Council Meeting

Agenda

Meeting No. 636

20 August 2024
Commencing 7.00pm

Council Chamber
301 Hampshire Road, Sunshine,
Victoria

Fiona Blair
Chief Executive Officer
16 August 2024

Welcome to this Council Meeting

Brimbank City Council respectfully acknowledges and recognises the Wurundjeri and Bunurong Peoples as the Traditional Custodians of this land and pays respect to their Elders, past, present and future.

The purpose of this meeting is for Council to make decisions on matters that affect the City. Matters Council will consider at this meeting are listed in this Agenda.

The Governance Rules 2023 set out the way Council Meetings run and the conduct expected of the Council and members of the public.

Council Chamber is open to members of the public to attend and observe Council Meetings.

Council will continue to live stream Council Meetings for members of the public to view from home in accordance with the Live Streaming of Council Meetings Policy. We encourage anyone with COVID-19 symptoms to get tested and stay home, and watch the live stream of the meeting, instead of attending the meeting in person.

Members of the public (including media) wishing to record a Council Meeting (audio or video) must seek approval from the Chair prior to the meeting. Only if the Chair grants permission is recording allowed, and the Chair will advise everyone in attendance (for privacy reasons).

The Council

The current Council was elected for a four year term.

The Councillors were sworn in at a Council Meeting on 10 November 2020. At a Council Meeting on 17 November 2023, the Council elected Councillor Ranka Rasic as Mayor for a one year term. The Mayor takes precedence at all meetings at the Council and will chair the meeting.

The Chair is responsible for ensuring Council Meetings are run in accordance with the Governance Rules 2023.

Voting

For each decision Council makes, a Councillor will first propose (move) a motion. The motion must be seconded by another Councillor before it can be discussed and decided on. Voting on a motion is always by a show of hands.

Streaming

Council Meetings are streamed live and as video on demand to offer everyone who cannot attend a meeting in person an opportunity to watch at their own convenience Council debate and decision-making. Meetings can be accessed on Council's YouTube channel at http://www.youtube.com/c/BrimbankCityCouncil.

Council

Cr Ranka Rasic	Mayor
Cr Jae Papalia	Deputy Mayor
Cr Victoria Borg	
Cr Sarah Branton	
Cr Thuy Dang	
Cr Sam David	
Cr Maria Kerr	
Cr Bruce Lancashire	
Cr Jasmine Nguyen	
Cr Thomas O'Reilly	
Cr Virginia Tachos	

Municipal Monitors

Ms Janet Dore	Municipal Monitor
Ms Penelope Holloway	Municipal Monitor

Executive Leadership Team

Ms Fiona Blair	Chief Executive Officer
Ms Lynley Dumble	Director Community Wellbeing
Ms Georgie Hill	Director People, Partnerships and Performance
Mr Chris Leivers	Director Infrastructure and City Services
Mr Mark Stoermer	Director Corporate Services
Mr Kelvin Walsh	Director City Futures

Governance Team

Mr Danny Bilaver	Manager Governance and Risk
Mr Tony Vo	Coordinator Council Business
Ms Natalie Horvatic	Council Business Officer

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1 Opening (Including Acknowledgement Of Country)

On behalf of Brimbank City Council, I respectfully acknowledge and recognise the Wurundjeri and Bunurong Peoples as the Traditional Custodians of this land and pay respect to their Elders, past, present and future.

2 Council Commitment

As the Council, we will act in the best interests of the Brimbank community and consider the immediate and long term impacts of our decisions. We will make these decisions fairly and without bias.

We will uphold all of our obligations under the laws of Victoria and Council's local laws, and will act in accordance with our Code of Conduct.

3 Apologies/Leave Of Absence

4 Disclosure Of Conflicts Of Interest

5 Designation Of Items As Confidential

Motion

That Council declares confidential in accordance with section 66(2)(a) of the *Local Government Act 2020 (the Act)*:

- **Confidential Attachment 1 to Report 12.13 Contract No. 25/3522 - Supply, Delivery and Lease of Nine (9) Twenty-Four (24) Cubic Metre Side Loading Waste Compactors and four (4) Twenty-Four (24) Cubic Metre Side Loading Green Waste Compactors**

as it relates to Council business information, being information that would prejudice Council's position in commercial negotiations if prematurely released (s 3(1)(a) of the *Local Government Act 2020); and*

- **Confidential Report 16.1**

as it relates to legal privileged information, being information to which legal professional privilege or client legal privilege applies (s 3(1)(e) of the *Local Government Act 2020).*

6 Confirmation Of Minutes Of Previous Council Meetings

Motion

That Council confirms the Minutes of Council Meeting No. 635, held on 16 July 2024.

7 Condolences

7.1 Cr Sarah Carter

Motion

That Council notes the passing of Cr Sarah Carter, and extends condolences to her family.

7.2 Mr Charlie Desira OAM

Motion

That Council notes the passing of Mr Charlie Desira OAM, and extends condolences to his family.

8 Congratulations

Nil.

9 Public Question Time

10 Petitions

Nil.

11 Minutes/Reports Of Delegated Committees

11.1 Leadwest Joint Delegated Committee

Motion

That Council notes the Minutes of the LeadWest Joint Delegated Committee held on 19 June 2024, at Attachment 1.

LeadWest

LeadWest Joint Delegated Committee Meeting
MINUTES 19 June 2024

Attendees **Chair – Cr Sophie Ramsey**	**Committee Members** Fiona Blair Brimbank City Council Mr Aaron van Egmond, Hobsons Bay City Council Cr Diana Grima, Hobsons Bay City Council Ms Celia Haddock, Maribyrnong City Council Cr Bernadette Thomas, Maribyrnong City Council Ros Wai, Melton City Council Cr Sophie Ramsey, Melton City Council Mr Stephen Wall, Wyndham City Council Cr Peter Maynard, Wyndham City Council Hillary Hastings, executive Officer LeadWest **Guests** Josh Chivers, Maribyrnong City Council Pauline Hobbs, Melton City Council Elie Khalil, Brimbank **Minutes** Hillary Hastings, Executive Officer LeadWest
1. Welcome and Acknowledgement	**Item 1 Welcome, Acknowledgement and Apologies** The Chair opened the meeting at 3:04pm. The Chair acknowledged and recognised Aboriginal and Torres Strait Islander people as the first peoples and Traditional Owners and custodians of the land and waterways on which we live and paid respects to Elders past, present and future. The Chair welcomed LeadWest committee members and guests to the meeting.
Apologies	The Chair noted apologies were received from: ▪ Cr Jae Papalia, Brimbank City Council ▪ Cr Virginia Tachos (Proxy) Brimbank City Council
2. Conflicts of interest	**Item 2 Conflict of Interest** (to be declared in accordance with the 'Local Government Act 2020) No conflicts of interest were declared.
3. Minutes from the meeting held 13 March 2024	**Item 3 Previous Minutes** The minutes from the meeting held 13 March 2024 were adopted without amendment. **Moved:** Celia Haddock **Seconded:** Fiona Blair **Carried:** Yes

LeadWest

LeadWest Joint Delegated Committee Meeting
MINUTES 19 June 2024

4. Actions	**Item 4 Actions** The action items from the previous meeting were listed. All have been successfully actioned. There were no follow up questions.
5. LW Advocacy	**Item 5.1 Better Bus Network Advocacy** The focus of recent advocacy has been meeting with MPs seeking their support for a review for better bus networks and services in Melbourne's west. The Chair and Deputy have so far met with 12 MPs with the recent highlights being the Deputy Premier Ben Carroll and Minister Natalie Hutchins. The Chair mentioned that the LW Better Buses for Melbourne's West Advocacy has seen some strong wins. She said last month the state government announced suburbs in Melbourne's west, north and south-east would receive $150 million for new and improved bus services from its Growth Area Infrastructure Contribution fund. $61m was allocated to Wyndham. Although this was a great win for the people of Wyndham LeadWest will continue to advocate for better outcomes for the entire region, especially noting over 40,0000 people in Melton have no bus access. Cr Maynard said that the new routes in Wyndham were a great win, but some very large housing estates situated in close proximity to the new routes were not included leaving many disadvantaged by no bus services. **Item 5.2 MP Meetings** Cr Maynard gave an update on the meeting with the Deputy Premier, which was positive, and an overview of 6 June Truganina Roundtable Buses and Transport community event hosted by Minister Williams and Sarah Connelly MP. Cr Maynard reported he had an opportunity to have some private conversations with Minister Williams and Ms Connolly around bus network issues in the wider west Metro region. **T**he proposed advocacy roundtable event will be held at Wyndham City Council on 19 August 2-5pm. The committee discussed the guest list, format and purpose. **Action:** EO to circulate event format and order of proceedings for review and comment. **Item 5.3 Roundtable event** The proposed advocacy roundtable event will be held at Wyndham City Council on 19 August 2-5pm. The committee discussed the guest list, format and purpose. **Action:** EO to circulate event format and order of proceedings for review and comment. **Item 5.4 Regional Integrated Transport Strategy** By forming a working group of the transport and planning experts from our Western Councils, we can bring the collective knowledge of the area together to identify challenges and opportunities in our public transport network. The work will identify a network across the west that connects our key population, education, commercial and employment sites.

LeadWest

LeadWest Joint Delegated Committee Meeting
MINUTES 19 June 2024

The output is aimed to facilitate a further discussion on the need for bus reform in the west, as well as identify "quick wins" we can table with the Department and local MPs to improve the current system, prior to widespread bus reform.

This work could prepare LeadWest with further evidence-based research for advocacy on the need for public transport investment in the west in 2025.

The CEOs will take this on for further discussion at an operational level.

Item 5.5 Media

23 Media articles/releases were noted. This is a significant improvement from recent years. The Chair highlighted some of the articles in the Age and Herald-Sun which supported our advocacy.

Item 5.6 Commissioning Research Data

LeadWest to commission research on government investments in Melbourne's west versus other parts of Melbourne. This will provide the evidence to advocate that the west receives its fair share. The data can be used ahead of the next Federal election as well as in our conversations with political decision makers.

The committee agreed to spend up to $50,000. If the research costs are more, it needs to be brought back to the committee through a circular resolution.

Motion

That the committee agrees to commission comparative research into State Government Project spending in Melbourne's west vs east metro regions

Moved: Stephen Ward
Seconded: Cr Peter Maynard
Carried: Yes

Action: Prepare a brief and seek costings and delivery timelines from consultants

Item 5.7 Active Transport/Regional Cycle Connectivity working group.

This project is being led by Maribyrnong. All member councils are involved in the working group. The scope includes the need to collaborate and advocate for regional value cycling infrastructure regarding the many positive outcomes from cycling be it sport, recreation, tourism, transport or health.

The EO updated the group on work around the cycle connectivity project. A mapping exercise has been undertaken and an action plan listing all sites in the region (including Moonee Valley) and the project scale of work was circulated in the agenda papers.

LeadWest

LeadWest Joint Delegated Committee Meeting
MINUTES 19 June 2024

6. Budget	**Item 6 Budget report** The Committee discussed the recent state and federal budgets and the wins and losses for each council and the west metro region. There was agreement that the west and individual councils received little from recent budgets and members were not surprised at the very few wins. Melton reported they were successful with some new schools and pleased that previous pledges were not rescinded
7. Strategic Plan	**Item 7 Strategic Plan revision** LW Advocacy Officers and CEOs have spent considerable time reviewing and updating the document, with each revision circulated for feedback. The revised document was included in agenda papers. The committee discussed some changes to wording including: ▪ Stephen Ward asked for an update to the East Werribee Precinct section to reflect recent positive outcomes for this project. Change wording to "continue to monitor the progress". ▪ Aaron van Egmond asked to push for stronger results through the Greening the West Program and include reference to the economic benefits of utilisation and conversion of industrial land in the inner west. Focus on the protection of industries that support local jobs and economic growth but also, the transition of surplus or underperforming industrial land to residential or commercial use to meet future demand for retail floorspace and housing. ▪ Cr Maynard asked for a small number of word changes and fact checks. **Action:** Pauline Hobbs to check the current nomenclature for the OMR
8. WIFT	**WIFT** The Chair provided an update from Minister Horne's office regarding Victoria's interstate freight Terminals. This information was previously circulated to council members. The Chair reminded members that in 2021 the Victorian and Australian governments completed a joint investment case that recommended development of a new interstate freight terminal in Truganina (known as the WIFT). The investment case also recommended protecting land at Beveridge for a future terminal (BIFT). The Commonwealth through NIC has prioritised delivery of BIFT in the short term. On that basis Victorian government has decided to defer the development of WIFT in the short term, at least until additional capacity is required. The Minister's office advised that WIFT is still a priority and they will move to protect land at Truganina for when WIFT is needed. Cr Ramsey and Maynard expressed their concerns at the decision to defer the development of the WIFT.

LeadWest

LeadWest Joint Delegated Committee Meeting
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9. Position Statements	**Item 9 Position Statement Review** The review of position statements is now a standing agenda item. They were updated in collaboration with the Advocacy Advisers and CEOs from each of the member councils. Refreshed statements were included in the agenda papers. **1.** Overarching (About LeadWest) **2.** A Regional Youth Mental Health Program **3.** Active and Public Transport Networks **4.** Funding the Outer Metropolitan Ring **5.** Sunshine Precinct (and Airport Rail) **6.** East Werribee Precinct (new) **7.** Funding a Wetlands Centre in Hobsons Bay **8.** Creative West **9.** WIFT (new) – change the wording to "monitor the progress". Celia Haddock referred to the Victorian Government proposed new housing targets for local councils. The group discussed that this required the need for supporting infrastructure and the consequential impact on local councils. According to the government, the targets had been set Wyndham will meet the target anyway with existing planning. Cr Maynard will forward small changes to wording of some of the statements. **Action**: Include Housing in the suite of position statements. **Action**: That the committee endorses and adopts the updated LeadWest suite of position statements at the next meeting subject to changes
Item 10 Finance	**Item 10 Operations & Finance** The Executive Officer provided an update for the purpose of performance and financial position. This included: Operational Account details YTD (31 May 2024) Projected Budget 2024/25 Trust Account transactions and balance **Motion:** That the committee accepts the Finance report as included in agenda papers. Mover: Cr Maynard Seconded: Stephen Wall Carried: Yes

LeadWest

LeadWest Joint Delegated Committee Meeting
MINUTES 19 June 2024

Item 11	**Item 11 Other Business** The EO asked the committee if they were interested in a presentation from Melbourne Water talking about projects and partnerships. The committee agreed for this to happen at the September meeting. The Metro Alliances Executive Officers will meet bi-monthly with the first meeting scheduled for 14 July. Cr Maynard requested further updates to be made to the website. Next meeting changed from 15 September to 11 September due to election period (caretaker period) being brought forward.
Close	The Chair closed the Meeting at 4:58pm

Summary of actions arising from meeting 19 Jume 2024

1. **Item 4 Action: Roundtable event 19 August**
   EO to circulate event format and order of proceedings for review and comment.
2. **Item 5.6 Action**: **Commissioning research data**
   EO to prepare a brief and seek costings and delivery timelines from consultants.
   Item 6 Position statements
3. **Action:** Include Housing in the suite of position Statement
   The Committee will endorse the update Position Statements at the next meeting.
   Item 7 Actions Strategic Plan Revision
4. **Action:** Update the Strategic Plan to address the feedback noted.
5. **Action:** Update revised LeadWest Strategic Plan 2024-2026 and circulate to CEOs.

12 Officer Reports

12.1	**Planning Activity Update and Delegate Decisions and Planning Scheme Amendments Update - July 2024**
Directorate	City Futures
Director	Kelvin Walsh
Manager	Kristen Gilbert and Leanne Deans
Attachment(s)	1. Delegated Planning Permit Decisions - July 2024 [**12.1.1** - 25 pages] 2. Graphical representation of data from last three years [**12.1.2** - 3 pages] 3. Planning Scheme Amendment Status Summary July 2024 [**12.1.3** - 2 pages]

Purpose

To report to Council on:

- The status of planning permit applications and trends in planning approvals in Brimbank
- Decisions made under delegated authority in July 2024 regarding planning permit applications and other matters
- The status of current Planning Scheme Amendments at 31 July 2024.

Officer Recommendation

That Council:

a. Notes the Planning Activity Update and Delegate Decisions – July 2024 report, and Delegated Planning Permit Decisions, at Attachment 1 to this report.

b. Notes the Planning Scheme Amendment Summary – July 2024, at Attachment 3, and that this relates to amendments where Council has resolved to request authorisation from the Minister for Planning to prepare and exhibit an amendment or has requested that the Minister prepare an amendment under section 20(4) of the *Planning and Environment Act 1987*.

Background

Council is a Responsible Authority under the *Planning and Environment Act 1987* (*the Act*). In this role, Council administers the Brimbank Planning Scheme (Planning Scheme) and, among other things, determines planning permit applications made for the use and development of the land in the municipality. Certain planning permit applications, and other matters, are determined by Council officers under the delegated authority of Council.

The statistics presented do not represent all development activity in the municipality. Many types of use and development do not require a planning permit and may take place without being recorded as part of the planning approvals data. In addition, some planning permits are not acted on, or there may be a delay between when the approval is granted and when works take place.

Council is a Planning Authority for the Planning Scheme and undertakes amendments to the Planning Scheme when authorised by the Minister for Planning (Minister), or in accordance with section 8A(7) of *the Act*. Council undertakes amendments for a range of reasons including to enhance or implement the strategic vision, to implement local policy, to correct mistakes, to enable or restrict development, and to set aside land for acquisition for a public purpose or remove such a reservation when it is no longer required.

The Minister may prepare an amendment or authorise the preparation of an amendment by another Minister, public authority or municipal council. For the purpose of this report, the status of Planning Scheme Amendments will only include amendments where Council is the Planning Authority, and where Council has resolved to request authorisation from the Minister to prepare and exhibit an amendment or has requested that the Minister prepare an amendment under section 20(4) of *the Act*.

Matters for Consideration

75 planning determinations and 15 subdivision determinations were made under delegated authority in July 2024. 59 new planning permit applications were received in July 2024. The value of development for these 59 applications is $73.11 million.

A list of the planning applications determined under delegation from Council during July 2024 is at **Attachment 1. Attachment 2** provides a graphical representation of the data over the last three years.

	July 2024	Previous month (June 2024)	Monthly average for past 12 months	July 2023
Applications Received	59	73	63	70
Planning Permit Approvals	68	59	63	81
Notice of Decision to Grant a Permit	5	6	5	7
Refusal to Grant a Planning Permit	2	1	1	1
Subdivision Approvals	15	23	21	17
Cost of development for new applications (millions)	$73.11	$21.1	$49.87	$32.1

No planning appeals were determined by the Victorian Civil and Administrative Tribunal (VCAT) in this period. At the end of July 2024 there were four appeals lodged at VCAT that had not yet been determined. This is four less than at the end of July 2023.

The Planning Scheme Amendment Summary is shown at **Attachment 3** and includes three Planning Scheme Amendments where Council is the Planning Authority or has requested the Minister to prepare an amendment under section 20(4) of *the Act*.

Progress highlights for the July 2024 period include:

Amendment	Intent	Progress status
Amendment C239brim – Housing and Neighbourhood Character Strategy	Implements the Brimbank Housing and Neighbourhood Character Strategy (2024) by making changes to zones and ordinances in the Brimbank Planning Scheme.	Request to seek authorisation from the Minister for Planning to prepare and exhibit Amendment C239brim was submitted on 19 July 2024.

Community Engagement

Not applicable.

Resource And Risk Implications

Resource requirements can be met within the Annual Budget 2024/2025.

There are no Community, Environmental, Financial, Regulatory or Safety risks identified.

Legislation/Council Plan/Policy Context

This report complies with the *Planning and Environment Act 1987*, *Local Government Act 1989* and the Brimbank Planning Scheme.

Council officers contributing to the preparation and approval of this report, have no conflicts of interests to declare.

Delegated Planning Permit Decisions
01/07/2024 – 31/07/2024

Application Number	Application Type	Received Date	Property Address	Proposal Description	Estimated Cost
Ward: Albanvale 4					
P630/2023 P/N: 1	Planning Application	12/12/2023	8 Glenrobe St, Deer Park	Neighbourhood Residential Zone (NRZ) Multi Unit Residential Development and PPAR-Multi dwelling CONSTRUCTION OF ADDITIONS (CARPORT) TO THE EXISTING DWELLING AND CONSTRUCTION OF ONE (1) DOUBLE STOREY DWELLING TO THE REAR	$350,000
Determination: PLAP (Planning Application Lapsed) Determination Date: 02-07-2024					
P91/2024 P/N: 1	Planning Application	18/03/2024	10 Welwyn Pde, Deer Park	Neighbourhood Residential Zone (NRZ) Multi Unit Residential Development and PPAR-Multi dwelling CONSTRUCTION OF TWO (2) DOUBLE STOREY DWELLINGS	$680,000
Determination: PPI (Permit Issued by Delegate) Determination Date: 19-07-2024					
P268/2024 P/N: 1	Planning Application	18/06/2024	15 Livingston St, Deer Park	Neighbourhood Residential Zone (NRZ) Multi Unit Residential Development and PPAR-Multi dwelling CONSTRUCTION OF TWO (2) SINGLE STOREY DWELLINGS	$450,000
Determination: PPI (Permit Issued by Delegate) Determination Date: 09-07-2024					

Application Number	Application Type	Received Date	Property Address	Proposal Description	Estimated Cost
P278/2024v P/N: 1	Planning Application (VicSmart)	25/06/2024	2/51 Gum Rd, Kings Park	Neighbourhood Residential Zone (NRZ) Buildings & Works to an Education Centre and PPAR-Other buildings & wo CONSTRUCTION OF A SHED ASSOCIATED WITH A NON-GOVERNMENT SCHOOL	$8,000

Determination: PPI (Permit Issued by Delegate)

Determination Date: 01-07-2024

Ward: Cherry Creek 11

S95/2022 P/N: 1	Subdivision Certification	17/06/2022	38 Whitesides Ave, Sunshine West 38 Whitesides Ave, Sunshine West 1B Norton St, Sunshine West 1A Norton St, Sunshine West	General Residential Zone (GRZ) Subdivision - Residential 3 LOT RESIDENTIAL SUBDIVISION (PS 844843P)	$0

Determination: PSOC (Statement of Compliance)

Determination Date: 18-07-2024

P92/2023 P/N: 1	Planning Application	06/03/2023	800 Ballarat Rd, Deer Park	Industrial 3 Zone (IN3) Change of Use and Car Park and PPAR-Change or extension of use and PPA CHANGE OF USE OF PART OF THE LAND FOR A SERVICE INDUSTRY (VEHICLE REPAIRS) AND A REDUCTION TO THE CAR PARKING AND BICYCLE PARKING STANDARD	$0

Determination: PPI (Permit Issued by Delegate)

Determination Date: 24-07-2024

P1/2024 P/N: 1	Planning Application	03/01/2024	21 Chatsworth Ave, Ardeer	General Residential Zone (GRZ) Multi Unit Residential Development and PPAR-Multi dwelling CONSTRUCTION OF TWO (2) DOUBLE STOREY DWELLINGS	$900,000

Determination: PPI (Permit Issued by Delegate)

Determination Date: 19-07-2024

Application Number	Application Type	Received Date	Property Address	Proposal Description	Estimated Cost
P70/2023 P/N: 2	Planning Application	19/03/2024	614 Ballarat Rd, Ardeer 614 Ballarat Rd, Ardeer 616 Ballarat Rd, Ardeer	Industrial 1 Zone (IN1) Change of Use and PPAR-Change or extension of use AMENDMENT TO THE PLANS AND PERMIT PREAMBLE TO INCLUDE OUTDOOR FOOD TRUCKS, SHIPPING CONTAINERS WITH A CANOPY STRUCTURE AND A STAGE, AS WELL AS AMENDMENTS TO EXISTING PLANNING PERMIT CONDITIONS TO EXTEND OPERATING HOURS AND TO ADDRESS THE ABOVE MENTIONED BUILDINGS AND WORKS	$0
Determination: PPAM (Amended Permit Issued by Delegate) Determination Date: 15-07-2024					
P189/2024 P/N: 1	Planning Application	14/05/2024	780B Ballarat Rd, Deer Park 1/780B Ballarat Rd, Deer Park 2/780B Ballarat Rd, Deer Park 3/780B Ballarat Rd, Deer Park 4/780B Ballarat Rd, Deer Park 780B Ballarat Rd, Deer Park	Industrial 3 Zone (IN3) Subdivision and PPAR-Subdivision of land 4 LOT SUBDIVISION (PS 924929J) OF LAND ADJACENT TO A ROAD IN A TRANSPORT ZONE 2	$0
Determination: PPI (Permit Issued by Delegate) Determination Date: 09-07-2024					
P280/2022 P/N: 4	Planning Application	16/05/2024	740 Ballarat Rd, Ardeer 742 Ballarat Rd, Ardeer 740 Ballarat Rd, Ardeer	Industrial 1 Zone (IN1) Retail Premise and Service Station and Advertising/Signage and Liquor AMENDMENT TO THE PLANNING PERMIT AND PLANS TO ADD THREE ADDITIONAL FUEL BOWSERS AND ALTER THE INTERNAL ACCESS ARRANGEMENTS	$750,000
Determination: PEND (Plan Endorsed by Delegate) Determination Date: 11-07-2024					

Application Number	Application Type	Received Date	Property Address	Proposal Description	Estimated Cost
P209/2024 P/N: 1	Planning Application	20/05/2024	266 Glengala Rd, Sunshine West 1/266 Glengala Rd, Sunshine West 2/266 Glengala Rd, Sunshine West 3/266 Glengala Rd, Sunshine West 266 Glengala Rd, Sunshine West	Neighbourhood Residential Zone (NRZ) Subdivision - Residential and PPAR-Subdivision of land 3 LOT RESIDENTIAL SUBDIVISION (PS 917732U)	$0
Determination: PPI (Permit Issued by Delegate) Determination Date: 09-07-2024					
P232/2024 P/N: 1	Planning Application	03/06/2024	36 Holt St, Ardeer 36C Holt St, Ardeer 36B Holt St, Ardeer 36A Holt St, Ardeer	General Residential Zone (GRZ) Subdivision - Residential and PPAR-Subdivision of land 3 LOT RESIDENTIAL SUBDIVISION (PS 925181L)	$0
Determination: PPI (Permit Issued by Delegate) Determination Date: 22-07-2024					
P247/2024 P/N: 1	Planning Application	11/06/2024	34 Charlotte St, Sunshine West 36 Charlotte St, Sunshine West 36 Charlotte St, Sunshine West 34 Charlotte St, Sunshine West 39A Mark St, Sunshine West	Neighbourhood Residential Zone (NRZ) Subdivision - Residential and PPAR-Subdivision of land 3 LOT RESIDENTIAL SUBDIVISION (PS 926149B)	$0
Determination: PPI (Permit Issued by Delegate) Determination Date: 31-07-2024					
P298/2024v P/N: 1	Planning Application (VicSmart)	05/07/2024	25 Maxweld St, Ardeer 25 Maxweld St, Ardeer	General Residential Zone (GRZ) Dwelling Works (including fence) and PPAR-Other buildings & works (tan CONSTRUCTION OF A BOUNDARY FENCE WITHIN A HERITAGE OVERLAY SCHEDULE 147	$7,000
Determination: PPI (Permit Issued by Delegate) Determination Date: 25-07-2024					

Application Number	Application Type	Received Date	Property Address	Proposal Description	Estimated Cost
P320/2024v P/N: 1	Planning Application (VicSmart)	16/07/2024	25 Maxweld St, Ardeer 25 Maxweld St, Ardeer	General Residential Zone (GRZ) Subdivision - Residential and PPAR-Subdivision of land 2 LOT RESIDENTIAL SUBDIVISION OF LAND WITHIN A HERITAGE OVERLAY (H147)	$0

Determination: PPI (Permit Issued by Delegate)

Determination Date: 25-07-2024

Ward: Copernicus 5

P588/2023 P/N: 1	Planning Application	17/11/2023	26 Charles St, St Albans	General Residential Zone (GRZ) Multi Unit Residential Development and PPAR-Multi dwelling CONSTRUCTION OF TWO (2) DOUBLE STOREY DWELLINGS	$700,000

Determination: PPI (Permit Issued by Delegate)

Determination Date: 17-07-2024

P639/2023 P/N: 1	Planning Application	19/12/2023	193 Lady Nelson Way, Taylors Lakes	Neighbourhood Residential Zone (NRZ) Multi Unit Residential Development and PPAR-Multi dwelling CONSTRUCTION OF THREE (3) DWELLINGS (TWO DOUBLE STOREY AND ONE SINGLE STOREY)	$950,000

Determination: PPI (Permit Issued by Delegate)

Determination Date: 17-07-2024

S63/2024 P/N: 1	Subdivision Certification	06/06/2024	20 Reed Cres, Taylors Lakes	General Residential Zone (GRZ) Subdivision - Residential 2 LOT RESIDENTIAL SUBDIVISION (PS 914255U)	$0

Determination: PCER (Certified)

Determination Date: 25-07-2024

Application Number	Application Type	Received Date	Property Address	Proposal Description	Estimated Cost
P323/2024 P/N: 1	Planning Application	01/07/2024	139/800 Kings Rd, Taylors Lakes	Comprehensive Development Zone (CDZ) Dwelling Extension and PPAR-Extend exist dwell or assoc struct BUILDINGS AND WORKS (VERANDAH) ASSOCIATED WITH AN EXISTING RETIREMENT VILLAGE UNIT ON A LOT LESS THAN 300SQM	$0
Determination: PDPA (Development Plan Approved) Determination Date: 25-07-2024					
P288/2024 P/N: 1	Planning Application	02/07/2024	76/800 Kings Rd, Taylors Lakes	Comprehensive Development Zone (CDZ) Dwelling Extension and PPAR-Extend exist dwell or assoc struct BUILDINGS AND WORKS (VERANDAH) ASSOCIATED WITH AN EXISTING RETIREMENT VILLAGE UNIT ON A LOT LESS THAN 300SQM	$0
Determination: PDPA (Development Plan Approved) Determination Date: 15-07-2024					
Ward: Delahey 2					
P010620 P/N: 6	Planning Application	21/12/2023	262 Taylors Rd, Delahey	Commercial 1 Zone (C1Z) Development Plan and PPAR-Other AMENDMENT TO THE APPROVED DEVELOPMENT PLAN TO RELOCATE THE CONSTRUCTION OF A CAR PARK AND CONVENIENCE RESTAURANT	$0
Determination: PADA (Amended Development Plan Approved) Determination Date: 03-07-2024					
P227/2024 P/N: 1	Planning Application	30/05/2024	20 Granite Way, Delahey 15 Fescue Pl, Delahey	Neighbourhood Residential Zone (NRZ) Removal of Native Vegetation and PPAR-Native Vegetation Removal REMOVAL OF SCATTERED NATIVE VEGETATION	$250,000
Determination: PPI (Permit Issued by Delegate) Determination Date: 16-07-2024					

Application Number	Application Type	Received Date	Property Address	Proposal Description	Estimated Cost
Ward: Grasslands 5					
S102/2019 P/N: 1	Subdivision Certification	03/06/2019	14 Radnor Dr, Deer Park	Industrial 1 Zone (IN1) Subdivision - Residential 2 LOT INDUSTRIAL SUBDIVISION (PS 832830R)	$0
Determination: PSOC (Statement of Compliance) Determination Date: 05-07-2024					
S168/2023 P/N: 1	Subdivision Certification	11/12/2023	27 Washington St, St Albans 27 Washington St, St Albans	General Residential Zone (GRZ) Subdivision - Residential 3 LOT RESIDENTIAL SUBDIVISION (PS 918513C)	$0
Determination: PSOC (Statement of Compliance) Determination Date: 18-07-2024					
P638/2023 P/N: 1	Planning Application	18/12/2023	1A Willaton St, St Albans	Commercial 1 Zone (C1Z) Liquor License and PPAR-Liquor License SALE OF PACKAGED LIQUOR IN ASSOCIATION WITH A PACKAGED LIQUOR LICENCE	$0
Determination: PPI (Permit Issued by Delegate) Determination Date: 08-07-2024					
P112/2013 P/N: 4	Planning Application	21/05/2024	1F/28S-72 Neale Rd, Deer Park 1/28F-72 Neale Rd, Deer Park	Commercial 1 Zone (C1Z) Restaurant and Advertising/Signage and PPAR-One or more new buildings AMENDMENT TO THE ENDORSED PLANS FOR THE PURPOSE OF ALTERATIONS TO SIGNAGE AND ASSOCIATED WORKS, AND ALTERATIONS TO THE WORDING OF CONDITION 36	$30,000
Determination: PPAM (Amended Permit Issued by Delegate) Determination Date: 23-07-2024					

Application Number	Application Type	Received Date	Property Address	Proposal Description	Estimated Cost
S80/2024 P/N: 1	Subdivision Certification	17/06/2024	137 Cairnlea Dr, Cairnlea 139 Cairnlea Dr, Cairnlea 141 Cairnlea Dr, Cairnlea 143 Cairnlea Dr, Cairnlea 145 Cairnlea Dr, Cairnlea 147 Cairnlea Dr, Cairnlea 149 Cairnlea Dr, Cairnlea 143 Cairnlea Dr, Cairnlea	General Residential Zone (GRZ) Subdivision - Residential CONSOLIDATION OF SEVEN (7) LOTS	$0

Determination: PSOC (Statement of Compliance)

Determination Date: 18-07-2024

Ward: Harvester 18

P284/2023 P/N: 1	Planning Application	21/06/2023	12 Isla St, Sunshine North	Residential Growth Zone (RGZ) Multi Unit Residential Development and PPAR-Multi dwelling CONSTRUCTION OF FOUR (4) DOUBLE STOREY DWELLINGS	$1,000,000

Determination: PNOD (Notice of Decision issued by Delegate)

Determination Date: 25-07-2024

P822/2017 P/N: 3	Planning Application	14/08/2023	265 Duke St, Sunshine North	Commercial 1 Zone (C1Z) Indoor Recreation Facility and Advertising/Signage and Child Care Cent AMENDMENT TO THE PERMIT AND PLANS TO ALLOW FOR TWO ADDITIONAL RESIDENTIAL TOWERS, ADDITIONAL BASEMENT LEVEL CAR PARKING AND RECONFIGURED COMMERCIAL TENANCIES.	$15,000,000

Determination: PPAM (Amended Permit Issued by Delegate)

Determination Date: 12-07-2024

Application Number	Application Type	Received Date	Property Address	Proposal Description	Estimated Cost
P557/2023 P/N: 1	Planning Application	31/10/2023	334 Hampshire Cres, Sunshine 330 Hampshire Rd, Sunshine 330 Hampshire Rd, Sunshine 1 Hertford Rd, Sunshine 3 Hertford Rd, Sunshine 1/5 Hertford Rd, Sunshine 2/5 Hertford Rd, Sunshine 5 Hertford Rd, Sunshine 330 Hampshire Rd, Sunshine 330 Hampshire Rd, Sunshine	Activity Centre Zone (ACZ) CONSTRUCTION OF A FIVE (5) STOREY OFFICE BUILDING AND ASSOCIATED BUILDINGS AND WORKS WITHIN A HERITAGE OVERLAY (HO64) AND A REDUCTION TO THE STANDARD CAR PARKING REQUIREMENT	$28,600,000
Determination: PNOD (Notice of Decision issued by Delegate) Determination Date: 18-07-2024					
P54/2024 P/N: 1	Planning Application	23/02/2024	22 Servante St, Sunshine	General Residential Zone (GRZ) Dwelling Extension and PPAR-Extend exist dwell or assoc struct BUILDINGS AND WORKS COMPRISING OF THE PARTIAL DEMOLITION OF THE EXISTING DWELLING AND THE CONSTRUCTION OF A DOUBLE STOREY EXTENSION ON LAND AFFECTED BY A HERITAGE OVERLAY (HO151) AND SPECIAL BUILDING OVERLAY (SBO)	$500,000
Determination: PPI (Permit Issued by Delegate) Determination Date: 30-07-2024					
P164/2024 P/N: 1	Planning Application	29/04/2024	465 Ballarat Rd, Sunshine	Activity Centre Zone (ACZ) Buildings & Works to Commercial Premise and PPAR-Other buildings & wor BUILDINGS AND WORKS (EXTERNAL ROLLER SHUTTERS) TO A SHOP	$13,000
Determination: PPI (Permit Issued by Delegate) Determination Date: 30-07-2024					

Application Number	Application Type	Received Date	Property Address	Proposal Description	Estimated Cost
P307/2011 P/N: 3	Planning Application	27/05/2024	427 Ballarat Rd, Sunshine 427 Ballarat Rd, Sunshine	General Residential Zone (GRZ) Change of Use and PPAR-Change or extension of use AMENDMENT TO CONDITION 11 OF THE PLANNING PERMIT FROM: HOURS OF OPERATION ARE TO BE 6:30AM TO 10:30PM EACH DAY WITH AN EXTENSION OF SUCH TIME ON FRIDAY AND SATURDAY EVENINGS TO 12 MIDNIGHT. SUCH HOURS OF OPERATION MUST NOT BE FURTHER EXTENDED WITHOUT THE WRITTEN CONSENT OF THE RESPONSIBLE AUTHORITY TO: THE USE MUST ONLY OPERATE BETWEEN THE HOURS OF 6AM – 12AM, SEVEN DAYS A WEEK, WITHOUT THE WRITTEN APPROVAL OF THE RESPONSIBLE AUTHORITY	$0

Determination: PPAM (Amended Permit Issued by Delegate)

Determination Date: 25-07-2024

P233/2024 P/N: 1	Planning Application	05/06/2024	15 Perennial Dr, Sunshine North	General Residential Zone (GRZ) Dwelling and PPAR-Single dwelling CONSTRUCTION OF A DWELLING WITHIN THE DESIGN AND DEVELOPMENT OVERLAY SCHEDULE 1 (DDO1)	$1,036,709

Determination: PPI (Permit Issued by Delegate)

Determination Date: 19-07-2024

P252/2024 P/N: 1	Planning Application	12/06/2024	2 Dulcie St, Sunshine	General Residential Zone (GRZ) Subdivision - Residential and PPAR-Subdivision of land 3 LOT RESIDENTIAL SUBDIVISION (PS 921715V)	$0

Determination: PPI (Permit Issued by Delegate)

Determination Date: 31-07-2024

Application Number	Application Type	Received Date	Property Address	Proposal Description	Estimated Cost
P260/2024 P/N: 1	Planning Application	14/06/2024	6 Colin St, Sunshine	General Residential Zone (GRZ) Multi Unit Residential Development and PPAR-Multi dwelling CONSTRUCTION OF TWO (2) SINGLE STOREY DWELLINGS	$450,000
Determination: PPI (Permit Issued by Delegate) Determination Date: 09-07-2024					
P265/2024 P/N: 1	Planning Application	18/06/2024	1/484 Ballarat Rd, Sunshine North	Activity Centre Zone (ACZ) Change of Use and PPAR-Change or extension of use USE OF LAND FOR INDUSTRY	$130,000
Determination: PPI (Permit Issued by Delegate) Determination Date: 11-07-2024					
S83/2024 P/N: 1	Subdivision Certification	21/06/2024	107 Munro Ave, Sunshine North	Industrial 3 Zone (IN3) Subdivision - Industrial PLAN OF ACQUISTION UNDER SECTION 35 OF THE SUBDIVISION ACT (PS 922280A)	$0
Determination: PSOC (Statement of Compliance) Determination Date: 18-07-2024					
S91/2024 P/N: 1	Subdivision Certification	03/07/2024	13 Whitty St, Sunshine 13 Whitty St, Sunshine	Residential Growth Zone (RGZ) Consolidation CONSOLIDATION	$0
Determination: PSOC (Statement of Compliance) Determination Date: 09-07-2024					

Application Number	Application Type	Received Date	Property Address	Proposal Description	Estimated Cost
P297/2024v P/N: 1	Planning Application (VicSmart)	05/07/2024	20 Nixon St, Sunshine	Neighbourhood Residential Zone (NRZ) Demolition and PPAR-Demolition DEMOLITION OF AN OUTBUILDING (GARAGE) WITHIN A HERITAGE OVERLAY	$2,000
Determination: PPI (Permit Issued by Delegate) Determination Date: 16-07-2024					
P304/2024 P/N: 1	Planning Application	08/07/2024	139 Rivervalley Bvd, Sunshine North	General Residential Zone (GRZ) Dwelling Works (including fence) and PPAR-Other buildings & works (tan CONSTRUCTION OF A PERGOLA, DECKING, 1.2M HIGH FRONT FENCE/GATE AND CONCRETE STEPS	$60,000
Determination: PNPR (No Permit Required) Determination Date: 22-07-2024					
P306/2024v P/N: 1	Planning Application (VicSmart)	10/07/2024	16 Wilkinson Rd, Sunshine	General Residential Zone (GRZ) Subdivision - Residential and PPAR-Subdivision of land 2 LOT RESIDENTIAL SUBDIVISION	$0
Determination: PPI (Permit Issued by Delegate) Determination Date: 17-07-2024					
P313/2024v P/N: 1	Planning Application (VicSmart)	11/07/2024	10 Gresford St, Sunshine North	General Residential Zone (GRZ) Subdivision - Residential and PPAR-Subdivision of land 2 LOT RESIDENTIAL SUBDIVISION (PS 927253B)	$0
Determination: PPI (Permit Issued by Delegate) Determination Date: 12-07-2024					

Application Number	Application Type	Received Date	Property Address	Proposal Description	Estimated Cost
P315/2024v P/N: 1	Planning Application (VicSmart)	12/07/2024	1 Markstone Ct, Sunshine	General Residential Zone (GRZ) Subdivision - Residential and PPAR-Subdivision of land 2 LOT RESIDENTIAL SUBDIVISION	$0

Determination: PPI (Permit Issued by Delegate)

Determination Date: 19-07-2024

Application Number	Application Type	Received Date	Property Address	Proposal Description	Estimated Cost
P317/2024v P/N: 1	Planning Application (VicSmart)	26/07/2024	1 Union St, Sunshine	Neighbourhood Residential Zone (NRZ) Subdivision - Residential and PPAR-Subdivision of land 2 LOT RESIDENTIAL SUBDIVISION	$0

Determination: PPI (Permit Issued by Delegate)

Determination Date: 30-07-2024

Ward: Horseshoe Bend 7

Application Number	Application Type	Received Date	Property Address	Proposal Description	Estimated Cost
P288/2023 P/N: 1	Planning Application	26/06/2023	2 Snow St, Keilor Park 1A Russelton St, Keilor Park	Neighbourhood Residential Zone (NRZ) Multi Unit Residential Development and PPAR-Multi dwelling CONSTRUCTION OF FIVE (5) DOUBLE STOREY DWELLINGS AND A REDUCTION IN THE STANDARD CAR PARKING REQUIREMENT	$1,000,000

Determination: PPR (Permit Refused by Delegate)

Determination Date: 24-07-2024

Application Number	Application Type	Received Date	Property Address	Proposal Description	Estimated Cost
P294/2023 P/N: 1	Planning Application	27/06/2023	38-72 Webber Pde, Keilor East	Industrial 1 Zone (IN1) Remove/Vary/Create an Easement/Reserve and PPAR-Subdivision-change to REMOVAL OF PART OF DRAINAGE AND SEWERAGE EASEMENT E-13 AND PART OF DRAINAGE EASEMENT E-11 ON PS436387Q	$0

Determination: PNOD (Notice of Decision issued by Delegate)

Determination Date: 15-07-2024

Application Number	Application Type	Received Date	Property Address	Proposal Description	Estimated Cost
P246/2024 P/N: 1	Planning Application	07/06/2024	14-16 Buckland Cres, Keilor	Neighbourhood Residential Zone (NRZ) Rooming House and PPAR-Other USE OF THE LAND AS A ROOMING HOUSE WITHIN A MELBOURNE AIRPORT ENVIRONS OVERLAY SCHEDULE 2	$6,000
Determination: PPI (Permit Issued by Delegate) Determination Date: 24-07-2024					
P259/2024 P/N: 1	Planning Application	17/06/2024	48 Thomsons Rd, Keilor Park	Industrial 1 Zone (IN1) Warehouse and Car Parking Reduction and PPAR-One or more new buildings CONSTRUCTION OF A MEZZANINE IN STORES 8 AND 9 AND USE OF LAND FOR A DATA CENTRE	$100,000
Determination: PPI (Permit Issued by Delegate) Determination Date: 18-07-2024					
P293/2024v P/N: 1	Planning Application (VicSmart)	28/06/2024	59 Corryong Cres, Taylors Lakes 59A Corryong Cres, Taylors Lakes 59B Corryong Cres, Taylors Lakes	Neighbourhood Residential Zone (NRZ) Subdivision - Residential and PPAR-Subdivision of land 2 LOT RESIDENTIAL SUBDIVISION (PS 917487F)	$0
Determination: PPI (Permit Issued by Delegate) Determination Date: 02-07-2024					
P321/2024v P/N: 1	Planning Application (VicSmart)	16/07/2024	42 Calverton Rd, Kealba	Neighbourhood Residential Zone (NRZ) Subdivision - Residential and PPAR-Subdivision of land 2 LOT RESIDENTIAL SUBDIVISION	$0
Determination: PPI (Permit Issued by Delegate) Determination Date: 25-07-2024					

Application Number	Application Type	Received Date	Property Address	Proposal Description	Estimated Cost
P334/2024v P/N: 1	Planning Application (VicSmart)	25/07/2024	51 Swan St, Keilor Park	Neighbourhood Residential Zone (NRZ) Subdivision - Residential and PPAR-Subdivision of land 2 LOT RESIDENTIAL SUBDIVISION	$0

Determination: PPI (Permit Issued by Delegate)

Determination Date: 26-07-2024

Ward: Kororoit Creek 23

S143/2021 P/N: 1	Subdivision Certification	13/09/2021	99 Derby Rd, Sunshine 99 Derby Rd, Sunshine 81 Derby Rd, Sunshine 6A Thorpe St, Sunshine	Activity Centre Zone (ACZ) Subdivision - Residential 2 LOT (SUPERLOT) RESIDENTIAL SUBDIVISION (PS 845591K)	$0

Determination: PSOC (Statement of Compliance)

Determination Date: 15-07-2024

P564/2021 P/N: 1	Planning Application	14/09/2021	21-29 West Cct, Sunshine West	Industrial 2 Zone (IN2) Materials Recycling and PPAR-Other and Advertising/Signage and PPAR-Si DEVELOPMENT AND USE OF LAND FOR MATERIALS RECYCLING (MOTOR WRECKERS) WITH ANCILLARY SALES, ERECTION OF BUSINESS IDENTIFICATION SIGNAGE AND A REDUCTION TO THE STANDARD CAR PARKING REQUIREMENT	$0

Determination: PNOD (Notice of Decision issued by Delegate)

Determination Date: 18-07-2024

S168/2021 P/N: 1	Subdivision Certification	28/10/2021	4 Carrington Dr, Albion 4A Carrington Dr, Albion 4B Carrington Dr, Albion 4C Carrington Dr, Albion	Industrial 1 Zone (IN1) Subdivision - Industrial 3 LOT INDUSTRIAL SUBDIVISION (PS 838422A)	$0

Determination: PSOC (Statement of Compliance)

Determination Date: 15-07-2024

Application Number	Application Type	Received Date	Property Address	Proposal Description	Estimated Cost
S21/2022 P/N: 1	Subdivision Certification	24/02/2022	31 Dunbar Ave, Sunshine 31A Dunbar Ave, Sunshine 31B Dunbar Ave, Sunshine	Neighbourhood Residential Zone (NRZ) Subdivision - Residential 2 LOT RESIDENTIAL SUBDIVISION (PS 900273V)	$0
Determination: PSOC (Statement of Compliance) Determination Date: 15-07-2024					
S46/2022 P/N: 1	Subdivision Certification	29/03/2022	11 Raymond St, Sunshine West 1/11 Raymond St, Sunshine West 2/11 Raymond St, Sunshine West 3/11 Raymond St, Sunshine West 11 Raymond St, Sunshine West	General Residential Zone (GRZ) Subdivision 3 LOT RESIDENTIAL SUBDIVISION (PS 904315K)	$0
Determination: PCER (Certified) Determination Date: 11-07-2024					
P716/2022 P/N: 1	Planning Application	22/12/2022	17-21 Strzelecki Ave, Sunshine West	Industrial 2 Zone (IN2) Buildings & Works to Industrial Premise and PPAR-Alter building struct DEVELOPMENT OF THE LAND FOR A STORE ON LAND AFFECTED BY A SPECIAL BUILDING OVERLAY, REMOVAL OF NATIVE VEGETATION AND PRUNING OF VEGETATION LOCATED WITHIN THE ENVIRONMENTAL SIGNIFICANCE OVERLAY (SCHEDULE 4) ASSOCIATED WITH REDUCTION TO THE STANDARD CAR PARKING REQUIREMENTS	$2,200,000
Determination: PPI (Permit Issued by Delegate) Determination Date: 26-07-2024					
P219/2023 P/N: 1	Planning Application	17/05/2023	10-12 Third Ave, Sunshine 10-12 Third Ave, Sunshine	Industrial 1 Zone (IN1) Materials Recycling and PPAR-Other USE OF THE LAND FOR MATERIALS RECYCLING AND MOTOR VEHICLE SALES	$5,000
Determination: PNOD (Notice of Decision issued by Delegate) Determination Date: 12-07-2024					

Application Number	Application Type	Received Date	Property Address	Proposal Description	Estimated Cost
P312/2023 P/N: 1	Planning Application	03/07/2023	28 Mernda St, Sunshine West	General Residential Zone (GRZ) Multi Unit Residential Development and PPAR-Multi dwelling CONSTRUCTION OF A DOUBLE STOREY DWELLING TO THE REAR OF THE EXISTING DWELLING AND A FENCE IN A LAND SUBJECT TO INUNDATION OVERLAY	$424,000
Determination: PPI (Permit Issued by Delegate) Determination Date: 04-07-2024					
P536/2023 P/N: 1	Planning Application	25/10/2023	11 Kronk Pl, Sunshine	Industrial 1 Zone (IN1) Change of Use and PPAR-Change or extension of use and Office and PPAR- USE OF LAND AS AN OFFICE AND ERECTION AND DISPLAY OF BUSINESS IDENTIFICATION SIGNAGE	$200,000
Determination: PLAP (Planning Application Lapsed) Determination Date: 31-07-2024					
S160/2023 P/N: 1	Subdivision Certification	16/11/2023	15 Third Ave, Sunshine 1/17 Third Ave, Sunshine 2/17 Third Ave, Sunshine 3/17 Third Ave, Sunshine 4/17 Third Ave, Sunshine 5/17 Third Ave, Sunshine 6/17 Third Ave, Sunshine 7/17 Third Ave, Sunshine 8/17 Third Ave, Sunshine 9/17 Third Ave, Sunshine 10/17 Third Ave, Sunshine 17 Third Ave, Sunshine	Industrial 1 Zone (IN1) Subdivision - Industrial 10 LOT INDUSTRIAL SUBDIVISION (PS 919399R)	$0
Determination: PSOC (Statement of Compliance) Determination Date: 18-07-2024					

Application Number	Application Type	Received Date	Property Address	Proposal Description	Estimated Cost
P612/2023 P/N: 1	Planning Application	01/12/2023	74 Boundary Rd, Sunshine West	Industrial 2 Zone (IN2) Warehouse and PPAR-One or more new buildings USE AND DEVELOPMENT OF THE LAND FOR TWO (2) WAREHOUSES WITH ANCILLARY OFFICES AND AN OFFICE ON LAND AFFECTED BY A SPECIAL BUILDING OVERLAY (SBO)	$950,000
Determination: PPI (Permit Issued by Delegate) Determination Date: 01-07-2024					
P658/2023 P/N: 1	Planning Application	27/12/2023	85 King Edward Ave, Albion	General Residential Zone (GRZ) Multi Unit Residential Development and PPAR-Multi dwelling CONSTRUCTION OF FOUR (4) DOUBLE STOREY DWELLINGS	$960,000
Determination: PLAP (Planning Application Lapsed) Determination Date: 01-07-2024					
P665/2023 P/N: 1	Planning Application	28/12/2023	16-20 Third Ave, Sunshine	Industrial 1 Zone (IN1) Buildings & Works to Industrial Premise and PPAR-Alter building struct USE OF LAND AS A TRANSFER STATION	$10,000
Determination: PLAP (Planning Application Lapsed) Determination Date: 19-07-2024					
P99/2024 P/N: 1	Planning Application	22/03/2024	8 Simmie St, Sunshine West	General Residential Zone (GRZ) Multi Unit Residential Development and PPAR-Multi dwelling CONSTRUCTION OF TWO (2) DOUBLE STOREY DWELLINGS	$800,000
Determination: PPI (Permit Issued by Delegate) Determination Date: 26-07-2024					

Application Number	Application Type	Received Date	Property Address	Proposal Description	Estimated Cost
P156/2024 P/N: 1	Planning Application	22/04/2024	58 Stanford St, Sunshine 56 Stanford St, Sunshine 24 Stanford St, Sunshine 54 Stanford St, Sunshine 52 Stanford St, Sunshine 50 Stanford St, Sunshine 56A Stanford St, Sunshine	Public Park and Recreation Zone (PPRZ) Buildings & Works and PPAR-One or more new buildings BUILDINGS AND WORKS ASSOCIATED WITH AN ADULT TRAINING SUPPORT SERVICE (ATSS) FOR PERSONS WITH DISABILITIES, IN CONJUNCTION WITH A PLANT NURSERY	$600,000
Determination: PPI (Permit Issued by Delegate) Determination Date: 18-07-2024					
S54/2024 P/N: 1	Subdivision Certification	01/05/2024	1/25 Lachlan Rd, Sunshine West 2/25 Lachlan Rd, Sunshine West	General Residential Zone (GRZ) Subdivision - Residential 2 LOT RESIDENTIAL SUBDIVISION (PS 920389M) OF LAND AFFECTED BY A SPECIAL BUILDING OVERLAY	$0
Determination: PCER (Certified) Determination Date: 18-07-2024					
P188/2024 P/N: 1	Planning Application	10/05/2024	9 Kronk Pl, Sunshine	Industrial 1 Zone (IN1) Shop and PPAR-Alter building structure or dwell USE OF THE LAND FOR WAREHOUSE SALES	$0
Determination: PLAP (Planning Application Lapsed) Determination Date: 16-07-2024					
P212/2024v P/N: 1	Planning Application (VicSmart)	24/05/2024	36 Market Rd, Sunshine	Industrial 1 Zone (IN1) Buidings & Works to Factory and PPAR-Alter building structure or dwell BUILDINGS AND WORKS TO AN EXISTING WAREHOUSE	$550,000
Determination: PPI (Permit Issued by Delegate) Determination Date: 04-07-2024					

Application Number	Application Type	Received Date	Property Address	Proposal Description	Estimated Cost
P226/2024 P/N: 1	Planning Application	31/05/2024	1/7 York St, Albion	General Residential Zone (GRZ) Dwelling Extension and PPAR-Extend exist dwell or assoc struct TO CARRY OUT WORKS (EXTENSION TO A DWELLING) ON A LOT LESS THAN 300SQM	$50,000
Determination: PPI (Permit Issued by Delegate) Determination Date: 11-07-2024					
P231/2024 P/N: 1	Planning Application	03/06/2024	24 Enterprise Way, Sunshine West	Industrial 2 Zone (IN2) Change of Use and PPAR-Change or extension of use and Advertising/Sign USE OF THE LAND FOR RETAIL PREMISES (CAR HIRE) AND THE ERECTION AND DISPLAY OF BUSINESS IDENTIFICATION SIGNAGE	$60,000
Determination: PPI (Permit Issued by Delegate) Determination Date: 18-07-2024					
P267/2024v P/N: 1	Planning Application (VicSmart)	24/06/2024	3A/600 Geelong Rd, Brooklyn 3B/600 Geelong Rd, Brooklyn	Industrial 1 Zone (IN1) Buildings & Works to Industrial Premise and PPAR-Other buildings & wor BUILDINGS AND WORKS TO AN EXISTING WAREHOUSE IN A DESIGN AND DEVELOPMENT OVERLAY SCHEDULE 11	$1,000,000
Determination: PPI (Permit Issued by Delegate) Determination Date: 01-07-2024					
P277/2024v P/N: 1	Planning Application (VicSmart)	01/07/2024	5/600 Geelong Rd, Brooklyn	Industrial 1 Zone (IN1) Buildings & Works to Industrial Premise and PPAR-Other buildings & wor BUILDINGS AND WORKS (ANCILLARY OFFICE) TO AN EXISTING WAREHOUSE	$470,000
Determination: PPI (Permit Issued by Delegate) Determination Date: 11-07-2024					

Application Number	Application Type	Received Date	Property Address	Proposal Description	Estimated Cost
P294/2024v P/N: 1	Planning Application (VicSmart)	01/07/2024	1-5 Ormond Ave, Sunshine	Industrial 1 Zone (IN1) Buildings & Works to Industrial Premise and PPAR-Alter building struct BUILDINGS AND WORKS TO AN EXISTING WAREHOUSE	$160,000

Determination: PPI (Permit Issued by Delegate)

Determination Date: 09-07-2024

Ward: Mount Derrimut 4

S188/2021 P/N: 1	Subdivision Certification	13/12/2021	1 Railway Pde, Deer Park 1/1 Railway Pde, Deer Park 2/1 Railway Pde, Deer Park 3/1 Railway Pde, Deer Park 4/1 Railway Pde, Deer Park 5/1 Railway Pde, Deer Park 6/1 Railway Pde, Deer Park 7/1 Railway Pde, Deer Park 1 Railway Pde, Deer Park	Residential Growth Zone (RGZ) Subdivision - Residential 7 LOT RESIDENTIAL SUBDIVISION (PS 907354H)	$0

Determination: PCER (Certified)

Determination Date: 29-07-2024

P572/2023 P/N: 1	Planning Application	10/11/2023	58 Railway Pde, Deer Park	Residential Growth Zone (RGZ) Multi Unit Residential Development and Variation of Restrictive Covena CONSTRUCTION OF TWO (2) DOUBLE STOREY DWELLINGS TO THE REAR OF THE EXISTING DWELLING AND VARIATION OF COVENANT 1231623	$700,000

Determination: PPR (Permit Refused by Delegate)

Determination Date: 31-07-2024

Application Number	Application Type	Received Date	Property Address	Proposal Description	Estimated Cost
P609/2023 P/N: 1	Planning Application	01/12/2023	1/20 Mt Derrimut Rd, Derrimut	Commercial 1 Zone (C1Z) Child Care Centre and Change of Use and PPAR-Other buildings & works USE AND DEVELOPMENT OF PART OF THE LAND FOR A CHILD CARE CENTRE	$3,600,000

Determination: PPI (Permit Issued by Delegate)

Determination Date: 04-07-2024

P254/2024 P/N: 1	Planning Application	12/06/2024	15 Fairways Bvd, Deer Park	General Residential Zone (GRZ) Variation of Restrictive Covenant and PPAR-Other VARIATION OF RESTRICTION CONTAINED IN TRANSFER PS527032Y AS IT APPLIES TO VOLUME 10900 FOLIO 622 BY ALTERING a) i) TO REFERENCE TWO DWELLINGS (NOT ONE)	$0

Determination: PPI (Permit Issued by Delegate)

Determination Date: 26-07-2024

Ward: Organ Pipes 4

S56/2022 P/N: 1	Subdivision Certification	28/04/2022	32 Albert Rd, Sydenham 1/32 Albert Rd, Sydenham 2/32 Albert Rd, Sydenham 32 Albert Rd, Sydenham	Neighbourhood Residential Zone (NRZ) Subdivision - Residential 2 LOT RESIDENTIAL SUBDIVISION (PS 909072H)	$0

Determination: PCER (Certified)

Determination Date: 26-07-2024

P653/2023 P/N: 1	Planning Application	22/12/2023	5 Messina Cres, Keilor Lodge	Neighbourhood Residential Zone (NRZ) Multi Unit Residential Development and PPAR-Multi dwelling CONSTRUCTION OF TWO (2) DOUBLE STOREY DWELLINGS	$900,000

Determination: PPI (Permit Issued by Delegate)

Determination Date: 22-07-2024

Application Number	Application Type	Received Date	Property Address	Proposal Description	Estimated Cost
P83/2024 P/N: 1	Planning Application	08/03/2024	430 Melton Hwy, Taylors Lakes	Comprehensive Development Zone (CDZ) Advertising/Signage and PPAR-Signage ERECTION AND DISPLAY OF TWO (2) FREE STANDING INTERNALLY ILLUMINATED BUSINESS IDENTIFICATIONS SIGNS, ONE (1) FREE STANDING NON-ILLUMINATED BUSINESS IDENTIFICATION SIGN, AND ONE (1) ANIMATED INTERNALLY ILLUMINATED SKY SIGN	$187,000
Determination: PPI (Permit Issued by Delegate) Determination Date: 08-07-2024					
P109/2024 P/N: 1	Planning Application	02/04/2024	544 Melton Hwy, Sydenham	General Residential Zone (GRZ) Child Care Centre and Advertising/Signage and PPAR-One or more new bui USE AND DEVELOPMENT OF THE LAND FOR OF A CHILD CARE CENTRE, THE ERECTION AND DISPLAY OF BUSINESS IDENTIFICATION SIGNAGE AND ACCESS ALTERATIONS TO A ROAD IN A TRANSPORT ZONE 2	$1,490,000
Determination: PPI (Permit Issued by Delegate) Determination Date: 10-07-2024					
Ward: St Albans East 7					
P12/2024 P/N: 1	Planning Application	18/01/2024	43 Lois St, St Albans	General Residential Zone (GRZ) Multi Unit Residential Development and PPAR-Multi dwelling CONSTRUCTION OF TWO (2) DOUBLE STOREY DWELLINGS	$900,000
Determination: PPI (Permit Issued by Delegate) Determination Date: 31-07-2024					

Application Number	Application Type	Received Date	Property Address	Proposal Description	Estimated Cost
P125/2024 P/N: 1	Planning Application	08/04/2024	228A St Albans Rd, St Albans	General Residential Zone (GRZ) Advertising/Signage and PPAR-Signage CONSTRUCT AND PUT UP FOR DISPLAY A MAJOR ELECTRONIC PROMOTION SIGN	$400,000

Determination: PPI (Permit Issued by Delegate)

Determination Date: 15-07-2024

Application Number	Application Type	Received Date	Property Address	Proposal Description	Estimated Cost
P943600 P/N: 2	Planning Application	11/06/2024	7 Collins St, St Albans	Mixed Use Zone (MUZ) Child Care Centre and PPAR-Change or extension of use AMENDMENT TO THE PLANNING PERMIT FOR A CHILD CARE CENTRE TO ALTER THE OPERATIONAL HOURS FROM MONDAY TO FRIDAY 7AM - 6PM TO 6:30AM - 6:30PM AND SATURDAY 8:00AM - 5:00PM	$0

Determination: PPAM (Amended Permit Issued by Delegate)

Determination Date: 25-07-2024

Application Number	Application Type	Received Date	Property Address	Proposal Description	Estimated Cost
P262/2024 P/N: 1	Planning Application	20/06/2024	74 Oberon Ave, St Albans	General Residential Zone (GRZ) Certificate of Compliance and PPAR-Other APPLICATION FOR A CERTIFICATE OF COMPLIANCE UNDER SECTION 97N OF THE PLANNING AND ENVIRONMENT ACT 1987 FOR THE USE AND DEVELOPMENT OF THE LAND FOR A ROOMING HOUSE	$0

Determination: PCOC (Certificate of Compliance - Issued)

Determination Date: 31-07-2024

Application Number	Application Type	Received Date	Property Address	Proposal Description	Estimated Cost
P285/2024v P/N: 1	Planning Application (VicSmart)	27/06/2024	53 Lois St, St Albans	General Residential Zone (GRZ) Subdivision - Residential and PPAR-Subdivision of land 2 LOT RESIDENTIAL SUBDIVISION (PS 910440W)	$0

Determination: PPI (Permit Issued by Delegate)

Determination Date: 02-07-2024

Application Number	Application Type	Received Date	Property Address	Proposal Description	Estimated Cost
P290/2024 P/N: 1	Planning Application	27/06/2024	1/216B Main Rd East, St Albans	Commercial 1 Zone (C1Z) Liquor License and Car Parking Reduction and PPAR-Liquor License and P INTERNAL RE-ARRANGEMENT OF THE BUILDING	$7,400

Determination: PNPR (No Permit Required)

Determination Date: 09-07-2024

P286/2024v P/N: 1	Planning Application (VicSmart)	28/06/2024	5 Erica Ave, St Albans	General Residential Zone (GRZ) Dwelling Works (including fence) and PPAR-Extend exist dwell or assoc BUILDINGS AND WORKS (CARPORT AND VERANDAH) ASSOCIATED WITH AN EXISTING DWELLING IN A DESIGN AND DEVELOPMENT OVERLAY SCHEDULE 9	$8,500

Determination: PPI (Permit Issued by Delegate)

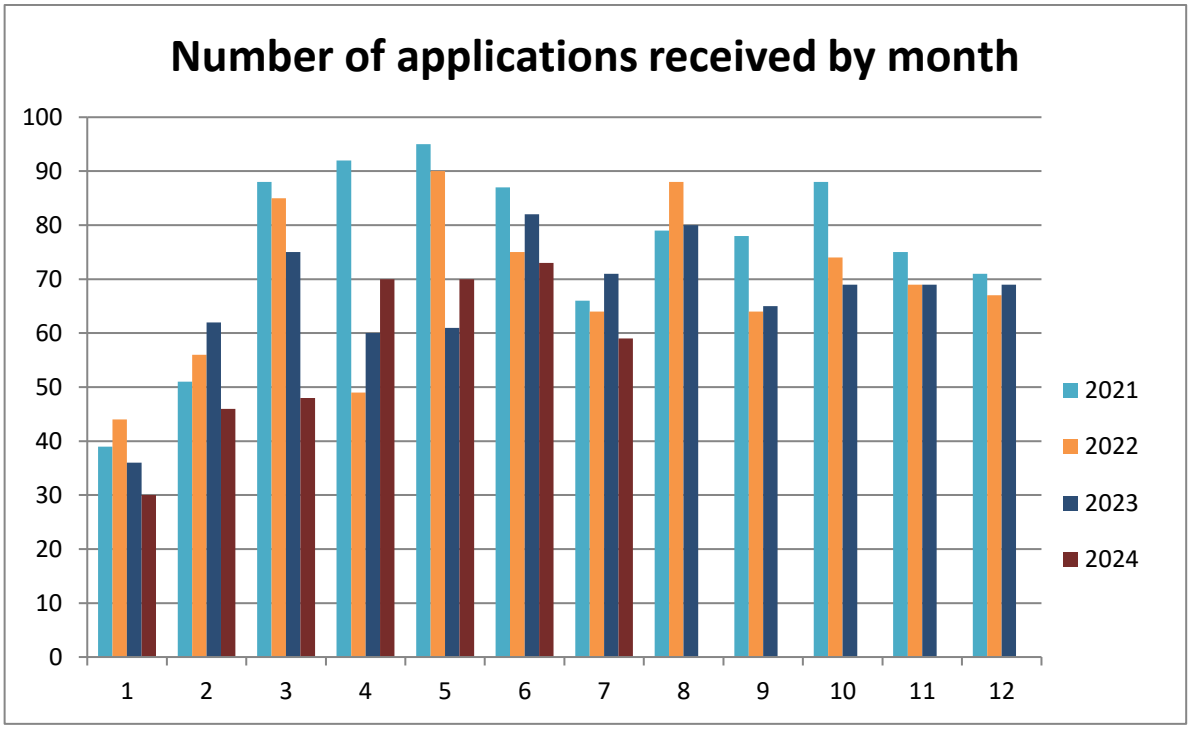
Determination Date: 18-07-2024

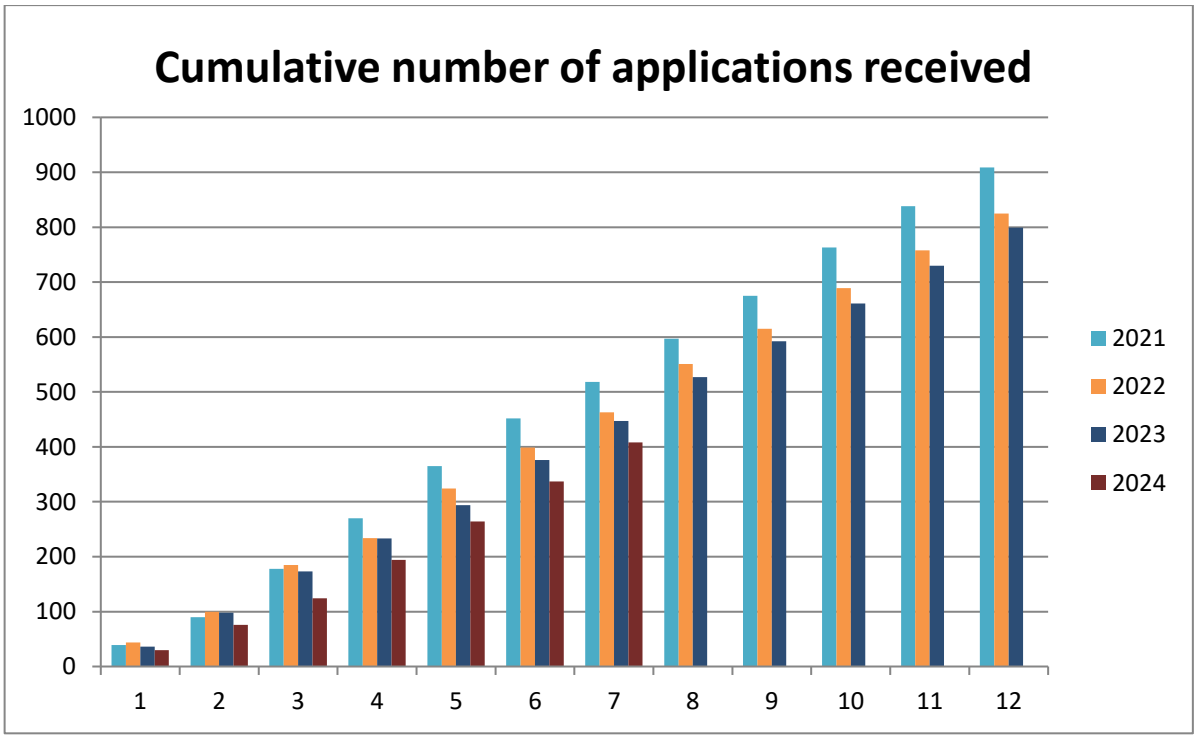
Summary

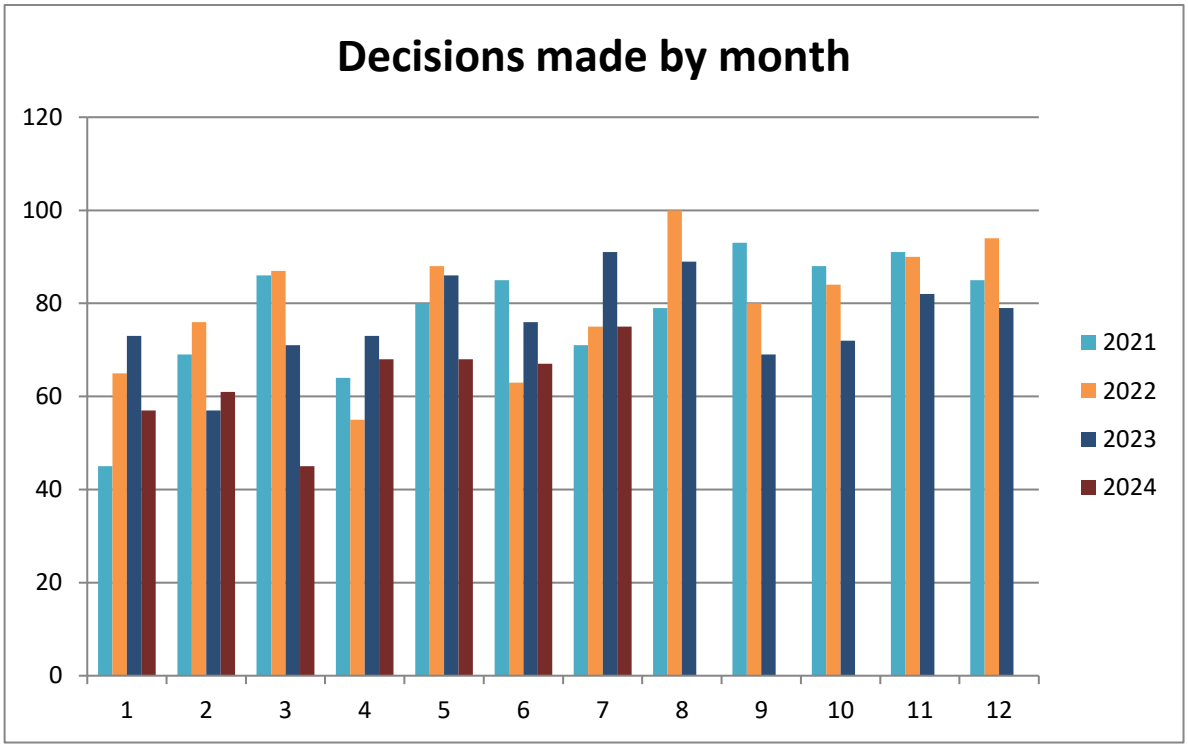
			Initial / Amended	
Planning Applications:	75		68	7
General		*58*		
VicSmart		*17*		
Subdivision Certification Applications:	15		15	0
Total Applications:	**90**			

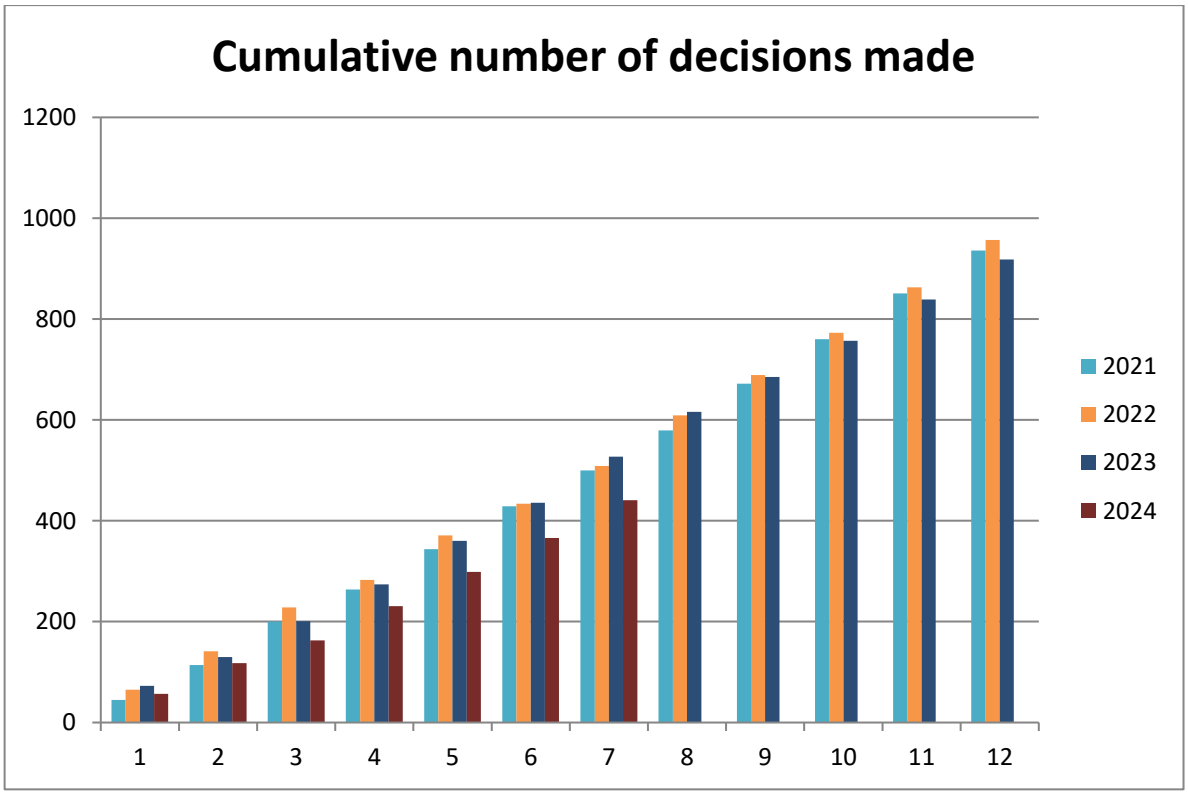
Total Estimated Cost: **$69,604,609**

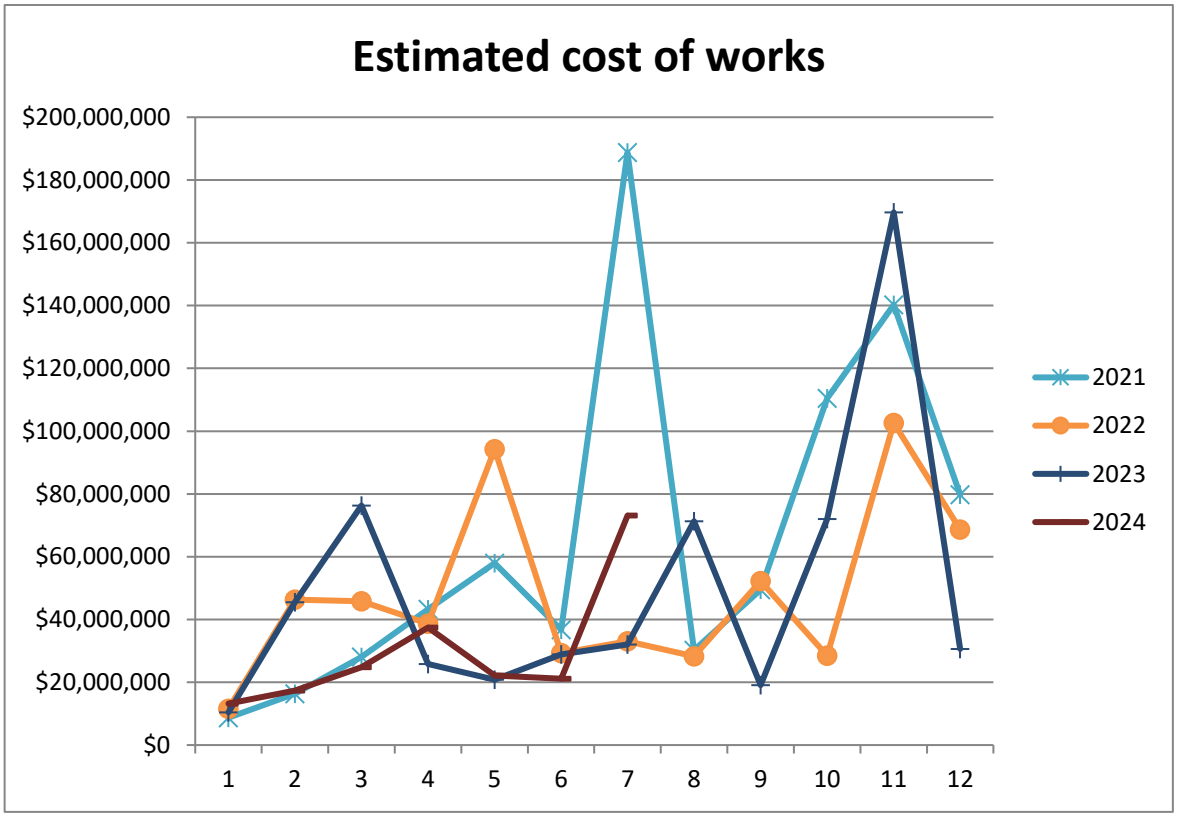
Graphical representation of data from last three years

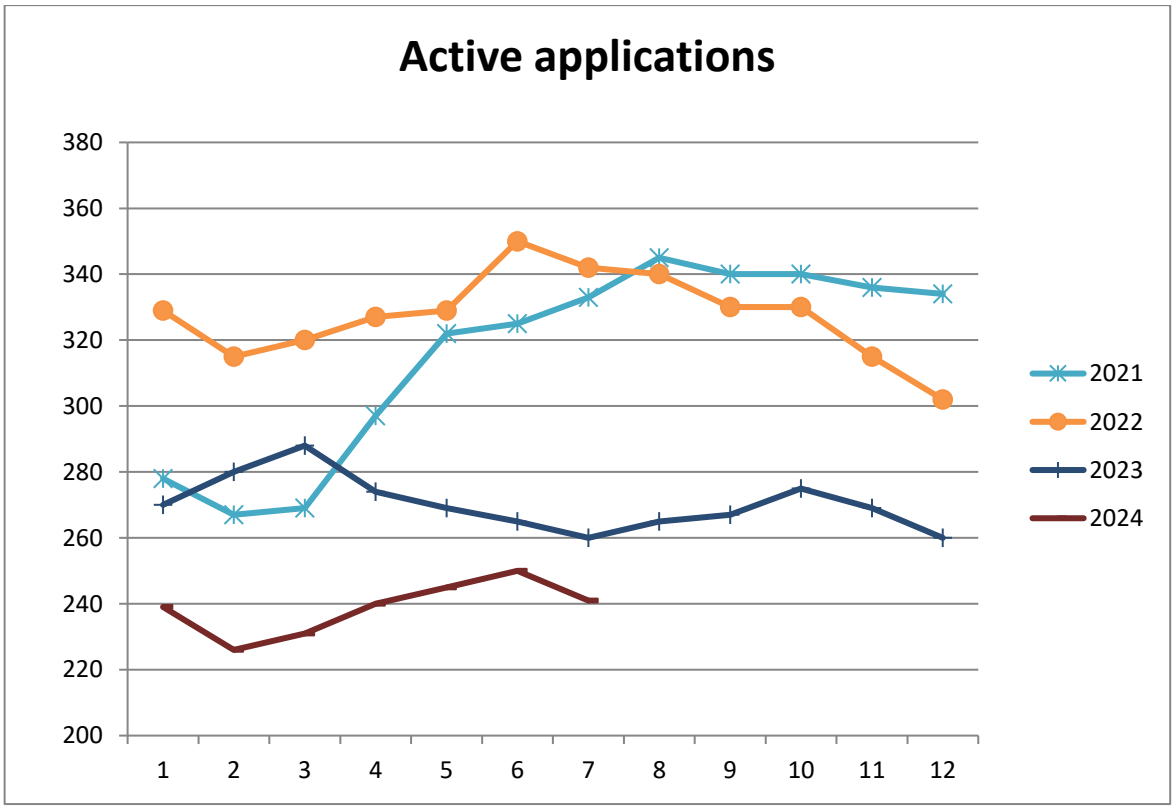





Decisions made by month
120
100
80
60
40
20
0
1
2
3
4
5
6
7
8
9
10
11
12
2021
2022
2023
2024


Cumulative number of decisions made
1200
1000
800
600
400
200
0
1
2
3
4
5
6
7
8
9
10
11
12
2021
2022
2023
2024


Estimated cost of works
$200,000,000
$180,000,000
$160,000,000
$140,000,000
$120,000,000
$100,000,000
$80,000,000
$60,000,000
$40,000,000
$20,000,000
$0
1
2
3
4
5
6
7
8
9
10
11
12
2021
2022
2023
2024


Active applications
380
360
340
320
300
280
260
240
220
200
1
2
3
4
5
6
7
8
9
10
11
12
2021
2022
2023
2024

Planning Scheme Amendment Summary – As at 31 July 2024

The table below shows the status of current planning scheme amendments:

Amendment	Intent	Status	Progress summary
Amendment C219brim – Heritage Update	Update heritage properties in the Grand Junction and Matthews Hill Estate precincts and include Beaufort Houses and Quonset Warehouse	Council officers submitted Amendment C219 to the Minister for Planning for authorisation on 20 December 2022. The Minister is yet to determine this matter. Note: On 31 May 2024 the Minister prepared and approved Amendment C240 to maintain interim heritage protection on five properties until 30 May 2025.	At the Council Meeting on 13 December 2022, Council resolved to request the Minister for Planning to authorise the preparation and exhibition of Amendment C219. Council officers submitted Amendment C219 to the Department of Transport and Planning seeking authorisation on 20 December 2022. The Minister did not determine to authorise the preparation of the Amendment within the required 10 business day timeframe and has placed the amendment on further review. The Minister is yet to determine this matter. Note: The Minister prepared and approved Amendment C234 on 25 August 2022 to extend the interim Heritage Overlay applied to five properties within the Grand Junction Estate and Matthew's Hill Precinct until 30 June 2023. The Minister prepared and approved Amendment C237 on 29 June 2023 to extend the interim Heritage Overlay applied to these five properties until 31 May 2024. The Minister prepared and approved Amendment C240 on 30 May 2024 to extend the interim Heritage Overlay applied to these five properties until 30 May 2025. Amendment C219 proposes to apply the Heritage Overlay permanently.
Amendment C227brim – Heritage Overlay Sunshine Silos	Apply Heritage Overlay (permanent) to 2 Wright Street, Sunshine	Council officers submitted Amendment C227 to the Minister for Planning for approval on 20 December 2022. The Minister is yet to determine this matter.	At the Council Meeting on 14 January 2021, Council resolved to authorise the Director City Development to seek authorisation from the Minister to authorise the preparation and exhibition of Amendment C227. Council lodged the request on 26 March 2021. The Manager, State Planning Services, under delegation, gave conditional authorisation on 17 November 2021.

Amendment	Intent	Status	Progress summary
			The Amendment was exhibited from 24 February 2022 to 25 March 2022, with four submissions received. Council endorsed a Post Exhibition Report about the submissions received at the Council Meeting on 23 June 2022 and subsequently requested a planning panel to be convened. The Directions Hearing was held on 25 July 2022 and the Planning Panel was held on 29, 30 and 31 August 2022. There was one submitter in addition to Council's submission. On 20 September 2022 officers received the Planning Panel Report and the recommendations were presented to Council for consideration at the Council Meeting on 13 December 2022, where the Amendment was adopted, with changes. Council officers submitted the Amendment to the Minister for approval on 20 December 2022. The Minister is yet to determine this matter.
Amendment C239 – Housing and Neighbourhood Character Strategy	Implements the Brimbank Housing and Neighbourhood Character Strategy (2024) by making changes to zones and ordinances in the Brimbank Planning Scheme.	Authorisation was requested 19 July 2024	At the Council Meeting on 18 June 2024, Council resolved to seek authorisation to prepare and exhibit the Amendment. A request seeking authorisation from the Minister for Planning to prepare and exhibit Amendment C239 was sent 19 July 2024.

12.2	**Planning Application P475/2023 for 8 Rawson Avenue, Sunshine**
Directorate	City Futures
Director	Kelvin Walsh
Manager	Kristen Gilbert
Attachment(s)	1. Zoning map [**12.2.1** - 1 page] 2. Aerial Photo [**12.2.2** - 1 page] 3. Considered Plans [**12.2.3** - 12 pages] 4. Detailed Assessment [**12.2.4** - 36 pages] 5. Proposed Conditions [**12.2.5** - 5 pages]

Purpose

For Council to consider planning permit application P475/2023 for alterations to the existing dwelling and construction of two double storey dwellings to the rear at 8 Rawson Avenue, Sunshine, against the provisions of the Brimbank Planning Scheme.

Officer Recommendation

That Council issue a Notice of Decision to Grant Planning Permit P475/2023 for alterations to the existing dwelling and the construction of two double storey dwellings at the rear at 8 Rawson Avenue, Sunshine, subject to the conditions at Attachment 5 of this report.

Background

The subject site is located on the eastern side of Rawson Avenue in Sunshine, with a dual frontage where the rear boundary faces the end of Lorenz Street (refer to **Attachments 1 and 2**). Lorenz Street has a court bowl type configuration. Dual lot frontages are uncommon in the area, with this site and the one to its south being the only examples. The site is regular in shape and generally flat with a frontage of 15.24 metres to Rawson Avenue, a frontage of approximately 10.6 metres to Lorenz Street and a depth of 41.48 metres. The total site area is 632 square metres. The site is currently occupied by a single storey weatherboard dwelling where the rear yard is dominated with covered structures and outbuildings that are proposed to be removed.

The application seeks approval for alterations to the existing dwelling including a new carport and internal alterations, and the construction of two double storey dwellings to the rear facing Lorenz Street (refer to **Attachment 3**). The two double storey dwellings are proposed in a side-by-side layout. The existing dwelling will continue to face Rawson Avenue and have all access from this street.

Matters for Consideration

The site and the surrounding area are located within the General Residential Zone Schedule 1. The predominant housing stock in the area is large single storey dwellings on generous sized allotments, or more recent single and double storey dwellings in the form of medium density housing. Examples of the more recent development are located immediately to the south where there are two single storey dwellings facing Rawson Avenue, and immediately to the north-east where there are four double storey dwellings fronting Lorenz Street.

The application was referred internally to Council's Traffic Engineers, Drainage Engineers and Environmentally Sustainable Design (ESD) Officer. All supported the application subject to proposed conditions being included on any planning permit that is issued.

Council's Waste Services Team supports the application, however initially requested 'no standing' signs along the top of the court bowl to ensure waste vehicles are not obstructed when entering the street to collect the waste. Following further discussions on this matter, they have agreed that this is imperative given the garbage trucks reverse down the street and do not need to turn in the court bowl. This matter is discussed in the Detailed Assessment contained at **Attachment 4.** No external referrals were required.

The Detailed Assessment indicates there is strategic justification and policy support for this application, as well as a high level of compliance with the required objectives and associated standards of Clause 55. It is recommended that the application be approved subject to the conditions at **Attachment 5** to this report.

Community Engagement

The application was advertised on two separate occasions, both times in accordance with the notice requirements of section 52(1)(a) and (d) of the *Planning and Environment Act 1987* (*the Act*). At the end of the first public notification process a total of 12 submissions had been received.

Following the feedback provided in the objections and from officers, the applicant amended the plans under section 57 of *the Act*, with the main change relating to the setback of the proposed dwellings from the Lorenz Street frontage and the entry to Dwelling 2. These plans were then advertised in May 2024 and received three additional objections, all of which were from previous objectors. This means there were objections received from a total of 12 different people.

The main concerns raised were on the grounds of adverse impact on neighbourhood character including removing the safety/function of the Lorenz Street court bowl, overdevelopment, overshadowing, waste pick up, safety issues with additional accesses from Lorenz Street, increased parking along Lorenz Street and lack of adequate parking on site.

The concerns raised by the objectors are discussed in the Detailed Assessment at **Attachment 4** to this report.

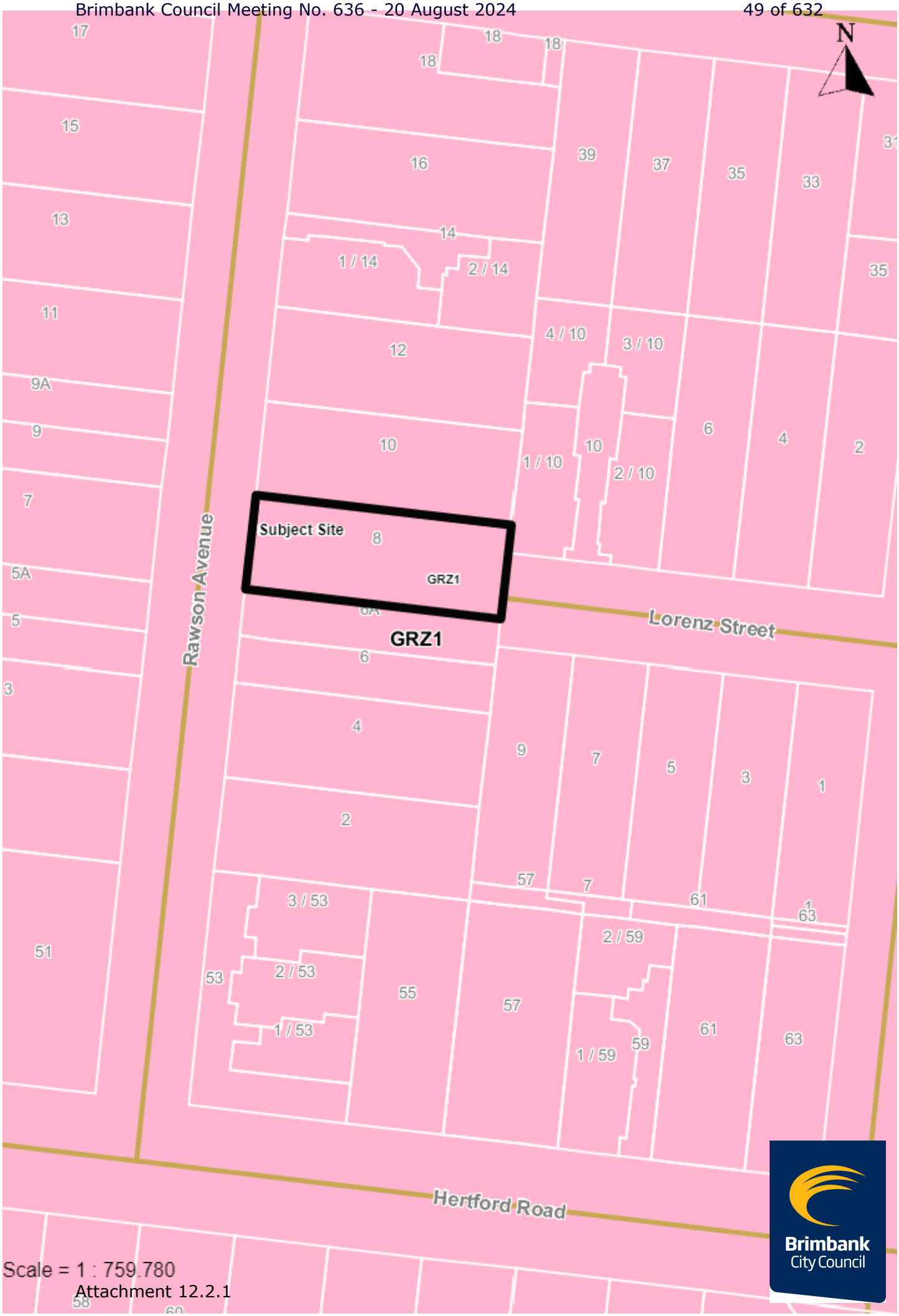
Resource And Risk Implications

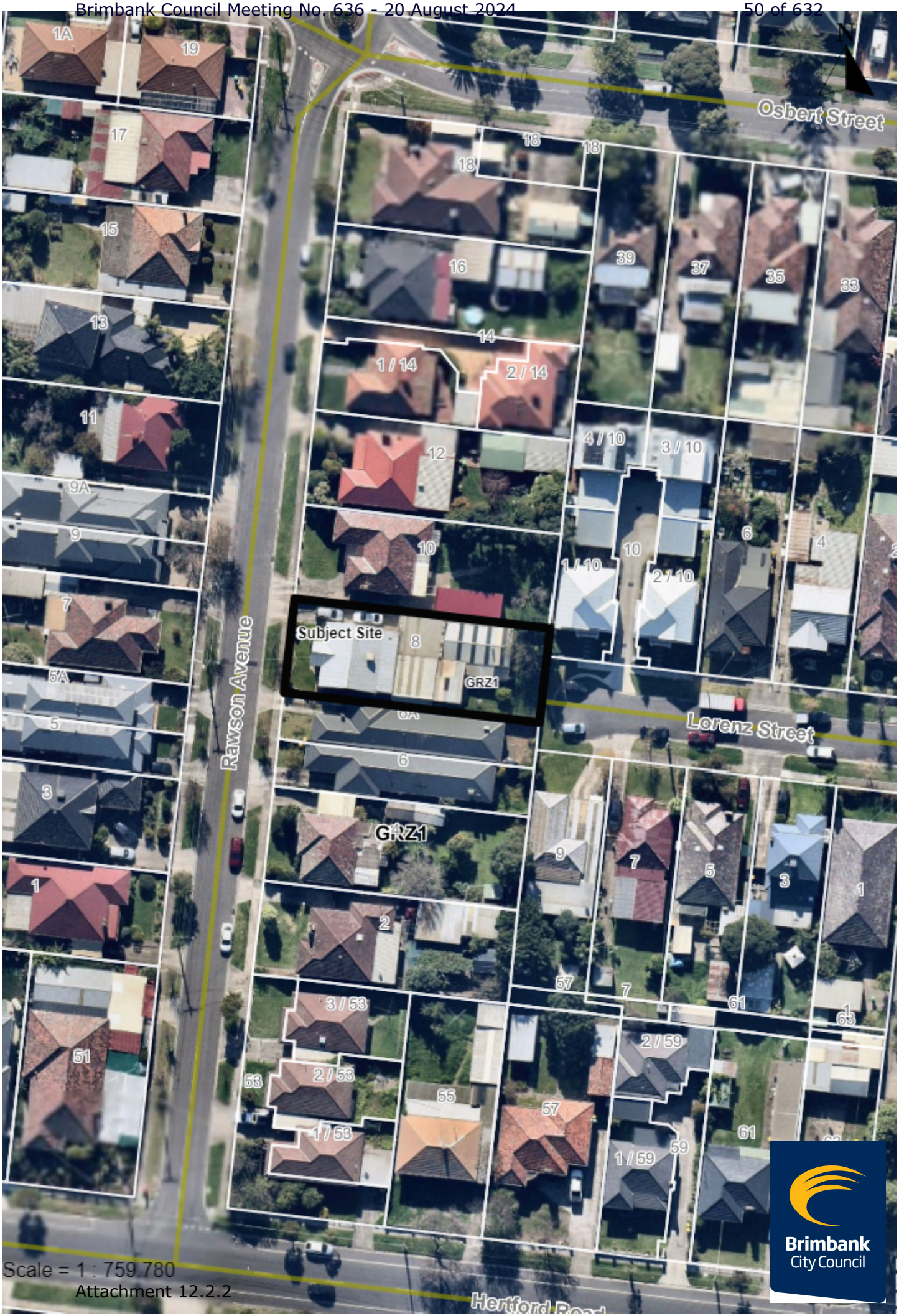
Resource requirements can be met within the Annual Budget 2024/2025. There are no Community, Environmental, Financial, Regulatory or Safety risks.

Legislation/Council Plan/Policy Context

This report has been prepared under the relevant guiding principles of the Brimbank Planning Scheme and the *Planning and Environment Act 1987.*

Council officers contributing to the preparation and approval of this report, have no conflicts of interests to declare.


N
Subject Site
8
GRZ1
GRZ1
Rawson Avenue
Lorenz Street
Hertford Road
17
18
18
18
15
16
39
37
35
33
13
14
1 / 14
2 / 14
35
11
12
4 / 10
3 / 10
9A
9
10
10
1 / 10
2 / 10
6
4
2
7
5A
5
6A
6
3
4
9
7
5
3
1
2
57
7
61
63
3 / 53
2 / 59
51
53
2 / 53
55
57
61
63
1 / 53
1 / 59
59
Scale = 1 : 759.780
Attachment 12.2.1

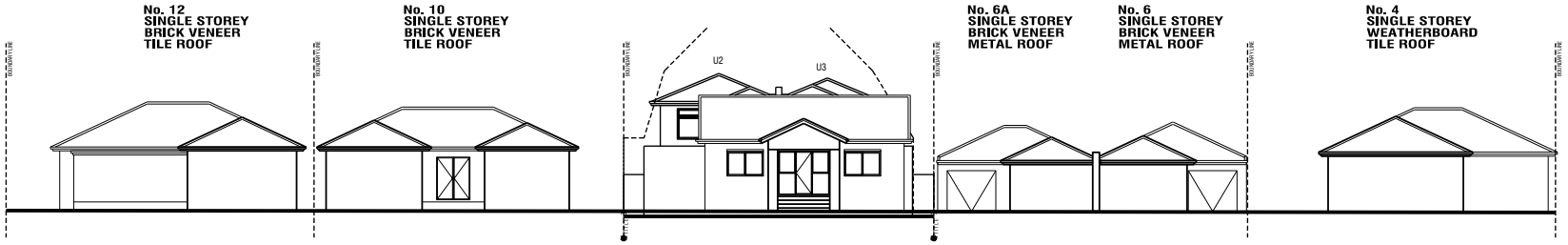

Osbert Street
Rawson Avenue
Lorenz Street
Hertford Road
Subject Site
GRZ1
GRZ1
N
Scale = 1 : 759.780
Attachment 12.2.2
Brimbank City Council

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WEST ELEVATION (RAWSON AVENUE)

EXISTING ELEVATIONS



WEST ELEVATION (RAWSON AVENUE)

PROPOSED ELEVATIONS

Attachment 12.2.3

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Revisions

Rev- 28.02.2024 RESPONSE TO COUNCIL'S RFI

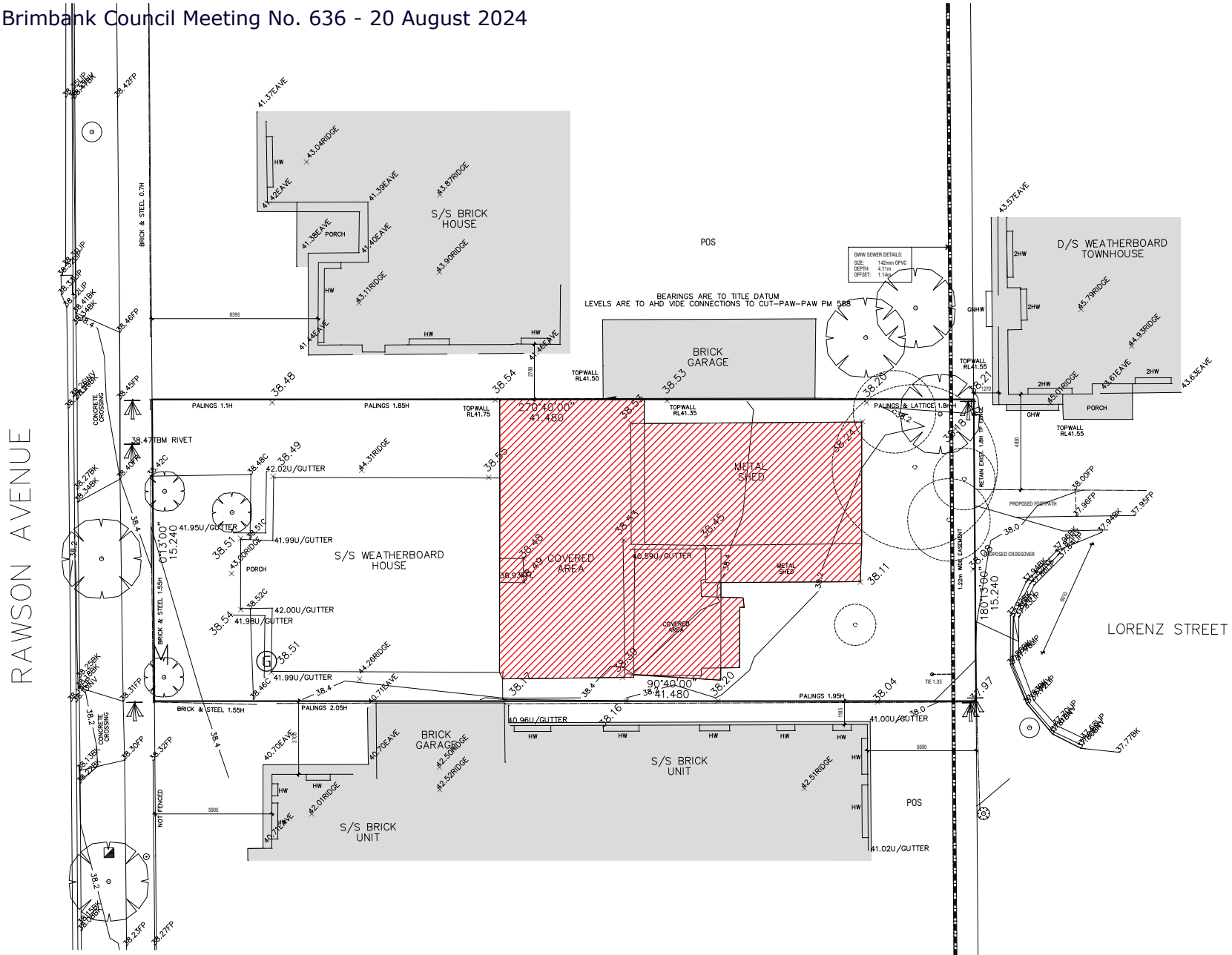
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DATE	SCALE	DRAWN BY	PROJECT No.
NOV 2023	1:250@A3	C.M	7590

STREET ELEVATIONS

UNIT DEVELOPMENT
8 RAWSON STREET, SUNSHINE

SE
REV-



LEGEND

AREA TO BE DEMOLISHED SHOWN IN THIS HATCH

TREE TO BE REMOVED

ALL BOUNDARIES TO BE FENCED DURING DEMOLITION

WORKS CLOSE PROXIMITY TO BOUNDARY LINE MUST BE CARRIED OUT BY HANDS (NO MACHINERY)

COPY OF BUILDING PERMIT TO BE DISPLAYED AT THE FRONT OF THE SITE AT ALL TIMES.

NORTH

ALL LEVELS SHOWN ARE TO AHD.

Revisions

Rev	17.08.2023 TOWN PLANNING SUBMISSION
Rev	28.02.2024 RESPONSE TO COUNCIL'S RFI

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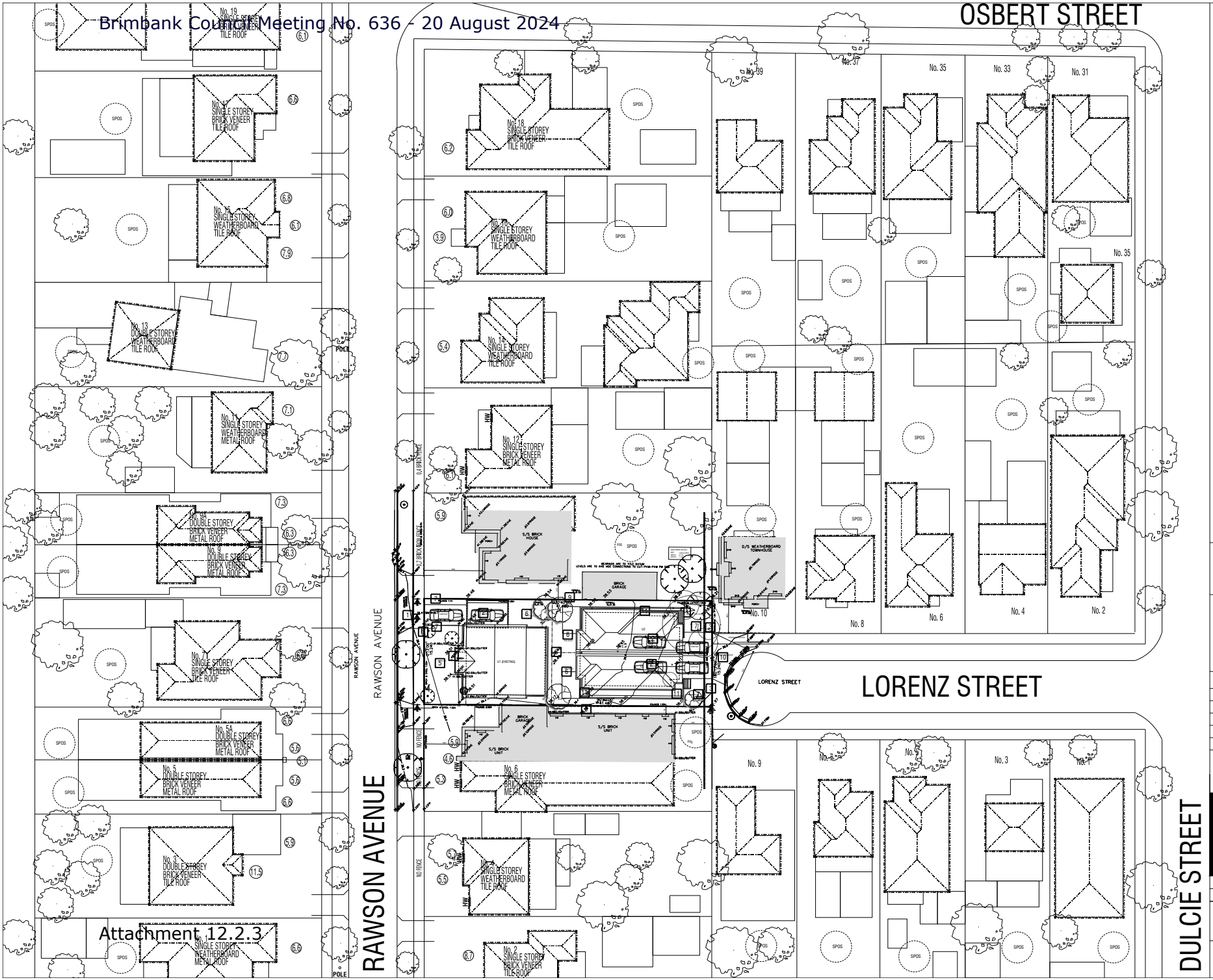
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DEMOLITION PLAN

UNIT DEVELOPMENT
8 RAWSON AVENUE, SUNSHINE

DMP REV_

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DESIGN RESPONSE

1. EXISTING CROSSOVER TO SERVICE UNIT 1.
2. PROPOSED VEHICLE STORAGE FOR ALL UNITS ARE LOCATED BEHIND THE LINE OF THE FRONT DWELLING TO HIDE THE DOMINANCE OF CAR PARKING STRUCTURES FROM THE STREET-SCAPE.
3. NEW MAILBOXES FOR ALL UNITS.
4. PROPOSED FRONT STREET SETBACK TO DEVELOPMENT IS SYMPATHETIC TO THE ADJOINING NEIGHBOURS.
5. LARGE LAWN AREA PROVIDES SPACE FOR LANDSCAPING.
6. OPEN SPACES TO UNITS ARE ORIENTED TOWARDS NORTH PROVIDING FUTURE RESIDENCES WITH EXCELLENT SOLAR ACCESS AND NORTH LIGHT. OPEN SPACE ON SITE FOR EACH DWELLING IS DISTRIBUTED TO THE REAR AND THROUGHOUT THE SITE. THE DEVELOPMENT WILL PROVIDE SUFFICIENT PRIVATE OPEN SPACE FOR THE REASONABLE RECREATION, SERVICE AND STORAGE NEEDS OF RESIDENTS. THE PRIVATE OPEN SPACES FOR ALL DWELLINGS ARE LOCATED OFF LIVING AREAS.
7. LANDSCAPING LOCATION TO PROVIDE SOFT BUFFER AND SCREENING BETWEEN THE ADJOINING PROPERTIES.
8. SETBACKS BETWEEN UNITS AIMS TO RETAIN EXISTING SIGHT LINES WITHIN AND THROUGH THE SITE. THIS WILL ALSO REDUCE VISUAL BULK OF THE NEW DEVELOPMENT.
9. THERE ARE NO PROPOSED WALLS TO BE BUILT TO ANY BOUNDARY FOR THIS DEVELOPMENT.
10. PROPOSED CROSSOVER ALONG LORENZ STREET LOCATED TO THE REAR OF THE SITE TO PROVIDE VEHICLE ACCESS TO UNIT 2 & 3.
11. UPPER FLOOR LEVEL OF DWELLINGS SETBACK FROM SIDE BOUNDARIES TO REDUCE OVERSHADOWING AND VISUAL BULK TO ADJOINING PROPERTIES. UPPER LEVEL FOOTPRINT IS OFFSET WITHIN THE GROUND FLOOR ENVELOPE TO REDUCE VISUAL BULK AND CREATE A MORE GRADUAL TRANSITION BETWEEN THE SINGLE STOREY AND TWO-STOREY BUILDING FORM.

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Rev-	20.11.2023	RESPONSE TO COUNCIL'S RFI
Rev-	28.02.2024	RESPONSE TO COUNCIL'S RFI
Rev-	30.04.2024	RESPONSE TO COUNCIL'S RFI

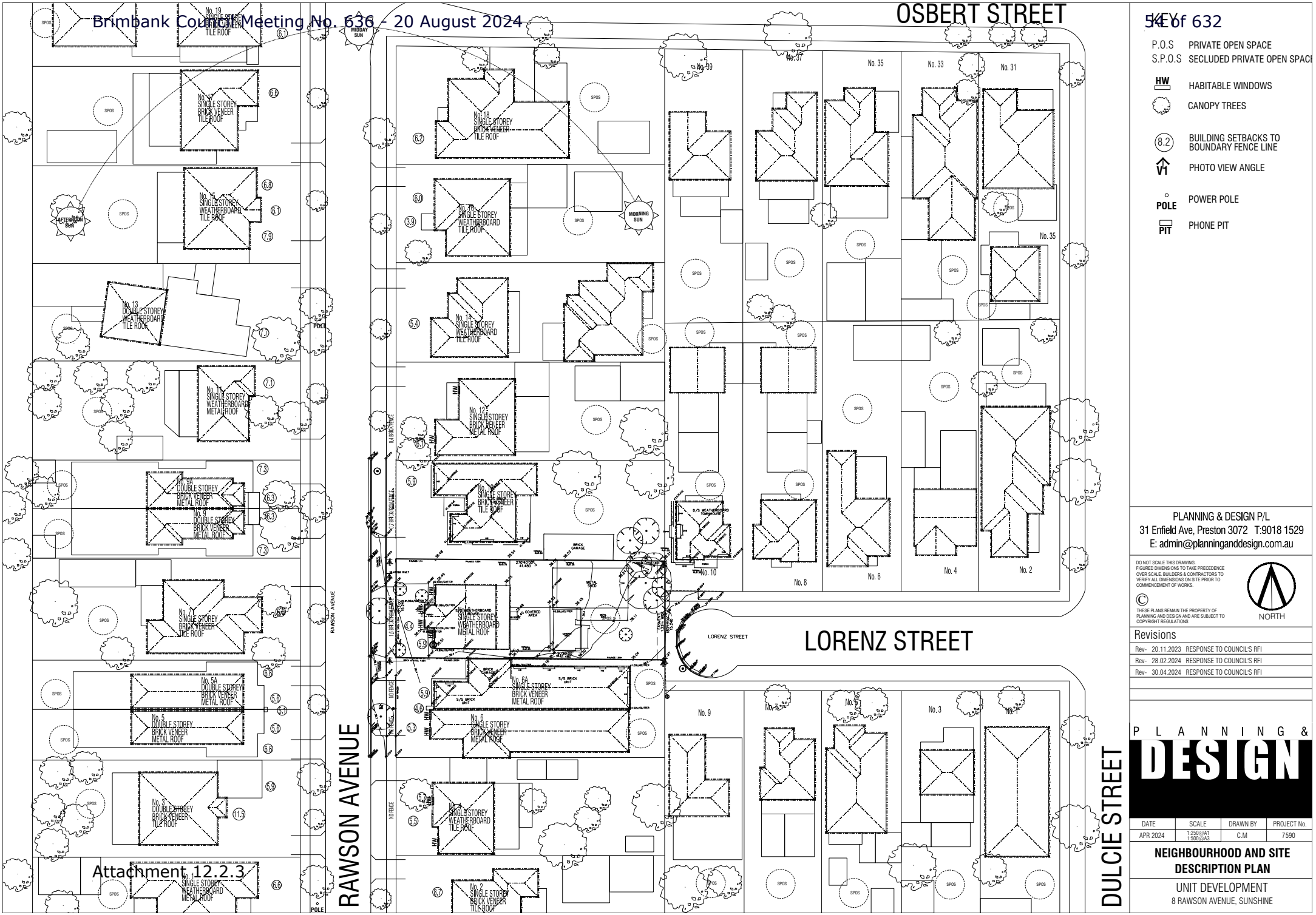
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DESIGN RESPONSE

UNIT DEVELOPMENT
8 RAWSON AVENUE, SUNSHINE

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Attachment 12.2.3

KEY

- P.O.S PRIVATE OPEN SPACE
- S.P.O.S SECLUDED PRIVATE OPEN SPACE
- HW HABITABLE WINDOWS
- CANOPY TREES
- 8.2 BUILDING SETBACKS TO BOUNDARY FENCE LINE
- V1 PHOTO VIEW ANGLE
- POLE POWER POLE
- PIT PHONE PIT

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Revisions

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Rev-	30.04.2024	RESPONSE TO COUNCIL'S RFI

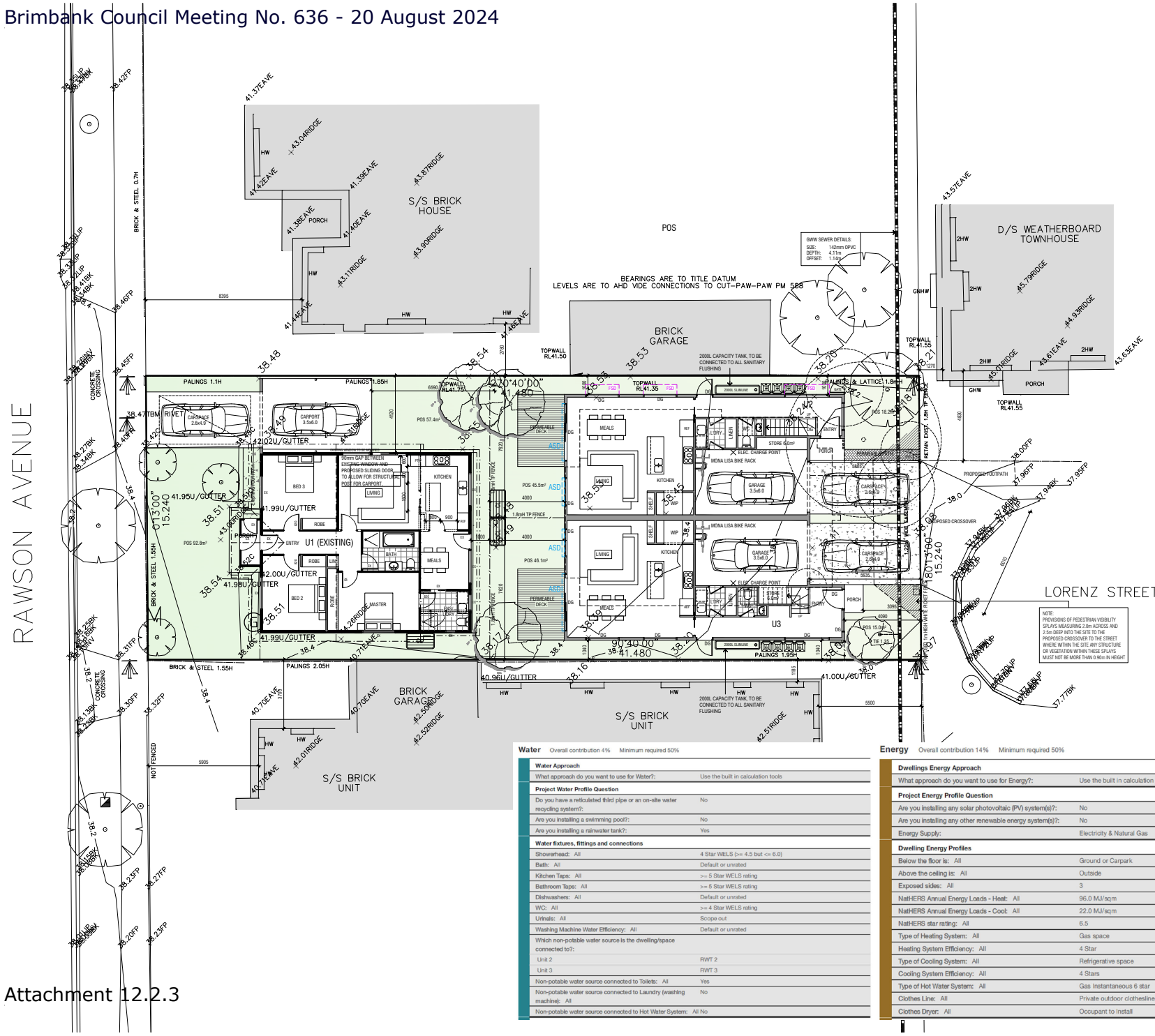
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NEIGHBOURHOOD AND SITE DESCRIPTION PLAN

UNIT DEVELOPMENT
8 RAWSON AVENUE, SUNSHINE

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AREA SCHEDULE:

UNIT 1 (EXISTING)

GROUND FLOOR AREA:		110.0 m²
CARPORT:		23.8 m²
TOTAL AREA:	14.4 SQ	133.8 m²
TOTAL POS:		150.2 m²

UNIT 2

GROUND FLOOR AREA:		67.3 m²
FIRST FLOOR AREA:		76.9 m²
GARAGE:		24.3 m²
PORCH:		2.2 m²
TOTAL AREA:	18.3 SQ	170.7 m²
TOTAL POS:		63.7 m²

UNIT 3

GROUND FLOOR AREA:		69.8 m²
FIRST FLOOR AREA:		65.3 m²
GARAGE:		22.4 m²
PORCH:		1.4 m²
TOTAL AREA:	17.1 SQ	158.9 m²
TOTAL POS:		61.1 m²

SITE

SITE AREA:		632.1 m²
SITE COVERAGE:	52.6%	332.5 m²
SITE PERMEABILITY:	40.0%	253.4 m²
GARDEN AREA REQ:	38.2%	241.9 m²

Water Overall contribution 4% Minimum required 50%

Water Approach	
What approach do you want to use for Water?:	Use the built in calculation tools
Project Water Profile Question	
Do you have a reticulated third pipe or an on-site water recycling system?:	No
Are you installing a swimming pool?:	No
Are you installing a rainwater tank?:	Yes
Water fixtures, fittings and connections	
Showerhead: All	4 Star WELS (>= 4.5 but <= 6.0)
Bath: All	Default or unrated
Kitchen Taps: All	>= 5 Star WELS rating
Bathroom Taps: All	>= 5 Star WELS rating
Dishwashers: All	Default or unrated
WC: All	>= 4 Star WELS rating
Urinals: All	Scope out
Washing Machine Water Efficiency: All	Default or unrated
Which non-potable water source is the dwelling/space connected to?:	
Unit 2	RWT 2
Unit 3	RWT 3
Non-potable water source connected to Toilets: All	Yes
Non-potable water source connected to Laundry (washing machine): All	No
Non-potable water source connected to Hot Water System: All	No

Energy Overall contribution 14% Minimum required 50%

Dwellings Energy Approach	
What approach do you want to use for Energy?:	Use the built in calculation tools
Project Energy Profile Question	
Are you installing any solar photovoltaic (PV) system(s)?:	No
Are you installing any other renewable energy system(s)?:	No
Energy Supply:	Electricity & Natural Gas
Dwelling Energy Profiles	
Below the floor is: All	Ground or Carpark
Above the ceiling is: All	Outside
Exposed sides: All	3
NatHERS Annual Energy Loads - Heat: All	96.0 MJ/sqm
NatHERS Annual Energy Loads - Cool: All	22.0 MJ/sqm
NatHERS star rating: All	6.5
Type of Heating System: All	Gas space
Heating System Efficiency: All	4 Star
Type of Cooling System: All	Refrigerative space
Cooling System Efficiency: All	4 Stars
Type of Hot Water System: All	Gas Instantaneous 6 star
Clothes Line: All	Private outdoor clothesline
Clothes Dryer: All	Occupant to Install

NORTH

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Revisions

Rev	
Rev	17.08.2023 TOWN PLANNING SUBMISSION
Rev	28.02.2024 RESPONSE TO COUNCIL'S RFI

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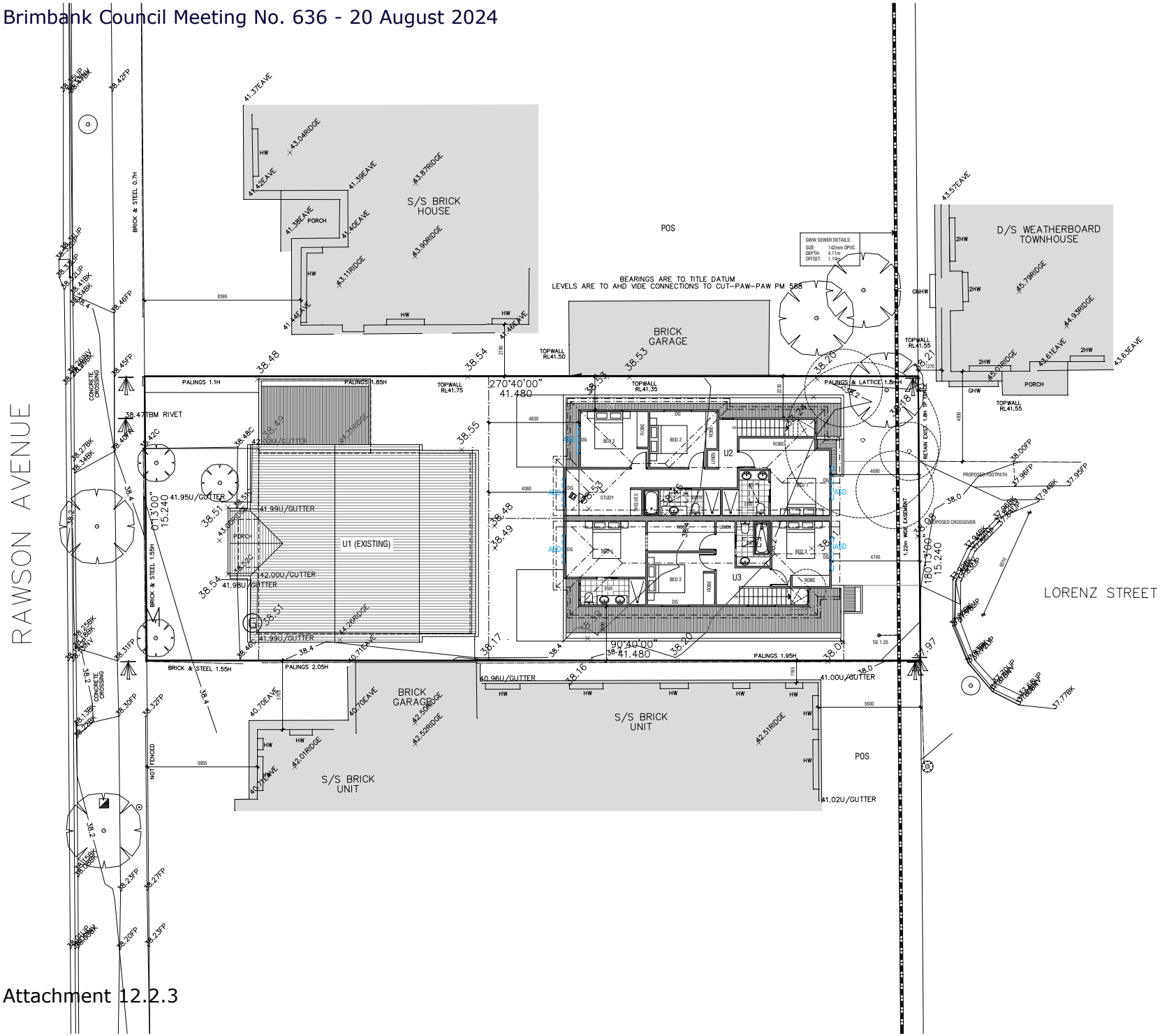
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GROUND FLOOR PLAN

UNIT DEVELOPMENT
8 RAWSON AVENUE, SUNSHINE

TP01 REV_

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Attachment 12.2.3

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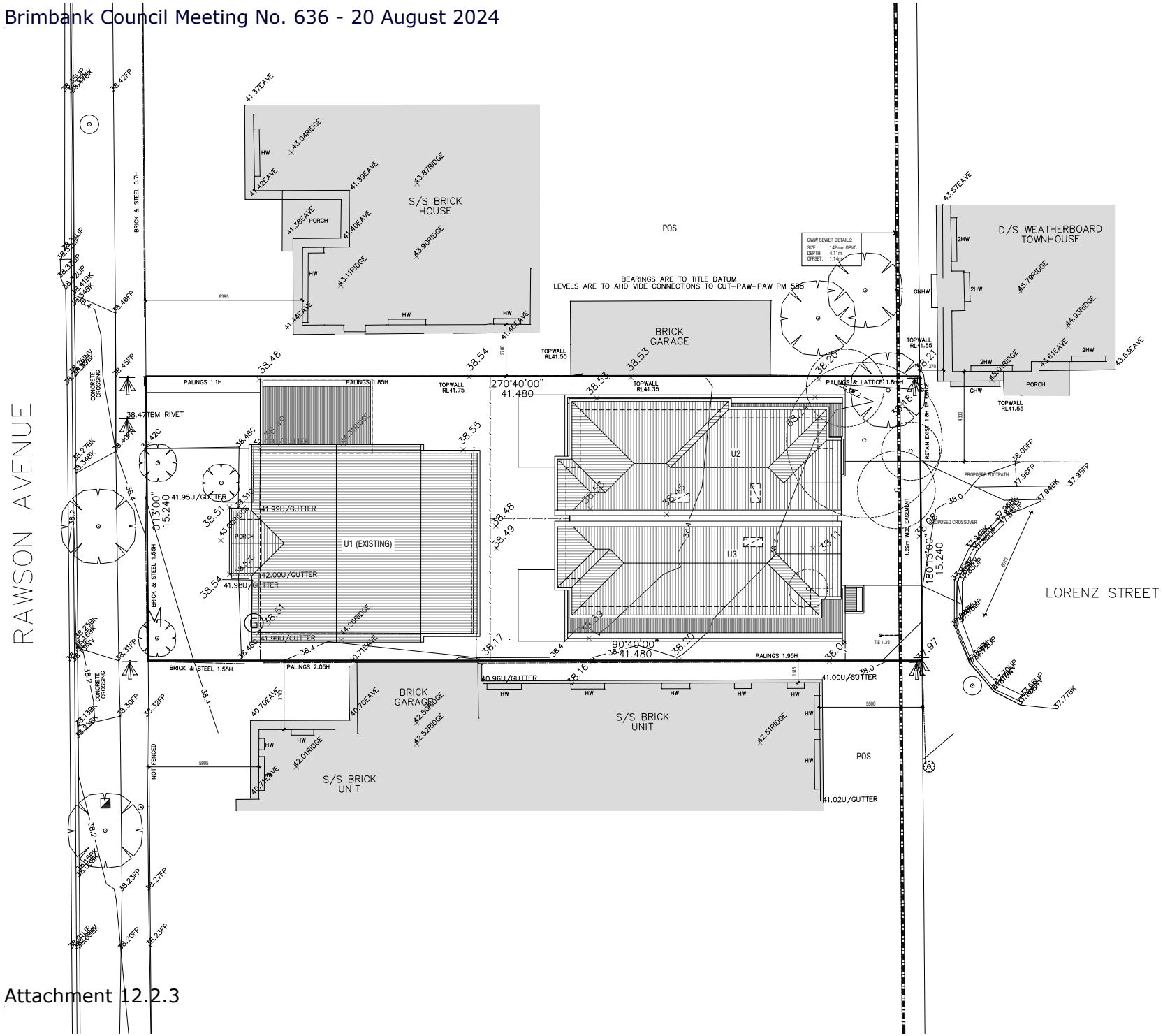
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FIRST FLOOR PLAN

UNIT DEVELOPMENT
8 RAWSON AVENUE, SUNSHINE

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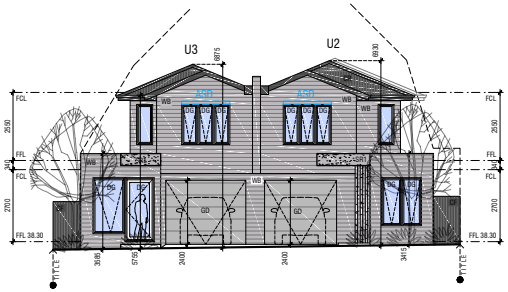
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ROOF PLAN

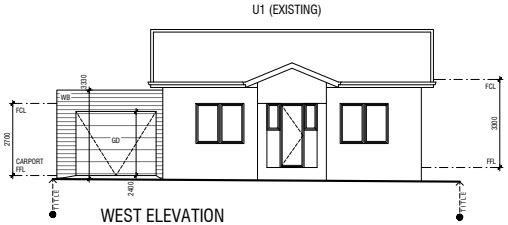
UNIT DEVELOPMENT
8 RAWSON AVENUE, SUNSHINE

TP03 REV_

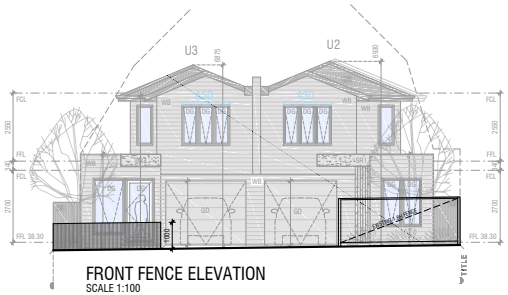
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EAST ELEVATION
SCALE 1:100



WEST ELEVATION
SCALE 1:100



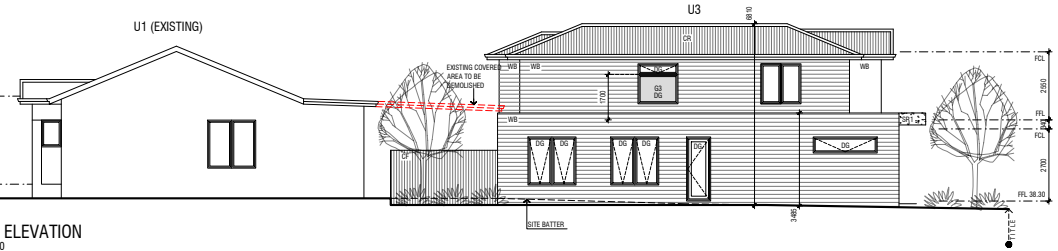
FRONT FENCE ELEVATION
SCALE 1:100

MATERIAL SCHEDULE:

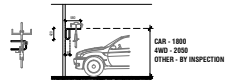
SR1	SMOOTH RENDER FINISH
FB	FACEBRICK WALL
GD	SELECTED GARAGE DOOR
WB	JAMES HARDIE LINEA CLAD
G1	OBS GLASS FIXED
G2	OBS GLASS - 150mm RESTRICTED AWNING
G3	FIXED OBSCURE GLAZING (NOT FILM) WITH A MAXIMUM TRANSPARENCY OF 25% TO A MINIMUM HEIGHT OF 1.7m ABOVE THE FINISHED FLOOR LEVEL
CF	1.8m HIGH COLORBOND FENCE
KR	KLIP-LOK ROOF AT 2 DEGREE PITCH
CR	SELECTED COLORBOND ROOF AT 22.5 DEGREE PITCH

ALUMINIUM WINDOWS THROUGH-OUT

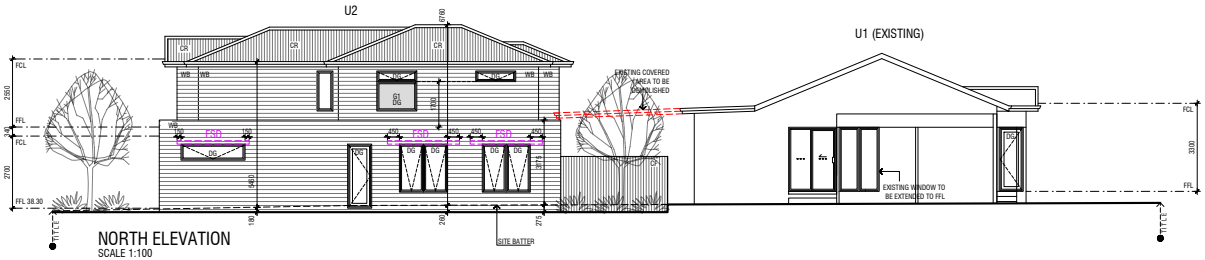
COLORBOND GUTTERS, FASCIA'S AND DOWNPIPES



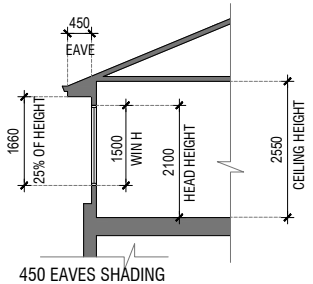
SOUTH ELEVATION
SCALE 1:100



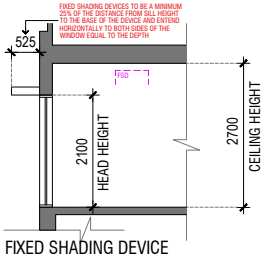
MONA LISA BICYCLE RACK
SCALE 1:100



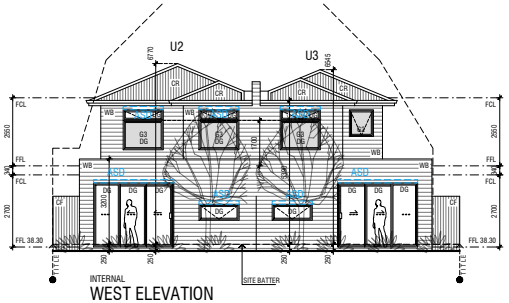
NORTH ELEVATION
SCALE 1:100



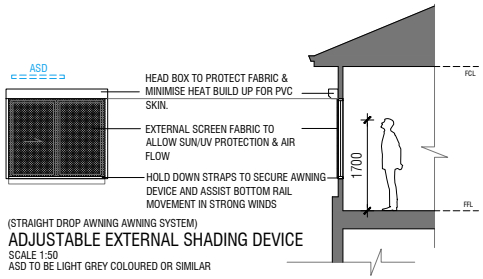
450 EAVES SHADING
SCALE 1:50



FIXED SHADING DEVICE
SCALE 1:50
FSD TO BE LIGHT GREY COLOURED OR SIMILAR



WEST ELEVATION
SCALE 1:100



(STRAIGHT DROP AWNING AWNING SYSTEM)
ADJUSTABLE EXTERNAL SHADING DEVICE
SCALE 1:50
ASD TO BE LIGHT GREY COLOURED OR SIMILAR

Attachment 12.2.3

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Revisions

Rev	
12.08.2023	TOWN PLANNING SUBMISSION
28.02.2024	RESPONSE TO COUNCILS RFI

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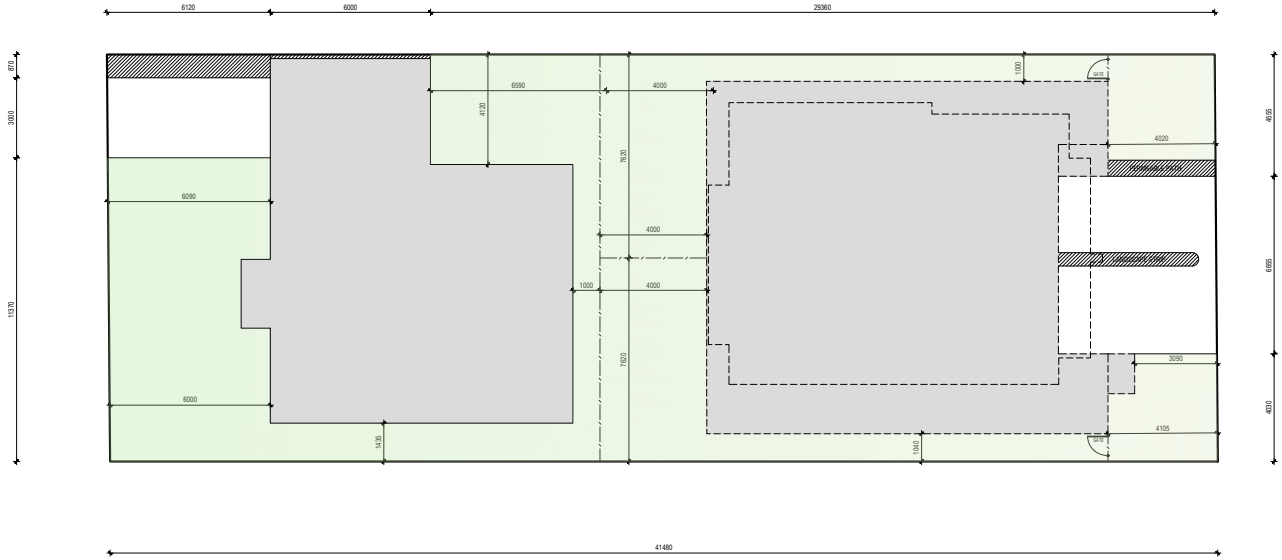
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FEB 2024	1:100@A1	DM/JS		7580

ELEVATIONS

UNIT DEVELOPMENT
8 RAWSON AVENUE, SUNSHINE

TP04 REV_

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SITE

SITE AREA:		632.1 m²
SITE COVERAGE:	52.6%	332.5 m²
SITE PERMEABILITY:	40.0%	253.4 m²
GARDEN AREA REQ:	38.2%	241.9 m²

GARDEN AREA INCLUDED

GARDEN AREA NOT INCLUDED

NORTH

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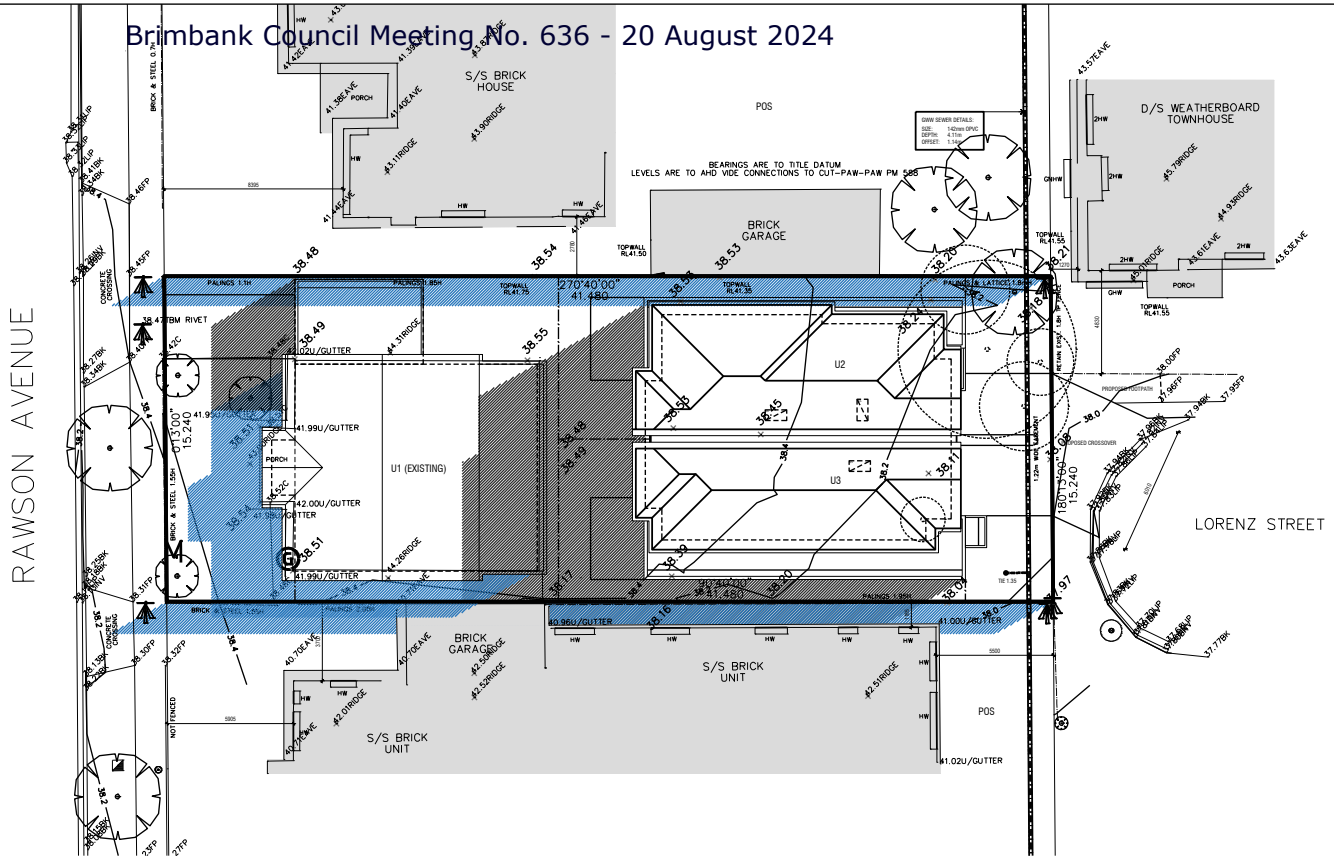
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GARDEN AREA PLAN

UNIT DEVELOPMENT
8 RAWSON AVENUE, SUNSHINE

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LEGEND

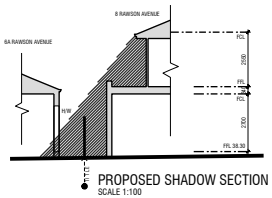
PROPOSED SHADOWS

EXISTING SHADOWS

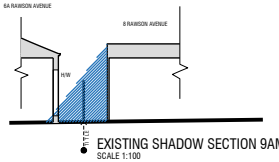
NORTH

SHADOW DIAGRAM 9AM

22nd OF SEPTEMBER



PROPOSED SHADOW SECTION 9AM
SCALE 1:100



EXISTING SHADOW SECTION 9AM
SCALE 1:100

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Rev_	30.04.2024	RESPONSE TO COUNCIL'S RFI

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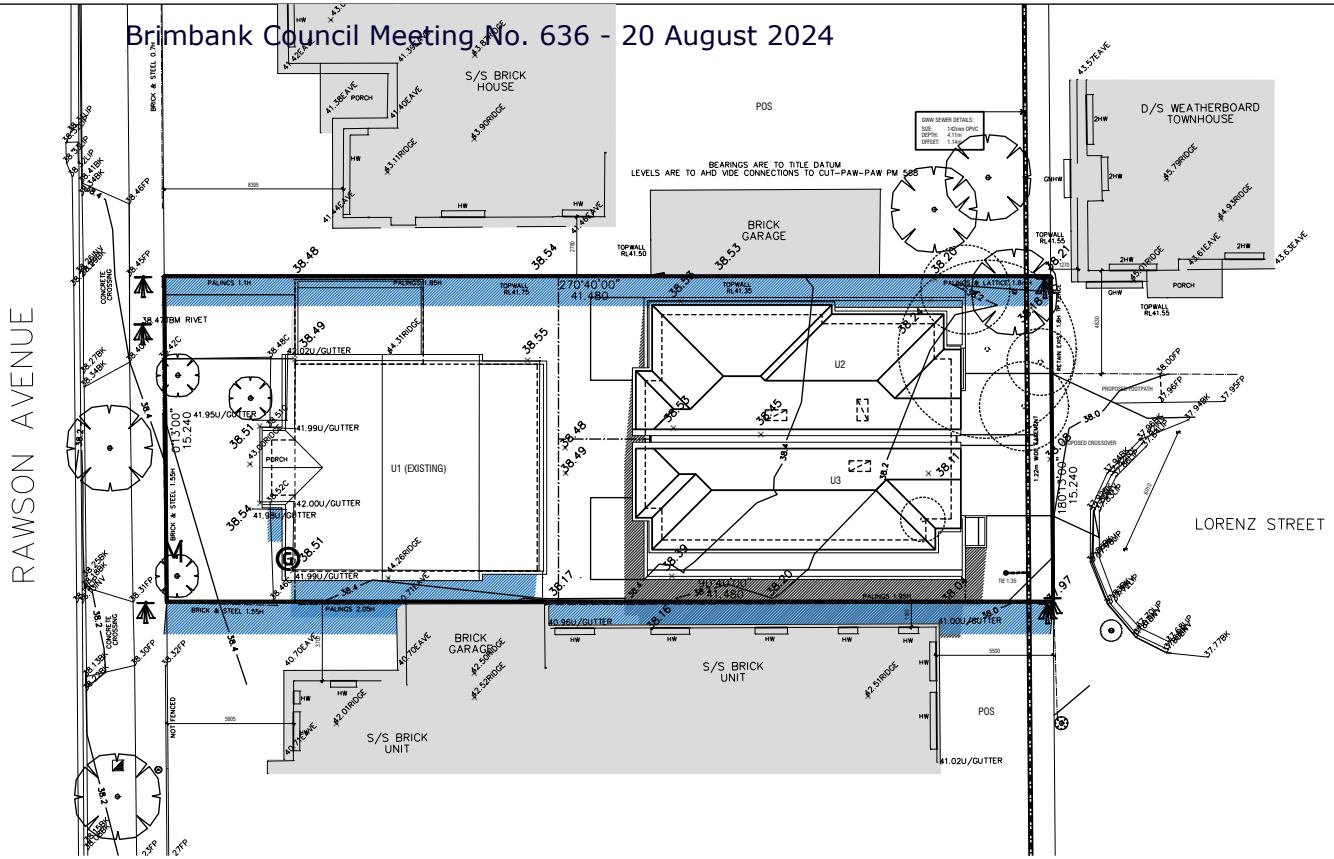
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APR 2024	1:250@A3	C.M	7590

PROPOSED SHADOW DIAGRAM

UNIT DEVELOPMENT
8 RAWSON STREET, SUNSHINE

SD01
REV-

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LEGEND

PROPOSED SHADOWS

EXISTING SHADOWS

NORTH

SHADOW DIAGRAM12PM

22nd OF SEPTEMBER

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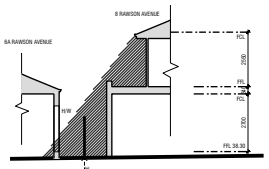
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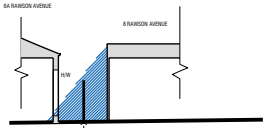
PROPOSED SHADOW DIAGRAM

UNIT DEVELOPMENT
8 RAWSON STREET, SUNSHINE

SD02
REV-

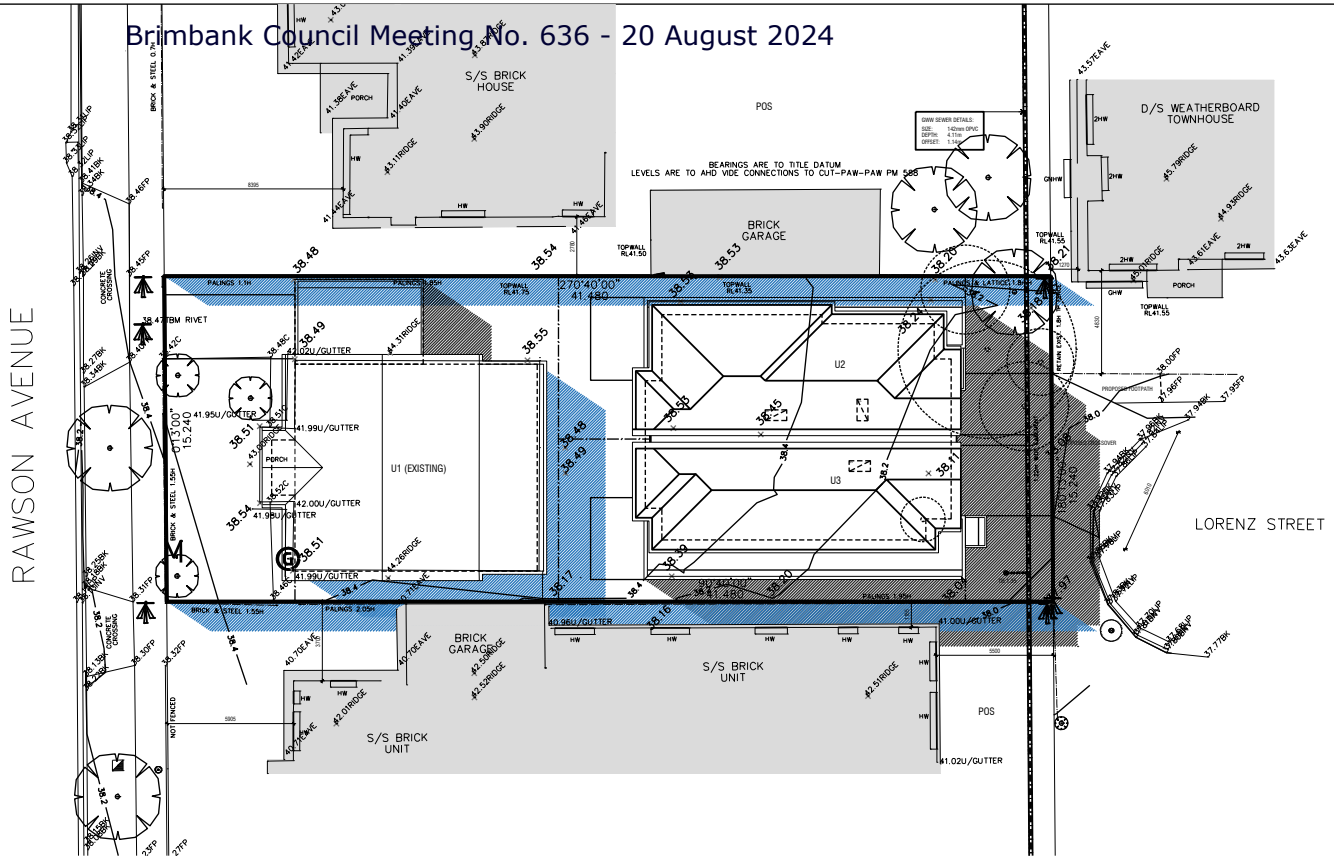


PROPOSED SHADOW SECTION 12PM
SCALE 1:100



EXISTING SHADOW SECTION 12PM
SCALE 1:100

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LEGEND

PROPOSED SHADOWS

EXISTING SHADOWS

NORTH

SHADOW DIAGRAM 3PM

22nd OF SEPTEMBER

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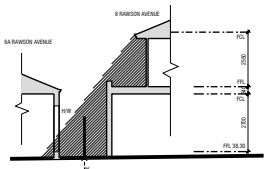
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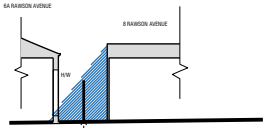
PROPOSED SHADOW DIAGRAM

UNIT DEVELOPMENT
8 RAWSON STREET, SUNSHINE

SD03
REV-



PROPOSED SHADOW SECTION 3PM
SCALE 1:100



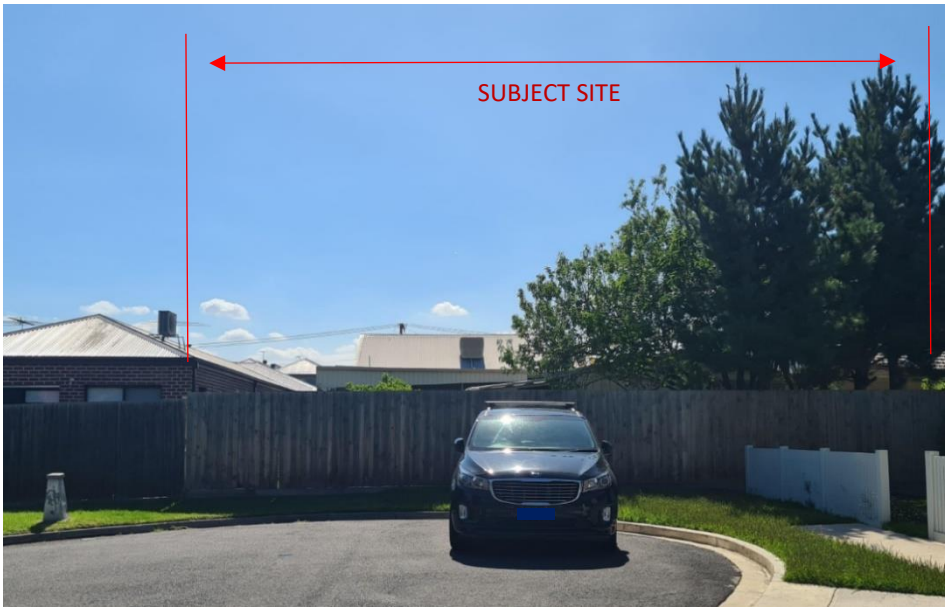
EXISTING SHADOW SECTION 3PM
SCALE 1:100

Detailed Assessment

Application Number:	P475/2023
Location:	8 Rawson Avenue, Sunshine
Proposal:	Alterations to the existing dwelling and construction of two (2) double storey dwellings to the rear
Applicant:	Planning & Design
Have all fees been paid?	Planning Application Fees: **Yes** Public Notice Fees: **Yes** Section 57 Fees: **Yes** Metropolitan Planning Levy Certificate provided? **N/A**
Zoning/Overlay:	General Residential Zone Schedule 1 Development Contributions Plan Overlay Schedule 2.
Adjoining Zoning/Overlay:	All surrounding land is zoned General Residential Zone and is affected by a Development Contributions Plan Overlay Schedule 2.
Potential Contamination:	A detailed history search of the subject site has not revealed any industrial or potentially polluting uses. No further assessment is required.
Proximity to former Land Fill sites:	The site is located outside the recommended buffer distance from the nearest former landfill. Accordingly, no landfill gas assessment of this site is required prior to the proposed development.
Cultural Heritage Management Plan:	Although the site is located within an area designated as being of Aboriginal Cultural Heritage Significance, a Cultural Heritage Management Plan (CHMP) is not required. The development is for the construction of two new dwellings, creating a total of three dwellings. Pursuant to Regulation 10 – *The construction of 3 or more dwellings on a lot or allotment is an exempt activity if the lot or allotment is—* *(a) not within 200 metres of the coastal waters of Victoria, any sea within the limits of Victoria or the Murray River;* ***and*** *(b) less than 0·11 hectares.* The site is not located within 200m of a specified location, and has an area less than 0.11 hectares (1,100sqm).
Restrictive Covenant:	No covenant is registered on the title.
Section 173 Agreement:	There is no Section 173 Agreement registered on the title.
Planning History:	There are no previous planning permits or refusals issued for this site.
Site Inspection Date:	A site inspection was carried out on 5 January 2024 and again on 2 July 2024.



