

### ORDINARY COUNCIL (TOWN PLANNING) MEETING OF THE HUME CITY COUNCIL

**MONDAY, 25 OCTOBER 2021** 

7.00PM

accessed via www.hume.vic.gov.au

#### **OUR VISION:**

Hume City Council will be recognised as a leader in achieving social, environmental and economic outcomes with a common goal of connecting our proud community and celebrating the diversity of Hume.

An audio recording of this meeting of the Hume City Council will be recorded and published in accordance with Council's Audio Recordings of Council Meetings Policy. The live stream of this meeting will not be recorded or published.

#### **HUME CITY COUNCIL**

Notice of an

#### ORDINARY COUNCIL (TOWN PLANNING) MEETING OF THE HUME CITY COUNCIL

to be held on Monday, 25 October 2021

at 7.00PM

accessed via www.hume.vic.gov.au

To: a: Council Cr Joseph Haweil Mayor

Cr Jack Medcraft
Cr Jarrod Bell
Cr Trevor Dance
Cr Chris Hollow
Cr Jodi Jackson
Cr Naim Kurt
Cr Sam Misho
Cr Carly Moore
Cr Jim Overend

Cr Karen Sherry

**Deputy Mayor** 

b: Officers

Ms Sheena Frost Chief Executive Officer

Mr Hector Gaston Director Community Services

Mr Michael Sharp Director Planning and Development

Ms Roslyn Wai Director Communications, Engagement and

Advocacy

Mr Peter Waite Director Sustainable Infrastructure and Services

Mr Daryl Whitfort Director Corporate Services

#### **ORDER OF BUSINESS**

#### 1. ACKNOWLEDGEMENT OF THE TRADITIONAL CUSTODIANS OF THIS LAND

"Hume City Council recognises the rich Aboriginal heritage within the municipality and acknowledges the Wurundjeri Woi Wurrung, which includes 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 the existing family members of the Wurundjeri Woi Wurrung and to Elders past, present and future."

#### 2. PRAYER

"Almighty God, we humbly beseech Thee to vouchsafe Thy blessing upon this Council. Direct and prosper its deliberations to the advancement of Thy glory and the true welfare of the people of the Hume City."

Amen

#### 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. CONDOLENCE MOTIONS

#### 6. ACTIONS ARISING FROM MINUTES

At the Ordinary Meeting of Council on 13 September 2021 Council resolved that Cr Dance be directed to make an apology, delivered verbally, at the 25 October 2021 Ordinary Meeting of Council.

#### 7. 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. Reports not called will be dealt with in a block resolution at the end.

Item No	<u>Title</u>	Page
EDUCATION	ON AND EMPLOYMENT	
ED047 ED048	Libraries and Learning Service Plan  Draft Connect & Thrive: A Plan for Young People in Hume 2022-2026	
CULTURE	AND COMMUNITY	
CC139	2022 Community Grants Program Allocation of Annual Grant Categories and Program Update for the Year-Round Grants and COVID Community Support Fund	83
SUSTAIN	ABILITY AND ENVIRONMENT	
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SU603	Northern Metro Region Land Use Framework Plan	
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GE572	Review of Council's Instruments of Delegation to Members of Council	
	Staff	. 367
GE573	Council Vision and Council Plan 2021-2025	
GE574	Financial Plan	
GE575	Correspondence received from or sent to Government Ministers or	
	Members of Parliament - September 2021	. 579

#### 8. CONFIDENTIAL MATTERS

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

#### **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:

Report No. Title

**COSU189** 

Contract - Provision of Project

**Management Services for Hume** 

**City Council** 

**Reason for Confidential** 

(g(ii)) private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage. The specified grounds apply because the report contains commercial in confidence information.

#### 9. CLOSURE OF MEETING

SHEENA FROST CHIEF EXECUTIVE OFFICER

21/10/2021

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#### REPORTS – EDUCATION AND EMPLOYMENT 25 OCTOBER 2021 ORDINARY COUNCIL (TOWN PLANNING) MEETING

REPORT NO: ED047

REPORT TITLE: Libraries and Learning Service Plan

SOURCE: Mieke Mellars, Coordinator Libraries

**DIVISION:** Community Services

FILE NO: HCC18/756

**POLICY:** Social Justice Charter

**STRATEGIC OBJECTIVE:** 1.1 Support and enhance skill development and

educational opportunities to reduce disadvantage, improve employment prospects and quality of life.

**ATTACHMENTS:** 1. Libraries and Learning Service Plan 2021-2026

2. Libraries and Learning Service Plan 2021-2026

Support Docs

#### 1. SUMMARY OF REPORT:

1.1 In accordance with Council's Service Planning Framework Policy, a Libraries and Learning Service Plan (Attachment 1) has been developed.

1.2 The plan provides direction to Council to ensure Hume Libraries continue to meet community needs and expectations, both now, and into the future.

#### 2. RECOMMENDATION:

#### 2.1 That Council

- 2.1.1 adopts the Libraries and Learning Service Plan (Attachment 1)
- 2.1.2 notes that this Plan will require additional resources to implement, which will be subject to Council's resource prioritization through annual council planning and budget processes.

#### 3. LEGISLATIVE POWERS:

- 3.1 The Local Government Act (2020) identifies that the "primary role of a Council is to provide good governance in its municipal district for the benefit and wellbeing of the municipal community [...], ensuring priority is given to achieving the best outcomes for the municipal community, including future generations". Furthermore, Councils must give regard to the principle that "the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted".
- 3.2 This service plan has been developed in accordance with Council's Service Planning Framework Policy and assists Council to meet its legislative requirements under the Local Government Act 2020 and Best Value Principles.
- 3.3 Council's libraries provide inclusive, accessible, and welcoming spaces for people to learn, create, socialise and share ideas and resources. They contribute to lifelong learning and support Council's strategic objective of a well-educated and employed community.
- 3.4 The Public Libraries Funding Program (PLFP) administered by the Victorian Department of Jobs, Precincts and regions (DJPR) supports Council in the delivery of public library services to meet the library and learning needs of the Hume community.

#### 4. FINANCIAL IMPLICATIONS:

- 4.1 The Library and Learning Service Plan will require additional resources including staffing, program costs, and infrastructure to implement the identified recommendations.
- 4.2 Resources and budget requests relating to the implementation of recommendations will be referred to the annual council planning processes for consideration.
- 4.3 The implementation plan identifies an estimated \$1,385,000 to deliver the identified actions.
  - 4.3.1 Council has \$375,000 in capital works funds (allocated for the replacement of the mobile library) and an opportunity to apply for a Living Libraries grant to offset a proportion of Council's implementation costs.
- 4.4 Further funding opportunities (i.e., grants and collaborative partnerships) will be explored to support the timely delivery of strategic priorities and actions.
- 4.5 Medium and long term recommended actions (which extend beyond the five-year time frame of this service plan) will be regularly reviewed and reassessed to ensure they remain community and organisational priorities.
- 4.6 Following this periodic review process, projects will be subject to business cases, detailed planning (incl. budget development), and then submitted to Council's planning processes for consideration.
- 4.7 It is noted that if the projects are not funded either via external funding support or through Council's annual planning / budget processes, the quality, reach and timeliness of projected annual deliverables will be impacted.

#### 5. ENVIRONMENTAL SUSTAINABILITY CONSIDERATIONS:

5.1 The Plan places sustainability and the efficient use and re-use of library resources for the benefit of the community as a high priority.

#### 6. CLIMATE CHANGE ADAPTATION CONSIDERATIONS:

- 6.1 Hume Libraries' diverse programs and activities support Council to deliver services and activities that redress disadvantage and increase participation in community life by building community resilience. It is well documented that communities that are more engaged, connected and resilient are also more resilient to climate change impacts.
- 6.2 Activities and programs delivered by all service points of Hume Libraries include services and programs that engage and educate community members about actions to reduce the incidence of inefficient and costly home energy use, despite rising energy costs.

#### 7. CHARTER OF HUMAN RIGHTS APPLICATION:

- 7.1 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.
- 7.2 The human rights relevant to this report are:
  - 7.2.1 Section 15: Freedom of expression
  - 7.2.2 Section 18: Taking part in public life
  - 7.2.3 Section 19: Cultural rights
- 7.3 The above rights are not being limited by the recommended action in this Report.
- 7.4 In addition to this, Hume Libraries' operations are informed and underpinned by Council's Social Justice Charter through providing universal access to information, delivery of early literacy and lifelong learning programs and providing safe, inclusive spaces for all community members.

#### 8. COMMUNITY CONSULTATION:

- 8.1 The Service Plan was informed and developed through an extensive community consultation, research and evaluation process. Insights and key findings from this process informed the development of the final Service Plan (Attachment 1) and is demonstrated in the Supporting Documents (Attachment 2).
- 8.2 Through the Plan implementation process, further community consultation, research and evaluation will be undertaken to ensure that actions are delivered in a deliberative and collaborative manner.

#### 9. DISCUSSION:

- 9.1 Hume City Council's library and learning services support the Hume community in addressing their information, education, recreation, and cultural needs. The service aims to foster a love of reading, build literacy, and encourage social inclusion and connection.
- 9.2 The service provides opportunities to learn, explore, grow, and connect.

#### Overview of Council's Library and Learning Services

- 9.3 Hume Libraries comprise of four main components:
  - Six library service points: Broadmeadows Library, Craigieburn Library, Sunbury Library, Tullamarine Library, Gladstone Park Community Library and the Hume Mobile Library.
  - Collections and resources: a diverse and broad collection of print and electronic resources tailored to meet the needs and interests of the community.
  - Access to technology: an online information portal via the Online Public Access
    Catalogue, publicly accessible PCs, access to Wi-Fi, printers, copiers, scanners,
    3D-printers and various STEAM (Science, Technology, Engineering, Arts,
    Mathematics) technologies.
  - **Learning Programs**: a service delivered collaboratively across the community, throughout a range of locations to improve opportunities for Hume residents.
- 9.4 The service is supported by a workforce of 46.3EFT (approximately 68 full-time and parttime and 30 casual staff). Branch staff (staff who deliver direct face-to-face library services) represent the most sizeable portion (78.4%) of the workforce.

#### Service Plan - Key findings and future service directions

- 9.5 The service review found that Council's library and learning services perform well and deliver quality services that are held in high regard by the community. The review also identified opportunities to strengthen accessibility, responsiveness, and flexibility to improve service effectiveness.
- 9.6 These opportunities are encompassed within four location and service principles. These principles will guide service planning into the future and ensure Hume Libraries are focused on the critical success factors that will enable community needs to be met.

Hume Libraries will be:

#### Accessible:

Digital library services will be accessible to all members of the Hume community 24/7.

85% of Hume residents will be able to access a Hume Library service within a 10-minute drive of their home.

 Responsive to community need and expectation: working with community stakeholders to deliver the best outcomes for the community, with a focus on continuous improvement, resulting in an agile service that delivers on current and future community needs and expectations.

- Welcoming and well located: fostering community pride and connection, located close to home, within walking distance to main public transport routes, and accessible by people of all abilities. Our community will feel safe and be proud of our services; they will want to visit and stay.
- Well designed, flexible and integrated: delivering something for everyone and able to adjust to changing need, having considered the needs of the community and the local environment.
- 9.7 The key recommended actions of the Service Plan are:
  - Improve speed and reliability of library public Wi-Fi services (including mobile) to ensure the service offering matches community expectations.
  - Trial noise attenuation improvements and investigate opportunities to dedicate more spaces for quiet study at Hume Global Learning Centres during peak times.
  - Review the prominence of location and wayfinding signage to ensure library services remain highly visible to the community.
  - Trial programs and workshops to cater to different audiences and evaluate evening opening hours.
  - Continue to deliver learning programs that provide pathways to education, employment and skill development.
  - Replace the mobile library trailer with two smaller mobile outreach vans, supporting
    greater access to communities and cohorts that are currently not being reached.
  - Following the implementation of the new outreach vans, trial alternative outreach locations in Roxburgh Park and Campbellfield to improve service access.
  - Develop a regional library service in Kalkallo. Engage with Whittlesea and Mitchell Councils to explore partnership opportunities. In the short term, explore opportunities for temporary service for the Kalkallo community, until such time as the regional library is operational.
  - Implement a branch library service in Mickleham. In the interim, continue to provide an outreach library service to support community access, include trial of a remote locker and delivery of programs within community spaces.
  - Develop a business case and concept plans for a small-scale permanent library service in Greenvale West. In the interim, continue to provide an outreach library service to support community access to services, including trial of a remote locker and delivery of programs within community spaces.
  - Plan for future library service provision in growth areas, including Craigieburn West and Sunbury (Lancefield Road). Continue to monitor population growth to identify requirements for temporary service provision, as needed.
  - Refurbish library branches that are over 10 years old (i.e., Broadmeadows, Tullamarine) to ensure they are optimised to deliver contemporary library services and provide spaces to work, relax and collaborate.
  - Review the Gladstone Park Community Library (including discussions with the school and local community) to identify future library requirements.
  - Continue to invest in emerging technologies, including technological resources, programs and events, that foster digital literacy, provide best user-experience for library members, and support the Hume community to engage confidently in an increasingly digital world.
  - Implement revised Hume Libraries operational resources to address service review outcomes, including consultation with staff.

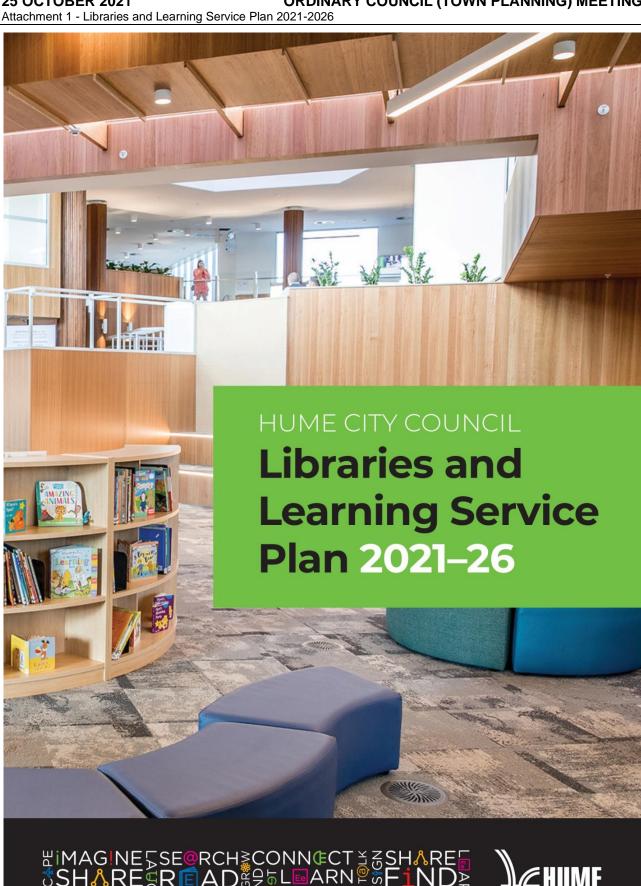
- Continue to deliver targeted training to build staff capability to respond to changing library and community needs.
- 9.8 A five-year implementation plan has been developed. Pending Council adoption, the delivery of the identified year one actions would commence immediately.

#### 10. CONCLUSION:

10.1 In accordance with Council's Service Planning Policy Framework, a review has been undertaken of Council's library and learning services. This review identified that Hume Libraries are well-utilised and offer a service that is highly regarded by the local community. It also identified opportunities to strengthen various facets of the service to ensure Hume Libraries continue to embed a culture of learning across the city through meeting community needs and expectations.

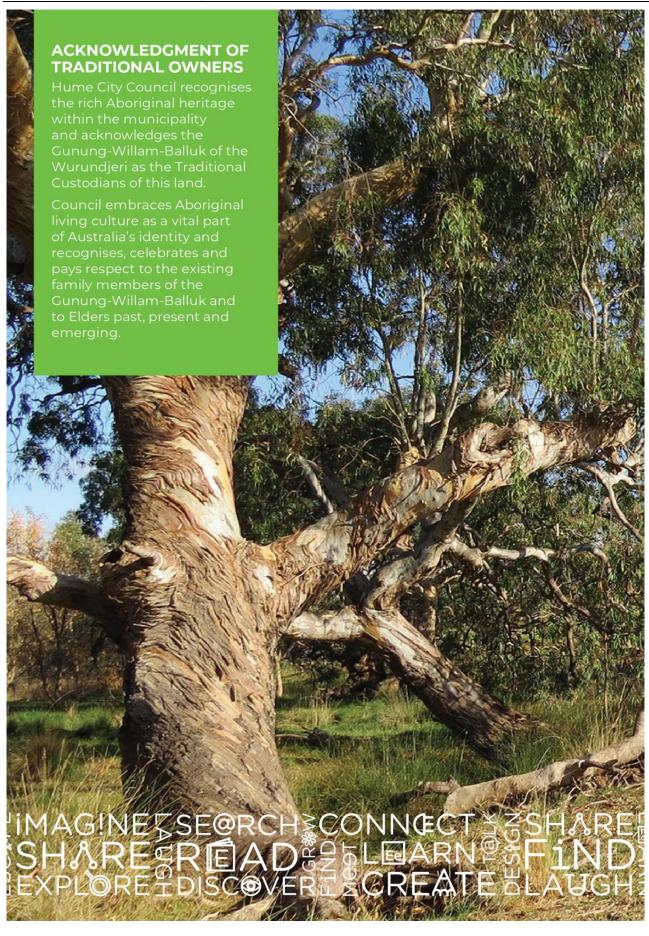
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#### **ORDINARY COUNCIL (TOWN PLANNING) MEETING**



#### **ORDINARY COUNCIL (TOWN PLANNING) MEETING**

Attachment 1 - Libraries and Learning Service Plan 2021-2026



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# **EXECUTIVE SUMMARY**

#### **Executive Summary**

Hume City Council has strived for over 20 years to embed a culture of learning across the city. The Social Justice Charter, Learning Together 2030, and the Community Vision all recognise the importance of creating a learning community, where learning is a central foundation for individual and collective wellbeing.

The importance of inspiring and igniting the community's imagination in the pursuit of knowledge and personal development remains just as relevant in 2021. Council is faced with the challenge and opportunity of continuing to embed a strong learning culture as the city's population continues to grow.

In 2021, Hume City is home to 248,900 people. This is expected to grow by 50%, to 373,000 people, by 2041. The suburbs that are expecting the most growth are Sunbury, Craigieburn, Mickleham, Kalkallo, and Greenvale. Mickleham and surrounds are amongst the fastest growing suburbs in Australia.

Recognising the effects of this growth, and the desire to continue creating learning opportunities that support everyone to reach their full potential through all stages of their life, Council's library and learning services were reviewed.

The outcomes of this review will guide Council's decision-making about the most appropriate, responsive and sustainable approaches to provide library and learning services, now and into the future.

The scoping questions that defined the parameters of this review were:

- How can Council's library services be best designed to respond to current and future needs and expectations of Hume's community?
  - b. What types of improvements, if any, could be made to further enhance the efficiency, effectiveness and customer experience of the service?

- c. In considering the regional, neighbourhood and mobile library model and hierarchy, and Council's outreach programs, is the design of the service meeting future requirements or would alternative models be more responsive?
- d. When considering the scope of services and programs provided by Council's library service and that of other service providers (e.g., neighbourhood houses), are there any cohorts being under or over serviced by Council?
- 2. What infrastructure, resources, skills, technology, and capabilities are required to continue to provide a high quality and responsive library service, now and over the next five years?

In addition to these scoping questions, the review also considered best practice recommendations from the 2019 Victorian Auditor General's Office review into Library Services and a General Business Item (March 2020) regarding library opportunities for Greenvale (Supporting Documents: Appendix 1).

It was found that Council's library and learning services perform well and deliver high-quality services that are held in strong regard by the community. It also identified opportunities to strengthen service accessibility, responsiveness and flexibility, especially in growth areas.

These opportunities are encompassed within four location and service principles. These principles will guide service planning into the future and ensure Hume Libraries are focused on the critical success factors that will enable community needs to be met.

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Libraries and Learning Service Plan 2021-26

#### **Hume Libraries will be:**

**Accessible:** digital library services will be accessible to all members of the Hume community 24/7.

85% of Hume residents will be able to access a Hume Library service within a 10-minute drive of their home.

Responsive to community need and expectation: working with community stakeholders to deliver the best outcomes for the community, with a focus on continuous improvement, resulting in an agile service that delivers on current and future community needs and expectations.

Welcoming and well located: fostering community pride and connection, located close to home, within walking distance to main public transport routes, and accessible by people of all abilities. Our community will feel safe and be proud of our services; they will want to visit and stay.

Well designed; flexible and integrated: delivering something for everyone and able to adjust to changing need, having considered the needs of the community and the local environment.

#### Summary of Recommendations

In consideration of the location and service principles, the key recommended actions of the Service Plan include:

- Improve speed and reliability of library public Wi-Fi services (including mobile) to ensure the service offering matches community expectations.
- 2. Trial noise attenuation improvements and investigate opportunities to dedicate more spaces for quiet study at Hume Global Learning Centres during peak times.
- Review the prominence of location and wayfinding signage to ensure library services remain highly visible to the community.
- 4. Trial programs and workshops to cater to different audiences and evaluate evening opening hours.
- Continue to deliver learning programs that provide pathways to education, employment and skill development.
- 6. Replace the mobile library trailer with two smaller mobile outreach vans, supporting greater access to communities and cohorts that are currently not being reached.

- Following the implementation of the new outreach vans, trial alternative outreach locations in Roxburgh Park and Campbellfield to improve service access.
- 8. Develop a regional library in Kalkallo. Engage with Whittlesea and Mitchell Councils to explore partnership opportunities. In the short term, explore opportunities for temporary service for the Kalkallo community, until such time as the regional library is operational.
- Implement a branch library service in Mickleham. In the interim, continue to provide an outreach library service to support community access, include trial of a remote locker and delivery of programs within community spaces.
- 10. Develop a business case and concept plans to secure capital works funding for a small-scale permanent library service in Greenvale West. In the interim, continue to provide an outreach library service to support community access to services, including trial of a remote locker and delivery of programs within community spaces.
- Plan for future library service provision in growth areas, including Craigieburn West and Sunbury (Lancefield Road). Continue to monitor population growth to identify requirements for temporary service provision, as needed.
- 12. Refurbish library branches that are over 10 years old (i.e. Broadmeadows, Tullamarine) to ensure they are optimised to deliver contemporary library services and provide spaces to work, relax and collaborate.
- 13. Review the Gladstone Park Community Library (including discussions with the school and local community) to identify future library requirements.
- 14. Continue to invest in emerging technologies, including technological resources, programs and events, that foster digital literacy, provide best user-experience for library members, and support the Hume community to engage confidently in an increasingly digital world.
- 15. Implement revised Hume Libraries operational resourcing to address service review outcomes, including consultation with staff.
- Continue to deliver targeted training to build staff capability to respond to changing library and community needs.

An implementation plan has been developed to support the delivery of these recommendations. This will guide Hume Libraries as it continues to build a learning community through building literacy and encouraging social connection in the Hume community.

Libraries and Learning Service Plan 2021-26

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Attachment 1 - Libraries and Learning Service Plan 2021-2026

# Hume Libraries and Learning Services

Hume City Council's libraries and learning services encompass a range of services and programs that aim to support the information, education, recreation and cultural needs of the Hume community by fostering a love of reading, building literacy and encouraging social inclusion. The service comprises four main components:

- Six library service points: Broadmeadows
   Library (Hume Global Learning Centre, HGLC),
   Craigieburn Library (HGLC), Sunbury Library
   (HGLC), Tullamarine Library, Gladstone Park
   Community Library (joint-use located at
   Gladstone Park Secondary College) and the
   Hume Mobile Library.
- Collections and resources: a diverse and broad collection of print and electronic resources tailored to meet the needs and interests of the community (206,494 physical and digital items, 31 June 2021).
- Access to technology: an online information portal via the Online Public Access Catalogue, publicly accessible PCs, access to Wi-Fi, printers, copiers, scanners, 3D-printers, library app and various STEAM (Science, Technology, Engineering, Arts, Mathematics) technologies.
- Learning Programs: a service delivered collaboratively across the community, throughout a range of locations to improve education / learning pathways and opportunities for Hume residents. Learning programs build a culture of learning, aiming to improve health and wellbeing outcomes.

The service is supported by a workforce of 46.3EFT (approximately 68 full-time and part-time and 30 casual staff).

Branch staff (staff who deliver direct face-to-face library services) represent the most sizeable portion (78.4%) of the workforce.

#### **Operating Context**

Hume Libraries operate within a local, state, national and international context, each informing and aligning the services offered to the community, and the learning and engagement outcomes being sought.

Whilst each context is independent, they integrate into seamless service delivery, where community health, wellbeing, and improved quality of life through a learning culture, is at the centre.

From a local perspective, the operations of Hume Libraries align to the Community Vision and Council Plan.



State-wide, Hume Libraries work within the Victorian Public Libraries 2030 Strategic Framework. Nationally, the Australian Library and Information Association (ALIA) provides direction on the operations of public libraries through its Public Library Alliance. Internationally, Hume Libraries services are informed by the United Nations Sustainable Development Goals, whereby public libraries contribute to achieving the following:



Libraries and Learning Service Plan 2021-26



Libraries and Learning Service Plan 2021-26

7,000

50.2%

#### **Community and Library Demographics:**

Hume residents come from

Hume residents speak



**HUME LIBRARIES AND LEARNING SERVICES** 





Residents born

overseas

35.7%

-----

23.4%

Hume households are in the lowest equivalent household income quartile, earning less than \$740 per week

10.10/

Hume households have no internet connection

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5.08 YEARS

The average length of library membership for current members is 5.08 years

Female residents

in Hume

Library Membership breakdown by gender (\*undisclosed)



For every \$1 invested in library services in Hume, the cost benefit/ratio is

Hume Libraries have collections available in the following community languages:



8 Libraries and Learning Service Plan 2021-26

#### Hume Community and Library Profile

Hume City serves a culturally diverse and youthful population.

Services delivered by Hume Libraries include programs for children and families, with a strong focus on early literacy, including an innovative bilingual storytelling program.

A broad range of community resources and programs are delivered, including library collections in English, materials in community languages including Arabic, Chinese, Greek, Italian, Farsi, Hindi, Punjabi, Sinhala, Tamil, Turkish, Urdu and Vietnamese.

A suite of programs aimed at young people and adults is also offered. These include digital and technology programs, health and wellbeing, careers and jobs, school holiday programs and more.

#### **Target Audience**

By definition, everyone is welcome in public libraries. Hume Libraries provide free and equitable access to attractive spaces to ensure everyone has an equitable opportunity to learn, connect and grow while using library resources, programs and spaces.

While Hume Libraries provide a safe and universal service to all Hume residents, students and visitors, there are several target/priority groups which have a stronger strategic focus for the service. These include:

- Families with young children: to encourage early literacy, instil a love of reading and support lifelong learning.
- Digitally vulnerable households and people with low computer literacy: providing free access to PCs, Wi-Fi, emerging technologies and support with general computer literacy skills.
- Senior residents who face accessibility challenges: providing social engagement, and access to library resources through outreach services.
- Students: providing resources, spaces and places for quiet study and study groups outside of school hours.
- People with disabilities: providing improved and targeted resources, programs and staff training.



Libraries and Learning Service Plan 2021-26

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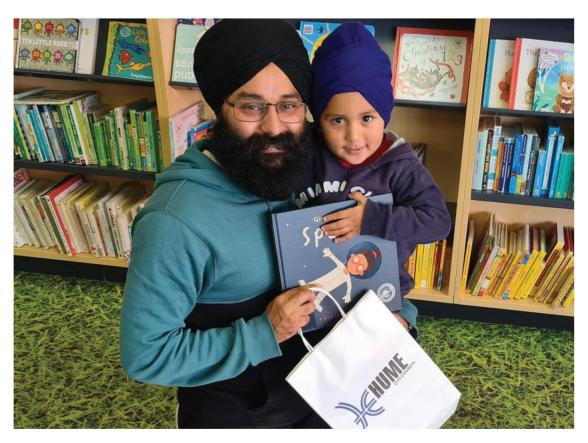
# SERVICE REVIEW METHODOLOGY

#### **Service Review Methodology**

To ensure internal and external factors that impact on Hume Libraries and Learning's service were considered, the service review was conducted using the following methodology:

- Online and face to face workshops to explore service context.
- Risk analysis (Supporting Documents: Appendix 2).
- Library analysis (Supporting Documents: Appendix 3).
- Review of customer experience research findings.
- Review of best practice models and case studies to explore new opportunities and service improvement (Comparative Choice Analysis; Supporting Documents: Appendix 4), including case studies of:
  - Australia Post's delivery models (including 24/7 parcel lockers and library delivery services),

- Karalee Library Pod (Ipswich Libraries https://www.ipswichlibraries.com.au/ using-the-library/karalee-library-pod/),
- Noosa Library (outreach models / new options for mobile delivery), and
- The Reading Nook at Highpoint Shopping Centre.
- Customer Empathy Mapping to confirm target audiences, service expectations, analysis of library membership data, Mosaic Segmentation Data (Persona profiles) and Census data.
- PESTEL analysis (Supporting Documents: Appendix 5) and MoSCoW analysis (Supporting Documents: Appendix 6), in exploring political, environmental, socio-demographical, technological, economic and legislative factors.



Libraries and Learning Service Plan 2021-26

## SONICH

#### **Findings**

Libraries are increasingly places where people connect, not just through programs and borrowing materials, however also through creative pursuits such as music and performing arts.

Offering comfortable, warm, open and flexible spaces in a safe environment are crucial to communities being able to express their creativity, desire to collaborate and discover connections with others.

The service review identified a range of key findings, trends and opportunities for consideration.

#### **Current Strengths:**

- High level of satisfaction with the library collection range, library programs, the ability to independently find what an individual is looking for, customer service, technology infrastructure and opening hours (Hume Library Customer Experience Survey Report Summary; Supporting Documents: Appendix 7).
- High level of satisfaction of building quality for the 'district library branches' in the Hume Global Learning Centres.
- Positive recognition of the role that the two 'neighbourhood library branches' (Tullamarine and Gladstone Park) play (more easily able to develop personal relationships between customers and staff members, convenient and accessible locations closer to home).
- In the 2019 Hume Libraries Customer Experience Survey, the Hume Libraries average Net Promoter Score over all was 54.2. Craigieburn and Tullamarine Libraries received the highest Net Promoter Scores of 68.5 and 67.9 respectively, indicating the customer experiences at these locations were approaching 'world class'.
- Extremely positive feedback for COVID-19 service provision including Hume Libraries Express service, online program delivery and click and collect service.

## Opportunities for development and improvement:

- Opportunities for improvement in speed and reliability of internet services should be explored to ensure the service matches community expectations, particularly at the smaller/mobile branches.
- Opportunities to continue to provide the community with access to emerging digital/ technological advancements that support learning, education, and skills development outcomes.
- Lack of quiet and dedicated study spaces, especially at the Hume Global Learning Centres, resulting in the space being too noisy for studying, especially at peak times/ during programming.
- An interest in longer opening hours later into the evenings, and the provision of programs and workshops outside of business hours, better supporting working residents to attend.
- Consideration of improved visual identity, wayfinding and entrance signage, to increase service awareness, particularly at the Broadmeadows Library, recognising the difficulties some face in locating services within Hume Global Learning Centres.
- An interest in seeing better marketing and promotion of services, collections and programs as many appeared unaware of opportunities offered.
- Council's current mobile library service is operated from a semi-trailer; it is unable to traverse local streets, requires three phase power and a specialist trained driver to operate. There is an opportunity to create a more agile and proactive service that can more easily reach under-represented communities and cohorts, and be used at festivals and events.

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FINDINGS

In addition to the community feedback, a range of service specific issues and challenges, industry and community trends and opportunities were identified including:

- Libraries of the future will be required to provide a range of flexible places and spaces to facilitate the range of activities that community members wish to engage in.
  - Services may need to consider high energy zones for early childhood literacy activities and safe spaces for people to gather. This also includes the provision of quieter spaces to study and/or read.
  - In all active spaces, people will be looking for ways to express their ideas and creativity, often in collaboration with others.
- Community expectations that libraries provide the 'third place' where people can relax in a safe environment, learn and connect including:
  - Flexible spaces for community programming.
  - Individual learning and working spaces.
  - Provide ready access to information and content through a range of media, tailored to the needs and preferences of their local communities.
- Trend towards shared services and seamless membership of libraries across Victoria, allowing patrons to walk into any subscribing Victorian public library and loan/ return resources.
- An increasingly digital society, however a recognition that some community members have gaps in the skills, knowledge, money, devices or high-speed connection required to be regular and confident participants in a digital society.

- Rising trend toward smaller branch libraries, sometimes co-located in community centres, providing localised services, easy walkability, low wait times, and the ability to develop personal relationships with staff.
- Recognising the role of libraries in supporting connection and wellbeing outcomes, library and learning services are important services to deliver early within new communities.
- Service design and provision should be flexible and agile to ensure adaptability with changing community expectations.
- Staff will require ongoing training and development to respond to the increasing complexity of enquiries and expectations as a 'third place'. This can include more advanced digital and social engagement tools
- Community and society expect libraries to:
  - Provide fun and creative opportunities to strengthen literacy and inspire curious learners.
  - Support social connectedness in safe and welcoming spaces for all.
  - Ensure digital inclusion and access to emerging digital technologies are strengthened to facilitate participation in education, learning, employment and social connection.
  - Provide equitable access, including in outreach and alternative settings, to all community members, particularly recently arrived migrants and families with young children and those from vulnerable or disadvantaged backgrounds.

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# Review Outcomes and Recommendations

When considering the review findings against the scoping questions, the following responses, and recommended actions have been identified:

Scoping Question 1: How can Council's library services be best designed to respond to current and future needs and expectations of Hume's community?

a. What types of improvements, if any, could be made to further enhance the efficiency, effectiveness and customer experience of the service?

Overall, the Hume community are very satisfied with the library service, however there are opportunities to continuously develop service offerings to ensure it meet the needs of community, now and into the future.

#### What do we do well?

- Customer feedback indicates high levels of satisfaction with the overall library collection range, library programs, the ability to independently find what an individual is looking for, customer service, technology infrastructure and opening hours.
- First library in Victoria to use artificial intelligence to inform community book selection, ensuring our collections reflect the borrowing patterns of our community, and provide optimal performance and return on investment.
- Removal of overdue fines and use of digital memberships to remove barriers to access and participation.
- Strong focus on program delivery to engage families and strengthen early literacy and skills of the future (i.e. science, technology, engineering, arts, maths).

- Sustainability partnership to provide a second life for deselected books, donating them to charities around the world to reduce inequality and improve access to literacy materials.
- Positive recognition of the role that the two 'neighbourhood library branches' (Tullamarine and Gladstone Park) play (more easily able to develop personal relationships between customers and staff members, convenient and accessible locations closer to home).
- In the 2019 Hume Libraries Customer Experience Survey, the Net Promoter Score over all was 54.2. Craigieburn and Tullamarine Libraries received the highest Net Promoter Scores of 68.5 and 67.9 respectively, indicating the customer experience at these locations approached 'world class'.
- Extremely positive feedback for COVID-19 service provision including Hume Libraries Express service, online program delivery and click and collect service.

#### How could the efficiency, effectiveness, and customer experience of the service be enhanced?

- Improve speed and reliability of library public Wi-Fi services (including mobile) to ensure the service offering matches community expectations.
- Trial noise attenuation improvements and investigate opportunities to dedicate more spaces for quiet study at Hume Global Learning Centres during peak times.
- Review the prominence of location and wayfinding signage to ensure library services remain highly visible to the community.
- 4. Trial programs and workshops to cater to different audiences and evaluate evening opening hours.

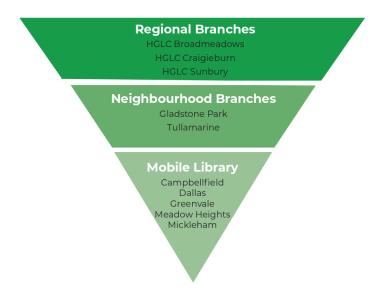
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## Scoping Question 1: How can Council's library services be best designed to respond to current and future needs and expectations of Hume's community?

b. In considering the regional, neighbourhood and mobile library model and hierarchy, and Council's outreach programs, is the design of the service meeting future requirements or would alternative models be more responsive?

The diagram below outlines the current physical library service model and hierarchy that is in place:



The current library service model and hierarchy has suited the Hume community through its previous phases of growth. However, considering the future growth areas to the north and west of the municipality, as well as the trends, findings of this review, and service responses, the following library service model and hierarchy is proposed to ensure the service continues to respond to the needs and expectations of the Hume community:

Regional Service	Proposed in Kalkallo	Regional facility supporting the needs of residents in the northern growth corridor, providing access to full suite of library services (i.e., collections, programs, public PCs).
District Service	HGLC – Broadmeadows HGLC – Craigieburn HGLC – Sunbury	Equivalent to current Hume Global Learning Centres (i.e. collections/ programs/Public PCs/staffed full time).
Neighbourhood Service	Gladstone Park, Tullamarine Proposed Merrifield, Greenvale West, Yellow Gum and Craigieburn North West	Can be a stand-alone branch or co- located in a community centre (full- service availability (see above)/may be staffed part time)
Outreach Service	Fixed and pop-up outreach services (e.g. mobile vans/ programs at community facilities/ attendance at events etc)	Part time service provision (i.e. small service point for collections / hosting programs at a community centre) or mobile/outreach service (time limited service (i.e. one-off event, or fixed location 3-4hr pw on a max of 1-2 days pw)

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Scoping Question 1: How can Council's library services be best designed to respond to current and future needs and expectations of Hume's community?

c. When considering the scope of services and programs provided by Council's library service and that of other service providers (e.g., neighbourhood houses), are there any cohorts being under or over serviced by Council?

Libraries and learning services have been recognised as a catalyst for community change in Hume for over 20 years, this led to the development of the Hume Global Learning Centres, and the Hume Global Learning Village.

More recently, Council has endeavoured to embed a strong culture of learning and development through the provision of targeted programs. This has led Hume Libraries to be a State-wide leader in library program provision for over 10 years.

Within the review process, Hume Libraries' learning programs were examined to identify whether there was over / under-servicing, duplication in offerings, or gaps in programs to target community groups.

Positively, there was little evidence of over / under-servicing or duplication. It was found that Hume Libraries' learning programs provide entry level opportunities, to community members, giving them foundation skills that support them to engage in further learning programs.

Learning programs offered by Hume Libraries will continue to be reviewed against community need and learner demand, and stronger promotion and connection with pathway providers will be established to ensure community members can maximise learning outcomes.

The scope of services was also reviewed from a geographic perspective to identify if there were any cohorts being under or over serviced.

When considering the current growth areas to the north and west of the municipality, there are three geographic areas that are under-serviced and do not have access to services within the service and location standards (85% of Hume residents will be able to access a Hume Library

service within a 10-minute drive of their home) (Supporting Documents: Appendix 8). These locations are Greenvale, Merrifield (Mickleham) and Lockerbie (Kalkallo) precincts.

The gap in Greenvale is to the north of Somerton Road, whilst in the Merrifield precinct, the gap is in Mickleham, to the south of Donnybrook Road. Both of these gaps are exacerbated by the temporary nature of the current service provision (mobile library offers a 20-minute walking catchment whereas branch library services provide a 10-minute drive time catchment).

Further to this, in the long term there were identified gaps in Craigieburn West and Sunbury (Lancefield Rd PSP) (Supporting Documents: Appendix 9).

In light of the findings, future opportunities to improve service access and utilisation (both geographically and service / program based) include:

- Continue to deliver learning programs that provide pathways to education, employment and skill development.
- 2. Replace the mobile library trailer with two smaller mobile outreach vans, supporting greater access to communities and cohorts that are currently not being reached.
- 3. Following the implementation of the new outreach vans, trial alternative outreach locations in Roxburgh Park and Campbellfield to improve service access.
- Develop a regional library service in Kalkallo. Engage with Whittlesea and Mitchell Councils to explore partnership opportunities. In the short term, explore opportunities for temporary service for the Kalkallo community, until such time as the regional library is operational.
- 5. Implement a branch library service in Mickleham. In the interim, continue to provide an outreach library service to support community access, include trial of a remote locker and delivery of programs within community spaces.
- 6. Develop a business case and concept plans to secure capital works funding for a smallscale permanent library service in Greenvale West. In the interim, continue to provide an outreach library service to support community access to services, including trial of a remote locker and delivery of programs within community spaces.

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- to monitor population growth to identify requirements for temporary service provision, as needed.
- 8. Refurbish library branches that are over 10 years old (i.e. Broadmeadows, Tullamarine) to ensure they are optimised to deliver contemporary library services and provide spaces to work, relax and collaborate.
- Review the Gladstone Park Community Library (including discussions with the school and local community) to identify future library requirements.

The future service provision for growth areas, as outlined above, aligns to Infrastructure Victoria 30-year Strategy 2021-2051 recommendations.

**Scoping Question 2: What** infrastructure, resources, skills, technology, and capabilities are required to continue to provide a high quality and responsive library service, now and over the next five years?

Hume Libraries have been a leader in providing digital resources and services for many years. Council have recognised the importance of supporting the community to build their digital literacy skills so they can engage confidently in an increasingly digital environment. Hume Libraries have focused on expanding the digital collection, providing online training resources, delivering community training programs and supporting individuals through one-on-one assistance. There has been a strong focus on providing the community with STEAM (science, technology, engineering, arts, maths) resources, programs, and events to foster curiosity, learning and engagement with skills of the future.

Digital literacy will continue to be an important component in providing a high-quality and responsive library services into the future, as it will remain a foundation skill needed for people to play an active role in public life.

Recognising this, Council will continue to actively provide the community with access to existing and emerging digital technologies to support their learning, information needs, and skills development outcomes.

To deliver upon these expectations, the Hume Libraries team will need to continue to develop their skills and capabilities to deliver high quality and responsive services. This will require revised operational resourcing (pending consultation), and a continued focus on targeted training to ensure staff are equipped to respond to changing library and community needs (i.e. social needs/ digital skills/engagement etc).

Considering future requirements to enable Hume Libraries to continue providing high quality and responsive services, the following actions should be undertaken:

- Continue to invest in emerging technologies, including technological resources, programs and events, that foster digital literacy, provide best user-experience for library members, and support the Hume community to engage confidently in an increasingly digital world.
- 2. Implement revised Hume Libraries operational resourcing to address service review outcomes, including consultation with
- 3. Continue to deliver targeted training to build staff capability to respond to changing library and community needs.

In consideration of the Service Plan recommendations, a range of additional infrastructure, resources, skills, technology, and capabilities will be required to ensure a high quality and responsive library service is provided to the Hume community. These requirements are outlined in the Resources to deliver the Service Plan section below.

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# DESCRIPCES TO DELIVED THE SEDVICE DI AN

#### Resources to deliver the Service Plan

To implement the recommendations outlined in this a range of additional resources (i.e. staffing, equipment, infrastructure) will be required to execute the identified actions.

The implementation plan identifies an estimated \$1,385,000 to deliver the identified actions. Council have \$375,000 in capital works funds (allocated for the replacement of the mobile library) and an opportunity to apply for a Living Libraries grant to offset Council's project costs.

Resources and budget requests relating to the implementation of recommendations will be referred to the annual council planning processes for consideration. In addition to this, additional funding opportunities (i.e. grants and collaborative partnerships) will be explored to support the timely delivery of strategic priorities and actions.

Medium and long term recommended actions (which extend beyond the time frame of this service plan) will be regularly reviewed, reassessed, and prioritised in consideration of the service standards, growth patterns, target cohort requirements and community expectations.

Following this periodic review process, if they remain priorities, projects will be subject to business cases, detailed planning (incl. budget development) prior to referral to Council's planning processes for funding consideration.



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#### **Monitoring and Evaluation**

An annual progress report on delivery of actions detailed within this Service Plan will be provided to Council.

The Plan will also be reviewed and will be amended to reflect changing community and organisational priorities, as well as changes in the library and learning service context.

An evaluation against the service outcomes identified within the Plan will be undertaken at the conclusion of the Plan (2026).

To evaluate the impact and outcomes of the service plan, and its efficacy in providing services that meet the current and future needs and expectations of Hume's community service delivery, the following service outcomes have been defined, and will be monitored throughout the life of the service review.

- 1. Digital inclusion and access to emerging digital technologies are strengthened to facilitate participation in education, learning, employment, and social connection.
  - Outcome Measure 1: Per cent of library members who report that the library's digital resources as 'Very good' to 'Good'. (Current result = N/A – new measure).
  - Outcome Measure 2: More than 80 per cent of members report that they can access "computers at a time I would like one" as 'Very good' or 'Good'. (Current result = 81.2%).
  - Outcome Measure 3: Hours of computer use per 1,000 population. (Current result = N/A – new measure).

- 2. Libraries and learning services provide fun and creative opportunities to strengthen literacy and inspire curious learners.
  - Outcome Measure 1: Per cent of members and programme attendees who rate library programs as supporting their learning outcomes. (Current result = N/A – new measure).
  - Outcome Measure 2: Number of program participants per 1,000 population (Current result = 411.9).
- 3. Library and learning services support social connectedness in safe and welcoming spaces for all.
  - Outcome measure 1: Physical library services are compliant with DDA requirements, including entry points and toilets. (Current result = 4 out of 5 branches, note; Gladstone Park Secondary College entry not DDA compliant. Hume Mobile Library service partially DDA compliant).
  - Outcome measure 2: More than 75 per cent of library members report that the building accessibility is 'Very good' to 'Good' for physical branches. (Current result = 76.5%).
  - Outcome measure 3: More than 80 per cent of library members report that libraries are "a welcoming place" as 'very good' or 'good'. (Current result = 85.2%).

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- 4. Libraries and learning services provide equitable and accessible access, including in outreach and alternative settings, to all community members, particularly recently arrived migrants and families with young children and those from vulnerable or disadvantaged backgrounds.
  - Outcome measure 1: 85 per cent of Hume households can access a library branch within 10 minutes' drive or 20-minute walk (from an outreach service, i.e. mobile library stop) from their home.
    - (Current result = 80% based on draft modelling for the 2020 residential population count).
  - Outcome measure 2: More than 70 per cent of Hume library members report that access to public transport at each branch is 'Very good' or 'Good'. (Current result = 75.7%).
  - Outcome measure 3: Per cent of active library borrowers in the municipality (Current result = 9.58%).

In addition to these measurements, an implementation plan has been developed, which guides the short-, medium- and long-term delivery of identified recommendations.

## Local Government Performance Reporting Framework (LGPRF) Indicators:

- Outcome measure 1: Physical library collection usage: number of physical library collection item loans per physical library collection item. (Current result = 3.69)
- Outcome measure 2: Proportion of library resources that is less than 5 years old: percentage of the library collection that has been purchased in the last 5 years. (Current result = 81.01%)
- Outcome measure 3: Active library borrowers in municipality: percentage of the municipal population that are active library borrowers (in the last three years). (Current result – 9.58%)
- Outcome measure 4: Cost of library service per population: Direct cost to council of the library service per population. (Current result = \$24.63)

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# IMPLEMENTATION PLAN

# Implementation Plan

ď	Recommendation	Short Term (1-5 years)	Medium Term (5-10 years)	Long Term (10 years +)	Resource Estimate (Existing/new)
<b>.</b>	Improve speed and reliability of library public Wi-Fi services (including mobile) to ensure the service offering matches community expectations.	×			\$10,000 New resources for planning Implementation cost TBC pending findings
2	Trial noise attenuation improvements and investigate opportunities to dedicate more spaces for quiet study at Hume Global Learning Centres during peak times.	×			\$10,000 New resources for planning Implementation cost TBC pending findings
κi	Review the prominence of location and wayfinding signage to ensure library services remain highly visible to the community.	×			\$10,000 New resources for planning Implementation cost TBC pending findings
4	Trial programs and workshops to cater to different audiences and evaluate evening opening hours.	×			N/A Existing resources
Ŋ	Continue to deliver learning programs that provide pathways to education, employment and skill development.	×			N/AExisting resources
ن ن	Replace the mobile library trailer with two smaller mobile outreach vans, supporting greater access to communities and cohorts that are currently not being reached.	×			\$350,000** Existing resources/funding submission
7.	Following the implementation of the new outreach vans, trial alternative outreach locations in Roxburgh Park and Campbellfield to improve service access.	×	×		N/A Existing resources of outreach vans
œί	Develop a regional library service in Kalkallo. Engage with Whittlesea and Mitchell Councils to explore partnership opportunities.		×		TBC Pending scope
•	In the short term, explore opportunities for temporary service for the Kalkallo community, until such time as the regional library is operational.	×			\$200,000** (est.) Combination of existing and new resources pending funding submission

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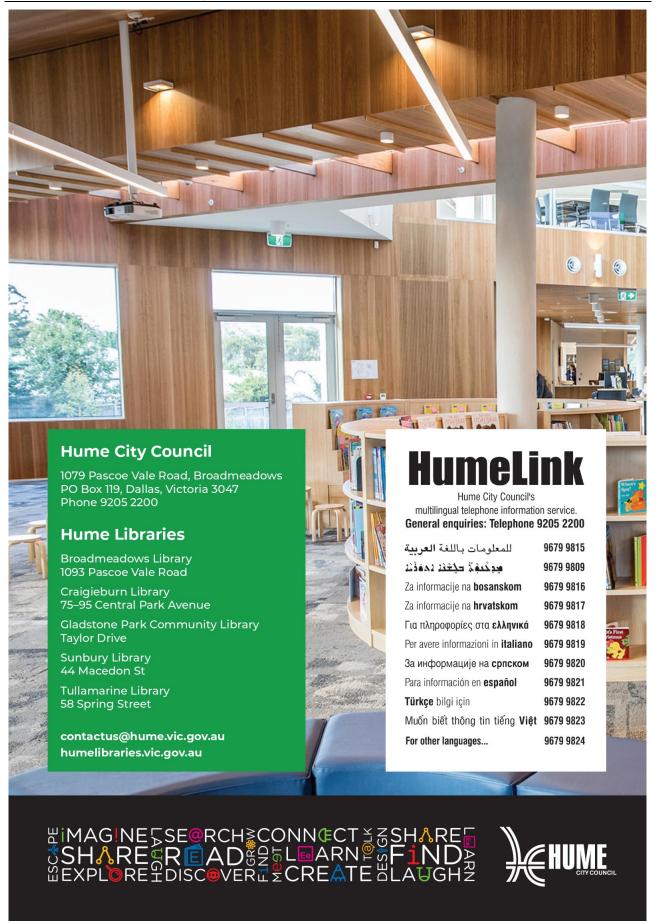
Recommendation	Short Term (1-5 years)	Medium Term (5-10 years)	Long Term (10 years +)	Resource Estimate (Existing/new)
9. Implement a branch library service in Mickleham.		×		TBC Pending scope
<ul> <li>In the interim, continue to provide an outreach library service to support community access, include trial of a remote locker and delivery of programs within community spaces.</li> </ul>	×			\$80,000 New resources
<ol> <li>Develop a business case and concept plans to secure capital works funding for a small-scale permanent library service in Greenvale West.</li> </ol>	×			TBC Pending scope
<ul> <li>In the interim, continue to provide an outreach library service to support community access to services, including trial of a remote locker and delivery of programs within community spaces.</li> </ul>	×			\$80,000 New resources
<ol> <li>Plan for future library service provision in growth areas, including Craigieburn West and Sunbury (Lancefield Road). Continue to monitor population growth to identify requirements for temporary service provision, as needed.</li> </ol>		×	×	TBC Pending scope
12. Refurbish library branches that are over 10 years old (i.e., Broadmeadows, Tullamarine) to ensure they are optimised to deliver contemporary library services and provide spaces to work, relax and collaborate.	×			\$150,000** New resources for planning Implementation cost TBC pending scope
13. Review the Gladstone Park Community Library (including discussions with the school and local community) to identify future library requirements.	×			\$50,000  New resources for planning Implementation cost TBC pending scope
14. Continue to invest in emerging technologies, including technological resources, programs and events, that foster digital literacy, provide best user-experience for library members, and support the Hume community to engage confidently in an increasingly digital environment.	×	×	×	TBC New resources. Costs pending technology – budget requests submitted as needed
15. Implement revised Hume Libraries operational resourcing to address service review outcomes, including consultation with staff.	×			\$430,000 New resources
16. Continue to deliver targeted training to build staff capability to respond to changing library and community needs.	×			N/A Existing resources
			TOTAL	\$1,385,000

\*\* Infrastructure / equipment costs only; staffing resources required to implement action are included in Recommendation 15.

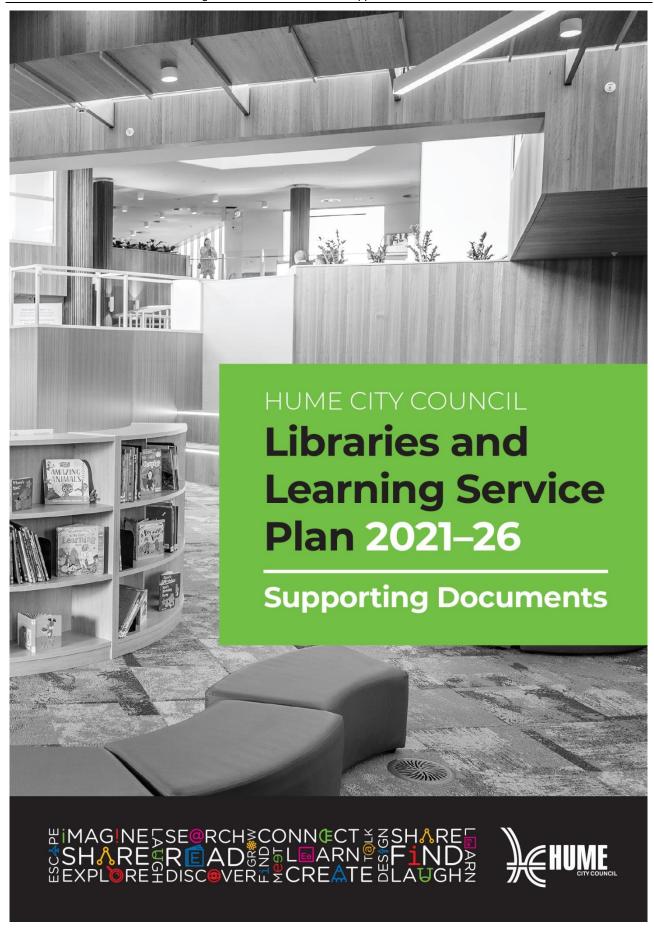
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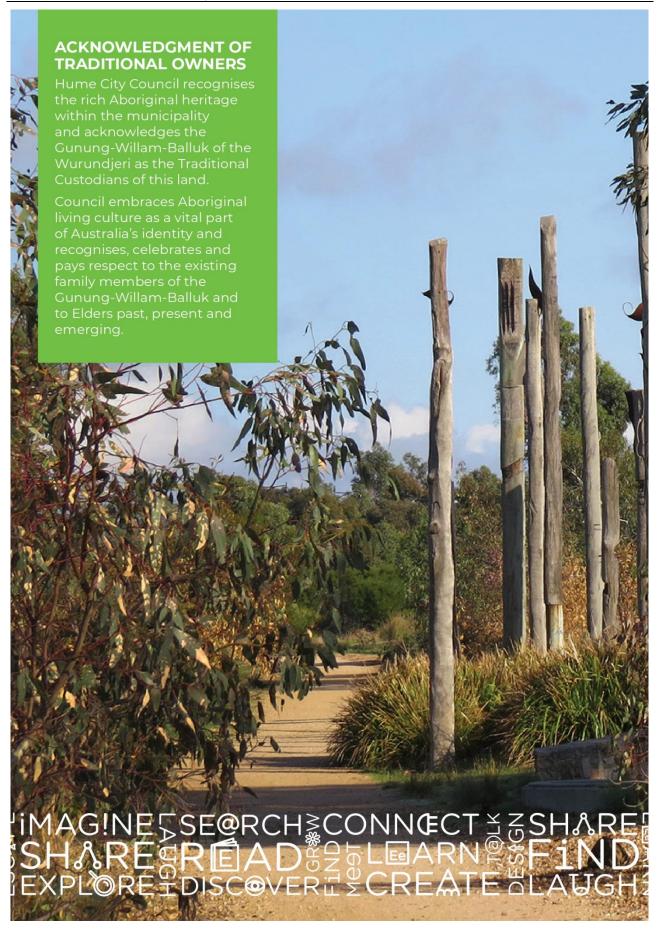
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Attachment 2 - Libraries and Learning Service Plan 2021-2026 Support Docs



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# Appendix 1: Summary of VAGO recommendations and General Business Item regarding library opportunities for Greenvale

### VAGO Recommendation

### Recommendation 1

That Victorian councils and regional library corporations improve library service planning by:

- Documenting service plans.
- Conducting detailed and regular community consultation to understand community expectations for library services.
- Linking delivery of library services to identified community needs and overall council objectives.

(Section 3.3 - understanding community needs and Section 3.4 - service planning)

#### Recommendation 2

That Victorian councils and regional library corporations **identify the full cost of their library services**, including indirect costs, to inform benchmarking, planning and monitoring services.

(Section 3.2 - using cost and performance information)

### Recommendation 4

That Victorian councils and regional library corporations investigate ways to achieve **cost- efficiencies such as through alternative library service delivery models, shared service arrangements or outsourcing.** 

(Section 3.6 - Finding efficiencies)

At the 10 March 2020 Council meeting, Council endorsed General Business Item HAW067:

That, through the Library Service Planning process that is about to commence, Council gives specific consideration to strengthening library program and service development in Greenvale, including by exploring the feasibility of establishing a library offering as part of the new Greenvale Secondary School development and that action taken be reported to a future Strategy and Policy Briefing of Council.

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### **Appendix 2: Risk Analysis**

An important part of the service planning process was analysing risks to service delivery and ensuring effective controls are in place to mitigate these risks. Key business risks being managed by Hume Libraries are:

### **Natural risks**

These include risks of flooding, fire and other severe weather events and also includes risks related to pest control in library buildings. Additionally, there are risks associated with pandemics, potentially leading to building and/or service closures.

### Technological risks

These include power outages, IT infrastructure failure, data loss and telecommunications disruptions and maintaining relevant technology services for customer demand.

### Health and safety related risks

These include risks of harm to staff in dealing with challenging customers, including workplace violence. Libraries are manual handling intensive workplaces and there are risks of staff injury in handling thousands of library items every day. In addition, there are risks associated with relying on volunteers for essential services.

### **Security risks**

Theft of Council property or customers' property or fraud are included in security risks, as well as vandalism.

### Legislative risks

Failure to meet legislative requirements or failure of audit as well as failure to meet grant agreement requirements, potentially resulting in a loss of grant funding.

### Other risks

These include changes to political environments, budget cuts and/or postponements or cancellations of projects due to a lack of funds, loss of intellectual property, leadership and expertise due to staff moving to other positions.

These risks are managed by Council through multiple approaches including:

- Data monitoring and reporting of service outputs and outcomes.
- Continuous development and review of procedures.
- Internal service audits and reviews.
- Provision of mandatory staff training, supervision and professional development opportunities.
- Occupational Health and Safety Checks.
- Client feedback and complaints mechanisms and escalation processes.

Additionally, there are service development and reputational risks in not taking up opportunities, particularly State-wide development opportunities that can lead to service enhancement. Examples include the Libraries Victoria consortium, Libraries After Dark and other consortia opportunities.

Hume Libraries will continue to review these risks on an ongoing basis and ensure the appropriate controls are in place and effectively managed and implemented. Additionally, any items that require further action will be considered as part of the development of the Service Plan.

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### **Appendix 3: Library Analysis**

### **Broadmeadows Library**

The Broadmeadows Library opened in 2003 as part of the Hume Global Learning Centre – Broadmeadows. The space is welcoming and well utilised, with 289,025 people visiting in 2019.

From a library design perspective, it has been identified that the floor space of the Broadmeadows Library is under-sized to meet the current and future needs of the Broadmeadows community.

The library requires flexible spaces to deliver library programs, and community spaces such as quiet study spaces and spaces to work, relax and collaborate. In addition to this, the layout provides insufficient space for library operations, including library returns and the functions required of a centralised headquarters.

Currently, the Broadmeadows Library offers 1,653m² of space, however this is half the size of recommended standards (State Library of NSW's People Places: a guide for planning public library buildings is the standard for planning/design of public library buildings in Australia. It shows that for the catchment, the Broadmeadows Library should be 3,178m²). This gap will continue to grow with population growth, as such, refurbishment is recommended in the short to medium term.

In considering future service needs, we will continue to explore opportunities to renew the Broadmeadows Library either as part of the HHGLC-Broadmeadows redevelopment project or as a separate project.

# Gladstone Park Community Library

The Gladstone Park Community Library was established in 1976 as a joint-use library within the school grounds of the Gladstone Park Secondary College. It covers a floor area of 494m² and is Hume City Council's only joint-use library, and one of the few remaining in Victoria.

A 'joint-use' library is defined as "... a library in which two or more distinct library service providers, usually a school and a public library, serve their client groups in the same building, based on agreement that specifies the relationship between the providers."

As a joint use library, this library model is more complex to manage and operate than other Hume library branches due to the needed to balance school impacts, collection management requirements for both parties, and accessibility for the local community.

This library provides challenges relating to community accessibility; during school hours the space is dedicated to students / classes are held in the library, which can result in feedback that community members can feel unsure about entering the school grounds, concerned that they are intruding / not welcome to visit during school times. In addition to this, the library has a school focused layout, which provides functional study-based spaces, however, is not optimised for programs or recreational reading.

The operational complexity of joint-use libraries is also noted by the Australian Library and Information Association (ALIA), who have developed a position statement. ALIA supports joint-use libraries if they provide:

- equal or better the level of service which would be given in separate facilities, or
- where such a service provides access to some who would otherwise not have a library.

As the Gladstone Park Community Library is located within the 10-minute drive catchment of both the Broadmeadows Library and Tullamarine Library, and is unable to provide community programs and public access akin to other Hume Libraries' branches, adherence to ALIA's criteria is challenging.

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When considering the level of service that the Gladstone Park Community Library provides to the general community, it is proposed that further investigation is undertaken, via a detailed review/business case, to identify future library and community requirements.

This review should consider required space for public library collections, delivery of community programs, patron spaces and IT infrastructure (i.e., public PCs and printing), and include discussions with the school and local community.

### **Tullamarine Library**

The Tullamarine Library (located in Spring Street, Tullamarine) was established in 1979. It is a small branch (85m²) that is adjacent to the Tullamarine Community Hall in Leo Dineen Reserve.

The library and its services are well-loved by the local community with its regular programs attracting more people than the available space. During popular times, programs must be held in the Tullamarine Community Hall to accommodate all visitors.

The library is located within the 10-minute drive catchment of the Broadmeadows Library; however it also services the Keilor catchment and ensures that the Keilor community have access to a library within a 10-minute drive of their home.

As an older branch, the library does not meet all the service and location principles identified in the review, however it does play an important role in meeting local needs and ensuring service provision to an otherwise under-serviced cohort and catchment.

Considering minimal population growth in Tullamarine, and the overlap with the HHGLC-Broadmeadows, the minimum recommended floor space (People Places NSW) for the Tullamarine Library would be 190m², and the maximum recommended would be 533m².

Additional floor space would allow an improved level of service provision for library collections, delivery of programs, community spaces and IT infrastructure, such as public PCs and printing.

Consideration would need to be given, via a detailed review / business case, as to whether the Leo Dineen Reserve could accommodate an expansion of the Tullamarine Library, or whether another location in Tullamarine would be better suited to the service into the future.

### **Hume Mobile Library**

The Hume Mobile Library is an articulated vehicle, comprising of a prime mover and a trailer. The current mobile library commenced in 1999, aiming to reach outlying areas in ways not possible from a static branch. The Hume Mobile Library includes a physical collection, provides PC access and Wi-Fi. Library staff travel with the vehicle to each scheduled stop, which is rotated on a weekly roster (Greenvale, Meadow Heights, Campbellfield, Dallas, Mickleham).

Increased urbanisation has created significant challenges for the Mobile Library; it is often unable to access small suburban roads due to its size and is frequently unable to access regular stops due to road and construction works. The operational set up for the mobile library requires three-phase power to operate, as well as a staff member to have a Heavy Articulated driver's licence. The combination of these factors can result in the service not meeting its original intention.

Considering the growth of the municipality, as well as the demographic profile, the outreach model is deemed to be appropriate into the future. Flexibility, service agility and easy access are important factors, and as a result, it is recommended that the mode of delivery is altered (decommission the large trailer and replace it with two mobile outreach library vans).

Officers will explore the feasibility of relocating / refitting the large trailer to address interim service gaps in growth areas. If feasible, this could provide an early service delivery option, with greater space allocation than a community facility.

In place of the large trailer, two smaller vans could be established, this would more easily support the provision of collections and programs to a broader cohort of the Hume community.

The proposed outreach model would include a flexible stop schedule to suit demand, usage, and various community groups. The additional benefit of smaller vehicles is the ability to attend events and festivals, curated visits to select sites like nursing homes and presents opportunities to set up a pop-up library in a park, at a community centre or similar.

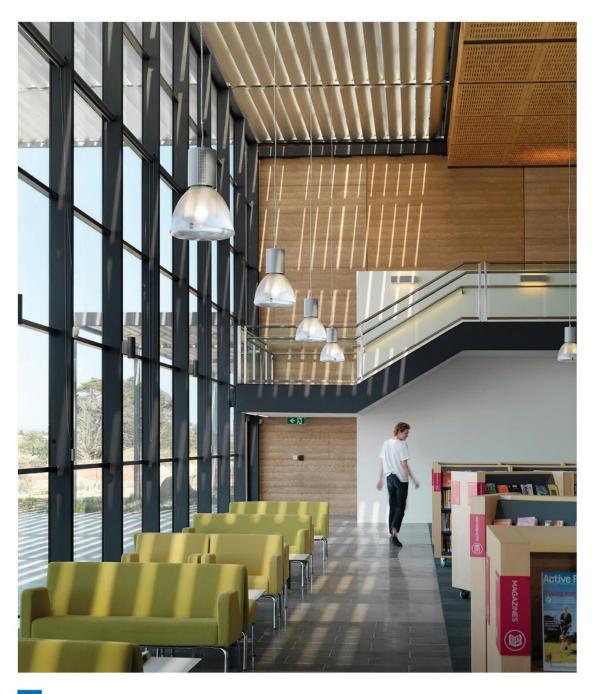
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## **Sunbury and Craigieburn Libraries**

These libraries were developed less than 10 years ago and provide welcoming, popular, and well-utilised services. Continued monitoring will be required to ensure that these services, and the facilities in which they are located, continue to meet the needs and expectations of the communities they serve.

### **All Hume Libraries**

There are opportunities to review the prominence of location and wayfinding signage at all libraries to ensure they are highly visible to the community and maximise their street presence.



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# **Appendix 4: Comparative choice analysis**

During the service review process, officers were asked to examine case studies from other library services that have moved away from a traditional mobile library model to provide service to growing communities. Officers were additionally asked to compare the various models to determine the best outcome for Hume residents:

Options	Implications
Noosa Libraries Model: Mobile library lending service from small truck plus program delivery from a van.	Community outcomes  Substantial browsing collection.  Innovative learning program delivery.  Can visit numerous sites on a schedule.  Can visit numerous sites as a pop-up or via bookings.  Financial sustainability  Estimated vehicle purchase x 2 including custom design; approximate range
	\$300,000 – \$400,000.  Annual maintenance; approximate range \$7,500 – \$10,000 for both vehicles.  Operational feasibility  Two full time staff required to operate both vehicles daily.
	<ul> <li>The small truck requires a standard Light Rigid Driver Licence.</li> <li>Support staff required to regularly refresh and curate collections on truck.</li> <li>Additional staff required to deliver programs.</li> </ul>
Australia Post Model: Reservation delivery for customer pick-up from parcel lockers.	Community outcomes  24/7 access to collect reservations.  High convenience locations.  Financial sustainability  Parcel delivery costs – NIL if delivery into lockers is managed by library staff.
	Operational feasibility  Most staff costs would be logistical and branch based.
Ipswich Libraries Model: Self-service reservations and borrowing via stand- alone kiosk.	Community outcomes  24/7 access to borrow and collect reservations.  Limited browsing collection of 300 items.  High convenience if located in shopping precinct.  Financial sustainability (per site)  Estimated cost per site; approximate range \$300,000 – \$350,000.  Proportion would require replacement every 3 years.  Operational feasibility  Delivery and pick up of library stock via courier or library staff (daily).  Top up of vending cabinets by library staff (daily).

