

wyndhamcity

Meeting of Council Minutes

**Tuesday 29 June 2021
At 7.00pm**

**Council Chamber
Functions Centre
45 Princes Highway
Werribee**

**MEETING OF COUNCIL HELD AT THE
COUNCIL CHAMBERS, CIVIC CENTRE,
45 PRINCES HIGHWAY, WERRIBEE ON
TUESDAY 29 JUNE 2021**

The meeting commenced at 7.00 pm.

PRESENT: Cr Jennie Barrera
Cr Josh Gilligan
Cr Adele Hegedich
Cr Jasmine Hill
Cr Marcel Mahfoud
Cr Heather Marcus
Cr Peter Maynard
Cr Susan McIntyre
Cr Sahana Ramesh
Cr Mia Shaw
Cr Robert Szatkowski

IN ATTENDANCE: Natalie Walker A/Chief Executive Officer
Ludo Campbell-Reid Director City Design & Liveability
Allison Kenwood Director City Life
Stephen Thorpe Director City Operations
Binda Gokhale Chief Financial Officer
Fiona Hando Executive Manager Corporate Affairs
Jenny Wood Coordinator Governance
Tammy Williamson Council Business Officer
Megan Bartolo Governance Policy & Projects Advisor

1. OPENING PRAYER & WELCOME

The Mayor, Cr Adele Hegedich, welcomed all in attendance to the meeting.

2. APOLOGIES & REQUESTS FOR LEAVE

Nil

3. DECLARATION BY COUNCILLORS OF DISCLOSURE OF CONFLICT OF INTEREST/CONFLICTING PERSONAL INTEREST IN ANY ITEM OF THE AGENDA

Cr Mia Shaw declared a general conflict of interest (private interests) in accordance with s127(2) to Item 6.4.2 - Heritage Review Gap Study (Stage 1) – Adoption.

Cr Jennie Barrera declared a general conflict of interest (public duty) in accordance with s127(2) to Item 6.2.1 (Points 1 and 2) – Adoption of Annual Plan & Budget 2021/22.

Cr Jennie Barrera declared a general conflict of interest (public Duty) in accordance with s127(2) to Item 6.4.2 - Heritage Review Gap Study (Stage 1) – Adoption.

Cr Heather Marcus declared a material conflict of interest (direct) in accordance with s128(2) to Item 6.2.1 (Points 2 and 3) – Adoption of Annual Plan & Budget 2021/22.

Cr Robert Szatkowski declared a general conflict of interest (private) in accordance with s127(2) to Item 6.2.1 (Point 4) – Adoption of Annual Plan & Budget 2021/22.

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

MOTION

CRS PETER MAYNARD / JASMINE HILL

That the minutes of the Council Meetings held on:

- Tuesday 25 May 2021 at 6.00pm, as prepared and circulated, be confirmed;
- Tuesday 25 May 2021 at 7.00pm, as prepared and circulated, be confirmed; and
- Monday 31 May 2021, as prepared and circulated, be confirmed.

(CARRIED)

5. DEPUTATIONS AND PRESENTATIONS

NIL

6. OFFICERS' REPORTS

Before proceeding to Item 6.1, the Mayor noted the following changes in the agenda:

- Item 6.4.1 - Planning Scheme Amendment C231Wynd – Planning Scheme Review 2018. The A/CEO advised the Mayor that this item is withdrawn and will be deferred to a later meeting; and
- Item 6.5.1 – Werribee South Green Wedge Steering Committee – Review and adoption of updated Terms of Reference:
 - a) There is an amended officer recommendation. The amended officer recommendation includes the appointment of an alternate Harrison Ward councillor should the appointed councillor be unable to attend.
 - b) The Terms of Reference for the Werribee South Green Wedge Steering committee will be amended to allow organisational representatives to nominate a proxy if the appointed representative cannot attend.

6.1 PETITIONS

- | | | |
|-------|--|----|
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- 12. CLOSE OF MEETING**

FILE NO: 0

ITEM NO: 6.1.1
DIRECTOR CITY DESIGN &
LIVEABILITY - LUDO CAMPBELL-
REID

RESPONSE TO PETITION 03/21 - REQUEST FOR CROSSING SUPERVISOR, CROSS WALK, SPEED HUMP AND PROVISION OF A TOILET AT LITTLE GREEN PARK.

Summary

Wyndham City Council received a petition requesting a crossing supervisor, crosswalk, speed humps and provision of toilet at Little Green Park as tabled at the Council Meeting on 25 May 2021.

The petition contained 39 signatures. Of those 39 signatures, 16 fulfilled the criteria as outlined in the Wyndham Governance Rules, Section 54 and 23 did not meet the criteria. This report is to acknowledge that the investigation has commenced.

Attachments

Nil

Officers' Declaration of Interests

Under Section 130 of the *Local Government Act 2020*, officers providing advice to Council must disclose any interests, including the type of interest.

Director City Design & Liveability - Ludo Campbell-Reid

In providing this advice as the Director, I have no disclosable interests in this report.

Manager City Transport - Melissa Falkenberg

In providing this advice as the Manager, I have no disclosable interests in this report.

A/Project Administrator - Amy Camilleri

In providing this advice as the Author, I have no disclosable interests in this report.

Key Issues

- Supervised crossing.
- Traffic and speed calming.
- Public Toilet.

RECOMMENDATION

That:

1. Council notes the matters raised in the petition with a report outlining the investigation to be tabled at the August 2021 Council Meeting.
2. The lead petitioner to be provided with an update regarding this matter.

FILE NO: 0

ITEM NO: 6.1.1
DIRECTOR CITY DESIGN & LIVEABILITY -
LUDO CAMPBELL-REID

**RESPONSE TO PETITION 03/21 - REQUEST FOR CROSSING SUPERVISOR,
CROSS WALK, SPEED HUMP AND PROVISION OF A TOILET AT LITTLE GREEN
PARK. (cont'd)**

MOTION

CRS JOSH GILLIGAN / MARCEL MAHFOUD

That:

1. Council notes the matters raised in the petition with a report outlining the investigation to be tabled at the August 2021 Council Meeting.
2. The lead petitioner to be provided with an update regarding this matter.

(CARRIED)

FILE NO: 0

ITEM NO: 6.1.1
DIRECTOR CITY DESIGN & LIVEABILITY -
LUDO CAMPBELL-REID

RESPONSE TO PETITION 03/21 - REQUEST FOR CROSSING SUPERVISOR, CROSS WALK, SPEED HUMP AND PROVISION OF A TOILET AT LITTLE GREEN PARK. (cont'd)

1. Background

Wyndham City Council received a petition requesting:

- A school crossing supervisor to be located near the Leakes Rd/Tarneit Rd intersection (see map 1).
- A speed hump at Homewood Ent and Family Street Tarneit. (see map 2).
- The provision of a public toilet at the Little Green Park.

The petition contained 39 signatures (16 fulfilled the criteria as outlined in the Wyndham Governance Rules, Section 54 and 23 did not meet the criteria) and was tabled at the 25 May 2021 Council Meeting.



FILE NO: 0

ITEM NO: 6.1.1
DIRECTOR CITY DESIGN & LIVEABILITY -
LUDO CAMPBELL-REID

RESPONSE TO PETITION 03/21 - REQUEST FOR CROSSING SUPERVISOR, CROSS WALK, SPEED HUMP AND PROVISION OF A TOILET AT LITTLE GREEN PARK. (cont'd)



2. Discussion

The concerns raised in the petition are noted and officers from Council’s City Transport Department will investigate traffic, parking and safety issues associated with this petition.

Survey data will be collected, and a further update will be provided at the August Council Meeting.

Regarding the public toilet enquiry, it is noted that Council has commenced the Public Toilet Strategy in partnership with Asset Management. The Strategy will assess the current and future provision of public toilets ensuring equitable provision across the Wyndham with a key focus on function, integration, accessibility, sustainability (both environmental and financial) and safety.

At present, a condition audit has been completed on existing public toilets which will enable an evidence-based renewal program and mapping of future distribution will commence in the coming months. It is expected that a draft Public Toilet Strategy will be presented to Councillors in October 2021.

FILE NO: 0

ITEM NO: 6.1.1
DIRECTOR CITY DESIGN & LIVEABILITY -
LUDO CAMPBELL-REID**RESPONSE TO PETITION 03/21 - REQUEST FOR CROSSING SUPERVISOR,
CROSS WALK, SPEED HUMP AND PROVISION OF A TOILET AT LITTLE GREEN
PARK. (cont'd)****3. Wyndham 2040 Vision**

- Places and Spaces: Wyndham's transport system will be efficient. People will be able to move around easily.

4. City Plan

2.2.4 Council will balance social sustainability with urban development by identifying and encouraging vital community infrastructure and services prior to land development; seeking opportunities to include health impact assessments for new developments; and continuing to create open and active outdoor /public spaces in both new and existing communities.

5. Financial Viability

Council will undertake the investigation utilising existing resources and staff. If infrastructure solutions are recommended, then they may require funds beyond existing operational budgets.

6. Communication Strategy

The lead petitioner will be provided with an update regarding this matter.

FILE NO: 04/21

ITEM NO: 6.1.2
DIRECTOR CITY OPERATIONS -
STEPHEN THORPE

RESPONSE TO PETITION 04/21 – REQUEST FOR FREQUENT STREET SWEEPING, CRUISE STREET, POINT COOK

Summary

On 4 May 2021 Council received a petition signed by 22 people addressed to Wyndham City Council. Of those 22 signatures, 19 fulfilled the criteria as outlined in the Wyndham Governance Rules, Section 54 and 3 did not meet the criteria.

The petition states:

“The following petitioners draw the attention of the Council of the leaf matter in Cruise Street, Point Cook. Due to the trees that have been planted in the nature strip, the street and front yards are covered in leaves and remnants from the trees. Making a terrible mess and creating a lot of work for the owners of the properties to keep it looking respectable.

Therefore, the petitioners hereby request that once a fortnight on a specific day the sweeper comes through the street cleaning the street. If it is a specific day the home owners can do their best to not have cars parked on the street and prepare the street for the sweeper.”

A site inspection and meeting with the lead petitioner have informed this report.

Attachments

Nil

Officers’ Declaration of Interests

Under Section 130 of the *Local Government Act 2020*, officers providing advice to Council must disclose any interests, including the type of interest.

Director City Operations - Stephen Thorpe

In providing this advice as the Director, I have no disclosable interests in this report.

Manager Roads and Maintenance - Mauro Covacci

In providing this advice as the Manager and Author, I have no disclosable interests in this report.

Key Issues

- Request for additional street sweeping in Cruise St, Point Cook
- Service level for street sweeping in Wyndham

RECOMMENDATION

That Council:

1. Retains the current level of service provision regarding Street Sweeping in Cruise Street, Point Cook;
2. If required, additional street sweeping will be provided to manage the amount of leaves and debris; and
3. Advise the lead petitioner accordingly.

FILE NO: 04/21

ITEM NO: 6.1.2
DIRECTOR CITY OPERATIONS - STEPHEN
THORPE

**RESPONSE TO PETITION 04/21 – REQUEST FOR FREQUENT STREET
SWEEPING, CRUISE STREET, POINT COOK (cont'd)**

MOTION

CR SAHANA RAMESH / SUSAN MCINTYRE

That Council:

1. Retains the current level of service provision regarding Street Sweeping in Cruise Street, Point Cook;
2. If required, additional street sweeping will be provided to manage the amount of leaves and debris; and
3. Advise the lead petitioner accordingly.

(CARRIED)

FILE NO: 04/21

ITEM NO: 6.1.2
DIRECTOR CITY OPERATIONS - STEPHEN
THORPE**RESPONSE TO PETITION 04/21 – REQUEST FOR FREQUENT STREET
SWEEPING, CRUISE STREET, POINT COOK (cont'd)****1. Background**

On 4 May 2021, Council received a petition signed by 22 people requesting an increase in street sweeping in Cruise St, Point Cook.

In response to the petition discussions were held with the lead petitioner. This has resulted in a proposed solution to the issue that is satisfactory to the lead petitioner as the representative of all petitioners.

2. Relevant Law

Not applicable.

3. Discussion

On 4 May 2021, Council received a petition signed by 22 people addressed to Wyndham City Council. Of those 22 signatures, 19 fulfilled the criteria as outlined in the Wyndham Governance Rules, Section 54 and 3 did not meet the criteria.

The petition states:

“The following petitioners draw the attention of the Council of the leaf matter in Cruise Street, Point Cook. Due to the trees that have been planted in the nature strip, the street and front yards are covered in leaves and remnants from the trees. Making a terrible mess and creating a lot of work for the owners of the properties to keep it looking respectable.

Therefore, the petitioners hereby request that once a fortnight on a specific day the sweeper comes through the street cleaning the street. If it is a specific day the homeowners can do their best to not have cars parked on the street and prepare the street for the sweeper.”

A site visit has determined that the leaves and debris that the trees are shedding in the street are not blocking gutters or pits. The street trees are Eucalypt trees that will shed leaves throughout the year. The street is currently swept every 6 weeks, which should be sufficient to keep the gutters and the drainage pits clean.

Additional street sweeping can be provided if the leaves and debris become excessive and the lead petitioner has been advised of this.

4. Wyndham 2040 Vision

Not applicable.

5. City Plan

2.2.4 Council will balance social sustainability with urban development by identifying and encouraging vital community infrastructure and services prior to land development; seeking opportunities to include health impact assessments for new developments; and continuing to create open and active outdoor /public spaces in both new and existing communities.

6. Council Plan and Policies

Street sweeping is included in Council’s Road Management Plan 2017. The purpose is to keep the street drainage system clear of silt and obstructions.

FILE NO: 04/21

ITEM NO: 6.1.2
DIRECTOR CITY OPERATIONS - STEPHEN
THORPE

RESPONSE TO PETITION 04/21 – REQUEST FOR FREQUENT STREET SWEEPING, CRUISE STREET, POINT COOK (cont'd)

7. Sustainability Implications

Street sweeping prevents leaves, debris and silt from entering the drainage system, which in turn drains into waterways. Additional street sweeping provided when required will reduce the amount of leaves and debris entering the street drainage system and waterways.

8. Community Engagement

Council officers have met with the lead petitioner to discuss the street sweeping service.

9. Communication Strategy

A letter will be sent to all the petitioners who are residents in Cruise Street informing them of the current service level for street sweeping and advising them of the availability of an additional service when required.

FILE NO:

ITEM NO: 6.2.1
CHIEF FINANCIAL OFFICER - BINDA
GOKHALE**ADOPTION OF ANNUAL PLAN & BUDGET 2021/22****Summary**

This report seeks Council's endorsement of the Adopted Annual Plan & Budget 2021/22.

At the Council Meeting on 27 April 2021, Council endorsed the Proposed Annual Plan & Budget 2021/22 and invited the community to provide feedback. A total of 79 people provided feedback. Community members were able to access the Proposed Annual Plan and Budget 2021/22 via Council's online Community Engagement Platform, The Loop.

Feedback received provides support for the strategic priorities contained within the budget as well as focus areas for consideration in future budget cycles and ongoing advocacy. A detailed report outlining the primary themes together with commentary is provided as an attachment to this paper. There are no changes recommended to the 2021/22 Annual Plan & Budget resulting from this process.

There are however some changes reflected in the 2021/22 budget document based on final information that has now become available. These changes are summarised below:

- Finalisation of property data and confirmation of rates in the dollar calculation. This is a requirement each year and ensures that we have reflected the latest property data in considering the final budget. The change relates to reclassification of some properties from vacant land to developed land since the Proposed Annual Budget.
- The Government has confirmed that it will prepay 50% of the 21/22 Financial Assistance Grants to Councils before 30 June 2021. For Wyndham, this is estimated to be \$10.7m which has now been received in the current 2020/21 financial year. The 2020/21 revenue forecast has been updated to reflect this. A similar prepayment is assumed for next year and therefore there is no change to the 2021/22 Budget.
- An additional section was added to the budget document providing information on Council's rating differentials. Whilst this is already provided in the Revenue and Rating Plan, Councils have been advised by Local Government Victoria (LGV) to also include this information in the actual budget document.
- Change in the charges applied for the second bin which will provide a more flexible option to residents in catering for their actual waste needs. A saving for our residents who have more than one bin.
- Reduction in some RDF transfer station fees and charges. This aims to provide a more affordable option to residents who need to dispose of items such as tyres and mattresses.
- Council's Capital Works Budget has been reduced from the initially proposed \$201.5M to \$196.5M with removal of the proposed Tarneit /Sayers Roads land acquisition. This related to the Planning scheme amendment C243 which is currently undergoing evaluation by Council.

Attachments

1. Attachment A - 2021-22 Annual Plan & Budget - *printed in separate document*
2. Attachment B - 2021-22 Budget Fees & Charges - *printed in separate document*
3. Attachment C - 2021-22 Revenue and Rating Plan - *printed in separate document*
4. Attachment D - 2021-22 Public Exhibition Report - *printed in separate document*

FILE NO:

ITEM NO: 6.2.1
CHIEF FINANCIAL OFFICER - BINDA
GOKHALE**ADOPTION OF ANNUAL PLAN & BUDGET 2021/22 (cont'd)****Officers' Declaration of Interests**

Under Section 130 of the *Local Government Act 2020*, officers providing advice to Council must disclose any interests, including the type of interest.

Chief Financial Officer - Binda Gokhale

In providing this advice as the Chief Financial Officer, I have no disclosable interests in this report.

Acting Financial Controller – Michael Kelly

In providing this advice as the Acting Financial Controller, I have no disclosable interests in this report.

Finance Manager – Alex Nava

In providing this advice as the Author, I have no disclosable interests in this report.

Key Issues

- Continuing to manage the financial impacts and ongoing uncertainty of COVID-19 on Council services and operations.
- The Annual Plan & Budget 2021/22 reflects community priorities that were provided through the Help Shape Wyndham's Future community engagement project, which included deliberate engagement. This project refreshed the Wyndham 2040 Community Vision and will also inform the development of the Council Plan, Municipal Public Health and Wellbeing Plan and Long Term Financial Plan.
- Average rate increase of 1.5%, consistent with the rate cap set by the State Government.
- Property revaluations have been conducted annually from 2019. Relative changes in valuations may result in rates for individual properties increasing above or below the average rate increase applied of 1.5%. Valuations of properties will be applied as at 1 January 2021. The Valuer General has advised that any valuation impacts from COVID-19 have been considered in the 2021/22 valuation process.
- A record investment in capital works projects of \$196.5 million.
- Continuing to address the identified needs of the community and its expectations in an economically sustainable manner.

RECOMMENDATION

That Council resolve:

1. Where Cr Barrera has declared a conflict, the following capital projects be accepted as part of the Annual Plan & Budget for 2021/22:

Building Asset Renewal Plan	\$1,182,000
Werribee Library and Community Hub	\$550,000
2. Where Cr Marcus & Cr Barrera have declared a conflict, the following capital projects be accepted as part of the Annual Plan & Budget for 2021/22:

Werribee Catalyst Site	\$4,000,000
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FILE NO:

ITEM NO: 6.2.1
CHIEF FINANCIAL OFFICER - BINDA
GOKHALE**ADOPTION OF ANNUAL PLAN & BUDGET 2021/22 (cont'd)**

3. Where Cr Marcus has declared a conflict, the following capital projects be accepted as part of the Annual Plan & Budget for 2021/22:
- | | |
|---|-------------|
| Wyndham Cultural Centre Facility Development Plan | \$2,000,000 |
|---|-------------|
4. Where Cr Szatkowski has declared a conflict, the following capital projects be accepted as part of the Annual Plan & Budget for 2021/22:
- | | |
|--|-------------|
| Grange Reserve Synthetic Pitch Resurfacing | \$1,490,000 |
|--|-------------|
5. That in accordance with Section 94 of the Local Government Act 2020 and Section 7 and 8 of the Local Government (Planning & Reporting) Regulations 2020, Council notes that the Annual Plan & Budget 2021/22 for the period 1 July 2021 to 30 June 2022 (a copy of which is appended to this report), includes the following:
- Comprehensive Income Statement (Budget Document Attachment A - refer page 28)
 - Balance Sheet (Budget Document Attachment A - refer page 29)
 - Statement of Changes in Equity (Budget Document Attachment A - refer page 30)
 - Statement of Cash Flows (Budget Document Attachment A - refer page 31)
 - Statement of Capital Works (Budget Document Attachment A - refer page 32)
 - Statement of Human Resources (Budget Document Attachment A - refer page 33)
 - Description of the activities and initiatives and how they will contribute to the objectives specified in the City Plan. This section also includes the Service Performance Outcome Indicators (Budget Document Attachment A - refer pages 12 to 26)
 - Rates and Charges and supporting information (Budget Document Attachment A - refer pages 38 to 41)
6. That in accordance with Section 94 of the Local Government Act 2020 and Section 7 of the Local Government (Planning & Reporting) Regulations 2020, Council notes that the Annual Plan & Budget 2021/22 gives effect to the Council Plan and includes the Statement of Capital Works for the 4 years from 2021/22 to 2024/25.
- The Statement of Capital Works and The Statement of Human Resources, including the Summary of Planned Human Resources Expenditure, are contained in Attachment A - Section 3 (pages 32 to 37). Financial Performance Indicators are contained in Section 5 pages (50 to 51).
7. That in accordance with Section 93 of the Local Government Act 2020, Council endorses the Revenue and Rating Plan (As per Attachment C of this Council report).
8. That the community feedback and consultation findings in response to the preparation of the Annual Plan and Budget 2021/22 are noted (As per Attachment D of this Council report).
9. That Council declare its intention to undertake a formal quarterly update of the capital works program as part of its ongoing focus to improve project governance. This may involve deferring projects that have not progressed as per the plan and/or bringing forward projects identified in future years of the Strategic Resource Plan into the 2021/22 program of works. Council may also consider those projects reliant on external funding sources should the funding become available through the course of the 2021/22 financial year.

FILE NO:

ITEM NO: 6.2.1
CHIEF FINANCIAL OFFICER - BINDA
GOKHALE**ADOPTION OF ANNUAL PLAN & BUDGET 2021/22 (cont'd)**

The capital works program expenditure and funding requirements will be managed through the forecast process and reported to Council on a quarterly basis.

10. That in accordance with Section 104 of the Local Government Act 2020, Council declares that it may consider additional borrowings of up to \$30 million based on favourable market conditions noting that Council currently has a \$40 million loan which is due to mature in 2021/22 and is proposed to be refinanced. Any borrowings undertaken will be subject to Council endorsement at that time.

11. That Council endorse the following rates and charges to be raised for the 12-month period from 1 July 2021 to 30 June 2022:

General Rates	\$203,927,054
Municipal Charge	\$7,204,506
Waste Management Charge	\$33,894,115
Revenue in Lieu of Rates	\$243,850
Supplementary Rates and charges	\$5,673,949
Interest Revenue on outstanding Rates	\$995,669
Total Rates and Charges	\$251,939,143

In calculating the general rates, Council has applied an average increase of 1.5%, consistent with the rate cap set by the State Government.

Further, in accordance with section 94 of the Local Government Act 2020, detailed information concerning General Rates, Special Rates, Municipal Charges and Waste Management Service Charges are appended to this report (Budget Document Attachment A - refer pages 38 to 41).

12. That in accordance with Section 94 of the Local Government Act 2020, Council declares the following Differential Rates for the rating period commencing 1 July 2021 and ending 30 June 2022.

Type of Property	Differential 2021/22	Cents in \$ of CIV
Developed Land (Residential)	1.0000	0.2564
Commercial Developed Land	1.4000	0.3590
Industrial Developed Land	1.6000	0.4102
Residential Vacant Land	1.6000	0.4102
Commercial Vacant Land	1.7000	0.4359
Industrial Vacant Land	1.8000	0.4615
Residential Development Land	1.7000	0.4359
Farm Land	0.8000	0.2051
Rural Lifestyle Land	0.9000	0.2308
Rural Vacant Land	1.0000	0.2564

13. In respect of recreational lands under the Cultural and Recreational Lands Act 1963 and defence housing properties owned by the Federal Government an amount equal to 0.1282 cents for each dollar of the Capital Improved Value of the land should be payable in lieu of rates.

14. The adopted rebate for the Sanctuary Lakes estate is set at \$217.72 per rateable

FILE NO:

ITEM NO: 6.2.1
CHIEF FINANCIAL OFFICER - BINDA
GOKHALE**ADOPTION OF ANNUAL PLAN & BUDGET 2021/22 (cont'd)**

- property. The rebate proposed is consistent with the projected costs Council would otherwise incur and is cost neutral from the viewpoint of Council and other ratepayers.
15. In accordance with Section 11 of the Local Government Act 2020, Council endorses a Municipal Charge of \$63.10 for each rateable property for the rating period commencing 1 July 2021 and ending 30 June 2022.
 16. In accordance with Section 11 of the Local Government Act 2020, Council endorses a Waste Management Service Charge of \$347.00, which includes roadside waste collection and hard waste collections, on residential rateable properties within the garbage service area and non-rateable properties where the service is provided.
 17. In accordance with Section 11 of the Local Government Act 2020, Council endorses a service charge for green waste services within the garbage service area and for non-rateable properties, where the ratepayer has elected to use the services, of \$85.00 for the period commencing 1 July 2021 to 30 June 2022.
 18. In accordance with Section 120 of the Local Government Act 2020, Council will set the interest rate for rate owners and other property related charges in accordance with the rate of interest fixed by the Attorney General as at 1 July 2021 under the Penalty Interest Rate Act 1983 for the 2021/22 Financial Year and it is to remain in force until Council resolves to vary that interest rate. The current penalty rate of interest is 10%.
 19. In accordance with Section 39 (6) of the Local Government Act 2020 that despite the repeal of Sections 73B and 74 to 74B of the Local Government Act 1989, those sections continue to apply in respect of allowances payable to Mayors, Deputy Mayors and Councillors until the first Determination made by the Victorian Independent Remuneration Tribunal under section 23A of the Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019 comes into effect. Therefore, in accordance with the requirements of Sections 73B and 74 of the Local Government Act 1989, the Mayoral and Councillor allowances be set at the following levels until the Minister for Local Government conducts the annual review of the limits and ranges of Councillor and Mayoral allowances (an increase to the allowance is usually effective as of 1 December each year) to determine if an adjustment factor should be applied:
 - Mayoral allowance be set at \$100,434 per annum
 - Councillor allowance be set at \$31,444 per annum
 - An amount equivalent to the superannuation guarantee contribution of 10%
 20. That the Fees & Charges listed for 2021/22 be approved (As per Attachment B of this Council report)

FILE NO:

ITEM NO: 6.2.1
CHIEF FINANCIAL OFFICER - BINDA
GOKHALE**ADOPTION OF ANNUAL PLAN & BUDGET 2021/22 (cont'd)**

Cr Jennie Barrera declared a conflict of interest and left the Chamber at 7.05pm.

MOTION

CRS PETER MAYNARD / ROBERT SZATKOWSKI

1. Where Cr Barrera has declared a conflict, the following capital projects be accepted as part of the Annual Plan & Budget for 2021/22:

Building Asset Renewal Plan	\$1,182,000
Werribee Library and Community Hub	\$550,000
	(CARRIED)

Cr Heather Marcus declared a conflict of interest and left the Chamber at 7.06pm.

MOTION

CRS MARCEL MAHFOUD / MIA SHAW

2. Where Cr Marcus & Cr Barrera have declared a conflict, the following capital projects be accepted as part of the Annual Plan & Budget for 2021/22:

Werribee Catalyst Site	\$4,000,000
	(CARRIED)

Cr Jennie Barrera returned to the Chamber at 7.07pm.

MOTION

CRS MIA SHAW / PETER MAYNARD

3. Where Cr Marcus has declared a conflict, the following capital projects be accepted as part of the Annual Plan & Budget for 2021/22:

Wyndham Cultural Centre Facility Development Plan	\$2,000,000
	(CARRIED)

Cr Heather Marcus returned to the chamber at 7.09pm.

FILE NO:

ITEM NO: 6.2.1
CHIEF FINANCIAL OFFICER - BINDA
GOKHALE**ADOPTION OF ANNUAL PLAN & BUDGET 2021/22 (cont'd)**

Cr Robert Szatkowski declared a conflict of interest and left the Chamber at 7.09pm.

MOTION

CR SAHANA RAMESH / MARCEL MAHFOUD

4. Where Cr Szatkowski has declared a conflict, the following capital projects be accepted as part of the Annual Plan & Budget for 2021/22:

Grange Reserve Synthetic Pitch Resurfacing	\$1,490,000
--	-------------

(CARRIED)

Cr Robert Szatkowski returned to the chamber at 7.12pm.

MOTION

CRS PETER MAYNARD / JASMINE HILL

5. That in accordance with Section 94 of the Local Government Act 2020 and Section 7 and 8 of the Local Government (Planning & Reporting) Regulations 2020, Council notes that the Annual Plan & Budget 2021/22 for the period 1 July 2021 to 30 June 2022 (a copy of which is appended to this report), includes the following:
- Comprehensive Income Statement (Budget Document Attachment A - refer page 28)
 - Balance Sheet (Budget Document Attachment A - refer page 29)
 - Statement of Changes in Equity (Budget Document Attachment A - refer page 30)
 - Statement of Cash Flows (Budget Document Attachment A - refer page 31)
 - Statement of Capital Works (Budget Document Attachment A - refer page 32)
 - Statement of Human Resources (Budget Document Attachment A - refer page 33)
 - Description of the activities and initiatives and how they will contribute to the objectives specified in the City Plan. This section also includes the Service Performance Outcome Indicators (Budget Document Attachment A - refer pages 12 to 26)
 - Rates and Charges and supporting information (Budget Document Attachment A - refer pages 38 to 41)
6. That in accordance with Section 94 of the Local Government Act 2020 and Section 7 of the Local Government (Planning & Reporting) Regulations 2020, Council notes that the Annual Plan & Budget 2021/22 gives effect to the Council Plan and includes the Statement of Capital Works for the 4 years from 2021/22 to 2024/25.

The Statement of Capital Works and The Statement of Human Resources, including the Summary of Planned Human Resources Expenditure, are contained in Attachment A - Section 3 (pages 32 to 37). Financial Performance Indicators are contained in Section 5 pages (50 to 51).

7. That in accordance with Section 93 of the Local Government Act 2020, Council endorses the Revenue and Rating Plan (As per Attachment C of this Council report).
8. That the community feedback and consultation findings in response to the preparation of the Annual Plan and Budget 2021/22 are noted (As per Attachment D of this Council

FILE NO:

ITEM NO: 6.2.1
CHIEF FINANCIAL OFFICER - BINDA
GOKHALE**ADOPTION OF ANNUAL PLAN & BUDGET 2021/22 (cont'd)**

report).

9. That Council declare its intention to undertake a formal quarterly update of the capital works program as part of its ongoing focus to improve project governance. This may involve deferring projects that have not progressed as per the plan and/or bringing forward projects identified in future years of the Strategic Resource Plan into the 2021/22 program of works. Council may also consider those projects reliant on external funding sources should the funding become available through the course of the 2021/22 financial year. The capital works program expenditure and funding requirements will be managed through the forecast process and reported to Council on a quarterly basis.
10. That in accordance with Section 104 of the Local Government Act 2020, Council declares that it may consider additional borrowings of up to \$30 million based on favourable market conditions noting that Council currently has a \$40 million loan which is due to mature in 2021/22 and is proposed to be refinanced. Any borrowings undertaken will be subject to Council endorsement at that time.
11. That Council endorse the following rates and charges to be raised for the 12-month period from 1 July 2021 to 30 June 2022:

General Rates	\$203,927,054
Municipal Charge	\$7,204,506
Waste Management Charge	\$33,894,115
Revenue in Lieu of Rates	\$243,850
Supplementary Rates and charges	\$5,673,949
Interest Revenue on outstanding Rates	\$995,669
Total Rates and Charges	\$251,939,143

In calculating the general rates, Council has applied an average increase of 1.5%, consistent with the rate cap set by the State Government.

Further, in accordance with section 94 of the Local Government Act 2020, detailed information concerning General Rates, Special Rates, Municipal Charges and Waste Management Service Charges are appended to this report (Budget Document Attachment A - refer pages 38 to 41).

12. That in accordance with Section 94 of the Local Government Act 2020, Council declares the following Differential Rates for the rating period commencing 1 July 2021 and ending 30 June 2022.

Type of Property	Differential 2021/22	Cents in \$ of CIV
Developed Land (Residential)	1.0000	0.2564
Commercial Developed Land	1.4000	0.3590
Industrial Developed Land	1.6000	0.4102
Residential Vacant Land	1.6000	0.4102
Commercial Vacant Land	1.7000	0.4359
Industrial Vacant Land	1.8000	0.4615
Residential Development Land	1.7000	0.4359
Farm Land	0.8000	0.2051
Rural Lifestyle Land	0.9000	0.2308
Rural Vacant Land	1.0000	0.2564

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ITEM NO: 6.2.1
CHIEF FINANCIAL OFFICER - BINDA
GOKHALE**ADOPTION OF ANNUAL PLAN & BUDGET 2021/22 (cont'd)**

13. In respect of recreational lands under the Cultural and Recreational Lands Act 1963 and defence housing properties owned by the Federal Government an amount equal to 0.1282 cents for each dollar of the Capital Improved Value of the land should be payable in lieu of rates.
14. The adopted rebate for the Sanctuary Lakes estate is set at \$217.72 per rateable property. The rebate proposed is consistent with the projected costs Council would otherwise incur and is cost neutral from the viewpoint of Council and other ratepayers.
15. In accordance with Section 11 of the Local Government Act 2020, Council endorses a Municipal Charge of \$63.10 for each rateable property for the rating period commencing 1 July 2021 and ending 30 June 2022.
16. In accordance with Section 11 of the Local Government Act 2020, Council endorses a Waste Management Service Charge of \$347.00, which includes roadside waste collection and hard waste collections, on residential rateable properties within the garbage service area and non-rateable properties where the service is provided.
17. In accordance with Section 11 of the Local Government Act 2020, Council endorses a service charge for green waste services within the garbage service area and for non-rateable properties, where the ratepayer has elected to use the services, of \$85.00 for the period commencing 1 July 2021 to 30 June 2022.
18. In accordance with Section 120 of the Local Government Act 2020, Council will set the interest rate for rate owners and other property related charges in accordance with the rate of interest fixed by the Attorney General as at 1 July 2021 under the Penalty Interest Rate Act 1983 for the 2021/22 Financial Year and it is to remain in force until Council resolves to vary that interest rate. The current penalty rate of interest is 10%.
19. In accordance with Section 39 (6) of the Local Government Act 2020 that despite the repeal of Sections 73B and 74 to 74B of the Local Government Act 1989, those sections continue to apply in respect of allowances payable to Mayors, Deputy Mayors and Councillors until the first Determination made by the Victorian Independent Remuneration Tribunal under section 23A of the Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019 comes into effect. Therefore, in accordance with the requirements of Sections 73B and 74 of the Local Government Act 1989, the Mayoral and Councillor allowances be set at the following levels until the Minister for Local Government conducts the annual review of the limits and ranges of Councillor and Mayoral allowances (an increase to the allowance is usually effective as of 1 December each year) to determine if an adjustment factor should be applied:
 - Mayoral allowance be set at \$100,434 per annum
 - Councillor allowance be set at \$31,444 per annum
 - An amount equivalent to the superannuation guarantee contribution of 10%
20. That the Fees & Charges listed for 2021/22 be approved (As per Attachment B of this Council report)

FILE NO:

ITEM NO: 6.2.1
CHIEF FINANCIAL OFFICER - BINDA
GOKHALE**ADOPTION OF ANNUAL PLAN & BUDGET 2021/22 (cont'd)****AMENDMENT**

CRS MIA SHAW / HEATHER MARCUS

5. That in accordance with Section 94 of the Local Government Act 2020 and Section 7 and 8 of the Local Government (Planning & Reporting) Regulations 2020, Council notes that the Annual Plan & Budget 2021/22 for the period 1 July 2021 to 30 June 2022 (a copy of which is appended to this report), includes the following:
- Comprehensive Income Statement (Budget Document Attachment A - refer page 28)
 - Balance Sheet (Budget Document Attachment A - refer page 29)
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6. That in accordance with Section 94 of the Local Government Act 2020 and Section 7 of the Local Government (Planning & Reporting) Regulations 2020, Council notes that the Annual Plan & Budget 2021/22 gives effect to the Council Plan and includes the Statement of Capital Works for the 4 years from 2021/22 to 2024/25.

The Statement of Capital Works and The Statement of Human Resources, including the Summary of Planned Human Resources Expenditure, are contained in Attachment A - Section 3 (pages 32 to 37). Financial Performance Indicators are contained in Section 5 pages (50 to 51).

7. That in accordance with Section 93 of the Local Government Act 2020, Council endorses the Revenue and Rating Plan (As per Attachment C of this Council report).
8. That the community feedback and consultation findings in response to the preparation of the Annual Plan and Budget 2021/22 are noted (As per Attachment D of this Council report).
9. That Council declare its intention to undertake a formal quarterly update of the capital works program as part of its ongoing focus to improve project governance. This may involve deferring projects that have not progressed as per the plan and/or bringing forward projects identified in future years of the Strategic Resource Plan into the 2021/22 program of works. Council may also consider those projects reliant on external funding sources should the funding become available through the course of the 2021/22 financial year. The capital works program expenditure and funding requirements will be managed through the forecast process and reported to Council on a quarterly basis.
10. That in accordance with Section 104 of the Local Government Act 2020, Council declares that it may consider additional borrowings of up to \$30 million based on favourable market

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ITEM NO: 6.2.1
CHIEF FINANCIAL OFFICER - BINDA
GOKHALE**ADOPTION OF ANNUAL PLAN & BUDGET 2021/22 (cont'd)**

conditions noting that Council currently has a \$40 million loan which is due to mature in 2021/22 and is proposed to be refinanced. Any borrowings undertaken will be subject to Council endorsement at that time.

11. That Council endorse the following rates and charges to be raised for the 12-month period from 1 July 2021 to 30 June 2022:

General Rates	\$203,927,054
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Revenue in Lieu of Rates	\$243,850
Supplementary Rates and charges	\$5,673,949
Interest Revenue on outstanding Rates	\$995,669
Total Rates and Charges	\$251,939,143

In calculating the general rates, Council has applied an average increase of 1.5%, consistent with the rate cap set by the State Government.

Further, in accordance with section 94 of the Local Government Act 2020, detailed information concerning General Rates, Special Rates, Municipal Charges and Waste Management Service Charges are appended to this report (Budget Document Attachment A - refer pages 38 to 41).

12. That in accordance with Section 94 of the Local Government Act 2020, Council declares the following Differential Rates for the rating period commencing 1 July 2021 and ending 30 June 2022.

Type of Property	Differential 2021/22	Cents in \$ of CIV
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Rural Lifestyle Land	0.9000	0.2308
Rural Vacant Land	1.0000	0.2564

13. In respect of recreational lands under the Cultural and Recreational Lands Act 1963 and defence housing properties owned by the Federal Government an amount equal to 0.1282 cents for each dollar of the Capital Improved Value of the land should be payable in lieu of rates.
14. The adopted rebate for the Sanctuary Lakes estate is set at \$217.72 per rateable property. The rebate proposed is consistent with the projected costs Council would otherwise incur and is cost neutral from the viewpoint of Council and other ratepayers.
15. In accordance with Section 11 of the Local Government Act 2020, Council endorses a Municipal Charge of \$63.10 for each rateable property for the rating period commencing

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ITEM NO: 6.2.1
CHIEF FINANCIAL OFFICER - BINDA
GOKHALE**ADOPTION OF ANNUAL PLAN & BUDGET 2021/22 (cont'd)**

1 July 2021 and ending 30 June 2022.

16. In accordance with Section 11 of the Local Government Act 2020, Council endorses a Waste Management Service Charge of \$347.00, which includes roadside waste collection and hard waste collections, on residential rateable properties within the garbage service area and non-rateable properties where the service is provided.
17. In accordance with Section 11 of the Local Government Act 2020, Council endorses a service charge for green waste services within the garbage service area and for non-rateable properties, where the ratepayer has elected to use the services, of \$85.00 for the period commencing 1 July 2021 to 30 June 2022.
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 - Mayoral allowance be set at \$100,434 per annum
 - Councillor allowance be set at \$31,444 per annum
 - An amount equivalent to the superannuation guarantee contribution of 10%
20. That the Fees & Charges listed for 2021/22 be approved (As per Attachment B of this Council report)
21. That Council endorses the master plan of Soldiers Reserve, which is situated on the corner of Duncans Road and College Road, including the land and buildings on College Road, Werribee, at a cost of \$150,000.

(LOST)

MOTION

CRS PETER MAYNARD / JASMINE HILL

5. That in accordance with Section 94 of the Local Government Act 2020 and Section 7 and 8 of the Local Government (Planning & Reporting) Regulations 2020, Council notes that the Annual Plan & Budget 2021/22 for the period 1 July 2021 to 30 June 2022 (a copy of which is appended to this report), includes the following:
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ITEM NO: 6.2.1
CHIEF FINANCIAL OFFICER - BINDA
GOKHALE**ADOPTION OF ANNUAL PLAN & BUDGET 2021/22 (cont'd)**

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CHIEF FINANCIAL OFFICER - BINDA
GOKHALE**ADOPTION OF ANNUAL PLAN & BUDGET 2021/22 (cont'd)**

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In calculating the general rates, Council has applied an average increase of 1.5%, consistent with the rate cap set by the State Government.

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ITEM NO: 6.2.1
CHIEF FINANCIAL OFFICER - BINDA
GOKHALE**ADOPTION OF ANNUAL PLAN & BUDGET 2021/22 (cont'd)**

18. In accordance with Section 120 of the Local Government Act 2020, Council will set the interest rate for rate owners and other property related charges in accordance with the rate of interest fixed by the Attorney General as at 1 July 2021 under the Penalty Interest Rate Act 1983 for the 2021/22 Financial Year and it is to remain in force until Council resolves to vary that interest rate. The current penalty rate of interest is 10%.
19. In accordance with Section 39 (6) of the Local Government Act 2020 that despite the repeal of Sections 73B and 74 to 74B of the Local Government Act 1989, those sections continue to apply in respect of allowances payable to Mayors, Deputy Mayors and Councillors until the first Determination made by the Victorian Independent Remuneration Tribunal under section 23A of the Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019 comes into effect. Therefore, in accordance with the requirements of Sections 73B and 74 of the Local Government Act 1989, the Mayoral and Councillor allowances be set at the following levels until the Minister for Local Government conducts the annual review of the limits and ranges of Councillor and Mayoral allowances (an increase to the allowance is usually effective as of 1 December each year) to determine if an adjustment factor should be applied:
 - Mayoral allowance be set at \$100,434 per annum
 - Councillor allowance be set at \$31,444 per annum
 - An amount equivalent to the superannuation guarantee contribution of 10%
20. That the Fees & Charges listed for 2021/22 be approved (As per Attachment B of this Council report)

(CARRIED)

FILE NO:

ITEM NO: 6.2.1
CHIEF FINANCIAL OFFICER - BINDA
GOKHALE**ADOPTION OF ANNUAL PLAN & BUDGET 2021/22 (cont'd)****1. Relevant Law**

Council is required to prepare an Annual Plan and Budget each year in accordance with Section 94 of the Local Government Act 2020 and Section 7 and 8 of the Local Government (Planning & Reporting) Regulations 2020.

2. Discussion

A key objective of Wyndham City Council is to continue to build a strong and cohesive community by delivering community infrastructure and services that meet the needs of the community in a manner that is sustainable.

As a custodian of public funds, it is important that the choices Council make are based on a range of factors including local community priorities, needs and wants that aim to improve the liveability of the municipality.

From November 2020 to March 2021, the Help Shape Wyndham's Future community engagement and deliberative consultation process was undertaken to ascertain what the community's priorities are for the next four years in order to inform the development of the Council Plan 2021-2025, Municipal Public Health and Wellbeing Plan, Annual Plan and Budget 2021/22 and the Long Term Financial Plan.

The outcomes of this consultation process indicated that the community would like Council to prioritise the following issues:

- Increased focus on green and open spaces
- Investment in arts and culture
- Strong focus on environment, sustainability and climate change
- Desire for 20 minute neighbourhoods
- Importance of community infrastructure
- Support and need for local jobs and businesses
- Essential services continue to be important
- Advocacy in relation to provision of hospitals and other health services, education and transport (congestion, public transport and moving around the city continue to be issues)
- Concern around the sequencing and management of growth
- Need for improved communication and community engagement
- Improved amenity and beautification

The Help Shape Wyndham's Future project also refreshed the Wyndham 2040 Community Vision. The vision is:

"A safe, connected and inclusive community. We respect, acknowledge, value and celebrate the First Nations people, our heritage, cultural diversity and multicultural strengths.

Our community has the infrastructure and services it needs to support holistic health and wellbeing for all. Local employment and education facilities are plentiful, and there are a

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CHIEF FINANCIAL OFFICER - BINDA
GOKHALE**ADOPTION OF ANNUAL PLAN & BUDGET 2021/22 (cont'd)**

variety of recreational, leisure, tourism, art and cultural opportunities for everyone to experience throughout the municipality.

We preserve our natural environment and rural lifestyle; we are able to get around easily and get to where we want to go efficiently. We are self-sufficient and pride ourselves on being green and sustainable.”

It consists of four refreshed themes, being:

- **People and Community**

We recognise the peoples of the Kulin Nation and their heritage as the Traditional Owners of the lands, waterways and coast on which this City is being built. We recognise the diversity of Aboriginal and Torres Strait Islander peoples, culture and stories that continue to shape our lives together. The country beginnings of our towns and shire are remembered.

Our communities are warm, welcoming, caring, family friendly and inclusive of all. The people of Wyndham feel safe and connected to each other. We listen to and learn from the diversity of all residents. Wyndham celebrates its many cultures and participation in the arts and recreation is fostered. We create and share stories that challenge and inspire.

Everyone is able to access services for health and wellbeing, and these are delivered to a high standard. It is easy to stay fit and healthy. Community members are collaborative participants in creating strong, supportive and environmentally sustainable neighborhoods.

- **Places and Spaces**

We are responding effectively to the impacts of climate change and are working to ensure our natural environment is respected, preserved and protected.

Growth has been managed effectively and we have the infrastructure, services, housing types, jobs, education and recreation opportunities required to support a good quality of life for residents of all ages and abilities.

The city, coast and country elements of the municipality continue to be protected and enhanced through thoughtful and innovative planning and appropriate development.

People are able to move around Wyndham easily. They are able get to where they want to go efficiently and with greater access to active, accessible and sustainable modes of transport.

Our parks and open spaces encourage people to be active and connect them with nature and the outdoors.

Wyndham provides safe and welcoming destinations for residents and visitors.

- **Earning and Learning**

Our City offers varied and plentiful employment opportunities that respond to the skills and expertise of the community. Wyndham is a place of choice for diverse businesses and it has a thriving network of small business operators.

Wyndham offers a high standard of educational opportunities, particularly through early childhood, schools and tertiary institutions.

There are lots of ways for people to learn and gain employment. Residents are able to share skills and build knowledge through lifelong learning opportunities. Wyndham has a wide variety of retail and hospitality opportunities.

Local events and attractions build Wyndham’s reputation as a place to visit and are a source of community pride.

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ITEM NO: 6.2.1
CHIEF FINANCIAL OFFICER - BINDA
GOKHALE**ADOPTION OF ANNUAL PLAN & BUDGET 2021/22 (cont'd)****• Leadership and Participation**

Our City is home to engaged and informed residents who use their skills, knowledge and passion to effectively work together and advocate for the needs of the community. Residents are empowered and contribute their ideas in meaningful conversations about issues and matters which affect their municipality.

Strong and effective partnerships with all levels of government, community, industry and the business sectors deliver outcomes in the best interests of the community.

Wyndham will have a variety of ways for community members to volunteer in support of others.

Together, we attain the Wyndham 2040 Community Vision.

Council's Financial Plan, City Plan and Strategic Resource Plan

Council has a Long Term Financial Plan (LTFP) spanning ten years that is used to guide strategic decisions and ensure long term financial sustainability. The LTFP will be presented and endorsed by Council in October 2021, as per the requirements of the Local Government Act 2020. The target financial outcomes are based on ratios as measured by the Victorian Auditor General's Office (VAGO). The Annual Plan & Budget 2021/22 forms year one of the long term financial plan, years two to four are the financial statements in Council's Strategic Resource Plan (SRP). Years five to ten of the LTFP then provide the outer year trends and trajectories.

Greater focus is placed on years one to four of the plan to ensure commitments made in the 4 year City Plan and strategies adopted by Council are funded in the financial plan. The Annual Plan & Budget 2021/22 details funding for capital works, current service level provision and new service initiatives during the 2021/22 financial year.

The following are the key elements:

- Increase in rates is consistent with the average 1.5% rate cap set by the Government and apportioned to ratepayers as per Council's current Revenue and Rating Plan;
- Municipal Charge will increase from \$62.20 to \$63.13 for each rateable property;
- Waste Management Charge will increase from \$289 to \$347, due to the increase in the EPA levy and costs associated with bin lid standardisation in 2021/22 as per Australian Standards;
- Fees and Charges for Council services have generally increased by 1.5%, being the Consumer Price Index (CPI) assumed for 2021/22;
- Council's operating surplus for 2021/22 is expected to be \$181.3 million. It should be noted that this includes gifted subdivision assets, developer contributions and capital grants. The underlying result after depreciation and excluding gifted assets, developer contributions and capital grants is expected to be a deficit of \$42.4 million; and
- Capital works expenditure is expected to be \$196.5 million for 2021/22.

Revenue and Rating Plan

The Revenue and Rating Plan is provided in Attachment C to this report and includes the rating strategy to be adopted by Council.

Council has applied the 1.5% rate cap set by the State Government.

No changes were made to the property differentials for the 2021/22 financial year.

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ITEM NO: 6.2.1
CHIEF FINANCIAL OFFICER - BINDA
GOKHALE**ADOPTION OF ANNUAL PLAN & BUDGET 2021/22 (cont'd)**

Council contributed to the Local Government Rating Review undertaken by the State Government in 2019. The final report from this was submitted to the Minister for Local Government on 31 March 2020. Council has considered the outcomes of this report and will continue to work with Local Government Victoria in its review of its rating strategy during the course of the 2021/22 financial year.

The Valuer-General as the sole valuation authority has conducted municipal valuations as at 1 January 2021, which will be used as the basis for setting the annual rates for our ratepayers.

Rationale for Determining Rates and Charges

Council has established a rating structure which is comprised of three key elements. These are:

- Property values, which form the central basis of rating under the Local Government Act 2020;
- A 'User pays' component to reflect usage of certain services provided by Council; and
- A fixed Municipal Charge per property to cover some of the administrative costs of Council.

Council uses the Capital Improved Value (CIV) basis for property valuations on the grounds that it provides the most equitable distribution of rates across the municipality.

These rates are structured in accordance with the requirements of Section 161 'Differential Rates' of the Act.

The table below shows the rating differentials and the cents in the dollar of CIV to be applied for 2021/22.

Type of Property	Differential 2021/22	Cents in \$ of CIV
Developed Land (Residential)	1.0000	0.2564
Commercial Developed Land	1.4000	0.3590
Industrial Developed Land	1.6000	0.4102
Residential Vacant Land	1.6000	0.4102
Commercial Vacant Land	1.7000	0.4359
Industrial Vacant Land	1.8000	0.4615
Residential Development Land	1.7000	0.4359
Farm Land	0.8000	0.2051
Rural Lifestyle Land	0.9000	0.2308
Rural Vacant Land	1.0000	0.2564

Property Revaluations – changes the apportionment of total rates between ratepayers

From 2019, property valuations are conducted annually by the Valuer General.

There is a common misconception that if a property's valuation rises in a revaluation year then Council receives a windfall gain with additional income. This is not the case.

The impact of a revaluation will see a redistribution of rates across all properties in the municipality. Any increase to the total capital improved value of the municipality will be offset by a reduction to the rate in the dollar used to calculate the rates for the property types.

For example, if every property had a valuation increase of 20% and the total amount of rating revenue required from all ratepayers is to increase by just 1.5%, the rate in the dollar will be reduced to ensure total rates revenue increases by no more than the 1.5%, not 20%.

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GOKHALE**ADOPTION OF ANNUAL PLAN & BUDGET 2021/22 (cont'd)**

Each year, all properties will not increase (or decrease) in value uniformly. Individual rates may therefore increase either higher or lower than the average. Some may even result in a rates reduction compared to the previous year.

Waste Management Charge

The Waste Management Charge is set to recover the total cost to Council of delivering waste services, such as roadside waste collection, litter and dumped rubbish collection.

The adopted Waste Management Charge for 2021/22 is set at \$347 per service, which is an increase of \$58 when compared to the prior year.

It is important to note that around 25% of the Waste Management Charge is for the EPA levy which is collected on behalf of the State Government.

The EPA levy per tonne has increased from \$65.90 to \$105.90 (an increase of \$40 per tonne).

The waste charge for 2021/22 is also impacted by once off costs relating to the bin lid standardisation requirements to meet Australian standards.

Sanctuary Lakes Rebate

Sanctuary Lakes Resort Services Ltd was established to undertake a range of public works and services on behalf of residents of that development. Council has agreed to contribute an amount equal to that which would normally be spent by Council in providing public works and services relating to Council Infrastructure within this estate, assuming a consistent standard with the remainder of the municipality.

The adopted amount of the rebate for 2021/22 is \$217.72 per rateable property within Sanctuary Lakes. The adopted rebate is consistent with the projected costs Council would otherwise incur and is cost neutral from the viewpoint of Council and other ratepayers.

Operating Budget Summary

The Operating Budget summarises estimates of income and expenditure for the period concerned (Attachment A, page 28). Council in 2021/22 is budgeting for an operating surplus of \$181.3 million. Analysis of the Operating Budget is included in Attachment A to this report pages 38 to 49.

The Operating Surplus includes a number of capital related items. To ascertain the net position from Council's underlying operating activities, the following items should be excluded:

- \$123.8 million of donated subdivision assets from developers (such as roads, footpaths, land etc.);
- \$67.9 million developer contributions towards capital works; and
- \$28.5 million in capital grants to fund capital works.

Fees and Charges

A listing of the adopted 2021/22 fees and charges will be provided on Council's website.

The list includes some statutory fees which are set by legislation or other Government departments. During 2021/22, some of these fees may change; however, these fees are based on information available from the relevant Government departments at the time of preparing the budget.

FILE NO:

ITEM NO: 6.2.1
CHIEF FINANCIAL OFFICER - BINDA
GOKHALE**ADOPTION OF ANNUAL PLAN & BUDGET 2021/22 (cont'd)****Capital Works Program**

The 2021/22 Capital Works Program continues the investment and support in Wyndham's liveability and growth. Highlights to the program include Council's commitment to ongoing multi-year projects, the renewal/upgrades to existing and the construction of new community facilities, road network improvements, tree planting and new and upgraded open spaces.

A summary of the adopted 2021/22 capital works budget by category and type is provided below:

	Budget 2021/22 \$'000
Property	
Land	24,718
Land improvements	8,138
Buildings	14,727
Total property	<u>47,583</u>
Plant and equipment	
Heritage plant and equipment	265
Plant, machinery and equipment	5,737
Fixtures, fittings and furniture	1,264
Computers and telecommunications	3,750
Total plant and equipment	<u>11,016</u>
Infrastructure	
Roads	27,255
Footpaths and cycleways	4,000
Drainage	1,170
Recreational, leisure and community facilities	61,498
Waste management	5,440
Parks, open space and streetscapes	33,189
Other infrastructure	5,392
Total infrastructure	<u>137,944</u>
Total capital works expenditure	<u><u>196,543</u></u>

Further details of the total capital works program can be found in Attachment A of this report - pages 52-59.

Level of Borrowing

Council's policy position is to use loan borrowings for new assets that provide intergenerational equity, i.e. where the asset life and benefit to the community is greater than one generation, including the acquisition of land.

Council currently has \$55 million in external borrowings through the issuance of bonds. This was undertaken through the Local Government Funding Vehicle. \$40 million of this amount is due to mature in November 2021.

Interest rates are currently at historical lows. It is therefore prudent for Council to consider opportunities to refinance the existing loans. 2021/22 Annual Plan & Budget flags additional borrowings of up to \$30 million to assist the funding of the capital works program. Any

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GOKHALE**ADOPTION OF ANNUAL PLAN & BUDGET 2021/22 (cont'd)**

proposed borrowing will be informed by Council's borrowing principles and subject to formal Council endorsement at that time.

3. City Plan

4.2.1 Council will strive to offer value to residents, businesses, and visitors through focusing on operational efficiency in response to changes in government legislation, while ensuring the community continues to enjoy access to high-quality services, amenities and infrastructure.

4. Council Plan and Policies

The Annual Plan & Budget 2021/22 reflects priorities given under the Council Plan currently being developed. The Council Plan will build on the Wyndham 2040 Community Vision, which was accepted by Council on 16 June 2021.

5. Regional, State and national plans and Policies

Not applicable

6. Financial Viability

The Annual Plan & Budget governs the delivery of community services and infrastructure and considers measures of financial sustainability in its development. These measures of sustainability also inform Councils 10 year Long Term Financial Plan which is due to be adopted by Council in by October 2021.

7. Sustainability Implications

The Annual Plan & Budget 2021/22 aims to ensure all elements of sustainability for Council and the community.

8. Options

Not applicable

9. Community Engagement

Community engagement for the Annual Plan & Budget 2021/22 was conducted from November 2020 to March 2021 and consisted of a series of activities for the community to participate in across multiple platforms.

The Proposed Annual Plan & Budget 2021/22 and survey was made available from 28 April 2021 to 26 May 2021, on the Council website and Council's online community engagement platform, The Loop.

The survey asked two specific questions about the Budget:

- What do you think of the Proposed 2021/22 Annual Plan and Budget? What are some of the things you are excited about?
- Is there anything we may have missed?

A total of 79 people provided their feedback during the public exhibition period of the Proposed 2021/22 Annual Plan & Budget. The Public Exhibition Report is at Attachment D.

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ITEM NO: 6.2.1
CHIEF FINANCIAL OFFICER - BINDA
GOKHALE**ADOPTION OF ANNUAL PLAN & BUDGET 2021/22 (cont'd)****10. Communication Strategy**

The Proposed Annual Plan & Budget 2021/22 was released for community feedback following adoption by Council at its 27 April 2021 meeting.

In addition to the document being available online, media releases and articles in the local papers outlined the key items within the budget. Comments and feedback were received via Council's online engagement platform, The Loop.

All community members will be responded to once the Annual Plan & Budget 2020/21 is endorsed.

During the year, a formal quarterly report will be presented to Council on the operational performance compared to budget as well as the status of capital works and initiatives.

11. Innovation and Continuous Improvement

The COVID-19 pandemic required a rethink of our prioritisation and approach to delivering critical services, infrastructure, social and economic support for our community. The focus has now shifted to the recovery phase, using the COVID-19 learnings from the past year to develop new ways of working and delivering services. Council will continue to focus on efficiencies and productivity, and ensuring our resources are allocated to ensure the maximum community benefit.

This Annual Plan & Budget 2021/22 is therefore presented in the context of meeting current statutory timeframes and is based on Council's current financial strategy consistent with community expectations identified within the City Plan.

12. Collaboration

Council will continue to work with the community to understand their priorities and work with all levels of government, business, industry groups, community organisations and individuals to achieve these priorities.

FILE NO:

ITEM NO: 6.2.2
A/CHIEF EXECUTIVE OFFICER -
NATALIE WALKER**RESILIENT WYNDHAM STRATEGY 2021-2025****Summary**

Resilient Wyndham (the Strategy) has been developed to ensure that Wyndham is able to build back better from the COVID-19 pandemic, manage chronic stresses and is prepared for future events such as climate change, extreme weather, natural disasters, pandemics and cyber-attacks.

Public consultation for the Strategy was held between April and May 2021. This provided an opportunity for feedback from Wyndham's community and both internal and external stakeholders. Overall feedback was positive and confirmed that the Strategy represents community expectation in relation to future shocks and stresses.

Community feedback expressed the desire for Council to take further action to building community resilience particularly in the areas of homelessness, agriculture, urban heat and low emission vehicles. The Strategy has been updated to reflect this.

This report provides a summary of the received feedback as well as the strategic outcomes that have been developed based on community input. The report seeks formal Council adoption of the Strategy.

Attachments

1. Resilient Wyndham Strategy 2021-2025 - *printed in separate document*

Officers' Declaration of Interests

Under Section 130 of the *Local Government Act 2020*, officers providing advice to Council must disclose any interests, including the type of interest.

A/Chief Executive Officer - Natalie Walker

In providing this advice as the CEO, I have no disclosable interests in this report.

Manager Climate Futures Officer - Peter McKinnon

In providing this advice as the Manager, I have no disclosable interests in this report.

A/Coordinator Green Living - Fiona Stevenson

In providing this advice as the Author, I have no disclosable interests in this report.

Key Issues

- Urban resilience is the capacity of individuals, institutions, businesses and systems within a city to adapt, survive and thrive no matter what kind of chronic stresses and acute shocks they experience.
- The development of Resilient Wyndham is in alignment with the Wyndham 2040 Community Vision of a safe, connected and inclusive community where we are self-sufficient and pride ourselves on being green and sustainable.
- The Strategy has been updated in response to public consultation and is recommended for adoption.

