

Council Meeting

Agenda

Tuesday, 8 April 2025 Council Chamber - Civic Centre and via Videoconference

Information for Councillors and the community

ACKNOWLEDGEMENT OF COUNTRY

Yarra Ranges Council acknowledges the Wurundjeri and other Kulin Nations as the Traditional Owners and Custodians of these lands and waterways.

We pay our respects to all Elders, past, present, and emerging, who have been, and always will be, integral to the story of our region.

We proudly share custodianship to care for Country together.



COUNCIL VISION

Whether you live here or visit, you will see how much we care for country, how inclusive and connected our communities are, and how sustainable balanced growth makes this the best place in the world.

VALUE OF HISTORY

We acknowledge that history shapes our identities, engages us as citizens, creates inclusive communities, is part of our economic well-being, teaches us to think critically and creatively, inspires leaders and is the foundation of our future generations.

COUNCILLOR COMMITMENT

We'll be truthful, represent the community's needs, be positive and responsive and always strive to do better.

OUR COUNCILLORS

Billanook Ward: Tim Heenan Chandler Ward: Gareth Ward Chirnside Ward: Richard Higgins Lyster Ward: Peter Mcilwain Melba Ward: Mitch Mazzarella O'Shannassy Ward: Jim Child Ryrie Ward: Fiona McAllister Streeton Ward: Jeff Marriott Walling Ward: Len Cox

CHIEF EXECUTIVE OFFICER & DIRECTORS

Chief Executive Officer, Tammi Rose Director Built Environment & Infrastructure, Hialmar Philipp

Director Communities, Leanne Hurst

Director Corporate Services, Vincenzo Lombardi Director Planning and Sustainable Futures, Kath McClusky

GOVERNANCE RULES

All Council and Delegated Committee meetings are to be conducted in accordance with Council's Governance Rules, which can be viewed at: https://www.yarraranges.vic.gov.au/Council/Corporate-documents/Policies-strategies/Governance-rules

PUBLIC PARTICIPATION IN MEETINGS

Members of the community can participate in Council meetings in any of the following ways:

- making a verbal submission for up to 5 minutes on matters not listed on the agenda.
- submitting a question.
- speaking for up to 5 minutes to a specific item on the agenda. For planning applications and policy issues, the Chair will invite one person to speak on behalf of any objectors and one person to speak on behalf of the applicant. For other matters on the agenda, only one person will be invited to address Council, unless there are opposing views. At the discretion of the Chair, additional speakers may be invited for items of large interest.
- speaking for up to 5 minutes to a petition to be presented at a meeting.

For further information about how to participate in a Council meeting, please visit: https://www.yarraranges.vic.gov.au/Council/Council-meetings/Submissions-questions-petitions-to-Council

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The Minutes produced after each Council Meeting form the official record of the decisions made by Yarra Ranges Council.

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In the case of an emergency during a meeting held at the Civic Centre, 15 Anderson Street, Lilydale, you should follow the directions given by staff and evacuate the building using the nearest available exit. You should congregate at the assembly point at Hardy Street car park.

CONTACT US

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In accordance with section 66(2)(a) of the Local Government Act 2020.

18. DATE OF NEXT MEETING

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YARRA RANGES COUNCIL

AGENDA FOR THE 622ND COUNCIL MEETING TO BE HELD ON TUESDAY 8 APRIL 2025 COMMENCING AT 7.00PM IN COUNCIL CHAMBER, CIVIC CENTRE, ANDERSON STREET, LILYDALE / VIA VIDEOCONFERENCE

1. MEETING OPENED

2. ACKNOWLEDGEMENT OF COUNTRY

Yarra Ranges Council acknowledges the Wurundjeri and other Kulin Nations as the Traditional Owners and Custodians of these lands and waterways.

We pay our respects to all Elders, past, present, and emerging, who have been, and always will be, integral to the story of our region.

We proudly share custodianship to care for Country together.



3. INTRODUCTION OF MEMBERS PRESENT

OUR COUNCILLORS

Billanook Ward: Tim Heenan

Chandler Ward: Gareth Ward

Chirnside Ward: Richard Higgins

Lyster Ward: Peter Mcilwain

Melba Ward: Mitch Mazzarella

O'Shannassy Ward: Jim Child

Ryrie Ward: Fiona McAllister

Streeton Ward: Jeff Marriott

Walling Ward: Len Cox

CHIEF EXECUTIVE OFFICER & DIRECTORS

Chief Executive Officer, Tammi Rose

Director Built Environment & Infrastructure, Hjalmar Philipp

Director Communities, Leanne Hurst

Director Corporate Services, Vincenzo Lombardi

Director Planning & Sustainable Futures, Kath McClusky

4. APOLOGIES AND LEAVE OF ABSENCE

There were no apologies received prior to the commencement of this meeting.

5. CONFLICTS OF INTEREST

In accordance with Chapter 7, Rule 4, of the Governance Rules developed by Council in accordance with section 60 of the Local Government Act 2020.

The Local Government Act 2020 defines two categories of conflict of interest:

- a general conflict of interest, which is defined as "...a relevant person has a general conflict of interest in a matter if an impartial, fair-minded person would consider that the person's private interests could result in that person acting in a manner that is contrary to their public duty", and
- a material conflict of interest, which is defined as "...a relevant person has a material conflict of interest in respect of a matter if an affected person would gain a benefit or suffer a loss depending on the outcome of the matter. The benefit may arise or the loss incurred (a) directly or indirectly; or (b) in a pecuniary or non-pecuniary form."

In accordance with section 130 of the Local Government Act 2020, a conflict of interest must be disclosed in the manner required by the Governance Rules and the relevant person must exclude themselves from the decision-making process.

No Conflicts of Interest have been received prior to the Agenda being printed.

6.	MAYOR	ΔΙ ΔΙ	NNOUNCMENTS
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7. CONFIRMATION OF MINUTES

RECOMMENDATION

That the Minutes of the Council Meeting held Tuesday 25 March 2025, as circulated, be confirmed.

8. QUESTIONS AND SUBMISSIONS FROM THE PUBLIC

In accordance with Chapter 3, Rules 57 and 59, of the Governance Rules developed by Council in accordance with section 60 of the Local Government Act 2020.

A person may make a submission to Council on matters that are not listed on the Agenda. A submission may be on any matter except if it:

- (a) is considered malicious, defamatory, indecent, abusive, offensive, irrelevant, trivial, or objectionable in language or substance;
- (b) is substantially the same as a submission made to a Council meeting in the preceding 12 months;
- (c) relates to confidential information as defined under the Act;
- (d) relates to the personal hardship of any resident or ratepayer; or
- (e) relates to any other matter which the Council considers would prejudice the Council or any person.

There were no Questions to Council or Submissions from the Public received prior to the Agenda being printed.

9. PETITIONS

In accordance with Chapter 3, Rules 60, of the Governance Rules developed by Council in accordance with section 60 of the Local Government Act 2020.

A person may submit a petition to Council on matters that are not listed on the Agenda. Every petition or joint letter submitted to Council must:

- a) identify a 'Lead Petitioner' who Council can correspond with;
- b) be legible and in permanent writing;
- c) be clear and state on each page the matter and action sought from Council. Every page of a petition or joint letter must be a single page of paper and not be posted, stapled, pinned or otherwise affixed or attached to any piece of paper other than another page of the petition or joint letter;
- d) not be derogatory, defamatory or objectionable in language or nature;
- e) not relate to matters outside the powers of Council; and
- f) clearly state the names and addresses of at least seven (7) people who live, work, study or do business in the Municipal district.

There were no Petitions received prior to the Agenda being printed.

YARRA RANGES HEALTH SERVICE LOCATION - COMMUNITY NEEDS ASSESSMENT

Report Author: Executive Strategic Advisor

Manager Community Support

Senior Advocacy & Government Relations Advisor

Responsible Officer: Chief Executive Officer
Ward(s) affected: Billanook; Melba; Ryrie;

The author(s) of this report and the Responsible Officer consider that the report complies with the overarching governance principles and supporting principles set out in the Local Government Act 2020.

CONFIDENTIALITY

This item is to be considered at a Council meeting that is open to the public.

SUMMARY

The Australian Government recently announced an additional 50 Urgent Care Clinics – including twelve in Victoria, with one to be located in Lilydale. These are intended to be opened in 2025-2026 and have been funded in the Federal Budget 2025-2026. At this stage, it is unclear how far the federal Opposition would support this program if they were to form Government after the likely May 2025 election.

As this is at the announcement stage, there is potentially an opportunity for Council to contribute to the decision-making process and ensure there is due consideration to the best location to improve healthcare access across Yarra Ranges.

This paper compares community health outcomes of an Urgent Care Clinic location in Lilydale and Healesville. It notes that while both locations have positive impacts on health outcomes, Healesville is the recommended location to provide the most improvement to equity of healthcare access.

RECOMMENDATION

That Council advocate for bipartisan support for the recently announced Urgent Health Care Clinic to be located in Healesville.

RELATED COUNCIL DECISIONS

Council endorsed Health & Wellbeing Plan 2021-2025 in October 2021 (Item 7.5, 12/10/21).

Council endorsed Appointment of Health & Wellbeing Committee 2022-2026 in January 2023 (Item 10.2, 31/01/23).

DISCUSSION

Purpose

The Australian Government recently announced an additional 50 Urgent Care Clinics, including twelve in Victoria, with one to be located in Lilydale. These are intended to be opened in 2025-2026 and have been funded in the Federal Budget 2025-2026¹. This commitment currently has bipartisan support.

As this is at the announcement stage, there may be an opportunity for Council to enquire into the decision-making process and ensure due consideration is given to the best location to improve equity across Yarra Ranges. The process has currently allocated a clinic to Lilydale.

Background

In the Yarra Ranges local government area, key barriers to a healthy community include lack of access to GPs and other primary health services, whereby 'access' encompasses factors of GP availability, long wait times, high costs and transport barriers.

An Urgent Care Clinic is designed to address the gap between hospital and community-based healthcare, with the goal of reducing avoidable emergency department usage and ambulance use. Urgent Care Clinics are especially effective for reducing hospital treatment of chronic and preventable illnesses. Across Yarra Ranges, the level of 'potentially avoidable deaths' has risen, especially amongst males. These are deaths amongst people aged under 75 from conditions which could be prevented through individualised care, or which could have been treated through primary care and hospital care². This location choice could save lives.

GP access is a critical pathway to healthcare, is the first step in referring patients to a specialist and can provide subsidised care plans for chronic conditions (e.g., mental health plans). As of 19 March 2025, Lilydale and the rest of the Urban Area are classified as having an adequate number of GPs for their population³. In comparison, Healesville-Yarra Glen is a Distribution Priority Area for GPs (as is the Yarra Valley), indicating a major shortage of GPs. These are more than just statistics. In 2023, 19% of adults surveyed in Yarra Ranges had been unable to see

¹ https://www.health.gov.au/ministers/the-hon-mark-butler-mp/media/strengthening-medicare-50-more-medicare-urgentcare-clinics

https://www.yarraranges.vic.gov.au/Community/Health-and-Wellbeing/Human-Services-Needs-Analysis

³ Health Workforce Locator | Australian Government Department of Health and Aged Care

a GP when needed over the past twelve months and nearly one-third felt that they waited an unacceptably long time to see a GP.

Care affordability is a significant barrier to care, with 26% of adults surveyed unable to see a GP due to cost. The average out-of-pocket cost to see a GP in Yarra Ranges has risen by 23%, from \$35.32 in December 2019 to \$43.28 in June 2024. The level of bulk-billed services has dropped from 83.6% to 75%. Access to government-funded healthcare is also a priority issue due to the high proportion of very low-income households in Healesville. Nearly 30% of households in Healesville and surrounds are in the bottom quarter of household income ranges (less than \$46,000 per year)⁴.

Compared to the Urban Area of Yarra Ranges, the Healesville-Yarra Glen area has **greater health vulnerability.** It has the highest proportion of residents aged 65+, and this population is forecast to grow substantially; and it has the highest level of long-term health conditions (37%)⁵. Healesville-Yarra Glen also has a significant population of Indigenous residents, who have much higher risk of having chronic health conditions and can be averse to using hospital care.

The Yarra Ranges Statistical Area (SA3) has a high level of potentially preventable hospital admissions (PPH) for:

- Bronchiectasis (57% higher than national average admission rate)
- Iron deficiency anemia (37% above national average)
- Diabetes complications (8% above national average)⁶

Upper Goulburn Valley, which includes the easternmost Upper Yarra area of the Yarra Ranges, has an extremely high level of PPH. It is 20% above average for PPH for chronic conditions, with key health issues including:

- Diabetes complications (55% above the national average)
- Iron deficiency anemia (48% above national average)
- Chronic obstructive pulmonary disease (23% above national average)
- Angina (10% above average)
- Congestive cardiac failure (7% above national average)

While Lilydale is an area where an urgent care centre would be of benefit, it is clear there is higher vulnerability and lower health service access for residents in the outer areas of the Yarra Ranges.

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⁴ .idCommunity, 'Healesville and surrounds: Household income quartiles' https://profile.id.com.au/yarra-ranges/household-income-quartiles?WebID=130&BMID=20

⁵ https://www.yarraranges.vic.gov.au/Community/Health-and-Wellbeing/Human-Services-Needs-Analysis

⁶ AIHW (2024). Potentially preventable hospitalisations in Australia by small geographic areas, 2020–21 to 2021–22. https://www.aihw.gov.au/reports/primary-health-care/potentially-preventable-hospitalisations-2020-22/data

Options considered

The proposed location of Lilydale was compared to an outer-urban potential location of Healesville, based on the community health needs assessment⁵ and regional health profile summary⁶. A comparative summary is presented in the following table.

Factor	Healesville	Lilydale
Population Health Needs	 Smaller population (7,000) but proximal to serves broader catchment area of rural and semi-rural communities who also have fewer healthcare options. Higher chronic healthcare needs. High levels of hospital use for potentially preventable conditions in the Upper Yarra area, in the Outer East of Yarra Ranges 	 Larger population (15,000) More urbanized population with existing geographical access and availability to GP and hospital services.
Health Disparities & Vulnerable Populations	 Vulnerable populations (elderly, low-income, chronic conditions, Indigenous) more reliant on limited local services. Larger rural catchment with fewer healthcare options Urgent care clinic would significantly improve health equity. 	 Vulnerable populations exist (elderly, low-income, etc.) Urgent care clinic would help alleviate pressure on emergency services and offer timely care.
Healthcare Accessibility	 Limited healthcare providers in Healesville and surrounding areas. Long travel and transport times for resident and emergency medical transport services. Very low public transport availability, particularly outside business hours. 	 Better access to healthcare resources, including GPs, allied health, and hospitals. Better public transport and road infrastructure.
Public Health Infrastructure & Resources	Limited public health infrastructure, but partnership with Yarra Ranges Council and Eastern Health is an option to leveraging existing Healesville Hospital infrastructure.	 Access to Maroondah Hospital, proximal to allied health services An urgent care clinic would ease hospital pressure.
Public Health Impact	 High impact in improving access to healthcare for underserved rural populations. Addresses significant health equity issues in a geographically isolated area. Reduced ambulance pressure 	Moderate impact in providing timely care, reducing emergency department pressure.

Recommended option and justification

Healesville is best suited for an urgent care clinic from a public health equity perspective due to its limited healthcare providers, proximal location to the Upper Yarra, and the significant healthcare needs of surrounding rural areas. While Lilydale offers a larger population base, it is already comparatively well serviced. An urgent care clinic in Lilydale would be valuable but would have a lesser impact on health disparities compared to a Healesville location. A Healesville urgent care clinic could address major health equity gaps for vulnerable populations, is more likely to overcome significant transport barriers and could be a less expensive option if existing infrastructure could be leveraged or expanded.

FINANCIAL ANALYSIS

There are no immediate financial impacts to Council. There may be future opportunity to activate Council Assets to support this initiative.

APPLICABLE PLANS AND POLICIES

This report contributes to the following strategic objective in the Council Plan:

- Connected and Healthy Communities: Communities are safe, resilient, healthy, inclusive and socially well connected. Quality services are accessible to everyone.
 - Strategic Initiative: Improve mental health outcomes for the community, strengthen social connections, and advocate for equitable and accessible mental health services across the municipality.
- Council endorsed Health & Wellbeing Plan 2021-2025 in October 2021 (Item 7.5, 12/10/21).

RELEVANT LAW

Not applicable.

SUSTAINABILITY IMPLICATIONS

The ageing population projections show that the ageing population in regional areas is forecast to proportionally increase, further galvanising the position that the regional service needs will grow and will remain difficult to access if based in Lilydale.

Economic Implications

The opportunity for infrastructure alignment and costs savings could be a strong incentive for all levels of government to work in partnership to achieve community health outcomes.

Social Implications

The social determinants of health can influence health equity in both positive and negative ways. These include income, housing, education, employment, food security, social inclusion, early childhood development, access to health services, life conditions and structural conflict. These need to be considered in the location of health services, with consideration for the different regions of the Yarra Ranges.

Environmental Implications

There are few environmental implications of this specific paper. Climate change presents a range of significant risks for Council, and all decisions must have regard to the Climate Change Act 2017 and should have close alignment with the Liveable Climate Plan 2020-2030.

COMMUNITY ENGAGEMENT

Inclusion of a question focussed on Health and Wellbeing was included as part of the Council Plan Summits and Deliberative Panel to understand community perspective of health needs across all areas of Yarra Ranges Council in preparation for the 2025-2029 Council Plan. Council has an established Health and Wellbeing Advisory Committee that provides a community voice and advisory function to Council.

The Services for Healesville Health Action Group (SHHAG) has been advocating for health service provision in the Healesville area for over 10 years, and this paper has considered these perspectives.

The Health Services Needs analysis has collected comprehensive information on heath service needs and access across the municipality, including service provision, waitlists and unmet needs.

The Upper Yarra Regional Context Analysis identified Lack of Health Services as impacting 11% of respondents. Health Services challenges was impacted by Transport Challenges which was raised by 39% of those interviewed – this included people who were unable to access health services as they had to travel "down the line" to Lilydale, Ringwood and beyond.

COLLABORATION, INNOVATION AND CONTINUOUS IMPROVEMENT

Yarra Ranges Council has a strong relationship with Eastern Health and has been collectively advocating for more health services for Outer East Melbourne. The discussions about ideal location are positive and ongoing, with a shared goal of optimal health service access for our community.

Council's Health Planner and Social Planner attend the Municipal Association of Victoria (MAV) and North-Eastern Public Health Units community of practice meetings quarterly.

RISK ASSESSMENT

Strategic reputation and relationship management:

- We need to advocate for our community in a way that balances needs of the whole community to ensure fair and equitable health service access.
- We need to advocate in alignment with key partners, including Eastern Health, to amplify our community voice in a helpful and impactful way.
- We need to ensure our messaging reflects the gratitude for additional services to our region and work in partnership with state and federal representatives to ensure best community benefit from those services.

CONFLICTS OF INTEREST

No officers and/or delegates acting on behalf of the Council through the Instrument of Delegation and involved in the preparation and/or authorisation of this report have any general or material conflict of interest as defined within the *Local Government Act 2020*.

ATTACHMENTS TO THE REPORT

Nil

YR-2022/923 - 304-310, 312-318 and 322 Main Street, Lilydale VIC 3140 - Planning Report

APPLICATION DETAILS				
Site Address	304-310, 312-318 and 322 Main Street, Lilydale			
Application No.	YR-2022/923			
Proposal	Buildings and works associated with the construction of a childcare centre, shops, offices and medical centre, reduction in car parking requirements, alteration of access to a road in a Transport Zone 2 and creation of easement.			
Existing Use	Vacant			
Applicant	M Dunn			
Zone	Clause 34.01 - Commercial 1 Zone			
Overlays	Clause 43.02 - Design and Development Overlay – Schedule 4			
Particular Provisions	Clause 52.02 - Easements, Restrictions and Reserves			
	Clause 52.06 - Car Parking			
	Clause 52.29 - Land Adjacent to the Principal Road Network			
	Clause 52.34 - Bicycle Facilities			
	Clause 53.18 - Stormwater Management in Urban Development			
Permit trigger/s	Clause 34.01 - Commercial 1 Zone			
	 A planning permit is required to construct a building or construct or carry out works. 			
	Clause 43.02 - Design and Development Overlay – Schedule 4			
	 A planning permit is required to construct a building or construct or carry out works. 			
	Clause 52.02 - Easements, Restrictions and Reserves			
	 A planning permit is required under Section 23 of the Subdivision Act 1988 to create an easement. 			
	Clause 52.06 - Car Parking			
	 A planning permit is required to reduce the number of car parking spaces required under Clause 52.06-5. 			

	Clause 52.29 - Land Adjacent to the Principal Road Network • A planning permit is required to alter access to a
	road in a Transport Zone 2.
Objections	Five (5) objections
Encumbrances on Title (Covenants/ Section 173 Agreements	Nil.
Reason for Council Decision	Cost of development (greater than \$5,000,000)
Ward	Billanook

SUMMARY

The application proposes buildings and works associated with the construction of a childcare centre, shops, offices and medical centre, reduction in car parking requirements, alteration of access to a road in a Transport Zone 2 (major arterial road managed by Department of Transport) and creation of easement.

The development is a three (3) storey building that incorporates a mixture of commercial, office spaces and a childcare centre. The proposal is of a contemporary design that integrates and enhances the Lilydale major activity centre.

The application has been advertised and at the time of this report five (5) objections have been received. Objector concerns relate primarily to insufficient car parking provision and traffic impacts to Hardy Street.

Overall, the proposed development responds to the Yarra Ranges Planning Scheme when assessed against the relevant policies including the Municipal Planning Strategy, Planning Policy Framework, Zone, Overlay and provisions of the Scheme.

It is recommended the application be approved and a Notice of Decision to Grant a Planning Permit, subject to conditions, be issued.

RECOMMENDATION

That Council resolve to approve Planning Application YR-2022/923 for buildings and works associated with the construction of a child care centre, shops, offices and medical centre, reduction in car parking requirements, alteration of access to a road in a Transport Zone 2 and creation of easement at 304-310, 312-318 and 322 Main Street, Lilydale and issue a Notice of Decision to Grant a Permit subject to the conditions in Attachment 1 to the report.

DISCLOSURE OF CONFLICT OF INTEREST

No officers and/or delegates acting on behalf of the Council through the Instrument of Delegation and involved in the preparation and/or authorisation of this report have any general or material conflict of interest as defined within the *Local Government Act* 2020.

CULTURAL HERITAGE SIGNIFICANCE

The application has been checked against the requirements of the *Aboriginal Heritage Act 2006* and Aboriginal Heritage Regulations 2007 (Vic) as to the need for a Cultural Heritage Management Plan (CHMP). It has been assessed that a CHMP is not required.

EXTRACTIVE INDUSTRY

The site is not located within 500 metres of an extractive industry.

HUMAN RIGHTS CONSIDERATION

The application has been assessed in accordance with the requirements of the *Planning and Environment Act 1987* (including the Yarra Ranges Planning Scheme), reviewed by the State Government and which complies with the *Victorian Charter of Human Rights and Responsibilities Act* 2006.

ENCUMBRANCES ON TITLE

There are no encumbrances on the Certificate of Title.

HISTORY

Planning Applications	Nil.
VCAT History	Nil.

PLANNING CONTROLS

Zoning:	Clause 34.01 Commercial 1 Zone
Overlay:	Clause 43.02 Design and Development Overlay – Schedule 4
Municipal Planning	Clause 02.03-1 Settlement
Strategy	Clause 02.03-7 Economic Development
	Clause 02.04-2 Strategic Framework Plan
Planning Policy	Clause 11.01-1S Settlement

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Framework:	Clause 11.01-1L-01 Settlement
	Clause 15.01-1S Urban Design
	Clause 15.01-1L Urban Design is Activity Centres
	Clause 15.01-2S Building Design
	Clause 15.01-2L Environmentally Sustainable Development
	Clause 17.01-1S Diversified Economy
	Clause 17.02-1S Business
	Clause 18.02-1S Walking
	Clause 18.02-3L Public Transport
	Clause 18.02-4L-01 Roads
	Clause 18.02-4L-02 Car Parking
	Clause 19.03-2S Infrastructure Design and Provision
	Clause 19.03-3S Integrated Water Management
	Clause 19.03-3L Water Management
Particular Provisions	Clause 52.02 Easement, Restrictions and Reserves
	Clause 52.06 Car Parking
	Clause 52.29 Land Adjacent to The Principal Road Network
	Clause 52.34 Bicycle Facilities
Other Requirements:	Clause 65 – Decision guidelines

For further information on the planning controls refer to Attachment 2.

SITE LOCATION AND DESCRIPTION

The subject site is described as 304-310, 312-318 and 322 Main Street Lilydale which comprises of four separate parcels of land as follows:

- Lot 1 on Plan of Subdivision 513557N.
- Lot 2 on Plan of Subdivision 513557N.
- Lot 1 on Title Plan 818923B.
- Lot 1 on Title Plan 023069V.

The site is at the east end of Main Street, 50 metres west of the Main Street and Anderson Street intersection.

Figure 1 shows the subject site and surrounding buildings in an aerial image.

Figure 2 provides the subject site in context within the Lilydale Commercial Centre.





Figure 1 – Subject Site

Figure 2 - Subject site in context of the Lilydale Activity Centre

The existing site features are described as follows:

- The total combined site area is 3,828 square metres.
- The site is currently vacant of any buildings or trees.
- The site has a dual frontage to Main Street service road and Hardy Street with existing crossovers located on both frontages. Refer to Figures 3 and 4 for images of both site frontages.
- The site slopes down from Hardy Street to Main Street (from rear to front) with a fall of approximately 5.67 metres.
- A drainage easement of 1.83 metres wide runs in a north to south direction across the site.



Figure 3 – View of subject site from Main Street.



Figure 4 - View of subject site from Hardy Street

SURROUNDING AREA

The surrounding area forms part of the Lilydale Activity Centre and is dominated by a mixture of commercial uses including supermarkets, retail shops, food and drinks premises and offices. The subject site and the immediate surrounding area is zoned Commercial 1, land to the south of Hardy Street is the Civic Centre precinct which is zoned Public Use Zone.

Land to the east of Anderson Street starts the residential zoned area, refer to zone map in Figure 5 below.



Figure 5 – Zone Map of the subject site and surrounding Lilydale Activity Centre
The subject site adjoins the following properties:

North:

To the north of the site is Main Street, which is a major arterial road, Main Street, which is in a Transport Zone 2. The Main Street service road also comprises several on-street timed car parking spaces. Further north is the Lilydale Village shopping centre which comprises of a major supermarket and various specialty food and hospitality stores.

East:

A car dealership directly adjoins the eastern boundary. Further east is Anderson Street, a major arterial road in a Transport Zone 2.

South:

To the south of the site is Hardy Street which provides a connection between Anderson Street and Maroondah Highway. Further south is the Yarra Ranges Council civic centre.

• West:

The Lilydale CFA fire station is located west of the site. Beyond this is a mixture of commercial tenancies.

PROPOSAL

The application seeks to construct a three (3) storey mixed use building, reduction in car parking requirements under Clause 52.06, alteration of access to a road in a Transport Zone 2 and creation of easement.

Note: The proposed uses (food and drinks premises, shop, medical centre, office and childcare centre) are all Section 1 land uses under the zoning (Commercial 1 Zone) of the land and do not require planning permission for these respective uses.

Table 1. Summary of proposed development:

Proposal Attributes			
Total gross floor area		8,057.48 square metres	
Medical cer	ntre floor area	893.41 square metres	
Food and d floor area	rinks premises	238.61 square metres	
Shop floor a	area	282.76 square metres	
Offices floor	r area	1,855.78 square metres	
Childcare co	entre floor area	2,231.27 square metres	
Storeys		Three (3)	
Maximum b	uilding height	12.08 metres	
Car parks		87 spaces	
Materials and	The development is primairly finished in face brickwork, concrete finish and opaque windows.		
colours	A schedule of mate	erials, colours and finishes is provided below:	
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The key aspects of the proposal are described as follows:

Mixed use development (medical centre, shop, food and drinks premises, offices and childcare centre)

Ground Floor:

The ground floor covers an area of 3,345.33 square metres with a frontage to Main Street. The ground floor comprises of three (3) medical centres (total of nine practitioners), a shop and food and drinks premises as well as access to the upstairs childcare centre and associated amenities. A covered walkway provides pedestrian access from Main Street through to Hardy Street via the first floor (stair and lift access). The ground floor level includes 41 car spaces and 16 bicycles spaces (see Figure 6).

First Floor:

Covers an area of 2,823.78 square metres comprises of seven (7) separate office spaces and associated facilities. A total of 46 car spaces are provided in addition to a central landscaped terrace. This floor also provides direct vehicle and pedestrian access to the site from Hardy Street (see Figure 7).

Second Floor:

The second floor comprises of 570.10 square metres and encompasses two office spaces. The second floor also includes the childcare centre which covers an area of 1274.73 square metres inclusive of the rooms and open playground (see Figure 8). The childcare centre proposes a maximum of 130 children.



Figure 6- Ground floor plan

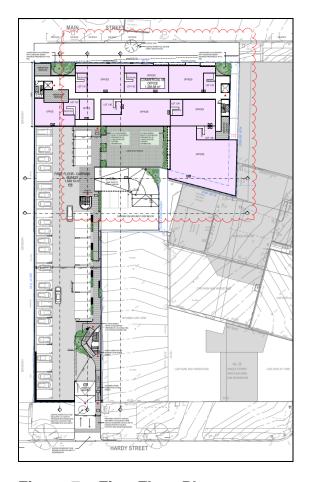




Figure 7 – First Floor Plan

Figure 8 - Second Floor Plan

The artist's impression of the propsoed development within both the Main Street and Hardy Street streetscape in Figure 9 and 10 below.



Figure 9 - Impression of proposed development Main Street View.



Figure 10 - Impression of proposed development Hardy Street View.

Access and Car Parking

Access

The proposal includes the removal of the existing crossover off the Main Street service road, with only pedestrian access available from Main Street, the northern entrances. The proposal also includes a continuous pedestrian walkway through the site providing access from Main Street through to Hardy Street.

Vehicle access to the site is via the southern boundary only with altered 6.1 metre vehicle crossover to Hardy Street. Access from Hardy Street will provide direct access to the car park area of the development.

The proposal includes works on Hardy Street by providing left and right turning lanes into the site and includes a channelised right turn lane into the site (westbound traffic on Hardy Street). Line marking across the sites frontage to Hardy Street will also be updated and re-marked. Egress of vehicles from the site will be restricted to left turn out only. Refer to Figure 11 to show line marking and site access.

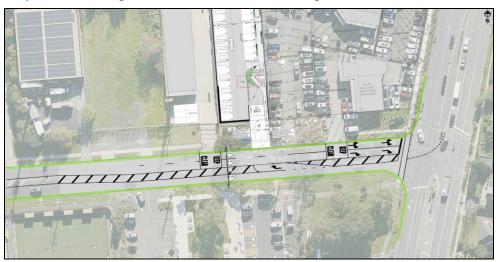


Figure 11 - Proposed works on Hardy Street

Car Parking

Under the requirements of Clause 52.06 outlines a statutory rate of 129 car parking spaces for the proposal. The application seeks a reduction in car parking spaces as detailed in the table below:

Car Parking	Number of Spaces
Proposed Car parking spaces	87
Statutory reduction in car parking sought	42

Clause 52.34 a minimum of 16 bicycle parking spaces are required for the proposed development. The proposal includes 16 bicycle parking spaces.

Creation of Easement

A 2.5 metre wide easement is proposed to accommodate a sewerage line in favour of Yarra Valley Water. The new easement is proposed along the eastern boundary of the site.

CONSULTATION

Internal Referrals

This application was referred to various business units or individuals within Council for advice on particular matters.

Table 1: Summary of Internal Referral Responses

Department	Summary of Response	Conditions required
Engineering (traffic)	No objection, subject to conditions. Comments: Functional layout plan for implementation of upgrade works and crossover to Hardy Street, with kerb and channel reinstated along Main Street	Refer to conditions 8, 14- 18 in Attachment 1 which requires a functional layout plan and implementation of works along Hardy and Main Street
Engineering (stormwater)	No objection, subject to conditions. Comments: Upgrade of existing pipe drainage within easement and Section 173 Agreement for access and repair works.	Refer to conditions 19-27 and 30 in Attachment 1 which requires detailed stormwater computations and designs to be submitted with subsequent upgrade to drainage line
Urban Design	No objection, subject to conditions	Refer to condition 1a and 6 in Attachment 1 which

	Comments: Design response provides activation of frontages including a pedestrian walkway between Main Street and Hardy Street.	requires transparent glassed frontage and additional landscaping.
Strategic Planning	No objection Comments: The development makes use of a more intensive development in an underutilised site in Lilydale's activity centre which will compliment commercial activity in the centre. The proposal provides street activation of the Main Street façade.	No recommended conditions
Waste	No objection, subject to conditions. Comments: Waste management submitted with onsite private waste collection to be provided for.	Refer to condition 13 in Attachment 1 which requires waste from the site to be managed as per the waste management plan.

External Referrals

Table 2 summarises the advice from the external statutory referral authorities:

Referral Authority	Consent/Objection Summary of Response	Summary of Conditions
Head, Transport for Victoria (Section 55 Referral – Determining)	No objection, no conditions	No Conditions required
Yarra Valley Water (Section 52 Referral)	No objection, subject to conditions	Condition 31 and 32 have been imposed on the proposed conditions in Attachment 1 requiring the development to enter into agreements for provision of water and sewerage services.

Public Notification and Consultation

Notification of the application was undertaken by:

- ☑ Placing of two (2) signs on the land
- ☑ Mailing notices to owners and occupiers of adjoining and/or nearby properties
- ☑ Placing the proposal on Council's website for a minimum of 14 days

Notices were sent on 29 August 2024, with signs placed on site from 30 August 2024 to 16 September 2024.

Number of Objections:

At the time of this report being prepared, five (5) objections were received.

Key themes of objections are detailed below:

- Insufficient car parking provision.
- Impacts to parking as a result of the proposed parking changes within Lilydale Activity Centre
- Traffic impacts to Hardy Street.
- Emergency vehicle access for adjoining CFA fire station.

ASSESSMENT/ KEY ISSUES

Municipal Planning Strategy and Planning Policy Framework

The proposal has been assessed against the Municipal Planning Strategy and Planning Policy Framework and found to be consistent with these policies as detailed below (see Attachment 2).

The subject site falls within the Lilydale Activity Centre, which is one of only two major activity centres within Yarra Ranges as identified under Clause 02.03-1 and 02.04-2. These policies recognise the role of Lilydale in providing large and more intensive mix of retail, commercial and other land uses due to its well serviced location. The strategic direction set by Clause 02.03-1 of the Planning Scheme recognises the opportunities to locate more intensive retail and office floor space and other commercial and community service facilities in the activity centre.

The proposal is a three-storey development which incorporates several commercial and office spaces in addition to a childcare centre. The proposal will support the role of the Lilydale Activity Centre and forecast population growth and demand for such services and facilities. By increasing the availability of commercial and office space the proposal also aligns with Clause 02.03-7, 11.01-1L-01 and 17.01-1S in consolidating retail and office-based businesses in the activity centre and broadens the economic base and employment opportunities within Yarra Ranges.

In respect to urban design and building design the proposal responds to Clause 15.01-1L and 15.01-2S by providing a rear loaded car park and vehicle accessway enables a continuous active street frontage along Main Street. Furthermore, the proposal also includes a pedestrian walkway that provides a connection between Main Street and Hardy Street in line with strategies under Clause 18.02-1S. In addition, a sustainability management plan has been submitted in response to Clause 15.01-2L. The proposal achieves a passing score for Built Environment Sustainability Scorecard (BESS) which demonstrates best practice in environmentally sustainable development.

The subject site is also well serviced by public transport, being approximately seven hundred metres east of the Lilydale railway station and multiple bus routes running

along Anderson Street and Main Street. The scale and diversity to the commercial outcome of the building will support active modes of transport and multi-purposes trips given its location in an activity centre in line with Clause 18.02-3L, in addition to a lower reliance on private motor vehicles where Clause 18.02-4L-02 also recognises support of car parking reductions for major development within Councils identified major activity centres, as centres are well served by public transport.

Proposed Planning Scheme Amendments – Amendment C218 Lilydale Structure Plan

The Lilydale Structure Plan was adopted by Council on 9th August 2022 and provides guidance on the future land use, development, urban design and movement within the Lilydale town centre and surrounds. At the time of this report being prepared the amendment has been submitted to the Minister for Planning to seek authorisation to exhibit the amendment. The new plan has reinforced the role of the Lilydale Activity Centre as a major activity centre has been identified to serve not only Lilydale but also the broader region.

Under this new structure plan, the site is proposed to be rezoned to an Activity Centre Zone to create the site and surrounds as a retail core for Lilydale and to support building heights of up to four stories. The proposal is consistent with the structure plan as it provides a multi-storey development with a mixture of commercial and community uses.

Built form design and response to planning controls:

Clause 34.01 Commercial 1 Zone

The purpose of the Commercial 1 Zone seeks to create vibrant mixed use commercial centres for retail, office, business, entertainment and community uses. The proposed land uses contemplated for the proposed three storey development include medical centres, shop, food and drinks premises, offices and a childcare centre.

All the land uses contemplated by the application are a 'Section 1 use' under the Commercial 1 Zone, and do not require planning permission for these respective uses.

A planning assessment is required for the development of the building under the zone. The built form can be described has having a contemporary design with a continuous active street frontage along Main Street to incorporate ground level commercial development.

The design provides an awning along the footpath for all-weather protection in addition to a pedestrian walkway through the site and bicycle facilities. Other components including office spaces and childcare centre are situated on the first and second floor and are accessible by the internal walkway and lift or stairway. Since the development is oriented towards Main Street, it provides substantial passive surveillance of the Main Street frontage. Additionally, the northern solar access helps minimize the need for artificial lighting. Furthermore, the site does not adjoin any sensitive interfaces, with a commercial building to the east and the CFA station to the west, there is no adverse amenity impacts to both abutting properties from overlooking or overshadowing.

The site is also connected to all utility services; however, changes to the alignment of the existing stormwater drainage and sewerage are required. These matters can be satisfactorily addressed via conditions and are further discussed under Clause 52.02 creation of easement.

Clause 43.02 Design and Development Overlay – Schedule 4 (DDO4)

The site is affected by Clause 43.02 Design and Development Overlay – Schedule 4 which sets out design objectives and requirements to be achieved for the design and built form of new development. The overlay also recognises the need for multi-level redevelopment of underutilised sites which provides active frontages and a focus for commercial activity. An application under DDO4 must be constructed in accordance with any design requirements under the Schedule or otherwise satisfy the design objectives and outcomes to be achieved. In addition to the general design requirements, the site also falls under Precinct A and H (see Figure 12) which set out additional design requirements and outcomes to be achieved. Components related to requirements and outcomes include the building appearance, height, setbacks, interfaces, car parking and access. The design assessment against the specific requirements for Precinct A and H has been completed. The applicant has met the specific design objectives requirements for both precincts, the officer's assessment for both Precinct A and H can be reviewed in Attachment 3.

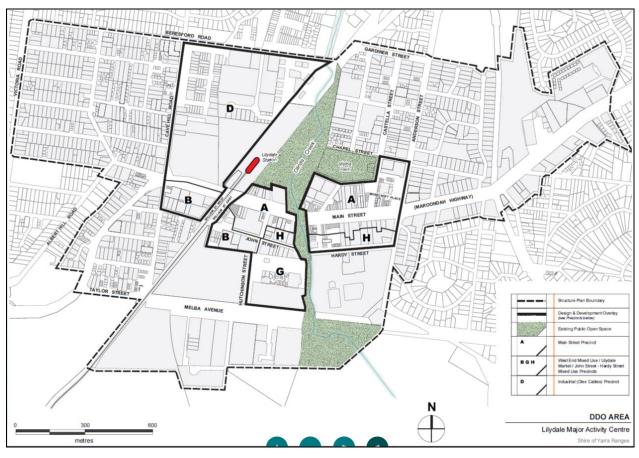


Figure 12 - Precinct Mapping, Clause 43.02 Design and Development Overlay Schedule 4

The proposal positively responds to the design requirements and objectives under the overlay as follows:

Building appearance

The building has a modern contemporary design with an active street frontage to Main Street with commercial premises fronting this street, in addition to a pedestrian walkway to connect Main Street to Hardy Street, and the car parking within the site.

The development has a highly articulated front façade along Main Street that includes an awning to provide all weather protection. Window treatments, materials and landscaping adopt high architectural quality that enhances the character of the streetscape and identity of Lilydale as a major activity centre. Waste storage and collection is hidden from public view as it is situated in the ground level undercover car park.

Building height

Precinct A stipulates a maximum of three storeys (10.5 metre building height). Whilst the development is compliant with the number of storeys at three (3) being sought by the control, the maximum building height is exceeded at 12.08 metres, Despite not meeting the design requirement, the development is found to meet the outcomes and objectives sought as built form along the frontage is of high-quality architectural design utilising a mixture of materials from face brickwork, render, concrete and metal screens to provide visual interest and articulation along this façade. Moreover, sections of the frontage include recessed landscaping planter boxes that will incorporating landscape plantings to soften the appearance of the built form.

The development is also consistent with The Lilydale Structure Plan - June 2022, adopted by Council which seeks for the site to provide up to four (4) stories.

Precinct H stipulates a maximum of three storeys (10.5 metre building height) to Hardy Street. The development complies with this providing a height of three (3) storeys and maximum building height of 6.5 metres to Hardy Street due to the topography of the land and site excavation proposed for basement car parking.

Setbacks

The building setbacks map seeks for development on the site to provide zero front and side setbacks. The proposal achieves this requirement in providing a zero front setback to Main and Hardy Street and across the side boundaries. It is noted the building has a 2.5 metre setback off the eastern boundary, however this is necessary to provide sewerage connection to the site and surrounding properties, in an easement in favour of Yarra Valley Water.

Upper storey elements of the development will overhang this easement to remain consistent with setback requirements sought under DDO4.

Interface with public places

The Main Street frontage is the primary façade for the development that provides ground floor activation of the street with five commercial/ office based tenancies. Critical to this is the visibility to and from the ground floor tenancies to the street, and opportunity for passive surveillance.

An internal pedestrian walkway also provides access to the car park and Hardy Street in addition to upper level offices and the childcare centre. The development also provides an awning over the frontage to provide weather protection in line with the weather protection map under DDO4.

Landscaping

No vegetation onsite or on the street are impacted by the development. The proposal incorporates pockets of landscaping along the front façade but also across the second floor play area for the childcare centre. It is noted the rear boundary does not include any landscaping plantings and it will be conditioned for vertical plantings and/or climbers/ creeper plantings to soften the visual bulk of the brick wall.

Access and car parking

The existing crossover on Main Street is to be removed with access and car parking to the site rear loaded and accessible via Hardy Street. The car parking is largely obscured from view due to the slope of the land in effect providing basement parking. The Hardy Street access also includes a separate pedestrian pathway that clearly differentiated from the crossover material finish. This will create a safe pedestrian network and clear delineation between vehicle and pedestrian access points.

Development adjoining heritage buildings -

The site does not adjoin any heritage buildings.

Overall, the development achieves the design requirements and outcomes sought under DDO4 and demonstrates a modern contemporary built form that will reinforce Lilydale's status as a major activity centre and commercial core of the Yarra Ranges.

Council's urban design team have reviewed and support the application subject to conditions given its activation of the Main Street frontage and contemporary building design and finishes that contributes to the public realm of the town centre. These conditions include the implantation of ground level windows to not be frosted or glazed and incorporation of a suitable landscaping response. Further to protect the integrity of the design and appearance, conditions require the glazed sections of all facades to remain at least 80 percent transparent, and for signage to be minimal in its intrusion into the façade appearance to both Main Street and Hardy Street.

These will form conditions 1a and 6 of the recommended planning permit (Attachment 1).

Traffic, Car Parking and Waste Management:

Traffic

East and westbound traffic along Hardy Street is a single lane in each direction, although towards the intersection (for eastbound traffic) there is a dual lane of approximately 75 metres to the intersection of Hardy and Anderson Street.

As part of the development, the proposal seeks to remove the existing crossovers from Main Street with vehicle ingress and egress to be via Hardy Street only. Hardy Street crossover will be widened to accommodate both ingress and egress movements.

Recent traffic survey counts by Council indicate a typical peak hour volume of traffic movements on Hardy Street of 1,000 to 1,100 vehicles per hour.

The proposed development is projected to add 85 to 88 vehicle movements during the AM and PM peak hours along Hardy Street which is less than a ten percent increase in traffic volumes. Queuing of vehicles during peak periods currently result in queue lengths of 87.6 to 107 metres.

To mitigate the additional traffic movements, it is proposed to upgrade Hardy Street in extending the length of the dual lane of eastbound traffic on Hardy Street to approximately 110 metres from the intersection. Furthermore, the development will also incorporate a channelised right turn lane into the site to mitigate any queuing of through traffic westbound on Hardy Street, with the egress of vehicles restricted to left out only. (Figure 13).

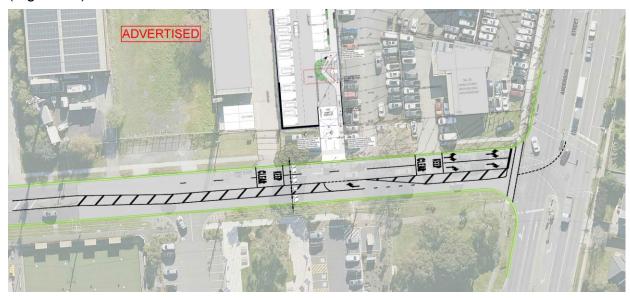


Figure 13 – Proposed upgrade works to Hardy Street.

The proposed upgrade works, and mitigation measures have been reviewed by Council's traffic engineers who have consented to the proposal subject to implementation of the proposed upgrades. The application has also been referred to the Department of Transport and Planning who have not objected to the application.

All vehicle traffic generated from the proposal will not solely use Hardy Street. Given the proposed development is orientated to the Main Street frontage, the traffic generated will also have the Main Street service road to utilise the nineteen (19) on-street carparking spaces. As such, the proposed vehicle generated from the development can be absorbed into the existing road network subject to upgrade works to Hardy Street.

These will be conditioned as part of the approval for detailed engineering plans and a functional layout plan to be completed prior to the development being occupied under Condition 8.

Car parking

As demonstrated in Table 3, Clause 52.06 of the Scheme sets out the statutory car parking rate for the proposed development as 129 car parking spaces if each of the uses are separately proposed.

In the case of a mixed use development, Clause 52.06 allows Council to consider the actual parking demand when all the uses are combined into one development, and to determine a lesser rate than the number set by the statutory requirement.

Table 3 – Breakdown of the statutory car parking rate by separate uses:

Use	Proposal	Car parking measure	Minimum car parking required under Clause 52.06	Total car spaces provided
Childcare centre	130 children	0.22 to each child	28	
Medical Centre	Nine practitioners	Five spaces (5) to the first person providing health services, plus three to every other person providing health services	29	
Shop	282.76 square metres	Four spaces to each 100 square metres of leasable floor area	11	87
Office	1,855.78 square metres	3.5 spaces to each 100 square metres of net floor area	52	
Food and drinks premises	238.61 square metres	Four spaces to each 100 square metres of leasable floor area	9	
Total			129	87

As a designated major activity centre under the Scheme, the Lilydale Activity Centre comprises of an array of commercial services and facilities including major supermarkets, restaurants, specialty shops, medical centres, restaurants and cafes where the centre supports more than one particular use.

There is good opportunity for multi-purpose trips given the ease of access and proximity of different facilities and services within the activity centre. Trip linking and multi-purpose trips supports a reduction in car parking demand in the area including variations in occupancy rates.

Parking survey results and analysis of proposed car parking provision

A car parking demand assessment has been provided as part of the application documents (Attachment 7). The report outlines that the parking demand generated by the proposed development would not require the full statutory rate of 129 spaces.

Instead, the report outlines that from the mixture of proposed uses the development would generate a parking rate of 87 spaces. The provision of 87 car parking spaces on site would be a reduction from the statutory parking rate of forty-two (42) car parks.

Key considerations which support the reduction of the statutory parking requirement is the existing public car parking available in addition to projected demand of the proposed uses and proximity and useability of public transport and active modes of transportation (walking and cycling).

The survey area provided in the applicant demand assessment, outlined in Figure 14, identifies a total of 228 car parking spaces available with a variable time limit ranging from fifteen (15) minutes to four (4) hours.



Figure 14 - Area of car parking surveyed (Star key represents subject site)

The findings of the car parking survey identified that:

- The peak period (12:00pm to 2:00pm on weekdays), a maximum of sixty one (61) percent of car parks are occupied.
- A total of eighty nine (89) car parks remain available through this area.

Council also undertook a car parking occupancy assessment in February 2025 for the entire Lilydale Activity Centre area. Councils' results:

- Confirmed a peak car parking occupancy of fifty nine (59) percent which is consistent with the findings of the submitted car parking demand assessment.
- On-street carparking on Main Street directly abutting the subject site had a significantly lower occupancy rate during peak periods at twenty five (25) percent, with twelve (12) spaces available within the site frontage.

In addition, the crossovers on the Main Street frontage will be removed and kerb and channel installed which will result in an additional five (5) on-street carparking spaces being added to public parking within the Activity Centre.

The peak demand for car parking by the respective land uses, being the medical centre, office, café and childcare centre will likely to occur at different times and as such maximum demand for parking for the development does not fall within a sole set period.

An example of this is where childcare uses typically have a peak period between 7:00am to 9:00am on weekdays for parents dropping children off, with peak pick up periods occurring from 5:00pm to 6:30pm. This would differ from a medical centre, retail shop or food and drinks premises where peak demand would fall within normal business hours (9:00am to 5:00pm). When considered as a whole, the development therefore provides car parking that would be shared amongst the various tenancies with differing periods of peak demand and would enable for efficient use of the car parking provision onsite.

Being in an activity centre the subject site is well serviced by public transport and established network of footpaths and cycling trails provides other modes of transport available to patrons and visitors. Lilydale railway station is located less than 700 metres from the site and is readily accessible via the existing pedestrian network and local bus services. The railway station provides direct connection from Melbourne's CBD to Lilydale. Moreover, there are two bus stops proximate to the site with one being only seventy (70) metres from the site on Anderson Street, which is serviced by bus routes 663, 679, 680 and 965. Along Main Street and only a one hundred (100) metre walk is a bus stop which services routes 663, 679, 680, 683, 684, 685 and 965.

Given the abundance of public transport options available this is also supported under the planning policy framework (Clause 18.02-3S Public Transport and 18.02-3L Public Transport) where strategies seek to locate higher density development close to the Principal Public Transport Network. The proposal also provides onsite bicycle parking with sixteen (16) spaces provided in accordance with the requirements of Clause 52.34 in addition to end of ride facilities to support active transport modes.

Overall, the reduction in the statutory minimum car parking requirements is alleviated through the use of shared car parking spaces, existing availability and increase in onstreet carparking and the strong availability of public transport options to reduce reliance upon private motor vehicles.

Waste Management

Waste management for the development will be via private waste collection. Plans detail a bin room within the ground level car park to store bins and waste generated from the site. A private waste arrangement is common arrangement for large mixed use commercial development, given Council is unable to service waste of large scale commercial waste bins on this site.

The submitted Waste Management Plan has been reviewed by Council's internal waste management team who have no objection to a private waste arrangement for the site.

The submitted Waste management plan can be found in Attachment 8 and will be required by condition.

Creation of Sewerage Easement and Stormwater Management

The site currently has an existing sewerage line which runs through the site however is not identified within any easement on the Certificate of Title. The proposed development footprint will require the relocation of the sewerage line to run along the eastern boundary, to be located within a proposed 2.5 metre wide sewerage easement in favour of Yarra Valley Water.

The application has been referred to Yarra Valley Water who supports this arrangement subject to condition 31 and 32 being included on any approval.

The development footprint will also be above an existing drainage easement in favour of Council. Given that development over an easement is atypical as part of the works it is proposed to upgrade the drainage line from Hardy Street to Main Street to accommodate one in one hundred year flows. This design is in excess of standard stormwater requirements under Clause 53.18 but is warranted given the development will be over the easement and will limit future upgrade works.

To accommodate this, the pipe will be upgraded to cater for current and future stormwater flows. A Section 173 agreement will also be imposed to ensure continuous access to the pipe for inspection or maintenance purposes and that any rectification, repair or replacement works required are borne by the landowner for a period of fifty (50) years (typical useful life expectancy of a drainage pipe).

These measures will appropriately manage the capacity of Council's stormwater pipeline network and ensure no adverse impacts to surrounding properties and public safety.

Response to Submitters concerns

Notice of the application has been completed. Five (5) objections have been received.

A summary of key themes of objections and a response to respective concerns is provided in the table below.