NearMap aerial image dated May 2024



View of subject site from Lorenz St on 5 January 2024.

Considered Plans:	Advertised Documents and Plans – all received on 30 April 2024. The main plans are included in **Attachment 3** to this report.
Permit Required Pursuant to:	<u>Definition of Use</u> Pursuant to Clause 73.03 of the Brimbank Planning Scheme the proposed use is defined as a dwelling. <u>Use</u> Pursuant to the table at Clause 32.08-2 under the General Residential Zoning provision, a dwelling is a Section 1 Use and **does not** require a planning permit. <u>Development</u> A planning permit **is required** pursuant to Clause 32.08-6 under the General Residential Zoning provision to: *Construct a dwelling if there is at least one dwelling existing on the lot.* *Construct two or more dwellings on a lot.* *The development must meet the requirements of Clause 55.*

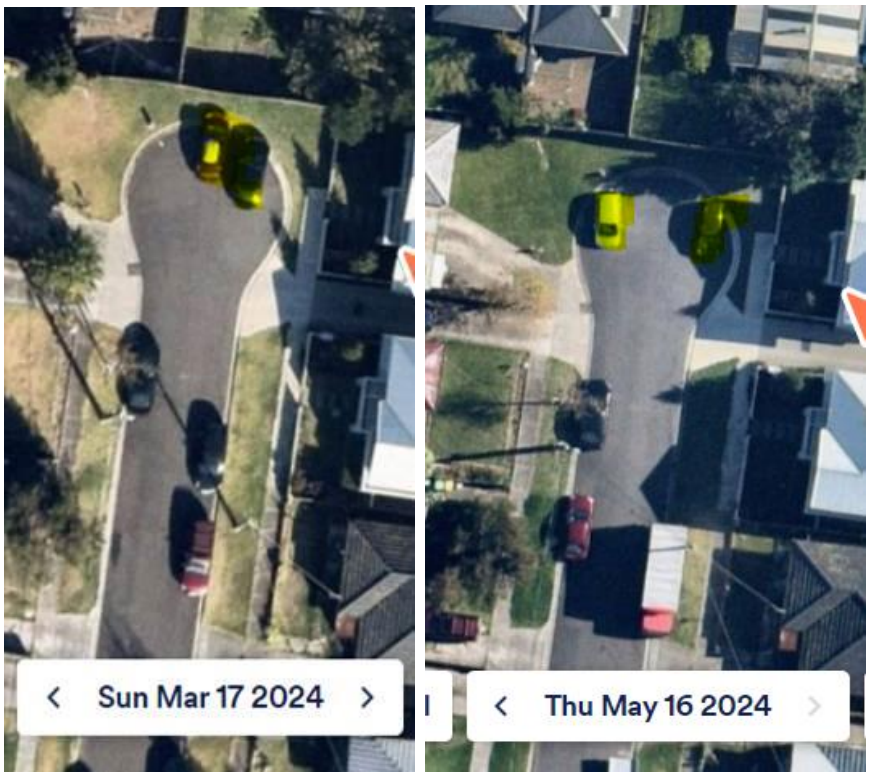
	Overlay: A Development Contributions Plan Overlay applies to the site and whilst this does not trigger the need for a planning permit, any permit issued must include conditions to give effect to the approved Development Contributions Plan. Other: Clause 52.06 – Car parking establishes car parking rates, and provides design guidelines for car parking spaces and accessways.
Proposal Details:	The proposal involves works to the existing dwelling (internal works and the construction of a new carport) and the construction of two double storey dwellings to the rear of the lot, with access from Lorenz Street. The plans and elevations are provided in **Attachment 3**. Existing Dwelling Works to the existing dwelling include the demolition of two roofed elements located to the rear of the dwelling, one of which extends to the northern side boundary. The remaining demolition works involve the removal of two outbuildings. The structures to be demolished have a larger footprint than the dwelling that is to be retained. The existing dwelling contains three bedrooms. The demolition of internal walls will enable the creation of an L-shaped open plan living area positioned to the northern side and rear of the dwelling. New works to the dwelling include the construction of a carport with a roller door for security, with the carport positioned in line with the front wall of the dwelling. The carport will be provided with a tandem car space. A flat roof screened by a brick parapet wall to the front elevation will be supported by four posts. The carport will be located on the northern side of the dwelling and will be accessed via the existing crossover. A sliding door and window will be installed to the new living room, positioned adjacent to the carport. The fixed glazing shall be positioned under the flat roof to the carport, with the sliding door located to the unroofed wall. The remnant driveway paving will be removed and replaced with grass and landscaping. A new internal fence shall be installed 1m from the rear wall of the dwelling to separate the land associated with this dwelling from that of the proposed dwellings. Proposed Dwellings Two double storey attached dwellings are proposed to be constructed to the rear portion of the lot, both with frontage to Lorenz Street. The interface with Lorenz Street is a court bowl configuration. Each new dwelling is provided with both vehicle and pedestrian entry from Lorenz Street. Dwelling 2 contains an entry positioned to the side of the porch with a window for surveillance from the hall provided within the front wall. Dwelling 3 provides a covered entry positioned under a projecting porch with a side window providing surveillance from the hall. A double width crossover is proposed to be constructed to provide access to a double width driveway providing access to the two single side by side incorporated garages and tandem car spaces. Each garage has direct access into the dwelling via the laundry. The single width driveways are separated by a landscape bed for the majority of their depth.

	The ground floor layouts of Dwellings 2 and 3 are similar. The ground floor provides an open plan living area with windows on two external walls. Access to the rear yard will be via sliding doors located in the rear elevation. The secluded private open space has a depth of 4m with additional open space located along the side setback and front yard. The first-floor levels have individual designs. Each dwelling contains a total of 3 bedrooms, one with an ensuite and a central bathroom. Dwelling 3 contains an open study which is too small to be converted into an additional bedroom. First floor walls are setback from the side boundaries, with sheer double storey elements proposed to each façade and the central portion of each rear elevation. The building forms are contemporary. Wider cladding boards in a horizontal arrangement are proposed for both ground and first floor wall finishes, posing a lightweight appearance to both levels of the buildings. The front porches will be cantilevered and finished in render. The roofs present centrally positioned matching gables at the first-floor level to the façade. All remaining first floor roof elements are hipped and constructed in metal cladding. The limited ground floor roof elements are flat and will be screened by parapet walls.
Site & Surrounds:	<u>Subject Site</u> The subject site is located on the east of Rawson Avenue and the majority of the rear boundary faces directly onto Lorenz Street. The dual street frontage of the lot is unusual. The subject site is regular in shape, generally flat and has a frontage of 15.24m, a depth of 41.48m and a total site area of 632sqm. A 1.22m wide drainage and sewerage easement occupies the rear boundary for its full length. The existing dwelling is to be retained, with works outlined in the 'Proposal' section above. The dwelling is typical of original buildings within the locality, presenting a simple form and site layout that provides side access and a larger rear yard that is currently dominated by covered structures and outbuildings. <u>Surrounding Area</u> The site has interfaces with two streets, being Rawson Avenue and Lorenz Street. Each street presents a varied character. Within Rawson Avenue, original buildings were modest in their floor area. Many buildings retain their original configuration while a smaller number contain rear additions. Many lots contain multiple outbuildings located in the rear yard, positioned along one side boundary. One anomaly is No. 13 Rawson Avenue which contains a dwelling with an offset alignment and presents a double storey element constructed to the rear of the original building. The site to the south, being No.6A Rawson Avenue is the only other lot with a partial interface to Lorenz St. This lot does not provide access to Lorenz Street, with vehicle access to the incorporated garage provided from Rawson Avenue. The site has been redeveloped with two single storey side by dwellings with an extended building length and mirror image layout.

	A similar form of redevelopment is present at No's. 5 and 9 Rawson Avenue on the opposite side of the road, where double storey attached dwellings are present. Each of these dwellings contains an incorporated single garage with tandem space located on the side boundary. The first-floor footprints are notably shorter than the extensive ground floor elements. To the north, No. 14 Rawson Avenue is the only example of an infill development where the original building was retained with a second dwelling constructed to the rear. Lorenz Street contains mostly single dwellings with similar characteristics to the original dwellings within Rawson Avenue. A mix of brick and timber dwellings are present, with hipped and gable forms identified. Roof materials are tiles or galvanised iron. Site layouts provide a dwelling with side driveway, low front fence and landscaping in the front setback. A double storey addition is present to the front of the dwelling located at No. 3 Lorenz Street. Infill development is present in the form of two double storey dwellings fronting the street at Nos. 8 and 10 Lorenz Street, with two single storey dwellings located to the rear of the consolidated site. All four dwellings share a centrally positioned accessway. The front elevations of the double storey dwellings present sheer double storey walls with first floor gable elements. Ground floor walls are constructed in brick and rendered finishes, with first floor walls finished in lightweight materials.
Notification:	As it was considered that the proposal may cause material detriment, the application was advertised to owners and occupiers of adjoining properties in accordance with Section 52 of the *Planning and Environment Act 1987.* Advertising was undertaken by the following means: On Site Notice **Yes** Mail **Yes** Newspaper **No** Objections: **Yes** No. **12** (Note - one objector submitted an individual objection and is part of a joint objection. These have been counted as two separate objections). The amended plans were readvertised, and updated comments from three original objectors were received emphasising that the amended plans do not address the main concern of access from Lorenz Street. The objections are summarised as follows: • Court bowl / cul du sac issues • Lorenz Street parking / traffic • Waste bins storage and collection • Planning considerations • Neighbourhood character • General amenity issues • Other – Commercially based, breaches Charter of Human Rights

	Further details on each summarised point and an assessment against the grounds of objection are provided under *Officer's Comments* later in this report.
Referrals:	The application was referred to the following departments. **Internal:** <u>Traffic:</u> Council's Traffic Engineering Unit supports the application subject to the following conditions: *CC01B: Car Park Construction – Residential* *CC03: Vehicular Crossings* *CC04: Vehicle Crossing Naturestrip and Footpath Reinstatement* *CC07: Determining Infrastructure in Road Reserve* *Vehicle crossing splays to be annotated on plans 1200mm required* <u>Drainage:</u> Council's Drainage Engineering Unit supports the application subject to the following conditions: *EC01: Access to Site* *EC02: Stormwater Retention* *EC03: Drainage and Sewerage Connection* *EC05: Services to be Shown* *Standard conditions regarding Kerbs* *Vehicle Crossings* <u>Waste Services</u> Council's Waste Services have confirmed that there is already difficulty for garbage trucks to turn around in the cul de sac of Lorenz Street due to the narrow nature of it. An additional two units would make it more difficult for a truck to turn around if cars are parked within the cul de sac. A suggestion is to make the cul de sac section of this street a 'no standing zone' either permanently or on bin days (which in this case is a Tuesday). Their preference is for a permanent 'no standing zone'. The comments from Waste Services were relayed to Council's Traffic Engineers who advised that there are a number of options including: - Waste Services to send a letter to residents advising not to park in the street and obstruct truck movements on bin days. - No standing signs for the top portion of the cul de sac at the cost of the developer – including mail outs, consultation and signage. - Enforcement when cars are parked illegally. <u>Assessment:</u> Given the above comments, Planning officers had a look at the parking situation in the past year and where cars are currently parking. The aerial images below are from NearMap and any cars parked in the cul de sac are highlighted in 'yellow'





On street parking should be available for visitors rather than residents who ideally should park on their property. The images have not been taken on bin collection day, so it is unknown whether cars are parked in the cul de sac of these days.

The new double crossover proposed as part of the application at the top of the court will take away an area where residents are currently parking. It is likely they are parking there because there are currently

	no crossovers at the end of the cul de sac so vehicles parking there are not blocking access to any properties. The current application raises a concern that some of the on-street parking would no longer be available at the cul de sac part of the street. This is an issue with most cul de sacs where the curvature of the bowl limits car parking. The configuration of the court bowl does not actually allow for any vehicles to park in the court bowl however the aerials indicate that this is currently happening. Creation of access to the proposed development will not result in the reduction of official car parking spaces within Lorenz Street. Further, the creation of access from the court bowl will not prevent vehicles legally conducting multiple manoeuvres within the court bowl to exit the street in a forward direction. Crossovers are commonly allowed at the head of the court and such arrangement will have no impact on the ability of trucks to turn. <u>Further investigation following Planning Forum</u> Following the Planning Forum where it was outlined by the objectors that the garbage truck currently reverses down Lorenz Street to collect the bins, and that all bins were collected from the northern side of the street, Planning Officers undertook discussions with Waste Services Officers who confirmed that this was the case. They advised that this was to prevent the garbage trucks having to reverse out onto Dulcie Street if they were unable to turn around at the end of Lorenz Street, because Dulcie Street tends to be a busy road. Waste Services advised that they believe that there was the ability to place some additional bins on the northern side of the court bowl (even when the proposed crossover is constructed) without obstructing any crossovers. They advised that the arms on the garbage trucks can reach out from the side of the vehicle so the bins did not necessarily need to be in line with the straight section of the court. Waste Services still advised that it is their preference that the court bowl itself was a "no standing" zone, but acknowledged that this was not imperative given that the trucks do not currently turn around in this area. Council's Traffic Engineers were also involved in this discussion and agreed that this was not imperative and that they were satisfied with the response from Waste Services. <u>ESD Officer</u> Council's ESD Officer supports the application subject to the following conditions: *Drawings* Revise the drawings to provide the following to the satisfaction of the responsible authority: The following should be detailed on the plans (floor, elevation, landscape and roof plans where possible): (1) Provide at least one openable sash in the first-floor stair window, with remote operation if out of reach. (2) Note all windows can be locked open. (3) Note electric vehicle charging electrical (32 Amp. minimum)

	(4) Provide a WSUD Plan in the main drawing set, annotate tank connection to all toilets and irrigation in each dwelling, and remove reference to raingardens. *SDA* Amend the SDA to provide the following to the satisfaction of the responsible authority: (5) Revise text in the body of the SDA (not appendices) to remove duplicate information, and provide clear commitments to the following: (a) electric vehicle charging electrical will be a minimum Level 2 (32 Amp. minimum) (b) rainwater tanks will be connected to all toilets and irrigation in each dwelling. (c) timber is to be sourced from sustainably managed sources that hold third party verification is sought (e.g. FSC/PEFC 'Responsible Wood'). (6) Provide space heating and cooling which has energy efficiency which is rated within one star of the best available and adjust BESS accordingly. (7) Provide LED lighting with best practice efficiency and remove reference to fluorescent lighting. (8) Include a full copy of the published BESS report within the SDA after revision to include: (a) Use 5-star minimum efficiency for gas heating, and 4 stars to represent an average rating for heat pumps heating or cooling. (b) Changes triggered by other conditions. (9) Provide a recycling target to ensure waste avoidance, reuse and recycling of materials during demolition and construction. *STAND ALONE CONDITION* The performance of any Water Sensitive Urban Design (WSUD) device must be monitored and maintained such that it continues to meet Best Practice standards. In the event that the device fails to meet Best Practice standards it must be repaired or replaced with an alternate at the cost of the owner/operator to the satisfaction of the Responsible Authority. **External:** The application was not required to be referred externally. **Discussion on Referral Advice** The above mentioned conditions should be included on any permit issued. Discussion on the Waste Services response is included above, including their further response following the Planning Forum.
Planning Scheme Requirements:	**Municipal Planning Strategy** Clause 02 – Municipal Planning Strategy Clause 02.03-4 – Built Environment and Heritage Clause 02.03-5 – Housing **Planning Policy Framework** Clause 15 – Built Environment and Heritage Clause 15.01-1S – Urban Design Clause 15.01-2L – Building Design

	Clause 15.01-4R – Healthy Neighbourhoods – Metropolitan (20-minute city) Clause 15.01-5 – Neighbourhood Character Clause 15.01-2L-02 – Environmentally Sustainable Development (ESD) Clause 16 - Housing Clause 16.01-1 – Housing Supply(if 3 or more dwellings) Clause 16.01-2 – Housing Affordability Clause 19 - Infrastructure Clause 19.03-3S – Integrated Water Management **Zoning Provisions** Clause 32.08 – General Residential Zone Schedule 1 **Overlay Provisions** Clause 45.06 – Development Contributions Plan Overlay Schedule 2 **Particular Provisions** Clause 52.06 – Car Parking Clause 53.18 – Stormwater Management in Urban Development Clause 55 – Two or More Dwellings on a Lot and Residential Buildings **General Provisions** Clause 65 – Decision Guidelines Clause 66.02 – Use and Development
Comparison against Planning Controls:	**Municipal Planning Strategy** Clause 02.03 - Settlement - Clause 02.03-4 – Built Environment and Heritage **Built environment** *Strategic directions:* • *Encourage, innovative built form, configuration and design in areas where a change in character is encouraged.* • *Support development that incorporates durable and weather resistant building materials.* • *Facilitate the delivery of attractive, safe, high amenity neighbourhoods that have a strong sense of identity.* - Clause 02.03-5 – Housing **Residential development** *Strategic directions:* • *Encourage increased residential development in and around activity centres that are well serviced by public transport, services and community facilities.* *Encourage medium density development in incremental changes areas, as shown on the Housing map.* *Planning is to anticipate and respond to the needs of existing and future communities through provision of zoned and serviced land for housing, employment, recreation and open space, commercial and community facilities and infrastructure.* Assessment The location of this site within the General Residential Zone provides in principal support for a medium intensity of infill residential development that is an appropriate design, having regard to the design provisions contained within the scheme. The inclusion of the land within the General Residential Zone reflects the level of access future occupants of the site would have in relation to physical and social infrastructure and services.

	The site has a typical lot area with dimensions that match those of the adjoining and nearby sites. It is the interface with a road to the rear of the site being Lorenz Street that creates an unusual feature of the lot – a characteristic that is only shared with No.6A Rawson Avenue to the south of the site. In summary, this site has an unusual opportunity due to the dual street frontages and the proposal utilises this opportunity to create dwellings with frontage to each street. The application has been assessed against the Municipal Planning Strategy and it is considered that the proposed development is consistent with relevant policies contained within this section of the Brimbank Planning Scheme. **Planning Policy Framework** Clause 15 – Built Environment and Heritage - Clause 15.01-1L – Urban Design - Brimbank **Strategies** *Encourage low-level planting adjacent to windows, fencing and pathways to define private and public land.* *Encourage landscaping design that complements that landscape treatments of adjoining public spaces.* *Encourage landscaping that enhances pedestrian safety, provides clear sight lines and does not create concealed spaces.* *Ensure outdoor spaces are design to be safe, accessible and adaptable so that they can be used by different age groups and for different purposes.* *Encourage lighting along pedestrian pathways.* Policy Guidelines: • *Using indigenous, drought tolerant species in landscapes areas.* • *Avoiding the use of species identified as environmental weeds.* Assessment: The scheme seeks development that takes the site characteristics into consideration, as well as the neighbourhood character considerations which require the design response to have appropriate regard for the nearby building and development forms. The neighbourhood character considerations reflect the varied scale of development presented to each of the street interfaces, the public realm and in the wider surrounding area. The scheme seeks development that respects the characteristics of development in the locality and dwellings in single and double storey buildings with traditional layouts and incorporated car parking facilities. The scheme also seeks to achieve development that presents appropriate building bulk and highly articulated buildings to the street and adjoining properties. The neighbourhood character is created by the original relatively modest buildings and more recent infill developments where double storey building form presented to the street is typical (8-10 Lorenz Street). - Clause 15.01-2L – Building Design

Strategies

- *Incorporate external services and equipment such as storage, plumbing, heating, ventilation and lift over-runs into the building design and conceal them from public view.*
- *Encourage unobtrusive waste collection and storage areas that are screened from the street and accessible by waste collection vehicles.*
- *Encourage covered car parking spaces to be located behind the front façade of dwellings.*
- *Provide for landscaping opportunities within front and side setbacks and between dwellings in new developments.*

Assessment:
The proposal utilises high quality materials and ensures the development is oriented toward the street. The design and scale of the proposed development is such that it will contribute positively to the streetscape and character of the area. The double storey and attached building elements are present in both adjoining streets. The use of lightweight materials at both building levels will create an infill development with a softened appearance, creating a new contemporary building form in the locality.

- Clause 15.01-2L-02 – Environmentally Sustainable Development

This policy complements a range of non-statutory measures aimed at encouraging environmentally sustainable development through energy performance, integrated water management, indoor environment quality, transport, waste management and urban ecology. The overarching objective is that development should achieve best practice in environmentally sustainable development from the design stage through to construction and operation.

Strategies

Facilitate development that minimises environmental impacts.

Encourage environmentally sustainable development that:

- *Is consistent with the type and scale of the development.*
- *Responds to site and opportunities and constraints.*
- *Adopts best practice through a combination of methods, processes and locally available technology that demonstrably minimises environmental impacts.*

Reduce urban heat island effects through building design, landscape design, water sensitive urban design and the retention and provision of canopy and significant trees.

A Sustainable Design Assessment (SDA) was submitted and the plans include the recommendations of the environmental report.

- Clause 15.01-5L Neighbourhood character
The objective is to recognise, support and protect neighbourhood character, cultural identity and sense of place to ensure that development responds to its cultural identity and contributes to existing and preferred neighbourhood character.

Strategies

Orient development to address the street frontage.

	Preserve or enhance the landscape character by: • *Ensuring access ways are located to minimise any impact on street trees.* • *Ensuring driveways and hard stand areas do not dominate the frontage of dwellings.* • *Encouraging the retention and planting of new canopy trees, especially within front setbacks.* *Ensure secluded private open space is located behind the front façade of dwellings.* Policy guidelines (consider as relevant): • *Providing no more than one vehicle crossover per site frontage.* <u>Assessment:</u> The construction of a carport to the side of the existing dwelling is typical of development on single dwelling lots. The development retains the Rawson Avenue streetscape character, resulting in minimal change being proposed albeit with the double storey dwellings having a limited level of visual intrusion. There is no opposition to further double storey dwellings being developed in the locality, subject to an appropriate level of amenity being retained for the adjoining properties and an acceptable quality of design being provided. The creation of two additional dwellings in the rear portion of the site with access to Lorenz Street creates an efficient site layout with the benefit of providing each dwelling with direct street frontage and private vehicle access. The double storey nature of the new dwellings creates a lower site coverage and replicates the general form and scale of nearby infill developments. The existing boundary fence fronting Lorenz Street will be replaced by two double storey dwellings fronting the street. <u>Clause 16 – Housing</u> <u>- Clause 16.01-1L – Housing Supply - Brimbank</u> **Strategies** Increase the amount of housing and a mix of dwelling types in and around the Sunshine Metropolitan Activity Centre, where there is good access to services, facilities and transport. <u>Assessment</u> The development provides one dwelling with a single floor level that could be modified to provide accommodation for a person/s of limited mobility. The proposed dwellings contain bedrooms only at the first floor level, and could not be occupied by a person/s of limited mobility. These dwellings are capable of providing accommodation for families, with each dwelling having three bedrooms plus a separate study. The site is within a reasonable walking distance from the Sunshine Campus of Victoria University, Sunshine Harvester Primary School and the Sunshine Town Centre. The application has been assessed against the Planning Policy Framework and it is considered that the proposed development is consistent with relevant policies contained within this section of the Brimbank Planning Scheme.

Zoning and Overlay Provisions
Clause 32.08 – General Residential Zone (Schedule 1)

Purpose:
- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *To encourage development that respects the neighbourhood character of the area.*
- *To encourage a diversity of housing types and housing growth particularly in locations offering good access to services and transport.*
- *To allow educational, recreational, religious, community and a limited range of other non-residential uses to serve local community needs in appropriate locations.*

The purpose of the zone (as listed above) is considered throughout the assessment of this is report.

Clause 32.08-1 – Neighbourhood Character Objectives
This clause states that the Schedule must contain neighbourhood character objectives to be achieved for the area, however no objectives are currently included in the Schedule.

Clause 32.08-4 – Construction or extension of a dwelling or residential building

This clause was introduced into the planning scheme on 27 March 2017 via VC110 and specifies the following requirements:

Minimum garden area requirement
An application to construct or extend a dwelling or residential building on a lot, must provide the minimum garden area at ground level as set out in the following table:

Lot size	Minimum percentage of a lot set aside as garden area
400 - 500 square metres	25%
501 - 650 square metres	30%
Above 650 square metres	35%

The subject site is 632sqm, requiring a minimum garden area of 30%. A garden area of 32% has been set aside for this allotment, meeting the minimum requirements.

Clause 32.08-7 – Requirements of Clause 55
Clause 32.08-5 list specific requirements within Schedule 1 which overrides the following standards of Clause 55 (ResCode):

B13 (landscaping) and
B28 (private open space).

The provision states that if a requirement is not specified in a schedule to this zone, the requirement set out in the relevant standard of Clause 55 applies.

	Clause 32.08-10 – Maximum building height for a dwelling or residential building This clause specifies the following requirements: *A building must not be constructed for use as a dwelling or a residential building that:* *exceeds the maximum building height specified in a schedule to this zone; or* *contains more than the maximum number of storeys specified in a schedule to this zone.* *If no maximum building height or maximum number of storeys is specified in a schedule to this zone:* *the building height must not exceed 11 metres; and* *the building must contain no more than 3 storeys at any point.* As there is no height specified in the schedule to the zone, the maximum building height therefore should not exceed 11 metres and contain no more than 3 storeys at any point. The proposal has a maximum building height of 6.9m and contains no more than 2 storeys, meeting the requirements specified above. *Clause 32.08-13 - Decision Guidelines* The relevant decision guidelines within the General Residential Zone states: *Before deciding on an application, in addition to the decision guidelines in Clause 65, the responsible authority must consider, as appropriate:* • *The Municipal Planning Strategy and the Planning Policy Framework.* • *The purpose of this zone.* • *The objectives set out in a schedule to this zone.* • *Any other decision guidelines specified in a schedule to this zone.* • *The impact of overshadowing on existing rooftop solar energy systems on dwellings on adjoining lots in a General Residential Zone, Mixed Use Zone, Neighbourhood Residential Zone, Residential Growth Zone or Township Zone.* • *For the construction and extension of two or more dwellings on a lot, dwellings on common property and residential buildings, the objectives, standards and decision guidelines of Clause 55.* No roof mounted solar panels have been identified on the adjoining buildings. In addition to the above, the following decision guidelines are stipulated within the Schedule to the zone: • *Whether the development provides for an appropriate transition in built form, scale and height to the adjoining Neighbourhood Residential Zone or Residential Growth Zone.* • *The extent to which the proposed building or works assists in respecting and enhancing the character of the area.* • *The extent to which the proposed buildings or works retain existing canopy trees and create new opportunities for landscaping and adequate space for canopy tree planting.* • *The extent to which the proposed built form reflects prevailing side setbacks, where applicable.* • *The layout and appearance of areas set aside for car parking, access and egress and the location of any proposed off-street car parking.*

- *Whether garages and carports are located behind the façade of the proposed development.*
- *Whether a variation to the requirements of part 2.0 would result in a loss of on or offsite amenity.*

The above decision guidelines have been considered throughout this report, in particular against the objectives and standards of ResCode.

Note that no 'design objectives' have been set in the schedule to the zone at this time.

Clause 45.06 - Development Contributions Plan Overlay (Schedule 2)
The purpose of the Development Contributions Plan Overlay is:
To identify areas which require the preparation of a development contributions plan for the purpose of levying contributions for the provision of works, services and facilities before development can commence.

It applies to all new development that results in additional demand units, meaning the levy amount is based on the proposed increase in the number of dwellings on a site.

The site is located within a specified charge area as detailed at Clause 1 of the Schedule. The contribution amounts are current as at 30 June 2016 and will be adjusted annually on July 1 each year to cover inflation, by applying the Consumer Price Index for Melbourne (All Groups) as published by the Australian Bureau of Statistics.

A condition will be included on any permit to issue requiring the payment of the development contribution, in accordance with the requirements of this overlay.

The application has been assessed against the relevant zoning and overlay provisions and it is considered that the proposed development is consistent with the purpose of the zoning and overlay controls contained within the Brimbank Planning Scheme.

General Provisions
Clause 65.01 requires that before deciding on an application or approval of a plan, the Responsible Authority must consider, as appropriate:

- *The matters set out in section 60 of the Act.*
- *Any significant effects the environment, including the contamination of land, may have on the use or development.*
- *The Municipal Planning Strategy and the Planning Policy Framework.*
- *The purpose of the zone, overlay or other provision.*
- *Any matter required to be considered in the zone, overlay or other provision.*
- *The orderly planning of the area.*
- *The effect on the environment, human health and amenity of the area.*
- *The proximity of the land to any public land.*
- *Factors likely to cause or contribute to land degradation, salinity or reduce water quality.*
- *Whether the proposed development is designed to maintain or improve the quality of stormwater within and exiting the site.*
- *The extent and character of native vegetation and the likelihood of its destruction.*
- *Whether native vegetation is to be or can be protected, planted or allowed to regenerate.*

- *The degree of flood, erosion or fire hazard associated with the location of the land and the use, development or management of the land so as to minimise any such hazard.*
- *The adequacy of loading and unloading facilities and any associated amenity, traffic flow and road safety impacts.*
- *The impact the use or development will have on the current and future development and operation of the transport system.*

The relevant matters set out in s60 of the Act are:

(1) Before deciding on an application, the responsible authority must consider—
(a) the relevant planning scheme; and
(b) the objectives of planning in Victoria; and
(c) all objections and other submissions which it has received and which have not been withdrawn; and
(d) any decision and comments of a referral authority which it has received; and
(e) any significant effects which the responsible authority considers the use or development may have on the environment or which the responsible authority considers the environment may have on the use or development; and
(f) any significant social effects and economic effects which the responsible authority considers the use or development may have.

(1B) For the purposes of subsection (1)(f), the responsible authority must (where appropriate) have regard to the number of objectors in considering whether the use or development may have a significant social effect.

The application has been assessed against the Decision Guidelines, in particular Clause 65.01 (Approval of an Application or Plan) of the Planning Scheme and section 60(1) and (1B) of the Act, and it is considered that the proposed development meets the relevant decision guidelines contained within this section of the Brimbank Planning Scheme, subject to certain conditions being included on any planning permit issued (these conditions are outlined throughout this report).

Whilst it is noted that there are 12 objections to this planning application, the grounds of objection raised relate predominantly to amenity considerations, neighbourhood character, car parking and traffic concerns. None of these items specifically relate to significant social effects.

Particular Provisions

<u>Clause 52.06 – Car Parking</u>
Clause 52.06-5 sets out the following requirements for car parking on site:

1 car space to each 1 or 2 bedroom dwelling;
2 spaces to each 3 or more bedroom dwelling (with studies or studios that are separate rooms counted as a bedrooms);
And
1 visitor's space to every 5 dwellings (for development of 5 or more dwellings), unless the land is located within the Principal Public Transport Network Area, then no visitor space required.

	The proposal includes the following car parking spaces in accordance with the standard requirement: Dwelling 1 (existing dwelling) contains 3 bedrooms and is provided with 2 car spaces in the form of a single carport and tandem car space. Dwelling 2 contains 3 bedrooms and is provided with 2 car spaces in the form of a single garage and tandem car space. Dwelling 3 contains 3 bedrooms and is provided with 2 car spaces in the form of a single garage and tandem car space. In relation to the garage doors, where a tandem space is provided in front of the carport or garage to each dwelling, the garage door has been notated on the plans as a panel lift door. Another important consideration to note is that pedestrian access and storage cupboard doors of Dwellings 2 and 3 do not open inwards into the garage. The car parking provision also includes design standards that car parking spaces and accessways must meet. These standards are outlined under Clause 52.06-9. The accessway and car parking provisions comply with the design standards, and Council's Traffic Engineer has raised no objections to the layout subject to conditions of permit. The proposed layout is therefore considered to be acceptable in terms of traffic safety and has support from Council's Traffic Engineer subject to conditions. Other design standards for car parking are carried out as part of the assessment against Clause 55 (see assessment below). <u>Clause 53.18: Stormwater Management in Urban Development</u> *Before deciding on an application, in addition to the decision guidelines in Clause 65, the responsible authority must consider, as appropriate:* • *Any relevant water and stormwater management objective, policy or statement set out in this planning scheme.* • *The capacity of the site to incorporate stormwater retention and reuse and other water sensitive urban design features.* • *Whether the development has utilised alternative water sources and/or incorporated water sensitive urban design.* • *Whether stormwater discharge from the site will adversely affect water quality entering the drainage system.* • *The capacity of the drainage network to accommodate additional stormwater.* • *Whether the stormwater treatment areas can be effectively maintained.* • *Whether the owner has entered into an agreement to contribute to off-site stormwater management in lieu of providing an on-site stormwater management system.* The application included Environmental Sustainable Design information which has been reviewed by Council's ESD Officer and Engineering Department in accordance with the decision guidelines above and will form part of the endorsed plans. <u>Clause 55 – Two or more dwellings on a Lot and Residential Buildings</u>

		Clause 55 sets out "objectives" for a number of design components. All "objectives" must be met. "Standards" are also included and these should be met unless it is demonstrated that compliance with the objectives has been achieved. However where a development meets standard B6, B7, B8, B17, B18, B19, B20, B21, B22, B27, B28, B30 or B32, it is deemed to meet the objective for that standard. Where standard B6, B7, B8, B17, B18, B19, B20, B21, B22, B27, B28, B30 or B32 is met the decision guidelines for that standard do not apply to the application. Below is an assessment against the standards of Clause 55.
Clause 55: Two or More Dwellings on a Lot and Residential Buildings		
B1	Neighbourhood Character	Objective *To ensure that the design respects the existing neighbourhood character or contributes to a preferred neighbourhood character.* *To ensure that development responds to the features of the site and the surrounding area.* Assessment The site and surrounds were described in detail earlier in this report. The analysis identified: • The characteristics of original single dwellings on regularly shaped lots. • The emerging character of infill development being double storey attached dwellings in a side by side layout. • Limited double storey additions to original dwellings. • Limited infill development where the original building was retained and the rear portion of the site developed. • Limited presence of consolidated sites, with the land at No.8-10 Lorenz Street the only example with a combination of double and single dwellings developed. The new works to the existing dwelling will create a covered and secured car space positioned to the side of the dwelling, with the garage door positioned within a brick parapet wall. The original dwelling which presents typical characteristics of single dwellings will be retained. The two dwellings will have direct street frontage and present a side by side, double storey attached building form. Each dwelling contains a direct outlook onto the street from the entry with multiple habitable room windows at the first floor level of the facade. A shared double width crossover is positioned centrally on the site boundary, with a central landscape bed separating the driveways. Variations proposed to this development include the use of lightweight materials for all walls at both levels of each dwelling. This breaks the typical presence of some form of face brickwork at the ground floor level of infill developments. Another variation is the provision of individual designs for each dwelling, rather than the typical mirror image of nearby dwellings within infill developments. In this context, the proposal is considered to present appropriate interfaces to the two streetscapes, the numerous adjoining dwellings and the public realm. The provision of additional double storey building form in a site layout that has regard to the dual frontage of the lot and

		the identified neighbourhood character elements has been developed in this efficient layout and design response. **Complies**
B2	Residential Policy	Objective *To ensure that residential development is provided in accordance with any policy for housing in the Municipal Planning Strategy and the Planning Policy Framework.* *To support medium densities in areas where development can take advantage of public transport and community infrastructure and services.* Assessment The application was accompanied by a written statement which addresses all the requirements contained within the Brimbank Planning Scheme, in particular the provisions of Clause 55. **Complies**
B3	Dwelling Diversity	Objective *To encourage a range of dwelling sizes and types in developments of ten or more dwellings.* Assessment This standard only relates to 10 or more dwellings. **N/A**
B4	Infrastructure	Objective *To ensure development is provided with appropriate utility services and infrastructure.* *To ensure development does not unreasonably overload the capacity of utility services and infrastructure.* Assessment The subject site is located within an existing residential area and will be able to connect to reticulated services, including sewerage, drainage, electricity. **Complies**
B5	Integration with the Street	Objective *To integrate the layout of development with the street.* Assessment The dwellings have been sited and orientated, within the constraints of the site and 1.8m high fencing separating the front of dwelling 2 and Unit 1, 10 Lorenz St, to face the respective street with unobscured covered entries. **Complies**
B6	Street Setback	Objective *To ensure that the setbacks of buildings from a street respect the existing or preferred neighbourhood character and make efficient use of the site.* Assessment The design response does not fit into any of the scenarios established under the numerical requirements of this standard. The adjoining dwelling (1/10 Lorenz St) is located on a site that has a front boundary to Lorenz Street that is positioned 90^0 to the proposed front boundary of the subject site.

		With the front boundaries having a varied alignment (ie; 1/10 Lorenz St orientated south; proposed dwelling 2 facing east), the provisions of the numerical requirements cannot be used to assess the proposed development. The decision guidelines for this standard which are: *Before deciding on an application, the responsible authority must consider:* • *Any relevant neighbourhood character objective, policy or statement set out in this scheme.* • *The design response.* • *Whether a different setback would be more appropriate taking into account the prevailing setbacks of existing buildings on nearby lots.* • *The visual impact of the building when viewed from the street and from adjoining properties.* • *The value of retaining vegetation within the front setback.* There are no preferred neighbourhood character provisions that apply. The proposal has a front setback of 4m to each front wall of Dwellings 2 and 3, with the porch of Dwelling 3 encroaching into this setback for a depth of 1m. The centrally positioned double driveway will also provide pedestrian access to the entry of Dwelling 3 with Dwelling 2 provided with a pedestrian path. The remaining land will form landscaping positioned at either side of the site interface with Lorenz Street. The front setback proposed has the capacity to contain an appropriate level of landscaping, including an opportunity to introduce a central landscape bed between the two side by side driveways to be accessed from the double width crossover. The double storey scale and form of the development is similar to that of the interface created by the two dwellings fronting Lorenz St on the adjoining lot at No.10 where a central shared driveway provides access to the 4 dwellings developed on the site. Assessment against the objective is also relevant, where dual outcomes are required to be met: *To ensure that the setbacks of buildings from a street respect the existing or preferred neighbourhood character and make efficient use of the site.* The development is considered to create an outcome where the front setback of the new dwellings creates the opportunity for appropriate car parking and landscape facilities to be created, including the provision of a central landscape strip between the two single width driveways. The attached building form, creation of a tandem car parking arrangement with use of a shared, centrally positioned double width crossover are considered to constitute an efficient site layout. **Complies with objective**
B7	Building Height	This standard is replaced with the maximum building height provisions specified in the zone requirements. Refer to earlier assessment under the zoning section of this report.

B8	Site Coverage	Objective *To ensure that the site coverage respects the existing or preferred neighbourhood character and responds to the features of the site.* Numerical requirements *The site coverage should not exceed 60%.* Assessment The proposal incorporates site coverage of 52%. The site coverage respects the neighbourhood character. **Complies**
B9	Permeability	Objective *To reduce the impact of increased stormwater run-off on the drainage system.* *To facilitate on-site stormwater infiltration.* Numerical requirements *The site area covered by the pervious surfaces should be at least 20%.* Assessment The proposed development results in 40% of the site area being covered by pervious surfaces in accordance with the standard. This is considered sufficient to reduce the impact of increased stormwater run-off on the drainage system and to facilitate on-site stormwater infiltration. **Complies**
B10	Energy Efficiency	Objective *To achieve and protect energy efficient dwellings and residential buildings.* *To ensure the orientation and layout of development reduce fossil fuel energy use and make appropriate use of daylight and solar energy.* Assessment No roof mounted solar panels have been identified on the adjoining buildings. The proposal has given due consideration to the orientation of the lot and provides an appropriate layout to make appropriate use of solar energy where possible. The existing dwelling will be provided with a north facing window and sliding door to the open plan living area, providing increased access to daylight and ventilation. In relation the new dwellings, eaves are provided to all first-floor windows for protection from the summer sun. Ground floor windows are not covered with eaves, providing increased access to daylight with the walls setback 1m from the side boundaries. The provision of windows and openings to two external walls of the open plan living areas will be provided with increased access to daylight and cross ventilation. First floor bathrooms located centrally are provided with skylights to compensate for the rooms not having a window on an external wall. Windows adjacent to the stairs will provide daylight to the central halls. **Complies**

B11	Open Space	Objective *To integrate the layout of development with any public and communal open space provided in or adjacent to the development.* Assessment There is no communal private open space provided in or adjacent to the development. **N/A**
B12	Safety	Objective *To ensure the layout of development provides for the safety and security of residents and property.* Assessment The development has been designed to take into account safety and security, with the entries to each new dwelling being visible from the street and for dwelling 2 & 3, a window adjacent to the front entrance providing surveillance over the driveway and visitors arriving at the site. The covered entries will provide shelter for the future residents and visitors. Additional security and convenience have been created through the provision of direct access to Dwellings 2 and 3 from the incorporated garage, and the sliding door adjacent to the carport of the existing dwelling will form the same function. **Complies**
B13	Landscaping	Objective *To encourage development that respects the landscape character of the neighbourhood.* *To encourage development that maintains and enhances habitat for plants and animals in locations of habitat importance.* *To provide appropriate landscaping.* *To encourage the retention of mature vegetation on the site.* Numerical requirements The schedule to the General Residential Zone specifies the following requirement in relation to this standard: *A minimum of 1 medium-sized tree of 6-12 metres (at maturity) should be provided in the front setback.* *A minimum of 1 small to medium sized tree up to 6 metres (at maturity) should be provided in private or secluded private open space greater than 25 square metres in area.* *Planting to be provided along the length of any driveway.* *Where new building bulk visually impacts on adjoining dwellings, a landscaped vertical screen should be provided.* Assessment The proposed development will allow for appropriate landscaping to enhance the neighbourhood character and amenity of adjoining and future residents. A new landscape bed will be created along the northern boundary and along the driveway to the carport. This will increase the landscaping presented to Rawson Avenue. Three of the four trees present in the rear portion of the site are proposed to be removed, with the tree to be retained located in the

		north-east corner of the lot. The semi-mature street tree located in the Rawson Avenue naturestrip will also be retained. Tree planting will be required in the rear yard of each dwelling as well as within the front setback of the new dwellings. Landscaped front setbacks will be provided to dwellings 2 & 3 fronting Lorenz St. The land located on either side of the shared driveway to be created to Lorenz Street will provide landscaping that will form an attractive outlook from the dwelling entries. A condition of permit will also require the introduction of a landscape strip between the tandem parking spaces to soften the appearance of the development as viewed from Lorenz St. A detailed landscape plan will be required as a condition on the permit specifying the requirements above. **Complies subject to conditions**
B14	Access	Objective *To ensure the number and design of vehicle crossovers respects the neighbourhood character.* Numerical requirements *The width of accessways or car spaces should not exceed:* • *40 per cent of the street frontage where the width of the street frontage is less than 20 metres,* *No more than one single-width crossover should be provided for each dwelling fronting a street.* Assessment The car parking facilities for the existing dwelling will be accessed via the existing single crossover to Rawson Avenue. A 6m wide double width crossover is proposed to Lorenz Street, increasing in width to 6.6m at the property boundary. The new crossover occupies 39.5% of the frontage of the site. The following considerations apply to the variation sought: • The double width crossover is positioned centrally with the design response creating landscaping within the site and in the naturestrip to the southern side of the crossover. The landscaping will soften the appearance of the wider crossover and corresponding driveways. • All original crossovers within Lorenz Street are double width, in a configuration where each dwelling is provided with a single crossover joined with the crossover to the adjoining dwelling. • The new crossover to No.10 Lorenz Street is single width and positioned centrally to the site's frontage. This crossover is connected to the northern side of the court bowl and is the only crossover to the court bowl. It is considered that the number and design of the proposed vehicle crossovers respect the neighbourhood character. The provision of an increased naturestrip width and landscaping to the front boundary will reinforce the residential character of the development and prevent cars from parking in the cul de sac.

		Complies Unit 1 **Variation sought and supported Unit 2 and 3**
B15	Parking Location	Objective *To provide convenient parking for resident and visitor vehicles.* *To protect residents from vehicular noise within developments.* Numerical requirements *Shared accessways or car parks of other dwellings and residential buildings 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.* Assessment The position of driveways within the development will not create parking areas adjacent to habitable room windows of a separate dwelling within the development. The proposed car parking is considered convenient for resident's vehicles and ensures that the statutory required parking spaces are fully contained within the confines of the site. **Complies**
B17	Side and Rear Setbacks	Objective *To ensure that the height and setback of a building from a boundary respects the existing or preferred neighbourhood character and limits the impact on the amenity of existing dwellings.* Numerical Requirements *A new building not on or within 200mm of a boundary should be set back from side or rear boundaries:* *At least the distance specified in a schedule to the zone, or* *If no distance is specified in a schedule to the zone, 1 metre, plus 0.3 metres for every metre of height over 3.6 metres up to 6.9 metres, plus 1 metre for every metre of height over 6.9 metres.* *Sunblinds, verandahs, porches, eaves, fascias, gutters, masonry chimneys, flues, pipes, domestic fuel or water tanks, and heating or cooling equipment or other services may encroach not more than 0.5 metres into the setbacks of this standard.* *Landings having an area of not more than 2 square metres and less than 1 metre high, stairways, ramps, pergolas, shade sails and carports may encroach into the setbacks of this standard.* Assessment Based on the wall heights of 3.45m at the ground floor level and 5.2m at the first-floor level, the required setbacks in this instance are: 1m at the ground floor level and 1.48m at the first-floor level. The dwellings are setback a minimum of 1m at the ground floor level and 1.6m at the first-floor level from the side and rear boundaries in accordance with the standard. It is considered that the height and setback of the proposed buildings respect the neighbourhood character and limits the impact on the amenity of the dwellings.

		Complies
B18	Walls on Boundary	Objective *To ensure that the location, length and height of a wall on a boundary respects the existing or preferred neighbourhood character and limits the impact on the amenity of existing dwellings.* Numerical Requirements *A new wall constructed on or within 200mm of a side or rear boundary of a lot or a carport constructed on or within 1 metre of a side or rear boundary of lot should not abut the boundary:* *10 metres plus 25 per cent of the remaining length of the boundary of an adjoining lot, or;* *Where there are existing or simultaneously constructed walls or carports abutting the boundary on an abutting lot, the length of the existing or simultaneously constructed walls or carports, whichever is the greater.* *A new wall or carport may fully abut a side or rear boundary where slope and retaining walls or fences would result in the effective height of the wall or carport being less than 2 metres on the abutting property boundary.* *A building on a boundary includes a building set back up to 200mm from a boundary. The height of a new wall constructed on or within 200mm of a side or rear boundary or a carport constructed on or within 1 metre of a side or rear boundary should not exceed an average of 3.2 metres with no part higher than 3.6 metres unless abutting a higher existing or simultaneously constructed wall.* Assessment In this instance the length of the carport structure permitted to be located on the northern boundary is 17.8m. The proposed carport structure on the northern boundary is 6m in length and are a height of 3.3m to the parapet of the façade in accordance with the standard. **Complies**
B19	Daylight to Existing Windows	Objective *To allow adequate daylight into existing habitable room windows.* Numerical requirements *Buildings opposite an existing habitable room window should provide for a light court to the existing window that has a minimum area of 3 square metres and minimum dimension of 1 metre clear to the sky.* Assessment All existing windows will maintain a minimum $3m^2$ light court in accordance with the standard. The development will have no impact on daylight access to 1/10 Lorenz St and the proposed development is separated from 10 Rawson St by a driveway and brick garage. It is considered that adequate daylight is provided into existing habitable windows. **Complies**

B20	North Facing Windows	Objective *To allow adequate solar access to existing north-facing habitable room windows.* Numerical requirements *If a north-facing habitable room window of an existing dwelling is within 3 metres of a boundary on an abutting lot, a building should be setback from the boundary 1 metre, plus 0.6 metres for every metre of height over 3.6 metres up to 6.9 metres, plus 1 metre for every metre of height over 6.9 metres, for a distance of 3 metres from the edge of each side of the window.* Assessment A total of five north facing habitable windows are located to the south of the site. The windows setback 1.19m from the boundary. The windows are not covered with an eave. The ground floor wall of Dwelling 3 is required to be setback 1m from the boundary. The first-floor wall of Dwelling 3 is required to be setback 1.96m from the boundary. The southern walls of Dwelling 3 are setback 1m from the shared boundary at the ground floor level, and 2.88m from the first-floor level in accordance with the standard. **Complies**
B21	Overshadowing Open Space	Objective *To ensure buildings do not significantly overshadow existing secluded private open space.* Numerical requirements *Where sunlight to the secluded private open space of an existing dwelling is reduced, at least 75 per cent, or 40 square metres with minimum dimension of 3 metres, whichever is the lesser area, of the secluded private open space should receive a minimum of five hours of sunlight between 9 am and 3 pm on 22 September. If existing sunlight to the secluded private open space of an existing dwelling is less than the requirements of this standard, the amount of sunlight should not be further reduced.* Assessment The proposal complies with the numerical standards above. The dwelling to the south contains secluded private open space located along the rear boundary, beyond the rear wall of the extended footprint of the dwelling. The open space has a depth of 5.5m. Whilst shadow plans indicate that the shadow cast by the development create a minor increase in shadow beyond that cast by the existing fence at 3pm on the equinox, the secluded private open space of the dwelling to the south will maintain sunlight access in accordance with the requirements of this standard. **Complies**
B22	Overlooking	Objective *To limit views into existing secluded private open space and habitable room windows.* Numerical Standards *A habitable room window, balcony, terrace, deck or patio should be located and designed to avoid direct views into the secluded private open space of an existing dwelling within a horizontal distance of 9*

		metres (measured at ground level) of the window, balcony, terrace, deck or patio. Views should be measured within a 45 degree angle from the plane of the window or perimeter of the balcony, terrace, deck or patio, and from a height of 1.7 metres above floor level. *A habitable room window, balcony, terrace, deck or patio with a direct view into a habitable room window of existing dwelling within a horizontal distance of 9 metres (measured at ground level) of the window, balcony, terrace, deck or patio should be either:* *Offset a minimum of 1.5 metres from the edge of one window to the edge of the other.* *Have sill heights of at least 1.7 metres above floor level.* *Have fixed, obscure glazing in any part of the window below 1.7 metre above floor level.* *Have permanently fixed external screens to at least 1.7 metres above floor level and be no more than 25 per cent transparent.* *Obscure glazing in any part of the window below 1.7 metres above floor level may be openable provided that there are no direct views as specified in this standard.* *Screens used to obscure a view should be:* *Perforated panels or trellis with a maximum of 25 per cent openings or solid translucent panels.* *Permanent, fixed and durable.* *Designed and coloured to blend in with the development.* *This standard does not apply to a new habitable room window, balcony, terrace, deck or patio which faces a property boundary where there is a visual barrier at least 1.8 metres high and the floor level of the habitable room, balcony, terrace, deck or patio is less than 0.8 metres above ground level at the boundary.* <u>Assessment</u> A site cut along the internal north-south boundary will result in the ground level of the proposed dwellings being lowered slightly. The site cut and resultant altered ground levels are indicated on the plans and elevations. The proposal has incorporated the following mitigation measures in accordance with the standard: <u>Northern boundary interface</u> At the ground floor level, visual barriers comprise fences and lattice with a height of 1.8m, a 3.3m high garage wall and a fence with a height of 1.85m. These structures will provide an appropriate visual barrier between the dwellings at the ground floor level. At the first-floor level, two-bedroom windows are proposed. The windows are screened with one window containing fixed obscure glazing to a height of 1.7m above finished floor level with clear and openable glazing above. The second window is a highlight window with a sill height of 1.7m above finished floor level with clear openable glazing. A window provided at the landing of the stairwell is non-obscured. Whilst the garage provides limited screening, a condition of permit will require the window to comprise the use of a fixed external screen that satisfies the overlooking requirements of Standard B22.

		<u>Eastern boundary interface</u> This interface has an outlook onto Lorenz St. At the ground floor level, the boundary shared with No.10 Lorenz St will retain a portion of 1.8m high fencing providing privacy between the dwellings at the ground floor level. At the first-floor level, two habitable room windows are proposed. The window to Dwelling 2 is a distance of 7.5m from the ground floor habitable room window of 1/10 Lorenz and 8.6m from the first-floor habitable room window. A fixed external screen will be required along the dwelling 2, bedroom 1 window to accord with Standard B22 to address overlooking. <u>Southern boundary interface</u> The boundary fences have heights of 1.95m and 2.05m and are positioned either side of a garage with a wall height of 2.3m. At the first-floor level, one habitable room window is proposed to bedroom 2. The window is provided with fixed obscure glazing to a height of 1.7m above finished floor level with clear openable glazing above. A further window is located over the stairwell as opposed to the landing which will not be screened. The location of the window limits views into the adjoining habitable room windows. <u>Internal boundary interface</u> Dwellings 2 and 3 each contain a rear deck with a floor level elevated 0.25m above the natural ground level. The floor level of the decks will be the same as the buildings floor level. However, these are cut in lower than the ground level of Unit 1. At the first-floor level, the rear elevations of Dwellings 2 and 3 contain a total of three habitable room windows. Each of these windows is provided with fixed obscure glazing to a height of 1.7m above finished floor level with clear openable glazing above. **Complies subject to conditions**
B23	Internal Views	<u>Objective</u> *To limit views into the secluded private open space and habitable room windows of dwellings and residential buildings within a development.* <u>Assessment</u> The proposal has incorporated the following in accordance with the standard (see numerical requirements of Standard B22 above). The construction of 1.8m fences between the dwellings and privacy screens will create appropriate visual barriers at the ground floor level. It is considered that the measures in place limit views into the secluded private open space and habitable room windows of dwellings within the development. **Complies**
B24	Noise Impacts	<u>Objective</u> *To contain noise sources in developments that may affect existing dwellings.* *To protect residents from external noise.* <u>Assessment</u>

		The noise generated from the development will be similar to what can reasonably be expected within a residential area. No external noise sources have been identified. **Complies**
B25	Accessibility	Objective *To encourage the consideration of the needs of people with limited mobility in the design of developments.* Assessment The standard relates to dwelling entries of the ground floor of dwellings to be accessible or able to be easily made accessible to people with limited mobility. The dwelling entries can be easily made accessible to people with limited mobility. Further, the single floor level of accommodation with the creation of open plan living could provide accommodation for a person/s of restricted mobility if bathroom design is DDA compliant. **Complies**
B26	Dwelling Entry	Objective *To provide each dwelling or residential building with its own sense of identity.* Assessment The dwelling entries are easily identifiable from the street and provide a good sense of individual address to the dwellings. **Complies**
B27	Daylight to New Windows	Objective *To allow adequate daylight into new habitable room windows.* Numerical Requirements *A window in a habitable room should be located to face:* *An outdoor space clear to the sky or a light court with a minimum area of 3 square metres and minimum dimension of 1 metre clear to the sky, not including land on an abutting lot, or* *A verandah provided it is open for at least one third of its perimeter, or* *A carport provided it has two or more open sides and is open for at least one third of its perimeter.* Assessment All new habitable room windows have been provided with a $3m^2$ light court in accordance with the standard. The lack of eaves to the ground floor windows of Dwellings 2 and 3 ensure this outcome is achieved. In relation to the existing dwelling, the installation of a north facing glazed sliding door will provide increased access to daylight to the reconfigured open plan living area, improving the amenity of occupant of this dwelling. It is considered that the proposal has been designed to allow adequate daylight into new habitable windows. **Complies**
B28	Private Open Space	Objective

		To provide adequate private open space for the reasonable recreation and service needs of residents. Numerical Requirements The schedule to the General Residential Zone specifies the following requirement in relation to this standard: *An area of 40 square metres, with one part of the private open space to consist of secluded private open space with a minimum area of 25 square metres and a minimum dimension of 4 metres.* *Secluded private open space should not be located in the front setback of a dwelling or residential building and should have convenient access from a living room.* Assessment The proposed dwellings are provided with the following areas of private open space in accordance with the standard: Dwelling 1: 150sqm (secluded area is 29sqm with a minimum dimension of 4m) Dwelling 2: 60sqm (secluded area is 45sqm with a minimum dimension of 4m) Dwelling 3: 57sqm (secluded area is 46sqm with a minimum dimension of 4m) It is considered that private open space has been provided for the reasonable recreation and service needs of the dwelling and each has convenient access from their respective living rooms. **Complies**
B29	Solar Access to Open Space	Objective *To allow solar access into the secluded private open space of new dwellings and residential buildings.* Numerical Requirements *The southern boundary of secluded private open space should be set back from any wall on the north of the space at least (2 + 0.9h) metres, where 'h' is the height of the wall.* Assessment It is considered that the development has been designed to allow adequate solar access into the secluded private open space of the dwellings. **Complies**
B30	Storage	Objective *To provide adequate storage facilities for each dwelling.* Numerical Requirements *Each dwelling should have convenient access to at least 6 cubic metres of externally accessible, secure storage space.* Assessment Each new dwelling has access to at least 6 cubic metres of storage space which is incorporated into the garage, outside the clearance area for parked vehicles. As the storage areas are incorporated as additional floor space outside the clearance area and will not contain doors, the storage facilities are considered to pose an acceptable facility for future occupants.

		The existing dwelling is not provided with storage facilities. A condition of permit will require this facility to be provided along the internal rear boundary. It is considered that the development incorporates adequate storage facilities. **Complies subject to conditions – Dwelling 1**
B31	Design Detail	Objective *To encourage design detail that respects the existing or preferred neighbourhood character.* Assessment The retention of the original dwelling fronting Rawson Avenue and the construction of an attached carport with a brick parapet wall is typical of development in the locality. Original residential development in the locality present limited detailing, with weatherboard or brick walls covered by tiled hipped roofs. Recent infill developments present articulation created through the use of more varied materials, with each level of the building being treated differently. Each building level is provided with a hipped roof constructed of tiles which ensures the proportion of walls to roof is appropriate and that sheer double storey walls are created. This form of development is present on the adjoining site at No.10 Lorenz Street, where four dwellings of double and single storey scale have been constructed. The development proposes the introduction of a greater level of detail to the façade of each dwelling through the creation of individual designs containing similar elements and a staggered front wall design. The articulation creates a development which has a 'lighter' visual presence at the ground floor portion of the ground floor level of each dwelling within the duplex building form. The use of a gable at the first-floor level of each dwelling replicates the element present on the original building. The remaining first floor roof elements are hipped. The setback of each single garage behind the front wall and cantilevered first floor ensures the garages are not visually dominant within the façade. The staggered building line of each dwelling at both levels create visual interest that is combined with the relatively equal proportions of front walls to the garage widths. The building form presents an alternative façade design to a conventional side by side layout with a mirror image. Variation between the layout and appearance of the dwellings creates individual identities, while the duplication of elements and materials creates a cohesive building form. **Complies**
B32	Front Fences	Objective *To encourage front fence design that respects the existing or preferred neighbourhood character.* Assessment

		The existing front fence to Rawson Avenue is to remain. A low front fence to the Lorenz Street front of Dwelling 3 is proposed in accordance with the existing neighbourhood character which consists of a variety of front boundary treatments. **Complies**
B33	Common Property	Objective *To ensure that communal open space, car parking, access areas and site facilities are practical, attractive and easily maintained.* *To avoid future management difficulties in areas of common ownership.* Assessment No common property is proposed. **N/A**
B34	Site Services	Objective *To ensure that site services can be installed and easily maintained.* *To ensure that site facilities are accessible, adequate and attractive*. Assessment Bin areas, clotheslines and mailboxes are provided to each dwelling. The electrical meter boxes will be required to be appropriately treated to Council's satisfaction. **Complies subject to conditions**
Officer Comments:		Response to grounds of objection ***Court bowl / cul de sac issues*** *Lorenz Street contains a court bowl, at the end of which it is proposed to provide vehicle access to the new dwellings within the development. This would alter the way the existing court bowl currently functions and remove the ability for some car parking within the court bowl. According to the objectors, the cul du sac characteristic was an attraction for many residents when purchasing property. The objectors do not want vehicle access to the new dwellings provided from Lorenz Street. At present children play in the court and the proposed development would impact on their ability to do so.* **Lorenz Street parking / traffic** *Increased traffic in Lorenz Street would create a reduced level of amenity, with car parking considered by residents to be at capacity.* *When vehicles park on both sides of the street access past parked vehicles is dangerous, and would restrict emergency vehicle access.* *When vehicles park too close to driveways access is restricted, creating a reduced level of amenity.* *There is already a high demand/shortage of parking available within the street, and the development would worsen this situation.* *Mobility and health issues of existing residents would be exacerbated. by increased traffic and parking issues associated with the development.* *Tandem spaces will not be used adding to car parking demand / pressure on Lorenz St.* Response The interface between the rear boundary and the cul du sac has always had the capacity for the creation of vehicle access to the site because the site has legal abuttal to Lorenz Street. This opportunity was created by the original subdivision configuration.

	Council's Traffic Engineers have not raised concerns regarding the increased traffic volume that would be generated by the development, with the road network having the capacity to cater for the additional demand, noting that it is only for two additional dwellings. An increase in traffic may result in some increased delays associated with vehicle movements which is considered to be acceptable in an urban context. The proposed site layout provides one centrally positioned double width driveway to Lorenz Street. The site has the right to create access to Lorenz St without the need for planning approval. The approval required would be a crossover permit processed by the Engineering Department. The configuration of the court bowl does not really allow for any vehicles to park in the court bowl, despite the convenience enjoyed by those who currently do it. Therefore the creation of the new access will not reduce the parking entitlement within the court bowl or prevent vehicles legally conducting multiple manoeuvres to exit the street in a forward direction. The court bowl will provide the opportunity for vehicles parked within the garages or tandem spaces of Dwellings 2 and 3 to carry out a multiple point reversing manoeuvre and exit the street in a forward direction. The function of the court bowl would apply to the future dwellings, as well as being retained by occupants/visitors of existing dwellings. The access arrangements for the development will be designed and constructed to current design standards. The provisions accept single garages with a tandem space for a development of this nature. Accessible parking permits are issued by Council. If necessary, residents can request the creation of an Accessibility on-street parking bay and the installation of 'hockey stick' line marking to the side of each driveway to ensure adequate clearance is provided to enable vehicles to enter and exit properties. In the event of access being obstructed, Council's Local Laws Officers can be requested to investigate complaints. **Waste bins storage and collection** *The street already has limited capacity for waste bin storage, and additional bins will exacerbate this situation.* <u>Response</u> As previously discussed in the referral section of this report, this is a legitimate issue given that residents all have to place their bins on the northern side of the street because Council's garbage trucks reverse down the street to collect the waste. A double crossover at the end of the cul de sac as proposed will not impact the trucks from doing this, and Council's Waste Services team are satisfied that there is sufficient room on the northern side of the court bowl for some additional bins on collection day. **Planning considerations** *The proposal does not comply with ResCode (a Clause 55 table with comments was provided).* *The proposal does not comply with various provisions of the PPF.*

	Dispute assessment provided in the applications written submissions, particularly in relation to the potential impact on Lorenz St residents. Response The application was accompanied by a written submission. Whilst this has been considered as part of this fficer assessment, officers have undertaken a full and detailed independent assessment of the application against the relevant provisions of the Brimbank Planning Scheme, as detailed throughout this report. Overall, the proposal is considered to pose an appropriately designed infill development that takes advantage of the dual street frontage of the site, whilst limited the impact on neighbours. The assessment of neighbourhood character is a subjective matter, and it is noted that the development has greater connection with Lorenz Street than Rawson Avenue where a single dwelling on a smaller lot will be established. In relation to ResCode (or Clause 55), variations have been identified against Standard B14 – Access, with Standard B6 – Street setback considered to have no applicable numerical requirements. Conditions relating to additional privacy measures will ensure the development does not create overlooking into the protected areas of the adjoining dwellings. This report has identified the proposed relationship between the development and Lorenz Street and Rawson Avenue. Overall, the proposal is considered to present an outcome that achieves a level of compliance with the various provisions of the Planning Scheme that justifies support for the proposal. **Neighbourhood character** *Development is not 'sympathetic' to existing building form.* *The court character of Lorenz St would be changed / lost.* *Loss of existing vegetation cannot be replaced.* Response Neighbourhood character is subjective. Its assessment requires consideration to be given to all existing building forms, and identify any consistencies in subdivision, building forms, materials, and the layout of buildings. Planning Officers have provided comments on the existing neighbourhood character in the various sections of this report, determining that the design response is found to be both 'respectful of' and 'sympathetic to' the existing neighbourhood character, which includes the bulk, height and appearance of the adjoining infill development that contains two double storey dwellings fronting the street. In relation to landscaping, while existing vegetation is proposed to be removed the conditions of permit would require the planting of semi-mature canopy trees within the front and rear setbacks of each dwelling in additional to garden beds. **General amenity issues** *Overshadowing and its impact on landscaping.* *Increased noise.* Response

	The shadow plans indicate that a minor increase in shadow on the rear yard of the dwelling to the south (6 Rawson) will still result in compliance with the relevant standard of ResCode. These concerns were submitted by a party that is not located to the south of the site. The level of noise that is likely to be generated by future occupants is expected to be appropriate for activity within an urban area and not dissimilar to noise generated by any other residential property. **Other** *Development is commercially based and has no regard to the impact on Lorenz St residents.* *Breaches the Charter of Human Rights (2006) Victoria in relation to rights of existing residents of Lorenz St to maintain their amenity* *Want site fully redeveloped with vehicle access limited to Rawson Avenue.* <u>Response</u> There are no planning controls that prevent developments being based on commercial considerations. Planning considerations include amenity for future and existing residents and neighbourhood character elements of the locality and the assessment of the proposed site layout and building design. The potential amenity impacts have been considered throughout this report, and it has been concluded that there will be little if any material detriment to the amenity of existing residents from the proposed development. One area of concern is however the construction phase of the development and the impact on Lorenz Street of construction vehicle parking, deliveries to the site, etc. As a result it is recommended that a condition be placed on any approval for a Construction Environmental Management Plan (CEMP) to be prepared and followed for the duration of the construction. In particular the CEMP should address the following additional matters: (a) Vehicle parking for all construction workers and visitors during the demolition and construction phase must be along Rawson Avenue, not Lorenz Street. (b) All demolition material must be removed from the site via Rawson Avenue, not Lorenz Street. (c) Where possible, all construction materials and equipment must be delivered to the site from Rawson Avenue, not Lorenz Street. In circumstances where this is not possible, delivery vehicles must not block driveways to existing properties in Lorenz Street, and must park there for the minimum time possible to complete the delivery.
Conclusion and Recommendation	A comprehensive and detailed assessment of the application has been undertaken against the provisions of the Brimbank Planning Scheme. On the merits of the proposal, it is recommended that the proposal be supported and that a Notice of Decision to Grant a Planning Permit be issued subject to the conditions listed within **Attachment 5** to this report.

Proposed Conditions:

Amended/Endorsed Plans

(1) Before the development starts, amended plans and reports to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans and reports will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions. The plans and reports must be generally in accordance with the plans and reports submitted with the application (received by Council on 30 April 2024) but modified to show:

(a) Provision of a 6m^3 storage shed located in the secluded private open space of Dwelling 1.

(b) Provision of at least one openable sash in the first-floor stair windows for both Dwellings 2 and 3, with remote operation if out of reach.

(c) Notation on floor and elevation plans that all windows are able to be locked open.

(d) Notation on floor plans that the electric vehicle charging point must be a minimum 32 AMP.

(e) A fixed external screen to meet the design requirements of Standard B22 to the following windows:

(i) Dwelling 2 first floor north-facing landing window; and,

(ii) Dwelling 2 first floor east-facing bedroom 1 window.

(f) A WSUD Plan in the main drawing set, annotating the water tank is connected to all toilets and irrigation in each dwelling, and removing reference to raingardens.

(g) Amendments to the SDA to provide the following to the satisfaction of the Responsible Authority:

(i) Revise text in the body of the SDA (not appendices) to remove duplicate information, and provide clear commitments to the following:

- Electrical vehicle charging will be a minimum Level 2 (32 Amp minimum).
- Rainwater tank will be connected to all toilets and for irrigation purposes in Dwellings 2 & 3.
- Timber is to be sourced from sustainability managed sources that hold third party verification is sought (e.e. FSC/PEFC 'Responsibility Wood').

(ii) Provide space heating and cooling which has energy efficiency which is rated within one star of the best available, and adjust BESS accordingly.

(iii) Provide LED lighting and remove reference to fluorescent lighting.

(iv) Include a full copy of the published BESS report within the SDA after revision to include:

- Use 5 star minimum efficiency for gas heating, and 4 star to represent an average rating for heat pumps heating or cooling.
- Any changes triggered by other conditions.

(v) Provide a recycling target to ensure waste avoidance, reuse and recycling of materials during demolition and construction.

(h) A landscape plan in accordance with Condition 3.

(2) The development as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.

Landscaping

(3) Prior to the endorsement of plans, and commencement of development, a 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 plan must be drawn to scale with dimensions. The landscaping plan must be generally in accordance with the proposed development plan but must show:

(a) A minimum of 1 medium-sized tree (minimum 2 metres tall when planted and 6-12 metres at maturity) in each of the front setbacks of Dwellings 1, 2 and 3;

(b) Areas of lawn and garden beds delineated on the plans. All proposed vegetation planting must be contained within a garden bed and mulched accordingly;

(c) Permeable concrete pavers provided to the pedestrian path to Dwelling 2;

(d) A planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant; and,

(e) Changes as per conditions 1 (a), (b) and (g) of this permit.

All species selected must be to the satisfaction of the Responsible Authority.

(4) Prior to the commencement of Occupation, unless otherwise agreed in writing with the Responsible Authority landscaping works as shown on the endorsed plans must be completed to the satisfaction of the Responsible Authority.

(5) The landscaping shown on the endorsed plans must be maintained to the satisfaction of the Responsible Authority. This includes the replacement of any dead, diseased or damaged plants.

(6) A cash bond for $1,500, plus a non-refundable 5% service charge of $75 (Total of $1,575), shall be lodged with the Responsible Authority prior to the collection of endorsed plans to ensure the completion and establishment of landscaped areas. This cash bond will only be refunded after a 13 week establishment period beginning when the Responsible Authority is satisfied with the completed landscaping works, provided that the landscape is being maintained to the satisfaction of the Responsible Authority.

Construction Management Plan

(7) Prior to works commencing, a Construction Environmental Management Plan (CEMP) must be submitted to and approved by the Responsible Authority. When approved, this CEMP will form part of this permit. The CEMP must be in accordance with Council's CEMP template and guidelines. The approved CEMP must be implemented at all times, to the satisfaction of the Responsible Authority. In particular the CEMP must address the following additional matters:

(a) Vehicle parking for all construction workers and visitors during the demolition and construction phase must be along Rawson Avenue, not Lorenz Street.

(b) All demolition material must be removed from the site via Rawson Avenue, not Lorenz Street.

(c) Where possible, all construction materials and equipment must be delivered to the site from Rawson Avenue, not Lorenz Street. In circumstances where this is not possible, delivery vehicles must not block driveways to existing properties in Lorenz Street, and must park there for the minimum time possible to complete the delivery.

Street Tree Protection

(8) A fenced tree protection zone (TPZ) must be established and maintained using methods set out in AS4970-2009 "Protection of Trees on a Development Site" for the entire duration of the works onsite for the street trees to Rawson Avenue and Lorenz Street. TPZ fencing must be in place prior to any works onsite including any demolition.

(9) No mechanical excavations are to occur within the TPZ or structural root zone (SRZ) of any existing street trees, including for service connections.

(10) The nature strips must not be used for the storage or delivery of any building materials.

Development Contribution Levy

(11) A Development Contribution in accordance with the approved Development Contributions Plan must be paid to Brimbank City Council.

The Development Infrastructure Levy (DIL) must:

(a) Be paid prior to the commencement of any development or works on the land or prior to Statement of Compliance (SOC) for the subdivision of the land associated with the development permit, whichever comes first; OR

(b) When a staged subdivision is sought, be paid prior to the issue of a Statement of Compliance based on the net increase in the number of new dwellings within each stage.

The Community Infrastructure Levy (CIL) must be paid prior to the issue of a building permit under the *Building Act 1993*.

The total amount payable will be dependent on the levy amount at the time of payment, as the levy amount is adjusted annually based on the Consumer Price Index (CPI).

Car Parking

(12) Before the occupation of the development starts, the areas set aside for the parking of vehicles and driveways as shown on the endorsed plans must be:

(a) Constructed in concrete or asphalt;

(b) properly formed to such levels that they can be used in accordance with the plans;

(c) Drained; and,

(d) Maintained

all to the satisfaction of the Responsible Authority.

(13) Car spaces, access lanes and driveways must be maintained, kept free of obstructions, and remain available for vehicle parking and movement at all times.

(14) Prior to the commencement of the development hereby approved, vehicular crossings must be constructed to the road to suit the proposed driveways in every location shown on the endorsed plans to the satisfaction of the Responsible Authority. A Vehicle Crossing Permit must be obtained from Council's Engineering Department prior to any works commencing on the site.

(15) The owner/developer is responsible for determining the location of any road infrastructure or non-road infrastructure in the road reserve (e.g. pits, poles, water mains, gas mains, telecommunications cables etc.) that could be affected by the installation of the new crossovers or related works.

Any existing road infrastructure or non-road infrastructure located within or adjacent to the new crossovers must be altered, relocated or reconstructed to the satisfaction of the Responsible Authority and/or the relevant utility provider or infrastructure manager at the expense of the owner/developer.

Engineering

(16) Access to the site and ancillary road works must be constructed in accordance with the requirements of the Responsible Authority.

(17) Prior to the commencement of the development, a legal point of discharge is to be obtained. A stormwater drainage plan showing how the site will be drained from the property boundary to the stated point of discharge must be submitted to and approved by the Responsible Authority.

(18) An on-site stormwater drainage retention/detention system must be installed on the subject land to the satisfaction of the Responsible Authority.

(19) The entire development site must be connected to the existing underground drainage and sewerage systems to the satisfaction of the Responsible Authority.

(20) The crossovers must be located and constructed to the satisfaction of the Responsible Authority in accordance with plans approved by the Responsible Authority. The plans submitted must show all services within the road reservation including power poles, drainage pits, Telstra pits, trees, road humps, bus stops and any other road infrastructure or asset that may hinder or impact on the operation of the crossover.

(21) Protective kerbs (of a minimum height of 150mm) must be provided to the satisfaction of the Responsible Authority to prevent damage to fences or landscaped areas and to control drainage flows.

Water Sensitive Urban Design

(22) The performance of any Water Sensitive Urban Design (WSUD) device must be monitored and maintained such that it continues to meet Best Practice standards. In the event that the device fails to meet Best Practice standards it must be repaired or replaced with an alternate at the cost of the owner/operator to the satisfaction of the Responsible Authority.

Multi Unit Residential Development

(23) Obscured, fluted or similar glazing must not be used on the front elevation of any dwelling hereby approved.

(24) All pipes, fixtures, fittings and vents servicing any building on the site must be concealed in service ducts or otherwise hidden from view to the satisfaction of the Responsible Authority.

(25) The walls on the boundary of the adjoining property shall be cleaned and finished to the satisfaction of the Responsible Authority.

(26) Provision must be made on the land for the storage of waste and recycling bins in a location that is not visible from the street to the satisfaction of the Responsible Authority.

(27) Prior to the occupation of the dwellings hereby permitted all side, rear and internal fencing must be provided to a minimum height of 1.8m above the finished ground level (except where visibility splays are required toward the front of the site) and be in good condition to the satisfaction of the Responsible Authority. The owner of the subject land must pay all costs associated with the construction / modification of the fences, to the satisfaction of the Responsible Authority.

Time Limit – Development

(28) This permit will expire if one of the following circumstances applies:

(a) The development is not started within two years of the date of this permit,

(b) The development is not completed within four years of the date of this permit.

The Responsible Authority may extend the periods referred to if a request is made in writing before the permit expires, or:

(a) Within six months afterwards for commencement, or

(b) Within twelve months afterwards for completion.

Notes

(1) ***This is not a Building Permit****. Please consult a Building Surveyor and ensure that a Building Permit is obtained prior to the commencement of works.*

(2) ***Building Surveyor Note:*** *A siting assessment has already been undertaken and therefore an assessment under Part 5 of the Building Regulations 2018 is not required.*

(3) Approval must be obtained from Council's Engineering Department (Phone: 9249 4000) for the construction or alteration of any vehicle crossings prior to the commencement of any works on the site.

(4) Prior to any works commencing on site, an Asset Protection Permit must be obtained from Council's Engineering Department (Phone: 9249 4000).

(5) Mailboxes must be dimensioned, located and orientated to accord with the relevant Australia Post Guidelines as updated from time to time.

(6) A copy of this permit and the endorsed plans must be provided to all builders and contractors who are to work on the site so that they are aware of the conditions to which this approval is subject.

(7) If there is a change in ownership or any change in detail of the payee for the landscape bond, a 'Transferral of Bond' form can be obtained from Council's City Planning Unit (9249 4000) ensuring the details of new payee of the landscape bond are transferred to the application.

(8) Please refer to Council's website at: https://www.brimbank.vic.gov.au/building-and-planning/development-contributions-plan to calculate the indicative Development Contribution Plan (DCP) levy and to request a DCP invoice.

12.3	**Application P392/2023 for Approval of a Development Plan Under Development Plan Overlay 16 for 179 Tilburn Road, Deer Park and surrounding land**
Directorate	City Futures
Director	Kelvin Walsh
Manager	Kristen Gilbert
Attachment(s)	1. Zoning Map [**12.3.1** - 1 page] 2. Aerial Photo [**12.3.2** - 1 page] 3. Considered Plans (Part 1) [**12.3.3** - 34 pages] 4. Considered Plans (Part 2) [**12.3.4** - 23 pages] 5. Considered Plans (Part 3) [**12.3.5** - 15 pages] 6. Detailed Assessment [**12.3.6** - 54 pages] 7. Proposed Additions Required To Development Plan Prior To Endorsement [**12.3.7** - 3 pages]

Purpose

For Council to consider an assessment of Application P392/20203 for approval of a development plan under Development Plan Overlay Schedule 16 at 179 Tilburn Road (previously known as 765 Ballarat Road), Deer Park and surrounding land.

Officer Recommendation

That Council approves the Development Plan for 179 Tilburn Road, Deer Park and surrounding land, subject to the incorporation of changes specified in Attachment 7 to this report.

Background

The site is a large, predominantly vacant, irregular shaped parcel of land in Deer Park with a total site area of approximately 65 hectares. It abuts Ballarat Road to the north, Tilburn Road to the south and the Western Ring Road to the east (refer **Attachments 1 and 2**).

Kororoit Creek runs through the northern part of the site and the land immediately abutting the creek has both an Environmental Significance Overlay and a Land Subject to Inundation Overlay. There are two separate Heritage Overlays on site, each covering two separate areas. These include ICI Entry Gates facing Ballarat Road, the Nobel Building and associated heritage protected trees to the south of the Kororoit Creek, and a former ordnance survey bunker at the south-east of the site. There are native grasses and trees scattered across the site.

The site was rezoned from Industrial 2 Zone to Commercial 2 Zone in May 2014. Whilst land to the north of the Kororoit Creek includes a series of small lots, land on the south side of the creek was formerly part of a larger lot (765 Ballarat Road) which includes the Industrial 2 zoned land to the west, commonly known as the "Orica site". The larger parcel of land was subdivided into two lots via a planning permit for subdivision issued in 2023.

As part of the Orica site, the land was previously used for the manufacture of explosives. This left the site contaminated; however the land has been subject to significant remediation works and a Statement of Environmental Audit was issued in 2020 stating the site is suitable for commercial and industrial uses.

There is an existing entrance on Ballarat Road at the north-east corner of the site providing access to a bridge over Kororoit Creek. Aside from this the two entrances to the site (one on Ballarat Road and one on Tilburn Road) are both located on the adjoining land to the west.

Matters for Consideration

The application seeks approval of a development plan under Development Plan Overlay Schedule 16 (DPO16) of the Brimbank Planning Scheme (refer to **Attachments 3, 4 and 5**). The proposed development plan would facilitate future use and development applications predominantly for large warehousing facilities, restricted retail premises, offices, food and drink premises and data centres.

Whilst the proposal seeks approval for the entire development plan area (including the lots to the north of Kororoit Creek), the detailed information provided relates only to land south of the creek. In order for the area to the north of the creek to be developed, the proposed development plan would need to be amended in the future to facilitate this.

A full assessment of the application against the provision of the Planning Scheme is provided at **Attachment 6**. The assessment indicates the submitted development plan largely complies with the Municipal Planning Strategy, Planning Policy Framework and responds to the objectives of the Commercial 2 Zone and decision guidelines of Schedule 16 to the Development Plan Overlay.

The uses proposed accord with the approved Statement of Environmental Audit and respond to the proximity of the site to the Hexion Major Hazard Facility, within the Orica land to the west. Fire Rescue Victoria (FRV), the Environmental Protection Authority (EPA) and Worksafe Victoria have raised no objections in principle to the proposed development plan.

Fill is proposed to be introduced across large parts of the site to level the land and create a cap between remnant shallow contaminated rock and future development. Despite this, the heritage and environmental assets on site are protected, with development buffers proposed from both the Kororoit Creek and the heritage listed Nobel Building. Both the Department of Energy, Environment and Climate Action (DEECA) and Melbourne Water have raised no objection in principle to the approach taken including where areas have been identified for future native vegetation and tree removal (subject to future applications where applicable).

The access arrangements to the surrounding roads are in principle supported by the Department of Transport and Planning (DTP) and Council's Traffic Engineer and will allow safe exit and egress from the site subject to further detailed design. The development plan layout also commits to all roads being designed to Council's engineering standards and providing pedestrian and bicycle linkages through the site and along Tilburn Road which is identified as a strategic transport corridor.

Design guidelines are included in the proposed development plan and with commitment to high quality urban and building design techniques, robust contemporary materials, environmentally sustainable design (ESD) measures, appropriate setbacks from the existing and proposed streets and a strong landscape setting, this will lay down the foundations for a well-designed estate that responds to the surrounding area.

It is recommended that Council approves the proposed development plan, subject to the minor additions outlined in **Attachment 7** to this report. These changes include increasing landscape setbacks to the eastern boundary with the Western Ring Road, and additional commitments to ensure heritage and environmental assets are protected and to secure path upgrades along Tilburn Road.

Community Engagement

Clauses 43.04-2 and 43.04-3 of the Development Plan Overlay require that a development plan must be prepared to the satisfaction of the Responsible Authority. Despite there being no specific notification provisions, it was determined the application should be informally advertised to the surrounding landowners for a period of 28 days so views could be considered in the assessment of the application. Following completion of the notification period there were no submissions received.

Resource And Risk Implications

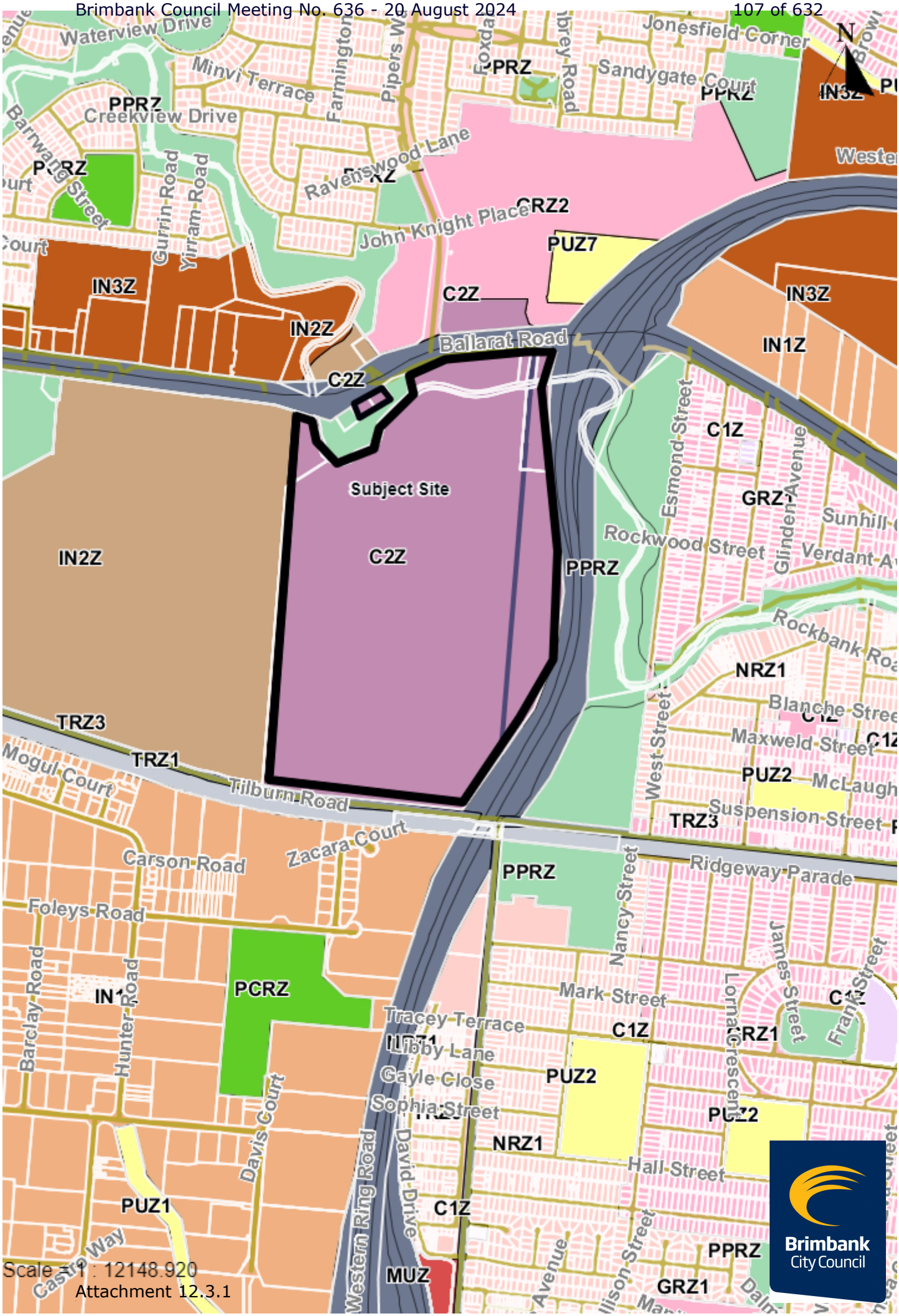
Resource requirements can be met within the Annual Budget 2024/2025.

There are no Community, Environmental, Financial, Regulatory or Safety risks.

Legislation/Council Plan/Policy Context

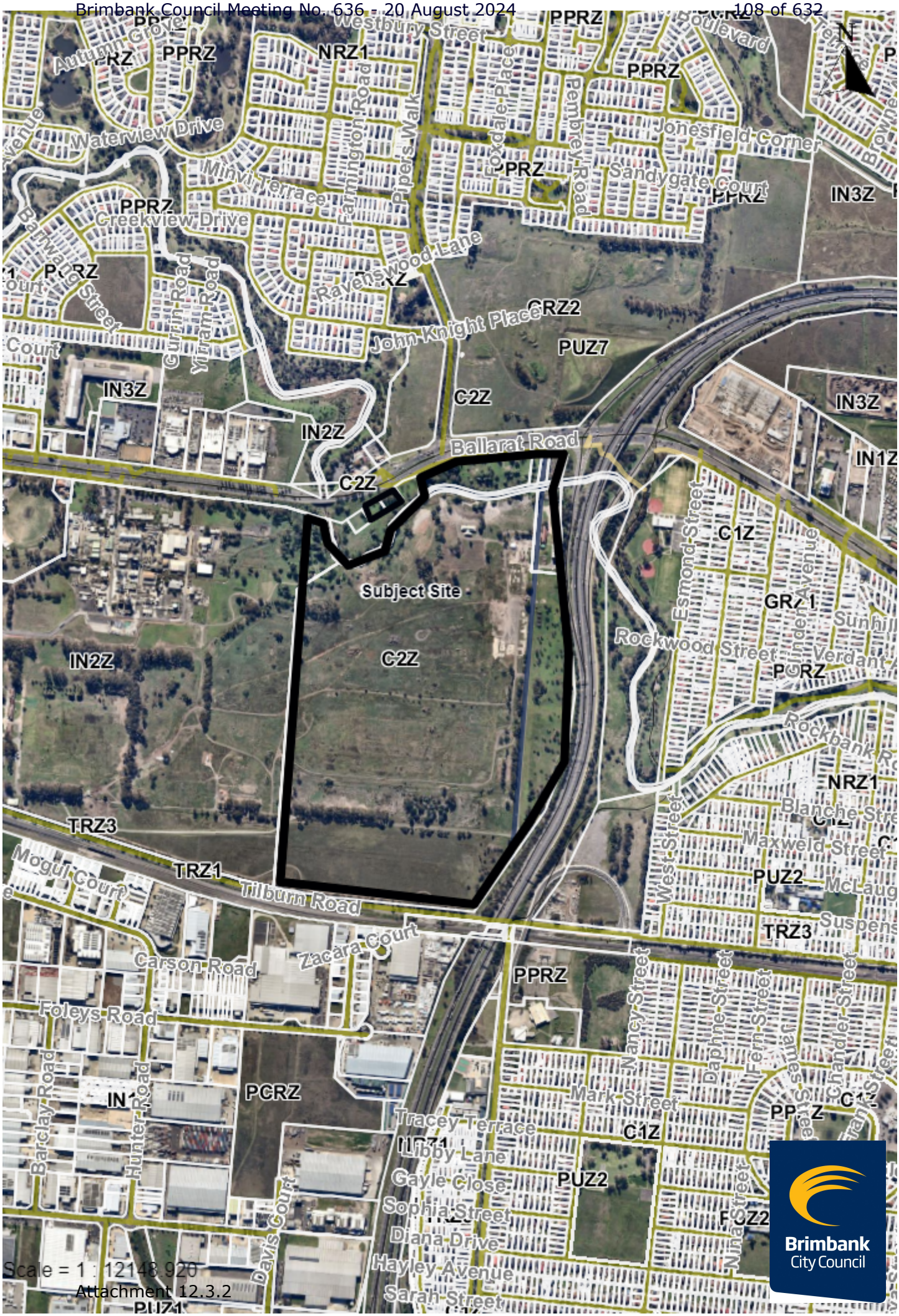
This report complies with the *Planning and Environment Act 1987* and the Brimbank Planning Scheme.

Council officers contributing to the preparation and approval of this report, have no conflicts of interests to declare.



Scale at 1 : 12148.920

Attachment 12.3.1


Subject Site
PPRZ
NRZ1
C2Z
PUZ7
IN3Z
IN2Z
C1Z
GRZ1
PCRZ
TRZ3
TRZ1
PUZ2
Ballarat Road
Tilburn Road
Westbury Street
Waterview Drive
Creekview Drive
Ravenswood Lane
John Knight Place
Rockwood Street
Carson Road
Foleys Road
Zacara Court
Tracey Terrace
Libby Lane
Gayle Close
Sophia Street
Diana Drive
Hayley Avenue
Sarah Street
Mogul Court
Esmond Street
Maxweld Street
Mark Street
Jonesfield Corner
Sandygate Court
Pembrey Road
Farmington Road
Piper's Walk
Minvi Terrace
Gurrin Road
Yirram Road
Barclay Road
Hunter Road
Davis Court
Nancy Street
Daphne Street
Fern Street
West Street
Scale = 1 : 12148.920
Attachment 12.3.2
Brimbank City Council

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765 Ballarat Road, Deer Park

Development Plan

August 2023

Attachment 12.3.3

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Acknowledgement of Country

We are proud to acknowledge the Wurundjeri People as the traditional custodians of this land. We pay our respect to the land and to the Elders of the Kulin Nation, both past and present. We also extend that respect to all Aboriginal and Torres Strait Islander People.

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1.0 Introduction

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1.0 Introduction

The Deer Park Development Plan has been prepared by Urbis on behalf of HB+B Property to provide a framework for the development of the eastern portion of the Orica site located at 765 Ballarat Road, Deer Park.

Utilising the sites strategic potential, the Development Plan will guide the transformation of the area by providing a development framework for the existing commercially zoned land. HB+B Property is committed to developing a vibrant, start of the art and sustainable staged employment precinct which also acknowledges the history of the site and is responsive to its surrounds.

This Development Plan should be read in conjunction with the following supporting documentation:

> Site Context Plan prepared by Watson Young

> Precinct Plan prepared by Watson Young

> Stating Plan prepared by Watson Young

> Access Plan prepared by Watson Young

> Existing Site Management Plan prepared by Watson Young

> Survey Plan prepared by Veris

> Geotechnical report prepared by A.S James

> Design Guidelines prepared by Watson Young

> Stormwater Management Plan prepared by Arcadis

> Infrastructure & Services report prepared by Arcadis

> Landscape Master Plan prepared by Human Habitats

> Traffic Engineering Assessment prepared by TraffixGroup

> Risk Assessment prepared by Arriscar

> Environmental Summary prepared by WSP Australia

> Heritage report prepared by EMM

> Biodiversity Assessment prepared by Nature Advisory

> Biodiversity peer review prepared by Biosis

> Odour Assessment prepared by EMM

> Arboricultural report prepared by John Patrick



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2.0 The Development Plan Overlay

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2.0 The Development Plan Overlay

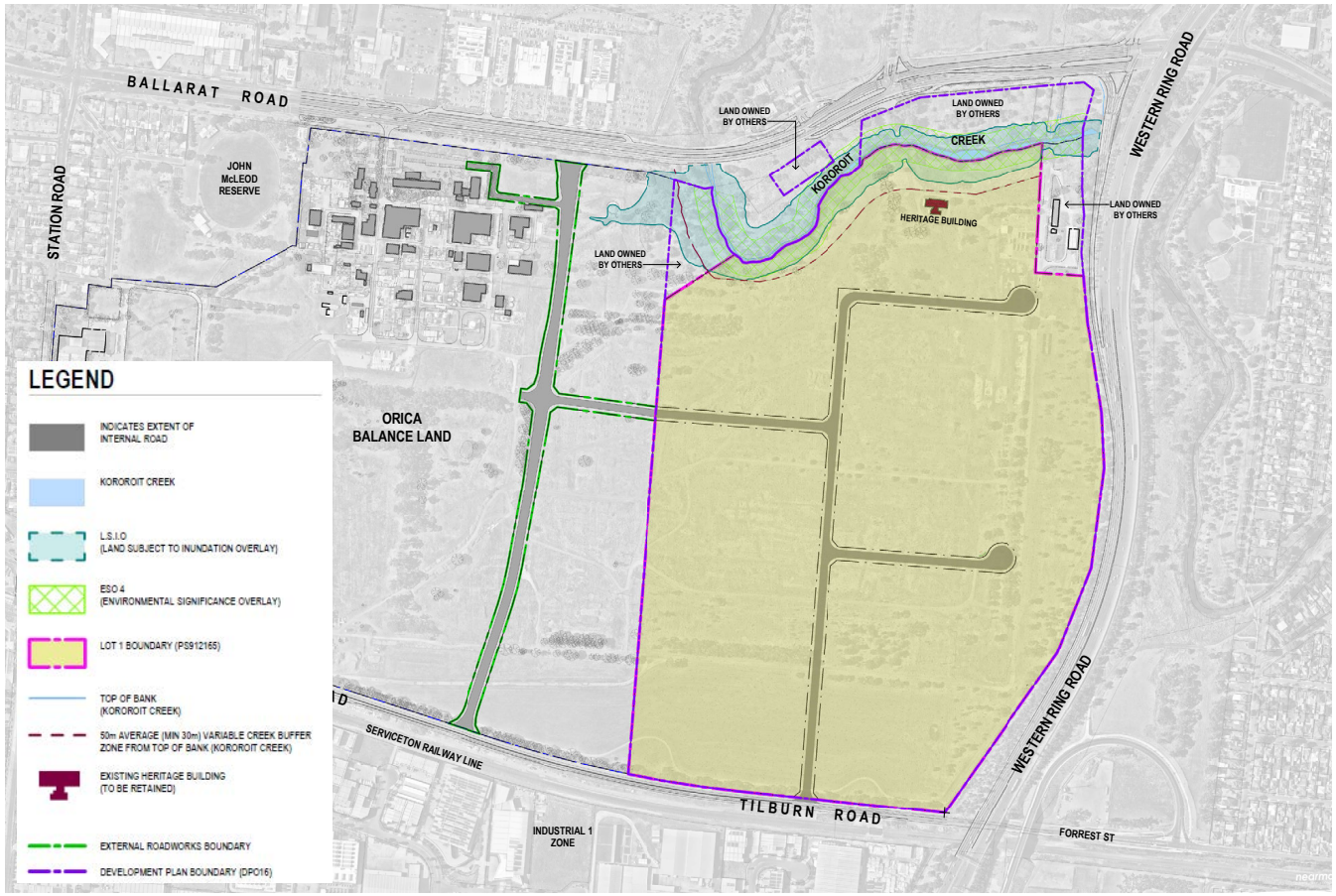
The Development Plan is being prepared in line with the requirements of the Development Plan Overlay Schedule 16 (Orica Deer Park Development Plan) (DPO16) as contained within the Brimbank Planning Scheme. The DPO16 requires that a Development Plan be prepared prior to the issue of a permit for use or development.

The purpose of the Development Plan is to establish an overarching urban structure to the site, under which the more detailed site planning and staged subdivision of the land can take place.

The DPO16 covers the following 8 parcels of land which are located on both sides of the Kororoit Creek.

- Lot 1 PS331541
- Allot. 3D Sec. 8 PARISH OF MARIBYRNONG
- Allot. 3D Sec. 8 PARISH OF MARIBYRNONG
- Allot. 1 Sec. 8 PARISH OF MARIBYRNONG
- Allot. 1B Sec. 8 PARISH OF MARIBYRNONG
- Allot. 1E Sec. 8 PARISH OF MARIBYRNONG
- Lot 1 PS912165
- Lot 2 PS912165

Whilst the proposal is for approval of the entire development plan area the detailed information provided in this submission only addresses the hatched area known as Lot 1 PS912165 (highlighted on the the adjacent plan). It would be expected that in order for the remainder of the area to be developed, this will require the Development Pan to be amended.



Attachment 12.3.3

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3.0 Site Context

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3.0 Site Context

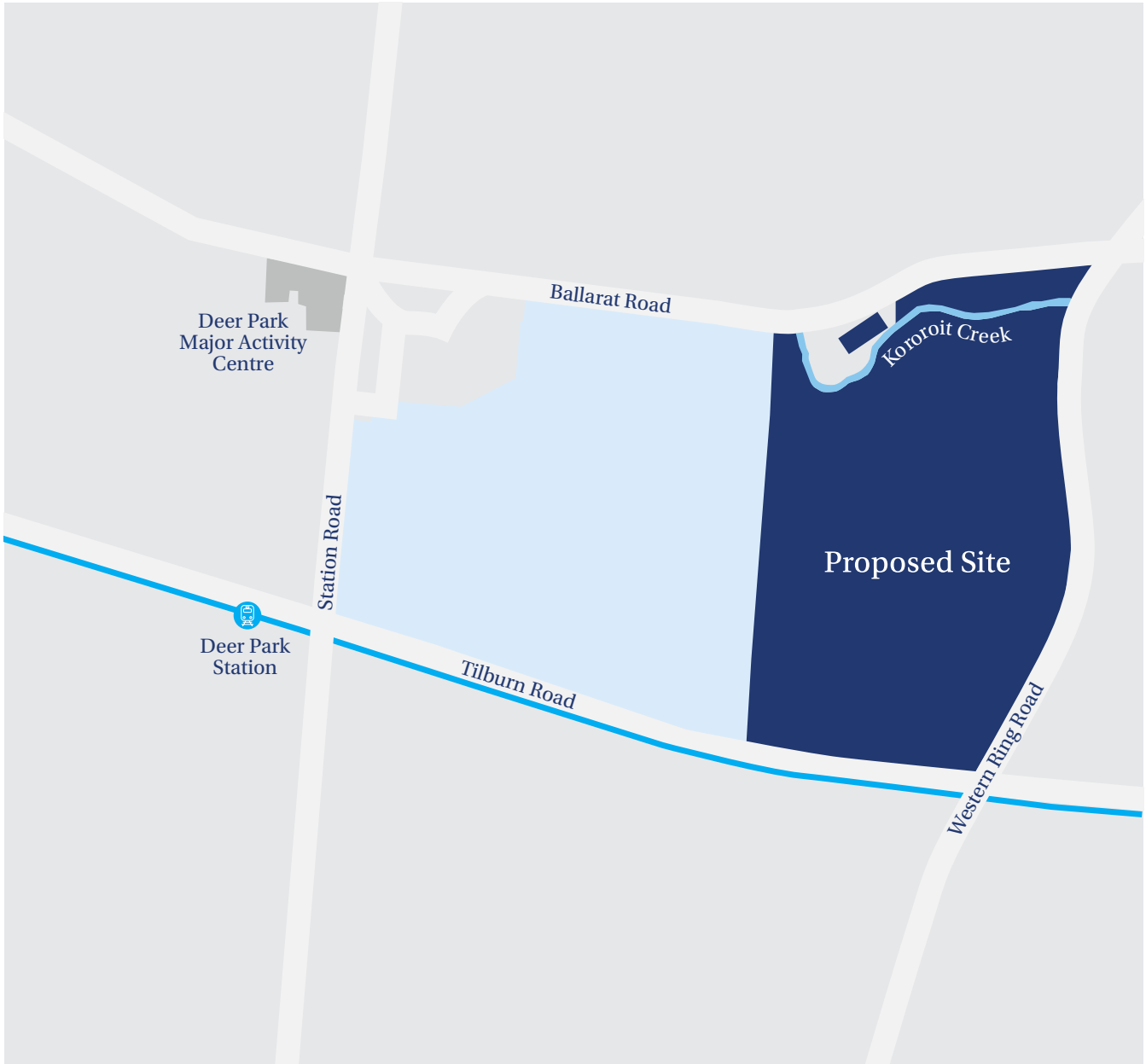
3.1 THE SITE

The Orica Deer Park site is located in Melbourne's north-west, approximately 15 kilometres from Melbourne's Central Business District, in the municipality of Brimbank. The site is also 11 kilometres south-west from Melbourne Airport and within close proximity to a number of Activity Centres. The site is irregular in shape and is largely bound by Ballarat Road to the north, Western Ring Road to the east, Tilburn Road to the south and Station Road to the west.

The site is divided into three main zones being Industrial 1 Zone, Industrial 2 Zone and Commercial 2 Zone. Within the Industrial 2 Zone exists the Hexion Major Hazard Facility.

The subject area in which the Development Plan will guide development is the Commercial 2 Zoned land to the east of the site. This area encompasses approximately 65 hectares which includes the existing heritage building. The topography of the application area is largely flat, falling west to east at a 1 in 200 gradient, with scattered trees and other vegetation. The land generally consists of a shallow rock layer, in the order of 0.5m – 1.5m deep which holds residual contamination from historical uses of the site.

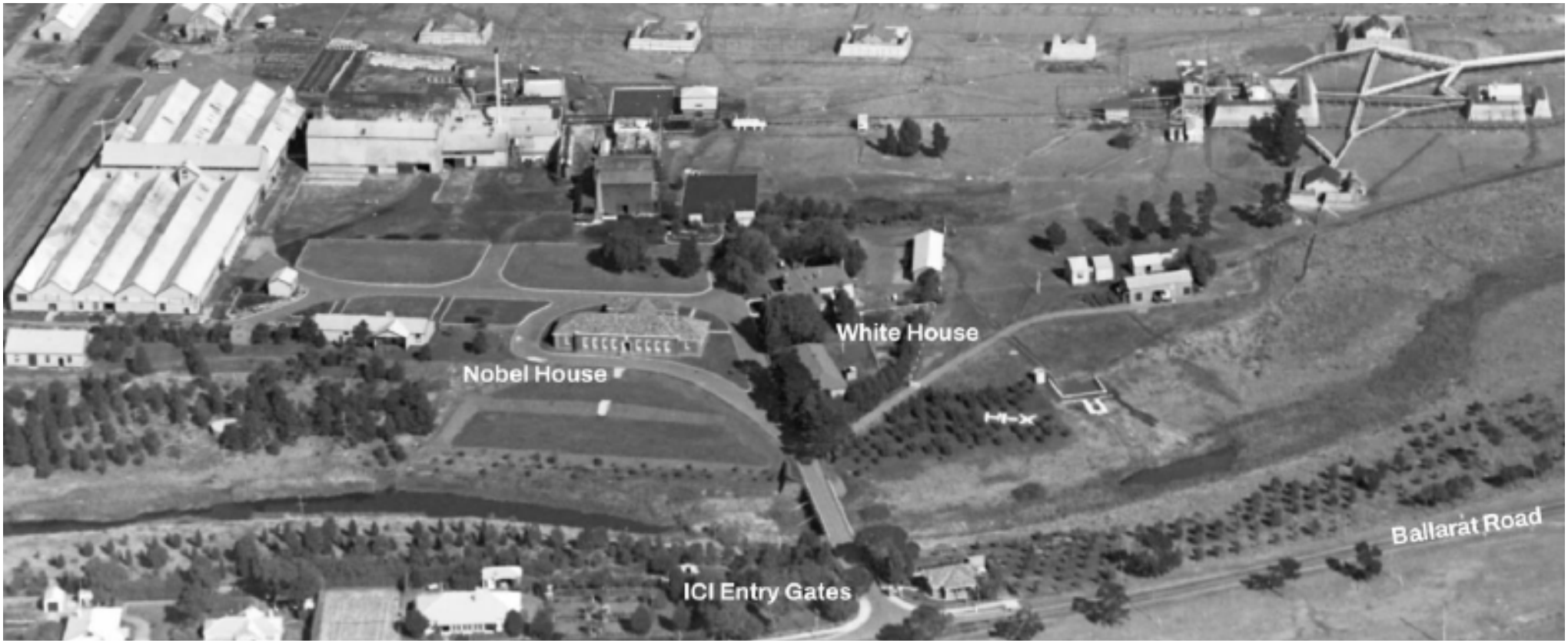
A number of existing bore locations are present on the site as part of the ongoing site monitoring as required by the EPA and will remain until their decommission date.



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3.0 Site Context (cont.)



3.2 SITE HISTORY

The Orica site in Deer Park has been manufacturing, storing and dispatching explosive material since 1874. Many of these uses are now decommissioned and the site operations predominantly include a chemicals facility for the mining industry, quarry services and other chemical manufacturing.

The Deer Park explosives factory was the first manufacturing plant of high explosives in Australia. Beginning operation under importer Jones Scott and Co in 1874. Over the years the sites factories had association with the Australian Lithofracteur Company, Australian Explosives and Chemicals, the Nobel company and later ICIANZ. The latter growing to become one of the largest explosives, chemical and plastics manufacturers in Australia. Retaining its dominance through monopolistic practices, it took over most of its competitors in the Australasian region.

The history of the site is also one of social significance. Many who worked at the site resided in the nearby ICI 'Garden City' and commonly referred to the site as 'The Blowups', following an accidental explosion that occurred on site.

Attachment 12.3.3

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3.0 Site Context (cont.)

3.3 CONTEXT ANALYSIS

The subject area currently enjoys three road interfaces, being the Western Ring Road, Ballarat Road and Tilburn Road.

3.3.1. Northern Interface

The subject area has a direct interface with Ballarat Road which is a major arterial road managed by DOT, that generally runs in an east-west direction.

3.3.2. Eastern Interface

The Western Ring Road lines the subject areas eastern boundary in a north to south direction. This is a major arterial road with multiple lanes in each direction providing access around Melbourne's CBD connecting to other major arterial roads. A number of established trees line this road.

Beyond this road is More Park providing a linear strip of open space with residential land further east.

3.3.3. Southern Interface

The southern boundary is shared with Tilburn Road. This road generally runs in an east to west direction with multiple lanes and follows the Railway line which is on the south side of Tilburn Road. An existing industrial estate is located further south.

3.3.4. Western Interface

The subject area interfaces with the residual Orica land to its west, part of which currently houses the Hexion Major Hazard Facility. Further west is Station Road which runs in a north to south direction. Deer Park train station and the Deer Park Major Activity Centre are both located on the west side of Station Road.



Attachment 12.3.3

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3.0 Site Context (cont.)

3.4. SITE OPPORTUNITIES & CONSTRAINTS

3.4.1. Opportunities

The subject area is strategically located for an employment precinct and is afforded a number of opportunities which includes:

> Proximity to clients: Accessibility to the existing transport network including major highways and arterial roads and the subject area's proximity to the diversity of land uses including industrial and commercial will drive the nature of future industrial demand that could be supported by the precinct.

> Proximity to suppliers and support businesses: Ballarat Road provides access to the Western Ring Road in the east and the Western Freeway to the west, providing accessibility to regional markets and also enable good connectivity to existing residential areas (clients) and surrounding employment uses (suppliers / occupiers).

> Proximity to transport networks/links & terminals: Excellent access to transport networks and terminals will drive demand to be driven by both warehousing and logistics operators to capitalise on a strategically located site.

> Adequate buffers to residential areas and other sensitive uses.

The subject area has an inherent physical barrier in the form of arterial roads and major highways that act as required buffers and would provide excellent separation from residential and other sensitive land uses.

> Large land area: Given the size and location of the subject area, it will have the capability to support medium to large sized lots which can accommodate a range of uses including super prime logistics, data centres, warehousing including high bays.

> Kororoit Creek: The large interface to Kororoit Creek to the north provides a significant opportunity to develop a high amenity area for the future employees of the estate to enjoy.

3.4.2. Constraints

The potential constraints to the future development of the subject area include:

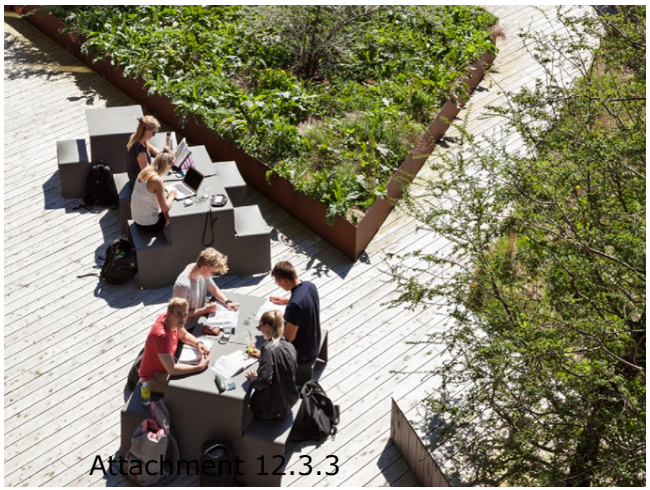
> Due to the history of the subject area, there are contamination matters which will need to be managed.

> The most sensitive interface is to the north where the subject area abuts Kororoit Creek.

> An existing heritage building is located to the north of the subject area.

> The existing Hexion Major Hazard Facility to the west will continue operation and will need to be taken into consideration.

> There are small patches of scattered, degraded native vegetation, especially towards the southern end of the subject area.







Attachment 12.3.3

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3.0 Site Context (cont.)



3.5. DESIGN RESPONSE

Utilising the above analysis of the site, the strategic opportunities and constraints, the following Design Response has been provided:

> Development is restricted to the Commercial 2 Zoned land in the east of the site. This provides a clearly defined Development Plan area and future land uses will be consistent with this zone.

> Lower development and density are proposed towards the northern portion of the Development Plan area surrounding the Heritage Building and Kororoit Creek to provide a sympathetic design response to this sensitive interface. This precinct will also have a high amenity setting for the future employees of the estate.

> Future building design will be guided to enhance streetscapes (internal and external) through the use of material colour and variation, change in heights and façade delineation.

> Development will sit in a highly vegetated setting with a cohesive built form that compliments the natural environment.

> Any proposed buildings and works to existing heritage fabric will be sympathetic to the heritage place and ensure it retains its primacy.

> Development height and setbacks have been defined to provide a built form response that is sympathetic to the surrounding area, with the taller developments positioned towards the centre of the site and landscaped setbacks to site boundaries.

> The proposed road network provides opportunities for future connections to the residual Orica land to the west should that ever be redeveloped.

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4.0 The Development Plan

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4.0 The Development Plan

4.1. ESTATE VISION

HBB Property's vision for the site is to develop a state-of-the-art, environmentally responsible employment estate which will support a number of complimentary land uses including warehousing, automated high bay buildings, data centres, distribution centres, restricted retail and food and beverage tenancies. Future buildings will be of a high quality design, each set within a well landscape setting.

The northern precinct is envisaged to offer a placemaking experience where not only the estate employees but also the wider community can come to relax within a well landscaped space, adjacent to the Kororoit Creek and refurbished heritage building.

Pedestrians and cyclists will be able to traverse throughout the site thanks to off-road shared pathways, which will providing them with safe transport routes both within the site and also connecting to existing pathways outside of the site. The public road reserves will be well landscaped boulevards with canopy tree planting.

4.1.1. Land Uses

Careful consideration has been given to the proposed future land uses within the employment estate. It is envisaged that the estate will accommodate a variety of land uses including warehousing (including high bay), data centres, restricted retail, office, all supported by food and beverage tenancies. These land uses are consistent with the underlying zoning of the land being the Commercial 2 Zone, plus they also consider adjoining existing uses.

There are no sensitive land uses such as residential, education centre, play centres, etc proposed on the land.









Attachment 12.3.3

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4.0 The Development Plan (cont.)

4.2. PRECINCTS

The site will consist of three (3) precincts. This will consist of a range of complimentary land uses and built form requirements to appropriately guide development across the site that is respectful of the site's interfaces.

4.2.1. Precinct 1

Precinct 1 is located at the northern end of the site, interfacing with the sensitive Kororoit Creek. The existing heritage building is also located within this precinct. The vision for Precinct 1 is to be a well landscaped place where people from within the estate can come and enjoy a high amenity space which is complimented by supplementary food and beverage tenancies.

To ensure that the Kororoit Creek is appropriately protected, no built form development is envisioned within this precinct that is covered by the Environmental Significant Overlay (Schedule 4) or the Land Subject To Inundation Overlay. No built form development, apart from landscaping, will occur on land that is within the 50m average (minimum 30m) buffer zone from the top of the bank of Kororoit Creek. Passive surveillance opportunities will occur by ensuring future offices and car parks are oriented towards the creek.

In addition to food and beverage tenancies, other land uses envisioned within Precinct 1 include small scale warehousing, office and restricted retail tenancies. Building heights within this precinct will also be restricted to a maximum of 10m and setback a minimum of 50m from the existing heritage building which will ensure that any future built form in this precinct is complimentary in scale and does not overwhelm the adjacent Kororoit Creek or existing heritage building.

4.2.2. Precinct 2

Precinct 2 is more centrally located within the site, with Precinct 1 located to its north and Precinct 3 located to its west and south. It has an interface with the Western Ring Road to its east. Due to its significant separation from existing sensitive land uses, Precinct 2 envisions to accommodate buildings up to 40m in height, which will allow it to attract land uses such as warehousing (including high bay warehousing) and data centres. Lot sizes within this precinct will vary depending on the end built form, but will typically range between 20,000sqm and 178,000sqm.

All future buildings within Precinct 2 will be setback a minimum of 9m from both estate road and also the boundary to with the Wester Ring Road. Any built form that is above 25m in height (up to 40m) will be setback a minimum of 30m from the Western Ring Road.

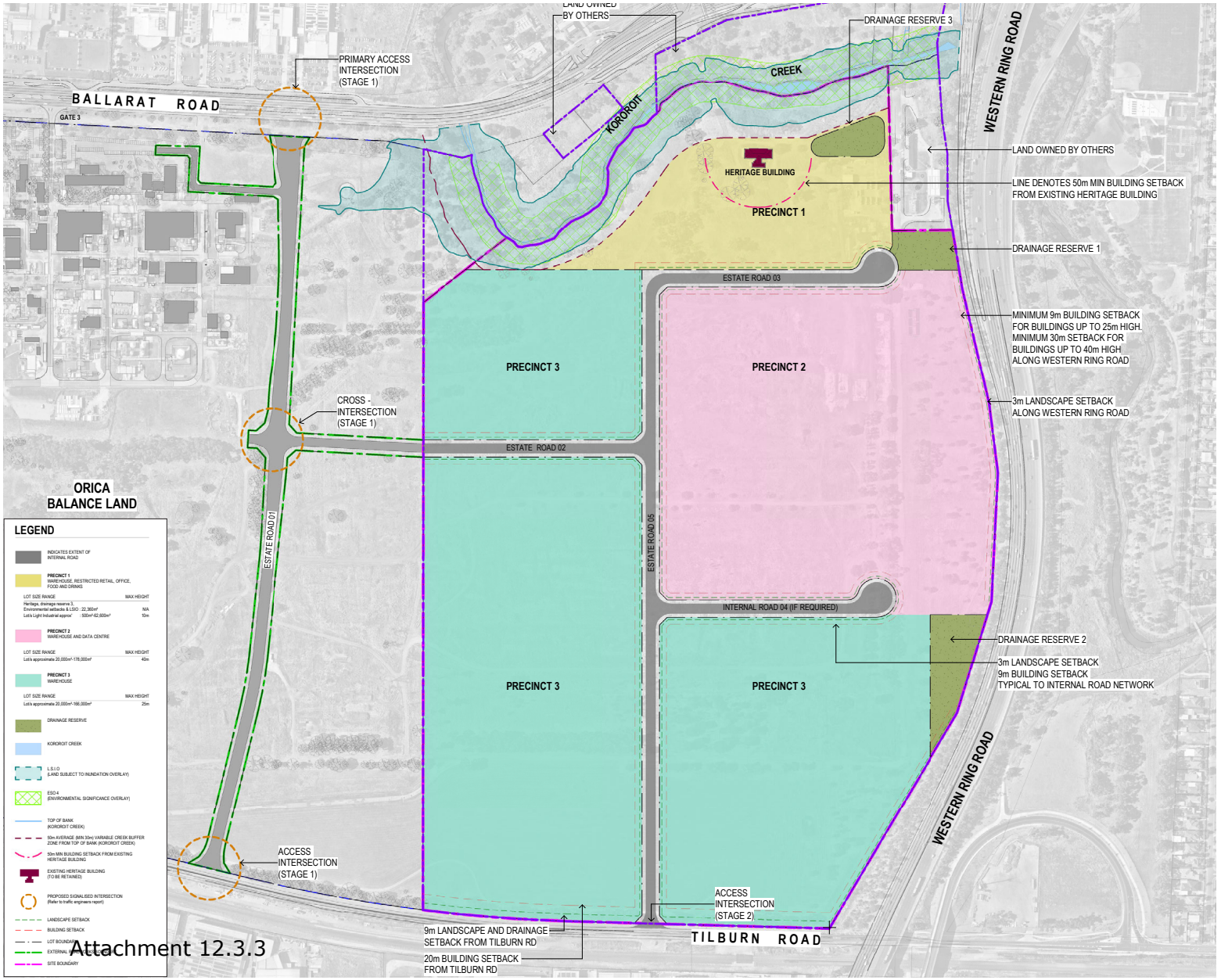
4.2.3. Precinct 3

Precinct 3, being the largest precinct on the site, has a direct interface with Tilburn Road to its south and the residual Orica land to its west. Due to its large size, Precinct 3 will be able to accommodate the largest warehouses, up to 25m in height which will provide for an appropriate transition in height from Precinct 2 to its north and Tilburn Road to its south. By accommodating only warehouses, Precinct 3 also takes into consideration the adjacent existing land uses, ensuring that the precinct does not allow for any sensitive land uses. Lot sizes within this precinct will vary depending on the end built form, but will typically range between 20,000sqm and 166,000sqm.

Similar to Precinct 2, all future buildings within Precinct 3 will be setback a minimum of 9m from estate roads, along with being setback a minimum of 20m to Tilburn Road. A minimum 3m landscape buffer is also to be provided along the estate road frontages, while a minimum 9m landscape and drainage setback is to be provided along the Tilburn Road frontage.

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4.0 The Development Plan (cont.)



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4.0 The Development Plan (cont.)

4.3. DESIGN GUIDELINES

To ensure that the future built form on this estate is of the highest quality, Design Guidelines have been prepared which will ensure that future developers and tenants understand the expectation when it comes to the design and site layout of future lots.

The Design Guidelines will provide guidance on built form matters such as:

> Development siting & façade articulation

> Environmentally sustainable design

> Vehicle parking & pedestrian movement

> Fencing

> Lighting

> Waste & storage

> Signage

> Heritage interfaces

> Building materials

> Landscaping



Attachment 12.3.3

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4.0 The Development Plan (cont.)

4.4. ACCESS & MOVEMENT

Traffix Group has prepared a Traffic Engineering Assessment in support of the proposed Development Plan and assessed the impact of the proposed future employment precinct on the arterial and local road networks. Some key findings from this assessment are:

> Vehicle access to the external road network will be via three locations. The primary access will be from Ballarat Road, via a new road to be built within the residual Orica land, with two secondary intersections via Tilburn Road.

> Based on the existing local and arterial road network, approximately 55% of traffic will enter and exit via Ballarat Road.

> Based on a SIDRA analysis, it is not anticipated that the proposed Development Plan will have an unreasonable impact on the surrounding road network and subject to intersection improvements, can be accommodated for the anticipated future demand.

4.4.1. Road network

The proposed internal road network will consist of a 22m reservation, accommodating a carriageway width of 12.5 metres with 4.75 metre verges along both sides.

All internal access roads (apart from internal road 04) will accommodate a 2.5 wide shared path on one side and a 1.55m wide footpath on the other side. Should internal road 04 be built, it will have a 1.55m wide footpath on one side.

Where court bowls are required for the design of the internal road network, they will be designed to allow for the turnaround of a 26 metre B-double.

All proposed roads have been designed to Council standards and requirements and will be owned by Council.

The Development Plan also has allowed for potential future access to the residual Orica land that is located in the north-east corner of the site, adjacent to Precinct 1.



Typical Streetscapes treatment consistent with industrial development guidelines and Street Tree Master Plan

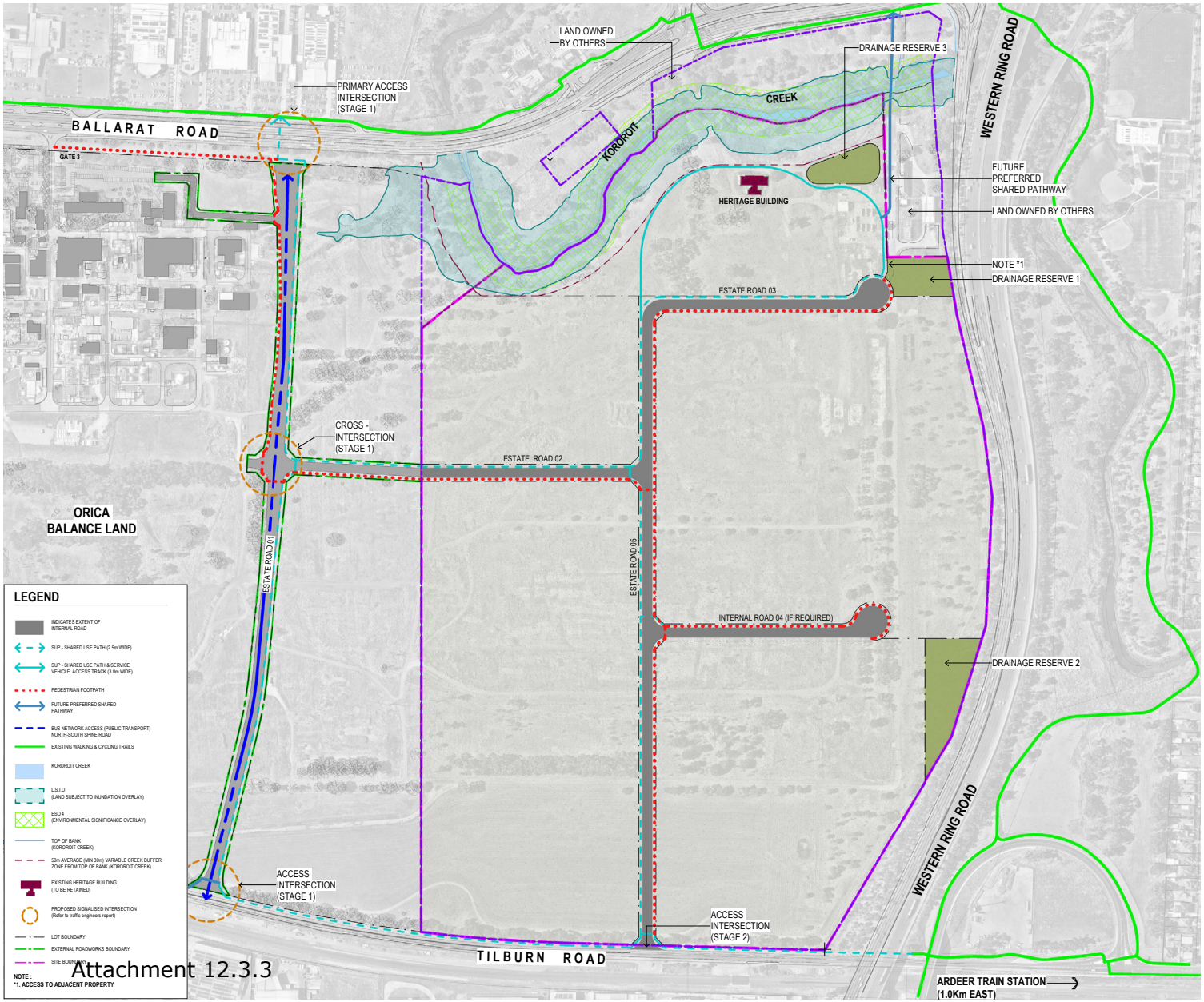


Typical Streetscapes treatment consistent with industrial development guidelines and Street Tree Master Plan

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4.0 The Development Plan (cont.)



Attachment 12.3.3

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4.0 The Development Plan (cont.)

4.4.2. Signalised intersections

The following three new intersections are proposed which will provide safe vehicle access to and from the estate.:

> New signalised intersection between Ballarat Road and the north-south connector road

> New signalised intersection between Tilburn Road and the north-south connector road

> New intersection to Tilburn Road and the internal road network

The final design and construction of each intersection will be subject to planning approval when the site is developed in stages.

4.4.3. Pedestrian & bicycle movement

A strong theme of the employment estate is to encourage safe pedestrian and bicycle movement throughout the site. As such, a 2.5m wide shared path is designed along all proposed main roads (apart from internal road 04) and also within Precinct 1. The shared path will also connect with the surrounding bicycle path network which will allow for a connection with the existing pathway that is on the north side of Tilburn Road, adjacent to the Western Ring Road overpass and the footpath that is on the north side of Ballarat Road via the new signalised intersection.

4.4.4. Potential Rail Corridor

DPO16 makes reference to the need to consultant with the Department of Transport to see if the identification of a railway corridor, generally along the eastern boundary of the site to connect to a future Western Interstate Freight Terminal Facility, is required. Following consultation the Department of Transport, it has been confirmed that a railway corridor on the site is not required.





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4.0 The Development Plan (cont.)

4.5. LANDSCAPING

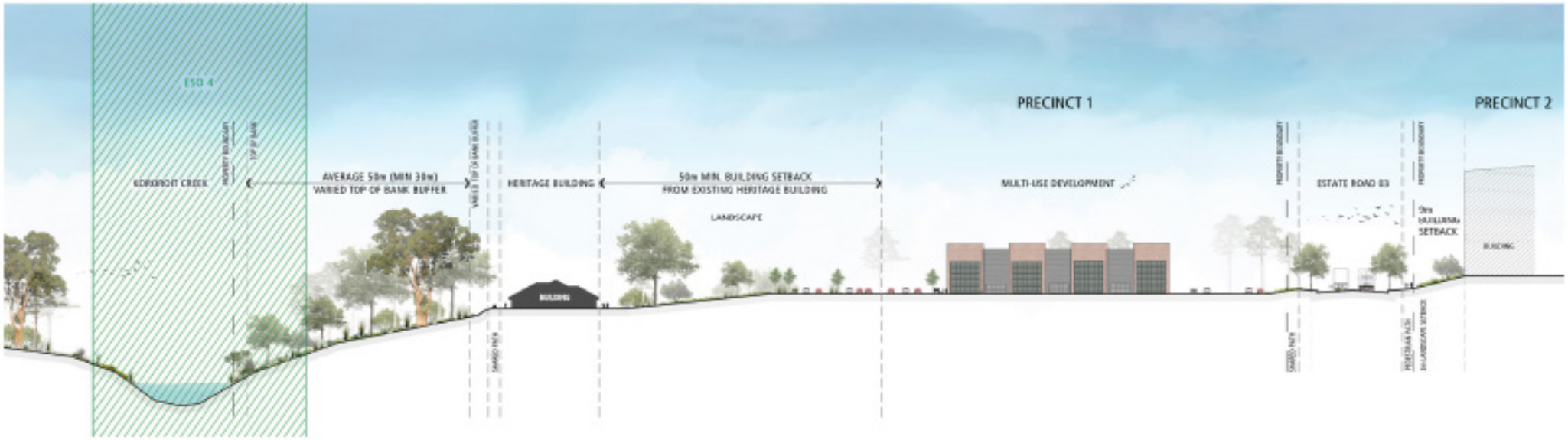
A well designed Landscape Master Plan has been prepared by Human Habitats in support of the proposed Development Plan. The Landscape Master Plan seeks to ensure the future development of the site will create a sense of place and community. The site will foster connectivity along streetscapes, promoting a vibrant and attractive public realm through the use of natural elements that are complementary to the surrounding area. Significant canopy tree planting is proposed throughout the future public realm and all proposed trees will be from Council's preferred planting list.

The Landscape Master Plan outlines how the site will retain a 30 metre buffer to Kororoit Creek and ensure the landscape character within Precinct 1 is respectful and compliments both the existing heritage building and Kororoit Creek.

4.5.1. Existing Trees

An Aboricultural report has been prepared by John Patrick which has assessed all existing trees on the site that are over 3m in height. Majority of the existing trees on the site have a health value of either fair or poor.

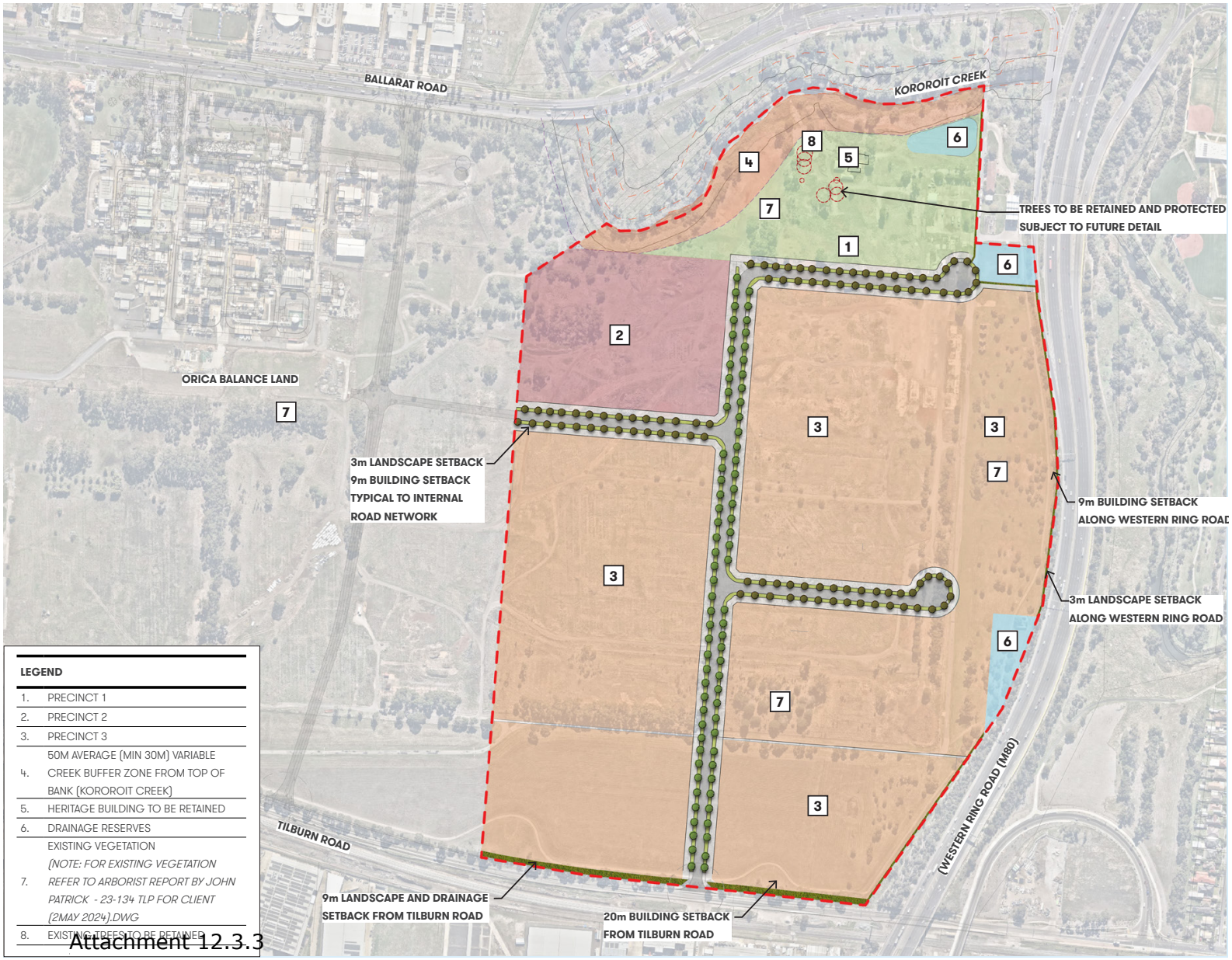
Until the detailed design has been prepared for each stage of the estate, it is currently unknown exactly which trees will be required to be removed. However, it can be confirmed that existing trees will be required to be removed where fill is proposed on the site as per the proposed earthworks (refer to Section 5 – Earthworks) as it is not feasible to retain trees in these locations. A priority will be to retain as many existing trees (including the heritage value trees) as possible within Precinct 1 given the amenity value will provide future employees who will visit this area.



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4.0 The Development Plan (cont.)



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4.0 The Development Plan (cont.)

4.6. STAGING

The Deer Park employment estate is proposed to be developed across 3 stages, over a 6-8 year period as outlined within the staging plan prepared by Watson Young. A summary of each of the stages is outlined below:

4.6.1. Stage 1

Stage 1 involves the delivery of the new north-south connector road that is outside the Development Plan area but which will also provide vehicle access to the employment estate. Two new signalised intersections where this road connects with Ballarat Road and Tilburn Road will also be constructed. Stage 1 will involve delivering Precinct 1 in the north which includes the refurbishment of the existing heritage building along with delivering the first stage of the development lots.

