COUNCIL MEETING OF THE HUME CITY COUNCIL

MONDAY, 14 APRIL 2025

7:00PM

COUNCIL CHAMBER - HUME GLOBAL LEARNING CENTRE BROADMEADOWS

HUME COMMUNITY VISION 2045:

A thriving community with a strong sense of belonging.

An audio and video recording of this meeting of the Hume City Council will be published to Council's website within two (2) working days.

HUME CITY COUNCIL

Notice of a
COUNCIL MEETING OF THE HUME CITY COUNCIL
to be held on Monday, 14 April 2025
at 7:00pm
at the Council Chamber - Hume Global Learning Centre Broadmeadows

Attendees:	a: Council	Cr Jarrod Bell	Mayor
		Cr Naim Kurt	Deputy Mayor
		Cr Daniel English	
		Cr Steve Gagen	
		Cr John Haddad	
		Cr Kate Hamley	
		Cr Sam Misho	
		Cr Carly Moore	
		Cr Jim Overend	
		Cr Karen Sherry	
		Cr Ally Watson	
	b: Officers	Ms Sheena Frost	Chief Executive Officer
		Mr James McNulty	Act. Director City Planning and Places
		Ms Kristen Cherry	Director City Services & Living
		Mr Adam McSwain	Director Infrastructure and Assets
		Mr Hector Gaston	Director Customer & Strategy
		Ms Ann-Michel Greenwood	Chief People Officer
		Mr Fadi Srour	Chief Financial Officer

ORDER OF BUSINESS

1. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

Hume City Council would like to acknowledge that we are meeting on Country for which the members and Elders of the Wurundjeri Woi-wurrung people and their forebears have been custodians for many thousands of years. The Wurundjeri Woi-wurrung, which includes the Gunung-Willam-Balluk clan, are the Traditional Custodians of this land. Hume City Council would also like to pay its respects to their Elders, past and present, and to all Aboriginal and Torres Strait Islander peoples who may be here today.

2. PRAYER

Hume City's religious diversity strengthens and enriches community life and supports the well-being of the citizens of Hume City. Hume City Council acknowledges the importance of spiritual life and the leadership offered by the Hume Interfaith Network (HIN). In recognition of the religious diversity of residents in Hume City Council has invited the HIN to take responsibility for the opening prayer at Council meetings. This evening's prayer will be led by Rev. Fa'amata'u Leota, from St Andrews Uniting Church, Sunbury, on behalf of the HIN.

3. APOLOGIES

4. DISCLOSURE OF INTEREST

Councillors' attention is drawn to the provisions of the *Local Government Act 2020* and Council's Governance Rules in relation to the disclosure of conflicts of interests. Councillors are required to disclose any conflict of interest immediately before consideration or discussion of the relevant item. Councillors are then required to leave the Chamber during discussion and not vote on the relevant item.

5. CONGRATULATIONS AND CONDOLENCES

6. CONFIRMATION OF MINUTES

Minutes of the Council Meeting held on 24 March 2025.

RECOMMENDATION:

THAT the Minutes of the Council Meeting held on 24 March 2025, be confirmed.

7. PUBLIC QUESTION TIME

8. OFFICER'S REPORTS

The Mayor will ask the Councillors and gallery at the commencement of this section, which reports they wish to speak to. These reports will then be discussed in the order they appear on the notice paper.

Item No	Title	Page
8.1	Local Government Performance Reporting Framework - Six Month Report 2024/25	5
8.2	Council Subscription: Local Government Professionals (LGPro) Association	28
8.3	Contract No. 30 24 3596 - Construction of 5 Tennis Courts - Greenvale Tennis Club, Greenvale	31
8.4	Contract No. 30 24 3595 - Sunbury Community Arts and Cultural Precinct - Jacksons Hill	40
8.5	CEO Employment and Remuneration Policy	46
8.6	Proposed Planning Scheme Amendment C272 - Merrifield uses and heritage	68
8.7	Final Aitken Creek Masterplan	140
8.8	Risk Management Policy	177
8.9	Review of Instrument of Delegation to Members of Council Staff	200
8.10	Audit and Risk Committee Meeting Minutes - 6 December 2024	329
8.11	Audit & Risk Committee Updates	342

9. NOTICES OF MOTION

9.1 NOM25/13 - Cr Karen Sherry - Olsen Place Accessibility 391
9.2 NOM 25/20 - Cr Jim Overend - Accessible Parking Bays Craigieburn Central 392
9.3 NOM25/21 - Cr Jim Overend - Improvements to Traffic along Elevation Boulevard Cragieburn 393
9.4 NOM25/22 - Cr Sam Misho - Abandoned Shopping Trolleys 394
9.5 NOM25/23 - Cr Sam Misho - Parking Bays Kyabram Street, Coolaroo 3956
9.6 NOM25/24 - Cr Steve Gagen - Shade and UV Protection in Play Spaces... 397
9.7 NOM25/25 - Cr Naim Kurt - Jacana Valley 399

10. ITEMS TO BE TABLED

11. URGENT BUSINESS

12. DELEGATES REPORTS

13. CONFIDENTIAL ITEMS

The Meeting may be closed to members of the public to consider confidential items.

RECOMMENDATION:

THAT Council close the meeting to the public pursuant to section 66(2) of the *Local Government Act* 2020 to consider the following items:

8.3 Contract No. 30 24 3596 - Construction of 5 Tennis Courts - Greenvale Tennis Club, Greenvale – Confidential Attachments

1. Contract No. 30 24 3596 - Tender Evaluation Report
2. Contract No. 30 24 3596 - Tender Evaluation Matrix
3. Contract No. 30 24 3596 - List of Company Directors and Officeholders

The attachments in item 8.3 are confidential in accordance with Section 3(1)(a) of the Local Government Act 2020 because it is Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released.

The specified grounds apply because they contain contractual matters.

8.4 Contract No. 30 24 3595 - Sunbury Community Arts and Cultural Precinct - Jacksons Hill

1. Contract 30 24 3595 - Tender Evaluation Report
2. Contract 30 24 3595 - Tender Evaluation Matrix
3. Directors and Office Bearers

The attachments in item 8.4 are confidential in accordance with Section 3(1)(a) of the Local Government Act 2020 because it is Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released.

The specified grounds apply because of commercial in confidence information.

14. CLOSURE OF MEETING

SHEENA FROST
CHIEF EXECUTIVE OFFICER

9/04/2025

REPORT NO:	8.1
REPORT TITLE:	Local Government Performance Reporting Framework - Six Month Report 2024/25
SOURCE:	Andrea Taylor, Manager Organisational Performance & Strategy
DIVISION:	Customer & Strategy
FILE NO:	HCC13/306
POLICY:	-
STRATEGIC OBJECTIVE:	3.2: Deliver responsible and transparent governance, services and sustainable assets that respond to community needs
ATTACHMENT:	1. *LGPRF Service Data Rerport 2024/25 (Six Month)*

DISCLOSURE OF CONFLICTS OF INTEREST

No Council officers involved in the preparation of this Report have a general or material interest in relation to the matters for consideration.

1. SUMMARY OF REPORT:

This report provides our six-month (1 July 2024 to 31 December 2024) Local Government Performance Reporting Framework (LGPRF) service indicator data (refer **Attachment 1**) as required by the *Local Government (Planning and Reporting) Regulations (2020).*

2. RECOMMENDATION:

That Council note the 2024/25 LGPRF data provided at Attachment 1.

3. LEGISLATIVE POWERS & POLICY CONTEXT:

3.1 *Local Government Act 2020* (**the Act**) - Section 98: Annual Report

3.2 *Local Government (Planning and Reporting) Regulations 2020* (**the Regulations**) - Schedule 1: Item 20 Performance reports

4. OVERARCHING GOVERNANCE PRINCIPLES:

This Report supports Council is giving effect to the following Overarching Governance Principles:

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

c) the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;

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

5. IMPACT ASSESSMENTS:

5.1 CHARTER OF HUMAN RIGHTS AND RESPONSIBILITIES ACT 2006

5.1.1 The collection and provision of LGPRF information is conducted within the policy context of Council's *Social Justice Charter* and the *Charter of Human Rights and Responsibilities Act 2006*.

REPORT NO: 8.1 (cont.)

5.2 GENDER EQUALITY ACT 2020

5.2.1 This Report does not relate to a development or review of a policy, program or service; therefore a Gender Impact Assessment was not required.

6. FINANCIAL & RESOURCE IMPLICATIONS:

Nil.

7. OPPORTUNITIES & RISKS:

LGPRF data provides valuable data to inform the planning of Council's services.

8. COMMUNITY ENGAGEMENT:

Nil.

9. DISCUSSION:

9.1 This report provides year-to-date LGPRF service data for the six months to 31 December 2024 (refer **Attachment 1**). This includes a comparison of the previous year results and average results across interface councils, which includes eight local government areas.

9.2 Council submitted 2023/24 LGPRF data to Local Government Victoria (LGV). This data was used to prepare the Performance Statement and Report of Operations included in the 2023/24 Annual Report. This was provided to the Audit and Risk Committee on 11 September 2024 and to Council on 23 September 2024.

9.3 In November 2024, LGV released 2023/24 LGPRF results for all 79 Victorian council at: https://www.localgovernment.vic.gov.au/strengthening-councils/performance-reporting and Know Your Council website: https://www.vic.gov.au/know-your-council-comparison-dashboard.

9.4 LGPRF is subject to triennial review process. In January 2024, the Minister for Local Government endorsed four topics to reviewed by the LGPRF Steering Committee. Council participated in the Technical Working Group looking at service and financial indicators to inform the Steering Committee's findings. Recommendations are yet to be released, however if approved, are likely be implemented in the 2026/27 financial year.

10. CONCLUSION

Council continues to collect LGPRF information as part of quarterly progress reporting for the Council Plan and provides six monthly updates to the Audit and Risk Committee. This process ensures Council is able to identify issues and accurately report data prior to the next LGPRF formal reporting period at the end of the 2024/25 financial year.

LGPRF Service data report

Contents

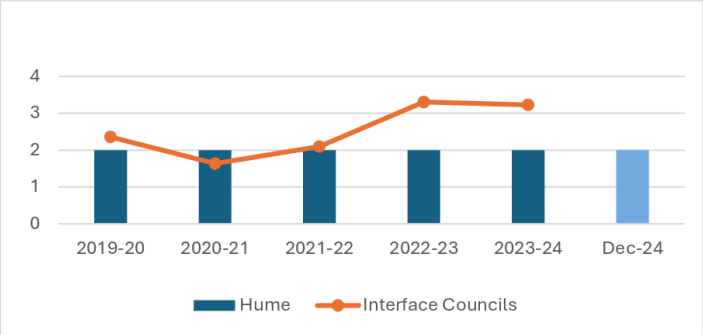
Aquatic Facilities 2
Animal Management 3
Food Safety 6
Governance 8
Libraries 11
Maternal & Child Health 13
Roads 16
Statutory Planning 18
Waste Management 20

Aquatic Facilities

AF2 – Health inspections of aquatic facilities

Definition: The number of inspections by an authorised officer within the meaning of the Public Health and Wellbeing Act 2008 carried out per Council aquatic facility.

[Number of authorised officer inspection of Council aquatic facilities/Number of Council aquatic facilities]



2023/24 Public comment

Each Aquatic Facility received two health inspections, consistent with previous years.

2024/25 6 month commentary

Results are tracking as expected and in line with previous results.

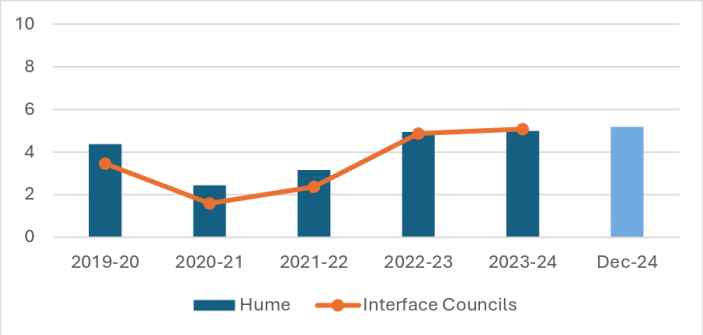
Note: Number of Council aquatic facilities has been halved to compare to previous yearly results

The expected range is 1 to 4 inspections

AF6 – Utilisation of aquatic facilities

Definition: The number of visits to aquatic facilities per head of municipal population.

[Number of visits to aquatic facilities/Population]



2023/24 Public comment

The use of aquatic facilities continues to rise following COVID closure years. Over the past 12 months the estimated residential population have increased by 10,000 and visits to aquatic facilities have increased by over 62, 000

2024/25 6 month commentary

Results are tracking as expected and in line with previous results.

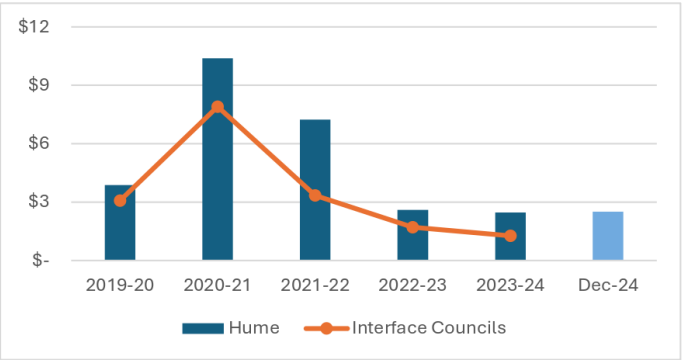
Note: Population figure has been halved to compare to previous yearly results

The expected range is 1 to 10 visits

AF7 – Cost of aquatic facilities

Definition: The direct cost less any income received of providing aquatic facilities per visit.

[Direct cost of the aquatic facilities less income received/Number of visits to the aquatic facilities]



2023/24 Public comment

Council has a strong commitment to sustainable environment initiative including roof top solar systems, efficient lighting and plumbing fixtures. The decreased cost figure is also attributed to the increase of visits.

2024/25 6 month commentary

Results are tracking as expected and in line with previous results.

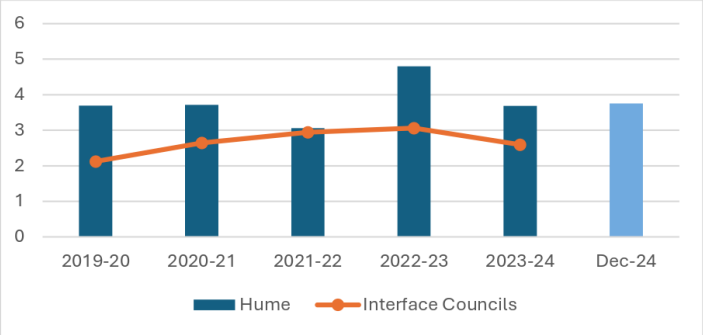
The expected range is $0 to $30

Animal Management

AM1 - Time taken to action animal management requests

Definition: The average number of days it has taken to Council to action animal management related requests.

[Number of days between receipt and first response action for all animal management requests/Number of animal management requests]



2023/24 Public comment

There has been a slight decrease in this indicator which is a result of staff resourcing impacting the ability to action service requests.

2024/25 6 month commentary

Results are tracking as expected and in line with previous results.

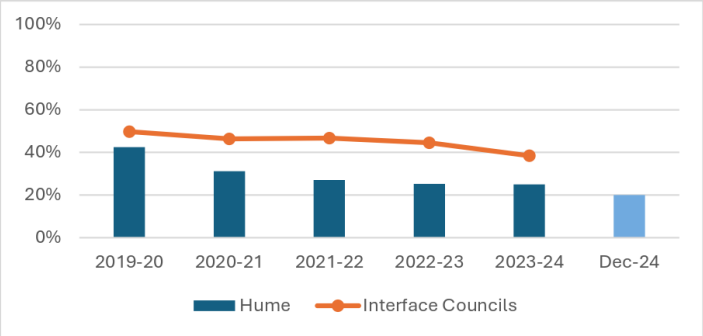
Animal management requests are triaged and responded to based on critical risk.

The expected range is 1 to 10 days

AM2 – Animals reclaimed

Definition: The percentage of collected registrable animals under the *Domestic Animals Act 1994* reclaimed.

[Number of animals reclaimed/Number of animals collected]x100



2023/24 Public comment

The trend of cost-of-living pressures continues with the number of animals not being reclaimed. Feedback from community and Council Officers also suggests an increase in surrendered animals.

2024/25 6 month commentary

Results are tracking as expected and in line with results post COVID.

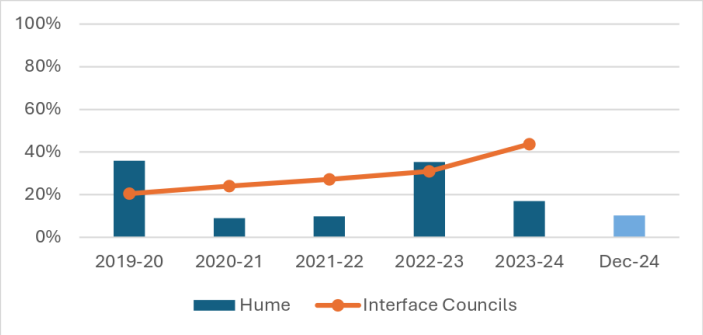
Reclaim rates for dogs are considerable higher than reclaim rates for cats.

The expected range is 30% to 90%

AM5 – Animals rehomed

Definition: The percentage of unclaimed collected registrable animals under the *Domestic Animals Act 1994* that are rehomed.

[Number of unclaimed collected animals rehomed/Number of unclaimed collected animals]x100



The expected range is 20% to 80%

2023/24 Public comment

The denominator has been updated to remove animals that have been reclaimed from the collection, as mentioned above there has been an increase in surrendered animals which has increase the amount in need of rehoming. Council has little involvement in rehoming programs which are managed through our shelter provider Lost Dogs Home.

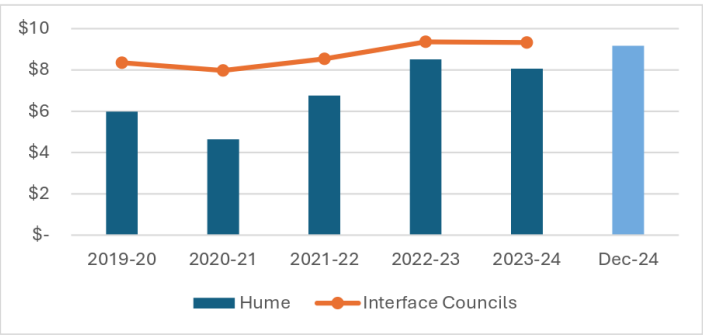
2024/25 6 month commentary

This figure continues to show significant variability year on year, influenced by interest and uptake of pet adoption.

AM6 – Cost of animal management service

Definition: The direct cost of the animal management service per head of population.

[Direct cost of the animal management service/Population]



The expected range is $3 to $40

2023/24 Public comment

A stabilising of cost increases in relation to animal shelter services and increase in population. Cat trapping program was suspended for periods of time through the year due to cat vaccination shortages which reduced number of cats being impounded.

2024/25 6 month commentary

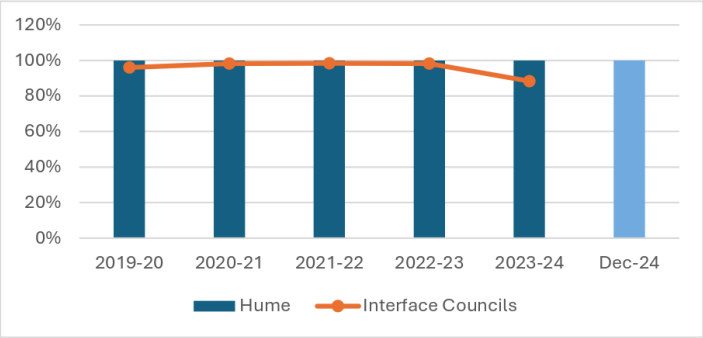
Cat trapping program has recommenced resulted in more cats being impounded. There have also been higher costs relating to dogs being held pending prosecution outcome and increase in after hours collection service costs.

Note: Population figure has been halved to compare to previous yearly results

AM7 – Animal management prosecutions

Definition: The percentage of animal management prosecutions which are successful.

[Number of successful animal management prosecutions/Total number of animal management prosecutions]x100



The expected range is 0% to 200%

2023/24 Public comment

Successfully prosecuted all animal management cases referred to court.

2024/25 6 month commentary

For the 6 months to 31 December 2024, 9 animal management prosecutions have been brought against a defendant.

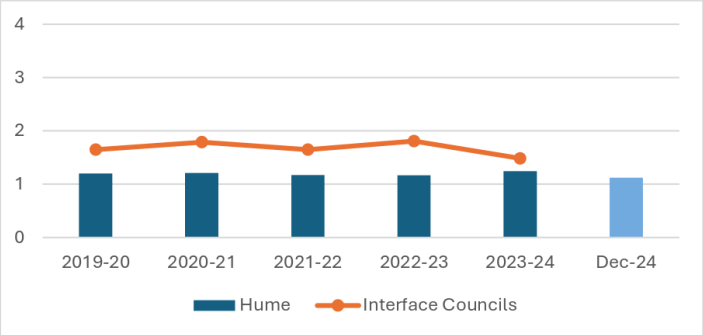
There is an increasing number of prosecutions occurring year on year; 2019/20 (7 prosecutions); 2020/21 (7 prosecutions); 2021/22 (13 prosecutions); 2022/23 (14 prosecutions); 2023/24 (22 prosecutions).

Food Safety

FS1 - Time taken to action food complaints

Definition: The average number of days it has taken to Council to action food complaints received from members of the public about the safety or handling of food for sale.

[Number of days between receipt and first response action for all food complaints /Number of food complaints]



2023/24 Public comment

Time taken to action food complaints has remained consistent with previous years.

2024/25 6 month commentary

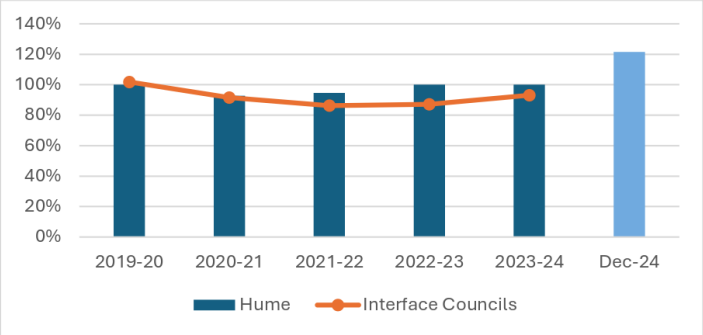
Results are tracking as expected and in line with previous results.

The expected range is 1 to 10 days

FS2 – Food safety assessments

Definition: The percentage of registered class 1 food premises and class 2 premises that receive an annual food safety assessment.

[Number of registered class 1 food premises and class 2 food premises that receive an annual food safety assessment in accordance with the Food Act 1984/Number of registered class 1 food premises and class 2 food premises that require an annual food safety assessment in accordance with the Food Act 1984]x100



2023/24 Public comment

100% of food premises received a mandatory inspection pursuant to the Food Act 1984 prior to renewal of registration.

2024/25 6 month commentary

Results are tracking as expected and in line with previous results.

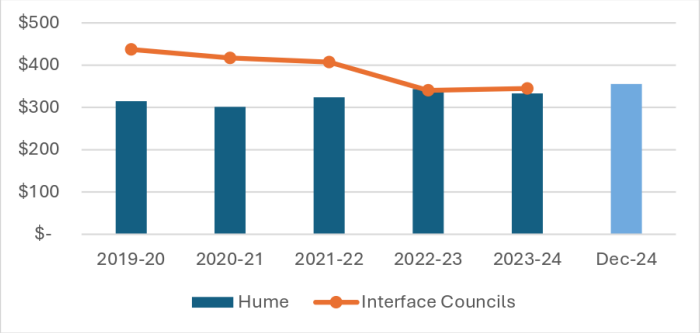
Note: Number of food premises has been halved to compare to previous yearly results

The expected range is 50% to 100%

FS3 – Cost of food safety service

Definition: The direct cost of the food safety service per food premises registered by Council, or for which Council has received notification, during the financial year.

[Direct cost of the food safety service/Number of food premises registered or notified in accordance with the Food Act 1984]x100



2023/24 Public comment

The cost of the food safety service slightly decreased compared to last year's results.

2024/25 6 month commentary

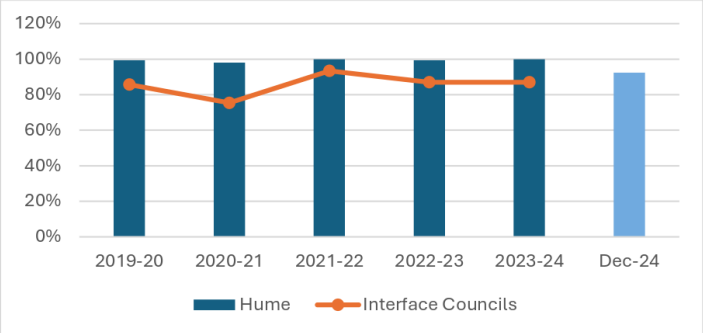
Results are tracking as expected and in line with previous results.

Note: Number of food premises has been halved to compare to previous yearly results

The expected range is $300 to $1,200

FS4 – Critical and major non-compliance outcome notifications

Definition: The percentage of critical and major non-compliance outcome notifications that are followed up by Council.
[Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about food premises]x100



2023/24 Public comment

Council's response to major-critical non-compliances has increased to 100% for 2023/24. This is due to a continued focus that ensures staff actively respond to critical and major non-compliance notifications in a timely manner.

2024/25 6 month commentary

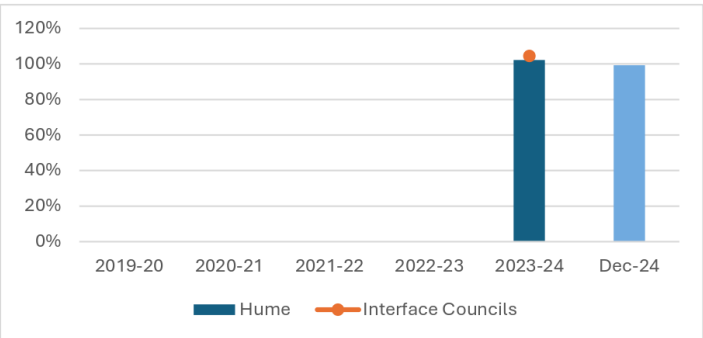
Results are tracking as expected and in line with previous results.

The expected range is 60% to 100%

FS5 – Food safety samples

Definition: The percentage of food samples obtained per required number of food samples.

[Number of food samples obtained/Required number of food samples]x100



2023/24 Public comment

Council slightly exceeded the statutory target provided in the Victoria Government Gazette for food samples for 2023/24.

2024/25 6 month commentary

Results are tracking as expected and in line with previous results.

Note: Number of food samples has been halved to compare to previous yearly results

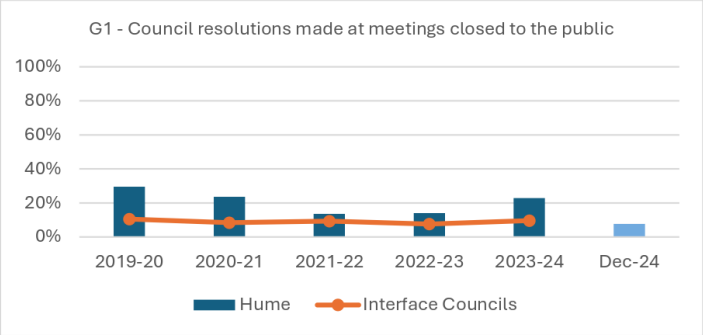
The expected range is 50% to 100%

Governance

G1 – Council resolutions made at meetings closed to the public

Definition: The percentage of Council resolutions made at a meeting of Council, or at a meeting of a delegated committee consisting only of Councillors, closed to the public under section 66(1) of the Act).

[Number of Council resolutions made at meetings of Council, or at meetings of a delegated committee consisting only of Councillors, closed to the public/ Number of Council resolutions made at meetings of Council or at meetings of a delegated committee consisting only of Councillors]x100



The expected range is 0% to 30%

2023/24 Public comment

Council continues to feel the effects of rising costs in infrastructure projects, resulting in projects requiring Council approval above the financial delegation of the Chief Executive Officer. This, coupled with a stronger focus from Council on project management, led to Council increasing its expenditure in capital works in 23/24 to new record levels. Subsequently, there was an increase in contracts awarded in comparison to previous years.

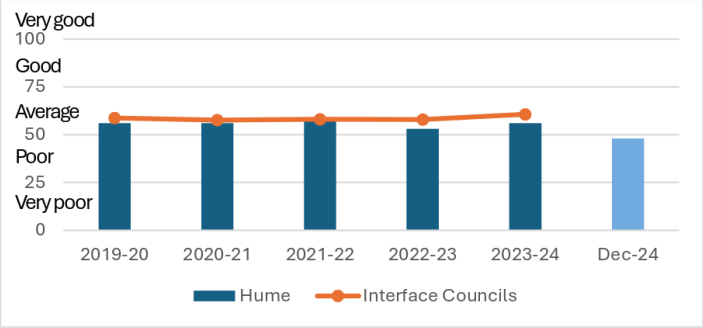
2024/25 6 month commentary

Council has adjusted its reporting format, to reduce reports tabled at meetings closed to the public. This has been done by including confidential attachments were necessary and has been successful in increasing the transparency of council reporting.

G2 – Satisfaction with community consultation and engagement

Definition: The community satisfaction rating out of 100 with the consultation and engagement efforts of the council. This includes consulting and engaging directly with the community on key local issues requiring decisions by council.

[Community satisfaction rating out of 100 with how council has performed on community consultation and engagement]



The expected range is 40 to 70

2023/24 Public comment

Feedback from community suggests that communication on consultation and engagement opportunities could be improved as well as responsiveness to information provided. Council's engagement activities are provided in person and online, during the 2023/24 year, Council had undertaken 154 consultation and engagement activities and 33,500 unique visitors had accessed Council's community engagement platform.

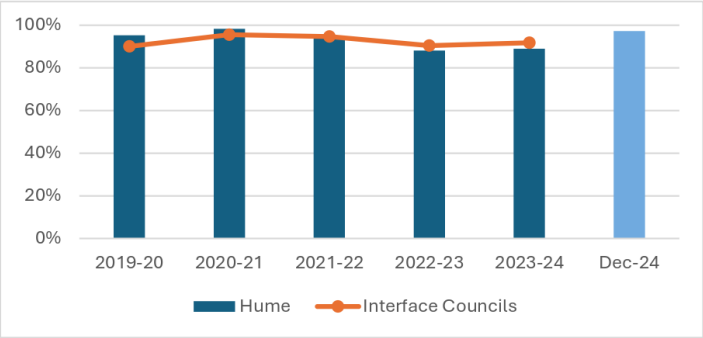
2024/25 6 month commentary

This indicator is calculated as an indexed score which shows that Council's result is sitting slightly below average. The Community Engagement Guidelines are currently being reviewed to align with best practice principles and ensure decisions are informed by community and stakeholders.

G3 – Councillor attendance at Council meetings

Definition: The percentage of attendance at Council meetings by Councillors.

[The sum of the number of councillors who attended each council meeting/(Number of council meetings) × (Number of councillors elected at the last Council general election)]x100



2023/24 Public comment

Councillor attendance has remained steady with Councillors actively engaged in decision making forums.

2024/25 6 month commentary

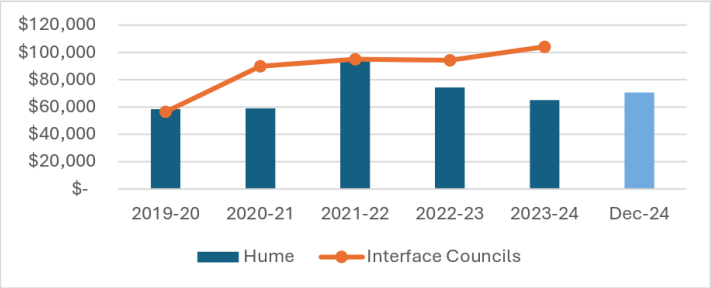
Councillors continue to be actively engaged and maintain strong attendance at council meetings.

The expected range is 80% to 100%

G4 – Cost of elected representation

Definition: The direct cost of delivering Council's governance service per Councillor.

[Direct cost of the governance service/Number of councillors elected at the last council general election]



2023/24 Public comment

In the 2023/24 year, there has been a significant decrease in information and communication expenses and a slight decrease in training expenses.

2024/25 6 month commentary

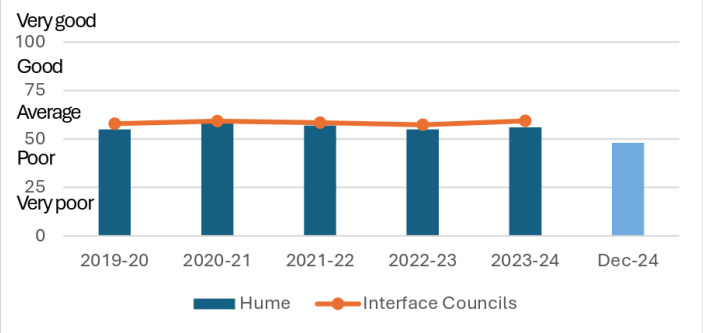
This update reflects establishment costs of the induction of the new council term.

The expected range is $30,000 to $80,000

G5 – Satisfaction with Council decisions

Definition: The community satisfaction rating out of 100 with how council has performed in making decisions in the best interests of the community.

[Community satisfaction rating out of 100 with the performance of council in making decisions in the best interests of the community]



The expected range is 40 to 70

2023/24 Public comment

Feedback indicates some in the community want more information about when and how community input has influenced Council decisions. This is consistent with feedback on satisfaction with community consultation and engagement. Providing more information about how community feedback has informed decision-making may improve satisfaction.

2024/25 6 month commentary

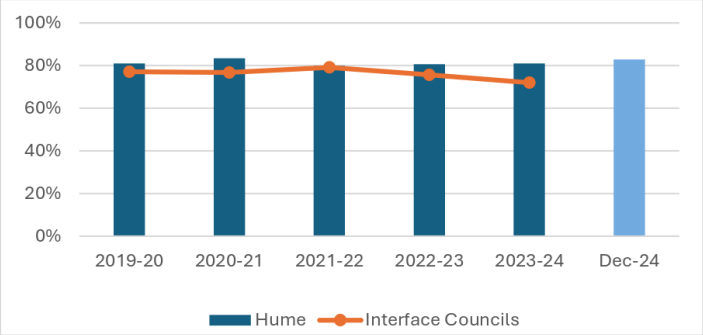
This indicator is calculated as an indexed score which shows that Council's result is sitting slightly below average. Council's approach to integrated reporting on the delivery of Council's strategic direction is currently being reviewed to establish a more transparent process. This will show how Council decisions are made to deliver maximum benefit to the community.

Libraries

LB2 – Recently purchased library collection

Definition: The percentage of the library collection that has been purchased in the last 5 years.

[Number of library collection items purchased in the last 5 years/Number of library collection items]x100



The expected range is 40% to 90%

2023/24 Public comment

Council aims to maintain a collection target of 80% items purchased in the last five years. This is indicative of a well-managed, contemporary public library collection.

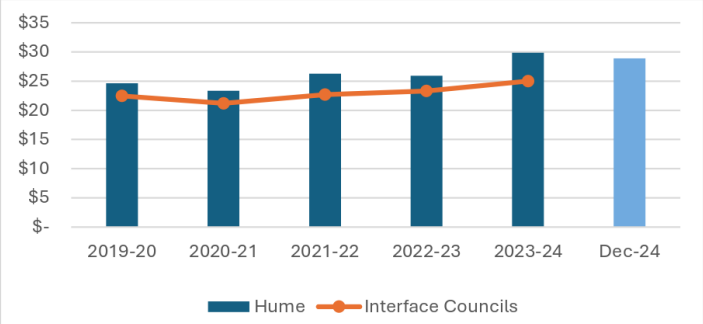
2024/25 6 month commentary

Results are tracking as expected and in line with previous results

LB5 – Cost of library service

Definition: The direct cost of the library service per head of population.

[Direct cost of the library service/Population]



The expected range is $10 to $90

2023/24 Public comment

Increase is due to the inclusion of capital expenditure on library collection spend on physical collections for the 2023/24 year the total capital expenditure of library collection items was $988, 899.

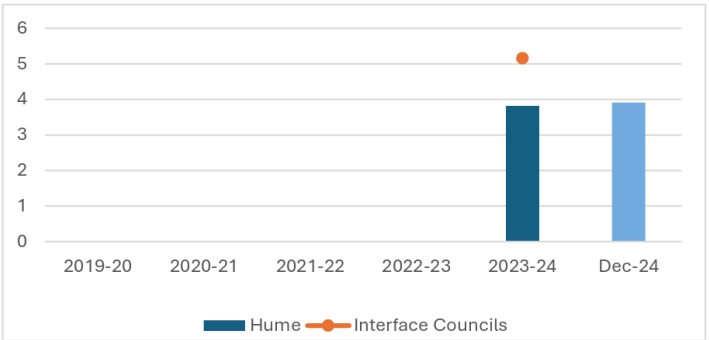
2024/25 6 month commentary

Results are tracking as expected and in line with previous results

LB6 – Library loans per population

Definition: The number of library collection item loans per head of population.

[Number of collection item loans/Population]



The expected range is 4 to 8

2023/24 Public comment

This figure is indicative of contemporary usage of a public library in a diverse community. The Hume community places importance on a library as a meeting place, when learning takes place, and social connections are made. The traditional function of borrowing printed material is important, however sits alongside program attendance, social connectivity, and lifelong learning.

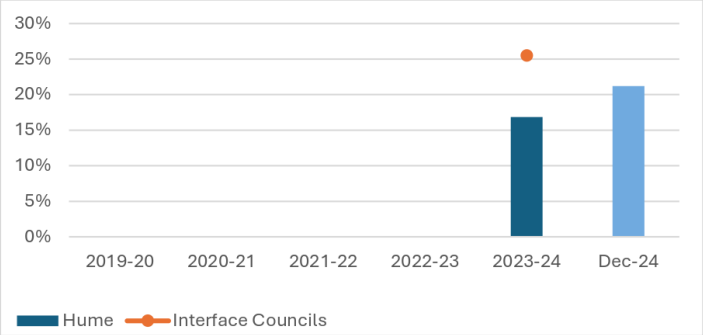
2024/25 6 month commentary

Results are tracking as expected and in line with previous results

LB7 – Library membership

Definition: The percentage of resident municipal population who are registered library members.

[The number of registered library members/Population]x100



The expected range is 20% to 40%

2023/24 Public comment

Changes to definitions in active membership have seen an increase from the previous measure of LB4. The new measure reflects that participation in the library service is broader than borrowing physical library items.

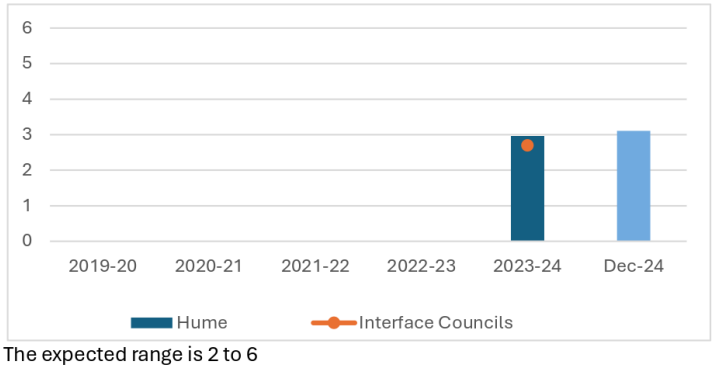
2024/25 6 month commentary

Positive increase on previous result. Lower end of the expected range is due to rapid growth in council area.

LB8 – Library visits per population

Definition: The number of library visits per head of population.

[Number of library visits/Population]



The expected range is 2 to 6

2023/24 Public comment

Hume libraries include five physical libraries and three Community Centre Library Kiosk, this indicator measures visits to physical library locations and not library kiosk.

Council remains committed to ensuring barriers to library services are reduced where possible, including when access to physical libraries is limited.

2024/25 6 month commentary

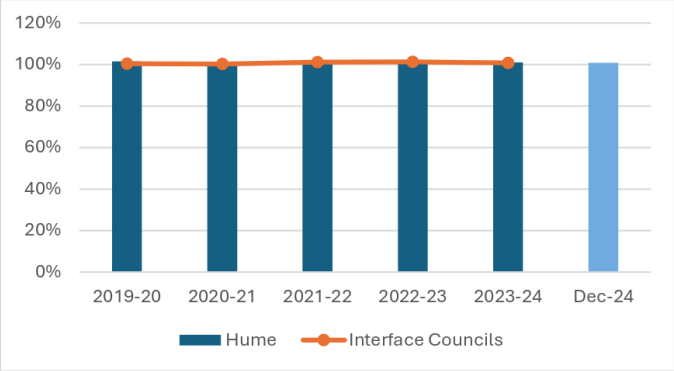
Positive increase on previous result, shows visitation is growing across our library locations.

Maternal & Child Health

MC2 – Infant enrolments in the MCH service

Definition: The percentage of infants enrolled in the MCH service.

[Number of infants enrolled in the MCH service/ Number of birth notifications received]x100



The expected range is 90% to 110%

2023/24 Public comment

This result is greater than 100% due to the number of babies where Hume City Council do not receive a birth notice, yet the baby is enrolled in the service following notification by domiciliary services and families contacting MCH to advise they have relocated to Hume on discharge from maternity services outside the Hume catchment.

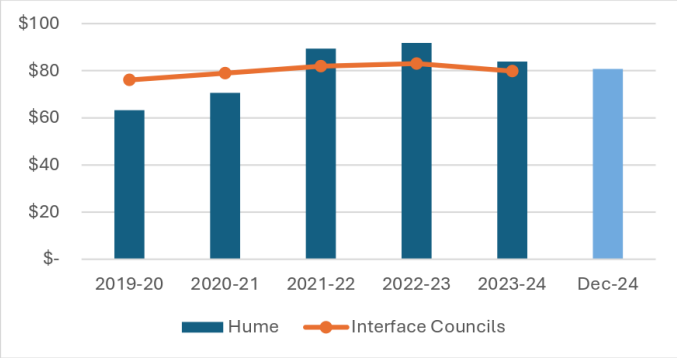
2024/25 6 month commentary

Results are tracking as expected and in line with previous results.

MC3 – Cost of MCH service

Definition: The cost of the MCH service per hour of service delivered.

[Cost of the MCH service/Hours worked by MCH nurses]



The expected range is $50 to $200

2023/24 Public comment

The cost of the MCH service has seen a reduction in the 2023/24 year this is due to a number of impacting factors including less IT items due for replacement and a more accurate calculation (an increase) of staffing hours to reflect actual hours worked which includes additional hours work by the part time workforce.

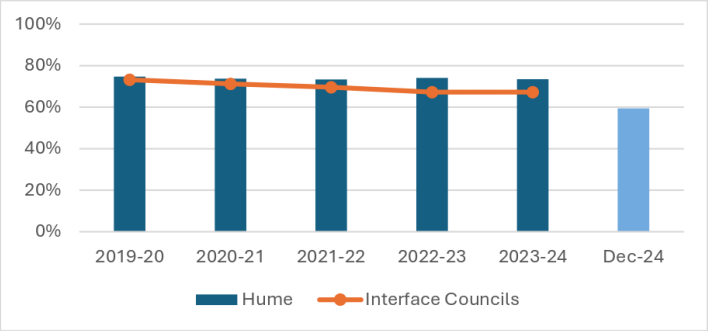
2024/25 6 month commentary

Results are tracking as expected and in line with previous results.

MC4 – Participation in MCH service

Definition: The percentage of children enrolled who participate in the MCH service.

[Number of children who attend the MCH service at least once (in a year)/ Number of children enrolled in the MCH service]x100



The expected range is 70% to 100%

2023/24 Public comment

MCH participation rates have remained steady with only a slight decrease despite workforce pressures statewide. Service innovations including increased outreach, utilising home visits and maternal and child health van as well as staff redirection to meet demand have ensured our community have been able to remain engaged.

2024/25 6 month commentary

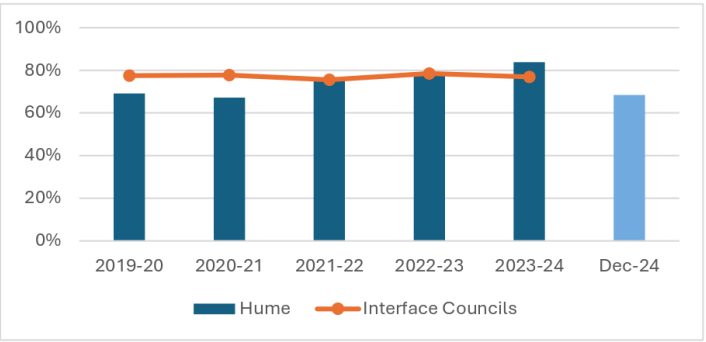
Results are tracking as expected and in line with previous results.

In the 6 months to 31 December 2024. 8,155 children have attended MCH, this included children who attended multiple appointment within the one year.

MC5 – Participation in MCH service by Aboriginal children

Definition: The percentage of Aboriginal children enrolled who participate in the MCH service.

[Number of Aboriginal children who attend the MCH service at least once (in the year)/ Number of Aboriginal children enrolled in the MCH service]x100



The expected range is 60% to 100%

2023/24 Public comment

Hume has a designated Aboriginal Engagement Team to provide a multidisciplinary approach to support Aboriginal and Torres Strait Islander peoples, This includes home visits, centre visits and playgroup and have been effective in establishing relationships and trust within the community.

2024/25 6 month commentary

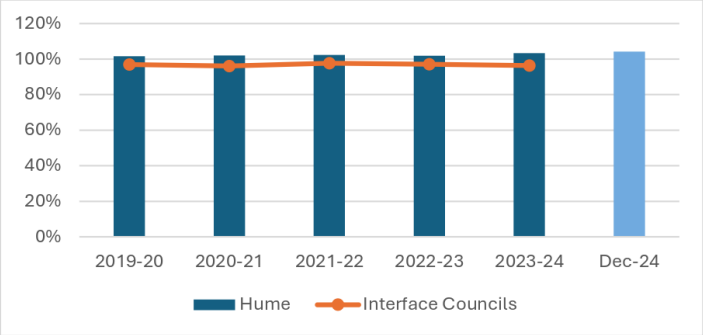
Results are tracking as expected and in line with previous results.

In the 6 months to 31 December 2024. 154 children have attended MCH, this included children who attended multiple appointment within the one year.

MC6 – Participation in 4- week Key Age and Stage visit

Definition: The percentage of infants enrolled in the MCH service who participated in 4-week Key Age and Stage visit.

[Number of 4-week key age and stage visits/Number of birth notifications received]



The expected range is 90% to 110%

2023/24 Public comment

Participation rates and engagement in Maternal and Child Health Key Age and Stages visits remains a key focus as MCH services have adapted innovatively to the workforce shortages. Hume continues to see families transfer into our catchment across all age groups resulting in greater than 100% for some KAS participation rates.

2024/25 6 month commentary

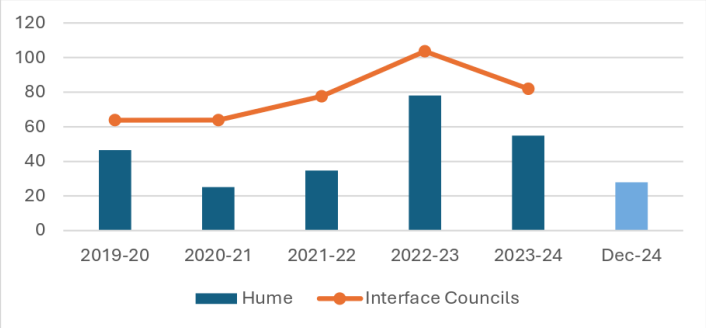
Results are tracking as expected and in line with previous results.

Roads

R1 – Sealed local road requests

Definition: The number of sealed local road requests per 100 kilometres of sealed local road.

[Number of sealed local road requests/Kilometres of sealed local roads]x100



2023/24 Public comment

Since last year, Council has increased efforts to improve the condition of roads. This has alleviated the problems caused by arterial road upgrades done as part of Victoria's Big Build and previous extreme weather events. The result is a significant decrease in this service measure.

2024/25 6 month commentary

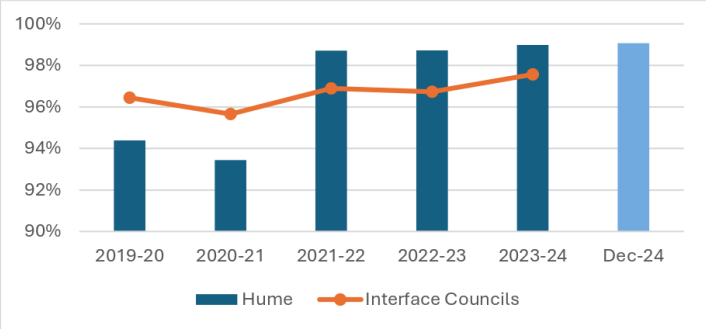
The efforts to improve road condition continue to have a positive impact on this measure.

The expected range is 10 to 120 requests

R2 – Sealed local roads maintained to condition standards

Definition: The percentage of sealed local roads that are below the renewal intervention level set by Council and not requiring renewal.

[Number of kilometres of sealed local roads below the renewal intervention level set by Council/Kilometres of sealed local roads]x100



2023/24 Public comment

Resurfacing work that has occurred through the year has ensured that the proportion of roads outside intervention levels has remained relatively unchanged.

2024/25 6 month commentary

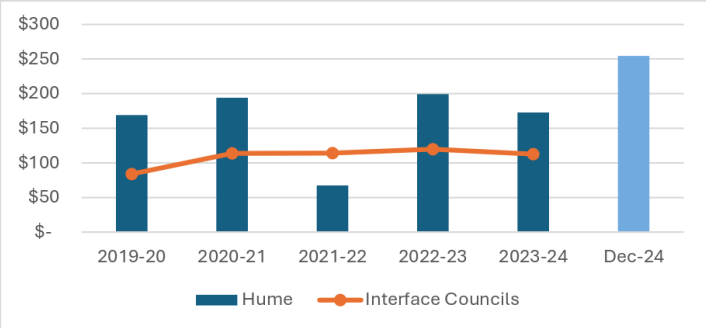
Overall road condition remains relatively unchanged.

The expected range is 80% to 100%

R3 – Cost of sealed local road reconstruction

Definition: The direct reconstruction cost per square metre of sealed local roads reconstructed.

[Direct cost of sealed local road reconstruction/Square metres of sealed local roads reconstructed]



2023/24 Public comment

Results are in line with expected target for the 2023/24 year. Projects completed in 23/24 did not involve high-level of ancillary works, which is reflected in lower figure.

2024/25 6 month commentary

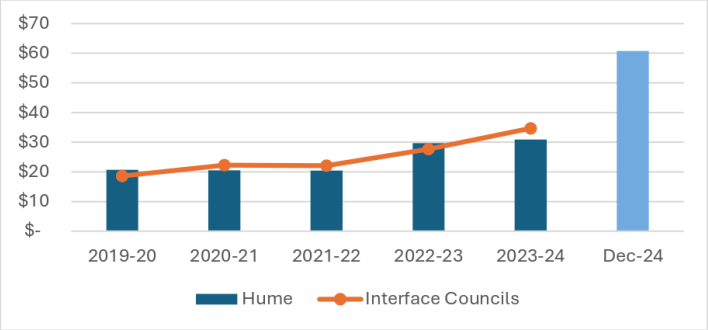
For the 6 months to 31 December 2024, road reconstruction included a higher level of ancillary works associated with service relocations and full depth asphalt pavement which have increased the average cost for the first part of the year.

The expected range is $24 to $240

R4 – Cost of sealed local road resealing

Definition: The direct resealing cost per square metre of sealed local roads resealed.

[Direct cost of sealed local road resealing/Square metres of sealed local roads resealed]



2023/24 Public comment

Results are in line with expected target for the 2023/24 year.

2024/25 6 month commentary

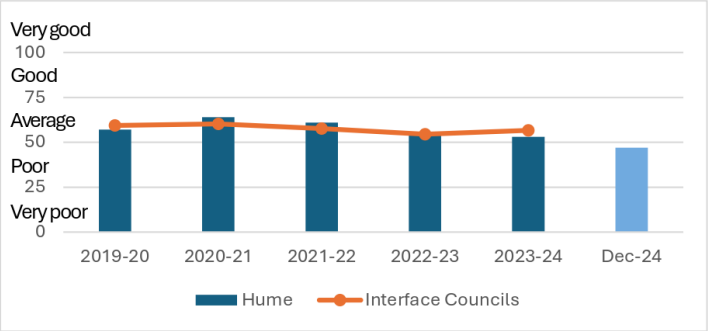
Increased costs are associated with preparatory works needed prior to sealing occurring. The figure includes roads resurfaced with asphalt as well as roads resealed with spray seals. Rates for resealing are much cheaper than asphalt.

The expected range is $5 to $40

R5 – Satisfaction with sealed local roads

Definition: The community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads.

[Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads]



2023/24 Public comment

Feedback from the community highlights the impact of roadworks, and repairs needed. As mentioned in R1 arterial road upgrades and previous extreme weather have impact road condition, however Council has increased efforts to improve the condition of local roads.

2024/25 6 month commentary

This indicator is calculated as an indexed score which shows that Council's result is sitting slightly below average.

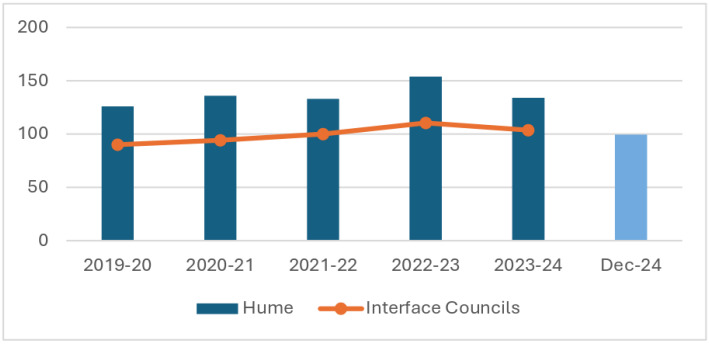
The expected range is 50 to 100

Statutory Planning

SP1 – Time taken to decide planning applications

Definition: The median number of days taken between receipt of a planning application and a decision on the application.

[The median number of days between receipt of a planning application and a decision on the application]



The expected range is 30 to 110 days

2023/24 Public comment

The improvement in days is a result of increased focus on reporting and monitoring workloads on a more frequent basis. A reduction, and ongoing focus, on long-standing applications should see this metric continue to improve in 2024/25.

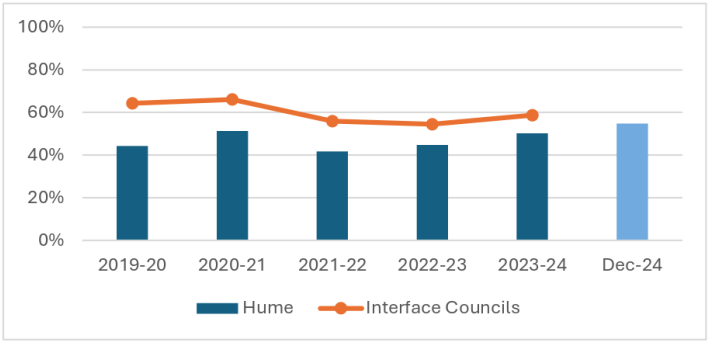
2024/25 6 month commentary

Improvements to processes and active management of long-standing applications has resulted in continuing improvement of this indicator.

SP2 – Planning applications decided within required time frames

Definition: The percentage of regular and VicSmart planning application decisions made within legislated time frames.

[Number of planning application decisions made within 60 days for regular permits and 10 days for VicSmart permits/Number of planning application decisions made]x100



The expected range is 40% to 100%

2023/24 Public comment

Benefits from improvement projects across the department in the last two years are becoming realised. A departmental focus on improved reporting allows for better focus on at-risk applications and to target specific timeframes to improve overall turn around times.

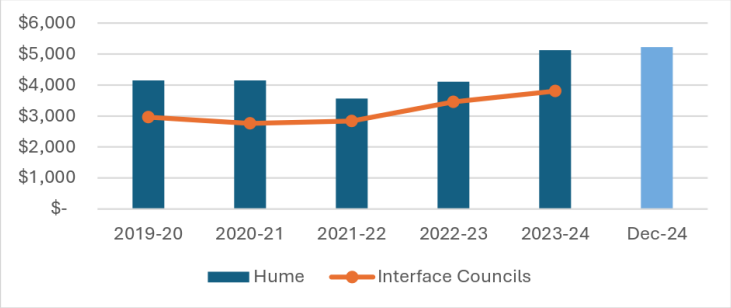
2024/25 6 month commentary

Improvements to processes and active management of applications has resulted in continuing improvement of this indicator.

SP3 – Cost of statutory planning service

Definition: The direct cost of the statutory planning service per planning application received.

[Direct cost of the statutory planning service/Number of planning applications received]



The expected range is $500 to $4,000

2023/24 Public comment

Industry downturns have seen the number of applications received decline causing this metric to increase. Stability in staffing levels, filling of vacancies and a focus on closing outstanding applications are not reflected in this metric but have all improved in 2023/24.

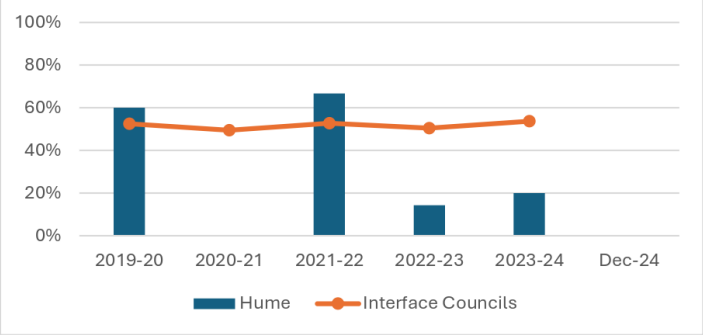
2024/25 6 month commentary

Industry downturns have seen a decline in the number of applications received causing this metric to increase. Stability in staffing levels, filling of vacancies and a focus on closing outstanding applications are not reflected in this metric but have all improved in 2024/25.

SP4 – Council planning decisions upheld at VCAT

Definition: The percentage of planning application decisions subject to review by VCAT that were not set aside.

[Number of VCAT decisions that did not set aside council's decision in relation to a planning application/ Number of VCAT decisions in relation to planning applications]x100



The expected range is 0%-100%

2023/24 Public comment

A total of five applications proceeded to a full VCAT hearing in 2023/24 representing approx. 0.5% of all decisions issued by Council indicating that the overwhelming majority of decisions being made by Council were in line with relevant planning considerations.

2024/25 6 month commentary

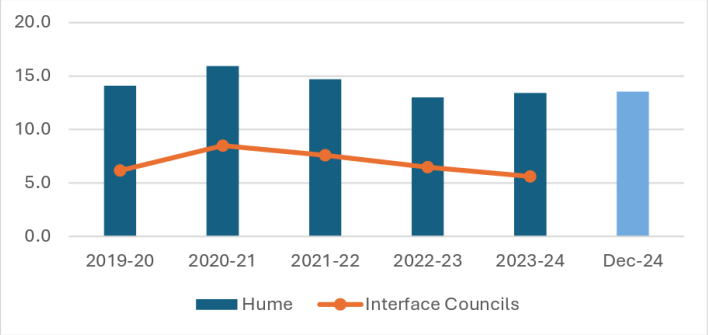
In the 6 months to 31 December 2024, one application from 395 outcomes generated resulted in a full hearing at VCAT. Whilst this decision was set aside, the low number of applications requiring a full hearing is indicative of quality determinations and a willingness to collaborate with applicants for mutually beneficial outcomes without the need for formal mediation.

Waste Management

WC2 – Kerbside collection bins missed

Definition: The number of kerbside collection bins missed per 10,000 scheduled kerbside collection bin lifts.

[Number of kerbside garbage and recycling collection bins missed/ Number of scheduled kerbside garbage and recycling collection bin lifts]x10,000



2023/24 Public comment

The increase in 2023/24 can be attributed to continued residential growth across the municipality.

2024/25 6 month commentary

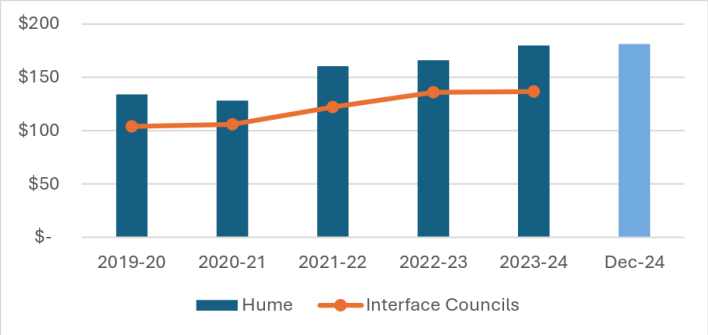
Results are tracking as expected and in line with previous results.

The expected range is 1 to 20 bins

WC3 – Cost of kerbside garbage bin collection service

Definition: The direct cost of the kerbside garbage bin collection service per kerbside garbage collection bin.

[Direct cost of the kerbside garbage bin collection service/Number of kerbside garbage collection bins]



2023/24 Public comment

The increase in cost of kerbside garbage bin collection in 2023/24 is largely due to the increase in operation costs, predominately vehicle and fuel expenses.

2024/25 6 month commentary

The kerbside garbage collection service has remained steady since the last reporting period, predominately due to gate fees tracking lower than expected.

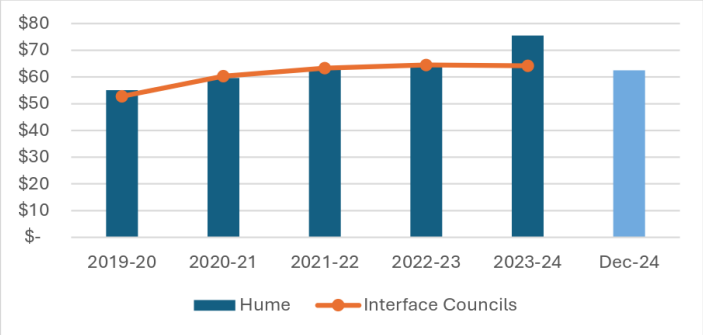
Note: Number of kerbside garbage collection bin has been halved to compare to previous yearly results

The expected range is $44 to $164

WC4 – Cost of kerbside recyclables bin collection service

Definition: The direct reconstruction cost per square metre of sealed local roads reconstructed.

[Direct cost of the kerbside recyclables bin collection service/Number of kerbside recyclables collection bins]



2023/24 Public comment

The increase in costs of recyclables collection is a combination of increased costs in the delivery of the service and processing of materials in 2023/24.

2024/25 6 month commentary

The decrease in costs of recyclables collection is a result of lower processing costs in 2024/25.

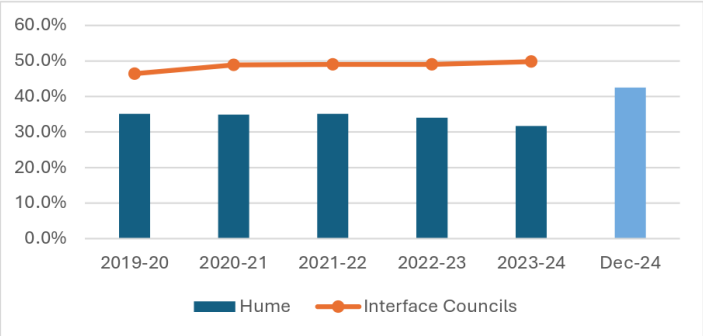
Note: Number of kerbside recyclables collection bin has been halved to compare to previous yearly results

The expected range is $11 to $86

WC5 – Kerbside collection waste diverted from landfill

Definition: The percentage of garbage, recyclables and green organics collected from kerbside bins that is diverted from landfill.

[Weight of recyclables and green organics collected from kerbside bins/ Weight of garbage, recyclables and green organics collected from kerbside bins]x100



2023/24 Public comment

Total weight of garbage, recycling and green waste has had a slight decrease from 2022-23 despite an increase in scheduled bin lifts by over 200 thousand, contributing factors to this decrease are: the introduction of Container Deposit Scheme and the overall reduction in consumer packaging. In addition, through the audit process a adjustment has been made to the reporting on recycling contamination rate that is more accurately reflects actual tonnage amounts.

2024/25 6 month commentary

The increase in material diverted from landfill is a result of the commencement of a universal Food Organics Garden Organics (FOGO) service which has increased tonnes of organic material collected.

The expected range is 20%-60%

REPORT NO:	8.2
REPORT TITLE:	Council Subscription: Local Government Professionals (LGPro) Association
SOURCE:	Nichola Hall, Senior Lead Organisational Capability
DIVISION:	People & Culture
FILE NO:	HCC22/688
POLICY:	-
STRATEGIC OBJECTIVE:	3.3 Advance organisational high-performance through innovation and partnerships
ATTACHMENTS:	Nil

DISCLOSURE OF CONFLICTS OF INTEREST

No Council officers have a conflict

1. SUMMARY OF REPORT:

1.1 This report is seeking to reinstate Council's corporate subscription to the Local Government Professionals (LGPro) Association.

2. RECOMMENDATION:

2.1 That Council approves to reinstate Council's corporate subscription to the Local Government Professionals (LGPro) Association.

2.2 That Officers report back in 12 months on the usage of a corporate subscription.

3. LEGISLATIVE POWERS & POLICY CONTEXT:

3.1 There are no related legislative powers and policy context as a result of this report

4. OVERARCHING GOVERNANCE PRINCIPLES:

4.1 This Report supports Council is giving effect to the following Overarching Governance Principles:

e) innovation and continuous improvement is to be pursued;

5. IMPACT ASSESSMENTS:

5.1 CHARTER OF HUMAN RIGHTS AND RESPONSIBILITIES ACT 2006

There are no related impacts to the Charter of Human Rights and Responsibilities Act 2006 as a result of this report.

5.2 GENDER EQUALITY ACT 2020

This report does not relate to a development or review of a policy, program or service; therefore, a Gender Impact Assessment was not required.

REPORT NO: 8.2 (cont.)

6. FINANCIAL & RESOURCE IMPLICATIONS:

6.1 LGPro fees for a Council subscription are per annum and GST inclusive. Council's subscription fee is $5,414 (large Council). Budget will be added to 2025/26 financial year for a 2025/26 subscription.

7. OPPORTUNITIES & RISKS:

7.1 There are no related opportunities and risks as a result of this report.

8. COMMUNITY ENGAGEMENT:

8.1 There is no community engagement related to this report.

9. DISCUSSION:

9.1 LGPro is a peak body for people working in Local Government in Victoria and is the only membership organisation for Victorian Local Government professionals (Council staff). LGPro provides competitively priced professional development, events and conferences specifically designed for the Victorian Local Government context.

9.2 A Council subscription provides a range of benefits including access to tailored programs delivered in-house at the relevant Council facility for their staff, eligibility to nominate for awards including the LGPro Awards for Excellence, eligibility to participate in a range of sector leadership development programs and eligibility for staff to participate in the LGPro Special Interest Group (SIG) Network.