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**APPENDIX 4** 

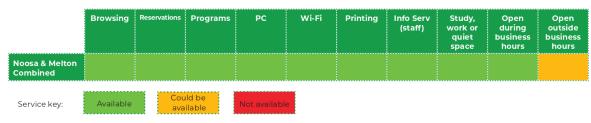
Implications
Community outcomes  Access to deselected library materials as well as books donated from the community.  Can include clothing, toy, or seed swap as well.  Library membership not required.  Financial sustainability  Estimated Shipping container cost including conversion \$15,000.  Operational feasibility  No staffing requirement apart from opening, closing and occasional tidy and restock.
Community outcomes  Offer program delivery.  Offers reservation pick up.  Accessible during Community Centre opening hours.  Financial sustainability (per site)  Investment in Bibliotheca self-service equipment; approximate range \$60,000 – \$75,000.  Annual maintenance; approximate range \$10,000 - \$15,000.  Operational feasibility  Delivery and pick up of reservation daily by library staff.  Vending machines would need to be topped up regularly (could keep excess on

The following matrix lists the core services available across the various branch models and proposed solutions. Those in green meet an expected level for this service, those in orange meet the service requirement in a reduced capacity and those in red are below expected service level:



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In officers' assessment, a combination of Noosa and Melton Model would provide the best service level (equivalent to a branch library) and a significant service level improvement over the current mobile service:



Additional benefits associated with combining the Noosa and Melton models include:

- Mobile vehicles will raise visibility of libraries throughout community.
- Mobile vehicles can access many more sites than existing truck due to reduced size.
- Mobile truck is familiar to existing customers and provides service continuity.
- Program's van will deliver more contemporary library services such as learning programs.
- Flexibility and agility to enable temporary outdoor activation places at sites including community festivals, retirement homes, schools, kindergartens, and shopping centres.
- Permanent presence at Community Centres will help activate these spaces as community hubs.

### Further points to consider:

- Hume Libraries have comparatively low borrowing but very high attendance of programs when benchmarked against other libraries. Whilst collections remain a core service, our library model is based around program delivery.
- Self-service solutions require a level of digital literacy that could be a barrier where there is low digital literacy.
- Customers would need to sign up for a full library membership to use self-service options.

### **Summary:**

- Service quality is improved through increased service offerings, especially programs, in line with established community need as well as an increased spread of opening hours.
- Equitable access to services is improved with community centres or mobile stops planned to ensure a library destination is no further than 10 minutes drive from any Hume resident.
- Continuity of service through extensive browsing on the mobile truck.
- Efficiency of service including reduced vehicle costs and use of existing council facilities.

### Recommended option and changes:

Under a combined model, Council would be able to provide an equivalent library service to all residents of Hume and greatly improve on existing library services to our growth communities. A summary of recommended changes under this approach include:

- Purchase or lease a small truck and a van.
- Design vehicle customisation and fit-out vehicles.
- Purchase self-service equipment for community centres.
- Collaborate with various community sites to act as regular stops for mobile truck.
- Consult with community members around learning needs to inform program offerings.

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# Appendix 5: PESTEL analysis summary

PESTEL	Opportunities	Challenges
Political	<ul> <li>Libraries Victoria – collection management.</li> <li>Libraries Victoria – shared LMS.</li> <li>PLV advocacy, including Libraries Change Lives campaign and continued promotion of the value of libraries beyond books.</li> <li>new communities/advocating for early delivery of library services and programs.</li> </ul>	<ul> <li>State funding model.</li> <li>Building awareness of ongoing service evolution).</li> </ul>
Environmental	<ul> <li>Reduction in the purchase of physical library stock that does not achieve sufficient level of use and Sustainability project (James Bennett) - responsible deselection of library stock.</li> <li>Sustainable buildings and design in terms of energy efficiency and use of recycled or sustainable materials.</li> <li>Libraries seen as safe places and points of reliable information during extreme temperature days and emergency situations.</li> </ul>	Perceived cost. Timeliness.
Socio-Demographic	<ul> <li>Equity of access to information - the foundation stone of public libraries. More relevant and doubly important in lower socio-economic communities.</li> <li>Libraries supporting UN Sustainable Development Goals.</li> </ul>	<ul> <li>Community consultation as a driver of change for future library services.</li> <li>Curating collections and services for local demographics/community.</li> <li>Recognising libraries' role in supporting vulnerable community members - those experiencing homelessness, mental health issues, family violence, etc.</li> </ul>

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PESTEL	Opportunities	Challenges
Technological	<ul> <li>User experience design principles applied to all technologies offered.</li> <li>Being able to offer and expose our community to emerging technologies.</li> <li>Service mobility e.g. for outreach services.</li> <li>Online library place/online community could become a digital library branch</li> <li>State-of-the-art library technology infrastructure (e.g. LMS, Print Management, reservations/booking systems, online payments, etc).</li> <li>Digital literacy programming.</li> <li>Al to inform service design, including personalised online experiences, recommendations for books/resources.</li> <li>Improved social marketing campaigns.</li> </ul>	<ul> <li>Invest more time and rigour in the planning and requirements stage prior to purchasing any new technology.</li> <li>eGovernment, including online-only forms = people needing assistance for civic compliance &amp; societal functioning. Includes data privacy and appropriate use.</li> <li>Jobs of the future; helping to align and pathway our programs into multiversity and community learning programs.</li> <li>Staff digital literacy.</li> </ul>
Economic	<ul> <li>Support community employment outcomes - programs, pathways, access to technology.</li> <li>Removal of barriers to participation.</li> </ul>	<ul> <li>Seeking grant funding to support community programs or projects.</li> <li>Providing &amp; maintaining high quality, functional &amp; attractive facilities.</li> <li>Workforce planning.</li> </ul>
Legislative	<ul> <li>Child Safety standards / requirements.</li> <li>Rigorous WHS compliance, including duty of care.</li> <li>Supporting cyber-safety.</li> </ul>	Privacy legislation vs assistance with private information & form-filling.

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# Appendix 6: MoSCoW analysis summary

### Items as identified in the Council Plan Actions. **MUST** Adult, Community and Further Education (ACFE) funding related activities have (Community centres, e.g. Roxburgh Park). Items purchased in accordance with the Premiers' Reading Challenge (PRC) grant. Those services as outlined in the Public Libraries Funding Program (PLFP) grant Services reported under Local Government Performance Reporting Framework. Well designed facilities that are flexible to changing community need. SHOULD Targeted library programs with clear learning outcomes. have Social connection programs, e.g. knitting, chess, board games. Language and literacy support sessions for special needs groups. Efficient and scalable self-service Radio Frequency Identification (RFID) equipment and mobile app. Outreach services - both English and Language Other than English (LOTE) to new parents' groups, play groups, community hubs, etc. Bi-lingual story time. Adult programs, such as seniors' digital literacy programs, free book clubs, health and wellbeing programs. Neighbourhood house learning programs/community centre learning programs. Science, Technology, Engineering, Arts and Mathematics (STEAM) programs with clear and intended learning outcomes Ongoing collaborations with various Council departments, e.g. volunteering, galleries, sustainable development, Economic Development, etc. Pathways programs/taster events in support of programs offered in neighbourhood houses and community centres. Story time/rhyme time/early literacy programs - 1000 Books Before School (1000 BBS), National Simultaneous Storytimes (NSS), Summer Reading Club (SRC), and PRC. Outreach strategy which provides a framework for consistency and targeted engagement in outreach programs and service delivery, including library outreach and engagement, community technology, bilingual community engagement, partnerships, etc). Multi-channel support (chat, social media, phone, email). Dedicated marketing and promotion support for website, social media, app, digital screens, printed collateral (incl. welcome brochure, signage, bookmarks, visual merchandising) Outreach and other services to vulnerable communities, including bi-lingual program and traditional home library service. Programs delivery in multiple formats, i.e. face-to-face and online. Alternate mobile library/access model - smaller agile vehicle, community hub, 24/7 COULD kiosk, community partnerships, parcel locker, etc. (see case studies). have Family and local history services (resources and information sessions).

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### COULD have

- Cultural connection groups, e.g. Nepalese cultural mornings, etc.
- English as a Second Language (ESL) related programs conversation groups, International English Language Testing System (IELTS), etc.
- Author talks.

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- Celebratory special events (Harmony Day, NAIDOC Week, Library and Information Week, Book Week, International Women's Day, CyberSafety Day, Reading Hour, Science Week, etc).
- Library engagement and early literacy promotion visits to immunisation sessions, festivals, etc.
- Home library delivery service to any Hume residents.
- School visits (both into the library and outreach from the library).
- Partnerships programs, e.g. Libraries After Dark, Aiming High.
- Non book collections with a learning support and social equity focus iTots, robotics, DIY, musical instruments, loan an iPad/tablet.
- Digital literacy for people with autism/disabilities.
- Social worker in the library.
- Information services and 1-1 support (i.e. one-stop-shop). E.g. for those with low digital literacy levels, newly arrived migrants, etc. with collaboration with government services, i.e. Centrelink, Medicare, Australian Tax Office (ATO), employment agencies, etc.
- staff who aren't librarians but bring special skills and knowledge in other areas our community needs into the future – tech and design, creative, youth, social work, business, merchandising skillset.
- Shared collections through Libraries Victoria.
- Homework clubs (still needed as a service, however consider alternative delivery models (i.e. neighbourhood houses/community centres).

### WON'T have

- Mobile library in current format.
- Youth programs without learning outcomes.
- Prizes/incentives for attendance to programs.
- Console games competitions/tournaments.
- STEAM Expos.
- School holiday programs without learning outcomes.
- Outreach/visits to childcare centres/early learning centres/kindergartens in current format for story time sessions (clarity of role with teachers / curriculum).
- Programs that compete with and/or duplicate other programs offered in the community (i.e. neighbourhood houses, community centres, etc).
- STEAM programs without learning outcomes.

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# Appendix 7: Hume Libraries Customer Experience Survey Report Summary

### **Executive summary**

This report presents the findings of the Hume Libraries Customer Experience Survey. The survey found most respondents were more likely to visit their local library, mobile library and access online services '1 to 3' times a month. Over 30 per cent of respondents visit the Sunbury Library followed by 26.7 per cent Craigieburn Library and 23.1 per cent the Broadmeadows Library.

Over 68 per cent of respondents indicated that their main reasons for visiting the library was to "Borrow materials like books magazines or DVDs"

In terms of customer experience, all library branches received positive Net Promoter Scores (NPS)<sup>1</sup>, with the average being 54.2. Craigieburn and Tullamarine libraries received the highest Net Promoter Score of 68.5 and 67.9 respectively, indicating the customer experience at these locations is approaching 'world class'. With the Sunbury Library being temporarily co-located at the Sunbury Youth Centre while construction of the new Hume Global Learning Centre – Sunbury is underway, the Sunbury library branch received the lowest NPS at 41.1. This was followed by Gladstone Park Community Library at 51.7

Overall respondents were very satisfied with the level of service provided by library staff with most comments providing positive feedback about the staff and level of service received at all library branches.

### **Broadmeadows Library**

The following library aspects and facilities were rated the highest at Broadmeadows Library.

Size of collection

- Range of materials
- Opening hours
- Public transport access

### Craigieburn Library

The following library aspects and facilities were rated the highest at Craigieburn Library.

- Range of different spaces
- Size of library
- Book shelving
- Space between aisles
- Condition of library building
- Seating and tables

### **Gladstone Park Community Library**

The following library aspects and facilities were rated the highest at Gladstone Park Community Library

Ability to update details

### **Tullamarine Library**

The following library aspects and facilities were rated the highest at Tullamarine Library.

- Wait times
- Courtesy of staff
- Helpfulness of staff
- Car parking
- Building accessibility
- Welcoming place
- Availability of computers
- Ease of booking a computer
- Condition of library collection
- Speed of internet with both own device and using a library computer
- Printing facilities

<sup>1</sup>A Net Promoter Score is expressed as an index range from -100 to 100. Generally, a score below 0 indicates that customers are not having a positive experience with the service, while a score above 50 means the service is performing well. Scores of 70 or more are normally considered to be providing an outstanding customer experience. See 'Appendix B: Net Promoter Score' for further details.

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### **Sunbury Library**

Sunbury Library was not rated the highest in any category. The library was consistently rated lower than the other libraries and received much negative feedback about the current library facilities. Most respondents felt that library services will improve when the new Hume Global Learning Centre is opened.

### **Online resources**

Hume Libraries Online Resources was given a Net Promoter Score of 21.6. This score indicates that further work needs to be undertaken to improve the customer experience for members using online resources.

Respondents had limited awareness of the online resources available to them. Most members surveyed knew about eBooks and eAudiobooks but had the least awareness of eComics.

Some of the suggestions of respondents that did use the online services included seeing a larger range of eBooks made available and an improvement in the user interface for online services.

### **Mobile Library**

Respondents rated most aspects of the mobile libraries very highly, with stop times and stop locations both receiving the largest percentage of 'Very good' and 'Good' ratings. Access to public transport was the least relevant to mobile library members.

### Library programs

Over a quarter of respondents attended programs at the library, of these, half attended children and family programs. An overall Net Promoter Score of 42 was calculated for library programs, this score indicates there are lower levels of customer satisfaction with the library programs when compared to the overall branch Net Promoter Score.

Respondents suggested more advertising was also needed for library programs, as many did not know any programs were running.
Attendees also requested a larger variety

of programs such as Science, Technology, Engineering, Art & Mathematics (STEAM) programs currently only available to teenagers, also run for adults.

### Introduction

This report presents the findings of the Hume Libraries Customer Experience Survey of current library users.

This report is part of a suite of surveys undertaken to understand the customer experience of library users, and to inform future service planning and delivery. This report presents the results for current branch library users, online library users and mobile library users.

The survey was open between 5 November and 13 December 2018 and included an online survey, postal survey and intercept surveys.

Other reports completed in this suite include former library users and non-library users. The results from the non-library users are detailed in a separate report. Due to a low response rate to the former library member survey (10 responses), a formal analysis of these results has not been undertaken.

### Aim

The aim of the survey was to collect information on the customer experience of existing active library members, and to identify improvements for future service delivery.

### **Objectives**

The objectives of the survey are:

- to learn and understand how library members are using the Hume Libraries service.
- to evaluate the customer experience and satisfaction with library programs and services.
- to assess if library programs are responding to library members' needs.
- to improve the quality of library programs and services offered.

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### Methodology

Hume City Council's Organisational Performance and Engagement Department developed the methodology for this survey, in consultation with the Community Strengthening Department.

### Survey design and sampling

Participants for this survey were selected from the current active Hume Libraries member's database. For the purposes of this survey, active library members were defined as library members who had borrowed a resource from a Hume Libraries branch, accessed online services, or borrowed from the mobile library over a two-year period, up to the 23 October 2018.

The Hume Libraries Customer Experience Survey comprised of the main survey tool, plus the addition of abbreviated supplementary intercept interviews and an abbreviated mobile library survey. The diagram on the following page outlines the survey approach undertaken:

### **Main CX Survey**

- Active Library Members (in the last 2 years)
- 34 main questions
- Topics covers Library Branches, Mobile Library and Online Library
- 957 responses (distributed to 5581 members)
  - response rate 17.1%

### **Abbreviated Mobile Library CX Survey**

- Active Library Members (in the last 2 years) who had only used the Mobile Library
- 20 main questions
- Topics covers the Mobile Library and awareness of online library resources.
- 68 responses (distributed to 672 members)
  - Response rate 10.1%
  - Includes 59 hard copy responses

### Hume Library Survey (non-menbers)

- Targeted non-users however those who indicated they had used the service were asked to answer 3 questions.
- Was completed as a postal survey and intercept survey at shopping centres
- Topics covered overall customer experience and reasons for rating.
- 130 responses
  - Includes 104 hard copy responses

### Total Hume Libraries Customer Experience Survey

- 957 completed Main CX Survey
- 68 Completed Mobile Library CX survey130 completed Hume Library Survey

1155 Total

(selected questions only)

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Surveys were sent out via email and post (where emails were not available) to a sample of 5,606 active library members.

The survey was also made available in all Hume Library branches (via iPads and hard copies) and online via the Hume City Council Your Say page as well as through promotion on the Hume Libraries Facebook, Twitter and LinkedIn pages. Intercept surveys were carried out in four major shopping centres to further engage non-library users to complete the survey.

Participants completed the online survey between the 5 November and 13 December 2018. Hard copy versions of the survey were received until the end of December 2018.

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### **Data Management**

This survey was managed in accordance with the Privacy and Data Protection Act 2014 (Vic) and Hume City Council's Information Privacy and Health Records Procedures.

All responses to this survey were entered into SurveyGizmo and then exported into Microsoft Excel where data errors were identified and corrected. This data was then transferred to SPSS to assist with analysis and to create informative statistics and tables. Qualitative responses were analysed and coded into themes.

### **Limitations**

Limitations identified in this report are as follows:

A larger portion of survey respondents were female and aged over 50. This distribution should be taken into consideration when interpreting the results.

Survey results for Sunbury Library are negatively affected by current renovations taking place. As a result, survey results have been skewed for the Sunbury Library.

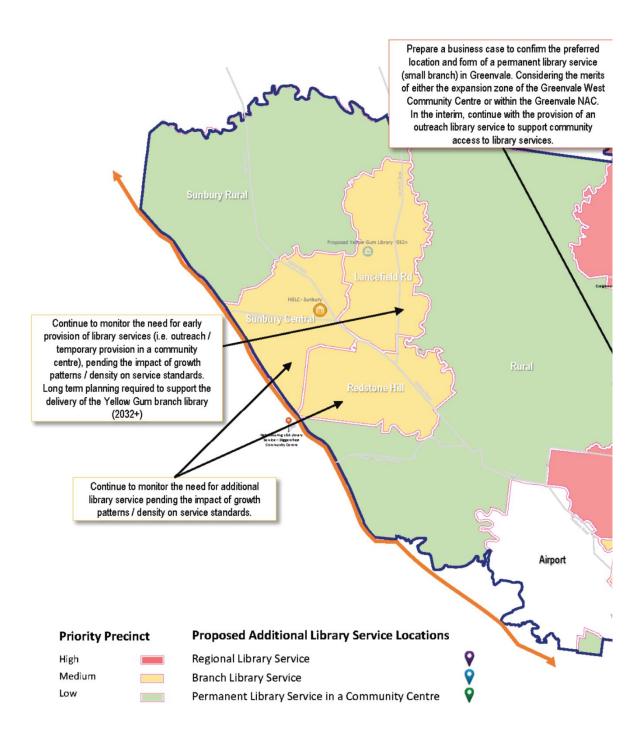
# Reporting and dissemination

The results of this survey will be used by Hume's Community Strengthening Department to understand the customer experience of current and non-library members.

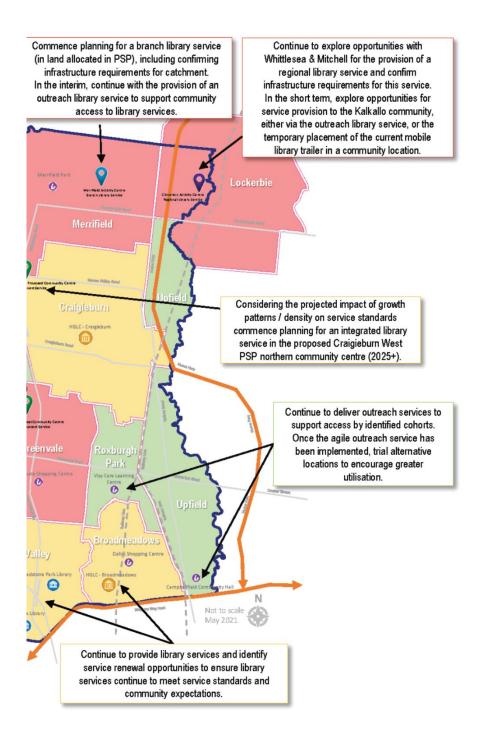
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### **Future Service Opportunities**



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# **Appendix 9: Library Service Provision Report Card Plan**

# Library Services

#### SCOPE

Regional Library, Hume Global Learning Centres, Neighbourhood Library Service, Outreach / Mobile Library Service and Library Kiosks

Library services across the municipality are under the management of Hume Library Services Team - Community Service. Library services provided in Hume include; borrowing, 24-hour Wi-Fi, printing and scanning, access to computers and mobile devices, venue hire, meeting spaces, heritage and research, mobile and home library services.

Hume Libraries and Learning Programs are free universal services for all residents of and visitors to Hume. The service aims to facilitate and inspire lifelong learning in Hume by fostering a confident, active, empowered, cohesive community through the provision of relevant resources, facilities and programs.

The service comprises of the following main components:

- Library service points library services are provided through online environments, and the following physical branches/service points: Broadmeadows Library; Sunbury Library; Craigieburn Library; Tullamarine Library; Gladstone Park Community Library; and the Hume Mobile Library (Greenvale, Meadow Heights, Campbellfield, Dallas, Merrifield).
- 2. Collections and Resources A diverse and broad collection of print and electronic resources of interest tailored to meet the needs and interests of the community. The collection is tailored to the needs and interests of the Hume community. It therefore includes a sizeable collection in various community languages, reflecting the local demographics. Resources are increasingly made available in digital format and utilisation of the digital formats is growing strongly.
- Access to technology An online information portal; publicly accessible PCs; access to WIFI; printers, copiers, etc.
- 4. Learning Programs Providing pathways to learning and employment opportunities, the Learning Programs assist in reducing disadvantage and improving the quality of life of members of the Hume community. The learning programs range from early literacy programs (story times, school holiday programs, STEAM programs), health and well-being programs and the Libraries After Dark program.

#### WHAT GUIDES DECISION MAKING

The following related documents were used to inform the CIP (including strategic plans, policies, legalisation and desired service standards):

- VAGO Council Libraries November 2019
- · Hume Library Service Plan

#### CONSIDERATIONS

- The provision, condition and performance of current library infrastructure to meet contemporary user needs.
- Customer Empathy Mapping: to confirm target audiences, under or over utilisation of the service by key customer segmentations, service expectations, and alignment — this was based on an analysis of Library Membership Data enriched with Mosaic Segmentation Data (Persona profiles) and Census data.
- Digital accessibility and 'at home internet' access
  Library services will be increasingly important
  with the emergence of smart boards, online
  learning and communication tools, and the heavy
  reliance on access to the internet in education
  settings and other learning centres.
- Service provision and hours of operation to better provide access to services where and when they are needed most.
- Accessibility assessment: ensuring equitable access to library services.
- Opportunities to integrate library services and infrastructure with other community service needs

Primary target audience (cohorts) for service delivery - Hume Libraries will always be welcoming and accessible by all, however certain cohorts will have a greater focus for Library services (including collections / programs etc). These are:

- · families with young children;
- digitally vulnerable households and people with low computer literacy;
- · senior residents with accessibility challenges;
- · students; and
- · people with disabilities.

Service Provision Report Cards

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### **Library Service Provision**

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The Library Service Plan details a proposed Service Model hierarchy that provides a framework in which library services for different communities and catchments can be scaled. A summary of the hierarchy is outlined below:

Service Delivery Model	Desired Service Standard	Space / Amenity Requirements	Location / Functional Requirements
Regional Library: bespoke service designed to be accessed and cater for the needs of Hume, Whittlesea and Mitchell residents.	Provision services a large population and geographical area and will vary, based on community need. 10-20km drive 45minute drive 1: 200,000> population	Large spaces to display large print and electronic collections     Program spaces (child, youth and aged friendly spaces and environments)     Reading / study spaces     Public PC lounge & printing     Training areas     Coworking spaces	Located within activity centres, offering a variety of educational and social services. Standalone facility located in prominent community/ civic/commercial hub.  Land requirements are place and context-specific, informed by topography, visibility, desired profile and access.
District Library: equivalent to current Hume Global Learning Centres (i.e. large collections / programs / Public PCs / staffed full time).	Services provided needs to cater for all segments of the community 85% of households have access to a library service in 10min drive 20min walk (neighbourhood services/programs)	Large spaces to display large print and electronic collections     Large program spaces (child, youth and aged friendly spaces and environments)     Reading / study spaces     Public PC lounge & printing	Located in proximity to public transport, parking, with high visibility, street presence and frontage to potential civic and shared spaces. It would also support flexible uses and meeting spaces with a potential commercial use, such as a café or retail space. Leverage complementary uses, for an integrated service model.
Neighbourhood Library service can be a stand-alone branch or co-located in a community centre (full - service availability (see above) / may be staffed part time.	Considers the needs assessment and geographic relationship with the provision of services in and within adjoining neighbourhoods. Accessible within 20min walk	Smaller spaces to display a selection of print and electronic collection Smaller program spaces (child, youth and aged friendly spaces and environments) Integrated reading / study spaces 2 Public PC lounge & printing	Relates to supporting infrastructure, proximity to public transport, retail / commercial / civic uses, street frontage, pedestrian traffic.  Located near other active uses to ensure accessibility and realise benefits from shared infrastructure.
Local Outreach service part time service provision (i.e. small service point for collections / hosting programs at a community centre) or mobile / outreach service (time limited service (i.e. one-off event, or fixed location 3-4hr pw on a max of 1-2 days pw)	Trial location, services and program delivery to inform more permanent service delivery.  Accessible within a 10 - 20min walk time	For services in community centres space and amenity is the same.     Mobile / pop up service	Located near other active community uses to ensure accessibility and realise benefits from shared infrastructure.  Leverage complementary uses, for an integrated service model.  Land requirements are place and context-specific, informed by topography, visibility, desired profile and access.
E-Library Services - website access to all online library resources 24/7.	Over 80% of Hume households have access to the internet to enable use of the Hume Library Services website	N/A	Available 24/7 with consideration of inclusive for all and reflects community profile.

### Location and Design Principles:

- 'Welcoming & well located': close to home, within walking distance to main public transport routes, & accessible by people of all abilities.
- · 'Well designed, flexible and integrated': delivering something for everyone and able to adjust to community need.
- · 'Putting environment and people first': have considered the needs of the people and the environment.
- · 'Fostering community pride and connection': somewhere people want to go, stay and are proud to be.

Service Provision Report Cards

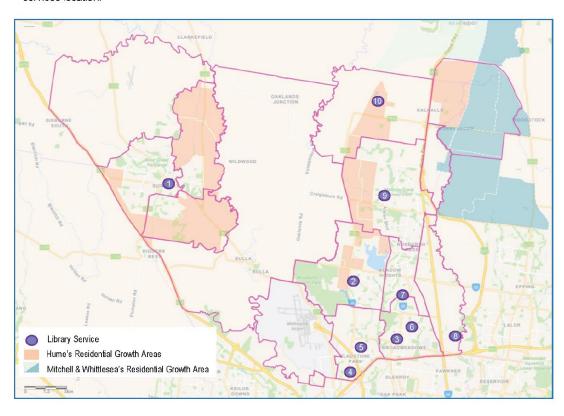
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### **Library Service Provision**



Hume Libraries and Learning Programs are free universal services for all residents of and visitors to Hume. The service aims to facilitate and inspire lifelong learning in Hume by fostering a confident, active, empowered, cohesive community through the provision of relevant resources, facilities and programs. Hume's current library services location:



No.	Action	No.	Action
1	HUME GLOBAL LEARNING CENTRE – SUNBURY	6	DALLAS SHOPPING CENTRE MOBILE LIBRARY
2	GREENVALE SHOPPING CENTRE MOBILE LIBRARY	7	VISY CARE LEARNING CENTRE MOBILE LIBRARY
3	HUME GLOBAL LEARNING CENTRE – BROADMEADOWS	8	CAMPBELLFIELD COMMUNITY CENTRE MOBILE LIBRARY
4	TULLAMARINE LIBRARY	9	HUME GLOBAL LEARNING CENTRE – CRAIGIEBURN
5	GLADSTONE PARK LIBRARY	10	MERRIFIELD PARK MOBILE LIBRARY

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# 8

### **Library Service Analysis**

### Regional Library, Global Learning Centres, branch libraries and mobile /outreach libraries

Key Statistics Summary based on 2020 data



4 Council Buildings 1 Joint-use (in school) : 32,047 borrowers



5 Mobile / Outreach Locations : 1,074 users



412 program participants per 1,000 population



9.58% active library borrowers in the municipality



8,445 online users - 81.2% of members report that they can access a computer at a time I would like one as 'Very good' or 'Good'



85.2% of residents value library services provided and will need them into the future

SERVICE	CURRENT BENCHMARKS	TODAY	BENCHMARK	DIFFERENCE
Regional Library	1: 200,000> population (inclusive for all)	0	1	-1
District Library Service	1: 60,000 population (inclusive for all)	3	3.2	-0.2
Neighbourhood Library Service	1:8,000 – 12,000 population (inclusive for all)	2 (branch)	16	-14
Mobile Library Service	No parameters	5 stops	N/A	N/A

### SERVICE PROVISION



INEQUITABLE ACCESS TO SERVICES / PROGRAMS

BRANCH & MOBILE LIBRARY RECEIVE HAVE UNRELIABILITY & SLOW SPEED OF PUBLIC INTERNET SERVICES

### FIT FOR PURPOSE



AVERAGE OVERALL QUALITATIVE RATING FOR BUILDINGS: 4 – GOOD (1 – POOR TO 5 – EXCELLENT)

MOBILE SERVICE: SEMI-TRAILER SET UP IS BECOMING INCREASINGLY CHALLENGING IN BUILT- UP URBAN ENVIRONMENTS

### **ACCESSIBILITY**





76.5% OF LIBRARY
MEMBERS REPORT THAT
THE BUILDING ACCESSIBILITY
IS 'VERY GOOD' TO 'GOOD'



85.2% OF LIBRARY MEMBERS REPORT THAT LIBRARIES ARE 'A WELCOMING PLACE' AS 'VERY GOOD' OR 'GOOD'



LESS THAN 50% OF HOUSEHOLDS HAVE ACCESS TO LIBRARY SERVICE IN 20MIN WALK

### CUSTOMER FEEDBACK



INDICATES HIGH LEVELS OF SATISFACTION WITH THE OVERALL LIBRARY COLLECTION RANGE, LIBRARY PROGRAMS, THE ABILITY TO INDEPENDENTLY FIND WHAT AN INDIVIDUAL IS LOOKING FOR, CUSTOMER SERVICE, TECHNOLOGY INFRASTRUCTURE AND OPENING HOURS

HIGH LEVEL OF SATISFACTION OF BUILDING QUALITY FOR THE 'DISTRICT LIBRARIES BRANCHES' IN THE HUME GLOBAL LEARNING CENTRES POSITIVE RECOGNITION THAT THE 'TULLAMARINE & GLADSTONE PARK NEIGHBOURHOOD LIBRARIES, PLAY A ROLE IN PROVIDING AN ALTERNATIVE CUSTOMER EXPERIENCE OFFERING

### EXPRESSED / FELT NEED

ACCESS TO FLEXIBLE SPACES WHICH CAN BE USED FOR COMMUNITY PROGRAMMING, INDIVIDUAL LEARNING AND PROVIDE A SPACE TO WORK, THEREBY CREATING 'THE THIRD SPACE' – APART FROM HOME AND/OR SCHOOL – WHERE PEOPLE CAN RELAX IN A SAFE ENVIRONMENT, LEARN AND CONNECT.

GLADSTONE PARK LIBRARY'S POSITION IN THE SCHOOL MAKES THEM FEEL LESS WELCOME, THEREFORE THEY ARE LESS LIKELY TO USE THE SERVICE IN THAT LOCATION

A PROPORTION OF RESIDENTS ARE UNAWARE OF THE PRESENCE OF LIBRARIES INSIDE THE THREE HUME GLOBAL LEARNING CENTRES.
HGLC'S, ESPECIALLY THOSE WITHOUT DEDICATED STUDY AREAS, CAN BE TOO NOISY FOR STUDYING

Service Provision Report Cards

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**Hume City Council** 



### **Service Assessment**

INDICATES A METRIC THAT IS OF SIGNIFICANCE TO ASSESSING NEED WITHIN THE NEXT 5 YEARS

PRECINCT	Sunbury Rural	Lancefield Rd	Sunbury Central	Redstone Hill	Rural	Greenvale	Valley	Broadmeadows	Roxburgh Park	Upfield	Craigiebum	Merrifield	Lockerbie
Known Provision	1	2	3	4	5	6	7	8	9	10	11	12	13
HGLC	-	-	1	-	-	-	-	1	-	-	1	-	-
Branch (includes shared use with school)	-	-	-	-	-	-	2	-	-	-	-	-	-
Outreach/Mobile	-	-	-	-	-	1	-	1	1	1	-	1	-
Service Provision Gap	1	2	3	4	5	6	7	8	9	10	11	12	13
Regional Library	-	-		-	-	-		-	-	-	-		1
District Library	-	-	-	-	-	-	-	-	-	-	-	-	-
Neighbourhood Library	-	-	-	-	-	1	-	-	1	-	1	1	1
Neighbourhood / Local Outreach	-	1	-	-	-	-	-	-	-	-	-	-	1
Other Indicator	1	2	3	4	5	6	7	8	9	10	11	12	13
Library asset condition by Precinct	N/A	N/A	Good	N/A	N/A	N/A	Poor	Ave	N/A	N/A	Good	N/A	N/A
Access to library service by Precinct	Good	Good	Good	Good	Good	Poor	Good	Good	Роог	Poor	Good	Роог	Poor
Services/program use (*50% household)	Poor	Good	Good	Good	Роог	Good	Good	Good	Good	Good	Good	Good	Good
Active Borrowers (^50% household)	Роог	Good	Good	Good	Роог	Good	Good	Good	Роог	Росг	Good	Good	Good
Social drivers of library services	1	2	3	4	5	6	7	8	9	10	11	12	13
Home Internet Access (% households)	78	85	85	91	78	88	78	67	97	68	84	88	86
Growing community (PSP areas)	-	High	Med	High	-	Med		-	-	-	High	High	High
Families with children (% of households)	41.2%	41.6%	33.4%	53.0%	43.8%	55.6%	31.7%	34.1%	54.8%	36.6%	51.6%	38.5%	31.2%
Birth rates / 0-4 years	Low	Low	Med	Med	Low	Med	Low	High	Med	Low	High	High	High
Lone person household	11.6%	16.0%	21.7%	9.8%	9.3%	7.3%	22.1%	19.6%	9.4%	19.4%	10.7%	12.1%	20.2%
Most disadvantaged Precinct (SEIFA)	13	8	10	7	11	9	4	1	3	2	5	12	6
Vulnerable* pop. rate	Low	Low	Med	Low	Low	Low	High	High	High	Med	High	Low	Med
Culturally diverse (% of population)	14.3%	17.9%	25.6%	19.1%	23.5%	35.4%	22.8%	52.1%	67.9%	44.4%	61.6%	56.6%	52.8%
Ageing population rate	High	Low	High	Low	High	Med	High	Med	Med	High	Med	Low	Low
Changing community rate	Low	Med	Med	High	Low	Med	Low	Low	Low	Low	Med	High	High
Access to transport	Low	Low	High	Low	Low	Med	Med	High	Med	Low	Med	Low	Low
Health & wellbeing*	Fair	Poor	Poor	Fair	Fair	Fair	Poor	Poor	Poor	Fair	Poor	Fair	Fair
Chronic disease rates	Low	Med	Med	Med	Low	Med	High	High	High	Med	High	Low	Med

Rates of CDIS, HRI, disengaged youth, high mortgage stress and family violence High psychological distress rates and poor rating of life satisfaction

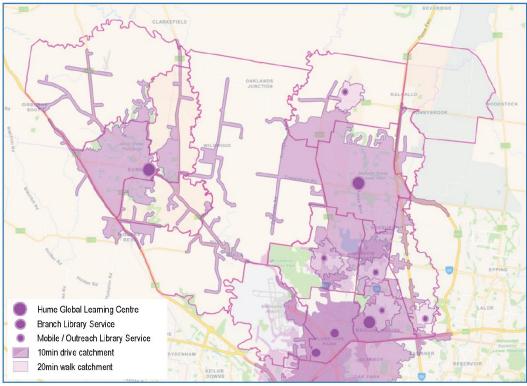
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### **Accessibility and Gaps Analysis**

Libraries and learning services provide equitable and accessible access, including in outreach and alternative settings, to all community members, particularly recently arrived migrants and families with young children and those from vulnerable or disadvantaged backgrounds.



The accessibility assessment identified that:

- More than 85% of Hume households can access a library branch within 10 minutes' drive or 20 minute walk from an outreach service (i.e. mobile library stop) from their home.
- 75.7% library members report that access to public transport at each branch is 'Very good' or 'Good'.
- The services delivered from the older branches and HGLC's (i.e. Broadmeadows and Tullamarine) will need to be refreshed to meet current and future community expectations and access to the services.
- Access to the mobile library services is prohibited by the current semi-trailer's mobility within built up urban areas, a more agile (smaller vehicle) service needs to be considered to improve the accessibility and performance of this service. The mobile library service has not been in operation since the beginning of COVID restrictions in March 2020
- Access to 'fast internet' is limited within the Tullamarine. Gladstone Park and the mobile library and considering the Precinct's will no access to the internet at home, opportunities for improvement in speed and reliability should be explored
- When reviewing the proposed service standard, associated location and design principles, and the primary target audience (cohorts) for service delivery, of the current service provision, it identifies service gaps (in response to growing communities) for the Greenvale, Merrifield and Lockerbie (Kalkallo) Precincts. These gaps are exacerbated by the temporary nature of the current service provision (mobile library offers a 20-minute walking catchment whereas branch library services provide a 10-minute drive time catchment).
- In response to the growing population and to ensure desired service standards are meet, neighbourhood service provision will be required within the Craigieburn, Lancefield Rd and Redstone Hill Precincts. Furthermore, in order to provide adequate, enhanced service provision and utilisation to primary target audiences, neighbourhood or modified service provision should be considered within the Roxburgh Park and Valley Precincts.

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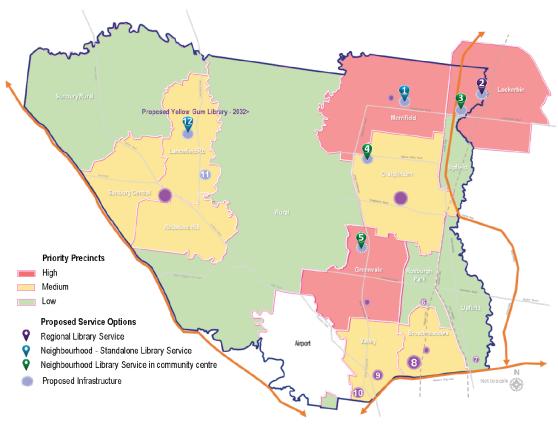
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Attachment 2 - Libraries and Learning Service Plan 2021-2026 Support Docs

### **Identified projects**



To meet the identified service standards into the future, all innovative opportunities for service provision and delivery will be explored. It is recognised that this will not always necessitate an infrastructure response / new physical library branches. The best opportunities for place-based service delivery will be explored in consideration of local need and a deep understanding of the way that key target cohorts engage with library services and programs. Through considering the identified gaps, proposed service standards, location and design principles, and Hume's projected municipal growth, the following infrastructure responses and timing have been identified:



No.	SERVICE / INFRASTRUCURE RESPONSES	No	SERVICE / INFRASTRUCURE RESPONSES
1	Merrifield Branch Library - 2026>	7	Campbellfield: Once The Agile Outreach Service Has Been Implemented, Trial Alternative Locations
2	Regional Library - 2026>	8	HGLC – Broadmeadows - 2021>
3	Kalkallo Library Service (Kallo Sales Office) - Immediate	9	Gladstone Park Library - 2022>
4	Craigieburn West Community North Centre Permanent Library Service - 2026>	10	Tullamarine Library - 2022>
5	Greenvale West Community Centre Permanent Library Service - 2024>	11	Emu Creek Community Centre - 2026>
6	Roxburgh Park: Once The Agile Outreach Service Has Been Implemented, Trial Alternative Locations	12	Yellow Gum Library - 2032>

Service Provision Report Cards

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### **Project Summary**



Service options will be subject to further examination through business cases and detailed planning. These options underpin associated infrastructure responses identified within the Precinct Report Cards and will be regularly reviewed in consideration of the service standards, growth patterns, target cohort requirements and community expectation and a focus on:



GROW AND RESPOND TO CHANGING NEEDS

Focus on providing services that meet local and contemporary user needs and ensure they are accessible where and when they are needed



STRENGTHEN SERVICE DELIVERY THROUGH DIVERSE SETTINGS

Ensure the library service model hierarchy and desired service standards are meet and keep pace with community expectations



NEW AND EMERGING TECHNOLOGY AND SERVICE DELIVERY

Libraries to be a primary access points for new and/or emerging technologies, supporting the use and access to the communities who need it most

#### Provi

# Merrifield Branch Library: Commence planning for a branch library service (in land allocated in PSP), including confirming infrastructure requirements for catchment. In the interim, continue with the provision of an outreach library service to support community access to library services.

Regional Library: Continue to explore opportunities with Whittlesea & Mitchell for the provision of a regional library service and confirm infrastructure requirements for this service.

Kalkallo Permanente Library Service: In the short term, work towards the delivery of a permanent neighbourhood library service at the Kallo Sales Office, this would provide Kalkallo community with access to a library service, until such time as the regional library is developed.

Craigleburn West North Community Centre: Considering the projected impact of growth patterns / density on service standards, commence planning for an integrated library service in the proposed Craigleburn West PSP northern community centre.

Yellow Gum Library: Long term planning required to support the delivery of the Yellow Gum branch library.

#### **Enhance**

# Broadmeadows: Commence a business case to explore opportunities to renew the Broadmeadows Library either as part of the HGLC-Broadmeadows redevelopment project

Hume Global Learning Centre -

HGLC-Broadmeadows redevel opment project or as a separate project. Consideration to expand library floor space to meet current industry standards, improved internet/WIFI, study and 'the third' space

Tullamarine Library: In the short term continue to provide library services and identify service renewal opportunities to ensure library services continue to meet service standards and community expectations. Undertake a detailed review / business case, as to whether the Leo Dineen Reserve could accommodate an expansion of the Tullamarine Library, or whether another location would be better suited to the service into the future

Gladstone Park: As per Hume Library Service Plan, further investigation via a detailed review / business case, as to whether there are other locations in Gladstone Park (i.e. the shopping centre) that would support greater access to the Gladstone Park community. This review should consider all the space and resource requirements and consultation with the local community and school to identify their future library requirements/ interest in continuing the joint-use model.

Greenvale West Community Centre: Prepare a business case to confirm the preferred location and form of a permanent library service (small branch) in Greenvale. Considering the merits of either the expansion zone of the Greenvale West Community Centre or within the Greenvale NAC. In the interim, continue with the provision of an outreach library service to support community access to library services.

### **Optimise**

### Roxburgh Park Mobile Service:

Continue to deliver outreach services to support access by identified cohorts. Once the agile outreach service has been implemented, trial alternative locations to encourage greater utilisation.

Campbellfield Mobile Service: Continue to deliver outreach services to support access by identified cohorts. Once the agile outreach service has been implemented, trial alternative locations to encourage greater utilisation.

### Emu Creek Community Centre

Continue to monitor the need for early provision of library services (i.e. outreach / temporary provision in a community centre), pending the impact of growth patterns / density on service standards.

### Redstone Hill Community Centre:

Continue to monitor the need for additional library service pending the impact of growth patterns / density on service standards.

All Hume Libraries: There are opportunities to review the prominence of location and wayfinding signage at all Libraries to ensure they are highly visible to the community and maximise their street presence. In addition to this, opportunities for improvement in speed and reliability of internet services should be explored to ensure the service matches community expectations.

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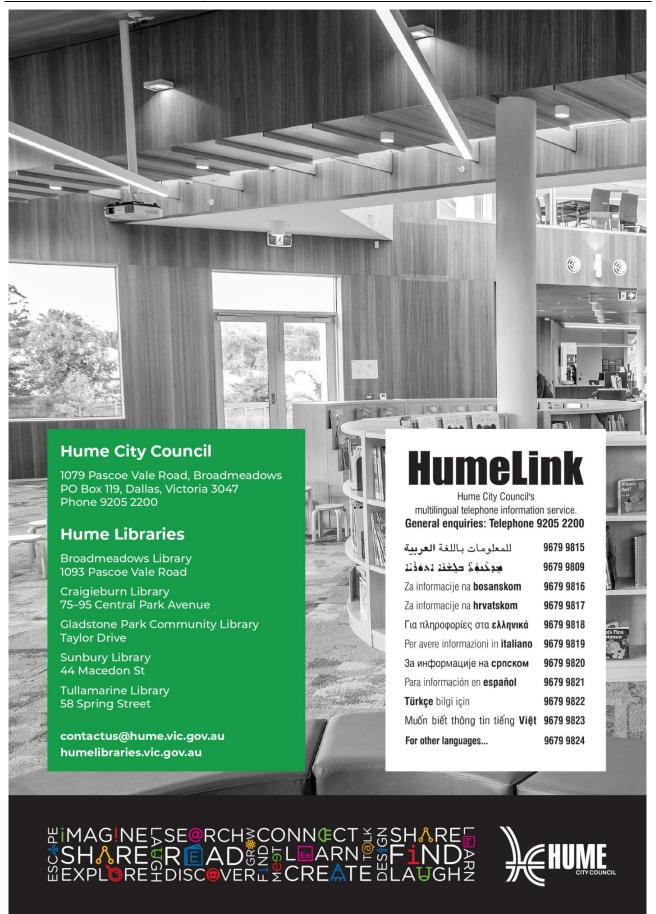
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### REPORTS – EDUCATION AND EMPLOYMENT 25 OCTOBER 2021 ORDIN

1 ORDINARY COUNCIL (TOWN PLANNING) MEETING

REPORT NO: ED048

**REPORT TITLE:** Draft Connect & Thrive: A Plan for Young People in Hume

2022-2026

**SOURCE:** Anne Mallia, Manager Family, Youth & Children's

Services

Cherry Grimwade, Coordinator Youth Engagement &

**Pathways** 

**DIVISION:** Community Services

**FILE NO:** 122345

POLICY: -

**STRATEGIC OBJECTIVE:** 1.1 Support and enhance skill development and

educational opportunities to reduce disadvantage, improve employment prospects and quality of life.

**ATTACHMENT:** 1. Draft Connect & Thrive, A Plan for Young People in

Hume

### 1. SUMMARY OF REPORT:

1.1 The report presents the Hume City Council – Draft Connect & Thrive: A Plan for Young People in Hume 2022- 2026 (**Attachment 1**) for Council's endorsement.

- 1.2 The development of a comprehensive Connect & Thrive Plan, builds on the 2017 internal review of Youth Services which was undertaken in line with Council's Service Planning Framework Policy.
- 1.3 Since 2017 the initial recommendations in the service plan were carefully monitored and it was noted that the unit had limited ability and capacity for the service to:
  - (a) Clearly assign health, social and/or economic-related portfolio areas to individual youth service officers, thereby limiting their ability to become subject matter experts and to effectively champion and influence change across these areas;
  - (b) Pursue cohesive, unified and impactful advocacy activities given the varying priorities that existed across geographical areas; and
  - (c) Design, monitor and measure the collective impacts of youth services, programs, and initiatives.
- 1.4 In mid-2020, officers resolved to deliver a focussed review and scoping exercise to identify potential changes that could be made to the service plan to deliver a more purposeful and impactful service and the development of a comprehensive strategy. Spark Consultancy was engaged to deliver this body of work.

### 2. RECOMMENDATION:

### THAT COUNCIL

- 2.1 endorses the Draft Connect & Thrive: A Plan for Young People in Hume 2022 2026 for final stakeholder feedback (Attachment 1) from 1 November to 15 November 2021.
- 2.2 following the consultation period, consider the final Connect & Thrive: A Plan for Young People in Hume 2022 2026 for final endorsement.

### 3. LEGISLATIVE POWERS:

In accordance with the Local Government Act 2020, a function of Council is to provide good governance in its municipal district for the benefit and wellbeing of the municipal community.

### **REPORT NO: ED048 (cont.)**

### 4. FINANCIAL IMPLICATIONS:

4.1 The costs associated with the implementation of the Draft Connect & Thrive: A Plan for Young people in Hume 2022-2026 will be covered within the operational budget and can be accommodated within existing staff resources.

### 5. ENVIRONMENTAL SUSTAINABILITY CONSIDERATIONS:

There are no environmental sustainability implications in respect to this report.

### 6. CLIMATE CHANGE ADAPTATION CONSIDERATIONS:

There are no climate change considerations in respect to this report.

### 7. CHARTER OF HUMAN RIGHTS APPLICATION:

The Draft Connect & Thrive: A Plan for Young People in Hume has been developed in consideration of the Victorian Charter of Human Rights and responsibilities and recognition that all young people should be entitled to equal opportunities for health, wellbeing, education, training and employment.

### 8. COMMUNITY CONSULTATION:

- 8.1 The development of the draft *Connect & Thrive Plan* builds on the 2017 internal review of Youth Services which was undertaken in line with Council's Service Planning Framework Policy.
- 8.2 In mid-2020, a focussed review and scoping exercise was conducted to identify potential enhancements that could be made to Youth Services to deliver a more purposeful and impactful service and the development of a comprehensive strategy.
- 8.3 Spark Consultancy was engaged to review the existing Youth Service operating model and undertake consultations with internal and external stakeholders such as Victoria Police, Multicultural groups, employment agencies, schools and other youth providers. Spark was engaged from August to November 2020.
- 8.4 External engagement brought together 16 representatives from Hume's youth sector to identify the current and emerging needs of children, young people and families in Hume, and the priorities and gaps from the service sector.
- 8.5 In addition, consultation was undertaken with 20 young people and families to understand their perspectives, needs and aspirations, and that of the community. School groups from both the primary and secondary sectors were given the opportunity to provide written feedback with 6 schools across the municipality contributing.
- 8.6 Internal stakeholder consultation involved interviews with 25 representatives across Council as well as Youth Services staff to identify current and emerging needs of the community, existing council services and programs for middle years children and young people and service gaps. In addition, opportunities to enhance service delivery was identified as well as strategies that would elevate the way Youth Services supports and engages with other Council teams.
- 8.7 In June 2021, further consultations were held with key Council staff and Youth Services staff on the Draft Connect & Thrive: A Plan for Young People in Hume 2022 2026 to ensure the key actions responded to previous consultation findings.

### 9. DISCUSSION:

- 9.1 Spark Consultancy provided a report at the completion of the review together with a high-level draft strategy to guide and direct Council's Youth Services over the next five years.
- 9.2 This plan sought to build further on Council's existing 0-24 Framework and Hume Horizons 2040 to articulate:

### **REPORT NO: ED048 (cont.)**

- a. A clear vision for Youth Services for the next five years
- b. A targeted focus on age cohorts including middle years (6-11 years), early to late adolescence (12 to 18 years) and early adulthood (18 to 24 years)
- c. Areas of priority (including engagement, mental health, well-being, leadership, education, training and employment, family support, social cohesion)
- d. Key principles underpinning and guiding Council's service planning and delivery
- e. Changes that will be made across service functional areas including youth centers and council facilities, partnership activity, resource and information provision, and advocacy and stewardship within the sector.
- 9.3 The draft plan prepared by Spark Consultancy was reviewed internally and refined over the past six months. This was deemed necessary to ensure the plan accurately captured the complexity of the service, delineated roles of various partners, and the evidence-base underpinning identified priorities, approaches, and actions.
- 9.4 One of the key elements of the plan is the recognition of the significant role that family, school, and community play in the context of the young people's lives. Partnerships and collaborations with families, schools and local community are crucial to ensuring that appropriate and responsive supports are developed, especially for those that are hard to engage or are vulnerable.
- 9.5 Supporting young people's health, mental health, wellbeing, and engagement as they transition through various life stages from primary to secondary school, secondary school to higher education, training and/or employment underpins the actions outlined in the plan.
- 9.6 The plan recognizes Council's commitment to contributing to positive mental health, wellbeing, and social and economic outcomes for young people aged 6 to 24 years. This plan aims to support seamless care underpinned by coordinated and integrated approach to the delivery of services and support designed specifically for Hume's young people and their families.
- 9.7 A vison has been defined where:
  - All young people in Hume are connected and thrive. They are valued, healthy and safe, and have access to experiences that maximise their potential.
  - Council will be a trusted service partner for young people and families dedicated to providing opportunities for them to make informed decisions as they navigate life's transitions.
- 9.8 There are five key priority actions outlined in the plan that will guide the strategic direction of the Youth Engagement & Pathway Unit over the next five years. These include:
  - 9.8.1 Action Area 1: Youth Friendly Places and Spaces
  - 9.8.2 Action Area 2: Information, Resources and Navigation
  - 9.8.3 Action Area 3: Innovative, responsive and Impactful Programs
  - 9.8.4 Action Area 4: Advocacy & Stewardship
  - 9.8.5 Action Area 5: Supporting Transitions

### **REPORT NO: ED048 (cont.)**

### 10. CONCLUSION:

- 10.1 The plan has been developed through extensive community and staff consultation and informed by research and evidence.
- 10.2 The positive and strong engagement of community, partners and staff throughout the development process indicates a solid level of commitment and support of the plan and values Council as a critical provider of youth services in the municipality.
- 10.3 Pending Council's feedback and input the draft Connect & Thrive: A Plan for Young People in Hume 2022 2026 will be taken out to a final consultation with internal Council staff and external stakeholders by the Youth Engagement and Pathways Unit from 26 October to 15 November 2021.

Attachment 1 - Draft Connect & Thrive, A Plan for Young People in Hume





MESSAGE MAYOR'S

opportunities for their children to develop the skills they need to do well at school, get a job and grow

On behalf of Hume City Council, I am pleased to

introduce "Connect & Thrive: A Plan for Young

school to secondary school, and secondary school to for young people as they transition through key life thinking, focusing on the critical supports required stages, from early years to primary school, primary and delivered for this age group. It places young Framework and represents a new way of thinking about how services and programs can be planned This plan aligns to the goals of the Hume 0-24 people and their families at the centre of this

will build shared understanding, robust partnerships social and economic implications of COVID-19. This and integrated supports to ensure all young people plan builds a solid foundation from which Council challenges for our young people impacted by the Recent times have brought unprecedented in Hume are connected and thrive.

into healthy adults.

higher education and work.

four year plan that will guide our work in collaboration with schools, service providers, community leaders and work with young people aged 6 to 24 years and their agencies to develop and implement targeted supports The plan was developed after extensive consultation community agencies and service providers. Young families who live, study and work in City of Hume. have opportunities to thrive. Connect & Thrive is a people in Hume are healthy, safe, connected, and

Families told us they wanted access to information, and opportunities to be active in their community They wanted welcoming, engaging, safe spaces, people told us they wanted to be to be heard. with young people and their families, schools, appropriate and targeted to their needs, and resources and supports that are culturally

DRAFT

HUME CITY COUNCIL | 3

People in Hume 2022-2026". This plan provides the vision and strategic direction that will guide Council's Council is committed to ensuring that all young and services for young people.

Council's Role

milies that contributed their ideas and input - your s central to the development of this Plan. We also voice is central to the development of this Plan. We also acknowledge the expertise and input of our key partner organisations, agencies, and stakeholders across Hume.

Many people have contributed to the development of this Plan. We would like to thank all the young people Acknowledgment of contribution to the Plan

as a vital part of Australia's identity and recognise, celebrate and pay respect to family members of the Gunung-Willum-Aboriginal and Torres Strait Islander peoples living culture

Ballak and to Elders past and present.

Sketches drawn by Sketch Group at the Hume Youth Mental Health Summit 2021. Owl logo design by Lauren Rigby, a participant in the Hume City Council Passport to Work program 2013. Find more of Lauren's artwork at www.facebook.com/laurenrigbyard

**12-18 YEARS:** 23.328

**6-11 YEARS:** 22.085

33%

TOTAL

35%

Attachment 1 - Draft Connect & Thrive, A Plan for Young People in Hume

# **YOUNG PEOPLE IN HUME**

Based on population and household forecasts, there were:

6-24 year olds living in Hume City in 2021

19-24 YEARS:

32%

Strait Islander

Aboriginal or Torres voung people aged between 6-24 years ive in Hume.

old population in Hume have either one or both

of the 6-24 year

57%

parents that were

oorn overseas

disengaged young people aged 15-24 than Greater Melbourne and Victoria Hume has a higher proportion of

PROPORTION OF DISENGAGED YOUNG PEOPLE, 2016

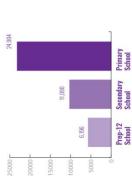


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Source: ABS Census 2016

Projected population for Hume young people aged 6-24 years

Hume City School 2020 student enrollements



A small number of schools in Hume have campuses outside the municipality. The above figures include students attending these campuses.

DRAFT

4 | CONNECT & THRIVE - A PLAN FOR YOUNG PEOPLE IN HUME 2022-2026

NTRODUCTION

Hume City Council's Connect & Thrive - A Plan their families.

seamless care and transition support for middle years children, adolescents and young adults, underpinned people aged 6 to 24 years. This plan aims to support designed specifically for Hume's young people and for Young People in Hume, 2022 - 2026 reaffirms by a comprehensive suite of services and support Council's commitment to contributing to positive health, social and economic outcomes for young

people, families, staff and partner agencies, the plan working with local young people and their families, development. Informed by consultation with young and Pathways Unit and outlines how these services sets out a vision for Council's Youth Engagement research into this critical stage of learning and workforce and its youth sector partners. It has will change and transform in the years ahead. considered evidenced informed practices and This plan builds on Council's many years of

the current and evolving needs of young people and and Council's Hume 0-24 Framework which sets out a shared set of priorities for young people residing the coming years to deliver a more comprehensive This plan is underpinned by Hume Horizons 2040 that underpin youth services delivered by Council, progressive and responsive service that can meet and targeted actions that will be undertaken in across the municipality. It builds further on this their health and wellbeing. The plan seeks to advance equitable access to opportunities, and supports social centres as vibrant spaces where all young people and their families and the extended community can come It provides a plan for Council to deliver an enhanced lives of young people in their development, ensuring Council's stewardship and advocacy within the sector and civic participation. It reimagines Council's youth together and engage in opportunities that enhance to secure positive futures for young people and the and purposeful service, directed at supporting the proader Hume City community.

foundation to describe the key service principles

Council's Connect & Thrive - A Plan	for Young People in Hume 2022-	2026 aligns with the key objectives
HIIME 0-24 ERAMEWORK	I WAINIEWOUND	
HIIME 0-24	HOINE O-K+	<b>OBJECTIVES</b>

The table below outlines each of the themes from the 0-24 Framework and its objectives. A snapshot of key evidence that informs our work with children and young people is also included

	cared for and safe.	Access to life's necessities.	Health and wellbeing.	Learning from birth to adulthood.	Being involved, connected and valued.
Objectives	Support children and young people and families to build strong, resilient families and foster positive relationships.	Increase knowledge of and access to community support services.	Foster an active community with multiple and diverse opportunities to engage in activities for health and wellbeing needs.	Increase participation in and enhance the range of diverse formal and informal learning opportunities.	Include, engage and empower children, young people and families to access and participate in events, places and spaces.
	Increase children and young people's safety in the community, educational settings and home environment.	Increase opportunities and access to employment in Hume.	Educate children, young people and families through information and health promotion to enable them to identify factors required to achieve a healthy lifestyle.	Appropriate support is accessed to enable full participation in quality education.	Build children and young people's capacity for active civic participation.
		Advocate to address the needs of children and young people.	Increase capacity of children, young people and families to address their health and wellbeing needs.		
Supporting evidence	<ul> <li>In 2018/19, there were 1,699 police call outs to family incidents per 100,000 residents.</li> <li>In 2016, 26% of children and young people resided in a two-parent in paid work.</li> <li>In 2016, 17.2% of young people in the Hume Moreland area reported living in healthy functioning families within the Hume-Moreland</li> <li>In 2018, 65.1% of young people in the Hume-Moreland area reported living in healthy functioning families within the Hume-Moreland</li> <li>In 2018, 65.1% of young people living in the Hume-Moreland area reported having a trusted adult in their life.</li> </ul>	<ul> <li>In 2016, the youth disengagement rate among 15-24 year olds was 12-1%, compared to 7.5% for Greater Melbourne.</li> <li>The unemployment rate amongst persons aged 15 years and older was 7.8% as of June 2019, compared to 4.7% in Greater Melbourne.</li> </ul>	<ul> <li>In 2017, 19.2% of young people in Hume reported high levels of psychological distress.</li> <li>Across Australia, 14% of 12-17 year olds and 27% of 18-24 years old have a mental health condition.</li> <li>Research highlights that certain groups of young people are disproportionately impacted by mental ill health. These can include young people who are Aboriginal, LGBTI, living in our of home care, experiencing homelessness, or living with a disability.</li> <li>Across Victoria, nearly a third of 10-14 year old and over half of 18-24 year olds are overweight or obese.</li> </ul>	<ul> <li>In 2016, 13.9% of 20-24 year olds left school before completing year 11, compared to 8.4% for Greater Melbourne</li> <li>In 2016, 26.2% of Hume 20-24 year olds were attending university or another tertiary institution, compared to 47.3% for Greater Melbourne</li> <li>In 2017, 15.6% of Hume pupils did not meet the national numeracy benchmark and 7.2% did not meet national numeracy benchmarks</li> </ul>	<ul> <li>In 2016, 12.4% of 15-24 year olds in Hume volunteered for and organisation or group, compared to 18.3% for Greater Melbourne.</li> <li>One in eight Victorians aged 16–25 has a high intensity of foneilness, which is inked with decreased mental wellbeing.</li> <li>In 2015, 58.3% of students in year 7 to 9 reported lower feelings of being connected with their school in comparison to 82.9% of students in grade 5 and 6 combined.</li> </ul>

"Access to workshops

about parenting"

# WHAT YOUNG PEOPLE, PARENTS AND SERVICE PROVIDERS TOLD US

Over the past two years extensive consultations have been conducted with young people, families, schools current and emerging needs of the local community. and service providers to better understand the

community and the sector, and this has informed the development of the plan. Key suggestions for how we could enhance the lives of young people and We listened to feedback and ideas from the their families in Hume included:

- Accessible and inclusive support that covers all areas of wellbeing - including education, employment, social connection and mental health.
- More free activities for children and young people
- Specific services that are tailored to needs of
  - Opportunities for young people to feel safe, individual groups of young people.

Welcoming, safe and engaging spaces for young people that meets their interests and aspirations. connected and engaged.

 Access to information and resources for parents/ carers and young people about local support services.

Greater coordination and sharing of knowledge and resources across the sector

Greater supports for parents/carers to build their capacity and develop positive relationships with their children.

from primary to secondary school, and secondary school to higher education and/or employment. Supports for young people as they transition

Young people's voices and ideas heard, valued and actioned.

Recognition and celebration of young people's achievements.

"Use networks/partnerships to full advantage" (Service provider,

"More events to bring diverse

community together"

### "Safe community"

"HAPPY

"the ability to pursue a range of work experience opportunities in Hume" (Young person)

'Collaborative approach for all stakeholders to be engaged in

collective action" (Service Provider)

THE SERVICE WHENEVER YOU ARE "BEING ABLE TO TRUST AND GO

FEELING DOWN"

(Young person)

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physical and emotional growth and cognitive and social

rapid growth and development includes changes to sense of identify and the development of autonomy,

aged 12 to 24 years develop from being dependent

It is during this period of rapid emotional, physical

Adolescence to early adulthood

and intellectual transition, where young people

children to independent adults. This critical time of

The development of common mental health conditions making these years critical for early intervention. Rates

occurs predominantly in adolescence to mid-20s,

of anxiety and depression are high in young people,

and rapidly rising.

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# The importance of the middle years

sectors and government there are various definitions the purposes of this plan and to align with Council's in relation to what consitutes middle childhood. For this critical time of development, major changes are between early childhood and adolescence. Across here as young people aged 6 to 11 years. During Early Years Services, the middle years is defined occuring on multiple levels in a child's life.

experimentation with risky behaviours such as drinking, smoking or illicit drug use. It is also a time when mental some young people that can include challenges such Young people are transitioning between early years, as disengagement from school, family and/or peers, primary, secondary and tertiary education, or from education to work, and navigating away from the family home. This can be a period of high risk for

It is a crucial time when middle years young people lives - by peers, family and carers, schools, and the their families, at key points of transition Council community. By working with young people and need to be supported within the context of their dentities that continue into adulthood.

INVESTING IN YOUNG PEOPLE AND FAMILIES

and its youth sector partners, can help foster strong and productive relationships, behaviours, skills and

### MENTAL GHORE

Take TIME to Do SOME-THING

are increasingly motivated by internal values. In

self-sufficiency strengthens, and young people

Early adulthood (18-24): During this stage,

HEALTH

design and delivery of actions and initiatives outlined development will be used to underpin Council's A deep understanding of the unique pressures, stressors and needs at each of these stages of

The middle years describes a period in a child's life

health symptoms can emerge.

young adults through this stage of their life is just as Research shows that getting the right support at the

critical as intervention in the early and middle years. right time can help young people lead healthy lives, have good mental health, and thrive.

Providing guidance and support for adolescents and

navigating the larger world, including social roles

and differing perspectives. Young people are assessing risks and rewards. They also begin

mid-to-late adolescence and early adulthood. Each of The youth development phase can be broadly broken

these periods' present new stressors and pressures down into the periods of middle years childhood,

detailed below:

this stage, young people further develop their

capacity for planning, self-regulation and

Mid-to-late adolescence (12-17): During

Stages of youth development and

transitions

typically starting and finishing high school during

his period, and transitioning to work or higher

education.

Middle years (6-11): During this stage, children cognitive functions while experiencing emotions more intensely and developing empathy. At the

in the middle years are rapidly developing

this period, young people typically seek greater independence and transition into the world of higher education and/or work. same time, middle years children begin exploring self-esteem. This is a key transitional time when middle years children are entering puberty and transitioning from primary to secondary school. dentities and often experience changes to

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**Navigator** in the provision of information, referrals and safe spaces for young people and their families to connect with

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Hume City Council has varied roles in relation to young people and families. These roles include:

This includes delivering experiences that provide

belonging to family and friends has a positive impact Strong family support is pivotal to young people's health and wellbeing. A sense of connection and on young people's mental health and wellbeing

are many different types and configurations of family and friends, which includes all types of families, carepeople vary across stages of development and may We recognise that the support networks of young also vary by social and cultural background. There

Direct service delivery of services, programs and expe

for all young people and their families.

Funder of services and programs to community organisations and youth service providers to provide a range of opportunities and supports to programs for young people and their families **Research and planner** of services and facilities to respond to current and future needs of young people and their families. young people and their families.

1 COMFORTABLE

WITH

**Steward** to strengthen the youth sector in Hume by facilitating information sharing, supporting service coordination and appropriate services and supports. responsiveness, and building collaborative practice.

Advocate for and listen to young people, families and the sector-influence other levels of government and other organisations.

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opportunities to enhance their skills and confidence come together and strengthen their relationships, opportunities for parents and their children, to while also providing targeted capacity building in supporting their children through their givers, and friends. development. fostering warm and connected relationships between of young people, but works within a family-centred provide tailored support to meet the specific needs in buffering environmental, behavioural, social, and personal risk factors and provide a secure base for Council recognises the fundamental importance of parents, carers, families (inc extended) and young Engagement and Pathways Unit seeks to not only approach to support parents, carers, families and people. These relationships play an important role In recognition of the above, Council's Youth Support to young people and their families. young people to grow and develop. communities.