4.6.2. Stage 2

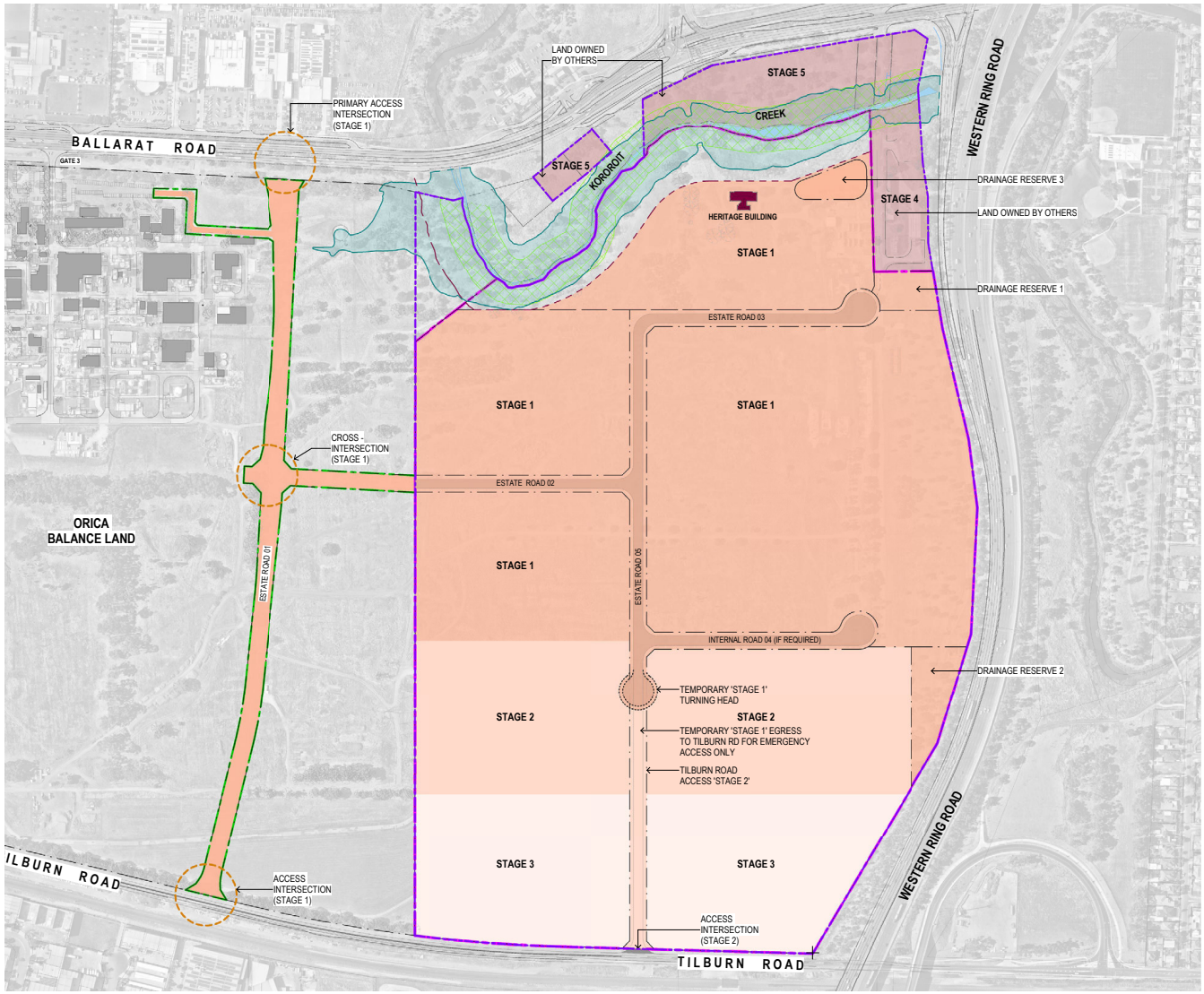
Following the completion of Stage 1, Stage 2 will involve extending the internal north-south connector road down to Tilburn Road where a new intersection will be constructed. Additional development lots will also be delivered south of Stage 1.

4.6.3. Stage 3

The final stage will complete the employment estate and involves the delivery of development lots abutting Tilburn Road.

4.6.4. Stages 4 & 5

Stages 4 & 5 are owned by other parties and are not currently proposed to be redeveloped. Should any of the land that is located within Stage 4 or 5 be proposed to be redeveloped, it would be expected that this Development Plan need to amended in order to address any proposed development.



Attachment 12.3.3

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4.0 The Development Plan (cont.)

4.7. BIODIVERSITY

Nature Advisory has prepared a Flora and Fauna Assessment and this assessment concluded the following.

> Vegetation predominantly consisted of non-indigenous grasses and weeds.

> Planted vegetation existed on site which was non-indigenous Eucalypts.

> Native vegetation was limited to small patches of Plains Grassland and Plains Grassy Wetland in the south of the study area towards Tilburn Road and the woodland along Kororoit Creek to the north.

> 25 patches of scattered native vegetation were recorded on site.

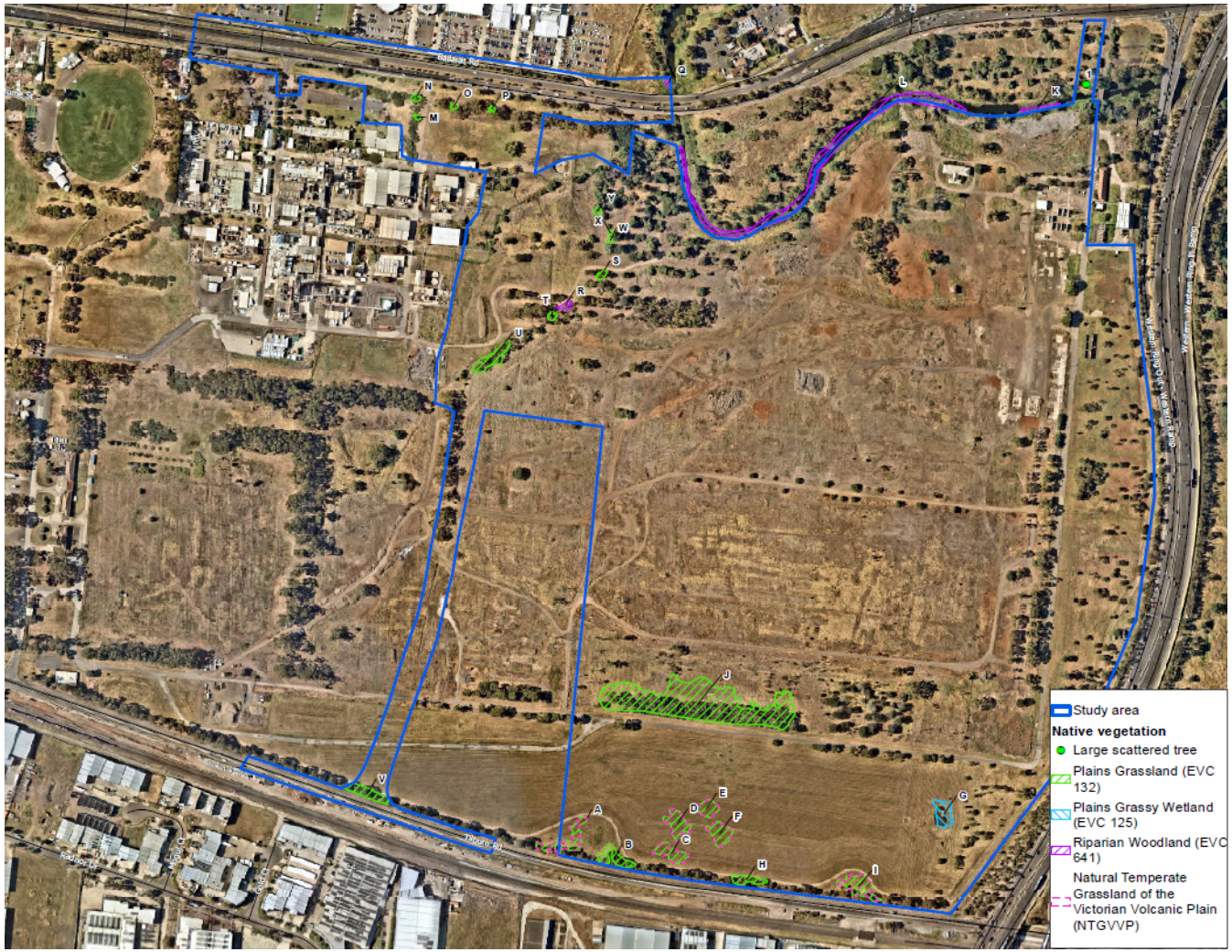
> Approval for the removal of any native vegetation would be sought under Clause 52.17 of the Brimbank Planning Scheme, where required.

> Any required offsets would be sought.

> The proposed 50 metre average vegetated buffer to Kororoit Creek will assist with the ongoing management of the Growling Grass Frog which is listed as a vulnerable species under the EPBC Act.

> Serrated Tussock and Artichoke Thistle were recorded on site and will be controlled in line with the Catchment and Land Protection Act 1994.

The Flora and Fauna Assessment was also peer reviewed by Biosis and the findings of their peer review were that the methods described in the Flora and Fauna Assessment are appropriate and on that basis the conclusions reported are considered to be a reasonable assessment of the ecological values of the site.



Attachment 12.3.3

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4.0 The Development Plan (cont.)

4.8. HERITAGE

4.8.1. Cultural heritage

EMM prepared an Aboriginal and historical heritage compliance review in support of the proposed Development Plan. The report noted that the application area has been subject to an approved Cultural Heritage Management Plan (10825 – Golders Associates 2010) and the CHMP remains valid. The CHMP identified six (6) artefacts across the identified activity area and provided a number of conditions for the management of the site. Based on the proposed Development Plan there is an area which has not been subject to the management conditions of CHMP 10825, being 'VAHR 7822-2390 – Tilburn Road-2'. This Aboriginal place will need to be subject to salvage excavation and managed as per the conditions outlined in CHMP 10825 (Section 3.2.1) prior to works commencing for any proposed development in this location.

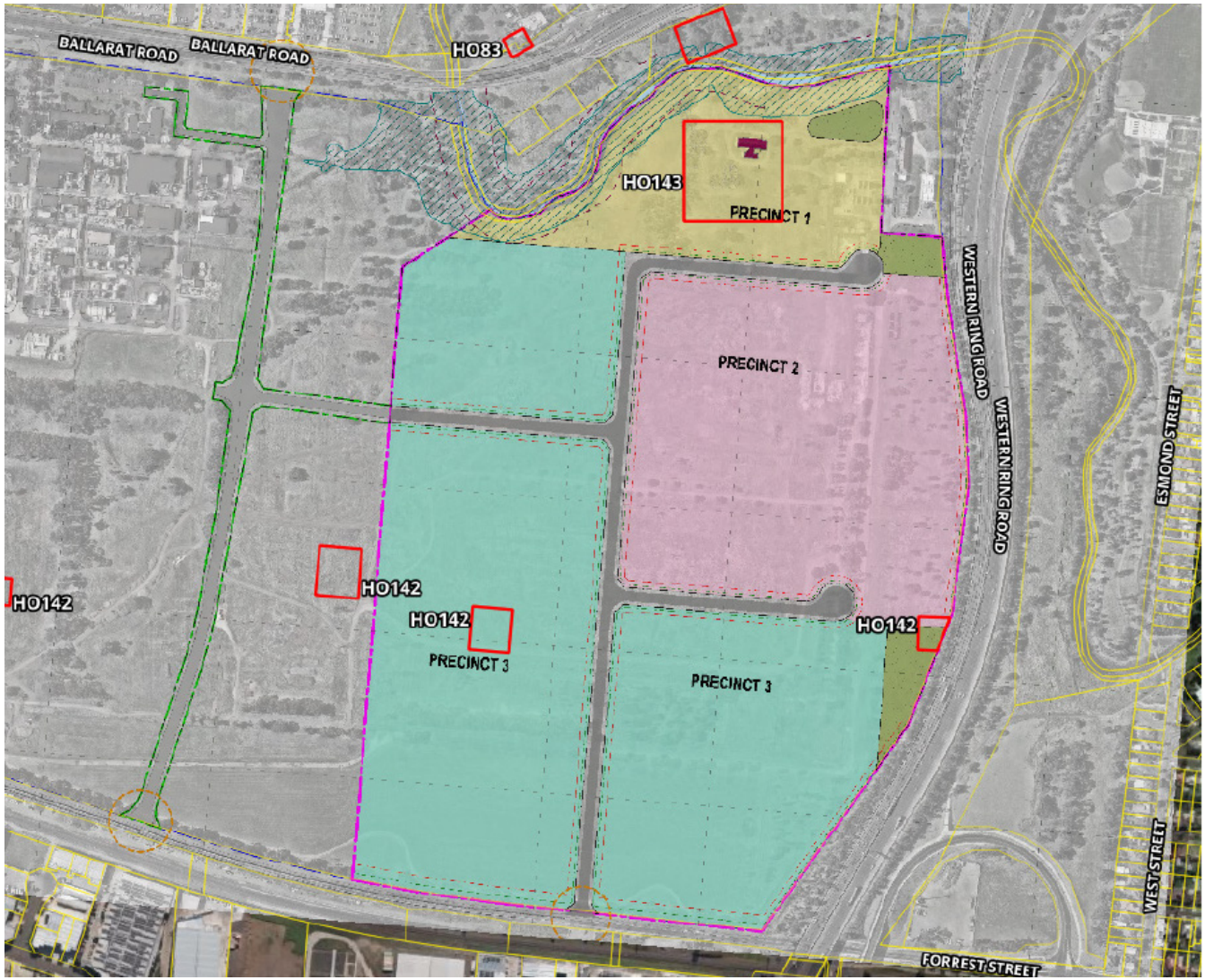
4.8.2. Historical heritage

The site has had a long history with industrial and chemical industries, generally related to explosives. Whilst many of these are no longer active, there remains the remnants of the site's history. This sites rich history runs through the fact it was the first plant for the manufacture of high explosives in Australia and maintained the leading site for explosives in Australia.

Existing on the site are the former ICI entry gate, Nobel Building and one explosive ordnance bunker. We note that there were previously a number of explosive ordnance bunkers on the site but these were removed as part of the site remediation works. The explosive ordinance bunker is located in an area proposed to be part of a drainage reserve under the proposed Development Plan and planning approval will be required for its removal.

In addition, there are a number of mature trees on site which are identified as having significance within the curtilage of the site. Where possible, the Development Plan will retain any trees of heritage significance.

The previously approved Heritage Interpretation Plan for the site is also proposed to be implemented as part of the future subdivision stages envisaged under this Development Plan and this includes interpretative gateway markers, themed street names and interpretative signage.



Attachment 12.3.3

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4.0 The Development Plan (cont.)

4.9. STORMWATER MANAGEMENT

Arcadis have prepared a Stormwater Management Plan in support of the proposed Development Plan and it has been prepared to meet the following key requirements:

> Retardation of flows from the development back to existing/ pre-development levels for the 1%AEP event.

> Pollutant reduction targets in accordance with the Best Practice Environmental Managfement5 Guidelines (BPEMG) and Clause 53.18 of the Brimbank Planning Scheme for stormwater quality treatment:

  > 70% removal of the Total Gross Pollutant Load (Litter)

  > 80% removal of the Total Suspended Solids (TSS)

  > 45% removal of the Total Phosphorus (TP)

  > 45% removal of the Total Nitrogen (TN)

> Ensure that runoff from upstream external catchments, including the residual Orica land to the west, can be safely and efficiently diverted around the site to existing discharge points without creating any adverse effects on the proposed estate and surrounding properties.

It is proposed to meet the above requirements via a combination of stormwater quality and retardation assets, as well as a combination of pipe networks and open channels for conveyance of flows.





Attachment 12.3.3

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4.0 The Development Plan (cont.)

4.10. SERVICES

Arcadis prepared an Engineering Infrastructure and Services Report in support of the proposed Development Plan. This report outlines the availability, location and capacity of existing servicing the site as well as proposed new services infrastructure. The bulk of the services infrastructure will be delivered as part of Stage 1 and includes the following:

> Potable water lead-in works

> Sewerage lead-in works

> Electrical services and relocations

> Stormwater drainage works including open channel and culverts

4.10.1. Sewerage

> Greater Western Water (GWW) is the responsible authority for the provision of sewer reticulation to the site.

> Sewerage infrastructure exists for the site and the report prepared by Arcadis outlines the possible options to connect to the existing infrastructure as required for the future development of the site.

> Ongoing consultation with GWW will provide an ultimate servicing solution.

4.10.2. Water Supply

> Greater Western Water (GWW) is the responsible authority for the provision of water reticulation to the site.

> There are a number of existing mains that connect to the site. Consultation with GWW has determined that there is sufficient capacity within their surrounding infrastructure to service the proposed Development Plan.

> Ongoing consultation will determine the details surrounding the ultimate servicing solution.

4.10.3. Gas Supply

> AusNet is the responsible authority for gas reticulation to the site.

> Existing gas infrastructure exists in the site and in the vicinity of the site.

> The abandoned gas pipes that run north-south will be removed.

> The existing methanol pipe running east-west will be removed unless Orica still require it, then it will be re-located.

> Infrastructure in the site is not currently in use, however, can be reinstated if required.

> At the time of preparing this Development Plan, preliminary servicing advice had been requested from AusNet, however they have yet to respond.

4.10.4. Electrical

> Powercor is the responsible authority for electrical reticulation to the site.

> The site has extensive HV network on all sides of the property. The site also has an internal HV network.

> According to the incumbent electrical consultant (Balpara) in consultation with Powercor, supply will be brought in via existing feeders.

4.10.5. Telecommunications

> NBNCo is the responsible authority for the provision of a telecommunications network to the site.

> A number of existing telecommunication networks are present in the vicinity of the site.

> NBN have advised that there is no issue with supply to the site.

> A communications pit and pipe network will be extended throughout the estate roads and in the precincts to service future lots.

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4.0 The Development Plan (cont.)

4.11. HEALTH & SAFETY

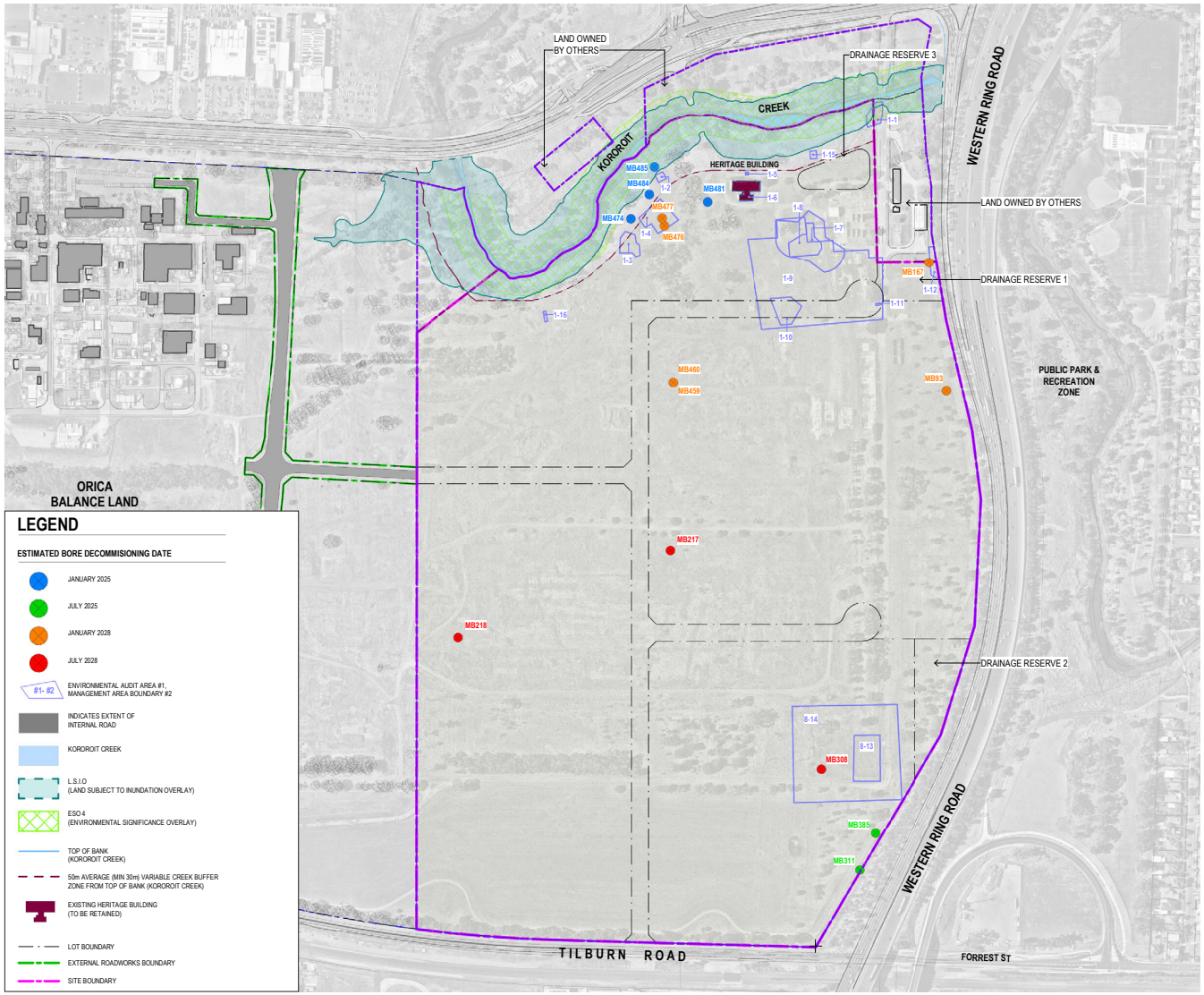
4.11.1. Advisory areas

To the west of the subject site is Hexion Pty Limited which operates a manufacturing facility and is classified as a Major Hazard Facility (MHF). A report has been prepared by Arriscar to assess the risk to the proposed Development Plan. The report concluded that most of the development area would be free from injury should an accident at the nearby MHF occur in a worst case scenario. This was measured from the boundary of the MHZ site and not the source of the hazard. Arriscar also determined that the 100m inner advisory area and 300m outer advisory, which were assessed when the land was rezoned to Commercial 2 Zone, to still be appropriate. However, they have also undertaken their assessment on WorkSafe's more conservative inner and outer buffer areas.

The Development Plan has carefully considered its location near a MHF and has ensured that there are no sensitive land uses (eg. Residential, retail) supported within the site. The proposed land uses within each of the precincts are in line with what Worksafe would support. The food and drink premises identified within Precinct 1 are primarily aimed at servicing the employees working within this estate and are not targeted to the general public. These tenancies will only operate during normal working hours. Further, the food and drink premises will not contain any convenience restaurant tenancies with drive-thru facilities.

The restricted retail and office land uses which are also identified within Precinct 1 will not be significant in floor area and are more supplementary to the primary use on the site which is warehousing.

Given part of the Development Plan area is located within the inner advisory area of the MHF, Arriscar has provided a range of recommendations to assist with reducing risk on the site. This includes ensuring that the location of the food and beverage premises within Precinct 1 are outside of the inner advisory area. In addition, the report recommends that all future businesses / development include an Emergency Management Plan in the event of an accident. Any Emergency Management Plan will include the shelter in place strategy which is the preferred strategy for this estate should an incident occur with the MHF.



Attachment 12.3.3

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4.0 The Development Plan (cont.)

4.11.2. Odour

EMM have prepared an Odour Risk Assessment in support of the Development Plan. The report assessed the impacts of the nearby industries at the Orica factories in line with the requirements of the Development Plan Overlay affecting the site. Overall, the assessment concluded that there was a low chance of potential odour impacts to be experienced at the site.

4.11.3. Existing site monitoring

WSP Australia has prepared an environmental summary which provides an overview of the environmental assessment, remediation and Environmental Audits undertaken at the site which have been completed in accordance with Section 53X of the Environment Protection Act 1970 (EPA 1970).

A number of remediation works have either been completed, are underway or will be undertaken to manage residual risk to the relevant environmental values in a commercial / industrial setting. As part of the Development Plan, specific control measures will be undertaken which include:

> A Site Manager will be responsible for the implementation of any required control measures.

> The appointment of an Environmental Consultant to advise and review the control measures as required.

> Raising the site levels to an average of 2.00m as part of the earthworks strategy to manage surface water which will reduce residual risk by increasing the depth of excavation that would be required to encounter residual contamination below the top of rock. This would reduce the risk of occurrence as part of the Development Plan and ongoing development of the site.

> In addition, the rise in site levels will also reduce the residual risk by increasing the depth of excavation above the top of rock. This would reduce the risk of occurrence where there may be contamination risk in soil.

> Undertake a number of assessments such as vapour and explosive risks.

> Ensuring that the existing monitoring bores are always accessible for Orica until their decommissioning dates.

Overall, the site has undergone extensive remediation works and ongoing management measures have been prepared for future occupants of the site.

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5.0 Earthworks

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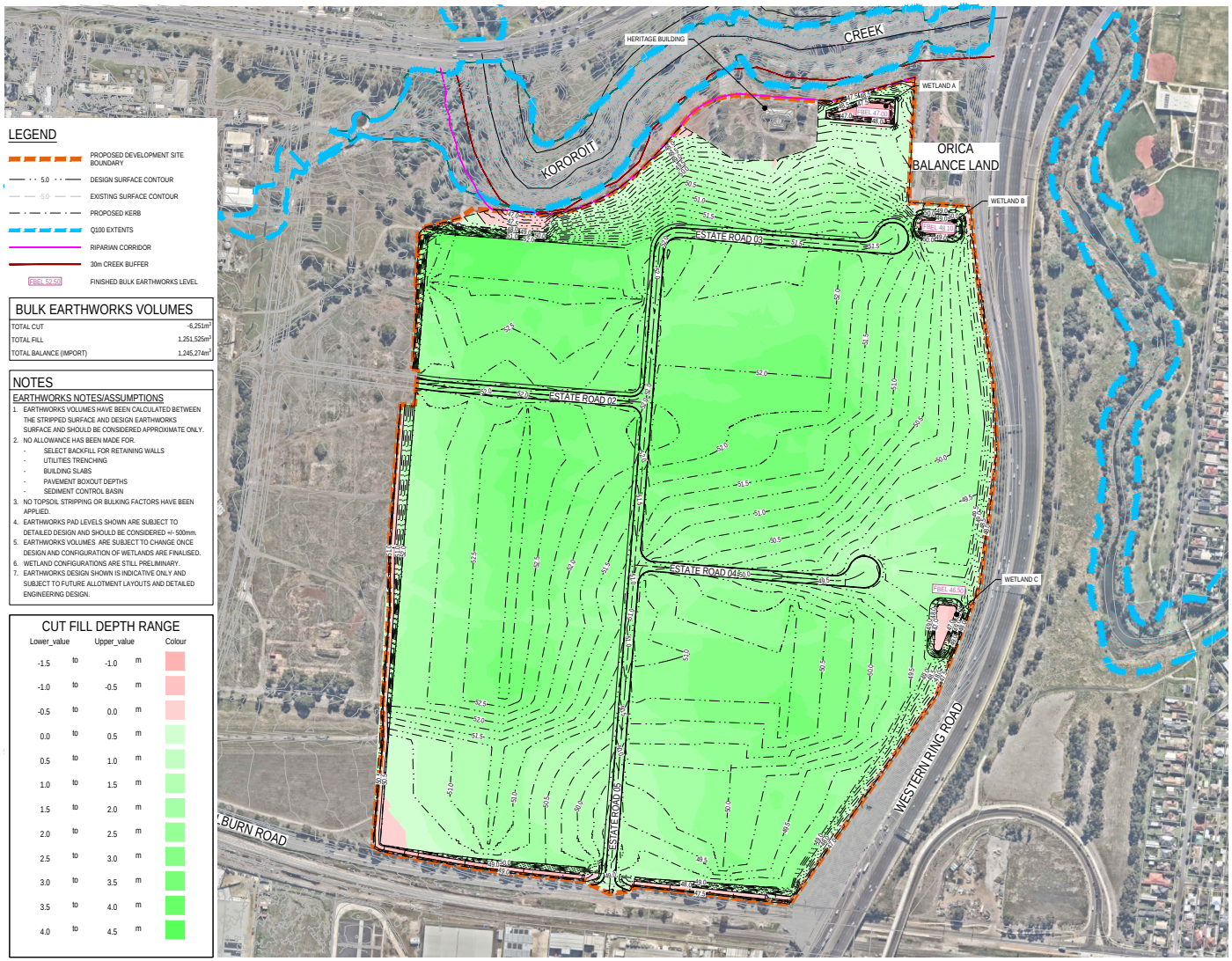
5.0 Earthworks

Earthworks will be required to be undertaken across the site in order to create a suitable finished surface levels for each of the proposed precincts, estate roads and drainage reserves. Due to the presence of a shallow rock layer (generally between 0.5-1.5m deep) which holds residual contamination from the historical uses on the site, the proposed earthworks strategy prepared by Arcadis involves importing fill from off-site sources to raise site levels. This will assist with keeping underground services, pavements and footings out of the rock layer and allow for overland flow towards the perimeter of the site.

All imported fill material will need to comply with EPA clean fill requirements and Brimbank City Council specifications. Placement and compaction on site will be undertaken under Level 1 geotechnical supervision and testing.

Further refinement of the fill quantities will occur during the detail design phase of each stage. It is also noted that earthworks pad levels have been designed to ensure suitable freeboard above the Kororoit Creek 1%AEP level, which is approximately 45.6mAHD. With all adjacent pad levels sitting above 48mAHD, there is sufficient flood immunity available, including when allowing for climate change factors.

Importantly no earthworks are proposed within the 50m (average) creek buffer zone to the top of the bank of Kororoit Creek.



Attachment 12.3.3

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This Development Plan provides the land use and built form guidelines for the future development of the site at 765 Ballarat Road, Deer Park. It has been prepared having regard to the provision of Schedule 16 of the Development Plan Overlay in consultation with relevant stakeholders and adjoining land uses and provides a framework for the revitalisation of disused vacant land into a thriving new employment estate for Brimbank.

6.0 Conclusion

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Attachment 12.3.3

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Brimbank Council Meeting No. 636 - 20 August 2024

Item 12.3.4 Attachment 1 Page 683

watson young

Deer Park Estate Design Guidelines

Prepared for: HB+B Property

Prepared on: 09.05.2024 Revision: Rev J

Reference: 23026

HB+B PROPERTY®

Attachment 12.3.4

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Introduction

Estate Vision

The vision for the estate is to create a state-of-the-art logistics and warehouse precinct. Surpassing other premier business parks, The Deer Park Estate address, prominence and proximity to arterial road networks will be key to attracting premium world-class tenants. Being situated on the Western Ring Road Junction & Ballarat Road not only visibly commands your attention, but also provides confidence that efficient logistical access to supply chain destinations are conveniently achievable, from entry and exit points of the estate.

Whilst maximising the efficiency of the site, the main focus of the master plan will be to provide flexibility in the use, size and scale for the built form outcome. The site will enable employment opportunities in construction and operational jobs. Driving this vision was the acknowledgment of the underlying demand of dedicated logistics and distribution centers in western Greater Melbourne.

Whilst land supply is currently constrained, we believe the site is a great opportunity to support specific high-tech logistics such as High-Bay manufacturing, e-commerce focused spaces, cold store solutions along with bespoke market opportunities such as Data Centres given the short distance to the Sunshine Zone Substation.

Utilising a mix of natural materials accompanied with formal and informal native landscaping, along with way-finding and historical heritage displays designed with indigenous acknowledgment, this thriving precinct will offer a place-making experience for not only estate employees but also for the wider community to utilise.

A strong focus was placed on creating a flowing estate road network allowing lot size flexibility, along with combining tree lined shared cycle paths and dedicated pedestrian access connections. It is envisaged this access arrangement will allow a direct link to external transport infrastructure creating an engaging estate with the surrounding community.



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Introduction

Objective of the Guidelines

Deer Park, a central municipality within Victorian Planning Authority's West Growth Corridor Plan, is well placed to take advantage of the western corridor's growing infrastructure network. The proposed Deer Park Estate forms a key employment zone towards the south east end of this municipality, and is bounded by Kororoit Creek to the north, Tilburn Road to the south, Western Ring Road to the east, and Orica balance land to the west. There is also a heritage overlay (HO143) to the northern interface along Kororoit Creek, including a historical building together – which presents a tremendous opportunity to work with these local assets and sensitively integrate the built and natural forms of this environment.

Deer Park Estate aims to be a vibrant and sustainable employment hub with a focus on worker amenity, displaying a high and consistent standard of industrial development through quality urban design of buildings, hard surfaces, and landscaping.

This Design Guidelines document provides a framework for assessment aligning with the City of Brimbank's Industrial Design Guidelines' key objectives:

- To support renewal and appropriate industrial subdivision and development.
- To encourage high quality design that responds to local conditions.
- To improve the visual appearance and amenity of industrial land for workers, visitors and the local community.
- To encourage the protection and enhancement of local biodiversity values and ecological systems.
- To encourage industrial land use and development that contributes to the tree canopy coverage across the municipality.
- To demonstrate how applicants may meet the environmental design and storm water management objectives of the Brimbank Planning Scheme.
- To provide infrastructure that is consummate with modern industrial development.
- To ensure places or objects of local heritage significance and Aboriginal cultural heritage are appropriately considered and addressed within Industrial Areas.
- To provide a clear framework for decision making.

Application of the Guidelines

The Guidelines provide developers and designers direction on the design, site layout and future management which emphasises quality in all aspects of the design and delivery process. These Guidelines are to be used in conjunction with Brimbank City Council's Industrial Design Guidelines and Brimbank Planning Scheme for any planning permit applications within the Deer Park Estate.

Should any inconsistencies between these Deer Park Estate Guidelines and the Brimbank Industrial Design Guidelines occur, these Guidelines shall prevail to the extent of the inconsistency.

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Land Use

Objectives

- To create suitably sized allotments that are functional, accessible and contribute positively to future streetscapes and enhance the local character.
- To provide for a diversity of lot sizes and enable flexibility within allotments to cater for a range of industrial and business uses.
- To ensure lots are of an adequate size to protect environmental and landscape features and respond to the site's constraints and features.
- To maximise passive solar design through the orientation of allotments.

Lot Design

The proposed land use in Deer Park Estate is guided by the provisions of the Brimbank Planning Scheme and the Brimbank Industrial Guidelines.

Figure 01 provides a layout direction of the proposed guidelines, with respect to location, size, height and usage type. Overall site to include a variety of lot sizes.

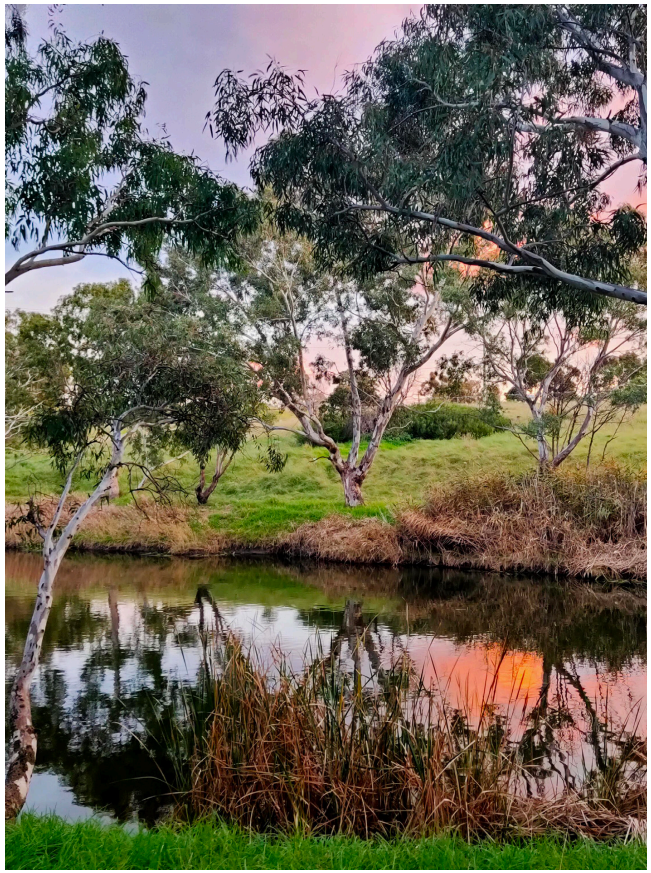
Lot sizes within Precinct 1 will be of the smaller size (starting at 500sqm), accommodating built form up to 10m in height. Precincts 2 & 3 will contain larger lot sizes (minimum 20,000sqm) containing higher built form up to 40m in height (Precinct 2).

Lot sizes are to be of an adequate size and dimension, to enable objectives contained in these Design Guidelines to be satisfied for future development.

Applicants will be required to demonstrate that a suitable building envelope can be achieved whilst satisfying the Setback, Landscaping, Access and Built Form objectives and guidelines.

Lots should be regular in shape to provide for efficient use of land and enable a range of industrial and business uses to be accommodated on the lot.

Orientate allotments so that buildings can capture views to surrounding landscape.



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Land Use

Legend

INDICATES EXTENT OF INTERNAL ROAD

PRECINCT 1

WAREHOUSE, RESTRICTED RETAIL, OFFICE, FOOD AND DRINKS

LOT SIZE RANGE	MAX HEIGHT
Heritage, drainage reserve 3, Environmental setbacks & LSIO : 22,360m2	N/A
Lot/s Light Industrial approx :500m2-62,600m2	10m

PRECINCT 2

WAREHOUSE AND DATA CENTRE

LOT SIZE RANGE	MAX HEIGHT
Lot/s approximate 20,000m2 - 178,000m2	40m

PRECINCT 3

WAREHOUSE

LOT SIZE RANGE	MAX HEIGHT
Lot/s approximate 20,000m2 - 166,000m2	25m

VARIABLE CREEK BUFFER WIDTH

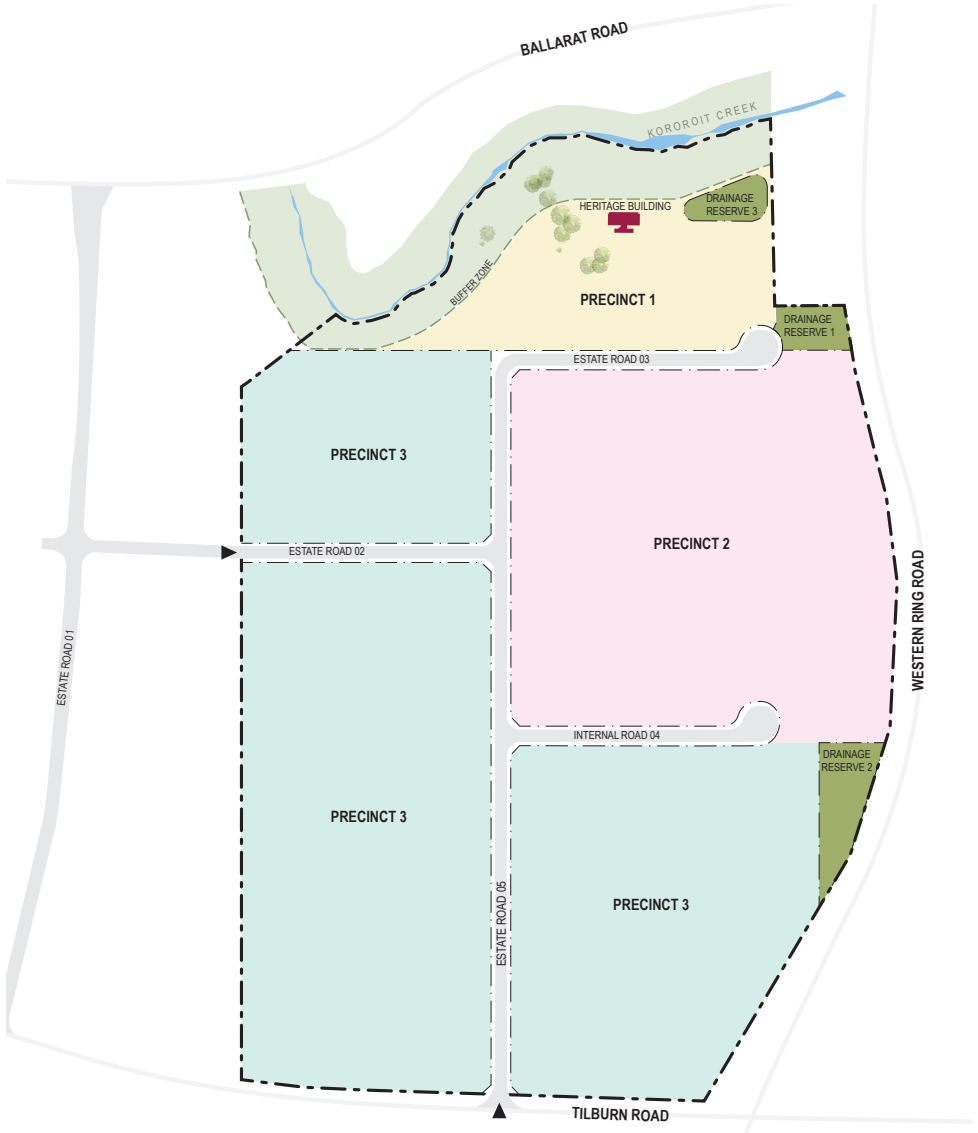


FIGURE 01: Estate Precinct Plan

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Land Use

Heritage

Significant Views

Strategy of landscaping and public infrastructure around the heritage building to be in accordance with [Figure 02] Precinct 1 Framework Plan. Significant sight lines of the heritage building's northern face, including the roundel logo and architectural motifs, must be preserved. Also refer to the EMM report for further details.

Alterations and Additions to Heritage Building

- Alterations and additions should maintain the building's architectural integrity and character and be sympathetic to the heritage place in terms of scale, bulk and setbacks.
- Alterations and additions should not obscure, alter or remove original features and details that contribute to the significance of the heritage place.
- Alterations and additions should be distinguishable from the original building and should use cladding, materials, colours and finishes that complement the existing heritage building.

New Buildings Adjacent to Heritage Building

Deer Park Estate Precinct 1 – all works adjacent to the Heritage Overlay protected area should prepare a Heritage Impact Statement, addressing the questions outlined in the Brimbank Planning Scheme's Design Guidelines.

Deer Park Estate Precinct 1 – all developments should feature the neighbouring areas of protection, including the identified Heritage Building, Kororoit Creek, and associated protected trees.

- New buildings adjacent to heritage building should have regard to the heritage building's statement of significance when considering a design response.
- New buildings adjacent to heritage buildings should respect the scale, form, siting and setting of the heritage building.
- New buildings adjacent to heritage building should not obscure views of the principle façade/s or identified significant features of surrounding heritage buildings from the public realm.
- New buildings adjacent to heritage buildings should use cladding, materials, colours and finishes that complement the existing heritage building/s.
- New buildings adjacent to heritage buildings should employ a contemporary yet contextual design approach.





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Land Use

Precinct 1 Framework Plan

Legend

- EXISTING BUILDING
- PRECINCT 1
- PRECINCT 2
- PRECINCT 3
- LOW SCALE BUILT FORM
- SITE BOUNDARY
- PRECINCT BOUNDARY
- PEDESTRIAN PATHWAY
- SHARED PATHWAY
- FUTURE PREFERRED SHARED PATHWAY
- KEY PEDESTRIAN LINK
- VEGETATION ZONE
- EXISTING SIGNIFICANT TREES RETAINED
- HERITAGE INTERFACE
- SIGNIFICANT HERITAGE VIEW LINES
- SENSITIVE HERITAGE INTERFACE: MAINTAIN CLEAR VIEW OF HERITAGE BUILDING
- 50M MIN BUILDING SETBACK FROM EXISTING HERITAGE BUILDING
- SENSITIVE CREEK INTERFACE. AVERAGE 50M (NO LESS THAN 30M) BUFFER ZONE TO TOP OF BANK

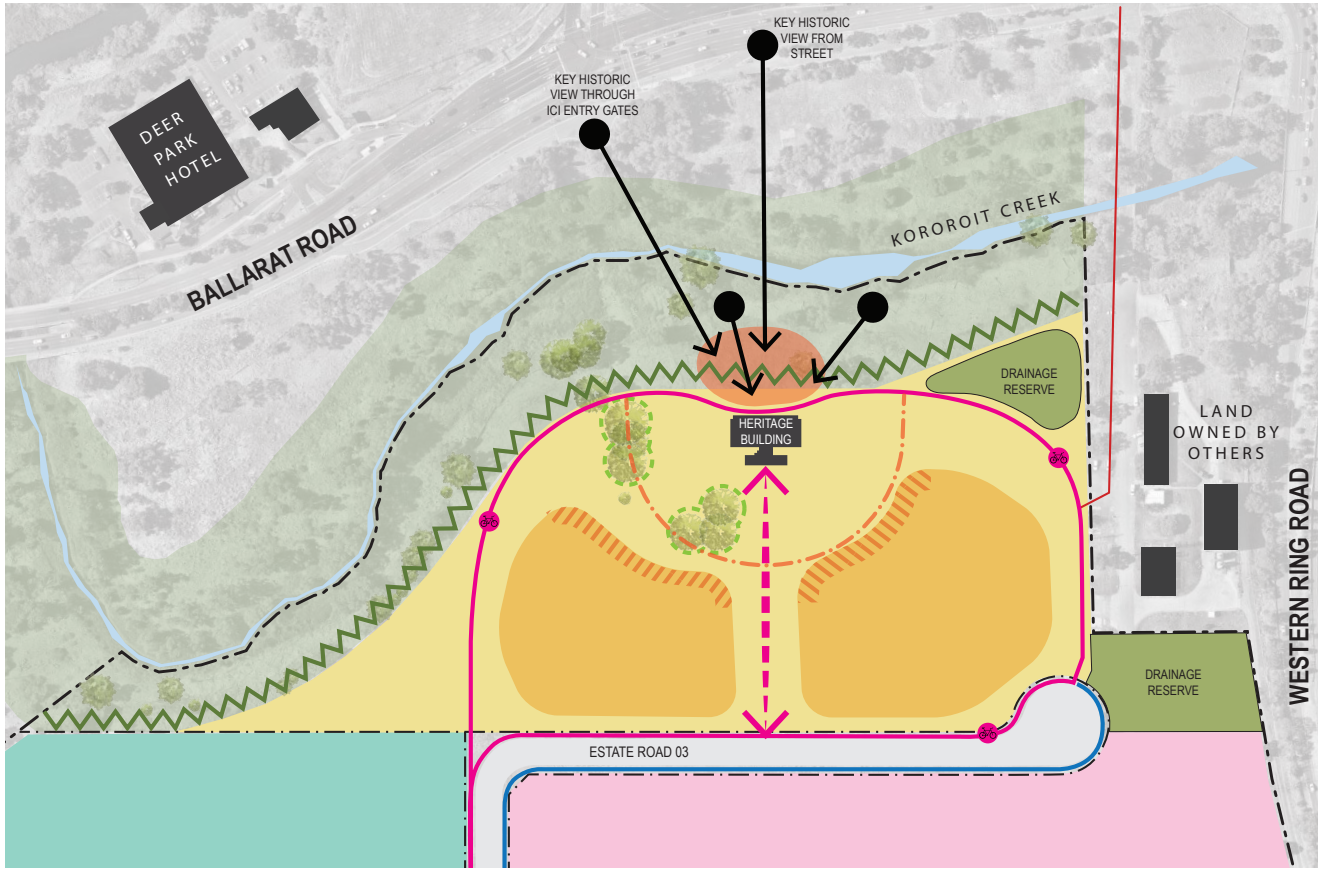


FIGURE 02: Precinct 1 Framework Plan

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Built Form and Massing

Interfaces

- To enhance interfaces with public open space, areas of environmental significance and other sensitive interfaces.
- To enhance street-scape amenity and interfaces through landscaping.
- To ensure new development responds appropriately to key/ sensitive interfaces such as; main roads, nature reserves, drainage reserves and easements, public open space, areas of environmental significance, railway lines, creeks and residential areas.
- Design the street network to facilitate buildings that address areas of the public realm (such as streets, waterways, railway lines and public open space) to improve passive surveillance and avoid unsightly blank interfaces.
- To ensure colour palettes used are appropriate to the locality and sensitive interfaces.

Setbacks

- To provide adequate distance between development and road alignments.
- To provide visual screening via landscape buffer.
- No buildings or retaining walls are permitted to be constructed within the area of Precinct 1 that is covered by the LSIO, or within the average 50m (min 30m) buffer zone of the top bank of Kororoit Creek refer to Figure 01.



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Built Form and Massing

Setbacks

Tilburn Road Interface

Landscape setbacks along Tilburn Road Interface must be a minimum of 9m.

Building setbacks along Tilburn Road must be a minimum of 20m.

Buildings fronting Tilburn Road are to be in the order of 10-25m in height.

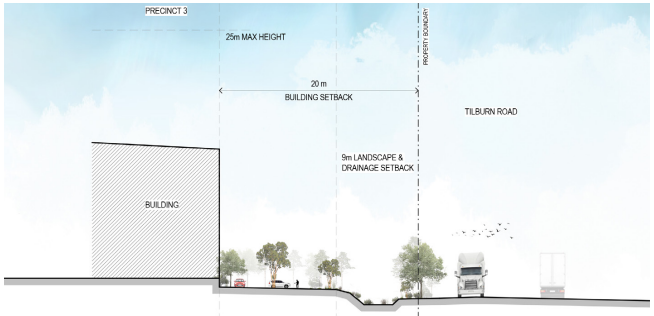


FIGURE 03: Tilburn Road Interface



Western Ring Road Interface

Landscape setbacks to the Western Ring Road interface must be a minimum of 3m.

Building setbacks along Western Rind Road must be a minimum of 9m.

Buildings should not exceed 25m in height along the Western Ring Road boundary refer to figure 04.

Buildings above 25m in height must be setback from the Western Ring Road boundary at a minimum of 30m.

Buildings within Precinct 2 must not exceed 40m in height.

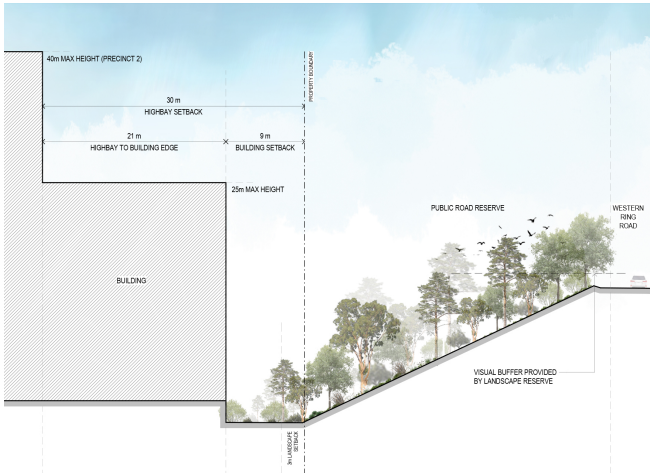


FIGURE 04: Western Ring Road Interface

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Built Form and Massing

Setbacks

Typical Road Interface

Shared & Public Path

Buildings should be setback a minimum of 9m from internal streets.

A minimum of 3m of the front setback must be provided as landscaping.

Encroachments into this setback by balconies, roof canopies, signage and other architectural elements or minor structures are allowed, subject to context and design merit.

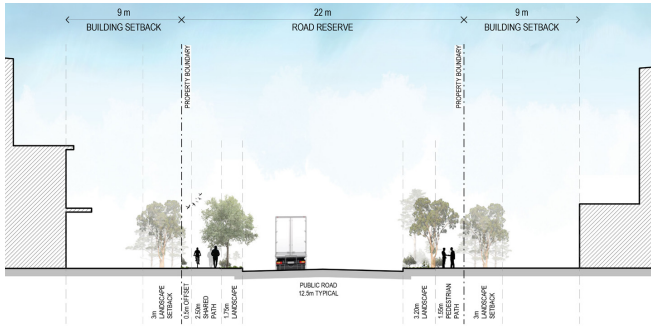
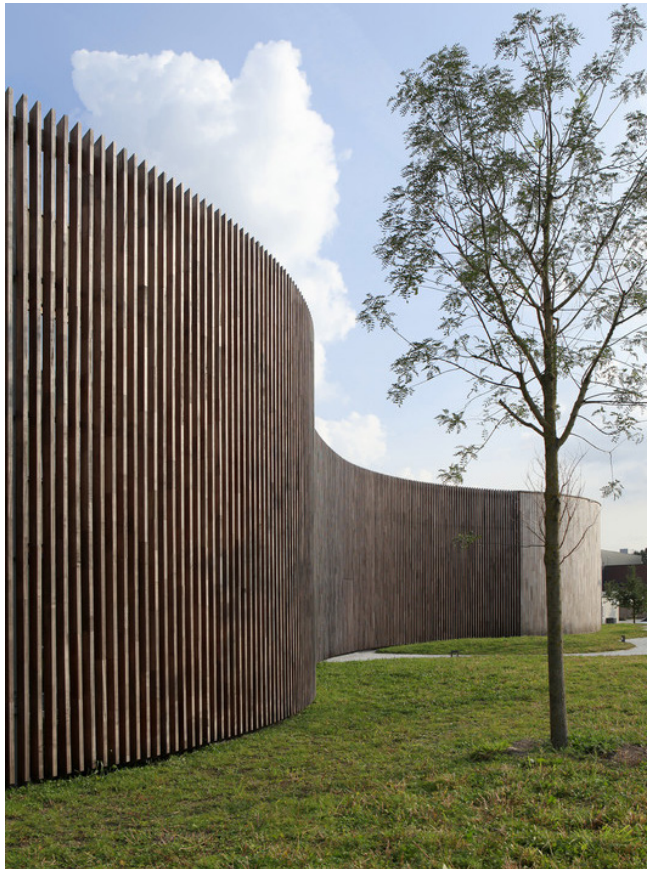


FIGURE 05: Typical Road Interface - Shared & Public Paths



Public Path Only

Buildings should be setback a minimum of 9m from internal streets.

A minimum of 3m of the front setback must be provided as landscaping.

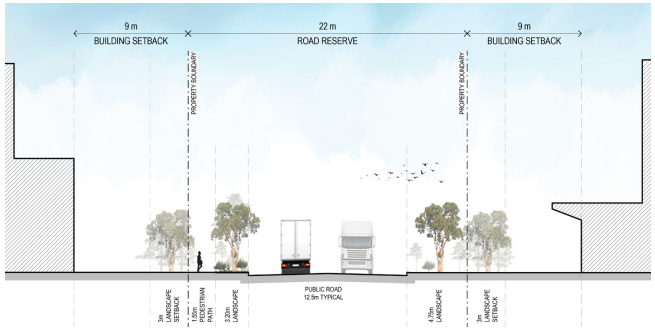


FIGURE 06: Typical Road Interface - Public Paths

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Built Form and Massing

Setbacks

Kororoit Creek to Heritage Interface

Provide average 50m (min 30m) variable buffer width.

Land Subject to Inundation Overlay in areas towards Kororoit Creek

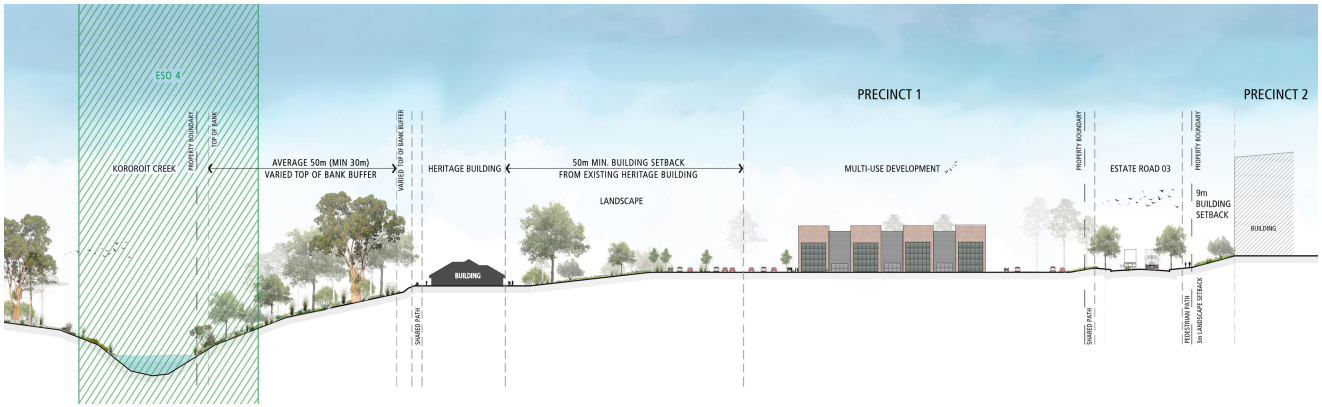
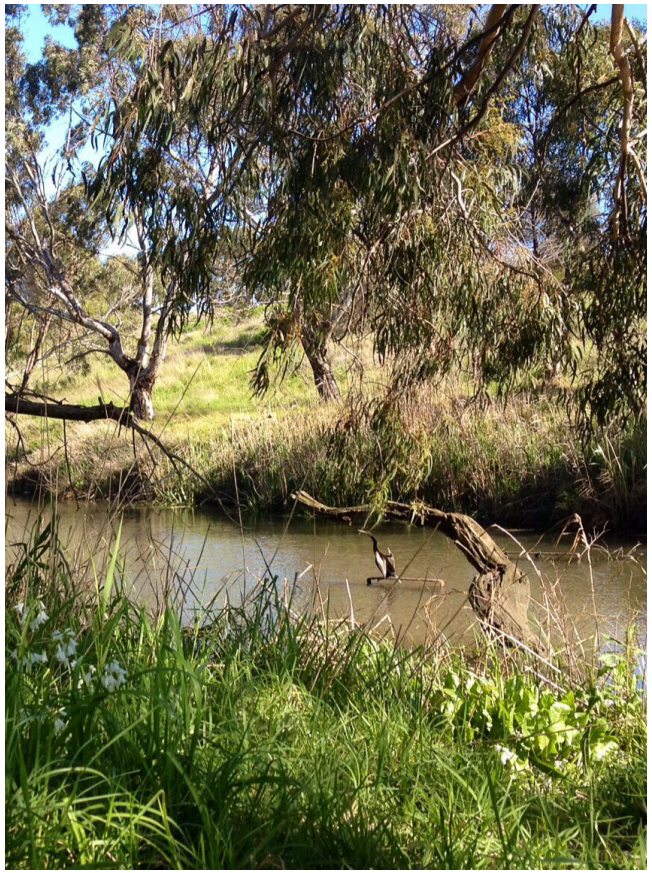


FIGURE 07: Creek & Heritage Interface Section



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Built Form and Massing

Building Heights

Buildings heights across the estate will vary depending on the precinct and site interfaces. Precinct 1 will contain smaller scale buildings up to 10m in height which take into consideration the creek and heritage building interface. Precinct 2 which has minimal sensitive interfaces is identified for buildings up to 40m in height. Any built form within this precinct that is above 25m in height will be appropriately setback back from lot boundaries. Precinct 3 is earmarked for buildings up to 25m in height.

Refer also section Building Setbacks for height limitations.



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Building Design

Environmentally Sustainable Design

The vision for Deer Park Estate is to deliver an estate development with buildings that have lower greenhouse gas emissions, consume less water and reduce waste to landfill, offering better quality indoor environments that are more resilient to the impacts of climate change. By delivering on this commitment, it will help future-proof these assets and reduce the cost of occupancy, create more engaging social spaces, and improve the functionality of the workplace.

We encourage industry leading practices that consider the comfort and well-being of both the building occupant and the surrounding environment, such as:

- Installation of solar photo-voltaic (PV) roof top systems.
- Installation of fixed shading to prevent heat load from direct sunlight and glare into workspaces.
- Good levels of daylight, thermal performance and glare control for building users.
- Lighting (internal and external) – energy efficient LED light fittings to buildings. Installation of dimmable or daylight sensor LED lights to reduce unnecessary use of electricity.
- All roof sheeting to colour to contain a Solar Absorptance rating of 0.45 or less is encouraged.
- Warehouse roof sheeting to contain a minimum of 10% clear/ translucent roof coverage, except where the product being stored does not allow natural light.
- Natural ventilation to warehouse spaces where appropriate, to reduce energy from mechanical ventilation.
- The rainwater tank(s) are to be connected to outdoor landscaping irrigation, WCs and/or other uses on site.
- The use of low embodied energy and sustainable materials.
- The provision of bicycle facilities such as secure bicycle racks, shower and change rooms is encouraged on all sites.



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Building Design

Development Siting & Facade Articulation

- Offices are to be oriented to best maximise solar access.
- Offices are to address the street frontage and provide passive surveillance of the street from within the offices.
- Usable landscaped outdoor staff areas must be provided.
- For corner allotments, buildings must provide feature treatments to ensure buildings address both street frontages.
- All buildings adjacent to public open spaces are to face or address these spaces.
- Avoid blank walls or large loading docks facing the heritage building, Kororoit Creek and the Western Ring Road interfaces. Building design and facades facing these interfaces should seek to reduce visual bulk by incorporating features such as:
    - Differing façade heights.
    - Façade delineation or material/colour variation.
- Large scale murals on side or rear building facades that are visible from public spaces are encouraged and should promote a positive image that reflects the history or identity of the place or community.
- Dynamic forms and accent materials should be incorporated at corners of prominent elevations.
- Corporate identification colours should be expressed with subtlety on the corners of warehouses and office components.
- Roof top building services must be appropriately screened.



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Building Design

Building Materials

Objectives

- To create attractive buildings and visual interest even where the intended use dictates a solid form or large expanses of blank façade.
- To reduce the environmental impact of materials used.
- To ensure colour palettes used are appropriate to the locality and sensitive interfaces.



Material & Colour Palette

- Industrial development tends to use high-volumes of certain materials, particularly concrete. The impact of materials can be reduced in the following ways:

  Concrete - Consider committing to the incorporation of Supplementary Cementitious Materials (SCM's) and/or use of recycled aggregate or water.

  Timber - Consider committing to sourcing all timber from sustainable managed sources that hold third party verification (e.g. FSC/PEFC 'Responsible Wood').

  Recycled content - Consider materials that include recycled content such as polyester insulation, recycled paving, bricks or timber.

- All concrete wall panels on side or rear facades must be painted or textured including where visible from a vacant site.
- Use of bright, bold colours in large portions or that are not compatible with the muted tones of the natural landscape are discouraged.
- Applications must provide labeled colour elevations or a colour and materials palette that clearly demonstrates the nature of the proposal.
- Deer Park Estate Precinct 1 – Loading door arrangement, type and material selection should be designed to be sensitively incorporated into the façade design. Examples such as glazed panel-lift doors that maintain the appearance of building glazing are encouraged.
- A palette of materials for all sites should be utilised that reinforce the natural landscape and enhance the character of the estate, such as timber and textured concrete. For Deer Park Estate Precinct 1 – also refer section Heritage.

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Building Design

Building Materials

Precinct 1 Materiality

New buildings adjacent to heritage buildings should have regard to the heritage building's statement of significance when considering a design response. Also refer section 'Heritage'

Building materials a features within Precinct 1 must employ a high degree of quality and integration into the building envelope.

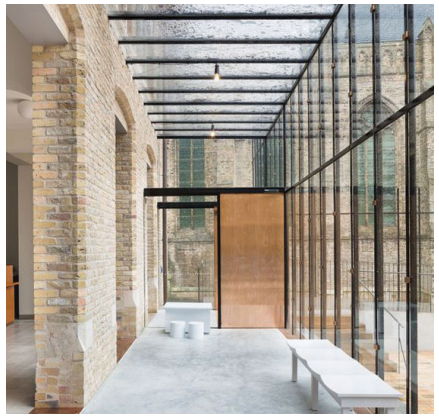
Loading bays and associated doors must employ a high degree of quality and integration into the building envelope. High quality materials such as glass doors are encouraged.

Building façades to public road frontages should be articulated using architectural elements such as:

- Varying façade alignments and heights
- Variation in materials and patterns
- Regular breaks in materials and patterns



Timber and Textured Concrete



Recycled Brick for Heritage Incorporation



Recycled Brick for Heritage Incorporation



Heritage Building on Site



Glazed Panel Lift Doors



Glazed Panel Lift Doors

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Site Design

Vehicle Parking & Pedestrian Movement

- Provide a well-defined vehicle entry point for cars and trucks. Separation of car and truck movements is strongly encouraged.
- Provide paved pedestrian access from street footpath to main entrance of proposed building.
- Connect paved pedestrian access to bicycle parking zones.
- Visitor car parking should be convenient and proximate to the office entry, while also minimising visual dominance from the street through the use of landscaping.
- Car park areas should allow for the roll-out of electric vehicle (EV) charging.
- All traffic-able areas must but be sealed to the satisfaction of Council.
- Vehicle crossovers, including splay widths must be designed to suit the needs of the site, in line with Council guidance.
- Layout should be designed so that loading and servicing occurs at the side or rear.
- Avoid locating loading areas along boundaries adjoining sensitive uses.
- Estate roads to be designed and constructed to Councils standards to allow dedication of the roads to Council.
- Loading bays that are visible from the public realm should be obscured with canopy tree planting at the site frontage.
- All loading/unloading of vehicles must occur on-site.

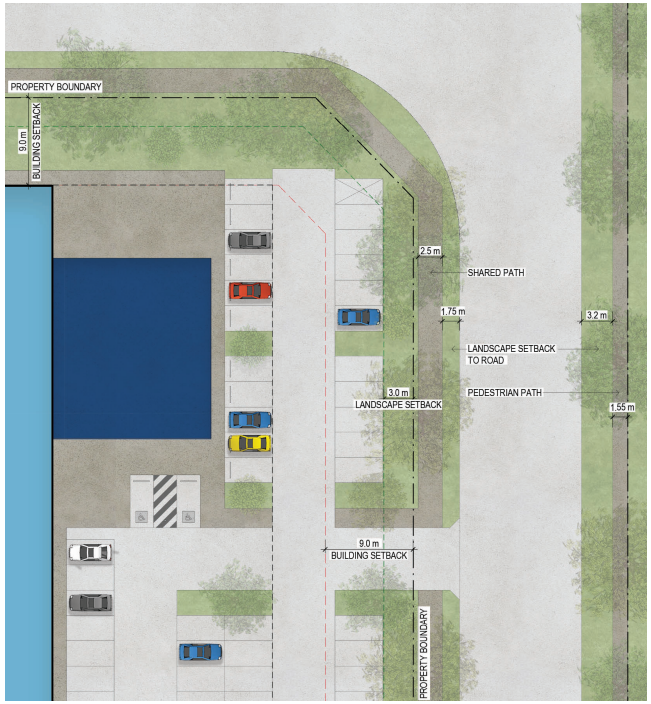


FIGURE 12: Parking and Pedestrian Movement Diagram

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Site Design

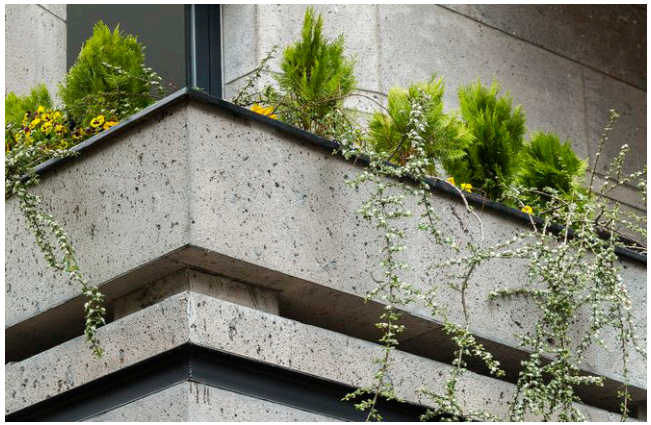
Landscaping

The layout and quality of landscaping and WSUD (Water Sensitive Urban Design) within Deer Park Estate play an integral role in setting the estate vision and improving the overall amenity of the area.

To ensure the vision is achieved, the following landscaping objectives are identified:

- To create a sense of arrival/place through entry statements and considered planting.
- To enhance street-scape amenity and interfaces through landscaping.
- To ensure the selection of plant species is suitable for the location and context, and in line with Brimbank City Councils species schedule.
- To enhance local biodiversity values where possible.
- To reduce the urban heat island effect of development.
- Provide street tree planting and on-site planting.
- To encourage industrial land use and development that contributes to the tree canopy coverage across the municipality.
- To facilitate meeting the storm water management objectives of the Brimbank Planning Scheme









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Site Design

Landscaping

Water Sensitive Urban Design

Water Sensitive Urban Design (WSUD) must be incorporated into landscape designs and reflected on application plans. The extent of measures will depend on factors such as lot size, amount of developed versus undeveloped areas, existing natural/topographical features, average rainfall patterns, volume of predicted overland flows/flooding risk and maintenance requirements. Common WSUD assets include: Water tanks for the collection and re-use of rainwater/grey water to service landscaped areas.

- Water tanks for the collection and re-use of rainwater/grey water to service landscaped areas.
- Rain gardens (bio-retention basins, bio-retention swales or vegetated swales).
- Sand filters.
- Constructed wetlands, ponds or shallow lake systems.
- Sedimentation basins.
- Tree pits.
- Infiltrations measures and gross pollutant traps (GPTs).
- Permeable pavements and asphalt to be considered to assist with detention of storm water. High traffic areas and areas with large loads may not be appropriate.



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Site Design

Landscaping

- Any species used should be hardy and not require irrigation, or otherwise, irrigation should not utilise potable water.
- Shrub and tree planting designs should require minimal or no pruning at maturity. In particular, shrub plantings should not overgrow paths or cause heavy shading of windows.
- Trees are to be sited to minimise shading to protected or retained grassland or areas of native grassland and habitat for grassland flora and fauna.
- Usable landscaped outdoor staff areas should be provided.
- Ensure that ground level views to and from the public domain remain unobscured when the vegetation is mature, to maintain visual surveillance.
- Use appropriate approved species within the landscape plan.

Car Parking Areas

- A minimum of one canopy tree must be provided within the car parking area for every six car parking spaces.
- Trees must be planted at regular intervals throughout the car parking area, driveways and other internal spaces.
- Protect trees planted in car parking areas via raised kerbs, wheel stops or bollards.
- Car parks should be designed to include continuous islands, where appropriate, between bays for mass planting.
- The planting of shade trees within 1sqm diamonds is to be avoided unless permeable surface and engineered soil structures are used with sufficient soil volume for sustained plant growth.
- Trees within car park areas must be able to attain a minimum clear trunk height of 2m at maturity. Landscaping and trees must be planted to provide shade, shelter and to soften the car park appearance and maintain adequate sight lines for pedestrian safety and traffic visibility.



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Site Design

Lighting

- Lighting must be designed and baffled to prevent spill, care must be taken for sites adjoining sensitive areas, such as nearby residential development, areas of environmental significance or open space where wildlife may reside.
- Light poles must not be higher than buildings.
- Appropriate and consistent street lighting should be provided throughout the development in accordance with Council Guidelines and relevant standards.
- Appropriate lighting should be provided to all pedestrian areas including access paths, parking, and building entries.

Waste & Storage

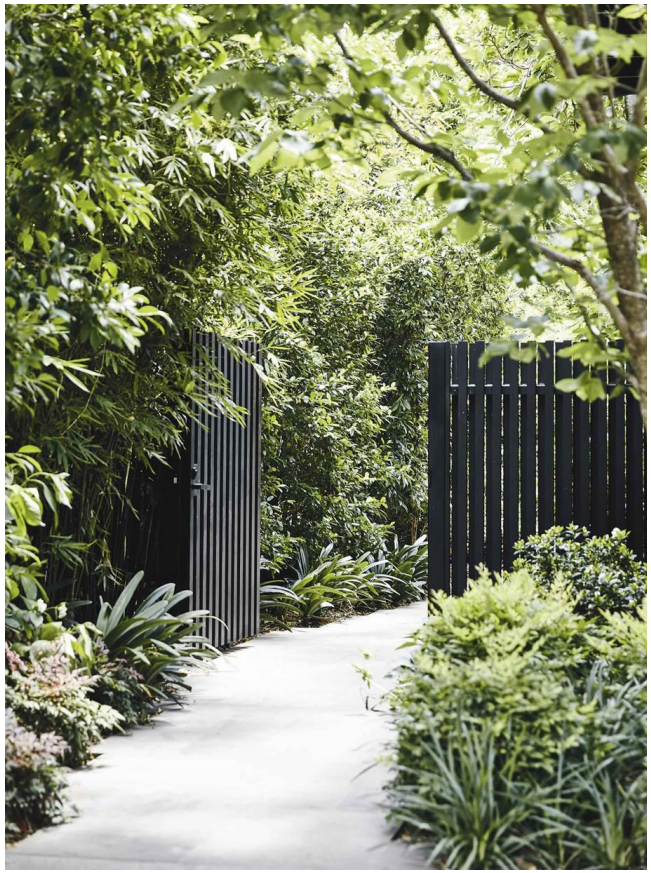
- Waste and storage should be internally located where possible.
- If outdoors, waste and storage must be screened from public view and waste bins covered.
- Waste/bin areas must be shown on plans.
- Bins must not be stored in car parking spaces or in landscaped areas.

Fencing

- Provide security for employees and visitors and to contribute the amenity of the business hub.
- Fence height should be a maximum height of 2.1m unless a development (e.g. Data Centre) has unique security requirements.
- Fencing should be sited so it does not impede sight lines for drivers

The following types of fencing should be incorporated to the development:

- Along Access Road Frontage: Palisade boundary fence in black powder coated finish.
- Elsewhere: Black PVC coated chain wire fence with barbed wire for security.



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Site Design

Signage

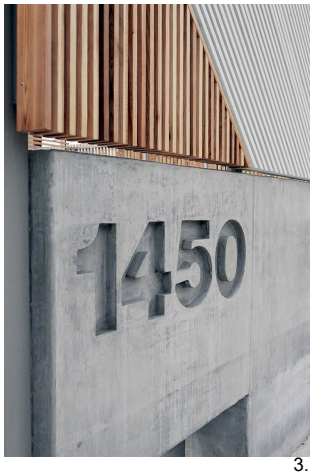
- To provide businesses the opportunity of identifying their location and activity.
- To ensure signage does not detract from the visual appeal of the buildings.
- To ensure signage is of a high quality of design and construction and an integral element of the built environment and landscape setting.
- Advertising, other than real estate signage should be kept to a minimum and should relate only to the use occurring on the perspective property and is to identify the relevant business name.
- Signage should be of a size and location which does not obscure vehicular sight lines and/or control signs.
- Directional signage for car parking, loading docks are to be well designed and located at a convenient point close to the access road.
- Freestanding signage in the front setback should be limited to directional signage.
- Internally illuminated and animated signage is discouraged at interfaces with reserves and open space.
- Signage attached to front and side boundary fences is discouraged.
- Decal signage fixed to areas of glazing (i.e. windows and doors) is discouraged.
- Clear directional signage should be used to identify visitor parking areas.



1.



2.



3.

1. Warehouse Signage
2. Directional Signage
3. Location Signage

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Deer Park Estate Design Guidelines

Prepared by:

Watson Young Architects Pty Ltd

ABN 16 111 398 700

Melbourne | Perth | Sydney | Geelong

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The information supplied is a brief summary of a proposed development.

All figures are approximates and are subject to change without notice. For further detailed reports please contact Watson Young Architects on 9516 8555.

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Brimbank Council - 20 August 2024

765 BALLARAT ROAD DEER PARK

LANDSCAPE MASTER PLAN

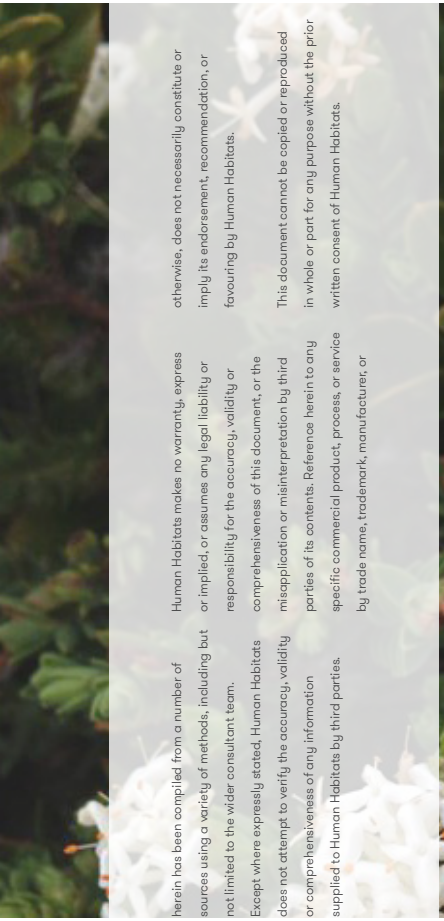
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Human Habitats:
Design Studio

MAY 2024

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PROJECT TEAM:

Human Habitats

PREPARED FOR:

PROPERTY

Human Habitats

Attachment 12.3.5

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01 INTRODUCTION

Human Habitats has been engaged to prepare this Landscape Master Plan for the proposed development at 765 Ballarat Road, Deer Park in Victoria. This Landscape Master Plan represents the landscape objectives of HB+B Property and the vision for the proposed development. The Landscape Master Plan supports the Development Plan and an essential component of the planning process and is in accordance with Council's local landscape policies.

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SITE CONTEXT

LEGEND	
1.	ORICA
2.	JOHN MCLOUD RESERVE PLAYGROUND
3.	MT DERRIMUT NATURE CONSERVATION RESERVE
4.	MT DERRIMUT GOLF & COMMUNITY CLUB
5.	M8
6.	M80
7.	KORORROIT CREEK
8.	SELWYN PARK
9.	DERRIMUT GRASSLAND NATURE CONSERVATION RESERVE
10.	IRAMOO WILDFLOWER GRASSLAND RESERVE
11.	SUNSHINE HOSPITAL

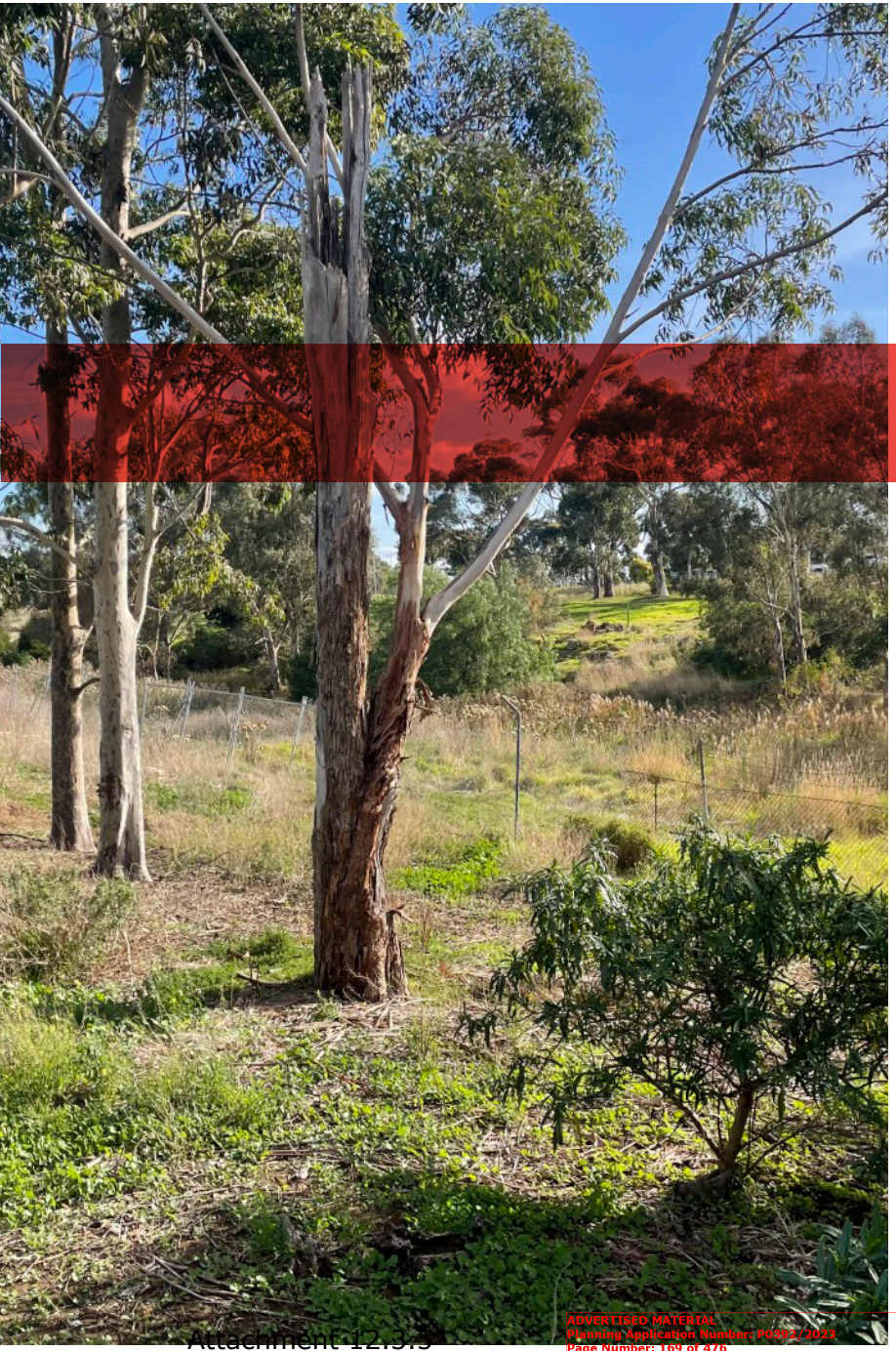


Figure 01 - Context Plan

Attachment 12.3.5

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02 LANDSCAPE MASTER PLAN

OBJECTIVES OF THE MASTER PLAN

The Landscape Master Plan presents objectives that connect the natural and the built environments to the benefit of all future user.

The objectives to achieve a successful landscape outcome include:

- Create a sense of place and community;
- Promote a convivial and attractive public realm;
- Foster connectivity along streetscapes, offering a connected natural pedestrian experience;
- Ensure landscape responses are contemporary and resilient to an evolving climate;
- Enhance natural qualities of the site where possible;
- Ensure the character of the streetscapes and reserves are complementary, coordinated and considerate towards the existing local context;
- Planting of street trees to achieve urban cooling outcomes by providing canopy and transpiration. Species are to be selected from Council's species list.
- Use of passive irrigation to maximise street tree health.
- Retention of existing vegetation within **50m average (min 30m) variable creek buffer zone** from top of bank **Kororoit Creek** to help protect local biodiversity and enhance landscape character.

Attachment 12.3.3

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MASTER PLAN - OVERALL SITE

LEGEND

1.	PRECINCT 1
2.	PRECINCT 2
3.	PRECINCT 3
4.	50M AVERAGE (MIN 30M) VARIABLE CREEK BUFFER ZONE FROM TOP OF BANK (KORORROIT CREEK)
5.	HERITAGE BUILDING TO BE RETAINED
6.	DRAINAGE RESERVES
7.	EXISTING VEGETATION *(NOTE: FOR EXISTING VEGETATION REFER TO ARBORIST REPORT BY JOHN PATRICK - 23-134 TLP FOR CLIENT (2MAY 2024).DWG*
8.	EXISTING TREES TO BE RETAINED

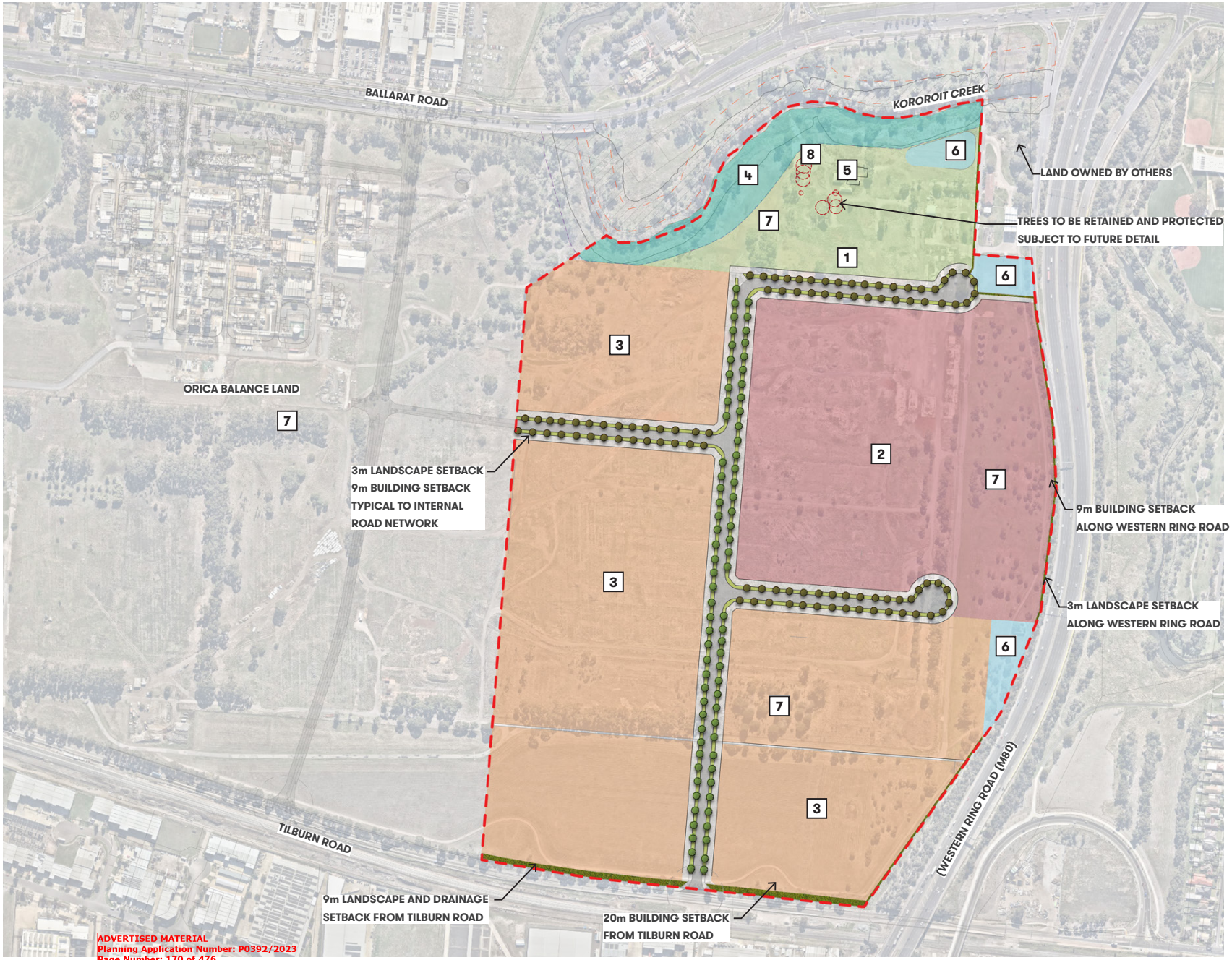


Figure 02 - Landscape Master Plan NTS

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CONCEPT DETAIL - PRECINCT 1

LEGEND

1.	PRECINCT 1
	50M AVERAGE (MIN 30M) VARIABLE
2.	CREEK BUFFER ZONE FROM TOP OF BANK (KORORROIT CREEK)
3.	HERITAGE TREES TO BE RETAINED
4.	HERITAGE BUILDING TO BE RETAINED
5.	DRAINAGE RESERVES

(NOTE: FOR EXISTING VEGETATION REFER TO ARBORIST REPORT BY JOHN PATRICK - 23-134 TLP FOR CLIENT (MAY 2024).DWG).



Figure 03 - Concept Detail - Precinct 1

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CONCEPT DETAIL - VEGETATION BUFFERS AND DRAINAGE RESERVES

LEGEND	
1.	VEGETATED BUFFER
2.	DRAINAGE RESERVES
3.	INDUSTRIAL ESTATE STREETSCAPE
4.	SHARED PATH (TBC)
5.	50M AVERAGE (MIN 30M) VARIABLE CREEK BUFFER ZONE FROM TOP OF BANK (KORORoit CREEK)
6.	EXISTING HERITAGE TREES TO BE RETAINED

(NOTE: FOR EXISTING VEGETATION REFER TO ARBORIST REPORT BY JOHN PATRICK - 23-134 TLP FOR CLIENT (MAY 2024).DWG).

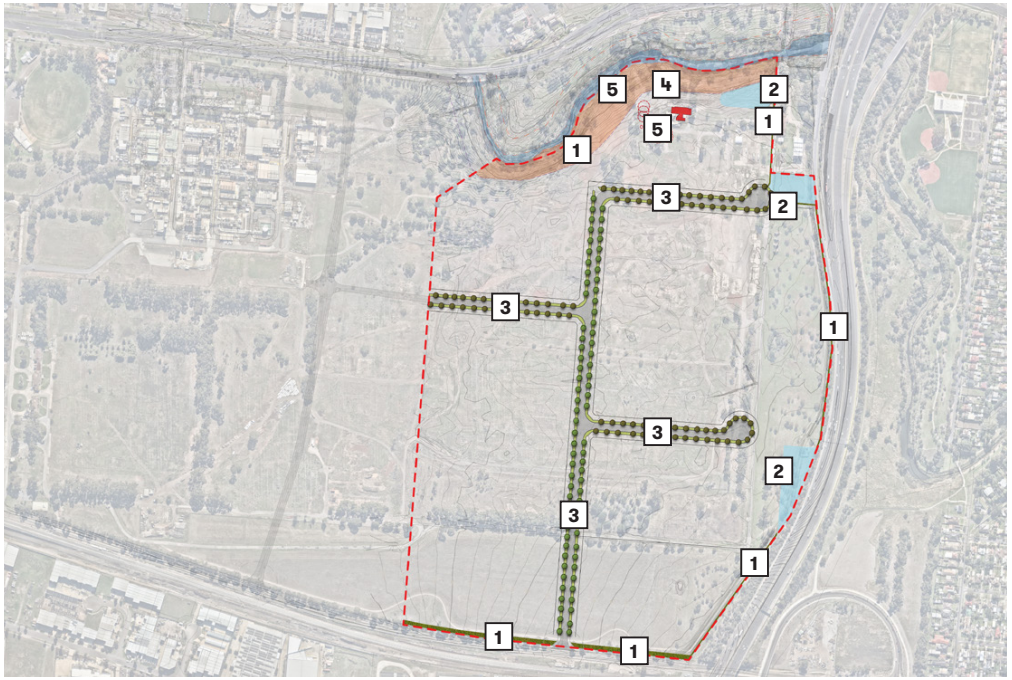


Figure 04 - Vegetation Buffers and Waterways - NTS



























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STREET TREE MASTER PLAN



Eucalyptus scoparia - White Gum



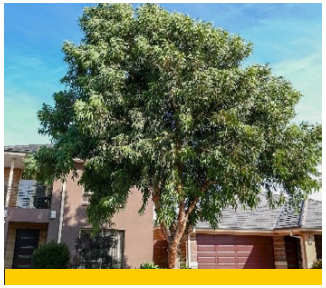
Fraxinus pennsylvanica var. 'Urbanite' - 'Urbanite" Green Ash



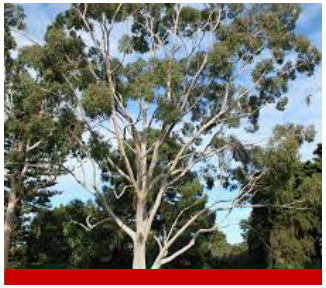
Lophostemon confertus - Brush Box



Quercus palustris - Pin Oak



Corymbia eximia - Yellow Blackwood



Corymbia citriodora subsp. scabrida - Lemon-scented Gum

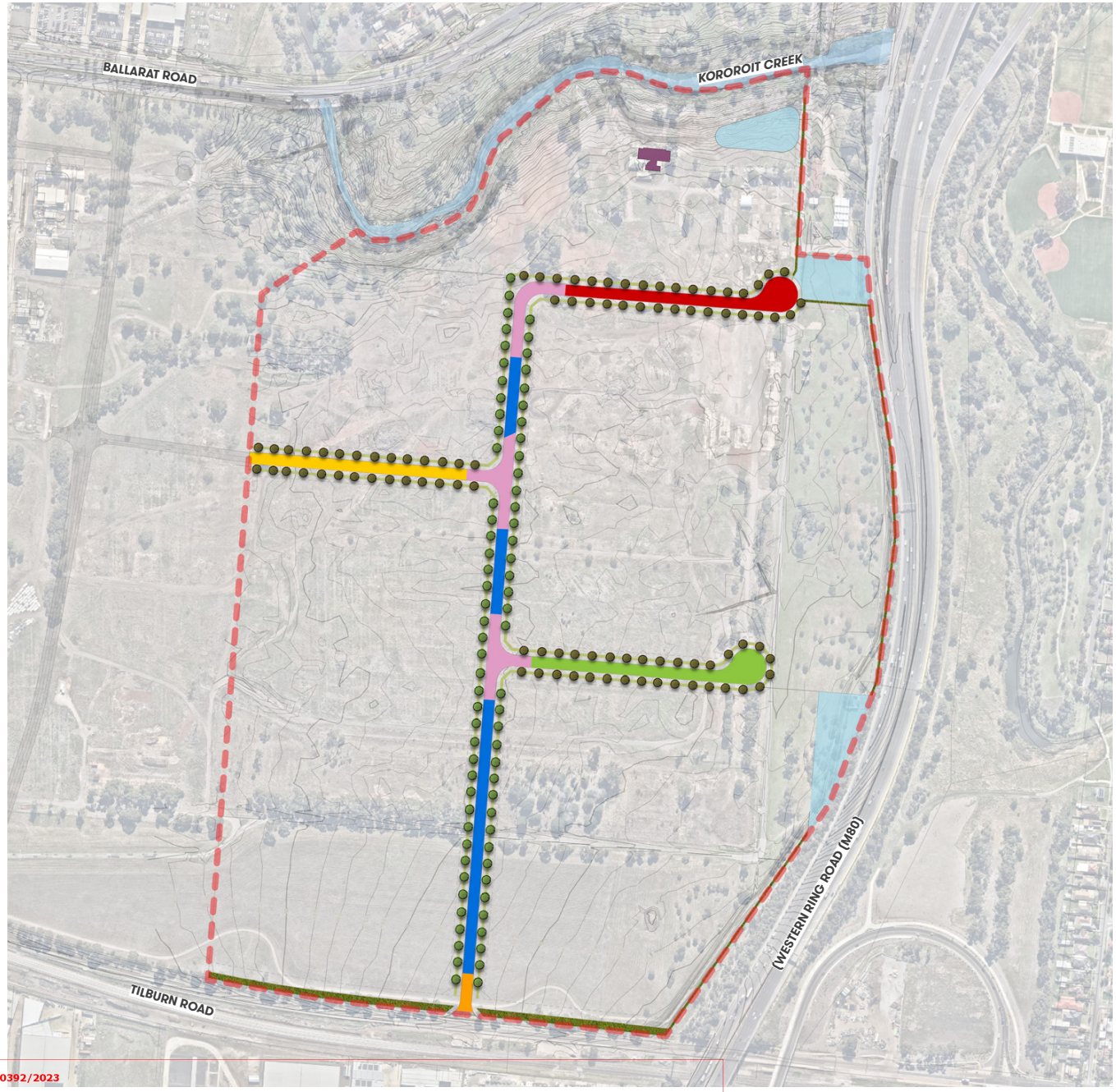


Figure 08 Street Tree Master Plan NTS

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INDICATIVE DEVELOPMENT SPECIES LIST

BOTANICAL NAME	COMMON NAME	HEIGHT X WIDTH (AT MATURITY)
LARGE TREES <10M		
Native		
Angophora costata	Smooth-barked Apple	15m x 10m
Corymbia citriodora	Lemon-scented Gum	15m x 10m
Corymbia maculata	Spotted Gum	18m x 10m
Eucalyptus mannifera	Brittle Gum	15m x 10m
Eucalyptus melliodora	Yellow Box	15m x 10m
Eucalyptus nicholii	Narrow Leaved Peppermint	15m x 8m
Eucalyptus polyanthemos	Red Box	12m x 8m
Eucalyptus scoparia	White Gum	12m x 8m
Eucalyptus sideroxylon sp.	Iron Bark	15m x 10m
Grevillea robusta	Silky Oak	16m x 8m
Exotic		
Platanus x acerifoia	London Plane Tree	12m x 10m
Quercis palustris	Pin Oak	15m x 8m
Quercus robur	English Oak	12m x 10m

BOTANICAL NAME	COMMON NAME	HEIGHT X WIDTH (AT MATURITY)
MEDIUM TREES 6-10M		
Native		
Allocasuarina verticilata	Drooping Sheoak	8m x ¼m
Corymbia eximia	Yellow Bloodwood	9m x 7m
Lophestemon confertus	Brush Box	10m x 8m
Melia azedarach	White Cedar	10m x 8m
Exotic		
Fraxinus raywood	Claret Ash	10m x 8m
Fraxinus pennsylvanica var.	Urbanite / Cimmaron	10m x 8m
Pistacia chinensis	Chinese Pistachio	8m x 8m
Pyrus ussuriensis	Manchurian Pear	6m x 5m
Ulmus parvifolia	Chinese Elm	10m x 10m
Zelkova serrata	Japanese Elm	10m x 8m

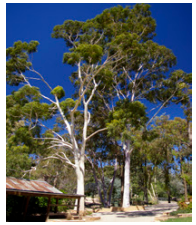
BOTANICAL NAME	COMMON NAME	HEIGHT X WIDTH (AT MATURITY)
SMALL TREES <6M		
Native		
Acacia pendula	Weeping Myall	6m x 6m
Agonis flexuosa	Willow Myrtle	6m x 6m
Angophera hispida	Dwarf Apple	6m x 5m
Callistemon 'Bottlebrush'	Kings Park Special	¼m x ¼m
Callistemon salignus	White Bottlebrush	6m x 3m
Exotic		
Lagerstroemia hybrids	Crepe Myrtle	5m x 3m
Prunus cerasifera (Nigra)	Black Cherry Plum'	5m x ¼m
Pyrus calleryana cultivars	Ornamental Pear	6m x 5m

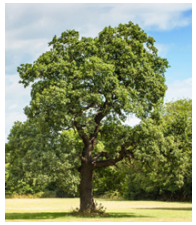
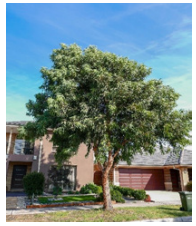
BOTANICAL NAME	COMMON NAME	HEIGHT X WIDTH (AT MATURITY)
SMALL TREES <6M		
Native		
Acacia pendula	Weeping Myall	6m x 6m
Agonis flexuosa	Willow Myrtle	6m x 6m
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Exotic		
Lagerstroemia hybrids	Crepe Myrtle	5m x 3m
Prunus cerasifera (Nigra)	Black Cherry Plum'	5m x ¼m
Pyrus calleryana cultivars	Ornamental Pear	6m x 5m

BOTANICAL NAME	COMMON NAME	HEIGHT X WIDTH (AT MATURITY)
SHRUBS		
Native		
Acacia cognata	River Wattle	1m x 1m
Calothamnus quadrifidus	Yellow (Dwarf Form)	1.5m x 1.5m
Correa pulchella/ alba	White Correa	2m x 2m
Dodonaea viscosa	Sticky Hop Bush	3m x 3m
Eremophila maculata aurea	Emu Bush	3m x 2m
Eremophila maculata compacta	Spotted Emu Bsuh	0.5m x 1.5m
Grevillea rhyolitica x juniperina	Cherry Cluster	0.5m x 0.8m
Westringia fruticosa	Jervis Gem	1.2m x 1.2m
Westringia fruticosa 'Grey Box'	Grey Box	0.5m x 0.5m
Exotic		
Euphorbia wulfenii	Mediterranean Spurge	1.2m x 1m
Gaura lindheimeri	White Gaura	1.2m x 1m
Nandina domestica	Heavenly Bamboo	2.¼m x 1.2m
Rhaphiolepis indica	Snow Maiden	1m x 1m
Rosmarinus officinalis	Rosemary	2m x 1.5m

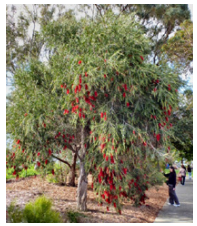
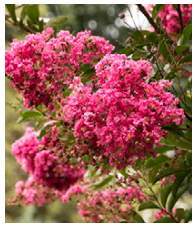
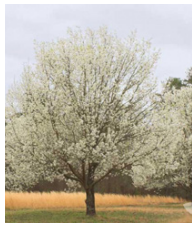
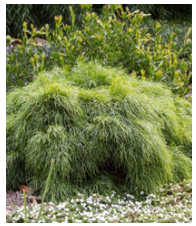
BOTANICAL NAME	COMMON NAME	HEIGHT X WIDTH (AT MATURITY)
GRASSES / STRAP-LEAVES		
Native		
Austrostipa stipoides	Coastal Spear Grass	1m x 1m
Anigozanthus flavidus	Kangaroo Paw	1.8m x 1.2m
Dianella revoluta	Blueberry Lily	1m x 1.5m
Ficinia nodosa	Knobby Club Rush	1m x 1m
Lomandra longifolia x confertifolia	Mat Rush	0.¼m x 0.¼m
Lomandra longifolia	Spiny Mat Rush	1.2m x 1m
Lomandra longifolia 'Tanika'	Tanika	0.6m x 0.6m
Poa labillardieri	Common Tussock Grass	1.3m x 1.5m
Poa poiformis	Coastal Tussock Grass	1.2m x 1.5m
Themeda triandra	Kangaroo Grass	1.5m x 0.5m
Exotic		
Liriope muscari Variegata	Lily Turf	0.6m x 0.6m

BOTANICAL NAME	COMMON NAME	HEIGHT X WIDTH (AT MATURITY)
GROUIND COVER & CLIMBERS		
Native		
Ajuga reptans	Purpurea	0.6m x 1m
Brachyscome multifida	Break of Day	0.5m x 1m
Carpobrotus modestus	Inland Pig Face	0.3m x 0.6m
Dichondra repens	Kidney Plant	0.1m x 0.3m
Disphyma crassifolium	Hot Stuff - Pig Face	0.3m x 1m
Hardenbergia violacea	Purple Coral Pea	3m x 2m
Hibbertia scandens	Snake Vine	1m x 3m
Myoporum parvifolium	Boobialla	0.3m x 2m
Pandorea pandorana	Wonga Wonga Vine	20m x 9m
Scaevola humilis	Purple Fusion	0.3m x 2m
Scaevola mauve	Fan Flower	0.3m x 0.8m
Exotic		
Arctotis sp.	African Dasiy	0.6m x 0.3m
Convolvulus cneorum	Silver Bush	0.6m x 1m
Gazania hybrid	Double Gold	0.2m x 0.6m
Heterocentron elegans	Spanish Shawl	0.05m x 1.2m
Limonium perezii	Perezii Blue	0.6m x 0.6m
Nepeta racemosa	Walkers Low	0.9m x 0.9m
Stachys byzantina	Lamb's Ears	0.6m x 0.9m
Thymus praecox	Creeping Thyme	0.15m x 0.3m
Trachelospermum asiaticum	Asiatic Jasmine	0.5m x 6m
Trachelospermum jasminoides	Chinese Jasmine	0.5m x 5m



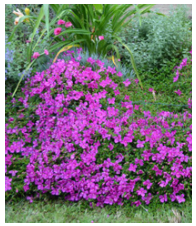










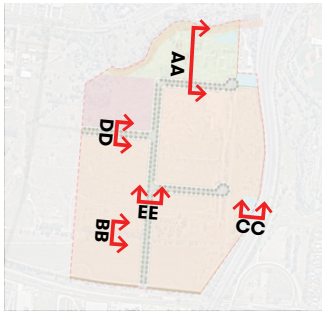



Note: Planting schedule based on Brimbank City Council, 'Industrial L... July 2021'. Please note this is an indictive schedule.
Plants selected from Ecological Vegetation Class Plains Grassland #841 and Plains Grassland #132

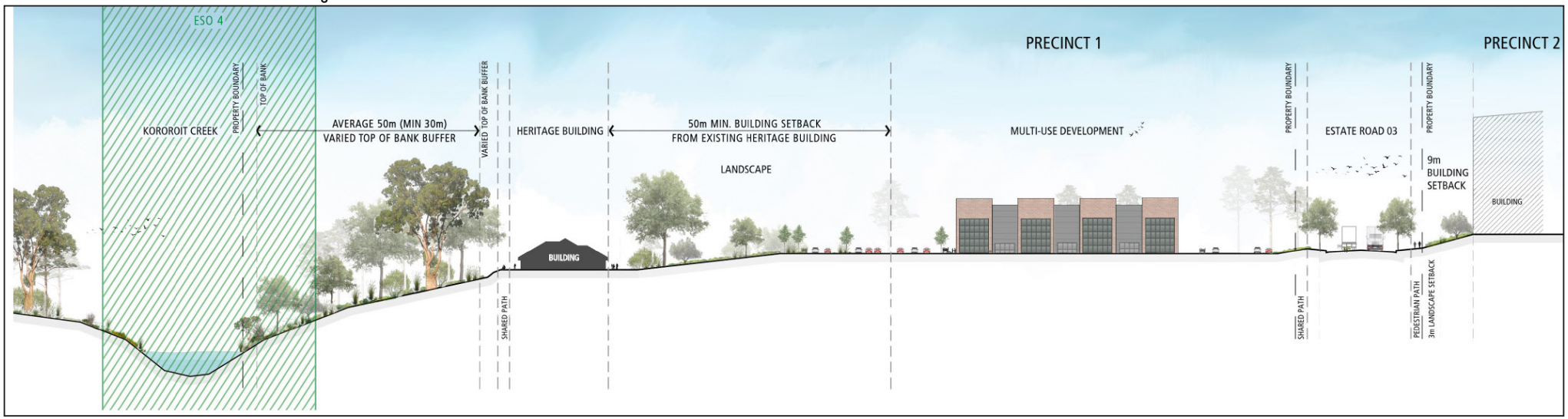
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SECTIONS



Section Key Plan - NTS



PRIMARY BUFFER ZONE	CHANNEL/ LOWER BANK ZONE	PRIMARY BUFFER ZONE	RECREATION/ PATH ZONE	SECONDARY BUFFER ZONE	MULTI-USE DEVELOPMENT	MULTI-USE DEVELOPMENT
	Channel/lower bank zone of the natural waterway - width varies depending on the condition o the waterway and habitat values	50m riparian zone revegetaion with overstorey mid-storey and understorey vegetation consistent with Ecological Vegetation Class (EVC)	Approx. 10m wide landscape area between path and road to create an open space character to the waterway corridor	Scattered vegetation focusing on overstorey trees and shrubs consistent with EVC to retain views between the path and creek		Adjoining development interface, Additional tree planting to complement the existing landscape setting

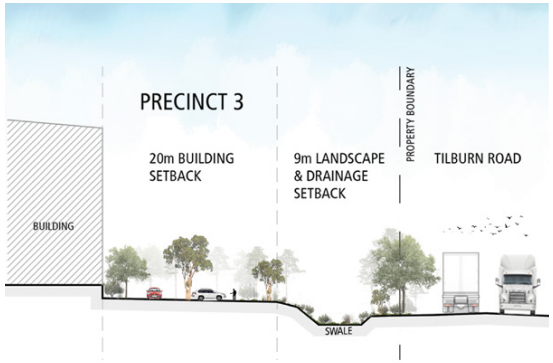
AA

Kororoit Creek - Kororoit Creek to Heritage Interface Cross Section

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SECTIONS

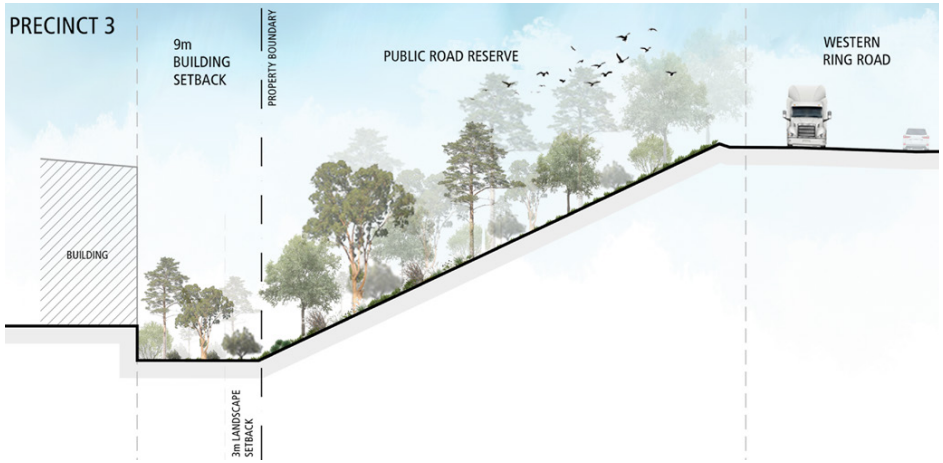


Minimise impact on landscape setback.

LANDSCAPE
DRAINAGE
MITIGATION

BB

Tilburn Road - Setback Interface Section

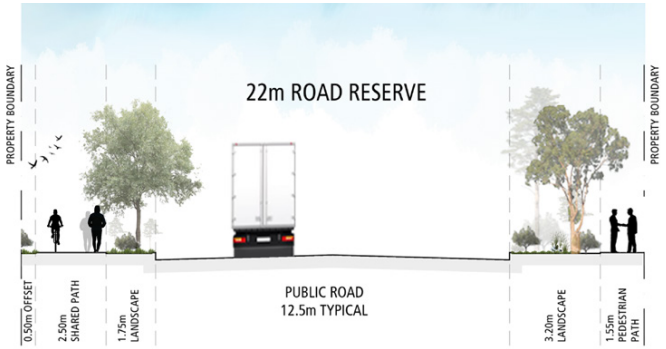


Minimise impact on landscape setback.

LANDSCAPE SETBACK AND RESERVE

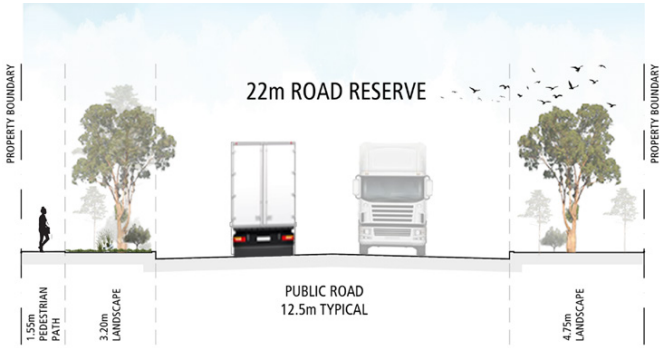
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Western-Wing Road - Public Road Reserve Interface



DD

Typical Road-Section (Shared Path) - Typical Industrial Road Section



EE

Typical Road-Section - Typical Industrial Road Section

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+61 3 9909 2202

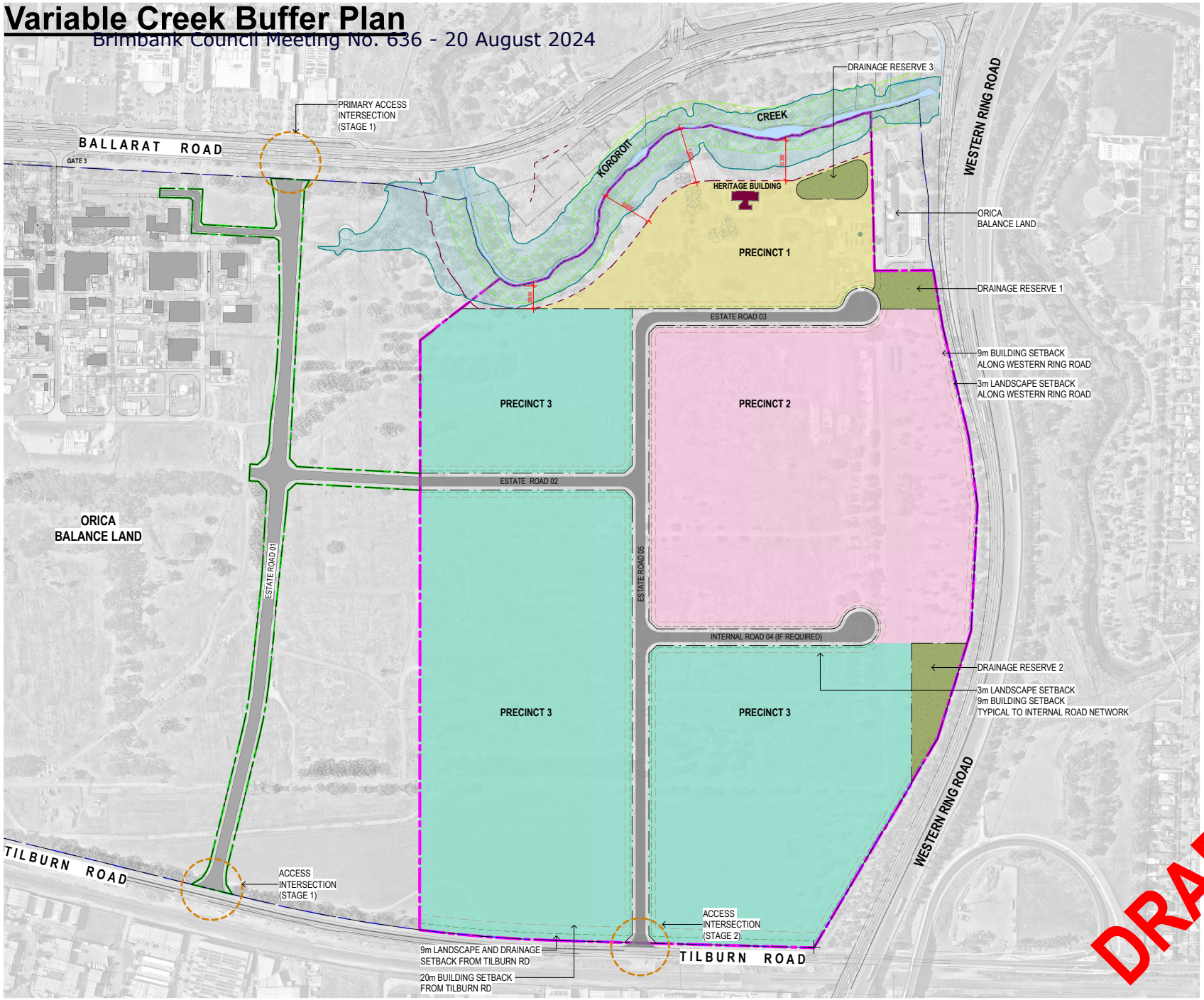


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Variable Creek Buffer Plan

Brimbank Council Meeting No. 636 - 20 August 2024



LEGEND

- INDICATES EXTENT OF INTERNAL ROAD
- **PRECINCT 1** WAREHOUSE, RESTRICTED RETAIL, OFFICE, FOOD AND DRINKS

LOT SIZE RANGE	MAX HEIGHT
Heritage, drainage reserve 3, Environmental setbacks & LSIO : 22,360m²	N/A
Lot's Light Industrial approx' : 500m²-62,600m²	15m

- **PRECINCT 2** WAREHOUSE AND DATA CENTRE

LOT SIZE RANGE	MAX HEIGHT
Lot's approximate 20,000m²-178,000m²	40m

- **PRECINCT 3** WAREHOUSE

LOT SIZE RANGE	MAX HEIGHT
Lot's approximate 20,000m²-166,000m²	25m

- DRAINAGE RESERVE
- KORORROIT CREEK
- L.S.I.O (LAND SUBJECT TO INUNDATION OVERLAY)
- ESO 4 (ENVIRONMENTAL SIGNIFICANCE OVERLAY)
- TOP OF BANK (KORORROIT CREEK)
- 30m-74m VARIED BUFFER ZONE FROM TOP OF BANK (KORORROIT CREEK)
- EXISTING HERITAGE BUILDING (TO BE RETAINED)
- PROPOSED SIGNALISED INTERSECTION (Refer to traffic engineers report)
- LANDSCAPE SETBACK
- BUILDING SETBACK
- LOT BOUNDARY
- EXTERNAL ROADWORKS BOUNDARY
- SITE BOUNDARY

DRAFT

No.	DATE:	REVISION:	BY:	CHK:
P1	05.02.2024	VARIED CREEK BUFFER	JWK	GP

All areas indicated are indicative for design and planning purposes only and should not be used for any contractual reasons without verification by a licensed surveyor or further design development being completed.

Watson Young Architects Pty. Melbourne | Perth | Sydney 03 9516 8555 ACN: 111398700
8 Grattan Street Prahran VIC 3181 | e: info@watsonyoung.com.au | w: watsonyoung.com.au
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PROJECT:
DEER PARK
765 Ballarat Road
Deer Park, VIC

Attachment 12.3.5

TITLE:
VARIABLE CREEK BUFFER OPTION

TRUE NORTH

CLIENT:
PROPERTY

DATE: October, 2023
DRAWN BY: JWK
SCALE: 1:2500 @ A1
SCALE: 1:5000 @ A3

JOB NO: 23026
DRAWING NO: SK15
REVISION: P1

watson young

DETAILED ASSESSMENT

Application Number	P392/2023
Location:	179 Tilburn Road and 751, 751A, 751B, 753, 755, 757 & 759 Ballarat Road, Deer Park It is noted that this site was formerly part of 765 Ballarat Road, Deer Park, however was recently subdivided and given a new street address.
Proposal:	Application for approval of a development plan under Development Plan Overlay Schedule 16
Applicant:	HB+B Property, C/- Urbis Pty Ltd
Zoning/Overlay:	<u>Zoning</u> The site is zoned Commercial 2 Zone <u>Overlays</u> • Development Plan Overlay Schedule 16 – entire site • Environmental Audit Overlay – entire site • Environment Significance Overlay Schedule 4 – part of the site • Heritage Overlay Schedules 142 and 143 – part of the site • Land Subject to Inundation Overlay – part of the site • Development Contributions Plan Overlay Schedule 2 -entire site <u>Other Information</u> • The subject site is within the Principal Public Transport Network. • Ballarat Road to the north is within the Transport Zone 2 (Principal Road Network) whilst Tilburn Road to the south is within the Transport Zone 3 (Significant Municipal Road).
Adjoining Zoning/Overlays:	The zones and overlays of surrounding land are described below: <u>Zones</u> • Land abutting the site to the west is zoned Industrial 2 Zone • Lant to the south on the opposite side of Tilburn Road is zoned Industrial 1 Zone • Land to the east is the Western Ring Road which falls within the Transport Zone 2 • There is a small area of land to the north-west of the site but to the south of Ballarat Road that is within the Public Park and Recreation Zone. Ballarat Road itself is within the Transport Zone 2. On the opposite side of Ballarat Road the land is zoned Commercial 2 Zone, General Residential Zone Schedule 2, Industrial 2 Zone and Industrial 3 Zone. <u>Overlays</u> • Part of the land to the west is affected by the Special Building Overlay and Heritage Overlay Schedules 140, 141 and 142 • Part of the land to the west, north and east is affected by Land Subject to Inundation Overlay • Land on the northern side of Ballarat Road is affected by Environment Significance Overlay Schedule 4), Environmental Audit Overlay & Development Plan Overlay (Schedule 4) • Land to the north is affected by Development Plan • All surrounding land is affected by Development Plan Contributions Overlay The majority of the surrounding land falls within the Principal Public Transport Network

Potential Contamination:	The subject site has an Environmental Audit Overlay and there have been a number of Environmental Audit reports that have been completed for the area. A Statement of Environmental Audit was issued for the site in 2020 which states that the site is suitable for commercial and industrial uses.
Proximity to former Land Fill sites:	The site is located outside the recommended buffer distance from the nearest former landfill. Accordingly a landfill gas risk assessment is not required.
Cultural Heritage Management Plan:	The site is located within an area of cultural significance. A Cultural Heritage Management Plan (CHMP 10825), as required by the Aboriginal Heritage Regulations 2018 & the Aboriginal Heritage Act 2006, has been approved previously for the majority of the development plan area. As part of the development plan submission a report *"Aboriginal and historical heritage compliance review"* was prepared confirming the CHMP is applicable for the majority of the area and includes a number of recommendations. This is further discussed in the assessment section below:
Restrictive Covenant:	There is a covenant on title which relates to access rights for the gas a fuel corporation. The proposed development plan does not breach this covenant.
Section 173 Agreement:	Yes – There are two Section 173 Agreements that are registered on title: • AJ591461L: This requires archiving of demolished heritage buildings and the preparation of an interpretation plan with displays installed on site. • AX577487A: This relates to public open space contributions in relation to subdivision and the creation of a carriageway easement. The proposed development plan does not breach the agreements above.
Planning History:	In terms of the site history, the site was formerly part of the Industrial 1 zoned "Orica" land to the west which was used for the manufacture of explosives but more recently for chemical manufacturing activities. Specifically: • Amendment C128 was gazetted on 14 May 2014. This rezoned the application site from Industrial 2 to Commercial 2 Zone and applied an Environmental Audit Overlay, Development Plan Overlay and revised Heritage Overlay over the land. The amendment was exhibited between 20 June and 22 July 2013. • There have been a number of permits mainly in relation to the existing industrial properties on the land and for demolition of heritage buildings. Most notably Planning Permit P601/2022 was issued on 26 June 2023 for a 2 lot subdivision and creation of easements (carriageway and gas supply). In effect this separated the application site from the land to the west which falls within the Industrial 2 Zone.
Considered Plans:	Advertised / Considered Documents and Plans were received on 5 June 2024 and encompassed the following documents: • Development Plan – 765 Ballarat Road, Deer Park – August 2023 • Deer Park Estate Guidelines – May 2024 • Orica Deer Park, Tilburn Road, Deer Park – Flora and Fauna Assessment – May 2024 • Environmental Summary – Deer Park Strategy – August 2023

	• 765 Ballarat Road, Deer Park, Landscape Masterplan – May 2024 • Deer Park Development Plan – Review of Risks from Hexion Brimbak – July 2023 • 765 Ballarat Road, Deer Park – Aboriginal and historical heritage compliance review – July 2023 • Geotechnical Investigation Proposed Commercial/ Industrial Subdivision Orica, 765 Ballarat Road, Deer Park – August 2023 • Geotechnical Investigations Proposed Sediment Basins/ Wetlands – 765 Ballarat Road, Deer Park – July 2023 • Aboricultural Report – 765 Ballarat Road, Deer Park – July 2023 • 765 Ballarat Road – Odour Risk Assessment - August 2023 • Engineering Infrastructure and Services Report – Deer Park – 765 Ballarat Road, Deer Park – July 2023 • Traffic Engineering Assessment – Proposed Development Plan – 765 Ballarat Road – July 2023 In addition to the advertised plans, the following additional plan was received on 5 July 2023: • Variable Creek Buffer Option – October 2023
Planning Scheme Provisions for the assessment of a development plan	**Clause 43.04 – Development Plan Overlay** The purpose of the Development Plan Overlay is: • *To implement the Municipal Planning Strategy and the Planning Policy Framework.* • *To identify areas which require the form and conditions of future use and development to be shown on a development plan before a permit can be granted to use or develop the land.* • *To exempt an application from notice and review if a development plan has been prepared to the satisfaction of the responsible authority.* <u>Clause 43.04-2 – Requirements before a permit is granted</u> This clause states: *A permit must not be granted to use or subdivide land, construct a building or construct or carry out works until a development plan has been prepared to the satisfaction of the responsible authority.* *A permit granted must:* • *Be generally in accordance with the development plan.* • *Include any conditions or requirements specified in a schedule to this overlay.* The application seeks approval of a Development Plan for the subject site. The Scheme contains specific requirements establishing what a Development Plan must include, and Clause 43.04-3 identifies requirements as follows: *The development plan may consist of plans or other documents and may, with the agreement of the responsible authority, be prepared and implemented in stages. The development plan must describe:* • *The land to which the plan applies.* • *The proposed use and development of each part of the land.* • *Any other requirements specified for the plan in a schedule to this overlay.* *The development plan may be amended to the satisfaction of the responsible authority.* The Planning and Environment Act 1987 (the Act) does not require

notification of an application for approval of a development plan. Despite this, the proposed development plan was informally advertised to the surrounding community for the sake of transparency and to seek their views so that Council could be better informed when making a decision on the development plan.

There are no third party appeal rights in relation to the development plan process, which means that anyone who lodged a submission to the proposed development plan does not have the ability to seek a review of Council's decision on the matter. However, the applicant does have the right to lodge an application for review of the decision under the provisions of Section 149 of the Act.

Schedule 16 of the Development Plan Overlay

This schedule affects the eastern section of the land known as *Orica Deer Park*. There is no specified purpose or objective for this schedule.

Clause 2.0 of the schedule establishes circumstances where a planning permit may be granted before a Development Plan has been approved. In this case there are eight scenarios:

- *Any buildings or works, including the demolition or construction of part of any building, associated with the remediation of the land in accordance with or for the purpose of obtaining a Certificate or Statement of Environmental Audit under the Environment Protection Act 1970.*
- *Any buildings or works associated with an existing use being carried out on the site.*
- *Alterations or additions to existing site infrastructure such as car parking and internal access roads.*
- *Subdivision of land.*
- *Removal, variation or creation of easements, restrictions or reserves.*
- *Removal of vegetation.*
- *Site offices or display suites.*
- *Signs.*

A planning report must be submitted as part of any application for a planning permit and should demonstrate that the buildings and works and/or subdivision of land will not prejudice or conflict with:

- *The long term future use and development of the land;*
- *The preparation of a Development Plan; or*
- *The provisions and requirements of any approved Development Plan.*

Section 3.0 of Schedule 16 identifies issues that must be addressed when assessing a planning permit application where there is an approved Development Plan. If the proposed development plan is approved, then these matters will be relevant to future applications. However, they do not impact on the assessment of the proposed development plan.

Section 4.0 of Schedule 16 identifies the information that is required to constitute a development plan application. This includes the follows:

- ***Health and Safety****: The identification of any area of the land subject to the Development Plan Overlay which falls within a planning advisory area published by WorkSafe Victoria in accordance with the Advisory Note Major Hazard Facilities: Land use planning near a major hazard facility.*

  If no advisory area has been published, and unless otherwise advised by WorkSafe Victoria, the inner advisory area is 100 metres, and the

outer advisory area is 300 metres both measured from the hazard source.

- ***Odour Assessment:*** *An odour assessment for the area of the land subject to the Development Plan Overlay which falls within 300 metres of the nearest lease of the Gate 3 Precinct industries (765 Ballarat Road, Deer Park).*

  The odour assessment requirements must be developed in consultation with the Environment Protection Authority and the occupiers of nearby industries.

- ***Infrastructure:*** *An Infrastructure Analysis Report which addresses the following, as appropriate:*
  - *Location of existing infrastructure on the site.*
  - *Drainage.*
  - *Pedestrian/ shared paths, including Kororoit Creek and Ballarat Road.*
  - *Public open space.*
  - *Traffic management.*
  - *Details of how the need or otherwise for infrastructure relates to the proposed use and development of the land and, where need is identified, how the necessary infrastructure will be provided for, including works-in-kind, and payments towards new infrastructure.*

- ***Siting and Staging Plan****: A site context plan and an indicative staging plan.*

  The site plan which should identify:
  - *The indicative future use of land within each precinct.*
  - *Indicative lot sizes, building heights and setbacks.*
  - *The interface treatments within the site and the interface and address to Ballarat Road, and the Western Ring Road (M80).*
  - *Infrastructure assets.*
  - *Adjoining and nearby land uses, including open space, community facilities and existing industries.*
  - *Transport networks, including vehicular, pedestrian and bicycle, as well as emergency evacuation routes and access for emergency services.*
  - *If required by the Department of Transport Planning and Local Infrastructure (Freight Logistics and Marine Division), identification of a railway corridor generally along the eastern boundary of the site to connect to a Western Interstate Freight Terminal Facility.*

  The indicative staging plan which should identify:
  - *The proposed sequencing of development, the timing of the provision of infrastructure and services and overall integration with other development stages, and*
  - *Vehicular access points, road infrastructure works and traffic management for each stage of development.*

- ***Services****: A Stormwater Management Plan, that addresses:*
  - *The control of flows in and around the site for discharges up to and including the 1 in 100 year flows and addresses the need for retention storage to control flows and water quality treatments to a best practice standard. Details of the physical infrastructure required to accommodate the subdivision, use and/or development including the provision of water, sewerage, drainage, electricity, gas and telecommunication services and whether services will be provided above or below ground.*
  - *The location of existing and proposed easements.*

- ***Traffic:*** *A Traffic Management Plan that must include the following:*
  - *The location of existing roads into, within and around the site.*
  - *A traffic assessment which addresses the impact of the proposed subdivision, use and development on the arterial and local road networks and identifies mitigating works, including potential road widening, other road treatments/improvements on those networks to the satisfaction of the responsible authority and VicRoads.*
  - *A new centralised north – south access route with a secondary road network which creates an active and attractive public realm with amenity provided for vehicles, cyclists and pedestrians.*
  - *Potential for connections to the west, towards Station Street and the Deer Park activity area and railway station, having regard to the Heritage Overlay.*
  - *The incorporation of a grid street pattern for the internal road network, that will accommodate public transport facilities and pedestrian and cyclist infrastructure. Required future road improvements and signalisation of intersections based on the outcomes of Road Safety Audits at ingress and egress points along Ballarat Road.*
  - *Emergency evacuation routes and access for emergency services.*
  - *Indicative cross-sections of the street network, including provision for footpaths, bicycle paths and other infrastructure as appropriate.*

- ***Access:*** *An Access Plan which must include the following:*
  - *Convenient and safe access to and from the site to facilitate staged and/or final site access arrangements.*
  - *Linkages to the pedestrian and bicycle corridor along Kororoit Creek in appropriate locations having regard to flooding and safety issues.*
  - *A Cycling and Walking Plan, having regard to the Brimbank Walking and Cycling Strategy 2008 (as amended), including existing vehicle, pedestrian and bicycle routes into, within and around the site, details of how pedestrian and bicycle connectivity is to be provided (including future links to Deer Park Station and Deer Park Activity Centre) and connections provided to the surrounding Principal Bicycle Network (BPN) and including a pedestrian path along the Ballarat Road frontage of the site.*
  - *A cycle link from the existing off and on-road lanes along the northern side of Ballarat Road through the site.*

  The views of the Department of Transport Planning and Local Infrastructure (Freight Logistics and Marine Division), Public Transport Victoria and VicRoads, must be sought prior to the approval of the Access Plan.

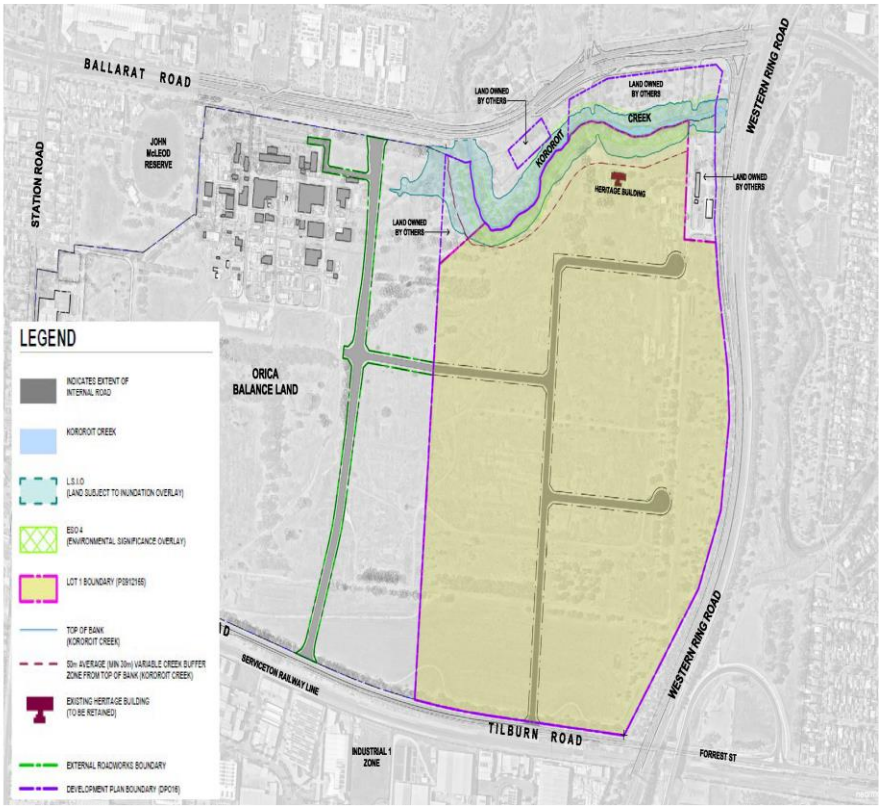
- ***Flora and Fauna***
  - *Information that responds to the recommendations of the Summary of Ecological Values, Orica Deer Park Site, Deer Park, Victoria Ecology and Heritage Partners, December 2012.*
  - *A plan showing the indicative removal and or retention of vegetation to the satisfaction of the Responsible Authority.*
  - *Information that addresses the interface between any proposed development of the site and the Kororoit Creek corridor including the protection and enhancement of riparian vegetation.*

- ***Open Space and Landscaping:*** *A landscaping and open space plan prepared by a suitably qualified person(s) to the satisfaction of the Responsible Authority that includes:*
  - *The location and species of existing trees over 3 metres in height.*
  - *A landscape concept plan for the land.*

- *The preferred species of street trees, including concepts for roadway and kerbside planting based on Council's preferred planting lists, including native vegetation where appropriate, and*
- *The location and indicative design of landscape treatments of the connecting roadways to create legible entries/exits to the site.*

- ***Heritage***
  - *Information that responds to the recommendations of the Interpretation Plan, Orica Explosives Factories Complex, Ballarat Road, Deer Park prepared by Lovell Chen, dated December 2012 including the Orica Explosives Factories Complex, Landscape Conservation Analysis, John Patrick Pty Ltd, August 2012. This represents the Heritage Interpretation Plan defined in an Agreement between Brimbank City Council and Orica Australia Pty Ltd made on 3 April 2012 further to Section 173 of the Planning and Environment Act 1987 and is registered on title to the land.*
  - *Details of how development will incorporate, interpret, retain and/or reuse identified heritage elements into the development of the site, and*
  - *Information that responds to the recommendations of the Environmental Contamination Works, Commercial/Industrial Subdivision & Development, Orica Site, Deer Park: Voluntary Cultural Heritage Management Plan – 10825 of 9 March 2010 prepared by Golder Associates for Orica Australia Pty Ltd.*

- ***Design, Layout and Built Form:*** *Information that shows how the development of the site or a stage will achieve the integrated development of the site as a whole, by the preparation of Design Guidelines. The Design Guidelines should address the following as appropriate and be implemented as part of the Development Plan:*
  - *Provision of high-quality, site-responsive design outcomes and architectural styles.*
  - *Orientation of buildings to face the primary street frontage and building entry points to have a relationship with the public realm.*
  - *Avoidance of blank walls or large loading docks facing Kororoit Creek or other areas of public open space and the primary road network.*
  - *Principles of Crime Prevention Through Environmental Design (CPTED).*
  - *Indicative building height.*
  - *Preferred front, side and rear building setbacks, including landscaping.*
  - *Indicative cross-sections of the street network, including concepts for roadway and kerbside planting.*
  - *Preferred fencing styles which are appropriate to the various land uses and locations within the site, taking into account the need for security.*
  - *Screening of plant and equipment areas and waste storage.*
  - *Ensuring new buildings and works are sited to maximise solar access.*
  - *Providing for a diversity of lot sizes to accommodate a range of building types and land uses.*
  - *A preference for below-ground services.*
  - *Providing safe, well lit and convenient pedestrian and vehicular access throughout the site.*
  - *A preferred landscaping theme and incorporation of new canopy trees and reference to Council's preferred planting lists including native vegetation where appropriate, and*
  - *An avoidance of visual clutter and signage to consider the requirements of Clause 52.05 of the Planning Scheme.*
  - *The interface with nearby existing industrial uses.*

	If a rail corridor is identified on the site, the Design Guidelines should require an appropriate response to any proposed adjacent sensitive land uses. The response should ensure development is designed to address potential amenity impacts from unrestricted freight use of the railway and include an Adverse Amenity Impacts Report by a suitably qualified person(s). The proposal submitted provides the required information specified in this schedule. The content of the documentation is reviewed later in the 'Officer's Comments' section of this report.
Proposal Details:	The application is for the approval of a development plan under Development Plan Overlay Schedule 16 (DPO16). The purpose of the development plan is to guide the future use and development of land within the plan area. Once the development plan is approved this will allow detailed use, development and subdivision planning applications to be submitted. Whilst the proposal is for approval of the entire development plan area, the detailed information provided in this submission only addresses the light green area between Tilburn Road to the south and Kororoit Creek to the north in *Image 1: Development Plan Area* below. In order for the remainder of the area to be developed (land to the north of the Kororoit Creek abutting Ballarat Road and at the north-east corner of the site) this will require the Development Plan to be amended in the future.  ***Image 1: Development Plan Area*** *(from within the Development Plan)* The overarching development plan details are shown in Image 2 below:

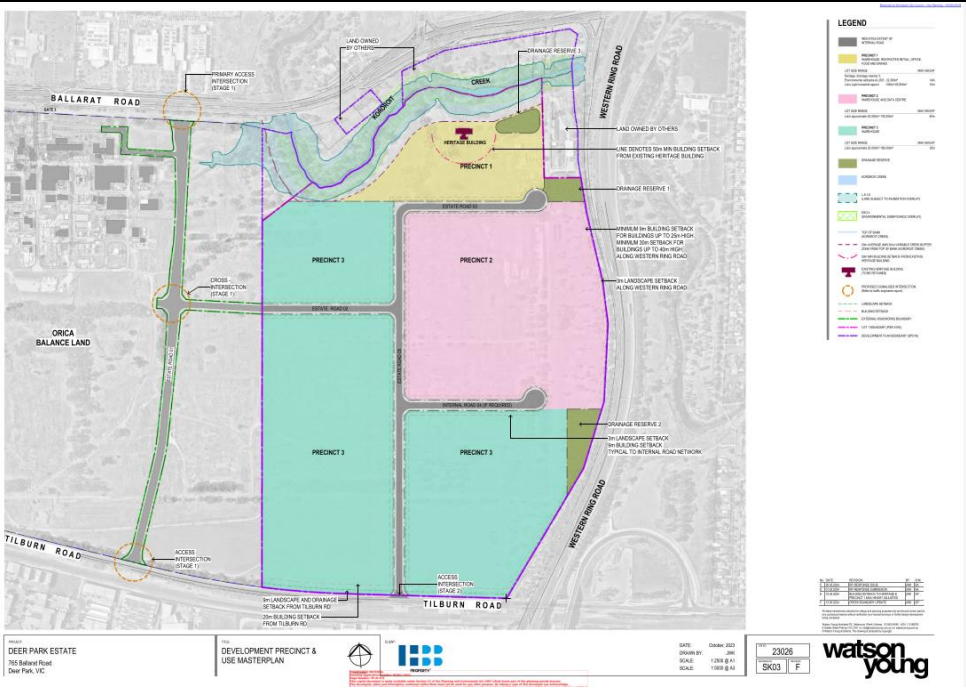


Image 2: Development Precinct and Use Masterplan
(from within the Development Plan)

Precinct Layout
Three precincts are proposed:

Precinct 1 (shown in yellow):
Precinct 1 is located with a direct interface to the Kororoit Creek which lies to the north and includes the heritage listed Nobel House and heritage protected trees. Key features of Precinct 1 include:

- Setbacks of buildings from the Creek are proposed to be on average 50 metres (with a minimum 30 metres).
- 50 metre minimum building setback is proposed for future developments from Nobel House. No heritage protected trees are proposed to be removed.
- The proposed uses include small scale warehousing, offices, restricted retail and food and drink tenancies.
- Lot sizes are proposed to be smaller than other Precincts starting at 500 square metres.
- Building heights will be restricted to a maximum of 10 metres.
- A Precinct 1 Framework Plan has been provided incorporating the principles aforementioned principles below:

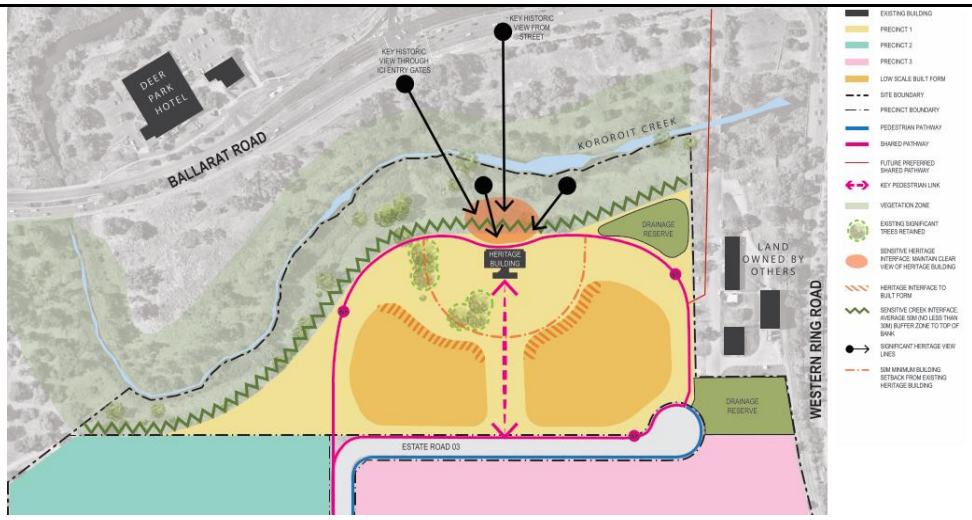


Image 3: Precinct 1: Framework Plan
(from within Design Guidelines)

Precinct 2 (shown in pink):
Precinct 2 is located to the south of Precinct 1, located on the east side of the development plan area, abutting the shared boundary with the Western Ring Road to the east. Key features include:

- The proposed uses include large warehousing / data centres.
- Lot sizes are proposed to range from 20,000 – 178,000 square metres.
- Building heights will be restricted to a maximum height of 40 metres.
- Minimum building setbacks to the Western Ring Road are proposed to be 9.0 metres for buildings up to 25 metres high and a minimum 30 metres for buildings up to 40 metres high along Western Ring Road.

Precinct 3 (shown in green):
Precinct 3 is the largest precinct extending from Tilburn Road to the south, the Western Ring Road to the east and extending north to the Kororoit Creek:

- The proposed uses will be predominantly for warehousing.
- Lot sizes are proposed to range from 20,000 – 166,000 square metres.
- Building heights will be restricted to a maximum height of 25 metres.
- 20 metre setback is proposed from Tilburn Road which includes a 9.0 metre landscape strip.
- Minimum building setbacks to the Western Ring Road are proposed to be 9.0 metres for buildings up to 25 metres high and a minimum 30 metres for buildings up to 40 metres high along Western Ring Road.

Road Layout / Access Arrangements
In terms of Road Layout and Access Arrangements this is detailed below:

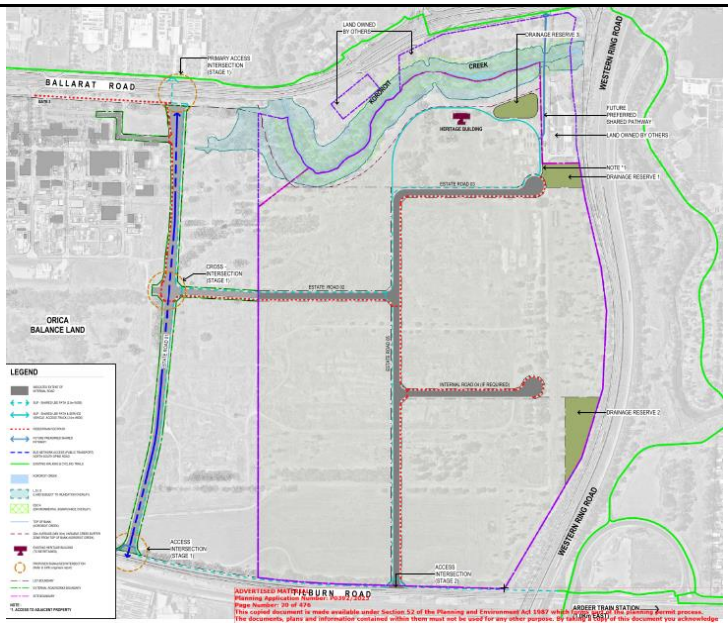


Image 4: Access Masterplan
(from within the Development Plan)

- Vehicle access to the external road network will be via three locations. The primary access will be from Ballarat Road to the north, via a new road to be built within the adjoining land. This has been formalised through a road easement on title allowing access to the site, with two secondary intersections via Tilburn Road: one to the west of the subject site accessed through neighbouring land and one centrally located within the site. The Ballarat Road intersection and the western-most Tilburn Road intersection are proposed to be signalised.
- The roads are designed to Council's standards with indicative plans provided.

Site Fill

The development plan proposes future earthworks which involves clean fill being brought across the majority of the site. This is to create a suitable finished surface level for future development and subdivision works as well as to create a buffer between the shallow contaminated rock layer and the future development. An indicative plan has been provided which shows no more than 5.0 metres of fill across the entire site.

Design Guidelines

The development plan has provided Design Guidelines for future built form. This includes:

- Varying lots sizes
- Building Setbacks a minimum of 20 metres along Tilburn Road and 9 metres from internal streets
- Commitment to ESD principles
- Offices facing streets
- Avoid blank walls and large loading docks facing Kororoit Creek, Western Ring Road and the heritage listed Nobel building
- Screening of roof top building services
- Trees within car parks.

Native Vegetation/ Tree Removal/ Landscaping

- Due to the future site fill proposed, the development plan acknowledges that a number of trees and other native vegetation is

likely to be removed throughout the site. Notwithstanding there is a commitment to protect trees and native vegetation within Precinct 1, along the Creek environs, the existing significant trees in proximity to the Heritage Building, and along Tilburn Road (subject to final civil design) which may require road widening.

- In relation to landscaping the development plan establishes a number of principles:
  - 30 metre – 74 metre varied buffers from the Kororoit Creek.
  - A minimum of 3.0 metre landscape strips along all internal roads.
  - A minimum 9.0 metre landscape strip from Tilburn Road.
  - All roads designed to Council standards including nature strips with tree planting.
  - A 3.0 metre setback from the eastern boundary abutting the Western Ring Road reserve.

Staging

An indicative staging plan has been provided as follows:

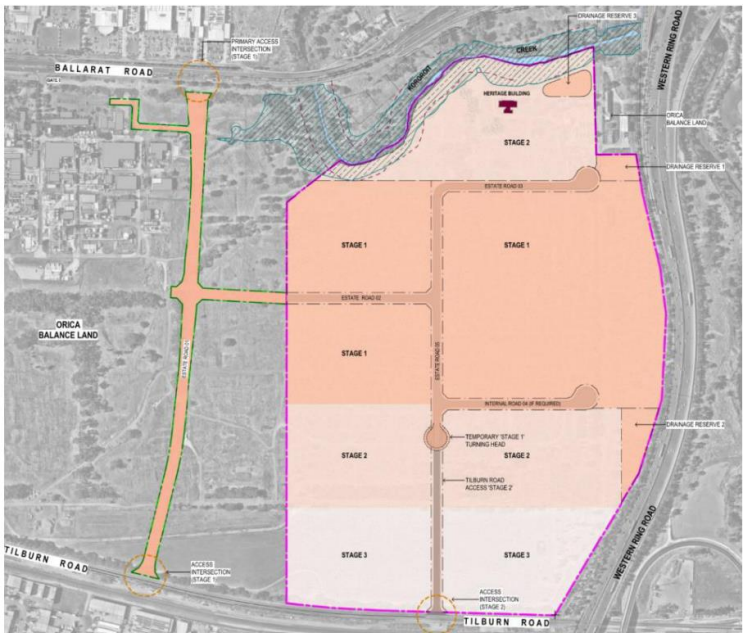


Image 5: Staging Plan
(from within the Development Plan)

- Stage 1 (darkest shade) will incorporate the developable area in the centre of the site, three drainage reserves, the majority of external lead-in works (including connection to Ballarat Rd and Tilburn Rd) and a temporary turning head at the southern stage boundary.
- Stage 2 (medium shade) will involve the addition of the northern precinct (Precinct 1) and the next portion of land to the south of Stage 1. During this stage the estate road will also be extended south to a new intersection with Tilburn Road.
- Stage 3 (lightest shade) will involve the balance area at the southern end of the site fronting Tilburn Road.