Concern	Officer Response
Insufficient car parking provision	As discussed above, the application is seeking a waiver of the statutory parking rate but has demonstrated the development will generate a parking rate of 87 spaces, which is being provided.
	The car parking provision on site has been reviewed by Council's traffic engineers and deemed to be satisfactory due to efficient use of shared onsite parking, existing availability of on streetcar parking and proximity of the site to public transport including Lilydale Railway station and bus stops along Main Street and Anderson Street.
Effect of the Lilydale Precinct Parking Plan on parking in Lilydale	The Traffic Engineering Team are completing a strategic review of all parking activities within the Lilydale commercial area and have developed the Lilydale Parking Management Framework. The parking framework has looked at managing parking in the activity centre with a holistic and centre-based approach. The current planning application has been considered within the context of the parking framework for Lilydale, the development has been assessed by the traffic engineering team as having a minimal reliance on on-street parking and that the demand for parking created by the development has been designed to meet the demand generated through the provision of 87 new parking spaces on site.
Traffic impacts to	The proposal includes upgrades to Hardy Street including an

Concern	Officer Response
Hardy Street.	extension of the two lane eastbound traffic to increase lane length and utilisation to reduce the queuing length.
	Exiting of vehicles is also restricted to left out only to avoid impeding on the flow of traffic for both east and west bound traffic.
	Council's traffic engineers have also reviewed the application and have not objected to the application subject to conditions. The application has also been referred to Department of Transport who have not objected to the application.
	Currently, Hardy Street accommodates more than 17,000 vehicles per day. The traffic team is assessing potential upgrades and traffic management strategies for the entire length of Hardy Street has been included in the Lilydale Activity Centre Structure Plan. Council Engineer's have confirmed that the additional vehicle movements generated by the proposed development will not adversely impact congestion on Hardy Street.
Emergency vehicle access for adjoining CFA fire station and	A construction management plan will be conditioned before any works begin to manage impacts to the surrounding road network and adjoining properties.
subsidence along common boundary	As the development is built to the boundary, the development will require structural footings and engineer designed foundations. This is managed under the Building Regulations 2018.

CONCLUSION

The buildings and works associated with the construction of a childcare centre, shops, offices and medical centre, reduction in car parking requirements, alteration of access to a road in a Transport Zone 2 and creation of easement has been assessed in accordance with Section 60(1) of the *Planning and Environment Act 1987* and all relevant instruments and policies.

As described in the assessment section of this report, the proposal is consistent with the objectives of the Municipal Planning Strategy, Planning Policy Framework, Zone, Overlay and particular provisions of the Scheme. The proposal reinforces and strengthens Lilydale as a major activity centre and adds to the mix of commercial and community uses of the area.

As such, approval is recommended and a Notice of Decision to Grant a Planning Permit be issued, subject to conditions (Attachment 1).

ATTACHMENTS

- 1 Permit Conditions
- 2 Planning Scheme Policies
- 3 Design and Development Overlay Precinct Design Requirements and Objectives Assessment
- 4 Development Plans
- 5 Landscape Plan
- 6 Hardy Street Works Plan
- 7 Traffic Impact Assessment
- 8 Waste Management Plan

CONDITIONS

Application YR-2022/923

Address of the

land

304-310, 312-318 and 322 Main Street, Lilydale

Buildings and works associated with the construction of a childcare centre, Proposal

shops, offices and medical centre, reduction in car parking requirements,

alteration of access to a road in a Transport Zone 2 and creation of easement.

Planning Scheme Clause	Matter for which the permit has been granted
Clause 34.01-4	Construct a building construct or carry out works.
Clause 43.02-2	Construct a building construct or carry out works.
Clause 52.02	Under Section 23 of the Subdivision Act 1988 to create an easement.
Clause 52.06 -3	Reduce the number of car parking spaces required under Clause 52.06-5.
Clause 52.29-2	Alter access to a road in a Transport Zone 2.

Amended Plans (Development)

- 1. Before the development starts, amended plans to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved, the plans will be endorsed and form part of the permit. The plans must be drawn to scale with dimensions and a digital copy must be provided. The plans must be generally in accordance with the plans submitted with the application (22 Sheets, Prepared by Pitch Architecture, Dated 11 February 2025, Revision D), but amended to show the following:
 - a) Notation for ground level windows on northern facade (to Main Street Frontage)
 to have a minimum 80% transparency;
 - b) Notation for windows on northern façade (to Main Street frontage) to have no signage exceeding 20% of the window footprint
 - c) The existing drainage easement on Lot 1, Title Plan 818923B to be widened to 3.0 metre width;
 - d) Location of proposed street art wall on the floor plan and elevation plans in accordance with Plans TP5-107:
 - e) Construction Management Plan in accordance with Condition 5;
 - f) Landscape Plan in accordance with Condition 6;
 - g) Functional layout plan in accordance with Condition 8;

Layout Not Altered (Development)

2. The development as shown on the endorsed plans must not be altered or modified (unless the Yarra Ranges Planning Scheme specifies a permit is not required) without the prior written consent of the responsible authority.

General Amenity

- **3.** The development must be managed so that the amenity of the area is not detrimentally affected including through the:
 - a) Transportation of materials, goods or commodities to or from the land.
 - b) Appearance of any building, works or materials.
 - c) Emission of noise, artificial light, smell, fumes, smoke, vapour, steam, soot, ash, dust, water, waste products, grit or oil.
 - d) Presence of vermin.

All to the satisfaction of the Responsible Authority.

Buildings and Works Maintenance

4. All buildings and works must be maintained in good order and appearance to the satisfaction of the responsible authority.

Construction Management Plan

- 5. Before the development starts, a Construction Management Plan (CMP) to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved, the plan will be endorsed and will then form part of the permit. The CMP must specify how the environmental and construction issues associated with the development will be managed and must address the following as applicable:
 - a) A detailed schedule of works including a full project timing.
 - b) A traffic management plan for the site, including when or whether any access points would be required to be blocked, an outline of requests to occupy public footpaths or roads, or anticipated disruptions to local services, preferred routes for trucks delivering to the site, queuing/sequencing, excavation and swept-path diagrams.
 - c) At all times maintain 24/7 vehicle access to adjoining Lilydale CFA Fire Station clear of any obstructions to both frontages (Main Street and Hardy Street)
 - a. Access arrangements may be modified subject to the written consent from Lilydale CFA Fire Station/ CFA District 13.
 - b. The location for the parking of all construction vehicles and construction worker vehicles during construction.
 - c. Construction times, noise and vibration controls.
 - d. Delivery of materials including times for loading/unloading, unloading points, expected frequency and details of where materials will be stored and how concrete pours would be managed.
 - e. Proposed traffic management signage indicating any inconvenience generated by construction.
 - f. Fully detailed plan indicating where construction hoardings would be located.
 - g. A waste management plan including the containment of waste on site: disposal of waste, stormwater treatment and on-site facilities for vehicle washing.
 - h. Containment of dust, dirt and mud within the site and method and frequency of clean up procedures in the event of build-up of matter outside the site.
 - i. Site security.
 - j. Public safety measures.
 - k. Restoration of any Council assets removed and/or damaged during construction.
 - I. Protection works necessary to road and other infrastructure (limited to an area reasonable proximate to the site).
 - m. Remediation of any damage to road and other infrastructure (limited to an area reasonably proximate to the site).
 - n. An emergency contact that is available for 24 hours per day for residents and the responsible authority in the event of relevant queries or problems experience.

- o. Traffic management measures to comply with the relevant Australia Standard.
- p. All contractors associated with the construction of the development must be made aware of the requirements of the Construction Management Plan.
- q. Details of crane activities, if any.
- r. Discharge of any polluted water.
- s. Erosion control measures.
- t. Sediment control measures.

The development must be carried out and implemented in accordance with the endorsed Construction Management Plan at all times to the satisfaction of the responsible authority. The responsible authority may amend the endorsed Construction Management Plan from time to time.

Landscape Plan

- **6.** Before the development starts, an amended landscape plan must be submitted to the satisfaction of the responsible authority. The plans must be generally in accordance with the plans submitted with the application (7 Sheets, Prepared by Pitch Architecture, dated 25 July 2024, Revision A), but amended to show the following:
 - (a) Vertical plantings, climbers and/or creeper plantings along the ground level southern façade (Hardy Street frontage);
 - (b) Building layout consistent with development plans.
- 7. Before the development is occupied or by such later date with the prior written consent of the responsible authority, the landscaping works shown on the endorsed Landscape Plans must be carried out and completed to the satisfaction of the responsible authority. The landscaping shown on the endorsed plans must be maintained in accordance with the endorsed plans to the satisfaction of the responsible authority. Areas shown on the endorsed plan as landscaped must not be used for any other purpose and any dead, diseased or damaged plants are to be replaced after becoming aware of the dead, diseased or damaged plants.

Functional Layout Plan

8. Before the development starts, a Functional Layout Plan must be submitted to and approved to the satisfaction of the responsible authority. When approved, the plan will be endorsed and form part of the permit. The Functional Layout Plan must be generally in

accordance with the plans submitted (1 Sheet, Hardy Street Central Median with Turning Lane, Dated 30 July 2024), but modified to show:

- a) Lane widths including a cross section of the existing and proposed lane configuration;
- b) Notation and/or reference to all proposed line marking along Hardy Street;
- A 35m Channelised Right Turn Lane, CHR(S), turn treatment on the east approach into the subject site from Hardy Street to the satisfaction of the relevant authority;
- d) The required modifications to the signalised intersection (Anderson Street/ Hardy Street) and SWEPT paths with a 19m Semi-Trailer;
- e) Crossover construction for Hardy Street including;
 - i. Measures to require left turn out only from the subject site;
 - ii. material use to adequately delineate the footpath from the vehicle crossover
 - iii. service relocation details (as applicable)
- f) Main Street crossover removal and the reinstatement of the footpath and kerb and channel. It shall also include the provision for additional parallel on-street parking bays, including required line marking and signage in accordance with the surrounding spaces.
- **9.** Before the development is occupied, all works shown on the endorsed Functional Layout Plan must be carried out and completed to the satisfaction of the responsible authority.

Signage

10. Without the prior written consent of the responsible authority, no signage other than approved signage as shown on the endorsed plans may be erected on the site (unless the Yarra Ranges Planning Scheme specifies a permit is not required) to the satisfaction of the responsible authority.

Street Trees

- **11.** The existing street trees must not be removed or damaged to the satisfaction on the Responsible Authority.
- **12.** Before the commencement of any buildings and/or works approved by this permit, temporary fencing must be erected around any street trees, to define a Tree Protection Zone (TPZ) to the satisfaction of the Responsible Authority and must:
 - a) Exclude access and construction activity within the TPZs of any street trees along Main Street and/or Hardy Street frontage. If trees have not been assessed, the

- TPZ is a circle with a radius equal to 12x the trunk diameter measured at 1.4 m above ground level, and
- b) Have a minimum height of 1.8 metres and comply with Australian Standard AS 4687 for temporary fencing and hoardings, and
- c) Fencing within roadside reserves and/or nature strip areas must not prevent the use of a road or footpath, and
- d) Remain in place until all buildings and/or works are completed, unless with the prior written consent of the Responsible Authority.
- e) Temporary fencing can be modified to accommodate encroachment into the TPZ of tree(s) as per the endorsed plans. Fencing must be modified in line with the footprint of the approved works only.

Street Art Wall

13. Before the development is occupied street art wall design and/or plans must be submitted to the satisfaction of the responsible authority detailing the design, materials and colour finishes. Once approved the design must be implemented within one (1) year unless otherwise agreed in writing by the responsible authority.

Waste Management Plan

14. All waste generated from the proposed development must be managed in accordance with the endorsed waste management plan to the satisfaction of the responsible authority.

Traffic Engineering

- **15.** Before the development is occupied, the existing vehicle crossing in Main Street must be removed and Council assets reinstated to the satisfaction of the Responsible Authority.
- **16.** Before the development is occupied, the existing vehicle crossing must be removed and a new concrete vehicle crossing must be constructed in Hardy Street to the satisfaction of the Responsible Authority.
- 17. Before the development is occupied, the car parking spaces, footpaths and vehicular access ways shown on the endorsed plan must be and drained incorporating Water Sensitive Urban Design elements to the satisfaction of the responsible authority
- **18.** The loading and unloading of vehicles and the delivery of goods must be carried out at all times within the site boundaries.
- **19.** The car parking spaces, vehicular access ways and drainage approved by this permit are to be maintained and must not be obstructed or made inaccessible to the satisfaction of the responsible authority.

Stormwater Engineering

- 20. Before the development starts, Development Stormwater Drainage Engineering Plans and Computations must be submitted to, and approved by, the Responsible Authority. Development Stormwater Drainage Engineering Plans and Computations must be in line with all the requirements of the approved point of discharge certificate. The plans and computations submitted must be generally in accordance with the following documents:
 - a) Stormwater Management plan prepared by Lanigan Civil dated 17/2/2025 ref # LC3080-SMP P6.
 - b) Bubble Over pits Calcs prepared by Lanigan Civil LC3080 -20250221 dated 21/2/2025.
 - c) Cover letter prepared by Lanigan Civil LC3080 -20250221 dated 21/2/2025.
 - d) ESD report prepared by LID Consulting Rev A dated 13/3/2024.

https://www.yarraranges.vic.gov.au/Development/Roads-drains/Applications-and-permits/Submit-stormwater-drainage-and-computations

- **21.** Before the development is occupied, piped drainage must be constructed to drain all impervious areas incorporating Water Sensitive Urban Design features in accordance with the approved stormwater engineering plans and computations, to the satisfaction of the Responsible Authority.
- **22.** Before the development is occupied, development a detention system, must be constructed/installed to drain all impervious areas in accordance with the approved stormwater engineering plans and computations, to the satisfaction of the Responsible Authority.
- 23. Before the development is occupied, the construction of all civil works within the site, including detention system must be fully completed and subsequently inspected and approved by a suitably experienced Civil Engineer at the arrangement and expense of the owner/developer. This person must supply written certification that the works have been constructed in accordance with this permit and to relevant standards to the satisfaction of the Responsible Authority.
- **24.** Before the development is occupied, the existing piped Council outfall drainage must be upgraded to convey the 1% AEP Storm event and constructed to the satisfaction of the Responsible Authority in accordance with the approved stormwater engineering plans and computations.
- **25.** Prior to the approval of engineering construction plans an inspection/surveillance fee to the value of \$500 or 2.5% of the estimated cost of all Council works required by this permit, whichever is greater must be paid to the Responsible Authority.
- **26.** The Council works as required by this permit must be maintained in good condition and repair by the developer for a period of three months from the date of practical completion to the satisfaction of the Responsible Authority.
- 27. Prior to an Off Maintenance inspection and subsequent return of the maintenance bond, "As Constructed" plans of all Council works together with a CCTV footage and report in accordance with the Water Services Association of Australia (WSA) 05-2020- 4.1 Code of Practice, of the full length of all Council piped drainage, must be submitted to, and approved by, the Responsible Authority.

Alteration of Easement

28. Before the development is occupied, the existing 1.83 metre wide drainage easement on Lot 1 on Title Plan 818923B must be widened to 3.0 metres and registered on Title to the satisfaction of the responsible authority.

Creation of Easement

29. Before the development is occupied a 2.5 metre wide sewerage easement (or alternative width as agreed in writing by Yarra Valley Water under Condition 33) along the eastern boundary is to be registered on Title to the satisfaction of the responsible authority.

Consolidation of Titles

30. Before the development is occupied, the titles to the land on Lot 1 on Plan of Subdivision 513557N, Lot 2 on Plan of Subdivision 513557N, Lot 1 on Title Plan 818923B and Lot 1 on Title Plan 023069V must be consolidated and registered at the Land Title's Office to the satisfaction of the responsible authority.

Section 173 Agreement

- **31.** Before the development is occupied, an agreement under Section 173 of the *Planning and Environment Act 1987* must be entered into between the owner of the site and the Responsible Authority requiring:
 - (a) For a period of 50 years from the date of final inspection and sign from the 1% AEP pipe within the drainage easement, the landowner must repair or replace the section of the pipe as required or directed by the Responsible Authority in the event the pipe is damaged or fails. All repair works, costs and expenses must be borne by the land owner to the satisfaction of the Responsible Authority.
 - (b) The landowner to allow Council to have 24/7 Access in and around the building/land to have access to the Council drain under the building *for inspection and/or maintenance purposes*.

This Agreement is to be prepared at the owner's expense and will be recorded on the folio of the register relating to the site. The owners agree to pay on demand all costs and expenses of, and incidental to, the execution and recording of this Agreement.

Yarra Valley Water

- **32.** The owner of the subject land must enter into an agreement with Yarra Valley Water for the provision of water services.
- **33.** The owner of the land must enter into an agreement with Yarra Valley Water for the provision of sewerage services.

Permit Expiry

- **34.** This permit will expire if one of the following circumstances applies:
 - (a) The development is not started within three (3) years of the date of this permit, or

(b) The development is not completed within five (5) years of the date of this permit.

The responsible authority may extend the periods referred to if a request is made in writing before the permit expires, or within six months of expiry of permit of the commencement date.

An extension of time to complete the development or a stage of the development may be requested if:

The request for an extension of time is made within 12 months after the permit expires; and

The development or stage started lawfully before the permit expired.

NOTES:

Other Approvals

(i) The granting of this permit does not obviate the necessity for compliance with the requirements of any other authority, under this or any other Act, Regulation or Local Law.

Building Approval

(ii) Building works approved under this planning permit must not be commenced until a building permit has also been obtained under the *Building Act 1993* and the *Building Regulations 2018*.

(iii) Road Reserve Works Permit

Prior to the commencement of any works affecting or involving Shire roads or drains, Asset Protection and/or Road Reserve/Easement Works permit(s) are required. An application for a permit can be obtained at the Shire of Yarra Ranges Community Links.

(iv) Department of Transport Approvals

The proposed development may require separate approval under the Road Management Act 2004 for works on Anderson Street. Please contact the Department of Transport prior to commencing any works.

Yarra Ranges Planning Scheme

Municipal Planning Strategy

Clause 02.03-1 Settlement

Activity centres

Yarra Ranges' network of activity centres (shown in Table 2 below and on the Economic Activity Plan at 02.04-3) plays an important role in providing a range of services and employment opportunities and a complementary range of housing types, commercial services and community infrastructure.

Activity Centre Type	Role
Major Activity Centres	These centres provide a large, diverse and intensive mix of retail, commercial,
Chirnside Park and Lilydale	entertainment, cultural and other uses.
	They have strong public transport links, serve a large regional-sized catchment, and are priority locations for future private and public sector development.
	Land within and adjoining these centres is the preferred location for additional and more diverse residential
	development.

The existing activity centre network located in the suburban areas of the municipality, offers sufficient opportunities to meet projected future retail requirements in established centres that are accessible to residents.

The creation of a sustainable urban form that consolidates development around a network of activity centres also has environmental and social benefits including reducing car dependency, efficient use of community infrastructure, and reducing the need for urban development in rural areas.

Council's strategic directions for activity centres are to:

- Locate retail, commercial, entertainment, community services and facilities and other intensive employment generating activities within established activity centres.
- Accommodate additional retail and office floor space within larger activity centres.
- Discourage activity centre functions in out of centre locations.

- Support housing within and adjoining activity centres.
- Support well-designed and integrated activity centres that service the needs
 of local residents and visitors and contribute to a sense of local identity.

Clause 02.03-7 Economic Development

Yarra Ranges has a narrow economic base with a limited range of higher-level employment opportunities. Many residents travel outside the municipality for jobs and high-order services, including tertiary education and regional shopping centres.

Much of the local employment is in sectors such as manufacturing and retailing which have limited long term prospects for job growth. There are a significant number of home based businesses in Yarra Ranges.

A number of large manufacturing businesses operate in Yarra Ranges, however recent expansion in industrial floorspace has been in smaller scale units that accommodate businesses catering for more localised markets.

There are limited opportunities within the Urban Growth Boundary for further industrial development however many existing industrial areas contain underdeveloped sites that offer potential for more intensive industrial use.

Yarra Ranges includes local industry sectors that support the growth of social enterprises. Opportunities exist for the development of local business incubator sites to support local business ideas and agribusiness.

The Green Wedge contains extensive areas of productive agricultural land which support a strong agricultural sector.

Processing of sustainable timber resources provides significant local employment and economic activity in some of Yarra Ranges' rural towns.

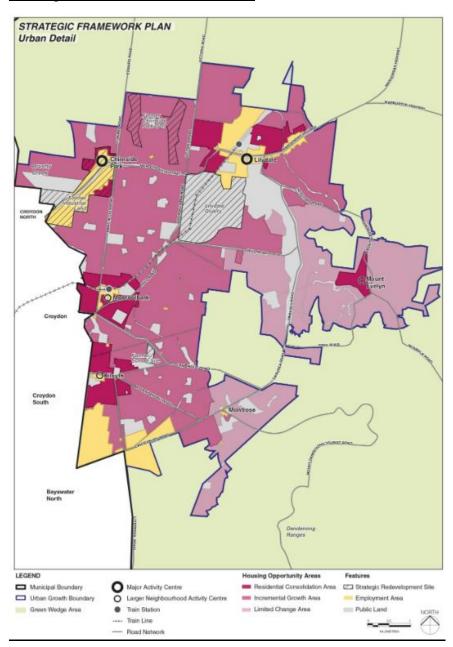
Council's strategic directions for economic development are to:

- Consolidate retail and office-based businesses in activity centres.
- Provide for new businesses in accessible locations that broadens the economic base and range of employment opportunities in Yarra Ranges.
- Retain a broad range of industrial based employment and support efficient use of industrial land.
- Manage industrial areas to provide opportunities for future changes and innovation within the local employment sector.
- Support the timber industry that adds value to the timber resources that are available in Yarra Ranges.

 Accommodate, rural industries and other infrastructure that support the ongoing use of rural land for agriculture in the Green Wedge.

Clause 02.04-2 Strategic Framework Plan

Strategic Framework Plan - Urban



Planning Policy Framework

Clause 11.01-1S Settlement

Objective

To facilitate the sustainable growth and development of Victoria and deliver choice and opportunity for all Victorians through a network of settlements.

Strategies

Develop sustainable communities through a settlement framework offering convenient access to jobs, services, infrastructure and community facilities.

Plan for development and investment opportunities along existing and planned transport infrastructure.

Encourage a form and density of settlements that supports healthy, active and sustainable transport.

Promote and capitalise on opportunities for urban renewal and infill redevelopment.

Develop compact urban areas that are based around existing or planned activity centres to maximise accessibility to facilities and services.

Ensure retail, office-based employment, community facilities and services are concentrated in central locations.

Clause 11.01-1L-01 Settlement

Strategies

Cluster businesses, community facilities and housing within activity centres.

Support residential infill development in the consolidation areas of large neighbourhood activity centres or where appropriate to the role of the town or suburb consistent with Table 2 to Clause 2.03-1.

Clause 15.01-1S Urban Design

Objective

To create urban environments that are safe, healthy, functional and enjoyable and that contribute to a sense of place and cultural identity.

Strategies

Require development to respond to its context in terms of character, cultural identity, natural features, surrounding landscape and climate.

Ensure development contributes to community and cultural life by improving the quality of living and working environments, facilitating accessibility and providing for inclusiveness.

Ensure the interface between the private and public realm protects and enhances personal safety.

Ensure development supports public realm amenity and safe access to walking and cycling environments and public transport.

Ensure that the design and location of publicly accessible private spaces, including car parking areas, forecourts and walkways, is of a high standard, creates a safe environment for users and enables easy and efficient use.

Ensure that development provides landscaping that supports the amenity, attractiveness and safety of the public realm.

Ensure that development, including signs, minimises detrimental impacts on amenity, on the natural and built environment and on the safety and efficiency of roads.

Promote good urban design along and abutting transport corridors.

Clause 15.01-1L Urban Design is Activity Centres

Strategies

Provide active frontages to main streets and other key public domain areas of activity centres to encourage pedestrian activity.

Encourage pedestrian links between an activity centre, car parking, public transport facilities, recreational trails and parklands.

Design new development to respect the amenity of adjoining residential areas.

Design car parking, vehicle accessways and drive through facilities to avoid disruption to continuous retail frontages or create impediments to pedestrian circulation.

Design development to provide accessibility including accommodating motorised scooters, wheelchairs and prams.

Encourage underground cabling, cable bundling or co-location of services and telecommunications infrastructure to improve the amenity of streetscapes and increase opportunities for substantial street trees.

Clause 15.01-2S Building Design

<u>Objective</u>

To achieve building design and siting outcomes that contribute positively to the local context, enhance the public realm and support environmentally sustainable development.

Strategies

Ensure a comprehensive site analysis forms the starting point of the design process and provides the basis for the consideration of height, scale, massing and energy performance of new development.

Ensure development responds and contributes to the strategic and cultural context of its location.

Minimise the detrimental impact of development on neighbouring properties, the public realm and the natural environment.

Clause 15.01-2L Environmentally Sustainable Development

Objective

To achieve best practice in environmentally sustainable development from the design stage through to construction and operation.

Strategies

Facilitate development that minimises environmental impacts.

Encourage environmentally sustainable development that:

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

Energy performance

Reduce both energy use and energy peak demand through design measures such as:

- Building orientation.
- Shading to glazed surfaces.
- Optimising glazing to exposed surfaces.
- Inclusion of or space allocation for renewable technologies.

Integrated water management

Reduce total operating potable water use through appropriate design measures such as water efficient fixtures, appliances, equipment, irrigation and landscaping.

Encourage the appropriate use of alternative water sources (including greywater, rainwater and stormwater).

Incorporate best practice water sensitive urban design to improve the quality of stormwater runoff and reduce impacts on water systems and water bodies.

Indoor environment quality

Achieve a healthy indoor environment quality, including thermal comfort and access to fresh air and daylight, prioritising passive design over mechanical heating, ventilation, cooling and lighting.

Reduce indoor air pollutants by encouraging use of low-toxicity materials.

Minimise noise levels and noise transfer within and between buildings and associated external areas.

Transport

Design development to promote the use of walking, cycling and public transport, in that order; and minimise car dependency.

Promote the use of low emissions vehicle technologies and supporting infrastructure.

Waste management

Promote waste avoidance, reuse and recycling during the design, construction and operation stages of development.

Encourage use of durable and reuseable building materials.

Ensure sufficient space is allocated for future change in waste management needs, including (where possible) composting and green waste facilities.

Urban ecology

Protect and enhance biodiversity by incorporating natural habitats and planting indigenous vegetation.

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

Encourage the provision of space for productive gardens, particularly in larger residential developments.

Clause 17.01-1S Diversified Economy

Objective

To strengthen and diversify the economy.

Strategies

Protect and strengthen existing and planned employment areas and plan for new employment areas.

Facilitate regional, cross-border and inter-regional relationships to harness emerging economic opportunities.

Facilitate growth in a range of employment sectors, including health, education, retail, tourism, knowledge industries and professional and technical services based on the emerging and existing strengths of each region.

Improve access to jobs closer to where people live.

Support rural economies to grow and diversify.

Clause 17.02-1S Business

Objective

To encourage development that meets the community's needs for retail, entertainment, office and other commercial services.

Strategies

Plan for an adequate supply of commercial land in appropriate locations.

Ensure commercial facilities are aggregated and provide net community benefit in relation to their viability, accessibility and efficient use of infrastructure.

Locate commercial facilities in existing or planned activity centres.

Provide new convenience shopping facilities to provide for the needs of the local population in new residential areas and within, or immediately adjacent to, existing commercial centres.

Provide small scale shopping opportunities that meet the needs of local residents and workers in convenient locations.

Provide outlets of trade-related goods or services directly serving or ancillary to industry that have adequate on-site car parking.

Locate cinema based entertainment facilities within or on the periphery of existing or planned activity centres.

Apply a five year time limit for commencement to any planning permit for a shopping centre or shopping centre expansion of more than 1000 square metres leasable floor area.

Clause 18.02-1S Walking

Objective

To facilitate an efficient and safe walking network and increase the proportion of trips made by walking.

<u>Strategies</u>

Plan and develop walking networks to:

- Provide pedestrian routes that are safe, direct and comfortable to use.
- Enable walking as a part of everyday life.
- Enable people to meet more of their needs locally and rely less on their cars.
- Be accessible to vehicles that use footpaths, including wheelchairs, prams and scooters.
- Accommodate emerging forms of low-emission, low-speed personal transport.

Develop principal pedestrian networks for local areas that link with the transport system.

Provide walking infrastructure in all major transport projects.

Design walking routes to be comfortable by providing shelter from the sun through canopy trees, verandahs and other structures.

Design direct, comfortable and connected walking infrastructure to and between key destinations including activity centres, public transport interchanges, employment areas, urban renewal precincts and major attractions.

Clause 18.02-3L Public Transport

Strategies

Encourage development that reinforces public transport use and multi-purpose trips.

Preserve opportunities to improve the public transport network that would serve anticipated future needs, such as the provision of a new railway station between Lilydale and Mooroolbark.

Facilitate high quality public transport and non-motorised transport facilities in activity centres as appropriate to the role of the centre.

Clause 18.02-4L-01 Roads

Clause 18.02-4L-02 Car Parking

<u>Strategies</u>

Support car parking reductions for major development in activity centres that are well served by public transport.

Clause 19.03-2S Infrastructure Design and Provision

Clause 19.03-3S Integrated Water Management

Clause 19.03-3L Water Management

<u>Strategies</u>

Incorporate Water Sensitive Urban Design principles and best practice stormwater management standards in development proposals.

Support the use of drought proof landscaping and retention of existing vegetation to reduce water consumption.

Minimise the impacts of reticulated services infrastructure on the landscape and environment.

Zone

Clause 34.01 Commercial 1 Zone

<u>Purpose</u>

To implement the Municipal Planning Strategy and the Planning Policy Framework.

To create vibrant mixed use commercial centres for retail, office, business, entertainment and community uses.

To provide for residential uses at densities complementary to the role and scale of the commercial centre.

Decision Guidelines

General

- The Municipal Planning Strategy and the Planning Policy Framework.
- The interface with adjoining zones, especially the relationship with residential areas.

Building and works

- The movement of pedestrians and cyclists, and vehicles providing for supplies, waste removal, emergency services and public transport.
- The provision of car parking.

- The streetscape, including the conservation of buildings, the design of verandahs, access from the street front, protecting active frontages to pedestrian areas, the treatment of the fronts and backs of buildings and their appurtenances, illumination of buildings or their immediate spaces and the landscaping of land adjoining a road.
- The storage of rubbish and materials for recycling.
- Defining the responsibility for the maintenance of buildings, landscaping and paved areas.
- Consideration of the overlooking and overshadowing as a result of building or works affecting adjoining land in a General Residential Zone, Housing Choice and Transport Zone, Neighbourhood Residential Zone, Residential Growth Zone or Township Zone.
- The impact of overshadowing on existing rooftop solar energy systems on dwellings on adjoining lots in a General Residential Zone, Housing Choice and Transport Zone, Mixed Use Zone, Neighbourhood Residential Zone, Residential Growth Zone or Township Zone.
- The availability of and connection to services.
- The design of buildings to provide for solar access.
- The objectives, standards and decision guidelines of Clause 54 and Clause 55. This does not apply to an apartment development.
- For an apartment development, the objectives, standards and decision guidelines of Clause 58.

Overlay

Clause 43.02 Design and Development Overlay - Schedule 4

Purpose

To implement the Municipal Planning Strategy and the Planning Policy Framework.

To identify areas which are affected by specific requirements relating to the design and built form of new development.

Schedule 4 – Design Objectives

To promote high-quality development that makes a positive contribution to the appearance and operation of the town centre.

To create a more compact and vibrant town centre through multi-level redevelopment of underutilised sites.

To retain Main Street as a visually interesting mix of pedestrian scale development that provides a focus of commercial activity.

To reinforce the distinctive characteristics of the town centre such as its valley setting, heritage buildings, tree lined streets, and parkland areas.

To encourage the adoption of Environmentally Sustainable Design techniques in new development.

To promote development that contributes to safe and vibrant public places.

Design Requirements

Table 4 Ta Oab a dula 4					
Table 1 To Schedule 4					
General design requirements					
Design requirement	Outcome to be achieved				
Building appearance					
New development should:	New				
 Adopt a scale, rhythm and proportion that reflects the character of the street and encourages pedestrian activity and linkages to adjoining public spaces. 	Comprise				
 Incorporate the design elements specified in the Building Frontages and Weather Protection Map. 	quality that positively contribute to the form, character and identity of Lilydale.				
 Incorporate articulated facades, window detailing, parapet treatments and other detailing and materials in the upper levels of buildings. 					
 Adopt façade designs that provide visual interest from both streets of corner sites. 					
 Emphasise key corner sites by adopting building designs of high architectural quality and including features such as a low tower, articulated roof form, or more prominent verandah design. 					
 Use glazing and roofing materials of low reflectivity. 					

 Provide appropriate facilities for the storage, collection and recycling of waste materials, and screen them from public view.

Building height

New development should adopt building heights as set out on the Building Heights Map. The height of new development will respect valued characteristics of the town centre.

Opportunities for distant views from new development to surrounding rural areas will be maximised.

Setbacks

New development should adopt frontage and side setbacks as shown on the Building Setbacks Map.

New
development will
reinforce valued
streetscape
characteristics
and increase
pedestrian
activity in public
places.

Interface with public places

New development should:

- Be designed so the frontage and internal layout of the ground floor provides visual and physical links between the building and the street.
- Provide pedestrian entrances into buildings that are at the same level as the footpath, clearly visible from the street, well lit, and allow for mobility-impaired access.

Buildings will relate positively and add life to adjacent public places.

Building frontages will provide for passive surveillance and Actively address both frontages of corner sites and ensure that the corner allows for safe and comfortable pedestrian movement. security of public spaces.

- Provide verandahs for pedestrian weather protection in locations identified on the Building Frontages and Weather Protection Map. Verandahs should be provided for the full width of properties and the height of verandahs should be consistent with adjoining properties.
- Provide passive surveillance of adjoining public places through design elements such as the inclusion of overlooking windows, location of outdoor dining areas and the provision of pedestrian access links.
- Minimise overshadowing of adjoining streets and other public spaces.

Landscaping

Landscaping should complement the species selection and design treatments of established landscaping in adjoining streets and other public realm areas.

Existing canopy trees should be retained and protected wherever feasible when constructing new buildings.

New development should provide for the retention, enhancement and continuation of consistent avenue tree planting along the abutting streets

Landscaping will be integrated with new development and complement the landscaping of any adjoining public places.

Access and parking

Car parking associated with new development should:

- Be located to minimise the visual impact on the streetscape and adjoining public spaces.
- Not be provided between the front of the building and the street.
- Be provided in basement or undercroft areas wherever feasible, to maximise useable floor space in the activity centre.
- Provide natural ventilation for any basement car parks.

Traffic movement will be convenient, safe and efficient.

Car parking and access ways will be safe, practical, visually unobtrusive and not conflict with

- Be designed so that views of cars on upper levels and loading facilities are screened from public places.
 - Be landscaped with trees that provide shade in open lot car parks.

Vehicle access associated with new development should be:

- Located to minimise the number of vehicle crossovers to streets and where feasible be provided from laneways or secondary street frontages.
- Located to facilitate safe vehicle and pedestrian movements.
- Separated from pedestrian access points.

All car parking areas, including entry and exit points, should be well lit and clearly identified with signage.

Development adjoining Heritage buildings

New buildings adjoining heritage buildings and other buildings constructed prior to 1945 that are a prominent feature of the streetscape, should:

- Use simple building forms with similar proportions to the heritage building. The reproduction of traditional details is to be avoided.
- Generally adopt front and side setbacks of adjoining heritage buildings. Where the heritage building has atypical setbacks adopt the predominant setbacks in the street or provide a transition in setbacks from the adjoining heritage building to the predominant setback in the street.
- Generally adopt facade heights of adjoining heritage buildings and avoid building facades that are substantially lower. Where the heritage building is atypically tall, adopt the predominant facade height in the street.
- The height of a new building may exceed the facade height of an adjoining heritage building, if the additional height is recessed so that it is not visible from key public viewing areas. Where it is not

pedestrian movement

New development will complement the character and appearance of existing heritage buildings practical to prevent visibility of the upper level, provide an upper level setback of at least 5 metres for additional height.

Table 2 To Schedule 4

DDO4 - Precinct A Main Street - Design requirements

Design requirement

Building appearance

New development fronting the main street should adopt a 'fine grain' scale that reinforces high levels of pedestrian activity and visual interest in Main Street.

Renovations to the Olinda Creek Hotel should be undertaken in a way that is sympathetic to the architectural style of the building.

Setbacks

The heritage-listed olive tree on John Street should be protected by an 8 metre setback from the canopy of the tree to any building, possibly providing the opportunity for an entrance plaza to a new development.

Any new development fronting the south side of Main Street between Hutchinson Street and Olinda Creek, should provide a rear setback of 3 metres in order to establish a 6 metre wide access way along the rear of properties. A rear setback is not required where a laneway reserve of at least 3 metres wide already exists.

Any new buildings at the north western corner of Main Street and Anderson Street, should extend from Main Street through to Morecroft Place.

Public/Private interface

New development:

 Should provide active frontages to Main Street, John Street and Hutchinson Street, and to the intersecting

Outcome to be achieved

The Main Street will continue to be the focus of retail and civic activity.

New development will reinforce a strong sense of identity for Lilydale.

The prominent scale of heritage buildings will be maintained while allowing for increases in the intensity of development.

Development will enhance the safety and amenity of public places and increase levels of pedestrian activity.

- side streets on corner sites in accordance with the Building Frontages and Weather Protection Map.
- On the north side of Main Street between the rail line and Olinda Creek, should provide offices and secondary entries along the north side of allotments to improve passive surveillance of the adjoining reserve.
- Adjoining the Olinda Creek Parklands or Melba Park should adopt high quality architectural designs that provide an attractive frontage and passive surveillance of the adjoining open space.

Access and parking

On sites with frontages to both Main Street and Hardy Street, or Main Street and Market Street, the design of any new development should provide for pedestrian access linkages between those streets.

On sites on the south side of Main Street between Olinda Creek and Anderson Street, direct vehicle access to properties from Main Street should be avoided and provided from Hardy Street and rear access laneways wherever feasible.

DDO4 - Precinct H John Street & Hardy Street Mixed Use - Design requirements				
Design requirement	Outcome to be achieved			
Building appearance				
New development should incorporate individual shop fronts rather than large unarticulated facades.	Development will strengthen the visual and functional links between the Main Street retail area and the Lilydale MarketPlace shopping centre.			
Building height	Buildings will be designed to improve			
New development should not exceed a maximum of 10.5 metres (3 storeys).	passive surveillance of key public spaces.			
Setbacks				

New development should:

- Provide 3 metre landscaped front setback to John Street with zero setbacks to side boundaries.
- Provide zero front and side setbacks for properties fronting to Hardy Street, Clarke Street or Anderson Street.
- For properties fronting the north side of John Street between Hutchinson Street and Olinda Creek, provide a rear setback of 3 metres to establish a 6 metre wide access way along the northern boundary of the properties.

Public/private interface

New development should provide pedestrian entry points from the street frontage and rear car parking areas.

Building forms facing the Olinda
Creek should be of high
architectural quality to provide an
attractive interface with the open
space corridor. Windows should be
provided at ground and upper levels
to improve passive surveillance of
the adjoining open space.

Access and parking

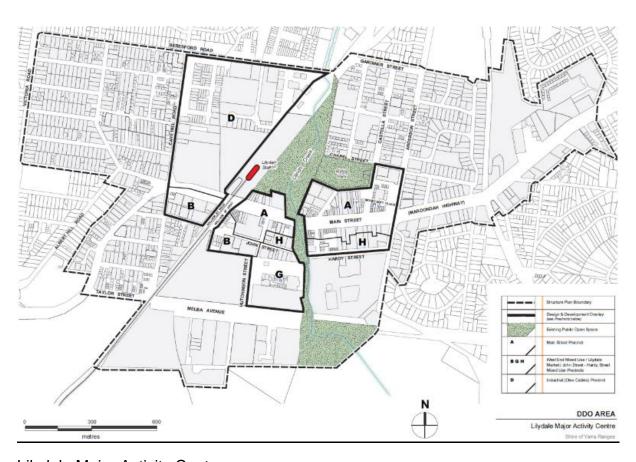
Vehicle access should be provided from existing and future rear laneways.

Car parking should be provided to the rear of properties away from the street frontage.

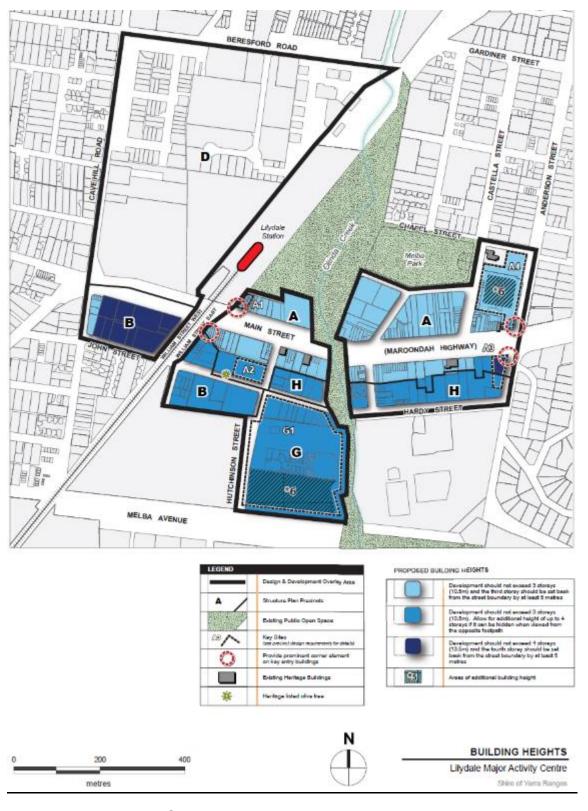
Underground or undercroft car parking should be provided where feasible to maximise useable floor space.

Where no side or rear vehicular access to properties along Hardy Street exists, the number of driveway crossovers should be limited so that interruption to the footpath is minimised.

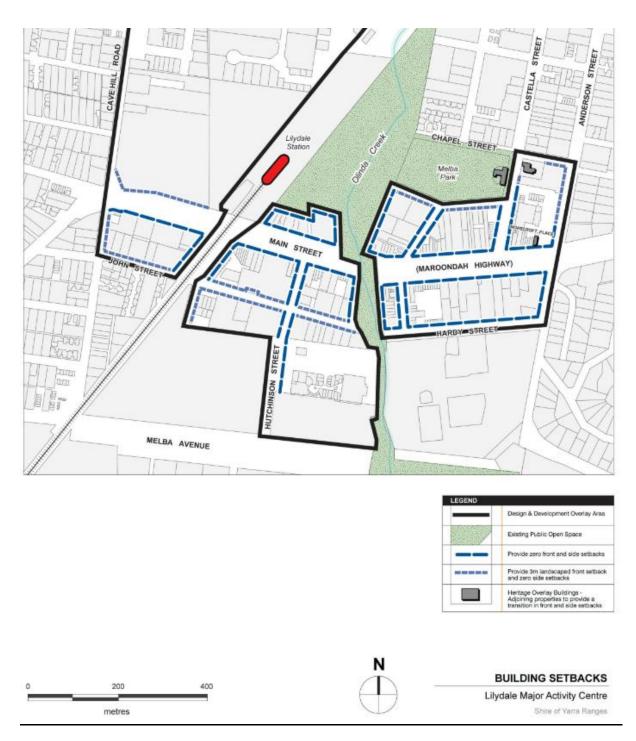
On sites with frontages to both Main Street and Hardy Street, the design of any new development should provide for pedestrian access linkages between those streets.



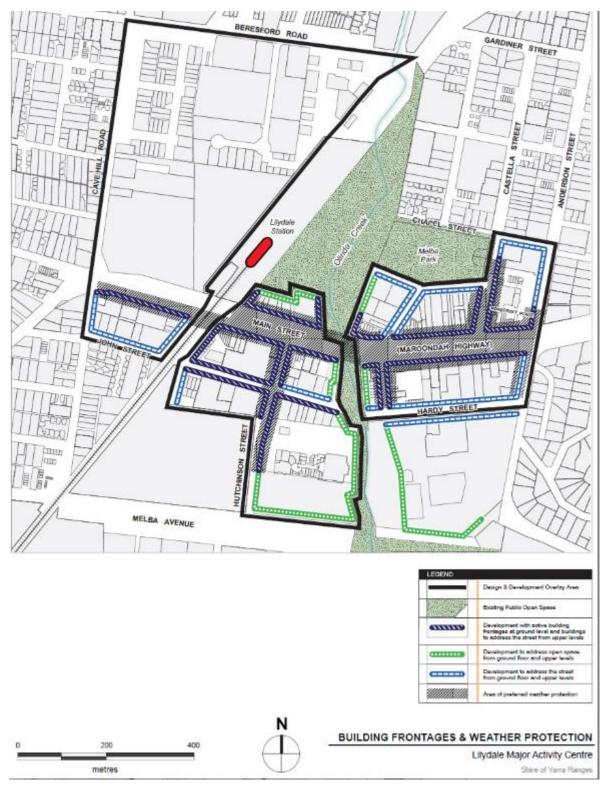
Lilydale Major Activity Centre



Lilydale Major Activity Centre – Building Heights



Lilydale Major Activity Centre – Building Setbacks



Lilydale Major Activity Centre – Building Frontages & Weather Protection

Decision Guidelines

- The Municipal Planning Strategy and the Planning Policy Framework.
- The design objectives of the relevant schedule to this overlay.

- The provisions of any relevant policies and urban design guidelines.
- Whether the bulk, location and appearance of any proposed buildings and works will be in keeping with the character and appearance of adjacent buildings, the streetscape or the area.
- Whether the design, form, layout, proportion and scale of any proposed buildings and works is compatible with the period, style, form, proportion, and scale of any identified heritage places surrounding the site.
- Whether any proposed landscaping or removal of vegetation will be in keeping with the character and appearance of adjacent buildings, the streetscape or the area.
- The layout and appearance of areas set aside for car parking, access and egress, loading and unloading and the location of any proposed off street car parking
- Whether subdivision will result in development which is not in keeping with the character and appearance of adjacent buildings, the streetscape or the area.
- Any other matters specified in a schedule to this overlay.
- Whether the proposal achieves the design requirements and the outcomes contained in the relevant tables of this Schedule.

Particular Provisions

Clause 52.02 Easement, Restrictions and Reserves

Purpose

To enable the removal and variation of an easement or restrictions to enable a use or development that complies with the planning scheme after the interests of affected people are considered.

Decision guidelines

Before deciding on an application, in addition to the decision guidelines in clause 65, the responsible authority must consider the interests of affected people.

Clause 52.06 Car Parking

Purpose

To ensure that car parking is provided in accordance with the Municipal Planning Strategy and the Planning Policy Framework.

To ensure the provision of an appropriate number of car parking spaces having regard to the demand likely to be generated, the activities on the land and the nature of the locality.

To support sustainable transport alternatives to the motor car.

To promote the efficient use of car parking spaces through the consolidation of car parking facilities.

To ensure that car parking does not adversely affect the amenity of the locality.

To ensure that the design and location of car parking is of a high standard, creates a safe environment for users and enables easy and efficient use.

Decision guidelines

Before deciding that a plan prepared under Clause 52.06-8 is satisfactory the responsible authority must consider, as appropriate:

- The role and function of nearby roads and the ease and safety with which vehicles gain access to the site.
- The ease and safety with which vehicles access and circulate within the parking area.
- The provision for pedestrian movement within and around the parking area.
- The provision of parking facilities for cyclists and disabled people.
- The protection and enhancement of the streetscape.
- The provisions of landscaping for screening and shade.
- The measures proposed to enhance the security of people using the parking area particularly at night.
- The amenity of the locality and any increased noise or disturbance to dwellings and the amenity of pedestrians.
- The workability and allocation of spaces of any mechanical parking arrangement.
- The design and construction standards proposed for paving, drainage, line marking, signage, lighting and other relevant matters.
- The type and size of vehicle likely to use the parking area.
- Whether the layout of car parking spaces and access lanes is consistent with the specific standards or an appropriate variation.

- The need for the required car parking spaces to adjoin the premises used by the occupier/s, if the land is used by more than one occupier.
- Whether the layout of car spaces and accessways are consistent with Australian Standards AS2890.1-2004 (off street) and AS2890.6-2009 (disabled).
- The relevant standards of Clauses 56.06-2, 56.06-4, 56.06-5, 56.06-7 and 56.06-8 for residential developments with accessways longer than 60 metres or serving 16 or more dwellings.
- Any other matter specified in a schedule to the Parking Overlay.

Clause 52.29 Land Adjacent To The Principal Road Network

Purpose

To ensure appropriate access to the Principal Road Network or land planned to form part of the Principal Road Network.

To ensure appropriate subdivision of land adjacent to Principal Road Network or land planned to form part of the Principal Road Network.

Decision guidelines

Before deciding on an application, in addition to the decision guidelines in clause 65, the responsible authority must consider:

- The Municipal Planning Strategy and the Planning Policy Framework.
- The views of the relevant road authority.
- The effect of the proposal on the operation of the road and on public safety.
- Any policy made by the relevant road authority pursuant to schedule 2, clause 3 of the Road Management Act 2004 regarding access between a controlled access road and adjacent land.

Clause 52.34 Bicycle Facilities

<u>Purpose</u>

To encourage cycling as a mode of transport.

To provide secure, accessible and convenient bicycle parking spaces and associated shower and change facilities.

Decision guidelines

Before deciding on an application, in addition to the decision guidelines in Clause 65, the responsible authority must consider, as appropriate:

- Whether the proposed number, location and design of bicycle facilities meets the purpose of this clause.
- The location of the proposed land use and the distance a cyclist would need to travel to reach the land.
- The users of the land and their opportunities for bicycle travel.
- Whether showers and change rooms provided on the land for users other than cyclists are available to cyclists.
- The opportunities for sharing of bicycle facilities by multiple uses, either because of variation of bicycle parking demand over time or because of efficiencies gained from the consolidation of shared bicycle facilities.
- Australian Standard AS2890.3:2015, Parking Facilities Part 3: Bicycle Parking (Standards Australia, 2015)
- Any relevant bicycle parking strategy or equivalent.

Clause 65 Decision Guidelines

Before deciding on an application or approval of a plan, the responsible authority must consider, as appropriate:

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

- The extent and character of native vegetation and the likelihood of its destruction.
- Whether native vegetation is to be or can be protected, planted or allowed to regenerate.
- The degree of flood, erosion or fire hazard associated with the location of the land and the use, development or management of the land so as to minimise any such hazard.
- The adequacy of loading and unloading facilities and any associated amenity, traffic flow and road safety impacts.
- The impact the use or development will have on the current and future development and operation of the transport system.

Precinct A Main Street - Design Requirements

Building appearance	The development incorporates high level of pedestrian activity in providing five commercial tenancies at ground level. Further an internal pedestrian footpath will provide connectivity between Main and Hardy Street in addition to the onsite car park and upper storey tenancies.
Setbacks	Not applicable. The site is not affected by any specific design requirements for setbacks.
Public private interface	The proposal provides active frontages to Main Street in accordance with the building frontage and weather protection map.
Access and parking	The proposal provides pedestrian linkages between Main and Hardy Street in line with the design requirements. The site avoids vehicle access off Main Street by rear loading access arrangements and car parking to be provided off Hardy Street.

Precinct H John and Hardy Street - Design Requirements

Building appearance	The development is orientated to Main Street with no shop fronts to Hardy Street. Despite this, such design provisions are required under Precinct A requirements as abovementioned. It is recognised that the objectives and outcomes are still achieved as the development reinforces and strengthens the Main Street retail area with four (4) individual shop fronts the street.
Building height	The development complies with this providing a height of three (3) storeys and maximum building height of 6.5 metres which is also consistent with the building heights map under DDO4.
Setbacks	The proposal provides a zero metre front setback on Hardy Street consistent with the design requirements.
Public/ private interface	Pedestrian entry points are provided from both street frontages and to the rear basement car park.
Access and parking	There are no existing laneways the site can connect to. As required under Precinct A design requirements, the proposal provides a single vehicle accessway via Hardy Street. Underground car parking is provided for the site to maximise usable commercial floor space.

