight drop of 1.5% and a trend from physical loans to digital items which continue to increase with very strong growth in digital magazine loans (up 104%) and audio book loans (up 60%).

Library Visits

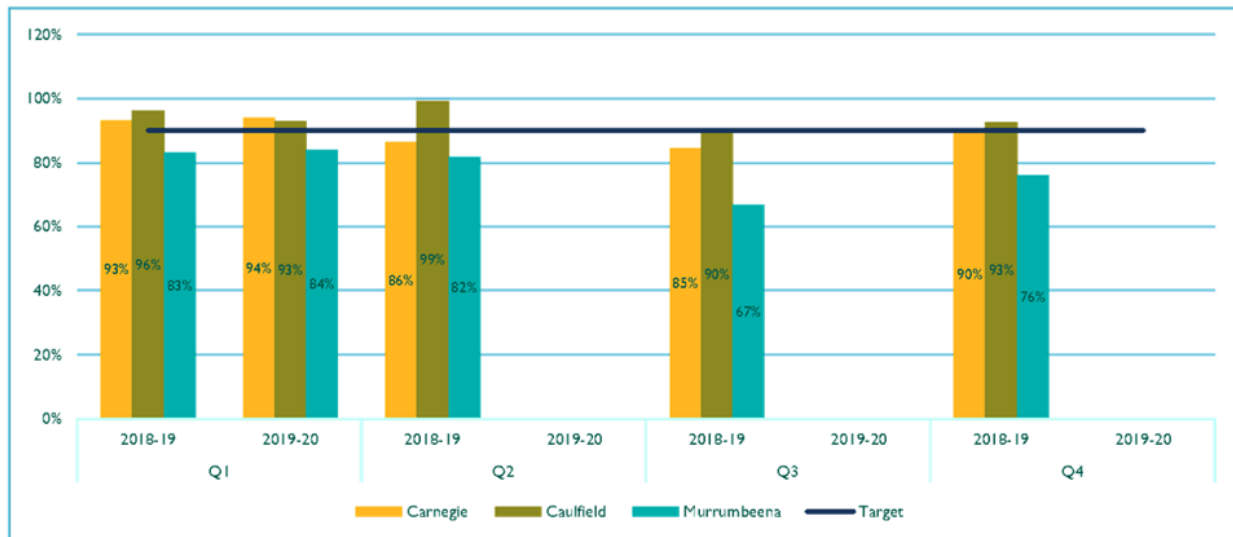


Comment: Visits to Glen Eira libraries are steady in compared to Q1 2018/19, with the exception of Carnegie Library which shows a decrease of 5.77% (3,998 less visits).



SERVICE PERFORMANCE INDICATORS - COMMUNITY SERVICES

Early Learning Centres Utilisation rate



Comment: Utilisation rates at Caulfield and Carnegie Early Learning Centres are above the budgeted utilisation of 90%. Murrumbeena Early Learning Centres remains below 90% following a decline in 2018/19 which coincided with the Level Crossing Removal Project. Officers are implementing a marketing campaign to increase utilisation at the centre.