Attachment 1 - Draft Connect & Thrive, A Plan for Young People in Hume



# **OUR GUIDING PRINCIPLES**

### A partnership approach:

people to build their capacity, resilience and wellbeing Hume City Council works in partnership with a broad will ensure that they are evidence-informed, localised tertiary services. It supports large numbers of young planning and delivery of new services and programs so that they can be connected, healthy and thrive. range of youth prevention, early intervention and A partnership and collaborative approach to the and responsive.

education and employment pathways and community strengthening and civic life. Council also assists young specialist services and assertive outreach where these people's health and wellbeing, social inclusion, skill development and leadership, and provides young people with opportunities to engage in arts and people and their families to navigate challenges, In addition, Hume City Council supports young culture, skill building, leadership and advocacy, develop pro-social coping skills, and to access are needed.

unemployment, housing stress and domestic violence. Council has a commitment to working with the sector have experienced high rates of psychological distress, been disproportionately impacted by the social and to respond to evolving needs, and provide tailored economic implications of the COVID-19 pandemic loneliness, disconnection, educational disruption, support for young people and their families, and assertive outreach services that specifically target Compared with older age groups, young people challenges for our young people, and they have Recent times have brought unprecedented vulnerable young people.

partners whose work directly and indirectly impacts on the lives of local young people and their families. Council works with a comprehensive range of These partners include, but are not limited to:

Local, State and Federal Government

Youth Health Promotion services and agencies Sporting clubs

Parenting support services

Youth mental health and health promotion

services

Police and community safety services Local primary and secondary schools

Families, carers and community members

Children and young people

Multi-faith groups and community leaders Youth Affairs Council of Victoria (YACVIC) Centre for Multicultural Youth (CMY)

> outreach support to young people experiencing Agencies that provide targeted and assertive disadvantage – such as disengagement, unemployment, homelessness, alcohol, and other drug issues

Community health services

Agencies focussed on fostering youth inclusion and connection

Multicultural community services

Aboriginal support services

agoffessional! ₽ SHEALTH

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### of SUPPORT REMINDERS PHOME ON LINE SUPPORT

### Young people as experts

their own lives and have the contemporary, real-world knowledge and experience of issues and opportunities that they can and should be involved in designing and Council recognises that young people are experts in impacting them and their communities. This means identifying the services and supports they need

and awareness skills. Adults play an influential role in information to make informed decisions and choices which require the development of capacity building ensuring young people are provided with necessary supported and led directions and youth-led actions create a stronger sense of autonomy and resilience ideas and opinions are represented and considered Government policy directions. We recognise that in This will ensure navigation pathways are clear and Actions and initiatives outlined in this plan will be designed and delivered in consultation with young in decision-making, and inform State and Federal people. Council is also committed to to ensuring order to foster critical learning and development, that young people have an active voice and their there needs to be a balance between adult

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Council is committed to the provision of specialised vulnerable young people aged 6-24 years, who are not currently engaging with mainstream services, services delivered by a third party that supports Council also recognises the importance of high level assertive outreach services for vulnerable young people in the community. In response, to reconnect and engage in education and/or

health and capacity building through targeted case The assertive outreach service focuses on mental work and is based on the foundation of working with and amongst the community to develop targeted support and engagement strategies.

families living in Hume are afforded the best possible delivered in close partnership and coordination with While this plan details the actions and directions for Council's own services, these will be developed and key partners to ensure all young people and their opportunities for a good life and can thrive.

**Hume City Council** 

Attachment 1 - Draft Connect & Thrive, A Plan for Young People in Hume

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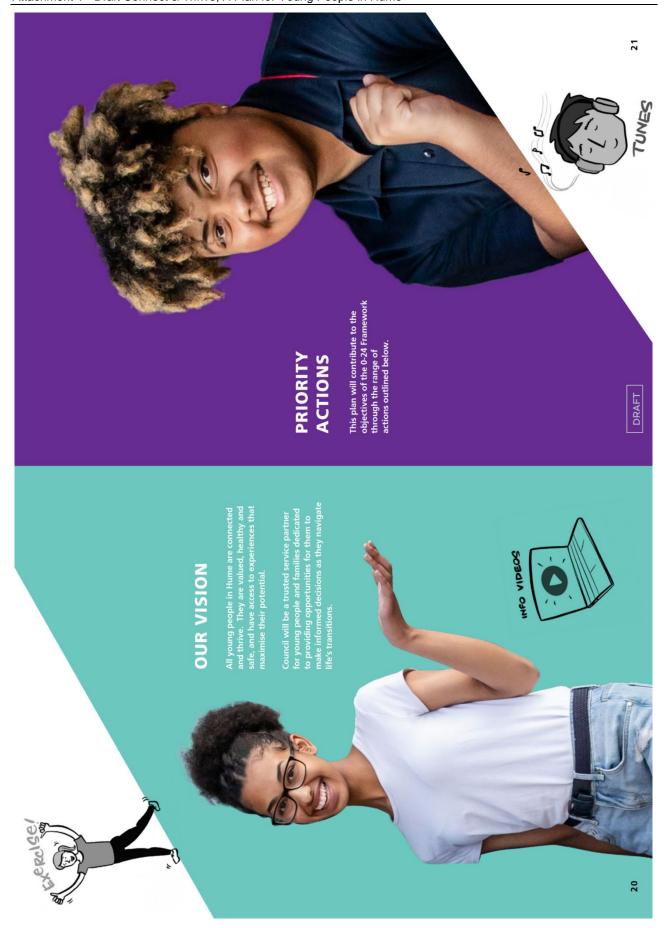
### A commitment to child safety

people first. Council actively promotes the safety of children in the community and has embedded an organisational child-safe culture where: Council is committed to the Victorian Child Safe Standards and puts the best interest of young

- Everyone in the organisation is committed to child safety
- environments that reduce the likelihood of harm There are clear policies and procedures that protect young people from abuse and create
- to report and how to respond to concerns, disclosures, allegations or suspicions of harm cyberbullying, online grooming and trolling. All staff are aware of and understand how Strategies are in place to identify, reduce or remove risks of child abuse, including
- The participation, engagement and a concern if they feel unsafe.







Attachment 1 - Draft Connect & Thrive, A Plan for Young People in Hume

**ACTION AREA 1:** 

## Youth and family-friendly Places and Spaces

Council will continue to provide and enhance welcoming, interesting, multipurpose centres for young people and their families, while also working to provide youth-friendly environments in other venues, facilities, and spaces in the community. This will be underpinned by best-practice, youth-informed frameworks for these spaces which will ensure that they are accessible, flexible, safe, and responsive to the unique characteristics of young people and the communities to which they belong.

- community agencies and youth service providers that young people and their families can access Continue to provide safe and accessible spaces Council facilities in collaboration with schools, through Council's Youth Centres and other at key times.
- encourage young people to develop their vision where their voices and ideas are heard, valued for local community facilities and safe spaces Deliver youth engagement initiatives that
- to guide the design and use of future community council areas, develop a best-practice framework In partnership with young people and internal and actioned.
- plan for youth-friendly venues and facilities in departments, a short, medium and long term Create, in conjunction with other Council existing facilities.

facilities as well as upgrades and retrofits of

- sector and community agencies to deliver locallyreview the need to implement extended opening based, integrated and responsive services and Collaborate with young people, families, the programs from Council's youth centres; and hours.
- young people and familiies in growth corridor Provide outreach services and programs for areas.
- Develop a detailed plan to attract youth service owned centres/facilities, in line with identified agencies to establish services within Councilservice needs.



### **ACTION AREA 2:**

## Information, Resources and Navigation

resources will improve navigation across needed services and supports, while also providing opportunities for Council will bring together a diverse collection of relevant youth and community information and resources for young people and their families, and make these available at centres, libraries and digitally. These young people to explore interests, identity, and issues affecting their lives.

### **ACTIONS**:

information and resources that appeal to young Work with Council's Libraries to support the curation of a dedicated collection of books, people/parent interests and needs.

current and emerging needs of young people

and their families, and can assist them to

navigate the service system.

partners are well-trained to respond to the

Ensure that Council's staff and our sector

Support opportunities for young people and

families to improve digital and information

literacy skills

- young people, employ best-practice frameworks and service partners to understand the needs of Engagement Pathway Unit, other Council areas and deliver a coordinated service system in Build the capacity of Council's Youth &
- Youth Engagement & Pathway staff as service Formalise and promote the role of Council's system navigators.



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Attachment 1 - Draft Connect & Thrive, A Plan for Young People in Hume



## Innovative, responsive and impactful programs

programs that support social health and wellbeing, connection, creativity, life-skill development, educational Council will deliver and partner with key stakeholders to provide innovative, interest-driven, and experiential responsive programs that bring young people and families together to respond to their needs and interests, achievement, and employment pathways. Additionally, Council will establish a range of culturally safe and while fostering strong and healthy relationships.

### ACTIONS:

- building, creative mental health, wellbeing family families develop annual calendars that provide information on programs that focus on skill and pathways to education, employment In consultation with young people and connection, academic achievement, and training.
- design and/or have input into Council's youth Foster opportunities for young people to coservice planning, development and delivery.
- In partnership with Maternal Child Health and Early Years, provide support, information and referral to young parents in Hume.



- informed services and programs tailored to the sector - ensuring consistency, quality, diversity, Develop and deliver responsive and evidenceand relevancy.
- and work with the sector to ensure clear referral Continue to deliver assertive outreach support and transition pathways to specialist and crisis services for vulnerable young people

specific needs of young people and families.

### **ACTION AREA 4:**

# Advocacy and stewardship

available resources. Council will ensure that young people have opportunities for their voices to be heard and listened to, their rights respected, their needs and interests represented and have opportunities to be This will be achieved by facilitating information sharing, supporting service coordination, and sharing Council will develop new partnerships and bolster existing ones to strengthen the local youth sector involved in civic engagement and decisions that affect them.

- Support the establishment and delivery of youthled issue, advocacy and leadership programs and committees that increase the community
- emerging needs of young people and share this Track and predict trends about the existing and knowledge with our sector partners.

programming across Council and the local youth

Develop a coordinated approach to backgrounds and lifestyles.

connection and bring together young people and families from different cultures, identities

Provide opportunities that foster social

networking and collaboration mechanisms with

Strengthen and formalise engagement,

Advocate for social and affordable housing for

young people across Hume.

local education providers, service providers and

community agencies.

Build partnerships with stakeholders to improve data collection and build capacity to undertake, monitor and evaluate services and programs for

> that captures and details key health, economic social, education and employment, safety data Develop and distribute a Hume Youth Profile pertaining to local young people.

young people.

- together to share knowledge about the current and emerging needs of young people, service gaps to work together to align objectives and Create opportunities for the sector to come
- Provide policy advice and advocate across local, state, and federal governments in relation to needs and interests of young people.



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# **OUTCOMES AND PROGRESS**

Council will develop and deliver a suite of new, targeted programs and resources that will support successful

**Supporting Transitions** 

**ACTION AREA 5:** 

transition from primary to secondary school, secondary school to work or further education, the move from

initiatives focussed on developing young people's capabilities, and strengthening links between schools,

training providers and businesses

ACTIONS:

transitions for young people and their families. This will include programs and resources that support the dependence upon family to relative independence and identify formation. This will include programs and Council has a commitment to ensuring the

actions are relevant and respond to identified needs families, the community and the sector to ensure and interests of Hume's young people and their It will work in partnership with young people,

Embedding a culture of continuous and effective

improvement to support services, programs, events and community engagement

> Annual progress reporting on the range of actions, programs and initiatives identified within this plan.

specific initiatives to identify the outcomes and impacts of programs for young people and Monitoring and evaluating programs, and

Reviewing the use of our resources, and the partners to ensure we are being responsive uptake of information we share with our

to community need.

Continuing to monitor current health, economic research to identify and better understand the developmental needs and transition points for data and emerging trends; and undertaking social, educational, employment and safety young people in Hume.

implementation of the actions outlined in this plan are evaluated and monitored on an annual basis.

Using a wide range of relevant data sources that

measure the drivers and outcomes for young

people, as they are identified and

become available

families. It will do this by:

youth services to ensure young people in Hume and training pathway programs such as workenterprise programs, volunteer opportunities, have opportunities to engage in employment internships, apprenticeships and traineeships. experience and readiness programs, social

affordable housing options for young people Wellbeing to advocate to State and Federal ncluding crisis supports and accomodation.

participation, education and social outcomes, while Council will continue to support young people and more effectively reaching and engaging with them. By implementing the actions outlined in this plan, their families to improve health and wellbeing,

appropriate education, training and employment Continue to support young people to access pathways that are culturally relevant and responsive to their needs.

people who have successfully navigated major

programs that equip young people and their

transitions, develop an annual calendar of Through a co-design process with young

amilies with key skills and competencies to

navigate major transitions.

provide opportunities to recognise and celebrate the educational achievement of young people in Continue to work in partnership with schools to education providers, community agencies and Work with local businesses, training and

the sector to enhance programs that focus on

Strengthen partnerships across schools and

education, training and employment including

and secondary school to work and/or further capacity building, mentoring and experiential

transition from primary to secondary school,

prevention and early intervention programs that

Support schools to develop and deliver

learning opportunities.

respond to issues in relation to mental health,

safety, social connection, and leadership.

government for short and long-term social and Work in partnership with Health & Community

> works to improve 'transitions' for young people, Continue to build the evidence-based on what

and share this with partners.

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PERSONAL

SHARING

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### **Youth Centres**

### **Broadmeadows Youth Centre (Youth Central)**

33-37 Pearcedale Parade Broadmeadows 3047

### **Roxburgh Park Youth Centre**

75 Lakeside Drive, Roxburgh Park Victoria 3064

### **Craigieburn Youth Centre**

59 Craigieburn Road, Craigieburn Victoria 3064

### **Sunbury Youth Centre**

51-53 Evans Street, Sunbury Victoria 3429

### HumeLink

Hume City Council's multilingual telephone information service. **General enquiries: Telephone 9205 2200** 

9679 9815 للمعلومات باللغة العربية وبخنفة حيثنه لدفذنه 9679 9809 Za informacije na bosanskom 9679 9816 Za informacije na **hrvatskom** 9679 9817 Για πληροφορίες στα ελληνικά 9679 9818 Per avere informazioni in italiano 9679 9819 За информације на српском 9679 9820 9679 9821 Para información en **español** 9679 9822 Türkçe bilgi için Muốn biết thông tin tiếng Việt 9679 9823 9679 9824 For other languages...



### REPORTS – EDUCATION AND EMPLOYMENT 25 OCTOBER 2021 ORDINARY COUNCIL (TOWN PLANNING) MEETING

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ORDINARY COUNCIL (TOWN PLANNING) MEETING

REPORT NO: CC139

**REPORT TITLE:** 2022 Community Grants Program Allocation of Annual

Grant Categories and Program Update for the Year-Round Grants and COVID Community Support Fund

**SOURCE:** Narda Shanley, Community Development Officer

**DIVISION:** Community Services

FILE NO: HCC20/209

**POLICY:** Social Justice Charter 2014

**STRATEGIC OBJECTIVE:** 3.1 Foster socially connected and supported

communities.

**ATTACHMENTS:** 1. Community Grant Program Annual Program

Recommended Allocation

2. Program Update: Year Round Grants

3. Program Update: COVID Community Support Fund

### 1. SUMMARY OF REPORT:

- 1.1 The report recommends the allocation of annual grants within the 2022 Community Grants Program (Attachment 1). The recommended applications represent a significant and valuable range of initiatives that enhance wellbeing and social outcomes in Hume.
- 1.2 The 2022 Community Grants Program was under-subscribed for the second year in a row due to ongoing COVID-19 impacts within Hume community groups.
- 1.3 Recognising these impacts, Officers recommend re-directing unexpended funds (\$185,300) to an additional round of the COVID-19 Community Support Fund (to open in November 2021). The fund will target mental health support, food relief, utility support and internet access, recognising the high volume of need across the city.
- 1.4 This report also provides an update on:
  - 1.4.1 Community Grant Program Year-Round Grant program categories (Attachment 2).
  - 1.4.2 COVID-19 Community Support Fund recipients from June 2021, as funded from the COVID Recovery and Reactivation Plan (Attachment 3).

### 2. RECOMMENDATION:

### **That Council:**

- 2.1 endorses the distribution of \$278,412 to the 2022 Community Grants Program, Annual Grants categories (Attachment 1) in the following manner:
  - (a) \$79,147 to eight organisations for pre-committed Partnership Grants (Table 1).
  - (b) \$59,000 to six organisations for Partnership Grants (Table 2).
  - (c) \$10,000 to one organisation under the Specialist Partnership Grant (Table 3).
  - (d) \$13,350 to three organisations for Project Grants (Table 4).
  - (e) \$54,890 to 30 organisations for Community Participation Grants (Table 5).
  - (f) \$62,025 to 63 organisations for Community Group Operational Grants (Table 6).
- 2.2 notes that dispersal of funds identified in 2.1 will be subject to satisfactory acquittals and resolution of any outstanding eligibility requirements.

- 2.3 notes that Round 2 (Project Grants) of the 2022 Community Grants program will open on 31 January 2022. This round will have a total allocation of \$50,000.
- 2.4 reallocates \$185,300 of unexpended community grant funds to the COVID-19 Community Support Fund, to open for expressions of interest in November 2021.
  - a) delegates to the Director Community Services the authority to award and distribute funds under this program.
  - b) receives a report informing of the organisations funded under the Year Round and COVID-19 Community Support Fund in March 2022.
- 2.5 notes the program update for the Community Grant Program Year-Round Categories (Attachment 2).
- 2.6 notes the program update for the COVID-19 Community Support Fund (Attachment 3).

### 3. LEGISLATIVE POWERS:

3.1 The provision of Community Grants is within Council's power under the Local Government Act, 2020. They aim to provide the best outcomes for the municipal community, including future generations, whilst providing services in an equitable, responsive manner.

### 4. FINANCIAL IMPLICATIONS:

- 4.1 Council's 2021/2022 budget provides \$490,000 for the 2022 Community Grants Program. This includes \$50,000 from Highlands Hotel Craigieburn as per the Victorian Commission for Gambling and Liquor Regulation (HEO58, 22 May 2017).
- 4.2 The financial breakdown of the program is summarised below:

Community Grants Program	Forecast	Recommended Applications (#)	Recommended Applications (\$)	Balance
Pre-commitments from 2020 and 2021 Partnership Grants	\$79,147	8	\$79,147	\$0
2022 Partnership Grants	\$110,000	6	\$59,000	\$51,000
2022 Project Grants	\$45,000	3	\$13,350	\$31,650
2022 Participation Grants	\$65,527	30	\$54,890	\$10,637
2022 Operational Grants	\$65,326	63	\$62,025	\$3,301
2022 Specialist Partnership Grant	\$25,000	1	\$10,000	\$15,000
SUB-TOTAL	\$390,000	111	\$278,412	\$111,588
Year-Round categories (awarded under delegation)	\$50,000	N/A	N/A	N/A
2022 Project Round 2 (opening Jan 2022)	\$50,000	N/A	N/A	N/A
SUB-TOTAL	\$100,000			
PROGRAM TOTAL	\$490,000			

- 4.3 This report recommends the distribution of \$278,412 to successful 2022 Community Grant applicants.
  - 4.3.1 \$100,000 remains allocated to the Year-Round grant categories and Round 2 of the Project Grant.
  - 4.3.2 \$111,588 remains unexpended as the 2022 Community Grants Program annual categories were under-subscribed.
- 4.4 \$73,712 of funds from the Highlands Hotel Craigieburn contribution has been carried forward from previous budgets and remains unexpended.

4.5 It is recommended that the unexpended community grants (4.3.2) and carried forward Highlands funds (4.4) (\$185,300 total) are combined and allocated to a new round of the COVID-19 Community Support Fund, as outlined in Recommendation 2.4.

### 5. CHARTER OF HUMAN RIGHTS APPLICATION:

- 5.1 Human Rights have been taken into consideration in the design and delivery of the Community Grants Program. The rights that have been considered are the right to recognition and equality before the law (section 8); the right to protection of privacy and reputation (section 13); and cultural rights (section 19).
- 5.2 The above rights have been considered and applied through the assessment process, data collection and facilitating community participation through the funded grants.
- 5.3 The Community Grants Program is also underpinned by the Hume City Council Social Justice Charter.

### 6. COMMUNITY CONSULTATION:

6.1 The 2022 Community Grants program was informed by the 2021 program review, which included feedback from community grant recipients.

### 7. DISCUSSION:

### 7.1 Background

- 7.1.1 The 2022 Community Grants aims to respond to the current and emerging needs of the community.
- 7.1.2 The Application and Assessment process was undertaken in accordance with Council's Community Grants Policy (2020).
- 7.1.3 The Annual Grant categories are:

Grant Category	Maximum Allocation	Supports
Partnership	Up to \$10,000 per applicant (per year for up to 3 years)	Projects that clearly address a significant need and embrace the principles of social justice, healthy living, lifelong learning, environmental sustainability, community safety and inclusion.
Specialist Partnership (Reducing Gambling Harm)	Up to \$10,000 per applicant (per year for up to 2 years)	New and innovative services, programs and projects to prevent and reduce the harms related to gambling for residents living in Hume.
Project	Up to \$5,000 per applicant	New ideas, development of locally led initiatives or projects and collaborations that provide significant benefit to the Hume community.
Community Participation	Up to \$2,000 per applicant	Programs and activities that encourage community participation and involvement, promote leadership and develop a strong sense of belonging.
Community Operational	Up to \$1,000 per applicant	Day-to-day operations of community groups i.e. incorporation fees, tea & coffee, room hire fees.

- 7.1.4 The 2022 Annual Grants program was open for applications from 21 May 2021 until 25 June 2021.
  - (a) Two online Grant Writing workshops were delivered, in addition to face-to-face sessions offered in Broadmeadows, Craigieburn and Sunbury.
  - (b) Lockdown No. 4 resulted in the cancellation of Application Support Sessions, however Officers assisted applicants via phone/email/zoom.

(c) Application numbers are slightly lower than 2021 program (2022 = 106 applications assessed, 2021 = 113 applications assessed).

### 7.2 Overview of Applications Received

- 7.2.1 124 applications were received for the 2022 program.
  - (a) Sixteen applications were deemed to be ineligible or withdrew prior to assessment.
  - (b) Five did not score highly enough to be recommended for funding.
  - (c) Eight pre-committed grants from 2020 and 2021 were considered.
- 7.2.2 In total, 111 applications are recommended for funding, as shown below:

Community Grants Category	Applications received	Groups declined for funding	Groups recommended
Pre-committed Partnership Grants 2020 and 2021	N/A	0	8
Partnership Grant	8	2	6
Specialist Partnership Grant	1	0	1
Project Grant	8	4	3
Community Participation Grant	45	7	30*
Community Operational Grant	62	8	63*
Total	124	21	111

<sup>\*</sup>Includes recategorized applications

### 7.3 Assessment Process

- 7.3.1 The Application and Assessment process are managed online via SmartyGrants. Officers offered all applicants support if they were unable to apply online, however no groups requested support.
- 7.3.2 Applications were assessed according to the eligibility requirements and assessment matrix published in the 2022 Community Grants Program Application Guidelines.
- 7.3.3 All applications went through a pre-eligibility check which includes checking documentation (public liability insurance, profit and loss, bank statements and either certificate of incorporation or auspice arrangements, ABN check), making sure there are no outstanding previous grants, no outstanding debts to Council, that applicants are based/operating in Hume, and have applied within the correct category.
- 7.3.4 As per the Community Grants Policy and Assessment Panel Terms of Reference, the assessment process is:
  - (a) Partnership, Specialist Partnership and Project Grants: Officer Assessment Panel – Partnerships and Projects comprised of 7 Officers for representing Council departments with a mix of relevant subject knowledge. This panel score applications against the assessment criteria.
  - (b) <u>Community Participation and Operational Grants</u>: Grants in these categories are independently assessed online (via SmartyGrants) by Council Officers. The Officer Assessment Panel comprised of 12 Council Officers. To accommodate the assessment requirements of the applications received in this category, each application was assigned 3 assessors with an averaged final score calculated.
  - (c) Recommendations from both the assessment panels were then presented to the Councillor Assessment Panel (Cr Medcraft, Cr Overend, Cr Sherry), whose final recommendations are represented in this report, as shown in **Attachment 1.**

7.3.5 Before beginning the assessment process, assessors (Officers and Councillors) are requested to declare any potential Conflicts of Interest as per Hume's Conflict of Interest guides for Staff and Councillors.

There were no declared conflicts of interest from either Officer Assessors or Councillor Assessors for any application submitted in the 2022 Annual Grants program.

### 7.4 Notification of Grants and Conditions

- 7.4.1 Pending the adoption of report recommendations, all applicants will be notified of the outcome of their application by letter.
- 7.4.2 Successful applicants will be required to enter into a funding agreement with Council.
- 7.4.3 Unsuccessful / ineligible applicants will be provided with the opportunity to discuss their applications with Council Officers. They will also be offered support to develop their proposal for future funding rounds. Officers will also work with applicants as required/where possible, to either refer other funding opportunities or encourage them explore potential partnerships to support success.
- 7.4.4 All grant recipients will be required to comply with the standard conditions of the grant; the funds must only be used for the purpose described and are to be acquitted annually. In addition, recipients will be required to adhere to conditions developed in relation to their specific application.

### 7.5 Community Grants Presentation Evening

7.5.1 The 2022 Community Grants Presentation Evening is scheduled for 15 December 2021 at the Hume Global Learning Centre – Sunbury. Pending COVID-19 restrictions, this event will be modified as required.

### 7.6 Community Grants Program – Year-Round Categories Update

- 7.6.1 Council offers four categories in the Year-Round grant program;
  - (a) Individual Development Grants;
  - (b) Quick Response Grants;
  - (c) Defibrillator Grants; and
  - (d) 3064 Community Support Fund
- 7.6.2 To date in 2022, 15 applications have been received and three applications have been approved under delegation, as shown in Attachment 2.

### 7.7 COVID-19 Community Support Fund Program Update

- 7.7.1 The COVID-19 Community Support Fund (\$160,000) was approved by Council on 21 December 2020 within the COVID Recovery and Reactivation Plan.
- 7.7.2 The Fund received expressions of interest in June 2021 and received 37 applications. 14 organisations were funded, and a summary of successful recipients is shown in Attachment 3.

### 7.8 Community Grants Program Annual Review

- 7.8.1 Officers have commenced the annual review of the Community Grants program. The review of the program will consist of:
  - (a) A community survey;
  - (b) Analysis of data provided from applicants;
  - (c) Internal workshops; and
  - (d) Feedback from the Officer and Councillor Assessment Panels.

- 7.8.2 The review will consider the appropriateness of current application and assessment processes, allocations to grant categories, outcomes from existing projects, ongoing impacts of COVID-19, and alignment of the program to the new Council Vision/Plan and Social Justice Charter.
- 7.8.3 Based on this review, officers will present recommendations for changes to the 2023 Community Grant Program to Council in March 2022.

### 8. CONCLUSION:

- 8.1 Hume City Council is committed to enhancing the social outcomes of our proud and diverse community.
- 8.2 The Community Grants Program enables Council to work in partnership with Hume's not-for-profit groups and organisations to create sustained and positive change, and to further build community inclusion and wellbeing.

Attachment 1 - Community Grant Program Annual Program Recommended Allocation

### **ORDINARY COUNCIL (TOWN PLANNING) MEETING**

### Attachment 1 – 2022 Community Grants Program Recommended Annual Fund Allocations

### Table 1 - Pre-committed funding

All pre-committed grants require satisfactory acquittal of the current year before the subsequent year will be paid.

2021 Partnership Grants (2nd year)	Recommended funding
Operation Newstart Victoria	\$10,000
Sunbury Community Health	\$10,000
Westside Circus Inc.	\$9,641
2021 Subtotal	\$29,641
2020 Partnership Grants (3 <sup>rd</sup> & Final year)	
Anglicare VIC	\$9,606
Boite Vic Inc	\$10,000
The Brahma Kumaris Australia	\$10,000
City of Hume Boxing Club Inc	\$9,900
Merri Creek Management Committee Inc.	\$10,000
2020 Subtotal	\$49,506
TOTAL	\$79,147

### **Table 2 - Partnership Grants**

All organisations have requested three-year funding. Initial Agreement will be for one-year; successful acquittal of first year is required before subsequent years are agreed.

Organisation	Project Description	Recommended funding (per year)	Years of funding	Total \$ (across 3 yrs)
Migrant Resource Centre, North West	A COVID Recovery Youth Program supporting new arrivals to engage with the broader community to make friendships, build networks, grow confidence and settle in Australia.	\$10,000	3	\$30,000
Youth Activating Youth	The Project will provide local woman in Hume, access to culturally safe support in the areas of health and wellbeing, parenting and relationships and education.	\$10,000	3	\$30,000

Organisation	Project Description	Recommended funding (per year)	Years of funding	Total \$ (across 3 yrs)
The One Box Group Limited	The One Box provides weekly fresh produce deliveries in partnership with Hume City Council schools. Mount Ridley College has requested boxes to support 15 families.	\$9,000	3	\$27,000
Life Saving Victoria Limited	Over 2,220 CALD/Disability participants will undertake aquatic education and skills training thereby developing social connections whilst improving their physical, mental and social well-being.	\$10,000	3	\$30,000
Melbourne Symphony Orchestra	Based in Broadmeadows, MSO's Pizzicato Effect provides free, ongoing, twice-weekly stringed-instrument tuition and music education to 70 children aged 8-15 in the City of Hume.	\$10,000	3	\$30,000
Sunbury Neighbourhood Kitchen Inc	To support SNK with the costs associated with continuing to provide free meals to the socio-economic disadvantaged and socially isolated members of the Sunbury community.	\$10,000	3	\$30,000
TOTAL		\$59,000		\$177,000

### Table 3 - Specialist Partnership Grants

Organisation	Project Description	Recommended funding (per year)	Years of funding	Total \$ (across 3 yrs)
Banyule Community Health	The Work and Development Permit scheme is a social justice initiative delivered in partnership with Fines Victoria where disadvantaged and vulnerable community members are offered a non-monetary option to 'work off' debt by engaging in therapeutic services including counselling, AOD treatment, education, volunteer work and mentoring opportunities.	\$10,000	2	\$20,000
TOTAL		\$10,000		\$20,000

Table 4 - Project Grants

Organisation	Project Description	Recommended funding
I'm Still Learning Incorporated	I'm Still Learning-Basic Home Maintenance course:  Three 8-week Basic Home Maintenance courses in Hume in 2022 that build self-confidence of women through practical learning.	\$5,000
Merri Health: Victims Assistance program:	Keeping Our Pets Safe (in the context of family violence):  Specialised family violence training with an animal-welfare focus to Hume veterinary reception staff, volunteers and nurses and volunteers at animal rescue services in order to identify and offer support to people who face incidents of family violence where animals are present.	\$5,000
Dallas Neighbourhood House	Get Active and Social - weekly social gentle exercise and mediation class for seniors to reconnect and combat social isolation	\$3,350
TOTAL		\$13,350

**Table 5 - Community Participation Grants** 

Organisation	Project Name	Recommended funding
Assyrian Culture Centre of Australia	Workshops for Youth and Women tackling misconceptions around family violence.	\$1,600
Australian Croatian Club Bocce Gospic Inc.	Excursion within Victoria for our members and volunteers	\$2,000
Broadmeadows Turkish Senior Citizens Club Inc	Social And Recreational Program for Turkish Senior Citizens	\$ 2,000
Campbellfield Heights Primary School Community Hub	Supported Playgroup	\$2,000
Chaldean League Foundation of Australia Victoria	Refugee women participation within community	\$2,000
Circles of Light Centre	Inspiring Circles of Light Kids (ICOL Kids)	\$2,000
Circolo Pensionati Italiani di Greenvale Inc	Weekly get-togethers and special events for Mothers and Father's Day, Easter, Christmas etc.	\$2,000
Craigieburn Basketball Association Inc	Craigieburn Multicultural Junior Basketball Clinics Scholarships	\$2,000
Ente Keralam Cultural Forum Inc.	Cultural events and small workshops	\$2,000
Eritrean Families in Hume and the North (EFHN Inc.)	Community cultural festival	\$2,000

Organisation	Project Name	Recommended funding
Greek-Australian Recreational & Instructive League of Victoria Incorporated	Excursion to Shepparton	\$ 2,000
Hmong Australia Society of Vic Inc.	Hmong New Year 2022	\$2,000
Holy Child Catholic Parish	Christmas Luncheon for those who have no family to celebrate with.	\$1,200
Hume Men's Shed (Sunbury) Inc	First Aid & CPR Training	\$1,320
M.A.P.S. Club Inc. (mature active person social club)	M.A.P.S. Day Trips & Morning Melodies	\$2,000
Meadows Primary School Community Hub	Meadows Hub Community Engagement	\$2,000
Multicultural Resources Hub Inc	Bollywood /Yoga Fitness Classes for all ages	\$2,000
Northern Melbourne Marathi Mandal Incorporation	NMMM Diwali Multicultural Event 2022 (Festival of Light)	\$2,000
Northside Malayalee Community Club	Celebration of Onam Pononnam cultural festival	\$2,000
Roxburgh Rise Primary School Community Hub	Sawt Al Nissa (Women's Voices) Capacity Building Project	\$2,000
South Gisborne Tennis Club	Subsidy for All Abilities Tennis participants	\$900
Sunbury Aboriginal Corporation	Sunbury Aboriginal Cultural Event Celebrations	\$2,000
Sunbury Garden Club	Development and maintenance of the Sunbury Railway Garden	\$1,120
Sunbury Neighbourhood House Inc	SNH Productive Garden - Planting Stage	\$2,000
Sunbury U3A Inc.*	Wellbeing activities for seniors in Sunbury	\$2,000
Sunspec Support Group For Parents/Carers Of People With Disabilities Inc	Mental health and well-being program for carers of people with disabilities	\$2,000
Swim Dream Believe	Swim Dream Believe - Disability Swimming Program & Competitions	\$2,000
Victorian Arabic Artist Association Inc	Iraqi Art	\$2,000
www.edconnectaustralia.org.au	Power of a Volunteer's Hour	\$750
Yonan Hozaya's Centre for Future Studies INC	Ongoing effort to preserve one of the oldest languages in the world	\$2,000
TOTAL		\$54,890

<sup>\*</sup> Moved from Project category

**Table 6 - Community Operational Grants** 

Organisation	Recommended funding
"J "Beekeeping Club, Inc.	\$999
Afghan Association of Victoria*	\$1,000
All Saints Inc*	\$1,000
Australian Air League Sunbury Squadron*	\$1,000
Boilerhouse Theatre Company	\$1,000
Broadmeadows Community Toy Library Inc	\$1,000
Broadmeadows Historical Society	\$781
Bulla Agility Dogs*	\$1,000
CareWorks SunRanges Inc	\$1,000
Circoio Pensionati Gladstone Park*	\$1,000
Citizen Advocacy Sunbury	\$1,000
Club Bridgewater Bowls	\$1,000
Country Women's Association of Victoria Craigieburn Branch	\$650
Craigieburn Art Group Inc	\$1,000
Craigieburn Historical Interest Group Inc.	\$991
Craigieburn Ladies Badminton Club Inc.	\$890
Dodgers Basketball Club Inc	\$1,000
Ethnic Women in Australia	\$1,000
Friends of Will-Will Rook Pioneer Cemetery Inc	\$1,000
Gladstone Park Combined Probus Club	\$1,000
Greek and Cypriot Social Welfare Centre	\$1,000
Harmonix VC Incorporated	\$1,000
Heartbeat Victoria Sunbury Macedon Ranges Branch	\$1,000
Hmong Australia Festival Inc.	\$1,000
Hume City Swimming Club	\$1,000
Hume Men's Shed Craigieburn	\$1,000
Hume Sri Lankan Seniors' Association Inc.	\$1,000
Hume Toastmasters Club	\$1,000
InSync Entertainment Inc.	\$729
Jacksons Creek Combined Probus Club Inc	\$1,000
Jacksons Creek TOWN Club Sunbury	\$1,000

Organisation	Recommended funding
Kerala Hindu Society Melbourne*	\$1,000
Lions Club of Broadmeadows Inc	\$1,000
Meadow Heights Turkish Senior Citizens	\$1,000
North-West Sew'N'Sews Group	\$1,000
Northern Turkish Women's Association*	\$1,000
Probus Club of Craigieburn (Combined) Incorporated	\$1,000
Samadhi Buddhist Meditation Association	\$1,000
Southern Cross Pensioner Club	\$1,000
Spanish Speaking Senior Citizens Club of Broadmeadows Inc.	\$1,000
Sunbury Art Society Inc.	\$1,000
Sunbury Combined Probus Club Inc.	\$1,000
Sunbury Community Arts Network	\$1,000
Sunbury Ladies Probus Club Inc.	\$1,000
Sunbury Lions Basketball Club Inc.	\$1,000
Sunbury Petanque Players Inc.	\$1,000
Sunbury Preschool' Parents and Friends Association Inc	\$1,000
Sunbury School of Calisthenics Inc	\$1,000
Sunbury Senior Citizens Club Inc.	\$1,000
Sunbury Stitchers and Quilters	\$1,000
Sunbury-Winter Shelter Inc.	\$1,000
The Broadmeadows Greek Elderly Citizens Club Inc	\$1,000
The Craigieburn War Memorial and Remembrance Committee Incorporated	\$1,000
The Greek Orthodox Community of Broadmeadows and Districts Inc.	\$1,000
The Probus Club of Sunbury Inc.	\$1,000
Tullamarine Live Steam Society	\$1,000
United Khalsa Hockey Club Victoria*	\$1,000
Upfield Soccer Club*	\$1,000
Vietnamese Senior Citizens Group of Hume Inc.	\$1,000
Vietnamese Women Association Inc	\$1,000
Westmeadows Cricket Club	\$985
Westmeadows Football Club	\$1,000
Woodlands Ladies Probus Club of Sunbury Inc	\$1,000

Organisation	funding
TOTAL	\$62,025

<sup>\*</sup> Moved from Participation category

### Table 8 - Unsuccessful and Ineligible Applicants

Partnership Grants
Roxburgh Park Primary School Community Hub
Ethnic Women in Australia Incorporated
Project Grants
Ethnic Women in Australia Incorporated
Hume Men's Shed Craigieburn
Happy Brain Education
Liverwell Limited
Participation Grants
Aqua Wolves Swimming Club
Ethnic Women in Australia Incorporated
Greek And Cypriot Social/Welfare Centre
Hmong Australia Festival Inc.
Hume Victory Soccer Club
Meadow Heights Turkish Senior Citizens
Moreland Turkish Association Inc
Operational Grants
All Saints Inc
Australian Croatian Senior Citizens Club Vila Velebita Broadmeadows
Broadmeadows Stars Sports Club
Ente Keralam Cultural Forum Inc.
The Ancient Church of the East
Tullamarine Cricket Club
Tullamarine Football Club Incorporated
Tullamarine Sporting Club

### REPORTS – CULTURE AND COMMUNITY 25 OCTOBER 2021 ORDINARY COUNCIL (TOWN PLANNING) MEETING

Attachment 1 - Community Grant Program Annual Program Recommended Allocation

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### Attachment Two - Year-Round Grant Program

The 2021-2022 Year Round grant categories remain open until 30 June 2022 or funds are exhausted.

Category	Allocation
Defibrillator	\$10,000
Quick Response	\$10,000
Individual	\$5,000
3064 Community Support Fund	\$25,000
TOTAL	\$50,000

From 12 March 2021 to 23 September 2021 15 year-round grant applications have been received;

- 7 Defibrillator
- 6 Quick Response
- 2 3064 Community Support Fund

Three defibrillator applicants were successfully funded:

Defibrillator Grant	Amount
St. John Ambulance Australia (Victoria) Inc.	\$1,190
Westmeadows Football Club	\$1,849
Congregational Christian Church of Samoa	\$1,849

### REPORTS – CULTURE AND COMMUNITY 25 OCTOBER 2021 ORDINARY COUNCIL (TOWN PLANNING) MEETING

Attachment 2 - Program Update: Year Round Grants

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### Attachment Three - 2021 COVID-19 Community Support Fund

Organisation Name	Funded Amount	Delivery
Australian Chaldean Family Welfare Association Inc.	\$11,500	Food & Essential Items
Attwood House Community Centre Association	\$11,500	Food & Essential Items
Australian Red Cross trading as Red Cross First Aid and Mental Health	\$10,000	Health - Mental Health First Aid training
Banksia Gardens Community Services	\$11,500	Food & Essential Items
CareWorks SunRanges Inc	\$11,500	Food & Essential Items
Khalsa Darbar INC	\$11,500	Food & Essential Items
Sri Guru Singh Sabha the Sikh Cultural Society of Vic Inc	\$11,500	Food & Essential Items
Sunbury Aboriginal Corporation	\$11,500	Food & Essential Items
The MacKillop Institute	\$15,000	Health - Delivery of professional development to school teachers that unpacks the impacts of adverse childhood experiences and trauma-aware education
The Salvation Army Craigieburn	\$10,000	Food & Essential Items
Uniting (Victoria & Tasmania) Ltd	\$11,500	Food & Essential Items
Youth Projects	\$11,500	Food & Essential Items
Alevi Community Council	\$10,000	Food & Essential Items, Health - in language support for Turkish community
Anglicare Victoria	\$11,500	Food & Essential Items
Total	\$160,000	

### REPORTS – CULTURE AND COMMUNITY 25 OCTOBER 2021 ORDINARY COUNCIL (TOWN PLANNING) MEETING

Attachment 3 - Program Update: COVID Community Support Fund

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### REPORTS – SUSTAINABILITY AND ENVIRONMENT 25 OCTOBER 2021 ORDINARY COUNCIL (TOWN PLANNING) MEETING

REPORT NO: SU599

**REPORT TITLE:** 230 Oaklands Road Oaklands Junction - The use and

development of a market and plant nursery, the reduction in car parking, the removal of native vegetation, and

signage

**SOURCE:** Amy Lanfranchi, Statutory Town Planner

**DIVISION:** Planning and Development

**FILE NO**: P23168

POLICY: Hume Planning Scheme

**STRATEGIC OBJECTIVE:** 4.1 Facilitate appropriate urban development while

protecting and enhancing the City's environment, natural

heritage and rural spaces.

**ATTACHMENTS:** 1. Recommendation and conditions

2. Planning Policy Framework

3. Locality plan

4. Assessment plans

Application No: P23168

**Proposal:** The use and development of a market and plant nursery,

a reduction in car parking, the removal of native

vegetation, and signage

**Location:** 230 Oaklands Road Oaklands Junction

**Zoning:** Green Wedge Zone

Overlays: Melbourne Airport Environs Overlay Schedule 2

Applicant: Belfield Planning Consultants

**Date Received:** 1 September 2020

### 1. SUMMARY OF REPORT:

- 1.1 Planning approval is sought for the use and development of the land for a market and plant nursery, a reduction in car parking, the removal of native vegetation, and signage, at the land commonly known as 230 Oaklands Road Oaklands Junction.
- 1.2 The application was advertised by posting letters to adjoining owners and occupiers and the owners and occupiers of the subject site, and by displaying two signs on the site. Six objections were received, requiring the application to be determined by Council. The application was sent to Melbourne Airport and the Country Fire Authority for comment, who do not object to the proposal.
- 1.3 The application has been assessed against the relevant policies and provisions of the Hume Planning Scheme, including consideration of the issues raised in objections. On balance, the proposal is considered to meet the relevant objectives and policies of the Scheme, and it is recommended that a Notice of Decision to Grant a Planning Permit be issued.

### 2. **RECOMMENDATION:**

That Council, having considered the application on its merits and the objections received, resolves to issue a Notice of Decision to Grant a Planning Permit for the use and development of a market and plant nursery, the reduction of car parking, removal of native vegetation, and signage at 230 Oaklands Road Oaklands Junction, subject to the conditions in Attachment 1.

### 3. PROPOSAL:

3.1 The application seeks permission to use and development of a market and plant nursery, the reduction of car parking, removal of native vegetation, and signage.

### Use and development of a market and plant nursery

- 3.2 The site is proposed to be made up of three key components; the market, plant nursery and centre management.
- 3.3 The centre management area will feature administrative and site management functions, including the existing dwelling (expected to act as a caretakers dwelling), waste storage and the like. This area is focused on the existing dwelling, with no proposed additional buildings. Existing sheds in this area will be maintained for ancillary storage.
- 3.4 The plant nursery component is proposed to be within two new sheds, located towards the front (east) of the site.
- 3.5 These sheds are 204 square metres each with a maximum height of 7.8 metres, and would contain plants, gardening, and horticultural equipment. The sheds are proposed to be grey Colorbond, with panelled windows, a verandah and timber posts.
- 3.6 The market is proposed to be made up of an open-air market area with stalls, two sheds featuring stalls, and an outdoor food court area where patrons can enjoy food and drink from the market stalls. The market has a total of 177 stalls.
- 3.7 It is envisaged that the market will attract vendors selling fresh fruit, vegetables, breads, meats, seafood, cheese, honey, handcrafts, perishables, small livestock (chickens and ducks etc) and other produce for human and animal consumption.
- 3.8 The outdoor market area features 113 outdoor stalls, which are covered by an open Colorbond and timber skillion roof structure. Each stall has a car space next to it, enabling the vendor to set up and pack up from their vehicle on the market days.
- 3.9 An existing shed is proposed to be converted into a market building featuring 31 stalls (expected to be designated for general goods), three food vendors, and toilet facilities. Vendors can set up their stalls by parking in the rear staff car park and taking goods through the roller or pedestrian doors.
- 3.10 An additional proposed shed contains 33 stalls (each supported with fridges) and three food vendors. This area is expected to be designated for fruit, vegetables, meat, and seafood; perishable items that would require refrigeration. Vendors can set up their stalls by parking in the rear staff car park, and taking goods through the roller or pedestrian doors. The shed is 2000 square metres, with a maximum height of 7.8 metres. The design echoes the existing neighbouring shed, and looks to use grey Colourbond, a verandah, and panelled windows.
- 3.11 The market and nursery would be open to the public Wednesday, Friday, Saturday, and Sunday of each week; between the hours of 8am to 5pm.
- 3.12 On non-market days, deliveries, waste collection, and site maintenance is proposed to occur between 9am and 5pm (Monday, Tuesday, and Thursday).
- 3.13 Deliveries and provisions of goods to and from the site are expected to be by vans and small trucks.
- 3.14 Most deliveries for the plant nursery and indoor stalls are expected to take place on the non-market days. The maximum number of deliveries of goods (for the market and nursery) are expected to be in the realm of 20 vehicle movements on non-market days.
- 3.15 A majority of vendor movements on market days would be expected via small vans or cars with trailers, looking to set up at the outdoor stalls.
- 3.16 Landscaping is proposed throughout the site, including boundary planting, trees, and shrubs through the car park area and within the market areas.

3.17 The active areas (including car parking) of the market are setback 14 metres from the dwelling to the south-west, 29 metres from the dwelling to the south, and 37 metres from the existing dwelling to the east.

### Reduction of car parking

- 3.18 The proposed land use is supported by 672 car spaces. Of these car spaces, 460 are located within the sealed car parks, 108 are located adjacent to the outdoor stalls (for stall holders) and the remaining are part of two asphalt 'overflow' parking areas.
- 3.19 Based on the car parking rate for a market at Clause 52.06, the use would require 4283 car spaces. This would be excessive on site. The proposal reflects a reduction of 3611 car spaces.

### Removal of native vegetation

- 3.20 The application seeks to remove three small, modified habitat patches and six scattered indigenous trees from the property. This represents the removal of 0.212 hectares of native vegetation, being 0.056 general habitat units, with a minimum strategic biodiversity score of 0.458.
- 3.21 No indigenous state or commonwealth listed flora and fauna were recorded within the study area nor are they considered likely to occur. There is no anticipated impact to native vegetation within the road reserve.

### **Signage**

3.22 The application includes a single sign, which states the words 'Oaklands Market' in powder coated metal atop a permeable powder coated metal rectangle. This is incorporated into a concrete base, with tiles. The signage is not illuminated or floodlit in any way. The sign is a total of 1.94 metres in height, 6.2 metres in width and 1.4 metres in width.

### 4. SITE AND SURROUNDS:

### Subject site

- 4.1 The subject site is a rectangular allotment of 5.3 hectares, located on the eastern side of Oaklands Road and southern side of Daniels Road, in Oaklands Junction. The site has an overall frontage 235 metres, and a depth of 529 metres.
- 4.2 The land is described as Lot 2 on Plan of Subdivision 32100. The land is not burdened by any restrictive covenants or easements. The site gains access from Oaklands Road, a Road Zone Category 2 (Council managed road).
- 4.3 The site has previously been utilised for equine related activities, including horse keeping and horse-riding lessons. According to Council's records, the site has one planning permit previously issued for the site. Planning permit T1490 was issued 21 January 1993 for an indoor riding arena (rural recreation).
- 4.4 The site features an existing dwelling, an indoor riding arena, an indoor dressage facility, a machinery shed, a storage shed and another small shed, and five horse shelters. The site has vehicular access through a crossover on Oaklands Road, and two crossovers on Daniels Road.
- 4.5 The property features a 1.9 metres high black mesh fencing on all sides. A portion of the site frontage on Oaklands Road also features a solid 2.4-metre-high fence.
- 4.6 The site has a fall of approximately 6.5 metres from the north-east corner to the south-west corner. The site itself features scattered vegetation, generally around the dwelling. The remainder of the site is heavily modified and grazed due to the previous equine use; with planted trees located within the horse paddocks. The Daniels Road reserve contains established native vegetation.

### **Surrounds**

- 4.7 The broader area is generally utilised for low-intensity agriculture and scattered dwellings. It is undulating in nature, generally perceived as open grassland, with scattered trees.
- 4.8 The site is located 650 metres north of the intersection of Oaklands Road and Somerton Road. There are also other notable uses along Oaklands Road, including the Inglis Horse Sales facility and the Holcim Quarry, near the subject site. To the south is Woodlands Historic Park, a public conservation area that allows community access and informal recreation.

### 5. PLANNING CONTROLS:

### Zoning

5.1 The subject site is zoned Green Wedge Zone. The purpose of the zone is to provide and protect for the use of the land for agriculture, to encourage sustainable land management practices, provide opportunity for a variety of productive agricultural uses, to protect and enhance tourism and recreation, to protect cultural heritage, the protect open rural character and promote the biodiversity of the area.

### **Overlays**

5.2 The subject site is within the Melbourne Airport Environs Overlay Schedule 2. The purpose of the overlay is to ensure land use and development are compatible with the operation of Melbourne's Airport. A planning permit is not triggered under the MAEO2.

### Particular provisions

5.3 The key assessment provisions related to the proposal are Clause 51.02 Metropolitan Green Wedge Land, Clause 52.05 Signs, and Clause 52.06 Car parking.

### Planning permit triggers

- 5.4 A planning permit is required for the use of the land for a market and a plant nursery within the Green Wedge Zone (Clause 35.04-1 of the Scheme).
- 5.5 A planning permit is required for the development of the land for a market and a plant nursery within the Green Wedge Zone (Clause 35.04-5 of the Scheme).
- 5.6 A planning permit is required for the development of signage (Clause 52.05-1 of the Scheme), within a Category 3 area.
- 5.7 A planning permit is required for the reduction of the amount of car parking required by Clause 52.06-5 of the *Scheme*.
- 5.8 A planning permit is required for the removal of native vegetation under Clause 52.17 of the Scheme.

### Aboriginal cultural heritage

5.9 The site is not mapped for Aboriginal Cultural Heritage Significance, and as such a Cultural Heritage Management Plan is not required.

### Planning Policy Framework

5.10 The Planning Policy Framework (including Local Planning Policy Framework) sets out objectives and strategies relevant to this application, including those related to rural areas, land management, bushfire prone areas, design, car parking, Melbourne Airport, and economic development. The objectives of the PPF have been considered in the assessment to follow, and a full list of the relevant PPF and LPPF objectives and strategies are provided as Attachment 2 of this report.

### 6. REFERRALS:

- 6.1 The application was not required to be referred under Section 55 of the *Planning and Environment Act 1987* (the *Act*).
- 6.2 The application was sent to Melbourne Airport and the Country Fire Authority under Section 52 of the *Act*, who do not object to the proposal, subject to conditions.
- 6.3 The application was sent to various internal departments for comment, with none objecting, some supporting and some supporting subject to condition. Any required conditions are reflected in attachment 1 to this report.
- 6.4 Internal departments with whom discussions occurred included the Traffic Department, Civil Engineering Department, the Health Department, the Sustainable Environment Department, Parks Department, Landscape Department, Waste Department, Strategic Planning Department, and the Economic Development Department.
- 6.5 Overall, the application is viewed as an acceptable outcome for the area by the various departments who reviewed it, with reference to their area of expertise.

### 7. ADVERTISING:

- 7.1 The application was advertised in accordance with Section 52 of the Act, by way of signs on site and letters to surrounding neighbours and letters the registered proprietors and occupiers of the subject site.
- 7.2 A total of six objections were received.
- 7.3 Four of these objections were received from residents within the area, one objection from a nearby business, and one objection was received from an organisation with an interest in the preservation of Melbourne's Green Wedge areas.

### 8. OBJECTIONS:

8.1 The six objections received have been considered as a part of the assessment, with a summary and response of the objections as follows:

### Contrary to the Green Wedge Zone and the area

- 8.2 The objectors raised concerns that the proposal is a commercial use that is contrary to the purpose of the zone, and that the intensity and type of use is not appropriate to the area.
- 8.3 Furthermore, there are comments that the land should be preserved for agricultural purposes, specifically equine uses.
- 8.4 An objector raised concerns that this area is predominately used for equine related activities and therefore, this land should be maintained for this use. They reference the equine function of the area as the 'cultural heritage' of Oaklands Junction.
- 8.5 It is understood (based on anecdotal insight and Council records) that the site has been used for horse keeping/agistment, horse training, and 'large' horse related events and gatherings.
- 8.6 The proposal for a market and plant nursery requires planning permission, whereas animal keeping and training is an as-of-right use.
- 8.7 The land use proposed can be considered within the Green Wedge Zone, and it is one of the few 'retail' uses that is permissible in this zone.
- 8.8 Land uses that require a planning permit must be considered with reference to the provisions of the *Hume Planning Scheme*.
- 8.9 It is appreciated that Oaklands Junction does support various equine uses, both of a larger scale and for personal uses. However, it is not established through planning policy that this area must be protected for this specific purpose.

- 8.10 Furthermore, due to the size of the subject site, and the history of intensive horse keeping, it is understood that the productive agricultural capacity of this site is likely diminished.
- 8.11 There are a variety of other uses within the area which are non-equine related, including the quarry, a recently approved freezer and cool storage facility, cattle grazing, a café, and accommodation uses.
- 8.12 Many of these uses include a tourism function, and it is considered that the market will feed into and enhance the visitor economy; supporting existing businesses. This aligns with the purpose of the Green Wedge Zone to provide for tourism.
- 8.13 The purpose of the Green Wedge Zone also speaks to enhancing the character of open rural and scenic non-urban landscapes, and the market does this by attracting patrons to our rural areas, enabling them to be enjoyed by the broader community.
- 8.14 The use is considered appropriate, with conditions, as it presents a social and economic benefit to the community whilst managing the practicalities of the site (such as traffic and waste), utilises sustainable design, and manages impacts to adjoining dwellings.

### Prohibited uses

- 8.15 An objector details that the proposal includes prohibited uses, as it includes food vendors and annotations on the plans of 'shop'.
- 8.16 A permit condition will be applied requesting the annotations on the plans related to 'shop' are revised to align with the uses of plant nursery or market. However, it is evident that these buildings are related to the plant nursery and market.
- 8.17 Furthermore, the food vendors comfortably fit with the use of the land for a market, and it is considered to be an associated activity. The definition of a market (Clause 73.03 of the *Scheme*) enables the selling of goods, including food, from stalls. It does not prohibit the consumption of food or drink on the site, and this is a common ancillary function of markets.
- 8.18 As such, all aspects of the proposal can be considered under the Scheme.

### The refusal of the Bangholme market

- 8.19 An objector details that the refusal of the proposed Bangholme market in the Green Wedge Zone in Greater Dandenong results that this proposal should be refused.
- 8.20 The particulars of the Bangholme Market Advisory Committee Report (20 August 2018) have been reviewed and it is considered to be a different context to the proposal at hand.
- 8.21 The site of the Bangholme proposal was one of the largest allotments within that area of the GWZ, being 50 hectares; compared to the subject site which is just over 5 hectares. As such, the Bangholme proposal would likely remove a significant site from agriculture compared to the subject site.
- 8.22 It is noted that the advisory committee did not dispute that a market, which included stalls within buildings, could be considered within the zone.

### Promotes land banking

- 8.23 An objector has detailed that if this application is supported, this will generate further momentum for land banking properties within the Green Wedge Zone, and increase speculation that the Urban Growth Boundary will be shifted.
- 8.24 The Draft Rural Strategy details that "Council does not support any alterations to the urban growth boundary". As such, any alteration to the urban growth boundary would be based on a State Government proposal, and the objector states that "the State Government has expressed support for resisting further encroachment of the UGB into Green Wedges".

8.25 As such, this proposal is recommended to be supported as it is an asset within this part of the Green Wedge area; not because it is anticipated to form a future urban area.

### Does not promote tourism

- 8.26 An objector has detailed that the proposal does not support tourism as the applicant has not sought accreditation from the Victorian Farmers' Market Association.
- 8.27 On this basis, the objector details that the Council should not accept this as a 'farmer's market'.
- 8.28 The application that is being considered is for a 'market and plant nursery', given that a 'farmer's market' is not defined under the *Hume Planning Scheme* and given that it is appreciated the proposal has more permanency than the concept of a 'farmers market'.
- 8.29 The application has been reviewed by Council's Economic Development Department, who have provided comments that the proposal would support tourism and visitor economy within the area.
- 8.30 The accreditation from the Victorian Farmers' Market Association is not mandatory under the *Planning Scheme*.

### Impact to horses

- 8.31 An objector has raised concerns that patrons of the proposed use would scare nearby livestock (specifically horses), through proximity, feeding them, or potentially stealing or harming them.
- 8.32 It is noted that the previous land use on the site is understood to have included public gatherings also.
- 8.33 However, the protection of surrounding equine uses and the horses is considered important.
- 8.34 As a permit condition, there is a requirement to prevent patrons of the market from accessing the landscape buffer areas in order to create a permanent separation from the neighbouring properties.
- 8.35 There is an existing 1.8 2 metre high mesh fence surrounding the entire property which also offers protection and safety.
- 8.36 The design of the market looks to encourage patrons to move amongst the stalls and does not look to attract them into the landscape buffer areas. This will be further reinforced by bollard fencing or similar, to further protect this buffer area.
- 8.37 It is considered that the neighbouring properties livestock will be protected through these buffers, and the existing 1.8-2 metre high perimeter fencing.

# Scale and intensity

- 8.38 The objectors raise concerns regarding the scale and intensity of the proposal, and that the site is too small for the use.
- 8.39 The scale of the proposal with reference to the overall site is noted and has been considered throughout the process. However, it is understood that the applicant wishes to undertake a market of this size within this area, and the benefit of the proposed site is it utilises an already fragmented parcel of land.
- 8.40 The site has been significantly altered from intensive horse grazing.
- 8.41 The footprint of the market generally utilises the existing cleared area, that has been used for equine related gatherings in the past.
- 8.42 A further test of scale is the ability of the site to accommodate traffic, wastewater, and stormwater. The application presents responses to all of the above and is able to manage these issues.

8.43 The intensity is also mitigated by the fact the market is proposed to only be open to the public four days per week.

# Amenity impacts to dwellings

- 8.44 The objectors raise concerns that the use will impact the peaceful rural lifestyle of the area, the use will impact privacy to nearby dwellings, and raised concerns related to noise.
- 8.45 The proximity to dwellings has been considered throughout the assessment process, with the applicant revising the proposed format with consideration to nearby dwellings. This includes the use of the plant nursery buildings as a buffer between the use and the closest dwelling to the south of the site, and the use of landscaping and setbacks within the subject site between the other dwelling to the south and the dwelling to the east.
- 8.46 Furthermore, the applicant has agreed to the installation of acoustic fencing on the southern property boundary, for a portion of the boundary directly adjacent the closest dwelling at 224 Oaklands Road Oaklands Junction. It is noted that the portion of this boundary already features a paling fence, so this proposed acoustic fence will not detract from the rural appearance of the area.
- 8.47 The applicant has also agreed to increased planting between the other nearby dwellings, and as such a permit condition speaking to a further three metre planting buffer is proposed.
- 8.48 Additionally, a permit condition is proposed to require low fencing or alternative methods to ensure that market attendees do not move outside of the market footprint into the lawn/landscaped areas, which are intended to act as a buffer. This will look to protect the privacy of residents and protect their livestock.

#### <u>Noise</u>

- 8.49 Some objectors raise concerns related to noise within the area, whilst the quarry raised concerns regarding the fact that the site is in proximity to the quarry.
- 8.50 The quarry has highlighted that whilst they ensure they operate within their Work Authority conditions, this site and the surrounds are exposed to noise and vibration from blasting activities. As the quarry must operate in line with relevant legislation including EPA and Work Authority requirements, it is not unacceptable to approve this proposal within proximity to the quarry.
- 8.51 Neighbouring residents have raised concerns related to noise impacts on their dwellings.
- 8.52 The proposal will be required to meet the *Environment Reference Standard 2021* and *Environment Protection Regulations 2021* (these replaced the State Environment Protection Policies in June 2021), with reference to noise management.
- 8.53 These requirements speak to the environmental value of 'sleep during the night' (as the particular priority) and 'domestic and recreational activities'. The proposal will not be disruptive to sleep, due to the proposed hours of operation.
- 8.54 The proposal is able to mitigate other noise impacts, through setbacks, use of an acoustic fence, management of persons at the site being located away from dwellings, the locating of plant away from sensitive uses and using the quietest plant options available, and the like. Most of the car park is proposed to be sealed, and much of the plant nursery and market stalls are within buildings, further reducing and containing noise.
- 8.55 The application does not speak to having music, and as such a planning permit condition limiting the use of broadcasts, amplification and music is proposed to further protect residents.

## **Hours of operation**

- 8.56 Objectors raised concerns regarding the lack of clarity surrounding hours of operation, and they were concerned that should the market open at 8am; stall holders would arrive at 5am to set up.
- 8.57 It would be considered an unacceptable outcome if the above were to occur, and with further discussions with the applicant, it is understood that this is not the intention.
- 8.58 The vision for the site is that much of the general maintenance of the site would occur on the non-market days. The applicant has agreed to permit conditions that place all activities within 8:00am and 5:00pm on market days, which in practice would enable stall holders to set up at 8:00am and pack up by 5:00pm.
- 8.59 This is considered acceptable and in line with the EPA guidelines, as mentioned above.

## Traffic congestion, parking, and safety

- 8.60 Objectors raise concerns related to the increase of traffic along Oaklands Road, and that the proposal will further disrupt and increase this. Concerns related to the use of Daniels Road for parking and access were also raised.
- 8.61 Daniels Road will not be permitted to be used for access or parking. It may only be used as an emergency exit. A permit condition to this affect is proposed. Signage will also be placed on the fences making this clear, plus directional signage into the main entry of the site will further ensure that there is no access via Daniels Road.
- 8.62 Parking has been considered through this application, with a significant amount of parking proposed on site. This parking looks to ensure that there will be no overflow parking outside of the site.
- 8.63 The entrance on Oaklands Road is provided with deceleration lanes into the site from both directions. This will ensure that parties entering the site do not adversely impact traffic flow along Oaklands Road.
- 8.64 It is appreciated that the role of Oaklands Road has shifted, with increased traffic from nearby residential areas. However, the road is still able to accommodate the traffic related to the proposal.
- 8.65 The application has been assessed with collaboration from the Traffic Department, who are satisfied for the proposed parking and traffic outcome.

### Stormwater and drainage

- 8.66 Concerns have been raised that the proposal could increase flooding and drainage issues.
- 8.67 The application has been reviewed by Sustainable Environment, Civil Design and Health Departments. The proposal looks to reduce and reuse water within the site and will ensure its management. Wastewater will be treated and retained on site.

# Complaints regarding previous equestrian use

- 8.68 An objector raised complaints regarding the previous use and management of the site, which is detailed to have been used for an indoor horse-riding school and events.
- 8.69 The application proposes a new use, which would be bound by a permit and permit conditions. It is anticipated that this permit would likely rectify previous concerns, due to the calibre of information provided, and to be endorsed (in the event a permit is issued).

### Ownership of land

- 8.70 An objection has been received raising concerns that the application should not be entertained or issued on the basis that the applicant is not the landowner, and that the applicant does not have the consent of the landowner.
- 8.71 The *Planning and Environment Act 1987* enables parties to make a planning application for a site that they do not own.

- 8.72 Section 48 of the *Act* requires that, in the event that the applicant is not the owner, the application must:
  - 8.72.1 Be signed by the owner of the land, or
  - 8.72.2 Include a declaration by the applicant that the applicant has notified the owner about the application.
- 8.73 The application was accompanied by a declaration that the owners have been notified about the application.
- 8.74 Furthermore, during the notification process under Section 52 of the Act, Council sent letters to the owners and occupiers of the subject site to ensure they were aware of the application.
- 8.75 There has been no evidence provided to suggest that the declaration was false, and the officers are satisfied that the obligations of the *Act* have been satisfied.

#### 9. ASSESSMENT:

- 9.1 The application has been assessed against the relevant provisions of the Scheme, as follows. The key considerations in this matter are:
  - 9.1.1 Is the proposed land use appropriate at this site?
  - 9.1.2 Is the proposed development suitable?
  - 9.1.3 Is the proposed reduction in car parking, and are the traffic management measures, suitable?
  - 9.1.4 Is the native vegetation impact acceptable?

### Is the proposed land use appropriate at this site?

- 9.2 The purpose of the Green Wedge Zone speaks to the provision of land for agriculture, the protection of green wedge land for its agricultural, environmental, historic, landscape, recreational and tourism opportunities, and mineral and stone resources, sustainable land management practices, protection of cultural heritage significant and the character of open rural and scenic non-urban landscapes, and protection of biodiversity (Clause 35.04 of the Scheme).
- 9.3 Additionally, the Hume Draft Rural Strategy (adopted by Council 10 March 2020) details that "in Hume, a key purpose underpinning our green wedge is to protect the curfew free operation of Melbourne Airport. This is an extremely important and unique role that distinguishes Hume's green wedge areas from other green wedge areas around Melbourne" (Page 7, Draft Hume Rural Strategy).
- 9.4 The proposed use features two components, being the market and the plant nursery; both of which are able to be considered within the Green Wedge Zone. A market is defined as "land used to sell goods, including foodstuffs, from stalls" (Clause 73.03 of the Scheme). A plant nursery is defined as "land used to propagate, grow and sell plants. It may include the sale of gardening equipment and horticultural products" (Clause 73.03 of the Scheme).
- 9.5 The subject site is located within an area of Oaklands Junction that is located within proximity to the Urban Growth Boundary (UGB), with good access to well-formed roads and connections to the Hume and Calder Freeway. The area is relatively fragmented, with comparatively smaller land holdings that are not highly productive, from an agricultural standpoint.
- 9.6 The site is also located between the UGB and the proposed Outer Metropolitan Ring Road, resulting that this portion of the Green Wedge Zone will be somewhat removed from the broader green wedge area. The above characteristics do not suggest that this area can accommodate unlimited use and development, nor that it should be converted to a non-rural area. However, it does place it in the unique position to consider permissible land uses where appropriate, with good access to infrastructure, and without undermining the more intact parts of the green wedge.