Document Set ID: 8899767 Version: 1, Version Date: 12/02/2025

Pitch

Pitch Architecture + Design 47 Coppin St Richmond VIC 3121 pitchAD.com.au 03 9046 2811 info@pitchAD.com.au

PROJECT

304-322 MAIN STREET LILYDALE VIC 3140

STAGE

TOWN PLANNING RFI SUBMISSION

KEV

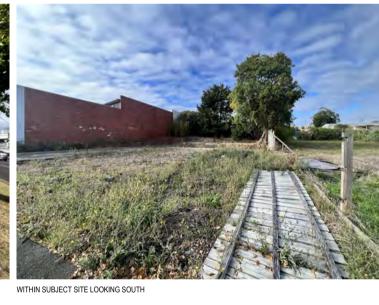
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11/02/25



















































TOWN PLANNING

Pitch Architecture + Design 47 Coppin St Richmond VIC 3121 pitchAD.com.au 03 9046 2811 info@pitchAD.com.au

NORTH POINT

REV DATE ISSUE
A 11.06.24 TRAFFIC FEEDBACK

B 25.06.24 TRAFFIC SWEPT-PATH ADJUSTMENTS
C 12.12.24 ISSUED FOR PLANNING APPROVAL
D 11.02.25 ISSUED FOR PLANNING APPROVAL

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304-322 MAIN STREET

JOB NO. P21042

1:250 @ A1 11/02/25 1:500 @ A3

DRAWING NO.

TP1-101

DRAWING NAME

LOCATION PLAN & SITE PHOTOGRAPHY



NORTH POINT

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CIID	VEY LEGEND		REV	DATE 11.06.24	ISSUE TRAFFIC FEEDBACK
SUR	VET LEGEND		A B	25.06.24	TRAFFIC FEEDBACK TRAFFIC SWEPT-PATH ADJUSTMENTS
\wedge			С	12.12.24	ISSUED FOR PLANNING APPROVAL
	TEMPORARY BENCH MARK	TRAFFICE SIGNAL PIT	D	11.02.25	ISSUED FOR PLANNING APPROVAL
11383	EX. SURFACE LEVEL	ELECTRICTY POLE			
<i></i>	EX. SURFACE CONTOUR	ELECTRICITY PIT			
	TREE	TELECOMMUNICATION PIT			
	SIDE ENTRY PIT	SV. STOP VALVE			
	GRATED PIT	FH. FIRE HYDRANT			
	JUNCTION PIT	EASEMENT			
SIGN	SIGNS				
	TRAFFIC SIGNAL POLE				

TOWN PLANNING RFI

304-322 MAIN STREET LILYDALE VIC 3140

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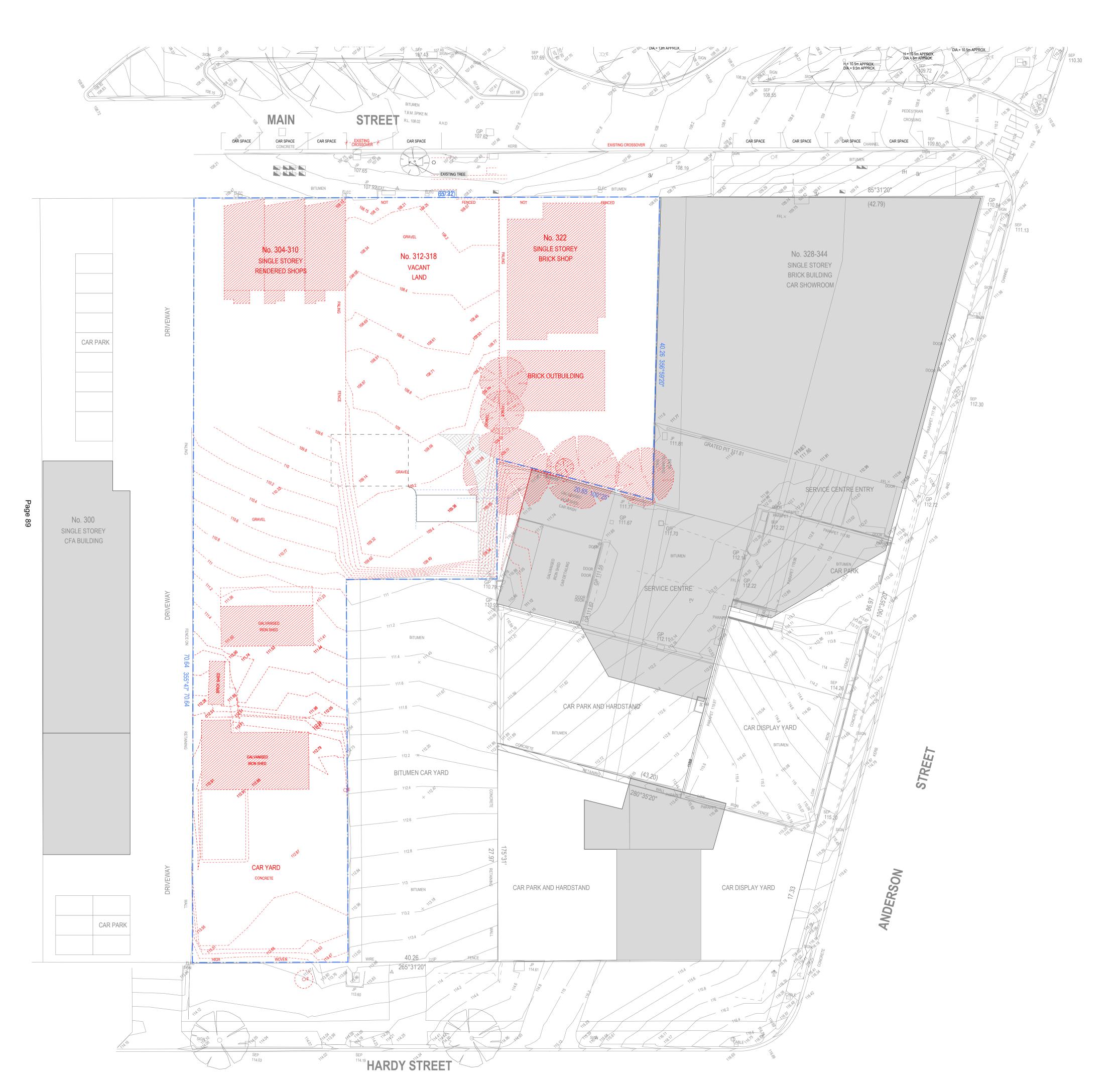
DRAWING NO.

TP1-102

DRAWING NAME

EXISTING SITE & SURVEY PLAN

D



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NORTH POINT

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			B	25.06.24	TRAFFIC SWEPT-PATH ADJUSTMENTS
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11383	EX. SURFACE LEVEL	ELECTRICTY POLE			
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	GRATED PIT	FH。 FIRE HYDRANT			
	JUNCTION PIT	EASEMENT			
SIGN	SIGNS				
	TRAFFIC SIGNAL POLE				

LEGEND

DEMOLITION

TOWN PLANNING RFI

PROJECT

304-322 MAIN STREET LILYDALE VIC 3140

JOB NO.	
P21042	
SCALE	DATE
1:250 @ A1	11/02/25
1:500 @ A3	

TP2-101

DRAWING NAME

DEMOLITION PLAN

P REVISION



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NORT	H POINT	
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A&D.
- ESD REPORT, PREPARED BY LID CONSULTING.
- WASTE MANAGEMENT PLAN, PREPARED BY MOVENDO.
- TRAFFIC IMPACT ASSESSMENT REPORT, PREPARED BY MOVENDO.
2. ALL INTERNAL LAYOUTS ARE SHOWN IN PRINCIPLE AND MAY SUBJECT TO ALTERATION(S) IN ACCORDANCE TO THE OPERATIONAL AND/OR FUNCTIONAL REQUIREMENTS OF THE APPOINTED TENANCY/OPERATOR. 3. DRAWINGS ARE SUBJECT TO COORDINATION WITH THE RELEVANT CONSULTANTS (STRUCTURAL, SERVICES, DDA etc.) PRIOR TO COMMENCEMENT OF DEVELOPMENT. STRUCTURAL COLUMNS SHOWN IN CARPARK AREA ARE INDICATIVE ONLY. DETAILS AND SPECIFICATIONS TO BE PROVIDED BY APPOINTED STRUCTURAL ENGINEER. ESD INITIATIVES:
- 35,000 LITRE RAINWATER TANK TO BE PROVIDED. REFER **TOWN** TO GROUND FLOOR PLAN FOR LOCATION OF TANKS (ABOVE GROUND). TANKS TO BE CONNECTED TO LANDSCAPE IRRIGATION AND TOILET FLUSHING SYSTEMS. - MINIMUM 19m² RAINGARDEN IS PROVIDED WITHIN THE DEVELOPMENT. REFER TO LANDSCAPE DESIGN DRAWINGS PREPARED BY PITCH A&D FOR FURTHER DETAILS. **PLANNING** - OPERABLE PIVOTING SUN SHADE DEVICES ARE PROVIDED TO PORTION OF THE NORTH AND INTERNAL WEST FACING ELEVATION. REFER TO FLOOR PLANS FOR LOCATIONS. - WHERE POSSIBLE AND OPTIMAL, WINDOWS ARE TO BE OPENABLE TO ENCOURAGE CROSS VENTILATION. REFER TO ELEVATIONS AND SECTION DRAWINGS FOR FURTHER RFI INFO ON OPERABLE PORTIONS.
- HEATING/COOLING TO BE DELIVERED VIA EFFICIENT ELECTRIC INVERTER A/C/HEAT PUMP UNITS IN

GENERAL NOTES

1. ARCHITECTURAL DRAWINGS TO BE READ IN CONJUNCTION WITH THE FOLLOWING CONSULTANT'S DOCUMENTATION AND REPORTS:
- LANDSCAPE DESIGN DRAWINGS, PREPARED BY PITCH

ACCORDANCE WITH THE ESD REPORT. CHILDCARE
TENANCY SHOWN WITH ELECTRIC INVERTER SPLIT SYSTEM

- BICYCLE STORAGE RACKS TO BE PROVIDED.

DEVELOPMENT SCHEDULE

TOTAL GFA GROUND FLOOR FIRST FLOOR (COLD SHELL)

CHILDCARE EXTERIOR SECOND FLOOR PLAYGROUND 01

COMMERCIAL 06
SECOND FLOOR

FIRST FLOOR

CAR PARK GROUND FLOOR FIRST FLOOR

CAR PARK ANALYSIS - TBC TOTAL CARS PROVIDED

BICYCLES PROVIDED

PLAYGROUND 02 PLAYGROUND 03 PLAYGROUND 04

COMMERCIAL 01 COMMERCIAL 02 COMMERCIAL 03

COMMERCIAL 04

COMMERCIAL 05

SITE AREA

SECOND FLOOR

CHILDCARE INTERIOR GROUND FLOOR SECOND FLOOR

- EV CHARGING POINTS TO BE PROVIDED. REFER TO FLOOR PLANS FOR LOCATIONS.

8,057.48m² 3,345.33m² 2,823.78m² 1,888,37m²

1,313.98m² 39.25m² 1,274.73m²

917.29m²

227.71m² 224.00m² 296.59m² 168.99m²

3,270.56m² 1,414.78m² 238.61m² 282.76m² 296.85m² 404.01m² 192.55m² 1,285.68m² 1,285.68m² 570.10m²

3,077.39m² 1,528.29m² 1,549.10m²

41+46 = 87 BAYS

20 BAYS

UNITS INDICATIVELY.

- IT IS ASSUMED COMMERCIAL TENANCIES WITH THE POTENTIAL OF COLD-SHELL DELIVERY AND COMMON AREAS (ie. FOYERS, LOBBIES, CORRIDORS etc.) WILL BE PROVIDED WITH THE FLEXIBILITY OF CONNECTION TO A CENTRAL HEATING/COOLING SYSTEM OR SPLIT SYSTEM LINITS WHICHEVER IS DEEMED SUITABLE 304-322 MAIN STREET LILYDALE VIC 3140 UNITS WHICHEVER IS DEEMED SUITABLE.

- BESS ENERGY EFFICIENCY COMMITMENTS REQUIRE
HEATING AND COOLING SYSTEM EFFICIENCY TO BE OF THE
BEST 15% OF AVAILABLE PRODUCTS WITHIN A CERTAIN
SIZE RANGE, OR WITHIN 1 STAR OF THE BEST AVAILABLE
RELEVANT SYSTEM.

- CONDENSER UNITS ARE SHOWN ON PLAN(S) INDICATIVE
ONLY. DETAILED SPECIFICATION TO BE PROVIDED BY
MECHANICAL SERVICES CONSULTANT FOR THE
DEVELOPMENT.

- HOT WATER SYSTEMS TO BE PROVIDED IN ACCORDANCE
TO RECOMMENDATIONS OF THE ESD REPORT.
- BICYCLE STORAGE RACKS TO BE PROVIDED. UNITS WHICHEVER IS DEEMED SUITABLE

JOB NO. P21042

DATE 1:250 @ A1 11/02/25 1:500 @ A3

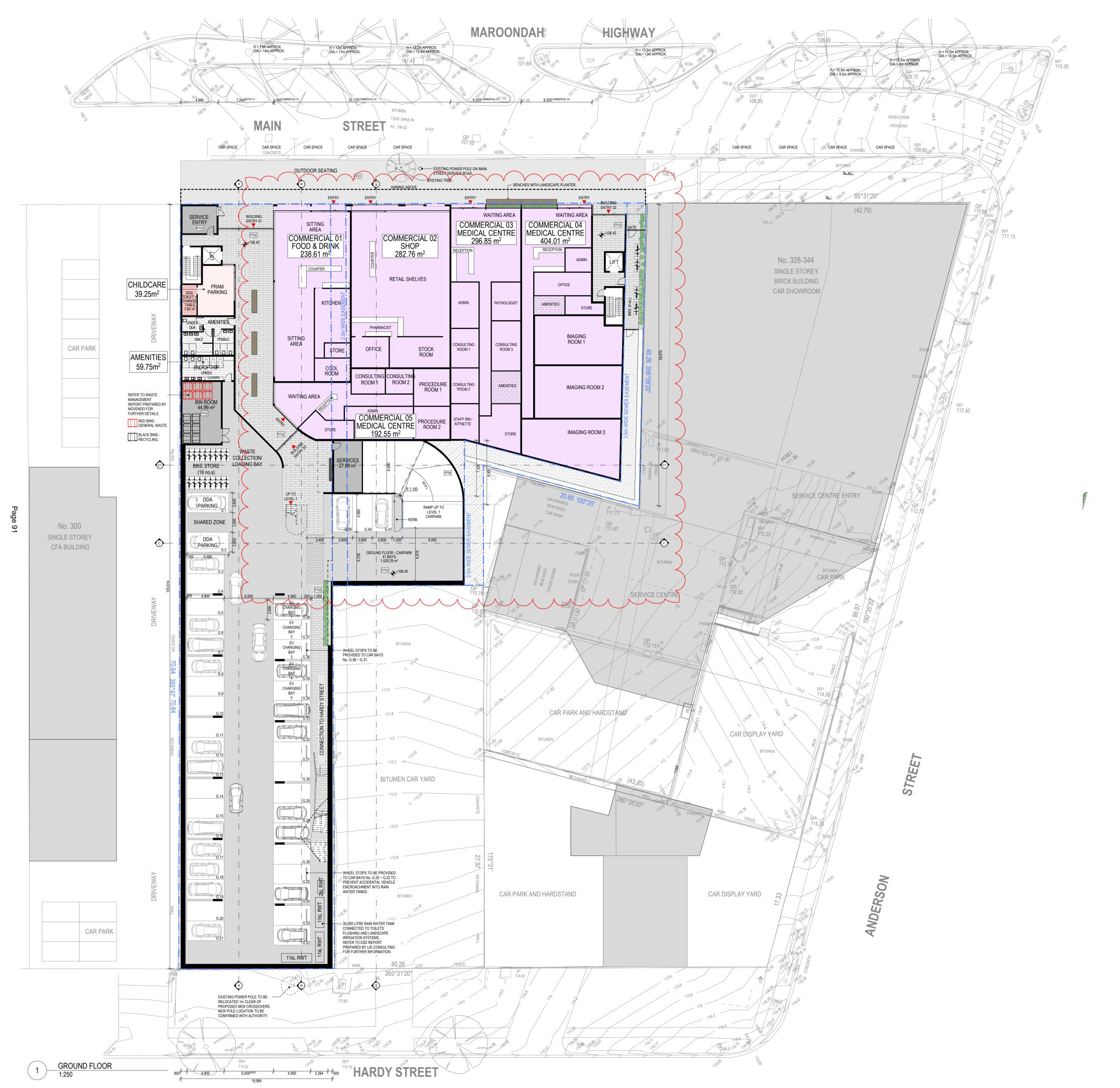
DRAWING NO.

TP3-101

DRAWING NAME PROPOSED SITE & ROOF

REVISION

Document Set ID: 8899767 Version: 1, Version Date: 12/02/2025



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NORTH POINT REV DATE ISSUE A 11.06.24 TRAFFIC FEEDBACK B 25.06.24 TRAFFIC SWEPT-PATH ADJUSTMENTS C 12.12.24 ISSUED FOR PLANNING APPROVAL D 11.02.25 ISSUED FOR PLANNING APPROVAL

A&D. - ESD REPORT, PREPARED BY LID CONSULTING. - WASTE MANAGEMENT PLAN, PREPARED BY MOVENDO. - TRAFFIC IMPACT ASSESSMENT REPORT, PREPARED BY MOVENDO. 2. ALL INTERNAL LAYOUTS ARE SHOWN IN PRINCIPLE AND MAY SUBJECT TO ALTERATION(S) IN ACCORDANCE TO THE OPERATIONAL AND/OR FUNCTIONAL REQUIREMENTS OF THE APPOINTED TENANCY/OPERATOR. 3. DRAWINGS ARE SUBJECT TO COORDINATION WITH THE RELEVANT CONSULTANTS (STRUCTURAL, SERVICES, DDA etc.) PRIOR TO COMMENCEMENT OF DEVELOPMENT. STRUCTURAL COLUMNS SHOWN IN CARPARK AREA ARE INDICATIVE ONLY. DETAILS AND SPECIFICATIONS TO BE PROVIDED BY APPOINTED STRUCTURAL ENGINEER. ESD INITIATIVES: - 35,000 LITRE RAINWATER TANK TO BE PROVIDED. REFER **TOWN** TO GROUND FLOOR PLAN FOR LOCATION OF TANKS (ABOVE GROUND). TANKS TO BE CONNECTED TO LANDSCAPE IRRIGATION AND TOILET FLUSHING SYSTEMS. - MINIMUM 19m² RAINGARDEN IS PROVIDED WITHIN THE DEVELOPMENT. REFER TO LANDSCAPE DESIGN DRAWINGS PREPARED BY PITCH A&D FOR FURTHER DETAILS. **PLANNING** - OPERABLE PIVOTING SUN SHADE DEVICES ARE PROVIDED TO PORTION OF THE NORTH AND INTERNAL WEST FACING ELEVATION. REFER TO FLOOR PLANS FOR LOCATIONS. - WHERE POSSIBLE AND OPTIMAL, WINDOWS ARE TO BE OPENABLE TO ENCOURAGE CROSS VENTILATION. REFER TO ELEVATIONS AND SECTION DRAWINGS FOR FURTHER

GENERAL NOTES

1. ARCHITECTURAL DRAWINGS TO BE READ IN CONJUNCTION WITH THE FOLLOWING CONSULTANT'S - LANDSCAPE DESIGN DRAWINGS, PREPARED BY PITCH

INFO ON OPERABLE PORTIONS

- HEATING/COOLING TO BE DELIVERED VIA EFFICIENT
ELECTRIC INVERTER A/C/HEAT PUMP UNITS IN ACCORDANCE WITH THE ESD REPORT. CHILDCARE
TENANCY SHOWN WITH ELECTRIC INVERTER SPLIT SYSTEM

UNITS INDICATIVELY.
- IT IS ASSUMED COMMERCIAL TENANCIES WITH THE POTENTIAL OF COLD-SHELL DELIVERY AND COMMON AREAS (ie. FOYERS, LOBBIES, CORRIDORS etc.) WILL BE PROVIDED WITH THE FLEXIBILITY OF CONNECTION TO A CENTRAL HEATING/COOLING SYSTEM OR SPLIT SYSTEM UNITS WHICHEVER IS DEFEMED SUITABLE

UNITS WHICHEVER IS DEEMED SUITABLE.

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- CONDENSER UNITS ARE SHOWN ON PLAN(S) INDICATIVE
ONLY DETAIL EN SPECIFICATION TO BE PROVIDED BY

- CONDENSE UNITS ARE SHOWN ON PLANS, INDICATIVE ONLY. DETAILED SPECIFICATION TO BE PROVIDED BY MECHANICAL SERVICES CONSULTANT FOR THE DEVELOPMENT.
- HOT WATER SYSTEMS TO BE PROVIDED IN ACCORDANCE TO RECOMMENDATIONS OF THE ESD REPORT.

- EV CHARGING POINTS TO BE PROVIDED. REFER TO FLOOR PLANS FOR LOCATIONS.

8,057.48m² 3,345.33m² 2,823.78m² 1,888,37m²

1,313.98m² 39.25m² 1,274.73m²

917.29m²

227.71m² 224.00m² 296.59m² 168.99m²

3,270.56m² 1,414.78m² 238.61m² 282.76m² 296.85m² 404.01m² 192.55m² 1,285.68m² 1,285.68m² 570.10m²

3,077.39m² 1,528.29m² 1,549.10m²

41+46 = 87 BAYS

20 BAYS

- BICYCLE STORAGE RACKS TO BE PROVIDED.

PLAYGROUND 02 PLAYGROUND 03 PLAYGROUND 04

COMMERCIAL 01 COMMERCIAL 02 COMMERCIAL 03

COMMERCIAL 04 COMMERCIAL 05

COMMERCIAL 06

COMMERCIAL 07

DEVELOPMENT SCHEDULE

TOTAL GFA GROUND FLOOR FIRST FLOOR (COLD SHELL)

SECOND FLOOR

GROUND FLOOR SECOND FLOOR

FIRST FLOOR

SECOND FLOOR

CAR PARK GROUND FLOOR FIRST FLOOR

CAR PARK ANALYSIS - TBC TOTAL CARS PROVIDED

BICYCLES PROVIDED

CHILDCARE INTERIOR

CHILDCARE EXTERIOR SECOND FLOOR
PLAYGROUND 01

SITE AREA

UNITS WHICHEVER IS DEEMED SUITABLE.

RFI

304-322 MAIN STREET LILYDALE VIC 3140

JOB NO.

P21042

DATE 1:250 @ A1 11/02/25 1:500 @ A3

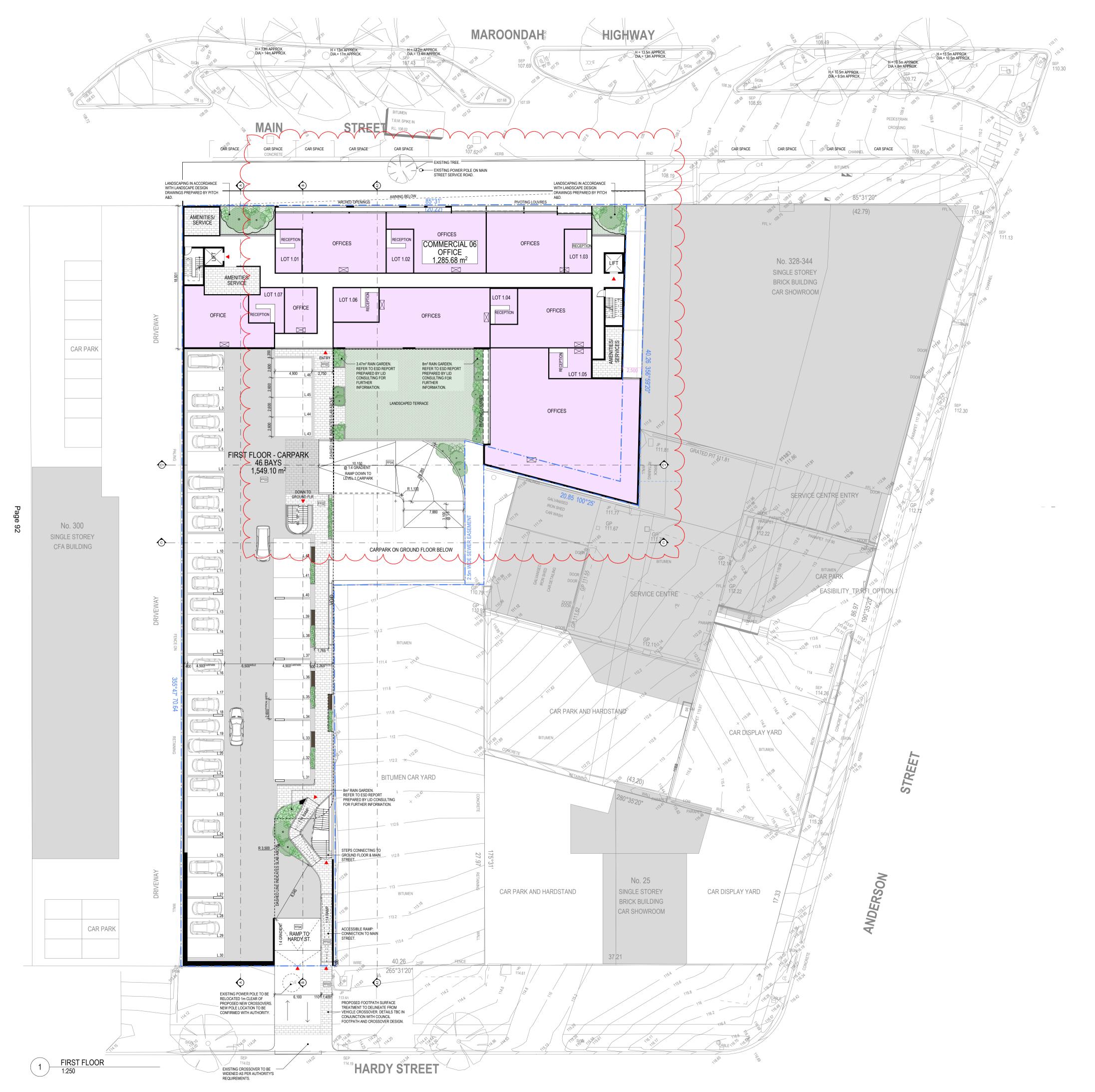
DRAWING NO.

TP3-102

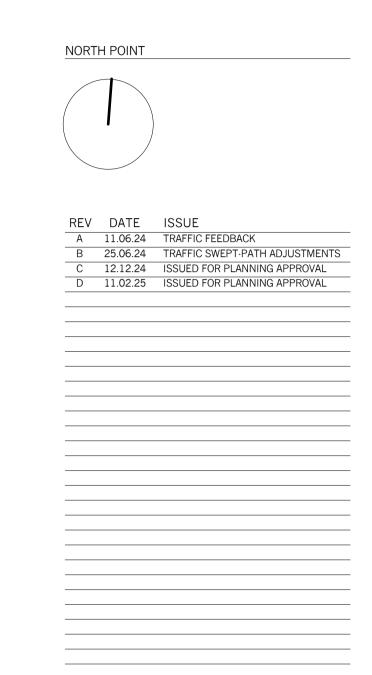
DRAWING NAME PROPOSED GROUND

FLOOR PLAN

REVISION



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1. ARCHITECTURAL DRAWINGS TO BE READ IN CONJUNCTION WITH THE FOLLOWING CONSULTANT'S DOCUMENTATION AND REPORTS:
- LANDSCAPE DESIGN DRAWINGS, PREPARED BY PITCH A&D.
- ESD REPORT, PREPARED BY LID CONSULTING.
- WASTE MANAGEMENT PLAN, PREPARED BY MOVENDO. - TRAFFIC IMPACT ASSESSMENT REPORT, PREPARED BY MOVENDO.
2. ALL INTERNAL LAYOUTS ARE SHOWN IN PRINCIPLE AND MAY SUBJECT TO ALTERATION(S) IN ACCORDANCE TO THE OPERATIONAL AND/OR FUNCTIONAL REQUIREMENTS OF THE APPOINTED TENANCY/OPERATOR. 3. DRAWINGS ARE SUBJECT TO COORDINATION WITH THE RELEVANT CONSULTANTS (STRUCTURAL, SERVICES, DDA etc.) PRIOR TO COMMENCEMENT OF DEVELOPMENT. STRUCTURAL COLUMNS SHOWN IN CARPARK AREA ARE INDICATIVE ONLY. DETAILS AND SPECIFICATIONS TO BE PROVIDED BY APPOINTED STRUCTURAL ENGINEER. ESD INITIATIVES:
- 35,000 LITRE RAINWATER TANK TO BE PROVIDED. REFER TO GROUND FLOOR PLAN FOR LOCATION OF TANKS (ABOVE GROUND). TANKS TO BE CONNECTED TO LANDSCAPE IRRIGATION AND TOILET FLUSHING SYSTEMS. - MINIMUM 19m² RAINGARDEN IS PROVIDED WITHIN THE DEVELOPMENT. REFER TO LANDSCAPE DESIGN DRAWINGS PREPARED BY PITCH A&D FOR FURTHER DETAILS. - OPERABLE PIVOTING SUN SHADE DEVICES ARE PROVIDED TO PORTION OF THE NORTH AND INTERNAL WEST FACING ELEVATION. REFER TO FLOOR PLANS FOR LOCATIONS. - WHERE POSSIBLE AND OPTIMAL, WINDOWS ARE TO BE OPENABLE TO ENCOURAGE CROSS VENTILATION. REFER TO ELEVATIONS AND SECTION DRAWINGS FOR FURTHER INFO ON OPERABLE PORTIONS.

- HEATING/COOLING TO BE DELIVERED VIA EFFICIENT ELECTRIC INVERTER A/C/HEAT PUMP UNITS IN ACCORDANCE WITH THE ESD REPORT. CHILDCARE
TENANCY SHOWN WITH ELECTRIC INVERTER SPLIT SYSTEM UNITS INDICATIVELY.
- IT IS ASSUMED COMMERCIAL TENANCIES WITH THE POTENTIAL OF COLD-SHELL DELIVERY AND COMMON AREAS (ie. FOYERS, LOBBIES, CORRIDORS etc.) WILL BE PROVIDED WITH THE FLEXIBILITY OF CONNECTION TO A CENTRAL HEATING/COOLING SYSTEM OR SPLIT SYSTEM UNITS WHICHEVER IS DEFEMED SUITABLE UNITS WHICHEVER IS DEEMED SUITABLE.

GENERAL NOTES

UNITS WHICHEVER IS DEEMED SUITABLE.

- BESS ENERGY EFFICIENCY COMMITMETS REQUIRE
HEATING AND COOLING SYSTEM EFFICIENCY TO BE OF THE
BEST 15% OF AVAILABLE PRODUCTS WITHIN A CERTAIN
SIZE RANGE, OR WITHIN 1 STAR OF THE BEST AVAILABLE
RELEVANT SYSTEM.

- CONDENSER UNITS ARE SHOWN ON PLAN(S) INDICATIVE
ONLY. DETAILED SPECIFICATION TO BE PROVIDED BY
MECHANICAL SERVICES CONSULTANT FOR THE
DEVELOPMENT.

- HOT WATER SYSTEMS TO BE PROVIDED IN ACCORDANCE
TO RECOMMENDATIONS OF THE ESD REPORT.
- BICYCLE STORAGE RACKS TO BE PROVIDED. - BICYCLE STORAGE RACKS TO BE PROVIDED. - EV CHARGING POINTS TO BE PROVIDED. REFER TO FLOOR PLANS FOR LOCATIONS.

DEVELOPMENT SCHEDULE SITE AREA 8,057.48m² 3,345.33m² 2,823.78m² 1,888,37m² TOTAL GFA GROUND FLOOR FIRST FLOOR (COLD SHELL) SECOND FLOOR **1,313.98m²** 39.25m² 1,274.73m² CHILDCARE INTERIOR GROUND FLOOR SECOND FLOOR CHILDCARE EXTERIOR SECOND FLOOR PLAYGROUND 01 917.29m² 227.71m² 224.00m² 296.59m² 168.99m² PLAYGROUND 02 PLAYGROUND 03 PLAYGROUND 04 3,270.56m² 1,414.78m² 238.61m² 282.76m² 296.85m² 404.01m² 192.55m² 1,285.68m² 1,285.68m² 570.10m² COMMERCIAL 01 COMMERCIAL 02 COMMERCIAL 03 COMMERCIAL 04 COMMERCIAL 05

CAR PARK GROUND FLOOR FIRST FLOOR

CAR PARK ANALYSIS - TBC TOTAL CARS PROVIDED

BICYCLES PROVIDED

COMMERCIAL 06
SECOND FLOOR FIRST FLOOR 3,077.39m² 1,528.29m² 1,549.10m²

20 BAYS

41+46 = 87 BAYS

TOWN PLANNING RFI

304-322 MAIN STREET LILYDALE VIC 3140

JOB NO. P21042

DATE 1:250 @ A1 11/02/25 1:500 @ A3

DRAWING NO. **TP3-103**

DRAWING NAME PROPOSED FIRST FLOOR

REVISION



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NORTH POINT REV DATE ISSUE A 11.06.24 TRAFFIC FEEDBACK B 25.06.24 TRAFFIC SWEPT-PATH ADJUSTMENTS C 12.12.24 ISSUED FOR PLANNING APPROVAL D 11.02.25 ISSUED FOR PLANNING APPROVAL

A&D.
- ESD REPORT, PREPARED BY LID CONSULTING.
- WASTE MANAGEMENT PLAN, PREPARED BY MOVENDO.
- TRAFFIC IMPACT ASSESSMENT REPORT, PREPARED BY MOVENDO.
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- EV CHARGING POINTS TO BE PROVIDED. REFER TO FLOOR UNITS WHICHEVER IS DEEMED SUITABLE

- EV CHARGING POINTS TO BE PROVIDED. REFER TO FLOOR PLANS FOR LOCATIONS.

	DEVELOPMENT SCHEDULE		
/	SITE AREA	3,828.0m ²	
	TOTAL GFA	8.057.48m ²	
	GROUND FLOOR	3,345,33m ²	
	FIRST FLOOR (COLD SHELL)	2.823.78m ²	
	SECOND FLOOR	1,888,37m ²	
(CHILDCARE INTERIOR	1,313.98m²	
	GROUND FLOOR	39.25m ²	
\rightarrow	SECOND FLOOR	1,274.73m ²	
(CHILDCARE EXTERIOR SECOND FLOOR	917.29m²	
>	PLAYGROUND 01	227.71m ²	
	PLAYGROUND 02	224.00m ²	
(PLAYGROUND 03	296.59m ²	
	PLAYGROUND 04	168.99m²	
	COMMERCIAL	3.270.56m ²	
	GROUND FLOOR	3,270.56m ²	
\	COMMERCIAL 01	238.61m ²	
>	COMMERCIAL 02	282.76m ²	
	COMMERCIAL 03	296.85m ²	
1	COMMERCIAL 04	404.01m ²	
\	COMMERCIAL 05	192.55m ²	
	FIRST FLOOR	1.285.68m ²	
	COMMERCIAL 06	1.285.68m ²	
(SECOND FLOOR	570.10m ²	
	COMMERCIAL 07	570.10m ²	
(CAR PARK	3.077.39m ²	
	GROUND FLOOR	1,528.29m ²	
>	FIRST FLOOR	1,549.10m ²	
(CAR PARK ANALYSIS - TBC		
	TOTAL CARS PROVIDED	41+46 = 87 BAYS	

BICYCLES PROVIDED

TOWN PLANNING RFI

304-322 MAIN STREET LILYDALE VIC 3140

JOB NO. P21042

DATE 11/02/25 1:250 @ A1 1:500 @ A3

DRAWING NO.

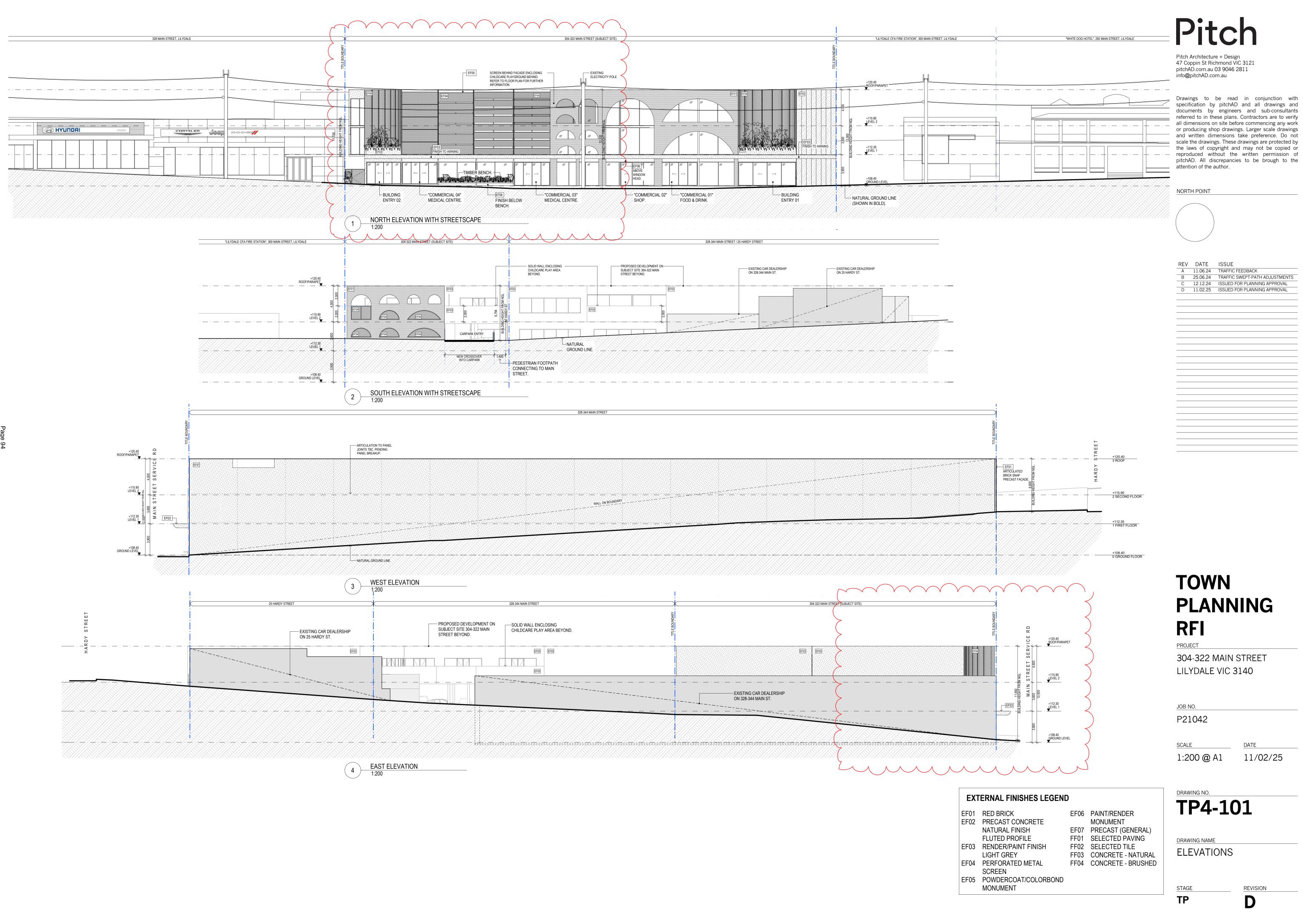
TP3-104

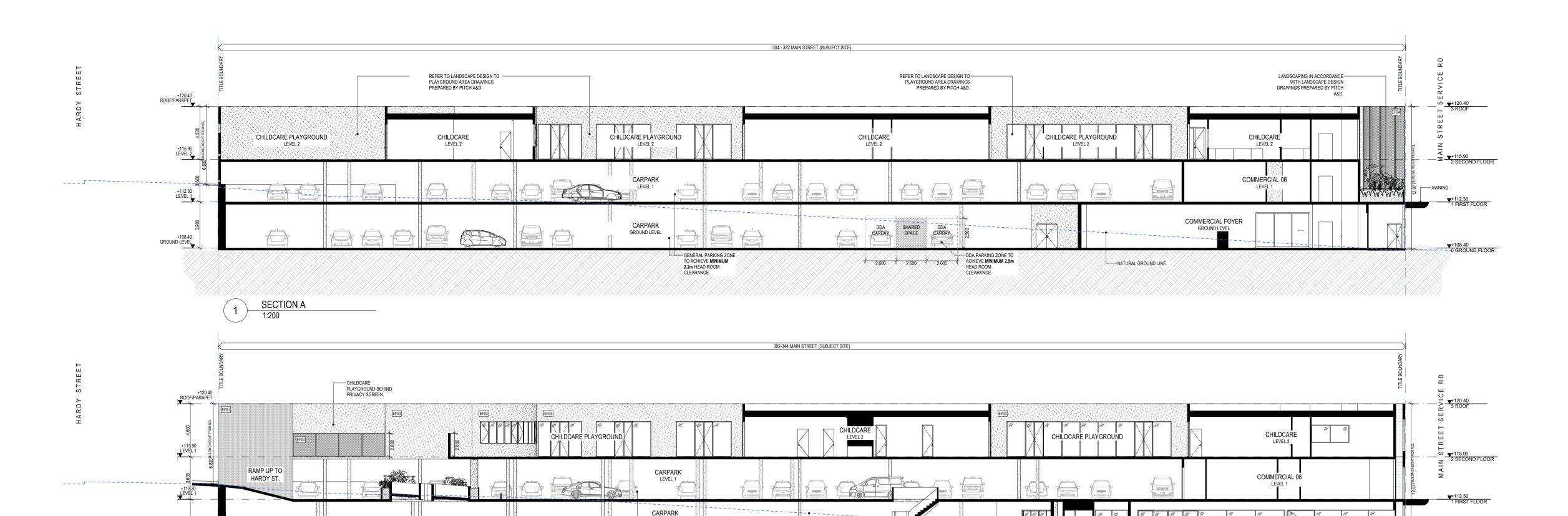
DRAWING NAME

PROPOSED SECOND FLOOR PLAN

20 BAYS

REVISION

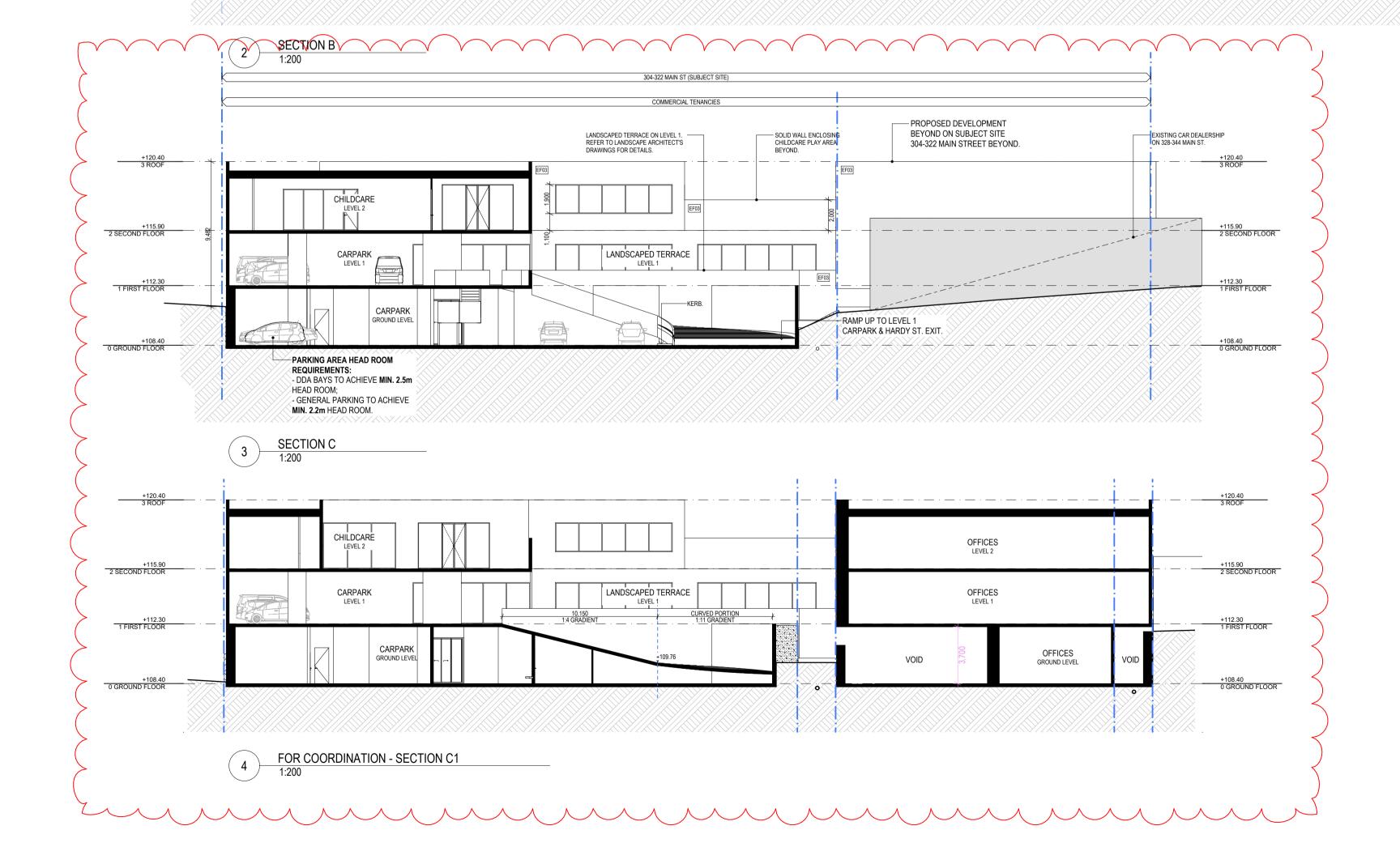




NATURAL GROUND LINE.

COMMERCIAL 05

COMMERCIAL 01



GENERAL PARKING ZONE
TO ACHIEVE MINIMUM
2.2m HEAD ROOM
CLEARANCE.

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NORT	H POINT	
REV		ISSUE
Α	11.06.24	TRAFFIC FEEDBACK
В	25.06.24	TRAFFIC SWEPT-PATH ADJUSTMENTS
С	12.12.24	ISSUED FOR PLANNING APPROVAL
D	11.02.25	ISSUED FOR PLANNING APPROVAL

TOWN PLANNING RFI

PROJECT

304-322 MAIN STREET LILYDALE VIC 3140

JOB NO. P21042

DRAWING NO.

DRAWING NAME

SECTIONS

DATE 1:200 @ A1 11/02/25

TP4-102

EXTERNAL FINISHES LEGEND

EF01 RED BRICK EF02 PRECAST CONCRETE NATURAL FINISH

▼+108.40 --- 0 GROUND FLOOR

FLUTED PROFILE EF03 RENDER/PAINT FINISH LIGHT GREY EF04 PERFORATED METAL

SCREEN EF05 POWDERCOAT/COLORBOND MONUMENT

MONUMENT EF07 PRECAST (GENERAL) FF01 SELECTED PAVING FF02 SELECTED TILE

EF06 PAINT/RENDER

FF03 CONCRETE - NATURAL FF04 CONCRETE - BRUSHED

STAGE



MAIN STREET PERSPECTIVE

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NORTH POINT

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D	11.02.25	ISSUED FOR PLANNING APPROVAL

TOWN PLANNING RFI

304-322 MAIN STREET LILYDALE VIC 3140

JOB NO.

P21042

1:250 @ A1 11/02/25

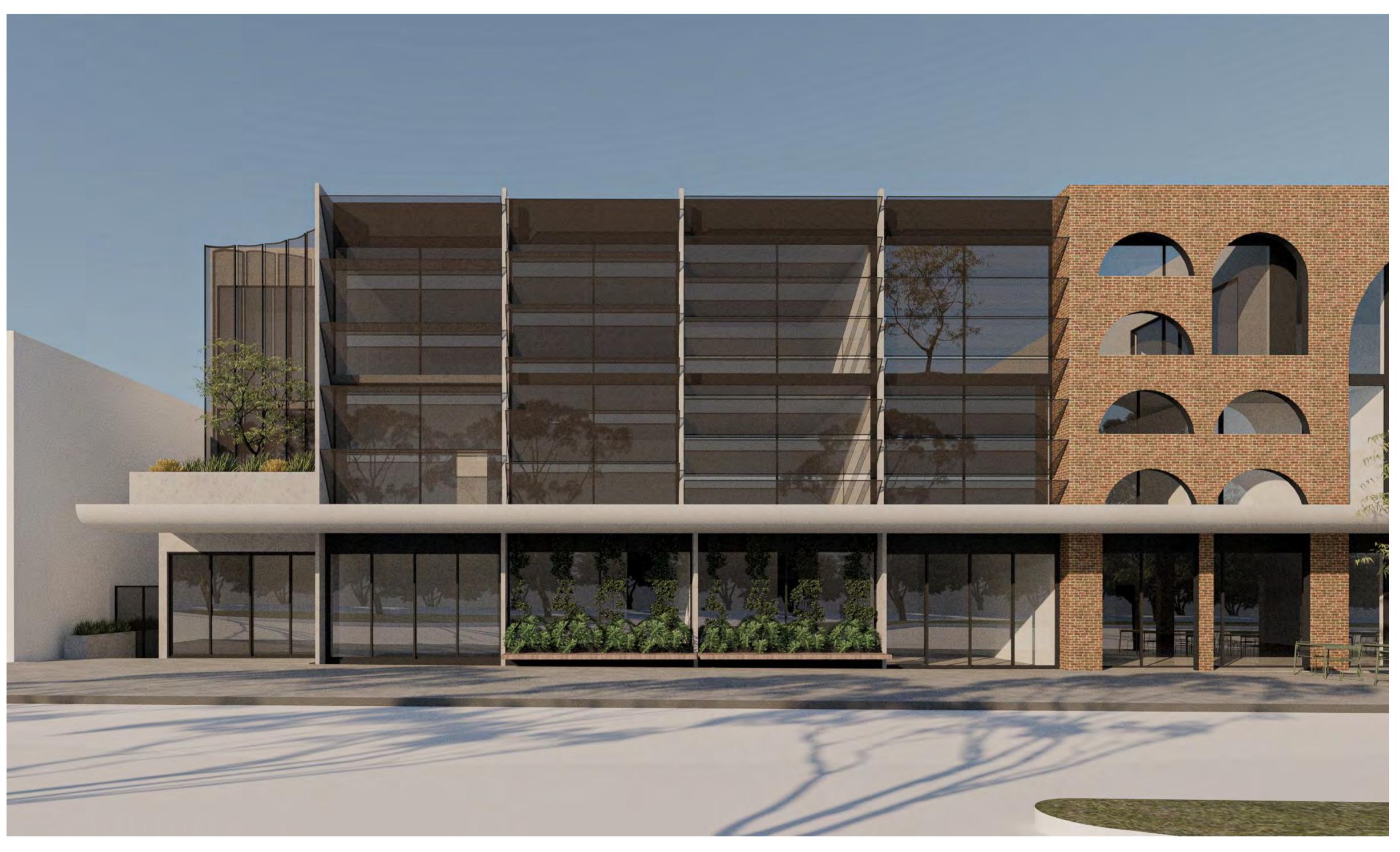
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DRAWING NO. **TP5-102**

DRAWING NAME

RENDERS

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		25.06.24	TRAFFIC SWEPT-PATH ADJUSTMENTS
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TOWN PLANNING RFI

304-322 MAIN STREET LILYDALE VIC 3140

JOB NO.

P21042

1:250 @ A1 11/02/25

1:500 @ A3

DRAWING NO.

TP5-103

DRAWING NAME

RENDERS

D



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TOWN PLANNING RFI

PROJECT

304-322 MAIN STREET LILYDALE VIC 3140

JOB NO.	
P21042	

SCALE

1:250 @ A1 11/02/25 1:500 @ A3

DRAWING NO.