Site and Surrounds:	Subject Site The site is located to the south of Ballarat Road, north of Tilburn Road (within the Strategic Cycling Corridor) and the Western Ring Road (including the M80 cycle path) to the east. The site is irregular in shape and has a total site area of approximately 65 hectares. It incorporates a number of small separate lots along the north side of Kororoit Creek and a

larger lot on the south side of the creek.

The site was rezoned from Industrial 2 Zone to Commercial 2 Zone in May 2014. Whilst land to the north of the Kororoit Creek includes a series of small lots, land on the south side of the creek was formerly part of a larger lot (765 Ballarat Road) which included the Industrial 2 zoned land to the west, commonly known as the Orica site. The larger parcel of land was subdivided into two lots via a planning permit for subdivision issued in 2023.

The site is physically separated into two parts with the north side separated by the Kororoit Creek and land within the Public Park and Recreation Zone in the north-west corner abutting Ballarat Road.

The site is largely vacant and was used as an explosives factory as part of the Orica site. The site includes a number of important features:

- There is an entrance on Ballarat Road at the north-east corner of the site that provides access to a bridge over Kororoit Creek which links the north and south portions. Aside from this the two entrances to the site (one on Ballarat Road and one on Tilburn Road) are both located on the adjoining land to the west.
- The Kororoit Creek runs across the north side of the site, entering from the Western Ring Road to the east and then deviating north across Ballarat Road at the north-west corner of the site.
- Due to the previous uses the site was heavily contaminated and has been subject to significant remediation works.
- Part of the site is of heritage significance including:
    - HO142 (Former ICI Explosives Manufacturing Complex). This comprised of four ordnance survey bunkers. Whilst three were removed under a previous planning permit, BX2 located at the south-east side of the site adjacent to the Western Ring Road remains.



Image 6: Image showing HO142 heritage bunkers with BX2 (east) remaining on site.

    - HO143 (Former ICI Entry Gates, Nobel Building and White House) - The ICI Entry Gates are located facing Ballarat Road opposite Cairnlea Drive. Nobel House is located south-west of the entry gates, (to the south of Kororoit Creek) with a number of the surrounding trees also included within the heritage protection. The White House that also formed part of the significance of this overlay has been demolished.



Image 7: Image showing HO143 Nobel Building/ ICI Entry Gates and Heritage protected trees

- The subject site includes native vegetation limited to small patches of Plains Grassland and Plains Grassy Wetland in the south of the study area, and Riparian Woodland along Kororoit Creek within the north section.
- There are a number of trees located across the site with the majority identified in the submitted arborist report of low arborist value with medium and high value trees predominantly located along the north part of the site in proximity to the Creek and along the southern boundary abutting Tilburn Road.

Surrounding Area

The surrounding area comprises:

- **North:** To the north of Ballarat Road there are a number of industrial buildings. To the north-east of the site is the vacant Cairnlea development site which includes both Commercial 2 and General Residential zoned land. The Kororoit Creek continues in a north westerly direction.
- **East:** The Western Ring Road and associated road reservation abuts the eastern boundary. Beyond this road is More Park, Ardeer, providing a linear strip of open space with residential land further east.
- **South:** To the south of Tilburn Road is the railway line with an existing industrial estate located further south.
- **West:** To the west is the remaining section of the Orica site which was predominantly used for chemical manufacture activities. Part of this site currently includes the Hexion Major Hazard Facility. Further west is Station Road with residential land, Deer Park Station and the Deer Park Major Activity Centre located on the west side of Station Road.

Notification:

Clauses 43.04-2 and 43.04-4 of the Development Plan Overlay require a development plan to be prepared and state that a development plan may be amended to the satisfaction of the Responsible Authority.

Despite there being no specific notification provisions in either the Brimbank Planning Scheme or the *Planning and Environment Act 1987* relating to a proposed development plan, it was determined that the development plan has the potential to impact surrounding landowners. Accordingly, a process of giving informal notification of the application was implemented with the application informally advertised to surrounding property owners and occupiers for a period of 21 days, so their views could be considered in the assessment of the application.

	Individual notices regarding the proposal were sent to property owners and occupiers within a 200 metre radius of the development plan area. No objections were received.

Referrals:	**Comments:**
	The following internal and external referrals were carried out as part of the development plan process and comments are provided below:
	
	External Referrals:
	
	Department of Energy, Environment and Climate Action (DEECA)
	• *DEECA notes the provision of an updated flora and fauna assessment for the site (Nature Advisory Report 22173.02 (1.5) May 2024) and broadly agrees with the results of this assessment.*
	• *A planning permit pursuant to Clause 52.17 will be required for the removal of identified native vegetation under the detailed assessment pathway. The total area of native vegetation identified to be removed in the future totals 1.843 hectares within location category 3. This is comprised of:*
	  • *24 patches of native vegetation with a total area of 1.840 hectares containing 0 large trees*
	  • *Three (3) small, scattered trees.*
	Growling Grass Frog
	• *The Development Plan proposes to avoid development within a variable width corridor along Kororoit Creek with a minimum setback of 30 metres and an average setback of at least 50 metres. As previously advised, DEECA would prefer that Council approves a Development Plan which provides for a larger buffer along Kororoit Creek. However, DEECA does not object to the proposed variable creek buffer zone width of 30m-74m (average width of 50m) along the frontage of the subject site to Kororoit Creek in an approved Development Plan. The creek is recognised as important Growling Grass Frog habitat in the Brimbank Biodiversity Strategy and the Melbourne Strategic Assessment (MSA) Sub-regional strategy for the Growling Grass Frog. Although outside the MSA area, this site is within "Potentially important habitat outside Urban Expansion Areas" in the sub-regional strategy. The MSA sub-regional species strategy suggests suitable buffer distance from existing habitat (such as Kororoit Creek at this site) as 50 - 200 metres. DEECA also suggests that any water treatment or other constructed wetlands in the Kororoit Creek vicinity take account of the Melbourne Strategic Assessment Growling Grass Frog Habitat Design Standards March 2017, to allow for habitat maintenance and possibly expansion.*
	Victorian Grassland Earless Dragon
	• *The updated Nature Advisory flora and fauna assessment retains its conclusion that the Victorian Grassland Earless Dragon (VGED) is unlikely to be present due to very degraded suitable habitat in the study area and very unlikely to have persisted in this regularly slashed grassy remnant. As previously advised, the Orica site is within a mapped area where the "species or species habitat is likely to occur" on the Commonwealth government Species Profile and Threats Database and that the site contains elements of the habitat attributes for VGED. The Department maintains its view that further evidence or consideration be provided in support of potential for impact to VGED habitat and reiterates the previous recommendation that the Development Plan take into account the potential to impact to this*

species and consider opportunities to avoid existing habitat or enhance habitat on the site.

Officer comment:

- DEECA broadly agrees with the native vegetation assessment and a formal application for native vegetation removal will be required if the development plan is approved which will require a full assessment of the provisions of Clause 52.17: Native Vegetation of the Brimbank Planning Scheme including a formal referral to DEECA.
- Regarding the proposed setbacks from the Creek this is discussed further below under Council's Environment comments.
- In relation to comments relating to Growling Grass Frog, the submitted flora and fauna assessment provides a commitment to a conservation management plan to be provided. It is recommended that the following note be added to the Deer Park Estate Design Guidelines:

  "Prior to works commencing on site, a Conservation Management Plan to protect Kororoit Creek and Growling Grass Frog habitat must be prepared to the satisfaction of the Responsible Authority in accordance with Melbourne Water and DEECA requirements. All future development and works must be in accordance with the recommendations of the Conservation Management Plan."
- Regarding commentary about the Victorian Grassland Earless Dragon, additional correspondence was provided, confirming ongoing discussions between DEECA and the applicant with further surveys to be carried out. It is recommended that the following note be added to the Deer Park Estate Design Guidelines.

  "Prior to works commencing on site, a report must be prepared to the satisfaction of DEECA providing consideration/ potential impacts on Victorian Grassland Earless Dragons and consider opportunities to avoid existing habitat or enhance habitat on site where applicable. All future development and works must be in accordance with any recommendations outlined in the report."

Melbourne Water

Melbourne Water, does not object to the proposed development plan and provides the following advice:

- *Stormwater Management Plan*

  Melbourne Water has no objection to the Stormwater Management Plan (SWMS) (Stormwater Management Plan - Deer Park, 765 Ballarat Rd Deer Park, Arcadis Ref: 30169582-GA002-07, Revision 7, dated 25/06/2024) as a support/incorporated document to the Development Plan for the proposed industrial/commercial development, subject to the following comments:

  - *Further detailed design of the development requiring Melbourne Water approval will need to be assessed against the safety criteria set out in Section 8 – Flood safety, "Guidelines for Development in Flood Affected Areas" (DELWP, Feb 2019).*
  - *Note: Stages 4 & 5 indicated in the SWMS appear to be part of the Orica balanced land, not part of this development precinct, The indicated stages 4 & 5 areas are identified land, not an extent of permitted development. Each precinct / stage of development will need to be referred to Melbourne Water for assessment and approval.*

- *Waterways*
  - *Melbourne Water has reviewed and has no objection to the latest version plan (23026 - SK3 Development Precinct & Use Masterplan (D), indicating varied setbacks from Kororoit Creek.*
- *Asset Protection*
  - *Prior to the commencement of works, formal approval and assessment is required from Melbourne Water's (Asset Protection Team) for any proposed works over or near Melbourne Water's drains/waterways. Any proposed development within the vicinity of the drains/waterways must be designed to ensure there is no detrimental impact upon its structural integrity and performance.*

Officer comment:
Noting this is for a development plan only, Melbourne Water have raised no objections to the indicative stormwater and drainage information provided and have requested information that will be required at the formal subdivision application/ planning application stages.

Fire Rescue Victoria (FRV)
There is no objection from FRV for the development plan approval process.

Worksafe
On the basis of this updated information provided, WorkSafe Victoria now provides the following advice in relation to the permit grant:

Precinct 1: Warehouse, restricted retail, office, food and drink

- *The proposed development for Precinct 1 is within the Outer Safety Area of the Hexion Major Hazard Facility (which is classified as Volatile Toxic, with an inner safety area of 400m and an outer safety area of 1000m).*
- *The proposed use for restricted retail and office premises, has now been clarified to be small-scale and supplementary to the preferred land use being warehousing. Section 4.11.1 of the proposed development plan has now been updated with relevant information.*
- *The proposed use for food and drink businesses, has now been clarified as on-site amenities to service the proposed development park and will not contain restaurants or drive-thru facilities. Section 4.11.1 of the proposed development plan has now been updated with relevant information.*
- *Evacuation away from the Major Hazard facility, should 'Estate Road 02 and 03' not be viable, the plans now allow for two primary routes of evacuation via 'Estate Road 05' and use of an identified 'fire access route track running alongside the development (closest to the MBO highway)'.*

For the proposed use of Precinct 1 (restricted retail, office, food and drink), WorkSafe Victoria does not advise against the grant of the permit:

- *In relation to the proposed use for warehousing, WorkSafe Victoria does not advise against.*
- *In relation to the proposed use for offices, restricted retail and food and drink, WorkSafe Victoria does not advise against on the condition that:*

- *Restricted retail and offices remain supplementary and are not intended to introduce the general public to the development area,*
- *Proposed food and drink businesses remain as amenities to support the development plan only and exclude restaurants and drive-thru facilities.*

<u>Precinct 2: Warehouse and data centre</u>

- *The proposed development for Precinct 2 is within the Outer Safety Area of the Hexion*

  Major Hazard Facility (which is classified as Volatile Toxic, with an inner safety area of 400m and an outer safety area of 1000m).
- *In relation to the proposed use for a data centre, WorkSafe initially posed that this land use has the potential to increase the number of workers in this area substantially, noting that in comparison warehousing generally has a much lower occupancy density than office spaces. The applicant has now supplied information in relation to car parking requirements associated with data centres, which are typically 0.14-0.18 car spaces per 100m2 in comparison to warehousing which typically requires 0.3-1.5m2 car spaces per 100m2. The applicant believes that this demonstrates a lower workface when compared to warehousing.*
- *Evacuation away from the Major Hazard facility, should 'Estate Road 02 and 03' not be viable, the plans now allow for two primary routes of evacuation via 'Estate Road 05' and use of an identified 'fire access route track running alongside the development (closest to the MBO highway)'.*

<u>Precinct 3: Warehousing</u>

- *Parts of the proposed development for Precinct 3 is within the Inner Safety Area of the Hexion Major Hazard Facility (which is classified as Volatile Toxic, with an inner safety area of 400m and an outer safety area of 1000m).*
- *Parts of the proposed development for Precinct 3 is within the Outer Safety Area of the Elgas Major Hazard Facility (which is classified as Highly Flammable, with an inner safety area of 300m and an outer safety area of 1000m).*
- *In relation to the proposed use for warehousing, WorkSafe does not typically advise against such land uses in the inner advisory area.*
- *Evacuation away from the Major Hazard facility, should 'Estate Road 02 and 03' not be viable, the plans now allow for two primary routes of evacuation via 'Estate Road 05' and use of an identified 'fire access route' track running alongside the development (closest to the M80 highway).*

For the proposed use of Precinct 2 (Warehouse and data centre), WorkSafe Victoria does not advise against of the grant of the permit:

- *In relation to the proposed use for Precinct 2 being Warehousing, WorkSafe Victoria does not advise against.*
- *In relation to his application and the proposed use for Precinct 2 being a data centre, WorkSafe Victoria does not advise against on the condition that car parking requirements are aligned with the reduced requirement in comparison to warehousing.*

In relation to the proposed use for Precinct 3 being Warehousing,

WorkSafe Victoria does not advise against on the provision that the recommendations from 'Arriscar Engineering Solutions' are implemented.

All precincts should have revised emergency egress routes are clearly identified to prospective tenants and buyers, and relevant emergency response plans are able to reflect both shelter in place and evacuation strategies. Through provision of individual permit applications for this location, WorkSafe will continue to verify access and egress via fire tracks in line with image 3 of the 'G32964L-03A - traffic report' supplied.

Officer comment:

Worksafe generally have no objection to the proposed development plan, noting that they are referring to conditions they wish to have placed on planning permits. With regards to the advice about excluding restaurants and drive-thru facilities and restricted retail offices remaining supplementary, Council officers reviewed the correspondence the applicant submitted to Worksafe to provide clarity on this requirement. This confirmed that:

- An undertaking was provided by the applicant that there would be no convenience restaurant tenancies and drive-thru facilities.
- Whilst Precinct 1 has been identified for potentially some restricted retail premises and office, a large part of Precinct 1 cannot be developed due to required setbacks to Kororoit Creek and the heritage protected Nobel House. The letter from the applicant stated if office or restricted retail premises were to go in Precinct 1, they would be on the smaller scale, supplementary to the preferred land use being warehouse for the wider development plan.

It is recommended that the following notes be required on the development plan prior to approval:

- In Precinct 1 reference to food and drink premises to include *"convenience restaurants and drive-thru facilities not permitted".*
- A further notation on the eastern boundary from the M80 for the provision of a fire access route track to be provided outside the landscape setbacks.
- A further notation that all precincts must include emergency response plans including revised emergency egress routes which must be clearly identified to prospective tenants and buyers.

A restriction on office and retail premises is not considered to be necessary on the development plan due to the fact this is only proposed in Precinct 1.

With regards to Worksafe's comments regarding data centres and car parking being restricted, there have been a number of applications submitted for data centres which have limited employees similar to that of warehousing. If a development plan is approved, future use and development applications including for data centres will be sent to Worksafe for comments.

Department of Transport and Planning (DTP)
DTP provided a response on 08/12/2023 in relation to the initial information provided as follows:

The Head, Transport for Victoria (HTfV) has considered the Development Plan and would like to make the following comments:

Principal Road Network

Ballarat Road and Station Road are both part of the Principal Road Network.

Regarding the proposed signalised intersection at Ballarat Road, the concept plan correctly assumes extending the third lane through the intersection. With the eastbound movement, it merges back into two on the departure side and for the westbound movement, it commences on the approach, with the third lane being part of the cross section to the west of the intersection. This provides the necessary capacity to accommodate the proposed trip generation.

The three right turn lanes from the access road is also a well-considered feature as it allows for the amount of green time given to the minor road to be kept to a minimum (the report outlines less than 30s of green time for a 120s cycle). The assumptions used to determine the trip generation are quite sound and require no further adjustments (the site-specific work justifies trip generation that deviates from the conservative default values). The 2pm peak models were very valuable in determining our position on the impacts to this intersection.

The impact of T-intersections on our network is substantially less than cross intersections due to the additional loss in time on the arterial road that occurs when a cross intersection is installed. For developments such as this, we always encourage signalised T-intersections.

Furthermore, while the impact to Station St / Tilburn Road are not discussed at length, the trip generation filtering through to this intersection is quite minor and easily absorbed.

Our comments are limited to the traffic impacts and mitigative treatments proposed. We have not looked at the geometric aspects of the design as this will be reviewed in more detail at Planning Permit stage and by HTFV's External Works Team at a later stage.

The new signalised intersection on Ballarat Road and the additional traffic on Station St/Tilburn Road will also require (post construction of the intersection) a review of the traffic signals linking plan for Ballarat Road & Station Street and Ballarat Road & Western Ring Road to ensure that the timing and operational characteristics of the signals are optimised (so that they are in synch with the rest of the network). This is something that HTFV's Signals Services team does, however the cost of this will be the developer's responsibility. HTFV would impose permit conditions to give effect to this requirement.
Future design should consider the area subject to inundation and the impact on flooding on Ballarat Road.

Local Road Network

Noting Tilburn Road and the north-south connector are local roads, HTfV's comments are:

- *The proposed Tilburn Road signalised intersection will require a Memorandum of Authorisation under the Road Management Act.*
- *There is some concern that the north-south connector road will be used as a rat run alternative to Station Road. It is suggested that the developer and Council consider the function and design of the north-south connector carefully.*
- *The north-north south road also connects into the car park to the west which also supplies access to Ballarat Rd, yet this intersection has not been included in the analysis.*

- *Given the industrial land use and the expectation that B-doubles will use this, are there swept paths to confirm movements can be accommodated? There is particular concern at Tilburn Rd signalised intersection.*
- *Future designs must not impact rail corridor land.*

Public Transport

Discussion around distance and connectivity to the surrounding Public Transport network does not align with what is being provided with the development as far as providing direct connection to these services. The following observations are made:

- *There is a likely need to connect into existing footpath on the northern side just west of the site which provides access to westbound buses.*
- *The footpath does not continue under the bridge on Tilburn Rd. Pedestrian connection and connection to bus stops is therefore limited.*

Cycling

Tilburn Road is part of the Strategic Cycling Corridor. Consideration should be given to providing an off-road corridor along the southern boundary of the subject land. Ideally, the development should be setback to provide a cycling or shared use path.
ENDS

Following the submission of the advertised information a further response was provided by DTP on 10/07/2024 as follows:

Thank you for referring the Development Plan to the Head, Transport for Victoria (HTfV). HTfV have considered the Development Plan and have no objection to the amendments, noting that the identified changes appear to be internal with no change or impact to the location and function of access to the site. HTfV request the comments in letter dated 8th of December 2023, be applied to this application as ongoing.

Comments

- DTP's comments relating to the north/ south connector road being used as a rat-run alternative to Station Road is noted. However importantly the connector road from Tilburn Road/ Ballarat Road includes signalised intersections at the north and south sides and is essential to ensure trucks associated with future uses within the development plan area do not use Station Road which adjoins residential properties and already takes significant traffic.
- Detailed engineering drawings of the road design will be required if the development plan is approved to the satisfaction of DTP and Council's Engineering and Infrastructure Services (Traffic and Transport).
- In terms of cycling and walking connectivity it is reasonable for the development plan to commit to extend the shared user path to the existing pedestrian paths along Tilburn Road. This would be required prior to any occupancy permits being issued for Stage 2 which proposes the completion of the road to the east from Tilburn Road. The development plan should include an amended notation:

  "Prior to occupancy permits being issued for any buildings within Stage 2 (unless agreed in writing by the Responsible Authority and the Department of Transport and Planning), a shared user path (dimensions to be agreed by Council) must be provided on the north side of Tilburn Road connecting Mt Derrimut Road to the west and the existing footpath east of the site."

Environment Protection Authority (EPA)

EPA provided a response on 09/11/2023 to the initial plans submitted.

EPA does not object to the proposed Development Plan application according to the information provided. EPA provides the following comments to assist Council with their assessment of the Development Plan.

Potentially Contaminated Land

EPA understands that the DP area has undergone extensive environmental site assessments and remediation, which has been reviewed by an independent Environmental Auditor. The Environmental Auditor has prepared a series of Environmental Audit reports, each with an accompanying Statement of Environmental Audit. Where necessary, a Site Contamination Management Plan (SCMP) has been prepared describing ongoing management measures to be implemented by the Developers and future occupants of the site. The Development Plan has considered the requirements of the SCMPs and provides steps for management of the residual contamination issues for the development of the site for future commercial/industrial land use. The planned raising of site levels also assists in reducing potential exposure risks to residual contamination underlying the site. EPA recommends that SCMPs which guide how the development and construction of the building should be completed, mainly to protect from residual vapour risk and soil contamination left in the ground. Rather than referring to where one can locate these documents, EPA suggests that copies of each of the SCMP with their environmental summary be included in the audits as appendices.

The four completed Audit Areas relevant to the site are as follows:

- *Cardno-LanePiper, Environmental Audit Report and Statement of Environmental Audit, Orica Deer Park, Audit Area 7, CARMS 58853-6, March 2013.*
- *Cardno, Environmental Audit Report and Statement of Environmental Audit, Orica Deer Park, Audit Area 2, CARMS 58853-9, September 2020.*
- *SLR Consulting Australia Pty Ltd, Environmental Audit Report and Statement of Environmental Audit, Orica Deer Park, Audit Area 8, CARMS 58853-10, April 2022.*
- *SLR Consulting Australia Pty Ltd, Environmental Audit Report and Statement of Environmental Audit, Orica Deer Park, Audit Area 1, November 2022.*

The Environmental Audit reports also include supporting information regarding determination of groundwater Clean Up so far as reasonably practicable (CUSFARP) and the preceding Clean Up To the Extent Practicable (CUTEP)for the older Audit Areas, which applied prior to the introduction of the new Environment Protection Act 2017 (EPA 2017). These describe the nature and extent of groundwater contamination at the site and provide details of ongoing management requirements in Groundwater Quality Management Plans (GQMP). The recommendations in the audit reports and statements should be implemented and maintain compliance with any specific conditions.

Groundwater contamination

EPA understands that Orica have committed to doing ongoing

groundwater monitoring in the development area as described in respective groundwater monitoring plans. This is due to groundwater contamination at this site. As a result, Orica is required to maintain access to this site for the next few years whilst this occurs, and the groundwater wells will need to be protected from damage. There is no comment in the documentation provided about how HB+B will facilitate this. EPA recommends that where there are recommendations for ongoing maintenance and monitoring, the proponent will need to ensure this is undertaken via a restriction on title (agreement).

Stormwater I Surface Water Management

Construction activities should follow best practice guidelines to prevent the discharge of sediments and other pollutants to the waterways. These include:

- *EPA Publication 275 Construction Techniques for Sediment Pollution Control.*
- *EPA Publication 1834 Civil construction, building and demolition guide*

Council could refer to the following website which provides information on building sites and stormwater: https://ref.epa.vic.gov.au/business-and-industry/guidelines/water-guidance/building-sites-and-stormwater

Construction impacts

Council could refer to EPA Publication 1834 Civil construction, building and demolition guide (November 2020) as it highlights a range of temporary environmental protection measures, which may be employed during the construction of subdivisions. The measures detailed within this document are to mitigate effects on the environment in relation to the key construction issues of noise, dust, sediment and erosion, waste and chemicals.

https://www.epa.vic.gov.au/about-epa/publications/1834

EPA recommends that the proponent establish an Environmental/Site Management Plan (EMP/SMP) or similar, which includes:

- *a summary of key construction methodologies and a framework for site or works-specific measures to reduce and manage environmental, human health and amenity effects during construction to nearby residential developments and nature reserve/s including the Gisborne Racecourse Marshlands Reserve.*

EPA recommends that Council should consider the above prior to determining the development plan application.
ENDS

Following the submission of the advertised information a further response was provided on 24/07/2024 as follows:

EPA provided high level advice DP on 9 November 2023 and this response specifically relates to the remediation of the land and suitable method.

EPA have not undertaken a review of the documents provided, on the basis that Council's key question relates to the use of fill material across the site. Specifically, Council have asked EPA to confirm if it is our preference that the use of fill material is the suitable method to remediate the land.

A Statement of Environmental Audit was issued for the site in 2020 which states that the site is suitable for commercial and industrial uses, subject

to a number of conditions.

One of the conditions required that a Site Contamination Management Plan (SCMP) be prepared and verified by an Environmental Auditor.

EPA is of the understanding that the SCMP does not reference the raising of site levels and use of fill material as part of the remediation of the site.

The SCMP must be followed for the site to be developed in accordance with the statement of environmental audit. On this basis, the site does not require any further remediation other than that outlined in the SCMP. The audit has determined clean-up has been achieved to the extent practicable.

With regard to fill material, the updated development plan states that 'all imported fill material will need to comply with EPA clean fill requirements and Brimbank City Council specifications'.

If the material is not 'clean fill' then a range of duties and Permissions from EPA may apply. Council should ensure that fill material is fit for purpose, has been appropriately classified, can be legally received on site and is managed appropriately once received.

EPA Permissioning under the Environment Protection Regulations 2021 EPA Registration R000308917 was granted for the site on 24 March 2024 (Expiry: 24 March 2029) for the following prescribed permissioning activity:

- *L08 (Receiving Waste Acid Sulfate Soil for treatment)*

Council and the applicant should be aware that EPA Registrations are a self-determined and no assessment processes are undertaken prior to their issue.

Officer comment:

- Matters raised by EPA, relate to the applicant's responsibilities to comply with the Audit and associated documentation recommendations and their duties under the *Environment Protection Act 2017*. If the development is approved, it is recommended that the following notation should be added:

  "Recommendations of environmental audit reports and statements of environmental audits must be implemented, and all future development must maintain compliance with any specific conditions.'

- EPA recommends that the application provide Environmental/Site Management Plans for construction. This matter (as per standard practice) will be addressed when future development and work applications are submitted.

Internal Referrals:

A summary of the internal comments is provided below:

Environment

- *Clear labels depicting the width of the buffer zone need to be provided at least every 10 metres along the creek corridor. The width of the corridor should not vary- it should be 50m wide from the top of the bank of*
- *Update the Landscape Plans to include the conservation and management of amphibian and other fauna species habitat along the creek corridor, as per the guidelines provided in the Growling Grass*

Frog Habitat Design Standards Melbourne Strategic Assessment (DELWP, 2017). The creek corridor will also require amphibian specific habitat restoration works. The updated ecology report Orica Deer Park, Tilburn Road, Deer Park Flora and Fauna Assessment (Nature Advisory, May 2024) states a conservation management plan will be prepared to protect Kororoit Creek and Growling Grass Frog habitat in accordance with Melbourne Water requirements. This should be noted in the Landscape Plan

- *Provide evidence of any permitted native vegetation removal and the associated credit extracts. Provide the native vegetation mapping as per the 2012 and 2023 ecological reports, on the development plans.*
- *Provide the location of all indigenous trees and update the ecological assessment or provide evidence that these trees are not native vegetation as per the Guidelines for the removal, destruction or lopping of native vegetation (DELWP, 2017). Revise the report/mapping to include all the large old trees across the site and in the waterway corridor.*

Officer comment:

- Regarding the request for the setbacks for development from Kororoit Creek to be increased to a minimum of 50 metres, the applicant has provided a *Variable Creek Buffer Plan* below (received on 5 July 2024) with Melbourne Water having no objection to the approach:

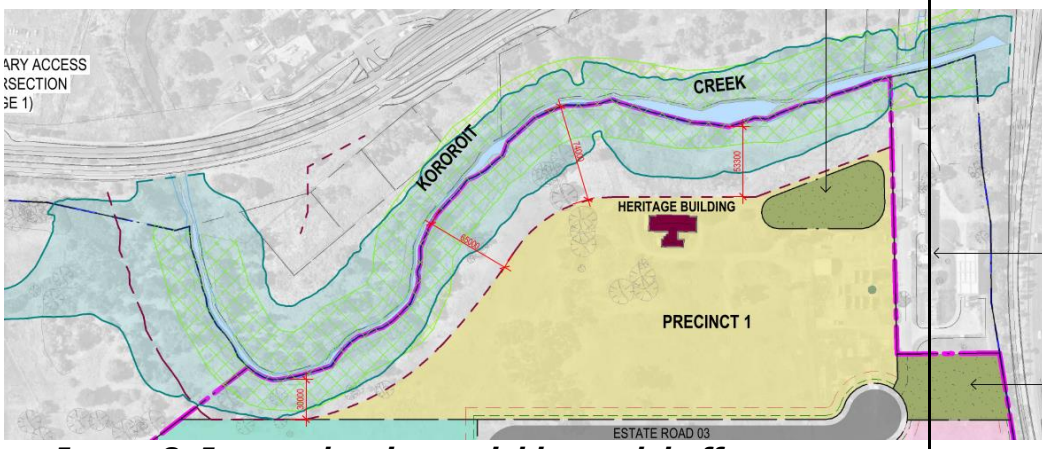


Image 8: Image showing variable creek buffers

It is unclear how the average setback will be achieved particularly if the area adjoining the Creek interface is subject to a number of future applications. The following modifications to the development plan are recommended to be required as conditions of approval:

- The Variable Creek Buffer Plan received by Council on 5 July 2024 must be included as part of the development plan.
- The design guidelines should be updated with the following requirement:

  Any future development / works applications submitted with a direct interface to the Kororoit Creek must include a Creek impact assessment which assesses the impact on the biodiversity and water quality of the Kororoit Creek to the satisfaction of the Responsible Authority and the relevant authorities. A further setback of development to the Creek outside the Variable Creek Buffer Zone may be required if the impact assessment demonstrates any proposal will adversely impact on the Creek environs.

- Regarding concerns native trees have not been property identified in

the submitted information, if the development plan is approved, a formal planning application will be required for native vegetation removal. Any anomalies that have been identified by the Environment Department can be addressed in updated reports at that stage and will be fully assessed against the provision of the Scheme.

Traffic and Transport

- *Ensure the road network complies with Council's Engineering Guidelines and Specifications for road design and construction for details for industrial roads and court bowls.*
- *Stages 4 and 5 are landlocked with no access.*
- *The Orica site has the proposed Estate Roads 1 and 2. Ensure there is agreement for this access to be undertaken.*
- *If the internal roads are intended to be Council owned, when will hand over occur?*
- *The development site to provide pedestrian connectivity with footpath connecting to the existing bus stop on Tilburn Road connecting Western Ring Rd footpath under the overpass to existing footpath.*
- *Designs should aim to meet the statutory planning requirements of parking rates of Clause 52.06.*

Officer comment:

- A note of clarification on the main legend *"All roads to be designed to Council Engineering standards"* is recommended to be required to be annotated on the development plan. This will ensure all roads are designed to Council's satisfaction.
- It is also recommended that notations on the development plan should require a commitment to extend the shared user path to the existing pedestrian paths to the east and west along Tilburn Road.
- Whilst queries have been raised regarding the lack of detail in relation to Stages 4 & 5, as this land does not fall under the ownership of the applicant, detailed information has not been provided for these stages. Prior to these areas being developed in the future the development plan would need to be amended.
- Regarding future car parking on site, if the development plan is approved, future planning applications will be required which will need to include an assessment against the car parking provisions of the Scheme (Clause 52.06).
- Regarding the Traffic Engineer's queries relating to Estate Road 01 being provided outside the development plan area, there is a carriageway easement on the title of the Orica site which formalises the access arrangements into the development plan area from Ballarat Road. It is understood continuation of the road to Tilburn Road has been agreed with the adjoining landowner and will be formalised at the detailed design stage. If this is not the case, there is still an access from Tilburn Road directly to the site and any changes would require both DTP and Council approval.

Infrastructure Development

- *Generally, Council would only be concerned with discharge to Council assets, i.e. this is labelled catchment C, to Tilburn Road drain. Discharge to the Tilburn Road drain is subject to a permissible site discharge approved by Council.*

- *Could the SWMP also include a catchment plan showing areas and discharge rates for each of the catchments?*
- *Critical section analysis for the overland flow path will require to be provided (Tilburn Road) to make sure Melbourne Water's safety criteria is satisfied.*
- *As per Melbourne Water's comments, Council would support the design proposal should the developers wish for a new or upgrade an existing outfall drain.*
- *Council can issue separate legal point of discharge advice if they are required by the respective authorities. Approvals from said authorities to be submitted to Council for our records.*
- *If everything in the DP area is privately owned, we would require a Functional Layout Plan (FLP) just for the proposed intersection at Tilburn Road. FLP shall be to Council's satisfaction and as per Council's Subdivision Guidelines.*
- *Following the FLP, they would be required to submit detailed Engineering Plans for the proposed intersection to Council's satisfaction and as per Council's subdivision guidelines. Plan, checking and supervision fees will apply.*

Officer comment:

Noting that this is a development plan only, Council's Drainage Department have raised no objections to the indicative stormwater and drainage information provided. The queries raised requesting information will be required to be addressed at the formal subdivision application / planning application stages.

Heritage Advisor

- *Good to see height of new buildings in Precinct 1 will be only 10m.*
- *Good that there will be a SUP that passes in front of the Nobel Building, showcasing it to pedestrians and cyclists.*
- *Good that no earthworks (new fill) are proposed for a buffer zone of 50 m from the Kororoit Creek.*
- *The 50m buffer with 'No buildings or retaining walls … permitted to be constructed' for the Creek should also apply to the Nobel Building. (Note that it is left out of the text, but then shown in the section diagram on page 11).*
- *Good that Building Design (p.14) states that buildings adjacent to 'public open spaces are to face or address' them, and 'Avoid blank walls or large loading docks facing the heritage building'.*
- *Still would prefer our proposed road layout with Estate Road 3 much closer to the rear of the Nobel Building. The issue of totally losing views from the bulk of the site to the rear of the Nobel Building is probably the key one. We don't need an avenue that leads directly to it (as previously suggested), but it would be a poor outcome if it was totally hidden away, without any glimpses indicating it is there.*

Officer comment:

In terms of the above

- The development plan has been annotated to clearly show a 50 metre buffer around the Nobel Building from any proposed development. For clarity, the following note is recommended to be added to the Heritage section of the Design Guidelines:

No buildings or retaining walls are permitted to be constructed within the area shown as "50m min building setback from existing heritage buildings" as shown on the Precinct 1- Framework Plan.

- Council's Heritage Officer has suggested relocation of the northern-most Estate Road further towards the Heritage Building due to concerns total views will be lost of the Heritage Building from the rest of the site. The applicant has stated that pushing the road north would be difficult for the topography of the land and proposes small buildings and lower heights (less than 10 metres) within Precinct 1 to respect the heritage value of this Precinct. Whilst any future development application would be referred to Council's Heritage Advisor for Precinct 1 to ensure the setting of the heritage building is not adversely impacted, the following note is recommended to be added to the development plan prior to approval:

  "Any future development application submitted with a direct interface to the Nobel Building must include perspectives/ viewlines that demonstrate oblique views of the heritage building will be maintained and protected when viewed from further south of the site."

Urban Design Comments (including Urban Forest Planning)

Masterplanning

- *Provide information in the landscape plans to establish Gateways.*
- *Create major and minor nodes throughout the development.*

Movement

- *Ensure the connector roads are bus capable.*
- *Provide information on the delivery of the intersection with Ballarat Road*
- *Provide clarity about internal intersections.*

Open Space

- *Provide shared path along Kororoit Creek and create linkages with wider context.*
- *Investigate feasibility of pedestrian link between the proposed development and Kororoit Creek Reserve.*
- *Investigate potential pedestrian underpass beneath Ballarat Road and links to Waterfield Park*
- *The proposed 9m setback along Western Ring Road is in-sufficient.*
- *Retain the identified native vegetation within a conservation reserve and create opportunity for diverse open spaces connected with shared paths.*
- *Provide shared path (min 2.5m wide) along northern side of Tilburn Road which will connect the development.*
- *Explore opportunities for additional open spaces along the creek interface.*

Built Form

- *In the design guidelines, clearly identify the built form outcomes at various nodes and the articulation measures to ensure quality architecture.*
- *Provide information about visual impact of the built form along Western Ring Road and the mitigation measures.*

- *Provide further information about massing elements within the proposed building heights and the rationale for these heights.*
- *The design guidelines should provide thresholds for the future subdivision and provide guidance on diverse typology of industrial/commercial buildings*
- *The design guidelines should provide guidance for small, medium, and large office/data centres/warehouse buildings, including built form, landscape treatment, and public realm response for each scale.*
- *The Arboricultural Impact Assessment requested further clarification around trees and further retention of trees should be considered.*

Strategic Planning Comments

- *Based on the information provided, we understand Precinct 2 built form (including associated service/loading areas) will back onto the M80. Need to ensure setbacks avoid a bulky/ harsh interface.*
- *This application presents an opportunity to connect surrounding neighbourhoods through the site. Need to provided pedestrian linkages within the site and to the surrounding residential and public open space areas.*
- *The applicant has indicated two active transport linkages on plans as "future preferred shared pathway". However, there are no details how and when these pathways will be delivered. A Section 173 Agreement should be considered.*

Officer comments:
In response to the comments raised by Strategic Planning and Urban Design:

- Masterplanning/ Movement: The applicant has provided an indicative masterplan showing the trees to be provided on all roads. As previously discussed, a notation will require a commitment to the roads being designed to Council standards. This will allow Council to dictate the detailed design in relation to internal intersection design, landscape outcomes on street, service location which will be assessed as part of future subdivision/ planning applications. Whilst the applicant's intent is for large warehouses within Precincts 2 – 3, thus proposing a simplistic layout, the road design will allow for connections between Precincts which again will be subject to Council approval.

- Open Space

  With regards to Urban Design's comments relating to potential impacts on the Western Ring Road on the eastern boundary the Design Guidelines establishes strong principles including articulated building design, avoiding large loading docks and blank walls facing the Road. In order to further alleviate the impact of future built form when viewed from the Ring Road the following note will be added to the development plan prior to approval to increase landscape setbacks and further soften any future development from the Western Ring Road.

  "The following landscape setbacks will be required from the eastern boundary:

  - *A minimum 3m landscape setback for up to 15m high building*
  - *A minimum 6m landscape setback for 15.1m p to 25m high building*
  - *A minimum 9m landscape setback for 25.1m up to 40m high*

	building *The setbacks will only be permitted for landscaping purpose and included the planting of canopy trees to partially screen development from the Western Ring Road."* • As addressed previously, modification to the development plan will require the Tilburn Road shared path to connect to existing paths to east and west of the site and this will be included as Stage 2 to coincide with the road proposed accessed from Tilburn site entering the development plan area. In terms of linkages north across Ballarat Road and to the Western Ring Road, the existing bridge to the north-east of the site is retained as a future preferred pathway which will be developed further once further amendments to the development plan are submitted for land to the north of the Creek and north-east outside the ownership of the applicant. In addition, given the size of the site and commitment to the connections within the development plan it is reasonable for the network to be provided along Ballarat Road. The following additional notation is recommended to be added: *"Prior to occupancy permits being issued for any buildings within Stage 1 (unless agreed in writing by the Responsible Authority and the Department of Transport and Planning) a shared user path (dimensions to be agreed by Council) must be provided on the south side of Ballarat Road connecting the existing footpath west of the site and the exit lane of the Western Ring Road to the east of the site."* • Built Form: In terms of other comments requesting further details of built form and layouts the purpose of the development plan is to set principles that will determine future applications only, not to provide detailed design layouts. The overarching principles with the design guidelines are considered a strong basis to guide future development and Council will assess all proposals in detail once planning application are submitted to ensure a high quality design. • Tree Protection: Whilst Urban Design has requested additional trees to be retained, as discussed future fill is proposed on site partly to assist in mitigating contamination. The development plan acknowledges this will require future removal of trees. Importantly the Creek buffer will protect trees along the Kororoit Creek, and all heritage protected trees are proposed to be retained. Any trees that are deemed native vegetation will require future permits for removal and will be assessed at that stage. The trees along Tilburn Road are shown on the vegetation masterplan as "existing trees (attempted to retain subject to final civil design)". It is recommended that prior to the development plan being approved, the notation on the development to the 9.0 metres landscape and drainage setback from Tilburn Road be amended to: "*Existing Trees within the 9.0 metres landscape strip abutting Tilburn Road to be retained subject to civil works/ road and pathway works."* • Whilst Urban Design have requested a shared path along the Kororoit Creek, the development plan has provided shared paths in proximity to the Creek within Precinct 1. Further cycle linkages along Ballarat Road addressed above will provide a good connection between the site and existing cycle networks.
Planning Scheme Requirements:	**Municipal Strategic Statement** Clause 02.02: Vision Clause 02.03-1: Settlement Clause 02.03-2: Environmental and landscape values

	Clause 02.03-3: Environmental risks and amenity Clause 02.03-4: Built environment and heritage Clause 02.03-6: Economic development Clause 02.03-7: Transport Clause 02.03-8: Infrastructure Clause 02.04: Strategic Framework Plans **Planning Policy Framework** Clause 11: Settlement Clause 12: Environmental and Landscape Values Clause 12.01: Biodiversity Clause 12.05: Significant Environments and Landscapes Clause 13: Environmental Risks and Amenity Clause 14.02: Water Clause 15: Built Environment and Heritage Clause 17: Economic Development Clause 17.03: Industry Clause 18: Transport **Zoning Provisions** Clause 34.02 – Commercial 2 Zone **Overlay Provisions** Clause 42.01: Environmental Significance Overlay Schedule 4 (ESO4) Clause 43.01: Heritage Overlay Schedule 142 & 143 (HO142 & 143) Clause 43.04: Development Plan Overlay Schedule 16 (DPO16) Clause 44.04: Land Subject to Inundation Overlay (LSIO) Clause 45.03: Environmental Audit Overlay (EAO) **Particular Provisions** Clause 52.06: Car Parking Clause 52.17: Native Vegetation Clause 52.29: Land Adjacent to the Principal Road Network Clause 52.34: Bicycle Facilities **General Provisions** Clause 65: Decision Guidelines

Comparison against Planning Controls:	***Municipal Planning Strategy***
	Clause 02.02: Vision
	The following land use and development goals and objectives are intended to achieve this vision:
	• *An inclusive community where:*
	  • *People are safe, healthy and well.*
	  • *People have opportunities to participate in community life.*
	• *A liveable community where:*
	  • *Public and open spaces are safe, clean and well-maintained.*
	  • *People can move around easily on foot, bike, car or public transport.*
	  • *People live sustainably by reducing their carbon footprint and becoming resilient to climate change.*
	  • *The natural environment supports thriving biodiversity that is protected.*
	  • *The urban environment supports a growing population in designated areas while respecting neighbourhood character and heritage.*
	• *A prosperous community where:*
	  • *The local economy is strong and provides opportunities for the community to thrive.*
	  • *Housing is of high quality, well located and relatively affordable.*
	  • *Brimbank is a leading destination for business, working, learning,*

recreation and living.

Clause 02.03-1: Settlement
Clause 02.03-2: Environmental and landscape values
Strategic directions:
Protect and enhance native vegetation and critical habitat within riparian environments.

- *Support the provision of a network of habitat corridors for native flora and fauna.*
- *Support an open space corridor along the Maribyrnong River to protect its natural landscape character, indigenous values and endangered species habitat, and provide access to recreation opportunities.*
- *Ensure development along creek corridors, escarpments and ridgelines is sited and sensitively designed so it blends in with its natural landscape context.*
- *Protect and enhance the water quality of Brimbank's waterways, including the Maribyrnong River, Kororoit Creek, Taylors Creek, Jones Creek, Steele Creek and Stony Creek waterways.*
- *Encourage use and development that increases the extent and enhances the condition of natural habitat across the municipality.*

Clause 02.03-3: Environmental risks and amenity
Climate Change
Strategic directions:

- *Encourage development that helps achieve Brimbank's zero net emissions by 2040 target.*
- *Support localised energy creation such as rooftop solar as part of new development and subdivision.*
- *Support development that incorporates environmentally sustainable design measures.*
- *Support the uptake of electric vehicles and associated infrastructure.*
- *Support integrated water management.*
- *Support urban greening and cooling.*
- *Reduce the urban heat island effect by increasing tree planting to assist in achieving a canopy cover of 30 per cent across the municipality.*

Contaminated and potentially contaminated land and landfills
Strategic directions:

- *Mitigate the risk to the community and environment from landfill sites and land that is contaminated or potentially contaminated.*
- *Ensure risks associated with contaminated and potentially contaminated land are identified, investigated, and where necessary, remediated or managed prior to using or developing land.*

Land use compatibility
Strategic directions:

- *Protect the ongoing operation of existing industrial uses.*
- *Minimise off-site amenity impacts from industrial uses on residential uses by encouraging separation distances between industrial use and development and residential use and development.*
- *Reduce the potential risk from industrial uses on new residential use and development by ensuring risk has been suitably addressed.*
- *Encourage design and construction techniques in new developments that will minimize off-site amenity impacts from industrial uses on residential uses.*

Major hazard facilities
Strategic directions:

- *Protect the ongoing operation of MHFs and pipelines.*
- *Discourage sensitive uses from locating within the threshold distance*

of an existing MHF.

Clause 02.03-4: Built environment and heritage
Built environment
Strategic directions:
- *Encourage innovative built form, configurations and design in areas where a change in character is encouraged.*
- *Support development that incorporates durable and weather resistant building materials.*
- *Facilitate the delivery of attractive, safe, high amenity neighbourhoods that have a strong sense of identity.*
- *Enhance the appearance of industrial and employment areas through building form, innovative design treatments and landscaping.*
- *Ensure signage and associated structures do not detract from the natural or built environment and contribute to the improved appearance of the site and surrounds.*

Heritage
Strategic direction:
- *Manage development within the heritage overlay to ensure the conservation and protection of heritage places.*

Clause 02.03-6: Economic development
Strategic directions:
- *Support the development of Employment, Industrial and Transitional Precincts as desirable locations for vibrant and diverse industries and world class businesses.*
- *Encourage development that enables Employment, Industrial and Transitional Precincts to be highly accessible and connected to public and active transport.*

Industry
Strategic directions:
- *Support the sustainable development of Industrial Precincts so they continue to be an important source of employment and economic opportunity for Brimbank and the western region.*
- *Retain and support the zoning of land that prioritises industrial land uses.*
- *Support the gradual transition of existing industrial zoned land identified in Transitional Precincts to higher order uses.*

Clause 02.03-7: Transport
Strategic directions:
- *Support the development of planned rail grade separations along the Melton and Sunbury line.*
- *Support improvements to the transport network that will increase connectivity, reduce congestion and encourage walking and cycling.*
- *Encourage the land footprint devoted to parking to reduce over time, as development increases and consolidation occurs.*
- *Encourage car parking in new development to be allocated and designed so that it does not incentivise car use and supports quality development and urban amenity.*

Clause 02.03-8: Infrastructure
Community infrastructure
- *Provide, renew or adapt social and physical infrastructure to meet the changing needs of the community.*

Open space
Strategic directions:
- *Ensure the use and development for Brimbank's open spaces is*

consistent with their categorisation.
- *Develop and enhance the existing open space network to ensure all residents have equal access to open space within the municipality.*
- *Encourage the delivery of new open space through infill developments where there is insufficient provision of open space.*

Clause 02.04: Strategic Framework Plans
In terms of the Strategic Framework Plans this identifies the site within the following areas:
- *The Industrial and Employment Area*
- *Employment Precinct Area*
- *The site includes habitat connectivity corridors that extend along the Kororoit Creek at the north of the site and towards the southern boundary (Tilburn Road frontage.)*
- *The Principal Public Transport Network Area*
- *Identifies the south boundary as proposed rail improvement for electrification and rail precinct and corridor built form indicative area*

Planning Policy Framework
Clause 11: Settlement
Planning is to anticipate and respond to the needs of existing and future communities through provision of zoned and serviced land for housing, employment, recreation and open space, commercial and community facilities and infrastructure. Planning is to recognise the need for, and as far as practicable contribute towards:
- *Health, wellbeing and safety.*
- *Diversity of choice.*
- *Adaptation in response to changing technology.*
- *Economic viability.*
- *A high standard of environmental sustainability, urban design and amenity.*
- *Climate change adaptation and mitigation.*
- *Prevention of land, water, air and noise pollution.*
- *Protecting, conserving and improving biodiversity, waterways and other natural resources.*
- *Accessibility.*
- *Land use and transport integration.*
- *Waste minimisation and resource recovery.*

Planning is to prevent environmental, human health and amenity problems created by siting incompatible land uses close together.

Planning is to facilitate sustainable development that takes full advantage of existing settlement patterns and investment in transport, utility, social, community and commercial infrastructure and services.

Clause 11.01-1R: Settlement - Metropolitan Melbourne
Strategies
- *Maintain a permanent urban growth boundary around Melbourne to create a more consolidated, sustainable city and protect the values of non-urban land.*
- *Focus investment and growth in places of state significance, including:*
  - *Metropolitan Melbourne Central City.*
  - *National Employment and Innovation Clusters.*
  - *Metropolitan Activity Centres.*
  - *State-Significant Industrial Precincts.*
  - *Transport Gateways.*
  - *Health and Education Precincts.*
  - *Major Urban-Renewal Precincts.*

Clause 11.02: Supply of Urban Land

Objective
To ensure a sufficient supply of land is available for residential, commercial, retail, industrial, recreational, institutional and other community uses.

Clause 11.03-5S: Distinctive areas and landscapes
Objective
- *To ensure a sufficient supply of land is available for residential, commercial, retail, industrial, recreational, institutional and other community uses.*

Strategies
- *Recognise the unique features and special characteristics of these areas and landscapes.*
- *Implement the strategic directions of approved Localised Planning Statements and Statements of Planning Policy.*
- *Integrate policy development, implementation and decision-making for declared areas under Statements of Planning policy.*
- *Recognise the important role these areas play in the state as tourist destinations.*
- *Protect the identified key values and activities of these areas.*
- *Enhance conservation of the environment, including the unique habitats, ecosystems and biodiversity of these areas.*
- *Support use and development where it enhances the valued characteristics of these areas.*
- *Avoid use and development that could undermine the long-term natural or non-urban use of land in these areas.*
- *Protect areas that are important for food production.*

Clause 12: Environmental and Landscape Values
Planning should help to protect the health of ecological systems and the biodiversity they support (including ecosystems, habitats, species and genetic diversity) and conserve areas with identified environmental and landscape values.

Clause 12.01: Biodiversity
Clause 12.01-1S: Protection of biodiversity
Objective
- *To protect and enhance Victoria's biodiversity.*

Clause12.01-1L: Protection of biodiversity - Brimbank
Strategies
- *Increase connectivity between fragmented areas of biodiversity through the use of habitat corridors.*
- *Support development that increases the diversity and sustainability of fauna habitat and remnant vegetation, including through adaptive management techniques.*
- *Encourage the retention of native vegetation along railway corridors.*
- *Avoid the degradation of critically endangered remnant grasslands and endangered vegetation communities.*
- *Ensure development and any associated earth works do not change natural water flows or compromise the viability of nearby patches of native vegetation.*
- *Ensure development adjoining native vegetation and habitat corridors along waterways is adequately fenced and set back to prevent weed invasion and disturbance to the site's land form and vegetation.*
- *Encourage indigenous planting as part of development on land adjacent to and within habitat corridors.*

Clause 12.01-2S: Native vegetation management
Objective

- *To ensure that there is no net loss to biodiversity as a result of the removal, destruction or lopping of native vegetation.*

Strategies
Ensure decisions that involve, or will lead to, the removal, destruction or lopping of native vegetation, apply the three-step approach in accordance with the Guidelines for the removal, destruction or lopping of native vegetation (Department of Environment, Land, Water and Planning, 2017):
- *Avoid the removal, destruction or lopping of native vegetation.*
- *Minimise impacts from the removal, destruction or lopping of native vegetation that cannot be avoided.*
- *Provide an offset to compensate for the biodiversity impact from the removal, destruction or lopping of native vegetation.*

Clause 12.03: Water Bodies and Wetlands
Clause 12.03-1S: River and riparian corridors, waterways, lakes, wetlands and billabongs
Objective
- *To protect and enhance waterway systems including river and riparian corridors, waterways, lakes, wetlands and billabongs.*

Strategies
- *Protect the environmental, cultural, landscape values of all waterway systems as significant economic, environmental and cultural assets.*
- *Conserve waterway systems and the landscapes and environmental values surrounding them by protecting ecological values, indigenous vegetation, terrestrial and aquatic habitats and encouraging biodiversity.*
- *Sensitively design and site development to maintain and enhance the waterway system and the surrounding landscape setting, environmental assets, and ecological and hydrological systems.*
- *Address the impacts of use and development on drought and flooding events at a catchment and site scale to protect the health and natural function of waterway systems and their surrounding landscape and environment.*
- *Protect geomorphology, bank stability and flood management capacity to strengthen the environmental value and health of waterway systems by:*
  - *Retaining, enhancing and re-establishing indigenous riparian vegetation along waterway systems, ensuring it responds to the bushfire risk of a location.*
  - *Enhancing and re-establishing both terrestrial and aquatic habitats and their linkages along and surrounding waterway systems.*
  - *Limiting earthworks in proximity to waterway systems to minimise alterations to geomorphology, natural drainage, natural flows and water quality.*
  - *Facilitating the restoration of waterway systems through the removal of weeds, invasive species and pests.*
- *Enhance a sense of place and landscape identity by:*
  - *Conserving areas of identified Victorian Aboriginal cultural heritage significance relating to waterway systems.*
  - *Retaining and re-establishing vegetation, including grasslands and canopy trees, surrounding waterway systems to enhance and connect to the landscape setting, ensuring it responds to the bushfire risk of a location.*
  - *Protecting existing topographic features and maintaining a sense of naturalness through sensitive design and siting.*
- *Retain and enhance the recreation and amenity values along waterway systems by:*
  - *Planning for surrounding green spaces as recreation and tourism*

resources without adversely impacting environmental values and flood management capacity.
- *Protecting and enhancing parklands for their economic, social and environmental values.*
- *Protecting and enhancing public access to waterway systems and surrounding parklands.*
- *Enhancing existing and providing new green links, pedestrian and cycle connections and open space.*
- *Discouraging privatisation of spaces that interface with or provide access to waterway systems.*
- *Avoiding overshadowing of waterway systems, their banks and adjacent public open space.*
- *Promoting safety by maximising visibility and passive surveillance and providing good connections and access.*

- *Design and site development to maintain and enhance the natural environment of waterway systems by:*
  - *Minimising the visual intrusion of development on the natural landscape views from major roads, bridge crossings, public open space, recreation trails and within waterway systems themselves.*
  - *Ensuring development is visually subordinate to the local landscape setting, including through the use of vegetation to filter views of development.*
  - *Ensuring development adjacent to waterways adopts high quality materials and respectful design and siting.*
  - *Avoiding impeding the natural flow of waterways and future flood events.*
  - *Directing growth to established settlements where water and wastewater can be managed.*

Policy guidelines
Consider as relevant:
- *Locating earthworks, including dams, a minimum of 30 metres from waterway systems.*
- *Locating development a minimum of 30 metres from the banks of waterway systems.*
- *The views of floodplain and waterway managers.*
- *Any regional catchment strategy and related plans approved under the Catchment and Land Protection Act 1994.*

<u>Clause 12.03-1R: Waterways of the West</u>
Objective
- *To maintain and enhance the natural landscape, biodiversity, cultural and social values, and the Traditional Owner living cultural heritage values of the waterways of Melbourne's west, including the Werribee River (Wirribi Yaluk), Maribyrnong River (Mirrangbamurn), Moonee Ponds Creek (Moonee Moonee), and associated tributaries and wetlands.*

Strategies
- *Strengthen the natural environment and overall health of the waterways by protecting and enhancing both terrestrial and aquatic habitats and their linkages along the waterway corridors.*
- *Ensure development protects and strengthens cultural heritage along waterways and at sensitive sites.*
- *Promote a sense of place and landscape identity by:*
  - *Enhancing a sense of remoteness that complements the waterway corridor and landscape setting, especially the sloping river valley landscape setting of the upper and middle reaches of the Maribyrnong River.*
  - *Enhancing the landscape character along Stony, Laverton and Kororoit creeks.*

- *Retaining and re-establishing tree canopy and riparian vegetation cover along the waterways corridor including Werribee Blue Box and River Red Gum along the Werribee River.*
- *Maintaining and protecting the waterways' natural geomorphology and bank stability.*
- *Reducing the risk of erosion at key sites including the K Road Cliffs along Werribee River.*
- *Ensuring green linkages and public access to rivers and green spaces are protected and prioritised along the river corridors including the:*
  - *Kororoit Creek Trail.*

Clause 12.03-1L: River corridors and waterways - Brimbank
General strategies
- *Encourage planting of local indigenous vegetation on land adjacent to river corridors and waterways.*
- *Ensure development adjoining constructed waterways, including Stony Creek and Jones Creek, helps facilitate their natural re-instatement.*
- *Ensure development does not result in fragmentation of waterway corridors.*
- *Encourage the provision of linear trails along river corridors and waterways.*
- *Encourage retention of native vegetation and habitat values along waterways and associated open space corridors.*

Maribyrnong River Valley and Kororoit Creek strategies
- *Design development to respond to the landscape qualities along and adjacent to escarpments, ridgelines and waterways through building materials of muted colours and use of local landscape materials such as natural rocks, timber and native plantings.*
- *Ensure any fencing abutting escarpments and ridgelines is visually transparent.*
- *Ensure buildings, particularly their height and materials, complement the natural environment of the Maribyrnong River valley and the Kororoit Creek waterway.*
- *Set back development along escarpment and ridgelines to accommodate landscaping that minimises the visual impacts of development.*
- *Encourage development or subdivision along escarpment and ridgelines to front onto open space along the riparian corridor and allow for habitat connectivity.*
- *Discourage the construction of impervious areas adjacent to escarpment and ridgelines.*
- *Design development to respond to the natural topography of the land and minimise cut and fill.*
- *Position building mass away from any boundary abutting an escarpment or ridgeline.*

Clause 12.05: Significant Environments and Landscapes
Clause 12.05-2S: Landscapes
Objective
- *To protect and enhance significant landscapes and open spaces that contribute to character, identity and sustainable environments.*

Strategies
- *Ensure significant landscape areas such as forests, the bays and coastlines are protected.*
- *Ensure development does not detract from the natural qualities of significant landscape areas.*
- *Improve the landscape qualities, open space linkages and environmental performance in significant landscapes and open spaces,*

including green wedges, conservation areas and non-urban areas.
- *Recognise the natural landscape for its aesthetic value and as a fully functioning system.*
- *Ensure important natural features are protected and enhanced.*

Clause 13: Environmental Risks and Amenity
- *Planning should strengthen the resilience and safety of communities by adopting a best practice environmental management and risk management approach.*
- *Planning should identify, prevent and minimise the risk of harm to the environment, human health, and amenity through:*
  - *Land use and development compatibility.*
  - *Effective controls to prevent or mitigate significant impacts.*
- *Planning should identify and manage the potential for the environment and environmental changes to impact on the economic, environmental or social wellbeing of society.*
- *Planning should ensure development and risk mitigation does not detrimentally interfere with important natural processes.*
- *Planning should prepare for and respond to the impacts of climate change.*

Clause 13.01-1S: Natural hazards and climate change
Objective
- *To minimise the impacts of natural hazards and adapt to the impacts of climate change through risk-based planning.*

Strategies
- *Respond to the risks associated with climate change in planning and management decision making processes.*
- *Identify at risk areas using the best available data and climate change science.*
- *Integrate strategic land use planning with emergency management decision making.*
- *Direct population growth and development to low risk locations.*
- *Develop adaptation response strategies for existing settlements in risk areas to accommodate change over time.*
- *Ensure planning controls allow for risk mitigation and climate change adaptation strategies to be implemented.*
- *Site and design development to minimise risk to life, health, property, the natural environment and community infrastructure from natural hazards.*

Clause 13.03: Floodplains
Clause 13.03-1S: Floodplain management
Objective
To assist the protection of:
- *Life, property and community infrastructure from flood hazard, including coastal inundation, riverine and overland flows.*
- *The natural flood carrying capacity of rivers, streams and floodways.*
- *The flood storage function of floodplains and waterways.*
- *Floodplain areas of environmental significance or of importance to river, wetland or coastal health.*

Strategies
- *Identify land affected by flooding, including land inundated by the 1 in 100 year flood event (1 per cent Annual Exceedance Probability) or as determined by the floodplain management authority in planning schemes.*
- *Avoid intensifying the impact of flooding through inappropriately located use and development.*
- *Plan for the cumulative impacts of use and development on flood*

behaviour.

- *Locate emergency and community facilities (including hospitals, ambulance stations, police stations, fire stations, residential aged care facilities, communication facilities, transport facilities, community shelters, child care centres and schools) outside the 1 in 100 year (1 per cent Annual Exceedance Probability) floodplain and, where possible, at levels above the height of the probable maximum flood.*
- *Locate use and development that involve the storage or disposal of environmentally hazardous industrial and agricultural chemicals or wastes and other dangerous goods (including intensive animal industries and sewage treatment plants) outside floodplains unless site design and management is such that potential contact between such substances and floodwaters is prevented, without affecting the flood carrying and flood storage functions of the floodplain.*
- *Ensure land use on floodplains minimises the risk of waterway contamination occurring during floods and floodplains are able to function as temporary storage to moderate peak flows and minimise downstream impacts.*

Clause 13.04: Soil Degradation
Clause 13.04-1S: Contaminated and potentially contaminated land
Objective

- *To ensure that contaminated and potentially contaminated land is used and developed safely.*

Strategies

- *Ensure contaminated or potentially contaminated land is or will be suitable for the proposed use, prior to the commencement of any use or development.*
- *Protect a sensitive use (residential use, childcare centre, kindergarten, pre-school centre, primary school, even if ancillary to another use), children's playground or secondary school from the effects of contamination.*
- *Facilitate the remediation of contaminated land to make the land suitable for future intended use or development.*
-

Clause 13.06: Air Quality
Clause 13.06-1S: Air quality management
Objective

- *To assist the protection and improvement of air quality.*

Clause 13.07: Amenity, Human Health and Safety
Clause 13.07-1S: Land use compatibility
Objective

- *To protect community amenity, human health and safety while facilitating appropriate commercial, industrial, infrastructure or other uses with potential*

Clause 13.07-2S: Major hazard facilities
Objective

- *To minimise the potential for human and property exposure to risk from incidents that may occur at a major hazard facility and to ensure the ongoing viability of major hazard facilities.*

Strategies

- *Ensure major hazard facilities are sited, designed and operated to minimise risk to surrounding communities and the environment.*
- *Consider the risks associated with increasing the intensity of use and development within the threshold distance of an existing major hazard facility.*
- *Apply appropriate threshold distances from sensitive land uses for new*

major hazard facilities and between major hazard facilities.
- *Protect registered or licenced major hazard facilities as defined under Regulation 5 of the Occupational Health and Safety Regulations 2017 from encroachment of sensitive land uses.*

Clause 14.02: Water
Clause 14.02-1S: Water Catchment planning and management
Objective
- *To assist the protection and restoration of catchments, waterways, estuaries, bays, water bodies, groundwater, and the marine environment.*

Strategies
- *Ensure the continued availability of clean, high-quality drinking water by protecting water catchments and water supply facilities.*
- *Consider the impacts of catchment management on downstream water quality and freshwater, coastal and marine environments.*
- *Retain natural drainage corridors with vegetated buffer zones at least 30 metres wide along each side of a waterway to:*
  - *Maintain the natural drainage function, stream habitat and wildlife corridors and landscape values,*
  - *Minimise erosion of stream banks and verges, and*
  - *Reduce polluted surface runoff from adjacent land uses.*
- *Undertake measures to minimise the quantity and retard the flow of stormwater from developed areas.*
- *Require appropriate measures to filter sediment and wastes from stormwater prior to its discharge into waterways, including the preservation of floodplain or other land for wetlands and retention basins.*
- *Ensure that development at or near waterways provide for the protection and enhancement of the environmental qualities of waterways and their instream uses.*
- *Ensure land use and development minimises nutrient contributions to water bodies and the potential for the development of algal blooms.*
- *Require appropriate measures to restrict sediment discharges from construction sites.*
- *Ensure planning is coordinated with the activities of catchment management authorities.*
- *Ensure that water quality infrastructure is designed to minimise risk of harm to surface waters and groundwater.*

Clause 14.02-2S: Water quality
Objective
- *To protect water quality.*

Strategies
- *Protect reservoirs, water mains and local storage facilities from potential contamination.*
- *Ensure that land use activities potentially discharging contaminated runoff or wastes to waterways are sited and managed to minimise such discharges and to protect the quality of surface water and groundwater resources, rivers, streams, wetlands, estuaries and marine environments.*
- *Discourage incompatible land use activities in areas subject to flooding, severe soil degradation, groundwater salinity or geotechnical hazards where the land cannot be sustainably managed to ensure minimum impact on downstream water quality or flow volumes.*
- *Prevent the establishment of incompatible land uses in aquifer recharge or saline discharge areas and in potable water catchments.*
- *Encourage the siting, design, operation and rehabilitation of landfills to reduce impact on groundwater and surface water.*

- *Use the mapped information available from the Department of Energy, Environment and Climate Action to identify the beneficial uses of groundwater resources and have regard to potential impacts on these resources from proposed land use or development.*

<u>Clause 15: Built Environment and Heritage</u>

- *Planning is to recognise the role of urban design, building design, heritage and energy and resource efficiency in delivering liveable and sustainable cities, towns and neighbourhoods.*
- *Planning should ensure all land use and development appropriately responds to its surrounding landscape and character, valued built form and cultural context.*
- *Planning should protect places and sites with significant heritage, architectural, aesthetic, natural, scientific and cultural value.*
- *Planning should incorporate measures to protect culturally significant heritage places in locations exposed to climate related hazards.*
- *Planning must support the establishment and maintenance of communities by delivering functional, accessible, safe and diverse physical and social environments, through the appropriate location of use and development and through high quality buildings and urban design.*
- *Planning should promote excellence in the built environment and create places that:*
  - *Are enjoyable, engaging, and comfortable to be in.*
  - *Support human health and community wellbeing.*
  - *Accommodate people of all abilities, ages and cultures.*
  - *Contribute positively to local character and sense of place.*
  - *Reflect the particular characteristics and cultural identity of the community.*
  - *Enhance the function, amenity and safety of the public realm.*
- *Planning should promote development that is environmentally sustainable and minimise detrimental impacts on the built and natural environment.*
- *Planning should facilitate development that:*
  - *Is adapted and resilient to climate related hazards.*
  - *Supports the transition to net zero greenhouse gas emissions.*
  - *Minimises waste generation and supports resource recovery.*
  - *Conserves potable water.*
  - *Supports the use of, and access to, low emission forms of transport.*
  - *Protects and enhances natural values.*
  - *Minimises off-site detrimental impacts on people and the environment.*

<u>Clause 15.01: Built Environment</u>
<u>Clause 15.01-1S: Urban design</u>
Objective
To create urban environments that are safe, healthy, functional and enjoyable and that contribute to a sense of place and cultural identity.

Strategies

- *Require development to respond to its context in terms of character, cultural identity, natural features, surrounding landscape and climate.*
- *Ensure development contributes to community and cultural life by improving the quality of living and working environments, facilitating accessibility and providing for inclusiveness.*
- *Ensure the interface between the private and public realm protects and enhances personal safety.*
- *Ensure development supports public realm amenity and safe access to walking and cycling environments and public transport.*
- *Ensure that the design and location of publicly accessible private*

spaces, including car parking areas, forecourts and walkways, is of a high standard, creates a safe environment for users and enables easy and efficient use.
- *Ensure that development provides landscaping that supports the amenity, attractiveness and safety of the public realm.*
- *Ensure that development, including signs, minimises detrimental impacts on amenity, on the natural and built environment and on the safety and efficiency of roads.*
- *Promote good urban design along and abutting transport corridors.*

Clause 15.01-1R: Urban design - Metropolitan Melbourne
Objective
To create a distinctive and liveable city with quality design and amenity.

Clause 15.01-1L: Urban design - Brimbank
Strategies
- *Encourage low-level planting adjacent to windows, fencing and pathways to define private and public land.*
- *Encourage landscaping design that complements the landscape treatments of adjoining public spaces.*
- *Encourage landscaping that enhances pedestrian safety, provides clear sight lines and does not create concealed spaces.*
- *Ensure outdoor spaces are designed to be safe, accessible and adaptable so that they can be used by different age groups and for different purposes.*
- *Encourage lighting along pedestrian pathways.*
- *Avoid zero street setbacks in residential areas that directly adjoin activity centres.*
- *Design residential areas that directly adjoin activity centres to ensure a gradual transition between the centre and residential areas.*
- *Discourage signs that would contribute to, or result in, a proliferation or repetition of similar signs.*
- *Ensure signage in commercial areas does not protrude over building lines or above the rooflines of buildings.*
- *Discourage promotional signage on or adjacent to major arterial roads, freeways and gateways.*

Policy guidelines
Consider as relevant:
- *Using indigenous, drought tolerant species in landscaped areas.*
- *Avoiding the use of species identified as environmental weeds.*

Clause 15.01-2S: Building design
Objective
To achieve building design and siting outcomes that contribute positively to the local context, enhance the public realm and support environmentally sustainable development.

Clause 15.01-2L-01: Building design - Brimbank
Industrial strategies
- *Encourage transparent fencing that integrates with the building and maintains adequate security.*
- *Avoid the use of barbed wire fencing.*
- *Locate loading facilities away from public spaces, streets and residential areas, and screen them from the public realm.*
- *Articulate exposed side and rear walls of buildings to provide visual interest.*

Clause 15.01-2L-02: Environmentally sustainable development
Objective
To achieve best practice in environmentally sustainable development from

the design stage through to construction and operation.

Clause 15.03: Heritage
Clause 15.03-1S: Heritage conservation
Objective
To ensure the conservation of places of heritage significance.

Clause 15.03-1L: Heritage conservation - Brimbank
Demolition strategies
- *Avoid the demolition of individually significant or contributory heritage places unless:*
  - *The structural condition of the building is such that it cannot feasibly be repaired or adapted for reuse.*
  - *The replacement building or works positively supports the ongoing heritage significance of the heritage place.*
- *Ensure a visual record of heritage buildings that are approved for demolition is provided prior to demolition commencing.*
- *Discourage the demolition of original chimneys.*

Demolition policy guideline
Consider as relevant:
- *Any application for new development to replace a heritage building that is proposed to be demolished.*

Contributory buildings
- *Ensure that alterations and additions to contributory buildings:*
  - *Maintain the building's architectural integrity and character.*
  - *Do not obscure, alter or remove original features and details that contribute to the significance of the heritage place.*
  - *Are distinguishable from the original building.*
  - *Avoid reproduction or "mock" heritage design.*
  - *Are sympathetic to the heritage place in terms of scale, bulk and setbacks.*
  - *Do not introduce new building elements that are visible from the street, such as dormer windows, porticos and verandahs that detract from the significance of the heritage place.*
- *Do not obscure views of the principal façade(s) of surrounding heritage buildings. Discourage the installation of new window or door openings in the principal façade(s) of buildings.*
- *Encourage new window and door openings that are visible to the public to be proportionally related to those of the heritage place.*
- *Discourage the installation of external shading devices such as shutters and awnings over windows that are visible to the public.*
- *Discourage the replacement of original timber window frames with an alternative material such as aluminium or plastic.*
- *Encourage the accurate reconstruction of contributory features where there is evidence that they have previously been removed.*

Industrial Heritage Building
- *Encourage the adaptive reuse of industrial heritage buildings for non-industrial uses when it can be demonstrated they won't negatively impact on the on-going operation of existing industrial uses.*
- *Support the removal or demolition of industrial heritage fabric to facilitate the continued operation of historically significant uses.*

Landscaping
- *Discourage the removal of trees where the schedule to the Heritage Overlay identifies that tree controls apply, unless the trees:*
  - *Cannot be maintained in a reasonably safe and healthy manner.*
  - *Are causing significant structural damage to a heritage building that cannot be rectified.*

Aboriginal cultural heritage
Objective
- *To ensure the protection and conservation of places of Aboriginal cultural heritage significance.*

Strategies
- *Identify, assess and document places of Aboriginal cultural heritage significance, in consultation with relevant Registered Aboriginal Parties, as a basis for their inclusion in the planning scheme.*
- *Provide for the protection and conservation of pre-contact and post-contact Aboriginal cultural heritage places.*
- *Ensure that permit approvals align with the recommendations of any relevant Cultural Heritage Management Plan approved under the Aboriginal Heritage Act 2006.*

Clause 17: Economic Development
- *Planning is to provide for a strong and innovative economy, where all sectors are critical to economic prosperity.*
- *Planning is to contribute to the economic wellbeing of the state and foster economic growth by providing land, facilitating decisions and resolving land use conflicts, so that each region may build on its strengths and achieve its economic potential.*

Clause 17.03: Industry
Clause 17.03-1S: Industrial land supply
Objective
- *To ensure availability of land for industry.*

Clause 17.03-1L: Industrial land supply - Brimbank
Strategies
- *Encourage coordinated and integrated, rather than ad-hoc development of large sites or Transitional Precincts.*
- *Discourage retailing and non-industrial uses within industrial areas unless they are:*
  - *Manufacturing sales, ancillary retail or uses that provide a service to employees.*
  - *Designed and sited to reinforce the primacy of industrial uses.*
- *Discourage sensitive uses such as fitness centres, play centres and sports facilities within the Industrial 2 Zone.*
- *Support office uses where they are associated with the industry carried out on site.*

Clause 17.03-2S: Sustainable industry
Objective
To facilitate the sustainable operation of industry.

Clause 18: Transport
Planning should ensure a safe, integrated and sustainable transport system that:
- *Provides access to social and economic opportunities to support individual and community wellbeing.*
- *Facilitates economic prosperity.*
- *Actively contributes to environmental sustainability.*
- *Facilitates network-wide efficient, coordinated and reliable movements of people and goods.*
- *Supports health and wellbeing*

Clause 18.01: Land Use and Transport
Clause 18.01-1S: Land use and transport integration
Objective

- *To facilitate access to social, cultural and economic opportunities by effectively integrating land use and transport.*

Clause 18.01-2S: Transport system
Objective
- *To facilitate the efficient, coordinated and reliable movement of people and goods by developing an integrated and efficient transport system.*

Clause 18.01-3S: Sustainable and safe transport
Objective
- *To facilitate an environmentally sustainable transport system that is safe and supports health and wellbeing.*

Clause 18.01-3R: Sustainable and safe transport - Metropolitan Melbourne Strategies
- *Improve local travel options for walking and cycling to support 20 minute neighbourhoods.*

Officer Assessment:
In terms of the policies listed above, the development plan responds well to policies set out in the MPS and PPF:

- Land uses: The development plan clearly addresses the settlement, land use compatibility and the industrial policies. The subject site is a large undeveloped vacant site within the urban area with good access to amenities, public transport and open space, identified in Council Strategic Plans as both an industrial and employment area and an employment precinct area. The approval of the development plan will be the first step in its redevelopment and supporting the economic development polices and strategic directions envisaged. Importantly the uses propose predominantly large warehouse uses both responding to its location within a Commercial 2 Zone, requirements of the approved environmental audit which permits commercial and industrial uses on site and the location adjacent to a Major Hazard Facility which seeks to manage the intensity of use and development and restrict sensitive uses.
- Environmental risk: The development plan responds to the environmental risks and contamination policies. The application has been submitted after land remediation has already taken place and further future remediation measures are proposed including bringing fill onto the land which the EPA have confirmed will reduce potential exposure to residual contamination underlying the site. An odour risk assessment has been undertaken to assess the impact of adjoining industrial sites and it has been concluded there is low chance of potential odour impacts.
- Environment/ Biodiversity Policies: Whilst the development plan envisages native vegetation and trees are likely to be removed from the site, reports have been provided demonstrating the majority of trees are of low arborist value. Importantly the areas identified as habitat connectivity corridors are sought to be protected both along the Kororoit Creek (through a buffer zone prohibiting development) and also along Tilburn Road (subject to civil works). DEECA has providing no objections to the methodology proposed including future native vegetation removal which will be subject to a detailed planning application and further assessment at that juncture.
- Heritage Protection: The development plan has addressed the heritage policies particularly in relation to the protection of the Nobel Building and surrounding heritage trees. A 50 metre buffer has been provided around the Nobel Building prohibiting future development. Additional

notes on the development plan will be added requiring that future applications provided additional information to ensure viewlines towards the heritage building from the south are protected.

- Cultural Heritage: In terms of the aboriginal heritage policies, the development plan has provided an *"Aboriginal and historical compliance review"* which confirms a CHMP has already been prepared for the majority of the development area and includes requirements for further development. Whilst the precise requirements in relation to Aboriginal Heritage will depend on the nature of future applications a note will added to the development plan as follows:

  "Future applications will require to demonstrate compliance with the requirements of the Aboriginal Heritage Act 2006 (and Aboriginal Heritage Regulations 2018) and the requirements for further development set out in the Aboriginal and historical compliance review – 765 Ballarat Road, Deer Park (July 2023.)"

- In terms of the bult environment urban design policies, the development plan provides important principles to guide future development through Estate Guidelines. These include the following principles.
  - 20 metre building setbacks from Tilburn Road and 9.0 metre setbacks from internal streets.
  - A commitment that buildings address public realm with offices to address the street frontage providing passive surveillance.
  - Avoidance of blank walls facing the Creek and Western Ring Road interfaces.
  - Lot size ranges and building heights to vary particularly in relation to protecting the heritage setting in Precinct 1.
  - Materials to be environmentally sustainable with variation and articulation in the design encouraged.
  - Future fencing to be palisade or black chain wire fence.
  - A commitment to ESD principles including PV roof top systems, shading devices, LED lighting, rain water tanks, sustainable materials, EV charging, etc, noting detailed ESD documentation will be required for development applications.
  - Landscaping principles are a strong feature of the development plan:
    - Generous landscape setbacks have been provided from the Creek and heritage building and heritage protected trees as well as a 9.0 metre landscape setback from the Tilburn Road frontage.)
    - For future development there is a commitment for 3.0 metre front landscape buffers and tree planting within car parking areas.
    - A commitment to street trees.
    - Further changes to the development plan will be required to increase setbacks from the eastern boundary (Western Ring Road) to increase landscape opportunities.
- Transport Policies: The development plan provides a commitment to designing all roads to Council's standards (including treed boulevards) which will be developed further within future subdivision applications. All intersection arrangements to Ballarat Road and Tilburn Road have in principle support from DTP and will be subject to future detailed design in terms of the traffic safety policies. All principal roads within

the development plan propose cycle lanes supporting the sustainable transport policies. The development plan seeks to create a path over the existing bridge connecting the north and south of the development plan area over the Kororoit Creek which will provide access to the M80 cycle path to the east and additional changes to the plan will be made prior to endorsement connecting the existing pathways to the east and west of the site along Tilburn Road identified as a Strategic Transport Corridor.

- Infrastructure Policies: The information provided has raised no objections from either Council's Engineering (Infrastructure) Department nor Melbourne Water. The detail provided has acknowledged the flood risk associated at the north of the subject site and future planning applications will provide detailed information regarding stormwater, flood mitigation and drainage design.

Zoning Provisions
Clause 34.02: Commercial 2 Zone

Purpose

- To implement the Municipal Planning Strategy and the Planning Policy Framework.
- To encourage commercial areas for offices, appropriate manufacturing and industries, bulky goods retailing, other retail uses, and associated business and commercial services.
- To ensure that uses do not affect the safety and amenity of adjacent, more sensitive uses.

Comment
Whilst there are no planning triggers for the development plan in relation to the Commercial 2 Zone, the proposal supports the objectives above by providing for predominantly large warehouse uses whilst respecting the site's location adjacent to a Major Hazard Facility and proposing beneficial uses permitted under the approved Environmental Audit for the site.

No heavy industrial is proposed within the masterplan and whilst detailed planning applications will consider future uses on site to ensure they do not impact the amenity of the area, there are appropriate buffers from existing dwellings with industrial land directly to the west, the Western Ring Road to the east and Ballarat Road / Tilburn Road and industrial land to the north and south.

Overlay Provisions
Clause 42.01: Environmental Significance Overlay – Schedule 4 – Kororoit Creek Corridor Protection

Environmental objectives to be achieved

- *To protect and improve waterway health and biodiversity values of Kororoit Creek and its environs, including native vegetation, fauna habitat, flora and fauna species.*
- *To protect and enhance the natural geological form of the creek, particularly rock escarpments and associated pools of the Kororoit Creek*
- *To improve the landscape character of the creek corridor*
- *To create and maintain a continuous open space corridor and access trail with links to an open space network of local parks, linear green spaces, regional parks and trail connections.*
- *To protect and enhance the natural and visually attractive creek*

corridor and landscape views along the creek corridor.

- *To avoid or minimise impacts of buildings and works on the creek corridor.*

Clause 42.01: Heritage Overlay

Purpose

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *To conserve and enhance heritage places of natural or cultural significance.*
- *To conserve and enhance those elements which contribute to the significance of heritage places.*
- *To ensure that development does not adversely affect the significance of heritage places.*
- *To conserve specified heritage places by allowing a use that would otherwise be prohibited if this will demonstrably assist with the conservation of the significance of the heritage place.*

There are two Heritage Overlays on the site as follows:

PS map ref	Heritage place	External paint controls Apply?	Internal alteration controls Apply?	Tree controls apply?	Solar energy system controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included Victorian Register Heritage
HO142	*Former ICI Explosives Manufacturing Complex* *Orica, Deer Park*	No	No	No	Yes	No	No
HO143	*Former ICI Entry Gates, Nobel Building and White House* *Orica, Deer Park*	No	No	Yes	Yes	No	No

Clause 44.04: Land Subject to Inundation Overlay

Purpose

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *To identify flood prone land in a riverine or coastal area affected by the 1 in 100 (1 per cent Annual Exceedance Probability) year flood or any other area determined by the floodplain management authority.*
- *To ensure that development maintains the free passage and temporary storage of floodwaters, minimises flood damage, responds to the flood hazard and local drainage conditions and will not cause any significant rise in flood level or flow velocity.*
- *To minimise the potential flood risk to life, health and safety associated with development.*
- *To reflect a declaration under Division 4 of Part 10 of the Water Act, 1989.*
- *To protect water quality and waterways as natural resources by managing urban stormwater, protecting water supply catchment areas, and managing saline discharges to minimise the risks to the environmental quality of water and groundwater.*
- *To ensure that development maintains or improves river, marine, coastal and wetland health, waterway protection and floodplain health.*

Clause 45.03: Environmental Audit Overlay

Purpose:

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *To ensure that potentially contaminated land is suitable for a use which could be significantly adversely affected by any contamination.*

Officer comments:

- *Heritage Overlay:* The development plan does not propose to either demolish the heritage Nobel Building nor remove heritage protected trees that lie in Precinct 1 and measures including buffers from development have been put in place to protect these assets. Any development in the overlay area will be subject to future planning applications. The heritage bunker along the eastern boundary was previously approved to be demolished although the permit has now expired and any further proposal to demolish this will require a further planning application.
- *Land subject to Inundation Overlay & Environmental Significance Overlay:* The Kororoit Creek and associated environs are affected by these overlays. No development is proposed within the overlays due to the buffers proposed. Both DEECA and Melbourne Water have not raised any principal objections in relation to the development plan and creek protection measures.
- *Environmental Audit Overlay:* A Statement of Environmental Audit was issued for the site which states that the site is suitable for commercial and industrial uses and the application has a duty to meet all conditions in relation to the Audit requirements.

Clause 43.04: Development Plan Overlay

Purpose

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *To identify areas which require the form and conditions of future use and development to be shown on a development plan before a permit can be granted to use or develop the land.*
- *To exempt an application from notice and review if a development plan has been prepared to the satisfaction of the responsible authority.*

Schedule 16 to Clause 43.04: Development Plan Overlay

Decision guidelines

Before approving a Development Plan (or amendment to the plan) the responsible authority must consider the following, as appropriate:

- *The Municipal Planning Strategy and Planning Policy Framework.*
- *The purpose of the applicable Zone.*
- *The need for safe and attractive pedestrian linkages within the site and to the surrounding residential and public open space areas.*
- *Whether the proposed development responds appropriately to the context of the site in terms of the use of land and the form of development.*
- *Whether the location of proposed uses within the 'Health and Safety' area are appropriate having regard to the intensity of the use (i.e. number of people), the vulnerability of the proposed population and the ability of the proposed population to respond to an emergency if*

required.

- *The findings and recommendations of the Odour Assessment.*

Before approving a Development Plan (or amendment to the plan) the responsible authority must seek the views of:

- *Melbourne Water.*
- *VicRoads.*
- *Department of Transport, Planning and Local Infrastructure, Freight Logistics and Marine Division.*
- *The Metropolitan Fire Brigade and State Emergency Services.*
- *WorkSafe Victoria, and*
- *Environment Protection Authority.*

Officer comments:

The acceptability of the development plan has been discussed in significant detail above and it has been demonstrated to comply with the policies in both the Municipal Planning Strategy and Planning Policy Framework, as well as respond to the objectives of the Commercial 2 Zone. In particular through the development of design guidelines, including a commitment to high quality urban and building design techniques, robust contemporary materials, ESD measures, appropriate setbacks from the existing and proposed streets and a strong landscape setting, the development plan will lay down the foundations for a well-designed estate that responds to the surrounding area.

Importantly, the development plan puts in place measures to protect aboriginal and post-European settlement heritage features and the biodiversity and landscape value of the Creek through appropriate setbacks for future development, with DEECA and Melbourne Water raising no fundamental issues.

The development plan commits to fill being used to assist in further remediating the historic contamination that is prevalent within the site. The uses proposed are also in strict accordance with the environmental audit affecting the land and respond to the Major Hazard Facility on the adjacent land to the west. This again is supported by both EPA and Worksafe Victoria.

The proposed access arrangements to the surrounding roads are principally supported by DTP and will allow the safe entry to and egress from the site subject to further detailed design. The development plan layout also commits to both pedestrian and bicycle linkages through the site and will help connect the existing network on Tilburn Road to the east and west.

As required, an odour assessment has been provided with the application which concludes that there is a low chance for potential odour impacts to be experienced.

Particular Provisions

Clause 52.06: Car Parking

- *To ensure that car parking is provided in accordance with the Municipal Planning Strategy and the Planning Policy Framework.*
- *To ensure the provision of an appropriate number of car parking spaces having regard to the demand likely to be generated, the*

activities on the land and the nature of the locality.

- *To support sustainable transport alternatives to the motor car.*
- *To promote the efficient use of car parking spaces through the consolidation of car parking facilities.*
- *To ensure that car parking does not adversely affect the amenity of the locality.*
- *To ensure that the design and location of car parking is of a high standard, creates a safe environment for users and enables easy and efficient use.*

The development plan includes large Precincts that can accommodate high quality developments with opportunities for car parking. Detailed planning applications for use and development will be required to provide car parking in accordance with the car parking rate set within the Planning Scheme or demonstrate to Council why a lesser rate is justified.

Clause 52.17: Native Vegetation

Purpose

To ensure that there is no net loss to biodiversity as a result of the removal, destruction or lopping of native vegetation. This is achieved by applying the following three step approach in accordance with the Guidelines for the removal, destruction or lopping of native vegetation (Department of Environment, Land, Water and Planning, 2017) (the Guidelines):

1. *Avoid the removal, destruction or lopping of native vegetation.*
2. *Minimise impacts from the removal, destruction or lopping of native vegetation that cannot be avoided.*
3. *Provide an offset to compensate for the biodiversity impact if a permit is granted to remove, destroy or lop native vegetation.*

To manage the removal, destruction or lopping of native vegetation to minimise land and water degradation.

Officer comments:

Whilst the development plan has provided detailed information regarding potential native vegetation removal, there is also a commitment to protect native vegetation along the Kororoit Creek. If the development plan is approved, a formal planning application will be required for native vegetation removal which will be required to follow the three step approach outlined above.

Clause 52.29: Land Adjacent to the Principal Road Network

Purpose

- *To ensure appropriate access to the Principal Road Network or land planned to form part of the Principal Road Network.*
- *To ensure appropriate subdivision of land adjacent to Principal Road Network or land planned to form part of the Principal Road Network.*

Whilst the DTP have raised no objections to the proposed intersection locations, they will be required to approve the detailed design.

Clause 52.34: Bicycle Facilities

Purpose

- *To encourage cycling as a mode of transport.*
- *To provide secure, accessible and convenient bicycle parking spaces and associated shower and change facilities.*

Officer comments:

The development plans include commitments for bike linkages both within the site and to Ballarat Road and Tilburn Road linking to the wider network. Detailed planning applications for use and development will be required to provide bicycle parking in accordance with the rates set within the Planning Scheme or demonstrate to Council why a lesser rate is justified.

The development plan is considered acceptable and will provide strong guiding principles for future applications that will be assessed against the zoning and overlay controls contained within the Brimbank Planning Scheme.

Clause 53.18: Stormwater Management in Urban Development

Purpose

- *To ensure that storm water in urban development, including retention and reuse, is managed to mitigate the impacts of storm water on the environment, property and public safety, and to provide cooling, local habitat and amenity benefits.*

Officer comments:

Council's Engineering Department and Melbourne Water whilst not objecting to the principles of the drainage information provided confirm that any future planning. application received for the area will require further detailed drainage engineering,

General Provisions
Clause 65.01 requires that before deciding on an application or approval of a plan, the Responsible Authority must consider, as appropriate:

- *The matters set out in Section 60 of the Act.*
- *The State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.*
- *The purpose of the zone, overlay or other provision.*
- *Any matter required to be considered in the zone, overlay or other provision.*
- *The orderly planning of the area.*
- *The effect on the amenity of the area.*
- *The proximity of the land to any public land.*
- *Factors likely to cause or contribute to land degradation, salinity or reduce water quality.*
- *Whether the proposed development is designed to maintain or improve the quality of storm water within and exiting the site.*
- *The extent and character of native vegetation and the likelihood of its destruction.*
- *Whether native vegetation is to be or can be protected, planted or allowed to regenerate.*
- *The degree of flood, erosion or fire hazard associated with the location of the land and the use, development or management of the land so as to minimise any such hazard.*

	The relevant matters set out in S60 of the Act are: *(1) Before deciding on an application, the responsible authority must consider-* (a) *the relevant planning scheme; and* (b) *the objectives of planning in Victoria; and* (c) *all objections and other submissions which it has received and which have not been withdrawn; and* (d) *any decision and comments of a referral authority which it has received; and* (e) *any significant effects which the responsible authority considers the use or development may have on the environment or which the responsible authority considers the environment may have on the use or development; and* (f) *any significant social effects and economic effects which the responsible authority considers the use or development may have.* *(1B) For the purposes of subsection (1)(f), the responsible authority must (where appropriate) have regard to the number of objectors in considering whether the use or development may have a significant social effect.* The application has been assessed against the Decision Guidelines, in particular Clause 65.01 (Approval of an Application or Plan) and section 60(1) and (lB) of the Act, and it is considered that the proposal is in accordance with the abovementioned requirements as discussed throughout this report.
Officer Comments:	**Summary** Subject to minor changes, the proposed development plan is considered to be appropriate in achieving the outcomes required and sought by Development Plan Overlay Schedule 16. The development plan is consistent and enables compliance with the Municipal Planning Strategy Planning Policy Framework, Zone, Overlays, General and Particular Provisions of the Brimbank Planning Scheme. Further detailed design will be considered and assessed once future planning permit applications are received. Overall, the amended development plan is considered to be a good planning outcome, subject to the minor changes outlined at **Attachment 7**.
Recommendation:	It is recommended that subject to the minor changes outlined at **Attachment 7**, that Council approve the development plan under Development Plan Overlay Schedule 16.

PROPOSED ADDITIONS REQUIRED TO DEVELOPMENT PLAN PRIOR TO ENDORSEMENT

1. Replace the address of 765 Ballarat Road, Deer Park throughout the Development plan with 179 Tilburn Road, Deer Park due to the change in address of the site following the subdivision.

2. The following notation added to the *Development Precinct and Use Masterplan* (page 14):

   - *Recommendations of environmental audit reports and statements of environmental audits must be implemented, and all future development must maintain compliance with any specific conditions.*

3. The following notation removed from the plans on page 14 and page 20:

   - *3m landscape setback along Western Ring Road.*

   And replaced with:

   - *The following landscape setbacks will be required from the eastern boundary:*
     - *A minimum 3m landscape setback for up to 15m high building*
     - *A minimum 6m landscape setback for 15.1m p to 25m high building*
     - *A minimum 9m landscape setback for 25.1m up to 40m high building*

     The setbacks will only be permitted for landscaping purposes and must include the planting of canopy trees to partially screen development from the Western Ring Road. Existing trees within landscape setbacks are to be retained, subject to assessment of health and arborist value.
   - *The provision of a fire access route track to be provided outside the landscape setbacks*.

4. The following notation on the plan on pages 14 and 20 to be amended from:

   - *9m Landscape and drainage setbacks from Tilburn Rd*

   to:

   - *9m Landscape and drainage setbacks from Tilburn Rd. Existing Trees within the 9.0 metres landscape strip abutting Tilburn Road to be retained subject to civil works/ road/ pathway works.*

5. The following notation on the plan on page 14 under "Precinct 1" to be amended from:

   - *Warehouse, restricted retail, office, food and drinks*

   to:

   - *Warehouse, restricted retail, office, food and drinks (convenience restaurants and drive-thru facilities not permitted).*

6. The following note to be added to the legend in the Development Precinct and Use Masterplan (page 14) and the Access Masterplan (page 17):

   - *All roads to be designed to Council's Engineering Standards.*

7. The following notation to be removed from the Access Masterplan (page 17):

   - *SUP – Shared Use Path (2.5m Wide)*

   and replaced with:

   - *SUP – Shared Use Path to be designed to the satisfaction of Council and the Department of Transport and Planning.*

8. The following note to be added to the legend in the Development Precinct and Use Masterplan (page 14), Access Masterplan (page 17) and the Staging Plan (page 21):

   - *Prior to occupancy permits being issued for any buildings within Stage 2 (unless agreed in writing by the Responsible Authority and the Department of Transport and Planning), a shared user path (dimensions to be agreed by Council) must be provided on the north side of Tilburn Road connecting Mt Derrimut to the west and the existing footpath east of the site.*
   - *Prior to occupancy permits being issued for any buildings within Stage 1 (unless agreed in writing by the Responsible Authority and the Department of Transport and Planning) a shared user path (dimensions to be agreed by Council) must be provided on the south side of Ballarat Road connecting the existing footpath west of the site and the exit lane of the Western Ring Road to the east of the site.*

9. The following note to be added to the section *"New Buildings Adjacent to Heritage Building"* of the *Deer Park Estate Design Guidelines:*

   - *Any future development application submitted with a direct interface to the Nobel Building must include perspectives/ viewlines that demonstrate oblique views of the heritage building will be maintained and protected when viewed from further south of the site.*
   - *No buildings or retaining walls are permitted to be constructed within the area shown as "50m min building setback from existing heritage buildings" as shown on the Precinct 1- Framework Plan.*

10. The following section to be added to the *Deer Park Estate Design Guidelines:*

    Biodiversity Protection

    - *Prior to works commencing on site, a conservation management plan to protect Kororoit Creek and Growling Grass Frog habitat must be prepared to the satisfaction of the Responsible Authority in accordance with Melbourne Water and DEECA requirements. This must include details of management responsibilities and access arrangements for maintenance. All future development and works must be in accordance with the recommendations of the Conservation Management Plan.*
    - *Prior to works commencing on site a report must be prepared to the satisfaction of DEECA providing consideration/ potential impacts on Victorian Grassland Earless Dragons and consider opportunities to avoid existing habitat or enhance*

habitat on site where applicable. All future development and works must be in accordance with any recommendations outlined in the report.

- *Any future development/ works applications submitted with a direct interface to the Kororoit Creek must include a Creek impact assessment which assesses the impact on the biodiversity and water quality of the Kororoit Creek to the satisfaction of the Responsible Authority and the relevant authorities. A further setback of development to the Creek outside the Variable Creek Buffer Zone may be required if the impact assessment demonstrates any proposal will adversely impact on the Creek environs.*

11. The following note to be added to the Development Precinct and Use Masterplan (page 14) and Access Masterplan (page 17):

    - *Prior to any occupancy permits being issued for any new buildings on site, an Emergency Response Plan must be completed to the satisfaction of Worksafe including shelter in place and evacuation strategies which must be provided to future tenants and owners.*

12. The Variable Creek Buffer Plan (P105.02.24) received by Council on 5 July 2024 must be included as part of the Development Plan.

13. The following section to be added to the heritage section of the *Deer Park Estate Design Guidelines*:

    Cultural heritage
    "Future applications will require to demonstrate compliance with the requirements of the Aboriginal Hertiage Act 2006 (and Aboriginal Hertiage Regulations 2018) and the requirements for further development set out in the Aboriginal and historical compliance review – 765 Ballarat Road, Deer Park (July 2023.)"

14. Page 14 of the *Deer Park Estate Design Guidelines* to be altered as follows:

    Remove reference to "Kororoit Creek" from the following sentence:

    - *Avoid blank walls or large loading docks facing the heritage building, Kororoit Creek and the Western Ring Road interfaces.*

    And add the following dot points:

    - *Ensure all development with an interface to Kororoit Creek has building elevations, materials, colours and finishes that demonstrates a positive interface with the Creek, its landscape and environmental character. Avoid blank walls, open storage and loading areas facing the Creek.*

    - *Ensure all sites that abut Kororoit Creek are fenced to prevent uses extending off the site and into the creek reserve. Fencing is to be designed to provide protection from unauthorised vehicular access and illegal dumping and support land management activities, without compromising the movement of wildlife.*

12.4	**Annual Report on Implementation of Economic Development Strategies and Plans**
Directorate	City Futures
Director	Kelvin Walsh
Manager	Leanne Deans
Attachment(s)	1. Brimbank Economic Development Strategy - Implementation Status Report July 2024 [**12.4.1** - 16 pages] 2. Experience Brimbank Visitor Experience and Local Participation Strategy - Implementation Status Report July 2024 [**12.4.2** - 15 pages] 3. Local Jobs Local People Program - Implementation Status Report July 2024 [**12.4.3** - 8 pages]

Purpose

For Council to note the progress to implement the Economic Development Strategy 2022 – 2027, the Experience Brimbank Visitor and Local Participation Strategy 2010 - 2023 and the Local Jobs for Local People Program 2021.

Officer Recommendation

That Council notes the:

a. Economic Development Strategy 2022 – 2027 Implementation Status Report, shown at Attachment 1.

b. Experience Brimbank Visitor and Local Participation Strategy 2010 – 2023 Implementation Status Report, shown at Attachment 2.

c. Local Jobs for Local People Program 2021 Implementation Status Report, shown at Attachment 3.

Background

Economic Development Strategy 2022-2027

The Brimbank Economic Development Strategy 2022-2027 (Economic Development Strategy) was adopted by Council in August 2022 and included 65 actions to unlock opportunities and address limitations to local economic growth under four key themes:

1. Productive, innovative and sustainable business base
2. Vibrant, prosperous, assessable, precincts and places
3. An engaged and job-ready community
4. Leading the way in economic development practice.

Experience Brimbank Visitor and Local Participation Strategy 2018–2023

The Experience Brimbank Visitor and Local Participation Strategy 2018 –2023 (Experience Brimbank) was adopted by Council in August 2018 and included 82 actions to develop Brimbank as a tourism destination under five key goals:

1. Create our brand story
2. Improve our visitor experience
3. Engage and mobilise our local economy

4. Raise awareness of our offer and improve our image with target markets
5. Support and inspire our Business.

Local Jobs for Local People Program 2021

The Local Jobs for Local People Program 2021 was adopted by Council in September 2021 and included 40 actions to grow the capacity of the local workforce under four key pillars:

1. Strengthening employment networks
2. Support education and training networks
3. Enhance the public realm and support activation
4. Promote local procurement.

Matters for Consideration

Options

The following options are available to Council:

A. That Council notes the Economic Development Strategy, Experience Brimbank and Local Jobs for Local People Implementation Status Reports, shown at **Attachments 1, 2, and 3.**
B. That Council notes the Economic Development Strategy, Experience Brimbank and Local Jobs for Local People Implementation Status Reports, shown at **Attachments 1, 2, and 3.**, with changes.
C. That Council does not note the Economic Development Strategy, Experience Brimbank and Local Jobs for Local People Implementation Status Reports, shown at **Attachments 1, 2, and 3.**

Officers recommend Option A and highlight that considerable progress has been made to implement the Economic Development Strategy and Local Jobs for Local People Program. Officers are preparing a new Visitor Economy Strategy, and further opportunities will be provided to Council for input in 2025.

Analysis

Brimbank Economic Development Strategy (2022-2027)

The Economic Development Strategy (2022-2027) Implementation Status Report, shown at **Attachment 1**, contains 65 actions, where:

- 60 actions (92%) are ongoing
- 2 actions (3%) are complete
- 3 actions (5%) have not commenced.

Substantial progress has been made implementing the Economic Development Strategy, with 95% complete or ongoing.

Highlights from 2023/24 include:

- The establishment of the Brimbank Economic and Employment Advisory Group, which is chaired by the Hon. Wade Noonan.
- Delivery of the Brimbank Business Migrants Investment Program Pilot, which is focused on Vietnamese 188 & 132 visa holders and won a National Award for Excellence from Economic Development Australia in 2023. The Pilot now includes a program for Mandarin-speaking investors.

- Delivery of a comprehensive training, mentoring and networking program which included two business breakfasts, one women in business event, five Brimbank bus events, 11 business meet ups, 17 business development workshops and 53 business mentoring opportunities.
- Delivery of programs and initiatives they encourage the start-up ecosystem, including continued operation of iHarvest coworking space, which has signed up 136 new members since its reopening following the COVID pandemic, including 105 members during 2023/2024; as well as delivery of other programs including CUL-TIV-ATE and IGNITE.
- Publishing of Council's investment collateral and business videos in Vietnamese and Chinese.

Three actions are yet to commence, one involving a service review of the Economic Development Unit and can be considered in subsequent years; and the other two relating to structure planning for the Deer Park and Sydenham Activity Centres, which will be further considered in a review of the Activity Centre Strategy, which is underway.

Experience Brimbank Visitor and Local Participation Strategy (2018-2023)

The Experience Brimbank Visitor and Local Participation Strategy (2018-2023) Implementation Status Report, shown at **Attachment 2**, contains 82 actions where:

- 51 actions (62%) are ongoing
- 8 actions (10%) are complete
- 23 actions (28%) have not commenced.

Seventy-two percent of the actions are complete or ongoing.

Highlights from 2023/24 include:

- Council continued to support Brimbank involvement in the Eat, Drink Westside events, which was part of the 2024 Melbourne Food and Wine Festival. Events held in Sunshine and St Albans Activity Centres were sold out.
- Promotion of various stories and updates online, including a collaboration with Metro Trains on the Storytowns audio guide podcasts, which feature Sunshine, St Albans and Watergardens; providing communications to Western Melbourne Tourism for their online channels; and promoting content on Council's social media to promote visitation to Brimbank.
- Continued support and membership with Western Melbourne Tourism and support for the Namaste Westside initiative.
- Near completion of a new hotel, the PuntHill, 99 Derby Road, Sunshine.
- A review of Experience Brimbank in 2023, which recommended that a new Visitor Economy Strategy be prepared. Work has commenced and has involved extensive research, stakeholder and community engagement, including a perception study surveying Brimbank visitors in May 2024.

Council's review of Experience Brimbank indicated that a significant number of actions (23) had not commenced, mainly due to a lack of resources to deliver them. Some have been delayed or constrained by site features, private ownership, and changing strategic priorities, while others are outside the Council's direct control and are advocacy items. In the 2023/24 budget, Council approved a new position with a focus on the visitor economy, which will provide a dedicated resource to help implement the new Visitor Economy Strategy, currently being prepared.

Local Jobs for Local People Report and Program (2021)

The Local Jobs for Local People Implementation Status Report, shown at **Attachment 3,** contains 40 actions where:

- 1 action (2.5%) is complete
- 38 actions (95%) are ongoing
- 1 action (2.5%) has not commenced.

Nearly 98% of actions are complete or ongoing.

Highlights from 2023/24 include:

- One hundred and fourteen meetings between Council officers and representatives from a range of industries across manufacturing, engineering, hospitality, retail, sales, construction, warehousing and health services to understand their employment requirements.
- Fifty-two meetings between Council officers and local employment agencies to understand their needs, and fifty-seven referrals of businesses to agencies.
- Delivery of the *Do Things Differently* employment seminar and networking event to promote recruitment and retention strategies and assistance to employers when employing people who are either Neurodivergent or from culturally and linguistically diverse backgrounds.
- Support for the 2023 Watergardens Jobs Fair week, which enabled local job seekers to obtain free advice, training and assistance with resume writing, interview techniques and to meet potential local employers with current job vacancies.
- Delivery of the Tender Writing Masterclass pilot program, which was merged with the technical, planning and legal aspects of tendering with practical advice from those who assess tenders.

One action remains outstanding, which relates to the preparation of an audit for industrial precincts to inform a potential rolling program of streetscape improvements. This action has not yet been allocated budget, however, doesn't prevent individual streetscape projects from being identified and delivered across Brimbank's industrial precincts.

Next Steps

Officers will continue to implement the Economic Development and Experience Brimbank Strategies and Local Jobs for Local People Program and provide quarterly updates through the Council Plan reporting progress. Further work is programmed for 2025 in relation to reports to Council and community consultation in relation to the preparation of the new Visitor Economy Strategy.

Community Engagement

Council officers engage with a range of stakeholders through the delivery of the Economic Development and Experience Brimbank Strategies and Local Jobs for Local People Program. No external consultation was required in the preparation of this report.

Resource And Risk Implications

Resource requirements can be met within the Annual Budget 2024/2025.

Community: potential impact on community, including public trust and customer service impact.
• Yes – Reporting on the status and progress of the two strategies and program should enhance public trust in Council's ongoing commitment to improving Brimbank's

economy.

Environmental: impacts on environmental sustainability, including water/waste management, climate change, and contaminated land.
• Yes – Implementation of the two strategies and program supports the concept of living, working and recreating locally and support sustainability outcomes.

Financial: significant financial impacts.
• Yes – Delivery of the strategies is linked to Council's operational and capital works budget and resourcing. Council has limited resources, which can impact the prioritisation of actions to implement.

Regulatory: legal, legislative or regulatory implications including the rights/obligations of stakeholders.
• Yes – The delivery of some actions must accord with relevant legislation including the assessing of planning permits in accordance with the Planning and Environment Act 1987 and the Brimbank Planning Scheme, and the introduction and administration of special rate schemes in accordance with the Local Government Act 2020.

Safety: health, safety or duty of care impacts.
• Yes – The delivery of activations, audits, promotions and physical improvements, as well as the added amenity and security from the development of a nighttime economy, should contribute to improved safety and perceptions of safety.

Legislation/Council Plan/Policy Context

This report supports the Council Plan 2021-2025 strategic direction and objective of:

2. Places and Spaces - Liveable and connected neighbourhoods that support healthy and sustainable futures - A green place for all
• Liveable and Connected - Inviting and liveable spaces and facilities, connected so people can get around

3. Opportunity and Prosperity - A future focused, transforming city where all have opportunities to learn and earn - A prosperous place for all
• Growing and Transforming - Optimise community opportunities through infrastructure innovation and investment
• Earning and Learning - Everyone has access to education, training and lifelong learning to support their aspirations.

Council officers contributing to the preparation and approval of this report, have no conflicts of interests to declare.

BRIMBANK CITY COUNCIL

BRIMBANK ECONOMIC DEVELOPMENT STRATEGY 2022-2027

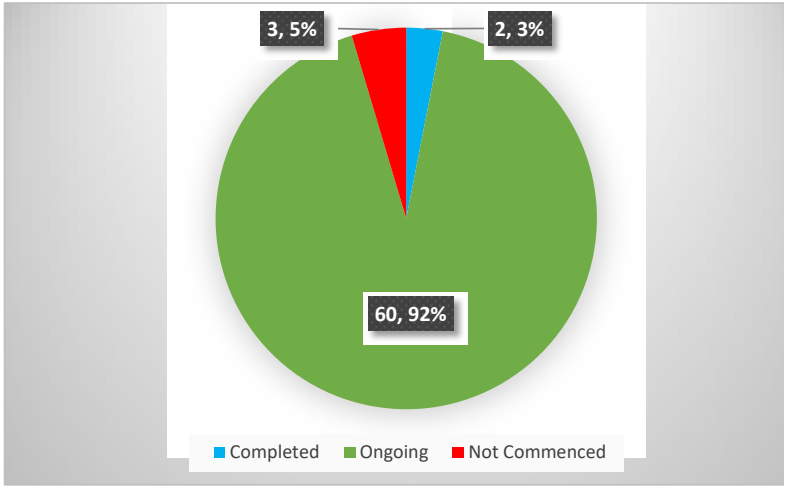
IMPLEMENTATION PLAN STATUS REPORT – 2024

Ongoing (Business as usual)	Not commenced	Complete

Summary

A review of the implementation of the 65 actions is summarised below:

Theme/Action Group	Completed	Ongoing	Not Commenced	Total
Productive, Innovative and Sustainable Business Base	0	14	0	14
Vibrant, Prosperous and Accessible Precincts and Place	0	25	2	27
An Engaged and Job Ready Community	1	11	0	12
Leading the Way in Economic Development	1	10	1	12
Total	**2**	**60**	**3**	**65**



Theme One – A productive, innovative & Sustainable Business Base

1. Support growth, resilience, and build up the capacity of the existing businesses				
Ref	**Actions**	**Timeframe**	**Status**	**Where are we now?**
1.1	Develop a business engagement plan to ensure engagement is regular, meaningful and targeted. Ensure business engagement is contemporary and digitised (where possible) to streamline and track engagement activity. Regularly engage and communicate with businesses to deliver targeted and relevant business information (e.g. Business Link)	Ongoing		Council continues to deliver a program of business engagement across digital and in person network initiatives which in 2023/24 resulted in: • 3126 social media followers with a combined reach of 258,000. • 36 editions of E-bulletin sent to local business subscribers. • Eight business articles in the Brimbank Community News.
1.2	Ensure engagement and communication embeds a consideration of the high prevalence of Culturally and Linguistically Diverse (CALD) persons who own and/or operate a business	Ongoing		Council continues to assist its CALD business community with opportunities to network and communicate in languages other than English including: • Translations of Brimbank Investment Prospectus into Vietnamese and Chinese languages. • Business Migrants Meet-ups in Chinese and Vietnamese languages. (one in Chinese and two in Vietnamese) • Partnered with the State Government Skilled and Business Migration Program. • Developed business mentoring program in Chinese and Vietnamese languages. • Participation in local ethnic-based business networks such as Aussie-Filo networking group, Vietnam-Australia Starups & Innovation Association, Vietnamese Business Support Organisation, Multicultural Consulting services. • Promotion of free translation service to local business. • Council's website translated into 15 different languages • Go St Albans and Sunshine Rising newsletters are produced in English and Vietnamese.
1.3	Facilitate a program of training, mentorship and networking events/programs to encourage upskilling, capacity building and businesses-to-business opportunities.	Ongoing		Council continued to promote opportunities for business to build capacity network including: • Two Business breakfasts • One Women in business event • Five Business Bus events • 11 Brimbank Business Link Meetups • 17 Business Development Workshops • 53 Mentoring Opportunities.

1.4	Promote grants, resources and other incentives available for businesses through government departments such as Business Victoria.	Ongoing		Council continued to provide local businesses with resource opportunities via regular promotion of information about how to access them via our communication channels.
1.5	Review business permit assessment processes and investigate the potential to streamline where possible.	Ongoing		Business permit processes were reviewed as part of the State-Government funded Better Approvals Process pilot project in 2019 and funding was provided for a business concierge to implement the streamlined service. Funding for the business concierge resource was discontinued in 2023 necessitating a further revision of the business permit process prior to the launch of the new corporate website in 2024.
1.6	Maintain an online resource of Brimbank's economic and demographic profile to provide a single source of information to existing and prospective businesses/ investors about key trends. Information should include business, employment, industry and labour force trends.	Ongoing		A comprehensive suite of statistical information regarding the Brimbank community and economy is maintained and updated on the Council website through a range of ID demographic and forecasting information. Information is also provided in Council's investment prospectus and videos, which are also available online.

2. Grow and support specialised, innovative, high-value and emerging industries to strengthen economic drivers and supply-chains, and diversify the economy				
Ref	**Actions**	**Timeframe**	**Status**	**Where are we now?**
2.1	Facilitate and encourage business investment/reinvestment in industrial-related specialisations and clusters such as manufacturing, transport, logistics and wholesale trade.	Ongoing		Council encouraged business investment in industrial-related specialisations and clusters by: • Site search assistance to investors • Manufacturers meet-up behind the scenes tour of Luus Industries • Recruitment agencies tour of JBL • Engagement with and promoted new entrants (eg Bardee) • Promotion of MAR and WIFT to industry and investors • Membership of Melbourne's North Food Group • Implementation of the Business Migrant Investment program. • Promotion of workforce development in manufacturing, transport, logistics and wholesale trade via expos, job fairs and site tours.

2.2	Facilitate and encourage new business investment in high-value office-based sectors, particularly in the Sunshine Priority Precinct	Medium to Long Term		Council has facilitated and encouraged new business investment in high-value office-based sectors via advocacy and promotion of key Activity Centres in Sydenham, St Albans, Derrimut, Brooklyn and Sunshine in 2023/2024 via Council's Investment Prospectus, Investor Presentations, a suite of Investment Videos and Site Tours.
2.3	Support programs and initiatives that encourage the start-up ecosystem, innovation and entrepreneurialism (e.g. the CUL-TI-VATE Initiative and IGNITE Program)	Ongoing		Council facilitates a range of programs to foster the start-up ecosystem, innovation and entrepreneurialism including: • CUL-TIV-ATE (start-up program). • IGNITE (food sector start-up program). • iHarvest mentoring sessions. • iHarvest Lunch & Learn masterclass. • iHarvest free trial days. • Regular promotion of start-up business development opportunities in ebulletin, website and social media.

3. Ensure there is sufficient and adequate critical infrastructure for businesses to thrive				
Ref	**Actions**	**Timeframe**	**Status**	**Where are we now?**
3.1	Advocate for improved telecommunications and digital infrastructure to support business operations (e.g. full coverage, lower latency, high speeds).	Short Term		NBN concluded a three-year upgrade program during 2023/24 to create or extend Business Fibre Zones in St Albans, Sunshine North and Derrimut.
3.2	Encourage new co-working spaces to establish in Brimbank.	Ongoing		Council assisted "the Work Studio" with tenant referrals and hosted the launch of the Vietnam-Australia Starups & Innovation Association at iHarvest.
3.3	Continue to support entrepreneurs, freelancers, micro, small and home-based businesses by encouraging suitable accommodation (e.g. incubators, co-working spaces), and support programs such as hackathons and meet-ups.	Ongoing		During 2023/2024 Council extended the hours of access to iHarvest, updated the iHarvest website and listed iHarvest on more co-working booking sites. Officers continue to explore opportunities to expand the service offering and build the membership.

4. Foster a sustainable and environmentally conscious business community				
Ref	**Actions**	**Timeframe**	**Status**	**Where are we now?**
4.1	Continue to support initiatives that encourage business and industry to adopt environmentally sustainable business practices. Examples include take up of energy audits, solar energy and buying renewable energy. • Brimbank Community Solar • Environmental Upgrade Agreement • 100% Renewable Brimbank Program.	Ongoing		Council supported initiatives that encouraged business and industry to adopt environmentally sustainable business practices through: • Referrals • Promoting the 100% Renewable Brimbank Program via communication channels and at events. • Promoting and hosting the WAGA business support program industry information event at iHarvest. • Membership of the WAGA Business Resilience Working Group and Melbourne North Food Group.
4.2	Encourage business investment in new, green and innovative technologies in strategic locations to help reduce waste and carbon footprint. Examples include circular economy businesses such as Waste-to-Energy (WTE) facilities	Ongoing		Council assisted investment into the circular economy via: • Assisting Kim Duc to secure a warehouse facility for phase one of their plastic recycling project. • Featuring food-waste recycler Bardee prominently in the investment prospectus videos. • Promoting the use of green technology and energy in ebulletin.

Theme two: Vibrant Prosperous and Accessible Precincts and Places

5. Actively participate in planning and development of Brimbank's major redevelopment areas to encourage economic and employment opportunities for the local economy and community				
Ref	**Actions**	**Timeframe**	**Status**	**Where are we now?**
5.1	Engage, participate and work with planning authorities, government bodies, landowners, investors, developers, business and the community to support and progress the planning and development of Brimbank's major redevelopment areas and priority precincts, particularly: • Sunshine National Employment and Innovation Cluster • Sunshine Priority Precinct • Sunshine Metropolitan Activity Centre • Sunshine Health Wellbeing and Education Precinct • Major Activity Centres of Sydenham, St Albans, Brimbank Central and Deer Park	Ongoing		Council continued to work with the Department of Transport and Planning, and the Victorian Planning Authority on their planning activities including: • The development of the Albion Quarter Structure Plan Discussion Paper • Ongoing discussions with DTP and Rail Projects Victoria (now Victorian Infrastructure Authority), on the MAR and Sunshine Station Masterplan and other rail infrastructure projects. • Engaging with landowners and developers in assessing planning permit applications.

5.2	Continue to engage with organisations and precincts located in, or adjacent to Brimbank that are of metropolitan, regional, state and national significance to facilitate appropriate growth and development. Examples include Melbourne Airport, Western Health and Victoria University	Ongoing		Council continues to engage with various organisations including Melbourne Airport, through the Planning Coordination Forum, and the Victorian Planning Authority on urban renewal efforts regarding the Braybrook Regeneration Project. Council has also signed an MOU with Victoria University and engages with them through various forums including the Sunshine Partnership Group.
5.3	Encourage high-value industries to establish within the Sunshine NEIC that align with existing specialisations and the state-significant designation. Recommendations include: • Professional and business services • Advanced manufacturing (medical equipment, devices and apparatus, biotechnology, construction technologies, food and fibre) • Information technology (data centres) • Health care and social assistance (hospitals, medical clinics and general practitioners, allied health services, mental health services, aged care) • Education, training and research	Medium to Long Term		Council produced an investment prospectus identifying key industry sectors and provides timely support to investment queries through Economic Development, Strategic, Statutory Planning and Place Management Units, including assistance with identification of potential sites for investors. Council also provides preapplication meetings with potential investors.
5.4	Actively engage and participate in the State Government's delivery of major transport projects to optimise local economic and community benefits. Transport projects include: • Melbourne Airport Rail Link (MAR) • The Sunshine Station Superhub (SSH) • Suburban Rail Loop (SRL) • Western Rail Plan	Ongoing		Council continued to advocate for the need to invest in transport including the MAR and SSH, which has also been included in various submissions including to the Federal Government Infrastructure Review.
5.5	Promote and facilitate local business procurement and employment opportunities for major infrastructure projects (e.g. Victoria's Big Build)	Medium to Long Term		Council regularly promoted procurement and employment opportunities arising from proposed major infrastructure, including: • Participation in the Western Opportunities Network convened to leverage local employment and business opportunities arising from Victoria's Big Build. • Liaison with the Industry Capability Network and Western Melbourne Tourism. • Programming tender writing workshops. • Promoting opportunities via ebulletin and Jobslink website and social media. Several planned information sessions did not eventuate as the State Government cancelled the 2026 Commonwealth Games and postponed construction of the MAR.

5.6	Advocate and work with DoT, RPV and contractors where possible to minimise potential impacts/ disruptions to business associated with infrastructure works by providing support in accordance with the Victorian Small Business Engagement Guidelines (SBEG).	Ongoing		Council advocated for businesses impacted by proposed rail related works as part of level crossing removal project delivery and MAR design phase. This included a submission to State Government in response to the draft Environmental Management Frameworks and proposed Regional Platform Project at Sunshine Station on the impacts on business operations.

6. Maintain and strengthen the economic role, vibrancy and character of Brimbank's Activity Centres				
Ref	**Actions**	**Timeframe**	**Status**	**Where are we now?**
6.1	Continue to implement Brimbank's Activity Centre Strategy (2018). Consider updating the Strategy to account for new activity centres, and economic shocks and structural shifts caused by the COVID-19 pandemic as part of any future review	Medium to Long Term		The Brimbank Activity Centre Strategy Action Plan continues to be delivered with 85% of actions commenced or completed in 2023/2024.
6.2	Promote a mix of uses which are reflective of the role and purpose of Activity Centres and their place in the hierarchy. Encourage a diversity of activities and services, including retail and retail services, hospitality, health, wellbeing and fitness services, entertainment, community, civic and professional services.	Ongoing		Council's Investment Prospectus promotes a range of industry across activity centres and industrial precincts, and Place Managers and Economic Development staff provide information and support to facilitate investment. Council also continues to work with DTP on a range of planning, led by DTP. Council has also commenced a review of the Activity Centres Strategy including commissioning of an economic analysis that examines the role and hierarchy of activity centres in Brimbank.
6.3	Continue to implement the Sunshine Rising Action Plan (2019 - 2024) and the Go St Albans Action Plan (2019 - 2024), including their review and update when required.	Short to Medium Term		Both Action Plans continue to be implemented with 80% of actions completed or ongoing in the Sunshine Rising Action Plan and 88% of actions completed or ongoing in the GO St Albans Action Plan. Work has commenced on their review.
6.4	Encourage an update to the Watergardens Town Centre Framework Plan & the Sydenham Regional Activity Centre Structure Plan and associated planning controls (in line with current aspirations for the Centre) in order to maximise economic opportunities for vacant and underutilised site	Long Term		The bulk of the land is in one ownership therefore collaboration and support from the landowner is required. Council has an established relationship with owners, and they are currently satisfied with the existing structure plan and planning provisions. Council is undertaking a review of the Activity Centre Strategy which may inform future work.
6.5	Prepare a Structure Plan for the Deer Park Activity Centre and surrounds.	Short Term		The preparation of structure plan for Deer Park has not progressed due to the area being adjacent to a major hazard facility and is not recommended for intensive growth and development. Yet to commence.

6.6	Support a program of activation, place making and urban design initiatives across Activity Centres that encourage and deliver an attractive environment for residents, workers and visitors to visit, dwell and spend, including improvements that relate to access, safety and streetscape amenity and character.	Ongoing		Council's Local Activity Centre (LAC) Capital Works Framework provides the basis for prioritising public realm capital works in Brimbank's local activity centres. Public realms improvements in LACs in 2023/2024 included: • Suffolk Road Shopping Centre. • Leslie Street Local Activity Centre. • Glengala Road Village (concept plan phase) • Billingham Road (concept plan phase) The Alfrieda Street Master Plan was adopted in 23/24 and design work also undertaken for East Esplanade. The Urban Design unit is currently leading a review and update of the capital works framework which is expected to be completed in 2024/25. Other programs that deliver activations and place making that support this action includes delivery of the Enjoy Local Activation Program, Light Up Sunshine and St Albans Programs, and the LAC Activation Program.
6.7	Facilitate the marketing and promotion of Activity Centres sense of place; with a focus on Sunshine and St Albans, which have marketing and promotional special rates.	Medium to Long Term		Council continues to support a Marketing and Business Development Special Rate in Sunshine and St Albans, of which the proceeds are provided to the Business Associations to spend on marketing and promotional initiatives.
6.8	Continue to encourage digital and social media resources that encourage local residents and visitors to explore Brimbank.	Ongoing		Council continues to promote visitation to Brimbank through the Experience Brimbank website, and support, provision, and promotion of digital content across key partners including Business Associations, Western Melbourne Tourism and Council's social media.
6.9	Continue to proactively administer the Marketing and Promotional Special Rate Programs to ensure expenditure accords with the purpose of the schemes. Undertake a review and renewal to support business and traders associations to deliver business development and marketing/promotional initiatives in Sunshine and St Albans.	Ongoing		The payment agreements for both Special Rates sets out the administration and conditions associated with payment of the proceeds to the Business Associations, which involves a quarterly review of all expenditure including provision of all invoices and bank statements. Council also undertakes a review of the scheme involving a survey of businesses prior to any renewal process.
6.10	Consider completing a business audit in Activity Centres with traditional retail/commercial strips to: • Monitor change to tenancy mix over time; • Identify gaps and opportunities that could be promoted; and • Inform any potential review and update to the Activity Centre Strategy (2018). The initial focus should be the Centres of Sunshine, St Albans, Keilor, Deer Park and Glengala.	Medium Term		An economic analysis of activity centres was commissioned in 2023/2024 to inform the update of the Activity Centre Strategy, which included the tenancy mix of selected centres. Council also collects data annually for the Sunshine and St Albans Activity Centres.

7. Protect and enhance industrial precincts in the Western SSIP				
Ref	**Actions**	**Timeframe**	**Status**	**Where are we now?**
7.1	Retain land identified as industrial in BILS (2018), particularly those areas with good separation from, and contain a limited number of sensitive uses. Encourage improved amenity outcomes in industrial areas, in line with the Brimbank Industrial Design Guidelines, and facilitate access and safety improvements.	Ongoing		All industrial land identified in the BILLS (2018), remained industrial zoned during 2023/2024. Council's ability to improve amenity and limit sensitive uses is based on the zone and overlay allowances within the Brimbank Planning Scheme. Council is progressing an amendment to implement the Brimbank Industrial Design Guidelines into the Planning Scheme in 2025. Council also continues to implement a proactive compliance program that focuses on industrial precincts.
7.2	Promote the local, regional and state significance of industrial precincts in Brimbank.	Ongoing		Council promoted the significance of industrial precincts through Brimbank Investment Prospectus, the suite of investment videos, site tours with state government stakeholders and prospective investors, and the Business Migrants Meet-ups.

8. Encourage the evolution of industrial precincts to attract and establish viable and sustainable industries				
Ref	**Actions**	**Timeframe**	**Status**	**Where are we now?**
8.1	Continue to implement the Brooklyn Evolution Program, including the long-term transition away from high amenity impact uses (e.g. landfills) at the end of their lifecycle to lower amenity impact uses such as light industry, warehousing, smaller factory, commercial and large-format retail uses. The Precinct should also support innovative and emerging industries and technologies and provide opportunities for environmentally sustainable industries that apply best practice technology, and extend beyond exclusively materials recycling.	Ongoing		Council continued to implement the Program and in 2023/2024 significant investment included: • Near completion of a large data centre development • A funding announcement to seal a section road. • Design concepts for a lineal park.
8.2	Where strategic work demonstrates it is appropriate, continue to support the transition of industrial areas identified as 'transitional' and 'employment' in the BILS (2018) to suitable and viable alternative uses.	Ongoing		The DTP Sunshine Priority Precinct team progressed planning in the Albion Quarter that includes some transitional land. Other potential amendments are proponent led and dependent on proponents progressing through provision of further information to Council.
8.3	Promote Government grants and information related to soil remediation and treatment as they arise (e.g. Soil Remediation Grant, DELWP).	Short to Medium term		Council officers are not aware of any grants of this nature during the 2023/2024 financial year, however, have promoted opportunities in previous years.

9. Support the productive use of vacant and underutilised land				
Ref	**Actions**	**Timeframe**	**Status**	**Where are we now?**
9.1	Consider opportunities to develop commercial and/or community uses on vacant and underutilised land that is appropriately located and is demonstrated to be surplus to Council needs.	Ongoing		Council has commenced a process to sell public land in the Sunshine Metropolitan Activity Centre to the Vietnamese Museum of Australia for the development of a nationally significant museum. .
9.2	Engage with landowners of vacant or underutilised industrial zoned land in order to facilitate investment and development outcomes.	Long Term		Council officers continue to provide information and guidance on a range of sites including Orica and Broadcast Australia as requested.
9.3	Encourage State Government Agencies and other research institutions (e.g. CSIRO) to investigate the feasibility of productive use of Green Wedge Zoned (GWZ) land in the northwest of the municipality.	Medium to Long Term		Council advocated to the State Government to undertake an investigation into the viability of productive uses in the Brimbank Green Wedge in its submission to the Legislative Assembly Inquiry into Securing Victoria's Food Supply in 2023/2024.

10. Grow the visitor economy through product and destination development, and through promotion of precincts, places and spaces				
Ref	**Actions**	**Timeframe**	**Status**	**Where are we now?**
10.1	Update and refresh Brimbank's Visitor Economy Strategy (2018) to: • Reflect Sunshine's designation as a Priority Precinct • Investigate opportunities from significant transport investment like MAR • Consider the implications of COVID-19. Prioritise projects (or ideas) that invest in identified gaps/opportunities for products and services for visitor markets such as VFR, business/corporate, health and education, leisure/entertainment/recreation (metropolitan catchment).	Short Term		Council undertook a review of the current strategy in 2023 which recommended updating the strategy. In 2024 Council commissioned a consultant to undertake research to inform development of a new Visitor Economy Strategy.
10.2	Continue to promote Brimbank's art and cultural attractions, spaces and festivals/events through various channels, including Creative Brimbank and Experience Brimbank website	Ongoing		Council continued to promote art and culture through a variety of Channels, primarily via: • Creative Brimbank publications and the Creative Brimbank website • Council's website and social media channels • Western Melbourne Tourism • Experience Brimbank Website.

10.3	Promote growth in the night-time economy in locations where existing businesses are well suited to night-time trading/servicing such as Sunshine, St Albans and Sydenham.	Ongoing		Council continued to support the nighttime economy in 2023/2024, primarily via partnerships with the Sunshine and St Albans Business Associations who held the following key evening events: • Lunar New Year / Lantern Festivals. • Westside Crawls as part of the Melbourne Food and Wine Festival. • Light Up Sunshine and St Albans. • Enjoy Local activations, including an outdoor cinema in St Albans.

Theme three: An Engaged and Job Ready Community

11. Increase local participation in the workforce through preparedness and pathways, upskilling and re-skilling				
Ref	**Actions**	**Timeframe**	**Status**	**Where are we now?**
11.1	Continue to implement actions in the Local Jobs for Local People Program (2021) relevant to improving employment pathways and encouraging a job ready workforce.	Ongoing		97.5% of actions in the Local Jobs for Local People (LJLP) Program have either commenced or been completed by the end 2023/2024.
11.2	Encourage re-skilling and preparedness in the labour force to combat structural changes that are threatening unskilled and low skilled job types (e.g. increased automation of routine/manual processes).	Ongoing		Council continued to meet with local business, industry associations and key stakeholders involved in the provision of skills development and training during 2023/2024 to identify local workforce skill demand and provision via involvement in: • Jobs Victoria Mentors community of practice forum • Department of Education's Western Region Work Experience Advisory Group • Promotion and sponsorship of White Card for Women program • Promotion of Try a Trade Day.
11.3	Continue to support employment related Council programs and initiatives targeting job readiness, engagement and retention. Focus on reducing the level of disadvantage and inequality in Brimbank	Ongoing		Council's Youth Services, Neighbourhood Houses Libraires, BLF and LJLP program were involved in 60 collaborations to support job readiness in 2023/2024. Key external partners included: • AGA apprenticeships • WCIG • KPR • JBS foods • Women in trades.

11.4	Continue to support programs and initiatives delivered by employment and learning services, including Brimbank Learning Futures, Youth Services and the Future Connect Local Learning Network.	Ongoing		Council's LJLP program continued to support a variety of programs and initiatives delivered by employment and learning service providers, with key support and collaboration in the following activities: • Women's White Card program • Sheforce program. • Settlement Language Pathways to Employment and Training program • Development of the draft Brimbank Youth Jobs Strategy • Promotion of events and services on Joblink website and social media channels.
11.5	Support an update to Brimbank's Youth Jobs Strategy and Lifelong Learning Strategy	Short Term		Council undertook an update of the Brimbank Youth Jobs and the Lifelong Learning Strategies and decided to align them formally with the youth related actions contained in the LJLP program. Future activities will now be reported as part of the LJLP program.
11.6	Seek to improve communication and engagement between local businesses and the CALD community/workforce, with greater emphasis on non-english speakers.	Ongoing		Through the LJLP program, Council partnered with specialist training organisations to communicate and engage with the CALD community/workforce and local business including: • Djerrawarrh – Adult migrant English program • Multicultural consultancy services- site tours and introductions with major employers • CIVIK people – introduced newly arrived migrants and refugees to local employment options. • BLF – Construction Induction Ticket training • CRSE- Think Differently seminar.
11.7	Promote mental health services to businesses, employees and job seekers through the appropriate channels (e.g. E-bulletin, JobLink and Learning Futures)	Ongoing		Council's LJLP program continued to promote mental health services to businesses, employees, and job seeker, primarily via fortnightly business e-bulletins and periodically via the JobLink website and social media channels.
11.8	Promote to industry available government support and services to facilitate the employment of people with a disability	Ongoing		Council continued to promote support services, information, and seminars to industries such as hospitality, retail and manufacturing including: • Commonwealth Disability employment services • Wage and training subsidies • Job Access support • "Think Differently" seminar on how to recruit and support neurodiverse workers and those returning to work after injury.

Ref	Actions	Timeframe	Status	Where are we now?
12.1	Continue to implement actions in the Local Jobs for Local People Strategy (2021) relevant to skills gaps and labour force shortage	Ongoing		Council continued to implement LJLP program actions regarding skills gaps and labour force shortages, including: • Connecting training organisations to employers to identify skill gaps and build training programs to match employer's needs. • Partnering with Workforce Australia and the Jobs Victoria Mentor Program to discuss local skill requirements. • Promotion of government training programs and incentives for businesses to recruit and train staff.
12.2	Engage with key sectors affected by labour shortages such as health care, social assistance, manufacturing and hospitality. Investigate activities to address labour shortages across these sectors.	Short Term		Council continued to engage with health care, social assistance, manufacturing, and hospitality sectors, about: • Engaging with the Patient Service Assistant eight-week training program of Western Health Sunshine where participants were interviewed and offered employment on successful completion. • Partnering with café operations and barista training courses across Brimbank and promoted graduates to local hospitality business. • Sponsored a Jobs Fair at Watergardens Shopping Precinct.
12.3	Partner with tertiary education institutions (such as Victoria University) and industry to formulate and implement a targeted approach to local labour force shortages and skills gaps (e.g. VU Skills Hub and Construction Futures Training Facility)	Short Term		Council continued to partner with tertiary education institutions and industry to address labour force shortages and skills gaps, including: • Australian Industry Group's Major Manufacturing Project promoting trades/apprentices into manufacturing (resulting in connections with Luus Industries & General Laser). • The AGA Group's Women into Trades pre-employment program (resulting in connections with local trade employers) • VU Jobs and Skills Hub's presentation VU's local skills and training to the Brooklyn-based employers.
12.4	Support the potential to establish a VU Rise (Centre of Excellence) in the Sunshine NEIC	Long Term		A component of the VU RISE is based in Sunchine. Council continues to support the establishment of a more comprehensive centre of excellence in the NEIC in 2023/2024 via its advocacy and policy support.

Theme Four: Leading the way in Economic Development Practice

13. Embed economic development practice across Council, and adopt a best practice approach				
Ref	**Actions**	**Timeframe**	**Status**	**Where are we now?**
13.1	Undertake a service review to ensure sufficient capacity and resource allocation to deliver economic development priorities, including ensuring clearly defined roles and responsibilities.	Medium to Long Term		The Economic Development Unit was not scheduled for a formal service review during 2023/2024.
13.2	Encourage the ongoing implementation of smart city technology to deliver efficiencies in economic development practice, and assist decision making	Ongoing		Council continued to look for ways to use smart city technology to assist service improvements and policy development as well as business development, including: • Workshops on use of AI in decision making. • Installing sensors in street litter bins to optimise collection. • Using mobile phone signal data to track visitation patterns and origins to inform preparation of a new Visitor Economy Strategy.
13.3	Attend industry events and forums for knowledge sharing, networking and promoting Brimbank's interests (e.g. Economic Development Australia, Mainstreet Australia, Western Melbourne Tourism, Victorian Tourism Industry Council).	Ongoing		Council officers continued to attend industry events and forums, including: • Economic Development Australia workshops, networking events, training, and annual National Conference • Mainstreet Australia Annual Conference • Western Melbourne Tourism • Victorian Tourism Industry Council • North Melbourne Food Group • Victorian Manufacturing Showcase

14. Support local and regional economic development priorities, programs and initiatives				
Ref	**Actions**	**Timeframe**	**Status**	**Where are we now?**
14.1	Represent Brimbank's interests in regional economic forums and regional economic strategies. Collaborate with regional bodies such as Lead West, Western Melbourne Tourism and WoMEDA on strategic priorities such as investment attraction, infrastructure delivery, workforce development and precinct development.	Ongoing		Council maintained active membership on LeadWest, Western Melbourne Tourism and WoMEDA, and supported a range of advocacy work for the region, which had a strong focus on transport investment.
14.2	Consider establishing a municipal-wide Economic and Employment Advisory/Reference Group, consisting of business and industry leaders to discuss current issues and opportunities	Short-Term		The Brimbank Economic and Employment Advisory Group (BEEAG) was formed in 2024 as a forum to discuss local issues and opportunities relevant to economic, industry and business development.

	relevant to economic, industry and business development, support and growth.			
14.3	Continue to support Council advisory committees such as the Sunshine and St Albans Partnership Group.	Ongoing		Council continued to support the following business focused Council advisory committees. • Sunshine Partnership Group • St Albans Partnership Group • Brooklyn Industrial Precinct Committee • Brimbank Economic and Employment Advisory Group.

15. Target and facilitate investment in land use, business and infrastructure to deliver economic and community benefits.				
Ref	**Actions**	**Timeframe**	**Status**	**Where are we now?**
15.1	Embed an investment facilitation framework protocol to ensure a consistent and coordinated approach across Council Departments. Continue to refine and implement the Investment Facilitation Framework.	Short-Term		Council has previously developed and applied guidelines to identify internal roles and processes to support investment facilitation. Three pre-application meetings were organised during 2023/2024 using the protocol.
15.2	Publish Council's investment attraction brochure to inform businesses of Council's investment process.	Ongoing		Council have commenced an update to the investment brochure that outlines this process.
15.3	Maintain an up-to-date Brimbank Investment Prospectus that can be used as collateral to target investment.	Ongoing		Council updated the investment prospectus 2023/2024 and has also published it in Vietnamese and Chinese.
15.4	Advocate and promote investment initiatives and opportunities through investment prospectus, advocacy and advisory groups, and strategic partnerships.	Ongoing		Council continues to advocate and promote investment initiatives and opportunities to: • DJSIR Skilled and Business Migrants Program • DJSIR Investment & Business Engagement Team • Invest Victoria • Global Victoria (VGTI offices south-East Asia) • Sunshine and St Albans Partnership Groups • Brimbank Economic and Employment Advisory Group.
15.5	Identify, attract and liaise with landowners, institutional investors and developers to facilitate targeted investment opportunities that relate to the development/occupation of a specific site(s) or precincts.	Ongoing		Council continues to work with key stakeholders on investment opportunities in the Sunshine Priority Precinct and the Sunshine NIEC and undertook targeted engagement as part of the Sunshine Energy Park vison work. Council

				also engaged regularly with key commercial real estate agents to identify landowners and potential investors.
15.6	Investigate infrastructure and service (physical and soft) needs to support new and existing SMEs and the start-up ecosystem in the municipality and Western Melbourne	Short-Term		Council has undertaken work to inform improvements to its service and is also exploring the potential to expand its service offering.

BRIMBANK CITY COUNCIL

EXPERIENCE BRIMBANK VISITOR AND LOCAL PARTICIPATION STRATEGY 2018 - 2023

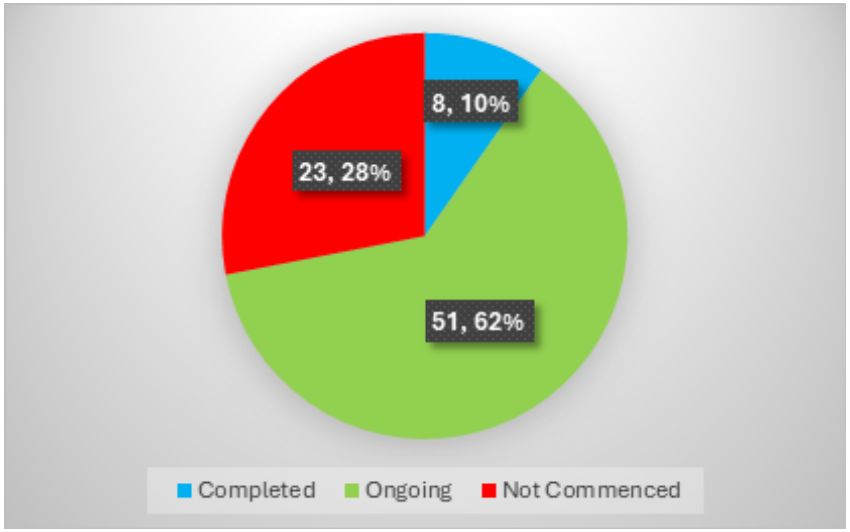
IMPLEMENTATION PLAN STATUS REPORT – JULY 2024

Ongoing (Business as usual)	Not Commenced	Complete

Summary:

A review of the implementation of the 82 actions is summarised below:

Goal	Completed	Ongoing	Not commenced	Total
1. Create our brand Story	3	4	1	8
2. Improve our visitor experience	2	25	9	36
3. Engage and mobilise our community	0	2	6	8
4. Raise awareness of our offer and improve our image with target markets	0	8	6	14
5. Support and inspire our image with target markets	3	12	1	16
Total	**8**	**51**	**23**	**82**



Goal 1: Create our Brand Story

Ref	Actions	Timeframe	Status	Where are we now?
1.1.1	Develop a visitor value proposition for Brimbank and its key destinations in the context of a brand for Melbourne's West, including the development of core brand pillars for each suburb and key messaging.	2018/2020		Council surveyed residents and visitors in May 2024 to inform preparation of the new Visitor Economy Strategy, which will include a Destination Marketing Framework to enable a visitor value proposition to be developed.
1.1.2	Identify local suburb/destination ambassadors and develop their profiles as key influencers for Brimbank. This may include international students, ethnic associations, local leaders, sports stars, celebrities and celebrity chefs. **This action will be undertaken in collaboration with 'We Are Brimbank' activities*	2018/19		Council promoted Brimbank's local influencers and business identities via: • 'We are Brimbank' video series, produced in 2021, showcasing Brimbank's ambassadors, from the fields of fashion, retail, tourism and creative industries. • Positive stories in broadcast and print media. • Digital communications amplifying 'good news' stories • Sharing story ideas with partners such as Western Melbourne Tourism • Sunshine Rising and Go St Albans quarterly newsletters.
1.1.3	Develop a narrative about the city's transformation for use in marketing communications.	2018/19		Council developed the Sunshine Priority Precinct Vision 2050 and its transformation into Melbourne's second CBD, which was promoted via a range of communication channels and to the public via a story on Channel 7's Sunrise program in 2023.
1.2.1	Undertake a tourism content and collateral audit, determine the gaps and develop content and collateral to align with the new visitor value proposition. This would include reviewing the 'Experience Brimbank' brochure to ensure its alignment with the new value proposition and destination approach.	2018/19		Council conducted a product audit in 2019 as part of the development of the Experience Brimbank Visitor Map.
1.2.3	Undertake an audit of all tourism photography and commission a hero and editorial photo shoot and production of video footage (professional and semi -produced) for use across traditional and online marketing channels.	2018/23		Council undertook Tourism photo shoots focusing on key product and experiences in 2020 and 2024. A video series 'Brimbank Delights' was produced in 2021 to highlight Brimbank's key experiences, such as the Bowery Theatre, HV McKay Gardens and Overnewton Castle.

Ref	Actions	Timeframe	Status	Where are we now?
1.2.4	Develop visitor itineraries across Brimbank's core experience offerings, and explore the inclusion of experiences outside of the Brimbank municipal boundary.	2019/20		The Experience Brimbank Visitor Map and website include visitor itineraries.
1.2.5	Explore the development of a high-quality Food Guide that leads visitors through the depth and breadth of cultural food experiences to be had in Brimbank's key food precincts. E.g. St Alban's Alfrieda St. In doing this, make use of the 'Story Bank' which provides stories on the people behind the food and their family heritage.	2019/20		Brimbank's food precincts have been promoted through Council's partnerships with St Albans Business Group Association Inc (SABGAI) AND Sunshine Business Association (SBA). Activities include: • Implementation of the St Albans and Sunshine Marketing and Business Development Plans, which are funded through Special Rate Scheme overseen by Council. • Working with Metro Trains to create and deliver Storytowns audio guide featuring hospitality businesses. • Delivering food tours as part of the Melbourne Food & Wine Festival and the Be Bold Festival. • Promoting hospitality businesses through the SABGAI and SBA social media channels.
1.2.6	Create a 'Business Marketing Kit' for each suburb/destination story that includes an image library, video, and written content.	2019/20		This action was beyond the resources available to implement this strategy.

Goal 2: Improve our visitor experience

Ref	Actions	Timeframe	Status	Where are we now?
2.1.1	Pursue opportunities to work with Parks Victoria in their development and implementation of a 'Visitor Experience Framework Strategy' that identifies opportunities to improve and better utilise Brimbank Park for tourism purposes. E.g. Improved access, presentation on arrival, and amenities; increased activation through wellbeing experiences, events, public art, indigenous experiences, new trails, food trucks, wayfinding signage, interpretation etc.	2018/19		Council has discussed opportunities to improve Brimbank Park with Park Victoria and other stakeholders including initial exploration of the '2000 Steps' concept. Parks Victoria was consulted during stakeholder consultation to develop a new Brimbank Visitor Economy Strategy.
2.1.2	Engage with the Wurundjeri Tribe and land managers including Parks Victoria and City West Water to explore the potential for the development of Aboriginal and Eco-tourism experiences at sites including: Brimbank Park, Organ Pipes National Park and Horseshoe Bend Farm. This may include the investigation of a visitor interpretation centre in Brimbank Park which showcases the Aboriginal and archaeological importance of the area	2019/23		This action was beyond the resources available to implement. Council commenced authentic engagement with the Wurundjeri in 2023 as part of its work at Sydenham Park however the focus is on the protection of cultural heritage and not tourism. Council also engaged with Wurundjeri in 2021 as part of its investigation into the 2000 Steps concept at Brimbank Park.