CLEAN AND SUSTAINABLE

AN ATTRACTIVE AND SUSTAINABLE ENVIRONMENT FOR FUTURE GENERATIONS

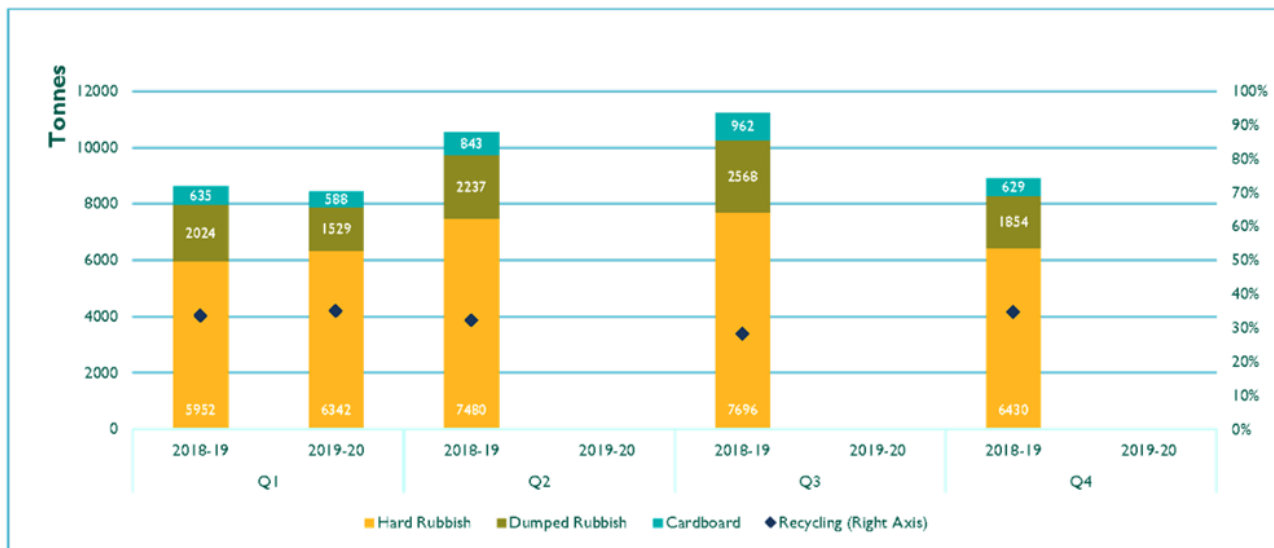
COMMITMENT	PERFORMANCE MEASURE	PROGRESS UPDATE AS AT 30 September 2019
We will commence the implementation of actions from the Tennis Strategy	Install Tennis Australia Book-a-Court system in four locations across Glen Eira	Expressions of interest have been sought from all tennis clubs who wish to be considered for installation of the 'book-a-court' system to allow casual access to courts.
We will expand on recent trials of place-based teams to improve amenity in our activity centres.	High level of satisfaction of traders and/or community with the presentation of our activity centres, measured through a survey.	A Have Your Say survey was made available on Council's website in early July 2019, it was promoted to all Traders Associations and informal trader groups with limited response.
We will implement our updated Open Space Strategy 2019-2031 priority actions including design and construction of open space projects	Invest \$900k in improvements under the Outer Circle Railway Management Plan	A Landscape Architect has been appointed. Detailed design has commenced and is due for completion late October. The first section of Boyd Park (north) has been handed back to Council (from Melbourne Water). Rehabilitation works in this section will commence mid October. The tender process for the reinstatement for the remainder of Outer Circle Reserve to be completed early in 2020. Final Rehabilitation works to begin February/March 2020.
	Complete detailed design of a new park in Aileen Avenue Caulfield South	The lead architect and design team have been engaged. Road discontinuance will be advertised in November 2019.
We will invest in solar energy generation on Council buildings and support the community to implement initiatives that contribute to our sustainability objectives	Additional solar generation to be installed at Kindergartens	The sites have been assessed and the project awarded to a contractor. The works will be completed across 5 sites before the end of 2019.
	Additional solar generation to be installed at Centenary Park Pavilion	The site has been assessed and the project awarded to a contractor. The works will be completed before the end of 2019.
	Additional solar generation to be installed at Council Independent Living Units (ILU's - 6 sites).	An initial assessment has been completed identifying the location and the amount of ILU's to be completed.
	Additional solar generation to be installed at Godfrey Street Community House	The site has been assessed and the project awarded to a contractor. The works will be completed before the end of 2019.
We will protect our valued trees within our city and consult on the establishment of a new tree protection policy and Significant Tree Register (may change subject to Council resolution following consultation)	Complete the development of the tree protection policy and Significant Tree Register (through a Local Law).	A draft Classified Tree Policy has been prepared for consideration by Council in November 2019. If endorsed, community consultation will be undertaken in early 2020. The local law will be drafted after community consultation.
We will see an increase in food waste recycling in the municipality.	10% increase in food waste recycling measure through annual waste bin audit.	The annual bin audit is due to be completed during November and December 2019. Results will be available by the end of the year. There are early indications that food waste recycling in the municipality has increased; the total tonnes of green waste recycled during the first quarter of 2019/2020 rose approximately 17.5% compared to the same period last year. Requests for a free kitchen caddy also increased during the first quarter.
We will update and refresh a minimum of two key Council community infrastructure strategies relating to recreation, open space and facilities	Dog off-leash areas reviewed and community consultation undertaken	A review of the Dog off Leash Areas report has commenced. Community consultation was undertaken between July and September and the feedback is being analysed. The purpose of this consultation was to assist in the review of areas within our parks and reserves where dogs can and cannot be off-leash.
	Council endorsement of the Playground Strategy	Review of the playground strategy is on track for completion by June 2020