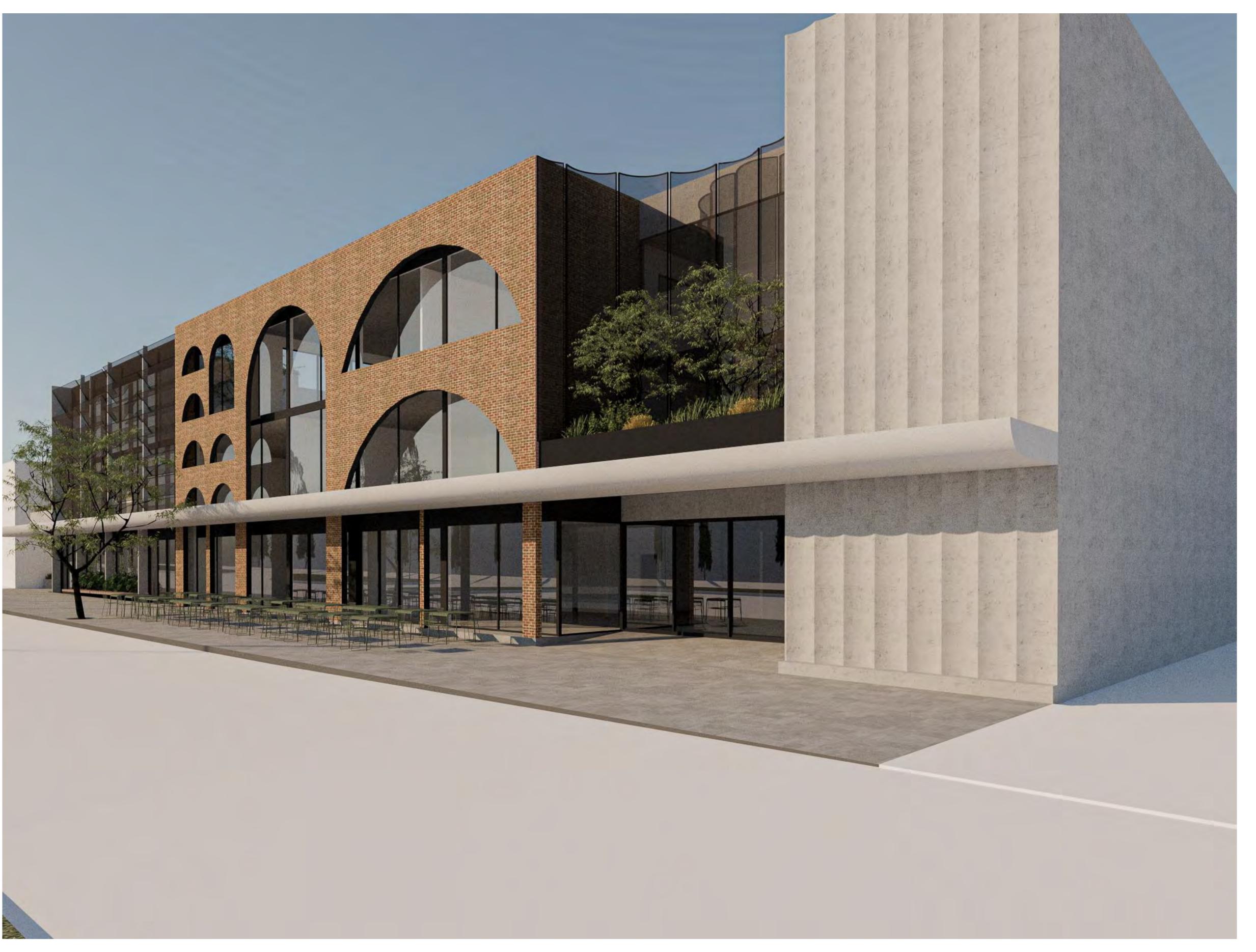
TP5-104

DRAWING NAME

RENDERS

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\overline{D}	11.02.25	ISSUED FOR PLANNING APPROVAL

TOWN PLANNING RFI

PROJE

304-322 MAIN STREET LILYDALE VIC 3140

JOB NO.

P21042

SCALE

1:250 @ A1 11/02/25

1:500 @ A3

TP5-105

DRAWING NAME

RENDERS

GE

REVISION D



HARDY STREET PERSPECTIVE

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A	11.06.24	TRAFFIC FEEDBACK
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D	11.02.25	ISSUED FOR PLANNING APPROVAL

TOWN PLANNING RFI

PROJECT

304-322 MAIN STREET LILYDALE VIC 3140

JOB NO.

P21042

SCALE

1:250 @ A1 11/02/25

1:500 @ A3

DRAWING NO.

TP5-106

DRAWING NAME

RENDERS

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HARDY STREET PERSPECTIVE

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TOWN PLANNING RFI

304-322 MAIN STREET LILYDALE VIC 3140

JOB NO.

P21042

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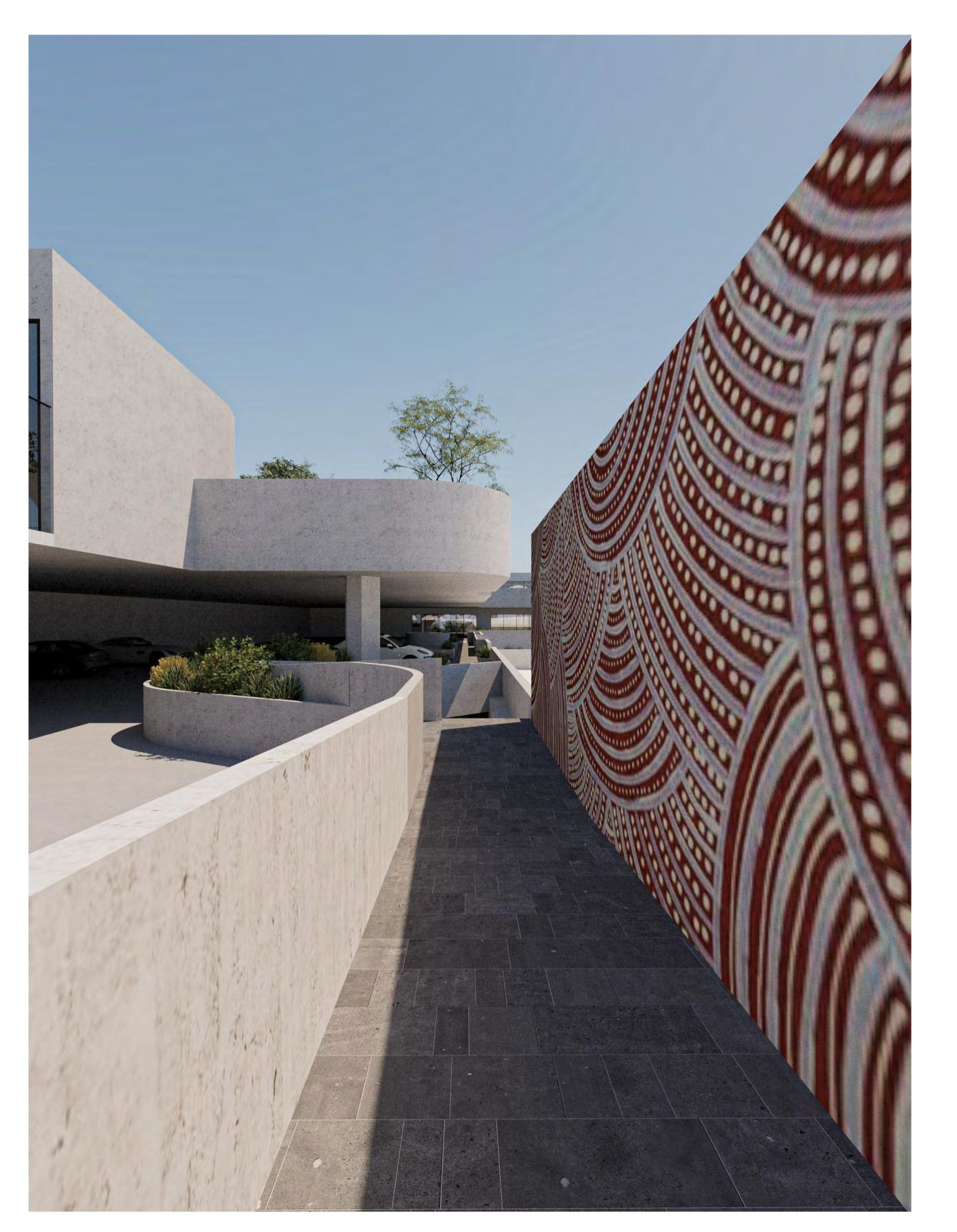
1:500 @ A3

DRAWING NO.

TP5-107

DRAWING NAME

RENDERS



HARDY STREET PEDESTRIAN PATH PERSPECTIVE

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NORTH POINT

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RF\/	DATE	ISSUE
A	11.06.24	TRAFFIC FEEDBACK
B	25.06.24	TRAFFIC SWEPT-PATH ADJUSTMENTS
	12.12.24	
	11.02.25	ISSUED FOR PLANNING APPROVAL

TOWN PLANNING RFI

PROJECT

304-322 MAIN STREET LILYDALE VIC 3140

JOB NO.

P21042

SCALE

@ A1 11/02/25

1:250 @ A1

1:500 @ A3

DRAWING NO.

TP5-108

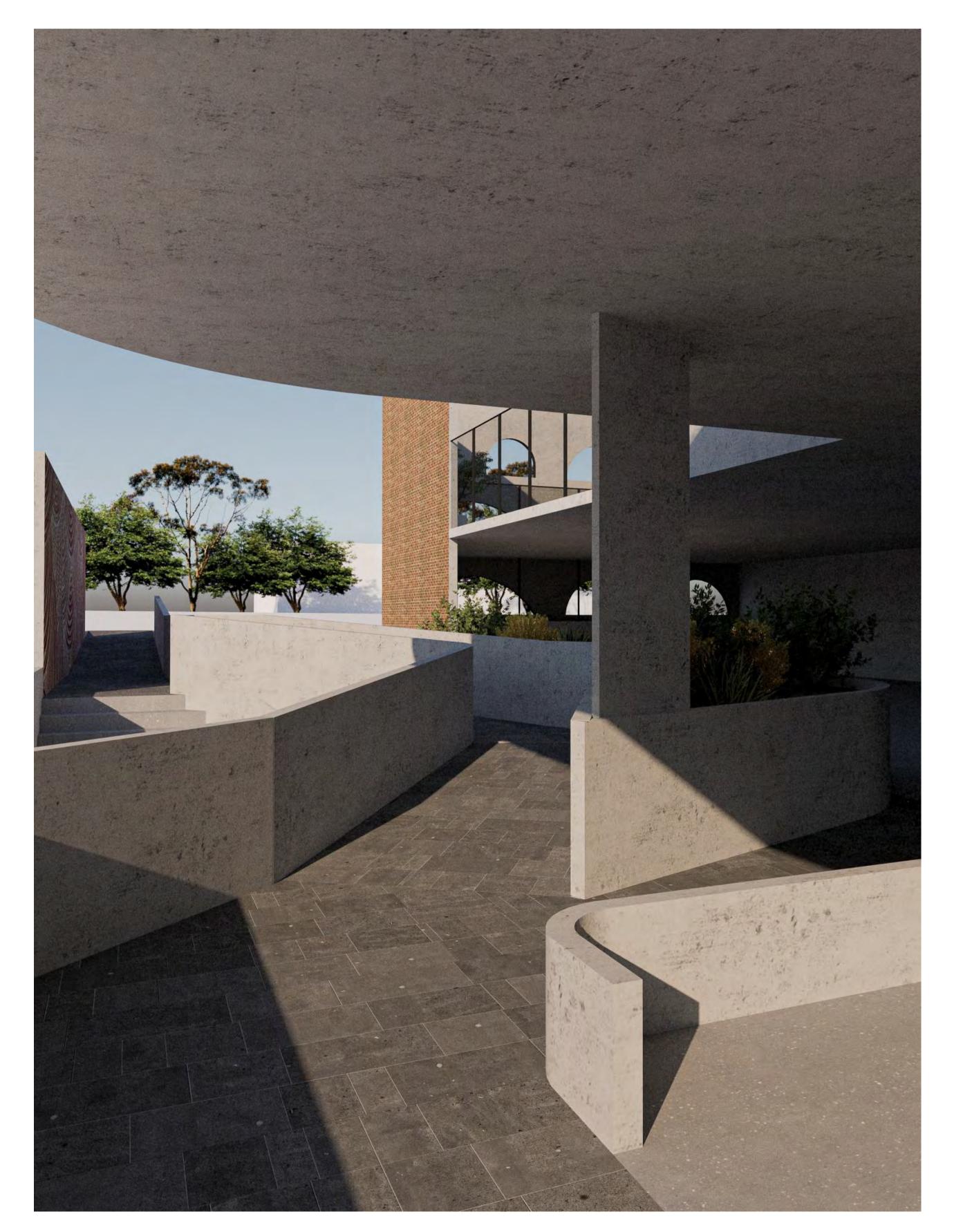
DRAWING NAME

RENDERS

GE_____

TD

D



PEDESTRIAN PATH PERSPECTIVE FROM FIRST FLOOR CARPARK

NORTH POINT

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304-322 MAIN STREET LILYDALE VIC 3140

P21042

11/02/25

D

1:250 @ A1

1:500 @ A3

DRAWING NO.

TP5-109

DRAWING NAME

RENDERS



MAIN STREET PHOTO MONTAGE

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PROJECT

304-322 MAIN STREET LILYDALE VIC 3140

JOB NO.

P21042

SCALE

1:250 @ A1 11/02/25

1:500 @ A3

TP5-110

DRAWING N

3D VISUALISATIONS

STAGE



HARDY STREET PHOTO MONTAGE

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A	11.06.24	TRAFFIC FEEDBACK
В	25.06.24	TRAFFIC SWEPT-PATH ADJUSTMENTS
С	12.12.24	ISSUED FOR PLANNING APPROVAL
D	11.02.25	ISSUED FOR PLANNING APPROVAL

TOWN PLANNING RFI

PROJECT

304-322 MAIN STREET LILYDALE VIC 3140

JOB NO.

P21042

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304-322 MAIN STREET LILYDALE VIC 3140

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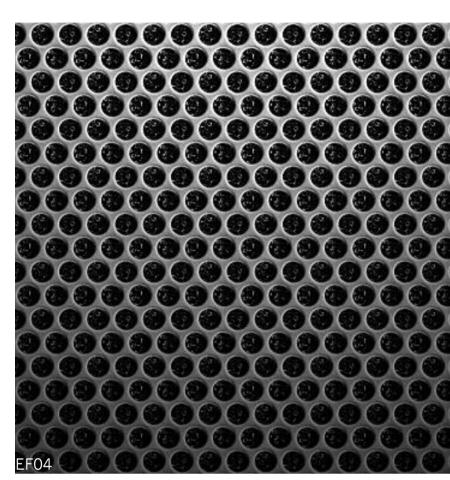
FACE BRICK COLOUR: REDDISH



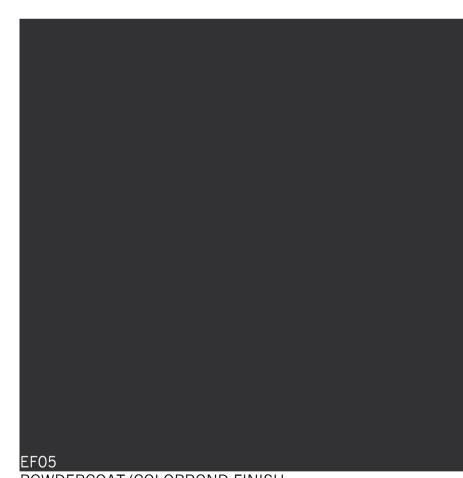
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LIGHT GREY



PERFORATED METAL SCREEN



POWDERCOAT/COLORBOND FINISH MONUMENT





PRECAST CONCRETE FINISH RAW/GENERAL



STREET ART WALL - EXAMPLE ONLY.
COMMUNITY/LOCAL ARTIST PARTICIPATION FOR CONSIDERATION.

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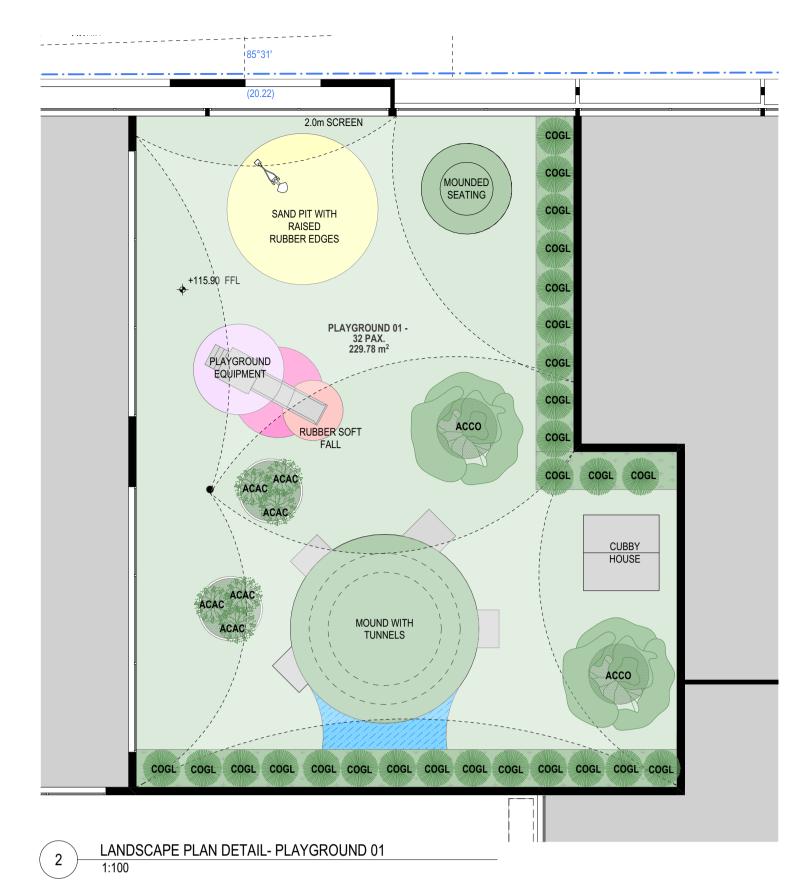
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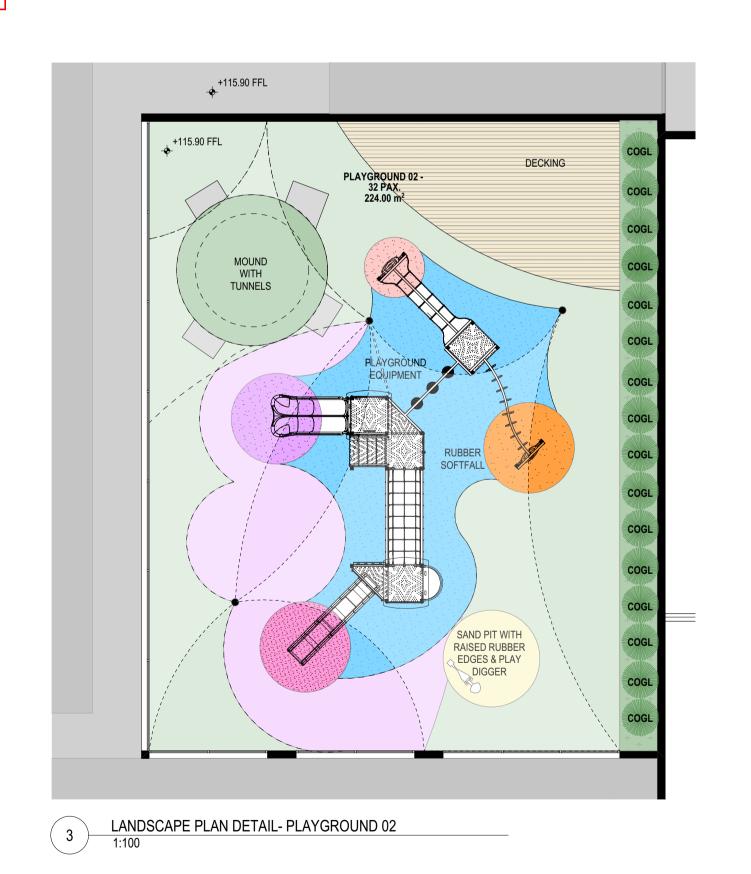
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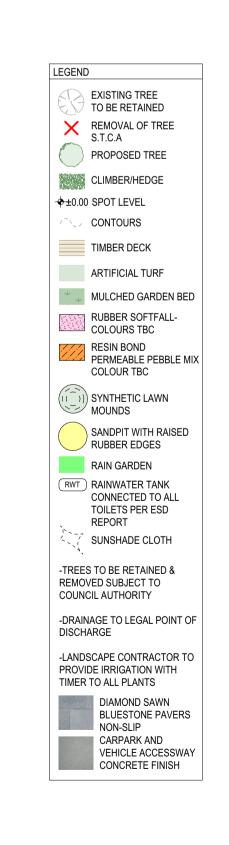
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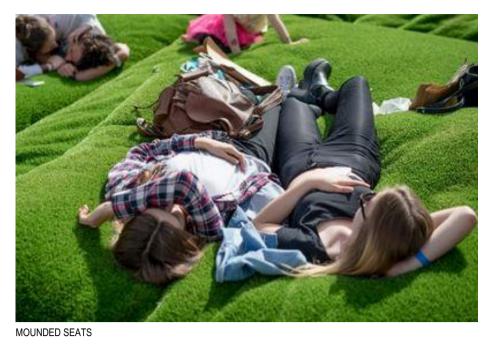
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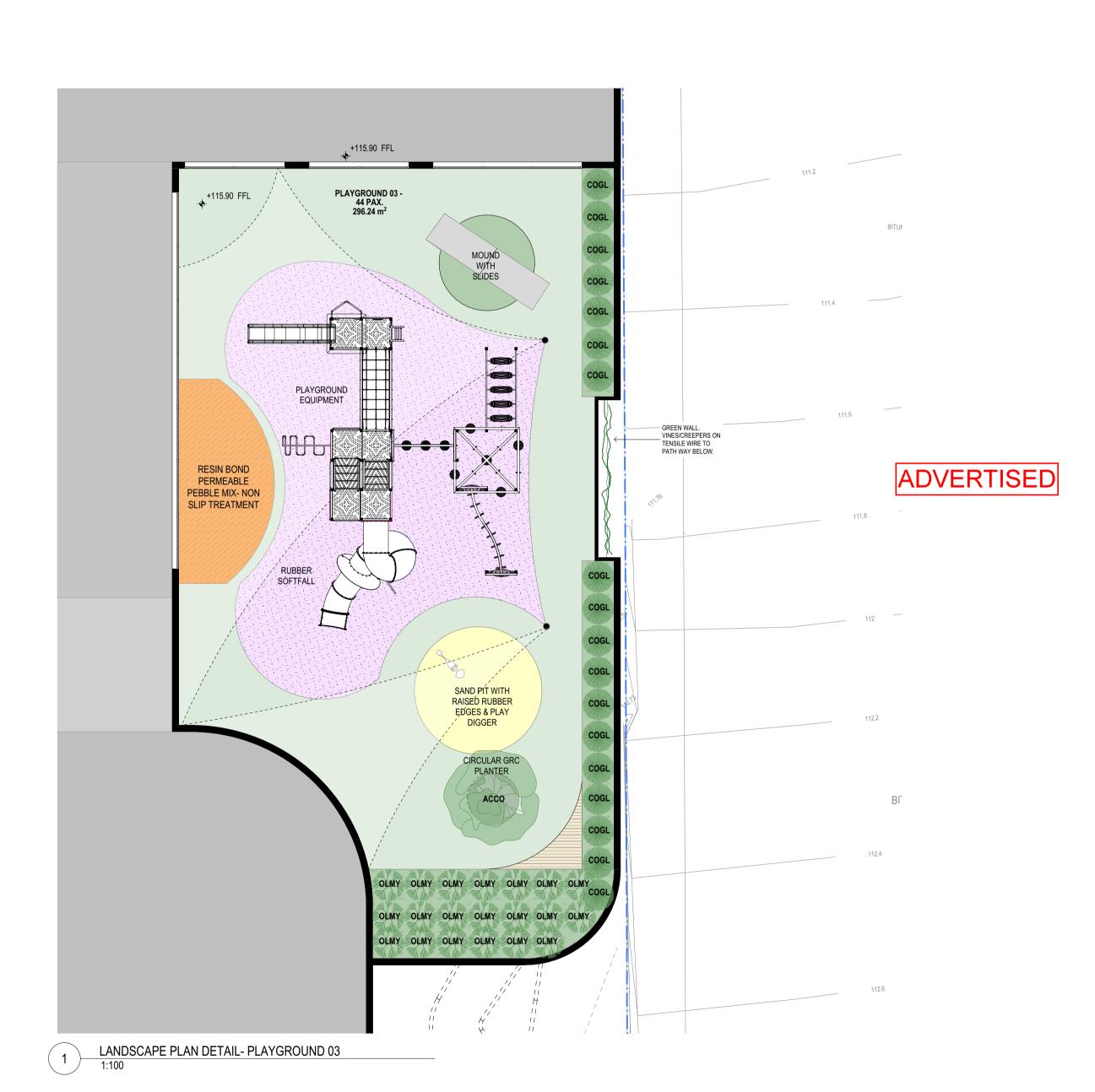


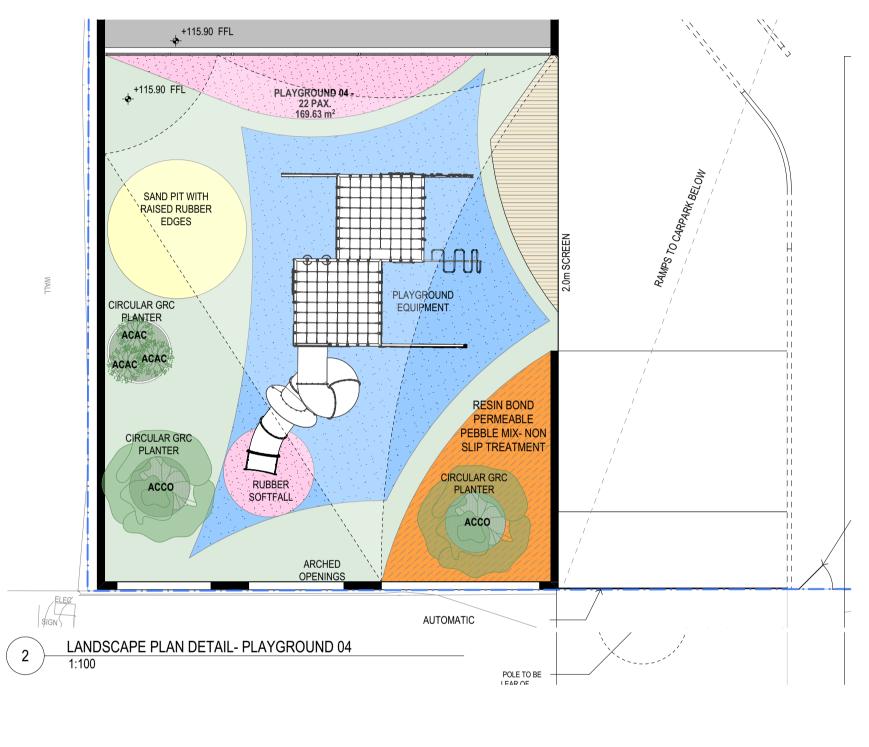


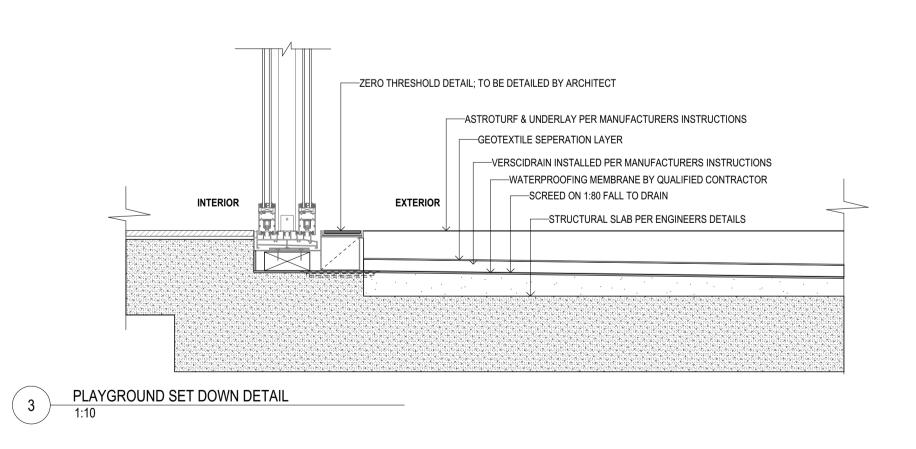


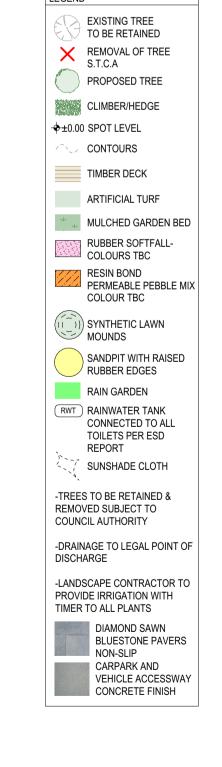










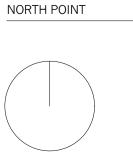


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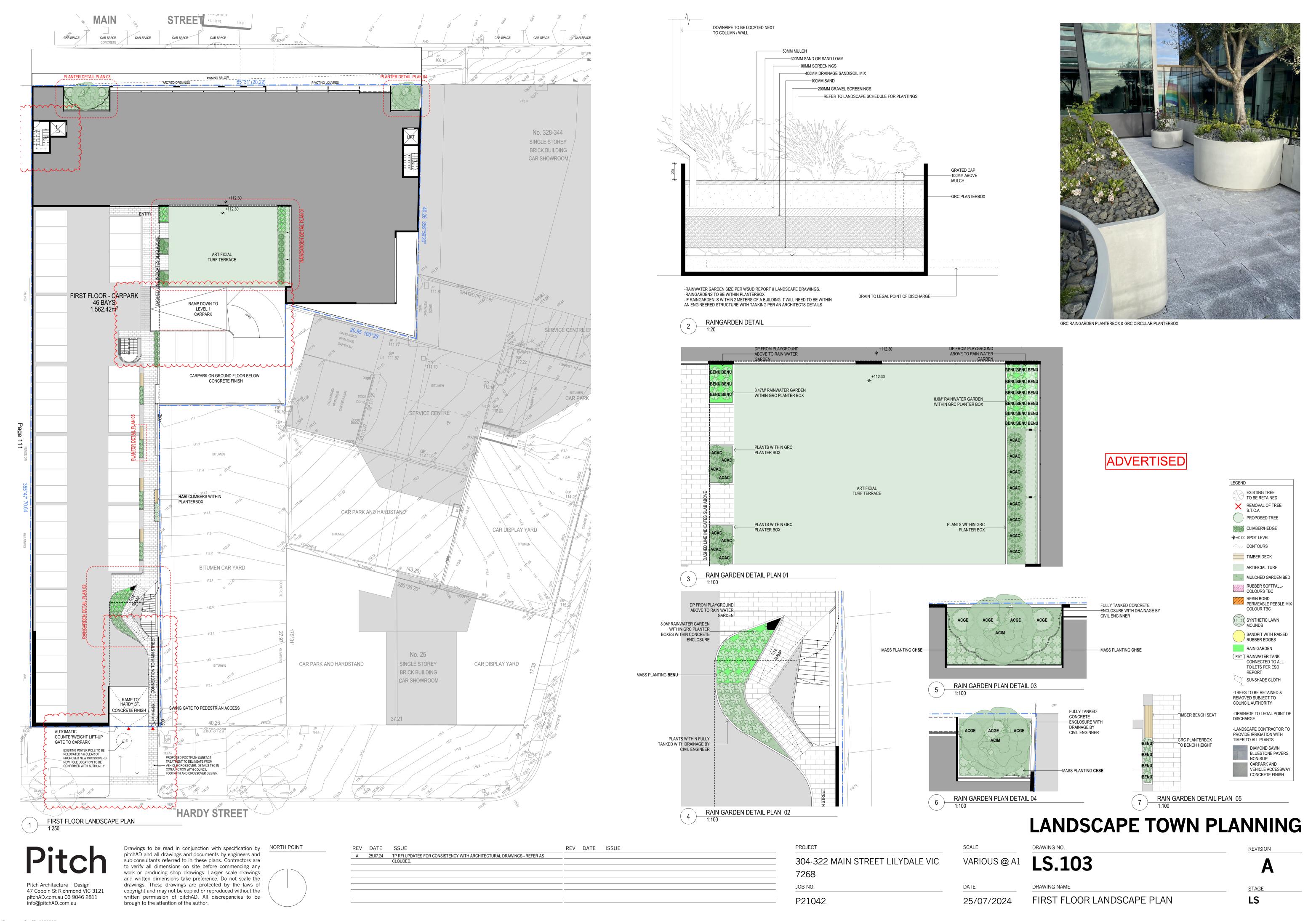
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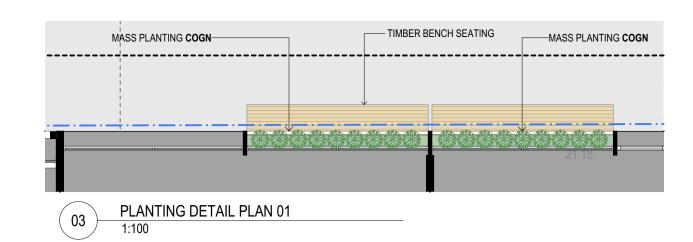
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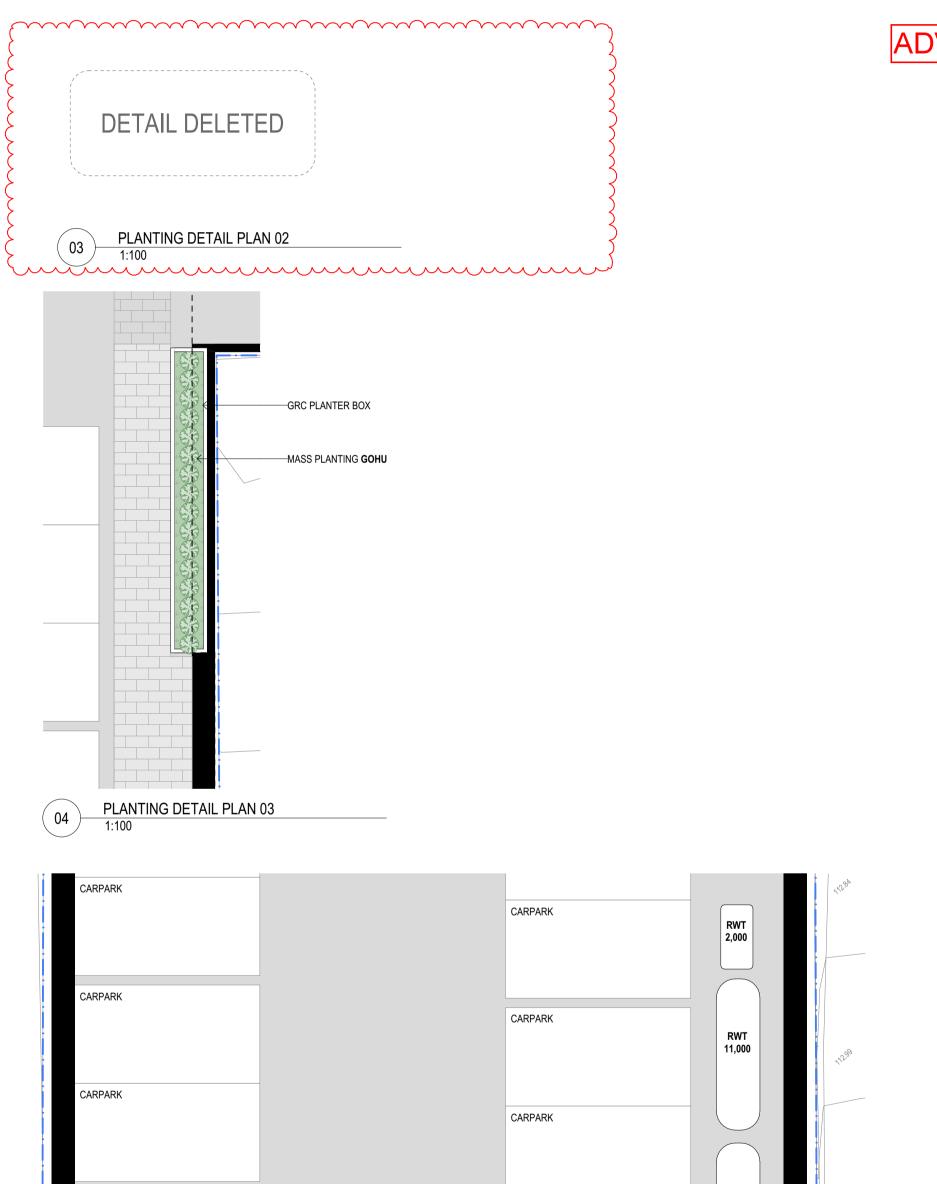
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RWT 11,000

PROJECT 304-322 MAIN STREET LILYDALE VIC JOB NO. P21042

RAIN WATER TANK DETAIL PLAN 04

SCALE DATE

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LS.104 DRAWING NAME PROPOSED GROUND FLOOR LANDSCAPE PLAN LS

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DELETED

BENU- RAINWATER GARDEN AND SHADE PLANT





Page 113 OLMY- FLOWERING SHRUB

COGL- SHRUB/ HEDGE

PROPOSE	PROPOSED PLANTING SCHEDULE							
TREES	ID	COMMON NAME	SPECIES	MATURE SIZE	POT SIZE	QUANTITY	NOTES	
	ACCO	NARROW LEAF BOWER WATTLE	ACACIA COGNATA 'LIME MAGIK'	6-8H X 6W	50CM	5	NATIVE	
	ACDE	SILVER WATTLE	ACACIA DEALBATA	6-30H X 5-10W	50CM	2	EVC-47 INDIGENOUS LIST	
SHRUBS	SHRUBS							
)								

ACDE SILVER WATTLE ACACIA DEALBATA 6-30H X 5-10W 50CM 2	EVC-47 INDIGENOUS LIST						
SHRUBS							
CHSE CLUSTERED EVERLASTING CHRYSOCEPHALUM SEMIPAPPOSUM 0.6-1H X 0.6-1W 20CM 50	EVC-47 INDIGENOUS LIST						
ACGE SPREADING WATTLE ACACIA GENISTIFOLIA 1-3H X 1-3W 20CM 7	EVC-47 INDIGENOUS LIST						
COGL ROCK CORREA CORREA GLABRA 1-3H X 1-3W 14CM 70	NATIVE						
OLMY SILKY DAISY BUSH OLEARIA MYRSINOIDES 0.3-1.5H X 1-1.5W 20CM 25	EVC-47 INDIGENOUS LIST						
BENU FISHBONE WATER FERN BLECHNUM NUDUM 1H X 1W 14CM 47	NATIVE SUITABLE FOR RAINGARDEN & SHADE						
ACAC RIVER WATTLE ACACIA COGNATA 'LIMELIGHT' 1H X 1W 20CM 25	NATIVE NATIVE						
DELETED							
COGN RIVER WATTLE ACACIA CÓS HATA DWARF NANO 0.5H X 9.5W ZÓSH X 15 L	MATINE						
GOHU COMMON WEDGE PEA GOMPHOLOBIUM HUEGELII 0.3-1H X 0.1-1W 14CM 16	EVC-47 INDIGENOUS LIST						
CLIMBERS							
. HAVI PURPLE CORAL PEA HARDENBERGIA VIOLACEA 14CM 4	EVC-47 INDIGENOUS LIST						
PLANTS ARE TO BE PER AS2303 (TREE STOCK FOR LANDSCAPE USE) HAVE WELL DEVELOPED ROOT SYSTEMS AND FREE OF PEST AND DISEASE. OVER 50% PLANTING FROM YELLOW BOX VALLEY GRASSY FOREST EVC-47 INDIGENOUS LIST							

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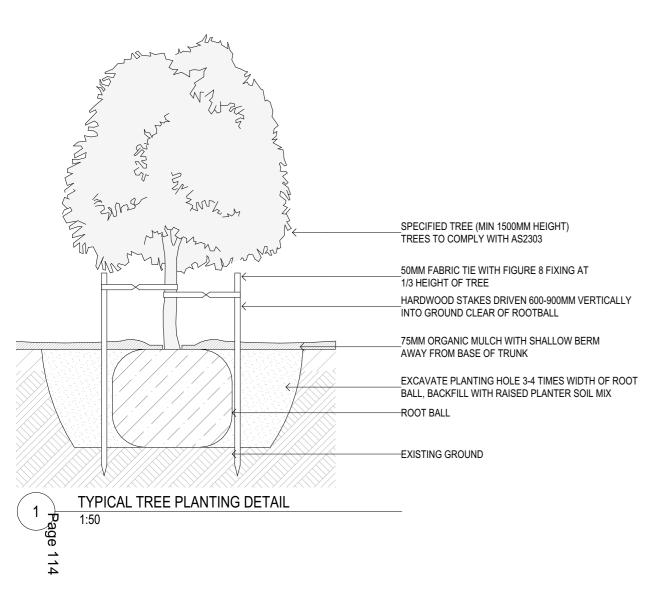
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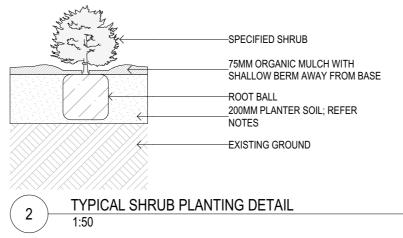
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PLANTING SCHEDULE

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25/07/2024

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GENERAL NOTES

Version: 2, Version Date: 29/08/2024

LANDSCAPE TOWN PLANNING

AFTER THE 12 WEEKS IT IS THE CLIENTS RESPONSIBILITY TO REPLACE ANY DEAD PLANTS.

COMPLIANCES. ENSURE STORMWATER WASTE OUTLETS ARE INSTALLED TO ALL PLANTERS AND GARDEN BEDS. PROVIDE ADEQUATE AGRICULTURAL DRAINAGE PIPE TO PLANTING BEDS.

ALL SURFACE, RAISED PLANTER AND GARDEN BED DRAINAGE TO BE DETAILED BY A CIVIL ENGINEER PRIOR TO COMMENCEMENT OF CONSTRUCTION. CONTRACTOR SHALL INSURE THAT ALL GRADES AND FALLS ARE TO AUSTRALIAN STANDARDS, INCLUDING DDA

DRIP IRRIGATION TO BE SUPPLIED THROUGHOUT ALL PLANTED AREAS (FOR TREES, SHRUBS, GROUNDCOVERS AND CLIMBERS)
ACROSS ALL IN GROUND PLANTING ZONES, POTS AND RAISED PLANTER BOXES AND CONNECTED TO A WATER TANK WHERE ABLE. CONTRACTOR IS TO INCLUDE A BATTERY/MAINS OPERATED TIMER, WATER FILTER, PRESSURE REGULATOR BACKFLOW PREVENTER, VACUUM BREAKERS AND MASTER VALVE.

GENERAL NOTES

TREE PROTECTION ZONES

GARDEN BEDS

AND DISEASE.

POTS AND RAISED PLANTERS

SLOPED TOWARDS IT.

50MM BELOW THE PLANTER RIM.

ALL TREES MUST BE PLANTED BY A QUALIFIED ARBORIST, LANDSCAPE GARDENER OR HORTICULTURALIST.

TO SURFACE FALLS. TYPES OF DRAINS, SW CONNECTION: ARE TO BE DETAILED BY CIVIL ENGINEER.

NO TREES ARE TO BE REMOVED WITHOUT COUNCIL AUTHORITY APPROVAL WHERE REQUIRED

MANUAL DIGGING OR SPRAYED WITH WEED KILLER MIN. 28 DAYS PRIOR TO LANDSCAPE WORKS BEGIN

RANGE CONTACT YOUR SELECTED NURSERY TO OBTAIN ADVICE ON IMPROVING THE PHILEVEL

IF REQUIRED ADD GYPSYM ACCORDING TO MANUFACTURERS DIRECTIONS.

ALL HEAVY CLAY AREAS AT THE RATE OF 1.5KG PER SQ. METER.

BE REPORTED TO THE LANDSCAPE DESIGNER BEFORE PROCEEDING.

200MM OF ORGANIC TOPSOIL / COMPOST BLEND

POWERFEED TO BE USED UPON INITIAL PLANTING.

TO THE COMMENCEMENT OF THE DEVELOPMENTS USE

COUNCIL REQUIREMENTS AND AUSTRALIAN STANDARDS

SERVICES WILL BE THE RESPONSIBILITY OF THE CONTRACTOR.

CONTRACTORS ARE TO COMPLY WITH ALL AUSTRALIAN STANDARDS. BUILDING REGULATIONS & LOCAL COUNCIL REGULATIONS CONTRACTORS ARE TO OBTAIN ALL RELEVANT LOCAL COUNCIL PLANNING & BUILDING PERMITS PRIOR TO UNDERTAKING ANY WORKS BUILDING SURVEYOR TO SIGN OFF ON DESIGN PRIOR STARTING ANY CONSTRUCTION ALL STRUCTURAL WORK TO BE

DIRECTED IMMEDIATELY TO THE LANDSCAPE DESIGNER & CLIENT, UNLESS WITH THE PRIOR WRITTEN CONSENT FROM THE RESPONSIBLE AUTHORITY, ALL LANDSCAPING WORKS, SHOWN ON THE ENDORSED LANDSCAPE PLAN, MUST BE COMPLETED PRIOR

DETAILED BY A STRUCTURAL ENGINEER PRIOR TO UNDERTAKING ANY WORKS. ALL DRAINAGE WORKS; INCLUDING BUT NOT LIMITED

CONTRACTOR TO UNDERTAKE A FULL SITE SET-OUT PRIOR TO UNDERTAKING ANY WORKS. ENSURE ANY DISCREPANCIES ARE TO BE

CONTRACTOR IS TO VERIFY LOCATION OF ALL UNDERGROUND SERVICES PRIOR TO COMMENCEMENT OF WORK, ANY DAMAGED

REFER TO ARBORIST REPORT FOR ALL EXISTING TREE PROTECTION ZONES, STRUCTURAL ROOT ZONES, SIZES AND SPECIES.

ALL TREE PROTECTION ZONE REQUIREMENTS ARE TO BE PER THE ARBORISTS SPECIFICATION, WHERE NOT SPECIFIED REFER

REMOVE ANY ON-SITE BUILDING MATERIAL, RUBBISH AND WEEDS FROM THE SITE PRIOR TO PLANTING. WEEDS TO BE REMOVED BY

CLAY SOILS SHOULD BE CHECKED FOR RESPONSIVENESS TO GYPSUM WHICH CAN ALLOW PLANT ROOTS TO PENETRATE THE SOIL.

ALL GARDEN AREAS ARE TO BE CULTIVATED AND AERATED PRIOR TO APPLICATION OF TOP SOILS, GYPSUM SHALL BE APPLIED TO

EXISTING SUBGRADE TO BE DUG TO A DEPTH OF NO LESS THAN 275MM BELOW FINISHED GRADE IN GARDEN BEDS TO ALLOW FOR

LAWN AREA AND GARDEN BEDS ARE TO BE EDGED USING METAL/STEEL GARDEN EDGING UNLESS SPECIFIED OTHERWISE, REFER

ORGANIC MULCH TO GARDEN BED AREAS TO A DEPTH OF 75MM OVER MIN. 200MM OF CULTIVATED SUB SOIL. RECOMMENDED

SOURCES OF MULCH SHOULD BE WOODCHIP PINE OR LOCAL EUCALYPTUS. FINISHED MULCH LEVEL TO BE 15MM BELOW TOP OF

ALL PLANTS USED THROUGHOUT THE DEVELOPMENT ARE TO BE SUPPLIED BY A HIGH QUALITY NURSERY WHICH SPECIALISES IN NATIVE AND EXOTIC PLANTS. PLANT SELECTION SHALL BE PER THE SCHEDULE IN LOCATIONS SHOWN ON THE DRAWINGS, PLANT

QUANTITIES ARE TO BE CONFIRMED BY THE CONTRACTOR AND ANY DISCREPANCIES BETWEEN PLANT SCHEDULE AND PLAN ARE TO

PLANTS ARE TO BE PER AS2303 (TREE STOCK FOR LANDSCAPE USE) HAVE WELL DEVELOPED ROOT SYSTEMS AND FREE OF PEST

AREAS SHOWN AS GRASS OR LAWN ON THE PLANS ARE TO BE RE-GRADED TO PROVIDE SMOOTH CONTOURS AND RAKED TO

RAISED PLANTER CONSTRUCTION TO INCLUDE, BUT NOT NECESSARILY BE LIMITED TO, THE SUPPLY AND INSTALLATION OF AGRICULTURAL DRAINS, DRAINAGE CELLS AT BASE, FILTER FABRIC, PLANTING MEDIUM, MULCH AND IRRIGATION. PLANTERS MUST BE EFFECTIVELY TANKED INTERNALLY WITH A WATERPROOFING MEMBRANE AND LINED WITH BLACK COREFLUTE TO PREVENT DRAINAGE CELLS ARE TO BE PROVIDED AT THE BASE OF THE PLANTER AND ARE TO BE COVERED WITH A LAYER OF FILTER FABRIC AND A 100MM DEEP LAYER OF HYDROCELL HARDFOAM RG30. PROVIDE ROOT ANCHOR NETTING OVER HARDFOAM LAYER IF TREES ARE TO BE PLANTED. A DRAINAGE OUTLET IS TO BE INSTALLED IN THE BASE OF THE PLANTER WITH THE FLOOR OF THE PLANTER

DRAINAGE OUTLET TO BE CONNECTED TO APPROVED STORM WATER, TO CIVIL ENGINEERS SPECIFICATION. SUPPLY AND INSTALL A LIGHTWEIGHT, FREE DRAINING SOIL MIX TO THE RAISED PLANTERS, SUCH AS BURDETT'S SAND & SOIL -HYDROCELL 40 MIX (OR SIMILAR APPROVED) INCLUDING 20% HYDRO CELL FLAKES. COMPACT SOIL LIGHTLY AND EVENLY IN 150MM LAYERS. AVOID DIFFERENTIAL SUBSIDENCE AND EXCESS COMPACTION AND PRODUCE A FINISHED SURFACE THAT IS GRADED EVENLY AND READY FOR PLANTING. ALLOW FOR 75MM LAYER OF SPECIFIED MULCH TO TOP OF BEDS AND A FINISHED LEVEL 25-

INSTALL IRRIGATION LINES THROUGH BASE OF POTS / PLANTERS, INSTALL DOUBLE LAYER OF 50MM AG DRAINAGE CELL PANELS TO

WATER AND CARE FOR PLANTS PER SPECIES NEEDS, SEASONAL CONDITIONS AND NURSERY RECOMMENDATIONS. ALL PLANTS AND TREES TO BE PRUNED AS REQUIRED ACCORDING TO AS4373 (PRUNING AMENITY OF TREES).

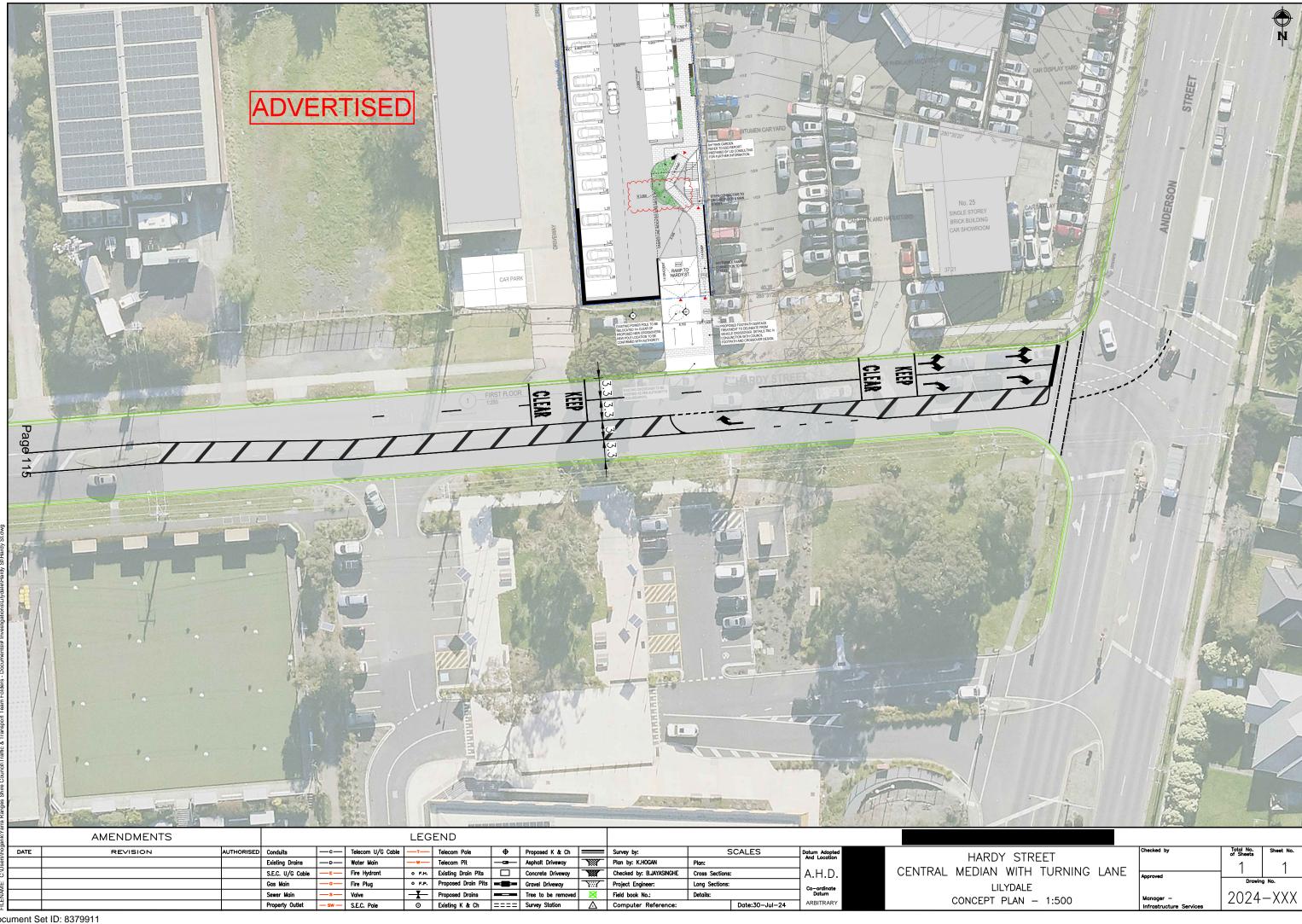
REMOVE SOLID CLUMPS OF RUBBLES. THE LAWN IS TO BE SEEDED WITH NON-INVASIVE SPECIES.