2.1.3	Work with Melbourne Water to investigate opportunities for the potential creation of a recreation and habitat corridor through the Brimbank Green Wedge that connects Brimbank Park to the Organ Pipes National Park.	2018/23		Shared paths have been identified in the Maribyrnong River Design Guidelines, however much of the land is culturally significant or privately owned which will need to be resolved to progress.
2.1.4	Continue to develop the city's cycling experience through the implementation of council's Cycling and Walking Strategy, and potential development of a 'Cycle Art Trail' throughout the municipality, and working with neighbouring councils on a "Maribyrnong Cycling Experience"	2019/23		Council continues to implement the Cycling and Walking Strategy and the Creative Brimbank Art Trail maps include cycling trails.
2.1.5	Undertake a community perception survey to discover what local's love about Brimbank and seek to improve these visitor experiences.	2018/19		Council conducted a perception study surveying Brimbank visitors and locals in May 2024. The research results are informing preparation of a new Visitor Economy Strategy.
2.1.6	With input from the community perception survey, undertake a precinct audit to identify gaps in the visitor experience and develop a targeted investment program to lure high quality and entrepreneurial businesses to Brimbank's key precincts.	2018/23		This can be considered as part of the preparation of a new Visitor Economy Strategy.
2.1.7	Work with neighbouring councils to explore the development of an Industrial Tourism Strategy for Melbourne's West to showcase the industrial heritage of Sunshine, Newport and Yarraville.	2019/23		Council commissioned a scoping study to explore the viability of Sunshine's Heritage tourism offer, specifically in relation to the Sunshine Harvester Works. The study recommended that more investigation into the visitor appeal and cost analysis be conducted, which has not occurred due to limited resources.
2.1.8	Contribute to the development of a Parks, Gardens & Nature Visitor Strategy for Greater Melbourne.	2019/23		Officers are unaware of the development of a Parks, Gardens & Nature Visitor Strategy for Greater Melbourne.
2.1.9	Support initiatives that encourage collaboration between hospitality, tourism business and local musicians with the view to increasing activation of the nighttime economy.	2019/23		Council supported the Sunshine and St Albans Traders Associations to hold events contributing to the evening economy including: • Lunar Festivals and involvement in the Melbourne Food and Wine Festival • Light Up Sunshine and St Albans • St Albans Outdoor Cinema • Enjoy Local program.

2.1.10	Continue to develop and promote Brimbank's urban culinary offering. This may include attracting a commercial operator to conduct Food Tours in Brimbank's key culinary precincts and encouraging local businesses to develop cooking school experiences.	2018/23		Council continues to support Eat.Drink.Westside - a collaboration between Melbourne Food & Wine Festival, Western Melbourne Tourism, Council and Business Associations. Council works with Western Melbourne Tourism to promote Brimbank's culinary offering through its marketing channels. Council is also exploring the opportunity to develop a self-drive picnic through Melbourne's West.
2.1.11	Identify and implement initiatives that better utilise Brimbank's heritage assets for tourism and education purposes. E.g. linking Brimbank experiences to school curriculum frameworks, making better use of the many industrial buildings e.g. for art spaces, market spaces, galleries, music events, program spaces for young people.	2020/23		Council's Arts & Culture unit commissioned a study to explore the viability of an Arts Hub and the potential use of the former Sunshine Technical College was identified as an option. The scoping study to explore the viability of Sunshine's Heritage tourism offer identified several sites that could be made more accessible for tourism and education purposes and recommended more investigation into the visitor appeal and cost analysis be conducted. This has not occurred due to limited resources.
2.1.12	Work with the owners of the St Alban's market to Investigate the potential for them to develop the market to increase its appeal to visitors.	2019/23		Council has engaged with the Market and understand the focus is currently on other priorities.
2.2.1	Encourage and support a strong ongoing program of events through Council's Community Grants Program to attract visitors and combat negative perceptions. This could include: undertaking an audit of existing events to determine their value to the visitor economy, and working with community groups to ensure that gaps and new event opportunities are identified to direct future events development. This action should be undertaken in context of the Events Strategy for Melbourne's West.	2018/19		Council continues to support community grants through the Community Grants funding program. Council promotes the events through owned and partner channels, including Western Melbourne Tourism's regular feature in the Star Weekly.
2.2.2	Encourage and support events that leverage well-established and internationally recognised festivals and events. E.g. Melbourne Food & Wine Festival, Melbourne International Comedy Festival, Melbourne International Film Festival, Melbourne Fringe Festival.	2018/23		With the support of the Council, both the Sunshine and St Albans Business Associations participate annually in the Melbourne Food and Wine Festival's Eat.Drink.Westside program. Council's Creative Brimbank also partners with major events such as Melbourne Fringe Festival, Melbourne International Jazz Festival and MidSumma Westside.

2.2.3	Encourage and support the development of cultural events of scale to engage residents across Greater Melbourne. E.g. Chinese New Year, Diwali and other cultural, faith and nationality-specific celebrations.	2018/23		Council continues to provide support, through community grants and the Sunshine and St Albans Marketing and Business Development Special Rates, to encourage development of cultural events including Lunar New Year and other cultural, faith and nationality-specific celebrations such as the Pasefika Theatre Festival.
2.2.4	Work with key venues and attractions in the municipality to identify opportunities for the hosting of regionally or nationally significant events. E.g. events in Brimbank Park, Calder Park, Knights Stadium and Green Gully Reserve	2018/23		Council held preliminary discussions with Western Melbourne Tourism and Parks Victoria about opportunities for 2026 Commonwealth Games and potential venues were identified, however the 2026 Games were cancelled by the State Government. In July 2024, Melbourne West Special Olympics will host their Regional Games at the Brimbank Aquatic and Wellness Centre. This event will draw athletes and spectators from across the State. Parks Victoria is in the early stages of developing an Events Strategy for Brimbank Park and Council will be involved in the development of this Strategy.
2.2.5	Provide input into the development of a Music Tourism Strategy for Greater Melbourne, which includes Melbourne's West, with the view to host future music events in our municipality	2019/20		This action was beyond the resources available to implement this strategy.
2.2.6	Maximise business events and conferencing opportunities at the St Albans Community Conference Centre.	2018-23		Council predominantly promotes the STACC through the Creative Brimbank website, quarterly guides and social media. This includes promotion of business events and conferencing capabilities.
2.3.1	Encourage and facilitate development of a full-service international hotel to Sunshine, and more short-term accommodation to the municipality	2018/23		Approval has been given for several hotels in Sunshine including: • 80 Harvester Rd • 32-36 Sun Cres • 112 Anderson Rd PuntHill Sunshine, at 99 Derby Road, is due to open in September 2024.
2.3.2	Advocate for a regional stadium for nationally significant sporting and other events.	2018/23		A regional stadium is identified in the Sunshine Energy Park Vision adopted by Council in May 2024. Council continues to advocate to Government and various organisations, in line with the vision.
2.3.3	Encourage investment in Calder Park as a multi-use venue in addition to motorsports.	2020/23		Council reached out to Calder Park management in 2024 and in previous years regarding venue upgrades, however the venue re-investment focused on motorsports rather than diversification.

2.3.4	Identify and work up a portfolio of investment-ready tourism projects, and undertake a series of targeted investor meetings to facilitate and ultimately secure investment in the projects.	2020/23		This action was beyond the resources available to implement this strategy.
2.3.5	To support the development of an investment prospectus, provide key information about the visitor economy to prospective investors to help facilitate their investment decision.	2018/23		The Visitor Economy was identified in Council's Investment Prospectus, which was revised in 2023.
2.4.1	Continue to promote improved perceptions of safety in Brimbank's key destinations and precincts.	2020/23		Council applied for grants for CCTV in Sunshine and St Albans Town Centres. Council participates in safety roundtables and Council Place Managers work closely with Victoria Police to address safety in Sunshine and St Albans Town Centres.
2.4.2	Continue the program of public realm improvements in Sunshine and St Albans Town Centres, in particular tree planting along key boulevards and Council's 'Proactive Cleaning and Maintenance Program	2018/23		Council completed delivery of the Hampshire Road Masterplan in 2021 and adopted the Alfrieda Street St Albans Masterplan in 2024. The proactive cleaning and maintenance program continues to be delivered.
2.4.3	Pursue a whole of destination approach to the provision of visitor information by determining appropriate information channels, strategic sites and partners for the provision of visitor.	2019/20		The following information channels were developed for promotion: • Experience Brimbank Visitor Map was created in 2019. • Experience Brimbank Landing page was created in 2019. • Experience Brimbank Website was created in 2021.
2.4.4	Continue to improve Council's website to engage better with visitors and the community, with the view to: • Creating a dedicated visitor sub-site/and or pages with unique URL's that can be used as calls to action in marketing communications. E.g. experiencebrimbank.com.au; visitsunshine.com.au. • Maximising and leveraging online opportunities with partner consumer websites including Visit Victoria, Destination Melbourne's DYOB site; Metro Trains, and local industry/attractions websites – including free event listings, page links etc. • Maximising Search Engine Optimisation and website visibility through integration with social media platforms; and • Support 'We are Brimbank' activities	2018/23		A stand-alone Experience Brimbank Website was created in 2021 to better engage with visitors and community. The website was reviewed in 2024. Destination Melbourne and its website closed in 2018.

2.4.5	Undertake an audit of Brimbank's online tourism content and work with businesses to develop and implement an online content distribution strategy that fills content gaps across influential online and social media platforms. The audit should also inform the development of the Brimbank Digital Business Strategy (Digital Strategy) identified in the Brimbank Economic Development Strategy Implementation Plan 2017 – 2022. The Digital Strategy should include a section that specifically addresses the visitor economy.	2019/23		This action was beyond the resources available to implement this strategy.
2.4.6	Work with local businesses, experiences and attractions to encourage listings in the Australia Tourism Data Warehouse (ATDW) to ensure Brimbank visitor experiences are well represented and bookable online.	2018/23		Council promotes the ATDW via the Brimbank Business e-bulletins.
2.4.7	Work with State Government and key partners to improve visitor access and connectivity through upgrades to pathways, road and rail infrastructure and public transport improve visitor access and connectivity through upgrades to pathways, road and rail infrastructure and public transport.	2018/23		Council has worked with State Government and other key partners on key connectivity projects including Sunshine Super Hub, Hampshire Road Civic Green, Stage 9 Federation Trail, Glengala Village, Alfrieda Street the West Gate Tunnel Project and the Suburban Rail Link.
2.4.8	Encourage improvements to visitor interpretation assets at key historic sites to engage visitors in the unique and authentic stories of these sites, and consider updating the heritage trail map.	2019/23		Sunshine's Heritage Tourism scoping study identified potential visitor interpretation opportunities and recommended more investigation into the visitor appeal and cost analysis be conducted. This has not occurred due to limited resources.
2.5.1	Continue to implement Council's streetscape, parks and public realm improvements (including gateway signage), place making and public art activation programs, with a view to strengthening the sense of place, particularly at key gathering points.	2018/23		Council continues to invest in parks, public realms, public art, and place-making programs via the capital works program and its operational budgets for the Go St Albans and Sunshine Rising programs.
2.5.2	Work with Parks Victoria and City West Water to identify supporting infrastructure to activate the Maribyrnong River and associated waterways to enhance visitor appeal.	2019/23		Council continues to liaise with Parks Victoria and water authorities in relation to the Maribyrnong River and key public sites that have an interface including Organ Pipes, Brimbank Park and Horseshow Bend Farm, however no specific action has been undertaken in relation to the identification of supporting infrastructure.

2.5.3	Work in collaboration with Victoria University and Melbourne University to; enhance the international student experience in Brimbank, improve our image, and support the university's student attraction program.	2019/23		Council has worked with Victoria University to deliver an activation around 'O' week in Sunshine Town Centre. Representatives from Victoria's University also participate in the Sunshine and St Albans Town Centre Partnership Groups. Council also engaged with Victoria University through their attendance at a Visitor Economy Strategy workshop in April 2024.
2.5.4	Continue to implement Council's Place Management Program in Sunshine through renewal and delivery of the Sunshine Rising Strategic Business Plan and Implementation Program	2018/23		Council continues to implement the Sunshine Rising Action Plan 2019-2024 and has commenced work to update it.
2.5.5	Continue to implement Council's Place Management Program in St Albans through preparation and delivery of the Go St Albans Strategic Business Plan and Implementation Program	2018/23		Council continues to implement the Go St Albans Town Centre Action Plan 2019 – 2024 and has commenced work to update it.

Goal 3: Engage and Mobilise Our Community

Ref	Actions	Timeframe	Status	Where are we now?
3.1.1	Explore the potential of conducting an 'Un -Earth' or 'Discover Your Own Backyard' or 'Open House' week which encourages the local community to visit local attractions or undertake experiences that increase their awareness of what is on offer in their city. This may include a series of workshops, experiences and events across the entire municipality, or be suburb/precinct based.	2018/23		The Discover Your Own Backyard program ceased in 2019 and there was no replacement program.
3.1.2	Explore the concept of 'Lounging in ……' – a regular place activation initiative that gets local residents into defined precincts/streets in the warmer evenings to meet others and experience their local offer. This will support the nighttime economy, increase safety and increase the sense of vibrancy. E.g. council provides lounges, seats and tables, music, entertainment, and local business food stalls, or people bring their own.	2019/23		Council delivers Enjoy Local across Brimbank, as well as Light Up Sunshine and St Albans, that support events that bring visitors to Brimbank. An evening outdoor cinema was also held in St Albans.
3.1.3	Work with local real-estate agents to promote the positive lifestyle attributes of the city with a view to encouraging new residents to become local champions for Brimbank. This may include the development and distribution of a new residents' pack	2019/23		This action was beyond the resources available to implement this strategy.

3.1.4	Work across Council and with Councillors to promote a strong, unified, and positive voice for Brimbank	2018/23		Key actions have included: • Council representation on the Western Melbourne Tourism Board • Delivery of the 'We are Brimbrink' campaign. • Advocacy to State Government and other organisations to promote Brimbank • Council's delivery of the 'We are Brimbank' awards.
3.1.5	Develop and implement a Communications Plan for the distribution of visitor and tourism related content, both within Council and to the local community via Council's existing communications platforms – print, online and social media. The Communication Plan should also inform the development of the Brimbank Digital Business Strategy (Digital Strategy) identified in the Brimbank Economic Development Strategy Implementation Plan 2017 – 2022. The Digital Strategy should include a section that specifically addresses the visitor economy.	2019/23		Council ran a campaign promoting tourism content through Council platforms during summer 23/24, however no work has progressed on the development of a Communications Plan, or Digital Business Strategy, which is beyond the resourcing currently available and would be subject to development of a business case for funding.
3.2.1	Engage with and provide information to local schools to educate children about Brimbank and encourage them to become long term advocates for the city. This may include integrating Brimbank experiences and learning outcomes via the school curriculum.	2020/23		This action was beyond the resources available to implement.
3.2.2	Create, build and maintain a local 'fan base' of Brimbank residents and businesses and actively engage with them via social media. E.g. through competitions etc.	2018/23		This action was beyond the resources available to implement.
3.2.3	Work with local businesses and major employers to raise awareness of Brimbank's offer amongst those who work but may not live in our city. E.g. This could include running staff incentive programs or competitions linked with major employers, local businesses and experiences.	2019/23		This action was beyond the resources available to implement.

Goal 4: Raise awareness of our offer and improve our image with target markets

Ref	Actions	Timeframe	Status	Where are we now?
4.1.1	Develop a Social Media Strategy which articulates Council's social media voice in the context of the visitor economy versus its normal local government obligations. The strategy will outline a program of social media initiatives, partners and channels to target key influencers and raise awareness of Brimbank in line with its visitor value proposition and brand.	2019/23		This action was beyond the resources available to implement, and there is no resourcing allocated to the development of a Social Media Strategy. Notwithstanding, Council does develop content to be featured in social media and local media, and in 2013 Council's Communications Unit produced a series of 30 second videos for social media.

	The development of this strategy will feed into the Digital Tourism Marketing Strategy which is being developed to promote Melbourne's West. The Social Media Strategy should also inform the development of the Brimbank Digital Business Strategy (Digital Strategy) identified in the Brimbank Economic Development Strategy Implementation Plan 2017 – 2022. The Digital Strategy should include a section that specifically addresses the visitor economy.			
4.1.2	In line with the Social Media Strategy, provide weekly content to enhance Brimbank's digital footprint and engage with target markets. Content delivered will focus on emotive imagery and stories based around specific themes relevant to Brimbank's key destinations and their differentiated offerings. Activity may include themed competitions, e.g. Visit, Live, Work, Experience Brimbank etc.	2019/23		As per 4.1.1 – no media strategy has been developed, however content is regularly promoted on Council's social media and through Western Melbourne Tourism.
4.1.3	Work collaboratively to deliver a coordinated approach to digital marketing across Melbourne's West and leverage social media opportunities with partners, including; local businesses, Destination Melbourne, Visit Victoria, Metro Trains, Parks Victoria, Victoria University, Melbourne Airport.	2018/23		Council regularly collaborates with and provides content to Western Melbourne Tourism about local events and new product offerings for promotion through their channels and to the travel industry and media. In 2023, Council worked with Metro Trains to include Sunshine and St Albans content in their 'Story Town's podcast. The content was launched by Metro Trains in June 2024.
4.1.4	Work collaboratively with Parks Victoria to improve the quality and accessibility of online content relevant to Brimbank's key natural attractions.	2019/23		This action was beyond the resources available to implement.
4.2.1	Continue to grow participation in Destination Melbourne's Discover Your Own Backyard Campaign, including: content development, community engagement and digital campaigns	2018/23		Destination Melbourne ceased operation in 2019 and has not been replaced.
4.2.2	Use insights from the community perception audit to inform VFR marketing communications	2019/23		Results from the community perception survey in 2024 will inform the development of the new Visitor Economy Strategy and provide insights to inform VFR marketing.
4.2.3	Provide information to Victoria University, Sunshine Hospital, local accommodation providers, experiences and attractions to raise awareness of Brimbank's offer, particularly with international students and their visiting friends and relatives; and those coming to Brimbank for medical purposes.	2018/23		The Experience Brimbank maps are regularly distributed to accommodation providers in Brimbank and to neighbouring information centres each year.

4.3.1	Explore the development and implementation of a consumer facing PR strategy that targets key influencers to proactively address visitor perception issues. This may include running a visiting journalist/bloggers/key influencers familiarisation program aimed at raising awareness of Brimbank and combating negative perceptions.	2019/23		Council has provided story ideas to Western Melbourne Tourism for media pitches. Council has provided advice and contacts to Western Melbourne Tourism on engaging with Visit Victoria's Media team.
4.3.2	Actively promote Brimbank's destinations, precincts and unique attractions in line with core experience pillars, stories and themes to maximise the visitor experience and encourage visitor dispersal and economic benefit throughout the municipality – particularly in the shoulder seasons of Autumn/Winter. E.g. nature, food, art, and industrial heritage.	2019/23		Refer to 4.1.3; 4.2.3; 4.3.1.
4.3.3	Provide information to Melbourne Airport and Airport Hotels to raise awareness of Brimbank's offer. E.g. itineraries and experiences that visitors can do on arrival and or while waiting for their plane to depart.	2019/23		Council continues to liaise with Melbourne Airport about opportunities to promote awareness of Brimbank's offer to transiting passengers and engaged them in stakeholder conversations to inform development of a new Visitor Economy Strategy.
4.3.4	Work with local attractions and businesses to encourage local industry cooperative marketing initiatives. E.g. Bowery Theatre packaging dinner and show; a visitor passport program etc.	2019/23		This action was beyond the resources available to implement this strategy.
4.3.5	Work with local businesses to help them identify and implement marketing initiatives that leverage off well known festivals and events.	2019/23		Council has worked with local businesses to leverage of major events including Keilor Gift, European Festival, the Lunar New Year Festivals and other major events.
4.3.6	Work with Darebin Council to cooperatively market Brimbank's Aboriginal tourism assets alongside Darebin experiences such as; the Spiritual and Healing Trail, Merri Creek, and the Koori Mural.	2020/23		This action was beyond the resources available to implement this strategy.
4.3.7	Work with neighbouring council's to actively promote the West using the cross municipal visitor itineraries that have been developed.	2019/23		In addition to joint work through Western Melbourne Tourism, other work has included: • Distribution of visitor Maps have to Melbourne, Wyndham and Hobsons Bay visitor centres • Regular meetings between Council officers in neighbouring councils to discuss cross-promotion opportunities.

Goal 5: Support and inspire our businesses

Ref	Actions	Timeframe	Status	Where are we now?
5.1.1	Build local tourism 'Champions' by promoting collaboration and nurturing tourism leadership amongst council, businesses and Business Associations through the development of a Local Visitor Economy Industry Network.	2018/23		Council works to build local tourism champions through: • Promotion of the Western Melbourne Tourism Leadership course, which in 2021 included participation by a Keilor business and participated in the Australian Tourism Exchange's Observer Program in 2024. • Business membership on Council's Brimbank Economic and Employment Advisory Group, and the COVID Business Taskforce. • Participation in stakeholder workshops to inform preparation of the new Visitor Economy Strategy.
5.1.2	Champion tourism within council by educating and raising awareness amongst council staff and councillors as to the role and value of the local visitor economy. This may involve the creation of an internal Visitor Economy Working Group.	2019/23		There are a range of forums and channels that facilitate awareness including the attendance at the Western Melbourne Tourism meetings, Council Information Bulletins, attendance at relevant conferences, internal stakeholder workshops.
5.1.3	Promote, and or undertake tourism industry events and forums that promote the value of tourism in our city. E.g. undertake an Brimbank Visitor Economy Forum, tourism breakfasts etc.	2018/23		Tourism industry events are promoted through the Business e-bulletins and business-to-business channels. Other activities have included: • A familiarisation tour with Western Melbourne Tourism • Providing a submission into the Parliament Enquiry into the effect of COVID on the visitor economy. •
5.2.1	Identify and streamline approval processes to encourage targeted businesses and events to establish and flourish more easily.	2018/23		A business concierge service was implemented, however funding for this service finished on 30 June 2023.
5.2.2	Work with local businesses, business associations and trader groups to foster and encourage business investment and investment in the night time economy	2018/23		Council supported the Sunshine and St Albans Traders Associations to hold events contributing to the evening economy including: • Lunar New Year and Lantern Festivals • Westside Crawls • Initiatives associated with delivery of Light Up Sunshine and St Albans, which include the St Albans Outdoor Cinema. • Implementation of the Enjoy Local program.

5.2.3	Work in collaboration with local real estate agents and landlords to attract new businesses and tenants to the city's unused, vacant, and poorly maintained buildings and sites to achieve greater activation.	2018/23		Council engages with local real estate agents, landlords and local businesses to revitalise the city as well as pursue improvements through delivery of shop front improvements, Local Activity Centre Activation and lighting programs.
5.3.1	Increase Council and local business involvement in Western Melbourne Tourism and Destination Melbourne industry development initiatives. E.g. Digital Fest in the West, Melbourne Visitability Program, Melbourne Tourism Industry Leadership Program, Melbourne Tourism Week, Melbourne Live, Check in to China, Tapping into Tourism, and Melbourne Tourism Industry Expo.	2018/23		Council is an active member of Western Melbourne Tourism and officers attend every meeting and contribute to their projects, which has included participating in: • Namaste Westside initiative • Westside Crawls • Provision of information for socials, media, and other initiatives • The Reset Tourism study in 2022 • Participating in the Steering Committee.
5.3.2	Engage with local businesses to encourage an approach to Green Tourism	2018/23		This action was beyond the resources available to implement and not considered appropriate given the lack of development of Brimbank's tourism industry.
5.4.1	Develop a program to monitor and evaluate the success of Council's destination marketing campaigns and event attendance -	2019/23		Council undertakes customer surveys of major events in St Albans and Sunshine and has also undertaken survey work in relation to the Enjoy Local activation work in previous years.
5.4.2	Continue to support the implementation and administration of Marketing and Business Development Special Rate and Charge Schemes to encourage commerce, retail, and professional activity of the Sunshine and St Albans Town Centres, and other Centres, where they are supported by the respective Business Associations.	2018/23		The Sunshine and St Albans Marketing and Business Development Special Rates were renewed for five years in 2022 and 2023 respectively and require ongoing oversight and administration which is directed by Payment agreements.
5.4.3	Investigate the opportunity to commission visitor perception research to benchmark and track perception and awareness improvement, including measuring brand health across core experience pillars with the identified target markets.	2018/23		Council conducted a perception study surveying Brimbank visitors in May 2024. The research results are informing the preparation of a new Visitor Economy Strategy.
5.4.4	Support Destination Melbourne and Western Melbourne Tourism research programs to support ongoing development of the DYOB campaign	2018/23		Council has supported Western Melbourne Tourism's research into the local Indian diaspora as part of the Namaste Westside project aimed at catering to the Indian tourism market. Destination Melbourne is no longer operating. They managed the Discover Your Own Backyard campaign.
5.4.5	Develop a Brimbank Visitor Experience & Local Participation Strategy 2023-2028 to plan for the next phase of visitor growth.	2023		Council officers has engaged a consultant to help develop a new Visitor Economy Strategy and has undertaken stakeholder engagement in 2024.

5.5.1	Work with Melbourne Airport and the Victorian Government to proactively advocate for the airport rail link and develop plans that tap into an airport rail interchange hub at Sunshine. E.g. hotels.	2018/23		Council works closely with the Sunshine Priority Precinct team and Department of Transport and Planning in planning for the Sunshine Precinct, and advocates to the State and Federal Government about the importance of Melbourne Airport Rail. This also included preparation of a submission to the Federal Government's Infrastructure Review in 2023.
5.5.2	Work with Melbourne Airport and the Victorian Government to identify employment and visitor economy opportunities from the expansion of Melbourne Airport and its third runway.	2018/23		Council assisted Melbourne Airport in holding a Job Fair to help them address chronic workforce shortages after COVID restrictions were lifted. The Job Fair included site tours of work areas and interviews with jobseekers. Council also promoted Melbourne Airport's Women in Refuelling Open Day and Aircraft Maintenance Apprenticeship Career 'Speed Interviews' initiatives in 2024.
5.5.3	Work with Melbourne Airport to manage and minimize impacts to Brimbank's sense of place and environment from the expansion of the Melbourne Airport and its third runway.	2018/23		Council made a comprehensive submission objecting to the 2022 Master Plan and Preliminary Draft Major Development Plan for the Third Runway Proposal. This was based primarily on the lack of mitigation of noise impacts on residents. Officers continue to attend the quarterly Melbourne Airport Planning Coordination Forum meetings and Community Aviation Consultation Group meetings.

BRIMBANK CITY COUNCIL

BRIMBANK LOCAL JOBS LOCAL PEOPLE PROGRAM

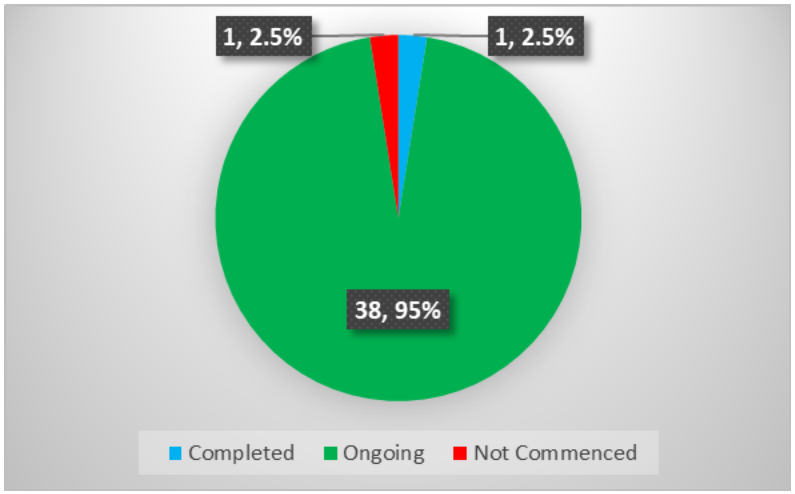
ANNUAL IMPLEMENTATION STATUS REPORT – JUNE 2024

Ongoing (Business as usual)	Not commenced	Complete

Summary

A review of the implementation of the 40 actions is summarised below:

Action	Completed	Ongoing	Not commenced	Total
Strengthen Employment Networks	1	9	0	10
Support Education & Training Pathways	0	15	0	15
Enhance the Public Realm & support Activation	0	3	1	4
Promote Local procurement	0	11	0	11
Total	**1**	**38**	**1**	**40**



1. Strengthen Employment Networks

1.1 Connect local businesses with local employment agencies, training organisations and training programs				
Ref	**Action**	**Timeframe**	**Status**	**Where are we now?**
1.1.1	Meet with individual businesses to understand employment requirements in identified key industries.	Short		114 meetings were held during 2023/2024, with representatives from a range of industries including manufacturing, engineering, hospitality, retail, sales, construction, warehouse and health services.
1.1.2	Meet with local employment agencies to understand their needs.	Short		52 meetings were held with representatives from local employment agencies in 2023/2024.
1.1.3	Make referrals for businesses to agencies and training organisations.	Short		57 referrals for businesses to agencies and training programs were made in 2023/2024.
1.1.4	Reinvigorate the Brimbank Job Link site to provide a platform for local businesses to access local people.	Short		Council has commissioned work to reinvigorate the site, including making it easier to review resumes. This increased functionality will be operational by September 2024. A record 4699 Jobs were posted on the Job Link site in 2023/2024.
1.1.5	Review COVID Business Taskforce to potentially expand its role beyond COVID recovery, with a focus on economic and employment outcomes.	Short		The taskforce concluded in 2022 and eligible members invited to express their interest in being involved in the newly formed Brimbank Economic and Employment Advisory Group in 2024.

1.2 Encourage and promote workforce diversity in local businesses				
Ref	**Action**	**Timeframe**	**Status**	**Where are we now?**
1.2.1	Promote the value of workforce diversity.	Medium		Three articles were published on workforce diversity via the JobLink website mailing list during 2023/2024.
1.2.2	Conduct workshops to assist businesses to diversify workforce.	Medium		Three workshops were conducted about expanding the workforce by being inclusive and embracing diversity including the Think Differently workshop.
1.2.3	Work with key industry associations to promote their industry to diverse employees.	Medium		Council worked with key industry stakeholders such as Tradeswomen Australia and Onsite Women to promote a more inclusive and diverse workforce, as well as other associations like VECCI and the Industry Capability Network. Programs were promoted on the JobLink website, the business e-bulletin and Council's social media channels.

1.2.4	Support initiatives to proactively create inclusive employment opportunities within Brimbank Council.	Short		The following initiatives occurred 2023/2024: • Participation in Employer Innovation Lab. • Development of pilot program to address recruitment, retention and/or career progression for young people facing disadvantage. • Leisure Centre recruitment of neurodivergent swim teachers. • Gender and Inclusion training delivered to all Council staff. • Council reviewed and updated its recruitment process and practices to remove clauses that created barriers to inclusion and promote the support it had for people with disability.

1.3 Engage with CALD community groups regarding Employment opportunities				
Ref	**Action**	**Timeframe**	**Status**	**Where are we now?**
1.3.1	Meet with community groups to discuss job opportunities and pathways to employment.	Medium		Eight presentations were made to community group on employment pathways and opportunities in 2023/2024, including: • CALD community groups from CIVIK People • JUSTWORKS • Djerriwarrh Community & Education Services • Multicultural Consultant Services • Vietnamese office for Student Support.

2. Support Education and Training Networks

2.1 Continue to support Employment related Council programs and initiatives				
Ref	**Action**	**Timeframe**	**Status**	**Where are we now?**
2.1.1	Continue to collaborate with BLF in relation to employment outcomes.	Long		Collaboration with BLF is ongoing and in 2023/2024 included: • Local Jobs Career Expo • Brimbank Careers Week • White Card for Women courses (two sessions sponsored). • Presentation of Local Jobs for Local People program to BLF stakeholders. • Introduced WCIG to BLF to be the delivery partner of the Career Quest Program. • Introduced local employers to BLF. • Inclusion of BLF staff on tour of local employer site-tour.

2.1.2	Continue to support Council departments and teams who conduct programs and initiatives targeted at job readiness.	Short		60 collaborations regarding job readiness were conducted during 2023/2024 including: • Promotion of key workforce related programs to Youth Services, Learning Futures, Neighbourhood Houses and Libraries. • Connecting local employers to employment and training organisations and community groups such as AGA apprenticeships, WCIG, KPR, JBS Foods and Women in Trades.
2.1.3	Continue to examine opportunities for funding of BLF over the longer term.	Short		Council continued advocacy to the State and Federal Government in the lead up to elections. The LJLP program has also introduced BLF to prospective partners able to fund and deliver programs aligned with the aims of BLF.

2.2 Engage with local education and training organisations regarding local training needs				
Ref	**Action**	**Timeframe**	**Status**	**Where are we now?**
2.2.1	Meet with training providers to understand programs.	Short		53 meetings were held with a wide variety of education and training providers during the 2023/2024, primarily to keep up to date with current program support offerings and provider changes.
2.2.2	Meet with government representatives regarding training programs and financial incentives for businesses.	Short		19 meetings were held with government representatives regarding training programs and financial incentives during 2023/2024 which focused on the criteria for financial incentives for businesses to take on new employees.
2.2.3	Hold annual workforce development forum to discuss skills needs.	Medium		A Jobs Victoria mentors' community of practice forum was held during the 2023/2024 and included discussion regarding employer needs and workforce skill shortages.
2.2.4	Facilitate opportunities for employers to connect with education/training organisations to review study pathways.	Short		23 opportunities to connect employers with education/training organisations were facilitated during 2023/2024.

2.3 Advocate for local training outcomes				
Ref	**Action**	**Timeframe**	**Status**	**Where are we now?**
2.3.1	Support regional workforce development initiatives.	Short		Council supported eight regional workforce development initiatives during 2023/2024.
2.3.2	Partner with major project proponents to identify future jobs and skills requirements.	Short		In 2023/2024 Council met with major project proponents to discuss future jobs and skills requirements including: • Jobs Victoria Mentor Program • Dept. of Education's Western Region Work Experience Advisory Group • Western Opportunities Network Launch.
2.3.3	Continue to support Council advocacy initiatives that aim to increase employment outcomes.	Short/ Ongoing		Council continued to partner with education providers and community groups delivering programs to assist youth, parents, CALD and disadvantaged community members.
2.3.4	Ensure local training organisations are aware of future major projects skills requirements	Short/ Ongoing		Council met twice with local training organisations to make them aware of the skills requirements for future major projects during 2023/2024.
2.3.5	Support apprenticeships and traineeships within Council.	Short/ Ongoing		Council recruited three apprentices/trainees in the Parks Service and facilitated short term internships and work experience in various department during the 2023/2024 financial year.

2.4 Connect with young people, migrants and disadvantaged regarding pathways to employment.				
Ref	**Action**	**Timeframe**	**Status**	**Where are we now?**
2.4.1	Continue to support the implementation of the Brimbank Youth Jobs Strategy 2018 - 2023 .	Short/ Ongoing		Support was provided during the preparation of the revised Brimbank Youth Jobs Strategy, which will now be incorporated and reported through the Local Jobs for Local People Program.
2.4.2	Recruit a pool of local leaders from key industry sectors to deliver career talks to local schools.	Medium		Seven local business leaders from key industry sectors such as manufacturing, government administration, construction and retail, presented to local schools during 2023/2024 financial.
2.4.3	Conduct workshops with migrant groups to discuss work ready programs and potential jobs.	Medium		Four workshops were held with migrant groups to discuss work ready programs and potential jobs during 2023/2024. Key work ready programs conducted with Djerriwarrh Community and Education Services and Community Plus included: • Adult Migrant English Program • Settlement Language Pathways to Employment and Training Program

3. Enhance the Public Realm and Support Activation

3.1 Ensure that key business areas are attractive, active and safe for local workers and customers				
Ref	**Action**	**Timeframe**	**Status**	**Where are we now?**
3.1.1	Continue to coordinate delivery of streetscaping improvements in Activity Centres with delivery of Activation initiatives.	Ongoing		Council's existing Local Activity Centre Capital Works Framework was prepared in 2017 to provide framework for prioritising capital works investments and improve the public realm in the 30 local activity centres within the municipality. The implementation of the framework yielded several public realms improvements to activity centre, which in the last financial year included: • Suffolk Road Shopping Centre Upgrade works in May 2023. • Leslie Street Local Activity Centre, Glengala Road Village Public Realm improvement, and Billingham Road Local Activity Centre Upgrade in 2023/24. The Urban Design unit is currently leading the review and updates of a capital works framework which is expected to be completed in 2024/25.
3.1.2	Audit industrial precincts to inform development of a potential future street scaping improvement program.	Long		An audit to inform a rolling program of streetscape improvements in industrial areas is yet to be developed and has not yet been programmed due to financial constraints. This doesn't prevent individual projects from being considered through the capital works and budget process for site specific improvements.

3.2 Continue to delivery Place Management programs in Sunshine and St Albans				
Ref	**Action**	**Timeframe**	**Status**	**Where are we now?**
3.2.1	Implement the Sunshine Rising Action Plan 2019 - 2024	Short		The Sunshine Rising Action Plan was adopted in 2019 and is being implemented. Work has commenced on the preparation of a revised plan.
3.2.2	Implement the Go St Albans Action Plan 2019 - 2024	Short		The GO St Albans Action Plan was adopted in 2019 and is being implemented. Work has commenced on the preparation of a revised plan.

4. Promote Local Procurement

4.1 Further Continue to encourage local procurement programs and policy				
Ref	**Action**	**Timeframe**	**Status**	**Where are we now?**
4.1.1	Continue to support Brimbank Localised website.	Short		The Brimbank Localised website was discontinued by the provider in 2022.
4.1.2	Hold regular Localised networking events.	Short		The Localised networking events have been replaced by Business Link meetups and 11 were held during the 2023/24 financial year.
4.1.3	Together with ICN, run a workshop for local businesses regarding major projects.	Long		One was held in 2022, however since Melbourne Airport Rail and the 2026 Commonwealth Games were both postponed by the State Government, ICN have had few local projects to promote to local businesses.
4.1.4	Run information sessions for local businesses on how to tender for Council work.	Medium		Three workshops were held on Tender Writing for Council work in 2023/2024.
4.1.5	Promote the importance and benefits of local procurement to local businesses.	Medium		Two articles on the importance and benefits of local procurement to local businesses were promoted on the Brimbank JobLink Website during 2023/2024.
4.1.6	Promote Council's upcoming work program and large contracts in its business communications like the Brimbank E-Bulletin	Short/ Ongoing		24 articles regarding Council's upcoming work program and large contracts were promoted on channels such as ebulletin, social media and Brimbank Job link Website during the 2023/2024 financial year.
4.1.7	Increase the amount of local businesses on the Industry Capability Network website	Short		The ICN Gateway website was promoted to local suppliers and tenderers via the JobLink website notices and social media and ebulletin.
4.1.8	Continue to promote the Brimbank Think. Shop. Buy Local campaign, or similar.	Short		The Brimbank Think. Shop. Buy Local campaign is promoted in activity centres and on social media each year.

4.2 Track and report on local procurement				
Ref	**Action**	**Timeframe**	**Status**	**Where are we now?**
4.2.1	Estimate the level of Council expenditure in the local economy (and report annually)	Long		Council expenditure in the local economy is estimated as $16,340,306.96 for 2023/2024.

4.3 Support and promote social procurement programs				
Ref	**Action**	**Timeframe**	**Status**	**Where are we now?**
4.3.1	Support the implementation of Council's social procurement framework.	Long		The policy is promoted through Council's intranet to all staff to provide guidance on the procurement of goods, services, and works to create social value.
4.3.2	Promote benefits of social procurement internally within Council.	Medium		The policy is promoted through Council's intranet to all staff to provide guidance on the procurement of goods, services, and works to create social value. Ongoing.

12.5	**Annual Report on Implementation of Place Management Action Plans**
Directorate	City Futures
Director	Kelvin Walsh
Manager	Leanne Deans
Attachment(s)	1. Sunshine Rising Action Plan Annual Status Report July 2024 [**12.5.1** - 10 pages] 2. GO St Albans Action Plan 2019 2024 Annual Status Report July 2024 [**12.5.2** - 9 pages]

Purpose

For Council to note progress to implement the Sunshine Rising Action Plan 2019 – 2024 and the GO St Albans Action Plan 2019-2024.

Officer Recommendation

That Council notes the:

a. Sunshine Rising Action Plan 2019 – 2024 - Implementation Status Report (July 2024), shown at Attachment 1.

b. GO St Albans Action Plan 2019 – 2024 - Implementation Status Report (July 2024), shown at Attachment 2.

Background

The Sunshine Rising Action Plan 2019-2024 and the GO St Albans Action Plan 2019-2024 (Actions Plans) are part of Council's Town Centre Management and Revitalisation Program, which aims to coordinate and integrate the planning and delivery of a complex range of physical, social and economic initiatives to revitalise and develop the Sunshine and St Albans Town Centres.

Council established the current Place Management Program (Program) for the Sunshine Town Centre in 2009, and then applied it to the St Albans Town Centre in 2016. The Program employs a 'whole of Council' approach, integrating various functions and expertise across the organisation to collectively realise the agreed vision for both areas.

The Program is founded on four key elements:

- Leadership – *Vision, Advocacy, Place Management & Planning*
- Partnerships – *External and Internal Governance Arrangements*
- Communication – *Branding, Information, Marketing, Events and Promotion*
- Delivery – *Public Realm Improvements, Community Facilities, Investment & Development, Cleaning & Maintenance.*

Council employs Place Managers in the Sunshine and St Albans Town Centres to coordinate and integrate Council's place making and town centre management activities, as well as being a key contact for the business community.

The Sunshine Rising Action Plan 2019 – 2024 was adopted on 20 August 2019, and the GO St Albans Action Plan 2019 – 2024 was adopted on 16 April 2019. The Action Plans identify a work program across the themes of marketing and promotions; investment attraction and business development; public places, access and amenity; community services; and management and communications. Council's ongoing commitment to place

management over the long term, and its collaboration with key stakeholders have been key to its success. As the Actions Plans end in 2024, work has commenced to renew them, and is programmed for Council consideration in 2025.

Matters for Consideration

Options

The following options are available:

A. That Council notes the Implementation Status Reports for the Action Plans at **Attachments 1 and 2.**
B. That Council notes the Implementation Status Reports for the Action Plans at **Attachments 1 and 2,** with changes
C. That Council does not note the Implementation Status Reports for the Action Plans at **Attachments 1 and 2.**

Officers recommend Option A and highlight that as work has commenced to renew the Actions Plans, there is limited opportunity to incorporate any changes. The preparation of updated work in 2025 will provide opportunities for Council to identify any proposed changes to the Program.

Analysis

Sunshine Rising Action Plan

The Sunshine Rising Action Plan 2019 – 2024 - Implementation Status Report (July 2024), shown at **Attachment 1,** contains 51 actions, where:

- 37 (72%) actions are currently ongoing
- 10 (20%) actions have been completed
- 4 (12%) actions have not commenced.

Substantial progress has been made in progressing the implementation of the Action Plan, with 82% of actions either underway or completed.

Highlights from 2023/24 include:

- Adoption of the Energy Park Vision
- Development of the Albion Quarter Structure Plan Discussion Paper by the State Government's Sunshine Priority Precinct team, in collaboration and with input by Council
- Attraction of the Vietnamese Musuem Australia to Sunshine
- Construction nearing completion on the Punt Hill accommodation in Derby Road
- Completion of mixed-use developments in Service Street and Hampshire Road, comprising 307 dwellings including social housing.
- Continued programming of the Sunshine Enjoy Local Activation Program, which involved 19 activations, including Christmas Delights, B is for Bunny, Summer Music Series, West Side Crawls (showcasing 3 restaurants to 30 visitors in an event that sold out in 2 days), International Women's Day celebrations and a partnership with Youth Projects in Visy Cares Hub.
- Delivery of Light Up Sunshine, which included the installation of an 8-metre illuminated dragon in the Sunshine Library, the uplighting of the permanent seating on the Civic Green and four commissioned artist works for the Sunshine Library Projector on the Dai Phat building, with two of these projections recognising Lunar New Year and NAIDOC week.

- A business improvement initiative in Mann Place to address issues with commercial waste and vehicle access to 'The Precinct' development
- Continued administration and support for the delivery of a $180,000 marketing and business development program by the Sunshine Business Association, which is funded by the proceeds of the Special Rate.

Only four actions have not been commenced, including:

- Development of a marketing and branding strategy in relation to investment attraction. While a specific strategy is yet to be commissioned, a range of collateral and activities has been undertaken to support investment attraction activities, including production of a municipal wide prospectus that features Sunshine.
- Delivery of Wifi, which was considered as part of the Hampshire Road Master Plan, however, was beyond the budget and resources required to implement it.
- Consolidation of the north, south and central urban design frameworks, as planning work continues to be progressed in the centre with the focus currently in the Albion Quarter.
- Preparation of architectural design principles, however further planning is underway that is likely to inform different guidance in the future.

GO St Albans Action Plan

The GO St Albans Action Plan 2019 – 2024 - Implementation Status Report (July 2024), shown at **Attachment 2,** contains 51 actions where:

- 39 (76%) actions are currently ongoing
- 6 (12%) actions have been completed
- 6 (12%) actions have not yet commenced.

Substantial progress has been made in progressing the implementation of the Action Plan, with 88% of actions either underway or completed.

Highlights from 2023/24 included:

- Renewal of the Marketing and Business Development Special Rate for a further five years
- Delivery of communications and engagement in Vietnamese, including Special Rate information and the production of the Go St Albans newsletter in English and Vietnamese on an ongoing basis
- Adoption of the Alfrieda Street Master Plan and completion of the design for the East Esplanade upgrade
- Continued programming of Enjoy Local which featured 13 activations, including Christmas Delights, Heroes and Villains school holiday activities, and various live entertainment options such as music, face painting, balloon twisting, and roving performers.
- Delivery of Light Up St Albans, including the first stage of activation improvements in Princess Lane
- Delivery of two food tours as part of Westside Crawls and the Be Bold Festival
- Continued administration and support for the delivery of a $137,000 marketing and business development program by the St Albans Business Association, which is funded by the proceeds of the Special Rate and enables delivery of the St Albans Lunar New Year Festival.

Six actions from the implementation plan have not yet commenced including:

- Establishment of a cross-functional officer group, which while not established formally, has involved the Place Manager liaising directly with departments and officers across Council on an ongoing basis. The establishment of a group is likely to be a focus in the revised plan.
- Exploration of welcoming features and landscaping at key entrance points, which can be considered as part of detailed streetscape design work, and subject to a budget approval.
- Updating the St Albans Major Activity Centre Structure Plan, which will be informed by the State Government's Plan for Victoria and Council's review of the Brimbank Activity Strategy.
- Development of a business attraction program in relation to St Alban's role in the Sunshine National Employment and Innovation Cluster, including the attraction of health services, which would require the State Government as a partner, however work is currently prioritising planning around the Sunshine and Albion Stations and Albion Quarter.

What's next

Work has commenced to review the Action Plans with a report scheduled for Council in the first half of 2025. Quarterly updates will continue to be provided through the Council Plan reporting process.

Community Engagement

Council officers engage with a range of stakeholders through the delivery of the Actions Plans. No external consultation was required in the preparation of this report.

Resource And Risk Implications

Resource requirements can be met within the Annual Budget 2023/2024.

Community: potential impact on community, including public trust and customer service impact
• Yes - Transparency about progress to implement the Actions Plans is key to promoting public trust however can also highlight generate other issues in terms of dissatisfaction about work or progress.

Environmental: impacts on environmental sustainability, including water/waste management, climate change, and contaminated land
• None

Financial: significant financial impacts
• Yes - Delivery of the Action Plans is linked to Council's operational and capital works budget and resourcing. Council has limited resources and is not always able to allocate the funding required to implement the Actions Plans.

Regulatory: legal, legislative or regulatory implications including the rights/obligations of stakeholders
• Yes - Some of the actions require adherence to legislation including the introduction and administration of the Special Rates within the Local Government Act 2020, and strategy planning and amendment work which must accord with the Planning and Environment Act 1987.

Safety: health, safety or duty of care impacts
• Yes - The delivery of activation, audits and physical improvements across activity centres contributes to improved safety and perceptions of safety.

Legislation/Council Plan/Policy Context

This report supports the Council Plan 2021-2025 strategic direction and objective of:

1. People and Community - A welcoming, safe and supported community - An inclusive place for all
• Pride and Participation - Community and cultural connections built through social and artistic expression

2. Places and Spaces - Liveable and connected neighbourhoods that support healthy and sustainable futures - A green place for all
• Liveable and Connected - Inviting and liveable spaces and facilities, connected so people can get around

3. Opportunity and Prosperity - A future focused, transforming city where all have opportunities to learn and earn - A prosperous place for all
• Growing and Transforming - Optimise community opportunities through infrastructure innovation and investment

4. Leadership and Governance - A high performing organisation that enacts the vision and decisions of Council through the delivery of quality and innovative services - A fairer place for all
• Engaged and Responsive - Community insights are valued to enhance connection and engagement with Council.

Council officers contributing to the preparation and approval of this report, have no conflicts of interests to declare.

BRIMBANK CITY COUNCIL

SUNSHINE RISING ACTION PLAN 2019 - 2024

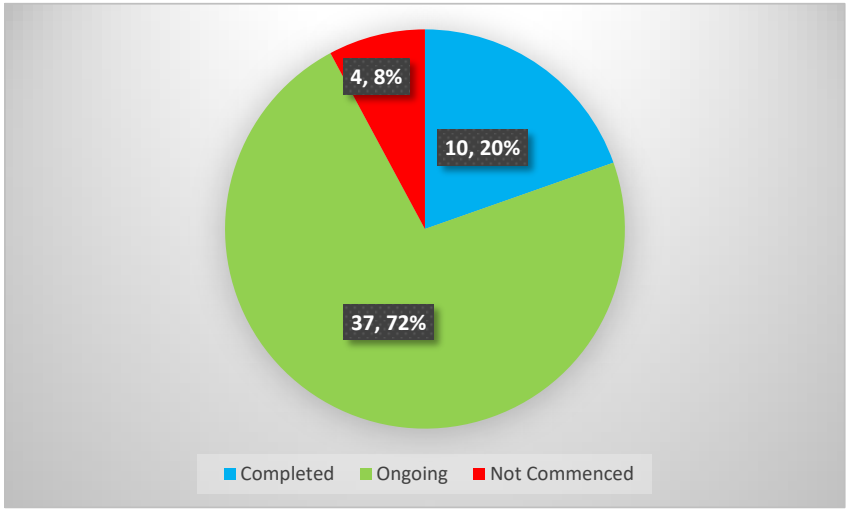
ANNUAL IMPLEMENTATION STATUS REPORT – JUNE 2024

Ongoing (Business as usual)	Not commenced	Complete

Summary

A review of the implementation status of the 51 actions is summarised below:

Action Group	Completed	Ongoing	Not Commenced	Total
Marketing & Promotions	4	2	2	8
Investment Attraction & Business Development	0	11	2	13
Public Spaces, Connections & Amenity	2	9	0	11
Community Services & Development	1	6	0	7
Program Management & Communications	3	9	0	12
Total	**10**	**37**	**4**	**51**



Attachment 12.5.1

Marketing and Promotions – Increasing awareness of the Sunshine Town Centre			
Ref.	**Actions**	**Status**	**Progress comments as at June 2023**
1.1	Develop and promote a digital / illustrated vision showing the preferred development of the Centre by 2050 that can be used on investment attraction material.		Council adopted the Sunshine Priority Precinct Vision 2050 was adopted by Council in April 2021 and uses this to promote investment in Sunshine.
1.2	Develop a marketing and branding strategy with a focus on the development community to help support investment attraction activities.		Budget hasn't been allocated to the production of a Marketing and Branding Strategy, and this cost would be significant. However, a range of collateral has been developed and is used to support investment attraction activities including: • The Sunshine Priority Precinct Vision 2050 • The State Government's Sunshine Precinct Opportunity Statement • The Brimbank Investment Prospectus, which includes pages promoting the Sunshine Priority Precinct
1.3	Promote investment and business development at relevant forums and with key stakeholders		Council and DTP regularly meet with property owners and developers about projects underway with the most recent engagement occurring in relation to the community consultation to inform finalisation of the Sunshine Energy Park Vision.
1.4	Develop Sunshine's tourism potential, with a focus on a visitor experience / product about Sunshine's H.V. McKay heritage including consideration of public art inspired by the cheque by H.V. McKay that commenced the Royal Flying Doctors Service.		In 2020 Council commissioned a Scoping Study examining Sunshine's Heritage Tourism offer in 2020. Council also reviewed its Experience Brimbank Visitor Strategy in 2023 and has commenced preparation of a new Visitor Economy Strategy which will provide direction for Sunshine. Council is also in the process of selling a parcel of land to the Vietnamese Museum Australia Ltd for the construction of a nationally significant cultural museum, which will also be a major step in building a visitor economy for the area.
1.5	Encourage SBA to develop a Centre logo / brand and enhance online presence		The Sunshine Business Associations (SBA) developed a new brand in 2021 called "Love Sunshine Businesses". The SBA continue to invest in their brand and social media presence through implementation of their Social Media Strategy, which is funded through the Sunshine Marketing and Business Development Special Rate.
1.6	Explore the delivery of Wi-Fi in key locations across the Centre spaces		This opportunity was explored as part of the delivery of the Hampshire Road Master Plan, and it was determined that it was not feasible due to the costs and resourcing to install and manage the WiFi, which was beyond the budget allocated to the project.
1.7	Support the SBA to prepare, review and implement the Marketing and Business Development Plan and Budget to ensure it is in line this Action Plan		Council supported the SBA to prepare a new Marketing and Business Development Plan in relation to the renewed Special Rate for the 2023 – 2028 period and was finalised in 2023.
1.8	Review the Sunshine Marketing & Business Development scheme prior to its conclusion to inform work in relation to potential renewal		A review of the scheme was undertaken, which included a survey of business operators and discussions with the SBA about the results. The Marketing and Business Development Special Rate was reintroduced for a further 5 years in June 2023.

Investment Attraction and Business Development – improving the standard, skills and presentation of businesses in the Centre			
Ref.	**Actions**	**Status**	**Progress comments as at June 2023**
2.1	Maintain senior public sector advocacy to promote the vision and development opportunities at a State and Federal level		Council, through its Transforming Brimbank and its advocacy agenda, continues to work closely with the State Government to advocate for investment in Sunshine. Current examples of State Government investment include funding for the Sunshine Station Masterplan and Albion Station, with work ongoing to develop the Albion Quarter Structure Plan.
2.2	Continue to deliver a development facilitation service for major development applications including: • Centre tours and provision of investment material produced by Council • Facilitate pre application meetings to encourage quality development outcomes • Coordinated management of major applications for key development sites including Albion Triangle, Sunshine Marketplace and Darling Flour Mill site		Council officers provide pre-application meetings for larger planning permit applications as requested by applicants. Larger planning permits include: • Sunshine Law Courts redevelopment ($26.8 million) commenced in 2022. • Approval for 10 storey office building on Sunshine Marketplace site to accommodate approximately 1,200 new workers in October 2022 • Construction commenced at 99 Derby Road, Sunshine, and is expected to be completed by 2024. This hotel is the first of four residential hotels planned to be built in the Sunshine CBD. • A planning permit for a $55.2 million residential development in Derby Road, comprising 307 dwellings issued in December 2022 • Two mixed use developments were completed on Service Street and Hampshire Road in 2023 both, with all of the Service Street apartments dedicated to social housing.
2.3	Continue to liaise with major site landowners to encourage development in line with the Sunshine Town Centre Structure Plan 2014 including Sunshine Marketplace, Sunshine Plaza, Albion Triangle and Victoria University.		Council officers continue to facilitate development and are also working with the DTP to provide input into the work they are undertaking. Council and DTP jointly led consultation with key landowners when consulting on the draft Sunshine Energy Park Vision Plan, and pre-consultation for the Albion Quarter Structure Plan.
2.4	Pursue the appropriate development of publicly owned land including Withers Street car park, Sunshine Bus interchange and VicTrack land including land assembly		Council continues to work with the State Government for delivery of the $143m funding announcement of the first stage of the Sunshine Station Masterplan, which includes the relocation of the bus interchange. The State Government is also undertaking work to prepare the Albion Quarter Structure Plan and further design development of the Albion Station.
2.5	Prepare an investment attraction and development strategy with a focus on health, education, professional services, visitor economy, accommodation and conference, government services and, creative industry opportunities.		In 2023 Council participated in work by the State Governments to prepare a Draft Sunshine Economic Strategy that examined the industry sectors and future potential. The State Government is currently reconsidering the scope of the Strategy and is yet to finalise this work.
2.6	Continue to promote Council's Business Development and Networking Program to encourage local business involvement. The program covers a broad range of topics ranging from social media, sustainability and financial management.		Council continues to promote the program to businesses through the Business Ebulletin including 19 editions of the Ebulletin to 46,000 businesses. Council also continues to deliver the iHarvest Sunshine Coworking space and building its membership, as well as deliver business events.
2.7	Continue to encourage and promote consistent trading hours for the Centre		Work has focused on promoting the evening economy through the programming of evening activations including: • Installation of furniture in the Civic Green which lights up to encourage people to dine outdoors in the evening in Sunshine. • Installation of a semi-permanent 8-meter-long dragon in the Sunshine Library. • Art projections from the Sunshine Library outdoor projector

2.8	Continue to promote shopfront improvements through promotional material, business development support and other initiatives		Council continues to promote business support opportunities for shop front improvements through the Sunshine Place Manager and the Sunshine Rising Newsletter. The program is currently focused on: Trialling a Waste Container Permit and installing bollards to Improve vehicle access and the amenity of the Mann Place laneway. Installation of a new suite of banners “Love Sunshine” across the Town Centre Shop Front Improvement planned for a business in Clarke Street, Sunshine.
2.9	Continue to promote opportunities to embed sustainability and renewable energy into new development		The ESD requirements introduced to the Brimbank Planning Scheme inform the assessment of planning application. Planning is also being undertaken by DTP’s Sunshine Priority Precinct team to further elevate sustainability in the Albion Quarter. The Brimbank business ebulletin also regularly promotes the availability of funding for ESD investment in businesses.
2.10	Continue to encourage and where appropriate, support the SBA in the delivery of events that promote the evening economy.		Refer to 2.6. The Sunshine Place Manager also continues to provide support to the SBA in hosting the 2023 Lunar New Year, Business Awards and the Sunshine Wander activations which are held after 6pm.
2.11	Undertake a strategic review including the consolidation of the urban design frameworks (UDF’s - includes the Southern Precinct UDF, Central Precinct UDF, and Northern Precinct Development Framework) and the ACZ		A Strategic Review has not been undertaken by Council, because the DTPs Priority Precinct team are leading strategic planning work in the Sunshine Precinct and have prepared the Sunshine Station Master and are now progressing work for the Albion Station and Albion Quarter Structure Plan, which supersedes and impact delivery of this action.
2.12	Prepare architectural design principles and guidance to promote quality built form outcomes in the Centre.		Design guidance was incorporated into the Activity Centre Zone within the Brimbank Planning Scheme. Additional architectural guidance has not been developed as planning is being undertaken by DTP that is likely to inform further changes to the Brimbank Planning Scheme.
2.13	Program delivery of future work associated with the Centre through the update of the Experience Brimbank Visitor Strategy.		Council has commission consultants to undertake work to inform a new Visitor Economy Strategy with a Draft Strategy anticipated to be presented to Council in the first half of 2025.

Public Spaces, Connections and Amenity – Providing an attractive, safe and well-lit public environment			
Ref.	**Actions**	**Status**	**Progress comments as at June 2023**
3.1	Continue progressing Council's ten year rolling capital works program for the Centre • Completion of the Hampshire Road Streetscape Masterplan 2014 • Deliver improvements at Albion station and surrounds including access and landscaping • Advocate for Ballarat Road to be a public transport corridor and landscape improvements at the gateway • Deliver upgrade to M. B. Lynch Memorial Gardens • Devonshire Road streetscape upgrade • Commencing design of the Southern precinct to leverage on the opportunities of the MARL / SSH (this project would be informed by the MARL / SSH timeline)		Progress includes: • Delivery of the Hampshire Road Streetscape Masterplan was completed in 2021. • DTP are undertaking design work of the Albion Station through preparation of the Albion Station Master Plan and Albion Quarter Structure Plan • Council continues to advocate for Ballarat Road improvements through the Albion Station Master Plan and Albion Quarter Structure Plan • Upgrades to M. B. Lynch Memorial Gardens were completed in 2021. • Devonshire Road streetscape upgrades were completed in 2021. • The Sunshine Station Master Plan developed in 2022 provides guidance for the Southern Precinct, however the delay to MAR may impact delivery.
3.2	Examine opportunities to integrate the Albion Station Precinct and Energy Park as it develops		The Sunshine Energy Park Vision Plan was adopted by Council in May 2024 and Council is advocating for stronger connection and integration to Sunshine through its submission to the Albion Quarter Discussion Paper.
3.3	Prepare a car parking management plan to address car parking in the Centre including review car parking limits to ensure they achieve optimal parking turnover		A car parking management plan was prepared by Council in 2020 and adopted by Council in August 2020
3.4	Continue to promote multi deck car parking facility through improved wayfinding signage and on the Council website		Wayfinding and promotion of the multi deck carpark has been improved by: • An electronic sign installed in 2022 and visible from the corner of George Street and Devonshire Road, with real-time updates on available parking spaces. • Traffic lights installed at George Street improving vehicle access into and out of the carpark in 2022. • Car park information available on the Council website however is currently being updated.
3.5	Continue to advocate to VicRoads about addressing traffic congestion at the Anderson Road / McIntyre intersection with Ballarat Road.		St Albans Road extension continues to be the largest opportunity to address congestion at the intersection. Council has submitted that a comprehensive assessment of traffic movement should be undertaken in its submission to DTP about the Albion Quarter Discussion Paper.
3.6	Continue to implement the Town Centre Lighting Guidelines to improve perceptions of safety with a focus on artistic lighting including Ballarat and Hampshire Road gateway and other key locations		2021 - Lighting project at Ballarat and Hampshire Road intersection completed. Funding is currently not allocated for larger gateway features.

3.7	Continue to program and deliver cycling and pedestrian improvements in Sunshine as identified in the Brimbank Cycling and Walking Strategy • Consider future integration of Parsons Reserve and improved connections to Buckingham Reserve		Cycling and pedestrian improvements delivered include: • More bike lanes in Devonshire Road between Withers Street and Clarke Street (2022) • A pedestrian crossing over Devonshire Road at the Clarke Street intersection (2022) • New seating in Bennett Place (2023) Council has also commenced: • Design of streetscape improvements along Devonshire Road (from Harvester Rd to Kennedy Street) to include improving the appearance and amenity of the pavement areas and completion of safe bicycle infrastructure. • An Access and Streetscape Framework for the Sunshine Precinct, which will identify the role and function of streets and how they relate to walking, cycling, public transport and vehicle movements.
3.8	Maintain Council's high-quality cleansing and maintenance program which includes: • Daily street sweeping • Daily street public litter bin collection and debris pickup • Rapid response graffiti and syringe removal • Routine repairs and road maintenance • Six monthly high pressure clean services of footpaths and Council assets		Council undertakes a daily cleansing program and regular maintenance in the Centre that accords with this action.
3.9	Schedule 6-monthly cleaning, maintenance and compliance audits to proactively identify issues		The work program includes: • Quarterly audits • Six monthly cleans. • Proactive and reactive confirm requests regarding graffiti, dumping, billposting by the Sunshine Place Manager
3.10	Advocate to State Government to develop an integrated transport plan for Brimbank to provide direction for appropriate transport improvements to inform the MARL / SSH, and transport improvements that are required at a municipal and regional level. This includes examining the role of Ballarat Road as a public transport corridor.		Council has advocated for the State Government to prepare an integrated transport plan, and as part of the *Brimbank Advocacy Plan 2023-2025,* relative to the Sunshine Precinct, Council continues to advocate for the delivery of key infrastructure projects committed to as part of the Wester Rail Plan. This includes delivery of the electrification of the Wyndham and Melton railway lines and the delivery of Melbourne Airport Rail, which in turn will see the transformation of the Sunshine Railway Station as a Super Transit Hub, and the redevelopment of the Albion Station into a modern station. Masterplans are being developed for both stations which include redevelopment of each station's immediate surrounds with improved rail crossings, bus interchanges and other commercial opportunities.
3.11	Advocate to the State Government for the development of Ballarat Road as a boulevard in line with Plan Melbourne		This will be examined as part of DTP's work to prepare the Albion Quarter Structure Plan.

Community Services and Development – Ensure quality leisure amenities and services. Encourage a diverse range of housing developments across the Centre.			
Ref.	**Actions**	**Status**	**Progress comments as at June 2023**
4.1	Develop a community engagement strategy to inform the planning and development of the MARL / SSH at key stages		Council developed an engagement strategy and undertook a community consultation process around the theme Brimbank Big Build in 2020. The results of this program informed Council's advocacy and development of the Sunshine Priority Precinct 2050 Vision and establishment of the DTP Community Reference Group (CRG). Council undertook further extensive engagement about the 2050 Vision prior to its adoption. DTP schedule quarterly meetings of the CRG and undertakes public consultation work as part of larger projects like the preparation of the Albion Quarter Structure Plan.
4.2	Continue to work in partnership with key stakeholders including Victoria Police to improve perceptions of safety throughout the Centre including regular joint safety patrols, safety round tables, delivery of the Lighting Strategy, Light Up Sunshine, and programmed streetscape improvements. This includes considering a range of safety initiatives including CCTV.		Work includes: • Works have been completed for the installation of CCTV. A total of 34 cameras across 22 sites have been installed and are now operational. A ministerial event occurred on 12 September 2023 to mark the completion of this project, funded by Dept. of Justice and Community Safety. • The Safety Wellbeing Partnership (SWP) brings together key local stakeholders, including State Government agencies and local services, to build and maintain a safe and inclusive community and support health and wellbeing initiatives in Brimbank. The SWP supersedes the Brimbank Safety Roundtable. Council and Victoria Police co-host the Safety and Wellbeing Partnership (SWP) Meetings • The Hotspots Group continues to provide a forum for Council and relevant partners to support improved health, safety, amenity and wellbeing outcomes for communities in identified hotspots. • Quarterly Safety Walk are conducted every 3 months with the Police, City Compliance and the Sunshine Place Manager to identify issues in the Sunshine CBD • In 2023, place-based surveys were conducted in Sunshine and St Albans to understand community perceptions of safety.
4.3	Continue to deliver the Community Services and Infrastructure Plan 2018 – 2038 including improvement to the Sunshine Leisure Centre.		Since 2019 –to 2024 the following upgrades have been made to Community Facilities: **Sunshine Leisure Centre:** • Refurbishment to external change rooms • Upgrade to steam room. • Refurbishment including bathrooms to Tom Taaffe room. • Upgrade to indoor 'learn to swim' pool. • Upgrade of car park street lighting **Sunshine Childcare Centres:** • Alexandra Ave Childcare centre – upgrade to supervision area and flooring upgrade **Sunshine Library:** • Upgrade to play area on Level 1 **Multi Deck Carpark** • Replacement of the Multi Deck car park solar panels An update of the Community Services and Infrastructure Plan is anticipated and may inform further improvements.

4.4	Monitor population growth in the Centre to ensure the adequate provision of community services		Council continues to monitor ABS data and track the number of dwellings constructed in the centre. Council has also commissioned a Community Infrastructure and Open Space Gap study, to identify future community services and open space needs, which will be shared with DTP to inform its planning for the centre.
4.5	Continue to seek opportunities to further engage with and integrate Victoria University in the Centre		Work has included: • Ongoing liaison with Victoria University (VU) in relation to O week and other opportunities • VU membership on the Sunshine Partnership Group • The MOU between VU and Council which was resigned in April 2020.
4.6	Develop information to promote Sunshine as a location for key worker and affordable housing.		Council officers and DTP promote Sunshine through its development facilitation drawing on the Council's Affordable Housing Position Paper.
4.7	Continue to encourage a diversity of public and private art throughout the Centre including the potential for ephemeral art displays		In addition to the installation of an annual outdoor projection and display program at the Sunshine Library, public artwork includes: • Watt Street Mural - Brimbank Youth - 2020 • Vicinity Mural – Sunshine Marketplace - 2021 • Multi Deck Car Park - Faces of Diversity - 2021 • Litter Action Mural – Bennet Street - 2021 • Sunshine Leisure Centre Mural - 2023 • Arts Trail Booklet – Sunshine specific - 2024 • Sunshine Art Spaces – ongoing program with exhibitions and artist talks - annual

Program Management and Communications - Provide a communication and activation program which engages and benefits partners and key stakeholders			
Ref.	**Actions**	**Status**	**Progress comments as at June 2023**
5.1	Produce a condensed version of the Action Plan for marketing and other purposes		The summary version was produced in January 2020 with 500 copies printed, with the full digital version made available on Council's website at the time.
5.2	Program work program associated with the Draft Council Response Strategy to the Western Rail Program (once finalised) including ongoing engagement with State government agencies and the community, and associated strategic work		Council, through its Transforming Brimbank agenda, continues to actively engage with key stakeholders including Federal Government, State Government, landowners, key organisations and community to advocate for the programming and delivery of the Program. This has also included the preparation of various submissions including to the Federal Government review of the Melbourne Airport Rail project in 2023.
5.3	Pursue with state government development of a high-level coordination group of key stakeholders to oversee development of the MARL / SSH including Council representation		Council's Transforming Brimbank Executive Manager, Directors and various Managers and Coordinators regularly meet with DTP to discuss programming of the MARL, SSH and other major works. DTP have also formed the Sunshine Precinct Community Reference Group (CRG) to engage the community about various projects.
5.4	Review the Sunshine Partnership Group with consideration of its role and function in relation to the Sunshine MAC, the Sunshine NEIC including the Sunshine Health, Wellbeing and Education Precinct, and the MARL / SSH and update the Terms of Reference accordingly.		The Partnership Group Terms of Reference were reviewed in 2020 and an expression of interest advertised in January 2021. A new group was formed and met for the first time in April 2021. Partnership Group includes a representative from DTP who provides regular updates about the work they are undertaken in the Sunshine Precinct. The CRG is DTPs preferred model of engaging with the community.
5.5	Review internal working groups to facilitate coordination of Council's work in relation to this Action Plan and the MARL / SSH		The Transforming Brimbank Executive Manager reviewed and established a new governance model in 2020.
5.6	Continue to oversee the expenditure and administration of the Sunshine Marketing and Business Development Special Rate in accordance with the Funding Agreement		Quarterly reviews of expenditure reports submitted by the SBA are undertaken to inform release of next quarter instalment. The reviews examine if expenditure aligns with the five-year business and marketing plan and the annual program and budget, as well as the funding agreement.
5.7	Annually report on the progress of the Action Plan to the Sunshine Partnership Group and promote key achievements		A report and presentation was provided to the Sunshine Partnership Group in August 2023.
5.8	Annually review the Centres performance with regard to key indicators as part of the annual review to the Sunshine Partnership Group and determine longer term indicators in regard to best practice urban design and place management.		Work is programmed to monitor business mix and occupancy rates annually. In 2023 – 2024 an annual survey of the customers, employers and employees of the Sunshine Town Centres commenced, to determine their perceptions of the centre. Performance indicators will be developed from this data and information and incorporated into the review of the Sunshine Rising Action Plan.
5.9	Engage with relevant place management networks to promote Sunshine, share and learn about place management strategies.		The Sunshine Place Manager is an active member of Mainstreet Australia and attends relevant networking functions and conferences. The Place Manager also engages with other place making colleagues and centre managers.

5.10	Continue to prepare and distribute the quarterly Sunshine Rising newsletter and maintain current and relevant information on Council's website		The Sunshine Rising Newsletter is published quarterly and distributed in hard copy to business operators and property owners, and digitally on Council's website. Council is now translating the newsletter into Vietnamese.
5.11	Continue to develop relationships with property owners, business and service providers and other agencies that have a presence in the Centre		The Place Manager continues to liaise with businesses and property owners in the Sunshine Town Centre providing information, support and advice
5.12	Review the Action Plan at the end of the five year term		The review has commenced, with two stakeholder workshops conducted in June and July 2024. It is anticipated that a draft revised plan will be presented to Council in the first half of 2025 to consider endorsing for public consultation.

BRIMBANK CITY COUNCIL

GO ST ALBANS ACTION PLAN 2019-2024

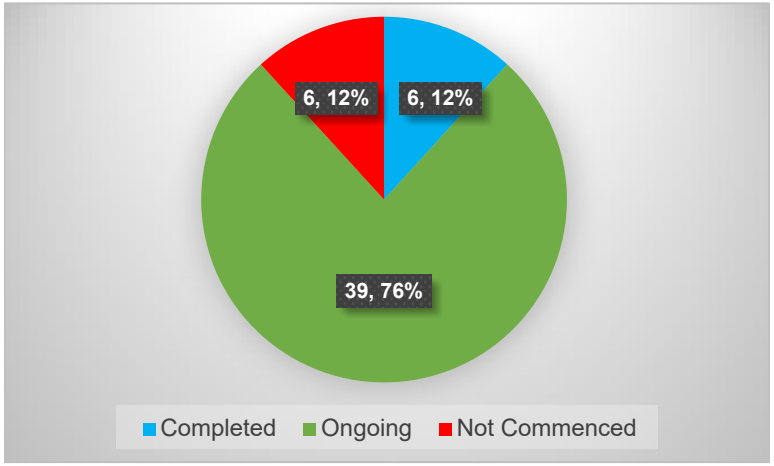
IMPLEMENTATION PLAN STATUS REPORT – 2024

Ongoing (Business as usual)	Not commenced	Completed

Summary

A review of the implementation of the 51 actions is summarised below:

Theme/Action Group	Completed	Ongoing	Not commenced	Total
Governance	1	8	1	10
Operations and Maintenance	2	11	1	14
Food	1	5	0	6
Physical environment	2	5	2	9
Business and Investment	0	6	1	7
Community and Culture	0	4	1	5
Total	**6**	**39**	**6**	**51**



Legend: Short 1-3 years; Medium 3-5 years; Long 5 years

Governance – A well led and managed centre

No.	Actions	Timeframe	Status	Comments
1.1	Provide oversight and coordinated delivery of the Action Plan	Ongoing		Place Manager regularly liaises with Council Departments and Units to ensure delivery of the Action Plan and will be examining governance arrangements to support this in the next Plan.
1.2	Provide a central point of contact for stakeholders including regular attendance at the St Albans Business Group Association Incorporated (SABGAI) meetings, and contact for development facilitation	Ongoing		Place Manager is a central point of contact for stakeholders including attending the SABGAI monthly committee meetings.
1.3	Maintain and support the St Albans Partnership Group	Ongoing		Council continues to support the Partnership Group through the appointment of an external chair and representative Councillor to the group. The Place Manager continues to provide administrative support to the Group by scheduling quarterly meetings and circulating agenda and minutes.
1.4	Establish a cross functional officer group to meet regularly about the development of the Centre	Short - Ongoing		This group is yet to be established as there has been little, if any, major developments proposed in the Centre over the life of the Action Plan.
1.5	Continue to oversee the expenditure and administration of the St Albans Marketing and Business Development Special Rate in accordance with the Payment Agreement	Ongoing		The Special Rate is distirbuted to the SABGAI in quarterly installments following a review of the previous quarter expenditure. Each financial year SABGAI submit to Council an annual budget for approval.
1.6	Undertake a review of the St Albans Marketing and Business Development Special Rate in 2022 to inform a report about its' potential renewal.	Long		This review was completed in early 2023.

No.	Actions	Timeframe	Status	Comments
1.7	Engage with relevant place making organisations to promote St Albans and share and learn about place management strategies and knowledge	Ongoing		Council participate in Mainstreet Australia and LGPro Place Managers meetings.
1.8	Continue to coordinate preparation and distribution of a quarterly newsletter informing all stakeholders of current activities in the Centre	Ongoing		Council published four editions of the newsletter over 2023/24.
1.9	Undertake an annual survey of vacancy rates, new businesses, planning and development approvals, and other relevant matters in relation to centre performance.	Ongoing		Council continue to monitor the vacancy rates, new business and planning and development approvals. An Activity Centre Survey was conducted in May 2024. No major projects or development approvals have been issued for sites within the Centre.
1.10	Prepare an annual report on the status and progress of the Go St Albans place management program for the St Albans Partnership Group.	Ongoing		The annual report was presented to the Partnership Group in December 2023.

Operations and Maintenance – A safe and attractive Centre

No.		Timeframe	Status	Comments
2.1	Maintain high quality cleansing and maintenance programs which includes: • Daily street sweeping • Daily street litter bin collection (public bins) and debris pickup • Rapid response graffiti removal for properties on ground floor adjoining Council property • Rapid response syringe removal • Routine repairs and road maintenance • Six monthly high pressure clean services of footpaths and Council assets including litter bins	Ongoing		Daily street sweeping and litter bin collection continue. Requests regarding dumped rubbish and graffiti are addressed promptly, with action requests being sent and acknowledged within 24 hours by the Council. High pressure cleans were completed in September and December 2023, and March and June 2024.

No.		Timeframe	Status	Comments
2.2	Conduct 6-monthly cleaning, maintenance and compliance audits to proactively identify issues.	Ongoing		Audits completed in November 2023 and March 2024.
2.3	Continue to provide property owners graffiti removal kits to encourage the removal of graffiti from private property.	Ongoing		Kits are available for property owners on request.
2.4	Continue to proactively encourage property owners to maintain private property including rubbish removal.	Ongoing		Ongoing monitoring and compliance continues.
2.5	Continue to facilitate improved waste management storage and disposal arrangements in St Albans Square.	Medium		Waste storage area constructed in St Albans Square in 2018/19. Council continue to monitor the storage area.
2.6	Coordinate the evaluation of CCTV in the Centre	Short		Completed in 2019.
2.7	Continue to monitor and ensure implementation of the Town Centre Lighting Guidelines relative to St Albans.	Ongoing		Implementation of the Guideline recommendations has been delivered. The last lighting upgrades were installed in mid 2023 in Albert Crescent.
2.8	Continue to educate and inform landowners on initiatives to improve perceptions of safety and amenity across the Centre.	Ongoing		Articles in the quarterly newsletter provide updates on various safety and amenity initiatives being planned and implemented across the Centre. These updates include reminders for business operators and staff to report any incidents to the police and offer articles for advice on managing food waste.
2.9	Continue to liaise with Victoria Police, businesses and service operators to improve perceptions and experiences of safety in St Albans.	Ongoing		Regular safety meetings and patrols are scheduled with local Police, providing an opportunity to update Police on any ongoing issues.
2.10	Continue to encourage the delivery of art murals to minimise and prevent graffiti.	Short		Officers continue to identify opportunities for murals to prevent graffiti in the Centre. The next mural is planned on the rear of the Woolworths wall in the latter part of 2024.

No.		Timeframe	Status	Comments
2.11	Work with VicTrack and Metro to encourage improved cleaning and maintenance standards in and around the Station (including graffiti removal)	Ongoing		Any cleaning, maintenance and graffiti issues are reported to Metro and VicTrack. Approximately six referrals are made to Metro per annum.
2.12	Examine further opportunities to activate St Albans Square including addressing the location of private bins on the St Albans Road frontage	Short		The Enjoy Local Activation Program includes two events in St Albans Square each year.
2.13	Examine further opportunities for wayfinding across the centre	Medium to Long		Wayfinding audit and strategy was completed in 2023. The next stage of the project will involve prioritising key projects and securing funding for implementation.
2.14	Explore the opportunity for welcoming features that build identity and promote a sense of place including art, landscaping, banners and other elements at key entrance points including Main Road West, Main Road East, Alfrieda Street (Northern end) St Albans Road and East Esplanade including the central intersection at the Station	Long		Officers continue to explore opportunities for welcoming features at gateway entrances and the central main intersection of Main Road East/West, St Albans Rd and East Esplanade. Streetscape works proposed on East Esplanade will create space to install banner poles on the corner of East Esplanade and Main Road East. These works are programmed to be completed in 2024/2025.

Food – the authentic fresh food Centre

No.	Initiative	Timeframe	Status	Comments
3.1	Ensure that the SABGAI business and marketing plan promotes the centre's strengths including the culturally diverse events and value fresh food offer.	Short		Council approved the five year SABGAI Business and Marketing Plan in 2020/21, which included actions that deliver cultural events and promote the fresh food offer, that are programed in the annual budget.
3.2	Encourage the SABGAI to consider appropriate Council infrastructure to promote the centre brand and sustainable business practices using street banners and bin wraps on street bins.	Ongoing		SABGAI installed new street banners in 2021 and Council continues to encourage them to consider other opportunities.
3.3	Encourage SABGAI to explore the opportunities for markets including a twilight Summer street market which is programmed entertainment and promotes evening activation, and the potential to expand market activities in and around Princess Street.	Medium		SABGAI planned a twilight market as part of the 2024 Melbourne Food & Wine Festival however unfortunately it was cancelled due to unforeseen circumstances. A twilight street market was previously delivered in 2023.

3.4	Encourage SABGAI to explore opportunities to promote St Albans as an authentic fresh food centre through various digital, visual, print and audio platforms as part of its business and marketing plan.	Ongoing		SABGAI's Business & Marketing Plan includes marketing messages that emphasise food as a key brand attribute and develop specific marketing campaigns to highlight the food offering. E.g. SABGAI partnered with Council to create and deliver Storytowns audio guide for St Albans.
3.5	Continue to build the visitor economy by encouraging SABGAI to partner with organisations like Destination Melbourne, the Melbourne Food and Wine Festival and Eat Drink Westside to promote St Albans as a food destination.	Ongoing		St Albans hosted an event as part of Westside Crawls in March 2024, which was delivered in partnership with Western Melbourne Tourism, Eat Drink Westside & Melbourne Food & Wine Festival.
3.6	Encourage SABGAI to consider opportunities in its business and marketing plan for food and other cultural tours through of St Albans.	Long		SABGAI partnered with Council and delivered two food tours, as part of the Melbourne Food & Wine Festival and the Be Bold festival.

Physical Environment – A well designed centre that is walkable and accessible

No	Initiative	Timeframe	Status	Comments
4.1	Consider preparing a centre wide Streetscape Master Plan to establish the design and preferred connections with an initial focus on Alfrieda Street but also including Main Road East, Main Road West, St Albans Road and select laneways.	Medium		The Alfrieda Street Public Realm Master Plan was approved by Council in April 2024. The Plan includes pedestrian linkages from the Collins Street carpark to Alfrieda Street. The re-design of the East Esplanade streetscape establishes safer and more convenient connections for pedestrians.
4.2	Prepare a plan for the redesign and construction of the Alfrieda Street Civic Plaza (currently Pop Up Park) to establish a permanent multi-purpose public space.	Short		Civic Plaza construction was completed in late 2020.
4.3	Continue progressing Council's ten year capital works program for the Centre. Priorities include Princess Street Streetscape, East Esplanade Streetscape, resurfacing of Collins Street carparks, Victoria Crescent and Alfrieda Street Streetscape.	Ongoing		Council completed the upgrade of Princess St (2019), Collins St Car Park resurfacing (2020), & Victoria Crescent (2019). It completed the design of East Esplanade upgrade in 2023/24.

4.4	Continue to monitor state and federal funding opportunities to deliver streetscape, lighting, and public art improvements.	Ongoing		Council continues to monitor state and federal grant opportunities. No suitable grant opportunities were available in 2023/24.
4.5	Consider the installation of landscape treatments to help better define entrances to the Centre.	Medium		This work is yet to be programmed due to budget constraints and will continue to be considered over the longer term subject to funding.
4.6	Prepare a car parking management plan to address car parking in the Centre • Audits demand and supply issues affecting the centre. • Reviews car parking limits to ensure they achieve optimal turnover of short and medium customer car parking consistent with the needs of the -14centre.	Short		The Car Parking Management Plan was adopted by Council in 2020/21 with all changes to restrictions to improve turnover implemented in 2022/23.
4.7	Continue to program and deliver cycling and pedestrian improvements in St Albans as identified in the Brimbank Cycling and Walking Strategy.	Ongoing		The Alfrieda Street Public Realm Master Plan and the East Esplanade streetscape upgrade identifies a range of cycling and pedestrians improvements.
4.8	Examine the opportunity to increase the delivery of murals on private walls to activate the periphery of the centre including Main Road West, Victoria Crescent, Princess Street, McKechnie Street.	Short to Medium		Murals have been delivered on walls at key access points including Main Road West (2019) and Victoria Crescent (2020). The next priority is Princess Lane (Woolworths side wall).
4.9	Update the St Albans Major Activity Centre Structure Plan 2011 (Revised 2015) to appropriately reflect the future use of properties impacted by the Public Acquisition Overlay in Collins Street, St Albans, for public car parking.	Short		In 2020/21, the Council submitted background work to the State Government to inform their planning for the Sunshine National Employment Innovation Cluster, including the St Albans Major Activity Centre. An update of the Structure Plan has not been programmed and will be informed by the State Government's Plan for Victoria and Council's review of the Brimbank Activity Strategy.

Business and Investment – A growing, dynamic and innovative centre

No.	Initiative	Timeframe	Status	Comments
5.1	Continue to promote Council's Business Development and Networking Program to SABGAI so they can encourage local business involvement.	Ongoing		SABGAI promote Council's Business Development program to local businesses via regular email updates to business operators in the centre. Promotion is also included in the Go St Albans newsletter if appropriate.
5.2	Continue to develop St Albans as a visitor destination by encouraging the delivery of business development sessions in St Albans focused on social media and technology, and visual merchandising.	Medium		The 2023/24 Shopfront Improvement Program focused on improving the visual merchandising in the shops in Main Road West. The Program involved the planning of shop front window presentation and signage for two shops.
5.3	Develop a business attraction program to promote business mix gaps and the business service opportunities associated with the Sunshine National Employment and Innovation Cluster.	Medium to Long		This work hasn't been progressed and would be undertaken with the State Government. The State Government is currently focussing its resources on planning around the Sunshine and Albion Stations.
5.4	Continue to provide a development facilitation service for significant development proposals in St Albans utilising the Place Manager as the first point of contact.	Ongoing		In 2020/21 Council established Development Facilitation Guidelines and continues to delivers a pre application service for major applications. There have been no major development applications for sites in the Centre.
5.5	Promote development and investment in the Centre through the preparation of an investment prospectus and other initiatives including presenting to industry forums.	Medium		An investment prospectus has been prepared for the Brimbank which includes the identification of the Centre. An individual prospectus will be developed in the future.
5.6	Engage with State Government agencies such as VicTrack, Places Victoria and the Department of Employment, Land and Planning to identify, encourage and advocate for investment and development on Crown land in St Albans.	Medium		Council engages with the Department of Transport and Planning, who are responsible for broader planning work associated with the Sunshine National Employment and Innovation Cluster (NEIC) which includes the St Albans Major Activity Centre. In 2020/21 Council commissioned a range of background work to inform State Government planning for the NEIC, however currently the focus is on the Sunshine precinct.

No.	Initiative	Timeframe	Status	Comments
5.7	Explore opportunities with Victoria University to further strengthen and integrate connections within the Centre. This could include development of a "specials" card for students to promote use of businesses in the Centre, which could be extended to other large and nearby organisations including Western Health	Short		Council and the SABGAI continue to explore opportunities to collaborate with VU on various projects, including events such as the Lunar Festival.

Community and Culture – The heart of St Albans

No	Initiative	Timeframe	Status	Comments
6.1	Continue to plan for the potential expansion of the St Albans Library and consider other community needs including a Youth Facility.	Short		A Feasibility Study was completed in 2020/21, with recommendations that the library remain in its current location. The next stage will involve the design phase with funding identified in the 2024/25 financial year.
6.2	Continue promoting and developing the St Albans Community Centre (STACC) as a premium creative hub.	Short		This work continues as the Centre delivers more events and increases visitation. COVID-19 restrictions and lockdowns in 2020/21 resulted in the delivery of some events and programs digitally.
6.3	Continue to advocate for increased community health services as part of the Sunshine National Employment and Innovation Cluster.	Ongoing		Refer to 5.3. Western Health completed an expansion of their Emergency Department in 2020/21 with further health services generally focused in the Sunshine Health Wellbeing and Education Precinct (SHWEP).
6.4	Ensure that strategically important work is translated to meet the needs of the CALD community e.g. Special Rate renewal etc.	Ongoing		Council is translating the Go St Albans Newsletter and other information, including communication associated with the Special Rate. Business Support information was also translated during the COVID-19 pandemic.
6.5	Explore further opportunities to integrate performances and activities between STACC and the core of the Centre, including activation of open spaces and performances festivals and events.	Ongoing		A list of restuarants for dining before or after shows is promoted to visitors to STACC and updated quarterly.

12.6	**Annual Report on Implementation of Strategic Planning Strategies**
Directorate	City Futures
Director	Kelvin Walsh
Manager	Leanne Deans
Attachment(s)	1. Heritage Strategy - Implementation Status Report July 2024 [**12.6.1** - 4 pages] 2. Industrial Land Strategy - Implementation Status Report July 2024 [**12.6.2** - 10 pages]

Purpose

For Council to note the progress to implement the Brimbank Heritage Strategy 2018 - 2023 and Brimbank Industrial Land Use Strategy 2018-2030.

Officer Recommendation

That Council notes the:

a. Brimbank Heritage Strategy 2018-2023 - Implementation Status Report (July 2024), shown at Attachment 1.

b. Brimbank Industrial Land Use Strategy 2018-2030 - Implementation Status Report (July 2024), shown at Attachment 2.

Background

Brimbank Heritage Strategy

The Brimbank Heritage Strategy 2018-2023 (BHS) was adopted by Council on 11 December 2018 to replace the previous heritage strategy adopted in 2013. The BHS provides the overarching policy context for heritage protection and management, reaffirming Council's vision for heritage in the local area. Implementation of the BHS is based on 22 actions classified under four key areas comprising Knowing, Protecting, Supporting, and Communicating and Promoting.

Brimbank Industrial Land Use Strategy

The Brimbank Industrial Land Use Strategy 2018 – 2030 (BILS) was adopted by Council on 11 December 2018. The BILS provides the strategic directions for the development and management of 19 industrial precincts within the municipality with framework for encouraging and facilitating investment and renewal of existing, emerging, and transitional industrial estates. The BILS contain 49 actions under five themes of planning, environment, economic development, infrastructure and services, and compliance and enforcement.

Matters for Consideration

Options

The following options are available to Council:

A. That Council notes the Heritage Strategy and Industrial Land Use Strategy Implementation Status Reports, shown at **Attachment 1** and **Attachment 2.**

B. That Council notes the Heritage Strategy and Industrial Land Use Strategy Implementation Status Reports, with changes.
C. That Council does not note the Heritage Strategy and Industrial Land Use Strategy Implementation Status Reports.

Officers recommend Option A and highlight that considerable progress has been made to implement the BHS and BILS. Officers are reviewing the BHS and planning to bring a report to Council in 2025 regarding an extension of the current heritage program. This will provide an opportunity for Council to discuss any proposed changes to the program. Officers will also program an interim review of the BILS following the release of Plan for Victoria.

Analysis

Brimbank Heritage Strategy

The Brimbank Heritage Strategy 2018-2023 - Implementation Status Report (July 2024), shown at **Attachment 1**, contains 22 actions, where:

- 4 (18%) actions are completed
- 17 (77%) actions are ongoing
- 1 (5%) action has not commenced.

Substantial progress has been made implementing the BHS with 95% of actions either ongoing or completed.

Highlights from 2023/24 includes:

- Lodgement of a submission with Heritage Victoria to have the Former Sunshine Technical School included on the Victorian Heritage Register
- Advanced pre-construction work in relation to restoration of Robertson's Homestead
- Continued ongoing exploration of options for Arundel Bridge, after it was destroyed in the Maribyrnong River Flood in 2022
- Recontracted the Heritage Advisory Service for a further period of three years
- Revised the Heritage Advisory Committee Terms of Reference.

One action has not commenced in relation to reviewing and updating the list of heritage tradespeople. This action is considered inappropriate as it may be misconstrued as an endorsement of third-party services by Council.

Brimbank Industrial Land Strategy

The Brimbank Industrial Land Use Strategy 2018-2030 - Implementation Status Report (July 2024), shown at **Attachment 2**, contains 49 actions, where:

- 7 (14%) actions are complete
- 37 (76%) actions are ongoing
- 5 (10%) actions have not commenced.

Substantial progress has been made implementing the BILS, with 90% of actions ongoing or completed.

Highlights for 2023/2024 includes:

- Working with the Western Alliance for Greenhouse Action (WAGA) to delivery two events on sustainable businesses practices

- Initiating the formation of Business Renewables Buyer Group that is recruiting businesses to work together in purchasing renewable electricity.
- Holding several pre-application meetings to advise applicants of large industrial development, with an estimated worth of $2 million plus.
- Promoting industrial businesses and precincts in the revised Brimbank Investment Prospectus and investment attraction videos
- Approval of Amendment C225brim to introduce the Planning Policy Framework into the Brimbank Planning Scheme to include:
    - The Western State Significant Industrial Precincts on the Economic Development Framework Plan
    - New directions/policy content that provides guidance for non-industrial and sensitive uses in industrial areas
    - New directions/policy in relation to adaptive re-use of industrial heritage buildings
    - New directions/policy to minimise off-site amenity impacts by encouraging separation distances
    - New directions/policy in relation to habitat connectivity and biodiversity
    - BILS as a Background Document.

The completion of the Brimbank Industrial Design Guidelines (Guidelines) was a key action of the BILS, which has been on hold and awaiting the approval and gazettal of Amendment C225brim. Council officers had prepared an amendment to implement the Guidelines into the Brimbank Planning Scheme, which is now scheduled to Council in 2025.

There are five actions that have not been commenced in the BILS, including:

- Strategic work for minimum lot sizes, however, Amendment C225brim provides guidance for large industrial lots, and further work can be considered for programming in the years remaining, subject to resourcing.
- Investigation of a rolling program for public realm and streetscaping improvements, which will be subject to programming and allocation of future budget. This does not prevent individual projects being considered through the capital works program and budget process.
- Considering the open space needs of industrial and employment areas, which can be considered as part of a future open space strategy for the municipality.
- Advocating for the State Government to facilitate acquisition of private land along waterways to provide public access. Previous State Government forums on this matter have ceased and there is limited interest in acquisition of land.
- An evaluation of the BILS, which will be considered for programming following the release of the new Plan for Victoria.

Next steps

Officers will continue to implement the strategies and provide quarterly updates through the Council Plan reporting process.

Community Engagement

Council officers engage with a range of stakeholders through the delivery of the BHS and BILS. No external consultation was required in the preparation of this report.

Resource And Risk Implications

Resource requirements can be met within the Annual Budget 2024/2025.

Community: potential impact on community, including public trust and customer service impact

• Yes - The status of the BHS and BILS and considerable progress Council has made in terms of its implementation contribute to public trust in Council's ongoing commitment to recognising and protecting Brimbank's heritage and improving industrial and employment areas.

Environmental: impacts on environmental sustainability, including water/waste management, climate change, and contaminated land
• Yes – BILS seeks to promote development and management of land uses in the municipality's industrial precincts in ways that promote environment sustainability and minimise environmental risks. Council also works with businesses to reduce waste and minimise water and energy use.

Financial: significant financial impacts
• Yes – Delivery of the strategies is linked to Council's operational and capital works budget and resourcing. Council has limited resources, which can impact the prioritisation of action to implement.

Safety: health, safety or duty of care impacts
• Yes - The orderly management of industrial precincts and the prevention of non-compatible land use development should enhance safety and the perception of safety.

Legislation/Council Plan/Policy Context

This report supports the Council Plan 2021-2025 strategic direction and objective of:

1. People and Community - A welcoming, safe and supported community - An inclusive place for all
• Pride and Participation - Community and cultural connections built through social and artistic expression.

2. Places and Spaces - Liveable and connected neighbourhoods that support healthy and sustainable futures - A green place for all
• Liveable and Connected - Inviting and liveable spaces and facilities, connected so people can get around

3. Opportunity and Prosperity - A future focused, transforming city where all have opportunities to learn and earn - A prosperous place for all
• Growing and Transforming - Optimise community opportunities through infrastructure innovation and investment.

Council officers contributing to the preparation and approval of this report, have no conflicts of interests to declare.

BRIMBANK CITY COUNCIL

BRIMBANK HERITAGE STRATEGY (2018 – 2023)

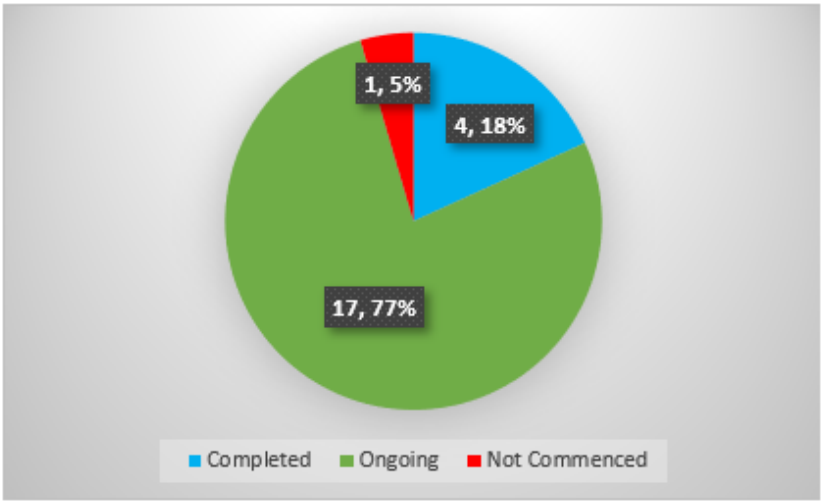
IMPLEMENTATION STATUS REPORT – JUNE 2024

Ongoing (Business as usual)	Not commenced	Completed

Summary

A review of the implementation status of the 22 actions is summarised below:

Theme/Action Group	Completed	Ongoing	Not commenced	Total
Knowing Actions	1	3	0	4
Protecting Actions	1	4	0	5
Supporting Actions	2	4	1	7
Communicating and Promoting Actions	0	6	0	6
Total	**4**	**17**	**1**	**22**



Timeframe:

Short (to be completed within 0-2 years); Medium (to be completed within 2-4 years); Long (to be completed within 5 years); Ongoing (actions occurring through the life of Strategy)

A. 'Knowing' Actions

	Actions	Timeframe	Status	Where are we now?
1	Program regular heritage gap analyses to identify and assess properties that may warrant protection under the Heritage Overlay.	Ongoing		Council regularly conducts heritage gap analysis to identify and assess properties that may require protection under Heritage Overlay. Over the life of this strategy, the heritage gap analyses have been completed for the Sunshine Barley Terminal Silos, John Darling and Son Flour Mill Silos, Beaufort Houses and the Quonset Warehouse. Council officers also prepared a submission to the Heritage Council of Victoria to potentially list the former Sunshine Technical School on the Victorian Heritage Register. The submission was presented to Council and endorsed at the 19 March 2024 Council Meeting.
2	Review the GIS system to map places of potential heritage significance.	Short		Council's GIS system has been updated to include properties that are proposed to have the Heritage Overlay applied including: • Beaufort Houses at 52A, 1/56 and 67 Derrimut Street, 1/11 Dubbo Street and 32 Selwyn Street, Albion and 15 Servante Street, Sunshine • Sunshine Silos 2 Wright Street, Sunshine.
3	Undertake a survey of Council owned assets for potential heritage significance and conduct heritage study to verify.	Medium		Council maintains a complete register of all public assets, including information about known heritage status of assets and heritage overlays. Further investigations on heritage matters are carried out on as needs basis.
4	Develop a register of Council owned heritage collections, objects or archives (e.g., honour boards, statues) and publish on Council's website.	Long		The Arts and Culture Unit finalised a register in 2019-21 which was published on the Museums Victoria Collection website which is regularly updated.

B. 'Protecting' Actions

	Actions	Timeframe	Status	Where are we now?
1	Continue funding the current Heritage Advisory Service and undertake a review and necessary procurement arrangements to inform continuation of a service.	Medium		The service was renewed in May 2024 for a period of three years.
2	Run a targeted bi-annual heritage workshop for Council staff including inviting suitable qualified experts to facilitate workshops where necessary	Ongoing		This action is being implemented through relevant staff attendance at external forums and workshops including attendance at: • The Heritage Council's Local Government Heritage Forum in May 2024. • Training on the Aboriginal Cultural Heritage Register and Information System in May 2024. • The Planning Institute of Australia (PIA) Planet course on Infill Development in Heritage Areas.

3	Program the preparation of planning scheme amendments to add more heritage sites to the Heritage Overlay, if identified in heritage gap studies.	Ongoing		The following planning scheme amendments have progressed including: • Amendment C200 Part 2 to properties in the Grand Junction Estate and Matthew's Hill Precinct, Sunshine • Amendments C202, C234 and C240 to apply interim heritage controls to five properties Grand Junction Estate and Matthew's Hill Precinct, Sunshine • Amendment C219 to apply the Heritage Overlay on a permanent basis to five properties affected by Amendment C240, six Beaufort Homes and the Quonset Warehouse at 134 Hampshire Road, Sunshine • Amendment C227 to apply the Heritage Overlay to 2 Wright Street, Sunshine (Sunshine Silos).
4	Investigate if legislation could be strengthened to address 'demolition by neglect'.	Long		A report was presented at the Council Meeting of 18 April 2023, which explained that recent changes to the heritage provisions do not: • Impose a duty or obligation for an owner to maintain a heritage building, • Enable a Council to require property owners to carry out maintenance or repair, or • Enable Council to take planning enforcement action in relation to disrepair. A presentation on the changes was also given to the Heritage Advisory Committee at the June 2023 Meeting.
5	Continue to implement heritage management plans for Council owned assets including H.V. McKay Memorial Gardens.	Ongoing		Council continues to implement the HV McKay Memorial Gardens Management Plan 2017. In 2023/24 Council officers commenced a review and update of the Management Plan and it is anticipated this will be presented to Council in 2024/25. Council has allocated funding for preliminary works to preserve and restore Robertsons Homestead and officers are investigating opportunities for the site. Council officers have been liaising with Hume City Council and Heritage Victoria to investigate opportunities for the former Arundel Road Bridge. Council officers continue to liaise with the owner of Sydenham Railway Station to facilitate the preservation, restoration and adaptive reuse of the site.

C. 'Supporting' Actions

	Actions	Timeframe	Status	Where are we now?
1	Delivery of an annual community information session targeting owners and developers of heritage properties.	Ongoing		Strategic Planning facilitated an online community heritage forum on 4 August 2021 involving a presentation by Council's Heritage Advisor. The forum provided information about heritage places in Brimbank, and heritage resources available to the community. Since Covid there has been a decrease in community interest in these sessions. Officers are planning to trial another forum in 2024 and have engaged Council's Heritage Advisor to prepare another presentation.
2	Review and update the list of heritage tradespeople as required.	Ongoing		This action has not been implemented due to the procurement related risks associated with creating a list of qualified tradespeople, which may be seen as an endorsement by Council to use these services.
3	Investigate the potential to reduce planning application fees charged for places covered by the Heritage Overlay.	Short		The statutory fees that are charged for a planning application and set by the Victoria Government. Regulation 20 of the Planning and Environment (Fees) Regulations 2016 allows Council to waive or rebate a fee under certain circumstances. Council also engages a heritage expert to provide advice at no charge to landowners.
4	Continue to monitor heritage funding grants and other financial support.	Ongoing		In 2021, Council received a Living Heritage Grant from the Victorian Government to partly fund the restoration of the Keilor Police Hut. Council continues to monitor other grants and funding opportunities that will support heritage management.

5	Review the role and function of the Heritage Advisory Committee including its terms of reference and greater cross function engagement.	Short		The Heritage Advisory Committee's Terms of Reference was revised and endorsed at the Council meeting of 18 July 2023. The Terms of Reference are identified for review in 2027.
6	Continue to advise Local Historical Societies and community groups about funding opportunities.	Ongoing		The Heritage Advisory Committee and Library services liaise with and advises local Historical Societies about funding opportunities.
7	Program the review of the Heritage Design Guidelines and incorporate sustainable building design.	Medium		In October 2018 the ESD policy was introduced in the Brimbank Planning Scheme as a local policy at Clause 22.02 and a suite of guidance was recently published in 2023/24. The ESD policy applies to heritage applications where there are two or more dwellings and some commercial buildings. Further work may be programmed to determine if a review of the heritage design guidelines is necessary and what existing ESD guidance is required for heritage, subject to budget allocations.

D. 'Communicating and Promoting' Actions

	Actions	Timeframe	Status	Where are we now?
1	Continue to update Heritage pages on Council's website as a one stop shop and promote through Council's media channels.	Ongoing		Updates continue to be made to the heritage page on Council's website on an at needs basis. Councils social media channels promote relevant heritage related planning scheme amendments and other updates.
2	Promote heritage tourism opportunities to owners, managers and heritage organisations to participate in Council's business development program and Experience Brimbank Visitor Strategy 2018 - 2023.	Ongoing		In 2021 Council created the Experience Brimbank website which is supported by marketing collateral including heritage visitor destinations that is regularly distributed across the municipality. Council seeks appropriate opportunities to promote business development opportunities to Brimbank businesses through the business eBulletin and Western Melbourne Tourism, including its PRIME Mentoring program.
3	Prepare and publish positive heritage stories through appropriate communication channels and local media.	Ongoing		Over the life of this strategy, several heritage stories have been published in the Star Weekly and promoted through Council's social media pages including the proposal to place the former Sunshine Technical School on the Victorian Heritage Register, upgrades to Harrick's Cottage and the Keilor Police Hut, as well as Brimbank's culinary heritage.
4	Continue to liaise with historical societies and community groups.	Ongoing		The Heritage Advisory Committee includes representatives from Brimbank's Historical Societies and community groups and provides an opportunity to liaise with them.
5	Investigate the extent of heritage information that is not digitised and the type of support that would be required to facilitate this.	Medium		In 2022 Council's Libraries Department purchased a scanner specifically to help heritage societies to digitise the local history collection. In February 2024, Libraries organised a discussion on a possible platform to digitally store and promote Council's heritage, art and local history collections with ongoing consideration being given to this and other platforms.
6	Continue to investigate ways to celebrate Brimbank's heritage through public art, interpretative signage, and public realm improvements.	Ongoing		A range of interpretation signage and public realm improvements have been delivered including: • Interpretative signage for the Keilor Police Hut • Interpretative signage for 47 McIntyre Road, Sunshine for the former Wunderlich Factory • The 'duplicates' installation in Hampshire Road. Work is also progressing for the design of an interpretive signage package for Yaluk barring Park (formerly Sydenham Park).

BRIMBANK CITY COUNCIL

BRIMBANK INDUSTRIAL LAND USE STRATEGY (2018-2030)

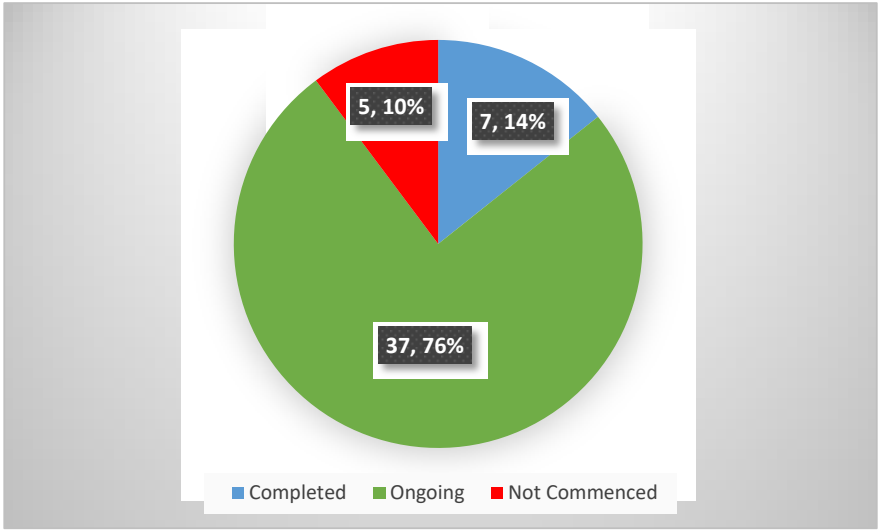
IMPLEMENTATION STATUS REPORT – JUNE 2024

Ongoing (Business as usual)	Not Commenced	Completed

Summary

A review of the implementation status of the 49 actions is summarised below:

Theme	Completed	Ongoing	Not commenced	Total
Planning	4	9	2	15
Environment	0	11	3	14
Economic Development	2	6	0	8
Infrastructure and Services	1	7	0	8
Compliance and Enforcement	0	4	0	4
Total	**7**	**37**	**5**	**49**



Implementation timeframe: Short (0-5 years), medium (5-7 years) and long (10-12 years)

A. Planning

Objective 1: To provide planning certainty and facilitate investment				
	Actions	**Timeframe**	**Status**	**Where are we now?**
1.1	Include the Western State Significant Industrial Precinct and Employment Areas as Strategic Sites within the Brimbank Planning Scheme.	Short		The Western State Significant Industrial Precinct and Employment Areas were included on the Economic Development Framework in the Brimbank Planning Scheme on 27 June 2024 as part of Amendment C225brim.
1.2	When requested, provide guidance to land owners on the preparation of Development Plans / Master Plans for Industrial and Employment areas identified in the Industrial Precinct Reports.	Short		The preparation of Development and Master Plans are generally proponent or applicant led. Council officers conducted a preliminary assessment on the Orica Precinct Development Plan which was placed on advertising on 20 June 2024. Officers have also been working with the State Government on the McIntyre Road Precinct as part of Precinct Planning for land around Albion Quarter which has included preparation of a submission for the July 2024 Council Meeting.
1.3	Apply appropriate planning tools / controls to sites where a Development Plan / Master Plan has been submitted to Council or strategic work has been prepared for industrial land in the City (such as the Development Plan Overlay).	Medium		Council officers have: • Provided feedback on the Orica Development Plan • Conducted a preliminary assessment of the Jonesfield Corner Development Plan in Ardeer • Worked with the State Government in their planning for the Albion Quarter.
1.4	Undertake strategic work to review, update and prepare new Industrial Precinct Design Guidelines as directed in the Strategy. Program the preparation of Design and Development Overlays to implement these Guidelines into the Brimbank Planning Scheme.	Short		Council adopted the Brimbank Industrial Design Guidelines (BIDG) in August 2021, which consolidated separate design guidelines for industrial areas within the municipality. Council officers have prepared draft Planning Scheme Amendment C231brim to include the BIDG in the Brimbank Planning Scheme, subject to Council approval. It is anticipated that Amendment C231 will be presented to Council in 2025 and was delayed until the Planning Minister gazetted Amendment C225, which occurred in June 2024.
1.5	Continue to provide a pre-planning application service for developments greater than $2 million to identify issues and facilitate a streamlined planning permit process.	Ongoing		Council officers provide pre-application meetings as requested by applicants. In 2023/24, officers held meetings for several industrial projects in Deer Park, Tullamarine, Brooklyn, and Ardeer.
1.6	Undertake an evaluation of the BILS every five years and comprehensively review the BILS in 2030.	Ongoing		A review of BILS has not commenced and is subject to future budget allocation. In late 2023 the Victorian Government commenced discussions regarding a new Plan for Victoria to guide future growth and development to 2050. In the context of a new Plan for Victoria a review of BILS was considered premature and will be considered for programming after it has been released. Officers prepared an initial submission to Plan for Victoria and presented this to council at the 18 June 2024 Council Meeting.

Objective 1: To provide planning certainty and facilitate investment				
	Actions	**Timeframe**	**Status**	**Where are we now?**
1.7	Consider planning controls for areas around Major Hazard Facilities.	Short		The State Government is working with Council officers and WorkSafe to finalise the application of the Buffer Area Overlay for Major Hazard Facilities. Council's new Housing Strategy adopted 16 April 2024 proposes to rezone areas surrounding the Major Hazards facilities to restrict development intensity and include minimum lot size controls.

Objective 2: To promote development of Industrial and Employment Areas.				
	Actions	**Timeframe**	**Status**	**Where are we now?**
2.1	Maintain existing industrial zonings in Western State Significant Industrial Precinct (WSSIP).	Ongoing		Council reaffirmed its position regarding these areas as industrial precincts by including the Western State Significant Industrial Precinct (WSSIP) on the Economic Development Framework in the Brimbank Planning Scheme as part of Amendment C225brim. Amendment C225brim was gazetted on 27 June 2024. Although this action has been classified as 'ongoing', it is considered 'complete' as any proposal to rezone the land contravenes local and State policy and would not be supported.
2.2	Update the Brimbank Planning Scheme to: • include decision guidelines for: - non-industrial uses in industrial areas - sensitive uses in Industrial Areas (i.e. Caretakers residence and Childcare centre) - encouraging restricted retail uses to locate on main roads • include the BIL's as a reference document.	Short		Decision guidelines are no longer permissible under the Planning Policy Framework however, Amendment C225brim (approved 27 June 2024) included: • New strategic directions/policy content that provides guidance for non-industrial and sensitive uses in industrial areas • Incorporates BILS as a reference document in the Brimbank Planning Scheme.
2.3	Undertake further strategic work to determine the preferred minimum lot size for new subdivisions within the WSSIP and Industrial and Employment Areas, and prepare an amendment the Brimbank Planning Scheme to include decision guidelines for preferred minimum lot sizes in these areas.	Short		Amendment C225brim included local policy that seeks to support the retention and creation of large industrial lots to maintain land supply for large scale operations. Precinct specific work for preferred minimum lot sizes for new subdivisions has not yet been programmed, and if still required, is likely to require consultancy expertise and would form part of a future budget submission.

Objective 3: To encourage a transition from industrial uses.				
	Actions	**Timeframe**	**Status**	**Where are we now?**

3.1	Provide guidance to property owners who are interested in redeveloping their sites listed as transitional areas in the Strategy (where strategic work has justified the transition).	Ongoing		Council officers provide pre-application meetings as requested by applicants. In 2023/24 guidance was provided regarding the redevelopment of transitional sites in St Albans and Sunshine North.

Objective 4: To persevere places of heritage significance in Industrial and Employment Areas.				
	Actions	**Timeframe**	**Status**	**Where are we now?**
4.1	Undertake strategic work to identify preferred outcomes for places of heritage significance in Industrial and Employment Areas, including how surrounding development responds to the heritage significance of the place and prepare an update the Local Heritage Policy.	Short		Amendment C225brim included new local policies that relate to adaptive re-use of industrial heritage buildings for non- industrial uses and to support demolition/removal of relevant heritage fabric to enable continued operation of historically significant uses. The Brimbank Industrial Design Guidelines (BIDG) also provide guidance on: • Alterations and additions to heritage buildings • New buildings adjacent heritage buildings • Subdivision (in relation to heritage places). Council officers have prepared draft Planning Scheme Amendment C231brim to include the BIDG in the Brimbank Planning scheme subject to Council approval. It is anticipated Amendment C231 will be presented to Council in 2025.
4.2	Update the Heritage Overlay to include places of Aboriginal cultural heritage significance.	Short		Strategic Planning work was undertaken to examine the use of the Heritage Overlay (HO) in relation to protecting Aboriginal cultural significance. This work identified that HO is not appropriate and that the *Aboriginal Heritage Act 2006* provides the highest form of protection for Aboriginal cultural heritage. A Briefing Note was provided in the 2023/24 about this matter.
4.3	Continue to identify places of industrial heritage significance and include them within the Heritage Overlay as recommended.	Ongoing		Council has identified places of industrial heritage significance and progressed two planning scheme amendments to apply the Heritage Overlay to the Sunshine Silos, 2 Wright Street, Sunshine (Amendment C227brim) and Quonset Warehouse, 134 Hampshire Road, Sunshine (Amendment C219brim).

Objective 5: To encourage appropriate change in transitional areas.				
	Actions	**Timeframe**	**Status**	**Where are we now?**
5.1	Apply the Development Plan Overlay or Design and Development Overlay to guide the future development of transitional areas.	Ongoing		The application of the Development Plan Overlay or Design and Development Overlay is generally proponent or applicant led as part of a Planning Scheme Amendment application.

B. Environment

Objective 6: To improve the environmental performance of Brimbank's Industrial and Employment areas.				
	Actions	**Timeframe**	**Status**	**Where are we now?**
6.1	Identify recommended separation distances around facilities with the potential to cause off site risk or amenity impacts including a risk matrix to inform the potential application of the Environment Significance Overlay and decision guidelines for the assessment of uses within the buffer areas.	Short		Council officers continue to work with the Victorian Government to address issues of risk and adverse amenity potential from industrial operations. In February 2023, Council made a submission towards the EPA's new draft Separation Distance Guideline and Landfill Buffer Guideline, which is currently in draft stage. Amendment C225brim included new strategic directions/policy content that relate to minimising off-site amenity impacts by encouraging separation distances and was gazetted in June 2024.
6.2	Continue to work with the Victorian Government on the proposed reforms to the VPPs to address issues of risk and adverse amenity potential from industrial operations.	Ongoing		Council officers continue to engage with the State Government and provide feedback about planning controls to manage risk. In June 2024, Council made a submission to Plan for Victoria which called for a regional approach to managing risks and adverse amenity from industrial operations.

Objective 7: To ensure that industry doesn't adversely impact the health, safety and amenity of the community.				
	Actions	**Timeframe**	**Status**	**Where are we now?**
7.1	Promote education and other programs including Light$smart to encourage energy and water efficient practices.	Ongoing		Council's work has included: • Ongoing promotion of the Environmental Upgrade Agreements, which has led to over $1.9 million in sustainable upgrade investments and over $7 million in operational savings for businesses in Brimbank, including in the industrial precincts. • Development of a data dashboard in 2023/24 for energy use at Brimbank Aquatic and Wellness Centre (BAWC), which will be promoted to industrial business in the future.
7.2	Ensure the inclusion of environmental sustainability design outcomes including off site water capture, storage and treatment in industrial precinct design guidelines and development plans / master plans.	Short		The Brimbank Industrial Design Guidelines include ESD objectives around water capture, storage, and treatment for individual sites as well as large-scale developments or master planned areas. In 23/24 Council officers also prepared a suite of ESD guidance for the assessment of major projects and development plans, which are generally proponent or applicant led.

7.3	Promote industry environmental best practice through: • environmental fact sheets • promotion of sustainability events and sustainability champions • information of government grants.	Ongoing		In 2023/24, Council delivered promoted industry best practice through: • Work associated with the Business Renewables Buying Group • Working with WAGA to promote two events on sustainable businesses practice • Promotion of case studies about environmental upgrades and funding opportunities through the Brimbank Business e-bulletin and the Sunshine Rising and GO St Albans newsletters • Promotion of the 100% Renewable Brimbank page on Council's website.
7.4	Work with asset and service authorities and local land owners to identify and pursue opportunities for precinct wide sustainable water and energy projects.	Ongoing		Council has undertaken work to identify and pursue sustainable water and energy projects including: • Working with the Maribyrnong and Werribee Integrated Water Management Forums, which comprise DEECA, Melbourne Water, Greater Western Water, Wurundjeri, Bunurong and the relevant LGAs. • Working with DTP through participation in the Stony Creek working group. • Developing a business case to examine solar plus and a battery at Sunshine Energy Park. • Developing work that examines the potential for a community battery project in Sunshine.
7.5	Review the application of Environmental Significance Overlays (ESOs) along waterways in industrial areas and identify gaps where new ESOs may be required.	Short		Officers presented a review of the Brimbank Biodiversity Strategy and Brimbank Habitat Connectivity Plan to Council at the 18 June 2024 Council Meeting. The review of ESOs will be considered as part of a new Biodiversity Strategy, which is being developed for presentation to Council in 2025.
7.6	Continue to monitor funding opportunities to address reuse of landfills where possible.	Ongoing		Council continues to monitor funding opportunities to address landfill reuse, including the Sunshine Energy Park. In 2022, Council was awarded a grant by Sustainability Victoria to create a feasibility plan for the construction of a new Resource Recovery Centre located at Sunshine Energy Park.
7.7	Consider the Brimbank Habitat Connectivity Corridors when assessing permit applications and developing landscaping requirements for industrial precincts.	Ongoing		The Brimbank Habitat Connectivity Corridors (BHCC) were considered during development of the Brimbank Industrial Design Guidelines. Amendment C225brim included new strategic directions/policy content in relation to habitat connectivity and biodiversity in the Brimbank Planning Scheme.

Objective 8: To improve the appearance of Industrial and Employment areas.				
	Actions	**Timeframe**	**Status**	**Where are we now?**
8.1	Investigate the development of a rolling program for public realm and streetscape improvements.	Ongoing		A rolling program for public realm and streetscape improvements around industrial areas is yet to be developed and has not yet been programmed due to financial constraints. This doesn't prevent individual projects from being considered through the capital works and budget process for site specific improvements.
8.2	Consider how precincts can be branded through signage and other mechanisms.	Short		The BIDGs seek to improve the existing conditions and branding over time. A background audit is being undertaken as part of preparation for a municipality-wide signage strategy and will identify opportunities to improve the appearance of industrial areas.

8.3	Consider the need for open space in industrial and employment areas as part of the next review of the Open Space Strategy.	Ongoing		The preparation of a new Open Space Strategy has been identified as future work and will inform the provision of open space in industrial and employment areas.
8.4	Advocate to State Government to implement the Maribyrnong River Valley Design Guidelines and the Kororoit Creek Regional Strategy 2005 – 2030 to facilitate the acquisition of private land along waterways where this is required to provide public access and connectivity.	Ongoing		Council officers monitor funding opportunities and negotiate with owners developing land along the Maribyrnong River to improve access and connectivity. Officers have previously been involved in the trial of the State Governments Maribyrnong River Valley Coordinating Committee back in 2010 however this has been inactive for a number of years. Council officers have previously formed part of the Victorian Governments, now defunct, Maribyrnong River Valley Coordinating Committee where key tasks included: • planning and prioritise capital works and land acquisition along the Maribyrnong River • investigating mechanisms to protect remaining, undeveloped Brimbank escarpment land including seeking funds for acquisition for public open space. It is noted that the Committee was established prior to the adoption of the Brimbank Industrial Strategy and ran for a trial period of two years.
8.5	Continue to monitor the need for cleaning, maintenance and compliance in relation to rubbish dumping.	Ongoing		Council continues to monitor cleaning, maintenance and compliance of rubbish dumping through: • Reactive work by the Cleansing Team, who respond to reports to collect dumped rubbish across the municipality including industrial estates. • Investigation by Local Laws Litter Prevention Officers into incidents of dumped rubbish to identify and prosecute offenders where possible. • Proactive inspections by Council's Road Asset Inspector undertakes of the road network including industrial estates.

C. Economic Development

Objective 9: To encourage the growth of existing business in Industrial and Employment areas.				
	Actions	**Timeframe**	**Status**	**Where are we now?**
9.1	Review and update Positioning Brimbank branding and marketing material.	Short		Council prepared the Brimbank Investment Prospectus in 2021 and updated it in 2023/24, which included production of five marketing videos across industrial areas in Brimbank.
9.2	Maintain updated investment material.	Ongoing		Council regularly updates its investment collateral and publishes on the Brimbank website.
9.3	Develop and implement a business and industry visitation program.	Short		Council maintains a regular business visitation program and continually updates its business information.
9.4	Develop a strategy to promote existing and emerging clusters including materials recycling (Brooklyn), food manufacturing (Tullamarine), and data centres (Derrimut).	Short		Council completed a Municipal Industry Analysis and Cluster Development Plan in 2019 and also identified existing and emerging industrial clusters in the adopted Brimbank Economic Development Strategy (2022 – 2027).

9.5	Continue to support the implementation of the Brooklyn Evolution Work Program and the Brooklyn Industrial Precinct Committee (BIPC).	Ongoing		Council maintains the Brooklyn Industrial Precinct Committee and reports annually to the group about the Brooklyn Implementation Strategy.
9.6	Develop and maintain a register of vacant or underdeveloped sites within Industrial and Employment Areas to provide development facilitation and assist business development, relocation and expansion.	Short		Work has commenced to identify sites across the municipality and officers are working to develop this register on Council's GIS platform.

Objective 10: To build the capacity and economic resilience of business in Brimbank.				
	Actions	**Timeframe**	**Status**	**Where are we now?**
10.1	Deliver a program of business development and events.	Ongoing		Council delivers an annual program of business development and networking which is promoted to the Brimbank business community. In 2023/24 the program included 17 business development workshops, two sustainable business practices events, two Brimbank Business Breakfasts, one Women in Leadership Luncheon, and monthly Brimbank Business Link Meetups that is available to all businesses in Brimbank.
10.2	Promote relevant business networking and engagement events being held by other relevant organisations.	Ongoing		Council promotes a range of networking and engagement events through the 41 editions of business ebulletin include those held by third parties such as Melbourne's North Food Group, Business Victoria, Industry Capability Network and the Aussie – Filo Business Group.

D. Infrastructure and Services

Objective 11: To enhance freight access to and within Industrial and Employment Areas.				
	Actions	**Timeframe**	**Status**	**Where are we now?**
11.1	Advocate to the Victorian government for improvements to the Principal Freight Network that benefit Brimbank and the western region.	Ongoing		In 2020 the former Department of Transport undertook a review of the Principal Freight network and Council provided comments as part of the consultation process. Council adopted the Brimbank Transport Priorities Paper on 19 April 2022, which includes advocacy for the prioritisation of the Western Intermodal Freight Terminal (WIFT).
11.2	Engage with the Victorian government regarding the alignment, timing and mitigation options for the Western Goods Line (WGL).	Ongoing		Discussions are held periodically with relevant State Government departments and agencies regarding the planning and progress of several State Government infrastructure projects including updates on the WIFT and Western Goods Line.
11.3	Prepare local area traffic management plans as required to address and manage the conflict between freight vehicle movement and pedestrian movement.	Ongoing		Council continues to prepare and require the preparation of Local Area Traffic Management Plans as required.
11.4	Consider the car parking needs in the development of the Brimbank Car Parking Strategy.	Short		Council prepared and adopted the Brimbank Parking Strategy 2019-2029.

Objective 12: To improve public and active transport options to Industrial and Employment Areas.				
	Actions	**Timeframe**	**Status**	**Where are we now?**
12.1	Advocate to the Victorian government for improvements to public transport in and around Industrial and Employment Areas including bus network improvements, a new commuter station at Calder Park and a light rail service along Ballarat Road to Deer Park.	Ongoing		Council has undertaken a range of advocacy work in relation to public transport in and around Industrial and Employment Areas which has been identified in the Transport Priorities Paper 2022 and Sunshine Priority Precinct Vision 2050 including the need for: • An improved Bus Network to enhance connectivity and accessibility to key employment/industrial areas • Upgrades to rail networks and train stations (including Sunshine Super Hub/Station and Albion Station) • Provision of new stations that improves access to industrial precincts in Deer Park and Keilor Park • Electrification of the Ballarat train line to Melton / Bacchus Marsh • Active transport (missing links and connections, bicycle parking at railway stations, off road bike paths) • A new light rail service.
12.2	Consider active transport linkages that better connect industrial and employment areas with the surrounding network through implementation of the Brimbank Cycling and Walking Strategy 2016.	Short		Council continues to implement the Brimbank Cycling and Walking Strategy 2016 by seeking opportunities to create active transport linkages that better connect industrial and employment areas with the surrounding network. While primarily focusing on residential areas, the following projects funded through the 2023/24 budget improve active transport access to employment areas: • Berry Street upgrades, Sunshine North • Foleys Road upgrades, Derrimut • George Street upgrades, Sunshine, and • St Leonards Avenue upgrades, Derrimut.

Objective 13: To encourage the delivery of services and infrastructure to support the viability of Industrial and Employment Areas.				
	Actions	**Timeframe**	**Status**	**Where are we now?**
13.1	Develop local area infrastructure plans for undeveloped industrial precincts to inform infrastructure and service requirements.	Long		The preparation of service and infrastructure plans generally occurs as part of a future development proposals/subdivisions and therefore are proponent or applicant led. Council officers assess the Engineering Infrastructure and Services Report (the Report) submitted as part of a Development Plans, such as the plans for the former Orica site which is currently on advertising. The Report examines existing conditions in relation to roads, drainage and utility services and responds to the conditions on the site and application.
13.2	Continue to monitor funding opportunities to upgrade existing or provide for new local infrastructure, where required.	Ongoing		Council continues to monitor funding opportunities. Council was recently awarded a $1.67 million grant to construct and seal the western end of Old Geelong Road in Brooklyn. Works are expected to be completed in the 2024/25 financial year.

E. Compliance and Enforcement

Objective 14: To improve the amenity of Industrial and Employment Areas through compliance and enforcement.				
	Actions	**Timeframe**	**Status**	**Where are we now?**
14.1	Continue to work with the Environment Protection Authority and business owners to ensure permit conditions and recommended separation distances between sensitive and industrial uses are complied with.	Ongoing		Planning Compliance regularly liaises with the EPA, businesses and individuals regarding compliance with planning permits and licences, including undertaking joint inspections throughout a number of industrial areas. Planning Compliance actively participates in the Waste Intelligence Network (WIN) & the Local Intelligence Network (LIN) which membership includes various councils, EPA, WorkSafe, Fire Rescue Victoria (FRV), Sustainability Victoria (SV), Department of Energy, Environment and Climate Action (DEECA) and Victoria Police.
14.2	Prepare an Industrial and Employment Land Compliance Action Plan to ensure regular and prioritised enforcement within industrial estates across the municipality. (Include liaison with Environment Protection Authority, Victoria Police and opportunities to increase covert surveillance).	Short		Planning Compliance regularly works with State Government agencies such as the EPA, Victoria Police and WorkSafe on various matters and undertakes joint investigations and sharing of intelligence. Planning Compliance has introduced various proactive programs including: • Establishing and implementing the Coordinated Prevention Response Framework and subsequently the Capacity Building Program for High Risk and Hazardous Waste program • Implementation of a 'Dust Management' compliance program on known emitters • Development of a proactive 'Precinct Enhancement Program' between Planning, Assets, City Laws, Victoria Police and EPA.
14.3	Seek input from EPA on the update of Council's "Guidance about Site Redevelopment" and make available to land owners.	Ongoing		The update to this guidance was delayed due to changes to the *Environment Protection Act 2017* and Victoria Planning Provisions introduced on 1 July 2021 when Victoria's new environmental regulatory regime came into effect. Council officers have commenced work to understand the above regulatory changes in the broader Brimbank context including ongoing liaison with relevant stakeholders, such as the EPA, and potentially seeking expert advice. The implementation of these changes in the relevant guidance is ongoing and will include input from the stakeholders.
14.4	Review standard permit conditions for industrial uses to ensure conditions are enforceable and address on-site storm water retention, water quality treatment and adverse amenity impacts.	Ongoing		Planning Permit conditions are regularly reviewed as required. Council officers undertook a major review of standard permit conditions in 2021 to ensure they are enforceable and address the water management and amenity issues. Work has also commenced to review and standardise ESD conditions and is expected to be completed in 2024/25.

12.7	**Victorian Government Draft Housing Targets - Brimbank Submission**
Directorate	City Futures
Director	Kelvin Walsh
Manager	Leanne Deans
Attachment(s)	1. Brimbank City Council Submission - Draft Housing Targets - August 2024 [**12.7.1** - 17 pages]

Purpose

For Council to consider endorsing the draft submission on the Victorian Government's Draft Housing Targets shown at **Attachment 1**.

Officer Recommendation

That Council:

a. Notes that the Victorian Government has released draft housing targets for consultation will local government as part of developing a new plan for Victoria.

b. Endorses the submission on the draft housing targets, shown at Attachment 1, and its lodgement with the Department of Transport and Planning by 30 August 2024.

c. Notes that the Victorian Government intends to release a new Plan for Victoria in late 2024 that includes housing targets.

Background

The Victorian Government's Department of Transport and Planning (DTP) recently released draft local government housing targets (draft targets) for consultation with all councils in Victoria. When finalised, the targets will form part of a new Plan for Victoria.

As part of the release, DTP provided an interactive map on the Engage Victora website which identified a draft target for each local government area across the state. For Brimbank a draft target of 72,00 homes by 2051 is proposed.

DTP has also provided Council officers with two briefings on the draft targets. The first briefing focused on the general approach and context within which draft targets will likely sit within a future planning framework. The second briefing provided more detail about the methodology used to develop the draft targets and outlined intended next steps to refine them.

Based on these briefings, Council officers understand the following about the purpose and intent of the Victorian Government's draft targets:

- When aggregated, all targets seek to deliver 2.24 million new homes by 2051 consistent with the Victorian Housing Statement (VHS) released in October 2023.
- Draft targets are an expression of a geospatial assessment of potential housing capacity that could theoretically be built within each local government area.
- Draft targets provide greater supply of housing, over and above demand driven models such as *Victoria in Future* (VIF), which forecast minimum requirements based on population and household change.

- Within the context of the VHS, there is a deliberate intention to provide more housing over demand models to shift the balance towards affordability through extra supply.
- Draft targets are to be viewed as a strategic tool to help drive growth in the most suitable locations across Melbourne and Victoria.

DTP have also updated the Plan for Victoria page on the Engage Victoria website by outlining eight "big ideas" identified from feedback received from initial consultation to inform a Plan for Victoria. Council endorsed a submission in response to this early engagement at the Council Meeting on 18 June 2024. The big ideas are:

1. More homes in locations with great public transport access.
2. More housing options for all Victorians, including social and affordable homes.
3. More jobs and opportunities closer to where you live.
4. More options for how we move from place to place.
5. More certainty and guidance on how places will change over time.
6. More trees and urban greening in our parks and community space.
7. More protections from flooding, bushfire and climate hazards.
8. Greater protection of our agricultural land.

Except for DTP advising that consultation on a new plan for Victoria has been extended until 30 August 2024, there has been no further information shared apart from the above. This extension allows Council to provide feedback on the draft targets and these 'Big Ideas'.

The DTP website indicates that a new plan for Victoria is to be released in late 2024 following this second round of consultation.

Matters for Consideration

Options

A draft submission has been prepared in response to the release of draft housing targets which is shown at **Attachment 1**.

The following options are available to Council:

A. Endorse the draft submission shown at **Attachment 1**.
B. Endorse the draft submission shown at **Attachment 1**, with changes.
C. Determine not to endorse the draft submission, shown at **Attachment 1**, with no further action.

Analysis

While DTP has provided some explanation regarding the intention and context of draft targets through briefings to Council officers, there isn't yet a policy and/or strategy framework to better understand more detailed elements surrounding housing targets and their intended use moving forward. This would usually in be in the form of a discussion paper type document or be embedded in a draft Plan for Victoria.

It is unclear beyond the opportunity to provide this submission whether further information will be released that provides greater context and/or opportunity to provide further input on the draft targets.

Within this context, the draft submission has sought to focus on what the main implications are from a Brimbank perspective. The draft submission seeks to provide a constructive overview of key matters that DTP could turn its attention to as part of a

wider policy, strategy and/or regulatory reform agenda, or help inform a potential next phase of developing housing targets within the context of a new plan for Victoria.
On the above basis, the draft submission notes Council's qualified support for the concept of setting housing targets to help guide planning focus and effort moving forward. The draft submission also seeks to provide a focus of attention and further consideration on the following broad matters:

- Emphasises Council continued endeavours and efforts to facilitate high quality urban development through the tools available within the Brimbank Planning Scheme, and any other levers at its disposal, to encourage greater supply of housing across the municipality. This is in the context of a challenging economic environment.
- Encourages the need for an integrated spatial land use and transport approach and the need for delivery of major rail infrastructure and bus reforms, as a matter of urgency. This is essential to provide confidence, stimulate development demand and improve developer certainty, as well as deliver important transport investment required to service an increasing population.
- Highlights that beyond the planning system, Brimbank has limited levers available to unlock housing supply and therefore there is a need for both the Commonwealth and State governments to explore their respective financial and fiscal levers to influence supply, particularly in the short term.
- Emphasises the need to establish a clear, housing focused, policy, strategy and regulatory reform framework, that is developed in close consultation with local governments, relevant authorities and key stakeholders, to place housing delivery and associated targets into a long-term plan.
- Encourages the need for an ongoing program of effort to be established that monitors, reviews, and reports on the progress of delivering more housing against an established housing framework. This would preferably be progressed via a transparent process managed by an independent body.
- Seeks ways to make housing density through apartments more attractive - both in appearance and as a product to create market demand by gaining community support and acceptance. This is proposed to be delivered through a mix of reformed planning controls by providing innovative solutions that address several complex challenges which currently impede the delivery of housing density.
- Seeks prioritisation of available State based financial and fiscal levers of reforms to deliver a fairer and more equitable approach to funding the necessary transport, community and social infrastructure needed to meet the demands brought about by the proposed housing targets and associated population.
- Supports the need for ongoing collaboration across all levels of government, the development industry and with local communities to identify issues and progress solutions.

In relation to the eight "big ideas" released, officers note that they are very broad concepts that any new plan for Victoria would be expected to consider and without further detail are difficult to comment on in isolation of a draft policy or strategy framework.

Notwithstanding, Council's submission to the plan for Victoria provides appropriate and considered responses to these "big ideas", and therefore no further comment is being made as part of this submission.

Next steps

Subject to Council's endorsement, the draft submission would be lodged with DTP before 30 August 2024.

Council officers will continue to advocate for appropriate consideration, reflection and application of Council policies, strategies and plans, in addition to the matters raised in the submission as part of any further engagement by DTP on the proposed housing targets and/or a new plan for Victoria. DTP have indicated a willingness to receive more detailed information from Council officers about local issues, which will be provided where appropriate.

Community Engagement

The State Government have released information and are undertaking consultation via the Engage Victoria website. Submissions from councils on the draft housing targets are due from 3 July 2024 to 30 August 2024.

Resource And Risk Implications

Resource requirements can be met within the Annual Budget 2022/2023.

Community: potential impact on community, including public trust and customer service impact:
• Yes – Housing targets will require more housing in established areas across Brimbank and may be politically sensitive and have an impact on Council resources. Population growth associated with housing targets will correlate with an increased demand for a range of services and amenities offered by Council that will need to be assessed, planned and funded.

Environmental: impacts on environmental sustainability, including water/waste management, climate change, and contaminated land:
• Yes – Increased dwellings within Brimbank will have an impact on the overall performance of the built environment in response to climate change and overall environmental sustainability. This will also have a correlation in terms of transport needs and will require a stronger focus on active and sustainable transport to help address the impacts on road congestion and pollution.

Financial: significant financial impacts:
• Yes - Increased housing supply with Brimbank, while providing increased rate revenue will also require substantial funding to deliver new and/or extended services and infrastructure in the future.

Regulatory: legal, legislative or regulatory implications including the rights/obligations of stakeholders:
• Yes – Potential regulatory reforms introduced by the progressing of new housing targets may impacts Council's existing legislative and regulatory responsibilities.

Legislation/Council Plan/Policy Context

This report supports the Council Plan 2021-2025 strategic direction and objective of:

2. Places and Spaces - Liveable and connected neighbourhoods that support healthy and sustainable futures - A green place for all
• Liveable and Connected - Inviting and liveable spaces and facilities, connected so people can get around

3. Opportunity and Prosperity - A future focused, transforming city where all have opportunities to learn and earn - A prosperous place for all
• Growing and Transforming - Optimise community opportunities through infrastructure innovation and investment

4. Leadership and Governance - A high performing organisation that enacts the vision and decisions of Council through the delivery of quality and innovative services - A fairer place for all
• Engaged and Responsive - Community insights are valued to enhance connection and engagement with Council.

The draft submission draws on priorities identified in adopted Council strategies and policies, including the Brimbank Housing and Neighbourhood Character Strategy 2024, Brimbank Advocacy Plan 2023-25, Brimbank Transport Priorities Paper 2022, Sunshine Priority Precinct Vision 2050, Brimbank Activity Centre Strategy 2018, Sunshine Station Super Hub Urban Design Principles 2019, Brimbank Position Statement of Social and Affordable Housing 2022 and the Brimbank Economic Development Strategy 2022–2027. The draft submission also draws on the Brimbank Planning Scheme and State Government's Sunshine Precinct Opportunity Statement.

Council officers contributing to the preparation and approval of this report, have no conflicts of interests to declare.

Brimbank City Council



Brimbank City Council Submission

Victorian Government Draft Housing Targets

August 2024

Council respectfully acknowledges and recognises the Kulin Nation including the Wurundjeri, Bunurong and Boon Wurrung Peoples as the Traditional Owners of the land in the City of Brimbank, and pays respect to Elders past, present and future. For the Traditional Owners, the lands in the City of Brimbank have always been a significant trading and meeting place.

Foreword

Brimbank City Council (Council) welcomes the proposed draft Housing Targets released by the Victorian Government and the opportunity to work with the Victorian Government to further develop housing policy and strategy, and refine the draft Housing Targets, to inform the development of the new Plan for Victoria.

The Department of Transport and Planning (DTP) website identifies that the draft Housing Targets quota for the Brimbank Local Government Area (LGA) is in the order of 72,000 new homes by 2051. Currently, there are approximately 73,200 dwellings in the Brimbank LGA, which equates to the construction of around 2,700 dwellings per year for the next 27 years.

Council understands and appreciates that the proposed draft Housing Targets are based on a geospatial based analysis identifying potential capacity, with the aim of providing a sufficient supply of suitably zoned land, over and above projected population and household change requirements - the latter being the traditional method of determining housing supply through strategic planning.

Council's recently adopted *Brimbank Housing and Neighbourhood Character Strategy 2024,* uses the traditional method of determining supply, and has identified the need to accommodate an additional 14,000 dwellings by 2041 through a suite of residential zone changes. This represents a little over 800 dwellings per year which is slightly above the short-term average dwelling construction rate for Brimbank over the last five years, but in line with a longer-term average when measured since 2001. Council notes that this strategy does not include the activity centre areas of Sunshine, St Albans or Sydenham, or potential dwelling yield from other potential infill development areas.

Notwithstanding, while potential additional dwelling capacity from these areas and/or existing areas could further increase housing supply across Brimbank, there are several strategic limitations. This includes land use buffers, airport environs impacts (particularly in relation to the proposed Melbourne Airport Third Runway), single dwelling covenants, potentially contaminated land, and flood exposure, which will likely impact overall supply potential.

The theoretical doubling of the number of dwellings within Brimbank necessitates the need for significant infrastructure and service delivery, particularly the provision of greater transport and community services. Within the context of being able to deliver the proposed draft Housing Targets, Brimbank needs the timely delivery of committed rail infrastructure projects and corresponding station upgrades to support significant activity centre growth and development along established rail lines. Greater housing development beyond established rail infrastructure will require more frequent, accessible, and integrated bus services, in addition to a range of social and community related infrastructure, which is required to service a substantially increased population.

Nevertheless, Council supports the establishment of housing targets as a means of supporting strategic planning to facilitate increased housing. However, Council is mindful that is has limited levers at its disposal to be able to influence the housing market and is mindful of the need for targets to be strategically focused on their intention, rather than used as a punitive measure as suggest by the Premier[1].

Within the above context, Council's submission focuses on a range of matters that will help inform a strong and effective housing policy and regulatory environment, including:

1. Unlocking housing development today through further exploration of Commonwealth and State Governments levers.
2. Working collaboratively to further develop a clear and consistently applied methodology to ensure a unified approach across state and local government boundaries.
3. Establishing targets within the context of a strategic metropolitan housing framework that supports localised delivery and is independently monitored and reviewed.

[1] Miller, Rooney, Gordon (April 2024) *The Age "Planning powers could be stripped from councils that miss housing targets".*

4. The need to make density attractive delivered through a mix of reformed and new planning tools, with a focus on innovative solutions to challenges which impact delivery.
5. Integrating and aligning planning and infrastructure delivery to ensure the application of a fair and equitable approach through reforms to infrastructure contributions and value capture arrangements.
6. The need for ongoing collaboration across all levels of government, the development industry and with communities to identify issues and progress solutions.

Council looks forward to contributing to this important policy discussion and stands ready to assist the process where it can.

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Draft housing targets in context

Key points:

- **Proposed draft targets will require 2,700 dwellings per year to be delivered, which is significantly more than the long-term average of approximately 800 per year since 2001.**
- **Delivery of committed rail infrastructure projects and corresponding station upgrades is required to support housing growth in existing activity centres and along established rail lines.**
- **Increased housing supply beyond established rail infrastructure will require even more frequent and accessible bus services, which are already insufficient in terms of current requirements.**

Draft targets put into the Brimbank context

Brimbank has a vibrant and culturally diverse community with a population of 196,000 in 2021, which is forecast to grow to 212,500 by 3036[2].

When compared to all inner and middle local government areas across Melbourne, Brimbank is ranked equal third highest (72,000 new dwellings) alongside the local government areas of Monash, Darebin and Merri-bek, in needing to accommodate new dwellings by 2051. Only the local government areas of Whitehorse (79,000) and Melbourne (134,000) have higher housing targets.

Brimbank currently has around 73,500 dwellings, which means the proposed draft Housing Target for Brimbank equates to a theoretical doubling of the number of dwellings to around 143,000 by 2051. This suggests that an average annual construction rate of 2,700 new dwellings would be needed over the next 27 years for Brimbank to deliver this target.

Council's recently adopted *Brimbank Housing and Neighbourhood Character Strategy 2024* seeks to accommodate an additional 14,000 dwellings by 2041[3]. This represents a little over 800 dwellings per year which is slightly above the short-term average for Brimbank of the last five years - but is in line with a longer term average when measured since 2001 (see figure 1 below).

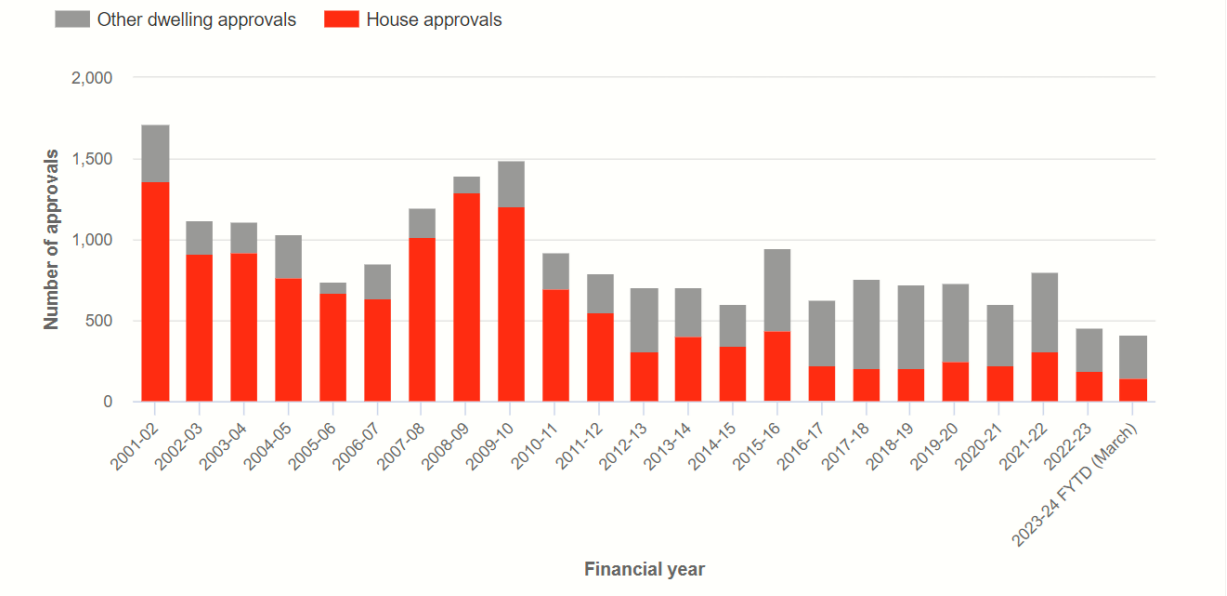


Figure 1: Residential Building Approvals, Brimbank City Council.
Source: Id Consulting

[2] Victorian Government (2023) *Victoria in Future, municipal forecasts 2021-2036.*

[3] Excludes the activity centre areas of Sunshine, Watergardens, and St Albans.