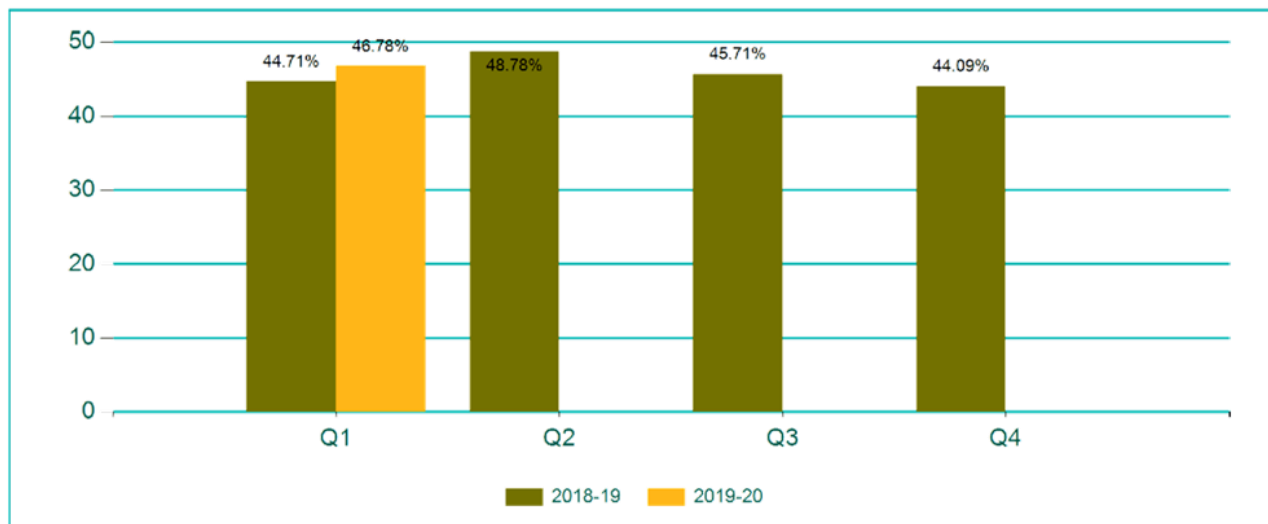
SERVICE PERFORMANCE INDICATORS - RECYCLING

Recycling Diversion Rate for Hard Rubbish and Dumped Rubbish



Comment: The recycling diversion rate for hard and dumped waste was similar to the same period last year. Some improvements such as donations of working adult bikes to 'Bikes for Humanity' are not represented in this data as the donations were not included in the total tonnes disposed or recycled.

Recycling Diversion Rate for Kerbside Municipal Waste



Comment: The kerbside recycling diversion rate includes co-mingled recycling and food and organic waste recycling data.

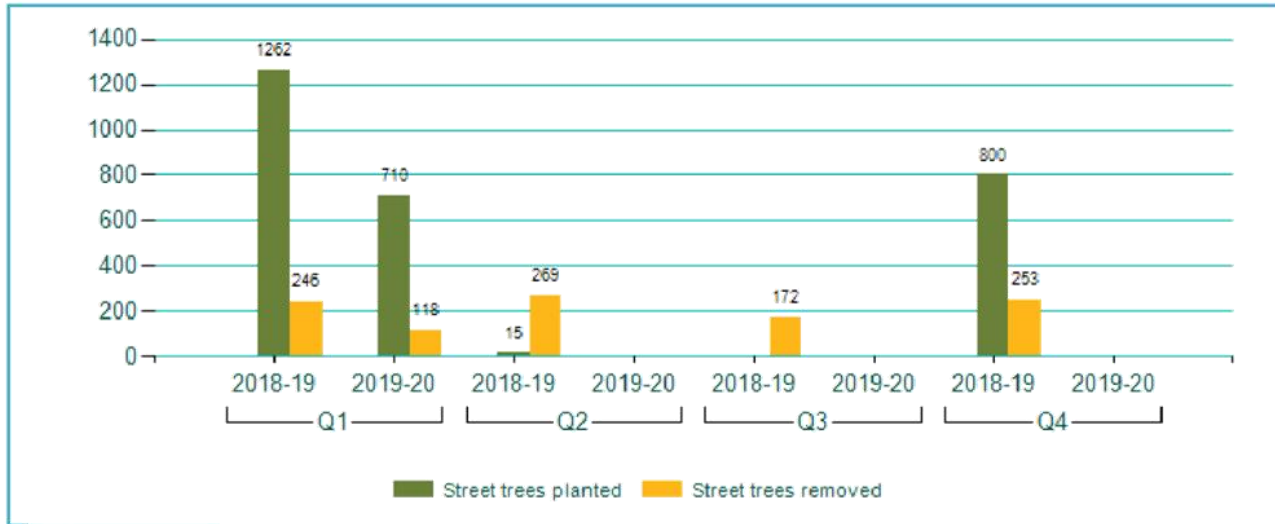
The kerbside recycling rate saw a 2% increase, on average, compared to the same quarter last year, and showed a strong upward trend within the quarter ending with a 49.36% diversion in September. This is due to a rise in green waste tonnes from the green bin collection. Total green waste tonnes rose approximately 17.5% compared to the same period last year. This may be due to communications promoting food scrap recycling that was distributed with the new recycling and waste calendars.

Orders for a free kitchen caddy also rose during the quarter. Co-mingled recycling from yellow bins remained roughly the same.



SERVICE PERFORMANCE INDICATORS - PARKS

Street Trees Removed and Planted



Comment: Stock shortages (Maples) and data base issues relating to vacant planting sites mean that the September target has not been met. The quarterly target of 1200 trees planted has not been reached (only 710) however these trees are programmed to be planted in April 2020 to ensure the yearly target of 2000 trees planted is achieved - These trees are already secured for the April planting.

Last year an average of 70 trees had been removed per month. Less trees have been removed this year, due to less customer requests, impact of cyclic pruning and a focus by the Parks team to retain as many trees as possible.