DETERMINE PH OF SOIL USING PH KIT. THE SOIL SHOULD HAVE A PH SLIGHTLY ACIDIC TO NEUTRAL (PH 5.5-7). IF OUTSIDE THIS

COMPLETION OF LANDSCAPE WORKS LANDSCAPING AS SHOWN ON THE ENDORSED LANDSCAPE PLAN'S MUST BE CARRIED OUT AND COMPLETED TO THE SATISFACTION OF THE RESPONSIBLE AUTHORITY PRIOR TO THE OCCUPATION OF THE DEVELOPMENT.

PLANTING ALONG FRONT BOUNDARIES TO BE ADEQUATELY CONTAINED TO MEET COUNCILS NATURE STRIP REQUIREMENTS. LANDSCAPE CONTRACTOR MUST ENSURE SURVIVAL OF ALL PLANTS FOR AT LEAST 12 WEEKS AFTER PLANTING. IF ANY PLANTS DIE WITHIN THESE 12 WEEKS IT IS THE LANDSCAPE CONTRACTORS REPONSIBILITY TO REPLACE THE PLANT AT THEIR OWN EXPENSE.

THE LANDSCAPE DESIGNER DOES NOT HOLD ANY RESPONSIBILITY FOR THE SUCCESS OF THE PLANTS AS THERE ARE MANY FACTORS THAT CAN PLAY A PART IN THE DEATH OR HEALTH DETERIORATION OF A PLANT SUCH AS IMPROPER INSTALLATION, LACK OF WATER, WEATHER EVENTS, COMPACTION, DAMAGE TO ROOTS OR PLANT STRUCTURE. ALL PLANTS ARE CHOSEN BASED UPON CONDITIONS OBSERVED AT THE TIME OF PREPARATION OF THE REPORT AND IT IS THE RESPONSIBILITY OF THE CONTRACTOR AND CLIENT TO ENSURE THE SUCCESS OF THE PLANTS. FOLLOW UP MAINTENANCE SHOULD BE UNDERTAKEN EVERY 4-6 WEEKS FOR 2 YEARS FOLLOWING ESTABLISHMENT. CLIENT IS TO ENSURE SUFFICIENT PRUNING AND MAINTENANCE FOR TREES OCCURS EACH YEAR



Document Set ID: 8379911 Version: 2, Version Date: 29/08/2024 304-322 Main Street, Lilydale Mixed Use Development Traffic Impact Assessment



Prepared by Movendo Pty Ltd For 304-322 Main Street Pty Ltd 25 July 2024



PO Box 540, South Melbourne 3205

tel 0433 058 833 ABN 15162173551

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1 INTRODUCTION

This Traffic Impact Assessment (TIA) report has been prepared by *Movendo Pty Ltd* in support of a planning permit application for a proposed multi-level mixed-use development on a site at 304-322 Main Street, Lilydale. The planning permit application was originally submitted on 12 October 2022 and there have since been ongoing discussions with Council on how to best optimise development of this site.

An earlier Traffic Impact Assessment report was prepared for this site on 27 August 2022 (the "August 2022 TIA"). This latest TIA report represents an update of the August 2022 TIA and addresses a revised design which forms part of the same 2022 planning permit application.

The site is located within the Lilydale Major Activity Centre. The proposed application includes demolition of an existing building and the construction of a new multi-level structure with a range of proposed uses, as detailed in Table 1. There are 88 on-site car parking spaces and 16 bicycle parking spaces – in support of the proposed uses.

Table 1: Proposed Development Components

Development Component	Space Proposed
Childcare Centre	1,297 m² (internal) and 921 m² (external) of gross floor area (130 children)
Food & Drink	248 m² of gross floor area
Shop	300 m² of gross floor area (labelled 'Pharmacy' on development plans)
Medical Centre	1,020 m² of gross floor area (labelled 'GP Practice/Radiology/Precision Health' on development plans)
Office	1,395 m² of gross floor area

The following report provides an assessment of the traffic and parking implications of the proposed development. More specifically, this report includes an assessment of the following:

- The provisions of the Yarra Ranges Planning Scheme in so far as they relate to carparking and the appropriateness of the off-street carparking supply;
- Suitability of the proposed parking in terms of layout; and
- Likely traffic impacts.

This report concludes that there are no traffic engineering reasons why the proposed development should not be allowed. In particular:

- The development provides adequate parking, as there is sufficient justification to recognise that the proposed 88-space parking supply generally satisfies the development's parking needs and justifies a part waiver of the statutory parking requirement under the Yarra Ranges Planning Scheme – once the legitimate Planning Scheme considerations for reducing the statutory car parking requirement are taken into consideration.
- The **parking layout** is **satisfactory** as it accords with the design guidelines set out in the Yarra Ranges Planning Scheme and Australian Standard AS2890.1.
- The overall **traffic volume generated** by the development can be **readily accommodated** at the subject site's Hardy Street access point and on the surrounding road network with the **traffic impact** expected to be **insignificant** and with **no adverse impacts expected on road network performance**.

It is particularly relevant to note that the 'Car Parking Demand Assessment' undertaken for this study has identified that the proposal is well placed to operate with the proposed levels of carparking by virtue of the:

- Likelihood of 'trip linking' or 'multi-purpose trips' occurring in the Lilydale Major Activity Centre where a person arrives at the centre for one purpose and uses the opportunity to visit one or more other establishments in the centre.
- Distinct variation of car parking demand over time (particularly between peak childcare pick-up / drop-off and the medical centre uses). As car parking demand for these each land uses peaks at different times, the car parking spaces that are provided can be used more efficiently (and less spaces are needed) as they can be shared and service visitors to different land uses at different times.
- Availability of **excellent public transport access** (multiple existing bus routes immediately adjacent to the site and a major train station within easy walking distance).
- Existence of **effective pedestrian and bicycle networks** servicing the Lilydale Major Activity Centre and the generous supply of on-site bicycle parking in satisfaction of the minimum Planning Scheme requirements.
- The likely anticipated **low car ownership rates of future workers, customers and visitors to the subject site** as demonstrated by 2016 and 2021 Census data for the Lilydale area.

It has also been established that there is abundant spare on-street parking capacity at all times on a weekday to accommodate any unusual unforeseen spikes in demand that may occur. The proposed level of on-site parking is also consistent with Council's suite of strategic guidance documents – which collectively aim to moderate car dominance and promote walking, cycling and public transport use as viable and preferable alternatives supporting the creation of a vibrant, safe and sustainable Lilydale Major Activity Centre. Within this comprehensive sustainable transport policy context, the proposed development's imperative is to contribute an outcome that supports low car dependency and optimises use of active transport and public transport. It has also been established that the parking supply that is proposed for the development is consistent with Yarra Ranges Council's transport objectives and desires, as expressed through its municipal-wide 'Connected' strategy (which is Yarra Ranges' Integrated Transport Strategy 2020-2040). 'Connected' recognises the imperative of reducing car dependency and has set ambitious targets to reduce the proportion of trips undertaken by car for all trip purposes. 'Connected' identifies that just over half of all car trips in Yarra Ranges are less than 3km. Whilst acknowledging that some of these trips will need to be done by car, 'Connected' also point out that there are many that could be easily completed by walking (less than 1km) or cycling (less than 3km) if the right infrastructure was provided. To this end, 'Connected' commits to "expanding the current walking and cycling network to allow people the opportunity to walk and cycle". In addition, Council has also formulated a formal vision for the Lilydale Major Activity Centre, as articulated in Council's Lilydale Place Plan 2020 which outlines actions to develop and embed sustainable transport choices – aimed at increasing walking and reducing car-dependence and congestion.

In summary, Council's suite of strategic guidance documents clearly set out to moderate car usage and promote walking, cycling and public transport use as viable and preferable alternatives – supporting the creation of a vibrant, safe and sustainable Lilydale Major Activity Centre. Within this comprehensive sustainable transport policy context, the proposed development's imperative is to contribute an outcome that supports low car dependency and optimises use of active and public transport.

Finally, a traffic impact analysis has revealed that the overall **traffic consequences** arising from the development are expected to be **insignificant**. The additional traffic movements forecast on surrounding roads and at all the key intersections near the subject site are exceptionally low and thus **no adverse traffic impacts on intersection performance are expected**. Monitoring of existing conditions confirms that all intersections exhibit reasonable spare capacity and are capable of adequately satisfying the traffic demand generated by the development.

Therefore, in view of the above considerations, there are no traffic engineering reasons why the proposed development at 304-322 Main Street, Lilydale should not be approved.

2 EXISTING CONDITIONS

2.1 LOCATION

The development site at 304-322 Main Street is located in the commercial/retail heart of the Lilydale Major Activity Centre – on the south side of Main Street, west of Anderson Street, as shown in Figure 1. The site enjoys excellent links to public transport services.

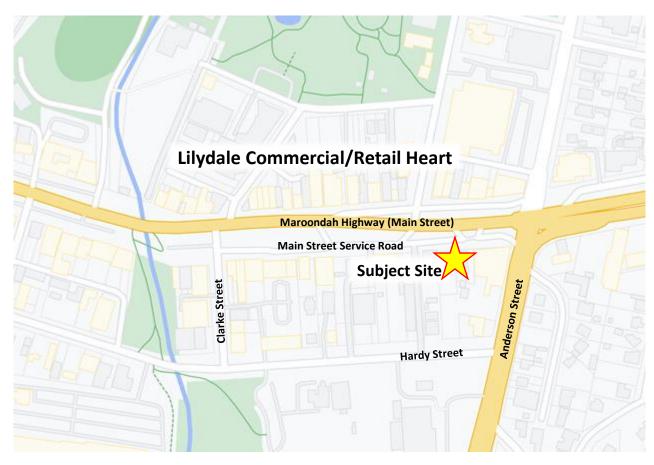


Figure 1: Subject Site – Locality Plan

2.2 PEDESTRIAN & CYCLING CONDITIONS

The subject site is easily accessible by a complete, continuous and well-maintained footpath network linking to surrounding residential and commercial areas, and to a comprehensive network of public transport services centred at Lilydale Station. In addition to the comprehensive walking infrastructure found on Main Street, all other streets in the general vicinity feature well maintained footpaths on both sides. Cycling conditions are not as convenient, given the mildly undulating topography in the subject site's catchment and scarcity of bike lanes. These conditions are not necessarily conducive to high levels of cycling in Lilydale – though numerous cyclists were observed travelling to/from and through the Lilydale Major Activity Centre during the extensive field work undertaken during the preparation of this report.

2.3 PUBLIC TRANSPORT ACCESSIBILITY

The subject site is easily accessed by public transport, principally via a number of bus and train services, as shown in Figure 2. The new Lilydale railway station and wider precinct improvements were completed in 2022 (as part of the Level Crossing Removal Project). The upgraded station offers an enhanced passenger experience with station access off both sides of Main Street / Maroondah Highway – only around 600 metres walking distance from the subject site. The upgrade of the station precinct is shown in

Figure 3: Lilydale Station Precinct Upgrade (completed in 2022)

.

In addition to trains departing from Lilydale Station towards the central city, the station also acts as a major bus interchange, providing a connection for eleven local and metropolitan bus routes. A number of those bus routes (663, 679, 680, 683, 685 and FlexiRide) travel along the Main Street frontage of the subject site, with stops located immediately along the subject site's frontage and with pedestrian access across Main Street facilitated by pedestrian signals.

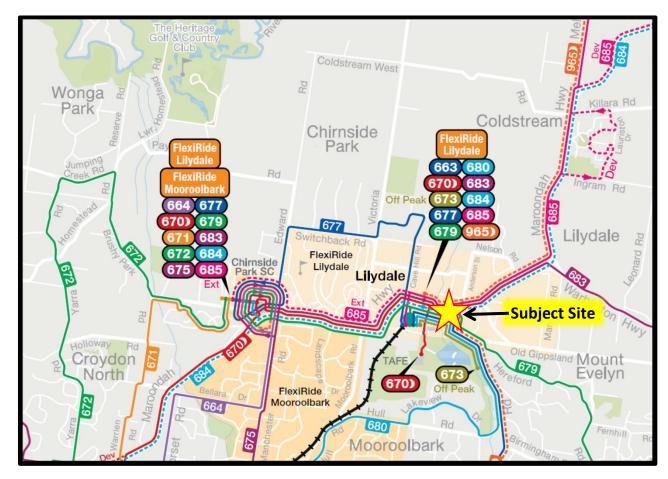


Figure 2: Public Transport Services in vicinity of the Subject Site



Figure 3: Lilydale Station Precinct Upgrade (completed in 2022)

Details of the bus routes that service Lilydale Activity Centre and travel past the subject site, are as follows:

- Route 663 (Belgrave Lilydale via Kallista, The Patch, Monbulk, Mt Evelyn) provides a service between Belgrave and Lilydale. It departs from the terminus at Lilydale Station and initially runs via Maroondah Hwy, travelling immediately in front of the subject site, then turning into Anderson St, to head to Belgrave Station. It is a seven-day operation. On weekdays the peak period service frequency reaches 13 minutes at the busiest demand times and is, typically, 30 minutes throughout the remainder of both the AM and PM periods.
- Route 679 (Ringwood Chirnside Park) This route links Ringwood to the Chirnside Park Shopping Centre to
 Ringwood, and also services Lilydale Station and runs past the development on Maroondah Hwy, travelling
 immediately in front of the subject site, then turning into Anderson St.
 It is a seven-day operation. On weekdays the peak period service frequency reaches 12 minutes at the busiest
 demand times and is, typically, 20-25 minutes throughout the remainder of both the AM and PM periods.
- Route 680 (Lilydale Station Mooroolbark) This route links Lilydale Station to Mooroolbark Railway Station travelling via Lilydale East Estate and Lakeview Estate. It also runs past the development on Maroondah Hwy, travelling immediately in front of the subject site, then turning into Anderson St.
 It is a five-day (weekdays-only) operation. The weekday peak period service frequency is, typically, around 30 minutes in both the AM and PM periods.

- Route 683 (Chirnside Park Shopping Centre East Warburton) This route travels via Lilydale Station, Seville
 and Yarra Junction. Some services operate via local schools and others feature route deviations and route
 extensions.
 - It is a seven-day operation. The weekday peak period service frequency is, typically, around 30 minutes in both the AM and PM periods.
- Route 685 (Lilydale Healesville) This route travels via Lilydale Station & Coldstream & Yarra Glen.
 It is a seven-day operation. The weekday peak period service frequency is, typically, around 30 minutes in both the AM and PM periods.
- FlexiRide This is a new on-demand service which commenced operation in October 2021. This service is designed to help local residents get to work, local shopping centres and transport hubs. FlexiRide has no fixed route and only operates when booked. Passengers can book a trip using the FlexiRide app. Passengers can start a trip from anywhere within the service area either to or from the designated "FlexiRide bus hubs" (Lilydale Station, Lilydale Shopping Precinct or Chirnside Park Shopping Centre). The service area is shown in Figure 4. Service operating hours are:
 - o 6am 8pm Monday to Friday
 - 8am 6pm Saturday



Figure 4: Service Area for FlexiRide Lilydale

2.4 PARKING SURVEYS

Parking surveys were conducted on Wednesday 7 February 2024 over a 4-hour period, between 10:00am to 2.00pm, in the area surrounding the subject site (shown in Figure 5). These surveys were designed to validate earlier surveys conducted on Wednesday 1 December 2021 over an 11-hour period, between 7:00am to 6.00pm. The 4-hour period surveyed in February 2024 was selected as it was the busiest period in December 2021. Thus, the principal aim of the surveys was to establish whether conditions had remained similar over the 2-year period that has elapsed since December 2021. In each instance, Wednesday was selected as it represents a 'typical day' when the future 'childcare', 'shop', 'pharmacy', 'medical centre' and 'office' uses are likely to be operating at representative levels of activity and also the time when other nearby activities would experience normal customer visitation.

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A total of 237 spaces parking spaces was surveyed, within a short walking distance of the subject site – of which 228 spaces are publicly accessible. The remaining 9 parking spaces comprise 4 disabled parking spaces, 4 loading zones and a mail zone (in front of the Post Office). The 228 publicly accessible parking spaces are the focus of this assessment and are governed by the following time restrictions:

Main Street (south side) in vicinity of subject site – 116 spaces

- 15-minute limit parking = 6 spaces
- 1 hour limit parking = 41 spaces
- 2 hour limit parking = 41 spaces
- 4 hour limit parking = 28 spaces

Main Street (north side) - 92 spaces

- 15-minute limit parking = 6 spaces
- 1 hour limit parking = 53 spaces
- 2 hour limit parking = 33 spaces

Clarke Street - 20 spaces

1 hour limit parking = 20 spaces

The parking spaces are located in the area shown in Figure 5.

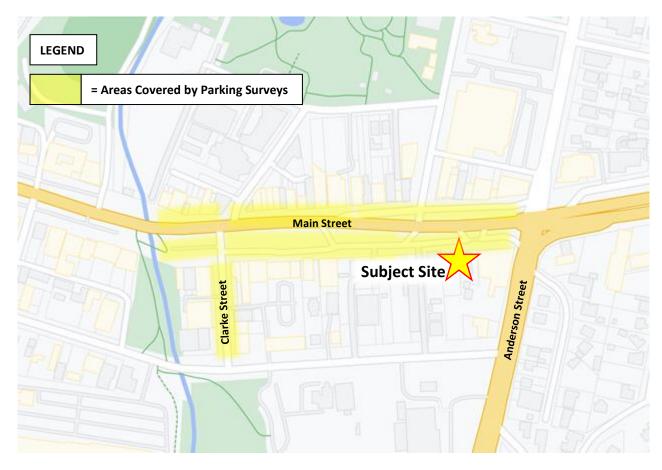


Figure 5: Area Covered by Parking Surveys

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The parking occupancy findings from Wednesday 1 December 2021 surveys (between 7.00am and 6.00pm) are shown in Table 2, in Figure 6 (full survey area) and Figure 7 (the south side of Main Street – where the subject site is located).

The table and images highlight that the number of occupied on-street parking spaces in the vicinity of the subject site is modest throughout the day – rarely exceeding 60%. Most of the parking demand occurs between 10am and 4pm. The parking demand drops sharply in the late afternoon and by 6.00pm it is very low.

Table 2: On-street Parking Survey Results December 2021 – Occupancy on a Typical Weekday

	Parking		Parking Spaces Occupied at Time Interval Show					Shown	own	
Street	Supply	7am	8am	9am	10am	12pm	2pm	4pm	6pm	
Main St (south side)	119	4	18	30	76	79	68	58	12	
Main St (north side)	89	10	24	21	37	46	45	39	38	
Clarke St (both sides)	20	0	2	6	11	14	4	10	9	
TOTAL	228	14	44	57	124	139	117	107	59	
Proportion of Parking Spaces Occupied		6.1%	19.3%	25.0%	54.4%	61.0%	51.3%	46.9%	25.9%	

Each of the two images below (Figure 6 and Figure 7) shows the fluctuating parking occupancy (spaces occupied as a proportion of the total spaces available to the public) at the various survey intervals.

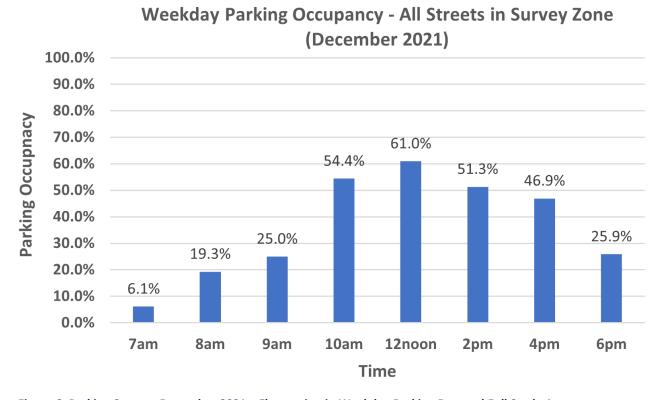


Figure 6: Parking Surveys December 2021 – Fluctuation in Weekday Parking Demand Full Study Area

Weekday Parking Occupancy - South Side of Main St (December 2021)

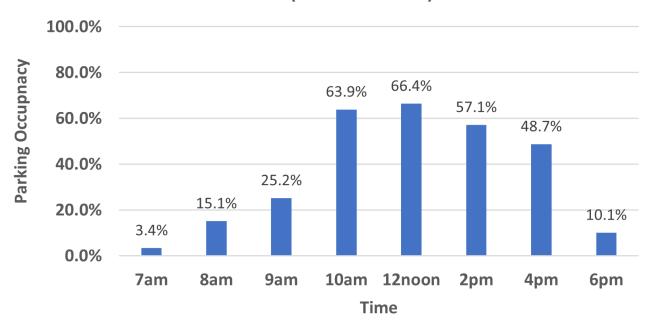


Figure 7: Parking Surveys - Fluctuation in Weekday Parking Demand South Side of Main Street

The comparison of parking occupancy between February 2024 and December 2021 is shown in in Figure 8 (full survey area) and Figure 9 (the south side of Main Street).

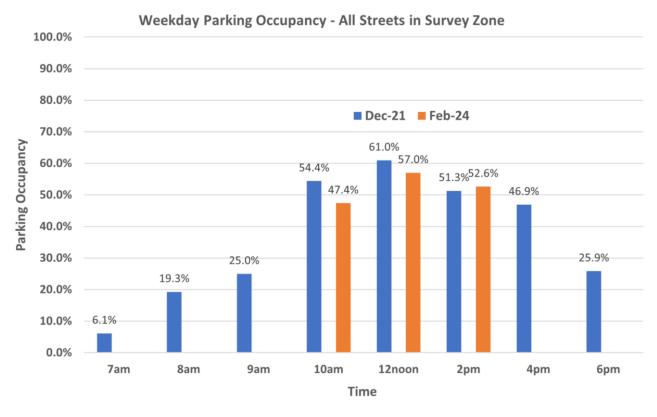


Figure 8: Parking Surveys Comparison February 2024 and December 2021 Fluctuation in Weekday Parking Demand between 10am and 2pm Full Study Area

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Weekday Parking Occupancy - South Side of Main St

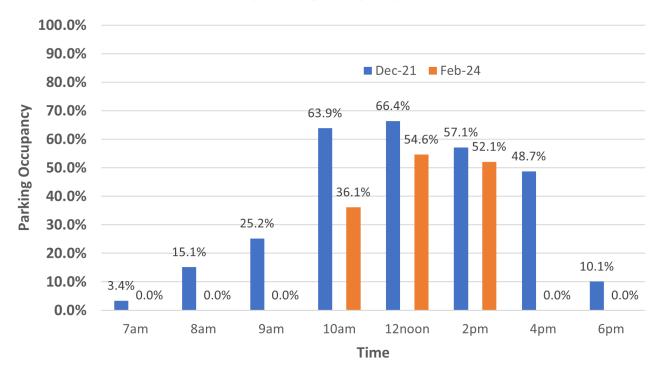


Figure 9: Parking Surveys Comparison February 2024 and December 2021
Fluctuation in Weekday Parking Demand between 10am and 2pm South Side of Main Street

Figure 8 and Figure 9 highlight that parking demand on Main Street has not increased between December 2021 and February 2024. In fact, during the busy middle part of the day the parking demand in the overall study area was slightly lower in 2024 compared with 2021 (Figure 8). Furthermore, when focusing on the utilisation of parking spaces on the south side of Main Street only (Figure 9) – where the subject site is located – the parking occupancy was markedly lower in 2024.

Within this context, it is considered that the broad conclusions drawn on the basis of the December 2021 surveys are still valid in 2024. Specifically, the December 2021 surveys revealed that across the full survey area, parking demand is very low at the start and end of the day when there is generous parking availability throughout. The busiest parking demand occurred at 12.00noon with 61% of publicly available parking spaces occupied (this timing reflects the characteristics of the land uses in the shopping precinct, whereby lunchtime is the peak period for activity). By 4.00pm the parking demand had dropped significantly with the occupancy being under 50%. The occupancy dropped further to only around one quarter by 6.00pm (25.9%).

In February 2024, the parking demand pattern at the busiest times had not altered significantly since December 2021.

In summary, based on the February 2024 surveys (which confirm the December 2021 patterns) it is concluded that:

- There is exceptionally generous parking availability in the study area at all times.
- The parking demand on the south side of Main Street during is exceptionally low including, importantly, the peak period set-down and pick-up periods for the proposed childcare centre (7-9am and 5.30-6.30pm).

Images of typical parking occupancy in February 2024 in the immediate vicinity of the subject site – during the survey period are provided in Figure 10 and Figure 11.



Figure 10: Main St South Side Parking Occupancy circa 10.00am:
Looking west from Subject Site (left image)
& looking west from near Anderson St toward Subject Site (right image)



Figure 11: Main St South Side Parking Occupancy circa 12 noon: Looking west from Subject Site (left image) & looking west from near Anderson St toward Subject Site (right image)

2.5 SURROUNDING ROADS

2.5.1 ROAD HIERARCHY & DESCRIPTION OF ROADS

The site is bounded by Main Street (on its north side) and Hardy Street (on its south side). Main Street is also known as the Maroondah Highway. The Main Street service road provide access to the subject site. Other nearby roads that will be used by vehicles travelling to/from the site include Clarke Street and Anderson Street (an arterial road – for the section south of Maroondah Highway).

Main Street service road

The part of Main Street most relevant to this assessment is the service road on the south side of the street. The service road runs in an east-west direction and features a mix of parallel and angle parking spaces, between Anderson Street and Clarke Street.

Most of the parking is subject to 1-hour and 2-hour limit restrictions designed to support the retail and commercial uses in the precinct. Demand for parking along the subject site's frontage is exceptionally low at present, as revealed by both the December 2021 and February 2024 parking surveys.

The Main Street service road, adjacent to the development site, features a single wide traffic lane that provides access to on-street parking in both angle and parallel format. There are various entry/exit access points from/to Maroondah Highway (in the form of slip lanes).

Main Street main carriageway (Maroondah Highway)

Maroondah Highway is a major thoroughfare through Melbourne's eastern suburbs and the main highway servicing the Lilydale Major Activity Centre. It is an arterial road under DoT's control. Maroondah Highway features 2 traffic lanes in each direction, west of Anderson Street, and 3 lanes in each direction east of Anderson Street. This general geometry is supplemented with multiple turning lanes at intersections.

Hardy Street

Hardy Street runs in an east-west direction and is an undivided local road. In the vicinity of the subject site (the section between Anderson Street and the Fire Brigade's rear driveway exit) Hardy Street has 2 traffic lanes in each direction. West of the Fire Brigade's property, Hardy Street is 1 lane in each direction.

Anderson Street

Anderson Street is the major north-south arterial road (south of Maroondah Highway) through the Lilydale MAC. It is under DoT's control and generally provides 2 traffic lanes in each direction, supplemented with multiple turning lanes at intersections.

Clarke Street

Clarke Street is a local street controlled by Yarra Ranges Council with a single mid-block traffic lane in each direction. It runs north-south between Maroondah Highway and Hardy Street.

2.5.2 TRAFFIC VOLUME

Peak hour traffic volumes near the subject site were measured at the intersection of Main Street (Maroondah Highway) and Anderson Street in the first week of December 2021 (shown in Figure 12). Traffic flows were also recorded travelling past the proposed access point for the subject site (on Hardy Street); these volumes are presented and discussed in chapter 5, as part of the traffic impact assessment. Traffic volumes were checked in February 2024 (half hour intervals in peak periods) and were found to be similar to those measured in December 2021.

Accordingly, the December 2021 traffic volumes have been utilised in this assessment.

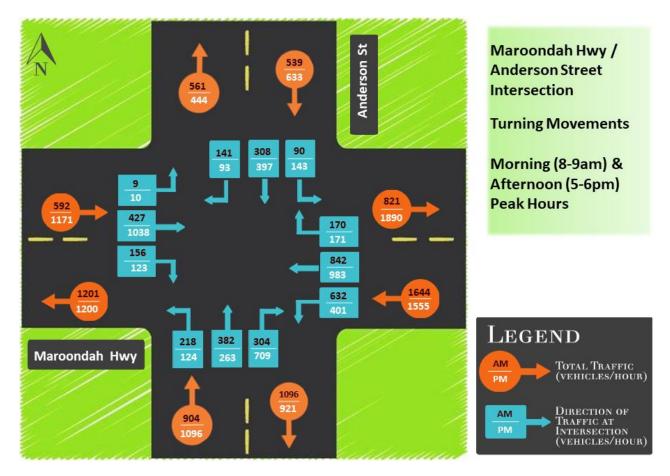


Figure 12: AM & PM Peak Hour Traffic Volumes at the Intersection of Maroondah Highway & Anderson Street

3 POLICY CONTEXT

3.1 LOCAL PLANNING POLICY CLAUSE 22.07

Clause 22.07 of the Yarra Ranges Planning Scheme is the local planning policy and applies to the precincts within the Lilydale Major Activity Centre as shown in Figure 13. The subject site lies within the Lilydale Major Activity Centre.

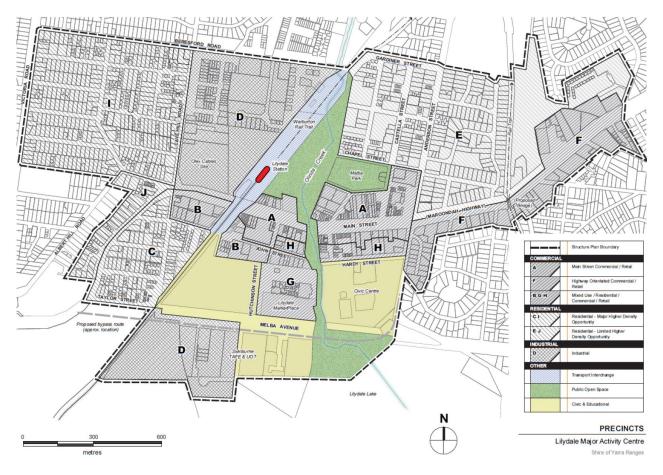


Figure 13: Lilydale Major Activity Centre

Sub-Clause 22.07-2 lists a number of specific objectives for Lilydale Major Activity Centre, including (of most relevance to this proposal):

- To create a vibrant town centre with a strong hub of commercial and pedestrian activity centred on the Main Street.
- To create an accessible and convenient centre which gives priority to people with disabilities, pedestrians, cyclists, and public transport users.

3.2 CONNECTED - YARRA RANGES INTEGRATED TRANSPORT STRATEGY 2020-2040

'Connected' is Yarra Ranges' Integrated Transport Strategy 2020-2040. It presents a 'Case for Change' as follows:

"The traditional approach to transport planning has not delivered the best outcomes for the community.

Traffic and parking congestion remains a pressing issue, growing risks from climate change requires a decrease in emissions from transport."

In the introductory 'Overview' chapter of 'Connected' council identifies it as: "... our key strategic document that will guide transport projects, advocacy, and decision-making in Yarra Ranges. It will provide guidance, support, and evidence based justification to a range of important projects and plans across the municipality".

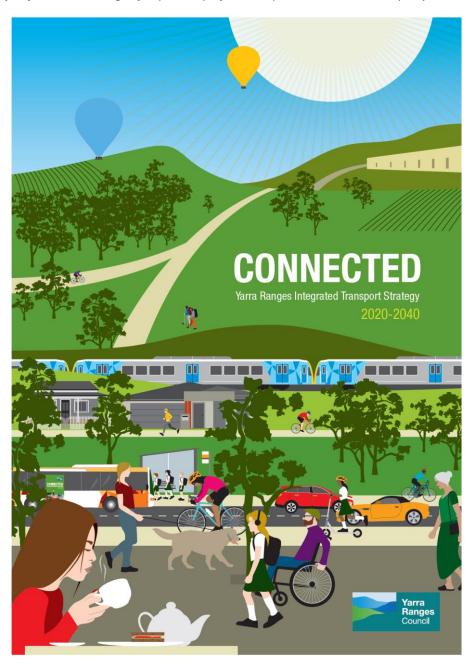


Figure 14: Connected Integrated Transport Strategy 2020-2040

'Connected' identifies that just **over half of all car trips in Yarra Ranges are less than 3km**. Whilst acknowledging that some of these trips will need to be done by car, 'Connected' also point out that there are **many that could be easily completed by walking (less than 1km) or cycling (less than 3km)** if the right infrastructure was provided. To this end, 'Connected' commits to "expanding the current walking and cycling network to allow people the opportunity to walk and cycle".

The policies and actions embedded in 'Connected' are the Council's response to what it heard from the community:

"Overall, the key theme the community expressed was a frustration associated with car use (congestion and parking difficulty), and a desire to have better options for walking, cycling and public transport use."

"We need to take action, to at the very least hold car trip numbers at their current level. To fully support the vision of Council and the community, we must begin to reduce car travel, to boost the reliability of the road system for those that need to use their car. Transition out the short car trips for walking and cycling offers the easiest way to reduce local traffic and parking congestion, while increasing the vibrancy and liveability of Yarra Ranges."

'Connected' recognises the imperative of reducing car dependency and has set ambitious targets to reduce the proportion of trips undertaken by car for all trip purposes. Figure 15 shows the Council's 2036 mode-share targets for the journey-to-work – which feature a 20% reduction in the proportion of car trips between the 2036 'Business as Usual' case and the preferred 'sustainable' target. The figure highlights that simply maintaining the same level of car use today into 2036 (Business as Usual), there are going to be more cars on the road leading to worsening traffic congestion and parking problems. Council notes that: "by taking the sustainable scenario approach, 'Connected' helps to maintain and improve our quality of life".

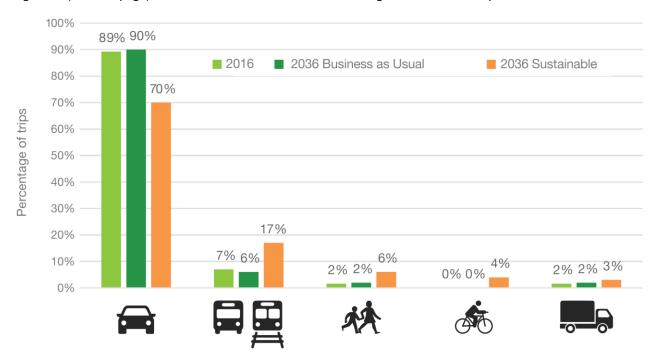


Figure 16 (over the page) shows the Council's 2036 mode-share targets for non-work trips.

Figure 15: Journeys to Work, Now and in the Future (extract from 'Connected')

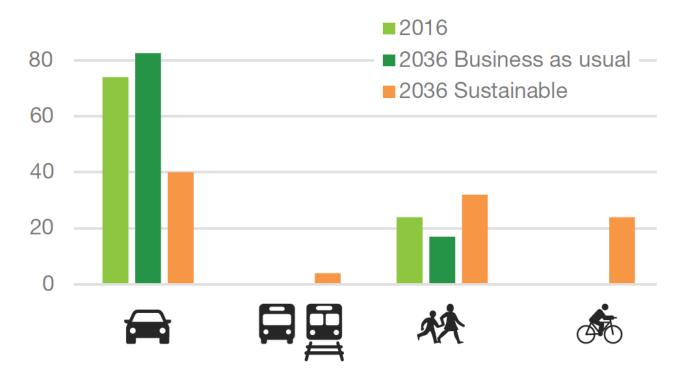


Figure 16: Shopping, Social and Personal Trips 3km or Less (extract from 'Connected')

'Connected' notes that the "2036 sustainable scenario shown in Figure 16 offers a pathway for the future, in which the transport system is designed to diversify the options for people travelling in Yarra Ranges. This leads to car use for these very short trips dropping to 40%, and a growth in all other modes, but especially walking and cycling. The benefits to the community include greater transport choice, healthier lifestyles, cleaner air, safer streets and a better outcome for those that have to drive."

Finally, it is relevant to note that in relation to parking, 'Connected' recognises its multiple adverse impacts – and highlights the importance of limiting the supply (see Figure 17 for key issues identified around parking).



Figure 17: Key Issues Related to Car Parking Reform for Yarra Ranges (extract from 'Connected')

3.3 LILYDALE PLACE PLAN 2019

The Lilydale Place Plan 2019 outlines actions to develop and embed sustainable transport choices – aimed at increasing walking and reducing car-dependence and congestion.

The Plan lists various mechanisms to measure progress against its stated objectives. In respect of measuring changes in transport networks and environment, the Plan commits to:

- Compare use of public and active transport with baseline data
- Targets
 - 20% increase in the number of people walking past the same 'Place Score Assessment' locations after major capital works are completed
 - 10% increase in the number of people using public transport at Lilydale interchange

3.4 LILYDALE MAJOR ACTIVITY CENTRE STRUCTURE PLAN JUNE 2022

The June 2022 Lilydale Major Activity Structure Plan was officially adopted by Council at its meeting on Tuesday 9 August 2022.

The Structure Plan's 'Vision for Lilydale' includes the following elements that are relevant to the traffic, transport and parking considerations discussed in this report:

"The Lilydale Major Activity Centre will be a vibrant centre with a focus on community uses, walkability and activity, building on its strengths as a mixed-use centre by recognising its rich history, cultural heritage, beautiful trees and sense of space. Lilydale will be a place to support local living in the heart of a buzzing centre with convenient access to daily services and needs. In the short term, the focus will be on redevelopment of key development sites and land use opportunities in and around the grade separation/relocated train station.

The relocated train station will offer a focus for creation of a new street-based retail a precinct that will also benefit from proximity to the Lilydale High School that, along with other key community uses, will be encouraged to remain and thrive within the activity centre. In the medium term, delivery of the Bypass will enable Main Street to be comprehensively redeveloped as a genuine 'main street' where traffic speeds and volumes will be significantly reduced, and the street will transition away from being a connecting through-route to become a high-quality destination."

The Structure Plan's objectives, strategies and actions have been arranged into four 'key directions' (one of which is to 'Improve traffic and transport infrastructure') that are viewed as being well aligned to the hallmarks that are contained within the 20 Minute Neighbourhood concept. The Structure Plan explicitly recognises that 20 Minute neighbourhood areas are intended as compact, walkable places that emphasise the importance of living locally, giving people the ability to meet most of their daily needs within a 20-minute return walk from home, with access to safe cycling and local transport options.

The subject site at 304-322 Main Street is clearly identified in the Structure Plan as lying within the '20-minute & highly walkable / accessible area', as shown in Figure 18. In addition, the Structure Plan identifies the section of Main Street adjacent to the subject site as part of a revitalised "Local Access Street" characterised by a low-speed traffic environment, that balances pedestrian access and connectivity with opportunities for enhanced street tree planting and other forms of landscaping, when a bypass is delivered. Hardy Street will also be returned to its intended local road function (see Figure 19). While the Plan considers the delivery of the bypass as the ultimate traffic solution that can achieve a revitalised Main Street that is a place for people, it recognises that this requires State Government investment and management in the intervening period.

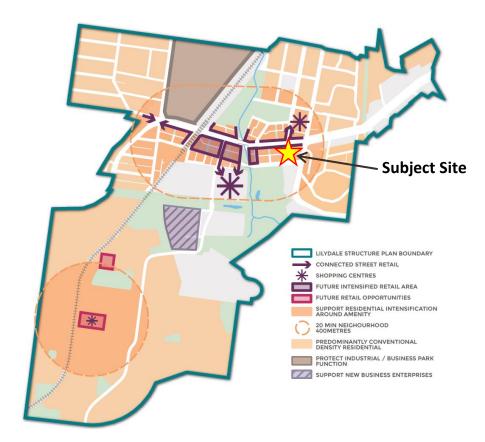


Figure 18: Lilydale Structure Plan: 20-minute neighbourhood catchments (reproduced from Structure Plan "Figure 24")

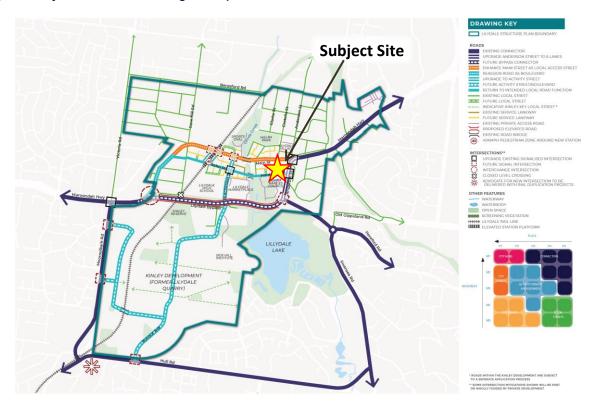


Figure 19: Lilydale Structure Plan: Main Street Revitalisation adjacent to subject site (reproduced from Structure Plan "Figure 43")

The Structure Plan also outlines comprehensive initiatives in support of walking and cycling. It recognises that, currently, Lilydale's movement network prioritises vehicles which creates an environment where it is difficult to walk or cycle around the activity centre. The Structure Plan seeks to strengthen pedestrian and cycling connections throughout the Lilydale Activity Centre by delivering missing links within the existing network and transforming key local roads to be priority pedestrian and cycling friendly environments.

The Structure Plan calls for Main Street to be reconfigured to give priority to pedestrian and cyclists, over through traffic and freight, once a bypass is delivered. Interim works will seek to improve the pedestrian environment where possible in advance of a bypass. John Street and Hardy Street will become key active streets with dedicated cycle lanes and improved pedestrian connectivity. The Plan also identifies dedicated cycle lanes to be created along Anderson Street and Cave Hill Road to establish new links to the Warburton Trail and the broader shared path network. These cycle connections will enhance access to the town core from the north and south of the Lilydale Activity Centre. The Plan's aim for walking and cycling is that a transformed network of pedestrian and cycling connections will be well integrated with Lilydale's public transport offering enhanced access to train and bus services through walking and cycling, in-turn reducing car dependency and increasing use of public transport.

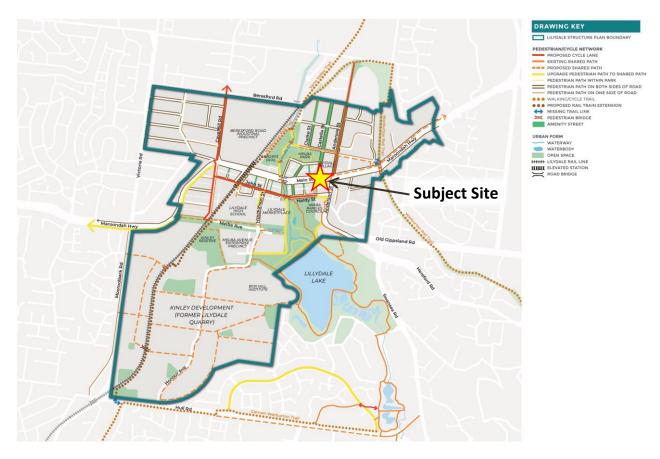


Figure 20: Lilydale Structure Plan: Existing & Proposed Pedestrian & Bicycle Networks (reproduced from Structure Plan "Figure 47")

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4 PARKING ANALYSIS

4.1 STATUTORY CAR PARKING REQUIREMENT

As previously indicated, the development comprises the following components:

- Childcare Centre = 130 children
- Food & Drink =248 m² of gross floor area
- Shop = 300 m² of gross floor area (labelled 'Pharmacy' on development plans)
- Medical Centre = 1,020 m² of gross floor area (labelled 'GP Practice/Radiology/Precision Health' on development plans)
- Office = 1,395 m² of gross floor area

The starting point in assessing the carparking requirements servicing the development is to consider the statutory parking rates stipulated under the Yarra Ranges Planning Scheme, which are obtained from Table 1 in Clause 52.06-5 of the Scheme. There are two sets of parking rates provided in Table 1 (Columns A and B). Column A is a 'standard' rate and is intended to apply for stand-alone developments which are not within major activity centres. Column B applies if:

- any part of the land is identified as being within the Principal Public Transport Network (PPTN) Area as shown on the Principal Public Transport Network Area Maps (State Government of Victoria, August 2018); or
- a schedule to the Parking Overlay or another provision of the planning scheme specifies that Column B applies.

Lilydale's Major Activity Centre lies partly within the Principal Public Transport Network Area with the western half of the retail/commercial town centre falling inside the PPTN whilst the eastern half falls outside of it, as shown in Figure 21.

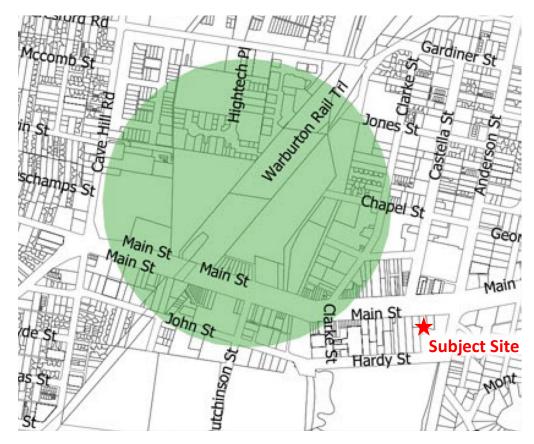


Figure 21: Principal Public Transport Network Area in Lilydale

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The application of two different sets of parking rates in the Lilydale retail/commercial town centre is somewhat counter-intuitive and contradictory – as the two halves of the town centre form a single, homogeneous and connected zone.

Within this context it is also relevant to note that the Lilydale Major Activity Centre's town centre provides a substantial proportion of the overall car parking supply as 'shared' public parking. Accordingly, the Column B rates provide a more appropriate starting point for any development within the town centre. More specifically, car parking requirements for uses within the Lilydale MAC should reflect that, due to the sharing of carparking amongst a number of uses, demands generated by developments in the area are lower than those generated by similar land uses that are not located within an activity centre and are 'isolated' from other uses. Accordingly, it is reasonable to conclude that the standard 'Column A' rates specified in Clause 52.06 are higher than those would be required for the Lilydale MAC. It is thus considered appropriate to adopt the 'Column B' rates for the purposes of assessing this development application, as the 'Column B' rates provide a 'whole of centre' approach to parking. The whole of centre approach considers that patrons will visit an activity centre, and then make use of the trip to visit a number of uses within the centre. This approach is consistent with the original Planning Permit application in 2017.

The 'Column B' rates for the relevant land uses proposed for 304-322 Main Street are as follows:

- Child Care = 0.22 parking spaces to each child (130 children are proposed)
- Food & Drink premises = 3.5 parking spaces to each 100 m² of leasable floor area (248 m² of gross floor area is proposed)
- Shop = 3.5 parking spaces to each 100 m² of leasable floor area (300 m² of gross floor area is proposed)
- Office = 3 parking spaces to each 100 m² of leasable floor area (1,395 m² of gross floor area is proposed)
- Medical Centre = 3.5 parking spaces to each 100 m² of leasable floor area (1,020 m² of gross floor area is proposed)

In the interests of a conservative analysis, it will be assumed that the leasable floor areas for the shop, office and medical centre components equal the gross floor area (which leads to an overestimation of parking requirements). Application of the above rates yields a statutory parking requirement of 122 spaces, including:

- Child Care = 28 parking spaces
- Food & Drink = 8 parking spaces
- Shop = 10 parking spaces
- Office = 41 parking spaces
- Medical Centre = 35 parking spaces

The proposal involves the provision of 88 on-site car spaces – a shortfall of 34 parking spaces. Accordingly, a justification for the reduction to the statutory car parking is requirement is necessary – as outlined under Clause 52.06-6 of the Yarra Ranges Planning Scheme.

4.2 PREVIOUS PLANNING PERMIT & COMPARISON WITH CURRENT DEVELOPMENT PROPOSAL

A previous planning permit (issued in March 2017) allowed for development of the land to construct a mix of uses, including a Restricted Retail Premises, Shops, Office and Convenience Restaurant. The permit also allowed for a reduction in car parking – requiring only the provision of a minimum 43 car parking spaces onsite. This parking supply level represents a significant part waiver of the statutory Planning Scheme parking requirements – reflecting the implicit recognition that the subject site is an integral part of Lilydale's retail/commercial town centre and, as such, enjoys the benefits of a 'whole of centre' approach to parking.

It is relevant to note that the previous planning permit requirement for a minimum provision of 43 spaces represents an effective parking waiver of 18 car spaces (calculated using Column B). The comparison between the statutory parking requirement and the number of parking spaces allowed by the planning permit, issued by Yarra Ranges Council, is shown in Table 3.

Table 3: Comparison of Statutory Parking Requirement & Parking Supply (Approved vs Proposed Development)

	Parking Requirement using Column B in Table 1 of Clause 52.06-5	Parking Supply	Parking Waiver (under column B)	Proportion of car spaces supplied versus Column B requirement	
Existing 2017 Planning Permit	61	43	18	70.5%	
Current Planning Permit Application	122	88	34	72.1%	

The new proposal involves a more predictable mix of uses (in terms of parking demand characteristics), retaining the 'Shop' and 'Office' uses, but deleting the potentially high customer generating uses ('Convenience Restaurant' and 'Restricted Retail Premises') and replacing those with uses which have a more predictable and contained parking-generation profile – namely the 'Childcare Centre' and a 'Medical Centre'.

The proposed provision of 88 on-site car spaces against a Column B requirement of 122 parking spaces represents a supply level of 72.1%. This exceeds the supply level under the previous 2017 planning permit where the approved 43 parking spaces represented 70.5% of the Column B parking requirement.

It is also highly relevant to note that the key change under the current planning permit application is the replacement of two uses likely to attract continuous and at times high patronage, including on weekends (the Convenience Restaurant and Restricted Retail Premises) with two uses that generate their parking demand on weekdays only – either the start and end of the day (the Childcare Centre) and in a predictable, finite and structured manner (the Medical Centre – reflective of the appointment-based business model used by the health sector, which effectively filters parking demand to a steady and constant flow).

In summary, the current development application provides a greater proportion of the Column B parking requirement compared to the previously approved development (whilst, intrinsically, featuring a far less intense parking demand). The parking waiver sought under this current proposal (34 spaces) is thus considered consistent with the previously approved development scheme.

4.3 REDUCING THE REQUIREMENT FOR CAR PARKING

Planning Practice Note 22 (August 2023) issued by the State Government's Department of Transport and Planning provides guidance about the use of the car parking provisions in Clause 52.06. Clause 52.06-7 draws a distinction between the assessment of likely demand for parking spaces, and whether it is appropriate to allow the supply of fewer spaces.

These are two separate considerations, one technical while the other is more strategic. Different factors are taken into account in each consideration. Accordingly, the determination of whether the provision of car parking for the proposed development is appropriate will be made on the basis of a two-step assessment process, which has regard to:

- The car parking demand likely to be generated by the proposed uses
- Whether it is appropriate to allow fewer spaces to be provided

This two-step assessment process is set out in the sections that follow.

4.4 CAR PARKING DEMAND ASSESSMENT

Clause 52.06-7 allows for the statutory car parking requirement to be reduced (including to zero) subject to an application being accompanied by a Car Parking Demand Assessment. Furthermore, Clause 52.06-7 sets out that a Car Parking Demand Assessment must address the following key factors:

- The likelihood of multi-purpose trips within the locality which are likely to be combined with a trip to the land in connection with the proposed use.
- The variation of car parking demand likely to be generated by the proposed use over time.
- The short-stay and long-stay car parking demand likely to be generated by the proposed use.
- The availability of public transport in the locality of the land.
- The convenience of pedestrian and cyclist access to the land.
- The provision of bicycle parking and end of trip facilities for cyclists in the locality of the land.
- The anticipated car ownership rates of likely or proposed visitors to or proposed occupants (residents or employees) of the land.
- Any empirical assessment or case study.

A summary of the 'response' to each of these factors has been provided, for ease of reference, in Table 4.