9.3 There are some alternatives to LGPro training offerings, however a critical course that LGPro offer is 'Introduction to Local Government'. This workshop provides an overview of Local Government and the important role it plays, covering critical governance information for Council staff. The content is specifically designed for people who are new to Local Government or those who want to improve their knowledge of the sector.

9.4 Council has participated in the LGPro's annual Awards for Excellence previously and would like to consider future opportunities to participate.

9.5 leaders through to executive leaders. A Council subscription provides opportunities for Council staff to access sector relevant leadership development and the ability to learn, network and develop with others within the local government sector.On 28 August 2023, through a Notion of Motion (NOM 23/020) Council resolved to 'cease its corporate membership to LGPRO Incorporated – Local Government Professional INC immediately'.

9.6 On 28 August 2023, through a Notion of Motion (NOM 23/020) Council resolved to 'cease its corporate membership to LGPRO Incorporated – Local Government Professional INC immediately'.

9.7 This report seeks approval for Council to reinstate its membership with LGPro to support staff development and networking opportunities.

REPORT NO: 8.2 (cont.)

10. CONCLUSION

10.1 Council uses a range of training providers, however LGPro has been a key provider due to their courses being specific to the local government sector, particularly the 'Introduction to Local Government' course.

10.2 A Council subscription to LGPro will enable Council to participate in their external awards including their annual Awards for Excellence, with the next round of nominations anticipated to open in December 2025.

10.3 Access to leadership development programs and Special Interest Groups will provide cost competitive and sector relevant learning and development opportunities for Council staff.

REPORT NO:	8.3
REPORT TITLE:	Contract No. 30 24 3596 - Construction of 5 Tennis Courts - Greenvale Tennis Club, Greenvale
SOURCE:	Dania Dabliz, Project Engineer
DIVISION:	Infrastructure & Assets
FILE NO:	-
POLICY:	-
STRATEGIC OBJECTIVE:	2.2: Design and maintain our City with accessible spaces and a strong sense of place
ATTACHMENTS:	1. *Contract No. 30 24 3596 - Tender Evaluation Report -* ***Confidential*** 2. *Contract No. 30 24 3596 - Tender Evaluation Matrix -* ***Confidential*** 3. *Tennis Courts Layout Plan* 4. *Tennis Courts Lighting Plan* 5. *Contract No. 30 24 3596 - List of Company Directors and Officeholders -* ***Confidential***

DISCLOSURE OF CONFLICTS OF INTEREST

No Council officers involved in the preparation of this Report have a general or material interest in relation to the matters for consideration.

1. SUMMARY OF REPORT:

1.1 Tenders have been called for Contract No. 30 24 3596 – Construction of 5 Tennis Courts – Greenvale Tennis Club, Greenvale

1.2 This report recommends that the tender submission from Turf One Pty Ltd for Contract No. 30 24 3596 – Construction of 5 Tennis Courts – Greenvale Tennis Club, Greenvale be accepted by Council.

1.3 Pursuant to the Instrument of Delegation to the Chief Executive Officer, the value of this contract exceeds the financial limit, and a Council motion is now required to accept the recommendation to award the contract.

2. RECOMMENDATION:

2.1 That Council:

2.1.1 Resolves to award the Contract No 30 24 3596 to Turf One Pty Ltd.

2.1.2 Awards the Contract for the lump sum tendered price of Two million, Three hundred, and Eighteen thousand, Six hundred and Fifty Four dollars and Twenty Five cents.

2.1.3 Approves a contingency sum and additional allowance to the value (excl. GST) contained within the confidential attachment.

2.1.4 Approves a provisional sum to the value (excl. GST) contained within the confidential attachment.

2.1.5 Authorises the Director Infrastructure and Assets to finalise and execute the contract documentation

REPORT NO: 8.3 (cont.)

2.1.6 Authorises that variations will be managed in accordance with the Contract Variation Policy.

3. LEGISLATIVE POWERS & POLICY CONTEXT:

3.1 Local Government Act 2020 S108(1) requires that a Council must prepare and adopt a Procurement Policy which specifies the principles, processes and procedures applying in respect of the purchase of goods and services by the Council, including for the carrying out of works.

3.2 Local Government Act 2020 S108(1) requires that a Council must prepare and adopt a Procurement Policy which specifies the principles, processes and procedures applying in respect of the purchase of goods and services by the Council, including for the carrying out of works.

3.3 The Council adopted a Procurement Policy (ref. POL189) on 15 November 2021 which is effective from 1 December 2021. Under this Policy, procurement of goods, services or works valued at $300,000 or greater shall be undertaken by a tender process.

4. OVERARCHING GOVERNANCE PRINCIPLES:

4.1 This Report supports Council is giving effect to the following Overarching Governance Principles:

4.1.1 Council decisions are to be made and actions taken in accordance with the relevant law;

4.1.2 priority is to be given to achieving the best outcomes for the municipal community, including future generations;

4.1.3 the ongoing financial viability of the Council is to be ensured;

4.1.4 the transparency of Council decisions, actions and information is to be ensured.

5. IMPACT ASSESSMENTS:

5.1 CHARTER OF HUMAN RIGHTS AND RESPONSIBILITIES ACT 2006

5.1.1 The Charter of Human Rights and Responsibilities Act 2006 sets out the basic rights and responsibilities of all people in Victoria. The Charter places obligations on public authorities by requiring them to act compatibly with human rights and give proper consideration to human rights when making decisions.

5.1.2 The recommended action in this Report does not limit human rights.

5.2 GENDER EQUALITY ACT 2020

5.2.1 Under the Gender Equality Act 2020 a Gender Impact Assessment is required to be completed in relation to the development or review of a policy, program or service, where that policy, program or service has a direct and significant impact on the public.

5.2.2 This Report does not relate to a development or review of a policy, program or service; therefore a Gender Impact Assessment was not required.

REPORT NO: 8.3 (cont.)

6. FINANCIAL & RESOURCE IMPLICATIONS:

6.1 Project Funding

6.1.1 Sufficient funding for this contract is available in the 25/26 capital program.

7. COLLABORATIVE PROCUREMENT

7.1 In Accordance with section 108(3c) of the Act, Council will give consideration to collaboration with other councils and public bodies or utilise Collaborative Procurement Arrangements, when procuring goods, services and works in order to take advantage of economies of scale.

7.2 The evaluation panel considered any opportunities for collaborative procurement in relation to this procurement process undertaken by Council, including:

7.2.1 The nature of those opportunities, and the public bodies with which they are available and;

7.2.2 Why Council did, or did not, pursue the identified opportunities for collaboration in relation to that procurement process.

(a) This contract relates to a project specific for Hume City Council.

8. OPPORTUNITIES & RISKS:

8.1 The project has considered Environmentally Sensitive Design solutions throughout the design process. Design inclusions are provided to demonstrate that this project is directly reducing the depletion of critical resources such as energy, water, land and raw materials throughout the construction of the facility and over the lifespan of the facility and considering Climate Change.

9. COMMUNITY ENGAGEMENT:

9.1 Key stakeholders including Greenvale Tennis Club and Tennis Victoria were actively engaged throughout the planning and design phase and have endorsed the final plans. Council officers understood the needs of the club users who provided invaluable insights ensuring the facility meets both current and future needs of the club and the community.

9.2 Regular meetings were held with stakeholders throughout the planning and design phases to ensure the needs of the stakeholders were understood and incorporated into the design where possible. The indicative timelines and project steps for the construction phase have been communicated with stakeholders.

10. DISCUSSION:

10.1 Background

10.1.1 The Greenvale Tennis Club is located at the corner of Somerton and Section Roads in Greenvale, Vic 3059.

10.1.2 The project consists of the construction of two new tennis courts, the reconstruction of three existing courts and the installation of new lighting for 7 courts. Refer to Attachment 3 and Attachment 4 for the layout plans.

10.2 Tender Process

10.2.1 Tenders were called for Contract No. 30 24 3596 – Construction of 5 Tennis Courts – Greenvale Tennis Club, Greenvale on 14 December 2024 and closed on 6 February 2025.

10.2.2 The tender was advertised as an AS4000 (Maddocks Bespoke – Construction_ contract. The date for Practical Completion is 8 months from the contract award date.

10.2.3 Six (6) submissions were received in response to the above Tender.

10.3 Tender Evaluation Panel

10.3.1 The tender evaluation panel (TEP) consisted of

Officer Title	Role
Project Manager	Chairperson
Senior Sports and Recreation Officer	Scoring member
Senior Sports and Recreation Officer	Scoring member
Acting Coordinator, Major Projects	Scoring member

10.3.2 All tender evaluation panel members completed the required conflict of interest declarations, with no conflicts declared and committed to maintaining the confidentiality of tender information.

10.3.3 Procurement support was provided by a Procurement Officer throughout the tender process.

10.4 Selection Criteria

10.4.1 The evaluations involved scoring of confirming tenders according to the following pre-determined criteria: ender submissions were evaluated in accordance with the following weighted selection criteria:

Selection criteria	Weighting
Price	40%
Capacity	25%
Capability	25%
Sustainability	10%

10.5 Tender Evaluation Process

10.5.1 All tenders were compliant and received full scoring.

10.6 Recommendation

10.6.1 The final weighted score for each tenderer is summarized below:

Tenderer	Conforming	Score
Tenderer A	Yes	68.35
Tenderer B	Yes	64.15
Tenderer C	Yes	66.65
Tenderer D – Turf One Pty Ltd	Yes	68.43

REPORT NO: 8.3 (cont.)

Tenderer	Conforming	Score
Tenderer E	Yes	53.13
Tenderer F	Yes	58.60

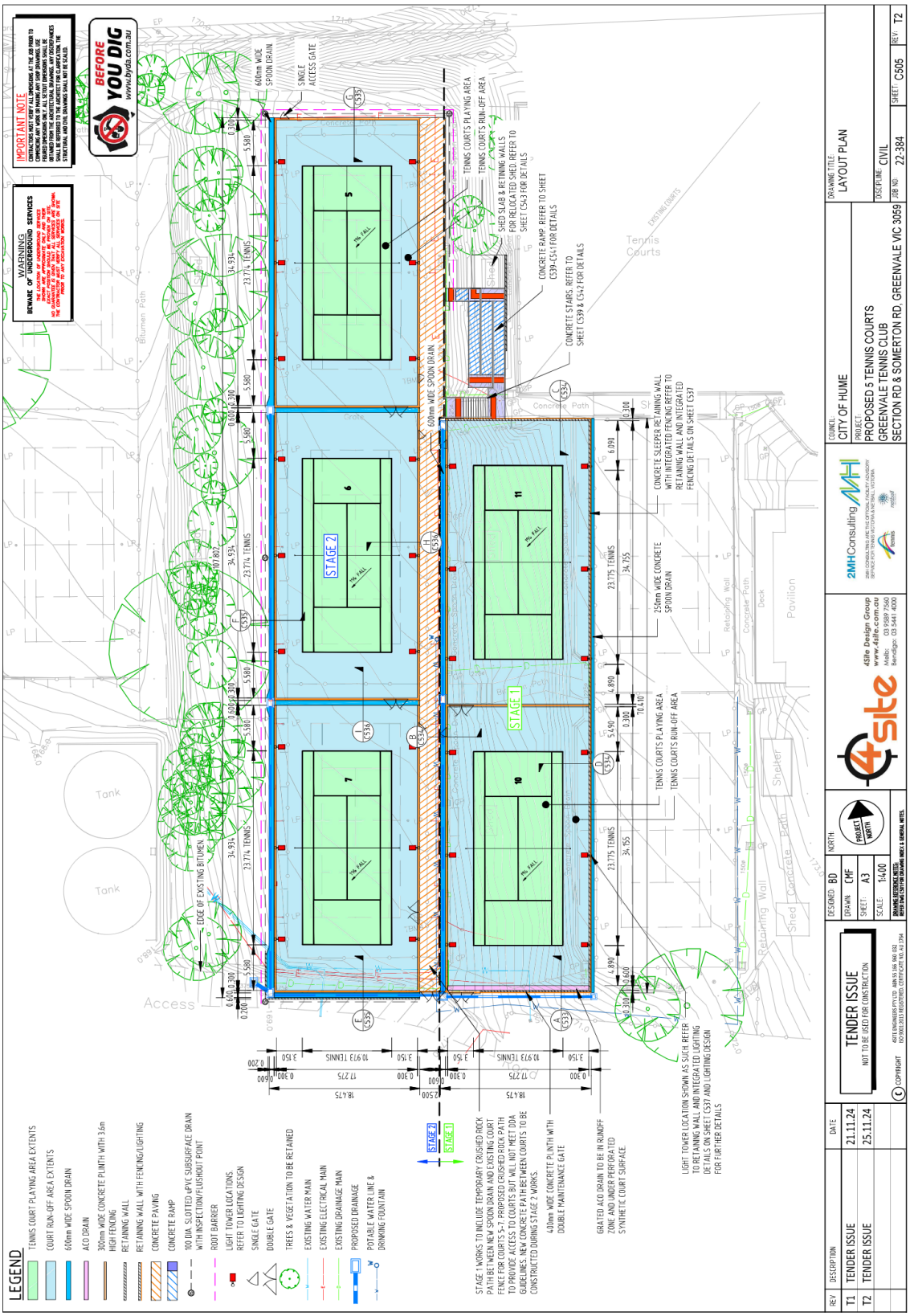
10.6.2 Refer to confidential attachment for further details of evaluation of all tenders.

11. CONCLUSION:

11.1 It is recommended that Council accept the tender submitted by Turf One Pty Ltd for a lump sum of Two million, Three hundred, and Eighteen thousand, Six hundred and Fifty Four dollars and Twenty Five cents ($2,318,654.25) GST inclusive. Any unused funding from the project will be delivered back to the capital works program.

11.2 The process described in this report is in accordance with the Council's Procurement Policy, the relevant provision of the Local Government Act 2020 – Section 108 (Procurement Policy) and Section 109 (Procurement).

11.3 The tender submission from Turf One Pty Ltd was determined to be best value and it is considered that this company can perform the contract to the required standards.


LEGEND
TENNIS COURT PLAYING AREA EXTENTS
COURT RUN-OFF AREA EXTENTS
600mm WIDE SPOON DRAIN
ACO DRAIN
300mm WIDE CONCRETE PLINTH WITH 3.6m HIGH FENCING
RETAINING WALL
RETAINING WALL WITH FENCING/LIGHTING
CONCRETE PAVING
CONCRETE RAMP
100 DIA. SLOTTED uPVC SUBSURFACE DRAIN WITH INSPECTION/FLUSHOUT POINT
ROOT BARRIER
LIGHT TOWER LOCATIONS. REFER TO LIGHTING DESIGN
SINGLE GATE
DOUBLE GATE
TREES & VEGETATION TO BE RETAINED
EXISTING WATER MAIN
EXISTING ELECTRICAL MAIN
EXISTING DRAINAGE MAIN
PROPOSED DRAINAGE
POTABLE WATER LINE & DRINKING FOUNTAIN
STAGE 1 WORKS TO INCLUDE TEMPORARY CRUSHED ROCK PATH BETWEEN NEW SPOON DRAIN AND EXISTING COURT FENCE FOR COURTS 5-7. PROPOSED CRUSHED ROCK PATH TO PROVIDE ACCESS TO COURTS BUT WILL NOT MEET DDA GUIDELINES. NEW CONCRETE PATH BETWEEN COURTS TO BE CONSTRUCTED DURING STAGE 2 WORKS.
400mm WIDE CONCRETE PLINTH WITH DOUBLE MAINTENANCE GATE
GRATED ACO DRAIN TO BE IN RUNOFF ZONE AND UNDER PERFORATED SYNTHETIC COURT SURFACE
LIGHT TOWER LOCATION SHOWN AS SUCH REFER TO RETAINING WALL AND INTEGRATED LIGHTING DETAILS ON SHEET LS37 AND LIGHTING DESIGN FOR FURTHER DETAILS
STAGE 2
STAGE 1
IMPORTANT NOTE
WARNING
BEWARE OF UNDERGROUND SERVICES
BEFORE YOU DIG
www.byda.com.au
TENNIS COURTS PLAYING AREA
TENNIS COURTS RUN-OFF AREA
SHED SLAB & RETAINING WALLS FOR RELOCATED SHED, REFER TO SHEET CS43 FOR DETAILS
CONCRETE RAMP. REFER TO SHEET CS39-CS41 FOR DETAILS
CONCRETE STAIRS. REFER TO SHEET CS39 & CS42 FOR DETAILS
CONCRETE SLEEPER RETAINING WALL WITH INTEGRATED FENCING REFER TO RETAINING WALL AND INTEGRATED FENCING DETAILS ON SHEET CS37
250mm WIDE CONCRETE SPOON DRAIN
TENNIS COURTS PLAYING AREA
TENNIS COURTS RUN-OFF AREA
600mm WIDE SPOON DRAIN
SINGLE ACCESS GATE
CODE OF EXISTING BITUMEN
Tennis Courts
Tank
Tank
Access
Retaining Wall
Concrete Path
Deck
Pavilion
Shelter
Shed
Concrete Path
Retaining Wall
Concrete Path
Bitumen Path
REV
DESCRIPTION
DATE
T1 TENDER ISSUE 21.11.24
T2 TENDER ISSUE 25.11.24
TENDER ISSUE
NOT TO BE USED FOR CONSTRUCTION
DESIGNED BD
DRAWN CMF
SHEET A3
SCALE 1:400
NORTH
PROJECT NORTH
4Site Design Group
www.4site.com.au
Hawthorn 03 9081 2500
Bendigo 03 5441 4000
2MHConsulting
COUNCIL CITY OF HUME
PROJECT PROPOSED 5 TENNIS COURTS
GREENVALE TENNIS CLUB
SECTION RD & SOMERTON RD, GREENVALE VIC 3059
DRAWING TITLE LAYOUT PLAN
DISCIPLINE CIVIL
JOB NO 22-384
SHEET C505
REV T2
COPYRIGHT


NOT FOR CONSTRUCTION
PRELIMINARY ISSUE
S.P.A.
GREENVALE TENNIS CLUB
LIGHTING UPGRADE
ELECTRICAL SERVICES
STAGE - B
PROPOSED LIGHTING LAYOUT
224186
E03
04
T1
PROPOSED TENNIS COURT LIGHTING – (STAGE B).
NEW LIGHT POLES
PROJECT NOTES:
LEGEND OF SYMBOLS:
COURT 1
COURT 2
COURT 3
COURT 4
COURT 5
COURT 6
COURT 7
COURT 8
COURT 9
COURT 10
COURT 11
Pavilion
Shelter
Retaining Wall
Concrete Path
Tank
Tank
Access
Road
CARPARK (PART OF STAGE A WORKS)

REPORT NO:	8.4
REPORT TITLE:	Contract No. 30 24 3595 - Sunbury Community Arts and Cultural Precinct - Jacksons Hill
SOURCE:	Carina Doolan, Senior Project Manager - Jacksons Hill
DIVISION:	City Planning & Places
FILE NO:	30/24/3595
POLICY:	-
STRATEGIC OBJECTIVE:	1.4: Strengthen community connections through local events, festivals and the arts
ATTACHMENTS:	1. *Contract 30 24 3595 - Tender Evaluation Report - Confidential* - ***Confidential*** 2. *Contract 30 24 3595 - Tender Evaluation Matrix - Confidential* - ***Confidential*** 3. *Directors and Office Bearers* - ***Confidential***
RELATED PREVIOUS ITEMS	8.5 - Sunbury Community Arts and Cultural Precinct - Jacksons Hill Sunbury - Council Meeting - 26 Sep 2022 7:00PM 9.6 - Jacksons Hill Community Arts and Cultural Precinct - Future Plan - Council Meeting - 29 Apr 2024 7.00pm 9.8 - Sunbury Community Arts and Cultural Precinct - Endorsement of final Concept Plan and the Next Stages - Council Meeting - 24 Jun 2024 7.00pm

1. SUMMARY OF REPORT:

1.1 The Sunbury Community Arts and Cultural Precinct is a project to revitalise Jacksons Hill in Sunbury, transforming Building 22 (the former Female Refractory) and Building 24 (a work shed) into a destination for art, community, and cultural connection, with refurbishment works planned from April to October 2025.

1.2 The Sunbury Community Arts and Cultural Precinct project is located on the heritage site of Jacksons Hill on Lot C, 90 Circular Drive, Sunbury.

1.3 Tenders have been called for Contract No. 30 24 3595 - Sunbury Community Arts and Cultural Precinct - Jacksons Hill

1.4 This report recommends that the tender submission from Stokes Rousseau Pty Ltd. for Contract No. 30 24 3595 - Sunbury Community Arts and Cultural Precinct - Jacksons Hill be accepted by Council.

1.5 Pursuant to the Instrument of Delegation to the Chief Executive Officer, the value of this contract exceeds the financial limit, and a Council motion is now required to accept the recommendation to award the contract.

REPORT NO: 8.4 (cont.)

2. RECOMMENDATION:

2.1 That Council:

2.1.1 Resolves to award Contract No. 30 24 3595 to Stokes Rousseau Pty. Ltd.

2.1.2 Awards the Contract for the lump sum tendered price of seven million, one hundred and fifty-one thousand, thirty-nine dollars and ninety-four cents ($7,151,039.94) GST inclusive.

2.1.3 Approves a contingency sum and additional allowance to the value (excl. GST) contained within the confidential attachment.

2.1.4 Authorises the Director City Places and Planning to finalise and execute the contract documentation.

2.1.5 Authorises that variations will be managed in accordance with the Contract Variation Policy.

3. LEGISLATIVE POWERS:

3.1 Local Government Act 2020 S108(1) requires that a Council must prepare and adopt a Procurement Policy which specifies the principles, processes and procedures applying in respect of the purchase of goods and services by the Council, including for the carrying out of works.

3.2 Local Government Act 2020 S109(1) requires that a Council must comply with its Procurement Policy before entering into a contract for the purchase of goods or services or the carrying out of works.

3.3 The Council adopted a Procurement Policy (ref. POL189) on 15 November 2021 which is effective from 1 December 2021. Under this Policy, procurement of goods, services or works valued at $300,000 or greater shall be undertaken by a tender process.

4. FINANCIAL IMPLICATIONS:

4.1 An $8.5m multi-year budget has been allocated in the adopted four-year capital program for the precinct, including a $3M grant already received from State Government in 2019.

4.2 Construction costs nationally have increased since 2019 and a revised project allocation is included in the 2025/26 financial year budget process for Council consideration.

4.3 The project site is complex due to its cultural and heritage significance and requires a strategic financial approach to mitigate risk. In 2023 due diligence investigations were completed to minimise risks to the project and inform the final design. These included:

- Feature and Level Survey including drainage, underground services, structures on site.
- Welsh Slate roof repairs, roof and drainage maintenance.
- Hazardous Material inspections including Asbestos and Hygiene assessments.
- Termite inspection.
- Environment and Ecology assessments including an Arborist report.
- Mechanical and Hydraulics inspections including a Fire services review.
- Structural engineering inspection.

REPORT NO: 8.4 (cont.)

4.4 In February 2025 a Heritage Victoria Permit and a Cultural Heritage Management plan were issued.

4.5 The Cultural Heritage management plan included both a standard assessment and complex assessment and took over 6 months to complete.

5. ENVIRONMENTAL SUSTAINABILITY CONSIDERATIONS:

5.1 The project scope takes into consideration Council's environmental sustainability responsibilities and seeks outcomes to minimise Council's carbon emissions and subsequent impact on climate change.

5.2 During construction it is anticipated that there will be no significant environmental implications and all works can proceed as planned, following the approval of a site-specific Construction Site Environmental Management Plan (CSEMP).

6. CLIMATE CHANGE ADAPTATION CONSIDERATIONS:

6.1 Climate change is likely to see Hume face lower than average rainfall, higher intensity rainfall events, higher average temperature with more heatwaves.

6.2 The project allows for the inclusion of Water sensitive urban design (WSUD) elements within the construction of the carpark. WSUD is a land planning and engineering design approach which integrates the urban water cycle, (including stormwater) into urban design to minimise environmental degradation and improve aesthetic and recreational appeal.

7. COLLABORATIVE PROCUREMENT:

7.1 In Accordance with section 108(3c) of the Act, Council will give consideration to collaboration with other councils and public bodies or utilise Collaborative Procurement Arrangements, when procuring goods, services and works in order to take advantage of economies of scale.

7.2 The evaluation panel considered any opportunities for collaborative procurement in relation to this procurement process undertaken by Council, including:

7.2.1 The nature of those opportunities, and the public bodies with which they are available and;

7.2.2 Why Council did, or did not, pursue the identified opportunities for collaboration in relation to that procurement process:

(a) This contract relates to a project specifically within Hume City Council and there is no identified opportunity for collaborative procurement.

8. CHARTER OF HUMAN RIGHTS APPLICATION:

8.1 The Charter of Human Rights and Responsibilities Act 2006 and Hume's Social Justice Charter were considered and there are no issues to be considered in this regard. The building refurbishment will deliver an inclusive arts precinct that is welcoming and accessible for all.

REPORT NO: 8.4 (cont.)

9. COMMUNITY CONSULTATION:

9.1 The Sunbury Community have been strong advocates for the delivery of improved arts and cultural facilities on Jacksons Hill for over a decade and have actively participated in a series of planning investigations facilitated by Hume City Council to create a vision for the arts and cultural precinct.

9.2 As part of the initial planning process, Council officers created a detailed communication and engagement plan and undertook extensive community consultation to better understand the needs and aspirations of the Sunbury community.

9.3 In October 2023, consultation included a 'Have Fun on the Hill' community engagement event that included community surveys.

9.4 In February and March 2024 workshops were held with anchor users and the wider community. Pop up consultation trailers with surveys were also conducted in May 2024 around Sunbury.

9.5 Following the broad community consultation on the project in 2023, workshops with key groups in February and March 2024, and community consultation in May, the final concept plans for Stage 1 of the project were endorsed at the Council Meeting on 24 June 2024.

9.6 Community members can opt-in to receive monthly newsletters with updates and information on the project and regular social media and website updates are provided.

9.7 Open day activation events held in May 2024 and February 2025 provided the community with the opportunity to visit the site of the SCACP where project update information was made available for review.

10. DISCUSSION:

10.1 Background

10.1.1 The Sunbury Community Arts and Cultural Precinct (SCACP) is located on Lot C of the heritage-listed site on Jacksons Hill in Sunbury.

10.1.2 The original vision for SCACP was endorsed by Council in 2014.

10.1.3 The State Government bought the land from Victoria University in 2018 and developed a master plan for repurposing the site.

10.1.4 In October 2022, Hume Council signed a long-term lease with the State Government for Lot C, which includes three buildings and over 3 hectares of open space with views of the Melbourne skyline. The buildings are the former Female Refractory (Building 22), a workshop (Building 24), and a small outbuilding (Privy).

10.1.5 Following extensive community consultation, Council updated the vision in early 2024 and the concept plans were endorsed in June 2024. An architect was appointed in September 2024, and detailed design development was completed in January 2025.

10.2 Tender process

REPORT NO: 8.4 (cont.)

10.2.1 Seven prospective contractors with heritage building project experience of similar value were shortlisted from the Victorian State Government Construction Supplier Register (CSR). All seven builders expressed interest in participating in a Restricted Tender via Council's Tender Portal.

10.2.2 Tenders were called for Contract No. 30 24 3595— Sunbury Community Arts and Cultural Precinct on 10 February 2025 and closed on 5 March 2025.

10.2.3 During the tender period, four tenderers withdrew the tender process due to existing workload commitments and time constraints.

10.2.4 One site visit was held on 20 February 2025 to allow prospective tenderers to inspect the site. Attendance at site was mandatory.

10.2.5 The tender was advertised as an AS4000 (Maddocks Bespoke – Construction) contract. The date for Practical Completion was 25 weeks from contract award.

10.2.6 Three submissions were received in response to the Tender.

10.3 Tender Evaluation Panel

10.3.1 The tender evaluation panel (TEP) consisted of:

Officer Title	Role
Senior Project Manager	Chairperson/Scoring member
Project Manager	Scoring member
Coordinator Arts Culture & Events	Scoring member
Architect (External)	Technical Advisor
Strategic Projects Liaison Officer	Non-Scoring member

10.3.2 All tender evaluation panel members completed the required conflict of interest declarations, with no conflicts declared and committed to maintaining the confidentiality of tender information.

10.3.3 Procurement support was provided by a Procurement Officer throughout the tender process in additional a Probity Advisor.

10.4 Selection Criteria

10.4.1 The tender submissions were evaluated in accordance with the following weighted selection criteria:

Criteria	Weighting
Tendered Price	40%
Capacity	15%
Capability	20%
Methodology	15%
Sustainability	10%

10.5 Tender Evaluation Process

REPORT NO: 8.4 (cont.)

10.5.1 Only compliant tenders received full scoring, while those identified as non-compliant were excluded from further evaluation. Any instances of non-compliance are explained in the confidential attachment.

10.6 Recommendation

10.6.1 The final weighted score for each tenderer is summarised below

Tenderer	Conforming	Score
Tenderer A - Stokes Rousseau Pty Ltd	Yes	82.50
Tenderer B	Yes	70.99
Tenderer C	Yes	63.39

10.6.2 Refer to the confidential attachment for further details of evaluation of all tenders.

11. CONCLUSION:

11.1 It is recommended that Council accept the tender submitted by Stokes Rousseau Pty. Ltd for a lump sum tendered price of seven million, one hundred and fifty-one thousand, thirty-nine dollars and ninety-four cents ($7,151,039.94) GST inclusive GST and a contingency to the value contained in the confidential attachment.

12. TENDER CERTIFICATION / DISCLOSURE OF CONFLICT OF INTEREST:

12.1 The process described in this report is in accordance with the Council's Procurement Policy, the relevant provision of the Local Government Act 2020 – section 108 (Procurement Policy) and section 109 (Procurement).

12.2 This report has been prepared by the officers of the Tender Evaluation Panel and all officers have declared that no actual or perceived conflict of interest was present in evaluating the tender submissions and in determining the recommendation contained in this report.

REPORT NO:	8.5
REPORT TITLE:	CEO Employment and Remuneration Policy
SOURCE:	Holly De Kretser, Manager Governance
DIVISION:	Finance & Governance
FILE NO:	HCC20/482
POLICY:	-POL/300
STRATEGIC OBJECTIVE:	3.2: Deliver responsible and transparent governance, services and sustainable assets that respond to community needs
ATTACHMENTS:	1. *CEO Employment and Remuneration Policy Policy - tracked changes* 2. *CEO Employment and Remuneration Policy*

DISCLOSURE OF CONFLICTS OF INTEREST

No Council officers involved in the preparation of this Report have a general or material interest in relation to the matters for consideration.

1. SUMMARY OF REPORT:

1.1 This report presents the reviewed and updated CEO Employment and Remuneration Policy.

1.2 The policy governs the management by Council of the CEO Employment lifecycle, performance management, contract renewal and recruitment.

1.3 The policy outlines Councils ability to seek legal advice as required to support it in managing the CEO employment relationship.

2. RECOMMENDATION:

That Council adopt the revised CEO Employment and Remuneration Policy as presented in Attachment 2.

3. LEGISLATIVE POWERS & POLICY CONTEXT:

3.1 Council is required by section 45 of the Local Government Act 2020 to maintain and adopt a CEO Employment and Remuneration Policy.

3.2 Hume's current policy was most recently reviewed and readopted in May 2022.

3.3 The Policy is required to be reviewed within six months of the general election, held in October 2024.

4. OVERARCHING GOVERNANCE PRINCIPLES:

This Report supports Council is giving effect to the following Overarching Governance Principles:

a) Council decisions are to be made and actions taken in accordance with the relevant law;

i) the transparency of Council decisions, actions and information is to be ensured.

REPORT NO: 8.5 (cont.)

5. IMPACT ASSESSMENTS:

5.1 CHARTER OF HUMAN RIGHTS AND RESPONSIBILITIES ACT 2006

Human rights are not being limited by the recommended action in this Report.

5.2 GENDER EQUALITY ACT 2020

The policy, program or service in this Report does not have a direct and significant impact on the public; therefore a Gender Impact Assessment was not required.

6. FINANCIAL & RESOURCE IMPLICATIONS:

The policy discussed in this report is enacted within operational budgets and resourcing.

7. OPPORTUNITIES & RISKS:

The policy provides an opportunity to consider in advance how best to manage the employment lifecycle of Council's CEO to ensure organizational stability, reduce financial risk associated with high turnover and to ensure strong and enduring working relationships between Council and the CEO.

8. COMMUNITY ENGAGEMENT:

This policy has been drafted in response to the legislative requirements of the Local Government Act 2020, community consultation is not required.

9. DISCUSSION:

9.1 The policy is largely consistent with the sector and reflects advice provided by the Local Government Inspectorate through its 'Managing the employment lifecycle of a CEO' report issued in February 2019.

9.2 Minor changes have been proposed to the current policy to reflect Hume's current practice of monthly Councillor/CEO meetings to enable timely feedback to be shared. These sessions, in addition to the six-monthly performance reviews undertaken through the CEO Employment Matters Advisory Committee(CEMAC) support Council and its CEO in maintaining effective working relationships.

9.3 Council are in the process of recruiting a new independent member to its CEMAC and it is envisaged that the policy will undergo further review following this appointment.

10. CONCLUSION

It is a requirement for a new Council to within six months of the general election review its CEO Employment and Remuneration Policy. This has occurred with the support of the CEO Employment Matters Advisory Committee including input from the independent member.

REPORT NO: 8.5 (cont.)

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CEO EMPLOYMENT & REMUNERATION POLICY

Policy Reference No.	POL/300
File No.	HCC20/482
Strategic Objective	5.2 Create a community actively involved in civic life
Adopted by Council	15 Dec 2021
Re-Adopted	~~May 2022~~April 2025
Date for Review	~~May 2026~~April 2029
Responsible Officer	Manager Governance
Department	Governance

CEO EMPLOYMENT AND REMUNERATION POLICY

1 POLICY STATEMENT

Hume City Council is committed to, and will ensure the application of good governance, transparency and fairness in all matters relating to the employment, management and remuneration of the CEO.

The Policy has been developed in accordance with the requirements of section 45 of the Local Government Act 2020 (the Act) and provides clear processes for all aspects of the CEO's employment, including:

- Recruitment
- Contract of employment
- Remuneration
- Setting strategic performance objectives
- Managing performance and performance reviews

2 SCOPE

This Policy applies to activity undertaken by the Council, Committee Members and candidates or incumbents of the CEO position.

3 PROCEDURES

Under the Act, Council is responsible for:

- Developing, adopting and keeping in force the CEO Employment and Remuneration Policy.
- Undertaking the recruitment and appointment of a CEO when a vacancy occurs in the office of CEO.
- Appointing an Acting CEO when there is a vacancy in the office of the CEO, including a temporary vacancy.

To implement the requirements of the Act, Council will:

- Establish a CEO Employment Matters Advisory Committee (Committee) to oversee the implementation of the Policy.
- Appoint an Independent Member to the Committee to assist with and advise on the implementation of this Policy.
- In the case of a vacancy, appoint an Acting CEO for a maximum of 12 months only.
- Determine the rate of remuneration of the Independent Member of the Committee.
- Consider reports and recommendations from the Committee.
- Review this Policy within six (6) months of a Council election.

Policy Reference No:	POL/300	**Responsible Officer:**	Manager Governance
Date of Re/Adoption:	May 2022	**Department:**	Governance
Review Date:	May 2026		

4 CEO EMPLOYMENT MATTERS ADVISORY COMMITTEE

4.1 Establishment & Purpose

The Act does not mandate the establishment of CEO Employment Matters Advisory Committee (the Committee). However, Council will establish a Committee in order to support the implementation requirements of section 45(2) of the Act.

The purpose of the Committee is to:

- Make recommendations to Council on employment matters relating to the CEO;
- Monitor and make recommendations to Council on performance matters relating to the CEO;
- Perform any other functions or responsibilities prescribed by the Act or specified by Council

in accordance with this Policy.

The Committee is advisory only and has no delegated decision-making power of authority. Council may delegate decision-making power to the Committee on an as needs basis.

4.2 Membership & Composition

The Committee will be comprised of:

- The Mayor
- Three other Councillors appointed by Council
- One Independent Member appointed by Council in accordance with this Policy.

The Committee is to be chaired by the Mayor.

The Independent Member is a non-voting member who will provide the Committee with expert assistance and advice to enable it to implement its responsibilities in this Policy.

4.2.1 Terms of Appointment

Councillors will be appointed to the Committee for a one year term. Councillors may be re-elected to the Committee following the expiration of their term.

Independent Members will be appointed initially be for a two year term, with extension options of up to a maximum of two further years at the discretion of Council. The Independent Members' term cannot exceed four years in total.

4.2.2 Criteria of Independent Member & Chairperson

The Independent Member of the Committee must:

- not be a Councillor;
- not be a member of Council staff;
- not be from the same recruitment agency which supported Council in its recruitment and appointment of a CEO in the proceeding 5 years;

- not be a member of Council's Audit and Risk Committee; and
- be suitably qualified.

The Independent Member must possess and demonstrate the following key competencies:

- Strong leadership and communication skills
- Skills, expertise and experience in one or more of the following:
  - senior local government experience (preferred)
  - senior business or government experience
  - human resources management (including Executive recruitment, remuneration and talent management)
  - experience with and understanding of employment law
  - demonstrated ability in performance management and development of Executive level staff
- Understanding of good governance and previous experience working with Governance bodies or Boards
- Ability to work effectively with Councillors and the CEO
- Knowledge and understanding of the issues affecting the Hume City Council.

4.2.3 Appointment Process

Where there is a vacancy in the position of Independent Member (or an impending vacancy) the Committee will call for Expressions of Interest.

The Committee will prepare a shortlist, conduct interviews and make a recommendation to Council on the appointment of the Independent Member. The list of all Expressions of Interest considered by the Committee will be provided to Council.

4.2.4 Remuneration

The Independent Member will be remunerated at a rate to be determined by Council from time to time.

4.3 Meetings & Reporting

The Committee will meet at least once every six months. Additional meetings can be held by agreement of the Committee members. ~~Meetings are to be conducted in person.~~

The Committee will provide a report to Council following each meeting.

The operations of the Committee will be evaluated annually to ensure it continues to be effective.

4.3.1 Conflicts of Interest

Committee members shall comply with Chapter 5 of Council's Governance Rules in relation to disclosure of conflicts of interest in accordance with the section relating to Council Meetings.

4.3.2 Quorum & Attendance

A majority of members of the Committee constitute a quorum, providing that the Mayor and the Independent Member are present.

If, at any scheduled Committee meeting, a quorum is not present within 30 minutes after the time appointed for the meeting, the meeting will be adjourned and must re-convene within two weeks of the adjourned meeting.

The CEO may attend meetings at the request of the Committee.

A Member who misses two consecutive meetings without a formal apology may, at the discretion of Council, have their term revoked.

4.3.3 Minutes & Administrative Support

The Manager Governance (or other suitably experienced Council officer) will provide executive support to the Committee.

The Agenda shall be distributed at least five working days in advance of the meeting to all Committee members and a call for Agenda items will be made prior to issuing the Agenda.

A copy of the minutes shall be distributed to all Committee members within five working days of the meeting, as far as practicable.

A report to Council will be tabled after every meeting of the Committee, as a confidential report to Council. Reports to Council should reflect a consensus view. Where consensus cannot be reached, the report should clearly outline the differing points of view i.e. the majority and minority opinions

4.4 Advice to the Committee

The Committee may obtain legal or other specific expert advice, as required.

Any formal advice requested by the Committee will be made available to all Committee members and, where relevant and appropriate, will be provided to Council through meeting minutes.

Any advice required by the Committee will be arranged through the Manager Governance to ensure compliance with Council's Procurement Policy.

5 RECRUITMENT & REVIEW OF CEO

5.1 RECRUITMENT AND SELECTION

If the role of the CEO becomes vacant, the Committee will recommend to Council an independent and suitably qualified recruitment agency to support it in recruitment and appointment of a CEO.

The recruitment agency will manage the end to end recruitment process including :

- taking a detailed brief from the Council on the role and the ideal candidate;
- preparing a detailed schedule outlining the end to end process;
- developing an advertising strategy to attract suitable candidates;

- assisting the Committee to conduct first and second round interviews to determine a shortlist of candidates;
- conducting relevant psychometric assessments to support determining best fit;
- conducting reference and probity checks on the preferred candidate;
- liasing with Council's senior Human Resources and Governance staff regarding the employment contract for the successful candidate;
- liasing with the Committee regarding the public announcement of the appointment of the new CEO.

The Committee will support the recruitment agency in the process by:

- acting as the Selection Panel
- preparing a short list of applicants for interview
- interviewing shortlisted applicants
- coordinating and reviewing testing of applicants
- developing details of the interview process – questions, required presentations etc.

5.1.1 REMUNERATION

The total remuneration package, inclusive of salary, superannuation and other employment benefits, including associated Fringe Benefits Tax, will be subject to the review of the Committee.

The remuneration package will be consistent with the principles of the Victorian Government Public Entity Executive Remuneration Policy, which stipulate that remuneration:

- should be fair and reasonable;
- should consider entity performance as well as Victorian fiscal and economic conditions;
- should be set at a competitive level for the relevant market and sector, to attract and retain talented people;
- should reflect the non-financial benefits of local government employment; and
- should be based on decisions that are robust, transparent, consistent and understandable to both the CEO and the public.

Remuneration will be reviewed annually in accordance with the terms of the contract and contractual requirements. The annual review will take into consideration:

- increases in CPI in the preceding twelve month period;
- the CEO's achievement of the performance objectives;
- market rates for comparable positions; and
- the acquisition and satisfactory utilisation of new or enhanced skills by the CEO if beneficial to, or required by, the Council.

5.1.2 CONTRACTUAL REQUIREMENTS

A CEO must be appointed under a contract of employment with the Council that does not exceed 5 years. The contract of employment will generally be in accordance with the Maddocks Lawyer's Senior Officer model contract as updated from time to time.

The CEO contract will at minimum outline:

- the responsibilities of the position
- conflict of interest management requirements
- remuneration
- legislative obligations including those continuing after appointment
- processes for managing unsatisfactory performance or early termination.

5.2 ONBOARDING OF CEO

The Committee will provide advice to Council on the onboarding of a new CEO including matters such as:

- Key priorities and draft Strategic Performance Objectives;
- Ensuring access to key policies, plans and strategies;
- Organising meetings and workshops with Councillors and key senior staff.

5.3 REVIEW AND DEVELOPMENT OF STRATEGIC PERFORMANCE OBJECTIVES

The Council will adopt a set of strategic performance objectives (SPOs) for the CEO. The SPOs will be developed collaboratively by the CEO and the Committee. These SPOs should have consideration to best practice in the sector.

The SPOs will document agreed objectives and outcomes to be delivered over a 12-month period. A formal review of the CEO's performance, benchmarked against the SPOs, will be held annually by the Committee.

~~An informal review will occur at the six month mark to ensure that SPOs are progressing and to discuss any challenges that may impact outcomes. The informal review will provide the CEO and Council with the opportunity to adjust any of the SPOs set, by agreement, if required.~~

~~The CEO will provide a progress report to the Committee at both the six and 12 month review.~~

~~The review will also include the opportunity for Council to provide the CEO with performance related feedback and input into the CEO's development plan. The CEO will also have the opportunity to provide feedback to the Council.~~

5.4 PERFORMANCE FEEDBACK

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5.4.4 Monthly, informal meetings between the CEO and Council will be held to enable timely feedback to be provided regarding CEO performance and progresss against SPOs. These meetings are open to all Councillors, though attendance is optional and no quorum is required to proceed.

~~5.4~~5.5 LEAVE AND APPOINTMENT OF ACTING CEO

An application for annual leave, long service leave, personal leave or an extended absence is to be approved by the Mayor on behalf of Council for periods of less than 28 days, or in urgent circumstances. Applications for annual leave, long service leave, personal leave or an extended absence for periods of 28 days or longer are to be approved by Council.

If the period of leave is 28 days or less, then the CEO is able to appoint an Acting CEO under delegation.

If the period of leave is to exceed 28 days, then Council will appoint an Acting CEO via a Council resolution. Council could appoint either of the following to the position of Acting CEO:

- one of the Directors of Council
- a suitably qualified and experienced individual as a short term contract.

In the case of an unplanned leave of absence, or the resignation of the CEO, the Committee will make a recommendation to the Council regarding appropriate arrangements.

~~5.5~~5.6 CONTRACT EXPIRY

The Committee must make recommendation to Council six months prior to the expiry of the CEO contract and with regard to current legislation to:

- reappoint the CEO;
- advertise for recruitment to the role of CEO.

6 DEFINITIONS AND ABBREVIATIONS

Employment matters means, in regard to the CEO, issues relating to:

- The recruitment of the CEO, including re-appointment, as appropriate
- Contractual and remuneration matters
- Establishing performance objectives and undertaking performance monitoring and reviews
- Any other matters set out in the Local Government Act 2020.

7 RELATED DOCUMENTS

Policy Reference No:	POL/300	**Responsible Officer:**	Manager Governance
Date of Re/Adoption:	May 2022	**Department:**	Governance
Review Date:	May 2026		

- Chief Executive Officer's Employment Contract
- CEO Position Description
- CEO Strategic Performance Objectives
- Employee Code of Conduct
- Local Government Act 2020
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CEO EMPLOYMENT & REMUNERATION POLICY

Policy Reference No.	POL/300
File No.	HCC20/482
Strategic Objective	5.2 Create a community actively involved in civic life
Adopted by Council	15 Dec 2021
Re-Adopted	April 2025
Date for Review	April 2029
Responsible Officer	Manager Governance
Department	Governance

1

POLICY STATEMENT

Hume City Council is committed to, and will ensure the application of good governance, transparency and fairness in all matters relating to the employment, management and remuneration of the CEO.

The Policy has been developed in accordance with the requirements of section 45 of the Local Government Act 2020 (the Act) and provides clear processes for all aspects of the CEO's employment, including:

- Recruitment
- Contract of employment
- Remuneration
- Setting strategic performance objectives
- Managing performance and performance reviews

2 SCOPE

This Policy applies to activity undertaken by the Council, Committee Members and candidates or incumbents of the CEO position.

3 PROCEDURES

Under the Act, Council is responsible for:

- Developing, adopting and keeping in force the CEO Employment and Remuneration Policy.
- Undertaking the recruitment and appointment of a CEO when a vacancy occurs in the office of CEO.
- Appointing an Acting CEO when there is a vacancy in the office of the CEO, including a temporary vacancy.

To implement the requirements of the Act, Council will:

- Retain a CEO Employment Matters Advisory Committee (Committee) to oversee the implementation of the Policy.
- Appoint an Independent Member to the Committee to assist with and advise on the implementation of this Policy.
- In the case of a vacancy, appoint an Acting CEO for a maximum of 12 months only.
- Determine the rate of remuneration of the Independent Member of the Committee.
- Consider reports and recommendations from the Committee.
- Review this Policy within six (6) months of a Council election.

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5.4.1 An informal review will occur at the six month mark to ensure that SPOs are progressing and to discuss any challenges that may impact outcomes. The informal review will provide the CEO and Council with the opportunity to adjust any of the SPOs set, by agreement, if required.

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- reappoint the CEO;
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6 DEFINITIONS AND ABBREVIATIONS

Employment matters means, in regard to the CEO, issues relating to:

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- Any other matters set out in the Local Government Act 2020.

7 RELATED DOCUMENTS

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- CEO Position Description
- CEO Strategic Performance Objectives
- Employee Code of Conduct
- Local Government Act 2020
- Fair Work Act 2009
- National Employment Standards
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- Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019

- Government Policy on Executive Remuneration in Public Entities
- Equal Opportunity Act 2010
- Gender Equality Act 2020
- Protecting Integrity – Leading the Way. Managing the employment cycle of a council CEO – Local Government Inspectorate (Victoria) (February 2019)

REPORT NO:	8.6
REPORT TITLE:	Proposed Planning Scheme Amendment C272 - Merrifield uses and heritage
SOURCE:	Stan Lai, Principal Strategic Planner
DIVISION:	City Planning & Places
FILE NO:	HCC23/323
POLICY:	-
STRATEGIC OBJECTIVE:	2.1: Facilitate appropriate urban development and enhance natural environment, heritage, landscapes and rural places
ATTACHMENT:	1. *Amendment documentation*

DISCLOSURE OF CONFLICTS OF INTEREST

No Council officers involved in the preparation of this Report have a general or material interest in relation to the matters for consideration.

1. SUMMARY OF REPORT:

1.1 Council has received a request from Merrifield Corporation Ltd Pty to undertake an amendment to the Hume Planning Scheme for the land located within the Comprehensive Development Zone – Schedule 2 (CDZ2), also known as Merrifield Employment Precinct.

1.2 Amendment C272 (the Amendment) seeks to amend CDZ2 to include Materials Recycling as a Section 2 – Permit required use and make other administrative updates to the schedule. When the CDZ2 was originally introduced in 2008, Materials Recycling was considered a noxious use and was not appropriate in this employment precinct. Seventeen years later, the industry has evolved, and the environmental benefits are more widely known. It is now appropriate to include these more modern facilities in the precinct, but a permit is still required before any development can proceed.

1.3 The amendment will add Yarra Valley Water as a referral authority to ensure permit applications for Materials Recycling are referred to it for review and comment.

1.4 The amendment also seeks to remove Heritage Overlay HO259 from the former Kalkallo Park homestead site within the Precinct, following its demolition in accordance with Planning Permit P23620.

1.5 It is recommended that Council seeks authorisation from the Minister for Planning to prepare and exhibit the amendment and request a planning panel if necessary.

2. RECOMMENDATION:

That Council:

2.1 Seek authorisation from the Minister for Planning to prepare and exhibit Planning Scheme Amendment C272, generally in accordance with Attachment 1, pursuant to Section 8A of the *Planning and Environment Act 1987.*

2.2 Authorise Council officers to make any necessary changes to the relevant documentation to comply with any Conditions of Authorisation, and subject to Ministerial Authorisation, to prepare and exhibit Planning Scheme Amendment

REPORT NO: 8.6 (cont.)

C272 to the Hume Planning Scheme as prescribed under Section 19 of the *Planning and Environment Act 1987*.

2.3 Note the delegation of Council officers to consider any submissions received in relation to Amendment C272, in accordance with Section 22 of the *Planning and Environment Act 1987*.

2.4 Note the delegation of the CEO to refer all submissions to an independent panel appointed by the Minister for Planning, if required, in accordance with Section 23 of the *Planning and Environment Act 1987*.

2.5 Note the delegation of Council officers to represent Council in accordance with Section 24 of the *Planning and Environment Act 1987*, including authorising officers to negotiate and resolve issues raised during the Planning Panel process prior to Amendment C272 being reported back to Council for consideration.

3. LEGISLATIVE POWERS & POLICY CONTEXT:

3.1 The *Planning and Environment Act 1987* (the Act) outlines the process Council must follow when undertaking a planning scheme amendment. This amendment has been prepared in accordance with the Act and relevant Ministerial directions on content and process.

3.2 Hume's *Municipal Planning Strategy* (MPS) emphasises the need to plan for land use and employment opportunities while keeping the planning scheme up to date on heritage protections. The amendment aligns with the MPS by facilitating materials recycling in the Merrifield Employment Precinct and removing a redundant Heritage Overlay from a site that no longer requires it.

3.3 Additionally, the amendment supports the Planning Policy Framework within planning scheme by permitting materials recycling in the Comprehensive Development Zone 2, in accordance with Clause 14 (Natural Resource Management), Clause 17.03-2S (Sustainable Industry), and Clause 19.03-5S (Waste and Resource Recovery). These changes promote the sustainable operation of industry, waste recovery and the conservation of natural resources. It also aligns with Clause 11.01-1S (Settlement) by ensuring the orderly development of industrial land.

3.4 The site is designated as State Significant Industrial Land under the *Melbourne Industrial and Commercial Land Use Plan*. The amendment secures strategically located land for materials recycling while maintaining adequate separation from sensitive uses, which is consistent with Clause 17.03-3S (State-Significant Industrial Land) of the planning scheme.

3.5 Lastly, the amendment supports Clause 15.03-1S (Heritage Conservation) of the planning scheme by updating heritage listings, ensuring only existing heritage places remain protected under the Heritage Overlay.

3.6 Other legislative and policy documents that support the preparation of this amendment are described in the Explanatory Report in Attachment 1.

4. OVERARCHING GOVERNANCE PRINCIPLES:

4.1 This Report supports Council is giving effect to the following Overarching Governance Principles:

4.1.1 Council decisions are to be made and actions taken in accordance with the relevant law;

REPORT NO: 8.6 (cont.)

4.1.2 priority is to be given to achieving the best outcomes for the municipal community, including future generations;

4.1.3 the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;

4.1.4 the municipal community is to be engaged in strategic planning and strategic decision making;

4.1.5 collaboration with other Councils and Governments and statutory bodies is to be sought;

4.1.6 regional, state and national plans and policies are to be taken into account in strategic planning and decision making;

4.1.7 the transparency of Council decisions, actions and information is to be ensured.

5. IMPACT ASSESSMENTS:

5.1 CHARTER OF HUMAN RIGHTS AND RESPONSIBILITIES ACT 2006

5.1.1 The Charter of Human Rights and Responsibilities Act 2006 sets out the basic rights and responsibilities of all people in Victoria. The Charter places obligations on public authorities by requiring them to act compatibly with human rights and give proper consideration to human rights when making decisions.

5.1.2 The human rights relevant to this Report are:

- The right to recognition and equality before the law (Section 8)
- The right to taking part in public life (Section 18)

5.1.3 The above rights are not being limited by the recommended action in this Report, and the amendment will meet the principles of Hume's Social Justice Policy by engaging the community through a formal, statutory exhibition process, as outlined below.

5.2 GENDER EQUALITY ACT 2020

5.2.1 The policy, program or service in this Report does not have a direct and significant impact on the public; therefore a Gender Impact Assessment was not required.

6. FINANCIAL & RESOURCE IMPLICATIONS:

6.1 Amendment C272 will incur standard costs associated with the planning scheme amendment process required under the Act. These costs will be borne by the proponent, who has requested this amendment.

6.2 The amendment is unlikely to impact on Council's future resource and administrative costs as the number of additional applications received for the Precinct as a result of the amendment is expected to be minimal.

7. OPPORTUNITIES & RISKS:

7.1 Environmental sustainability was a key consideration in assessing the amendment. Given industrial-related uses are already allowed in the zone, the adding of materials recycling as a permit-required use in the zone will not substantially change the status quo.

REPORT NO: 8.6 (cont.)

7.2 While some Materials recycling uses may pose environment risks, these can be effectively managed through the planning permit process, including referrals to the Environment Protection Authority as required. Through this amendment, Yarra Valley Water will also be made a referral authority to help manage any environmental risks. In addition, development applications must comply with the Hume Planning Scheme's sustainability provisions which will ensure that any environmental impacts are considered and appropriately addressed.

7.3 On the positive side, the amendment may provide environmental benefits that support climate change adaptation processes, such as by improving resource recovery, reducing waste sent to landfills and lowering greenhouse gas emissions. These outcomes align with circular economy principles outlined in the Council Plan 2021-25.

8. COMMUNITY ENGAGEMENT:

8.1 Subject to Ministerial authorisation, Amendment C272 will be publicly exhibited in accordance with the requirements of Section 19 of the Act for a period of one calendar month. This will include:

8.1.1 Notice to all affected and adjoining landowners and occupiers

8.1.2 Notice to all Ministers prescribed under the Act

8.1.3 A notice in the local newspaper circulating in the local area

8.1.4 Notice in the Government Gazette

8.1.5 Hard copies of the amendment for public inspection at Council's customer service desks at Merrifield North, Broadmeadows, Craigieburn and Sunbury.

8.1.6 A dedicated webpage on Council's Participate Hume online platform as well as Council's social media accounts will be made available which will provide the community with amendment documentation and an online submission form

8.2 This process will ensure anyone interested will have the opportunity to comment on the amendment.

8.3 Should Council receive submissions that cannot be resolved, a request will be made to the Minister to refer the amendment to an Independent Planning Panel. If a Planning Panel is convened, submitters will have the opportunity to present their views at a Panel hearing.

8.4 Following the Planning Panel process, Council will be required to consider any recommendations from the Panel and decide whether to accept them, adopt the amendment, and subsequently request approval from the Minister.

9. DISCUSSION:

9.1 <u>Subject Land (the Amendment land)</u>

9.1.1 The subject land consists of land zoned in the CDZ2, generally bounded by the Hume Highway to the east, the Merrifield Major Town Centre to the west, the Kalkallo Retarding Basin to the north and Donnybrook Road to the south (see Figure 1).

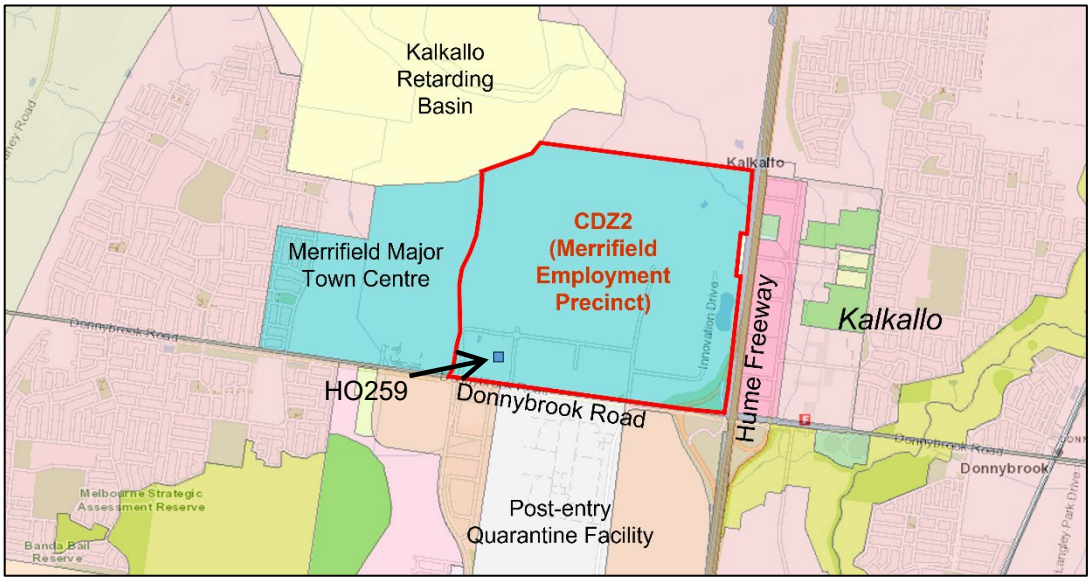


Figure 1. Context plan (Vicplan)

9.1.2 To the south beyond Donnybrook Road lies vacant industrial land and the Commonwealth-operated Mickleham Post Entry Quarantine Facility. To the east of Hume Freeway lies the Kalkallo Township.

9.1.3 The subject land has a size of approximately 280 hectares and consists of properties owned by multiple landowners. At present, the land has been partially developed with warehouse and manufacturing facilities, including Dulux paint, Ford Australia, RMA Automotive, Plasdene Glass-Pak, Aeroklas, and Steritech. Most are located on the eastern and southern parts of the land with the remainder available for further development opportunities.

9.1.4 The land is also known as the Merrifield Employment Precinct (hereafter, the Precinct) or Merrifield Business Park, and is designated as State Significant Industrial Land in the *Melbourne Industrial and Commercial Land Use Plan*.

9.1.5 Besides zoning controls, the land is additionally affected by various overlay controls, including from the Heritage Overlay HO259, Public Acquisition Overlay (PAO1), Flood Overlay (RFO) and Land Subject to Inundation Overlay (LSIO).

9.1.6 HO259 is located at the southwest corner of the precinct, within Lot Y\PS835682.

9.2 <u>The proposed Planning Scheme Amendment</u>

9.2.1 The amendment proposes to amend CDZ2 to change Materials Recycling from a prohibited use to a use that requires a permit. This change will not result in rezoning of the subject land.

9.2.2 Additionally, the amendment proposes to amend the conditions for several Section 1 – Permit not-required uses in CDZ2 to align their wording with the Industrial 1 Zone and reflect changes to Clause 53.10 made by State Government Amendment VC175.

9.2.3 The amendment proposes to amend the Schedule to Clause 66.04 Referral of Permit Applications under Local Provisions to reference CDZ2 and to include Yarra Valley Water as a Recommending Referral Authority for Materials recycling permit applications.

REPORT NO: 8.6 (cont.)

9.2.4 Lastly, the amendment also proposes to amend the Schedule to Clause 43.01 Heritage Overlay and the associated maps to remove HO259.

9.3 Background

9.3.1 The subject land was rezoned from the Farming Zone – Schedule 1 (FZ1) to CDZ2 in 2008 via Amendment C92 to facilitate the future subdivision and development of the land for employment and industrial purposes. Besides rezoning the land, Amendment C92 also introduced planning controls for the use and development of land and incorporated the Merrifield Comprehensive Development Plan.

9.3.2 Subsequent amendments in 2013 via Amendment C167 and in 2017 via Amendment C215 modified the site boundaries of CDZ2 and rezoned the western part of the land into the future Merrifield Town Centre.

9.3.3 During this period, the Merrifield Development Coordination Plan and Polaris Precinct Concept Plan were developed to establish a design framework and to guide the staged development of land.

9.3.4 HO259 was introduced in 2004 to protect Kalkallo Park, a former farmstead located within the Precinct which was identified as having local heritage significance following a municipal-wide heritage study. The HO extent and heritage citation was further amended in 2006 and 2014 via other amendments.

9.3.5 In March 2023, Council received a request from Merrifield Corporation to undertake a Planning Scheme Amendment to add materials recycling as a permit-required use in the CDZ2 and delete HO259 from the heritage overlay.

9.4 Strategic assessment

9.4.1 Adding Materials Recycling as a permit-required use

9.4.2 When the subject land was rezoned from the Farming Zone to CDZ2 in 2008, materials recycling was generally associated with noxious activities such as junkyards and scrap metal yards. As a result, this use was not allowed in the CDZ2 to avoid potential negative impacts on the environment and local amenity.

9.4.3 Since 2008, planning policy and statutory controls regarding materials recycling have evolved in response to growing public support for recycling and its environmental benefits. For example, where materials recycling was previously defined in the Planning Scheme as "*Land used to collect, dismantle, store, recycle, or sell, used or scrap materials.*", it is now defined as: *"Land used to dismantle, treat, process, store, recycle, or sell refuse, used or surplus materials*." This definition change reflects how materials recycling activities have changed to become more sophisticated, focusing more on resource recovery through sustainable practices.

9.4.4 A series of policies and controls introduced to the Hume Planning Scheme since 2018 provide further layers of planning consideration to ensure materials recycling activities will have minimal impact on the environment. These include Clause 53.14 (Resource recovery) and the update to Clause 53.10 (Uses and Activities with Potential Adverse Impacts). Unlike in 2008, there is now a more robust planning framework in place to assess material recycling permit applications.

9.4.5 A State-wide planning scheme amendment in 2020 introduced additional land use conditions and updated the references to Clause 53.10 in Industrial and Commercial Zones across Victoria. However, these updates were not applied to 'custom' zones created by local councils, such as the CDZ2 in the Hume

REPORT NO: 8.6 (cont.)

Planning Scheme. This amendment provides an opportunity to revise the land use conditions in CDZ2 to align them with changes made to the other zones.

9.4.6 The proposed change to CDZ2 is supported by a number of clauses of the Planning Scheme that are outlined in Section 3 above.

9.4.7 The proposed change could potentially deliver positive environmental benefits, such as reducing waste sent to landfills, enhancing resource recovery, lowering greenhouse gas emissions and providing support to Victoria's circular economy.

9.4.8 It could also generate positive economic effects, such as creating employment and investment opportunities in materials recycling. It can be expected that a materials recycling business may generate between 20 to 50 jobs depending on the scale, method and the type of recycling they undertake.

9.4.9 Additionally, the change could have positive social impacts for Hume by raising public awareness of resource recovery and improving community well-being by reducing waste sent to landfills.

9.4.10 While adverse environmental impacts may result from certain types of materials recycling activities, it is noted that industrial uses are already permitted in the CDZ2. Any impacts from materials recycling are expected to be similar to impacts from other industrial activities.

9.4.11 Any potential adverse impacts can be appropriately managed through the planning permit assessment process. This includes implementing minimum threshold distances from residential areas and other sensitive uses, and referrals to relevant state agencies such as the Environment Protection Authority (EPA)– similar to how industrial-related applications are currently handled.

9.4.12 To address any potential impacts materials recycling uses may have on the catchment of the Kalkallo Stormwater Treatment Plant, which is located within the precinct, the amendment proposes to introduce new referral provisions to designate Yarra Valley Water (YVW) as a Recommending Referral Authority for materials recycling uses in the CDZ2.

9.4.13 This ensures that YVW will be notified of future permit applications and any concerns could be addressed during referral process.

9.4.14 In summary, the inclusion of materials recycling as a permit-required land use in the CDZ2 is considered to carry minimal environmental risk, given the comprehensive planning framework now in place.

9.4.15 The proposed changes can be effectively managed through existing planning controls, including updated referral provisions and adherence to relevant sustainability and environment requirements. Overall, the amendment could potentially deliver some environmental benefits, such as improved resource recovery and reduced landfill waste, while also fostering economic growth and creating job opportunities in the recycling sector.

9.4.16 <u>Removing Heritage Overlay HO259</u>

9.4.17 In 2021, Merrifield Corporation applied for and received a planning permit P23620 to subdivide the land and demolish the heritage building protected by HO259. The application was supported by a Heritage Impact Statement prepared by heritage consultant Bryce Raworth, which argued that the building had limited heritage value, and its retention was impractical due to the site's fill and drainage requirements within the Merrifield Employment Precinct.

REPORT NO: 8.6 (cont.)

9.4.18 As part of the planning permit conditions, the developer was required to prepare a photographic study and an architectural statement of the heritage building, along with a management plan for the reuse of bluestone from the structure. The heritage building was demolished in late 2021 after the conditions were satisfied.

9.4.19 HO259 is no longer needed with the heritage significant building demolished. The removal of HO259 will ensure the planning scheme remains accurate and reflects the current condition of the site.

9.4.20 The amendment aligns with Clause 15.03-1S (Heritage Conservation) of the Planning Scheme by supporting the maintenance of an updated heritage significance list and removing sites that no longer require Heritage Overlay protection. It is also consistent with guidance provided in Planning Practice Note 1 – Applying the Heritage Overlay.

9.4.21 It is noted that the site is also listed in Heritage Victoria's Inventory list (H7822-0898) at approximately the same location as HO259. Heritage Victoria has been notified of the preparation of this amendment and they will be responsible for any updates or removal of the Victorian Heritage Inventory listing.

9.4.22 <u>Amending Section 1 provisions in CDZ2</u>

9.4.23 Another key change proposed by the amendment is updating various *Permit Not Required uses* in CDZ2 to align their wording with that of the Industrial 1 Zone and to reflect changes introduced by Amendment VC175

9.4.24 The changes are administrative in nature and will ensure consistency in land use conditions for similar uses in the Industrial 1 Zone and CDZ2. Additionally, the updated references to Clause 53.10 will enhance clarity and accuracy of the planning scheme.