INFORMED AND ENGAGED

A WELL GOVERNED COUNCIL THAT IS COMMITTED TO TRANSPARENCY AND ENGAGES RESIDENTS IN DECISION-MAKING

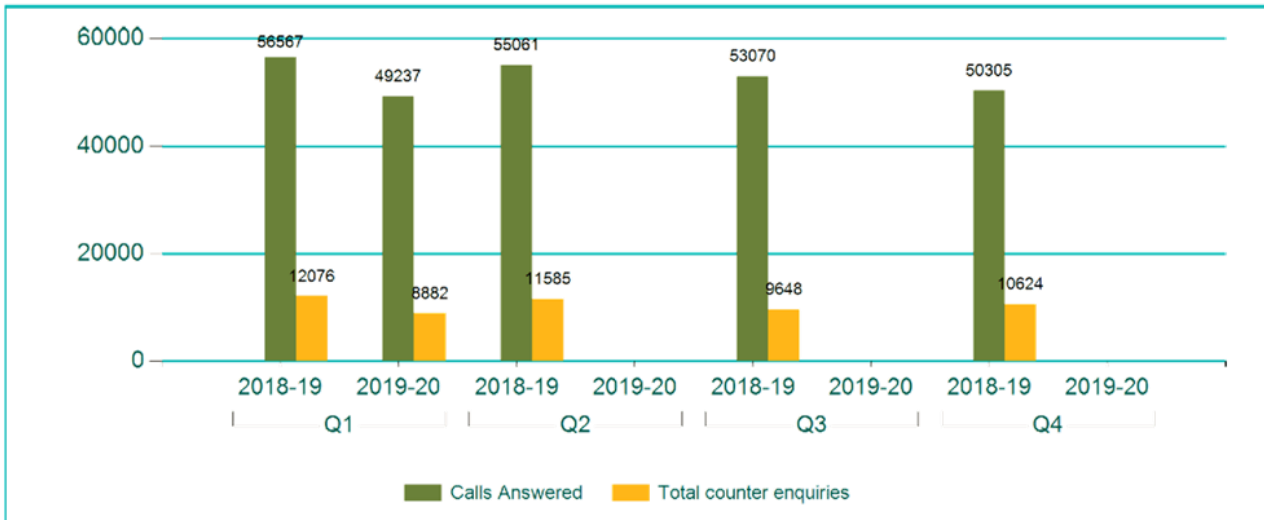
COMMITMENT	PERFORMANCE MEASURE	PROGRESS UPDATE AS AT 30 September 2019
Council will improve the ability for community to complete transactions online outside of core business hours	Increase of activity on the home page to reflect a 5% increase in clicks throughs	We are seeing much higher engagement with Council's new website, compared with the old one. Where comparable services existed on the previous homepage, there has been a 42% increase in click through. This, combined with a lower site bounce rate, tells us that people are navigating through the site with more ease and are finding what they want quicker than before.
	5% increase in transaction volume outside of core business hours through Council's website	We are on track to achieve this measure. In the last quarter (July - Sept 19/20) there were 2,340 transactions through the website outside of core business hours. In the corresponding period last year they were 2,052. This is an increase of 6.56%
We will complete the review of our Local Law in consultation with the community.	Local Laws endorsed by Council by November, 2019	Following receipt of public submissions on the draft Local Laws, Council provided instructions to amend the Local Laws. The nature of the amendments do not require further community consultation. An amended draft has been prepared and is being reviewed by external legal advisers. Acceptance of the new Local Laws is scheduled for the Council meeting on 6 November 2019.
We will continue to implement our Community Engagement Strategy 2018 - 2021	We will consult with Glen Eira Community Voice on at least six occasions	One Community Voice Survey 'The future of our Libraries and community engagement' and one quick poll 'MyCouncil Portal' have been completed between July and September 2019.
We will demonstrate our commitment to transparency by increasing the amount of information that is available to the public via various communication modes.	Increased social media presence by posting a minimum of 20 messages per month that inform the community on a range of Council services and events via Council's What's on in Glen Eira Facebook and Instagram pages and an increase in the use of video.	A total of 123 posts and 9 videos have been streamed across Facebook and Instagram showcasing and informing the community of Council's services and events as well as relevant State Government initiatives.
	Improvement in the Community Satisfaction Rating with how Council has performed in making decisions in the interest of the community	The Community Satisfaction Survey is released annually in the first quarter of each calendar year. Council's performance on Core Measure in 2019 was 69.
We will develop a community vision that represents the aspirations and priorities of our community	We will have a draft Community Vision for Council endorsement by the end of June 2020. This will incorporate engaging with the community to co-design the process and reaching out to capture views from diverse communities	The Co-design process for the Community Vision is complete and a Community Engagement Plan has been finalised. A Have Your Say page has been launched to invite comments from the community.
We will report quarterly to the community on our progress against all of our promises outlined in this Plan	Quarterly reporting considered by Council in August, November, February and May annually	The 2018/19 end of year performance was published on Council's website following the 13 August Council meeting. The 2019/20 first quarter performance is on track for publication following the 19 November Council meeting.