- 9.7 As this site is 5.3 hectares in size, it is considered to already be fragmented from larger landholdings, and therefore has minimal opportunity for agriculture. As such, the use of this land for a market and plant nursery does not remove land from agriculture.
- 9.8 It is appreciated that the use is located within close proximity to existing dwellings. Consideration has been provided to this issue, and the site layout and proposed mitigation measures, including the hours of operation, are considered to reduce potential impacts to dwellings and result in an acceptable outcome.
- 9.9 The Green Wedge Zone looks to recognise land for its "... recreational and tourism opportunities"; and this proposal is considered to align with this purpose.
- 9.10 The Hume Draft Rural Strategy also details that "it is a common misconception that only agricultural land uses are allowed in the Green Wedge Zone. Council believes that Hume's rural areas have the potential for tourism and hospitality opportunities that have yet to be fully realised" (page 38).
- 9.11 The proposed market would make a resolved tourism contribution for the area, supporting Hume's visitor economy and the liveability of the municipality.
- 9.12 It is appreciated that Hume's Green Wedge has limited and declining viability of traditional agriculture, however there are producers within the area, including hobby farmers. The market and plant nursery would be an ideal forum to support hobby farmers or larger producers in selling produce in a local, easily accessed setting. The permanent nature of the facility would also provide vendors with confidence in having opportunity to sell their products.
- 9.13 The proposal is expected to generate direct on-site employment of 335 jobs, and a further 415 jobs generated indirectly in the wider community as a result of expenditure of wages and production of inputs. There are also expected to be 47 on-site construction related jobs on the site, over the life of the project.
- 9.14 The public enjoyment of the green wedge areas and the access to fresh food is considered to present a health benefit. Whilst it is the role of commercial areas of the urban settlement to provide access to food; the opportunity to step away from the urban environment is an experience that presents social and mental health benefits.
- 9.15 The market and plant nursery in this location would encourage the community to also enjoy nearby public conservation areas such as Woodlands Historic Park, and other recreational and tourism attractions within the area.
- 9.16 It is state policy to support development within the green wedge that provides for environmental, social, and economic benefits (Clause 11.01-1R of the *Scheme*), and that supports existing and potential agribusiness, food production and tourism; and it is considered that the proposal achieves this.
- 9.17 As mentioned above, Hume's Green Wedge Zone plays a significant role in protecting the curfew-free status of Melbourne Airport. The application was sent to Melbourne Airport who do not object to the proposal.
- 9.18 Overall, the proposal presents a net-community benefit, resulting in an outcome that would provide social, economic and (through appropriate design) environmental benefits (Section 60 of the *Planning and Environment Act 1987*). The proposal can be supported from a land use perspective.

# Is the proposed development suitable?

9.19 State planning policies speak to the need to ensure that "development respect valued areas of rural character" (Clause 15.01-6S of the Scheme) and that Green Wedge areas present an important landscape, and it is an objective "to protect and enhance significant landscapes and open spaces that contribute to character, identity, and sustainable environments" (Clause 12.05-2S of the Scheme).

- 9.20 These objectives are echoed by the Green Wedge Zone which requires that the development area can be supported by the site and protects the character of open rural landscapes.
- 9.21 It is appreciated that this area of the green wedge is by no means untouched, with the quarry and other large agricultural buildings located within the area. However, additional development must be of an appropriate scale and design to sit within the rural landscape. It also must be suitably supported with infrastructure to minimise impacts to the environment.
- 9.22 Furthermore, this area has unique considerations relating to bushfire prone areas and ensuring that any uses that result in the congregation of people are supported by bushfire response measures, and the protection of the Melbourne Airport.
- 9.23 The proposed development is acceptable for the following reasons:
  - 9.23.1 The proposed development looks to utilise the existing layout of the equine facility wherever possible, with the retention of the existing caretaker's dwelling, the use of existing car parking at the front of the site, and the conversion of an existing outbuilding to be a part of the market use.
  - 9.23.2 The built form of the proposal, including the two plant nursery sheds, a market shed and the outdoor stalls, are designed to pay homage to the rural nature of the area. These outbuildings echo the existing built form on the site and look to reflect a quintessential rural homestead in their design, with use of steel sheeting, panelled windows, and verandahs. Furthermore, the outdoor stalls nod to the equine history of the land, taking inspiration from horse shelters.
  - 9.23.3 The buildings have a maximum height of 6.8 metres and are of a size similar to other outbuildings within the area.
  - 9.23.4 The buildings utilise Colorbond in Basalt (dark grey) with Dune (lighter grey) and timber accents. This is appropriately muted, neutral, and anticipated within a rural area.
  - 9.23.5 The existing homestead and shed are maintained, to be utilised as site administration and stalls.
  - 9.23.6 The site layout was developed with consideration of nearby residents, with the most intensive activities within the centre of the site, and the use of car parking as a less active buffer. The buildings are orientated to direct noise and activity within the site and present a screen between the stalls and the neighbouring dwellings.
  - 9.23.7 The proposed permit conditions also present mitigation measures to protect nearby residents, including an acoustic fence to protect the closest dwelling, increased landscaping, and the prevention of the public from accessing the lawn/landscaped area surrounding the market.
  - 9.23.8 The site proposes landscaping along the boundaries and within the site, creating softening and shade. This landscaping will minimise the effects of the hard surfaces, including car parking, and enable the site to sit within the broader landscape.
  - 9.23.9 The proposed signage is a single feature sign, constructed from bricks and powder coated metal. It is sculptural and permeable in design, ensuring that it is appropriate to the rural setting and makes a positive contribution to the presentation of the site.
  - 9.23.10 The lighting associated with the site is low scale, baffled, bollard lighting. This will ensure the lighting does not adversely affect residents and the operations of the Melbourne Airport.

- 9.23.11 The collection of waste will be managed through private collection and stored within an area that is screened.
- 9.23.12 The proposal makes a response to environmentally sustainable design, through the provision of electric vehicle charging facilities, use of locally sourced materials and recycled aggregate, use of solar panels, rainwater tanks and stormwater management, and use of indigenous landscaping.
- 9.23.13 The site is able to manage its wastewater within the site, through the provision of wastewater treatment systems.
- 9.23.14 The site is within a bushfire prone area and as subject to bushfire considerations of Clause 13.02-1S of the *Scheme*. The application was sent to Country Fire Authority for comment, who do not object to the proposal and have provided a permit condition related a Bushfire Emergency Plan.
- 9.23.15 The site was also sent to the Melbourne Airport, who have provided permit conditions to ensure the development does not adversely impact the safety of planes.
- 9.24 Overall, it is considered that the siting, scale of buildings, design and landscaping has mitigated amenity impacts. It looks to create an outcome that is respectful to the rural nature of the area, whilst also providing a valuable community asset.

## Is the proposed reduction of car parking, and are traffic management measures, appropriate?

- 9.25 The applicant seeks a reduction of car parking on the property, and the application has been assessed against the relevant provisions of the Scheme with reference to car parking and access.
- 9.26 Based on the car parking rates of Clause 52.06-5 of the *Scheme*, which requires eight car spaces to every 100 square metres of the site area, the use would require 4283 car spaces.
- 9.27 The proposed land use is supported by 672 car spaces. Of these car spaces, 460 of these located within a seal car park, 108 are located adjacent to the outdoor stalls (for stall holders) and the remaining a part of two asphalt 'overflow' parking areas. The proposal technically reflects a reduction of 3611 car spaces.
- 9.28 It is noted that the car parking rates under Clause 52.06 of the *Scheme* requires calculation for the overall site, as opposed to only considering the active portions of the site.
- 9.29 Calculating only the active portions of the site, meaning the stall area and walkways, market and nursery buildings, and outdoor food court, the market area would be approximately 11900 square metres of the site. This would result in a car parking requirement of 958 car spaces, and a shortfall of 286 spaces.
- 9.30 The application was accompanied by a traffic report, which supplied justification for reduced parking; based on the Road Transport Authority's Guide for Market car parking.
- 9.31 The RTA guide is based on traffic surveys and studies, and provides a minimum parking rate and a recommended parking rate, based on the number of stalls.
- 9.32 The minimum RTA rate would result in the need for a total of 566 car spaces for the site.
- 9.33 The recommended parking rates results in a need for 657 spaces for the market and 15 spaces for the plant nursery; resulting in a total of 672 car spaces.
- 9.34 As such, the proposal has opted for the desirable amount of parking recommended by the RTA Guide.
- 9.35 This is acceptable as it provides notable parking on site, that is anticipated to support the use even during its busiest times (being weekends).

- 9.36 It is expected that most persons attending the site would come in groups of two or more, which minimises the number of vehicles or independent drivers.
- 9.37 As the market is open four days per week (as opposed to less frequent markets which would have significant one off or irregular parking demand) the demand is expected to be spread across the days and weeks, and a relatively stable parking demand is expected as a result.
- 9.38 The parking rate has been reviewed by the Traffic Department and is considered to be an acceptable outcome.
- 9.39 The access to and from the site and movements of vehicles within, have also been considered. The site will be supported by turning lanes into the site, from both directions; minimising disruption to the flow of traffic on Oaklands Road.
- 9.40 The existing entry on Oaklands Road will be utilised by vendors, market deliveries and waste management vehicles. The vendors will be able to enter the site and utilise car parking at the rear of the property or next to the open-air stalls. There is provision for delivery and waste collection vehicles to manoeuvre and exit the site in a forward motion. The proposed entry on Oaklands Road serves as the main entrance for attendees of the market. This will also provide delivery access to the plant nursery.
- 9.41 The internal arrangement of the car park will enable traffic flow within the site. It is noted that there is no connection between the public car park and the vendor parking behind the market sheds. This is done intentionally to avoid public vehicles from moving around the stalls and pedestrian area on market days. If the site needs to utilise the parking at the rear for patrons in the future, there are opportunities to amend the proposal to revise access within the site. The Traffic Department have reviewed the application with regards to access and internal arrangements and are satisfied that the outcome is acceptable.

## Is the proposed native vegetation impact acceptable?

- 9.42 The application seeks to remove 0.212 hectares of native vegetation from the site. The site features three small, low quality modified habitat patches, and six scattered indigenous trees. The site is heavily modified due to its previous use for an intensive equestrian facility. No state or commonwealth listed indigenous flora or fauna were recorded on the site, nor are they considered likely to occur.
- 9.43 The application has been reviewed by the Sustainable Environment Department, who detailed that given the extremely modified state of the vegetation, the moderate retention value of the indigenous trees, and the high value landscaping with indigenous species proposed as part of this development, the proposed native vegetation impacts are acceptable. Permit conditions related to a Tree Management Plan and native vegetation offsets are proposed.

### 10. CONCLUSION

- 10.1 The proposed land use looks to diversify this area of Hume's Green Wedge Zone, providing access to fresh produce to the local and broader community, and creating a valuable tourism and economic opportunity, in an area of Oaklands Junction that is able to support it.
- 10.2 The objections received have been considered and resulted in permit conditions that look to manage concerns and mitigate amenity impacts.
- 10.3 The proposal is considered to represent net community benefit.
- 10.4 In considering the above, it is recommended that a Notice of Decision to Grant a Planning Permit be issued, with conditions.

### **Appendix 1 - Recommendation**

That Council, having considered the application on its merits and the objections received and it is recommended to issue a Notice of Decision to Grant a Planning Permit for the use and development of a market and plant nursery, the reduction of car parking, the removal of native vegetation, and signage subject to the following conditions:

#### Permit conditions:

- 1. Before the development starts, amended development plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. Once approved, the plans will be endorsed and will then form part of the permit. The plans must be generally in accordance with the plans drawn by Draftmode dated 24 June 2021 (pages 2 to 7), and drawn to scale with full dimensions, but modified to show:
  - a. The location and details of signage located at the existing gates on Daniels Road, to state "Emergency access only".
  - b. The provision of a 1.8 metre acoustic fence along or within 200mm of the southern boundary, between the existing dwelling in the north-west corner of 224 Oaklands Road and the subject site. The fence must be the length of the existing paling fencing along this boundary, and must be coloured in muted, neutral tones.
  - c. The provision of bollards, low fencing or other methods to ensure that persons do not access the lawn or landscaped areas outside of the market footprint, to preserve this landscaped area as a buffer between residents and the use.
  - d. The removal of references of 'shop' from plans and with replacement of annotations that speak to 'plant nursery' or 'market'.
  - e. A dimensioned left turn deceleration lane, in accordance with Austroads Guidelines.
  - f. A dimensioned right turn deceleration lane, in accordance with Austroads Guidelines.
  - g. A colours and materials schedule of the proposed building and car parking areas. The colours and materials must by muted tones, look to reduce visual impact and be respectful to the rural nature of the area.
- The use of the land, layout of the site and/or the size of the proposed or existing buildings and works and the internal layout and use of the buildings as shown on the endorsed plans must not be altered or modified except with the written consent of the Responsible Authority.

# **Environmentally Sustainable Design (ESD) Management Plan**

- 3. Before the development starts, an amended ESD Management Plan to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be generally in accordance with the ESD Management Plan prepared by Green Rate dated 25 August 2020 and drawn to scale with full dimensions, but modified to show:
  - a. The amendment of the site plan, to reflect the site layout of the plans by Draftmode dated 24 June 2021.
- 4. The requirements of the endorsed ESD Management Plan must be implemented and complied with to the satisfaction of the Responsible Authority.
- 5. All requirements and measures in the approved Stormwater Management Plan must be implemented and maintained to the satisfaction of the Responsible Authority.

Attachment 1 - Recommendation and conditions

### Native vegetation removal offset

- 6. To offset the removal of 0.212 hectares of native vegetation, as specified in NVR Report 333-20200714-028, the permit holder must secure a native vegetation offset, in accordance with the Guidelines for the removal, destruction or lopping of native vegetation (DELWP 2017) as specified below:
  - a. A general offset of 0.056 general habitat units:
  - b. located within the Port Philip and Western Port Catchment Management Authority boundary or Hume City Council municipal district
  - c. with a minimum strategic biodiversity score of at least 0.458
- 7. Before any native vegetation is removed, evidence that the required offset has been secured must be provided to the satisfaction of the Responsible Authority. This evidence is one or both of the following:
  - an established first party offset site including a security agreement signed by both parties, and a management plan detailing the 10-year management actions and ongoing management of the site and/or
  - b. credit extract(s) allocated to the permit from the Native Vegetation Credit Register.
- 8. A copy of the offset evidence will be endorsed by the responsible authority and form part of this permit.
- 9. Within 30 days of endorsement of the offset evidence by the responsible authority, a copy of the endorsed offset evidence must be provided to the Department of Environment, Land, Water and Planning.

# **Landscape Plan and Tree Management Plan**

- 10. Before the development starts, an amended Landscape Plan to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the Landscape Plan will be endorsed and will then form part of the permit. The plan must be prepared by a suitably qualified person and drawn to scale with dimensions. The Landscape Plan must show:
  - a. A survey (including botanical names) of all existing vegetation to be retained and/or removed;
  - b. Buildings and trees (including botanical names) on neighbouring properties within three metres of the boundary;
  - c. Details of surface finishes of pathways and driveways;
  - A planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity and quantities of each plant;
  - e. Layered screen landscaping of a width of at least three metres (with a combination of grasses, shrubs and trees to provide a variety of heights) along the boundary between the proposed buildings and works, and the nearby dwellings on adjoining properties.
  - f. Landscaping and planting within all open areas;
  - g. An in-ground irrigation system to all landscaped areas; and
  - h. The location and details of root control barriers.
- 11. Before the development is complete or by such later date as approved by the Responsible Authority, the landscaping works as shown on the endorsed Landscape Plan(s) must be carried out and completed to the satisfaction of the Responsible Authority.

Attachment 1 - Recommendation and conditions

- 12. The landscape area(s) shown on the endorsed Landscape Plan(s) must maintained to the satisfaction of the Responsible Authority and once landscaped must not be used for any other purpose. Maintenance must include removing weeds and replacing any dead plants in accordance with the endorsed landscape planting schedule.
- 13. Before the development starts, a Tree Management Plan for all trees shown to be retained on the approved plans must be prepared by a suitably qualified arborist and submitted to and approved by the responsible authority. The Tree Management Plan must identify methods and procedures to protect and maintain trees in a healthy and safe condition. Once approved this plan will form part of the permit.
- 14. The methods and procedures detailed in the approved Tree Management Plan must be implemented by a suitably qualified and experienced arborist to the satisfaction of the responsible authority.
- 15. Prior to felling, all trees identified for removal must be examined by a qualified zoologist for the presence of fauna, including those using external nests (e.g. Common Ringtail Possums, bird nests) and tree hollows. If native fauna species are located, they are to be salvaged and relocated in accordance with all relevant legislation and approvals, further to consultation with the Department of Environment, Land, Water and Planning.

### **Construction Site Environmental Management Plan**

- 16. Before the development starts, a Construction Site Environmental Management Plan (CSEMP) must be submitted to and approved by the Responsible Authority to address the potential impacts of construction works. The CSEMP must be in generally in accordance with 'doing it right on subdivision EPA 2004' and address methods for noise, dust, erosion and sediment control, waste and chemical management, flora/fauna protection, weed control, and archaeological/heritage impacts.
- 17. Before any works or development starts, all personnel on site must be inducted into the CSEMP and all flora and fauna conservation requirements.
- 18. The approved CSEMP must be implemented to the satisfaction of the Responsible Authority.

# **Melbourne Airport conditions**

- 19. Any structure including rooftop plant (antennas, chimneys, solar panels etc) or building activity (including but not limited to scaffolding and construction cranes) on the subject land, either permanent or temporary, must not penetrate 'prescribed airspace' surfaces without the approvals in accordance with the *Airports Act 1996* and the *Airports (Protection of Airspace) Regulations 1996*. The prescribed airspace (Obstacle Limitation Surface) affecting the land is 157.5 metres Australian Height Datum (AHD).
- 20. Before the use can commence, a survey of the heights (in AHD) of all buildings approved by this permit by a suitably qualified surveyor to be undertaken and submitted to Melbourne Airport to verify all building heights in relation to the Prescribed Airspace.
- 21. Any lighting or illuminated signage is to comply with Guideline E and Figure 1 of the National Airports Safeguarding Framework and Figure 9.144(2) of Part 139 (Aerodromes) Manual of Standards 2019.
- 22. All roofed areas of the proposed buildings must be coloured in nonreflective muted tones or constructed of suitable materials that absorb light rather than creating unnecessary glare.
- 23. Any new landscaping on the site must not comprise bird attracting species which may impact on safe aircraft operations and must comply with the Melbourne Airport Planting Guidelines.
- 24. Any activity on the subject land must not result in the emissions of smoke, dust or other particulate matter or, the emission of steam or other gas, where these emissions are

Attachment 1 - Recommendation and conditions

capable of affecting the ability of aircraft to operate in the prescribed airspace in accordance with Visual Flight Rules

# **Bushfire Emergency Plan**

- 25. Before the development is occupied, a suitably qualified person in emergency planning must prepare a Bushfire Emergency Plan, to the satisfaction of the responsible authority. When approved, the plan will be endorsed and form a part of the permit. Once prepared, the site must be managed in accordance with the plan. The Bushfire Emergency Plan must include:
  - a. A clear statement of the plans purpose and scope
  - b. Details on the site and any emergency features/equipment.
  - c. A version control table and details on when and how the plan will be reviewed.
  - d. Details the roles and responsibilities of the emergency control organisation (wardens).
  - e. Outlines training requirements for the emergency control organisation (wardens) and how often exercises will be conducted.
  - f. Details for onsite contacts, emergency services and neighbours.
  - g. Contains appropriate "action statements" for:
    - i. Before the Fire Danger Period
    - ii. During the Fire Danger Period including details of how the bushfire threat will be monitored including bushfire monitoring procedures.
    - iii. Details the use of radio, internet and social networks that will assist in monitoring potential threats during the bushfire danger period. i.e. Use of the Vic Emergency App / Website;
    - iv. When a Code Red Fire Danger Rating is forecast
    - v. When any other lower trigger point for action is forecast (as determined by the sites emergency control organisation/management)
    - vi. When a bushfire threatens the site including the trigger for sheltering in place or evacuation (as appropriate).
    - vii. After the bushfire threat passes.
  - h. Details on evacuating staff and visitors from the site (if required).
  - i. Details on sheltering in place (if required).

### **Functional Layout Plan**

- 26. Prior to the development commencing, a Functional Layout Plan must be submitted to and approved by the Responsible Authority. When endorsed, this plan will form a part of the permit. The plans must be drawn to scale with dimensions and show:
  - a. A dimensioned left turn deceleration lane, in accordance with Austroads Guidelines;
  - b. A dimensioned right turn deceleration lane, in accordance with Austroads Guidelines
  - c. Any features on Oaklands Road within 50 metres of the above deceleration lanes;
  - d. Any associated line marking;
  - e. Any required signs in conjunction with the access point.

#### Signage

27. The signage permitted by this permit must be located so as to be wholly contained within the boundaries of the subject land.

Attachment 1 - Recommendation and conditions

- 28. The signage permitted by this permit must not, in the opinion of the responsible authority, adversely affect the amenity of the locality.
- 29. The signage permitted by this permit must be maintained in good condition to the satisfaction of the responsible authority.
- 30. The signage permitted by this permit must not be illuminated or floodlight.
- 31. Bunting, streamers, flags, windvanes or similar material must not be displayed except with the prior written consent of the responsible authority.

#### **General conditions**

- 32. Unless with the prior written consent of the responsible authority, the permitted uses must only operate within the following hours (inclusive):
  - a. Open to public/customers:

Wednesday: 8:00am - 5:00pm

Friday to Sunday: 8:00am – 5:00pm

b. Site maintenance, loading and unloading, waste collection, and deliveries:

Monday and Tuesday: 9:00am - 5:00pm

Wednesday: 8:00am – 5:00pm Thursday: 9:00am – 5:00pm

Friday to Sunday: 8:00am - 5:00pm

- 33. Waste collection must only occur by way of private collection from within the subject site, and in accordance with the endorsed Waste Management Plan.
- 34. Vehicles are not permitted to enter or exit the site via Daniels Road. Access to and from Daniels Road is only permitted for emergency vehicles, or in the event of an emergency. The gates along Daniels Road must be kept closed apart from when required by emergency vehicles or in the event of an emergency.
- 35. Prior to the use commencing, the left and right deceleration lanes (and any associated works) on Oaklands Road must be completed at no cost to and to the satisfaction of the Responsible Authority.
- 36. Prior to the commencement of works, engineering plans for external works (including the modification to or the construction of future Council assets) are to be submitted to the Civil Design Team for review as a "Developer Funded Project" (fees apply).
- 37. Prior to the commencement of works, the developer must contact the Responsible Authority to arrange supervision of the external works during construction.
- 38. Any soil and/or fill removed from the site must be taken to a legal site of disposal.
- 39. Receptacles for any form of rubbish or refuse must not be visible from any public road, thoroughfare or common access.
- 40. The land must be maintained in an orderly and neat manner at all times and its appearance and must not adversely affect the amenity of the locality.
- 41. Once the development starts, it must be continued and completed to the satisfaction of the Responsible Authority.
- 42. Except with the written permission of the Responsible Authority, no external sound amplification equipment or loudspeakers are to be used for the purpose of announcements, broadcasts, playing of music or similar purposes.
- 43. The use and development must comply with the noise limits and requirements set in the *Environment Reference Standard 2021* (ERS), and the *Environment Protection Regulations 2021.*

Attachment 1 - Recommendation and conditions

- 44. No goods or packaging materials may be stored outside the building.
- 45. The development and use must not adversely affect the amenity of the locality by reason of the processes carried on; the transportation of materials, goods or commodities to or from the land; the appearance of any buildings, works or materials; the emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, wastewater, waste products, grit or oil; the presence of vermin, or otherwise.
- 46. All wastewater must be treated and retained within the subject site in accordance with the requirements of the *Environment Protection Act 2017*.
- 47. Before the use starts, outdoor lighting must be designed, baffled and located to the satisfaction of the Responsible Authority such that no direct light is emitted outside the boundaries of the land.
- 48. Before the use starts, any equipment required for refrigeration, air-conditioning, heating and the like must be located on the land and must be suitably insulated for the purpose of reducing noise emissions, to the satisfaction of the Responsible Authority.
- 49. All external cladding and roofing of the buildings hereby permitted must be of a non-reflective nature and must be coloured or painted in muted shades satisfactory to the Responsible Authority.
- 50. Before the use starts, areas set aside for the parking of vehicles together with the aisles and access lanes must be properly formed to such levels that they can be utilised in accordance with the endorsed plan(s) and must be drained and provided with an all-weather seal coat. The areas must be constructed, drained and provided and maintained in a continuously useable condition to the satisfaction of the Responsible Authority.
- 51. Areas set aside for the parking and movement of vehicles as shown on the endorsed plan(s) must be made available for such use and must not be used for any other purpose.
- 52. All vehicles must enter and exit the site in a forward motion.
- 53. The boundaries of all car spaces, access and egress lanes and the direction in which vehicles should proceed along the access lanes must at all times be clearly indicated on the ground to the satisfaction of the Responsible Authority.
- 54. Vehicle access to and from the land from any roadway or service lane must be by way of a vehicle crossing constructed in accordance with Council's Vehicle Crossing Specifications to suit the proposed driveway(s) and the vehicles that will use the crossing(s). The location, design and construction of the vehicle crossing(s) must be approved by the Responsible Authority after first obtaining a road opening permit from Council.
- 55. A concrete kerb of a minimum height of 150mm or such other form of barrier as the Responsible Authority may approve, of sufficient height to prevent the passage of vehicles, must be provided where necessary to prevent vehicles causing damage to landscape areas, to prevent vehicle access other than where driveways are provided and to prevent vehicles projecting beyond the boundaries of the subject land.
- 56. Any services within the road reserve that require relocation must be approved by the relevant service authority and any such relocation must be made at no cost to the Responsible Authority.
- 57. The loading and unloading of goods from vehicles and the delivery of goods must at all times be carried out within the boundaries of the land.
- 58. The whole of the land, including any landscaped and paved areas, must be graded and drained to the satisfaction of the Responsible Authority so as to prevent the discharge of stormwater causing damage/nuisance from the subject land across any road or footpath

Attachment 1 - Recommendation and conditions

- or onto adjoining land. All stormwater storage tanks must have the overflow pipe connected to the legal point of discharge.
- 59. No polluted and/or sediment laden runoff is to be discharge directly or indirectly into Council's drains or watercourses during construction.
- 60. Stormwater must not be discharged from the land other than by means of an underground pipe drain to a Council nominated point of discharge in a road or to an underground pipe drain and the drainage system must be designed to the requirements and satisfaction of the relevant Building Surveyor.
- 61. Any cut or fill must not interfere with the natural overland stormwater flow.

#### **Expiry**

- 62. This permit, as related to the use and development, will expire if one of the following circumstances applies:
  - a. The development is not commenced within three years of the date of this permit.
  - b. The development is not completed within six years of the date of this permit.
  - c. The use is not commenced within six years of the date of this permit.
  - d. The use is discontinued for a period of two years.
- 63. This permit, as related to the signage, will expire fifteen years from the date of this permit.
- 64. The Responsible Authority may extend the periods referred to if a request is made in writing:
  - a. Before, or within six months after, the permit expiry date, where the use or development allowed by the permit has not yet started; or
  - b. Within 12 months after the permit expiry date, where the development allowed by the permit has lawfully started before the permit expiry date.

Attachment 1 - Recommendation and conditions

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# Attachment 2 - Planning policies

The following Planning Policy Framework objectives of the Hume Planning Scheme are relevant to this proposal:

Clause	Applicable objective / strategy
Planning policy	
Clause 11.01-1R	To protect the green wedges of Metropolitan Melbourne from inappropriate development.
Green Wedges – Metropolitan Melbourne	
Clause 12.05-2S	To protect and enhance significant landscapes and open spaces that contribute to character, identity and sustainable environments.
Landscapes	
Clause 13.02-1S	To strengthen the resilience of settlements and communities
Bushfire planning	to bushfire through risk-based planning that prioritises the protection of human life.
Clause 13.05-1S	To assist the control of noise effects on sensitive land uses.
Noise abatement	
Clause 13.07-1S	Protect community amenity, human health and safety while facilitating appropriate commercial, industrial, infrastructure or other uses with potential adverse off-site impacts
Land use compatibility	
Clause 14.01-1R	Protect agricultural land in Metropolitan Melbourne's green
Protection of agricultural land – Metropolitan Melbourne	wedges and peri-urban areas to avoid the permanent loss of agricultural land in those locations.
Clause 14.02-2S	To protect water quality.
Water quality	
Clause 15.01-6S	To ensure development respects valued areas of rural
Design of rural areas	character.
Clause 17.01-1S	To strengthen and diversify the economy.
Diversified economy	
Clause 18.02-4S	To ensure an adequate supply of car parking that is appropriately designed and located.
Car parking	
Clause 18.04-1R	Protect the curfew-free status of Melbourne Airport and ensure
Melbourne Airport	any new use or development does not prejudice its operation.
	Ensure any new use or development does not prejudice the optimum usage of Melbourne Airport.
Local Planning Policy Framework	
Clause 21.01-1	Growing and diversifying the economy.
Municipal profile	Protecting the operation of Melbourne Airport.
	Protecting the natural and cultural heritage.
Clause 21.02-2	To reinforce the role of Melbourne Airport as one of Victoria's key economic assets.
Urban structure and settlement	
	Ensure that land use and development protects the airport's curfew free status and is compatible with the operation of

Attachment 2 - Planning Policy Framework

	Melbourne Airport in accordance with the Melbourne Airport Master Plan.
Clause 21.04 Landscape character	To ensure development protects significant and unique landscape values which contribute to Hume's character and identity.
	Discourage the use of non-urban land for urban land uses that would be better located and supported within the Urban Growth Boundary
Clause 21.06 Economic development	To facilitate economic growth and job diversity through the continued support of existing businesses and the attraction of new businesses.
Clause 21.08  Natural environment and environmental risk	To protect, conserve and enhance natural heritage for biodiversity, amenity and landscape character purposes.
	To improve the land health of the natural environment.
	To protect water quality and ensure that water resources are managed in a sustainable way
Zone	1
Clause 35.04 Green Wedge Zone	To implement the Municipal Planning Strategy and the Planning Policy Framework.
Green Wedge Zone	To provide for the use of land for agriculture.
	To recognise, protect and conserve green wedge land for its agricultural, environmental, historic, landscape, recreational and tourism opportunities, and mineral and stone resources.
	To encourage use and development that is consistent with sustainable land management practices.
	To encourage sustainable farming activities and provide opportunity for a variety of productive agricultural uses.
	To protect, conserve and enhance the cultural heritage significance and the character of open rural and scenic non-urban landscapes.
	To protect and enhance the biodiversity of the area.
Overlays	1
Clause 45.08 Melbourne Airport Environs	Ensure land use and development are compatible with the operation of Melbourne's Airport.
Overlay Schedule 2	A planning permit is not triggered under the MAEO.
Particular provisions	
52.06 – Car parking	To ensure the provision of an appropriate number of car parking spaces having regard to the demand likely to be generated, the activities on the land and the nature of the locality.
	To support sustainable transport alternatives to the motor car.
	To ensure that car parking does not adversely affect the amenity of the locality.
	To ensure that the design and location of car parking is of a high standard, creates a safe environment for users and enables easy an efficient use.
General provision	

Attachment 2 - Planning Policy Framework

Clause 65.01	The matters set out in section 60 of the Act.
	Any significant effects the environment, including the contamination of land, may have on the use or development.
	The Municipal Planning Strategy and the Planning Policy Framework.
	The purpose of the zone, overlay or other provision.
	Any matter required to be considered in the zone, overlay or other provision.
	The orderly planning of the area.
	The effect on the environment, human health and amenity of the area.
	The proximity of the land to any public land.
	Factors likely to cause or contribute to land degradation, salinity or reduce water quality.
	Whether the proposed development is designed to maintain or improve the quality of stormwater within and exiting the site.
	The extent and character of native vegetation and the likelihood of its destruction.
	Whether native vegetation is to be or can be protected, planted or allowed to regenerate.
	The degree of flood, erosion or fire hazard associated with the location of the land and the use, development or management

associated amenity, traffic flow and road safety impacts.

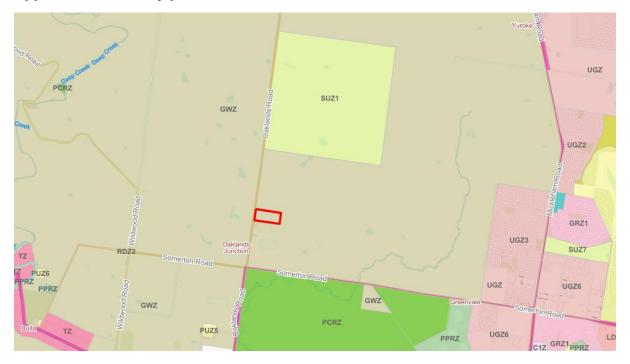
The adequacy of loading and unloading facilities and any

of the land so as to minimise any such hazard.

Attachment 2 - Planning Policy Framework

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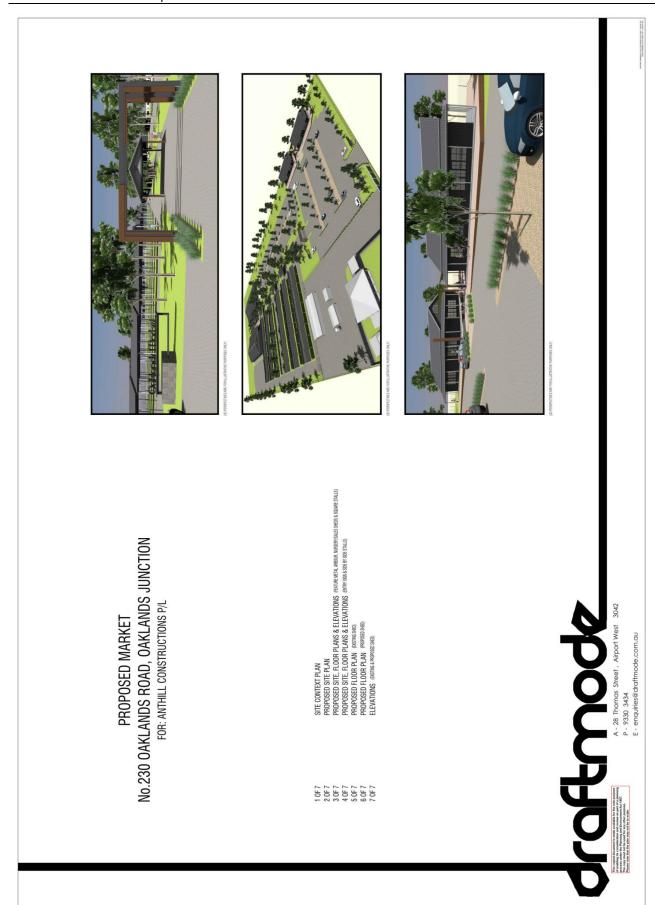
# Appendix 3 - Locality plan

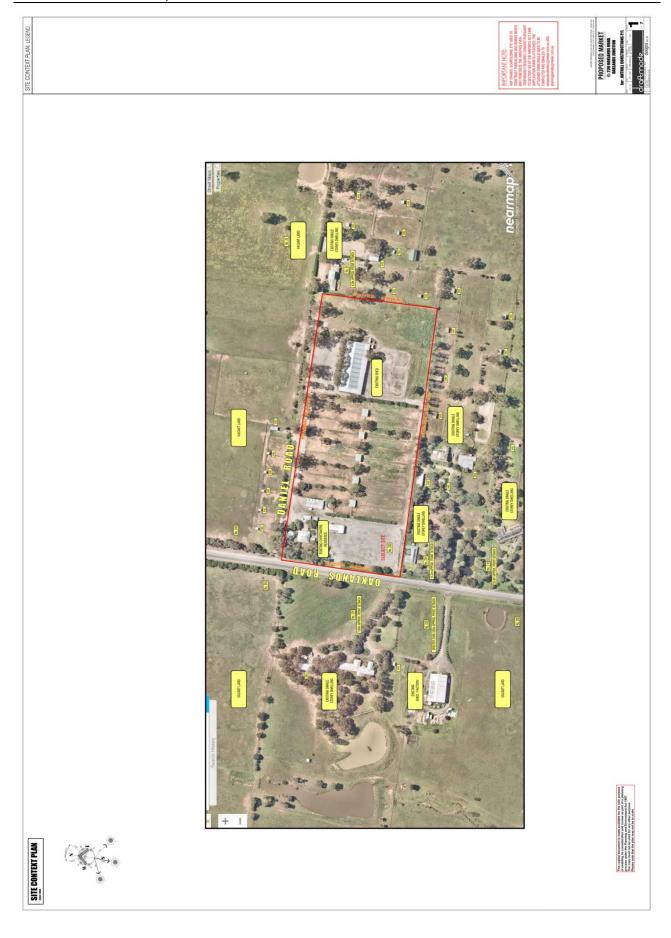


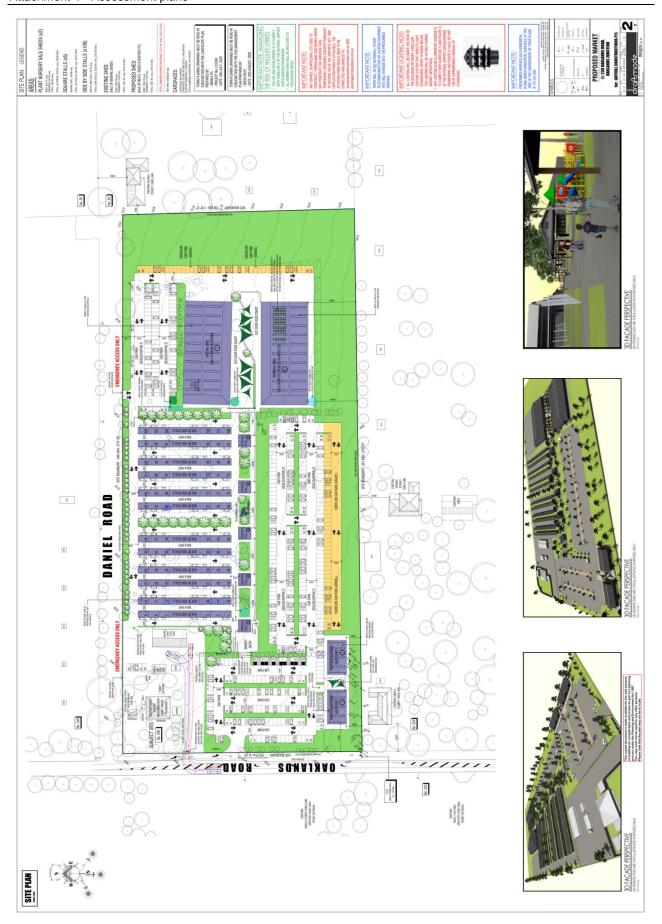


Attachment 3 - Locality plan

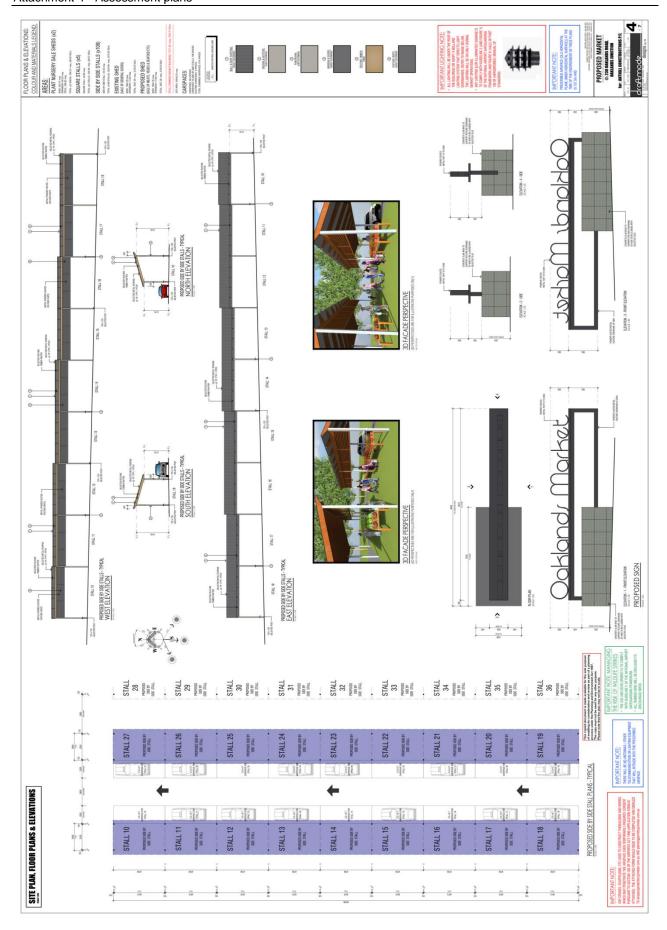
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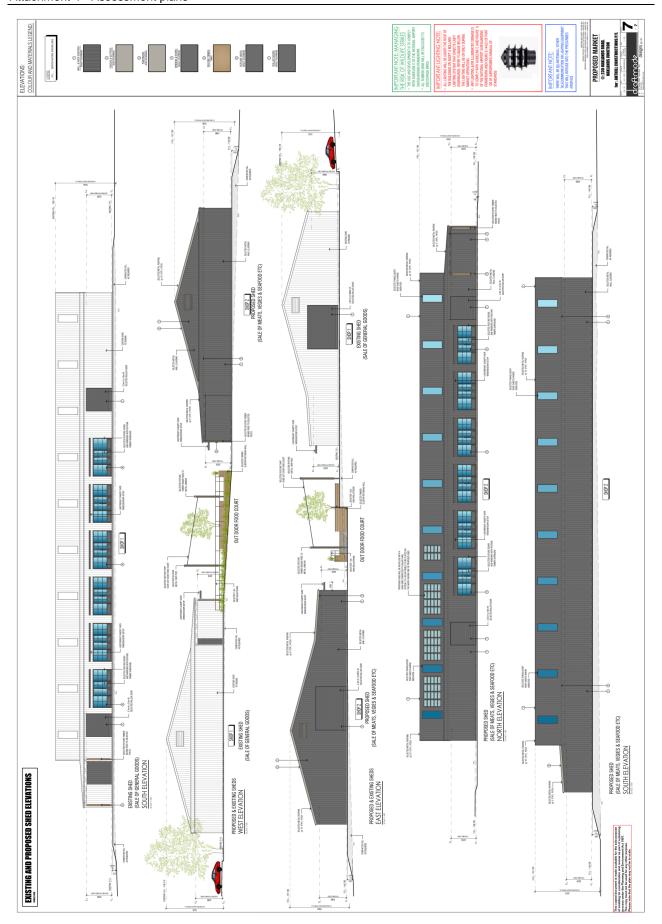








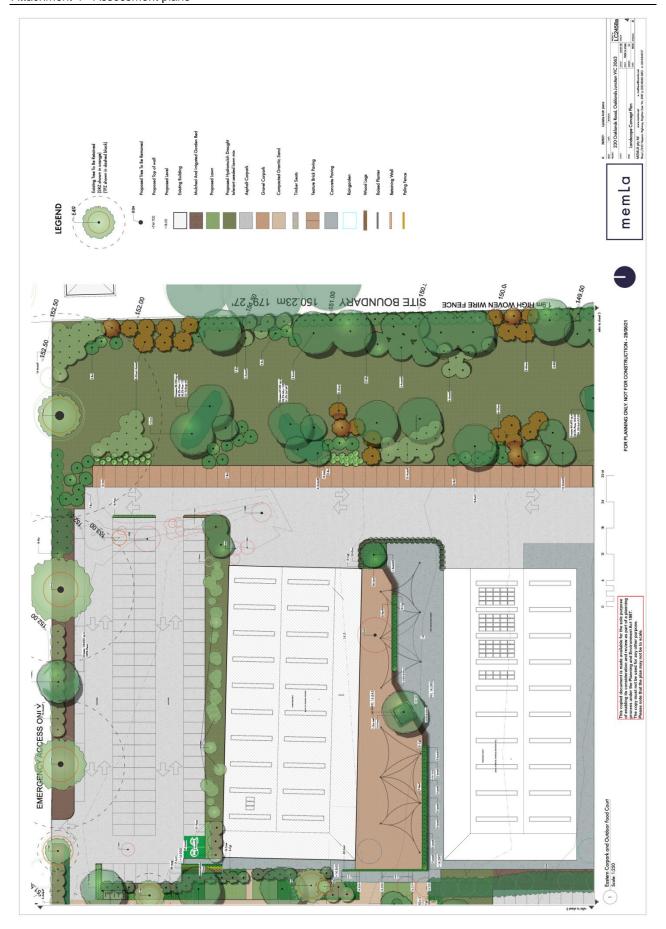


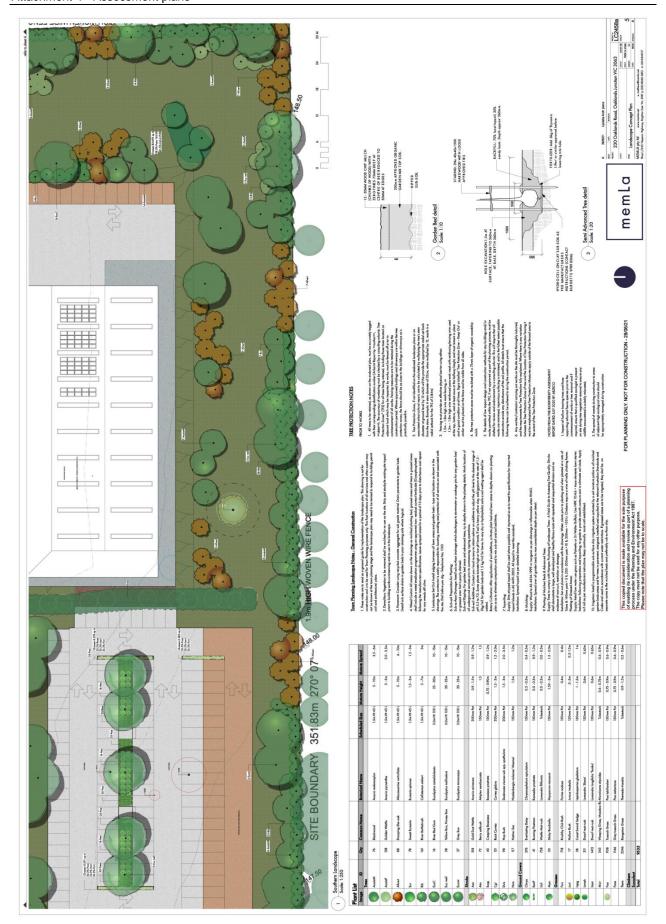












Attachment 4 - Assessment plans

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REPORT NO: SU600

**REPORT TITLE:** 43 Carnoustie Drive, Sunbury - development of two

double storey dwellings to the rear of the existing dwelling

SOURCE: Henry Dong, Town Planner DIVISION: Planning and Development

FILE NO: P23300

POLICY: Hume Planning Scheme

**STRATEGIC OBJECTIVE:** 4.1 Facilitate appropriate urban development while

protecting and enhancing the City's environment, natural

heritage and rural spaces.

**ATTACHMENTS:** 1. Recommendation and Conditions

Planning Policies
 Locality Plan
 Assessed Plans

Application No: P23300

**Proposal:** Development of two double storey dwellings to the rear

of the existing dwelling

**Location:** 43 Carnoustie Drive Sunbury

**Zoning:** General Residential Zone Schedule 1

**Applicant:** FDC Building Designs Pty Ltd

**Date Received:** 5 November 2020

#### 1. SUMMARY OF REPORT:

- 1.1 Planning approval is sought for the development of two double storey dwellings to the rear of an existing dwelling at 43 Carnoustie Drive Sunbury. The subject site is zoned General Residential 1 Zone.
- 1.2 The application was advertised by posting letters to the adjoining owners and occupiers and displaying two signs on the subject site. Three objections have been received, requiring the application to be determined by Council.
- 1.3 The application has been assessed against the relevant policies and the provisions of the *Hume Planning Scheme*, including consideration of the issues raised in the objections. On balance, the proposal is considered to meet the relevant objectives and requirements of the *Hume Planning Scheme* and it is recommended that a Notice of Decision to Grant a Planning Permit be issued.

#### 2. RECOMMENDATION:

That Council, having considered the application on its merits and the objections received, resolves to issue a Notice of Decision to Grant a Planning Permit for the development of two double storey dwellings at the rear of the existing dwelling at 43 Carnoustie Drive Sunbury, subject to the conditions in Attachment 1.

#### 3. PROPOSAL:

- 3.1 The application seeks planning permission to construct two double storey dwellings at the rear of the existing dwelling, at 43 Carnoustie Drive in Sunbury, as follows:
  - 3.1.1 Dwelling 1 (the existing dwelling) is a single storey dwelling which sits diagonally on the site. Vehicle access to the dwelling is via a proposed crossover from Carnoustie Drive. Access to the dwelling is via an existing concrete path connecting to the existing footpath on Carnoustie Drive.

- 3.1.2 Internally, dwelling 1 includes two bedrooms, a laundry room, a toilet, and a bathroom. It also features an open plan meals / living area that provides access to the rear secluded private open space.
- 3.1.3 One uncovered car space is provided for the existing dwelling.
- 3.1.4 Dwelling 2 and 3 are the proposed double storey dwellings fronting Gleneagles Drive.
- 3.1.5 Dwelling 2 and 3 are the mirror image of each and both feature identical internal layout. On the ground floor, both dwellings contain a laundry, a toilet, and a large open plan meals / kitchen / family area. The secluded private open space of both dwellings is provided on the ground floor, to the rear of the dwelling and can easily be accessed from dwellings' family / living area.
- 3.1.6 On the upper floor of dwellings 2 and 3, both contain three bedrooms, a shared bathroom and toilet.
- 3.1.7 Dwellings 2 and 3 are provided with two car parking spaces, in the form of a single garage and a tandem parking space in front of the garage. Access to these two dwellings is via two proposed crossovers onto Gleneagles Drive.
- 3.1.8 Dwelling 2 is set back 3.2 metres from Gleneagles Drive while dwelling 3 is set back 3.1 metres. The garages of both dwelling are set back approximately five metres from Gleneagles Drive.
- 3.1.9 The proposed dwellings utilise mixed materials and façade features for articulation and street presentation. The proposed material includes brick, concrete tiled roof, rendered finishes for the front porch, as well as weatherboard cladding for the upper floors.
- 3.1.10 The maximum building height is 6.95 metres for the proposed dwellings.
- 3.1.11 Each dwelling is provided with at least 40 square metres of private open space, with at least 25 square metres of the POS meeting the requirements of Secluded Private Open Space.
- 3.1.12 The development is provided with 351.9 square metres (46.76%) of the garden area.
- 3.1.13 Summary table of the development

Site Area	751 square metres
Dwelling Density	1:250 square metres
Site Coverage	42.25% (60% max)
Permeability	39.8% (20% min)
Garden Area	46.76% (35% required)

### 4. SITE AND SURROUNDS:

#### Subject site:

- 4.1 The subject site is located on the corner of Carnoustie Drive and Gleneagles Drive in Sunbury. It is an irregular shaped allotment with a frontage to Carnoustie Drive of 11.6 metres, a corner splay of 7 metres, a depth of 34.32 to 35 metres, and a rear width of 19.53 metres, yielding a total site area of approximately 751 square metres.
- 4.2 The certificate of title provided with the application details the property is Lot 379 of Plan of Subdivision 130730. The title shows there is a restrictive covenant (L196913C) registered on the title. The Covenant indicated that the first part of the covenant ceased

to be operative on the 31 December 1994, and the second part of the covenant, while still operative, was created under Section 14 of the *Urban Land Authority Act 1979*. This part of the covenant requires the owner of the land must ensure that a house is erect on the land for their own occupation by 09 August 1989 (being five years of the date of the covenant). This part of the covenant is no longer of any effect at all as the covenant does not include any restriction which is intended to operate beyond 09 August 1989. Once the required house had been erected on the land, this restriction ceased to be of any effect. It is evident that the subject land contains an existing house at the time when this planning permit application is lodged.

- 4.3 It is also worth noting that the wording of the covenant is in no way preventing more than one house being constructed on the land, 'a' house does not equal to 'single' house. (Tonks v Tonks [2003] VSC 195 (13 June 2003)
- 4.4 The site currently contains a single storey brick dwelling with titled roof sitting diagonally on the land. To the rear of the site, there is an open car port and two metal sheds as well as some planted vegetation for garden purpose.
- 4.5 The land is generally flat with no significant rise or fall on the land. There is no easement/s within the subject site.

#### Surrounds

- 4.6 The surrounding area is made up of established residential developments. Dwellings are predominately single storey dwellings dating back to the 1980s, with more contemporary replacement dwellings or unit development examples evident in the surrounds. Dwellings typically feature pitched roofs, and have varying setbacks from front, side and rear boundaries.
- 4.7 The subject site is considered to have generally good access to services and transport, being 88 metres from a bus stop on Gleneagles Drive, 150 metres from Goonawarra Primary School, 195 metres from Muirfield Drive Playground and less than 500 metres from Goonawarra Medical Centre and local shops. The site is approximately 2 kilometres from the Sunbury Town Centre.

#### 5. PLANNING CONTROLS:

#### Planning Policy Framework

5.1 The Planning Policy Framework (including the Local Planning Policy Framework) sets out objectives and strategies relevant to this application, including those relating to housing diversity, affordability, and urban design. The objectives of the Planning Policy Framework have been considered in the assessment to follow, and a full list of the relevant Planning Policy Framework objectives and strategies is provided as an attachment to this report.

#### Zoning

5.2 The subject land is zoned General Residential Zone Schedule 1. The purpose of the zone is to encourage development that respects the neighbourhood character of the area and encourage a diversity of housing types and housing growth particularly in locations offering good access to services and transport.

#### Planning permit triggers

5.3 A planning permit is required for the development of two or more dwellings on a lot, within the General Residential Zone 1 (Clause 32.08-6 of the *Hume Planning Scheme*).

#### Particular Provisions

5.4 The key assessment provisions related to the proposal are Clause 52.06 – Car parking, Clause 53.18 Stormwater management in urban development, and Clause 55 – Two or more dwellings on a lot, and are discussed in the assessment section of the report.

#### Aboriginal Cultural Heritage

5.5 The land is not located within an area identified as having Aboriginal Cultural Heritage Sensitivity. The proposal is not required to provide a Cultural Heritage Management Plan, under Regulation 10 of the *Aboriginal Heritage Regulations 2018*.

#### 6. REFERRALS:

- 6.1 The application was not required to be referred under Section 55 of the *Planning and Environment Act 1987.*
- 6.2 The application was referred to Council's Assets (Civil and Traffic) Department for comments, no objections were received subject to standard conditions being added to any permit issued.

#### 7. ADVERTISING:

7.1 The application was advertised under Section 52 of the *Planning & Environment Act* 1987 by posting letters to the adjoining owners and occupiers and displaying two signs on the site (one facing Carnoustie Drive and one facing Gleneagles Drive) for a period of 14 days.

#### Objections

7.2 A total of three objections were received, a summary and response to the objections is as follows:

Double storey medium density development is out of character

- 7.3 The objections raise concerns that the double storey-built form and the addition of two extra dwellings on the subject is out of the character of the area and represents an overdevelopment of the subject site.
- 7.4 It should be noted that there is no planning policy that prevents the application of a multi dwelling development on this site, nor any local policy that protects specific character elements of this area.
- 7.5 While it is acknowledged that the single storey built form is predominance in the surrounding area, however it is not to say that double storey buildings are inappropriate or prohibited. In fact, double storey dwellings are a common feature of all established residential areas throughout metropolitan Melbourne, the State of Victoria, Australia and overseas. (Architectural Plans & Permits v Darebin CC [2008] VCAT 2426)
- 7.6 The proposed double storey dwellings accord with the relevant objectives and standards of the Clause 55 of the *Scheme*, the proposed two storey height is of a form and scale that is consistent with a residential setting such as this, and one that is contemplated under the General Residential Zone, which has the stated purpose to "provide a diversity of housing types and moderate housing growth in locations offering good access to services and transport".
- 7.7 The proposed design uses a recessive upper level to ensure that bulk, form and massing of the dwellings are not dominating the streetscape and provides a meaningful built from transition from single storey to double storey. The use of materials, particularly the face brick on the lower level and weatherboard cladding on the upper level provide a suitable level of articulation to the street.
- 7.8 It should also be noted that for a development to be 'respectful' of the neighbourhood character is not about replicating what already exists. Rather, the notion of 'respectful' development must embrace the need for change and diversity in the type of dwellings that are provided and an increase in the intensity of development in circumstances where this is encouraged by Planning Policy and the purpose of the zone. (*Iloray Pty Ltd v Darebin CC and Ors* [2003] VCAT 692)

#### Traffic and parking

- 7.9 The residents have raised concerns related to parking and traffic, with concern that the proposal will impact street parking and the safety relating to the proposed crossovers.
- 7.10 The proposal is not required to provide visitor parking under Clause 52.06 of the *Scheme*, as the proposal is for less than five dwellings. The proposal is wholly compliant with Clause 52.06 (Car Parking) of the Scheme (discussed in this report).
- 7.11 The application has been reviewed by Council's Traffic Department, who have raised no concerns related to traffic and parking.
- 7.12 Further discussion has been held with Council's traffic engineer in relation the potential issues may arise due to the proposed location of the crossover for the existing dwelling, being within the proximity of a light pole and a speed hump. The traffic engineer raised no safety concerns in relation to this matter.

#### Privacy and overlooking

- 7.13 Residents have raised concerns relating to the potential of overlooking into their backyard and bedroom windows, as well as the insufficient height and the dilapidated conditions of the existing boundary fence that will contribute to overlooking from the ground level.
- 7.14 Overlooking from the upper level into the secluded private open spaces and habitable room windows of the adjoining properties have been managed in accordance with Clause 55.04-6 (Standard B22) of the *Scheme* by incorporating either highlight windows or windows being obscured to a height of 1.7 metres above the finished floor level.
- 7.15 On the ground level, a permit condition will be included requiring the replacement of the dilapidated boundary fences to a minimum height of 1.8 metres at the full cost of the developer, to prevent overlooking potentials from the ground level.

#### Availability of services and accessibility

- 7.16 The objections raise concerns that the area may not have the ability to support the dwellings from a service perspective, and that in turn, this will affect neighbouring properties. The objections also raise concerns about the level of the accessibility for people with less mobility.
- 7.17 The lot is located in an established area with full provision of services. During construction, the developer will be required to connect to services including water, electricity, sewer, and telecommunications. The service authorities will ensure the development is able to be serviced, and that this will not impact service provision to the broader network.
- 7.18 In terms of the accessibility, all dwellings may be modified for accessible dwelling entries if required. The internal layout is functional and with additional modifications could allow people with limited mobility to access amenities such as the kitchen, bathroom, toilet, and laundry (Standard B25). At the same time retaining the existing single storey dwelling will further assist in accommodating people with limited mobility.

## Noncompliance with garden area requirement

- 7.19 The objection argues that the proposal does not comply with the garden area requirement set out in the General Residential Zone provisions. It argues that the proposed dwelling 2 and 3 should each meet the minimum garden area requirement set out in the *Scheme*.
- 7.20 Clause 32.08-4 of the *Scheme* requires a development on a lot must provide a minimum garden area set out in the scheme, for this application the figure is 35% of the site area as the land is more than 650 square metres.
- 7.21 A 'Lot' is defined in Clause 73 of the Scheme to mean a part (consisting of one or more pieces) of any land (except a road, a reserve, or common property) shown on a plan, which can be disposed of separately and includes a unit or accessory unit on a registered plan of strata subdivision and a lot or accessory lot on a registered cluster plan.

7.22 The correct interpretation of the application of the garden area requirement is that it applies to the initial layout or the lot configuration of the land at the time that the planning permit application was lodged, being the whole of 43 Carnoustie Drive Sunbury in this case, not each individual allotments that maybe created after the subdivision of the land. (Sargentson v Campaspe SC (Red Dot) [2018] VCAT 710). On this basis, the proposed development provides a total garden area of 351.96 square metres, which represents 46.76% of the total site area and is consistent with the requirement of the Clause 32.08-4 of the Scheme.

#### 8. ASSESSMENT:

#### Planning Policy Framework

- 8.1 The application has been assessed against the relevant provisions of the Hume Planning Scheme.
- 8.2 The proposal is generally in accordance with the relevant planning policy frameworks, by providing medium density housing and modest infill development in a way that demonstrates site responsive design and limits amenity impacts to neighbours.
- 8.3 The proposed development provides housing diversity and housing opportunities close to existing infrastructure which will meet the varied needs of the existing and future residents. It provides for urban growth which is orderly, and achieves the greatest social benefit to the community, without diminishing the unique character and identity of the city.

#### Housing diversity strategy

8.4 The property is identified in the Hume Diversity Strategy (adopted by Council 17 June 2020) as an area of gradual change with regards to providing diversity. The area of gradual change anticipates that large, detached family housing continue to be the main housing typology, however some new units and townhouses are also expected within the area of gradual change to provide housing diversity opportunities. The strategy does not set any diversity targets for areas within gradual change; however, the provision of two additional three-bedroom dwellings will increase housing diversity within the area.

#### General Residential Zone

- 8.5 The proposed development is consistent with the purpose of the General Residential Zone 1.
- 8.6 The purpose of the GRZ includes the intention to *encourage development that respects* the neighbourhood character of the area. The proposal presents a contemporary design outcome which balances the existing character and the emerging character of more recent development.
- 8.7 The subject site is considered to have generally good access to services and transport, being 88 metres from a bus stop on Gleneagle Drive, 150 metres from Goonawarra Primary School, 195 metres from Muirfield Drive Playground and less than 500 metres from Goonawarra Medical Centre and local shops. The site is approximately 2 kilometres from the Sunbury Town Centre.
- 8.8 The proposal provides 351.19 square metres of garden area (46.76%), exceeding the 35% requirement.
- 8.9 The proposal has a maximum height of 6.95 metres, and therefore does not exceed the maximum permitted height of 11 metres.
- 8.10 The proposal is a maximum of double storey and is within the permitted limit of three storeys.
- 8.11 Clause 55 will be addressed in the below sections.

#### Car parking

- 8.12 The proposed development is consistent with the purpose of the Clause 52.06 of the *Scheme*.
- 8.13 Two car parking spaces are required for each three-bedroom dwelling. One car space is required for the two-bedroom dwelling. Visitor parking is not required.
- 8.14 The existing dwelling has two bedrooms and is provided with a single car space. Vehicle access to this dwelling is via an independent crossover to Carnoustie Drive.
- 8.15 Dwelling 2 and 3 have three bedrooms and are provided with two car spaces each, in the form of a single garage and a tandem car space in front of the garage. Each of these two dwellings will have its own independent accessway and crossover onto Gleneagles Drive.
- 8.16 Overall, the car parking provision and the access arrangement for the proposal are consistent with the requirements the Clause 52.06 of the *Scheme*.

#### Stormwater Management in Urban Development

- 8.17 The application provides an appropriate response to the requirements of this provision and has supplied a STORM Rating Report demonstrating a STORM Rating of 103% (100% required) with the inclusion of rainwater tanks for both existing and the proposed dwellings.
- 8.18 These measures will facilitate water reuse on site and reduce direct stormwater runoff which is consistent with the objectives of this provision.

#### Clause 55 Two or more dwellings on a lot

- 8.19 Clause 55 of the *Scheme* seeks to ensure that development is consistent with neighbourhood character and provides an acceptable built form which is responsive to the site and surrounding area.
- 8.20 A satisfactory neighbourhood and site description and design response plan have been provided for consideration.
- 8.21 Assessment of the proposal against the requirements of Clause 55 of the *Scheme* is provided in Attachment 2 of this report.
- 8.22 The proposal meets the standards and objectives of Clause 55, by providing an infill development outcome in an area that has access to services. The design of the dwellings is suitable to the area and responds to the existing and emerging character of the area.
- 8.23 The dwellings are designed to ensure that both internal and external amenity is not negatively impacted.
- 8.24 The practicalities of the site have been considered, with parking, traffic, bin collection and postal services appropriately managed.
- 8.25 There are some aspects of Clause 55 which warrant permit conditions to make a full response, including the requirement for landscaping plan to be submitted for assessment. (Standard B13) and the replacement of the dilapidated boundary fence to prevent overlooking potentials from ground level.
- 8.26 In summary, the proposal generally satisfies the objectives and standards.

#### 9. CONCLUSION

9.1 The application has been assessed against the relevant provisions of the *Hume Planning Scheme*, including Planning Policy frameworks, and is generally consistent with the relevant purposes relating to urban environment, sustainable development, and residential development. The objections have been considered in the assessment of the proposal.

- 9.2 The proposal generally satisfies the objectives and standards of Clause 53.18 (Stormwater in urban development), Clause 55 (Two or more dwellings on a lot) and Clause 52.06 (Car parking) of the *Scheme*. Subject to conditions, the proposal can demonstrate a site responsive design and with a limited impact on the amenity of surrounding properties and the character of the area.
- 9.3 On this basis, it is recommended that the application be supported, and a Notice of Decision to Grant a Permit be issued.

#### Attachment 1 - Recommendation and Conditions

That Council, having considered the application on its merits and the objections received, resolves to issue a Notice of Decision to Grant a Planning Permit for the development of two double storey dwellings at the rear of the existing dwelling at 43 Carnoustie Drive Sunbury, subject to the following conditions:

- 1. Before the development is commenced, plans to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be generally in accordance with the plans submitted (issue A, dated 12/03/2021) but modified to show:
  - a. Landscaping in accordance with Condition 5.
  - b. New timber paling fence along the common boundaries to a minimum height of 1.8 metres at the full cost of the permit holder / developer.
- 2. The development shown on the endorsed plans must not be altered without the prior written consent of the responsible authority.
- 3. Once the approved development has started, it must be continued and completed to the satisfaction of the responsible authority except with the prior consent of the responsible authority.
- 4. Before development allowed by this permit is occupied, landscaping works as shown on the endorsed plan(s) must be completed to the satisfaction of the responsible authority.
- 5. Before the development starts, a landscape plan prepared by a suitably qualified person to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the landscape plan will be endorsed and will then form part of the permit. The plan must be drawn to scale with dimensions and must include botanical names, quantities, density, pot sizes, specifications, and planting details as a minimum prepared by a suitably qualified landscape designer.
- 6. The landscape area(s) shown on the endorsed plan(s) must be planted and maintained to the satisfaction of the Responsible Authority and once landscaped must not be used for any other purpose. Maintenance must include the removal of weeds and the replacement of any dead plants in accordance with the endorsed landscape planting schedule.
- 7. Any structure or landscaping within visibility splays of driveway (2.0m along front boundary & 2.5m into property) must be no greater than 900mm in height.

- 8. During construction the development must be managed so that the amenity of the area is not detrimentally affected, including through the:
  - a. transportation of materials, goods or commodities to or from the subject land;
  - b. appearance of any building, works or materials;
  - c. emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil;
  - d. presence of vermin; or
  - e. in any other way.
- 9. Any equipment required for refrigeration, air-conditioning, heating and the like must be located on the subject land or premises and/or must be suitably insulated for the purpose of reducing noise emissions, to the satisfaction of the Responsible Authority.
- 10. Areas set aside for the parking of vehicles together with the aisles and access lanes must be properly formed to such levels that they can be utilised in accordance with the endorsed plan(s) and must be drained and provided with an all-weather seal coat. The areas must be constructed, drained and provided and maintained in a continuously useable condition to the satisfaction of the Responsible Authority.
- 11. Vehicle access to and from the subject land from any roadway or service lane must be by way of a vehicle crossing constructed in accordance with Council's Vehicle Crossing Specifications to suit the proposed driveway(s) and the vehicles that will use the crossing(s). The location, design and construction of the vehicle crossing(s) must be approved by the Responsible Authority after first obtaining a road opening permit from Council.
- 12. All external materials, finishes and paint colours are to be to the satisfaction of the responsible authority.
- 13. Stormwater from all paved area must be retained within the property and drained to the sites underground stormwater system.
- 14. Any cut or fill must not interfere with the natural overland stormwater flow.
- 15. No polluted and / or sediment laden runoff is to be discharged directly or indirectly into Council's drains or watercourses during construction.
- 16. This permit will expire if one of the following circumstances applies:
  - the development is not started within three years of the date of this permit; or
  - the development is not completed within six years of the date of this permit.

Attachment 1 - Recommendation and Conditions

The responsible authority may extend the periods referred to if a request is made in writing:

 before or within six months after the permit expiry date, where the use or development allowed by the permit has not yet started;

or

• within 12 months after the permit expiry date, where the development allowed by the permit has lawfully started before the permit expires.