10. CONCLUSION

10.1 Planning Scheme Amendment C272 proposes to update Schedule 2 to the Comprehensive Development Zone (CDZ2) to allow materials recycling to be considered in future planning permit applications in the Merrifield Employment Precinct. The amendment also includes administrative updates to the CDZ2's provisions to reflect changes introduced by VC175, as well as the deletion of Heritage Overlay HO259, which has become redundant following the demolition of the heritage building with a planning permit.

10.2 The amendment supports State and local policies on the development of industrial land and aligns with resource recovery and circular economy objectives. Any potential adverse impacts from materials recycling uses can be effectively managed through the planning permit assessment process and referrals to the relevant authorities.

10.3 It is recommended that Council seek authorisation from the Minister for Planning to prepare and exhibit the amendment and request a planning panel if necessary.

Planning and Environment Act 1987

Hume Planning Scheme

Amendment C272hume

Explanatory Report

Overview

The amendment proposes to amend Schedule 2 to the Comprehensive Development Zone (CDZ2) to allow planning permit applications for Materials Recycling, a use currently prohibited in the zone within the Merrifield Employment Precinct. It also proposes to make administrative updates to the schedule's provisions to align with changes introduced by Amendment VC175.

The amendment further proposes to delete Heritage Overlay HO259 from a site within the precinct. HO259 has become redundant following the demolition of the heritage building with a planning permit.

Where you may inspect this amendment

The proposed amendment can be inspected free of charge at the Hume City Council website at https://participate.hume.vic.gov.au/

The proposed amendment is available for public inspection, free of charge, during office hours at the following places:

- Broadmeadows Customer Service Centre at 1079 Pascoe Vale Road, Broadmeadows 3047
- Hume Global Centre Craigieburn at 75-95 Central Park Avenue, Craigieburn 3064
- Hume Global Learning Centre Sunbury at 44 Macedon Street, Sunbury 3429

The proposed amendment can also be inspected free of charge at the Department of Transport and Planning website at http://www.planning.vic.gov.au/public-inspection or by contacting the office on 1800 789 386 to arrange a time to view the amendment documentation.

Submissions

Any person may make a submission about the proposed amendment to the planning authority. Submissions about the amendment must be received by date (TBC).

Hume City Council,
Attention: City Strategy department
PO Box 119, Dallas, 3047

or via email to: CityStratEnquiries@hume.vic.gov.au

Panel hearing dates

In accordance with clause 4(2) of Ministerial Direction No.15 the following panel hearing dates have been set for this amendment:

- Directions hearing: DAY MONTH 202X (TBC)
- Panel hearing: DAY MONTH 202X (TBC)

Details of the amendment

Who is the planning authority?

This proposed amendment has been prepared by the Hume City Council, which is the planning authority for this amendment.

The proposed amendment has been made at the request of Merrifield Corporation Pty Ltd.

Land affected by the amendment

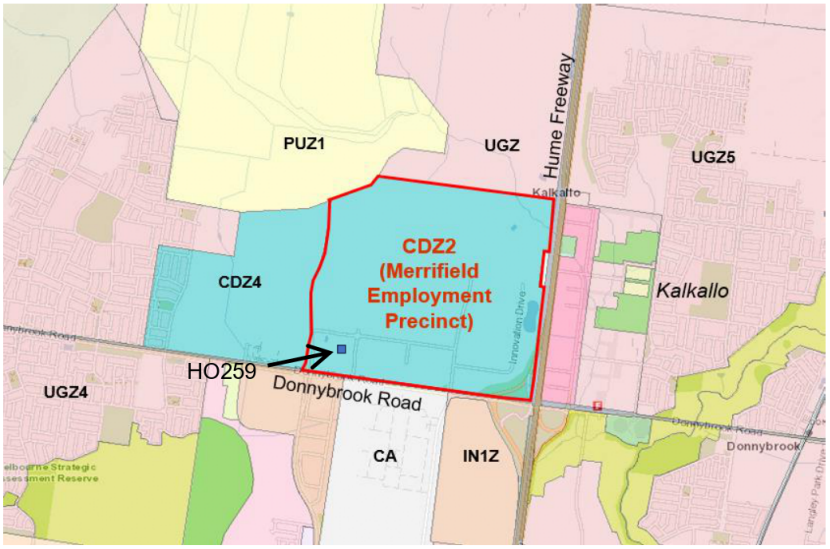


Figure 1 Land affected by the proposed amendment

The proposed amendment applies to the land zoned CDZ2 within the Merrifield Employment Precinct, generally located on the northwest corner of the intersection of Donnybrook Road and the Hume Freeway, as indicated in the above map. The CDZ2 encompasses an area of approximately 280 hectares.

The proposed amendment also includes land affected by Heritage Overlay HO259, located at the southwest corner of the Employment Precinct.

What the amendment does

The amendment proposes to amend Schedule 2 to the Comprehensive Development Zone (CDZ2) to allow planning permit applications to use the land for Materials Recycling, which is currently prohibited in the zone. It also proposes to

make administrative updates to the schedule's provisions to align with changes introduced by VC175.

The amendment further proposes to delete Heritage Overlay HO259 that relates to the former Kalkallo Park homestead at 200 Donnybrook Road, Mickleham. The heritage place has been demolished following a heritage assessment and granting of a planning permit.

Specifically, the amendment makes the following changes:

Overlays maps

- Amends Planning Scheme Map 4HO to remove HO259 from the Heritage Overlay.

Planning scheme ordinance

- Amends Schedule 2 to Clause 37.02 Comprehensive Development Zone (CDZ2) to include Materials recycling as a land use (with conditions) within the "Section 2 – Permit required" uses.
- Amends conditions for various *Section 1 – Permit not required* uses in CDZ2 to align the wording of the conditions with the same land uses in the Industrial 1 Zone (IN1Z) and to reflect changes to Clause 53.10 made by Amendment VC175.
- Amends the Schedule to Clause 66.04 (Referral of Permit Applications under Local Provisions) to reference Schedule 2 to the Comprehensive Development Zone and to include Yarra Valley Water as a Recommending referral authority for Materials recycling permit applications.
- Amends the Schedule to Clause 43.01 (Heritage Overlay) to remove HO259 from the Heritage Overlay.

Strategic assessment of the amendment

Why is the amendment required?

When CDZ2 was introduced in 2008, Materials recycling was generally associated with noxious activities such as junk yards or scrap metal yards. Consequently, the land use table to Schedule 2 was intended to prevent Materials recycling given its potential negative impact on the environment and amenity of the area.

Since 2008, policy and statutory controls regarding Materials recycling have evolved in response to growing support for recycling and its environmental benefits. Materials recycling is now defined in the Planning Scheme as:

> *"Land used to dismantle, treat, process, store, recycle, or sell refuse, used or surplus materials."*

The type of activities that now fall within the definition include beneficial and clean processes that produce useful products, many of which contribute to a circular economy.

A series of policies and controls introduced to the Hume Planning Scheme since 2018 provide further layers of consideration to ensure appropriate Materials recycling

activities will have minimal impact on the environment. These include Clause 53.14 (Resource recovery) and the update to Clause 53.10 (Uses and Activities with Potential Adverse Impacts). Therefore, listing Materials recycling as a Section 2 permit-required land use allows suitable recycling activities to be assessed under a more robust framework.

The amendment also proposes administrative changes to conditions for various *Permit Not Required uses* in CDZ2 to align their wording with that of the Industrial 1 Zone and to reflect changes to Clause 53.10 introduced by Amendment VC175, ensuring consistency and clarity across related land use controls.

Furthermore, the amendment proposes to delete HO259, which applied to a former farm homestead known as 'Kalkallo Park'. HO259 is located near the southwest corner of the employment precinct, on CDZ2 land at 200 Donnybrook Road, Mickleham.

In 2021, Merrifield Corporation obtained a planning permit to subdivide the land and demolish the heritage building. The application was supported by a Heritage Impact Statement, which concluded that the building had limited heritage value and that retaining it was impractical due to the site's fill and drainage requirements.

As part of planning permit conditions, Council required the preparation of photographic study, an architectural statement, and a management plan for reusing bluestone from the heritage building in the precinct's future development. The conditions were satisfied and site was cleared in late 2021.

HO259 is no longer relevant with the demolition of the heritage building. Removing the redundant overlay will ensure the planning scheme remains accurate and reflective of the site's current state.

How does the amendment implement the objectives of planning in Victoria?

The proposed amendment is consistent with the following objectives of planning in Victoria detailed at Section 4(1) of the *Planning and Environment Act 1987*:

- (a) 'to provide for the fair, orderly, economic and sustainable use, and development of land.'
- (f) 'to facilitate development in accordance the objectives set out in paragraphs (a), (b), (c), (d) and (e).
- (g) 'to balance the present and future interests of all Victorians'

The proposed amendment implements these objectives by providing the opportunity for suitable recycling of materials following the changes to how Material recycling is defined in the planning scheme and by ensuring that the heritage controls accurately reflect current places of heritage significance.

How does the amendment address any environmental, social and economic effects?

Environmental

The proposed amendment has the potential to deliver environment benefits, such as

reducing waste sent to landfills, enhancing resource recovery, lowering greenhouse gas emissions and providing support to Victoria's circular economy.

While some potential adverse environmental impacts may arise from Materials recycling, these impacts depend on the specific type of recycling activity. Certain recycling activities may be more environmentally friendly than others. However, it is important to note that industrial uses are already permitted in the zone, and the potential environmental impacts of Materials recycling are expected to be comparable to industry uses. Any potential adverse impacts can be appropriately managed through the planning permit assessment process, including referrals to relevant state agencies such as the Environment Protection Authority (EPA). Furthermore, the planning permit process ensures compliance with threshold distances and guidance under Clause 53.10 (Uses and activities with potential adverse impacts) and Clause 53.14 (Resource recovery) to mitigate any adverse effects.

The proposed deletion of HO259 involves the removal of heritage protection and is not anticipated to impact on environmental values or sustainability outcomes.

Social

The proposed amendment could generate positive social effects, such as creating employment opportunities within the recycling industry and promoting community well-being through the reduction of waste sent to landfills.

The proposed deletion of HO259 supports a local heritage framework that is accurate and focused on preserving existing places of heritage significance. This approach ensures that planning decisions are based on reliable and up-to-date information which fosters public confidence in the planning system.

Economic

The proposed amendment could encourage investment and create employment opportunities in the Materials recycling sector. With its strategic location offering easy access to major transport infrastructure and designation as State Significant Industrial Land, the Merrifield Employment Precinct is well-suited for attracting advanced recycling operations. This could, in turn, attract related businesses along the supply chain and promote the growth of other sustainable industries.

The proposed deletion of HO259 is not anticipated to have an economic impact on the Precinct or Council.

Does the amendment address relevant bushfire risk?

The proposed amendment is not expected to increase the site's vulnerability to bushfires, as the allowing of Materials recycling land uses does not alter the bushfire risk profile or create new risks to human life. The associated risks from Material recycling are considered to be comparable to those of existing industrial land uses permitted within the CDZ2. While the Merrifield Employment Precinct is partially located in a designated Bushfire Prone Area (BPA), it is not affected by a Bushfire

Management Overlay. Planning permit applications at locations within the BPA will need to consider Clause 13.02 (Bushfire) of the Planning Scheme. Additionally, comments from the Country Fire Authority (CFA) will be sought during the amendment's exhibition period**.**

Does the amendment comply with the requirements of any other Minister's Direction applicable to the amendment?

The proposed amendment complies with the requirements of the Ministerial Direction – The Form and Content of Planning Schemes (section 7(5) of the PE Act).

Direction No. 9: Metropolitan Planning Strategy

The proposed amendment is consistent with the requirements of the *Ministerial Direction No. 9 – Metropolitan Planning Strategy*, which requires amendments to have regard *to Plan Melbourne 2017-2050 Metropolitan Planning Strategy* – discussed in detail below.

- The proposed amendment will implement Direction 4.4 *'Respect Melbourne's heritage as we build for the future*' and Policy 4.4.1 '*Recognise the value of heritage when managing growth and change'* by supporting the management of urban change and the continuous review of heritage sites.
- The proposed amendment will implement Direction 6.7 '*Reduce waste and improve waste management and resource recovery'* and Policies 6.7.1 '*Improve the economic recovery of waste and reduce reliance on landfills'* and 6.7.3 '*Protect waste management and resource recovery facilities from urban encroachment and assess opportunities for new waste facilities'* as it facilitates the development of materials recycling facilities which in turn reduce waste directed to landfills.

Direction No. 11: Strategic Assessment of Amendments

The proposed amendment complies with Ministerial Direction No. 11: (Strategic Assessment of Amendments) under section 12 of the PE Act and its direction to ensure *a comprehensive strategic evaluation of a planning scheme amendment and the outcomes it produces*. This explanatory report fulfills that requirement.

Direction No. 19: The preparation and content of Amendments that may significantly impact the Environment, Amenity and Human Health

The proposed amendment complies with Ministerial Direction No. 19 which requires planning authorities to seek the views of the EPA if the amendment could result in impacts on the environment, amenity and human health. The views of the EPA were sought during the preparation of the amendment and they are discussed below.

How does the amendment support or implement the Planning Policy Framework and any adopted State policy?

The proposed amendment is consistent with the following clauses of the Planning Policy Framework and will assist in achieving objectives of these clauses:

Clause 11.01-1S – Settlement

The proposed amendment will contribute towards Settlement objectives through the ability to consider Materials recycling uses within the existing planning framework.

Similarly, the proposed amendment will enable recycling including the recycling of natural resources as noted in Clause 14.

Clause 14 Natural Resource Management

The proposed amendment will contribute towards the sustainable use and conservation of natural resources by facilitating recycling.

Clause 15-03-1S Heritage Conservation

The proposed amendment will contribute towards the identification and documentation of places of heritage significance by keeping the heritage significance list updated and removing heritage places which no longer require HO protection.

Clause 17.03-2S Sustainable Industry

The inclusion of Materials recycling as a permitted use in the CDZ2 will support the objective of facilitating the sustainable operation of industry.

Clause 17.03-3S State Significant Industrial Land

The proposed amendment will ensure the availability of strategically located land for Materials recycling uses with sufficient distance from sensitive uses. This change supports the development of essential recycling and resource recovery facilities in a location suitable for such operations.

Clause 19.03-5S Waste and Resource Recovery

The proposed amendment will achieve the objective of reducing waste and maximizing resource recovery to lessen the reliance on landfills, while minimizing environmental, amenity, and public health impacts by enabling Materials recycling as a permitted use.

In addition to the Planning Policy Framework, the proposed amendment is consistent with several strategic objectives from the *Metropolitan Waste and Resource Recovery Implement Plan 2016,* including:

Strategic Objective 1: Reduce waste sent to landfill

The facilitation of Materials recycling use will increase the availability of resource recovery infrastructure in Metropolitan Melbourne, enabling greater diversion of recoverable materials from landfills and encouraging investment in advanced processing technologies.

Strategic Objective 4: Plan for Melbourne's growing population

The proposed amendment will assist in meeting the rising demand for recycling infrastructure due to population growth.

Lastly, the proposed amendment aligns with the *Victorian Recycling Infrastructure Plan 2024*, particularly Section 7: Land Use Planning and Environmental Approvals. The Merrifield Employment Precinct meets the key criteria for locating recycling and resource recovery infrastructure with its industrial zoning, adequate site size, separation from incompatible uses, and access to transport infrastructure.

How does the amendment support or implement the Municipal Planning Strategy?

The proposed amendment is consistent with the following clauses of the Municipal Planning Strategy and will assist in achieving objectives of the clauses as follows:

- The proposed amendment will implement the strategic directions for Clause 02.03-7 *Economic development*, by enabling the Merrifield Employment Precinct to accommodate Materials recycling uses, which not only meet Victoria's essential waste and resource recovery needs but also could create job opportunities for Hume.
- The proposed amendment will support the strategic directions for Clause 02.03-5 *Built environment and heritage*, by removing a redundant heritage overlay and ensuring that only current heritage places are protected. This update will also help maintain the relevance and accuracy of the Planning Scheme.

Does the amendment make proper use of the Victoria Planning Provisions?

The proposed amendment makes proper use of the Victoria Planning Provisions (VPP) by updating CDZ2 to reflect changes to Clause 53.10 following VC175. It also amends conditions for Industry, Shipping container storage, and Warehouse uses and introduces conditions for Materials recycling as a permit-required use, to ensure consistent wording with conditions for similar uses in the Industrial 1 Zone.

The proposed change to make Materials recycling a permit-required use is consistent with the framework for land use and development established under the Comprehensive Development Zone.

The proposed deletion of HO259 from the Schedule to Clause 43.01 and the Heritage Overlay map is consistent with guidance provided in *Planning Practice Note 1 – Applying the Heritage Overlay* to conduct regular reviews of the planning scheme and ensure all heritage places are accurate and correctly mapped.

The proposed introduction of new referral provisions to designate Yarra Valley Water as a Recommending Referral Authority for Materials recycling uses in the CDZ2 is consistent with guidance provided in *Planning Practice Note 54 – Managing Referral and Notice Requirements* to consider the need and appropriateness of new referral requirements and ensure they support informed decision-making and achieve state and local policy outcomes.

How does the amendment address the views of any relevant agency?

The views of the Environment Protection Authority (EPA), Yarra Valley Water and Melbourne Water were sought and Heritage Victoria was notified during the preparation of the proposed amendment.

The EPA noted that future permit applications for Materials recycling will be assessed against Clause 53.14 (Resource Recovery) and may be referred to the EPA for consideration under existing planning scheme requirements. This ensures that any risks associated with Materials recycling activities will be appropriately reviewed during the permit application process.

Yarra Valley Water expressed concerns about the potential impact of Materials recycling on the catchment of the Kalkallo Stormwater Treatment Plant and

recommended to be added as a Recommending Referral Authority to ensure that permit applications for Materials recycling use are referred to it for consideration.

Efforts to obtain pre-authorisation comments from Melbourne Water were unsuccessful. They will receive further notification during the exhibition stage of the amendment and will have the opportunity to provide comments at that time.

Additionally, Heritage Victoria was notified about the amendment's proposed removal of HO259 given the presence of a Heritage Inventory listing (H7822-0898) at approximately the same location. They were advised that they will receive further notification during the exhibition stage and have acknowledged the expectation to provide comments at that time.

Further input from relevant agencies will be sought during public exhibition of the amendment.

Does the amendment address relevant requirements of the *Transport Integration Act 2010*?

The proposed amendment is unlikely to impact the transport system, as Materials recycling uses are expected to result in transport impacts similar to other as-of-right and permit required uses in the CDZ2. The requirements of the *Transport Integration Act 2010* were considered when the land was rezoned to CDZ2.

The proposed removal of HO259 is not relevant to the requirements of the *Transport Integration Act 2010.*

Resource and administrative costs

What impact will the new planning provisions have on the resource and administrative costs of the responsible authority?

The proposed amendment to allow the appropriate consideration of planning applications for Materials recycling is unlikely to impact on Council's resource and administrative costs as the number of additional applications received for the Precinct is expected to be minimal.

The proposed removal of HO259 will reduce the administrative burden on Council by reducing unnecessary planning permit application within an area with non-heritage significance.

Planning and Environment Act 1987

Hume Planning Scheme

Amendment C272hume

Instruction sheet

The planning authority for this amendment is the Hume City Council.

The Hume Planning Scheme is amended as follows:

Planning Scheme Maps

The Planning Scheme Maps are amended by a total of 1 attached map sheet.

Overlay Maps

1. Amend Planning Scheme Map Nos.4HO in the manner shown on the 1 attached map marked "Hume Planning Scheme, Amendment C272hume".

Planning Scheme Ordinance

The Planning Scheme Ordinance is amended as follows:

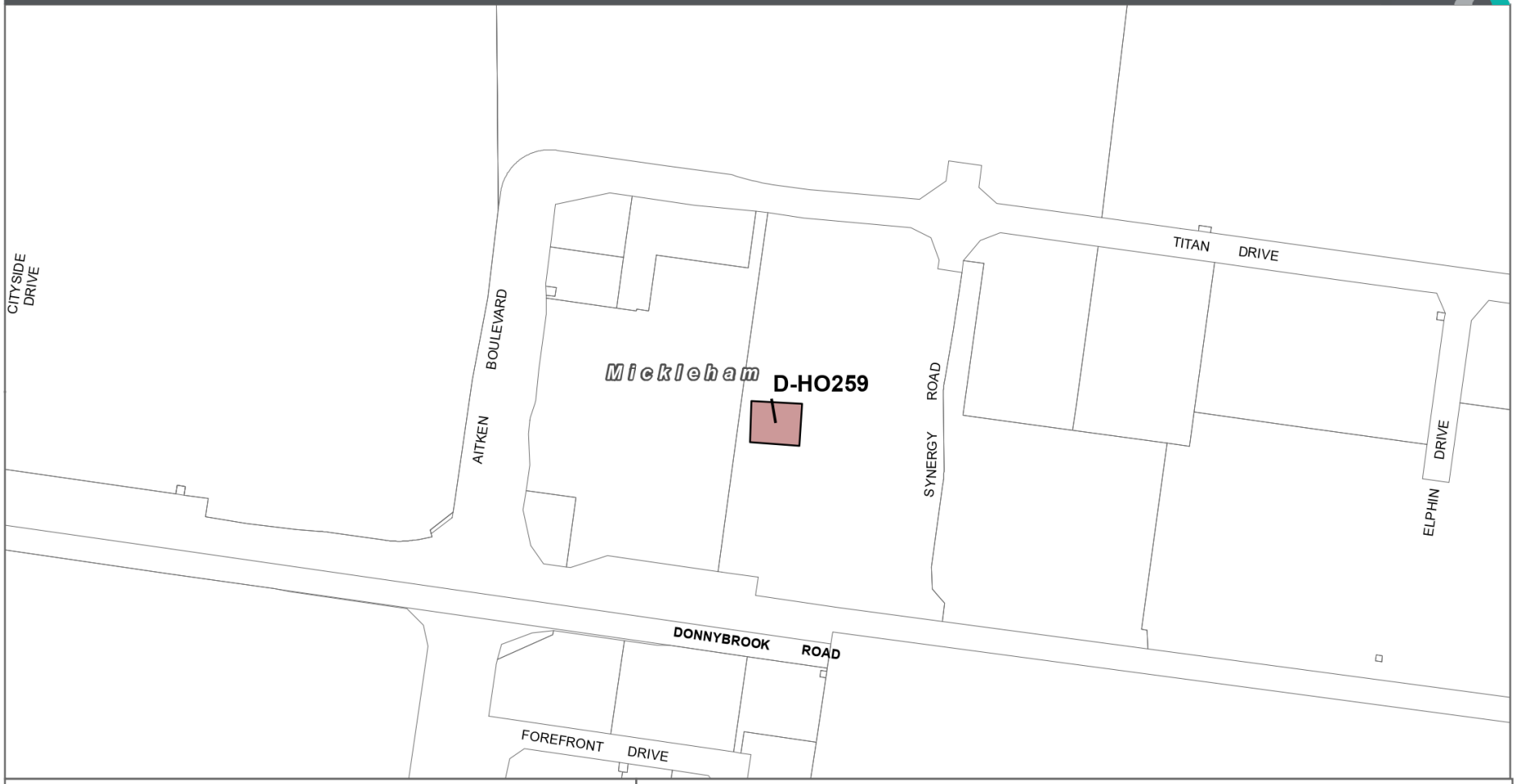
2. In **Zones** – Clause 37.02, replace Schedule 2 with a new Schedule 2 in the form of the attached document.

3. In **Overlays** - Clause 43.01, replace the Schedule with a new Schedule in the form of the attached document.

4. In **General Provisions**– Clause 66.04, replace the Schedule with a new Schedule in the form of the attached document.

End of document

HUME PLANNING SCHEME - LOCAL PROVISION
AMENDMENT C272hume



LEGEND
D-HO - Area to be deleted from a Heritage Overlay
Local Government Area

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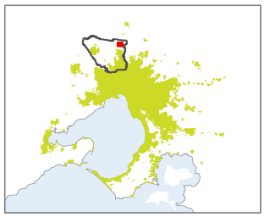
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Planning Group
Print Date: 15/11/2024
Amendment Version: 1

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Metres

VICTORIA State Government | Department of Transport and Planning

Part of Planning Scheme Map 4HO



27/05/2019
C238hume

SCHEDULE 2 TO CLAUSE 37.02 COMPREHENSIVE DEVELOPMENT ZONE

Shown on the planning scheme map as **CDZ2.**

MERRIFIELD EMPLOYMENT PRECINCT

Land

This Schedule applies to land generally bounded by the Hume Highway to the east, the Merrifield Major Town Centre to the west, the Kalkallo Retarding Basin to the north and Donnybrook Road to the south.

Purpose

To provide for the development of the site as an integrated, contemporary employment node.

To encourage the development of an intensive employment node.

To provide for the comprehensively planned development of land, in a way that has efficient linkages with nearby existing and planned urban land.

To provide for the orderly planning and development of new roads and other physical infrastructure, to complement existing and proposed road networks, and to provide ease of access into and out of the area.

To provide for the use and development of land generally in accordance with the Merrifield Comprehensive Development Plan, Development Co-ordination Plan and relevant Precinct Concept Plans.

To protect and conserve areas of environmental and heritage significance.

To encourage the development of a high amenity business park with high standards of building design in attractively landscaped streetscapes.

1.0 Table of uses

~~01/12/2023~~ --/--/----
~~VC217~~Proposed C272hume

Section 1 - Permit not required

Use	Condition
Automated collection point	Must meet the requirements of Clause 52.13-3 and 52.13-5. The gross floor area of all buildings must not exceed 50 square metres.
Industry (other than Abattoir, Materials recycling, Refuse disposal and Transfer station)	Must not be a purpose ~~shown with a Note 1 or Note 2~~listed in the table to Clause 53.10 with no threshold distance specified. The land must be at least the following distances from land (not a road) which is ~~in a residential zone,~~ an Activity Centre Zone, Capital City Zone, Commercial 1 Zone, ~~Capital City Zone or Docklands~~Docklands Zone, residential zone or Rural Living Zone, land used for a hospital ~~or~~, an education centre or corrective institution or land in a Public Acquisition Overlay to be acquired for a hospital ~~or~~, an education centre or corrective institution: ▪ ~~The threshold distance, for a purpose listed in the table to Clause 53.10.~~

HUME PLANNING SCHEME

Use	Condition
	The threshold distance, for a purpose listed in the table to Clause 53.10. ▪ ~~30 metres, for a purpose not listed in the table to Clause 53.10.~~ 30 metres, for a purpose not a listed in the table to Clause 53.10. Must not: - Exceed a fire protection quantity under the Dangerous Goods (Storage and Handling) Regulations 2022. - Require a notification under the Occupational Health and Safety Regulations 2017. - Require a license under the Dangerous Goods (Explosives) Regulations 2011. - Require a license under the Dangerous Goods (HCDG) Regulations 2016. Must not adversely affect the amenity of the neighbourhood, including through the: - Transport of materials, goods or commodities to or from the land. - Appearance of any stored goods or materials. - Emission of noise, artificial light, vibration, odour, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil.
Informal outdoor recreation **Postal agency** **Railway**	
Shipping container storage	Must not be a purpose ~~shown with a Note 1 or Note 2~~listed in the table to Clause 53.10 with no threshold distance specified. The land must be at least the following distances from land (not a road) which is in ~~a residential zone, Commercial 1~~an Activity Centre Zone, Capital City Zone~~or Docklands~~, Commercial 1 Zone, Docklands Zone, residential zone or Rural Living Zone, land used for a hospital ~~or~~, an education centre or a corrective institution or land in a Public Acquisition Overlay to be acquired for a hospital ~~or~~, an education centre or a corrective institution: ▪ The threshold distance, for a purpose listed in the table to Clause 53.10. ~~The threshold distance, for a purpose listed in the table to Clause 53.10.~~ ▪ ~~100 metres, for a purpose not listed in the table to Clause 53.10.~~ 100 metres, for a purpose not listed in the table to Clause 53.10. Must not:

HUME PLANNING SCHEME

Use	Condition
	▪ Exceed a fire protection quantity under the Dangerous Goods (Storage and Handling) Regulations 2022. ▪ Require a notification under the Occupational Health and Safety Regulations 2017. ▪ Require a licence under the Dangerous Goods (Explosives) Regulations 2011. ▪ Require a licence under the Dangerous Goods (HCDG) Regulations 2016. The site must adjoin, or have access to, a road in a Transport Zone 2 or a Transport Zone 3. Shipping containers must be setback at least 9 metres from a road in a Transport Zone 2 or a Transport Zone 3. The height of shipping container stacks must not exceed 6 containers or 16 metres, whichever is the lesser. Must not adversely affect the amenity of the neighbourhood, including through the: ▪ Transport of materials, goods or commodities to or from the land. ▪ Appearance of any stored goods or materials. ▪ Emission of noise, artificial light, vibration, odour, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil.
Tramway	
Warehouse (other than Liquid fuel depot and Shipping container storage)	Must not be a purpose ~~shown with a Note 1 or Note 2~~listed in the table to Clause 53.10 with no threshold distance specified. The land must be at least the following distances from land (not a road) which is in ~~a residential zone, Commercial 1~~an Activity Centre Zone, Capital City Zone~~or Docklands~~, Commercial 1 Zone, Docklands Zone, residential zone or Rural Living Zone, land used for a hospital~~or~~, an education centre or a corrective institution or land in a Public Acquisition Overlay to be acquired for a hospital~~or~~, an education centre or a corrective institution: ▪ ~~The threshold distance, for a purpose listed in the table to Clause 53.10.~~ The threshold distance, for a purpose listed in the table to Clause 53.10. ▪ ~~30 metres, for a purpose not listed in the table to Clause 53.10.~~ 30 metres, for a purpose not listed in the table to Clause 53.10. Must not: ▪ Exceed a fire protection quantity under the Dangerous Goods (Storage and Handling) Regulations 2022.

HUME PLANNING SCHEME

Use	Condition
	▪ Require a notification under the Occupational Health and Safety Regulations 2017. ▪ Require a licence under the Dangerous Goods (Explosives) Regulations 2011. ▪ Require a licence under the Dangerous Goods (HCDG) Regulations 2016. Must not adversely affect the amenity of the neighbourhood, including through the: ▪ Transport of materials, goods or commodities to or from the land. ▪ Appearance of any stored goods or materials. ▪ Emission of noise, artificial light, vibration, odour, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil.
Any use listed in Clause 62.01	Must meet the requirements of Clause 62.01

Section 2 - Permit required

Use	Condition
Agriculture (other than Apiculture, Animal keeping, and Intensive animal husbandry) **Caretakers house** **Child care centre** **Education centre** **Gambling premises** **Leisure and recreation (other than, Informal outdoor recreation and Motor racing track)**	
Materials recycling	The land must be at least 30 metres from land (not a road) which is in an Activity Centre Zone, Capital City Zone, Commercial 1 Zone, Docklands Zone, residential zone or Rural Living Zone or land used for a hospital, an education centre or a corrective institution or land in a Public Acquisition Overlay to be acquired for a hospital, an education centre or a corrective institution.
~~**Agriculture (other than Apiculture, Animal keeping, and Intensive animal husbandry)**~~ ~~**Caretakers house**~~ ~~**Child care centre**~~ ~~**Education centre**~~ ~~**Gambling premises**~~	

HUME PLANNING SCHEME

Use	Condition
~~Leisure and recreation (other than, Informal outdoor recreation and Motor racing track)~~	
Office	
Place of assembly (other than Circus and Carnival)	
Restricted retail premises	
Residential Hotel	
Retail premises (other than Adult sex product shop, Restricted retail premises, and Shop)	
Service Station	
Utility Installation (other than Minor utility installation and Telecommunications facility)	
Veterinary centre	
Any other use not in Section 1 or 3	

Section 3 - Prohibited

Use
Abattoir
Accommodation (other than Caretaker's house and Residential Hotel)
Adult sex product shop
Animal keeping
Airport
Cemetery
Cinema based entertainment facility
Crematorium
Display home
Home based business
Hospital
Intensive animal husbandry
Liquid fuel depot
~~Materials recycling~~
Motor racing track
Refuse disposal
Shop (other than Restricted retail premises)
Transfer station (other than Automated collection point)

2.0 Development Co-ordination Plan

02/05/2013
C167

Prior to the approval of any Precinct Concept Plan/s for the site, a Development Co-ordination Plan for the entire site must be prepared and endorsed by the responsible authority, who must have regard to the views and requirements of the Department of Sustainability and Environment, Department of Transport, Public Transport Victoria, VicRoads, the Growth Areas Authority and the Merri Creek Management Committee. The endorsed plan must be generally in accordance with any structure plan approved by the responsible authority or planning authority and the Merrifield Comprehensive Development Plan. The Development Co-ordination Plan may be amended to the satisfaction of the Responsible Authority. This plan must show and include to the satisfaction of the responsible authority:

- The proposed access points into the land from Donnybrook Road and other existing or proposed transport infrastructure taking into account Federal and State Government transport objectives;
- The proposed internal street network including proposed linking points to surrounding land;
- Arrangements for the provision of reticulated infrastructure;
- Arrangements for the provision of water sensitive urban design;
- Indicative staging for development of the site;
- The precinct areas that are to be developed;
- Open space networks to be provided;
- Biolink/habitat corridors to be provided;
- Community infrastructure to be provided;
- Remnant indigenous trees to be removed or retained and, where possible, included in public open space;
- Measures proposed to respond to State Government biodiversity objectives to protect the Kalkallo Creek corridor, in particular, to address the proposed vehicular creek crossing;
- Identify areas of moderate or high salinity risk, where management measures will be required;
- An Integrated Transport Plan (ITP) which must consider and report on the following to the satisfaction of the responsible authority:
  - The proposed street and pedestrian movement network;
  - The needs for non-motorised travel, including access by walking and cycling and links to the Principle Bicycle Network (PBN) and Metropolitan Trail Network (MTN), facilities for cyclists and internal circulation of cyclists and pedestrians;
  - How the proposal makes better use of existing transport assets including arterial roads, public transport or new pedestrian links or cycle paths;
  - The integration of land use with transport provision;
  - How the proposal will promote and facilitate the use of public transport;
  - Linkages between key destinations and trip generating activities for vehicles, pedestrians and cyclists;
  - The requirements of freight and commercial vehicles;
  - How the plan responds to State government transport objectives; and
  - The details relating to the upgrading of Donnybrook Road.

3.0
06/03/2008
C92

Precinct Concept Plan/s

Prior to any use, or other development commencing, other than works required for physical infrastructure to service the land, Precinct Concept Plan/s must be prepared for the site which are generally in accordance with the Merrifield Comprehensive Development Plan and the Development Co-ordination Plan.

A Precinct Concept Plan may be endorsed for a part or whole of the land within the Merrifield Comprehensive Development Plan to the satisfaction of the responsible authority. Before deciding whether to approve a Precinct Concept Plan/s, the responsible authority may consider the views of any relevant authority or agency as appropriate.

Upon application by the owner of the land the precinct concept plan/s may be amended to the satisfaction of the responsible authority.

Content of the Precinct Concept Plan/s

The precinct concept plan/s must show and demonstrate to the satisfaction of the responsible authority the following, where applicable:

- Consistency with any relevant approved Merrifield City Centre Development Co-Ordination Plan for the site;
- The land to which the precinct concept plan applies;
- The proposed development and use of each part of the land;
- Road layout and design, including road reserve widths;
- The proposed arterial and neighbourhood connector street network including proposed linking points to surrounding land;
- Pedestrian and cycle paths;
- The relationship of the precinct to existing public transport facilities and how provision will be made for access to existing or proposed public transport facilities;
- The location of vegetation to be retained;
- General landscape concepts for the development of the land;
- Any sites of environmental, cultural or heritage significance and the means by which they will be managed;
- Open space and recreation facilities/functions;
- Proposed retarding basins, lakes, water features, water courses and drainage lines and the means by which these will be managed and water quality maintained including design and management of the Growling Grass Frog habitat requirements;
- The relationship of the development of the land to the existing and proposed land uses on adjoining land;
- The indicative development sequence for the land;
- Proposed commercial and retail centres and facilities in a sustainable hierarchy having regard to existing and proposed centres in nearby Merrifield Major Town Centre, employment and residential areas; and
- An Environmental Management Plan for the land within 100 metres of the centreline of the Kalkallo Creek, providing for:
  - protection of the waterway corridor contained within the area of the 1:100 year floodplain, from development, except for the purpose of a creek crossing, riparian revegetation and management and creek rehabilitation works;
  - conceptual design of the creek crossing and measures to ensure State biodiversity objectives are met;

- measures to assist in managing salinity risk;
- the development of habitat for the Growling Grass Frog;
- landscaping of the land within 50 metres of the centreline of the creek, including a shared path for pedestrians and bicycles; and
- management for noxious weed removal, building and subdivision setbacks and revegetation within the Environmental Management Plan area;

- Any other matters that relate to the development of the land.

4.0 Use of land

~~27/05/2019~~ --/--/---- ~~C238hume~~ Proposed C272hume

A use must meet the objectives of the Comprehensive Development Zone and be generally in accordance with any relevant Precinct Concept Plan and the Merrifield Comprehensive Development Plan to the satisfaction of the responsible authority.

A use must not adversely affect the amenity of the neighbourhood, including through the:

- Transport of materials, goods or commodities to or from the land;
- Appearance of any building, works, stored goods or materials;
- Emission of noise, artificial light, vibration, odour, fumes, smoke, vapour, steam, soot, ash, dust, wastewater, waste products, grit or oil.

An application for the use of the land for the purpose of Materials recycling must be referred in accordance with Section 55 of the Act to the referral authority specified in Clause 66.04 or a schedule to that clause.

4.1 Application requirements

~~06/03/2008~~ --/--/---- ~~C92~~ Proposed C272hume

An application to use land must be accompanied by the following information, as appropriate, to the satisfaction of the responsible authority:

- The purpose of the use and the types of activities which will be carried out;
- The likely effects, if any, on the neighbourhood, including noise levels, traffic, the hours of delivery and dispatch of goods and materials, hours of operation and light spill, solar access and glare;
- The means of maintaining land not required for immediate use;
- If an industry or warehouse:
  - The type and quantity of goods to be stored, processed or produced;
  - Whether a Works Approval or Waste Discharge Licence is required from the Environmental Protection Authority;
  - Whether a notification under the Occupational Health and Safety (Major Hazard Facilities) Regulations 2000 is required, a licence under the Dangerous Goods Act 1985 is required, or a fire protection quantity under the Dangerous Goods (Storage and Handling) Regulations 2000 is exceeded; and
  - The likely effects on adjoining land including air-borne emissions and emissions to land and water.

- If materials recycling, a written report including:
  - A description of the proposal which outlines the materials to be processed, the types of processes to be used and any materials to be stored or handled;
  - The maximum total volume of each material type that may be present at any one time (e.g. height, width, area, and volume);

- Details of where the material for recycling will be sourced from;
- The companies involved with the project;
- The type of works area (including internal and external work areas, internal driveways, car parks and cross-overs);
- Details of structural isolation from the stormwater system for all active work areas;
- The location of stormwater pits and pipes; and
- A site plan shown with an aerial photographical base.

4.2 Exemption from notice and review

06/03/2008 C92

An application is exempt from the notice requirements of Section 52(1)(a), (b) and (d), the decision requirements of Section 64(1), (2) and (3) and the review rights of Section 82(1) of the Act.

4.3 Decision guidelines

~~27/05/2019 --/--/---- C238hume~~ Proposed C272hume

The following decision guidelines apply to an application for a permit under Clause 37.02, in addition to those specified in Clause 37.02 and elsewhere in the scheme which must be considered, as appropriate, by the responsible authority:

- The extent to which the proposal complies with the Merrifield Comprehensive Development Plan and any relevant Precinct Concept Plan;
- The effect that existing uses may have on the proposed use;
- The drainage of the land;
- The availability of and connection to services;
- The strategic importance of the Hume Freeway;
- The provision of adequate connection and road infrastructure to provide for future growth and public transport provision;
- The interim use and management of those parts of the land not required for the proposed use;
- If an industry, materials recycling or warehouse, the effect that the use may have on nearby or proposed residential areas or other uses which are sensitive to ~~industrial~~ off-site effects~~.~~; and
- If materials recycling, the views of Yarra Valley Water in relation to the potential impacts of the use may have on the Stormwater Treatment Plant.

5.0 Subdivision

06/03/2008 C92

Subdivision of the land must be generally in accordance with the Development Co-ordination Plan and any relevant Precinct Concept Plan to the satisfaction of the responsible authority. Subdivision of lots may occur in stages.

5.1 Application requirements

06/03/2008 C92

An application for subdivision must be accompanied by the following information to the satisfaction of the responsible authority:

- A plan drawn to scale which shows:
  - The boundaries and dimensions of the site;
  - Adjoining roads;
  - Relevant ground levels;
  - Areas of subdivision, including any areas of common property;

- Construction details of all drainage works and cross over points to all lots;
- The constructed level of any road to provide all weather safe access and egress to all allotments at all times;
- The location and staging of road works to be undertaken either by dates or stages;
- The stages by which development of the land is proposed to proceed;
- The proposed internal road layout pattern and traffic management measures including the provision of traffic control works in existing or proposed roads;
- The provision of all necessary infrastructure including access to surrounding roads; and
- The location of all footpaths and pedestrian links within the site and how they link with surrounding areas.

5.2 Exemption from notice and review

06/03/2008
C92

An application is exempt from the notice requirements of Section 52(1)(a), (b) and (d), the decision requirements of Section 64(1), (2) and (3) and the review rights of Section 82(1) of the Act.

5.3 Decision guidelines

06/03/2008
C92

Before deciding on an application for subdivision, the responsible authority must consider:

- The suitability of all the proposed lots for the uses that are preferred in the precincts described in the Merrifield Comprehensive Development Plan and any relevant Precinct Concept Plan;
- The extent to which the proposal is consistent with the Development Co-ordination Plan;
- The effect the subdivision will have on the potential area to accommodate the uses which will maintain or enhance its competitive strengths;
- The effect of the proposed subdivision on any areas of environmental, cultural or heritage significance identified in any relevant Precinct Concept Plan;
- The appropriateness of the road layout and integration with the existing road network;
- The strategic importance of the Hume Freeway;
- The provision of adequate connection and road infrastructure to provide for future growth and public transport provision;
- Streetscape character;
- Landscape character;
- The interface with surrounding zones; and
- The comments and requirements of authorities specified as referral authorities in Clause 66.

6.0 Buildings and works

06/03/2008
C92

Buildings and works must generally be in accordance with the Merrifield Comprehensive Development Plan, Development Co-ordination Plan and any relevant Precinct Concept Plan to the satisfaction of the responsible authority.

6.1 Application requirements

06/03/2008
C92

An application to construct a building or construct or carry out works must be accompanied by the following information, as appropriate, to the satisfaction of the responsible authority:

- A plan drawn to scale which shows:
  - The boundaries and dimensions of the site;

- Adjoining roads;
- The location, height and purpose of buildings and works;
- Relevant ground levels;
- The layout of existing and proposed buildings and works;
- All driveway, car parking and loading areas;
- Proposed landscape areas;
- All external storage and waste treatment areas; and
- Areas not required for immediate use.

- Elevation drawings to scale showing the colour and materials of all buildings and works;
- Construction details of all drainage works, driveways, vehicle parking and loading areas; and
- A landscape layout which includes the description of vegetation to be planted, the surfaces to be constructed, site works specification and method of preparing, draining, watering and maintaining the landscape area.

6.2 Exemption from notice and review

06/03/2008 C92

An application is exempt from the notice requirements of Section 52(1)(a), (b) and (d), the decision requirements of Section 64(1), (2) and (3) and the review rights of Section 82(1) of the Act.

6.3 Decision guidelines

06/03/2008 C92

Before deciding on an application for buildings and works, the responsible authority must consider:

- The consistency of the proposed works with the objectives of the Merrifield Comprehensive Development Zone, the Development Co-ordination Plan and any relevant Precinct Concept Plan;
- The effect of the proposed buildings and works on any areas of environmental, cultural or heritage significance identified in any relevant Precinct Concept Plan;
- The appropriateness of the proposed building form and its effect on adjoining properties and the streetscape;
- The appropriateness of the materials and finishes of the proposed buildings and works;
- The strategic importance of the Hume Freeway;
- The provision of adequate connection and road infrastructure to provide for future growth and public transport provision;
- The appropriateness of the proposed landscaping treatment;
- The appearance of the buildings and works from main roads including Donnybrook Road and the Hume Highway.

7.0 Signs

27/05/2019 C238hume

Sign requirements are at Clause 52.05. This zone is in Category 2.

8.0 Exemptions

13/08/2009 C90(Part 1)

No permit is required for works undertaken by or on behalf of VicRoads associated with the proposed Hume Freeway as shown on Drawing No. VR2 included in the Schedule to Clause 81.01.

HUME PLANNING SCHEME

27/05/2019
C238hume

SCHEDULE TO CLAUSE 43.01 HERITAGE OVERLAY

1.0 Application requirements

27/05/2019
C238hume

None specified.

2.0 Heritage places

~~11/04/2024 -/-/----~~
~~C266hume~~Proposed C272hume

The requirements of this overlay apply to both the heritage place and its associated land.

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 on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
	Broadmeadows								
HO4	Manor House 1 Eldon Street, Broadmeadows	-	-	-	-	-	Yes Ref No. H1181	Yes	No
HO5	Will Will Rook Cemetery 220-240 Camp Road, Broadmeadows **Statement of Significance:** Will Will Rook Cemetery, 220-240 Camp Road, Broadmeadows Statement of Significance (Biosis Pty Ltd, March 2024)	No	No	Yes	Yes	No	No	No	No
H0206	Commonwealth Serum Laboratories Water Tower 115 Camp Road, Broadmeadows	No	No	Yes	Yes	No	No	No	No
H0207	Penola College (Pasture Hill Farm / Kerrsland / St Joseph's Foundling Home) 445-465 Camp Road, Broadmeadows	Yes	No	No	Yes	No	No	No	No

HUME PLANNING SCHEME

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 on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
	Bulla								
HO10	Bluestone road bridge & cutting (over Deep Creek) Bulla Road, Bulla	Yes	No	No	Yes	No	No	No	No
HO11	Glenara 10 Glenara Drive, Bulla	-	-	-	-	-	Yes Ref No. H625	Yes	No
HO12	Former Bulla Shire Hall 96-98 Bulla Road, Bulla **Statement of Significance:** Former Bulla Shire Hall, 96-98 Bulla Road, Bulla Statement of Significance (Biosis Pty Ltd, March 2024)	Yes	Yes	No	Yes	No	No	Yes	No
HO13	Bulla War Memorial 96 Bulla Road, Bulla **Statement of Significance:** Bulla War Memorial, 96 Bulla Road, Bulla Statement of Significance (Biosis Pty Ltd, March 2024)	Yes	No	No	Yes	No	No	No	No
HO14	St Marys (Anglican) Church 100-102 Bulla Road, Bulla	Yes	No	No	Yes	No	No	Yes	No
HO15	Gilbert Alston's Cottage 105 Bulla Road, Bulla	Yes	No	No	Yes	Yes	No	No	No
HO17	Catenary Bridge (over deep Creek behind former State School)	Yes	No	No	Yes	No	No	No	No

HUME PLANNING SCHEME

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 on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
	East of School Lane, Bulla								
HO18	Former State School No. 46, 11 School Lane, Bulla	-	-	-	-	-	Yes Ref No. H1643	Yes	No
HO19	Sunnyside 20 Loemans Road, Bulla **Statement of Significance:** Sunnyside, 20 Loemans Road, Bulla Statement of Significance (Biosis Pty Ltd, March 2024)	Yes	No	No	Yes	Yes	No	Yes	No
HO20	Glen Loeman 65 Loemans Road, Bulla **Statement of Significance:** Glen Loeman, 65 Loemans Road, Bulla Statement of Significance (Biosis Pty Ltd, March 2024)	Yes	No	No	Yes	Yes	No	Yes	No
HO21	Bulla Presbyterian (Uniting) Church and Manse 1 Uniting Lane, Bulla **Statement of Significance:** Bulla Presbyterian (Uniting) Church and Manse, 1 Uniting Lane, Bulla Statement of Significance (Biosis Pty Ltd, March 2024)	Yes	No	No	Yes	No	No	No	No
HO22	Lochton and Lochton Steam Mill 145 Green Street, Bulla **Statement of Significance:**	Yes	No	No	Yes	Yes	No	Yes	No

HUME PLANNING SCHEME

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 on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
	Lochton and Lochton Steam Mill, 145 Green Street, Bulla Statement of Significance (Biosis Pty Ltd, March 2024)								
HO23	Wildwood 615 Wildwood Road, Bulla	Yes	No	No	Yes	Yes	No	Yes	No
HO24	Wildwood Road Bridge (over Deep Creek) Wildwood Road, Bulla **Statement of Significance:** Wildwood Road Bridge (over Deep Creek), Wildwood Road, Bulla Statement of Significance (Biosis Pty Ltd, March 2024)	Yes	No	No	Yes	No	No	No	No
HO208	Bulla Cemetery 30 Cemetery Lane, Bulla	No	Yes	Yes	Yes	No	No	No	No
HO209	Ritchies Ruin 285 Loemans Road, Bulla **Statement of Significance:** Ritchies Ruin, 285 Loemans Road, Bulla Statement of Significance (Biosis Pty Ltd, March 2024)	No	No	No	Yes	No	No	No	No
HO210	Former Leyden Building 670 Sunbury Road, Bulla **Statement of Significance:** Former Leyden Building, 670 Sunbury Road, Bulla Statement of Significance (Biosis Pty Ltd, March 2024)	Yes	No	Yes	Yes	No	No	Yes	No

HUME PLANNING SCHEME

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 on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
HO212	House 5 Trap Street, Bulla **Statement of Significance:** House, 5 Trap Street, Bulla Statement of Significance (Biosis Pty Ltd, March 2024)	Yes	No	No	Yes	No	No	Yes	No
	Campbellfield								
HO3	Scots Uniting Church 1702-1708 Sydney Road, Campbellfield	-	-	-	-	-	Yes Ref No. H127	Yes	No
HO215	Pipe Crossing and Cobbled Road End of Barry Road, Campbellfield	No	No	No	Yes	No	No	No	No
HO216	Barry Farm Ruins 2-10 Barry Road, Campbellfield **Statement of Significance:** Barry Farm Ruins, 2-10 Barry Road, Campbellfield Statement of Significance (Biosis Pty Ltd, March 2024)	No	No	Yes	Yes	No	No	No	No
HO217	Seth Raistrick Reserve 1678-1700 Sydney Road, Campbellfield	No	No	Yes	Yes	No	No	No	No
HO218	War Memorial 1678-1700 Sydney Road, Campbellfield	No	No	No	Yes	No	No	No	No
HO221	Ford Complex (Three storey Administration Building and Sign only, single storey additions are excluded)	No	No	Yes	Yes	No	No	Yes	No

HUME PLANNING SCHEME

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 on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
	1727-1787 Sydney Road, Campbellfield								
	Clarkefield								
HO222	Former Thompson Farmhouse 550 Konagaderra Road, Clarkefield **Statement of Significance:** Former Thompson Farmhouse, 550 Konagaderra Road, Clarkefield Statement of Significance (Biosis Pty Ltd, March 2024)	Yes	No	Yes	Yes	No	No	Yes	No
HO387	Konagaderra Road Bridge (over Emu Creek) Konagaderra Road, Clarkefield	No	No	No	Yes	No	No	No	No
	Craigieburn								
HO33	Olrig 5-15 Windrock Avenue, Craigieburn **Statement of Significance:** Olrig, 5-15 Windrock Avenue, Craigieburn Statement of Significance (Biosis Pty Ltd, March 2024)	Yes	No	Yes	Yes	Yes	No	No	No
HO225	Craigie Burns Hotel Site (ruins) East side of Hume Highway, south of Malcolm Creek, Craigieburn	No	No	No	Yes	No	No	No	No
HO226	Cloverlea Cottage 505 Mt Ridley Road, Craigieburn	Yes	No	No	Yes	No	No	Yes	No
HO227	Our Lady of Fatima Catholic Church	Yes	No	No	Yes	No	No	Yes	No

HUME PLANNING SCHEME

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 on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
	485 Hume Highway, Craigieburn								
HO228	Former Craigieburn Wall (Brunskills Factory) 55 Potter Street, Craigieburn **Statement of Significance:** Former Craigieburn Wall (Brunskills Factory), 55 Potter Street, Craigieburn Statement of Significance (Biosis Pty Ltd, March 2024)	Yes	No	No	Yes	No	No	Yes	No
HO229	Craigieburn Hall (Cathouse Theatre) 75 Potter Street, Craigieburn	Yes	No	No	Yes	No	No	Yes	No
HO230	Railway Bridge (over Merri Creek) North of Kinloch Court, Craigieburn	No	No	No	Yes	No	No	No	No
HO231	Railway Bridge (over Malcolm Creek) East of Hume Highway, Craigieburn **Statement of Significance:** Railway Bridge (over Malcolm Creek), East of Hume Highway, Craigieburn Statement of Significance (Biosis Pty Ltd, March 2024)	No	No	No	Yes	No	No	No	No
	Dallas								
HO232	Camii Turkish Mosque 45-55 King Street, Dallas **Statement of Significance:** Camii Turkish Mosque, 45-55 King Street, Dallas, Statement of Significance (Biosis Pty Ltd, March 2024)	Yes	No	No	Yes	No	No	Yes	No

HUME PLANNING SCHEME

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 on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
	Diggers Rest								
HO29	Holden Ford & Bridge (over Jacksons Creek) Bulla-Diggers Rest Road, Diggers Rest **Statement of Significance:** Holden Ford & Bridge (over Jacksons Creek), Bulla-Diggers Rest Road, Diggers Rest Statement of Significance (Biosis Pty Ltd, March 2024)	Yes	No	No	Yes	No	No	No	No
HO30	Duncan's Lane Bridge (over tributary of Jacksons Creek) Duncan's Lane Diggers Rest	Yes	No	No	Yes	No	No	No	No
HO233	Oakbank Outbuildings 185 Bulla-Diggers Rest Road, Diggers Rest **Statement of Significance:** Oakbank Outbuildings, 185 Bulla-Diggers Rest Road, Diggers Rest Statement of Significance (Biosis Pty Ltd, March 2024)	Yes	No	No	Yes	No	No	Yes	No
HO234	Glencoe 250 Duncans Lane, Diggers Rest	Yes	No	No	Yes	No	No	Yes	No
HO235	Former Shipley Bank 55 Edwards Road, Diggers Rest **Statement of Significance:** Former Shipley Bank, 55 Edwards Road, Diggers Rest Statement of Significance (Biosis Pty Ltd, March 2024)	Yes	No	No	Yes	No	No	Yes	No

HUME PLANNING SCHEME

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 on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
HO236	Tate's Ford, Bridge, Track and School Site (Jacksons Creek) East of McLeods Road, Diggers Rest **Statement of Significance:** Tate's Ford, Bridge, Track and School Site (Jacksons Creek), East of McLeods Road, Diggers Rest Statement of Significance (Biosis Pty Ltd, March 2024)	No	No	No	Yes	No	No	No	No
HO237	Sunbury Rock Festivals Site (Jacksons Creek) North of Glencoe Drive, Diggers Rest **Statement of Significance:** Sunbury Rock Festivals Site (Jacksons Creek), North of Glencoe Drive, Diggers Rest Statement of Significance (Biosis Pty Ltd, March 2024)	No	No	No	Yes	No	No	No	No
HO238	Former 'Little' Homestead 25 McLeods Road, Diggers Rest **Statement of Significance:** Former 'Little' Homestead, 25 McLeods Road, Diggers Rest Statement of Significance (Biosis Pty Ltd, March 2024)	Yes	No	Yes	Yes	No	No	Yes	No
	Greenvale								
HO27	Oaklands Road bridge (unused) Oaklands Road, Greenvale	Yes	No	No	Yes	No	No	No	No
HO31	Dunhelen Homestead and Barn	Yes	No	No	Yes	No	No	Yes	No

HUME PLANNING SCHEME

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 on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
	1240 Mickleham Road, Greenvale **Statement of Significance:** Dunhelen Homestead and Barn, 1240 Mickleham Road, Greenvale Statement of Significance (Biosis Pty Ltd, March 2024)								
HO32	Primitive Methodist (Uniting) Church 30 Providence Road, Greenvale	Yes	No	No	Yes	No	No	No	No
HO25	Woodlands Homestead, Stables & Outbuildings 100 Oaklands Road, Greenvale	-	-	-	-	-	Yes Ref No. H1612	No	No
HO239	Cumberland ruins Woodlands Historic Park, Greenvale **Statement of Significance:** Cumberland ruins, Woodlands Historic Park, Greenvale Statement of Significance (Biosis Pty Ltd, March 2024)	No	No	Yes	Yes	No	No	No	No
HO240	Dundonald Woodlands Historic Park, Greenvale **Statement of Significance:** Dundonald, Woodlands Historic Park, Greenvale Statement of Significance (Biosis Pty Ltd, March 2024)	No	No	Yes	Yes	No	No	No	No
HO242	Prospect Cottage 70 Providence Road, Greenvale	Yes	No	Yes	Yes	No	No	Yes	No

HUME PLANNING SCHEME

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 on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
	Kalkallo								
HO1	Victoria Bridge (over Merri Creek) Donnybrook Road, Kalkallo **Statement of Significance:** Victoria Bridge (over Merri Creek), Donnybrook Road, Kalkallo Statement of Significance (Biosis Pty Ltd, March 2024)	Yes	No	No	Yes	No	No	No	No
HO2	Presbyterian Church 3-9 Cameron Street, Kalkallo **Statement of Significance:** Presbyterian Church, 3-9 Cameron Street, Kalkallo Statement of Significance (Biosis Pty Ltd, March 2024)	Yes	No	No	Yes	No	No	Yes	No
HO244	Nelson's Farmhouse 705-725 Donnybrook Road, Kalkallo **Statement of Significance:** Nelson's Farmhouse, 705-725 Donnybrook Road, Kalkallo Statement of Significance (Biosis Pty Ltd, March 2024)	Yes	No	No	Yes	No	No	Yes	No
HO245	Kalkallo Hotel (former Donnybrook) 1324 Hume Highway, Kalkallo **Statement of Significance:** Kalkallo Hotel (former Donnybrook), 1324 Hume Highway, Kalkallo Statement of Significance (Biosis Pty Ltd, March 2024)	Yes	No	No	Yes	No	No	Yes	No

HUME PLANNING SCHEME

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 on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
HO246	Sydney Road Bridge Hume Highway, Kalkallo **Statement of Significance:** Sydney Road Bridge, Hume Highway, Kalkallo Statement of Significance (Biosis Pty Ltd, March 2024)	No	No	No	Yes	No	No	No	No
HO247	St Barnabas Anglican Church (ruin) 1220 Hume Highway, Kalkallo **Statement of Significance:** St Barnabas Anglican Church (ruin), 1220 Hume Highway, Kalkallo Statement of Significance (Biosis Pty Ltd, March 2024)	No	No	No	Yes	No	No	No	No
HO248	Former Donnybrook Racecourse 1200 Hume Highway, Kalkallo **Statement of Significance:** Former Donnybrook Racecourse, 1200 Hume Highway, Kalkallo Statement of Significance (Biosis Pty Ltd, March 2024)	No	No	Yes	Yes	No	No	No	No
HO249	Bluestone & Iron Bridge (over Malcolm Creek) Malcolm Street, Kalkallo **Statement of Significance:** Bluestone and Iron Bridge (over Malcolm Creek), Malcolm Street, Kalkallo Statement of Significance (Biosis Pty Ltd, March 2024)	No	No	No	Yes	No	No	No	No

HUME PLANNING SCHEME

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 on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
HO250	Donnybrook Cemetery (later Kalkallo) 100-110 Malcolm Street, Kalkallo **Statement of Significance:** Donnybrook Cemetery (later Kalkallo), 100-110 Malcolm Street, Kalkallo Statement of Significance (Biosis Pty Ltd, March 2024)	No	No	No	Yes	No	No	No	No
HO251	House 21-23 Mitchell Street, Kalkallo **Statement of Significance:** House, 21-23 Mitchell Street, Kalkallo Statement of Significance (Biosis Pty Ltd, March 2024)	Yes	No	Yes	Yes	No	No	Yes	No
HO252	House 40 Mitchell Street, Kalkallo **Statement of Significance:** House, 40 Mitchell Street, Kalkallo Statement of Significance (Biosis Pty Ltd, March 2024)	Yes	No	Yes	Yes	No	No	Yes	No
HO253	Kalkallo Quarry Off Stawell Street south of cemetery, Kalkallo **Statement of Significance:** Kalkallo Quarry, Off Stawell Street south of cemetery, Kalkallo Statement of Significance (Biosis Pty Ltd, March 2024)	No	No	No	Yes	No	No	No	No
	Keilor								

HUME PLANNING SCHEME

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 on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
HO254	Arundel Farm 321 Arundel Road, Keilor **Statement of Significance:** Arundel Farm, 321 Arundel Road, Keilor Statement of Significance (Biosis Pty Ltd, March 2024)	Yes	No	Yes	Yes	No	No	Yes	No
HO255	Milburns Weir Off Arundel Road across Maribyrnong River, Keilor	No	No	No	Yes	No	No	No	No
HO395	Trestle Bridge (also in Brimbank City) Arundel Road, Keilor	-	-	-	-	-	Yes Ref No. H1952	No	No
HO257	McNabs Road Ruin End of McNabs Road, Keilor **Statement of Significance:** McNabs Road Ruin, End of McNabs Road, Keilor Statement of Significance (Biosis Pty Ltd, March 2024)	No	No	No	Yes	No	No	No	No
	Mickleham								
HO34	Mt Ridley Homestead 100 Mt Ridley Road, Mickleham	-	-	-	-	-	Yes Ref No. H2246	Yes	No
HO35	State School #1051 1880 Mickleham Road, Mickleham	Yes	No	No	Yes	No	No	No	No
HO36	Former Post Office/Former Parnell's Inn	Yes	No	No	Yes	No	No	Yes	No

HUME PLANNING SCHEME

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 on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
	1920 Mickleham Road, Mickleham **Statement of Significance:** Former Post Office/Former Parnell's Inn, 1920 Mickleham Road, Mickleham Statement of Significance (Biosis Pty Ltd, March 2024)								
HO37	War Memorial Adjacent to 1880 Mickleham Road, Mickleham	Yes	No	No	Yes	No	No	No	No
~~HO259~~	~~Kalkallo Park~~ ~~30 Donnybrook Road, Mickleham~~	~~Yes~~	~~No~~	~~Yes~~	~~Yes~~	~~Yes~~	~~No~~	~~Yes~~	~~No~~
HO260	Newgrove (ruin) 285 Donnybrook Road, Mickleham	No	No	No	Yes	No	No	No	No
HO261	Tulloch Outbuilding (former Cheese Factory, ruin) 30 Farleigh Court, Mickleham **Statement of Significance:** Tulloch Outbuilding (former Cheese Factory, ruin), 30 Farleigh Court, Mickleham Statement of Significance (Biosis Pty Ltd, March 2024)	Yes	No	No	Yes	Yes	No	No	No
HO262	Bleak House (ruin) 155 Gunns Gully Road, Mickleham **Statement of Significance:** Bleak House (ruin), 155 Gunns Gully Road, Mickleham Statement of Significance (Biosis Pty Ltd, March 2024)	No	No	No	Yes	No	No	No	No
HO263	Mickleham Uniting Church (former Methodist)	Yes	No	No	Yes	No	No	Yes	No

HUME PLANNING SCHEME

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 on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
	1881 Mickleham Road, Mickleham **Statement of Significance:** Mickleham Uniting Church (former Methodist), 1881 Mickleham Road, Mickleham Statement of Significance (Biosis Pty Ltd, March 2024)								
HO264	Marnong 155 Old Sydney Road, Mickleham	Yes	No	Yes	Yes	Yes	No	Yes	No
HO265	Mickleham Cemetery (and site of Wesleyan Church) 440-442 Mt Ridley Road, Mickleham	No	No	Yes	Yes	No	No	No	No
	Oaklands Junction								
HO26	Hume & Hovell Memorial Oaklands Road, Oaklands Junction	Yes	No	No	Yes	No	No	No	No
HO266	St John's Hill Ruin (former Branigan Homestead) Craigieburn Road West extension, Oaklands Junction **Statement of Significance:** St Johns Hill Ruin (former Branigan Homestead), Craigieburn Road West extension, Oaklands Junction Statement of Significance (Biosis Pty Ltd, March 2024)	No	No	Yes	Yes	Yes	No	No	No
HO267	Plover Plains Homestead Site (ruins) 350 Konagaderra Road, Oaklands Junction **Statement of Significance:**	No	No	No	Yes	No	No	No	No

HUME PLANNING SCHEME

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 on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
	Plovers Plain Homestead Site (ruins), 350 Konagaderra Road, Oaklands Junction Statement of Significance (Biosis Pty Ltd, March 2024)								
HO268	Former Brookville 65 Konagaderra Road, Oaklands Junction **Statement of Significance:** Former Brookville, 65 Konagaderra Road, Oaklands Junction Statement of Significance (Biosis Pty Ltd, March 2024)	Yes	No	No	Yes	Yes	No	Yes	No
HO271	Oaklands Farm Complex 380 Oaklands Road, Oaklands Junction **Statement of Significance:** Oaklands Farm Complex, 380 Oaklands Road, Oaklands Junction Statement of Significance (Biosis Pty Ltd, March 2024)	Yes	No	Yes	Yes	Yes	No	Yes	No
HO272	Oaklands Bluestone Quarry 380 Oaklands Road, Oaklands Junction **Statement of Significance:** Oaklands Bluestone Quarry, 380 Oaklands Road, Oaklands Junction Statement of Significance (Biosis Pty Ltd, March 2024)	No	No	No	Yes	No	No	No	No
HO273	Warlaby 395 Oaklands Road, Oaklands Junction **Statement of Significance:**	Yes	No	Yes	Yes	Yes	No	Yes	No

HUME PLANNING SCHEME

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 on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
	Warlaby, 395 Oaklands Road, Oaklands Junction Statement of Significance (Biosis Pty Ltd, March 2024)								
HO274	Oaklands (Sherwood) Hunt Club 1060 Somerton Road, Oaklands Junction **Statement of Significance:** Oaklands (Sherwood) Hunt Club, 1060 Somerton Road, Oaklands Junction Statement of Significance (Biosis Pty Ltd, March 2024)	Yes	No	Yes	Yes	Yes	No	Yes	No
HO275	Mudbrick Cottage (Wayletts Cottage) 1100 Somerton Road, Oaklands Junction **Statement of Significance:** Mudbrick Cottage (Wayletts Cottage), 1100 Somerton Road, Oaklands Junction Statement of Significance (Biosis Pty Ltd, March 2024)	Yes	No	No	Yes	Yes	No	Yes	No
HO276	House (Ponderosa) 1220 Somerton Road, Oaklands Junction **Statement of Significance:** House (Ponderosa), 1220 Somerton Road, Oaklands Junction Statement of Significance (Biosis Pty Ltd, March 2024)	Yes	No	No	Yes	No	No	Yes	No
HO277	Ballater Park 960 Somerton Road, Greenvale **Statement of Significance:**	Yes	No	No	Yes	Yes	No	Yes	No