■ Completed	■ In Progress	■ Ongoing	■ Deferred	■ Not Started
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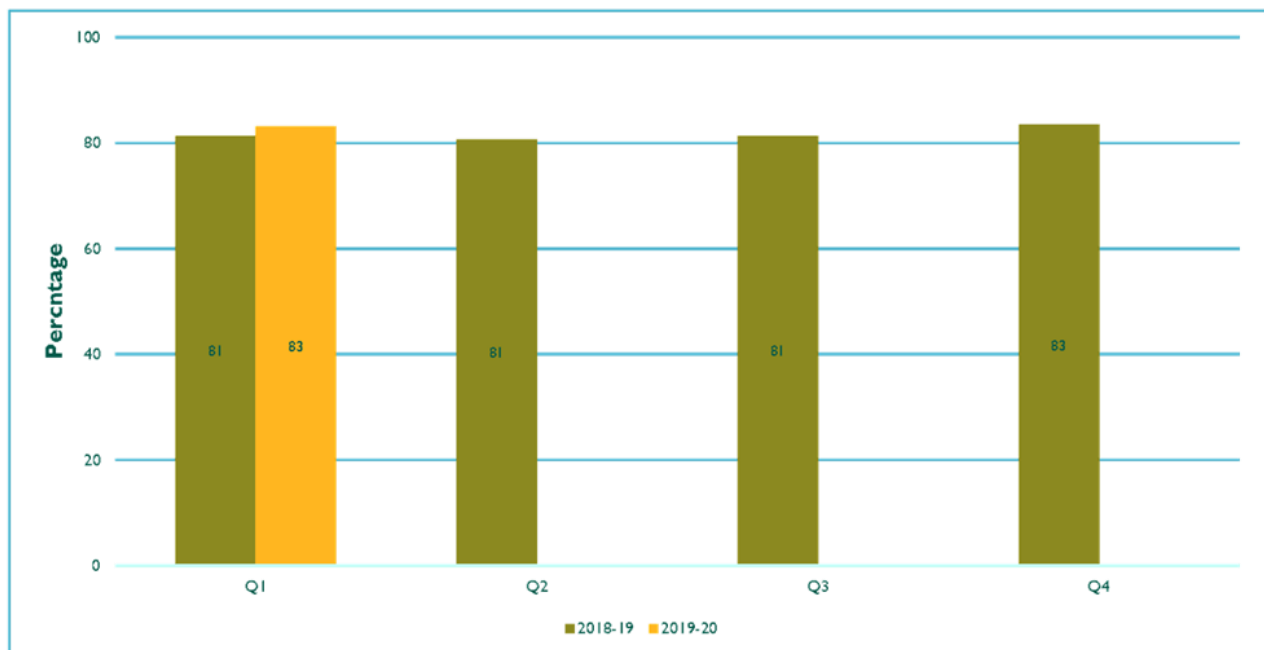
SERVICE PERFORMANCE INDICATORS - SERVICE CENTRE

Calls Answered and Counter Enquiries



Comment: Both calls and counter enquiries continue to reduce in Q1 19/20 as a direct result of our digital transformation and our quality assurance program, resulting in fewer repeat calls.

% First Point of Call Resolution

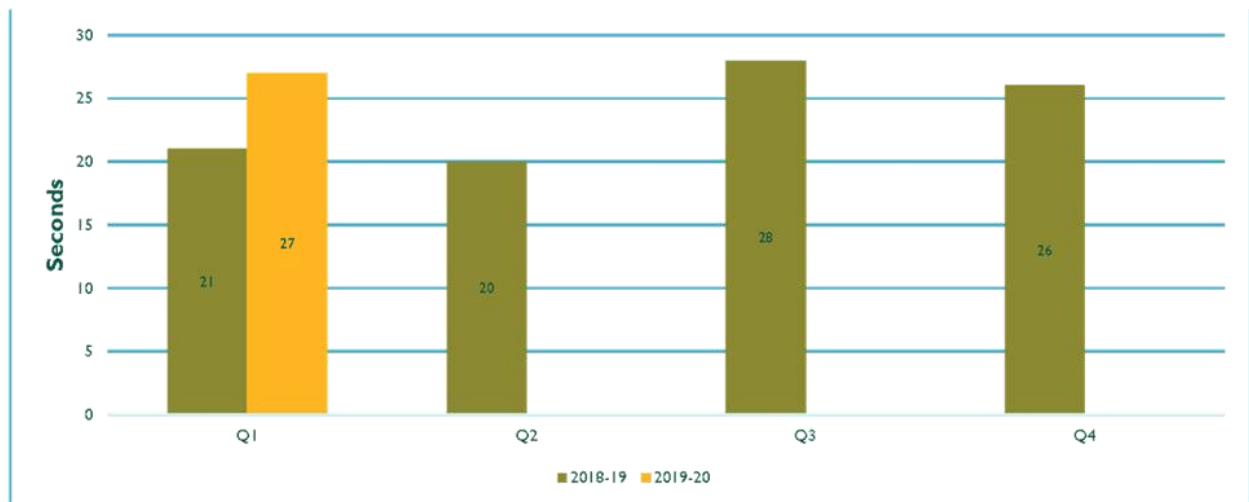


Comment: First call resolution is always consistent between 80-85%. We are in the process of gathering some data to redefine first call resolution and look at ways to improve this measure across the organisation.



SERVICE PERFORMANCE INDICATORS - SERVICE CENTRE

Average Queue Wait Time



Comment: Average queue wait time was slightly higher than the last quarter of 2018/19. Benchmarking of the other Council's indicates that Glen Eira's queue wait time is better than other Municipal service centres handling similar multiple service enquiries.