FILE NO:

ITEM NO: 6.2.2
A/CHIEF EXECUTIVE OFFICER - NATALIE
WALKER

RESILIENT WYNDHAM STRATEGY 2021-2025 (cont'd)

RECOMMENDATION

That Council:

1. Adopt the attached Resilient Wyndham Strategy 2021-2025.
2. Commit to annual evaluation process as outlined in the Strategy.

MOTION

CRS JENNIE BARRERA / SAHANA RAMESH

That Council:

1. Adopt the attached Resilient Wyndham Strategy 2021-2025.
2. Commit to annual evaluation process as outlined in the Strategy.

(CARRIED)

FILE NO:

ITEM NO: 6.2.2
A/CHIEF EXECUTIVE OFFICER - NATALIE
WALKER**RESILIENT WYNDHAM STRATEGY 2021-2025 (cont'd)****1. Background**

A four-week consultation period commenced Wednesday 28 April 2021 and closed on Wednesday 26 May 2021. Below is a summary of the consultation activities undertaken during that time:

Community Conversations

Opportunity was provided for community members to drop into a 'community conversation' to have an informal chat around the Strategy (both virtually and in-person), these were held within all wards of the municipality.

Community Conversations were held as standalone events, targeted sessions with teachers and Building Blocks alumni as well as taking place at existing Council events.

Community Conversation – General	Date
Little Growling Café Tarneit	Wednesday 12 May
Wyndham Cache Café Werribee South	Thursday 13 May
Online Drop-in session	Wednesday 19 May
Oh Happy Day Café – Point Cook	Friday 21 May
Community Conversation – Targeted	
Building Blocks Resilience Strategy Online Session	Monday 24 May
Wyndham Teachers Environment Network Meeting	Wednesday 12 May
Community Conversation – Events	
Point Cook Pop Up Park – with composting activity	Friday 21 May
Wyndham Seed Library Launch Point Cook	Sunday 2 May

Table 1: Community Conversations held

Survey

A short survey was developed with the Community Engagement team and published via the [Loop](#), the survey sought the communities feedback on the shocks and stresses, targets and actions and any gaps identified.

Resilience Stories

A page on the Loop was established to promote the development of the Strategy, as well as capture community stories on resilience activities that are currently taking place throughout the community. This page collected stories, provided updates on the Strategy development, and provided a platform for sharing resilience related links and news to help inspire the community.

Stories were also captured at Community Conversation events to understand and celebrate the great work that is already being done in the community.

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A/CHIEF EXECUTIVE OFFICER - NATALIE
WALKER**RESILIENT WYNDHAM STRATEGY 2021-2025 (cont'd)****Stakeholder Engagement**

The draft strategy was distributed to a database of key stakeholders including Community Roundtable participants, Building Blocks Alumni, Wyndham City Community Centre networks, the Wyndham business community and Community groups, leaders and agencies.

Community Facilitated Consultation

Relevant community groups were approached to lead consultation via phone interviews and community meetings to help broaden reach.

Internal Engagement

Internal departments, action owners and staff leading the development of key strategic documents including the City Plan and Municipal Health and Wellbeing Plan were re-engaged with the draft Strategy and commentary has been included into the final document.

Engagement Reach

Total contributions made via the Loop were 51, this is consistent with large Strategy developments and is a sign that there is support for the overall direction of the document. Majority of feedback was provided verbally via community conversations; which is reflective of the learnings from COVID conversations during the recovery phase.

Below is a summary of the touchpoints from our engagement of the Strategy:

Method	Reach
The Loop – Resilient Wyndham	1,933 visits
Wyndham City Facebook Page	78,304 reach (319 clicks)
Green Living e-newsletter	1,995
Media Release (published in the Star Weekly)	87,909 circulation
LinkedIn – Business Matters in Wyndham	1,676 members
Community Roundtable Participants	66
COVID-19 Survey Participants	746
Estimated Reach Total	172,629

Table 2: Engagement Reach

2. Relevant Law***Climate Change Act 2017***

The Climate Change Act 2017 lays out a long-term framework for mitigation and adaptation action on climate change and requires decision-makers to have regard to climate change for specific decisions and actions in a set of legislation listed in Schedule 1.

Section 22 lists the policy objectives of the Climate Change Act 2017 –

- a. to reduce the State's greenhouse gas emissions consistently with the long-term emissions reduction target and interim emissions reduction targets; and

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WALKER**RESILIENT WYNDHAM STRATEGY 2021-2025 (cont'd)**

- b. to build the resilience of the State's infrastructure, built environment and communities through effective adaptation and disaster preparedness action; and
- c. to manage the State's natural resources, ecosystems and biodiversity to promote their resilience; and
- d. to promote and support the State's regions, industries and communities to adjust to the changes involved in the transition to a net zero greenhouse gas emissions economy, including capturing new opportunities and addressing any impacts arising from the need to reduce greenhouse gas emissions across the economy; and
- e. to support vulnerable communities and promote social justice and intergenerational equity.

Local Government Act 2020 (Vic)

Several of the overarching governance principles in the Local Government Act create obligations for Councils in the context of climate change, including:

- Under 9(2)(c) Councils are required to promote the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks;
- Under 9(2)(b) Councils are required to give priority to achieving the best outcomes for the municipal community, including future generations;
- Under 9(2)(h) regional, state, and national plans and policies are to be taken into account during Council's strategic planning; and
- Under 9(2)(i) Council must ensure its decisions, actions, and information are transparent.

Public Health and Wellbeing Act 2008 (Vic)

Council's function under the Act (s.24) is to seek to protect, improve and promote public health and wellbeing within the municipal district. The Act also requires consistency with the Council Plan and Municipal Strategic Statement (s.26).

3. Discussion**Summary of Feedback**

Below is a combined summary of the feedback received via the short survey published on the Loop and discussions at Community Conversations and social media commentary:

Survey Question 1 – How Resilient do you think Wyndham is currently as a city?

Table 3 shows that most respondents believe Wyndham is 'somewhat' resilient. Given the uncertainty of COVID-19 and future climate change projections this highlights the need for a strategy focused on building community resilience. This question will be used to help monitor community perceptions of Wyndham's resilience as the Strategy is implemented.

How Resilient do you think Wyndham is currently as a city?	Total Votes
Very Resilient	11.9%
Somewhat Resilient	78.57%
Not Very Resilient	9.52%

Table 3: How Resilient do you think Wyndham is currently as a city

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WALKER**RESILIENT WYNDHAM STRATEGY 2021-2025 (cont'd)***Survey Question 2 – Priority Wyndham Shocks*

Respondents were asked to rank shocks they foresee for Wyndham in the future. Pandemics followed by health system failure and storms/flooding/intense rainfall event were of greatest concern to respondents. These are in alignment with global risks identified in the World Economic Forum Annual Global Risk Report (2021) with climate action failure and infectious diseases identified as the greatest risks facing the globe.

Shock	Priority
Pandemic – virus outbreak	1
Health system failure	2
Storms / flooding / intense rainfall	3
Heat events/heatwave	4
Extremist acts (including cyber-attack and acts of terror)	5
Fire	6

Table 4: Priority Wyndham Shocks*Survey Question 3 – Support for Strategy Targets and Actions*

Respondents were asked to indicate their level of support for the 5 Strategy focus areas (1 for no support to 5 strong support). The average level of support for each of the focus areas was 4, indicating that the focus areas resonate with the respondents.

Focus Area	Level of Support
FOCUS 1. Our People: Healthy, connected and inclusive	4.20
FOCUS 2. Our Environment: Flourishing natural spaces	4.10
FOCUS 3. We are Ready: Disaster aware	3.61
FOCUS 4. Our Places: Resilient and sustainable	3.85
FOCUS 5. Our Future: Walking our talk	3.85

Table 5: Support for Focus Areas*Survey Question 4 – Missing targets and actions*

52% of respondents were happy with the existing targets and actions. 48% of respondents provided comment on opportunities for additional targets and actions. General themes for additions are listed below.

Missing Targets and Action Themes
Support for employment opportunities /jobs creation
Support for ageing community
Support for life skills education and training
Support for electric vehicles
Additional support for greening activities
Support for addressing homelessness
Actions to address to potential future flooding
Support for community gardens
Support for food growing and swaps
Importance of community centres and libraries to help with connection
Opportunities to get to know their neighbourhood

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A/CHIEF EXECUTIVE OFFICER - NATALIE
WALKER**RESILIENT WYNDHAM STRATEGY 2021-2025 (cont'd)**

Missing Targets and Action Themes
Actions and programs for specific communities (ageing and youth)
Suggestion of free gym equipment in open spaces
Support for growing fruit trees and share spaces to exchange goods
Support for action to help combat domestic violence
Support for improved water and air quality
Support for assistance to cope with impacts of COVID
Comments on how to spread messages in a world of information overload/competing messages
Support for focus on mental health awareness and respectful relationships with young people
Support for action to help people understand role/importance of community

Table 6: Missing targets and actions from short survey and community conversations

Based on this feedback, the following Targets and Year 1 Actions have been added to the Strategy. Note many of the missing targets and actions highlighted by respondents are covered in other Wyndham strategies (e.g. domestic violence is a key focus of the Municipal Public Health and Wellbeing Plan) and therefore were not added to the Strategy.

Strategy Additions
Actions
<ul style="list-style-type: none"> • By 2030 all Council fleet passenger vehicles will be low or zero emissions vehicles (where a fit for purpose option is available). • By 2030 all Council vehicle purchases to meet best practice emissions standards and use carbon neutral power source (where a fit for purpose option is available)
Targets
<ul style="list-style-type: none"> • Extension of the H3 Alliance funding to reduce homelessness by increasing access to housing supply, providing outreach, transitional, legal and health support, building capacity and addressing issues that lead to housing vulnerability. • In conjunction with Victorian Farmers Federation develop a community taskforce/committee to advance the needs of primary producers and agricultural businesses within Wyndham (lead the scoping of an Agribusiness Strategy for Year 2). • Develop a communications and marketing campaign promoting key regional agricultural precincts such as Werribee South Market Gardens. • In conjunction with key stakeholders develop a business development, information exchange and employment pathway program which promotes and advances agriculture for existing and emerging business. • Council to continue to work with other agencies in delivering greening projects (trees, vegetation) that are passively irrigated by stormwater, such as Greening the Pipeline. • Development of a single dwelling guide to reduce local heat.

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A/CHIEF EXECUTIVE OFFICER - NATALIE
WALKER**RESILIENT WYNDHAM STRATEGY 2021-2025 (cont'd)**

- Review of Landscape Beautification Guidelines to consider urban heat and encourage greenery over artificial surfaces.
- Community and Council staff are educated on indigenous knowledge systems through a series of workshops as part of Council's Green Living Series.
- **Review Open Space Strategy documents highlighting Wyndham's resilience and sustainable principles.**
- **Joint Emergency Management exercise in Manor Lakes led by Victoria Police, in partnership with Council, Country Fire Authority, Fire Rescue Victoria, Department of Health, Ambulance Victoria and Emergency Management Victoria. Exercise Walkaway will help prepare the community and emergency services for the upcoming summer bushfire /grassfire season.**
- **Produce an Electric Vehicle Transition Plan to determine the benefits and opportunities in fleet asset replacement with electric vehicles and any associated infrastructure requirements.**
- Review the Motor Vehicle and Plant Policy for the inclusion of emissions standard.

Table 7: Strategy Additions*Survey Question 5 – Request for targeted representation*

55% of respondents felt that the Strategy addressed all members of the community. 45% of respondents provided comment on sectors of the community that require greater representation in the Strategy.

Targeted Representation
CALD communities
Ageing communities
Disability
Diversity
Young people
Agriculture Sector
Vulnerable and low socio-economic status households
Single/isolated community members
Community groups
Mums with infants
Residents with varying levels of English skills
First Nations Communities

Table 8: Request for targeted representation

Targets and actions were deliberately left general to allow for flexibility to allot actions to different sections of our community according to need. However based on community feedback existing targets and actions have been modified to ensure the listed cohorts are better represented within the Strategy.

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ITEM NO: 6.2.2
A/CHIEF EXECUTIVE OFFICER - NATALIE
WALKER**RESILIENT WYNDHAM STRATEGY 2021-2025 (cont'd)****Consolidation of Existing Strategy**

Resilient Wyndham gives us an opportunity to review and consolidate existing strategy within the Climate Futures Office. Ongoing work is being conducted to determine consolidation or replacement of like strategies and their actions.

4. Wyndham 2040 Vision

- People and Community:
Community connection is at the heart of resilience. Targets and actions aim to ensure *'The people of Wyndham will be connected to each other'*.
- Places and Spaces:
The Strategy will be the centerpiece in *'...responding effectively to the impacts of climate change and...working to ensure our natural environment is respected, preserved and protected.'*
- Earning and Learning:
The Strategy will support local business through training and a Wyndham made, Wyndham owned campaign, contributing to Wyndham City offering *'...varied and plentiful local employment opportunities.'*
- Leadership and Participation:
Strategy actions provide community leadership training and mentoring and the opportunity to co-deliver programs with Council increasing the *'...variety of ways for community members to volunteer in support of others.'*

5. City Plan

1.2.4 Council will help to create a safer, more cohesive community by: effective planning, design and regulation of public spaces which encourage active transport and social inclusion opportunities; actively engaging with the community to improve perceptions of safety; and encouraging shared responsibility to prevent and address issues which impact on residents' sense of safety and wellbeing

1.2.5 Council will celebrate the cultural diversity of our City, actively support social inclusion and tackle inequalities by ensuring all residents have access to services and building social connections in our local communities.

2.2.3 Council will be a leader in environmental sustainability and adapt to climate change by increasing the energy efficiency of Council, encouraging energy efficient development, fostering bio-diversity, and supporting local agriculture by working with the state government to ensure water security throughout our area.

4.2.3 Council will strengthen its operational efficiency and sustainability by identifying and embracing new, more efficient ways to work with partners from the public and private sector, and by regularly applying rigorous evaluation of our systems, investments, expenditure, infrastructure needs, service delivery, technology use, resource application, and staff development, empowerment and flexibility.

4.2.4 Council will lead Wyndham's evolution in becoming a 'Smart City' by embracing new and emerging technology; working with expert partners; applying innovative ways of problem-solving; and adopting advances in technology to find more effective and efficient solutions.

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A/CHIEF EXECUTIVE OFFICER - NATALIE
WALKER**RESILIENT WYNDHAM STRATEGY 2021-2025 (cont'd)****6. Council Plan and Policies**

Wyndham City is already doing a lot to build resilience. The Strategy does not replicate what is in existing Council plans and policies but will build on existing work already taking place and view future actions through a resilience lens.

7. Regional, State and national plans and Policies

- Victoria's Climate Change Framework
- Victoria's Climate Change Adaptation Plan
- Victoria's Renewable Energy Action Plan
- Recycling Victoria Circular Economy Policy
- Resilient Melbourne

8. Financial Viability

Given the timing of the Strategy development against Council's annual budget setting process, resourcing and budget for the implementation of Year 1 actions will largely need to be accounted for within existing resources. We will review resource requirements of the Strategy delivery over the course of Year 1, and any additional resources required in addition to BAU will be considered through the annual budget setting process.

The Strategy proposes accelerating the delivery of tree canopy cover targets (25% within streets and 35% within open spaces) to 2030 - 10 years earlier than the original target of delivery in 2040. This scaling up will expedite partnership arrangements such as leveraging recent State government announcements for increased tree canopy cover in Melbourne's West to offset costs.

9. Sustainability Implications

Greenhouse gas targets are based on the latest climate change science and are in alignment with targets set at the Paris Climate Conference (United Nations COP21) to keep average global temperatures to "well below" a 2°C rise from pre-industrial temperatures. The Strategy demonstrates Council's commitment to these targets.

10. Options

Not applicable.

11. Communication Strategy

The Strategy will be promoted through various avenues including Wyndham's Facebook page and e-newsletter, Wyndham News and other relevant publications. Communication plans will be developed for individual actions as required.

The Strategy will be promoted to all staff through the Insights Newsletter and targeted stakeholder meetings.

12. Innovation and Continuous Improvement

Resilient Wyndham is a strategic document that captures and draws together priorities from the Wyndham community and across the many areas of Council, that contribute to a healthy and resilient Wyndham.

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A/CHIEF EXECUTIVE OFFICER - NATALIE
WALKER**RESILIENT WYNDHAM STRATEGY 2021-2025 (cont'd)**

Each year the Strategy will release an annual action plan to identify up-to-date priorities. These priorities will be informed by our community and Council as areas that will provide the greatest 'resilience bang for buck'. An annual action plan will allow the strategy to be flexible, innovative and agile in its response to what is happening within Wyndham and around the globe.

13. Collaboration

Given resilience applies to all areas of our organisation, as well as the functions we deliver, it was important that internal stakeholders were involved in the development process. Over 90 staff attended dedicated workshops, and their networks were drawn upon to engage with the wider community during the consultation period and will continue to do so throughout implementation.

FILE NO:

ITEM NO: 6.4.1
DIRECTOR CITY DESIGN &
LIVEABILITY - LUDO CAMPBELL-
REID**PLANNING SCHEME AMENDMENT C231WYND - PLANNING SCHEME REVIEW
2018****Summary**

The purpose of this report is to seek Council's adoption of Planning Scheme Amendment C231wynd ("the amendment"), following its recent exhibition.

The amendment updates maps in the Wyndham Planning Scheme to ensure consistency with the existing Scheme provisions, rectify mapping anomalies, and removes redundant planning controls.

The amendment is an example of contemporising the Wyndham Planning Scheme and ensuring its accuracy as part of Council's continuous improvement processes.

Attachments

1. Explanatory report for adoption (with Track-changes)

Officers' Declaration of Interests

Under Section 130 of the *Local Government Act 2020*, officers providing advice to Council must disclose any interests, including the type of interest.

Director City Design & Liveability - Ludo Campbell-Reid

In providing this advice as the Director, I have no disclosable interests in this report.

Manager Urban Futures – Aaron Chiles

In providing this advice as the Manager, I have no disclosable interests in this report.

Coordinator Urban Transformation - Claire Bickerstaff

In providing this advice as the Coordinator, I have no disclosable interests in this report.

Senior Urban Planner - Victor Ng

In providing this advice as the Author, I have no disclosable interests in this report.

Key Issues

- Amendment C231wynd was exhibited and five submissions were received, including four submissions in support, and one requesting changes that officers support.

RECOMMENDATION

That Council:

1. Adopts Amendment C231wynd as revised after the exhibition and submits the adopted Amendment to the Minister for Planning for approval in accordance with the Planning and Environment Act 1987.
2. Notes Amendment C231 as an example of contemporising the Wyndham Planning Scheme and ensuring its accuracy as part of Council's continuous improvement processes.

FILE NO:

ITEM NO: 6.4.1
DIRECTOR CITY DESIGN & LIVEABILITY -
LUDO CAMPBELL-REID

**PLANNING SCHEME AMENDMENT C231WYND - PLANNING SCHEME REVIEW
2018 (cont'd)**

This item was withdrawn at the commencement of the meeting.

MOTION

That Council:

1. Adopts Amendment C231wynd as revised after the exhibition and submits the adopted Amendment to the Minister for Planning for approval in accordance with the Planning and Environment Act 1987.
2. Notes Amendment C231 as an example of contemporising the Wyndham Planning Scheme and ensuring its accuracy as part of Council's continuous improvement processes.

(WITHDRAWN)

FILE NO:

ITEM NO: 6.4.1
DIRECTOR CITY DESIGN & LIVEABILITY -
LUDO CAMPBELL-REID**PLANNING SCHEME AMENDMENT C231WYND - PLANNING SCHEME REVIEW
2018 (cont'd)****1. Background**

Council resolved at the Ordinary Council Meeting on 5 February 2019 to endorse the Wyndham Planning Scheme Review Final Report, August 2018 (“the review”), submit the review to the Minister for Planning. Council also resolved to seek authorisation from the Minister to implement the relevant recommendations in the review through Amendment C231wynd to the Wyndham Planning Scheme.

Due to the concurrent and ongoing Smart Planning initiative of the State Government that would result in changes to many of the same provisions that were recommended for updates in the review, the Minister restricted the scope of the amendment in their authorisation on 4 December 2020 to mapping changes only.

The amendment proposes a number of mapping changes to rectify anomalies, remove redundant controls, and align controls to ensure consistency with other provisions of the Wyndham Planning Scheme.

Specifically, the amendment proposes the following mapping changes:

- Ensure consistency with existing provisions of the Wyndham Planning Scheme:
 - Extend Environmental Significance Overlay Schedule 2 (ESO2) to align with the Conservations Areas as identified in the Biodiversity Conservation Strategy (2013) referenced in Clause 21.03-1.
 - Align Rural Conservation Zone (RCZ) mapping over the entirety of Conservation Areas 10 and 14 identified in the Biodiversity Conservation Strategy (2013), except where this conflicts with Public Use Zoning crossing conservation areas (and back zone the land to the underlying zones where appropriate, i.e. where the Conservation Zone no longer applies).
 - Amend the mapping of Incorporated Plan Overlay Schedule 3 (IPO3) for Ballan Road Precinct Structure Plan (PSP), Westbrook PSP and Riverdale PSP to include the Conservation Area 14 as identified in the Biodiversity Conservation Strategy (2013) within these PSP boundaries.
 - Amend the mapping of Incorporated Plan Overlay Schedule 4 (IPO4) for Truganina PSP and Riverdale PSP to include the entire Conservation Area 10 as identified in the Biodiversity Conservation Strategy (2013) within these PSP boundaries.
- Rectify mapping anomalies:
 - Rezone land on 330 Point Cook Road, Point Cook from Farming Zone (FZ) to Public Use Zone (PUZ1) to recognise its public land use function.
 - Rezone a number of parcels in Truganina, Manor Lakes, Point Cook, Tarneit, and Werribee from General Residential Zone (GRZ) to Public Park and Recreation Zone (PPRZ) to reflect the public ownership and use of the land.
 - Rezone the Public Park and Recreation Zone (PPRZ) component of the five residential properties (24, 26 & 28 Wattamolla Ave and 4 & 5 Talia Court, Werribee) to General Residential Zone (GRZ) consistent with the balance of the properties.
 - Rezone part of of Green Wedge Zone (GWZ) land on 470 Wests Road, Werribee to Special Use Zone Schedule 6 (SUZ6) consistent with the balance of the land.

FILE NO:

ITEM NO: 6.4.1
DIRECTOR CITY DESIGN & LIVEABILITY -
LUDO CAMPBELL-REID**PLANNING SCHEME AMENDMENT C231WYND - PLANNING SCHEME REVIEW
2018 (cont'd)**

- Rezone part of the Council reserve on 92 Willowgreen Way, Point Cook from Public Conservation and Resource Zone (PCRZ) to Public Park and Recreation Zone (PPRZ), consistent with the balance of the reserve.
- Rezone 62 Black Forest Road, Werribee from General Residential Zone Schedule 1 (GRZ1) to Urban Flood Zone (UFZ), to recognise its public ownership, flood risk, and land management practice consistent with the balance of the adjoining floodway / open space.
- Rezone the Public Park and Recreation Zone (PPRZ) portion of the land on 36 Manorvale Parade in Werribee (Lot 1, TP826209) to General Residential Zone Schedule 1 (GRZ1), consistent with the balance of this privately-owned residential land.
- Realign the Heritage Overlay (HO) to cover the entire property of 51-59 Russell Street (HO89).
- Realign the Heritage Overlay (HO) to cover the whole - Grant Bridge on You Yangs Road, Little River (HO122).
- Extend the Heritage Overlay (HO) to cover the concrete building on Little River Reserve, 15-31 You Yangs Road, Little River (HO124).
- Remove redundant controls:
 - Remove application of Development Plan Overlay Schedule 2 (DPO2): from 2, 8, 10, 12 Mala Street and 54A, 54B, 54C and 54D Toritta Way, Truganina.

A copy of the updated explanatory report for the amendment, which outlines the proposed changes and affected properties in complete detail, is provided at Attachment 1.

2. Relevant Law

In adopting the amendment, Council would be exercising its relevant power under Section 29(1) of the Planning & Environment Act 1987 ("the Act") as the Planning Authority.

3. Discussion

The amendment was publicly exhibited between 28 January and 1 March 2021. Notification was published in the Victorian Government Gazette, Star Weekly, and sent to all directly affected landowners and occupiers, as well as government authorities in accordance with Section 19 of the Planning & Environment Act 1987.

During the exhibition of the amendment, Council received five submissions as summarised below:

- Request for change: Asplan Town Planning on behalf of owner of 2 Dukelows Road, Mount Cottrell;
- In support of the amendment as proposed:
 - Wadawurrung Traditional Owners Aboriginal Corporation
 - Environment Protection Authority Victoria (EPA)
 - Victorian Planning Authority (VPA)
 - Country Fire Authority (CFA)

FILE NO:

ITEM NO: 6.4.1
DIRECTOR CITY DESIGN & LIVEABILITY -
LUDO CAMPBELL-REID**PLANNING SCHEME AMENDMENT C231WYND - PLANNING SCHEME REVIEW
2018 (cont'd)**

The submission from Asplan relates to the application of [Schedule 3 to the Incorporated Plan Overlay \(IPO3\)](#) on the subject land, a change originally suggested by the VPA, and the Melbourne Strategic Assessment team (MSA) at the Department of Environment, Land, Water and Planning (DELWP). The extension of the IPO3 through this amendment was proposed to align the appropriate planning controls with the State Government's Biodiversity Conservation Strategy (BCS) and other State policies. The IPO schedules require conditions in the PSPs to be incorporated into a permit issued for the land with the overlay applied.

It is also noted that:

1. The submission made no mention to the proposed rezoning of part of the subject land to RCZ and the application of ESO2.
2. All parties including the submitter agreed that the ESO2 and RCZ components can be retained in the amendment as proposed, with the understanding that these elements will implement the review and align with the BCS, without creating issues that the IPO3 would on the property.

In considering an appropriate response to the submission under the Act, officers have consulted with relevant agencies (VPA & DELWP) and all agreed with the submission of Asplan that the proposed application of IPO3 should be removed from the Oakbank PSP area, for the following reasons:

- The IPO schedule 3 is designated for Ballan Road, Westbrook and Riverdale PSPs only, while the subject land and other parcels (see below) are within the Oakbank PSP area.
- Due to the conditions of the authorisation by DELWP, which limits the scope of Amendment C231wynd to mapping, it is not possible to incorporate any changes to the provision of the schedules to the IPO, to implement the relevant recommendation from the review in this amendment.
- As the Oakbank PSP is yet to be developed by the VPA, appropriate planning controls that relate to PSP planning (such as the mapping of an IPO schedule) within the Oakbank PSP is better considered during the development process of the PSP at a later date.

In effect, this means the proposed application of IPO3 in the following properties will be removed from this amendment:

- 2 Dukelows Road, Mount Cottrell
- 35 Shanahans Road, Mount Cottrell
- 1 Shanahans Road, Mount Cottrell
- 1245 Sayers Road, Tarneit
- Lot C, Ps701129 (Victrack Land)

Figure 1 below illustrates the changes to the proposed IPO3 mapping, from the exhibition version to the current version for adoption. The pink hatched area of the proposed IPO3, located within the Oakbank PSP area has been removed. The area of purple remains as proposed IPO3 as it is within an approved PSP area, and no submission was received from these landowners.

FILE NO:

ITEM NO: 6.4.1
DIRECTOR CITY DESIGN & LIVEABILITY -
LUDO CAMPBELL-REID

**PLANNING SCHEME AMENDMENT C231WYND - PLANNING SCHEME REVIEW
2018 (cont'd)**



Figure 1: Changes to the proposed IPO3 in Oakbank PSP area.

The proposed adjustment of the amendment is minor and is considered unlikely to impact negatively on other landowners or stakeholders.

4. Wyndham 2040 Vision

- Places and Spaces: The adoption of the amendment will support the further implementation of a number of Council land use planning strategies.

5. City Plan

2.2.3 Council will be a leader in environmental sustainability and adapt to climate change by increasing the energy efficiency of Council, encouraging energy efficient development, fostering bio-diversity, and supporting local agriculture by working with the state government to ensure water security throughout our area.

6. Council Plan and Policies

The amendment aligns with Council's strategic objectives in the Council Plan 2017-2021, to work with our partners to build a city that, among other things, protects our natural environment, and promotes active and passive recreation.

FILE NO:

ITEM NO: 6.4.1
DIRECTOR CITY DESIGN & LIVEABILITY -
LUDO CAMPBELL-REID**PLANNING SCHEME AMENDMENT C231WYND - PLANNING SCHEME REVIEW
2018 (cont'd)****7. Regional, State and national plans and Policies**

The amendment supports the implementation of the State Government's Biodiversity Conservation Strategy (BCS) which recognises and protects areas of significant environmental value.

8. Financial Viability

There are no financial implications for Council.

9. Sustainability Implications

The proposed mapping changes to IPO3, IPO4, RCZ and ESO2 align the relevant planning controls with the BCS, provide certainty to the regulations that apply to the land, and assist in achieving the environmental outcomes as prescribed in the BCS.

10. Options

The adoption of the amendment is recommended by officers, as the adoption and ultimate approval of the amendment would rectify anomalies in the Wyndham Planning Scheme.

The other option Council has, under the provisions of the Act, is to abandon the amendment. This is not recommended, as the amendment is administrative in nature, correcting anomalies in the zones and overlays that apply to land. It is not expected to have any impacts on landowners or occupiers.

11. Community Engagement

In addition to the statutory required community consultation as outlined in this report, the 2018 Planning Scheme Review which initiated the Amendment also included community engagement.

12. Communication Strategy

The amendment was publicly exhibited, with agencies and directly affected landowners and occupiers notified as per the requirements of the Act. Issues raised in one submission have been resolved to the satisfaction of key stakeholders and the submitter. Other submitters were supportive of the amendment.

13. Innovation and Continuous Improvement

The amendment is an ongoing improvement of the Wyndham Planning Scheme, ensuring that it reflects State policy and landownership (for example, that privately owned land is not within a public use zone).

14. Collaboration

Council has informed and sought advice from the following agencies and authorities before and/or during the exhibition of the amendment: DELWP, CFA, MSA, VPA, Melbourne Water, EPA, Department of Transport, City of Geelong, and VicTrack.

Planning and Environment Act 1987

WYNDHAM PLANNING SCHEME
AMENDMENT C231
EXPLANATORY REPORT

Who is the planning authority?

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

The amendment has been made at the request of Wyndham City Council.

Land affected by the Amendment

A mapping reference table is attached (Attachment 1) to this Explanatory Report to illustrate the properties affected by site-specific changes to the planning controls.

What the amendment does

The amendment proposes:

- 1) a number of mapping changes to rectify anomalies, remove redundant controls, and align controls to bring into consistency with other provisions of the Wyndham Planning Scheme, as identified in the Wyndham Planning Scheme Review Final Report August 2018.
- 2) to rectify a minor zoning anomaly on 36 Manorvale Parade in Werribee, formally known as Lot 1, TP826209 by rezoning the land from Public Park and Recreation Zone (PPRZ) to General Residential Zone Schedule 1 (GRZ1) to recognize its residential use and private ownership.

Specifically, the amendment proposes the following mapping changes:

- Bring into consistency with the existing provisions of the Wyndham Planning Scheme:
 - Extend Environmental Significance Overlay Schedule 2 (ESO2) to align with the Conservation Areas as identified in the Biodiversity Conservation Strategy (2013) referenced in Clause 21.03-1.
 - Align Rural Conservation Zone (RCZ) mapping over the entirety of Conservation Areas 10 and 14 identified in the Biodiversity Conservation Strategy (2013), except where this conflicts with Public Use Zoning crossing conservation areas (and backzone the land to the underlying zones where the Conservation Areas no longer cover as per the Strategy).
 - Amend the mapping of Incorporated Plan Overlay Schedule 3 (IPO3) for Balian Road Precinct Structure Plan (PSP), Westbrook PSP & Riverdale PSP to include the entire Conservation Area 14 area as identified in the Biodiversity Conservation Strategy (2013) within these PSP boundaries.
 - Amend the mapping of Incorporated Plan Overlay Schedule 4 (IPO4) for Truganina PSP & Riverdale PSP to include the entire Conservation Area 10 area as identified in the Biodiversity Conservation Strategy (2013) within these PSP boundaries.
- Rectify mapping anomalies:
 - Rezone land on 330 Point Cook Road, Point Cook from Farming Zone (FZ) to Public Use Zone (PUZ1) to recognise its public land use function.
 - Rezone a number of parcels in Truganina, Manor Lakes, Point Cook, Tameit, and Werribee from General Residential Zone (GRZ) to Public Park and Recreation Zone (PPRZ) to reflect the public ownership and use of the land.

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- Rezone the Public Park and Recreation Zone (PPRZ) component of the five residential properties (24, 26 & 28 Wattamolla Ave and 4 & 5 Talia Court, Werribee) to General Residential Zone (GRZ) consistent with the balance of the properties.
- Rezone narrow strip of Green Wedge Zone (GWZ) land on 470 Wests Road, Werribee to Special Use Zone Schedule 6 (SUZ6) consistent with the balance of the land.
- Rezone part of the Council reserve on 92 Willowgreen Way, Point Cook from Public Conservation and Resource Zone (PCRZ) to Public Park and Recreation Zone (PPRZ), consistent with the balance of the reserve.
- Rezone 62 Black Forest Road, Werribee from General Residential Zone Schedule 1 (GRZ1) to Urban Flood Zone (UFZ), to recognise its public ownership, flood risk, and land management practice consistent with the balance of the adjoining floodway / open space.
- Rezone the Public Park and Recreation Zone (PPRZ) portion of the land on 36 Manorvale Parade in Werribee (Lot 1, TP826209) to General Residential Zone Schedule 1 (GRZ1), consistent with the balance of this privately-owned residential land. *(Note: This item did not form part of the Wyndham Planning Scheme Review 2018)*
- Realign the Heritage Overlay (HO) to cover the entire property of 51-59 Russel Street (HO89).
- Realign the Heritage Overlay (HO) to cover the whole - Grant Bridge on You Yangs Road, Little River (HO122).
- Extend the Heritage Overlay (HO) to cover the concrete building on Little River Reserve, 15-31 You Yangs Road, Little River (HO124).
- Remove redundant controls:
 - Remove application of Development Plan Overlay Schedule 2 (DPO2): from 2, 8, 10, 12 Mala Street and 54A, 54B, 54C and 54D Torita Way, Truganina.

(Note: The mapping mislabelling of the zone applied to 775 Dohertys Road Truganina, as included in the Authorisation letter for this amendment, has been resolved by the mapping team at the Department of Environment, Land, Water and Planning. As a result, no zoning change is required to this property as part of this Amendment.)

Strategic assessment of the Amendment

Why is the Amendment required?

The proposed changes rectify the zoning and overlay mapping issues, most of which identified in the Wyndham Planning Scheme Review (August 2018). The amendment is required to rectify numerous anomalies, remove redundant controls, and align controls to bring into consistency with other provisions of the Wyndham Planning Scheme. Specifically:

- Changes to the application of ESO2, RCZ, and IPO are required to align the relevant planning controls with the State Government's Biodiversity Conservation Strategy (2013).
- The removal of the application of DPO2- designated for *Future Urban Development Areas* - is due to the completion of the development of the affected site.
- All other site-specific changes are required having considered the land ownership and land use of the land.

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

The amendment implements the following objectives of planning in Victoria: (a) to provide for the fair, orderly, economic and sustainable use, and development of land; and (b) to provide for the protection of natural and man-made resources and the maintenance of ecological processes and genetic diversity; The amendment will assist to implement the objectives of the PPF and other provisions of the Wyndham Planning Scheme.

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

The amendment adequately addresses any environmental, social and economic effects of section 12 of the Planning and Environment Act 1987 (the Act). The amendment updates Council's policy position on land use planning which aims to improve environmental, social and economic outcomes for the municipality and aims to result in a net community benefit.

Does the Amendment address relevant bushfire risk?

Some of the affected land is within the Bushfire Prone Area, which is applied to most non-urbanised land by default. However, the changes to the planning controls on the land will not increase any grassfire risk. Country Fire Authority (CFA) will be consulted as part of the exhibition of this amendment.

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

The amendment complies with the requirements of the following relevant Ministerial Directions under section 7 (5) of the Act:

- Ministerial Direction on the Form and Content of Planning Schemes: All clauses subject to this Amendment will be updated to comply with this Direction, as appropriate.
- Ministerial Direction No.9 – Metropolitan Strategy which seeks to ensure that planning scheme amendments have regard to the Metropolitan Planning Strategy;
- Ministerial Direction No.11 – Strategic Assessment of Amendments
- Ministerial Direction No.15 – The Planning Scheme Amendment Process
- Ministerial Direction No.18 – Victorian Planning Authority Advice On Planning Scheme Amendments

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

The amendment supports and builds on the principles outlined in the Planning Policy Framework (PPF).

How does the Amendment support or implement the Local Planning Policy Framework, and specifically the Municipal Strategic Statement?

The Amendment seeks to correct a number of inconsistencies and anomalies that have been identified in the mapping of zones and overlays in the Wyndham Planning Scheme. Correction of these anomalies will assist in the efficient administration of the Wyndham Planning Scheme and provide for orderly planning and development. In this regard the Amendment also supports the implementation of the Municipal Strategic Statement.

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

The Amendment seeks to make minor corrections to the mapping of zones and overlays applying to a number of properties across the municipality. The changes proposed by the Amendment have been reviewed to ensure that the Victoria Planning Provisions have been applied appropriately and are consistent with the VPP Practice Notes.

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

Relevant agencies have been consulted in the preparation of the Planning Scheme Review report and the other relevant strategic documents adopted by Council. For example, some components in this amendment are based on specific advice from the Melbourne Strategic Assessment team within DELWP.

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Does the Amendment address relevant requirements of the Transport Integration Act 2010?

The proposed amendment is consistent with the transport system objectives and decision-making principles set out in Part 2, Divisions 2 and 3 of the Transport Integration Act 2010.

Resource and administrative costs

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

The updated MSS aims to provide greater guidance and certainty for applicants and clearer decision-making guidance for Council, thus facilitating more efficient and effective decision making.

Where you may inspect this Amendment

The Amendment is available for public inspection, free of charge, during opening hours at the following places:

- Wyndham City Council, Civic Centre, 45 Princes Hwy, Werribee, Victoria

The Amendment can also be inspected online, free of charge at the:

- Department of Environment, Land, Water and Planning website at www.delwp.vic.gov.au/public-inspection
- Wyndham City Council's website: <https://www.wyndham.vic.gov.au/services/building-planning/planning-scheme-amendments/current-planning-scheme-amendments>

Submissions

Any person who may be affected by the Amendment may make a submission to the planning authority. Submissions about the Amendment must be received by **Monday 1 March 2021**.

A submission must be sent to Wyndham City Council, PO Box 197 WERRIBEE, VIC 3030, or via email to mail@wyndham.vic.gov.au

Panel hearing dates

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

- ~~directions hearing: To commence in the week of 31 May 2021.~~
- ~~panel hearing: To commence in the week of 28 June 2021.~~

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ATTACHMENT 1 - Mapping reference table

Location	Land /Area Affected	Mapping Reference
Little River	Grant Bridge, You Yangs Road HO122	Wyndham C231 007hoMap20
	River Street, HO124 (36C-11PP5469) (At rear of Little River Recreation Reserve, 15-31 You Yangs Road)	
Mount Cottrell	35 Shanahans Road	Wyndham C231 017znMaps02_09_10; Wyndham C231 002esoMaps02_09_10_11; Wyndham C231 008ipoMaps02_09_10_15
	2 Dukelows Road)	
	1 Shanahans Road	Wyndham C231 017znMaps02_09_10; Wyndham C231 002esoMaps02_09_10_11
Manor Lakes	151 Manor Lakes Boulevard	Wyndham C231 016znMaps09_14
	1 Creekside Boulevard	
Point Cook	36 Gramercy Boulevard	Wyndham C231 011znMap 18
	1 Maslin Walk	
	219 Saltwater Promenade	
	330 Point Cook Road	
	43 Mirka Way	
	92 Willowgreen Way	Wyndham C231 014znMaps12_13
	1 Longreach Parade	Wyndham C231 015znMap 17
	159 Featherbrook Drive	
Tarnait	1245 Sayers Road	Wyndham C231 002esoMaps02_09_10_11; Wyndham C231 008ipoMaps02_09_10_15; Wyndham C231 017znMaps02_09_10
	2 Davis Road	Wyndham C231 002esoMaps02_09_10_11
	12 Davis Road	
	21 Davis Road	
	22 Davis Road	
	23 Davis Road	
	44 Davis Road	
	555 Hogans Road	
	557 Hogans Road	
	301 Bethany Road	
	240 Davis Road	
	11 Baddaginnie Walk	
	75 Cassinia Circuit	
	85-87 Sewells Road	
	2 Sewells Road	
	180 Davis Road	
	464 Hogans Road	
	165 Riversdale Drive	
	961 Sayers Road	
	55 Bandicoot Loop	
	20 Lionsgate Crescent	
		Derrimut Road (2006iPP3797)

Commented [A1]: 1 Shanahans Road is no longer affected by the map Wyndham C231 008ipoMaps02_09_10_15

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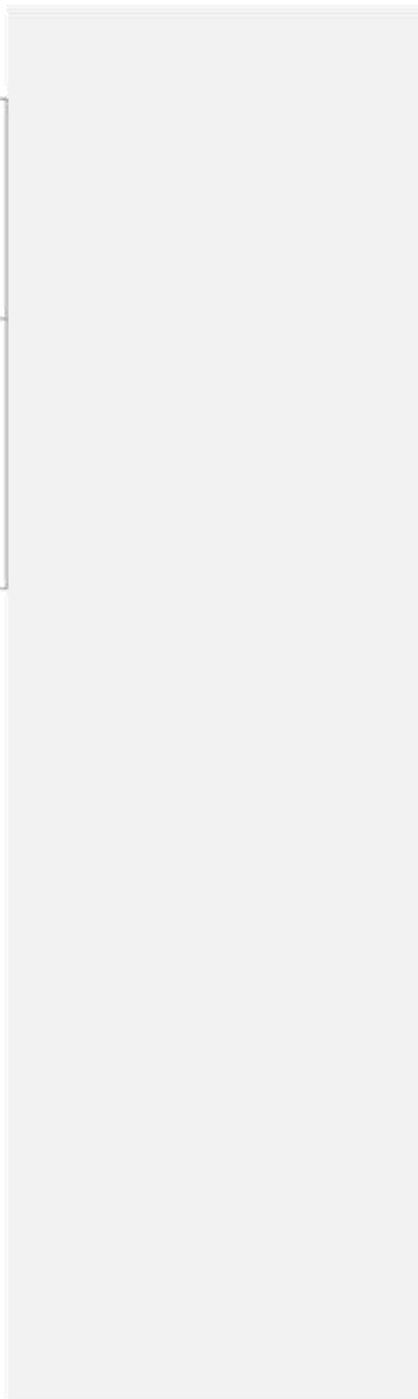
	Derrimut Road (Lot A PS708620)	Wyndham C231 008ipoMaps02_09_10_15
	Derrimut Road (Lot 1, PS824051)	
	Derrimut Road (Lot C, PS701129)	
	119 Hobbs Road	
	165 Riversdale Drive	Wyndham C231 008ipoMaps02_09_10_15
	13 Heartlands Boulevard	Wyndham C231 018znMap03
Truganina	121-127 Woods Road	Wyndham C231 003esoMap04; Wyndham C231 012znMap04
	80 Woods Road	Wyndham C231 003esoMap04
	905 Dohertys Road	Wyndham C231 003esoMap04; Wyndham C231 009ipoMap04; Wyndham C231 012znMap04
	33-37 Verdant Road	Wyndham C231 014znMaps12_13
	2 Mala St	Wyndham C231 001d-dpoMap12
	8 Mala St	
	10 Mala St	
	12 Mala St	
	54A Toritta Way	
	54B Toritta Way	
	54C Toritta Way	
	54D Toritta Way	
Werribee	420 & 470 Wests Road	Wyndham C231 004znMap21
	Riverwalk Village Park: 17 Bloom Street	Wyndham C231 005znMap15
	51-59 Russell Street	Wyndham C231 006hoMap16
	149B Shaws Road	Wyndham C231 008ipoMaps02_09_10_15
	Heaths Road (2007/PP3552)	
	5A De Garis Place (Lot RES3, PS333389)	
	5A De Garis Place (Lot RES1, LP214510)	Wyndham C231 010znMaps10_15
	107-111 Parramatta Road	Wyndham C231 010znMaps10_15; Wyndham C231 017znMaps02_09_10
	62 Black Forest Road	Wyndham C231 013znMap15
	36 Manorvale Parade	Wyndham C231 019znMap15
	4 Talia Court	
	5 Talia Court	
	24 Wattamolla Avenue	
	26 Wattamolla Avenue	
	28 Wattamolla Avenue	
	16 Weemala Grove	Wyndham C231 020esoMap15
	270 Bulben Road	
	215 Black Forest Road	
	133 Black Forest Road	
Wyndham Vale	1000 Ballan Road	Wyndham C231 002esoMaps02_09_10_11; Wyndham C231 017znMaps02_09_10
	772 Ballan Road	Wyndham C231 002esoMaps02_09_10_11
	575 McGrath Road	
	12 Hobbs Road	
	160 Hobbs Road	

Commented [A2]: Update of parcel details

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162 Hobbs Road	
180 Hobbs Road	
290 Hobbs Road	
50 Hobbs Road	
70A Hobbs Road	
128 Wollahra Rise	
130 Wollahra Rise	
138 Wollahra Rise	
145 Wollahra Rise	
720 Heaths Road	Wyndham C231 008ipoMaps02_09_10_15
720A Heaths Road	
Heaths Road (2002PP3797)	
390 McGrath Road	
390A McGrath Road	
390B McGrath Road	
480 McGrath Road	
570 McGrath Road	
580 McGrath Road	
590 McGrath Road	
600 McGrath Road	

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FILE NO:

ITEM NO: 6.4.2
DIRECTOR CITY DESIGN &
LIVEABILITY - LUDO CAMPBELL-
REID**HERITAGE REVIEW GAP STUDY (STAGE 1) - ADOPTION****Summary**

Heritage is important, it provides us with evidence as to how our community has evolved and developed over time. Heritage provides us with an ability to develop an awareness about ourselves and why we are the way we are. Heritage also informs, influences and inspires public debate and policy in both direct and indirect ways. Given that Council last prepared a study of its post contact heritage places in 1997, with a review conducted in 2004, it has been a considerable time since a large-scale review of Heritage has occurred in Wyndham. The Heritage Review Gap Study Stage 1 has been prepared to identify and fill significant gaps in the understanding of Wyndham's Heritage. The identification of these gaps will through further stages of the process enable Council to update its planning scheme to appropriately protect Heritage places.

The Wyndham Heritage Review (Gap Study) Stage 1 ('The Stage 1 Study') identifies gaps in the protection of built and natural heritage in Wyndham. This project is Stage 1 of a three-stage project, which will Identify (Stage 1), Document (Stage 2) and Protect (Stage 3) places of post contact heritage significance.

Stage 1 of the project commenced in December 2019, when Council engaged Context GML heritage consultants to prepare a Heritage Gap Study, to review existing heritage resources and create a shortlist of potential heritage places meeting heritage criteria for further investigation.

At its July 2020 Ordinary Council Meeting, Council resolved to exhibit the draft Stage 1 Study and proceed with the preparation of a comprehensive update to Wyndham's Thematic Environmental History as recommended by the draft findings of Stage 1. Community feedback has now been considered and the draft Stage 1 Study updated ready for adoption by Council.

The Stage 1 Study identifies interwar and post war residential development, industrial and transport-related sites, migrant heritage places, and post-contact Aboriginal sites as the biggest gaps which are not currently represented in our heritage listings. The Stage 1 Study recommends further detailed assessment and documentation be prepared for 173 individual sites (including residential, commercial, industrial, archaeological and community places, landscapes, trees, military and infrastructure/transport-related sites), seven (7) complex places being comprised of multiple land parcels and six (6) new precincts (including residential precincts). It also recommends updating existing heritage protections (HO) to correct citations and be in line with current DELWP requirements. This work should be carried out in a staged manner in the next 1-5 years.

This report seeks to finalise the process of preparing the Stage 1 study and seeks adoption of the Stage 1 Study.

Attachments

1. L Pritchard nominations with responses - *printed in separate document*
2. Wyndham Heritage Review - Stage 1 - Volume 1 - FINAL - *printed in separate document*
3. Wyndham Heritage Review - Stage 1 - Volume 2 - Thematic Environmental History (draft) - *printed in separate document*

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DIRECTOR CITY DESIGN & LIVEABILITY -
LUDO CAMPBELL-REID**HERITAGE REVIEW GAP STUDY (STAGE 1) - ADOPTION (cont'd)****Officers' Declaration of Interests**

Under Section 130 of the *Local Government Act 2020*, officers providing advice to Council must disclose any interests, including the type of interest.

Director City Design & Liveability - Ludo Campbell-Reid

In providing this advice as the Director, I have no disclosable interests in this report.

Manager Urban Futures – Aaron Chiles

In providing this advice as the Manager, I have no disclosable interests in this report.

Coordinator Urban Transformation - Claire Bickerstaff

In providing this advice as the Coordinator, I have no disclosable interests in this report.

Principal Planning Projects Officer - Kristien Van den Bossche

In providing this advice as the Author, I have no disclosable interests in this report.

Key Issues

- Gap Study Findings
- Submissions
- Prioritisation Plan

RECOMMENDATION

That Council resolve to:

1. Adopt the final Wyndham Heritage Review (Gap Study) Stage 1.
2. Note the Thematic Environmental History and continue to refine this during Stage 2 of the Heritage Review as appropriate.
3. Commence Stage 2 assessments as defined in work item 1 (See Section 8 – Financial Viability) of this report and endorse proceeding with the next stages of the Wyndham Heritage Review as outlined in this report.
4. Note the significant consultation carried out in preparing the Wyndham Heritage Review (Gap Study) Stage 1, with the Wyndham community and with key stakeholders including:
Land owners, Werribee District Historical Society, Little River Historical Society, Heritage Recovery Inc, National Trust, Heritage Victoria, Melton City Council, Greater Geelong City Council and Werribee RSL.
5. Thank the community and key stakeholders who contributed 64 submissions to the Wyndham Heritage Review (Gap Study) Stage 1 and Thematic Environmental History as milestone steps in better understanding Wyndham's heritage and identifying gaps in our heritage knowledge.

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DIRECTOR CITY DESIGN & LIVEABILITY -
LUDO CAMPBELL-REID**HERITAGE REVIEW GAP STUDY (STAGE 1) - ADOPTION (cont'd)**

Cr Jennie Barrera and Cr Shaw declared a conflict of interest and left the Chamber at 8.10pm.

MOTION

CRS JOSH GILLIGAN / MARCEL MAHFOUD

That Council resolve to:

1. Adopt the final Wyndham Heritage Review (Gap Study) Stage 1.
2. Note the Thematic Environmental History and continue to refine this during Stage 2 of the Heritage Review as appropriate.
3. Commence Stage 2 assessments as defined in work item 1 (See Section 8 – Financial Viability) of this report and endorse proceeding with the next stages of the Wyndham Heritage Review as outlined in this report.
4. Note the significant consultation carried out in preparing the Wyndham Heritage Review (Gap Study) Stage 1, with the Wyndham community and with key stakeholders including:
Land owners, Werribee District Historical Society, Little River Historical Society, Heritage Recovery Inc, National Trust, Heritage Victoria, Melton City Council, Greater Geelong City Council and Werribee RSL.
5. Thank the community and key stakeholders who contributed 64 submissions to the Wyndham Heritage Review (Gap Study) Stage 1 and Thematic Environmental History as milestone steps in better understanding Wyndham's heritage and identifying gaps in our heritage knowledge.

(CARRIED)

Cr Jennie Barrera and Cr Mia Shaw returned to the Chamber at 8.25pm.

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DIRECTOR CITY DESIGN & LIVEABILITY -
LUDO CAMPBELL-REID**HERITAGE REVIEW GAP STUDY (STAGE 1) - ADOPTION (cont'd)****1. Background**

Identification and protection of heritage in Wyndham is an important aspect in creating community identity and a key objective in planning legislation in Victoria. Heritage places provide essential links with the past and help us to define our shared community history.

Significant heritage places in the municipality, from historical development of the area from European settlement through to the present day, include dry stone walls, homesteads, commercial buildings, gardens, and infrastructure, many of which are currently protected through their inclusion in the Heritage Overlay (HO).

Local government is required to regularly review its places of cultural heritage to ensure this is identified and protected. Heritage studies are conducted by Councils to investigate places that may have heritage significance and therefore warrant protection. Council last prepared a study of its post contact heritage places in 1997, with a review conducted in 2004. More recently, Council has instigated reviews of heritage places in its growth areas, in response to Precinct Structure Planning processes. Given the length of time since the 2004 review of heritage places in Wyndham's established areas, in December 2019, Council engaged Context GML heritage consultants to prepare the Stage 1 Gap Study.

Heritage Victoria's "Guidelines for Protecting Local Heritage Places (2009)" recommend a staged approach in preparing a Gap Study, which will allow the planning and development of subsequent stages based on the findings of the previous stages. Heritage studies are typically divided into two stages, and Wyndham has followed this approach:

- Stage 1 studies are scoping exercises that involve the broad identification of places of potential significance across the study area, often completed in combination with a thematic history of the local government area.
- Stage 2 studies involve the detailed assessment of those places.

The Stage 1 Study seeks to review and identify any gaps in our knowledge of post contact heritage places in the municipality. It is a high-level review phase to compile a shortlist of places and precincts dating from the time of European contact which meet recognised heritage criteria, which will then be subject to detailed study to confirm if they meet the threshold for heritage protection in the Planning Scheme (or other mechanism).

The Stage 1 Study is presented in two volumes:

- Volume 1—Key Findings and Recommendations.
- Volume 2—Thematic Environmental History

Volume 1 identifies places for future investigation. It does not at this stage provide a detailed assessment of each identified place, recommend any heritage overlays, or commit Council to any further heritage work.

The next phase of the project will involve more detailed information gathering, documentation and mapping of those places and preparation of recommendations for statutory protection. At this stage, comprehensive information gathering, including detailed interviews with information holders such as Wyndham's Historical Societies and landowners, and assessment of each shortlisted site would occur.

The detailed phase will determine the heritage threshold of each identified place and precinct and whether these are places of local interest, local significance or State significance, for inclusion at the most appropriate level of heritage protection. For example, sites of local interest and information will be documented and recorded in the Heritage Victoria HERMES database, sites of local significance will be included in the Schedule to the Heritage Overlay, and sites of

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LUDO CAMPBELL-REID**HERITAGE REVIEW GAP STUDY (STAGE 1) - ADOPTION (cont'd)**

State or national significance would be nominated for inclusion on the State or Commonwealth Heritage Registers.

For residential precincts, it would identify which houses/structures are Contributory or Non-Contributory to the significance of the Precinct. In addition, Design Guidelines for each Precinct would also be prepared to provide guidance on appropriate development within the Precinct.

As originally presented to Council, Stage 3 would see the implementation of findings through a Planning Scheme Amendment to apply heritage controls to identified properties. However, due to the number of recommended Stage 2 components (work items), the time and funding required for each, and the risk to unprotected heritage places while studies are being completed, it is proposed to further stage this next phase of the project with high priority items undertaken first. Each recommended Work Item or Stage 2 study (See Section 8 – Financial Viability) should be supported by a nomination process for inclusion on the correct heritage register or Planning Scheme Amendment to apply controls, instead of at the completion of all Stage 2 studies, as originally recommended.

Project Scope

Key outputs of the Stage 1 Study are:

1. Review of existing heritage planning controls (sites included in the Heritage Overlay Schedule) to identify gaps in protection.
2. Review of heritage studies and databases, community nominations and identification of unprotected places of potential heritage significance, including natural, built, and archaeological sites in the post contact period.
3. Preparation of a comprehensive Thematic Environmental History of the municipality.
4. Preparation of a Prioritisation Plan to carry out Stage 2 studies/work items.

Methodology

Potential heritage places and precincts were identified through a review of previous heritage studies, State-wide thematic heritage studies, historic documents and maps. Historical societies, community groups and the wider community were asked to nominate places for consideration. This was followed by targeted field work via survey, to view places already identified and to locate other places of potential heritage significance.

The assessment of sites of archaeological potential within Wyndham comprised a desktop review of relevant studies, assessments, local histories and aerial photos, together with input from the Werribee District Historical Society. Sites listed and delisted on the Victorian Heritage Inventory were also reviewed.

The approach to developing a Thematic Environmental History for Wyndham involved the review of the thematic framework developed for Wyndham in 1997, historical research, covering a range of sources, including primary and secondary historical resources; historical maps, plans and images, and other reports and information sourced from local groups and selected stakeholders, refinement of the draft Key Historical Themes (post-contact period) that were identified in the preliminary Stage 1 study report; and consultation with knowledgeable members of the local community.

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LUDO CAMPBELL-REID**HERITAGE REVIEW GAP STUDY (STAGE 1) - ADOPTION (cont'd)****2. Relevant Law**Planning and Environment Act 1987

The *Planning and Environment Act 1987* establishes a framework for the use, development and protection of land in Victoria. The Act requires that Councils use their planning scheme to implement the objectives of planning in Victoria, including: To conserve and enhance buildings, areas and other places which are of scientific, aesthetic, architectural or historic interest, or otherwise of special cultural value (Section 4(1)(d) *Planning and Environment Act 1987*).

Places of heritage significance to a local area (called 'heritage places') can be protected by a Heritage Overlay. The control seeks to protect places of cultural heritage significance and ensure that development is sensitive to the heritage place. The Schedule to the Heritage Overlay lists places of local significance as well as places included in the Victorian Heritage Register. The schedule also contains particular controls applying to the heritage place such as fencing, tree protection, prohibited uses or internal alterations.

Most places within Heritage Overlays will have been identified as places of heritage significance in a Heritage Study. A heritage study is an assessment of the heritage values of a place and comprises heritage citations, which identifies the heritage place(s), its history, values and the area it covers. Citations also include a Statement of Significance which identifies 'what' is important, 'why' it is important, and 'how' it is significant.

Heritage Act 2017

The Victorian Heritage Act is administered by Heritage Victoria. The Act establishes the Victorian Heritage Register, the Heritage Inventory and the Heritage Council of Victoria. The Act identifies and protects heritage places and objects that are of significance to Victoria. Heritage places and objects of 'state significance' are listed on the Victorian Heritage Register. Registered heritage places are legally protected and cannot be altered without a permit or permit exemption from Heritage Victoria.

Historical archaeological places and artefacts are also protected under the Heritage Act 2017. All archaeological sites over 75 years old are afforded protection under the Heritage Act, which requires a Consent application if works are to impact archaeological sites.

Aboriginal Heritage Act 2006

The protection and management of indigenous archaeological sites and artefacts is addressed under the Aboriginal Heritage Act 2006, which is administered by Aboriginal Victoria. The Heritage Review (Gap Study) focuses on post-contact heritage places in the City of Wyndham. Indigenous heritage was not included in the scope of the project, due to the sensitivity in identifying and mapping Aboriginal sites and as this is protected under different legislation. The Thematic Environmental History includes background on the Aboriginal heritage of Wyndham. However, a separate comprehensive study of indigenous heritage is recommended, in consultation with Traditional Owner organisations.

Heritage criteria

The Australia ICOMOS "Charter for the Conservation of Places of Cultural Significance", known as the "Burra Charter", was first adopted at Burra, South Australia, in 1979. The Burra Charter is a set of principles that have been adopted to create a nationally accepted standard for heritage conservation practice in Australia. The Burra Charter defines the basic principles and procedures to be followed in the conservation of heritage places. The Charter defines cultural significance as being aesthetic, historic, scientific, or social value for past, present or future generations.

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Heritage criteria are commonly used to help structure and organise the heritage assessment process. The following list is the Common Criteria adopted by the Environment Protection and Heritage Council of the Australian & State/Territory Governments in April 2008 (comprising the model criteria developed at the National Heritage Convention (HERCON) in Canberra, 1998):

- A. Historical significance - Importance to the course, or pattern of our cultural or natural history.
- B. Rarity - Possession of uncommon, rare or endangered aspects of our cultural or natural history.
- C. Research potential - Potential to yield information that will contribute to an understanding of our cultural or natural history.
- D. Representativeness - Important in demonstrating the principal characteristics of a class of cultural or natural places or environments.
- E. Aesthetic significance - Importance in exhibiting particular aesthetic characteristics.
- F. Technical achievement - Importance in demonstrating a high degree of creative or technical achievement at a particular period.
- G. Social significance - Strong or special association with a particular community or cultural group for social, cultural or spiritual reasons. This includes the significance of a place to Indigenous peoples as part of their continuing and developing cultural traditions.
- H. Associative significance - Special association with the life or works of a person, or group of persons, of importance in our history.

3. Discussion

The Stage 1 Study has produced a number of outputs which have reviewed the various aspects and types of heritage in Wyndham and identify places, precincts and themes for further assessment and protection in subsequent stages of the Heritage Review.

1. Review of existing heritage planning controls (sites included in the Heritage Overlay Schedule) to identify gaps in protection

The desktop review of Wyndham's existing heritage documentation and current Heritage Overlay Schedule has determined that the documentation for the majority of existing HO sites contain insufficient information or do not meet the Department of Environment Land Water and Planning (DELWP) current requirements, putting places at risk of demolition or inappropriate development, this issue largely pertaining to the lack of a clear Statement of Significance in the 'What? How? Why?' format as per DELWP's Planning Practice Note 1 – Applying the Heritage Overlay (PPN01). The review highlights the need to correct anomalies in existing heritage overlay mapping and citations.