Table 4: Summary of Car Parking Demand Assessment Criteria

Criteria	Response
The likelihood of multi-purpose trips within the locality which are likely to be combined with a trip to the land in connection with the proposed use.	The presence of multi-purpose trips within the Lilydale Major Activity Centre is indisputable. Trip linking provides a sound basis and substantiation to apply a parking rate discount. Much of the parking demand associated with the development's shop use is already captured by separate parking events in the surrounding area as customers are engaged in 'multi-purpose trips'. No separate customer parking is needed for the shop component and a full waiver of the 10 parking spaces for the 'Shop' tenancy is considered appropriate. Shop employee parking is also considered unnecessary given the site's location within the Lilydale MAC and the ready availability of alternate transport to/from the land.
The variation of car parking demand likely to be generated by the proposed use over time.	Each of the development components exhibits different parking generation characteristics – with little overlapping demands. For instance, the parking demand associated with the childcare centre will be highest at times when other uses are not in operation (before 9am and after 5pm). The peak parking demand at childcare centres typically occurs in the early morning between 7.00 and 9.00am (as parents drop children off before work). Similarly, the evening peak will occur between 5.30 and 6.30pm (as parents pick up children after work) – this early evening period is a time when the shop, medical centre and office uses are either already closed or nearing closure. Thus, the parent drop-off / pick-up parking demand associated with the development's childcare use is able to utilise empty parking spaces that, in turn, will be used by visitors to the medical centre components, during normal daytime business hours. In common with the 'shop' use, employee parking for childcare centre staff is also considered unnecessary given the site's location within the Lilydale MAC and the ready availability of alternate transport to/from the land. Within this context, the 28-space statutory parking requirement for the childcare centre can be largely utilised by the medical centre uses during the daytime – reducing by 28 spaces the statutory requirement for that development component. This represents an effective 28-space part waiver of the parking requirements for the medical centre use.

Criteria	Response
The short-stay and long-stay car parking demand likely to be generated by the proposed use.	The car parking demand generated by the proposed development is likely to consist of a mix that comprises both short-stay and long-stay parking. The longer-term car parking demand will primarily be associated with office and medical centre employees. Younger shop attendants and childcare staff are more likely to utilise public transport for the journey-to-work. The short-stay parking demand will be mostly associated with visitor / customer and pick-up / drop-off activity to the childcare and medical centres. Spaces are allocated for this purpose on site. The customer parking associated with the shop is expected to be addressed by the availability of abundant spare on-street parking, as discussed in previous sections of this report. Overall, sufficient spaces are available on site to cater for the identified parking requirements, particularly given the likelihood of sharing of visitor spaces by the childcare and medical centres – as noted in other sections of this car parking demand assessment.
The availability of public transport in the locality of the land.	Excellent public transport exists in the locality with multiple bus routes directly in front of the site and Lilydale train station located within easy walking distance at 600 metres from the site. The parking demand associated with the development's land uses is therefore likely to be lower due to the ready availability of public transport. A part waiver of 11 parking spaces for the 'Office' use is considered appropriate (which represents around half of the total statutory 'Office' parking requirement of 41 spaces). This will encourage around one-quarter of office workers to use public transport for the journey-to-work. This outcome supports Council's Lilydale Place Plan 2020 which aims to increase in the number of people using public transport at Lilydale interchange by 10%.
The convenience of pedestrian and cyclist access to the land.	The well-maintained existing local footpath network into Lilydale Town Centre provides convenient pedestrian access to the subject site.
The provision of bicycle parking and end of trip facilities for cyclists in the locality of the land.	Sixteen on-site bicycle parking spaces are proposed, which satisfies the statutory requirement.
The anticipated car ownership rates of likely or proposed visitors to or proposed occupants (residents or employees) of the land	The lower car ownership rates, revealed by the 2021 Census, associated with the residential population in the development's primary catchment justify the parking waivers proposed in this report.
Any empirical assessment or case study.	Not Applicable.

Summary of Car Parking Demand Assessment Criteria:

The analysis presented in Table 4 has concluded that it is reasonable to **allow a 49-space parking waiver** under this planning permit application (with respect to Column B requirements of 122 spaces). However, **only a 34 space parking waiver is sought under the application**. The key justifications to support this partial parking waiver include:

- It is acceptable to waive the 10-space statutory parking requirement for the 'Shop' use, due to its location within the Lilydale town centre and the associated likelihood of multi-purpose trips occurring within the locality
- The demand for the 28 parking spaces required for the childcare centre will be manifested in the early morning and late afternoon / early evening times when the medical centre is closed or near closing. Thus, the 28-space statutory parking requirement for the childcare centre can be largely utilised by the medical centre uses during the daytime satisfying the need of 28 spaces (out of the 35-space statutory requirement for that development component). The shared use of the 28 childcare centre spaces represents an effective 28-space waiver of the parking requirements for the medical centre use.
- A waiver of 11 parking spaces for the 'Office' use is considered appropriate (out of the total statutory 'Office' parking requirement of 41 spaces) which will encourage around half of office workers to use public transport for the journey-to-work.

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The relevance of each of the 'car parking demand' aspects (summarised above in Table 4) is discussed in more detail in the sections that follow.

4.4.1 Multi-purpose trips within the area

In Lilydale MAC, many trips serve more than one function due to the proximity of many varied retail and commercial uses. This will tend to reduce the need for car parking. For example, the shop tenancy will draw some of its trade from local workers, as well as workers of the proposed development's future office component, who will have already travelled to the area for work and hence do not need additional parking. Similarly, there are dozens of existing shops on both sides of this section of Main Street and patrons typically park once-only and then walk between different shops until their visit is complete.

This phenomenon is known as 'trip linking' or 'multi-purpose trips' — where a person arrives at a centre for one purpose and uses the opportunity to visit one or more other establishments in that centre. It is a common occurrence in activity centres such as Lilydale and is discussed further in the context of traffic generation in chapter 5 of this report.

From a parking perspective, trip linking has the potential to significantly reduce the overall parking demand generated by the proposed development. However, the extent to which any reduction will apply depends on the nature of future land uses and the ease of 'physically moving' between the new uses on the subject site and the existing land uses in the section of Main Street between Clarke Street and Anderson Street. There is no generic guidance available to help determine the extent by which a 'trip linking discount' may apply to parking demand (in contrast to the published guidance that is available for trip generation discounts). Accordingly, in order to obtain an indication of the average number of shops typically attended by shoppers, a visitation survey of the existing premises in this block of Main Street was undertaken at the time when the original traffic and parking impact assessment report was prepared for the existing planning permit. A total of 100 shoppers was monitored in November 2015 and it was found that, on average, each visited 1.8 premises on a single parking trip. The survey was based only on the users of the 1-hour and 2-hour limit parking spaces.

It has therefore been concluded that in this section of the Lilydale MAC there is strong evidence that trip linking is occurring and this is manifested in a single parking event servicing more than a single land use. On this basis it is reasonable to apply a significant parking rate discount. Such a discount, in the context of the proposed mixed-use development at 304-322 Main Street, is most applicable for the 'shop' use as it will draw business from the presence of customers visiting other land uses nearby.

Accordingly, no separate customer parking is needed for the shop component, particularly in view of the abundant spare on-street parking supply identified through parking surveys in both December 2021 and February 2024. The parking occupancy surveys on the south side of Main Street, adjacent to the subject site, showed the busiest parking demand occurring at 12.00noon with 66.4% and 54.6% (2021 and 2024 respectively) of publicly available parking spaces occupied. At that time there were 40 and 54 (2021 and 2024 respectively) unoccupied parking spaces out of a total supply of 119 spaces. The 2021 surveys also revealed that in common with the broader study area, by 4.00pm the parking demand on the south side of Main Street had dropped significantly with the occupancy being under 50%. Finally, by 6.00pm, the occupancy was insignificant with only around one-tenth of parking spaces occupied (10.1%).

<u>Conclusion:</u> Much of the visitor parking demand associated with the development's shop use is already captured by separate parking events in the surrounding area as customers are engaged in 'multi-purpose trips'. In addition, no separate employee parking supply is considered necessary for the shop staff, given the site's location within the Lilydale MAC and the availability of generous public transport options to travel to/from the subject site. In this context, a full waiver of 10 parking spaces for the shop use is considered appropriate.

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4.4.2 Variation of car parking demand over time

There is a mix of uses proposed for the subject site that have different visitation-generation characteristics. Specifically, the time of peak parking demand associated with each component of the development will not coincide. In particular, the parking demand associated with the childcare centre will be highest at times when other uses are not in operation (before 9am and after 5pm). The peak parking demand at childcare centres typically occurs in the early morning between 7.00 and 9.00am (as parents drop children off before work). Similarly, the evening peak will occur between 5.30 and 6.30pm (as parents pick up children after work) – this early evening period is a time when the shop, medical centre and office uses are either already closed or nearing closure. In common with the 'shop' use, employee parking for childcare centre staff is also considered unnecessary given the site's location within the Lilydale MAC and the ready availability of alternate transport to/from the land.

In summary, the parent drop-off / pick-up parking demand associated with the development's childcare use is able to utilise empty parking spaces that, in turn, will be used principally by visitors to the medical centre components, during normal daytime business hours. As such, simply adding the overall parking requirements for the different uses, would result in an oversupply of parking. In fact, the variation in parking demand over time justifies provision of a lower level of parking. More specifically, when the car parking demand for each land use peaks at different times, the car parking spaces that are provided can be used more efficiently (and less spaces are needed) as they can service different land uses at different times.

Within this context, the 28-space statutory parking requirement for the childcare centre can be largely utilised by the medical centre uses during the daytime – reducing by 28 spaces the statutory requirement for that development component.

<u>Conclusion</u>: The demand for the 28 parking spaces required for the childcare centre will be manifested in the early morning and late afternoon / early evening – times when the medical centre is closed or near closing. Thus, the 28-space statutory parking requirement for the childcare centre can be largely utilised by the medical centre uses during the daytime – satisfying the need of 28 spaces (out of the 35-space statutory requirement for that development component). This represents an effective 28-space waiver of the parking requirements for the medical centre use.

4.4.3 SHORT-STAY AND LONG-STAY PARKING DEMAND

The car parking demand generated by the proposed development is likely to consist of a mix that comprises both short-stay and long-stay parking. The longer-term car parking demand will primarily be associated with office and medical centre employees. Younger shop attendants and childcare staff are more likely to utilise public transport for the journey-to-work. The short-stay parking demand will be mostly associated with visitor / customer and pick-up / drop-off activity to the childcare and medical centres. Spaces are allocated for this purpose on site. The customer parking associated with the shop is expected to be addressed by the availability of abundant spare on-street parking, as discussed in previous sections of this report. Overall, sufficient spaces are available on site to cater for the identified parking requirements, particularly given the likelihood of sharing of visitor spaces by the childcare and medical centres — as noted in other sections of this car parking demand assessment.

4.4.4 AVAILABILITY OF PUBLIC TRANSPORT IN THE LOCALITY

Existing bus and train services will provide excellent access for all the proposed land uses on the subject site. The services offer connectivity into the surrounding residential catchment as well as convenient access to multiple regional attractions and destinations across the entire metropolitan area. Between Monday and Friday, most of the bus routes operate between around 5.00-6.00am and 10.00-11.00pm and are scheduled every 20 to 30 minutes for most of the day. On Saturdays and Sundays, bus services run between around 7.30-8.00am and 10.00-11.00pm and are typically scheduled every hour for most of the day.

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In summary, the availability of such convenient public transport reduces the need to provide car parking. Whilst proximity to public transport is not, in itself, a sufficient reason for reducing a car parking requirement, the fact that the availability of the bus and train services overwhelmingly coincides with the operating hours of the proposed childcare, medical centre, office and shop uses (standard business hours) justifies a parking reduction. Public transport will provide both employees and visitors of this development a viable and attractive travel-to-work and visitation option.

<u>Conclusion:</u> Excellent public transport exists in the locality with multiple bus routes directly in front of the site and Lilydale train station located within easy walking distance at around 600 metres from the site. The employee/visitor parking demand associated with the development's land uses is therefore likely to be lower due to the ready availability of public transport. A waiver of 11 parking spaces for the 'Office' use is considered appropriate (out of the total statutory 'Office' parking requirement of 41 spaces) – which will encourage around one-quarter of office workers to use public transport for the journey-to-work. This outcome supports Council's Lilydale Place Plan 2020 which aims to increase in the number of people using public transport at Lilydale interchange by 10%.

4.4.5 CONVENIENCE OF PEDESTRIAN AND CYCLIST ACCESS TO THE LAND

Convenient pedestrian access is available from all directions to/from the subject site making walking a practical alternative to car use. There are high-quality pedestrian areas available in the activity centre in support of people choosing to walk — with appropriate footpath widths and safe crossing locations. Moreover, the street network extending into residential catchments around the subject site, features well maintained footpaths which are provided throughout. This will reduce the need for car parking as there is a realistic likelihood of some people walking instead of driving. Cycling, whilst also feasible, may not be as attractive to many users, given the hilly terrain that exists in certain directions. Nonetheless, observations of visitor travel patterns in the local area have confirmed that that both walking and cycling are used as modes of access to the existing shopping precinct (see Figure 22). Importantly, as discussed in section 3.4, the recently approved Lilydale Major activity Centre Structure Plan outlines a comprehensive program to enhance pedestrian and bicycle networks to complement and increase usage of public transport and educe car dependency.



Figure 22: Bike Riding on Main Street

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The existing pedestrian and cycling facilities described above will reduce the need for car parking as there is a realistic likelihood of many people walking / cycling instead of driving.

<u>Conclusion</u>: The employee/visitor parking demands associated with the development's land uses are likely to be lower – due to the attractiveness of walking and cycling alternatives instead of car use. The parking waivers already identified in previous sections are further supported by the convenience of pedestrian and cyclist access to the land.

4.4.6 BICYCLE PARKING AND END OF TRIP FACILITIES FOR CYCLISTS IN THE LOCALITY OF THE LAND

The proposed development provides generous on-site bicycle parking facilities, which are conveniently located for the use of visitors, shoppers and employees alike. Sixteen on-site bicycle parking spaces are proposed, which satisfies and exceeds the statutory requirement.

4.4.7 ANTICIPATED CAR OWNERSHIP RATES OF LIKELY VISITORS TO OR PROPOSED OCCUPANTS OF THE LAND.

Car ownership is an important parameter that broadly reflects the propensity for people to drive. The mix of uses proposed on the subject site (particularly the childcare and medical centres) are likely to attract customers and staff from the immediate surrounding residential catchment. Accordingly, 2021 car ownership data from the Census data was examined for the part of Lilydale closest to the subject site (shown in Figure 23).

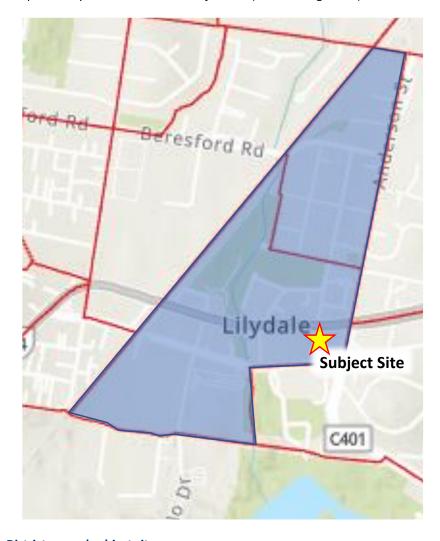


Figure 23: Census District around subject site

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The breakdown of the car ownership structure for the precinct shown in Figure 23 is shown in Table 5, which also provides a comparison with the broader Yarra Ranges municipality and Metropolitan Melbourne. The most notable aspect is the proportion of households with "No Vehicles": 15.6% in the precinct surrounding the subject site compared with only 2.8% across the Yarra Ranges and 8.2% in Metropolitan Melbourne. The proportion of households with 1 vehicle is also much higher near the subject site with nearly half, 48.8%, of all households having access to a single vehicle compared with 26.6% across Yarra Ranges. These vehicle ownership characteristics reflect the high likelihood of much lower car usage/dependency by residents who live in the precinct surrounding the subject site – compared to the rest of the Yarra Ranges municipality.

Table 5: Number of Vehicles per Dwelling (Census 2021)
Comparison between parts of Lilydale close to subject site, Yarra Ranges and Metropolitan Melbourne

Lagathan	Propo	rtion of Dwellings	gs & Corresponding Vehicles per dwelling			
Location	No Vehicles	One Vehicle	Two Vehicles	Three or more Vehicles	Not Stated	
Residents who live near the subject site	15.6%	48.8%	24.9%	10.7%	0%	
Yarra Ranges	2.8%	26.6%	40.2%	26.7%	3.8%	
Metropolitan Melbourne	8.2%	35.6%	35.1%	16.3%	4.7%	

The Census also provides insights into car utilisation by capturing statistics on journey-to-work. In this instance, 2016 Census data was examined, as 2021 travel patterns were affected by the Covid pandemic. The Census data reveals that residents who live in the part of Lilydale closest to the subject site exhibit lower car dependency for the journey-to-work than the municipal average for the broader Yarra Ranges municipality. This is shown in Table 6, which also provides a comparison with journey-to-work statistics for Greater Metropolitan Melbourne.

Table 6: Comparison of Journey-to-Work Travel Mode Choices (2016 Census)

Travel Mode for Journey-to-Work	Residents who live near the subject site	Yarra Ranges Municipality	Greater Metropolitan Melbourne
Public Transport	8%	6%	18%
Walking	6%	1%	3%
Car (driver/passenger)	65%	73%	76%
Other (includes bikes, 'worked from home', 'did not go to work', etc)	21%	20%	3%

Table 6 specifically shows that, when travelling to work, residents who live near the subject site:

- Walk at 6 times the rate of people in the entire Yarra Ranges municipality (6% against 1%)
- Catch public transport at a rate that is 33% higher than the rate of people in the entire Yarra Ranges municipality (8% against 6%)
- **Drive** at a rate that is **11% lower** than that of people in the **entire Yarra Ranges municipality** (65% against 73%) and **14.5% lower** than people **across Metropolitan Melbourne** (65% against 76%)

<u>Conclusion:</u> The 2016 and 2021 Census data sets have revealed much lower car ownership and utilisation rates by the residential population that lives in the subject site's primary catchment. These lower rates foreshadow a greater propensity, for those visitors, customers and employees who may live in the local surrounding neighbourhoods, to be less reliant on the use of cars compared with residents of the broader Yarra Ranges Council area. These findings help to justify the parking waivers already identified in previous sections.

4.4.8 ANY EMPIRICAL ASSESSMENT OR CASE STUDY

Not Applicable.

4.4.9 OVERALL CONCLUSIONS FROM CAR PARKING DEMAND ASSESSMENT

The assessment presented in the previous sections has identified justifications to potentially part-waive the requirement for a total of 122 parking spaces, taking the realistic parking requirement down to the 88 spaces that are proposed. This 34-space waiver being sought is reasonably justified given that there is potential to justify an even greater waiver of 49 spaces. In particular, the following factors are relevant:

- Likelihood of 'trip linking' or 'multi-purpose trips' occurring in the Lilydale Major Activity Centre where a person arrives at the centre for one purpose and uses the opportunity to visit one or more other establishments in the centre.
- Distinct variation of car parking demand over time (particularly between peak childcare pick-up / drop-off and the medical centre uses). As car parking demand for these each land uses peaks at different times, the car parking spaces that are provided can be used more efficiently (and less spaces are needed) as they can be shared and service visitors to different land uses at different times.
- Availability of **excellent public transport access** (multiple existing bus routes immediately adjacent to the site and a major train station within easy walking distance).
- Existence of **effective pedestrian and bicycle networks** servicing the Lilydale Major Activity Centre and the generous supply of on-site bicycle parking in satisfaction of the minimum Planning Scheme requirements.
- The exhibited **low car ownership and utilisation rates of residents living in neighbourhoods surrounding the subject site** (as demonstrated by 2016 and 2021 Census data for the Lilydale area). Many of the **future workers, customers and visitors to the subject site** will live in these areas and likely exhibit low car dependency.

4.5 APPROPRIATENESS OF PROVIDING FEWER SPACES THAN THE NUMBER LIKELY TO BE GENERATED

The second step (when reflecting on the merit of waiving carparking requirements) is to consider whether it is 'strategically' appropriate to allow fewer parking spaces to be provided on site – as determined by the Car Parking Demand Assessment previously presented. In this respect, Clause 52.06-7 of the Yarra Ranges Planning Scheme sets out a series of car parking provision factors that should be considered when assessing the appropriateness of providing fewer car spaces on the site. The car parking provision factors are as follows (with the most relevant four factors highlighted by underlining):

- The <u>Car Parking Demand Assessment</u>.
- Any relevant <u>local planning policy</u> or incorporated plan.
- The availability of alternative car parking in the locality of the land, including:
 - o Efficiencies gained from the consolidation of shared car parking spaces.
 - o Public car parks intended to serve the land.
 - On street parking in non-residential zones.
 - o Streets in residential zones specifically managed for non-residential parking.
- On street parking in residential zones in the locality of the land that is intended to be for residential use.

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- The practicality of providing car parking on the site, particularly for lots of less than 300 square metres.
- Any adverse economic impact a shortfall of parking may have on the economic viability of any nearby activity centre.
- The future growth and development of any nearby activity centre.
- Any car parking deficiency associated with the existing use of the land.
- Any credit that should be allowed for car parking spaces provided on common land or by a Special Charge Scheme or cash-in-lieu payment.
- Local traffic management in the locality of the land.
- The impact of fewer car parking spaces on local amenity, including pedestrian amenity and the amenity of nearby residential areas.
- The need to create safe, functional and attractive parking areas.
- Access to or provision of <u>alternative transport modes</u> to and from the land.
- The equity of reducing the car parking requirement having regard to any historic contributions by existing businesses.
- The character of the surrounding area and whether reducing the car parking provision would result in a quality/positive urban design outcome.
- Any other matter specified in a schedule to the Parking Overlay.
- Any other relevant consideration.

The factors highlighted above are discussed in the sections that follow.

4.5.1 CAR PARKING DEMAND ASSESSMENT

The previous 'Car Parking Demand Assessment' section, identified that the proposed mixed-use development is well placed to operate with modest levels of carparking – particularly by virtue of the:

- Likelihood of 'trip linking' or 'multi-purpose trips' occurring in the Lilydale Major Activity Centre where a person arrives at the centre for one purpose and uses the opportunity to visit one or more other establishments in the centre
- Distinct variation of car parking demand over time (particularly between peak childcare pick-up / drop-off and the medical centre uses). As car parking demand for these each land uses peaks at different times, the car parking spaces that are provided can be used more efficiently (and less spaces are needed) as they can be shared and service visitors to different land uses at different times.
- Availability of **excellent public transport access** (multiple existing bus routes immediately adjacent to the site and a major train station within easy walking distance).
- Existence of **effective pedestrian and bicycle networks** servicing the Lilydale Major Activity Centre and the generous supply of on-site bicycle parking in satisfaction of the minimum Planning Scheme requirements.
- The likely anticipated **low car ownership rates of future workers, customers and visitors to the subject site** as demonstrated by 2016 and 2021 Census data for the Lilydale area.

Within this context, it is reasonable to conclude that the proposed 88-space parking supply is adequate to cater for realistic demand under the 'Car Parking Demand Assessment'.

4.5.2 LOCAL PLANNING POLICY

It is appropriate to consider the local planning policy context and future growth objectives when examining the adequacy of carparking supply for the proposed development. At a strategic level, Clause 22.07 of the Yarra Ranges Planning Scheme is the local planning policy and applies to the precincts within the Lilydale Major Activity Centre.

Sub-Clause 22.07-2 lists a number of specific objectives for Lilydale Major Activity Centre, including (of most relevance to this proposal):

- To create a vibrant town centre with a strong hub of commercial and pedestrian activity centred on the Main Street
- To create an accessible and convenient centre which gives priority to people with disabilities, pedestrians, cyclists, and public transport users.

Furthermore, the parking supply that is proposed for the development is consistent with Yarra Ranges Council's transport objectives and desires, as expressed through its municipal-wide 'Connected' strategy (which is Yarra Ranges' Integrated Transport Strategy 2020-2040). 'Connected' recognises the imperative of reducing car dependency and has set ambitious targets to reduce the proportion of trips undertaken by car for all trip purposes. 'Connected' identifies that just **over half of all car trips in Yarra Ranges are less than 3km**. Whilst acknowledging that some of these trips will need to be done by car, 'Connected' also point out that there are **many that could be easily completed by walking (less than 1km) or cycling (less than 3km)** if the right infrastructure was provided. To this end, 'Connected' commits to "expanding the current walking and cycling network to allow people the opportunity to walk and cycle". In addition, Council has also formulated a formal vision for the Lilydale Major Activity Centre, as articulated in Council's Lilydale Place Plan 2020 which outlines actions to develop and embed sustainable transport choices – aimed at increasing walking and reducing car-dependence and congestion.

In summary, Council's suite of strategic guidance documents aim to moderate car dominance and promote walking, cycling and public transport use as viable and preferable alternatives – supporting the creation of a vibrant, safe and sustainable Lilydale Major Activity Centre. Within this comprehensive sustainable transport policy context, the proposed development's imperative is to contribute an outcome that supports low car dependency and optimises use of active transport and public transport.

4.5.3 ON STREET PARKING IN NON-RESIDENTIAL ZONES

Comprehensive parking survey shave been undertaken in the vicinity of the subject site. The surveys were conducted between 7:00am to 6.00pm on Wednesday 1 December 2021 and between 10:00am to 2:00pm on Wednesday 7 February 2024. The weekday was selected as it represents a 'typical day' when the future 'childcare', 'shop', 'medical centre' and 'office' uses are likely to be operating at representative levels of activity. It is also the time when other nearby activities would experience normal customer visitation. A total of 237 spaces parking spaces was surveyed, within a short walking distance of the subject site – of these, 228 spaces are publicly accessible. The findings of the parking surveys highlight a couple of relevant factors:

- There is exceptionally generous parking availability in the study area at all times.
- The parking demand on the south side of Main Street during peak set-down and pick-up periods for the proposed childcare centre (7-9am and 4-6pm) is exceptionally low.

On the basis of the findings, it is concluded that there is exceptionally generous on-street parking capacity to cater for any excess demand that may occasionally not be catered for by the proposed 88-space on-site parking supply.

4.5.4 ALTERNATIVE TRANSPORT MODES TO AND FROM THE LAND

The subject site is readily accessible by alternative transport modes including public transport, cycling and walking, as described in previous sections of this report. In addition to excellent public transport services, there is an established comprehensive footpath network, linking surrounding residential catchments to the subject site, offering high levels of convenience for pedestrians to access to the land.

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It is therefore concluded that the locality is well served by public transport and pedestrian networks that, collectively, will give rise to a reduced demand for car parking on site. It is thus appropriate to take these factors into account when assessing the appropriateness of the car parking supply for the subject site.

4.6 STATUTORY BICYCLE PARKING REQUIREMENT

Bicycle parking requirements are found in Clause 52.34-3 of the Yarra Ranges Planning Scheme. The relevant rates are reproduced below. There is no bicycle parking rate stipulated for childcare centres – and thus no requirement.

Office (proposed area 1,395 m²):

In developments where the net floor area exceeds 1000 m²:

- 1 to each 300 sq m of net floor area for employees; and
- 1 to each 1000 sq m of net floor area for visitors

Shop (Pharmacy – proposed area 300 m²):

In developments where the leasable area exceeds 1000 m²:

- 1 to each 600 m² of leasable floor area for employees; and
- 1 to each 500 m² of leasable floor area for shoppers/visitors

Food & Drink (adopt rate for Take-away Food premises – proposed area 248 m²):

- 1 to each 100 sq m of net floor area for employees; and
- 1 to each 50 m² of net floor area for shoppers/visitors

Medical Centre (nine proposed practitioners):

- 1 to each 8 practitioners for employees; and
- 1 to each 4 practitioners for visitors

The shop area is less than $1,000 \text{ m}^2$ – and therefore no bicycle parking is required.

The total statutory parking requirement, after application of the above standard parking rates, is shown in Table 7. Clause 52.34-3 advises that if in calculating the number of bicycle facilities the result is not a whole number, the required number of bicycle facilities is the nearest whole number.

Table 7: Statutory Bicycle Parking Requirement

Use	Statutory Bicycle Parking requirement
Office (1,395 m²)	5 (4 for employees / 1 for visitors)
Medical centre (9 practitioners)	3 (1 for employees / 2 for visitors)
Food & Drink Premises (248m²)	7 (2 for employees / 5 for visitors)
Total	15 bicycle parking spaces (7 for employees / 8 for visitors)

The proposed bicycle parking supply is 16 spaces – which satisfies and exceeds the statutory requirement.

Table 2 to Clause 52.34-5 defines the "shower" requirements for the development. These only arise if 5 or more employee bicycle spaces are required (1 for the first 5 employee bicycle spaces, plus 1 to each 10 employee bicycle spaces thereafter). As the development triggers the requirement for 7 employee bicycle spaces – there is a requirement for one shower to be provided. Furthermore, Table 3 to Clause 52.34-5 – 'Change rooms' stipulates that 1 change room (or direct access to a communal change room) is required for each shower. The change room may be a combined shower and change room.

Provision for a shower and changeroom has been allowed for in the development's design.

4.7 ACCESS ARRANGEMENTS & PARKING LAYOUT

The proposed 88 carparking spaces are located undercover in a part-basement part-ground floor design. The carpark is accessed off both Hardy Street.

The carpark design has been assessed under the relevant sections of the Planning Scheme (Clause 52.06-9) and the Australian Standards for off-street parking facilities. The carpark satisfies all key design aspects outlined in those documents and is thus satisfactory. The carpark layout is shown in Figure 24.

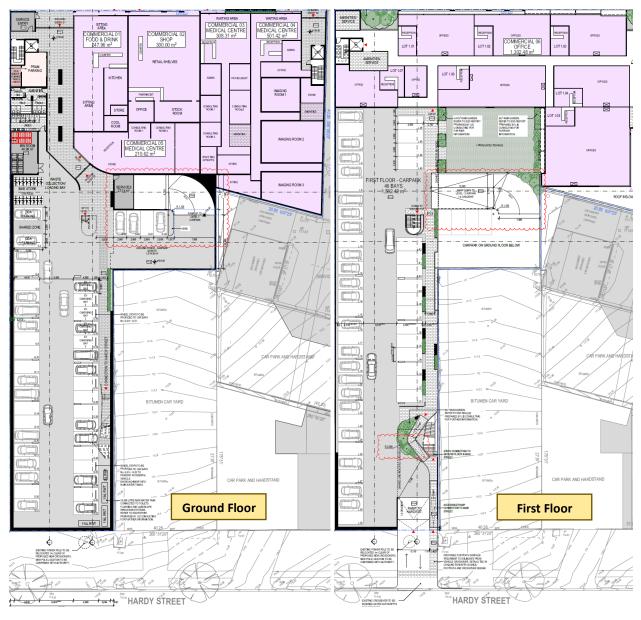


Figure 24: Ground & First Floor Plan - Carpark Layout

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5 TRAFFIC IMPLICATIONS

5.1 TRAFFIC ANALYSIS PROCESS

The traffic impact analysis for this development has been structured as follows:

- a) Prediction of the likely peak hour traffic volume generation for each of the development land use components
- b) Distribution of this traffic volume on the road network
- c) Assessment of the ability of roads to accommodate the predicted traffic flows

The original version of this "Traffic Impact Assessment" was prepared on 22 February 2024. The distribution of traffic and assessment of impacts was subsequently reviewed and new recommendations were presented in an Addendum report dated 17 July 2024 – which should be read in conjunction with this report dated 25 July 2024. The conclusions of that Addendum report (that the site access at Hardy St operate as left-in / left-out) supersede the conclusions presented in this chapter. The traffic generation methodology presented in this report remains

5.2 SELECTION OF ANALYSIS PERIOD

The analysis presented in this traffic assessment focuses on the traditional commuter peak hours that characterise this part of metropolitan Melbourne – namely 8am to 9am (AM peak) and 5pm to 6pm (PM peak). These peak hours are also consistent with much of the busiest 'activity' expected in association with the various land uses proposed on the subject site (shop, office, childcare and medical centres). For example:

- Most employee trips to/from the development's various components will likely occur during the traditional AM and PM peak hours
- The highest level of activity for the childcare centre is likely the AM peak period (as demonstrated by comprehensive empirical evidence – discussed later in this report)

Those activities whose peak periods do not coincide with the 'traditional' weekday AM and PM peak hours will attract the greatest number of trips at times when there is abundant spare capacity on the road network, such as the 'shop' which is likely to attract the highest patronage in the middle of a typical weekday. This is consistent with the observed operating hours of existing shops in Main Street, which are overwhelmingly 9am-5pm, and the peak on-street parking occupancy which occurs at lunchtime.

Within this context, adoption of the traditional AM and PM peak hours (for the purposes of traffic impact analysis) will provide the 'worst case' combination of site-generated trips plus background trips on the adjacent road network.

5.3 TRIP GENERATION

In order to reliably estimate the traffic generation potential of a given development, the well-established industry practice across Australia is to utilise the NSW RTA's "Guide to Traffic Generating Developments" (the RTA Guide) together with local surveys/data, if available and as appropriate – in instances where land uses similar to the proposed development exist so that meaningful comparisons may be made. Accordingly, for the purposes of this assessment, trip generation rates for the development have been based on the rates outlined in the RTA Guide as well as some local empirical research, as discussed in the sections that follow.

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5.3.1 OFFICE

For the purposes of this analysis, all of the trips generated by the 'office' component will be assumed to be new trips (namely workers that are not working in the Lilydale MAC at present and office visitors who likewise are not currently visiting the Lilydale MAC).

The RTA Guide advises that office trip rates are as follows:

- Morning peak hour vehicle trips = 1.6 per 100 m² gross floor area.
- Evening peak hour vehicle trips = 1.2 per 100 m² gross floor area.

Based on these rates, the 1395 m² office component of the development is expected to generate:

- Morning peak hour vehicle trips = 22
- Evening peak = 17

It will be conservatively assumed that all of the AM and PM peak hour trips associated with the offices are employee-related and thus will be treated as entirely new trips on the surrounding road network. It will also be assumed that 90% of trips in the AM peak hour are incoming and 90% in the PM peak outgoing (consistent with office employee travel-to-work patterns).

5.3.2 SHOP / FOOD & DRINK PREMISES

In the "Parking Analysis" chapter it was determined that no parking would be assigned on site for the shop use. That conclusion made allowance for a phenomenon known as 'trip linking' – where a person arrives at a centre for one purpose and uses the opportunity to visit one or more other establishments in that centre. This occurrence is typical in activity centres such as Lilydale.

The practical implication of the existence of 'Linked Trips' is simply the reduction of movements (in/out) at the subject site access point (as a proportion of visitors to the subject site's land uses will have parked elsewhere). However, there is no corresponding reduction in movements on the existing road network (as the trips are still present on the network). Within this context – it will be assumed that no peak hour vehicle trips associated with the shop component of the development are manifested as traffic movements at the development's Hardy Street driveway.

Similarly, the 'Food & Drink' premises is assumed to attract visitation from trips already occurring in the activity centre. The parking spaces assigned to the 'Food & Drink' premises are assumed to be for staff use and occupied prior to 8.00am and after 6.00pm. Thus, traffic movements will not contribute to peak period flows on the surrounding network.

5.3.3 CHILDCARE CENTRE

In considering the various development components it is evident that the use that will potentially generate the largest traffic generation is the childcare centre (with multiple trips occurring g in association with single parking spaces). Movendo Pty Ltd has undertaken extensive surveys of existing childcare facilities in order to determine the peak hour traffic generation characteristics at sites where the parking supply matched the Planning Scheme requirements of 0.22 spaces per child. Insights have been derived from surveys at childcare facilities at the following locations:

- 364 McKinnon Road, East Bentleigh
- 53 Church Street, Geelong West
- 767 Mt Alexander Road, Moonee Ponds
- 243-251 Flemington Road, North Melbourne

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Arrivals and departures at these childcare centres were surveyed over extended morning and afternoon / evening periods. The aggregated findings were:

- AM peak traffic generation = 1.6 car trips per parking space per hour (in & out movements combined)
- PM peak traffic generation = 1.4 car trips per parking space per hour (in & out movements combined)

Accordingly, based on the 28 parking spaces that have been identified as being required for the childcare centre, the traffic generation will be:

- Morning peak hour vehicle trips = 45
- Evening peak vehicle trips = 39

It will be assumed that all of the AM and PM peak hour trips are new trips on the road network, associated with parents dropping-off and picking-up children. It will also be assumed that these trips are evenly divided between incoming and outgoing trips (in each peak period).

5.3.4 MEDICAL CENTRE

Movendo has previously surveyed hourly traffic generation rates associated with existing medical centre uses at outer suburban locations in Melbourne. From these surveys, it has been found that the maximum traffic generation rate is around 3.5 trips per hour per medical practitioner (occurring in the evening peak hour). In the AM peak hour (8.00 to 9.00am) the traffic generation for medical centre is much lower (as typically most are closed and only open at 9.00am – there is therefore very little if any patient activity). Maximum traffic generation in the AM peak hour has been measured at around 2 trips per hour per medical practitioner.

Accordingly, application of the above traffic rates based on the 9 medical practitioners that are proposed to operate at the medical centre, will generate the following traffic:

- Morning peak hour vehicle trips = 18
- Evening peak vehicle trips = 32

It will be assumed that all new trips will be new trips on the road network. In the AM peak hour, it will be assumed that trips are 50% staff related and 50% patients (the first set of arrivals in readiness for the 9am opening of the medical centre). All AM peak hour trips will be incoming. In the PM peak hour, all trips will also be assumed to be related to patients; and these trips will be evenly divided between incoming and outgoing trips.

5.3.5 TOTAL TRIP GENERATION

The total number of trips that is forecast to be generated by the proposed development is summarised in Table 8.

Table 8: Trip Generation for Proposed Development

Land Hea	Trip Generation (vehicles/hour)			
Land Use	AM Peak (8-9am)	PM Peak (5-6pm)		
Office	22 (20 in / 2 out)	17 (2 in / 15 out)		
Childcare Centre	45 (23 in / 22 out)	39 (20 in / 19 out)		
Medical Centre	18 (18 in)	32 (16 in / 16 out)		
Total	85 (61 in / 24 out)	88 (38 in / 50 out)		

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The next step in this traffic impact analysis is to consider the distribution of traffic – this is presented in the following section.

5.4 TRAFFIC DISTRIBUTION

The previous trip generation analysis revealed that the total forecast trips generated by the development is as follows:

- 85 vehicle trips in the AM peak hour (61 incoming trips and 24 outgoing trips); and
- 88 vehicle trips in the PM peak hour (38 incoming trips and 50 outgoing trips).

These vehicle movements will be manifested at the Hardy Street access point.

Traffic attracted to the proposed development are likely to be distributed based on the location of residential catchments in the surrounding region. Given that residential neighbourhoods are well established in all directions, it will be assumed that the arrival routes for traffic are evenly split 4 ways – north, south, east and west. The assignment of incoming and outgoing traffic movements at the Hardy Street access point, in accordance with the 4-way distribution is provided in Table 9. The table shows the direction from which traffic has come from (the 'arrivals') and where traffic is going to (the 'departures').

Table 9: Peak Hour Forecast Traffic Movements (Combined Total at Two Site Access Points – vehicles per hour)

Peak Period		Hardy Street	Access Point – Tr	ip Distribution (vehicles/hour)			
		North	South	East	West		
AM Peak	Coming From	15	15	15	16		
(8-9am)	Going To	6	6	6	6		
PM Peak	Coming From	9	9	10	10		
(5-6pm)	Going To	12	12	13	13		

On the basis of the above 'distribution', the forecast vehicle trips have been distributed in the AM and PM peak hours at the Hardy Street access point as shown in Figure 25 to Figure 26. It is relevant to note that the traffic distributions shown in these figures reflect the existing road geometry and local access options that are available in the immediate road network. The forecast distributions adopt logical route choice solutions that provide safe integration with existing traffic streams. Importantly the traffic distributions reflect what movements are realistically 'possible' for motorists to perform when 'arriving from / departing to' the various surrounding catchments.

For example, motorists bound for the site and who originate from the west have been assigned as left turners from Hardy Street into the subject site, as this option is the most rational alternative. These same motorists – when leaving the site and wishing to return to the west – have been assigned as right turners out of the subject site onto Hardy Street.

The distributions of traffic movements shown in Figure 25 to Figure 26 highlight that the forecast additional traffic on the surrounding road network is exceptionally modest.

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Figure 25: AM Peak Hour – Forecast Traffic Movements at Hardy Street Access Point (vehicles per hour)

Key aspects to note in Figure 25 are as follows:

- 1. All of the traffic arriving from the north and east and half of the traffic arriving from the south will enter the site via right turns from Hardy Street
- 2. Half the traffic arriving from the south and all the traffic from the west will enter the site via left turns from Hardy Street
- 3. Traffic departures will follow a reverse pattern



Figure 26: PM Peak Hour – Forecast Traffic Movements at Hardy Street Access Point (vehicles per hour)

Key aspects to note in Figure 26 are as follows:

- 1. All of the traffic arriving from the north and east and half of the traffic arriving from the south will enter the site via right turns from Hardy Street
- 2. Half the traffic arriving from the south and all the traffic from the west will enter the site via left turns from Hardy Street
- 3. Traffic departures will follow a reverse pattern

5.5 TRAFFIC CAPACITY ANALYSIS

5.5.1 OVERVIEW

The likely traffic impact associated with the development has been assessed by considering the impacts of entry/exit movements at the Hardy Street access point. The analysis includes consideration of total movements 'arriving from' all directions and 'departing to' all directions (north, south, east and west). The traffic volumes used are those forecast in Figure 25 and Figure 26.

5.5.2 HARDY STREET IMPACTS

When assessing the likely performance of the Hardy Street access point, it is necessary to consider current traffic volumes on that street. The existing traffic on Hardy Street near the proposed development access point is shown in Figure 27 and Figure 28. The existing peak hour traffic volumes shown in these figures is notable. Monitoring of traffic conditions at the proposed Hardy Street access point has revealed the following general operational conditions:

- At peak times queuing occasionally forms in the eastbound lanes on the approach to Anderson Street. In contrast the westbound carriageway is always free-flowing (due to its location on the 'departure' side of the Anderson street / Hardy Street signalised intersection).
- There are already two existing driveways off the north side of Hardy Street to the east of the proposed development access point (namely closer to the intersection with Anderson Street and thus more susceptible to queuing impacts on the eastbound carriageway). The operation of the existing driveways has been monitored and this has revealed satisfactory performance throughout with motorists being able to readily undertake left turns (in and out) and right turns experiencing only small delays, thanks to the presence of 'keep-clear' roadmarkings that facilitate right turn access at each of the existing driveways.
- Within the context of what has been observed, it is considered that access movements into and out of the proposed development will operate satisfactorily. Nonetheless, despite the strong operational performance indications derived the site reconnaissance, a rigorous assessment based on published Austroads guidance has been undertaken and is presented in this section of the report.

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Figure 27: AM Peak Hour - Comparison of Development Traffic & Existing Traffic at Hardy Street Access Point

Key aspects to note in Figure 27 are as follows:

- 1. Traffic arriving from the north and east will use the slip lane from Maroondah Highway into Main Street
- 2. Traffic arriving from the south and west will use Hardy Street (right and left turns respectively)
- 3. Traffic departing to the north, south and east will turn left from the subject site into Hardy Street
- 4. Traffic departing to the west will turn left from the subject site into Main Street

The same pattern for traffic arrivals and departures applies to Figure 28 over the page.



Figure 28: PM Peak Hour – Comparison of Development Traffic & Existing Traffic at Hardy Street Access Point

Taking into consideration the traffic volumes presented in Figure 27 and Figure 28, and the site reconnaissance, the following more specific conclusions can be drawn for Hardy Street:

The location where the future development access point intersects Hardy Street can be effectively treated as an unsignalised intersection. Such intersections work well when the minor road traffic volume (in this instance the access point) is low compared to the major road volume (provided delays on the minor legs are not excessive). "Austroads 2015: Guide to Traffic Management Part 2: Traffic Theory" (the "AustRoads Guide") is typically used to determine the capacity for uncontrolled intersections. The AustRoads Guide is the definitive guidance document available in Australia and used by all road agencies. It provides the most 'rigorous' level of capacity modelling available for uncontrolled intersections such as driveways – based on 'gap acceptance theory. The AustRoads Guide provides Practical Absorption Capacities for turning movements at such intersections – relevant for analysing conditions at the site entrance / Hardy Street interface. The Practical Absorption Capacity is the theoretical number of movements that can be accommodated before unacceptable delays occur.

At the access point, surveys have revealed that there are currently 332 eastbound vehicle movements and 801 westbound vehicle movements/hour between 8-9am. In the evening peak hour, 5-6pm, there are 774 eastbound vehicle movements and 231 westbound vehicle movements/hour. The forecast peak hour movements, as shown in Figure 27 and Figure 28, at the access point to the subject site are as follows:

AM Peak Hour

- 24 left turn movements into site
- 15 left turn movements out of the site
- 37 right turn movements into site
- 9 right turn movements out of the site

PM Peak Hour

- 15 left turn movements into site
- 31 left turn movements out of the site
- 23 right turn movements into site
- 19 right turn movements out of the site

Thus, the key movements that require analysis are the left turn from the site onto Hardy Street and the right turn movements into and out of the site. Motorists undertaking these manoeuvres both need to give way and find a gap in the eastbound traffic flow on Hardy Street or — in the worst case scenario (the right turn out of the subject site) both traffic streams on Hardy Street. The other left turn (from Hardy Street into the subject site) has no opposing traffic and thus it is inconsequential from a traffic capacity perspective (bearing in mind that there is negligible pedestrian activity on that side of Hardy Street).

In deriving a Practical Absorption Capacity for the site entrance off Hardy Street, the Austroads Guide first provides 'critical acceptance gap' and 'follow-up headway' values (reproduced as Table 10).

Using Table 10 the 'critical acceptance gap' and 'follow-up headway' values that are relevant for the three movements under consideration are identified. These are shown in Table 11.

Table 10: Gap Acceptance Time – General Guidance

Movement	Diagram	Description	t _a	t _f
Left hand turn	✓ Gap A	Not interfering with A Requiring A to slow	14-40 sec 5 sec	2-3 sec 2-3 sec
Crossing	> □ Gap	Two lane/one way Three lane/one way Four lane/one way Two lane/two way Four lane/two way Six lane/two way	4 sec 6 sec 8 sec 5 sec 8 sec 8 sec	2 sec 3 sec 4 sec 3 sec 5 sec 5 sec
Right hand turn from major road	→ Gap	Across 1 lane Across 2 lanes Across 3 lanes	4 sec 5 sec 6 sec	2 sec 3 sec 4 sec
Right hand turn from minor road	→ Gap → Gap → A	Not interfering with A One way Two lane/two way Four lane/two way Six lane/two way	14-40 sec 3 sec 5 sec 8 sec 8 sec	3 sec 3 sec 3 sec 5 sec 5 sec
Merge	Gap	Acceleration lane	3 sec	2 sec

Note: t_a = critical acceptance gap t_f = follow up headway

Table 11: Gap Acceptance Times at Hardy Street Access Point

Movement	Critical Acceptance Gap (seconds)	Follow-up headway (seconds)
Left Turn from Subject Site onto Hardy Street	5	2-3
Right Turn from Hardy Street into Subject Site	5	3
Right Turn from Subject Site into Hardy Street	8	5

These 'Critical Acceptance Gap' and 'Follow-up headway' values shown in Table 11 are then used to derive 'Practical Absorption Capacity' values (provided in Figure 29) which is the volume of left-turning and right-turning (incoming and outgoing) traffic that can be accommodated at the site entrance interface point with Hardy Street.

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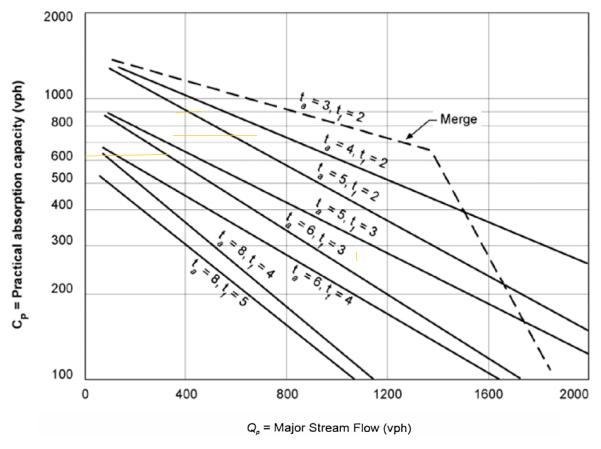


Figure 29: Practical Absorption Capacity at Unsignalised Intersections

Application of the adopted gap acceptance parameters to Figure 29 (in combination with the measured existing traffic volumes on Hardy Street and the forecast movements at the development's access point) provides the assessment shown in Table 12.

Table 12: Capacity Analysis at Hardy Street / Site Access

	Movement Description					
Parameter (vehicles per hour)	Left Turn from Subject Site onto Hardy Street		Right Turn from Hardy Street into Subject Site		Right Turn from Subject Site into Hardy Street	
	AM Peak Hour	PM Peak Hour	AM Peak Hour	PM Peak Hour	AM Peak Hour	PM Peak Hour
Opposing Flow	332	774	332	774	1,133	1,005
Practical Absorption Capacity	810	510	620	440	100	120
Movements Generated by Subject Site	15	31	37	23	9	19
CONCLUSION	Forecast Traffic is 2% of what could be accommodated. SUBSTANTIAL SPARE CAPACITY	Forecast Traffic is 6% of what could be accommodated. SUBSTANTIAL SPARE CAPACITY	Forecast Traffic is 6% of what could be accommodated. SUBSTANTIAL SPARE CAPACITY	Forecast Traffic is 5% of what could be accommodated. SUBSTANTIAL SPARE CAPACITY	Forecast Traffic is 9% of what could be accommodated. SUBSTANTIAL SPARE CAPACITY	Forecast Traffic is 16% of what could be accommodated. SUBSTANTIAL SPARE CAPACITY

The analysis summarised in Table 12 clearly demonstrates that there is ample spare capacity to accommodate the peak period movements expected to be generated by the development – with the *Practical Absorption Capacity* (the theoretical number of movements that can be accommodated before unacceptable delays occur) being well in excess of the forecast volume of traffic movements at the development's access point.

It should be noted – as previously indicated (at the start of this report section) – that monitoring of the operation of the existing driveways on Hardy Street has revealed satisfactory performance throughout – with motorists being able to readily undertake left turns (in and out) and right turns experiencing only small delays. The existing operations were enhanced by the presence of 'keep-clear' roadmarkings – to particularly facilitate right turn access at each of the existing driveways (whenever stationary queues form and have the potential to extend across driveways, as a result of the operation at the nearby signalised intersection of Hardy Street with Anderson Street). The location of the existing 'keep-clear' roadmarkings is shown in Figure 30.

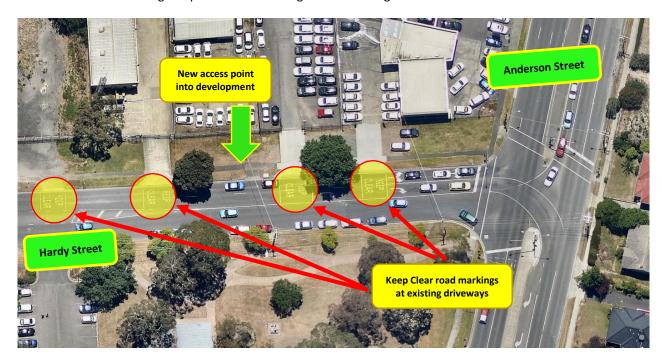


Figure 30: Hardy Street - Driveway Conditions at Existing Access Points near the Subject Site

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6 CONCLUSIONS

This report concludes that there are no traffic engineering reasons why the proposed mixed-use development at 304-322 Main Street, Lilydale should not be allowed. There is sufficient justification to recognise that the proposed 88-space parking supply generally satisfies the development's needs and justifies a part waiver of the statutory parking requirement under the Yarra Ranges Planning Scheme – once the legitimate Planning Scheme considerations for reducing the statutory car parking requirement are taken into consideration.

It is particularly relevant to note that the 'Car Parking Demand Assessment' undertaken for this study has identified that the proposal is well placed to operate with the proposed levels of carparking by virtue of the:

- Likelihood of 'trip linking' or 'multi-purpose trips' occurring in the Lilydale Major Activity Centre where a person arrives at the centre for one purpose and uses the opportunity to visit one or more other establishments in the centre
- Distinct variation of car parking demand over time (particularly between peak childcare pick-up / drop-off and the medical centre uses). As car parking demand for these each land uses peaks at different times, the car parking spaces that are provided can be used more efficiently (and less spaces are needed) as they can be shared and service visitors to different land uses at different times.
- Availability of **excellent public transport access** (multiple existing bus routes immediately adjacent to the site and a major train station within easy walking distance).
- Existence of **effective pedestrian and bicycle networks** servicing the Lilydale Major Activity Centre and the generous supply of on-site bicycle parking –in satisfaction of the minimum Planning Scheme requirements.
- The likely anticipated **low car ownership rates of future workers, customers and visitors to the subject site** as demonstrated by 2016 and 2021 Census data for the Lilydale area.