Brimbank requires significant investment in infrastructure to service gorwth

Council appreciates that a significant proportion of the draft Housing Target is supported by the future development of the Sunshine Priority Precinct (Sunshine), where work is being undertaken to establish Sunshine as the CBD of the west. The DTP's own vision[4] indicates the potential for approximately 26,000 new dwellings over the next 30 years.

When Sunshine's potential is combined with the *Brimbank Housing and Neighbourhood Character Strategy*, it means that an additional 32,000 new dwellings will potentially need to be found within other areas earmarked for residential growth. This includes the activity centres like St Albans and Sydenham, and other potential residential strategic infill redevelopment areas (such as areas zoned for mixed use or where there is an approved development plan). In addition, Brimbank has a wide range of neighbourhood and local activity centres beyond those mentioned, where housing growth could be further intensified within the context of a 20-minute neighbourhood policy environment. Importantly, the growth and development of these centres is also impacted by poor public transport accessibility, changing economic conditions and increased development costs due to localised conditions, to name a few.

In August 2021, the Victorian Auditor General[5] noted the absence of a metropolitan wide transport plan (also required by the *Transport Integration Act 2010)* over the last decade. This has meant that unprecedented investment in transport infrastructure has missed opportunities to better sequence and optimise the benefits of these investments to better meet Victoria's transport needs – particularly in Melbourne's west.

Significant and timely investment will be needed in a broad range of transited oriented infrastructure, social and community services, as well as utility infrastructure, if Melbourne is to cater for the population proposed in the draft Housing Targets.

Council has long advocated[6] about the need for greater and more coordinated investment in transport infrastructure to deliver meaningful and intergenerational change for the Brimbank community and Melbourne's west. Sustained advocacy about once in a generation catalyst project flagged for Brimbank and the western region, could restore transport equity in Melbourne's west and create an environment equivalent to the level of transport infrastructure available within northern and eastern middle ring municipalities. Key projects include:

- Electrification of the Melton/Wyndham rail line and modernisation of stations along those lines
- Delivery of Melbourne Airport Rail including the Keilor East Railway Station
- Delivery of the original design of the Sunshine Super Hub to support the above rail investments full potential and
- Redevelopment of Albion Station to capitalise on the growth potential of the northern areas of the Sunshine precinct.

If greater densities are to be achieved beyond existing rail infrastructure and within the existing activity centre network, then considerable investment in more frequent bus services in needed. This should provide logical interconnections to help achieve greater growth in established suburbs and support efficient flows and accessibility of people travelling within, or through Brimbank.

[4] Department of Transport (2021) *Sunshine Priority Precinct Statement*

[5] Victorian Auditor General (2021) *Integrated Transport Planning*

[6] Brimbank City Council (2021) Transforming Brimbank

There is a need to deliver new housing now

Key points:

- **Local government has few levers outside the planning scheme to meaningfully unlock supply, particularly in the short term.**
- **Commonwealth and State Government need to use their financial and regulatory levers to help unlock supply delivery.**
- **Building property market confidence through delivery of promised infrastructure will help support Brimbank in attracting investment and unlocking new housing supply.**

Local government has limited levers to unlock supply

Unfortunately, the implementation of housing targets will not contribute to the building of new homes needed today or in the short term.

Council has, and will continue, to facilitate development through its planning scheme which is the primary lever at its disposal to encourage new development. It is important to note that while permits are issued regularly, not all permits proceed to construction. For example, over the past five years within the Sunshine Metropolitan Activity Centre (MeAC), active permits had the potential to deliver 972 new apartments, however over this same period, approximately 564 apartments did not progress due to lapsing planning permits - which demonstrates the important role the market plays in the delivery of housing.

There are several issues that impact the markets' ability to deliver housing, including the cost of construction, high interest rates, rising wages and labour shortages, and financial incentives etc, and have a more immediate influence on housing supply. For example, Infrastructure Victoria's *Our home choices* advocated for disincentives to buying in established areas to be removed. These included inefficient stamp duties, taxes and subsidies which favour development in growth areas over infill locations.

While Council welcomes both the National Housing Accord and the Victorian Housing Statements as first steps, further exploration of these financial and other levers that impact the market are required to encourage a more immediate response to supply.

Build market confidence by delivering promised infrastructure

The property market dynamics of Melbourne's west means that the delivery of the Melbourne Airport Rail and other city shaping rail infrastructure projects flagged for Brimbank and the region is critical to building market confidence.

There is a significant opportunity for State and Local Governments to leverage public and private investment to create uplift through a range of opportunities. A commitment to a continued strong partnership and collaborative approach between Local and State Governments, that is underpinned by an agreed vision, will be key to realising our mutual aspirations.

Unfortunately, the lack of certainty in the delivery of flagged infrastructure projects is undermining Sunshine's role as a MeAC, and its broader role as part of the National Employment and Innovation Cluster. Significant capacity exists within the Sunshine Precinct to accommodate future homes. Continued uncertainty creates a lack of confidence for investors looking at Sunshine and Brimbank as a place to invest, conduct business and work.

Targets should be set within a clear and implementable framework

Key points

- **The proposed methodology that has informed the draft Housing Targets has merit, but a clear and consistent methodology to refine targets needs to be established, in consultation with Local Government.**
- **Targets need to be set within a metropolitan housing policy and strategy framework, and based on principles, objectives, and spatial delivery aspirations.**
- **A housing framework should focus on delivering housing choice, diversity, and local needs within the context of delivering an overarching target.**
- **A housing framework should include a consistent approach to long term independent monitoring and review to measure policy implementation accurately.**

Develop a clear and consistent methodology

The DTP[7] Local Government focused webinar on 12 July 2024, reaffirmed that the combined draft Housing Targets aim is to deliver 2.24 million new homes by 2051, and that the draft targets are based on an initial geospatial assessment to understand what a feasible housing capacity could theoretically be within each local government area.

This means the draft Housing Targets present greater supply of housing, over and above demand driven models such as *Victoria in Future* (VIF) and aim to change the balance of affordability through extra supply.

Council considers that the methodology outlined by DTP is a well-considered first step. Ideally the next stage would involve a more detailed discussion with each local government to allow the provision of more localised feedback to inform the methodology and ensure an accurate base case is developed for each LGA. This includes giving appropriate consideration and regard for localised limitations on development. Within Brimbank, there were several development constraints identified in the adopted Brimbank Housing and Neighbourhood Character Strategy, including:

- Areas where land use buffers may impact dwelling densities, such as in areas surrounding Major Hazard Facilities, closed land fill sites and proximity to high pressure gas or other pipelines.
- Locations where there are known single dwelling covenants, that deliberately limit the dwelling density potential within a given area.

Council has considered the DTP webinar material and included a range of feedback at Appendix 1. Prior to finalising the methodology and final targets, which will inform the Plan for Victoria, Council submits that the following occur:

1. Provide opportunities for considered and detailed feedback from each local government to ensure local conditions are considered, and to improve the accuracy of inputs and elements being used, and the overall integrity of the model.
2. Engage a range of experts to peer review the model's methodology to further enhance its validity and long-term application.
3. Consider placing the methodology/model through a considered public process to allow any interested party, to present their views via an Advisory Committee process in accordance with section 151 of the *Planning and Environment Act 1987*.

[7] Department of Transport and Housing (July 2024) *Housing Targets, Modelling Webinar – 12 July 2024*

Place housing targets within a clear housing framework

Council supports the need for a 'long term housing plan'[8] to collectively achieve well designed and well-located housing. The development of a housing framework must be established within a framework based on clear and consistent principles and objectives, that drive the application of specific policy and strategy at both the metropolitan and local government level. Ideally a framework would be focused not just on housing but be coupled with a clear spatial strategy that is supported by a new Plan for Victoria that describes how targets are to be met.

A regional local government approach should be considered for the establishment of targets and their implementation. A regional approach could create a greater focus on similar property market characteristics and behaviours and promote development of fit for purpose approaches based on local area dynamics.

A housing framework must include diversity and choice

Currently, 80% of Brimbank's housing supply is provided in detached dwellings built between the 1950's and 1980's on allotments between 500 – 800m^2. A housing framework should act to encourage and deliver housing diversity and choice. A key challenge facing Brimbank, and most municipalities, is the ability to support the delivery of diversity that caters for various household types and an older population.

Research undertaken by Infrastructure Victoria (IV)[9] found that homes in high rise apartments alone where not attractive to many people, concluding that increased density must come in a variety of forms, including townhouses, villas and low-, mid- and high-rise apartments. They must also be priced accordingly to suit a variety of household types, particularly those households with children. Any framework must therefore not solely rely on pure numbers and/or demand, but instead, take a more nuanced approach to providing diverse housing that meets the needs of a broad spectrum of the Victorian population at an appropriate price point.

Establish best practice independent monitoring, reporting and review

Any framework must be monitored and reviewed periodically. There has been no information shared to date that outlines if and how monitoring and review will occur. Council believes reviews should be aligned with ABS census data release periods to ensure that adjustments are measurable and based on trends. Reviews should include assessment of property market movements, fluctuations and economic temperature checking to ensure that any revised or new targets remain realistic and pragmatic.

Given housing is a basic human right, it also considered that the task of setting and adjusting policy and targets should ideally be removed directly from the influence of politics and big business as much as possible. An independent authority, such as the Auditor General, or Infrastructure Victoria could be tasked with setting housing policy and strategy and establishing and reviewing targets. This independent authority would ideally report to parliament directly and be adequately resourced to undertake the overall task.

[8] Victorian Government (October 2023) Victoria's Housing Statement p39

[9] Infrastructure Victoria (2023) *Our Home Choices* pg5

Density is complex and needs to be attractive to achieve acceptance

Key points

- **Current planning controls will struggle to achieve the ambitious policy and strategy outcomes suggested by the draft Housing Targets.**
- **Innovative approaches are needed to address a range of planning related barriers to strategic densification.**
- **Embedding good design into the objectives of planning for density is essential.**

Reform existing controls to support delivery of supply

There is a need to provide greater clarity and certainty through modernised planning control provisions to achieve greater housing choice and density in the Victoria Planning Provisions (VPPs), and in turn deliver housing targets.

Existing controls, by design, often limit the ability for areas to realise their full potential. Reformed controls, prepared in consultation with councils, should be implemented to establish greater certainty for councils, communities, and the development industry about required planning and design outcomes. Increased certainty will reduce speculation by stabilising the market and is expected to reduce inflation in the value of development sites and result in more permits being acted on. Reforms could consider:

- Introduction of density-based controls within the existing suite of zones with any 'up-lift' mechanism built into the construct of the zone and pre-agreed to secure community benefit.
- Establishing disincentives for speculative planning permits to avoid delay in supply of new housing.

Part of delivering the right supply at the right density, involves providing clear design guidance and direction on low to mid-rise apartments, which are above 4 storeys but less than 10. At present, there is a significant gap in planning guidance between detached homes (Clause 55, Rescode) and higher density apartments (Clause 58, Better Apartment Design Guidelines). The development of a new low to mid rise apartment code, prepared in consultation with councils, would provide the balance needed in urban form and help drive appropriate outcomes linked with the delivery of housing targets.

Innovate to address complex challenges to achieving density

At present there are insufficient tools in the Planning System to deliver large-scale, coordinated transformation of places. Innovation is needed to address several broad planning challenges beyond the current suite of planning controls. While there are several potential matters, the following are particularly acute within Brimbank in achieving greater housing density in the desired places:

- **Lot consolidation** is a significant obstacle. Research undertaken by Swinburne University as part of the 'Greening the Greyfields' noted that between 2005 and 2021, approximately 28% of all infill development only yielded between 2-4 dwellings[10]. It was observed that this was partly due to a reinforcing of the purpose and nature of existing zone controls but also partly driven by an inability to consolidate land into larger parcels to be able to achieve increased density outcomes. The report went onto suggest that new strategic and statutory planning tools need to be explored and developed that are focused on a neighbourhood 'precinct' level as a start, with the potential for State Government to play a role in the arbitrage of land and facilitation of housing development activity.
- **Restricted covenants** can limit the ability to achieve meaningful densities. There are many areas across Melbourne, and within Brimbank are prevalent in Deer Park and areas of Taylors Lakes and limit

[10]Glackin, Newman, Newton, Thomson (2023) *Greening the Greyfields,* Page 34

development to single dwellings per allotment. When developed 40 years ago, these covenants were considered an appropriate way to help shape a desired development pattern. However, their legal construct means that they will continue to influence low urban density in perpetuity unless addressed strategically. Given the broad and legal nature of the challenge, Council encourages State Government to explore how such covenants could be considered and removed within the context of a broader strategic housing setting.

- **Underdevelopment** in many parts of Brimbank is a real issue. Since the release of Melbourne 2030 in 2003, several successful VCAT appeals have been won based on a proposal not meeting the objectives or zoning and strategy requirements. Proceeding to VCAT each time is expensive and time consuming. Unfortunately, to date no corresponding state level policy or planning provision has been implemented which is expressly directed at discouraging unreasonable under-development of well-located sites. Council encourages the State Government to examine the potential application of "minimum development provisions" which would help send a clear development expectation signal in areas where state and local policy explicitly call for development to deliver greater employment and housing outcomes.

Further embed good design into the objectives of planning for density

Victoria must establish greater leadership as a design state, increasing its competitiveness to attract and retain residents, jobs, and investment. Making density attractive to both existing and future residents is essential if ambitious targets are to be achieved.

Unfortunately, the planning system tends to lack sufficient design policy and can result in poor design quality and performance of the built environment. Embedding what good design means within a policy, strategy and statutory context is essential and should also be a key element of a potential housing framework.

This could include introducing a new objective into the *Planning and Environment Act 1987*, supported by umbrella design policy that establishes expectations and supporting processes to enable good design. This would involve updating the Victoria Planning Provisions and embedding both policy, process, and outcomes into relevant elements of planning schemes.

Integrated and aligned planning and infrastructure delivery

Key points

- **The need for integrated land use and transport planning has never been greater.**
- **A fair and equitable approach should be applied through value capture arrangements.**
- **Delivery of an effective contributions system is needed to reduce burden on local governments.**
- **Reforming infrastructure contributions is needed to send the right price signals.**

An integrated and coordinated approach to transformation

A significant component of any housing framework is to focus development in existing urban areas which would generally include brownfield renewal areas, activity centres and developments of large-scale strategic sites. The current approach to coordinating individual development interests at a precinct scale can often lead to mixed results with uncoordinated outcomes leaving councils to pay for the amenity aspects post completion.

Planning for successful urban renewal must include the feasibility of public facilities and amenities, including the location and design of high quality and tree lined streets, and provision of open spaces and community facilities, before determining development yield and scale.

Potential tools required to achieve greater integration and coordination include:

- Processes to achieve state and local partnerships in precinct master planning to provide greater certainty in the planning, design, and funding of public amenity.
- Establishment of incentives to encourage lot consolidation that maximises the co-ordination and delivery of new public realm transformational projects.
- Establishment of clear thresholds and guidelines for proponent led master planning prior to the design of and permitting of individual buildings.

Without a clear and integrated approach, there is the potential to lose significant opportunities to capture public value and leave a longer-term financial burden on councils to retrofit the required infrastructure to support liveability, as has occurred in the Montague Precinct in Fisherman's Bend, and Josephs Road in Footscray.

Ensuring communities benefit from density

Ensuring communities benefit from increased density must be a core principle of any future housing framework. Too often, housing projects are focused on plot-by-plot development, resulting in increased density, with little improvement to the public realm, or sufficient contributions to local community infrastructure. This in turn creates resistance from local communities who then view the contribution of increased housing negatively when existing infrastructure is straining to cope with increased population growth.

There is a need to match housing growth with investment in the neighbourhoods where it is located. The ideal outcome would be to get to a point where the community wants housing growth in their neighbourhoods because of the benefits it delivers. Elements of reform could include, but is not limited to:

- Ensuring funding for open space, street upgrades and community infrastructure is directly tied to the anticipated future density.
- Prioritising the careful planning and costing of public realm needs and upgrades, and that this occurs prior to the upzoning of urban land.
- Ensuring greater emphasis on participatory strategic planning processes to ensure community members participate and benefit from increased density.

Fairness through return on value capture

Council supports the implementation of the Wind Fall Gains Tax (WGT) on rezonings that brings a significant capital improvement to land. At present, the gains extracted from WGT are returned to the State Government's consolidated revenue. Currently there isn't any transparency about how money collected is spent to create a better urban environment from where it has been collected from.

Council encourages the State Government to consider an equitable approach to the distribution of the proceeds involving a portion being returned to the local areas they were collected from to support the delivery of increased services. Ideally, any altered arrangements should hypothecate the intended outcomes to achieve stability within the process, and delivery transparency in operation.

Infrastructure contributions reform must be a high priority

Victoria has no dedicated revenue source to fund infrastructure that supports building new homes outside of new growth areas. The current system of section 173 agreements, Infrastructure Contributions Plans (ICP), Developer Contributions Plans (DCP) is disconnected, patchy, complicated, and administratively burdensome. In particular, the DCP system carries significant barriers and risks for councils. Issues include but are not limited to the:

- Cost of developing a DCP
- Time it takes to develop and have a DCP approved
- Complexity of DCPs and the expertise required to manage them effectively
- Financial risks of entering a DCP - a DCP locks in councils to deliver projects, even if development does not proceed and council cannot collect the levies.

For many councils, agreements struck under section 173 of the *Planning and Environment Act 1987* are the only realistic and cost-effective option to collect contributions for infrastructure.

The development of a new system must be underpinned by principles of fairness, certainty, transparency, efficiency, simplicity, and affordability. Ideally a two-tiered approach that focuses on local infrastructure and state infrastructure is needed. A local system would fund basic and essential infrastructure needed to support or respond to development, while a state system could look to fund major state or regional infrastructure to unlock potential.

Several reviews, the most recent being *Infrastructure Contributions Advisory Committee* (established in 2021) have promised much sought after reforms to the ICP and DCP system, with none resulting in meaningful change.

Ongoing collaboration to identify broad based solutions

Key points

- **Any process must involve all tiers of government as part of the solution.**
- **Consultation with the development industry is needed for pragmatic solutions.**
- **The needs of communities that state and local government service must be front and centre.**

All tiers of government and industry need to work together

Greater collaboration is urgently needed to formulate ideas that lead to solutions. While local government plays a key role as experts in understanding their local spatial issues and community needs, both State and Commonwealth Governments have levers that can affect the greatest and most immediate change to deliver housing in the short term.

Industry is well placed to explain the bottlenecks and market conditions the impact them in the delivery of housing supply, and there is a real need to understand the various limitations across the legislative and regulatory frameworks that create obstacles in creating new supply or inhibit new housing models such as build to rent.

Bring communities along for journey

Communities need to be part of the journey and solution, and critically, to understand the trade-offs needed as a society if housing is to be provided for existing and future generations in a meaningful way. Easy to understand messaging is needed to deliver a greater understanding that the problem cannot be shifted elsewhere, and that expansion of the urban growth boundary is not an appropriate solution.

The City of Vancouver[11] has had a housing strategy in place for over 20 years. A key ingredient of the strategy has included targeted consultation with residents to promote greater acceptance of increased densities and allow feedback where that density is located. This has been essential in gaining community confidence and support for density overtime.

[11] www.vancouver.ca/people-programs/housing-vancouver-strategy.aspx

Appendices

Detailed feedback – Housing Targets Modelling Webinar[12]

Council understands, and appreciates the following about the proposed draft Housing Targets:

- When aggregated, all targets seek to deliver 2.24 million new homes by 2051 consistent with the Victorian Housing Statement (VHS) released in October 2023.
- Targets are an expression of an assessed geospatially based assessment to understand what a feasible housing capacity could theoretically be within each local government area.
- Targets present greater supply of housing, over and above demand driven models such as *Victoria in Future* (VIF) which forecast minimum requirements based on population and household change.
- Within the context of the VHS, there is an intention to deliberately provide more housing, over and above VIF projected levels, with the aim of changing the balance of affordability through extra supply.
- Targets are to be viewed as a strategic tool to help drive growth in the most suitable locations across Melbourne and Victoria.

Council submits the following feedback about the modelling presented:

Discounting non-developable land

- Lots between 0-300 sqm are likely to have some density potential, particularly where the underlying zone is Residential Growth, Mixed Use, or other special purpose development zone.
- Industrial land that is not in a State or regionally significant precinct should be considered in consultation with the relevant local government, particularly around significant activity centres such as Sunshine. Existing Council policy may provide direction in relation to the future of some of this land.

Considering constrained land

- Reference to 'High and medium risk flood areas – Melbourne Water' requires further explanation, particularly as to how they differ from established flood controls within planning schemes.
- The application of 'capacity discount' rates require further clarification, in particularly what the discount is being measured or based on.
- Capacity discount of 20% for areas within the MAEO and AEO need to be reconsidered. The purpose of both is to limited density to either a single dwelling (MAEO1), or density not exceeding one per 300 sqm (MAEO2), which suggests both are "not developable" under the proposed methodology, unless there are planning reforms proposed.
- Discounts relative to other overlays e.g. the EAO, ESO, NCO, SBO, SLO and VPO, need further interrogation and reconsideration. It might be that such overlays may not directly affect dwelling density and could be viewed more as important considerations that need to be considered when contemplating increased density within an area, rather than a density control per se.

Calculating Capacity

- Greater clarity is required about 'Maximum possible density' regarding overall lot size and theoretical dwelling capacity. For example, how is the potential capacity under an apartment scenario determined as distinct from traditional detached dwelling forms within relevant residential zones?
- Greater methodological clarity is need in how Floor Area Ratios (FAR) are applied. This is within the context of the existing regulatory aspects that govern what can be built under each residential zone under clauses 53 to 58 of the Victoria Planning Provisions. FARs normally assume no other, or limited built form controls are present on a site.

[12] Department of Transport and Housing (July 2024) *Housing Targets, Modelling Webinar – 12 July 2024*

Attributing Growth

- Further explanation about the influence of "CityPlan" and "PLUM" as elements of the methodology would help clarify how the overall methodology works in practice.
- While the proposed elements appear logical, there are a few inputs that require explanation as to how they influence housing target development, including:
  - What are the policy interventions being used as inputs into the model, and how do future policy interventions impact the model?
  - What elements of the transport network are being considered? Does the model consider existing capacity, or does it also include planned capacity (i.e. Western Rail Plan upgrades?) Is the bus network considered, and if so, how? Will the model consider serviceability?
  - What modal split is the model assuming across all forms – and is there an assumption that greater take up of public transport informs location-based density deliberations.

Assessing feasibility

- What are the inputs into the consideration of land value and how developer decisions are made? These assumptions would be important to check via peer review.
- Feasibility should also consider the potential additional costs to fund infrastructure or pay State taxes and/or duties.

Additional considerations

- While it is understood that population change is not a core factor in the overall capacity consideration, it is an important element in understanding demand and the type of housing needs from one area to another.
- Household size and formation is an important part of determining housing choice and on this basis, housing diversity should be a core consideration in the development of housing targets.
- Further consideration is required of the proposed methodology and model prior to its finalisation. This should involve further development based on peer review advice, continued engagement with stakeholders, particularly local government, and an opportunity for a third-party review process such as an Advisory Committee.

12.8	**Governance Policies Review**
Directorate	People, Partnerships and Performance
Director	Georgie Hill
Manager	Danny Bilaver
Attachment(s)	1. Councillor Code of Conduct Consultation draft August 2024 [**12.8.1** - 38 pages] 2. Councillor Gifts Benefits and Hospitality Policy Consultation draft August 2024 [**12.8.2** - 19 pages] 3. Live Streaming of Council Meetings Policy Consultation draft August 2024 [**12.8.3** - 18 pages] 4. Public Transparency Policy Consultation draft August 2024 [**12.8.4** - 16 pages] 5. Councillor Support Policy Consultation draft August 2024 [**12.8.5** - 35 pages] 6. Governance Policies Review - Consultation Participation Overview [**12.8.6** - 5 pages] 7. Governance Policies Review - Community Engagement Submissions [**12.8.7** - 2 pages]

Purpose

For Council to consider adopting the final draft Councillor Code of Conduct; Councillor Gifts, Benefits and Hospitality Policy; Live Streaming of Council Meetings Policy; Public Transparency Policy; and Councillor Support Policy.

Officer Recommendation

That Council:

a. Having considered submissions received on the draft *Councillor Code of Conduct*; *Councillor Gifts, Benefits and Hospitality Policy*; *Live Streaming of Council Meetings Policy; Public Transparency Policy; and Councillor Support Policy*, at Attachments 1-5 to this report (the revised policies), adopts the final drafts of the revised policies, at Attachments 1-5 to this report.

b. Revokes the *Councillor Transparency Policy; Councillor Respectful Conduct Policy;* and *Councillor Protocol,* noting no submissions were received on these.

c. Writes to submitters thanking them for their submissions on the draft revised policies and advising of Council's decision.

Background

Councillors must comply with a range of policies and associated documents (governance policies). Some governance policies are mandatory under the *Local Government Act 2020 (the Act)*; others are not mandated but support good governance. Broadly, Council's governance policies serve the important purpose of guiding Councillor conduct and supporting integrity and legislative compliance.

The governance policies outlined in this report have been reviewed in line with Council's commitment to maintain up to date policies and strategic documents. The aims for this the review were to:

- Move all Councillor policies over to updated standard policy template.
- Update any remaining outdated content.
- Ensure policies are current and up to date.
- Remove duplication of content across Councillor policies and protocols.
- Revoke Councillor policies that duplicate other council policies (e.g. Councillor Transparency Policy duplicates Public Transparency Policy).
- Ensure no relevant content is lost when consolidating documents.

The governance policies updated in this report also incorporate recommendations for strengthening policies from the IBAC report from Operation Sandon, which was an investigation of serious corrupt conduct within the City of Casey.

At the Council meeting on 18 June 2024 a range of recently reviewed Governance policies were endorsed for community consultation.

Matters for Consideration

Five policies have been reviewed and community consultation has occurred over a four-week period. These are the revised *Councillor Code of Conduct*; *Councillor Gifts, Benefits and Hospitality Policy*; *Live Streaming of Council Meetings Policy; Public Transparency Policy;* and the *Councillor Support Policy.*

Three policies were reviewed and are recommended to be revoked because they duplicate existing content and/or their content can be transferred to other policies. These are the *Councillor Transparency Policy; Councillor Respectful Conduct Policy;* and *Councillor Protocol.*

The Councillor Portfolio Policy and Terms of Reference were reviewed and will be revoked at the end of the Council term.

The Brimbank Governance [Major Policy Consultation] Local Law 3 was sunsetted on its 10th anniversary on 17 July 2024. With the introduction of the Community Engagement Policy this year, this Local Law was not required and has since lapsed.

Community Engagement

Community consultation occurred via the 'Your Say Brimbank' website between 20 June 2024 until 19 July 2024. An overview of the Your Say Brimbank consultation participation is at **Attachment 6**.

Council received 177 visits to the community consultation website page and 7 submissions of feedback in relation to the revised policies. Out of the seven written submissions received in relation to the proposed policy documents, only three provided feedback directly relation to the documents being considered. The other four submissions related to feedback of a general nature. All submissions are available at **Attachment 7**.

The feedback received that relate to the documents in question is summarised as follows:

Feedback	Response
Code of Conduct	
Section 3.2: Councillors should provide quarterly reports to their Ward including contact details.	All details of Councillors can be found on Council's website. Complaints and enquires that relate to services provided by Council's

	administration are recorded in Council's corporate system and responded to in accordance with Council's customer service charter. With regard to when Councillors respond to their constituents is a matter for Councillors individually and this process falls outside the Code of Conduct.
Section 4: Prohibited content should include 'electoral misrepresentation, fraud, or abuse'.	These topics are covered in section 4 of the Code of Conduct. Council also has a separate document for Conduct During Elections and Conflict of Interest as part of Council's Governance Rules. Fraud is also contained in other documents such as the Public Transparency Policy, Fraud and Corruption Control Framework and the Act sets certain obligations also on Councillors.
Section 4.1: Add penalties for participating in binding caucus votes.	There is no capacity for penalties to be added.
Section 6.2: Include "or harassment online or in the community". Ensure penalties for councillors who induce or encourage such behaviours.	Sufficiently covered in the Standards of Conduct as per the *Local Government (Governance and Integrity) Regulations 2020.* The *Local Government Act 2020* (the Act) establishes a councillor conduct framework that provides a clear hierarchy for the management of councillor conduct issues.
Section 6.3: Update [interactions with Members of parliament] monthly and make available for public viewing on the BCC website.	Interactions with MPs report monthly in Council's Governance reports, which are publicly available as part of Council Meeting minutes.
Section 6.6: Councillors should undergo regular Child Safe Training and hold a current WWC.	All Councillors are required to hold a WWC check and undergo child safe training.
No consequences for rule breaches or poor representation. No minimum standards for attending meetings, responding to residents, or engaging with the public. Overlooks exclusion based on political beliefs.	The Act sets out consequences should Councillors not adhere to their obligations. Section 35(1) of the Act sets out specific attendance requirements with respect to Councillor's attendance to meetings.

Gifts and Benefits	
Ensure the Councillor Gift Register is updated monthly and all councillors disclose gifts regularly.	Gift disclosure already a requirement of the policy and the *Local Government Act 2020.* Council maintains a register for all gifts, benefits and hospitality declared by Councillors updated upon receipt.
Live Streaming of Council Meetings Policy	
Section 1.1: Add provisions to accommodate and ensure compliance with disabilities, including displaying public questions on screen during meetings for transparency and community inclusivity.	Public questions and answers are read out during the Council meeting and are also written in Council's publicly accessible Council Meeting minutes.

After consideration of the feedback received, there are no recommended changes to be made to the reviewed policies.

Resource And Risk Implications

There are no resource implications resulting from this report.

Community: Failure to keep our governance policies up to date can signal a lack of care and attention to our governance obligations and erode public trust.

Regulatory: Failure to update governance policies can result in key guidance material about our governance obligations not being clear, current and lawful.

There are no Environmental, Financial or Safety risks identified.

Legislation/Council Plan/Policy Context

This report supports the Council Plan 2021-2025 strategic direction and objective of:

4. Leadership and Governance - A high performing organisation that enacts the vision and decisions of Council through the delivery of quality and innovative services - A fairer place for all
• High Performing and Accountable - Our workforce strive to enhance services and liveability for the Brimbank community.

This report complies with Council's Policy Management Framework, Community Engagement Policy 2021, and *Local Government Act 2020* requirements.

Council officers contributing to the preparation and approval of this report have no conflicts of interests to declare.

Councillor Code of Conduct

August 2024

DRAFT

Council respectfully acknowledges and recognises Wurundjeri and Bunurong peoples as the Traditional Custodians of this land and pays respect to their Elders past, present and future.

Council acknowledges the legal responsibility to comply with the Charter of Human Rights and Responsibilities Act 2006 and the Equal Opportunity Act 2010. The Charter of Human Rights and Responsibilities Act 2006 is designed to protect the fundamental rights and freedoms of citizens.

The Charter gives legal protection to 20 fundamental human rights under four key values that include freedom, respect, equality and dignity.

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1 INTRODUCTION

1.1 Councillor's important contribution to achieving Council's values

The Councillor's Code of Conduct outlines the principles and guidelines that govern the work of Councillors. By adhering to this code, Councillors play a vital role in upholding Council's core values. Our commitment to being respectful, finding better ways, acting with integrity, and working together forms the foundation of our collective efforts to serve the community and ensure effective governance. Councillors contribute to Council's values by treating others with respect, seeking innovative solutions, acting with integrity, and collaborating with others to achieve our goals.

1.2 Legislative framework

The Local Government Act 2020 (the Act) requires a council to develop and maintain a Councillor Code of Conduct. The Councillor Code of Conduct is required to be periodically reviewed. This Councillor Code of Conduct (Code) has been adopted by Council to comply with the requirements of the Act.

A Councillor Code of Conduct:

- Must include the Standards of Conduct prescribed by the *Local Government (Governance and Integrity) Regulations 2020* (the Regulations) expected to be observed by Councillors.
- Must include any provisions prescribed by the Regulations.
-
- May include any other matters which Council considers appropriate, other than any other Standards of Conduct.

The Standards of Conduct with which Councillors are required to comply are specified in Schedule 1 to the Regulations.

Misconduct by a Councillor is defined in the Act as any breach by a Councillor of the standards of conduct. Misconduct may be pursued in accordance with the processes set out in this Code.

1.3 Councillors commitment

Councillors commit to the principles of good governance, working together in the best interests of the people within the municipality and to discharging responsibilities to the best of their skill and judgment.

1.4 Purpose of this Code

The purpose of this Code is to set out the Standards of Conduct that Councillors must comply with to:

- Foster good working relationships between Councillors to enable Councillors to work constructively together in the best interests of the municipal community.
- Lift the standard of behaviour of Councillors during Council meetings, Councillor Briefings and any other meetings which Councillors participate in from time to time.
- Establish benchmarks for Councillor conduct designed to build public confidence in the integrity of local government.

2 ROLES AND RESPONSIBILITIES

2.1 Role of Council

The role of Council is to provide good governance in its municipal district for the benefit and wellbeing of the municipal community (see section 8 of the Act). Council provides good governance if:

- It performs its role in accordance with the Overarching Governance Principles in section 9 of the Act.
- The Councillors perform their roles in accordance with section 28 of the Act.

In performing its role, Council may:

- Perform any duties or functions and exercise any powers conferred on it under the Act or any other Act.
- Perform any other functions that it considers are necessary to enable that performance.

Good governance is fundamental to Council being able to perform its role. Good governance relies on, among other things, good working relationships between Councillors.

2.2 Role of Councillors

Section 28 of the Act provides that the role of a Councillor is:

- To participate in the decision-making of Council.
- To represent the interests of the municipal community in that decision-making.
- To contribute to the strategic direction of Council through the development and review of key strategic documents of the Council, including the Council Plan.

In performing the role of a Councillor, a Councillor must:

- Consider the diversity of interests and needs of the municipal community.
- Support the role of Council.
- Acknowledge and support the role of the Mayor.
- Act lawfully and in accordance with the oath or affirmation of office.
- Act in accordance with the Standards of Conduct.
- Comply with Council procedures required for good governance.

Councillors may represent the Mayor at functions and meetings where the Mayor and Deputy Mayor are unavailable. Allocation of representation roles will be made by the Mayor

The role of a Councillor expressly excludes the performance of any responsibilities or functions of the Chief Executive Officer (CEO).

2.3 Role of the Deputy Mayor

The Deputy Mayor has a leadership and representational role in conjunction with the Mayor. Due to the large number of Mayoral engagements and commitments, the Deputy Mayor is expected to assist in representing the Mayor at various functions and meetings.

In line with Council resolution, the Deputy Mayor will assume the role of Acting Mayor during periods of absence of the Mayor, or at the request of the Mayor.

2.4 Role of the Mayor

Section 18 of the Act provides that the role of the Mayor is to:

- Chair Council meetings.
- Be the principal spokesperson for Council.
- Lead engagement with the municipal community on the development of the Council Plan.
- Report to the municipal community, at least once each year, on the implementation of the Council Plan.
- Promote behaviour among Councillors that meets the Standards of Conduct set out in the Councillor Code of Conduct.
- Assist Councillors to understand their role.
- Take a leadership role in ensuring the regular review of the performance of the CEO.
- Provide advice to the CEO when the CEO is setting the agenda for Council meetings.
- Perform civic and ceremonial duties on behalf of Council.

2.5 Role of the CEO

Section 46 of the Act sets out the functions of the CEO, which include:

- Supporting the Mayor and the Councillors in the performance of their roles.
- Ensuring the effective and efficient management of the day-to-day operations of the Council.
- Ensuring Council decisions are implemented without undue delay.
- Developing, adopting and disseminating a Staff Code of Conduct.
- Providing timely advice to Council.
- Ensuring that Council receives timely and reliable advice about its legal obligations.
- Supporting the Mayor in the performance of the Mayor's role.
- Setting the agenda for Council meetings after consulting the Mayor.
- When requested by the Mayor, reporting to Council in respect of the implementation of a Council decision.
- Carrying out Council's obligations as an employer with respect to Councillors as deemed employees under the workplace health and safety legislation.
- Establishing and maintaining an organisational structure for Council.
- Being responsible for all staffing matters, including appointing, directing, managing and dismissing members of Council staff.
- Managing interactions between members of Council staff and Councillors and ensuring that policies, practices and protocols that support arrangements for interaction between Council

staff and Councillors.

- Developing and maintaining a workforce plan.

The CEO will determine the extent to which Councillors will be informed of decisions made in pursuit of these functions. Councillors acknowledge that any information provided by the CEO is provided as a courtesy and in pursuit of maintaining good working relationships.

Councillors accept that they must not seek to direct the CEO with respect to the fulfilment of these functions.

It is neither the role nor the responsibility of the CEO to mediate disagreements arising between Councillors, or to draft, or otherwise assist in the drafting of, an application under this Code or the Act.

2.6 Role of the Councillor Conduct Officer

The CEO will from time to time appoint a member of Council staff as the Councillor Conduct Officer under section 150 of the Act. The Councillor Conduct Officer must:

- Assist Council in the implementation and conduct of the internal arbitration process.
- Assist the Principal Councillor Conduct Registrar to perform his or her functions.
- Assist the Principal Councillor Conduct Registrar in relation to any request for information.

It is neither the role nor the responsibility of the Councillor Conduct Officer to draft, or to otherwise assist in the drafting of, an application under this Code or the Act.

2.7 Role of the Principal Councillor Conduct Registrar

The Principal Councillor Conduct Registrar is appointed by the Secretary Department of Jobs, Precincts and Regions undersection 148 of the Act and is employed by the State Government under Part 3 of the *Public Administration Act 2004*.

The functions of the Principal Councillor Conduct Registrar are outlined in section 149 of the Act and include (in summary):

- Receiving and appointing arbiters for internal arbitration processes.
- Publishing guidelines for the arbitration process.
- Providing advice to arbiters and publishing arbiters' decisions and reasons.
- Setting fees for arbiters and Councillor Conduct Panels.
- Forming Councillor Conduct Panels.
- Providing advice to panel members.
- Keeping copies of panel documents.
- Complying with document requests from the Chief Municipal Inspector or VCAT, and requesting information from Councils.

The Principal Councillor Conduct Registrar also has the power to do everything necessary for the performance of their functions under the Act.

3 STANDARDS OF CONDUCT

The Standards of Conduct to be observed by Councillors are set out in the Regulations. Failure to comply with the Standards of Conduct constitutes 'misconduct' for the purposes of the Act. If allegations of misconduct cannot be resolved between Councillors informally, they will be referred to the internal arbitration process, which may result in the imposition of sanctions.

3.1 Treatment of others

A Councillor must, in performing the role of a Councillor, treat other Councillors, members of Council staff, the municipal community and members of the public with dignity, fairness, objectivity, courtesy and respect, including by ensuring that the Councillor:

a) takes positive action to eliminate discrimination, sexual harassment and victimisation in accordance with the Equal Opportunity Act 2010 ; and

b) supports the Council in fulfilling its obligation to achieve and promote gender equality; and

c) does not engage in abusive, obscene or threatening behaviour in their dealings with members of the public, Council staff and Councillors; and

d) in considering the diversity of interests and needs of the municipal community, treats all persons with respect and has due regard for their opinions, beliefs, rights and responsibilities.

3.1.1 Discrimination

Discrimination can be direct of indirect.

Direct discrimination occurs if a person treats another person with a protected attribute unfavourably because of that protected attribute.

Some examples of direct discrimination are:

- Not offering computer training to an older Councillor because of their age and a view that they will not be involved in Council for much longer.
- Excluding a Councillor from participation on a Committee because of a protected attribute, for example, their religious belief or age.

Indirect discrimination occurs if a person imposes a requirement, condition or practice that disadvantages a person with a protected attribute and that requirement, condition or practice is not reasonable.

Some examples of indirect discrimination are:

- Holding a Council team building event at a sporting venue that does not permit access or participation by a Councillor with a disability.
- Making it a requirement that Councillors be members of a political party in order to be a

member of a committee. Unlawful discrimination can occur even if a Councillor does not intend to discriminate.

3.2 Performing the role of Councillor

A Councillor must, in performing the role of a Councillor, do everything reasonably necessary to ensure that the Councillor performs the role of a Councillor effectively and responsibly, including by ensuring that the Councillor:

- Undertakes any training or professional development activities that Council decides it is necessary for all Councillors to undertake to effectively perform the role of a Councillor.

- Diligently uses Council processes to become informed about matters which are subject to Council decisions.
- Is fit to conscientiously perform the role of a Councillor when acting in that capacity or purporting to act in that capacity.
- Represents the interests of the municipal community in performing the role of a Councillor by considering and being responsive to the diversity of interests and needs of the municipal community.

3.3 Compliance with good governance measures

A Councillor, in performing the role of a Councillor, to ensure the good governance of Council, must diligently and properly comply with the following:

- Any policy, practice or protocol developed and implemented by the CEO in accordance with section 46 of the Act for managing interactions between members of Council staff and Councillors.
- The Council expenses policy adopted and maintained by Council under section 41 of the Act.
- The Governance Rules developed, adopted and kept in force by Council under section 60 of the Act.
- Any directions of the Minister for Local Government issued under section 175 of the Act (governance directions).

3.4 Councillor must not discredit or mislead Council or public

In performing the role of a Councillor, a Councillor must:

- Ensure that their behaviour does not bring discredit upon Council.
- Not deliberately mislead Council or the public about any matter related to the performance of their public duties.

3.5 Standards do not limit robust political debate

Councillors acknowledge that nothing in the Standards of Conduct is intended to limit, restrict or detract from robust public debate in a democracy. So, while Councillors must always meet these Standards of Conduct, participation in vigorous debate of matters before Council for decision should not be viewed as being inconsistent with them.

4 OTHER PROHIBITED CONDUCT

In addition to observing the Standards of Conduct, Councillors acknowledge that the Act prohibits them from engaging in certain conduct and that doing so constitutes a criminal offence. This conduct relates to:

- Misuse of position.
- Improper direction and improper influence.
- Confidential information.
- Conflict of interest.
- Electoral conduct.

4.1 Binding Caucus votes

A binding caucus vote is a process whereby a group of Councillors are compelled by a threat of

disciplinary or other adverse action to comply with a predetermined position on a matter before the Council, irrespective of the personal views of individual members of the group on the merits of the matter before the Council.

Nevertheless, Councillors are not prohibited from discussing a matter before the Council prior to considering the matter in question at a Council meeting, or from voluntarily holding a shared view with other Councillors on the merits of a matter.

However Councillors must not participate in binding caucus votes in relation to matters to be considered at a Council meeting.

4.2 Misuse of position

A Councillor must not misuse his or her position:

- To gain or attempt to gain, directly or indirectly, an advantage for themselves or for any other person.
- To cause, or attempt to cause, detriment to Council or another person.

Circumstances involving the misuse of position by a Councillor include, but are not limited to:

- Making improper use of information acquired as a result of the Councillor's position (current and past).
- Disclosing information that is confidential information.
- Directing, or improperly influencing or seeking to direct or improperly influence, a member of Council staff.
- Exercising or performing, or purporting to exercise of perform, a power, duty or function that the Councillor is not authorised to exercise or perform.
- Using public funds or resources in a manner that is improper or unauthorised.
- Participating in a decision on a matter in which the Councillor has a conflict of interest.

4.3 Directing a member of Council staff

A Councillor must not intentionally direct, or seek to direct, a member of Council staff

- In the exercise of a delegated power, or the performance of a delegated duty or function of Council.
- In the exercise of a power or the performance of a duty or function exercised or performed by the staff member as an authorised officer under the Act or any other Act.
- In the exercise of a power or the performance of a duty or function the staff member exercises or performs in an office or position the staff member holds under the Act or another Act.
- In relation to advice provided to Council or a delegated committee, including advice in a report to Council or delegated committee.

4.4 Confidential information

A Councillor must not intentionally or recklessly disclose information that the he or she knows, or should reasonably know, is confidential information.

For the purposes of the Act 'confidential information' means the following information:

- Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released.
- Security information, being information that if released is likely to endanger the security of Council property or the safety of any person.
- Land use planning information, being information that if prematurely released is likely to

encourage speculation in land values.

- Law enforcement information, being information which if released would be reasonably likely to prejudice the investigation into an alleged breach of the law or the fair trial or hearing of any person.
- Legal privileged information, being information to which legal professional privilege or client legal privilege applies.
- Personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs.
- Private commercial information, being information provided by a business, commercial or financial undertaking that:
  - Relates to trade secrets.
  - If released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.
- Confidential meeting information, being the records of meetings closed to the public under the Act.
- Internal arbitration information, being information specified in section 145 of the Act.
- Councillor Conduct Panel confidential information, being information specified in section 169 of the Act.
- Information prescribed by regulations to be confidential information for the purposes of the Act.
- Information that was confidential information for the purposes of section 77 of the Local Government Act 1989.

A Councillor may disclose information that would be considered 'confidential information' if the information that is disclosed is information that Council has determined should be publicly available.

Otherwise, a Councillor may disclose information that the he or she knows is confidential information in the following circumstances:

- For the purposes of any legal proceedings arising out of the Act.
- To a court or tribunal in the course of legal proceedings.
- Pursuant to an order of a court or tribunal.
- In the course of an internal arbitration and for the purposes of the internal arbitration process.
- In the course of a Councillor Conduct Panel hearing and for the purposes of the hearing.
- To a Municipal Monitor to the extent reasonably required by the Municipal Monitor.
- To the Chief Municipal Inspector to the extent reasonably required by the Chief Municipal Inspector.
- To a Commission of Inquiry to the extent reasonably required by the Commission of Inquiry.
- To the extent reasonably required for any other law enforcement purposes.

Councillors acknowledge that they will have access to confidential information in many forms and that it will not always be labelled as being 'confidential'. Councillors will take reasonable steps to inform themselves about the confidential nature of any Council information before discussing it outside the organisation.

5 CONFLICT OF INTEREST

5.1 Disclosure of conflicts of interest

If a Councillor has a conflict of interest in a matter which is to be considered or discussed at a meeting of Council or a delegated committee, a meeting of a community asset committee, or any other meeting held under the auspices of Council, the Councillor must, if he or she is attending the meeting, disclose the conflict of interest in accordance with the Governance Rules (unless any of the exemptions apply) and exclude themselves from the decision making process in relation to the matter

A Councillor may have a 'general' or a 'material' conflict of interest in a matter being considered at a meeting.

A Councillor has a 'general' conflict of interest in a matter if an impartial, fair-minded person would consider that the Councillor's private interests could result in the Councillor acting in a manner that is contrary to their public duty.

For the purposes of general conflict of interest:

- 'private interests' means any direct or indirect interest of a Councillor that does not derive from their public duty and does not include an interest that is only a matter of personal opinion or belief.
- 'public duty' means the responsibilities and obligations that a Councillor has to members of the public in their role as a relevant person.

A Councillor has a 'material' conflict of interest in respect of a matter if an affected person would gain a benefit or suffer a loss depending on the outcome of the matter.

The benefit may arise or the loss incurred:

- directly or indirectly; or
- in a pecuniary or non-pecuniary form.

For the purposes of a material conflict of interest, any of the following is an 'affected person':

- The Councillor.
- A family member of the Councillor.
- A body corporate of which the Councillor or their spouse or domestic partner is a Director or a member of the governing body.
- An employer of the Councillor, unless the employer is a public body.
- A business partner of the Councillor.
- A person for whom the Councillor is a consultant, contractor or agent.
- A benefit under a trust or an object of a discretionary trust of which the Councillor is a trustee.
- A person from whom the Councillor has received a disclosable gift (i.e. exceeding $500 in value).

5.2 Personal responsibility

Councillors acknowledge that they must be clear about their associations with parties external to Council and to avoid conflict between those associations and their role as Councillors.

It is the personal legal obligation of every Councillor to form her or his own view as to whether a conflict of interest exists, and to disclose any such conflict. Councillors are able to seek their own independent legal advice in relation to any of their conflict of interest matters. Council will not be liable for any legal costs incurred by a Councillor who seeks independent legal advice about

whether they have a conflict.

The process for disclosing a conflict of interest is contained in Chapter 5 of the Brimbank Governance Rules – Disclosure of Conflicts of Interest

6 OTHER CONDUCT REQUIREMENTS

Councillors acknowledge that, while these matters are not Standards of Conduct they undertake to comply with them.

In the case of non-compliance, these matters could be the subject of an application to a Councillor Conduct Panel made by the Chief Municipal Inspector, or of a complaint to the Local Government Inspectorate, the Independent Broad-based Anti-corruption Commission or Victoria Police, depending on the nature of the allegation.

Councillors agree:

6.1 Conduct based on race and religion

Not to engage in conduct that incites hatred against, serious contempt for, or revulsion or severe ridicule of, a person or group of persons on the basis of their race or religious belief. Serious racial or religious vilification involves a threat to harm another person or their property and is a criminal offence.

6.2 Conduct considered bullying

Not to participate in unreasonable behaviour that may be considered bullying, such as repeated:

- Verbal abuse, insults or name-calling
- Personal attacks, threats, intimidation
- Deliberate exclusion or isolation
- Deliberately withholding information from someone where that information is essential to their ability to perform their work effectively.
- Any form of bullying that occurs online.

6.3 Interactions with Members of Parliament

Councillors (or a Councillor representing a group of Councillors) will:

- Declare and record any representations made to her/him, or by them, in their role as a Councillor, to/by a Member of Parliament (or their staff or a candidate in a State or Federal Government election) by completing an Interaction with Member of Parliament form.
- Advise the Member of Parliament (or their staff or candidate) that the representation, and topics discussed, will be publicly reported to Council.

The Chief Executive Officer will ensure a record of the meeting is reported to the next practicable Council Meeting.

6.4 Meeting with planning permit applicants

When planning to discuss a planning permit application or amendment with an applicant, property owner, or their representative, it is mandatory to complete the Informal Planning Meeting Record. This helps document all interactions. All such meetings must be recorded in the Informal Planning

Meeting Record. Moreover, the Chief Executive Officer must make sure that a record of the meeting is reported to the next available Council Meeting.

6.5 Fitness for duties

Councillors will promptly inform the Mayor/CEO of any physical or psychological concerns that may affect their ability to perform their role and will also consider taking a leave of absence, if necessary, to prioritise well-being. The Mayor may also suggest a leave of absence if they have concerns about a Councillor's health.

6.6 Interacting with children

Council is committed to protecting children and young people from harm and adheres to the Victorian Child Safe Standards and related legislation. Councillors will maintain professional conduct, support child safety, and take necessary steps to protect children to fulfill the obligations imposed by the Victorian Child Safe Standards.

7 GOOD GOVERNANCE

Nothing in this part of the Code is intended to impose a binding Standard of Conduct on Councillors. These matters are expressed as operating in addition to the Standards of Conduct. Further, nothing in this part of the Code is intended to modify or derogate from the Standards of Conduct.

This part of the Code sets out conduct that the Councillors agree will contribute to the good governance, integrity and responsible operation of Council.

7.1 Overarching Governance Principles

Councillors will support the role of Council by ensuring that Council gives effect to the overarching governance principles when participating in Council's decision-making functions.

The overarching governance principles are set out in section 9(2) of the Act and are as follows:

- Council decisions are to be made and actions taken in accordance with the relevant law.
- Priority is to be given to achieving the best outcomes for the municipal community, including future generations.
- The economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted.
- The municipal community is to be engaged in strategic planning and strategic decision making.
- Innovation and continuous improvement is to be pursued.
- Collaboration with other councils and governments and statutory bodies is to be sought.
- The ongoing financial viability of Council is to be ensured.
- Regional, state and national plans and policies are to be taken into account in strategic planning and decision making.
- The transparency of Council decisions, actions and information is to be ensured.

7.2 Council decision-making

Councillors are committed to ensuring a high level of transparency in Council's decisions and Council's decision-making processes. Councillors acknowledge that Council decisions cannot be made other than by resolutions made at properly constituted Council meetings following fulsome

public debate in the Council Chamber. While Councillors will engage in informal discussion of matters coming before Council for decision, they acknowledge that these informal discussion are not decision-making forums, and that a final position on such matters cannot be reached before the Council meeting.

Councillors acknowledge the role that reports prepared by members of Council staff provide professional advice which assists in informing Councillors about matters before Council for decision. Councillors will pay respect and attention to the information provided by members of Council staff to assist Council's decision-making functions.

7.3 Use of Council resources

Councillors commit to using Council resources effectively, economically and only for proper purposes connected with their role as a Councillor, consistent with relevant Council policies and procedures.

In particular, Councillors will:

- Maintain adequate security over Council property, facilities and resources provided by Council to assist in performing their role.
- Comply with any legislation and Council policies and procedures applying to the use of Council property, facilities and resources provided by Council to assist in performing their role.
- Not use Council resources, including the services of members of Council staff, for private purposes, unless authorised to do so, and paying for those resources where required to do so.
- Not use public funds or resources in a manner that is improper or unauthorised.

7.4 Gifts and benefits

Councillors will avoid situations giving rise to the appearance that a person or body, through the provision of gifts, benefit or hospitality of any kind, is attempting to gain favorable treatment from an individual Councillor or from Council.

Councillors will take all reasonable steps to ensure that their immediate family members do not receive gifts or benefits that give rise to the appearance of an attempt to gain favourable treatment.

Councillors will only accept gifts that exceed the gift disclosure threshold (at the time of this review it is $500 or a higher amount or value prescribed by the Regulations) if:

- the name and address of the person making the gift are known to them; or
- at the time when the gift is made, they reasonably believe that the name and address provided are the true name and address of the person making the gift.

Anonymous gifts that exceed the gift disclosure threshold will be disposed of to Council within thirty (30) days of receiving the gift.

Councillors will comply with the Councillor Gifts, Benefits and Hospitality Policy, and any other policies and procedures however termed, adopted by Council from time to time relevant to the acceptance of gifts.

7.5 External communications

Councillors recognise that, as representatives of the local community, they have a primary responsibility to be responsive to community views and to adequately communicate the position and decisions of Council.

Councillors are committed to respecting the function of the Mayor as the spokesperson of Council in accordance with the Act.

Councillors undertake to comply with Council's Media and Spokesperson Protocol and any other relevant policies, as adopted from time to time, including recognition of and respect for the:

- Role of the Mayor as the principal spokesperson of Council, including in communications with the media on behalf of Council.
- Role of the CEO in communicating with the media on behalf of Council with respect to matters of an operational nature.
- Practice of directing media enquiries to Council's Communications Team at first instance.

Councillors acknowledge that individual Councillors are entitled to express their personal opinions through the media. In doing so, Councillors will make it clear that such comment is their personal view and does not represent the position of Council.

Councillors will ensure that such comments avoid being derogatory, offensive or insulting of Council, Councillors, members of Council staff, members of the community and others and are factually accurate.

7.6 Personal dealings with Council

When Councillors deal with Council in their private capacity (e.g. as a ratepayer, recipient of a Council service or applicant for a permit), they will not expect or request preferential treatment in relation to any such private matter. Councillors will avoid any action that could lead members of Council staff or members of the community to believe that they are seeking preferential treatment.

7.7 Occupational health and safety

Councillors acknowledge that meeting Council's obligations as an employer under the *Occupational Health and Safety Act 2004* by, among other things, providing a safe workplace for members of Council staff and visitors to Council premises is essential.

Councillors are committed to working in ways that protect and promote the health and safety of members of Council staff and visitors to Council premises and to minimise risks to them.

7.8 Elections

Councillors may nominate as candidates in elections at all levels of government. If nominating as a candidate in an election, or assisting in the campaign of a candidate in an election, Councillors commit to not using their position as a Councillor for purposes associated with their campaign, or the campaign of any other candidate.

8 CITY REPRESENTATION

8.1 Representation Overview

Opportunities for the Mayor, Deputy Mayor and Councillors to represent the City will arise through a range of mechanisms including advocacy, media activity, event attendance and contribution to external publications.

The hierarchy for determining the appropriate Council spokesperson or representative, is at Table 1.

Table 1 – Spokesperson or Representative Tiers

Tier	Spokesperson Or Representative

1	Mayor / Deputy Mayor
2	Appropriate Representative (Advisory Committee representative)
3	Ward Councillors, operating on a rotational basis

Where requested by a community group/organisation, and as appropriate, Councillors with culturally and linguistically diverse backgrounds may be invited by the Mayor to speak in their community language at an event, in addition to the nominated Councillor spokesperson (Table 1).

The following protocols outline the processes by which opportunities will be progressed and allocated. As a general rule, when making an allocation, the key message or subject matter associated with an opportunity will dictate which Advisory Committee it falls within.

Where there is potential Advisory Committee overlap, an opportunity will be referred to relevant Advisory Committee representative for a decision. If no agreement can be reached, or if the Mayor is unable to be contacted within deadline, or where the decision of the Communications and Community Engagement team or the Councillor Support Team is (or is likely to be) disputed, the Director People, Partnerships and Performance shall be the referral point and final decision maker.

8.2 Representation Protocol

The following protocol acknowledges the Mayor is the principal spokesperson for the Council and that exceptions will only be made as specified below or on the basis of the professional judgement of the Communications, Community Engagement Department (Media Team).

In particular, the Mayor is the official media spokesperson on behalf of Council, where Council has an official position on the matter and where the matter is of a political, controversial, sensitive or emergency nature.

These include:

- Issues relating to the strategic direction of Council and Brimbank City Council
- Issues relating to policy and Council decisions
- State-wide or Federal political issues affecting local government
- Local issues that impact the community that do not relate directly to Council services and functions
- Announcements or commentary relating to premier events, major projects or key community infrastructure being undertaken by Brimbank City Council

If the Mayor is unavailable as spokesperson or has a conflict of interest in relation to the matter, the Deputy Mayor will become the primary spokesperson. If the Deputy Mayor is not unavailable or has a conflict of interest in relation to the matter, the appropriate Advisory Committee representative will be approached to be the primary spokesperson. On occasion and at the discretion of the CEO or delegate, the tier process may be supplanted by a decision to nominate a particular Councillor as spokesperson on the basis of newsworthiness, an acknowledged association with the issue or other factors. An example may be in a case where a conflict of interest prevents the Mayor from being a spokesperson, in which case the appropriate Councillor member of an Advisory Committee may supersede the Deputy Mayor. In such cases, approval to deviate from the standard protocol would be sought from the Mayor.

See Table 1 above for further information on Spokesperson tiers.

A Councillor acting as an authorised spokesperson in line with this protocol has a responsibility to represent Council position in relation to a matter. If that Councillor wishes to express a personal view which differs from an adopted position, they are obliged to identify that the opinion or view is their own and does not represent the position of Council; nor should that view be expressed in the

context of a spokesperson opportunity facilitated by Brimbank City Council.

8.3 Chief Executive Officer representation

The Chief Executive Officer is the official spokesperson for all operational matters relating to Brimbank City Council, including:

- Staffing and structure of the organisation
- Corporate issues relating to service provision or the day-to-day business of Council.

The Chief Executive Officer may delegate their media authority to a Council Officer.

8.3.1 Delegations

Council Officers delegated to make statements to the media or authorise the issue of media releases are:

- Chief Executive Officer
- Directors
- Manager Media & Communications

8.4 Media Enquiries

For the purposes of this section, approaches from the media are categorised into three types:

- Where the media contacts a Councillor directly (type A)
- Where the media contacts Brimbank City Council requesting a comment specifically from the Mayor or an individual Councillor (type B)
- Where the media contacts Brimbank City Council requesting general comment or information without specifying the preferred respondent (type C).

All media enquiries, whether received by the Mayor, other Councillors or Council officers, should be directed to the Media Team. Media enquiries should be treated as a priority, with requests passed onto the Media Team as soon as is practicable after receipt, and conducted in accordance with this policy.

The Media Team will deal with media inquiries and the delegation of media enquiries/comment in accordance with this policy. It will provide appropriate advice on how to respond to media enquiries and draft official comments.

Where the media contacts the Mayor or a Councillor directly (type A), they should make no comment on behalf of Council, advise the media that the Media Team will make contact, and inform the Media Team as soon as practicable.

Where the media contacts Brimbank City Council requesting a comment from, or an interview with, the Mayor or a particular Councillor (type B), the Media Team will determine who should be spokesperson, advise the appropriate media outlet and act accordingly (either through providing an approved written response such as a media statement or quote, or producing materials such as FAQs in preparation for an interview with spokesperson).

Where the media contacts Brimbank City Council requesting a response from an unspecified spokesperson or is otherwise seeking a comment from Brimbank City Council (type C), the Media Team will establish the most appropriate spokesperson according to the order of priorities specified in Table 1 such that if and when the first priority for a spokesperson is reasonably determined by the Media Team to be unavailable or otherwise declines to be the spokesperson, the second priority for spokesperson will be approached, and so on.

Table 1 only applies to situations which are not related to operational matters. In operational matters, the spokesperson will be the CEO or a Council official delegated to act as spokesperson by

the CEO.

Table 1 also assumes two circumstances in which a graduation to the next tier would occur:

- Unavailability of the Mayor or appropriate Councillor
- A conflict of interest where it is inappropriate for the Mayor or appropriate Councillor to speak on the issue
- On occasion and at the discretion of the CEO or delegate, the tier process may be supplanted by a decision to nominate a particular Councillor as spokesperson on the basis of newsworthiness, an acknowledged association with the issue or other factors.

An example may be in a case where a conflict of interest prevents the Mayor from being a spokesperson, in which case the appropriate Advisory Committee representative may supersede the Deputy Mayor. In such cases, approval from the standard protocol would be sought from the Mayor.

8.5 Photo opportunities

Where the request from media is for a photo opportunity, the same protocols and tiered approach will apply. Only the Mayor can participate in a formal, scheduled photo opportunity with media except for reasons of unavailability or conflict of interest.

At the discretion of the CEO or appropriate Council Officer (Director, Manager Media & Communications), other Councillors may participate in a photo opportunity as well, subject to the Mayor's approval, including for cultural publications.

It is acknowledged that photo opportunities at events will often be of an informal and unscheduled nature in which participation by multiple Councillors will be inevitable and encouraged. The protocol above applies only to scheduled photo opportunities as requested by media.

8.6 Generating media

Media Releases will be proactivity issued by the Brimbank City Council on a regular basis to assist media and community understanding of a Council position in relation to any matter. In creating and issuing Media Releases, the following protocol will apply:

- The Media Team will determine who is to be quoted, in accordance with Table 1.
- The Media Team will determine key quotes in consultation with the appropriate Directorate and then seek approval from the Mayor and/or any Councillor being quoted.
- The Media Team will circulate final copies of all Media Releases to all Councillors.

8.7 Communications and Community Engagement Department support to Councillors

If a Councillor wishes to express a personal view to media which differs from an adopted position, they are not acting as the authorised spokesperson on Council matters or positions as described in this protocol, and therefore the Media Team's resources are not available to them.

The Media Team aims to ensure that all Councillors are kept informed and updated on media issues relating to Brimbank City Council. In doing so, a Brimbank Council Media Report will be issued each week, and other ad hoc updates will be provided as extraordinary circumstances require.

A member of the Media Team will generally accompany the Mayor or other Councillor, if required, when interviews or photo opportunities are being conducted.

Opportunities to contribute to publications produced by external sources (e.g. articles) will entail preparation of appropriate content by the Media Team under the byline of the Mayor or, if appropriate, the relevant spokesperson as indicated in Table 1.

8.8 Social Media Use by Councillors

Social media provides opportunities for dynamic and interactive two-way communication between

Councillors and their constituents. Social media is not considered any different from existing personal communications (e.g., email, letter, face to face conversation) that Councillors engage in.

Brimbank City Council acknowledges that Councillors will have and manage their own social media accounts. These communications activities do not require approval from Council officers. However, the following broad principles will apply to personal social media use:

- Councillors must not represent their views and opinions on personal social media accounts as being the official views of Brimbank City Council, unless in accordance with agreed and published Council policy.
- Councillors should not use personal social media accounts to comment on Council matters which are confidential in nature.
- Councillors should not use personal social media accounts to publicly dispute or rebuke the views of other Councillors or Council Officers.
- Councillors should not use personal social media accounts to indicate their disagreement with agreed and published Council policy.

Where Councillors publish social media content in a personal capacity from personal accounts that makes reference to Brimbank City Council, its staff, policies or services, its suppliers or other stakeholders, or any Council-related issues, that content will be considered to be bound by the requirements of Brimbank City Council in regard to social media use.

In such instances, the following content is not permitted under any circumstances nor limited to:

- Abusive, profane or sexual language
- Content not relating to the subject matter of that blog, board, forum or site.
- Content which is false or misleading
- Confidential information about Council or third parties
- Copyright or trademark protected materials.
- Discriminatory material in relation to a person or group based on age, colour, creed, disability, family status, gender, nationality, marital status, parental status, political opinion/affiliation, pregnancy or potential pregnancy, race or social origin, religious beliefs/activity, responsibilities, sex or sexual orientation
- Illegal material or materials designed to encourage law breaking
- Materials that could compromise Council, employee or system safety
- Materials which would breach applicable laws (defamation, privacy, trade practices, rules and regulations, fair use, trademarks)
- Material that would offend contemporary standards of taste and decency
- Material which would bring the Council into disrepute
- Personal details or references to Council staff or third parties which may breach privacy laws
- Spam, meaning the distribution of unsolicited bulk electronic messages
- Statements which may be considered to be bullying or harassment.

For the purposes of this policy, social media encompasses but is not limited to the following digital spaces where people may comment, contribute, create, forward, post, upload and share content:

- Websites
- Emails
- Blogs
- Bulletin boards

- Citizen journalism and news sites
- Forums and discussion boards
- Instant messaging facilities
- Micro blogging sites (e.g. Threads, X)
- Online encyclopedias (e.g. Wikipedia)
- Podcasts
- Social networking sites (e.g. Facebook, Instagram, WeChat, TikTok, LinkedIn)
- Video and photo sharing sites (e.g. Flickr, YouTube)
- Wikis

Any other websites that allow individuals to use simple publishing tools or new technologies emerging from the digital environment.

As the personal views of Councillors are usually likely to be associated by external audiences with the views of Council, Councillors will be held to a high degree of responsibility in regards to personal use of social media.

Council social media sites that have been set up by Council officers are considered official channels of Council, and current conventions applied to existing communications channels apply. These conventions include the Mayor being the nominated spokesperson of Council, except where the tiered approach in Table 1 is utilised.

8.9 Representing Council at Civil Events, Functions and Delegations

8.9.1 Opportunities generated through Council organised, partnered and sponsored events

As chief representative and spokesperson for Council, the Mayor is given first opportunity to formally represent Council at functions and events organised, partnered or sponsored by Brimbank City Council.

An event organised by Council is one that is a designated Brimbank City Council event – e.g. the opening of a facility, a policy announcement, a cultural or community event.

An event partnered by Council would usually be one that has been instigated by a State of Federal Government Department or Minister's office for the purpose of a joint media announcement or one with particular relevance to Brimbank City Council.

An event sponsored by Council is one with Brimbank City Council funding or in-kind support towards the staging of an event or function. This does include funding provided through the purchase of tickets or seating at events and functions once the event has been announced and promoted.

For functions and events organised, partnered or sponsored by Brimbank City Council where the Mayor is unavailable, the invitation is first forwarded to the Deputy Mayor, then the relevant Portfolio Champion if the Deputy Mayor is also unavailable, then via the same tiered process outlined in Table 1.

On occasion and at the discretion of the CEO, the tier process may be supplanted by a decision to nominate a particular Councillor as an event representative on the basis of newsworthiness, an acknowledged association with the event or other factors. In such cases the Mayor's approval would be sought.

8.9.1.1 Speeches

All civic events commitments are placed in the appropriate representative's diary by Councillor Support which then submits a speech request to the Communications and Community Engagement

Department.

A speech request is required, in normal circumstances, six weeks prior to the event taking place. Additional time will be required if translations are needed.

Speechwriting support is only offered for events where the Mayor has accepted to speak.

If a Councillor attending an event in their official role is invited to speak ad hoc at the event, they are able to do so, but must inform the Mayor and Manager Governance and Risk afterwards.

Speechwriting support is not able to be provided for Councillors who wish to speak at functions outside of their official role as a Brimbank City Council representative.

8.9.1.2 MC Role

A distinction is made, for the purposes of Council organised, partnered and sponsored events, between the Mayor or a Councillor providing formal representation, and another individual serving as the Master of Ceremonies (MC) for the event.

An MC may be the CEO, a Council officer (e.g. a Director) or a non-Council individual serving in the role for reasons of professional experience and appropriateness (e.g. a professional entertainer or speaker at a cultural event). The role of the MC will include introducing the Mayor or relevant Councillor to conduct their ceremonial role and/or provide a speech. The role of MC is not intended to supplant any of the formal or ceremonial aspects of a Mayor or Councillor, nor would it be represented as such.

8.9.1.3 Running Sheet

All Councillors formally attending an event where Council's participation includes the preparation of a Running Sheet should familiarize themselves with that Running Sheet prior to the event and be familiar with:

- The protocols that will apply at the event
- The restrictions that may apply on participation in photo opportunities – i.e. an event partnered with the State Government may require that only the Mayor participate in a photo or video opportunity with the relevant Minister
- The formal or ceremonial roles that Councillors may be requested to play.

8.9.2 Opportunities received directly by Councillors and Council from external sources

8.9.2.1 Invitations received by the Mayor

As the chief representative of Council, the Mayor will be approached by stakeholders to participate in events, functions and activities important and relevant to Brimbank. Such requests will be considered by Councillor Support in the fi instance.

Councillor Support will liaise with the appropriate Directorate to assess the importance and relevance of the event, and the appropriateness of formal Council attendance, participation and contributions (e.g. speech or ceremonial role). It will be at the discretion of the appropriate Director, with reference to the CEO as appropriate, to determine if Council should play such a role.

If the nature of the event suggests it may be valuable to have Brimbank City Council participation and the Mayor is unavailable, the event organiser will be approached by Councillor Support regarding representation by another Councillor. If the event organiser agrees, the opportunity will be referred to the Deputy Mayor in the first instance. If unavailable, the opportunity will be offered to other Councillors via the same tiered process outlined in Table 1.

8.9.2.2 Invitations received by the Deputy Mayor and Councillors

The Deputy Mayor and Councillors will receive invitations in an individual capacity to represent Council. These may be received in acknowledgement of portfolio or cultural responsibilities or in

response to established relationships with city stakeholders.

If the event is one in which the Councillor would not be formally representing Council, but attending on the basis of personal relationships with stakeholders or within the community, there would be no formal Council involvement or contribution. The Councillor should not represent themselves as attending or participating in the event on behalf of Brimbank City Council.

If the event is one in which the Councillor would be formally representing Council, Councillors will forward the details to Councillor Support, which will liaise with the appropriate Directorate to assess the importance and relevance of the event.

If a Councillor receives an invitation to a cultural or specific interest event, they will send the invitation to Councillor Support. Councillor Support will liaise with the appropriate Directorate to assess the relevance of the event, and appropriateness of formal Council attendance.

Councillor Support will provide all invitations to the Mayor for their assessment and/or approval, in accordance with the Councillor Support Policy requirements. If approved, Councillor Support will advise the Councillor. If not approved, the Mayor will discuss their decision with Councillor directly.

If the event is deemed appropriate for that Councillor's attendance and contribution (e.g. speech), Councillor Support will confirm the commitment with the event organiser on behalf of the Councillor. If the opportunity is transferable, Councillors should consider referring the invitation to the relevant Portfolio Councillor.

8.9.2.3 Invitations received by Council

Where an external source approaches Council directly with a view to seeking representation by a Councillor, Councillor Support will first liaise with the appropriate Directorate to assess the importance and relevance of the event. If it is deemed suitable, the Mayor will first be approached. If the Mayor declines the invitation and an alternative Councillor is considered acceptable to the organising body, the opportunity will be offered to other Councillors via the same tiered process outlined in Table 1.

8.9.2.4 Support for Councillor Representation

In representing Council at events, functions and delegations, Councillors may require support in the form of speech notes, presentations and background information. This support shall be arranged through Councillor Support, who will forward the relevant requests to the Communications Team.

8.9.2.5 Access to tickets for Council organised or sponsored events

As the organiser or sponsor of a number of key cultural, community, business and sporting events in Brimbank, there will be ticketing opportunities for Councillors, the administration and stakeholders.

It is important to have a transparent and accountable system of allocation of tickets. The process supporting allocation allows Council to use tickets in a strategic way to maximise the profit and relationship opportunities for Brimbank City Council and shall be guided by the following principles:

- The need to ensure Council is appropriately represented at all sponsored and organised events
- That City representation involves participation of Councillors and senior Council officers
- That where limited tickets are available in the proposed allocation to Councillors, priority shall be given to the Mayor, Deputy Mayor and relevant Portfolio Champion
- Ticketing should be used for the primary purpose of further developing and enhancing Council relationships with stakeholders, and so Council officer representation may also occur
- Allocated tickets should be used. Unused tickets represent a loss in profit and stakeholder

relationship opportunities

All other event attendance and ticketing in relation to procuring a 'table' for Council will be dealt with in accordance with the Councillor Support Policy.

8.9.2.6 Requests for Council support or funding for events

Councillors approached for Council support or funding for events and activities must first raise the matter with the relevant Director for consideration in accordance with Council policy and guidelines under specific programs and projects. These policies and guidelines ensure that assessment processes are fair, transparent and accountable.

8.10 Mayoral robe and chain

The Mayoral robe and chain signify the office of the Mayor. The Mayor may choose to wear one or both at official functions of the Council. The Mayor will act as custodian of the robe and chain, and liaise with Councillor Support to make any necessary security arrangements.

Given its significant value, the chain is only able to be worn at functions held at the Brimbank Council Offices, Citizenship ceremonies, school visits, or where appropriate security measures are in place.

9 INTERPERSONAL DISPUTES BETWEEN COUNCILLORS

Councillors acknowledge that interpersonal differences and disputes (as distinct from allegations of contravention of the Standards of Conduct) may arise from time to time. Councillors commit to taking reasonable steps to resolve any interpersonal difference or dispute that arises without recourse to formal processes with a view to maintaining effective working relationships.

In resolving interpersonal differences or disputes, Councillors will consider pursuing informal steps, including 7.1 and 7.2.

9.1 Informal discussions between Councillors

Councillors will first consider discussing their interpersonal difference or dispute informally with a view to resolving it.

9.2 Facilitated discussion

If Councillors are unable to discuss their interpersonal difference or dispute informally, or their informal discussions are unsuccessful, they will consider approaching a fellow Councillor, chosen with the agreement of both Councillors, to facilitate a discussion with a view to resolving their interpersonal difference or dispute.

If the interpersonal difference or dispute cannot be resolved informally, the Councillors will consider whether any of the conduct giving rise to it constitutes a contravention of the Standards of Conduct. If they consider that it does, they may choose to pursue it as such under part 8 of this Code.

10 ALLEGATIONS OF CONTRAVENTION OF THE CODE

An allegation that this Code has been breached by a Councillor can be made by:

- Council, by resolution.
- a Councillor.

- a group of Councillors.

Where an allegation is made by Council or by a group of Councillors, a single Councillor must be nominated to act as the representative of Council or the group of Councillors (as the case may be) in the internal resolution process. Only that Councillor will be entitled to participate in the internal resolution process.

When an allegation of a breach of this Code is alleged, the Councillors who are party to the allegation undertake to use their best endeavours to resolve it in a courteous and respectful manner without recourse to formal processes under this Code or under the Act. If, after these endeavours have been exhausted, the allegation remains unresolved, either or both of the Councillors may have recourse to any or all of the internal resolution processes set out in this Code.

Councillors accept the following three-phase internal resolution process:

- Formal discussion between the Councillors, facilitated by the Mayor or, if the Mayor is involved in the allegation, the Deputy Mayor or, if both the Mayor and the Deputy Mayor are involved in the allegation, the most recent past Mayor.
- Formal mediation between the Councillors, facilitated by a qualified mediator.
- Formal internal arbitration process.

Councillors recognise that the first and second phases are voluntary and that they are not obliged to agree to either of them but will endeavour to resolve allegations without resorting to the mandatory internal arbitration process.

10.1 The application

An application alleging a breach of this Code must:

10.1.1 include the:

a) name of the Councillor(s) alleged to have committed the breach;

b) clause(s) of the Code alleged to have breached;

c) particular misconduct, or behaviour, that the Councillor(s) is/are alleged to have engaged in that resulted in the breach; and

d) phase of the internal resolution process being pursued by the Councillor making the allegation at the first instance; and

10.1.2 be submitted to the Councillor Conduct Officer for:

a) action, if the application seeks engagement in the first or second phase of the internal resolution process; or

b) referral to the Principal Councillor Conduct Registrar, if the application seeks a formal internal arbitration process.

If an application received by the Councillor Conduct Officer does not meet the requirements of this Part 10.1, the Councillor Conduct Officer will return it to the Councillor submitting it with a brief statement of the ways in which the application is deficient.

A Councillor may revise and resubmit to the Councillor Conduct Officer a deficient application, provided that the Councillor submits the revised application no later than 3 months after the alleged breach of the Standards of Conduct occurred (see s 143(3) of the Act).

10.2 Process on receiving an application

10.2.1 Application for a facilitated discussion

On receiving an application from a Councillor which meets the requirements of Part 9.1 of this Code and which seeks a facilitated discussion, the Councillor Conduct Officer will take the

following steps:

a) notify Mayor or, if the Mayor is involved in the allegation, the Deputy Mayor or, if both the Mayor and the Deputy Mayor are involved in the allegation, the most recent past Mayor (as the case may be) and the CEO (for the CEO's information only) and provide them with a copy of the application;

b) notify the Councillor(s) the subject of allegation in the application and provide them with a copy of the application;

c) request the Councillor(s) the subject of the application to advise whether they will participate in the facilitated discussion within 5 days of receiving the application, noting that, if no advice is received, the Councillor(s) will be taken to have declined;

d) if the Councillor(s) agree/s to participate in the facilitated discussion:

   i. the Councillor Conduct Officer will, with the cooperation of the Councillors involved in the application and the Mayor or, if the Mayor is involved in the application, the Deputy Mayor or, if both the Mayor and the Deputy Mayor are involved in the application, the most recent past Mayor (as the case may be), arrange a suitable time and place for the facilitated discussion, to be no later than 5 days from the date of the advice provided under paragraph (c);

   ii. the facilitated discussion must be completed with the Mayor or, if the Mayor is involved in the application, the Deputy Mayor or, if both the Mayor and the Deputy Mayor are involved in the application, the most recent past Mayor (as the case may be) providing a record of the outcome to the Councillors involved in the application and the CEO no later than 5 days after the discussion takes place; and

   iii. if the facilitated discussion is not complete within 5 days of the date nominated for it to take place, the Councillors will be taken as not having agreed to participate in a facilitated discussion, unless both Councillors agree to extend the time for completion;

e) if the facilitated discussion is not completed in accordance with this Part 9.2.1 for whatever reason, or if the facilitated discussion does not resolve the allegation the subjection of the application, the Councillor Conduct Officer will advise the:

   i. Councillor making the application and ask the Councillor(s) to advise whether they wish to escalate the matter to another phase of the internal resolution process and, if so, which phase;

   ii. Councillor the subject of the application; and

   iii. CEO; and

f) the Councillor Conduct Officer will make arrangements to close or to escalate the application, as the case may be, according to the advice of the Councillor making the application.

10.2.2 Mediation

On receiving an application from a Councillor which meets the requirements of Part 9.1 of this Code and which seeks a mediation, or on escalating an application where a facilitated discussion has not been completed or has not resolved the allegation, the Councillor Conduct Officer will take the following steps:

a) notify the CEO and provide them with a copy of the application;

b) notify the Councillor(s) the subject of allegation in the application and provide them with a copy of the application;

c) request the Councillor(s) the subject of the application to advise whether they will participate in mediation within 5 days of receiving the application, noting that, if no

advice is received, the Councillor(s) will be taken to have declined;

d) if the Councillor(s) agree/s to participate in mediation:
   i. the CEO, or a member of Council staff nominated by the CEO for the purpose (the CEO's nominee), will engage a mediator, to be chosen by the CEO (or the CEO's nominee);
   ii. the CEO (or the CEO's nominee) will, with the cooperation of the Councillors involved in the application, arrange a suitable time and place for the mediation, to be no later than 5 business days from the date of the advice provided under paragraph (c); and
   iii. if the mediation is not complete within 5 business days of the date nominated for it to take place, the Councillors will be taken as not having agreed to participate in the mediation, unless both Councillors agree to extend the time for completion;
e) if the mediation resolves the application, the mediator will document the agreement reached by the Councillors involved and provide a copy of the agreement to both Councillors and to the CEO;
f) if the mediation is not completed in accordance with this Part 9.2.2 for whatever reason, the CEO (or the CEO's nominee) will advise the:
   i. Councillor making the application and ask the Councillor(s) to advise whether they wish to escalate the matter to another phase of the internal resolution process and, if so, which phase; and
   ii. Councillor(s) the subject of the application; and
g) the CEO (or the CEO's nominee) will ask the Councillor Conduct Officer to make arrangements to close or to escalate the application, according to the advice of the Councillor making the application.

10.2.3 Internal arbitration

Misconduct by a Councillor is defined in the Act as any breach by a Councillor of the standards of conduct. A breach may be referred to an arbiter for determination. The process for internal arbitration is prescribed by Part 6 of the Act and r 11 of the Regulations.

Internal arbitration may be commenced either after the first two phases of the internal resolution process prove unsuccessful in resolving the allegation, or as the first step in an application.

On receiving an application from a Councillor which meets the requirements of Part 9.1 of this Code and which seeks an internal arbitration process, or on escalating an application where a facilitated discussion and/or mediation has not been completed or has not resolved the allegation, the Councillor Conduct Officer will:

a) refer the application to the Principal Councillor Conduct Registrar;
b) notify the Councillors involved in the application of the referral;
c) notify the CEO of the referral (for the CEO's information only);
d) await advice from the Principal Councillor Conduct Registrar about the application; and
e) take such steps as are necessary to give effect to the Principal Councillor Conduct Registrar's advice, in accordance with any instructions received.

Councillors recognise that an application for internal arbitration for an allegation of a breach of the Standards of Conduct will only be accepted by the Principal Councillor Conduct Registrar, and an arbiter will only be appointed, if the Principal Councillor Conduct Registrar is satisfied that:

f) the application is not frivolous, vexatious, misconceived or lacking in substance; and
g) there is sufficient evidence to support an allegation of a breach of the Councillor Code of

Conduct.

It is for the Councillor or Councillors submitting an application to ensure that the application meets these requirements.

If the Principal Councillor Conduct Registrar is satisfied that an application for internal arbitration should be accepted, the Principal Councillor Conduct Registrar will appoint an arbiter from a panel list compiled by the Secretary to the Department of Jobs, Precincts and Regions.

In conducting an arbitration the arbiter must:

h) ensure that the parties involved are given an opportunity to be heard;

i) ensure that a Councillor who is a party does not have a right to representation, unless the arbiter considers that representation is necessary to ensure that the process is conducted fairly;

j) conduct the hearing with as little formality and technicality as the proper consideration of the matter permits; and

k) ensure that the hearing is not open to the public. Additionally, in conducting an arbitration the arbiter:

i. may hear each party to the matter in person or solely by written or electronic means of communication;

ii. is not bound by the rules of evidence and may be informed in any manner the arbiter sees fit;

iii. may at any time discontinue the hearing if the arbiter considers that the:

- application is vexatious, misconceived, frivolous or lacking in substance; or
- Councillor making the application, or representing the group of Councillors making the application, has not responded, or has responded inadequately, to a request for further information.

If, at the completion of the internal arbitration process, the arbiter determines that a Councillor has breached the Standards of Conduct, the arbiter may make a finding of misconduct against the Councillor and impose any one or more of the following sanctions:

l) direct the Councillor to make an apology;

m) suspend the Councillor from the office of Councillor for a period specified by the arbiter (not exceeding one month);

n) direct that the Councillor be removed from any position where the Councillor represents Council for a period determined by the arbiter;

o) direct that the Councillor is removed from being the chair of a delegated committee for a period determined by the arbiter; and/or

p) direct a Councillor to attend or undergo training or counselling specified by the arbiter.

The arbiter must provide a written copy of the arbiter's final and statement of reasons to:

q) Council;

r) the applicant(s) and the respondent; and

s) the Principal Councillor Conduct Registrar.

A copy of the arbiter's decision and statement of reasons must be tabled at the next Council meeting after the arbiter's final and statement of reasons are provided. If the arbiter's decision and statement of reasons contain any confidential information, the confidential information must be redacted before it is tabled.

Councillors recognise that a failure to participate in and comply with the internal arbitration

process or a direction given to the Councillor by an arbiter is 'serious misconduct' for the purposes of the Act. Allegations of 'serious misconduct' are heard by a Councillor Conduct Panel.

10.3 Responsibility of Councillors

It is the responsibility of a Councillor or Councillors submitting an application to prepare the application, including by identifying and collating the evidence which supports it.

While members of Council staff may provide some administrative support, that support will not extend to assisting Councillors with the preparation of the substance of an application.

11 ADOPTION OF THIS CODE

11.1

This Code was adopted by a resolution of Council made at the Council meeting held on [_____] with a majority of at least two thirds of all Councillors voting in favour of it.

11.2

This Code may be reviewed at any time during the Council term.

12 DOCUMENTS INCORPORATED BY REFERENCE

12.1

Council may from time to time decide that additional documents should be part of this Code.

12.2

Documents Incorporated by Reference may be added or removed by Council resolution.

12.3

Councillors will comply with the policies and protocols included as documents incorporated into this Code by reference.

12.4

A breach of a document incorporated by Reference may constitute a breach of this Code.

Documents Incorporated by Reference

-
- Conduct During Elections Policy
- Child Safety and Wellbeing Policy
- Councillor Support Policy
- Fraud and Corruption Control and Framework
- Brimbank Governance Rules
- Information Privacy and Health Records Policy
- Councillor Gift, Benefit and Hospitality Policy
- Racial and Religious Tolerance Act 2001
- Public Transparency Policy

Councillor Code Of Conduct

APPENDIX 1 DECLARATION

I will abide by the Councillor Code of Conduct and uphold the standards of conduct set out in the Councillor Code of Conduct.

I, Councillor _____, will abide by this Councillor Code of Conduct.

Signed Date

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Signed Date

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Signed Date

INTERNAL USE ONLY

Version	Version notes	Adopted	Next Review
C	Adopted as Major Policy Local Government Act 1989 Amendment	19 April 2016	February 2017
D	Local Government Act 1989 requirement (new Council)	14 February 2017	October 2017
E	Councillor Conduct Panel Direction	16 April 2019	September 2019
F	Status as a Major Policy New policy structure	February 2020	February 2021
G	Review	5 February 2024	February 2026

Local Government Act 2020 Compliance Statement

Section 9(1) of the *Local Government Act 2020* (Act) requires Council to give effect to the overarching governance principles, in the performance of its role. Section 9(2) of the Act specifies the governance principles as follows:

a) Council decisions are to be made and actions taken in accordance with the relevant law (Compliance with the law);

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

c) The economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted (Promote the sustainability of the municipality);

d) The municipal community is to be engaged in strategic planning and strategic decision making (Engage the community in strategic planning and decision making);

e) Innovation and continuous improvement is to be pursued (Strive for innovation and continuous improvement);

f) Collaboration with other Councils and Governments and statutory bodies is to be sought (Collaborate with all other levels of government and government agencies);

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

h) Regional, state and national plans and policies are to be taken into to account in strategic planning and decision making (Strategic planning and decision making must take into account plans and policies in operation at all levels);

i) The transparency of Council decisions, actions and information is to be ensured (Council decisions, actions and information must be transparent).

Governance Principles

In developing the Councillor Code of Conduct ("the Code"), Council has considered and given effect to the overarching governance principles, as summarised below:

	Governance Principle	Considerations
(a)	Compliance with the law	All relevant legal requirements have been considered in developing the Code. In particular, and without limitation, the Code complies with the requirements in Part 6 of the Act, the public transparency principles at section 58 of the Act, and the *Local Government (Governance and Integrity) Regulations 2020*. The Code meets the requirements prescribed in section 139(3) and adopted through a formal resolution of the Council in accordance with section 139(5) of the *Local Government Act 2020*.
(b)	Achieve best outcomes for the community	The Code ensures ethical behavior and accountability among Councillors. Setting clear standards and expectations promotes transparency and fairness and leads to optimal outcomes for the community
(c)	Promote the sustainability of the municipality	By adhering to this Code of Conduct, Councillors contribute to responsible governance, which in turn supports the overall sustainability and well-being of the municipality.
(d)	Engage the community in strategic planning and decision making	In developing the Code Council undertook a community consultation process, in accordance with Council's Community Engagement Policy. Council will ensure that the community are consulted in the review of the Code in accordance with the Community Engagement Principles in section 56 of the Act and Council's Community Engagement Policy.

(e)	Strive for innovation and continuous improvement	Council will review the Code on a no less than biennial basis and pursue innovation and continuous improvement during every review.
(f)	Collaborate with all other levels of government and government agencies	In developing the Code Council considered the Councillor conduct framework arbitration process outlined www.localgovernment.vic.gov.au and Codes developed by other Victorian Councils
(g)	Secure the ongoing financial viability of Council	Not directly applicable for this Code.
(h)	Strategic planning and decision making must take into account plans and policies in operation	Not directly applicable for this Code.
(i)	Council decisions, actions and information must be transparent	The Councillor Code of Conduct promotes transparency and ethical behavior by setting guidelines to prevent conflicts of interest, ensure accountability, and prioritise the community's best interests. The Code also sets out clear and transparent processes for investigation of breaches of standards of conduct.

Brimbank City Council

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Hearing or speech impaired?

- TTY dial 133 677
- Speak & Listen 1300 555 727
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Councillor Gifts, Benefits and Hospitality Policy

August 2024

DRAFT

Council respectfully acknowledges and recognises Wurundjeri and Bunurong peoples as the Traditional Custodians of this land and pays respect to their Elders past, present and future.

Council acknowledges the legal responsibility to comply with the Charter of Human Rights and Responsibilities Act 2006 and the Equal Opportunity Act 2010. The Charter of Human Rights and Responsibilities Act 2006 is designed to protect the fundamental rights and freedoms of citizens.

The Charter gives legal protection to 20 fundamental human rights under four key values that include freedom, respect, equality and dignity.

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DRAFT

1 POLICY PURPOSE

This policy is based on principles of integrity, good governance, transparency and accountability and seeks to minimise improper practices and potential conflicts of interest.

The purpose of this policy is to:

- Specify the general obligations for Councillors who are offered Gifts, Benefits, and Hospitality in their role as Councillors, in order to assist Councillors to demonstrate their fair and impartial conduct, and avoid conflicts of interest and/or perceptions of conflicts of interest
- State the requirements and processes to be followed by Councillors when declaring offers of Gifts, Benefits, and Hospitality
- State the requirements in relation to the retention and disposal of Gifts by Councillors
- Specify instances when the giving or receiving of civic Gifts is appropriate
- Specify instances when the giving or receiving of ceremonial Gifts is appropriate
- Outline Council's accountability and reporting framework in relation to the reporting of offers of Gifts, Benefits and Hospitality, and the maintenance of the Gifts Register
- Give effect to the *Local Government (Governance and Integrity) Regulations 2020*, and the Standards of Conduct contained in the Regulations
- Give effect to the Public Transparency Principles in accordance with section 58 of the *Local Government Act 2020*.

2 POLICY SCOPE

2.1 This policy covers

Any circumstance where Councillors are offered or receive Gifts, Benefits, and Hospitality or give Civic and Ceremonial Gifts in their role as Councillors.

2.2 This policy applies to

The Mayor, Deputy Mayor and Councillors of Brimbank City Council (Council).

2.3 This policy does not cover

Offers or receipt of Gifts, Benefits, and Hospitality or by Council Staff. These circumstances are covered in the Employee Gift, Benefit and Hospitality Policy 2023.

3 DEFINITIONS

For the purposes of this policy, Council adopts the following definitions:

Term	Definition
Anonymous Gift	A gift given by an unknown donor. *It is an offence for a Councillor to receive an Anonymous Gift that has a value of or more than the Gift Disclosure Threshold. A breach of these provisions could result in a maximum penalty of 60 penalty units and a requirement to pay the Council an amount equal to the value of the Gift. A Councillor is not in breach of this clause if the Anonymous Gift is disposed of to the Council within 30 days.
Benefit	Any advantage or profit (whether monetary or otherwise) gained by a person.
Bribe	Money or other inducement to procure an action, decision or preferential treatment. Bribery of a public official is a criminal offence.
Biannual Personal InterestsReturn	The personal interests return that a Councillor submits to the Chief Executive Officer in accordance with section 134 of the *Local Government Act 2020* and Regulation 9 of the *Local Government (Governance and Integrity) Regulations 2020* on a biannual basis.
Declaration of Gift / Benefit / Hospitality Form	The form containing the details at Appendix A, made available to Councillors in digital form via the Councillor Portal for the purposes of declaring any relevant gift, benefit or hospitality.
Demonstrable Benefit	An offer of a form of Gift, Benefit or Hospitality that: • Has a clear Benefit to the City of Brimbank and its community. • Relates directly to the role of Council or a Councillor of Brimbank (under the *Local Government Act 2020*). • Has a clear link to achieving Council's key commitments under the current Council Plan. • Contributes to the development and skills of a Councillor, to perform their duties and responsibilities. • Supports the role of a Portfolio Councillor/Representative in developing their knowledge and advocating for Portfolio issues. • Is unlikely to create the impression an attempt is being made to compromise the impartiality of the Councillor in relation to their decision-making (including planning applications, tenders, policy positions, community fund, budget process

	etc.).
Disclosable Gift	One or more Gifts with a total value of, or more than, $500 received from a person in the 5 years preceding the decision on the matter: a) if the relevant person held the office of Councillor, was a member of Council staff or was a member of a delegated committee at the time the Gift was received; or b) if the Gift was, or Gifts were, or will be, required to be disclosed as an election campaign donation— but does not include the value of any Reasonable Hospitality received by the relevant person at an event or function that the relevant person attended in an official capacity as a Councillor, member of Council staff or member of a delegated committee.
Gift	A Gift means any disposition of property otherwise than by will made by a person to another person without consideration in money or money's worth or with inadequate consideration, including— a) the provision of a service (other than volunteer labour); and b) the payment of an amount in respect of a guarantee; and c) the making of a payment or contribution at a fundraising function. A Gift received by a Councillor from Brimbank City Council is not covered by this Policy, and does not need to be declared. For example, a Civic Gift provided by Brimbank City Council to a Mayor or Councillor at the end of a term does not need to be declared.
Gift Disclosure Threshold	The Gift Disclosure Threshold as defined in section 3(1) of the Local Government Act 2020. *At the time of this review it is $500 or a higher amount or value prescribed by the Regulations.
Hospitality	Any item or service (e.g. food, drink, transportation or accommodation) provided by a party that is to be consumed at a function (e.g. networking function, conference, speaking engagement), and includes the provision of services associated with the function (e.g. travel). Hospitality does not include items that you or Council have paid for (e.g., tickets to the event, official conference dinner).
Reasonable Hospitality	Hospitality that: • Is received by a Councillor at an event or function, where the Councillor was attending the event or function for an official purpose that is related to their duties as a Councillor and in

	their official capacity as a Councillor; and • Is reasonable in the circumstances. That is, the Hospitality is of a standard and type that an independent observer would consider appropriate and not excessive, in the circumstances. Examples of Reasonable Hospitality include: • A cup of coffee at another organisation's premises; • a modest working lunch, such as sandwiches and pastries, at another organisation's premises. The following are examples of hospitality that are not Reasonable Hospitality, and Councillors are to disclose: • a 'fine dining and wines' working meal at another organisation's premises; • an offer to pay for a working meal at a dining establishment; • an offer of a free spot at an industry golf day; • where the Hospitality is provided at event or function, the offer of the ticket to the event or function; or • functions where alcohol is served.
Token Gift	A Token Gift is a gift that is of very low monetary value. The combined total of offers to a Councillor from that source in the last 12 months must not exceed $50.

4 POLICY STATEMENT

Council's goals for Brimbank are to be an inclusive, liveable and prosperous community and to be an innovative and responsive Council that puts our 'Community First'.

The Local Government Act 2020 (Act) requires Council to adopt a Councillor Gift Policy within regulated timeframes. This policy is also required to comply with the Public Transparency Principles in the Act, and the Brimbank City Council Public Transparency Policy.

Councillors agree to uphold the 'Community First' principle by complying with the applicable legal and regulatory requirements (inclusive of the *Local Government Act 2020*), the Councillor Code of Conduct 2021 (Code) and this Policy. In accordance with the Standards of Conduct in the *Local Government (Governance and Integrity) Regulations 2020*, a 'Councillor must ensure that their behaviour does not bring discredit upon the Council is fit to conscientiously perform the role of a Councillor when acting in that capacity or purporting to act in that capacity'.

5 SPECIFIC REQUIREMENTS

5.1 Councillors are to comply with the General Obligations of this Policy:

- **5.1.1** Councillors are to comply with Council's values and behaviours as expressed in the Code. This includes the prescribed Standards of Conduct as incorporated into the Code from the *Local Government (Governance and Integrity) Regulations 2020*.

- **5.1.2**: Councillors are not to accept any offer Gift, Benefit, or Hospitality where the purpose of the offer is to maintain or return a favour. (See Conflicts of Interest)

- **5.1.3**: A Councillor is only to accept an offer of a Gift, Benefit or Hospitality if the Councillor considers that acceptance of the offer would provide a Demonstrable Benefit to Council.

- **5.1.4**: Councillors are to declare all offers of Gifts and Benefits, (including those offers that have been declined, apart from offers of Token Gifts,) in accordance with this Policy (See Definitions and Declaration Processes).

- **5.1.5**: Councillors are to declare all offers of Hospitality (including those offers that have been declined) except Reasonable Hospitality.

- **5.1.6**: Councillors are to immediately report all offers of bribes, cash or inducements to the Police or Independent Broad-Based Anti-Corruption Commission.

- **5.1.7**: Councillors are not to accept Anonymous Gifts over the Gifts Disclosure Threshold. (See Anonymous Gifts).

- **5.1.8**: Councillors are to decline to give or receive Civic and Ceremonial Gifts except in accordance with this Policy.

5.2 Declaration of Offers of Gifts, Benefits, and Hospitality

- **5.2.1** A Councillor who receives an offer of a Gift, Benefit, or Hospitality (excluding Reasonable Hospitality and an offer of a token gift that the Councillor declined) will complete and submit the Declaration of Gift / Benefit/ Hospitality Form on the Councillor Portal within one calendar week of receiving the offer.

- **5.2.2** A Councillor is to disclose particulars of any Gift, or cumulative Gifts over five years, of or above the Gift Disclosure Threshold received, on their Biannual Personal Interests Return, unless the Gift is from a family member.

- **5.2.3** A Councillor who has a material conflict of interest in a matter based on receipt of a Disclosable Gift, is to comply with the disclosure requirements in the Brimbank Governance Rules 2020 (Governance Rules) with respect to that Conflict of Interest.

Table 1. GIFT table with questions for Councillors should they be presented with a gift, benefit or hospitality.

G	GIVER	***Who is providing the gift, benefit or hospitality and what is their relationship to me?*** Could the person or organisation benefit from a decision I make?
I	INFLUENCE	***Are they seeking to gain an advantage or influence my decisions or actions?*** Has the gift, benefit or hospitality been offered to me publicly or privately? Is it a courtesy or a token of appreciation or valuable non-token offer? Does its timing coincide with a decision I am about to make?
F	FAVOUR	***Are they seeking a favour in return for the gift, benefit or hospitality?*** Has the gift, benefit or hospitality been offered honestly? Has the person or organisation made several offers over the last 12 months? Would accepting it create an obligation to return a favour?
T	TRUST	***Would accepting the gift, benefit or hospitality diminish public trust?*** How would the public view acceptance of this gift, benefit or hospitality? What would my colleagues, family, friends or associates think?

5.3 Civic Gifts

- **5.3.1** The giving of Civic Gifts by Council will be determined in accordance with this Policy. The giving of a Civic Gift by, or on behalf of, Council, should be made in a consistent and equitable manner in order to avoid perceptions of improper relationships, and to ensure the proper use of Council resources.
- **5.3.2** A Councillor proposing to give a Civic Gift will circulate the proposal to all other Councillors.
- **5.3.3** The Mayor will decide whether or not the proposed Civic Gift should be made in accordance with and subject to the limits in the Thresholds for Civic Gifts in Table 2 of this Policy.
- **5.3.4** Upon request by the Mayor, the Chief Executive Officer will make arrangements for the purchase or supply of the civic Gift provided that it is in accordance with and subject to the limits in the Threshold for Civic Gifts at in Table 2 of this Policy. No Council Officer can make arrangements for the purchase or supply of a civic Gift that is outside the Thresholds for Civic Gifts at Table 2 of this Policy.
- **5.3.5** A Councillor will not seek to direct or influence Council officers in the giving of civic Gifts.

Table 2. Thresholds for Civic Gifts.

Recipient	Type of Civic Gift
Mayor – End of Term	Bound Mayoral Album; or Soft cover Mayoral album and framed print to the value of $200
Deputy Mayor - End of Term	Flowers or potted plant up to the value of $100
Councillor - End of Term	Framed BCC photo with inscription to the value of approximately $150
Councillor - End of Year	Soft copy album – The Year That Was (produced in-house)
Civic Hosting - Guests of the Head of Council or Chief Executive Officer – for example, overseas delegations	Commemorative Brimbank City Council item (e.g. commemorative plate) value up to $300 per group
Hosts of Brimbank Councillors or Council officer delegations (representing Council on official Council business)	Council marketing items as appropriate and available(e.g. boxed Brimbank pen or Brimbank pin)
Volunteers who make a significant contribution to a Council-run event/ initiative	Certificate
Civic Award recipients, for example, Australia Day Awards, We are Brimbank Awards	Trophy Up to the value of $150 and flowers up to a value of approximately $100
Civic condolences/congratulations	Flowers up to the value of $100
Commemorations for key events, for example, ANZAC Day, Armistice day	One floral wreath per occasion/site to the value of approximately $300, or such greater value approved by a Director
New Citizens – citizenship ceremonies	Sapling tree to the value of approximately $3 each Commemorative Brimbank Coin to the value of approximately $6 each

5.4 Ceremonial Gifts

- **5.4.1** The giving of Ceremonial Gifts as an official Gift or token of respect or appreciation is a common cultural practice of communities and organisations, both within Australia or internationally.
- **5.4.2** Council may occasionally receive a Ceremonial Gift from an official delegate or representative from another organisation, for the purpose of acknowledging, establishing, and/or strengthening a relationship with Council.

- **5.4.3** A Ceremonial Gift is the property of Council, irrespective of value. The Councillor meeting with the official delegate or representative is responsible for providing the ceremonial Gift to a member of the Governance Department, who will arrange for the Gift to be recorded in Council's Civic Collection and arrange for it be stored/displayed, as appropriate.

5.5 Anonymous gifts

Section 137 of the Act states that a Councillor should not accept a gift that exceeds the Gift Disclosure Threshold, unless they know the name and address of the person giving the gift, or if they are given the name and address at the time of the gift and reasonably believe it to be true. If the Councillor does not know the giver's name and address, they are not in breach if they give the gift to the Council within 30 days of receiving it.

5.6 Conflicts of Interest

- **5.5.1** The Act provides that a Councillor has a material conflict of interest in respect of a matter if an affected person would gain a benefit or suffer a loss depending on the outcome of the matter.

- **5.5.2** An affected person includes a person from whom the Councillor has received a Disclosable Gift.

- **5.5.3** Each Councillor will:

    - comply with the conflict of interest provisions in the Act, Code and Governance Rules, including, without limitation, the provisions with respect to material conflicts of interest arising out of the receipt of a Disclosable Gift; and

    - review the requirements of the Act to ensure they comply with their personal legal obligation to comply with the requirements of the Act, including the requirements in relation to conflicts of interest in the Act.

6 ROLES AND RESPONSIBILITIES

6.1 Councillors

Councillors are responsible for:

- Complying with the General Obligations in the Councillor Gifts Policy

- Completing a Declaration of Gift / Benefit/ Hospitality Form

6.2 Executive Management Team / Audit and Risk Committee / Council

The Executive Management Team, Audit and Risk Committee and Council are responsible for:

- Quarterly review of Gift Register

6.3 Governance

Governance is responsible for:

- Upon being provided with a completed declaration form, the Governance Department will enter the details in the form into the Councilors' Gifts, Benefits, and Hospitality Register (Gift Register). For avoidance of doubt, all declared offers of Gifts, Benefits and Hospitality will be recorded in the Gift Register.

- Reporting the Gift Register to Council's Executive Management Team, and Audit and Risk Committee on a quarterly basis and to Council in the monthly Governance Report.
- Making the Gift Register available upon request to facilitate public awareness of the availability of Council information, in a format that is understandable and accessible to members of the municipal community in accordance with the Public Transparency Policy.

7 OWNERSHIP

Responsible Director: Director, People, Partnerships and Performance

Responsible Officer: Manager, Governance and Risk

Directorate: People, Partnerships and Performance

Unit: Governance and Risk

8 REVIEW AND COMMUNITY CONSULTATION

8.1 Consultation

Council will ensure that the community are consulted in the formation and the review of this policy in accordance with the Community Engagement Principles in section 55 of the Local Government Act 2020 and Council's Community Engagement Policy.

8.2 Review

A review of this Policy will be completed on no less than a biennial basis. More frequent reviews may occur due to changes in the legislative and regulatory framework or on request by Council.

9 RELATED POLICIES & LEGISLATION

- *Local Government Act 2020*
- *Local Government (Governance and Integrity) Regulations 2020*
- Council Officer Gifts, Benefits and Hospitality Policy
- Councillor Code of Conduct 2021

10 APPROVAL

Approved by:

Date:

INTERNAL USE ONLY

Version	Version notes	Adopted	Next Review
1	New Policy	10/06/2015	10/06/2016
2	Review	2/11/2016	2/11/18
3	Review (Local Government Act 2020)	20/04/2021	20/04/2023
4	Review	5/02/2024	5/2/2026

Local Government Act 2020 Compliance Statement

Section 9(1) of the *Local Government Act 2020* (Act) requires Council to give effect to the overarching governance principles, in the performance of its role. Section 9(2) of the Act specifies the governance principles as follows:

a) Council decisions are to be made and actions taken in accordance with the relevant law (Compliance with the law);

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

c) The economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted (Promote the sustainability of the municipality);

d) The municipal community is to be engaged in strategic planning and strategic decision making (Engage the community in strategic planning and decision making);

e) Innovation and continuous improvement is to be pursued (Strive for innovation and continuous improvement);

f) Collaboration with other Councils and Governments and statutory bodies is to be sought (Collaborate with all other levels of government and government agencies);

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

h) Regional, state and national plans and policies are to be taken into to account in strategic planning and decision making (Strategic planning and decision making must take into account plans and policies in operation at all levels);

i) The transparency of Council decisions, actions and information is to be ensured (Council decisions, actions and information must be transparent).

Governance Principles

In developing the Councillor Gifts Policy, Council has considered and given effect to the overarching governance principles, as summarised below:

	Governance Principle	Considerations
(a)	Compliance with the law	All relevant legal requirements have been considered in developing the Policy. In particular, and without limitation, the Policy complies with the requirements in Part 6 of the Act, the public transparency principles at section 58 of the Act, and the *Local Government (Governance and Integrity) Regulations 2020*.
(b)	Achieve best outcomes for the community	Refer to the comments under (i) below.
(c)	Promote the sustainability of the municipality	Refer to the comments under (i) below.
(d)	Engage the community in strategic planning and decision making	In developing the Policy, Council undertook a community consultation process, in accordance with Council's Community Engagement Policy. Council will ensure that the community are consulted in the review of the Policy in accordance with the Community Engagement Principles in section 55 of the Act and Council's Community Engagement Policy.
(e)	Strive for innovation and continuous improvement	Council will review the Policy on a no less than biennial basis, and pursue innovation and continuous improvement during every review.
(f)	Collaborate with all other levels of government and government agencies	In developing the Policy, Council considered the Victorian State Government's "Model policies for agencies and boards: Gifts, benefits and hospitality".
(g)	Secure the ongoing financial viability of Council	Not applicable for the Policy.

(h)	Strategic planning and decision making must take into account plans and policies in operation	Not applicable for the Policy.
(i)	Council decisions, actions and information must be transparent	The Policy: • relates to the systems and processes by which offers of gifts and hospitality to Councillors are recorded, addressed, and reported to the municipal community, to promote the transparency of Council's decisions, actions, and information; • has met all of the relevant requirements of transparency within Council's management and decision making processes.

Appendix A - Declaration of Gift / Benefit/ Hospitality Form

What are you declaring?	An offer of: ☐Gift ☐ Benefit ☐ Hospitality
Name of Councillor	
Name of Offeror	
Description of Gift, Benefit, or Hospitality offered.	
Assessment of Demonstrable Benefit to Council (if offer was accepted)	
Total Value	
Date of Offer	

Declaration

I declare that:

a) The information I have provided in this form, is true and correct.

b) I have read and understood the Councillor Gifts Policy.

c) I agree that I am aware that in accordance with the Standards of Conduct in the Local Government (Governance and Integrity) Regulations 2020, a 'Councillor must ensure that their behaviour does not bring discredit upon the Council and is fit to conscientiously perform the role of a Councillor when acting in that capacity or purporting to act in that capacity'.

d) I agree that non-compliance with this policy may bring discredit upon the Council and compromise my ability to conscientiously perform the role of a Councillor.

e) I agree that I have declared and will continue to declare any Conflict of Interest that may arise in accordance with the Local Government Act 2020.

f) I understand that compliance with the Councillor Gifts Policy is my personal responsibility as a Councillor, and acknowledge that it is not the responsibility of any Council Officer to monitor my compliance with this Policy.

Signed Councillor_____**Date** _____



Brimbank City Council

Telephone 9249 4000
Email info@brimbank.vic.gov.au
Post PO Box 70, Sunshine, VIC 3020

Hearing or speech impaired?

- TTY dial **133 677**
- Speak & Listen **1300 555 727**
- **www.relayservice.gov.au**, then enter **03 9249 4000**

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Interpreter **131 450**
Local call costs apply

www.brimbank.vic.gov.au

Live Streaming of Council Meetings Policy

August 2024

Attachment 12.8.3

DRAFT

Council respectfully acknowledges and recognises Wurundjeri and Bunurong peoples as the Traditional Custodians of this land and pays respect to their Elders past, present and future.

Council acknowledges the legal responsibility to comply with the Charter of Human Rights and Responsibilities Act 2006 and the Equal Opportunity Act 2010. The Charter of Human Rights and Responsibilities Act 2006 is designed to protect the fundamental rights and freedoms of citizens.

The Charter gives legal protection to 20 fundamental human rights under four key values that include freedom, respect, equality and dignity.

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1 POLICY PURPOSE

Brimbank City Council (Council) is committed to improving community engagement and transparency in Council decision making processes in accordance with the public transparency principles set out in the *Local Government Act 2020* (the Act) and Council's Public Transparency Policy.

It is anticipated that the live streaming of Council Meetings will provide greater flexibility and convenient access for the community to Council's decision-making process. This will be further enhanced by the subsequent publishing of the recordings of meetings on Council's website and/or Council's Social Media Channels.

In addition, Council will comply with the requirements set out in Ministerial Guidelines, Regulations or Act when Council is impacted by health directions or restrictions.

2 POLICY SCOPE

This Policy applies to all Council Meetings as defined by section 61(1) of the Act.

3 COUNCIL'S COMMITMENT TO LIVE STREAM

Council will live stream Council Meetings and publish the recording of the meetings on Council's YouTube and/or Council's Social Media Channels after the meetings, subject to the technical disclaimer in section 7(3) of this Policy.

4 SPECIFIC REQUIREMENTS

4.1 Notice of meetings

Notice of the meeting will be given on Council's website and/or Council's social media channels (Appendix 1) and printed in the agenda of a Council Meeting (Appendix 2). Council's website will also display a Privacy Collection Statement with regards to Council Meetings (Appendix 3).

4.2 Signage about live streaming

Where a meeting is live streamed and/or recorded, appropriate signage will be placed at the entrance of the meeting location, notifying all attendees that the meeting will be live streamed and/or recorded. Council does not record members of the public during a Council Meeting. Cameras will be positioned so that the public gallery is not visible.

4.3 Privacy of members of the public

Although all care will be taken to maintain the privacy of members of the public, there is a possibility of incidental capture of members of the public during the meeting and Council provides no assurance to people present in the public gallery that their image or voice will not be incidentally live streamed or recorded.

4.4 Camera positioning

Standard camera positioning will provide visual and audio recording of all Councillors present at a meeting in Chamber. The camera will focus on Councillors who are speaking where practicable.

4.5 Chair Statement permitting live streaming

At the commencement of a meeting, the Chair will read a statement (Appendix 4) informing all attendees that the Chair has granted permission for the meeting to be live streamed and/or

recorded (which may include publishing on Council's website and/or YouTube Channel).

4.6 Who may operate equipment

Unless given permission by the Chair, no other person may operate any audio or visual recording equipment at any Council Meeting.

4.7 Confidential items

Where Council has designated an item confidential in accordance with section 3(1) of the Act, Council deliberations in regards to that item will be closed to the public and will not be live streamed. If the Chamber is open, the public will be asked to leave the Chamber while the item is considered by Council and will be advised that live streaming of the meeting will be on hold while the item is considered. Once the matter is finalised, the meeting will be reopened to the public and the live stream will continue.

5 LIVE STREAMING OF A COUNCIL MEETING THAT IS OPEN TO THE PUBLIC VIA ELECTRONIC MEANS ONLY

5.1 Closed meetings

Section 66 of the Act provides detail about when Council meetings are to be open to the public or when circumstances allow for them to be closed.

5.2 Notice of closed meetings

Where the Chief Executive Officer has determined that the Council Chamber will be closed to the public for any Council Meeting, they will provide notice on Council's website and Council's social media channels (Appendix 1) and printed in the agenda of a Council Meeting (Appendix 2).

5.3 Confidential items

Where Council has designated an item confidential in accordance with section 3(1) of the Act, Council deliberations in regard to that item will be closed to the public and will not be live streamed. Members of the public will be advised that the live stream of the meeting will be on hold while the item is considered. Once the matter is finalised, the live stream will continue.

6 RESPONSIBILITIES OF COUNCILLORS AND STAFF

6.1 Councillors

When attending a Council Meeting (including by remote attendance), Councillors will act in accordance with the Councillor Code of Conduct and Brimbank Council's Governance Rules and make Councillors must make every effort to avoid statements or actions that may put themselves or Council at legal, financial or reputational risk. Councillors are solely responsible for their own comments made during a Council Meeting.

6.2 Staff

When attending a Council Meeting (including a meeting considered open to the public by virtue of being live streamed on Council's website), Council staff will act in accordance with the Staff Code of Conduct and Brimbank Council's Governance Rules, and make every effort to avoid statements or actions that may put themselves or Council at legal, financial or reputational risk.

7 USE OF TECHNOLOGY FOR LIVE STREAMING OF MEETINGS

7.1 Technology determination

The Chief Executive Officer will determine what technology will be used to ensure Council complies with this Policy.

7.2 Live Streaming and Recording of meetings

Council ensure meetings are live streamed unless circumstances specified in section 66 of the Act apply and will exert all reasonable efforts to ensure recordings are published after the meetings in accordance with this Policy. In the event that live streaming and recording of a meeting is unavailable or disrupted, the meeting will not be deferred for that reason, provided public access to the meeting is available. Where public access is not available (for example where a meeting is closed to the public due to disruption from the public gallery) and live streaming and recording is not available, then the meeting may be deferred.

7.3 Disclaimer for Potential Technical Issues

Council acknowledges that due to potential technical issues, streaming and/or publishing recordings of meetings may not be available, or disrupted or delayed. Council cannot be held responsible or liable for the live stream or a published recording of a meeting being temporarily unavailable, disrupted or delayed due to technical issues beyond Council's control.

7.4 Notification and Rectification of Technical Issues

If streaming or accessing a recording of a meeting is unavailable, disrupted or delayed, Council will notify the public on its social media channels and/or website, attempt to rectify the issue as soon as possible and inform the public when the issue has been rectified.

7.5 Publishing of Meeting Records

All reasonable efforts will be made to ensure that a recording of the live stream will be published on Council's website within five business days of the meeting.

7.6 Records Management of Council Meetings

All recordings of Council Meetings will be maintained in accordance with Council's Records Management Policy and related procedures.

8 NO RELIANCE ON THE LIVE STREAMING OR RECORDING OF COUNCIL MEETINGS

8.1 Disclaimer of Council Opinions

The opinions or statements made during the course of a Council Meeting are those of the particular individuals, and not necessarily the opinions and statements of Council. Council does not necessarily endorse or support the views, opinions, standards or information contained in the live streaming or recording of the meeting.

8.2 Limitation of Liability for Council Meeting Material

Council does not warrant or represent that the material or statements made during a Council Meeting are complete, reliable, accurate or free from error. Council does not accept any responsibility or liability for any loss, damage, cost or expense that a person might incur as a result of the viewing, using or relying on information or statements provided in the live streaming or recording of a Council Meeting.

9 TRANSCRIBING AND TRANSLATION OF COUNCIL MEETINGS

9.1 Public Request for Transcribing and Translation

Members of the public can request the transcribing and translation of the recordings of a Council Meeting to a community language.

9.2 Council Arrangement for Transcribing and Translation

Council will arrange the transcription and/or translation of the recordings of a Council Meeting upon request in accordance Council's Public Transparency Policy.

10 PRIVACY BREACH

Allegations of privacy breaches resulting from unauthorised access to, or collection, use or disclosure of personal information in live streamed and recorded Council Meetings will be handled in accordance with the *Privacy and Data Protection Act 2014*.

11 COMMUNITY CONSULTATION

Council will ensure that the community are consulted in the formation and the review of this policy in accordance with the Community Engagement Principles in section 55 of the Act and Council's Community Engagement Policy.

12 REVIEW

A review of this Policy will be completed on no less than an annual basis. More frequent reviews may occur due to changes in the legislative and regulatory framework or on request by Council.

13 POLICY OWNERSHIP

Responsible Director: Director, People, Partnerships and Performance

Responsible Officer: Manager, Governance and Risk

Directorate: People, Partnerships and Performance

14 APPROVAL

Approved by:

Date:

15 RELATED POLICIES & LEGISLATION

- Brimbank Governance Rules
- *Privacy and Data Protection Act 2014*

APPENDIX 1 – NOTICE ON COUNCIL'S WEBSITE AND/OR COUNCIL'S SOCIAL MEDIA CHANNELS

The following is an example of a notice on Council's website and/or Council's social media channels with regards to Council Meetings:

This public meeting will be live streamed and made available on Council's website and/or Brimbank City Council's YouTube Channel after the meeting. What you say at this meeting may be streamed, recorded and published.

All care will be taken to maintain the privacy of members of the public gallery. As a member of public gallery, however, your presence and what you say may be recorded. By remaining in the public gallery it is implied that you give consent to your image and what you say being broadcast and recorded.

Everyone at this meeting is personally responsible for what they say. You may be personally liable at law for what you say, including any action brought by another person for a breach of any relevant law including defamation, discrimination and privacy.

The opinions or statements made during the course of this meeting are those of the particular individuals, and not necessarily the opinions and statements of Council. Council does not necessarily endorse or support the views, opinions, standards or information contained in the live streaming or recording of the meeting.

For further information, please view the Live Streaming of Council Meetings Policy on Council's website.

APPENDIX 2 – AGENDA NOTICE

The following is an example of the statement to be included in the agenda of a Council Meeting:

This public meeting will be live streamed and made available on Council's website and/or Brimbank City Council's YouTube Channel after the meeting. What you say at this meeting may be live streamed, recorded and published.

All care will be taken to maintain the privacy of members of the public gallery. As a member of public gallery, however, your presence and what you say may be live streamed and recorded. By remaining in the public gallery, it is implied that you give consent to your image and what you say being live streamed and recorded.

Everyone at this meeting is personally responsible for what they say here and do here. You may be personally liable at law for what you do and say, including any action brought by another person for a breach of any relevant law including defamation, discrimination and privacy.

A copy of the Live Streaming of Council Meetings Policy is available on Council's website.

APPENDIX 3 – COUNCIL WEBSITE'S PRIVACY COLLECTION STATEMENT

The following is an example of the Privacy Collection Statement to be included on Council's website with regards to Council Meetings:

Privacy Collection Statement – Live Streaming and Recording of Council Meetings

Brimbank City Council's Council Meetings are live streamed and made available on the internet via Council's YouTube Channel after the meeting for the public's future reference.

The meeting recordings will be retained on Council's website for no less than five years.

Live streaming allows you to watch and listen to the meeting from any media device with an internet connection in real time, giving you greater access to Council decision-making and debate. Overall, the live streaming of Council Meetings is intended to provide greater flexibility for the community to access Council Meetings.

Every care is taken to maintain privacy and the cameras filming the meeting are focussed on the Mayor and Councillors. Any person who walks behind or in front of a Councillor's seat may be filmed and recorded in the footage. Comments made by members of the public from the gallery may also be live streamed and recorded.

A copy of the Live Streaming of Council Meetings Policy is available on Council's website.

APPENDIX 4 – CHAIR'S STATEMENT AT MEETING

The following is an example of the statement to be read by the Chair at the commencement of a Council Meeting:

> This public meeting will be live streamed and made available on the internet via Brimbank City Council's YouTube Channel after the meeting. What you say at this meeting may be live streamed, recorded and published.
>
> All care will be taken to maintain the privacy of members of the public gallery. As a member of the public gallery, your presence and what you say may be live streamed and recorded. By remaining in the public gallery, it is implied that you give consent to your image and what you say being live streamed and recorded.
>
> Everyone at this meeting is personally responsible for what they say here and do here. You may be personally liable at law for what you do and say, including any action brought by another person for a breach of any relevant law including defamation, discrimination and privacy.
>
> A copy of the Live Streaming of Council Meetings Policy is available on Council's website.

LOCAL GOVERNMENT ACT 2020 COMPLIANCE STATEMENT

Section 9(1) of the Local Government Act 2020 (the Act) requires Council to give effect to the overarching governance principles, in the performance of its role. Section 9(2) of the Act specifies the governance principles as follows:

a) Council decisions are to be made and actions taken in accordance with the relevant law (Compliance with the law);

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

c) The economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted (Promote the sustainability of the municipality);

d) The municipal community is to be engaged in strategic planning and strategic decision making (Engage the community in strategic planning and decision making);

e) Innovation and continuous improvement is to be pursued (Strive for innovation and continuous improvement);

f) Collaboration with other Councils and Governments and statutory bodies is to be sought (Collaborate with all other levels of government and government agencies);

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

h) Regional, state and national plans and policies are to be taken into to account in strategic planning and decision making (Strategic planning and decision making must take into account plans and policies in operation at all levels);

i) The transparency of Council decisions, actions and information is to be ensured (Council decisions, actions and information must be transparent).

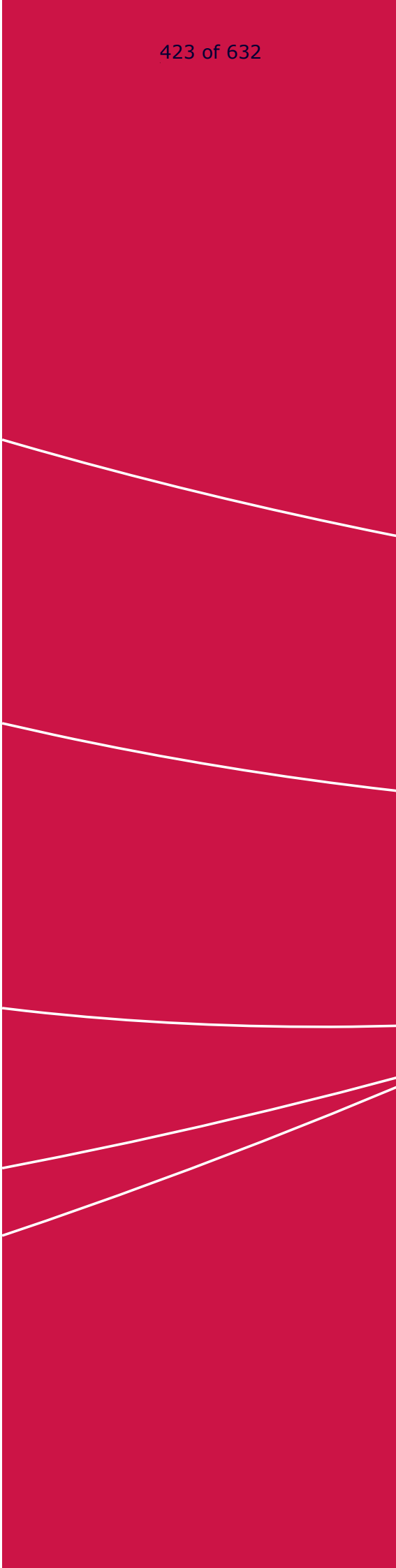
In developing the Live Streaming of Council Meetings Policy, Council has considered and given effect to the overarching governance principles, as summarised below:

	Governance Principle	Considerations
(a)	Compliance with the law	All relevant legal requirements have been considered in developing the Policy. In particular, and without limitation, the Policy complies with the requirements in Division 2 of Part 3 and Part 6 of *the Act*.
(b)	Achieve best outcomes for the community	Refer to the comments under (i) below
(c)	Promote the sustainability of the municipality	Not applicable for the Policy.
(d)	Engage the community in strategic planning and decision making	In developing the Policy, Council undertook a community consultation process, in accordance with Council's Community Engagement Policy. Council will ensure that the community are consulted in the review of the Policy in accordance with the Community Engagement Principles in section 55 of *the Act* and Council's Community Engagement Policy.
(e)	Strive for innovation and continuous improvement	The Policy sets out requirements and processes for live streaming and publishing recordings of Council Meetings which utilised the modern multimedia technology in providing new access to the community to Council decision making processes. Council will review the Policy on a no less than annual basis, and pursue innovation and continuous improvement during every review.
(f)	Collaborate with all other levels of government and government agencies	Not applicable for the Policy.
(g)	Secure the ongoing financial viability of Council	Not applicable for the Policy.
(h)	Strategic planning and decision making must take into account plans and policies in operation at all levels	Not applicable for the Policy.
(i)	Council decisions, actions and	The Policy sets out requirements and

	information must be transparent	processes for live streaming and publishing recordings of Council Meetings which will provide greater flexibility and convenient access for the community to Council decision making processes without requiring physical attendance. The live streaming of the meetings is particularly essential to the transparency in Council decision making processes where physical attendance at those meetings is restricted due to COVID-19 pandemic in accordance with the public health directions.

INTERNAL USE ONLY

Revision	Reason for amendment	Adopted	Next Review
1	New policy	16/10/2018	16/3/2021
2	Review after Pilot	18/02/2020	19/02/2022
3	Review	21/09/2021	21/09/2022
4	Review	5/02/2024	5/02/2026



Brimbank City Council

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Public Transparency Policy

August 2024

DRAFT

Council respectfully acknowledges and recognises Wurundjeri and Bunurong peoples as the Traditional Custodians of this land and pays respect to their Elders past, present and future.

Council acknowledges the legal responsibility to comply with the Charter of Human Rights and Responsibilities Act 2006 and the Equal Opportunity Act 2010. The Charter of Human Rights and Responsibilities Act 2006 is designed to protect the fundamental rights and freedoms of citizens.

The Charter gives legal protection to 20 fundamental human rights under four key values that include freedom, respect, equality and dignity.

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1 POLICY PURPOSE

Brimbank City Council (Council) is required by section 57 of the *Local Government Act 2020* (the Act) to have a public transparency policy in place.

The purpose of Council's Public Transparency Policy is to promote openness and transparency in Council decision-making and to ensure that the public is well-informed and able to participate in these processes.

Greater transparency in Council's decision-making processes serves several important purposes:

- **Accountability and Trust**: By making information about how Council manages public resources readily available, transparency promotes accountability and fosters public trust.
- **Information and Participation:** Transparency allows residents and stakeholders to stay informed about Council decisions, policies, and projects, empowering them to participate in the decision-making process.
- **Community Engagement and Trust:** By providing more opportunities for residents and stakeholders to engage in discussions, express their opinions, and contribute to local decision-making processes, transparency helps build community engagement and trust.
- **Enhanced Decision Making:** Involving diverse community perspectives in decision making leads to more comprehensive and thoughtful outcomes.
- **Compliance:** Transparency ensures compliance with laws and regulations, reducing the likelihood of legal issues and potential conflicts.

2 POLICY SCOPE

2.1 This policy applies to

Councillors, including the Mayor and Deputy Mayor, and staff of the Council.

2.2 This policy does not cover

Council information that not appropriate to be publicly availability because it is protected by privacy, confidentiality, legal privilege or otherwise contrary to the public interest.

3 DEFINITIONS

For the purposes of this policy, Council adopts the following definitions:

Term	Definition
Closed Meetings	When Council resolves to close the meeting to the general public
Consultation	The process of seeking input on a matter
Public Participation	Public participation involves various levels of engagement, including informing the public about government activities, providing timely and

	relevant information to facilitate participation, delegating decision-making power to the public, and engaging in community activities that promote the common good.
Stakeholder	An individual or group with a strong interest in the decisions of Council and are directly impacted by their outcomes.
Transparency	Transparency is the principle of having no hidden agendas or conditions. It involves providing all the necessary information to facilitate collaboration, cooperation, and effective, well-informed decision-making.

4 STATEMENT OF POLICY PRINCIPLES

4.1 Public Transparency Principles

The objective of this policy is to give effect to the following Public Transparency Principles outlined in section 58 of the Act —

a) Council decision making processes must be transparent except when the Council is dealing with information that is confidential by virtue of this Act or any other Act.

b) Council information must be publicly available unless—

(i) the information is confidential by virtue of this Act or any other Act; or

(ii) public availability of the information would be contrary to the public interest.

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

d) Public awareness of the availability of Council information must be facilitated.

5 SPECIFIC REQUIREMENTS

5.1 Decision Making at Council Meetings

Council must make decisions in accordance with its obligations under law, rules and adopted policy.

5.2 Requirements for Decisions at Council Meetings

Council must ensure that decisions made at Council Meetings are:

a) Undertaken in accordance with the Act, Regulations and the Governance Rules.

b) Conducted in an open and transparent forum, unless in accordance with the provisions in the Act and Governance Rules.

c) Informed through community engagement, in accordance with the Community Engagement Principles and the Community Engagement Policy.

d) Made fairly and on the merits, and where any person whose rights will be directly affected by a decision of the Council, that person will be entitled to communicate their views and have their interests considered, in accordance with the law.

5.3 Records of Council Meetings

Council must display records of its meetings in accordance with its Governance Rules and Live Streaming of Council Meetings Policy. The public will be able to access the minutes and video recordings of meetings.

5.4 Specifying the legal basis for closed Council Meetings

Where Council closes a meeting to the public, or closes part of a meeting to the public, on the grounds that an item is confidential, it will specify the legal basis upon which the meeting is closed in accordance with the Act. The Minutes will also show the basis on which the meeting is closed.

5.5 Resolutions at Closed Council Meetings

Decisions made in closed council, depending upon their nature, may then be reported in the minutes at the discretion of Council.

5.6 Publishing agenda prior to Council Meetings

Council will publish an agenda prior to the Council meeting, ensuring that the municipality may ask a public question in accordance with its Governance Rules, about items that will be considered at that meeting.

6 COUNCIL INFORMATION

6.1 Availability

Council ensures that information is made available on the Council website, open data, at Council offices, or by request.

6.2 Accessibility

Council seeks to ensure that its communications are able to be understood by the municipality. For this reasons Council Officers are required to draft their reports in plain English and avoid technical language where possible.

6.3 Inclusivity

Brimbank is an inclusive community and Council will seek to provide information to the community in a way suitable to their needs, this includes translation services and providing information in other forms.

6.4 Community feedback

Council is under statutory obligations to seek community feedback on relevant items. A Community Engagement Policy is also a mandatory requirement for Councils and sets outs out Council's commitment to letting the Community know about Council's decision making.

6.5 Publication

Council's media team will facilitate the publication of Council Information on its website, social media channels, local newspapers or by public display on Council land.

7 COUNCIL RECORDS THAT ARE MADE PUBLIC

7.1 Accessing Council publications

Council publishes a range of newsletters, reports and handbooks for residents, businesses and visitors to Council. These publications can be downloaded from Council's website or by calling Council for a copy. Some of these publications are also available at Council's Libraries.

8 COUNCIL RECORDS THAT MAY BE AVAILABLE ON REQUEST

8.1 Accessing information under Freedom of Information

Some Council information will not be published but can be requested from Council. It may be required by Council to make a formal Freedom of Information application.

The *Freedom of Information Act 1982* (FOI Act) gives a right of access to documents held by Council. Council is committed to, where possible, proactive and informal release of information in accordance with the Freedom of Information Professional Standards issued by the Victorian Information Commissioner.

8.2 How Council will respond to requests for information

Council will respond to requests for information in accordance with the Act, the FOI Act, and this policy. Consideration will be given to accessibility and cultural requirements under the *Charter of Human Rights and Responsibilities Act 2006*.

8.3 Statement of information held by Council

A list of available information is provided in the FOI Act Part II Statement (Statement) published on Council's website. This Statement requires government agencies and local councils to publish statements about the type of information they hold to assist members of the public in accessing information.

8.4 Council publications generally availbale

The Council will make the following records available on Council's website or upon request:

- Council meeting agendas
- Reporting to Council
- Minutes of Council meetings
- Reporting from Advisory Committees to Council through reporting to Council
- Audit and Risk Committee Performance Reporting
- Terms of reference or charters for Advisory Committees
- Registers of travel undertaken by Councillors or Council Staff
- Registers of Conflicts of Interest disclosed by Councillors or Council Staff
- Submissions made by Council
- Registers of donations and grants made by Council
- Registers of leases entered into by Council, as lessor and lessee
- Register of Delegations
- Register of Authorised officers
- Register of Election campaign donations
- Summary of Personal Interests
- Any other Registers, Policies, Processes or Records required to be made public by legislation.

8.5 Other forms of information that may be requested

Other forms of information that Council creates that may be available upon request include:

a) Documents such as:
   - Plans and Reports adopted by Council
   - Policies
   - Project and service plans
   - Grant application, tenders and tender evaluation material

- Service agreements, contracts, leases and licenses
- Council leases, permits and notices of building and occupancy
- Relevant technical reports and / or research that informs decision making.

b) Process information such as:

- Practice notes and operating procedures
- Application processes for approvals, permits, grants, access to Council services
- Decision making processes
- Guidelines and manuals
- Community engagement processes
- Complaints handling processes.

If a member of the community is unable to locate the desired information, they can contact Council directly for assistance. It is possible that Council can provide them with the requested information without the need for a formal freedom of information request.

9 CONFIDENTIALITY

Some Council information may not be made publicly available, this includes information that the Council considers confidential.

“Confidential information” is defined in section 3 of the Act and includes the types of information listed in the following table.

Table 1. Types of confidential information

Type	Description
Council business information	Information that would prejudice the Council's position in commercial negotiations if prematurely released.
Security information	Information that is likely to endanger the security of Council property or the safety of any person if released.
Land use planning information	Information that is likely to encourage speculation in land values if prematurely released.
Law enforcement information	Information which would be reasonably likely to prejudice the investigation into an alleged breach of the law or the fair trial or hearing of any person if released.
Legal privileged information	Information to which legal professional privilege or client legal privilege applies.
Personal information	Information which would result in the unreasonable disclosure of information about any person or their personal affairs if released.
Private commercial information	Information provided by a business, commercial or financial undertaking that relates to trade secrets or that would unreasonably expose the business, commercial or financial undertaking to disadvantage if released.

Confidential meeting information	Records of a Council and delegated committee meetings that are closed to the public to consider confidential information.
Internal arbitration information	Confidential information relating internal arbitration about an alleged breach of the Councillor code of conduct.
Councillor Conduct Panel confidential information	Confidential information relating to a Councillor Conduct Panel matter
Confidential information under the 1989 Act or Local Government Act 2020	Information that was confidential information for the purposes of section 77 of the *Local Government Act 1989* or as defined in the *Local Government Act 2020*.

10 REVIEW OF DECISIONS ABOUT RELEASE OF INFORMAITON

If a member of the community disagrees with a decision about the release of information, this should be raised directly with the officer handling the matter at first instance. If this does not resolve the issue, the concern may be reported to the Legal and Privacy Officer.

If the concern remains unresolved the matter may then be raised directly with the Victorian Ombudsman's office on 1800 806 314 or via the website www.ombudsman.vic.gov.au.

11 ROLES AND RESPONSIBILITIES

11.1 Council

Council is responsible for:

- Championing the commitment and principles for public transparency through leadership, modelling practice and decision-making.

11.2 Chief Executive Officer

The CEO is responsible for:

- Champion behaviours that foster transparency and drive the principles through policy, process and leadership.
- Monitor implementation of this policy.

11.3 Executive Management Team

The EMT is responsible for:

- Manage areas of responsibility to ensure public transparency, good governance and community engagement is consistent with this policy.

11.4 Manager Governance and Risk

The Manager Governance and Risk is responsible for:

- Monitoring implementation of this policy and conducting periodic reviews to drive continuous improvement.

11.5 All Staff

Public transparency is the responsibility of all employees as appropriate to their role and function.

11.6 Chief Executive Officer

The CEO is responsible for:

- Champion behaviours that foster transparency and drive the principles through policy, process and leadership.
- Monitor implementation of this policy.

12 NON-COMPLIANCE WITH THIS POLICY

If a member of the community wishes to question a decision about the release of information, this should be raised directly with the officer handling the matter in the first instance. If the request is not resolved, this can be reported to the Senior Freedom of Information and Privacy Officer.

Unresolved concerns about release of information can then be raised directly with the Office of the Victorian Information Commissioner on 1300 006 842 or by email enquiries@ovic.vic.gov.au.

13 MONITORING, EVALUATION AND REVIEW

Council commits to monitoring processes to understand the success of implementation of this policy.

A periodic review of this policy will be undertaken in line with Council's Policy Management Framework to ensure any changes required to strengthen or update the policy are made in a timely manner.

14 POLICY OWNERSHIP

Responsible Director: Director, People, Partnerships and Performance

Responsible Officer: Manager, Governance and Risk

Directorate: People, Partnerships and Performance

Unit: Governance and Risk

15 APPROVAL

Approved by:

Date:

16 RELATED POLICIES & LEGISLATION

- *Local Government Act 2020*
- *Freedom of Information Act 1982*
- *Privacy and Data Protection Act 2014*
- *Charter of Human Rights and Responsibilities Act 2006*
- *Equal Opportunity Act 2010*
- Freedom of Information Operational Policy
- Information Privacy and Health Records Policy

INTERNAL USE ONLY

Version	Version notes	Adopted	Review
1	New Policy	10/06/2015	10/06/2016
2	Review	2/11/2016	2/11/18
3	Review (Local Government Act 2020)	20/04/2021	20/04/2023
4	Review	5/02/2024	5/2/2026
5			

Local Government Act 2020 Compliance Statement

Section 9(1) of the *Local Government Act 2020* (the Act) requires Council to give effect to the overarching governance principles, in the performance of its role. Section 9(2) of the Act specifies the governance principles as follows:

a) Council decisions are to be made and actions taken in accordance with the relevant law **(Compliance with the law)**;

b) Priority is to be given to achieving the best outcomes for the municipal community, including future generations **(Achieve best outcomes for the community)**;

c) The economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted **(Promote the sustainability of the municipality)**;

d) The municipal community is to be engaged in strategic planning and strategic decision making **(Engage the community in strategic planning and decision making)**;

e) Innovation and continuous improvement is to be pursued **(Strive for innovation and continuous improvement)**;

f) Collaboration with other Councils and Governments and statutory bodies is to be sought **(Collaborate with all other levels of government and government agencies)**;

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

h) Regional, state and national plans and policies are to be taken into to account in strategic planning and decision making **(Strategic planning and decision making must take into account plans and policies in operation at all levels)**;

i) The transparency of Council decisions, actions and information is to be ensured **(Council decisions, actions and information must be transparent)**.

Governance Principles

In developing the Public Transparency Policy, Council has considered and given effect to the overarching governance principles, as summarised below:

	Governance Principle	Considerations
(a)	Compliance with the law	All relevant legal requirements have been considered in developing the Policy. In particular, and without limitation, the Policy complies with the requirements in Part 6 of the Act, the public transparency principles at section 58 of the Act, and the *Local Government (Governance and Integrity) Regulations 2020*.
(b)	Achieve best outcomes for the community	The Policy achieves better outcomes by promoting accountability and openness and allowing the community to have access information and opportunities to provide feedback and participate in decision-making.
(c)	Promote the sustainability of the municipality	Not applicable for the Policy.
(d)	Engage the community in strategic planning and decision making	In developing the Policy, Council undertook a community consultation process, in accordance with Council's Community Engagement Policy. Council will ensure that the community are consulted in the review of the Policy in accordance with the Community Engagement Principles in section 55 of the Act and Council's Community Engagement Policy.
(e)	Strive for innovation and continuous improvement	Council will review the Policy on a no less than biennial basis, and pursue innovation and continuous improvement during every review.
(f)	Collaborate with all other levels of government and government agencies	In developing the Policy, Council considered the Office of the Victorian Information Commissioner's *Framework for Releasing Council Information Proactively and informally under the Local Government Act 2020 (Vic) and the Freedom of Information Act 1982 (Vic).*
(g)	Secure the ongoing financial viability of Council	Not applicable for the Policy.
(h)	Strategic planning and decision making must take into account plans and policies in operation	Not applicable for the Policy.
(i)	Council decisions, actions and information must be transparent	The purpose and intent of this Policy is to promote openness and transparency.

Brimbank City Council

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Councillor Support Policy

August 2024

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Council acknowledges the legal responsibility to comply with the Charter of Human Rights and Responsibilities Act 2006 and the Equal Opportunity Act 2010. The Charter of Human Rights and Responsibilities Act 2006 is designed to protect the fundamental rights and freedoms of citizens.

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1. SCOPE AND PRINCIPLES

1.1 Purpose

Significant demands and expectations are placed on the Mayor and Councillors of Brimbank City Council (Council) in carrying out their civic and statutory functions. This policy provides an overview of how the Council can provide assistance and support to the Mayor and Councillors when conducting council business. The policy recognises the support Councillors require to serve, engage and act in the best interests of the community.

The allowance paid to Councillors is set by the State Government. The current allowance rates can be found at www.vic.gov.au/allowances-mayors-deputy-mayors-and-councillors. Section 42 of Local Government Act 2020 (the Act) requires a Council to make available minimum resources and facilities for the Mayor and Councillors.

Councillors and members of delegated committees are entitled, under section 40 and 41 of the Act, to reimbursement of bona fide expenses reasonably incurred in the performance of their duties. This policy ensures that the reimbursement of these expenses is in accordance with the Act and meets the Act's principles of public transparency; achieving the best outcomes for the municipal community; and ensuring the ongoing financial viability of the council.

The cost of allowances and reimbursed expenses paid to Councillors, together with the costs of related services and resources, are managed as part of Council's annual budget process and publicly reported in compliance with the Act and this Policy.

Councillors should put in place processes for documenting their claimable expenses. They should also seek their own financial and taxation advice.

1.2 Scope

The Councillor Support Policy (Policy) supports, and is incorporated by reference in, the Councillor Code of Conduct (Code). This Policy applies to a Councillor of Council. For the purposes of this Policy, the term 'Councillors' includes the Mayor, the Deputy Mayor and all other Councillors of Council.

This policy should be read in conjunction with the current version of the Conduct During Election Period Policy.

1.3 Principles

The general principles underpinning the Policy are:

1. Councillor support expenses are those bona fide costs necessarily incurred by Councillors (out-of-pocket) or on behalf of Councillors, in conducting their official Council duties.
2. 'Official Council duties' are defined as a Councillor attending:
    - Ordinary and Special Council Meetings or Committees of Council
    - Formal briefing sessions and planning forums
    - Civic or ceremonial functions convened by the Council or presided over by the Mayor

- Meetings scheduled by the Council or the Mayor
- A meeting, function or other official role as a representative of the Council or Mayor, including meetings with residents and constituents
- Meetings of advisory or external committees, community groups, organisations and statutory authorities to which the Councillor has been appointed the Council delegate/representative
- Conferences, study tours/official visits (domestic and overseas), seminars and training sessions as a Councillor where attendance has been approved by Council or in accordance with this Policy. This includes travel to and from air, rail or other transport when embarking on interstate or international Council business.

3. The services and facilities provided are for use while conducting Council related business.
4. When claiming out-of-pocket expenses, tax receipts or supporting documentation must be provided to support claims.
5. Any costs incurred by a Councillor which are not covered specifically within the Policy will not be met, unless the Councillor has received prior authorisation from the Council or, by delegation, from the Chief Executive Officer.
6. Remuneration or fees offered to Councillors for participation in external activities in the capacity of Councillor should be paid to Council. This includes fees for presentations delivered at conferences and seminars. It also includes fees for positions on external boards, committees and organisations received by virtue of direct appointment by resolution of Council – excepting MAV, VLGA, and the Metro Waste Board. In circumstances where fees are offered for positions gained through a separate election or selection process conducted by an external organisation, a Councillor may retain the fees.

1.4 Policy Statement on Reporting Councillor Support Expenses

As part of Council's commitment to open and transparent activities and in accordance with the Act and the Public Transparency Policy, details of support expenses incurred by the Mayor and Councillors are subject to regular reporting.

Councillor expenses are reconciled and reported to Council's Audit and Risk Committee on a bi-annual basis and are made public via Council's website.

1.4.1 Councillor Expense Reports

Councillors will be provided with bi-annual reports on expenses that they have claimed which have been accepted by Council as directly attributable to their role as Councillor.

Councillors will generally be provided 3-5 days to review a report and seek clarification from Council where required, prior to the issuing of the Council Meeting agenda.

Councillors shall be given an opportunity to reimburse Council for any expenditure incurred on non-Council related business. Where a Councillor chooses to reimburse Council, reimbursement should occur by the end of the month of which the expense was incurred.

1.4.2 Publication of expenses

Councillor expenses will be presented to a Council Meeting on a bi-annual basis, and published on the Council website for the term of the Council. Expenses incurred as part of

interstate and international travel on behalf of Council will be recorded in the travel register.