HUME PLANNING SCHEME

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	Ballater Park, 960 Somerton Road, Greenvale Statement of Significance (Biosis Pty Ltd, March 2024)								
HO397	Dunalister/ Balbethan Stud Farm Complex 290 – 310 Oaklands Road, Oaklands Junction	Yes	No	No	Yes	No	No	No	No
	RoxburghPark								
HO278	Roxburgh Park Homestead 20-30 Whiltshire Drive, Roxburgh Park **Statement of Significance:** Roxburgh Park Homestead, 20-30 Whiltshire Drive, Roxburgh Park Statement of Significance (Biosis Pty Ltd, March 2024)	Yes	No	Yes	Yes	Yes	No	Yes	No
	Sunbury								
HO38	Caloola (Former Sunbury Mental Hospital) The Avenue, The Heights, Hilltop Court, Outlook Way, Circular Drive, Golf Links Drive, Belleview Drive, Hilltop Court, Schoolhouse Lane, Florence Lane, Peppercorn Lane and York Place, Sunbury	-	-	-	-	-	Yes Ref No. H937	Yes	No
HO39	Methodist (Uniting) Church 62 Barkly Street, Sunbury	Yes	No	No	Yes	No	No	Yes	No
HO40	St Andrews Presbyterian (Uniting) Church Corner Brook & Barkly Streets, Sunbury **Statement of Significance:**	Yes	No	No	Yes	Yes	No	No	No

HUME PLANNING SCHEME

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 on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
	St Andrews Presbyterian (Uniting) Church, Corner of Barkly and Brook Streets, Sunbury Statement of Significance (Biosis Pty Ltd, March 2024)								
HO41	Water Tower (Sunbury Railway Station) 1 Brook Street, Sunbury	-	-	-	-	-	Yes Ref No. H1673	No	No
HO42	Ben Eadie Mill (ruin on Jacksons Creek) Harker Street, Sunbury **Statement of Significance:** Ben Eadie Mill (ruins on Jacksons Creek), Harker Street, Sunbury Statement of Significance (Biosis Pty Ltd, March 2024)	Yes	No	No	Yes	No	No	No	No
HO43	Sunbury Park Jackson Street, Sunbury **Statement of Significance:** Sunbury Park, Jackson Street, Sunbury Statement of Significance (Biosis Pty Ltd, March 2024)	No	No	Yes	Yes	No	No	No	No
HO44	Road over Rail Bridge Macedon Street (Riddell Road), Sunbury	-	-	-	-	-	Yes Ref No. H1694	No	No
HO45	Rupertswood 3-5 Macedon Street, Sunbury	-	-	-	-	-	Yes Ref No. H275	Yes	No
HO46	Aitken Gap Lock-Up	Yes	Yes	No	Yes	No	No	No	No

HUME PLANNING SCHEME

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	Macedon Street, Sunbury **Statement of Significance:** Aitken Gap Lock-Up, Macedon Street, Sunbury Statement of Significance (Biosis Pty Ltd, March 2024)								
HO47	Former Sunbury Courthouse 43 Macedon Street, Sunbury **Statement of Significance:** Former Sunbury Courthouse, 43 Macedon Street, Sunbury Statement of Significance (Biosis Pty Ltd, March 2024)	Yes	Yes	No	Yes	No	No	Yes	No
HO48	Our Lady of Mount Carmel, Church and Presbytery 45-51 Macedon Street, Sunbury **Statement of Significance:** Our Lady of Mount Carmel, Church and Presbytery, 45-51 Macedon Street, Sunbury Statement of Significance (Biosis Pty Ltd, March 2024)	Yes	No	No	Yes	No	No	No	No
HO49	Bridge (over Jacksons Creek) Disused Section of Macedon Street Sunbury Road), Sunbury	-	-	-	-	-	Yes Ref No. H1426	No	No
HO367	Former Riddell – Sunbury Road Bridge (environs) Over Jacksons Creek, Sunbury	No	No	No	Yes	No	No	No	No
HO50	Kororoit Creek (Corkscrew) Bridge Old Calder Highway, Sunbury	Yes	No	No	Yes	No	No	No	No

HUME PLANNING SCHEME

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HO51	St Mary the Virgin (Anglican) Church 7-19 O'Shanassy Street, Sunbury **Statement of Significance:** St Mary the Virgin (Anglican) Church, 7-19 O'Shanassy Street, Sunbury Statement of Significance (Biosis Pty Ltd, March 2024)	Yes	No	No	Yes	No	No	No	No
HO52	Kismet 45 Racecourse Road, Sunbury **Statement of Significance:** Kismet, 45 Racecourse Road, Sunbury Statement of Significance (Biosis Pty Ltd, March 2024)	Yes	No	Yes	Yes	Yes	No	Yes	No
HO53	Emu Bottom 410 Racecourse Road, Sunbury	-	-	-	-	-	Yes Ref No. H274	Yes	No
HO54	Old Riddell Road Pavement Old Riddell Road, 3km north Sunbury	No	No	No	Yes	No	No	No	No
HO55	Priorswood 96 Station Street, Sunbury	Yes	No	Yes	Yes	Yes	No	Yes	No
HO56	Sunbury Memorial Hall Stawell Street, Sunbury **Statement of Significance:** Sunbury Memorial Hall, Stawell Street, Sunbury Statement of Significance (Biosis Pty Ltd, March 2024)	Yes	Yes	No	Yes	No	No	No	No

HUME PLANNING SCHEME

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 on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
HO57	War Memorial Stawell Street, Sunbury	Yes	No	No	Yes	No	No	No	No
HO58	Craiglee Winery 785 Sunbury Road, Sunbury	-	-	-	-	-	Yes Ref No. H677	Yes	No
HO396	Craiglee 785 Sunbury Road, Sunbury	No	No	No	Yes	No	No	No	No
HO59	Goonawarra Terraces (Council Reserve) 1-11 Eadie Street & 790A Sunbury Road, Sunbury **Statement of Significance:** Goonawarra Terraces (Council Reserve), 1-11 Eadie Street & 790A Sunbury Road, Sunbury Statement of Significance (Biosis Pty Ltd, March 2024)	No	No	Yes	Yes	Yes	No	No	No
HO60	Rail Bridge (over Kismet Creek – Blind Creek) 450m west of Rupertswood, Sunbury	-	-	-	-	-	Yes Ref No. H1441	No	No
HO61	Rail Bridge (over Jacksons Creek) 350m north of Rupertswood, Sunbury	-	-	-	-	-	Yes Ref No. H1692	No	No
HO200	Sunbury Ring AA (AAV 7822-0097 Aboriginal place)	No	No	No	Yes	No	No	No	Yes

HUME PLANNING SCHEME

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 on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
	Yellowgum Boulevard Sunbury Map 1:25,000 No 7822-4-1 GR 2998 58399								
HO201	Sunbury Ring G (AAV 7822-0098 Aboriginal place & rock arrangement) Salesian College, Macedon St Sunbury Map 1:25,000 No 7822-4-1 GR: 3003 58402	No	No	No	Yes	No	No	No	Yes
HO202	Sunbury Ring N (AAV 7822-0099 Aboriginal place) Salesian College, Macedon St Sunbury Map 1:25,000 No. 7822-4-1 GR 3004 58403	No	No	No	Yes	No	No	No	Yes
HO203	Sunbury Ring 4 (AAV 7822-0143 Aboriginal place) Riddell Road, Sunbury Sunbury Map 1:25,000 No. 7822-4-1 GR 2970 58410	No	No	No	Yes	No	No	No	Yes
HO204	Reservoir Rd Ring 1 (AAV 7822-0492 Aboriginal place) No. 7822-4-1 GR 2965 58393	No	No	No	Yes	No	No	No	Yes

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HO205	Ardcloney House 7 Macedon Street, Sunbury **Statement of SIgnificance:** Ardcloney House, 7 Macedon Street, Sunbury Statement of Significance (Biosis Pty Ltd, March 2024)	No	No	Yes	Yes	No	No	No	No
HO287	House 78 Barkly Street, Sunbury **Statement of Significance:** House, 78 Barkly Street, Sunbury Statement of Significance (Biosis Pty Ltd, March 2024)	Yes	No	No	Yes	No	No	Yes	No
HO288	House (Glen Ayr) 80 Barkly Street, Sunbury	Yes	No	No	Yes	No	No	Yes	No
HO293	House 41 Brook Street, Sunbury	Yes	No	No	Yes	No	No	Yes	No
HO299	Railway Station Precinct Brook and Horne Streets, Sunbury	Yes	No	No	Yes	No	No	Yes	No
HO300	Ben Eadie Homestead 108 Brook Street, Sunbury **Statement of Significance:** Ben Eadie Homestead, 108 Brook Street, Sunbury Statement of Significance (Biosis Pty Ltd, March 2024)	Yes	No	No	Yes	Yes	No	Yes	No
HO302	Olive Tree Hotel (former Railway Hotel)	Yes	No	No	Yes	No	No	Yes	No

HUME PLANNING SCHEME

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 on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
	111 Evans Street, Sunbury								
HO304	House 6 Harker Street, Sunbury **Statement of Significance:** House, 6 Harker Street, Sunbury Statement of Significance (Biosis Pty Ltd, March 2024)	Yes	No	No	Yes	No	No	Yes	No
HO305	Springvale Winery (ruins) Harker Street (Springvale Treatment Plant), Sunbury	No	No	No	Yes	No	No	No	No
HO308	Former Butter Factory 14 Horne Street, Sunbury **Statement of Significance:** Former Butter Factory, 14 Horne Street, Sunbury Statement of Significance (Biosis Pty Ltd, March 2024)	Yes	No	No	Yes	No	No	Yes	No
HO316	House 17 Jackson Street, Sunbury	Yes	No	No	Yes	No	No	Yes	No
HO319	House 33 Jackson Street, Sunbury	Yes	No	No	Yes	No	No	Yes	No
HO320	House (Dunblane) 38-40 Jackson Street, Sunbury	Yes	No	No	Yes	No	No	Yes	No
HO323	Jacksons Ford (over Jacksons Creek) End of Vaughan Street, Sunbury - near 'the Nook'	No	No	No	Yes	No	No	No	No

HUME PLANNING SCHEME

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 on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
	Statement of Significance: Jacksons Ford (over Jacksons Creek), End of Vaughan Street, Sunbury – near 'the Nook' Statement of Significance (Biosis Pty Ltd, March 2024)								
HO324	Jacksons Creek Irrigation Works At Jacksons Creek, Sunbury **Statement of Significance:** Jacksons Creek Irrigation Works, At Jacksons Creek, Sunbury Statement of Significance (Biosis Pty Ltd, March 2024)	No	No	No	Yes	No	No	No	No
HO325	Former (O'Briens) Stone Stream Farm (ruins) 170 Lancefield Road, Sunbury **Statement of Significance:** Former (O'Brien's) Stone Stream Farm (ruins), 170 Lancefield Road, Sunbury Statement of Significance (Biosis Pty Ltd, March 2024)	No	No	No	Yes	No	No	No	No
HO326	Goondannah 330 Lancefield Road, Sunbury **Statement of Significance:** Goondannah, 330 Lancefield Road, Sunbury Statement of Significance (Biosis Pty Ltd, March 2024)	Yes	No	No	Yes	No	No	Yes	No
HO327	Bristol Shearing Shed 445 Lancefield Road, Sunbury **Statement of Significance:**	Yes	No	No	Yes	No	No	Yes	No

HUME PLANNING SCHEME

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 on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
	Bristol Shearing Shed, 445 Lancefield Road, Sunbury Statement of Significance (Biosis Pty Ltd, March 2024)								
HO328	House 25 Ligar Street, Sunbury	Yes	No	No	Yes	No	No	Yes	No
HO330	Former Sunbury State School 12-28 Macedon Street, Sunbury **Statement of Significance:** Former Sunbury State School, 12-28 Macedon Street, Sunbury Statement of Significance (Biosis Pty Ltd, March 2024)	Yes	No	Yes	Yes	No	No	Yes	No
HO331	House (former Forbes) 32 Macedon Street, Sunbury	Yes	No	No	Yes	No	No	Yes	No
HO332	St Joseph's Convent 37 Macedon Street, Sunbury	Yes	No	No	Yes	No	No	Yes	No
HO333	Ball Court Hotel 60 Macedon Street, Sunbury **Statement of Significance:** Ball Court Hotel, 60 Macedon Street, Sunbury Statement of Significance (Biosis Pty Ltd, March 2024)	Yes	No	No	Yes	No	No	Yes	No
HO335	House 82 Macedon Street, Sunbury **Statement of Significance:**	Yes	No	No	Yes	No	No	Yes	No

HUME PLANNING SCHEME

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 on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
	House, 82 Macedon Street, Sunbury Statement of Significance (Biosis Pty Ltd, March 2024)								
HO337	House 8 Neill Street, Sunbury	Yes	No	No	Yes	No	No	Yes	No
HO344	Former Rankin Homestead Redstone Hill Road, Sunbury **Statement of Significance:** Former Rankin Homestead, Redstone Hill Road, Sunbury Statement of Significance (Biosis Pty Ltd, March 2024)	No	No	No	Yes	No	No	Yes	No
HO345	House 9 Riddell Road, Sunbury **Statement of Significance:** House, 9 Riddell Road, Sunbury Statement of Significance (Biosis Pty Ltd, March 2024)	Yes	No	No	Yes	No	No	Yes	No
HO346	Red Rock Farm 900 Riddell Road, Sunbury **Statement of Significance:** Red Rock Farm, 900 Riddell Road, Sunbury Statement of Significance (Biosis Pty Ltd, March 2024)	Yes	No	Yes	Yes	Yes	No	Yes	No
HO347	Former Sheep Dip (Karoora Park – on Jacksons Creek) 1025 Riddell Road, (Sunbury	No	No	No	Yes	No	No	No	No

HUME PLANNING SCHEME

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 on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
HO348	Sunbury Cemetery 88A-126A Shields Street, Sunbury **Statement of Significance:** Sunbury Cemetery, 88A-126A Shields Street, Sunbury Statement of Significance (Biosis Pty Ltd, March 2024)	No	No	Yes	Yes	No	No	No	No
HO351	House (Viewbank) 70 Station Street, Sunbury	Yes	No	No	Yes	No	No	Yes	No
HO353	House (Blue Berry Hill) 82 Station Street, Sunbury	Yes	No	Yes	Yes	No	No	Yes	No
HO354	House 92 Station Street, Sunbury	Yes	No	No	Yes	No	No	Yes	No
HO355	Railway Bridge South of Station Street , Sunbury	No	No	No	Yes	No	No	No	No
HO356	Starkie Memorial Stawell Street, Sunbury	No	No	No	Yes	No	No	No	No
HO357	Sunbury Gun Stawell Street, Sunbury	No	No	No	Yes	No	No	No	No
HO359	Goonawarra Homestead & Winery 790 Sunbury Road, Sunbury	Yes	No	Yes	Yes	Yes	No	Yes	No
HO361	Rosenthal Cellar (ruin) 31 Kurrle Road, Sunbury	No	No	No	Yes	No	No	No	No

HUME PLANNING SCHEME

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 on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
	Statement of Significance: Rosenthal Cellar (ruin), 31 Kurrle Road, Sunbury Statement of Significance (Biosis Pty Ltd, March 2024)								
HO362	Winilba Winery (former Cellar) 160 Vineyard Road, Sunbury	No	No	No	Yes	No	No	No	No
HO363	Valleyfield and Bindara (McKay Concrete Houses) Williamsons Road, Sunbury **Statement of Significance:** Valleyfield and Bindara (McKay Concrete Houses), Williamsons Road, Sunbury Statement of Significance (Biosis Pty Ltd, March 2024)	Yes	No	Yes	Yes	No	No	Yes	No
HO366	Cannon Gully Eastern escarpment of Jacksons Creek near Rupertswood, Sunbury **Statement of Significance:** Cannon Gully, Eastern Escarpment of Jacksons Creek near Rupertswood, Sunbury Statement of Significance (Biosis Pty Ltd, March 2024)	No	No	No	Yes	No	No	No	No
HO368	Asylum Water Supply (ruins) Jacksons Creek (Asylum Reserve), Sunbury **Statement of Significance:** Asylum Water Supply (Ruins), Jacksons Creek (Asylum Reserve), Sunbury Statement of Significance (Biosis Pty Ltd, March 2024)	No	No	No	Yes	No	No	No	No

HUME PLANNING SCHEME

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 on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
HO64	Railway Bridge, Sunbury Hill (over Jacksons Creek tributary south of Sunbury) Off Vineyard Road, Sunbury	-	-	-	-	-	Yes Ref No. H1964	No	No
	Tullamarine								
HO370	Tullamarine War Memorial (adjacent Primary School) Broadmeadows Road, Tullamarine **Statement of Significance:** Tullamarine War Memorial (adjacent Primary School), Broadmeadows Road, Tullamarine Statement of Significance (Biosis Pty Ltd, March 2024)	No	No	No	Yes	No	No	No	No
	Westmeadows								
HO6	Bridge (over Moonee Ponds Creek) Fawkner Street, Westmeadows	-	-	-	-	-	Yes Ref No. H1455	No	No
HO7	Bluestone Police Lock-up (adjacent to Westmeadows Preschool) 9A Ardlie Street, Westmeadows **Statement of Significance:** Bluestone Police Lock-up (adjacent to Westmeadows Preschool), 9A Ardlie Street, Westmeadows, Statement of Significance (Biosis Pty Ltd, March 2024)	Yes	Yes	No	Yes	No	No	No	No
HO8	Former Foresters Hall 107-109 Raleigh Street, Westmeadows	Yes	No	No	Yes	No	No	No	No

HUME PLANNING SCHEME

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 on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
	Statement of Significance: Former Foresters Hall, 107-109 Raleigh Street, Westmeadows Statement of Significance (Biosis Pty Ltd, March 2024)								
HO9	War Memorial Raleigh Street, Westmeadows	Yes	No	No	Yes	No	No	No	No
HO371	Westmeadows Tavern 4-12 Ardlie Street, Westmeadows **Statement of Significance:** Westmeadows Tavern, 4-12 Ardlie Street, Westmeadows Statement of Significance (Biosis Pty Ltd, March 2024)	Yes	No	No	Yes	No	No	Yes	No
HO372	Recreation Reserve 25-31 Ardlie Street, Westmeadows	No	No	No	Yes	No	No	No	No
HO373	Former St Anne's Catholic Church 24-26 Ardlie Street, Westmeadows **Statement of Significance:** Former St Anne's Catholic Church, 24-26 Ardlie Street, Westmeadows Statement of Significance (Biosis Pty Ltd, March 2024)	Yes	No	No	Yes	No	No	Yes	No
HO374	Broadmeadows District Roads Boards Office / Shire Hall 11-17 Ardlie Street, Westmeadows	Yes	No	No	Yes	No	No	Yes	No

HUME PLANNING SCHEME

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 on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
HO375	Former Ford (Moonee Ponds Creek) North of Ardlie Street, Westmeadows **Statement of Significance:** Former Ford (Moonee Ponds Creek), North of Ardlie Street, Westmeadows Statement of Significance (Biosis Pty Ltd, March 2024)	No	No	No	Yes	No	No	No	No
HO376	House 10 Broad Street, Westmeadows **Statement of Significance:** House, 10 Broad Street, Westmeadows Statement of Significance (Biosis Pty Ltd, March 2024)	Yes	No	No	Yes	No	No	Yes	No
HO377	House 20 Coghill Street, Westmeadows	Yes	No	No	Yes	No	No	Yes	No
HO378	Former Presbyterian Church 24 Coghill Street, Westmeadows **Statement of Significance:** Former Presbyterian Church, 24 Coghill Street, Westmeadows Statement of Significance (Biosis Pty Ltd, March 2024)	Yes	No	No	Yes	No	No	Yes	No
HO379	House 30 Pascoe Street, Westmeadows **Statement of Significance:** House, 30 Pascoe Street, Westmeadows Statement of Significance (Biosis Pty Ltd, March 2024)	Yes	No	No	Yes	No	No	Yes	No

HUME PLANNING SCHEME

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 on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
HO380	St Paul's Anglican Church Raleigh Street, Westmeadows **Statement of Significance:** St Paul's Anglican Church, Raleigh Street, Westmeadows Statement of Significance (Biosis Pt Ltd, March 2024)	Yes	No	No	Yes	No	No	Yes	No
HO381	House 70 Raleigh Street, Westmeadows **Statement of Significance:** House, 70 Raleigh Street, Westmeadows Statement of Significance (Biosis Pty Ltd, March 2024)	Yes	No	No	Yes	No	No	Yes	No
HO382	House 106 Raleigh Street, Westmeadows	Yes	No	No	Yes	No	No	Yes	No
HO384	Farm Hedges and Dry Stone Walls Off Victoria Street and Wright Street, Westmeadows	No	No	No	Yes	No	No	No	No
HO385	Former St Pauls Vicarage 32 Wills Street, Westmeadows	Yes	No	No	Yes	No	No	Yes	No
	Wildwood								
HO28	Gellies Road bridge (over Emu Creek) Gellies Road, Wildwood **Statement of Significance:**	Yes	No	No	Yes	No	No	No	No

HUME PLANNING SCHEME

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 on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
	Gellies Road Bridge (over Emu Creek), Gellies Road, Wildwood Statement of Significance (Biosis Pty Ltd, March 2024)								
HO389	Ryan / Feehan House Ruin 227 Feehans Road, Wildwood **Statement of Significance:** Ryan / Feehan House Ruin, 227 Feehans Road, Wildwood Statement of Significance (Biosis Pty Ltd, March 2024)	No	No	No	Yes	No	No	No	No
HO390	Willow Bank (former Craig Bank) 400 Wildwood Road, Wildwood **Statement of Significance:** Willow Bank (former Craig Bank), 400 Wildwood Road, Wildwood Statement of Significance (Biosis Pty Ltd, March 2024)	Yes	No	Yes	Yes	No	No	Yes	No
HO391	Farm (former McAuliffe) 570-598 Wildwood Road, Wildwood **Statement of Significance:** Farm (Former McAulliffe), 570-598 Wildwood Road, Wildwood Statement of Significance (Biosis Pty Ltd, March 2024)	No	No	Yes	Yes	No	No	Yes	No
	Yuroke								
HO392	Harpsdale 860 Craigieburn Road, Yuroke	Yes	No	Yes	Yes	No	No	Yes	No

HUME PLANNING SCHEME

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 on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
	Statement of Significance: Harpsdale, 860 Craigieburn Road Yuroke Statement of Significance (Biosis Pty Ltd, March 2024)								
HO393	Farmhouse, Outbuilding and drystone wall 800 Craigieburn Road West, Yuroke **Statement of Significance:** Farmhouse, Outbuilding and drystone wall, 800 Craigieburn Road West, Yuroke Statement of Significance (Biosis Pty Ltd, March 2024)	Yes	No	No	Yes	Yes	No	Yes	No
HO394	Belmont 830 Craigieburn Road, Yuroke **Statement of Significance:** Belmont, 830 Craigieburn Road, Yuroke Statement of Significance (Biosis Pty Ltd, March 2024)	Yes	No	No	Yes	No	No	Yes	No

HUME PLANNING SCHEME

27/05/2019
C238hume

SCHEDULE TO CLAUSE 66.04 REFERRAL OF PERMIT APPLICATIONS UNDER LOCAL PROVISIONS

1.0 Referral of permit applications under local provisions

~~14/07/2022~~ --/--/----
~~VC213~~Proposed C272hume

Clause	Kind of application	Referral authority	Referral authority type
None specified	An application to subdivide land or construct a building or carry out works within 250 metres of the premises boundary described in EPA licence 45279 affecting 600 Sunbury Road, Bulla, issued under section 20 of the *Environment Protection Act 1970*.	Minister administering the *Mineral Resources (Sustainable ~~Develoment~~Development) Act 1990*	Determining referral authority
Clause 2.0 of Schedule 4 to Clause 37.01 (SUZ)	An application for use. or buildings or works so long as the requirements of Clause 45.08 apply	Australia Pacific Airports (Melbourne) Pty Ltd	Determining referral authority
Clause 3.0 of Schedule 4 to Clause 37.01 (SUZ)	An application for subdivision so long as the requirements of Clause 45.08 apply	Australia Pacific Airports (Melbourne) Pty Ltd	Determining referral authority
Clause 4.0 of Schedule 4 to Clause 37.01 (SUZ)	An application for buildings and works so long as the requirements of Clause 45.08 apply	Australia Pacific Airports (Melbourne) Pty Ltd	Determining referral authority
Schedule 10 to Clause 37.01 (SUZ)	An application to subdivide land, use land or construct a building or carry out works required under Schedule 10 to Clause 37.01.	Secretary to the Department of Environment, Land, Water and Planning	Determining referral authority
Clause 4.0 of Schedule 2 to Clause 37.02 (CDZ)	An application to use land for materials recycling under Schedule 2 to Clause 37.02.	Yarra Velley Water	Recommending referral authority
Clause 8.0 of Schedule 1 to Clause 37.07 (UGZ)	To use, subdivide or consolidate land, to construct a building or construct or carry out works, or to demolish a building or works. This does not apply to an application for a sign, fence, road works or unenclosed building or works ancillary to a dwelling.	The relevant water board or water supply authority	Determining referral authority
Clause 3.0 of Schedule 2 to Clause 37.07 (UGZ)	An application for residential subdivision on land shown within the Greenvale Reservoir Protection Area	Melbourne Water	Determining referral authority

HUME PLANNING SCHEME

Clause	Kind of application	Referral authority	Referral authority type
	as depicted on Plan 5 of the Greenvale North R1 Precinct Structure Plan.		
Clause 8.0 of Schedule 4 to Clause 37.07 (UGZ)	An application to subdivide land or construct a building or carry out works (where the value of those works is in excess of $500,000) on land in a local town centre	Metropolitan Planning Authority	Determining referral authority
Schedule 5 to Clause 37.07 (UGZ)	An application to subdivide land containing conservation area as shown in *the Biodiversity Conservation Strategy for Melbourne's Growth Corridors* (Department of Environment and Primary Industries, 2013) as 'Conservation Area.'	Secretary to the Department of Environment, Land, Water and Planning (as constituted under Part 2 of the *Conservation, Forests and Lands Act 1987*)	Determining referral authority
Clause 8.0 of Schedule 5 to 37.07 (UGZ)	An application to subdivide land, or construct a building or carry out works (where the value of those works is in excess of $500,000) on land in the Lockerbie Principal Town Centre and within the local town centres.	Metropolitan Planning Authority	Determining referral authority
Schedule 8 to Clause 37.07 (UGZ)	An application to subdivide land containing conservation area as shown in Plan 1 to Schedule 8 as 'Conservation Area.'	Secretary to the Department of Environment, Land, Water and Planning (as constituted under Part 2 of the *Conservation, Forests and Lands Act 1987*)	Determining referral authority
Schedule 9 to Clause 37.07 (UGZ)	An application to subdivide land, or construct a building or carry out works (where the value of those works is in excess of $500,000) on land shown as Harpers Creek Local Town Centre or Redstone Hill Major Town Centre must be referred in accordance with section 55 of the Act to the Victorian Planning Authority.	Victorian Planning Authority	Determining referral authority
Schedule 9 to Clause 37.07 (UGZ)	An application to subdivide land, or construct a building of carry out works on land within 500m of the Extractive Works Area boundary must be referred in accordance with Section 55 of the *Planning and Environment Act 1987*.	Secretary to the Department administering the Mineral Resources (Sustainable Development) Act 1990	Determining referral authority
Schedule 9 to Clause 37.07 (UGZ)	Any application for subdivision, use or development on land shown in the Sunbury South Precinct Structure Plan as 'Landfill Buffer (500m)' must be	Environment Protection Authority	Determining referral authority

HUME PLANNING SCHEME

Clause	Kind of application	Referral authority	Referral authority type
	referred in accordance with section 55 of the *Planning and Environment Act 1987*		
Schedule 9 to Clause 37.07 (UGZ)	Any application to subdivide land or use land shown within the Sunbury South Precinct Structure Plan as 'Organic Waste Facility Buffer (1.3km)' while the Veolia green waste facility is still operational at 570 Sunbury Road Bulla, must be referred in accordance with section 55 of the *Planning and Environment Act 1987*.	Environment Protection Authority	Recommending referral authority
Schedule 9 to Clause 37.07 (UGZ)	An application to subdivide land, use land or construct a building or carry out works on land shown as 'Potential Residential', 'Potential Industrial' or 'Potential Residential Expansion Area' as depicted on Plan 3 of the Sunbury South Precinct Structure Plan.	Melbourne Water	Determining referral authority
Schedule 9 to Clause 37.07 (UGZ)	An application to subdivide land containing conservation area as shown in Plan 1 to Schedule 9 as 'Conservation Area.'	Secretary to the Department of Environment, Land, Water and Planning (as constituted under Part 2 of the *Conservation, Forests and Lands Act 1987*)	Determining referral authority
Clause 5.0 of Schedule 9 to Clause 42.01 (ESO)	All applications	The relevant water storage manager	Determining referral authority
Schedule 10 to Clause 37.07 (UGZ)	An application to subdivide land, or construct a building or carry out works (where the value of those works is in excess of $500,000) on land in the Emu Creek Town Centre and Yellow Gum Town Centre must be referred in accordance with section 55 of the Act to the Victorian Planning Authority.	Victorian Planning Authority	Determining referral authority
Schedule 10 to Clause 37.07 (UGZ)	An application to subdivide land, use land or construct a building or carry out works on land shown as 'Potential Residential' as depicted on Plan 3 of the Lancefield Road Precinct Structure Plan.	Melbourne Water	Determining referral authority

HUME PLANNING SCHEME

Clause	Kind of application	Referral authority	Referral authority type
Schedule 10 to Clause 37.07 (UGZ)	An application to subdivide land containing conservation area as shown in Plan 1 to Schedule 10 as 'Conservation Area.'	Secretary to the Department of Environment, Land, Water and Planning (as constituted under Part 2 of the *Conservation, Forests and Lands Act 1987*)	Determining referral authority
Schedule 10 to Clause 42.01 (ESO)	An application required under Schedule 10 to 42.01.	Secretary to the Department of Environment, Land, Water and Planning	Determining referral authority
Clause 5.0 of Schedule 10 to Clause 42.01 (ESO)	An application required under Schedule 10 to Clause 42.01.	Secretary to the Department of Environment, Land, Water and Planning	Determining referral authority
Clause 5.0 of Schedule 11 to Clause 42.01 (ESO)	An application required under Schedule 11 to Clause 42.01.	Secretary to the Department of Environment, Land, Water and Planning	Determining referral authority
Schedule to Clause 52.03 – Melbourne Airport – Future Runway Development Plan, May 2007	All applications	Secretary to the Department of Economic Development, Jobs, Transport and Resources	Determining referral authority

REPORT NO:	8.7
REPORT TITLE:	Final Aitken Creek Masterplan
SOURCE:	Monique Perry, Coordinator Open Space Strategic Planning Shalome Pinto, Principal Open Space and Recreation Planner
DIVISION:	City Planning & Places
FILE NO:	HCC22/573
POLICY:	-
STRATEGIC OBJECTIVE:	2.3: Connect our City through efficient and effective walking, cycling and public transport and road networks
ATTACHMENTS:	1. *Aitken Creek Parklands Master Plan Report* 2. *Aitken Creek Parklands Master Plan - GIA Assessment*

DISCLOSURE OF CONFLICTS OF INTEREST

No Council officers involved in the preparation of this Report have a general or material interest in relation to the matters for consideration.

1. SUMMARY OF REPORT:

1.1 The Aitken Creek Parklands Master Plan provides for the long-term protection and improvement of the Aitken Creek corridor, from Aitken Boulevard to the confluence with Merri Creek, in Craigieburn.

1.2 The Master Plan supports nature connections, accessibility and safety, recreational opportunities and the protection and enhancement of ecological and cultural values.

1.3 The Draft Aitken Creek Master Plan was exhibited for community consultation from 19 June until 19 July 2024.

1.4 There is general community support for the Master Plan. People were positive about the planned improvements for walkability and connection to the surrounding areas. Areas for improvement included lighting on key pathways, clearer signage, better dog zone management, and maintenance of access points.

1.5 The Master Plan has considered all feedback received and strives to find a balance between protecting the cultural and environmental sensitivities of the parklands and enhancing recreational uses. It proposes a range of strategic projects to seek funding for and implement over time.

1.6 The Aitken Creek Parklands Master Plan delivers on 'Action 2.3.4 Develop open space masterplans for Merlynston Creek and Aitken Creek' in the Hume City Council Plan 2021-2025.

REPORT NO: 8.7 (cont.)

2. RECOMMENDATION:

2.1 The Aitken Creek Parklands Master Plan be adopted (Attachment 1).

2.2 The Aitken Creek Parklands Engagement Summary Report be acknowledged and thank the community for their valuable input.

2.3 The actions arising from the adopted Aitken Creek Parklands Master Plan be considered as part of future budget processes and grant applications.

3. LEGISLATIVE POWERS & POLICY CONTEXT:

3.1 The development of the Master Plan considers Council's obligations in relation to the overarching principles of Section 9.2 of The Local Government Act 2020 (Vic)

4. OVERARCHING GOVERNANCE PRINCIPLES:

This Report supports Council is giving effect to the following Overarching Governance Principles:

a) priority is to be given to achieving the best outcomes for the municipal community, including future generations.

b) the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted.

c) the municipal community is to be engaged in strategic planning and strategic decision making.

d) regional, state and national plans and policies are to be taken into account in strategic planning and decision making.

5. IMPACT ASSESSMENTS:

5.1 CHARTER OF HUMAN RIGHTS AND RESPONSIBILITIES ACT 2006

The Charter of Human Rights and Responsibilities Act 2006 sets out the basic rights and responsibilities of all people in Victoria. The Charter places obligations on public authorities by requiring them to act compatibly with human rights and give proper consideration to human rights when making decisions.

The human rights relevant to this Report are: Cultural Rights (Section 19), Right to Participate in Public Life (Section 18), Right to Peaceful Assembly and Freedom of Association (Section 16).

The above rights are not being limited by the recommended action in this Report.

5.2 GENDER EQUALITY ACT 2020

5.2.1 The policy, program or service in this Report has a direct and significant impact on the public; therefore, a Gender Impact Assessment was completed (Attachment 2).

5.2.2 The key recommendations and findings of this assessment were that the Aitken Creek Parklands Master Plan sets key strategic directions that support safety, access and accessibility that will benefit women, LGBTIQA+ communities, children, older people, culturally diverse community and Aboriginal and/or Torres Strait Island communities

The policy, program or service include these opportunities to ensure that it promotes gender equality and better and fairer outcomes for the public.

6. FINANCIAL & RESOURCE IMPLICATIONS:

REPORT NO: 8.7 (cont.)

6.1 Budgets will be sought in future Capital Works bids in accordance with the proposed actions from the Master Plan. These will be planned and costed in accordance with the Project Management Framework.

6.2 Indicative costs at current rates are included in the implementation table in section six of the Final Master Plan Report (Attachment 1). The total indicative cost for projects (High, Medium and Low priorities) at current rates is $7,566,350. This cost would be spread over multiple years.

6.3 There are several grant programs that would support construction of proposed works. Most applicable grant opportunities require Council to commence early investigations and design and provide some contributing funding.

7. OPPORTUNITIES & RISKS:

7.1 The Master Plan addresses Council's strategic risk for Assets and Infrastructure by addressing financial, compliance, safety and sustainability risks associated with shared use paths, road crossings, creek crossings, ageing play spaces, exercise equipment, and exposure to golf ball accidents.

7.2 The Master Plan addresses Council's strategic risk for Environment / Natural Values / Landscape. It sets priorities that support waterway health, ecological, cultural and climate change risks.

7.3 Key opportunities supported in the Master Plan are the improvement of:

7.3.1 The path network throughout the parklands, including wider paths, better connections, improved wayfinding signage, improved pedestrian access across Aitken Boulevard, and improved access to Craigieburn Train Station

7.3.2 Safer community access through the golf course. The Craigieburn Sporting Club enables community access and supports design improvements that will increase safety and reduce the risk of people walking past being hit by golf balls.

7.3.3 Revegetation, weed management and new tree plantings.

7.3.4 Waterway management and flooding impacts. The existing low bridge crossing becomes inaccessible during flooding until the water recedes. The master plan proposes the replacement and redesign of several bridges, as well as consideration of alternate routes and advisory signage.

7.3.5 Connection to the confluence with Merri Creek and the marram baba Merri Creek Parklands. Given the rail, road and drainage infrastructure, this is a long-term aspiration that is noted in the event there is a major infrastructure project scheduled by the State or Federal Government in this area. This is not an action Council is currently able to deliver alone.

7.3.6 Play spaces, exercise equipment and toilets

(a) The existing play space at Leveque Loop, near the Aitken Boulevard end of the parklands, and fitness equipment along the park will be replaced as identified in the park renewal and upgrade program. Craigieburn Gardens is proposed to be upgraded with additional recreational features, improved sightlines and design improvements to better support outdoor gathering and small events.

(b) Due to the cultural and environmental sensitivities of the parklands and the proximity to the creek in the mostly narrow corridor, additional play spaces, exercise equipment and/or toilets are not proposed within the

creek corridor. The focus will be on improved nature based walking and cycling experiences.

8. COMMUNITY ENGAGEMENT:

8.1 The draft Aitken Creek Parklands Master Plan went on community consultation between 19 June and 19 July 2024, including pop up engagements at Craigieburn Central and online consultation.

8.2 During this round of consultation, we received 47 comments from 32 residents on the draft Master Plan.

8.3 Hume City Council also worked with the Traditional Owners, represented by the Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation to protect and enhance cultural values. This included support for remnant vegetation, stony knolls and waterway health.

8.4 Overall, people were positive about the planned improvements and acknowledgement of issues they have experienced. They were most positive about the improved walkability and connection to the surrounding areas. This included direct pedestrian crossing at Aitken Boulevard, proposed new bridges, and pathways through the golf course and connecting to the railway station. They also supported biodiversity and new plantings and shade canopy.

8.5 Areas for improvement included lighting on key pathways, clearer signage, better dog zone management, and maintenance of access points.

9. PUBLIC COMMENT

9.1 On 24 March 2025, Council received a public comment on the Master Plan that raised concerns around cycling downstream from Bridgewater Road to Craigieburn Gardens. Safety and accessibility are a key concern for Council.

9.2 Further detail design work will occur during the implementation stages of the Master Plan. This will determine the final path alignment, radius of corners, accessibility and grade, which will all work to addressing these concerns. While it is Council's objective to have a shared use path network that is direct, accessible and easy to use, the majority of Aitken Creek sits within a high cultural sensitivity area. Due to this, a Cultural Heritage Management Plan is intended to be undertaken prior to assist in informing the design options for the path alignment. This process is identified in Action R22 *Investigate options to improve all ability access to Craigieburn Gardens in consultation with Wurundjeri to determine the preferred approach while minimising impacts on cultural values*.

9.3 The public comment also raised concerns around one of the Creek crossings.

9.4 Within the Master Plan there are seven low level bridge/culvert crossings subject to regular flooding through this section of Aitken Creek Parklands. Council recently replaced the bridge crossing at Craigieburn Gardens and the masterplan has identified two other priority upgrades:

9.4.1 The new bridge at the railway line to improve access to Craigieburn Railway station and;

9.4.2 Replacement of the existing bridge at the end of Farnborough Ave which provides access through to Craigieburn SC.

9.5 At the other existing low level crossings new signage and establishment of higher-level flood bypass path options will aim to improve safety and access until Council can resource further bridge upgrade/replacement works.

REPORT NO: 8.7 (cont.)

10. DISCUSSION:

10.1 The Aitken Creek Parklands Master Plan delivers on 'Action 2.3.4 Develop open space masterplans for Merlynston Creek and Aitken Creek' in the Hume City Council Plan 2021-2025.

10.2 The Vision is: Aitken Creek Parklands will support diverse community recreation experiences, balanced with protecting and enhancing important ecological and Wurundjeri Woi-wurrung cultural values.

10.3 Aitken Creek Parklands are located on the traditional lands of the Wurundjeri Woi-wurrung people. There are opportunities to invite WWCHAC to participate in several projects are identified in the implementation plan, including a Cultural Values Study as a high priority

10.4 Next steps

10.4.1 The Final Aitken Creek Parklands Master Plan proposes works over several years, including the staged upgrading of paths, replacement of bridges and improvements to signage and vegetation.

10.4.2 Further investigations such as Cultural Heritage Management Plans or Permits, biodiversity and engineering assessments will be required for many of the projects identified in the implementation plan.

10.4.3 Future budget submissions to implement the Master Plan actions will include allowances for these investigations.

10.4.4 Some of the work will be much longer-term, such as further investigating access from the Craigieburn Railway line to the Merri Creek.

11. CONCLUSION

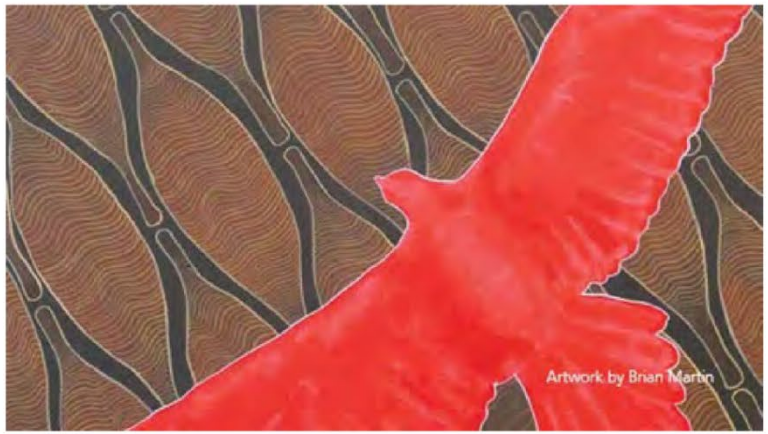
11.1 The Aitken Creek Parklands Master Plan provides for the long-term protection and improvement of the Aitken Creek corridor. The Master Plan balances community priorities for the parkland.

11.2 Council's endorsement and adoption of the Master Plan will enable officers to commence budget submissions and planning for future works.

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Aitken Creek Parklands Master Plan
Hume City Council
January 2024
HUME
CITY COUNCIL

Hume City Council recognises the rich Aboriginal heritage within the municipality and acknowledges the Wurundjeri Woi-wurrung, which includes the existing family members of the Gunung-Willam-Balluk clan, as the Traditional Custodians of this land. Council embraces Aboriginal and Torres Strait Islander living cultures as a vital part of Australia's identity and recognises, celebrates and pays respect to Elders past, present and future.



This report has been prepared by Mosaic Insights Pty Ltd for Hume City Council under the contract titled 'Aitken Creek Parklands Master Plan'.

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1 Introduction

Aitken Creek Parklands is one of Hume's valued waterway corridors providing an important green artery through Craigieburn and connecting with Merri Creek.

Aitken Creek Parklands are located on the traditional lands of the Wurundjeri Woi-wurrung people.

1.1 Project scope

The Aitken Creek Parklands Master Plan has been prepared to provide strategic direction for future development and improvement works along the Aitken Creek corridor that support community recreation, balanced with enhancing and protecting ecological and Aboriginal cultural heritage values.

1.2 Project objectives

The objectives of the Master Plan include to:

- Protect and enhance the ecological and cultural heritage values of the creek and improve community awareness and appreciation of those values
- Identify and address the needs and priorities of stakeholders and the community
- Maximise recreational opportunities providing a clear and holistic strategic direction for the upgrade and renewal of recreational infrastructure
- Reduce potential for antisocial behaviour using Crime Prevention through Environmental Design (CPTED) principles
- Provide innovative accessibility improvements using relevant Australian Standards and Universal Design Principles
- Improve safety and functionality across the existing path network including at existing creek and road crossings
- Improve connection to areas and facilities including schools and activity centres, as well as to the adjoining local open space network and habitat corridors
- Consider the location and suitability of amenities, such as play spaces, picnic facilities, signage, seating, drinking fountains and shelters to allow locals to connect and socialise
- Improve climate resilience, tree canopy cover and urban biodiversity
- Provide a clear and transparent program of works and priorities for Council to seek internal and external funding to deliver the Master Plan vision.

1.3 Study area

The Aitken Creek corridor from Aitken Boulevard to the confluence with Merri Creek is the central open space spine of a well-established area of Craigieburn. The study area is part of the traditional Country of the Wurundjeri Woi-wurrung people as represented by the Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation (WWCHAC). This Master Plan focusses on the eastern reach of the Aitken Creek that is most accessible to the public, and further upstream the creek plays an important conservation role.

The study area covers approximately 90 hectares and is located 24 kilometres northwest of the Melbourne CBD. The linear reserve traverses the Craigieburn Golf Course and links numerous smaller parks and reserves to Craigieburn Gardens. Access to the creek and reserve is restricted by rear fences in the residential areas with narrow and often steep cut throughs from the adjoining road network.

The study area is south of Craigieburn Road and interfaces with local and arterial roads, the Hume Highway and Craigieburn Railway Line.



Figure 1. Map of study area

1.4 Process for preparing the Master Plan

The Master Plan is based on a strategic review of current initiatives as well as existing conditions of Aitken Creek to harness opportunities and address constraints. Engagement has provided clear understanding of the needs and priorities of the community and key stakeholders and informed development of the Master Plan.



Figure 2. Process for preparing the Master Plan

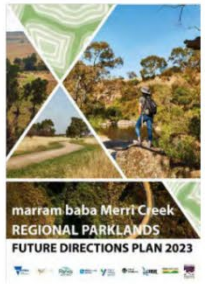
2 Strategic context

The following key state and local government policies and strategies have informed the development of the Master Plan.



Plan Melbourne 2017-2050 Draft Northern Metro Land Use Framework Plan Summary
The Draft Northern Metro Land Use Framework Plan is a 30-year strategy for action across seven local government areas – Banyule, Darebin, Hume, Moreland, Nillumbik, Whittlesea and part of Mitchell.

The Aitken Creek Parklands Master Plan supports the Framework's objectives to foster connected, sustainable, environmentally resilient, and healthy communities.



marram baba Merri Creek Regional Parklands Future Directions Plan
The marram baba Merri Creek Regional Parklands Future Directions Plan 2023 sets out a vision, principles and strategic directions for progressive parklands establishment, protection and management to be achieved by 2050.

The Plan has been developed with the guidance of the Wurundjeri Woi-wurrung people and reflects their 'continued custodianship and culture, the volcanic landscape and diverse plants and animals within it, the flow of Merri Creek and confluences with Kalkallo Creek, Aitken Creek, Malcolm Creek and Curly Sedge Creek. The Plan seeks future opportunities to connect to Aitken Creek and values the escarpment shrubland at the confluence.

The Future Directions Plan is endorsed by the Parklands Partnership Group that includes Hume City Council, Whittlesea City Council, Shire of Mitchell, DEECA, Parks Victoria, Melbourne Water, Yarra Valley Water, Merri Creek Management Committee and Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation.



Melbourne Water Healthy Waterways Strategy 2018-2028
The Healthy Waterways 'sets a long-term vision for managing the health of rivers, wetlands and estuaries in the Port Phillip and Westernport region, in order to protect and improve their value to the community'.

The Strategy is intended for State Government, Melbourne Water, Parks Victoria, local government, the Environmental Protection Authority (EPA) Victoria, the Port Phillip and Westernport Catchment Management Authority, other regional agencies and authorities and management partners, developers, Traditional Owners, and landholders or community groups involved in waterway management or activities that may affect waterway condition.

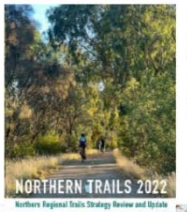
The Strategy's co-designed catchment program for the Yarra Catchment identified nine key values as a representative measure of waterway values, which includes amenity, community connection, recreation, birds, fish, frogs, macroinvertebrates, platypus and vegetation. These waterway values have been explored through the Master Plan.



Upper Merri Creek IWM Plan
Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation, Hume City Council, City of Whittlesea, Mitchell Shire Council, Yarra Valley Water, Melbourne Water and the Victorian Planning Authority worked together to develop an integrated water management plan for the Upper Merri Creek sub-catchment.

The IWM plan is piloting a new partnership approach to managing water at the catchment level. This approach supports all agencies to work together to address challenges and create positive outcomes for the local community and the environment in the Upper Merri Creek sub-catchment.

The plan outlines agreed outcomes and recommendations including increased alternative water use, supporting Traditional Owner values, mitigating flood impacts and increasing community knowledge.



Northern Trails Strategy (2022)
Aitken Creek is referenced in Northern Trails 2022, a regional strategy developed as a collaboration between Moreland, Darebin, Banyule, Hume, Whittlesea and Nillumbik Councils in Melbourne's north. The strategy has been prepared to establish a framework for the planning and development of regional trails in Northern Melbourne for the next 10 years and beyond.

The strategy identifies existing and potential regional trails including Aitken Boulevard Shared Trail and Aitken Creek Trail.



Hume Draft Open Space Strategy

The final Open Space Strategy was released for public consultation in May-June 2024 and was received very positively by the community. The Strategy sets out a 20 year plan for open space with the following vision for:

Hume's high-quality open space network supports the health and wellbeing of our diverse community and celebrates the waterways, natural values and Wurundjeri Woi-wurrung cultural values of our landscape.

The Aitken Creek Parklands Master Plan applies the Open Space Strategy guiding principles:
Protect: Protect and enhance conservation, heritage and Woi-wurrung cultural values. Protect open space from encroaching development, works, interfaces and the impacts of climate change
Optimise: Open spaces designed and maintained to provide a mix of visitor experiences in each neighbourhood
Grow: New open spaces needed in areas of high visitor and/or ecological needs, especially along waterways. This 'grow' principle applies to the headlands and confluence of Aitken Creek outside of the Master Plan area.

The Strategy recognises Aitken Creek Parklands as a valued regional open space asset stretching through Craigieburn from Merri Creek and linking to Highlands Lake and beyond. Strategy also recognises to "Improve connectivity and view lines from street to creek to enhance the visitor experience at Craigieburn Gardens."

The Strategy commits to upgrading 'nature-based' walking and cycling experiences by creating more shared trails along:

- *Aitken Creek Parklands* – Continue investment in this regional park to provide high quality scenic and walking experiences, along with shade, seating and trails
- *Malcolm Creek Parklands* – Continue investment to provide high quality scenic and walking experiences, along with shade, seating and trails. Investigate the feasibility of linking to gravel path riding through Mt Ridley Nature Conservation Reserve.
- It is the long-term goal for habitat and trail connections to be created from Aitken Creek and Malcolm Creek to the marram baba Merri Creek Parklands.

Other Hume City Council Strategy and policy documents

Aitken Creek is identified across Council document as an important recreation and open space area for people and the environment.

- The **Land and Biodiversity Plan 2023-2030** identifies the importance of creek corridors for supporting landscape connectivity and providing habitat for a diversity of wildlife species.
- Council's **Health and Wellbeing Plan 2021-2025** identifies maintaining wetlands, creeks and rivers as essential to support green, interconnected and social environments.
- The **Leisure Strategy 2013-2018** notes that 'our creek corridors with narrow, often deep valleys and major state and regional parks and path systems provide important opportunities for the community to access and experience the natural environment'.
- The **Hume Bicycle Network Plan 2015** included Aitken Creek Trail in its target project list.

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3 Existing conditions

Understanding existing conditions of the study area ensures that any potential issues or challenges are identified, and opportunities harnessed. The study area includes Aitken Creek waterway and surrounding parkland, which includes open spaces, concreted shared use pathways and bridges, and sub-surface services. Portions of Aitken Creek have been modified, with channelisation, land and road bridges, and parts of the parkland/golf course constructed over the waterway. Whilst part of the creek traverses an industrial area, from the railway line to the Craigieburn Golf Course it is bounded by significant residential areas, typically 1980s-1990s curvilinear development with numerous cul-de-sacs. Study area investigations including feature surveys, Cultural Heritage Management Plans, land ownership analysis and ecological assessments have previously been undertaken and are detailed in the sections below.

3.1 Land ownership and management

Table 1 includes a list of the properties in the study area and the landowner of each property. The majority of the study area is owned by Hume City Council with just two properties owned by Melbourne Water.

Table 1. Study area property details

Property address	Landowner	Approximate area (ha)
400 Hume Highway	Hume City Council	*Whole property not included in the study area*
34 Potter Street	Hume City Council	0.51
23 Potter Street	Melbourne Water	1.21
25 Potter Street	Melbourne Water	0.66
19-25 Bridgewater Road (survey completed from railway line to Hothlyn Drive in 2021)	Hume City Council	8.35
Rear 31 Kirkbride Way	Hume City Council	0.26
34A Bainbridge Close	Hume City Council	0.02
59-151 Craigieburn Road (Craigieburn Gardens and Craigieburn Sports Stadium precinct.)	Hume City Council	Craigieburn Gardens: 11ha Sports Stadium precinct: 64 ha
27 Belsay Place	Hume City Council	0.14
15-17 Bridgewater Road	Hume City Council	0.41
26A Bridgewater Road	Hume City Council	2.73
9-11 Chinnock Court	Hume City Council	0.21
27A Chinnock Court	Hume City Council	0.65
54 Axminster Drive	Hume City Council	0.09
40A Axminster Drive	Hume City Council	0.04
20-24 Moonah Place	Hume City Council	2.97
79-87 Balyang Way	Hume City Council	2.44
6-8 Leveque Loop	Hume City Council	2.04
361 Craigieburn Road	Hume City Council	66.4
235-359 Craigieburn Road (Craigieburn Golf Course)	Hume City Council	*Whole property not included in the study area*

The study area includes land zoned Comprehensive Development Zone (Schedule 1) (CDZ), Public Park and Recreation Zone (PPRZ) associated with Craigieburn Public Golf Course, Urban Floodway Zone (UFZ), General Residential Zone 1 (GRZ1), Public Use Zone 6 – Local Government (PUZ6), Public Conservation and Resource Zone (PCRZ).



Figure 3. Planning scheme zones and ownership

Considerations for the Master Plan:

- Explore opportunities for the Council to collaborate with Melbourne Water in enhancing the management boundaries along the creek.

3.2 Cultural heritage

The Traditional Owners of the land where the study area is located are the Wurundjeri Woi-wurrung people represented by the Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation (WWCHAC) as the Registered Aboriginal Party (RAP).

Aitken Creek and Craigieburn have a rich indigenous life, not to mention a significant history in the initial European contact. The Wurundjeri Woi-wurrung relied on the waterways for fishing, transport and food and Aitken Creek's connection to the marram baba Merri Creek Regional Parklands is a key element of the cultural landscape.

The lands and water of Aitken Creek connect directly to the marram baba Merri Creek Regional Parklands. The name marram baba means 'body of mother' in the Woi-wurrung language and the diverse landscape features of Merri Creek, Aitken Creek and Malcom Creek and Kalkallo Creek including floodplains, billabongs, basalt plains, stony rises, gorges, historic trees, grasslands and grassy eucalypt woodlands represent ancestral and present-day Wurundjeri Woi-wurrung Country Values.

The Wurundjeri Woi-wurrung community find spiritual meaning within Country that embodies the living spaces of their ancestors, and which provides a conceptual link to the traditional Country of their people and the entire Aitken Creek corridor is an area of Aboriginal cultural heritage sensitivity with a range of registered Aboriginal site and places within, or in proximity to, the study area.

Ongoing Council partnership with WWCHAC is a key part of managing Aitken Creek and future implementation of Master Plan actions will be guided by ongoing consultation with them.



Figure 4. Areas of Aboriginal Cultural Heritage Sensitivity

Considerations for the Master Plan:

- The Wurundjeri Woi-wurrung relied on the waterways for food, transport and cultural activities and the entire Aitken Creek Parklands Master Plan area is culturally significant. WWCHAC must be consulted on any works which require ground disturbance through the corridor.
- Council support WWCHAC to develop a cultural values plan for Aitken Creek and investigate interpretation and naming opportunities to increase public awareness of these values and places where appropriate.
- Council will liaise closely with WWCHAC to identify, protect and avoid/minimise impact on culturally significant areas along Aitken Creek during future low bridge and path replacement works.
- Council support direct management of culturally sensitive stony rises by WWCHAC in partnership with the Wurundjeri Narrap Ranger Team.
- The final design approach to low bridge, path replacement and any other ground disturbing works will be guided by further cultural heritage assessment and cultural heritage management plans developed in close consultation with WWCHAC as required under the Aboriginal Heritage Act and Regulations.

3.3 Geology and geomorphology

The area is characterised by Newer Volcanic Group – basalt flows (Neo) and Craigieburn Gardens is identified as Melbourne Formation. The creek corridor is incised and has been modified in some sections by filling while natural rock escarpments remain visible in other areas and stony rises areas that are culturally significant for the Wurundjeri Woi-wurrung people



Photo 1. Trail leading to Craigieburn Gardens with rocky outcrops

Considerations for the Master Plan:

- Management of stony rises and rock escarpments in partnership with Wurundjeri Woi-wurrung
- Opportunities to upgrade culverts/bridge and reduce piped sections along the creek to improve flows and habitat connection, in partnership with Melbourne Water.

3.4 Drainage and water quality

Aitken Creek is a small tributary of Merri Creek, flowing south-east from Mickleham through rural land and newly developing residential land before joining Merri Creek just west of the Hume Highway (MCMC management plan 2005).

The Aitken Creek corridor is covered by the Land Subject to Inundation Overlay (LSIO) and a small portion of the eastern part of the study area is covered by the Floodway Overlay. The Aitken Creek corridor has areas of both natural and constructed watercourse.





Photo 2. The Aitken Creek watercourse

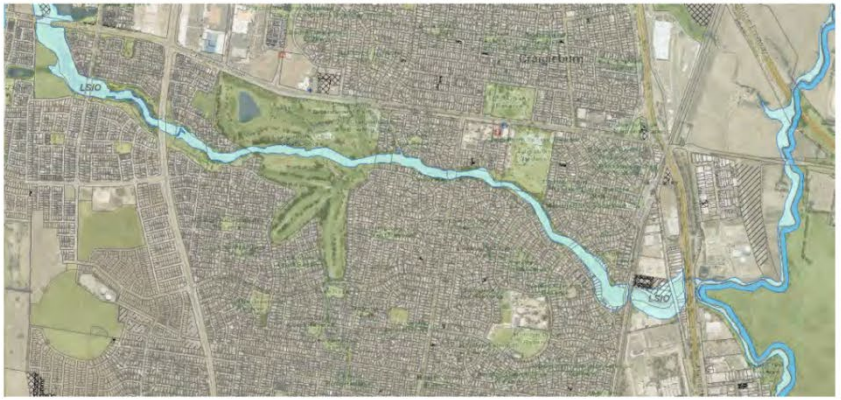


Figure 5. Planning scheme floodway and land subject to inundation overlays

Considerations for the Master Plan

- Low bridges/ford crossings subject to flooding
- Identifying Growling Grass Frog (GGF) values places an increased emphasis on water quality and habitat outcomes
- Older drainage system does not meet best practice for pre-treatment of stormwater prior to discharge to the creek
- Large scale application of fertiliser, herbicide and pesticides at the golf course may risk water quality in the creek

3.5 Underground services

There are existing underground sewerage and water assets through the study area. There are no telecommunications or electricity networks present in the open space.

Considerations for the Master Plan:

- Works near road reserve and rail line must consider proximity to major underground services

3.6 Flora and fauna

A Flora and Fauna Assessment undertaken for the Aitken Creek Trail project in February 2021 indicated that the study area is home to remnant species of flora and fauna.

The Aitken Creek has been extensively modified during historical development however remnant Pre-1750 vegetation communities of the Victorian Volcanic Plain remain and have been supplemented by more recent revegetation. Indigenous Ecological Vegetation Classes (EVC) include:

- 175 Grassy Woodland (Critically Endangered) and 55-61 Red Gum Woodland
- 125 Plains Grassland and 68 Creek line Tussock Grassland
- 649 Stony Knoll and 895 Escarpment Shrublands
- Seasonal herbaceous wetland and Aquatic Herbfields

These remnants provide habitat for a range of rare and threatened species including Amethyst Hairstreak Butterfly (Oberfield Nature Reserve) and Growling Grass Frog (confluence with Merri Creek). Bird species including Purple Crowned Lorikeets, Spiny Checked Honeyeaters, Eastern Rosella, White necked Heron and White-browed Scrubwren also rely on indigenous vegetation along the corridor. Key environmental objectives for Aitken Creek include:

- Protect and consolidate remnant indigenous vegetation patches with planted indigenous buffer zones and linking revegetation.
- Extend indigenous overstorey tree planting and reduce mown grass in support of improved urban habitat values and to mitigate urban heat impacts.
- Advocate for Melbourne Water to continue woody and invasive weed control works along the creek bed and banks.
- Develop interpretive signage to increase community awareness of environmental values and threats along the corridor.
- **Protect and enhance habitats for known threatened flora and fauna species, ensuring their conservation and long-term survival.**

Ecological Vegetation Classes (EVC) *are the standard unit for classifying vegetation types in Victoria. EVCs are described through a combination of floristics, lifeforms and ecological characteristics, and through an inferred fidelity to particular environmental attributes.*

The numbers associated with the Ecological Vegetation Classes (EVCs) are unique identification codes assigned to each specific vegetation type in Victoria, Australia. These codes are used as a standardised reference in environmental planning, conservation, and ecological studies.

*For example:*175 Grassy Woodland: The number 175 is the code for the "Grassy Woodland" EVC.



Figure 6. Planning scheme environmental overlays

Considerations for the Master Plan

- Growling Grass Frog recorded in this section of Aitken Creek and in Merri Creek. Piped sections of Aitken Creek reduce habitat connectivity
- Mature pine trees are non-indigenous/environmental weeds. Native birds, particularly birds of prey, nest in mature pines trees. Also, yellow tailed black cockatoos utilise mature pine trees. Existing pine trees provide a substantial contribution to landscape character and canopy cover on and around the golf course

3.7 Access

The majority of the path and bridge crossings were developed as part of residential development in the 1990s and the narrow open space corridor features a number of low bridges and ford crossings with steeply graded paths that do not meet contemporary path design widths, flood safety and accessible grade standards. There is currently no accessible path link from the south side of the creek to Craigieburn Gardens and the new sports stadium and shopping centre. A program of staged replacement of low bridges and upgrade of narrow and steep paths will be required to meet contemporary standards.

Current Council plans to extend the shared path from Hothlyn Drive to the Craigieburn Railway Station will increase use of the shared path but there is no designated shared trail crossing point on Aitken Boulevard, and the Hume Highway and Craigieburn Railway Line restrict community access through to Merri Creek and Craigieburn Grasslands. Extending the linear trail and other amenity improvements will also provide opportunities for new seating areas and visitor nodes to increase community connection and use of the open space corridor.

Strategic priorities are supported by,

- Aitken Creek is referenced in Northern Trails 2022 (a strategy developed in partnership by six councils in Melbourne's north); as well as Hume City Council's Walking and Cycling Strategy and Bicycle Network Plan.
- An initial project to extend the shared path from Hothlyn Drive to the Craigieburn Railway Station is currently in the detailed investigation stage and funded by the Walking and Cycling Strategy Implementation budget.
- Opportunity to connect the Aitken Creek Trail with the Aitken Boulevard Trail and the Amaroo Pipe Track identified in the Northern Trails Strategy.



Photo 4. Shared path and access point near Bridgewater Road



Photo 5. Flooding of low bridges is a regular occurrence after rainfall

Considerations for the Master Plan

- Gaps in the existing shared path network
- Safety issues on the existing shared path - path less than 2m wide, path in poor condition, path grade exceeds gradient/curvature standards, other risks - proximity of vegetation/fencing/other obstructions
- Currently no area is secure from illegal vehicle access due to lack of secure fencing and gates
- Safety for people walking and biking at major road crossings. Accessibility issues due to steep grades and when bridges are flooded
- Safety issues on the path through the golf course in several locations

3.8 Recreation facilities

Existing recreational facilities in the study area include:

- Playgrounds (Craigieburn Gardens adjoining the study area): Leveque Loop at the western end of the study area
- Picnic facilities and furniture: some park benches next to paths, picnic tables, bins, signage
- Public toilets: toilet facilities provided in Craigieburn Gardens adjoining the study area
- Facilities: BMX track and Craigieburn Sports Stadium adjoining the study area in Craigieburn Gardens,
- Dog off leash areas: one facility located at Aitken Creek between Hothlyn Drive and the railway at the eastern end of the study area, there is also a fenced dog park located in Craigieburn Gardens adjoining the study area.



Photo 5. Recreational infrastructure in study area



Photo 6. Recreational infrastructure in study area

Considerations for the Master Plan

- Wayfinding and other signage is inconsistent and/or missing along the open space corridor
- Existing play facilities are nearing the end of the useable life cycle (20 years) - Leveque Loop is 12 years old

- Lack of facilities along the creek including drinking fountains, seating, and picnic facilities
- Identify areas to support community gathering or event (via shelter, seating, toilets, water access, and power).
- Replace Exercise equipment at Craigieburn Gardens within 5 years

3.9 Craigieburn Sporting Club

The Craigieburn-Willmott Golf Course was established in 1974 and hosts more than 200 members. The popular local club includes a café/bistro and 18-hole 72 par golf course which provides high quality public access facilities for all ages and abilities and is connected to the Aitken Creek corridor via the existing shared path. Key objectives include:

- Improve public awareness of the golf course playing area and etiquette when using the existing shared path and define areas of restricted public access as required for safety.
- Improve public access to the Craigieburn Sporting Club and areas of open space along the creek which are not part of the golf course playing area.
- Retain the existing pine trees, which are an important part of the course and landscape character, while undertaking new indigenous tree planting to improve habitat values and canopy cover along the creek.
- In partnership with Melbourne Water investigate opportunities to harvest stormwater to improve water quality in the creek, enhance habitat values and reduce reliance on recycled water.



Photo 7. Third hole at Craigieburn Golf Course Image craigieburnsc.com.au/golf-club/

3.10 Amenity

Craigieburn has significant urban heat challenges, with high levels of vulnerability (Hume Urban Heat Vulnerability Analysis, 2018), and extremely low levels of urban forest canopy (around 2%). The Aitken Creek corridor has approximately 20% tree canopy and represents a significant proportion of the area's forestry.

Figure 8 represents Amenity Need Score of the Aitken Creek Parklands area, which is calculated considering health and socio-economic factors (heat vulnerability score, social disadvantage score, mental health score, physical health score) and equitable distribution factors (access to open space, 2021 population density and growth in population density from 2027 to 2032)[1].

The study area has an amenity needs score of 4, indicating a moderate to high amenity need for interventions that improve community access to high quality open space for health and wellbeing purposes.

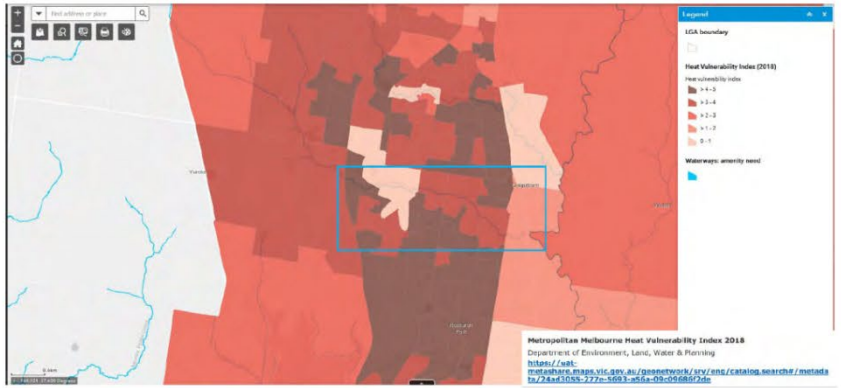


Figure 7. Heat Vulnerability Index

[1] Overall amenity need is the sum of all framework scores, categorised into quintiles and then aligned to the urban growth boundary.