GOVERNANCE

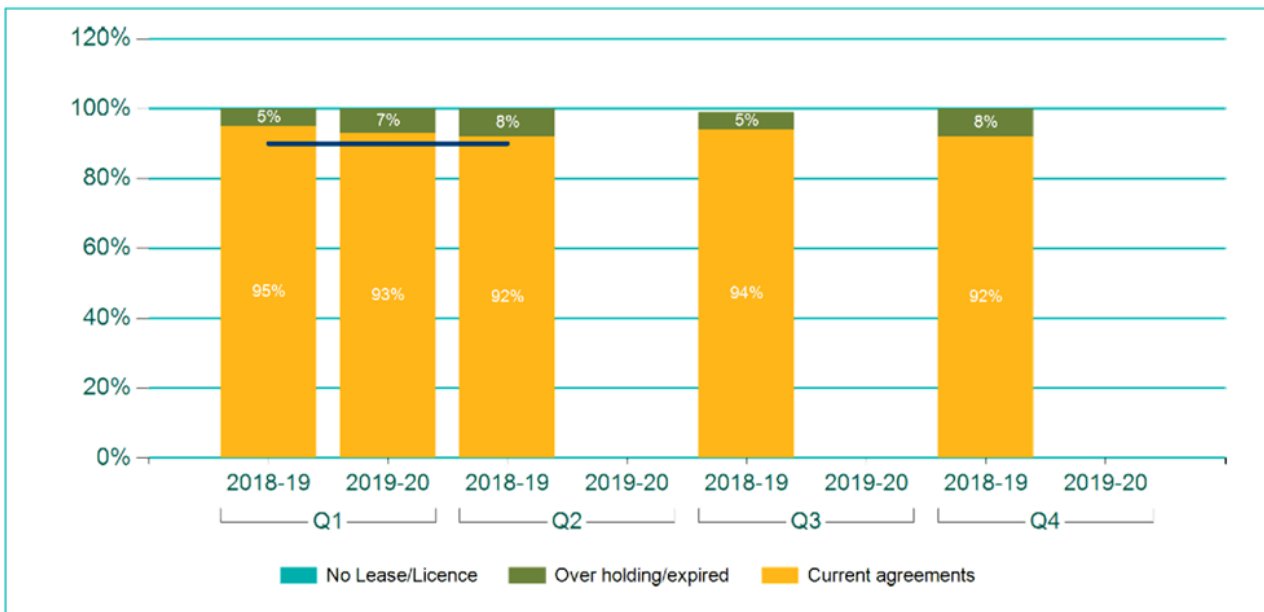
PUBLIC QUESTIONS TO ORDINARY COUNCIL MEETINGS FOR THE PERIOD 01 July 2019 TO 30 September 2019

Average time taken to reply to public questions taken on notice at Ordinary Council meetings	0
Number of Ordinary Council meetings	5
Number of public questions asked at Ordinary Council meetings	14
Number of Public questions ruled inadmissible at Ordinary Council meetings	0
Public questions answered at an Ordinary Council meetings	5
Public questions answered following Ordinary Council meetings (person submitting question not present and/or public question taken on notice)	9



SERVICE PERFORMANCE INDICATORS - BUILDINGS AND PROPERTIES

Status of Lease and Licence Portfolio (Council as Landlord)



Comment: Council administers 89* lease or licence agreements covering a variety of community and commercial tenancies. Our aim is to renew these agreements ahead of their expiry. If they are not renewed they move to over holding or to a month by month tenancy. Reasons for agreements not being renewed may be due to detailed negotiation or consideration of long-term strategic issues.

Leases currently in over holding include The Roman Catholic Trusts Corporation (x2), Telstra (x2), AFL (x1).