#### **Permit Notes:**

- If a request for an extension of commencement/completion dates is made out of time, the responsible authority cannot consider the request and the permit holder will not be able to apply to VCAT for a review of the matter.
- An "Application for Legal Point of Stormwater Discharge" is required to be submitted to Council prior to connection to the drainage system.
- Prior to commencement of any works within the road reserve or require alteration/connection to the Council's drainage assets in the road reserve, an 'Application form for Consent to work within a Hume City Council Road Reserve' is required to be submitted to Council to obtain a permit to carry out the works.
- Any structure built over an easement requires Council and relevant service authorities' approval.
- A Drainage Investigation is required for this development (fees apply). Plans to be submitted to Council's Civil Design section for assessment. This will determine if onsite detention system, upgrading of Council's existing drainage pipes or new drainage pipes are required by the owners/developers.
- Following the Drainage Investigation, internal drainage plans to be submitted to Council Civil Design section for approval.

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Attachment 1 - Recommendation and Conditions

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### Attachment 2 - Planning policies and Clause 55 assessment

The following Planning Policy Framework objectives of the Hume Planning Scheme are relevant to this proposal:

Clause	Applicable objective / strategy
Planning policy	1
11.01-1S - Settlement	To promote the sustainable growth and development of Victoria and deliver choice and opportunity for all Victorians through a network of settlements.
15.01-1S – Urban design	To create urban environments that are safe, healthy, functional and enjoyable and that contribute to a sense of place and cultural identity.
15.01-2S – Building design	To achieve building design outcomes that contribute positively to the local context and enhance the public realm.
16.01-1S – Housing supply	To facilitate well-located, integrated and diverse housing that meets community needs.
16.01-2S – Housing affordability	To deliver more affordable housing closer to jobs, transport and services.
Local Planning Policy Framewo	rk
21.03-2 - Housing	To increase the diversity of housing in Hume.
21.04-1 Urban design	To enable well designed medium density and higher density residential development that protects the amenity of existing residents and sensitively responds to identified preferred neighbourhood character.
21.04-2 – Environmentally Sustainable Design and Development	To encourage environmentally sustainable design and development.
21.04-3 – Landscape character	To ensure development protects significant and unique landscape values which contribute to Hume's character and identity.
Zone	
32.08 - General Residential Zone Schedule 1 (GRZ1)	To implement the Municipal Planning Strategy and the Planning Policy Framework.
	To encourage development that respects the neighbourhood character of the area.
	To encourage a diversity of housing types and housing growth particularly in locations offering good access to services and transport.
	To allow educational, recreational, religious, community and a limited range of other non-residential uses to serve local community needs in appropriate locations.
Particular provisions	1
52.06 – Car parking	To ensure the provision of an appropriate number of car parking spaces having regard to the demand likely to be

	generated, the activities on the land and the nature of the locality.
	To support sustainable transport alternatives to the motor car.
	To ensure that car parking does not adversely affect the amenity of the locality.
	To ensure that the design and location of car parking is of a high standard, creates a safe environment for users and enables easy an efficient use.
53.18 – Stormwater management in urban development	To ensure that stormwater in urban development, including retention and reuse, is managed to mitigate the impacts of stormwater on the environment, property and public safety, and to provide cooling, local habitat and amenity benefits.
55 – Two or more dwellings on a lot and residential buildings	To implement the Municipal Planning Strategy and the Planning Policy Framework.
	To achieve residential development that respects the existing neighbourhood character or which contributes to a preferred neighbourhood character.
	To encourage residential development that provides reasonable standards of amenity for existing and new residents.
	To encourage residential development that is responsive to the site and the neighbourhood.

#### Clause 55 assessment

Clause 55 of the Scheme seeks to ensure that development is consistent with neighbourhood character and provides an acceptable built form which is responsive to the site and surrounding area.

A satisfactory neighbourhood and site description and design response plan have been provided for consideration. Assessment of the proposal against the requirements of Clause 55 of the Scheme is provided below. In summary, the proposal satisfies the objectives and/or standards of the Clause.

Neighbourhood character and infrastructure (Standards B1 to B5)

B1 The design proposed in this application provides a respectful response to the preferred characteristics of this area by providing a pitched roof design directly responding to the streetscape. Furthermore, the proposal uses similar materials, design/fenestration and eaves which all form part of the neighbourhood character.

The upper floor levels of dwellings have been recessed from the ground floor footprint, which fits in with the rhythm, scale and spacing of other dwellings in the area.

The development provides meaningful dwelling diversity with a range of smaller affordable household types and is appropriately located in the context of an established urban environment and infrastructure, properly connected to all relevant services and utilities.

Attachment 2 - Planning Policies

The dwelling's design is generally characteristic of the character of the built form of the surrounding dwellings as follows: Use of a combination of brick and light weight, rendered cladding, materials found in the built form of the area. The proposed roof form is hipped and tiled, reflecting the roof form of the area and eaves are provided in part, consistent with the character of the area. Garages are generally located to the side of dwellings and set well back from the front façade; they are a recessive feature of the dwelling. B2 The proposal is consistent with higher-level state policies around the provision dwelling diversity and infill development in areas with proximity to services. The principle of medium density residential development is generally supported from a local policy perspective, which seeks "to increase the diversity of housing in Hume" (Clause 21.03 - Objective 4). **B**3 The application is not required to meet Standard B3, with reference to dwelling diversity, as there are less than ten dwellings proposed. B4 The development can be connected to reticulated services, including sewerage, drainage, electricity and gas. It is considered that the net outcome of two additional dwellings is unlikely to unreasonably overload the capacity of the existing utility services and infrastructure in the area. The application has been referred internally to Council's Engineering and Assets Department for comment and no objections have been raised against the proposal on drainage and sewerage grounds. **B5** The proposed dwellings are orientated to front Gleneagles Drive and the existing dwelling faces Carnoustie Drive. No front fencing is proposed encouraging greater observation of adjoining street. There are existing constructed concrete footpaths to both street frontages providing adequate vehicle and pedestrian links promoting local accessibility. The proposal is considered consistent to the standard and objective

#### Site layout and building massing (Standards B6 to B15)

related to street integration.

B6	The existing dwelling maintains its setback of 6.5 metres to Carnoustie Street and 7.5 metres to Gleneagles Drive. The proposed dwellings will be set back a minimum of three metres from Gleneagles Drive. The setback distance of both existing and proposed dwellings is consistent with the requirement of Standard B6.
B7 The maximum building height is 6.95 metres and does not exceed the maxim of 11 metres.	
B8 The proposal meets the site coverage objective, with 42% site coverage (160% permitted).	
В9	The proposal meets the site permeability objective, with 39.08% of site coverage (minimum 20%).
B10 Both proposed dwellings will incorporate north facing windows / sliding doors family / meals area to ensure ample solar access and minimizing the need for daylight during the day. The secluded private open space of the proposed dis also orientated towards north.	

Attachment 2 - Planning Policies

	Eaves have also been incorporated into the design of the new dwellings ensuring energy efficiency during the warmer months of the year.	
B11	Not applicable, although Goonawarra Golf Course is to the west of the subject site, it is a fenced open space and does not offer direct access from the subject site, or any other lands along Carnoustie Drive. Further, the proposed dwellings will have its frontage to Gleneagles Drive and has no direct connection to the golf course.	
B12 The proposed development attempts to ensure that the layout of the dwellings is that it provides for safety and security of residents and the property (Standard Both existing and proposed dwellings will have their own street frontage to Carnoustie Drive or Gleneagles Drive allowing for active interaction and passurveillance.		
B13	Open space areas within the development are sufficient to provide appropriate landscaping in accordance with Standard B13. A landscape plan to the satisfaction of the responsible authority will be required through permit conditions.	
B14	Wehicle access is generally safe, manageable, and convenient in accordance of Standard B14. More importantly, the width of the accessway on both Carnoustie and Gleneagles frontage is within the limit prescribed by Standard B14.	
B15 Vehicle parking is appropriately located, provides convenient parking for reavoids parking and traffic difficulties. The design adequately protects resider vehicular noise within development.		

### Amenity Impacts (Standard B17 to B24)

B17	All new construction not to the boundary is set back in accordance with Standard B17 and complies with Standard B17.	
B18	Proposed walls on boundaries are limited to the garage of Dwelling 3 abutting the eastern property boundary, which is 6.5 metres in length and a maximum average height of 3.2 metres. The length and height of this boundary wall is within the accepted standards of B18.	
B19	Daylight and northern solar access to existing habitable room windows will not be detrimentally affected by the development. The plans demonstrate that all existing habitable room windows within proximity to the development outlook an open are that have a minimum dimension of one metre clear to the sky in accordance with the requirements. There are no north-facing windows within 3 metres of the subject property boundary.	
B20	There are no north facing windows within proximity to the development.	
B21	The shadow diagrams submitted with the applications show that the adjoining properties will receive some shadowing, however it is well within the allowances of the overshadowing provisions.	
B22	Overlooking and internal views have been appropriately addressed with all first habitable rooms with the potential for overlooking being highlight window obscured to a height of 1.7 metres above the finished floor level. A permit conwill also be included requiring the replacement of boundary fence to a minimum of 1.8 metres at the full cost of the developer to prevent overlooking potential the ground floor.	

Attachment 2 - Planning Policies

B2	Internal views have been managed through design outcomes, fence heights and us of screened windows.	
B2	Noise impacts will be within acceptable levels and no more than what is to be expected of typical residential developments. There is opportunity to locate mechanical plant or other noise sources away from bedrooms of dwellings. The proposal meets the standard and objective related to noise impacts.	

## On-Site Amenity and Facilities (Standard B25 to B30)

B25	All dwellings may be modified for accessible dwelling entries if required. The internal layout is functional and with additional modifications could allow people with limited mobility to access amenities such as the kitchen, bathroom, toilet, and laundry (Standard B25). Further, retaining the existing single storey dwelling will further assist in accommodating people with limited mobility.		
B26	Entries to all Dwellings are visible and easily identifiable from either Carnoustie Drive or Gleneagles Drive. The dwellings are provided with a sense of personal address and a transitional space around each of the entries, consistent with Standard B26.		
B27	All habitable room windows face an adequate light court in accordance with Standard B27, allowing penetration of natural light into these windows while limiting the need for artificial light during the day.		
B28	The areas of secluded private open space have been provided in response to the objective:		
		Secluded Private Open Space	Total Private Open Space
	Dwelling 1 (existing dwelling)	46.67 square metres	227.8 square metres
	Dwelling 2	26.32 square metres	82.36 square metres
	Dwelling 3	25.85 square metres	41.9 square metres
	The secluded private open space is considered to be usable in nature and accessed appropriately from a living area. The requirements of the Standard B28 have been met.		
B29	All dwellings will receive adequate solar access to private open space, with the secluded private open space areas gaining direct access to northern sunlight.		• •
B30	Each dwelling must be provided with a minimum of 6 cubic metres secure storage space which is externally accessible via the secluded private open space areas; this is met.		

### Detailed Design (Standard B31 to B34)

	B31	The design of proposed dwellings has good façade articulation and detailing,		
		appropriate window and door proportion, and roof form. Proposed materials suit bot		
		contemporary design and the existing character. The overall design is considered to		
		be visually compatible to the neighbourhood character and provide a good quali		
		visual outcome. The objective and standard related to design detail is met.		
ı		·		

Attachment 2 - Planning Policies

B32	No front fence is proposed.	
B33	Due to the dwelling layout, it is not expected that common properties will be required at the time of subdivision.	
B34	Site services will be able to be appropriately located to ensure suitability for installation of services, maintenance, and through access. Mailboxes will be required to be located at the front of the property facing the road, in line with Australia Post requirements, through conditions. The future residents will be able to store their bins within the private open space and easily bring the bins to the street for collection, via the garage. Each property is serviced by a clothesline. The proposal meets the standards and objectives related to site services.	

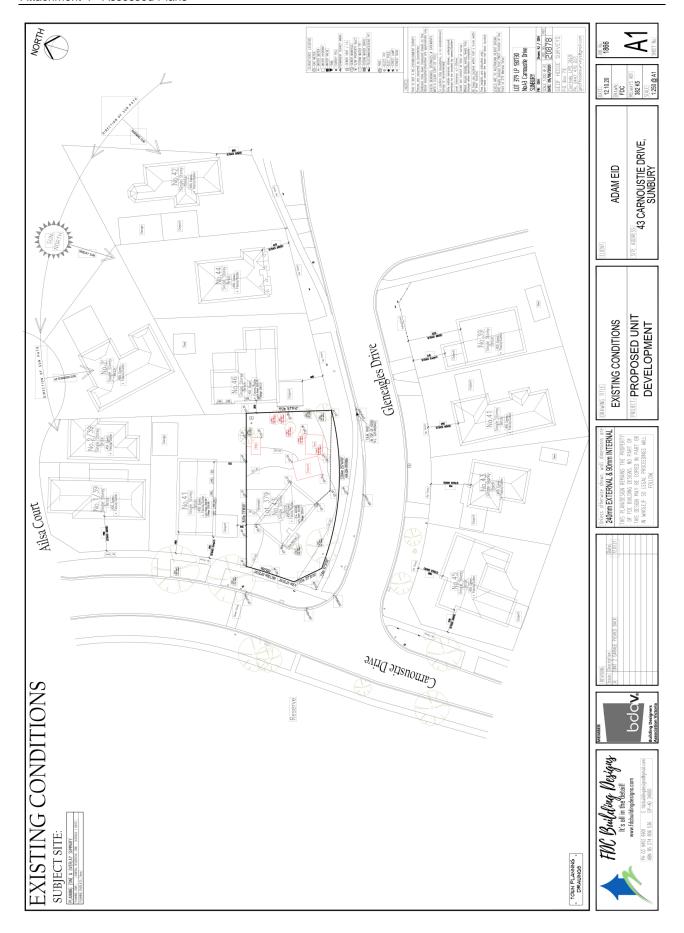
## Attachment 3 – Locality Plan

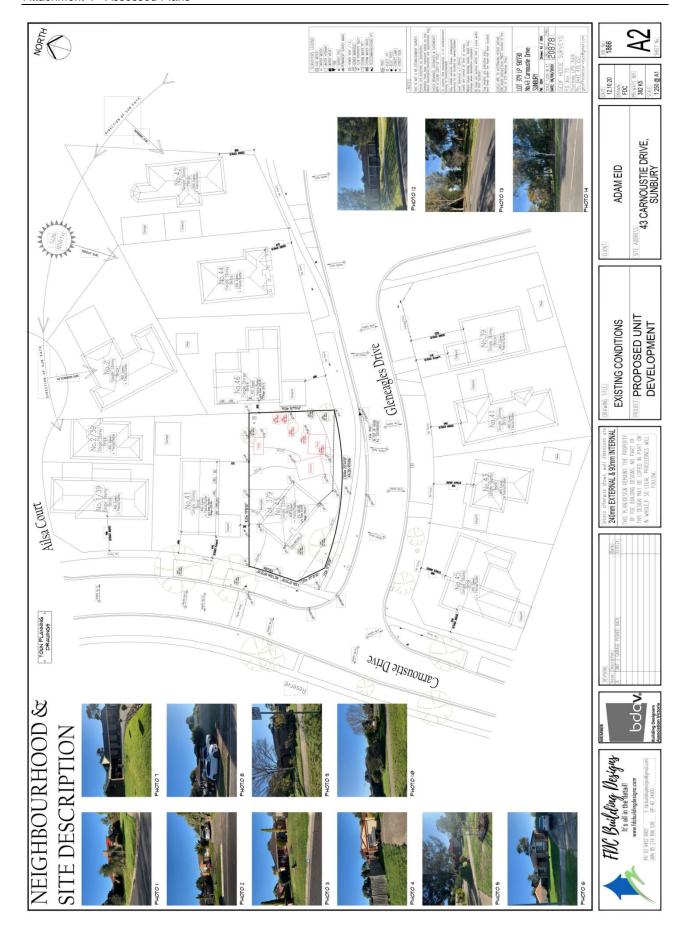


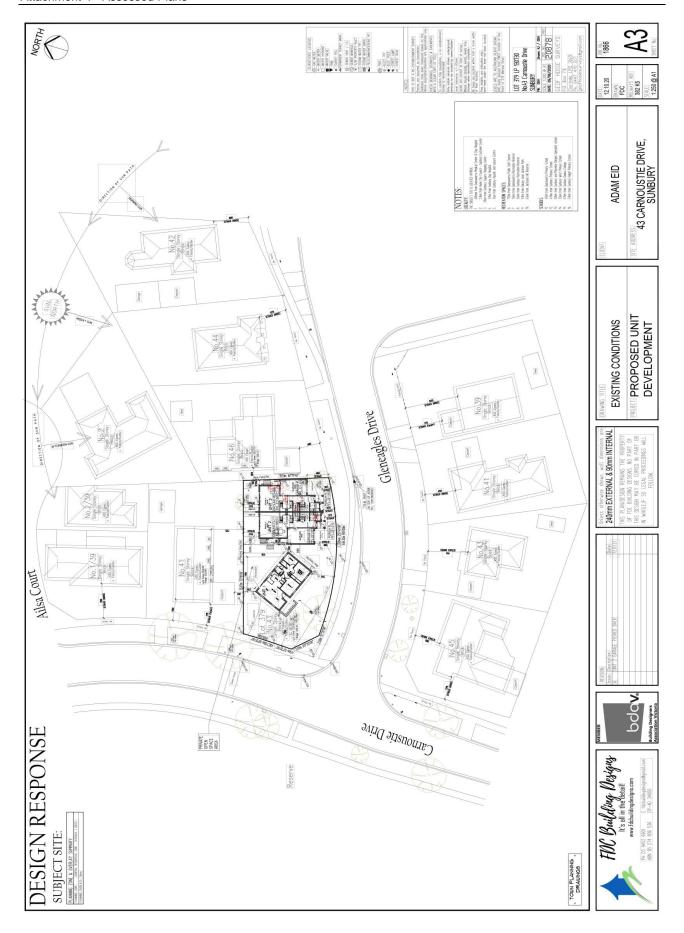


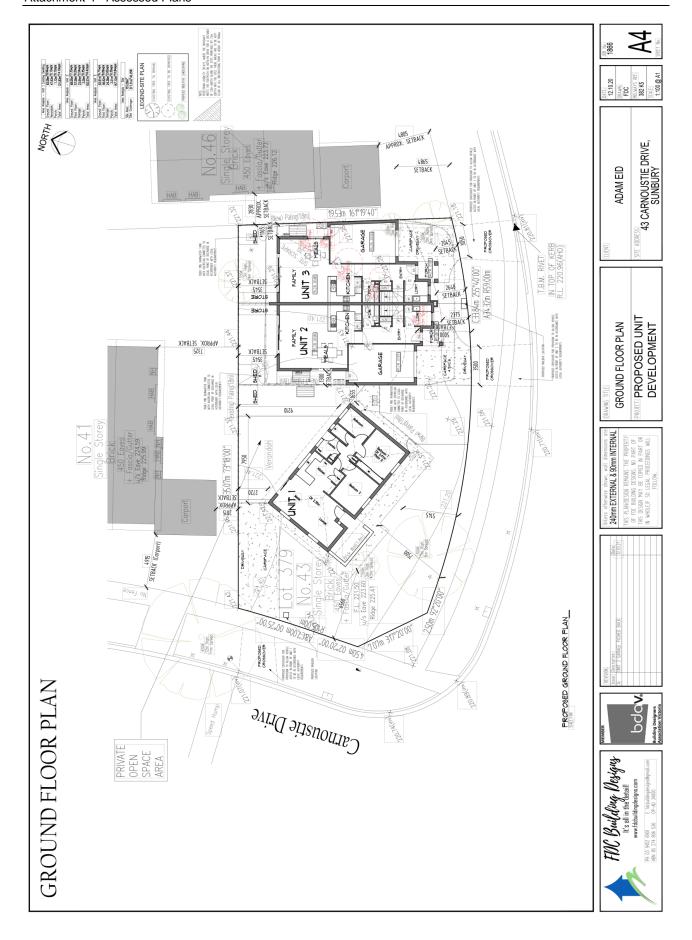
Attachment 3 - Locality Plan

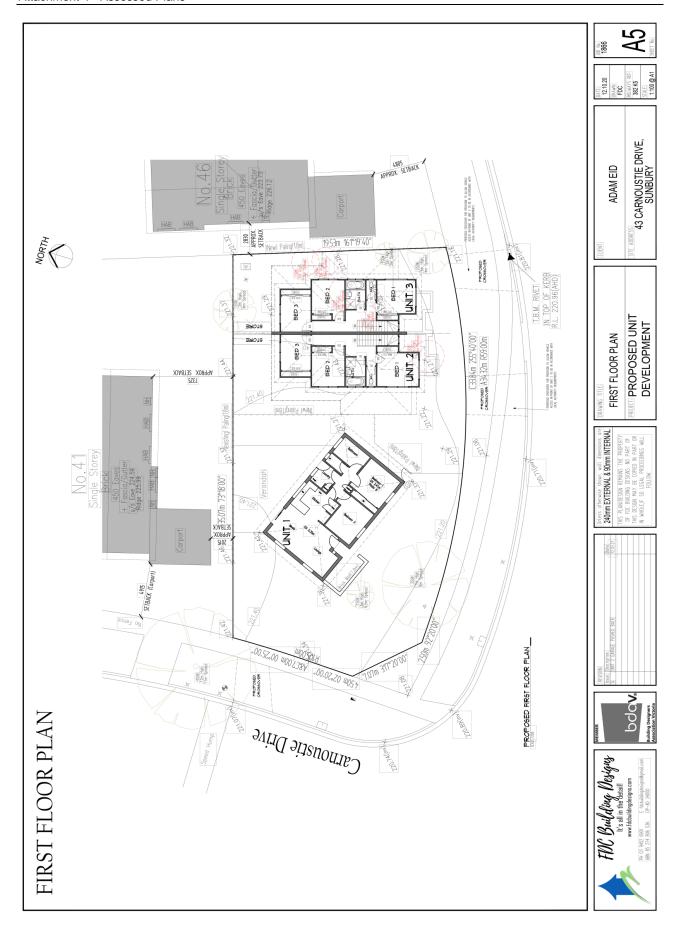
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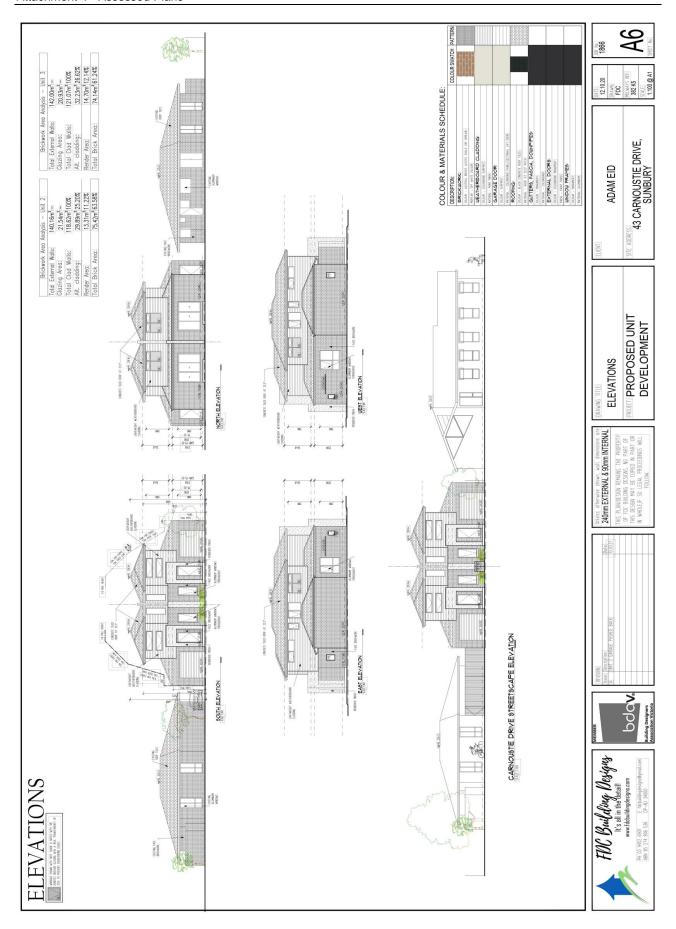


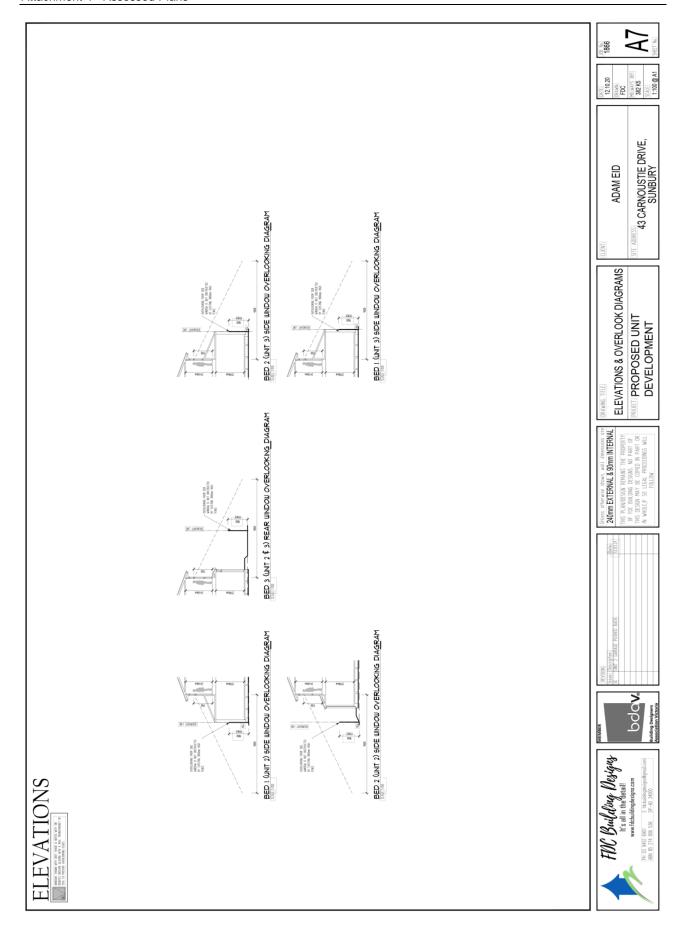


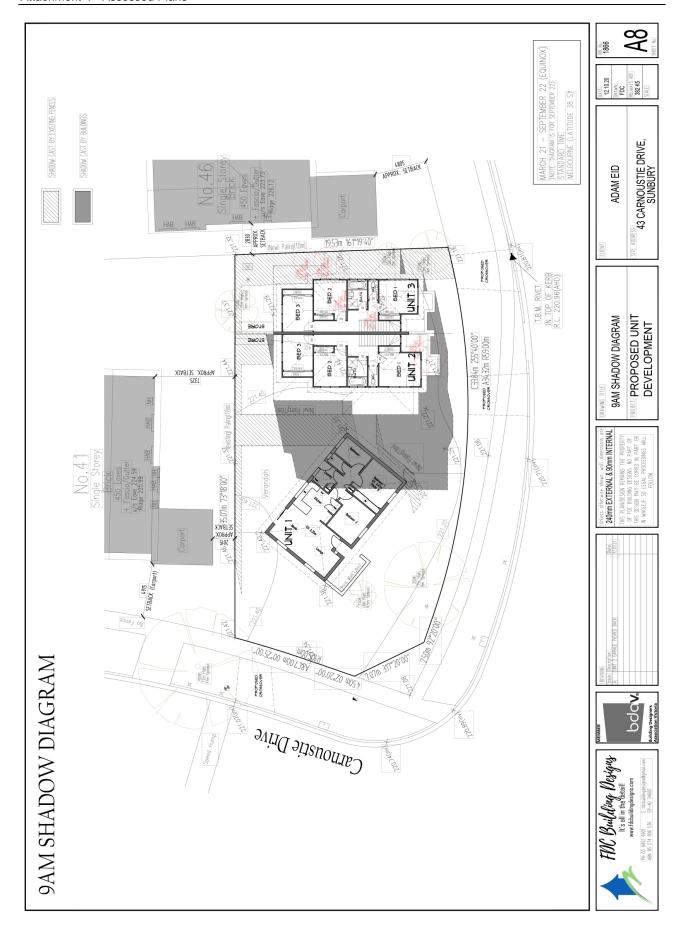


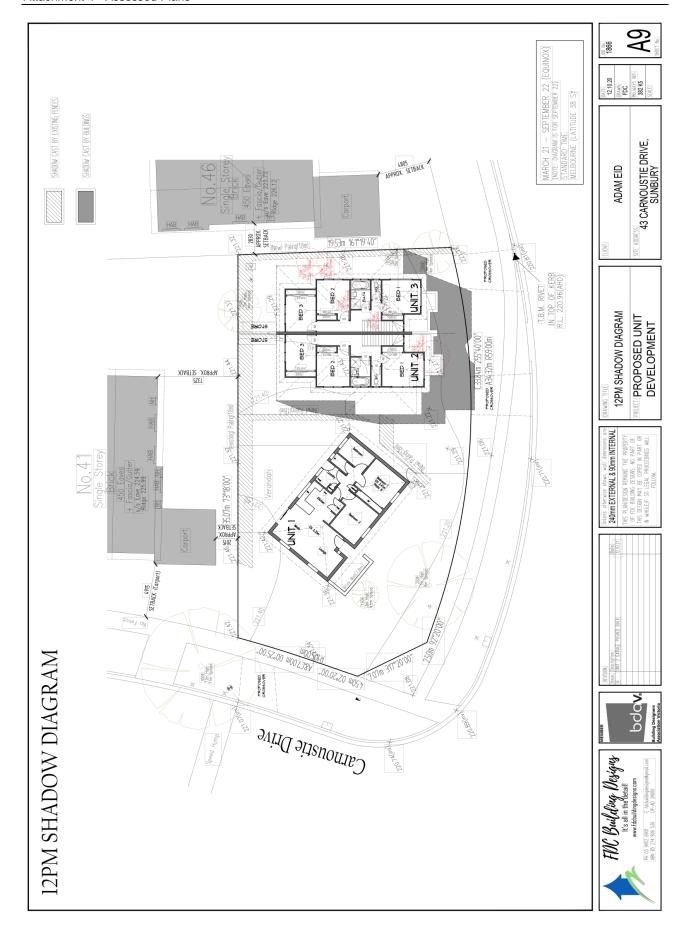


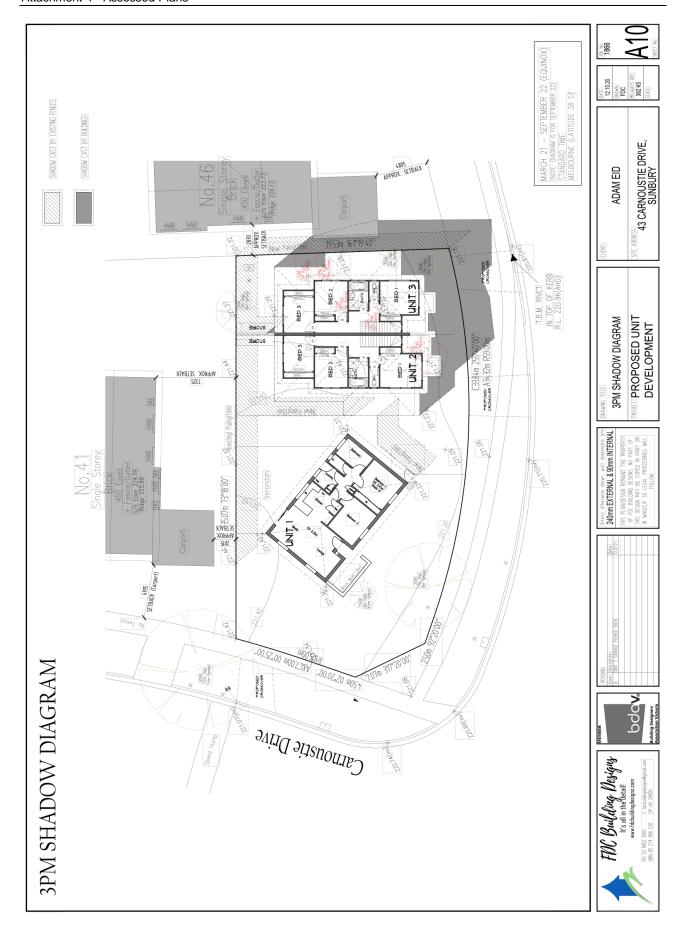


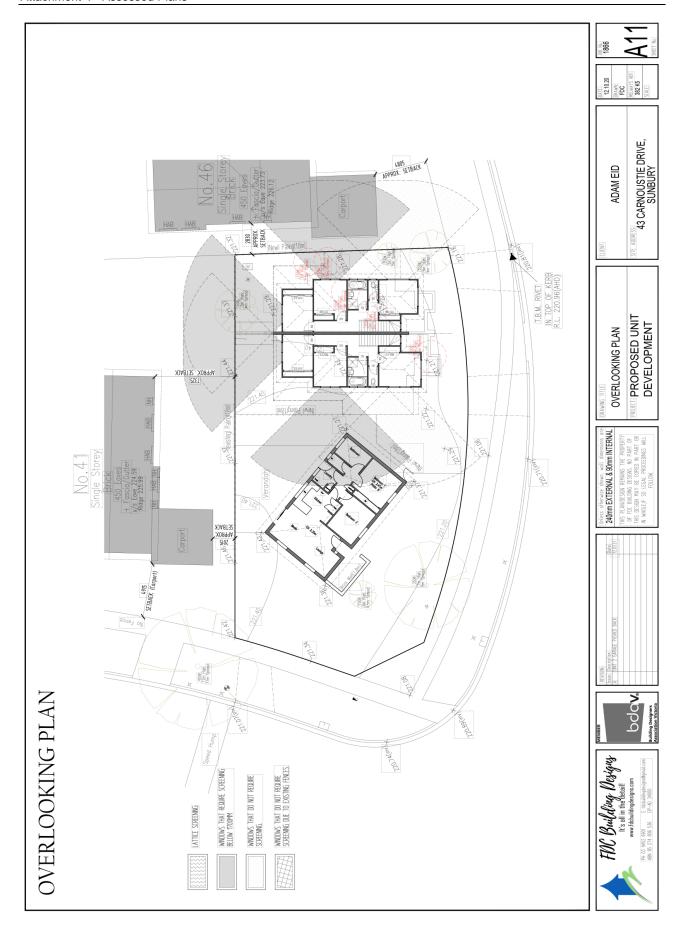


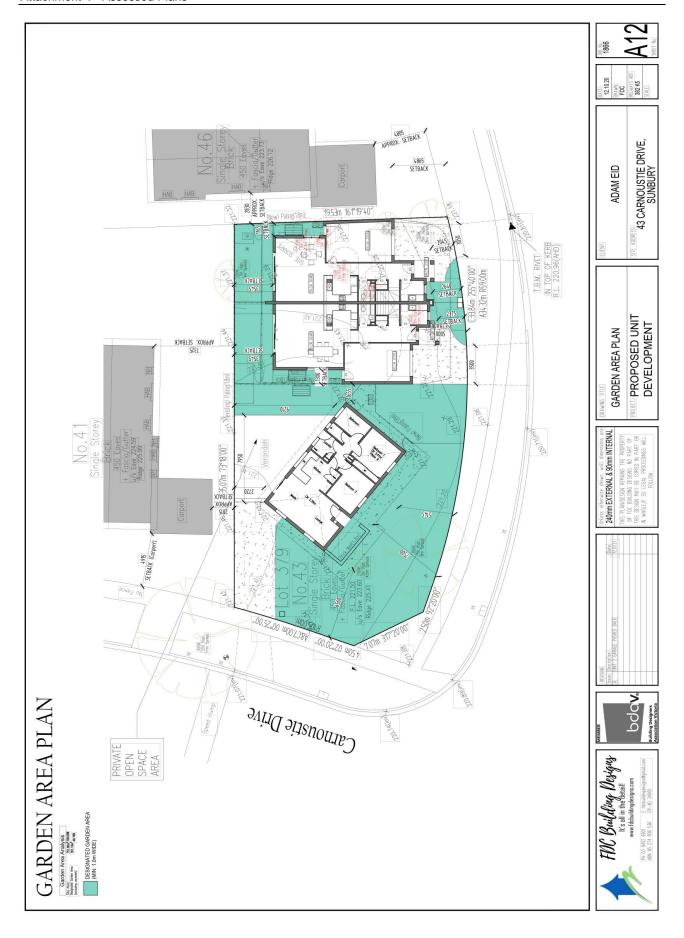


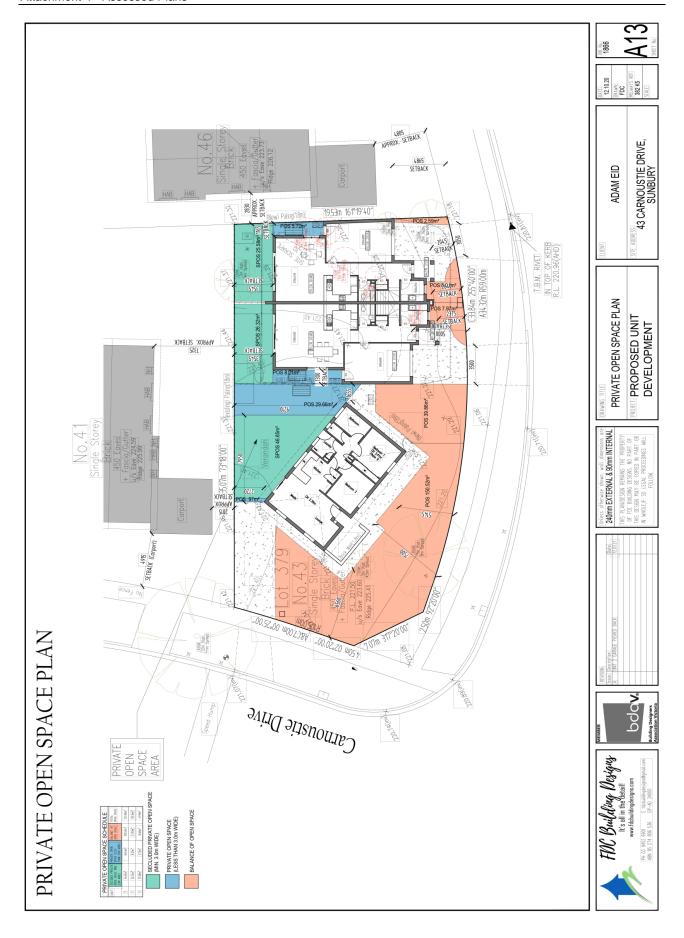












Attachment 4 - Assessed Plans

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REPORT NO: SU601

**REPORT TITLE:** 48 Trumpington Terrace, Attwood - use and development

of more than one dwelling

**SOURCE:** Jeremy Findlay, Town Planner

**DIVISION:** Planning and Development

**FILE NO**: P23596

POLICY: Hume Planning Scheme

**STRATEGIC OBJECTIVE:** 4.1 Facilitate appropriate urban development while

protecting and enhancing the City's environment, natural

heritage and rural spaces.

**ATTACHMENTS:** 1. Recommendation and Conditions

Planning Policies
 Locality Map

4. Assessment documents

**Application No:** P23596

**Proposal:** The use and development of more than one dwelling

**Location:** 48 Trumpington Terrace, Attwood

**Zoning:** General Residential Zone – Schedule 1

Melbourne Airport Environs Overlay - Schedule 2

**Applicant:** Gianni Mancuso (M3 Design)

Date Received: 24 March 2021

#### 1. SUMMARY OF REPORT:

- 1.1 Planning approval is sought for the use and development of three double storey dwellings at 48 Trumpington Terrace, Attwood.
- 1.2 The application was advertised by direct mail and the erection of one on-site sign. Three objections have been received to date. The application is being reported to Council as the number of objections exceeds officer delegation.
- 1.3 The application has been assessed against the relevant policies, and the provisions under the Hume Planning Scheme. On balance, it is recommended that a Notice of Decision to Grant a Planning Permit be issued.

#### 2. RECOMMENDATION:

That Council, having considered the application on its merits and the objections received, resolves to issue a Notice of Decision to Grant a Planning Permit for the use and development of more than one dwelling at 48 Trumpington Terrace, Attwood, subject to the conditions in Attachment 1.

#### 3. PROPOSAL:

- 3.1 The application seeks planning permission to develop the land for three double storey dwellings at 48 Trumpington Terrace, Attwood as follows:
  - 3.1.1 Dwelling 1 will front Trumpington Terrace, whilst dwellings 2 and 3 will be constructed to the rear and front the internal accessway.
  - 3.1.2 Dwelling 1 will contain a bedroom with ensuite, open kitchen/dining/living area, laundry, powder room and storage at ground level; and three bedrooms (one with ensuite and WIR), bathroom and a south facing balcony at first floor level.

Dwelling 1 will be provided with a double garage to the rear of the dwelling, with access to the proposed common property driveway. Secluded private open space will be delivered to the side (east) of the dwelling and will be accessible from the open kitchen/dining/living area.

- 3.1.3 Dwelling 2 will contain a bedroom with ensuite, open kitchen/dining/living area, laundry, and powder room at ground level; and three bedrooms (one with ensuite and WIR), and bathroom at first floor level. Dwelling 2 will be provided with a double garage to the front of the dwelling, with access to the proposed common property driveway. Secluded private open space will be delivered to the rear (north) of the dwelling and will be accessible from the open kitchen/dining/living area.
- 3.1.4 Dwelling 3 will contain a bedroom with ensuite, open kitchen/dining/living area, laundry, and powder room at ground level; and three bedrooms (one with ensuite and WIR), and bathroom at first floor level. Dwelling 2 will be provided with a double garage to the side of the dwelling, with access to the proposed common property driveway. Secluded private open space will be delivered to the rear (north) of the dwelling and will be accessible from the open kitchen/dining/living area.
- 3.1.5 The existing crossover is proposed to be demolished and reinstated to the satisfaction of the Responsible Authority. The crossover will provide vehicle and pedestrian access to all proposed dwellings.
- 3.1.6 The existing dwelling is setback from the front property boundary by 7.19 metres.
- 3.1.7 The maximum overall height of the development is approximately 8.35 metres.
- 3.1.8 Each dwelling is provided with at least 25 square metres of Secluded Private Open Space and 40 square metres total of Private Open Space.

#### 3.2 Summary table of development

Site Area	947.62 square metres
Site Coverage	450.93 square metres (47.58%)
Permeability	255.43 square metres (26.95%)
Garden Area	333.13 square metres (35.15%)
Dwelling density	1:315.87 square metres

#### 4. SITE AND SURROUNDS:

- 4.1 The subject site is located on the northern side of Trumpington Terrace. The site is irregular in shape with a frontage of 19.99 metres and a depth of 53.4 metres. The site is currently vacant.
- 4.2 The site has a sloped topography, with a fall of 6.0 metres from the northern boundary to the southern boundary, and 1.5 metres cross the site from the eastern boundary to the western boundary. There is no significant vegetation on the site.
- 4.3 The character of the surrounding area consists of mainly large contemporary single and double storey dwellings and unit developments on 600m<sup>2</sup> + sized lots. The area has a steep topography.
- 4.4 The adjoining land to the north and south each include one single storey brick dwelling with garage underneath creating a double storey front façade element.
- 4.5 Adjoining land to the north-east (rear of site) includes one double storey dwelling constructed of brick, render and weatherboard. Adjoining land to the north west (rear of site) includes one single storey dwelling constructed of brick.

- 4.6 The subject site is located approximately 3.54 kilometre from Broadmeadows Train Station, 850 metres from the nearest Bus stop, and 1.7km from Westmeadows Village Shopping Mall. The site is located 1.5 kilometres from Attwood childcare centre, 2.2 kilometres from Westmeadows Primary School, and 3.2 kilometres from Gladstone Park Secondary School. The Haddon Hall Drive playground and park is located 400 metres from the subject site.
- 4.7 Unit developments such as the proposed are increasing in numbers along Trumpington Terrace and within nearby streets.
- 4.8 The site is described as Lot 282 on Title Plan PS611308P. There are no easements on the site.
- 4.9 The site is affected by Section 173 Agreement X962733R. The agreement obligates the owner to first seek consultation from a qualified acoustic consultant to assess the need for noise attenuation measure for the dwellings as they are within the vicinity of the future heavy rail link to the north west of the land. The applicant has submitted an acoustic report prepared by a qualified acoustic consultant who has confirmed that the three dwellings are design appropriately to comply with the relevant noise requirements.
- 4.10 Planning permit P19218 was issued 7 June 2016 for the development of two double storey dwelling. This permit was not acted upon and has since expired.

### 5. PLANNING CONTROLS:

# General Residential Zone

5.1 The subject land is zoned General Residential Zone Schedule 1. The purpose of the zone is to encourage development that respects the neighbourhood character of the area and to encourage diversity of housing and housing growth in locations offering good access to services and transport.

# Melbourne Airport Environs Overlay

5.2 The subject site is affected by the Melbourne Airport Environs Overlay Schedule 2. The purpose of the overlay is to ensure that land use and development are compatible with the operation of the Melbourne Airport, to assist in shielding people from the impact of aircraft noise, and to provide for appropriate levels of noise attenuation depending on the level of forecasted noise exposure.

# Planning permit triggers

- 5.3 A planning permit is required for the development of two or more dwellings on a lot, within the General Residential Zone 1 (Clause 32.08-6 of the Hume Planning Scheme).
- 5.4 A planning permit is required for the use and development of dwellings within the Melbourne Airport Environs Overlay 2 (Clause 45.08 of the Hume Planning Scheme).

# Particular Provisions

5.5 The key assessment provisions related to the proposal are Clause 52.06 – Car parking, Clause 53.18 Stormwater management in urban development, and Clause 55 – Two or more dwellings on a lot, and are discussed in the assessment section of the report.

# Planning Policy Framework

5.6 The Planning Policy Framework (including the Local Planning Policy Framework) sets out objectives and strategies relevant to this application, including those relating to housing diversity, affordability and urban design. The objectives of the Planning Policy Framework have been considered in the assessment to follow, and a full list of the relevant Planning Policy Framework objectives and strategies is provided as an attachment to this report.

### Aboriginal Cultural Heritage

5.7 The subject site is not located within an Aboriginal cultural heritage sensitivity area.

# 6. REFERRALS:

# External referrals

6.1 The application was not required to be referred to any authorities under Section 55 of the Act.

# Internal referrals

6.2 The application was sent to the Assets (Traffic and Civil Engineering) Department for comment with no objection received subject the inclusion of standard conditions on any permit issued.

# 7. ADVERTISING:

- 7.1 Notice of the application was given to the Melbourne Airport in accordance with Clause 45.08 of the Hume Planning Scheme. Melbourne Airport offered no objection to the proposed development, subject to conditions which require all buildings to be constructed to comply with any noise attenuation measures required by Section 3 of Australian Standard AS 2021- 2015, Acoustics Aircraft Noise Intrusion Building Siting and Construction, issued by Standards Australia International Ltd.
- 7.2 The application was advertised under Section 52 of the Act by way of letters to adjoining landowners and occupiers, and one sign on site for a minimum of 14 days.

### **Objections**

7.3 At the time of writing this report, a total of three objections were received. The grounds of objection are summarized below.

Privacy and Overlooking

7.4 The proposal achieves compliance with standard B22 in clause 55.04-6 (Overlooking) of the Planning Scheme. This assessment can be found in Attachment 2. A Condition to permit will ensure that all overlooking treatments are clearly shown on the plans.

Overshadowing to secluded private open space, habitable room windows, and solar panels

7.5 The shadow diagrams provided (9am-3pm at the September 22 Equinox) allow for adequate assessment of overshadowing. The proposal achieves compliance with standard B10 in Clause 55.03-5 (Energy Efficiency), B19 in Clause 55.04-3 (Daylight to existing windows) and B21 in Clause 55.04-5 (Overshadowing) of the Hume Planning Scheme. This assessment can be found in Attachment 2.

Traffic and Parking

7.6 The increase of traffic generated by the additional dwelling will be negligible and will not have a significant impact on traffic within Elmar Court. The number and dimension of car parking spaces provided complies with the requirements of Clause 52.06.

Wall on boundary

7.7 The proposal achieved compliance with standard B18 in Clause 55.04-2 (Walls on Boundaries) of the Hume Planning Scheme. This assessment can be found in Attachment 2.

Safety during construction

7.8 The consideration of safety during construction is not managed or assessed by the Planning and Environment Act 1987 or the Hume Planning Scheme. Nevertheless, the applicant has agreed on a condition to permit that will require the new boundary fence to be constructed prior to the commencement of works.

### 8. ASSESSMENT:

# Planning Policy Framework

- 8.1 The application has been assessed against the relevant provisions of the Hume Planning Scheme.
- 8.2 The proposal is generally in accordance with the relevant planning policy frameworks, by providing medium density housing and modest infill development in a way that demonstrates site responsive design and limits amenity impacts to neighbours.
- 8.3 The proposed development provides housing diversity and housing opportunities close to existing infrastructure which will meet the varied needs of the existing and future residents. It provides for urban growth which is orderly, and achieves the greatest social benefit to the community, without diminishing the unique character and identity of the city.

# Housing diversity strategy

8.4 The property is identified in the Hume Diversity Strategy (adopted by Council 17 June 2020) as an area of limited change with regards to providing diversity. The area is not expected to produce significant housing diversity (compared to moderate and high change areas). The strategy does not set any diversity targets for limited change areas, however the provision of 3 x four bedroom double storey dwellings will increase housing diversity within the area.

# General Residential Zone

- 8.5 The proposed development is consistent with the purpose of the General Residential Zone 1.
- 8.6 The purpose of the GRZ includes the intention to *encourage development that respects* the neighbourhood character of the area. The proposal presents a contemporary design outcome which balances the existing character and the emerging character created by more recent development.
- 8.7 The proposal has 333.13 square metres of garden area provided (35.15%), meeting the 35% requirement.
- 8.8 The proposal has a maximum height of approximately 8.35 metres, and therefore does not exceed the maximum permitted height of 11 metres.
- 8.9 Clause 55 will be addressed in the below sections.

# Melbourne Airport Environs Overlay - Schedule 2

- 8.10 The application proposes to construct three dwellings on a lot size of 947.62 m<sup>2</sup>, therefore meets the requirements under Schedule 2 of the Overlay to ensure that dwellings must not exceed a density of one dwelling per 300 square meters.
- 8.11 The proposal is not considered to have a detrimental impact on the operations of the airport as it is a single dwelling in an existing residential subdivision.

# Car parking

- 8.12 The proposed development is consistent with the purpose of this clause.
- 8.13 All three dwellings contain four bedrooms and are provided with a separate car parking structures/spaces to satisfy the car parking requirements of Clause 52.06 of the Hume Planning Scheme. Visitor parking is not required.
- 8.14 All car spaces are accessible from a shared crossover and accessway.
- 8.15 The proposed development meets the required design standards for car parking and accessways. A turning area is provided to allow vehicles to be able to exit in a forward motion. The shared accessway always maintains a minimum width of at least 3.0 metres.

8.16 The site is accessible via an existing crossover in the north-west corner of the site.

# Stormwater Management in Urban Development

- 8.17 The application provides an appropriate response to the requirements of this provision. The applicant has supplied a Stormwater Management Plan in support of the application.
- 8.18 This plan demonstrates the development achieves a STORM Rating of 100% (100% required) with the inclusion of a rainwater tank, a rain garden and permeable paving.
- 8.19 These measures will facilitate water reuse on site and reduce direct stormwater runoff which is consistent with the objectives of this provision and are acceptable solutions.

# Clause 55 Two or more dwellings on a lot

- 8.20 The proposal has been assessed against all relevant ResCode objectives and standards outlined in Attachment 2.
- 8.21 A satisfactory neighbourhood, site description and design response plan have been provided for consideration.
- 8.22 Assessment of the proposal against the requirements of Clause 55 of the Scheme is provided in Attachment 2 of this report.
- 8.23 The proposal meets the standards and objectives of Clause 55, by providing infill development outcome in an area that has access to services. The design of the dwellings is suitable to the area and responds to the existing character of the area.
- 8.24 The dwellings are designed to ensure that both internal and external amenity is not negatively impacted.
- 8.25 The practicalities of the site have been considered, with parking, traffic, bin collection and postal services appropriately managed.
- 8.26 There are some aspects of Clause 55 which warrant permit conditions to make a full response, including the requirement for landscaping plan (Standard B13) to be submitted for assessment.

# 9. CONCLUSION

- 9.1 The application has been assessed against the relevant provisions of the Hume Planning Scheme, including Planning Policy frameworks, and is generally consistent with the relevant purposes relating to urban environment, sustainable development, and residential development. The objections have been considered in the assessment of the proposal.
- 9.2 The proposal generally satisfies the objectives and standards of Clause 53.18 (Stormwater in urban development), Clause 55 (Two or more dwellings on a lot) and Clause 52.06 (Car parking) of the Scheme. Subject to conditions, the proposal can demonstrate a site responsive design with a limited impact on the amenity of surrounding properties and the character of the area.
- 9.3 On this basis, it is recommended that the application be supported, and a Notice of Decision to Grant a Permit be issued.

# Attachment 1 – Recommendation and permit conditions

That Council, having considered the application on its merits, resolves to issue a Notice of Decision to Grant a Planning Permit, and allow the use and development of more than one dwelling at 48 Trumpington Terrace, Attwood subject to the following conditions:

- 1. Before the development starts, an updated plan to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and then will form part of the permit. The plans must be drawn to scale and dimensioned. The plans must be generally in accordance with the submitted plans (prepared by M3, Rev C dated 01/02/2021) but modified to show:
  - a. Mailboxes to be located on the front title boundary facing Trumpington Terrace.
  - b. The height of mailbox and meters on the elevation plan.
  - c. Visibility Splays on either side of the driveway in accordance with Clause 52.06 of the Hume Planning Scheme.
  - d. Notation stating 'any structure or landscaping within visibility splays of driveway (2.0m along the front boundary and 2.5 metres into the property) must be no greater than 900mm in height).
  - e. Notation stating 'no vehicles are to be parked behind the garage' in front of the garage of dwelling 1 and 2.
  - f. 500mm clearance between the garage and tandem car space of dwelling 3.
  - g. Driveway and paved areas to be constructed of permeable paving.
  - h. Rainwater tanks for dwellings 1, 2 and 3 increased to 3,500 litres.
  - i. Amended STORM report (achieving 100% storm rating) and Catchment plan to be submitted in accordance with condition 1(h). The STORM report must be consistent with the Catchment Plan.
  - j. Amend the Ground Floor Plan to accurately demonstrate the outline of the first floor level.
  - k. The average height of garage 3 wall on boundary to be reduced to 3.0 metres.
  - I. Dwelling 1 building height to be reduced by 300mm and the first-floor level roofline to be reduced by 200mm.
  - m. Dwelling 2 first floor level roofline to be reduced by 200mm.
  - n. Overlooking treatment in accordance with Standard B22 (Overlooking objective) applied to the west facing bedroom 4 window of dwelling 1.
  - o. Overlooking treatment in accordance with Standard B22 (Overlooking objective) applied to the west facing bedroom 2, 3 and 4 windows of dwelling 2.
  - p. A gate to the northern section of the internal SPOS fence of dwelling 1.
  - q. Materials schedule to include construction materials for the roof of dwellings 1, 2
  - r. Lighting at the entrances to dwellings 1, 2 and 3.
  - s. A landscape plan for the whole of the subject site in accordance with condition 4.
- 2. The development as shown on the endorsed plans or described in the endorsed documents must not be altered or modified except with the written consent of the responsible authority.
- 3. Before the commencement of works, all title boundary fences must be constructed in accordance with the endorses plan.
- 4. Before the development starts, a landscape plan to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved, the landscape plan will be endorsed and will then form part of the permit. The

Attachment 1 - Recommendation and Conditions

plan must be prepared by a suitably qualified person and drawn to scale with dimensions. It must show:

- a. A survey (including botanical names) of all existing vegetation to be retained;
- b. Buildings and trees (including botanical names) on neighbouring properties within three metres of the boundary;
- c. Details of surface finishes of pathways and driveways;
- d. A planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity and quantities of each plant;
- e. Landscaping and planting within all open areas;
- f. Medium canopy tree and understorey landscaping within the frontage of dwelling
   1; a small canopy tree (mature height of 6m +) in the areas of secluded spaces
   for each dwelling;
- g. An in-ground irrigation system to all landscaped areas;
- h. Tree protection zone and structural root zone for each tree to be retained; and
- i. The location and details of root control barriers.
- 5. The landscape area(s) shown on the endorsed plan(s) must be planted and maintained to the satisfaction of the responsible authority and once landscaped must not be used for any other purpose. Maintenance must include the removal of weeds and the replacement of any dead plants in accordance with the endorsed landscape planting schedule.
- 6. Once the approved development has started, it must be continued and completed to the satisfaction of the responsible authority except with prior consent of the responsible authority.
- 7. Before development allowed by this permit is occupied, landscaping works as shown on the endorsed plan(s) must be completed to the satisfaction of the responsible authority.
- 8. Any building allowed by this permit must be constructed so as to comply with any noise attenuation measures required by Section 3 of Australian Standard AS 2021- 2015, *Acoustics Aircraft Noise Intrusion Building Siting and Construction*, issued by Standards Australia International Ltd.
- 9. The measures within the approved Stormwater Management Plan must be implemented and maintained to the satisfaction of the responsible authority.
- 10. Outdoor lighting must not be located other than that which is normal to a private dwelling or shown on the endorsed plans, except with prior written consent to the responsible authority.
- 11. Any equipment required for refrigeration, air-conditioning, heating and the like must be located on the subject land or premises and/or must be suitably insulated for the purpose of reducing noise emissions, to the satisfaction of the responsible authority.
- 12. All external materials, finishes and paint colours are to be to the satisfaction of the responsible authority.
- 13. The development permitted by this permit must not, in the opinion of the responsible authority, adversely affect the amenity of the locality.

Attachment 1 - Recommendation and Conditions

- 14. Areas set aside for parking of vehicles, together with the aisles and access lanes must be properly formed to such levels that they can be utilised in accordance with the endorsed plans and must be drained and provided with an all-weather seal coat. The areas must be constructed, drained and provided and maintained in a continuously useable condition to the satisfaction of the responsible authority.
- 15. Areas set aside for the parking and movement of vehicles as shown on the endorsed plans must be made available for such use and must not be used for any other purpose.
- 16. Mail boxes shall be provided to the proposed dwelling/s to the satisfaction of the Responsible Authority and Australia Post.
- 17. The following maximum gradients for a parking bay as per AS2890.1:2004 cl2.4.6. (In reference to the tandem space):
  - a. 1 in 20 (5%) measured parallel to the angle of parking
  - b. 1 in 16 (6.25%) measured in any other direction
- 18. Accessway grades must not be steeper than 1:10 (10 per cent) within 5 metres of the frontage to ensure safety for pedestrians and vehicles.
- 19. The maximum gradient of a domestic driveway shall be 1 in 4 (25%) as per AS2890.1:2004 cl2.6.
- 20. Where the difference in grade between two sections of ramp or floor is greater that 1:8 (12.5 per cent) for a summit grade change, or greater than 1:6.7 (15 per cent) for a sag grade change, the ramp must include a transition section of at least 2 metres to prevent vehicles scraping or bottoming.
- 21. Stormwater from all paved area must be retained within the property and drained to the sites underground stormwater system.
- 22. Any cut or fill must not interfere with the natural overland stormwater flow.
- 23. No polluted and / or sediment laden runoff is to be discharged directly or indirectly into Council's drains or watercourses during construction.
- 24. This permit will expire if one of the following circumstances applies:
  - a. the development is not started within three years of the date of this permit; or
  - b. the development is not completed within six years of the date of this permit.

The responsible authority may extend the periods referred to if a request is made in writing:

- a. before or within six months after the permit expiry date, where the development allowed by the permit has not yet started; or
- b. within 12 months after the permit expiry date, where the development allowed by the permit has lawfully started before the permit expires.

# Permit notes:

Attachment 1 - Recommendation and Conditions

- If a request for an extension of commencement/completion dates is made out of time allowed, the responsible authority cannot consider the request and the permit holder will not be able to apply to VCAT for a review of the matter.
- The land is or will in the future be subject to aircraft noise exposure associated with Melbourne Airport and is located between the 20 to 25 ANEF noise contours. Table 2.1 of Australian Standard AS 2021-2015, Acoustics Aircraft Noise Intrusion Building Siting and Construction, issued by Standards Australia International Ltd, states that "Within the 20 ANEF to 25 ANEF some people may find that the land is not compatible with residential or educational uses". As a result, Melbourne Airport does not accept any responsibility or liability in respect of any matter arising from aircraft noise and will not enter into any correspondence with the owner/occupier of the dwelling relating to noise complaints due to the dwelling being within the 20-25 ANEF contours.
- An "Application for Legal Point of Stormwater Discharge" is required to be submitted to Council prior to connection to the drainage system.
- Drainage investigation is required for this development (fees apply). Plans to be submitted
  to Council's Civil Design section for assessment. This will determine if on-site detention
  system, upgrading of Council's existing drainage pipes or new drainage pipes are required
  by the owners/developers.
- Following the Drainage Investigation, internal drainage plans to be submitted to Council Civil Design section for approval.
- Prior to commencement of any works within the road reserve or require alteration/connection to the Council's drainage assets in the road reserve, an 'Application form for Consent to work within a Hume City Council Road Reserve' is required to be submitted to Council to obtain a permit to carry out the works.
- Any structure built over an easement requires Council and relevant service authorities approval.
- New vehicles crossings and/or modifications to existing vehicle crossings require an
  application for a 'Consent to Dig in the Road Reserve' permit for a vehicle crossing to be
  submitted to Council for approval. A copy of the Council endorsed plan showing all
  vehicle crossing details is to be attached to the application.
- Any service relocations are to the approval of the Service Authority and at the owners
  cost.

# **Attachment 2– Planning Policy Framework**

P23596: 48 Trumpington Terrace, Attwood

**Proposal:** Use and development of more than one dwelling on the land

The following Planning Policy Framework objectives of the Hume Planning Scheme are relevant to this proposal:

Clause	Applicable objective / strategy / purpose
Planning Policy Framework	
11.01-1S – Settlement	To promote the sustainable growth and development of Victoria and deliver choice and opportunity for all Victorians through a network of settlements.
15.01-1S – Urban design	To create urban environments that are safe, healthy, functional and enjoyable and that contribute to a sense of place and cultural identity.
15.01-2S – Building design	To achieve building design outcomes that contribute positively to the local context and enhance the public realm.
16.01-1S – Housing supply	To facilitate well-located, integrated and diverse housing that meets community needs.
16.01-2S – Housing affordability	To deliver more affordable housing closer to jobs, transport and services.
Local Planning Policy Framewor	
21.03-2 - Housing	To increase the diversity of housing in Hume.
21.04-1 – Urban design	To enable well designed medium density and higher density residential development that protects the amenity of existing residents and sensitively responds to identified preferred neighbourhood character.
21.04-2 – Environmentally Sustainable Design and Development	To encourage environmentally sustainable design and development.
21.04-3 – Landscape character	To ensure development protects significant and unique landscape values which contribute to Hume's character and identity.
Zoning Provisions	
32.08 – General Residential Zone (Schedule 1)	To implement the Municipal Planning Strategy and the Planning Policy Framework.
	To encourage development that respects the neighbourhood character of the area.  To encourage a diversity of housing types and housing growth particularly in locations offering good access to services and transport.
45.08 – Melbourne Airport Environs Overlay (Schedule 2)	To implement the Municipal Planning Strategy and the Planning Policy Framework.  To ensure that land use and development are compatible with the operation of Melbourne Airport in accordance with the relevant airport strategy or master plan and with safe air navigation for aircraft approaching and departing the airfield.

noise by requiring appropriate noise attenuation measures in dwellings and other noise sensitive buildings. To provide for appropriate levels of noise attenuation depending on the level of forecasted noise exposure.  To identify areas that are or will be subject to moderate levels of aircraft noise based on the 20-25 Australian Noise Exposure Forecast (ANEF) contours and to limit use and development to that which is appropriate to that level of exposure.  Particular Provisions  52.06 – Car parking  To ensure that car parking is provided in accordance with the Municipal Planning Strategy and the Planning Policy Framework.  To ensure the provision of an appropriate number of car parking spaces having regard to the demand likely to be generated, the activities on the land and the nature of the locality.  To ensure that car parking does not adversely affect the amenity of the locality.  To ensure that the design and location of car parking is on a high standard, creates a safe environment for users and enables easy and efficient use.  53.18 – Stormwater  Management in Urban  Development  To ensure that stormwater in urban development, including retention and reuse, is managed to mitigate the impacts of stormwater on the environment, property and public safety, and to provide cooling, local habitat and amenity benefits.		
To ensure that car parking is provided in accordance with the Municipal Planning Strategy and the Planning Policy Framework.  To ensure the provision of an appropriate number of car parking spaces having regard to the demand likely to be generated, the activities on the land and the nature of the locality.  To support sustainable transport alternatives to the motor car.  To ensure that car parking does not adversely affect the amenity of the locality.  To ensure that the design and location of car parking is of a high standard, creates a safe environment for users and enables easy and efficient use.  53.18 – Stormwater  Management in Urban  Development  To ensure that stormwater in urban development, including retention and reuse, is managed to mitigate the impacts of stormwater on the environment, property and public safety, and to provide cooling, local habitat and amenity benefits.  55 – Two or more Dwellings on  To implement the Municipal Planning Strategy and the		measures in dwellings and other noise sensitive buildings. To provide for appropriate levels of noise attenuation depending on the level of forecasted noise exposure. To identify areas that are or will be subject to moderate levels of aircraft noise based on the 20-25 Australian Noise Exposure Forecast (ANEF) contours and to limit use and development to that which is appropriate to that
the Municipal Planning Strategy and the Planning Policy Framework.  To ensure the provision of an appropriate number of car parking spaces having regard to the demand likely to be generated, the activities on the land and the nature of the locality.  To support sustainable transport alternatives to the motor car.  To ensure that car parking does not adversely affect the amenity of the locality.  To ensure that the design and location of car parking is of a high standard, creates a safe environment for users and enables easy and efficient use.  53.18 – Stormwater  Management in Urban  Development  To ensure that stormwater in urban development, including retention and reuse, is managed to mitigate the impacts of stormwater on the environment, property and public safety, and to provide cooling, local habitat and amenity benefits.  55 – Two or more Dwellings on  To implement the Municipal Planning Strategy and the	Particular Provisions	
Management in Urban Development impacts of stormwater on the environment, property and public safety, and to provide cooling, local habitat and amenity benefits.  55 – Two or more Dwellings on To implement the Municipal Planning Strategy and the	52.06- Car parking	To ensure the provision of an appropriate number of car parking spaces having regard to the demand likely to be generated, the activities on the land and the nature of the locality.  To support sustainable transport alternatives to the motor car.  To ensure that car parking does not adversely affect the amenity of the locality.  To ensure that the design and location of car parking is of a high standard, creates a safe environment for users and
Management in Urban Development impacts of stormwater on the environment, property and public safety, and to provide cooling, local habitat and amenity benefits.  55 – Two or more Dwellings on To implement the Municipal Planning Strategy and the	53.18 – Stormwater	
Development impacts of stormwater on the environment, property and public safety, and to provide cooling, local habitat and amenity benefits.  55 – Two or more Dwellings on To implement the Municipal Planning Strategy and the		
	Development	impacts of stormwater on the environment, property and public safety, and to provide cooling, local habitat and amenity benefits.
		To implement the Municipal Planning Strategy and the
	a lot and Residential Buildings	Planning Policy Framework.  To achieve residential development that respects the
		existing neighbourhood character or which contributes to
To encourage residential development that provides		To encourage residential development that provides reasonable standards of amenity for existing and new
residents.		
To encourage residential development that is responsive to the site and the neighbourhood.		To encourage residential development that is responsive to the site and the neighbourhood

### Clause 55 assessment

Clause 55 of the Scheme seeks to ensure that development is consistent with neighbourhood character and provides an acceptable built form which is responsive to the site and surrounding area.

A satisfactory neighbourhood and site description and design response plan have been provided for consideration. Assessment of the proposal against the requirements of Clause 55 of the Scheme is provided below. In summary, the proposal satisfies the objectives and/or standards of the Clause.