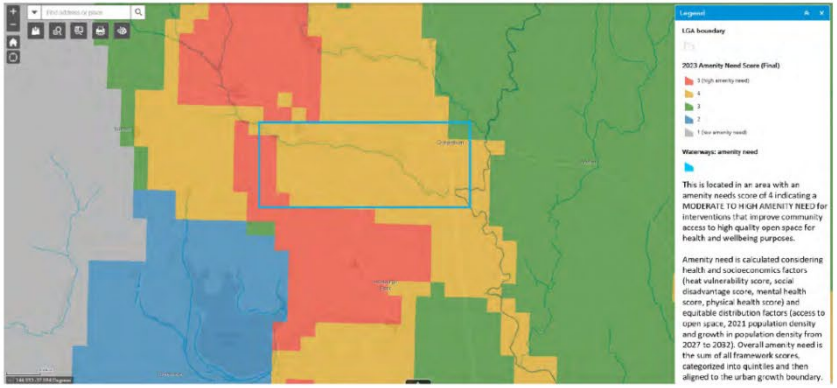


Figure 8. 2023 Amenity Need Score

Considerations for the Master Plan:

- Lack of tree planting along the creek and existing shared path within the golf course
- Large lot sizes and proximity to public transport and services will potentially see increasing development density adjoining the creek

4 Community Engagement

4.1 Community engagement

The first phase of engagement for the Master Plan invited the community to become part of the journey by informing the priorities and considerations for the Master Plan. The purpose of community engagement with the broader community was to discover how people use the area and how they would like to use it into the future. The following community engagement activities were undertaken in November 2023:

- A community pop-up event at Craigieburn Central
- A guided walk at Aitken Creek
- A community survey hosted on Hume City Council Have Your Say site, including an interactive map (further information is provided in Appendix B: Stage 2 Community Engagement Response)

The second phase included engagement with organisations such as Melbourne Water and the Craigieburn Sporting Club (December 2023) and meeting with Traditional Owners Wurundjeri Woi-wurrung (April 2024).

4.2 Melbourne Water, Craigieburn Sporting Club meeting

An onsite meeting was held with representatives from Craigieburn Sporting Club, Craigieburn Willmott Golf Club, Hume City Council and Mosaic Insights. The purpose of this meeting was to identify opportunities for improved environmental, habitat and amenity outcomes along Aitken Creek. Meeting discussion focused on:

- Suggested that Melbourne Water should remove sediment from the creek bridge culverts at the 18th hole of the golf course to reduce flood events
- Investigate drainage improvements in areas around the golf course
- Investigate opportunities for sustainable irrigation water alternatives given expected loss of recycled water following Craigieburn Road upgrade
- Support upgrade to the steep unsealed north south path across Aitken Creek to provide improved safety for golfers and maintenance vehicles and to improve public off road accessible shared path links from Aitken Creek through to the Club and Craigieburn Road
- Concern that the process that led to establishment of the existing Aitken Creek path did not involve consultation with the Sports Club and they are happy to be involved in the Aitken Creek Parklands Master Plan process
- Support additional planting and signage to improve definition of golf course playing areas and public access areas along the path



Photo 3. Walking tour and a visit by the Mayor of Hume to the pop-up event

4.3 Meeting with Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation

The Traditional Owners of the land where the study area is located are the Wurundjeri Woi-wurrung people represented by the Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation as the Registered Aboriginal Party (RAP). An onsite meeting was held with the Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation, Heritage Insights, Hume City Council and Mosaic Insights. Ongoing partnership with the Wurundjeri Woi wurrung Cultural Heritage Aboriginal Corporation (WWCHAC) is a key part of managing Aitken Creek, and future implementation of masterplan actions will be guided by ongoing consultation with them. From this meeting it was established:

- The Wurundjeri Woi-wurrung relied on the waterways for food, transport and cultural activities and the entire Aitken Creek Parklands Master Plan area is culturally significant and WWCHAC must be consulted on any works which require ground disturbance through the corridor.
- Support WWCHAC to develop cultural values plan for Aitken Creek and investigate interpretation and naming opportunities to increase public awareness of these values and places where appropriate.
- Liaise closely with WWCHAC to identify, protect and avoid/minimise impact on culturally significant areas along Aitken Creek during future low bridge and path replacement works.
- Support direct management of culturally sensitive stony rises by WWCHAC in partnership with the Wurundjeri Narrap Ranger Team.

Note the design approach to low bridge, path replacement and any other ground disturbing works will be guided by further cultural heritage assessment and cultural heritage management plans developed in close consultation with WWCHAC as required under the Aboriginal Heritage Act and Regulations.

Categories	Summary of feedback reflected in Master Plan
Pathways and connectivity	Path extensions and more connections, shared use path, connectivity around major roads and barriers, new bridge crossings, improving paths, widening paths to accommodate people on foot and on bikes, enhanced accessibility
Flora and fauna	Signage with flora and fauna information, pest and weed removal, native grassland area, habitat areas, water quality improvements, deterring rubbish dumping in creek
Amenity	Regular maintenance and mowing, grassed lawn areas with flowers, provision of bins , rubbish removal, maps and distance markers, signage and more information throughout (flora and fauna), more tree canopy, improved drainage, graffiti-resistant paint finishes on bridges to facilitate easier cleaning, restricting unwanted uses (motor bikes etc)
Safety	Flooding impacting access and use of spaces, improved lighting (solar), cyclist and pedestrian safety improvements (gradient, obstructions, crossings), line-of-sight improvements from overgrown vegetation, lawn and vegetation maintenance for fire and snake hazard, passive surveillance opportunities and activation
Recreation	Park benches and tables, sheltered barbeque areas with seats tables bins toilets, outdoor fitness equipment, zipline, bocce club, soccer nets, AFL posts, cricket nets, mini golf, fishing, playground, dog bag dispensers, drinking fountains, dog off leash area, signage indicating dog on and off leash areas, new golf club facilities
Wetlands	Wetland areas with viewing platforms and signage, address drainage issues

Further details on community engagement are provided in *Appendix A: Community engagement findings*


5 Master Plan

VISION

Aitken Creek Parklands will support diverse community recreation experiences, balanced with protecting and enhancing important ecological and Wurundjeri Woi-wurrung cultural values.

CRAIGIEBURN SPORTING CLUB

The popular local facility includes Craigieburn Sports Club with café/bistro and 18 hole 72 par golf course which provides high quality public access facilities for all ages and abilities and connected to the Aitken Creek corridor via the existing shared path.

Key objectives include:

- Provide additional public seating and viewing areas along the existing path while improving public awareness of the golf course playing area, safety and etiquette when using these areas.
- Retain the existing pine trees, which are an important part of the course and landscape character, while undertaking new indigenous tree planting to improve habitat values and canopy cover along the creek and define public access and golf course playing areas.
- In partnership with Melbourne water investigate opportunities to harvest stormwater to improve water quality in the creek, enhance habitat values and reduce reliance on recycled water.
- Upgrade public access path links through the golf course to Craigieburn Road.

LAND MANAGEMENT

The Aitken Creek corridor, including Craigieburn Golf Course and Craigieburn Gardens are owned and managed by Hume City Council. Melbourne Water are the responsible drainage authority and directly manage the bed and banks of Aitken Creek including the Aitken Boulevard retarding basin and sections of creek reserve at Potter Street. VicTrack manage the railway reserve and Parks Victoria manages most of the marram baba (Merri Creek Parklands) east of the Hume Highway.

IMPLEMENTATION

The draft Master Plan recommendations outline actions to be prioritised over the next 10-15 years along the Aitken Creek corridor. Staging and timing for delivery of these works is subject to funding. The actions arising from the Aitken Creek Parklands Master Plan will be considered as part of future budget processes and grant applications.

DRAWING KEY

- Concrete shared path >2.5m wide
- Concrete shared path <2.5m wide (to be replaced)
- Proposed 3.0m wide shared path
- Informal path
- Exisitng bridge
- New replacement bridge
- New fencing
- New picnic area with tables
- New directional signage
- Public toilets
- Parking
- Existing Indigenous vegetation
- Potential wetland
- Proposed indigenous tree planting



CULTURAL HERITAGE

Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation (WWCHAC) are the traditional owners and Registered Aboriginal Party (RAP) for the northern suburbs of Melbourne including Aitken Creek and Merri Creek. Aitken Creek and Craigieburn have a rich indigenous life, not to mention a significant history in the initial European contact. The Wurundjeri Woi-wurrung relied on the waterways for fishing, transport and food and Aitken Creeks connection to the marram baba Merri Creek Regional Parklands is a key element of the cultural landscape.

The name marram baba means 'body of mother' in the Woi-wurrung language and the diverse landscape features of Merri Creek, Aitken Creek, Malcom Creek and Kalkallo Creek including floodplains, billabongs, basalt plains, stony rises, gorges, historic trees, grasslands and grassy eucalypt woodlands represent ancestral and present-day Wurundjeri Woi-wurrung Country Values.

The Wurundjeri Woi-wurrung community find spiritual meaning within Country that embodies the living spaces of their ancestors and which provides a conceptual link to the traditional Country of their people and the entire Aitken Creek corridor is an area of Aboriginal cultural heritage sensitivity with a range of registered Aboriginal site and places within, or in proximity to, the Master Plan study area.

Ongoing partnership with the Wurundjeri Woi wurrung Cultural Heritage Aboriginal Corporation (WWCHAC) is a key part of managing Aitken Creek and future implementation of masterplan actions will be guided by ongoing consultation with them.

- WWCHAC must be consulted on any works which require ground disturbance through the corridor.
- Support WWCHAC to develop a cultural values plan for Aitken Creek and investigate interpretation and naming opportunities to increase public awareness of these values and places where appropriate.
- Consult with Wurundjeri to protect sites of cultural significance and culturally sensitive areas along Aitken Creek.

RECREATION

Aitken Creek corridor provides the largest area of passive open space in Craigieburn and important links through the older areas which are not as well serviced with parks and facilities. Craigieburn Gardens, including the new sports stadium provide a range of facilities including BMX track, fenced dog off lead park, picnic, play and fitness equipment.

The existing concrete path, links to adjoining courts and older bridge and culvert crossings along Aitken Creek are steep and subject to flooding in many areas with rear facing private property to a narrow open space corridor.

Key objectives include:

- Connect the existing path network to the existing shared path network west across Aitken Boulevard to Highlands Lake and Craigieburn Central Shopping Centre.
- Extend the existing path network east to Craigieburn Railway Station and along the railway line.
- Undertake staged replacement of low lying bridges and older sections of path, focusing on higher use areas identified during community consultation.
- Improve directional signage and links to existing facilities in Craigieburn Gardens including distance markers on the path and QR codes.
- Identify additional areas to support community gatherings and events at Craigieburn Gardens.
- Provide additional informal seating, viewing and nature based play areas, fitness stations and drinking fountains along the shared path.

ENVIRONMENT

The Aitken Creek has been extensively modified during historical development however remnant Pre 1750 vegetation communities of the Victorian Volcanic Plain remain and have been supplemented by more recent revegetation. Indigenous vegetation communities include:

- 175 Grassy Woodland (Critically Endangered) and 55-61 Red Gum Woodland
- 125 Plains Grassland and 68 Creekline Tussock Grassland
- 649 Stony Knoll and 895 Escarpment Shrublands
- Seasonal herbaceous wetland and Aquatic Herbfields

These remnants provide habitat for a range of rare and threatened species including Amythyst Hairstreak Butterfly (Amberfield Nature Reserve) and Growling Grass Frog (confluence with Merri Creek). Other bird species including Purple Crowned Lorikeets, Spiny Checked Honeyeaters, Eastern Rosella, White necked Heron and White-browed Scrubwren also rely on indigenous vegetation along the corridor. Key environmental objectives for Aitken Creek include:

- Protect and consolidate remnant indigenous vegetation patches with planted indigenous buffer zones and linking revegetation using locally sourced seed.
- Extend indigenous overstorey tree planting and reduce mown grass in support of improved urban habitat values and to mitigate urban heat impacts.
- Advocate for Melbourne Water to continue woody and invasive weed control works along the creek bed and banks.
- Improve habitat links between Amberfield Grasslands and Aitken creek through the golf course.
- Develop interpretive signage to increase community awareness of environmental values and threats along the corridor.
- Protect and enhance habitats for known threatened flora and fauna species, ensuring their conservation and long-term survival.

HUME CITY COUNCIL

OVERALL PLAN - Aitken Boulevard to Merri Creek
AITKEN CREEK PARKLANDS MASTERPLAN
JANUARY 2025



ENVIRONMENT (H = High Priority, M = Medium Priority, L = Low Priority)

- E1 Collaborate with Melbourne Water to improve the interface to the Aitken Boulevard retarding basin outfall safety and amenity. (H)
- E2 Plant Indigenous trees along Aitken Creek in partnership with Melbourne Water. (L)
- E3 Investigate revegetation opportunties to expand habitat for the Amethyst Hairstreak Butterfly (listed as Endangered) into the golf course and improve habitat links from the existing grasslands to the creek. (M)
- E4 Investigate a nutrient sponge and additional indigenous tree planting between the 9th fairway and creek in conjunction with staged pine tree removal to maintain canopy cover and landscape character during transition. (M)
- E5 Continue weed control in support of overall corridor environmental values. (H)
- E6 Install new out of bounds markers and signage to the south side of the path and establish additional indigenous shade trees adjoining the 17th fairway.(H)

RECREATION

- R1 Establish a direct pedestrian/cyclist crossing at Aitken Boulevard with central refuge to link existing shared paths on the south side of the creek. (Note: Crossing will be completed with the Aitken Boulevard duplication) (H)
- R2 Extend shared path link to Aitken Boulevard on north bank and through to Craigieburn Shopping Centre. (H)
- R3 Install directional signage (with map) at Aitken Boulevard add distance markers to the existing shared. (H)
- R4 Upgrade Leveque Loop play space to include new equipment, picnic area with shelter and drinking fountain within the same playspace area (M)
- R5 Realign the shared path to the creek side of the playspace at Leveque Loop (M
- R6 Replace narrow section of shared path west of the golf course at Albatross Close. (M)
- R7 Establish new seating area overlooking the creek on the north side of the path adjoining the 17th fairway. (H)
- R8 Install signage at the Jirrahlinga Terrace and Albatross Close access entry points to indicate the public access times in golf course area to ensure safety and protection. (M)
- R9 Install information signages near bridges and other common dumping areas highlighting the environmental impact of dumping waste and provide information on proper disposal methods. (M)

PLANNING

- P1 Encourage rear fronting properties to face onto the creek and reserve to improve passive surveillance and safety in the creek corridor in accordance with the Housing Strategy. (H)

DRAWING KEY

- Concrete shared path >2.5m wide
- Concrete shared path <2.5m wide (to be replaced)
  Note: Pavement markings at all shared paths to clearly show the separation of lanes (for pedestrians and cyclists) as per Austroads guidelines.
- Proposed 3.0m wide shared path
- Informal path
- Exisitng bridge
- New replacement bridge
- New fencing
- New picnic area with tables
- S New directional signage
- T Public toilets
- P Parking
- Existing Indigenous vegetation
- Potential wetland
- Proposed indigenous tree planting

DETAIL PLAN 01- Aitken Boulevard to Craigieburn Golf Course
AITKEN CREEK PARKLANDS MASTERPLAN
0 30 60 90 150



PLANNING

P1 Encourage rear fronting properties to face onto the creek and reserve to improve passive surveillance and safety in the creek corridor in accordance with the Housing Strategy. (H)

HERITAGE

H1 Consult with Wurundjeri to protect sites of cultural significance and culturally sensitive areas along Aitken Creek. (H)

H2 Coordinate required cultural heritage management plans (CHMPs) for any ground disturbing works recommended in the Master Plan. (H)

ENVIRONMENT (H = High Priority, M = Medium Priority, L = Low Priority)

E3 Investigate revegetation opportunities to expand habitat for the Amethyst Hairstreak Butterfly (listed as Endangered) into the golf course and improve habitat links from the existing grasslands to the creek. (M)

E7 Liaise with Melbourne Water to coordinate weed control along the creek and investigate opportunity to extend the pond in front of the first green to reduce the pipe length and improve habitat values. (L)

E8 Investigate opportunity to harvest stormwater from Craigieburn Road/Craigieburn Central SC to a new storage dam reducing reliance on Class A recycled water for irrigation.(L)

E9 Liaise with Melbourne Water to review bank stability and drain outfall water quality improvement opportunities when upgrading the Farnborough Ave bridge while retaining path links Chinook Ct and Clovelly Dr. (L)

E10 Provide additional planting between water quality wetland and Clovelly Drive. (M

RECREATION

R9 Install information signages near bridges and other common dumping areas highlighting the environmental impact of dumping waste and provide information on proper disposal methods. (M)

R10 Establish new ball protection fencing to the path at the rear of the 17th green.(H)

R11 Regrade and resurface the existing cart path over Aitken Creek beside the 18th hole to improve safety for golfers and provide all ability public access to and from the Craigieburn Sporting Club and shared path on Craigieburn Road for pedestrians and cyclists. (M)

R12 Improve path protection behind the 10th and 1st greens, replace existing old chainmesh fencing and realign and extend the shared path on Axminster Drive to improve access and safety for pedestrians and cyclists. Widen the access from Axminster Drive to enhance access and amenity, as this is a key entry point to the Aitken Creek parklands and the golf course area. (H)

R13 Replace the existing low bridge crossing at the end of Farnborough Avenue. (H)

R14 Establish a new path between Farnborough Ave bridge and Perron Ct on the north bank to enable bypass of the low bridge crossing upstream of Bridgewater Road when flooded. (M)

R15 Establish new picnic tables/seating area on the creek north bank west of Bridgewater Road. (M)

R16 Widen path and improve wayfinding signage at Bridgewater Road crossing. (M)

R17 Install additional signage at the Axminster Drive, Chinnock Court and Craigieburn Road access entry points to indicate the public access times of golf course area to ensure safety and protection. (M)

R18 Install lectern style interpretive signs along trails and creek areas regarding the local grasslands, their benefits and conservation efforts. (H)

DRAWING KEY

- Concrete shared path >2.5m wide
- Concrete shared path <2.5m wide (to be replaced)
  Note: Pavement markings at all shared paths to clearly show the separation of lanes (for pedestrians and cyclists) as per Austroads guidelines.
- Proposed 3.0m wide shared path
- Informal path
- Exisitng bridge
- New replacement bridge
- New fencing
- New picnic area with tables
- S New directional signage
- T Public toilets
- P Parking
- Existing Indigenous vegetation
- Potential wetland
- Proposed indigenous tree planting

DETAIL PLAN 02 - Craigieburn Golf Course to Bridgewater Road

AITKEN CREEK PARKLANDS MASTERPLAN

0 30 60 90 150



HERITAGE

- H1 Consult with Wurundjeri to protect sites of cultural significance and culturally sensitive areas along Aitken Creek. (H)
- H2 Coordinate required cultural heritage management plans (CHMPs) for any ground disturbing works recommended in the Master Plan. (H)

ENVIRONMENT

- E11 Review vegetation management along path east of Bridgewater Road to maintain sightlines for safety. Retain suitable habitat logs from thinning of senescent Wattles. (H)
- E12 Undertake additional indigenous revegetation at the southern end of Craigieburn Gardens to expand buffers to the culturally sensitive stony rise. (M)
- E13 Undertake additional indigenous shade tree planting to the southern bank along the path. (M)
- E14 Undertake additional indigenous shade tree planting to the north bank along the path. (M)

RECREATION (H = High Priority, M = Medium Priority, L = Low Priority)

- R09 Install information signages near bridges and other common dumping areas highlighting the environmental impact of dumping waste and provide information on proper disposal methods. (M)
- R18 Install lectern style interpretive signs along trails and creek areas regarding the local grasslands, their benefits, and conservation efforts. (H)
- R19 Establish informal walking track on south bank between Bridgewater Road and Falmer Place to extend the walking loop and provide an alternative access if low bridges west of Craigieburn Gardens are flooded. (H)
- R20 Upgrade shared path and signage to alert users heading west to potential flooding – allowing access out at Hothlyn Drive and flood bypass access via Langdon Crescent until low bridge is replaced. (H)
- R21 Install wayfinding signage to Craigieburn Gardens and existing toilet facilities on Aitken Creek path. Use distance markers and QR codes to improve links to information about the creek. (H)
- R22 Investigate options to improve all ability access to Craigieburn Gardens in consultation with Wurundjeri to determine the preferred approach while minimising impacts on cultural values. (M)
- R23 Upgrade narrow shared path between Penryn Place and Beckington Place to 3.0m wide. (L)
- R24 Install access gate to picnic facilities and BMX track. (H)
- R25 Investigate a new picnic area at the southern end of Craigieburn Gardens overlooking the creek. (Note: Assess landfill considerations for any new infrastructure) (L)
- R26 Upgrade and replace exercise equipment at Craigieburn Gardens and investigate opportunities for additional fitness stations and informal nature based play and seating areas along the shared path. (M)
- R27 Identify additional areas to support community gatherings and events (via new picnic shelter, seating, toilets, water access, and power) at Craigieburn Gardens. (M)
- R28 Replace the existing low bridge crossing at the end of Beckington Place. (M)
- R29 Installation of additional water refill stations and dog waste bag dispensers at Craigieburn Gardens. (M)

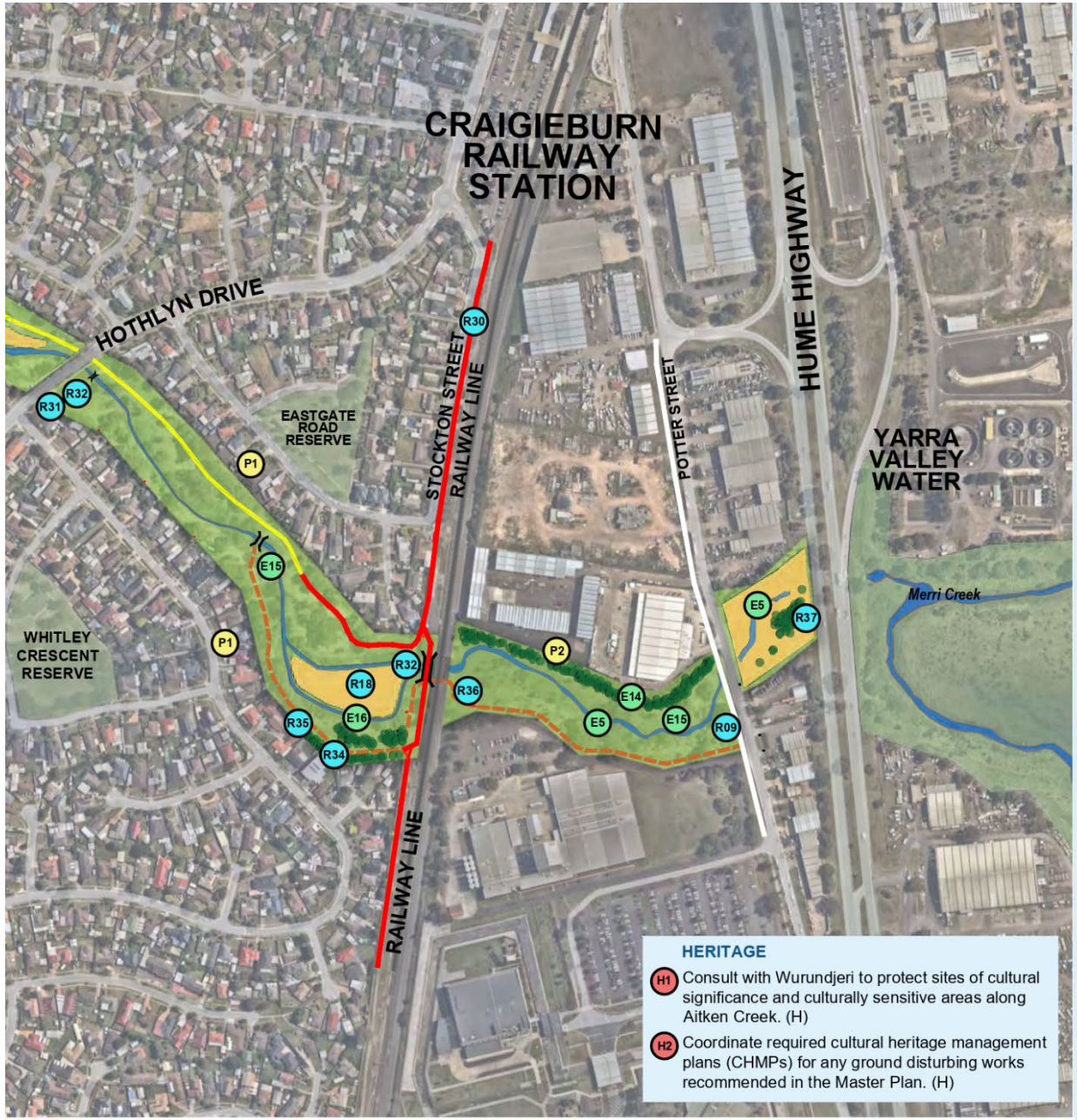
PLANNING

- P1 Encourage rear fronting properties to face onto the creek and reserve to improve passive surveillance and safety in the creek corridor in accordance with the Housing Strategy. (H)

DRAWING KEY

- Concrete shared path >2.5m wide
- Concrete shared path <2.5m wide (to be replaced)
  Note: Pavement markings at all shared paths to clearly show the separation of lanes (for pedestrians and cyclists) as per Austroads guidelines.
- Proposed 3.0m wide shared path
- Informal path
- Exisitng bridge
- New replacement bridge
- New fencing
- New picnic area with tables
- New directional signage
- Public toilets
- Parking
- Existing Indigenous vegetation
- Potential wetland
- Proposed indigenous tree planting

DETAIL PLAN 03 - Bridgewater Road to Hothlyn Drive
AITKEN CREEK PARKLANDS MASTERPLAN
0 30 60 90 150
JANUARY 2025



ENVIRONMENT (H = High Priority, M = Medium Priority, L = Low Priority)

- E14 Undertake additional indigenous shade tree planting to the north bank along the path. (M)
- E15 Protect large remnant River Red Gums and undertake weed control in the eastern section of the creek. (H)
- E16 Undertake additional indigenous shade tree planting to the south bank west of the railway line. (L)
- E5 Continue weed control in support of overall corridor environmental values. (H)

RECREATION

- R09 Install information signages near bridges and other common dumping areas highlighting the environmental impact of dumping waste and provide information on proper disposal methods. (M)
- R18 Install lectern style interpretive signs along trails and creek areas regarding the local grasslands, their benefits, and conservation efforts. (H)
- R30 Extend the Aitken Creek shared path to the railway line and along the Stockton Street road reserve to Craigieburn Station. (H)
- R31 Maintain flood warning signage at existing low ford crossings. Retain for maintenance access only. (H)
- R32 Review dog off lead and install water refill stations and dog waste dispensers o south bank of Aitken Creek between railway and proposed new bridge followir shared path replacement. (M)
- R33 Investigate a new pedestrian-cycle bridge providing north south access acros the creek and linking a future pipe track shared path to the railway station. (M)
- R34 Extend a new 3.0m wide concrete shared path to the railway link and link to the existing track to Abercarn Avenue. (M)
- R35 Establish a new seating/picnic area overlooking the creek on the south bank (L).
- R36 Investigate new shared path access under the railway line on the south bank an extend access through to Potter Street enabling longer term connection of the Aitken Creek shared path to Merri Creek. (L)
- R37 Path access under or over the Hume Hwy to Merri Creek is currently not feasib due to the steep road embankment. If road culverts need replacing in the futu consider opportunities for access via a new pedestrian/cyclist culvert to improv long term opportunities to connect Aitken Creek Parklands to marram baba. (L)

PLANNING

- P1 Encourage rear fronting properties to face onto the creek and reserve to improve passive surveillance and safety in the creek corridor in accordance with the Housing Strategy. (H)
- P2 Monitor bank stability and revegetation in accordance with development permit for industrial properties east of the railway line on the north bank. (H)

DRAWING KEY

- Concrete shared path >2.5m wide
- Concrete shared path <2.5m wide (to be replaced)
  Note: Pavement markings at all shared paths to clearly show the separation of lanes (for pedestrians and cyclists) as per Austroads guidelines.
- Proposed 3.0m wide shared path
- Informal path
- Exisitng bridge
- New replacement bridge
- New fencing
- New picnic area with tables
- S New directional signage
- T Public toilets
- P Parking
- Existing Indigenous vegetation
- Potential wetland
- Proposed indigenous tree planting

DETAIL PLAN 04 - Hothlyn Drive To Railway Line
AITKEN CREEK PARKLANDS MASTERPLAN
0 30 60 90 150
JANUARY 2025

6 Implementation

A Master Plan provides a vision for an area identifying what is important and what it should look like and how it should function into the future. It establishes a strong and consistent direction by providing a framework for ongoing protection and improvement. It considers the interrelationship between:

- Current character and functionality of the landscape
- Public expectations and needs delivered by date
- Emerging issues and trends
- The realities of the economic, social, environmental and legislative context of the time.

The result is a plan that balances need across a range of often conflicting interests. The Master Plan does not necessarily suggest that all elements of the plan should proceed immediately, or that ratepayers and user groups should be responsible for all capital costs, in respect of those items that are progressed.

It is important to note that the intent of a Master Plan is to provide a framework for future management, use and development of the creek and open space over an extended period of time so that ad-hoc projects are avoided, and community use and long-term sustainability are maximised. To ensure this intent is achieved the masterplan will be regularly monitored to ensure the outcomes continue to meet community needs in the best possible way.

The Master Plan provides recommendation in the following key areas:

- New Capital Projects: new facilities, open space and waterway improvements
- Existing Asset Renewal: upgrade and replacement of existing facilities
- Strategy and Planning: to maximise integration with other plans and projects

The priorities are broadly identified as follows and all works are subject to funding:

- High (H) - 1 to 5 years
- Medium (M) - 6 to 10 years
- Low (L) - 11 to 15 years
- Ongoing (O) - Part of current programs

6.1 Implementation Schedule

Prepared by Mosaic Insights for Hume City Council April 2024. Note preliminary cost estimates are for planning purposes only and subject to CHMP, design and relevant authority approval.

Item	Recommendation	Cost	Responsibility	Priority
	HERITAGE			
H1	Consult with Wurundjeri to protect sites of cultural significance and culturally sensitive areas along Aitken Creek.	$100,000	HCC	High
H2	Coordinate required cultural heritage management plans (CHMPs) for any ground disturbing works recommended in the Master Plan.	$150,000	HCC	High
		$250,000		
	ENVIRONMENT			
E1	Collaborate with Melbourne Water to improve the interface to the Aitken Boulevard retarding basin outfall safety and amenity.	$20,000	HCC Melb Water	High
E2	Plant Indigenous trees along Aitken Creek in partnership with Melbourne Water.	$10,000	HCC Melb Water	Low
E3	Investigate revegetation opportunities to expand habitat for the Amethyst Hairstreak Butterfly (listed as Endangered) into the golf course and improve habitat links from the existing grasslands to the creek.	$30,000	HCC	Medium
E4	Investigate a nutrient sponge and additional indigenous tree planting between the 9th fairway and creek in conjunction with staged pine tree removal to maintain canopy cover and landscape character during transition.	$120,000	HCC	Medium
E5	Continue weed control in support of overall corridor environmental values	$20,000	HCC	High
E6	Install new out of bounds markers and signage to the south side of the path and establish additional indigenous shade trees adjoining the 17th fairway.	$7,000	HCC	High
E7	Liaise with Melbourne Water to coordinate weed control along the creek and investigate opportunity to extend the pond in front of the first green to reduce the pipe length and improve habitat values.	$250,000	Melb Water	Low
E8	Investigate opportunity to harvest stormwater from Craigieburn Road/Craigieburn Central Shopping Centre to a new storage dam, reducing reliance on Class A recycled water for irrigation.	$525,000	HCC	Low
E9	Liaise with Melbourne Water to review bank stability and drain outfall water quality improvement opportunities when upgrading the Farnborough Ave bridge while retaining path links Chinook Ct and Clovelly Dr.	$500,000	Melb Water	Low
E10	Provide additional planting between water quality wetland and Clovelly Drive. (M)	$20,000	HCC	Medium
E11	Review vegetation management along the existing path east of Bridgewater Road to maintain sightlines for safety. Retain suitable habitat logs from thinning of senescent Wattles.	$5,000	HCC	High
E12	Undertake additional indigenous revegetation at the southern end of Craigieburn Gardens to expand buffers to the culturally sensitive stony rise.	$20,000	HCC	Medium
E13	Undertake additional indigenous shade tree planting to the southern bank along the path.	$20,000	HCC	Medium
E14	Undertake additional indigenous shade tree planting to the north bank along the path.	$20,000	HCC	Medium
E15	Protect large remnant River Red Gums and undertake weed control in the eastern section of the creek.	$10,000	HCC	High
E16	Undertake additional indigenous shade tree planting to the south bank west of the railway line.	$20,000	HCC	Low
		$1,567,000		

Item	Recommendation	Cost	Responsibility	Priority
	RECREATION			
R1	Establish a direct pedestrian/cyclist crossing at Aitken Boulevard with a central refuge to link existing shared paths on the south side of the creek. (Note: Crossing will be completed with the Aitken Boulevard duplication)	$72,000	HCC	High
R2	Extend shared path link to Aitken Boulevard on north bank and through to Craigieburn Shopping Centre.	$143,500	HCC	High
R3	Install directional/wayfinding signage (with map) at Aitken Boulevard and add distance markers to the existing shared.	$5,000	HCC	High
R4	Upgrade Leveque Loop play space to include new equipment, picnic area with shelter and drinking fountain within the same playspace area.	$450,000	HCC	Medium
R5	Realign the shared path to the creek side of the playspace at Leveque Loop.	$35,000	HCC	Medium
R6	Replace narrow section of shared path west of the golf course at Albatross Close.	$32,500	HCC	Medium
R7	Establish new seating area overlooking the creek on the north side of the path adjoining the 17th fairway.	$30,000	HCC	High
R8	Install signage at the Jirrahlinga Terrace and Albatross Close access entry points to indicate the public access times in golf course area to ensure safety and protection.	$3,000	HCC	Medium
R9	Install information signages near bridges and other common dumping areas highlighting the environmental impact of dumping waste and provide information on proper disposal methods.	$10,000	HCC	Medium
R10	Establish new ball protection fencing to the path at the rear of the 17th green.	$20,000	HCC	High
R11	Regrade and resurface the existing cart path over Aitken Creek beside the 18th hole to improve safety for golfers and provide all ability public access to and from the Craigieburn Sporting Club and shared path on Craigieburn Road for pedestrians and cyclists.	$250,000	HCC	Medium
R12	Improve path protection behind the 10th and 1st greens, replace existing old chainmesh fencing and realign and extend the shared path on Axminster Drive to improve access and safety for pedestrians and cyclists. Widen the access from Axminster Drive to enhance access and amenity, as this is a key entry point to the Aitken Creek parklands and the golf course area.	$135,000	HCC	High
R13	Replace the existing low bridge crossing at the end of Farnborough Avenue.	$400,000	HCC	High
R14	Establish a new path between Farnborough Ave bridge and Perron Ct on the north bank to enable bypass of the low bridge crossing upstream of Bridgewater Road when flooded.	$32,000	HCC	Medium
R15	Establish new picnic tables/seating area on the creek north bank west of Bridgewater Road.	$15,000	HCC	Medium
R16	Widen path and improve wayfinding signage at Bridgewater Road crossing.	$40,000	HCC	Medium
R17	Install additional signage at the Axminster Drive, Chinnock Court and Craigieburn Road access entry points to indicate the public access times in golf course area to ensure safety and protection.	$6,000	HCC	Medium
R18	Install lectern style interpretive signs along trails and creek areas regarding the local grasslands, their benefits, and conservation efforts.	$20,000	HCC	High
R19	Establish informal walking track on south bank between Bridgewater Road and Falmer Place to extend the walking loop and provide an alternative access if low bridges west of Craigieburn Gardens are flooded.	$27,100	HCC	High
R20	Upgrade shared path and signage to alert users heading west to potential flooding – allowing access out at Hothlyn Drive and flood bypass access via Langdon Crescent until low bridge is replaced.	$71,600	HCC	High
R21	Install wayfinding signage to Craigieburn Gardens and existing toilet facilities on Aitken Creek path. Use distance markers and QR codes to improve links to information about the creek.	$25,000	HCC	High
R22	Investigate options to improve all ability access to Craigieburn Gardens in consultation with Wurundjeri to determine the preferred approach while minimising impacts on cultural values.	$400,000	HCC	Medium
R23	Upgrade narrow shared path between Penryn Place and Beckington Place to 3.0m wide.	$85,000	HCC	Low
R24	Install access gate to picnic facilities and BMX track.	$1,500	HCC	High
R25	New picnic area at the southern end of Craigieburn Gardens overlooking the creek. (Note: Assess landfill considerations for any new infrastructure)	$70,000	HCC	Low
R26	Upgrade and replace exercise equipment at Craigieburn Gardens and investigate opportunities for additional fitness stations and informal nature-based play and seating areas along the shared path.	$100,000	HCC	Medium
R27	Identify additional areas to support community gatherings and events (via new picnic shelter, seating, toilets, water access, and power) at Craigieburn Gardens.	$500,000	HCC	Medium
R28	Replace the existing low bridge crossing at the end of Beckington Place.	$400,000	HCC	Medium
R29	Installation of additional water refill stations and dog waste bag dispensers at Craigieburn Gardens.	$10,000	HCC	Medium
R30	Extend the Aitken Creek shared path to the railway line and along the Stockton Street Road reserve to Craigieburn Station.	$335,000	HCC	High
R31	Maintain flood warning signage at existing low ford crossings. Retain for maintenance access only.	$3,200	HCC	High
R32	Review dog off lead on south bank of Aitken Creek between railway and proposed new bridge following shared path replacement.	$1,600	HCC	High
R33	Investigate a new pedestrian-cycle bridge providing north south access across the creek and linking a future pipe track shared path to the railway station.	$1,000,000	HCC	Medium
R34	Extend a new 3.0m wide concrete shared path to the railway link and link to the existing track to Abercarn Avenue.	$277,500	HCC	Medium
R35	Establish a new seating/picnic area overlooking the creek on the south bank.	$15,000	HCC	Low
R36	Investigate new shared path access under the railway line on the south bank and extend access through to Potter Street enabling longer term connection of the Aitken Creek shared path to Merri Creek.	$30,000	HCC	Low
R37	Path access under or over the Hume Hwy to Merri Creek is currently not feasible due to the steep road embankment. If road culverts need replacing in the future, consider opportunities for access via a new pedestrian/cyclist culvert to improve long term opportunities to connect Aitken Creek Parklands to marram baba. (L)	N/C	DTP	Low
		$5,041,500		
	PLANNING			
P1	Encourage rear fronting properties to face onto the creek and reserve to improve passive surveillance and safety in the creek corridor in accordance with the Housing Strategy.	N/C	HCC Planning	High
P2	Monitor bank stability and revegetation in accordance with development permit for industrial properties east of the railway line on the north bank.	N/C	HCC Planning	High

Subtotal **$6,858,500**
Contingency (10%) **$685,850**
Total Aitken Creek Parklands Master Plan
$7,544,350

Appendix A: Stage 1 Community engagement findings

This section covers the community engagement findings from the stage 1 community engagement that informed the development of the draft Master Plan.

Community feedback

Approximately 30 people were engaged at the pop-up and 12 people participated in the guided walk. In total 56 comments were recorded and feedback from across the two activities included:

- More seats along the path and lighting for safety
- Safe crossing option for Aitken Boulevard
- Increased wayfinding within Aitken Creek
- Keeping Aitken Creek tidier such as trash cleanup, formal plantings, increased maintenance
- Widening the paths along the creek to facilitate multiple users
- Inundation near Clovelly Drive and how to manage it
- Dogs - providing more poop bags and concerns over the off-lead areas
- Maintaining the Memorial for Friends Group near the bottom of Craigieburn Gardens

The community survey received 28 responses from community members with 22 complete and 6 partial completions, including 3 which answered none of the questions. When asked what people love about Aitken Creek, a large proportion of the respondents noted the connection to nature (13 or 65%). The opportunity to see wildlife and the fact that Aitken Creek provides habitat for wildlife was also noted by many of the respondents (eight or 40%).

Respondents were asked to note whether they have seen any native animal and/or plants that can be found in or around the Aitken Creek area. Of the 11 respondents (39.3%) that had seen native species in Aitken Creek, respondents listed kangaroos, a variety of different bird species, gum trees, snakes, bugs, rakali, possums, flying foxes, eels and a variety of fish species.

The majority of respondents noted it would take them 10 minutes or less to walk to Aitken Creek (59.3%). The most common response for people's use of Aitken Creek was for exercise such as running or walking (18 or 64.3%) (Figure). Other popular uses of Aitken Creek for respondents included dog walking (11 or 39.3%), experiencing or immersing in nature (10 or 35.7%), visiting nearby parks (9 or 32.1%), and using bridges to cross creeks (9 or 32.1%). Five respondents selected 'other' and listed bike riding and rollerblading with children, active transport (cycling) and recreation, walking cats, helping to destress, and fishing.

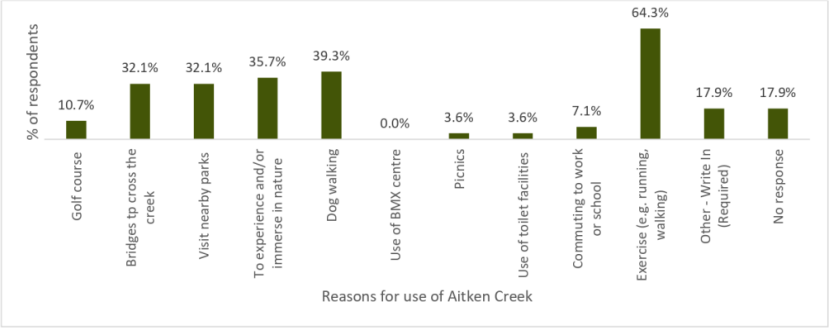


Figure 9. Uses of Aitken Creek

When asked about any improvements that could be made to Aitken Creek to help people use the space more often, a quarter of respondents (7 or 25%) noted that nothing currently prevents them from using Aitken Creek. Of respondents that noted suggestions, most believed the type and quality of paths (e.g. surface, slope, width) could be improved (11 or 39.3%), followed by improving connection with other areas (9 or 32.1%), and improving safety (8 or 28.6%). Other suggestions/considerations for improvements noted by 18 respondents included:

- Improved maintenance, particularly regarding management of rubbish
- Improving fishing areas
- Improvements to path surfaces
- Safety improvements such as road crossing and lighting
- Connectivity with other areas
- Signs providing history and facts about the environment
- BBQ and picnic areas
- Nature play park and provision of activities for children such as story time
- Improvements to toilet facilities
- Herbal plant and flower planting.

As part of the online engagement, feedback could also be provided via an interactive map. Participants could "drop a pin" to indicate the location of their suggestions or concerns or "like" other participants' pin comments. The interactive map had a total of 220 pin comments from 28 participants (with one individual contributing 131 pins) across 33 themes. Feedback focused on enhancing connectivity and accessibility, improving environmental management and safety, and expanding amenities and recreational facilities along the Aitken Creek Parklands Corridor.

Appendix B: Stage 2 Community engagement response

This section covers the summary of community response to the displayed draft Master Plan.

In November 2023 community and stakeholders were engaged to help develop a draft Master Plan for the Aitken Creek corridor in Craigieburn.

Feedback received from the community, key stakeholders and Wurundjeri Woi-wurrung Traditional Owners helped shape the draft Master Plan, which will guide improvements that support walking and cycling, exercise, connection to nature and safety, as well as enhance and protect ecological and Aboriginal Cultural Heritage values.

The four main opportunities in the draft Master Plan were:

- Better waterway management and flooding
- Improve the path network including
- Managing safe community access to the golf course
- Protect where Aitken Creek meets Merri Creek

Community consultation was undertaken to find out what community loved about the draft Master Plan and what they felt had been missed.

Summary of engagement activities

A Facebook post on 27 June 2024 attracted 15 likes, 7 comments and 3 shares. None of the comments were on-topic and will not be included in this report.

Two pop-up in-person engagements were held at Craigieburn Central. One was on Wednesday 3 July between 11:00am and 1:00pm and the other was on Saturday 13 July between 10:00am and 1:00pm.

A Participate consultation page was available 19 June to 19 July 2024. The community could give feedback by filling out the Visioner tool on the consultation platform. Feedback could also be given by emailing a dedicated account or phoning a council officer.

All information was managed in accordance with the Privacy and Data Protection Act 2014 (Vic).

A total of 47 comments were made by the 32 respondents. Thirteen were about what people loved about the draft Master Plan, 33 were about what people felt was missing. Thirty-one respondents used the online platform, and one respondent gave feedback via email.

The 13 comments about **what people loved about the draft Master Plan were**,

- Pathway amenities such as seatings, dog bag dispensers, water refill stations, bicycle stations
- Biodiversity protection measures and actions
- Pathways through the golf course and connecting to railway station was found useful
- Upgradation of playground facilities
- Direct pedestrian crossing at Aitken Boulevard
- Proposed new bridges
- New plantings and canopy

Overall, people were positive about the planned improvements and acknowledgement of issues they have experienced and the improved walkability and connection to the surrounding areas.

The table below provides a summary of the key issues identified from the 33 comments on what people felt was missing in the draft Master Plan.

Table 2. Summary of Issues identified from 33 comments on what people felt was missing in the draft Master Plan

Community feedback and suggestions	Master Plan reference and explanation	Response
1. Dog off leash area Community concerns about dog poo littering along the paths and restricting off-leash policies. There were suggestions to install rubbish bins, dog waste bag dispensers and water refill stations. People expressed their safety concerns over managing the dog-off lead areas behind Jirrahlinga Terrace. There is a strong suggestion push to managing the dog off lead area between Hothlyn Drive and Railway line.	There is an existing fenced dog off lead park in Craigieburn Gardens. The area between Hothlyn drive and Railway line is dog off lead however the extension of the new shared trail to the railway station via the north bank will mean that this side of the creek will need to become dog on lead as there is not sufficient room for dogs to run free without impacting shared path users on the narrow bank. The Action R32 Detail Plan 04 indicates that the existing dog off lead area on south bank between Hothlyn Drive and Railway line will remain dog off lead. There is no plan for a dog off lead area in the golf course.	No change to plan There is not sufficient space along the creek to expand dog off lead areas without impacting shared path users. Provision of additional dog off lead areas in the golf course is not supported due to potential impact on the course and safety concerns associated with dogs running free in this area. Added action R29 and 32 for installation of additional water refill stations and dog waste bag dispensers at Craigieburn Gardens and between Hothlyn Drive to Railway line to support existing dog off lead use in these areas.
2. Lighting and safety Community raised safety concerns due to the lack of lighting on the pathways from Bridgewater Road to the dog park and railway station. There were also suggestions for additional lighting at the BMX track in Craigieburn Gardens. Some respondents who identified as women indicated that they feel unsafe walking through the pathways along the creek without lighting and suggested provision of lighting on both banks to enhance safety and accessibility during all seasons and times day.	The masterplan actions have prioritised vegetation management along the existing paths to maintain sightlines for safety and also encouraging rear fronting properties to face onto the creek and reserve to improve passive surveillance and safety in the creek corridor in accordance with the Housing Strategy. There is currently no provision for increased lighting along the Aitken Creek path in the Master Plan due to the high cost and potential impacts on wildlife in the creek.	No change to plan Longer term provision of lighting along the Aitken Creek path will increase use and improve safety with areas closer to the railway station to be considered in the future with key considerations to connections in the area. Increased lighting at Craigieburn Gardens BMX track is not supported to avoid increased public risk and potential vandalism associated with after hours and evening use at this location.

3. Signage The community suggested clear demarcation and signage on shared pathways for pedestrian and cyclist harmony and additional barriers to deter trail bike use. Concerns were raised about people dumping large hard waste into the creek and some suggested placing signs near bridges to educate on proper disposal options and to prevent bicycle abandonment and hard waste dumping into the creek. Other suggestions were to include additional signage at the golf course areas clearly displaying the golf playing times and non-golf playing times. Some respondents also mentioned the safety issues for the public during golf playing times.	One of the key environmental objectives of the Aitken Creek Parklands Master Plan is to develop interpretive signage to increase community awareness of environmental values and threats along the corridor. Directional or wayfinding signages are proposed at Aitken Boulevard, Bridgewater Road, Craigieburn Garden areas. Action R21 proposes to use distance markers and QR codes to improve links to information about the creek. Action R31 is to maintain flood warning signage at existing low ford crossings.	As part of proposed shared path upgrades use pavement markings at all shared paths to clearly show the separation of lanes (for cyclist and pedestrians), with symbols as per Austroads Guidelines. Add information signage near bridges and other common dumping areas. The signs should highlight the negative environmental impact of dumping waste and provide information on proper disposal methods. (Action R09) Install additional signage to indicate the public access times for the golf course area to ensure safety and protection. Install signage at the following access entry point. (Action R08 and R17) Axminster Drive access entry point Chinnock court Albatross Close Craigieburn Road Jirrahlinga Terrace
4. Access from Axminster Drive People suggested that action R10 should be made a high priority due to the broken chain-mesh fence in several areas, the hazardous uneven footpath, and the need to widen the access gate from Axminster Drive to the golf course for better accessibility.	Reference: Detail Plan 02 - Action R12. Action R12 for recreation is a medium-priority action aimed at improving path protection behind the 10th and 1st greens, replacing the old chain mesh fencing, and realigning and extending the shared path on Axminster Drive to enhance access and pedestrian safety.	Revise R12 as a high-priority action. Widen the access from Axminster Drive to enhance access and amenity, as this is a key entry point to the Aitken Creek parklands and the golf course.
5. Weed control and education It was suggested that weed control efforts be extended to most areas around the creek. Additionally, the council should provide education on endemic grasslands to help community members better understand and appreciate their local environment. Coordination and consistency of maintenance of planted areas, bridges, waterway and rubbish collection.	It is one of the key environmental objectives for the Aitken Creek is to support Melbourne Water to continue woody and invasive weed control works along the creek bed and banks. It is already mentioned in the Master Plan actions E5, E7 and E14. Action R21 proposes to add QR codes to improve links and information about the Creek.	No change to plan Weed control along the creek is a priority for both Melbourne Water and Hume City Council Install additional informational interpretive signs along trails and creek areas regarding the local grasslands, their benefits, and conservation efforts. (Action 18)
6. Access from Farnborough Avenue connecting Chinnock Court, Clovelly Drive and Craigieburn Road It was suggested that the high priority action R11, to replace the existing low bridge crossing at the end of Farnborough Avenue, should align at an angle and connect directly to Chinnock Court. Other suggestions included creating a trail or pathway from Farnborough Avenue, connecting Chinnock Court to Craigieburn Road through the golf course, between the Craigieburn Bowling Club and the second hole. Proposed (E9) wetlands should be moved eastward and closer to the creek, where the actual creek tributary runs.	Replacement of the bridge is a high priority and proposed works include a link to Chinnock Court. Final location of the bridge and wetlands is subject to detailed design.	No change to plan Replacement of the bridge is a high priority and will consider options to establish a water quality treatment wetland New path access west from Chinnock Court through the golf course behind the Bowls Club is not supported due to potential risk of balls hit from the second tee.
7. Connecting links to other destinations There were suggestions to extend the bicycle and walking path connecting Aitken Creek to the Sikh temple on Hume Highway, as hundreds of people visit there every weekend. Other suggestions were to extend the shared path that currently ends at Desna Place, Roxburgh Park, so it continues to Craigieburn Station along the train line.	Extension of the shared path along the railway line to Desna place is a medium priority action. The Sri Guru Singh Sabha Temple at 344 Hume Hwy is located on the eastern side at Rushwood Drive. The Master Plan recommends future extension of the Aitken Creek shared path under the railway line and through to Potter Street. Completion of this link will enable off road connection to the temple however the cost and complexity of achieving this link under the railway line will mean it remains longer term priority after connection to the station is achieved.	No change to plan

8. Access to Aitken Creek via Hothlyn Drive from North side People suggested that there needs to be accessible pathways to Creek from the Hothlyn Drive near to the Kirkbridge Way as it currently accessed through stairs.	The current access from Hothlyn Drive to Aitken Creek on the western side is via stairs. There is an existing ramp to the creek on the eastern side.	No change to plan It is not possible to achieve ramp access on the western side of Hothlyn Drive without impacting flood levels on the creek and at the bridge underpass. Improving signage to the existing ramp on the eastern side is already a recommendation.
9. Landscape People suggested adding several landscape amenities throughout Aitken Creek parklands, including: • Landscaping and artwork installation under Hothlyn Bridge. • Benches and sheltered seating areas along the creek path for families. • Extending the children's play area with additional play equipment around Craigieburn Gardens and Bridgewater Road.	These suggestions are already incorporated through actions R35, R24, R25, R15 and R7 by providing additional seating areas and picnic areas along the south and north bank of the Aitken Creek.	No change to plan
10. Protecting the biodiversity value of Golf course area People have raised that the higher biodiversity value of the Golf course area and a decrease in human activity in the evening during the dark periods, with mature trees and minimal dog and cats sharing the area would gain positive results for the biodiversity and wildlife habitats. Suggestions included, Areas not to be used by public. For example, greens and fairways Clearly defined social areas away from golf playing areas	Action E3 is it to investigate opportunities to expand habitat for Amethyst Hairstreak butterfly into the gold course and improve habitat links from the existing grasslands to the creek. Action E4 also investigates a nutrient sponge and additional indigenous tree plantings in the golf course area. Additional changes for the golf course area in the Master Plan are already recommended in Issue no.3 to install signages to indicate the public access times for the golf course area to ensure safety and protection.	No change plan

Other Comments		
11. An additional bridge is required and can have a path leading to the southeastern corner of Craigieburn Gardens	Replacing existing low bridges and improving critical path links is the current priority and there is not sufficient funding to consider new bridges aside from the priority link at the railway line to improve access to Craigieburn station	No change to plan
12. Convert current BMX track into a pump track	The BMX track is well used and there is no evidence that changing to a pump track will increase use at this point.	No change to plan
13. There are feral cats in the area that need to be managed to avoid killing the wildlife.	Feral and domestic cats remain a high threat to urban wildlife. . Feral cats are a problem for many LGAs and it starts with responsible pet ownership. This needs to be investigated on a broader scale.	No change to plan
14. Walkthrough at Hexham Ct Craigieburn, shared path over creek to join up with original north side path	R35 proposed a path link on the south side of the creek which will connect to Hexham Ct and a future bridge over the creek closer to the railway line.	No change to plan
15. Please also develop Malcolm Creek Linear Park. You have only developed Creekwood Drive side not the Malcolm Creek Parade side. Thanks. Area on other side of Craigieburn Road had not been included. (Area between Creek bridge Street, Echelon Street, Peninsula Crescent and Cascade Terrace.	These areas are not part of the Master Plan study area and are further considered in Hume City Council's Open Space Strategy	No change to plan

Aitken Creek Parklands Master Plan

Project type: Strategic document

Section 1 – Project Background

What is the outcome or issue the project is aiming to address?

The Aitken Creek Parklands Master Plan has been prepared to provide strategic direction for future development and improvement works along the Aitken Creek corridor from Aitken Boulevard to the Merri Creek, to support community recreation, balanced with enhancing and protecting ecological and Aboriginal cultural heritage values.

Which types of community/customer groups use, or are impacted by this project?

- ☒ Women
- ☒ Men
- ☒ Non-binary or self-described genders
- ☒ Aboriginal and/or Torres Strait Islander communities
- ☒ Culturally diverse communities
- ☐ Faith-based communities
- ☒ LGBTIQA+ communities
- ☒ Children and young people (less than 18)
- ☒ Older or senior people (65+ years)
- ☐ Other, please state:

What is our current understanding, and evidence, of how gender and other intersectionality factors are influenced or impacted by this project? What research and evidence do we currently have to support this knowledge?

(use Alt+Ctrl+f to include references)

Open spaces, particularly isolated spaces, are often perceived to be unsafe places for women and gender diverse people (*Your Ground Victoria Report 2021).* A Hume Yardstick report from 2021 listed personal safety as #9 in visitor expectations.

Hume's *Parks Close to Home Consultation Report 2022* showed the motivations to use parks by gender was heavily weighted towards 'Getting out in Nature', 'Exercising Alone' and 'Children's Playground and Activities' for people identifying as Male or Female. Only a small number of participants identified as gender diverse (shown as 'using a different term' in the Report), and these responses included 'Walking, playing with or training dog' as the primary motivators to use open space in Hume.

Hume's Community Vision Survey 2021 identified that some places were perceived to be unsafe. Lack of perceived safety in open space can be driven by the presence of dogs, motor bikes, overgrown vegetation, lack of lighting, isolation, and the behaviour of others.

As a waterway area, there are some sections of the parklands that are not easily accessible for people with some disabilities, due to uneven terrain and steep access, not all of which can be re-designed.

The Traditional owners of the land known as the City of Hume are represented by the Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation, who have provided strategic principles which are supported throughout the OSS. These principles are supported throughout the OSS and align with Hume's *Social Justice Charter* and *Reconciliation Action Plan and* meet the requirements of the *Victorian Aboriginal Affairs Framework.*

Community engagement undertaken to develop the master plan, indicates a desire from the community to use the space more often if safety improvements such as wider paths, lighting and wayfinding signage are implemented.

Do you think that all community/customer groups have the same needs or access requirements for this project?

☐ Yes ☒ No ☐ Unsure/Don't know

The extent of Aitken Creek Parklands addressed by this master plan is located in a long-established, mostly residential area of Craigieburn, south of Craigieburn Road. This area generally has older housing and aging public infrastructure. The remainder of the parklands is to the west and north, where the creek and its environs have been and will continue to be developed as adjacent housing development occurs.

The Aitken Creek Parklands are located in an area of Hume with significant urban heat challenges and low tree canopy cover. The parklands provide a significant proportion of tree canopy for the area, and as such the parklands provide respite for residents to spend time in nature.

During engagement residents indicated improved connectivity to the train station and the parklands in newer areas were a high priority.

In some places, access to the parklands is restricted by rear fences of houses with narrow and often steep path connections from the local road network.

Section 2 – Project Initiation

In commencing this project, what additional information will you require to understand how to gender and intersectionality factors needs to be considered, and responded to?

No additional information required.

Based on our current knowledge, what specific actions/strategies need to be considered to overcome or address any gender and intersectionality factors in progress this project?

Safety concerns will be addressed through Crime Prevention Through Environmental Design (CPTED) principles, including:

- Maintaining view lines through the site from the adjoining roads, residences, and pathways.
- In future there will be additional trails, encouraging more users within and moving through the site.

As the master plan is implemented, detailed design will address CPTED principles, provision of safe trails, interpretive and wayfinding signage. Lighting of some trails may also be considered.

Your Ground Victoria Report 2021
The physical conditions of a location mattered because:
• Well-designed environmental elements help to attract people to an area and so activate them, increasing the sense of safety through positive passive surveillance.
• They provide cues that women and gender- diverse people read to assess the level of risk entering a place. This means that environmental qualities of a place have a strong effect upon safety and the positive perception of safety. The reasons YourGround participants note a space as safe include:
• A well-maintained area
• Areas that are open and spacious allowing good visibility of what is going on, and what and who is ahead.
• The provision of safe paths.

This project is a strategic document which sets out the framework to prioritise actions for future budget submissions and guide project planning. Nothing further is required to progress the adoption of this master plan.

Will the community/customer groups who use or are impacted by this project be consulted and engaged during the project's development and decision-making processes?

☒ Yes
Please ensure a consultation and engagement plan is developed

☐ No
Explain below why you feel this is not necessary

☐ Unsure/Don't know

Community and stakeholder engagement was undertaken in the early stages of the master plan project to inform its development. Further engagement will be undertaken following Council's approval of the draft master plan. Amendments may be made to the master plan depending on the feedback received. Additional engagement will be undertaken as the implementation projects are further investigated and designed.

Section 3 – GIA Review

Based on your assessment, are there any gender or intersectional factors influenced or impacted by this project? If the answer is 'Yes' please completed the GIA Project Finalisation Template before finalising the project.

☐ Yes
Please complete the GIA Project Finalisation Template before finalising the project.

☒ No
Please briefly explain:

Please confirm the following internal stakeholders have reviewed and approve this assessment

☐ Department Manager ☐ Organisational Performance & Strategy

☐ Internal stakeholders with relevant knowledge of project subject matter, or intersectionality factors related to the project. Please outline below:

REPORT NO:	8.8
REPORT TITLE:	Risk Management Policy
SOURCE:	Ashlee Milich, Risk Management Lead
DIVISION:	Finance & Governance
FILE NO:	HCC11/656
POLICY:	POL/197
STRATEGIC OBJECTIVE:	3.2: Deliver responsible and transparent governance, services and sustainable assets that respond to community needs
ATTACHMENTS:	1. *Attachment 1 - Risk Management Policy - tracked changes* 2. *Attachment 2 - Risk Management Policy 2025*

DISCLOSURE OF CONFLICTS OF INTEREST

No Council officers involved in the preparation of this Report have a general or material interest in relation to the matters for consideration.

1. SUMMARY OF REPORT:

1.1 This report provides Council with an updated and reviewed Risk Management Policy.

1.2 This review is in line with the Policy date of review; April 2025.

2. RECOMMENDATION:

2.1 That Council revoke the previous Risk Management Policy adopted by Council on 27 April 2020 and adopt the attached Risk Management Policy (attachment 1).

3. LEGISLATIVE POWERS & POLICY CONTEXT:

3.1 The Risk Management Policy is based on the International Risk Management Standard – ISO31000: 2018.

4. OVERARCHING GOVERNANCE PRINCIPLES:

4.1 This Report supports Council is giving effect to the following Overarching Governance Principles:

e) Council decisions are to be made and actions taken in accordance with the relevant law;

e) innovation and continuous improvement is to be pursued;

i) the transparency of Council decisions, actions and information is to be ensured.

5. IMPACT ASSESSMENTS:

5.1 CHARTER OF HUMAN RIGHTS AND RESPONSIBILITIES ACT 2006

The rights protected in *The Charter of Human Rights and Responsibilities Act 2006* were considered and it was determined that Council has acted compatibly with these rights when conducting this policy review.

REPORT NO: 8.8 (cont.)

5.2 GENDER EQUALITY ACT 2020

The policy, program or service in this Report does not have a direct and significant impact on the public; therefore a Gender Impact Assessment was not required.

6. FINANCIAL & RESOURCE IMPLICATIONS

6.1 There are no financial implications associated with the recommendations made in this report.

7. OPPORTUNITIES & RISKS:

7.1 The Risk Management Policy underpins and enhances a culture of awareness and readiness, empowering the organisation's officers and Council to address risks effectively, thereby improving the organisation's overall resilience to both anticipated and unforeseen challenges. Aligned with ISO 31000:2018, the Policy provides a structured approach for informed decision-making, promoting transparency throughout risk management processes, ensuring accountability and trust.

8. COMMUNITY ENGAGEMENT:

8.1 Community consultation is not required prior to Council considering the recommendations made in this report.

9. DISCUSSION:

9.1 The Policy was first developed in 2008 with the primary objective of embedding the Risk Management approach across Council, in accordance with best practice guidelines and the applicable Risk Management Standard - AS/NZS 4360:2004.

9.2 The Policy identifies the rationale and principles for managing risk and defines key accountabilities and responsibilities.

9.3 The Policy is set to be reviewed every three years.

9.4 The Risk Management Standard – AS/NZS ISO 31000:2018 remains the current applicable standard and has not changed since Council's Risk Management Policy was last reviewed in 2020.

9.5 Council's commitment to Risk Management has been demonstrated through the ongoing efforts of management and Risk Management Unit to improve risk management awareness throughout the organisation, supported by a program of internal audit, which contributes to Council's objective of providing an integrated approach to managing risk within the organisation.

9.6 The Policy has been reviewed and updated to reflect that it is an overarching guiding document for Risk Management practice at Hume. The Policy provides principles that assist in ensuring consistency and alignment with the standards and good practice for risk management. A Policy is not usually overly detailed in terms of specific steps or actions, as the details are typically outlined in operational procedures or guidance documents that fall under the policy (for example, the Risk Management Framework). The review of the Risk Management Policy reflects this (see Attachment 1 - Risk Management Policy - tracked changes).

10. CONCLUSION

10.1 The review of the Risk Management Policy provides assurance that Council's commitment to Risk Management is representative of current best practice standards.

10.2 The next review of the Risk Management Policy has been scheduled to occur in 2028.

RISK MANAGEMENT POLICY

Policy Reference No.	POL/197
File No.	HCC11/656
Strategic Objective	3.2 Deliver responsible and transparent governance services and sustainable assets that respond to community needs ~~5.3 Provide responsible and transparent governance, services and infrastructure which responds to and supports community needs~~
Adopted by Council	27 April 2020
Re-Adopted	
Date for Review	~~1 April 2025~~April 2028

RISK MANAGEMENT POLICY

Responsible Officer Manager Governance
Department Governance

Policy Reference No:	POL/197	**Responsible Officer:**	Manager Governance
Date of Re/Adoption:	TBC	**Department:**	Governance
Review Date:	April 2023		

RISK MANAGEMENT POLICY

1 POLICY STATEMENT

Hume City Council recognises that risks are an everyday occurrence that have the potential to impact on Council's ability to meet its objectives and obligations to stakeholders, residents, employees and the community.

To meet its organisational objectives and obligations, Council acknowledges that risk management is an integral part of good management practice, is essential for sound strategic and financial planning and is an essential element of good governance. Risk Management is an enabling function that adds value to the activities of the organisation and increases the probability of success in achieving our strategic objectives.

~~1.1 Council seeks to manage the financial resources and operations under its control in a prudent, risk averse manner. Risks will be identified, analysed and evaluated so that appropriate measures can be taken to treat the risk and manage the risk to minimise losses and maximise the opportunities of Council.~~

~~1.2 All risks to Council must be managed according to the principles, responsibilities, and supporting policy and procedure documented in this policy.~~

2 SCOPE

The policy is applicable to all Council staff, operations, functions and programs. This includes any activities undertaken on behalf of the Council, by contractors or representatives of Council.

~~This policy is applicable to all staff and others, who undertake activities on behalf of Council. The policy principles apply to all of Council's operations.~~

3. PURPOSE

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The purpose of this policy is to clearly document the organisation's commitment of risk management principles, to ensure a structured and consistent approach to managing risks to:

- Increase the likelihood of achieving objectives,
- Encourage proactive management,
- Establish a reliable basis for decision making and planning,
- Improve operational effectiveness and efficiency and improve organisational resilience,
- Enhance health and safety performance as well as environmental protection,
- Improve the identification of opportunities and threats,
- Improve financial reporting and governance,
- Comply with relevant legal and regulatory requirements.

Council has a common law duty of care and statutory responsibilities to ensure that risk management is incorporated in all aspects of its business. The relevant standard is AS/NZS ISO 3100: 2018 Risk Management – Principles and Guidelines.