- HIGH priority: 92 places with no citation or not in PPN01 format, corrections to curtilage, and in the schedule to the Heritage Overlay
- MEDIUM priority: 15 places citations somewhat in line with PPN01 and to be updated in Heritage Victoria HERMES database
- LOW priority: 15 places of State significance included in Victorian Heritage Register but corresponding local citations to be updated in line with PPN01

The review also identifies a number of place types that are not well represented in the City of Wyndham's Heritage Overlay schedule - being interwar and post war residential development, industrial and transport-related sites, and migrant heritage places. Whilst there is some coverage of the soldier and closer settlement development in the period after World War I, there is little representation of development following World War II. This is particularly evident around

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the Werribee South area where there is a significant number of post war houses associated with market gardening and the Italian community.

2. Review of heritage studies and databases, community nominations and identification of unprotected places of potential heritage significance, including natural, built, and archaeological sites in the post contact period

The Stage 1 Study included a review of existing strategic documentation, heritage studies and databases, and community nominated places. A database ('long list') of all potential heritage places was prepared, with identified sites assessed against relevant national guidelines ("Australia ICOMOS Burra Charter, (1999)") and recognised HERCON heritage criteria. Places and precincts must meet one or more criteria, being of historical, aesthetic, technical, social or associative significance, demonstrate rarity or representativeness of the characteristics of a class of cultural or natural places or environments, in order to be placed on a 'shortlist' of places or precincts for detailed study.

Since detailed site inspections were outside the scope of this study, in some cases, sites were unable to be viewed and properly ground-truthed, particularly where sites are located on large private properties, and often difficult to view from the road. These were retained on the shortlist for further assessment.

Sites considered to have potential significance based on preliminary desktop research and investigation through Nearmap aerial imagery software, where possible, were retained on the list, subject to further research and site visits in future studies to confirm their status. Where places could not be located and/or accessed through aerial imagery or site inspection, these were retained on the list for further assessment.

Sites meeting the criteria and confirmed to be still intact through targeted fieldwork were included in a shortlist to progress to detailed study. Places that were not included on the shortlist are places within approved PSP areas (which are outside the scope of the review), places confirmed to be demolished or extensively altered, places where there are no physical fabric, or no archaeological remains due to significant ground disturbance, or moveable heritage, such as honour boards, which cannot be protected individually (as objects) through a Heritage Overlay.

Site inspections of areas of archaeological potential will resolve their potential, determine their significance, and indicate an appropriate level of protection. More complex sites, including linear elements such as irrigation schemes/channels, as well as broader landscape sites, have not been mapped as it is considered that further investigation, detailed research and analysis is required to determine exact boundaries for assessment.

Inclusion of a place in the shortlist at this stage does not mean that a Heritage Overlay will necessarily be applied, but that a place will be subject to further investigation and review.

In summary, the Stage 1 Study has identified various gaps in current heritage protection across Wyndham, as well as the need for review of existing heritage study documentation. The Study identifies interwar and post war residential development, industrial and transport-related sites, migrant heritage places, and post-contact Aboriginal sites as the biggest gaps in heritage places.

The Stage 1 Study recommends further detailed assessment and documentation be prepared for 173 individual sites (including residential, commercial, industrial, archaeological and community places, landscapes, trees, military and infrastructure/transport-related sites), seven (7) complex places being comprised of multiple land parcels and six (6) new precincts (including residential precincts).

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The Stage 1 Study has identified 27 archaeological places, generally in rural or farming areas, for further investigation. The Study recommends that a survey (including site visit) of the mapped locations of archaeological potential should be undertaken in Stage 2, as a preliminary to recommendations for the inclusion of sites on the Victorian Heritage Inventory (VHI).

3. Preparation of a comprehensive Thematic Environmental History of the municipality

A Thematic Environmental History provides the basis for heritage studies in Victoria. This document looks at the development patterns and historical themes relating to the area/municipality, identifying places which evidence these themes and is a guiding component of a Heritage Study.

The Victoria's Framework of Historical Themes guidelines encourage historical development to be structured thematically rather than chronologically. Following a review of the Historical Themes for Wyndham as set out in the Wyndham Heritage Study (1997), a comprehensive Thematic Environmental History has been prepared, based on Heritage Victoria's Framework of Historical Themes (2011) which describes development themes significant and distinctive to Wyndham and provides a context for the identification and assessment of places in Wyndham.

The Volume 2: Thematic Environmental History of Wyndham brings together the various strands of the history of the municipality around a series of historical themes, covering the period of European settlement from the 1830s onwards. The Study determines which themes are already well-represented on the Wyndham Heritage Overlay, and which ones are not. It identifies places that best illustrate these themes (particularly the poorly represented ones), across the municipality. A better understanding of the historical themes relevant to the development of the City of Wyndham will assist in a broader understanding of heritage in the area.

This further work was agreed to by Council resolution at the Ordinary Council Meeting in July 2020 and has now been completed in draft form. This document is iterative and will remain in draft until the finalisation of Stage 2 studies. Stage 2 of the study will involve the detailed assessment of individual places and precincts of potential heritage significance identified by this study. This requires more detailed historical research; the findings of which may reveal important information which should be included in the Thematic Environmental History.

4. Preparation of a Prioritisation Plan to carry out Stage 2 studies/work items

Heritage Victoria's "Guidelines for Protecting Local Heritage Places (2009)" recommend a staged approach in preparing a Gap Study, which will allow the planning and development of subsequent stages based on the findings of the previous stages. The findings of each stage (and number of properties affected) will impact on funding requirements for Council of subsequent stages of the Heritage Review.

Context have prepared a priority plan to assist Council in determining its future work program and the scope of the next phases of work. This groups places together by theme and priority and identifies places which are rare or poorly represented on the Heritage Overlay and therefore have been assigned a high priority for future work. Places or areas believed to be under threat (of neglect, demolition, development plans for the area) should be given a high priority. Eras with sparser representation on the Heritage Overlay, particularly interwar and post war, are also given a high priority.

Context's report recommends the following priorities:

High priority

- HIGH priority: Residential (Victorian, Edwardian, interwar, post war buildings: 89 places and 6 precincts
- HIGH priority: 92 places with no citation or not in PPN01 format, corrections to curtilage, and HO schedule

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LUDO CAMPBELL-REID**HERITAGE REVIEW GAP STUDY (STAGE 1) - ADOPTION (cont'd)**Medium priority

- MEDIUM priority: Non-residential buildings, i.e. community, commercial, industrial, military places; complex assessments such as irrigation schemes, infrastructure schemes and landscapes/reserves; archaeological sites (2-3 years)
- MEDIUM priority: 15 places citations somewhat in line with PPN01 and to be updated in Heritage Victoria HERMES database

Low priority

- LOW priority: Trees (as Significant Tree Register work is currently underway by Council)
- LOW priority: 15 places of State significance included in Victorian Heritage Register but corresponding local citations to be updated in line with PPN01

Officers recommend that the work is further staged. It is recommended that the detailed assessment of residential places/precincts, is undertaken initially, with subsequent recommended pieces of work to occur as Council budget and resourcing permits. Residential places have been recommended as high priority as the particular typologies are not already represented in current Heritage Overlay precincts in Wyndham and are most at risk of demolition.

Mr Pritchard (Werribee District Historical Society) has made a submission to prioritise earliest development sites, instead of residential places/precincts. These are generally located in Truganina and Tarneit, in approved Precinct Structure Plan (PSP) areas. Heritage places in growth areas were not included in the Stage 1 Study. Heritage places in approved Precinct Structure Plans (PSPs) have previously been assessed as part of the preparation processes for each PSP, which has occurred much more recently (these PSPs were completed in 2014 and 2015) in comparison to the last Heritage Reviews undertaken for the municipality undertaken in 1997 and 2004.

The PSPs included preparation of heritage assessments and submissions by interested parties that were considered by the Victorian Planning Authority (VPA) and Planning Panels Victoria (PPV). As this assessment has already occurred, and relatively recently, the scope of the Stage 1 Study excludes re-investigating heritage places in PSPs.

As residential development, particularly in Wyndham's established suburbs, is under pressure from development as evidenced by planning applications, as per the advice provided by the experienced heritage consultants appointed by Council, it is recommended that residential properties are prioritised for assessment.

Key issues identified by the Review include:

Pressure from development and potential loss of heritage places due to demolition of heritage places.

There has been an increase in community interest in the Heritage Review since potential heritage places were identified. This has resulted in Council in some instances receiving development and demolition requests for shortlisted sites. There has been land owner interest in the ultimate implementation of the Heritage Review through a Planning Scheme Amendment to apply planning controls.

The Stage 1 Study is a high-level study which does not impose heritage controls to identified properties. Potential heritage places will be fully studied and documented in the next stage, with recommendations for the most appropriate planning controls. Where permits and demolitions consent has been granted, these permissions must be upheld. However, any removal of sites with valid permits from the shortlist should only occur once those permits have been enacted, in the event that those permits lapse or expire.

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LUDO CAMPBELL-REID**HERITAGE REVIEW GAP STUDY (STAGE 1) - ADOPTION (cont'd)***Interim heritage controls*

The option of seeking interim heritage controls through the Minister for Planning has been raised.

In November 2017, the Minister for Planning provided advice to Councils on the parameters under which requests for interim heritage controls could be sought. Councils seeking the use of these powers, must be able to provide a high degree of justification for the interim controls.

A Council requesting a 'blanket' interim Heritage Overlay must provide: Robust justification for blanket controls, Evidence to show that the area is experiencing development pressure, resulting in the loss of buildings and degrading the heritage significance of the area, A request for an equivalent permanent Heritage Overlay and details of the proposed timing for exhibition of the amendment, so that the need for heritage protection can be balanced with the requirement to afford natural justice to the landowners of affected properties.

As the request for interim heritage controls must also be supported by a request for permanent controls, any request for a Planning Scheme Amendment must be supported by specified Amendment documents. Until such time as a Stage 2 assessment has been completed, to confirm heritage values and Planning Scheme Amendment documentation including preparation of a Statement of Significance are prepared (as per DELWP Practice Note 'Applying the Heritage Overlay'), it is unlikely that the Minister for Planning will support interim heritage controls.

Requests to the Minister for Planning for interim heritage planning controls would be a reaction to individual requests for consent to demolition or development. This adhoc process would be costly to Council to prepare heritage assessments and accompanying Planning Scheme Amendment. Instead it is recommended to initiate the Stage 2 studies (work item 1) as soon as possible, to commence the documentation and permanent amendment process, to prevent risk of demolition of shortlisted sites.

Competing strategic objectives (such as infrastructure provision and housing growth)

The identification and protection of heritage places is necessary for Council to meet its statutory obligations, and to assist in the creation of our community identity. There will be ongoing competing interests and strategic objectives, such as growth in activity centres, housing development in growth areas, and protection and promotion of community identity and important heritage places. It is for Council to balance these interests and objectives in establishing net community benefit. Where strategies have been adopted by Council resolution and incorporated into the Planning Scheme, these must be weighed up to determine net benefits to the community.

Additional nominations

Additional nominations will be received throughout the life of the project, even into subsequent stages of the project. Prior to the finalisation of Stage 1, any new nominations have been received and assessed for inclusion as an addendum to the shortlist. Once the Stage 1 Study is adopted by Council, it is recommended that any new nominations should be considered as part of the next Wyndham Heritage Review.

Summary

The Stage 1 Study will assist Council to identify and protect its heritage places. It will prevent the loss of potential places of heritage significance through demolitions and provide greater clarity for staff in assessment of development impacts on heritage places. The identification and

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protection of heritage places is necessary for Council to meet its statutory obligations, and to assist in the creation of our community identity. The development of a Review with planning scheme controls is one of the key opportunities for Wyndham to both celebrate and protect its heritage places.

If the Stage 1 Study is adopted by Council, it will act as a reference document for Council and will help Council make decisions about work priorities in undertaking future heritage studies in Stage 2.

4. Wyndham 2040 Vision

People and Community - Council will work with the community to ensure Wyndham is an inclusive, safe and welcoming city, which celebrates our diverse heritage and cultures, and helps residents to stay healthy, active, and connected. The Study will promote a greater appreciation and wider understanding of the City's history and important places. The Study is strategically aligned with the objectives of the Wyndham 2040 Vision, Wyndham City Plan 2017-2021.

5. City Plan

2.2.2 Council will build civic pride and social connection amongst residents and businesses through measured activation and regulations to create more appealing streetscapes, including improvements to signage, building fronts, and the natural environment, in order to improve and add to the special physical character of Wyndham.

6. Council Plan and Policies*Wyndham 2040 Vision*

People and Community - Council will work with the community to ensure Wyndham is an inclusive, safe and welcoming city, which celebrates our diverse heritage and cultures, and helps residents to stay healthy, active, and connected. The Study will promote a greater appreciation and wider understanding of the City's history and important places. The Study is strategically aligned with the objectives of the Wyndham 2040 Vision, Wyndham City Plan 2017-2021.

State Government policy in heritage matters, requires local government to regularly review, identify and protect its important heritage places and planning controls. In response, the Heritage Review Gap Study has been identified as a Major Initiative in the Wyndham City "2019-2020 Annual Plan & Budget."

City Plan

2.2.2 Council will build civic pride and social connection amongst residents and businesses through measured activation and regulations to create more appealing streetscapes, including improvements to signage, building fronts, and the natural environment, in order to improve and add to the special physical character of Wyndham.

Council Policy

Council's Heritage Conservation Policy (Clause 22.05 - Wyndham Planning Scheme) seeks to ensure the conservation of places of heritage significance. The Study will achieve this by:

- Identifying, assessing and documenting places of natural and cultural heritage significance as a basis for their inclusion in the planning scheme.

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- Ensuring that the cultural significance of a site, involving the aesthetic, historic, scientific, architectural or social value of a place to past, present and future generations, is assessed and used to guide planning decisions.
- Promoting a better appreciation and wider understanding of the City's heritage.
- Encourage the retention of cultural heritage places and ensure that these places are recognised and accorded appropriate protection.

7. Regional, State and National Plans and Policies*Plan Melbourne 2017-2050*

The Amendment supports Plan Melbourne, and specifically supports Direction 4.4 "Respect Our Heritage as We Build for the Future".

State Planning Policy Framework

The Amendment supports the objectives of the Planning Policy Framework, specifically Clause 15.03-1S Heritage conservation - To ensure the conservation of places of heritage significance.

The project will enable Council to meet its obligations and strategic objectives in:

- Implementing the objectives of planning in Victoria by balancing the present and future interests of all Victorians, and conserving and enhancing buildings, areas or other places which are of scientific, aesthetic, architectural or historical interest, or otherwise of special cultural value (*Planning and Environment Act (1987)*).
- Ensuring the conservation of places of heritage significance (State Planning Policy).
- Recognising the value of heritage when managing growth and change through the continuous identification and review of currently unprotected heritage sites (Plan Melbourne).
- Identifying, recognising and protecting places of heritage, cultural and social significance; Protecting and enhancing the distinctive sense of place, cultural identity and landscape within the growth areas of Wyndham (Municipal Strategic Statement).
- Working with the community to ensure Wyndham is an inclusive, safe and welcoming city.
- Celebrating our diverse heritage and cultures (Wyndham City Plan 2017-2021).

8. Financial Viability*Financial Cost impacts for land owners*

The Stage 1 Study is a high level study which does not make recommendations for planning controls. This will be determined in further studies after an assessment of any heritage values and heritage thresholds are carried out. Should a site be included in the Schedule to the Heritage Overlay or included in the Victorian Heritage Register (VHR) or Victorian Heritage Inventory (VHI), there will be financial implications for owners of heritage properties, where a permit is required for works to a site covered by a Heritage Overlay or included in the VRH or VHI. Statutory planning application fees will apply. Applicants may need to obtain the advice of a heritage architect when proposing alterations or additions to a site.

This project provides an opportunity for Council to investigate potential funding programs to help affected landowners restore or renovate their heritage property, as other Councils have initiated.
Scope and timing of Stage 2 Studies

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LUDO CAMPBELL-REID**HERITAGE REVIEW GAP STUDY (STAGE 1) - ADOPTION (cont'd)**

Heritage Victoria's "Guidelines for Protecting Local Heritage Places (2009)" recommend a staged approach in preparing a Gap Study, which will allow the planning and development of subsequent stages based on the findings of the previous stages. The findings of each stage (and number of properties affected) will impact on funding requirements for Council of subsequent stages of the Heritage Review.

Context have prepared a priority plan to assist Council in determining its future work program and the scope of Stage 2. It is recommended the work is staged and high priority items are undertaken first.

Officers recommend that the group of places listed below as work item 1: "Detailed assessment of residential places/precincts", is undertaken initially, with subsequent recommended pieces of work to occur as Council budget and resourcing permits. Residential places have been recommended as high priority, as they are most at risk of demolition.

Work item	Priority	Work	Officer recommendation
Work item 1	High	Detailed assessment of potential places/precincts, including preparation of citations, and Statements of Significance for Residential (Victorian, Edwardian, interwar, postwar): 89 places and 6 precincts	Based on advice received from Context and current resourcing availability, Council officers will proceed with Work Item 1.
Work item 2	High	Review and update of existing citations - 92 places with no citation or not in PPN01 format, corrections to curtilage, and HO schedule	Based on advice received from Context and current resourcing availability, Council officers will proceed with Work Item 2 following the completion of work item 1.
Work item 3	Medium	Detailed assessment of Non-residential buildings (community, commercial, industrial, military, landscapes/reserves) including preparation of citations, and Statements of Significance	Work item 3 to commence after completion of earlier items, subject to future budget cycle deliberations
Work item 4	Medium	Detailed assessment of Archaeological sites: 29 sites	Work item 4 to commence after completion of earlier items, subject to future budget cycle deliberations
Work item 5	Medium	Detailed assessment of Complex places (Werribee River environs, Melbourne to Geelong Railway line, Irrigation Schemes,	Work item 5 to commence after completion of earlier items, subject to future budget cycle deliberations

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		Tarneit/Truganina/Mt Cottrell landscape, Rothwell Crossing Precinct)	
Work item 6	Medium	Review and update of existing citations - 15 places citations somewhat in line with PPN01 and to be updated in Heritage Victoria HERMES database	Work item 6 to commence after completion of earlier items, subject to future budget cycle deliberations
Work item 7	Low	Trees - Trees are nominated for inclusion in the Significant Tree Register (separate Council project)	Work item 7 to commence after completion of earlier items, subject to future budget cycle deliberations. Council's Significant Tree Register project is likely to implement controls to protect trees.
Work item 8	Low	Review and update of existing citations - 15 places of State significance included in Victorian Heritage Register but corresponding local citations to be updated in line with PPN01	No action at this time – places are already protected in the Victorian Heritage Register as state significance

9. Sustainability Implications

The Review will result in the identification and ultimate protection of sites of local significance within the municipality through planning controls. This will have positive social effects by recognising buildings, streetscapes, and precincts that make the area a distinctive neighbourhood for its local population and visitors to the area.

The protection and enhancement of significant heritage sites will help residents appreciate the history and development of their local area, providing historic continuity and a sense of place. Reuse of heritage buildings will have a positive impact on the environment in terms of resource usage.

The Stage 1 Study identifies natural places of heritage significance, such as vegetation/trees and landscapes (Truganina/Tarneit Landscape). Council has adopted Landscape Context Guidelines, which seek to protect special places and landscapes in the growth areas of Wyndham, which are valued by the community. Council is also currently investigating and protecting significant trees as part of the Significant Tree Register project.

Assessment of the most appropriate recognition and planning control for each of these shortlisted items will occur during Stage 2 further assessment work as part of Work item 7.

10. Options

Council can choose to adopt the Heritage Review Gap Study Stage 1 and progress with the work items as discussed in this report.

Council can choose to adopt the Heritage Review Gap Study Stage 1 and progress with a different set of priorities to those discussed in this report.

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Council may choose not to adopt the Heritage Review Gap Study Stage 1. Not proceeding with the project places existing and potential heritage places at risk of demolition and inappropriate development and may result in the loss of the community's important heritage places.

11. Community Engagement

The project has included extensive engagement, both formal and informal, with key stakeholders having numerous opportunities to provide comment, feedback and submissions to inform the development of the draft documents. Officers have liaised with stakeholders and the consultant on an ongoing basis. Ultimately however, the project has been endorsed by Council with a defined scope, in order to manage both cost and timeframes, and this has informed how submissions have been responded to. Items that are clearly out of scope have been noted and may be incorporated in future separate projects. Officers recognise the extensive local knowledge of stakeholders and this has been incorporated into the Thematic Environmental History and finalisation of the Stage 1 report where relevant. There will continue to be opportunities for stakeholders to provide feedback and comments through the detailed assessments at Stage 2 and further refinement of the Thematic Environmental History.

Community engagement has included:

- seeking nominations for potential sites at community events and through direct engagement with local heritage interest groups,
- interviews with key stakeholders (Wyndham's historical societies),
- letters to affected landowners, occupiers, and stakeholders,
- review of draft documents by key stakeholders; and
- print and social media at key stages in the development of the Study.

Formal submissions were received from Wyndham's historical societies in response to the Heritage Review Stage 1 consultation program:

- Werribee RSL: Provided initial nominations and information - August 2020
- Heritage Recovery Inc.: Provided initial nominations and information - April 2018, February 2020
- Werribee District Historical Society: Provided nominations, information and feedback (including to the Thematic Environmental History) - July-October 2020, April 2021
- Little River Historical Society: Provided nominations, information and feedback (including to the Thematic Environmental History)- June-September 2020, April 2021

Context was been asked to respond submissions that raised specific heritage issues, (as opposed to economic issues or a blanket support or lack of support for heritage protection). Changes were made to the reports in response to additional information provided in the submissions. These include reduction of the boundaries of one potential precinct, and the inclusion and removal of individual places from the list of places recommended for future assessment. Further fieldwork and research for the preparation of the Thematic Environmental History (Vol 2) has also identified additional sites for inclusion in the Stage 1 Study.

Key issues raised during engagement*Support for the project*

Support for the Heritage Review and identification and protection of heritage places was noted. Council is appreciative of the local support for the project and knowledge provided by important heritage stakeholders. The Stage 1 Study identifies sites meeting heritage potential for detailed

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assessment. Council will seek assistance of stakeholders and landowners in the preparation of heritage citations to ascertain and include relevant information on heritage places.

Corrections and additional information

Where additional information has been provided to correct the findings of the Study, the final draft has been updated to include this information. Where additional information for a heritage citation has been provided, this will be retained by Council officers for the Stage 2 studies.

Exhibition during COVID

Restrictions associated with COVID-19, which were implemented during the course of the study, meant that in-person meetings with local historical societies could not go ahead as originally planned. However, engagement was conducted through social and printed media campaigns, letters to affected landowners, email and phone interviews with Historical Societies. Exhibition timeframes were also extended during this period.

Impact on property values and development potential

Planning Practice Note 01 (Applying the Heritage Overlay) identifies the criteria for assessing places of heritage significance and refers to only matters relating to the application of the Heritage Overlay. In addition, recent Planning Panel decisions on heritage related planning scheme amendments have found that future redevelopment opportunities and impact to property values are not relevant when considering the application of the Heritage Overlay (see Panel reports Melbourne C207, Moreland C149, Boroondara C266). Detailed investigation and assessment in a future Stage 2 study will determine whether the application of the Heritage Overlay is warranted.

Extent of citations to be reviewed

The purpose of the Review is to identify gaps in heritage protection. Council has engaged Context GML to review existing Heritage Studies and citations for heritage places. Where there are gaps in protection, and these sites meet the recognised heritage criteria, these sites are added to the 'shortlist' for further detailed assessment in Stage 2 of the project.

The Werribee District Historical Society (WDHS) have requested corrections to a number of heritage citations and studies. Where these are within the scope of the project, they will be subject to further detailed assessment in Stage 2 of the project.

Potential heritage places within Precinct Structure Plans

A number of important historical sites are located in Precinct Structure Plan (PSP) areas. In the preparation of PSPs, heritage assessments are prepared by Council and the Victorian Planning Authority. Given these were completed relatively recently and subject to a statutory review and adoption process, it is not considered appropriate to revisit these areas again at this time. Therefore, the scope of the Stage 1 Study does not include heritage in PSPs.

Alternative historical research/viewpoints (Hume and Hovell)

Local historian Lance Pritchard has prepared a book "Hume and Hovell Termination" which disputes the standard historical viewpoint that the 1824-1825 Hume and Hovell expedition of south east Australia terminated in Corio Bay and instead ended in the Point Cook area in the

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vicinity of the Werribee River. Mr Pritchard has been advised that he should have his work peer reviewed independently by an appropriately qualified historian to confirm the validity of his research. Mr Pritchard has also nominated three sites related to the Hume and Hovell expedition for consideration as part of the heritage review - an observation point at Point Cook, a Hume and Hovell Camp location near the Werribee Golf Course and the Hume and Hovell Memorial Tree. The nominated sites have been reviewed by Context GML and where they met heritage criteria, included on the shortlist for further investigation in Stage 2.

Council officers have also sought to include a reference to the alternative historical viewpoint on the termination location of the Hume and Hovell expedition as expressed by Mr Pritchard in the Thematic Environmental History, so that people are aware of it and able to access his work for further information.

Sites of local interest

Sites which contain insufficient remaining fabric to meet DELWP requirements in applying a Heritage Overlay, including sites identified by Mr Pritchard for the Hume and Hovell expedition research, will be recorded and documented as 'local interest' and located in HERMES. The HERMES database is a database used by Heritage Victoria and heritage professionals to record previously studied heritage places. Heritage citations and studies are recorded in the database. The Stage 1 Study brief included the creation of HERMES records for places identified as part of the Heritage review, including recommendation on further actions, i.e. recommended to proceed to detailed assessment in a Stage 2 study, or, researched and not recommended. Information provided by the historical societies will be retained in these records for use by subsequent heritage consultants engaged to carry out the Stage 2 studies.

Additional nominations

Additional nominations will be received throughout the life of the project, including into subsequent stages of the project. Prior to the finalisation of Stage 1, any new nominations have been received and assessed for inclusion as an addendum to the shortlist. Once the Stage 1 Study is adopted by Council, it is recommended that any new nominations should be considered as part of the next Wyndham Heritage Review.

Interested parties within the municipality have also requested information or made general comments or submissions (*). A summary of all submissions received is provided below.

Submitter	Property	Issue	Response
Submitter 1	General submission (*)	Additional nominations; Insufficient opportunities for input, corrections to Acknowledgements, Context to reference WDHS presentations, Context to read local heritage publications	See Attachments
Submitter 1	Siphons: Domestic and Stock Water Supply Channel	Incorrect reference to be updated to Dohertys Creek	Noted and completed.
Submitter 2	General submission (*)	Additional nominations (PSP sites and previously protected sites included)	Additional nominations were assessed against heritage criteria and included where these were met. PSP sites are out of project scope and will be subject to a future review of heritage sites in

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Submitter	Property	Issue	Response
			PSPs.
Submitter 3	23 Princes Hwy – Group of former houses	Concern over impact of potential heritage controls on development potential.	<p>Planning Practice Note 01 (Applying the Heritage Overlay) identifies the criteria for assessing places of heritage significance and refers to only matters relating to the application of the Heritage Overlay.</p> <p>In addition, recent Planning Panel decisions on heritage related planning scheme amendments have found that future redevelopment opportunities and impact to property values are not relevant when considering the application of the Heritage Overlay (see Panel reports Melbourne C207, Moreland C149, Boroondara C266). Detailed investigation and assessment in a future Stage 2 study will determine whether the application of the Heritage Overlay is warranted.</p>
Submitter 4	432 O Connors Rd - Shed	Submitter believes the shed is located at 430 O Connors Rd. Sheds in the area are commonplace.	Submission noted. A desktop review has indicated that the shed is located at 432 O'Connors Road. Through this review, the form and materiality of the shed suggests it may be of heritage value and requires further assessment. Detailed investigation and assessment in a future Stage 2 study will determine whether the application of the Heritage Overlay is warranted.
Submitter 5	44-46 Mortimer Street, Werribee - House	Submitter disputed the age of the dwelling. Claims dwelling was constructed during the 1940s-1950s. Two street numbers may indicate two dwellings were originally located on the site.	The property at 44-46 Mortimer Street has been identified as having potential heritage significance. The form and architectural details of the building suggests it may be of heritage value and requires further assessment. Council building permit records have not revealed any records for the property during this era, however, more detailed investigation through land and heritage sources in Stage 2 may reveal further information on the bunglalow. An assessment in a future Stage 2 study will determine whether the application of the Heritage Overlay is warranted.
Submitter 6	Geelong Road Residential Precinct (previously Anne Street Residential Precinct)	Submitter wishes to provide history of the area.	The submitters wish to be involved in Stage 2 is noted. Further engagement with affected landowners, submitters, stakeholders and the public will occur in Stage 2 of the project.
Submitter 7	23 Mambourin Street, Werribee - House	Submitters feels that Council has destroyed so much heritage. Objects to inclusion of her property on shortlist. Concerned over impact of heritage controls on property value and development potential. Submitter has advised the	Planning Practice Note 01 (Applying the Heritage Overlay) identifies the criteria for assessing places of heritage significance and refers to only matters relating to the application of the Heritage Overlay. In addition, recent Planning Panel decisions on heritage related planning scheme amendments have found that future redevelopment

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Submitter	Property	Issue	Response
		house has been relocated to the site.	<p>opportunities and impact to property values are not relevant when considering the application of the Heritage Overlay (see Panel reports Melbourne C207, Moreland C149, Boroondara C266).</p> <p>As evidence that the house has been relocated (see submission above) has not been provided, it is recommended to retain 23 Mambourin Street on the Stage 1 list for further assessment in Stage 2. Submitter advised this is a Stage 1 study and does not apply any heritage controls at this point. Detailed investigation and assessment in a future Stage 2 study will determine whether the application of the Heritage Overlay is warranted.</p>
Submitter 8	17 Mortimer Street, Werribee - House	Concerned over impact of heritage controls on property value. Will prepare a submission.	<p>No further submission received. Planning Practice Note 01 (Applying the Heritage Overlay) identifies the criteria for assessing places of heritage significance and refers to only matters relating to the application of the Heritage Overlay.</p> <p>In addition, recent Planning Panel decisions on heritage related planning scheme amendments have found that future redevelopment opportunities and impact to property values are not relevant when considering the application of the Heritage Overlay (see Panel reports Melbourne C207, Moreland C149, Boroondara C266). Detailed investigation and assessment in a future Stage 2 study will determine whether the application of the Heritage Overlay is warranted.</p>
Submitter 9	15 Cayleys Rd, Werribee South - House	The house has been renovated. Concerned about impact on property values	<p>Planning Practice Note 01 (Applying the Heritage Overlay) identifies the criteria for assessing places of heritage significance and refers to only matters relating to the application of the Heritage Overlay.</p> <p>In addition, recent Planning Panel decisions on heritage related planning scheme amendments have found that future redevelopment opportunities and impact to property values are not relevant when considering the application of the Heritage Overlay (see Panel reports Melbourne C207, Moreland C149, Boroondara C266). Detailed investigation and assessment in a future Stage 2 study will determine whether the application of the Heritage Overlay is warranted.</p>
Submitter 10	6 Market Rd, Werribee -	Concerned about impact on	Planning Practice Note 01 (Applying the

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Submitter	Property	Issue	Response
	House	property values	<p>Heritage Overlay) identifies the criteria for assessing places of heritage significance and refers to only matters relating to the application of the Heritage Overlay.</p> <p>In addition, recent Planning Panel decisions on heritage related planning scheme amendments have found that future redevelopment opportunities and impact to property values are not relevant when considering the application of the Heritage Overlay (see Panel reports Melbourne C207, Moreland C149, Boroondara C266). Detailed investigation and assessment in a future Stage 2 study will determine whether the application of the Heritage Overlay is warranted.</p>
Submitter 11	10 Geelong Rd, Werribee - Geelong Road Precinct (previously known as Anne Street Precinct)	The property has been altered and no longer contains original fencing or materials. The submitter will make a further submission during Stage 2 consultation	<p>The property at 10 Geelong Road is recommended for inclusion in the potential Anne Street Precinct. There are different levels of heritage significance within a precinct, ranging from individually Significant, to Contributory and Non-contributory. Considering the dwelling was constructed in the precinct's valued period of development and is a good representative example of a post-war timber house, the property at 10 Geelong Road would be graded Contributory.</p> <p>It is agreed that there have been some changes to the property at 10 Geelong Road, including a recent front fence and window awning. Despite these changes, the house is still clearly recognisable as a 1950s dwelling, because it is part of a row of houses constructed in the same era, utilising a consistent scale and materiality (i.e. timber or brick). Its level of intactness is acceptable for a Contributory grade building, and it plays an important role in the cohesive streetscape in this section of Geelong Road.</p> <p>The extent of the potential precinct was reviewed and it was determined that the Geelong Road section is the most consistent. The recent development and alterations to properties in Ann Street and Galvin Road (with the exception of 2 Galvin Road, a fine cream clinker brick post-war house with Moderne influences), make it difficult to understand the original form of the properties. The houses along Geelong Road form a consistent and intact streetscape and together form a good</p>

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Submitter	Property	Issue	Response
			<p>representation of typical housing of the early post-war period in Werribee.</p> <p>Detailed investigation and assessment in a future Stage 2 study will determine whether the application of the Heritage Overlay is warranted.</p>
Submitter 12	2 Geelong Road, Werribee - Geelong Road Residential Precinct (Previously Anne Street Residential Precinct)	Submitter is not supportive of the project and this property being included in the shortlist.	<p>The property at 2 Geelong Road is recommended for inclusion in the potential Anne Street Precinct. There are different levels of heritage significance within a precinct, ranging from individually Significant, to Contributory and Non-contributory. Considering the dwelling was constructed in the precinct's valued period of development and is a good representative example of a post-war timber house, the property at 2 Geelong Road would be graded Contributory. Its level of intactness is acceptable for a Contributory grade building, and it plays an important role in the cohesive streetscape in this section of Geelong Road.</p> <p>The extent of the potential precinct was reviewed and it was determined that the Geelong Road section is the most consistent. The recent development and alterations to properties in Ann Street and Galvin Road (with the exception of 2 Galvin Road, a fine cream clinker brick post-war house with Moderne influences), make it difficult to understand the original form of the properties. The houses along Geelong Road form a consistent and intact streetscape and together form a good representation of typical housing of the early post-war period in Werribee.</p> <p>Detailed investigation and assessment in a future Stage 2 study will determine whether the application of the Heritage Overlay is warranted.</p>
Submitter 13	Sugar gum plantation Diggers Road, Werribee South	Submitter stated there are no trees in front of his property or on the street	This has been removed from the shortlist and listed as 'local interest' in HERMES
Submitter 14	General submission (*)	Resident requested a copy of the Study. Disappointed at removal of heritage places in Wyndham	Study sent to enquirer. No further submission received. Support for the Heritage Review is noted.
Submitter 15	Sugar gum plantation Diggers Road, Werribee South	Submitter provided history on removed sugar gum plantation sites and various other heritage places in Werribee South	Information recorded and noted with thanks. Submitters will be engaged in Stage 2 to provide additional information to Stage 2 studies.
Submitter 16	Various war heritage sites	Submitter provided a map and information of	Nominated sites were either already protected by HO or were assessed by

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Submitter	Property	Issue	Response
		nominations for consideration.	Context as part of Stage 1 and included where meeting heritage criteria.
Submitter 17	Trees various	Nominations provided for consideration. Recommended updates to HO104, HO102, HO20.	Recommendations included on shortlist where meeting heritage criteria. HO sites' citations noted for updating in Stage 2.
Submitter 18	Gibbons St Precinct	Submitter is supportive of the Study. Renovating their home to original state. Submitter provided historical information on the dwelling's previous residents. Request correction to reference on Beamish Precinct.	Support for the Review noted. Historical information noted for Stage 2 study. Reference to Beamish Street Precinct corrected in final Report.
Submitter 19	13 Finch Rd Werribee South - House	Submitter previously held a development permit for the site which has recently expired.	Submitter was advised this is a Stage 1 study and does not apply any heritage controls at this time. Depending on the type of development, (eg unit development), a planning permit may already currently be required. The submitter was advised to contact Council's Town Planning Department when ready to develop, to confirm which planning controls apply at the time.
Submitter 20	McDonald Street, Francis Street, Bolwell Street Residential Precinct	Submitter is renovating a dwelling in the precinct and is supportive of the Review.	Support for the Heritage Review is noted.
Submitter 21	Housing Commission of Victoria (HCV) Precinct - Vincent Crescent, Deborah Street, Gavan Court, Julian Street, Glenda Street, and southern side of Shaws Road	Submitter indicated he may wish to develop his property in the future. Advised to lodge a submission. Submitter will speak to Council when hes ready to develop.	N/A
Submitter 22	Geelong Road Precinct (previously Anne Street Precinct)	Landowner in the precinct wishes to develop their land with units.	The Stage 1 study investigates potential places of heritage significance. It does not apply heritage controls to land at this point. Detailed investigation and assessment in a future Stage 2 study will determine whether the application of the Heritage Overlay is warranted. The developer will need to confirm with Council's Town Planning Department which planning controls apply at the time they proceed with developing the site.
Submitter 23	HCV Precinct, Werribee	Submitter may want to sell and move closer to family.	Noted. Recent Planning Panel decisions on heritage related planning scheme amendments have found that future redevelopment opportunities and impact to property values are not relevant when considering the application of the Heritage Overlay (see Panel reports Melbourne C207, Moreland C149, Boroondara C266).

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Submitter	Property	Issue	Response
Submitter 24	2 Dukelows Rd Mount Cottrell	<p>Early Track, Crinnigan House, Mrs Arthur Smith House are incorrectly mapped or no longer existing.</p> <p>Citations for Cobbledicks House (Ruin) HO42, Cobbledicks Ford and Reserve (HO18), Bamba Park (HO41) require corrections;</p>	<p>This submission is noted for assessment of shortlisted archaeological places in Stage 2.</p> <p>This Stage will also involve a review of Wyndham's existing heritage places and updating any incorrect or inaccurate citations and HO mapping, including those of HO18, HO41 and HO42</p>
Submitter 25	House - 37 Diggers Road Werribee South - House	Submitter objects to the development limitations of a Heritage Overlay and wishes to be removed from shortlist	<p>Planning Practice Note 01 (Applying the Heritage Overlay) identifies the criteria for assessing places of heritage significance and refers to only matters relating to the application of the Heritage Overlay.</p> <p>In addition, recent Planning Panel decisions on heritage related planning scheme amendments have found that future redevelopment opportunities and impact to property values are not relevant when considering the application of the Heritage Overlay (see Panel reports Melbourne C207, Moreland C149, Boroondara C266). Detailed investigation and assessment in a future Stage 2 study will determine whether the application of the Heritage Overlay is warranted.</p>
Submitter 26	27 Princes Hwy Werribee – Group of former houses	Lack of clarity which listing includes 27 Princes Hwy. There is little remaining heritage fabric and the house has been significantly changed. If this type of dwelling is a high priority due to under-representation then focus should be on this era of dwelling in residential areas where the built form is more likely to be intact and dwellings more likely to have a higher degree of integrity. Request to be removed from shortlist.	<p>27 Princes Highway Werribee is included in a group of 1920s (interwar) bungalows and one moderne house, now commercial premises which has been identified through fieldwork.</p> <p>27 Princes Highway is included in the potential listing for the properties at 23-29 Princes Highway. The form and architectural details of the building suggests it may be of heritage value and requires further assessment. Detailed investigation and assessment in a future Stage 2 study will determine whether the application of the Heritage Overlay is warranted.</p> <p>Places or areas believed to be under threat of neglect, demolition, development plans for the area should be given a high priority. Residential buildings are recommended as 'high priority' items for Stage 2 studies. The Victorian, Edwardian, interwar, post war in particular, have been identified have sparser representation on the Heritage Overlay.</p>
Submitter 27	Beamish Street Residential Precinct – 12	The house has been demolished. A permit for	The property is recommended for inclusion in the Beamish Street

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Submitter	Property	Issue	Response
	Beamish Street	townhouses on the site has lapsed. Submitter wishes to develop the site.	precinct. There are different levels of heritage significance within a precinct, ranging from individually Significant, to Contributory and Non-contributory. Considering the dwelling has been demolished, the property at 12 Beamish Street would be graded Non-Contributory.properties (i.e. those without heritage significance) are included in proposed heritage precincts because they sit within streetscapes with a high number of Contributory properties. If changes are made to the Non-contributory properties among them, their inclusion in the Heritage Overlay means that future change can be managed so that it is sympathetic to the heritage precinct. In this case, the potential Beamish Street precinct is considered to have high intactness with approximately 85% likely Contributory properties. (see Appendix A – Methodology) Detailed investigation and assessment in a future Stage 2 study will determine whether the application of the Heritage Overlay is warranted.
Submitter 28	Hoppers Crossing St Peters Memorial Church	Submitter enquired about the project but did not have any information to contribute at this stage. Will speak to us in Stage 2.	N/A
Submitter 29	675 Duncans Road, Werribee South – House and garage	Submitter stated there cannot be any suitable community feedback/consultation in the middle of a pandemic. Unable to seek legal advice. Requested to remove the property from the shortlist. Stated the property is rural, not residential.	The dwelling on the property is residential despite it being located in a rural area. Extended consultation occurred during Stage 1 and landowners and stakeholders will be contacted again in Stage 2 of the project (which will determine whether planning controls are warranted on the property) and provided with further opportunity to contribute additional information or make a submission.
Submitter 30	15 Mortimer St, Werribee - House	Submitter disputes the significance of the property and opposes application of any controls. The house has been significantly changed and is poor example of the style. The findings for this property are contrary to Werribee City Centre Structure Plan controls.	The property at 15 Mortimer Street, Werribee, has been identified as having potential heritage significance. The form and architectural details of the building suggests it may be of heritage value and requires further assessment. Detailed investigation and assessment in a future Stage 2 study will determine whether the application of the Heritage Overlay is warranted. The land is zoned General Residential 1 Zone and outside of the Werribee City Centre.
Submitter 31	Truganina Munitions Reserve (gatehouse)	VicRoads has acquired the land and in the process of demolishing the gatehouse	Removed from Stage 1 list.

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Submitter	Property	Issue	Response
		as part of road widening works.	
Submitter 32	General submission (*)	The document is laborious to read and should be streamlined	The Heritage Review (Gap Study) includes the investigation of a number of heritage places and types (natural, archaeological, built). A Frequently Asked Question document was provided online and to landowners to summarise the Stage 1 Study and Review process. This feedback will be noted for future Stage 2 outputs.
Submitter 33	General submission (*)	Wyndham heritage sites should be protected. Relocating heritage buildings is not preserving them.	Support for the Heritage Review is noted.
Submitter 34	Various sites (*)	Support for the Heritage Review. Importance of preserving the history of Wyndham for future generations. Nominated 31 Austin Street, Werribee (Edwardian era house) which is believed to be one of the original workers cottages that was relocated from Werribee Mansion when it was sold to the Catholic Church in 1923. There are also a lot of other original Edwardian style houses in the surrounding streets that deserve a review.	Support for the Heritage Review is noted. 31 Austin Street has been considered as part of Stage 1 and shortlisted for Stage 2. Dwellings in the area comprising Austin, High, Margaret and Wyndham Streets were reviewed via fieldwork and desktop methods and the Victorian-era houses at 33 Austin Street and 1/6 High Street were identified and recommended to progress to detailed heritage assessment in Stage 2.
Submitter 35	Post War houses - Market Road	Submitter does not believe that the houses identified as 'post war' on Market Road have any historical significance.	The extent of the potential listing at <u>16-24 Market Road, Werribee</u> , has been reviewed and it has been determined that the properties at 16, 18 and 24 Market Road should be excised from this group. The properties at <u>20 and 22 Market Road</u> are a fine pair of cream brick post-war houses that are considered to retain sufficient integrity so as to warrant assessment as an individual place in Stage 2. Similarly, further research determined that the Spanish Mission style house at <u>24 Market Road</u> was in fact built in 1933 and not the postwar period and is therefore recommended for further assessment as an individual heritage place. The inclusion of the rather typical postwar dwellings at <u>16 and 18 Market Road</u> is considered to have an impact

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DIRECTOR CITY DESIGN & LIVEABILITY -
LUDO CAMPBELL-REID**HERITAGE REVIEW GAP STUDY (STAGE 1) - ADOPTION (cont'd)**

Submitter	Property	Issue	Response
			on the integrity of the small precinct/group, and so these are recommended to be removed from the potential listing. Detailed investigation and assessment in a future Stage 2 study will determine whether the application of the Heritage Overlay is warranted.
Submitter 36		Submitter has seen much heritage lost (eg Hospital in Synnot St) Requested that anything identified as having heritage value is treated with respect.	Support for the Heritage Review is noted. Heritage Reviews are undertaken for the purpose of identifying and protecting heritage sites. A planning control such as a Heritage Overlay may not necessarily prevent demolition but allows for a process of consideration of development proposals by Council against heritage policy to determine the impact of such works on the significance of the heritage place.
Submitter 37	General submission (*)	Submitter did not see any information regarding the Werribee Racecourse in the document. The submitter provided information on the history and publication relating to the racecourse.	The Stage 1 Study has reviewed both existing planning controls (HO) and investigated currently unprotected sites. The Werribee Racecourse is already included in the Schedule to the Heritage Overlay (HO12) and is included in Appendix D1 as a High priority citation which requires correction. The site has also been included in the Thematic Environmental History under the 'horse-racing and coursing' sub-theme.
Submitter 38	HCV Precinct - Deborah St, Hoppers Crossing.	Submitter requested confirmation that Deborah Street is not part of the Review	Deborah Street, Werribee, is included in the extent of the potential HCV Werribee Estate Precinct. Detailed investigation and assessment in a future Stage 2 study will determine whether the application of the Heritage Overlay is warranted.
Submitter 39	General submission (*)	Stage 1 Gap Study should be extended due to current (COVID) situation	Public engagement of the Gap Study was has occurred at key stages of the Stage 1 process, from late 2019 until early 2021. This has occurred through print and social media (Facebook, The Loop) including public community nominations, direct engagement with relevant stakeholders including heritage bodies, adjoining Councils, local heritage interest groups, and affected landowners and occupiers. Further opportunities for public input will be provided in Stage 2 of the project.
Submitter 40	Tarneit/Truganina Landscape	The submitter has described recollections of settlement in Wyndham, including its 1980s description as a country suburb, large allotment subdivisions, attraction of migrants, and the impact of the Urban	Support for the Heritage Review is noted. Setting of subdivision controls is not within the scope of the Review. Settlement and growth patterns are generally determined by State Government. The Tarneit and

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DIRECTOR CITY DESIGN & LIVEABILITY -
LUDO CAMPBELL-REID**HERITAGE REVIEW GAP STUDY (STAGE 1) - ADOPTION (cont'd)**

Submitter	Property	Issue	Response
		Growth Boundary on a rural lifestyle. The submitter wants to restore Wyndham's history in a rural living lifestyle.	Truganina areas have largely been planned as part of the Tarneit North and Truganina PSPs. Further investigation is required to determine the extent and likely integrity of potential cultural landscape.
Submitter 41	Sugar gum plantation Diggers Road (132), 301 Diggers Road (129)	Submitter wants to develop demolish and build a new house. This house has been significantly altered.	The house at 301 Diggers Road, Werribee South, has been identified as having potential heritage significance. The form and architectural details of the building suggests it may be of heritage value and requires further assessment. Officer advised the submitter seek independent heritage advice regarding redevelopment and lodge a submission. No submission received. Detailed investigation and assessment in a future Stage 2 study will determine whether the application of the Heritage Overlay is warranted.
Submitter 42	347 Diggers Road, Werribee South - House	Submitter believes the house at 347 Diggers Road, Werribee South has been significantly altered	The house at 347 Diggers Road, Werribee South, has been identified as having potential heritage significance. The form and architectural details of the building suggests it may be of heritage value and requires further assessment. Detailed investigation and assessment in a future Stage 2 study will determine whether the application of the Heritage Overlay is warranted.
Submitter 43	McDonald Street, Francis Street and Bolwell Street Residential Precinct	Submitter believes the house at 17 Francis Street has been significantly altered, does not meet criteria for listing and requested it be removed from shortlist	<p>The property at 17 Francis Street is recommended for inclusion in a potential residential precinct comprising McDonald, Francis and Bolwell streets. There are different levels of heritage significance within a precinct, ranging from individually Significant, to Contributory and Non-contributory. Considering the precinct has potential significance for its consistent interwar and postwar streetscapes, it is likely that the property at 17 Francis Street, which is a fairly typical post-war brick residence, would be graded Contributory.</p> <p>When considering whether a building is Contributory to a heritage precinct, it is its appearance as viewed from the public domain (usually the street, or a park). Alterations to the interior or rear of the building do not impact on its contribution to the streetscape, so they are considered acceptable. Note that once houses are in the Heritage Overlay, extensions or other alterations that are not readily visible from the street are frequently supported by Council. The Heritage Overlay does not preclude opportunity for redevelopment, rather it is a tool used to consider</p>

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LUDO CAMPBELL-REID**HERITAGE REVIEW GAP STUDY (STAGE 1) - ADOPTION (cont'd)**

Submitter	Property	Issue	Response
			whether the proposed works will have an impact on the place and/or precinct. Detailed investigation and assessment in a future Stage 2 study will determine whether the application of the Heritage Overlay is warranted.
Submitter 44	13 Mortimer Street, Werribee - House	Submitter stated the house was built in 1992 and submitted building plans	Further information provided confirmed later construction date. The site was removed from Stage 1 list.
Submitter 45	Campbells Cove and Baileys Beach boatsheds	<p>Submitter would only support a "location based" approach, rather than a specific heritage overlay for each and every boatshed.</p> <p>The boatsheds are an important asset to the broader community and have historical significance.</p> <p>Submitter does not believe basing a review on a 1997 study is optimal.</p> <p>A number of the boatsheds are in complete disrepair and would place too much financial pressure on ratepayers to repair.</p>	<p>The Campbells Cove and Bailey's Beach boat sheds listing is proposed as a potential precinct listing and not a specific heritage citation listing for each boatshed. Detailed investigation and assessment in a future Stage 2 study will determine whether the application of the Heritage Overlay is warranted.</p> <p>The Review includes a review of existing available sources of information, including previous Council heritage studies to establish any sites which have previously been identified but remain unprotected. It also reviews any heritage databases, community nominations and fieldwork, to ascertain unprotected sites.</p> <p>Recent Planning Panel decisions on heritage related planning scheme amendments have found that future redevelopment opportunities and impact to property values are not relevant when considering the application of the Heritage Overlay (see Panel reports Melbourne C207, Moreland C149, Boroondara C266). Detailed investigation and assessment in a future The Stage 1 Study does not recommend planning controls at this stage. A Stage 2 study will determine whether the application of the Heritage Overlay is warranted.</p> <p>There are currently no schemes available through Council for financial assistance to landowners in the redevelopment of heritage buildings. Council could consider establishing a grant scheme for financial assistance to landowners whose land is affected by a Heritage Overlay, should a Heritage Overlay be warranted as determined in a Stage 2 Study.</p>
Submitter 46	Brophys Crossing	Nominated Brophys Crossing, Werribee	Clarification is required as to whether sufficient heritage fabric remains - it appears that Brophy's Crossing is now the site of a vehicular crossing over the Geelong railway line (now Galvin Road), just west of McGraths Road in Werribee, providing access between

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DIRECTOR CITY DESIGN & LIVEABILITY -
LUDO CAMPBELL-REID**HERITAGE REVIEW GAP STUDY (STAGE 1) - ADOPTION (cont'd)**

Submitter	Property	Issue	Response
			the north and south sides of Werribee. The site has been added to the shortlist for further investigation and assessment in a future Stage 2 Study.
Submitter 47	12 Bolwell Street Werribee – Bolwell Street Residential Precinct	Submitter stated the house has no significant heritage or community value. It was imported from another Parish. The house has had many changes over the years and has no original features.	Submission noted. The property at 12 Bolwell Street has been identified as having potential heritage significance. The form and architectural details of the building suggests it may be of heritage value and requires further assessment. Detailed investigation and assessment in a future Stage 2 study will determine whether the application of the Heritage Overlay is warranted.
Submitter 48	395 Duncans Rd Werribee South - House	Submitter prefers not to have a heritage listing on the house at 395 Duncans Rd.	Submission noted. The property at 395 Duncans Road has been identified as having potential heritage significance. The form and architectural details of the building suggests it may be of heritage value and requires further assessment. Detailed investigation and assessment in a future Stage 2 study will determine whether the application of the Heritage Overlay is warranted. This is a Stage 1 study and does not recommend specific planning controls at this time.
Submitter 49	Geelong Road Precinct (Previously known as Anne Street Precinct) - 8 Geelong Road Werribee	Submitter believes given the new residential estates surrounding and upgrade overhead rail line nearby, that older places now do not fit with the current era of places	The property at 8 Geelong Road is recommended for inclusion in the potential Anne Street (now Geelong Road) Precinct. There are different levels of heritage significance within a precinct, ranging from individually Significant, to Contributory and Non-contributory. Considering the dwelling was constructed in the precinct's valued period of development and is a good representative example of a post-war brick house, the property at 8 Geelong Road is considered to contribute to the significance of the potential precinct and would as such likely be graded Contributory. The houses along Geelong Road form a consistent and intact streetscape and together form a good representation of typical housing of the early post-war period in Werribee. Heritage places are often remnant historical places which have remained as areas develop around them. This is not uncommon. It is the heritage significance of the place which makes it important/valued despite the development surrounding it. Detailed investigation and assessment in a future Stage 2 study will determine whether the application of the Heritage Overlay is warranted.

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DIRECTOR CITY DESIGN & LIVEABILITY -
LUDO CAMPBELL-REID**HERITAGE REVIEW GAP STUDY (STAGE 1) - ADOPTION (cont'd)**

Submitter	Property	Issue	Response
Submitter 50	Purchas Street Werribee - Trees	Submitter Disputes the age of the trees in Purchas Street. 2015 VCAT decision approving subdivision of 500 Purchas Street allowed for removal of the trees at 500 Purchas Street. Submitter believes evidence to substantiate age of trees at 500 Purchas Street can be used to substantiate age of trees on the remainder of Purchas Street. Arborist estimated age of trees at less than 80 years. If Council officers considered the Allwood Estate trees had no heritage value then the Purchas Street trees should be regarded similarly.	Retained on list. A VCAT determination allowed for the removal of the trees at 500 Purchas Street. This permission doesn't automatically extend to the trees off site along Purchas Street. These trees have been identified in the City of Wyndham Review of Heritage Sites of Local Interest (2004) as a row of four mature peppercorn trees (Shinus molle) on a wide nature strip on the south side of Purchas Street, west of the Derwent Road/Latham Street intersection, and two mature pencil pines (Cupressus sempervirens) on the north side of Purchas Street in the rear garden of number 80. Detailed investigation and assessment in a future Stage 2 study will determine whether the application of the Heritage Overlay is warranted.
Submitter 51	Campbells Cove and Baileys Beach boatsheds	As the licensee of Boat shed 46, Campbells Cove, submitter is frustrated by imposition of controls over use of boatsheds	Planning Practice Note 01 (Applying the Heritage Overlay) identifies the criteria for assessing places of heritage significance and refers to only matters relating to the application of the Heritage Overlay. Detailed investigation and assessment in a future Stage 2 study will determine whether the application of the Heritage Overlay is warranted.
Submitter 52	14 Bolwell Street, Werribee – Bowell Street Residential Precinct	Submitter states this is an interwar house and has offered to provide details of when the house was built and altered, and information about previous owners.	It is noted that the submission does not object or support the potential listing of the property at 14 Bolwell Street. The property has been identified as having potential heritage significance. The form and architectural details of the building suggests it may be of heritage value and requires further assessment. Detailed investigation and assessment in a future Stage 2 study will determine whether the application of the Heritage Overlay is warranted. Landowners will be contacted in Stage 2 for further contribution of information to contribute in the development of place citations.
Submitter 53	Little River Uniting Church (HO52)	Submitter provided additional history on the Anglican Church in Little River (HO52)	Further information provided for HO52 is noted. The site is already included in the Schedule to the Heritage Overlay – Little River Uniting Church (HO52). This information will be used in a Stage 2 review of High Priority citations
Submitter 54	State Research Farm (HO75)	Submitter provided questions regarding dates for bluestone bridge construction. Disputed dates for creation and proclamation of Shire of Werribee and Wyndham.	Support for the study is noted. The site is already included in the Schedule to the Heritage Overlay – State Research Farm (HO75). This information will be used in a Stage 2 review of citations. Corrections were noted as part of the Thematic Environmental History.

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DIRECTOR CITY DESIGN & LIVEABILITY -
LUDO CAMPBELL-REID**HERITAGE REVIEW GAP STUDY (STAGE 1) - ADOPTION (cont'd)**

Submitter	Property	Issue	Response
		Provided correction to dates relating to Melbourne Uni Vet Science Hospital and School of Veterinary Science. The Gap Study Report shows that there has been a lot of community input which is pleasing to see.	
Submitter 55	10, 12 Cottrell St (Cottrell Street Residential Precinct) Werribee	Submitter has recently sold property to developers who also own 10 and 12 Cottrell Street. Provided information re Cottrell Street Precinct history featured on the front page of The Sun on Saturday January 25 1936 – Bakers Dozen of Houses Shifted to Werribee from Lara	Support for the study and further information provided is noted for use in Stage 2 study of the precinct.
Submitter 56	1 Margaret St Werribee - House	Submitter is supportive of heritage identification of her house. Question regarding impact of the current subdivision.	The submitter was provided information on the Heritage Review and Town Planning process for subdivisions. The extent of the application of a Heritage Overlay (should this be determined to be the most appropriate planning tool, following a Stage 2 Study) will be determined during detailed assessment of each potential heritage place. Support for the study and further information provided is noted for Stage 2 Study
Submitter 57	13 Anderson/13 Bridge St, Werribee - House	Submitter clarified address as being Anderson Street (Bridge St does not appear in Council Rates system). Requested this be updated in Study. Submitter requested further information on the specific heritage criterion for the assessment of heritage value relating to our residence. Submitter stated the building has had significant modifications changing the building integrity such that of insufficient heritage value to meet the threshold justifying the warranted protection. Request being contacted prior to investigation in order that the submitter can also obtain independent professional advice.	Address was corrected in final draft for adoption. The preliminary assessment has found that the house at 13 Anderson Street exhibits elements of the post-war Modernist style. These elements include the broad gabled roof with deep overhanging eaves, large areas of glass with regularly spaced mullions (i.e. window wall to north-western elevation) and brick chimney expressed as a simple block. The form and architectural details of the building suggests it may be of heritage value and requires further assessment. Detailed investigation and assessment in a future Stage 2 study will determine whether the application of the Heritage Overlay is warranted. Further engagement will occur with affected landowners as part of Stage 2 studies.
Submitter 58	General submission (*)	Additional historical information and corrections provided.	Information and corrected noted and included in final Stage 1 Study
Submitter 59	80 Duncans Road,	80 Duncans Road isn't listed	Address corrected in final draft for

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DIRECTOR CITY DESIGN & LIVEABILITY -
LUDO CAMPBELL-REID**HERITAGE REVIEW GAP STUDY (STAGE 1) - ADOPTION (cont'd)**

Submitter	Property	Issue	Response
	Werribee - House	<p>in report.</p> <p>Submitter concerned about future potential application of Heritage Overlay to the property will impact on development, redevelopment and leasing potential of the site. This will have financial impacts on the submitter. Requested removing this property from the shortlist. Has had previous ongoing discussions with Council's Town Planning Department regarding development of the site with units.</p>	<p>adoption.</p> <p>Detailed investigation and assessment in a future Stage 2 study will determine whether the application of the Heritage Overlay is warranted.</p> <p>"Planning Practice Note 01 (Applying the Heritage Overlay) identifies the criteria for assessing places of heritage significance and refers to only matters relating to the application of the Heritage Overlay.</p> <p>In addition, recent Planning Panel decisions on heritage related planning scheme amendments have found that future redevelopment opportunities and impact to property values are not relevant when considering the application of the Heritage Overlay (see Panel reports Melbourne C207, Moreland C149, Boroondara C266).</p> <p>Further, the application of the Heritage Overlay does not preclude development. Applications to carry out repairs and routine maintenance, as well as internally alter a building are generally considered acceptable.</p> <p>The form and architectural details of the building suggests it may be of heritage value and requires further assessment.</p> <p>The Stage 1 Gap Study does not recommend planning controls at this time. Detailed investigation and assessment in a future Stage 2 study will determine whether the application of the Heritage Overlay is warranted.</p> <p>The submitter was advised to contact Council's Town Planning Department when ready to develop, to confirm which planning controls apply at the time.</p>
Submitter 60	57 Princes Hwy, Werribee - House	<p>Submitter queried the Heritage Review and nominations process. Queried level of access required during Stage 2 studies as the house is currently being rented.</p>	<p>Nominations for potential heritage places for consideration by the Heritage Review has involved a public nominations process. A community nomination has identified the 1950s/60s Modernist house. The Heritage Review and its engagement process were discussed with the submitter. Further opportunities for input will be made during detailed assessment of the property in Stage 2 of the Review. This will include site access by the engaged heritage consultant to inspect the property. Notice will be provided to landowners.</p>

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DIRECTOR CITY DESIGN & LIVEABILITY -
LUDO CAMPBELL-REID**HERITAGE REVIEW GAP STUDY (STAGE 1) - ADOPTION (cont'd)**

Submitter	Property	Issue	Response
Submitter 61	8, 10, 12 Cottrell Street Werribee – Cottrell Street Residential Precinct	The 3 properties are not mentioned in the Draft Report so submitter has requested these are not included in the Study. Submitter stated that zoning for 8,10 and 12 Cottrell Street is Activity Centre Zone and as such set up for future development.	<p>The properties at 8, 10 and 12 Cottrell Street, Werribee, are included in the potential Cottrell Street residential precinct which comprises the properties at 4 to 24 Cottrell Street inclusive.</p> <p>The land is zoned Activity Centre Zone and the sites are included within the Station North Precinct in the Werribee City Centre Structure Plan. The Zone seeks the intensive development of the activity centre. The Stage 1 Study is a high-level study which does not recommend planning controls at this time. Detailed investigation and assessment in a future Stage 2 study will determine whether the application of the Heritage Overlay is warranted.</p> <p>The applied controls, including the zone and any overlay, must be considered at the time of development.</p>
Submitter 62	4 Synnot Street, Werribee – Community Centre	Submitter stated the property has been substantially altered. Inclusion of heritage controls will have an impact on development potential of the site.	<p>"The property at 4 Synnot Street has been identified as having potential heritage significance. The form and architectural details of the building suggests it may be of heritage value and requires further assessment. Detailed investigation and assessment in a future Stage 2 study will determine whether the application of the Heritage Overlay is warranted.</p> <p>Planning Practice Note 01 (Applying the Heritage Overlay) identifies the criteria for assessing places of heritage significance and refers to only matters relating to the application of the Heritage Overlay.</p> <p>In addition, recent Planning Panel decisions on heritage related planning scheme amendments have found that future redevelopment opportunities and impact to property values are not relevant when considering the application of the Heritage Overlay (see Panel reports Melbourne C207, Moreland C149, Boroondara C266)."</p>
Submitter 63	117 Werribee Street North, Werribee	Submitter is concerned at property being included on shortlist. Immense impact on the submitter and family. After a drive-by viewing, submitters house has been determined to have been constructed during the 'interwar' years. Submitter understand this period to be the years 1918 to 1939. The lot upon which the house	<p>Detailed information regarding the construction date of the house at 117 Werribee Street North, Werribee noted.</p> <p>Field survey and desktop research found that stylistically the house exhibits elements of interwar domestic architecture, with some details characteristic of the interwar Moderne style. These elements include the hipped roof and boxed eaves, incorporated porch under the main roof</p>

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ITEM NO: 6.4.2
DIRECTOR CITY DESIGN & LIVEABILITY -
LUDO CAMPBELL-REID**HERITAGE REVIEW GAP STUDY (STAGE 1) - ADOPTION (cont'd)**

Submitter	Property	Issue	Response
		presently stands was subdivided and soon after sold to the family in 1943 and the residence constructed at a later date. Request Council remove house from the Wyndham Heritage Gap Study Part 1.	<p>line, rendered walls, timber-framed windows arranged with two sashes either side a larger central window, curved detail to chimney, and matching front fence.</p> <p>Moderne design that gained popularity in the 1930s continued to influence housing design into the 1940s and 50s. This combination of stylistic elements renders it a good example of how interwar styles details commonly lingered into the postwar period.</p> <p>The form and architectural details of the building suggests it may be of heritage value and requires further assessment.</p> <p>Detailed investigation and assessment in a future Stage 2 study will determine whether the application of the Heritage Overlay is warranted.</p>
Submitter 64	112 Wedge Street North, Werribee - House	House constructed 1912. Submitter is glad Council is preserving heritage buildings and is interested in Council coming out in Stage 2 to look at the property in more detail.	Support for the study is noted. The landowner will be contacted in Stage 2 to provide additional information on the property.
Submitter 65	19 Margaret Street Werribee - House	Submitter disputes the identification of the house as an Interwar dwelling, and has provided details on the construction dates and material of the dwelling.	Field survey and limited desktop research found that stylistically the house exhibits elements of the interwar Moderne style. These elements include the rendered walls with cream brick details and matching low brick fence, the striking chimneys: one stepped and one Moderne/waterfall curved, and the multi-pane windows to emphasise horizontality. Moderne design that gained popularity in the 1930s continued to influence housing design into the 1940s and 50s. This combination of stylistic elements renders it a good example of how interwar styles details commonly lingered into the postwar period. The form and architectural details of the building suggests it may be of heritage value and requires further assessment. Detailed investigation and assessment in a future Stage 2 study will determine whether the application of the Heritage Overlay is warranted.