Neighbourhood character and infrastructure (Standard B1 to B5)

Attachment 2 - Planning Policies

B1 -	Complies
Neighbourhood character objective	The proposal is located in a residential area where the established neighbourhood character comprises of large single contemporary detached dwellings on a lot with some unit developments emerging. The planning officer notes that dwellings within the surrounding area tend to be single and double storey, with a couple of examples of three storey dwellings.
	The proposed dwellings are considered to comply with the existing neighbourhood character through:
	<ul> <li>Setbacks that maintain the rhythm of dwelling spacing to enable landscaping opportunity.</li> <li>Use of contemporary architectural style and scale that is in keeping with the context of the immediate area.</li> <li>Roof forms, window and door portions that reflect dwellings within the streetscape.</li> <li>Use of building materials that are compatible with adjoining developments.</li> </ul> Overall, the development respects the established neighbourhood
	character.
B2 – Residential policy objective	Complies  The proposal is consistent with higher level state planning policies regarding infill development, and medium density housing in areas with proximity to services. The proposal can also be supported from a local planning policy perspective, which seeks 'to increase the diversity of housing in Hume' as per objective 4 in clause 21.03-2 of the Planning Scheme.
B3 – Dwelling diversity	Not applicable
objective	The application is not required to meet Standard B3, with reference to dwelling diversity, as there are less than ten dwellings proposed.
B4 - Infrastructure	The development can be connected to reticulated services, including sewerage, drainage, electricity and gas. It is considered that the net outcome of three additional dwellings is unlikely to unreasonably overload the capacity of the existing utility services and infrastructure in the area. The application has been referred internally to Council's Engineering and Assets Department for comment and no objections have been raised against the proposal on drainage and sewerage grounds.
B5 – Integration with the street	Complies  The proposal integrates well with the layout of development and appearance towards the streetscape. The proposal does not include any form of front fence.

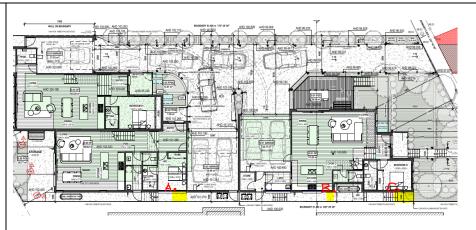
# Site Layout and building massing (Standards B6 to B15)

B6 – Street	<u>Variation required</u>
setback objective	As per Standard B6, the minimum street setback requirement based on the setback of the two adjoining properties is 6.76 metres. The proposed development provides a varied setback of between 7.19-9.045 metres, and therefore complies with Standard B6. It is noted that dwelling 1 includes a porch setback 6.295 metres from the title boundary. The porch with have a maximum height of 4.6 metres, therefore does not comply with the encroachments permitted within Standard B6 for porched less than 3.6 metres in height.
	Council acknowledges that if the site where to be flat, the porch would likely achieve the height and encroachment requirements of Standard B6. Nevertheless, the location and setback of the porch is considered not to disrupt the existing streetscape given it is still achieving a greater setback than the dwelling on the adjoining property to the east, and is similar to other setbacks found along Trumpington Terrace.
B7 - Building	Complies
height objective	The proposal provides a maximum building height of 8.35 metres, which is less than the 11 metres maximum building height pursuant to Clause 32.08-10 (General Residential Zone) of the Planning Scheme.
B8 – Site	Complies
coverage objective	The proposal contains a site coverage percentage of 47.58%, which is less than the maximum 60% permitted under Standard B8.
B9 – Permeability and stormwater management objectives	Complies  The development has suitable site permeability, with 26.95% provided (minimum 20% required). A Stormwater Management Plan has also been provided with the application, which looks to reuse and reduce stormwater through use of rainwater tanks and raingardens, and achieves minimum 100% STORM rating (minimum 100% required).  However, Council has identified a number of minor errors with the submitted STORM report when compared to the Catchment Plan. A condition to permit will require the submission of an amended STORM report and Catchment plan to amend these inaccuracies.
B10 – Energy	Complies
efficiency objective	The dwellings are considered to be sufficiently energy efficient and are designed so that the living areas for each of the proposed dwellings are within the northern section of dwellings where possible.
	Proposed dwelling 1 includes west facing private open space to the side of the dwelling, with direct access to the living room. Proposed dwelling 2 and 3 includes north facing private open spaces with direct access to the living area.

	Eaves have been included at upper storey level of all three dwellings which will provide energy efficiency to all internal rooms.  The proposal will not unreasonably impact on the solar access of adjoining neighbouring open spaces, windows and roof solar panels (refer to shadow diagram plan), in accordance with Standard B10.
B11 - Open	Not applicable
space objective	The proposal does not contain communal open space in or adjacent to the site.
B12 – Safety objective	Complies
	All dwelling entries can be easily seen and surveyed from the street frontage or internal access, and the proposal meets the standard and objectives related to safety. A condition to permit will require lighting for each dwelling entry to be incorporated into the proposal.
B13 –	Complies, subject to conditions
Vegetation objective	Vegetation on the site is not protected under Clause 52.17 of <i>the Scheme</i> and is able to be removed without council approval. There is no substantial vegetation existing on the site. A landscape plan will be required by permit condition.
B14 – Access	Complies
objective	The site has a frontage of less than 20m (19.99m) and the vehicle crossings will not exceed 40% of the street frontage. This is considered appropriate as vehicle access is safe, manageable, and convenient, satisfying the requirements of Standard B14.
B15 – Parking	Complies
location objectives	Vehicle parking is appropriately located and provides convenient parking for residents. The design adequately protects residents from vehicular noise within development, with shared accessways and car parks of other dwellings located a minimum of 1.5 metres from the windows of habitable rooms in accordance with the requirements of Standard B15.

# Site Layout and building massing (Standards B17 to B24)

B17 - Side and	Variation required
rear setback	
objective	For the most part, the proposed dwelling meets the side and rear setback requirements of Standard B17. However, some sections of dwellings 1 and 2 encroach within the side setback requirements to the eastern property boundary. These variations to Standard B17 are highlighted and discussed below (the setbacks have been identified as a, b, and c to assist with the below assessment):



	Wall height	Req. setback	Provided setback
A.	3.7m	1.03m	1.0m
B.	3.7m	1.03m	1.0m
C.	4.05m	1.135m	1.0m

The above variations are minor encroachments into required setback and therefore are not likely to have a detrimental impact towards the amenity of the adjoining property. Council acknowledges that the subject site has a very steep topography, and that full compliance with Standard B17 would be difficult to achieve. Given the minor nature of the side setback encroachments, the proposed variation is acceptable.

# B18 – Wall on boundary objective

# Complies

Proposed wall on boundary is limited to the garage of Dwelling 3, which is 7.565 metres in length with a varied height of 2.895-3.6 metres and average height of 3.2 metres. This is an acceptable outcome and meets the requirements of Standard B18.

In response to an objection received from the adjoining property raising concern with the height of the wall on boundary, the applicant has agreed to reduce the average wall on boundary height to 3.0 metres. This will be a condition to permit.

# B19 – Daylight to existing windows objective

# Complies

Daylight to existing habitable room windows will not be detrimentally affected by the development. The plans demonstrate that all existing habitable room windows within proximity to the development outlook an open area with minimum dimension of 1 metre clear to the sky in accordance with the requirements. The plans also demonstrate that new walls opposite an existing habitable room window will be set back from the window at least 50 per cent of the height of the new wall. As such, the proposed development is compliant with Standard B19.

# B20 – North - facing windows objective

# Complies

The proposal is not located within 3 metres of any north facing habitable room windows.

Attachment 2 - Planning Policies

# **B21** -Complies Overshadowing objective The shadow diagrams submitted with the application shows that the proposed development will not reduce sunlight access to the secluded private open space of the adjoining dwellings by more than 25% for at least 5 hours of the day between 9am and 3pm at the equinox (22 September). It is acknowledged that at 9am (please refer to shadow diagram plan), sunlight to the secluded private open space of the adjoining property to the east will be reduced by 42.6%. By 10am, sunlight to the secluded private open space of this dwelling will only be reduced by 20.5%. As such, the proposed development will not reduce the sunlight access to the existing dwellings secluded private open space by more than 25% between the hours 10am-3pm (5 hours). In response to an objection received from the adjoining property raising concern with the overshadowing, the applicant has agreed to lower dwelling 1 by 300mm and the first floor roof line by 200mm (total 500mm), and to lower dwelling 2 first floor roof line by 200mm. This will further reduce overshadowing on the adjoining property and will be a condition to permit. B22 -Complies, subject to conditions Overlooking objective Overlooking concerns at ground floor have all been address with the use of 1.8 metre high title boundary fences. A condition to permit will require the following first floor level windows to be constructed with overlooking treatments in accordance with Standard B22: D1 – West facing window of bedroom 4 D2 – West facing window of bedroom 2 D2 – West facing window of bedroom 3 D2 - West facing window of bedroom 4 **B23 – Internal** Complies views objective Internal views have been managed through design outcomes, fence heights and use of screened windows. B24 - Noise Complies impact objective The proposal does not include unreasonable external and internal noise sources. The planning officer notes that there are ample opportunities to locate any mechanical requirement, including cooling and heating units, on site away from any adjoining properties and public areas. The proposal meets the standard and objective related to noise impacts.

On-Site Amenity and Facilities (Standard B25-B30)

B25 –	Complies			
Accessibility objective	with limited m dwellings 2 a	nobility. The planning ond 3 can be transform es that all three dwelli	in improving accessibility for people officer notes that the front porch for ed into a ramp. The Planning Officer ngs contain a bedroom with ensuite	
B26 - Dwelling	Complies			
entry objective	The porch of	all dwellings is design	that are identifiable from the street. ed to achieve a sense of personal e, and provide shelter around the	
B27 – Daylight	Complies			
to new windows objective	All new windo Standard B27		oriate daylight in accordance with	
B28 – Private Open Space	Complies  An assessment of the proposed POS and SPOS for each dwelling is provided below:			
		SPOS POS		
	Dwelling 1	39.5 m <sup>2</sup>	154.83 m <sup>2</sup>	
	<b>Dwelling 2</b> 56.77 m <sup>2</sup> 64.27 m <sup>2</sup>			
	Dwelling 3	60.11 m <sup>2</sup>	73.97 m <sup>2</sup>	
	and SPOS ar		ents in standard B28 as the POS ceed the minimum dimensions, total the living room.	
B29 – Solar	Complies			
access to open space objective	open space.	Due to the layout and	with north facing secluded private orientation of the development, t facing secluded private open	
B30 – Storage	Complies, su	bject to conditions		
objective	storage for d	wellings 2 and 3. A colernally accessible store	bic metres of externally accessible ndition to permit will require 6 cubic rage to be demonstrated on the	

# Detailed Design (Standard B31 to B34)

DO4 Doolers	Commilian
B31 – Design	Complies
detail objective	
actail objective	

Attachment 2 - Planning Policies

	The proposed dwellings have been designed to fit in with the surrounding area by adopting a form and scale as well as a mix of materials & finishes that are sympathetic to the surrounding area.  The first floor levels are recessed from the ground floor to minimise
	adverse impacts regarding visual bulk on adjoining properties.  The proposed development includes features that blend well within the existing streetscape by providing a similar mix of materials and finishes. In particular, the use of face brickwork at ground floor, render and weather board materials at first floor, and the provision of hipped roof forms will ensure that the development is respectful of the character of the surrounding area.
	The design incorporates appropriate design detail and articulation in accordance with Standard B31.
B32 – Front	Complies
fence objective	The proposal does not contain a front fence on the title boundary facing the street.
B33 – Common	Complies, subject to conditions
property objective	Common property is anticipated to be manageable.
B34 – Site	Complies
services objectives	Site services will be able to be appropriately located to ensure suitable installation of services, maintenance, and through access. The future residents will be able to store their bins within their areas of secluded private open space, but also easily bring the bins to the verge for collection, via the shared accessway. Each property is serviced by a clothesline. A condition to permit will require mailboxes to be located at the front of the property facing the road in line with Australia Post requirements. The proposal meets the standards and objectives related to site services.

Attachment 2 - Planning Policies

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# **LOCALITY MAP**

# P23596

# 48 Trumpington Terrace, Attwood



Attachment 3 - Locality Map

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Town Planning Application

48 TRUMPINGTON TERRACE, ATTWOOD

05/07/2021

info@m3.design Unit 2/1 Bik Lane Fitzroy North 3068





Drawn by GM Charoleed by GM 48 TRUMPINGTON TERRACE, ATTWOOD

# CLAUSE 55: NEIGHBOURHOOD AND SITE DESCRIPTION

IN RELATION TO THE SITE:
The lot is boarded on the month side of Trumpington Terrace fisite is quast-rectangular in shape, with a 1990 metre wide finere boundary measuring 20.88 metres and a 53.4 metre bon

1.5km 2.2km 3.2km 400m

Scale A3 / A1 /

forth Point

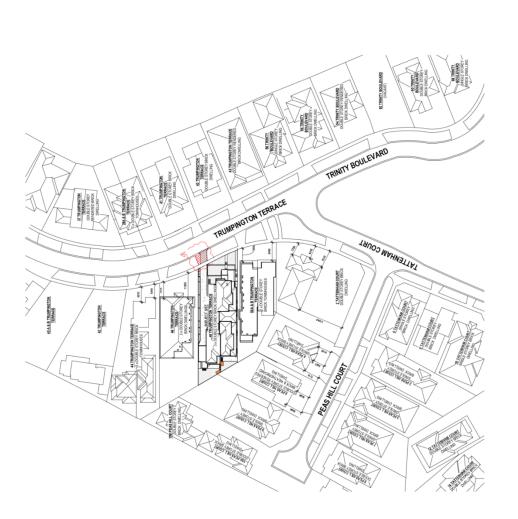
Project Number 211623 Issue Date 01/02/2021

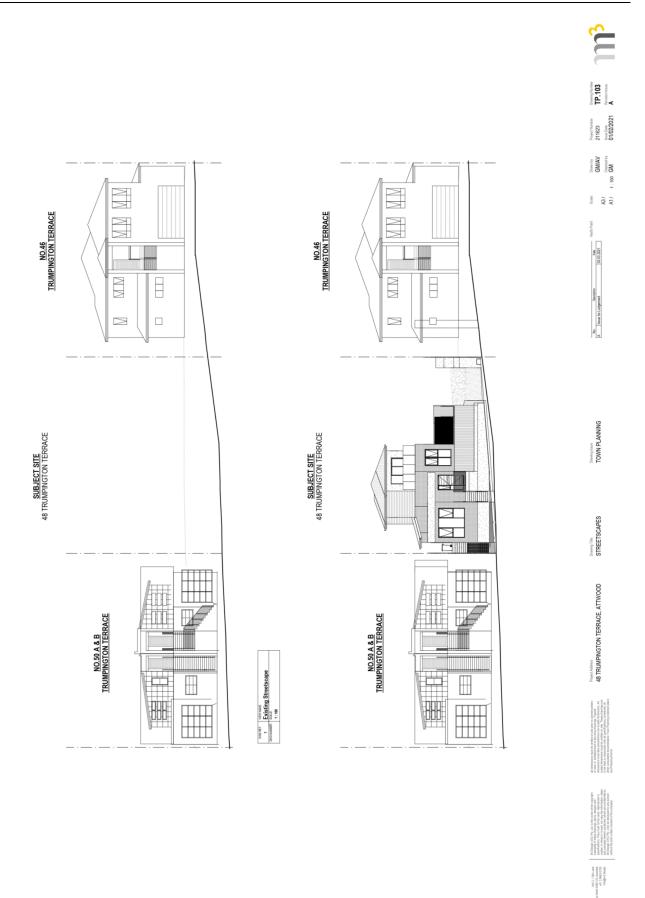
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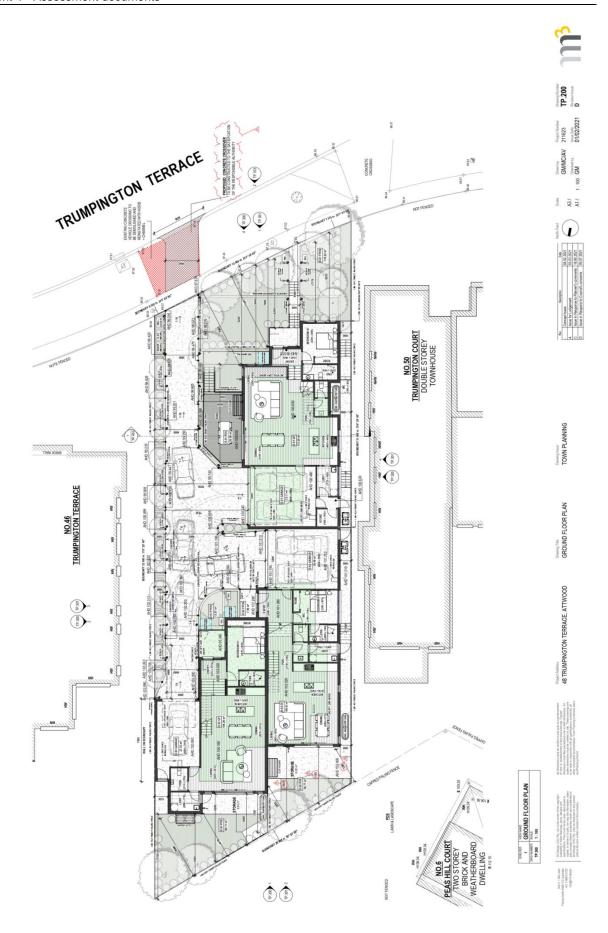


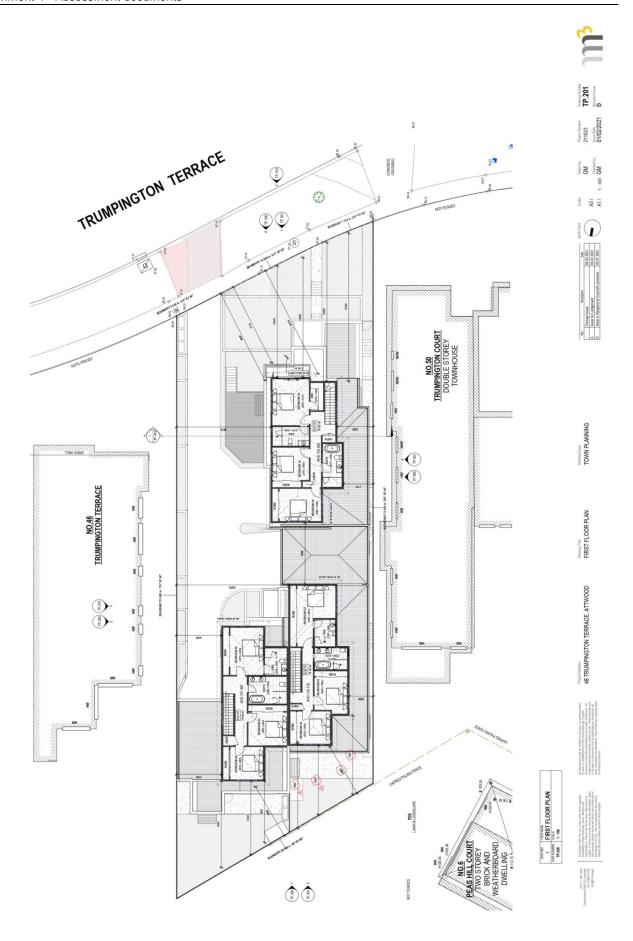
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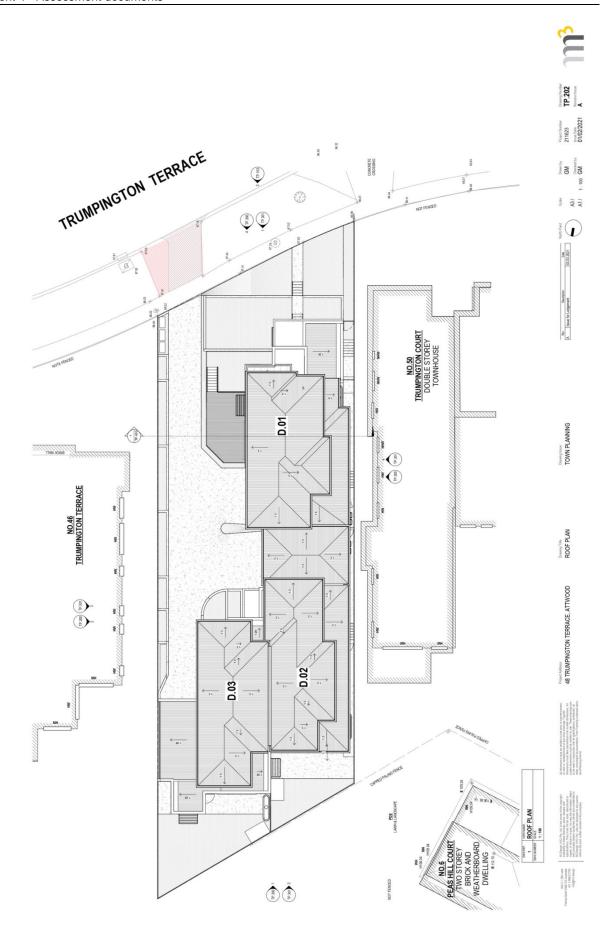


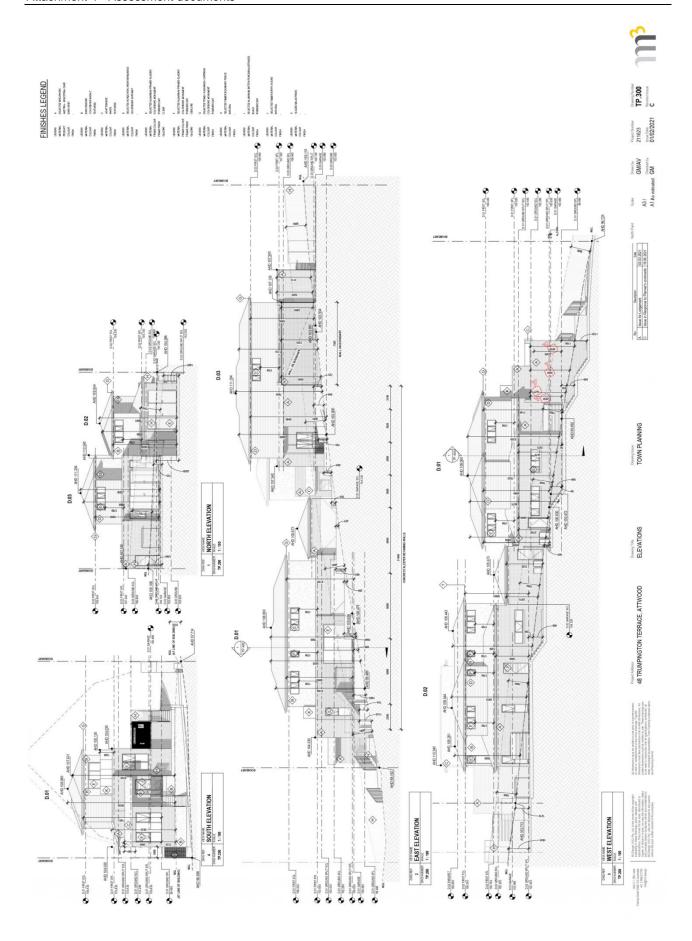


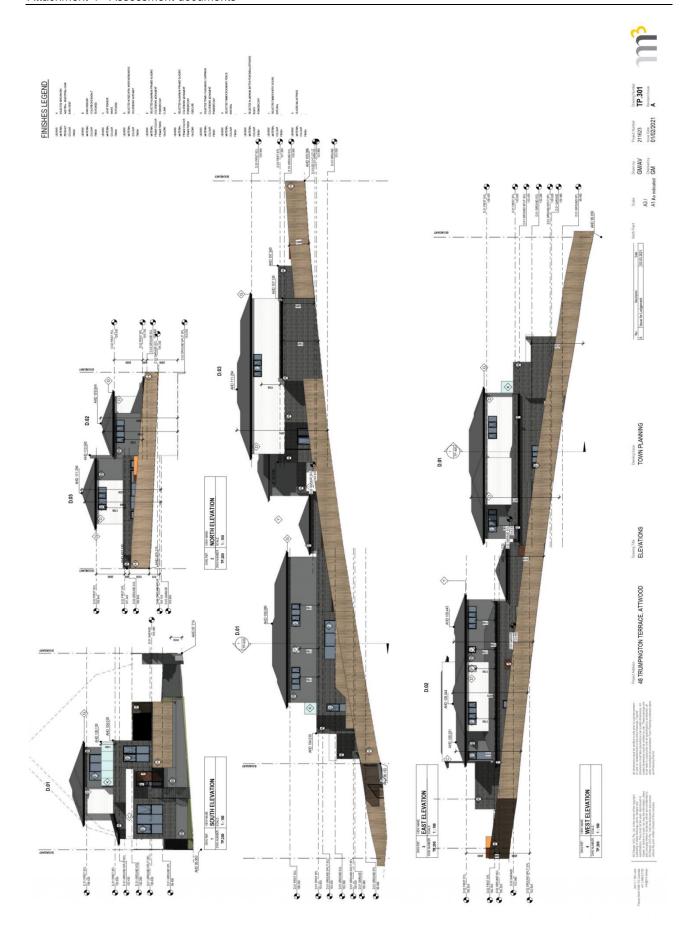




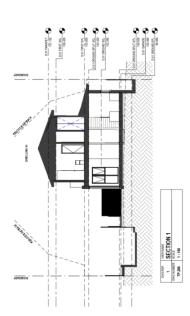


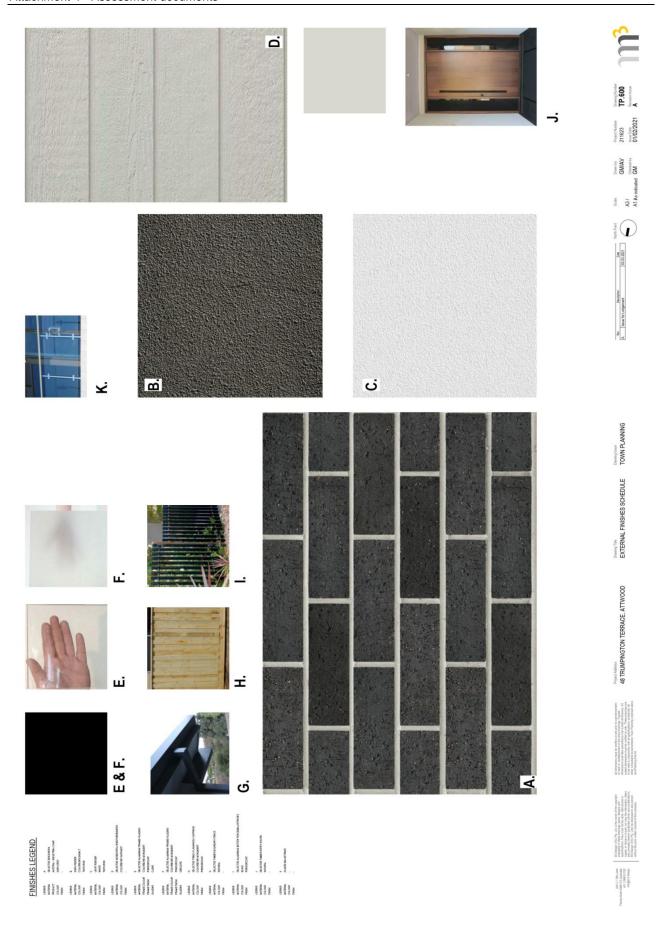




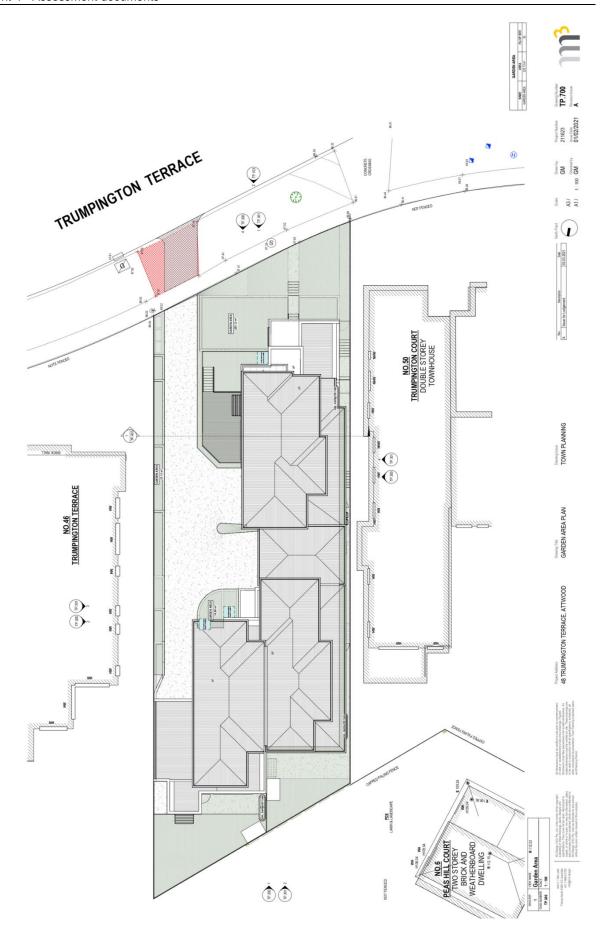


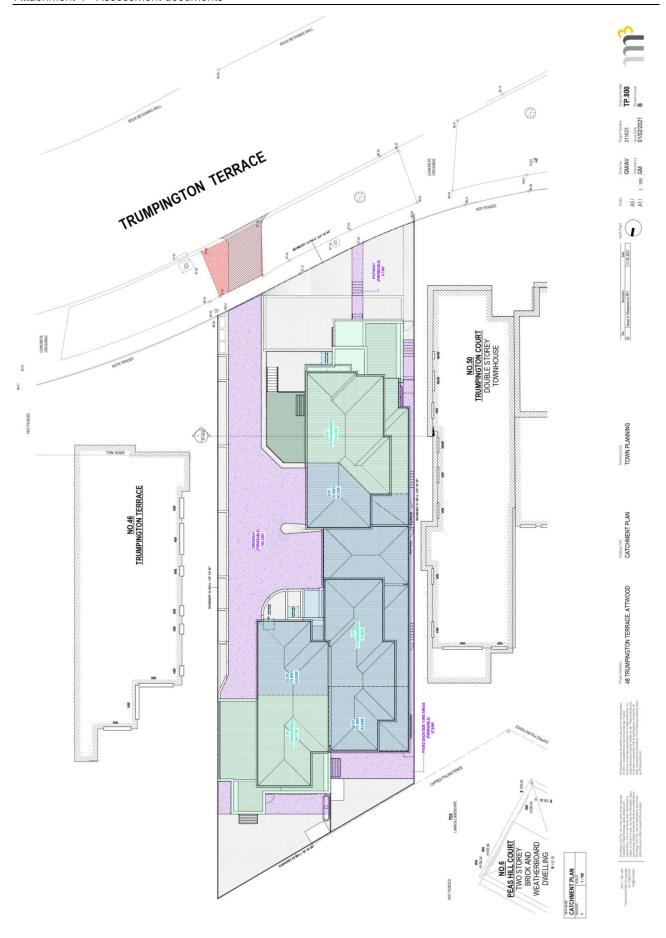


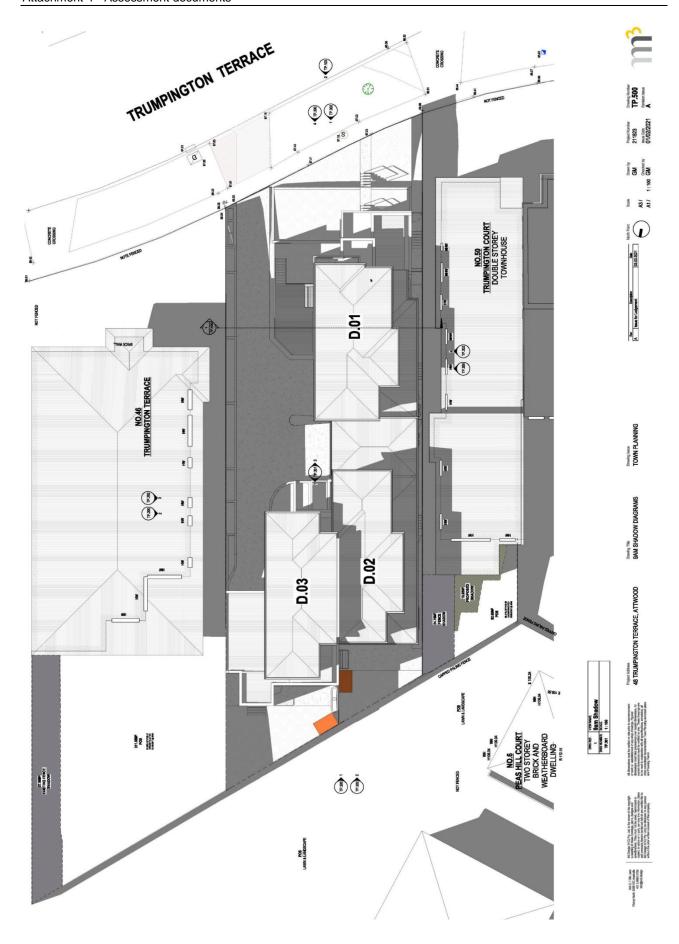




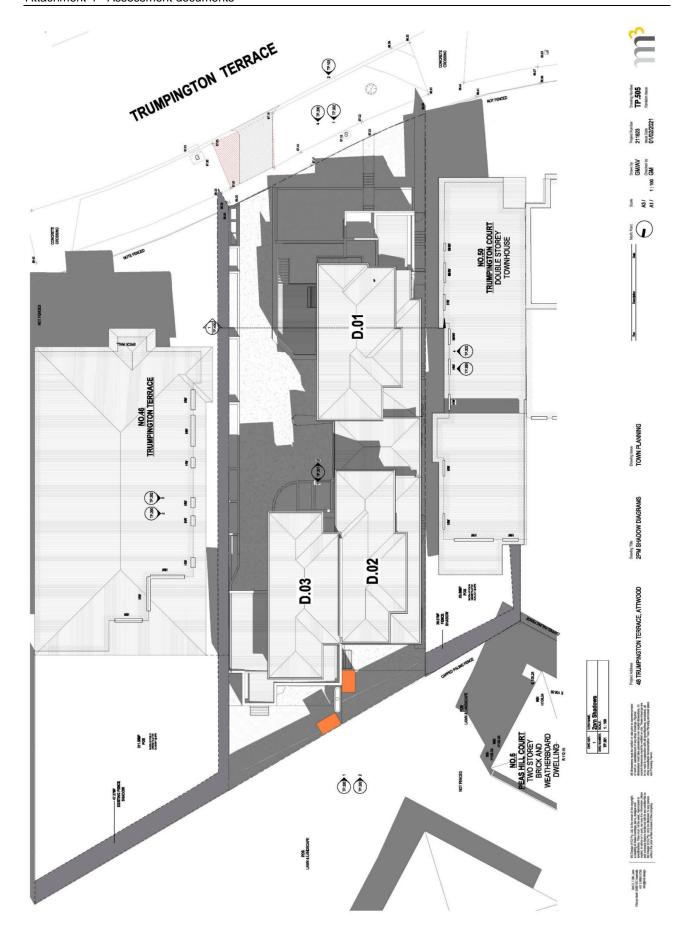


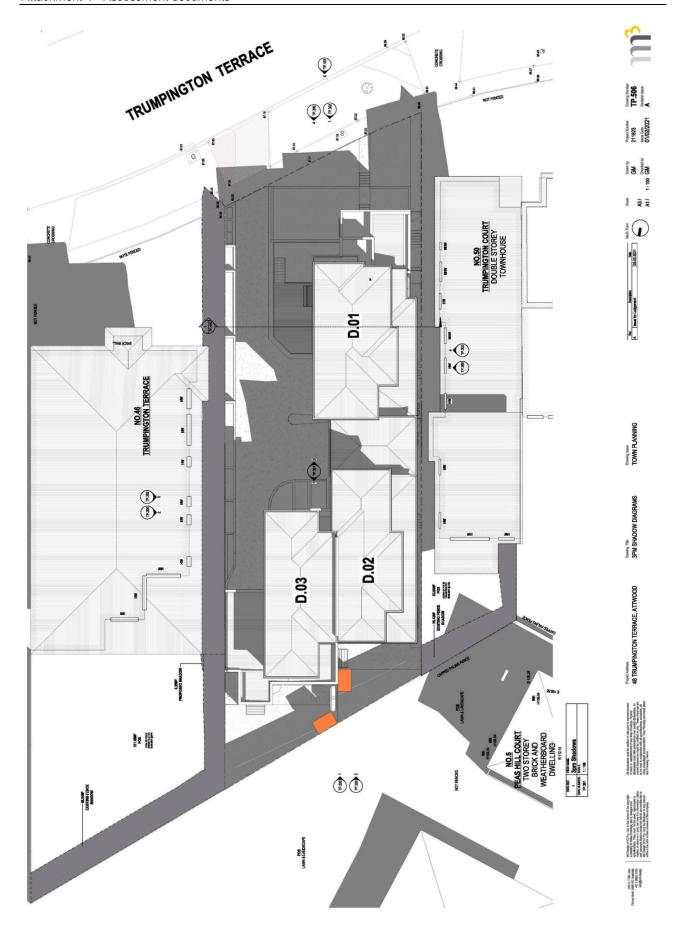












# REPORTS – SUSTAINABILITY AND ENVIRONMENT 25 OCTOBER 2021 ORDINARY COUNCIL (TOWN PLANNING) MEETING

Attachment 4 - Assessment documents

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## REPORTS – SUSTAINABILITY AND ENVIRONMENT 25 OCTOBER 2021 ORDINARY COUNCIL (TOWN PLANNING) MEETING

REPORT NO: SU602

REPORT TITLE: Statutory Planning Monthly Report - September 2021

SOURCE: Danielle Kos, Coordinator Continuous Improvement

Planning and Building

**DIVISION:** Planning and Development

FILE NO:

POLICY: Hume Planning Scheme

**STRATEGIC OBJECTIVE:** 4.1 Facilitate appropriate urban development while

protecting and enhancing the City's environment, natural

heritage and rural spaces.

**ATTACHMENT:** 1. Statutory Planning matters dealt with under

delegation - September 2021

#### 1. SUMMARY OF REPORT:

1.1 This report incorporates a summary of performance indicators for the Statutory Planning team for the month of September 2021. It also includes an update on VCAT appeals and decisions made by Council officers under delegation.

#### 2. RECOMMENDATION:

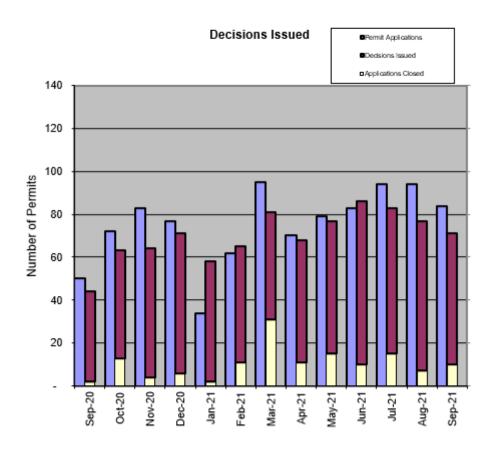
That the report be noted.

#### 3. PERFORMANCE INDICATORS:

- 3.1 Included within this report are bar charts illustrating the following key performance indicators:
  - Planning applications received, determined and closed in the previous month.
  - The number of current applications under assessment in the previous month.
  - Average gross days in dealing with planning applications and a comparison with metro and growth area Councils.
  - Percentage of applications issued in 60 days or less.
  - Percentage of applications issued in 60 days or less based on difficulty of applications.
- 3.2 84 permit applications were received in September 2021, slightly lower than last months' high number of applications. 61 decisions were issued, remaining approximately average with the number issued per month over the last 12 months.
- 3.3 10 applications were closed off in September, mostly as a result of applications being withdrawn. Three of the applications withdrawn had accrued over 1100 processing days. This is part of the ongoing work that the Statutory Planning Unit is undertaking to finalise inactive applications which are no longer required.
- 3.4 There were 550 applications under assessment at the end of August, which equates to approximately 39 active applications per Town Planner.
- 3.5 The percentage of applications decided in 60 days or less increased from last months' figure to 66%. Of these, 74% of simple applications, 50% of average applications and 33% of complex applications were determined within 60 days.
- 3.6 The average number of gross days taken to determine planning applications decreased from the previous months' high figure down to 264 days in August. The median number of processing days also decreased from 194 days in July down to 137 days in August, higher than other Growth Area and Metro Councils which had median timeframe of 94 and 70 processing days respectively.

3.7 The tables representing this data have been adjusted to accurately represent timeframes and other reporting frameworks available to Council and are set out below:

	Sep-21
Permit Applications	84
Decisions Issued	61
Applications Closed	10

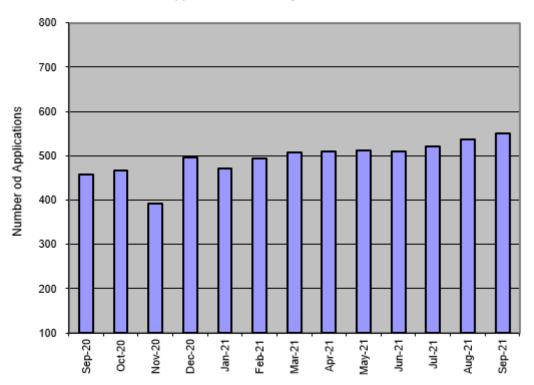


<sup>\*</sup>Decisions Issued include: Permits, Vicsmart Permits, Permits From NoD, VCAT Permits (including Section 72 Amendments) and Refusals.

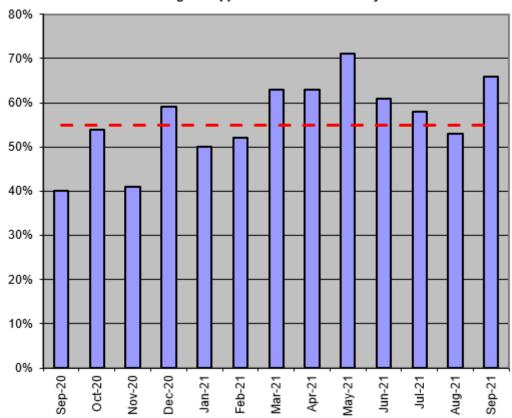
<sup>\*</sup>Applications Closed Includes: Prohibited, No Permit Required, Withdrawn, Cancelled, Lapsed and Failure to Determine (Including S72).

<sup>\*</sup>Notices of Decision are not included in the above graph.

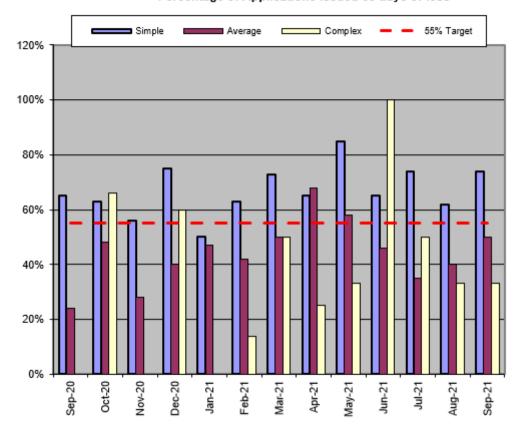
#### **Applications Currently Under Assessment**



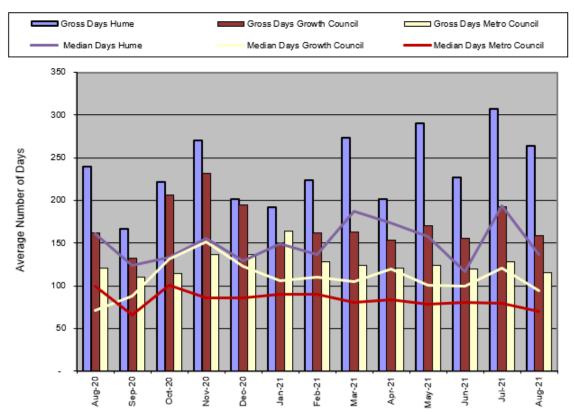
#### Percentage of Applications decided 60 days or less



#### Percentage of Applications issued 60 days or less



#### Gross and Median Days to Decide Planning Applications



#### 4. VCAT APPEALS:

4.1 This report includes all VCAT decisions received during September 2021. It also includes the current month prior to the Council meeting to give Council a more up to date report on VCAT decisions.

#### **Initiating orders**

- 4.2 Two initiating orders were received in the month of September. The first was received in relation to an appeal lodged by the permit applicant against a decision of Council officers to refuse to grant a planning permit for an amendment to an existing permit. This permit allows the use of land at 10-16 Global Drive, Westmeadows as an outdoor vehicle store (long term carpark). This matter has been listed on VCAT's Short Cases list and a hearing has been set for 29 November 2021.
- 4.3 An initiating order has been received in relation to an application from the permit holder to cancel their planning permit. Cancellation of a planning permit can be considered by the Tribunal under section 87(3)(d) of the *Planning and Environment Act* 1987. The permit holder has cited financial hardship as the reason that they no longer want to proceed with the development approved under their planning permit and instead wish to cancel the permit.

#### **Tribunal Decisions**

- 4.4 In the matter of the appeal for 56 Stanhope Street, Broadmeadows, the Tribunal affirmed the decision of Council to refuse to grant a planning permit for the development (four double storey dwellings). In considering the proposal, Member Gaschk focused on two key issues, being whether the proposed built form of the development responded acceptably to existing and emerging character, and whether there would be unreasonable amenity impacts arising from the proposal.
- 4.5 In both cases, Member Gaschk was not satisfied, noting that the development would provide insufficient building setbacks from the street to respond appropriately to the existing lower scale detached housing in the neighbourhood, and the development would not provide an appropriate transition to adjoining single storey housing due to its scale. Member Gaschk drew attention to the *Broadmeadows Structure Plan (2012)* in his assessment of the proposal and noted that whilst this document is supportive of new housing, it focuses on incremental change in this part of Broadmeadows rather than complete transformation.
- 4.6 Overall, the outcome was in line with Council's earlier decision to refuse the development on the basis of the development being inconsistent with neighbourhood character and unacceptably dominant in the streetscape.
- 4.7 As described in the officer report prepared for Council at its meeting of 27 September 2021, significant changes were made to the proposal for a Freezing and Cool Storage Facility on the land at 265 Oaklands Road, Oaklands Junction after Council's earlier refusal of the proposal and an appeal being lodged with VCAT. Though this application was due to be determined by the Tribunal, VCAT directed that the amended application be reviewed by Council due to the extent of the changes.
- 4.8 Following Council's resolution to support the amended application, consent orders were drafted and filed with the Tribunal. Accordingly, the Tribunal has now directed that the matter no longer proceed to a hearing and that a planning permit be issued.

#### Matters waiting to be heard at VCAT

The following table lists all current matters awaiting a hearing at The Tribunal:

725 SUNBURY ROAD, SUNBURY	
APPLICATION NO. P22493	Residential subdivision and access to a Road Zone Category 1

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APPEAL TYPE	Appeal against a condition of permit
APPEAL LODGED BY	Applicant
HEARING DATE	26 October 2021
STATUS	To be heard
34 SUNSET BLVD, JACANA	
APPLICATION NO. P22502	Development of four double storey dwellings
APPEAL TYPE	Appeal against refusal to grant a permit
APPEAL LODGED BY	Applicant
HEARING DATE	12 April 2021
STATUS	Awaiting outcome of hearing
56 STANHOPE STREET, BROA	DMEADOWS
APPLICATION NO. P22713	Four double storey dwellings with garages
APPEAL TYPE	Appeal against refusal to grant a permit
APPEAL LODGED BY	Applicant
HEARING DATE	28 June 2021
STATUS	Council decision affirmed – no permit to issue
245-265 OAKLANDS ROAD, O	AKLANDS JUNCTION
APPLICATION NO. P22584	The use and development of a Freezing and Cool Storage facility
APPEAL TYPE	Appeal against refusal to grant a permit
APPEAL LODGED BY	Applicant
HEARING DATE	Hearing vacated
STATUS	Planning permit issued
570 SUNBURY ROAD, BULLA	
APPLICATION NO. P4131	Use and development of the land for Materials Recycling and a Quarry Rehabilitation Landfill
APPEAL TYPE	Appeal against Council's failure to determine the application within the prescribed timeframe
APPEAL LODGED BY	Applicant
HEARING DATE	8-12 November 2021
STATUS	To be heard
40 BATEY COURT AND 500 SU	JNBURY ROAD, BULLA
APPLICATION NO. P13310 and P15723	Works associated with an existing dam and other associated earthworks to assist in erosion control and filling of land); and Buildings and works associated with Earthworks (Gully fill and rehabilitation) at an existing landfill

(30.00)	
APPEAL TYPE	Appeals against Council's failure to determine several applications within the prescribed timeframe and request to amend the permits under Section 87 and 87A of the Act
APPEAL LODGED BY	Applicant
HEARING DATE	Dates for full hearing to be set
STATUS	To be heard
11 LEECH COURT, JACANA	
APPLICATION NO. P22639	Development of four double storey dwellings
APPEAL TYPE	Appeal against refusal to grant a permit
APPEAL LODGED BY	Applicant
HEARING DATE	18 October 2021
STATUS	To be heard
50 DAWSON STREET, TULLAM	ARINE
APPLICATION NO. P22838	Development of three double storey dwellings
APPEAL TYPE	Appeal against refusal to grant a permit
APPEAL LODGED BY	Applicant
HEARING DATE	5 October 2021
STATUS	Awaiting outcome of hearing
500 SUNBURY ROAD, BULLA	
500 SUNBURY ROAD, BULLA APPLICATION NO. P1488.02	Amendment of permit P1488 to increase the capping contours and height to 184 metres above sea level and amendment of Condition 1 and 4 issued on 20 May 1993
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APPLICATION NO. P1488.02	and height to 184 metres above sea level and amendment of Condition 1 and 4 issued on 20 May 1993
APPLICATION NO. P1488.02  APPEAL TYPE	and height to 184 metres above sea level and amendment of Condition 1 and 4 issued on 20 May 1993  Appeal against Council's decision to grant an amended permit
APPLICATION NO. P1488.02  APPEAL TYPE  APPEAL LODGED BY	and height to 184 metres above sea level and amendment of Condition 1 and 4 issued on 20 May 1993  Appeal against Council's decision to grant an amended permit  Objector
APPLICATION NO. P1488.02  APPEAL TYPE  APPEAL LODGED BY  HEARING DATE	and height to 184 metres above sea level and amendment of Condition 1 and 4 issued on 20 May 1993  Appeal against Council's decision to grant an amended permit  Objector  30 November to 1 December 2021  To be heard
APPLICATION NO. P1488.02  APPEAL TYPE  APPEAL LODGED BY  HEARING DATE  STATUS  11-17 ARDLIE STREET, WESTN  APPLICATION NO. P22962	and height to 184 metres above sea level and amendment of Condition 1 and 4 issued on 20 May 1993  Appeal against Council's decision to grant an amended permit Objector  30 November to 1 December 2021  To be heard  IEADOWS  Use and development of land for a Residential Hotel with basement level car parking, and partial demolition and works to a building within the Heritage Overlay
APPLICATION NO. P1488.02  APPEAL TYPE  APPEAL LODGED BY  HEARING DATE  STATUS  11-17 ARDLIE STREET, WESTN  APPLICATION NO. P22962  APPEAL TYPE	and height to 184 metres above sea level and amendment of Condition 1 and 4 issued on 20 May 1993  Appeal against Council's decision to grant an amended permit Objector  30 November to 1 December 2021  To be heard  IEADOWS  Use and development of land for a Residential Hotel with basement level car parking, and partial demolition and works to a building within the Heritage Overlay  Appeal against refusal to grant a permit
APPEAL TYPE  APPEAL LODGED BY  HEARING DATE  STATUS  11-17 ARDLIE STREET, WESTM  APPLICATION NO. P22962  APPEAL TYPE  APPEAL LODGED BY	and height to 184 metres above sea level and amendment of Condition 1 and 4 issued on 20 May 1993  Appeal against Council's decision to grant an amended permit  Objector  30 November to 1 December 2021  To be heard  IEADOWS  Use and development of land for a Residential Hotel with basement level car parking, and partial demolition and works to a building within the Heritage Overlay  Appeal against refusal to grant a permit  Applicant
APPLICATION NO. P1488.02  APPEAL TYPE  APPEAL LODGED BY  HEARING DATE  STATUS  11-17 ARDLIE STREET, WESTN  APPLICATION NO. P22962  APPEAL TYPE  APPEAL LODGED BY  HEARING DATE	and height to 184 metres above sea level and amendment of Condition 1 and 4 issued on 20 May 1993  Appeal against Council's decision to grant an amended permit Objector  30 November to 1 December 2021  To be heard  IEADOWS  Use and development of land for a Residential Hotel with basement level car parking, and partial demolition and works to a building within the Heritage Overlay Appeal against refusal to grant a permit  Applicant  16-23 November 2021
APPLICATION NO. P1488.02  APPEAL TYPE  APPEAL LODGED BY  HEARING DATE  STATUS  11-17 ARDLIE STREET, WESTN  APPLICATION NO. P22962  APPEAL TYPE  APPEAL LODGED BY  HEARING DATE  STATUS	and height to 184 metres above sea level and amendment of Condition 1 and 4 issued on 20 May 1993  Appeal against Council's decision to grant an amended permit Objector  30 November to 1 December 2021  To be heard  IEADOWS  Use and development of land for a Residential Hotel with basement level car parking, and partial demolition and works to a building within the Heritage Overlay  Appeal against refusal to grant a permit  Applicant  16-23 November 2021  To be heard
APPLICATION NO. P1488.02  APPEAL TYPE  APPEAL LODGED BY  HEARING DATE  STATUS  11-17 ARDLIE STREET, WESTN  APPLICATION NO. P22962  APPEAL TYPE  APPEAL LODGED BY  HEARING DATE	and height to 184 metres above sea level and amendment of Condition 1 and 4 issued on 20 May 1993  Appeal against Council's decision to grant an amended permit  Objector  30 November to 1 December 2021  To be heard  IEADOWS  Use and development of land for a Residential Hotel with basement level car parking, and partial demolition and works to a building within the Heritage Overlay  Appeal against refusal to grant a permit  Applicant  16-23 November 2021  To be heard
APPLICATION NO. P1488.02  APPEAL TYPE  APPEAL LODGED BY  HEARING DATE  STATUS  11-17 ARDLIE STREET, WESTN  APPLICATION NO. P22962  APPEAL TYPE  APPEAL LODGED BY  HEARING DATE  STATUS	and height to 184 metres above sea level and amendment of Condition 1 and 4 issued on 20 May 1993  Appeal against Council's decision to grant an amended permit Objector  30 November to 1 December 2021  To be heard  IEADOWS  Use and development of land for a Residential Hotel with basement level car parking, and partial demolition and works to a building within the Heritage Overlay  Appeal against refusal to grant a permit  Applicant  16-23 November 2021  To be heard

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APPEAL LODGED BY	Objector
HEARING DATE	16 March 2022
STATUS	To be heard
11 PRIORSWOOD WAY, SUNB	URY
APPLICATION NO. P23382	Buildings and works for the development of three double storey dwellings
APPEAL TYPE	Appeal against Council's decision to grant a permit
APPEAL LODGED BY	Objector
HEARING DATE	19 April 2022
STATUS	To be heard
8 BEE COURT, CRAIGIEBURN	
APPLICATION NO. P23266	The development of a double storey dwelling to the front of an existing dwelling
APPEAL TYPE	Appeal against refusal to grant a permit
APPEAL LODGED BY	Applicant
HEARING DATE	22 November 2021
STATUS	To be heard
10-16 GLOBAL DRIVE, WESTM	IEADOWS
APPLICATION NO. P7165.01	The use of the land as an outdoor vehicle store (long term car park)
APPEAL TYPE	Appeal against refusal to grant a permit
APPEAL LODGED BY	Applicant
HEARING DATE	29 November 2021
STATUS	To be heard
45 CUTHBERT STREET, BROAD	DMEADOWS
APPLICATION NO. P19667	Development of four double storey dwellings
APPEAL TYPE	Application by permit holder to cancel the planning permit
APPEAL LODGED BY	Applicant
HEARING DATE	30 November 2021
STATUS	To be heard
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#### 5. MATTERS DETERMINED UNDER DELEGATION:

5.1 A list of all matters dealt with under delegation between 1 and 30 September 2021 is attached to this report. The list includes details of planning applications that receive two objections or less, applications to amend planning permits or plans, applications to extend planning permits, applications to certify Plans of Subdivision, the issuing of Statements of Compliance under the Subdivision Act and Section 173 Agreements signed under delegation.

STATUTORY PLANN	ING MATTERS DEALT WITH UNDER DELEC	GATION – SEPTEMBER 20:	21
APPLICATION NO.	PROPOSAL	ADDRESS	OUTCOME
P20500	THE DEVELOPMENT OF FOUR DOUBLE STOREY DWELLINGS	85 KENNEDY PDE, ROXBURGH PARK VIC 3064	EXTENSION TO PLANNING PERMIT EXPIRY DATE GRANTED
P21207	DEVELOPMENT OF THREE DOUBLE STOREY DWELLINGS	7 OSWAY ST, BROADMEADOWS VIC 3047	EXTENSION TO PLANNING PERMIT EXPIRY DATE GRANTED
P21339	THE DEVELOPMENT OF FOUR (4) DOUBLE STOREY DWELLINGS ON A LOT AND ALTERATION TO THE ACCESS TO A ROAD IN A ROAD ZONE 1	304 CAMP RD, BROADMEADOWS VIC 3047	EXTENSION TO PLANNING PERMIT EXPIRY DATE GRANTED
P21376	DEVELOPMENT OF THREE (3) DOUBLE STOREY DWELLINGS	3 HUMEVALE CT, MEADOW HEIGHTS VIC 3048	EXTENSION TO PLANNING PERMIT EXPIRY DATE GRANTED
P21575	THE DEVELOPMENT OF THREE DOUBLE STOREY DWELLINGS	1 CAMMS WAY, MEADOW HEIGHTS VIC 3048	EXTENSION TO PLANNING PERMIT EXPIRY DATE GRANTED
P22045	CHANGE OF USE FROM A WAREHOUSE TO A CAR HIRE FACILITY (RETAIL PREMISES) AND BUILDINGS AND WORKS	2 TARMAC DR, TULLAMARINE VIC 3043	EXTENSION TO PLANNING PERMIT EXPIRY DATE GRANTED
P22066	DEVELOPMENT OF THREE DOUBLE STOREY DWELLINGS	125 KITCHENER ST, BROADMEADOWS VIC 3047	EXTENSION TO PLANNING PERMIT EXPIRY DATE GRANTED
P22272	TWO LOT SUBDIVISION	1027 PASCOE VALE RD, JACANA VIC 3047	EXTENSION TO PLANNING PERMIT EXPIRY DATE GRANTED
P21401.03	MULTI-LOT STAGED RESIDENTIAL SUBDIVISION AND REMOVAL OF EASEMENTS	30 FRENCH RD, GREENVALE VIC 3059	AMENDED PLANNING PERMIT ISSUED
P22934.01	MULTI-LOT RESIDENTIAL SUBDIVISION, CREATION OF RESERVE AND REMOVAL OF EASEMENT	120 BONDS LANE, GREENVALE VIC 3059	AMENDED PLANNING PERMIT ISSUED
P21194.02	AMENDMENT TO PERMIT P21194 (USE AND DEVELOPMENT OF A PLACE OF ASSEMBLY (MENS SHED) AND A REDUCTION IN THE CAR PARKING REQUIREMENTS) TO VARY THE APPROVED HOURS	3/151A CRAIGIEBURN RD, CRAIGIEBURN VIC 3064	AMENDED PLANNING PERMIT ISSUED
P23841	2 LOT SUBDIVISION	1 BODMIN CT, CRAIGIEBURN VIC 3064	AMENDED PLANNING PERMIT ISSUED
P7945.01	BUILDINGS AND WORKS TO ALLOW THE DEVELOPMENT OF A MEDICAL CENTRE (DENTAL SURGERY) AND A REDUCTION IN CAR PARKING	208 BLAIR ST, DALLAS VIC 3047	AMENDED PLANNING PERMIT ISSUED
P21556.01	BUILDINGS AND WORKS ASSOCIATED WITH THE DEVELOPMENT OF AN INDUSTRY AND A REDUCTION IN THE CAR PARKING REQUIREMENTS	60 DONNYBROOK RD, MICKLEHAM VIC 3064	AMENDED PERMIT & PLANS ISSUED
P22746.01	BUILDING AND WORKS FOR THE PURPOSE OF WAREHOUSES WITH ANCILLARY OFFICES AND REDUCTION IN CAR PARKING AND ASSOCIATED SIGNAGE	60 DONNYBROOK RD, MICKLEHAM VIC 3064	AMENDED PERMIT & PLANS ISSUED

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P18280.01	THE DEVELOPMENT OF THREE DOUBLE STOREY DWELLINGS	33 BIRCH AVE, TULLAMARINE VIC 3043	AMENDED PERMIT & PLANS ISSUED
P23333	DEVELOPMENT OF THREE DOUBLE STOREY DWELLINGS	57 GREENVALE DR, GREENVALE VIC 3059	PLANNING PERMIT ISSUED FROM NOD
P23440	THE DEVELOPMENT OF TWO DWELLINGS TO THE REAR OF THE EXISTING DWELLING	25 KEITH AVE, SUNBURY VIC 3429	PLANNING PERMIT ISSUED FROM NOD
P23734	USE OF THE LAND FOR THE PURPOSE OF A RESTRICTED RETAIL PREMISES AND REDUCTION OF STATUTORY CAR PARKING REQUIREMENT	1527-1529 SYDNEY RD, CAMPBELLFIELD VIC 3061	PLANNING PERMIT ISSUED
P23937	DISPLAY OF A SINGLE FLOODLIT SIGN	41 MITCHELLS LANE, SUNBURY VIC 3429	PLANNING PERMIT ISSUED
P23894	REMOVAL AND CREATION OF EASEMENTS	74-76 LIGAR ST, SUNBURY VIC 3429	PLANNING PERMIT ISSUED
P23949	USE OF LAND AS TEMPORARY CAR PARK	29-35 GAP RD, SUNBURY VIC 3429	PLANNING PERMIT ISSUED
P23682	SITE WORKS (INCLUDING PARKING MODIFICATION) NEW EXTERNAL SIGNAGE AND DRIVE THRU CANOPY, MODIFICATION TO BUILDING PLAN AT DRIVE THRU AND EXTERNAL FACADE WORKS	205 MELROSE DR, TULLAMARINE VIC 3043	PLANNING PERMIT ISSUED
P23754	THE DEVELOPMENT OF A SINGLE DWELLING	435 MICKLEHAM RD, ATTWOOD VIC 3049	PLANNING PERMIT ISSUED
P23692	DEVELOPMENT OF TWO DOUBLE STOREY DWELLINGS	43 MILLAR RD, TULLAMARINE VIC 3043	PLANNING PERMIT ISSUED
P23926	2 LOT SUBDIVISION	18 LICHFIELD AVE, JACANA VIC 3047	PLANNING PERMIT ISSUED
P23909	3 LOT SUBDIVISION	183 WIDFORD ST, BROADMEADOWS VIC 3047	PLANNING PERMIT ISSUED
P23777	ALTERATIONS AND ADDITIONS TO EXISTING OFFICE AND DISPLAY OF BUSINESS IDENTIFICATION SIGNAGE	8 HORNE ST, SUNBURY VIC 3429	PLANNING PERMIT ISSUED
P23865	THE DEVELOPMENT OF LAND FOR A DEPENDENT PERSONS UNIT ON A LOT AFFECTED BY THE MELBOURNE AIRPORT ENVIRONS OVERLAY	15 EXFORD ST, COOLAROO VIC 3048	PLANNING PERMIT ISSUED
P23717	DEVELOPMENT OF TWO DWELLINGS	51 GENTLES AVE, CAMPBELLFIELD VIC 3061	PLANNING PERMIT ISSUED
P23803	3 LOT SUBDIVISION	57 EVERGLADE CRES, ROXBURGH PARK VIC 3064	PLANNING PERMIT ISSUED
P23545	SELLING MOTOR VEHICLE FROM PREMISES	2 RUSHWOOD DR, CRAIGIEBURN VIC 3064	PLANNING PERMIT ISSUED
P23900	BUILDINGS AND WORKS TO CONSTRUCT A ROOFED STRUCTURE	3/426-432 BARRY RD, COOLAROO VIC 3048	PLANNING PERMIT ISSUED
P23858	CREATION OF EASEMENT	2 CECIL WALK, MICKLEHAM VIC 3064	PLANNING PERMIT ISSUED

	DI III DINIC AND WORKS ASSOCIATED	I	
P23776	BUILDING AND WORKS ASSOCIATED WITH AN INDUSTRIAL USE, AND THE REDUCTION OF CAR PARKING AND BICYCLE PARKING	2/25 MARENO RD, TULLAMARINE VIC 3043	PLANNING PERMIT ISSUED
P23738	EXTENSION OF EXISTING DWELLING	10 MONTROSE CT, GREENVALE VIC 3059	PLANNING PERMIT ISSUED
P23834	BUILDINGS AND WORKS FOR A SHED	5 WILLIAMS RISE, SUNBURY VIC 3429	PLANNING PERMIT ISSUED
P23873	BUILDINGS AND WORKS TO CONSTRUCT TWO CANOPY STRUCTURES ON COMMON PROPERTY	1/101 RAVENHILL BVD, ROXBURGH PARK VIC 3064	PLANNING PERMIT ISSUED
P23590	USE OF THE LAND FOR VEHICLE SALE (PRIMARILY ONLINE SALES) AND DISPLAY OF ASSOCIATED SIGNAGE	1/1-3 NATHAN DR, CAMPBELLFIELD VIC 3061	PLANNING PERMIT ISSUED
P23849	3 LOT SUBDIVISION	6 BENALLA ST, DALLAS VIC 3047	PLANNING PERMIT ISSUED
P23840	10 LOT SUBDIVISION	62 PREMIER DR, CAMPBELLFIELD VIC 3061	PLANNING PERMIT ISSUED
P23804	3 LOT SUBDIVISION	289 CAMP RD, BROADMEADOWS VIC 3047	PLANNING PERMIT ISSUED
P23792	3 LOT SUBDIVISION	8 ROSEMARY CT, CAMPBELLFIELD VIC 3061	PLANNING PERMIT ISSUED
P23757	2 LOT STAGED SUBDIVISION	163 ELEVATION BVD, CRAIGIEBURN VIC 3064	PLANNING PERMIT ISSUED
P23811	3 LOT SUBDIVISION	13 BURBANK AVE, GLADSTONE PARK VIC 3043	PLANNING PERMIT ISSUED
P23632	3 LOT SUBDIVISION	39 GERBERT ST, BROADMEADOWS VIC 3047	PLANNING PERMIT ISSUED
P23578	3 LOT SUBDIVISION	10 SMEATON CT, CRAIGIEBURN VIC 3064	PLANNING PERMIT ISSUED
P23425	USE OF LAND FOR THE PURPOSE OF SHOP (CONVENIENCE SHOP & PHARMACY) SERVICE STATION AND RESTRICTED RECREATIONAL FACILITY (GYM), BUILDINGS & WORKS, ASSOCIATED SIGNAGE, REMOVAL OF EASEMENT	680 SOMERTON RD, GREENVALE VIC 3059	PLANNING PERMIT ISSUED
P23231	THREE LOT SUBDIVISION AND CREATION OF EASEMENTS	41 MITCHELLS LANE, SUNBURY VIC 3429	PLANNING PERMIT ISSUED
P23693	BUILDINGS AND WORKS ASSOCIATED WITH THE DEVELOPMENT OF A SINGLE STOREY DWELLING IN THE ENVIRONMENTAL SIGNIFICANCE OVERLAY	40 CALLAWAY DR, MICKLEHAM VIC 3064	PLANNING PERMIT ISSUED
P23390	DEVELOPMENT OF TWO DWELLINGS IN FRONT OF THE EXISTING DWELLING	7 CORAL CT, CRAIGIEBURN VIC 3064	PLANNING PERMIT ISSUED
P23605	MULTI-LOT SUBDIVISION, REMOVAL OF NATIVE VEGETATION, CREATION	40 PROVIDENCE RD, GREENVALE VIC 3059	PLANNING PERMIT ISSUED