It has also been established that there is abundant spare on-street parking capacity at all times on a weekday to accommodate any unusual unforeseen spikes in demand that may occur. The proposed level of on-site parking is also consistent with Council's suite of strategic guidance documents – which collectively aim to moderate car dominance and promote walking, cycling and public transport use as viable and preferable alternatives supporting the creation of a vibrant, safe and sustainable Lilydale Major Activity Centre. Within this comprehensive sustainable transport policy context, the proposed development's imperative is to contribute an outcome that supports low car dependency and optimises use of active transport and public transport. It has also been established that the parking supply that is proposed for the development is consistent with Yarra Ranges Council's transport objectives and desires, as expressed through its municipal-wide 'Connected' strategy (which is Yarra Ranges' Integrated Transport Strategy 2020-2040). 'Connected' recognises the imperative of reducing car dependency and has set ambitious targets to reduce the proportion of trips undertaken by car for all trip purposes. 'Connected' identifies that just over half of all car trips in Yarra Ranges are less than 3km. Whilst acknowledging that some of these trips will need to be done by car, 'Connected' also point out that there are many that could be easily completed by walking (less than 1km) or cycling (less than 3km) if the right infrastructure was provided. To this end, 'Connected' commits to "expanding the current walking and cycling network to allow people the opportunity to walk and cycle". In addition, Council has also formulated a formal vision for the Lilydale Major Activity Centre, as articulated in Council's Lilydale Place Plan 2020 which outlines actions to develop and embed sustainable transport choices – aimed at increasing walking and reducing car-dependence and congestion.

In summary, Council's suite of strategic guidance documents clearly set out to moderate car usage and promote walking, cycling and public transport use as viable and preferable alternatives – supporting the creation of a vibrant, safe and sustainable Lilydale Major Activity Centre. Within this comprehensive sustainable transport policy context, the proposed development's imperative is to contribute an outcome that supports low car dependency and optimises use of active and public transport.

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Finally, a traffic impact analysis has revealed that the overall **traffic consequences** arising from the development are expected to be **insignificant**. The additional traffic movements forecast on surrounding roads and at all the key intersections near the subject site are exceptionally low and thus **no adverse traffic impacts on intersection performance are expected**. Monitoring of existing conditions confirms that all intersections exhibit reasonable spare capacity and are capable of adequately satisfying the traffic demand generated by the development.

Therefore, in view of the above considerations, there are no traffic engineering reasons why the proposed development at 304-322 Main Street, Lilydale should not be approved.

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Waste Management Plan 304-322 Main Street, Lilydale

ADVERTISED Prepared for

Prepared for 304-322 Main Street Pty Ltd 21 February 2024



PO Box 540, South Melbourne 3205

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1 INTRODUCTION

1.1 OVERVIEW & DEVELOPMENT DESCRIPTION

This Waste Management Plan (WMP) has been prepared by *Movendo Pty Ltd* in support of a planning permit application for a multi-level mixed-use development on a site at 304-322 Main Street, Lilydale.

The site has frontages to Main Street and Hardy Street and is located within the Lilydale Major Activity Centre. The proposed application includes demolition of an existing building and the construction of a new multi-level structure with a range of proposed uses, as detailed in Table 1.

Table 1: Proposed Development Components

Development Component	Space Proposed
Childcare Centre	1,297 m² (internal) and 921 m² (external) of gross floor area (130 children)
Food & Drink	248 m² of gross floor area
Shop 300 m² of gross floor area (labelled 'Pharmacy' on development plans)	
Medical Centre 1,020 m² of gross floor area (labelled 'GP Practice/Radiology/Precision Health' on developmen	
Office 1,395 m² of gross floor area	

In general, this report's recommendations are consistent with Council's Community Waste and Resource Recovery Plan 2023–2030.

1.2 SCOPE

This WMP has been developed based on the building layout drawings and includes the following:

- Calculation of weekly waste and recyclable volumes
- Provision of recommendations for storage / movement of waste / recyclables within the building and bin sizes
- Provision of recommendations for waste collection

The WMP is also based on the following conditions:

1.2.1 INCLUSIONS

- · On-going use of the premises.
- Calculations are based on drawings and information supplied by Pitch Architecture + Design
- Waste volume figures are estimates only and will be influenced by the tenancies' disposition toward waste disposal and recycling and by the development's occupancy rate.

1.2.2 EXCLUSIONS & QUALIFICATIONS

Hard rubbish and green/garden wastes. Disposal shall be arranged by the Operator via appropriate contractors. All recommendations and equipment shall comply with Council codes, BCA, Australian Standards, and EPA statutory requirements.

1.3 TYPES OF WASTE GENERATED

The following types of waste are most commonly generated within a development of this type and with the proposed mix of uses:

- General landfill rubbish;
- Recyclables such as glass, paper, cardboard, cartons, plastics with ID Codes 1 to 7, steel & aluminium cans;
- Compostable organic material (food scraps);
- Hard rubbish such as broken furniture and large objects; and
- Sundry waste types such as electronic waste and cartridges.

1.4 WASTE MANAGEMENT SUMMARY

- The development's Operator, as defined below, shall be responsible for managing the waste system and for developing and implementing adequate safe operating procedures.
- Waste shall be stored in an appropriately designed Bin Room within the development's ground floor.
- Users shall dispose sorted waste into designated collection bins.
- A private contractor shall provide weekly waste collection services.
- Waste shall be collected at an on-site waste collection point located adjacent to the Bin Room. The collection private contractor shall co-ordinate with the development's Operator to ensure appropriate timing for the transfer of bins between the Bin Room and the adjacent collection point.

Location, Equipment, and System Used for Managing Waste

The waste management system is summarised as follows:

- All tenancy spaces have provisions for plastic lined bins for the temporary holding of garbage and recyclables.
- Communal Bin Room at Ground Floor Level.

The various collection waste-streams are summarised as follows:

- Garbage: General waste shall be placed in tied plastic bags and stored within bins.
- Recycling: All recyclables shall be commingled into a single type of collection bin (for paper, cardboard, glass, aluminium, steel, and plastics). If required, separate glass bins shall be provided.
- Green Waste & Hard Waste: Garden organics shall be collected and disposed by the future landscape
 maintenance contractor, appointed by the Operator. The Operator will also arrange hard rubbish disposal by
 appropriate contractors.
- Organics/Food Waste (FOGO): The Operator will promote participation in organics recovery by ongoing User education. In the provision of garbage MGBs, adequate space for substitution of garbage bins with 1,100L MGBs for organics will be provided. Users shall place selected compostable waste into Organics bins, subject to service availability. Approved compostable liners shall be considered for these bins and associated receptacles.
- Other Infrequent Waste Streams: E-waste, liquid and other wastes (polystyrene, batteries, paint, chemicals, etc) shall be disposed by Users directly. They must not be disposed in landfill. The Operator will provide information to Users on the use of any Council offered drop-off points and collection days.

1.5 GLOSSARY

Operator: refers to the Owners Corporation / building manager, who shall manage site operations (via staff and contractors, if required).

User: refers to tenants, who shall utilise the waste system.

2 COMMERCIAL WASTE MANAGEMENT

2.1 WASTE GENERATION RATES

Table 2 lists the waste generation estimates for the commercial components of the development in accordance with the waste generation rates commonly used in metropolitan Melbourne and are based on the "business as usual" waste generation rates for each space type in the development:

Table 2: Waste Generation Rates - Commercial

Space Type	Rubbish Generation Rate	Commingled Recyclables Generation Rate
Retail (Pharmacy)	10 Litres/100 m ² /day	10 Litres/100 m²/day
Child Care	50 Litres/100 m ² floor area/day	50 Litres/100 m ² floor area/day
Food & Drink	150 Litres/100 m ² /day	150 Litres/100 m ² /day
Medical Centre	10 Litres/100 m ² /day	10 Litres/100 m ² /day
Office	10 Litres/100 m²/day	10 Litres/100 m²/day

2.2 COMMERCIAL WASTE GENERATED

The total waste estimates shown in Table 3, have been calculated by applying the rates in Table 2 to the respective floor areas. expressed in uncompacted cubic metres per week, are summarised as follows. Refer to the enclosed waste generation in the appendix calculations for further detail.

Table 3: Waste Generated by the Development

Space Type	Rubbish Generated	Commingled Recyclables Generated
Shop (Pharmacy) (300 m²) Usage: 6 days per week	180 Litres per week	180 Litres per week
Child Care (1,297 m² internal area) Usage: 6 days per week	3,891 Litres per week	3,891 Litres per week
Food & Drink (248 m²) Usage: 6 days per week	744 Litres per week	744 Litres per week
Medical Centre (1,020 m²) Usage: 5 days per week	510 Litres per week	510 Litres per week
Office (1,395 m²) Usage: 5 days per week	698 Litres per week	698 Litres per week
Total per week	6,023 Litres per week	6,023 Litres per week
Bin Type & Quantity to be Provided	Six x 1,100L bin (if collected weekly, by private waste collection contractor)	Six x 1,100L bin (if collected weekly, by private waste collection contractor)

The proposed development features a commercial waste Bin Room with an area of 112.11 m². This satisfies the minimum space requirement of 21.84m² (to accommodate **twelve 1,100L bins** – six for 'general rubbish' and six for 'recyclables') shown in Table 3 – which will allow a **single weekly collection**).

2.3 BIN TYPES, BIN ROOM & NUMBER OF BINS

A Bin Room is provided in the development's ground floor, in proximity to the lift and stairs, as shown in Figure 1. It is located and designed for convenient access by tenants. The design and construction of the room and any equipment will conform to the Building Code of Australia, Australian Standards, and local laws. The room will be suitably illuminated (to provide comfort, safety, and security to Users). The access doors shall feature keyless opening. The room is generously dimensioned with a floor area of 112.11 square metres which is well in excess of the 21.84m² required by the development's proposed Twelve 1,100L bins (as previously described). The bins will be stored against each of the Bin Room's side walls (as shown by the boxes in Figure 1) allowing a generous corridor space for User access with comfortable functionality within the Bin Room. Typical specifications for the proposed 1,100-Litres bins are shown in Table 4.

In summary, with a weekly collection, the total bin requirement will be Twelve 1,100 litre bins (half for each of the general waste and recyclables streams). The area required in the basement Bin Room for these bins is 21.84m², based on the bin dimensions for 1,100 Litres. There is generous space to accommodate these bins, in the proposed ground floor Bin Room.

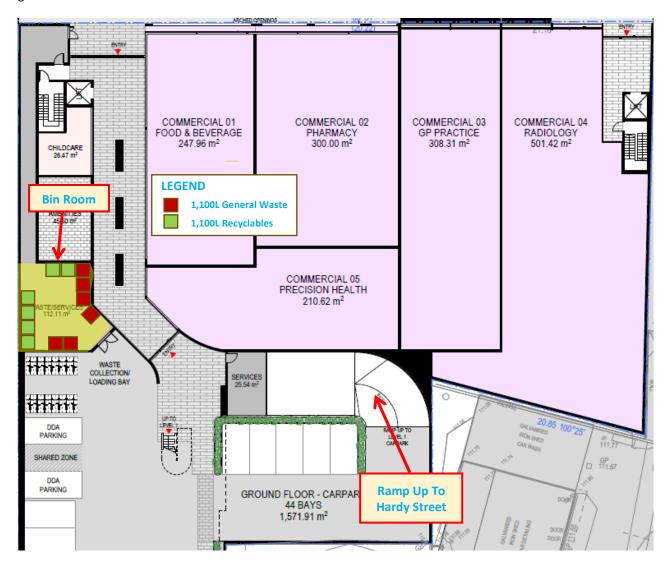


Figure 1: Location of Bin Room Enclosure (extract from Ground Floor drawing TP9-103 by Pitch Architecture + Design)

Table 4: Quantity and Typical Dimensions of Proposed Bins for the Development

Bin Storage Type	Capacity	Quantity Provided	Area Required
The state of the s	1,100 Litres per bin	6 general waste 6 commingled recycling	Average Bin Dimensions are: Height 1.5m Width 1.4m Depth 1.3m Floor area required: 1.82m ² /bin
		(weekly Pickup) <u>Private</u> <u>Contractor</u>	Total floor area required for 1,100L Bin Storage: 21.84m² (see Figure 2)

2.4 ORGANICS/FOOD WASTE

The development's total waste generation, on a weekly basis, was calculated in section 2.2 of this report and is equivalent to $Six (6) \times 1,100$ Litres bins for general waste and $Six (6) \times 1,100$ Litres bins for recyclables. The overall weekly total is therefore Twelve (12) bins. No separate consideration has been made for the separate collection of "Food Organics and Garden Organics" (FOGO) Waste.

If FOGO Waste is collected (separate to general waste) general guidance in terms of bin quantities is available from Sustainability Victoria (based on their "Victorian Statewide Garbage Bin Audit – Food Waste 2016"). Sustainability Victoria, in the 2016 audit, analysed the type of items in a residential garbage bin, including food waste. The waste composition identified in residential waste streams will not necessarily apply to this commercial development – given the mix of uses proposed; though some of the uses (particularly the Food & Drink and the Child Care premises) are expected to generate a steady amount of FOGO waste. The Sustainability Victoria audit found that approximately 35 per cent of a residential garbage bin is made of food waste. If this proportion is taken as general guidance, then it is possible that the Six general waste bins could change to Four general waste and Two FOGO bins – if Organics/Food Waste is collected.

2.5 WASTE STREAMS & DISPOSAL TO INTERNAL BIN ROOM

Waste shall be sorted on-site by the various Users (tenancies) into the following streams and associated bins: (a) Garbage (General Waste); and (b) Commingled Recycling. Each stream has associated bins. If Organics/Food Waste is separately collected, it will require substitution of some Garbage (General Waste) bins in the communal bin room with FOGO bins. To assist with garbage separation, Users will be instructed to separate recycling waste from garbage waste and dispose of recyclables, as required, into the appropriate 1,100 litre recycling bins located in the bin storage enclosure at basement level. Specifically, Users will be instructed as follows:

2.5.1 GARBAGE

All tenancy spaces have provisions for plastic lined bins for the temporary holding of garbage. These bins have a minimum capacity consistent with their waste generation characteristics. The number and size of bins is sufficient to allow for the disposal of waste once per day. Individual bins have a capacity no greater 60 litres. Garbage shall be placed within tied plastic bags prior to transferring into the collection bins. Once these bins are full; cleaning staff and/or tenants shall dispose of this waste into the larger 1,100 litre garbage bins located in the ground level storage area.

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2.5.2 RECYCLING

The tenancy spaces have provisions for plastic lined bins for the temporary holding of recycling. These bins have a minimum capacity consistent with their waste generation characteristics. The number and size of bins is sufficient to allow for the disposal of waste once per day. Individual recycling bins and paper bins (to be provided and located as a minimum near photocopiers and stationary cupboards) have a capacity no greater 60 litres. Once these bins are full; cleaning staff and/or tenants are instructed to dispose of this commingled recycling within the appropriate larger 1,100 litres bin in the ground level waste storage enclosure.

Cardboard shall be flattened and recycling containers un-capped, drained, and rinsed prior to disposal into the appropriate bin. Bagged recycling is not permitted.

2.5.3 MEDICAL WASTE

Any infectious or potentially infectious waste (as defined by EPA) will be placed in containers colour coded yellow for infectious wastes and orange for potentially infectious wastes. Any prescribed wastes which leave the premises will be disposed of in accordance with Environmental Protection Authority (EPA) requirements to the satisfaction of the Responsible Authority.

Medical waste shall remain within storage areas in the medical centre and only be moved during collections. Collections will be performed by a transporter licensed by the Environment Protection Authority (EPA) to collect and transport such waste; bins will be transported in transit vans.

2.6 SIGNAGE

The 1,100 litre bins in the basement level bin enclosure will be suitably signposted to ensure it is apparent to tenants which is recycling and which is general waste, as well as possibly FOGO bins.

Signage will be placed throughout the development to direct Users to the basement Bin Room. Visual prompts stuck to the bins, similar to those in Figure 2, facilitate the proper disposal of different waste types. Signage will be based on design guidance found in the Sustainability Victoria website: www.sustainability.vic.gov.au.



Figure 2: Examples of Point of Disposal Signage

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2.7 WASTE COLLECTION

Waste collection arrangements are as follows:

- 1. The waste collection shall be carried-out by 'small' garbage trucks which will be rear-lift vehicles (nominally 6.4m long, 2.1m high, and 6.4 tonnes gross vehicle mass). These vehicles need a 2.5 metre high clearance when lifting 1100L bins at the collection point outside the Bin Room.
- 2. The collection will take place fully within the site, by a private contractor, from an area located adjacent to the ground floor Bin Room, as shown in Figure 3. The travel path to this area has sufficient vertical clearance. The floor-to-floor height is 3.9 metres for Ground-Floor to First-Floor and 3.6 metres for First-Floor to Second-Floor. These dimensions are well above the minimum required.
- 3. Trucks will drive into the site from Hardy Street and to the 'waste collection' area in a forward manner. Upon reaching the designated pick-up point they will reverse in order for the rear of the truck to face the Bin Room. and allow trucks to undertake rear loading of bins (which will be 'wheeled-up' from the Bin Room, as required).
- 4. Collection staff shall have access to the Bin Room and will transfer bins to the 'waste collection' area (after the truck is in position) and return bins back to the Bin Room.

In conformity with Council's requirements, the waste collections will take between 7am to 8pm Monday to Saturday, and 9am to 8pm Sundays, as required. During collections, the private waste collector shall protect the acoustic amenity by minimising noise during the collection.

In summary, under the proposed arrangement:

- The storage of bins prior to collection will, at all times, remain in the dedicated ground floor Bin Room.
- The bins are rolled out after the arrival of the waste collection truck for pick up.
- The building Operator will co-ordinate with the collection contractor the transfer of the general waste, recycling bins and FOGO (as required) from the Bin Room to the adjacent collection point to coincide with the arrival of the collection contractor for the respective waste stream.
- Garbage trucks will entre from Hardy Street and drive to the Bin Room in a forward direction.
- Upon arrival at the bin collection point, trucks will turn left for a short distance into parking aisle and position themselves for a short reverse manoeuvre.
- After the completion of bin collection activities, bins will be immediately returned inside the Bin Room. Waste trucks will then drive out from the ground floor to the first floor in a forward direction until they are 'straight' and can subsequently drive out onto Station Street in a forward direction.

The truck waste collection arrangements are shown in Figure 3.

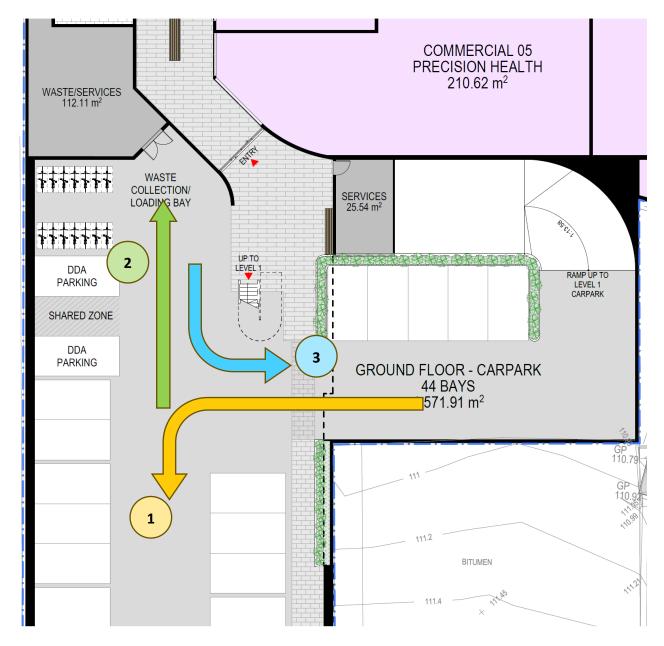


Figure 3: Bin Collection Arrangements – Manoeuvres by Small Garbage Truck

Step 1 – Drive in Forward Direction from First Floor (Hardy Street) Level to Ground Floor. Upon arrival to the ground floor area, trucks will turn left for a short distance into parking aisle and position themselves for a short reverse manoeuvre.

- Step 2 Reverse Towards the Bin Room.
- Step 3 Drive out from Ground Floor to First Floor (after completion of bin pick-up) in a Forward Direction.

3 OPERATIONAL CONSIDERATIONS

3.1 DURING DISPOSAL

Users are instructed to ensure that all internal general rubbish bin bags from the development are tied up securely before being placed in the general waste bins in the waste storage enclosure. Users are also asked to ensure that recyclables are not disposed of in plastic bags and are flattened before being placed in bins to minimise waste volumes.

3.2 MAINTENANCE

Users are instructed to keep the waste storage enclosure clean to avoid the generation of odours, litter, vermin within and around the site, as well as minimise the risk of stormwater pollution. The Operator is responsible for ensuring that the bins in the waste storage room are suitably maintained, kept clean and any damaged or stolen bins are repaired/replaced. The Operator is also responsible for upkeep of both the waste storage room and the external collection area. The bin collection area will be regularly cleaned (as necessary) by the Operator. Any maintenance work required for the waste storage room and the external collection area will be performed by the Operator and/or in co-ordination with Council with respect to the external kerbside area in Station Street.

3.3 STANDARDS & COMPLIANCE

The waste storage area is suitably ventilated to prevent odours pervading the surrounding area. The Operator is responsible for ensuring that the area remains clean to allow for ready access and to avoid the attraction of vermin.

3.3.1 VENTILATION

Ventilation will be provided in accordance with Australian Standard AS1668.2.

3.3.2 WASHING AND VERMIN PROTECTION

A third-party bin washing service will be engaged to perform regular bin washing services. Bin washing contractors will be required to use a mobile bin washing vehicle and retain all wastewater to within their washing apparatus and not impact on the drainage provisions of the site and avoid stormwater pollution.

3.3.3 NOISE REDUCTION

The waste storage area meets BCA, EPA and AS2107 acoustic requirements, as appropriate, with operational hours and collection times assigned to minimise acoustic impact on surrounding premises.

3.4 SUSTAINABILITY AND WASTE AVOIDANCE/REUSE/REDUCTION INITIATIVES

The Environment Protection Act 2017 includes principles of environment protection and guidance for waste management decision making. Also, the Sustainability Victoria Act 2005 established Sustainability Victoria as the statutory authority for delivering programs on integrated waste management and resource efficiency.

From a design perspective, the development shall support the acts by providing an adequate waste system with ability to sort waste.

The Operator shall promote the observance of the Acts (where relevant and practicable) and encourage Users to participate in minimising the impact of waste on the environment. For improved sustainability, the Operator shall consider the following:

- Observe the waste hierarchy in the Environment Protection Act 1970 (in order of preference): a) waste avoidance, b) reuse, c) recycle, d) recovery of energy, e) treatment, f) containment, and g) disposal.
- Peruse the Sustainability Victoria website: www.sustainability.vic.gov.au.
- Participate in Council and in-house programs for waste minimisation.
- Establish waste reduction and recycling targets; including periodic waste audits, keeping records, and monitoring of the quantity of recyclables found in landfill-bound bins (sharing results with Users).

3.5 WASTE MANAGEMENT PLAN REVISIONS

For any future appropriate Council request, changes in legal requirements, changes in the development's needs and/or waste patterns (waste composition, volume, or distribution), or to address unforeseen operational issues, the Operator shall be responsible for coordinating the necessary WMP revisions, including (if required):

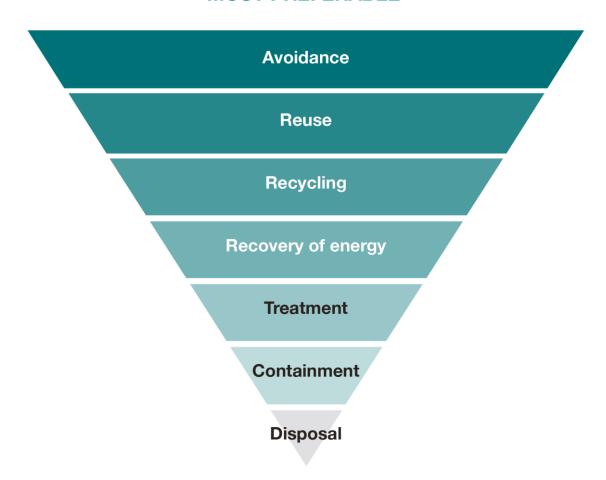
- A waste audit and new waste strategy.
- Revision of the waste system (bin size/quantity/streams/collection frequency).
- Re-education of Users or other contractors.
- Revision of the services provided by the waste collector(s).
- Any necessary statutory approval(s).

4 CONCLUSIONS

4.1 WASTE MINIMISATION STRATEGIES

The Operator (the development's Body Corporate) is responsible for the education of Users (tenants) in the practices of waste reduction/minimisation to divert waste from landfill. This will be achieved in line with the following Yarra Ranges Shire Council Waste Hierarchy Principle, shown at Figure 4. The Waste Hierarchy Principle ranks waste disposal options from most preferable to least preferable. It is represented as an inverted triangle, the larger portions representing the options that should be selected more frequently and disposal being a last option.

MOST PREFERABLE



LEAST PREFERABLE

Figure 4: Waste Hierarchy Principle

The Operator will engage Users through waste education and encourage Users to choose upper options from the waste hierarchy wherever possible. To this end, the Operator will:

- Document and distribute details of the waste management system that is in place on site to all Users.
- Encourage waste separation practices by all Users.
- Label all bins and colour code them stating types of waste that can be deposited.

Any future change to regulatory requirements or to the development's waste generation rates will require the Operator to conduct a waste audit and revise the waste management system that is in place accordingly.

4.2 KEY RECOMMENDATIONS

- Signage / usage labels for the garbage, recycling and FOGO bins will be arranged, as required, by the Operator.
- Waste transfer and shifting bins shall require the minimum possible manual handling. The Operator will assess manual handling risks as per regulatory requirements and provide appropriate documentation to stakeholders.
- Items unsuitable for disposal via garbage or recycling bins would need to be disposed with the assistance of the Operator; this would include large, heavy, and liquid waste items.
- The Bin Room will be kept vermin proof.
- The Bin Room shall be ventilated in accordance with Australian Standard AS 1668.2.
- To avoid vermin, the Operator shall keep the Bin Room clean and wash bins at least once a fortnight.
- The Operator will monitor bins and adjust collection frequencies as required.
- The Operator shall source and enter into a service agreement for waste collection services. The Operator will be responsible for all payments and costs associated with the waste collection service provided by the waste collection contractor.
- Litter management: a daily walk-through of the basement level Bin Room will form part of the Operator's responsibility to ensure no litter is present.
- The hours during which waste and recycling is collected will be consistent with the Council's Local Laws and EPA requirements, as detailed in this WMP.

4.3 SUPPLEMENTARY INFORMATION

- The Operator shall observe local laws and ensure that bins aren't overfilled or overloaded.
- Waste incineration devices are not permitted, and offsite waste treatment and disposal shall be carried-out in accordance with regulatory requirements.
- For bin traffic areas, either level surfaces (smooth and without steps) or gentle ramps are recommended, including a roll-over kerb or ramp.
- The Operator and waste collector shall observe all relevant OH&S legislation, regulations, and guidelines. The relevant entity shall define their tasks and:
 - Comply with Worksafe Victoria's Occupational Health and Safety Guidelines for the Collection, Transport and Unloading of Non-hazardous Waste and Recyclable Materials (June 2003).
 - Assess the Manual Handling Risk and prepare a Manual Handling Control Plan for waste and bin transfers (as per regulatory requirements and Victorian COP for Manual Handling).
 - Obtain and provide to staff/contractors equipment manuals, training, health and safety procedures, risk assessments, and adequate personal protective equipment (PPE) to control/minimise risks/hazards associated with all waste management activities. As a starting point, these documents and procedures shall address the preliminary items shown in Table 5.

Table 5: Preliminary Hazard Assessment

Task	Hazard	Control Measures
Sorting waste & cleaning the waste system	Bodily puncture. Biological & electrical hazards	Personal protective equipment (PPE). Develop a waste-sorting procedure
Bin manual handling	Sprain, strain, crush	PPE, staff training. Maintain bin wheelhubs. Limit bin weight. Provide mechanical assistance to transfer bins
Bin transfers & emptying into truck	Vehicular strike, runover	PPE. Develop a Hazard Control Plan for transfers & collections. Maintain visibility.

Note: The above shall be confirmed by a qualified OH&S professional who shall also prepare site-specific assessments, procedures, and controls

4.4 LIMITATIONS

The purpose of this report is to document a WMP, as part of a Planning Permit Application.

This report is based on the following conditions:

- Operational use of the development (excludes refurbishment/construction stages).
- Drawings and information supplied by the project architect.
- The figures presented in this report are estimates only. The actual amount of waste will depend on the development's occupancy rate and waste generation intensity, the Users' disposition toward waste and recycling, and the Operator's approach to waste management. The Operator shall make adjustments, as required, based on actual waste volumes (if the actual waste volume is greater than estimated, then the number of bins and/or the number of collections per week shall be increased, STCA).
- This report shall not be used to determine/forecast operational costs, or to prepare feasibility studies, or to document operational/safety procedures.

COUNCIL PLAN MID YEAR REPORT

Report Author: Corporate Planning and Performance Coordinator

Responsible Officer: Director Corporate Services

Ward(s) affected: (All Wards);

The author(s) of this report and the Responsible Officer consider that the report complies with the overarching governance principles and supporting principles set out in the Local Government Act 2020.

CONFIDENTIALITY

This item is to be considered at a Council meeting that is open to the public

SUMMARY

The Local Government Act 2020 requires Council to review the Council Action Plan on an annual basis to ensure the strategic direction is aligned to the long-term Community Vision 2036 and current community needs.

This mid-year progress report finalises Council's achievements from July 1, 2024, to 31 December 2024. This will be the last mid-year report for the current Council Plan, as Council is approaching its final months for delivery of the 2021-2025 Council Plan and associated actions. Extensive reporting against the actions, major initiatives and indicators in the 2012-2025 Council Plan will be provided to Council post June 30, 2025.

- All eight Major Initiatives are progressing and set to be closed out in the plan's final year.
- Of the 35 Council actions outlined in the plan, five are complete, 29 are on track for completion and one was ceased.

Due to this being the last progress report on the current Council plan no new actions or significant changes are proposed in this update. Therefore, extensive community engagement has already commenced to develop the 2025- 2029 Council Plan.

RECOMMENDATION

That Council endorse the 2021-2025 Council Plan Mid-Year Progress Report.

RELATED COUNCIL DECISIONS

During its meeting of 26 October 2021, Council adopted the 2021-2025 Council Plan

DISCUSSION

Purpose and Background

The 2021-2025 Council Plan and associated action plan was developed using extensive community engagement. It guides the organisation to deliver on five strategic objectives and its key strategies, and to measure the performance through a set of indicators of success.

This report provides a progress update for each of the major initiatives and actions within the current Council Action Plan until 31 December 2024. The report shows that:

- All eight Major Initiatives are progressing and set to be closed out in the plan's final year.
- Of the six actions under 'Connected and healthy communities' three are on track and three are completed.
- Of the five actions under 'Protected & enhanced natural environment' all five are on track.
- Of the ten actions under 'Quality infrastructure and liveable places' nine are on track and one action has ceased.
- Of the six actions under 'Vibrant economy, agriculture and tourism' two are completed and four are on track.
- Of the eight actions under 'High performing organisation' all are on track.

Recommended option and justification

It is recommended that Council endorse the attached 21021-2025 Council Plan progress report

FINANCIAL ANALYSIS

The delivery of the Council Plan and its Action Plan is aligned to the current operational and capital budgets.

APPLICABLE PLANS AND POLICIES

The mid-year progress report shows the actions, progress and initiatives that Council has achieved to deliver on the 2036 Community Vision and key strategic objectives as outlined in the 2021-2025 Council Plan in the final months and year of the Plan.

RELEVANT LAW

The Local Government Act 2020 requires Council to report on the Council Plan on an annual and mid-year basis to ensure the strategic direction is aligned to the long-term Community Vision 2036 and current community needs.

SUSTAINABILITY IMPLICATIONS

The actions and Major Initiatives outlined in the 2024-2025 Council Action Plan midyear progress report contribute to economic, social and environmental sustainability by the nature of the actions and the five strategic objectives.

COMMUNITY ENGAGEMENT

As the Council is now approaching its final months for delivery on the 2021-2025 Council Plan and the actions are well underway towards completion, community engagement is not applicable. However, extensive community engagement has commenced for development of the 2025-2029 Council Plan to shape and inform the priorities and actions of the Council over the coming months and years.

COLLABORATION, INNOVATION AND CONTINUOUS IMPROVEMENT

No collaboration with other Councils, Governments or statutory bodies was sought in the preparation of this report. Many of the actions, major initiatives and achievements of the Plan rely on significant community and stakeholder collaboration.

RISK ASSESSMENT

The mid-year report on the Council Action Plan ensures organisational efforts are focused on achievement of Council Plan objectives for maximum community benefit. No action or initiative is assessed as being at risk of delivery failure.

CONFLICTS OF INTEREST

No officers and/or delegates acting on behalf of the Council through the Instrument of Delegation and involved in the preparation and/or authorisation of this report have any general or material conflict of interest as defined within the *Local Government Act 2020*.

ATTACHMENTS TO THE REPORT

1. 2021-2025 Council Plan Mid-Year Report

Yarra Ranges Council Progress Report on the Council Plan July – December 2024





Yarra Ranges Council acknowledges the Wurundjeri and other Kulin Nations as the Traditional Owners and Custodians of these lands and waterways.

We pay our respects to all Elders, past, present, and emerging, who have been, and always will be, integral to the story of our region.

We proudly share custodianship to care for Country together.

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About this report

The 2021-2025 Yarra Ranges Council Plan Progress Report provides an account of Council's performance in the first half of the 2024-25 financial year. The 2021-25 Council Plan is the key planning document for the four-year electoral term. It outlines Council's vision, our strategic objectives and the high priority activities we will complete.

Included in this report, Yarra Ranges Council is proud to provide a progress update against all major initiatives and Council actions that contribute to Council's key strategic objectives for the municipality.

Throughout the year, Council continues to report progress against major initiatives, the action plan, strategies, performance measures and infrastructure projects across Council's communication channels including website, social media, e-newsletters and Your Yarra Ranges print publication, together with our 2024-25 Annual Report.

This will be the last Council Plan progress report for the current Council Plan period. The 2024-25 Annual Report will be prepared following the end of the 2024-25 year and will close off the 2021-25 Council Plan. Consultation and development of the next Council Plan is well underway.

Introduction

Vision 2036

"Whether you live here or visit, you will see how much we care for Country, how inclusive and connected our communities are, and how sustainable balanced growth makes this the best place in the world."

The Yarra Ranges community vision, and vision statement, was developed in consultation with over 1,000 local community members in 2016 and revisited again in 2021 with Council's community panel. It captures the community's vision for our municipality in 2036.

Community Vision Statement

Read the Yarra Ranges Community Vision Statement here: Community Vision 2036 Yarra Ranges Council

Council plan

The 2021-25 Council Plan articulates the key strategic objectives which guides Council's work in addition to eight major initiatives. These initiatives and objectives were informed by the community in 2020 and respond to the priorities and big issues facing the Yarra Ranges community at the time.

Within the Council Plan, an action plan details how we will aim to achieve the key strategic objectives. The following sections details these actions and our progress towards achieving them.

The Yarra Ranges Council's key strategic objectives, as outlined in the 2021-25 Council Plan, are:

Connected and Healthy Communities

Communities are safe, resilient, healthy, inclusive and socially well connected. Quality services are accessible to everyone.

Protected & Enhanced Natural Environment

A healthier environment for future generations.

Quality Infrastructure and Liveable Places

Quality facilities and infrastructure meets current and future needs. Places are well planned and are hubs of activity that foster wellbeing, creativity and innovation.

Vibrant Economy, Agriculture and Tourism

Our tourism, agriculture, health, manufacturing and other industries are leading and dynamic. Strong investment and attraction underpins sustainable economic growth and job creation.

High Performing Organisation

An innovative, responsive organisation that listens and delivers quality, value for money services to our community.

Major Initiative 1:

On track

Improve Aboriginal health and wellbeing by providing a range of supports to Oonah Health and Community Services Aboriginal Corporation to establish the Healesville Belonging Place, an integrated Aboriginal health facility.

Connection to culture, community, family, and Country is recognised as a key social determinant of Indigenous health and wellbeing and is critical to closing the gap.

Council has partnered with Oonah for several years to establish an Aboriginal community-controlled health and wellbeing service in Healesville, with purpose-built, integrated Aboriginal Health facility planned to improve Aboriginal health and wellbeing in Healesville and the broader Eastern Metro Region.

Following the initial business planning phase, a feasibility study was commissioned and completed in 2018. Subsequent reports and studies were undertaken to move the Belonging Place project toward schematic design by 2020.

Though progress slowed due to Covid, the schematic design phase for the Healesville Belonging Place was finalised in mid-2023, and a planning application for the facility's construction has been submitted to Council's Planning Department. The planning process is expected to be lengthy, involving several referral points, including complex Cultural Heritage Management Plan (CHMP), bushfire management, and Vic Roads considerations.

Council acknowledges its ongoing role in supporting Aboriginal health and wellbeing and will continue working with Oonah and other agencies to close the gap on Aboriginal health outcomes.

An interim Belonging Place is currently operated by the Aboriginal community-controlled Oonah Health and Community Services Aboriginal Corporation which supports the Aboriginal community to self-determine the response to local health needs.

Major Initiative 2:

On
track

Become a world class trails and eco-tourism destination through project development, delivery, advocacy and partnerships, including the delivery of the and Ridges and Rivers projects.

Warburton Mountain Bike Destination

Construction of the Warburton Mountain Bike Destination is progressing with the appointed contractor World Trail currently delivering approximately 15km of trails within the Mt Little Joe area. The project includes easy, intermediate, and advanced climbing and descending trails, including a trail from Wesburn Park to the top of Mt Little Joe. The works also involve constructing 11 timber boardwalks (5m span) and two larger steel bridges (10+m span) over waterways.

Engineering design for the Old Warburton Road Bridge, which will link trails on either side of the road, is complete. Construction of the bridge is scheduled for late 2025 The first 30km stage of mountain bike trails is on schedule to open by mid-2025, with the next 30km stage commencing in March 2025, expected to take approximately nine months to complete.

Yarra Valley Trail

The 1.2km Yarra Valley Trail Stage 1B.1 (Yering to Melba Bend) is under construction, with trail works complete and heritage bridges being reconstructed. This section is scheduled to open in mid-2025.

Planning for Stage 1B.3 (Yarra River to Yarra Glen) is underway. The Gulf Road section of the Yarra Valley Trail Northern Tourist Loop is nearing completion, with full opening expected in June 2025. The Melba Highway section of the trail is awaiting final approvals from Melbourne Water and the Department of Transport and Planning.

Detailed planning and design for Stage 2A (Yarra Glen to Tarrawarra) is underway, with construction scheduled to begin in late 2025. Council recently purchased encumbered parcels of land from VicTrack to secure a route for Stage 2B (Tarrawarra to Healesville), and preliminary planning continues.

ngurrak barring

The delivery of ngurrak barring-RidgeWalk is underway, with a new artwork, 'Storm Leaves' installed at Kallista and Birdsland. Other artworks, such as Kalorama Land Art and Djirra Binak, are also under construction, with the Doongalla Environmental artwork scheduled for completion in the coming months.

Burkes Lookout carpark construction is complete, as are the McNicol and Kaola pedestrian crossings. To support the public launch of ngarrak barring, a website is currently being developed. A Landcare grant was received for native planting at Node 2, Node 5, and Djirra Binak, with plants ordered for autumn planting.

Major Initiative 3:

Ensure the plants, animals and ecologies of Yarra Ranges that our community value so much are supported and retained alongside us in healthy landscapes, by preparing and implementing a Biodiversity Plan that provides renewed focus for Council, the community, and partners.

On track

The Yarra Ranges Nature Plan: Protecting our Biodiversity Assets (Nature Plan) sets out the investment pathway and framework for achieving biodiversity preservation objectives, aligned with Council's focus on environmental stewardship. The plan outlines strategies for mitigating threats to biodiversity across four key themes:

- Land Use and a Changing Climate
- Landscapes and Ecosystems
- Pest Plants and Animals
- People and Nature

The Nature Plan was endorsed by Council on December 12 2023 after significant community consultation.

The Plan details Council's commitment to evidence-based decision-making for nature resource management, climate mitigation activities, and measurable improvements in biodiversity in the Yarra Ranges over the next 10 years. The Plan's activities, including delivery of community education programs to help move the region toward a vision of a healthy, resilient, and connected natural landscape. The plan also provides guidance in Council's land management practices in partnership with agencies such as DECCA and friend of groups.

Major Initiative 4: On track

Reduce our ecological footprint through our commitment to shift to sourcing 100% renewable energy and help our communities to thrive in a changing climate through adaptive, resilient and regenerative programs and projects.

Council's transition to 100% renewable electricity was achieved in 2022 through the Victorian Energy Collaboration (VECO), a 10-year contract involving over 50 Victorian councils. This transition from fossil fuel energy sources to renewables is essential for mitigating climate impacts, benefiting both Council and the community.

As of July 2023, Yarra Ranges has reduced its emissions by 48% compared with the 2004/2005 baseline, demonstrating leadership in reducing the ecological footprint. The draft Energy Transition Plan, under development, provides a framework for investments in electrification and options for maintaining the 100% renewable electricity supply after VECO concludes.

Council's Biochar Facility is progressing toward carbon offset accreditation, further reducing local emissions and supporting regenerative practices.

Yarra Ranges continues to participate in regional programs such as Solar Savers, Energy Savers, the Eastern Alliance for Greenhouse Action, and the Eastern Alliance for Sustainable Learning. These programs support local communities in adapting to a changing climate and help shape the supply of locally generated renewable energy.

Council is also pursuing a Local Government first by connecting two Council facilities to form a microgrid. The Monbulk Microgrid project will deliver a Localised Energy System (LES) using findings from the Resilient Energy Precinct Feasibility Study (May 2024). The project will enable the Monbulk Link and Monbulk Sporting Pavilion to share solar-generated electricity and stored energy during grid outages. The LES will provide continuous energy backup at these Council buildings, ensuring essential services are available during emergencies.

Major Initiative 5:

On track

Improve mental health & wellbeing outcomes for the community, strengthen social connections, and support and encourage equitable and accessible mental health services across the municipality.

Council has recently finalised evaluations for two key mental health initiatives:

Initiative #1: The Living Stories Project (2023) aimed to destigmatise mental health conversations and encourage help-seeking. Surveys revealed that 60% of viewers felt more comfortable discussing mental health, and 63% were more willing to seek help after watching the stories. To thank participants, a dinner was held at the Civic Centre in December, where feedback surveys were shared and participants provided input on the draft evaluation report.

Initiative #2: The Community Mental Health First Aid (MHFA) Program (2021–2024) trained over 480 community members through 27 MHFA courses delivered in partnership with 17 organisations. Surveys indicated that 97% of participants improved their ability to support others, and 100% valued the free training.

In December 2024, the Yarra Ranges Mental Wellbeing Network stakeholders meeting provided an opportunity from stakeholders to inform the development of Council's draft 2025-2029 Health & Wellbeing Strategy. Throughout the reporting period the Mental Wellbeing Internal Working Group continued to meet monthly, finalising its Theory of Change Framework. Key achievements included finalising five focus areas for addressing local mental wellbeing needs, developing an evaluation framework to track progress, and enhancing cross-departmental collaboration.

Major Initiative 6:

On track

Undertake and deliver integrated place planning for priority activity centres and town centres to achieve coordinated community outcomes across Yarra Ranges, in accordance with the Living Places Framework.

Council is making progress in the delivery of place planning for Yarra Ranges centres. The Yarra Junction Place Plan has completed two rounds of community engagement and is preparing for formal consideration by Council. Key master plans have been adopted for Lillydale Lake, Morrisons Reserve, Kilsyth Recreation Reserve, and 150 Cambridge Rd, Kilsyth. Work is progressing well for McDermott Reserve and Don Road in Healesville.

Early background work has been completed for Belgrave and Healesville in preparation for Township Design Frameworks, and a new Structure Plan is underway for Chirnside Park. Following community consultation, a draft concept for the Upwey Town Centre Masterplan is being developed, with a review scheduled for early 2025.

Major Initiative 7:

On track

Strengthen community resilience by working together to achieve greater emergency planning and preparedness with a focus on traditional cultural burning practices. This will include the development a firestick program across public, private land and local training hubs.

Community Resilience

Council's partnership with community groups in emergency planning and resilience continues to grow. During the August 2024 storm, numerous community groups mobilised, to provide power and shower services.

Whilst distressing, each emergency event strengthens community connections in some capacity. In emergency impacted areas, Council continues to proactively engage with communities, offering guidance and connecting with community leaders. Preliminary planning has commenced to further strengthen community partnerships for ahead of the next fire season. Key groups have been invited to participate in emergency planning forums and exercises to build community and agency capabilities.

Firesticks Project

An On Country Gathering led by Traditional Owners was completed. This reinforced Council's approach in working collaboratively with Traditional Owners. These learnings informed the first cultural burn on council-managed land at Spidonis Reserve, marking the beginning of many future Council-led cultural burns.

Major Initiative 8:

On track

Implement a Build Back Better approach to economic recovery and adaptation activities that improves the well-being of the community and business.

Council continues to connect with Business and Trader Groups through regular meetings, active involvement in committees, and ongoing support. New initiatives aim to bring community groups together with business groups to share perspectives and lessons continue. This information is helping inform placemaking activities, enhancing the vibrancy and sustainability of local business environments.

Connected and Healthy Communities

Communities are safe, resilient, healthy, inclusive and socially well connected. Quality services are accessible to everyone.

Key strategies and plans to achieve our objective include:

- Health and Wellbeing Plan
- Child and Youth Strategy
- Creative Communities Strategy
- Reconciliation Framework for Action
- Community Safety Strategy
- Equity, Access, and Inclusion Strategy
- Health and Active Ageing Plan

Action	Completion Status
Implement priority actions arising from the Health and Wellbeing Plan.	On track
Implement Council's Healthy and Active Ageing Plan to increase the age and dementia friendliness of the municipality and improve social connection.	Completed
Implement the Pandemic Recovery and Resilience Framework and other key recovery actions to support the rebuilding of community resilience.	Completed
Update the Aquatics Strategy to strategically plan for the provision of aquatic facilities across the municipality that are inclusive, sustainable, well designed and positioned to improve community health and wellness.	Completed
Revise and implement key actions of the Recreation and Open Space Strategy to increase community access, support community connections and activate Council's community facilities and open space network.	On track
Implementing key actions in the Integrated Transport Strategy 2040 with a focus on people's localised movements and advocating for a cohesive public transport network that connects people with services, employment and to each other.	On track

Protected and Enhanced Natural Environment

A healthier environment for future generations.

Key strategies and plans to achieve our objective include:

- **Environment Strategy**
- Liveable Climate Plan
- Zero Emissions Fleet Transition Plan
- Flora and Fauna Strategy
- Community Waste Management Plan

Action	Completion Status
Implement actions of the Liveable Climate Plan and shift to low carbon and renewable energy sources across all facilities, buildings, plant and fleet to reduce Council's climate impact.	On track
Deliver actions of the Urban Tree Canopy Strategy and deliver the parks and reserves improvement program to enhance amenity, access and participation in public spaces and places.	On track
Develop a Municipal Waste Plan, education programs and pursue innovative waste processing technologies to maximise waste resource recovery for a more sustainable future.	On track
Continue to develop and support the capability of Environmental Volunteer Groups including seeking funding support to invest in our shared environment.	On track
Improve our green corridors to enable native wildlife movement across the landscape by investing in restoration and revegetation works on private and council land.	On track

Quality Infrastructure and Liveable Places

Quality facilities and infrastructure meets current and future needs. Places are well planned hubs of activity that foster wellbeing, creativity and innovation.

Key strategies and plans to achieve our objective include:

- Recreation and Open Space Strategy
- Aquatics Facilities Strategy
- Asset Management Strategy
- Integrated Transport Strategy
- Housing Strategy

Action	Completion Status
Improve our social infrastructure planning by working across Council to integrate place, service and infrastructure planning to meet the needs of our diverse communities and improve the unique places they live.	On Track
Develop and implement a strategic approach for activating and providing functional and affordable community assets and spaces that are welcoming to all and support the wellbeing and connectedness of the community.	On Track
Continue to evolve the maturity and sophistication of Council's Asset Management planning to ensure existing community infrastructure is renewed and maintained for the benefit of future generations.	On Track
Activate, develop and construct significant community facility projects across the municipality to respond to current and future community and social needs.	On Track
Seal gravel roads in townships across the municipality enabled through funding provided by the Federal Government combined with landowner contributions to improve local amenity and liveability for the community.	On Track
Integrate and strengthen the planning, maintenance and management of community assets to ensure the needs and priorities of current and future communities are balanced against investment requirements and Council's ability to pay for them.	On Track
Complete the Lilydale Structure Plan and incorporate key actions into the Planning Scheme through an amendment to provide clear direction of the future land use, urban design, transport and access and landscaping forms for Lilydale.	On Track
Amend the planning scheme by using the outcomes of the reviewed Housing Strategy to ensure housing needs of the community are met, new housing is well designed, provides for housing choice and improve neighbourhood character outcomes in residential areas.	On Track
Plan, facilitate and develop urban renewal projects, including Lilydale Revitalisation project, Kinley development and Level Crossing Removal to facilitate the revitalisation of Lilydale. Ensuring alignment with Council's place making - objectives of encouraging a vibrant, attractive, sustainable, healthy and connected community.	On Track

Action	Completion Status
Establish a municipal wide Development Contributions Plan to provide funds for new infrastructure to support future growth and development.	Action ceased (see note)
Note: A draft Municipal Wide Development Contributions Plan (DCP) was developed to explore potential funding for infrastructure through developer contributions. However, analysis identified several challenges, including a decline in planning permit activity, the likelihood of frequent updates to align with the Capital Expenditure Program, and potential State Government reforms in the developer contributions space. These factors created uncertainty around the plan's financial viability, particularly in terms of cost recovery in the early years. After presenting the draft DCP to Councillors at a Council Forum on 23 January 2024 and considering their feedback, the CEO determined that proceeding with the plan was not feasible at this time.	

Vibrant Economy, Agriculture and Tourism

Our tourism, agriculture, health, manufacturing and other industries are leading and dynamic. Strong investment and attraction underpins sustainable economic growth and job creation.

Key strategies and plans to achieve our objective include:

Economic Development Strategy

Action	Completion Status
Implement a plan that improves employment opportunities and mental health outcomes for everyone.	Completed
Develop and deliver improvements to Council's network of recreational trails across the municipality to support improved recreational, health, social, and economic needs of the community and become a world class trails, agritourism and eco-tourism destination.	On Track
Finalise and implement a new Economic Development Strategy and Investment Attraction Plan, to create local jobs, business, and investment to deliver positive and sustainable economic community outcomes.	On Track
Deliver key initiatives outlined in the Bayswater Business Precinct Transformation Strategy that create jobs, attracts future investment and progresses the revitalisation of the Precinct, in association with Knox and Maroondah Councils.	On Track
Raise the cultural profile of Yarra Ranges to drive creative industry development and cultural tourism spend via attracting and retaining new creative professionals and businesses and supporting existing creative professionals and businesses. [Commenced mid 2022]	On Track
Develop a destination management Plan with Yarra Ranges Tourism Board to support the right eco-tourism, infrastructure growth that also protects our natural environment.	Completed

High Performing Organisation

An innovative, responsive organisation that listens and delivers quality, value for money services to our community.

Key strategies and plans to achieve our objective include:

- YR Ignite High Performing Organisation Strategy
- Workforce Management Plan
- Asset Plan
- Strategic Asset Management Plan
- Long Term Financial Management Plan
- Annual Budget & 3 Year Plan
- Information and Communication Technology Strategy (Under Review)
- Customer Experience Strategy (Under Review)
- Communications Strategy (Under Review)
- Brand Experience (Under Development)
- People & Culture Plan (Under Development)
- Health & Safety Strategy
- Gender Equity Action Plan

Action	Completion Status
Ensure Council's workforce reflects the community it serves by embedding the	On Track
principles of diversity and inclusion in our day-to-day leadership and share our	
experience and knowledge with the community.	
Improve the community's trust and connection with Council through more	On Track
meaningful and inclusive community engagement and innovative approaches to	
communication.	
Develop and grow an organisational culture committed to delivering exceptional	On Track
customer experience.	
Streamline internal Council processes and improve systems to deliver more efficient	On Track
services and improved interactions with our community.	
Increase the community's visibility, understanding of and access to Council's	On Track
information and performance to improve accountability to the community.	
Consolidate and strengthen advocacy through evidence and stronger relationships	On Track
to ensure other levels of government are effectively and efficiently engaged to	
support local services and programs.	
Adapt and improve our service delivery to ensure the measurable provision of	On track
services that are supporting our municipality to rebuild resilience.	
Strengthen relationships and networks to support local community groups and build	On Track
their capacity to be active in achieving community outcomes.	