12. Innovation and Continuous Improvement

Not applicable

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DIRECTOR CITY DESIGN & LIVEABILITY -
LUDO CAMPBELL-REID**HERITAGE REVIEW GAP STUDY (STAGE 1) - ADOPTION (cont'd)****13. Collaboration**

Council officers have been liaising regularly with representatives of Wyndham's historical societies throughout this project. This has included regular meetings during the project's preparation with specific members of some of Wyndham's historical societies. This has occurred in addition to the formal engagement on the Heritage Review project outlined earlier in this report.

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ITEM NO: 6.4.3
DIRECTOR CITY DESIGN &
LIVEABILITY - LUDO CAMPBELL-
REID**INSTRUMENT OF DELEGATIONS FROM COUNCIL TO MEMBERS OF COUNCIL
STAFF AND THE PLANNING COMMITTEE TERMS OF REFERENCE****Summary**

The purpose of this report is to consider updates to Delegations to clarify and align the types of applications the recently formed Planning Committee will determine as well as the call-in procedures for Councillors.

The new Delegated Planning Committee was created on 8 December 2020 with the power to consider planning permit applications that are referred to it. As a result, a review of the *Instrument of Delegation from Council to Members of Council Staff* (Council Instrument) was required to ensure consistency with the operations of the Committee.

In order to maintain effective decision-making processes and good governance, this report recommends that Council adopt the attached revised *Instrument of Delegation from Council to Members of Council Staff* and the *Planning Committee Terms of Reference*.

Overall, the proposed changes will improve and enhance the process for Councillors to engage with the planning system in a more efficient and transparent manner. The revised 'fit for purpose' suite of planning matters to be considered by the Planning Committee represent best practice governance by providing additional clarity and transparency to the current planning system.

Attachments

1. Instrument of Delegation Council to Members of Council Staff - *printed in separate document*
2. Planning Committee - Terms of Reference - *printed in separate document*

Officers' Declaration of Interests

Under Section 130 of the *Local Government Act 2020*, officers providing advice to Council must disclose any interests, including the type of interest.

Director City Design & Liveability - Ludo Campbell-Reid

In providing this advice as the Director, I have no disclosable interests in this report.

Manager Planning & Building - Peter Van Til

In providing this advice as the Manager, I have no disclosable interests in this report.

Coordinator Town Planning – Margret Evans

In providing this advice as the Coordinator, I have no disclosable interests in this report.

Coordinator Growth Areas - Dee Gomes

In providing this advice as the Coordinator, I have no disclosable interests in this report.

Key Issues

- Revocation of existing Instrument and adoption of new Instrument of Delegation from Council to Council Staff.
- Administrative changes to the Council Instrument to align with the new delegated Planning Committee.

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ITEM NO: 6.4.3
DIRECTOR CITY DESIGN & LIVEABILITY -
LUDO CAMPBELL-REID**INSTRUMENT OF DELEGATIONS FROM COUNCIL TO MEMBERS OF COUNCIL
STAFF AND THE PLANNING COMMITTEE TERMS OF REFERENCE (cont'd)**

- Clarification on the types of application to be considered by the Planning Committee.
- Clarification of the call-in procedures for applications of a major policy issue.

RECOMMENDATION

That Council:

1. Revoke the *Instrument of Delegation from Council to Members of Council Staff* adopted on 26 August 2020.
2. Adopt the attached *Instrument of Delegation from Council to Members of Council Staff*.
3. Revoke the *Planning Committee Terms of Reference* adopted on 8 December 2020.
4. Adopt the attached *Planning Committee Terms of Reference*.
5. Affix the common seal of Council to the Council Instrument and Terms of Reference and declare that they come into force with immediate effect.

MOTION

CRS JOSH GILLIGAN / JASMINE HILL

That Council:

1. Revoke the *Instrument of Delegation from Council to Members of Council Staff* adopted on 26 August 2020.
2. Adopt the attached *Instrument of Delegation from Council to Members of Council Staff*.
3. Revoke the *Planning Committee Terms of Reference* adopted on 8 December 2020.
4. Adopt the attached *Planning Committee Terms of Reference*.
5. Affix the common seal of Council to the Council Instrument and Terms of Reference and declare that they come into force with immediate effect.

(CARRIED)

FILE NO:

ITEM NO: 6.4.3
DIRECTOR CITY DESIGN & LIVEABILITY -
LUDO CAMPBELL-REID**INSTRUMENT OF DELEGATIONS FROM COUNCIL TO MEMBERS OF COUNCIL
STAFF AND THE PLANNING COMMITTEE TERMS OF REFERENCE (cont'd)****1. Background**

The *Instrument of Delegations from Council to Members of Council Staff* ("Council Instrument") includes the following requirements with respect to planning permit applications:

- Applications with 15 or more objections which are consistent with Council policy are to be considered at an Ordinary Council Meeting.
- Council may call in any planning permit application.

In addition to the delegations it also reflects Council's practice to conduct a Town Planning Forum for objectors and applicants to present their views on an application for permit prior to a decision being made by Council. The Council Instrument was last updated on 26 August 2020.

On 8 December 2020 Council established the Planning Committee and delegated its powers, discretions and authorities as set out in the *Instrument of Delegation Planning Committee* to a Committee of Councillors to "assess and determine any applications for planning permits that are referred to it under the *Planning and Environment Act 1987*".

Accordingly, the Council Instrument must be updated to align with the new Planning Committee and provide clarity on which applications will be referred to the Planning Committee. These updates represent good governance by providing further clarity and accountability.

The scope of this review relates only to delegations for planning permit applications that are referred or called-in to the Planning Committee under the *Planning and Environment Act 1987*.

2. Relevant Law

Section 188 of the *Planning and Environment Act 1987* states a "...responsible authority other than the Minister or the Victorian Planning Authority may by instrument delegate any of its powers, discretions or functions under this Act to (a) a committee of the authority; or (b) an officer of the authority..."

3. Discussion

A review of the Council Instrument has been undertaken with initial changes made by Council's Legal Team to facilitate referrals and call-ins to the new Planning Committee and further review from the Town Planning team.

The key changes include:

- Administrative changes to remove references to previous processes of decision making and refer to the Planning Committee.
- Delegations made clearer through the introduction of specific planning applications which will be referred to the Planning Committee.
- Update to the call-in provisions from Council to any Councillor/s and the introduction of associated procedures for the call-in process.

The changes are discussed in detail below.

Administrative Changes

In December when Council established the Planning Committee, the Council Instrument of Delegations was not changed concurrently. Accordingly, the Council Instrument still reflects the previous process of decision making through a Planning Forum and then the Ordinary Council Meeting. References to the Forum and Ordinary Council Meeting must be removed and replaced with the Planning Committee.

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ITEM NO: 6.4.3
DIRECTOR CITY DESIGN & LIVEABILITY -
LUDO CAMPBELL-REID**INSTRUMENT OF DELEGATIONS FROM COUNCIL TO MEMBERS OF COUNCIL
STAFF AND THE PLANNING COMMITTEE TERMS OF REFERENCE (cont'd)**Delegation to Planning Committee (Planning Application Types)

The Council Instrument currently requires only applications that have 15 or more objections that are consistent with Council policy to be considered by Council.

It is considered appropriate to provide a more comprehensive list of application types to be considered by the Planning Committee. In particular, applications which are of community interest or of policy significance that warrant a decision at Council level. Expanding this list will improve the transparency and accountability in decision making.

The types of applications to be referred to the Planning Committee would include:

- Applications with 15 or more objections which are generally in accordance with Council policy/Wyndham Planning Scheme as amended from time to time. Applications which are not in accordance with policy may be refused by an officer under Delegation.
- Applications seeking approval for the installation of electronic gaming machines.
- Applications that propose use or development on Council owned land, or where Council is the permit applicant.
- Applications to demolish a building or structure in a heritage overlay.
- Applications that are not generally in accordance with the applicable Precinct Structure Plan or Development Plan.
- Applications with a cost of development greater than \$5,000,000 which are not located in an industrial zoned area.
- Applications that the Director City Design and Liveability or the Manager Planning and Building consider are appropriate to be considered by the Planning Committee.

The inclusion of these applications which are generally of significant community interest are considered appropriate for determination at the Planning Committee. This will provide a greater level of certainty and transparency in decision making by Council.

Call-in Procedures

The current Council Instrument allows for 'Council' to call-in any planning permit application to be determined by the Council. The word 'Council' is given its ordinary meaning, that is that Council as an elected body can request the call-in, and as such this request would need to be approved by Council resolution.

This approach is cumbersome and inefficient, resulting in unnecessary delays to the planning application, as it could require the consideration at two separate Council meetings.

It is proposed to amend the call-in procedures from Council to 'Councillor/s' which will allow any Councillor to call-in a planning application. It is also proposed to support this with a formal process for Councillors to call-in an application to the Planning Committee. The process will be outlined in the Terms of Reference for the Planning Committee and requires the following:

- The Planning Committee will receive a report each week on planning permit applications that have been received.
- A request to call-in an application must be:
 - In writing to the Director City Design and Liveability, with a copy to all other Councillors.
 - Within 7 days of the date of the report.
 - Outline the application number and address.
 - Include reasons why the broader interest of the community is served by the proposal being considered by the Committee.

FILE NO:

**ITEM NO: 6.4.3
DIRECTOR CITY DESIGN & LIVEABILITY -
LUDO CAMPBELL-REID**

INSTRUMENT OF DELEGATIONS FROM COUNCIL TO MEMBERS OF COUNCIL STAFF AND THE PLANNING COMMITTEE TERMS OF REFERENCE (cont'd)

- Acknowledge discussions with the Director and demonstrate an understanding of the application proposal and the issues to be considered are relevant beyond the immediately adjoining properties.
- A report will be provided to the Planning Committee twice yearly on applications that have been called in.

These updates will improve the process for Councillors to engage with the planning process in a more efficient manner as well as provide transparency in the call-in process.

In addition, it should be noted that the Council Instrument will also include the ability for the Director or Manager to refer an application to the Planning Committee where it is deemed appropriate the matter should be considered by the Committee.

CURRENT WORDING OF DELEGATION	REVISED WORDING OF DELEGATION
<p>Permits applications under section 47-97G(6) which have received 15 or more objections and are consistent with Council policy and/or the Wyndham Planning Scheme as amended from time to time must be determined at a Council Meeting.</p> <p>Council may request any permit application under section 47-97G(6) be listed for a forum briefing; or where the application is of community interest, that it be reported at a Council Meeting.</p>	<p>Notes:</p> <ol style="list-style-type: none"> 1. The types of permit applications made under section 47-97G(6) listed below will automatically be referred to the Planning Committee: <ul style="list-style-type: none"> ● applications which have received 15 or more objections, if they are consistent with Council Policy and/or the Wyndham Planning Scheme, as amended from time to time; ● applications seeking approval for the installation of electronic gaming machines; ● applications for use and development of Council-owned land; ● applications to demolish a building or structure in a heritage overlay; ● applications that are not generally in accordance with the applicable Precinct Structure Plan or Development Plan; ● applications with a cost of development greater than \$5,000,000 which are not located in an industrial zoned area; ● applications that the Director City Design and Liveability or Manager Planning and Building consider are appropriate to be considered by the Planning Committee. <p>In addition to Note 1 above, any Councillor or Councillors may request that any permit application made under section 47-97G(6) is referred to the Planning Committee for</p>

FILE NO:

ITEM NO: 6.4.3
DIRECTOR CITY DESIGN & LIVEABILITY -
LUDO CAMPBELL-REID**INSTRUMENT OF DELEGATIONS FROM COUNCIL TO MEMBERS OF COUNCIL
STAFF AND THE PLANNING COMMITTEE TERMS OF REFERENCE (cont'd)**

	determination in accordance with the Call-in Procedures outlined in the Planning Committee Terms of Reference, as amended from time to time.
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4. City Plan

4.2.3 Council will strengthen its operational efficiency and sustainability by identifying and embracing new, more efficient ways to work with partners from the public and private sector, and by regularly applying rigorous evaluation of our systems, investments, expenditure, infrastructure needs, service delivery, technology use, resource application, and staff development, empowerment and flexibility.

5. Council Plan and Policies

The Wyndham Planning Scheme comprises local planning policies, Council's Municipal Strategic Statement (MSS), zoning maps and planning controls which specify how land in the municipality may be used and developed.

6. Regional, State and National Plans and Policies

The Wyndham Planning Scheme comprises State planning policies.

7. Financial Viability

These matters are provided for in Council's current budget. The planning system continues to evolve and improve as Councils and other stakeholders identify ways of improving process efficiency, reducing council resources and administrative costs, improving the outcome of the planning process to ensure that strategic policies are implemented.

8. Sustainability Implications

Council's consideration of planning permit applications ensures appropriate conditions around sustainable development are included on any approval.

9. Options

The Council could maintain the status quo.

10. Community Engagement

Not applicable.

11. Communication Strategy

It is incumbent on Council to ensure that decision making is effective, transparent and represents good governance.

12. Innovation and Continuous Improvement

Delegation of decision-making is essential to enable the effective use of Councillors' time, the smooth operation of the planning system and reasonable timeframes for decisions. The planning scheme is dynamic and may be changed in response to a number of different circumstances.

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DIRECTOR CITY DESIGN & LIVEABILITY -
LUDO CAMPBELL-REID

**INSTRUMENT OF DELEGATIONS FROM COUNCIL TO MEMBERS OF COUNCIL
STAFF AND THE PLANNING COMMITTEE TERMS OF REFERENCE (cont'd)**

13. Collaboration

Not applicable.

FILE NO: 0

ITEM NO: 6.5.1
DIRECTOR CITY DESIGN &
LIVEABILITY - LUDO CAMPBELL-
REID**WERRIBEE SOUTH GREEN WEDGE STEERING COMMITTEE - REVIEW &
ADOPTION OF UPDATED TERMS OF REFERENCE****Summary**

This report outlines proposed changes to the Terms of Reference of the Werribee South Green Wedge Steering Committee (WSGWSC or “the Committee”). The WSGWSC exists to provide a forum to discuss land use planning matters relating to the Werribee South Green Wedge area. It operates within the context and framework of the adopted vision and objectives of the Werribee South Green Wedge Policy and Management Plan, related clauses and ordinance of the Wyndham Planning Scheme, and relevant Directions of the Metropolitan Planning Strategy - Plan Melbourne 2017-2050.

The WSGWSC operates under a Terms of Reference document, which states that the operation of the Committee is subject to annual review. This usually occurs with the annual appointment of Committees by Council. The Committee currently comprises Iramoo Ward Councillors, representatives from a variety of agencies and institutions, and local residents and farmers from the Werribee South Green Wedge. It is proposed that the membership of the Committee be extended to include a Harrison Ward Councillor and a community representative from Point Cook South to correspond with the geography of the Werribee South Green Wedge.

In order for the Committee to conduct its meetings, the updated Terms of Reference must first be reviewed by Council and formally adopted.

Attachments

1. June 2021 Terms of Reference

Officers' Declaration of Interests

Under Section 130 of the *Local Government Act 2020*, officers providing advice to Council must disclose any interests, including the type of interest.

Director City Design & Liveability - Ludo Campbell-Reid

In providing this advice as the Director, I have no disclosable interests in this report.

Manager Urban Futures - Aaron Chiles

In providing this advice as the Manager, I have no disclosable interests in this report.

Coordinator Strategic Planning - Elio Comello

In providing this advice as the Co-Author, I have no disclosable interests in this report.

Senior Strategic Planning Officer – Emi Dickson

In providing this advice as the Co-Author, I have no disclosable interests in this report.

Key Issues

- Review and alignment of Terms of Reference with Principles of Engagement of the Wyndham City Community Engagement Policy 2021-2025, the structure of Terms of Reference adopted more recently for similar Council appointed committees, the objectives of the Werribee South Green Wedge Policy and Management Plan, and the area of the Werribee South Green Wedge and Council Ward boundaries.

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DIRECTOR CITY DESIGN & LIVEABILITY -
LUDO CAMPBELL-REID**WERRIBEE SOUTH GREEN WEDGE STEERING COMMITTEE - REVIEW &
ADOPTION OF UPDATED TERMS OF REFERENCE (cont'd)****RECOMMENDATION**

That Council:

1. Consider the June 2021 Terms of Reference for the Werribee South Green Wedge Steering Committee and adopt them as the Terms of Reference of the Committee for the remainder of the current Council term.
2. Following adoption of the June 2021 Terms of Reference –
 - (a) Nominate and appoint a Harrison Ward Councillor representative, and
 - (b) Nominate and appoint a Councillor as Chairperson of the Werribee South Green Wedge Steering Committee.
3. Seek nominations for a single representative from each stakeholder group identified in the June 2021 Terms of Reference in accordance with the June 2021 Terms of Reference.
4. Seek expressions of interest from general community members to be appointed to the Werribee South Green Wedge Steering Committee in accordance with the June 2021 Terms of Reference.

MOTION

CRS PETER MAYNARD / MIA SHAW

That Council:

1. Consider the June 2021 Terms of Reference for the Werribee South Green Wedge Steering Committee and adopt them as the Terms of Reference of the Committee for the remainder of the current Council term.
2. Following adoption of the June 2021 Terms of Reference –
 - (a) Nominate and appoint Councillor Jasmine Hill from Harrison Ward as a representative;
 - (b) Nominate and appoint Councillor Susan McIntyre as an alternative representative; and
 - (c) Nominate and appoint Councillor Heather Marcus as Chairperson of the Werribee South Green Wedge Steering Committee.
3. Seek nominations for a single representative from each stakeholder group identified in the June 2021 Terms of Reference in accordance with the June 2021 Terms of Reference.
4. Seek expressions of interest from general community members to be appointed to the Werribee South Green Wedge Steering Committee in accordance with the June 2021 Terms of Reference.

(CARRIED)

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ITEM NO: 6.5.1
DIRECTOR CITY DESIGN & LIVEABILITY -
LUDO CAMPBELL-REID**WERRIBEE SOUTH GREEN WEDGE STEERING COMMITTEE - REVIEW &
ADOPTION OF UPDATED TERMS OF REFERENCE (cont'd)****1. Background**

The Werribee South Green Wedge Steering Committee was formed in 2001 as the “Steering Committee for Werribee South Planning”.

The purpose of the Committee was to ensure that policy relating to the Werribee South area was properly informed and was appreciative of the needs of local stakeholders.

The Committee has been engaged in the preparation, review and ongoing monitoring of the Werribee South Green Wedge Policy and Management Plan (2016) and its actions.

Over recent years, the Committee has been hosted quarterly at the Wyndham Civic Centre by Urban Futures (meetings have been held online since COVID-19). The Committee meetings have also hosted guest representatives from a variety of organisations including Major Road Projects Victoria and Werribee Zoo.

2. Relevant Law

Local Government Act 2020 – Community Engagement Principles.

3. Discussion

The updated June 2021 Terms of Reference have been provided for review as an attachment.

The drafting of these has taken into consideration the Principles of Engagement of the Wyndham City Community Engagement Policy 2021-25, the structure of Terms of Reference adopted more recently for similar Council appointed committees, the objectives of the Werribee South Green Wedge Policy and Management Plan, and the area of the Werribee South Green Wedge and Council Ward boundaries.

The membership of the Committee has also been reviewed.

It is recommended that representation be widened proportionately to include an additional Councillor representative from Harrison Ward and community representation from the Point Cook South community. The Councillor representative from Harrison Ward and the Chairperson for the Committee are proposed to be appointed by Council.

It is proposed that representation on the Committee be determined from nominations or expressions of interest, as outlined in the updated Terms of Reference attached to this report.

The existing Terms of Reference – those used up until this most recent Council cycle – are provided below for comparison:

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DIRECTOR CITY DESIGN & LIVEABILITY -
LUDO CAMPBELL-REID**WERRIBEE SOUTH GREEN WEDGE STEERING COMMITTEE - REVIEW & ADOPTION OF UPDATED TERMS OF REFERENCE (cont'd)****PURPOSE OF THE COMMITTEE**

The Committee is to:

- Advise on planning issues in the Werribee South Green Wedge
- Oversee and provide input into implementation of the Werribee South Green Wedge Policy and Management Plan
- Enable Committee members to present stakeholder concerns relevant to the strategic management and planning of the Werribee South Green Wedge.

THE EXTENT OF POWERS

The Committee is to ensure that strategic Werribee South Green Wedge issues are brought to the attention of Officers of Wyndham City and through them the Council. The Committee is to advise on all planning and associated matters related to Werribee South Green Wedge planning area.

TENURE OF THE COMMITTEE

The Committee will meet quarterly, where practical, to progress and monitor the Management Plan. The tenure of the Committee is subject to annual review.

COMPOSITION

The Committee contains Councillors and Officers from Wyndham City, and at least one representative of each defined precinct of the Werribee South Green Wedge, where practical. Additional organisations may be included with the support of the Committee.

Councillors

- Iramoo Ward Councillors

Officer Representatives (3)

- Manager Urban Futures
- Coordinator Strategic Planning
- Strategic Planner

Representatives from the various precincts of the Werribee South Green Wedge:

- Intensive Agriculture Precinct (4 farmers)
- RAAF & Green Wedge Buffer
- Tourism Precinct
- Parks, Coast Waterways & Wetlands Precinct
- Werribee South Township Precinct
- Marina Precinct
- Western Treatment Plant Precinct
- Point Cook South resident (community representative)

Other Organisations

- Southern Rural Water
- Ratepayers of Werribee South Committee

Above: The existing Terms of Reference (used until the most recent Council cycle)

4. Wyndham 2040 Vision

Leadership and Participation:

Council will continually build and shape a community of passionate, engaged and inspired residents and organisations who are proud to call Wyndham City their home. We will streamline our internal systems, our collaboration, and communication across all levels of government,

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ADOPTION OF UPDATED TERMS OF REFERENCE (cont'd)**

while establishing the foundations for long-term financial sustainability and strengthening our values, partnerships, and community engagement

5. City Plan

4.2.5 Council will actively engage the community in decision-making for how we will use resources and assets to implement the community vision of “Wyndham 2040” and support residents to understand and participate in Council decision making.

6. Council Plan and Policies

The Werribee South Green Wedge Policy and Management Plan (2016) was adopted by Council to guide the future of the Werribee South intensive agricultural precinct and related areas, including the tourism precinct, Werribee River and Wyndham Harbor.

The Werribee South Green Wedge Steering Committee was integral as a key stakeholder group to the development of the management plan, and the role of the Committee reflects the vision of the plan, to address issues relating to the Green Wedge and preserve it as key agricultural land;

“The Werribee South Green Wedge will be an environmentally, socially and economically sustainable precinct where opportunities for agricultural innovation and diversification, biodiversity conservation and investment in tourism, recreation and the community are realised.”

7. Regional, State and national plans and Policies

The work of the Committee is focused on key planning policies associated with the protection, preservation and management of Melbourne’s Green Wedges. These are outlined in Appendix 1 of the June 2021 Terms of Reference and include the Metropolitan Planning Strategy – Plan Melbourne 2017-2050.

8. Financial Viability

Not Applicable.

9. Sustainability Implications

Not Applicable.

10. Options

1. To adopt the June 2021 Terms of Reference in replacement of the Terms of Reference identified as the existing Terms of Reference in this report and reinitiate the work of the Committee in accordance with the June 2021 Terms of Reference.
2. To make further amendments as may be proposed by the Council.
3. To continue operation of the Committee utilising the Terms of Reference identified as the existing Terms of Reference in this report.

11. Community Engagement

The proposed updates to the Terms of Reference have taken into consideration the Principles of Engagement of the *Wyndham City Community Engagement Policy 2021-25*.

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LUDO CAMPBELL-REID**WERRIBEE SOUTH GREEN WEDGE STEERING COMMITTEE - REVIEW &
ADOPTION OF UPDATED TERMS OF REFERENCE (cont'd)**

Pending Council review and adoption of the updated Terms of Reference and relevant actions that need to be taken in accordance with the Terms of Reference, Urban Futures will begin to host Committee meetings as per the schedule

12. Communication Strategy

Expressions of interest and nominations for the vacant positions on the Werribee South Green Wedge Steering Committee will be invited/communicated in accordance with the June 2021 Terms of Reference.

13. Innovation and Continuous Improvement

The updated Terms of Reference are an example of continuous improvement and seeking best practice outcomes.

14. Collaboration

The Werribee South Green Wedge Steering Committee has historically, and will under the revised June 2021 Terms of Reference, host and engage with stakeholders from the community and relevant agencies and entities. These include Southern Rural Water, Major Road Projects Victoria, Wyndham Harbor, Department of Defense, Parks Victoria and the Werribee Tourism Precinct (Zoo and Mansion).

This will continue to foster direct communication with key stakeholders in the area, allowing multiple agencies to remain apprised of items that may be raised relating to the Green Wedge.

Terms of Reference

WERRIBEE SOUTH GREEN WEDGE STEERING COMMITTEE

JUNE 2021

1. SUMMARY

The Werribee South Green Wedge Steering Committee (WSGWSC) has been established to provide a forum for the provision of advice and information exchange between Wyndham City, key stakeholders and the community on land use planning issues in the Werribee South Green Wedge Area. This is within the context and framework of the adopted vision and objectives of the Werribee South Green Wedge Policy and Management Plan, related clauses and ordinance of the Wyndham Planning Scheme, and relevant Directions of the Metropolitan Planning Strategy - Plan Melbourne 2017-2050 (See Appendix 1 for map of the geographic area of the Werribee South Green Wedge and links to key policy documents).

2. ROLE AND PURPOSE OF THE COMMITTEE

2.1 The role and scope of the Committee is to:

- 2.1.1 Oversee and provide input into the implementation of the Werribee South Green Wedge Policy and Management Plan.
- 2.1.2 Provide feedback and an avenue for consultation to assist with scheduled reviews of the Werribee South Green Wedge Management Plan.
- 2.1.3 Provide feedback on land use planning issues in the Werribee South Green Wedge.
- 2.1.4 Enable precinct stakeholders to report on the progress of strategic planning initiatives and projects that contribute to the objectives and outcomes of the Werribee South Green Wedge Policy and Management Plan.

3. TERMS OF REFERENCE

3.1 Term of the Committee

- 3.1.1 The Committee will meet quarterly for the duration of the current Council term with a review of the Committee to occur before meeting in any subsequent Council term.

- 3.1.2 The Committee will conduct a review of its effectiveness prior to the conclusion of the initial term and, where appropriate, make recommendations to Council regarding a revised Terms of Reference.

3.2 Composition and Membership of the Committee

- 3.2.1 Membership of the Committee will be comprised of community members, Councillors, Council staff and representatives of authorities, agencies and enterprises.
- 3.2.2 Membership of the Committee will be renewed at the commencement of each Council term and positions on the committee are for the duration of the Council term.
- 3.2.3 A Councillor will be appointed Chairperson of the Committee by Council prior to the first meeting of the Committee for the period of the new Council term.
- 3.2.4 The term of the Chairperson will be for the duration of the Council term. In the event of exceptional circumstances preventing the appointed Chairperson from completing the duration of the Council term, a new Chairperson will be appointed by Council at the next available opportunity, with their appointment reviewed at the start of the subsequent Council term.
- 3.2.5 Council staff will support the committee, and relevant Council staff will attend each meeting.
- 3.2.6 If a member wishes to resign their appointment, they must provide the relevant Council director (Director City Design and Liveability) with a written resignation. The resignation takes effect on the day it is received by the director, or if a later day is specified in the resignation, on that later day.
- 3.2.7 Council staff will ensure that the Committee's Chairperson is promptly informed of all resignations.
- 3.2.8 The relevant Council director, together with the Chairperson, may also end a member's appointment term early if the member fails to disclose a conflict of interest or adhere to the conditions in this Terms of Reference or the participation and confidentiality agreement.
- 3.2.9 If a community member is elected into office as a Wyndham City Councillor during their term on the Committee, he or she will be deemed to have resigned from the Committee.

3.3 Appointment of Committee Members

MEMBERSHIP SELECTION CRITERIA

- 3.3.1 Selection is based on the demonstration of the following attributes and skill sets:

- Live, work, study or volunteer in the Werribee South Green Wedge area and Point Cook South area (see Appendix 1 – Geographic Area of the Werribee South Green Wedge: Figure 1 – Area of the Werribee South Green Wedge and Figure 4 – Point Cook South area) and be aged 16 or over;
 - Interest in advancing the goals in the Werribee South Green Wedge;
 - Demonstrated leadership and relationship-building skills;
 - Strong community linkages with the ability to engage a broad range of community members and views;
 - Willingness to constructively participate in an advisory capacity to Council; and
 - Formal acceptance and signing of the Terms of Reference and Confidentiality Agreement
- 3.3.2 Membership of the committee for general community positions listed under clause 3.3.11.3 is as an individual, and not as a representative of any group or organisation.
- 3.3.3 Community members cannot be currently serving as Wyndham City Councillors.
- 3.3.4 Membership of the Committee is based on the area of the Werribee South Green Wedge, its defined precincts and Council Ward Boundaries and is further defined in 3.3.5.
- 3.3.5 The area of the Werribee South Green Wedge is predominantly inside Iramoo Ward, with the Point Cook Coastline and Urban Growth Boundary interface partially extending into Harrison Ward (See appendix Figures. 1, 2 and 3). The Point Cook South area (see Appendix 1 – Geographic Area of the Werribee South Green Wedge: Figure 4 – Point Cook South area) defines the interface area for the selection criteria.

Membership

- 3.3.6 Membership of the Committee is proposed to comprise the following representation:

Wyndham City Members

- 3.3.7 Council representatives will be appointed in accordance with the methodology below (3.3.11).
- **Iramoo Ward Councillors (3 representatives)** (All Ward Councillors: Cr Heather Marcus, Cr Peter Maynard, Cr Mia Shaw)
 - **Harrison Ward Councillors (1 representative)** (To be nominated and appointed – Mayor Cr Adele Hegedich, Cr Susan McIntyre, Cr Jasmine Hill, Cr Sahana Ramesh)
 - **Urban Futures Department** – Manager Urban Futures (Aaron Chiles), Coordinator Strategic Planning (Elio Comello), Senior Strategic Planner (Emil Dickson)

(Note: Other Council officers may also attend to represent specific departments as required.)

Werribee Green Wedge Precinct Members:

3.3.8 Nominations for representation on the Committee will be sought in accordance with the methodology outlined below (3.3.11).

3.3.9 Nominations for representatives will be sought from the following precincts / stakeholder groups:

- **Werribee South Township Precinct** (Ratepayers of Werribee South & a Werribee South Resident)
- **Marina Precinct** (Wyndham Harbour)
- **Parks, Coast Waterways & Wetlands Precinct** (Parks Victoria)
- **RAAF Point Cook Airbase & Green Wedge Buffer** (Department of Defence)
- **Intensive Agricultural Precinct** (Farmer/Rural Resident representatives)
- **Southern Rural Water**
- **Western Treatment Plant Precinct** (Melbourne Water)
- **Tourism Precinct** (Werribee Zoo & Werribee Mansion)
- **Southern Point Cook Interface with Urban Growth Boundary and Werribee South Green Wedge** (Point Cook Community Representative)

Method of Appointing Representatives

Proposed Method from 2021

3.3.10 The Committee needs to ensure that at least one representative of each precinct of the Werribee South Green Wedge is a member of the Committee, where possible.

3.3.11 Membership of the Committee will comprise the following representation sought through the following process:

3.3.11.1 Wyndham City Council (by appointment):

- Councillors – Iramoo Ward Councillors (x3) and Harrison Ward Councillor (x1).
- The Harrison Ward Councillor will be appointed by the Council prior to the first meeting of the Committee for the period of the new Council term.
- A Councillor will be appointed Chairperson of the Committee by Council prior to the first meeting of the Committee for the period of the new Council term.
- Council staff – Urban Futures Department (x3) and additional staff as required.

3.3.11.2 Stakeholders (by nomination):

An invitation for nominations from the following government and private stakeholders will be sought:

- Ratepayers of Werribee South
- Southern Rural Water (Agricultural Water Supply)
- Melbourne Water (Western Treatment Plant)
- Parks Victoria (Coastal Parks and Werribee Mansion Precinct)
- Wyndham Harbour (Marina Precinct)
- Australian Department of Defence – RAAF Point Cook Airbase
- Werribee Open Range Zoo (Zoos Victoria)

A single representative from each stakeholder group may attend each meeting.

3.3.11.3 General Community (by application/expression of interest):

An expression of interest from the general community for the following positions will be sought:

- Werribee South Farmers (4 vacancies)
- Werribee South Township (Resident) (1 vacancy)

- Werribee South (Business – non-farming) (1 vacancy)
- Wyndham Harbour (Resident) (1 vacancy)
- Point Cook South Resident (1 vacancy) (see Appendix 1 – Geographic Area of the Werribee South Green Wedge: Figure 4 – Point Cook South)

- 3.3.12 Full term General Community members are to be appointed through a competitive selection process. Expressions of interest will be invited from all Wyndham residents and organisations in the Werribee South Green Wedge area and Point Cook South area (see Appendix 1 – Geographic Area of the Werribee South Green Wedge: Figure 1 – Area of the Werribee South Green Wedge and Figure 4 – Point Cook South area), through a public notice in the local papers, and Council website. Outgoing members may apply for a new term.
- 3.3.13 Candidates to fill a mid-term vacancy are to be identified through a process of nomination by the Committee or Council. The membership term of a person appointed to a mid-term vacancy is the remainder of the term of that position.
- 3.3.14 A selection panel, consisting of the Chair, Manager Urban Futures and Council Governance Officer will consider all applications and recommend membership appointments to Council. Membership appointments to the Committee must be approved by Council resolution.
- 3.3.15 Community members will be chosen on the basis of the Membership Selection Criteria and Committee Culture and Behaviour Expectations outlined in this Terms of Reference

3.4 Casual Vacancies

- 3.4.1 Casual vacancies on the Committee may be filled by inviting people to complete a targeted Expression of Interest process, subject to the criteria in this Terms of Reference.
- 3.4.2 A person filling the casual vacancy shall only be a member for the remaining term of the committee.
- 3.4.3 If the vacancy occurs within six months before the end of the current Council term, the position may be left vacant for the remainder of the term.
- 3.4.4 Community members will be appointed by Council following the completion of a formal Expression of Interest process.
- 3.4.5 In determining membership of the Committee, Council seeks representatives from a broad cross-section of the Werribee South Green Wedge community.

3.5 Attendance by Non-Members

- 3.5.1 Attendance by non-members at particular meetings may be helpful to the Committee to provide additional expert knowledge, comparable experience or strengthening links and understanding of interests not fully represented on the committee. The Chairperson, following consultation with the Committee, may invite representatives of agencies and other

persons who are not formal members of the Committee to provide relevant information and assist in discussions, including but not limited to:

- Expert consultants
- Government Agency and Water Authority representatives
- Other members of the community

3.6 The role of stakeholder and community members is to:

- 3.6.1 Commit themselves to the Terms of Reference of the Committee.
- 3.6.2 Attend meetings of the Committee personally (no proxy allowed) and attend as many meetings as possible.
- 3.6.3 A community member who is absent from two (2) consecutive meetings, without forwarding an apology, will be deemed to have resigned from the Committee.
- 3.6.4 Abide by best practice in the conduct of Committees by declaring any real or perceived personal conflicts of interest as soon as such becomes known.
- 3.6.5 Actively contribute by participating in discussions and offer opinions and knowledge.
- 3.6.6 Treat others with respect and have due regard to the opinions, rights and responsibilities of others.
- 3.6.7 Maintain the confidentiality of all information provided unless otherwise advised.
- 3.6.8 Act in a voluntary capacity.
- 3.6.9 A “representative” of an organisation is expected to be able to represent the views and ideas of that organisation while participating in the Committee as an individual with their own views, ideas and experience to be contributed for the benefit of the Committee.

3.7 Committee Culture and Behaviour Expectations

- 3.7.1 It is expected that all members of the Committee and guests are to behave professionally and respectfully.
- 3.7.2 Commitment of Committee Members
 - Members of the Committee agree to and will:
 - Attend committee meetings and actively participate in discussions with a focus on seeking solutions and building on community strengths;

- Respect and value the different contributions made by other Committee members and other attendees at meetings;
- Confrontational or aggressive behaviour, inappropriate language, intimidation and bullying will not be tolerated.
- Contribute to and support collaborative, consensus-based decision making;
- Positively promote the work of the Committee and Werribee South Green Wedge Policy and Management Plan achievements;
- Participate in good faith and demonstrate independent thinking; and
- Matters that are raised in Committee discussions and deliberations confidentially must remain confidential.

3.7.3 An individual's tenure on the Committee may be reviewed if these expectations are not met, and ultimately revoked if breaches are not addressed.

3.8 Extent of Authority of the Committee

- 3.8.1 The Committee is an Advisory Committee for the purposes of the Local Government Act, therefore does not have delegated authority, and reports to Council as required. It has no power to commit Council to any decision or action, or to direct Council staff in their duties. It may make recommendations for Council consideration, however, Council reserves its right to accept or reject recommendations from the Committee.
- 3.8.2 The Committee has no financial delegation authority.
- 3.8.3 The work and deliberations of the Committee do not include consideration of Council services and/or operations, maintenance issues, mud on roads, or non-green wedge planning related issues. These should be addressed directly with the appropriate Wyndham City Council department via Customer Service Requests.
- 3.8.4 The Mayor and the Director City Design and Liveability are the designated media spokespeople for Council in accordance with Council's Media Policy.
- 3.8.5 Committee members may speak to the media about their own views but must not purport to represent Council or the Committee.

3.9 Conflict of Interest and Confidentiality

- 3.9.1 If a Committee member determines that they have a Conflict of Interest in any matter which is to be considered at a meeting of the Committee then that person must:
- If he or she intends to be present at the meeting, disclose the nature of the interest immediately before the consideration or discussion; or
 - If he or she does not intend to be present at the meeting, disclose the nature of the interest to the Chairperson of the Committee at any time before the meeting is held.
 - While any discussion is taken on the subject matter the member must:
 - Leave the room and notify the Chairperson that he or she is doing so; and
 - Remain outside the room and any gallery or other area in view or hearing of the room.
- 3.9.2 The Chairperson of the Committee must record the declaration and the nature of the interest in the minutes of the meeting.

3.10 Timing, Place and Regularity of Meetings

- 3.10.1 Meetings are normally held quarterly on the first Wednesday of the month, from 4:00pm until 5:30pm (90 mins).
- 3.10.2 Meetings will run for a maximum of 105 minutes (1 hour and 45minutes).
- 3.10.3 Notice and agenda of each meeting including the Minutes and an Action Sheet of the previous meeting will be circulated in advance.
- 3.10.4 The default location of the meetings is at Wyndham City Civic Centre, 45 Princes Highway, Werribee. The Committee also has the capacity to hold meetings online via Microsoft Teams in circumstances where meeting in person is not possible. This contingency can be activated at the discretion of the responsible Council officers.

3.11 Meeting Agenda

3.11.1 The Standing Agenda will include:

- Acknowledgement of Country;
- Attendance and apologies;
- Declaration of any conflicts of interest;
- Minutes of the previous meeting;
- Business arising from previous meeting;
- Matters identified by community members in writing for discussion and action; and
- Summary of matters to be reported on at the next meeting.

3.12 Meeting Procedure

3.12.1 The Chairperson shall chair the meetings, taking account of both the need for efficiency and the importance of accountability.

3.12.2 If the Chairperson is not present the meeting will be chaired by one of the members present either a Councillor or Council Officer.

3.13 Meeting Quorum

3.13.1 A quorum is four (4) members, not including Council officers or Councillors.

3.13.2 If less than four members attend, the meeting may proceed but no decisions can be made.

3.14 Reporting Requirements

3.14.1 Distribution time for agendas is one week prior to the scheduled meeting date.

3.14.2 Minutes from the Committee meeting will be circulated within one month after the meeting has been held.

3.15 Secretariat

3.15.1 A Council officer will support the Committee.

3.15.2 The Council officer will prepare the agenda for every Committee meeting and circulate the agenda and any meeting papers to Committee members before the meeting.

Appendix 1: STRATEGIC CONTEXT

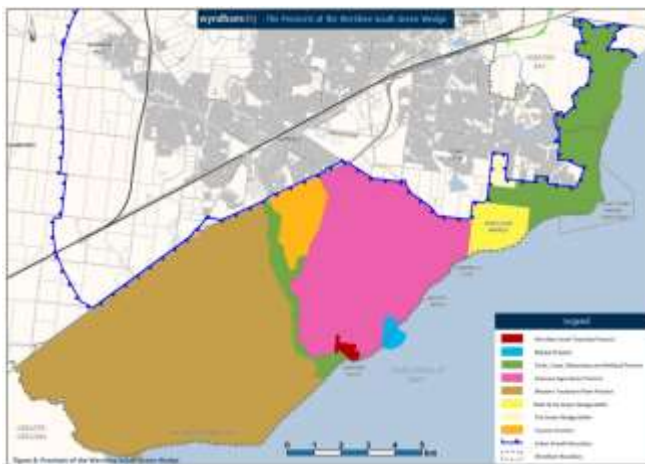
1. GEOGRAPHIC AREA OF THE WERRIBEE SOUTH GREEN WEDGE

The area of the Werribee South Green Wedge is bounded by the Port Phillip Bay coastline to the south, the Urban Growth Boundary to the north-east, and the Princes Freeway and the Wyndham/Greater Geelong Municipal boundary to the north-west (i.e. the area shaded pink in Figure 1 below). Part of the eastern reach of the Green Wedge extends into the City of Hobsons Bay embracing the hinterlands of the lower sections of Skeleton and Laverton Creeks.



• Figure 1 – Area of the Werribee South Green Wedge

The Werribee South Green Wedge has a diversity of land uses which are separated into seven distinct precincts. These include: 1. Werribee South Township; 2. Marina; 3. Parks, Coast, Waterways and Wetlands; 4. Intensive Agriculture; 5. Western Treatment Plant; 6. RAAF Point Cook Airfield and Green Wedge Buffer; and 7. Tourism (as illustrated in Figure. 2 below).



• Figure 2 – Land Use precincts in the Werribee South Green Wedge

The area of the Werribee South Green Wedge is predominantly located within Iramoo Ward. The



eastern reach of the Green Wedge extends into the southern part of Harrison Ward.

- Figure 3 – Ward Map of Wyndham City



- Figure 4 – Point Cook South area

2. METROPOLITAN PLANNING CONTEXT OF THE WERRIBEE SOUTH GREEN WEDGE

As outlined in Plan Melbourne 2017-2050,

“Melbourne’s green wedges and peri-urban areas support Melbourne through food production, critical infrastructure (such as water supply catchments and airports), sand and stone supply, biodiversity, recreation and tourism. Green wedges and peri-urban areas provide opportunities for the community to connect with nature, improving health outcomes, as well as maintaining the ecosystem services that underpin Victoria’s prosperity. Protecting the green wedges and peri-urban areas will make the state’s food supply more secure in the face of increasing climate pressures on food production.”



- Figure 5 - Werribee South within the context of Melbourne's Green Wedges

3. LOCAL VISION FOR THE WERRIBEE SOUTH GREEN WEDGE

As outlined in the Werribee South Green Wedge Policy and Management Plan,

"The Werribee South Green Wedge will be an environmentally, socially and economically sustainable precinct where opportunities for agricultural innovation and diversification, biodiversity conservation and investment in tourism, recreation and the community are realised."

4. WERRIBEE SOUTH GREEN WEDGE: KEY PLANNING POLICY DOCUMENTS

- **Werribee South Green Wedge Policy and Management Plan (June 2017)**



[https://stfpbsprodapp01.blob.core.windows.net/amendmentfiles/38b2f147-6c70-e811-a858-000d3ad117e3_18511bf2-4f01-449e-aa97-76143e40f02f_Wyndham%20City%20Werribee%20South%20Green%20Wedge%20Policy%20and%20Management%20Plan%20-%20APPROVAL%20Gazetted%20\(REVISED\).PDF](https://stfpbsprodapp01.blob.core.windows.net/amendmentfiles/38b2f147-6c70-e811-a858-000d3ad117e3_18511bf2-4f01-449e-aa97-76143e40f02f_Wyndham%20City%20Werribee%20South%20Green%20Wedge%20Policy%20and%20Management%20Plan%20-%20APPROVAL%20Gazetted%20(REVISED).PDF)

- **Wyndham Planning Scheme**

<https://www.wyndham.vic.gov.au/services/building-planning/planning-scheme-amendments/wyndham-planning-scheme>



Clause 51.02: Metropolitan Green Wedge Land: Core Planning Provisions

https://planning-schemes.api.delwp.vic.gov.au/schemes/vpps/51_02.pdf? ga=2.131833099.543926723.1613344385-1466444366.1583294782

Clause 35.04: Green Wedge Zone

https://planning-schemes.api.delwp.vic.gov.au/schemes/vpps/35_04.pdf? ga=2.166312506.543926723.1613344385-1466444366.1583294782

Clause 21.03: Municipal Strategic Statement: Environmental & Landscape Values

https://planning-schemes.api.delwp.vic.gov.au/schemes/wyndham/ordinance/21_mss03_wynd.pdf? ga=2.122803727.543926723.1613344385-1466444366.1583294782

- **Metropolitan Planning Strategy: Plan Melbourne 2017-2050**



https://www.planmelbourne.vic.gov.au/_data/assets/pdf_file/0007/377206/Plan_Melbourne_2017-2050_Strategy_.pdf

Direction 4.5: Plan for Melbourne's Green Wedges and Peri-urban Areas (Pages 87-91 / 93-97 of 152)

Direction 1.4: Support the productive use of land and resources in Melbourne’s non-urban areas (Page 40 / 46 of 152)

Policy 2.1.1: Maintain a permanent Urban Growth Boundary around Melbourne to create a more consolidated sustainable city (Page 47 / 53 of 152)

- **Implementation Plan: Plan Melbourne 2017-2050**



https://www.planmelbourne.vic.gov.au/_data/assets/pdf_file/0005/377123/Plan_Melbourne_2017_Implementation_plan.pdf

Action 17 – Support Strategic Planning for Agriculture

Action 72 – Review Green Wedge Planning Provisions

Action 73 – Green Wedge Management Plans

Action 74 – Localised Planning Statement for Distinctive Areas and Landscapes

FILE NO: N/A

ITEM NO: 6.5.2
DIRECTOR CITY OPERATIONS -
STEPHEN THORPE**CONCEPT DESIGN FOR BALING & RESOURCE RECOVERY FACILITY****Summary**

Wyndham, through the implementation of its 'Wyndham Refuse Disposal Facility (RDF) Strategic Plan, 2019-2025' is offering Victorian councils the opportunity to achieve 80% resource recovery and diversion from landfill by 2030. Some of Victoria's leading councils have expressed interest in working with Wyndham to achieve this goal. The opportunity exists for all metropolitan councils to work with Wyndham and support investment in alternative waste processing

The re-purposing of the Wyndham Refuse Disposal Facility into a leading resource recovery facility has the capacity to change the way that Victorian Councils deal with the disposal of their kerbside waste collections.

The purpose of this report is to seek Council endorsement for the preparation of a concept design for the alternative waste processing functionality at the Wyndham RDF, in line with the 'Wyndham Refuse Disposal Facility (RDF) Strategic Plan, 2019-2025'

The introduction of alternative waste processing at the Wyndham RDF will enable Wyndham Council, and other RDF customers to reduce the environmental impact of their waste, recover more resources from waste in a regional circular economy, and do so in ways that are more affordable and have long-term financial benefits.

It will also support job creation in the west of Melbourne in waste management, waste equipment manufacturing and value-adding to resources recovered from waste.

The innovative facility will treat municipal and commercial waste to remove cardboard, timber, metals and organics. The provision of a food and green organics (FOGO) recovery service at the landfill has the potential to save ratepayers in Melbourne millions of dollars in meeting the 80% diversion target set by the Victorian government.

Through the progression to concept design stage, Wyndham will be working with councils seeking the same environmental outcomes as Wyndham, as well as innovative waste technology suppliers, to provide an integrated service that is affordable, achieves Victorian government targets for municipal and commercial waste, and does so with less greenhouse emissions than current alternatives.

Attachments

1. Wyndham Refuse Disposal Facility (RDF) Strategic Plan, 2019-2025
2. Wyndham Waste Education Tour Report, 2018
3. Wyndham Refuse Disposal Facility Baling Business Case - **Confidential** - *printed in separate document*

Officers' Declaration of Interests

Under Section 130 of the *Local Government Act 2020*, officers providing advice to Council must disclose any interests, including the type of interest.

Director City Operations - Stephen Thorpe

In providing this advice as the Director, I have no disclosable interests in this report.

Manager Waste Management & Disposal - Simon Clay

In providing this advice as the Manager and Author, I have no disclosable interests in this report.

FILE NO: N/A

ITEM NO: 6.5.2
DIRECTOR CITY OPERATIONS - STEPHEN
THORPE**CONCEPT DESIGN FOR BALING & RESOURCE RECOVERY FACILITY (cont'd)****Key Issues**

- The re-purposing of the Wyndham RDF into a resource recovery facility is in-line with the 'Wyndham Refuse Disposal Facility (RDF) Strategic Plan, 2019-2025'.
- A solution is required to meet Victorian government waste policy and 'Recycling Victoria' targets for resource recovery and landfill diversion.
- The proposal includes the integration of municipal waste collection and waste treatment and disposal options.

RECOMMENDATION

That Council approve the preparation of a concept design for a pre-sort, baling and organics processing facility at the Wyndham Refuse Disposal Facility.

MOTION

CRS PETER MAYNARD / ROBERT SZATKOWSKI

That Council approve the preparation of a concept design for a pre-sort, baling and organics processing facility at the Wyndham Refuse Disposal Facility.

(CARRIED)

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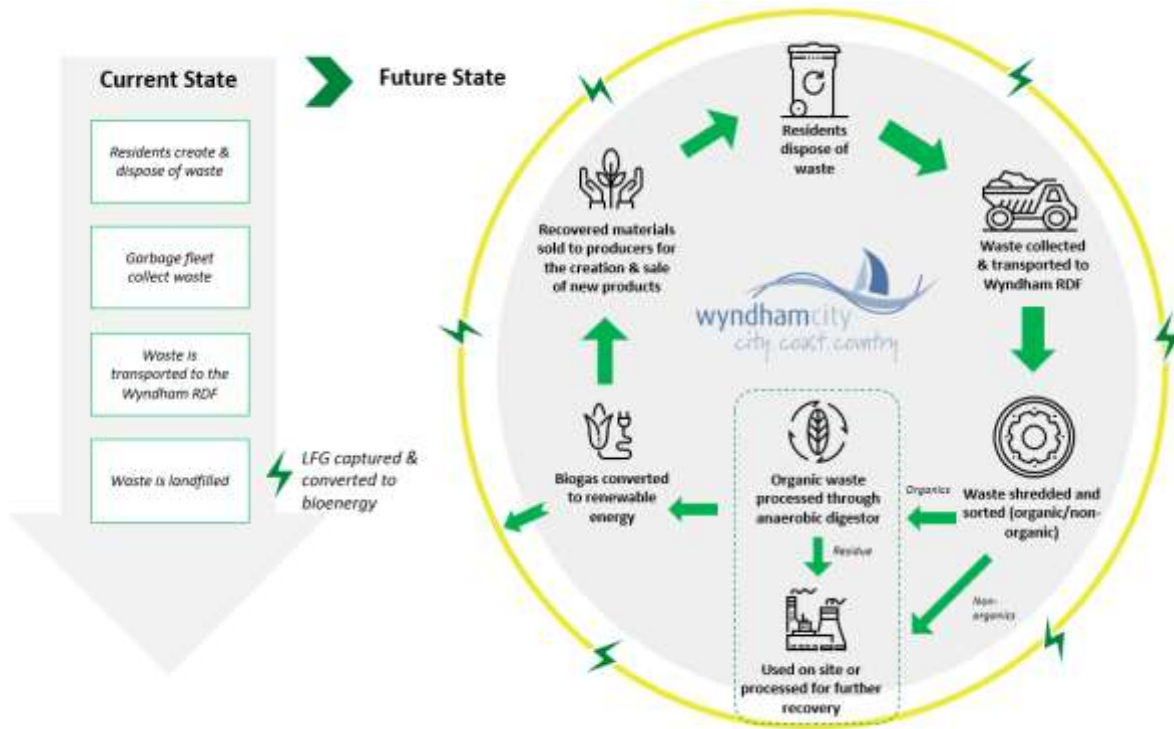
ITEM NO: 6.5.2
DIRECTOR CITY OPERATIONS - STEPHEN THORPE

CONCEPT DESIGN FOR BALING & RESOURCE RECOVERY FACILITY (cont'd)

1. Background

Wyndham committed to transforming its landfill operation at the Wyndham RDF into a resource recovery facility in 2019 when the 'Wyndham Refuse Disposal Facility (RDF) Strategic Plan, 2019-2025' was adopted. The Plan sets out the transition to a new business model with a different value proposition for customers. The Plan is attached.

The diagram below illustrates the transformation from the current business model based on a linear flow from waste collection to landfill with landfill gas capture and electricity generation, to a new value proposition based on a circular flow with recovery of materials and energy from wastes.



The adoption of the Plan followed an international study tour by the Mayor of the day and two senior Council officers to inspect waste facilities in the United Kingdom, Spain, Italy, France, Germany and Switzerland. The tour included attendance at the IFAT trade fair in Munich, which is the world's leading trade fair for water, sewage, waste and raw materials management. The report from that tour is attached.

A senior officer also visited the City of Parma which is the leading 'Towards Zero Waste' city in Italy while on leave in 2019. The City of Parma diverts 80% of residential and commercial wastes from the environment, landfill and incineration through an integrated set of collection and 'take' services. These services are designed to accommodate all types of households and properties. It is the flexibility of these services to be tailored by each resident to their needs that has contributed to Parma's success.

In adopting the Plan, Wyndham anticipated the circular economy objectives of the Victorian government for waste management, which are described in the 'Recycling Victoria' policy released in 2020. For councils, the target is 80% resource recovery and diversion from landfill

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DIRECTOR CITY OPERATIONS - STEPHEN
THORPE**CONCEPT DESIGN FOR BALING & RESOURCE RECOVERY FACILITY (cont'd)**

by 2030 with an intermediate target of 72% by 2025. This is a significant increase from the current diversion rate of 43% for municipal solid waste.

The same targets apply to commercial and industrial wastes with new rules expected to be introduced by 2025 to require businesses to recycle more paper, cardboard, plastics, glass, metals and organics. The target for organics diversion from landfill is 50% by 2030 with an intermediate target of 20% by 2025. Organic waste is 35% of the waste currently going to landfill in Victoria.

In conjunction with collection of source-separated wastes, the Wyndham RDF transformation to resource recovery provides the opportunity for councils and businesses to ensure they achieve the Victorian government resource recovery and landfill diversion targets.

2. Relevant Law

Municipal waste management is one of the major services Council provides in accordance with its responsibilities under the Local Government Act.

The Wyndham RDF operates in accordance with permits and approvals issued under the Planning and Environment Act and the Environment Protection Act.

3. Discussion

The Wyndham Refuse Disposal Facility (RDF) is one of only four commercial landfills serving Melbourne, and it is the only one of those landfills owned by a Council. The 'Wyndham Refuse Disposal Facility (RDF) Strategic Plan, 2019-2025' contains actions to transform the business model from a conventional landfill to an alternative waste processing facility incorporating a pre-sort and bale (which is the consolidation of waste into large bales) landfill operation with recovery and anaerobic digestion of organics. Residual waste can be landfilled on site or sent elsewhere for further resource recovery or energy recovery.

The demand for alternative waste processing is being driven by Victorian government policy (i.e. Recycling Victoria) and the policy settings of individual councils. For example, Wyndham has a target of 90% diversion from landfill by 2040.

Victorian councils are required to offer residents access to 4 waste collection services by 2030. In addition to garbage and co-mingled recycling, this includes a separate glass service by 2027 and food and green organics by 2030. This can be through 4-bins at each property where this is possible, or other options such as drop off points for example. The example set by the Italian city of Parma in recovering 80% of resources in their waste demonstrates that giving residents choice will achieve high rates of landfill diversion.

Preliminary assessment of the cost over 10 years to implement a 4-bin system for every household in Wyndham is \$91M. This includes the provision of bins, their collection and the disposal of collected waste. The Victorian government is offering financial support for Victorian councils in implementing the 4 waste collection services and Wyndham could expect to receive \$1.7M financial support to introduce the 4 waste collections service based on current proposals for allocation of the available funds. Providing 4 bins can be an expensive way to achieve the policy objective of 80% resource recovery and diversion from landfill and is based on a 'one size fits all approach'. Current usage of kerbside collections tells us that a 4-bin service will not suit the varied needs of households in Wyndham and across the State.

Whilst the introduction of a waste collection service that requires the at-home separation of 4 different types of waste has already been mandated by the State, the introduction of alternative waste processing at the Wyndham RDF will compensate for any shortcomings of the system by offering a food and green organics recovery service at the landfill. A 2020 audit of the performance of food and organic waste systems in NSW showed an average diversion of food

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DIRECTOR CITY OPERATIONS - STEPHEN
THORPE**CONCEPT DESIGN FOR BALING & RESOURCE RECOVERY FACILITY (cont'd)**

waste from the residual waste bin of 44%, with a range of 5-78%. A significant amount of food waste remains in the garbage bin after the introduction of a separate collection service.