P23875 DISPLAY OF A PROMOTION SIGNS  P23875 DISPLAY OF A PROMOTION SIGNS  P23876 15 LOT SUBDIVISION  P23876 15 LOT SUBDIVISION  P23876 17 LOT SUBDIVISION  P23876 18 DEVELOPMENT OF THE LAND FOR TWO DOUBLE STOREY DWELLINGS  P23886 19 DISPLAY OF BUSINESS  P23886 10 DISPLAY OF BUSINESS  P23886 10 DISPLAY OF BUSINESS  P23886 10 DENTIFICATION, ELECTRONIC AND INTERNALLY ILLUMINATED SIGNS  P23880 10 EXTENSION TO AN EXISTING  WAREHOUSE, ASSOCIATED OFFICE AND REDUCTION OF CAR PARKING  P23880 CREATION OF EASEMENTS  P23880 CREATION OF EASEMENTS  P23880 CREATION OF EASEMENTS  P23880 CREATION OF EASEMENTS  P23880 P23
P23875 DISPLAY OF A PROMOTION SIGNS  196-202 BARRY RD, CAMPBELLFIELD VIC 3061  2-8 VALIANT CRES, CRAIGIEBURN VIC 3064  P23761 7 LOT SUBDIVISION  P23761 7 LOT SUBDIVISION  P23764 THE DEVELOPMENT OF THE LAND FOR TWO DOUBLE STOREY DWELLINGS  P23816 DISPLAY OF BUSINESS 1DENTIFICATION, ELECTRONIC AND INTERNALLY ILLUMINATED SIGNS VIC 3061  P23480 EXTENSION TO AN EXISTING WAREHOUSE, ASSOCIATED OFFICE AND REDUCTION OF CAR PARKING  P23724 CREATION OF EASEMENTS  196-202 BARRY RD, CAMPBELLFIELD VIC 3061  PLANNING PERMIT ISSUED
P23875 DISPLAY OF A PROMOTION SIGNS  CAMPBELLFIELD VIC 3061  2-8 VALIANT CRES, CRAIGIEBURN VIC 3064  P23761 7 LOT SUBDIVISION  COLES ARCADE, SHOP 4-6/74-78 EVANS ST, SUNBURY VIC 3429  P23764 THE DEVELOPMENT OF THE LAND FOR TWO DOUBLE STOREY DWELLINGS  P23816 DISPLAY OF BUSINESS 1DENTIFICATION, ELECTRONIC AND INTERNALLY ILLUMINATED SIGNS  P23480 EXTENSION TO AN EXISTING WAREHOUSE, ASSOCIATED OFFICE AND REDUCTION OF CAR PARKING  P23724 CREATION OF EASEMENTS  CAMPBELLFIELD VIC 3061  PLANNING PERMIT ISSUED
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P23764
P23761 15 LOT SUBDIVISION CRAIGIEBURN VIC 3064  P23761 7 LOT SUBDIVISION COLES ARCADE, SHOP 4-6/74-78 EVANS ST, SUNBURY VIC 3429  P23764 THE DEVELOPMENT OF THE LAND FOR TWO DOUBLE STOREY DWELLINGS DALLAS VIC 3047  P23816 DISPLAY OF BUSINESS 2-4 SOMERTON PARK IDENTIFICATION, ELECTRONIC AND INTERNALLY ILLUMINATED SIGNS VIC 3061  P23480 EXTENSION TO AN EXISTING WAREHOUSE, ASSOCIATED OFFICE AND REDUCTION OF CAR PARKING 3061  P23724 CREATION OF EASEMENTS CRAIGIEBURN VIC 3064  PLANNING PERMIT ISSUED  PLANNING PERMIT ISSUED  PLANNING PERMIT ISSUED  PLANNING PERMIT ISSUED
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P23761 7 LOT SUBDIVISION 4-6/74-78 EVANS ST, SUNBURY VIC 3429  P23764 THE DEVELOPMENT OF THE LAND FOR TWO DOUBLE STOREY DWELLINGS DALLAS VIC 3047  P23816 DISPLAY OF BUSINESS 2-4 SOMERTON PARK IDENTIFICATION, ELECTRONIC AND INTERNALLY ILLUMINATED SIGNS VIC 3061  EXTENSION TO AN EXISTING 6/1764 SYDNEY RD, WAREHOUSE, ASSOCIATED OFFICE AND REDUCTION OF CAR PARKING 3061  P23724 CREATION OF EASEMENTS CRAIGIEBURN VIC 3064  PLANNING PERMIT ISSUED  PLANNING PERMIT ISSUED  PLANNING PERMIT ISSUED
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P23816  DISPLAY OF BUSINESS IDENTIFICATION, ELECTRONIC AND INTERNALLY ILLUMINATED SIGNS  P23480  EXTENSION TO AN EXISTING WAREHOUSE, ASSOCIATED OFFICE AND REDUCTION OF CAR PARKING  P23724  CREATION OF EASEMENTS  DALLAS VIC 3047  SSUED  PLANNING PERMIT ISSUED
P23816 IDENTIFICATION, ELECTRONIC AND INTERNALLY ILLUMINATED SIGNS VIC 3061  EXTENSION TO AN EXISTING 6/1764 SYDNEY RD, WAREHOUSE, ASSOCIATED OFFICE AND REDUCTION OF CAR PARKING 3061  P23724 CREATION OF EASEMENTS DR, CRAIGIEBURN VIC 3064  PLANNING PERMIT ISSUED  PLANNING PERMIT ISSUED  PLANNING PERMIT ISSUED
P23816 IDENTIFICATION, ELECTRONIC AND INTERNALLY ILLUMINATED SIGNS VIC 3061  EXTENSION TO AN EXISTING 6/1764 SYDNEY RD, WAREHOUSE, ASSOCIATED OFFICE AND REDUCTION OF CAR PARKING 3061  P23724 CREATION OF EASEMENTS 20 ST IVES PL, CRAIGIEBURN VIC 3064  P23724 CREATION OF EASEMENTS 2064  ISSUED ISSUED
P23480 EXTENSION TO AN EXISTING WAREHOUSE, ASSOCIATED OFFICE AND REDUCTION OF CAR PARKING 3061  P23724 CREATION OF EASEMENTS CRIGIEBURN VIC 3064  P2361 PLANNING PERMIT ISSUED  PLANNING PERMIT ISSUED
P23480 WAREHOUSE, ASSOCIATED OFFICE AND REDUCTION OF CAR PARKING  P23724 CREATION OF EASEMENTS  WAREHOUSE, ASSOCIATED OFFICE 3061  20 ST IVES PL, CRAIGIEBURN VIC 3064  PLANNING PERMIT ISSUED
P23480 WAREHOUSE, ASSOCIATED OFFICE AND REDUCTION OF CAR PARKING 3061  P23724 CREATION OF EASEMENTS CAMPBELLFIELD VIC 3061  CREATION OF EASEMENTS 20 ST IVES PL, CRAIGIEBURN VIC 3064  PLANNING PERMIT ISSUED
P23724 CREATION OF EASEMENTS 20 ST IVES PL, CRAIGIEBURN VIC 3064 PLANNING PERMIT ISSUED
P23724 CREATION OF EASEMENTS CRAIGIEBURN VIC 3064 PLANNING PERMIT ISSUED
P23724 CREATION OF EASEMENTS CRAIGIEBURN VIC ISSUED ISSUED
3064
27 POTTER CCT
DEVELOPMENT OF TWO SINGLE 27 TOTTER CC1, PLANNING PERMIT
P23584   MICKI FHAM VIC
STOREY DWELLINGS 3064 ISSUED
P23275 2 LOT SUBDIVISION 765 SOMERTON RD, PLANNING PERMIT
P23275   2 LOT SUBDIVISION   GREENVALE VIC 3059   ISSUED
P22202 MILITILOT RESIDENTIAL SURDIVISION 725 SUNBURY RD, PLANNING PERMIT
P23302 MULTI LOT RESIDENTIAL SUBDIVISION SUNBURY VIC 3429 ISSUED
USE AND DEVELOPMENT OF THE
LAND FOR CONVENIENCE
RESTAURANT, DISPLAY OF SIGNAGE, 41 MITCHELLS LANE, PLANNING PERMIT
P22981 CREATION OF ACCESS TO A ROAD IN A SUNBURY VIC 3429 ISSUED
ROAD ZONE CATEGORY ONE AND
REDUCTION IN BICYCLE FACILITIES
USE AND DEVELOPMENT OF 100 110 WARRANGE PLANNING REPORTE
P23051 WAREHOUSES (INCLUDING STORES) 108-110 KYABRAM ST, PLANNING PERMIT
WITH ASSOCIATED OFFICES COOLAROO VIC 3048 ISSUED

VICSMART APPLICATIONS DEALT WITH UNDER DELEGATION			
APPLICATION NO.	PROPOSAL	ADDRESS	OUTCOME
P23969	2 LOT SUBDIVISION	7 OXLEY ST, SUNBURY VIC 3429	PLANNING PERMIT ISSUED
P23975	2 LOT SUBDIVISION	24 MELBA AVE, SUNBURY VIC 3429	PLANNING PERMIT ISSUED
P23988	2 LOT SUBDIVISION	20 MILLER ST, SUNBURY VIC 3429	PLANNING PERMIT ISSUED
P23229	2 LOT SUBDIVISION	1/1 CAROL GR, TULLAMARINE VIC 3043	PLANNING PERMIT ISSUED
P23893	2 LOT SUBDIVISION	1 ROBIN RD, MICKLEHAM VIC 3064	PLANNING PERMIT ISSUED

MATTERS DEALT WITH UNDER DELEGATION WITH OBJECTIONS			
APPLICATION NO.	PROPOSAL	ADDRESS	OUTCOME
P23529	USE AND DEVELOPMENT OF THE LAND FOR A 50 METRE HIGH NBN FIXED WIRELESS FACILITY (TELECOMMUNICATIONS LATTICE TOWER AND ASSOCIATED STRUCTURES), AND THE REMOVAL OF NATIVE VEGETATION	300 DALRYMPLE RD, SUNBURY VIC 3429	NOTICE OF DECISION TO GRANT A PLANNING PERMIT ISSUED
P23687	THE DEVELOPMENT OF THREE DOUBLE STOREY DWELLINGS	52 KITCHENER ST, BROADMEADOWS VIC 3047	NOTICE OF DECISION TO GRANT A PLANNING PERMIT ISSUED
P23277	THE DEVELOPMENT OF THREE DOUBLE STOREY DWELLINGS	156 GRAHAM ST, BROADMEADOWS VIC 3047	NOTICE OF DECISION TO GRANT A PLANNING PERMIT ISSUED
P23626	THE DEVELOPMENT OF LAND FOR THREE DWELLINGS	2 KINNAIRD ST, JACANA VIC 3047	NOTICE OF DECISION TO GRANT A PLANNING PERMIT ISSUED

APPLICATION NO.	PROPOSAL	ADDRESS	OUTCOME
S009513	44 LOT SUBDIVISION - THE LAKESIDE ESTATE	50 BRENDAN ROAD, GREENVALE VIC 3059	PLAN CERTIFIED
S009391	2 LOT SUBDIVISION	14 ALMURTA AVENUE COOLAROO VIC 3048	PLAN CERTIFIED WITH STATEMENT OF COMPLIANCE
S009488	4 LOT SUBDIVISION	27 GORDON STREET TULLAMARINE VIC 3043	PLAN CERTIFIED
S009572	3 LOT SUBDIVISION	112 RIPPLEBROOK DRIVE BROADMEADOWS VIC 3047	STATEMENT OF COMPLIANCE ISSUED
S009245	63 LOT SUBDIVISION- HIGHLANDS ESTATE - STAGE 351	200 OLIVERS ROAD, MICKLEHAM VIC 3064	PLAN RE-CERTIFIED
S009245	63 LOT SUBDIVISION- HIGHLANDS ESTATE - STAGE 351	200 OLIVERS ROAD, MICKLEHAM VIC 3064	STATEMENT OF COMPLIANCE ISSUED
S009062	2 LOT SUBDIVISION	9 CUPAR PLACE, GREENVALE VIC 3059	PLAN CERTIFIED
S009307	7 LOT SUBDIVISION	54 RUSHWOOD DRIVE, GREENVALE VIC 3059	STATEMENT OF COMPLIANCE ISSUED
S009519	32 LOT SUBDIVISION - HIGHLANDS ESTATE - STAGE 259	120H VULCAN DRIVE, CRAIGIEBURN VIC 3064	PLAN CERTIFIED
S009585	BOUNDARY REALIGNMENT	12 WHITEHALL COURT, SUNBURY VIC 3429	STATEMENT OF COMPLIANCE ISSUED
S009351	4 LOT SUBDIVISION	33 NEPEAN STREET, BROADMEADOWS VIC 3047	PLAN CERTIFIED
S008594	54 LOT SUBDIVISION	26 KING WILLIAM STREET, BROADMEADOWS VIC 3047	PLAN CERTIFIED

		T	
S009314	4 LOT SUBDIVISION	176 ELEVATION BOULEVARD, CRAIGIEBURN VIC 3064	STATEMENT OF COMPLIANCE ISSUED
S009548	1 LOT SUBDIVISION (BOUNDARY REALIGNMENT) MERRIFIELD BUSINESS PARK STAGE 1B	21 TITAN DRIVE, MICKLEHAM VIC 3064	PLAN CERTIFIED WITH STATEMENT OF COMPLIANCE
S009497	3 LOT SUBDIVISION	8 OPHIR STREET BROADMEADOWS VIC 3047	STATEMENT OF COMPLIANCE ISSUED
S009535	3 LOT SUBDIVISION	7 KEITH CRESCENT BROADMEADOWS VIC 3047	PLAN CERTIFIED WITH STATEMENT OF COMPLIANCE
S009554	80 LOT SUBDIVISION - CLOVERTON ESTATE - STAGE 353	1440 HUME FREEWAY, KALKALLO VIC 3064	PLAN CERTIFIED
S009036	3 LOT SUBDIVISION	17 BEACON HILLS CRES CRAIGIEBURN VIC 3064	STATEMENT OF COMPLIANCE ISSUED
S009636	PLAN OF CONSOLIDATION	110 WESTERN AVENUE, WESTMEADOWS VIC 3049	PLAN CERTIFIED WITH STATEMENT OF COMPLIANCE
S009476	2 LOT SUBDIVISION	46 DISTINCTION AVENUE CRAIGIEBURN VIC 3064	PLAN CERTIFIED WITH STATEMENT OF COMPLIANCE
S009430	3 LOT SUBDIVISION	318 CAMP ROAD BROADMEADOWS VIC 3047	PLAN CERTIFIED
S009389	33 LOT SUBDIVISION - MERRIFIELD ESTATE - STAGE 71	300L DONNYBROOK ROAD, MICKLEHAM VIC 3064	STATEMENT OF COMPLIANCE ISSUED
S009388	32 LOT SUBDIVISION - MERRIFIELD ESTATE - STAGE 73	300L DONNYBROOK ROAD, MICKLEHAM VIC 3064	STATEMENT OF COMPLIANCE ISSUED
S009417	80 LOT SUBDIVISION - MERRIFIELD ESTATE - STAGE 40	450M-500 DONNYBROOK ROAD, MICKLEHAM VIC 3064	PLAN CERTIFIED
S009468	2 LOT SUBDIVISION	48 DISTINCTION AVENUE, CRAIGIEBURN VIC 3064	PLAN CERTIFIED WITH STATEMENT OF COMPLIANCE
S009370	13 LOT SUBDIVISION - 40 BRENDAN RD ESTATE - STAGE 2	40 BRENDAN ROAD, GREENVALE VIC 3059	PLAN CERTIFIED
S009210	10 LOT SUBDIVISION - HIGHLANDS EASTSIDE	80 CENTRAL PARK AVENUE, CRAIGIEBURN VIC 3064	PLAN CERTIFIED
S009415	2 LOT SUBDIVISION	9 KING STREET, DALLAS VIC 3047	PLAN CERTIFIED WITH STATEMENT OF COMPLIANCE
S009210	10 LOT SUBDIVISION - HIGHLANDS EASTSIDE	80 CENTRAL PARK AVENUE, CRAIGIEBURN VIC 3064	STATEMENT OF COMPLIANCE ISSUED
S009599	3 LOT SUBDIVISION	158 WIDFORD STREET, BROADMEADOWS VIC 3047	PLAN CERTIFIED WITH STATEMENT OF COMPLIANCE
S009374	37 LOT SUBDIVISION	35 CARROLL LANE, GREENVALE VIC 3059	PLAN CERTIFIED

CREATION & REMOVAL OF EASEMENT	74-76 LIGAR STREET SUNBURY VIC 3429	PLAN CERTIFIED WITH STATEMENT OF COMPLIANCE
51 LOT SUBDIVISION - ROSENTHAL ESTATE - STAGE E2	41 MITCHELLS LANE, SUNBURY VIC 3429	PLAN CERTIFIED
75 LOT SUBDIVISION - CLOVERTON ESTATE - STAGE 322	1440W HUME FREEWAY, KALKALLO VIC 3064	PLAN RE-CERTIFIED
75 LOT SUBDIVISION - CLOVERTON ESTATE - STAGE 322	1440W HUME FREEWAY, KALKALLO VIC 3064	STATEMENT OF COMPLIANCE ISSUED
CREATION OF EASEMENT	2 CECIL WALK MICKLEHAM VIC 3064	PLAN CERTIFIED WITH STATEMENT OF COMPLIANCE
43 LOT SUBDIVISION - REDSTONE ESTATE - STAGE 11	675 SUNBURY ROAD, SUNBURY VIC 3429	PLAN CERTIFIED
4 LOT SUBDIVISION	35 CAMPBELL STREET WESTMEADOWS VIC 3049	PLAN CERTIFIED WITH STATEMENT OF COMPLIANCE
9 LOT SUBDIVISION - HIGHLANDS EASTSIDE	80 CENTRAL PARK AVENUE, CRAIGIEBURN VIC 3064	PLAN CERTIFIED
9 LOT SUBDIVISION - HIGHLANDS EASTSIDE	80 CENTRAL PARK AVENUE, CRAIGIEBURN VIC 3064	STATEMENT OF COMPLIANCE ISSUED
2 LOT SUBDIVISION	2 OPHIR STREET BROADMEADOWS VIC 3047	STATEMENT OF COMPLIANCE ISSUED
26 LOT SUBDIVISION - KINGSFIELD ESTATE - STAGE 7	170 LANCEFIELD ROAD, SUNBURY VIC 3429	PLAN CERTIFIED
52 LOT SUBDIVISION - TRUE NORTH ESTATE - STAGE 20	1170E MICKLEHAM ROAD, GREENVALE VIC 3059	PLAN RE-CERTIFIED
3 LOT SUBDIVISION	11 LINLITHGOW WAY, GREENVALE VIC 3059	PLAN CERTIFIED
6 LOT SUBDIVISION - KINGSLEA ESTATE - STAGE 1	2-26 KING WILLIAM STREET, BROAMEADOWS VIC 3047	STATEMENT OF COMPLIANCE ISSUED
27 LOT SUBDIVISION	70 BRENDAN ROAD, GREENVALE VIC 3059	PLAN CERTIFIED
4 LOT SUBDIVISION	23 STANHOPE STREET BROADMEADOWS VIC 3047	PLAN RE-CERTIFIED WITH STATEMENT OF COMPLIANCE
3 LOT SUBDIVISION	71 GIBSON STREET BROADMEADOWS VIC 3047	PLAN CERTIFIED
17 LOT SUBDIVISION - TRILLIUM ESTATE - STAGE 14A	555A MT RIDLEY ROAD, MICKLEHAM VIC 3064	PLAN CERTIFIED
2 LOT SUBDIVISION	1/1 CAROL GROVE TULLAMARINE VIC 3043	PLAN CERTIFIED WITH STATEMENT OF COMPLIANCE
48 LOT SUBDIVISION - TRUE NORTH ESTATE - STAGE 23	1170A MICKLEHAM ROAD, GREENVALE VIC 3059	PLAN RE-CERTIFIED
	51 LOT SUBDIVISION - ROSENTHAL ESTATE - STAGE E2  75 LOT SUBDIVISION - CLOVERTON ESTATE - STAGE 322  75 LOT SUBDIVISION - CLOVERTON ESTATE - STAGE 322  CREATION OF EASEMENT  43 LOT SUBDIVISION - REDSTONE ESTATE - STAGE 11  4 LOT SUBDIVISION  9 LOT SUBDIVISION - HIGHLANDS EASTSIDE  9 LOT SUBDIVISION - HIGHLANDS EASTSIDE  2 LOT SUBDIVISION - KINGSFIELD ESTATE - STAGE 7  52 LOT SUBDIVISION - TRUE NORTH ESTATE - STAGE 20  3 LOT SUBDIVISION  6 LOT SUBDIVISION  6 LOT SUBDIVISION  7 LOT SUBDIVISION  4 LOT SUBDIVISION  3 LOT SUBDIVISION  3 LOT SUBDIVISION  4 LOT SUBDIVISION  17 LOT SUBDIVISION  17 LOT SUBDIVISION  17 LOT SUBDIVISION  48 LOT SUBDIVISION  48 LOT SUBDIVISION  48 LOT SUBDIVISION  75 LOT SUBDIVISION  48 LOT SUBDIVISION  76 LOT SUBDIVISION  77 LOT SUBDIVISION  48 LOT SUBDIVISION  48 LOT SUBDIVISION - TRUE NORTH	SUNBURY VIC 3429  51 LOT SUBDIVISION - ROSENTHAL ESTATE - STAGE E2  75 LOT SUBDIVISION - CLOVERTON ESTATE - STAGE 322  75 LOT SUBDIVISION - CLOVERTON ESTATE - STAGE 322  75 LOT SUBDIVISION - CLOVERTON ESTATE - STAGE 322  CREATION OF EASEMENT  CREATION OF EASEMENT  43 LOT SUBDIVISION - REDSTONE ESTATE - STAGE 11  4 LOT SUBDIVISION - REDSTONE ESTATE - STAGE 11  9 LOT SUBDIVISION - HIGHLANDS EASTSIDE  9 LOT SUBDIVISION - HIGHLANDS EASTSIDE  10 SUBDIVISION - HIGHLANDS EASTSIDE  10 LOT SUBDIVISION - HIGHLANDS EASTSIDE  11 LOT SUBDIVISION - HIGHLANDS EASTSIDE  12 LOT SUBDIVISION - KINGSFIELD ESTATE - STAGE 7  52 LOT SUBDIVISION - TRUE NORTH ESTATE - STAGE 1  27 LOT SUBDIVISION - KINGSLEA ESTATE - STAGE 1  18 ROADMEADOWS VIC 3047  27 LOT SUBDIVISION - KINGSLEA ESTATE - STAGE 1  19 LOT SUBDIVISION - REDSTONE ESTATE - STAGE 1  10 LANCEFIELD ROAD, SUNBURY VIC 3429  1170E MICKLEHAM ROAD, GREENVALE VIC 3059  22 SKING WILLIAM STREET, BROAMEADOWS VIC 3047  27 LOT SUBDIVISION - KINGSLEA ESTATE - STAGE 1  31 LOT SUBDIVISION  11 LINLITHGOW WAY, GREENVALE VIC 3059  23 STANHOPE STREET BROADMEADOWS VIC 3047  3047  31 LOT SUBDIVISION  31 LOT SUBDIVISION  41 LOT SUBDIVISION  555A MT RIDLEY ROAD, MICKLEHAM VIC 3064  21/1 CAROL GROVE TULLAMARINE VIC 3043  48 LOT SUBDIVISION - TRUE NORTH ESTATE - STAGE 14A  48 LOT SUBDIVISION - TRUE NORTH ESTATE - STAGE 13A  48 LOT SUBDIVISION - TRUE NORTH ESTATE - STAGE 14A  48 LOT SUBDIVISION - TRUE NORTH ESTATE - STAGE 13A  48 LOT SUBDIVISION - TRUE NORTH ESTATE - STAGE 13A  48 LOT SUBDIVISION - TRUE NORTH ESTATE - STAGE 13A  48 LOT SUBDIVISION - TRUE NORTH ESTATE - STAGE 13A  48 LOT SUBDIVISION - TRUE NORTH ESTATE - STAGE 13A  48 LOT SUBDIVISION - TRUE NORTH ESTATE - STAGE 13A  48 LOT SUBDIVISION - TRUE NORTH ESTATE - STAGE 13A  48 LOT SUBDIVISION - TRUE NORTH ESTATE - STAGE 13A  48 LOT SUBDIVISION - TRUE NORTH ESTATE - STAGE 13A  48 LOT SUBDIVISION - TRUE NORTH ESTATE - STAGE 13A  48 LOT SUBDIVISION - TRUE NORTH ESTATE - STAGE 13A

## **REPORTS – SUSTAINABILITY AND ENVIRONMENT** 25 OCTOBER 2021 ORDINARY COUNCIL (TOWN PLANNING) MEETING Attachment 1 - Statutory Planning matters dealt with under delegation - September 2021

S009520 12 LOT SUBDIVISION - HIGHLANDS ESTATE - STAGE 365	120H VULCAN DRIVE, CRAIGIEBURN VIC 3064	PLAN CERTIFIED
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SECTION 173 AGREEMENTS SIGNED UNDER DELEGATION			
APPLICATION NO.	PROPOSAL	ADDRESS	OUTCOME
P21787	DEVELOPMENT OF 2 DOUBLE STOREY DWELLINGS AND A 2 LOT SUBDIVISION	8 PENRYN PLACE, CRAIGIEBURN VIC 3064	SECTION 173 AGREEMENT SIGNED
P23234	4 LOT SUBDIVISION AND REMOVAL OF NATIVE VEGETATION	20 EMU ROAD, SUNBURY VIC 3429	SECTION 173 AGREEMENT SIGNED
P21961	15 DWELLINGS, CREATION/ALTERATION OF ACCESS TO A RDZ1 AND REDUCTION OF CAR PARKING	685 SOMERTON ROAD, GREENVALE VIC 3059	SECTION 173 AGREEMENT SIGNED

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## REPORTS – SUSTAINABILITY AND ENVIRONMENT 25 OCTOBER 2021 ORDINARY COUNCIL (TOWN PLANNING) MEETING

REPORT NO: SU603

**REPORT TITLE:** Northern Metro Region Land Use Framework Plan

**SOURCE:** David Cox, Senior Strategic Planner

**DIVISION:** Planning and Development

FILE NO: HCC19/129

**POLICY:** Hume Integrated Growth Areas Plans

**STRATEGIC OBJECTIVE:** 4.1 Facilitate appropriate urban development while

protecting and enhancing the City's environment, natural

heritage and rural spaces.

ATTACHMENTS: 1. Metropolitan Regions Map

2. Directions for Northern Region

3. Proposed Council Submission to the draft NMRLUFP

#### 1. SUMMARY OF REPORT

- 1.1 The Victorian Government has prepared a draft Northern Metro Region Land Use Framework Plan (draft Plan) and is asking for feedback before a final Plan is produced and implemented into planning schemes by the government.
- 1.2 A submission has been prepared for Council's consideration. The submission acknowledges the draft Plan has affectively picked-up much of Council's strategic direction for the city's land use and development, which comes from the Hume Integrated Growth Area Plans (HIGAPs).
- 1.3 The submission gives recommendations for preparing the final Plan. These include better direction for: Broadmeadows Railway Station; Broadmeadows social housing; airport flight path influences on Broadmeadows; delivering transport infrastructure; enabling employment land; higher-density housing and housing diversity; better activity centres, preferred green wedge land uses; and sodic soil concerns in growth areas.

#### 2. RECOMMENDATION

That Council endorses the proposed submission in Attachment 3 to the Victorian Government's draft Northern Metro Region Land Use Framework Plan.

#### 3. LEGISLATIVE POWERS

Planning and Environment Act 1987.

#### 4. FINANCIAL IMPLICATIONS

There are no financial implications arising from the proposed submission.

#### 5. ENVIRONMENTAL SUSTAINABILITY CONSIDERATIONS

The draft Plan gives Directions for the region's environmental sustainability. These are listed in **Attachment 2** under a theme for 'Sustainability and Resilience'. The proposed submission supports these Directions and recommends various changes to supporting Strategies and Actions. These changes advocate for:

- Retaining natural wetlands and natural drainage networks for the waterway manager's stewardship.
- Considering the suitability of sodic soil affected land in the Sunbury and Northern Growth Corridors to ensure environmentally sustainable outcomes.
- Identifying public land managers for regional parklands in growth areas.
- Reducing and managing environmental risks for industrial fires.
- Tree planting in preferred places that contribute to public realms.

#### 6. CLIMATE CHANGE ADAPTATION CONSIDERATIONS

The draft Plan gives Directions for climate change adaptation. These are listed in **Attachment 2** under themes for 'Sustainability and Resilience' and 'Strong Communities'. The proposed submission supports these Directions and recommends various changes to supporting Strategies and Actions. These changes advocate for:

- Shifting from gas to renewable energy supply.
- Achieving Environmentally Sustainable Development.
- Monitoring the region's most vulnerable areas for urban heat.
- Government funding support for tree planting, integrated water management and neighbourhood planning.
- Reducing waste to landfill and using recycled materials for infrastructure.

#### 7. CHARTER OF HUMAN RIGHTS APPLICATION

The proposed submission advocates on behalf of Hume City's citizens for land use outcomes which benefit current and future generations.

#### 8. COMMUNITY CONSULTATION

The Victorian Government is using the <u>Engage Victoria</u> online platform to collect submissions about the draft Plan from late August to late October 2021.

#### 9. DISCUSSION

#### Metropolitan and regional planning

- 9.1 *Plan Melbourne 2017-2050* gives metropolitan Melbourne's strategic direction for land use and development to:
  - 9.1.1 Manage population growth, by providing more clarity about where growth will ao.
  - 9.1.2 Grow the economy, by creating jobs closer to where people live and opportunities for new industries.
  - 9.1.3 Create affordable and accessible housing, by delivering affordability and choice.
  - 9.1.4 Improve transport, by continuing to invest in our transport network.
  - 9.1.5 Respond to climate change, by transitioning to a low carbon city and growing a greener economy.
  - 9.1.6 Provide for local living, by creating a city of 20-minute neighbourhoods.
- 9.2 Plan Melbourne 2017-2050 was rolled-out with an implementation plan which has triggered the preparation of regional framework plans. These metropolitan Melbourne regions are shown in **Attachment 1**.
- 9.3 The final Northern Metro Region Land Use Framework Plan will be used by the government to create a common, regional policy layer for all planning schemes in the region. It is anticipated the government will also prepare an action plan for regional priorities to implement the final Plan.
- 9.4 The structure for all regional plans is aligned with *Plan Melbourne 2017-2050* for:
  - 9.4.1 Productivity (jobs and investment)
  - 9.4.2 Housing Choice
  - 9.4.3 Integrated Transport
  - 9.4.4 Liveability
  - 9.4.5 Strong Communities.

9.5 The regional plans are picking-up *Plan Melbourne 2017-2050* policies and giving them a regional context. Consequently, the regional plans are policy neutral and not an avenue to change government policy.

#### **Draft Northern Metro Region Land Use Framework Plan (NMRLUFP)**

- 9.6 Hume makes a significant contribution to the region. This includes projections for 42,000 additional jobs by 2031, the most for any city in the region. Hume's population is expected to be at 344,000 by 2036, making up 24% of the region's entire population.
- 9.7 The draft Plan is available online from <a href="Engage Victoria">Engage Victoria</a>. It has been reviewed and found to give good effect to Hume's land use strategies.
- 9.8 Whilst there are opportunities to improve the draft Plan, the draft's Directions will support Council's strategic planning needs for its city planning. These Directions are given in **Attachment 2**.

#### **Hume Integrated Growth Areas Plans (HIGAPs)**

- 9.9 Council's strategic land use planning is informed by the Hume Integrated Growth Area Plans (HIGAPs). These Plans have served Council well. They have enabled Council's input to:
  - 9.9.1 Growth area Precinct Structure Plans (PSPs) and Infrastructure Contribution Plans (ICPs) for these greenfield precincts.
  - 9.9.2 The *North and West City Deal* and *Northern Horizons* key advocacy documents for government infrastructure investment in the region.
  - 9.9.3 The government's preparation of the *Metropolitan Industrial and Commercial Land Use Plan*.
  - 9.9.4 Melbourne Airport submissions and other Victorian Government strategic planning processes.

#### **Council Submission**

- 9.10 HIGAPs has also informed Council's input to the government's preparation of the draft Plan. A review of the draft reveals much of Council's strategic direction for the city is included. This is a good outcome for Council. Important inclusions, which have their origin in HIGAPs and been supplemented by more recent advocacy, are recognition for:
  - 9.10.1 Broadmeadows increasing importance as a Metropolitan Activity Centre and for urban renewal and jobs growth, warranting its inclusion on the future Suburban Rail Loop and as an interchange station.
  - 9.10.2 State and regionally significant health and education precincts in Craigieburn, Broadmeadows and Sunbury.
  - 9.10.3 State significant industrial precincts in Craigieburn North, Campbellfield, Mickleham, and Somerton.
  - 9.10.4 Regionally significant industrial precincts near Melbourne Airport.
  - 9.10.5 Lockerbie having a future Metropolitan Activity Centre.
  - 9.10.6 Regionally significant parklands for Jacksons Creek and Upper Merri Creek.
  - 9.10.7 Rail improvements to Sunbury railway line and recognising the need for railway stations at Sunbury South and Sunbury North in the future.
  - 9.10.8 Electrification of the railway line between Craigieburn and Wallan.
  - 9.10.9 Aitken Boulevard as a high-capacity public and active transport route.

- 9.10.10 Arterial road connection between Sunbury and Craigieburn, which includes the Bulla Bypass.
- 9.10.11 Improving key cycling corridors through the city.
- 9.10.12 Recognising community and tourism sites at Emu Bottom Homestead and Rupertswood Mansion in Sunbury.
- 9.10.13 Recognising important civic places at the Hume Global Learning Centre in Broadmeadows and the Sunbury town centre.
- 9.10.14 Kalkallo recognised for regional recreation and linked with a Melbourne Water retarding basin.
- 9.11 The proposed submission is in **Attachment 3** and focuses on opportunities to improve the draft Plan. Priority opportunities are below, along with their recommendations for updating Strategies and Actions in the final Plan.

<b>Priority Opportunity</b>	Recommended Strategies and Action
Upgrading the Broadmeadows railway station precinct.	Prompt the Victorian Government to work with Council and public transport providers to prepare a Broadmeadows Railway Station Masterplan which facilitates the redevelopment of the station in the immediate term and provides for its future role as a transport superhub in the Suburban Rail Loop project.
Renewing Broadmeadows social housing.	Give priority for public housing renewal in Broadmeadows.
	Review the regions list of urban renewal areas for housing renewal in Broadmeadows.
Acknowledging Melbourne Airport flight path needs whilst enabling Broadmeadows economic development.	Support the role and operation of Melbourne Airport with appropriate consideration of land use planning and economic development needs for places affected by the airport, particularly the Broadmeadows MAC.
Enabling green wedge tourism and hospitality.	Change the agricultural classification of the Hume green wedge to support sustainable tourism, recreation opportunities and for visitor experiences.
	Work across government to include Hume into the metropolitan Melbourne tourism board area and investigate funding and resource-support opportunities for visitor experiences the green wedge.
Achieving more timely transport infrastructure in growth areas.	Provide timely high-quality public transport access to activity centres, regional health, and education precincts.
	Enhance Sunbury's timely connectivity to the region's transport networks for arterial roads, public transport, and cycling.
	Bring forward bus services so Aitken Boulevard can fulfill its regional public transport role.
	Enable construction of priority arterial road transport projects in Hume for the Bulla Bypass and duplications for Somerton Road and Mickleham Road.
	Implement the Northern Council Alliance's Northern Region Transport Strategy.

Priority Opportunity	Recommended Strategies and Action
Overcoming barriers for employment land in growth areas.	Remove infrastructure barriers to unlock industrial land in the Northern Growth Corridor by building Hume Freeway bridges, utility infrastructure and railway line crossing for Craigieburn North and interchange for Merrifield North.
	Prompt government departments and authorities to work together to secure funding and resolve barriers to unlock industrial land in the Northern Growth Corridor.
Overcoming barriers to higher-density housing and achieving genuine mixed-use activity centres in growth	Continue research with academic institutions, greenfield developers, councils, and housing industry stakeholders to create an innovative avenue for higher-density housing outcomes to be achieved early in the staging of housing development in growth areas.
areas.	Ensure activity centres in growth areas enable local living, strong and healthy communities as well as social and economic participation.
	Work with development feasibility experts, greenfield developers, and councils to address barriers for the delivery of timely, integrated, mixed-use outcomes in new centres.
Managing housing diversity across the city	Provide for housing investigations areas for high- frequency public transport corridors, such as Aitken Boulevard.
	Support councils to prepare and implement local housing strategies into planning schemes to provide for improved housing choice and diversity.
Addressing sodic soils concerns in growth areas.	Consider the suitability of sodic soil affected land in the Sunbury and Northern Growth Corridors to ensure environmentally sustainable outcomes.

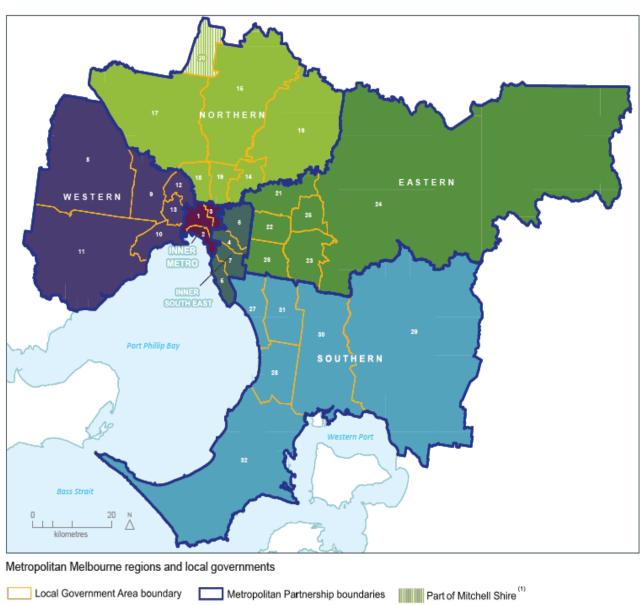
Table 1: Priority Opportunities and Recommendations

#### 10. CONCLUSION:

- 10.1 The draft Northern Metro Region Land Use Framework Plan has an effective suite of Directions which link to Plan Melbourne 2017-2050 and give purpose to the region's challenges for the future. The draft's preparation by the government is a policy-neutral translation of Plan Melbourne 2017-2050 for the metropolitan Melbourne's northern region.
- 10.2 A review of the draft Plan has found opportunities to refine the draft Plan's Strategies and Actions for the final Plan. These are given in a proposed submission which acknowledges the work done by the government and recommends specific changes for alignment with Council's strategic direction for the city's future land use and development.
- 10.3 Following the receipt of submissions, the Department of Environment, Land, Water and Planning will prepare a final Plan. After it has been released, Council can expect the Victorian Government to:
  - Use the Plan to update the Planning Policy Framework in the Hume Planning Scheme for the Directions and Strategies in the Plan.
  - Progress work to implement the Plan by carrying out Actions for the region's priority land use and development needs.

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#### Melbourne Metropolitan Regions (source: Plan Melbourne 2017-2050)





<sup>(1)</sup> For metropolitan planning purposes the southern part of Mitchell Shire is included in the Northern Region.

# REPORTS – SUSTAINABILITY AND ENVIRONMENT 25 OCTOBER 2021 ORDINARY COUNCIL (TOWN PLANNING) MEETING

Attachment 1 - Metropolitan Regions Map

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#### Northern Metro Region Land Use Framework Plan - Directions

#### PRODUCTIVITY

- Facilitate the development of the La Trobe NEIC as a primary provider of tertiary education and health services supported by increased transport connectivity.
- 2. Protect and support the development of Melbourne Airport.
- 3. Support the development of a strong network of activity centres to provide jobs closer to where people live.
- Manage and plan for industrial precincts in the Northern Metro Region to be continued generators of economic activity and employment.
- 5. Ensure the Northern Growth Corridor accommodates longer-term industrial and commercial development opportunities.
- Ensure protection of green wedges and support their role to provide agriculture, extractive resources, tourism, and state infrastructure for the long-term benefit of all Victorians.

#### HOUSING CHOICE

- 7. Increase the supply of housing in the Northern Metro Region.
- 8. Prioritise housing growth in areas with access to jobs, services, and good public transport.
- 9. Provide greater choice and diversity of housing in the Northern Metro Region
- 10. Increase the supply of social and affordable housing.
- 11. Improve planning processes for growth areas to ensure the delivery of diverse and vibrant new communities.

#### INTERGRATED TRANSPORT

- Improve transport connections to support the productivity of the Northern Metro Region.
- 13. Improve public and active transport access for the La Trobe NEIC, metropolitan and major activity centres.
- Improve transport connectivity in the Northern Growth Corridor and outer suburbs
- 15. Improve active and public transport options to promote mode shift and support 20-minute neighbourhoods.
- 16. Protect and grow the Northern Metro Region's comparative advantage in freight and logistics.

#### LIVEABILITY

- 17. Protect and enhance the region's network of waterway corridors.
- 18. Protect and enhance the landscapes and biodiversity of the Northern Metro Region.
- 19. Strengthen the network of open spaces and trail connections across the Northern Metro Region.
- 20. Create a legacy of great civic places.

#### STRONG COMMUNITIES

- 21. Plan for major social infrastructure at a regional level.
- 22. Deliver health and education services in strategic locations.
- 23. Support a network of neighbourhood activity centres to anchor 20-minute neighbourhoods.

#### SUSTAINABLE AND RESILIENT

- 24. Respond to the transformation of the energy supply network.
- 25. Increase the network of cool places, particularly in areas with communities vulnerable to urban heat and areas with high urban heat.
- 26. Increase urban tree canopy across the Northern Metro Region to achieve 27 per cent coverage by 2050.
- 27. Increase the retention and reuse of water in the urban environment.
- 28. Minimise and reduce risk from bushfire in Nillumbik, Whittlesea, Hume and Mitchell.
- 29. Protect sites of strategic importance for recycling and plan for the expansion of key sites for future resource recovery needs.

## REPORTS – SUSTAINABILITY AND ENVIRONMENT 25 OCTOBER 2021 ORDINARY COUNCIL (TOWN PLANNING) MEETING

Attachment 2 - Directions for Northern Region

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# SUBMISSION TO THE DRAFT NORTHERN METRO REGION LAND USE FRAMEWORK PLAN



#### 1. INTRODUCTION

Council congratulates the Victorian Government for preparing the draft NMRLUFP (the draft Plan), which has picked up direction from Council's lead strategies for Hume's future.

The draft Plan acknowledges Hume's significant regional and metropolitan contribution. This includes projecting 42,000 additional jobs by 2031, the most for any city in the region and a population of about 344,000 by 2036, making up 24% of the region's population.

The draft Plan acknowledges many regionally significant places in Hume. These include:

- Melbourne Airport as an international gateway and the region's biggest employment hub.
- Metropolitan Activity Centres at Broadmeadows and Lockerbie (future).
- State significant industrial precincts in Craigieburn North, Campbellfield, Tullamarine, Mickleham, and Somerton.
- Activity Centres network, including existing centres at Sunbury, Craigieburn Central and Roxburgh Park and future centres at Mickleham and Sunbury South.
- State and regionally significant health and education precincts in Craigieburn, Broadmeadows and Sunbury.
- Regional parklands for Jacksons Creek and Upper Merri Creek.

Council support's the proposed Directions in the draft Plan and sees various opportunities to refine some Strategies, introduce new Strategies and Actions. Doing this would give the final Plan more clarity for the region's future. Recommended changes for Strategy and Action statements are shown in *blue italics* within the grey boxes. The submission also gives various recommendations to update maps and commentary for the final Plan. All the issues in this submission are important to Council.

Council suggests DELWP complete and release the final Plan, and start implementing by bringing councils, authorities, government departments and key stakeholders together to resolve priority regional challenges. For Hume, these are:

- Upgrading the Broadmeadows railway station precinct.
- Renewing Broadmeadows social housing.
- Acknowledging Melbourne Airport flightpath needs, whilst enabling Broadmeadows economic development.
- Enabling green wedge tourism and hospitality.
- Achieving more timely transport infrastructure in growth areas.
- Overcoming barriers for employment land in growth areas.
- Overcoming barriers to higher-density housing and activity centres in growth areas.
- Managing housing diversity across the city.
- Addressing sodic soil concerns for growth areas.

Council looks forward to talking to DELWP about this submission and seeing how we can work together to prepare and implement the final Plan.

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#### 2. PRODUCTIVITY

#### Direction 1. Facilitate the La Trobe NEIC

The Northern Growth Corridor (NGC) covers a large area and its outer fringe, including the future Lockerbie MAC, is some distance from the La Trobe NEIC. Given the region's size, the final Plan should do more to consider the NEIC's public transport links with the region's northern suburbs and growth areas.

Whilst the Suburban Rail Loop and North-East Link will improve public transport outcomes, opportunities should also be explored for enhancing modal interchanges and bus services which better connect the NEIC to the region's northern suburbs and growth areas.

#### Direction 2. Protect and support Melbourne Airport's development

The Cities of Hume and Brimbank recognise and support Melbourne Airport's important role as a gateway and major employment hub. In a recent joint submission to the Melbourne Airport Environs Safeguarding Standing Advisory Committee (MAESSAC) both councils gave clear support for protecting the airport's curfew free status and having well-considered planning policy which safeguards the airport's ongoing operations. Our joint submission recommends the MAESSAC strike a balance between policy and controls to safeguard the airport's operations whilst considering existing policy objectives for the region. These relate to activity centres, 20 minutes neighbourhoods and urban renewal for strategic development sites - such as the Broadmeadows and Sunshine Metropolitan Activity Centres (MACs).

Developing appropriate policy to safeguard Melbourne Airport's operational needs must not be about trumping (at all costs) other strategic imperatives to deliver housing and economic growth for Melbourne's north. The councils believe safeguarding airport and activity centre development can both be achieved. For example, well nuanced and discretionary planning policy can accommodate building typologies with noise attenuation measures included. Whilst the councils support better integration of the National Airports Safeguarding Framework guidelines into planning schemes, a better approach is needed in planning provisions to consider development opportunities in areas affected by some aircraft noise. Disproportionately elevating Melbourne Airport needs above all other important planning objectives is inappropriate and will significantly stifle investment and renewal in the Broadmeadows and Sunshine MACs.

Direction 3 in the draft Plan supports a developing network of activity centres for jobs closer to where people live. The Broadmeadows MAC is given as an urban renewal opportunity for higher density housing and land use diversity. In this location it is appreciated aircraft noise and operational airspace will influence building designs and heights. For the final NMRLUFP there will be a need to balance Direction 3 and 2 for the Broadmeadows MAC to enable both to occur.

The councils appreciate DELWP will look to the MAEESSAC's findings to inform appropriate changes to planning schemes and assume final regional framework plans will integrate these findings. If this assumption is correct, we ask DELWP to consider our planning objectives in the *Planning and Environment Act 1987*. These include the need "to provide for the fair, orderly, economic and sustainable use, and development of land". This objective prompts us to weigh-up planning considerations, including for public utilities like Melbourne Airport, rather than elevating airport policy preferences at the exclusion of all other considerations.

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Revise Strategy 04 to "Support the role and operation of Melbourne Airport with appropriate consideration of land use planning and economic development needs for places affected by airport flightpaths, particularly the Broadmeadows MAC".

#### Direction 3. Support and develop an activity centres network for jobs closer to home

The ongoing Covid-19 pandemic is influencing workforce mobility patterns and prompting us to rethink how our planning can better support remote working, and a growing shift to 'working near home' — because these are expected to prevail beyond the pandemic. This changing paradigm means we should review our assumptions about floorspace growth and revisit the role of activity centres and employment precincts.

Activity centre development in growth areas is driven by the developer's economic delivery model. This model is not achieving the integrated development anticipated by *Plan Melbourne 2017-2050* or for timely delivery of jobs. Instead, a retailing delivery method dominates which is not enabling genuine activity centre outcomes. RMIT research into greenfield activity centres done for DELWP, indicates:

Shopping centres in new suburbs are generally built to a standard model. They are mostly enclosed malls, typically surrounded by car parking, with one or two anchor tenants, usually supermarkets, and an array of smaller specialty shops which are often chain stores and they are managed as a single centre.

This retail form has been criticised for a range of reasons. The poor integration with surrounding areas and unattractive inward-facing box like design is also often noted, economically they are seen to have a negative impact on pre-existing traditional strip centres, and to limit retail business opportunities due to long hours required and the standard format that favours franchises.

Assessment of Retail Model in Greenfield Development Settings, Goodman and Kroen, September 2019, page 1.

The final Plan can also mention the RMIT study findings. Doing this will transparently illustrate the persistent challenges facing new activity centres and their ability to deliver on the *Plan Melbourne 2017-2050* principles.

Also include more commentary in the final Plan to give:

- Further weight to Broadmeadow's role in the region and continuing to revitalise this MAC to address underlying disadvantage, reverse underinvestment and meet the need for increased manufacturing in food and health. Unlocking the development capacity of strategic sites may realise 1500 new jobs and includes commercial development of Hume Central, redevelopment of Broadmeadows Railway Station and an Advanced Manufacturing Centre for Assistive Technology.
- Greater recognition for Sunbury's future as a unique and separate township with its own sense of community and familiarity, and well connected to Melbourne by good transport links. Sunbury's growth in a rural setting, with regional parklands and an accessible countryside makes this place very special. The vibrant town centre and new neighbourhood centres will be hubs of activity. Large and local scale health, education and leisure facilities will contribute to Sunbury's unique role in the region.

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- Greater recognition to Lockerbie as a future MAC to service the northern part of the NGC and meet the needs of a growing growth area near the future Outer Metropolitan Ring Road.
- Revise Strategy 06 to "Encourage the diversity of employment and economic activity in the Broadmeadows and Epping metropolitan centres and for the future Lockerbie metropolitan activity centre."
- Include a new Strategy to "Support current and future activity centres and employment precincts to capture 'working near home' opportunities."
- ➤ Include a new Strategy to "Ensure activity centres in growth areas enable local living, strong and healthy communities as well as social and economic participation."
- ➤ Include a new Action for DELWP to "Work across government to better understand and enable opportunities emerging from the Covid-19 pandemic, including benefits for activity centres and employment precincts to support 'working near home' needs."
- Include a new Action for DELWP to "Work with development feasibility experts, greenfield developers and councils to address barriers for the delivery of timely, integrated, mixed-use outcomes for new centres."

#### Direction 4. Manage and plan industrial precincts for economic activity and jobs

The region is home to two separate growth corridors, the Northern Growth Corridor, and the Sunbury Growth Corridor. Both are in Hume, with the northern corridor shared with Whittlesea and Mitchell.

The final Plan must be strengthened by acknowledging the barriers to further industrial development in the NGC's state significant industrial precincts. Within Hume these barriers are mostly inadequate major State roads and services. Therefore, the final Plan can flag the need to remove barriers by constructing the following as soon as possible:

infrastructure item	Land unlocked by delivering the infrastructure item
English Street bridge over the Hume Freeway.	<ul> <li>McMullin Group land abutting Hume Freeway.</li> <li>Donnybrook Road Industrial Precinct.</li> <li>Craigieburn North Employment Precinct.</li> </ul>
Cameron Street bridge over the Hume Freeway. Gunns Gully Road Interchange with the Hume Freeway.	<ul> <li>Merrifield North Employment Precinct.</li> <li>Lockerbie Metropolitan Activity Centre.</li> </ul>
Gas, sewer, and electricity connections.	<ul><li>Craigieburn North Employment Precinct.</li><li>Amaroo Business Park.</li></ul>
Hume Freeway upgrade along Kalkallo township.	Merrifield North Employment Precinct.
Summerhill Road with Sydney railway line level crossing removal and upgrade.	<ul><li>Craigieburn North Precinct.</li><li>Craigieburn South Employment Precinct.</li></ul>

More information on these is in Council's 24 December 2019 submission to the draft *Melbourne Industrial and Commercial Land Use Plan*.

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Broadmeadows is important for the region's employment and redevelopment. The final Plan must give clearer reference to the following and update maps for:

- Expanding hospital and educational facilities and services in Broadmeadows.
- Establishing a La Trobe University to Broadmeadows bus route.
- Enhancing bus service between Broadmeadows to Melbourne Airport and Sunbury.
- Securing the long-term future of the Maygar Barracks and former Ford factory as major redevelopment sites with clear visions for investment attraction in Broadmeadows.
- Include a new Strategy to "Remove infrastructure barriers to unlock industrial land in the Northern Growth Corridor."
- ➤ Include a new Action for the Victorian Government to "Prompt government departments and authorities to work together to secure funding and resolve barriers to unlock industrial land in the Northern Growth Corridor"

#### Direction 5. Ensure industry and commerce in the Northern Growth Corridor

A Sunbury growth corridor is also in the northern region, as a separate and distinct location with different attributes to the Northern Growth Corridor. The draft Plan's commentary is geared to the NGC. Commentary must be included for the Sunbury Growth Corridor, to differentiate the two growth areas and reveal their different needs. The Sunbury commentary would flag the need for more employment land and jobs within Sunbury for local economic development and reducing commuting to other places.

The final Plan should ensure the *North & West Melbourne City Deal* and *Northern Horizons* plans are imbedded within the Plan's final strategies and maps. These regional plans include a response to pandemic impacts, unlocking employment and economic development for the NGC. More information is at *North & West Melbourne City Deal* and *Northern Horizons 2020*. Council would welcome working with DELWP to review these documents, so their findings can be included in the final Plan. A preliminary review reveals the final Plan can give more clarity by including commentary for the following and updating maps for:

- A Bus Rapid Transit service as soon as possible for Aitken Boulevard, as a priority.
- A new major public hospital site identified and planned for the outer north.
- Resolving any remaining broadband gaps in the region, particularly for businesses requiring substantial internet bandwidth, and for overcoming mobile blackspots.
- Revise Strategy 13 to "Consider the future demand and need for commercial and employment land across the Northern and Sunbury Growth Corridors and ensure precinct structure plans make sufficient provision to accommodate longer-term commercial and employment needs."
- Revise Strategy 14 to "Facilitate investment in the Northern and Sunbury Growth Corridors to increase local access to employment.
- Revise Strategy 15 to "Ensure planning for the Northern and Sunbury Growth Corridors provides sufficient land and infrastructure provision to accommodate longer-term commercial and employment needs."

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➤ Include a new Action for DELWP to "Integrate key findings from the North & West Melbourne City Deal and Northern Horizons into the Victorian Government's northern metropolitan regional priorities for economic development."

# Direction 6. Protect green wedges and support their roles for agriculture, extractive resources, tourism, and state infrastructure

From an economic and land use perspective, Map 4 in the draft Plan gives an agricultural role for Hume's green wedge area. This needs to be revised. Council agrees Melbourne's green wedges are under threat from development pressure. In response to Action 17 of *Plan Melbourne 2017-2050*, DELWP has concluded Hume's green wedge areas are not strategic agricultural land. Therefore, the final Plan should include more commentary to recognise the various challenges facing Hume's green wedge.

Background studies recognise Hume's green wedge areas fall into the poorest land capability class<sup>1</sup>, and the area's soil is not inherently capable for intensive soil-based agriculture<sup>2</sup>. These areas have limited access to water for agricultural uses because they sit in a rain shadow area, have poor groundwater access, and no recycled water infrastructure.

Council's draft *Rural Strategy* acknowledges traditional agriculture is a tough task and instead offers guidance for landowners to consider non-agricultural uses which also help to protect environments, landscapes, and the green wedge's scenic values. More information about Council's work is at *Rural Strategy*.

Council supports opportunities for tourism in its green wedge areas. Tourism, hospitality, and recreational uses are encouraged, can leverage the area's landscape values, and support the growing urban communities close to the green wedge.

Council supports Strategy 19, which recognises the opportunities. However, Map 4 needs to change to better reflect the limited agricultural viability of Hume's green wedge. Within Hume, this area can be relabelled to Principal Rural Zones, to align with the structure and naming conventions of planning schemes and to differentiate this area from Principal Agriculture Zones.

There is an opportunity for the Victorian Government to support Hume's green wedge with funding, marketing, and networking opportunities based on - tourism regions. Unlike the Mornington Peninsula and Yarra Ranges green wedges, Hume's rural areas do not currently fit within the metropolitan classification for a tourism board and therefore miss out on State funding opportunities. This should be reviewed.

Council supports the Hume green wedge's role to provide for state infrastructure. As recognised by the Victorian Government<sup>3</sup>, protecting the curfew free status of Melbourne Airport is important. The final Plan can include more commentary to recognise the green wedge's role for Melbourne Airport.

The draft Plan looks to protect locations for future quarry sites in the NGC. It is understood Extractive Industry Interest Areas (EIIAs) were mapped in the 1990's when the region's nearest urban growth front was near Craigieburn. Since then, the planning context has fundamentally changed. The legislated Urban Growth Boundary (UGB) has been introduced

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<sup>&</sup>lt;sup>1</sup> Agriculture Victoria Final Technical Report, page 21-22

<sup>&</sup>lt;sup>2</sup> Agriculture Victoria Final Technical Report, page 5

<sup>&</sup>lt;sup>3</sup> Plan Melbourne 2017-2050

Attachment 3 - Proposed Council Submission to the draft NMRLUFP



Submission to Draft Northern Metro Region Land Use Framework Plan

and includes Wallan, the Northern Growth Corridor Plan has been established and significant precinct structure planning has been done.

In-principle, new quarries should be outside the UGB because growth area priorities are for creating liveable, strong, and resilient communities. Council submits the Victorian Government should study locations outside the UGB for extractive industry opportunities. Doing this will overcome impacts on current and future growth area communities. Council's support for any quarries inside the UGB is limited to existing and already locked-in locations with planning status, or where expert studies reveal there are no suitable locations outside the UGB.

The draft Plan shows a proposed quarry within the area for the <u>Beveridge North-West Precinct Structure Plan</u>. This future quarry does not appear to have planning status, unlike other quarries which may have VCAT support. Consequently, it is premature to reference this proposed quarry in the final Plan. Such a quarry will severely impact planning for the northernmost portion of the NGC. This includes impacts on activity centre catchments, community infrastructure and for public transport.

In the event any EIIAs for future quarries or waste facilities are retained within the NGC, the final Plan must show indicative buffers and help to trigger strategic planning practice for these buffers to be integrated into PSPs.

- Change the classification of Hume's green wedge area on Map 4 from Principal Agriculture Zones to Principal Rural Zones.
- Remove the proposed quarry in Beveridge North-West from final maps and include indicative buffers for any retained EIIAs.
- Revise Strategy 20 to "Support and elevate the importance of sustainable tourism, recreation opportunities and visitor experiences that complement key green wedge values and land uses including biodiversity, open space and trail networks, cultural heritage, agriculture, and scenic rural landscapes."
- ➤ Include a new Action for DELWP to "Work across government to incorporate Hume into the metropolitan Melbourne tourism board area and concurrently investigate funding and resourcing-support opportunities for visitor experiences."
- ➤ Include a new Action for DELWP to "Work across government to identify extractive industry sites outside the UGB and review EIIAs within the UGB to prioritise for liveable, strong and resilient communities within the Northern Growth Corridor."

## 3. HOUSING CHOICE

### Direction 7. Increase housing supply

Council has established a *Housing Diversity Strategy* to manage housing supply for the city's established areas. The VPA's precinct planning drives housing supply in growth areas.

Council's Strategy guides new homes to appropriate locations, particularly for smaller households. Council intends to use its Strategy to inform planning scheme changes, particularly for smaller homes close to shops, services, and public transport options. The

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Hume Housing Diversity Framework Plan, shown on the following page, will be used as a tool to explore these changes. More information is at *Housing Diversity Strategy*.

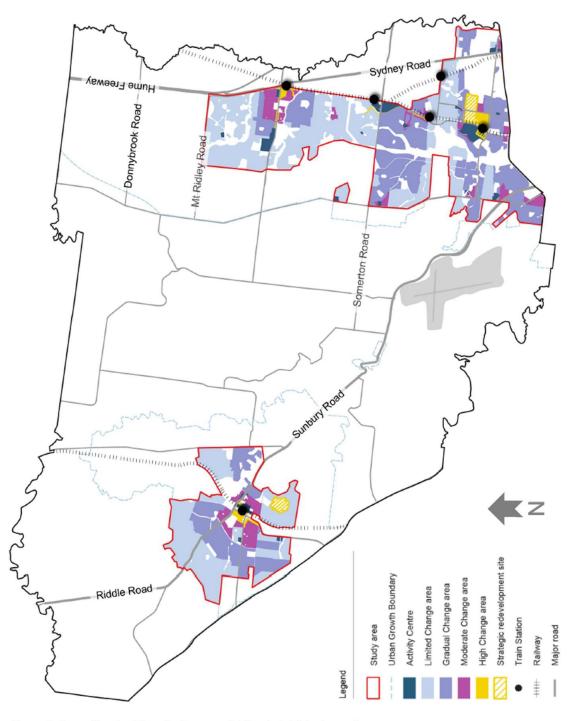


Figure 1: Hume Housing Diversity Framework Plan (established areas)

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# Direction 8. Prioritise housing growth areas with access to jobs, services, and good public transport

Council's *Housing Diversity Strategy* guides housing growth within Hume's established areas, so more smaller households can walk to shops, services and have nearby public transport options to access other places.

Having housing investigation areas around rail infrastructure is supported. There is an opportunity for the final Plan to also reference housing growth opportunities along high-frequency public transport corridors. Within Hume, Aitken Boulevard is being developed for high frequency bus services and should be identified as a housing growth area. Other growth locations for inclusion in the final Plan are:

- Residential areas north and south of Camp Road to the east of the Broadmeadows Activity Centre and Broadmeadows train station.
- Along Pascoe Vale Road north of Coolaroo Railway Station.
- Residential area to the north of the Roxburgh Park Railway Station and along the western edge of Roxburgh Park Activity Centre.
- Residential areas north and south of the Craigieburn Activity Centre and along Craigieburn Road, west of the Craigieburn Railway Station.
- East and west of the Sunbury Activity Centre.

Having urban renewal areas is supported if the final Plan makes it that that a renewal vision must first exist before renewal investment is enabled. The list of areas should be refreshed. Various existing renewal areas are well progressed, others needing renewal should be included. In Hume this includes Broadmeadows, where there is a major challenge for public housing renewal.

- ➤ Revise Strategy 28 to "Maximise development potential in housing investigation areas around existing and proposed train stations and high-frequency public transport corridors (such as Aitken Boulevard), to leverage access to the PPTN."
- Include a new Action for DELWP to "Review the regions list of urban renewal areas to include Broadmeadows.

# Direction 9. Provide more housing choice and diversity

Whilst the region may offer housing diversity, this diversity is not equitably distributed and differs across the region. For example, in Hume's established suburbs there are not enough smaller homes for smaller households in accessible places close to public transport, shops and services. Whereas in other parts of the region there may be insufficient larger homes for families.

The final Plan's commentary should give clearer direction for achieving housing diversity across the region by supporting local housing strategies and their planning scheme amendments for more housing diversity, particularly for smaller households in accessible places.

Include a new Action for DELWP to "Support councils to prepare and implement local housing strategies into their planning schemes to provide for improved housing choice and diversity.

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### Direction 10. Supply more social and affordable housing

Council has an <u>Affordable Housing Policy</u>, prepared with Homes Victoria and social housing providers. The Policy gives Council's position and framework to guide and facilitate provision of affordable homes.

Compared to Metropolitan Melbourne, Hume has a disproportionately more people needing social housing. Hume's largest concentration of social housing is in Broadmeadows, where there are 571 social housing dwellings. Most of these were constructed between 1950 and 1969. This includes many residents relying on Centrelink benefits, experiencing family violence, living with disabilities, unemployed or underemployed, with health issues, who are new arrivals and/or single parent households.

The number of people registering for social housing has increased in Hume, with more than 4000 applications being registered at the Housing Vic Broadmeadows Office in March 2021 – this is an increase of 700 or 21 per cent since June 2019.

Commentary in the final Plan should reference the need for new planning provisions in the VPPs (such as mandatory zones), and more clearly supporting Victorians on very low incomes having affordable homes with good access to public transport and services when land is being rezoned for housing investment. The final Plan's commentary should give:

- More clarity for northern region social and affordable housing needs, with a reference to priority locations.
- Broadmeadows as a high-priority location for housing renewal and investment, particularly for dilapidated public housing properties which are older low-rise apartments and three-bedroom detached dwellings.
- Work being done by Homes Victoria to prepare a 10-year strategy for Social and Affordable Housing.
- The benefit of social and affordable housing being designed to meet best practice Environmentally Sustainable Design (ESD) principles.

Council wants the Victorian Government to set a transparent state-wide social housing growth target, to reach and maintain at least the national average of 4.5 social housing dwellings for every 100 households by 2031. A response to this position is requested.

- Include a new Action for DELWP to "Work with Homes Victoria to help implement any Strategy for Social and Affordable Housing and support regional partnerships amongst councils."
- Include a new Action for Homes Victoria to "Prioritise the renewal of public housing in Broadmeadows, particularly for older low-rise apartments and three-bedroom detached dwellings."

### Direction 11. Improve planning in growth areas for new communities

The VPA's precinct planning drives housing outcomes in growth areas. In these growth areas there is poor housing diversity and lower housing densities in comparison to the region's older, established centres. As a result, early planning, and investment in public transport services within new neighbourhoods (particularly buses) is delayed and car dependency is imbedded.

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Attachment 3 - Proposed Council Submission to the draft NMRLUFP



Submission to Draft Northern Metro Region Land Use Framework Plan

In growth areas, the housing market has failed to deliver meaningful and timely apartment living within or close to activity centres. Consequently, market intervention or incentives are needed if Melbourne's growth areas are to offer genuine housing diversity.

The VPA's recently reviewed precinct structure plan guidelines showed there was much room to improve precinct structure planning practice. The new guidelines integrate 20-minute neighbourhood principles, UN sustainability indicators and are much improved. This stepchange reveals the need to review existing PSPs as soon as possible, by applying the VPA's new guidelines - particularly where development has not yet occurred. This is particularly important for new town centres and surrounding streets to include high-density housing options and provide for genuine mixed-use town centres.

The draft Plan's commentary can also be revised for more discussion on:

- Greenfield development in growth areas is not achieving affective housing diversity, in these locations there are very few apartments and other higher density housing options above ground floor retailing.
- The planning for new activity centres is being driven by an economic model for retailing, which pushes mixed use outcomes into the future. A new delivery model, which enables up-front town centre living is needed.
- An investigation into market intervention or incentives for early delivery of apartment living opportunities in growth areas might reveal a way forward that differs from the past.

Council welcomes proposed Strategies 36 and 37. However to achieve improved housing diversity in growth areas and create 20-minute neighbourhoods, it is necessary to do more work to explore how housing market interventions, planning policy and practice might underpin a new setting for growth areas where genuine housing diversity is enabled in early stages.

- Include a new Action for the VPA to "Review existing precinct structure plans to apply the recently reviewed PSP guidelines in locations where development has yet to occur."
- ➤ Include a new Action for DELWP to "Continue research with academic institutions, greenfield developers, councils and housing industry stakeholders to create an innovative avenue for higher-density housing outcomes to be achieved early in the staging of housing development in growth areas."

### 4. INTEGRATED TRANSPORT

# Direction 12 Improve transport connections to support productivity

In Hume's growth areas and newer suburbs there are major gaps in the arterial road network and rail corridors are not within a walkable distance for many householders.

Upgrades to major arterial roads are overdue, without these many people living in the outer suburbs will continue to experience longer travel-times.

The Victorian Auditor-General recently tabled the <u>Integrated Transport Planning Audit Report</u> in Parliament. The report advises DoT and its predecessors have not demonstrated integrated transport planning and are yet to meet *Transport Integration Act 2020* requirements for a

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transport plan. Given this reporting, it is appropriate for DELWP to prepare a final Plan which acknowledges the:

- Northern region's transport needs are not currently informed by an integrated transport plan for Melbourne, for network improvements and servicing the region's growth.
- Recent work done by the Northern Councils Alliance (NCA) to prepare a Northern Region Transport Strategy, which was overseen by the northern region councils in collaboration with the Northern Metropolitan Partnership, DoT, Melbourne Airport, La Trobe University and NORTH Link.