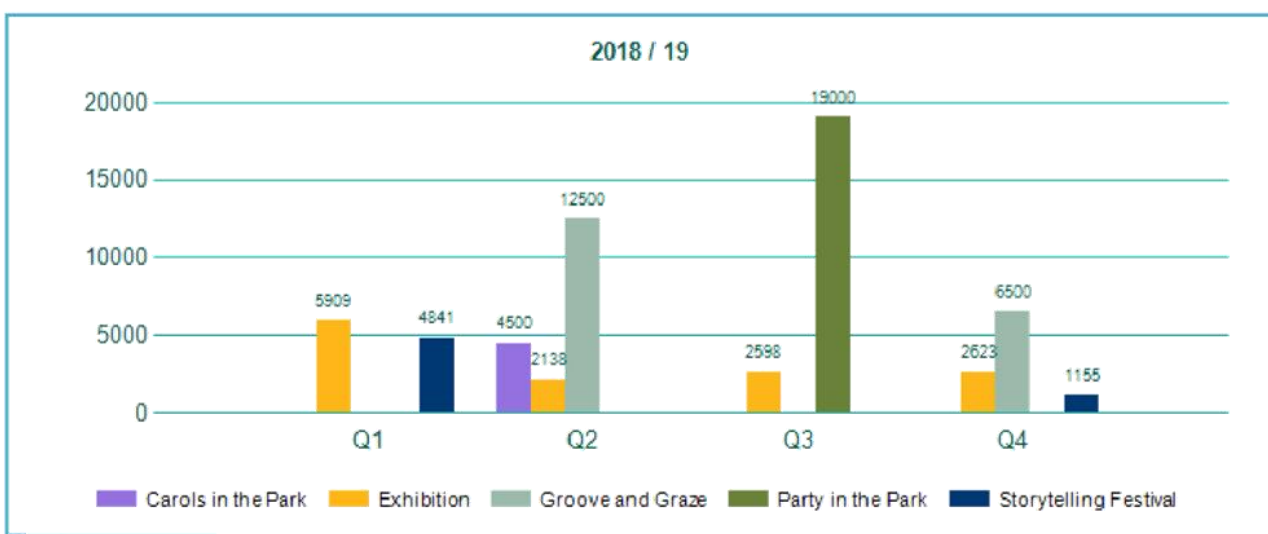
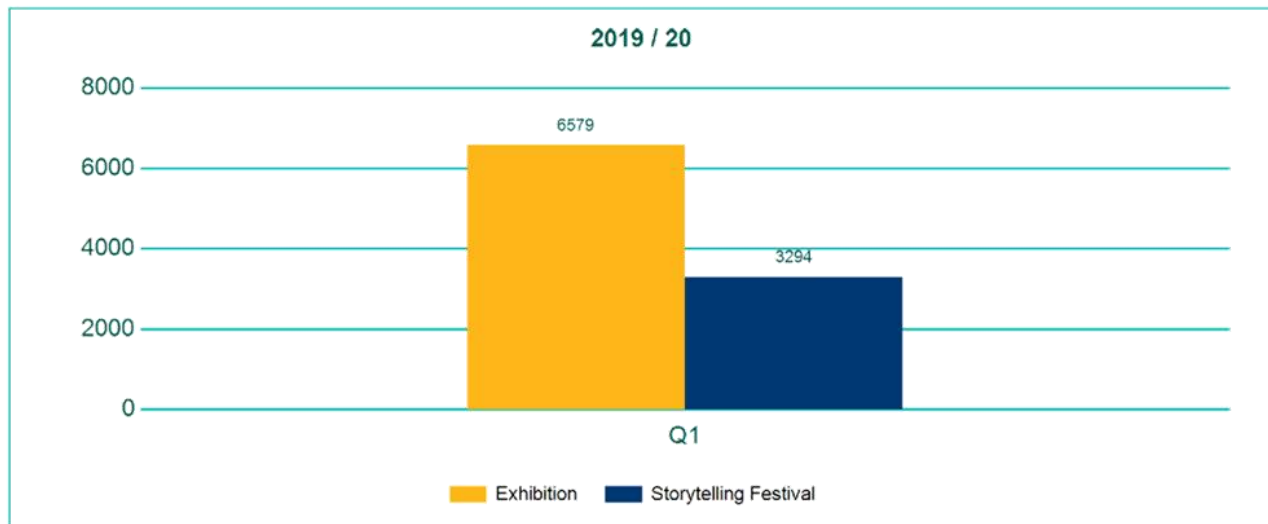
At the end of the last quarter all occupiers of council land or buildings hold a lease or licence agreement, with the proportion of current lease agreements sitting at 93% and those expired/in over holding 7%.

*Since the last report Council has executed a new licence with East Bentleigh Village Garden Inc for their community garden at Moorleigh Village.



SERVICE PERFORMANCE INDICATORS - EVENTS

Attendance at Major Events



Comment: Storytelling attendances were lower compared to 2018, though comparable to core Festival programming.

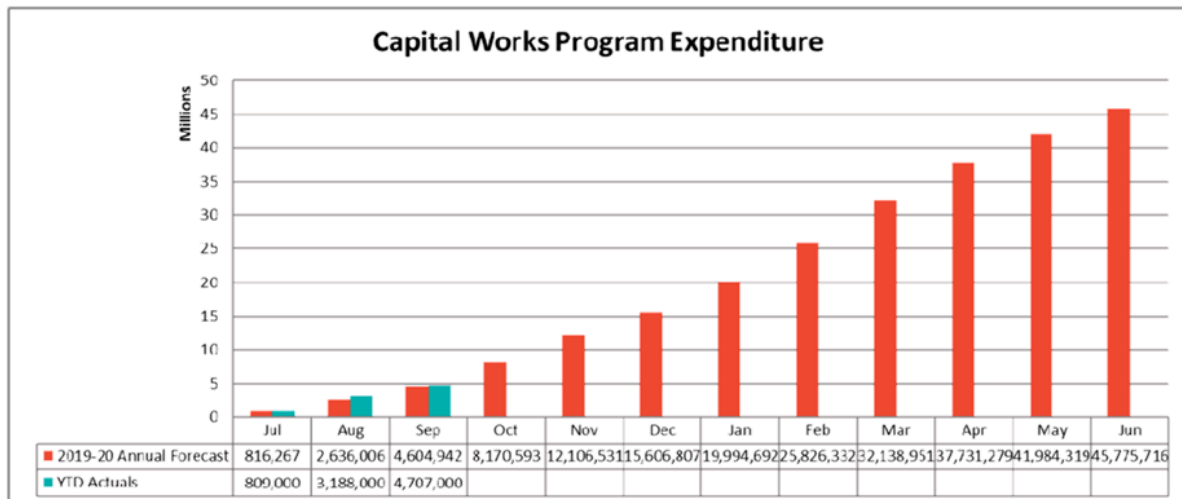
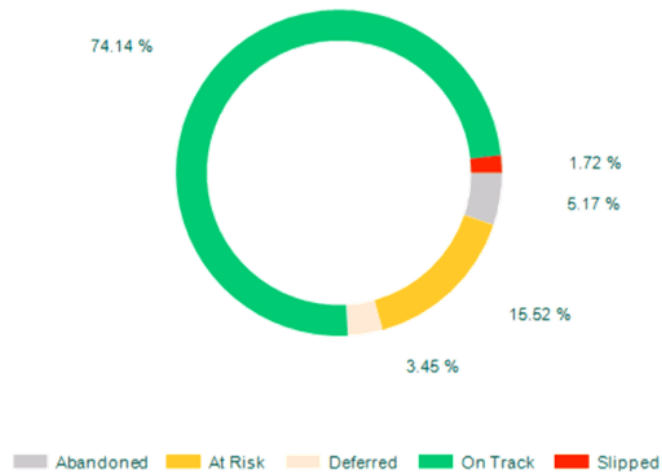
The lower numbers in 2019 were due to the changes in ancillary programming; there was no major exhibition offered at Rippon Lea Estate, a shift in the date for the My Brother Jack Awards.