1.4.3 Payment of Allowances

Section 39 of the Act provides for payment of annual allowances to the Mayor and Councillors, in accordance with a Determination of the Victorian Independent Remuneration Tribunal under the Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019 (section 23(a)); a Council must review and set the allowance amount within the category range within six (6) months of a general election.

Councillors will also be paid an amount equivalent to the superannuation guarantee, as published by the Minister for Local Government. In accordance with section 39 (5) of the Act, the Mayor and Councillors may elect to:

(a) receive the entire allowance to which they are entitled; or

(b) receive a specified part of the allowance to which they are entitled; or

(c) receive no allowance.

Council must review and set the allowance amount for the Mayor and Councillors, in accordance with the Act. Allowances are taxable income. Any personal taxation implications are the responsibility of the Councillor.

2. PROFESSIONAL DEVELOPMENT

2.1 Professional Development – Conferences, Courses and Training

Councillors have the opportunity to participate in professional development opportunities that will increase their skills and knowledge relevant to their duties of office, and improve their effective community representation and advocacy, especially in relation to their Portfolio responsibilities.

Professional development may include conferences, courses, and training - generally a one-off, occasional or short-term nature, and supported by a program, course material or invitation by organisers.

Council is required to make available for public inspection all details of overseas or interstate travel undertaken in an official capacity by Councillors (with the exception of interstate travel by land for less than 3 days), including name, dates, destination, purpose and total cost (including accommodation) to Council of the travel.

2.1.1 Induction

Councillors will be supported in their role through the provision of a comprehensive induction program arranged by the Chief Executive Officer. Section 32 of the Act requires a Councillor to complete induction training within 6 months after the day the Councillor takes the oath or affirmation of office.

2.1.2 Ongoing Development

Councillors can seek assistance from the Chief Executive Officer or delegate to analyse their particular requirements and identify appropriate professional development to meet their needs. The CEO/ Director will provide a response to the initial request within 14

business days, which may include a meeting to discuss individual needs.

Councillors may attend professional development opportunities that:

- Relate directly to the duties and responsibilities of the Councillor
- Relate to a Councillor's portfolio responsibilities
- Are organised by a Local Government peak body/association - MAV, VLGA, ALGA, ALGWA, etc.
- Are a governance and leadership course approved by the Chief Executive Officer, such as the Australian Institute of Company Directors (AICD) course
- All Councillors must undertake mid-term refresher training on Governance, Leadership and Integrity as approved by the Chief Executive Officer or in accordance with the Act or Regulations
- Are specific needs-based training approved by the Chief Executive Officer, including media, chairing, public speaking and social media use; and
- have 'demonstrable benefit' for the City of Brimbank:

2.1.2.1 Definition of Demonstrable Benefit

(a) Clearly apparent benefit to the City of Brimbank and its community

(b) Relates directly to the role of Council or a Councillor of Brimbank (under the Local Government Act)

(c) Clear link to achieving Council's key commitments under the current Council Plan

(d) Contributes to the development and skills of a Councillor, to perform their duties and responsibilities

(e) Relevant to Portfolio/Advisory Committee responsibilities and supports the role of a Portfolio Councillor/ Representative in developing their knowledge and advocating for Portfolio issues

(f) Unlikely to create the impression an attempt is being made to compromise the impartiality of the Councillor in relation to their decision-making (including planning applications, tenders, policy positions, community fund, budget process etc.)

Reasonable person test: If, before you became a Councillor, you read about this expense/attendance by a Councillor, would you think it was reasonable?

2.1.2.2 Courses Nearing End of Council Term

Any professional development courses undertaken by a Councillor should provide a demonstrable benefit to the Brimbank community. To reflect this commitment, all courses must be completed at least three months prior to the commencement of the election period for a general municipal election. For higher investment courses (more than $5,000), such as AICD, to ensure benefit to the community, Councillors will only be able to undertake these courses in the first three years of the Council term.

2.1.3 Support Expenses Covered

Attachment 12.8.5

Council will pay the following expenses for Councillor attendance at professional development opportunities:

- Registration
- All meals for the duration of the Conference/Course within reasonable limits
- Payment for the conference dinner.
- Accommodation that is booked through Councillor Support team from the day prior to commencement of the conference/course and ending on the day where official sessions conclude, where the conference/course is held outside of metropolitan Melbourne.
- Wi-Fi costs
- Transportation to and from the conference/course that is related to the duties of office will be booked by Councillor Support. Transportation during the conference/course related to the duties of office may be booked by Councillor Support or reimbursed to the Councillor upon completion of a claim form with receipts attached. As appropriate, transport arranged will be by:
    - Aircraft – Economy Class (unless travel by business class is resolved by Council prior to travel)
    - Taxi
    - Private/Council vehicle (including car parking)
    - Train/bus – economy class
    - Hire car – up to standard 6 cylinder.
- Return transport will be covered, including if a Councillor stays for additional days at their own cost.

Council will not pay the following expenses for Councillor attendance at professional development opportunities:

- Any additional accommodation costs incurred as a result of the attendance of partners, children or other guests.
- Any additional meal costs incurred as a result of the attendance of partners, children or other guests.
- Charges for alcohol not consumed during a conference/course dinner where the ticket covers that cost.
- Minibar (excepting bottled water) and room phone charges will not be covered.

2.1.4 Attending conferences and seminars

Conferences and seminars are organised by local government related organisations, professional bodies and private sector providers on issues and events which impact on the role of Councillors and the City of Brimbank in general.

Requests for attendance at interstate or international conferences and events must be made in line with the interstate and international travel approval processes outlined in section 4.

2.1.4.1 Accompanying partners/guests

A partner or guest may accompany a Councillor to conferences, and conference-related events and functions. Events and functions will generally involve luncheons and evening activities and be of a nature where other attendees will be accompanied by partners. In situations where a Councillor wishes to invite one guest to a function or event, the cost and arrangements will covered by Council and reported as a Councillor expense (within the Councillor's personal development budget). Additional guests to a function or event, costs and arrangements will be paid by the Councillor (as a personal cost).

If a partner, spouse, companion or children wishes to accompany a Councillor in a private capacity, such accommodation is able to be booked through Councillor Support. Any additional costs incurred by the person accompanying the Councillor in a private capacity, including meals or additional accommodation, will not be funded by Council.

It is the responsibility of the Councillor to reimburse all private or personal costs to Council, within three months of the cost being invoiced. Failure to reimburse Council within this period will be considered a breach of the Code and will be reported in accordance with the Act.

2.1.4.2 Presenter at a conference

Councillors may receive invitations to speak at a conference in their capacity as a Councillor. In some cases, conference organisers may waive or cover registration fees for participation. This would be considered a gift or hospitality benefit, and appropriate reporting in line with this Policy and the Councillor Gifts, Benefits and Hospitality Policy will be required. The invitation to speak can only be accepted if it is in relation to primacy of the Mayor, then Deputy Mayor, and then Portfolio Councillor.

2.1.5 Planning sessions and workshops

Councillors will participate in Council planning and development sessions and workshops organised through the Chief Executive Officer. The costs of these sessions, and any associated accommodation, meals, and travel, will be paid for by Council.

2.1.6 Training courses and seminars

The Council strongly supports the enhancement of skills required by Councillors to assist in carrying out their role. This includes participating in a range of one-off or short-term training courses, seminars and activities in a variety of areas of professional and personal development. These may be provided internally or by professional bodies, private organisations and educational institutions.

Councillors wishing to undertake any training courses offered outside Victoria need to seek travel approval in accordance with requirements set out in section 4.

Professional or personal development needs which require or involve on-going, longer-term support, guidance or mentoring should first be discussed with the Chief Executive Officer or delegate who will assist Councillors in line with an agreed framework and process, including in accordance with 2.1.2.2. The Chief Executive Officer will inform all Councillors of implemented arrangements. Reporting will be in line with this Policy and the Public Transparency Policy

2.1.7 Memberships and subscriptions

Council will reimburse Councillors or directly pay membership and subscription fees to bodies and organisations whose activities are relevant to the role of Councillors. In seeking

membership or subscription, the Councillor will identify the link to Council business and how membership will assist in development or fulfilment of their role. Appropriateness will be determined by the CEO or delegate.

2.1.8 Requirements and Limits

A Councillor will discuss their desire to attend any interstate or overseas professional development with the Mayor and Chief Executive Officer, prior to any arrangements being made.

All overseas travel by a Councillor will require approval by resolution of Council at a meeting open to the public.

The total maximum annual expenditure for attendance at professional development opportunities, directly related to the Councillor role, is $7,000 (plus GST) per annum for Councillor, and $12,000 (plus GST) per annum for Mayor. Subject to budget funding, Councillors may exceed this annual limit to participate in the Australian Institute of Company Directors Course and other professional development opportunities if they are considered appropriate and received approval by the CEO. This expenditure includes registration, accommodation, and related travel and incidental expenses.

All registration, travel and accommodation arrangements and payment of costs will be organised by Councillor Support. Councillors will provide Councillor Support with a reconciliation (including receipts) of all expenditure incurred within 10 business days of return, for the statutory registers to be updated.

2.1.9 Accountability

Within two weeks of return from any interstate or overseas professional development opportunity, the Councillor will provide a written delegate's report for inclusion at the next practicable Ordinary Council Meeting.

Councillors undertaking higher investment courses such as AICD, will be required to sit the accreditation.

A Councillor who does not complete the accreditation will be required to refund the Council, unless exceptional circumstances exist as assessed by the Chief Executive Officer.

Training organised for all Councillors as part of the induction program or in-house development program, will not be required to be reported as part of expense reports.

All other professional development opportunities costs will be publically reported, in accordance with this Policy.

3. CIVIL REPRESENTATION & ENGAGEMENT

3.1 Events and Functions

Attendance at local events and functions is a key part of a Councillor's representative role.

Councillors will carefully consider if their attendance at an event or function truly relates to the duties of office, and whether community resources should be used to pay for their attendance.

Councillors are required to declare and avoid Conflicts of Interest and Misuse of Position in accordance with the Act, Governance Rules and the Councillor Code of Conduct.

Councillors will avoid conflicts of interest (or perceptions of) that may arise as a result of their attendance at events and functions, including the applicable gifts threshold.

Hospitality is a gift where a Councillor attends an event or function:

- From free tickets the Councillor received and they have no official duties to perform.
- With free membership.
- Where the hospitality is generous.
- Examples of hospitality that is not reasonable include:
    - serving of alcohol under any circumstances;
    - a 'fine dining'' working meal at another organisation's premises or venue booked or hired by another organisation; or
- a free spot at an industry sports day.

Councillors will act in accordance with the Act, this Policy and the Councillor Gifts, Benefits and Hospitality Policy.

3.1.1 Events covered

If invited, Councillors will be supported to attend paid/non-paid events that:

- Are Council-organised or Council-sponsored
- Are held by councils, groups or organisations in the City of Brimbank or the Metropolitan Region and have a 'demonstrable benefit' to the local community, as defined at section 2.1.2.1
- Melbourne-based events hosted by key community partners/stakeholder organisations, departments or agencies, where an official invitation is received and the Councillor has been invited in an official capacity and attendance has been approved by resolution of Council or the Chief Executive Officer.
- Are not conflicting with any Council policies or resolutions, for example, gambling, and attendance can reasonably be seen to support the achievement of Council's objectives.
- Are a ticketed event for Councillors invited by written invitation to attend local fundraiser/charitable events, where event benefits the City of Brimbank directly.
- The cost of a Councillor's partner or guest will be covered by Council. The ticket may constitute an applicable gift under The Act for the Councillor if accepted free of charge.

The Chief Executive Officer, in consultation with the Mayor, will determine appropriate events for Council to purchase 'a table', if invited to do so. In principle, a table should be purchased only if 50 per cent or more of Councillors are able to attend.

3.1.2 Requirements

All event registration/ticket and payment for Councillors will be organised by Councillor Support. Council will only cover the cost of the ticket price, and any incidental expenses relating to transport, car parking or family care will be claimed as per section 10.2 Reimbursement.

3.1.3 Civic hosting

All formal civic hosting, for example, Council hosting a visiting delegation, will be by approval by Council resolution. The resolution will include the benefit to the City of Brimbank in providing the hosting function. Where insufficient notice is provided for Council to consider hosting a delegation, the Chief Executive Officer will determine whether the visit is to be approved, in accordance with this Policy, and the Councillor Declaration of Gift, Benefits and Hospitality Form.

All approved civic hosting arrangements will be organised and paid for by Councillor Support, as approved by the Chief Executive Officer.

3.2 Community Engagement

3.2.1 Online Engagement

Each Councillor will be provided with a web page on Council's website – containing their official headshot photo, contact details, ward map, representation on committees, and ward meeting details. These will be discontinued or amended to include only minor details during an election period.

3.2.2 In-person Engagement

Support will be provided to Councillors to participate in Councillor engagement in accordance with the Community Engagement Policy. Councillors may undertake their own community engagement activities at their own expense or seek the approval of the Chief Executive Officer.

4. TRAVEL AND TRANSPORT

4.1 Local travel

Councillors and members of delegated committees are entitled, under section 40 of the Act, to reimbursement of bona fide expenses reasonably incurred in the performance of their duties.

The following support is provided to assist Councillors and members of delegated committees with local travel costs when conducting Council business. Councillors and members of delegated committees are encouraged to consider the most environmentally friendly modes of transport and should take into account the circumstances of a particular situation including weather, time of day and distance.

Where possible, all travel should be by most direct route, and carpooling is encouraged (where it is safe to do so) and where more than one Councillor attends the same event or meeting

4.1.1 Car parking fees and permits

On and off-street car parking fees may be reimbursed and claims should be accompanied by details stating the nature of Council business and date and time of activity.

4.1.2 Public transport

Councillors shall have access to a Council supplied Myki card, via request to Councillor Support team, to enable travel on trains, trams, buses and light rail journeys within and outside the municipality. Any personal use will need to be reimbursed to Council.

Councillors can submit a claim for specific trips undertaken on Council business. Details stating the nature of Council business and date and time of activity to be provided to Councillor Support for maintaining in a register and for expense reporting purposes.

4.1.3 Use of taxis / Uber

Cab-charge Cards issued to Councillors may be used for taxi services for Council business. Cab-charge Cards are to be used by the cardholder only and must not be provided to any other individual for use, or used for personal business.

Councillors should retain which will assist in the verification of nature of Council business, date, time and cost of transactions. To assist the process, transaction statements will be issued to Councillors. Councillors who incur taxis costs without use of a Cab-charge card can make a claim for reimbursement.

Councillors and members of delegated committees are able use Uber – or an equivalent registered service - for travel in relation to Councillor duties. Costs will be reimbursed and claims should be accompanied by a tax receipt and claim form stating the nature of Council business and date and time of activity.

Details of all services detailed above are to be provided to Councillor Support for reimbursement and expense and reporting purposes.

4.1.4 Use of car share schemes / hire cars

Councillors wishing to use a car share scheme will be responsible for managing the booking and logistics. Council will not be able to pay or reimburse annual subscription or registration fees for car share schemes. Councillors will be reimbursed for use of car share schemes where the expense was incurred undertaking Council business.

Councillors will comply with all parking restrictions and Road Rules, and will be personally liable for any damage, or infringement penalties received.

4.1.5 Use of private vehicles

Councillors and members of delegated committees are able to claim costs relating to use of a private vehicle based on the following allowance rates may be claimed in accordance with the rates as determined by the Australian Taxation Office.

A record of private vehicle use must be maintained by the Councillor and shall contain details of Council business, date, destination and number of kilometres and any tolls.

Councillors and members of delegated committees will comply with all parking restrictions and road rules, and will be personally liable for any infringement penalties incurred. Councillors will also be required to have current registration and minimum third party insurance in place. Separate reimbursement for insurance is not able to be claimed, as it is covered in the allowance rates above.

4.1.6 Tolls

Councillors and members of delegated committees may incur tolls including those associated with the use of *CityLink* while conducting Council business. Councillors may seek reimbursement of costs associated with tolls, including the use of day passes or those transactions incurred as part of existing personal e-tag accounts.

Council supplied e-tags will be provided for the Council fleet vehicle issued to the Mayor.

4.1.7 Council fleet vehicles

4.1.7.1 Mayoral vehicle

To assist in meeting the demands and expectations placed on the Mayor, a Council fleet vehicle shall be provided for use by the Mayor during their term. This will include all associated costs including servicing, fuel and insurance.

The type of vehicle provided to the Mayor shall comply with the fleet policy. The vehicle will be traded in accordance with the vehicle replacement policy, unless otherwise authorised by the Chief Executive Officer.

The Mayor may also opt for a bicycle instead of a motor vehicle, for use during their term. The Mayor will be required to undertake appropriate safety training prior to initial use.

The Mayor will use the vehicle primarily to carry out their duties of office, and may also use the vehicle for reasonable private use. The Mayor should ensure they seek appropriate financial advice from an expert in relation to their tax position if they choose to use a Council fleet vehicle. Requests related to support for disability - or family care-related requirements to the vehicle, such as the provision of child seats, can be made through the Chief Executive Officer.

The Mayor will comply with all parking restrictions and road rules, and will be personally liable for any infringement penalties received.

If the Mayor does not require a Council vehicle, and chooses to use their private vehicle/s to carry out their duties of office, an allowance in accordance with 4.1.5 applies.

4.1.7.2 Councillor access to fleet vehicles

When available and practicable, and by prior arrangement through Councillor Support, a Council fleet vehicle may be made available to a Councillor for travel outside the municipality, where use of private vehicle or other means of transport is not possible or is cost prohibitive.

Councillors will fill be responsible for filling out the logbook in a fleet vehicle. Councillors will comply with all parking restrictions and Road Rules, and will be personally liable for any infringement penalties received.

4.1.8 Accommodation and incidentals

When travelling on Council business in outer metropolitan Melbourne and regional Victoria, Councillors may require accommodation. Councillors can stay in reasonable accommodation appropriate to the area travelled to and the nature of the visit.

Bookings for accommodation should be made through Councillor Support team. Prior to making the booking, the authorisation of the Chief Executive Officer or delegate must be obtained. All reasonable sustenance and incidental costs associated with outer metropolitan Melbourne and regional Victoria travel will be met by Council. If travel includes attendance by a partner, spouse, companion or children, Council will only cover expenses in accordance with Section 2 of this Policy.

4.2 Interstate and International Travel

As part of their duties, the Mayor, Deputy Mayor and Councillors may be required to undertake interstate and international travel on behalf of Council. Representation of Council at national/international levels can be an important part of developing, communicating and

implementing Council policy and includes:

- Travel to investigate issues, projects or activities of relevance to actions contained in the Council Plan and other policies and programs including those relating to portfolio responsibilities.
- Attendance at conferences, workshops and forums as either a presenter or a delegate on topics relating to Council's policies, aims and projects or on areas of professional development for Councillors.

Where a request is initiated by Councillor and approved by the Chief Executive Officer for travel that includes attendance by a Councillors partner, spouse, companion or children scheduling will be processed in conjunction with the Councillors bookings for each additional attendee by the Councillor Support team. A Council tax invoice will be raised to the Councillor for the full cost incurred excluding any expense for Councillor duties, with payment required by Councillor in full within three month of the invoice date by Council. Additional expenses will be paid in accordance with Section 2 of this Policy. Failure to reimburse Council within this period will be considered a breach of the Code and will be reported in accordance with the Act.

4.2.1 Authorisation and reporting framework

4.2.1.1 Proposal to travel by Mayor, Deputy Mayor and Councillors

All proposals relating to international travel by the Mayor, Deputy Mayor and Councillors requires the approval by resolution of Council. Such proposals should be presented in a report by the relevant Director or Manager, including identification of how the proposal will underpin or support Council's Council Plan actions, key strategies or Portfolio responsibilities, and the costs of the proposal.

Interstate travel does not require approval by Council. Financial thresholds and requirements as per section 2.1.4 apply. A Councillor must report interstate and international travel to Council in accordance with this Policy, including a conference/post travel report, and a briefing to Councillor colleagues.

4.2.1.2 Leveraging opportunities – additional stakeholder meetings

If a Councillor wishes to include additional meetings relating to their Councillor duties on either side of a conference or professional development opportunity, they must request this in writing to the Mayor and Chief Executive Officer. If determined to be appropriate, the meeting/s will be organised by the relevant Director. Approval to represent Council will be required regardless of whether an expense is incurred.

4.2.1.3 Undertaking Council business while on private travel

If the Mayor, Deputy Mayor or Councillor proposes to officially represent the Council while on private interstate or overseas travel, authorisation should be sought in line with approval processes and requirements outlined above in 4.2.1.2. Approval to represent Council is required regardless of whether or not expenses will be incurred.

4.2.1.4 Partner/companion travel

The cost of a partner, spouse, companion or children accompanying a Councillor on a business trip is the financial responsibility of the Councillor for payment (as a personal cost). If a partner, spouse, companion or children wishes to accompany a Councillor in a private capacity, such travel is able to be booked through Councillor Support. Any costs incurred by the person accompanying the Councillor in a private

capacity will not be funded by Council. It is the responsibility of the Councillor to reimburse all private or personal costs to Council, within three months of the cost being invoiced. Failure to reimburse Council within this period will be considered a breach of the Code.

4.2.1.5 Non-Council funded travel

Offers of sponsored travel from international organisations, foreign governments, educational institutions and industry bodies can be considered provided that:

- The offer of travel is not made in exchange for, nor with an expectation of, the granting of favourable treatment
- The acceptance of the offer does not give rise to an actual or perceived conflict of interest

Care must be taken to ensure that there is no conflict of interest in such situations with Councillors being seen to use the status of their office to advance the interests of other organisations or interest groups.

Overseas or interstate visits in relation to invitations from inter-governmental, official agencies, governments or private organisations (where all or part of the costs are to be met by the Council) are subject to this policy.

Councillors should seek advice from Council officers before accepting any sponsored travel.

Travel at the expense of other parties should be in accordance with the standards of the sponsoring organisation. Supporting documentation should be provided confirming both external funding arrangements and appropriate authorisation by the host city or organisation for such travel by Councillors.

Councillors undertaking private travel arrangements in conjunction with Council approved and funded travel, must ensure that all costs incurred with private travel are clearly delineated from Council funded travel arrangements.

4.2.2 Bookings and confirmation

Travel and accommodation arrangements will generally not be made in anticipation of approval. However, it is recognised that in some circumstances, tentative arrangements may need to be made to secure the most cost effective airfare and accommodation options.

All travel and accommodation reservations apart from private travel and non-council funded travel, should be booked through Councillor Support. To permit the option for bookings to be scheduled by Councillor Support team for travel by a partner, spouse, companion or children; Councillors must confirm arrangements for travel and accommodation with the Councillor Support team at the same time as requesting their own arrangements.

The Councillor will be responsible for all costs incurred for travel of additional parties, including insurances and where applicable any cancellation fees.

4.2.3 Travel documentation

When travelling, Councillors will need to maintain accurate documentation relating to expenses incurred.

4.2.3.1 Insurance

Councillors are covered by Workcover under the Workplace Injury Rehabilitation and Compensation Act 2013, both in Australia and overseas. Councillors are also covered by Council's Personal Accident and Corporate Travel Insurance policy. This covers Councillors whilst engaged in any activity connected with or on behalf of the Council. Non-business related travel and non-business related items are not covered by this policy. Any non-business related travel including travel by a Councillor and travel by a partner, spouse, companion or children will require consideration by Councillor to seek independent travel insurance.

4.2.3.2 Passport and visas

Councillors travelling overseas on Council-related business are responsible for ensuring that they have a current passport and obtain any required visas. Costs can be reimbursed by the Council.

A Councillor will be responsible for ensuring that any additional travel by a partner, spouse, companion or children, have a current passport and obtain any required visas. No reimbursement by Council will be available for additional parties.

4.2.4 ICT arrangement and expenses

When using mobile devices while on international travel, Councillors should avoid excessive communication costs and are encouraged to use internet services provided through place of accommodation.

Councillors on leave of absence will store their devices securely, or have their ICT devices appropriately managed by Councillor Support, including an out of office message and disabling of data roaming, as appropriate. Where a Councillor travels overseas on Council business, ICT staff will ensure appropriate international roaming on the Council ICT device before the Councillor leaves.

4.2.5 Reimbursement of travel expenses

Councillors must submit any claims for reimbursement within 30 days of return. Councillors will be required to complete a Claim form via the Councillor Portal, with claims supported by accounts and other receipts.

The exchange rate to be applied by Councillors when making claims and reconciling expenses shall be the rate identified by a banking institution or credit card company as being the closing rate on the day of departure for travel, or on the day of transaction, where a credit card is used.

4.2.6 Travel expense reporting

All travel and associated expenses will be reported in accordance with the Act, this Policy and the Public Transparency Policy.

5. COMMUNICATIONS

5.1 Equipment and Services

5.1.1 ICT devices

Section 42 of the Act, ensures that the Mayor and Councillors have the tools, services and facilities necessary to undertake their roles.

Communication equipment and services shall be provided to assist Councillors in the conduct of Council business.

Councillors will be provided with an iPhone, an iPad and a laptop, in accordance with Council's ICT procurement contracts. The devices will be Wi-Fi, Bluetooth and mobile data enabled. In car phone kits will be provided if requested. Councillors can be provided with portable printers, on request.

Councillors will be provided with a maximum 6GB data plan for Council business, and unlimited storage plans.

A multifunctional device (to scan, print, email, copy) will be provided in the Councillor offices, to facilitate communication relating to the Councillor's duties.

Councillors will not have access to delete any Council standard applications provided on the iPhone and iPad.

5.1.1.1 Broken and faulty devices

For the safety and protection of these Council assets, cases will be provided for assets. If an asset is taken out of its case, it is the responsibility of a Councillor to replace it with another case.

Councillors will present a broken or faulty device to Councillor Support for repair or replacement. Broken items will only be replaced once per year per Councillor, and reported in accordance with this Policy and the Public Transparency Policy.

A Councillor must report a stolen device to the Victoria Police and to Councillor Support as soon as possible. Stolen devices will be replaced on receipt of a police report.

Every 12 months devices are recalled by the Councillor Support team to be tagged and tested to ensure the device meets required standards. Any product not found to meet the requirements will be repaired or replaced as required.

5.1.2 ICT Policies

Councillors will act in accordance with Brimbank City Council's Mobile Phone Policy, Acceptable Use of ICT Resources Policy, Mobile Computing Device Policy, Internet & Email Security Policy, and the Information Security Policy.

5.1.2.1 Non-Council related use

Council phones and mobile data enabled devices will be provided to support a Councillor to undertake their duties, however, it is recognised that for practical reasons, a Councillor may make a reasonable number of non-Council related calls. They may also make reasonable personal use of mobile devices, including mobile data.

Each Councillor will be responsible for determining the personal use to be reimbursed to Council. The Chief Executive Officer may also determine where a Councillor's personal phone or data use charges is beyond reasonable limits, and require reimbursement.

International calls will not be considered reasonable use unless a Councillor is conducting Council business (such as related to a conference/tour that has been approved by a resolution of Council). Telephone calls to information/ service providers which incur a significant per minute charge will normally not be considered reasonable use. App store purchases will not be covered by Council and

must be reimbursed.

Councillors must not, under any circumstances, use Council provided equipment for private business purposes, including making telephone calls and using data (internet/email).

Councillors who take leave from their Councillor duties for 2 weeks or more, are required to provide devices back to Council for the duration of their leave.

Councillors electing to use their own equipment will be entitled to receive a reimbursement package to cover the costs of equipment use and consumables expenses relating to Councillor duties in accordance with this Code.

Itemised bills will be provided to each Councillor on request. Councillors will reimburse Council in accordance with Section 10 of this policy, on a monthly basis. Failure to reimburse Council for personal use that is deemed to be beyond reasonable limits by the Chief Executive Officer will be considered a breach of the Code and be reported in accordance with the Act.

The issued items remain the property of Council, are recorded in Council's Asset Register, and must be returned at the end of the Council term.

Councillors are responsible to ensure that fully charged Council issued devices (iPad, IPhone and laptop) are brought to all scheduled meetings, along with plugs and charges as a supply backup.

6. ADMINISTRATION AND FACILITIES

6.1 Administrative Support and Services

6.1.1 Administrative Support – Mayor

Administrative support will be provided to the Mayor for work directly related to the duties of office, acknowledging the responsibilities and greater level of commitments and expectations placed on the Mayor. All support will be overseen by the Manager Governance, and undertaken by Councillor Support.

6.1.2 Administrative Support - Councillors

Limited administrative support is available to Councillors for work directly related to their duties of the office. All support will be overseen by the Manager Governance, and undertaken by Councillor Support.

6.1.3 Support requests that are not appropriate for Council staff

The following activities are deemed inappropriate for council staff to engage in at the request of Councillors:

- Undertaking personal errands or tasks unrelated to council work
- Management or handling of personal finances or private business matters.
- Provision of support for personal social events or parties.
- Assistance in any individual political campaigning activities.

- Writing of notices of motion, debate notes for Council meetings, etc.

It is essential that council staff's time and resources are used effectively for the benefit of the community we serve. Council staff are here to support the functions of the council and not for personal or political tasks. This policy aims to ensure that the relationship between Council staff and Councillors remains professional and focused on serving our community.

6.1.4 Councillor Portal

All information for Councillors, including Council, portfolio and committees agendas and minutes, request status updates, and invitations, will be available through the Councillor Portal.

6.1.5 Stationery / Mail

When communicating with constituents, Councillors are encouraged to use electronic formats. Where postage services are required on Council business related matters, Councillors shall have access to postal services which will be arranged through Councillor Support.

Standard stationery will be made available in the Councillor Offices. Stationery will include paper, writing implements and pads, envelopes and a diary (on request). Councillors will not modify Council stationery in any way and will only use reasonable supplies for carrying out their duties of office. The supply of stationery will be organised by Councillor Support. Councillors will not use any Council stationery for any personal, business, political or election-related purposes.

6.1.6 Photocopying

A photocopier is provided in the Councillor Offices for a Councillor to undertake small amounts of photocopying directly related to carrying out their duties of office. Photocopying on behalf of external groups or organisations is not permitted. Photocopying is a reportable expense and Councillors will not use for any personal, business, political or election-related material.

6.1.7 Newspapers / Publication subscriptions

Councillors will be provided with an internally-produced media monitoring record (Media Watch).

Annually, Councillors will have the option of a subscription to the Age and/or Herald Sun online newspapers.

Councillors will be provided with subscription copies of key local government industry publications.

Councillors will be given the opportunity of sending corporate Christmas/Festive Season cards. These shall be available in electronic format.

Councillors will not use images for any personal, business, political or election-related material.

6.1.8 Photographs

On request, Councillors will be given access to the Council image library for carrying out their duties of office. The images remain the property of Council (copyright) and will only be used by Councillors for a specified and approved purpose.

At request from Councillor to Councillor Support, Councillors will be able to update their official Councillor headshot (using a Council-engaged photographer) each year.

Councillors will not use images for any personal, business, political or election-related material. All image access and use must be approved by the Manager Media and Communications.

6.1.9 Name Badges

Councillors will be provided with a Councillor name badge (approved Councillor format) for use while carrying out their duties of office.

6.1.10 Business Cards

Councillors will be provided with a Councillor business card (approved Councillor format) for use while carrying out their duties of office.

On request, the business card may include a Councillor's Facebook, LinkedIn or other social media address (set up and maintained by a Councillor for the purposes of their role), but not a personal Facebook, LinkedIn or other social media address.

6.1.11 Uniforms

On request, Councillors will be able to access an item/s of uniform or use while carrying out their duties of office, up to a value of $1,000 (excl. GST) per term, including any Council branding requirements. The item must include the Brimbank Council logo. All items will be organised by Councillor Support, in consultation with the Councillor. Uniforms may not be worn for election related events or activities and if the Office of Councillor is ceased.

6.2 Councillor Facilities

6.2.1 Catering

To assist Councillors in meeting the demands and expectations while conducting Council business, the following internal sustenance arrangements shall be offered to all Councillors:

- Reasonable refreshments served on Council premises during meetings of Council business. The type of refreshments shall depend on the nature of the meeting, timing and attendees.
- Reasonable meals served during evenings of Committees, Council and other key meetings.
- Provision of light refreshments in the Councillors' Offices.

Catering for the above will be provided by Council's contracted catering panel.

Alcohol will not be served or made available, except at official Council functions, as approved by the Chief Executive Officer. Non-Council business related functions organised by a Councillor must be paid for by the Councillor.

Where a Council Meeting is held by virtual livestream, a Councillor has an option to order a meal to their location and submit through the Councillor Portal request for reimbursement a claim for the cost of the meal to a total value of the reasonable amount for overtime meal expenses as published by the Australian Taxation Office, with the supply of a tax receipt.

6.2.2 Office of Mayor

Due to the special role of the Mayor, a separate office is provided in the Councillors Office, including a computer and landline, for the Mayor to carry out their duties.

6.2.3 Councillor Offices

Councillors are provided with a shared office area - the Councillors Office - at Brimbank Community and Civic Centre, reserved solely for Councillor use. The Councillors Office will be equipped with three workstations, including landlines and a multifunctional device (to scan, print, email, and copy), a lounge and dining area, and a separate meeting room. The shared office area will be suitable for office work, reading, research, and small meetings. Visitors can only be provided access if accompanied by a Councillor.

6.2.4 Access and Parking

Councillors will be provided with a security card allowing 24 hour access to the Councillors Office. The Mayor will also have access to the Mayor's office. Parking spaces are available at the Brimbank Multi deck carpark.

6.2.5 Meeting Rooms and Venues

Councillors can book meeting rooms at Council-managed venues, subject to availability, for meetings where the primary purpose is for the Councillor to carry out their duties. The Councillor must be in attendance at the meeting. Councillors are required to schedule the use of any meeting room at Council-managed venue through Councillor Support. Due to the limited space available, meeting must be scheduled on an individual booking and not able to be a standing booking. e.g. not available to book for a monthly, school term or annual booking.

Requests made to Councillors by community, charitable or non-profit organisations for meeting rooms/venues, should be referred to the appropriate operational area for assessment against policy and previously determined criteria. This includes requests by external organisations for single, occasional or on-going access to meeting facilities for the conduct of that organisation's business.

As a general operating principle, in circumstances where individual Councillors, in pursuing an issue or project, believe it is beneficial to arrange a function involving a large number of people, this should be arranged in consultation with the appropriate operational area. Such functions should be funded by the relevant area, therefore ensuring attribution of the cost to the project or issue. Where the cost cannot be attributed to a project or issue and the matter relates to Council business, the function will require the approval of Council via resolution.

6.2.6 Viewing Council Files

A Councillor viewing a Council file must do so in the presence of the relevant Director, or Manager nominated by the Director.

Documents cannot be removed from files or the Council premises (other than copies made available by the Chief Executive Officer/Director). Councillors will be unable to access Council's electronic document management system, however copies of approved documents may be made electronically available (email or portal) by the Chief Executive Officer/Director. A Councillor requesting to view a public register must do so through the statutory process (filling out a form and viewing the register in the presence of a Council officer).

6.2.7 Requests for Information

A Councillor will request information through the Chief Executive Officer or relevant Director.

If the information is public, it will be circulated to all Councillors. If the information is confidential or potentially restricted, the Councillor will also provide the purpose they require the information for. The Chief Executive Officer /Director will contact the Councillor to discuss the matter, and if the information is able to be viewed/disclosed, will organise an appropriate response as soon as possible.

Provisions relating to confidentiality and privacy are set out in section 4.8 of the Code. Councillors may not be able to access information that protected by legislation (including the Protected Disclosure Act 2012, and Privacy and Data Protection Act 2014), designated as 'commercial in confidence' or is privileged legal advice.

6.3 Reports from the Organisation

The organisation will provide professional advice and recommendations to Councillors via Council reports. A forward plan of proposed Council business for the upcoming fortnight will be maintained and made available to all Councillors on the Councillor Portal (updated weekly).

The preparation and submission of these reports will generally be based on:

- **Council Plan and Budget**: These reports are necessary to implement actions of the adopted Council Plan and Budget, as well as related policies and strategies.
- **Public Interest**: The proposal brings up an issue of significant public interest.
- **Policy Change**: The proposal introduces an issue of policy or process not covered by existing policy or practice.
- **Consultation**: The proposal is deemed to require community consultation to receive feedback from affected communities and stakeholders.
- **Public Objection**: The proposal has caused substantial public objection or is likely to do so.
- **Consistency**: The Chief Executive Officer or delegate recommends approval of the proposal, but such approval would be, or could reasonably appear to be, inconsistent with a previous decision or decisions.
- **Unbudgeted Expenditure**: Implementation of the proposal would require expenditure of Council funds not specifically provided for in the budget.
- **Decision by Council**: The Chief Executive Officer or delegate believes that the proposal or any issue arising from it should be decided by the Council rather than the organisation.
- **Call-in of Proposal**: Any Councillor has expressed a desire to call in the proposal for Council consideration.
- **Transparency**: Appropriate reporting as determined by legislation, policy, plan, and strategy.

7. CARER SUPPORT AND WELLBEING

7.1 Expenses Incurred in the Provision of Carer Services

Section 41 (c) and (d) of The Act provides for the reimbursement of child care costs to Councillors and delegated committee members where the provision of child care is reasonably

required for a Councillor or member of a delegated committee to perform their role. The Act provides for re-imbursement of child care costs for children 0-15 years old where the Councillor is a carer in a care relationship as stated in the *Carers Recognition Act 2012*, and/or the *Children, Youth and Families Act 2005*.

7.1.1 Approved carers

Reimbursement of costs will be available for immediate family only, that is, where the Councillor or domestic partner is the primary care giver.

Council will reimburse the Councillor for carer expenses paid to:

- An accredited child care/attendant care provider/nanny or
- A person providing care who does not:
  - have a familial or like relationship with the Councillor, or
  - reside either permanently or temporarily with the Councillor - except where a live-in (professional) helper, such as a nanny, is required to work extra time at extra expense because of the Councillor's duties, or
  - have a relationship with the Councillor or their partner such that it would be inappropriate for Council to reimburse monies paid to the care provider.

7.1.2 Carer costs

Councillors who require carer or support services for other immediate family members should raise the matter with the Chief Executive Officer, or delegate, who shall advise on possible arrangements including reimbursement processes.

Requests for reimbursement will be processed on receipt of the following by Councillor Support:

- Councillor Claim Form – including details on the reason care was needed (official Councillor duties)
- Copy of receipt (clearly identifying the registered provider, type of service, date and time of service, hourly rate and hours of service, provider signature and total payment received).
- A Statement by a Supplier Form required if the provider does not quote an Australian Business Number (ABN).

Fees will be payable per hour or part of an hour (subject to any minimum period which is part of the provider's usual terms). Block or full day care options are available if appropriate to support the Councillor's duties of officer, with the approval of the Chief Executive Officer or delegate.

Maximum fees will be determined as rates not exceeding reasonable market rates available within the municipality.

Delegated committee members will make claims for reimbursement for family care by supplying relevant details for the request for reimbursement by email to the Councillor Support team.

7.2 Support for a Councillor with a Disability

The Chief Executive Officer or delegate will assess and approve reasonable support - through additional facilities and expenses - to allow a Councillor or member of a delegated committee

with a disability to perform their duties of office.

7.3 Health and Wellbeing

7.3.1 Counselling support

Councillors may be able to access Council's Employee Assistance Program (EAP) counselling service – Councillor Support, to assist with their health and wellbeing during their term of office. Access to this program can be requested through the Chief Executive Officer or delegate.

7.3.2 Protective clothing

As appropriate, Councillors will be loaned protective clothing to meet safety requirements in carrying out the duties of office (for example, high visibility vests for site visits). Councillors will return any protective clothing at the completion of the activity/ duty.

At the start of a Mayoral term the Mayor will be supplied with a single pair of steel caped safety boots to wear as instructed when this PPE is required. This item will be available to be retained by the Mayor.

8. LEGAL AND INSURANCE

This section outlines the legal and insurance protections, and support exemptions, for Councillors.

8.1 Legal

8.1.1 Compliance with legislation and policy

Councillors will comply with all relevant laws and regulations and adhere to Council's confidentiality, legal and privacy requirements. Councillors will act in accordance with legislation, all Council Policies adopted under the Act, the Councillor Code of Conduct, Council's ICT policies, and Livestreaming of Council's Meeting Policy.

8.1.2 Procurement of legal advice

A Councillor may seek legal advice at their own expense – including advice relating to conflicts of interest – but must not direct Council officers to do so.

Council will not pay for any legal advice organised or commissioned by a Councillor (including advice that relates to their duties of office or Council matters). Any legal advice relating to Council matters will be procured through the Chief Executive Officer (or their delegate), in accordance with the Code of Conduct and the Act.

Council will not bear the costs of legal representation for any party in a dispute resolution process. For avoidance of doubt, this does not affect the ability of any party to a dispute to seek their own legal advice. Where a party procures their own legal advice, the cost of the legal advice will not be paid or reimbursed by Council.

8.1.3 Legal protections

Public Council meetings are an open forum. Occasionally some things that are said may be regarded as defamatory.

Defamation occurs when statements are made and published about a person, which causes injury to that person's reputation by disparaging them, causing others to shun or avoid them, or subjects them to hatred, ridicule or contempt.

Councillors may have legal protection against defamation under 'qualified privilege' when undertaking their duties of office, however, only when comments are made in good faith and without malice.

This includes comments made when undertaking the duties of office in a Council Meeting, to the media, at events, in hard copy or electronic publications.

Third parties may attempt to hold Council liable for defamatory statements made by Councillors during a Council meeting. This risk is increased if the meeting is recorded and published online or made available to the public. In that case, Council may be liable for defamatory statements made by Councillors or members of the public, as it has published those comments.

In the event a Councillor makes an intentional defamatory comment, Council will not provide resources to legally defend the Councillor, and the Councillor may face disciplinary action and/or could be sued in their personal capacity. Council will not provide legal advice in relation to the liabilities of a Councillor.

8.2 Insurance

Councillors and delegated members of committees are covered under the following Council insurance policies on a 24 hour basis while undertaking their duties of office, including attendance at meetings of external bodies as Council's representative or delegate:

- Public Liability
- Professional Indemnity
- Councillors and Officers Liability
- Travel – Council business, including to and from Council meetings.

Council equipment provided to Councillors is covered for damage or theft under Council's insurance policies. Councillors are expected to exercise due care in protecting the equipment from damage or theft.

Councillors must provide information requested annually for insurance purposes, to ensure appropriate level of cover. For claims relating to travel, an incident report must be completed.

8.2.1 Councillors and Officers Liability

Council will not bear the costs of legal representation for any party in an informal or formal dispute resolution process. For avoidance of doubt, this does not affect the ability of any party to a dispute to seek their own legal advice. Where a party procures their own legal advice, the cost of the legal advice will not be paid or reimbursed by Council. Councillors should note that the nature of arbitral processes and Councillor Conduct Panels are an informal ones and as such should consider participation without legal representation. Section 321 of the *Local Government Act 2020* relates to the possible imposition of a surcharge (cost recovery) by the Secretary of the State Department in relation to any expenditure, deficiency or loss incurred by Council due to the misconduct of a Councillor. That section provides that the Secretary of the State Department may impose a surcharge any deficiency or loss has been incurred by the misconduct of a Councillor. In any such

case, the Secretary may by notice in writing require the Councillor to show cause why they should not be surcharged. If the Councillor or member of the Council staff does not show cause to the satisfaction of the Secretary, the Secretary may by notice in writing impose the surcharge.

8.3 Occupational Health and Safety and Work Cover

Councillors and delegated committee members will ensure they follow Occupational Health and Safety requirements while undertaking their duties of office. A Councillor injured while carrying out their duties may be entitled to claim workers compensation under the Accident Compensation Act 1985. Each case will be determined based on individual circumstances.

8.4 Personal Interest Returns

Councillors must declare their personal interests in corporations, unincorporated associations, business partnerships, trusts, paid employment, land owned, significant shareholdings, personal debt, and any other interests that may give rise to a conflict of interest. The personal interests must be declared through biannual returns, and a summary of these returns must be published on the council's website for transparency and accountability purposes. Non-compliance with these requirements can result in penalties. Seeking assistance from council governance staff, the CEO, legal professionals, or accountants is recommended when completing personal interest returns.

9. EXCLUSIONS

This section sets out the exclusions to reimbursement of expenditure by Councillors and delegated committee members.

Any expenditure not specified in this Code of Conduct will be the responsibility of the Councillor.

A Councillor and delegated committee members will not be able to be reimbursed for any claims made outside of the timeframes specified. If a Councillor and delegated committee members does not claim a particular expense within the designated timeframe, this cannot be claimed as an additional amount for another expense.

Any expenses arising for a Councillor and delegated committee members from a breach of road, traffic, parking or other regulations or laws, will not be reimbursed or funded by Council.

Any expenses relating to legal advice or insurance, as set out in Section 8.

Council will not be able to reimburse Councillors for immediate family members/associates attending conferences, seminars, training, planning sessions, or corporate hospitality or events, except as provided for in the policy.

Councillors and delegated committee members are ineligible for the Brimbank City Council employee discount rate for membership to Council’s aquatic centres, as under legislation, they are not able to receive an employee financial benefit.

10. REIMBURSEMENT

This section outlines the timeframes and requirements for reimbursement for, and by, Councillors and delegated committee members. Councillors and delegated committee

members will only claim reimbursement for reasonable, bona fide out-of-pocket expenses incurred while performing their duties of office.

10.1 Timeframe for Claims

Councillors and delegated committee members will submit their claims for reimbursement on a monthly basis, to ensure equitable public reporting of expenses, and management within Council's financial cycle.

All claims for an ending financial year will be finalised and submitted to Councillor Support by the end of that financial year. Claims submitted outside the financial year they were incurred, will only be reimbursed with the approval of the Chief Executive Officer (excepting expenses incurred in the month of June, which must be claimed by the end of July).

Claims by a Councillor for a previous term must be finalised within one month of a Brimbank City Council election or by-election. After this time, the entitlement of the Councillor to claim the expense will cease.

Claims by a delegated committee members must be finalised within one month of ceasing to hold a position within a committee. After this time, the entitlement of the committee members to claim the expense will cease.

10.2 Reimbursement

Councillors will act in accordance with this Code of Conduct and any reimbursement protocol or direction provided by Council to claim reimbursement of expenses.

Councillors are aware their approved support expenses will be reimbursed in accordance with Council's financial processes (including fortnightly scheduled payment runs and electronic funds transfer only).

Councillors are responsible for retaining and submitting all documentation for their reimbursement claims. Councillors will submit reimbursement claims on a monthly basis.

To maintain transparency and probity, all reimbursements will be paid directly into the Councillor's nominated bank account. A remittance of payment will be provided to the Councillor.

10.2.1 Forms and Receipts

Councillors and delegated committee member will submit all claims for reimbursement through the Councillor Portal, including providing fully detailed tax receipts for any expenses incurred in accordance with this Code.

A Councillor claiming for private vehicle use is responsible for keeping a travel log, including mileage.

10.2.2 Councillor Reimbursing Personal Use

A Councillor is only able to reimburse Council, for personal expenses paid for by Council, for example, telephone calls, by a Councillor making payment via Council's Customer Service and providing a copy of the receipt to Councillor Support.

10.2.3 Authorisation levels

The Chief Executive Officer shall stipulate authorisation levels and designate Council officers in respect of reimbursement and other expense transaction processes referred to

in the Policy.

Remittance will be provided for Councillor's records.

10.2.4 Accountability and Reporting

The Chief Executive Officer or delegate has processes to monitor the quantum of Councillor expenses and review transaction processes to ensure accurate allocation of costs.

Reporting will be in accordance with the Act and the Public Transparency Policy. The following Councillors support expenses will be reported to a Council Meeting and made available on Council's website for the current term:

- Travel (excluding for professional development)
- Vehicle Mileage
- Child Care/Family Care
- Professional Development – Conferences, Seminars, Training, including associated costs of transport, accommodation and meals for professional development
- Information and Communication Technology
- Events and Functions

The report will include details of reimbursements, including justification for claims made by Councillors that were approved by the Chief Executive Officer (or delegate) to be paid outside the one month limit for claims.

Any reimbursement provided by a Councillor for personal use of Council resources, for example, phone calls, will be deducted from reported support expenses.

Councillors and members of delegated committees will also have their expenses reported to the Audit and Risk Committee of Council.

Please note: legal and insurance costs related to conduct matters will be reported separately to Council.

10.2.5 Tax requirements

When making a claim, Councillors and delegated committee member must supply tax invoices which are tax invoice compliant for Goods and Services Tax purposes.

Councillors should seek their own personal taxation and financial advice.

11. RELATED POLICIES AND RESOURCES

- Councillor Code of Conduct
- Councillor Gift, Benefit and Hospitality Policy
- Public Transparency Policy
- Councillor Gifts Protocol and Declaration of Gift Form
- Conduct During Elections Policy
- Councillor Portfolio Policy
- *Local Government Act 2020*

- All policies required to be in operation under the requirements of the *Local Government Act 2020*.

12. REFERENCES

Local Government Act 2020

Councillor support and expenses policies and procedures of the Cities of Melbourne, Dandenong, Maribyrnong, Hobsons Bay, Melton, Wyndham and Moonee Valley.

13. AMENDMENT OF POLICY

Revision	Review Date	Reason for Amendment	Next Review Date
C	19 April 2016	Adopted as Major Policy as part of Councillor Code of Conduct Local Government Act 1989	February 2017
D	14 February 2017	Local Government Act 1989 requirement	October 2017
E	February 2020	Status as Major Policy New standalone policy (incorporated by reference in the Code)	June 2020
F	June 2020	Local Government Act 2020 update	June 2022
G	October 2023	Review	October 2025
H	February 2024	Review	February 2026

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Local Government Act 2020 Compliance Statement

Section 9(1) of the *Local Government Act 2020* (Act) requires Council to give effect to the overarching governance principles, in the performance of its role. Section 9(2) of the Act specifies the governance principles as follows:

a) Council decisions are to be made and actions taken in accordance with the relevant law (Compliance with the law);

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

c) The economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted (Promote the sustainability of the municipality);

d) The municipal community is to be engaged in strategic planning and strategic decision making (Engage the community in strategic planning and decision making);

e) Innovation and continuous improvement is to be pursued (Strive for innovation and continuous improvement);

f) Collaboration with other Councils and Governments and statutory bodies is to be sought (Collaborate with all other levels of government and government agencies);

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

h) Regional, state and national plans and policies are to be taken into to account in strategic planning and decision making (Strategic planning and decision making must take into account plans and policies in operation at all levels);

i) The transparency of Council decisions, actions and information is to be ensured (Council decisions, actions and information must be transparent).

Governance Principles

In developing the Councillor Support Policy (the Policy), Council has considered and given effect to the overarching governance principles, as summarised below:

	Governance Principle	Considerations
(a)	Compliance with the law	All relevant legal requirements have been considered in developing the Policy. In particular, and without limitation, the Policy complies with the requirements in Part 6 of the Act, the public transparency principles at section 58 of the Act, and the *Local Government (Governance and Integrity) Regulations 2020*.

(b)	Achieve best outcomes for the community	The Policy ensures transparent and accountable reimbursement of expenses while providing support, resources, and protections for Councillors to effectively serve the community, promoting positive outcomes for all.
(c)	Promote the sustainability of the municipality	The Policy helps ensure the sustainability of the municipality by providing Councillors with the necessary resources and support to effectively carry out their duties, thereby fostering good governance and decision-making. Additionally, the policy promotes transparency and accountability through regular reporting of Councillor expenses, ensuring responsible use of public funds and maintaining public trust in the municipality's operations.
(d)	Engage the community in strategic planning and decision making	In developing the Policy Council undertook a community consultation process, in accordance with Council's Community Engagement Policy.
(e)	Strive for innovation and continuous improvement	Council will review the Policy on a no less than biennial basis, and pursue innovation and continuous improvement during every review.
(f)	Collaborate with all other levels of government and government agencies	In developing the Policy, Council considered the *'Overview of councillor support and expenses policy'* provided by the by the Local Government Inspectorate and also reviewed Councillor support and expenses policies and procedures of the Cities of Melbourne, Dandenong, Maribyrnong, Hobsons Bay, Melton, Wyndham and Moonee Valley.
(g)	Secure the ongoing financial viability of Council	The Policy helps to secure the ongoing financial viability of Council by ensuring that reimbursement claims for expenses incurred by Councillors and delegated committee members are submitted within designated timeframes and comply with the specified requirements.
(h)	Strategic planning and decision making must take into account plans and policies in operation at all levels	The Policy helps strategic planning and decision making by providing guidelines and resources for Councillors to carry out their duties effectively and efficiently. It takes into account plans and policies in operation by aligning reimbursement processes with Council's financial cycle and reporting requirements, ensuring transparency and accountability.

(i)	Council decisions, actions and information must be transparent	The Policy helps to ensure that Council decisions, actions, and information are transparent by providing guidelines for the reimbursement of expenses incurred by Councillors and delegated committee members, and by requiring regular reporting and disclosure of these expenses to the public. Additionally, the policy outlines the accountability and reporting processes, including the monitoring of expenses by the Chief Executive Officer and the reporting of expenses to the Audit and Risk Committee, further enhancing transparency in Council operations.

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Brimbank City Council

Telephone 9249 4000
Email info@brimbank.vic.gov.au
Post PO Box 70, Sunshine, VIC 3020

Hearing or speech impaired?

- TTY dial 133 677
- Speak & Listen 1300 555 727
- www.relayservice.gov.au, then enter 03 9249 4000

Find us on Facebook, Twitter and YouTube

- www.facebook.com/brimbankcouncil
- www.twitter.com/brimbankcouncil
- www.youtube.com/brimbankcitycouncil

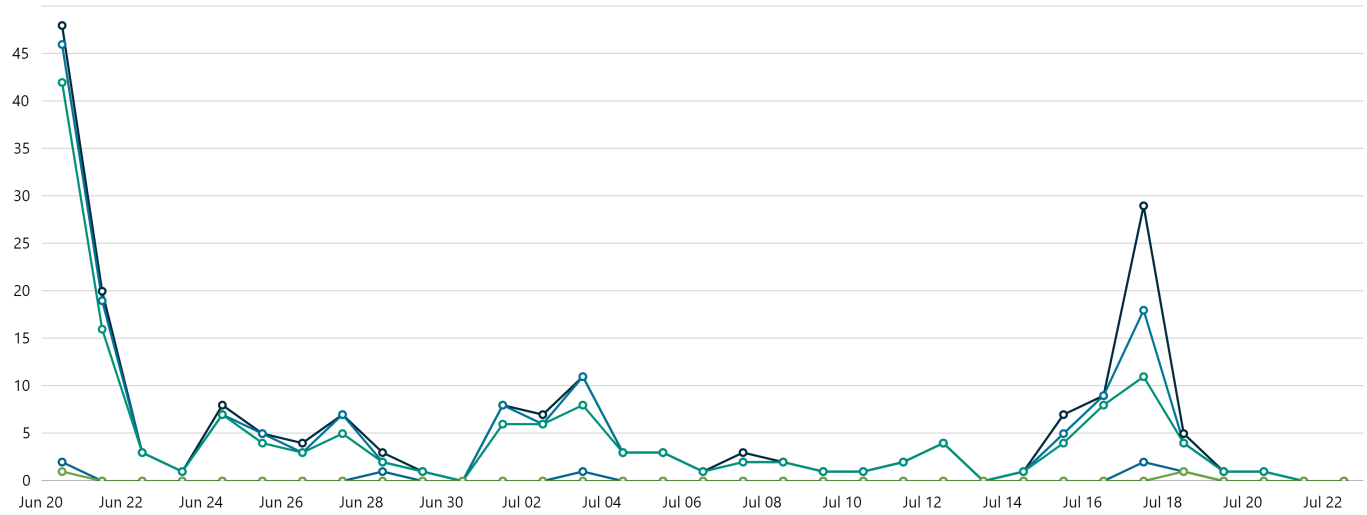
Interpreter 131 450
Local call costs apply

www.brimbank.vic.gov.au

Your Say Brimbank

Report Type: Project
Project Name: Governance Policy Review
Date Range: 20-06-2024 - 22-07-2024
Exported: 22-07-2024 12:14:16

Performance Summary
Information regarding key visitation and utilisation metrics for your Site or projects.



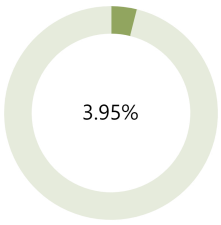
199 Views	177 Visits	138 Visitors	7 Contributions	7 Contributors	2 Followers

Views - The number of times a Visitor views any page on a Site.
Visits - The number of end-user sessions associated with a single Visitor.
Visitors - The number of unique public or end-users to a Site. A Visitor is only counted once, even if they visit a Site several times in one day.
Contributions - The total number of responses or feedback collected through the participation tools.
Contributors - The unique number of Visitors who have left feedback or Contributions on a Site through the participation tools.
Followers - The number of Visitors who have 'subscribed' to a project using the 'Follow' button.

Conversions

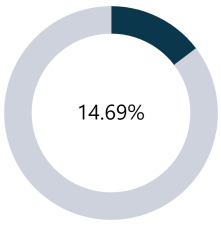
Information regarding how well your engagement websites converted Visitors to perform defined key actions.

Feedback



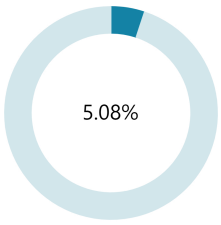
Percentage of visits where at least **1 contribution** was made.

Attention



Percentage of visits that lasted at least **1 active minute**.

Actions



Percentage of visits where at least **2 actions** were performed.

Attachment 12.8.6

Participation

Information regarding how people have participated in your projects and activities.

Contributions by Activity
Contributions by Activity is a breakdown of contributions across each tool

Activity	Contributions	%
Form	7	100%

Top Activities
Top Activities is the top 5 tools that received the highest contributions

Activity	Page Name	Contributions	Contributors
Form	Governance Policy Review	7	7

Projects

The current number and status of your Site's projects (e.g. engagement websites)

Engagement Time

0	2	11
Days	Hours	Minutes

Jun 20th 2024	Thursday
Peak Visitation Date	Peak Visitation Day

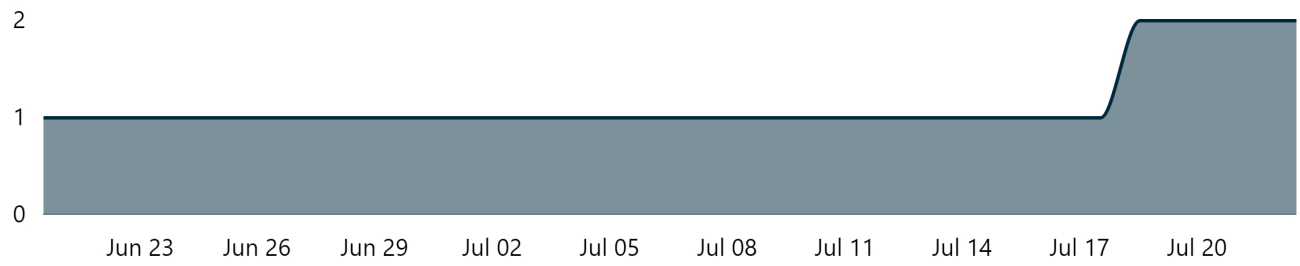
Top Visited Pages
Summary information for the top five most visited Pages.

Page Name	Visitation %	Visits	Visitors
Governance Policy Review	100%	177	138

People

Information regarding who has participated in your projects and activities.

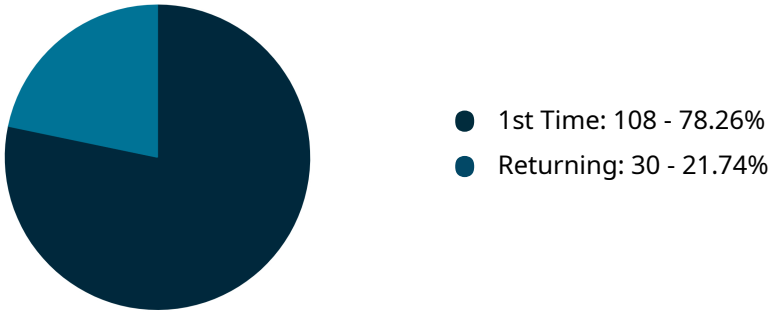
Follower Activity
Information regarding the activity of registered Members who have 'followed' or subscribed to one or more projects.



2	2	2	2
Total Followers	New Followers	Total Follows	New Follows

Total Followers - The number of unique Members who have 'followed' at least one project.
New Followers - The number of new unique Members who have 'followed' at least one project within the specified reporting date range.
Total Follows - The number of total 'follows' performed by all Followers across all projects. Each Follower may record multiple Follows.
New Follows - The number of new total 'follows' performed by all Members across all projects within the specified reporting date range.

Visitor Profile
Visitor Profile is a comparison between new visitor and returning over the selected period

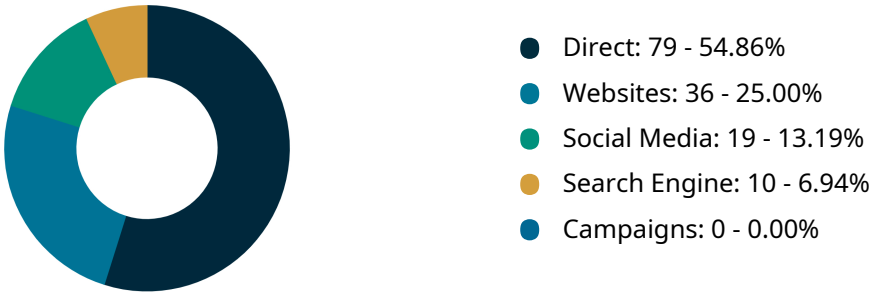


First Time - The number of Visitors that are visiting a Site for the first time within the reporting date range.
Returning - The number of Visitors that have made more than one Visit to a Site within the reporting date range.

Acquisition

Information regarding the method by which Visitors arrived to your Site or projects.

Referral Types
Referral traffic is the segment of traffic that arrives on your website through another source, like through a link on another domain.



Direct - Visitors who have arrived at a Site by entering the exact web address or URL of the page.
Search Engine - Visitors who have arrived at a Site via a search engine. Such as Google, Yahoo, etc.
Websites - Visitors who have arrived at the Site after clicking a link located on an external website.
Social Media - Visitors who have arrived at a Site by clicking a link from a known social media site such as Facebook, X, LinkedIn, etc.
Campaigns - Visitors who have arrived through a campaign (using a UTM). See your email campaign report for more details on campaigns sent from this platform.

Downloads

Information regarding your downloads, the total set of unique documents downloaded, total downloads of all files, and your top downloads.

9
Total Documents

173
Total Downloads

Top Downloads
Top file downloads in your selection, ordered by the number of downloads.

File Title	File Type	Downloads
Councillor Code of Conduct (Consultation draft June 2024).PDF	PDF	36
Consultation Explainer.PDF	PDF	27
Live Streaming of Council Meetings Policy (Consultation draft June 2024).PDF	PDF	20
Public Transparency Policy (Consultation draft June 2024).PDF	PDF	19
Councillor Transparency Policy 2020 Reckoner (Consultation draft June 2024).PDF	PDF	18

Email Campaigns

Information regarding your email campaigns, your total campaigns, the total number of recipients, and your top campaigns by click-through rate (clicks as a percentage of total recipients).

1
Email Campaigns Sent

730
Total Recipients

6.58%
Click-through Rate

Top Campaigns
Top email campaigns that have activity in your selection, ordered by click-through rate (clicks as a percentage of total recipients).

Campaign Name	Recipients	Clicks	Click-through Rate
Governance Policy Review	730	48	6.58%

Governance Policy Review

Title/Question:	Survey - Governance Policy Review
Tool Type:	Form
Activity ID:	281
Report Date Range:	20 Jun 2024 - 18 Jul 2024
Date Exported:	22 Jul 2024 12:15 pm

Submission no.	Tell us your feedback on the draft updated policies.
Your Say Submission 1	Thank you I want to be member of the council representing all Fijians at our community We have increased in numbers of familieswithin our community who ate settling in just last couple of months.
Your Say Submission 2	This is very poorly designed. Each Policy should have been given a page for comments. 1/ Councillor Code of Conduct: 3.2 Councillors should also provide quarterly reports to their Ward regarding all issues impacting on the Ward, and also include contact details. 4/ Other prohibited content. Should include 'electoral misrepresentation, fraud or abuse.' 4.1 Binding caucus votes. An additional sentence should be added, detailing penalties for participating in binding caucus votes. 6.2 re bullying online, should include OR HARASSMENT ONLINE OR IN THE COMMUNITY. Penalties should also arise for any Councillor who induces, encourages, or coerces others to use any of the above behaviours in any form against any Councillor or Council staff. 6.3 Interaction with MP form should be updated monthly, and available for public viewing on the BCC website. 6.6 Councillors should also undertake regular Child Safe Training, and have a current WWC. 7.4 Gifts & benefits. Councils will ensure that the Councillor Gift Register is updated monthly and that ALL Councillors comply with the need to disclose Gifts for the Register on a regular monthly basis. LIVE STREAMING OF COUNCIL MEETINGS POLICY. 1.1 Shoudl add:- taking into account the need to accommodate and be complaint in ensuring that live streaming also caters for and meets the needs of those with disabilities in the community. This should include public questions being displayed on screen at Council Meetings, in the interests of meeting the needs of all sections of the community, and to ensure transparency.
Your Say Submission 3	Cool.
Your Say Submission 4	Shut down all local councils. Waste of ratepayers money.

Your Say Submission 5	I have read the 'Consultation Explainer' and it states very clearly the changes/amendments etc in a precise manner and easy to understand way for any person in the municipality to understand. I agree with the changes and hopefully the councillors will read, understand and follow the guidelines to the betterment of all concerned. Thank you for the opportunity to read what is involved when an ordinary rate payer is fortunate enough to be elected as a councillor - one can also hope they realise and appreciate how lucky they are and follow the guidelines as is.
Your Say Submission 6	The councillor code of conduct had ignored exclusion and ostracisation based on political beliefs. With the last 7 of 8 Mayor/Deputy Mayor positions going to ALP councillors why is this allowed and outright banned. Every councillor regardless of political affiliation should have equal chance. There are no consequences for breaking the rules and for poor representation. There is no minimum standards for attending council meetings, councillor requiements to respond to queries from residents. There is no minimum requirements for public engagement.
Your Say Submission 7	Respect well respect is earned. The public are your boss the council is not the top they are the bottom.

12.9	**Governance Report August 2024**
Directorate	People, Partnerships and Performance
Director	Georgie Hill
Manager	Danny Bilaver
Attachment(s)	1. Record of Informal Meeting of Councillors [**12.9.1** - 8 pages] 2. Delegates and Representatives Report [**12.9.2** - 1 page] 3. Councillor Expenses 2023-2024 [**12.9.3** - 1 page] 4. Brimbank City Council Submission - Proposed Circular Economy Waste Reduction [**12.9.4** - 5 pages] 5. Brimbank City Council Submission - Inquiry into Food Security [**12.9.5** - 16 pages] 6. Draft Model Councillor Code of Conduct [**12.9.6** - 5 pages] 7. Draft Mayoral and Councillor Training Framework [**12.9.7** - 8 pages] 8. Draft Internal Resolution Procedure [**12.9.8** - 2 pages]

Purpose

For Council to consider:

- A summary of recent Governance activity.
- Contracts entered into, and works orders approved in accordance with the S7 Instrument of Sub Delegation.
- Councillor Declarations of Representations by Members of Parliament.
- Councillor Support Expenses for Financial Year 2023/2024.
- Submission to the Victorian Government's proposed Circular Economy (Waste Reduction and Recycling) (Mandatory Service Provision and Other Matters) Regulations 2024 and proposed Household Waste and Recycling Service Standard 2024.
- Inquiry into Food Security in Victoria.
- Federal Funding Grants.
- Delegating powers to an officer for an upcoming VCAT matter.
- Stage 2 Local Government Reforms 2024.

Council Recommendation

That Council:

a. Notes the:

i. Governance Report August 2024.

ii. Contracts entered into, and works orders approved, in accordance with S7 Instrument of Sub Delegation (24/3491Q; 24/3471A; 24/3478; 24/3492; 24/3493; and 24/3538).

iii. Records of Informal Meetings of Councillors, at Attachment 1 to this report, for incorporation in the minutes of this meeting.

iv. Delegate's and Representative's Reports, at Attachment 2 to this report, for incorporation in the minutes of this meeting.

v. Councillor Declarations of Representations by Members of Parliament.

vi. Councillor Support Expenses for Financial Year 2023/2024, at Attachment 3 to this report.

b. Notes and endorses the officer submission shown at Attachment 4 which was submitted to the Victorian Government on behalf of Council as part on the proposed Circular Economy (Waste Reduction and Recycling) (Mandatory Service Provision and Other Matters) Regulations 2024 and proposed Household Waste and Recycling Service Standard 2024.

c. Notes and endorses the officer submission shown at Attachment 5 which was submitted to the Victorian Legislative Council Legal and Social Issues Committee as part of the inquiry into food security in Victoria.

d. Supports the submission to:

i. The Federal Government's Urban Precincts and Partnerships Program for $450,000 funding to develop a delivery strategy for Sunshine Energy Park and business case for stage 1 and notes that Council would contribute $100,000 which is accounted for in the forward capital budget.

ii. The Federal Government's Thriving Suburbs Program for 50% funding to deliver the Welcome Plaza project (estimated total project cost $1,000,000) and agrees to allocate Council's contribution in the forward capital budget.

iii. The Federal Government's Thriving Suburbs Program for 50% funding to deliver the Glengala Village Revitalisation project (estimated total project cost $2,900,000) and notes Council's contribution is accounted for in the forward capital budget.

e. In the exercise of the powers conferred by the *Planning and Environment Act 1987*, resolves that there be delegated to the Manager City Development Services the powers, duties and functions under section 61(1) for planning application P381/2023 for 2A Roseleigh Boulevard, Sydenham, for the upcoming compulsory conference at VCAT.

f. Notes that feedback is being sought in relation to Stage 2 of the 2024 Local Government Reforms.

Background

The monthly governance report is a standing report to Council, in accordance with best practice and good governance principles, and to ensure compliance with the requirements of the *Local Government Act 2020 (the Act),* Councillor Code of Conduct 2021 (Code), and Councillor Support (Major) Policy 2020.

Matters for Consideration

Exercise of Delegated Authority

Council delegates powers, duties and functions to the Chief Executive Officer in order to support efficient operation and delivery of Council services. The Chief Executive Officer has sub-delegated some authority to Directors (and other Council officers). Significant decisions made, or actions undertaken exercising delegated authority, are reported to Council as a transparency and accountability measure.

The Chief Executive Officer has been delegated authority by Council to award contracts up to $2,000,000 (exclusive of GST) through an Instrument of Delegation made on 23 April 2024 (S5 Instrument of Delegation to the Chief Executive Officer). The Chief Executive Officer has sub-delegated authority to Directors to award contracts up to $200,000 (inclusive of GST) through an Instrument of Delegation made on 12 December 2023 (S7 Instrument of Sub-Delegation by the Chief Executive Officer).

Contracts entered into, and works orders approved, in accordance with S7 Instrument of Sub-Delegation

Contracts entered into, and works orders approved, under delegation since reporting to the last Council Meeting are:

Contract No.	Description	Successful Tenderer	Contract Amount (inc GST)	Date Awarded
24/3491Q	WSUD Audit Update	Jamie Comley Consulting	$109,700	28/6/2024
24/3471A	Construction of Skate Park and Associated Facilities – Balmoral Park Derrimut	Grind Projects Pty Ltd	$533,241.50	3/7/2024
24/3478	Suburban Park Upgrade – Odessa Avenue Reserve Keilor Downs	Rainscapes Pty Ltd	$630,356.89	3/7/2024
24/3492	Renewal of Insurance Policies 2024-25	JLT	$1,294,905	15/6/2024
24/3493	Security and Cash Collection Services	Authentic Security Pty Ltd	$150,000	22/7/2024
24/3538	MAV Public Liability and Professional Indemnity Insurance	Municipal Association of Victoria	$1,603,622	29/5/2024

Records of Informal Meetings of Councillors

An Informal Meeting of Councillors includes meetings that are:

- Scheduled or planned for the purpose of discussing the business of Council or briefing Councillors,
- Attended by at least one member of Council staff, and
- Not Council meetings, Delegated Committee meetings or Community Asset Committee meetings.

Written records of Informal Meetings of Councillors are kept and include the names of all Councillors and Council officers attending, the matters considered, any conflict of interest disclosures made, and whether a Councillor who has disclosed a conflict of interest leaves the meeting.

These records, as soon as practicable, will be reported at a Council Meeting, and incorporated in the minutes of that Council Meeting.

Records of Informal Meetings of Councillors **(Attachment 1)** were received for the following meetings:

Date	Event
19 July 2024	Western Melbourne Tourism Board
23 July 2024	Briefing
13 August 2024	Council Meeting Briefing
13 August 2024	Planning Forum

Delegate's and Representative's Reports

The participation on a range of local, specific issues, committees established by Council, peak body/sector associations, and local and regional forums, is an essential part of the representative role Council plays. Council nominates Councillors as delegates and representatives to these committees annually.
The role, as the Council delegate or Council representative on these committees, is to represent the position of Council, and report back to Council at a Council Meeting on the issues or progress of the committees, and any recommendations made by the committees.

Delegate's and Representative's Reports **(Attachment 2)** were received for the following meetings:

Date	Event	Councillor/s
19 July 2024	Western Melbourne Tourism Board	Cr Tachos

Councillor Declarations of Representations by Members of Parliament

Councillors have a legitimate role in advocating on behalf of their communities. At times, this may include the receiving of representations by a Member of State or Federal Parliament, to Council or Councillors. Councillors will declare and record any representations made to a Councillor by a Member of Parliament or their staff representative.

Councillor Declarations of Representations by Members of Parliament were received for the following meetings.

Date	Councillor	Member of Parliament	Matter Discussed
16 July 2024	Cr David	Dr Daniel Mulino MP Hon Clare O'Neil MP	Senior Citizens Cyber Security

Councillor Support Expenses for Financial Year 2023/2024

The Councillor Support Policy 2020 requires a report of individual Councillor support expenses to be presented to an open session of a Council Meeting. *The Act* requires details of reimbursement to Council's Audit and Risk Committee.

Support expenses for the annual total of Financial Year 2023/2024 are included at **Attachment 3**. In accordance with the Councillor Support Policy 2020, the support expenses will also be made available on Council's website.

Brimbank Council Submission - Proposed Circular Economy (Waste Reduction and Recycling) (Mandatory Service Provision and Other Matters) Regulations 2024 and proposed Household Waste and Recycling Service Standard 2024

The Victorian Government's announcement that consultation was open on proposed Circular Economy (Waste Reduction and Recycling) (Mandatory Service Provision and Other Matters) Regulations 2024 and proposed Household Waste and Recycling Service Standard 2024.

The proposed regulations and service standard have been prepared to support the roll out by councils and Alpine Resorts Victoria (ARV) of a standardised 4-stream waste and

recycling system to households across Victoria and will be regulated by Recycling Victoria.

The proposed regulations set out the dates by which councils and ARV must provide the 4 services (4-Bin Service Model).

The regulations also prescribe matters under the Circular Economy (Waste Reduction and Recycling) Act 2021 relating to the appointment and functions of auditors and infringement offences and penalties.

The proposed service standard, prepared by the Head, Recycling Victoria, details how councils and ARV must provide the four services to households, supporting councils and ARV to provide a high quality, consistent service across the state.

The opportunity to provide feedback is offered through an on-line survey that closes on 14 August 2024 at 11:59 pm.

As the survey closes on 14 August, and the next Council meeting was not until after that date, officers were unable to present a draft submission to Council for formal consideration. As a result, Council's Officers completed the on-line survey on 13 July 2024 that consisted of the responses at **Attachment 4**, which is presented for Council endorsement as part of this report.

Should Council determine not to support, or to alter, the submission made by Council officers on their behalf, Recycling Victoria will be informed of this.

Brimbank Council Submission- Inquiry into Food Security- Victorian Legislative Council Legal and Social Issues Committee

On 29 November 2023, the Victorian Legislative Council resolved to inquire into, consider and report on the impacts, drivers of and solutions for food security in Victoria including the impact of food insecurity on physical and mental health, poverty and hardship and the options available to lower the cost of food and improve access to affordable, nutritious and culturally appropriate food.

The Legislative Council Legal and Social Issues Committee is now inviting public submissions from individuals and organisations addressing the terms of reference. All submissions are treated as public documents unless confidentiality is requested and granted by the Committee. While submissions formally closed on 26 July, Council was successful in seeking an extension until 8 August 2024. Given the short timeframe, it was not possible to present the draft submission to a Council Meeting for endorsement; this submission will therefore be incorporated into the governance report for the August Ordinary Council Meeting.

Food insecurity is a significant problem for the Brimbank community. Data collected in 2019 and 2020 respectively shows that only 3.4% of Brimbank adults consume sufficient fruit and vegetables and 10.4% of the community experienced food insecurity, which is significantly higher than the greater Melbourne average of 5.9%.

The draft submission (**Attachment 5**) was prepared by the Community Strengthening and Social Planning department, with input provided by relevant internal and external stakeholders.

The draft submission is framed around the following focus areas / themes:

- Food insecurity and health and wellbeing data
- Poverty and food insecurity
- Emergency food relief

- Key population groups: children, young families, young people and CALD communities
- Role of third spaces (i.e. libraries and neighbourhood houses)
- Role of urban environments
- Community gardens

The draft submission lists the following recommendations to the Victorian government:

1. Collect and disseminate robust localised data on food insecurity over time to inform evidence-based practice.
2. Advocate to the Federal Government to raise social security payments in line with recommendations of the Interim Economic Inclusion Advisory Committee.
3. Adequately fund food relief services to meet acute need.
4. Support strategic collaboration between food relief and other community services to address underlying causes of food insecurity by connecting vulnerable community members to support services.
5. Recognise the crucial and unique role of maternal child health services in supporting adequate nutrition and food security for young children through dedicated funded training and resourcing.
6. Recognise the importance of 'third spaces,' including neighbourhood houses and libraries, in addressing food insecurity by adequately resourcing to implement long-term food security initiatives.
7. Recognise the role of schools and early years services in providing food relief and addressing food insecurity and provide adequate resourcing for this vital service.
8. Build off existing best practice examples and evidence-base in early childhood and school settings to implement initiatives that address food security in the long-term.
9. Engage meaningfully with CALD communities to ensure food security measures are appropriate for their needs.
10. Fund and support community gardens as a tool to address food insecurity and social isolation, with a focus on areas where communities experience socio-economic disadvantage.

Should Council determine not to support, or to alter, the submission made by Council officers on their behalf, Victorian Legislative Council Legal and Social Issues Committee will be informed of this.

Federal Funding Grants

It is proposed that Council submit three Expressions of Interest for funding being offered by two Federal Government Funding Programs.

For the Thriving Suburbs Program, there are two projects being submitted; the Welcome Plaza in Sunshine which will sit alongside the Vietnamese Museum of Australia; and the Glengala Village Revitalisation project. The funding for these projects is for construction. Council is required to provide 50% matched funding for each project and this can be addressed in Council's budgeting for 2025/26, noting both projects have been endorsed by Council in 2024.

For the Urban Precincts and Partnerships Program, Sunshine Energy Park is being submitted. The funding for this project would be for the development of further feasibility studies and business cases to guide the next steps of this project. These three projects fit the criteria of the programs and the next step, should the EOI's be successful, would be to submit detailed funding applications. This is in line with Councils adoption of the Sunshine Energy Park Vision Plan in 2024.

Delegation of powers to an officer for an upcoming VCAT matter

Planning application P381/2023 proposed the erection of a telecommunications facility at 2A Roseleigh Boulevard, Sydenham. 23 objections and two petitions opposing the application were received when it was advertised. The application was refused under delegation from Council in January 2024. The proponent has lodged an application for review of this decision with the Victorian Civil and Administrative Tribunal (VCAT) and a compulsory conference has been scheduled on 4 September 2024.

Council officers wrote to VCAT requesting that the compulsory conference be cancelled, and the matter proceed directly to a merits hearing on the basis that officers do not have delegation to settle the matter given the number of objections received. The current S6 Instrument of Delegation only allows officers to approve applications that have less than 10 objections. VCAT scheduled a Practice Day to consider this matter, after which the Member issued an order that stated:

I have refused to vacate the compulsory conference for the following reasons:

- *Paragraph 11 of the Tribunal's order of 13 March 2024 requires:*

All parties must attend the compulsory conference either in person or by a representative who has permission to settle the proceeding on their behalf.

- *Council is a body corporate and just like any other corporation it can authorise an agent to attend the compulsory conference on its behalf.*

Indeed it is expected that as a responsible authority it will make all necessary arrangements and put in place all necessary authorisations to ensure that there is compliance with the Tribunal's orders. The limitations of Council's delegations to officers for the purposes of decision making on certain permit applications are not limitations to the conduct of a compulsory conference before the Tribunal.

To comply with the VCAT order, it is proposed that the Manager City Development Services be provided with delegation under section 61(1) of the *Planning and Environment Act 1987* in relation to application P381/2023 for 2A Roseleigh Boulevard, Sydenham, for the upcoming compulsory conference at VCAT.

Local Government Reforms 2024 – Stage 2 Consultation

The Local Government Victoria (LGV) is currently seeking feedback and submissions regarding the Governance and Integrity reforms introduced under the *Local Government Amendment Act 2024*.

Feedback is being sought in relation to three draft documents for release for public consultation:

1. Model Councillor Code of Conduct (**Attachment 6**)
2. Mayoral and Councillor Training Framework (**Attachment 7**)
3. Internal Resolution Procedure (**Attachment 8**)

The Model Councillor Code of Conduct introduces significant changes to the standards of behaviour expected from Councillors. These standards will now apply at all times, not just during the performance of official duties. Additionally, the draft introduces new standards that align Councillor responsibilities with existing legislation, including the *Child Wellbeing and Safety Act 2005* and the *Occupational Health and Safety Act 2004*.

The reforms also propose the introduction of two new policies. The proposed Confidentiality Policy will require councils to clearly define and securely manage sensitive internal documents. Similarly, the proposed Councillor Social Media Policy aims to guide

Councillors on responsible social media use, ensuring it aligns with their obligations under the Model Councillor Code of Conduct while balancing the need for public communication.

The draft Mayoral and Councillor Training Framework outlines mandatory training requirements for Mayors, Deputy Mayors, and Councillors. This training will focus on key areas such as leadership, governance, and effective decision-making, ensuring that elected officials are well-equipped to fulfill their roles. Continuous professional development will also be required throughout a Councillor's term to ensure ongoing alignment with best practices.

Another component of the reforms is the introduction of an internal resolution procedure to address breaches of the Model Councillor Code of Conduct. This procedure promotes a constructive approach to conflict resolution within councils by encouraging informal discussions and facilitated resolutions.

These proposed reforms underscore the importance of accountability, transparency, and continuous improvement in leadership and conduct. The changes are set to take effect from 26 October 2024.

LGV is now inviting individual submissions for Stage 2 of the consultation process, which runs from 6 August to 4 September 2024. Councillors and all other stakeholders are encouraged to provide feedback through the Engage Victoria website.

Resource And Risk Implications

Resource requirements can be met within the Annual Budget 2023/2024.

Regulatory: legal, legislative or regulatory implications including the rights/obligations of stakeholders
• This report fulfils legislative governance obligations, to provide transparent and accountable reporting of governance activity.

There are no Community, Safety, Environmental or Financial risks identified.

Legislation/Council Plan/Policy Context

This report supports the Council Plan 2021-2025 strategic direction and objective of:

4. Leadership and Governance - A high performing organisation that enacts the vision and decisions of Council through the delivery of quality and innovative services - A fairer place for all
• High Performing and Accountable - Our workforce strives to enhance services and liveability for the Brimbank community.

This report complies with the *Local Government Act 2020, Local Government (Governance and Integrity) Regulations 2020*, Council Plan 2021-2025, S5 Instrument of Delegation to the Chief Executive Officer, S7 Instrument of Sub-Delegation by the Chief Executive Officer, Councillor Code of Conduct 2021 and Procurement Policy.

Council officers contributing to the preparation and approval of this report, have no conflicts of interests to declare.

Record of Informal Meeting of Councillors

Meeting details

Title:	Western Melbourne Tourism Board - Interim Budget Meeting		
Date:	19 July 2024	**Time:**	10am to 10:30am
Location:	Zoom		
Councillors in attendance:	☐ Cr Victoria Borg ☐ Cr Sarah Branton ☐ Cr Thuy Dang ☐ Cr Sam David JP ☐ Cr Maria Kerr ☐ Cr Bruce Lancashire ☐ Cr Jasmine Nguyen ☐ Cr Thomas O'Reilly ☐ Cr Jae Papalia (Deputy Mayor) ☐ Cr Ranka Rasic (Mayor) ☒ Cr Virginia Tachos		
Council Officers in attendance:	Jenny Mitten, Senior Economic Development Officer		
Other attendees:	WMT Board members x 10 WMT Officers x 2 Mooney Valley City Council officer x 1 Maribyrnong City Council officer x 1 Wyndham City Councill officer x 1 Hobsons Bay City Council officer x 1		
Name of Council Officer completing Record of Informal Meeting:	Jenny Mitten, Senior Economic Development Officer		

Issues considered *(if no conflicts of interest were disclosed, enter "nil" in name column. Add and delete rows as required)*

No.	Brief description of issue/agenda item	Name of person(s) who disclosed a conflict of interest	Did the person(s) leave the meeting?
1.	Welcome	NIL	N/A
2.	Minutes of previous general meeting/Actions arising	NIL	N/A
3.	2024/25 Budget review and Draft 2024/25 Action Plan	NIL	N/A

Forward completed *Record of Informal Meeting of Councillors* to Governance within 48 hours of the meeting for Reporting to Council.

Record of Informal Meeting of Councillors

Meeting details

Title:	Briefing		
Date:	23 July 2024	**Time:**	6.00pm to 9:00pm
Location:	Council Chamber		
Councillors in attendance:	☒ Cr Victoria Borg ☒ Cr Sarah Branton ☐ Cr Thuy Dang ☒ Cr Sam David JP ☐ Cr Maria Kerr ☐ Cr Bruce Lancashire ☒ Cr Jasmine Nguyen ☒ Cr Thomas O'Reilly ☒ Cr Jae Papalia, Deputy Mayor ☐ Cr Ranka Rasic, Mayor ☒ Cr Virginia Tachos		
Council Officers in attendance:	Fiona Blair, Chief Executive Officer Lynley Dumble, Director Community Wellbeing Georgie Hill, Director People Partnerships and Performance Kelvin Walsh, Director City Futures		
Other attendees:	Municipal Monitors; Penny Holloway, Janet Dore Kate Oliver, Maddocks		
Name of Council Officer completing Record of Informal Meeting:	Georgie Hill, Director People Partnerships and Performance		

Issues considered *(if no conflicts of interest were disclosed, enter "nil" in name column. Add and delete rows as required)*

No.	Brief description of issue/agenda item	Name of person(s) who disclosed a conflict of interest	Did the person(s) leave the meeting?
1.	Monitors Meeting with Councillors		<Select one>
2.	Governance Refresher: • Councillors/Council's OHS obligations • Governance Rules including Notices of Motion and meeting procedures • Caretaker period refresher		<Select one>

Forward completed *Record of Informal Meeting of Councillors* to Governance within 48 hours of the meeting for Reporting to Council.

Record of Informal Meeting of Councillors

Meeting details

Title:	Council Meeting Briefing		
Date:	13 August 2024	**Time:**	6.00pm to 7.20pm
Location:	Zoom		
Councillors in attendance:	☒ Cr Victoria Borg ☒ Cr Sarah Branton ☒ Cr Thuy Dang ☒ Cr Sam David JP ☐ Cr Maria Kerr ☐ Cr Bruce Lancashire ☒ Cr Jasmine Nguyen ☒ Cr Thomas O'Reilly ☒ Cr Jae Papalia, Deputy Mayor ☐ Cr Ranka Rasic, Mayor ☒ Cr Virginia Tachos		
Council Officers in attendance:	Fiona Blair, Chief Executive Officer Lynley Dumble, Director Community Wellbeing Georgie Hill, Director People Partnerships and Performance Chris Leivers, Director Infrastructure and City Services Mark Stoermer, Director Corporate Services Kelvin Walsh, Director City Futures Danny Bilaver, Manager Governance and Risk Leanne Deans, Manager City Strategy Elie Khalil, Senior Advisor Strategic Advocacy & Engagement Lisa Davis, Manager Parks & Public Realm Tom Razmovski, Group Manager Operations Rachel Deans, Manager Customer Experience and Service Innovation		

Other attendees:	Janet Dore, Municipal Monitor Penelope Holloway, Municipal Monitor
Name of Council Officer completing Record of Informal Meeting:	Danny Bilaver, Manager Governance and Risk

Issues considered *(if no conflicts of interest were disclosed, enter "nil" in name column. Add and delete rows as required)*

No.	Brief description of issue/agenda item	Name of person(s) who disclosed a conflict of interest	Did the person(s) leave the meeting?
1.	Annual Report on Implementation of Economic Development Strategies and Plans	3.1 - Cr Thomas O'Reilly due to employment	Yes
2.	Annual Report on Implementation of Place Management Action Plans		<Select one>
3.	Annual Report on Implementation of Strategic Planning Strategies	3.3 - Cr Thomas O'Reilly due to employment	Yes
4.	Victorian Government Draft Housing Targets - Brimbank Submission		
5.	Governance Policies Review		
6.	Governance Report August 2024		
7.	Council Plan Action Plan Progress Report Y3Q4 (April-June 2024)	3.7 - Cr Thomas O'Reilly due to employment	Yes
8.	Federal Level Advocacy Initiatives		
9.	Municipal Maintenance Agreement (Department of Transport and Planning formerly VicRoads)		
10.	Contract No. 25/3522 - Supply, Delivery and Lease of Nine (9) Twenty-Four (24) Cubic Metre Side Loading Waste Compactors and four (4) Twenty-Four (24) Cubic Metre Side Loading Green Waste Compactors		
11.	Confidential Item		
12.	Municipal Maintenance Agreement (Department of Transport and Planning formerly VicRoads)		
13.	Customer Satisfaction Survey		

Forward completed *Record of Informal Meeting of Councillors* to Governance within 48 hours of the meeting for Reporting to Council.

Record of Informal Meeting of Councillors

Meeting details

Title:	Planning Forum		
Date:	13 August 2024	**Time:**	7.31pm to 7.45pm
Location:	Online via Zoom		
Councillors in attendance:	☐ Cr Ranka Rasic, Mayor ☒ Cr Jae Papalia, Deputy Mayor ☒ Cr Victoria Borg ☒ Cr Sarah Branton ☒ Cr Thuy Dang ☒ Cr Sam David JP ☐ Cr Maria Kerr ☐ Cr Bruce Lancashire ☒ Cr Jasmine Nguyen ☒ Cr Thomas O'Reilly ☒ Cr Virginia Tachos		
Council Officers in attendance:	Kelvin Walsh, - Director City Futures Kristen Gilbert - Manager City Development Services Dhiraj Joti - Principal Development Planner Tony Vo - Coordinator Council Business		
Other attendees:	Applicant and developer for planning application		
Name of Council Officer completing Record of Informal Meeting:	Kristen Gilbert		

Issues considered (if no conflicts of interest were disclosed, enter "nil" in name column. Add and delete rows as required)

No.	Brief description of issue/agenda item	Name of person(s) who disclosed a conflict of interest	Did the person(s) leave the meeting?
1.	Application P392/2023 for approval of a development plan under Development Plan Overlay Schedule 16 for 179 Tilburn Road, Deer Park and surrounding land	Nil	<Select one>

Council Representative's Report

Report details	
Representative/s:	Cr Virginia Tachos
Committee/Event:	Western Melbourne Tourism Board - Interim Budget Meeting
Meeting date:	19 July 2024
Report author:	Jenny Mitten, Senior Economic Development Officer

Report

The meeting was held to review and approve the 2024/25 Budget and Draft 2024/2025 Budget Plan. Both items were approved.

Recommendations

There were no matters to be considered by Council.

Next meeting:	6 September 2024 at 10am - 12 noon, TBC (Brimbank location)

Councillor Expense Report 2023-2024

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Cr Bruce Lancashire	**$1,850.75**	**$449.18**	**$269.64**	**$96.83**	**$2,666.40**
Information and Communication Technology	$159.54	$159.54	$159.54	$53.18	$531.80
Conference Functions and Training (Incl. accommodation and meals)	$0.00	$0.00	$0.00	$14.55	$14.55
Travel	$344.67	$137.15	$81.00	$0.00	$562.82
Conferences, Seminars and Training (Incl. accommodation and meals)	$1,346.54	$152.49	$29.10	$29.10	$1,557.23
Cr Jae Papalia	**$402.30**	**$278.75**	**$267.02**	**$53.18**	**$1,001.25**
Information and Communication Technology	$159.54	$159.54	$159.54	$53.18	$531.80
Travel	$162.76	$49.21	$82.48	$0.00	$294.45
Conferences, Seminars and Training (Incl. accommodation and meals)	$80.00	$70.00	$25.00	$0.00	$175.00
Cr Jasmine Nguyen	**$159.54**	**$343.18**	**$341.04**	**$334.09**	**$1,177.85**
Information and Communication Technology	$159.54	$159.54	$159.54	$53.18	$531.80
Travel	$0.00	$0.00	$181.50	$0.00	$181.50
Conferences, Seminars and Training (Incl. accommodation and meals)	$0.00	$183.64	$0.00	$280.91	$464.55
Cr Maria Kerr	**$341.17**	**$518.02**	**$203.19**	**$251.38**	**$1,313.76**
Information and Communication Technology	$159.54	$159.54	$159.54	$53.18	$531.80
Travel	$181.63	$254.83	$0.00	$0.00	$436.46
Conferences, Seminars and Training (Incl. accommodation and meals)	$0.00	$103.65	$43.65	$198.20	$345.50
Cr Ranka Rasic	**$229.62**	**$505.31**	**$365.25**	**$2,031.07**	**$3,131.25**
Information and Communication Technology	$159.54	$159.54	$159.54	$53.18	$531.80
Travel	$70.08	$85.77	$205.71	$749.71	$1,111.27
Conferences, Seminars and Training (Incl. accommodation and meals)	$0.00	$260.00	$0.00	$1,228.18	$1,488.18
Cr Sam David	**$509.54**	**$323.33**	**$159.54**	**$2,073.88**	**$3,066.29**
Information and Communication Technology	$159.54	$159.54	$159.54	$53.18	$531.80
Travel	$0.00	$50.15	$0.00	$1,002.52	$1,052.67
Conferences, Seminars and Training (Incl. accommodation and meals)	$350.00	$113.64	$0.00	$1,018.18	$1,481.82
Cr Sarah Branton	**$159.54**	**$159.54**	**$159.54**	**$53.18**	**$531.80**
Information and Communication Technology	$159.54	$159.54	$159.54	$53.18	$531.80
Cr Thomas O'Reilly	**$5,593.97**	**$646.81**	**$566.03**	**$217.94**	**$7,024.75**
Information and Communication Technology	$159.54	$159.54	$159.54	$53.18	$531.80
Travel	$668.20	$233.63	$406.49	$164.76	$1,473.08
Conferences, Seminars and Training (Incl. accommodation and meals)	$4,766.23	$253.64	$0.00	$0.00	$5,019.87
Cr Thuy Dang	**$538.10**	**$301.94**	**$227.72**	**$2,080.24**	**$3,148.00**
Information and Communication Technology	$159.54	$159.54	$159.54	$53.18	$531.80
Travel	$178.56	$0.00	$0.00	$1,008.88	$1,187.44
Conferences, Seminars and Training (Incl. accommodation and meals)	$200.00	$142.40	$68.18	$1,018.18	$1,428.76
Cr Victoria Borg	**$595.62**	**$409.78**	**$331.13**	**$128.87**	**$1,465.40**
Information and Communication Technology	$159.54	$159.54	$159.54	$94.09	$572.71
Travel	$0.00	$136.60	$146.59	$34.78	$317.97
Conferences, Seminars and Training (Incl. accommodation and meals)	$436.08	$113.64	$25.00	$0.00	$574.72
Cr Virginia Tachos	**$1,088.17**	**$1,152.32**	**$1,134.12**	**$962.15**	**$4,336.75**
Information and Communication Technology	$159.54	$159.54	$159.54	$53.18	$531.80
Travel	$514.62	$849.15	$758.67	$756.12	$2,878.56
Conferences, Seminars and Training (Incl. accommodation and meals)	$414.01	$143.63	$215.91	$152.85	$926.40
Total	**$11,468.31**	**$5,088.14**	**$4,024.22**	**$8,282.81**	**$28,863.48**

Are you making a submission as an individual or on behalf of an organisation?
Organisation.

Your name: Tom Razmovski, Group Manager Operations.

Email address: [redacted]

Do you wish for your submission to remain anonymous? No, the submission is on behalf of Brimbank City Council.

The proposed regulations prescribe dates on and from when councils and Alpine Resorts Victoria must provide the four-stream services.

The four-stream waste and recycling services are:

- general rubbish,
- mixed recycling,
- glass recycling, and
- food organics and garden organics (FOGO)

The proposed regulations also outline other matters relating to auditors and infringement offences.

Do you support the commencement date of 1 July 2027 for the mandatory provision of all four service streams by councils and Alpine Resorts Victoria? No

Please provide further details on your response:

Brimbank is one of a few remaining Council's that runs in-house residential kerbside waste and recycling collection services. The key impacts for Council of the earlier implementation of the FOGO service (by July 2027) will be the supply of mobile garbage bins and procurement of waste collection vehicles and recruitment of drivers.

Brimbank alone would need approx. 100,000 mobile garbage bins for its FOGO service (25,000) and separate glass service (75,000) and possibly an additional eight collection vehicles and drivers.

All Councils will be required to implement the 4-stream system by July 2027, so there is some potential for competitive demand at this time, which could lead to cost increases or scarcity of key resources (bins, trucks and drivers particularly).

Which option would be more appropriate?

- 2027 for glass services and 2030 for FOGO services (base case)

Please provide further details on why you consider this option more appropriate:

It should be noted that the delivery timeframes for waste collection vehicles are around 18 months and there is a skill shortage in waste collection vehicle drivers.

It should also be noted that the new service offerings will likely increase the waste charge cost per dwelling and with current cost of living pressures this will contribute to hardship for some in the community.

Do you have any comments regarding the infringement or auditor provisions of the proposed regulations?

The infringement system is proposed to be in effect as the start date of the 4-Bin Service Model of 1 July 2027.

It is noted that an acceptable items list hasn't been finalised and is still evolving.

The proposed infringement system includes fines for non-compliance to the Kerbside Reform.

The Regulatory Impact Statement references the Victorian Government working in partnership with councils and the recycling industry to minimise recycling service disruption to Victorian households, including a $6.6 million relief package to alleviate financial pressure on councils that helped to reduce impacts on households and councils.

The referenced disruption to Victorian households and Council's was as a result international policy and recycling industry impacts, outside the control of local government. Whilst the intent of infringement and auditor provisions is clear to ensure the Kerbside Reform can be monitored and controlled for effective implementation, greater consideration should be given to a partnership model arrangement with greater collaboration with Council's in the first instance.

Do you have any other comments on the proposed regulations?

Whilst Brimbank Council understand the intent of the infringement and auditor provisions, greater consideration should be given to a model that embraces partnering and greater collaboration with Council's in the first instance.

Proposed Household Waste and Recycling Service Standard

The proposed service standard outlines the acceptable service arrangements, including:

- the approach to kerbside or drop-off services,
- consistent standard contents list that describes what materials can be placed into each waste and recycling stream, and
- consistent colours for each stream in relation to bin lids, labelling and signage.

Do you support the commencement date of 1 July 2027 for the service standard under section 62 of the Circular Economy Act? No.

Please provide further details on your response:

The key impacts for Council of the earlier implementation of the FOGO service (by July 2027) to align with the commencement of the separate glass collection service will be the supply of mobile garbage bins, procurement of waste collection vehicles and recruitment of drivers.

As indicated above: Brimbank alone would need approx. 100,000 mobile garbage bins for its FOGO service (25,000) and separate glass service (75,000) and possibly an additional eight collection vehicles and drivers. All Councils will be required to implement the 4-stream system by July 2027, so there is some potential for competitive demand at this time, which could lead to cost increases or scarcity of key resources (bins, trucks and drivers particularly).

The Good Practice Guidelines for Service Rates and Charges are made under Section 87 of the Local Government Act 2020. They set out what constitutes good practice by councils in the determination and declaration of Service Rates and Charges under Section 162 of the Local Government Act 1989 and any other matters related to compliance and accountability by councils. Community education and awareness programs will be an essential component to ensure the effective and efficient delivery of the proposed waste reforms, and critical to delivering on the shared objectives of the State and Local Governments in this regard. Consideration should be given to allow the costs to deliver waste education and awareness programs to be included in a separate Service Waste Charge for full cost recovery as these will have a specific and tangible benefit to each household. The Guidelines currently allow a separate waste charge for the management of waste, including transport, storage, processing and disposal and associated infrastructure, however community education and awareness programs are currently excluded.

Which option would be more appropriate?

- 2027 for glass services and 2030 for FOGO services (base case)

Please provide further details on why you consider this option more appropriate:

It should be noted that the delivery timeframes for waste collection vehicles are around 18 months and there is a skill shortage in waste collection vehicle drivers.

There would also likely be an increased cost to households for the provision of these extra services. Whilst the intent of the changes is supported, the financial impact on households must be recognised.

Do you agree with the proposed acceptable service arrangements for FOGO? Agree.

Please explain your answer:

The general requirements of Council providing a FOGO service, as a single service with combined collection of food organics and garden organics material unless this is not reasonably practicable, in accordance with section 2.1 of the Household Waste and Recycling Service Standard is considered reasonable.

Do you agree with the proposed acceptable service arrangements for kerbside collection? Agree

Please explain your answer:

The general requirements of Council providing each of the four streams of waste and recycling services as kerbside collection services unless this is not reasonably, in accordance with section 2.2.1 and 2.2.2 of the Household Waste and Recycling Service Standard is considered reasonable.

Do you agree with councils and Alpine Resorts Victoria being required to provide households with an option to opt-out of a FOGO kerbside collection service? Strongly disagree.

Please explain your answer:

Council 'strongly disagrees' that it should be responsible for auditing and managing a FOGO Opt-out service. The preference is for Council to offer a 'universal' FOGO service that is provided to all households, where practical. It is considered a home composting system would complement a FOGO service, where the choice not to use the 'universal' FOGO service would be at the discretion of the household. An Opt-out service may be practical and appropriate in some areas, but Councils should not have the obligation for compliance or the administration of this.

The Kerbside Reform proposes the FOGO to be offered as opt-out service, where residents would only be allowed to opt-out subject to an approved and audited home composting system administered by Council. The rationale is that those residents that have a compliant home composting system would not require a FOGO service. The Opt-Out FOGO service will be problematic for Councils to administer and regularly audit any home composting system; Bendigo for example, has indicted their auditing process is resource intensive and time consuming. Furthermore, residents may not understand that approval is required, based on agreed criteria, to opt-out, which may create tension with Council officers seeking to ensure compliance.

This change will be problematic and a resource burden, as Councils will need to confirm eligible households has an appropriate composting system in place that is maintained regularly.

The general requirements of Council providing a household opt-out option for FOGO service, in accordance with section 2.2.3 of the Household Waste and Recycling Service Standard are **not** considered reasonable.

Do you agree with the proposed acceptable service arrangements for drop-off services? Agree.

Please explain your answer:

The general requirements of Council providing a drop off service, in accordance with section 2.3 of the Household Waste and Recycling Service Standard are considered reasonable, if required.

Do you agree with the standard content lists for each waste and recycling stream?
Agree

Please explain your answer:

The standard contents list for glass recycling service, mixed recycling service, FOGO service and general rubbish service included in section 2.4.2, 2.4.3, 2.4.4 and 2.4.5 of the service standard and the list of items not accepted in any service at section 2.4.6 are considered reasonable, with the noted exceptions below:

Long-life cartons (e.g. soy milk, long-life milk, soup, stock, juice boxes) and soft plastics are acceptable items in accordance with Table 3 Section 2.4.3, however under processing contract arrangements, these are considered contaminants.

Should the lists be accepted, these items would require negotiations for variation to contract conditions, to ensure compliance with the service standard is achieved.

We note this may also come at a cost to residents and may not be possible to accommodate as accepted materials by some processors.

Do you have any other comments regarding the proposed service standard?

The Kerbside Reform proposes to exclude any form of plastic or cornstarch caddie bin liners and that only paper (newspaper etc..) or paper towel would be the allowable material. The rationale provided was that other than paper all other material is considered as contamination by processors.

The caddie bin liner requirements are not considered significant and can be communicated through community awareness/education programs which are currently undertaken by in-house resources.

This change is not considered significant and could be managed through education and awareness programs.

Whilst the proposed waste reforms apply to councils and Alpine Resorts Victoria (ARV) and service providers who carry out the provision of the service or services on behalf of councils or ARV, consideration should be given to regulate private waste collection service providers that provide waste collection services to households.

Setting out quality and performance standards for the private sector will enable a greater holistic approach for the objectives of a circular economy to be achieved.

Excluding private collection services from these standards sets up a two-tiered system, is inequitable and could be a perverse incentive to engage private collections rather than a Council service, in some circumstances. It also fails to achieve the circular economy objectives that have driven this change in Councils and ARV.

Regulatory Impact Statement

The Regulatory Impact Statement outlines the range of regulatory options considered to help Victoria set the standard for better recycling at home, as well as assessing the impacts of each option. A multi-criteria analysis was used to assess and consider the costs and benefits of each option. The analysis and broader context describe why the Victorian Government's proposed regulations and service standard are the preferred option.

Do you support 'Option 4 – 2027 commencement with kerbside services where reasonably practicable' as the preferred option? Yes, of the available options.

Please explain your answer:

Option 4 - 2027 commencement with kerbside services where reasonably practicable is the preferred option of the available options. Notwithstanding that Option 4 is the preferred options, it should be noted that the earlier implementation of the FOGO service (by July 2027) will be the supply of mobile garbage bins and procurement of waste collection vehicles and recruitment of drivers.

In addition, the delivery timeframes for waste collection vehicles are around 18 months and there is a skill shortage in waste collection vehicle drivers that may impact the earlier commencement of the FOGO service to align with the commencement of the separate glass collection service.

Do you have any other comments on the Regulatory Impact Statement?

The Regulatory Impact Statement could be perceived as deficient as it is based on current technology and practices and does not contemplate new technologies or approaches; that is, in future, it may be possible to collect comingled material (glass with recyclables, or FOGO with Waste) and separate and recover the materials at the point of processing. The current RIS assumes 4 streams in 4 bins only.

Submit

Inquiry into Food Security in Victoria

Submission - Brimbank City Council

July 2024

Council respectfully acknowledges and recognises the Wurundjeri and Bunurong Peoples as the Traditional Custodians of the land in the City of Brimbank, and pays respect to Elders past, present and future. For the Traditional Custodians, the lands in the City of Brimbank have always been a significant trading and meeting place.

Preamble

Brimbank City Council ('Council') welcomes the opportunity to provide a submission to the Inquiry into food security by the Victoria Legislative Council Legal and Social Issues Committee.

This submission addresses relevant questions for consideration by the Victorian Legislative Council Legal and Social Issues Committee by providing analysis of the key issues and presenting recommendations for consideration. It is informed by the knowledge of Council staff and engagement with local stakeholders, including agencies who support food insecure community members.

Contemporary and localised (i.e. postcode and local government area specific) quantitative data relating to food insecurity is largely unavailable. Therefore, the submission places a strong emphasis on sharing stories and anecdotes from Council staff and community workers that help illuminate the true experiences and consequences of food insecurity.

Council is grateful to our community service partners and staff who have generously shared their experiences and helped inform this submission.

Summary of recommendations

1. Collect and disseminate robust localised data on food insecurity over time to inform evidence-based practice.
2. Advocate to the Federal Government to raise social security payments in line with recommendations of the Interim Economic Inclusion Advisory Committee.
3. Adequately fund food relief services to meet acute need.
4. Support strategic collaboration between food relief and other community services to address underlying causes of food insecurity by connecting vulnerable community members to support services.
5. Recognise the crucial and unique role of maternal child health services in supporting adequate nutrition and food security for young children through dedicated funded training and resourcing.
6. Recognise the importance of 'third spaces,' including neighbourhood houses and libraries, in addressing food insecurity by adequately resourcing to implement long-term food security initiatives.
7. Recognise the role of schools and early years services in providing food relief and addressing food insecurity and provide adequate resourcing for this vital service.
8. Build off existing best practice examples and evidence-base in early childhood and school settings to implement initiatives that address food security in the long-term.
9. Engage meaningfully with Culturally and Linguistically Diverse (CALD) communities to ensure food security measures are appropriate for their needs.
10. Fund and support community gardens as a tool to address food insecurity and social isolation, with a focus on areas where communities experience socio-economic disadvantage.

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Introduction

The City of Brimbank ('Brimbank') is situated on the traditional lands of the Wurundjeri and Bunurong peoples, who have cared for this country for generations.

Brimbank is located in the western and north-western suburbs of Melbourne, between 11 and 23 kilometres from the Central Business District. It is a growing residential area, with substantial industrial and commercial areas. Brimbank encompasses a total land area of 123 square kilometres. Brimbank is an established middle-ring municipality with an estimated resident population of 196,046 as of June 2023.[1] It is set to grow gradually over the next 20 years. The municipality continues to attract families, with a relatively high proportion of households with children.

Brimbank is one of Australia's most culturally diverse communities, with 48% of our residents born outside Australia, and 57% speaking a language other than English at home. The proportion of Brimbank residents born in Vietnam, India, Philippines, Malta, and North Macedonia (the five main countries of birth) is greater than for Melbourne and Australia. The number of residents who speak English not well or not well at all is 13.1%, compared to 5.4% for greater Melbourne.[2] Brimbank City Council ('Council') and the community are proud of our cultural diversity and considers it as one of our core strengths and greatest assets.

Many Brimbank residents experience entrenched structural disadvantage that persists across much of Melbourne's outer suburban areas due to a range of factors such as unemployment, low levels of educational attainment, high levels of homelessness and financial / housing stress compared to Greater Melbourne and Victoria. Brimbank residents also have higher levels of modifiable health risks such as diabetes and smoking,[3] and consistently has experienced the highest losses from electronic gaming machines in Victoria[4] . Notably, Brimbank also has the highest incidence of homelessness in Melbourne's west and fifth highest in Victoria.[5]

Policy context

In alignment with the requirements of the Public Health and Wellbeing Act (2008), Council is required to develop and implement a Municipal Public Health and Wellbeing Plan (MPHWP) every four years. Council's MPHWP (integrated into its Council Plan) is being renewed in 2025. Council's approach to public health and wellbeing is guided by the Victorian Public Health and Wellbeing Plan (VPHWP), in addition to community need. The current and previous iterations of the VPHWP lists 'healthy eating' as a public health priority. [6]

The *Together We Are Brimbank Plan 2021-2025* (integrating the Municipal Public Health and Wellbeing Plan, Council Plan 2021-2025 and Community Vision 2040) lists 'Increase healthy eating, active living and physical activity' as one of five health and wellbeing priorities.

[1] .id (2021) City of Brimbank Community Profile, www.profile.id.com.au/brimbank, accessed July 2024
[2] Ibid.
[3] ibid.
[4] Australian Bureau of Statistics (2018) Census of Population and Housing: Estimating homelessness 2016, Cat. No. 2049.0
[5] Ibid.
[6] Victorian Department of Health (2024) Victorian public health and wellbeing plan 2023–27. Melbourne: State Government of Victoria

The *Brimbank Children's Strategy 2020-2024* also articulates Council's commitment to "highlight the importance of food security" under its health and wellbeing priority.[7]

Food Insecurity in Brimbank

Food insecurity exists 'whenever the availability of nutritionally adequate and safe foods or the ability to acquire acceptable food in socially acceptable ways is limited or uncertain.'[8] To this end, food insecurity can be based on having enough food (the quantity) or having inadequate quality and diversity of food and can be categorised into degrees of severity.

There is limited statistical information on food insecurity in Victoria, and no agreed approach on how food insecurity is measured across Australia.

The Victorian Population Health Survey collects some data relating to food insecurity; the 2019/20 data is displayed below. It is expected that since 2019 and 2020, food insecurity has worsened due to COVID-19 pandemic and cost-of-living crisis.

Food insecurity indicators

- **Proportion of Adults Who Consume Sufficient Fruit and Vegetables:** The proportion of adults consuming sufficient fruit and vegetables is notably low across all regions. Both Brimbank (3.4%) and the Western Public Health Unit ('WPHU') Catchment (3.2%) are slightly below the Victorian average (3.6%), indicating a widespread issue with adequate fruit and vegetable intake.
- **Ran Out of Money to Buy Food in the Last 12 Months:** In the 2020 Victorian Population Health Survey, a measure of food insecurity was the proportion of adults who ran out of money to buy food in the last 12 months (more contemporary data is unavailable). A significant proportion of Brimbank residents (10.4%) reported running out of money to buy food, which is substantially higher than both the WPHU catchment (6.3%) and the state average (5.9%). This suggests higher levels of economic hardship and food insecurity in Brimbank.[9]
- **Proportion of People Who Have Experienced Severe Food Insecurity:** The rate of severe food insecurity in the WPHU catchment (6.9%) is slightly lower than the Victorian average (8.1%). No specific data is provided for Brimbank in this category, but the high proportion of residents running out of money for food indicates potential severe food insecurity issues.

The lack of contemporary data is a significant concern to Council and its capacity to address local health and wellbeing needs. Council and its partners would greatly benefit from more recent localised (i.e. post-code specific where possible) data and research in relation to food security.

Recommendation: Collect and disseminate robust localised data on food insecurity over time to inform evidence-based practice.

[7] Brimbank City Council (2020) Brimbank Children's Strategy 2020–2024. Melbourne: Brimbank City Council
[8] Food and Agricultural Organization of the United Nations, Committee on World Food Security (2012) Report on Food Security. Rome: FAO, p. 5.
[9] Victorian Department of Health and Human Services (2021) Victorian Population Health Survey 2020: Food Security. Melbourne: Victorian Department of Health and Human Services.

Health and wellbeing indicators

Evidence demonstrates correlations between food insecurity, poor nutrition and negative physical and mental health outcomes.[10] Poor nutrition is a key modifiable risk factor correlated with cardiovascular disease, type II diabetes, cancers and dental caries.

Brimbank and WPHU Catchment residents reports poor health and wellbeing outcomes in comparison to greater Melbourne and Victoria; many of these indicators remain unchanged or have indeed worsened over time.[11]

Addressing food insecurity has significant potential to improve the health and wellbeing of the Brimbank community, preventing chronic disease, premature death and the burden of disease of the health system in Victoria.

Some key indicators of health and wellbeing in Brimbank are presented below; these have been specifically chosen due to their correlation with food insecurity.

- **Overweight or Obese (BMI ≥ 25):** Overweight and obesity rates in Brimbank (52.6%) are higher than the Victorian average (51.0%) WPHU catchment (48.9%).[12]

- **Type II Diabetes:** Brimbank has a significantly higher incidence rate of diabetes compared to broader regions.
  The number of diabetes cases in Brimbank is 12,507, with a standardised ration (age-standardised rate) of 141, which is markedly higher than the Greater Melbourne standardised ratio (SR) of 103, the Victoria SR of 101, and the national SR of 100.[13] This indicates that diabetes is more prevalent in Brimbank than in the wider Melbourne area, the state of Victoria, and Australia as a whole.
  In addition, premature mortality from diabetes is approximately 44% higher than the Victorian average in Brimbank.[14]

- **High or Very High Psychological Distress:** Psychological distress levels are high across all regions, with Brimbank (25.3%) experiencing slightly higher rates than the WPHU catchment (24.4%) and Victoria (23.5%).

- **Dental caries:** Tooth decay is largely preventable by diet and good oral hygiene. In Brimbank, the average number of decayed, missing or filled teeth per child is more than double that of Victoria in children 0 to 5 years old, and1.5 times more in children 6 to 12 years old.[15]

[10] Gundersen, C. and Ziliak, J.P. (2015). Food insecurity and health outcomes. Health Affairs, 34(11), pp.1830-1839.
[11] Victorian Department of Health and Human Services (2021) Victorian Population Health Survey 2020: Food Security. Melbourne: Victorian Department of Health and Human Services.
[12] Victorian Department of Health and Human Services (2021) Victorian Population Health Survey 2020: Food Security. Melbourne: Victorian Department of Health and Human Services
[13] Public Health Information Development Unit (PHIDU), Torrens University Australia (n.d.) Social Health Atlases of Australia: LGAs. Adelaide: PHIDU, Torrens University Australia
[14] Ibid.
[15] Dental Health Services Victoria (2020) Oral health data by area 2017-2019 Profiles [Internet]. [cited 2023 May 22]. Available from: https://www.dhsv.org.au/oral-health-programs/LGA-oral-health-profiles

Role of poverty in food insecurity

The greatest predictor of food insecurity is financial distress, and food insecurity rarely exists in isolation from other vulnerabilities.[16] Given the high rates of financial distress and high levels of socio-economic disadvantage in Brimbank, it is unsurprising that food insecurity impacts a significant proportion of community members.

Australia-wide survey shows that more than 60% of those facing financial stress reported higher levels of food insecurity than those who are financially stable. Of respondents aged 18 to 44, approximately 70% of those reporting high levels of financial stress also reported experiencing food insecurity. Women were more likely to report both eating less and skipping meals (12.2% for women and 8.6% for men), especially for those aged 18 to 44 (19% for women and 14.5% for men).[17]

Census data indicates Brimbank is the second most disadvantaged local government area (LGA) in greater Melbourne and the third most disadvantaged LGA in Victoria. Our residents are more socio-economically disadvantaged than residents in Victoria and Australia overall. In Brimbank, 40% of the population – nearly 77,000 people – live in the lowest decile of relative disadvantage for Australia.[18]

The ongoing cost of living crisis has intensified existing vulnerabilities, making it increasingly difficult for many residents to afford basic necessities, including food. Across the board, more people are turning to emergency food relief agencies and Council for support, and agencies are facing unprecedented demand.

Feedback from community service providers revealed that residents were being forced to choose between food and other basic necessities.

> *"There is also an example of a neighbour, has a wife and three children of school age, he lost his job and has to wait for six months for Centrelink to process his eligibility to be able to be entitled to go to the Food Bank. I directed him to a Food Bank, who was able to help and assured he was a genuine case. Again, there is a gap in the system, where people become unemployed and the length of time to process through Centrelink is long and what happens to the families in the meantime – it needs to be addressed."*
>
> (Consultation participant)
>
> *"An example, a father that has six children and no sick leave and is working, having to take unpaid leave, the priority is paying the rent and bills, as well as feed the six children. Has had to come in and ask, as have not used Food Banks before, ask for assistance and help. There are gaps too, the working poor, if you are ill and have to stay home or you can't stay home and you have small children, because somebody has to earn some money."*
>
> (Consultation participant)
>
> *"Another example, one of the staff saw in a setting saw a parent had a food voucher, given by a family support services agency, this parent was wanting to sell their food voucher, in*

[16] Botha, F., Payne, A.A., & Gamarra Rondinel, A. (2023). Taking the Pulse of the Nation: Informing Australian Economic & Social Policy. Melbourne Institute & Roy Morgan.
[17] Ibid.
[18] id (2021) City of Brimbank Community Profile, www.profile.id.com.au/brimbank, accessed July 2024

order to get the money and purchase pain killers, because the parent was in severe pain and did not have the money to buy medications."

(Consultation participant)

"Witnessed one parent wanting to swap their food voucher (received from family services) for money in order to buy medicine. Basically, the parent wanted to sell their food voucher in order to buy medicine as they cannot afford."

(Consultation participant)

The Inquiry must recognise the crucial role of increasing social security, notably Jobseeker and Youth Allowance, to adequate levels to ensure the risk of food insecurity in vulnerable communities is reduced. This aligns with recommendations of the Interim Economic Inclusion Advisory Committee, who state "all indicators available to the Committee show current rates of these payments are seriously inadequate, whether measured relative to the National Minimum Wage, in comparison with pensions, or against a range of income poverty measures. People on these payments face the highest levels of financial stress in Australia."[19]

Recommendation: Advocate to the Commonwealth Government to raise social security payments in line with recommendations of the Interim Economic Inclusion Advisory Committee

Emergency food relief

Emergency food relief largely addresses the symptoms of food insecurity as opposed to the root causes. Ideally, food relief should be provided for short periods of acute need, or as a 'stopgap' instead of a solution to chronic food insecurity. Nevertheless, many communities in Brimbank rely on food relief and will continue to do so for as long as the root causes of food insecurity and entrenched disadvantage are not addressed.

As the cost-of-living crisis worsens, local agencies and food banks also reported an influx of community members accessing food banks for the first time. Council partners who supply food parcels report tightening their criteria for accessing food relief, leading to situations where they must turn away individuals and families in need.

Demand is growing all the time in the face of what really is a cost-of-living crisis. More and more people are inquiring and attending for food. Our policy is that we cannot afford to allocate any more resources to the Food Bank than we already do, and so our response has been to toughen eligibility criteria to keep the program the same size.

To this end we have now moved all of our pensioner families, aged, disability, and carers from a three week to a six-week rotation. We have kept three-week rotations for people in less fortunate circumstance such as people on jobseeker payments who are in private rentals or rooming houses etc.

The cost of purchasing food from Food Bank Victoria has also doubled in the past year as they receive less donated food and spend more to buy food in. It is always a struggle to get enough supplies of food to keep the program running. All agencies that provide

[19] Commonwealth of Australia, 2023; Interim Economic Inclusion Advisory Committee 2023–24 Report to Government

this service are experiencing the same issues and many are cutting back services or stopping them all together.

About half of our Food Bank costs are funded with the other half coming directly from our bottom line.

(Consultation participant)

It is well documented that food relief acts as a critical connector to other services, as it often serves as the initial point of access to social services due to the immediate need to alleviate hunger.[20] When food relief services also offer holistic wraparound services, they also provide an important mechanism for early intervention by connecting individuals to essential services such as health care, emergency housing, and employment support. [21]

Case study: Tin Shed Emergency Relief Sessions

The Tin Shed in St Albans provides emergency food relief through the distribution of food parcels to vulnerable community members, including those with a healthcare card.

IPC Health, a local community health service, collaborates with Tin Shed to offer a monthly emergency relief and advice session in St Albans. This co-location approach invites community organisations, including health, legal, and housing services, as well as government agencies and Council, to participate in the sessions, providing holistic support to community members.

By bringing diverse services together in one place, this model simplifies access and encourages community engagement with essential resources. The initiative attracts a wide range of community members and volunteers, fostering a supportive environment where immediate needs are met, and underlying issues such as health, housing, and legal concerns may be addressed.

This integrated method demonstrates an effective strategy for tackling food insecurity by connecting individuals to the broader network of support services they require.

Reliance on food banks and third sector organisations amongst the Brimbank community ultimately does little to address underlying causes of food insecurity. However, it provides a vital service that should be sufficiently and adequately resourced, in addition to longer term solutions.

Recommendation: Adequately fund food relief services to meet acute need.

Recommendation: Support strategic collaboration between food relief and other community services to address underlying causes of food insecurity by connecting vulnerable community members to support services.

[20] Pollard, CM & Booth, S 2019. 'Food Insecurity and Hunger in Rich Countries-It Is Time for Action against Inequality'. International journal of environmental research and public health, 16, 10. 10.3390/ijerph16101804.

[21] Department of Social Services (n.d.) Review of Commonwealth-funded Emergency and Food Relief Services. [Internet]. Available from: https://www.dss.gov.au/review-of-commonwealth-funded-emergency-and-food-relief-services [Accessed 24 Jul. 2024].

Key population groups

Young families

Adequate nutrition in early childhood is crucial for developmental and lifelong health outcomes. Food insecurity in early childhood contributes to adverse child development outcomes across cognitive and behavioural domains. [22]

In Brimbank, many young families rely on third party organisations to provide adequate nutrition to infants. The price of formula is cost prohibitive to low-income families across Victoria. Reports indicate that some families water down the formula to make it last longer, which impacts an infant's nutritional intake, or they switch to cow's milk earlier than recommended before their developing digestive system can process the milk correctly. Third party organisations report to Council that they are currently unable to meet demand for formula, with 11% of requests not being able to be filled due to stock shortages.

Local governments are uniquely placed to engage with young families, due to their interface with young families through maternal child health and early years programs.

Maternal child health (MCH) nurses already play a crucial role in supporting infants and young children in their first 2000 days of life through provision of support with child and health development. They can support food security through providing support with breastfeeding, infant and child nutrition and screening for food insecurity.

While these activities already form part of their remit, there is further potential to support and resource MCH nurses to leverage established professional relationships and provide non-judgemental support to food insecure young families.

Case study: in-language resources to encourage healthy lifestyle habits

INFANT (INfant Feeding, Active play, and NuTrition) program is recognised by the US Center for Disease Control as a highly effective model for combating food insecurity and fostering community health through early intervention.

The Western Public Health Unit (WPHU) and Deakin University's Institute for Physical Activity and Nutrition (IPAN) collaborated to adapt and translate INFANT program resources for culturally and linguistically diverse families in Melbourne's west. The project translated resources into Punjabi, Hindi, Urdu, Arabic, Mandarin, and Vietnamese supporting CALD families to promote healthy lifestyle habits from infancy. 44% of the Western Health catchment speak a language other than English, meaning the initiative provides critical access to evidence-based nutrition and active play information for new parents.

Recommendation: Recognise the crucial and unique role of maternal child health services in supporting adequate nutrition and food security for young children through dedicated funded training and resourcing.

[22] Gallegos D, Eivers A, Sondergeld P, Pattinson C. Food Insecurity and Child Development: A State-of-the-Art Review. Int J Environ Res Public Health. 2021 Aug 26;18(17):8990. doi: 10.3390/ijerph18178990. PMID: 34501578; PMCID: PMC8431639.

Young people

Young people's experiences of food insecurity are unique and require tailored solutions that address their specific needs.

Australia-wide research suggests that in 2021, 20.8% of young Australians had experienced food insecurity in the previous two years.[23] Council partners working directly with food insecure young people report that shame, embarrassment, and stigma present a barrier for young people accessing the necessary support they need; this reflects the wider evidence-base.[24] The ramifications for this avoidance are wide-reaching. Young people may resort to shoplifting to meet their basic needs, leading to criminalisation, and unnecessarily pushing young people into the youth justice system for "offences of necessity." Addressing this issue requires a paradigm shift in how authorities view and respond to these acts, advocating for a more compassionate approach that recognises and addresses the underlying crisis of food insecurity for young people.

Tailored solutions that address the specific needs of young people are essential in combating food insecurity. Schools can play a pivotal role by providing safe, stigma-free access to food for unaccompanied minors and those from culturally diverse backgrounds. Additionally, food programs should be adapted to respect cultural preferences, ensuring that children do not feel ashamed of the food they bring to school. By integrating these solutions, we can alleviate some of the mental health burdens faced by both children and parents, who may feel the weight of not being able to provide adequate food.

> *Working with young people who, talking about the relationship between poverty and food insecurity, there is also a large relationship around attachment to shame. A lot of young people that I have talked to, do not want to be seen to be having to go to a food bank, or somewhere that labels or immediately identifies them visibly, as experiencing homelessness or experiencing poverty. Young people that I have been talking to, said they would potentially go and shoplift food, rather than have to stand in a line, to be seen and be visibly labelled. Moving into criminalisation then, simply because children and young people are trying to have their basic needs met, bringing them into the youth justice system, simply out of necessity. Crimes or offences of necessity shouldn't be happening and maybe if we can circumvent any of those shoplifting events, through alternate services, Council could have a voice in that, to be able to ensure that police are not looking at this purely through a punitive lens and looking at it through the lens that there is this crisis and there is food shortage and that potentially a young person is committing an offence of necessity. It should be treated as such and not penalised.*
>
> (Consultation participant)

Children

Children's experiences of food insecurity profoundly impact their health, development, and overall wellbeing. Poor nutrition due to inadequate intake of essential nutrients can hinder developmental milestones and lead to long-term health issues. Food insecure children are

[23] Waite, C., Gallo Cordoba, B., Walsh, L, Mikola, M., & Cutler, B. Realities of Food Insecurity for Young People: Insights from the 2021 Australian Youth Barometer. Monash University, Melbourne: Centre for Youth Policy and Education Practice; 2022. DOI: 10.26180/20128370

[24] Ibid.

more likely to consume cheap, energy-dense foods high in fat and sugar, resulting in increased risks of obesity and health problems, which are disproportionately prevalent in Brimbank.

Food insecurity amongst young families results in higher rates of absenteeism and low attendance in educational settings, as children without adequate food are less likely to attend school or kindergarten, impacting their learning and development.

Addressing food insecurity must also consider the unique experiences of unaccompanied minors. Agencies report that many of the systems aiming to support vulnerable cohorts are reliant on the assumption that a parent / caregiver / protective adult is present in their lives and able to access services and support on their behalf. This assumption results in children and young people not receiving the care and support that they need.

Leveraging schools and early childhood education services as key providers of food relief is an effective way of supporting food security. Schools can create environments where food is readily accessible without stigma, through initiatives like breakfast clubs, swap pantries, and collaborations with organisations such as OzHarvest. These programs not only ensure children receive nutritious meals but also foster a sense of community and support among families and communities. Activity-based food relief programs that engage children in positive and non-stigmatising ways can help mitigate feelings of shame and encourage them to seek the support they need.

Council heard numerous examples of activity-based food provision as an effective measure to address food insecurity by supporting young people to access a wide range of services.

Recommendation: Recognise the role of schools and early years services in providing food relief and addressing food insecurity and provide adequate resourcing for this vital service.

Recommendation: Build off existing best practice examples and evidence-base in early childhood and school settings to implement initiatives that address food security in the long-term.

CALD communities

Culturally and linguistically diverse communities are a key cohort that are vulnerable to food insecurity in Australia.[25] As highlighted, Brimbank is one of the most culturally diverse communities in Australia, with 48% of our residents born outside Australia, and 57% speaking a language other than English at home. Brimbank is also home to many newly arrived communities, including refugees and people seeking asylum; this demographic experience further barriers to accessing food relief and often do not have access to social security.

Consultation indicated that CALD families in Brimbank report not accessing foodbanks despite need, due to the lack of culturally appropriate food choices, transport barriers and knowledge of local support agencies.

[25] Bowden, M. (2009) Understanding food insecurity in Australia. [Internet]. Available from: https://aifs.gov.au/sites/default/files/publication-documents/2009_cfca_understanding_food_insecurity_in_australia_0.pdf [Accessed 24 Jul. 2024]

Meeting the specific needs of CALD will vary across Local Government Areas (LGAs) and cultural group's specific needs. Solutions to food insecurity must be sensitive to the needs of CALD communities and engage CALD communities deliberately and meaningfully to ensure appropriateness.

Recommendation: Engage meaningfully with CALD communities to ensure food insecurity measures are appropriate their needs.

The role of third spaces

The critical role of 'third spaces' cannot be understated, and Council plays a crucial role in providing these at a local level, in particular Neighbourhood Houses and Libraries.

These community facilities already play a critical role in supporting vulnerable communities to access free and low-cost support and activities. The benefit of libraries and neighbourhood houses lies in their ability to draw in groups that typically would not feel comfortable accessing emergency relief services, including food banks, potentially out of fear and shame.

The COVID-19 pandemic demonstrated how neighbourhood houses and libraries can be mobilised in times of crisis to address immediate emergency needs. They also highlighted the importance of 'third spaces' as trusted local community hubs for accessing essential services. There is further potential to utilise these services as tool for supporting long term solutions to food insecurity, not just during times of crisis.

As the level of government closest to community, local government presents a perfect opportunity to engage with vulnerable communities to address food insecurity. By adequately funding and mobilising these community resources, governments and local councils can enhance their capacity to provide timely and effective food relief.

Case study: Seed library

In collaboration with the Climate Emergency & Environment Team, Brimbank Libraries is launching a seed library on July 24, for borrowers keen to start a sustainable garden. The seed library works on the basic principles of *borrow, grow, harvest, donate* - enabling customers to borrow a packet of seeds they can grow at home in a pot, then harvest the seeds and donate them back to the library for other customers to borrow and enjoy, all while reaping the benefits of home grown produce. Each Brimbank library member will be able to borrow one packet of seeds per month. For each donation to the Brimbank Seed Library, members will be able to borrow an additional packet of seeds.

Case study: Neighbourhood Houses COVID-19 emergency food relief response

Council's Neighbourhood Houses Unit (NHU) played a key role in supporting emergency food relief to the Brimbank community during the pandemic. This was funded by the Department of Premier and Cabinet and coordinated by the Community Strengthening Unit.

In June 2021 the Neighbourhood House Unit worked in partnership with The Tin Shed, a local neighbourhood house, to increase emergency food relief to the residents of Brimbank. Through

that partnership, 120 families were assisted through the Tin Shed and 200 boxes a week were distributed via Council and non-Council Neighbourhood Houses and Community Centres to the local community. The partnership included the employment of three young Brimbank residents from disadvantaged backgrounds to pack the food boxes.

Recommendation: Recognise the importance of 'third spaces,' including neighbourhood houses and libraries, in addressing food insecurity by adequately resourcing to implement long-term food security initiatives.

Role of the urban environment and food insecurity

Urban spaces can play an important role in enhancing food security and creating healthy food environments by ensuring that all residents have reliable access to affordable, nutritious food. By strategically designing urban spaces, designers can integrate food production and distribution systems within the city infrastructure and avoid 'food deserts'[26].

This may include creating community gardens, and farmers' markets that provide fresh produce locally. However, the Brimbank story demonstrates that proximity to fresh food alone is not sufficient in addressing food insecurity. In Brimbank, some of the areas with access to high numbers of independent fresh food outlets (i.e. St Albans) and public transport options, which are said to be indicators of healthy food environments also coincide with high levels of poverty, preventable disease and food insecurity. Conversely, suburbs in Brimbank with higher socio-economic advantage and lower rates of preventable disease (i.e. Keilor, Taylor's Lakes) would by most measures be considered to be unhealthy food environments and have limited access to fresh and diverse food options.

This is not to discredit the importance of creating supportive environments but highlights that structural approaches to addressing entrenched disadvantage needs to occur in tandem with urban design and localised food supply solutions.

Community gardens

Community gardens are a commonly cited solution to addressing food insecurity, and when implemented effectively have a range of benefits, including reducing food insecurity, improving dietary intake of fresh fruits and vegetables and preventing social isolation.

In the local government context, community gardens are often the key mechanism in which food insecurity is addressed. The strength of community gardens lies in their ability to enable people to grow their own food, and produce food in a wider community context, addressing the food needs of the community as a whole. Community gardens demonstrate the possibility of intensive, innovative urban agriculture to produce a significant amount of food from a small plot and support food systems.

However, community gardens are not a silver bullet, and are not a suitable solution for all community needs, nor do they address food insecurity on a mass scale. To be effective, they often require sustained and significant resourcing, access to suitable land and materials and

[26] [26] Hector, D., Boylan, S. and Lee, A. (2016) Healthy food environment scoping review. Sydney: Physical Activity, Nutrition and Obesity Research Group..

volunteers. This can place cost burdens on local governments, who already operate in a financially limiting environment.

For LGAs like Brimbank, where socio-economic disadvantage is high, community gardens require dedicated resourcing and paid staff to operate, unlike some socio-economically advantaged neighbourhoods who may be able to rely on community volunteers and require less government support.

Case study: World Food Garden program – Growing Healthy Communities

The World Food Garden program was a short-term initiative designed to create a culturally diverse and inclusive food garden at Westvale Community Centre. Working with community members from diverse nations and cultures in Oceania, Pasifika and Africa, the program aimed to create an engaging, participatory and joyful space to grow food and share knowledge.

Through food growing, gardening education, artwork and inter-generational knowledge sharing the World Food Garden program created an opportunity to learn about diverse cultures and build social connections. The program was devised and funded by Brimbank City Council and delivered by Sustain: The Australian Food Network.

The Growing Healthy Communities (GHC) project, led by Brimbank City Council, aimed to enhance community engagement, social cohesion, and capability among young people, women, and culturally and linguistically diverse (CALD) communities in Brimbank.

Through a community food sharing and garden program, GHC provided hands-on horticultural training to participants, enabling them to grow and harvest fresh produce. This produce was then used to prepare meals for themselves and vulnerable community members. The project engaged 113 locals, including 88 from CALD backgrounds, 90 women, and 18 young people. GHC's activities included constructing and maintaining a community garden, organising 89 community lunches, and offering horticultural, hospitality, and retail training through Jesuit Community College. The project also featured guest speakers from various organisations, addressing topics like drug and alcohol issues, respectful relationships, and other local services.

The GHC project successfully met most of its goals, with positive impacts on social cohesion and community engagement. Participants reported increased confidence, self-esteem, and a sense of connection with their local community. Practical training provided through the project helped 76 participants develop vocational skills, particularly in horticulture and food preparation. Over 1200 community members accessed the food and meals provided.

The strong partnership between Brimbank City Council and Jesuit Social Services was instrumental in achieving project goals, although sustaining the initiative beyond the project funding period requires ongoing funding and dedicated champions.

Recommendation: Fund and support community gardens as a tool to address food insecurity and social isolation, with a focus on areas where communities experience socio-economic disadvantage.

Conclusion

Food security is a significant issue for the Brimbank community, primarily due to the entrenched structural disadvantage that persists across much of the municipality. The current cost-of-living crisis has exacerbated this disadvantage and experiences of food insecurity and will continue to do so without intervention.

Addressing food insecurity requires a multifaceted approach that holistically identifies and addresses the root causes of food insecurity, not just the symptoms. While local governments are well placed to play a key role in addressing food insecurity at a local level, addressing the structural barriers requires government investment and support.

Council is committed to working with all stakeholders to develop and implement effective solutions to food insecurity. We welcome the opportunity to contribute to this vital inquiry.

Contact

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VICTORIA State Government | Government Services

Draft Model Councillor Code of Conduct for feedback

Purpose of the Model Councillor Code of Conduct

Councillors are democratically elected to represent their communities and are expected to conduct themselves appropriately in all aspects of their public life.

The Model Councillor Code of Conduct (Model Code) sets out the individual standards of conduct expected to be observed by Councillors in the course of performing the role of a Councillor. Conduct that does not meet these standards can disrupt council business and prevent councils from serving the interests of their communities.

Background

From 26 October 2024, all Councillors must observe the Model Code made under section 139 of the *Local Government Act 2020* (the Act). The Model Code must be prescribed in regulations and ensure consistent standards of behaviour are observed across Councils.

Before assuming office, Councillors must make an oath or affirmation of office, declaring that they will faithfully and impartially carry out and exercise the functions, powers, authorities and discretions under the Act and any other Act to the best of their skill and judgement. Councillors must also declare that they will abide by the Model Code and uphold the standards of conduct contained in the Model Code.

The Model Councillor Code of Conduct should be read in conjunction with the relevant legislation and council policies referenced in this document.

Guidance material will also be provided to Councillors to support their understanding of the Model Code, including guidance on when a Councillor is considered to be performing the role of a Councillor, examples of the kinds of conduct that may amount to a breach of the Model Code, guidance on other conduct prohibited under the Act (including bullying, sexual harassment, misuse of position etc) and information about what resources and support are available to Councillors.

Design Principles

The following design principles have been developed to guide the development of the Model Councillor Code of Conduct:

1. **A code of conduct is not just a statement of ethics. It must go beyond that and describe specific behaviours that are required and prohibited.**

Consistent with the current standards of conduct, it is intended that the Model Code not just set out high level principles of appropriate conduct but comprise of specific behaviours that councillors must comply with.

2. **The behaviours described in a code must be necessary for the proper and ethical performance of the role of a councillor. It should not just cover operational matters.**

   The Model Code needs to reflect the statutory role of a councillor as provided for under section 28 of the Act. It should also reflect community expectations of how those holding public office should conduct themselves ethically and professionally and provide a clear frame of reference of acceptable behaviour to promote high standards of conduct and effective decision-making.

3. **The Model Code must be able to be readily understood by councillors and council staff.**

   The Model Code should clearly define the conduct that is required or prohibited. This will be further supported by guidance that will set out examples of what a breach of each of the elements involves.

4. **The behaviours described in a Model Code must be capable of being enforced through an internal arbitration process. Councillors should be able to be held accountable for their conduct.**

   The conduct set out in the Model Code must be clearly defined so that a breach can be enforced by an Arbiter through internal arbitration processes.

Breach of the Model Councillor Code of Conduct

A failure to behave in the ways described in the Model Councillor Code of Conduct may lead to a finding of misconduct and the imposition of sanctions by an arbiter under section 147 of the Act.

Applications for an internal arbitration process can only be made by a council, a councillor or a group of councillors.

It is the responsibility of every councillor to promote compliance with the Model Councillor Code of Conduct and hold each other accountable.

Applications that are frivolous, vexatious, misconceived or lacking in substance will not be accepted by the Principal Councillor Conduct Registrar.

If council staff or community members have concerns about councillor conduct that is a potential breach of the Act, they can lodge a complaint with the Local Government Inspectorate.

If councillors, council staff or community members become aware of any suspected, potential or actual fraudulent, criminal, unethical or corrupt behaviour this should be reported, as soon as practicable, to the Chief Executive Officer and the appropriate integrity body (eg, the Local Government Inspectorate, the Ombudsman, IBAC).

Contents of the Model Councillor Code of Conduct

Feedback is sought on the below draft Model Councillor Code of Conduct.

1. Performing the role of a Councillor

(1) Councillors must do everything necessary to ensure that they perform the role and responsibilities of a councillor effectively and responsibly, including by:

(a) representing the interests of the municipal community by considering and being responsive to the diversity of interests and needs of the municipal community;

(b) being fit to conscientiously perform the role of a Councillor when acting in that capacity or purporting to act in that capacity;

(c) diligently using Council processes to become informed about matters which are subject to Council decisions;

(d) recognising the role of a Councillor does not include the performance of the Chief Executive Officer and not seeking to interfere with operational matters that fall under the responsibility of the Chief Executive Officer; and

(e) recognising and supporting the mayor in the performance of the role of mayor.

2. Behaviours

(1) Councillors must treat others with dignity, fairness, objectivity, courtesy and respect, including by:

(a) not engaging in demeaning, abusive, obscene or threatening behaviour or communications;

(b) not engaging in behaviour or communications that may perpetuate disadvantage, stigma, stereotyping, prejudice or aggression against a person;

(c) working respectfully and meaningfully with traditional owners, Aboriginal Community Controlled Organisations and Aboriginal communities in the municipal district to progress Aboriginal self-determination and reconciliation;

(d) supporting the Council in fulfilling its obligation to achieve and promote gender equality; and

(e) ensuring behaviour and interactions with children are in line with the Council's policy and procedures and obligations as a child safe organisation.

(2) Councillors must, as individuals in the workplace, take reasonable care to protect their own health and safety as well as the health and safety of others in the workplace by:

(a) adhering to the systems and policies put in place by the Chief Executive Officer to manage risks to health and safety in the workplace to the extent that it applies to councillors; and

(b) attending and participating in any required training provided by the Chief Executive Officer to manage risks to health and safety in the workplace.

(3) Councillors must recognise that the Chief Executive Officer is responsible for council staff, which includes appointing, directing, and managing staff, and act in accordance with

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any policy, practice or protocol developed and implemented by the Chief Executive Officer in accordance with section 46 of the Act for managing interactions between members of council staff and councillors.

(4) Councillors must not harass, victimise, vilify or unlawfully discriminate against a person on the grounds of an attribute listed in section 6 of the *Equal Opportunity Act 2020*.

3. Good governance

(1) Councillors must comply with the following Council policies and procedures required for delivering good governance for the benefit and wellbeing of the municipal community, by:

(a) adhering to the Council's Governance Rules developed, adopted and kept in force by the Council under section 60 of the Act in so far as they relate to:

(i) conduct in Council meetings or delegated committee meetings;

(ii) requesting and approval of attendance at Council meetings and meetings of delegated committees by electronic means of communication; and

(iii) adhering to the Council's Election Period Policy made under section 69 of the Act and ensuring that council resources, equipment, facilities and information are not misused for electoral purposes;

(b) acting in accordance with the Council's Councillor Gift Policy adopted under section 138 of the Act;

(c) using council resources responsibly in accordance with the Council Expenses Policy adopted and maintained under section 41 of the Act;

(d) ensuring that Council information provided in confidence is handled in accordance with the Council's policy for managing confidential information [Please note it is the intention that the regulations will require all Councils to adopt a Council Confidentiality Policy]; and

(e) complying with any directions of the Minister issued under section 175 of the Act.

4. Integrity

(1) Councillors must act with integrity, exercise reasonable care and diligence and avoid any action which may diminish the public's trust and confidence in the integrity of local government, including by:

(a) ensuring that their behaviour does not bring discredit upon the Council;

(b) not misleading the Council or the public about any matter related to the performance of their public duties; and

(c) acting in accordance with the Council's Councillor social media policy [Please note it is the intention that the regulations will require all Councils to adopt a Councillor Social Media Policy].

(2) Councillors must not seek preferential treatment in their private, personal or business dealings with the Council.

5. The Model Councillor Code of Conduct does not limit robust public debate

(1) Nothing in the Model Councillor Code of Conduct is intended to limit, restrict or detract from robust public debate of issues in a democratic system.

Council policies relating to good governance

Feedback is also sought on whether all Councils should be required to have a confidentiality policy and a Councillor social media policy that are made mandatory through the Model Councillor Code of Conduct.

The purpose of a confidentiality policy is to protect council information that is provided to councillors to assist them in the performance of their role but that needs to be managed securely prior to a Council decision on the matter being made.

The purpose of a Councillor social media policy is to provide guidance to councillors on what is appropriate use of social media so that councillors can express their personal views without misleading the community or breaching the Model Councillor Code of Conduct.

1. Council required to develop, adopt and maintain policies relating to good governance

(1) A Council must develop, adopt and maintain the following policies in relation to good governance on any prescribed matters to support a Councillor to perform their role in accordance with section 28:

(a) a confidentiality policy; and

(b) a councillor social media policy.

(2) A Council's confidentiality policy must include procedures regarding access and non-disclosure of Council documents that must be managed securely as a matter of good governance.

(3) A Council's Councillor social media policy must include:

(a) clear guidance on the appropriate use of social media by Councillors in the performance of the role of a Councillor consistent with their obligations under the Model Councillor Code of Conduct;

(b) the rights of a Councillor to express an independent view consistent with the *Charter of Human Rights and Responsibilities Act 2006*; and

(c) a requirement for Councillors to make it clear when they are expressing an independent view that their comment is their personal view and does not represent the Council.

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VICTORIA State Government | Government Services

Mayoral and councillor training

Overview

Purpose

Mandatory training is intended to ensure that mayors and councillors are equipped with the knowledge and skills they need to effectively perform their roles throughout the council term. Councillors are elected to represent their communities in long-term strategic planning and decision-making that often affects outcomes for the whole municipality.