In the absence of an integrated transport plan for metropolitan Melbourne, the *NCA's Northern Region Transport Strategy* should be fully integrated into the final Plan. This can be done by including the NCA Strategy's:

- List of transport challenges and opportunities.
- Priority action maps for: supporting growth while managing impacts; creating a network of strategic places; and enabling travel choice to jobs and activity.
- Summary list of priority actions and considering the strategy's next steps for the final Plan's Actions.

Council officers would welcome an opportunity to work with DELWP to achieve this outcome.

Within Hume, arterial road improvements are required for building the Bulla Bypass and duplicating Somerton Road and Mickleham Road. These road duplications need to be included on the final Plan's maps. The final Plan also needs to consider transport network needs more clearly for regional health and education precincts.

Sunbury has unique transport needs in comparison to the rest of the region. Sunbury is physically separated from the rest of the region, is experiencing significant growth and its connectivity needs are growing as well. These needs call for early construction of the Bulla Bypass, a second railway station in Sunbury and improved public transport links to other places.

Throughout the regional road network in Hume, there is a need to improve its appearance and more effectively consider pedestrian and cycling needs, when they intersect with the arterial road network. There is a growing need to consider regional Infrastructure needs for electric vehicles and do planning for driverless-vehicle networks.

- ➤ Revise Strategy 37 to "Provide timely high-quality public transport access to job-rich areas such as La Trobe NEIC, Broadmeadows and Epping metropolitan activity centres, regional health precincts, regional education precincts and Melbourne Airport."
- Include a new Strategy to "Enhance Sunbury's timely connectivity to the region's transport networks for arterial roads, public transport and cycling."
- Include a new Action for DELWP and DOT to "Implement the Northern Region Transport Strategy."
- ➤ Include a new Action for DELWP and DoT to "Investigate the region's transport network and infrastructure need to support electric vehicles and driverless vehicles."

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Attachment 3 - Proposed Council Submission to the draft NMRLUFP



Submission to Draft Northern Metro Region Land Use Framework Plan

➤ Include a new Action for DOT to "enable timely construction of priority arterial road transport projects including the Bulla Bypass and duplications for Somerton Road and Mickleham Road."

# Direction 13. Improve public and active transport access for La Trobe NEIC, metropolitan and major activity centres

The location and design of transport interchanges within centres has a significant bearing on the centre's ability to service community needs and lever further investment and development. A poor transport interchange, which is difficult to access, will affect people's choice to use public transport or spend time in the centre.

Within Hume, the government's plans for the Suburban Rail Loop (SRL) will make Broadmeadows much more accessible to Melbourne's other regions and connect Broadmeadows to Melbourne Airport. However, the project's <u>Business and Investment Case</u>, indicates the loop's northern section will not be completed until 2053.

Council wants the Victorian Government to bring this date forward to realise these benefits sooner.

It also wants the redevelopment of the Broadmeadows Railway Station to occur as soon as possible and not be contingent upon the delivery timeframe of the SRL. A redeveloped railway station will deliver a much-improved amenity and entry to the Broadmeadows MAC, improve the precinct's transport function and resolve barriers for connecting with the town centre, as well as employment, residential and industrial areas to the east of the station.

Master planning for the railway station's precinct should therefore be undertaken now. This master plan should facilitate the redevelopment of the station in the short term whilst retaining the station's capacity to fulfill its role as a transport superhub in the SRL project.

The final Plan can also be improved by making it clearer the Victorian Government intends to work in partnership with councils and public transport providers to achieve the best possible outcomes for transport connections, links, and interchanges within railway station precincts along the suburban rail loop.

- ➤ Include a new Strategy to "Enable the Suburban Rail Loop to be integrated with improved pedestrian environments within Railway Station Precincts to enhance the quality of the centre's public realm and support the consolidation of Broadmeadows as the Capital of the North."
- Include a new Action for the Suburban Rail Loop Authority to "Bring forward investigations of the route's alignment and location for the super hub planned for Broadmeadows.
- ➤ Include a new Action for DELWP and DoT to "As a priority, work with Hume City Council and public transport providers to prepare a Broadmeadows Railway Station Precinct Masterplan which enables the redevelopment of the station in the short term and provides for the station's future role as a transport superhub on the SRL."

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# Direction 14. Improve transport connections for the growth corridor and outer suburbs

The Aitken Boulevard bus corridor gives a solution to Hume's greenfield housing growth mostly happening away from the rail network. However, there is no clear commitment to this public transport corridor being fully delivered and serviced. The final Plan must prompt this service delivery happening soon.

Elsewhere in the NGC in Hume, there is a need to deliver the Lockerbie railway station and redevelop the Donnybrook railway station. Delivery of these priorities also benefits communities in Whittlesea and Mitchell. Extended railway line electrification to Wallen, identified as a short-term priority within *Victoria's 30-Year Infrastructure Strategy*, is also needed.

Sunbury is rapidly growing and its connectivity to Melbourne needs to improve. A second railway station in Sunbury is needed soon, along with construction of the Bulla Bypass to significantly enhance Sunbury's links to the region. The final Plan must prompt these outcomes.

Broadmeadows has a significant transport role for the northern region. This is where significant modal interchange occurs and access to the CBD is enabled for many residents in surrounding suburbs. Broadmeadows connection to other regions is going to improve with the future Suburban Rail Loop. The Broadmeadows railway station and modal interchange will become much more significant for connecting Melbourne's outer-north to the other regions. However more investment is needed as soon as possible to better integrate the precinct into the MAC, achieve an affective modal interchange for the region and support the MAC's economic development and safety for public transport users. The final Plan must prompt this outcome.

Council welcomes the draft Plan's reference to doing investigations for interchanges. Council has been doing investigations, which informed the list of priority projects in the *North and West City Deal* and *Northern Horizons*. This revealed priorities for Hume Freeway interchanges for Watson Street, Camerons Lane, Gunns Gully Road and for English Street. The final Plan must include these projects.

More broadly, there is a need for public transport services to be delivered early within growth areas, because the lack of public transport is resulting in car dependency. The draft Plan refers to Hume's growth corridor transport needs. Therefore, further refinement is needed for the final Plan to give greater emphasis on:

- Delivering high-frequency, rapid transit bus services for Aitken Boulevard as soon as possible.
- Delivering timely public transport services in growth areas to reduce car dependency.
- Broadmeadows MAC's role for supporting public transport connectivity to other key locations which service the growth corridor, such as medical and education precincts and renewing the railway station precinct and modal interchange for the region.
- Revise Strategy 47 to "Provide north-south public and active transport connections between Broadmeadows Metropolitan Activity Centre and the proposed Lockerbie Metropolitan Activity Centre, regionally important medical and education precincts and in the Epping Corridor."

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- Include a new Action for DELWP and DoT to "Explore opportunities to bring-forward bus services so Aitken Boulevard can more effectively fulfill its regional public transport role for the Northern Growth Corridor."
- Include a new Action for DELWP and DoT to "Do investigations and planning for an improved modal interchange at Broadmeadows Railway Station, in a manner which supports master planning for a station precinct."

# Direction 15. Improve active and public transport options for mode shift and support 20-minute neighbourhoods

A more cohesive network of paths and trails to connect people with activity centres and employment precincts is needed. Whilst this could partly be achieved by major transport projects, open space improvements and better use of government land, more investment will be needed to achieve genuine mode shift and walkable environments.

Whilst siting public facilities with public transport is important, in growth areas the public transport often lags. A bus service review is needed as soon as possible to explore more timely service provision in growth areas. This review would look at the current network and consider opportunities for better connections into centres and public facilities.

- ➤ Revise Strategy 50 to "Createonstruct a timely network of walking and cycling links for local trips that link to public transport, modal interchanges, employment areas and regional transport networks."
- Revise Action 9 for DELWP and DoT to "Undertake a review of the regional bus network and services to support regional access and movement in the short and medium term, and to plan integrateion with major public transport changes (including SRL) and link to employment areas and activity centres."

## Direction 16. Protect and grow the region's advantage for freight and logistics

Hume plays a major role for the region's freight movement and logistics. This includes Melbourne Airport's industrial precincts and state significant precincts in the NGC and at Summerton.

The final Plan should include more commentary about the:

- Commonwealth Government's Inland Freight project. With the Craigieburn railway line part of the rail freight network, there is a possibility road bridges and infrastructure may need to be modified if 'double-stacking' freight carriers is to be enabled.
- Role of state significant industrial precincts in the NGC, where logistics and freight movement with the Hume Freeway is also important.
- Role of the North-East Link project to enable more efficient inter-regional road freight movement and access to Melbourne Airport.
- Include a new Strategy to "Enable effective road freight movement to and from state significant industrial precincts and also for Melbourne Airport."

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#### 5. LIVEABILITY

### Direction 17. Protect and enhance the waterway corridors

Hume's waterway corridors are informed by past planning decisions to set aside land in established urban areas, whilst future corridors are informed by greenfield precinct structure plans. The definition of waterway corridors is informed by Melbourne Water, in its role as a referral authority for land subdivisions and development in flood prone areas. This role includes creation of drainage servicing schemes which inform the design and protection of waterways and new drainage assets, such as wetlands and retarding basins.

For the final Plan, consider:

- Clarifying the 'environment and open space' connection with the liveability theme.
   Doing this will help show how the *Plan Melbourne 2017-2050* description for liveability has been channelled into proposed Directions 17 to 20, and how other Directions in the final Plan also support liveability.
- Referring to Melbourne Water's Waterways and Drainage Investment Plan, and Melbourne Water's investment commitments for stormwater management, healthy waterways, flood risk management, aboriginal cultural values, community access, land management, pollution responses and urban development. More on this is at Waterways and Drainage Investment Plan.
- Revising reference to Jacksons Creek and Upper Merri Creek, for Directions 17 to 20 to consistently reference the Suburban Parks Program's intent to facilitate investment for new and upgraded parks and trails across the region for Melbourne's growing fringes.
   More on this is at <u>Suburban Parks Program</u>.
- Acknowledging setup of new waterway corridors in growth areas is informed by public land transfer during greenfield subdivision, so the waterway manager has stewardship.
- Prompting Melbourne Water to share its drainage servicing schemes from its website, so land development stakeholders are better equipped to appreciate waterway needs. Such an approach would be consistent with councils' approach, with place-based strategies, plan, and guidelines published on their websites for public access.

In addition, please ensure stronger reference to implications for sodic soils in the northern sections of the growth corridors. These soils pose significant challenges for land development. Such sub-soils are unable to flocculate and cause tunnel erosion. Then, over-time, surface erosion escalates. This erosion process significantly degrades land after it has been developed. The location of sodic soils is shown on the Victorian Soil Map.

- > Revise Strategy 55 to "Retain natural wetlands and natural drainage networks for the waterway manager's stewardship, in the planning of new greenfield neighbourhoods to achieve significant liveability and biodiversity outcomes and build resilient, sustainable, and liveable communities."
- Include a new Action for Melbourne Water to "Articulate the scope of Melbourne Water's planned investment for waterway corridors in the region and periodically give a regional progress report."

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- Include a new Action for DELWP to liaise with Melbourne Water to "Explore the publishing of the region's Drainage Servicing Schemes on Melbourne Water's website for the benefit of councils and the land development sector."
- ➤ Include a new Action for DELWP to "Review the suitability of sodic soil affected land within the Sunbury and Northern Growth Corridors to ensure environmentally sustainable land development practices and outcomes."

## Direction 18. Protect and enhance landscapes and biodiversity

This Direction is informed by commentary and strategies which affect Traditional Owners. The Registered Aboriginal Party (RAP) is the Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation. In the spirit of self-determination, it is recommended the final Plan enable aboriginal interests to be contained in their own, separate Direction with Strategies and Actions included. The should be discussed with the RAP to ensure their preference is enabled for the form and content of the final Plan. More information about the RAP is at <a href="Wurrundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation">Wurrung Cultural Heritage Aboriginal Corporation</a>.

The final Plan can also include commentary to:

- Give more clarity to the RAPs role for the region and how strategic planning, statutory
  planning and land management practices should be informed by the RAPs needs.
- Recognise there is vegetation, not contained in the Biodiversity Conservation Strategy for Melbourne's Growth Areas (BCS), which is significant and is being protected.
- Recognise some conservation reserves are managed by councils.
- Highlight that native vegetation precinct plans and PSPs continue to reveal new locations for significant vegetation.
- Consider the benefit of creating a 'complete picture' regional snapshot of all known conservation areas and including in the final Plan.
- Include more commentary to describe the region's biodiversity.
- Clarify if Action 12 will supersede the existing BCS document.
- Revise Strategy 56 and relocate into a separate new Direction for Traditional Owners, with commentary which recognises and enables the RAPs role. When doing this, consider if the RAP has an interest in other Strategies and Actions and ensure a transparent approach for furthering the RAPs involvement and leadership.

# Direction 19. Strengthen the open space network and trail connections

The region is home to a diverse offering of open space, which contributes to the region's liveability. Over 1000 of these open spaces are in Hume. Council supports and recognises parklands must be in public ownership. However, these land management responsibilities are unclear. Within metropolitan Melbourne's established areas, Parks Victoria takes the lead for regional parkland management. This is not happening in Melbourne's growth areas, where councils are stepping into the public land management void for regional parklands. This outcome is not sustainable and is unreasonable.

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The final Plan should prompt government to review its approach to regional parklands in growth areas as soon as possible, to ensure:

- Any new or review parkland plans ensure a commitment to public land management.
- A clear understanding for Parks Victoria's land management role in growth areas.

The final Plan can also give stronger:

- Reference and clearer mapping for specific suburban parkland planning projects which are now underway for regional parklands for Jacksons Creek and Upper Merri Creek.
- More clarity and mapping for the existing Northern Regional Trails Strategy prepared in 2016 and reference to any refresher work being done to reflect the significant growth and change in the region over the past 5 years.
- Acknowledging waterway corridors that also serve as open space.

There is also an opportunity for the final Plan to show the region's trail network more clearly, currently only cycling corridors are shown.

- ➤ Include a new Action for DELWP's Suburban Parklands Program to "Ensure a commitment to public land management for all parkland planning projects."
- ➤ Include a new Action for the Victorian Government to "Clarify Parks Victoria's role for regional parkland planning and land management for Melbourne's growth areas."

# Direction 20. Create a legacy of great civic places

The region offers many unique and historically significant places to visit and explore. Within Hume, this includes the birthplace of the Ashes, award-winning wineries, museums and galleries, festivals and other important places and events which contribute to the region's proud legacy. The final Plan can also include:

- A definition for 'civic place'.
- More commentary for the economic role of civic places and how they contribute to place making.
- Update maps to include the following important civic places in Hume:
  - Marnong Estate, Mickleham
  - Hume Visitor Information Hub, Sunbury
  - Goona Warra Vineyard, Sunbury
  - Craiglee Vineyard, Sunbury
  - Bulla Hill Railway, Bulla
  - Old Broadmeadows Village, Westmeadows
  - Arundel Farm Estate, Keilor
  - Living Legends and Woodlands Historic Park, Greenvale (rename)
  - URBNSURF Tullamarine (rename)

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### 6. STRONG COMMUNITIES

### Direction 21. Planning for major social infrastructure

Continued urban growth and housing redevelopment across the region, is bringing community service delivery and infrastructure challenges. Council is preparing a city-wide Community Infrastructure Plan (CIP) to guide the planning and provision of community infrastructure in Hume. This will include recommendations for regional social and community infrastructure which needs to be considered by the Victorian Government.

Within Hume there is rapid population growth in the Northern Growth Corridor and Sunbury Growth Corridor. Mitchell and Whittlesea are experiencing growth for the NGC as well.

Government agencies responsible for community service delivery in growth areas have not developed regional plans, do not have rational service models, and have not used the VPA's precinct structure planning process to ensure efficient allocation of sufficient land in the right location, at the right time. This problem has been identified by the Victorian Auditor General, in the Effectively Planning for Population Growth Report.

Regional planning for services and infrastructure is not being done to ensure major facilities like hospitals, community health, education, justice, VicPol, Fire, and others are appropriately planned. This should be prioritised for areas in the north of Hume and Whittlesea and southern Mitchell to inform the detailed planning for Lockerbie MAC which has already commenced.

A key challenge for regional planning is to enable a way forward for resolving and enabling the region's major social and community infrastructure needs. This way forward should be developed with growth area councils because there will be opportunities to collocate and have partnerships between regional and local service providers in hubs.

In Hume's growth areas, community services and infrastructure are needed for enabling community connection, reducing loneliness, and creating places for people to engage and grow. In Hume's established areas, where people are ageing in place, there is a growing need for community services and infrastructure to support health and wellbeing needs and overcome chronic disease and socio-economic disadvantage. Planning for major social and community infrastructure also needs to consider the community's varied cultural needs as well

Major community and social infrastructure must support creative industries, which encompass disciplines as diverse as games development and graphic design; fashion and filmmaking; independent theatre and industrial design; comedy and craft. They include activities that are commercially driven and community-based, experimental and export ready, and everything in between. Collectively, these industries contribute \$22.7 billion to Victoria (or 8% of the total economy) and they contribute immeasurably more in terms of social and cultural value.

For the final Plan, the commentary should consider:

- Including Hume in the first paragraph as a local government area where there are shortfalls and access to social infrastructure varies.
- Expanding the discussion for major social and community infrastructure to include emergency services, police and justice facilities, aged care, cemeteries, major libraries, early years facilities, youth service facilities, major aquatic destinations as well as significant cultural meeting and gathering spaces for regional needs.

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- Recognising the need for a shared definition for social and community infrastructure for councils and the Victorian Government.
- Establishing a wider definition for creative arts and considering how this may be integrated into the final Plan. More information for a definition is at <u>Creative State</u>.
- Revising reference to Sunbury for precinct structure planning and for the future Jacksons Creek Regional Parklands.
- Revise Strategy 64 to "Support regional planning that will provide for a range of sporting and active recreation facilities social and community infrastructure needs to meet the needs of for changing community profile and population growth drivers the growing population."
- Revise Strategy 66 to "Support the upgrade and expansion of social infrastructure to enable it to diversify uses and cultural needs and be more flexibly and intensively used."
- Include a new Action for DELWP to "Work across government, including with Creative Victoria, and northern region stakeholders to develop a regional approach to enabling and supporting creative industries."
- ➤ Include a new Action for DELWP to "Work across government to setup regional planning for the region's major social and community infrastructure needs."

# Direction 22. Significant health & education precincts

Arising from rapid housing growth in Hume's growth areas there is a need to support new communities with schools and hospitals.

Federal and Victorian Government infrastructure planning must consider the need for regional health infrastructure and services for growing communities to the north of Craigieburn, in the NGC. Investigations reveal the need for an outer northern hospital, connected to health education. This outcome is supported by the *North and West City Deal*.

Long-term planning is needed for tertiary education and training for the northern region. Council's investigations reveal the need for a tech-school in Broadmeadows.

The final Plan can include more commentary to:

- Flag the need for regional health infrastructure in the growth corridors, with specific reference to an outer northern hospital. Maps in the final Plan should show this future hospital.
- Acknowledge the Victorian Quarantine Hub in Mickleham and its location on maps.
   More information is at <u>Victorian Quarantine Hub</u>.
- Include a new Action for DET to "Continue to work collaboratively with councils for timely school building and pursue regional planning for tertiary education needs in the Northern and Sunbury Growth Corridors."
- ➤ Include a new Action for DH "Work across governments for regional health infrastructure and service planning for the Northern and Sunbury Growth Corridors."

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### Direction 23. Activity Centres & 20 Minute Neighbourhoods

The *Local Government Act 2020* points to the role of a community vision to drive strategic planning by councils, including place-based planning practice. Consequently, the 20-minute neighbourhood principle and hallmarks in *Plan Melbourne 2017-2050* has a connection to this legislation and the preparation of community visions by the local government sector.

Activity centres are hubs for local shopping and accessing services for daily needs. Living within a 20 minute (there and back) walk of a local centre gives an opportunity for many daily needs to be fulfilled within an easy walking distance.

Include commentary within the final Plan to acknowledge the local government sector's local area planning is also informed by the *Local Government Act 2020* and the preparation of Community Visions.

The final Plan should:

- consider the recommendations for Direction 3 to explore and enable a new economic delivery model for retailing in new centres.
- investigate how best to integrate new initiatives which benefit 20-minute neighbourhoods and other directions in the final Plan. This includes the UN-Habitat's initiative for "a better quality of life for all in an urbanised world". More on this is at <u>UN-Habitat</u>.
- Include a new Action for DELWP to "Explore opportunities for councils to have their neighbourhood planning supported by a grants program, for projects which apply the 20minute neighbourhood hallmarks."

#### 7. SUSTAINABILITY AND RESILIENCE

# Direction 24. Respond to a transforming energy supply network

Council supports growth area and urban renewal development that responds to the transformation of the energy supply network.

The draft Plan refers to changing energy systems and the need for subdivisions and renewal sites to support future energy networks. For this to be achieved, a strategy and guidelines will be needed so councils and the development sector have a framework for considering future needs.

Further commentary can be included in the final Plan to:

- Discuss emerging energy supply networks and how these networks can enable renewable energy use.
- Acknowledge opportunities for existing communities to reduce greenhouse gases emissions through energy change. Examples include more energy efficient public lighting and infrastructure for electric vehicles.
- Include a new Strategy to "Enable the region to achieve a shift from gas to renewable energy, for existing and future communities.

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Include a new Action for DELWP to "Work across government, with the energy sector and councils to create a regional plan for changing energy systems, mapping the region's energy needs and identifying infrastructure to support the transformation of the energy supply.

# Direction 25. Increase the network of cool places, particularly areas vulnerable to urban heat and areas with high urban heat

Council supports the need for more tree cover, permeable surfaces, and water in urban environments. The final Plan should include more commentary to:

- Indicate which specific Directions, Strategies and Actions in the final Plan give support to climate change adaptation.
- Aspire for all development in the region to include ESD principles, so opportunities are taken in suburbs and neighbourhoods where renewal is occurring or where the public realm gives opportunities.
- ➤ Include a new Strategy to "Incorporate Environmentally Sustainable Development principles into development outcomes."
- ➤ Include a new Action for DELWP to "Map and monitor the region's most vulnerable areas for urban heat and with high urban heat and support changes to planning schemes for ESD."

# Direction 26. Increase urban tree canopy by 2050

Whilst Council welcomes a regional target for increasing tree canopy, it is recommended the final Plan include further commentary for:

- Flagging the benefit for councils and key stakeholders to be involved in ongoing discussions for enabling a regional target.
- Confirming the target is sensitive to the region's different ecological vegetation classes.
- Describing how government land will contribute to the target.

Some factors which may influence the targets being achieved are:

- A high tree canopy target for industrial and commercial land may compromise the land's ability to generate economic growth. Consequently, these land uses may need a separated target.
- When land is redeveloping, it can be more sustainable to plant new trees rather than retain older trees.
- Residential redevelopment reduces the amount of on-site space for tree planting and some on-site spaces have less benefit for urban cooling in comparison to others.
- Councils' ability to establish wide-area, precinct-based vegetation controls is limited and may require changes to VPP practice notes.
- Introducing wide-area, precinct-based vegetation controls may require councils to increase its arborist and administrative resources.

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- A reviewed policy approach, like the native vegetation provisions in planning schemes, may be required to achieve a consistent approach for avoiding, minimising, and offsetting tree removal on private land.
- Allocating funding and resources to protecting trees on private property should be considered alongside more direct benefits which come from tree planting programs for nearby public realms, including street trees.
- Revise Strategy 81 to "Retain more trees on private land outside locations identified for higher levels of housing and mixed-use change and take up opportunities for suitable tree planting in preferred places.
- Include a new Action for DELWP to "Review regional tree canopy targets before they come into operation, identify opportunities for government led planning interventions to support the targets, and funding opportunities to support councils and landowners achieving the targets."

#### Direction 27. Increase the retention and reuse of water in urban environments

Council supports this Direction. it's *Integrated Water Management Plan* gives key issues which are described in the Direction's commentary for:

- Responding to climate change impacts for open space management and stormwater.
- Identifying the need to protect and enhance community and environmental assets
- Meeting increased water demand in urbanised areas.

More information about Council's Plan is at Water.

➤ Include an Action for DELWP and Melbourne Water to "Consider new funding programs and resourcing support to assist councils with implementing their Integrated Water Management Plans."

# Direction 28. Minimise and reduce bushfire risk

Bushfire Prone Areas have different risk levels across the region, consequently avoiding housing growth and sensitive land uses should be done on a site-by-site basis.

Hume has a history of significant grass fires. While bush and grass fires are an ever-present risk during the summer months, a potentially greater fire risk is posed by structural and hazardous materials threats in the southern part of the city around major manufacturing and industry.

Further commentary should be included in the final Plan to discuss the impact of industrial fires and minimising this human and environmental health risk. This commentary and an associated Strategy may be better suited to another Direction in the final Plan.

Include a new Strategy to "Ensure a proactive approach for reducing and managing risks associated with industrial fires."

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Revise Strategy 86 to "Wherever appropriate, avoid housing growth and sensitive land uses within and in proximity to bushfire prone areas of Nillumbik, Whittlesea, Hume and Mitchell LGAs.

# Direction 29. Protect strategic sites for recycling and plan site expansions for future needs.

Council agrees effective ongoing operation of recycling facilities, through buffers and siting, is essential for meeting current and future resource recovery needs.

The final Plan may include more commentary for:

- Aiming to minimise waste being sent to resource recovery centres.
- Sustainability Victoria's Circular Economy initiative. Circularity leads to a significant reduction in waste to landfill, decreasing the pressure on existing and future waste and resource recovery facilities. More information is at <u>Planning for a Circular Economy</u>.
- Exploring more work being done to implement Circular Economy initiatives to minimise waste within economic systems.
- Considering some waste & resource recovery centres may currently be of local significance, however this may change with ongoing population growth. Consequently, the location of all centres should be shown in the final Plan.
- Include a new Strategy to "Recognise the importance of the circular economy and initiatives which benefit the region."
- Include a new Action for DELWP to "Monitor progress for the circular economy in the region and explore policy avenues to encourage the reuse of recycled materials for infrastructure."

Attachment 3 - Proposed Council Submission to the draft NMRLUFP

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REPORT NO: SU604

**REPORT TITLE:** Road Management Plan 2021

SOURCE: Geoff Bird, Coordinator Technical Services

DIVISION: Sustainable Infrastructure and Services

FILE NO: HCC17/275

POLICY:

**STRATEGIC OBJECTIVE:** 4.3 Create a connected community through efficient and

effective walking, cycling, public transport and car

networks.

**ATTACHMENT:** 1. Road Management Plan V7, 2021

# 1. SUMMARY OF REPORT

1.1 Council has released its draft Road Management Plan Version 7 to the public for review and comment and has received one submission. Having considered the submission, Council may decide whether to adopt the updated Plan, with or without further amendments.

# 2. RECOMMENDATION:

2.1 That Council adopts the Hume City Council Road Management Plan V7, 2021 and appendices (Attachment 1) as previously presented to Council at the 15 June 2021 Ordinary Council Meeting without change.

# 3. LEGISLATIVE POWERS:

- 3.1 Local Government Act 1989
- 3.2 Road Management Act 2004
- 3.3 Road Management (General) Regulations 2016

# 4. FINANCIAL IMPLICATIONS:

- 4.1 The expenses associated with the review of the Road Management Plan have been funded from the 2021/2022 recurrent budget.
- 4.2 Any changes to the standards outlined in the Road Management Plan may have an impact on future budgets.

# 5. ENVIRONMENTAL SUSTAINABILITY CONSIDERATIONS:

5.1 The proposed update of the Road Management Plan has no environmental sustainability implications.

# 6. CLIMATE CHANGE ADAPTATION CONSIDERATIONS:

6.1 The proposed update of the Road Management Plan has no climate change adaptation implications.

# 7. CHARTER OF HUMAN RIGHTS APPLICATION:

7.1 The proposed update of the Road Management Plan has no impact on the Charter of Human Rights.

# 8. COMMUNITY CONSULTATION:

8.1 The draft Road Management Plan V7 2021 was made available via Council's website for review and comment by the public for a period of 28 day ending on 16 August 2021. The Plan was also available at the Broadmeadows and Sunbury Council Offices and Craigieburn Global Learning Centre.

# **REPORT NO: SU604 (cont.)**

8.2 Additionally, the notice of review was advertised in The Age Newspaper.

# 9. DISCUSSION:

- 9.1 This review of the Road Management Plan (RMP) was carried out to comply with Road Management Act 2004, which requires the RMP to be reviewed following a Council election.
- 9.2 There was one submission received in relation to the review and this is addressed as follows:
- 9.3 Submission from Mr. Kevin Balaam: 'The proposed defect intervention levels for footpaths are simply too great. It conflicts with the suggested surface tolerances in AustRoads "Guide to Road Design Part 6A: Paths for Walking and Cycling" Section 5.10 Surface Tolerances. The failure to resource adequately for specified levels of service in the current RMP is no justification for altering the intervention levels, when the current RMP states in 6.1 "Determining levels of service", "Where shortfalls are identified, funding will be proposed in future budgets." Before altering the intervention levels, evidence should be available that adequate budgeting was refused. I oppose the proposed Plan.'
- 9.4 The resident has requested to avail himself to address Council in person prior to the vote to accept or reject the RMP V7 2021.
- 9.5 Officer response The change to the intervention level is not intended to result in a reduction in the standard of footpaths. The key change recommended is to increase the size of a step or crack at which Council guarantees to intervene from 15mm to 25mm. By setting the intervention level at 15mm in the previous RMP V6 2017, too much of the available resources were being directed to removing relatively minor defects, rather than renewing paths by replacing sections that were in poor condition. As outlined in the previous report on 15 June 2021, the proposed change in intervention level to 25mm is also more in line with the intervention levels of other councils.
- 9.6 The RMP is not in conflict with the AustRoads Guide to Road Design Part 6A as claimed in the submission. The Guide is primarily focused on design and construction of paths and is not intended to dictate maintenance standards for road authorities.
- 9.7 Through the detailed inspection of footpaths and data analysis of Councils Asset Management System, it was identified there are a significant number of defects of various types across Hume's 1,988 kilometre network of footpaths.
- 9.8 To address these defect's, in the 2021-2022 Annual Budget, Council allocated an additional \$1.1 Million to accelerate repairs, increasing the total footpath rehabilitation budget from \$2.9 Million to \$4.0 Million.
- 9.9 The sections of path to be renewed are identified through the inspections undertaken for the RMP, with a range of defects recorded to enable planning for where renewal should take place. By removing the obligation to intervene in all steps or cracks between 15 and 25mm, more footpaths will be able to be renewed. This will contribute to a better overall standard of footpaths over the longer term.

# 10. CONCLUSION:

- 10.1 This review of the RMP V6 2017 and supporting documentation has ensured Council continues to meet its obligations under the Road Management Act 2004 and the Local Government Act 1989.
- 10.2 Having considered the submission received, it is appropriate for Council to adopt the Hume City Council Road Management Plan V7 2021.





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Hume City Council 1079 Pascoe Vale Road Broadmeadows VIC 3047	Document: Road Management Plan Version 7 2021	
PO Box 119 Dallas VIC 3047	Synopsis:	
Telephone: (03) 9205 2200 Fax: (03) 9309 0109 Email: contact us@hume.vic.gov.au Website: www.hume.vic.gov.au	The document has been prepared in response to the requirements of the Road Management Act 2004 and sets out Council's approach to the management of Hume City Councils roads network.	

# **DISTRIBUTION SCHEDULE**

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		Draft adopted by Council	
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Version 7	Xxxx 2021	Notice of Adoption in Government	HCC 17/275

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Attachment 1 - Road Management Plan V7, 2021

# Hume City Council - Road Management Plan V7, 2021

	Gazette	

# **HUME CITY COUNCIL – ROAD MANAGEMENT PLAN**

#### 1 EXECUTIVE SUMMARY

Hume City Council places a high priority on ensuring that the community is provided with a safe and efficient road network for use by all members of the public.

Council is committed to efficient and effective asset management practices and to demonstrate to all stakeholders that it is delivering optimal outcomes for the available resources in a structured, coordinated, cost effective and sustainable manner.

The Hume City Council *Road Management Plan* has evolved in response to the legislative requirements of the *Road Management Act 2004* ("the Act") and has been developed in accordance with Part 4 Division 5 of the Act. The Plan is a key component of the asset management framework established by Hume City Council's *Asset Management Strategy 2020.* 

As the responsible Road Authority, Hume City Council will inspect, maintain and carry out works under the *Road Management Plan* to ensure compliance with its community obligations and legal requirements under the Act.

The Act allows Council to:

- Define which public roads will be maintained, and;
- Set the standards to which public roads will be maintained

The standards relating to the maintenance of public roads incorporated in this Plan are considered to be the appropriate standard that the road authority must meet to satisfy its statutory duty and any common law duty to maintain a public road.

The review and adoption of the updated *Road Management Plan* will enable Council to maintain and manage its road assets in a financially responsible manner and minimise injury, damage to property and claims against Council.

The *Road Management Plan* is a dynamic document and is subject to continuous improvement based on Council's best value approach. Any queries or comments in relation to this *Road Management Plan* should be directed to:

Director Sustainable Infrastructure and Services

Broadmeadows Office 1079 Pascoe Vale Road Broadmeadows VIC 3047

Phone: 9205 2200

Further information is available on Council's website:

www.hume.vic.gov.au

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#### 2 BACKGROUND AND GENERAL PRINCIPLES

## 2.1 Legislation Applicable

The legislation applicable is the *Road Management Act 2004* and any associated legislation as defined in the Act.

# 2.2 Meaning of Terms

Terms used in this Plan have the same meaning as the specific definitions included in the Act

For the purposes of this plan the following additional terms shall be defined as:

"the Act" means the Road Management Act 2004

"Ancillary Area" means an area designated as ancillary by Council and includes

car parks and other like areas.

"the Council" means the Hume City Council.

"Crossover" vehicle crossing or access from back of kerb to property

boundary including any section of footpath within the lateral limits of the crossing. (Note that the footpath that crosses the driveway is part of the crossover for the purposes of

constructing the crossover. However, once it is constructed the footpath component that crosses the driveway remains Council's obligation to inspect, maintain and repair under section 40 of the Act. The remainder of the crossover is the

responsibility of the owner of the property for which it provides

access.)

"Day" in terms of response times a day is a business day excluding

weekends and declared public holidays and where rain does

not fall for more than half the business day.

"Defect" is a localised failure in an asset, for example potholes in a road

surface or a joint displacement in a concrete pathway.

"Defect Intervention Level" is the extent of a defect above which may pose an

unacceptable risk to users of that asset. This is the point above

which Council will intervene as described in Appendix 1.

"Level of Service" is the defined service quality for the road against which

performance may be measured and relates to quality, quantity,

reliability, responsiveness and cost.

"Nature strip" has the same meaning as Roadside.

"Pathway" includes a footpath, bicycle path, shared pathway or other area

within the boundary of a road constructed or developed by Council or property owners as part of their vehicle crossing, being for use by the members of the public other than a motor vehicle and included in the register of public roads as per

section 19 of the Act.

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"Response times" is the time to implement temporary measures or repair defects

that exceed the relevant intervention level, identified by inspections undertaken by Council officers, or notified by the public. Response Time is measured from the time the defect is recorded by Council as exceeding the intervention level.

"Roadside" means any land within the boundaries of a road which is not a

roadway or a pathway and includes any vehicle crossing or pathway which connects from a roadway or pathway on a road

to other land has been constructed.

"State Road" is declared under the Act as per Section 3 - State Road

Authority is the responsible road authority.

# 2.3 Role of Road Authority

The Act provides that Council as the road authority is to exercise its functions within an overall policy and budgetary context and must take into account the needs and expectations of the community and the resources available to meet them.

It is responsible for the development of the *Road Management Plan* and must ensure it manages the inspection, maintenance and repair of the road network within available funding levels to ensure that a safe and efficient road network is provided for use by members of the public.

#### 2.4 General Functions

Under the Act Council have the following general functions:

- to provide and maintain, as part of a network of public roads, public roads for use by the community served by the road authority:
- to manage the use of public roads having regard to the principle that the primary purpose of a public road is to be used by members of the public and that other uses are to be managed in a manner which minimises any adverse effect on the safe and efficient operation of public roads;
- to manage traffic on public roads in a manner that enhances the safe and efficient operation of public roads;
- to coordinate the installation of infrastructure on public roads and the conduct of other works in such a way as to minimise, as far as is reasonably practicable, adverse impacts on the provision of utility services;
- e) to undertake works and activities which promote the functions referred to in paragraphs (a), (b) and (c) and to undertake activities which promote the function in paragraph (d).

# 2.5 Powers of Council as a road authority

Subject to the Act, a road authority has power to do all things necessary or convenient to be done for or in connection with the performance of its functions under the Act.

Schedules 1 to 10 of the Act do not limit the functions or powers conferred on a road authority by or under the Act or any other Act.

If a road authority has specific powers under any other Act, then those powers –

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- i) are to be construed as being in addition to those powers; and
- are not to be construed as overriding any requirements, restrictions, limitations, or conditions to which the specific powers are subject.

# 2.6 Duty of the road user

In relation to the duty of the road user a road user must act responsibly and reasonably in the carrying out of activities associated with the road use. This duty is set out in section 17A of the *Road Safety Act 1986*.

All road users and occupiers of the road reserve have obligations and responsibilities under Council's local laws as prescribed in the 'Hume City Council General Local Law No.1 – 2013'.

### 2.7 Purpose of the Hume City Council Road Management Plan

The purpose of this road management plan is:

- to establish a management system for the road management functions of Council which is based on Council's policy and operational objectives and available resources; and
- to set the relevant standards in relation to the discharge of duties in the performance of those road management functions.

This Plan reflects the purpose and objectives of the Council as specified under Sections 6 and 7 of the Local Government Act, 1989.

# 2.8 Contents of the Hume City Council Road Management Plan

This Road Management Plan:

- sets relevant standards and policy decisions in relation to the discharge of duties in the performance of road management functions:
- b) includes details of the management system that Council proposes to implement in the discharge of its duty to inspect, maintain and repair public roads for which the Council is responsible:
- c) specifies the relevant policies and priorities adopted by Council;
- includes any matter that a relevant Code of Practice specifies should be included in a road management plan.

# 2.9 Availability of the Hume City Council Road Management Plan

Upon the making of a road management plan, the Council must cause notice of:

- a) the making of the road management plan; and
- b) the place where copies of the road management plan may be inspected or obtained.

This Plan and all incorporated documents are available at the following locations and may be viewed, free of charge, by the public during the hours of 8.00am to 5.00pm each working day:

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Location	Address	Contact
Broadmeadows Service	1079 Pascoe Vale Road	Phone: (03) 9205 2200
Centre	Broadmeadows	Monday to Friday 8am to
Craigieburn Global	75-95 Central Park Avenue,	5pm
Learning Centre	Craigieburn	
Sunbury Service Centre	36 Macedon Street	
	Sunbury	

The Road Management Plan may also be viewed in PDF format on the Council website <a href="https://www.hume.vic.gov.au">www.hume.vic.gov.au</a>

# 2.10 Delegations

Council has delegated by Instrument of Delegation various provisions of the Act and Regulations to various Council officers for the purposes of efficient administration of this Plan.

The Chief Executive Officer is empowered under delegation to periodically change and update the Register of Public Roads. Reporting on the changes shall be in accordance with the powers of delegation.

# 3 ROAD MANAGEMENT PLAN - ASSET MANAGEMENT POLICY FRAMEWORK

# 3.1 Policies regarding Asset Management

The policies regarding Asset Management for Council are defined in the *Council Asset Management Policy 2020* which was adopted on 14 September 2020. The Asset Management Policy is the framework by which Council will manage its assets and this has a direct link with the Road Management Plan.

# 3.2 Asset Management Framework

A key component of the Asset Management Strategy is the development of asset management plans for all classes of assets, including Roads. The plans are driven by Council Plan direction and inform and guide Council's strategic and financial planning processes, in particular development of the Council Budget.

The linkage provided by the *Asset Management Policy 2020* ensures that long term ownership costs associated with Council's entire road network are identified and have appropriate management strategies in place.

# 3.3 Asset Maintenance - Intervention Levels

Levels of service with respect to the road network have been detailed in Appendix 2. Adopted service levels are subject to community input and comment.

# 3.4 Links to Council planning documents

# 3.4.1 Council Plan

The Council Plan 2017 -2021 specifies the higher-level corporate direction of Council. The *Asset Management Policy* and its associated strategy framework has a direct link to the Council Plan through its budgetary and planning processes. Council planning process includes the development of long-term plans via the *Hume Horizon 2040* process.

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## 3.4.2 Council Budget and Capital Works Program

Council's annual adopted Budget and Capital Works Program specifies the planning parameters by which the *Road Management Plan* is carried out. The level of funding will vary on an annual basis in accordance with needs and available funding. The requirements of the *Road Management Plan* will also need to allow for a variation in levels of service depending on the associated annual funding. Funding is entirely dependent on the annual adopted Council budget and any projects or funding shown in the indicative programs are not guaranteed to be funded in subsequent years.

# 4 ROADS AND ANCILLARY AREAS SUBJECT TO THE PLAN

#### 4.1 Hume City Council Register of Public Roads

A register of public roads has been developed in accordance with the Act. The Register is a stand-alone document titled 'Hume City Council – Register of Public Roads'. The Register specifies all roads and road categories that Council will be responsible for maintaining and repairing. All roads constructed as part of a subdivision development will be deemed to have been included in the Register immediately after Council assumes formal responsibility from the developer unless excluded. The Register is updated on a regular basis.

Council is also responsible for the maintenance of certain assets on the Department of Transport's Register of Public Roads within its municipal boundaries. This includes footpaths and service roads as provided for under sections 5.3 and 5.7.

### 4.2 Items excluded from the Plan

Items and activities located in or adjacent the Road Reserve that Council is not responsible for and will not maintain include but are not limited to the following:

- a. Assets of government agencies, private individuals and companies including Service Authorities for water, power, gas and communications;
- b. State and Federal Road authority assets such as VicRoads, unless specifically designated in memorandums of understanding or similar agreements;
- c. Private Roads and Streets;
- d. Unconstructed Road Reserves;
- e. Nature strips and roadside areas;
- f. Laneways and walkways not controlled by Council;
- g. Car parking not controlled by Council;
- h. Assets on municipal boundaries where the adjoining municipality has assumed management and control;
- Overhanging trees from abutting properties. In these instances the adjoining property owner has the responsibility. Council will however, undertake scheduled inspections and may issue notices to landowners to ensure overhanging vegetation from their property does not present a hazard to road users;
- Roads, lanes and access ways that are not listed in the road register;

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- k. Vehicle crossing providing access to private property
- I. Railway reserves and rail crossings;
- m. Trees and vegetation far as ensuring they do not impact on the safe use of the road network by road users i.e. overhanging the road or footpath envelope or present sight hazards in so far as signage and intersections)

#### 4.3 Demarcation

### 4.3.1 Responsibility for non-Council assets

Where assets are identified as not the responsibility of Council, the responsible party shall comply with all codes and industry standards with regard to their maintenance. This will include approvals for work on the asset and the associated reinstatement by the responsible party for damage to the asset or adjoining assets.

Where roads and assets are the responsibility of others, they shall be maintained to industry standards and codes, unless specifically specified by Council.

# 4.3.2 Codes of Practice Regulations and Agreements

Demarcation will generally be defined within the relevant Codes of Practice for various assets and responsible authorities. Where agreements are entered into with another road authority and responsibility is transferred, the following will apply;

- Department of Transport controlled roads, in accordance with their own Road Management Plan.
- Service authorities in accordance with industry codes or as required by Council special conditions.
- Rail Authority in accordance with industry standards, particularly in relation to road and pedestrian crossing maintenance at level crossings.

The following Codes, relevant at the date of adoption of this Plan, will be complied with by Council in so far as is required:

- Code of Practice for Operational Responsibility for Public Roads GG no s267, 11 August 2016
- Code of Practice for Road Management Plans GG nos201, 16 September 2004
- Code of Practice for Managing Utility and Road Infrastructure in Road Reserves GG nos268, 23 November 2015
- Code of Practice for Worksite Safety Traffic Management GG nos276, 26 June 2015
- Road Management (Works and Infrastructure) Regulations 2015

Any 'Agreements' made between Council and any other party pursuant to any of the above Codes can be found in the Council's 'Corporate Register of Agreements'.

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#### 4.3.3 Repair of damaged Council assets

Where a party other than Council has damaged a Council asset or road, that party shall be responsible for repairing the damage to ensure that it is safe and operates at the level it previously operated at or higher. This does not affect Council's service levels for inspection and repair as outlined in section 6 of this Plan. That is, where Council is otherwise unaware of damage caused by others, the standard intervention levels and response times will apply. However, Council would seek to retrieve the cost of repairs from others where possible.

In particular where secondary damage has been caused to Councils assets such as subsidence from water damage at a location other than the specific site of the asset works or repairs, the damage must be repaired by the responsible party.

# 5 ROAD CLASSIFICATION

#### 5.1 Introduction

Roads within Council are classified in a hierarchical system ranging from roads with high traffic flow and volumes, to roads with a low traffic volume and local access function. The Road Classification as specified in the *Hume City Council Register of Public Roads* is the adopted classification and is detailed below:

#### 5.2 Freeway

5.2.1 Definition

Freeways are the principal routes for the movement of goods and people.

5.2.2 Responsibility

Department of Transport is responsible for the management and funding of freeways, including landscaped areas.

Council can advocate for road improvement works to Department of Transport, the State and Federal Governments.

# 5.3 Arterial Road - Department of Transport

5.3.1 Definition

Arterial roads are the principal routes for the movement of goods and people. They are designed to take into consideration abutting land uses.

5.3.2 Responsibility of Department of Transport controlled Arterial Roads
Department of Transport is responsible for the management and funding of the
Department of Transport controlled arterial roads, except where control is given
to Council through a memorandum of understanding. Council is responsible for
service roads and footpaths on Department of Transport controlled arterial roads
as they are considered for use by local residents. Demarcation of responsibilities
is defined through the 'Code of Practice – Operational Responsibility for Public
Roads'. This includes clarification of the extent of responsibility at the
intersection of arterial roads and Council roads.

Council can apply for road safety funding to Department of Transport if the funding criteria are met. It can advocate for road improvement works to Department of Transport and the State Government.

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#### 5.4 Major (Local) Roads

#### 5.4.1 Definition

Major local roads provide a connection between residential roads and arterial roads. Their principal function is the safe movement of residential traffic to and from the arterial road system. Residential development may be located on Major roads providing vehicles are able to enter and exit the street in a forward motion.

# 5.4.2 Responsibility

Council is responsible for the management and funding of major roads. It can apply for road safety funding to Department of Transport if the funding criteria are met.

#### 5.5 Collector Roads

#### 5.5.1 Definition

Collector roads collect traffic from Access Streets and Access Places and distribute it to major or arterial roads. They provide access to abutting properties.

#### 5.5.2 Responsibility

Council is responsible for the management and funding of collector roads. It can apply for road safety funding to Department of Transport if the funding criteria are met.

### 5.6 Local Access Roads

#### 5.6.1 Definition

Local access roads are those not having a significant through traffic function. Their primary function is to provide access to abutting property. A local access road should generally serve no more than 200 dwellings. Local access roads may also be referred to as Access Places and Access Lanes as set out in Res Code and the Hume Planning Scheme.

#### 5.6.2 Responsibility

Council is responsible for the management and funding of local access roads. It can apply for road safety funding to VicRoads if the funding criteria are met.

## 5.7 Department of Transport managed roads

Department of Transport is responsible for the development and implementation of its own Road Management Plans for Freeways and Arterial Roads. Council will be responsible for assets on Arterial Roads where the assets are clearly specified for Council control in a memorandum of understanding, or as specified in the legislative requirements, and/or the 'Code of Practice – Operational Responsibility for Public Roads'.

# 5.8 Pathways on roads

Pursuant to Section 19 of the Act, Council is the coordinating road authority for the roads as well as pathways and ancillary areas within the road reserves of those public roads, as specified in the 'Register of Public Roads'.

Council has applied a 'Municipal Pathway' classification for the pathways and ancillary areas associated with those public roads and ancillary areas where Council is the responsible road authority. These classifications specify each pathway or ancillary area by the amount of pedestrian use and reflect the perceived risk associated with pedestrian

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usage. Pathway classification are used to differentiate service levels and maintenance standards. These classifications are:

Municipal pathway classification	Functional description
High	Pathways and ancillary areas associated with a major shopping area, leisure centre, schools and place of worship, community facility and
	Hospital, with very significant pedestrian traffic.
Low	Pathways and ancillary areas associated with industrial zones, shared
	footways with medium volumes of pedestrian traffic and pathways and
	ancillary areas located in residential areas

#### 5.9 Reclassification of roads

When the function of a road changes due to traffic volumes, development or other reason Council will undertake a review of its classification. This review may be undertaken in conjunction with a review of the Plan in accordance with Section 9 of this Plan.

#### 6 LEVELS OF SERVICE

Council has determined the standard to which it will construct, inspect, maintain and repair roadways, pathways, road infrastructure and road related infrastructure. These standards are detailed in Appendix 1 Inspection, response times and intervention points.

# 6.1 Determining levels of service

The process for determining levels of service has included extensive consultation with maintenance crews, key staff and the public. Levels of service were matched to reasonable standards and the available funding adopted in the budget process. Where shortfalls are identified, funding will be proposed in future budgets.

When assessing appropriate levels of service required for the various activities, the following was also taken into consideration:

- Road and Pathway hierarchy
- Road usage
- Level of risk
- Cost

## 6.2 Response times

Response times detailed in the plan are determined in the relevant category detailed in Appendix 2. Firstly, a response time from receipt of a report from the public is the period allowed form the initial report for Council to inspect. Then, if following inspection a defect is determined to exceed intervention levels requiring work, the maximum response time is the time allowed for maintenance or repair to be undertaken to bring the area within intervention levels.

# 6.3 Maintenance levels of service

Levels of service, including inspection frequencies, repair intervention levels and response times have been established for specific activities within each road classification in the Road Hierarchy and are detailed in Appendices 1 and 2.

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In developing these levels of service, Council has considered community expectations, current service levels, the level of risk imposed and available resources. The current maintenance service levels reflect the balance between customer expectations and financial affordability.

### 6.4 Inspection program

A key level of service is the regular inspection of the road and pathway network and associated road infrastructure for defects. This is essential for the safe and efficient operation of public roads. Hume City Council has developed a structured inspection program that incorporates a combination of general safety inspections, night inspections and periodic condition surveys.

The inspection program not only identifies defects that might exceed intervention levels, and facilitates timely repairs, it also feeds into and guides the development of maintenance and capital works programs.

The inspection program is in line with the frequencies outlined in Appendix 1.

### 6.5 Construction, Renewal and Refurbishment Standards

Standards have been established for the design and constructions of road infrastructure based on Road Classification and are referenced in Council's Road Asset Management Plan. When appropriate, standards adopted by other relevant authorities such as Department of Transport are also utilised.

#### 7 ROAD MANAGEMENT SYSTEM

Council uses a number of processes, collectively referred to as the Road Management System, to discharge its duty to inspect, maintain and repair public roads for which it is responsible. The system includes Council's Asset Management System as well as other activities and standards detailed in its Asset Management Framework.

The system has been developed based on the following key elements:

### 7.1 The Road Management Plan Policy Framework

Council's Asset Management (AM) Framework can be summarised as follows:



The framework also includes:

- The Council Budget process which determines annually the amount of available funds to carry out work through routine works in the operational budgets and specific works in the Capital Works program;
- b) The standards and guidelines developed and used by the individual service providers as specified in the individual AM Plans;
- c) The maintenance standards and guidelines developed and used for carrying out works on roads by the individual service providers as specified in the individual Service Level Agreements.
- d) Audit processes used to verify works and asset management improvements.

### 7.2 Asset Management Plans for road infrastructure

Hume City Council's Asset Management Strategy provides for the establishment of Asset Management Plans for all asset classes, including those associated with public road infrastructure. Every asset management plan is a lifecycle management plan that looks at the strategies and cost of owning, maintaining and renewing assets over the long term (20 years).

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The Road Asset Management Plan was adopted by Council on 12 August 2019 and is directly linked to the Road Management Plan. Key elements of note to the Road Management Plan are:

### 7.2.1 Service levels

The service standards adopted in this *Road Management Plan* are based on the Levels of Service and Life Cycle Management Plan as set out in the *Road Asset Management Plan*. The Life Cycle Management Plan is subject to regular review as part of the asset management plan continuous improvement process.

### 7.2.2 Condition assessments

The condition of each element of the road network is assessed at set intervals and the data is utilised to monitor asset performance and review both maintenance and renewal/refurbishment strategies.

The road network is globally rated at 4 to5 year intervals. Amendments and updates to the ratings occur as capital projects are completed or where the condition status of a road component has altered (e.g. due to service authority intervention).

### 7.2.3 Renewal and refurbishment Plan

The Road Asset Management Plan sets out Council's long-term renewal and refurbishment strategy and provides indicative 20 year financial projections. The Plan presents a framework for the consideration of levels of service, current condition data and remaining life to establish priorities and scheduling of future capital works.

### 7.2.4 Capital Works Program

In determining the Capital Works Program for each coming year Council must consider renewal and refurbishment requirements and priorities across all asset classes together with new projects and service initiatives.

Council has established criteria for the evaluation and prioritisation of capital works projects that clearly recognise the importance of infrastructure renewals and refurbishment. However, it is recognised that there may be competing priorities and as a result available funding for road projects may vary from year to year.

The proposed budget is advertised and feedback is sought from the community prior to final adoption.

### 7.3 Management system to inspect, repair and maintain

The management system by which the components referred to in the Road Management Plan will be undertaken are detailed in Appendix 1 – Inspection Frequency and Appendix 2 – Intervention Levels and Response Times.

The key components are as follows:

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### 7.3.1 Customer request system (reactive component)

Council operates a customer request system (MERIT) that logs and tracks all customer requests and an Asset Management System that links relevant requests to an asset. The systems require a customer service officer to log details of issues or requests and to refer them to the appropriate officer for actioning. Records of all maintenance work, inspections and other actions performed on public roads are maintained the Asset Management System (AMS).

### 7.3.2 Works program (proactive component)

The works program will provide a proactive approach to maintenance or other works required by assessing the existing condition to determine if it is below, meeting or above the required standard as specified.

Officers will conduct regular inspections of the road assets on a programmed and regular basis. Works are assessed and a decision is made to either:

- a) accept the standard complies with the service levels and no action is required or;
- agree that the standard does not comply with the service levels and place the works on a program for repair within the specified timeframe. Works will be carried out within the timelines specified in the Road Management Plan.
- c) Only emergency works shall be carried out as soon as practically able.

### 7.3.3 Works program development

The works program will be developed from the Reactive and Proactive Works Orders to be to be carried out within the time specified in Appendix 2.

The service area responsible will be required to develop the program and ensure that the works are carried out.

### 7.3.4 Compliance with standards

All works carried out shall comply with Council policies and procedures. Key drivers of the works responsiveness include:

- Customer Service Charter
- Telephone answering procedures
- Correspondence management procedures

## 7.3.5 Force Majeure Clause

Council will make every endeavour to meet all aspects of its *Road Management Plan* (RMP).

However, in the event of natural disasters and other events including, but not limited to, fires, floods, droughts and the like, together with human factors, such as a lack of Council staff or suitably qualified contractors, because of Section 83 of the *Victorian Wrongs Act 1958*, as amended, Council reserves the right to suspend compliance with its *Road Management Plan*.

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In the event that the CEO of Council has to pursuant to Section 83 of the above Act, consider the limited financial resources of Council's Plan cannot not be met, they will write to Council's Officer in charge of its *Road Management Plan* and inform them that some, or all, of the timeframes and response times are to be suspended.

Once the events beyond the control of Council have abated, or if the events have partly abated, Council's CEO will write to Council's Officer responsible for Council's Plan and inform them which parts of Council's Plan are to be reactivated and when etc.

### 7.3.6 Management arrangements

The Chief Executive Officer shall have responsibility for assigning the roles and responsibilities of the appropriate Council officers for the purposes of implementing the requirements of the *Road Management Act 2004* and this Road Management Plan. Duties to be undertaken by Council staff shall include but are not limited to those set out in Schedule 7 of the Act.

### 7.4 Community Consultation

The development of the *Road Management Plan* and its accompanying service standards has considered community comment regarding the maintenance and condition of Council's road network. This has been achieved through the "Annual Constituent Survey".

The Road Management Plan and any future amendments will be presented to the community for comment prior to adoption.

The Hume City Council Annual Report provides formal reporting on road management achievements.

### 7.5 Key Stakeholders

The key stakeholders are individuals, companies, service authorities, government authorities and community groups who have a vested interest in the proper management of roads. These can be summarised as follows:

- Council
- Community
- Road users
- Service and utility authorities who have assets located within the road reserve
- Rail authority
- Department of Transport

Stakeholder/community consultation will be carried out every 4 years in conjunction with the review process to assist Council understand the current needs for the road network as perceived by the community and key stakeholders.

# 7.6 Customer Service Arrangements

The Council is committed to providing excellent customer service.

Members of the community can contact the Customer Service Centre directly or via telephone and Internet regarding issues that relate to the road network. The Customer Service Centre staff are provided with relevant training and support and have clear checklists and procedures relating to road network issues.

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The starting point for tracking any inspection initiated at the request of a customer is defined as the time that a Customer Service Officer recorded the request in the Customer Request System.

Feedback on progress or outcome of any request is available to the initiator via the Council Customer Service Centre.

### 8 AUDIT OF ROAD MANAGEMENT PLAN

Monthly audit/review of compliance with the *Road Management Plan* in relation to the specified duties and actions in the Plan and compliance levels are to be reported in the Technical Services monthly report. Where major discrepancies are found matters shall be referred to the appropriate officer in Council for rectification and actioning.

Independent audits may be undertaken by Council's internal auditors or by external auditors such as Council's insurers.

### 9 REVIEW OF ROAD MANAGEMENT PLAN

The *Hume City Council Road Management Plan* is a living document and forms part of Council's *Asset Management Framework*.

- · asset performance following delivery of maintenance program;
- the level of achievement of asset management strategies against the expected benefits to road users, stakeholders and the community; and
- the consideration of any external factors, including customer expectations, that are likely to influence the contents of this Plan.

If the adopted level of service, i.e. defect intervention level and/or rectification response time, is not achievable, the level of maintenance effort may need to be varied. The level of service, the anticipated quantity of works and Council's budget and resources would have to be reviewed and a new or amended *Road Management Plan* proposed.

This revised Plan would be subject to the consultation and approval processes as detailed in Sections 54 & 55 of the Act and Division 2 of the Road Management (General) Regulations 2016.

A Formal review, in accordance with sections 303 & 304 of the *Road Management* (General) Regulations 2016, will be conducted every four years in line with Council elections.

### 10 SUPPORTING DOCUMENTS

The following un-incorporated documents, whilst complimenting the Plan do not form part of this Plan. All un-incorporated documents may change from time to time to reflect changes in Council policy, legislative changes, and operational changes or as a result of audit findings. Supporting documents may not always be available for inspection.

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#### 10.1 **Technical References**

- Risk Management Standard, AS/NZS ISO 31000:2009
- Compliance Program Standard, AS 3806: 2015
- International Infrastructure Management Manual (IIMM) 2011, IPWEA.

#### 10.2 Council Documents

Reference documents utilised by Council for the construction, inspection, maintenance and repair of public roads are defined as follows:

- Road Management Act 2004
- Road Management Act 2004 Section 118, Instrument of Delegation.
- Rescode
- Hume City Council Infrastructure Standards
- Hume City Council Customer Service Charter
   Hume City Council Asset Management Policy 2020
- Hume City Council Asset Management Strategy 2020
- Hume City Council Asset Management Plans
- Hume City Council Annual Budget
- Code of Practice Operational Responsibility for Declared Freeways and Arterial Roads
- Instrument of Delegation to Members of Council Staff Road Management Act 2004 and Regulations

### 11 APPENDICES

APPENDIX 1 – Inspection Frequency

APPENDIX 2 - Intervention Levels and Response Times

Appendix 1 – Inspection Frequency

<b>Program for Defect Inspections</b>	
All inspections will occur within the specified inspection frequency	
Major (Local) Roads & Collector Roads	Hume Inspection Frequency (within the period of)
Roadway, kerb & channel, road shoulders, roundabouts, medians, traffic islands, open drains	6 Months
Car Parks	6 Months
Signs, Guideposts, Bollards, Pavement Marking, Electrical Hardware (e.g. Pedestrian Crossings)	6 Months
signals (Council controlled)]	6 Months
Street Furniture, Guard Rails, Fencing	6 Months
Drainage (located within roads) pits lids and surrounds	6 Months
Vegetation clearance i.e. line of sight and Vehicle envelope	6 Months
Culverts, Storm Water Pits and Drainage structures	6 Months
Night inspections	12 Months
Local Access Roads	
Roadway, kerb & channel, road shoulders, roundabouts, medians, traffic islands, open drains	12 Months
Car Parks	12 Months
Signs, Guideposts, Bollards, Pavement Marking	12 Months
Guard Rails, Fencing	12 Months
Drainage (located within roads) – culverts, pits, drains, structures.	12 Months
Vegetation clearance i.e. line of sight and Vehicle envelope	12 Months
Car Parks	12 Months
Culverts Pits Drains and Drainage Structures	12 Months
Unsealed Roads	
Roadway and runoff drains	6 Months
Signs (line markings at sealed intersection) and Street Furniture	6 Months
Fire Access Roads	12 Months
Footpaths	
Assets Footpaths - "High use" Classification	12 Months
Assets Footpaths - "Low use" Classification	36 Months

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## Appendix 2 - Intervention Levels and Response Times

Hierarchy - Major (Local) and Collector Roads

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Asset Type	Defect Type	Intervention Level	Initial Response Time	Maximum Response Time
Drainage	Culvert and Pit Repair	Damaged or missing drainage pit lids surrounds grates in pedestrian areas with a height variance of >15mm or traffic lanes with a height variance > 50mm	3 Days	3 Weeks
Road Furniture	Sign Repair	Any sign or support issue making them substantially ineffective.	3 Days	3 Weeks
Road Furniture	Guard Fence and Wire Rope Safety Barrier	Missing or damaged making them substantially ineffective	3 Days	10 Weeks
Road Furniture	Guidepost and Delineators	Guideposts missing at a critical location	3 Days	3 Weeks
Road Furniture	Regulatory Sign Replacement	Safety signs missing	3 Days	3 Weeks
Road Furniture	Fencing I.e. (Pedestrian Crossings)	Missing	3 Days	3 Weeks
Road Furniture	Sign Replacement	Traffic/Directional Signs which are defective	3 days	3 Weeks
Road Furniture	Pavement Markings	Pavement Markings missing illegible at a critical location	3 Days	3 Weeks
Sealed Surface	Pothole Patching	Potholes in traffic lane of a sealed pavement greater than 300mm in diameter and greater than 100mm deep	3 Days	2 Weeks
Sealed Surface	Regulation	Deformations greater than 100mm under a 3m straight edge	3 Days	3 Weeks
Sealed Surface	Edge Repair	All edge breaks > 400mm wide x 100mm deep	3 Days	5 Weeks

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Shoulder	Unsealed Shoulder	Edge drops onto unsealed shoulder greater than 100mm	3 Days	5 Weeks
Structures	Bridge Maintenance	Damage affecting structural performance	3 Days	5 Weeks
Unsealed Road	Unsealed Road Potholing	In traffic lane of an unsealed pavement greater than 500mm diameter and 100mm deep for >30% of the road	3 Days	5 Weeks
Vegetation	Tree and Shrub Maintenance	Vegetation intruding within and envelope over roadways from the back of shoulder and/or kerb and a min of 4.5m ht clearance over pavement and the trafficable portion of shoulders.	3 Days	5 Weeks
Vegetation	Tree and Shrub Maintenance	Vegetation over pedestrian/bicycle paths intruding into a clearance envelope between the edges of path and a min of 2.5m ht clearance over path.	3 Days	5 weeks

### Note:

- Initial Response Time refers to the time to inspect following a report by the public, to determine whether remedial action is required.
- Maximum Response Time refers to the time to bring identified defects back within intervention level. This period starts from the time a defect has been inspected and determined to require further action.

Hierarchy - Local Access Roads

Hierarchy – i	Local Access Road	S		
Asset Type	Defect Type	Intervention Level	Initial Response Time	Maximum Response Time
Drainage	Culvert and Pit Repair	Damaged or missing drainage pit lids surrounds grates in pedestrian areas with a hight variance of >15mm or traffic lanes with a height variance > 50mm	3 Days	3 Weeks
Road Furniture	Sign Repair	Any sign or support issue making them substantially ineffective.	5 Days	5 weeks
Road Furniture	Guard Fence and Wire Rope Safety Barrier	Missing or damaged making them substantially ineffective	5 Days	10 Weeks
Road Furniture	Guidepost and Delineators	Guideposts missing at a critical location	5 Days	5Weeks
Road Furniture	Reglatory Sign Replacement	Safety signs missing	5 Days	3 Weeks
Road Furniture	Fencing I.e. (Pedestrian Crossings)	Missing	5 Days	5 Weeks
Road Furniture	Sign Replacement	Traffic/Directional Signs which are defective	5 Days	5 Weeks
Road Furniture	Pavement Markings	Pavement Markings missing illegible at a critical location	5 Days	5 Weeks
Sealed Surface	Pothole Patching	Potholes in traffic lane of a sealed pavement greater than 300mm in diameter and greater than 100mm deep	5 Days	3 Weeks
Sealed Surface	Regulation	Deformations greater than 100mm under a 3m straight edge	5 Days	10 Weeks
Sealed Surface	Edge Repair	All edge breaks > 400mm wide x 100mm deep	5 Days	10 Weeks
Shoulder	Unsealed Shoulder	Edge drops onto unsealed shoulder greater than 100mm	5 Days	10 Weeks

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Structures	Bridge Maintenance	Damage affecting structural performance	5 Days	10 Weeks
Unsealed Road	Unsealed Road Potholing	In traffic lane of an unsealed pavement greater than 500mm diameter and 100mm deep for >30% of the road	5 Days	10 Weeks
Vegetation	Tree and Shrub Maintenance	Vegetation intruding within and envelope over roadways from the back of shoulder and /or kerb and a min of 4.5m ht clearance over pavement and the trafficable portion of shoulders.	5 days	6 weeks
Vegetation	Tree and Shrub Maintenance	Vegetation over pedestrian/ bicycle paths intruding into a clearance envelope between the edges of path and a min of 2.5m ht clearance over path.	5 days	6 weeks

### Note:

- Initial Response Time refers to the time to inspect following a report by the public, to determine whether remedial action is required.
- Maximum Response Time refers to the time to bring identified defects back within intervention level. This period starts from the time a defect has been inspected and determined to require further action.

### **Footpaths**

Asset Type	Defect Type	Intervention Level	Initial Response Time	Maximum Response Time
Footpaths - High Use	Step	Steps >25 mm in height	5 days	6 weeks
Footpaths - High Use	Crack	Cracks >25mm	5 Days	6 weeks
Footpaths - High Use	Undulations, heave or subsidence	asphalt or paved footpaths with 60 mm height variation over a 1.2mtr straight edge	5 Days	6 Weeks
Footpaths - Low Use	Step	Steps >25 mm in height	5 days	8 weeks
Footpaths - Low Use	Crack	cracks >25 mm in height	5 Days	8 weeks
Footpaths - Low Use	Undulations, heave or subsidence	asphalt or paved footpaths with 60 mm height variation over a 1.2mtr straight edge	5 Days	8 weeks

### Note:

- Initial Response Time refers to the time to inspect following a report by the public, to determine whether remedial action is required.
- Maximum Response Time refers to the time to bring identified defects back within intervention level. This period starts from the time a defect has been inspected and determined to require further action.

# REPORTS – SUSTAINABILITY AND ENVIRONMENT 25 OCTOBER 2021 ORDINARY COUNCIL (TOWN PLANNING) MEETING

Attachment 1 - Road Management Plan V7, 2021

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