4. OBJECTIVES

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Council is committed to managing risk to maximise opportunities and minimise adverse outcomes in all activities.
Through this Policy and associated documents, Council's objectives to risk management will be:

- To improve the identification of opportunities and threats,
- To identify and analyse the organisation's liability associated with risk exposure,

- To protect Councillors, staff, contractors and the community against personal, physical and financial losses that are within the control of the Council,
- To protect the corporate image as a professional, responsible and ethical organisation,
- To recognise that risk management is the responsibility of all managers and staff,
- To promote and support risk management practices throughout the organisation,
- To monitor the risk management practices of the organisation to ensure continued effectiveness, consistency and efficiency.

The policy aligns with Hume City Council Plan Strategic Objective 3.2: *Deliver responsible and transparent governance, services and sustainable assets that respond to community needs.*

5. POLICY IMPLEMENTATION

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5.1 Hume City Council is actively committed to:

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- Ensuring all decision making within the organisation involves the consideration of risk and the application of risk management to some appropriate degree,
- Assigning accountabilities and responsibilities at appropriate levels within the organisation,
- Ensuring the risk management process is integrated into the business processes of the organisation,
- Making sure necessary resources are allocated to risk management,
- Protecting the organisation, its staff, contractors, assets and the community against reasonably foreseeable loss and injury, and
- Ensuring legal and regulatory compliance.

In accordance with its common law duty of care, statutory responsibilities and Council policy, the Council will make certain that resources are allocated to:

- Maintain staff health and safety,
- Maintain Council's assets,
- Ensure continuity of service,
- Reduce Council's liability and minimise or eliminate other circumstances which may cause a loss to Council, and
- Assign sufficient funds in the budget to maintain a proactive approach to risk management.

Risk Management is not a stand-alone function that is separate from the main activities and processes of the organisation. It is an integral part of all organisational processes, including strategic planning, project and change management processes.

6. MONITORING AND REPORTING

Council has establishment ongoing monitoring and reporting processes to ensure that:

- Treatment plans are meeting milestones and are effective,
- Risk levels remain relevant,
- Controls continue to operate effectively,
- New emerging risks are recorded, and
- Risk information is up to date

Policy Reference No:	POL/197	**Responsible Officer:**	Manager Governance
Date of Re/Adoption:	TBC	**Department:**	Governance
Review Date:	April 2023		

The monitoring components are essential to sound governance and are applied systematically to strategic, operational and project level risk. Regular reporting is required to monitor the effectiveness of the risk management process.

Quarterly:

- Status update of all operational and strategic risk actions for business unit (risk reporting) sent to managers (risk owners) and responsible officers (action owners).
- Quarterly risk report presented to Executive Leadership Team (ELT)
- Quarterly risk report presented to the Audit & Risk Committee

Biannually:

- Status update of all risk actions for division sent to Directors

Annually:

- Strategic risk reporting to Council

Ongoing (or otherwise required):

- Update the status of risk ratings, mitigations and adding of new risks.

Staff awareness and training.

~~**3 BACKGROUND**~~

~~3.1 Council has adopted and applied an organisation – wide risk management methodology. An organisation-wide risk management system examines all facets of an organisation's operations and ensures that everyone has a role to play in the management of risk. Emanating from this is an expectation that a risk management culture and responsibility will be embedded in Council.~~

~~3.2 The objectives of this policy are to:~~

~~3.2.1 Embed the Risk Management approach across Council in accordance with best practice guidelines and the Risk Management Standard – ISO 31000: 2018~~

~~3.2.2 Foster an environment where staff, assume responsibility for managing risks.~~

~~3.2.3 Ensure that emerging risks are appropriately identified and managed.~~

~~3.2.4 Ensure that adequate resources are provided to achieve risk management objectives.~~

~~3.2.5 Assist in achieving Council's mission, values, role and key priorities as set out in its Council Plan.~~

~~3.2.6 Help achieve good corporate governance outcomes.~~

~~3.3 The aim of this policy is to ensure that Council effectively manages risks across all Council activities by:~~

~~3.3.1 Assigning specific roles, responsibilities and accountabilities to the Chief Executive Officer, Audit Committee, Governance and Risk Management Committee (Executive Management Team), Directors, Management and others.~~

3.3.2 Promoting an organisational culture where risk management is integrated into everyday business operations.

3.3.3 Providing direction for the systematic identification, assessment, and control and monitoring of all current and potential risks to Council through the Risk Management Framework, Risk Management Manual and Risk Management System.

3.3.4 Providing risk management training and promoting risk management through awareness initiatives.

3.3.5 Utilising the risk management process and system during any phase of sourcing, evaluating, selecting and using assets and services

3.3.6 Evaluating and improving the effectiveness of Council's approach to risk management at scheduled intervals.

3.4 To support this policy, the Risk Management Unit will coordinate and manage Council's risk management approach.

3.5 A risk management system is in place to ensure that all risks identified are documented, assessed, controlled and reported.

3.6 To ensure this policy maintains its relevance and currency it will be reviewed on a three yearly cycle or as required to reflect changes to the context in which Council operates.

4 SUPPORTING DOCUMENTS

4.1 Risk Management Framework.

4.2 Risk Management Manual

4.3 Risk Management System

4.4 All other Council and Organisational Policies, Strategies and Procedures.

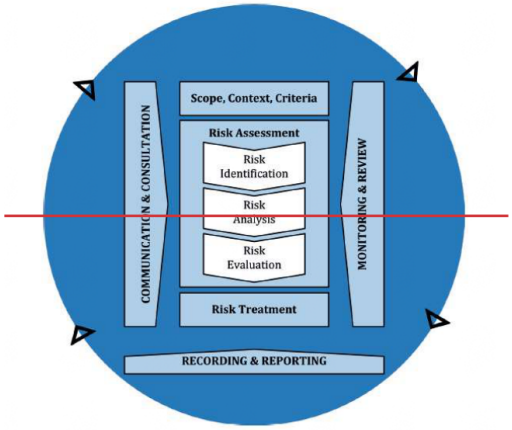
4.5 Fraud Control Policy, Plan and Staff Guide

4.6 ISO 31000: 2018 Risk Management – Principles and Guidelines on Implementation.

4.7 Applicable State and Federal Government Legislation.

5 PROCESS

5.1 The process underlying Council's approach to risk management is derived from ISO 31000: 2018: Risk Management.



5.2 This process provides a systematic approach to organisational wide risk management.

5.3 All key stakeholders will be recognised and as appropriate be included in the risk management process of:

5.3.1 **Establish the Scope, Context & Criteria** - Establish the strategic or departmental risk management context in which the risk management process is to be applied.

5.3.2 **Risk Identification** – the process of finding and describing risks which relate to Council. Identification must include all risks whether or not they are under the control of Council.

5.3.3 **Risk Analysis** – identified risks are analysed by considering the impact they pose to Council, and the consequences and likelihood of the event occurring i.e. the level of risk. This enables risks to be understood and prioritised.

5.3.4 **Risk Evaluation** – The purpose of risk evaluation is to support decisions. Risk evaluation involves comparing the results of the risk analysis with the established risk criteria to determine where additional action is required.

5.3.5 **Risk Treatment – determining the most effective treatment** method(s) for the risk(s) based on the risk rating, and available resources.

6 PRIORITISING RISK TREATMENT METHODS

6.1 The following outlines the hierarchy of controls to guide Council officers as to the preferred options to treat risks, and the level of management attention required in managing and monitoring the risks. The following list from preferred, (A) to least preferred (F) is a guide only, and the decision to adopt any of these approaches is at the discretion of the relevant risk owner, in line with their risk appetite, legislative/policy requirements, and should be considerate of stakeholder expectations.

A. Elimination or avoidance of the threat posed by the risk. If not practicable;

B. Substitution of less threatening alternatives; or if not practicable

C. Transfer a prudent level of remaining risk by taking out insurance, or share the risk by engaging a third party; or if not practicable

D. Isolate or otherwise contain of the threat, and for any residual risk; or if not practicable

E. Develop and apply administrative arrangements including policies, practices, processes, standard procedures, training and supervision; plus audit regimes to assure conformance with planned arrangements; or if not practicable

F. Accepting the residual level of risk.

6.2 It is critical that the implemented risk treatments are monitored and reviewed to verify that the risk has been appropriately managed. This process can also identify further improvements to the risk management process.

7 DEFINITIONS AND ABBREVIATIONS

CEO – Chief Executive Officer of Council

Audit Committee – Section 86 Committee of Hume City Council

Directors – Executive Officers of Council who report to the Chief Executive Officer

Governance and Risk Management Committee (Executive Management Team – comprising The CEO and Directors)

Management – *includes Managers, Coordinators and Team leaders*

Others – defined as those individuals performing Council directed activities e.g. contractors, consultants, volunteers, casual/temporary staff, work experience students.

Risk – the effect of uncertainty on Council's objectives, it is quantified in terms of consequences and likelihood.

Risk management – the culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects.

Stakeholders – those people and organisations who may affect, be affected by, or perceive themselves to be affected by a decision, or activity

7. ROLES, RESPONSIBILITIES AND ACCOUNTABILITIES

All staff and service providers are responsible for effective risk management practices and ensuring that managers are informed of risks associated with the organisation's operations.

Each manager is accountable for implementing this plan in their area of responsibility. Specifically, this means the responsibility for the management of risk can be described as follows:

Personnel	Accountabilities and responsibilities
Council	• Understanding and awareness of risk management responsibilities. • Awareness of risk management issues contained in Council reports. • Support management in communicating the importance and benefits of good risk management to stakeholders, interested and affected parties.
CEO	• The Chief Executive Officer has the ultimate responsibility for ensuring that risks are managed

Personnel	Accountabilities and responsibilities
	across the organisation Promotes a strong risk management culture • Ensures a policy and risk management framework is in operation • Ensures adequate organisational structure and resourcing for risk management.
Executive Leadership Team (ELT)	• Approves, commits to, and promotes the Policy and RMF • ELT is accountable for managing risks in their area of responsibility by applying the Risk Management Framework • Ensuring human and financial resources are dedicated to risk management activities and monitoring • Reviewing of risk management performance at pre-determined intervals • Empowers staff to actively participate in managing risk and to encourage a proactive risk culture
Managers	• Managers are accountable for managing risks in their area of responsibility and following the Risk Management Framework to ensure it is embedded into all critical functions and activities • Ensuring all relevant risks in their area of responsibility are identified, assessed, controlled, monitored and documented • Integrating risk management principles into the modification of existing/development of new policies and procedures • Ensuring human and financial resources are dedicated to risk management activities • Notifying the Risk Management Lead of emerging risks. • Empowers staff to actively be involved in managing risk, and promotes a proactive risk culture
Staff	• Ensure that risk management is a priority when undertaking daily tasks for Council • Report any areas of risk identified to the manager in a timely manner. • Actively contribute to the management and monitoring of risks in areas of accountability. • Review and update risk assessment documentation and action plans as required or directed • Ensure all contractors engaged through Council's tender process comply with Council's contract management policy and procedures which incorporate risk management processes

Personnel	Accountabilities and responsibilities
Audit and Risk Committee	• Monitor, review and advise the Council on the standards of its risk management • Make assessments and recommendations in relation to risk management measures and evaluate the effectiveness by reviewing Council's activities • Endorse and monitor a comprehensive risk based cyclical strategic audit plan • Review whether management has in place a current and comprehensive risk management framework and associated procedures for effective identification and management of Council's financial and business risks, including fraud. • Review whether a sound and effective approach has been followed in establishing Council's business continuity planning arrangements. • Ensure that material business risks are dealt with satisfactorily
Risk Management Lead	• Development and implementation of the Risk Management Framework • Quarterly report to ELT on risk management • Quarterly report to ELT on insurance and claims trends • Developing and maintaining the organisation's risk registers (strategic risk and operational risk) • Improving organisational capability in managing risks through the provision of empowering staff through training, awareness initiatives and advice • Quarterly report to the Audit & Risk Committee on risk management activities, risk treatment and exposure

8 ACCOUNTABILITIES

8.1 Chief Executive Officer (CEO)

8.1.1 The CEO is accountable to Council for Risk Management.

8.1.2 The CEO is responsible for ensuring that:

- a risk management program is in place
- Council's risk management performance is reviewed at scheduled intervals and reported to Council.

8.2 Audit Committee

8.2.1 Review the effectiveness of the system for monitoring compliance with laws and regulations and the results of management investigation and follow up of any fraudulent acts or non-compliance.

8.2.2 Review the findings of any examinations by regulatory agencies and monitor that they are appropriately actioned by management.

8.2.3 Review Council's framework for managing and monitoring enterprise wide risk and evaluate whether management have addressed, considered and managed risks throughout the organisation.

8.2.4 Gain an understanding of the current areas of greatest financial and operational risk and how management is managing those effectively.

8.3 The EMT Governance and Risk Management Committee

8.3.1 The Committee is accountable to the CEO for the risk management program.

8.3.2 The Committee meets quarterly and meetings are generally held each February, May, August and November.

8.3.3 The Committee is responsible for Risk Management Framework and Policy and supporting documents monitoring and reviewing the Council's Risk Management performance at scheduled intervals reporting to Audit Committee the result of the review

8.4 Directors

Directors are accountable for managing risks in their area of responsibility by:

8.4.1 complying with the Risk Management Policy and applying the Risk Management Framework

8.4.2 using and maintaining the Risk Management System

8.4.3 ensuring human and financial resources are dedicated to risk management activities

8.4.4 monitoring and reviewing risk management performance at scheduled intervals

8.5 Managers

Managers are accountable for managing risks in their area of responsibility by:

8.5.1 complying with the Risk Management Policy and following the Risk Management Framework

8.5.2 ensuring all relevant risks are identified, assessed, controlled, monitored and documented through the Risk Management System

8.5.3 integrating risk management principles into the modification of existing/development of new policies and procedures

8.5.4 ensuring human and financial resources are dedicated to risk management activities

8.5.5 notifying the Risk Management Unit of emerging risks.

8.6 Staff/Others

Staff/others are responsible for:

8.6.1 complying with Council's Risk Management Policy, Framework, and supporting procedures

8.6.2 Promptly reporting all risks to their Manager/Council contact person.

8.6.3 Council requires all contractors engaged through Council's tender process to comply with Council's contract management policy and procedures which incorporate risk management processes.

8.7 Risk Management Unit

8.7.1 The Unit is accountable to the Manager Governance for the coordination, maintenance and promotion of the risk management approach and system

8.7.2 The Unit is responsible for:

- the continual improvement of the risk management system
- ensuring that risk management is incorporated into the Council planning cycle
- improving organisational capability in managing risks through the provision of training, awareness initiatives and advice
- maintaining a database of all risks and their treatment, which is accessible to staff
- the coordination of risk performance reporting to the EMT Governance and Risk Management Committee.
- implementing continuous improvement actions.

8.8 The monitoring and review of risk management performance incorporates all aspects of the integration of Risk Management Framework across Council. This is reported on by way of quarterly reports of progress against KPIs to both the EMT Governance and Risk Management Committee and the Audit Committee.

8. DEFINITIONS

Audit & Risk Committee	Committee established under Section 53 of the Local Government Act 2020
CEO	Chief Executive Officer
Councilors	Council's elected representatives appointed to act in this capacity
Council staff	Includes all Council officers, temporary employees, contractors, volunteers and consultants while engaged by Council
Executive Leadership Team	Executive Officers of Council who report to the Chief Executive Officer
Risk	Effect of uncertainty on objectives. Risk is measured in terms of the likelihood of an event occurring and the consequence (impact) if it does
Risk Management	Coordinated activities to direct and control an organisation with regard to risk
Risk Management Process	Systematic process of identifying, analysing, evaluating, treating, monitoring and reviewing a risk
Risk Management Framework	The set of components that provide the foundations and organisational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management throughout the organisation
Stakeholders	Person or organisation that can affect, or be affected by or perceive themselves to be affected by a decision or activity

9. RELATED AND SUPPORTING DOCUMENTS

Local Government Act 2020
AS/NZS ISO 31000:2018 Risk Management Principles and Guidelines
Victorian Government Risk Management Framework (August 2020)
Hume City Council Risk Management Framework 2023

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~~APPENDIX 1 - REPORTING OF RISK MANAGEMENT PERFORMANCE~~

~~Council has developed a range of Key Performance Indicators (KPIs) to measure, monitor and review the effectiveness of Risk Management performance.~~

~~Risk Management Key Performance Indicators (KPIs)~~		
~~**Activity**~~	~~**Performance Indicator**~~	~~**Target**~~
~~*Risk Management.*~~		
~~Review of Corporate Risks In the Risk Management System~~	~~Corporate Risks reviewed with Risk Owners annually.~~	~~**100%**~~

Risk Management Key Performance Indicators (KPIs)		
Activity	**Performance Indicator**	**Target**
Review of Fraud Risk Register.	Fraud Risks reviewed with Risk Owners annually.	**100%**
Risk treatment actions overdue for High and Significant Risks in the Risk Management System	Percentage of risk treatment actions overdue associated with High and Significant Risks.	**5% or lower**
Ineffective control ratings assigned to a risk have at least one mitigation action.	All risks with a control rating of 'ineffective' have at least one active mitigating action.	**100%**
Insurance		
Days to respond to new insurance claims	Percentage of new claims responded to within seven days upon receipt of written claims notification.	**100%**
Insurance claims resolved; accepted, declined or referred onto other party.	Insurance claims completed within 45 days from receipt of the original correspondence.	**75%**
Insurance claim reviews which uphold the original liability decision.	Percentage of insurance claim reviews which uphold the original liability decision provided to the claimant.	**90%**
Freedom of Information (FOI)		
FOI applications for access to Council held documents	FOI applications are processed and a decision provided to the applicant within the statutory time limit. *(Subject to the provision of all documents from other Council departments, 14 days before the 45 day statutory time limit).*	**100%**

Risk Management Policy

DRAFT

Policy Reference No.	POL/197
File No.	HCC11/656
Strategic Objective	3.2 Deliver responsible and transparent governance services and sustainable assets that respond to community needs
Adopted by Council	27 April 2020
Re-Adopted	##/##/#### [LEAVE BLANK IF N/A]
Date for Review	April 2028
Responsible Officer	Manager Governance
Department	Governance

Risk Management Policy

1. POLICY STATEMENT

Hume City Council recognises that risks are an everyday occurrence that have the potential to impact on Council's ability to meet its objectives and obligations to stakeholders, residents, employees and the community.

To meet its organisational objectives and obligations, Council acknowledges that risk management is an integral part of good management practice, is essential for sound strategic and financial planning and is an essential element of good governance. Risk Management is an enabling function that adds value to the activities of the organisation and increases the probability of success in achieving our strategic objectives.

2. SCOPE

The policy is applicable to all Council staff, operations, functions and programs. This includes any activities undertaken on behalf of the Council, by contractors or representatives of Council.

3. PURPOSE

The purpose of this policy is to clearly document the organisation's commitment of risk management principles, to ensure a structured and consistent approach to managing risks to:

- Increase the likelihood of achieving objectives,
- Encourage proactive management,
- Establish a reliable basis for decision making and planning,
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- Improve financial reporting and governance,
- Comply with relevant legal and regulatory requirements.

Council has a common law duty of care and statutory responsibilities to ensure that risk management is incorporated in all aspects of its business. The relevant standard is AS/NZS ISO 3100: 2018 Risk Management – Principles and Guidelines.

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Council is committed to managing risk to maximise opportunities and minimise adverse outcomes in all activities.

Through this Policy and associated documents, Council's objectives to risk management will be:

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- To protect the corporate image as a professional, responsible and ethical organisation,

Policy Reference No:	POL/197	**Responsible Officer:**	Manager Governance
Date of Re/Adoption:	##/##/####	**Department:**	Governance
Review Date:	April 2028		
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- To recognise that risk management is the responsibility of all managers and staff,
- To promote and support risk management practices throughout the organisation,
- To monitor the risk management practices of the organisation to ensure continued effectiveness, consistency and efficiency.

The policy aligns with Hume City Council Plan Strategic Objective 3.2: *Deliver responsible and transparent governance, services and sustainable assets that respond to community needs.*

5. POLICY IMPLEMENTATION

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- Ensuring all decision making within the organisation involves the consideration of risk and the application of risk management to some appropriate degree,
- Assigning accountabilities and responsibilities at appropriate levels within the organisation,
- Ensuring the risk management process is integrated into the business processes of the organisation,
- Making sure necessary resources are allocated to risk management,
- Protecting the organisation, its staff, contractors, assets and the community against reasonably foreseeable loss and injury, and
- Ensuring legal and regulatory compliance.

In accordance with its common law duty of care, statutory responsibilities and Council policy, the Council will make certain that resources are allocated to:

- Maintain staff health and safety,
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- Ensure continuity of service,
- Reduce Council's liability and minimise or eliminate other circumstances which may cause a loss to Council, and
- Assign sufficient funds in the budget to maintain a proactive approach to risk management.

Risk Management is not a stand-alone function that is separate from the main activities and processes of the organisation. It is an integral part of all organisational processes, including strategic planning, project and change management processes.

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Council has establishment ongoing monitoring and reporting processes to ensure that:

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Risk Management Policy

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Annually:

- Strategic risk reporting to Council

Ongoing (or otherwise required):

- Update the status of risk ratings, mitigations and adding of new risks.
- Staff awareness and training.

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Review Date:	April 2028		
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Risk Management Policy

7. ROLES, RESPONSIBILITIES AND ACCOUNTABILITIES

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Personnel	Accountabilities and responsibilities
Council	• Understanding and awareness of risk management responsibilities. • Awareness of risk management issues contained in Council reports. • Support management in communicating the importance and benefits of good risk management to stakeholders, interested and affected parties.
CEO	• The Chief Executive Officer has the ultimate responsibility for ensuring that risks are managed across the organisation Promotes a strong risk management culture • Ensures a policy and risk management framework is in operation • Ensures adequate organisational structure and resourcing for risk management.
Executive Leadership Team (ELT)	• Approves, commits to, and promotes the Policy and RMF • ELT is accountable for managing risks in their area of responsibility by applying the Risk Management Framework • Ensuring human and financial resources are dedicated to risk management activities and monitoring • Reviewing of risk management performance at pre-determined intervals • Empowers staff to actively participate in managing risk and to encourage a proactive risk culture
Managers	• Managers are accountable for managing risks in their area of responsibility and following the Risk Management Framework to ensure it is embedded into all critical functions and activities • Ensuring all relevant risks in their area of responsibility are identified, assessed, controlled, monitored and documented • Integrating risk management principles into the modification of existing/development of new policies and procedures • Ensuring human and financial resources are dedicated to risk management activities

Risk Management Policy

Personnel	Accountabilities and responsibilities
	• Notifying the Risk Management Lead of emerging risks. • Empowers staff to actively be involved in managing risk, and promotes a proactive risk culture
Staff	• Ensure that risk management is a priority when undertaking daily tasks for Council • Report any areas of risk identified to the manager in a timely manner. • Actively contribute to the management and monitoring of risks in areas of accountability. • Review and update risk assessment documentation and action plans as required or directed • Ensure all contractors engaged through Council's tender process comply with Council's contract management policy and procedures which incorporate risk management processes
Audit and Risk Committee	• Monitor, review and advise the Council on the standards of its risk management • Make assessments and recommendations in relation to risk management measures and evaluate the effectiveness by reviewing Council's activities • Endorse and monitor a comprehensive risk based cyclical strategic audit plan • Review whether management has in place a current and comprehensive risk management framework and associated procedures for effective identification and management of Council's financial and business risks, including fraud. • Review whether a sound and effective approach has been followed in establishing Council's business continuity planning arrangements, • Ensure that material business risks are dealt with satisfactorily
Risk Management Lead	• Development and implementation of the Risk Management Framework • Quarterly report to ELT on risk management • Quarterly report to ELT on insurance and claims trends • Developing and maintaining the organisation's risk registers (strategic risk and operational risk) • Improving organisational capability in managing risks through the provision of empowering staff through training, awareness initiatives and advice • Quarterly report to the Audit & Risk Committee on risk management activities, risk treatment and exposure

Policy Reference No:	POL/197	**Responsible Officer:**	Manager Governance
Date of Re/Adoption:	##/##/####	**Department:**	Governance
Review Date:	April 2028		

Risk Management Policy

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Council staff	Includes all Council officers, temporary employees, contractors, volunteers and consultants while engaged by Council
Executive Leadership Team	Executive Officers of Council who report to the Chief Executive Officer
Risk	Effect of uncertainty on objectives. Risk is measured in terms of the likelihood of an event occurring and the consequence (impact) if it does
Risk Management	Coordinated activities to direct and control an organisation with regard to risk
Risk Management Process	Systematic process of identifying, analysing, evaluating, treating, monitoring and reviewing a risk
Risk Management Framework	The set of components that provide the foundations and organisational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management throughout the organisation
Stakeholders	Person or organisation that can affect, or be affected by or perceive themselves to be affected by a decision or activity

9. RELATED AND SUPPORTING DOCUMENTS

Local Government Act 2020
AS/NZS ISO 31000:2018 Risk Management Principles and Guidelines
Victorian Government Risk Management Framework (August 2020)
Hume City Council Risk Management Framework 2023

Policy Reference No:	POL/197	**Responsible Officer:**	Manager Governance
Date of Re/Adoption:	##/##/####	**Department:**	Governance
Review Date:	April 2028		

REPORT NO:	8.9
REPORT TITLE:	Review of Instrument of Delegation to Members of Council Staff
SOURCE:	Holly De Kretser, Manager Governance Joanne Grindrod, Senior Governance Officer
DIVISION:	Finance & Governance
FILE NO:	HCC04/638-02
POLICY:	-
STRATEGIC OBJECTIVE:	3.2: Deliver responsible and transparent governance, services and sustainable assets that respond to community needs
ATTACHMENT:	1. *Instrument of Delegation to Members of Council Staff (April 2025)*

DISCLOSURE OF CONFLICTS OF INTEREST

No Council officers involved in the preparation of this Report have a general or material interest in relation to the matters for consideration.

1. SUMMARY OF REPORT:

This report presents Council with its *Instrument of Delegation to Members of Council Staff* (Attachment 1), which has been updated with proposed amendments, for review and adoption.

2. RECOMMENDATION:

2.1 THAT Council's existing *Instrument of Delegation to Members of Council Staff*, which was adopted on 9 September 2024, be revoked.

2.2 THAT Council approves the signing and sealing of the attached *Instrument of Delegation to Members of Council Staff* (Attachment 1).

3. LEGISLATIVE POWERS & POLICY CONTEXT:

This delegation is made under section 11(7)(a) of the Local Government Act 2020. Council must review within the period of 12 months after a general election all delegations which have been made under this section and are still in force.

The *Instrument of Delegation to Members of Council Staff* relies on specific powers of delegation contained within each Act or Regulation that is included in this delegation.

4. OVERARCHING GOVERNANCE PRINCIPLES:

4.1 The Overarching Governance Principle that applies to this report is:

4.1.1 Council decisions are to be made, and actions taken, in accordance with the relevant law.

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5. IMPACT ASSESSMENTS:

5.1 CHARTER OF HUMAN RIGHTS AND RESPONSIBILITIES ACT 2006
The rights protected in *The Charter of Human Rights and Responsibilities Act 2006* were considered and it was determined that no rights are engaged in the recommendations made in this report.

5.2 GENDER EQUALITY ACT 2020
This Report does not relate to a development or review of a policy, program or service; therefore, a Gender Impact Assessment was not required.

6. FINANCIAL & RESOURCE IMPLICATIONS:

There are no financial implications associated with the recommendations made in this report.

7. OPPORTUNITIES & RISKS:

There is a risk that Council decisions made by a delegated officer will not comply with legislation if the poser to make a decision is not correctly delegated.

8. COMMUNITY ENGAGEMENT:

Community consultation is not required prior to Council considering the recommendations made in this report.

9. DISCUSSION:

9.1 The effective functioning of local government at an operational level is achieved by Council delegating to staff the powers that are conferred to it through various pieces of legislation and regulations. In many cases there are conditions and limitations placed on Council officers in the exercising of a delegated power.

9.2 The decision of a delegate of Council is deemed to be a decision by Council.

9.3 Council delegates powers directly to individual officers via their position titles through the *Instrument of Delegation to Members of Council Staff*. These powers cannot be delegated to the Chief Executive Officer and then sub-delegated to staff, however, this instrument also delegates these same powers to the Chief Executive Officer to prevent any member of Council staff from having a delegated power not also delegated to the Chief Executive Officer.

9.4 Council subscribes to a legislative update service provided by Maddocks, who release approximately two updates each year. This service advises Council officers of changes to legislation that affects Council. The amendments proposed in this report are made following an update release from Maddocks in January 2025, and officer requests.

9.5 The amendments proposed to Council's *Instrument of Delegation to Members of Council Staff*, as attached, are as follows:

9.5.1 Officer Proposed Amendments:

(a) Inclusion of a new title in Schedule 1 – TLSD *means* Team Leader Subdivisions. This proposed amendment is made via an officer request:

(i) This position is included alongside any delegations for Principal Planners. Table at 9.5.2(c) lists provisions that TLSD has been included against.

(b) Amend the Condition and Limitation for 61(1), due to a legislative change, as per the text underlined below:

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(i) The permit must not be inconsistent with a cultural heritage management plan under the *Aboriginal Heritage Act* 2006

(ii) Power to decide to grant a permit, or grant a permit with conditions, is only if 5 or less objections are received, or if the application is 'deemed to comply' with Clause 55 standards – if more than 5 objections are received, and an application is not 'deemed to comply', or where at least 3 Councillors request DCPP and/or MPLAD in writing, the matter is to be reported to Council.

(iii) No limitation for decisions to refuse a permit application.

9.5.2 Amendments proposed in Maddocks update:

(a) Food Act 1984

(i) The following provisions have had the listed conditions and limitations removed:

Provision	Thing Delegated	Removed Limitations and Conditions
s.19FA (1)	Power to direct a proprietor of a food premises to revise the food safety program for the premises or comply with any requirements specified in the food safety program	Only in relation to temporary food premises or mobile food premises.
s.19FA (3) (a)	Power to refuse to approve an application for registration or renewal of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	Only in relation to temporary food premises or mobile food premises.
s.19FA (3) (b)	Power to revoke a registration granted in respect of premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	Only in relation to temporary food premises or mobile food premises.
s 19FA(3)(c)	Power to suspend the registration of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	Only in relation to temporary food premises or mobile food premises.

(b) Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2024

(i) Change to remove 'renew the registration' to 'grant the registration' in the following provision:

Provision	Thing Delegated	Removed Limitations and Conditions
r 12(1) r 12(2)	Power to refuse to *grant* the registration if not satisfied that the caravan park complies with these regulations with	

	any requirements specified in the food safety program	

(c) Planning and Environment Act 1987

(i) Condition and Limitation amended for 61(1):

Provision	Thing Delegated	Delegates	Conditions & Limitations
s 61(1)	Power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application	DCPP/MPLAD/ CGAI/CGROA/ CSTAP/ STOWP/TPLAN/PRIPL/TLSD /SSUBO/SUBO	The permit must not be inconsistent with a cultural heritage management plan under the *Aboriginal Heritage Act* 2006 Power to decide to grant a permit, or grant a permit with conditions, is only if 5 or less objections are received, or if the application is 'deemed to comply' with Clause 55 standards – if more than 5 objections are received, and an application is not 'deemed to comply', or where at least 3 Councillors request DCPP and/or MPLAD in writing, the matter is to be reported to Council. No limitation for decisions to refuse a permit application.

(ii) TLSD – Team Leader Subdivisions added to the following provisions:

Provision	Thing Delegated	Delegates	Conditions & Limitations
s 24	Function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D)	DCPP/MCSTR/ STOWP/CGROA/ CSPP/PSTRP/STRP/ SLUP/CSTAP/PRIPL/ TLSD	
s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	DCPP/MCSTR/CGAI/ CSTAP/STOWP/ TPLAN/PRIPL/TLSD/ SSUBO/SUBO	
s 47	Power to decide that an application for a planning permit does not comply with that Act	DCPP/MPLAD/CGAI/ CSTAP/STOWP/ TPLAN/PRIPL/TLSD/ SSUBO/SUBO	
s 50(4)	Duty to amend application	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL/TLSD /SSUBO/SUBO	

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s 50(5)	Power to refuse to amend application	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL/TLSD /SSUBO/SUBO	
s 50A(1)	Power to make amendment to application	DCPP/MPLAD/CGAI/ CSTAP/STOWP/ TPLAN/PRIPL/TLSD/ SSUBO/SUBO	
s 50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL/TLSD /SSUBO/SUBO	
s 52(1)(a)	Duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL/TLSD /SSUBO/SUBO	
s 52(1)(b)	Duty to give notice of the application to other municipal council where appropriate	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL/TLSD /SSUBO/SUBO	
s 52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL/TLSD /SSUBO/SUBO	
s 52(1)(ca)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL/TLSD /SSUBO/SUBO	
s 52(1)(cb)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL/TLSD /SSUBO/SUBO	
s 52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally effected	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL/TLSD /SSUBO/SUBO	
s 52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL/TLSD /SSUBO/SUBO	
s 52(3)	Power to give any further notice of an application where appropriate	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL/TLSD /SSUBO/SUBO	
s 53(1)	Power to require the applicant to give notice under s 52(1) to persons specified by it	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL/TLSD /SSUBO/SUBO	
s 53(1A)	Power to require the applicant to give the notice under s.52(1AA)	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL/TLSD /SSUBO/SUBO	

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s 54(1)	Power to require the applicant to provide more information	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL/TLSD /SSUBO/SUBO	
s 54(1A)	Duty to give notice in writing of information required under s 54(1)	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL/TLSD /SSUBO/SUBO	
s 54(1B)	Duty to specify the lapse date for an application	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL/TLSD /SSUBO/SUBO	
s 54A(3)	Power to decide to extend time or refuse to extend time to give required information	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL/TLSD/ SSUBO/SUBO	
s 54A(4)	Duty to give written notice of decision to extend or refuse to extend time under s 54A(3)	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL/TLSD/ SSUBO/SUBO	
s 55(1)	Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	DCPP/MPLAD/CGAI/ CSTAP/STOWP/TPL AN/PRIPL/TLSD /SSUBO/SUBO	
s 57A(4)	Duty to amend application in accordance with applicant's request, subject to s 57A(5)	DCPP/MPLAD/CGAI/ CGROA/CSTAP /STOWP/TPLAN/PRI PL/TLSD / SSUBO/SUBO	
s 57A(5)	Power to refuse to amend application	DCPP/MPLAD/CGAI/ CGROA/CSTAP/ STOWP/TPLAN/ PRIPL /TLSD/SSUBO/ SUBO	
s 57B(1)	Duty to determine whether and to whom notice should be given	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/TLSD /SSUBO/SUBO	
s 57B(2)	Duty to consider certain matters in determining whether notice should be given	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/TLSD /SSUBO/SUBO	
s 57C(1)	Duty to give copy of amended application to referral authority	DCPP/MPLAD/CGAI/ CGROA/CSTAP/ STOWP/ TPLAN/ PRIPL/TLSD /SSUBO/SUBO	
s 58	Duty to consider every application for a permit	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/TLSD /SSUBO/SUBO	

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s 58A	Power to request advice from the Planning Application Committee	DCPP/MPLAD/CGAI/ CGROA/CSTAP/ STOWP/TPLAN/ PRIPL/TLSD /SSUBO/SUBO	
s 60	Duty to consider certain matters	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/TLSD /SSUBO/SUBO	
s 60(1A)	Duty to consider certain matters	DCPP/MPLAD/CGAI/ CGROA/CSTAP /STOWP/TPLAN/ PRIPL/TLSD /SSUBO/SUBO	
s 60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	DCPP/MPLAD/CGAI/ CGROA/CSTAP/ STOWP/TPLAN/ PRIPL/TLSD /SSUBO/SUBO	
s 61(1)	Power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/TLSD /SSUBO/SUBO	The permit must not be inconsistent with a cultural heritage management plan under the *Aboriginal Heritage Act* 2006 Power to decide to grant a permit, or grant a permit with conditions, is only if 5 or less objections are received – if more than 5 objections are received or where at least 3 Councillors request DCPP and/or MPLAD in writing, the matter is to be reported to Council.

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			No limitation for decisions to refuse a permit application
s 61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	DCPP/MPLAD/CGAI/ CGROA/CSTAP/ STOWP/TPLAN/ PRIPL/TLSD /SSUBO/SUBO	
s 61(2A)	Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	DCPP/MPLAD/CGAI/ CGROA/CSTAP/ STOWP/TPLAN/PRIP L/TLSD/SUBO/SUBO	
s 61(3)(a)	Duty not to decide to grant a permit to use coastal Crown land without Minister's consent	DCPP/MPLAD/CGAI/ CGROA/CSTAP/ STOWP/TPLAN/PRIP L/TLSD/SSUBO/ SUBO	
s 61(3)(b)	Duty to refuse to grant the permit without the Minister's consent	DCPP/MPLAD/CGAI/ CGROA/CSTAP/STO WP/TPLAN/PRIPL/ TLSD /SSUBO/SUBO	
s 61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	DCPP/MPLAD/CGAI/ CGROA/CSTAP/ STOWP/TPLAN/ PRIPL/TLSD/SSUBO/ SUBO	
s 62(1)	Duty to include certain conditions in deciding to grant a permit	DCPP/MPLAD/CGAI/ CGROA/CSTAP/ STOWP/TPLAN/ PRIPL/TLSD/SSUBO/ SUBO	
s 62(2)	Power to include other conditions	DCPP/MPLAD/CGAI/ CGROA/CSTAP/STO WP/TPLAN/PRIPL/ TLSD/SSUBO/SUBO/ CENVP/EPCO/ ENVPO	
s 62(4)	Duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	DCPP/MPLAD/CGAI/ CGROA/CSTAP/ STOWP/TPLAN/ PRIPL/TLSD/SSUBO/ SUBO	
s 62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/TLSD / SSUBO/SUBO/ CENVPC/TLEPO/ SEPO/ EPO	
s 62(5)(b)	Power to include a permit condition that specified works be provided on or to the land or paid for in accordance with s 173 agreement	DCPP/MPLAD/CGAI/ CGROA/CSTAP/ STOWP/TPLAN/ PRIPL/TLSD /SSUBO/SUBO	

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s 62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant	DCPP/MPLAD/CGAI/ CGROA/CSTAP/ STOWP/TPLAN/ PRIPL/TLSD /SSUBO/SUBO	
s 62(6)(a)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with ss 46N(1), 46GV(7) or 62(5)	DCPP/MPLAD/CGAI/ CGROA/CSTAP/ STOWP/TPLAN/ PRIPL/TLSD /SSUBO/SUBO	
s 62(6)(b)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in s 62(1)(a)	DCPP/MPLAD/CGAI/ CGROA/CSTAP/ STOWP/TPLAN/ PRIPL/TLSD /SSUBO/SUBO	
s 63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)	DCPP/MPLAD/CGAI/ CGROA/CSTAP/ STOWP/TPLAN /PRIPL/TLSD /SSUBO/SUBO	
s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	DCPP/MPLAD/CGAI/ CGROA/CSTAP/ STOWP/TPLAN/ PRIPL/TLSD /SSUBO/SUBO	This provision applies also to a decision to grant an amendment to a permit – see s 75
s 64(3)	Duty not to issue a permit until after the specified period	DCPP/MPLAD/CGAI/ CGROA/CSTAP/ STOWP/TPLAN/ PRIPL/TLSD /SSUBO/SUBO	This provision applies also to a decision to grant an amendment to a permit – see s 75
s 64(5)	Duty to give each objector a copy of an exempt decision	DCPP/MPLAD/CGAI/ CGROA/CSTAP/ STOWP/TPLAN/ PRIPL/TLSD /SSUBO/SUBO	This provision applies also to a decision to grant an amendment to a permit – see s 75
s 64A	Duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	DCPP/MPLAD/CGAI /CGROA/CSTAP/ STOWP/TPLAN/ PRIPL/TLSD /SSUBO/SUBO	This provision applies also to a decision to grant an amendment to a permit – see s 75
s 65(1)	Duty to give notice of refusal to grant permit to applicant and person who objected under s 57	DCPP/MPLAD/CGAI/ CGROA/CSTAP /STOWP/TPLAN /PRIPL/TLSD /SSUBO/SUBO	

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s 66(1)	Duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities	DCPP/MPLAD/CGAI/ CGROA/CSTAP/ STOWP/TPLAN/PRIP L/TLSD/SSUBO/ SUBO	
s 66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	DCPP/MPLAD/CGAI/ CGROA/CSTAP/ STOWP/TPLAN/ PRIPL/TLSD /SSUBO/SUBO	If the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority
s 66(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	DCPP/MPLAD/CGAI/ CGROA/CSTAP/ STOWP/TPLAN/ PRIPL/TLSD /SSUBO/SUBO	If the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit
s 66(6)	Duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under s 64 or 65	DCPP/MPLAD/CGAI/ CGROA/CSTAP/ STOWP/TPLAN/PRIP L/TLSD /SSUBO/SUBO	If the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit
s 69(2)	Power to extend time	DCPP/MPLAD/CGAI/	The

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		CGROA/CSTAP/ STOWP/TPLAN/ PRIPL/TLSD /SSUBO/SUBO	responsible authority may extend the time within which the use or development or ant stage of it is to be started or the development or any stage of it is to be completed or within which a plan under the *Subdivision Act* 1988 is to be certified
s 71(1)	Power to correct certain mistakes	DCPP/MPLAD/ CGAI/CGROA/ CSTAP/STOWP/ TPLAN/PRIPL/ TLSD/SSUBO/ SUBO	
s 73	Power to decide to grant amendment subject to conditions	DCPP/MPLAD/ CGAI/CGROA/CS TAP/STOWP/ TPLAN/PRIPL/ TLSD /SSUBO/ SUBO	
s 74	Duty to issue amended permit to applicant if no objectors	DCPP/MPLAD/CG AI/CGROA/ CSTAP/STOWP/ TPLAN/PRIPL/ TLSD/SSUBO/ SUBO	
s 76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	DCPP/MPLAD/CG AI/CGROA/ CSTAP/STOWP/ TPLAN/PRIPL/ TLSD/SSUBO/ SUBO	
s 76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	DCPP/MPLAD/ CGAI/CGROA/CST AP/STOWP/ TPLAN/PRIPL/ TLSD/SSUBO/ SUBO	
s 76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	DCPP/MPLAD/CG AI/CGROA/ CSTAP/STOWP/ TPLAN/PRIPL/	If the recommending referral authority

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		TLSD/SSUBO/ SUBO	objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority
s 76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	DCPP/MPLAD/CGAI/CGROA/ CSTAP/STOWP/TPLAN/PRIPL/ TLSD/SSUBO/ SUBO	If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit
s 76A(6)	Duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under s 64 or 76	DCPP/MPLAD/CGAI/CGROA/ CSTAP/STOWP/ TPLAN/PRIPL/ TLSD/SSUBO/ SUBO	If the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit
s 76D	Duty to comply with direction of Minister to issue amended permit	DCPP/MPLAD/ CGAI/CGROA/CSTAP/STOWP/ TPLAN/PRIPL /TLSD/SSUBO/	

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		SUBO	
s 83	Function of being respondent to an appeal	DCPP/MPLAD/CGAI/CGROA/ CSTAP/STOWP/ TPLAN/PRIPL/ TLSD/SSUBO/ SUBO/ALL CITY STRATEGY	
s 83B	Duty to give or publish notice of application for review	DCPP/MPLAD/CGAI/CGROA/ CSTAP/STOWP/ TPLAN/PRIPL/ TLSD/SSUBO/ SUBO	
s 84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit	DCPP/MPLAD/ CGAI/CGROA/CSTAP/STOWP/ TPLAN/PRIPL/ TLSD/SSUBO/ SUBO	
s 84(2)	Duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit	DCPP/MPLAD/CGAI/CGROA/ CSTAP/STOWP/ TPLAN/PRIPL/ TLSD/SSUBO/ SUBO	
s 84(3)	Duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit	DCPP/MPLAD/CGAI/CGROA/ CSTAP/STOWP/ TPLAN/PRIPL/ TLSD/SSUBO/ SUBO	
s 84(6)	Duty to issue permit on receipt of advice within 3 business days	DCPP/MPLAD/CGAICGAI/CGROA/ CSTAP/STOWP/ TPLAN/PRIPL/ TLSD/SSUBO/ SUBO	
s 84AB	Power to agree to confining a review by the Tribunal	DCPP/MPLAD/ CGAI/CGROA/ CSTAP/STOWP/ TPLAN/PRIPL/ TLSD/SSUBO/ SUBO/ALL CITY STRATEGY	
s 86	Duty to issue a permit at order of Tribunal within 3 business days	DCPP/MPLAD/ CGAI/CGROA/ CSTAP/STOWP/ TPLAN/PRIPL/ TLSD/SSUBO/ SUBO	

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s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	DCPP/MPLAD/ CGAI/CGROA/ CSTAP	
s 90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	DCPP/MPLAD/ CGAI/CGROA/ CSTAP/STOWP/ TPLAN/PRIPL/ TLSD/SSUBO/ SUBO/ALL CITY STRATEGY	
s 91(2)	Duty to comply with the directions of VCAT	DCPP/MPLAD/CG AI/CGROA/ CSTAP/STOWP/T PLAN/PRIPL/TLS D/ SSUBO/SUBO ALL CITY STRATEGY	
s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs	DCPP/MPLAD/ CGAI/CGROA/ CSTAP/STOWP/ TPLAN/PRIPL/ TLSD/SSUBO/ SUBO	
s 92	Duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s 90	DCPP/MPLAD/CG AI/CGROA/ CSTAP/STOWP/ TPLAN/PRIPL/ TLSD/SSUBO/ SUBO	
s 93(2)	Duty to give notice of VCAT order to stop development	DCPP/MPLAD/ CGAI/CGROA/ CSTAP/STOWP/ TPLAN/PRIPL/ TLSD/SSUBO/ SUBO/SPIO/ TLPIO/CENVPC/ TLEPO/SEPO/ EPO	
s 95(3)	Function of referring certain applications to the Minister	DCPP/MPLAD /CGAI/CGROA/ CSTAP/STOWP/ TPLAN/PRIPL/ TLSD/SSUBO/ SUBO	
s 95(4)	Duty to comply with an order or direction	DCPP/MPLAD/ CGAI/CGROA/ CSTAP/STOWP/ TPLAN/PRIPL/ TLSD/SSUBO/ SUBO	

REPORT NO: 8.9 (cont.)

s 96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C	DCPP/MPLAD/ CGAI/CGROA/ CSTAP/STOWP/P RIPL/TLSD/MCST R/CSPP	
s 96F	Duty to consider the panel's report under s 96E	DCPP/MPLAD/ CGAI/CGROA/ CSTAP/STOWP/ PRIPL/TLSD/ MCSTR/CSPP	
s 96G(1)	Power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under s 23 of the *Planning and Environment (Planning Schemes) Act 1996*))	DCPP/MPLAD/CG AI/CGROA/CSTA P/STOWP/PRIPL/ TLSD/MCSTR/ CSPP	
s 96H(3)	Power to give notice in compliance with Minister's direction	DCPP/MPLAD/ CGAI/CGROA/ CSTAP/STOWP/ TPLAN/PRIPL/ TLSD/SSUBO/ SUBO	
s 96J	Duty to issue permit as directed by the Minister	DCPP/MPLAD/CG AI/CGROA/ CSTAP/STOWP/ TPLAN/PRIPL/ TLSD/SSUBO/ SUBO	
s 96K	Duty to comply with direction of the Minister to give notice of refusal	DCPP/MPLAD/ CGAI/CGROA/ CSTAP/STOWP/ TPLAN/PRIPL/ TLSD/SSUBO/ SUBO	
s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	DCPP/MPLAD/ CGAI/CGROA/ CSTAP/STOWP/ TPLAN/PRIPL/ TLSD/SSUBO/ SUBO	
s 97MH	Duty to provide information or assistance to the Planning Application Committee	DCPP/MPLAD/ CGAI/CGROA/ CSTAP/STOWP/ TPLAN/PRIPL/ TLSD/SSUBO/ SUBO/MCSTR/ CSPP/SLUP/ PSTRP/STRP	
s 97O	Duty to consider application and issue or refuse to issue certificate of compliance	DCPP/MPLAD/ CGAI/CGROA/ CSTAP/STOWP/ TPLAN/PRIPL	

REPORT NO: 8.9 (cont.)

		/TLSD	
s 97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	DCPP/MPLAD/ CGAI/CGROA/ CSTRP/STOWP/ TPLAN/PRIPL/ TLSD/SSUBO/ SUBO	
s 97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	DCPP/MPLAD/CG AI/CGROA/ CSTAP/STOWP/ TPLAN/PRIPL/ TLSD/SSUBO/ SUBO	
s 97Q(4)	Duty to comply with directions of VCAT	DCPP/MPLAD/CG AI/CGROA/ CSTAP/STOWP/ TPLAN/PRIPL/ TLSD/SSUBO/ SUBO	
s 114(1)	Power to apply to the VCAT for an enforcement order	DCPP/MPLAD/ CGAI/CGROA/ CSTAP/STOWP/ PRIPL/TLSD/ TLPIO/SPIO/ CENVPC/TLEPO/ SEPO/EPO	
s 117(1)(a)	Function of making a submission to the VCAT where objections are received	DCPP/MPLAD/ CGAI/CGROA/ CSTAP/STOWP/ PRIPL/TLSD/ TPLAN/TLPIO/SPI O/CENVPC/ TLEPO/SEPO/ EPO	
s 130(5)	Power to allow person served with an infringement notice further time	DCPP/MPLAD/CG AI/CGROA/ CSTAP/STOWP/ PRIPL/TLSD /TLPIO/SPIO/ CENVPC/TLEPO/ SEPO/EPO	
	Power to decide whether something is to the satisfaction of Council, where an agreement made under s 173 of the *Planning and Environment Act 1987* requires something to be to the satisfaction of Council or Responsible Authority	DCPP/MPLAD/ CGAI/CSTAP/ STOWP/PRIPL /TLSD/MCSTR/ CGROA/CSPP/ CENVPC	
	Power to give consent on behalf of Council, where an agreement made under s 173 of the *Planning and Environment Act 1987* requires that something may not be done without the consent of Council or Responsible Authority	DCPP/MCSTR/ CGAI/CTOWP/ STOWP/PRIPL/ TLSD/MCSTR/ CGROA/CSPP/ CENVPC	

REPORT NO: 8.9 (cont.)

s 178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s 178A(1)	DCPP/MPLAD/ CGAI/CSTAP/ STOWP/PRIPL/ TLSD/STOWP/ TPLAN/SSUBO/ SUBO/MCSTR/ CGROA/CSPP	
s 178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	DCPP/MPLAD/ CGAI/CSTAP/ STOWP/PRIPL /TLSD/STOWP/ TPLAN/SSUBO/ SUBO/MCSTR/ CGROA/CSPP	
s 178B(1)	Duty to consider certain matters when considering proposal to amend an agreement	DCPP/MPLAD/ CGAI/CSTAP/ STOWP/PRIPL /TLSD/TPLAN/ SSUBO/SUBO/ MCSTR/CGROA/ CSPP	
s 178B(2)	Duty to consider certain matters when considering proposal to end an agreement	DCPP/MPLAD/ CGAI/CSTAP/ STOWP/PRIPL /TLSD/TPLAN/ SSUBO/SUBO/ MCSTR/CGROA/ CSPP	
s 178C(2)	Duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	DCPP/MPLAD/ CGAI/CSTAP/ STOWP/PRIPL /TLSD/TPLAN/ SSUBO/SUBO /MCSTR/CGROA /CSPP	
s 178C(4)	Function of determining how to give notice under s 178C(2)	DCPP/MPLAD/ CGAI/CSTAP/ST OWP/PRIPL /TLSD/TPLAN/ SSUBO/SUBO/ MCSTR/CGROA/ CSPP	
s 178F(1)	Duty to give notice of its decision under s 178E(3)(a) or (b)	DCPP/MPLAD/ CGAI/CSTAP/ STOWP/TPLAN/ PRIPL/TLSD /SSUBO/SUBO/ MCSTR/CGROA/ CSPP	
s 178F(2)	Duty to give notice of its decision under s 178E(2)(c) or (3)(d)	DCPP/MPLAD/ CGAI/CSTAP/ STOWP/TPLAN/	

REPORT NO: 8.9 (cont.)

		PRIPL/TLSD /SSUBO/SUBO/ MCSTR/CGROA/ CSPP	
s 182	Power to enforce an agreement	DCPP/MPLAD/ CGAI/CSTAP/ STOWP/PRIPL /TLSD/TPLAN/ SSUBO/SUBO/ MCSTR/CGROA/ CSPP	
s 183	Duty to tell Registrar of Titles of ending/amendment of agreement	DCPP/MPLAD/ CGAI/CSTAP/ STOWP/PRIPL/ TLSD/TPLAN/ SSUBO/SUBO/ MCSTR/CGROA/ CSPP	
s 184F(3)	Duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement	DCPP/MPLAD/ CGAI/CSTAP/ STOWP/PRIPL/ TLSD/TPLAN/ SSUBO/SUBO/ MCSTR/CGROA/ CSPP	
s 184G(3)	Duty to give notice as directed by the Tribunal	DCPP/MPLAD/ CGAI/CSTAP/ STOWP/PRIPL/ TLSD/TPLAN/ SSUBO/SUBO/ MCSTR/CGROA/ CSPP	
s 185B(1)	Duty to comply with a request from the Minister to provide the name, address, email address or telephone number of any person to whom the Minister is required to give notice	DCPP/MPLAD/ CGAI/CSTAP/ STOWP/PRIPL /TLSD/TPLAN/ SSUBO/SUBO/ MCSTR/CGROA/ CSPP	
s 199(1)	Duty to give planning certificate to applicant	DCPP/MPLAD/ CGAI/CSTAP/S TOWP/PRIPL/ TLSD/TPLAN/ SSUBO/ SUBO	
s 201(3)	Duty to make declaration	DCPP/MPLAD/ CGAI/CSTAP/ STOWP/PRIPL/ TLSD/TPLAN/ SSUBO/SUBO/ TLPIO/SPIO/ CENVPC/TLEPO/ SEPO/EPO	

REPORT NO: 8.9 (cont.)

-	Power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction of Council	DCPP/MPLAD/ CGAI/CSTAP/ STOWP/PRIPL/ TLSD/TPLAN/ SSUBO/ SUBO/MCSTR/ CGROA/CSPP/ TLPIO/SPIO/ CENVPC/TLEPO/ SEPO/EPO	
-	Power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires the consent or approval of Council	DCPP/MPLAD/ CGAI/CSTAP/ STOWP/PRIPL/ TLSD/TPLAN/ SSUBO/SUBO/ MCSTR/CGROA/ CSPP/TLPIO/ SPIO/CENVPC/ TLEPO/SEPO/ EPO	
-	Power to approve any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit	DCPP/MPLAD/ CGAI/CSTAP/ STOWP/PRIPL/ TLSD/TPLAN/ SSUBO/SUBO/ MCSTR/ CGROA/CSPP/ TLPIO/SPIO/ CENVPC/TLEPO/ SEPO/ EPO	
-	Power to give written authorisation in accordance with a provision of a planning scheme	DCPP/MPLAD/ CGAI/CSTAP/ STOWP/PRIPL /TLSD/TPLAN/ SSUBO/SUBO/ MCSTR/CGROA/ CSPP/TLPIO/ SPIO/CENVPC/ TLEPO/SEPO/ EPOF	
r.21	Power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under s 54 of the Act	DCPP/MPLAD/ CGAI/CSTAP/ STOW/PRIPL /TLSD/TPLAN/ SSUBO/SUBO	

REPORT NO: 8.9 (cont.)

10. CONCLUSION

It is recommended that Council reviews and adopts the attached *Instrument of Delegation to Members of Council Staff*.

Instrument of Delegation

to

Members of Council Staff

S6 Instrument of Delegation to Members of Council Staff – April 2025

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Instrument of Delegation

In exercise of the power of delegation conferred by each of the Acts referred to in Schedule 1 (attached), the Council:

1. delegates each power described in column 1 of Schedule 1 (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such power in column 3 of Schedule 1;

2. also delegates each power described in column 1 of Schedule 1 (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the position of Chief Executive Officer except where specific qualifications are required by the delegate;

3. records that a reference in Schedule 1 to:

Acronym		Title
All City Strategy	means	All staff within the City Strategy Department
CCITL	means	Coordinator City Laws
CENVPC	means	Coordinator Environmental Planning and Compliance
CEO	means	Chief Executive Officer
CFO	means	Chief Financial Officer
CGOV	means	Coordinator Governance
CGROA	means	Coordinator Growth Area Planning
CSPP	means	Coordinator Strategic Planning Policy
CSPPR	means	Coordinator Strategic Planning Projects
CPUBH	means	Coordinator Public Health
CSTAP	means	Coordinator Statutory Planning
CGAI	means	Coordinator Growth & Improvement
CTECS	means	Coordinator Technical Services
DCPP	means	Director City Planning & Places
DCSL	Means	Director City Services & Living
DIA	Means	Director Infrastructure & Assets
EHO	means	Environmental Health Officer
EPO	means	Environmental Planning Officer
MASS	means	Manager Assets
MBS	Means	Municipal Building Surveyor
MCITS	means	Manager City Safety
MGOV	means	Manager Governance
MINFD	means	Manager Infrastructure Delivery
MPLAD	means	Manager Planning and Development
MCSTR	means	Manager City Strategy
MWASS	means	Manager Waste & Sustainability
PRIPL	means	Principal Planner
SLUP	means	Strategic Land Use Planner
SPIO	means	Senior Planning Investigations Officer
SPO	means	Statutory Planning Officers
PSTRP	Means	Principal Strategic Planner
SEPO	means	Senior Environmental Planning Officer
SSUBO	means	Senior Subdivisions Officer
STOWP	means	Senior Town Planner
STRP	means	Strategic Planner
SUBO	means	Subdivisions Officer
TLEPO	means	Team Leader Environmental Planning Officer
TLPIO	means	Team Leader Planning Investigations
TLSD	means	Team Leader Subdivisions
TPLAN	means	Town Planner

4. declares that:

4.1 this Instrument of Delegation is authorised by a resolution of Council passed on **14 April 2025** and

4.2 the delegation:

4.2.1 comes into force immediately when the common seal of Council is affixed to this Instrument of Delegation or where the Chief Executive Officer of Council is authorised under resolution, the Chief Executive Officer executes the Instrument of Delegation.

4.2.2 remains in force until varied or revoked;

4.2.3 is subject to any conditions and limitations set out in sub-paragraph 4.3, and Schedule 1; and

4.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts.

4.3 the delegate must not determine the issue, take the action or do the act or thing:

4.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a resolution of Council; or

4.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a policy; or strategy adopted by Council; or

4.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or

4.3.4 if the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

THE COMMON SEAL of HUME CITY COUNCIL

was hereto affixed on the ……..……
in the presence of

COUNCILLOR ……

CHIEF EXECUTIVE OFFICER ……

SCHEDULE
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CEMETERIES AND CREMATORIA ACT 2003			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s.99	Power to approve or refuse an application made under s98, or to cancel an approval	CFO/MGOV/CGOV	An application can be made under s98 to establish or alter a memorial or a place of interment. This power is limited to applications received to alter a memorial at the Will Will Rook Pioneers Cemetery.

DOMESTIC ANIMALS ACT 1994			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s.41A(1)	Power to declare a dog to be a menacing dog	DCSL/MCITS/CCITL	Council may delegate this power to an authorised officer

FOOD ACT 1984			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s.19(2)(a)	Power to direct by written order that the food premises be put into a clean and sanitary condition	CPUBH/EHO	If section 19(1) applies
s.19(2)(b)	Power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	CPUBH/EHO	If section 19(1) applies
s.19(3)	Power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process	CPUBH/EHO	if section 19(1) applies Only in relation to temporary food premises or mobile food premises
s.19(4)(a)	Power to direct that an order made under section 19(3)(a) or (b): • be affixed to a conspicuous part of the premises; • displayed at any point of sale; • be published on the food business's Internet site; • and	CPUBH/EHO	If section 19(1) applies

FOOD ACT 1984			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
	• inform the public by notice in a published newspaper, on the Internet site or otherwise		
s.19AA(2)	Power to direct, by written order, that a person must take any of the actions described in (a) to (c)	CPUBH/EHO	Where Council is the registration authority.
s.19AA(4)(c)	Power to direct, in an order made under section 19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises	CPUBH/EHO	Note: the power to direct the matters under section 19AA(4)(a) and (b) are not capable of delegation and so such directions must be made by a Council resolution Only in relation to temporary food premises or mobile food premises
s.19CB(4)(b)	Power to request a copy of records	CPUBH/EHO	Where Council is the registration authority
s.19E(1)(d)	Power to request a copy of the food safety program	CPUBH/EHO	Where Council is the registration authority
s 19FA(1)	Power to direct a proprietor of a food premises to revise the food safety program for the premises or comply with any requirements specified in the food safety program	CPUBH/EHO	Where Council is the registration authority Subject to s 19FA(2), which requires a time limit for compliance to be specified

FOOD ACT 1984			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 19FA(3)(a)	Power to refuse to approve an application for registration or renewal of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	CPUBH	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
s 19FA(3)(b)	Power to revoke a registration granted in respect of premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	CPUBH	Where Council is the registration authority
s 19FA(3)(c)	Power to suspend the registration of the premises, where a proprietor of a food premises fails to comply with a direction given under s 19FA(1)	CPUBH	Where Council is the registration authority
s.19GB	Power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	CPUBH/EHO	Where Council is the registration authority
s19IA(1)	Power to form opinion that the food safety requirements or program are non-compliant	CPUBH/EHO	Where Council is the registration authority
s.19M(4)(a) & (5)	Power to conduct a food safety audit and take actions where deficiencies are identified	Not applicable	Where Council is the registration authority

FOOD ACT 1984			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
			Note – the section refers to contractors who conduct food safety audits of food premises. Council staff do not conduct food safety audits
s.19NA(1)	Power to request food safety audit reports	CPUBH/EHO	Where Council is the registration authority
s.19U(3)	Power to waive and vary the costs of a food safety audit if there are special circumstances	Not applicable	Note – the section refers to contractors who conduct food safety audits of food premises. Council staff do not conduct food safety audits
s.19UA	Power to charge fees for conducting a food safety assessment or inspection	CPUBH/EHO	Except for an assessment required by a declaration under section 19C or an inspection under sections 38B(1)(c) or 39
s.19W	Power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	CPUBH/EHO	Where Council is the registration authority
s.19W(3)(a)	Power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	CPUBH/EHO	Where Council is the registration authority
s.19W(3)(b)	Power to direct a proprietor of a food premises to have details of any staff training incorporated into	CPUBH/EHO	Where Council is the registration authority

FOOD ACT 1984			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
	the minimum records required to be kept or food safety program of the premises		
Various	Power to register or renew the registration of a food premises	CPUBH	Where Council is the registration authority Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see Section 58A{2})
s 36A	Power to accept an application for registration or notification using online portal	CPUBH/EHO	Where Council is the registration authority
s.38AA(5)	Power to: a) request further information; or b) advise the proprietor that the premises must be registered if the premises are not exempt	CPUBH/EHO	Where Council is the registration authority
s.38AB(4)	Power to fix a fee for the receipt of a notification under section 38AA in accordance with a declaration under subsection (1) s 38AB(1)	CPUBH	Where Council is the registration authority The fees are approved by Council as part of Council annual budget
s.38A(4)	Power to request a copy of a completed food safety program template	CPUBH/EHO	Where Council is the registration authority

FOOD ACT 1984			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s.38D(3)	Power to request copies of any audit reports	CPUBH/EHO	Where Council is the registration authority
s.38E(2)	Power to register the food premises on a conditional basis	CPUBH	Where Council is the registration authority Not exceeding the prescribed time limit defined under subsection (5)
s.38F(3)(b)	Power to require proprietor to comply with requirements of this Act	CPUBH/EHO	Where Council is the registration authority
s 38G(1)	Power to require notification of change of the food safety program type used for the food premises	CPUBH/EHO	Where Council is the registration authority
s 38G(4)	Power to require the proprietor of the food premises to comply with any requirement of the Act	CPUBH/EHO	Where Council is the registration authority
s.39A	Power to register, or renew the registration of a food premises despite minor defects	CPUBH	Where Council is the registration authority Only if satisfied of matters in subsections (2)(a)-(c)
s.40(2)	Power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the *Public Health and Wellbeing Act* 2008	CPUBH	

FOOD ACT 1984			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s.40C(2)	Power to grant or renew the registration of food premises for a period of less than one year	CPUBH	Where Council is the registration authority
s.40D(1)	Power to suspend or revoke the registration of food premises	CPUBH	Where Council is the registration authority
s 40F	Power to cancel registration of food premises	CPUBH	Where Council is the registration authority
s.43F(7)	Power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	CPUBH	Where Council is the registration authority. Refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see s 58A(2))
s.45AC	Power to bring proceedings	CPUBH/EHO	
s.46(5)	Power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a	CPUBH	Where Council is the registration authority

FOOD ACT 1984			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
	prosecution, without proceedings first being instituted against the person first charged		

HERITAGE ACT 1995			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 116	Power to sub-delegate Executive Director's functions, duties or powers	NOT DELEGATED	Must first obtain Executive Director's written consent Council can only sub-delegate if the Instrument of Delegation from the Executive Director authorises sub-delegation

LOCAL GOVERNMENT ACT 1989			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 181H	Power to enter into an environmental upgrade agreement on behalf of Council and declare and levy an environmental upgrade charge	NOT DELEGATED	The Chief Executive Officer cannot delegate this power to another person.
s 185L(4)	Power to declare and levy a cladding rectification charge	NOT DELEGATED	The Chief Executive Officer cannot delegate this power to another person.