In light of the Victorian government target of 80% resource recovery and diversion from landfill, and diversion of 50% of organic waste from landfill by 2030, offering a food and organics recovery service from garbage at the landfill is extremely important.

Preliminary discussions with some of Victoria's leading councils has indicated strong support for a pre-sort and bale landfill operation with recovery and anaerobic digestion of organics. Councils with high urban density and multi-unit developments can see the advantages in reducing truck traffic in local streets, avoiding burdening residents on small properties with multiple bins, and enabling organics recovery from commercial services to residential apartments.

There is also strong support from a national resource recovery and waste processing businesses to work with Wyndham in creating local business and job opportunities associated with resource recovery at the RDF. This includes supporting prototype plants to enable local manufacture and export, green jobs in value-adding to recovered wastes, and diversified biogas utilisation.

The commencement of the design for the resource recovery and baling facility at the Wyndham RDF is the next key action to implement the 'Wyndham Refuse Disposal Facility (RDF) Strategic Plan, 2019-2025' and provide councils in central, north and west Melbourne, and Geelong, with access to advanced waste processing.

4. City Plan

4.2.3 Council will strengthen its operational efficiency and sustainability by identifying and embracing new, more efficient ways to work with partners from the public and private sector, and by regularly applying rigorous evaluation of our systems, investments, expenditure, infrastructure needs, service delivery, technology use, resource application, and staff development, empowerment and flexibility.

5. Council Plan and Policies

The 'Wyndham Refuse Disposal Facility (RDF) Strategic Plan, 2019-2025' establishes a clear direction for the Wyndham RDF to implement Alternative Waste Processing. Goals 1, 2 and 3 specifically address resource recovery

Goal 1 - Become a best practice landfill by eliminating amenity issues associated with a traditional open tip face by moving to a bale landfill operation and addressing the outstanding legacy issues associated with historic landfill operations.

Goal 2 - Implement resource recovery at the RDF through development of a pre-sort facility and processing a recovered organic fraction using anaerobic digestion

Goal 3 - Recover energy from residual waste by increasing the generation of electricity from methane generated at the RDF, providing residual waste as a feedstock to a third-party energy from waste provider, and investigating the potential for recovering energy from residual waste at the RDF.

6. Regional, State and national plans and Policies

Investment in a resource recovery and bale landfill facility at the Wyndham RDF is entirely consistent with Victorian government policy and the waste policies of many councils. It will make a significant, fast and cost-effective contribution towards the 80% resource recovery and diversion target set by the Victorian government.

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ITEM NO: 6.5.2
DIRECTOR CITY OPERATIONS - STEPHEN
THORPE**CONCEPT DESIGN FOR BALING & RESOURCE RECOVERY FACILITY (cont'd)****7. Financial Viability**

The cost to prepare a concept plan to provide alternative waste processing functionality at the Wyndham RDF is estimated to be \$125,000. These funds are available in the current RDF budget. Once complete, the Plan will be the subject of a further report to Council.

The confidential business case summary accompanying this report details the possible capital requirements, risks and benefits from investment in a resource recovery and baling facility. The business case is deemed confidential based on the commercial operation of the RDF and the possible impact of any future works tenders. The business case outlines a staged approach to the design and a construction of the facility that enables the business case to be reviewed by Council at each step.

The capital requirement for a facility serving existing customers and tonnages is within the current capital budget for 'business as usual' operation of the RDF. Additional capital is required for investment to serve additional customers and will be subject to suitable contracts with those customers.

8. Sustainability Implications

The 'Recycling Victoria' policy commits Victoria to a circular economy for waste. This has environmental benefits in recovering materials to avoid use of virgin stocks, energy recovery to prevent methane emissions, and limiting the long-term hazards associated with landfill.

The 'Wyndham Refuse Disposal Facility (RDF) Strategic Plan, 2019-2025' has social benefits in making resource recovery available to people living in high density housing. It also underwrites the success of behavior change programs by providing a FOGO recovery service at the landfill.

FOGO recovery at the landfill is also more cost-effective for residents living in high density housing.

9. Options

1. Wyndham continue to operate the Wyndham RDF as a conventional landfill and accept the risks associated with Victorian government policy change and targets to divert 80% of waste from landfill.
2. Wyndham transform the Wyndham RDF business model as planned in the 'Wyndham Refuse Disposal Facility (RDF) Strategic Plan, 2019-2025' to offer a new value proposition to customers based on regulatory compliance, superior environmental performance, and affordability (Recommended).

10. Community Engagement

The 'Wyndham Refuse Disposal Facility (RDF) Strategic Plan, 2019-2025' was prepared after extensive market research and in consultation with the Wyndham Refuse Disposal Facility Community Reference Group.

Discussions have been held with customers, particularly councils, regarding the value in resource recovery and baling as proposed in the 'Wyndham Refuse Disposal Facility (RDF) Strategic Plan, 2019-2025', to determine their support for its implementation.

11. Communication Strategy

A detailed communication plan has been prepared to support implementation of resource recovery and baling at the Wyndham RDF. The Plan includes communication initiatives targeted at potential customers, industry stakeholders, Government and the wider community.

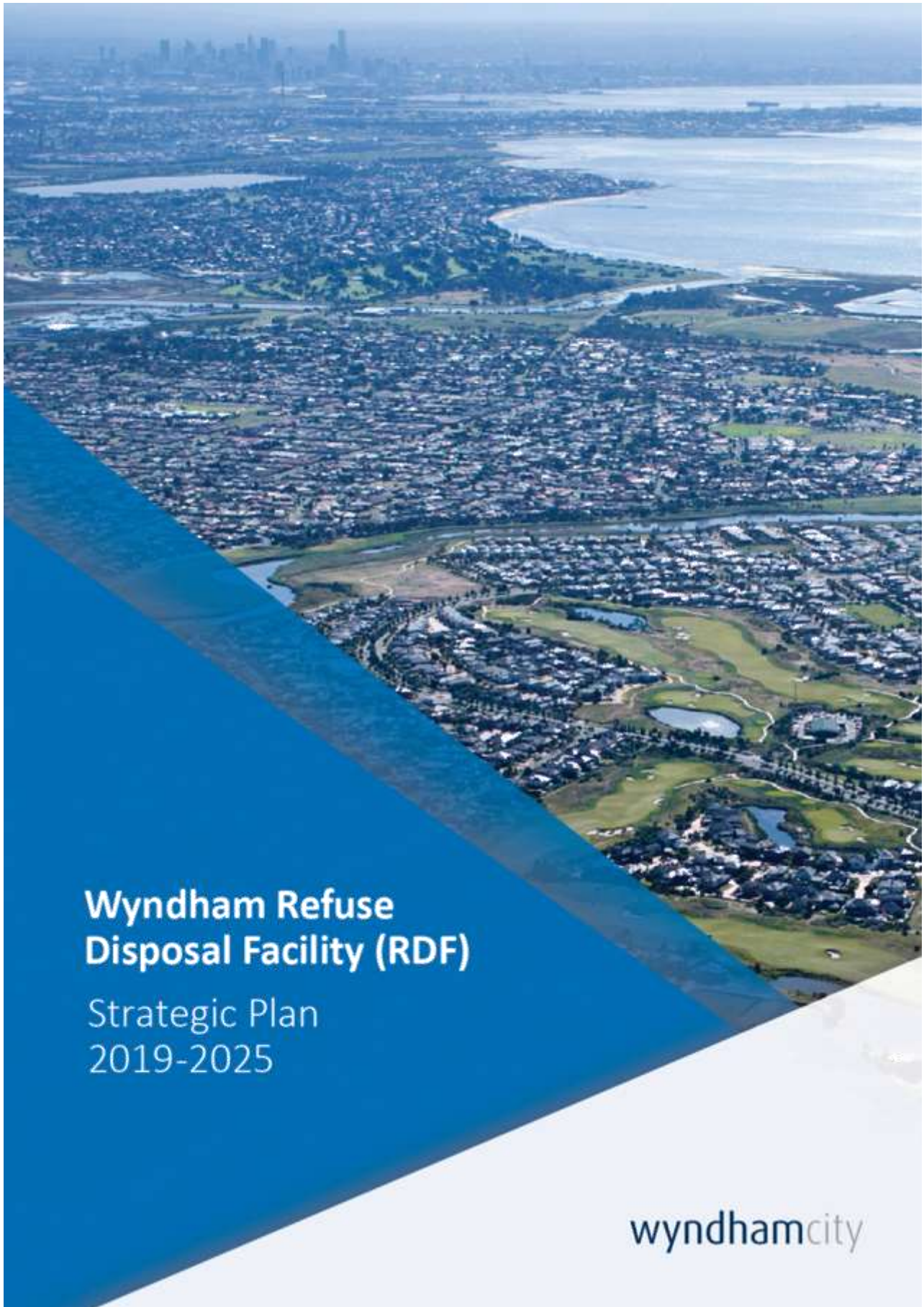
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DIRECTOR CITY OPERATIONS - STEPHEN
THORPE**CONCEPT DESIGN FOR BALING & RESOURCE RECOVERY FACILITY (cont'd)****12. Innovation and Continuous Improvement**

The 'Wyndham Refuse Disposal Facility (RDF) Strategic Plan, 2019-2025' outlines a highly innovative and practical approach to resource recovery and diversion from landfill that improves environmental performance, achieves regulatory compliance, and is flexible, scalable and cost-effective.

13. Collaboration

Discussions have been held with Victorian councils and RDF customers to ensure the market viability of the proposal. These discussions have been ongoing for the last 2 years and have provided important information to inform this report.



**Wyndham Refuse
Disposal Facility (RDF)**

Strategic Plan
2019-2025

wyndhamcity

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Executive Summary

The Refuse Disposal Facility (RDF) is a key Council asset and is one of four major metropolitan landfills licensed to accept putrescible waste, such as household kerbside waste.

As well as providing a final landfill disposal option for Wyndham’s municipal waste, the RDF provides landfill disposal services for many other councils as well as commercial businesses and waste management companies.

Council adopted a strategic plan for the RDF in March 2016 which presented a 2040 vision for the Refuse Disposal Facility:

Vision 2040: The RDF will become the centre of a precinct focussed on resource recovery, with residual waste to landfill. Complementary businesses are co-located and the area is a centre for economic growth and green jobs. The centre plays a key role in environmental education and is acknowledged by the community.

Many of the actions developed as part of the 2016 strategic plan have either been completed or are nearing completion. In addition, there have been changes in the

landfill sector specifically and the waste management sector more generally, which mean it is appropriate to review the 2016 strategic plan.

Critically, while the 2040 plan provided a high-level vision it did not provide the level of detail required to make the transformation outlined in the vision. The 2019 strategic plan provides more detail on how that transformation will commence and the key steps that will be undertaken. The new plan also has a shorter timeframe, focussing on the next five to six years to 2025.

This Wyndham RDF Strategic Plan 2019 - 2025 outlines six new goals to achieve a transition of the RDF business away from a traditional landfill to a resource and energy recovery operation which relies on landfill only for waste that is left over after recovery of resources.

The achievement of this transition will present a different waste management proposition for our customers, particularly those from local government. It will help them achieve their stated waste policy goals around resource recovery and reduced reliance on landfill.

The vision for this 2019-2025 period is:

The RDF will reduce reliance on traditional landfill as a means of waste management and provide a different model of waste management to customers, particularly from local government. This will be the primary point of differentiation in the marketplace. Wyndham will commence development of the RDF as a precinct for green jobs development and as a Waste Management Centre of Excellence.

This will be achieved through a focus on six goals:

<p>Goal 1</p> <p>Become a best practice landfill by baling waste inside an enclosed, purpose built facility.</p>	<p>Goal 2</p> <p>Implement resource recovery through the establishment of presort and organics processing facilities.</p>
<p>Goal 3</p> <p>Recover energy from waste after resource recovery.</p>	<p>Goal 4</p> <p>Strengthen the governance of the RDF by creating a Local Government Business Enterprise.</p>
<p>Goal 5</p> <p>Integrate kerbside collection and related waste services with the resource and energy recovery infrastructure at the RDF.</p>	<p>Goal 6</p> <p>Advocate for state and federal governments to better support the investment required to move away from a reliance on landfill.</p>

1. Background

Wyndham City Council (WCC) has operated the Refuse Disposal Facility (RDF) at 470 Wests Road since the mid 1970s. Over that time the RDF has transformed from a small regional landfill that catered for the former Shire of Werribee to a large commercial operation. The RDF is now one of the major landfills in metropolitan Melbourne that is licenced to accept putrescible waste, with the others being the Melbourne Regional Landfill at Ravenhall, the Hanson Landfill at Wollert and the Suez landfill at Hampton Park.

The strategic intent in owning the RDF was to provide certainty for municipal waste disposal, and to generate income by accepting waste from other councils whilst having better control over the types of wastes that were being disposed of to landfill

Since that time, the RDF has grown to become a major landfill servicing Wyndham and numerous councils and businesses in Geelong and Melbourne. The revenue from the RDF has been used by WCC to supplement the annual capital works program and undertake projects that would otherwise have not been possible.

In March 2016 Council adopted a strategic plan and vision for the RDF to transition from landfilling to resource recovery to create green jobs and support development in the Werribee Junction Precinct. This was a significant change in strategic intent and added economic development to waste disposal and revenue generation as reasons for owning the RDF.

This 2019 strategic plan for the RDF builds on the 2016 strategic plan by being more specific about the actions that will be undertaken to achieve the vision of the RDF also becoming a strategically important resource recovery precinct. The status of the 2016 strategy is discussed in more detail in the following section.



2. The 2016 strategic plan

Council adopted a strategic plan for the RDF in March 2016, which identified a clear 2040 vision for the RDF:

Vision 2040: The RDF will become the centre of a precinct focussed on resource recovery, with residual waste to landfill. Complementary businesses are co-located and the area is a centre for economic growth and green jobs. The centre plays a key role in environmental education and is acknowledged by the community.



cont.

A lot has happened since the 2016 strategic plan was drafted and it is appropriate that a new strategic plan is prepared and adopted by Council. The key considerations in revising the strategy include:

- Many of the key actions have been achieved.
- The market dynamics have changed considerably since March 2016. These are outlined in the section 3 and include the announced closure by Suez of the Hampton Park landfill by 2025.
- A study tour undertaken by Council in May 2018 identified several resource and energy recovery technologies that could be introduced at the RDF.
- Council is committed to landfill being used as a last resort for residual waste only.

The status of the nine themes from the 2016 strategic plan is summarised below:

Theme	Status			
	Not commenced	In progress	Substantially complete	Complete
Developing the Future Vision: protecting the RDF as a future resource recovery centre planning controls, land acquisition and economic development		✓		
Integrated strategic direction: completion of an opportunity analysis, the Waste & Litter Strategy and dividend policy				✓
Better understanding of financials: updating the long term financial plan and pricing models				✓
Operational security: works approval for the site and operational improvements				✓
Visual amenity: landscaping and improving the site appearance		✓		
Toward serious resource recovery: shift towards less landfilling and more resource recovery		✓		
Governance: updated governance arrangements to provide strategic oversight of the business			✓	
Communications and engagement: undertake stakeholder mapping, community engagement plan and communications plan	✓	✓		
Secure external funding: advocate for State Government funding via the Sustainability Fund to support investments in alternate waste technologies		✓		

It should also be noted that Council adopted a Waste and Litter Strategy in May 2016, which set 2020 and 2040 targets for the RDF. These targets are shown in the table below along with their status, including the achievement of two out of three short term objectives:

Theme	Not commenced	In progress	Substantially complete	Complete
2020				
Newly developed and operational transfer station	✓			✓
Increase in collected recycled material from the Transfer Station by 15% (from 2015 baseline year)				✓
75% of landfill gas generated at the RDF is captured for renewable energy generation and flaring				
2040				
Newly developed and operational Resale Shed and Education Centre established	✓			✓
Waste pre-sorting technology and/or other feasible alternative waste treatment technologies maximising resource/energy recovery established at the RDF		✓		



3. Why a New Strategy - What has changed?

Whilst the 2016 strategic plan is only three years old, the waste management landscape in Victoria has changed. These changes warrant a revision of the strategy with more detail about the steps to transition the RDF to a resource and energy recovery operation over the next five to six years. Some of these changes include:

- The significant and rapid population growth occurring in the western region generally and in Wyndham in particular.
- The issue of a whole of site works approval by EPA which now provides certainty about landfill for residual waste and allows resources to be allocated to the development of resource and energy recovery infrastructure.
- The procurement of alternate waste technologies by the Metropolitan Waste and Resource Recovery Group (MWRRG) to maintain the current levels of landfilling for municipal solid waste (MSW) in the face of population growth.
- The proposed closure of Suez's Haflam Road landfill by 2025.
- The significant quantity of waste being transferred from the south-east side of Melbourne to the landfills in the West.
- Uncertainty in the recycling sector with several closures of a key provider - SKM Recycling - leading to some recycling having to be diverted into landfill, and
- The impact on the recycling sector from the tightening of quality standards for the import of recycling materials into China and other parts of south-east Asia.

3.1 Waste Generation Trends

The MWRRG has modelled the growth in waste generation in Victoria.

The expected increase in population from 4.5 million in 2016 to 7.5 million by 2046 is one of the major drivers of the expected growth in waste generation. Over this period municipal residual waste (that currently goes to landfill) is estimated to increase from 940,000 tonnes to 1.55 million tonnes. The MWRRG predicts that under a 'business as usual' scenario this will require two more landfills to become operational.

Wyndham City is expected to experience an even greater rate of population growth, with the official population at 30 June 2018 being 255,322. The population is expected to increase to 361,400 by 2031, and to around 450,000 by 2040.

The current municipal waste generation in Wyndham is made up of the following components:

- Kerbside waste - 48,000 tonnes per annum (tpa).
- Kerbside recycling - 20,000 tpa.
- Kerbside greenwaste - 10,000 tpa.
- Kerbside hardwaste - 3,000 tpa.
- Transfer station drop off (landfill) - 16,000 tpa, and
- Transfer station drop off (recycling) - 6,000 tpa.

This added up to a total municipal waste generation of around 103,000 tpa in 2018.

This could increase to 180,000 tpa by 2040 based on population growth alone. The actual amount that is ultimately disposed in landfill at the RDF, from both WCC residents and other customers, will depend on the successful implementation of this strategy.

The work undertaken by the MWRRG makes clear that under a 'business as usual' model the amount of municipal waste will continue to grow and the demand on existing landfill airspace will increase. At the same time, the forecast closure of the Suez landfill in Hampton Park will reduce the current supply of landfill airspace.

There are currently no new landfills listed on the MWRRG Landfill Infrastructure Schedule, which is a legislative prerequisite to the Environmental Protection Authority (EPA) considering a Works Approval Application for a new landfill.

3.2 Whole of Site Works Approval at the RDF

Historically, WCC had applied for a works approval to the EPA for only 1 or 2 cells at a time. This had several clear disadvantages, including:

- The time and cost associated with preparing each works approval document.
- Forcing a short-term business focus to the landfill operations.
- The substantial risk of running out of approved airspace before the next cell was approved and constructed.

The 2016 strategic plan had the achievement of a whole of site works approval as a key priority. This was achieved in 2018, and approximately 21.5 million cubic metres of future airspace is now approved. The achievement of this outcome is significant because it allows long-term commitments

to investment in new technology and it has removed the constant cycle of allocating resources to preparing short term works approval applications.

Council can now confidently allocate resources to the implementation of the strategies outlined in this Wyndham RDF Strategic Plan 2019 - 2025.

More importantly and in comparison, to the 2016 strategic plan, Council can now pursue explicit strategies that support a new vision. This will not only reduce reliance on traditional landfill as a means of waste management, but also provide a differentiation in the marketplace by developing the RDF as a precinct for green jobs development and as a Waste Management Centre of Excellence.



3.3 Current Market Environment

There have been changes in the waste management sector since 2016 and these have already impacted on the operation of the RDF. They therefore need to be taken into account in developing the Wyndham RDF Strategic Plan 2019 - 2025. The significant changes include:

- EPA is increasingly taking enforcement action against waste management companies that demonstrate a reluctance to meet required environmental standards.
- Changes to legislation with the introduction of the new Environment Protection Act from 1 July 2020.
- The publicly stated closure of the Suez Hallam Rd landfill by 2025/2026, some 14 years earlier than the date indicated in the 2016 Metropolitan Waste and Resource Recovery Implementation Plan. This will see many councils and commercial customers seeking alternate options for management of their residual waste.
- The significant increase in the amount of waste being moved from the south-east of Melbourne to the west, predominately by Cleanaway via its Ordish Road Transfer Station to the Melbourne Regional Landfill (MRL) at Ravenhall.
- The significant increase in the tonnage of waste being received at MRL with common industry estimates putting this at between 1.3-1.5 million tonnes per annum.
- Several closures of a key provider - SKM Recycling as mentioned previously.
- The challenges posed to the recycling sector, particularly recycling of kerbside recyclables, due to the introduction of tighter quality standards on the importation of unsorted recyclable materials into China from the beginning of 2018. The approach taken by China has been followed by several other countries such as Malaysia, India, Vietnam and more recently Indonesia. The result of these changes has been that a higher level of sorting is now required to be able to export paper, cardboard and plastics to Asia (where most of the actual reprocessing is done).
- Infrastructure Victoria has recently been requested by the Special Minister of State to make recommendations regarding waste management infrastructure needs for Victoria.
- The Legislative Council's Planning and Environment Committee is also conducting an inquiry into the waste and recycling sector and is expected to hand down its findings in August 2019.

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In many ways the landfill sector specifically can be characterised as a 'race to the bottom', whereby waste transport companies and local governments are continually looking for the lowest cost waste disposal option and integrated waste businesses use their control of landfill assets to give their collection business a competitive advantage in the marketplace.

This reflects a common industry view that waste goes to the lowest cost disposal option available. In a commoditised market, and the absence of any value proposition to the contrary, this is likely to continue.

At the same time, there is an increasing interest in how alternate waste technologies can play a role in the Victorian waste management sector, including:

- The State Government released a Waste to Energy Discussion Paper in late 2017, which has now been replaced with a Circular Economy Issues Paper in July 2019.
- The MWRRG intends to release a procurement in late 2019 for the development of alternate waste technologies.

- Cesar Melham MP, Member for the Western Metropolitan Region, undertook a public consultation in western Melbourne into Waste to Energy technologies as an alternate to landfill in late 2017.
- Australian Paper has been issued with a revised Works Approval to construct a 600,000 tpa Waste to Energy facility at its Maryvale Mill, following a negotiated agreement between Environment East Gippsland, Australian Paper and EPA.
- Several private companies and councils are either pursuing or investigating alternative ways to recover resources and energy from new waste technologies.

In working to achieve the vision and goals outlined in the Wyndham RDF Strategic Plan 2019 - 2025, WCC cannot afford for the RDF to engage in a 'race to the bottom' with other landfills. This would prevent WCC achieving its waste management and litter goals and is unlikely to be successful given the scale economies available to MRL as the closest and largest competitor.

In taking this position WCC understands that many customers are primarily price driven and a decision to implement a different business model may result in a reduction in tonnages being received. It offers an opportunity for Wyndham to lead in best practice waste management through investment to treat the waste generated from Wyndham's residential collections.

Investment in a new business model is also predicated on customers' willingness to pay a higher gate fee, particularly the local government sector. This will be challenging as the local government sector has enjoyed extremely low landfill gate fees over the last 8-10 years.

Due to the capital investment required and the potential for a reduction in the tonnages received, the profit contribution of the RDF is likely to be reduced over the next 3-4 years as this strategic plan is implemented.

The discussion above highlights some of the pressures on the waste management sector, several of them contradictory in nature. However, the implementation of this strategic

plan would see a Waste Management Centre of Excellence being established at the RDF and a substantial reduction in the amount of residual waste being disposed to landfill. The benefit to many local governments from this is that it would help them achieve their own stated waste strategies, goals and targets.

In implementing this goal, it is important to restate that WCC's response will be:

- Not to engage in price cutting 'race to the bottom' model.
- To transition the RDF to a best practice landfill operation with a value proposition that supports higher prices.
- To progressively move away from landfill as a sole method of waste management to recover resources and only landfill waste from which resources cannot be recovered.



3.4 State Government Policies

The policy settings used by governments can have a significant impact on the type of waste management systems that exist. In general, the types of policy instruments that are available to governments to support resource recovery and investments in alternatives to landfill include:

- Clear targets for resource recovery or reductions on the amount of material sent to landfill.
- Prohibitions or restrictions on materials that can be sent to landfill, such as the electronic waste landfill ban that came into effect on 1 July 2019.
- Financial instruments that effectively tax an undesirable practice, such as the landfill levy.
- Product stewardship schemes for end of life products, with effective examples being the national computer and television product stewardship scheme and the Paintback program for end of life paint.
- Support for the development of markets for products made from recycled materials or energy produced from renewable resources (such as biogas from the anaerobic digestion of food waste).

In the Victorian context, there are several plans and strategies in place such as the Statewide Waste and Resource Recovery Infrastructure Plan, but these have not historically been supported with 'at scale' investments needed to address Victoria's waste and recycling challenges.

However, it is generally recognised that there is currently a lack of a clear policy with goals and targets. The need for this clear policy was highlighted by the Victorian Auditor General in the 2019 report "Recovering and Reprocessing Resources from Waste".



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Notwithstanding this, there are several policy instruments being used in Victoria to support resource recovery and reduce reliance on landfill, including:

- The landfill levy of \$65.90 per tonne for the 2019/20 financial year. Whilst this is lower than the neighbouring states of SA and NSW, it is also clear that the amount of the levy is not the only factor that influences investment in alternatives to landfill.
- The use of bans on landfill for selected materials - e.g. the electronic waste ban that commenced 1 July 2019.
- Reinvestment of the landfill levy to support resource recovery -the widely held view of the waste management and local government sectors, is that the level of reinvestment has been low and this is one of the factors that influences investment in resource recovery systems.
- Product stewardship schemes such as televisions and computers, paint and batteries.

By contrast, the European Union has a sophisticated suite of policies that have driven a reduction in landfill and a strong investment in alternate waste technologies. These include clear restriction on the types of materials that can be landfilled, specific resource recovery targets, landfill reduction targets, landfill taxes and market incentives to produce biogas.

Overall, the waste management outcomes in Victoria could be strengthened through the adoption of an integrated suite of policy instruments and investments such as those used in the European Union. Ongoing advocacy will be required to influence waste policy settings.



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3.5 European Waste Education Tour, 2018

In May 2018, Cr Peter Maynard (Mayor), Stephen Thorpe (Director City Operations) and Simon Clay (Manager Waste Management and Disposal) undertook a study tour of waste management facilities in the UK and Europe. The aims of the study tour were to understand:

- What technologies were proving to be technically feasible.
- What policy settings existed to support investment in alternatives to landfill, and
- What processes local government used in the procurement of alternate waste technologies, particularly in the UK.

A report detailing the key findings from the study tour was presented to Council at its meeting on 3 July 2018. In summary, the study tour involved visiting 11 waste management facilities across six different countries and visiting the IFAT trade fair in Munich where detailed discussions were held with around 20 technology and service providers.

The key findings from the study tour, which are expanded on in the Council report were:

- Cultural and economic circumstances strongly influence waste management, with the common direction set by the European Union (EU) being translated into action according to the values and circumstances of each country or region.
- Government policy is a key influence on waste disposal - the policies for taxing waste, reinvesting waste taxes into capital projects, facilitating public-private partnerships and providing subsidies for renewable energy or materials recovery strongly influence the choice of alternatives to landfill.
- Alternate waste technologies developed by councils in the UK are mostly focussed on solving municipal waste management issues and not providing broader solutions to the commercial waste management sector. The private sector is making the investments in so called "merchant" facilities to provide solutions to the commercial and industrial waste sector.
- Energy from waste, through mass burning, was the only technology that appeared capable of treating all residual waste on a large scale, and
- Those countries that have the lowest landfill also have the highest utilisation of waste to energy and the highest resource/material recovery rates.

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The study tour also informed the types of technologies that could be used for resource and energy recovery and highlighted the opportunities for integrated facilities that could be developed to undertake both resource and energy recovery.

Of relevance were the facilities at Allerton and Milton Keynes in the UK, both of which achieved a high level of resource recovery prior to energy recovery.

The facilities in Leeds (UK) and Toledo (Spain) as well as the landfills in France and Italy all incorporated some level of resource recovery.

These facilities varied in complexity from straightforward ferrous metals recovery through to very sophisticated materials recovery and highlighted the following of relevance to Wyndham:



- The quality of recovered materials from mixed waste is lower than achieved through the kerbside recycling system, so the effort should always be on effective source separation rather than relying on recovery from the residual waste stream. The impact on material quality was particularly noticeable for cardboard/paper and some plastics.
- Over-investment in mechanical recovery systems can easily occur given the lower quality of recovered materials and the designed recovery performance may not be achieved.
- Recovered cardboard and paper fibre may have to be downgraded to a feedstock for a subsequent process in integrated plants depending on market conditions.
- The minimum level of materials recovery that should be aimed at is metals (both ferrous and non-ferrous) and organics. The rationale behind targeting these materials is that metals are relatively easy to separate and the quality is relatively unaffected by close contact with waste.

- Organics are the major cause of subsequent issues in landfill operations (odour, leachate, attraction of vermin, gas generation).
- There are a range of dry anaerobic digestion technologies in the market which overcome the problem of the large quantity of liquid generated from more traditional wet anaerobic digestion technologies. The requirement to treat this liquid would introduce additional waste management complexity and cost.

The findings from the study tour have been a critical input into the goals and actions proposed in this Wyndham RDF Strategic Plan 2019 - 2025.

4 Strategic Goals

The intent of this Wyndham RDF Strategic Plan 2019 - 2025 is to outline the goals and key actions for the RDF to transition from a traditional landfill operation using a conventional open tip face to a resource recovery operation coupled with a best practice landfill for residual waste only.

There are a number of distinct goals to this transformation which are outlined in further detail below:

Goal 1 Become a Best Practice landfill	Goal 2 Implement resource recovery at the RDF
Goal 3 Recover energy from waste after resource recovery	Goal 4 Strengthen the governance of the RDF
Goal 5 Integrate kerbside collection and waste treatment and disposal services	Goal 6 Advocate to State and Federal Government

4.1 Goal 1: Become a Best Practice Landfill

The goal to become a best practice landfill involves the transition away from a conventional landfill operation along with implementing initiatives consistent with a best practice landfill operation.

In the context of this strategy a best practice landfill means a landfill operation that:

- Is compliant with its legislative obligations.
- Has integrated systems for quality, health safety and environmental management, and
- Has addressed its legacy issues from historical practices.

Furthermore, though it is a landfill that:

- Has moved away from the traditional open tip face method of operation and has eliminated or significantly reduced all the amenity issues associated with operating a large landfill including litter, odour, noise and dust; and
- Progressively recovers resources from the incoming waste stream to ensure the residual waste that is landfilled has reduced quantities of degradable organic materials to reduce future legacy issues associated with landfill gas and leachate.



The specific actions that will be implemented to achieve this goal include:

- Reclamation of waste from Cell 1A, which is the oldest cell at the RDF. This cell is unlined and the waste deposited in this cell from 1975-1992 was placed directly onto the quarry floor. Reclamation of waste from this cell will reduce the potential for ongoing contamination of groundwater whilst reclaiming land for subsequent infrastructure development. The reclamation of waste from Cell 1A will be dependent on outcomes from a trial being undertaken in July-August 2019 and approval from EPA.
- Construction of a purpose-built enclosed facility housing a waste baling operation. This will mean all waste received will be inside an enclosed facility, under negative pressure and with all the ventilation air directed to an odour treatment system. Moving to this type of operation is expected to eliminate or substantially reduce the amenity issues associated with the operation of a traditional open tip face (odour, dust, litter, noise and birds).
- Addressing legacy issues associated with historic landfill operations. The RDF is still addressing some historical legacy issues associated with capping and leachate management. These include completion of capping of filled Cells the long-term management of leachate, potentially through onsite treatment and discharge to sewer.
- Strengthening the environmental, quality and safety management to relevant standards for quality, environmental and health and safety management systems.

Waste Baling - Northern Adelaide Waste Management Authority Bale Landfill

Baling of waste has been used by several landfills to address environmental concerns and achieve better and more consistent waste compaction. These include the Northern Adelaide Waste Management Authority's (NAWMA) landfill in South Australia, the St Lucie landfill in Florida (USA) and landfills in France and Italy that were visited as part of the 2018 Study Tour.

At the landfill in the Montblanc region of southern France the requirement to bale and wrap the waste was a permitting requirement to reduce litter. The site visit in 2018 noted that there was a very minor amount of litter present at the landfill operation, in contrast to the level of litter from a traditional open face landfill. NAWMA has been operating its bale landfill for approximately 15 years with a high degree of reliability. A site tour undertaken by Wyndham in November 2018 indicated a very tidy landfill operation with very low levels of onsite litter and no birds present.



Photo courtesy of NAWMA website

The anticipated timing and dependencies of specific actions associated with this goal are shown below:

Action	Timing	Dependencies
1.1 Waste Reclamation from Cell 1A	March 2020 to June 2023	Successful outcome from trial and EPA approval
1.2 Waste Baling and Wrapping	June 2021	Final business case
1.3 Completion of capping of Cells 1B-3 as per EPA requirements	December 2021	Auditor and EPA approval of capping design
1.4 Treatment of leachate and discharge to sewer	June 2021	Treated leachate quality meeting Trade waste discharge criteria
1.5 Completion of capping of Cells 4A-C	June 2021	Auditor and EPA approval of capping design
1.6 Implementation of integrated environmental, quality and safety management system	June 2022	

4.2 Goal 2: Implement Resource Recovery at the RDF

Goal 2 deals specifically with the recovery of resources (materials) from the waste stream, whereas Goal 3 addresses the recovery of energy from the remaining waste.

Goals 2 and 3 are linked through an integrated approach to materials and energy recovery, whereby energy recovery will only be considered for those materials that cannot be recovered from the waste stream based on technical and economic considerations.

Developing a resource recovery facility at the RDF will involve mechanical sorting to recover materials that can be reused or recycled, such as metals, timber, soils and rubble, plastics, paper and cardboard and glass.

Recovered materials would be sold into existing markets (e.g. metals, cardboard). A high organic fraction (essentially food waste) would also be recovered and used in an associated anaerobic digestion process. Facilities in the UK such as the Milton Keynes and Alerton Waste Recovery Parks are examples of what can be achieved through this type of integrated approach.

The Milton Keynes Waste Recovery Park in the UK combines three technologies into an integrated facility that processes kerbside residual waste:

- *Mechanical treatment, which uses a range of conventional sorting equipment such as trommels, ballistic separators and optical sorters to recover resources such as steel, aluminium, cardboard and plastic from the residual waste stream. The recovery target for this part of the operation is 9%. The mechanical treatment plant handles up to 132,000 tonnes of waste per annum (tpa).*
- *Dry anaerobic digestion: Food and biodegradable items are extracted from the waste as it goes through the mechanical treatment technology. These items are then processed in a fully enclosed anaerobic digestion facility to generate renewable energy. The anaerobic digestion plant processes the estimated 32,000 tpa of organic waste recovered from the residual waste. The compost like output is used in brownfields rehabilitation projects.*
- *Energy Recovery: Any waste remaining which is not recyclable or compostable is used as a fuel for an Energy from Waste (EFW) plant. This facility generates steam from the combustion which is turn is used to drive a turbine and generate electricity. The plant has a capacity of around 94,000 tpa.*



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The achievement of this Goal will position the RDF as a modern waste management business capable of receiving, processing, recovering and disposing of materials from waste. It will need long-term contracts with customers to aggregate sufficient waste to support the required capital investment.

Other considerations in the ultimate technology choices include:

- Differences in composition and recoverable materials between municipal waste and commercial/industrial waste.
- The current market conditions and likely revenue for recovered materials.
- The ability to use a treated organic material back in the RDF operations such as capping and rehabilitation, which will require EPA approval.
- The potential offtakes for any gas or energy generated from an anaerobic digestion process, and
- Integration with the waste baling operation outlined in Goal 2.

The anticipated timing and dependencies of specific actions associated with this goal are shown below:

Action	Timing	Dependencies
2.1 Construct an integrated resource recovery (mechanical separation) facility to recover materials from incoming waste	June 2023	Approval of final business case by Council
2.2 Construct an anaerobic digestion facility for the organics rich fraction from the mechanical separation facility	June 2023	Approval of final business case by Council. Issue of Works Approval by EPA



4.3 Goal 3: Recover Energy from Residual Waste

In the context of this strategy, the term 'energy recovery' refers to the use of technologies to recover the energy value of the residual waste after the recovery of materials and organics fraction has occurred as outlined in Goal 2.

This goal could be achieved in two different ways:

1. Providing the residual waste output from the materials/organics recovery stage as a feedstock to a third-party user (a so called Solid Residual Fuel (SRF))
2. Develop an Energy from Waste (EFW) facility at, or in proximity to, the RDF

The first option of providing a SRF as feedstock to another party would be a relatively straight forward commercial consideration and would most likely see the SRF exported to Asia as a supplementary fuel for cement kilns due to the limited number of cement kilns still operating in Australia (there are none operating in Victoria).

The export of a SRF from the RDF directly to a EFW facility is another future possibility, however a speculative one, as no EFW facilities operating on a SRF or similar feedstock currently exist in Victoria.

The second option involves developing an energy recovery facility at, or near, the RDF. There are numerous examples globally of operating energy recovery facilities and the Renergia facility in Luzern, Switzerland illustrates a state-of-the-art facility that has a cooperative ownership model (refer box below). Given the large capital expense associated with the development of energy recovery facilities there are multiple considerations such as:

- Facility capacity or throughput.
- Technology selection.
- Ownership model.
- Financing.
- Land zoning at and adjacent to the RDF.
- Planning and Works Approvals.
- Securing feedstock, and
- Potential beneficial reuse of bottom ash.

The intention of this strategic plan is not to make a commitment to either of these options, but to explicitly outline the necessary work needed to inform any future decision-making process regarding the appropriate energy recovery options for the RDF.

In the absence of any clear State or Federal Government policy, such as the EU Landfill Directive and mandated resource recovery targets, the choice to direct waste to an energy recovery facility will be a voluntary one.

Some local governments, and many commercial waste generators, are likely to continue to use landfill for management of residual waste if it is both cheaper and legal. This is expected to be the case for the foreseeable future. Therefore, WCC intends that the landfill component of the RDF would continue to operate in conjunction with any resource recovery and energy recovery developments.



The Renergia Waste to Energy (WTE) facility in the Luzern region of Switzerland is a state of the art facility that was commissioned in 2015 after a construction period of 2.5 years. The plant runs 24 hours a day, 365 days a year and is run on a 3-shift system. It has a capacity of approximately 220,000 tpa. In addition to generating around 26 MW of electrical energy the facility exports around 60 MW of thermal energy to an adjacent paper plant. This results in the plant having a very high operating efficiency. It is owned by eight municipal waste associations in central Switzerland and the Perlen Papier AG (the adjacent paper mill).

The plant uses a sophisticated and extensive emissions management system to reduce emissions to well below regulated levels. As well as standard electrostatic precipitators and a baghouse with sodium bicarbonate injection to remove particulates and neutralise acid gases, catalytic reduction of nitrogen oxides is used followed by activated carbon adsorption to control emissions of compounds such as dioxins. The effort put into emissions management means this plant has no relationship to the incineration plants of 20 or so years ago.



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The anticipated timing and dependencies of specific actions associated with this goal are shown below:

Action	Timing	Dependencies
3.1 Develop a full business case for the provision of a Solid Residual Fuel to third party Energy from Waste operators	March 2020	A viable market for a Solid Refuse Fuel being identified
3.2 Complete a feasibility Study for the potential development of an energy recovery operation by WCC	March 2020	
3.3 Depending on outcomes from action 3.2, source appropriate partners for the development of an energy recovery operations at the RDF facility,	December 2020	

It is critical to note that any decision to progress to the development of any energy recovery options or a facility by WCC would be subject to further consideration by WCC following the completion of the above actions. It is not expected that a decision-making process would be triggered until 2021 at the earliest, unless significant changes occur in State or Federal Government policies or in the market.



4.4 Goal 4: Strengthen the Governance of the RDF

The RDF is currently managed through a direct reporting relationship to the CEO via the Director of City Operations with advice from a Strategic Management Committee (SMC). The SMC's membership includes two Directors, the Chief Financial Officer, Council's legal counsel, an independent business representative, the Manager Waste Management & Disposal, Manager Environment & Water and selected key staff.

As the RDF implements the transition away from conventional landfilling outlined by Goals 1-3, the operational and financial complexity will increase and it is therefore appropriate to implement a governance structure that provides confidence to the community and Council that the RDF is being managed to maximise opportunities within a defined appetite for risk.

The anticipated timing and dependencies of specific actions associated with this goal are shown below:

Action	Timing	Dependencies
4.1 Transition the RDF budget to a standalone budget inclusive of operating costs, capital costs and future liabilities (cell capping and aftercare costs)	December 2019	
4.2 Development of a standalone business plan and asset management plan	December 2019	
4.3 Evaluate the transition to a Local Government Business Enterprise, similar to the Western Leisure Services model	October 2019	This evaluation will also consider whether the transfer station service and the kerbside collection service should move to the Local Government Business Enterprise or stay within council
4.3 Depending on outcomes from action 4.3, transition to a Local Government Business Enterprise	March 2021	Subject to the evaluation outcome in 4.3 and approval from the Local Government Minister

4.5 Goal 5: Integrate Kerbside Collection and Waste Treatment and Disposal Services

Effective source separation at the kerbside is generally acknowledged as the preferred method of achieving high resource recovery levels due to the relatively low contamination.

By contrast, recovering resources from the residual waste stream will always result in a lower quality product due to the contamination from waste materials. It also requires more significant capital investment in equipment to recover those resources from mixed residual waste. Therefore, there is a clear link between the kerbside waste collection model and the level of effort required to recovery resources from the residual waste stream.

The kerbside and related collection systems should link to the resource recovery systems being used at the RDF. This will require closer integration of this Wyndham RDF Strategic Plan 2019 - 2025 with Wyndham's Waste and Litter Strategy.

The types of initiatives that will be explored to integrate the waste collection system with RDF operations include:

- Introduction of a kerbside food and garden organics service in conjunction with the development of an anaerobic processing facility at the RDF. The resulting compost product would be kept separate from the output from digestion of organics from the residual waste thereby providing a range of reuse opportunities for this material.
- Processing of kerbside recyclables in the pre-sort/mechanical treatment section of the RDF resource recovery operation.
- Incorporation of a new transfer station facility at the RDF within the waste baling and wrapping operation., thereby providing for better all-weather accessibility and greater levels of resource recovery from waste coming into the transfer station.

The anticipated timing and dependencies of specific actions associated with this goal are shown below:

Action	Timing	Dependencies
4.1 Introduce kerbside food waste collection	June 2023	Operation of an anaerobic digestion facility at the RDF
4.2 Processing kerbside recyclables at the RDF	June 2023	Operation of a per-sort facility at the RDF
4.3 Development of a new transfer station facility	December 2021	Construction of waste baling facility

4.6 Goal 6: Advocate to State and Federal Governments

The recent Auditor General report "Recovering and Reprocessing Resources from Waste" dated June 2019 highlighted some shortcomings associated with the policy settings and implementation in Victoria. The findings reinforce views across the waste management sector and in councils that historical policies in Victoria and Australia have not leveraged the investments required to drive a substantial increase in resource recovery.

This can be contrasted with Europe where there is a strong policy (e.g. the EU Landfill Directive), high landfill taxes in many jurisdictions and high levels of reinvestment in the sector by government. Whilst investments in resource and energy recovery can be made within the current Victorian policy settings, they carry a higher level of risk and uncertainty compared to similar investments in the UK or Europe.

In this context, WCC will continue its advocacy role to both Federal and State governments to:

- Develop national and state resource recovery targets.
- Reform levies so they are attached to the waste at the point of generation and not the point of disposal.
- Introduce waste tracking systems for all type of waste.
- Increase the levy and reinvest the levy to support activities that recover materials and resources from the residual waste stream, and.
- Develop policies that support investment such as the EU Landfill Directive and support renewable energy and biogas generation from organic waste materials.

The anticipated timing and dependencies of specific actions associated with this goal are shown below:

Action	Timing	Dependencies
6.1 Advocate for stronger policy support for resource and energy recovery from waste	December 2021	Operation of an anaerobic digestion facility at the RDF
6.2 Garner support for reinvestment of the landfill levy in resource and energy recovery infrastructure at the RDF	June 2020	Operation of a per-sort facility at the RDF
6.3 Regulatory support for councils to collaborate with or without private businesses to recover resources from waste	December 2020	Implementation of a new Local Government Act with more flexible procurement powers and the State Government's Circular Economy Policy
6.4 Improved consumer knowledge of waste and recycling challenges and opportunities	Ongoing	

5. Financial Implications

The costs of achieving the actions in each of the six strategic goals in this Wyndham RDF Strategic Plan 2019 - 2025 will be significant. The final costs will be determined through the development of detailed business cases for many of the actions, with considerable consultation to occur with Council over the life of this strategic plan.

The high-level cost and complexity associated with each strategy goal are summarised in the table below:

Goal	Cost	Complexity	Timing to Completion
1. Become a Best Practice Landfill	\$\$	Low	June 2021
2. Implement resource recovery at the RDF	\$\$\$	Moderate	June 2022
3. Recover energy from residual waste**	\$\$\$\$	High	June 2023
4. Strengthen the Governance of the RDF	\$	Moderate	June 2021
5. Integrate Kerbside Collection and Waste Treatment and Disposal Services	\$	Moderate	June 2021
6. Advocacy to State and Federal Governments	\$	Low	Ongoing

\$ = <\$10m, \$\$ = \$10m to 20m, \$\$\$ = \$20m to \$100m, \$\$\$\$ = >\$100m

**As discussed in Goal 3 above, the intention of the new strategy is not to make a commitment to either of these options, but to highlight the further work required before any decision-making process would be triggered. Therefore, the date listed in this table is the date when a decision-making process might be commenced.



6. Consultation

This Wyndham RDF Strategic Plan 2019 - 2025 has been discussed with the RDF Community Reference Group (CRG). The key points from the CRG members were:

- The maximum tonnage received at the RDF should be informed by several transparent factors.
- There was strong support for baling of waste to address the amenity issues with a traditional tip face operation.
- Council should show leadership even if a chosen option is not popular.
- The development of any EfW option should include resource recovery and the choice of technology needs to be evidence based.
- Redevelopment of the transfer station should include consideration of satellite facilities, with a clear role for social enterprises.





Wyndham Waste Education Tour

May 2018



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Executive Summary

In May 2018, Wyndham City undertook an Education Tour with the objective to see first hand how some of the world's best waste treatment and disposal sites operate.

The tour included visits to facilities in six countries across the UK and Europe as well as pivotal discussions with suppliers of services and technology at the IFAT Trade Fair in Germany.

Learnings from the tour will guide council in managing waste generated in Wyndham, one of the fastest growing municipalities in Australia. Wyndham City Council also operates the Wyndham Refuse Disposal Facility (RDF), one of Melbourne's largest commercial landfills.

Key findings from the waste education tour that are outlined in the body of the report are:

- **Cultural and Political Environment:** cultural and economic differences strongly influence waste management although the common direction is set by the European Union.
- **Implementing alternative waste disposal:** national and regional government policy is a key influence on waste disposal.
- **Alternative waste treatment and disposal options:** to replace landfill by effectively recovering materials and/or converting waste to energy.
- **Public and private ownership and management:** waste facilities are being developed by council and energy companies using waste as a fuel to generate heat and / or electricity for customers.

The waste education tour has provided a unique insight into what is happening in waste management and what is possible. Wyndham City has an opportunity to lead by example for both community and commercial waste disposal.

This report contains conclusions and recommendations for Australia to divert waste from landfill (as opposed to leaving it buried for future generations to treat) or transferring waste offshore for treatment. Action is required at the federal, state, and local level to develop a coordinated national waste management system.

There are also significant costs and risks in moving away from landfilling to alternative treatments of waste. Some key recommendations for Wyndham and more broadly include:

- National targets for waste avoidance
- Recovery of materials
- Converting waste to energy
- Direct investment for alternate waste treatments
- Joint Investment by councils
- Bale and wrap waste before placement into landfill

1. Introduction

Australia faces an unprecedented challenge dealing with waste generated by households in our cities. Melbourne is no exception and the remarkable growth in Melbourne's population signals that the problem will get worse before it gets better. There is a limited market for source separated materials and insufficient space for residual waste to continue going to landfill.

For local government to replace landfill as a waste disposal method this means that an investment of more than \$1.0 to \$1.8 billion is required – significantly more if commercial and industrial waste is included.

Wyndham is one of the largest and fastest growing municipalities in Australia and with more than 13,000 new residents forecast to arrive in Wyndham each year, the need for waste services will also grow.

Wyndham City operates one of Melbourne's largest commercial landfills. The Wyndham Refuse Disposal Facility (RDF) is one of five landfills accepting waste from metropolitan Melbourne. It currently accepts over 500,000 tonnes of waste, which includes municipal solid waste from councils and commercial and industrial waste from businesses. Approximately 10% of the waste received at the RDF comes from the Wyndham community.

The amount of waste received at the RDF is forecast to double to 1,000,000 tonnes over the next 10 years.

As a council and a commercial landfill owner and operator, Wyndham City has a unique understanding of the challenges facing Melbourne in disposing of waste.

The Wyndham RDF is ideally placed for waste treatment and disposal of residue located in the middle of the Werribee Junction Precinct. When the precinct structure plan is completed by the Victorian government, it will provide almost 1,000 hectares of industrially zoned land for green jobs.

Wyndham City's environmental and waste reduction targets include commitments to recover more resources from waste and to reduce the volume of waste going into landfill.

"The RDF Strategic Plan and Vision 2040 was adopted by Council in March 2016 commits Wyndham to reducing waste to landfill and finding innovative and best practice waste management solutions to create economic growth and green jobs."

"The RDF will become the centre of a precinct focussed on resource recovery, with residual waste to landfill. Complementary businesses are co-located and the area is a centre for economic growth and green jobs. The centre plays a key role in environmental education and is acknowledged by the community."

In May 2018, Wyndham City Mayor, Cr Peter Maynard, Director City Operations and Manager Waste Management and Disposal undertook an Education Tour to understand best practice in waste disposal. This included site visits and meetings that were held across the United Kingdom (UK), Spain, France, Italy, Germany and Switzerland with councillors, council officers, facility designers and builders, facility operators, technology suppliers, and thought leaders.

2. Education Tour

2.1. Objective

To gain an understanding of the experiences of leading countries and to see first-hand how some of the world's best waste treatment and disposal sites operate.

The learnings will guide Council in managing waste generated by the Wyndham community and in managing waste received at the Wyndham Refuse Disposal Facility (RDF).

2.2. Rationale

This region was selected because:

1. It is the most mature market in the world for materials recovery from waste, energy from waste, and minimising waste to landfill
2. Companies have been designing, making and operating alternative waste treatment facilities for over 150 years
3. Communities in northern Europe have high levels of waste diversion from landfill and accept alternatives to disposal of waste to landfill

Sites visited were selected to learn from the experience of councils and commercial waste facility operators across

the UK and Europe and included old and new technologies, public and private ownership and management.

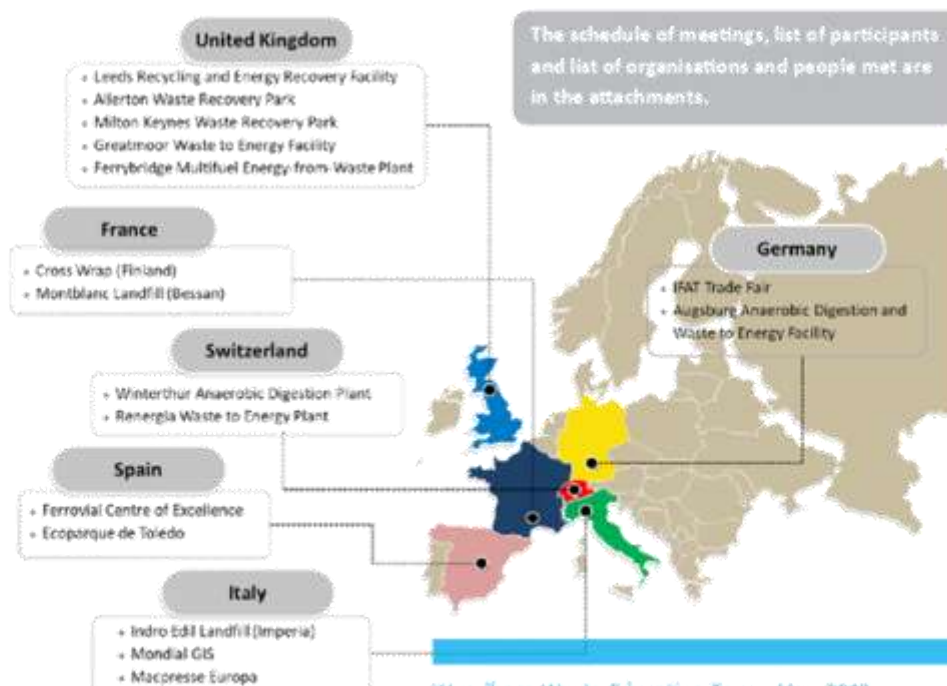
The UK has undertaken significant investment to reduce reliance on landfill and has set targets for materials recovery and taxed landfill to encourage investment in alternatives. Investment in waste treatment facilities has accelerated over the last 20 years.

Australia is in a similar position to that of the UK 20 years ago.

2.3. Overview

- The delegation visited six countries, ten facilities, and held meetings with three thought leaders
- The operation of facilities was discussed with five public and three private operators
- Five major waste treatment and disposal technologies were reviewed in detail
- Discussions were held with more than 20 suppliers of services and technology during the site visits and at the IFAT Trade Fair
- The views of politicians, customers, facility owners, builders, and operators were canvassed.

Locations visited in the UK, Spain, France, Italy, Germany, Switzerland (in that order) are highlighted on the map below:



3. Key Findings

Cultural and political environment

Cultural and economic differences strongly influence waste management in each country or region. The common direction has been set by the European Union with each member country implementing actions according their circumstances, with incentives and penalties in place to support compliance.

Implementing alternative waste disposal

National and regional government policy is a key influence on waste disposal. The policies in place for land use, taxing waste, contributing capital to build waste facilities, enabling public private partnerships, governing local authority procurement, and providing rebates for renewable energy generation, strongly influence what is being done.

Alternative waste treatment and disposal options

Several alternative treatment technologies for residual waste are commonly used to replace landfill and they effectively recover materials and/or energy. Waste to energy through mass burning is the only technology treating all wastes when they are created and where they are created.

Public and private ownership and management

Most waste facilities developed by a second level of government (local authority) have been designed to only dispose of waste generated by their community. Some provide additional capacity to accept waste from local businesses. Other waste facilities are being developed by energy companies using waste as a fuel to generate heat and/or electricity for their customers.

4. Discussion

4.1 Cultural and political environment

Key finding - Cultural and economic differences strongly influence waste management in each country or region.

The common direction has been set by the European Union with each member country implementing actions according their circumstances, with incentives and penalties in place to support compliance.

In the UK, even though each council was collecting similar amounts and types of waste from households, and collecting it in much the same ways, they had different ways of treating the waste and different ideas about the best way to dispose of it. It depended on the political outlook of the community and the council.

Every country visited in Europe had a different view on the appropriate amount of landfill or waste to energy and a different preparedness to pay. They are also collecting and disposing of similar waste streams to the UK. The waste produced by households and the way it is collected is similar across Europe but there are differences in the ways authorities choose to dispose of it.

The one common factor was the role of the European Union (EU) in setting waste policy and being highly influential in all member countries. The EU Waste Framework Directive (2008) is driving action to change waste disposal and the position of the EU Environment Policy to "help green the EU economy, protect nature, and safeguard the health and quality of life of people living in the EU."

The 2008 EU Waste Framework Directive required re-use and recycling of 50% of municipal waste by 2020. This is in addition to an earlier target set in the EU Landfill Directive to reduce biodegradable waste going to landfill to 35% of 1995 tonnages by 2020.

In December 2017 the EU issued a revision of its Waste Framework Directive that proposes an increase in the waste re-use and recycling target for municipal waste from 50% to be achieved by 2020 to 65% by 2030. It also proposes limiting disposal of municipal waste to landfill to a maximum of 10% by 2030.

Once the EU has issued a directive, each member country is left to determine the best way to comply with it. There are penalties applied for non-compliance through the Court of Justice of the EU, which can be fines of millions of Euros.

In response to the directive to re-use and recycle 50% of municipal waste, countries have introduced more comprehensive separation of waste in homes and businesses, and taxes on landfill. The landfill tax varies between countries. For example, in the UK the current landfill tax is \$AUD156 per tonne and in Italy the landfill tax varies from region to region and ranges from \$AUD18 to \$AUD40 per tonne.

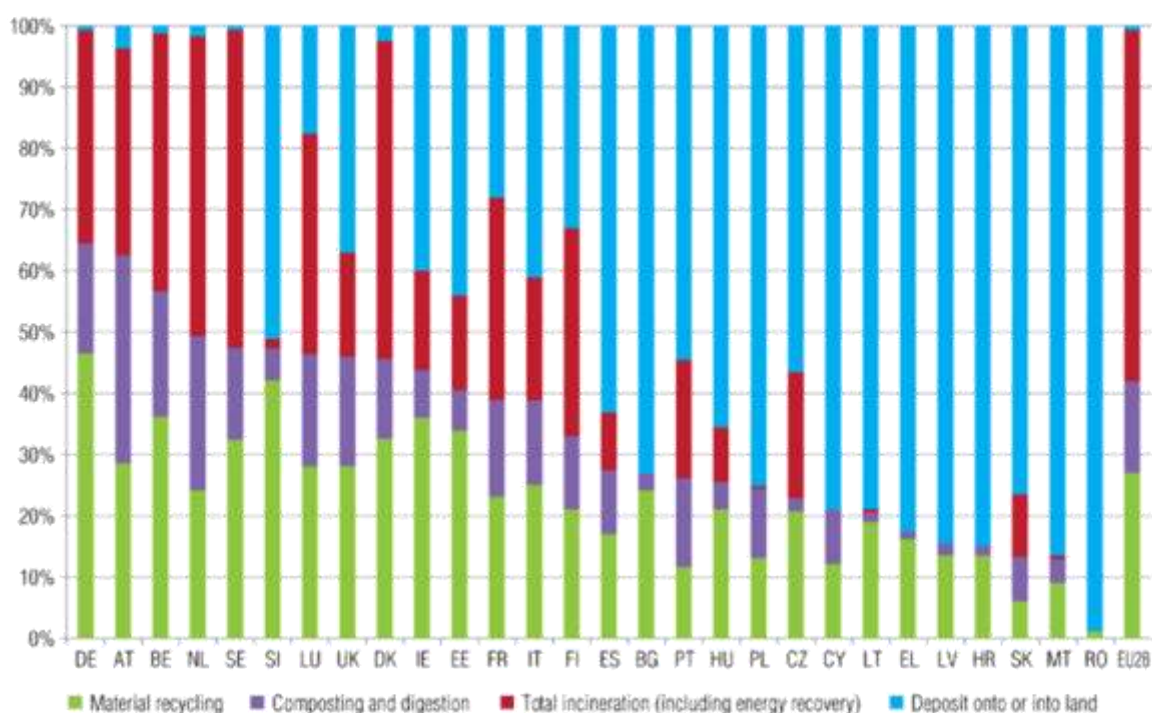
In France there is a sliding scale for landfill tax from \$AUD64 per tonne for waste without treatment, \$AUD53 in landfills meeting ISO 14001 requirements, \$AUD38 if there is energy recovery from biogas, and \$AUD26 if each landfill cell is constructed as a bioreactor.

In addition, waste cannot go to landfill from municipalities that do not have source separation.

Germany has no landfill tax but waste with an organic content greater than 3% cannot be sent to landfill.

Note: countries that have the lowest landfill, also have the highest use of incineration and have higher rates of recycling.

Figure 1. Waste treatment by EU countries in 2015.



The relative performance of EU counties in 2015 is shown above.

The education tour reinforced that Germany and Switzerland are leaders in material recycling, composting or digestion, and that thermal waste treatment has reduced waste to landfill to almost zero. In contrast, Spain, France, Italy and the UK are increasing re-use and recycling but are still reliant on landfill.

Australia is still sending almost all residual waste to landfill. It is the cheapest option but leaves a legacy for future generations to remediate the land used for landfill. By comparison, in the UK and Europe the need for each generation to deal with its own waste is recognised. There is community acceptance of energy recovery from waste and there has been significant investment in waste to energy facilities.

Germany	(DE)
United Kingdom	(UK)
Spain	(ES)
Italy	(IT)
France	(FR)

Relevance of the UK

The UK has been a recent point of reference for the Metropolitan Waste and Resource Recovery Group in determining a way forward with alternative waste treatment in Melbourne. The UK has a set of political and legislative drivers for waste management that are relevant to understanding how investments in alternative waste treatment have been made. This includes how responsibility for waste management is allocated between local governments under their Local Government Act.