Background

From 26 October 2024, the *Local Government Act 2020* (the Act) will require all councillors to complete councillor induction training within four months of being sworn in as councillor, and professional development training annually beginning in the first full calendar year after being elected. In addition, mayors (including acting mayors appointed for at least one month) and deputy mayors must complete mayoral training within one month of being elected to the position. The council's Chief Executive Officer (CEO) is responsible for ensuring that mandatory training is available as required. The matters to be addressed, completion timelines and the conduct of training is to be prescribed in regulations.

Design Principles

The following principles will inform the design and delivery of the training:

1. **Alignment to key legislative requirements for councillors:**

   Training is aligned to the role of a council (sections 8 and 9), the role of a councillor (section 28) and the various statutory decisions councils are required to make under the Act. It is not intended to capture legislative requirements that rest with the CEO or council staff.

2. **Balancing consistency with local needs**

   The training is flexible enough to ensure consistency across the sector while enabling councils to tailor training to their local needs.

3. **Progressive learning and development**

   The training is designed to progressively equip councillors with the **information**, knowledge and skills they need over their term and to further develop and strengthen this capacity whilst ensuring councillors are up to date with current information relevant to their councillor role.

4. **Cost effectiveness**

   The training can be designed and delivered within and using existing resources as much as is reasonably practicable, and supports access for councils with limited resources.

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Proposed structure of the training

The following table provides an outline of the proposed structure of the training. More detail on the proposed structure for each type of training is included in subsequent sections.

Type of training	Overview
Mayoral training	Designed to equip mayors and deputy mayors with the knowledge and skills to effectively perform their leadership roles. Five topics, reflecting four themes, aligned to the key requirements of the role of mayor are proposed.
Councillor induction training	Designed to equip councillors with introductory knowledge and skills to understand and perform their roles and cultivate an environment of transparency, honesty, integrity and trust between councillors and between councillors and the CEO and senior staff. Eight topics, reflecting seven themes, aligned to the key requirements of the role of councillor are proposed.
Professional development training	Designed to ensure councillors can perform their roles and understand their responsibilities at the level expected by their communities. Fourteen topics, reflecting eight themes, aligned to the key requirements of the role of a councillor are proposed. It is proposed that councillors would complete the 15 topics across the term. This could be achieved either by councils determining which topics to address each year based on a minimum number of topics to be completed annually, or annual topics prescribed for all councils.

It is also proposed to enable councils to determine elective topics. This will include the option to undertake refresher training on any topic from induction, any other topics determined by the council, and mayoral training for other councillors who wish to complete it.

Mayoral training

Theme	Potential topics
1. **Roles and responsibilities** *Knowledge about the roles and responsibilities of the mayor and deputy mayor and support for the roles.*	**1.1 Roles, responsibilities and support for the mayor and deputy mayor** This may include: • Roles and powers of the mayor and deputy mayor • Working as a leadership team of the elected councillors • Support for performing the roles, including allowances
2. **Chairing meetings** *Knowledge and skills related to the mayor's role as the Chair of council meetings.*	**2.1 Effectively chairing meetings** This may include: • Assisting the CEO to develop the agenda • Preparing for the meeting • The role of the Chairperson • Supporting robust public debate • Managing time • Managing conflicts of interest • Using the casting vote • Applying the Council's Governance Rules
3. **Engagement** *Knowledge and skills related to the role as the principal spokesperson for the council and the leader*	**3.1 Acting as the Council's principal spokesperson** This may include: • Role in relation to the Council Plan • Communication and public speaking • Speaking to the media • Effective advocacy

Theme	Potential topics
of civic and ceremonial duties.	• Performing civic and ceremonial duties

4. Leadership
Knowledge and skills related to the mayor's role as the leader of the elected body of councillors.
	4.1 Helping councillors understand and perform their role
	This may include:
	• Building and maintaining relationships between councillors, including:
	  ○ Leading the councillors
	  ○ Helping the councillor group work together
	  ○ Helping resolve conflict and disputes
	  ○ The role of the mayor in the Model Councillor Code of Conduct and the internal resolution procedure
	• Helping individual councillors, including:
	  ○ Understanding the skills and challenges for a councillor
	  ○ Demonstrating conduct that meets expected standards
	  ○ Supporting a new councillor (including a first-term councillor or a councillor new to the Council)
	  ○ Leadership skills needed to assist a councillor (e.g., coaching, mentoring and feedback techniques)

	4.2 The relationship between the mayor and CEO This may include: • The importance of the relationship • Establishing good communication and role clarity • Key mayoral responsibilities relating to the CEO (such as leading the performance review process)

Councillor induction training

Theme	Potential topics (* = NEW topics not currently covered by councillor induction)
1. **Working together** *Introductory activities collectively determined by the councillor group to build relationships, connection and trust between councillors to support working as a cohesive group and holding each other to account.*	**1.1 Councillor group commitment to work as a team*** The activities collectively determined by a councillor group to build a positive dynamic may address the following matters: • Councillor group vision and values • Establishing effective working relationships (including with the CEO and senior staff) • Managing alternative viewpoints and resolving disputes between councillors • Reviewing and measuring councillor group performance • Communicating decisions to the community • Setting the tone at the top – creating a positive culture for the whole organisation

2. **Key roles within a council**
Knowledge and skills to support councillors to understand and differentiate between the roles of the Council, councillor and council staff.
	2.1 Overview of the council and its elected roles
	This may include:
	• The role and legislative context of the Council (including the electoral structure)
	• How councils are funded
	• The role of a councillor, including:
	  ○ Understanding the 3 components of the role: Representative, Governance and Statutory Decision-Maker (i.e., reinforcing collective rather than individual decision-making)
	  ○ Understanding the strategic rather than operational nature of the role
	  ○ Key legislative obligations and responsibilities
	  ○ Managing the transition from a community activist to a councillor
	  ○ Need to consider the interests of the municipal community rather than ward issues
	  ○ Allowances and support for councillors (including appropriate use of council resources)
	• The role of Council as a responsible authority

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Theme	Potential topics (* = NEW topics not currently covered by councillor induction)
	○ Understanding land and development use, planning controls and relevant processes ○ Understanding apprehension bias, integrity and scope of discretion in planning matters ○ Interactions with planning applicant and objectors • The roles of the mayor and deputy mayor, including: ○ The role of the mayor as the Chair of Council meetings and the Council's principal spokesperson ○ Helping councillors understand and perform their role ○ The election process
	2.2 Overview of non-elected roles This may include: • The role of the CEO and council staff • The difference between the role of CEO and councillor • Legislative prohibition on directing council staff • Managing councillor and staff interactions
3. **Decision-making** *Introductory knowledge and skills to support councillors to understand good governance, how councils make decisions, how council meetings work and to support ethical and lawful decision-making by councillors.*	**3.1 Council decision-making and good governance** This may include: • How councils make decisions (including Council meetings and delegations) • Council policies and processes to support decision-making (including councillor briefings, advisory committees, portfolios, etc.) • Good governance, including the overarching governance principles, supporting principles* • Conflicts of interest and the need to keep an open mind • How council meetings work • Reading and analysing council meeting papers • Appointing Chairs of Council delegated committees
4. **Community representation** *Introductory knowledge and skills to support councillors to understand and represent their municipality.*	**4.1 Understanding and responding to the needs of the municipality*** This may include: • Understanding the municipal community, including: ○ Demographic profile ○ Key social, environmental and economic concerns facing the community ○ Key community organisations, sectors and communities of interest • Responding to the municipal community, Including: ○ The Community Engagement Policy and legislative obligation to consult the community ○ Council systems and protocols for managing community interactions, requests and complaints
5. **Strategic planning and financial management** *Introductory knowledge and skills to support councillors to understand their role in setting the strategic direction for and ensuring the long-term financial sustainability of the Council.*	**5.1 Introduction to strategic planning and financial management*** This may include: • Overview of the integrated strategic planning framework • The development of the Community Vision and Council Plan • Understanding and analysing financial planning, budgets and reports (including capital expenditure) • Introduction to risk management • Introduction to revenue and rating (including the Revenue and Rating Plan) • Adopting a Financial Plan, Asset Plan, Revenue and Rating Plan and Annual Budget

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Theme	Potential topics (* = NEW topics not currently covered by councillor induction)

6. **Conduct**
Introductory knowledge and skills to support councillors to understand the conduct expected of them when performing the role of councillor.
	6.1 The councillor conduct framework
	This may include:
	• Misconduct, serious misconduct and gross misconduct and related processes
	• The Model Councillor Code of Conduct, including standards of conduct
	• The Internal Resolution Procedure
	• Improper conduct (misuse of position, directing staff and confidential information)
	• Council policies and processes relating to councillor behaviour, including:
	  ○ Conflict resolution processes
	  ○ Social media policy
	  ○ Occupational health and safety policy and processes

7. **Integrity and accountability** *Introductory knowledge and skills to support councillors to understand key integrity and accountability requirements associated with the role of councillor.*	**7.1 Introduction to key integrity and accountability requirements*** This may include: • Personal interests • Conflicts of interest • Managing confidential information • Managing council information (other than confidential information) • Expenses, gifts and donations • Any council policies to support good governance • Reporting breaches of integrity and accountability requirements • Any other matters relating to governance and integrity which the CEO has determined should be addressed

Professional development training

Theme	*Potential topics*
1. **Working together** *Further activities collectively determined by the councillor group to embed commitment between councillors to work as a cohesive group.*	**1.1 Councillor group commitment to work as a team** The activities collectively determined by a councillor group to build a positive dynamic may address the following matters:: • Renewing commitment to work together • Assessing where improved interactions are needed • Welcoming and supporting a new councillor (i.e., elected by countback or by-election during the Council term) • Reviewing and undertaking a self-assessment of past performance

2. **Key roles within a council**
Further knowledge and skills to support councillors to understand the role of councillor.
	2.1 The council and its elected roles
	This may include:
	• Building on the information, knowledge and skills relating to the role of the council addressed during induction
	• Building on the information, knowledge and skills relating to the role of a councillor addressed during induction
	• New information, knowledge and skills relating to the role of the council and councillor such as:
	  ○ Supporting the role of the Mayor
	  ○ Leadership and emotional intelligence
	  ○ Chairing Community Advisory Committee meetings
	  ○ Managing interests as a ratepayer while in the role of councillor
	  ○ Updating knowledge based on any legislative or regulatory amendments

	2.2 CEO recruitment and performance management This may include: • CEO Employment and Remuneration Policy • Effective performance management
3. **Decision-making**	**3.1 Council decision-making and good governance** This may include:

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Theme	Potential topics
Further knowledge and skills to support councillors to ensure good governance and participate effectively in council decision-making.	• Building on the information, knowledge and skills relating to council decision-making and good governance • New information, knowledge and skills relating to council decision-making and good governance such as: ○ Ensuring unbiased democratic council decision-making ○ Delegating decision-making
	3.2 Effectively participating in council meetings This may include: • Preparing for Council meetings • Reading and understanding council meeting papers • Understanding and applying Governance Rules • Influencing and negotiating
4. **Community representation** *Further knowledge and skills to support councillors to represent their municipality.*	**4.1 Representing the diversity, interests and needs of the community** This may include: • Building on the information, knowledge and skills relating to community representation addressed during induction • New information, knowledge and skills relating to community representation such as: ○ Community and deliberative engagement ○ Giving effect to gender equality, diversity (including cultural and linguistic diversity) and inclusiveness (including unconscious bias) ○ Engagement and reconciliation with the traditional owners of land in the municipal district of the Council ○ Effective leadership and advocacy ○ Respectful interactions and dealing with difficult behaviours ○ Key issues affecting the community (such as public health and wellbeing, domestic, family and gendered violence, climate change, child safety and wellbeing, etc.)
5. Strategic planning and financial management *Further knowledge and skills to support councillors to set the strategic direction for the Council and ensure its long-term financial sustainability.*	**5.1 Effective strategic planning** This may include: • Building on the information, knowledge and skills relating to strategic planning addressed during induction • New information, knowledge and skills relating to strategic planning such as: ○ Setting and measuring outcomes ○ Service planning, innovation and continuous improvement ○ Collaborating with other agencies (such as joint priorities with other councils, governments and statutory bodies and regional, state and national plans and policies)
	5.2 Effective financial and risk management This may include: • Building on the information, knowledge and skills relating to financial and risk management addressed during induction • New information, knowledge and skills relating to financial and risk management such as: ○ The function and operation of the Audit and Risk Committee ○ Asset management ○ Setting rates
6. Conduct *Further knowledge and skills to support councillors to exhibit the conduct expected of them when performing the role of councillor.*	**6.1 Effective communication** This may include: • The appropriate use of social media • Public speaking • Engaging with the media (including council policies and processes) • Influencing and negotiation
	6.2 Introduction to other legislative responsibilities relating to the behaviour of councillors* This may include: • *Occupational Health and Safety Act 2004* • *Equal Opportunity Act 2010* • *Racial and Religious Tolerance Act 2001*

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Theme	Potential topics
	• *Gender Equality Act 2020* • *Victorian Charter of Human Rights and Responsibilities Act 2006*
	6.2 Creating and maintaining a safe workplace This may include: • Occupational health and safety and psychosocial hazards • Diversity and inclusion • Managing conflict and disputes (including processes under the councillor conduct framework)

7. Integrity and accountability
Further knowledge and skills to enable councillors to meet key integrity and accountability requirements associated with the role of councillor.
	7.1 Complying with key integrity and accountability requirements
	This may include:
	• Building on the information, knowledge and skills relating to integrity and accountability requirements addressed during induction, including conflicts of interest to:
	  ○ explain why a councillor cannot or should not participate in the decision-making process for a matter in which they have a conflict, during or outside council meetings
	  ○ ensure that councillors understand their obligation to:
	  i) familiarise themselves with donations and gifts from relevant persons
	  ii) assess whether those donations or gifts give rise to a conflict of interest for particular council matters
	  iii) provide details of the nature of the conflict when declaring a conflict of interest in accordance with the Governance Rules
	• New information, knowledge and skills relating to integrity and accountability requirements such as:
	  ○ The roles of key integrity and accountability bodies for local government
	  ○ The role and powers of the Minister for Local Government
	  ○ Transparency and reporting requirements

	7.2 Preventing fraud and corruption This may include: • Victoria's fraud and corruption framework • How to identify and report fraud and corruption (including high risk activities such as lobbying) • Council policies and processes to prevent fraud and corruption
8. Statutory planning *Knowledge and skills to support a councillor to understand and perform the role of a councillor in Victoria's Planning System.*	**8.1 Victoria's statutory planning system** This may include: • Planning schemes • Amendments • Planning permits • Reviews and the role of VCAT • The Role of the Planning Minister and other bodies such as Planning Panels Victoria
	8.2 Council policies and procedures in relation to statutory planning This may include: • The Council's Planning Scheme • Delegated committee/s • Delegations to Council officers • Processes to trigger the determination of applications by the Council

Support

Consideration is being given to what resources are needed to support the training. This may include:

- Webinars / videos developed by integrity bodies such as the Local Government Inspectorate that could be incorporated into training

- The development of some standard training resources so key training content is consistent across all councils
- Consideration of the most appropriate delivery methodology (i.e., who and how) based on intended outcomes
- Opportunities for regional councils to share training
- Updating and using existing guidance such as the Good Governance Guide
- Adopting a staged approach to training to ensure it is delivered when needed
- Assessments to determine gaps in knowledge and skills
- Platform for sharing training resources

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VICTORIA State Government | Government Services

Draft Internal Resolution Procedure

Introduction

Section 140 of the *Local Government Act* 2020 (the Act) provides that for the purposes of ensuring good governance and ensuring the standards of conduct are observed and maintained by a Council, the Council must adopt and implement any prescribed procedures in relation to dealing with alleged breaches of the Model Councillor Code of Conduct.

It is not intended that the internal resolution procedures be mandatory, however where a complaint has been made or dispute has arisen concerning an alleged breach of the Model Councillor Code of Conduct, the councillors involved in the matter should, in accordance with the Council's internal resolution procedure, use their best endeavours to resolve the matter in a courteous and respectful manner with a view to maintaining effective working relationships.

If the councillors involved in the dispute cannot resolve the matter through the Council's internal resolution procedures, then an application may be made to the Principal Councillor Conduct Registrar for an internal arbitration process under section 143 of the Act. The application must set out any steps taken to resolve the matter and why the matter was not resolved through the Council's internal resolution procedures or alternatively, the reason why no steps were taken to resolve the matter. In examining an application, the can refer the matter back to the Council if the Registrar believes that the matter would be more appropriately dealt with by the Council.

The following Internal Resolution Procedures are intended as minimum requirements that councils must have in place and make available to councillors to deal with alleged breaches of the Model Councillor Code of Conduct.

Councils may adopt other policies or procedures that the Council considers appropriate including in relation to dealing with other types of complaints (e.g. perceived serious misconduct, interpersonal conflicts or complaints from council staff or community members).

Proposed Council Internal Resolution Procedures

The following internal resolution procedures are proposed to be prescribed for the purposes of section 140 of the Act:

1. The internal resolution procedure of a Council **must**:
    a. provide a process for the councillors dealing with an alleged breach of the Model Councillor Code of Conduct to attempt to resolve the matter through informal discussions between themselves; and
    b. provide a process for councillors dealing with an alleged breach of the Model Councillor Code of Conduct to attempt to resolve the matter through facilitated discussions with the mayor.

2. The process provided for under paragraph 1(b) must:

    a. specify how the councillors involved in the matter may make a request for the matter to be resolved through this process;

    b. specify the role the mayor is expected to undertake in conducting the process;

    c. specify any support the Council is to make available to the mayor in respect of the process;

    d. provide for the deputy mayor or another person to conduct the process if the mayor is involved in the matter or is unable to conduct the process for any other reason; and

    e. provide for the mayor to document any outcome reached through the process.

3. The internal resolution procedure of a Council **may** include any other process that the Council considers appropriate.

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12.10	**Council Plan Action Plan Progress Report Y3Q4 (April-June 2024)**
Directorate	People, Partnerships and Performance
Director	Georgie Hill
Manager	Rachel Deans
Attachment(s)	1. Draft Council Plan Action Plan Y3 Q4 Report (April - June 2024) [**12.10.1** - 47 pages]

Purpose

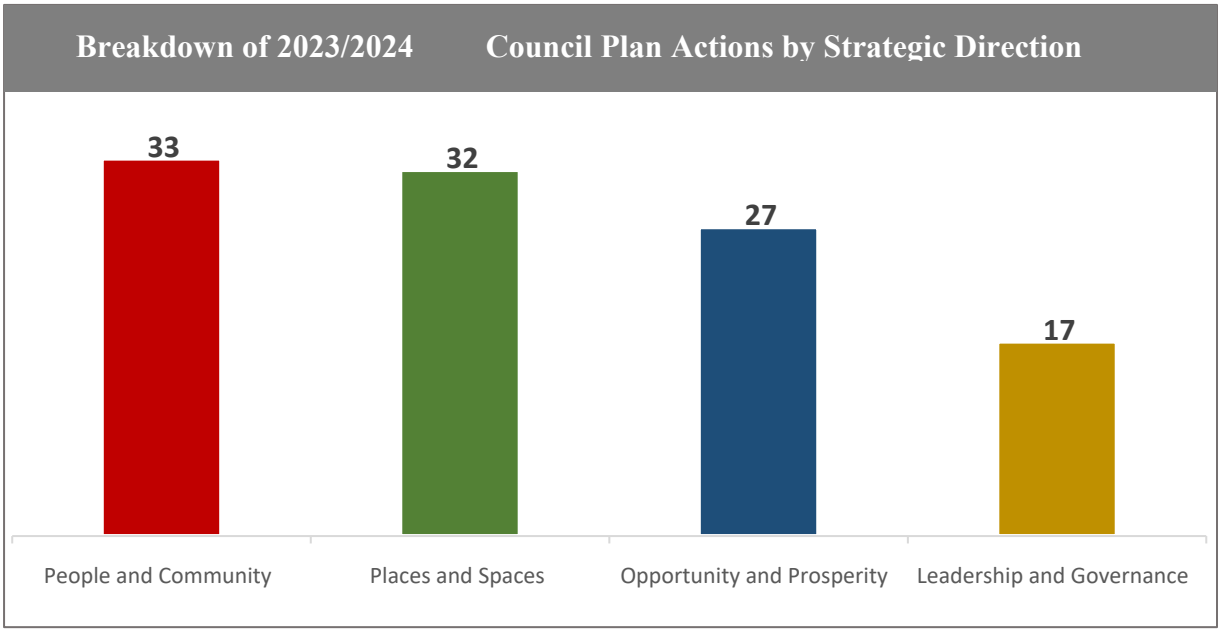
For Council to note the status of progress towards implementing the Council Plan Action Plan Year 3 Quarter 4 as presented in the attached Quarter Four Progress Report for April - June 2024.

Officer Recommendation

That Council notes the status of progress towards implementing the Council Plan Action Plan Year 3 Quarter 4 as presented in the attached Quarter Four Progress Report for April - June 2024.

Background

Adopted in October 2021, 'Together we are Brimbank' integrates Council's Community Vision, Council Plan (2021-2025) and Municipal Health and Wellbeing Plan. Implementation of 'Together we are Brimbank' is monitored and evaluated through quarterly reporting of Council Plan actions identified in the Council Plan Annual Action Plan. End of financial year achievements are published in the Brimbank Annual Report. Both of these reporting mechanisms are requirements of the Local Government Act 2020.
This year (2023-2024) the Council Plan Action Plan contains 109 actions.



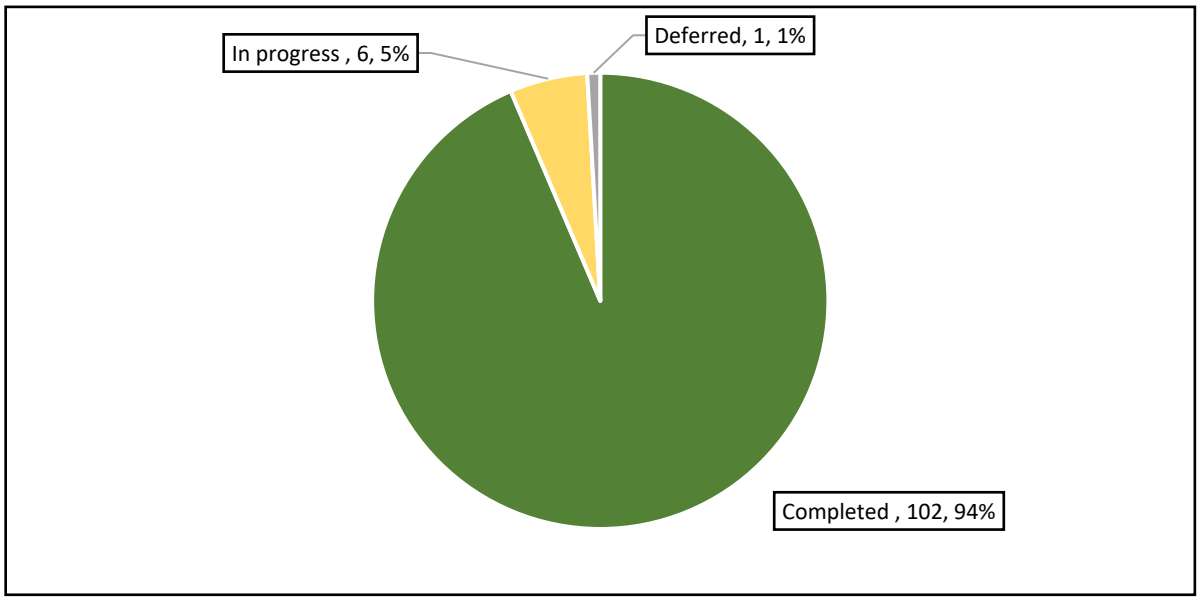
Analysis

Results – Progress of Actions
As of 30 June 2024, the status of the 109 actions in the Council Plan Annual Action Plan are as follows:

- 102 are completed (94% of all actions)

Due to extenuating circumstances (noted in report commentary):

- Six actions (5%) are still in progress
- One action (1%) is deferred.



The following actions will be progressed in 2024-2025:

- Continue to install standard and feature lighting as part of public amenity in activity centres to improve perceptions of safety and add to urban amenity.
- Continue implementation of the Brimbank Creating Better Parks Policy and Plan 2016 - Renewing Kevin Flint Memorial Reserve Flagship Park (action)
- Deliver on the Sydenham Park Master Plan 2020
- Develop an annual workforce action plan to support the implementation of the Strategic Workforce Plan.
- Deliver on actions of the Diversity, Equity and Inclusion Strategic Plan and develop an Action Plan based on a staff survey of inclusivity.
- Develop and Implement a Compliance Management Framework, including compliance management system designed to allow the monitoring and reporting of key legal and regulatory obligations and controls to the executive team and to Council's Audit and Risk Committee.

The following action is deferred:

- Upgrade the storm-water harvesting system at Green Gully Reserve, Keilor Downs.

Detailed commentary about progress of each of the 109 actions is included in **Attachment 1**.

Community Engagement

The 'Together we are Brimbank' Council Plan Annual Action Plan Quarterly Report has been developed for community. The report includes information about the progress of Council's 109 actions and service highlights aligned to each of the Council Plan Strategic Directions.

Links to quarterly action plan progress reports are made available to the public via the Council Plan webpage on the Brimbank City Council website.

Resource And Risk Implications

Resource requirements can be met within the Annual Budget 2023/2024.

There are no Community, Environmental, Financial, Regulatory or Safety risks identified.

Legislation/Council Plan/Policy Context

This report supports the Council Plan 2021-2025 goal and strategic objective of:

Leadership and Governance - A high-performing organisation that enacts the vision and decisions of Council through the delivery of quality and innovative services – A fairer place for all
• High Performing and Accountable: Our workforce strive to enhance services and liveability for the Brimbank community.

This report complies with the *Local Government Act, 2020*.

Council officers contributing to the preparation and approval of this report, have no conflicts of interests to declare.



Together
We are Brimbank

Council Plan Action Plan Year 3
Quarterly Progress Report

April – June 2024

Acknowledgement of Country

Brimbank City Council respectfully acknowledges and recognises the Wurundjeri and Bunurong Peoples as the Traditional Custodians of this land and pays respect to their Elders, past, present and future.



About this report

The *'Together we are Brimbank'* Council Plan contains four Strategic Directions and 35 objectives that work towards implementing Council's vision for '*a transformed Brimbank that is beautiful, thriving, healthy and connected.'*

Each financial year, Council develops an Action Plan which lists actions against each objective for the year. This financial year the Action Plan contains 109 different actions.

- **Strategic Direction: People and Community**

  Thirty-three actions will contribute to "*a welcoming, safe and supported community – an inclusive place for all.*"

- **Strategic Direction: Places and Spaces**

  Thirty-two actions that aim to create "*liveable and connected neighbourhoods that support healthy and sustainable futures – a green place for all*."

- **Strategic Direction: Prosperity and Opportunity**

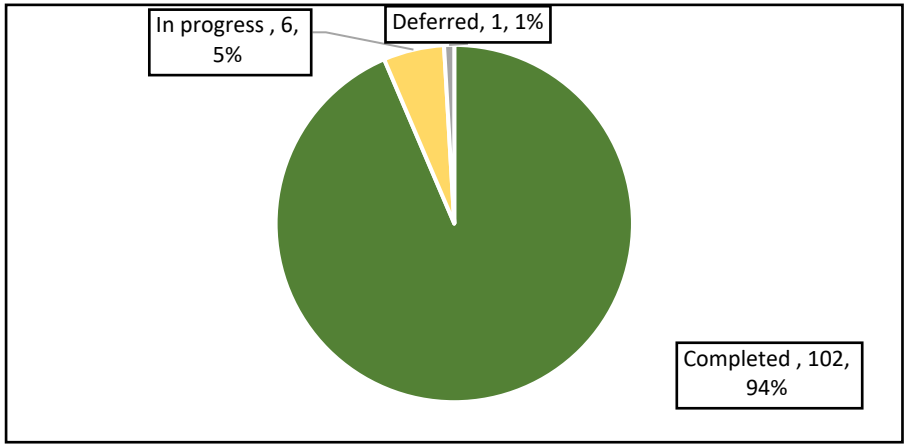
  Twenty-seven actions that are working towards "*a future focused, transforming city where all have opportunities to learn and earn – a prosperous place for all.*"

- **Strategic Direction: Leadership and Governance**

  Seventeen actions to ensure Council is "*a high performing* organisation *that enacts the vision and decisions of Council through the delivery of quality and innovative services – a fairer place for all.*"

How are we tracking?

The following chart summarises Council's progress in delivering the actions.



102 actions (94%) are fully completed, six actions (5%) are in progress and one action (1%) is deferred.

Detailed commentary about progress of each of the 109 actions is provided in this report.

People and community

A welcoming, safe and supported community – an inclusive space for all

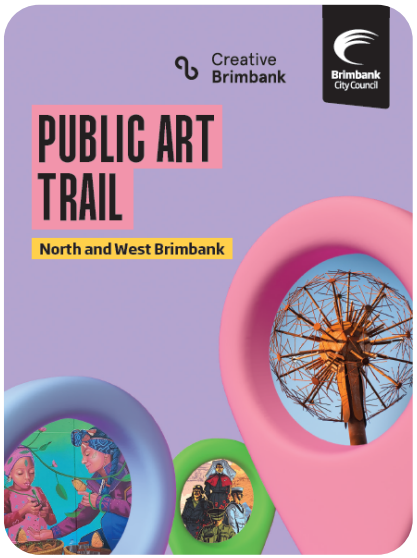
People and Community – Our Services

- Arts and Culture
- Building Compliance
- Carer Support
- Community Care
- Community Transport
- Connected and Strengthening Communities
- Early Years
- Environmental Health
- Food Services
- Keilor Basketball/Netball Stadium and Golf Course
- Leisure and Community Facilities and Leisure Centres
- Maternal and Child Health
- Property Maintenance
- Seniors and Social Support
- Service Access
- Social Planning and Research
- Sports and Recreation
- Youth









Keilor Public Golf Course – Up to Par

The 18-hole Keilor Public Golf Course is one of many diverse sport and recreation offerings provided by Council. Owned and managed by Council, this picturesque course provides golfers of all levels with a great golfing experience amidst beautiful natural surroundings.

Since taking over the management last year, Council has received very positive feedback regarding the maintenance and quality of the course.



Comments from the club:

- *Brimbank staff's show exceptional dedication to meeting member needs*
- *We have seen an increase in joy and satisfaction since Brimbank Council took over the course, combined with a noticeable growth in memberships*
- *We receive consistent positive comments on the course's condition and well-maintained greens*
- *Members and visitors are surprised by the quality of 'a public course' and astonished that Brimbank Council staff do the maintenance*

People and Community

A welcoming, safe and supported community – an inclusive space for all

Council Plan Objectives	Actions 2023-2024	Fourth Quarter Activity (April - June 2024)	Action Status
Support improved mental wellbeing	Continue to collaborate with coHealth and IPC Health in: • Establishing new local mental health services • Developing social prescribing programs to support people presenting to their services with poor mental health.	Commissioned a research project report (Council with coHealth) to deepen understanding of issues related to mental health in Brimbank. Findings from the project have been shared with health services and other stakeholders regarding access to mental health services, how services are delivered to meet the needs of all people and referral processes. The recommendations from the report will help inform future content for a new four-year municipal public health and wellbeing plan 2025-2029.	100% completed
	Work with partners to implement actions from the Mental Wellbeing Plan, with a focus on primary prevention.	Continued to implement actions from Council's Mental Wellbeing Plan. A key action this quarter was the delivery of a series of activities as part of Men's Health Week, with a focus on improving men's mental health and well-being. Activities included: • A broad Men's Health Day event offering a range of connection and health and wellbeing activities with special guest, Majak Daw, a well-recognised and vocal advocate for mental health awareness • Curating a targeted reading list for men's health with books providing practical tips and expert advice • 'Spanner in the Works' which invited men to join a social media men's health campaign advocating the importance of routine health checks for men • 'Save Your Bacon Brekkie' for tradies to discuss mental health awareness and the importance of tough conversations. • A range of other sporting and connection opportunities across the week (e.g. strengths training, social pickleball, table tennis, music therapy, woodworking, and cooking).	100% completed
	Deliver Youth Mental Health First Aid Training to: • Adults to support young people aged between 12 and 18 years • Students in years 10-12 and years 7-9 on how to provide mental health first aid to their friends.	Received interest from an article about the Youth Mental Health First Aid Training in the Brimbank News. A football and basketball club are interested in accessing the training and discussions are underway regarding future delivery. Facilitated mental health group programs in three schools. These included a Tibetan Art Therapy program and a Walking Meditation program.	100% completed

People and Community

A welcoming, safe and supported community – an inclusive space for all

Council Plan Objectives	Actions 2023-2024	Fourth Quarter Activity (April - June 2024)	Action Status
	Develop the Our Place Program at the Hunt Club Arts and Community Centre and West Sunshine Community Centre, as multi-use, outdoor spaces for social connection and community-led group activities.	Between April and June, the Our Place Program: • Delivered a 'Mindful Art' session where participants utilised garden leaves and native plants to explore various art forms • Enabled a collaboration with a local street artist and community members to challenge and alter negative perceptions of street art • Partnered with The Green Lab at Iramoo Victoria University to deliver the Grassland Starter Kits Initiative. The Kits contained eight Tubestock of locally native grassland plants and educational materials on remnant native grasslands.	100% completed
	Work with Westvale Men's shed users to identify additional programming options for other men using currently underutilised outdoor spaces. Create partnerships and intergenerational skill-share and mentoring models**.**	Between April and June, the Men's Shed Program facilitated: • Woodwork and Connect sessions for four men and six children, promoting skill-building and community bonding • The Future Woodworkers Youth Mentoring Program • Conducted the Future Woodworkers mentoring woodwork skills program for 12 primary school students • A Safety Induction session to enhance safety knowledge and practices among shed participants and community members.	100% completed
Increase healthy eating, active living and physical activity	Scope and deliver 'Better Together @ BAWC' which will support residents with chronic health needs from low socio-economic backgrounds to access the Brimbank Aquatic and Wellness Centre (BAWC).	Delivered Better Together @ BAWC to twenty clients. More referrals are starting to come through from other allied health providers which will result in sustained growth of the program into the next financial year. This quarter, BAWC also: • Facilitated an inclusive communities' program for Brimbank carers to enable social, health and fitness interactions • Delivered of a range of regular health and fitness or swimming programs for Council to support the access of seniors, people with disability and carers • Provided 393 free access passes to vulnerable community groups to enable no cost access to gym and swim • Facilitated BAWC participation in National events celebrated by Brimbank City Council including Men's Health Week (Power Vault sessions), IDAHOBIT, Careers Week, Seniors, and Carers Expos.	100% completed

People and Community

A welcoming, safe and supported community – an inclusive space for all

Council Plan Objectives	Actions 2023-2024	Fourth Quarter Activity (April - June 2024)	Action Status
	Create opportunities to support new communities to engage in physical activity via the In2Sport program	Approved 240 applications, across 25 registered sporting clubs, to deliver In2Sport for the Summer and Winter seasons with a focus on: • Assisting children living in Brimbank take part in community sport, regardless of financial circumstances • Prioritising first time applicants who are new to sport, females and people living with disability.	100% completed
	Further develop and deliver the "Be Active Brimbank" physical activity programs and events.	Delivered a diverse range of programs and events to 837 attendees, including: • In2Tennis • In2Active (Live Life Get Active) • Pickle-ball/Table Tennis/Badminton • Walking and Scope Balloon Football. The "Be Active Brimbank" Facebook page provides promotions and information on physical activity events and programs in Brimbank. The page currently has 626 followers.	100% completed
	Continue to deliver a range of programs and services from Brimbank Leisure Centres that meet the needs of the Brimbank community	Delivered a range of programs and activities this quarter including: • Women only swimming and gym in partnership with IPC Health • The 'AllSWIM' learn to swim access program providing lessons to 110 children with disabilities • Beat it and Life! program for people with Diabetes • Gym, fitness, and swim opportunities for disadvantaged people at Sunshine through Reclink (200 members) • Themed breakfast and afternoon tea events for members (Breast Cancer, Heart week and Bowel Cancer awareness) • Mind body 6-week challenge • Reformer Pilates 6 week-engagement challenge.	100% completed
	Finalise planning and commence upgrade and renewal works to the Sunshine Leisure Centre (SLC) outdoor pool liner and outdoor change rooms.	Completed the planning process for the upgrade and renewal works. Conducted a tender process in the first half of 2024. No suitably qualified or skilled tenderers were identified. The project will be retendered, following a specification review, in July-August 2024 with a view to completing the planned works between March and December 2025.	100% completed

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A welcoming, safe and supported community – an inclusive space for all

Council Plan Objectives	Actions 2023-2024	Fourth Quarter Activity (April - June 2024)	Action Status
	Adopt and implement the updated Sports Facility Development Plan (SFDP).	This action was completed in Quarter 2.	100% completed
	Finalise the Sports Feasibility Study for Sydenham Park.	This action was completed in Quarter 3.	100% completed
Support increased gender equality and reduce gender-based violence	Complete Female Sports Facilities Upgrades at Robert Bruce Pavilion sports change rooms to increase equity, access and opportunities for existing and emerging female participants and officials in sport and active recreation.	Completed the upgrades this quarter. An official opening was held with State Government on June 14th, 2024.	100% completed
	Deliver Brimbank's Gender Equality Action Plan (GEAP)	Delivered GEAP actions including: • Gender Equality training for over 900 employees in 50 sessions • The procurement and introduction of an Anonymous Reporting Tool (ART) for staff to anonymously discuss and report workplace concerns including bullying and harassment • Drafting the Sexual Harassment Policy to coincide with the introduction of ART.	100% completed
	Co-design a project targeting employment outcomes for women aged 45+. The project will include access to a specialist family violence support worker for support, advice and referrals.	Delivered the following initiatives targeted to women aged 45+: • Beginner and intermediate computer classes in different locations • Practice Your English classes across multiple sites • Advice and referrals addressing isolation, citizenship applications, certificate course enrolment, job interview preparation, and family violence support services • Partnered with Victoria University to implement the Your Career Your Way program, helping women to re-enter the workforce • Established a collaborative partnership with BaptCare to offer group support sessions for women experiencing family violence.	100% completed
Provide community health and wellbeing services across	Based on the Child Safe Standards, build knowledge, understanding and cultural competency among Brimbank staff and service providers to ensure Council and community services meet the needs of all families.	This quarter: • Child Safety Reporting posters were updated and distributed to front-facing Council facilities • Animated child safety videos were finalised (in collaboration with other local governments) for promotion in July - August 2024	100% completed

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Council Plan Objectives	Actions 2023-2024	Fourth Quarter Activity (April - June 2024)	Action Status
the lifespan		• Council participated in the Commissioner for Children and Young People's Community of Practice meetings • Planned child safety and reporting information sessions to be rolled out to staff out in the next financial year. Council continues working to enhance Brimbank staff skills and improve support for vulnerable children and families. A Child Safe and Wellbeing review is currently underway and will be 100% completed by mid-July. This is part of Council's ongoing work in this space is to ensure Council's policies and procedures are consistent with current legislation and reflective of best practice.	
	Support young people to engage with school and access health and wellbeing supports.	Commenced discussions with well-being and leadership staff from eight primary and five secondary schools, based on the results of the Resilient Youth Australia Survey. This will assist the development of targeted information regarding youth mental health support and psychosocial programs that factor the needs of young people identified through the survey.	100% completed
Support safe and inclusive communities	Finalise the Brimbank LGBTQIA+ Action Plan 2023-2027 and commence implementation of year one actions.	Commenced delivering actions in the LGBTQIA+ Implementation Plan following Council endorsement of the overarching Action Plan in November 2023. This included: • Hosting several key IDAHOBIT events across various council departments, with over 400 attendees. • Raising the LGBTQIA+ Progress Pride flag in May. • Organising a Drag Trivia event at Sunshine Library, attended by 40 people • Delivery of the LGBTQIA+ youth programs.	100% completed
	As part of the final year of the Safe and Inclusive Brimbank Strategy 2020-2024, adopt a service coordination approach to improve wellbeing outcomes and perceptions of safety across the community.	Facilitated a meeting of the Safety and Wellbeing Partnership in May 2024, with a focus on alcohol and other drugs (AOD). The Partnership discussed ways to progress AOD prevention and early intervention in Brimbank, continuing conversations held with cohealth and IPC Health last quarter.	100% completed

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Council Plan Objectives	Actions 2023-2024	Fourth Quarter Activity (April - June 2024)	Action Status
		Facilitated two Hotspots working group meetings, in April and June 2024, to monitor local hotspots and coordinate service responses. Hotspots discussed included Errington Reserve, St Albans and Sunshine Activity Centres, and Watergardens Shopping Centre precinct. Supported various community safety initiatives led by other agencies across Brimbank. This includes Empowering Communities (The Youth Junction Inc) and Target ZERO (West Justice).	
	Continue to install standard and feature lighting as part of public amenity in activity centres to improve perceptions of safety and add to urban amenity.	Awarded the project to install feature lighting in Princess Lane, St Albans. The project has commenced with most elements ordered. There is a wait time for the lighting elements with works due to be completed by September 2024.	85% completed
Support and advocate to reduce risk factors impacting vulnerable communities	Reduce social exclusion and isolation and improve wellbeing through innovative Neighbourhood Houses programming that engages and works alongside local community members.	Offered the following initiatives that promote inclusion and wellbeing: • Activities focussed on engagement for people of all ages and abilities e.g. ballroom dancing, yoga, gardening, cooking and art • Social connection programs with a focus on mental health. Collaborated with fifteen organisations, reaching more than 3,000 participants • Men's Health programming through a series of events and activities, connecting with more than 350 men • The Derrimut School Holiday Program • Engagement sessions to connect seniors and CALD (Culturally and Linguistically Diverse) communities with vital support services.	100% completed
	As part of the Brimbank Disability Action Plan 2022-2026: • Promote opportunities for local businesses to engage in disability awareness education • Support the participation of people with disability in Council's employment and work experience programs.	Achieved the following outcomes for people with disability in Brimbank: • Hosted a Jobs Showcase at Brimbank Learning Futures (BLF) during careers week in May. The event offered networking opportunities and featured a diverse range of employment and training opportunities and disability support services. • Participated in the Brimbank Seniors and Carers Expo and Healthy Ageing Expo, promoting the value of volunteering for people with disabilities, seniors, and carers. • Promoted the availability of Library Auslan interpreters for Council events and activities	100% completed

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Council Plan Objectives	Actions 2023-2024	Fourth Quarter Activity (April - June 2024)	Action Status

Support and advocate to reduce risk factors impacting vulnerable communities		• Employed swimming instructors with autism at Leisure Centres to deliver swimming programs for children with autism
		• Supported the delivery of funded Brimbank Community Grants projects, including:
		  ○ Inclusion Melbourne: Building the capacity of businesses and community organisations to support employment pathways and community access, inclusion, and participation for people with cognitive disability
		  ○ Action on Disability within Ethnic Communities Inc: An education and wellbeing program focused on health, wellbeing, and work readiness for those with dual diagnoses of mental health and disability.	

	Finalise and complete the co-design process for the Carer space at the Keilor Downs Community Centre.	The Carers Space Establishment Committee - with membership of local carers, Carers Victoria and Council - supported the co-design of the Carers Space over a six-month period. Completed the Expression of Interest process to select service providers for the space. A Pilot Project to oversee the use of the space will commence in 2024-2025 for a trial period of two years. The two-year timeframe includes evaluation.	100% completed
	Embed Brimbank's Homelessness Protocol, providing training and collaborating across council, service providers and local businesses.	During this quarter, 33 homelessness notifications were received by Council and referred to homelessness support services where relevant. In the first half of 2024, a review of the internal Homelessness Protocol was undertaken. Some refinements to the standard operating procedures were made, and recommendations to build staff capacity and improve external service responses were approved by the Executive Leadership Team in June 2024.	100% completed
	Engage with registered housing associations (community housing providers) to identify opportunities to increase supply of social and affordable housing.	In April 2024, a meeting took place with Homes Victoria to discuss the current status of the Victorian government's Big Housing Build and the involvement of local government in facilitating new projects. Opportunities to enhance the availability of social and affordable housing are being explored through the submission of planning applications and referrals to the Council.	100% completed

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Council Plan Objectives	Actions 2023-2024	Fourth Quarter Activity (April - June 2024)	Action Status
	Undertake a review of Library Services to maximise the service and program reach to the Brimbank community.	Concluded library review with 7 priority recommendations and 40 continuous improvement recommendations identified. The recommendations aim to enhance operational effectiveness, service quality, and patron experience, reflecting ongoing commitment to excellence and community service.	100% completed
Enable social, cultural and artistic expression	Provide and promote a broad range of opportunities for the community to engage with diverse art forms.	Provided a range of opportunities for the community to engage with art including: • 19 performances at the Bowery Theatre, attended by 2,370 people, including co-presenting two residency projects and delivering two performances for the Resonate music series, employing 48 artists with co-funding from Creative Victoria • A growing youth arts program with a new FReeZA committee with 60 attendees, and workshops with over 200 attendees and performances • 40 community arts workshops for participants of all ages and one arts masterclass • A comprehensive Aboriginal and Torres Strait Islander arts and cultural program of arts sessions for 10 families, employment of five artists, a career development and mentoring program for 16 students and an arts workshop for 50 students • Seven visual arts exhibitions • INfuse artist development sessions • Support for thirteen creatives in the art studio program.	100% completed
	Improve processes for Street Art delivery including extending online self-guided public art trails across the municipality	Delivered the following street art achievements this quarter: • Installed two new public artworks by Aboriginal artists at Sunvale Community Park • Distributed two of the first Public Art Trail Maps and associated video profiles featuring five artists • Implemented the inaugural public vote on mural design via 'Your Say Brimbank' and in-person community consultation • Delivered two new murals at Monash Pizzey Reserve and St Albans Community Centre.	100% completed

People and Community

A welcoming, safe and supported community – an inclusive space for all

Council Plan Objectives	Actions 2023-2024	Fourth Quarter Activity (April - June 2024)	Action Status
Continue our commitment to respecting and recognising Aboriginal and Torres Strait Islander peoples and culture	Finalise and commence implementation of the 2023-2025 Innovate Reconciliation Action Plan (including arts and cultural programming)	Adopted the Innovate Reconciliation Action Plan (RAP) 2024-2026 in June 2024, and: • Conducted monthly Reconciliation Working Group meetings to promote and integrate reconciliation across Council • Hosted bi-monthly meetings with Brimbank's Traditional Custodians Wurundjeri Council. The Brimbank Aboriginal and Torres Strait Islander Consultative Committee held the quarterly meetings with Bunurong Land Council • Collaborated with West Melbourne Councils and IPC Health to maintain the Deadly Western Connections website • Celebrated National Reconciliation Week 2024 by organising the third 'Ask Aunty/Ask Uncle' conversation for staff and various activities for community members of all ages and abilities at different locations. Geographic Names Victoria gazetted 'yaluk barring', meaning river trail in Woi-wurrung language of the Wurundjeri people, as the new name for Sydenham Park.	100% completed
	Continue to support the pilot of an Aboriginal and Torres Strait Islander run Community Hub.	Continued working with an Aboriginal cultural advisor and a respected Elder to guide and provide cultural insight into supporting Cooinda's establishment, including: • Recruiting a part time Cooinda Coordinator as per the Department of Families, Fairness and Housing (DFFH) funding requirements • Working with Cooinda representatives, and Department of Fairness, Families and Housing, to build their capacity to become a community-managed Aboriginal and Torres Strait Islander Centre • Supporting the Cooinda Coordinator in program planning and delivery to create a culturally safe space for Aboriginal and Torres Strait Islander peoples and promote and facilitate reconciliation by building relationships, respect and trust with diverse Brimbank communities.	100% completed

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Council Plan Objectives	Actions 2023-2024	Fourth Quarter Activity (April - June 2024)	Action Status
Continue our commitment to respecting and recognising Aboriginal and Torres Strait Islander peoples and culture	Implement Year Five actions of the Brimbank Cultural Heritage Strategy including: • Facilitating staff training about Cultural Heritage and Mapping. • Ensuring Cultural Heritage Guidelines are maintained on Council's website • An audit of the implementation program to inform a status review.	Facilitated staff cultural heritage training in May 2024. Concluded the Brimbank Cultural Heritage Strategy 2018-2023, with relevant ongoing actions incorporated into the Brimbank Reconciliation Action Plan, which was adopted by Council adopted in June 2024.	100% completed
Deliver a range of initiatives that celebrate diversity and intercultural sharing	Consult with key community partners and internal stakeholders to evaluate Council's cultural diversity program delivery and develop a plan for future work that reflects local situation and need.	Completed consultations and reviews with a range of stakeholders, including service providers, community members, and staff. A new proposed matured, evidence-based framework that aims to reflect the community's needs and changing landscape will be presented to the next term of Council for consideration.	100% completed
Encourage vibrant community events and activities	Implement Year Two of the Brimbank Festivals and Events Strategy 2022-2025. This includes: • Supporting the community to deliver Festivals and Events funded through the Community Grants. • Developing a program of skills-based training and information to support festivals and event organisers. • Exploring the possibility of Arts and Culture and Disability categories to run alongside Festivals and Events category as part of the Community Grants program.	Achievements this quarter include: • Successfully organising and executing five community-led festivals and events • Conducting eight Festivals and Events Training Program sessions, designed to provide practical knowledge on topics such as contractors and suppliers, risk management, event permits, and accessible events • Completing a comprehensive community event manual to ensure compliance and manage risks associated with community-led festivals and events. The manual will be available for distribution in July 2024.	100% completed

Places and spaces

Liveable and connected neighbourhoods that support healthy and sustainable futures

Places and Spaces – Our Services

- Animal Management
- Asset Management
- Building Maintenance
- Capital Works Coordination
- Cleansing Services
- Conservation
- Contaminated Land
- Engineering
- Event Compliance
- Fleet Maintenance and Management
- Local Laws
- Open space
- Operations
- Parks
- Pedestrian Facilities
- Planning Compliance
- Property Services
- Road Services
- School Crossings
- Spatial Information Services
- Statutory Planning
- Sustainability
- Tree Services
- Urban Design
- Waste Services
- Western Alliance Greenhouse Action (WAGA)









Places and Spaces

Liveable and connected neighbourhoods that support healthy and sustainable futures

Sustainability in focus – My Smart Garden

My Smart Garden is a free program that helps residents grow food, create shelter from the sun and wind, create homes for native plants and animals, use water wisely and reduce waste. Council works in collaboration with eleven partner Councils to deliver the program, which has been recognised by several awards, most recently being a finalist in the prestigious National Banksia Sustainability Awards under the Healthy Planet, Healthy People category.

Olives to Oil Westside

Most recently, Brimbank delivered the Olives to Oil Westside 2024 series of events in partnership with CERES and Hobsons Bay, Maribyrnong, and Wyndham Councils. Residents dropped off their locally harvested olives at one of two Olive Drop-Off Days and picked-up their fresh olive oil at the Olive Oil Collection and Celebration Day in late June. The celebration Day featured nine event stalls, seven gardening workshops, musicians and children's activities and was attended by approximately 400 people.





Places and Spaces
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Council Plan Objectives	Actions 2023-2024	Fourth Quarter Activity (April – June 2024)	Action Status
Contribute to the transformation of the transport network to be active, sustainable, connected, and equitable	Implement the Road Rehabilitation and Surfacing Program as part of Council's 2023/2024 Capital Works Program.	Completed the annual road rehabilitation and resurfacing programs with an addition of 10 projects that were brought forward and delivered in 2023-2024. Two other projects are nearing completion. Changes to the Road Rehabilitation and Surfacing Program were reported to Council. Overall, Council has delivered more than the original program on time, within budget and to a high standard.	100% completed
	Undertake traffic surveys in Albion area to determine traffic volumes and speeds	Finalised the traffic surveys and analysis and prepared a response for the resident who raised this issue, indicating officers are proposing to install a bus-friendly flat top road hump in one of the areas of concern, Sydney Street in Albion. Officers are also investigating speeding and 'rat running' concerns along Burnewang Street which (subject to the outcome of investigations) may also result in a proposal to install traffic calming devices along this street. The investigation is expected to be completed by the end of 2024.	100% completed
	Continue implementation of the Brimbank Cycling and Walking Strategy to provide a network that supports active transport.	Continued implementation of the Brimbank Cycling and Walking Strategy, with the following projects completed or underway: • Shared user path Green Gully Close to Denbigh Court - construction complete • Local off-road cycle route connection program - Glengala Road - construction complete • George Street Streetscape Upgrade, Sunshine - construction complete (Part of Road Rehabilitation Program - Creating Streets for People Policy Implementation) • East-west transmission line cycle path - M80 Trail to Kororoit Creek path, St. Albans - tender documents have been prepared with agreement and approvals being sought • Wright Street shared user path - concept design complete with detailed design underway • Replacement of shared trails segments identified as poor condition - Kororoit Creek Shared User Path, Sunshine West - design underway	100% completed

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Council Plan Objectives	Actions 2023-2024	Fourth Quarter Activity (April – June 2024)	Action Status
		• Jones Creek trail extension - planning permit obtained and detailed design complete • Taylors Creek Shared User Path - design underway • Kororoit Creek Shared User Path extension - design underway • Taylors Lakes Easement Shared User Path - design complete with the Cultural Heritage Management Plan process underway.	
Showcase and provide quality public spaces and streetscapes where people can connect and recreate	Commence delivery of: • Streetscape and public realm construction and improvements as part of the West Sunshine 20 Minute neighbourhood in Glengala Road Village. • Renewal design and construction of St Albans East Esplanade footpaths • A review of Council's Naturestrip Guidelines, to assist residents in the appropriate development of their naturestrips.	Engaged with community on the concept design for the Glengala Road Village. This will be presented to Council at the July 2024 Council meeting. Reviewed Council's Naturestrip Guidelines. Officers are considering the best approach to guiding community plantings on nature strips, to ensure safety and good amenity are maintained Construction of the East Esplanade Streetscape is programmed for 2024/25, subject to Council approval. This construction is aligned with the road rehabilitation program, Construction of the combined project is programmed to be completed by June 2025.	100% completed
	Continue implementation of the Brimbank Creating Better Parks Policy and Plan 2016, including: • Renewing Kevin Flint Memorial Reserve Flagship Park • Delivering physical activity facilities across Brimbank in several parks • Delivering path upgrades, new playgrounds, new BBQ & park furniture and extensive tree planting in Station Waters Reserve, Cairnlea • Upgrading three existing playgrounds in Shearwater Meadow, Cairnlea, Simmie Street, Sunshine West and Bellara Crescent Reserve, Kealba Larissa Reserve, St Albans • Constructing a new circuit Path at Keilor Downs Recreational Reserve	Completed the following works: • Moorland Park Fitness Stations (Cairnlea) • Shearwater Meadow Playground (Cairnlea) • Station Waters Reserve paths, playgrounds, BBQ, park furniture and tree planting (Cairnlea) • Bellara Crescent Reserve Playground (Kealba) • Keilor Downs Recreational Reserve circuit path (Keilor Downs) Kings Park Reserve Netball Court (Kings Park) • Simmie Street Playground (Sunshine West). Delays in the tender process for Kevin Flint Memorial Reserve and permit approvals for the Delahey Dog Off Leash Reserve means the following projects are now budgeted for delivery in 2024/2025: • Kevin Flint Memorial Reserve Flagship Park (Cairnlea) - works are awarded and due to commence in August 2024 • Larisa Reserve Neighbourhood Park (St Albans) - this project is in the planning approvals phase and will be delivered in 2024/2025.	90% completed

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Council Plan Objectives	Actions 2023-2024	Fourth Quarter Activity (April – June 2024)	Action Status
	• Constructing a dog off leash reserve in Delahey.	• Delahey Dog Off Leash Reserve (Delahey) - currently in planning permit approval phase. Redesign of concept was required due to previously unidentified native vegetation on site. The project will be delivered in 2024.	
	Investigate opportunities to fully enclose playgrounds in the following suburbs/ precincts: Taylors Lakes, Sydenham, Albanvale, Kings Park/Albanvale precinct, Cairnlea, Derrimut, Deer Park, Albion/Ardeer precinct, St Albans and Sunshine North. This action will also be rolled out, where opportunity arises, through the park upgrade program.	Completed an '*Enclosing Playgrounds Assessment Report'* which: • Identified park and playground sites in Brimbank suitable for full or partial fencing • Considered a strategic approach to locating primary sites (ones with a range of diverse park and playground facilities and catering to users with Autism Spectrum Disorder) and secondary sites (basic park and playground facilities within a local catchment). Delivery of fencing to these reserves would be subject to community engagement and further design refinement at each site. The report and additional investigations may inform the development of the proposed open space strategy. Fencing works, if supported, will occur either as standalone projects or incorporated into scheduled park upgrades, pending the scope of works.	100% completed
	Deliver on the Sydenham Park Master Plan 2020: • Complete staged works to create visitor amenity through wayfinding signage, walking trails, shared paths and park information • Commence restoration works to Robinson's Homestead • Undertake a feasibility study to inform restoration of the Sydenham Park shearing shed.	Progressed the following: • Sydenham Park Stage 1 trails and rest area works. Park signage for stage 1 is expected to be delivered in August 2024 - following Wurundjeri approval • Kings Road extension trail design is underway. Works to construct are proposed for 2025/2026 FY, subject to budget approval • Confluence trail design is underway. Construction of some minor sections of track are complete to address drainage and scouring • Submitted a Heritage Victoria and Planning application for modifications to Robertson's Homestead. Heritage Victoria have approved modifications (with conditions). Planning approval has been received with a contract for works awarded. The building permit is due in July 2024, after which site works will commence. • Completed repairs to the Robertson's Homestead shearing shed to protect internal and external elements from the elements.	90% completed

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Council Plan Objectives	Actions 2023-2024	Fourth Quarter Activity (April – June 2024)	Action Status
		• Sydenham Park Stage 1 signage fabrication was paused to allow incorporation of the Park's new name. This has delayed the signage installation to the first quarter of the 2024-2025 financial year. • Further strategic work will be required to determine future use of the site.	
Provide community facilities that are responsive and adaptable to community needs	As part of the Public Toilet Strategy 2018-2030, design new toilet at Sunshine Reserve Sunshine West	Completed design work for the toilet at Sunshine Reserve. Installation is indicatively scheduled for the 2028/2029 financial year in the draft 10-year capital works program, subject to budget approval. Service connection works were designed and installed in 2024.	100% completed
	Continue activating informal Youth 'Pop up' spaces that meet the informal health and wellbeing needs of young people	Commenced further collaborations with local youth services to plan a 2024 Spring/Summer youth activities program including pop-ups. Building on the success of the program with 10 activations over the year, these support young people experiencing vulnerability to access safe and inclusive spaces, connect with workers and increase their awareness of available support services. A schedule of activities will be advertised on the Brimbank Youth Services website.	100% completed
	Address the current and future indoor court needs of the Brimbank community through the implementation of the Keilor Basketball Netball Stadium Business Plan.	Further implementation of the Keilor Basketball Netball Stadium Business Plan saw: • Delivery of a new Electronic Booking System for all bookings, accompanied by a new website • Full uptake of the 'Cohera' door counting system ensuring accurate reporting of stadium attendance.	100% completed
Provide community facilities that are responsive and adaptable to community needs	Implement the Brimbank Sports Facility Development Plan (2018) facility improvements, including: • Lionheart Reserve New Tennis Pavilion • Lloyd Reserve New Sports Pavilion • Sportsground Reconstruction at Ardeer Reserve • Design J.R. Parsons Reserve Multisport Pavilion	Completed all planned 2023-2024 works: • Ardeer Reserve sportsground reconstruction • Sassella Park Tennis Court lighting • JR Parsons Tennis Pavilion Detailed Design In addition, the planned multi financial year projects have met their completion targets for tasks in 2023-2024. These will be completed in 2024-2025:	100% completed

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Council Plan Objectives	Actions 2023-2024	Fourth Quarter Activity (April – June 2024)	Action Status
Provide community facilities that are responsive and adaptable to community needs	• Design J.R. Parsons Reserve Tennis Pavilion • Sports ground lighting upgrades at Sassella Tennis courts 5&6 and Selwyn tennis courts 1-6 • Upgrade cricket nets at Selwyn Reserve.	• The Lloyd Reserve new sports pavilion project started in November 2023 and tracking well (80% complete) and will be completed early in the 2024/25 financial year. • Detail design is underway at J.R. Parsons Reserve Multisport pavilion • The Selwyn Reserve Cricket Nets project started in May and will be completed in September 2024. • The Tennis Pavilion at Lionheart Reserve project commenced in June 2024 and the bulk of the work will be completed in 2024-2025.	
	Complete building modifications and upgrades identified in the Brimbank Community Services and Infrastructure Plan 2018, including: • Kitchen upgrades at Keilor Park Playgroup, STACC, Keilor Village Kinder and Killeen St Childcare • Heating/cooling upgrade at Glengala Community Centre • Flooring upgrade at Delahey Community Centre • Playground upgrades at Orama Street & Remus Way childcare centres • Facility access upgrades at Overnewton Gatehouse Hall • Toilet upgrades at Sydenham Children's Hub, Delahey Community Centre, Keilor Village Kinder, Deer Park Hall, Orama Street Childcare Centre.	Completed all 2023-2024 projects identified in the Brimbank Community Services and Infrastructure Plan.	100% completed
	Commence the update of the Brimbank Community Services and Infrastructure Plan (CSIP).	Although the update to the CSIP continues in 2024-2025, all budgeted and designated tasks have been completed for the 2023-2024 financial year including Council adopting the CSIP Policy.	100% completed

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Council Plan Objectives	Actions 2023-2024	Fourth Quarter Activity (April – June 2024)	Action Status
	Continue to meet the performance requirements of the Brimbank Environmentally Sustainable Design Framework in development and implementation of new Council facilities and refurbishments.	In 2023-2024, Council implemented the Environmentally Sustainable Design (ESD) Framework in building projects and committed to achieving net zero emissions from Council operations by 2030. Notable projects include the Sunshine West Community Centre, Robert Bruce Pavilion Renovation, and Lloyd Reserve Soccer/Cricket Pavilion Upgrade. New facilities won't have fixed gas appliances and existing ones will be replaced with electric alternatives during upgrades or renovations. Designs for the all-electric upgrades to Dempster Park Children's and Community Centre, Parsons Reserve Football/Cricket Pavilion, and Dempster Park Tennis Refurbishment meet ESD framework requirements.	100% completed
Maximise urban greening through increased tree canopy cover and integrated water management	Update Brimbank's Sustainable Water Management Strategy, and continue: • Working with key partners and authorities on integrated water management • Supporting the community to maximise urban greening in their backyards through My Smart Garden program • Providing opportunities for community to participate in revegetation projects on public land.	Completed a review of the Sustainable Water Management Strategy. A draft Integrated Water Management (IWM) Strategy 2024-2034 in development. Continued collaboration with key partners in integrated water management. In April 2024, an IWM Forum finalised the Maribyrnong and Werribee Catchment Integrated Water Management Action Plans.	100% completed
	Upgrade the storm-water harvesting system at Green Gully Reserve, Keilor Downs.	Council decided not to proceed with sports facilities at Green Gully Reserve at the Council meeting on 16 April 2024. Work on designing and upgrading the storm-water harvesting system is deferred. Reassessment of the area's irrigation needs is required following the Council decision. The future informal use of the site will be investigated in the upcoming Creating Better Parks Open Space and Playground Policy and Plan update.	Project deferred

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Liveable and connected neighbourhoods that support healthy and sustainable futures

Council Plan Objectives	Actions 2023-2024	Fourth Quarter Activity (April – June 2024)	Action Status
Take action on Climate Emergency by working towards a carbon neutral Brimbank	Further implement the Brimbank Climate Emergency Plan 2020-2025: • Electrify Keilor Community Hub and West Sunshine Community Centre • Deliver the Solar PV (panels) on Sports Pavilions Program. • Work with Western Alliance for Greenhouse Action (WAGA) Councils on the Victorian Climate Resilient Councils program. • Explore options for renewable energy for local business.	Facilitated further progress in the implementation of Council's Brimbank Climate Emergency Plan 2020-2025, including: • The complete electrification of West Sunshine Community Centre in 2023-2024, with all gas equipment replaced by electric alternatives on-site. • Completion of detailed design for the electrification of Keilor Community Hub, with plans for electrification works in 2024-2025. • Ongoing work on the Victorian Climate Resilient Councils (VCRC) program to develop resources to assist Councils in managing climate-related risks • Continued our partnership with 30 other Victorian Councils in the Business Renewables Buying Group Project.	100% completed
	Develop a background paper on opportunities and options for providing electric vehicle charging to the community.	Developed the Electric Vehicle (EV) Charging Discussion Paper. This was considered at a council briefing on 23 April 2024. The discussion paper explored the role Council can play in helping to facilitate EV charging infrastructure for the community. Further work to support the expansion of EV charging infrastructure will be undertaken in 2024-2025 as recommended in the discussion paper.	100% completed
	Further implement the Revised Brimbank Greenhouse Reduction Strategy 2013-2023: • Develop a business case for a solar farm at Sunshine Energy Park • Develop a degasification plan for Council facilities. • Roll out of the 100% Renewable Brimbank online workshop series.	Completed the following this quarter: • The business case to determine the feasibility of the construction of a solar farm at Sunshine Energy Park • A degasification plan for Council facilities. The Plan categorises all Council facilities that use gas and provides directions for their degasification.	100% completed
Collaborate with community in addressing climate change & impacts on health	Facilitate community capacity building initiatives including: • Supporting 'Friends of' and other environment groups that are helping to address climate change and its impacts on health	This quarter, Council collaborated with Friends Groups, neighbouring Councils, and local organisations like the Maribyrnong River and Waterways Association to host 13 conservation-themed events. These events attracted over 700 participants, engaging them in restoration and educational activities.	100% completed

Places and Spaces
Liveable and connected neighbourhoods that support healthy and sustainable futures

Council Plan Objectives	Actions 2023-2024	Fourth Quarter Activity (April – June 2024)	Action Status
	• Delivering the climate emergency stream of the Brimbank Community Grants Program to help the community to respond to climate change. • The annual Environmental Events Calendar	Opened the 2024 Climate Emergency Stream Community Grants program, inviting applications from community to implement projects that fall under the five themes of the Climate Emergency Plan: People Power, 100% Renewable, Green and Cool, Resilient Rebuild and Circular Economy.	
	Explore establishing a network of 'cooler spaces' across the municipality using existing Council and community facilities.	The period from April-May was cooler and hence there was no need to open or extend the hours of our libraries, the Brimbank Aquatic and Wellness Centre or other buildings for this purpose. The provision of this service for community will continue on a business as usual basis during heat wave periods.	100% completed
Increase the extent and condition of natural habitats through restoration and prevention of threats	Continue conservation land management actions of weed control, biomass reduction, pest animal control and planting/direct seeding on conservation assets.	• Conducted high-threat weed control across all sites with integrated pest-animal control being performed on sensitive sites • Completed scheduled ecological burns Council has received $400,000 grant funding for conservation land management projects to be delivered over the next two financial years along Kororoit Creek and at yaluk barring Park.	100% completed
	Review and update the Brimbank Biodiversity Strategy.	Completed reviews of the Brimbank Biodiversity Strategy and Brimbank Habitat Connectivity Plan. These were presented to Council in June 2024. A new Biodiversity Strategy, incorporating the Habitat Connectivity Plan, is in development. This will be presented to Council prior to being released for community consultation. Initial community engagement for this project involved the Brimbank Community Panel, representatives from the Wurundjeri and Bunurong communities, and internal staff.	100% completed
	Support environment groups and 'Friends of' groups to deliver revegetation or restoration projects within the municipality.	Partnered with 'Friends of Kororoit Creek' for a World Environment Day community planting and celebrations in June. A total of 80 volunteers planted over 1000 shrubs. Council continues to assist established 'Friends' groups with ongoing ecological advice and materials, including a new Friends group for Taylors Creek.	100% completed

Places and Spaces
Liveable and connected neighbourhoods that support healthy and sustainable futures

Council Plan Objectives	Actions 2023-2024	Fourth Quarter Activity (April – June 2024)	Action Status
Increase the extent and condition of natural habitats through restoration and prevention of threats	Finalise implementation of the Brimbank Habitat Connectivity Plan 2018 – 2023: • Support landholder participation in sustainable land management through active management for habitat on private land, prioritising reducing pest plants and animals • Commence rectification and restoration works at Paramount Grassland.	Presented the Habitat Connectivity Plan 2018 - 2023 to Council for a final review, prior to incorporating the Plan into the next Biodiversity Strategy. Engaged twelve landholders in the Green Wedge area of Brimbank in the Sustainable Land Management Incentive scheme. The scheme funded activities including weed and rabbit control and native plant revegetation. Commenced rectification works in the vandalised areas of Paramount Grasslands, with weed control activities and the collection of genetically diverse seeds to spread into the landscape in the spring season. The site responds well to the weed control, with some surrounding grassland species naturally seeding into the damaged area.	100% completed
	Further implement the Brimbank Urban Forest Strategy 2016-2046: • Plant street trees in Kings Park, Deer Park and St Albans and approximately 20,000 tube stock plants. • Continue the Nature Places program to highlight importance of remnant grasslands at Bon Thomas Reserve.	Completed the Nature Places program in Bon Thomas Reserve, including fencing, rock work and the secondary path. A total of 2528 semi-mature street trees have been planted in Kings Park, Deer Park and St Albans so far as part of the 2024 tree planting season.	100% completed
Increase the	Implement actions from the Conservation Asset Management Framework: • Conduct fauna surveys in areas identified as requiring investigation • Install protective fencing at a minimum of three key grassland reserves to prevent illegal access and inappropriate use • Update or develop Management Plans for five high value grassland reserves.	Conducted fauna surveys in the municipality, including bird surveys at Sydenham Park Installed Protective fencing for conservation reserves at Bon Thomas grasslands and Myuna ephemeral wetland. Completed five-year management plans for high value grasslands: Pioneer Park, Denton Avenue, Isabella Williams, Laverton Creek and Paramount Grasslands.	100% completed

Places and Spaces
Liveable and connected neighbourhoods that support healthy and sustainable futures

Council Plan Objectives	Actions 2023-2024	Fourth Quarter Activity (April – June 2024)	Action Status
extent and condition of natural habitats through restoration and prevention of threats	Continue to deliver initiatives that protect and enhance the environment from the impact of feral cats. This includes community awareness campaigns and a subsidised cat de-sexing program.	Successfully completed the desexing program, in partnership with local organisations, for the 2023/2024 financial year. Plans are in place to offer similar and expanded programs throughout the upcoming financial year 2024/2025. Further awareness campaigns will be conducted to build on the success of these initiatives.	100% completed
Invest in circular economy and improve waste management systems to increase recycling and reduce waste to landfill	Monitor the performance and benefits on the use of crushed recycled glass on road pavements in collaboration with the Australian Road Research Board (ARRB), Department of Transport (DoT) and Sustainability Victoria (SV).	Completed the research project that monitored the performance and benefits of the use of crushed recycled glass on Brimbank roads. The final evaluation report from the Australian Road and research Board (ARRB) is due. This will provide Council with product specifications for the new asphalt mix so that it can be implemented into Council's annual road rehabilitation program.	100% completed
	Work with the Environmental Protection Authority (EPA) and Police to develop and implement compliance initiatives that respond to illegal waste dumping. This includes increased and improved surveillance mechanisms.	The use of surveillance cameras has helped target historical dumping locations. Further assessment of the data will be carried out to confirm the best surveillance locations for the new financial year.	100% completed
	Continue to monitor the implementation of Recycling Victoria - A New Economy Policy and in particular the Household Recycling Program (4-Bin System).	Completed the following actions aligned with Recycling Victoria - A New Economy Policy: • Continued to work with Container Deposit Scheme (CDS) administrators (TOMRA & Cleanaway) to expand the network of CDS sites on council owned land, with three (3) fully established and two (2) more accepted sites being implemented • Undertook residential bin audits to determine bin contents to inform introduction of separate glass collection service on 1 July 2027 • Continued to change over garbage bin lids from dark green to red, with new requests and repairs • Continued to promote increase of voluntary Food Organics and Garden Organics (FOGO) collection service prior to implementation of compulsory service - now planned for 2027.	100% completed

Places and Spaces
Liveable and connected neighbourhoods that support healthy and sustainable futures

Council Plan Objectives	Actions 2023-2024	Fourth Quarter Activity (April – June 2024)	Action Status
Increase the extent and condition of natural habitats through restoration and prevention of threats	Implement actions from the Brimbank Waste, Recycling and Litter Strategy (2018-2028): • Increase promotion of Food Organics and Garden Organics collection service to increase voluntary uptake to greater than current 59%. • Undertake a mid-term review of the Waste, Recycling and Litter Strategy • Continue to work with the hard waste collection service contractor to maximum reuse of goods by residents and achieve minimum 20% recycling diversion of recyclable metals, plastics and mattresses.	Achievements this quarter include: • Increased promotion of Food Organics and Garden Organics collection service resulting in voluntary uptake increasing from 59% to 63.5% • Completion of a mid-term review of the Waste, Recycling and Litter Strategy (2018-2028) (A 5-year implementation plan will be developed and presented to Council in 2025) • A 27.4% recycling diversion of recyclable metals, plastics, and mattresses as part of the hard waste collection service • Awarding a new Hard Waste Collection Service Contract to WM Waste Management for an initial term of 3 years commencing 1 July 2024 • Awarding a new Recycling Processing Service Contract to Cleanaway for an initial term of 5 years commencing 1 July 2024.	100% completed

Opportunity and Prosperity

A future focused, transforming city where all have opportunities to learn and earn

Opportunity and Prosperity – Our Services

- ☐ Economic Development
- ☐ Learning and Employment Pathways
- ☐ Libraries
- ☐ Neighbourhood Houses
- ☐ Rail Projects
- ☐ Strategic Planning
- ☐ Sunshine and St Albans Place Management
- ☐ Transforming Brimbank









Promoting Investment in Brimbank





Chinese Business Migrants Meetup at Council

This quarter, as part of Council's Investment Attraction Program, Council's Economic Development Unit hosted the first networking event exclusively for Chinese Business Migrants. Participants were provided with the opportunity to meet and collaborate while they gathered information on local settlement and investment support, and Council staff introduced a new customised business mentoring program for Mandarin-speaking business migrants.

The event concluded with a bus tour of investment options in Sunshine and St Albans town centres, current development sites in Deer Park, as well as industrial estates in Keilor Park and Tullamarine.

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Council Plan Objective	Actions 2023-2024	Fourth Quarter Activity (April – June 2024)	Action Status
Grow and diversify industry, and support existing and new businesses	Implement Year Two actions of the Brimbank Economic Development Strategy 2022-2027, including: • Business communication and networking activities • Industry and Business Development • Establishment of an Economic and Employment Committee.	Delivered a range of activities this quarter, including: • Publication and distribution of nine Brimbank Business e-Bulletins • Delivery and/or promotion of three business workshops • Promoting and implementing two business link meetups • Recruiting and commencing delivery of the Ignite start-up program • Delivery of the second Brimbank Business Breakfast for 2023-2024 • Convening the inaugural meeting of the Brimbank Economic and Employment Advisory Group. Council has delivered a diverse range of communication, networking and business development initiatives and events that promote business growth and employment	100% completed
	Continue to promote Brimbank as a business location and facilitate development to deliver investment and economic uplift, including: • A suite of investment information on Council's website • Implementing Council's Investment Facilitation Guidelines • Working with State Government and other key organisations to facilitate investment attraction and investment.	Worked to promote and attract investments, including: • Translation of the Investment Prospectus to Vietnamese and Chinese languages • Promoting Brimbank as an investment opportunity through attendance at two relevant forums and responding to three investment/export enquiries, and the delivery of a presentation at the launch of the Vietnam-Australia Startups and Innovation Association • Visiting three local businesses regarding expansion, investment, and exporting • Facilitating the inaugural Chinese Business Migrants Meetup in partnership with the Victorian Government's Skilled and Business Migration Program • Co-designing and facilitating in-language business migrants mentoring program for Chinese and Vietnamese business migrants • Ongoing liaison with State Government about investment in Brimbank. Brimbank has become a local government leader in its work to promote investment opportunities to culturally and linguistically diverse investors.	100% completed

Opportunity and Prosperity

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Council Plan Objective	Actions 2023-2024	Fourth Quarter Activity (April – June 2024)	Action Status
Grow and diversify industry, and support existing and new businesses	Implement Year Five actions from the Sunshine Rising Action Plan 2019 - 2024, including: • Delivery of centre management, communications and marketing initiatives • Commencing a review of the Action Plan • Supporting the Sunshine Business Association to prepare a five-year Sunshine Town Centre Marketing and Business Development Plan • Continuing to administer the Sunshine Marketing and Business Development Special Rate and ensuring the appropriate distribution of activities across the Sunshine Town Centre • Continuing to deliver Enjoy Local across the Sunshine Town Centre, including the southern side of the Town Centre.	Delivered a range of activities including: • Production and distribution of the Sunshine Rising Summer newsletter, which is now translated into Vietnamese • A review of quarterly expenditure and income for the Marketing and Business Development Special Rate • Continued delivery of several programs, including Enjoy Local, Business Developments and Sunshine Light Up • Convening the quarterly meeting of the Sunshine Partnership Group as a workshop to inform the preparation of the Sunshine Rising Action Plan 2025-2030 • Preparing a report for Council about the progress to implement the Sunshine Rising Action Plan 2019 – 2024.	100% completed
	Implement Year Five actions of the Go St Albans Action Plan 2019 – 2024, including: • Delivery of centre management, communications, marketing and activation initiatives, including Enjoy Local • Commencing a review of the Action Plan • Continuing to administer the St Albans Marketing and Business Development Special Rate (Special Rate) and commencing the reintroduction of a new Special Rate, subject to Council approval.	Continued delivery of a range of actions including: • Production and distribution of the Go St Albans Summer edition newsletter, including a translated version in Vietnamese • Finalisation of the Funding Agreement for the Marketing and Business Development Special Rate • A review of the quarterly expenditure and income for the current Special Rate. Council has worked closely with the St Albans Business Association Group Inc. to finalise the funding agreement for the Special Rate, which is an important initiative to support delivery of marketing and business development initiatives, including the Lunar New Year Festival • Continued delivery of the Enjoy Local program, including youth focused activities at Errington Reserve • Ongoing support to the St Albans Business Association • Delivery of the quarterly St Albans Partnership Group meeting • Commenced work to update the Go St Albans Action Plan.	100% completed

Opportunity and Prosperity

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Council Plan Objective	Actions 2023-2024	Fourth Quarter Activity (April – June 2024)	Action Status
Grow and diversify industry, and support existing and new businesses	Progress the update of the Brimbank Activity Centre Strategy and continue to deliver programs to facilitate ongoing development of Local Activity Centres (LAC) across Brimbank including the delivery of the: • Local Activation Centre Program • Enjoy Local Program.	Progressed work on the economic analysis of Brimbank's activity centres, with a draft economic report provided in June 2024. The economic analysis will be an important input into the update of the Brimbank Activity Centre Strategy. Other initiatives, delivered in accordance with the Strategy included the Local Activation Centre Program, the 'Think Shop Buy Local' campaign and Enjoy Local which provide small-scale activities across local centres in Brimbank, as well as ongoing delivery of Council's Place Management programs. Council maintains an important program of business support and small-scale activations across its network of activity centres.	100% completed
	Continue to support and promote the operation of iHarvest Co-working Sunshine to provide a vibrant and affordable co-working location for start-ups, entrepreneurs, freelancers and business.	Continued to build iHarvest membership and deliver business support including: • Promotion of business development activities through iHarvest social media channels • Delivery of two free coworking trial days, two in-residence one-on-one business mentoring clinics and one group masterclass. During this quarter a total membership of 136 was recorded, with fifty-two active members.	100% completed
	Co-ordinate implementation of the Brimbank Industrial Land Strategy (BILS), including: • Progressing an amendment for the inclusion of the Industrial Design Guidelines into the Brimbank Planning Scheme, subject to Council support • An audit of the implementation program to inform a status review.	Prepared draft Amendment C231brim to implement the Brimbank Industrial Design Guidelines into the Brimbank Planning Scheme Amendment C225brim was gazetted on 28 June 2024. Officers are now working with representatives at the Department of Transport and Planning (DTP) and will deliver a report to Council in 2024-2025.	100% completed
Enhance community opportunities as a result of major development and infrastructure investment	Continue to monitor and respond to the proposed growth and development of Melbourne Airport, including the proposed third runway development.	Officers attended quarterly meetings of the Melbourne Airport Community Aviation Consultation Group & Planning Coordination Forums. On 18 June 2024 Council officers met with staff from the Dept. of Infrastructure, Transport, Regional Development, Communications, and the Arts (Commonwealth Airports Branch) regarding Council's letter requesting consideration of a compensation scheme for noise in relation to Melbourne Airport's 3rd Runway.	100% completed

Opportunity and Prosperity

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Council Plan Objective	Actions 2023-2024	Fourth Quarter Activity (April – June 2024)	Action Status
Enhance community opportunities as a result of major development and infrastructure investment	Continue to work with the Department of Transport and Planning to finalise the design and further develop the Sunshine Station Masterplan	Council continues to work with the Department of Transport and Planning to advocate for the realisation of the Sunshine Station Masterplan.	100% completed
	Continue to promote, partner and advocate for outcomes described in the Sunshine Priority Precinct 2050 Vision.	Actioned key steps in the partnership of the Sunshine Priority Precinct Vision, including: • Adoption of the Sunshine Energy Park Vision Plan • Sale of land to the Vietnamese Museum Australia • Commissioning a concept development for the 'Welcome Plaza' • Continuing to partner with State Government on the 2050 Vision with the release of the Sunshine Precinct's Albion Quarter Discussion Paper, a major step in the realisation of the urban renewal of the large area in the north of Sunshine CBD. Council continues to advocate for the Airport Rail and in particular the redevelopment of the Sunshine Station Masterplan and the rebuild of Albion Station.	100% completed
	Continue to work with the Department of Transport and Planning to develop the Albion Quarter Structure Plan.	The Department of Transport and Planning has released the Albion Quarter Discussion Paper, a key step in the development of the Albion Quarter Structure Plan.	100% completed
	Finalise the Sunshine Energy Park Vision Plan and begin developing business cases for the first stages.	The Sunshine Energy Park Vision Plan was adopted by Council at the 21 May Council Meeting. The adoption of the Vision Plan follows extensive community and stakeholder consultation and expert engineering technical review.	100% completed
Promote Brimbank as a destination to build the visitor economy and tourism	Update Council's Experience Brimbank Visitor Strategy to identify priorities, actions and resources for the next five years to promote Brimbank as a destination and promote growth of the visitor economy and tourism.	Conducted a range of activities including: • Undertaking a range of work to inform the preparation of a new Brimbank Visitor Economy Strategy: Two stakeholder workshops, 14 stakeholder interviews and a household and visitor survey. • Negotiating with 'Amazing Co' to develop self-drive experiences in Melbourne's west • Ongoing support for Western Melbourne Tourism's Namaste Westside project • Promotion of Brimbank events and tourism product offerings through Western Melbourne Tourism's marketing channels	100% completed

Opportunity and Prosperity

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Council Plan Objective	Actions 2023-2024	Fourth Quarter Activity (April – June 2024)	Action Status
		• Attending and promoting industry events, such as Victorian Tourism Industry Council's Choose Tourism Expo • Meeting with key tourism stakeholders in Brimbank and attending the Western Melbourne Tourism Board meeting.	
Facilitate housing diversity, population growth and development through planning and assessment processes	Finalise the preparation of the Neighbourhood Character Study, Residential Development Framework and Housing Strategy for Brimbank to inform future potential changes to the Brimbank Planning Scheme, subject to Council approval.	After considering submissions from community and stakeholders, Council adopted the Brimbank Housing and Neighbourhood Character Strategy 2024 at its Meeting on 16 April 2024. Officers commenced preparation of Amendment C239brim to implement the Strategy, which Council endorsed at its Meeting on 18 June 2024. The finalisation of the Brimbank Housing and Neighbourhood Character Strategy 2024 is the culmination of a significant and robust program of work that will help Council plan for future housing growth and development in Brimbank.	100% completed
	Implement Year Five actions of the Brimbank Heritage Strategy 2018-2023, including: • Strategic work to strengthen heritage provisions in the Brimbank Planning Scheme • An audit of the implementation program to inform a status review.	Undertook a range of activities including: • Convening the quarterly meeting of the heritage advisory committee • Engaging legal advocates and expert witnesses to represent Council at the Heritage Council of Victoria Hearing in relation to the former Sunshine Technical School • Engaging a Heritage Consultant to present to members of the public on Brimbank's post contact heritage An audit of the implementation program is scheduled to go to the 20 August 2024 Council Meeting.	100% completed
Support economic and social inclusion	Offer practical workplace experience to young people through a structured Placement Program, including opportunities for entry level employment in Neighbourhood Houses and introductions to local business and employer networks.	Delivered the following activities this quarter: • Hosted two tertiary and one Year 11 student placements • Facilitated three young people to deliver the 'Young at Heart' Program. The program provides hands-on and interactive digital learning for older people while socially connecting older and younger members of the community • Engaged volunteers (who contributed 102 hours on average weekly, with an annual replacement value of $229,504) • The Success Lab project focussed on Youth Interview Skills.	100% completed

Opportunity and Prosperity

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Council Plan Objective	Actions 2023-2024	Fourth Quarter Activity (April – June 2024)	Action Status
Support economic and social inclusion		• Engaged young people as contractors for Careers Week, Global Kitchen program, school holiday programs, Refugee Week event, and tech help.	
	As part of the Makers Market project, build the capacity and competence of young people in planning, developing, testing and promoting their entrepreneurial skills and business ideas.	Completed a range of activities this quarter, including: • Two Youth Entrepreneurship Sessions with a total of fifteen young participants. This included a panel event with young entrepreneurs and a skills-building workshop. • Initiating planning for the next Makers Market which will work to create links with Libraries' Makers Space participants.	100% completed
Support community access to education and jobs	In collaboration with partners, deliver programs and services at Brimbank Learning Futures (BLF) that support re-engagement with education, training, and employment. This includes: • Co-designing responses to improve training, learning and vocational outcomes • Increased connections with local schools • Outreach and pop-up programs.	Produced the following BLF outcomes this quarter: • Monthly Linked IRL Networking Sessions, designed by 5 young people, delivered to 32 young attendees • Expanded connections with schools and other services. • Participated in Victoria University's Pathways in Place Action Network • Collaborated with the Ardoch Foundation during careers week. Engaged 28 students from Sunshine College and 12 council staff members in Speed Careers Reverse Interview Sessions.	100% completed
	Implement Year Three actions in the Local Jobs for Local People Program, including work to: • Strengthen employment networks • Support education and training networks with industry • Promote local procurement.	Delivered a range of activities, including: • Promoting of a range of employment programs and initiatives to local businesses including Women in Fire-Fighting careers; First Nations Mob Tech Program and Indigenous Procurement; Westpac Employment Opportunities; and the Veteran's Job Fair • Co-coordination and promotion of Brimbank Careers Week; Brimbank Local Jobs Showcase; All West Job Expo; Career Counselling Programs; and SheForce White Card • Promoting Council tenders • Delivering a "Winning Government Tenders" workshop • Attended twenty-seven meetings and/or seminars with providers and employers to facilitate employment outcomes including transition to work and apprenticeships. This included Workforce Australia, Disability Employment, Justworks, Inclusion Melbourne, NDIS, Mentors, Jesuit Social Services & Multicultural Consulting.	100% completed

Opportunity and Prosperity

A future focused, transforming city where all have opportunities to learn and earn

Council Plan Objective	Actions 2023-2024	Fourth Quarter Activity (April – June 2024)	Action Status
Promote the importance of education and encourage life-long learning across generations	Support the development of new Kindergartens and Early Learning Centres in Brimbank by: • Working with the State Government and local services to deliver on the Building Blocks Partnership Agreement, Kindergarten on School sites program and the Best Start, Best Life Reforms. • Improving kindergarten registration to support families and parents to make informed choices about early education.	Work progresses on Epalock Crescent Kindergarten, Dempster Park Children's and Community Centre and St Albans East Kindergarten. Discussions with the Department of Education and Early Learning Centres at Sunshine and Kings Park Primary Schools continue regarding planned kindergartens on school sites and co-location of Maternal and Child Health and other early years services. The continued review and update of Brimbank Community Services and Infrastructure Plan will inform future strategic investment in kindergarten infrastructure. Early years facilities fit for purpose audits are part of this process.	100% completed
	Support and strengthen families and improve life chances (health and education), through access to affordable, inclusive learning opportunities including: • Early years access to local programs and services • Family learning programs that are creative and engaging • Active engagement of young people to increase participation and positive interactions • Making space for older people to learn and engage with their community.	Libraries created lifelong learning opportunities through partnerships including: • Victoria University Jobs and Skills Centre to deliver one on one career counselling sessions, for jobseekers to receive tailored advice regarding their careers to improve their employability • 'Lively.org' to train two young people to deliver intergenerational digital literacy in the community. The young people now have skills and experience to support future employment • Council's Early Years Team to provide a Raising Readers Program. This program provided vulnerable families in the community with a literacy pack and an introduction to the libraries to learn about what they can access such as story times, young scientists, and Lego clubs through to programs such as computer classes for the parents. It also encourages families to read together and learn about the importance of literacy development and learning through play in a friendly and fun environment. 60,176 people attended library programs and 821,913 people visiting library branches. Brimbank libraries loaned 1,468,782 items for the year, contributing significantly to community learning outcomes.	100% completed
	Update Council's Lifelong Learning Baseline Measures to monitor outcomes and support advocacy.	The action was completed in Quarter 1.	100% completed

Opportunity and Prosperity

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Council Plan Objective	Actions 2023-2024	Fourth Quarter Activity (April – June 2024)	Action Status
Promote the importance of education and encourage life-long learning across generations	Further implement the Brimbank Library Strategy 2020-2025 and Strategic Framework for Library Collections 2020-2025: • Increase library customer self-service options • Continue to build and promote culturally safe collections and services in consultation with local Aboriginal and Torres Strait Islanders • Support opportunities for the community to learn and connect with new, emerging and creative technologies to improve employment, skill development and social connection outcomes.	Developed, tested and launched automatic renewals for the Library Management System, with a very successful 99% adoption rate by the community. The new process has coincided with an approximate 30% increase in collections usage, with positive feedback from the community on ease of use. The refreshed library website currently in development includes an Aboriginal webpage. The draft was completed with members of the Aboriginal community. Sunshine Library launched the mural painted by Auntie Jeanie in the Children's area. This has created a more welcoming space for community and an opportunity for members of the community to explore Aboriginal heritage. Worked with the Arts and Culture team to increase the reach of digital skill development in the '*Future Makers Space'* program for young people. The program focused on developing skills to use the variety Maker Space equipment and social connection. At the end of the program all young people reported they had improved digital literacy skills, mental wellbeing, and creativity.	100% completed
Work towards improving digital access and inclusion	Plan and deliver digital literacy programs and services to support digital inclusion for vulnerable groups and individuals, targeting: • older people • women aged 45+ • people with a disability • asylum seekers • people with low English proficiency.	Provided a series of diverse digital literacy and community engagement programs, including: • 'e-Help' sessions, workshops, classes from basic to advanced PC skills, multilingual tech sessions and sessions for members with disabilities • iPad courses for seniors • Coding for children • Cyber safety sessions • Creative workshops in manuscript writing, podcasting, and digital design • The introduction of loanable digitisation equipment so patrons can convert analogue formats such as VHS tapes and floppy disks to digital formats. In total, 2211 participants aged 8 to 80+ attended 812 digital literacy sessions during 2023-2024.	100% completed

Opportunity and Prosperity

A future focused, transforming city where all have opportunities to learn and earn

Council Plan Objective	Actions 2023-2024	Fourth Quarter Activity (April – June 2024)	Action Status
Work towards improving digital access and inclusion	Investigate and deliver a training program for community volunteers to improve digital skills and enhance wellbeing for older adults.	A group of Brimbank young people have been trained to teach adults computer skills with these programs planned for delivery in 2024-2025.	100% completed
	Work towards developing a technology innovation space at Deer Park library.	The action was completed in Quarter 1.	100% completed
	Continue to facilitate opportunities to increase the accessibility of Council's digital communications and services to a wider audience.	Work on Council's website was hampered by a series of technical glitches which delayed new work and updates. By 30 June, however, processes were in place to resolve the website backlog and resume continuous improvement, including ongoing attention to initiatives that improve accessibility.	100% completed

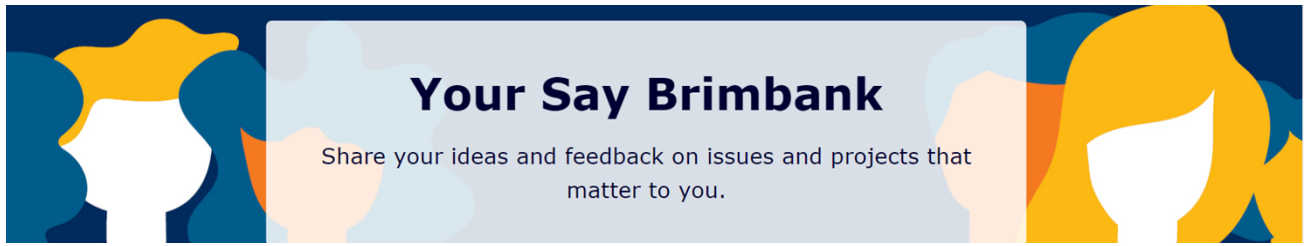
Leadership and Governance

A high performing organisation that enacts the vision and decision of Council through quality and innovative services

Leadership and Governance – Our Services

- Advocacy and Stakeholder Relationships
- Civic Events
- Community Engagement
- Contact and Service Centres
- Council Business
- Customer and Digital Experience
- Design and Brand
- Digital Communications
- Employee Services
- Enterprise Performance and Service Innovation
- Financial, Management and Systems Accounting
- Information Management, Communications and Technology
- Legal Governance and Integrity
- Media and Communications
- Occupational Health and Safety
- Organisational Development
- Procurement
- Revenue
- Risk and Compliance





Leadership and Governance

A high performing organisation that enacts the vision and decision of Council through quality and innovative services

"Chat(bot)ing" to our customers

In a recent consultation with community members, Council was pleased to hear how much our residents appreciate Council's live chat function and engaging with Council Customer Service staff behind the Brimby 'Chat bot.'

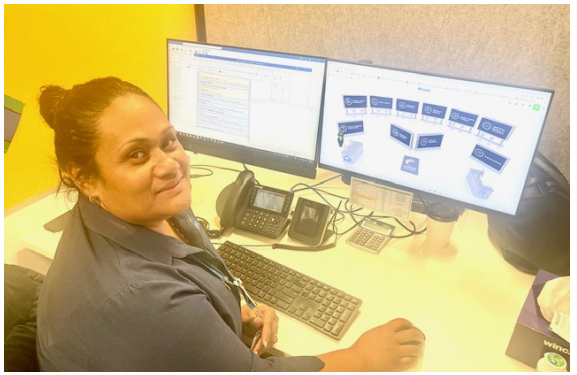
So, what happens behind the scenes?



1 A customer enters Council's website https://www.brimbank.vic.gov.au/, clicks on the 'Brimby Chat Now' button at the base of the webpage and makes their written enquiry.

2 One of our Customer Service Officers is notified through their screen which shows different 'doorways' through which the virtual customer enters depending on their enquiry.

3 The Customer Service Officer knows the category of the enquiry by the doorway entered. They are then able to communicate ('virtual chat) with the customer, getting more details and providing assistance.



Between January and June 2024, Customer Service Officers provided 'chat-bot' services and support to more than **2,400** Brimbank residents.

Leadership and Governance

A high performing organisation that enacts the vision and decision of Council through quality and innovative services

Council Plan Objective	Actions 2023-2024	Fourth Quarter Activity (April – June 2024)	Action Status
Value community input through models of deliberative engagement and co-design	Undertake a process of deliberative engagement to inform a full review and update of Brimbank's Community Engagement Policy.	Adopted the revised Community Engagement Policy, informed by a deliberative engagement process, at the May 2024 Council Meeting. The Community Engagement Policy is available on Council's website for public access.	100% completed
	Utilise the newly established Community Panel to help inform community consultation on Council plans, strategies, and projects.	Engaged the Brimbank Community Voice panel to inform the development of the Customer Experience Strategy and the Integrated Transport Strategy. A variety of engagement methods were applied across the two consultations to enhance panel member participation and experience. This included surveys and both online and face to face workshops.	100% completed
	Continue to administer the H.V. McKay Memorial Gardens Strategic Management Group meetings to provide direction for the management and development of the Gardens.	Administered the HV McKay Memorial Gardens Strategic Management Group meetings, this quarter, as per the planned schedule for 2023-2024.	100% completed
Support community resilience and continue emergency management planning to be prepared for any future incidents or shocks	Maintain Emergency Management Planning Reform at the Municipal level.	Council has met its obligation of facilitating four Municipal Emergency Management Planning Committee (MEMPC) meetings per calendar year and responding to emergency incidents as required.	100% completed
	Continue to implement recommendations from a review of emergency management and resilience planning completed in 2022.	Continued implementation of recommendations from the review of emergency management and resilience planning. This included: • Completion of new Municipal Emergency Management Plan • Continued operation of Municipal Emergency Management Planning Committee • Renewal of Municipality Emergency Management Sub-Plans - Heatwave, Relief and Recovery, Pandemic and Fire Management.	100% completed
Partner across multiple sectors to advocate for equal access towards social & environmental justice	Design and deliver a refreshed Advocacy Plan 2023-2025 to guide advocacy initiatives and actions.	Advocacy highlights this quarter included: • A government announcement for new and improved bus services in Melbourne's west • An extension of funding for the 'Homes for Families' program • More funding for three Brimbank schools • Expansion of the Westside Lodge public residential rehabilitation facility	100% completed

Leadership and Governance

A high performing organisation that enacts the vision and decision of Council through quality and innovative services

Council Plan Objective	Actions 2023-2024	Fourth Quarter Activity (April – June 2024)	Action Status

		• Launch of the 'Improving the Calder Highway' advocacy brochure, which attracted significant media coverage
		• Increased funding allocation for Brimbank under the 'Roads to Recovery' program
		• The Jobs Victoria Mentors Program, targeting over 4,000 residents from five disadvantaged LGAs, including Brimbank
		• Release of the Albion Quarter Structure Plan discussion paper
		• The Independent mediator's recommendation that both State and Federal Governments progress the development of the Sunshine Precinct as the first stage of the Melbourne Airport Rail Link.
		• The submission of three successful motions at May's Municipal Association Victoria (MAV) State Council Meeting calling for:
		  ○ Improvements to Victoria's bus network
		  ○ A fast-tracking the rollout of mental health social inclusion action groups to all LGAs
		  ○ Increased funding for upgrading major highways.
		The current Advocacy Plan is in place until the end 2025. All actions designated for completion in 2023-2024 have been achieved.	

	Review the Social Justice Charter to ensure the principles and framework are still relevant and provide a platform for social equity and inclusion across Council.	Utilised the findings and recommendations from the Social Justice Charter Review to inform the development of a new Charter. The new Social Justice Charter is progressing following engagement with stakeholders. The new Charter includes a Diversity Equity and Inclusion lens.	100% completed
Support the Brimbank community to engage in transparent democratic processes	Partner with the VEC in respect to the transition to single member wards for the 2024 Local Government elections in compliance with the Lo*cal Government Act 2020 (the Act).*	Council Officers are assigning the new single member ward structure to Council's systems, mapping tools and Council website updates. The new ward structure will take effect from October 2024, just prior to Council elections.	100% completed

Leadership and Governance

A high performing organisation that enacts the vision and decision of Council through quality and innovative services

Council Plan Objective	Actions 2023-2024	Fourth Quarter Activity (April – June 2024)	Action Status
Reward a culture of high performance that demonstrates commitment to community	Develop and implement an Organisational Development Framework to attract, develop and retain highly skilled, capable, and engaged people and develop leadership capability.	Finalised the Organisational Development Framework in May 2024. Many actions within the framework have commenced and will be actioned over the life of the Framework (2024 - 2028)	100% completed
	Develop an annual workforce action plan to support the implementation of the Strategic Workforce Plan	A number of activities were completed this quarter to support and inform development of Council's Strategic Workforce Plan. These included: • The establishment of an inter-Council working group for bench marking and workforce process comparison • Initial development of a 'People Metrics' management dashboard to inform workforce planning. The project has been impacted by a gap between datasets that inform the current workforce profile and reporting of people metrics and, hence, the effectiveness of the proposed dashboard. This has required a greater time commitment than initially anticipated. Work to complete the dashboard and final Strategic Workforce Plan is prioritised for 2024-2025.	40% completed
Continue to model a safe, healthy, diverse and equitable organisation	Deliver on actions of the Diversity, Equity and Inclusion Strategic Plan and develop an Action Plan based on a staff survey of inclusivity.	Development of the Diversity, Equity, and Inclusion (DEI) Action Plan is due for completion in September 2024. Finalisation of the action plan was impacted by staff vacancies and the need to confirm staff accountabilities for different actions, either community-based or internal. Staff consultation regarding DEI capacity and capability is almost complete.	70% completed
	Implement current year actions of Council's Occupational Health and Safety (OHS) Strategic Plan.	Achieved an action completion rate of 77% (99/131) for the Occupational Health and Safety (OHS) Year 2 Action Plan, with a further 17 actions in progress. Delayed actions were due to organisational readiness (e.g. timing not aligned to MS365 rollout) and delayed enactment of legislation (e.g. Psychosocial OHS Regulations). Significant achievements include: • Implementing a Waste Truck sensor initiative, nominated for a WorkSafe Award	100% completed

Leadership and Governance

A high performing organisation that enacts the vision and decision of Council through quality and innovative services

Council Plan Objective	Actions 2023-2024	Fourth Quarter Activity (April – June 2024)	Action Status
		• Progressing the 'bWell' (health and wellbeing) Framework for staff (after the launch in March) • Establishing a Wellbeing committee and Peer Support Network • Delivery of forty plus Job Task Analysis (JTA) for high-medium risk positions • Personal Protective Equipment (PPE) Fit Testing completed for all employees undertaking work which requires them to wear respiratory protection • Implementing a 'Lock Out Tag Out' process for plant equipment • Implementing Safe Work Method Statements (SWMS) which is a legal requirement for high-risk jobs • Updating Traffic Management practices to align with new legislation.	
Enhance organisational performance management and reporting	Report on the outcomes of the annual Local Government Community Satisfaction Survey (CSS) and the Local Government Performance Reporting Framework (LGPRF)	Council takes part in the annual State-wide Community Satisfaction Survey (CSS) for Local Governments each year. In 2023/24, 600 residents participated in face-to-face surveys where they provided their views on Council's performance across a range of areas. Overall satisfaction with Council's performance increased by 8% from 2022/2023. Council reports annually on the Local Government Performance Reporting Framework (LGPRF). It is a requirement of the Local Government Act 2020 and aims to improve the transparency and accountability of council services and performance. Council results from 2023 are available on Know your Council Website - https://www.vic.gov.au/know-your-council	100% completed
Enhance organisational performance management and reporting	Develop and Implement a Compliance Management Framework, including compliance management system designed to allow the monitoring and reporting of key legal and regulatory obligations and controls to the executive team and to Council's Audit and Risk Committee.	The Compliance Management Framework is in place and provides a structured approach to ensuring adherence to relevant regulations and standards. The procurement process for the compliance management system is in final stages. The system will enhance Council's ability to monitor, manage, and report on compliance activities to a high standard once fully implemented.	60% completed

Leadership and Governance

A high performing organisation that enacts the vision and decision of Council through quality and innovative services

Council Plan Objective	Actions 2023-2024	Fourth Quarter Activity (April – June 2024)	Action Status
		The due diligence process related to tool's compliance took longer than expected due to the thorough verification of all systems, ensuring adherence to regulatory standards, and addressing any identified issues. This comprehensive approach was necessary to ensure that all operations are fully compliant and secure.	
Continue to manage our assets and finances sustainably and responsibly	Work towards achieving an Asset Sustainability Ratio between 0.95 and 1.05, on average, over time. Achieving this target will ensure that public infrastructure is kept safe, clean, and well maintained for our community to use and enjoy for the long term.	Council's adopted Financial Plan for 2024-2025 has the Asset Sustainability Ratio at 84% (0.84) average over the next 10 years. In terms of current and future investments in asset renewal, this ratio is a markedly improved position compared to previous years. This is in line with, and will help to achieve, Councils longer term goal of between 0.95 and 1.05 Asset Sustainability Ratio.	100% completed
Embrace technology and innovation to deliver continuous improvement opportunities	Continue investigations into the use of Smart Sensor devices as a way to improve the serviceability and performance of public infrastructure assets. This includes smart litter bins, outdoor air quality monitoring, and Parking Overstay Detection System (PODS).	Completed the pilot project, which tested and validated the use of IoT sensors for street litter bins. The project team will now prepare a performance valuation report to help inform any potential future investment into IoT, including whether to proceed with a full-scale implementation, make necessary adjustments, or abandon the approach.	100% completed
	Continue to deliver ICT Strategy work packages including: • Implementing collaboration tools as part of M365 rollout • Commencing the 'corporate systems uplift' in response to the system optimisation review.	Completed the migration to One Drive, implementation of MS Teams and upgrade to Office 365, as part of the M365 project. The 'corporate systems uplift' work commenced, as planned in 2023-2024. This work is continuing.	100% completed



Brimbank City Council

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12.11	**Federal Level Advocacy Initiatives**
Directorate	People, Partnerships and Performance
Director	Georgie Hill
Manager	Elie Khalil
Attachment(s)	1. 2025 Federal Election and Budget Brochure [**12.11.1** - 8 pages] 2. Delegates Report 2024 ALGA NGA [**12.11.2** - 2 pages]

Purpose

To highlight Council's recent and upcoming advocacy initiatives that seek partnership at the Federal level.

Officer Recommendation

That Council:

a. Endorses the attached 'Brimbank Advocacy Priorities – 2025 Federal Election and Budget' brochure, shown at Attachment 1.

b. Notes the attached Delegate's Report from the recent ALGA National General Assembly, shown at Attachment 2.

Background

2025 Federal Election and Budget Brochure

Since the development of the 2023-2025 Advocacy Plan in September 2023, Council has continued to advocate for our community's key priorities which are listed in the table below.

Level of Priority	Topic of Priority
Gold	Transforming Brimbank
Gold	Mental Health
Silver	Road Infrastructure
Silver	Climate Emergency
Bronze	Addressing Unemployment
Bronze	Housing and Homelessness
Maintain Influence	Melbourne Airport Third Runway
Maintain Influence	Gambling Harm
Maintain Influence	Major Parks
Maintain Influence	Libraries
Maintain Influence	Government Burden on Council

The next Federal Election is required to be held by May 2025. While this could take place as early as November 2024, all reports suggest that it will be in 2025. In anticipation of the election, and in preparation for the ensuing 2025-2026 Federal Budget, there is an opportunity for Council to elicit election commitments which align with our advocacy priorities.

2024 ALGA National General Assembly

The ALGA National General Assembly was held in Canberra's National Convention Centre from 2 - 4 July 2024. Brimbank City Council was represented by three Councillors, including the Mayor Cr Ranka Rasic.

Brimbank's participation at this Assembly provided the opportunity to advocate for our priorities at a national level. The Mayor and Councillors also met with Federal Parliamentarians in Canberra's Parliament House to advocate directly for Council's priorities.

Matters for Consideration

2025 Federal Election and Budget Brochure

Ahead of the 2025 Federal Election and the ensuing 2025-2026 Federal Budget, Council has produced the new advocacy brochure at **Attachment 1** to outline our priorities at the Federal level. These are summarised below.

1. Transform Sunshine into a Superhub

Earlier this year, the Australian Government appointed an independent mediator to resolve the disagreement between the Victorian Government and the Melbourne Airport operator over the Melbourne Airport Rail project. The airport operator had been calling for an underground station, despite the Victorian Government's preference to build it above-ground. As a result, the Victorian Government has delayed the project by four years. While the findings of the mediation supported the above-ground option, the report also recommended that the Federal and State Governments move quickly to upgrade the Sunshine Superhub, expressing that *"work continues at Sunshine Station to transform this into the major transport hub it was planned to be"*, and that this would be a "no regrets" strategy. Since the release of the mediator's report, Melbourne Airport have agreed to an above-ground station. Council is now advocating for the Victorian Government to reconsider the four-year delay to its timeline and for the Australian Government to invest in the development of the Sunshine Precinct as the first stage of the Melbourne Airport Rail project.

2. Build the Calder Park Drive Interchange

As a result of the Federal Infrastructure Investment Program Strategic Review in 2023, the previously committed $50m for Calder Freeway upgrades between the Western Ring Road and Gap Road in Sunbury was withdrawn. Council is now calling for the $50m to be reprioritised towards the construction of a full diamond interchange at Calder Park Drive.

3. A More Sustainable Brimbank

Earlier this year, the City of Brimbank was reported to be in the worst position in metropolitan Melbourne when considering both poverty and heat, as we are the hottest municipality in Melbourne and the second most disadvantaged. Our challenges in addressing the climate emergency are therefore more prominent than in other parts of the nation. That's why Council is advocating for increased canopy cover in urban areas of Australia with low canopy coverage, a national pilot program to fund energy upgrades in low-income households, and funding support to establish a Sustainability and Circular Economy Community Hub at Sunshine Energy Park in Albion.

4. Reducing Unemployment in Brimbank

As of March 2024, Brimbank's unemployment rate of 6.1% was significantly higher than the national average of 4.0% at the same time. Council is advocating for increased funding for the Brimbank Learning Futures facility. This will provide tailored support for training, education and pathways to employment, transforming the facility into a suburban study hub.

5. Improving Brimbank's Community Facilities

Brimbank's number of sports facilities per capita is well below the state average. In addition, many existing sports facilities and amenities across the municipality require an uplift to accommodate for the increasing participation in sports, especially amongst women and girls. Our libraries are also in great need of expansion and refurbishment. Australian Government investment is therefore needed to supplement Council's funding for our local community facilities.

2024 ALGA National General Assembly

At the recent ALGA National General Assembly, Brimbank submitted two motions relevant to our advocacy priorities for ALGA to advocate on our behalf to the Australian Government. The motions called on the Australian Government to increase its level of funding for major highways and to provide greater support for the unemployed. Both motions were endorsed at the Assembly. Further details about these motions are presented in the Delegate's Report in **Attachment 2**. The report also provides information on the Brimbank delegation's meetings with Federal Parliamentarians.

Community Engagement

This report is consistent with the policy, evidence and current positions of Council, widely informed by community engagement and insight. The priorities in the 'Brimbank Advocacy Priorities – 2025 Federal Election and Budget' brochure are informed by the Brimbank Advocacy Plan 2023-2025.

Resource And Risk Implications

Resource requirements can be met within the Annual Budget 2023/2024.

There are no Community, Environmental, Financial, Regulatory or Safety risks identified.

Legislation/Council Plan/Policy Context

This report supports the Council Plan 2021-2025 strategic direction and objective of:

1. People and Community - A welcoming, safe and supported community - An inclusive place for all

• Wellbeing and Belonging - Responsive services that support mental and physical wellbeing

2. Places and Spaces - Liveable and connected neighbourhoods that support healthy and sustainable futures - A green place for all

• Liveable and Connected - Inviting and liveable spaces and facilities, connected so people can get around

• Sustainable and Green - Protect natural environments for current and future generations

3. Opportunity and Prosperity - A future focused, transforming city where all have opportunities to learn and earn - A prosperous place for all

• Growing and Transforming - Optimise community opportunities through infrastructure innovation and investment

• Earning and Learning - Everyone has access to education, training and lifelong learning to support their aspirations.

This report complies with the priorities identified in the Brimbank Advocacy Plan 2023-2025.

Council officers contributing to the preparation and approval of this report, have no conflicts of interests to declare.

City of Brimbank

A vibrant and diverse community

Brimbank Advocacy Priorities – 2025 Federal Election and Budget



Attachment 12.11.1

Who and where we are

The City of Brimbank is a vibrant and culturally diverse community. Nearly half of our almost 200,000 residents are born outside Australia, with a majority speaking a language other than English at home. Over 160 languages are spoken by our residents. We are a community that is proud, welcoming and one that is striving towards a prosperous future.

Brimbank key facts

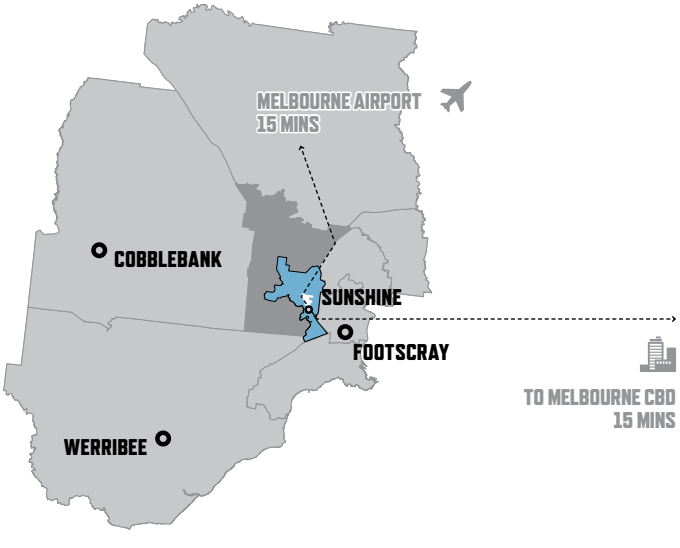
196,046
Population

15.4%
Population change 2023–2041

19.8%
with a Bachelor's degree or higher compared with 29.2% for Victoria

6.1%
unemployment rate compared with 4.0% across Australia

913
for the Index of Relative Socio-Economic Disadvantage score compared with 1,018 for Greater Melbourne



Attachment 12.11.1

Why investment is needed

Brimbank's full potential can only be realised when we are supported by the Australian Government and are working together to ensure that the municipality is receiving the necessary levels of investment to sustain the rapid population growth of Melbourne's west. Such investments will also go a long way towards addressing the various challenges our residents face, including inadequate access to public transport, unsafe road connections, a relatively high unemployment rate, as well as the impacts of climate change and insufficient community infrastructure and amenities. Brimbank City Council is strongly committed to advocating on behalf of our residents to address these challenges.

Acknowledgement of Country

Brimbank City Council respectfully acknowledges and recognises the Wurundjeri and Bunurong Peoples as the Traditional Custodians of this land and pays respect to their Elders, past, present and future.

Transform Sunshine into a Superhub

Government investment in transport infrastructure projects in Melbourne's west is necessary to break the cycle of inter-generational disadvantage and challenges such as high unemployment, traffic congestion and a lack of transport options, including active transport such as pedestrian and cycling links.

Perhaps there is no greater potential than the Sunshine Central Business District (CBD). Sunshine Station and the surrounding precinct has been added to Infrastructure Australia's priority list of projects. It is also the only location in Melbourne that the Victorian Government has declared a Metropolitan Activity Centre, a National Employment and Innovation Centre, a Priority Precinct and a Transport Super Hub.

The Sunshine CBD is therefore well placed to be the centre of Melbourne's booming west and a key economic hub, with the capacity for an additional 29,000 jobs and 43,000 new residents by 2051.

A key part of unlocking the job and housing growth in the Sunshine CBD is the full delivery of the Sunshine Station Masterplan, particularly investment to deliver the three Victorian Government-owned development sites; Station Place, Sun Crescent and Southern Village, each offering diverse spaces for new businesses and affordable housing to address the current housing crisis.



Attachment 12.11.1

Council has facilitated the development of the Sunshine Station Precinct through the sale of Council land, directly opposite the station, to the Vietnamese Museum Australia (VMA). This project is partly funded by the Australian Government. Council is currently seeking funding for a new 'Welcome Plaza' adjacent to the VMA Museum, to both acknowledge the Traditional Owners and to welcome all refugee and migrant communities that make Melbourne's west so diverse.

Economic activity and housing opportunities can also be amplified by the rebuild of the nearby Albion Station, particularly if it is relocated north to straddle Ballarat Road and is better integrated with the surrounding Albion Quarter. The Albion Quarter is a 44-hectare urban renewal precinct in the north of Sunshine CBD with the potential to unlock $2.8 billion of development activity, 6,000 new homes and 8,000 new jobs. Council has recently contributed to the evolution of the Albion Quarter through the adoption of the Sunshine Energy Park Vision Plan, which through future funding will create a new 74-hectare central park to service the Sunshine CBD.

Coupled with the construction of the long overdue Melbourne Airport Rail, set to pass through Sunshine Station, investment in the Sunshine Precinct will unlock one of Melbourne's largest urban renewal opportunities and up to $8 billion in private economic development opportunities, attracting businesses, creative industries, and tourists to Melbourne's west. In a recent report commissioned by the Australian Government and titled 'Melbourne Airport Rail Link – Potential Pathways to Delivery', the independent evaluation recommended that "work continues at Sunshine Station to transform this into the major transport hub it was planned to be." The evaluation also found that this would be a "no regrets" strategy due to both the benefits and the work already completed. These findings pave the way for the development of the Sunshine Precinct to be undertaken as the first stage of Melbourne Airport Rail project.

Council seeks Australian Government funding for:

- The full delivery of the Sunshine Station Masterplan as the first stage of the Melbourne Airport Rail project, with works to progress without further delay.
- The rebuild of Albion Station coupled with its relocation to straddle Ballarat Road.
- A new 'Welcome Plaza' adjacent to the site of the future Vietnamese Museum Australia .

Build the Calder Park Drive Interchange

The Calder Freeway is dangerous and heavily congested. Upgrades are urgently required to improve its safety and traffic flow. Its unsafe state featured in RACV's 2023 My Melbourne Road Survey. Based on Victorian Department of Transport data, it was reported in 2021 that the Calder Freeway was among the top 10 most dangerous roads in Victoria. Between 2015 to mid-2023, there were 198 crashes along the section between the Western Ring Road and Gap Road in Sunbury, of which 82 were classed as serious. This resulted in over 100 injuries and five lives being lost.

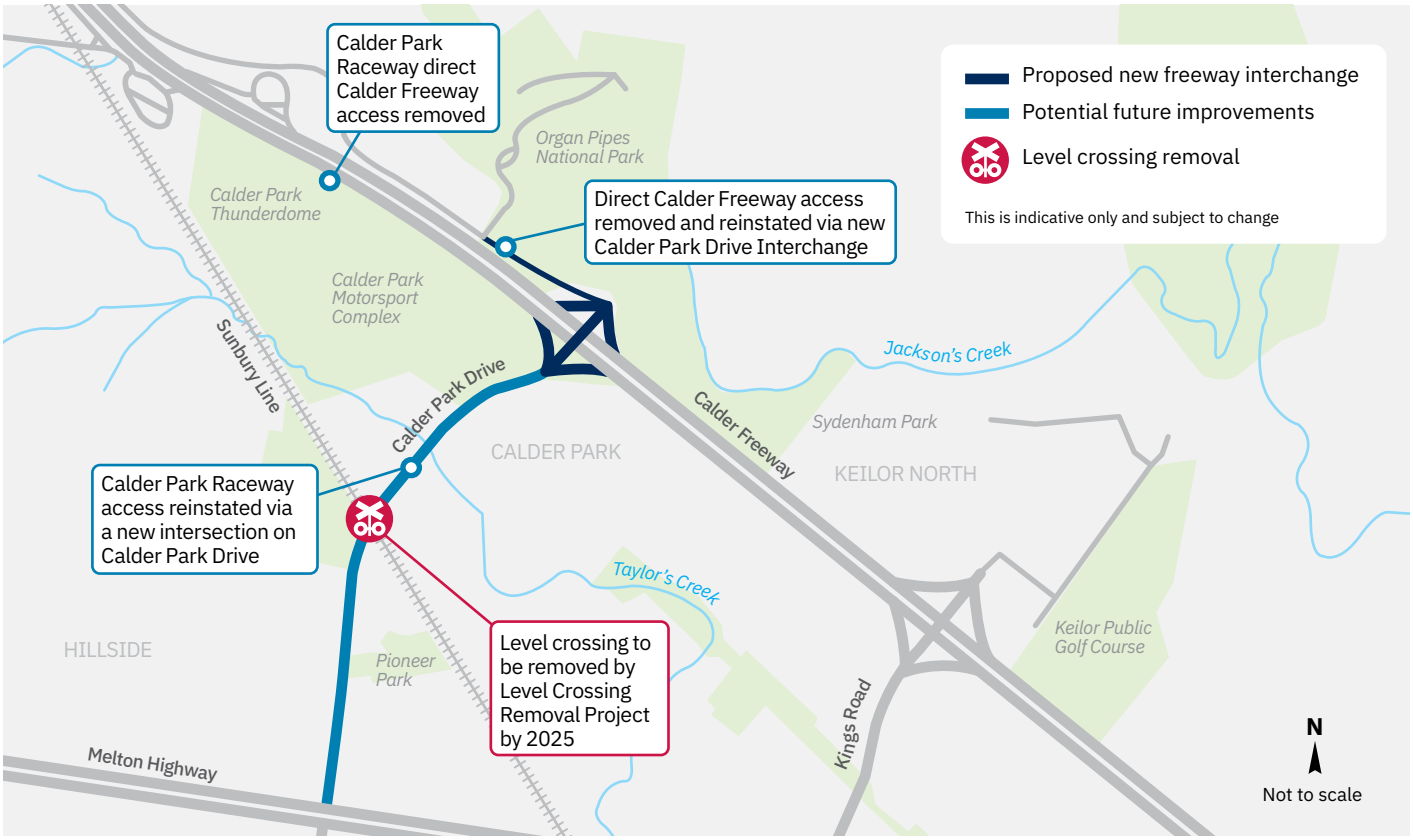
In addition, Infrastructure Australia's 2019 Report found the Calder Freeway to be the seventh most congested road in Australia during the morning peak, and the ninth most congested in the afternoon peak, costing the economy over $100 million per annum.

Although the 2023 Australian Government review of infrastructure projects did not support funding for Calder Freeway upgrades between the Western Ring Road and Gap Road in Sunbury, this provides an opportunity for the previously committed $50 million funding to be re-prioritised towards the construction of a full diamond interchange at Calder Park Drive.

The current intersection of the Calder Freeway with Calder Park Drive is dangerous and leads to heavy traffic congestion. A business case for this interchange was completed by the Victorian Government in 2022, while a similar diamond interchange was built in 2012 at the Calder's intersection with Kings Road.

Council seeks that the previously committed $50 million of Australian Government funding for Calder Freeway upgrades be reprioritised towards the construction of a full diamond interchange at the intersection of the Calder Freeway and Calder Park Drive.

Map of the proposed Calder Park Drive Interchange



Attachment 12.11.1

A more sustainable Brimbank

Melbourne's western suburbs experience the most intense urban heat island effect across the metropolitan area. Brimbank was reported to be the Victorian municipality that faced the greatest challenges when considering both poverty and heat, making it the hottest municipality in Melbourne and the second most disadvantaged.

A more sustainable Brimbank will require a much higher canopy cover. Currently, Brimbank's canopy cover stands at just over 10%, with a goal to increase this to 30% by 2050.

A more sustainable future can also be achieved by government investment in the retrofitting of low-income households to reduce their carbon emissions. Other public benefits of such an investment include job creation and more affordable home heating and cooling, thereby alleviating the current cost-of-living crisis.

Additionally, there is an opportunity to evaluate the need for infrastructure upgrades and establish a Sustainability and Circular Economy Community Hub at Sunshine Energy Park in Albion. This hub could potentially accommodate a mix of Council-led, non-for-profit and commercial initiatives that would convert the site to a regional drawcard.

Council seeks funding:

- To enhance canopy cover in urban areas of Australia with low canopy coverage and significant urban heat island effects.
- For a national pilot program to fund energy upgrades in vulnerable and low-income households.
- To support the feasibility, design and delivery of a Sustainability and Circular Economy Community Hub at Sunshine Energy Park in Albion.



Reducing unemployment in Brimbank

The Brimbank community faces unique barriers to employment and education attainment, particularly among residents from culturally and linguistically diverse and refugee backgrounds. These barriers include limited formal education, limited knowledge of Australian workplace or education institution culture, challenges navigating existing systems, and insufficient awareness of available support services.

In addition, Brimbank has high youth disengagement and unemployment, which affects opportunities later in life and contributes to a low-skilled municipality.

As of March 2024, Brimbank's unemployment rate of 6.1% is significantly higher than the national average of 4.0% at the same time. This is among the highest in Metropolitan Melbourne. Brimbank also has a lower-skilled workforce, with 48.3% of residents lacking formal qualifications compared with 35.2% across Greater Melbourne.

An important facility within Brimbank that helps address unemployment challenges, especially faced by youth, is the Brimbank Learning Futures (BLF) in Sunshine. BLF serves as a safe place where programs are run to help young people and others in the community to receive tailored support with training, education, and pathways to employment. BLF has partnerships with Victoria University, Jobs Victoria Employment Service providers, Trades Women Australia, and local Registered Training Organisations.

BLF offers a unique opportunity to be a flagship Suburban Study Hub that has the capacity to service the growth suburbs of Melbourne's west with an accessible location to support vulnerable groups to attain recognised qualifications and enhance future employment prospects. This will allow for greater collaboration and partnerships to assist with addressing the labour force shortages and skills gaps while leveraging the knowledge and building on the model of the regional study hubs. Furthermore, the hub will respond to the changing jobs market in Brimbank that has seen declines in the manufacturing industry, but with strong employment growth being projected over the next few years in health care and social assistance, retail trade, logistics and construction. However, BLF is limited with what can be achieved with the current resources allocated to the space.

Council seeks $1 million to fund the transformation of the Brimbank Learning Futures facility into a Suburban Study Hub.



Attachment 12.11.1

Improving Brimbank's community facilities

Despite Brimbank's location within Australia's fastest growing region, the municipality is not receiving adequate government investment in community infrastructure to meet the needs of our residents.

Brimbank's number of sports facilities per capita is well below the state average. With the increasing participation of women in sports, government funding is essential to ensure inclusive leisure opportunities for the entire community and to equip our facilities with suitable amenities.

Other community facilities that require greater government investment are our libraries, as they are in desperate need of expansion and refurbishment. Libraries play a crucial role in fostering social inclusion, particularly in disadvantaged and vulnerable communities like Brimbank.

Council seeks to:

- Construct a new football/cricket pavilion ($6.5 million) and a new tennis pavilion ($4.9 million) at JR Parsons Reserve in Sunshine, with both to include changing rooms, a social room, a kitchen, umpire rooms, first aid and storage.
- Upgrade the facilities at Ralph Reserve in Sunshine West, including the changing rooms and toilets ($1 million).
- Install LED lighting for six tennis courts at Selwyn Park and provide multi-purpose use on two courts (e.g. futsal, pickleball) ($2.7 million).
- Upgrade the lighting at Lionheart Oval in Taylors Lakes and Keilor Recreation Reserve Oval to both LED and competition standard ($600,000).
- Redevelop the St Albans Library ($10 million).



Brimbank City Council

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PUBLISHED AUGUST 2024

Attachment 12.11.1

177 - 0724

Delegates Report – 2024 ALGA NGA

Report Details	
Council Delegates:	Cr Ranka Rasic (Mayor); Cr Thuy Dang; Cr Sam David JP
Committee/Event:	30th National General Assembly of the Australian Local Government Association
Meeting Date:	2-4 July 2024
Report Author:	Elie Khalil

The 30th Australian Local Government Association (ALGA) National General Assembly (NGA) was held at the National Convention Centre in Canberra from 2-4 July 2024. It was attended by over 1000 Councillors from all parts of Australia. This year's theme was "Building Community Trust".

Brimbank City Council was represented at the NGA by the Mayor Cr Ranka Rasic, Cr Thuy Dang and Cr Sam David.

At the NGA, delegates attended a range of workshops and presentations by experts in various fields. These covered topics such as politics and civic engagement, intergenerational equity and fairness, and community trust in the built environment.

Delegates also listened to a number of Federal Government representatives and Federal MPs. These included:

- The Governor-General, His Excellency General the Honourable David Hurley
- Hon Catherine King MP – Minister for Infrastructure, Transport, Regional Development and Local Government
- Hon Peter Dutton MP – Leader of the Opposition

In response to ALGA seeking motions earlier this year to be considered at the 2024 NGA, Councillors were able to advocate for Brimbank's priorities through a formal process of motions and resolutions. The two motions that Brimbank proposed at the NGA, following their endorsement at the Council Meeting on 19 March 2024, are listed below:

1. **Upgrades to Major Highways** – This National General Assembly calls on the Federal Government to significantly increase the level of funding to upgrade major highways across Australia and to work closer with Councils across the nation to better understand the deficiencies in their road networks.
2. **Unemployment Support** – This National General Assembly calls on the Federal Government to:
   a. Increase the JobSeeker and Youth Allowance payments
   b. Create an Economic Inclusion fund to create local job opportunities for local people.

Both motions were endorsed at the NGA and responses to these resolutions from Federal Ministers will be made available on the ALGA website in due course.

Led by Mayor Rasic, Brimbank Councillors also took the opportunity to meet with a range of Federal MPs at Parliament House while in Canberra, including:

- Hon Catherine King MP – Minister for Infrastructure, Transport, Regional Development and Local Government (ALP)
- Senator the Hon. Sarah Henderson –Shadow Minister for Education (Liberal)
- Senator James Paterson – Shadow Minister for Home Affairs and Shadow Minister for Cyber Security (Liberal)
- Dr Daniel Mulino MP – Member for Fraser (ALP)
- Offices of Hon. Brendan O'Connor MP and Ms Maria Vamvakinou MP

At these meetings, Brimbank Councillors advocated on important local issues, with a particular focus on the construction of the Melbourne Airport Rail, the development of the Sunshine Priority Precinct, upgrading the Calder Freeway and Council's concerns with Melbourne Airport's proposed third runway.

12.12	**Municipal Maintenance Agreement (Department of Transport and Planning formerly VicRoads)**
Directorate	Infrastructure and City Services
Director	Chris Leivers
Manager	Tom Razmovski
Attachment(s)	Nil

Purpose

For Council to consider responses from the Hon. Minister for Roads and Road Safety and the Department of Transport and Planning, regarding Councils request for an increased contribution towards its maintenance of various arterial roads (those that are State roads), and to provide advice on the basis of the responses received.

Officer Recommendation

That Council:

a. Notes responses from the Hon. Minister for Roads and Road Safety and the Department of Transport and Planning, regarding its request for an increased contribution towards Councils maintenance of State roads within Brimbank, have confirmed the State will not increase its financial contribution towards this activity.

b. Noting the advice that the State Government is not prepared to increase its contribution for the maintenance of these State roads, and that the current contribution from the State covers less than a quarter of the cost to maintain these roads, writes to the Minister for Roads and Road Safety and the Department of Transport and Planning, providing six months' notice of its decision to hand back responsibility for these services, in accordance with the Termination Clause in the Municipal Maintenance Agreement.

c. Publishes Department of Transport and Planning contact details on its website, and elsewhere as appropriate, to direct enquires, requests and complaints related to the maintenance of State roads within Brimbank.

Background

Council at its Meeting 16 April 2024, resolved the following:

That Council:

a. Requests the CEO to write to the Secretary of the Department of Transport staff seeking an increased contribution towards the upkeep of various arterial roads included in the Municipal Maintenance Agreement between the Department of Transport and Planning and Brimbank City Council, requesting a response be provided before 30 June 2024.

b. Writes to the Hon. Minister for Roads and Road Safety, and local members (State Government) seeking an increased contribution towards the upkeep of various arterial roads included in the Municipal Maintenance Agreement between the Department of Transport and Planning and Brimbank City Council, requesting a response be provided before 30 June 2024.

c. *Receive a further report detailing the responses from senior Department of Transport and Planning staff, Hon. Minister for Roads and Road Safety, Secretary of the Department of Transport and local members (State Government), and officer advice in response.*

As per the report presented to Council on 16 April 2024, Brimbank Council entered into a Municipal Maintenance Agreement (MMA) with VicRoads (now Department of Transport and Planning) in 2014, whereby Council took on the responsibility for specified maintenance responsibility (mainly grass cutting and associated works) for those parts of the Urban Arterial Road Network (mainly medians) for which DTP is the Responsible Road Authority. Around the same time, other councils where also entering these MMAs for similar reasons.

The MMA covers Urban Arterial Roads north of Ballarat Road, while Urban Arterial Roads south of Ballarat Road continue to be maintained by DTP's contractor Ventia (formerly Broad Spectrum).

The cost to maintain these State assets has increased since the MMA was agreed in 2014. Council's current total annual expenditure to deliver the MMA is around $475,000 (excl. GST) and DTP currently contributes around $109,090 (excl. GST), leaving a net cost to Council of around $355,000 (excl. GST).

Council has sought an increased contribution from the State, however no additional funding has been provided.

On 13 June 2024, Council received a response from the Department of Transport and Planning (DTP) regarding its request for an increased contribution towards the upkeep of various arterial roads included in the Municipal Maintenance Agreement, indicating that it was willing to meet with officers to discuss the request, but that it was unlikely to be in a position to increase the funding available to Council to undertake this activity.

Officers have since met with the DTP officers referred to in correspondence from DTP, who have confirmed they are unable to commit any further funding to compensate Council for its maintenance of State roads.

On 15 July 2024, Council received a response from the Hon. Minister for Roads and Road Safety regarding its request for an increased contribution towards the upkeep of various arterial roads included in the MMA. The letter expressed disappointment on behalf of the State and DTP if Council decided not to operate under the current MMA, but did not agree to providing any additional funding to cover the costs of this activity.

Council's maintenance of arterial roads costs approximately $470,000; the State Government funds Council approximately $109,000 to undertake these works. As such, Brimbank Council currently contributes an additional net cost of around $355,000 (excl. GST) to achieve a desired standard of maintenance for the arterial network (i.e. State roads) north of Ballarat Road. It is anticipated this additional contribution from Council is likely to increase in coming years, if no additional funding is provided from the State Government.

The Municipal Maintenance Agreement (MMA) includes a termination provision that either party may, in its sole and unfettered discretion, terminate the Agreement upon giving the other party six month's written notice.

DTP maintain roads in the south of Brimbank (south of Ballarat Road) via contractors. The standard of maintenance provided by DTP's contractors south of Ballarat Road is considered satisfactory.

Several other councils with similar MMAs have made the decision to hand back the maintenance responsibilities to DTP due to the inadequate funding offered by the State under the current agreements. Officers understand several other councils are considering taking similar action.

Matters for Consideration

Options

A. Writes to the Minister for Roads and Road Safety and the Department of Transport and Planning providing six months' notice of its decision to hand back responsibility for these services, in accordance with the Termination Clause in the Municipal Maintenance Agreement (reflects Officer Recommendation).

B. Continue with current MMA for the upkeep of designated roads north of Ballarat Road at an additional net cost of around $355,000 (excl. GST) annually to achieve a desired standard of maintenance for the arterial road network north of Ballarat Road, noting this cost is likely to rise is subsequent years.

Analysis

Correspondence from the Hon. Minister Roads and Road Safety and Department of Transport and Planning (DTP) regarding Councils request for an increased contribution towards the upkeep of various arterial roads included in the Municipal Maintenance Agreement (MMA) confirmed that no additional funding would be made available to Council to perform this function.

The correspondence outlined the DTP’s approach to routine maintenance on its arterial roads is in line with its requirements under its Road Management Plan (RMP) and then to prioritise works based on network needs.

The DTP further highlighted the minimal requirements that it must maintain its road network to, which is primarily focused on keeping the network safe.

Due to increasing cost pressures Brimbank Council is not in a position to continue to subsidise the State Government to maintain their assets. The additional net cost of around $355,000 (excl. GST) annually to achieve a desired standard of maintenance for the arterial network north of Ballarat Road, is considered a cost shift from State to Local Government and reduces the funding available for other Council priorities.

A decision to hand back maintenance responsibilities to DTP could be executed through a termination clause. The MMA includes a termination provision that either party may, in its sole and unfettered discretion, terminate the Agreement upon giving the other party six month’s written notice.

There is a high level of confidence that DTP contractors can maintain the arterial road network north of Ballarat Road to meet the required safety standards, should it decide to hand back maintenance responsibilities for the MMA services to DTP.

It should be noted that it is possible that the regularity and quality of service reduces under this change, as DTP are unlikely to maintain the same service regime as has been implemented by Council.

Increasing cost pressures in the Local government sector have led to several other councils making the decision to hand back the maintenance responsibilities of State roads to the DTP, with others several other councils considering taking similar action.

Implementation
Subject to Council approval, correspondence would be sent to the Minister for Roads and Road Safety and the Department of Transport and Planning, providing six months' notice of its decision to terminate the Municipal Maintenance Agreement in accordance with the Termination Clause.

Once responsibility is returned to the State Government, Council officers propose to publish Department of Transport and Planning contact details on its website, and elsewhere as appropriate, to appropriately direct enquires and complaints related to the maintenance of State roads within Brimbank.

Community Engagement

Consultation in relation to the Municipal Maintenance Agreement was undertaken with relevant Council officers to ensure the maintenance requirements meet community needs and expectations.

Officers have engaged with representatives from DTP to inform this report.

Resource And Risk Implications

By handing back maintenance responsibilities back to the DTP, Council could reduce the current costs of maintaining these roads, by around $355,000 (excl. GST).

The services provided by the MMA could easily be transferred to an existing DTP contractor, as occurs on State roads south of Ballarat Rd, within Brimbank.

Community: potential impact on community, including public trust and customer service impact
• Yes - Potential complaints and service requests, where maintenance standards do not meet community expectations. To address this, Officers propose to publish contact details for DTP, to direct any enquires, requests or complaints related to the maintenance of State roads in Brimbank.

Financial: significant financial impacts
• Yes - Budget expenditure is from Council funding; the proposal presents the opportunity to reduce a current cost-shift from State to Local Government and to reduce Council expenditure towards this by approximately $355,000.

Regulatory: legal, legislative or regulatory implications including the rights/obligations of stakeholders
• Yes - The Municipal Maintenance Agreement transfers specified maintenance responsibilities for those parts of the Urban Arterial Road Network to Council for which DTP is the Responsible Road Authority.

Safety: health, safety or duty of care impacts
• Yes - Works carried out as part of the Municipal Maintenance Agreement are required to maintain sites to required safety standards, including appropriate traffic management.

There are no Environmental risks identified.

Legislation/Council Plan/Policy Context

This report supports the Council Plan 2021-2025 strategic direction and objective of:

2. Places and Spaces - Liveable and connected neighbourhoods that support healthy and sustainable futures - A green place for all
• Liveable and Connected - Inviting and liveable spaces and facilities, connected so

people can get around

4. Leadership and Governance - A high performing organisation that enacts the vision and decisions of Council through the delivery of quality and innovative services - A fairer place for all
• High Performing and Accountable - Our workforce strive to enhance services and liveability for the Brimbank community.

This report complies with Council's Road Management Plan and the R*oad Management (General) Regulations 2016* through a Municipal Maintenance Agreement that transfers specified maintenance responsibilities for those parts of the Urban Arterial Road Network to Council for which the Department of Transport and Planning is the Responsible Road Authority.

Council officers contributing to the preparation and approval of this report, have no conflicts of interests to declare.

12.13	**Contract No. 25/3522 - Supply, Delivery and Lease of Nine (9) Twenty-Four (24) Cubic Metre Side Loading Waste Compactors and four (4) Twenty-Four (24) Cubic Metre Side Loading Green Waste Compactors**
Directorate	Infrastructure and City Services
Director	Chris Leivers
Manager	Tom Razmovski
Attachment(s)	1. CONFIDENTIAL - Tender Evaluation Report [**12.13.1** - 16 pages]

Purpose

For Council to consider the award of Contract No. 25/3522 – Supply, Delivery and Lease of Nine (9) Twenty Four (24) Cubic Metre Waste Side Loading Compactors and Four (4) Twenty Four (24) Cubic Metre FOGO Side Loading Compactors.

Officer Recommendation

That Council:

a. Awards Contract No. 25/3522A – Supply and Delivery of five (5) Waste Side Loading compactors to CMV Truck and Bus and enters into a lease agreement through De Lage Landen Pty Limited at an estimated amount of $3,860,932.74 (GST inclusive) over a 72-month period.

b. Awards Contract No. 25/3522A – Supply and Delivery of four (4) FOGO Side Loading Compactors to CMV Truck and Bus and enters into a lease agreement through De Lage Landen Pty Limited at an estimated amount of $3,116,016.20 (GST inclusive) over a 72-month period.

c. Awards Contract 25/3522B - Supply and Delivery of four (4) Waste Side Loading Compactors to STG Sales Pty Ltd and enters into a lease agreement through De Lage Landen Pty Limited at an estimate amount of $3,141,034.33 (GST inclusive) over a 72-month period.

d. Notes the above contract sum is within the annual operating budget allocation for the project of $1,533,027.77 (excluding GST). The funding required to fulfill the contract sum over the recommended term is captured in the assumptions informing Councils Financial Plan, and future annual allocations will need to be accommodated in future annual budgets.

Background

Council currently operates twenty-five (25) side loading compactors in total (15) Waste Compactors, six (6) Recycling Compactors and four (4) Food and Garden Organics (FOGO) Compactors. It is envisaged Council will continue with its current number and type of side loading compactors.

All of Council's side loading compactors are currently leased. These nine (9) waste and four (4) FOGO side loading compactors, total of thirteen (13), will replace the current compactors existing lease which is due to expire in December 2025 and May 2026. By this time the units will not be cost effective to continue in service due to their age, hours worked and extensive maintenance and repair costs.

Funds for this contract will be through Councils 2025/2026 Annual Operating Budget and referred to future annual budget process for consideration.

Matters for Consideration

Analysis
A public tender process was conducted in June 2024. At the close of tenders four submissions were received from: Penske Australia P/L, STG Sales Pty Ltd, CMV Truck & Bus and Superior Pak Pty Ltd. All tenderers submitted leasing costs through De Lage Landen Pty Limited.

Superior Pak Pty Ltd did not complete the Tender Schedules and Penske Australia P/L did not comply with Council's specifications and therefore both were deemed non-compliant.

Leasing arrangements were included as part of the tender process. All companies tendered with leasing arrangements through De Lage Landen Pty Limited.

The submissions were initially assessed against the mandatory criteria to ensure conformance.

The Tender Evaluation Panel has rated the following as preferred tenderers:

1. CMV Truck & Bus for the supply of Five (5) Volvo FE Cab Chassis with Superior Pak Waste Side Loading Compactors for the tendered amount of $3,860,932.74 (GST inclusive)

2. CMV Truck & Bus for the supply of Four (4) Volvo FE Cab Chassis with Superior Pak FOGO Side Loading Compactors for the tendered amount of $3,141,034.33 (GST inclusive) over a 72-month period.

3. STG Sales Pty Ltd for the supply of Four (4) Volvo FE Cab Chassis with Bandit Waste Side Loading Compactors for the tendered amount of $3,141,034.33 (GST inclusive) over a 72-month period.

4. De Lage Landen Pty Limited for the Lease of Thirteen (13) Compactors.

Tender Evaluation Report is provided in **Confidential Attachment 1** to this report.

Implementation
Subject to Council's award of Contract, delivery of the twelve compactors is expected between December 2025 and May 2026.

Community Engagement

As the provisions of this Contract relate to an internal support service, community engagement is not required.

Collaboration

Collaboration was undertaken with Council's internal Waste Operational Staff, Co-ordinator and Service Unit Manager and cab chassis suppliers and compactor body manufacturers and based on these consultations, it has been determined that replacing the thirteen (13) compactors is more cost effective due to the age and the increased maintenance and repair cost associated with the current compactors.

Resource And Risk Implications

The contract sum is within the annual operating budget allocation for the project of $1,533,027.77 million (excluding GST). The funding required to fulfill the contract sum

over the recommended term is captured in the assumptions informing Councils Financial Plan, and future annual allocations will need to be accommodated in future annual budgets.

Community: potential impact on community, including public trust and customer service impact
• Yes - The provision of side loading waste compactors is an essential part of the suite of Council's waste and FOGO collection services provided to residential properties.

Environmental: impacts on environmental sustainability, including water/waste management, climate change, and contaminated land
• Yes - The provision of these side loading waste compactors is an integral part of the suite of Council's waste and FOGO collection services.

Financial: significant financial impacts
• Yes - Budget expenditure is from Council funding; the Operational budget is subject to Council approval. Refer to **Confidential Attachment 1** for financial impacts.

Regulatory: legal, legislative or regulatory implications including the rights/obligations of stakeholders
• Yes - Waste and FOGO collection services for residential properties are an essential service provided by Local Government.

Safety: health, safety or duty of care impacts
• Yes - The provision of these new side loading waste compactors reduces the risks associated with increased maintenance and repairs of the existing side loading waste compactors and provides a greater duty of care for waste drivers.

Legislation/Council Plan/Policy Context

This report supports the Council Plan 2021-2025 strategic direction and objective of:

4. Leadership and Governance - A high performing organisation that enacts the vision and decisions of Council through the delivery of quality and innovative services - A fairer place for all
• High Performing and Accountable - Our workforce strive to enhance services and liveability for the Brimbank community.

This report complies with the *Local Government Act 2020 (the Act)* and Council's Procurement Policy.

Council officers contributing to the preparation and approval of this report, have no conflicts of interests to declare.

13 Notices Of Motion

13.1 Derrimut Fire Community Forum

Notice of Motion 7/24 – Cr Tachos

Motion

That Council writes to the CEO of the Environment Protection Authority Victoria, Mr Lee Miezis, and the CEO of Worksafe, Mr Joe Calafiore, requesting:

a. That their organisations convene a community question and answer forum regarding the Derrimut fire of Wednesday 10 July 2024

b. That the community question and answer forum be held within the City of Brimbank in a location and at a time easily accessible to the community; and

c. Listen and respond to community demands raised at the forum.

Officer Advice

The actions required by this Notice of Motion, if supported, could be undertaken within a timely manner and within existing resources.

13.2 50 Years Of Vietnamese Community's Settlement In Australia

Notice of Motion 8/24 – Cr Dang

Motion

That Council:

a. Recognises that 2025 will be the 50-year anniversary of Vietnamese community's settlement in Australia.

b. Acknowledge the significant contribution of the Vietnamese community to Brimbank municipal.

c. Writes to the Minister for Multicultural Affairs seeking practical support from the Victorian Government for timely commemorative activities in Brimbank as home to one of Victoria's largest Vietnamese communities.

d. Requests Council officers to present a report to the February 2025 Ordinary Council meeting on opportunities for the Vietnamese community to commemorate the 50-year settlement anniversary.

Officer Advice

The 50 year anniversary of Vietnamese settlement will be an important anniversary for the Vietnamese community living in Brimbank. Seeking funding and practical support from the State Government that will assist the local Vietnamese community commemorate and celebrate will be important advocacy from Council.

14 Notices Of Rescission

Nil.

15 Urgent Business

16 Confidential Business

17 Meeting Closure