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 4B	Power to prepare an amendment to the Victorian Planning Provisions	NOT DELEGATED	If authorised by the Minister
s 4G	Function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister	ALL CITY STRATEGY	
s 4H	Duty to make amendment to Victorian Planning Provisions available	ALL CITY STRATEGY	
s 4I(2)	Duty to make a copy of the Victorian Planning Provisions and other documents available	ALL CITY STRATEGY	
s 8A(2)	Power to prepare amendment to the planning scheme where the Minister has given consent under s 8A	DCPP/MCSTR/CGROA /CSPP/PSTRP /STRP/SLUP	
s 8A(3)	Power to apply to Minister to prepare an amendment to the planning scheme	DCPP/MCSTR	Only in relation to amendments which seek to correct an anomaly or error in the planning scheme
s 8A(5)	Function of receiving notice of the Minister's decision	ALL CITY STRATEGY	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 8A(7)	Power to prepare the amendment specified in the application without the Minister's authorisation if no response received after 10 business days	DCPP/MCSTR/CGROA /CSPP/PSTRP /STRP/SLUP	
s 8B(2)	Power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	DCPP/MCSTR	
s 12(3)	Power to carry out studies and do things to ensure proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons	DCPP/MCSTR	
s 12B(1)	Duty to review planning scheme	ALL CITY STRATEGY	
s 12B(2)	Duty to review planning scheme at direction of Minister	ALL CITY STRATEGY	
s 12B(5)	Duty to report findings of review of planning scheme to Minister without delay	ALL CITY STRATEGY	
s 14	Duties of a Responsible Authority as set out in s 14(a) to (d)	ALL CITY STRATEGY	
s 17(1)	Duty of giving copy amendment to the planning scheme	ALL CITY STRATEGY	
s 17(2)	Duty of giving copy s 173 agreement	ALL CITY STRATEGY	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	ALL CITY STRATEGY	
s 18	Duty to make amendment etc. available	ALL CITY STRATEGY	Until the proposed amendment is approved or lapsed
s 19	Power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under s 19 to a planning scheme	DCPP/MCSTR	
s 19	Function of receiving notice of preparation of an amendment to a planning scheme	DCPP/MCSTR	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority
s 20(1)	Power to apply to Minister for exemption from the requirements of s 19	NOT DELEGATED	Where Council is a planning authority
s 21(2)	Duty to make submissions available	ALL CITY STRATEGY	**Until the end of 2 months after the amendment comes into operation or lapses**
s 21A(4)	Duty to publish notice	ALL CITY STRATEGY	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 22(1)	Duty to consider all submissions received before the date specified in the notice	ALL CITY STRATEGY	Except submissions which request a change to the items in s 22(5)(a) and (b)
s 22(2)	Power to consider a late submission Duty to consider a late submission, if directed by the Minister	ALL CITY STRATEGY	
s 23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	ALL CITY STRATEGY	
s 23(2)	Power to refer to a panel submissions which do not require a change to the amendment	ALL CITY STRATEGY	
s 24	Function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D)	DCPP/MCSTR/STOWP /CGROA/CSPP /PSTRP/STRP/SLUP /CSTAP/PRIPL/TLSD	
s 26(1)	Power to make report available for inspection	DCPP/MCSTR /CGROA/CSPP	
s 26(2)	Duty to keep report of panel available for inspection	ALL CITY STRATEGY	During the inspection period
s 27(2)	Power to apply for exemption if panel's report not received	NOT DELEGATED	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 28(1)	Duty to notify the Minister if abandoning an amendment	ALL CITY STRATEGY	Note: the power to make a decision to abandon an amendment cannot be delegated
s 30(4)(a)	Duty to say if amendment has lapsed	ALL CITY STRATEGY	
s 30(4)(b)	Duty to provide information in writing upon request	ALL CITY STRATEGY	
s 32(2)	Duty to give more notice if required	ALL CITY STRATEGY	
s 33(1)	Duty to give more notice of changes to an amendment	ALL CITY STRATEGY	
s 36(2)	Duty to give notice of approval of amendment	ALL CITY STRATEGY	
s 38(5)	Duty to give notice of revocation of an amendment	ALL CITY STRATEGY	
s 39	Function of being a party to a proceeding commenced under s 39 and duty to comply with determination by VCAT	ALL CITY STRATEGY	
s 40(1)	Function of lodging copy of approved amendment	ALL CITY STRATEGY	
s 41(1)	Duty to make approved amendment available	ALL CITY STRATEGY	
s 42	Duty to make copy of planning scheme available	ALL CITY STRATEGY	
s 46AW	Function of being consulted by the Minister	ALL CITY STRATEGY	Where Council is a responsible public entity

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 46AX	Function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy Power to endorse the draft Statement of Planning Policy	ALL CITY STRATEGY NOT DELEGATED	Where Council is a responsible public entity
s 46AZC(2)	Duty not to prepare an amendment to a declared area planning scheme that is inconsistent with a Statement of Planning Policy for the declared area that is expressed to be binding on the responsible public entity	ALL CITY STRATEGY	Where Council is a responsible public entity
s 46AZK	Duty not to act inconsistently with any provision of the Statement of Planning Policy that is expressed to be binding on the public entity when performing a function or duty or exercising a power in relation to the declared area	ALL CITY STRATEGY	Where Council is a responsible public entity
s 46GI(2)(b)(i)	Power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction	DCPP	Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 46GJ(1)	Function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans	DCPP/MCSTR/CGROA	
s 46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority	DCPP/MCSTR/CGROA	
s 46GN(1)	Duty to arrange for estimates of values of inner public purpose land	DCPP/MCSTR/CGROA /CSPP/PSTRP	
s 46GO(1)	Duty to give notice to owners of certain inner public purpose land	DCPP/MCSTR/CGROA /CSPP/PSTRP	
s 46GP	Function of receiving a notice under s 46GO	ALL CITY STRATEGY	Where Council is the collecting agency
s 46GQ	Function of receiving a submission from an affected owner who objects to the estimated value per hectare (or other appropriate unit of measurement) of the inner public purpose land	ALL CITY STRATEGY	
s 46GR(1)	Duty to consider every submission that is made by the closing date for submissions included in the notice under s 46GO	DCPP/MCSTR/CGROA /CSPP/PSTRP	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 46GR(2)	Power to consider a late submission Duty to consider a late submission if directed to do so by the Minister	DCPP	
s 46GS(1)	Power to accept or reject the estimate of the value of the inner public purpose land in a submission made under s 46GQ	DCPP/MCSTR	
s 46GS(2)	Duty, if Council rejects the estimate of the value of the inner public purpose land in the submission, to refer the matter to the valuer-general, and notify the affected owner of the rejection and that the matter has been referred to the valuer-general	DCPP/MCSTR/CGROA /CSPP/PSTRP	
s 46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	DCPP/MCSTR/CGROA /CSPP/PSTRP	
s 46GT(4)	Function of receiving, from the valuer-general, written confirmation of the agreement between the planning authority's valuer and the affected owner's valuer as to the estimated value of the inner public purpose land	DCPP/MCSTR/CGROA /CSPP/PSTRP	
s 46GT(6)	Function of receiving, from the valuer-general, written notice of a determination under s 46GT(5)	DCPP/MCSTR/CGROA /CINTP/PSTRP	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 46GU	Duty not to adopt an amendment under s 29 to an infrastructure contributions plan that specifies a land credit amount or a land equalisation amount that relates to a parcel of land in the ICP plan area of the plan unless the criteria in s 46GU(1)(a) and (b) are met	DCPP/MCSTR/CGROA /CSPP/PSTRP	
s 46GV(3)	Function of receiving the monetary component and any land equalisation amount of the infrastructure contribution Power to specify the manner in which the payment is to be made	DCPP/MCSTR/CGROA /CSPP/PSTRP DCPP/MCSTR/CGROA /CSPP	Where Council is the collecting agency
s 46GV(3)(b)	Power to enter into an agreement with the applicant	DCPP/MCSTR	Where Council is the collecting agency
s 46GV(4)(a)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	DCPP/MCSTR/CGROA /CSPP/PSTRP	Where Council is the development agency
s 46GV(4)(b)	Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6)	DCPP/MCSTR/CGROA /CSPP/PSTRP	Where Council is the collecting agency

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 46GV(7)	Duty to impose the requirements set out in s 46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area	DCPP/MCSTR/CGROA /CSPP/PSTRP /CCI/CSPG/CSP /STP/TP/MPIP /SSUBOO/SUBO	
s 46GV(9)	Power to require the payment of a monetary component or the provision of the land component of an infrastructure contribution to be secured to Council's satisfaction	DCPP/MCSTR /CGROA/CSPP	Where Council is the collecting agency
s 46GX(1)	Power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable	DCPP/MCSTR	Where Council is the collecting agency

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 46GX(2)	Duty, before accepting the provision of works, services or facilities by an applicant under s 46GX(1), to obtain the agreement of the development agency or agencies specified in the approved infrastructure contributions plan	DCPP/MCSTR /CGROA/CSPP /PSTRP	Where Council is the collecting agency
s 46GY(1)	Duty to keep proper and separate accounts and records	DCPP/MCSTR /CGROA/CFO	Where Council is the collecting agency
s 46GY(2)	Duty to keep the accounts and records in accordance with the *Local Government Act 2020*	DCPP/MCSTR /CGROA/CFO	Where Council is the collecting agency

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 46GZ(2)(a)	Duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs	DCPP/MCSTR /CGROA/CSPP /PSTRP	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is that planning authority
s 46GZ(2)(a)	Function of receiving the monetary component	DCPP/MCSTR /CGROA/CSPP /PSTRP	Where the Council is the planning authority This duty does not apply where Council is also the collecting agency
s 46GZ(2)(b)	Duty to forward any part of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in the plan as responsible for those works, services or facilities	DCPP/MCSTR /CGROA/CSPP /PSTRP	Where Council is the collecting agency under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 46GZ(2)(b)	Function of receiving the monetary component	DCPP/MCSTR /CGROA/CSPP /PSTRP	Where Council is the development agency under an approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency
s 46GZ(4)	Duty to use any land equalisation amounts to pay land credit amounts under s 46GZ(7), except any part of those amounts that are to be forwarded to a development agency under s 46GZ(5)	DCPP/MCSTR /CGROA/CINTP /PSTRP	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(5)	Duty to forward any part of a land equalisation amount required for the acquisition of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency	DCPP/MCSTR /CGROA/CSPP /PSTRP	Where Council is the collecting agency under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 46GZ(5)	Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	DCPP/MCSTR /CGROA/CSPP /PSTRP	Where Council is the development agency specified in the approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency
s 46GZ(7)	Duty to pay to each person who must provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s 46GW	DCPP/MCSTR /CGROA/CSPP /PSTRP	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(9)	Duty to transfer the estate in fee simple in the land to the development agency specified in the approved infrastructure contributions plan as responsible for the use and development of that land	DCPP/MCSTR /CGROA/CSPP /PSTRP	If any inner public purpose land is vested in Council under the *Subdivision Act 1988* or acquired by Council before the time it is required to be provided to Council under s 46GV(4) Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 46GZ(9)	Function of receiving the fee simple in the land	DCPP/MCSTR /CGROA/CSPP /PSTRP	Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency
s 46GZA(1)	Duty to keep proper and separate accounts and records	DCPP/MCSTR /CGROA/CSPP /PSTRP	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZA(2)	Duty to keep the accounts and records in accordance with the *Local Government Act 1989*	ALL CITY STRATEGY	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZB(3)	Duty to follow the steps set out in s 46GZB(3)(a) – (c)	DCPP/MCSTR /CGROA/CSPP /PSTRP	Where Council is a development agency under an approved infrastructure contributions plan

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 46GZB(4)	Duty, in accordance with requirements of the VPA, to report on the use of the infrastructure contribution in the development agency's annual report and provide reports on the use of the infrastructure contribution to the VPA	DCPP/MCSTR /CGROA/CSPP /PSTRP	If the VPA is the collecting agency under an approved infrastructure contributions plan Where Council is a development agency under an approved infrastructure contributions plan
s 46GZD(2)	Duty, within 6 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZD(2)(a) and (b)	DCPP/MCSTR /CGROA/CSPP	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZD(3)	Duty to follow the steps set out in s 46GZD(3)(a) and (b)	DCPP/MCSTR /CGROA/CSPP	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZD(5)	Duty to make payments under s 46GZD(3) in accordance with ss 46GZD(5)(a) and 46GZD(5)(b)	DCPP/MCSTR /CGROA/CSPP	Where Council is the collecting agency under an approved infrastructure contributions plan

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 46GZE(2)	Duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development agency for acquiring outer public purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan expires	DCPP/MCSTR /CGROA/CSPP	Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency
s 46GZE(2)	Function of receiving the unexpended land equalisation amount	DCPP/MCSTR /CGROA/CSPP/PSTRP	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency
s 46GZE(3)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZE(3)(a) and (b)	DCPP/MCSTR /CGROA/CSPP	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(2)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land	DCPP/MCSTR /CGROA/CSPP	Where Council is the development agency under an approved infrastructure contributions plan

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 46GZF(3)	Duty, if land is sold under s 46GZF(2)(b), to follow the steps in s 46GZF(3)(a) and (b)	DCPP/MCSTR /CGROA/CSPP	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZF(3)	Function of receiving proceeds of sale	DCPP/MCSTR /CGROA/CSPP/PSTRP	Where Council is the collection agency under an approved infrastructure contributions plan This provision does not apply where Council is also the development agency
s 46GZF(4)	Duty to divide the proceeds of the public purpose land among the current owners of each parcel of land in the ICP plan area and pay each current owner a portion of the proceeds in accordance with s 46GZF(5)	DCPP/MCSTR /CGROA/CSPP	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(6)	Duty to make the payments under s 46GZF(4) in accordance with s 46GZF(6)(a) and (b)	DCPP/MCSTR /CGROA/CSPP	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZH	Power to recover the monetary component, or any land equalisation amount of the land component, payable under Part 3AB as a debt in any court of competent jurisdiction	DCPP/MCSTR /CGROA/CSPP	Where Council is the collecting agency under an approved infrastructure contributions plan

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 46GZI	Duty to prepare and give a report to the Minister at the times required by the Minister	DCPP/MCSTR /CGROA/CSPP /PSTRP	Where Council is a collecting agency or development agency
s 46GZK	Power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council	DCPP/MCSTR /CGROA/CSPP	Where Council is a collecting agency or development agency
s 46LB(3)	Duty to publish, on Council's Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s 46LB (2)	ALL CITY STRATEGY	
s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	DCPP/MCSTR /CGAI/CSTAP /STOWP/TPLAN/PRIPL /TLSD/SSUBO/SUBO	
s 46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	DCPP/MCSTR /CGROA/CSPP	
s 46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy	DCPP/MPLAD/MCSTR/ CGROA/CSPP/CSTAP	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 46O(1)(a) & (2)(a)	Power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit	DCPP/MPLAD/MCSTR /CGROA/CSPP /CSTAP	Conditional upon the agreement being a requirement of the planning scheme amendment.
s 46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy	DCPP/MPLAD/MCSTR /CGROA/CSPP /CSTAP	
s 46P(1)	Power to require payment of amount of levy under s 46N or s 46O to be satisfactorily secured	DCPP/MPLAD/MCSTR /CGROA/CSPP /CSTAP	Note – payment can be in the form of a bank guarantee
s 46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable	DCPP/MCSTR	Where Council is the collecting agency.
s 46Q(1)	Duty to keep proper accounts of levies paid	ALL CITY STRATEGY	
s 46Q(1A)	Duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency	DCPP/MCSTR/CGROA /CSPP	
s 46Q(2)	Duty to apply levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc	DCPP/MCSTR/CGROA /CSPP	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed	DCPP/MCSTR	Only applies when levy is paid to Council as a 'development agency'
s 46Q(4)(c)	Duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal council as a development agency for plan preparation costs incurred by the Council or for the provision by the Council of works, services or facilities in an area under s 46Q(4)(a)	DCPP/MCSTR/CGROA /CSPP	Must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister
s 46Q(4)(d)	Duty to submit to the Minister an amendment to the approved development contributions plan	DCPP/MCSTR/CGROA /CSPP/PSTRP	Must be done in accordance with Part 3
s 46Q(4)(e)	Duty to expend that amount on other works etc.	DCPP/MCSTR/CGROA /CSPP	With the consent of, and in the manner approved by, the Minister
s 46QC	Power to recover any amount of levy payable under Part 3B	DCPP/MCSTR	
s 46QD	Duty to prepare report and give a report to the Minister	DCPP/MCSTR/CGROA /CSPP/PSTRP	Where Council is a collecting agency or development agency

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 46V(3)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available in accordance with the public availability requirements, during the inspection period	ALL CITY STRATEGY	
s 46V(4)	Duty to make copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available in accordance with s 197B of the Act and on payment of the prescribe fee, after the inspection period	ALL CITY STRATEGY	
s 46V(5)	Duty to keep a copy of the approved strategy plan incorporating all amendments to it	ALL CITY STRATEGY	
s 46V(6)	Duty to make a copy of the approved strategy plan incorporating all amendments to it available in accordance with the public available requirements	ALL CITY STRATEGY	
s 46Y	Duty to carry out works in conformity with the approved strategy plan	ALL CITY STRATEGY SPO	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 47	Power to decide that an application for a planning permit does not comply with that Act	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL/TLSD /SSUBO/SUBO	
s 49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	SPO	
s 49(2)	Duty to make register available for inspection	SPO	
s 50(4)	Duty to amend application	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL/TLSD /SSUBO/SUBO	
s 50(5)	Power to refuse to amend application	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL/TLSD /SSUBO/SUBO	
s 50(6)	Duty to make note of amendment to application in register	SPO	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 50A(1)	Power to make amendment to application	DCPP/MPLAD/CGAI/ CSTAP/STOWP/TPLAN/ PRIPL/TLSD/SSUBO/SUBO	
s 50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL/TLSD /SSUBO/SUBO	
s 50A(4)	Duty to note amendment to application in register	SPO	
s 51	Duty to make copy of application available for inspection	SPO	
s 52(1)(a)	Duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL/TLSD /SSUBO/SUBO	

s 52(1)(b)	Duty to give notice of the application to other municipal council where appropriate	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL/TLSD /SSUBO/SUBO	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL/TLSD /SSUBO/SUBO	
s 52(1)(ca)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL/TLSD /SSUBO/SUBO	
s 52(1)(cb)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL/TLSD /SSUBO/SUBO	

s 52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally effected	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL/TLSD /SSUBO/SUBO	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL/TLSD /SSUBO/SUBO	
s 52(3)	Power to give any further notice of an application where appropriate	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL/TLSD /SSUBO/SUBO	
s 53(1)	Power to require the applicant to give notice under s 52(1) to persons specified by it	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL/TLSD /SSUBO/SUBO	
s 53(1A)	Power to require the applicant to give the notice under s.52(1AA)	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL/TLSD /SSUBO/SUBO	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 54(1)	Power to require the applicant to provide more information	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL/TLSD /SSUBO/SUBO	
s 54(1A)	Duty to give notice in writing of information required under s 54(1)	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL/TLSD /SSUBO/SUBO	
s 54(1B)	Duty to specify the lapse date for an application	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL/TLSD /SSUBO/SUBO	
s 54A(3)	Power to decide to extend time or refuse to extend time to give required information	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL/TLSD /SSUBO/SUBO	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 54A(4)	Duty to give written notice of decision to extend or refuse to extend time under s 54A(3)	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL/TLSD /SSUBO/SUBO	
s 55(1)	Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL/TLSD /SSUBO/SUBO	
s 57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	DCPP/MPLAD/CGAI /CGROA/CSTAP	
s 57(3)	Function of receiving name and address of persons to whom notice of decision is to go	SPO	
s 57(5)	Duty to make available for inspection copy of all objections	SPO	
s 57A(4)	Duty to amend application in accordance with applicant's request, subject to s 57A(5)	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN/PRIPL/TLSD /SSUBO/SUBO	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 57A(5)	Power to refuse to amend application	DCPP/MPLAD/CGAI/ CGROA/CSTAP /STOWP/TPLAN/PRIPL /TLSD /SSUBO/SUBO	
s 57A(6)	Duty to note amendments to application in register	SPO	
s 57B(1)	Duty to determine whether and to whom notice should be given	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/TLSD /SSUBO/SUBO	
s 57B(2)	Duty to consider certain matters in determining whether notice should be given	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/TLSD /SSUBO/SUBO	
s 57C(1)	Duty to give copy of amended application to referral authority	DCPP/MPLAD/CGAI /CGROA/CSTAP/STOWP/ TPLAN/ PRIPL/TLSD /SSUBO/SUBO	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 58	Duty to consider every application for a permit	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/TLSD /SSUBO/SUBO	
s 58A	Power to request advice from the Planning Application Committee	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/TLSD /SSUBO/SUBO	
s 60	Duty to consider certain matters	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/TLSD /SSUBO/SUBO	
s 60(1A)	Duty to consider certain matters	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/TLSD /SSUBO/SUBO	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/TLSD /SSUBO/SUBO	
s 61(1)	Power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/TLSD /SSUBO/SUBO	The permit must not be inconsistent with a cultural heritage management plan under the *Aboriginal Heritage Act* 2006 Power to decide to grant a permit, or grant a permit with conditions, is only if 5 or less objections are received, or if the application is 'deemed to comply' with Clause 55 standards – if more than 5 objections are received, and an application is not 'deemed to comply' or where at least 3 Councillors request DCPP and/or MPLAD in writing, the matter is to be reported to Council. No limitation for decisions to refuse a permit application.

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/TLSD /SSUBO/SUBO	
s 61(2A)	Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/TLSD /SSUBO/SUBO	
s 61(3)(a)	Duty not to decide to grant a permit to use coastal Crown land without Minister's consent	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/TLSD /SSUBO/SUBO	
s 61(3)(b)	Duty to refuse to grant the permit without the Minister's consent	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/TLSD /SSUBO/SUBO	

s 61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	DCPP/MPLAD/CGAI/CGROA/CSTAP/STOWP/TPLAN/PRIPL/TLSD /SSUBO/SUBO	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 62(1)	Duty to include certain conditions in deciding to grant a permit	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/TLSD /SSUBO/SUBO	
s 62(2)	Power to include other conditions	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/TLSD /SSUBO/SUBO /CENVP/EPCO/ENVPO	
s 62(4)	Duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/TLSD /SSUBO/SUBO	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/TLSD /SSUBO/SUBO/ CENVPC/TLEPO/SEPO/ EPO	
s 62(5)(b)	Power to include a permit condition that specified works be provided on or to the land or paid for in accordance with s 173 agreement	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/TLSD /SSUBO/SUBO	
s 62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/TLSD /SSUBO/SUBO	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 62(6)(a)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with ss 46N(1), 46GV(7) or 62(5)	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/TLSD /SSUBO/SUBO	
s 62(6)(b)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in s 62(1)(a)	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/TLSD /SSUBO/SUBO	
s 63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/TLSD /SSUBO/SUBO	
s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/TLSD /SSUBO/SUBO	This provision applies also to a decision to grant an amendment to a permit – see s 75

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 64(3)	Duty not to issue a permit until after the specified period	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/TLSD /SSUBO/SUBO	This provision applies also to a decision to grant an amendment to a permit – see s 75
s 64(5)	Duty to give each objector a copy of an exempt decision	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/TLSD /SSUBO/SUBO	This provision applies also to a decision to grant an amendment to a permit – see s 75
s 64A	Duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/TLSD /SSUBO/SUBO	This provision applies also to a decision to grant an amendment to a permit – see s 75A
s 65(1)	Duty to give notice of refusal to grant permit to applicant and person who objected under s 57	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/TLSD /SSUBO/SUBO	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 66(1)	Duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/TLSD /SSUBO/SUBO	
s 66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/TLSD /SSUBO/SUBO	If the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority
s 66(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/TLSD /SSUBO/SUBO	If the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 66(6)	Duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under s 64 or 65	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/TLSD /SSUBO/SUBO	If the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit
s 69(1)	Function of receiving application for extension of time of permit	SPO	
s 69(1A)	Function of receiving application for extension of time to complete development	SPO	
s 69(2)	Power to extend time	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/TLSD /SSUBO/SUBO	The responsible authority may extend the time within which the use or development or ant stage of it is to be started or the development or any stage of it is to be completed or within which a plan under the *Subdivision Act* 1988 is to be certified.
s 70	Duty to make copy permit available for inspection	SPO	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 71(1)	Power to correct certain mistakes	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/TLSD /SSUBO/SUBO	
s 71(2)	Duty to note corrections in register	SPO	
s 73	Power to decide to grant amendment subject to conditions	DCPP/MPLAD/CGAI /CGROA/CSTAP/STOWP /TPLAN/PRIPL/TLSD /SSUBO/S UBO	
s 74	Duty to issue amended permit to applicant if no objectors	DCPP/MPLAD/CGAI/CGR OA/CSTAP /STOWP/TPLAN /PRIPL/TLSD /SSUBO/SUBO	
s 76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/TLSD /SSUBO/SUBO	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/TLSD /SSUBO/SUBO	
s 76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/TLSD /SSUBO/SUBO	If the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority
s 76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/TLSD /SSUBO/SUBO	If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit
s 76A(6)	Duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under s 64 or 76	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/TLSD /SSUBO/SUBO	If the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 76D	Duty to comply with direction of Minister to issue amended permit	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/TLSD /SSUBO/SUBO	
s 83	Function of being respondent to an appeal	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/TLSD /SSUBO/SUBO ALL CITY STRATEGY	
s 83B	Duty to give or publish notice of application for review	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/TLSD /SSUBO/SUBO	
s 84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN/PRIPL /TLSD /SSUBO/SUBO	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 84(2)	Duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/TLSD /SSUBO/SUBO	
s 84(3)	Duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/TLSD /SSUBO/SUBO	
s 84(6)	Duty to issue permit on receipt of advice within 3 business days	DCPP/MPLAD/CGAICGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/TLSD /SSUBO/SUBO	
s 84AB	Power to agree to confining a review by the Tribunal	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/TLSD /SSUBO/SUBO ALL CITY STRATEGY	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 86	Duty to issue a permit at order of Tribunal within 3 business days	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN/PRIPL /TLSD /SSUBO/SUBO	
s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	DCPP/MPLAD/CGAI /CGROA/CSTAP	
s 90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN/PRIPL /TLSD /SSUBO/SUBO ALL CITY STRATEGY	
s 91(2)	Duty to comply with the directions of VCAT	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN/PRIPL /TLSD /SSUBO/SUBO ALL CITY STRATEGY	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/TLSD /SSUBO/SUBO	
s 92	Duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s 90	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/TLSD /SSUBO/SUBO	
s 93(2)	Duty to give notice of VCAT order to stop development	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/TLSD /SSUBO/SUBO /SPIO/TLPIO/CENVPC/ TLEPO/SEPO/EPO	

s 95(3)	Function of referring certain applications to the Minister	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/TLSD /SSUBO/SUBO	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 95(4)	Duty to comply with an order or direction	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/TLSD /SSUBO/SUBO	
s 96(1)	Duty to obtain a permit from the Minister to use and develop its land	DCPP/MPLAD/CGAI /CGROA/CSTAP	
s 96(2)	Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	DCPP/MPLAD/CGAI /CGROA/CSTAP	
s 96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	DCPP/MPLAD/CGAI /CGROA/CSTAP /MCSTR/CSPP	

s 96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/PRIPL/TLSD /MCSTR/CSPP	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 96F	Duty to consider the panel's report under s 96E	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/PRIPL/TLSD /MCSTR/CSPP	
s 96G(1)	Power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under s 23 of the *Planning and Environment (Planning Schemes) Act 1996*))	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/PRIPL/TLSD /MCSTR/CSPP	
s 96H(3)	Power to give notice in compliance with Minister's direction	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/TLSD /SSUBO/SUBO	
s 96J	Duty to issue permit as directed by the Minister	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/TLSD /SSUBO/SUBO	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 96K	Duty to comply with direction of the Minister to give notice of refusal	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/TLSD /SSUBO/SUBO	
s 96Z	Duty to keep levy certificates given to it under ss 47 or 96A for no less than 5 years from receipt of the certificate	SPO	
s 97C	Power to request Minister to decide the application	NOT DELEGATED	
s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/TLSD /SSUBO/SUBO	
s 97G(3)	Function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister	SPO	
s 97G(6)	Duty to make a copy of permits issued under s 97F available for inspection	SPO	
s 97L	Duty to include Ministerial decisions in a register kept under s 49	SPO	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 97MH	Duty to provide information or assistance to the Planning Application Committee	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/TLSD /SSUBO/SUBO /MCSTR/CSPP/SLUP /PSTRP/STRP	
s 97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee	DCPP/MPLAD/MCSTR	
s 97O	Duty to consider application and issue or refuse to issue certificate of compliance	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN/PRIPL /TLSD	
s 97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	DCPP/MPLAD/CGAI /CGROA/CSTRP /STOWP/TPLAN /PRIPL/TLSD /SSUBO/SUBO	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/TLSD /SSUBO/SUBO	
s 97Q(4)	Duty to comply with directions of VCAT	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/TPLAN /PRIPL/TLSD /SSUBO/SUBO	
s 97R	Duty to keep register of all applications for certificate of compliance and related decisions	SPO	
s 98(1)&(2)	Function of receiving claim for compensation in certain circumstances	SPO CFO	
s 98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	SPO CFO	
s 101	Function of receiving claim for expenses in conjunction with claim	SPO CFO	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 103	Power to reject a claim for compensation in certain circumstances	DCPP/MPLAD/MCSTR /CFO	Note – refers to small claims, ie: a) $500 or any greater amount prescribed by the Regulations; b) or 0·1% of the value that the land would have had if the land had not been affected by any circumstance set out in section 98(1) or (2) or 107.
s 107(1)	Function of receiving claim for compensation	SPO CFO	
s 107(3)	Power to agree to extend time for making claim	DCPP/MPLAD/MCSTR /CFO	
s 113(2)	Power to request a declaration for land to be proposed to be reserved for public purposes		
s 114(1)	Power to apply to the VCAT for an enforcement order	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/PRIPL/TLSD /TLPIO/SPIO/CENVPC/ TLEPO/SEPO/EPO	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 117(1)(a)	Function of making a submission to the VCAT where objections are received	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/PRIPL/TLSD /TPLAN/TLPIO/SPIO/ CENVPC/TLEPO/SEPO/ EPO	
s 120(1)	Power to apply for an interim enforcement order where s 114 application has been made	DCPP/MPLAD/CGAI /CGROA/CSTAP/ TLPIO/SPIO/CENVPC/ TLEPO/SEPO/EPO	
s 123(1)	Power to carry out work required by enforcement order and recover costs	DCPP/MPLAD/CGAI /CSTAP/CENVPC	
s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under s 123(1)	DCPP/DIA/MPLAD	Except Crown Land

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 125(1)	Power to apply to any court of competent jurisdiction or to the tribunal for an injunction restraining any person from contravening an enforcement order or an interim enforcement order.	DCPP/MPLAD/CSTAP/ CGAI/CENVPC	Section 123 of the *Victorian Civil and Administrative Tribunal Act 1998* applies on an application to the Tribunal.
s 129	Function of recovering penalties	SPO	
s 130(5)	Power to allow person served with an infringement notice further time	DCPP/MPLAD/CGAI /CGROA/CSTAP /STOWP/PRIPL/TLSD / TLPIO/SPIO/CENVPC/TL EPO/SEPO/EPO	
s 148B	Power to apply to the Tribunal for a declaration.	DCPP/MPLAD/CSTAP/ CGAI/CENVPC	
s 149A(1)	Power to refer a matter to the VCAT for determination	DCPP/MPLAD/CGAI/CST AP/CENVPC	Note – Part 6 of the Act refers to enforcement and legal proceedings
s 149A(1A)	Power to apply to VCAT for the determination of a matter relating to the interpretation of a s 173 agreement	DCPP/MPLAD/CGAI /CGROA/CSTAP/ CENVPC ALL CITY STRATEGY	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 156	Duty to pay fees and allowances (including a payment to the Crown under s 156(2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under s 156(2B) power to ask for contribution under s 156(3) and power to abandon amendment or part of it under s 156(4)	DCPP/MPLAD/MCSTR	Where Council is the relevant planning authority
s 171(2)(f)	Power to carry out studies and commission reports	DCPP/MPLAD/CGAI /TLPIO/SPIO/CENVPC/ TLEPO/SEPO/EPO	Subject to budgetary provision
s 171(2)(g)	Power to grant and reserve easements	DCPP/MPLAD/CGAI /CGROA/CSTAP	
s 172C	Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	DCPP/MPLAD/MCSTR	Where Council is a development agency specified in an approved infrastructure contributions plan. This power can only be used when there is no dispute of either the acquisition or of the amount of compensation being offered. If there is a dispute of either the matter must be presented to Council.

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 172D(1)	Power to compulsorily acquire any inner public purpose land that is specified in the plan before the time that the land is required to be provided to Council under s 46GV(4)	DCPP/MPLAD/MCSTR	Where Council is a collecting agency specified in an approved infrastructure contributions plan
s 172D(2)	Power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan, before the time that the land is required to be provided under s 46GV(4)	DCPP/MPLAD/MCSTR	Where Council is the development agency specified in an approved infrastructure contributions plan. This power can only be used when there is no dispute of either the acquisition or of the amount of compensation being offered. If there is a dispute of either the matter must be presented to Council.
s 173(1)	Power to enter into agreement covering matters set out in s 174	DCPP/MPLAD/CGAI /CGROA/CSTAP /MCSTR/CSPP/CENVPC/ MBS	
s 173(1A)	Power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing	DCPP/MPLAD/CGAI //CSTAP /MCSTR/CGROA /CSPP	Where Council is the relevant responsible authority

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
---	Power to decide whether something is to the satisfaction of Council, where an agreement made under s 173 of the *Planning and Environment Act 1987* requires something to be to the satisfaction of Council or Responsible Authority	DCPP/MPLAD/CGAI /CSTAP/STOWP/PRIPL /TLSD /MCSTR/CGROA /CSPP/CENVPC	
---	Power to give consent on behalf of Council, where an agreement made under s 173 of the *Planning and Environment Act 1987* requires that something may not be done without the consent of Council or Responsible Authority	DCPP/MCSTR/CGAI /CTOWP/STOWP /PRIPL/TLSD /MCSTR/CGROA /CSPP/CENVPC	
s 177(2)	Power to end a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	DCPP/MPLAD/CGAI /CSTAP/MCSTR /CGROA/CSPP	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 178	Power to amend a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	DCPP/MPLAD/CGAI /CSTAP/MCSTR /CGROA/CSPP	Note - section 178 provides: "An agreement may, with the approval of the Minister, be amended by agreement between the responsible authority and all persons who are bound by any covenant in the agreement".
s 178A(1)	Function of receiving application to amend or end an agreement	SPO ALL CITY STRATEGY	
s 178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s 178A(1)	DCPP/MPLAD/CGAI /CSTAP/STOWP/PRIPL /TLSD /STOWP/TPLAN /SSUBO/SUBO /MCSTR/CGROA /CSPP	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	DCPP/MPLAD/CGAI /CSTAP/STOWP/PRIPL /TLSD /STOWP/TPLAN /SSUBO/SUBO /MCSTR/CGROA /CSPP	
s 178A(5)	Power to propose to amend or end an agreement	DCPP/MPLAD/CGAI /CSTAP/MCSTR /CGROA/CSPP	
s 178B(1)	Duty to consider certain matters when considering proposal to amend an agreement	DCPP/MPLAD/CGAI /CSTAP/STOWP/PRIPL /TLSD /TPLAN/SSUBO/SUBO /MCSTR/CGROA /CSPP	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 178B(2)	Duty to consider certain matters when considering proposal to end an agreement	DCPP/MPLAD/CGAI /CSTAP/STOWP/PRIPL /TLSD /TPLAN/SSUBO/SUBO /MCSTR/CGROA /CSPP	
s 178C(2)	Duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	DCPP/MPLAD/CGAI /CSTAP/STOWP/PRIPL /TLSD /TPLAN/SSUBO/SUBO /MCSTR/CGROA /CSPP	
s 178C(4)	Function of determining how to give notice under s 178C(2)	DCPP/MPLAD/CGAI /CSTAP/STOWP/PRIPL /TLSD /TPLAN/SSUBO/SUBO /MCSTR/CGROA	

		/CSPP	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 178E(1)	Duty not to make decision until after 14 days after notice has been given	SPO ALL CITY STRATEGY	
s 178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	DCPP/MPLAD/CGAI /CSTAP/MCSTR /CGROA/CSPP	If no objections are made under s 178D Must consider matters in s 178B
s 178E(2)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	DCPP/MPLAD/CGAI /CSTAP/MCSTR /CGROA/CSPP	If no objections are made under s 178D Must consider matters in s 178B

s 178E(2)(c)	Power to refuse to amend or end the agreement	DCPP/MPLAD/CGAI /CSTAP/MCSTR /CGROA/CSPP	If no objections are made under s 178D Must consider matters in s 178B
s 178E(3)(a)	Power to amend or end the agreement in accordance with the proposal	DCPP/MPLAD/CGAI /CSTAP/MCSTR /CGROA/CSPP	After considering objections, submissions and matters in s 178B

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 178E(3)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	DCPP/MPLAD/CGAI /CSTAP/MCSTR /CGROA/CSPP	
s 178E(3)(c)	Power to amend or end the agreement in a manner that is substantively different from the proposal	DCPP/MPLAD/CGAI /CSTAP/MCSTR /CGROA/CSPP	After considering objections, submissions and matters in s 178B

s 178E(3)(d)	Power to refuse to amend or end the agreement	DCPP/MPLAD/CGAI /CSTAP/MCSTR /CGROA/CSPP	After considering objections, submissions and matters in s 178B
s 178F(1)	Duty to give notice of its decision under s 178E(3)(a) or (b)	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL/TLSD /SSUBO /SUBO/MCSTR /CGROA/CSPP	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 178F(2)	Duty to give notice of its decision under s 178E(2)(c) or (3)(d)	DCPP/MPLAD/CGAI /CSTAP/STOWP /TPLAN/PRIPL/TLSD /SSUBO /SUBO/MCSTR /CGROA/CSPP	

s 178F(4)	Duty not to proceed to amend or end an agreement under s 178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn	SPO ALL CITY STRATEGY	
s 178G	Duty to sign amended agreement and give copy to each other party to the agreement	DCPP/MPLAD/CGAI /CSTAP/MCSTR /CGROA/CSPP	
s 178H	Power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	DCPP/MPLAD/CGAI /CSTAP/MCSTR /CGROA/CSPP	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 178I(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	DCPP/MPLAD/CGAI /CSTAPMCSTR /CGROA/CSPP	
s 179(2)	Duty to make available for inspection copy agreement	SPO ALL CITY STRATEGY	
s 181	Duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General	DCPP/MPLAD/CGAI /CSTAP/MCSTR /CGROA/CSPP	
s 181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement.	DCPP/MPLAD/CGAI /CSTAP/MCSTR /CGROA/CSPP	
s 181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement	DCPP/MPLAD/CGAI /CSTAPMCSTR /CGROA/CSPP	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 182	Power to enforce an agreement	DCPP/MPLAD/CGAI /CSTAP/STOWP/PRIPL /TLSD /TPLAN/SSUBO/SUBO /MCSTR/CGROA /CSPP	
s 183	Duty to tell Registrar of Titles of ending/amendment of agreement	DCPP/MPLAD/CGAI /CSTAP/STOWP/PRIPL /TLSD /TPLAN/SSUBO/SUBO /MCSTR/CGROA /CSPP	
s 184F(1)	Power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision	DCPP/MPLAD/MCSTR	
s 184F(2)	Duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement	SPO	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 184F(3)	Duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement	DCPP/MPLAD/CGAI /CSTAP/STOWP/PRIPL /TLSD /TPLAN/SSUBO/SUBO /MCSTR/CGROA /CSPP	
s 184F(5)	Function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision	SPO ALL CITY STRATEGY	
s 184G(2)	Duty to comply with a direction of the Tribunal	SPO ALL CITY STRATEGY	
s 184G(3)	Duty to give notice as directed by the Tribunal	DCPP/MPLAD/CGAI /CSTAP/STOWP/PRIPL /TLSD /TPLAN/SSUBO/SUBO /MCSTR/CGROA /CSPP	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 185B(1)	Duty to comply with a request from the Minister to provide the name, address, email address or telephone number of any person to whom the Minister is required to give notice	DCPP/MPLAD/CGAI / CSTAP/STOWP/PRIPL /TLSD /TPLAN/SSUBO/SUBO/ MCSTR/CGROA/CSPP	
s 198(1)	Function to receive application for planning certificate	SPO	
s 199(1)	Duty to give planning certificate to applicant	DCPP/MPLAD/CGAI /CSTAP/STOWP/PRIPL /TLSD /TPLAN/SSUBO/SUBO	
s 201(1)	Function of receiving application for declaration of underlying zoning	SPO	
s 201(3)	Duty to make declaration	DCPP/MPLAD/CGAI /CSTAP/STOWP/PRIPL /TLSD /TPLAN/SSUBO/SUBO/ TLPIO/SPIO/CENVPC/ TLEPO/SEPO/EPO	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
-	Power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction of Council	DCPP/MPLAD/CGAI /CSTAP/STOWP/PRIPL /TLSD /TPLAN/SSUBO/SUBO /MCSTR/CGROA/ CSPP/TLPIO/SPIO/ CENVPC/TLEPO/SEPO/ EPO	
-	Power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires the consent or approval of Council	DCPP/MPLAD/CGAI /CSTAP/STOWP/PRIPL /TLSD /TPLAN/SSUBO/SUBO /MCSTR/CGROA/CSPP/ TLPIO/SPIO/ CENVPC/TLEPO/SEPO/ EPO	

PLANNING AND ENVIRONMENT ACT 1987			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
-	Power to approve any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit	DCPP/MPLAD/CGAI /CSTAP/STOWP/PRIPL /TLSD /TPLAN/SSUBO/SUBO/ MCSTR/CGROA /CSPP/TLPIO/SPIO/ CENVPC/TLEPO/SEPO/ EPO	
-	Power to give written authorisation in accordance with a provision of a planning scheme	DCPP/MPLAD/CGAI /CSTAP/STOWP/PRIPL /TLSD /TPLAN/SSUBO/SUBO /MCSTR/CGROA /CSPP/TLPIO/SPIO/ CENVPC/TLEPO/SEPO/ EPOF	
s 201UAB(1)	Function of providing the Victoria Planning Authority with information relating to any land within municipal district	SPO ALL CITY STRATEGY	
s 201UAB(2)	Duty to provide the Victoria Planning Authority with information requested under s 201UAB(1) as soon as possible	SPO ALL CITY STRATEGY	

PLANNING AND ENVIRONMENT REGULATIONS 2015			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
r 6	Function of receiving notice, under s 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme.	ALL CITY STRATEGY SPO	Where Council is not the planning authority and the amendment affects land within its municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority.
r.21	Power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under s 54 of the Act	DCPP/MPLAD/CGAI /CSTAP/STOWP/PRIPL /TLSD /TPLAN/SSUBO/SUBO	
r 25(a)	Duty to make copy of matter considered under s 60(1A)(g) in accordance with the public availability requirements.	SPO	Where Council is the responsible authority
r 25(b))	Function of receiving a copy of any document considered under s 60(1A)(g) by the responsible authority and duty to make the document available in accordance with the public availability requirements.	SPO	Where Council is not the responsible authority, but the relevant land is within Council's municipal district
r 42	Function of receiving notice under s 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	ALLCITY STRATEGY SPO	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or

PLANNING AND ENVIRONMENT REGULATIONS 2015			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
			Where the amendment will amend the planning scheme to designate Council as an acquiring authority.

PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
r.19	Power to waive or rebate fee relating to amendment of a planning scheme	DCPP/MCSTR/CGROA /CSPP	Where Council is the planning authority Note – the grounds for waiving or rebating a fee include: a) the request has been withdrawn and a new request submitted in its place; or b) the amendment combines separate items from more than one request for an amendment to a planning scheme into one amendment; or c) in the opinion of the planning authority or the Minister— (i) the request imposes on the planning authority or the Minister (as the case may be) no appreciable burden or a lesser burden than usual for supplying d) that service; or

PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
r.19 *continued*			(ii) the primary intention of the amendment is to substantially assist in the implementation of State, regional or local policy; or (iii) the primary intention of the amendment is to upgrade and improve the planning scheme in the public interest; or (iv) the amendment implements a review of the planning scheme completed under section 12B of the Act; or (v) the amendment rewrites and restructures the planning scheme so that it may be more readily understood, without changing the planning policy; or (vi) the primary intention of the amendment is to make the planning scheme consistent in form and content with the directions or guidelines issued by the Minister under section 7 of the Act; or (vii) the primary intention of the amendment is to remove errors or anomalies in the planning scheme; or

PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
			(viii) the request has been made by a person or group of persons standing to gain no financial benefit from the amendment; or (ix) the amendment is not intended to financially benefit an owner or group of owners of land.
r.20 r.20 *continued*	Power to waive or rebate fee other than a fee relating to an amendment to a planning scheme	DCPP/MPLAD/MCSTR /CGROA/CSPP/CSTAP /CGAI	Where Council is the responsible authority Note – the grounds for waiving or rebating a fee include: *(a) an application is withdrawn and a new application is submitted in its place; or* *(b) in the opinion of the responsible authority or the Minister the payment of the fee is not warranted because—* *(i) of the minor nature of the consideration of the matter decided or to be decided; or* *(ii) the requested service imposes on the responsible authority or the Minister (as the case may be) no appreciable burden or a lesser burden than usual for supplying that service; or;* *(c) in the opinion of the responsible authority or the Minister (as the case may be) the application or determination assists—*

PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
			(i) the proper development of the State, region or municipal district; or *(ii) the proper development of part of the State, region or municipal district; or* *(iii) the preservation of buildings or places in the State, region or municipal district which are of historical or environmental interest; or* *(d) the application relates to land used exclusively for charitable purposes.*
r 21	Duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r19 or 20	ALLCITY STRATEGY SPO	

RESIDENTIAL TENANCIES ACT 1997			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s.518F	Power to issue a notice to a caravan park operator regarding the emergency management plan if it is determined that the plan does not comply with the requirements	CPUBH	
s.522(1)	Power to give a compliance notice to a person	CPUBH	
s.525(2)	Power to authorise an officer to exercise powers in section 526 (either generally or in a particular case)	CPUBH	
s.527	Power to authorise a person to institute proceedings (either generally or in a particular case)	CPUBH	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
r 7	Power to enter into a written agreement with a caravan park owner	CPUBH/EHO	
r 12(1) r 12(2)	Power to refuse to grant the registration if not satisfied that the caravan park complies with these regulations	DCSL/MCITS/CPUBH	
r 14(3)	Power to determine where notice of transfer is displayed	CPUBH/EHO	
r 15(3)	Power to determine where certificate of transfer of registration is displayed	CPUBH/EHO	
r 16(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	NOT DELEGATED	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2024			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
r 22	Power to determine places in which caravan park owner must display a copy of emergency procedures	CPUBH/EHO	
r 23	Power to determine places in which caravan park owner must display copy of public emergency warnings	CPUBH/EHO	
r 24(2)	Power to consult with relevant floodplain management authority	CPUBH/EHO	
r 26(b)(i)	Power to approve system for the discharge of sewage and wastewater from a movable dwelling	CPUBH/EHO	
r 38(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	CPUBH/EHO	
r 45(3)	Power to determine places in which caravan park owner must display name and telephone number of an emergency contact person	CPUBH/EHO	
r 45(5)	Power to determine places in which caravan park owner must display the certificate of registration or certificate of renewal of registration, the plan of the caravan park and a copy of the caravan park rules	CPUBH/EHO	

ROAD MANAGEMENT ACT 2004			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s.11(1)	Power to declare a road by publishing a notice in the Victoria Government Gazette	NOT DELEGATED	Obtain consent in circumstances specified in 11(2)
s.11(8)	Power to name a road or change the name of a road by publishing a notice in the Government Gazette	NOT DELEGATED	
s13(1)	Power to fix a boundary road by publishing notice in the Government Gazette	DIA	Power of the coordinating road authority and obtain consent under s13(3) and section 13(4)
s14(7)	Power to appeal against decision of the Head, Transport for Victoria	DIA/MASS/DCSS/MPLAD	
s15(1)	Power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport	DIA	Must be ratified by Council
s15(1A)	Power to enter into an arrangement with a utility to transfer a road management function of the utility to the road authority	DIA	Must be ratified by Council

ROAD MANAGEMENT ACT 2004			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s16(7)	Power to enter into an arrangement under section 15	DIA	Must be ratified by Council
s.17(3)	Power to decide that a road is reasonably required for general public use	NOT DELEGATED	Note – a public road includes a road declared pursuant to section 204(1) of the *Local Government Act* 1989
s.17(4)	Power to decide that a road is no longer reasonably required for general public use	NOT DELEGATED	
s.18(1)	Power to designate an ancillary area	NOT DELEGATED	Where Council is the coordinating road authority, and obtains consent in circumstances specified in section 18(2)
s.21	Power to reply to a request for information or advice from the Minister or relevant Minister	DIA/MASS/DCSS/MPLAD	Obtain consent in the circumstances specified in section 11(2)
s.22(2)	Power to comment on a proposed Ministerial direction	DIA/MASS	
s.40(5)	Power to inspect, maintain and repair a road which is not a public road	NOT DELEGATED	
s.42(1)	Power to declare a public road as a controlled access road	NOT DELEGATED	Power of the coordinating road authority and Schedule 2 also applies

ROAD MANAGEMENT ACT 2004			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
			Note "controlled access road" means a public road in respect of which a declaration is in force under section 42
s.42(2)	Power to amend or revoke a declaration by notice published in the Government Gazette	NOT DELEGATED	Power of the coordinating road authority - Schedule 2 also applies
s42A(4)	Power to approve the Minister's decision to specify a road as a specified freight road	DIA/MASS	Power of the coordinating road authority If the road is a municipal road or part thereof and where the road is to be specified a freight road
s.49	Power to develop and publish a road management plan	NOT DELEGATED	
s.51	Power to determine standards by incorporating the standards in a road management plan	NOT DELEGATED	
s53(2)	Power to cause notice to be published in the Government Gazette of an amendment etc. of a document in a road management plan	DIA/MASS	
s.54(6)	Power to amend a road management plan	NOT DELEGATED	

ROAD MANAGEMENT ACT 2004			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s.63(1)	Power to consent to conduct of works on a road	DIA/MASS/DCSS/CTECS /MINFD/MPLAD	Where Council is the coordinating road authority
s.63(2)(e)	Power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	DIA/MASS/MWASS/MINFD /DCSS/MPLAD	Where council is the infrastructure manager
s.66(1)	Power to consent to structure etc	DIA/MASS	Where Council is the coordinating road authority
s.67(3)	Power to request information relating to the person responsible for distributing a sign or bill on a road	DIA/MASS/CTECS	Where Council is the coordinating road authority
s.68(2)	Power to request information relating to the person responsible for depositing a sign or bill on a road	DIA/MASS/CTECS	Where Council is the coordinating road authority
s.71(3)	Power to appoint an authorised officer	NOT DELEGATED	
s.87(2)	Duty to investigate complaint and provide report	DIA/MASS/MINFD/CTECS /DCSS/MPLAD	

ROAD MANAGEMENT ACT 2004			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s.96	Power to authorise a person for the purpose of instituting legal proceedings	DIA/MASS/MINFD/CTECS	
s.112(2)	Power to recover damages in court	DIA/MASS/MINFD/CTECS /DCSS/MPLAD	
s.116	Power to cause or carry out an inspection where a notice of an incident arising out of the condition of a public road has been received	DIA/MASS/MINFD/DCSS /MPLAD	
s.120(1)	Power to exercise road management functions on an arterial road (with the consent of The Head, Transport for Victoria)	DIA/MASS/MWASS/MINFD /DCSS/MPLAD	
s.121(1)	Power to enter into an agreement in respect of works	DIA/MASS/MWASS/MINFD /DCSS/MPLAD	
s.122(1)	Power to charge and recover fees	DIA	Note – fees may be charged if authorised under the Road Management (General) Regulations 2005. The Regulations express the fees in terms of "fee units" which are indexed annually. In 2014/15, a fee unit is $13.24.
s.123(1)	Power to charge for any service	DIA	Note – the charge can include costs relating to:

ROAD MANAGEMENT ACT 2004			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
			a) supplying a service, product or commodity; or b) giving information.
Schedule 2 – Clause 2(1)	Power to make a decision in respect of controlled access roads	DIA/MASS/MINFD	Note – controlled access road means a public road in respect of which a declaration is in force under section 42.
Schedule 2 – Clause 3(2)	Power to amend, revoke or substitute policy about controlled access roads	NOT DELEGATED	See above
Schedule 7 Clause 12(2)	Power to direct infrastructure manager or works manager of another authority to conduct reinstatement works	DIA/MASS/CTECS/MINFD	Where Council is the coordinating road authority
Schedule 7 Clause 12(3)	Power to take measures to ensure reinstatement works are completed	DIA/MASS/CTECS/MINFD /DCSS/MPLAD	Where Council is the coordinating road authority
Schedule 7 Clause 12(5)	Power to recover costs incurred in sub clause 12(3)	DIA/MASS/CTECS/MINFD /DCSS/MPLAD	Where Council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
Schedule 7 Clause 13(2)	Power to vary a notice period	DIA/MASS/CTECS/MINFD	Where Council is the coordinating road authority
Schedule 7 Clause 16(1)	Power to consent to proposed works	DIA/MASS/CTECS/MINFD /DCSS/MPLAD	Where Council is the coordinating road authority
Schedule 7 Clause 16(5)	Power to consent to proposed works	DIA/MASS/CTECS/MINFD /DCSS/MPLAD	Where Council is the coordinating road authority
Schedule 7 Clause 16(6)	Power to set reasonable conditions on consent for proposed roadworks	DIA/MASS/CTECS/MINFD /DCSS/MPLAD	Where Council is the coordinating road authority
Schedule 7 Clause 16(8)	Power to include consents and conditions for proposed roadworks	DIA/MASS/CTECS/MINFD /DCSS/MPLAD	Where Council is the coordinating road authority
Schedule 7 Clause 17(2)	Power to refuse to give consent and duty to give reasons for refusal for proposed roadworks	DIA/MASS/CTECS/MINFD /DCSS/MPLAD	Where Council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
Schedule 7 Clause 18(1)	Power to enter into an agreement in relation to proposed roadworks	DIA/MASS/MINFD/DCSS /MPLAD	Where Council is the coordinating road authority
Schedule 7 Clause 19(1)	Power to give notice requiring rectification of works	DIA/MASS/MINFD/CTECS /DCSS/MPLAD	Where Council is the coordinating road authority
Schedule 7 Clause 19(2) & (3)	Power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	DIA/MASS/MINFD/CTECS /DCSS/MPLAD	Where Council is the coordinating road authority
Schedule 7 Clause 20(1)	power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	DIA/MASS/MINFD/CTECS /DCSS/MPLAD	Where Council is the coordinating road authority
Schedule 7A Clause 2	Power to cause street lights to be installed on roads	DIA/MASS/MINFD/DCSS /MPLAD	Where Council is the coordinating road authority

ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
r.16(3)	Power to issue a permit	DIA/MASS/MINFD/DCSS	Where Council is the coordinating road authority
r.18(1)	Power to give written consent re damage to road	DIA/MASS/MINFD	Where Council is the coordinating road authority
r.23(2)	Power to make a submission to the tribunal.	DIA/MASS	Where Council is the coordinating road authority Note "tribunal" refers to the Victorian Civil and Administrative Tribunal
r.23(4)	Power to charge a fee for application under section 66(1) Road Management Act	NOT DELEGATED	Where Council is the coordinating road authority
r.25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on a road	DIA/MASS/CTECS/MINFD /DCSS/MPLAD	Where Council is the coordinating road authority
r.25(2)	Power to sell or dispose of things removed from a road or part of road (after first complying with regulation 25(3)	DIA/MASS/CTECS/MINFD	Where Council is the coordinating road authority

ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
r.25(5)	Power to recover in the Magistrates' Court expenses from the person responsible	DIA/MASS/CTECS/MINFD	Where Council is the coordinating road authority

ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2015			
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
r.15	power to exempt a person from requirement under clause 13(1) of schedule 7 to the Act to give notice as to the completion of those works	DIA/MASS/MINFD/DCSS /MPLAD	Where Council is the coordinating road authority and where consent given under s 63(1) of the Act
r.22(2)	power to waive whole or part of fee in certain circumstances	DIA/MASS/MINFD/DCSS /MPLAD	Where Council is the coordinating road authority

REPORT NO:	8.10
REPORT TITLE:	Audit and Risk Committee Meeting Minutes - 6 December 2024
SOURCE:	Peter Faull, Coordinator Governance
DIVISION:	Finance & Governance
FILE NO:	HCC14/403
POLICY:	-
STRATEGIC OBJECTIVE:	3.2: Deliver responsible and transparent governance, services and sustainable assets that respond to community needs
ATTACHMENT:	1. *Audit and Risk Committee Meeting Minutes - 6 December 2025*

1. RECOMMENDATION:

THAT Council notes the confirmed minutes of Hume City Council's Audit and Risk Committee Meeting which was held on 6 December 2024.

HUME CITY COUNCIL

AUDIT AND RISK COMMITTEE MEETING OF THE HUME CITY COUNCIL

FRIDAY, 6 DECEMBER 2024

9:30AM

COUNCIL CHAMBER
HUME GLOBAL LEARNING CENTRE BROADMEADOWS
(1093 PASCOE VALE ROAD, BROADMEADOWS 3047)

CONFIRMED – 14 March 2025

HUME CITY COUNCIL

Minutes of a
AUDIT AND RISK COMMITTEE MEETING OF THE HUME CITY COUNCIL
held on Friday, 6 December 2024
at 9:30AM
at the Council Chamber, Hume Global Learning Centre Broadmeadows (1093 Pascoe Vale Road, Broadmeadows 3047)

To: a:	Committee Members	Ms Jenny Johanson	Chairperson
		Mr Bruce Potgieter	
		Mr Peter Smith	
		Cr Jarrod Bell	Mayor
		Cr Ally Watson	
b:	Officers	Ms Sheena Frost	Chief Executive Officer
		Ms Holly de Krester	Acting Chief Financial Officer
		Mr Peter Faull	Coordinator Governance
		Mr Andrew Yuan	Acting Manager Finance
		Mr Chris Bradbury	Coordinator Integrity Support
		Mr David Slater	Coordinator Revenue
		Ms Andrea Taylor	Manager Organisational Performance & Strategy
		Mr Rodney Cann	Manager Project Management Officer
		Mr Samuel Ferrier	Manager City Safety
		Ms Ashlee Milich	Risk Management Lead
		Mr Brendan Clifford	Chief Information Officer
		Mr Chris How	Head of Cyber & Information Security
		Ms Sasha Lord	Program Director Digital Transformation
		Mr Adam McSwain	Director Infrastructure and Assets
		Ms Anne Weaven	Governance Officer
c:	Internal Auditors	Mr Mark Holloway	HLB Mann Judd

ORDER OF BUSINESS

1. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

The Chairperson, Jenny Johanson read the following:

Hume City Council would like to acknowledge that we are meeting on Country for which the members and Elders of the Wurundjeri Woi-wurrung people and their forebears have been custodians for many thousands of years. The Wurundjeri Woi-wurrung, which includes the Gunung-Willam-Balluk clan, are the Traditional Custodians of this land. Hume City Council would also like to pay its respects to their Elders, past and present, and to all Aboriginal and Torres Strait Islander peoples who may be here today.

The Chairperson welcomed attendees to the meeting, and acknowledged and welcomed the newly appointed Council committee members, Mayor Cr Jarrod Bell and Cr Ally Watson.

2. APOLOGIES

Apologies were received from Mr Fadi Srour, Mr Robert Costa, Mr Kundai Mtsambiwa, HLB Mann Judd, Mr Travis Derricott and Mr Jung Yau, Victorian Auditor General's Office.

3. DISCLOSURE OF INTEREST

3.1 The Chairperson drew the attention of the Committee Members to the provisions of the *Local Government Act 2020* and Council's Governance Rules in relation to the disclosure of conflicts of interest. Committee Members' are to disclose any conflict of interest immediately before consideration or discussion of the relevant item. Committee Members are then required to leave the meeting during discussion and not vote on the relevant item.

3.2 All people present at the meeting were required to advise the committee of any matter that the committee should be aware of.

No person present declared a conflict of interest, nor advised that there was any matter that should be brought to the attention of the Committee.

4. AUDIT AND RISK COMMITTEE WORK PROGRAM

The next meeting's work program update will include the relevant agenda item against each item in the work program.

5. CONFIRMATION OF COMMITTEE MINUTES

Unconfirmed Minutes of the Audit and Risk Committee Meeting held on 11 September 2024.

Moved Mr Bruce Potgieter, **Seconded** Mr Peter Smith

THAT the Minutes of the Audit and Risk Committee Meeting held on of 11 September 2024, be confirmed.

CARRIED

6. REPORTS TAKEN AS READ

Moved Mr Bruce Potgieter, **Seconded** Mr Peter Smith

That the following reports be taken as read and the recommendations made in these reports be adopted:

- **Report number 7.8: Recent Reports and Publications**
- **Report number 7.10: Reimbursed Out-of-pocket Expenses Paid to Councillors**
- **Report number 7.11: Business Continuity Update**
- **Report number 7.15: Express Yourself! Employee Survey Results**
- **Report number 7.16: OH&S Act 2004 - Quarterly Work-Safe Improvement Notice Report**
- **Report number 7.17: Community Asset Committees Summary of Operations and Financial Delegations**

CARRIED

7. OFFICERS' REPORTS

Report No.	Report	Page in Agenda
7.1	**Matters Arising from the Minutes of Audit and Risk Committee Meetings - 23 August 2024 and 11 September 2024**	3

Mr Peter Faull, Coordinator Governance provided the Committee with an overview of the report, and advised that an Outstanding Actions Register will be introduced at the next meeting.

Moved Cr Jarrod Bell, **Seconded** Mr Bruce Potgieter

2.1 That the Audit and Risk Committee:

2.1.1 notes this report;

2.1.2 provides feedback on any actions already taken or which are scheduled to be taken at a future date.

CARRIED

Ms Andrea Taylor, Manager Organisational Performance & Strategy, and Mr Rodney Cann, Manager Project Management Officer, joined the meeting, the time being 9:35am

Report No.	Report	Page in Agenda
7.2	**First Quarter Report 2024/25 - Council Plan Strategic Objectives and Actions, Capital Works Program and Budget**	6

Ms Andrea Taylor, Mr Rodney Cann and Mr Andrew Yuan each provided the Committee with an overview of the report associated with their areas of responsibility.

The Committee thanked them for their detailed responses to the Questions on Notice, and thanked Mr David Slater, Coordinator Revenue for his detailed response to Rate Arrears Question on Notice.

Moved Mr Peter Smith, **Seconded** Cr Ally Watson

That the Audit and Risk Committee note the report.

CARRIED

Ms Taylor and Mr Cann left the meeting, the time being 9:48am

Report No.	Report	Page in Agenda
7.3	**2023/24 Closing Report and Final Management Letter**	62

Mr Andrew Yaun provided the Committee with an overview of the report.

The Committee noted the inconsistency in advice given to Councils on certain items. Mr Yuan noted discussions he has had with VAGO related to this. The Committee will be kept updated with progress on the three items until resolved.

Action:
Valuations report scheduled for May 2025 to be completed as thoroughly as possible.

Moved Cr Jarrod Bell, **Seconded** Mr Bruce Potgieter

That the Audit and Risk Committee notes the Closing Report and Final Management Letter.

CARRIED

Mr Yuan and Mr Slater left the meeting, the time being 10:00am

Report No.	Report	Page in Agenda
7.4	**Legislative Compliance and Ethics Program**	111

Mr Chris Bradbury, Coordinator Integrity Support provided a summary of the report, providing a response to the Chairperson, Ms Jenny Johanson's Question on Notice.

Moved Cr Jarrod Bell, **Seconded** Mr Bruce Potgieter

2.1 That the Audit and Risk Committee note the Report and provide any guidance considered necessary.

2.2 That Council provide an update to the Committee in March 2025 on the new procedure.

CARRIED

Report No.	Report	Page in Agenda
7.5	**Management Status Report December 2024 - Audits**	114

Mr Chris Bradbury provided a summary of the report, discussing the Management responses provided to the Questions on Notice.

Moved Mr Peter Smith, **Seconded** Cr Ally Watson

That the Audit and Risk Committee notes the management actions to date.

CARRIED

Report No.	Report	Page in Agenda
7.6	**Internal Audit Reports - Review of Access Control & CCTV Surveillance, Review of Social Media, Review of Child Safe Standards - Compliance, and Follow-up Review (Completed Actions)**	128

Mr Chris Bradbury provided a summary of the report, providing a response to the Chairperson, Ms Jenny Johanson's Question on Notice.

Cr Jarrod Bell left the meeting at 10:25am during discussion on item 7.6 and returned at 10:28am, prior to the vote being taken on this item.

Moved Cr Jarrod Bell, **Seconded** Cr Ally Watson

2.1 That the Audit and Risk Committee notes the Report.

2.2 The outstanding recommendations be included in the Management Status Report until completed.

CARRIED

Report No.	Report	Page in Agenda
7.7	**Internal Audit Strategic Plan Status Report - December 2024**	**217**

Mr Chris Bradbury provided an overview of the report. Discussion was had on the proposed internal audit program for Risk Management audit being reviewed every five years.

Action:
That the Risk Management internal audit, which is scheduled to be actioned in 5 years time, be brought forward and actioned earlier.

Moved Mr Peter Smith, **Seconded** Mr Bruce Potgieter

2.1 That the Audit and Risk Committee note the Internal Audit Strategy Update for August 2024.

2.2 That the Audit and Risk Committee approve the draft Strategic Internal Audit Plan 2024-2028 (24-25 Focus).

CARRIED

Report No.	Report	Page in Agenda
7.8	**Recent Reports and Publications - November 2024**	**251**

REPORT TAKEN AS READ

RECOMMENDATION:

That the Audit and Risk Committee note the Report.

Report No.	Report	Page in Agenda
7.9	**Integrity Report - December 2024**	**262**

Mr Chris Bradbury provided an overview of the report, noting that the report has been taken as read, and providing a response to the Committee Member, Mr Peter Smith's Question on Notice.

Committee Member Cr Jarrod Bell enquired if officers can consider including comparative data for agency referrals from previous years in future reports.

Action:
That officers consider providing comparative data for agency referrals from previous years in future reports.

Moved Cr Jarrod Bell, **Seconded** Mr Bruce Potgieter

That the Audit and Risk Committee note the report.

CARRIED

Report No.	Report	Page in Agenda
7.10	**Reimbursed Out-of-pocket Expenses Paid to Councillors - 1 July to 30 September 2024**	**266**

REPORT TAKEN AS READ

RECOMMENDATION:

That the Audit and Risk Committee note the report.

Report No.	Report	Page in Agenda
7.11	**Business Continuity Update**	**269**

REPORT TAKEN AS READ

RECOMMENDATION:

That the report be noted.

Ms Ashlee Milich, Risk Management Lead, joined the meeting, the time being 10:39am

Report No.	Report	Page in Agenda
7.12	**Quarterly Risk Report**	**271**

Ms Holly de Krester, Manager Governance introduced Ms Ashlee Milich, new Risk Management Lead, to the Committee, and provided an overview of the report and a response to the Question on Notice asked by the Chairperson, Ms Jenny Johanson.

Action:
Committee to be provided with a detailed summary of high operational risks in future reporting.

Moved Cr Jarrod Bell, **Seconded** Mr Peter Smith

That the Audit and Risk Committee notes the report and progress against risk actions.

CARRIED

Ms Milich left the meeting, the time being 10:50am

Mr Brendan Clifford, Chief Information Officer, and Mr Chris Low, Head of Cyber & Information Security, joined the meeting, the time being 10:44am

Report No.	Report	Page in Agenda
7.13	**Cyber Security Update**	**332**

Mr Brendan Clifford introduced Mr Chris How, new Head of Cyber & Information Security, to the Committee.

Mr How provided an overview of the report, and Mr Clifford provided additional information on the report's content.

Action:
That a summary of the cyber security program status is included in ongoing reports.

Moved Mr Peter Smith, **Seconded** Cr Jarrod Bell

That the Audit and Risk Committee notes the report.

CARRIED

Mr Low and Mr Clifford left the meeting, the time being 10:57am

Report No.	Report	Page in Agenda
7.15	**EXpress Yourself! Employee Survey Results May/June 2024**	375

REPORT TAKEN AS READ

RECOMMENDATION:

That the Audit and Risk Committee note the Report.

Report No.	Report	Page in Agenda
7.16	**OH&S Act 2004 - Quarterly WorkSafe Improvement Notice Report for 1 July to 30 September 2024**	380

REPORT TAKEN AS READ

RECOMMENDATION:

That the report be received and noted.