First Tier Local Councils (County councils) are responsible for disposal of all residual waste (and achieving waste diversion targets), and dealing with any recyclable materials that a Tier 2 council surrenders to them. Second Tier Local Councils (District councils) are responsible for household kerbside collections of all waste streams - residual, organics/food, and recycling. Of the councils visited, North Yorkshire and Buckinghamshire are both County councils.

Tier 2 councils can take responsibility for disposal of recyclable materials and organics, which they usually only do only if there is value in it for them, or surrender these materials to their Tier 1 council. They have the obligation to meet recycling targets if they don't surrender their recyclable materials. They must surrender the residual waste to the Tier 1 council for disposal as it directs.

There are combined Tier 1/Tier 2 Councils (called City, or Metropolitan and/or Unitary councils), which have both Tier 1 and Tier 2 functions under their control. Of the councils visited, Milton Keynes is a Unitary council and Leeds is a Metropolitan council.

The Waste Education Tour, identified that Tier 1 and Tier 2 councils can have different objectives for the treatment of waste and they operate independently. Therefore, the integration of residual, recycling and organic waste management can be lacking and inconsistent on a regional basis. This has led to councils adopting different technologies to meet their needs.

Allocation of responsibility for waste disposal to Tier 1 councils has resulted in local solutions to waste produced by households and industry. Councils have made the investments necessary to replace landfill in their local area. This phase of landfill replacement in the UK is ending and today private entities are developing their own facilities and offering services to the remaining councils without facilities or to the commercial and trade waste producers whom effectively are still landfilling.

Energy companies are also building facilities that use waste as a fuel to generate electricity in small-scale facilities capable of helping meet peak demands for energy.

Advice from people involved in UK waste management is that the UK would not have invested billions of pounds in new disposal technologies as alternatives to landfill had the EU not directed it to do so, with the threat of penalties and fines for non-compliance.

4.2 Implementing alternative waste disposal

Key finding - National and regional government policy is a key influence on waste disposal. The policies in place for land use, taxing waste, contributing capital to build waste facilities, enabling public private partnerships, governing local authority procurement, and providing rebates for renewable energy generation, strongly influence what is being done.

Governments across Europe have made choices about how they will achieve the outcomes required by the EU directives on landfill and waste re-use and recycling. Long-term economic and social benefits have been identified by the EU as the rationale for the directives. Clearly there are short and medium-term impacts in changing the way wastes are managed.

Landfill is a well understood as a low-cost waste disposal option and local economies have developed around landfills. The collection and transport systems for waste are designed to take it as quick as possible to a nearby landfill. Land use planning accommodates landfilling through suitable zones and controls. Changing the system of waste disposal, especially to a higher cost disposal method, will have economic impacts.

This is well known in Victoria. For example, the Metropolitan Waste and Resource Recovery Group have calculated the economic cost of every dollar increase in a landfill tax. This cost will be borne by waste producers in the absence of effective schemes to recover the costs from product manufacturers or retailers. Households and businesses creating waste will need to pay more.

Some of these costs will be offset by the sale of resources recovered from waste. There is limited demand for many of these resources, especially when they are recovered from the residual waste stream and have been damaged through comingling with food wastes and broken glass. They have less value than source-separated materials which currently have less value than the cost of recovering them.

The significant capital cost to establish alternative waste treatment facilities has been addressed in various ways in countries visited, including full government funding or facilitation of public private partnership funding. Creating ways for councils to access large amounts of capital will be necessary for local government to continue participating in waste disposal.

The role of local government in Australia in collecting and disposing of household waste and simultaneously providing waste disposal for local businesses is mirrored in the UK. Councils have provided the 'municipal tip' at a local quarry hole. This has been a cost-effective way to deal with the result of extractive industries and there is a continuing connection in Melbourne between extractive industries, the creation of large holes, and landfilling.

Government subsidies or rebates for alternative treatment of waste are in place in the UK and Europe. This includes the landfill taxes previously discussed and rebates for renewable energy where waste is used to produce electricity. Electricity generators using waste as a fuel are also able to maximise the benefits of pricing incentives in the national grid.

In Switzerland the government contributes 50% of the capital for waste to energy plants from general federal taxes. In the UK a subsidy scheme was in place for up to 50% of the capital cost of alternative waste treatment facilities built under public finance initiatives i.e. public private partnerships.

Any alternatives to landfill in Australia will cost more and some options will be difficult to implement under current land use controls. Local Government will have difficulty funding large facilities because of the controls on procurement and public private partnerships, and limitations on access to capital from reserves or through debt.

The private sector will only fund alternative waste disposal facilities if they make a commercial return. This relies on government funding in one way or another when there is limited demand for the resources recovered from waste and the cost of landfill is low.

4.3 Alternative waste treatment and disposal options

Key finding - Several alternative treatment technologies for residual waste are commonly used to replace landfill and they effectively recover materials and/or energy. Waste to energy through mass burning is the only technology treating all wastes when they are created and where they are created.

Mass burning relies on a market for heat, or electricity generated from the heat, and a market or disposal option for residual ashes, and costs the same as landfill, if landfill costs and electricity prices are high enough. All other technologies produce recovered materials or fuel that rely on a market or government subsidy to pay for their recovery, e.g's, paper, plastic, liquid fertiliser, compost, fuel oils, biogas, and syngas.

It is important to stress that waste disposal is for residual waste – i.e. the waste remaining after separation at source.

Improved landfilling

Landfill is still an important way to dispose of waste in Europe, as can be seen in Figure 1. Some of it is residual waste from energy to waste treatments, some is the part of the residual waste stream remaining after material recovery and some is untreated waste.

Landfilling untreated waste creates greenhouse gases and leaves future generations with a legacy. For example, in Switzerland landfills are being excavated and the waste removed and burned in waste to energy facilities so that the land can be remediated. Costs incurred are 5 to 10 times more than the current disposal cost per tonne and much less than the cost of alternative treatment of the waste today.

Landfill management has been modernised at the landfills visited in Europe. Waste is compressed and baled before placement in the landfill. This ensures consistent levels of compaction and reduces the amount of moisture. If bales are wrapped it also reduces litter and the attraction of birds.

The cost to bale and wrap waste at the Montblanc landfill in France was around \$A30 per tonne and it is a requirement of the planning approval as a way to minimise litter.

Some materials recovery is possible before baling and this was happening at the Idroedil landfill in Italy, where metals and organic material was being removed before baling. The removal of organic waste is a planning approval requirement.

Baling adds cost and is not necessary to optimise utilisation of the available landfill volume (conventional landfilling practice can achieve the same compaction) but it can reduce nuisance issues in the landfilling process.



These pictures show waste being baled and wrapped and the finished bales placed into landfill at the Montblanc landfill in France.



Materials recovery

All alternatives to landfill are more expensive and technically more difficult. Materials treatment (i.e. the recovery of materials of value from the residual waste stream) is possible before landfilling.

In the UK and Europe, the materials recovered from the residual waste stream have low value and limited demand. There are some exceptions, including recovered metals, Polyethylene Terephthalate (PET) and High Density Polyethylene (HDPE). Organic materials and plastics/paper are only recovered if there is a subsidy, local policy commitment or a mandated requirement. A similar situation exists in Australia.

Many residual waste material recovery facilities in the UK are not operating as intended, and some are limited to simply baling and wrapping the waste for export or transport to an energy from waste facility. The main reason is that the recycling market is tough and re-processors of recycled materials will not accept any contamination because the recovered materials become a cost to dispose of, rather than a source of income. The best way to achieve higher recycling is to improve the effectiveness of separation at source because it achieves a high density of recyclable materials at a low rate of contamination.

The facilities that do recover resources from the residual waste stream are highly industrial, and whether they recover metals, organics, glass, paper, plastics or energy, they are much more complicated to operate than a landfill.

There are specialist companies planning, financing, building and operating these waste facilities.

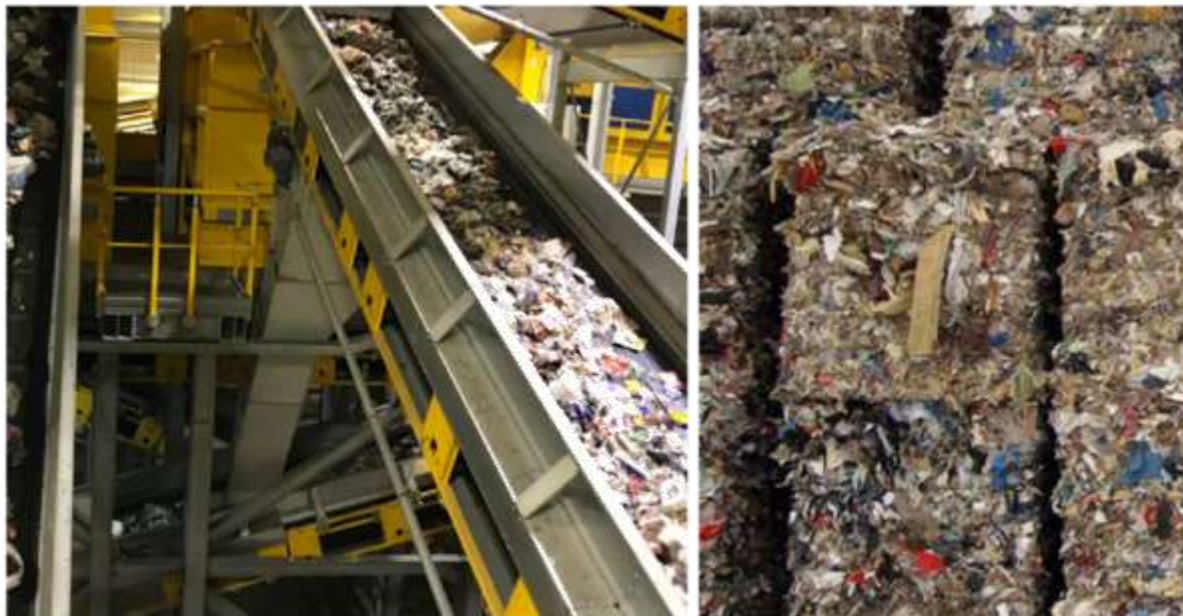
Separating food waste is important if waste is to be sent to a treatment plant because food coats conveyor belts (which requires more cleaning and maintenance), it affects ballistic and optical separation of plastics, and the material recovered are less valuable.

Metals are valuable but compost, paper and plastics recovered from residual waste are worth less than the cost of recovering them. Only landfill tax avoidance seems to justify doing it. Some facility operators said these materials were sold at a 'negative price' i.e. they were paying to dispose of them in a way that is cheaper than landfill. Materials in residual waste typically have more value for energy recovery through incineration with high-energy recovery.

Most of the facilities visited were designed for municipal solid waste and separation at source is the key to recovering the materials that have value greater than recovering their energy. The materials are cleaner, more readily processed, and more valuable. Every country visited had source separation. The absence of a market for most materials recovered from waste, except for energy, was apparent in every country.

The biggest market for materials recovered from the waste stream seems to be high calorific value plastic, textile and paper waste that can be used in cement kilns or waste to energy plants elsewhere in Europe. The UK exported 2.5 million tonnes of this waste, known as refuse derived fuel, to northern Europe in 2015.

These pictures show a typical materials treatment plant and bales of refuse derived fuel.



Alternative technologies

The most common alternative waste treatment technologies are aerobic composting (to create compost) or anaerobic digestion (to create biogas and compost) of organic wastes and waste to energy through mass burning (to create heat and electricity).

There are different waste to energy options. Milton Keynes in the UK burns waste through a two-stage process involving gasification to produce syngas, which is then burnt to generate electricity. Waste to fuel (creation of fuel oil) is a potential option but the only facility we visited that was doing it was Toledo, Spain where they were using flash pyrolysis of film plastics to produce fuel from waste in a small-scale trial plant.

Aerobic composting requires shredding, removal of over-size materials and windrowing of the material in a shed where it is turned regularly to introduce air and create compost.

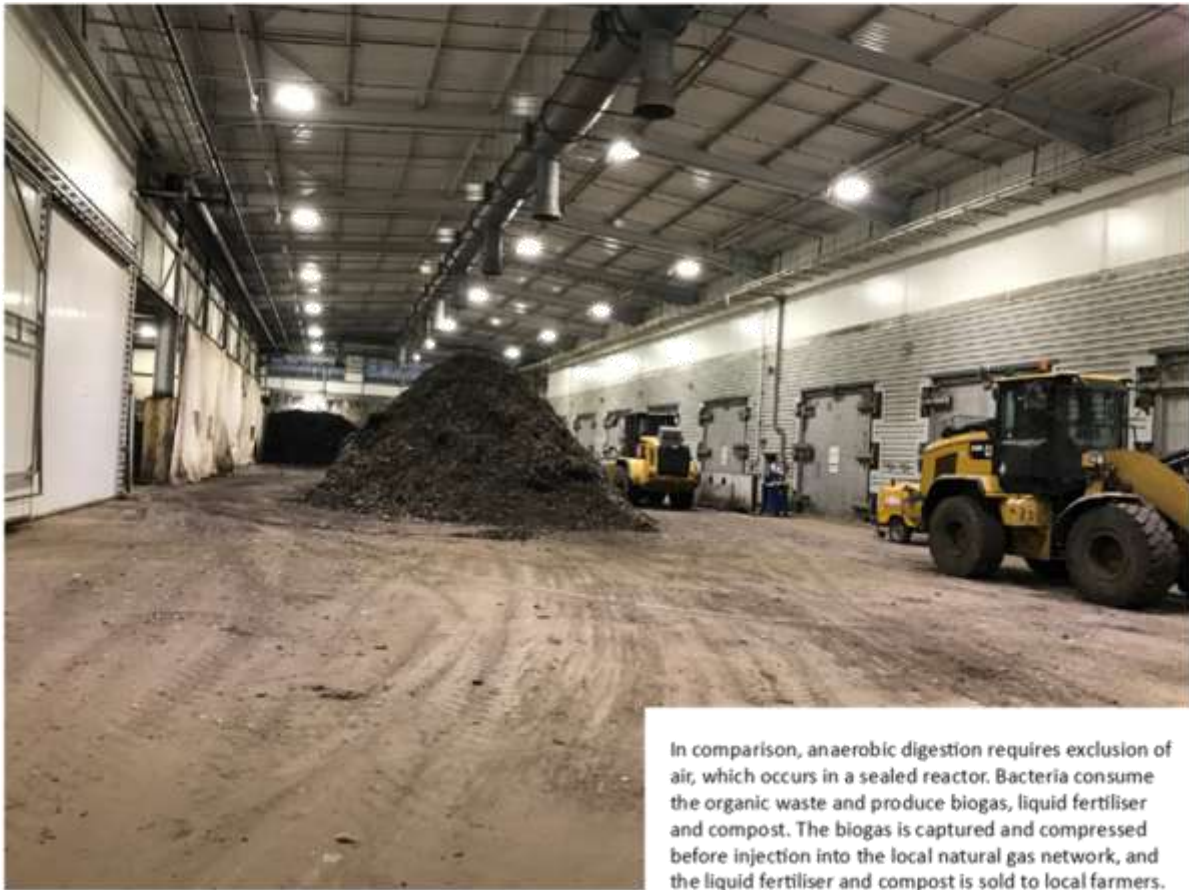
The Toledo composting facility cost \$AUD15.5 million to build in 2012. It has the capacity to process 125,000 tonnes of organic waste to produce 25,000 tonnes of compost.

The picture below shows the aerobic composts happening in Toledo. The Toledo composting facility in Spain cost \$AUD15.5 million to build in 2012. It has the capacity to process 125,000 tonnes of organic waste to produce 25,000 tonnes of compost.

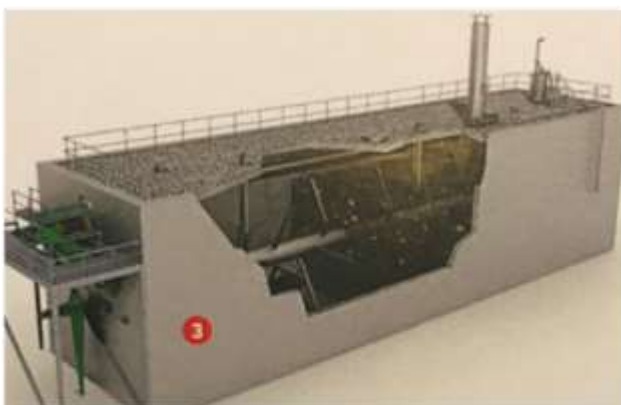


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It is also possible to do in-vessel composting. The photo below shows this happening at Milton Keynes, UK. Milton Keynes cost \$AUD264 million in 2018 and has the capacity to treat 132,000 tonnes of waste, including 32,000 tonnes of organic waste recovered from residual waste.



In comparison, anaerobic digestion requires exclusion of air, which occurs in a sealed reactor. Bacteria consume the organic waste and produce biogas, liquid fertiliser and compost. The biogas is captured and compressed before injection into the local natural gas network, and the liquid fertiliser and compost is sold to local farmers.



This diagram shows the Winterthur reactor, Switzerland.

The Winterthur anaerobic digestion plant cost \$AUD18.6M to build in 2015. It has the capacity to treat 20,000 tonnes of source separated garden waste and food waste from homes and businesses to produce 4,000 tonnes of biogas.

Mass burning is most commonly done in a staged combustion process on a moving grate furnace. There were many terms used to describe mass burning – staged combustion, thermal treatment, and modern incineration. The use of the term 'incineration' was avoided in all countries, except Switzerland and Germany, because it has negative connotations associated with destructors used in the past to dispose of waste through uncontrolled burning and without emissions treatment.

Waste doesn't need to be pre-treated for mass burning and municipal solid waste can be burned straight from collection.



At the Regeria plant, Switzerland the waste is accepted directly from the collectors without treatment. The diagram above is a section through the plant. It is worth noting that everything in the building between the red turbine on the left and the orange boilers on the right is gas treatment to ensure that emissions meet regulatory requirements.

The Regeria Waste to Energy Plant cost \$AUD440 million to build in 2015. It has a capacity to burn 220,000 tonnes annually and produce 26MW of electricity and up to 92MW of heat. Waste is accepted into bunkers, burned to produce steam, which turns a turbine to generate electricity, and gases are treated chemically to meet emission standards.

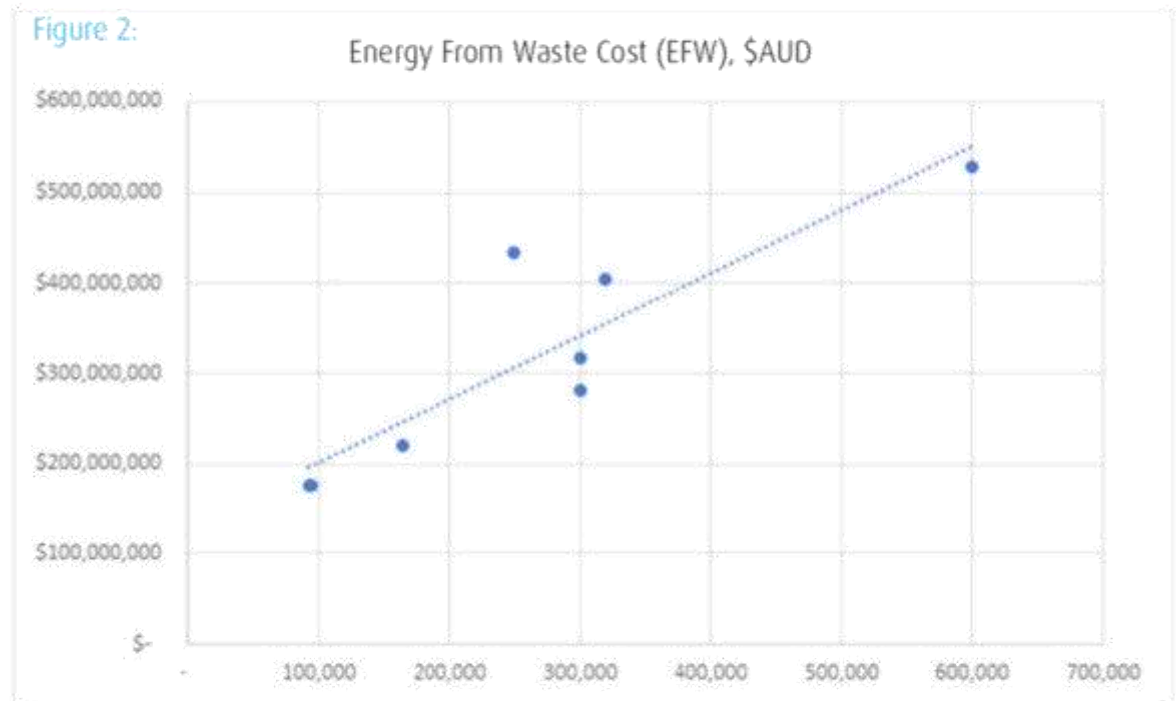
The Regeria plant burns waste in a multi-stage process like the previously described gasification and pyrolysis processes, with drying, pyrolysis, gasification, and burn-out. The moving grate technology is proven at large scale and has higher energy efficiency and lower emissions than other processes.

The plant also accepts material from landfill remediation (i.e. waste excavated from old landfills). This has started in Switzerland to minimise the long-term environmental impact of landfills to air, surface and ground water.

Waste to energy plants are large industrial buildings, as can be seen from the picture of the Regeria plant below.



The sheer size of the facilities is a consideration in locating them in urban areas. There are scale advantages in building large facilities. The graph below shows the comparison of capital costs and processing capacity of waste to energy plants visited.



The capital cost per tonne of capacity to process waste varies considerably with technology and scale, this includes the investment in emissions cleaning.

The cost to transport waste to facilities located away from population centres needs to be considered. Waste is often treated close to where it is created and baled and transported to the final disposal point. This could be a landfill or taken to a waste to energy facility elsewhere.

This is evidenced by the UK exporting 2.5 million tonnes of refuse derived waste to Europe for burning as fuel in energy from waste facilities.

Waste to fuel

Waste to energy uses waste as a fuel to produce heat or electricity, which is consumed immediately in the location it is created. This requires the waste to energy plant to be located near connection points to the electricity grid and/or consumers of heat (e.g. the paper mill next to the Renergia plant).

Creating fuel from waste provides the flexibility to transport the fuel and use it elsewhere. It can also provide more versatile forms of energy, for example biogas can be cleaned and compressed for use in trucks and buses.

Making fuel from organic waste involves digestion in a reactor to create biogas, and making fuel from plastic waste involves gasification or pyrolysis to produce syngas or oil. This is also known as chemical recycling.

Gasification heats the waste plastic to produce 'synthesis gas' (syngas). This can then be used to produce fuel oils (diesel or petrol) or burned directly to generate electricity. Pyrolysis heats plastic waste in the absence of oxygen to produce an oil like crude oil.

At the sites visited there was limited waste to fuel production. The Winterthur anaerobic digestion plant produces biogas, which is injected into the natural gas grid but could be used for vehicles. 4,000 tonnes of biogas is produced from 20,000 tonnes of waste. At Milton Keynes, gasification is used to produce syngas, which is burned on site to generate electricity but could also be used off-site, as can the biogas from the composting facility.

At Toledo the waste to fuel plant uses 7,000 tonnes per year of waste to produce a fuel oil. It is currently a pilot but, depending on the success of the pilot, is capable of being scaled up to 28,000 tonnes per year.

This is an emerging technology for large scale treatment of plastic waste. It requires significant effort and investment to sort and clean the waste to provide more uniform feedstock than naturally occurs in a municipal waste stream.

4.4 Public and private ownership and management

Key finding – Most waste facilities developed by a second level of government (local authority) have been designed to only dispose of waste generated by their community. Some provide additional capacity to accept waste from local businesses. Other waste facilities are being developed by energy companies using waste as a fuel to generate heat and/or electricity for their customers.

The objective of the owner in developing the waste management facility is important.

County councils we visited were fulfilling their waste disposal responsibility in ways that they can afford and that meet their community's expectations. This has resulted in facilities sized to match municipal waste demand and designed for treatment of waste to achieve local sustainability goals. In some cases, these communities are paying a premium for small, local and specialised facilities.

In contrast, energy companies are specialists at generating electricity use their waste to energy plants, which are small compared to coal plants, to optimise scale efficiencies in electricity generation within the limitations of waste as a fuel. As a fuel, waste is a highly variable and has low calorific value compared to coal or gas.

The Milton Keynes Waste Recovery Park, UK is an example of this type of facility. The picture below shows their materials recovery (top), composting (middle right) and gasification and electricity generation (middle left). The building in the bottom is another council service.





Waste to energy plants are small power stations making profits through the payment they receive to accept waste as fuel and by supplying power (especially in peak demand periods at premium prices). They contribute to base power but the main profits come in peaks. Energy companies understand the market for electricity and they take commercial and municipal waste and aim to maximise the energy recovery from waste at the lowest cost.

This doesn't mean that councils are not building large capacity municipal facilities that also cater for waste disposal for other councils and businesses. The Greatmoor Waste to Energy Facility in the UK is an example of this type of facility. 190,000 tonnes of its capacity is intended to be sold privately by the operator to generate revenue to offset Buckinghamshire County Council's waste disposal costs. Milton Keynes also has 60,000 tonnes of capacity that is being sold until such time as population growth generates additional municipal waste.

The significant costs and complexity in managing these facilities has led to councils working with partners to design, build and manage them. Some councils borrowed the funds to build facilities (e.g. Greatmoor, \$320AUD million and Milton Keynes, \$260AUD million). Other councils have entered into public private partnerships for facilities to be built and operated by third parties under long-term contracts (typically 25 years) that guarantee supply of waste and payment from the council (e.g. Allerton and Leeds).

Every council facility visited was operated by a specialist company. This is a change in business model from council waste disposal through landfill. Specialised skills are required to ensure that complex materials handling equipment, chemical treatment, furnaces and boilers, turbines and reactors are operated correctly. These companies included Veolia (waste company), FCC (waste company), Amey (services company), Axpo (green energy company), and Hitachi Zosen Inova (waste to energy supplier).

Many of these companies were also involved in putting together the deal to fund and build the facility.

In some cases, they have also provided funding through a public private partnership. Getting finance for alternatives to landfill is difficult because of risks associated with government procurement processes, grant funding requirements, obtaining planning approval, ongoing regulation, the waste composition and volume of waste, and forward sale prices of energy or recovered materials.

These risks are substantial and have prevented alternative waste treatment from becoming established in Australia. There are examples of proposed facilities that have not been able to manage or eliminate risks, so they have yet to be built. There are also examples of facilities that have been built and failed with significant financial loss.

The guaranteed supply of waste at a known revenue (i.e. councils commit to supply their municipal waste at an agreed price) over the life of the facility, and the forward purchase agreements for recovered materials or energy (i.e. electricity or heat) are both important in the financing of waste facilities. Banks want reassurance that the facility will generate returns.

Limited opportunities for the use of heat and low electricity prices can be a limitation on investment. Generating electricity from the heat generated from burning the waste is less efficient than using the heat directly. In northern Europe there is demand for district heating (i.e. providing heat to homes) and sometimes there are nearby industrial processes that can use heat (e.g. Renergia sells heat to the adjacent paper mill).

In Australia the demand for heat would be lower and highly seasonal for heating homes but there are industrial processes that require lots of heat (e.g. food processing) or cold (e.g. cold stores, data centres). The opportunity to co-locate these types of uses with a waste to energy facility exists at the Wyndham RDF with the development of the Werribee Junction Precinct Structure Plan (PSP).

5. Conclusion and recommendations

Waste treatment and disposal choices are being made by governments and communities within the context of regulation, economic impact, and markets for recovered resources. The value inherent in materials in the waste stream and the behaviour of waste producers in separating wastes are key considerations. Preparedness to pay for waste collection, treatment and disposal options, and who will pay, lies at the heart of choices being made about waste. There are significant costs and risks in moving away from landfilling to alternative treatment of waste.

If Australia is to become a modern nation in dealing with wastes generated in households and businesses it must stop transferring waste offshore for treatment or leaving it buried for future generations to treat. Action is required at the federal, state, and local level to develop a coordinated national waste management system.

5.1 Federal Government

- **National targets are needed for waste avoidance, recovery of materials or energy from waste, and to limit waste going to landfill.** In Europe this direction has been provided by the European Union.
- **Waste movement between states needs to be controlled.** The free movement of waste from one jurisdiction to another defeat state controls in place to encourage alternatives to landfilling.
- **Markets need to be created for recovered materials or to create incentives for them to be removed from waste to landfill or energy recovery.** It currently costs more to recover materials from residual waste than the materials are worth. If the amount of waste going to landfill is to be reduced, incentives must be provided for the diversion of materials. This could be through government subsidy (i.e. a suitable landfill tax) or by creating demand for recovered materials in public works.
- **Research is needed into waste to fuel technology and whether it is scalable to recover more value from plastics than is possible through energy recovery by burning.** Waste to fuel has the potential to see plastics re-used in a way that creates the greatest value from plastic waste. It is currently being done in small scale facilities and requires further research to determine its' feasibility at scale.

5.2 State Government

- **A consistent approach to waste separation at source across the state is needed to introduce efficiencies and coherence to household waste disposal.** Separation at source enables valuable materials to be recovered more easily for re-use or recycling, and it protects their value.

- **Planning approvals and the regulatory environment for waste facilities needs to be reviewed to recognise waste disposal as an essential service and remove risk from facility development.** The regulatory environment for waste management is open to delay and frustration based on philosophical differences about waste policy, not the merits of an application. Examples from the UK showed that objectors can delay facility development for many years and add millions of dollars in costs even when the national government policy position is clear.
- **Direct investment is needed in alternative waste treatment facilities and/or making it easier for councils to obtain funding from private sources.** Direct investment, either in state facilities or through councils, would immediately provide alternatives to landfill. This could include alternative waste treatment for source separated food and organic waste or energy from waste plants. In the UK the second level of government provides waste disposal facilities.
- **State support for the development of a market for recovered materials is also important, and where this is not possible, support for waste to energy is needed.** Recovering energy from waste is sometimes the most environmentally sustainable use of the waste and it can be done with less impact on human health and the environment than landfilling.

5.3 Local Government

- **Advocate to state and federal governments to get recognition that waste collection and disposal is an essential service, encourage best practice and to create a market for recovered materials and energy.** Councils play a critical role in collecting and disposing of municipal waste to keep homes, streets and cities healthy - this requires increased support from state and federal governments.
- **Facilitate joint investment by councils in waste separation, materials recovery and waste to energy to achieve waste management objectives.** Council can act collectively in regions to consistently separate waste at source, aggregate collected waste, share risks, contribute funding, and support investment in alternative waste treatment to reduce waste to landfill.
- **Organise for councillors and officers from the UK to visit and present at a seminar on alternative waste management by council.** The UK is more relevant to Australia than other countries visited. Several people met during the education tour commented that Australia seems to be at the same point that the UK was 20 years ago. The seminar could discuss what councils have done and why, how they have done it, and what the learnings have been.

5.4 Wyndham

Wyndham has an opportunity to lead by example. As a council and the owner and operator of a commercial waste disposal business, Wyndham has a unique insight into what is happening in waste management and what is possible. The waste education tour has consolidated that understanding.

Community waste disposal

- **Separate food waste at source and collect it in a combined garden and food waste service.** This is expensive to implement and will require effort to encourage the behaviour change necessary for it to be successful. It may need to be accompanied by investment in anaerobic digestion or aerobic composting facilities at the RDF.
- **Investigate the potential for joint investment in waste treatment and disposal with councils using the RDF for waste disposal to achieve waste and litter strategy objectives.** This would take advantage of the RDF permit, licences, approvals and location to underwrite smaller scale investment in waste treatment that supports achievement of outcomes in Wyndham's Waste and Litter Strategy while other levels of government determine their policy response to the waste problem in Australia and Melbourne.

This could include cooperative action with inner city councils (e.g. Melbourne and Port Phillip), and Geelong, and western region councils.

Commercial waste disposal

- **Set up the RDF as a suitably zoned, permitted, licensed, and approved site for a range of waste management activities.** This will prepare the RDF to support creation of jobs in a circular economy. This will involve close engagement with the development of the Werribee Junction PSP to encourage the co-location of high heat, cold or energy consuming activities, such as data centres, cold stores, and food processing.
- **Improve landfilling practice by investigating removal of the organic fraction of residual waste for anaerobic digestion and the potential to compress, bale and wrap waste before placement into the landfill.** Removing the organic fraction will reduce methane and leachate production, which reduces risks associated with landfilling. A bale landfill is more expensive to operate but it can reduce nuisance impacts from landfill operations, such as noise, litter, and birds. It may also facilitate later recovery of waste.

This is an interim measure as landfilling is going to be the main way that municipal waste will be managed for disposal in Melbourne for the next 10 to 20 years, even with investment in waste to energy. It makes waste more easily recoverable for use as fuel in a future waste to energy facility.

- **Prepare to invest in materials recovery from residual waste if a market develops for recovered materials or landfill taxes make it cost-effective.** Materials recovery is expensive and, except for a few materials, will cost more than the value of the recovered materials, especially from a residual waste stream. It will reduce waste going to landfill and is worth considering if the landfill levy increases or demand increases and recovery will earn more than the cost of recovery.
- **Find suitable partners to work on developing the RDF as a location for waste to energy using proven technology.** Every Alternative Waste Technology (AWT) 'industrialises' waste disposal (in comparison with landfilling) and requires investment in, and operation of, sorting plants, reactors, boilers, turbines, or refineries. The RDF is a suitable location to support the large investments needed and has significant advantages as a working landfill. The amount of investment required and the capability needed to operate AWT is best provided by a partner or partners.

6. Waste education tour follow-up activities

A blog was created on Wyndham's website to provide updates throughout the education tour and as a reference for the details of each site visited.

A detailed Council report will be prepared that describes the key findings and the opportunities for Wyndham.

Presentations will be made to the following groups:

- Metropolitan Waste and Resource Recovery Group Forum
- CEOs of Western Region councils
- Western Region Infrastructure Directors
- Interface Infrastructure and Planning Directors

Briefings to Federal and State Politicians:

- Federal Minister for Environment and Energy, Josh Frydenberg
- State Minister for Energy, Environment & Climate Change, Lily D'Ambrosio
- State Shadow Minister for Environment, Nicholas Wakeling
- Member for Werribee, Treasurer for Victoria, Tim Pallas

www.wyndham.vic.gov.au

Attachment 1. Working Schedule

From	To	Session
1.00pm	3.00pm	Leeds Recycling and Waste Recovery Centre, 1 May 2018 Briefing by Veolia and Leeds City Council on the development and operation of the facility, followed by a site tour.
10.00am	4.00pm	Allerton Waste Recovery Park, 2 May 2018 Briefing by North Yorkshire County Council and Amey on the planning, funding, development and operation of the facility, followed by a site tour.
10.00am	2.00pm	Milton Keynes Waste Recovery Facility, 3 May 2018 Briefing by Milton Keynes Council and Amey on the planning, funding, development and operation of the facility, followed by a site tour.
3.00pm	6.00pm	Greatmoor Waste to Energy Facility, 3 May 2018 Briefing by Buckinghamshire County Council and FCC Environment on the planning, funding, development and operation of the facility, followed by a site tour.
10.00am	5.00pm	Ferrybridge Waste to Energy Facilities 4 May 2018 Briefing by Hitachi Zosen Inova (HZI) on design and construction of MF2 plant (under construction) followed by site tour, then briefing by HZI and Multifuel on the operation of the MF1 plant followed by a site tour.
9.00am	12.00	Ferrovial Centre of Excellence for the Environment 6 May 2018 Briefing with senior staff from the Centre of Excellence on innovations in waste treatment technology.
1.00pm	4.00pm	Ecoparque de Toledo 6 May 2018 Briefing by Ferrovial and Gesmat (joint venture between Ferrovial and the Toledo local authority) on operation of the facility followed by a site tour.
9.00am	11.00am	Cross Wrap, 9 May 2018 Meeting with Cross Wrap (Finnish bale wrapping supplier) to discuss their technology and its application in a bale landfill.
12.00pm	4.00pm	Montblanc Landfill, 9 May 2018 Briefing with Landfill Manager Vincent Lambert to discuss the operation of the landfill, followed by a site tour.
10.00am	2.00pm	Idroedil Waste Management Landfill, 10 May 2018 Briefing and site visit to materials treatment plant, landfill, and composting facility.
3.00pm	4.00pm	Mondial GIS, 10 May 2018 Meeting with Davide Amieri, principal with Mondial GIS, to discuss waste to fuel technology and bioreactor landfill development.
9.00am	3.00pm	Macpresse Europa, 11 May 2018 Briefing with design engineers and site tour of bale press manufacturing plant.
9.00am	6.00pm	IFAT Trade Fair, 14 May 2018 Attended trade fair and met with suppliers of services and technology.
9.00am	6.00pm	IFAT Trade Fair, 15 May 2018 Attended trade fair and met with suppliers of services and technology.
9.00am	2.00pm	Augsburg Anaerobic and Waste to Energy Facility, 16 May 2018 Briefing on the operation of the facility, followed by a site tour.
4.00pm	6.00pm	IFAT Trade Fair, 16 May 2018 Attended trade fair and met with suppliers of services and technology.
10.00am	12.00am	Kompogas Anaerobic Digestion Plant, 17 May 2018 Briefing with HZI on the design and operation of the facility, followed by a site tour.
1.00pm	2.30pm	Hitachi Zosen Inova, 17 May 2018 Briefing with a Director of HZI to discuss new technology and facility design and delivery.
3.00pm	5.00pm	Renergia Waste to Energy Plant, 17 May 2018 Briefing with the Plant Manager on the design and operation of the plant, followed by a site tour.

Attachment 2. Wyndham City Delegation

Name	Position	Organisation
Cr Peter Maynard	Wyndham City Council	Mayor
Stephen Thorpe	Wyndham City Council	Director, City Operations
Simon Clay	Wyndham City Council	Manager, Waste Management and Disposal

Attachment 3. List of Organisations

Name	Position	Organisation
Gush Bambhrah	Recycling Advisor	Leeds City Council
Helen Johnson	Education Officer	Veolia
Clr Andrew Lee	Executive Member - responsible for waste management	North Yorkshire County Council
Ian Fielding	Assistant Director - Transport, Waste and Countryside Services	North Yorkshire County Council
Mark James	Head of Construction	Amey
Paco Hevia	Technical Director	Amey
Nicholas Hannon	Head of Environment and Waste	Milton Keynes Council
David Proctor	Waste Manager	Milton Keynes Council
Eddie Simpson	Facility Manager, Milton Keynes	Amey
Clr Bill Chapple OBE	Cabinet Member for Planning and Environment,	Buckinghamshire County Council
Clr Clive Hariss	Deputy to Cabinet Member for Planning and Environment	Buckinghamshire County Council
Roger Seed	Waste Contracts Team Leader	Buckinghamshire County Council
Jez Elkin	Waste Awareness and Education Manager	FCC Environment
Colin Drew	Plant Manager, Ferrybridge	Multifuel
Richard Belfield	Director Project Development	Hitachi Zosen Inova, UK
Vicente Galvan	Director, Centre of Excellence for Environment	Ferrovial
Antonio Beaus	Director of Operations	Ferrovial
Ruben Munoz	Facility Manager, Toledo	Gesmat
Miguel Ruiz Barcia	Head of the Technical Office, Centre of Excellence	Ferrovial
Heikki Jyrkinen	Sales Manager	Cross Wrap, Finland
Vincent Lambert	Landfill Manager	Coved Environment
Martino di Nola	Area Export Manager	Macpresse Europa
Davide Amieri	Principal	Mondial GIS
Giuliano Scotuzzi	Export Sales Manager	Macpresse Europa
Dr Stafania Barbano	Export Sales Manager	Coparm, Italy
Herman Sioen	General Manager	CNTY Europe
Danilo Broglia Montani	Project Development Manager	Sorain Cecchini Tecno, Italy
Marc Stambach	Managing Director	Hitachi Zosen Inova, Australia
Andres Kronenberg	Vice President of Marketing and Sales	Hitachi Zosen Inova, Switzerland
Rudi Kummer	Plant Manager	Renergia Zentralschweiz, Switzerland

Wyndham Waste Education Tour - May 2018



FILE NO:

ITEM NO: 6.5.3
A/CHIEF EXECUTIVE OFFICER -
NATALIE WALKER**INAUGURAL BIENNIAL REPORT OF THE AUDIT & RISK COMMITTEE****Summary**

Consistent with requirements under the Local Government Act 2020, Council's Audit and Risk Committee (ARC) Charter requires that a Biennial Risk Report be prepared detailing its activities, for the CEO to table at a Council meeting.

This inaugural report covers the meetings conducted by the ARC over the period since the new charter commenced, September 2020-March 2021.

In future, this report will be produced following the September and March ARC meetings.

It is evident to the ARC that over the course of this reporting period the Council's risk culture has matured. In particular the following aspects are to be noted:

- Adoption of an Audit and Risk Committee Charter which incorporates the requirements of the Local Government Act 2020
- Annual ARC workplan that provides coverage across the roles and responsibilities under the Charter
- Comprehensive Risk Framework and Policy and a focus on Council's strategic and emerging risks
- Internal and External Audit engagement and focus on management actions arising from past audits
- Improved quality of reporting, in particular regarding Council's emergency and community responses through the COVID pandemic

This reporting period also saw changes to the ARC membership with three new Councillor representatives – Cr Adele Hegedich (Mayor), Cr Susan McIntyre, Cr Sahana Ramesh and Kylie Maher appointed as new external member.

The ARC conducts an annual self-assessment as part of its continuous improvement program. A report on the assessment for 2019/20 was tabled at Council's December 2020 meeting. This process of self-assessment provides valuable insight for Committee members, Management and Councillors and informs areas of development and focus required in delivering against the Charter responsibilities.

Attachments

Nil

Officers' Declaration of Interests

Under Section 130 of the *Local Government Act 2020*, officers providing advice to Council must disclose any interests, including the type of interest.

Acting Chief Executive Officer – Natalie Walker

In providing this advice as the Acting Chief Executive Officer, I have no disclosable interests in this report.

Audit and Risk Committee Chair – Kathy Alexander

In providing this report as the Chair, on behalf of the Audit and Risk Committee, I have no disclosable interests in this report.

FILE NO:

**ITEM NO: 6.5.3
A/CHIEF EXECUTIVE OFFICER - NATALIE
WALKER**

INAUGURAL BIENNIAL REPORT OF THE AUDIT & RISK COMMITTEE (cont'd)

Key Issues

- Biannual report to Council regarding the activities of the Audit and Risk Committee.

RECOMMENDATION

That Council note the Inaugural Biannual Risk Report of the Audit and Risk Committee for the period October 2020 – June 2021.

MOTION

CR SUSAN MCINTYRE / SAHANA RAMESH

That Council note the Inaugural Biannual Risk Report of the Audit and Risk Committee for the period October 2020 – June 2021.

(CARRIED)

FILE NO:

ITEM NO: 6.5.3
A/CHIEF EXECUTIVE OFFICER - NATALIE
WALKER**INAUGURAL BIENNIAL REPORT OF THE AUDIT & RISK COMMITTEE (cont'd)****1. Background**

Under the Local Government Act 2020, Section 8 (1), the role of a Council is to provide good governance in its municipal district for the benefit and wellbeing of the municipal community. It specifies in Sections 53 and 54, that Council must operate an Audit and Risk Committee whose charter is adopted by Council. The Wyndham City Council Audit and Risk Committee Charter was adopted by Council at its July 2020 meeting.

Wyndham City Council Audit and Risk Committee has four primary objectives:

- 1) Governance – ensuring the transparency of Committee performance in meeting the obligations of this Charter through planning a program of work, assessing and reporting on its achievements.
- 2) Finance & Performance – enhancing the credibility and objectivity of Council's financial and performance management and reporting, including review of accounting policy and practice.
- 3) Audit & Assurance – obtaining confidence in the performance of management, through independent and objective assessment of the organisation.
- 4) Risk & Compliance – reviewing the appropriateness and effectiveness of management's risk and compliance systems and confirming that an adequate internal control environment is maintained.

The Audit and Risk Charter is supported by the Annual Workplan, which is a working document and updated as required. It lists the proposed standing agenda and demonstrates how the Charter commitments will be met across the financial year.

2. Relevant Law

The Local Government Act 2020, Section 54 (5), requires that an Audit and Risk Committee must:

- a) prepare a Biannual Audit and Risk Report that describes the activities of the Audit and Risk Committee and includes its findings and recommendations; and
- b) provide a copy of the Biannual Audit and Risk Report to the Chief Executive Officer for tabling at the next Council meeting.

3. Discussion

Comments from the Chair:

This is the first Biannual Audit and Risk Report provided to Council which I am pleased to present in my role as Chair of the Audit and Risk Committee (ARC).

It is clear to the ARC that Council's risk culture has matured over the course of this reporting period. In particular, the following aspects are to be noted:

- ARC has adopted an Audit and Risk Committee Charter which incorporates the requirements of the Local Government Act 2020;
- The ARC annual plan covers off the roles and responsibilities outlined under the Charter;
- ARC has approved a Comprehensive Risk Framework and Policy which is focused on Council's strategic and emerging risks;
- The ARC and Management have increased staff engagement with internal and external Audit and focused on closing management actions arising from past audits.
- Management has improved the quality of reporting, in particular, Council's emergency and community responses through the COVID pandemic

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ITEM NO: 6.5.3
A/CHIEF EXECUTIVE OFFICER - NATALIE
WALKER**INAUGURAL BIENNIAL REPORT OF THE AUDIT & RISK COMMITTEE (cont'd)**

This reporting period also saw changes to the ARC membership with three new Councillor representatives – Cr Adele Hegedich (Mayor), Cr Susan McIntyre, Cr Sahana Ramesh and Kylie Maher appointed as new external member.

The ARC reviews and improves its performance by conducting an annual self-assessment. The report on the 2019/20 self-assessment was tabled at Council's December 2020 meeting. This process of self-assessment provides valuable insight for Committee members, Management and Councillors and informs areas of development and focus required in delivering against the Charter responsibilities. The following comments have been provided by management regarding their approach in bringing audit and risk matters to the Committee for consideration.

Audit:

- Following approval of the revised Audit and Risk Committee Charter by Council in July 2020, focus shifted to improving the governance of audits and staff engagement with the Internal Auditors. This led to endorsement of a revised Internal Audit Charter at the ARC October 2020 meeting. The supporting documents: Internal Audit Contract Management Plan and Internal Audit Quick Reference Guide were also noted at this session. An assessment of the Internal Auditor's performance, in line with the metrics agreed in the contract management plan, was also presented at this meeting. This is the first time this assessment had been undertaken.
- Performance of internal audits has been more actively facilitated by the risk team to improve business engagement and focus audit attention on areas of greatest risk within agreed audit objectives.
- Management's monitoring and reporting of internal audit actions has continued to mature across this period, including:
 - o Revision to the structure, layout and accessibility of the 'Pulse' system where these actions are recorded;
 - o Management can now self-serve to update action status information within the tool, and upload evidence of action completion;
 - o Actions not completed by the original due date are now able to have a revised date set with agreement from the ELT member nominated as Audit Sponsor (with evidence retained);
 - o Tracking of audit actions now includes both external financial audit actions and VAGO performance audits where WCC has been a named participant as well as internal audit actions;
 - o ARC feedback on reporting content has led to revision of reporting formats and the inclusion of greater detail; and
 - o An additional validation step is being introduced to review action completion and evidence retention holistically, when all actions for an audit have been completed. The audit action will be closed in consultation with the Audit Owner and Sponsor.

Risk:

- Enterprise risk profile content has been expanded to include the summary risk from the 21 identified compliance programs, enabling holistic view of risk while supporting improvement in compliance. A Strategic Risk meeting cycle has been established and published on the intranet to share key risk information and encourage stakeholder contribution to topics relevant to their work. Directors will be in attendance at ARC meetings on a rotating basis and speak to emerging risks in their area of responsibility. Development of strategic risk assurance activities has been the focus over the past 6 months. Meetings with all business area leadership teams have been held to identify key operational risks. A report will shortly

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ITEM NO: 6.5.3
A/CHIEF EXECUTIVE OFFICER - NATALIE
WALKER**INAUGURAL BIENNIAL REPORT OF THE AUDIT & RISK COMMITTEE (cont'd)**

be reviewed by the Executive. Following that, work with identified owners and delegates will commence to develop our understanding of these risks. Mapping has occurred across the enterprise risk profile to identify gaps and will form part of the conversation about the comprehensiveness of risk mitigation strategies.

4. City Plan

4.2.3 Council will strengthen its operational efficiency and sustainability by identifying and embracing new, more efficient ways to work with partners from the public and private sector, and by regularly applying rigorous evaluation of our systems, investments, expenditure, infrastructure needs, service delivery, technology use, resource application, and staff development, empowerment and flexibility.

5. Council Plan and Policies

The Audit and Risk Committee Charter is publicly available on the Wyndham City Council Website. Under the Charter, the ARC committee approves the Internal Audit Charter, Strategic Internal Audit Plan and Annual Internal Audit Plan. To enable the Committee to discharge its responsibilities, it has visibility of key organisational management policies and practices including Enterprise Risk, Business Continuity, Enterprise Compliance, Procurement, Fraud and Corruption Control, Public Interest Disclosure and Financial Management.

6. Regional, State and national plans and Policies

Not applicable

7. Financial Viability

The independent committee members are compensated for their participation on this Committee as provided for by Local Government Act 2020, Section 53 (6).

In the discharge of its duties, the Committee monitors the annual financial and performance reporting of Wyndham City Council and recommends in principle the adoption of Annual Financial and Performance Statements to Council.

8. Sustainability Implications

The Committee reviews the strategic risk to Environmental Sustainability that WCC may not effectively achieve positive environmental and sustainability goals. The Committee reviews the diverse range of activity undertaken across the organisation to assure strategic objectives related to sustainability are achieved.

9. Options

Not applicable

10. Community Engagement

Not applicable

11. Communication Strategy

This report informs Council and the community of matters reviewed by the Committee in the performance of its duties, highlighting noteworthy items. It provides assurance that the operational activities of management are being reviewed independently.

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ITEM NO: 6.5.3
A/CHIEF EXECUTIVE OFFICER - NATALIE
WALKER**INAUGURAL BIENNIAL REPORT OF THE AUDIT & RISK COMMITTEE (cont'd)****12. Innovation and Continuous Improvement**

An annual assessment of Committee performance is undertaken to confirm that the responsibilities of the charter have been met and identify opportunities for improvement. It is provided to the CEO for tabling at the relevant Council meeting.

13. Collaboration

The Committee has a key advisory role in assisting Council to fulfil its assurance and compliance responsibilities. It engages directly with management as well as obtaining independent advice and information from the internal and external auditors. There is opportunity at each meeting for the Committee members only to meet, without Council officers present, and with the Internal Auditor without management present.

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ITEM NO: 6.5.3
A/CHIEF EXECUTIVE OFFICER - NATALIE
WALKER**INAUGURAL BIENNIAL REPORT OF THE AUDIT & RISK COMMITTEE (cont'd)****ATTACHMENT 1: ARC Annual Work Plan Status**

The following table presents Committee meeting information and content presented since the implementation of the new charter:

ARC Meeting – 10 March 2021

Committee attendance: Dr Kathy Alexander (Chair); Cr Adele Hegedich (Mayor); Mr Jeff Rigby; Mr John Watson; Ms Kylie Maher; Cr Susan McIntyre; Cr Sahana Ramesh;
Management attendance: Ms Kelly Grigsby, (CEO); Ms Binda Gokhale, (CFO); Mr Stephen Thorpe, Director; Ms Allison Kenwood, Director; Mr Ludo Campbell-Reid, Director; Ms Rachel Kenyon, Chief Legal Counsel; Ms Jenny Wood, Coordinator Governance; Ms Fiona Hando, Executive Manager, Corporate Affairs; Mr Steve Linnell, Coordinator Strategic Communications; Mr David Gaul, Coordinator Health & Safety; Ms Cath Burbidge, Coordinator Risk; Ms Merryn Menjivar, Personal Assistant; Ms Debra Robertson, Internal Audit, NTT Australia Digital (NTT); Mr Martin Orozi, Internal Audit, NTT Australia Digital (NTT); Mr Nick Walker, External Audit, HLB Mann Judd; Ms Donna Attard, External Audit, HLB Mann Judd

ARC Meeting – 17 December 2020

Committee attendance: Dr Kathy Alexander (Chair); Cr Adele Hegedich (Mayor); Mr Jeff Rigby; Mr John Watson; Cr Susan McIntyre; Cr Sahana Ramesh;
Management attendance: Ms Kelly Grigsby, (CEO); Ms Binda Gokhale, (CFO); Mr Stephen Thorpe, Director; Mr Tony Perrins, Manager Procurement; Ms Fiona Hando, Executive Manager, Corporate Affairs; Ms Jenny Wood, Coordinator Governance; Ms Cath Burbidge, Coordinator Risk; Ms Merryn Menjivar, Personal Assistant; Ms Debra Robertson, Internal Audit, NTT Australia Digital (NTT); Mr Martin Orozi, Internal Audit, NTT Australia Digital (NTT);

ARC Meeting – 7 October 2020

Committee attendance: Dr Kathy Alexander (Chair); Mr Jeff Rigby; Mr John Watson; Cr Aaron An; Cr Peter Maynard;
Management attendance: Ms Kelly Grigsby, (CEO); Ms Binda Gokhale, (CFO); Mr Stephen Thorpe, Director; Mr Johnny Marinis, Financial Controller; Ms Wei Chen, Finance Manager; Mr Tony Perrins, Manager Procurement; Mr Peter McKinnon, Manager, Climates Future Office; Ms Jenny Wood, Coordinator Governance; Ms Cath Burbidge, Coordinator Risk; Ms Merryn Menjivar, Personal Assistant; Ms Debra Robertson, Internal Audit, NTT Australia Digital (NTT); Mr Martin Orozi, Internal Audit, NTT Australia Digital (NTT); Mr Nick Walker, External Audit, HLB Mann Judd; Ms Donna Attard, External Audit, HLB Mann Judd

Agenda Item	FYQ1 OCT ¹	FYQ2 DEC	FYQ3 MAR
GOVERNANCE			
Charter Responsibilities: ▪ Receive an update from the CEO on significant achievements and strategic matters which increase Committee understanding of the organisational context and enable the effective performance of their role. ▪ Undertake an annual self-assessment of Committee performance to confirm the responsibilities of this charter have been met and provide to the CEO for tabling at the next Council Meeting. ▪ Adopt a forward meeting schedule including a proposed plan for each meeting for the forthcoming year, that covers the responsibilities of this charter.			
CEO Brief (Verbal)			
Chief Legal Counsel Brief (Verbal)			(NEW)
Annual ARC Self-Assessment FY2019-2020			
Biannual Audit and Risk Review			(NEW)

Governance items of note:

¹ Meeting delayed from September to October due to Council election timing.

FILE NO:

ITEM NO: 6.5.3
A/CHIEF EXECUTIVE OFFICER - NATALIE
WALKER**INAUGURAL BIENNIAL REPORT OF THE AUDIT & RISK COMMITTEE (cont'd)**

- Chief Legal Counsel briefing included in the agenda, to enable the Chief Legal Counsel to be available for a briefing on key issues or legal matters aligned with the briefing provided by the CEO.
- Annual ARC Self-Assessment FY2019-2020 was tabled at the December Council meeting as required by the Local Government Act 2020.
- Annual ARC Charter review was not required due to off cycle update and absence of change required as a result of the annual ARC assessment.

Agenda Item	FYQ1	FYQ2	FYQ3
FINANCE & PERFORMANCE			
Charter Responsibilities: ▪ Monitor the annual financial and performance reporting of Wyndham City Council, and consider whether it is complete, consistent with information known to the Committee, and reflects appropriate accounting principles and policy. ▪ Review significant accounting and reporting issues, including complex or unusual transactions and areas that rely substantially on professional judgment, and recent accounting, professional and regulatory pronouncements and legislative changes, and understand their effect on financial policy management and reporting. ▪ Review the process for the consolidation of financial information of any Wyndham City Council related entities into the annual financial report. ▪ Recommend the adoption of Annual Financial and Performance Statements to Council. ▪ Monitor Councillor expenses, to ensure they are in line with policy and are an appropriate use of public funds. ▪ Monitor Chief Executive Officer credit card expenses, to ensure they are in line with policy and are an appropriate use of public funds.			
CFO Brief (Verbal)			
External Audit Strategy – FY2021-2022			
External Audit Scope – FY2020-2021			
Annual Financial & Performance Report FY2019-2020			
Financial Management Update			
Special Report – Procurement Compliance and Exception Reporting			
Special Report – Debtor Management Update			

Finance & Performance items of note

- Financial Management Report included in the Financial Management Update, traditionally this been tabled at Council meetings and discussed at Committee meetings by the CFO.
- Procurement Compliance and Exception Reporting update was provided at the request of the Committee.
- The Debtor Management Update was provided at the request of the Committee. It presented Council policy related to debtor management, hardship consideration and COVID financial hardship.

Agenda Item	FYQ1	FYQ2	FYQ3
AUDIT & ASSURANCE			
Charter Responsibilities: Monitor the performance audits undertaken by the Victorian Auditor-General's Office, and other relevant reports conducted by external integrity agencies, considering the implications for Wyndham City Council. Provide an opportunity for the auditors to meet with the Committee to discuss any matters that the Committee, internal auditor or external auditor believes should be discussed privately. Internal Audit: ▪ Review with management and the internal auditor the performance of the internal audit function, ensuring the charter, activities, staffing, and structure are appropriate to enable their independent review. ▪ Review and approve the annual audit plan and all major changes to the plan, including coverage of material business risks. ▪ Monitor the execution of the internal audit plan, by approving internal audit scopes, accepting internal audit reports and reviewing managements completion of agreed actions. External audit: ▪ Note the external auditor's proposed audit scope and approach, including any reliance on internal auditor activity. ▪ Review with management and the external auditor the results of the financial audit.			
Internal Audit Charter			
Annual Internal Audit Plan			

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ITEM NO: 6.5.3
A/CHIEF EXECUTIVE OFFICER - NATALIE
WALKER**INAUGURAL BIENNIAL REPORT OF THE AUDIT & RISK COMMITTEE (cont'd)**

Agenda Item	FYQ1	FYQ2	FYQ3
Internal Audit Status Update			
Internal Audit Scope – Financial Controls - Payroll			
Internal Audit Scope – Digital Communications Management			
Internal Audit Scope – Roads Management			
Internal Audit Scope – Kindergarten Management			
Internal Audit Scope – Environmental Health			
Internal Audit Scope – Financial Controls – Procure to Pay			
Internal Audit Report – Child Safe Management			
Internal Audit Report – Financial Controls - Payroll			
Internal Audit Report – Digital Communications Management			
Internal Audit Performance			
Integrity Agencies Reports relevant to Wyndham City Council			

Audit & Assurance items of note:

Internal Audit Recommendation Status	HIGH RISK	MEDIUM RISK	LOW RISK	TOTAL
Open actions at start of period	4	12	3	21
New actions added during period	-	13	6	7
Completed actions closed during period	-	5	3	8
Open actions at end of period	4	20	6	30

Agenda Item	FYQ1	FYQ2	FYQ3
RISK & COMPLIANCE			
<p>Charter Responsibilities Risk: ▪ Monitor and advise on the implementation of the risk framework and management of strategic risks, including consideration of the effectiveness of the key control environment and reliability of assurance activities. ▪ Review insurance coverage and claims management annually to be assured of the adequacy of the insurance program as a key mitigation for financial risk exposure. ▪ Monitor and advise on the implementation of the business continuity management system, obtaining sufficient assurance that management have an appropriate and effective system in place. Charter Responsibilities Compliance: ▪ Monitor and advise on the implementation of the enterprise compliance management system, and management of compliance obligations, including consideration of the effectiveness of the key control environment and reliability of assurance activities. ▪ Receive and review management assurances and relevant supporting evidence in relation to the systems and processes in place to monitor the effectiveness of compliance with legislation and regulations. ▪ Monitor and advise on the implementation of the fraud and corruption control management system, obtaining sufficient assurance that management have an appropriate and effective system in place. ▪ Monitor application of integrity policies and the reporting of their associated registers: Gifts, Benefits & Hospitality Policy and Conflict of Interest – Compliance, Process & Guidance Policy.</p>			
Risk Management Update			
Business Continuity Management Review			
Annual Insurance Program Review			
Compliance Management Update			
CEO Compliance Attestation			

Risk & Compliance items of note:

- Business Continuity Management Review will be provided at the Q4 meeting in lieu of Q3. The Committee acknowledge that management have been operating in a disruptive environment since the emergence of COVID-19. Management have demonstrated their agility and ability to adapt service provision through this time. Reports on the management of business continuity have been presented through this time, both verbally by the CEO and from the leader of the Crisis Management Team who is also leading the Pandemic Recovery Office, as part of the risk update.
- Risk Management Update paper presented at the March 2021 meeting outlined the future operating rhythm for strategic and emerging risk reporting. Intended to enable the

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**ITEM NO: 6.5.3
A/CHIEF EXECUTIVE OFFICER - NATALIE
WALKER**

INAUGURAL BIENNIAL REPORT OF THE AUDIT & RISK COMMITTEE (cont'd)

attendance of Directors, to speak to the emerging risks in their area of the business; and members of the Executive Leadership Team, to speak to their strategic risks.

- Compliance Management Update paper presented at the March 2021 outlined the future operating rhythm for compliance risk and control reporting. Intended to enable attendance of members of management responsible for operation of programs which demonstrate compliance with our legal and regulatory obligations.
- CEO Compliance Attestation moving to biennial, aligning to financial reporting timeline of half year and year end.