The festival program changes from year to year and last year's Festival included two large events at Glen Eira Libraries that were not programmed as part of the Festival in 2019.

CAPITAL WORKS PROGRAM UPDATE

PROJECTS COMPLETED THIS QUARTER

Status of Capital Works Program





PROJECTS COMPLETED THIS QUARTER

King George Pavilion Refurbishment

- Building works completed in August 2019. Works completed on time and within budget.





PROJECTS COMPLETED THIS QUARTER





COMMUNITY ENGAGEMENT UPDATE

We are committed to engaging on matters that involve:	Consultations conducted	Responses Received
Significant change to services and facilities	2	478
A change in strategic direction	1	6
Changes to existing amenity or character of an area	15	1165
Considerable budget implications	0	0
Controversial or sensitive matter	1	3
Key emerging issue	0	0

OVERVIEW

WHAT DID THE COMMUNITY TELL US?

"We need to keep Carnegie affordable for the strip to succeed. Friends from surrounding areas come to Koornang Rd for the high quality, low cost dining. Let's not lose this!" Carnegie New Community Space

"The more off leash areas the better! Dogs are not designed to walk around slowly attached to a leash! Dogs need space to run, play and enjoy themselves." Dog in our parks and off-leash areas

"I believe that the council should be more open in its decision making process and encourage and engage the community more in the process and to closely listen and take account of community views and comments."
Community Voice Survey Three 2019 (Community Engagement)

"Much more face to face contact is needed. Councillors should be seen in the community - hold public forums to find out community concerns, for example. Similarly officers should be more responsive to community concerns and respond more quickly to emails and phone calls."
Community Voice Survey Three 2019 (Community Engagement)

"I tend to use Port Phillip and Melbourne libraries more than Glen Eira due to charges for reservations and poorer collections in Glen Eira. The Library at the Dock is fantastic: I'd love Glen Eira to have an inspiring place like that."
Community Voice Survey Three 2019 (The future of our libraries)

"The fines for overdue books create a sense of dread and frustration with using the library. I don't believe fines are changing people's behaviour with returning books and in fact they have the effect of putting me off and avoiding using the library".
Community Voice Survey Three 2019 (The future of our libraries)





COMMUNITY ENGAGEMENT UPDATE

OVERVIEW

UPCOMING CONSULTATIONS IN THE NEXT QUARTER

Community Vision

We are developing a vision to guide Council in planning for the future of Glen Eira. This vision will be created with the community, for the community. It will reflect the values, needs and aspirations of local people. Over the next five months, we will reach out to everyone in the Glen Eira community to inform the Community Vision.

Elsternwick Community Hub

As part of the long-term vision for Elsternwick, Council is planning to transform the Elsternwick Library into a new Community Hub. Construction of the Hub is some years away, but the first stage of planning is starting now. The Hub will bring together library, kindergarten, maternal and child health services and provide new community open space. We want to hear what else would you like to see in your new Elsternwick Community Hub?

Carnegie Swim Centre Redevelopment

The Carnegie Swim Centre is a much-loved part of Glen Eira where many memories have been made for more than 50 years. The buildings and pools are now at the end of their serviceable life and need to be replaced. We are undertaking consultation on the concept designs for the redevelopment.

9. URGENT BUSINESS

10. ORDINARY BUSINESS

10.1 Requests for reports from a member of Council staff

10.2 Right of reply

10.3 Councillor questions

10.4 Written public questions to Council

11. CONFIDENTIAL ITEMS**RECOMMENDATION**

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.

- 11.1 Residential Aged Care
Local Government Act 1989 - Section 89(2) (d)

12. CLOSURE OF MEETING