Report No.	Report	Page in Agenda
7.17	**Community Asset Committees Summary of Operations and Financial Delegations**	382

REPORT TAKEN AS READ

RECOMMENDATION:

2.1 That the Audit and Risk Committee:

2.1.1 notes this report on the operations and financial delegations of Council's two Community Asset Committees, being the Gladstone Park Community Centre Committee of Management and the Foresters Hall, Westmeadows Committee of Management;

2.1.2 provides feedback on any risk or other committee related matters, should it wish to do so.

Report No.	Report	Page in Agenda
7.18	**Proposed Audit and Risk Committee Meeting Dates - 2025**	385

Mr Peter Faull provided details of the proposed schedule of meeting dates for 2025.

Action:
That this report be presented to the committee at the August meeting each year.

Moved Cr Jarrod Bell, **Seconded** Cr Ally Watson

2.1 That the Audit and Risk Committee adopts the following meeting dates for 2025:

2.1.1 Friday, 14 March 2025;

2.1.2 Friday, 30 May 2025;

2.1.3 Friday, 29 August 2025;

2.1.4 Wednesday, 10 September 2025 (2024/25 End-Of-Year Financial and Performance Statements);

2.1.5 Friday, 28 November 2025.

2.2 That the Audit and Risk Committee notes:

2.2.1 That all meetings will start at 9:30am;

2.2.2 That adopted meeting dates will be published on Council's website;

2.2.3 That an invitation will be extended to Audit and Risk Committee members to attend a Council Briefing to be held on Monday 1 September 2025.

CARRIED

8. PRESENTATIONS – Director Infrastructure & Assets

Mr Adam McSwain, Director Infrastructure and Assets, joined the meeting at 11:00am and presented the Committee with an overview of the Infrastructure and Assets directorate and its risks, and answered questions from Committee members regarding the directorate's operations and the risk controls that it has in place.

The Chair thanked Mr McSwain for his detailed presentation and for answering the Committees questions. Mr McSwain left the meeting at 11:29am.

Ms Sasha Lord, Program Director Digital Transformation joined the meeting, the time being 11:05am, and presented her report following Mr McSwain's presentation.

Report No.	Report	Page in Agenda
7.14	**Digital Transformation Program**	**335**

Ms Sasha Lord provided an overview of the report, noting that the report has been taken as read, and highlighting on key items.

The Committee thanked Ms Lord for the responses to the Questions on Notice, and for the comprehensive reporting.

Moved Cr Ally Watson, **Seconded** Mr Peter Smith

That:

2.1 the Audit & Risk Committee note the report.

2.2 the Audit & Risk Committee note the progress to the build phase and the data migration review.

2.3 the Audit & Risk Committee provide feedback to the program regarding the next phase and any insights that may help reduce risk and ensure readiness.

CARRIED

Ms Lord left the meeting, the time being 11:43am

9. PULSE CHECK

Committee members and management considered areas for improvement regarding the meeting conduct and provided the following feedback:

- The meeting is easy to follow, with good questions asked.
- The balance is good, focuses on the importance items.
- Communication is effective, with good input from Councillor's and Management.
- Is a great and constructive environment. The quality of reports are high and comprehensive.

10. CHIEF EXECUTIVE OFFICER'S UPDATE/EMERGING ISSUES (No Report)

The Chief Executive Officer, Ms Sheena Frost, provided the Committee with an update on current and emerging issues, including:

1. Councillor Induction has been positive, an excellent start.
2. Financial Stainability Inquiry report has come out.
3. Council is commencing Enterprise Bargaining Agreement negotiations.

Action:

The Chief Executive Officer to provide regular EBA updates to the Committee.

11. CLOSURE OF MEETING

The meeting closed at 12:01pm.

.....
JENNY JOHANSON
CHAIRPERSON

REPORT NO:	8.11
REPORT TITLE:	Audit & Risk Committee Updates
SOURCE:	Holly De Kretser, Manager Governance
DIVISION:	Finance & Governance
FILE NO:	HCC14/403
POLICY:	-
STRATEGIC OBJECTIVE:	3.2: Deliver responsible and transparent governance, services and sustainable assets that respond to community needs
ATTACHMENTS:	1. *Audit and Risk Chairperson Biannual Report* 2. *Audit and Risk Annual Self Assessment*

DISCLOSURE OF CONFLICTS OF INTEREST

No Council officers involved in the preparation of this Report have a general or material interest in relation to the matters for consideration.

1. SUMMARY OF REPORT:

This report presents items considered by the Audit and Risk Committee at its meeting 14 March 2025 and referred to Council as required by the Local Government Act 2020.

2. RECOMMENDATION:

That Council note the biannual report of the Audit and Risk Committee Chairperson as per Attachment 1.

That Council note the results of the Audit & Risk Committee annual self-assessment survey as per Attachment 2.

3. LEGISLATIVE POWERS & POLICY CONTEXT:

3.1 Council's Audit & Risk Committee has been established in accordance with section 53 and 54 of the Local Government Act 2020 and is governed by the Audit & Risk Committee Charter.

3.2 Section 54(4) of the Act requires the Audit and Risk Committee to undertake an annual self-assessment of its performance against the Charter.

3.3 Section 54(5) of the Act requires to the Audit and Risk Committee to prepare a biannual report on its activities, findings and recommendations to be presented to Council.

4. OVERARCHING GOVERNANCE PRINCIPLES:

This Report supports Council is giving effect to the following Overarching Governance Principles:

a) Council decisions are to be made and actions taken in accordance with the relevant law;

REPORT NO: 8.11 (cont.)

c) the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;

d) the municipal community is to be engaged in strategic planning and strategic decision making;

e) innovation and continuous improvement is to be pursued;

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

h) regional, state and national plans and policies are to be taken into account in strategic planning and decision making;

i) the transparency of Council decisions, actions and information is to be ensured.

5. IMPACT ASSESSMENTS:

5.1 CHARTER OF HUMAN RIGHTS AND RESPONSIBILITIES ACT 2006
There are no human rights limited by the recommended action in this Report.

5.2 GENDER EQUALITY ACT 2020
This Report does not relate to a development or review of a policy, program or service; therefore a Gender Impact Assessment was not required.

6. FINANCIAL & RESOURCE IMPLICATIONS:

There are no financial or resource implications associated with this report. The Audit and Risk Committee operate within operational budgets as determined by Council.

7. OPPORTUNITIES & RISKS:

The survey results (Attachment 2) provides an opportunity for officers to enhance process related to risk management, presentation and utilization of data in reports presented to the Committee. These opportunities are being discussed with the Audit & Risk Chairperson to inform future meetings.

8. COMMUNITY ENGAGEMENT:

There is no community engagement required in this report as it responds directly to prescriptive legislative requirements.

9. DISCUSSION:

9.1 The Audit and Risk Committee meet five times per year in accordance with its Charter.

9.2 Biannual report of Committee

9.2.1 Minutes of each Committee meeting are tabled at Council meetings for broader awareness of the items being considered and discussed by the Committee. To support this visibility, the Act also requires a biannual report on the activities, findings and recommendations of the Committee be presented to the Council.

REPORT NO: 8.11 (cont.)

9.2.2 In addition to the presentation of Committee minutes and biannual reports at Council meetings, the Chairperson also meets with the Council at a briefing session annually.

9.3 Annual Self Assessment Survey

9.3.1 The annual self assessment survey was conducted in February 2025.

9.3.2 Results indicated strong performance of the Committee and Chairperson, with positive feedback about the quality and method of engagement with officers.

9.3.3 The survey provides areas for continuous improvement which will be reflected in updated workplan and report writing by officers.

10. CONCLUSION

The Audit and Risk Committee play an important role in the risk management of Councils remit. The Committee remain highly engaged and continue to work effectively with Council to ensure the risk is appropriately managed across the organization.

Hume City Council
Audit & Risk Committee
Activity Report
March 2025

1. Period of this Report

This report covers Audit & Risk Committee (ARC or Committee) activity from 1 July 2024 to 31 December 2024. In that period the Committee met three times – 23 August, 11 September and 6 December 2024. This report has been reviewed by all Committee members.

2. Purpose of this Report

This report meets the reporting requirements to Council as mandated by the Local Government Act 2020 (LGA) pursuant to section 54(5) and importantly provides Council with a summary of the matters that the ARC has addressed in the reporting period in discharging its responsibilities under its Charter.

3. Role of the Audit and Risk Committee

The Committee is an independent committee of Council, and its purpose is to support and advise Council in fulfilling its responsibilities related to:

- Financial reporting
- Risk management
- Maintenance of sound systems of internal control
- Assurance activities including internal and external audit
- Council's performance regarding legislative and regulatory compliance

It acts in this capacity by monitoring, reviewing, and advising on issues within its scope of responsibility.

The Committee reports to Council on the outcomes of its work program and provides advice and recommendations on matters relevant to its Charter. The Committee may also endorse key reports for consideration by Council.

An independent Audit and Risk Committee is a fundamental component of a strong corporate governance culture. Council's Committee is independent of management and is not involved in any operational decisions. Committee members do not have any executive powers, management functions or delegated financial responsibilities.

4. Committee Charter

The ARC's Charter has been developed in accordance with section 54 of the LGA: "a Council must prepare and approve an Audit and Risk Committee Charter".

It is designed to assist Officers and ARC members to fulfil and understand their duties as members of the ARC and is set by Council. It was last reviewed and approved by Council on 12 August 2024. The revised Charter became effective on 13 August 2024.

5. Committee Membership

The Committee has three independent members and two Councillor members.

The independent members collectively have skill sets and experience as mandated in s53 of the LGA, including skills in financial management and reporting, risk management, audit and assurance programs, compliance management and internal control frameworks, supplemented by the skill sets and experience provided by the Councillor members.

The Chair of the Committee is an independent member. The mix of independent and Councillor members enables open discussion based on best practice and gives Councillors insights into Council's governance practices.

In June 2024, Peter Smith joined the Committee as an independent member. New Councillor delegates were appointed in November 2024 following the local government general elections. They are Mayor, Cr Jarrod Bell and Cr Ally Watson.

6. Committee Business

The agendas for our meetings are driven by the Committee's Annual Work Plan (AWP) and provide a diverse range of matters for consideration. At the meetings held in this reporting period, the key (but not all) matters considered are summarised in the table below.

7. Key Matters Considered at Recent meetings:

		Meeting		
	Topic	August 2024	Sept 2024	December 2024
1	Cost shifting and financial sustainability	☑		
2	Landfill issues	☑		
3	Fraud prevention	☑		
4	Internal audits (Developer Contributions, Complaints Management, Workforce Planning)	☑		
5	Councillor Expenses	☑		
6	Strategic Risks	☑		☑
7	Cyber Risks	☑		☑
8	Information Technology strategy	☑		
9	Hume Central	☑		
10	2023/24 Financial and Performance Statements		☑	
11	Legislative Compliance			☑
12	Management status reports			☑
13	Internal Audit (CCTV, Social Media, Child Safe Standards)			☑
14	Council Expenses			☑
15	Business Continuity Update			☑
16	Digital Transformation Program			☑

	Topic	Meeting		
		August 2024	Sept 2024	December 2024
17	Community Asset Committee – Financial Delegations			☑

8. Meetings

Committee Meetings
The Committee has met three times as indicated above. Independent Member and Councillor representative attendance at the meetings has been excellent.

The Committee enjoys a strong working relationship with Council officers and would like to express its thanks for the support provided. The meeting agendas are comprehensive and good quality, and officers engage strongly and positively both during and outside meetings. Officer support for the work of the Committee is excellent.

9. The Committee's Annual Work Program (AWP)

The work of the ARC has continued to be guided by the Annual Work Program (AWP) which was revised this past 6 months. All matters listed in the AWP for the three scheduled meetings held have been addressed.

The AWP and agendas contain the activities undertaken by the Committee to ensure it meets its Charter responsibilities and is reviewed at the beginning of each meeting to ensure its continued relevance.

The AWP is cross-referenced to the Charter; this and the questions in the annual Committee survey act as an additional control to ensure the Committee is discharging its responsibilities and that all aspects of the Charter are addressed throughout the year. Key outcomes of the scheduled meetings are summarised below.

10. Key Activities for the Reporting Period

8.1 Financial and Performance Reporting

The Committee monitored the quality, content, and commentary of the financial and performance reports provided to Council, which were tracked against the approved budget and Council Plan.

The Committee also received updates on the Local Government Performance Reporting Framework and Council's performance against its LGPRF targets. The Committee was satisfied with the quality of the financial and performance reporting.

8.2 Risk Management

The Committee noted that Council's risk management program is improving. Whilst there is still work to do, this culminated in improved risk reporting which provides oversight of the operational and strategic risks, Council's progressing maturity in risk management, and business continuity.

The Committee is committed to continue to work with management to ensure continuous improvement of the quality of risk reporting to the Committee.

8.3 External Audit

The External Audit for the 2023/24 financial year has concluded and was undertaken by VAGO.

The Committee considered the external auditor's closing report for the audit of the annual financial report and annual performance statement for the year ending 30 June 2024.

8.4 Internal Audit

The Committee monitored the Strategic internal Audit Plan (SIAP) developed by our internal auditors in consultation with the Committee, the Executive Leadership Team, and the Risk and Assurance team.

The Committee monitored the progress of the delivery of audits on Developer Contribution Management, Complaints Management, Workforce Planning, CCTV Operations, Social Media and Child Safe Standards and was satisfied that delivery is on track.

The Committee also monitors management's performance in closing out recommendations for improvement and is particularly alert to high rated actions that are not closed by the target dates.

The Committee is satisfied there is appropriate management focus on the actions, considering that some recommendations require system changes or enhancements with long lead times.

7.4 Internal Control Environment

The Committee considered internal controls related to Business Continuity and the management of legislative compliance across the organisation.

These areas require ongoing focus with plans for system introduction to support efficient management in this space.

The Committee monitored internal controls related to major programs of work such as Hume Central and the Digital Transformation Program.

7. Meeting Schedule for the remainder of 2025

The Committee's meeting schedule for the remainder of 2025 is as follows:

- 14 March
- 30 May
- 29 August
- 10 September
- 28 November

8. Frequency and Timing of Activity Reports

As indicated earlier in this report, these reports are required to be provided to Council at least twice per annum.

The Committee is of the view that these reports need to be informative about the business of the Committee and should be provided on a timely basis to assist Council in discharging its responsibilities in the areas for which the Committee is responsible.

In addition, the Chair and one Independent Member attended the Council Briefing on 16 September 2024, to engage directly with Council and report on the observations of the Committee.

9. Conclusion

As mentioned above, the Committee is satisfied that it has fully discharged its responsibilities for the reporting period as set out in its Charter. The Committee has noted continuing improvement in risk management performance over the reporting period.

On behalf of all Committee members, I wish to acknowledge the support of Council's senior officers in the preparation of agendas, minutes, reports, and presentations, all of which ensure that the Committee remains well-briefed and effective.

The Committee welcomes feedback as to whether this report meets Council's expectations, or any suggested areas for improvement.

If Council wishes to be briefed by the Committee on any matters raised in this report, I would be delighted to attend as required.

Yours sincerely

Jen Johanson
Chair
On behalf of the Audit & Risk Committee
March 2025

Report for Audit and Risk Committee - Members Review 2024

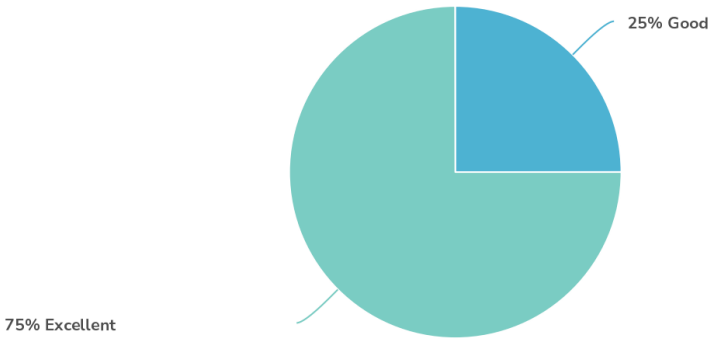
Response Counts

Completion Rate:	**66.7%**		
	Complete		4
	Partial		2

Totals: 6

1. Please evaluate the following:

Rating - The clarity and comprehensiveness of the Committee's Charter and responsibilities



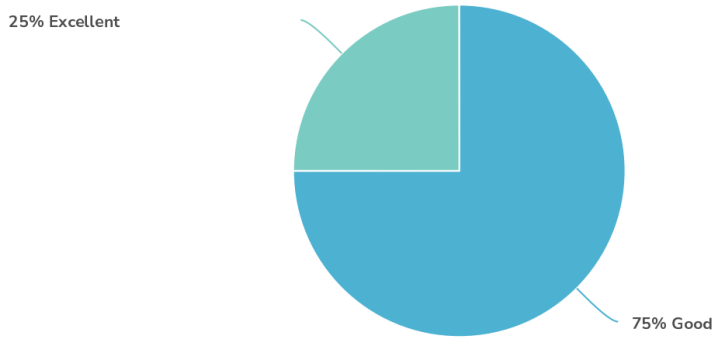
Value	Percent	Responses
Good	25.0%	1
Excellent	75.0%	3

Totals: 4

Comments - The clarity and comprehensiveness of the Committee's Charter and responsibilities

Count	Response
1	The Committee's Charter is generally well-structured and outlines key responsibilities effectively.

Rating - How well the Committee has addressed its responsibilities set out in the Charter over the past 12 months



Value	Percent	Responses
Good	75.0%	3
Excellent	25.0%	1

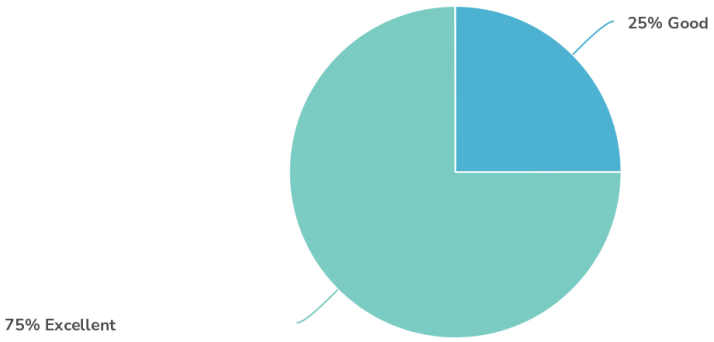
Totals: 4

Comments - How well the Committee has addressed its responsibilities set out in the Charter over the past 12 months

Count	Response
1	The committee has generally fulfilled its responsibilities as outlined in the charter.
1	New member so this is difficult for me to assess

2. How would you rate the contribution of other members?

Rating - External members



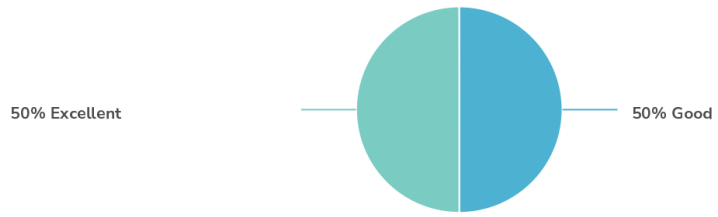
Value	Percent	Responses
Good	25.0%	1
Excellent	75.0%	3

Totals: 4

Comment - External members

Count	Response
1	Very impressed with the knowledge and expertise

Rating - Council members



Value	Percent	Responses
Good	50.0%	2
Excellent	50.0%	2

Totals: 4

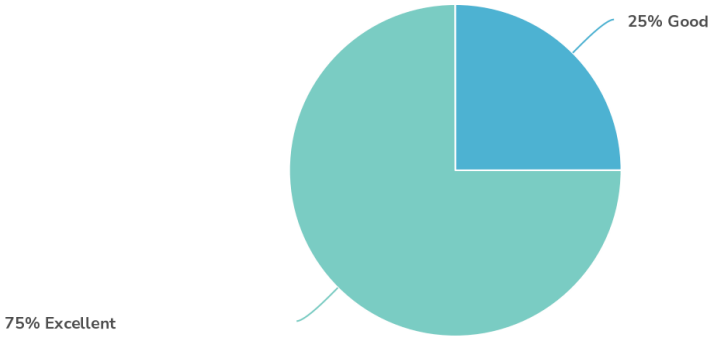
Comment - Council members

Count	Response
1	very engaged and constructive

5

3. Please rate the Committee on the following factors:

Rating - Commitment to competence, integrity and the fostering of a climate of trust with officers and internal auditors



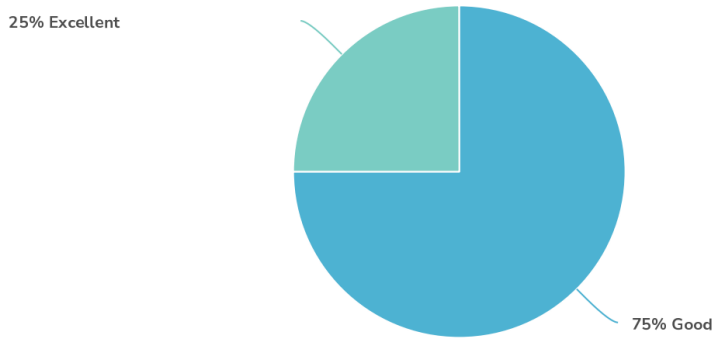
Value	Percent	Responses
Good	25.0%	1
Excellent	75.0%	3

Totals: 4

Comment - Commitment to competence, integrity and the fostering of a climate of trust with officers and internal auditors

Count	Response
1	The committee is actively engaged, and makes efforts to stay updated on relevant sector and regulatory developments.

Rating - Skills and experience to analyse and critically evaluate information presented to the Committee



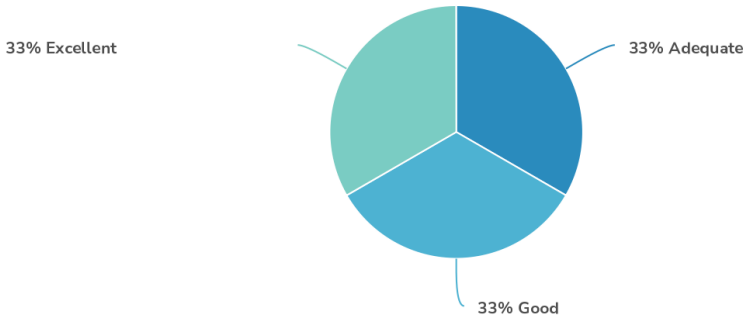
Value	Percent	Responses
Good	75.0%	3
Excellent	25.0%	1

Totals: 4

Comment - Skills and experience to analyse and critically evaluate information presented to the Committee

Count	Response
1	The committee leverages their expertise to assess financial, operational, and risk-related matters effectively.

Rating - Their understanding of the organisation's significant risks



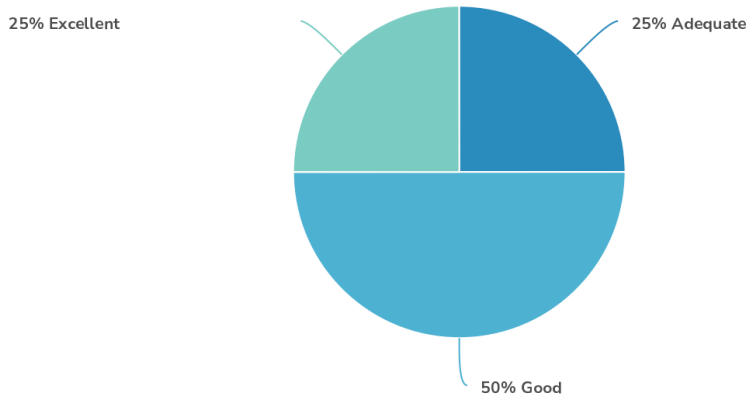
Value	Percent	Responses
Adequate	33.3%	1
Good	33.3%	1
Excellent	33.3%	1

Totals: 3

Comment - Their understanding of the organisation's significant risks

Count	Response
1	The committee has a solid understanding of significant risks, particularly in core areas - financial, operational, regulatory.
1	growing as the risk process develops. A good start has been made

Rating - Their understanding of the control systems in place to mitigate the organisation's significant risks



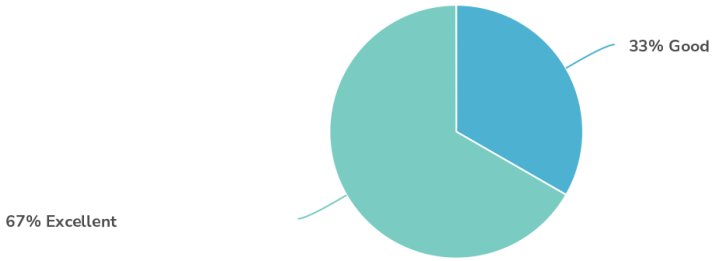
Value	Percent	Responses
Adequate	25.0%	1
Good	50.0%	2
Excellent	25.0%	1

Totals: 4

Comment - Their understanding of the control systems in place to mitigate the organisation's significant risks

Count	Response
1	Enhancing the linkage between risk assessment outcomes and control evaluations could improve strategic decision making.
1	see earlier response

Rating - Their understanding of financial and statutory reporting requirements



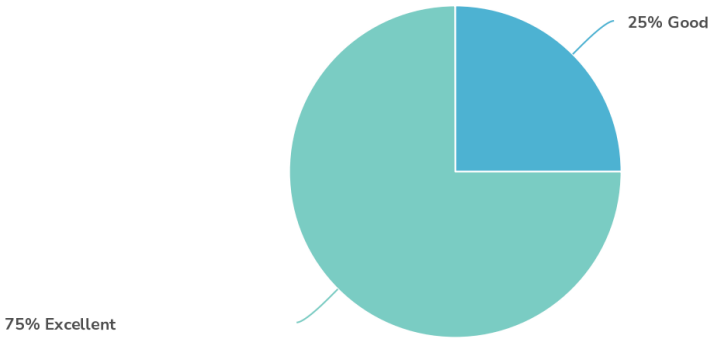
Value	Percent	Responses
Good	33.3%	1
Excellent	66.7%	2

Totals: 3

Comment - Their understanding of financial and statutory reporting requirements

Count	Response
1	Members actively review financial statements, audit findings, and regulatory changes, contributing to informed discussions and decision making.

Rating - Their understanding of their role vs. management's role



Value	Percent	Responses
Good	25.0%	1
Excellent	75.0%	3

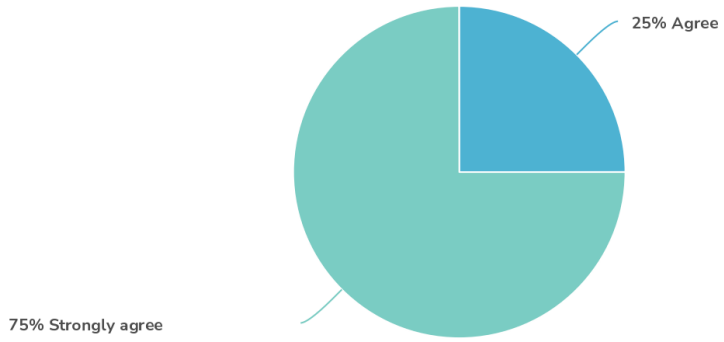
Totals: 4

Comment - Their understanding of their role vs. management's role

Count	Response
1	The committee has a clear understanding of its governance and oversight responsibilities, distinct from management's role in executing day-to-day operations.

4. Please rate the following in relation to the Chair:

Rating - All members are encouraged to participate



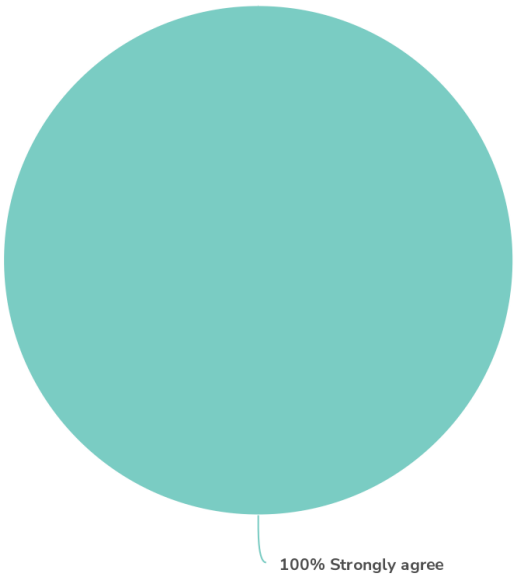
Value	Percent	Responses
Agree	25.0%	1
Strongly agree	75.0%	3

Totals: 4

Comment - All members are encouraged to participate

Count	Response

Rating - The Chair allows/seeks contribution from others



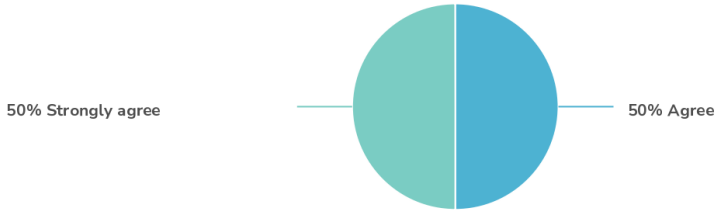
Value	Percent	Responses
Strongly agree	100.0%	4

Totals: 4

Comment - The Chair allows/seeks contribution from others

Count	Response

Rating - Dissenting views of Committee members are appropriately addressed



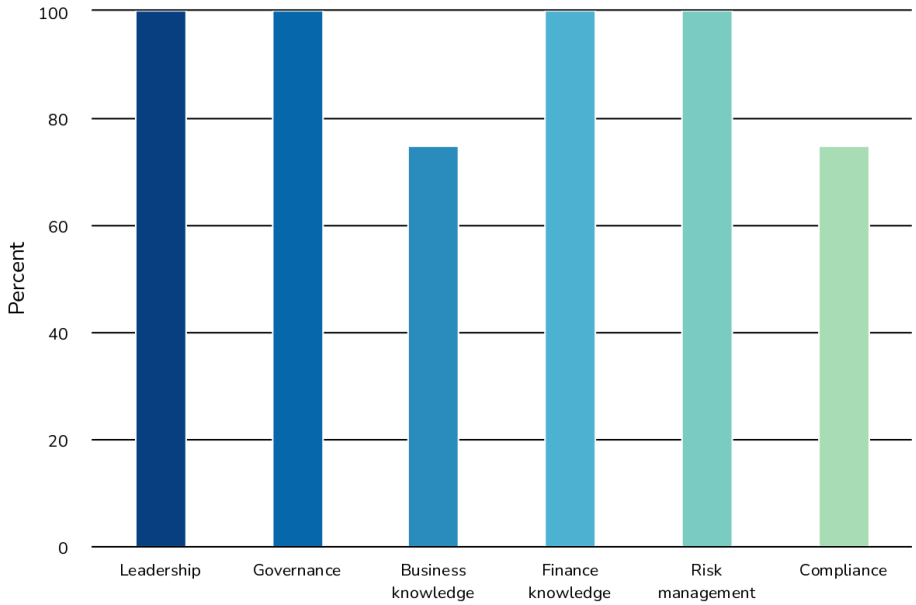
Value	Percent	Responses
Agree	50.0%	2
Strongly agree	50.0%	2

Totals: 4

Comment - Dissenting views of Committee members are appropriately addressed

Count	Response

5. Please tick all the attributes you feel the Chair satisfies:



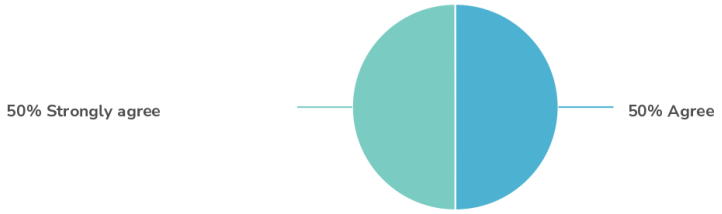
Value	Percent	Responses
Leadership	100.0%	4
Governance	100.0%	4
Business knowledge	75.0%	3
Finance knowledge	100.0%	4
Risk management	100.0%	4
Compliance	75.0%	3

6. Please tick all the attributes you feel the Chair satisfies: - comments

ResponseID	Response
	Chair sets a nice tone for the meeting

7. Please rate your agreement with the following statements:

Rating - The agenda setting process allows for all necessary matters to be included



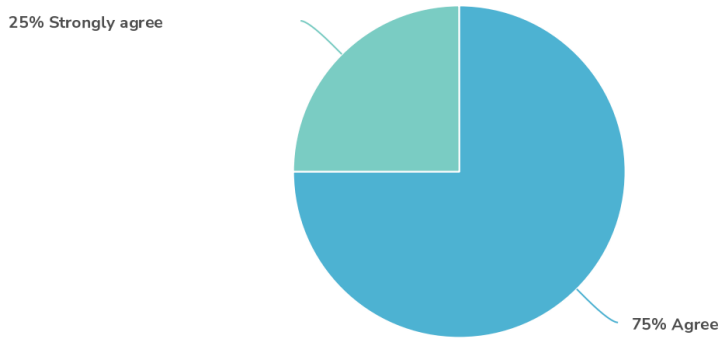
Value	Percent	Responses
Agree	50.0%	2
Strongly agree	50.0%	2

Totals: 4

Comments - The agenda setting process allows for all necessary matters to be included

Count	Response

Rating - The agenda is structured to allow sufficient time to discuss the most complex and critical issues



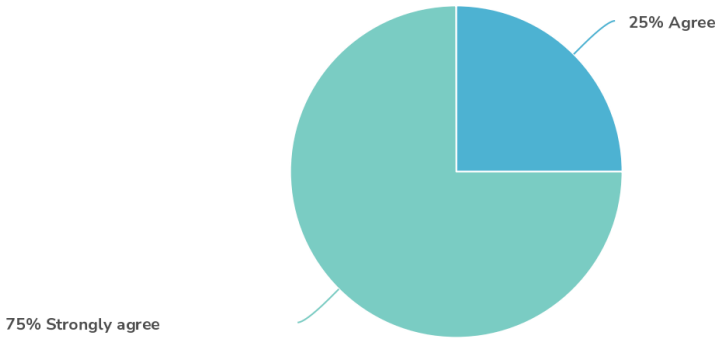
Value	Percent	Responses
Agree	75.0%	3
Strongly agree	25.0%	1

Totals: 4

Comments - The agenda is structured to allow sufficient time to discuss the most complex and critical issues

Count	Response

Rating - The Committee receive agenda items and supporting papers in sufficient time prior to meetings



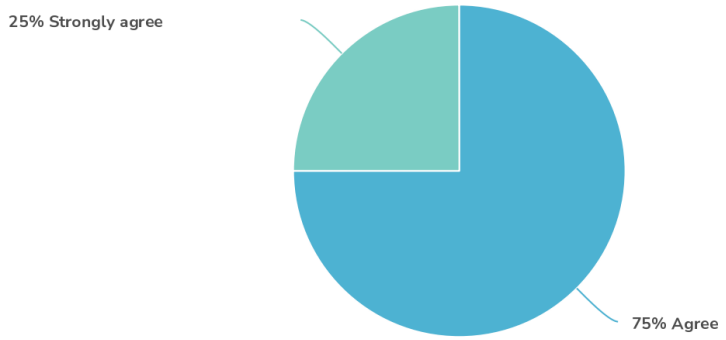
Value	Percent	Responses
Agree	25.0%	1
Strongly agree	75.0%	3

Totals: 4

Comments - The Committee receive agenda items and supporting papers in sufficient time prior to meetings

Count	Response

Rating - The agenda supporting papers and recommendations are of sufficient clarity and quality to enable informed decisions



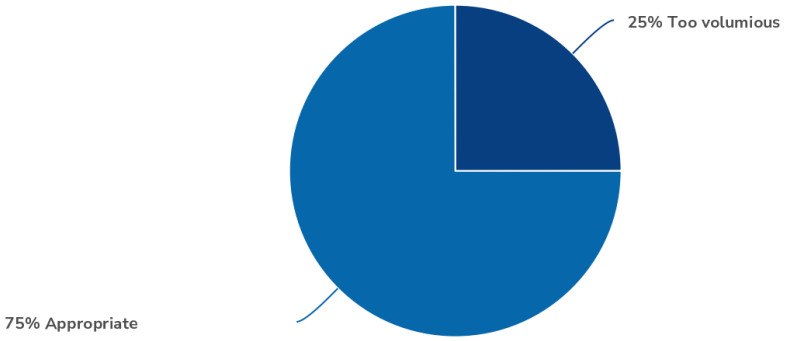
Value	Percent	Responses
Agree	75.0%	3
Strongly agree	25.0%	1

Totals: 4

Comments - The agenda supporting papers and recommendations are of sufficient clarity and quality to enable informed decisions

Count	Response
1	To enhance efficiency while maintaining the quality of information I suggest better sue of executive summaries, prioritisation of content, streamlining reports, and the use of appendices/links to more detail where required, rather than inclusion in the body of the papers.

8. The meeting papers are:

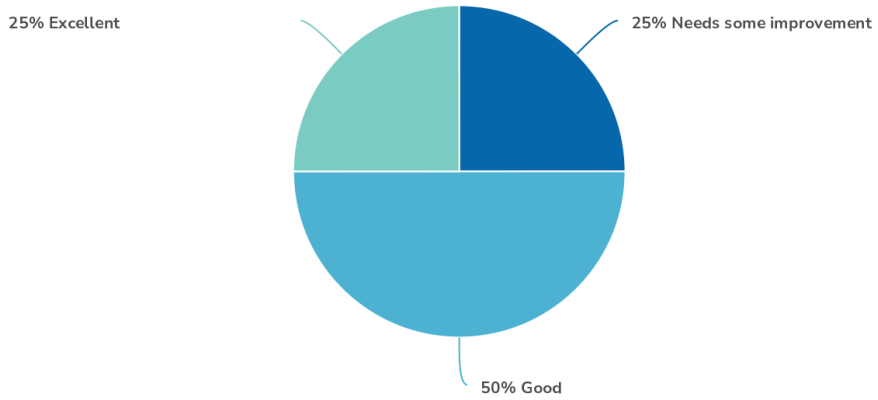


Value	Percent	Responses
Too volumious	25.0%	1
Appropriate	75.0%	3

Totals: 4

9. Please rate the presentations made to the Committee by management (i.e. nature, clarity, quality and timeliness) and what you expected to receive from management in respect of:

Rating - Risk identification and assessment, including the process to identify organisational risks for possible financial reporting implications



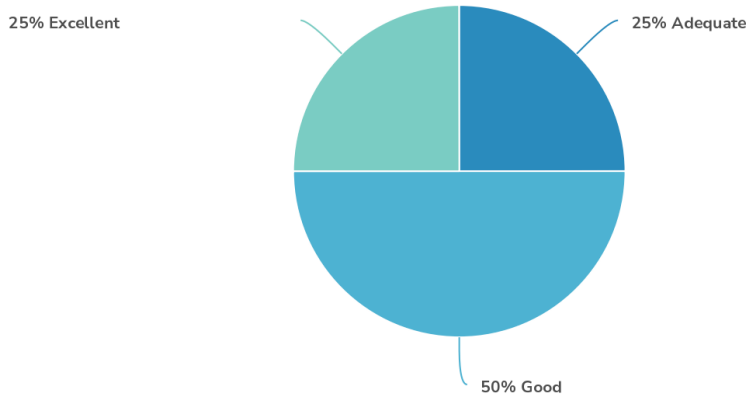
Value	Percent	Responses
Needs some improvement	25.0%	1
Good	50.0%	2
Excellent	25.0%	1

Totals: 4

Comments - Risk identification and assessment, including the process to identify organisational risks for possible financial reporting implications

Count	Response

Rating - The internal control framework designed by management to identify and mitigate risk, including fraud



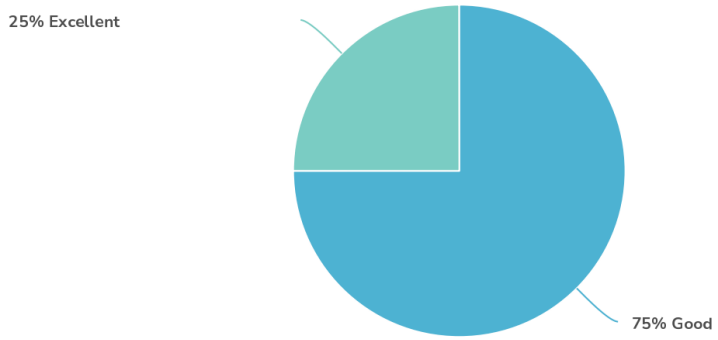
Value	Percent	Responses
Adequate	25.0%	1
Good	50.0%	2
Excellent	25.0%	1

Totals: 4

Comments - The internal control framework designed by management to identify and mitigate risk, including fraud

Count	Response

Rating - The internal control framework designed by management for ensuring compliance with regulations and internal policies



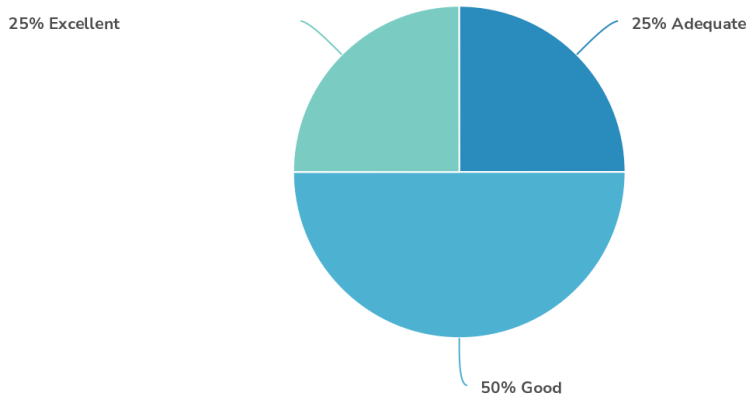
Value	Percent	Responses
Good	75.0%	3
Excellent	25.0%	1

Totals: 4

Comments - The internal control framework designed by management for ensuring compliance with regulations and internal policies

Count	Response

Rating - Significant regulatory findings or notifications of regulatory non-compliance/violation



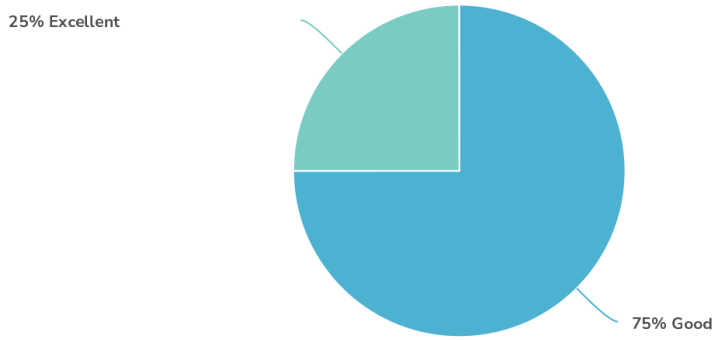
Value	Percent	Responses
Adequate	25.0%	1
Good	50.0%	2
Excellent	25.0%	1

Totals: 4

Comments - Significant regulatory findings or notifications of regulatory non-compliance/violation

Count	Response

Rating - Providing the Committee with an understanding of key issues in the annual financial reports and performance statement



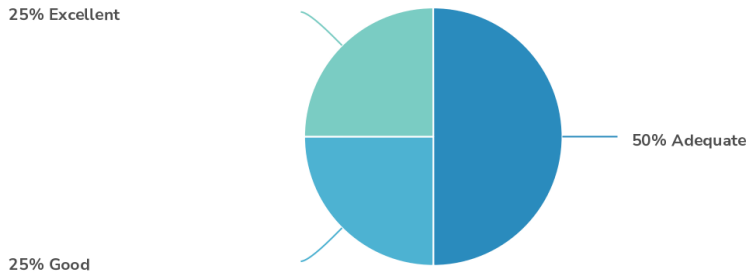
Value	Percent	Responses
Good	75.0%	3
Excellent	25.0%	1

Totals: 4

Comments - Providing the Committee with an understanding of key issues in the annual financial reports and performance statement

Count	Response

Rating - How well the internal Audit work plan is linked to Council's strategic objectives and risk profile



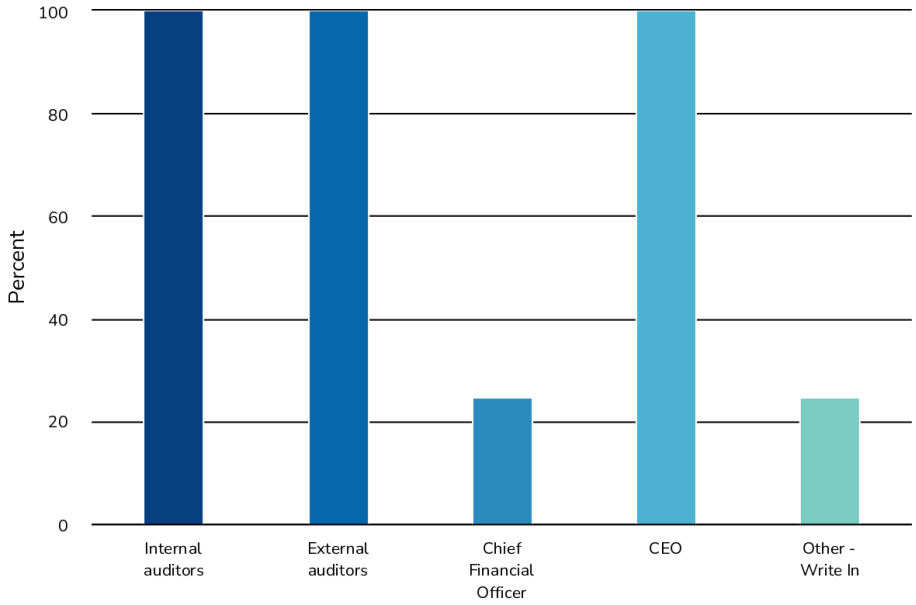
Value	Percent	Responses
Adequate	50.0%	2
Good	25.0%	1
Excellent	25.0%	1

Totals: 4

Comments - How well the internal Audit work plan is linked to Council's strategic objectives and risk profile

Count	Response

10. Who do you think the Committee should meet with regularly, in-camera?

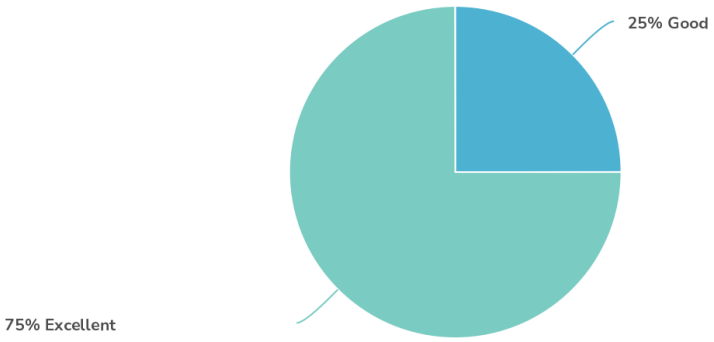


Value	Percent	Responses
Internal auditors	100.0%	4
External auditors	100.0%	4
Chief Financial Officer	25.0%	1
CEO	100.0%	4
Other - Write In	25.0%	1

Other - Write In	Count
CRO, and consider committee members only session	1
Totals	1

11. Please rate the following:

Rating - The quality and openness of the Committee's discussions with management



Value	Percent	Responses
Good	25.0%	1
Excellent	75.0%	3

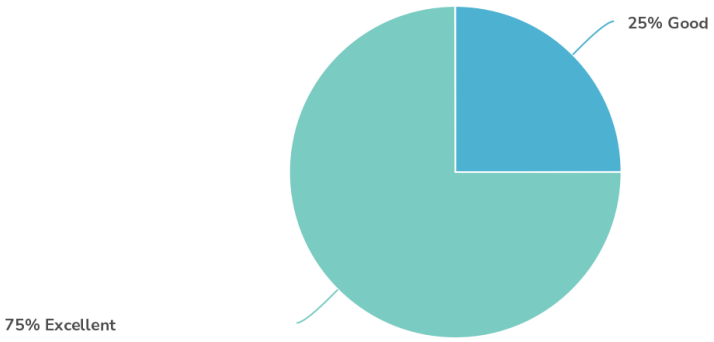
Totals: 4

Comments - The quality and openness of the Committee's discussions with management

Count	Response

12. Please rate the following:

Rating - The quality and openness of the Committee's discussions with management



Value	Percent	Responses
Good	25.0%	1
Excellent	75.0%	3

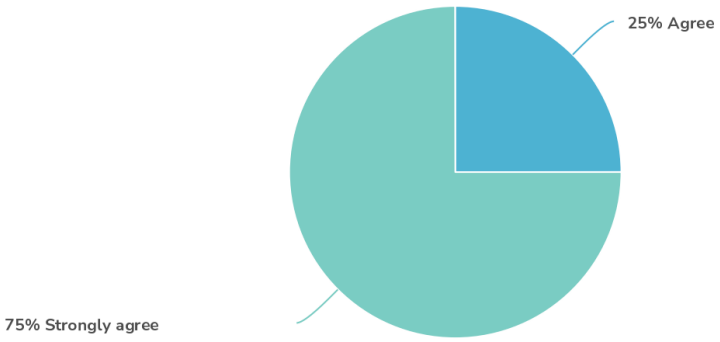
Totals: 4

Comments - The quality and openness of the Committee's discussions with management

Count	Response
1	The committee addresses a broad range of topics, from risk management to financial performance, with management being forthcoming about challenges, potential risks, and opportunities.

13. Please rate your agreement with the following statements:

Rating - All members are considered and valued equally



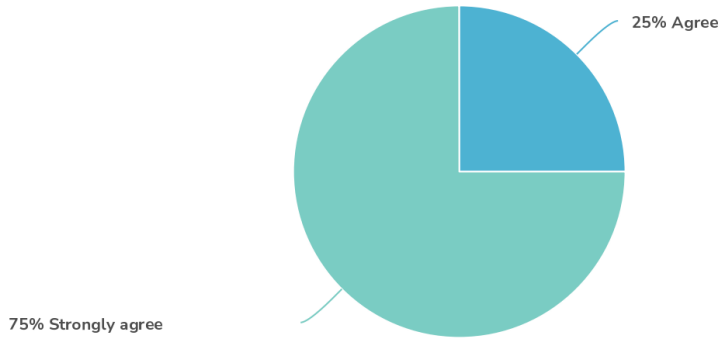
Value	Percent	Responses
Agree	25.0%	1
Strongly agree	75.0%	3

Totals: 4

Comments - All members are considered and valued equally

Count	Response

Rating - Meetings are productive



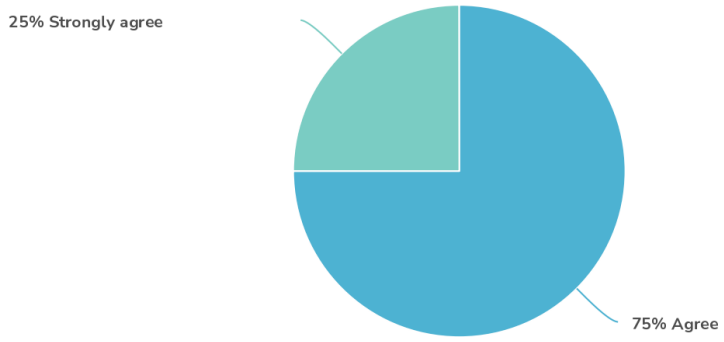
Value	Percent	Responses
Agree	25.0%	1
Strongly agree	75.0%	3

Totals: 4

Comments - Meetings are productive

Count	Response

Rating - Committee's communications to Council about the Committee's deliberations is of a quality standard (eg Committee's annual attendance at a Council dinner and Strategy and Policy briefing, Committee's annual report and forwarding Minutes of the Committee to all councillors)



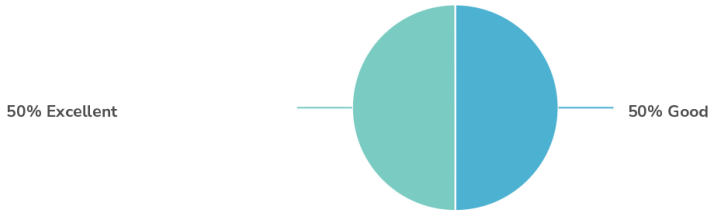
Value	Percent	Responses
Agree	75.0%	3
Strongly agree	25.0%	1

Totals: 4

Comments - Committee's communications to Council about the Committee's deliberations is of a quality standard (eg Committee's annual attendance at a Council dinner and Strategy and Policy briefing, Committee's annual report and forwarding Minutes of the Committee to all councillors)

Count	Response

14. Please rate the Committee on adding value on behalf of ratepayer and stakeholders:



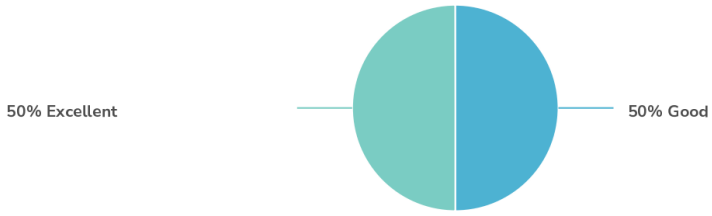
Value	Percent	Responses
Good	50.0%	2
Excellent	50.0%	2

Totals: 4

15. Please rate the Committee on adding value on behalf of ratepayer and stakeholders: - comments

ResponseID	Response

16. How would you rate the Committee's overall performance?



Value	Percent	Responses
Good	50.0%	2
Excellent	50.0%	2

Totals: 4

17. How would you rate the Committee's overall performance? - comments

ResponseID	Response
	I think this is one of the most effective ARCs I'm involved with

18. Are there any performance areas where the Committee could improve its effectiveness? If so, please state below:

ResponseID	Response
3	Depth of risk discussions - particularly high-impact or complex risk domains Strategic alignment and forward planning - ensuring that risk and audit activities are aligned with these goals Use of data and technology - leveraging data analytics to monitor key metrics, assess risks, and track control performance
4	I don't think so
5	Not so much a current effectiveness gap but rather maintaining adequate currency around cyber security including AI so that its not a future gap

19. Please provide any additional overall comments you wish to make

ResponseID	Response
4	The independent members work well as a team. Engagement with management is very good. Current Councillor members engage well. Emerging issues are being well addressed.
5	thanks to the executive and staff for their support to making the committee effective

REPORT NO:	9.1
REPORT TITLE:	NOM25/13 - Cr Karen Sherry - Olsen Place Accessibility
SOURCE:	David Fricke, Manager Assets
DIVISION:	Infrastructure & Assets
FILE NO:	HCC25688

I hereby request that pursuant to Council's Governance Rules and Code of Conduct for Councillors that the following motion be included in the Agenda of the next Council Meeting.

1. BACKGROUND INFORMATION:

Background Information: Elderly residents who use walking aids have reported a lack of accessibility to the entrance of some shops at Olsen Place Broadmeadows. Additionally, when there is heavy rainfall, pools of water form on the eastern side. This is a barrier to local people, particularly the elderly, who are reliant on this neighbourhood activity centre as they do not drive.

2. RECOMMENDATION:

That:

2.1 A DDA compliance survey be undertaken at Olsen Place Broadmeadows.

2.2 That a feasibility report to council be undertaken on resurfacing Olsen Place to improve amenity.

3. OFFICER COMMENTS

A DDA compliance survey could be undertaken and utilised to inform the feasibility of achieving DDA compliance into shops through an upgrade of the Streetscape.

Officers note that this assessment will also need to consider drainage, broader streetscape design, impact on traders etc.

REPORT NO:	9.2
REPORT TITLE:	NOM 25/20 - Cr Jim Overend - Accessible Parking Bays Craigieburn Central
SOURCE:	Adam McSwain, Director Infrastructure and Assets
DIVISION:	Infrastructure & Assets
FILE NO:	HCC25688

I hereby request that pursuant to Council's Governance Rules and Code of Conduct for Councillors that the following motion be included in the Agenda of the next Council Meeting.

1. BACKGROUND INFORMATION:

There are many parking bays around the outer perimeter of Craigieburn central for people to use when accessing the centre, Main Road runs down the centre of the shopping centre which carries lots of traffic, mostly comprising of shoppers looking for the ideal parking bay closest to the shops. Unfortunately, there isn't very many accessible parking bays for people who actually need to park closest to the financial precinct side and are having to search for accessible parking bays in the outer perimeter that unfortunately sometimes get taken up by people not needing them. I receive many complaints from residents regarding this, as it's very frustrating for the ones who legitimately need these bays and are having to walk a further distance.

2. RECOMMENDATION:

That Council:

2.1 Look into altering the parking bays on the East side of Main street (financial precinct side) to add many more accessible parking bays and to initially have officers monitor this regularly to make sure people without an accessible parking permit, including delivery vans are not using these bays.

3. OFFICER COMMENTS

Officers can investigate the provision and utilisation of accessible parking bays in Main Street and provide advice on the warrants for changes.

REPORT NO:	9.3
REPORT TITLE:	NOM25/21 - Cr Jim Overend - Improvements to Traffic along Elevation Boulevard Cragieburn
SOURCE:	David Fricke, Manager Assets
DIVISION:	Infrastructure & Assets
FILE NO:	HCC25688

I hereby request that pursuant to Council's Governance Rules and Code of Conduct for Councillors that the following motion be included in the Agenda of the next Council Meeting.

1. BACKGROUND INFORMATION:

Elevation Secondary college is growing at a fast rate with student numbers, and with the fast tracking of the Craigieburn west PSP (which falls in their catchment area) will see larger number of students. Elevation Blvd between Debonair Pde and Vantage Blvd has seen a larger increase in traffic, especially during drop off and pick up times which has resulted in dangerous driving, including near misses with Pedestrians trying to cross the road, this will again increase with the Craigieburn west PSP

2. RECOMMENDATION:

That Council:

2.1 Looks at slowing traffic down along Elevation Blvd by implementing traffic calming strategies to slow traffic, and to also include the raising of the existing Pedestrian crossing directly in front of the school to make it safer for students to cross.

3. OFFICER COMMENTS

Officers would undertake a traffic study to assess traffic in the area, including the operation of school drop off and pick up. This would be considered in conjunction with input from the school to assess the need for changes to traffic management and/or parking.

REPORT NO:	9.4
REPORT TITLE:	NOM25/22 - Cr Sam Misho - Abandoned Shopping Trolleys
SOURCE:	Kristen Cherry, Director City Services & Living
DIVISION:	City Services & Living
FILE NO:	HCC25688

I hereby request that pursuant to Council's Governance Rules and Code of Conduct for Councillors that the following motion be included in the Agenda of the next Council Meeting.

1. BACKGROUND INFORMATION

Abandoned shopping trolleys are a persistent issue across Hume, detracting from the safety, amenity, and visual appeal of local streets, parks, and public spaces. In response, Council introduced specific provisions into its General Local Law in 2023 to place greater responsibility on retailers for the proper management of their trolleys. Despite efforts to engage retailers and encourage voluntary compliance, abandoned trolleys remain prevalent across the municipality. To protect the community and reduce the burden on Council services, further enforcement and action are now warranted.

2. RECOMMENDATION:

That Council:

2.1 Instructs officers to formally notify all relevant retailers of the General Local Law 2023 provisions relating to shopping trolley management, and advise that from 1 July 2025, Council will be increasing enforcement activity including the issuing of penalties for non-compliance and the impoundment of dumped or abandoned trolleys.

2.2 Directs authorised officers to undertake a municipality-wide audit of trolley management practices by retailers and centres from 1 July 2025, and to enforce the local law in response to identified breaches.

2.3 Requests that officers prepare a follow-up report to Council detailing the level of retailer non-compliance identified through the audit, and recommending any further actions or initiatives that Council may pursue, including an ongoing audit program, additional amendments to the Local Law, or complementary programs to enhance compliance.

3. OFFICER COMMENTS

Officers acknowledge the concerns raised in the Notice of Motion regarding the ongoing issue of dumped or abandoned shopping trolleys and the associated impacts on public amenity, safety, and the appearance of our neighbourhoods.

Council has previously undertaken a range of initiatives to address this matter, including:

- Held a retailer forum in May 2024 alerting retailers to their obligations and providing them with an opportunity to voluntarily comply with the General Local Law 2023.
- Promotions of community reporting abandoned trolleys.
- Working with retailers to strengthen their reporting systems and collection programs.
- Expanded reporting information on the Council website to direct community members to the correct reporting platforms.
- Impoundment of uncollected trolleys.
- Advocacy through other levels of government.

REPORT NO: 9.4 (cont.)

Despite these significant efforts, abandoned trolleys continue to be a visible concern in some areas of the municipality.

REPORT NO:	9.5
REPORT TITLE:	NOM25/23 - Cr Sam Misho - Parking Bays Kyabram Street, Coolaroo
SOURCE:	Adam McSwain, Director Infrastructure and Assets
DIVISION:	Infrastructure & Assets
FILE NO:	HCC25688

I hereby request that pursuant to Council's Governance Rules and Code of Conduct for Councillors that the following motion be included in the Agenda of the next Council Meeting.

1. BACKGROUND INFORMATION

Kyabram Street, Coolaroo, is a Council Collector Road with a signalised intersection at Barry Road. Kyabram Street has one lane of traffic in each direction with a wide shared parking and bicycle lane on either side. The street is divided with a 6-metre-wide central median. The western side of the street is residential, and the eastern side is industrial.

The right-hand side of Kyabram Street generate significant parking demand. The demand for parking particularly on Friday and Sunday is very high given that there are 4 places of worship and of course the industrial businesses activity. I have had many requests from the community advocating for this and I was advised that they will be preparing a petition with thousands of signatures requesting this from council

2. RECOMMENDATION:

That Council officers prepare a report on the possibility of constructing parking bays in the central median area on Kyabram Street, Coolaroo. The report should include:

2.1 Identification of the parking demand on Kyabram Street
2.2 Assessment of the feasibility of constructing parking bays in the central median
2.3 A cost estimate for construction of parking if feasible.

3. OFFICER COMMENTS

Officers would arrange a parking occupancy survey (similar to what is done for indented parking requests) to assess the demand for parking on Kyabram Street. Kyabram Street is split with half of the road residential and half industrial. As such, consultation would be required as part of the assessment process. With the need for consultation, it is expected this may take about 40-50 hours of officer time to complete all of the work required and a few months before the report could come back to Council.

REPORT NO:	9.6
REPORT TITLE:	NOM25/24 - Cr Steve Gagen - Shade and UV Protection in Play Spaces
SOURCE:	Rachel Dapiran, Director City Planning and Places
DIVISION:	City Planning & Places
FILE NO:	HCC25688

I hereby request that pursuant to Council's Governance Rules and Code of Conduct for Councillors that the following motion be included in the Agenda of the next Council Meeting.

1. BACKGROUD INFORMATION:

As Hume grows in population and average house-block size continues to fall, our residents have an increasing need for comfortable, pleasant and safe public spaces for recreation and exercise.

Good quality public spaces that have shaded areas are important for the health and wellbeing of Hume residents. Hume has low natural tree canopy cover, and parts of our city are therefore impacted by urban heat-island effects resulting in higher local temperatures. Even more importantly, unshaded areas have high ultra-violet light levels. Two-thirds of Australians will get skin cancer at some stage – the highest rate in the world. More than 95% of skin cancers in Australia are caused by exposure to UV light. This includes extremely malignant cancers such as melanoma.

Most skin cancer can be prevented by using personal sun protection and seeking protective shaded environments. So it is particularly important for the children in our community to have shaded places to play. The Melbourne Playgrounds website reports that Hume City Council has the lowest levels of shaded playgrounds in Melbourne.

The Cancer Council recommends that a combination of built and tree shade should be present in all playgrounds. Shade can reduce UV exposure by up to 75%. While planting trees to increase our tree canopy cover is a good idea, it takes time for trees to grow, and we need to do something in the meantime. To do this, we need to think about how we balance where we provide shade as well as the cost. Not just the cost of installing some sort of shade structure but how much it costs to maintain and how long it will last.

2. RECOMMENDATION:

That Officers bring a report back to a future Council briefing that:

2.1 Provides an overview of the current approach taken to providing shade and UV protection in play spaces.

2.2 Provide a project plan to investigate best practice in shade structure provision, including:

2.2.1 Different types

2.2.2 Whole of life cycle costs

2.2.3 Latest innovations

2.2.4 Framework for prioritising where shade structures should go

2.2.5 That Council consider including UV protection in our health and wellbeing plan

REPORT NO: 9.6 (cont.)

3. OFFICER COMMENTS

Officers agree that shade in public spaces is important.

A report will be prepared and brought to a future Council briefing including how shade is linked to the future Playspace Framework and our Council Health and Wellbeing Plan which will be incorporated in the new Council Plan.

REPORT NO:	9.7
REPORT TITLE:	NOM25/25 - Cr Naim Kurt - Jacana Valley
SOURCE:	Rachel Dapiran, Director City Planning and Places
DIVISION:	City Planning & Places
FILE NO:	HCC25688

I hereby request that pursuant to Council's Governance Rules and Code of Conduct for Councillors that the following motion be included in the Agenda of the next Council Meeting.

1. BACKGROUND INFORMATION

The Jacana Valley is one of Hume's largest riparian corridors, with significant potential to support recreational activities and enhanced biodiversity outcomes. While some improvements have been delivered — such as tree planting and a new path network — several key elements of the Jacana Valley Masterplan were not implemented.

The proposed "1,000 Steps" project progressed to detailed design in 2020, but its funding was later redirected to the Johnstone Street Reserve for fitness equipment. In 2022, the project was formally put on hold to allow for further landholder discussions and was flagged for budget funding in the 23/24 budget year. Officers later advised that a Yarra Valley water facility was approved to be built in the vicinity of the 1,000 steps project.

Additional projects such as further boardwalks and path connections deeper into the valley and a Putt and Play golf concept were also not pursued. Given that the Valley precinct has some of the highest needs in the municipality — as identified in Council's strategic documents — open space projects in this area are particularly relevance to health and wellbeing of the broader Hume community, through providing much-needed access to nature, space for physical activity, social connection and mental wellbeing.

This Notice of Motion seeks a clear update on what has been delivered, what remains outstanding, and whether Council can revisit and renew its commitment to the Jacana Valley Masterplan.

2. RECOMMENDATION:

That:

2.1 Hume City Council acknowledges that the Jacana Valley is one of Hume's most significant riparian corridors, with strong potential to become a unique destination for both local residents and visitors, supporting broader council objectives relating to health, inclusion and active living.

2.2 Requests a report outlining:

2.2.1 Which projects have been completed to date as part of the Jacana Valley Masterplan; and
b) Any projects identified in the Masterplan that were not undertaken or delivered.

2.3 Notes that the Hume Open Space Strategy 2025 and Community Infrastructure Plan 2023 identifies the Valley precinct and its surrounding neighbourhood as one of the precincts in Hume with the highest level of community need including:

2.3.1 High levels of Vulnerability & Disadvantage
2.3.2 Low Health & Wellbeing
2.3.3 Low Accessibility & Inclusion

REPORT NO: 9.7 (cont.)

2.4 **Requests that the report also investigate opportunities on how elements that were previously envisioned as part of Jacana Valley Masterplan may be able to be realised, including:**

2.4.1 Delivery of the 1,000 Steps walking trail project
2.4.2 Further tree plantings and landscape restoration
2.4.3 Construction of a "Putt and Play" golf facility
2.4.4 Expansion of the walking and cycling network through the valley, noting the limited access to local open space in the surrounding areas

3. OFFICER COMMENTS

Officers will prepare a report with the requested information and bring it to a future Council meeting.