FILE NO:

ITEM NO: 6.5.4
DIRECTOR CITY LIFE - ALLISON
KENWOOD**WYNDHAM RECONCILIATION ADVISORY COMMITTEE****Summary**

Council acknowledges and commits to working with the diverse local Aboriginal community of Wyndham, including Traditional Owners of the Kulin Nation, through implementing our Reconciliation Action Plan (RAP), to conserve and protect our Aboriginal heritage and improve access and inclusion for Aboriginal people in Council services, programs and facilities.

In 2017 Council launched its first RAP for the 2017-2019 period. This two-year RAP identified how Council would respect, build relationships and create opportunities with Aboriginal peoples. It has led the way in developing processes and structures that pay respect to their peoples, cultures and lands. Council is committed to developing and implementing its second RAP for the period 2022-2024. The Wyndham Reconciliation Advisory Committee (WRAC) has been vital in guiding the implementation of the RAP and it is the intention to establish the WRAC for Council's second RAP.

Attachments

1. Draft Wyndham Reconciliation Advisory Committee Terms of Reference

Officers' Declaration of Interests

Under Section 130 of the *Local Government Act 2020*, officers providing advice to Council must disclose any interests, including the type of interest.

Director City Life - Allison Kenwood

In providing this advice as the Director, I have no disclosable interests in this report.

Manager Service Planning, Partnering and Reform - Georgie Hill

In providing this advice as the Manager, I have no disclosable interests in this report.

A/Coordinator Social & Service Planning - Lucy Midolo

In providing this advice as the Author, I have no disclosable interests in this report.

Key Issues

- Establishment of the Wyndham Reconciliation Advisory Committee

RECOMMENDATION

That Council:

1. Note the draft Terms of Reference for the Wyndham Reconciliation Advisory Committee, subject to their formal approval at the first meeting of the Committee.
2. Appoint Councillor _____ as a delegate (in addition to the Mayor) to the Wyndham Reconciliation Advisory Committee for the remainder of the Council Term.

FILE NO:

ITEM NO: 6.5.4

DIRECTOR CITY LIFE - ALLISON KENWOOD

WYNDHAM RECONCILIATION ADVISORY COMMITTEE (cont'd)

MOTION

CR SUSAN MCINTYRE / JASMINE HILL

That Council:

1. Note the draft Terms of Reference for the Wyndham Reconciliation Advisory Committee, subject to their formal approval at the first meeting of the Committee.
2. Appoint Councillor Jennie Barrera as a delegate (in addition to the Mayor) to the Wyndham Reconciliation Advisory Committee for the remainder of the Council Term.

(CARRIED)

FILE NO:

ITEM NO: 6.5.4
DIRECTOR CITY LIFE - ALLISON KENWOOD**WYNDHAM RECONCILIATION ADVISORY COMMITTEE (cont'd)****1. Background**

Community engagement is an important process that allows communities to have their say on decisions that affect their lives. It is a crucial input into good decision making and as the arm of government closest to the people, we have an important role to ensure community engagement is genuine, transparent and appropriate.

Council adopted The Statement of Commitment to Aboriginal Reconciliation in 2015, followed by the adoption of its first RAP in December 2017. The RAP was implemented from December 2017 to December 2019. The development of the second RAP (2022-2024) is a priority for delivery in 2021-22.

A RAP provides a framework for organisations to realise their vision for reconciliation with Aboriginal and Torres Strait Islander peoples. It is a business plan that outlines the specific actions that an organisation will take, over an agreed timeframe, to build relationships, respect and opportunities with Aboriginal and Torres Strait Islander peoples.

The 2022-2024 RAP will build on the foundations laid in the first RAP in which Council and the community built a shared vision to guide its work for Reconciliation in Wyndham City. The vision included three core elements:

- Acknowledgement of past injustices and their ongoing harmful impacts today
- Respect for the land and the rights of Aboriginal people to determine their future
- Healthy Aboriginal families strengthened by culture and community.

2. Relevant Law

Not Applicable.

3. Discussion

The WRAC is intended to provide strategic advice and guidance on the development of policies, plans and projects that integrate reconciliation processes into Council business, services and programs. The WRAC provides a platform for ongoing engagement between the Aboriginal and non-Aboriginal communities with Council across a broad range of issues relating to Reconciliation. The draft Terms of Reference are included at Attachment 1.

The proposed objectives of the WRAC are to:

- Support the establishment of ways for working together that encourage culturally safe, respectful and robust dialogue between Council, local Aboriginal and non-Aboriginal communities.
- Provide input into the development, implementation and review of the second RAP.
- Advise Council on plans, policies, programs, services, events, projects, activities and facilities that support reconciliation.
- Support the planning and development of events with Council that have significance for advancing reconciliation.
- Strengthen community awareness of how reconciliation is being, and can be, advanced in Wyndham City.

FILE NO:

ITEM NO: 6.5.4
DIRECTOR CITY LIFE - ALLISON KENWOOD**WYNDHAM RECONCILIATION ADVISORY COMMITTEE (cont'd)**

The proposed role of the WRAC is to:

- Provide strategic input for the development of policies, plans and projects that integrate reconciliation processes into Council business, services and programs.
- Facilitate ongoing engagement between Aboriginal and non-Aboriginal communities with Council across a broad range of issues relating to reconciliation.

It is proposed that there will be 12 committee members again for the new WRAC. The number of community members will be 10 and will live, work, study or volunteer in Wyndham City or have a connection to Wyndham City. Of the community members on the Committee, seven will be Aboriginal members and three will be non-Aboriginal members. The additional two members, including the chair will be Councillors.

The Mayor of the day will hold the responsibility for the WRAC, this report calls for a Councillor delegate to be appointed to the WRAC in addition to the Mayor of the day for the remainder of the term. This recognises the importance of continuity from Council throughout the term of the committee to build relationships and trust to support the process of reconciliation. It is also important the Mayor continues to hold this portfolio to ensure it is seen as a 'whole of Council' commitment.

The Committee will be co-chaired by the Mayor, or their Councillor delegate, and an Aboriginal member which will be elected at the first meeting for the term of the Committee. It will meet a minimum of four times per year. The term of community membership will be the length of the Council term.

The draft terms of reference for the committee (at Attachment 1) are for noting and subject to their formal approval at the first meeting of the Committee. The first meeting of the Committee is expected to occur in late July or early August.

4. Wyndham 2040 Vision

- People and Community:

Council launched its first RAP in 2017. This two-year Innovate RAP identified how Council would respect, build relationships and create opportunities with Aboriginal peoples. It has led the way in developing processes and structures that pay respect to their peoples, cultures and lands. Council is committed to implementing its second RAP for the period 2022-2024.

5. City Plan

1.2.6 Council will acknowledge and engage with the diverse local Aboriginal community of Wyndham, including Traditional Owners of the Kulin Nation, through implementing our 1.2.6 Reconciliation Action Plan, to conserve and protect our Aboriginal heritage and improve access and inclusion for Aboriginal people in Council services, programs and facilities.

6. Council Plan and Policies

Not Applicable.

7. Regional, State and national plans and Policies

Not Applicable.

8. Financial Viability

Not Applicable.

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ITEM NO: 6.5.4
DIRECTOR CITY LIFE - ALLISON KENWOOD**WYNDHAM RECONCILIATION ADVISORY COMMITTEE (cont'd)****9. Sustainability Implications**

Not Applicable.

10. Options

Not Applicable.

11. Community Engagement

Recruitment of committee members is currently occurring through an open call for expressions of interest submitted via The Loop. Hard copy forms are also available.

Identified leaders with specific experience and expertise related to key areas of the RAP (such as Aboriginal economic development, cultural heritage management and community services) are encouraged to express their interest in joining the WRAC. This approach recognises areas in which Council welcomes extension and consolidation of commitments for this next stage of the journey towards Reconciliation. Spaces on the Committee have been reserved for Aboriginal and non-Aboriginal community members who express commitment to Reconciliation without specified experience and expertise in key RAP areas.

Expressions of interest close on 30 June. The selection will be based on the demonstration of the following attributes and skill sets:

- An understanding of the issues the impact Aboriginal and Torres Strait Islander peoples
- A commitment to social justice
- Willingness to discuss reconciliation
- Experience in reconciliation leadership
- Strong community relationships
- Live, work, study or volunteer in Wyndham

12. Communication Strategy

A communication strategy has been developed to recruit committee members to the WRAC. This has included promotion on the Loop, social media, a media release and Wyndham News.

13. Innovation and Continuous Improvement

Not Applicable.

14. Collaboration

Not Applicable.



DRAFT Terms of Reference

WYNDHAM RECONCILIATION ADVISORY COMMITTEE (WRAC)

Acknowledgement of Country

Wyndham City Council recognises Aboriginal and Torres Strait Islander peoples as the First Custodians of the lands on which Australia was founded. Council acknowledges the Wadawurrung, Woioiurrung and Boonwurrung peoples of the Kulin Nation as the Traditional Owners of the lands on which Wyndham City is being built.

For tens of thousands of years, the Werribee River has been a significant meeting place for Aboriginal¹ people to build community, exchange resources, and share responsibility for its lands.

Council pays respect for the wisdom and diversity of Elders past, present and emerging.

Council also recognises the many Aboriginal people who have moved to Wyndham City from all over Australia, since colonisation. These diverse Aboriginal communities contribute to the life of the city and shape its future.

With the Victorian Constitution², Council agrees that the founding of this City occurred without proper consultation, recognition or involvement of the First People of this place.

Council is committed to an inclusive approach that supports collaboration across the community and between Aboriginal people and non-Aboriginal communities to shape and achieve this vision for reconciliation.

1. INTRODUCTION

- Council acknowledges and commits to engaging with the diverse local Aboriginal community of Wyndham, including Traditional Owners of the Kulin Nation, through implementing our Reconciliation Action Plan (RAP), to conserve and protect our Aboriginal heritage and improve access and inclusion for Aboriginal people in Council services, programs and facilities³.
- In 2015 Council consulted extensively across the organisation and with external stakeholders to formulate the *Statement of Commitment*⁴, articulating how Council commits to work with Aboriginal and non-Aboriginal people in the context of reconciliation.
- The *Statement of Commitment* set the framework for Council's first Innovate RAP to be created and frames the work of the Wyndham Reconciliation Advisory Committee (WRAC).
- In 2017 Council launched its first RAP for the period 2017-2019⁵. This two-year Innovate RAP identified how Council would respect, build relationships and create opportunities with Aboriginal peoples. It has led the way in developing processes and structures that pay respect to their peoples, cultures and lands.
- Council is committed to implementing its second RAP for the period 2022-2024.

2. OBJECTIVES

The objectives of the WRAC are to:

¹ The term Aboriginal has been used in these Terms of Reference to refer to Aboriginal and Torres Strait Islander people for consistency and ease, but not to undermine respective distinct identities.

² Constitution Act 1975 – SECT1A Recognition of Aboriginal People http://www6.austlii.edu.au/cgi-bin/viewdoc/au/legis/vic/consol_act/ca1975188/s1a.html

³ Wyndham City Plan 2017-2021 <https://www.wyndham.vic.gov.au/about-council/your-council/plans-policies-strategies/wyndham-city-plan-2017-2021>

⁴ Statement of Commitment <https://www.wyndham.vic.gov.au/statement-commitment>

⁵ Wyndham Reconciliation Action Plan 2017-2019 <https://www.wyndham.vic.gov.au/reconciliation-action-plan-2017>



- Support the establishment of ways for working together that encourage culturally safe, respectful and robust dialogue between Council, local Aboriginal and non-Aboriginal communities
- Provide input into the development, implementation and review of the second RAP
- Advise Council on plans, policies, programs, services, events, projects, activities and facilities that support reconciliation
- Support the planning and development of events with Council that have significance for advancing reconciliation
- Strengthen community awareness of how reconciliation is being, and can be, advanced in Wyndham City

3. ROLE OF THE COMMITTEE

The role of the WRAC is to:

- Provide strategic input for the development of policies, plans and projects that integrate reconciliation processes into Council business, services and programs.
- Facilitate ongoing engagement between Aboriginal and non-Aboriginal communities with Council across a broad range of issues relating to reconciliation.

4. DEFINITIONS

Council	The City of Wyndham.
Councillor	Elected officials representing the City of Wyndham, including the Mayor.
Council officer	All staff of the City, including all contractors and volunteers engaged by the City, and the Executive Leadership Team.
ELT	Executive Leadership Team consisting of the Directors or Executive Managers of the Departments of the City who all report to the Chief Executive Officer.
Mayor	The Councillor elected to be the Mayor of the Council.

5. TERMS OF REFERENCE

5.1 Expected / Definite life of the Committee

- 5.1.1 The life of the Committee is the Council Plan 2021-25.
- 5.1.2 The term of community membership will be the length of the Council Term.
- 5.1.3 Three months prior to the end of the term a subsequent Expressions of Interest will be invited. Members may reapply for a further term.
- 5.1.4 If a member wishes to resign their appointment, they must provide the Committee Co-Chairs with a written resignation. The resignation takes effect on the day it is received by the Co-Chairs, or if a later day is specified in the resignation, on that later day.
- 5.1.5 If a member does not attend at least two meetings per year (half of the minimum number of annual meetings to be held) without prior notification being given, their position may be considered vacant.
- 5.1.6 If a member is elected into office as a Wyndham City Councillor during their term on the WRAC, the member will be deemed to have resigned from the Committee.
- 5.1.7 Council officers will ensure that the Committee is promptly informed of all resignations.
- 5.1.8 The Committee Co-Chairs may also end a member's appointment term early if the member fails to disclose a conflict of interest or adhere to the conditions in this Terms of Reference or the participation and confidentiality agreement.
- 5.1.9 The Committee will conduct a review of its effectiveness prior to the conclusion of the initial term and, where appropriate, make recommendations to Council regarding a revised Terms of Reference.

5.2 Appointment of members

- 5.2.1 The appointment of community members on the Committee shall follow the following process:
 - Council will publicly advertise seeking applications from community members requiring them to demonstrate how they meet the key selection criteria in the Expression of Interest Form.
 - Membership of the Committee is based on representation of the community with specific experience and expertise, rather than representation from specific organisations.

Note: Due to the specific nature of the role of Traditional Owners and Traditional Owner related business, separate Traditional Owner consultation and engagement mechanisms will be developed by Council.

Council will engage regularly with Traditional Owners, reach agreement on recognition, engagement and communication and matters relevant to the role of Traditional Owners and will include these actions and others developed in partnership with Traditional Owners in the RAP.

- Committee selection is based on the demonstration of the following attributes and skill sets:
 - Live, work, study, volunteer in, or have a connection to Wyndham City and be aged 16 or over;
 - Specific experience and expertise related to key RAP areas:

Relationships

1. Build a Community of Reconciliation
2. Participate in National Reconciliation Week
3. Engage the diversity of Aboriginal stakeholders with their distinctive reconciliation priorities
4. Consolidate and develop networks to improve justice, health, housing and education outcomes for Aboriginal people
5. Partnerships to protect and promote the rich, living Aboriginal cultural heritage of Wyndham City
6. Governance for Aboriginal self-determination and civic participation

Respect

1. Build understanding and respect about Aboriginal cultures and histories across Council
2. Respectful acknowledgement and engagement with Traditional Owners across all our business
3. Recognise NAIDOC Week
4. Integrate respect for Aboriginal communities and Reconciliation priorities into all our planning



5. Support education that contributes to reconciliation

Opportunities

1. Strengthen Aboriginal employment
2. Support Aboriginal economic development
3. Maximise opportunities to improve Justice outcomes with the Wyndham Aboriginal Community;

- Demonstrate experience in reconciliation leadership;
 - An understanding of the issues that impact Aboriginal people and relations with government and non-government institutions in Australia;
 - A commitment to social justice and willingness to engage in dialogue on reconciliation;
 - Strong community linkages with the ability to represent and engage with a broad range of community views;
 - A willingness to constructively participate in an advisory capacity to Council; and
 - Formal acceptance and signing of the Draft Terms of Reference and Confidentiality Agreement.
- Aboriginal and/or Torres Strait Islander people are strongly encouraged to apply.
 - Council will advise all key stakeholder networks of the opportunity and to encourage them to promote it amongst their networks;
 - Following receipt of applications and the reaching the closing date for applications the applications will be assessed against the selection criteria and the requirement for a broad cross section of members.
 - Council may approach individuals considered to meet the selection criteria and request they submit an Expression of Interest Form for consideration.
 - If all available positions are not filled upon the establishment of the Committee or if a vacancy occurs, they will be filled at the discretion of Council and made effective through a letter. Members nominated to fill a vacancy are appointed for the remainder of the term of the current members.
 - Membership of the committee is as an individual, and not as a representative of any group or organisation unless it has been a specialised recruitment.
 - Members cannot be currently serving as Wyndham City Councillors or political organisation staff members.
 - Members can be currently serving as Council staff members.
 - Members can be constituents of particular interest groups or employees of Aboriginal or reconciliation organisations.

5.3 Composition of the Committee

- 5.3.1 The number of Committee members shall be twelve
- 5.3.2 The number of community members on the Committee shall be 10 and will live, work, study or volunteer in Wyndham City or have a connection to Wyndham City
- 5.3.3 Of the community members on the Committee, seven will be Aboriginal members and three will be non-Aboriginal members.
- 5.3.4 The Mayor and another Councillor as delegated will be a Committee member.
- 5.3.5 The delegated Councillor appointed by Council will be a member of the Committee for the Council term. This recognises the importance of continuity for building relationships and trust with committee members.
- 5.3.6 The Committee will be co-chaired by the Mayor or their Councillor delegate and an Aboriginal member which will be elected at the first meeting for the term of the Committee.
- 5.3.7 The Committee will also be attended by Council officers from Service Planning, Partnering and Reform to provide administrative support. Council officers that provide support to the Committee are not members.
- 5.3.8 Additional staff, service providers, agencies and government representatives may attend to provide relevant information on matters being considered by the Committee where appropriate and as agreed by the committee members.

5.4 The role of committee members is to

- 5.4.1 Commit themselves to the Terms of Reference of the Committee.
- 5.4.2 Attend meetings of the Committee personally (no proxy allowed) and ensure attendance at as many meetings as possible.
- 5.4.3 Abide by Council Policy by declaring any real or perceived personal conflicts of interest as soon as such becomes known.
- 5.4.4 Embrace and demonstrate values of community focus, commitment, respect, teamwork, leadership and integrity.
- 5.4.5 Demonstrate community leadership and positive role modelling.



- 5.4.6 Properly use their position on the Committee and make proper use of information acquired as a result of their position.
- 5.4.7 Work together with other members to seek resolution of any disputes.
- 5.4.8 Actively contribute by participating in discussions and offer opinions and knowledge.
- 5.4.9 Treat others with respect and have due regard to the opinions, rights and responsibilities of others.
- 5.4.10 Maintain the confidentiality of all information provided unless otherwise advised.
- 5.4.11 Act in a voluntary capacity.

Note: A "representative" of an organisation is expected to be able to represent the views and ideas of that organisation while participating in the Committee as an individual with their own views, ideas and experience to be contributed for the benefit of the Committee.

Note: Council understands that family, work and community commitments may at times impact a member's availability. If a member is unable to attend a meeting it is their responsibility to submit an apology and contact the relevant Council Officer to be briefed on what they have missed.

Note: Input from a member who is not able to attend a meeting is strongly encouraged, this can be done through one-on-one meetings, phone conversations or email correspondence.

5.5 Role of the Co-Chairs

5.5.1 In addition to the role of Committee members outlined in 5.4, the role of the Committee Co-Chairs is to:

- Chair the meetings, taking account of both the need for efficiency and the importance of accountability.
- Call additional meetings as required.
- Ensure all Committee members act in accordance with the Terms of References and any Council Policy that may apply.
- Provide guidance to Committee members to resolve conflicts and disputes and within Committee meetings where possible.
- Where appropriate, speak to the media as designated media spokespeople for the Committee.

Note: A Council officer will prepare the agenda for every Committee meeting in consultation with the Co-Chairs and circulate the agenda and any meeting papers to Committee members at least one week before the meeting.

5.6 Authority of the Committee

- 5.6.1 The Committee is an Advisory Committee for the purposes outlined in the Terms of Reference, therefore does not have delegated authority, and reports to Council as required.
- 5.6.2 The Committee has no power to commit Council to any decision or action, or to direct Council staff in their duties. It may make recommendations for Council consideration; however, Council reserves its right to accept or reject recommendations from the Committee.
- 5.6.3 The Committee has no financial delegation authority.
- 5.6.4 The Co-Chairs are the designated media spokespeople for Council in accordance with Council's Media Policy.
- 5.6.5 Committee members may speak to the media about their own views but must not purport to represent the Committee without the express written consent of the Co-Chairs.
- 5.6.6 The Committee may form Working Groups on particular issues as it sees fit. Conflict of Interest and Confidentiality
- 5.6.7 If a Committee member determines that they have a Conflict of Interest in any matter which is to be considered at a meeting of the Committee then that person must:
 - If he or she intends to be present at the meeting, disclose the nature of the interest immediately before the consideration or discussion; or
 - If he or she does not intend to be present at the meeting, disclose the nature of the interest to the Co-Chairs of the Committee at any time before the meeting is held.
- 5.6.8 While any vote or discussion is taken on the subject matter the member must:
 - Leave the room and notify the Co-Chairs that he or she is doing so; and
 - Remain outside the room and any gallery or other area in view or hearing of the room.
- 5.6.9 The Co-Chairs of the Committee must ensure the declaration and the nature of the interest is recorded in the minutes of the meeting.
- 5.6.10 Information of a confidential nature may be tabled and/or discussed at Committee meetings to assist or inform discussions. Committee Members will be expected to sign a Confidentiality Agreement in respect of such information prior to the commencement of their term.



5.7 Timing, Place and Regularity of Meetings

- 5.7.1 The Committee will meet a minimum of four times per year, with the possibility to hold additional meetings as required.
- 5.7.2 The Committee may decide to meet more often to consider specific issues.
- 5.7.3 Additional meetings can be called by the Co-Chairs as required.
- 5.7.4 The Committee will be hosted by Council in an appropriate Council venue.
- 5.7.5 Dates and times of the meetings will be determined by Council, taking into consideration members' constraints and the need to allow participation from a wide range of Aboriginal and non-Aboriginal people across the municipality.
- 5.7.6 A meeting of the Committee will not be called with less than two weeks' notice to all members, unless there are exceptional circumstances.
- 5.7.7 Council understands that family, work and community commitments may at times impact a member's availability. If a member is unable to attend a meeting it is their responsibility to submit an apology and contact the relevant Council Officer to be briefed on what they have missed.
- 5.7.8 Input from a member who is not able to attend a meeting is strongly encouraged, this can be done through one-on-one meetings, phone conversations or email correspondence.
- 5.7.9 The Committee may form Working Groups on particular issues as it sees fit.

5.8 Meeting Agenda

- 5.8.1 The Standing Agenda will include:
 - Acknowledgement of Country;
 - Attendance and apologies;
 - Declaration of any conflicts of interest;
 - Minutes of the previous meeting;
 - Business arising from previous meeting;
 - Matters identified by community members in writing for discussion and action; and
 - Summary of matters to be reported on at the next meeting.
- 5.8.2 At the first meeting of the term of the Committee, members will discuss the Draft Terms of Reference, meeting procedures and agree on ways of conducting meetings which are culturally safe and informed by Aboriginal approaches to meeting, talking and negotiating.
- 5.8.3 At the first meeting of the term of the Committee, members will be asked to consider the Draft Terms of Reference for endorsement.

5.9 Meeting Procedure

- 5.9.1 The Co-Chairs shall chair the meetings, taking account of both the need for efficiency and the importance of accountability.
- 5.9.2 If both Co-Chairs are not present the meeting will be chaired by one of the members present.

5.10 Meeting Quorum

- 5.10.1 A quorum will consist of at least half the membership, with majority being of Aboriginal representation (six members, with at least four being Aboriginal members).
- 5.10.2 If less than a quorum attends, the meeting may proceed but no decisions can be made.

5.11 Reporting Requirements

- 5.11.1 Minutes from the Committee meeting will be tabled at the Council meeting on a quarterly basis.
- 5.11.2 Agendas will be circulated at least one week prior to the scheduled meeting date.
- 5.11.3 Minutes from the Committee meeting will be circulated one week after the meeting has been held.

5.12 Secretariat

- 5.12.1 A Council officer will support the Committee.
- 5.12.2 A Council officer will prepare the agenda for every Committee meeting in consultation with the Co-Chairs and circulate the agenda and any meeting papers to Committee members at least one week before the meeting.
- 5.12.3 Access to information and request for support will be led through the Service Planning, Partnering and Reform department at Council.
- 5.12.4 A Council officer will record any declarations, and their nature, of conflicts of interest in the minutes of the meeting.



- 5.12.5 Minutes of actions and decisions will be recorded and distributed to Committee members.
- 5.12.6 Minutes of actions and decisions will be recorded and distributed to the Mayor.
- 5.12.7 Minutes, reports and correspondence of the Committee will be registered in Council's record keeping software.

5.13 Facilities & Resources

- 5.13.1 The Committee will not have a budget for approved activities but will advise Council annually on budget requirements in relation to research, advocacy, promotions and community engagement for inclusion in respective program budgets.

5.14 Reimbursement

- 5.14.1 Participation on the Committee is on an honorary basis, therefore it is an 'unpaid' position, however participants can claim for reimbursement of expenses incurred to enable them to attend meetings. This includes reimbursement for family care and travel expenses. Reimbursements will be made in accordance with existing policy and guidelines.

6. ATTACHMENTS

Wyndham 2040 Community Vision
Wyndham City's Media Policy
Wyndham Statement of Commitment
Wyndham 2017-2019 Reconciliation Action Plan

DRAFT

FILE NO:

ITEM NO: 6.5.5
EXECUTIVE MANAGER
CORPORATE AFFAIRS - FIONA
HANDO**REVIEW OF MAYORAL AND COUNCILLOR ALLOWANCES****Summary**

This report will provide details of the requirements for the review of Councillor and Mayoral allowances under the *Local Government Act 1989*.

An important reform of the *Local Government Act 2020* is the transfer of responsibilities in determining Mayoral and Councillor allowances to the Victorian Independent Remuneration Tribunal, however until the tribunal makes its first determination on allowances, the allowance framework under the *Local Government Act 1989* continues to apply. Section 39(6) of the 2020 Act provides for a transitional arrangement. Section 74 of the *Local Government Act 1989* requires all Victorian Councils to review and determine the amount of their Mayoral and Councillor allowances within six months of a general election or by 30 June, whichever is later.

Following a review of the allowances there has been 28 days of public consultation. As per section 74(4) of the Act, a person has a right to make a (section 223) submission to Council in respect of a review of allowances, there was one person who provided feedback and that person did not wish to be heard.

Attachments

Nil

Officers' Declaration of Interests

Under Section 130 of the *Local Government Act 2020*, officers providing advice to Council must disclose any interests, including the type of interest.

Executive Manager Corporate Affairs - Fiona Hando

In providing this advice as the Director, I have no disclosable interests in this report.

Governance Coordinator - Jenny Wood

In providing this advice as the Manager and Author, I have no disclosable interests in this report.

Key Issues

- A review of Councillor Allowances is required under the *Local Government Act 1989*;
- The review is required to take place within 6 months of a General Election or by 30 June, whichever is later;
- Public Consultation has taken place for 28 days, with feedback from one person who did not wish to be heard.

FILE NO:

ITEM NO: 6.5.5
EXECUTIVE MANAGER CORPORATE
AFFAIRS - FIONA HANDO**REVIEW OF MAYORAL AND COUNCILLOR ALLOWANCES (cont'd)****RECOMMENDATION**

That Council:

1. Determine the following Mayoral and Councillors allowances in accordance with section 74 and section 223 of the *Local Government Act 1989*:
 - (a) Mayoral Allowance \$100,434
 - (b) Councillor Allowance \$31,444

MOTION

CRS PETER MAYNARD / SAHANA RAMESH

That Council:

1. Determine the following Mayoral and Councillors allowances in accordance with section 74 and section 223 of the *Local Government Act 1989*:
 - (a) Mayoral Allowance \$100,434
 - (b) Councillor Allowance \$31,444

(CARRIED)

FILE NO:

ITEM NO: 6.5.5
EXECUTIVE MANAGER CORPORATE
AFFAIRS - FIONA HANDO**REVIEW OF MAYORAL AND COUNCILLOR ALLOWANCES (cont'd)****1. Background**

An important reform of the *Local Government Act 2020* is the transfer of responsibilities in determining Mayoral and Councillor allowances to the Victorian Independent Remuneration Tribunal, however until the tribunal makes its first determination on allowances, the allowance framework under the *Local Government Act 1989* continues to apply. Under section 74 of the Act, Council must review and determine the level of the Mayoral and Councillor allowance within the period of 6 months after a general election or by the next 30 June, whichever is later. As the last election was on 24 October 2020, the allowances must be reviewed by 30 June 2021.

The Minister for Local Government sets upper and lower limits for all allowances paid to Mayors and Councillors. For the purpose of these allowance limits, Councils are divided into three Categories (Category 1 - Category 3) based on the income and population of each Council.

Wyndham City Council is a Category 3 Council due to the large population, significant growth and substantial operating budget. Effective 1st December 2020 and in accordance with section 73B (4) of the Act, the Minister for Local Government approved the limits and ranges of the Mayoral and Councillor allowances for a Category 3 Council at:

- Mayors: up to \$100,434 per annum
- Councillors: ranging from \$13,123 to \$31,444 per annum

2. Relevant Law

An important reform of the Local Government Act 2020 is the transfer of responsibilities in determining mayoral and councillor allowances to the Victorian Independent Remuneration Tribunal, however until the tribunal makes its first determination on allowances, the allowance framework under the Local Government Act 1989 continues to apply.

Section 39(6) of the 2020 Act provides for a transitional arrangement. Section 74 of the Local Government Act 1989 requires all Victorian Councils to review and determine the amount of their Mayoral and Councillor allowances within six months of a general election or by 30 June, whichever is later.

3. Discussion

Wyndham is one of the fastest growing municipalities in Victoria and the demands on councillors are considerable. In its 2008 Report, the Local Government (Councillor Remuneration Review) Panel concluded that "on a conservative estimate the [councillor] role requires 20 hours a week average in reading papers, attending Council meetings, Council committees, meeting with community organisations and meeting residents and ratepayers".

This 2008 Report was the last review into the role and remuneration of Councillors and given the introduction of new technology and increasing community expectation, it is reasonable to expect that the role has grown substantially since then, particularly in high growth areas such as Wyndham.

To allow Council to establish where they are placed with Councils within the same category, they have been benchmarked against the current allowances at Wyndham City Council:

Category 3 Council	Mayoral Allowance	Councillor Allowance
Wyndham City Council	\$100,434	\$31,444
Melton City Council	\$100,434	\$31,444
Brimbank City Council	\$100,434	\$31,444
City of Greater Geelong	\$100,434	\$31,444
City of Monash	\$100,434	\$31,444

FILE NO:

ITEM NO: 6.5.5
EXECUTIVE MANAGER CORPORATE
AFFAIRS - FIONA HANDO**REVIEW OF MAYORAL AND COUNCILLOR ALLOWANCES (cont'd)**

As per section 74(4) of the Act, a person had a right to make a (section 223) submission to Council in respect of a review of allowances. There was one person who provided feedback and that person did not wish to be heard. Their feedback was taken into consideration in the preparation of this report.

It is proposed that the Mayoral and Councillor allowances remain unchanged at the maximum allowed for a Category 3 Council; that being \$100,434 per annum for the Mayor and \$31,444 per annum for Councillors plus an amount equivalent to the superannuation guarantee contribution of 10%.

4. Council Plan and Policies

Not applicable.

5. Regional, State and national plans and Policies

Not applicable.

6. Financial Viability

It is proposed that the allowances for the Mayor and Councillors at Wyndham City Council remain the same and these amounts will be allowed for in the Budget preparation process.

7. Sustainability Implications

Not applicable.

8. Options

Not applicable.

9. Community Engagement

As per section 74(4) of the Act, a person has a right to make a submission to Council in respect of a review of allowances. Following 28 days of community consultation there was feedback from one person who did not wish to be heard. This feedback was taken into consideration in the preparation of this report.

10. Communication Strategy

The allowances review was undertaken through a public consultation process with the public invited to provide submissions within 28 days after the date on which the public notice was published.

FILE NO:

ITEM NO: 6.5.6
EXECUTIVE MANAGER
CORPORATE AFFAIRS - FIONA
HANDO**INFORMAL MEETINGS OF COUNCILLORS (PREVIOUSLY ASSEMBLY OF
COUNCILLORS)****Summary**

Chapter 6, Rule 1 of Wyndham' Governance Rules require that records of informal meetings of Councillors are required if there is a meeting of Councillors that:

- is scheduled or planned for the purpose of discussing the business of Council of briefing Councillors;
- is attended by a least one member of Council staff; and
- is not a Council meeting, Delegated Committee meeting or Community Asset Committee meeting.

The Informal Meetings of Councillors is required to be reported to a Council Meeting for the purposes of incorporating the record in the minutes of that meeting. Informal Meetings of Councillors will be reported to Council on a bi-monthly basis.

The Informal Meetings of Councillors report for the months of April and May are attached.

Attachments

1. Informal Meetings of Councillors - April and May 2021

Officers' Declaration of Interests

Under Section 130 of the *Local Government Act 2020*, officers providing advice to Council must disclose any interests, including the type of interest.

Executive Manager Corporate Affairs – Fiona Hando

In providing this advice as the Manager, I have no disclosable interests in this report.

Coordinator Governance – Jenny Wood

In providing this advice as the Coordinator, I have no disclosable interests in this report.

Council Business Officer – Tammy Williamson

In providing this advice as the Author, I have no disclosable interests in this report

RECOMMENDATION

That Council note the record of the Informal Meetings of Councillors for April and May 2021.

MOTION

CR SAHANA RAMESH / JENNIE BARRERA

That Council note the record of the Informal Meetings of Councillors for April and May 2021.

(CARRIED)

INFORMAL MEETINGS OF COUNCILLORS – APRIL AND MAY 2021

Meeting Details	Councillor Attendees	Officer Attendees	Matters Discussed	Conflict of Interest Disclosure
ONLINE COUNCIL BRIEFING AND PLANNING COMMITTEE: POINTS OF CLARIFICATION 6 APRIL 2021 (6.00pm – 9.00pm)	Cr J Barrera Cr J Gilligan Cr A Hegedich Cr J Hill Cr M Mahfoud Cr H Marcus Cr P Maynard Cr S McIntyre Cr R Szatkowski	K Grigsby, CEO A Kenwood, Director City Life S Thorpe, Director City Operations L Campbell-Reid, Directory City Design and Liveability N Walker, Head of Strategy and Policy Impact B Gokhale, Chief Finance Officer F Hando, Executive Manager Corporate Affairs J Wood, Governance Coordinator A Chiles, Manager Urban Futures M Evans, Coordinator Town Planning	<ol style="list-style-type: none"> 1. Annual Plan & Budget 2021/22 – Councillor Session. 2. Community Engagement Evaluation and Reporting Framework. 3. Governance Reports. 4. Planning Committee Draft Agenda: Points of Clarification. 	None disclosed.

Meeting Details	Councillor Attendees	Officer Attendees	Matters Discussed	Conflict of Interest Disclosure
<p>STRATEGIC COUNCIL BRIEFING</p> <p>20 APRIL 2021 (6.00pm – 9.22pm)</p>	<p>Cr J Barrera Cr J Gilligan Cr A Hegedich Cr J Hill Cr M Mahfoud Cr H Marcus Cr P Maynard Cr S McIntyre Cr S Ramesh Cr M Shaw Cr R Szatkowski</p>	<p>K Grigsby, CEO A Kenwood, Director City Life S Thorpe, Director City Operations L Campbell-Reid, Directory City Design and Liveability N Walker, Head of Strategy and Policy Impact B Gokhale, Chief Finance Officer F Hando, Executive Manager Corporate Affairs J Wood, Governance Coordinator P McKinnon, Manager Climate Futures Office</p>	<ol style="list-style-type: none"> 1. Councillor and CEO only 2. Council Meeting Draft Agenda: Points of Clarification. 3. Notice of Motion discussion. 4. Budget Session. 5. Resilience Strategy. 6. Wyndham Cultural Centre redevelopment. 7. Community Grants Program Redesign. 	<p>None disclosed.</p>
<p>FOLLOW-UP BRIEFING: C243 PROJECT</p> <p>26 APRIL 2021 (2.00pm – 3.30pm)</p>	<p>Cr J Barrera Cr J Gilligan Cr A Hegedich Cr J Hill Cr H Marcus Cr P Maynard Cr S McIntyre Cr R Szatkowski</p>	<p>L Campbell-Reid, Director City Design and Liveability A Chiles, Manager Urban Futures C Bickerstaff, Coordinator Urban Transformation D Rice, Principal Planner Projects</p>	<ol style="list-style-type: none"> 1. Financial analysis conducted as per the C243 Panel report recommendation in relation to proposed service road. 	<p>None disclosed</p>

Meeting Details	Councillor Attendees	Officer Attendees	Matters Discussed	Conflict of Interest Disclosure
<p>STRATEGIC COUNCIL BRIEFING</p> <p>4 MAY 2021 (6.00pm – 9.40pm)</p>	<p>Cr J Barrera Cr J Gilligan Cr A Hegedich Cr J Hill Cr M Mahfoud Cr H Marcus Cr P Maynard Cr S McIntyre Cr M Shaw Cr R Szatkowski</p>	<p>N Walker, A/CEO A Kenwood, Director City Life S Thorpe, Director City Operations L Campbell-Reid, Directory City Design and Liveability F Hando, Executive Manager Corporate Affairs A Chiles, Manager Urban Futures M Evans, Coordinator Town Planning T Williamson, Council Business Officer</p>	<ol style="list-style-type: none"> 1. Councillor and CEO only. 2. Planning Scheme Amendment C236 – Heritage Overlay – Carter Avenue and Manor Estate, Werribee. 3. Planning Committee Draft Agenda: Points of Clarification. 4. RDF update. 5. Naming Process for the new Community Centre in Tarneit (Riverdale PSP). 	<p>None disclosed.</p>

Meeting Details	Councillor Attendees	Officer Attendees	Matters Discussed	Conflict of Interest Disclosure
<p>WERRIBEE SOUTH GREEN WEDGE STEERING COMMITTEE REVISED TERMS OF REFERENCE</p> <p>7 MAY 2021 (3.30pm – 4.30pm)</p>	<p>Cr A Hegedich Cr J Hill Cr S McIntyre Cr H Marcus Cr P Maynard Cr M Shaw</p>	<p>A Chiles, Manager Urban Futures E Comello, Coordinator Strategic Planning E Dickson, Senior Strategic Planner</p>	<ol style="list-style-type: none"> 1. Role and scope of Werribee South Green Wedge Steering Committee, appointment of chairperson, makeup of Committee. 2. Representation of Farmers/Agricultural entities in Werribee South on the Committee. 3. Werribee South Green Wedge Steering Committee Terms of Reference review timeline. 	<p>None disclosed.</p>
<p>PLANNING COMMITTEE PRE-BRIEF</p> <p>11 MAY 2021 (5.45pm – 6.45pm)</p>	<p>Cr J Barrera Cr J Gilligan Cr A Hegedich Cr J Hill Cr M Mahfoud Cr H Marcus Cr P Maynard Cr S McIntyre Cr M Shaw Cr R Szatkowski</p>	<p>N Walker, A/CEO L Campbell-Reid, Directory City Design and Liveability A Chiles, Manager Urban Futures P Van Til, Manager Planning & Building B Gokhale, Chief Financial Officer J Wood, Governance Coordinator M Hutchison, Coordinator Strategic Property Management</p>	<ol style="list-style-type: none"> 1. Changes to Instrument of Delegation – Council to Staff Planning Delegations and Planning Committee Term of Reference. 2. Confidential Item – Private Commercial Information. 	<p>None disclosed.</p>

Meeting Details	Councillor Attendees	Officer Attendees	Matters Discussed	Conflict of Interest Disclosure
<p>PLANNING COMMITTEE POST-BRIEF</p> <p>11 MAY 2021 (8.00pm – 9.00pm)</p>	<p>Cr J Barrera Cr J Gilligan Cr A Hegedich Cr J Hill Cr M Mahfoud Cr H Marcus Cr P Maynard Cr S McIntyre Cr R Szatkowski</p>	<p>N Walker, A/CEO B Gokhale, Chief Financial Officer M Hutchison, Coordinator Strategic Property J Wood, Governance Coordinator</p>	<ol style="list-style-type: none"> 1. Confidential Item – Private Commercial Information. 2. MAV State Council Meeting motions. 	<p>None disclosed.</p>

Meeting Details	Councillor Attendees	Officer Attendees	Matters Discussed	Conflict of Interest Disclosure
<p>STRATEGIC COUNCIL BRIEFING</p> <p>18 MAY 2021 (5.30pm – 9.03pm)</p>	<p>Cr J Barrera Cr J Gilligan Cr A Hegedich Cr J Hill Cr M Mahfoud Cr H Marcus Cr P Maynard Cr S McIntyre Cr S Ramesh Cr R Szatkowski</p>	<p>N Walker, A/CEO A Kenwood, Director City Life S Thorpe, Director City Operations L Campbell-Reid, Directory City Design and Liveability F Hando, Executive Manager Corporate Affairs B Gokhale, Chief Financial Officer A Chiles, Manager Urban Futures N Gupta, Project Manager, Major Projects J Wood, Governance Coordinator</p>	<ol style="list-style-type: none"> 1. Notice of Motion Training. 2. Council Meeting Draft Agenda: Points of Clarification. 3. Notice of Motion discussion – Notice of Motion 607 – Truganina Library. 4. Protecting and Preserving land for future schools in Wyndham. 5. Local Laws Reform. 6. Road Projects in Wyndham. 7. Financial Management Report – Quarter 3 – 2020/21. 8. Major Initiatives and Initiatives – Quarter 3 – 2020/21. 	<p>Cr Jenni Barrera had a Conflict of Interest (General – Public Duty) for Item 2 (Item 6.3.1 of the agenda) and left the meeting whilst the item was discussed.</p>

FILE NO:

ITEM NO: 6.5.7
EXECUTIVE MANAGER
CORPORATE AFFAIRS - FIONA
HANDO**PORTFOLIO COMMITTEES REPORT****Summary**

Wyndham City Council appoints Councillors to Portfolios for the duration of their Council term. The Portfolios focus on key strategic areas of policy development aligned with Wyndham 2040.

Following Council's comprehensive review of Wyndham 2040 and the preparation of the new Council Plan, Council will also seek to establish Portfolio Committees, comprising community members and individuals with specific expertise in specific areas.

At the Council Meeting on 23 November 2020, Council resolved the following Councillor Portfolio Committees:

PORTFOLIO COMMITTEES	COUNCILLOR PORTFOLIO HOLDER
1. Active City	Cr Peter Maynard
2. City Design	Cr Josh Gilligan
3. Climate Futures and Environment	Cr Robert Szatkowski
4. Community Safety	Cr Susan McIntyre
5. Creative City	Cr Marcel Mahfoud
6. Destination Wyndham	Cr Heather Marcus
7. Future Focused Economy	Cr Mia Shaw
8. Healthy City	Cr Adele Hegedich
9. Learning City	Cr Jasmine Hill
10. Smart Cities	Cr Sahana Ramesh
11. Welcoming City	Cr Jennie Barrera

The minutes of the Portfolio Committee meetings will be reported to Council on a bi-monthly basis. The following minutes for the months of April and May are attached:

1. Active City – 17 May 2021
2. City Design – 20 April 2021
3. City Design – 18 May 2021
4. Climate Futures and Environment – 19 April 2021
5. Climate Futures and Environment – 17 May 2021
6. Community Safety – 15 April 2021
7. Community Safety – 20 May 2021
8. Creative City – 23 April 2021
9. Destination Wyndham – 15 April 2021
10. Destination Wyndham – 20 May 2021
11. Future Focused Economy – 21 April 2021
12. Future Focused Economy – 19 May 2021

FILE NO:

ITEM NO: 6.5.7
EXECUTIVE MANAGER CORPORATE
AFFAIRS - FIONA HANDO**PORTFOLIO COMMITTEES REPORT (cont'd)**

13. Healthy City – 13 April 2021
14. Learning City – 6 April 2021
15. Learning City – 20 April 2021
16. Learning City – 11 May 2021
17. Smart Cities – 18 May 2021
18. Welcoming City – 26 April 2021
19. Welcoming City – 17 May 2021

Attachments

1. Portfolio Committee Meeting Minutes - April 2021
2. Portfolio Committee Meeting Minutes - May 2021

Officers' Declaration of Interests

Under Section 130 of the *Local Government Act 2020*, officers providing advice to Council must disclose any interests, including the type of interest.

Executive Manager Corporate Affairs – Fiona Hando

In providing this advice as the Manager, I have no disclosable interests in this report.

Coordinator Governance – Jenny Wood

In providing this advice as the Coordinator, I have no disclosable interests in this report.

Council Business Officer – Tammy Williamson

In providing this advice as the Author, I have no disclosable interests in this report

RECOMMENDATION

That Council note the minutes of the following Portfolio Committee meetings:

- Active City – 17 May 2021
- City Design – 20 April 2021
- City Design – 18 May 2021
- Climate Futures and Environment – 19 April 2021
- Climate Futures and Environment – 17 May 2021
- Community Safety – 15 April 2021
- Community Safety – 20 May 2021
- Creative City – 23 April 2021
- Destination Wyndham – 15 April 2021
- Destination Wyndham – 20 May 2021
- Future Focused Economy – 21 April 2021
- Future Focused Economy – 19 May 2021
- Healthy City – 13 April 2021
- Learning City – 6 April 2021
- Learning City – 20 April 2021

FILE NO:

ITEM NO: 6.5.7
EXECUTIVE MANAGER CORPORATE
AFFAIRS - FIONA HANDO**PORTFOLIO COMMITTEES REPORT (cont'd)**

- Learning City – 11 May 2021
- Smart Cities – 18 May 2021
- Welcoming City – 26 April 2021
- Welcoming City – 17 May 2021

MOTION

CRS MARCEL MAHFOUD / SAHANA RAMESH

That Council note the minutes of the following Portfolio Committee meetings:

- Active City – 17 May 2021
- City Design – 20 April 2021
- City Design – 18 May 2021
- Climate Futures and Environment – 19 April 2021
- Climate Futures and Environment – 17 May 2021
- Community Safety – 15 April 2021
- Community Safety – 20 May 2021
- Creative City – 23 April 2021
- Destination Wyndham – 15 April 2021
- Destination Wyndham – 20 May 2021
- Future Focused Economy – 21 April 2021
- Future Focused Economy – 19 May 2021
- Healthy City – 13 April 2021
- Learning City – 6 April 2021
- Learning City – 20 April 2021
- Learning City – 11 May 2021
- Smart Cities – 18 May 2021
- Welcoming City – 26 April 2021
- Welcoming City – 17 May 2021

(CARRIED)



Minutes

City Design Portfolio Committee

Date:	20 April 2021	Time:	12pm – 12.45pm
Location:	MS Teams		
Chairperson:	Cr Josh Gilligan		
Attendees:	Council Staff: Aaron Chiles; Melissa Faulkenberg; Steve Bentley; Shanton Te Whata Committee Members: N/A Other Guests: N/A		
Apologies:	Ludo Campbell-Reid (on annual leave)		

Program

	Topic	Actions
1.	Welcome & Apologies	Cr Gilligan/Aaron Chiles
2.	Declaration of Conflicts of Interest	None
3.	Adoption of Previous Minutes	Cr Gilligan
4.	Update on The Wyndham Plan Discussed the concept of Place Intervention Logics (PIL's), Pebbles work and Active transport. Discussed the importance of being able to build a place incrementally as it grows.	Aaron Chiles
5.	Housing and Neighbourhood Character Strategy Notice of motion going up. We have had a meeting with DELWP and a briefing will be going up to the Planning Committee in June to run through the forward program of work.	Aaron Chiles
6.	City Transport update – future of transport Updated Cr Gilligan on things progressing in the transport area. <ul style="list-style-type: none"> • Active transport project. • Investigating an opportunity with On Demand Services. • Briefing Councillors in June regarding 'Active Transport'. Working with partners across the organisation to progress the project. 	Melissa Falkenberg

-
7. **Other General business**
- Steve will potentially have Dr Kate White (Active living manager for the National heart foundation) come and run some forums.
 - Steve has also engaged with Steve Burgess who is a traffic engineer from Hobart and runs a business called 'Complete streets'.

8. **Meeting Close/Details of Next Meeting**

- Tuesday 18 May 2021
12pm – 12.45pm
-



Minutes

Climate Futures and Environment Portfolio Committee

Date:	Monday 19 th April 2021	Time:	9.30am – 11:00am
Location:	MS Teams		
Chairperson:	Cr Robert Szatkowski		
Attendees:	Council Staff: Antoniette Michail (AM), Peter McKinnon (PM), Ludo Campbell-Reid (LCR) Fiona Stevenson (FS) Sue Neale (SN) Lukas Nott (LN) Holly Boyle (HB) Committee Members: n/a Other Guests: n/a		
Apologies:	Nil		

Program

	Topic	Actions
1.	Welcome & Apologies	Nil
2.	Declaration of Conflicts of Interest	Nil
3.	Adoption of Previous Minutes	N/A
4.	Community Battery Storage	FS to send Cr Szatkowski information on microgrids.
5.	21/22 Tree Planting Update	General update
6.	Street Tree Species Trial	General update
	Significant Tree Register and Tree Protections	General update
	Coastal & Marine Management Plan Implementation	Coastal & Marine Management Implementation Plan to be provided to Cr Szatkowski
	-K Road Cliffs Master Plan	
7.	General Business	Nil
8.	Meeting Close/Details of Next Meeting	Meeting closed at 11:00am Next Meeting 17th May 2021



Minutes

Community Safety Portfolio Committee

Date:	15 th April 2021	Time:	1pm
Location:	Northern Foyer Civic Centre		
Chairperson:	Cr Susan McIntyre		
Attendees:	Council Staff: Cliff Eberly - Acting Manager Community Planning & Development Allison Kenwood - Director City Life		

Apologies:

Program

	Topic	Actions
1.	Welcome & Apologies	
2.	Declaration of Conflicts of Interest	
3.	Adoption of Previous Minutes	
4.	Community Safety Updates <ul style="list-style-type: none"> • Councillor Feedback from Meetings with Key Stakeholders • Municipal Health and Wellbeing Plan • CCTV Update 	Cr McIntyre to send through list of schools that participate in the Roadsafe Westgate programs. Cliff to schedule CCTV update for May meeting.
5.	Portfolio Directions	Cliff to update the directions document to include advocacy component. Cr McIntyre to send through Family Violence support QR code strip example.
6.	Communications Actions	Cliff to set up dedicated meeting with Communications on the portfolio. Cliff to work with Communications on updating information on community safety (website, brochures, flyers, etc.)
7.	Details of Next Meeting – 20th May at 1pm	



Minutes

Creative City Portfolio Committee

Date:	23 April 2021	Time:	2pm – 3pm
Location:	Virtual – MS Teams		
Chairperson:	Cr Marcel Mahfoud		
Attendees:	<u>Council Staff:</u> Steve Bentley, Manager Vibrant City Centres <u>Committee Members:</u> <u>Other Guests:</u>		
Apologies:	Ludo Campbell-Reid, Director City Design & Liveability		

Program

	Topic	Actions
1.	Welcome & Apologies	
2.	Declaration of Conflicts of Interest	Nil
3.	Adoption of Previous Minutes – 18 March 2021	Adopted
4.	Discussed upcoming and potential Public Art Projects.	
5.	Discussed upcoming Gallery and Arts Awards.	
6.	Discussed the need at times to have to economic, jobs, tourism, return investment evidence and data.	
7.	Discussed the purpose and role of Wyndham Arts Alliance. Agreed that this organisation has potential and could be supported/coached by Council to achieve joint strategic Community objectives.	
8.	Discussion on placemaking and that it is a component of place management which is the holistic overseeing, coordination and management of a place and a collaborative approach with the intention of creating public places to promote people’s health, happiness, well-being and prosperity.	
9.	Cr Mahfoud asked for an update on the DiscoveryCentre.	
10.	Cr Mahfoud asked for concise evidence and data on the return of investment in the Arts. Especially in the areas of employment, visitation and where businesses have invested.	
11.	Opportunities for External Promotion/Marketing	
	Nil	

-
12. **Meeting Close/Details of Next Meeting**
Meeting frequency amended to every six weeks.
Next meeting: 3 June 2021
-



Minutes

Destintation Wyndham Portfolio Committee

Date:	15 April 2021	Time:	11.00am
Location:	Werribee Historical Society, Watton St Werribee		
Chairperson:	Cr Heather Marcus		
Attendees:	Council Staff: Fiona Hando (Executive Manager Corporate Affairs) Sue Scott (Coordinator Marketing and Tourism) Committee Members: N/A Other Guests: Lance Pritchard (Werribee Historical Society)		
Apologies:	N/A		

Program

	Topic	Actions
1.	Welcome & Apologies	N/A
2.	Declaration of Conflicts of Interest	N/A
3.	Adoption of Previous Minutes	
	Action: Adopted	
4.	Heritage Conservation Policy	
	Action: Lance Prithchard advised to make a formal submission to Council, send to Aaron Chile, cc Fiona	Lance Pritchard
5.	Visit Werribee & Surrounds website/ campaigns	
	Action: Appoint agency, reporting on vouchers and interstate travel	Fiona Hando / Sue Scott
6.	Campaign to leverage Greater Melbourne Tourism vouchers	
	Action: full report including no, of vouchers redeemed	Fiona Hando / Sue Scott
7.	Western Melbourne Tourism submission re: Parliamentary Inquiry	
	Action: Provide input from Wyndham City	Fiona Hando / Sue Scott
8.	Details of Next Meeting/s	
	- Next Meeting Thursday 20 May 11am	Fiona Hando / Sue Scott



Minutes

Future Focused Economy Portfolio Committee

Date:	Wednesday 21st April 2021	Time:	8:45- 9:45pm
Location:	Teams		
Chairperson:	Cr Shaw		
Attendees:	Council Staff: Peter McKinnon, Committee Members: n/a Other Guests: n/a		
Apologies:	NIL		

Program

	Topic	Actions
1.	Welcome & Apologies	NIL
2.	Declaration of Conflicts of Interest	NIL
3.	Adoption of Previous Minutes	N/A
4.	Events/ Networks update	Mid Year Networking Event @Zoo Womens Lunch Committee for Wyndham networking events
5.	Grants Update	Manufacturing Fund & Small Business/Entrepreneurship Fund discussed. Advised of upcoming OCMs, confirmed assessment were concluding
6.	Werribee Racing Club	Need for broader engagement with Werribee Racing Club to assist them with future direction. Potential sub-committee of Portfolio Committee once formed.
7.	Think Ahead Forum	Committee for Wyndham event as above
8.	Local business support and incursion update	Incursion program continuing, where possible & available Cr Shaw will attend business incursions

9.	General Business	Discussion on EWEP, Catalyst Sites & Werribee City Centre. Will require focus and potential sub committee once Portfolio Committees are established
10.	Meeting Close/Details of Next Meeting	19 th May 2021



Minutes

Healthy City Portfolio Committee

Date:	Tuesday 13 April	Time:	4pm – 5pm
Location:	MS Teams		
Chairperson:	Cr Adele Hegedich		
Attendees:	Council Staff: Georgie Hill (GH), Lucy Midolo (LM) Committee Members: Other Guests:		
Apologies:	Allison Kenwood (AK),		

Program

	Topic	Actions
1.	Welcome & Apologies	
2.	Declaration of Conflicts of Interest	None
3.	Adoption of Previous Minutes	Minutes accepted
4.	Update on release of Royal Commission into Mental Health Report <ul style="list-style-type: none"> - Overview of the Royal Commission into Victorian Mental Health System - 	GH to provide AH with a summary report analysing the final report and impacts for Council prior to providing to all Councillors.
5.	Overview of Gender Equality Act and Gender Equality Action Plan <ul style="list-style-type: none"> - Overview on Council's requirements under the Gender Equality Act 2020 which aims to improve workplace gender equality across the Victorian public sector, universities and local councils. 	GH and LM to brief Cr Barrera to support her new role on the Gender Equality Advisory Committee
6.	Update on Municipal Public Health & Wellbeing Plan – Feedback from External Stakeholder forums <ul style="list-style-type: none"> - Stakeholder workshops were held in March. - Main themes emerging include mental health, housing, food security, social connection and belonging, family violence - 	Workshop to be held with Councillors in May refine the plan.
7.	Discussion: other portfolio priority issues <ul style="list-style-type: none"> • Wyndham's Gambling Policy - VCGLR has yet to provide reasons for the decision to grant the licence for gaming machines at Club Tarneit - Council will make a decision about whether to appeal once the reasons are known 	

8.	<p>Discussion: Planning for future portfolio meetings</p> <ul style="list-style-type: none"> • Update on Accessibility Action Plan for next meeting - Opportunity to workshop the current achievements of the plan and discuss direction of the next plan due in 2022 - 	To be agended for next meeting
9.	<p>Opportunities for External Promotion/Marketing</p> <ul style="list-style-type: none"> • Items to be referred to the Communications & Marketing Unit for follow-up 	GH to compile list of days of significance for social media messaging with a specific focus on days that focus on brain injury and disability
10.	<p>Other Business</p>	<p>GH to explore cross over with Healthy City portfolio and other portfolios</p> <p>GH to agenda discussion about portfolio members for July meeting.</p>
10.	<p>Meeting Close/Details of Next Meeting Tuesday 11 May, 4pm – 5pm</p>	<p>Next meeting to be rescheduled for six weeks at the start of June.</p>



Minutes

Learning City Portfolio Committee

Date:	Tuesday 6 April 2021	Time:	9:30am to 10:30am
Location:	Via MS Teams		
Attendees:	Councillor(s): Cr. Jasmine Hill Council Staff: Rhonda Rathjen (RR)		
Apologies:	Allison Kenwood		

Program

	Topic	Actions
1.	Junior Chess Tournament -update provided on the recent chess tournament	RR to investigate the possibility of running a Youth Chess Tournament
2.	Living Libraries Grant Application -Status of grant application provided	RR to keep Cr. Hill up to date on application outcome
3.	Williams Landing Library Programs Hub -Overview of action to date provided	RR to keep Cr. Hill up to date on the progress of the Williams Landing Library Programs Hub
4.	Library Programs - update provided regarding programs that have recommenced	RR to discuss the possibility of developing a new "human library" program with Coordinator Library Programs & Services
5.	WOW Photography Competition – 12-25 - Overview of WOW Photography Competition provided	RR to confirm dates of WOW and other upcoming library events to Cr. Hill
6.	Meeting Close/Details of Next Meeting - Meeting closed at 10.30am	Next meeting scheduled for 20 April 2021



Minutes

Learning City Portfolio Committee

Date:	Tuesday 20 April 2021	Time:	9:30am – 10:30am
Location:	Via MS Teams		
Attendees:	Councillor(s): Cr Jasmine Hill Council Staff: Allison Kenwood (AK), Rhonda Rathjen (RR), Diane Tabbagh (DT)		
Apologies:	N/A		

Program

	Topic	Actions
1.	Welcome & Apologies	
2.	Declaration of Conflicts of Interest	Nil
3.	Collective Impact Assessment Tool (CIAT) -An overview was provided on the use of CIAT to measure the impact of the Learning Community Strategy	Nil
4.	Williams Landing Library Hub -update provided	Nil
5.	Truganina Library Hub -update provided	Nil
6.	Library and Learning Community Events - An overview was provided on the new library program "Battle of the Books"	RR to provide further updates to Cr. Hill on Battle of the Books
7.	Pop Up Library Van -update provided on the successful grant received through the Living Libraries Funding Program and timeline	Nil
8.	Other Items	Nil
9.	Meeting Close/Details of Next Meeting - Meeting closed at 10.30am	Next meeting 11 May 2021



Minutes

Welcoming City Portfolio Committee

Date:	26 th April 2021	Time:	3.30pm
Location:	Online Teams Meeting		
Chairperson:	Cliff Eberly - Acting Manager Community Planning & Development		
Attendees:	Council Staff: Cr Jennie Barrera Allison Kenwood – Director City Life Georgie Hill – Manager Service Planning, Partnership and Reform Sue O’Connor – PA to Manager Community Planning & Development		

Apologies:

Program

	Topic	Actions
1.	Welcome & Apologies	
2.	Adoption of Previous Minutes	
3.	Reconciliation Action Plan (RAP)	Cr Barerra to work with Mayor with the planning for RAP which is due for review Georgie to send Cr Barerra information on the RAP Cliff to prepare a response to Councillor request complaint received from Aboriginal member and share with all Councillors
4.	Gender Equity	Cr Barerra to share reports and agenda from last meeting (1 st meeting) Cr Barerra to share the Agenda for the June meeting Georgie to send Towards Equality information to Cr Barerra
5.	Portfolio Update <ul style="list-style-type: none"> • Ramadan Celebrations 	Golden Wattle Mosque event 1.5.21, Cliff to follow up with CR Support to check Councillor attendance, CR Barerra has a clash with an event in Fitzroy and wont be able to attend. End of Ramadam Cr Barerra to prepare a video with Comms pieces

-
- Meetings with Community Groups
 - Portfolio Directions

Update provided. Meetings to be scheduled after Ramadan.

Cliff to prepare directions one-pager and share Portfolio directions document with Cr Barerra

Cliff follow up with Steve Bentley re: clash with mone

Cliff to provide notes re: budget to Cr Barerra in dot points.

6. Details of Next Meeting – 17th May at 3pm



Minutes

Active City Portfolio Committee

Date:	17 May 2021	Time:	4.30pm
Location:	Ms Teams		
Chairperson:	Cr Peter Maynard		
Attendees:	Council Staff: Allison Kenwood, Cam Atkins Committee Members: N/A Other Guests: N/A		
Apologies:	Nil		

Program

	Topic	Actions
1.	Welcome & Apologies	Nil
2.	Declaration of Conflicts of Interest <ul style="list-style-type: none"> No conflicts of interest. 	Nil
3.	Adoption of Previous Minutes <ul style="list-style-type: none"> Adoption of previous minutes from 23 March 2021 	Nil
4.	Eagle Stadium Incident -update Overview of incident provided. Update on status of Eagle Stadium roof permanent rectification provided. Discussion about what Council assistance for Associations if games cancelled due to roof issues.	
5.	2021/22 Capital Works Program (Draft) Overview of projects that have been included in the draft budget, in particular Master Plan implementations.	
6.	Indoor facility planning- update Update provided on status of planning.	Further detail on Council's future capital works pipeline to be provided for important context in decision making.
7.	Provision of Facilities – Riverwalk Estate Sports Strategy (2017) identifies a single oval site with lighting. Master Planning forecast to commence in 2022/23.	

-
5. **Other Business**
Nil
-
6. **Meeting Close/Details of Next Meeting**
- Next Meeting scheduled for Tuesday 15 June 2021
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Minutes

City Design Portfolio Committee

Date:	18 May 2021	Time:	12pm – 12.45pm
Location:	MS Teams		
Chairperson:	Cr Josh Gilligan		
Attendees:	Council Staff: Ludo Campbell-Reid; Aaron Chiles; Melissa Falkenberg; Steve Bently; Shanton Te Whata Committee Members: N/A Other Guests: N/A		
Apologies:			

Program

	Topic	Actions
1.	Welcome & Apologies	Cr Gilligan/Aaron Chiles
2.	Declaration of Conflicts of Interest	None
3.	Adoption of Previous Minutes	Cr Gilligan
4.	Wyndham Stadium <ul style="list-style-type: none"> • The Wyndham Stadium is covered by a bespoke planning control and does not have a PSP as such. The area surrounding the Stadium site is known as the Oakbank PSP area (this PSP has not been prepared as yet) and is covered under the Wyndham North DCP. • The Oakbank PSP area is comprised of two main areas of land, larger land holdings that surround the stadium and then fragmented sections of land that sit further to the north. Potentially merit in splitting this PSP into two PSP's. This will be looked at as part of Master Planning for the area around the Stadium. 	Aaron Chiles
5.	Riverdale UDF <ul style="list-style-type: none"> • Discussed ownership of land surrounding south side of rail line. • Discussed the importance of the train station to the Stadium and Riverdale UDF. • Discussed the opportunity for master planning the Riverdale UDF and area 	Aaron Chiles

around the Stadium through a wholistic and integrated approach to coordinate delivery of important infrastructure.

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- | | | |
|----|--|--------------|
| 6. | Tarneit Major Town Centre UDF <ul style="list-style-type: none">• Working with Dennis Family Corporation on the preparation of the UDF.• The UDF is the statutory document that we need to approve under the PSP.• A Place Intervention Logic (PIL) is being prepared for Tarneit.• Having a greater diversity of housing in the UDF area (delivering the missing middle) will be important. | Aaron Chiles |
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|----|---|--------------|
| 7. | Elements Estate <ul style="list-style-type: none">• Brilliant report and the best that Cr Gilligan has seen in his 5 years at Wyndham. | Aaron Chiles |
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- | | | |
|----|---|--------------------|
| 8. | On-demand transport <ul style="list-style-type: none">• City transport have spoken with a senior officer on the Rowville on-demand trial.• On-demand bus service are an opportunity for greenfield growth areas that have limited public transport provision. | Melissa Falkenberg |
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| 9. | Meeting Close/Details of Next meeting <ul style="list-style-type: none">• Tuesday 15 June 2021• 12pm – 12.45pm | |
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Minutes

Climate Futures and Environment Portfolio Committee

Date:	Monday 17 th May 2021	Time:	9.30am – 11:30am
Location:	MS Teams		
Chairperson:	Cr Robert Szatkowski		
Attendees:	Council Staff: Antoniette Michail (AM), Peter McKinnon (PM), Fiona Stevenson (FS) Hayley Jarvis (HJ) Holly Boyle (HB) Jess Bennett (JB) Committee Members: n/a Other Guests: n/a		
Apologies:	Nil		

Program

	Topic	Actions
1.	Welcome & Apologies	Nil
2.	Declaration of Conflicts of Interest	Nil
3.	Adoption of Previous Minutes	Adopted
4.	Resilience Strategy	FS to send Cr Szatkowski City of Ryde resilience strategy
5.	Power Purchase Agreement	FS to release comms about PPA (VECO). Potential for Cr Swatzowski to attend launch
6.	Dog Off Lead Strategy	JB to follow up with MAV outcome regarding greyhound Notice Of Motion.
	Environmental Hub	General update
	Litter Blitz	EOI for Litter blitz group. Cr Szatkowski agreed to be involved, facilitated by Council
	Waste Management System	HJ to share links to workshops run by May to Cr Szatkowski
7.	General Business	Ben Sinnot interested in combining next portfolio meeting with Smart City Portfolio – agreed to combine future meeting.
8.	Meeting Close/Details of Next Meeting	Meeting closed at 11:30am Next Meeting 2021



Minutes - Actions

Community Safety Portfolio Committee

Date:	20 th May 2021	Time:	1pm
Location:	Hybrid Meeting – Civic Centre		
Chairperson:	Cr Susan McIntyre		
Attendees:	Cliff Eberly - Acting Manager Community Planning & Development Sue O'Connor – PA Manager Community Planning & Development Tatiana Walker - Coordinator Community Strengthening		
Apologies:	Allison Kenwood - Director City Life Melinda Fay - Coordinator Landscape Design & Asset Management		

Program

Topic	Actions
1. Welcome & Apologies	
2. Declaration of Conflicts of Interest	
3. Adoption of Previous Minutes	
4. Community Safety Updates	
<ul style="list-style-type: none"> • Eagle Stadium Incident • Orange Door • Website Review • Neighbourhood Watch • Alcohol Harm Prevention and Treatment conference • Active Travel around school • Road Safety programs • Community Grants 	<p>SM to look at existing content on the webpage and advise if there is anything irrelevant that can be removed or any items that need to be included.</p> <p>Community Planning and Development to undertake a review of the Website and update in conjunction with Comms.</p> <p>CE to follow up with the teams in contact with Neighbourhood Watch and get an update on joint forum opportunity.</p> <p>CE to invite City Transport to our next meeting in June to present on Active Travel Around Schools Program</p> <p>SM to send CE contact details for Andrew Nguyen</p>

-
5. **Communications Actions**
- CE to meet with Xavier to work on the Comms plan for social media.
- CE to register Safeplate day 5th June with Comms
- CE to work with Communications on updating information on community safety (website, brochures, flyers, etc.)
-
6. **Details of Next Meeting – 17th June at 1pm**
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Minutes

Destintation Wyndham Portfolio Committee

Date:	20 May 2021	Time:	11.00am
Location:	212 Watton St, Werribee		
Chairperson:	Cr Heather Marcus		
Attendees:	Council Staff: Fiona Hando (Executive Manager Corporate Affairs) Sue Scott (Coordinator Marketing and Tourism) Committee Members: N/A		
Apologies:	N/A		

Program

	Topic	Actions
1.	Welcome & Apologies	N/A
2.	Declaration of Conflicts of Interest	N/A
3.	Adoption of Previous Minutes	
	Action: Adopted	
4.	Western Melbourne Tourism Strategic plan	
	Action: Liaise with Richard Ponsford re: Wyndham City representation	Fiona Hando
5.	Tiger Moth Flights at RAAF base relocation	
	Action: Fiona to follow up with request for RAAF meeting	Fiona Hando
6.	Campaign to leverage Greater Melbourne Tourism vouchers	
	Action: full report including no. of vouchers redeemed	Fiona Hando / Sue Scott
7.	Details of Next Meeting/s	Fiona Hando / Sue Scott
	- Next Meeting Thursday 17 June 11am	



Minutes

Future Focused Economy Portfolio Committee

Date:	Wednesday 19 th May 2021	Time:	8:45 - 9:45pm
Location:	Boardroom		
Chairperson:	Cr Shaw		
Attendees:	Council Staff: Peter McKinnon, Lesley Rogan, Suzanna Raea Committee Members: n/a Other Guests: n/a		
Apologies:	NIL		

Program

	Topic	Actions
1.	Welcome & Apologies	Peter welcomed all.
2.	Declaration of Conflicts of Interest	Nil
3.	Adoption of Previous Minutes	Cr Shaw has reviewed and approved the minutes of 21 st April 2021, Future Focused Economy Portfolio Committee Meeting.
4.	Werribee Racing Club	City Flag and Banners Actions: <ul style="list-style-type: none"> • Improve marketing and promotion of Werribee Cup in consultation with the Strategic Marketing & Tourism team, including City Flag & Banners.. • Organise meeting with local MP (Tim Pallas) to discuss potential of future masterplan for Werribee Racecourse.
5.	Business Growth in Activity Centre	Action: Conduct Audit of smaller neighbourhood shopping areas requiring rejuvenation, including current vacancies..
6.	Grants Update	No actions
7.	Networking Events	Mid-Year Business Event Melbourne International 3 Day Event. Werribee Football Club Women In Business Lunch - September

		Barry Jones Oration - October
		Werribee Cup - November
8.	Business Training & Development Program Update	
9.	External Promotion & Marketing	Action: Invite a Marketing team member at the next meeting to discuss Facebook page specifically for the Wyndham Business Community.
10.	General Business	East Weribee Employment Precinct.
11.	Meeting Close/Details of Next Meeting	Next meeting 16 th June 2021. Confirmed face to face meeting.



Minutes

Learning City Portfolio Committee

Date:	11 May 2021	Time:	9.30-10.30am
Location:	Ms Teams		
Chairperson:	Cr Jasmine Hill		
Attendees:	Council Staff: Allison Kenwood (AK), Rhonda Rathjen (RR), Diane Tabbagh (DT) Other Guests: N/A		
Apologies:	N/A		

Program

	Topic	Actions
1.	Welcome & Apologies	
2.	Declaration of Conflicts of Interest	Nil
3.	Learning Community Strategy & UNESCO Learning City - An overview was provided on key activities	RR to send Cr Hill a link to the conference in Korea, a copy of Peter Kern's paper and a link to the the Ecowell Conference RR to provide Cr Hill a list of upcoming conferences
4.	Library Operations & Programs - Update provided on new Chess Simul - Update provided on operational hours - Updated provided on Exam support	RR to invite Cr Hill to the chess simul
5.	Pop Up Library Van -Update provided	
6.	Other Business -update provided on upcoming library tour for Councillors -Discussion regarding future topics for the Cr -Manager Monthly Meeting	RR to invite Clifford Eberley to attend a future meeting
7.	Opportunities for External Promotion/Marketing <ul style="list-style-type: none"> Items to be referred to the Communications & Marketing Unit for follow-up 	RR to provide Cr Hill with promotional material on the Exam Cram sessions
8.	Meeting Close/Details of Next Meeting Meeting Closed at 10.33am	1 June 2021



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Minutes

Smart Cities Portfolio Committee

Date:	18 May 2021	Time:	11.09 – 11.50am
Location:	MS Teams		
Chairperson:	Cr Sahana Ramesh		
Attendees:	Council Staff: Ludo Campbell-Reid (Director City Design & Liveability), Ben Sinnott (Acting Manger Smart City Office), Cris Dimovski (EA – City Design & Liveability)		
Apologies:	Nil		

Program

Topic	Actions
1. Welcome & Apologies	Welcome by Cr Ramesh.
2. Declaration of Conflicts of Interest	There were no conflicts of interest declared.
3. Adoption of Previous Minutes – 16 February 2021	Minutes of the meeting held on 30 March 2021 as prepared and circulated were confirmed.
4. GIS Completion – Bringing Elements Together	<p>Ben delivered a presentation on this item.</p> <p>Ben to provide Cr Ramesh with a timeline / plan for execution of the GIS capability.</p> <p>Action: Ben</p> <p>In relation to release of mapping capability – Ben will speak with Cr Ramesh in relation to timing and communication.</p> <p>Action: Ben</p>
5. Digital Infrastructure	<p>Ben provided an update on this item. Cr Ramesh requested an update as to the timing of NBN becoming available in Sanctuary Lakes.</p> <p>Action: Ben</p> <p>Ben to also provide Cr Ramesh with information in relation to Council’s Telecommunications Policy.</p> <p>Action: Ben</p>
6. General Business	Ben to provide Cr Ramesh with a list of Smart City projects.

8. Opportunities for External Promotion/Marketing	Nil
<ul style="list-style-type: none">• Items to be referred to the Communications & Marketing Unit for follow-up	
9. Meeting Close/Details of Next Meeting	Meeting closed at 11.50am Next Meeting: 15 June 2021 – 11am – MS Teams



Minutes

Welcoming City Portfolio Committee

Date:	17 th May 2021	Time:	3.00pm-4.00pm
Location:	Online Teams Meeting		
Chairperson:	Cliff Eberly - Manager Community Planning & Development		
Attendees:	Cr Jennie Barrera Allison Kenwood – Director – City Life Clifford Eberly – Manager Community Planning and Development Josh Badenoch – Coordinator Social & Economic Inclusion Sue O’Connor – PA to Manager Community Planning & Development		
Apology:	Tatiana Walker – Acting Coordinator Community Strengthening		

Program

	Topic	Actions
1.	Welcome & Apologies	
2.	Adoption of Previous Minutes	
3.	Portfolio Updates <ul style="list-style-type: none"> Portfolio Directions Engagement with Community Groups Eagle Stadium Incident 	JB to review the Portfolio Directions document and will share feedback CE to work with local faith leaders to identify future events/shared activities. e.g. Iftar
4.	Days of Significance	JB to review Days of Significance and provide feedback on Communications messaging and dates. CE to provide to the Interfaith network Social inclusion day/week, Neighbour day, International day of peace 21 st September to be added to Days of significance list
5.	Economic Inclusion <ul style="list-style-type: none"> Strengthening Pathways to Economic Participation Bright Futures Tertiary Placements Jobs Victoria Advocates Industry Engagement 	CE to organise Social and Economic Inclusion briefing JB to ensure gender equity focus is made clear in the employment pathways opportunities.
6.	Details of Next Meeting – 14th June at 3pm	

FILE NO:

ITEM NO: 6.5.8
EXECUTIVE MANAGER
CORPORATE AFFAIRS - FIONA
HANDO**INTERNAL COMMITTEE REPORT****Summary**

To ensure effective engagement and transparency with meetings attended by Councillors and Council staff the minutes from the following Internal Committee Meetings will be reported to Council for their noting on a bi-monthly basis:

- Refuse Disposal Facility (RDF) Community Reference Group

Attachments

1. RDF Community Reference Group Minutes - 29 April 2021

Officers' Declaration of Interests

Under Section 130 of the *Local Government Act 2020*, officers providing advice to Council must disclose any interests, including the type of interest.

Executive Manager Corporate Affairs - Fiona Hando

In providing this advice as the Manager, I have no disclosable interests in this report.

Governance Coordinator - Jenny Wood

In providing this advice as the Coordinator, I have no disclosable interests in this report.

Council Business Officer - Tammy Williamson

In providing this advice as the Author, I have no disclosable interests in this report.

RECOMMENDATION

That Council note the minutes of the following Internal Committee meetings:

- RDF Community Reference Group – 29 April 2021

MOTION

CRS PETER MAYNARD / JASMINE HILL

That Council note the minutes of the following Internal Committee meetings:

- RDF Community Reference Group – 29 April 2021

(CARRIED)

Minutes

RDF CRG Internal Committee

Date:	29 th April 2021	Time:	4:30pm – 7:00pm
Location:	Online (Microsoft Teams)		
Chairperson:	Bruce Turner		
Attendees:	Bruce Turner	Independent Chair	
	Councillors:		
	Cr Peter Maynard	Councillor (Iramoo Ward), Wyndham City Council	
	Cr Heather Marcus	Councillor (Iramoo Ward), Wyndham City Council	
	Council Staff:		
	Stephen Thorpe	Director City Operations, Wyndham City Council	
	Justin Rhodes	Environmental Systems Officer, Wyndham City Council	
	Peter Gordon	Operations Coordinator, Wyndham City Council	
	CRG members:		
	Mason Asadi	Environmental group representative	
	Lisa Field	Resident group representative	
	Paul Von Harder	Community representative	
	Karen Hucker	Community representative	
	Michelle Lee	Planner, Metropolitan Waste and Resource Recovery Group (MWRRG)	
	Julian Menegazzo	Adjacent landowner representative	
	Karthik Viswanathan	Community representative	
	Guests:		
	James McLeay	Chief Commercial Officer, LMS Energy Pty Ltd	
Apologies:	Simon Clay	Manager Waste Management and Disposal, Wyndham City Council	

Program

	Topic	Actions
1.	Welcome & Apologies The Chair welcomed everyone to the meeting. Simon Clay was noted as a late apology.	N/A
2.	Declaration of Conflicts of Interest No Conflicts of Interest were declared.	N/A
3.	Adoption of Previous Minutes The draft notes from the previous meeting – 16 th July 2020 - were accepted with no changes.	N/A
4.	RDF Membership and 2021 meeting schedule Council was in the process of advertising for two new members.	N/A
5.	LMS Data Centre presentation James McLeay, Chief Commercial Officer of LMS Energy Pty Ltd. presented to the group on the LMS	N/A

proposal for Australia's first modular data centre directly powered by bioenergy at the RDF.

6. **Members' Reports**

Paul von Harder

Paul raised the work Professor Veena Sahajwalla from the University of New South Wales (UNSW) who had launched the world's first e-waste micro factory which had the potential to reduce large volumes of e-waste heading to landfill.

Action: Circulate information about the Deakin hub.

Julian Menegazzo

Julian enquired about the status of the Baling Facility in the Strategic Plan and the status of the State Government's Werribee Junction Precinct Structure Plan.

Karen Hucker

Karen asked about surveys on domestic bin sizes.

Action: Karen indicated that she will send an email once she has confirmed which Council issued the survey.

7. **Industry Update**

Michelle Lee discussed the MWRRG Landfill service tender, the AWP Process: North West, and the Recycling Industry Strategic Plan (RISP) and Recycling Collaborative Procurement (RDCP).

N/A

8. **Wyndham Waste Strategy and Waste Service Update**

- Kerbside Collection Service – Wyndham's new contract was discussed.

N/A

- RDF Strategic Plan 2019-2025 – an update was provided.

N/A

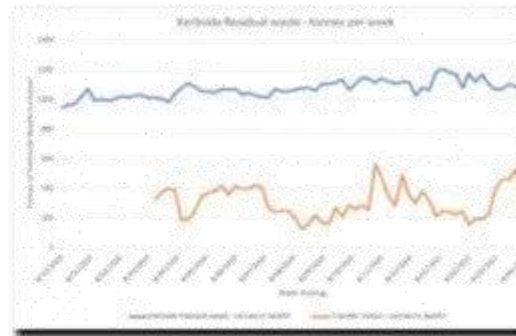
- Illegal dumping Working Group approach to Palmers Rd issue (M41-4.1) had nothing further to report.

N/A

RDF Operations

- Performance Dashboard – waste tonnage and landfill gas.

N/A



- **Pollution Abatement Notices**
Council has received five pollution abatement notice (PAN) from the EPA.
- **Complaints register**
The complaints register has been distributed prior to the meeting. No comments regarding this.
- **Cell 6 and Cell 7 Construction**
Construction progressing well and that it is likely to be complete towards the end of this year.
- **Rehabilitation / Capping**
This was a focus of Council over the next three years.
- **Transfer Station / Canopy Roof Removal – February 2021**
The canopy roof over the transfer station was removed as a result of structural engineering assessment recommending its removal.
- **E-waste shed**
The e-waste shed at the Transfer Station has been completed.

9. **Meeting Close/Details of Next Meeting**
24th June 2021 – this will be online or at the Civic Centre (tbc)

FILE NO:

ITEM NO: 6.5.9
A/CHIEF EXECUTIVE OFFICER -
NATALIE WALKER**INTERNAL ARBITRATION DECISION****Summary**

In February 2021 Cr Robert Szatkowski initiated a Code of Conduct (the Code) process against Cr Josh Gilligan alleging a breach of the Standards of Conduct outlined in the Councillor Code of Conduct.

The matter progressed to an Internal Arbitration process as set out in Section 11 of the *Local Government (Governance and Integrity) Regulations 2020* in May 2021.

On Friday 4 June 2021, the Arbiter released their decision, finding no breach had occurred. Under Section 147 (4) of the *Local Government Act 2020*, a copy of the arbiter's decision and statement of reasons must be tabled at the next Council meeting after the Council received the copy of the arbiter's decision and statement of reasons and recorded in the minutes of the meeting.

Attachments

1. Internal Arbiter decision_4 June 2021

Officers' Declaration of Interests

Under Section 130 of the *Local Government Act 2020*, officers providing advice to Council must disclose any interests, including the type of interest.

A/Chief Executive Officer - Natalie Walker

In providing this advice as the CEO, I have no disclosable interests in this report.

Executive Manager Corporate Affairs - Fiona Hando

In providing this advice as the Manager, I have no disclosable interests in this report.

Governance Coordinator - Jenny Wood

In providing this advice as the Author, I have no disclosable interests in this report.

RECOMMENDATION

That in accordance with Section 147 (4) of the *Local Government Act 2021*, the arbiter's decision and statement of reasons on the matter of an application by Councillor Robert Szatkowski concerning Councillor Josh Gilligan (Attachment 1) is tabled and recorded in the minutes of the meeting.

FILE NO:

ITEM NO: 6.5.9

**A/CHIEF EXECUTIVE OFFICER - NATALIE
WALKER**

INTERNAL ARBITRATION DECISION (cont'd)

MOTION

CRS PETER MAYNARD / SAHANA RAMESH

That in accordance with Section 147 (4) of the Local Government Act 2021, the arbiter's decision and statement of reasons on the matter of an application by Councillor Robert Szatkowski concerning Councillor Josh Gilligan (Attachment 1) is tabled and recorded in the minutes of the meeting.

(CARRIED)

FILE NO:

ITEM NO: 6.5.9
A/CHIEF EXECUTIVE OFFICER - NATALIE
WALKER**INTERNAL ARBITRATION DECISION (cont'd)****1. Background**

Section 139 of the *Local Government Act 2020 (Act)* requires a council to develop and maintain a Councillor Code of Conduct which:

- must include the Standards of Conduct prescribed by the Local Government (Governance and Integrity) Regulations 2020 (Regulations) expected to be observed by Councillors; and
- must include any provisions prescribed by the Regulations; and
- must include provisions addressing any matters prescribed by the Regulations; and
- may include any other matters which Council considers appropriate, other than any other Standards of Conduct.

The Standards of Conduct with which Councillors are required to comply are specified in Schedule 1 to the Regulations.

Failure by a Councillor to comply with the Standards of Conduct constitutes misconduct under the Act, which may be pursued in accordance with the processes set out in this Code.

Council adopted its current Councillor Code of Conduct at the December 2020 Council Meeting.

Under the Code, a Councillor may make an application to the Principal Conduct Registrar, appointed by the State Government, to conduct an Internal Arbitration Process, as set out under Section 11 of the *Local Government (Governance and Integrity) Regulations 2020*, if the Councillor feels there has been a breach of the Standards of Conduct.

Section 147 (4) of the *Local Government Act 2020* outlines the requirement for a copy of the arbiter's decision and statement of reasons to be tabled at the next Council Meeting after the Council receives the copy of the arbiter's decision and statement of reasons.

2. Relevant Law

Section 139 of the *Local Government Act 2020 (Act)* requires a council to develop and maintain a Councillor Code of Conduct.

Council adopted its current Councillor Code of Conduct at the December 2020 Council Meeting.

Section 11 of the *Local Government (Governance and Integrity) Regulations 2020* sets out the process for Internal Arbitration.

Section 147 (4) of the *Local Government Act 2020* outlines the requirement for a copy of the arbiter's decision and statement of reasons to be tabled at the next Council Meeting after the Council receives the copy of the arbiter's decision and statement of reasons.

3. Discussion**Application and Process conducted**

In February 2021 Cr Robert Szatkowski initiated a Code of Conduct process against Cr Josh Gilligan alleging a breach of the Standards of Conduct.

After mediation failed, the matter progressed to internal arbitration as set out under Section 11 of the *Local Government (Governance and Integrity) Regulations 2020*, in May 2021.

FILE NO:

ITEM NO: 6.5.9
A/CHIEF EXECUTIVE OFFICER - NATALIE
WALKER**INTERNAL ARBITRATION DECISION (cont'd)**

A directions Hearing was held at the Civic Centre on Friday, 14 May 2021. In attendance were the arbiter, Council's Councillor Conduct Officer and Cr Szatkowski and Cr Gilligan attended online via Teams.

At the Directions Hearing and as a result of subsequent email correspondence, councillors and the arbiter agreed that the matter would be decided on the papers submitted.

Findings

On Friday 4 June 2021, the Arbiter released their Finding. Under Section 147 (4) of the *Local Government Act 2020*, a copy of the arbiter's decision and statement of reasons must be tabled at the next Council meeting after the Council received the copy of the arbiter's decision and statement of reasons and recorded in the minutes of the meeting.

4. City Plan

4.2.1 Council will strive to offer value to residents, businesses, and visitors through focusing on operational efficiency in response to changes in government legislation, while ensuring the community continues to enjoy access to high-quality services, amenities and infrastructure.

5. Council Plan and Policies

The process followed in relation to this complaint is consistent with the requirements for Internal Arbitration as specified by Code of Conduct

6. Financial Implications

Under Section 152 of the Local Government Act 2020, Council is required to pay the fees associated with Internal Arbitration. The Principal Councillor Conduct Registrar has set the arbiter fees at \$954 a day. The total cost to Council for this process, including the fees of the independent mediator and the independent arbiter was approximately \$5900.

INTERNAL ARBITRATION PROCESS - WYNDHAM CITY COUNCIL

In the matter of an Application by Councillor Robert Szatkowski concerning
Councillor Josh Gilligan

**HEARING PURSUANT TO DIVISION 5 OF PART 6 OF THE
LOCAL GOVERNMENT ACT (2020)**

Applicant: Councillor Robert Szatkowski

Respondent: Councillor Josh Gilligan

DETERMINATION

The Arbiter determined that there has been no breach of the prescribed standards of conduct, and as such no findings of misconduct have been made.

As there have been no breaches of the prescribed standards of conduct, the Arbiter dismissed the Application.

STATEMENT OF REASONS FOR DECISION

The Application

1. The Application dated 9 March 2021 by the applicant was seeking a finding of misconduct against the respondent relating to two allegations which are summarised below.
2. The Application alleged that Cr Gilligan had breached the following standards:
 - Clause 1(c) of Schedule 1 to the Local Government (Governance and Integrity) Regulations 2020 (the Regulations) in that he engaged in abusive, obscene or threatening behaviour in his dealings with the applicant at the Ordinary Council Meeting of 2 February 2021 where he called the applicant a "bloody moron".¹ The Application also cites the respondent's inability to pronounce the applicant's surname correctly as a deliberate provocation that failed to afford the applicant with "the respect that he deserves".
 - Clause 4(2) of Schedule 1 to the Regulations in that he discredited the applicant and mislead the public with his comments at the Ordinary Council Meeting of 2 February 2021 where during debate at the Ordinary Council Meeting, Cr Gilligan made claims that the applicant "...received thousands of dollars as a donation from State Member for Tarnet..."²

Evidence provided

3. Written evidence was submitted by both the applicant and the respondent to assist the Arbiter to make a decision in relation to this matter. Given the nature of the Application, both parties agreed that no further oral evidence was required and further agreed that the Arbiter would make a decision on the written evidence before her, and with the benefit of reviewing the video footage of the Ordinary Council Meeting of 2 February 2021.
4. Both parties also agreed on the following facts:
 - (a) That the respondent did call the applicant a "bloody moron" as indicated in paragraph 2 above; and

¹ Also referenced in Clause 3.1 of the Wyndham City Council Councillor Code of Conduct dated December 2020

² Also referenced in Clause 3.4 of the Wyndham City Council Councillor Code of Conduct dated December 2020

- (b) That the respondent did make the comments made regarding donations made by the State Member for Tarneit as indication in paragraph 2 above.

The jurisdiction of the Arbiter in relation to this Application

5. Section 143 of the *Local Government Act 2020* (the Act) provides that an Arbiter may hear an Application that alleges misconduct by a Councillor.
6. Pursuant to section 147 of the Act an Arbiter may determine whether or not a Councillor has engaged in misconduct.
7. "Misconduct" is defined in section 3 of the Act and is defined as follows:

"...any breach by a Councillor of the prescribed standards of conduct included in the Councillor Code of Conduct."
8. The standards of conduct are set out in Schedule 1 to the *Local Government (Governance and Integrity) Regulations 2020* and are provide as follows:

1. "Treatment of others

A Councillor must, in performing the role of a Councillor, treat other Councillors, members of Council staff, the municipal community and members of the public with dignity, fairness, objectivity, courtesy and respect, including by ensuring that the Councillor –

- (a) takes positive action to eliminate discrimination, sexual harassment and victimisation in accordance with the **Equal Opportunity Act 2010**; and
- (b) supports the Council in fulfilling its obligation to achieve and promote gender equality; and
- (c) does not engage in abusive, obscene or threatening behaviour in their dealings with members of the public, Council staff and Councillors; and
- (d) in considering the diversity of interests and needs of the municipal community, treats all persons with respect and has due regard for their opinions, beliefs, rights and responsibilities.

2. Performing the role of Councillor

A Councillor must, in performing the role of a Councillor, do everything reasonably necessary to ensure that the Councillor performs the role of a Councillor effectively and responsibly, including by ensuring that the Councillor –

- (a) undertakes any training or professional development activities the Council decides it is necessary for all Councillors to undertake in order to effectively perform the role of a Councillor; and
- (b) diligently uses Council processes to become informed about matters which are subject to Council decisions; and
- (c) is fit to conscientiously perform the role of a Councillor when acting in that capacity or purporting to Act in that capacity; and
- (d) represents the interests of the municipal community in performing the role of a Councillor by considering and being responsive to the diversity of interests and needs of the municipal community.

3. Compliance with good governance measures

A Councillor, in performing the role of a Councillor, to ensure the good governance of the Council, must diligently and properly comply with the following-

- (a) any policy, practice or protocol developed and implemented by the Chief Executive Officer in accordance with section 46 of the Act for managing interactions between members of Council staff and Councillors;
- (b) the Council expenses policy adopted and maintained by the Council under section 41 of the Act;
- (c) the Governance Rules developed, adopted and kept in force by the Council under section 60 of the Act;
- (d) any directions of the Minister issued under section 175 of the Act.

4. Councillor must not discredit or mislead Council or public

- (1) In performing the role of a Councillor, a Councillor must ensure that their behaviour does not bring discredit upon the Council.
- (2) In performing the role of a Councillor, a Councillor must not deliberately mislead the Council or the public about any matters related to the performance of their public duties.

5. Standards do not limit robust political debate

Nothing in these standards is intended to limit, restrict or detract from robust public debate in a democracy."

Evidence of the Applicant

- 9. By way of background, the applicant outlined that informal resolution of the matter had not been successful, with a failed attempt at mediation.
- 10. In relation to the first allegation, the applicant was of the view that the phrase "bloody moron" constitutes a breach of the standard by failing to show him the appropriate dignity and respect that he deserved as a fellow Councillor.

11. In relation to the second allegation, the applicant was of the view that the comments made by the respondent were made with the intent to mislead and to undermine the applicant's integrity and furthermore suggest a conflict of interest where none existed.
12. In terms of the applicant's desired outcome, the applicant submitted that the Arbiter make a finding of misconduct on both allegations one and two, and submitted that a written apology should be produced by the respondent and read aloud at the next Ordinary Meeting of Council.
13. In relation to sanctions in the event that a finding was made, the applicant sought a written and verbal apology in respect of both allegations, to be made at the next Ordinary Meeting of Council. The applicant rejected the proposed wording submitted by the respondent throughout the course of the dispute resolution process.

Evidence of the Respondent

14. The respondent made various written submissions regarding both allegations, which have been summarised below:
 - (a) that the words 'bloody moron' do not on their own amount to abusive, obscene or threatening behaviour;
 - (b) that his conduct at the Ordinary Council Meeting of 2 February 2021 did not amount to abusive, threatening, obscene or threatening behaviour;
 - (c) that an inability to pronounce Cr Szatkowski's surname does not amount to abusive, obscene or threatening behaviour;
 - (d) that at each stage of this dispute the respondent has offered a written apology to the applicant for calling him a "bloody moron", and also offered a verbal apology for his inability to pronounce the applicant's surname;
 - (e) in relation to the second allegation, the respondent submitted that he did not "deliberately" mislead the public during his statement at the Ordinary Council Meeting of 2 February 2021, and that the applicant has not provided any evidence that the statement made was a "deliberate" attempt to mislead anyone;
 - (f) the respondent further submitted that at the point during the meeting when the comment was made, the Mayor then prohibited debate which would have enabled the respondent to clarify his remarks, acknowledging that the meeting had become quite "heated";
 - (g) that when considering alleged breaches of the code of conduct principles importance should be placed on ensuring the standards expected do not detract from robust public debate in a democracy;

- (h) that once the respondent was aware that his comments were of concern to the applicant, the respondent wrote to the Mayor to clarify his remarks. The correspondence was to "provide a statement at a future Ordinary Council Meeting..." but the respondent was advised that complaint resolution process had to conclude before this could happen.

15. Based on the submissions outlined above, the respondent submitted that the Arbiter should dismiss the Application. In the alternative, the respondent submitted that in the event that the Arbiter makes findings in relation to allegations one and two above:

- (a) in relation to allegation one: that a written apology be tabled at the next Ordinary Council Meeting for calling the applicant a "bloody moron"; and
- (b) in relation to allegation two: that clarifying remarks are made at the next Ordinary Council Meeting.

Findings of the Arbiter

- 16. The Arbiter determined that there has been no breach of the prescribed standards of conduct, and as such no findings of misconduct have been made.
- 17. As there have been no breaches of the prescribed standards of conduct, the Arbiter dismissed the Application.

Reasons for the Arbiter's Decision

- 18. In relation to the first allegation, the Arbiter is of the view that the respondent calling a fellow Councillor a "bloody moron" in the heat of political discourse demonstrates questionable and somewhat disappointing behaviour of an elected representative. However, having had the benefit of viewing the video footage of the meeting, and taking into account the circumstances involved, the Arbiter is not satisfied that the actions of the respondent amount to a breach of the prescribed standards.
- 19. The Arbiter was impressed by the respondent's genuine willingness to acknowledge his behaviour and seek to remedy it by way of offering the applicant an apology on numerous occasions.
- 20. The Arbiter is satisfied that the respondents' inability to pronounce the applicants' surname did not amount to a lack of respect for the applicant. The Arbiter viewed the Ordinary Council Meeting footage supplied and is satisfied that the attempts to refer to the applicant were genuine and with no expression of malice or disrespect.

21. In relation to the second allegation, the applicant failed to provide any evidence to demonstrate that the respondent *deliberately* mislead Council or the public when commenting on donations received by the applicant. The Arbiter is satisfied that there was no opportunity for the respondent to clarify the context of the comment at the meeting in question. Furthermore, the respondent then wrote to the Mayor in an attempt to clarify the context of the comment, and during the course of this arbitration process offered to provide a clarifying statement at the next Ordinary Meeting of Council.
22. The attempts of the respondent to remedy the complaint appear to be genuine and in good faith, and despite there being no finding made in this instance, the Arbiter encourages the respondent to honour his offer of:
 - (a) Apologising for the comment he made when he called the applicant a "bloody moron"; and
 - (b) Providing a clarifying comment in relation to the donations made to the applicant from connections of the State Member for Tarneit

both of which could occur at the next Ordinary Meeting of Council. This action would further support the respondent's contention that he seeks to resolve this matter in a respectful and transparent manner.

The dismissal of the Application does not mean that the decision of the Registrar to appoint an Arbiter pursuant to section 144 of the Act was not appropriate. On the face of the Application, it was open to the Registrar to form the view that the Application was not lacking in substance and that there was sufficient evidence to support the allegations made. Ultimately, the Arbiter had the benefit of the allegations being tested by competing evidence and did not find them made out on the totality of the evidence before her.

Jo-Anne Mazzeo
Arbiter

Date: 4 June 2021

FILE NO:

ITEM NO: 8.1
DIRECTOR DEALS, INVESTMENT
AND MAJOR PROJECTS - KATE
ROFFEY**AWARDING OF CONTRACT - N400168 - 1160 SAYERS ROAD NORTH REGIONAL
FOOTBALL FACILITY - PRINCIPAL CONSULTANT DESIGN SERVICES****Summary**

This report recommends the awarding of a contract to the successful tenderer for N400168 - 1160 Sayers Road North Regional Football Facility - Principal Consultant Design Services.

The contract will see the Principal Design Consultant lead, engage and manage a team of consultants and sub-consultants to undertake design services for the delivery of the 1160 Sayers Road North Regional Football Facility including:

- A 5,000 spectator capacity main turf pitch and regional pavilion complex
- A Secondary full-size rectangular turf pitch
- 1 FIFA Pro synthetic pitch
- Road access and adjacent carparking
- Landscaping
- Servicing and associated utility connections.

The Principal Consultant is to provide design and contract novation services that will ensure the timely delivery of the project. The base contract is Australian Standard AS 4904-2009 Consultants Agreement – Design & Construct. This form of procurement proposes that the Principal Consultant will complete a design under the contract or if determined by the Council, may provide a **novated design** when the design is partially complete. If Council officers determine to proceed with novation of the Principal Consultant, a Deed of Novation will be finalised between the parties. If Council officers determine not to proceed with novation, the Principal Consultant must deliver a completed design under the contract.

As part of this public tender process, the Principal Consultant is required to appoint all subconsultants to meet the project design brief.

The design consultant team is led by the Principal Consultant, who will take complete responsibility for the design of the project. The Principal Consultant will lead a team of suitably qualified and experienced sub-consultants and deliver the vision and objectives of the master plan. The Principal Consultant is to undertake all design, coordination and administrative work required to successfully meet the requirements.

Tenders were invited on Wednesday 12 May and closed on Wednesday 2 June. Eleven tenders were received and evaluated as per the evaluation criteria outlined in the tender documents. This report provides a recommendation of the preferred tenderer for the complete Design Services.

Attachments

1. Draft Masterplan showing the concept layout of Regional Facility and Artist Impression of Precinct

FILE NO:

ITEM NO: 8.1
DIRECTOR DEALS, INVESTMENT AND
MAJOR PROJECTS - KATE ROFFEY**AWARDING OF CONTRACT - N400168 - 1160 SAYERS ROAD NORTH REGIONAL FOOTBALL FACILITY - PRINCIPAL CONSULTANT DESIGN SERVICES (cont'd)****Officers' Declaration of Interests**

Under Section 130 of the *Local Government Act 2020*, officers providing advice to Council must disclose any interests, including the type of interest.

Director Deals, Investment and Major Projects - Kate Roffey
In providing this advice as the Director, I have no disclosable interests in this report.

Project Manager - Major Projects Infrastructure - Nitin Gupta
In providing this advice as the Manager, I have no disclosable interests in this report.

Project Coordinator Major Projects - Sarah Sytema
In providing this advice as the Author, I have no disclosable interests in this report.

Key Issues

- Delivery of the project by May 2023 for the Women's Football World Cup
- Experience of the tenderers
- Resources allocated for the project
- Methodology for delivery
- Best Value for Council

RECOMMENDATION

That Council:

1. Award contract N400168, 1160 Sayers Road North Regional Football Facility Principal Consultant Design Services to CO-OP Studio Pty Ltd ACN 167 783 600 for the sum of \$1,217,161 (GST inclusive).
2. Authorise the Director Deals, Investments and Major Projects to approve variations and contingencies to contract N400168.
3. Authorise the Director Deals, Investments and Major Projects to approve a DEED of Novation if required.
4. Sign and seal the contract.
5. Advise all tenderers accordingly.

FILE NO:

ITEM NO: 8.1
DIRECTOR DEALS, INVESTMENT AND
MAJOR PROJECTS - KATE ROFFEY

AWARDING OF CONTRACT - N400168 - 1160 SAYERS ROAD NORTH REGIONAL FOOTBALL FACILITY - PRINCIPAL CONSULTANT DESIGN SERVICES (cont'd)

MOTION

CRS JOSH GILLIGAN / MARCEL MAHFOUD

That Council:

1. Award contract N400168, 1160 Sayers Road North Regional Football Facility Principal Consultant Design Services to CO-OP Studio Pty Ltd ACN 167 783 600 for the sum of \$1,217,161 (GST inclusive).
2. Authorise the Director Deals, Investments and Major Projects to approve variations and contingencies to contract N400168.
3. Authorise the Director Deals, Investments and Major Projects to approve a DEED of Novation if required.
4. Sign and seal the contract.
5. Advise all tenderers accordingly.

(CARRIED)

FILE NO:

ITEM NO: 8.1
DIRECTOR DEALS, INVESTMENT AND
MAJOR PROJECTS - KATE ROFFEY**AWARDING OF CONTRACT - N4000168 - 1160 SAYERS ROAD NORTH REGIONAL FOOTBALL FACILITY - PRINCIPAL CONSULTANT DESIGN SERVICES (cont'd)****1. Background**

In December 2018, Council and Western Melbourne Group (WMG) were successful in securing one of two new A-League licenses.

Following the successful bid for a license, Council and WMG entered into an agreement to develop a sporting and lifestyle precinct as part of the broader 1160 Sayers Road North site development. The Regional Football Facility Project will be delivered by Council working together with WMG as part of the broader 1160 Sayers Road North development.

This partnership is backed with strategic planning work identified in the Wyndham Sports Strategy 2045 to ensure the facility creates the greatest social and economic impact for the Wyndham Stadium precinct and Wyndham community. The facilities and infrastructure proposed reflect Council's service delivery models and policy for regional tier rectangle sports assets.

The Project was endorsed by Council at the 15 September 2020 Ordinary Council Meeting.

On 25 June 2019 Australia and New Zealand officially won the bid to host the FIFA Women's World Cup 2023. This is a major event with 32 teams from around the world competing for the World Cup between 10 July and 20 August 2023. Council and WMG are working toward having the respective parts of Project completed with a view to offering our facilities to be the home of one of the international teams in the lead up to and during the World Cup event. Council and WMG continue to work with FFA and Sport & Recreation Victoria to achieve this plan.

To deliver The Regional Football Facility Project in a timely manner, Council has appointed Project Manager *Tetra Tech Coffey Pty. Ltd* through the design and construction.

Tenders were invited on Wednesday 12 May and closed on Wednesday 2 June. Eleven tenders were received. The tender submission price range is between \$789,833 incl. GST and \$1,863,730 incl. GST.

No.	Tenderer	Tendered Total Price (incl. GST)
1	Tenderer A	\$789,833.00
2	Co - Op Studio Pty Ltd	\$1,384,812.00
3	Tenderer C	\$936,045.00
4	Tenderer D	\$1,116,038.00
5	Tenderer E	\$1,863,730.00
6	Tenderer F	\$1,351,587.00
7	Tenderer G	\$1,099,723.57
8	Tenderer H	\$1,197,768.00
9	Tenderer I	\$1,144,700.00
10	Tenderer J	\$1,518,704.00
11	Tenderer K	\$1,327,095.00

All the tenders were checked for arithmetical correctness and for omissions/qualifications

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ITEM NO: 8.1
DIRECTOR DEALS, INVESTMENT AND
MAJOR PROJECTS - KATE ROFFEY**AWARDING OF CONTRACT - N4000168 - 1160 SAYERS ROAD NORTH REGIONAL FOOTBALL FACILITY - PRINCIPAL CONSULTANT DESIGN SERVICES (cont'd)****2. Discussion****Tender Evaluation**

The members of the evaluation panel include:

Voting members

- Director - Deals Investment and Major Projects - WCC
- Director - M21 (External commercial advisor)
- Project Director - Western Melbourne Group

SME review panel

- Project Director – Tetra Tech Coffey
- Project Manager Principal - Tetra Tech Coffey
- Chief Operating Officer - Western United Football Club
- Project Manager – Major Projects Infrastructure - WCC
- Projects Coordinator – Major Projects - WCC

Procurement

- Probity, Strategy and Planning Lead
- Senior Procurement Advisor
- Continuous Improvement Advisor
- Procurement Contract Support Officer

Note - The members of the evaluation panel do not have any pecuniary interest in this contract.

All the tender Submissions were evaluated against the Evaluation Criteria and any other risk or commercial factor Council considers relevant.

The evaluation panel used the Cost per Qualitative Point/Effectiveness Ratio method, including a 2-envelope approach.

The qualitative aspects were scored and weighted by the Tender Evaluation Panel.

On completion of the qualitative assessment submissions were identified that would progress to the quantitative assessment.

The total cost of the offer was divided by the total qualitative weighted score, which gives the cost ratio (or price per qualitative point).

The offers with the lowest cost-effectiveness ratio were selected for further consideration and where required tender clarification interviews were conducted.

Tenders were evaluated as per the below criteria and weightings:

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ITEM NO: 8.1
DIRECTOR DEALS, INVESTMENT AND
MAJOR PROJECTS - KATE ROFFEY**AWARDING OF CONTRACT - N4000168 - 1160 SAYERS ROAD NORTH REGIONAL FOOTBALL FACILITY - PRINCIPAL CONSULTANT DESIGN SERVICES (cont'd)**

Qualitative Assessment Criteria (refer to Schedules in RFT - Part 2)	Compliance / Weighting
Schedule 1 – Tenderer information / Financial Capability - References	Yes / No
Schedule 2 – Relevant Experience - Capability and experience with similar projects - Local Government experience - Value Management Experience	30% Weighting
Schedule 3 – Resourcing - Commitment of resources to the project - Proposed Subconsultants	35% Weighting
Schedule 4 – Methodology & Program - Project appreciation and understanding of critical success factors - Lessons Learnt from similar projects - Ability to identify key project risks and propose mitigation strategies - Identification of key program activities for the timely delivery of the project - Identification of key deliverables for project phases - Approach to manage ESD requirements	30% Weighting
Schedule 5 – Social & Economic Inclusion	Yes/ No
Schedule 6, 7 & 8 – Systems - Environmental Sustainability policy and systems - OHSMS Questionnaire - Quality Management	Yes / No
Schedule 9 – Conflict of Interest	Yes / No
Schedule 10 – Statement of Conformance	Yes / No
Schedule 11 – Commitment to the Wyndham City Council Supplier Code of Conduct	Yes / No
Schedule 12 – Receipt of Addenda	Yes / No
Schedule 13 – Warranties and Declarations	Yes / No
Schedule 14 – Pricing & Schedule of Rates - Cost of providing services required - Costs provided in schedule of rates	To be provided as a separate document (see 3.2.1)
Schedule 15 – Milestone Schedule	5%
TOTAL (PERCENTAGE VALUE)	100%

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ITEM NO: 8.1
DIRECTOR DEALS, INVESTMENT AND
MAJOR PROJECTS - KATE ROFFEY**AWARDING OF CONTRACT - N4000168 - 1160 SAYERS ROAD NORTH REGIONAL FOOTBALL FACILITY - PRINCIPAL CONSULTANT DESIGN SERVICES (cont'd)**

Conformance analysis was completed by the Procurement Team on close of the tender at 12:00noon 2 June 2021. Qualitative submissions were then released to the Tender Evaluation Panel (TEP) and Subject Matter Expert (SME) Group for analysis and review.

Submissions were reviewed by the SME group to identified key experience, resourcing and methods used to deliver the Project as outlined in the RFT.

The Tender Evaluation Panel (TEP) reviewed each submission including the supporting SME analysis. The TEP reviewed and scored all 11 tenders individually and provided individual results to procurement prior to meeting.

The TEP met to establish and agree on the consensus scoring for all tenders.

Clarification questions were issued to required tenderers.

The TEP conducted a clarifications consensus meeting to finalise qualitative scores for each submission.

No.	Tenderer	Tendered Total Price (incl. GST)	Qualitative Assessment
1	Tenderer A	\$789,833.00	39.5
2	Co - Op Studio Pty Ltd	\$1,384,812.00	73.0
3	Tenderer C	\$936,045.00	67.0
4	Tenderer D	\$1,116,038.00	56.5
5	Tenderer E	\$1,863,730.00	86.0
6	Tenderer F	\$1,351,587.00	69.0
7	Tenderer G	\$1,099,723.57	53.5
8	Tenderer H	\$1,197,768.00	35.0
9	Tenderer I	\$1,144,700.00	50.5
10	Tenderer J	\$1,518,704.00	78.5
11	Tenderer K	\$1,327,095.00	71.5

A qualitative shortlist was established through a series of TEP clarification meetings.

The TEP reached a consensus of shortlisting four tenderers based on the qualitative scores. The quantitative evaluation was identified to the TEP. The TEP opted to interview three of the four tenderers.

Interviews were conducted on 14 June 2021. In the TEP Post Interview Consensus Meeting identified referee checks to be sought for three of the four tenderers.

The TEP put forward the recommended tenderer for award.

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DIRECTOR DEALS, INVESTMENT AND
MAJOR PROJECTS - KATE ROFFEY**AWARDING OF CONTRACT - N4000168 - 1160 SAYERS ROAD NORTH REGIONAL FOOTBALL FACILITY - PRINCIPAL CONSULTANT DESIGN SERVICES (cont'd)****Assessment summary**

The tender submitted by CO-OP Studio Pty Ltd is the preferred tenderer as it has the highest ranking of all submissions.

Tenderers	Qualitative Assessment (max. 100)	Price per Quality Unit (inc. GST)	Tendered price (incl. GST)	Ranking
Co - Op Studio Pty Ltd	73.0	\$18,970.03	\$1,384,812.00	1
Tenderer J	78.5	\$19,346.55	\$1,518,704.00	2
Tenderer E	86.0	\$21,671.28	\$1,863,730.00	3

Referee checks were conducted on 16 June 2021 by the SME team and the feedback was reported back to the TEP.

The TEP agreed that tender submitted by CO-OP Studio Pty Ltd is the preferred tenderer as it has the highest ranking (Qualitative and Quantitative) of all submitted tenders against the selection criteria and provide best value for money based on the cost per qualitative units.

Financial Assessment

A financial assessment was undertaken for CO-OP Studio Pty Ltd by the Creditor Water, through the procurement Team and returned a satisfactory result.

Experience

CO-OP Studio Pty Ltd has satisfactorily completed and currently progressing a number of projects of a similar nature and complexity including:

- Latrobe Sports Precinct \$15.6million
- Heffron Centre (South Sydney Rabbitohs Training Facility) \$57million
- Campbelltown Football Centre of Excellence \$29million (underway)
- HE Parker Multi-Sports Complex Maroondah \$16.5million
- Truganina South East Active Open Space \$26million (underway)

3. City Plan

2.2.4 Council will balance social sustainability with urban development by identifying and encouraging vital community infrastructure and services prior to land development; seeking opportunities to include health impact assessments for new developments; and continuing to create open and active outdoor /public spaces in both new and existing communities.

4. Council Policy

Council policy on tendering as applicable to this contract has been complied with.

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ITEM NO: 8.1
DIRECTOR DEALS, INVESTMENT AND
MAJOR PROJECTS - KATE ROFFEY**AWARDING OF CONTRACT - N4000168 - 1160 SAYERS ROAD NORTH REGIONAL FOOTBALL FACILITY - PRINCIPAL CONSULTANT DESIGN SERVICES (cont'd)****5. Financial Information**

The project for 1160 Sayers Road North Regional Football Facility Principal Consultant Design Services has been incorporated into the Integrated Plan and Budget for 2020-21 as approved and adopted by Council on 15 September 2020 confidential report.

Council officers entered further discussions with the preferred consultant CO-OP Studio Pty Ltd to negotiate contract finances. An amount of \$152,410.00 was considered optional and is proposed to be reduced from the tendered lump sum for this contract.

Anticipated expenditure (excl. GST)		
1	Contract CO-OP Studio Pty Ltd	\$1,258,920
2	Adjusted lump sum	\$1,106,510

6. Social Implications

- Provide aesthetically pleasing facilities and public realm that builds upon local pride for the region and local community.
- Facilities and infrastructure that encourages engagement to build social inclusion.
- Promote a sense of safety and minimise adverse impacts.
- Considers the local neighbourhood around the facility.

7. Environmental Implications

- The proposed design will ensure environmental sustainability is achieved throughout all areas of the precinct. Passive ESD design opportunities are to be maximised.
- Solar installations for lighting and water where possible.
- Water management and sensitivity is to be employed where suitable on site.
- Hard surface areas are to be connected to rainwater catchments or Water Sensitive Urban Design (WSUD) stormwater treatments wherever feasible to do so
- A connected, universal access facility that encourages and provides for all travel options including pedestrians, cyclists, public transport, and electric vehicles.
- Landscaping is to be designed to reduce the impact of an urban heat island effect.
- A facility that actively facilitates waste recycling through the inclusion of indicated recycling locations in the buildings and landscape.
- Buildings will surpass Council's minimum overall Environmentally Sustainable Design (ESD) Performance target. This is preferably 70% or above using the Built Environment Sustainability Scorecard (BESS). Refer <http://bess.net.au/#>.
- All products, materials, finishes, and fittings are to meet Council ESD and sustainable procurement standards and are non-toxic, sustainably sourced and durable.
- The design must comply with specified noise and air pollution levels under operation as referenced in Australian Standards and Building Codes.

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8. Economic/Employment Considerations

- Deliver facilities with long term feasibility and viability including operational costs.
- Incorporate best value initiatives that will optimise use of the precinct’s services and facilities at the site.
- Optimise funding and allocated capital expenditure to achieve ‘Best Practice’ facilities.
- Contribute to the future economic development of the local area and the region.

9. Options

Council does not have the resources and/or expertise in house to perform the tasks required under this contract. The tender evaluation panel considers that the tender process used in the procurement of this contract and the tender evaluation process used to evaluate the tenders received has resulted in a best value outcome for Council.

10. Community Consultation

Wyndham City conducted extensive community consultation in the development of the Wyndham Sports Strategy 2045. The Strategy identified the demand for Football (Soccer) as having significant growth in Wyndham. This is evidenced by the number of new clubs and teams establishing across the municipality in addition to casual and social participation. The community demand for this sport triggered a high order facility to establish a pathway for Wyndham and the west of Melbourne. This opportunity now includes a unique pathway to the premier Australian football competition the “A League” through Western United Football Club.

The Wyndham Community and broader West has formed a strong connection to the Western United Football Club and supporter base. There is a continuous feedback loop in support of the Wyndham Stadium Precinct and Regional Football Facility at Tarneit.

11. Communication Strategy

Council’s decision in relation to the award of this tender will be conveyed to all tenderers.

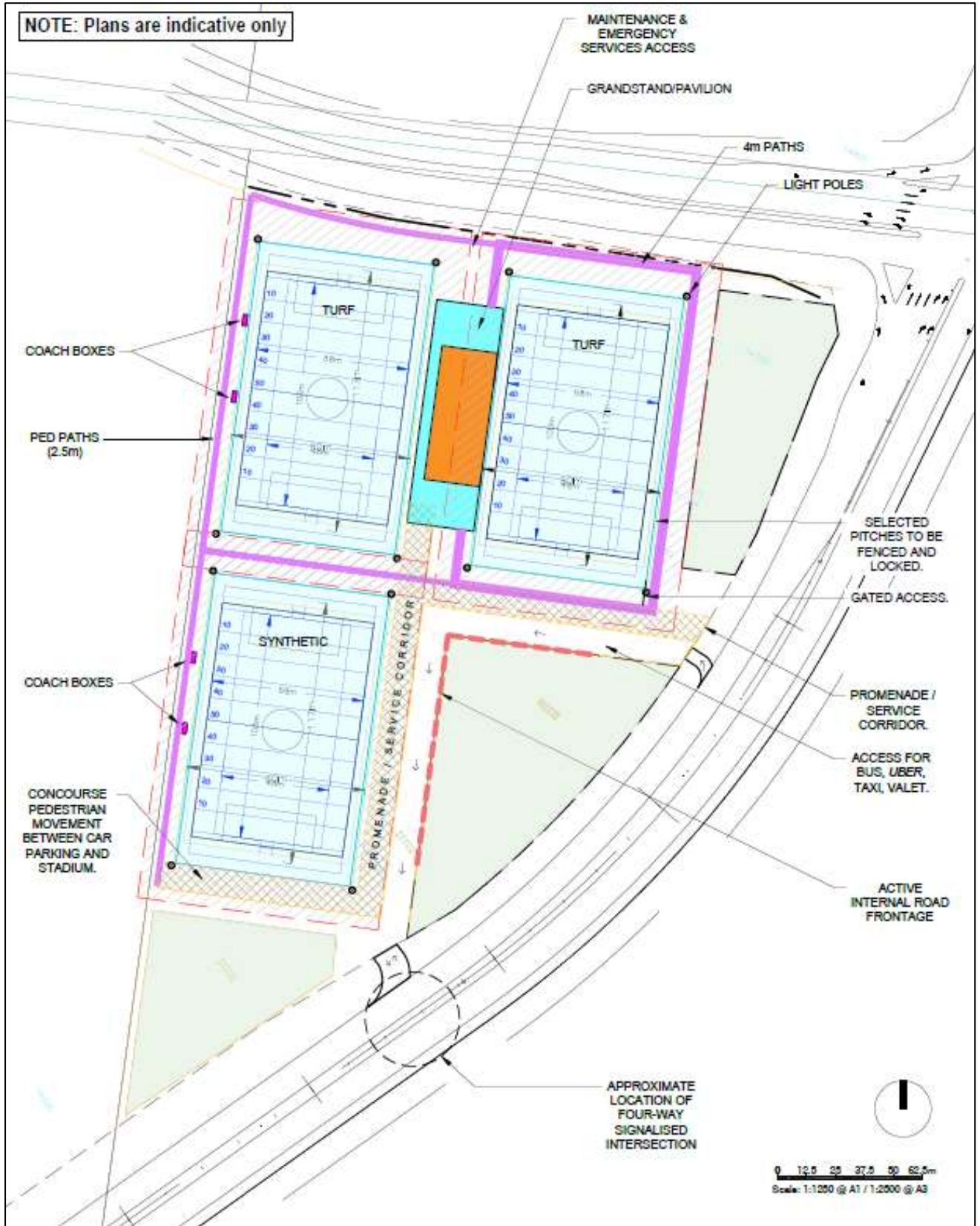
12. Project Timeframe

Date of award of contract.....June 2021
 Contract start dateJuly 2021
 Works completion dateMay 2023
 Defects liability period 12 months
 Contract end dateMay 2024

DRAFT MASTERPLAN



CONCEPT LAYOUT – ARTIST IMPRESSION OF PRECINCT



9.1 Public Questions received from Mr Joe Garra – Ratepayers of Werribee South

Question: This question refers to Item 6.5.1 – Werribee South Green Wedge Steering Committee – Review and Adoption of updated Terms of Reference. As the Ratepayers were disappointingly not invited to participate in the review I have 2 questions

Question 1

The Ratepayers does not just represent the village, but anyone who lives in or owns property in Werribee South, so why was our representation cut from two to one?

Answer: A/CEO Natalie Walker advised that representation from the Werribee South Ratepayers on the Green Wedge Steering Committee is consistent with one person from each organistion.

As the Ratepayers of Werribee South are a single entity, it was considered appropriate by Council that it be represented by a single representative.

In addition the Werribee South Community will have representation from a number of positions, which are outlined on page 104 of tonight's Council's agenda, and include:

- 4 positions from Werribee South Farmers
- 1 position from Werribee South Township
- 1 position from Werribee South
- 1 position from Wyndham Harbour

Council believes the level of positions on the Committee captures the people, interests and groups that represent Werribee South with a total of 8 positions allocated to the Werribee South community. Council looks forward to working with the community and hearing their advice and contributions on the land use planning issues facing the Werribee South Green Wedge.

10. URGENT BUSINESS

NIL

11. CONFIDENTIAL BUSINESS

MOTION

CRS PETER MAYNARD / JASMINE HILL

That pursuant to Section 66(1) and (2)(a) of the *Local Government Act 2020*, this meeting of Council be closed to members of the public in order for Council to discuss the following confidential matter/s:

- 11.1. 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. Private Commercial information.
- 11.2. 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. Commercial-in-confidence.
- 11.3. confidential meeting information, being the records of meetings closed to the public under section 66(2)(a). Confidential Item.
- 11.4. 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. Contractual Reasons.

(CARRIED)

The meeting was closed to the public at 9.21pm.

Resolutions on the confidential information were made whilst the meeting was closed to members of the public.

MOTION

CRS PETER MAYNARD / SUSAN MCINTYRE

That the meeting be re-opened to members of the public.

(CARRIED)

The meeting was reopened to the public at 9.41pm.

12. CLOSE OF MEETING

The meeting was declared closed at 9.42pm.