Copies and further information

Copies of the Progress Report on the Council Plan are available as hard copies or online. All strategic documents to support the delivery of the strategic objectives are available in hard copy and in electronic format on Council's website at: www.yarraranges.vic.gov.au or by contacting 1300 368 333.

Contact information

Community Links

Lilydale 15 Anderson Street

Healesville 110 River Street

Monbulk 21 Main Road

Yarra Junction 2442-2444 Warburton Highway

Upwey 40 Main Street

National Relay Service

133 677 - for callers who have a hearing, speech or communication impairment and for Text Telephone or modem callers

1300 555 727 - for callers using Speech to Speech

9658 9461 - Teletypewriter (TTY)

Translating and Interpreting Service

131 450 - Translating and Interpreting Services (TIS) National. An interpreting service is available if required.

Chinese Simplified (Mandarin)

如需要,可拨打全国翻译服务处(TIS)的电话 131 450 提供口译服务。

Chinese Traditional (Cantonese)

如需要,可撥打全國翻譯服務處(TIS)的電話 131 450 提供傳譯服務

Chin Hakha

Holhlet na herh ah cun Translating and Interpreting Services (TIS) kha 131450 ah chawnh in hIohleh rian tuawn nak kha hman khawh a si

Dutch

Indien nodig kunt u onze tolken- en vertaaldienst Translating and Interpreting Services (TIS) bellen op 131 450 om met een tolk te spreken

Italian

Un servizio di interpretariato è disponibile, se richiesto, contattando i Servizi di traduzione e interpretariato nazionali (TIS)al numero 131 450

Yarra Ranges Council

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COUNCILLOR CODE OF CONDUCT

Report Author: Executive Officer - Governance, Risk & Compliance

Responsible Officer: Director Corporate Services

Ward(s) affected: (All Wards);

The author(s) of this report and the Responsible Officer consider that the report complies with the overarching governance principles and supporting principles set out in the Local Government Act 2020.

CONFIDENTIALITY

This item is to be considered at a Council meeting that is open to the public.

SUMMARY

A review of Yarra Ranges Council's (Council) Councillor Code of Conduct (Councillor Code) took place following the introduction of the Model Councillor Code of Conduct (Model Code) outlined in *Local Government Amendment (Governance and Integrity) Act 2024.*

The review also considered the implications of Operation Sandon and Operation Leo, which highlighted the need for stronger integrity measures. The Model Code sets out the minimum standards of conduct expected of elected representatives. Prior to this amendment, the *Local Government Act 2020* required all Council's to have their own individual Councillor Code of Conduct. The new Model Code is now a statutory and sworn oath requirement for all Councillors. However, Councils can choose to also maintain their own Councillor Code of Conduct.

Officers recommend Council maintains its own Councillor Code to build upon and complement the Model Code, strengthening good governance by providing clear behavioural boundaries and expectations that are tailored to the local context. A robust, specific Code ensures transparency, accountability, and public confidence in council operations, complementing the broader principles of the Model Code. The review of the current Councillor Code proposes several changes to ensure alignment with the Model Code.

RECOMMENDATION

That Council adopt the Yarra Ranges Councillor Code of Conduct.

RELATED COUNCIL DECISIONS

The current Councillor Code of Conduct was adopted by Council on 9 February 2021.

Purpose and Background

The implications of Operation Sandon and Operation Leo highlighted the need for stronger integrity measures and the introduction of the Model Code outlined in Schedule 1 of the Local Government (Governance and Integrity) Amendment Regulations 2024. The Model Code sets out the minimum standards of conduct expected of elected representatives. Prior to this amendment, the Local Government Act 2020 required all Councils to have their own individual Councillor Code. Now, the new Model Code serves as a statutory and sworn oath requirement for all Councillors across Victoria.

While Councils are no longer required to maintain their own Councillor Code, they have the option to do so. Officers recommend Council maintains its own Councillor Code to build upon and complement the Model Code, strengthening good governance by providing clear behavioural boundaries and expectations that are tailored to the local context. This decision would also reflect Council's commitment to upholding high standards of integrity and ethical behaviour among its elected representatives. A Yarra Ranges Council specific Councillor Code is also recommended due to the Model Code not addressing a range of domains such as Planning, IT use, and staff interaction that support Councillors in fulfilling their roles ethically and effectively.

A comprehensive review of the current Councillor Code proposes several changes to ensure alignment with the Model Code.

To enhance the documents longevity, several legislative extracts have been referenced rather than directly quoted, and hyperlinks to internal Council documents be removed. This approach aims to ensure the Councillor Code remains relevant during future reviews of complementary governance documents, such as the Governance Rules, Benefits and Hospitality Policy and Gifts, Councillor Expenses Policy.

FINANCIAL ANALYSIS

There are no additional costs associated with implementing the review of the Councillor Code of Conduct and the staff resourcing costs are already included within the current operating budgets.

APPLICABLE PLANS AND POLICIES

This report contributes to the following strategic objective in the Council Plan: High Performing Organisation.

 Provides a clear framework for ethical conduct and decision-making by Councillors.

- Safeguards Council's reputation and integrity by establishing and maintaining high standards of behaviour for elected representatives.
- Promotes accountability and transparency in Council operations by clearly defining the expected conduct of Councillors in their roles and responsibilities.
- Fosters a culture of continuous improvement and excellence by setting clear expectations for Councillor behaviour and performance.

The updated Councillor Code of Conduct aligns with and supports Council's:

- Governance Rules
- Public Transparency Policy
- Conflict of Interest Policy and Procedures
- Community Engagement Policy
- Councillor Expenses Policy
- Election Period Policy
- Gifts, Benefits and Hospitality Policy
- Child Safety & Wellbeing Policy
- Occupational Health and Safety Policy
- Fraud Control Policy
- Complaint and Unreasonable Behaviour Policy

RELEVANT LAW

- Local Government Act 2020
- Local Government Amendment (Governance and Integrity) Act 2024.

SUSTAINABILITY IMPLICATIONS

Economic Implications

The Councillor Code of Conduct promotes transparent and ethical decision-making, which can positively impact Council's financial management and resource allocation.

Social Implications

A robust Councillor Code of Conduct fosters public trust in local government and promotes positive relationships between Councillors and the community they serve.

Environmental Implications

While not directly related to environmental outcomes, the Councillor Code's emphasis on ethical behaviour and good governance can support environmentally responsible decision-making.

COMMUNITY ENGAGEMENT

No community engagement has been undertaken in the review of the Councillor Code. The Councillor Code is a public document that primarily services internal governance purposes. However, its adoption and implementation directly impact the community by ensuring high standards of conduct from elected representatives. The Councillor Code, along with the Model Code, is made publicly available on Council's website, promoting transparency and accountability.

COLLABORATION, INNOVATION AND CONTINUOUS IMPROVEMENT

The review process involved Councillor consultation providing an opportunity for elected representatives to review and provide input on the draft Councillor Code of Conduct. This consultation ensures the Councillor Code reflects current best practices and addresses emerging governance challenges.

The removal of internal document links and direct legislative extracts promotes the Councillor Code's adaptability to future governance changes and ensures its relevance during reviews of complementary documents. This approach enhances the document's longevity and flexibility in responding to evolving local government regulations and best practices. These proposed changes demonstrate innovation in governance practices and continuous improvement in Council operations.

RISK ASSESSMENT

Adopting the Councillor Code of Conduct mitigates several risks including reputational risk by demonstrating commitment to high ethical standards and governance risk through clear guidelines for Councillor conduct and decision-making processes.

Adopting a Council specific Councillor Code could lead to potential misalignment with the new Model Code. This has been mitigated by ensuring the Councillor Code aligns with, and references, the Model Code, while also maintaining Council-specific requirements.

There is a risk of reputational damage if Councillors do not adhere to clearly defined ethical standards. To mitigate this, the Councillor Code comprehensively addresses a range of domains such as Planning, IT use, and staff interactions, providing clear guidelines to support Councillors in fulfilling their roles ethically and effectively.

CONFLICTS OF INTEREST

No officers and/or delegates acting on behalf of the Council through the Instrument of Delegation and involved in the preparation and/or authorisation of this report have any general or material conflict of interest as defined within the *Local Government Act 2020*.

ATTACHMENTS TO THE REPORT

- 1. Yarra Ranges Councillor Code of Conduct
- 2. Model Councillor Code of Conduct



Yarra Ranges Council Model Councillor Code of Conduct



Version:	3.0
Adopted by Council:	(TBC April 2025)
Responsible Officer:	Director Corporate Services
Department:	Organisational Performance & Integrity
Contact Officer:	Coordinator Governance and Integrity

Version Control

Version 3.0	Approved by Council
Responsible Officer:	Director Corporate Services
Contact Officer:	Coordinator Governance & Integrity
Review:	The Councillor Code of Conduct may be reviewed or amended at any time.
	Council must review and adopt the Councillor Code of Conduct within the period of 4 months after a general election.



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1. Introduction

The Councillors of Yarra Ranges Council (**Council**) have an obligation to abide by the Model Councillor Code of Conduct (**Model Code**) that was introduced on 26 October 2024 as established under the *Local Government Act 2020* and *the Local Government (Governance and Integrity) Amendment Regulations 2024,*

The Model Code provides the minimum standards of conduct and behaviour imposed on all Victorian Councillors. Its purpose is to ensure that Councillors can effectively perform their duties and functions, supporting the Council in its overriding role to provide good governance for the benefit and wellbeing of the municipal community

Council recognises the unique character of our municipality and our unwavering commitment to integrity. As such, we have chosen to maintain a Yarra Ranges specific Councillor Code of Conduct (**Code**) that is to be read in addition to the Model Code.

Through this tailored approach, we aim to maintain the highest levels of integrity, foster public trust, and ensure that our Council's decision-making processes are conducted with the highest level of transparency.

- 1.1 The role of Council is to provide good governance in its municipal district for the benefit and wellbeing of the municipal community. Council provides good governance if it performs its role in accordance with the overarching governance principles and supporting principles included at sections 9 and 28 of the <u>Local Government Act 2020</u> (Act).
- 1.2 Section 139 of the Act requires all Councillors to observe the Model Code that sets out the minimum standards of conduct expected to be observed by Councillors when undertaking their duties as a councillor.
- 1.3 The Code also supports the development of good working relationships:
 - (i) between Councillors.
 - (ii) with the Chief Executive Officer and members of Council staff.
 - (iii) with the municipal community.
- 1.4 Councillors should recognise the importance of maintaining the highest levels of integrity and ethical behaviour. The Code assists Councillors to:
 - (a) Understand and comply with the standards of conduct that are expected of them.
 - (b) Enable them to fulfil their statutory duty to act honestly and exercise a reasonable degree of care and diligence.
 - (c) Act in a way that enhances public confidence in the integrity of local government.
- 1.5 By adopting the Code, a Councillor commits to:
 - (a) Transparent and accountable governance.
 - (b) Honest, fair, and respectful dealings with the organisation and the municipal community.
 - (c) Work with fellow Councillors to achieve the best outcomes in the interests of the municipal community.

- (d) Respect for the decision-making process of Council.
- (e) Compliance with legislation, local laws, rules, policies, and procedures.
- 1.6 Circumstances may arise where administrative or inconsequential amendments to this Code are required. Where such an amendment does not materially alter the Code, it may be updated by the Chief Executive Officer. A record of the change will be documented, and the version number updated.
- 1.7 Any change that materially alters the Code can only be made by a formal resolution of the Council with two thirds majority of Councillors.
- 1.8 If there is any inconsistency between the Model Councillor Code of Conduct and Council's additional General Conduct Obligations, the Model Code of Conduct prevails.

2 Model Councillor Code of Conduct

2.1 These Standards are extracted from Schedule 1 of the Local Government (Governance and Integrity) Amendment Regulations 2024.

1. Performing the Role of Councillor

A Councillor must do everything reasonably necessary to ensure that they perform the role of a Councillor effectively and responsibly, including by:

- (a) Representing the interests of the municipal community by considering and being responsive to the diversity of interests and needs of the municipal community.
- (b) Being fit to perform the role of a Councillor when acting in that capacity or purporting to act in that capacity.
- (c) Diligently using Council processes to become informed about matters which are subject to Council decisions.
- (d) Not performing or purporting to perform any responsibilities of functions of the Chief Executive Officer.
- (e) Acknowledging and supporting the Mayor in the performance of the role of Mayor, including by:
 - (i) Respecting and complying with a ruling of the Mayor as the chair of Council meetings (unless dissenting from the ruling in accordance with Council's Governance Rules).
 - (ii) Refraining from making public comment, including to the media, that could reasonably be perceived to be an official comment on behalf of the Council where the Councillor has not been authorised by the Mayor to make such a comment.
- (f) Undertaking the mandatory induction training and professional development or training activities the Chief Executive Officer deems reasonably necessary in order to effectively perform their role.

2. Behaviours

(1) A Councillor must treat others, including other Councillors, members of Council staff and members of the public, with dignity, fairness, objectivity, courtesy, and respect, including by:

- (a) Not engaging in demeaning, abusive, obscene, or threatening behaviour, including where the behaviour is of a sexual nature.
- (b) Not engaging in behaviour that intentionally causes or perpetuates stigma, stereotyping, prejudice or aggression against a person or class of persons.
- (c) Not engaging in discrimination or vilification.
- (d) Supporting the Council, when applying Council's Community Engagement Policy, to develop respectful relationships and partnerships with Traditional Owners, Aboriginal community-controlled organisations, and the Aboriginal community.
- (e) Supporting the Council in fulfilling its obligations under the Act or any other Act (including the <u>Gender Equality Act 2020</u>) to achieve and promote gender equality.
- (f) Ensuring their behaviours and interactions with children are in line with Council's policies and procedures as a child safe organisation and obligations under the <u>Child Wellbeing and Safety Act 2005</u> to the extent that they apply to Councillors.
- (g) In considering the diversity of interests and needs of the municipal community, treats all persons with respect and having due regard for their opinions, beliefs, rights, and responsibilities.
- (2) A Councillor, as an individual at the workplace, must take reasonable care for their own health and safety and take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons by:
 - (a) Adhering to applicable systems and policies put in place by the Chief Executive Officer to manage risks to health and safety in the workplace.
 - (a) Complying, so far as the Councillor is reasonably able, with all reasonable instruction that is given by the Chief Executive Officer to manage risks to health and safety.
- (3) A Councillor must act in accordance with any policies, practices and protocols developed and implemented under section 46 of the Act that support arrangements for interactions between members of Council staff and Councillors.
- (4) A Councillor must act in accordance with any policies, practices and protocols developed deemed appropriate by the Chief Executive Officer, and where a formal resolution of Council is passed.

3. Good Governance

A Councillor must comply with the following Council policies and procedures required for delivering good governance for the benefit and wellbeing of the municipal community:

- (a) Council's Expenses Policy adopted and maintained under section 41 of the Act.
- (b) Council's Governance Rules developed, adopted, and kept in force by the Council under section 60 of the Act, including in relation to:

- (i) Conduct in Council meetings or meetings of delegated committees.
- (ii) Requesting and approval of attendance at Council meetings and meetings of delegated committees by electronic means of communication.
- (iii) Council's election Period Policy included in Council's Governance Rules under section 69 of the Act, including in ensuring that Council resources are not used in a way that is intended to influence, or is likely to influence, voting at a general election or by-election.
- (c) Council's Gifts, Benefits and Hospitality Policy adopted under section 138 of the Act.
- (d) Any directions of the Minister issued under section 175 of the Act.

4. Integrity

- (1) A Councillor must act with integrity, exercise reasonable care and diligence and take reasonable steps to avoid any action which may diminish the public's trust and confidence in the integrity of local government, including by:
 - (a) Ensuring that their behaviour does not bring discredit upon the Council.
 - (b) Not deliberately misleading the Council or the public about any matter related to the performance of their public duties.
 - (c) Not making Council information publicly available where public availability of the information would be contrary to the public interest in accordance with the Public Transparency Principles set out in section 58 of the Act.
- (2) A Councillor must not, in their personal dealings with Council (for example as a ratepayer, recipient of a Council services or planning applicant), expressly or impliedly request preferential treatment for themselves or a related person or entity.

5. The Model Councillor Code of Conduct does not limit robust Public Debate

Nothing in the Model Councillor Code of Conduct is intended to limit, restrict, or detract from robust public debate of issues in a democracy.

PART 1: Treatment of Others

3 General Conduct Obligations

- 3.1 Councillors must act lawfully, fairly, and honestly and not conduct themselves in a manner that:
 - (a) Is likely to bring Council or other Councillors into disrepute.
 - (b) Is contrary to the requirements of the Act or to Council's adopted protocols and policies.
 - (c) Is improper or unethical.
 - (d) Is an abuse of power.
 - (e) Comprises or involves intimidation or verbal abuse.
 - (f) Involves the misuse of their position to obtain a private benefit.
 - (g) Constitutes harassment or bullying behaviour under the Code, or that is unlawfully discriminatory.
 - (h) Involves engaging in unlawful behaviours, whether within or outside of their Council duties, that may impact their ability to fulfill their responsibilities as a Councillor or damage public trust in the Council.

Honesty

- 3.2 Councillors have a duty to act honestly. This involves:
 - (a) Making decisions solely in the public interest.
 - (b) Avoiding statements, whether made verbally or in writing, or actions that will or are likely to mislead or deceive.
 - (c) Acting lawfully and in accordance with the trust placed in them as elected representatives.

Integrity

- 3.3 Councillors have a duty to act with integrity. This involves:
 - (a) Impartially exercising their responsibilities in the interests of the municipal community.
 - (b) Abiding by relevant legislation and Council policies, protocols, and procedures.
 - (c) Not placing themselves under any financial or other obligation to any individual, interest group or organisation that might reasonably be thought to influence them in the performance of their duties as Councillor.
 - (d) Avoiding conflicts between their public duties as a Councillor and their private interests and obligations.
 - (e) Declaring any conflicts of interest as required by section 130 and 131 of the Act and taking steps to manage any conflicts arising in such a way that protects the public interest.
 - (f) Endeavouring to ensure that Council's resources are used prudently and solely in the public interest.

Fairness and Equity

- 3.4 Councillors have a duty to act with fairness and equity. This involves:
 - (a) Considering issues consistently, promptly, and fairly.

- (b) Dealing with matters in accordance with established procedures, in a non-discriminatory manner.
- Taking all relevant facts known to them, or that they should be (c) reasonably aware of, into consideration and have regard to the merits of each case.
- (d) Not taking irrelevant matters or circumstances into consideration when making decisions.
- 3.5 An act or omission in good faith, whether or not it involves error, will not constitute a breach of clause 3.4 of the Code.

Harassment and Discrimination

- 3.6 Councillors must take positive action to eliminate discrimination, harassment, vilification, and victimisation in accordance with all relevant anti-discrimination laws. Including but not limited to the **Equal Opportunity Act 2010** Councillors must not engage in, support, or condone any form of unlawful discrimination, harassment, vilification, or victimisation against others on the grounds of any protected attribute, including:
 - age
 - disability
 - race (including colour, national or ethnic origin or immigration status) • gender identity or intersex status
 - gender
 - pregnancy
 - sexual orientation

- marital or relationship status
- family responsibilities or breastfeeding
- political. religious, or other affiliation

Sexual harassment is unlawful and will not be tolerated under any circumstances. In performing their role, Councillors must take positive action to eliminate sexual harassment.

Human Rights and Equal Opportunity

- 3.7 In performing their role Councillors, must take positive action to support Council in fulfilling its obligation to achieve and promote gender equality.
- 3.8 Councillors should understand the human rights that are protected under the Victorian Charter of Human Rights and Responsibilities Act 2006 and undertake to exercise their duties in a manner that is compatible with the rights set out in the Charter. This undertaking extends to relationships, including with other Councillors, the Chief Executive Officer, and members of Council staff, as well as any member of the public with whom a Councillor may have contact, and any decisions they participate in as a Councillor.

Bullying, Vilification, and Victimisation

- 3.9 Councillors are prohibited from using behaviours that a reasonable person may perceive as bullying, vilification, and victimisation towards others.
- 3.10 Councillors will support a safe workplace and will not engage in repeated unreasonable behaviour toward another Councillor or member of Council staff

that creates a risk to the health and safety of that other Councillor or member of Council staff.

For the purposes of the Code, "bullying behaviour" is any behaviour in which:

- (e) A person or a group of people repeatedly behaves unreasonably towards another person or a group of persons; and
- (f) the behaviour creates a risk to health and safety.

Bullying behaviour may involve, but is not limited to, any of the following types of behaviour:

- (a) Aggressive, threatening, or intimidating conduct.
- (b) Belittling or humiliating comments.
- (c) Spreading malicious rumours.
- (d) Teasing, practical jokes or 'initiation ceremonies.
- (e) Exclusion.
- (f) Displaying offensive material.
- (g) Pressure to behave in an inappropriate manner.

Interacting with Children and Young People

- 3.11 Council prides itself on being a child safe organisation and has implemented a range of policies, procedures, and initiatives to keep children and young people (any child or young person under the age of 18) safe. Councillors must:
 - (a) Maintain the highest standards of conduct in their attitude, behaviour and interactions with children and young people.
 - (b) Take all reasonable steps to protect children and young people from harm, including complying with Council's obligations under State and Federal legislation (including the <u>Victorian Child Wellbeing and Safety Act 2005</u>) and completing appropriate Working with Children Checks.
 - (c) Support and maintain Council's commitment to the safety and wellbeing of children and young people and including through any decision they participate in as a Councillor.
 - (d) Undertake training, through Council, in order to obtain an understanding of the duties and obligations imposed by the 11 Victorian Child Safe Standards and their application to the duties of a Councillor.

Health and Safety

- 3.12 Councillors are required to comply with the <u>Occupational Health and Safety Act</u>
 <u>2004</u> and their responsibilities under any policies or procedures adopted by
 Council to ensure workplace health and safety. Specifically, this involves:
 Taking reasonable care for their own health and safety.
 - (a) Taking reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
 - (b) Complying, so far as they are reasonably able, with any reasonable instruction that is given to ensure compliance with the <u>Occupational</u> <u>Health and Safety Act 2004</u> and any policies or procedures adopted by Council to ensure workplace health and safety.
 - (c) Cooperating with any reasonable policy or procedure of Council relating to workplace health or safety that has been notified to Council staff.

(d) Reporting accidents, incidents and near misses to the Chief Executive Officer, or such other staff member nominated by them, and taking part in any incident investigations.

4 Promoting Good Working Relationships

- 4.1 The Mayor plays a critical leadership role in promoting good working relationships and does this by setting high standards for relationships between themself and all others. This includes relationships between:
 - (a) The Mayor and the Chief Executive Officer.
 - (b) The Mayor and Councillors, and among Councillors collectively.
 - (c) Council and the Chief Executive Officer.
 - (d) Councillors and members of Executive Leadership team and where appropriate Council staff.

Mayor and the Chief Executive Officer

- 4.2 This is an important relationship that will help in the smooth running of Council. The Mayor and Chief Executive Officer must work closely and put their energy into achieving a good working relationship, which should be characterised by:
 - (a) Respect, consistency, openness, and good communication.
 - (b) Understanding that each has different roles and authorities.
 - (c) Aiming to facilitate involvement and inclusion amongst Councillors and the wider organisation.

Mayor and Councillors

- 4.3 A good relationship between the Mayor and Councillors will help in working together to represent, and be responsive to, the diversity of interests and needs of the municipal community. It is important that the role of the Mayor is respected and that they:
 - (a) Work to facilitate an inclusive approach to decision making and involvement in Council activities.
 - (b) Work with the Chief Executive Officer to ensure that Councillors receive necessary training opportunities.
 - (c) Are a source of assistance for Councillors.
 - (d) Take responsibility, in collaboration with the Chief Executive Officer, for facilitating resolution of any disputes between Councillors.
- 4.4 Similarly, Councillors should recognise that:
 - (a) Good working relationships are important for them to succeed individually and collectively.
 - (b) While they may have different views; they should treat each other with respect and courtesy.
 - (c) Disputes should be expressed in a way that causes no detriment to individual Councillors or Council as a whole,
 - (d) They must not undermine each other, either within the organisation or in public.

Council and the Chief Executive Officer

- 4.5 A good relationship between Councillors and the Chief Executive Officer is essential for Council to provide good governance. Councillors should recognise that:
 - (a) The relationship is based on respect and a good understanding of each other's roles.
 - (b) A good relationship can also develop relationships between Councillors and other members of Council staff.
 - (c) The Chief Executive Officer can be a valuable source of advice and is often able to assist in addressing constituent issues.
 - (d) Performance management of the Chief Executive Officer is important to the organisation achieving its goals.

Councillors and Members of Council Staff

- 4.6 Relationships between Councillors and members of Council staff should be based on a mutual understanding and respect for each other's roles.
- 4.7 Interaction between Councillors and members of Council staff should be undertaken in accordance with clause 10 of the Code.



PART 2: Performing the Role of the Councillor

5 Roles and responsibilities

The Mayor

- 5.1 Under section 18 of the Act, the role of the Mayor is to:
 - (a) Chair Council meetings.
 - (b) Be the principal spokesperson for the Council.
 - (c) Lead engagement with the municipal community on the development of the Council Plan.
 - (d) Report to the municipal community, at least once each year, on the implementation of the Council Plan.
 - (e) Promote behaviour among Councillors that is consistent with the Model Code of Conduct.
 - (f) Assist Councillors to understand their role.
 - (g) Take a leadership role in ensuring the regular review of the performance of the Chief Executive Officer.
 - (h) Provide advice to the Chief Executive Officer when the Chief Executive Officer is setting the agenda for Council meetings.
 - (i) Perform civic and ceremonial duties on behalf of the Council.

Councillors

- 5.2 Under section 28 of the Act, the role of every Councillor is to:
 - (a) Participate in the decision-making of the Council.
 - (b) Represent the interests of the municipal community in that decision making.
 - (c) Contribute to the strategic direction of the Council through the development and review of key strategic documents of the Council, including the Council Plan.
- 5.3 In performing the role of a Councillor, a Councillor must:
 - (a) Consider the diversity of interests and needs of the municipal community.
 - (b) Support the role of the Council.
 - (c) Acknowledge and support the role of the Mayor.
 - (d) Act lawfully and in accordance with the Oath or Affirmation of Office.
 - (e) Act in accordance with the Model Councillor Code of Conduct
 - (f) Act in accordance with Council's Governance Rules.
 - (g) Comply with Council procedures required for good governance.
 - (h) It is expected that all Councillors will comply with the general conduct obligations in the performance of their roles and responsibilities as outlined within this Code.
- 5.4 Under section 28(3) of the Act, the role of a Councillor does not include the performance of any responsibilities or functions of the Chief Executive Officer.

The Chief Executive Officer

5.5 Section 46 of the Act outlines the responsibilities of the Chief Executive Officer, and these include, but are not limited to:

- (d) Supporting the Mayor and the Councillors in the performance of their roles.
- (e) Ensuring the effective and efficient management of the day-to-day operations of the Council.

6 Induction and training

- 6.1 It is important that Councillors understand their statutory obligation to complete training which includes.
 - (a) Councillor induction training within four months after the day they take the Oath or Affirmation of Office and make a written declaration to the Chief Executive Officer that they have completed this.
 - (b) Professional development training annually to ensure that they understand their role and responsibilities.
- 6.2 If a Councillor is unable to attend an induction session, they should provide a reason for their non-attendance to the Chief Executive Officer. A replacement session will then be arranged for them to attend.

7 Fair and Transparent Decision-Making

Fair and transparent decision-making is essential to good governance. Informed decision-making, and ultimately good governance, is achieved through the exchange of views and constructive respectful debate by Councillors in the forum of the Council Chamber.

Representation of Community Interests

3.1 Councillors are required to represent the interests of the municipal community in their decision making and, in doing so, consider the diversity of interests and needs of the whole municipal community.

Due diligence

- 7.1 Councillors should:
 - (a) Exercise reasonable care and due diligence to ensure they have the information required to make an informed decision on a matter before them. This includes attending Forum briefings, together with reading and familiarising themselves with documents for consideration at Council and other meetings.
 - (b) Take all reasonable steps to ensure they keep up to date with Council related matters, through regular monitoring of their Council email account and the Councillor Portal.
 - (c) Ensure that they are responsive to communication from members of the community, as well as from members of Council staff, to enable the efficient and effective operation of Council business.

Governance Rules

7.2 In demonstrating a commitment to fair and transparent decision making, Councillors are required to adhere to the Governance Rules, adopted by Council in accordance with section 60 of the Act.

Conduct at Meetings

- 7.3 Councillors should ensure that they actively and openly participate in the decision-making process at Council and delegated committee meetings.
- 7.4 Councillors will treat each other with respect and dignity, avoiding abusive and derogatory language and intimidatory behaviour. The Mayor will assist and support individual Councillors to work together constructively and effectively.
- 7.5 Formal Council decisions are the result of the vote of an absolute majority of Councillors. Not all decisions are unanimous and individual Councillors are entitled to their own opinions. Without compromising the rights of individual Councillors to maintain their opposition to a Council decision, the decision made by an absolute majority of Councillors through the democratic process must be accepted and respected.
- 7.6 A Councillor cannot direct another Councillor on how to vote on any decision before the Council Meeting.

Binding Caucus Votes

A binding caucus vote is a process whereby a group of Councillors are compelled by a threat of disciplinary or other adverse action to comply with a predetermined position on a matter before Council or a delegated committee, irrespective of the personal views of individual members of the group on the merits of the matter before Council or delegated committee

- 7.7 Councillors must not participate in binding caucus votes in relation to matters to be considered at a Council or delegated committee meeting.
- 7.8 Clause 7.7 does not:
 - (a) Prohibit Councillors from discussing a matter before Council or delegated committee prior to considering the matter in question at a Council or delegated committee meeting, or from voluntarily holding a shared view with other Councillors on the merits of a matter.
 - (b) Apply to a decision to elect the Mayor or Deputy Mayor, or to nominate a person to be a member of a committee or a representative of Council on an external body.

8 Communicating on behalf of Council

- 8.1 As representatives of the local community, Councillors have a responsibility to be responsive to community views and to adequately communicate the position and decisions of Council.
- 8.2 The Mayor is the official spokesperson for Council. Any comment made by them will be deemed by the community to represent the views or position of Council on a particular matter. Accordingly, any official public comment made by the Mayor must reflect Council's position, regardless of their personal views.

- 8.3 Although it is acceptable for Councillors to publicly state that they did or did not vote in favour of any Council decision, this should be done in a manner that is respectful of Council's decision, is stated clearly as their opinion and not that of Council, and that does not undermine the authority or public perception and standing of Council or any other Councillor.
- 8.4 Notwithstanding clause 8.2, Councillors are entitled to express personal opinions through the media. Where they choose to do so, they must make clear that any such comment:
 - (a) Is a personal view and does not represent the official position of Council.
 - (b) Is not derogatory, offensive, or insulting to any person.
 - (c) Does not undermine the authority or public perception and standing of the Mayor, Council or any other Councillor.

9 Support and Resources for Councillors in the Delivery of their Role

Access to Information

- 9.1 The Chief Executive Officer is responsible for ensuring that all Councillors can access information necessary for the performance of their role. Should a Councillor be refused access to Council information, the Chief Executive Officer will provide the reason for their decision.
- 9.2 Councillors will treat Council information appropriately, by:
 - (a) Not using information gained by virtue of their position for any purpose other than to exercise their role as a Councillor.
 - (b) Respecting Council's policies in relation to public comments and communications with the media.
 - (c) Recognising the requirements of the <u>Health Records Act 2001</u>, <u>Privacy and Data Protection Act 2014</u> and <u>Freedom of Information Act 1982</u> regarding the access, use and release of personal information.

Confidential Information

- 9.3 Councillors must exercise caution when dealing with confidential information and must not intentionally or recklessly disclose information that they know, or should reasonably know, is confidential. This does not apply if the information that is disclosed is information that the Council has determined should be publicly available, or, if any of the circumstances in section 125(3) of the Act apply.
- 9.4 Councillors must dispose of confidential information securely and this should be undertaken in line with the provisions outlined at clause 17.4 of the Code.

Use of Council Resources

9.5 Councillors should use Council resources ethically, effectively, efficiently, and carefully in performing their role, and must not use them for private purposes unless this use is lawfully authorised, and proper payment is made where appropriate. Councillors must:

- (a) Maintain adequate security over Council property, facilities and resources provided to assist in performing their role and comply with any Council policies applying to their use.
- (b) Be conscientious in their use of council property, including buildings, intellectual property, official services, facilities, technology, and electronic devices and must not permit their misuse by any other person or body.
- (c) Avoid any action or situation that could create the appearance that Council property, official services or public facilities are being improperly used for their benefit or the benefit of any other person or body.
- (d) Not use Council resources (including council staff), property or facilities for the purpose of assisting their election campaign or the election campaigns of others unless the resources, property or facilities are otherwise available for use or hire by the public and any publicly advertised fee is paid for use of the resources, property, or facility.
- (e) Not use Council letterhead, logos, email, social media, or other information that could give the appearance it is official Council material:
 - (i) for the purpose of assisting their election campaign or the election campaign of others, or
 - (ii) for other non-official purposes.
- 9.5.1 Any property of Council must not be converted to personal use unless properly authorised.

10 Interaction between Councillors and members of Council staff

- 10.1 When seeking to engage with members of Council staff, other than dealing with Council in their private capacity, Councillors should direct any requests in the first instance to the:
 - (a) Chief Executive Officer.
 - (b) Appropriate Director.
 - (c) Appropriate Managers.
- 10.2 Noting the preference for the majority of Councillor interaction to come through the Senior Officers mentioned in clause 10.1, Councillors may engage directly with Executive Officers on specific matters as required.
- 10.3 Notwithstanding clause 10.1, Councillors may also engage with members of the Governance team or Communications Executive Officer and direct any appropriate enquiries or requests in line with the requirements of clause 10.1 of the Code. If deemed necessary and appropriate Director may direct Council staff to engage directly with Councillors, especially in communicating complex, sensitive or technical matters such as engineering, planning or land use inquiries.
- 10.4 The primary role of both Councillors and members of Council staff is to serve the public to the best of their abilities. To do this most effectively, Councillors and members of Council staff need to work together in a manner which combines their skills, knowledge and experience in a way that produces the best outcomes for individuals and communities, and which is fair, sustainable, and responsive.

- 10.5 Although the roles of Councillors and members of Council staff are complementary, they are also distinct. The underlying principles which determine relationships between Councillors and members of Council staff are:
 - (a) The commitment to the common aim of providing the municipal community with the best possible quality of life through the provision of excellent services, leadership, and advocacy.
 - (b) The acceptance of and overt demonstration of mutual courtesy and respect.
 - (c) The awareness and acceptance of their different roles, duties, and responsibilities.
 - (d) The acceptance of the need to ask for advice from members of Council staff and for that advice to be timely, accurate, and impartial.
 - (e) The acceptance of the principles of fairness, consistency, transparency in the conduct of business.
 - (f) The need to comply with the laws, regulations, policies and procedures relating to the conduct of Council business.
 - (g) The need to demonstrate ethical decision making and implementation.
 - (h) The need to avoid actual or perceived conflicts of interest.
 - (i) The need to maintain confidentiality.
 - (j) A commitment to non-adversarial working and dispute resolution.
 - (k) The commitment to act lawfully at all times, both within and outside of Council duties, recognising that unlawful behaviour can undermine public trust, damage Council's reputation, and compromise the integrity of Council operations.
- 10.6 Councillors and members of Council staff should work in partnership and behave in a manner that does not diminish the reputation of Council and thereby decrease public confidence in the organisation.
- 10.7 Councillors and members of Council staff can expect:
 - (a) Mutual respect and courtesy at all times. There will be no inappropriate or public criticism, intimidating, or threatening behaviour of any kind.
 - (b) A working partnership. There will be an understanding of and support for each other's roles, workloads, and pressures.
 - (c) Appropriate relationships. Councillors and members of Council staff will not use their relationship to advance their personal interests or those of others or to influence decisions improperly.
- 10.8 Councillors and members of Council staff have specific roles. Councillors will:
 - (a) Provide leadership and strategic direction.
 - (b) Maintain appropriate confidentiality.
 - (c) Comply with the Model Councillor Code of Conduct.
 - (d) Ensure they seek and act upon advice regarding:
 - (i) Legislation.
 - (ii) The Model Councillor Code of Conduct.
 - (iii) The declaration of Conflicts of Interest.
 - (iv)Rules and procedures relating to Council and Delegated Committee meetings.
 - (v) General propriety.
- 10.9 Councillors must not:

- (a) Direct individual members of Council staff or involve themselves in dayto-day management of staff or services.
- (b) Seek to give unreasonable advantage on individual cases or matters or seek to substitute their judgment for the professional judgment of a member of Council staff.
- (c) Engage in personal criticism of members of Council staff in a public meeting.
- (d) Use Council's equipment, facilities, or members of Council staff for any electoral purpose.
- 10.10 Interaction with members of Council staff can be beneficial but Councillors must not abuse the relationship and attempt to take advantage of their position by directing or influencing a member of staff in exercising a delegated power or providing advice to Council, as outlined in section 124 of the Act. For example, Councillors cannot:
 - (a) Direct a planning officer to issue a delegated planning decision in relation to a planning permit application.
 - (b) Direct a parking enforcement officer to withdraw an infringement notice.
- 10.11 Direct a member of Council staff to change the advice they provide in a Council report. However, Councillors can request that more information be provided or that the information provided be more specific.
- 10.12 Councillors should respect the professional opinions of members of Council staff and acknowledge that reports written by them are based on their professional expertise, knowledge, and skills. Councillors may not always agree with a report, but they cannot direct a member of Council staff to change a report or a recommendation within this.
- 10.13 Councillors must undertake to comply with any policies, practices and protocols defining appropriate arrangements for interaction between members of Council staff and Councillors that have been put in place by the Chief Executive Officer.
- 10.14 Councillors should be mindful that under section 46 of the Act, the Chief Executive Officer is responsible for ensuring the effective and efficient management of the day-to-day operations of the Council. This includes appointing, directing, managing, and dismissing members of Council staff and for all other issues that relate to them.

11 Appointment or Dismissal of members of Council staff

11.1 Under the <u>Local Government Act 2020</u> Other than the Chief Executive Officer, Councillors must take no part in the appointment or dismissal of an Officer, nor should they seek to influence in any way the appointment or dismissal of a particular person to a position.

PART 3: Compliance with Good Governance Measures

12 Personal Interests Returns

- 12.1 Councillors must lodge:
 - (a) An initial personal interests return within 30 days of taking the Oath or Affirmation of Office of a Councillor.
 - (b) A biannual personal interests return in March and September each year.

13 Reimbursement of Expenses

- 13.1 Councillors must ensure any claims for the reimbursement of expenses are:
 - (a) Properly made.
 - (b) Submitted in a timely manner.
 - (c) Supported by evidence.
 - (d) Comply with both the Act and the Councillor Expenditure Policy.

14 Governance Rules

- 14.1 Council and delegated committee meetings must be conducted in accordance with the Governance Rules adopted by Council. Councillors should ensure they are both familiar with and understand the rules covering their conduct at meetings and must comply with these.
- 14.2 The Governance Rules require Councillors to consider a matter and make a decision:
 - (a) Fairly, by giving consideration and making a decision which is balanced, ethical, and impartial.
 - (b) On the merits, free from favouritism or self-interest and without regard to irrelevant, or unauthorised, considerations.
- 14.3 Section 60(6) of the Act requires Council to comply with its Governance Rules.

15 Gifts, Benefits and Hospitality

- 15.1 Councillors must avoid situations giving rise to the appearance that a person or body, through the provision of gifts, benefits, or hospitality of any kind, is attempting to gain favourable treatment from an individual Councillor or from Council.
- 15.2 Councillors will take all reasonable steps to ensure that a family member does not receive gifts or benefits that give rise to the appearance of being an attempt to gain favourable treatment.
- 15.3 For the purpose of transparency, Councillors must:
 - (a) Declare all gifts, benefits and hospitality offered (including any offers that were declined) in accordance with Council's Gifts, Benefits and Hospitality Policy.
 - (b) Ensure all declarations are properly made on the correct form, as may be determined by the Chief Executive Officer.
- 15.4 The Chief Executive Officer will arrange for the Disclosure of Gifts Benefits & Hospitality Register to be updated and published to Council's website.

15.5 Councillors must be aware of their responsibilities and the reporting procedure to deal with gifts and hospitality that may be offered to them as part of their role as a Councillor.

16 Land Use Planning, Development Assessment and Other Regulatory Functions

- 16.1 Councillors should ensure that decisions under the <u>Planning and Environment</u> <u>Act 1987</u> are properly made and in compliance with the law and that all parties involved are dealt with fairly and reasonably.
- 16.2 Councillors must make decisions with a clear and open mind, focusing on longterm community benefits rather than short-term needs, ensuring compliance with the Yarra Ranges Planning Scheme.
- 16.3 Councillors must avoid any situation that may create the perception of improper conduct in the exercise of land use planning, development, assessment, and other regulatory functions.
- 16.4 When called upon to determine applications under the <u>Planning and Environment Act 1987</u>, no action, statement or communication between a Councillor and applicants or objectors should convey any suggestion of willingness to provide improper concessions, preferential treatment, or predetermined outcomes.
- 16.5 When proposing to meet with a known or proposed planning permit applicant (or property owner, or their representative), either for the purpose of discussing the application or where the application is likely to become a topic of discussion, Councillors must:
 - (a) Hold the meeting with a planning officer present (preferable).
 - (b) Ensure the interaction with the planning permit applicant (or property owner, or their representative) is documented and that a record of this is sent to the Planning & Building department.
- 16.6 Councillors are not to express a view that demonstrates a bias or pre-conceived view or place themselves in a compromised position by appearing to be an advocate for or against any proposal that may come before the Council for a decision.
- 16.7 Councillors should have regard to the Proponent Requested Planning Scheme Amendment Policy and endorsed Strategic Land Use Planning Work Plan when considering requests for amendments to the Yarra Ranges Planning Scheme. Deviation from this Policy should only occur under exceptional circumstances that demonstrate net community benefit and justify prioritising resource allocation to that project over its endorsed Work Plan.

17 Council Record Keeping

- 17.1 Councillors are not employed by a public office and are therefore not public officers as defined by the <u>Public Records Act 1973</u>. Documents made or received by Councillors are not public records (regardless of the content) unless they are then received by an employee of Council.
- 17.2 Notwithstanding clause 17.1, Councillors should exercise due care in their record keeping or when using supportive technologies such as Artificial Intelligence and web or cloud-based software systems Councillors who store information of a sensitive or confidential nature should ensure that this is appropriately protected.
- 17.3 Councillors should be mindful that all electronic communication undertaken on a Council device is likely to be treated as discoverable under the <u>Freedom of Information Act 1982</u>.
- 17.4 Council ensures the destruction of documents is undertaken appropriately and that no sensitive or confidential information is disclosed due to inappropriate destruction methods. Councillors should liaise with members of Council staff regarding the disposal of information relating to Council business, such as documents containing confidential information, or documents from meetings that are not open to the community to attend, e.g., Council Forum.

18 Appointment to Other Bodies

- 18.1 Councillors may be appointed by Council to represent it on external organisations. Appointments are made annually by Council.
- 18.2 It is important that Councillors:
 - (a) Clearly understand the basis of their appointment.
 - (b) Recognise the differences in their obligations as a delegate or member of the governing body of the external organisation.
 - (c) Provide regular and timely reports to the Council on the activities of the organisation they have been appointed to.
 - (d) Adhere to the external organisations or committees Terms of Reference
- 18.3 Councillors should be mindful that the provisions of the Code apply when representing the Council on external organisations.

PART 4: Councillor must not Discredit or Mislead Council or Public

19 Improper Conduct

Misuse of Position

- 19.1 In accordance with section 123 of the Act, a Councillor must not misuse their position to:
 - (a) Gain or attempt to gain, directly or indirectly, an advantage for themselves or for any other person.
 - (b) Cause, or attempt to cause, detriment to the Council or another person.

Directing a Member of Council Staff

- 19.2 In accordance with section 124 of the Act, a Councillor must not intentionally direct or improperly influence, or seek to direct or improperly influence, a member of Council staff in:
 - (a) The exercise of a delegated power, or the performance of a delegated duty or function of the Council.
 - (b) In the exercise of a power or the performance of a duty or function exercise or performed by the member as an authorised officer under this Act or any other Act.
 - (c) In the exercise of a power or the performance of a duty or function the member exercises or performs in an office or position the member holds under this Act or any other Act.
 - (d) In relation to advice provided to the Council or a delegated committee, including advice in a report to the Council or delegated committee.

20 Use of Email, Internet and Social Media

- 20.1 Councillors must not use Council's computer resources or mobile or other devices to search for, access, download, or communicate any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature, or that could otherwise lead to criminal penalty or civil liability and/or damage Council's reputation.
- 20.2 When using email, the internet, and social media in their capacity as a Councillor, Councillors will:
 - (a) Maintain a civil and courteous tone.
 - (b) Take measures to ensure that personal comments cannot be mistaken for the official view of Council.
 - (c) Avoid making posts or sending content that may damage the reputation of the Council.
 - (d) Not use social media or other forms of electronic communication to harass or discriminate against others.
 - (e) Not seek to perform an administrative function outside their powers as a Councillor.
 - (f) Not disclose confidential information.
 - (g) Not seek to inappropriately direct an officer, including framing any attempt at direction as a request.

- (h) Not publish direct or indirect threats to other councillors, officers, or members of the community.
- 20.3 Councillors will not use the email account provided by the Council for electioneering purposes, including using an email signature to endorse their campaign or any other person's candidature in an election.
- 20.4 All emails from a Councillor's official Council email account, together with posts to the internet or social media, will be deemed to be posts to the public.
- 20.5 Councillors must comply with the policies, practices, and protocols covering the use of email, internet and social media that are put in place by the Chief Executive Officer.
- 20.6 Councillors are responsible for moderating their social media accounts and should:
 - (a) Remove or hide third-party comments that are offensive, discriminatory, or potentially defamatory.
 - (b) Regularly monitor their social media platforms for inappropriate content.
 - (c) Not be held responsible for third-party comments they were unaware of, provided they take prompt action to remove or hide such comments once notified.

21 Conflict of interest

- 21.1 Sections 126 to 131 of the Act and the Governance Rules require each Councillor to identify, manage, and disclose any conflicts of interest they may have.
- 21.2 Councillors must not participate in discussion or decision-making on a matter in which they have a conflict of interest.
- 21.3 Councillors should acknowledge that members of Council staff cannot offer any formal advice in relation to whether an actual or perceived conflict of interest exists. It is the responsibility of individual Councillors to determine this.
- 21.4 Any assistance provided by members of Council staff will be limited to aiding understanding of the provisions of the Act, Council's Conflict of Interest Policy and the provisions in the Governance Rules.

22 Fraud and Corruption

Fraud is defined as "dishonest activity causing actual or financial loss to any person or entity and where deception is used at the time, immediately before or following the activity" and includes theft, misappropriation of funds, falsifying, destroying, or altering documents, and misuse of Council assets.

Corruption is defined as "dishonest activity in which a Councillor, Council employee, Council volunteer or Council contractor abuses their position of trust in order to achieve some personal gain or advantage for themself or for another person or entity"

and includes receiving benefits from other parties, providing favourable treatment to others, purporting to act on behalf of council or failing to disclose a conflict of interest.

- 22.1 Under Council's Fraud Control Policy, Councillors are responsible for:
 - (a) Ensuring that they do not undertake fraudulent or corrupt activities or behaviour.
 - (b) Assisting Council to identify and detect suspected fraudulent and corrupt activities.
 - (c) Reporting any potential suspected activities in order that the activities be investigated.
- 22.2 Councillors must immediately report any suspected, potential or actual fraudulent, criminal, unethical, corrupt or other unacceptable behaviour to the Chief Executive Officer, Council's Public Interest Disclosure Officer(s) and/or appropriate integrity body in line with the Council's Public Interest Disclosure Procedure.
- 22.3 Councillors will participate, as required and to the best of their ability, in any subsequent investigation whether undertaken internally or externally.

23 Councillors Contesting Elections

Council Elections

- 23.1 Councillors must comply with the requirements of Council's Election Period Policy (which forms part of Council's adopted Governance Rules) in relation to procedures to be applied by Council during the election period for a General Election and by-election.
- 23.2 Councillors must record all campaign donations received and submit an election campaign donation return to the Chief Executive Officer in accordance with section 306 of the Act.

State and Federal Elections

If a Councillor is elected as a member of the Parliament of Victoria or of the Parliament of the Commonwealth of Australia or of another State or a Territory of the Commonwealth, section 34(2)(a) of the Act provides that they can no longer continue to be a Councillor.

- 23.3 Councillors considering standing for election must ensure that they continue to comply with the requirements of both the Act and Council's Election Period Policy during the election period prior to State and Federal elections.
- 23.4 The following guidelines, developed by the Municipal Association of Victoria and adopted by Council in 2018, will apply to Councillors who contest a State or Federal election:
 - (a) A Councillor who becomes an endorsed candidate of a registered political party or publicly expresses an intention to run as an independent candidate for a state or federal election (a Prospective Candidate), will provide written advice to the Chief Executive Officer, as soon as practicable, who will then advise all Councillors.

- (b) A Councillor who is a Prospective Candidate, will declare their intended candidacy at a meeting of the Council as soon as practicable after notifying the Chief Executive Officer pursuant to clause 23.4(a).
- (c) A Councillor who nominates as a candidate for a state or federal election (a Nominated Candidate), will apply for a leave of absence from the Council and this leave of absence will commence no later than the date of their nomination as a candidate with the relevant electoral commission for the election (Nomination Date) and conclude no earlier than the close of voting for the election. During this period, a Councillor who is on a leave of absence will not attend meetings of the Council or otherwise act as a Councillor.
- (d) Any Councillor / staff relationship protocol which the Council has in place in respect of the caretaker period prior to a Council election, will be observed by a Nominated Candidate and this will apply from their Nomination Date until the close of voting for the election.
- (e) A Council, upon receiving an application for a leave of absence from a Councillor who is a Nominated Candidate or who intends to become a Nominated Candidate, should approve that application.
- (f) A Councillor who is a Prospective Candidate or a Nominated Candidate, will take care to differentiate between their role as a state or federal election candidate and role as a Councillor when making public comment.
- (g) A Councillor who is a Prospective Candidate or a Nominated Candidate, will not use Council resources, including Council equipment and facilities in relation to their candidacy.
- (h) A Councillor who is a Prospective Candidate or a Nominated Candidate, will not use Council activities, including Council meetings and councilrelated external activities in relation to their candidacy.

24 Handling Complaints

- 24.1 Councillors should deal with complaints and disputes in line with the provisions set out in Part 5 of the Code.
- 24.2 Complaints about Council services or members of Council staff received from members of the municipal community must be dealt with in line with Council's Complaint and Unreasonable Behaviour Policy.

25 Personal Dealings with Council

25.1 Councillors may have reason to deal with Council in their private capacity (e.g. as a ratepayer, recipient of a Council service or applicant for a permit) and must not expect nor request preferential treatment in relation to any matter in which they have a private interest because of their position.

25.2 A Councillor must:

- (a) Undertake any personal dealings they have with Council in a manner that is consistent with the way other members of the community deal with Council.
- (b) Not take any further part in a statutory process following submission of an application to Council for a permit for their own property and must

- never seek to pressure or influence Council staff to provide a particular recommendation on any application, agreement or in taking enforcement action.
- (c) Not access Council systems or seek to gain Council information to assist in the resolution of their matter.
- (d) Ensure that any conflict of interest they may have in any matter is disclosed and appropriately managed in accordance with the requirements of the Act and the Code.



PART 5: Maintaining the Integrity of the Code

26 Disputes between Councillors

- 26.1 A dispute may relate to:
 - (a) An incident in which offense is taken.
 - (b) An interpersonal conflict between Councillors where this is or is likely to affect the operations of Council, such as a breakdown in communication, a misunderstanding, a disagreement, or a strained working relationship.
 - (c) An alleged contravention of the Code, including the Model Councillor Code of conduct a perceived misconduct or perceived serious misconduct that could form the basis of a formal complaint, but that the party wishes to try and resolve early and informally.
- 26.2 Before commencing any formal process, Councillors are expected to use their best endeavours to resolve a dispute in a courteous and respectful manner between themselves. Where, after these endeavours have been exhausted, the matter remains unresolved, the parties may resort to:
 - (a) Direct negotiation between the parties in dispute, with the Mayor in attendance to provide guidance.
 - (b) External mediation by an independent mediator engaged by the Chief Executive Officer.
- 26.3 A request for direct negotiation must be made in writing and provide the Mayor with the name of the other Councillor and the details of the dispute.
- 26.4 Where a dispute relates to an alleged contravention of the Code, a perceived misconduct or perceived serious misconduct a request for direct negotiation or external mediation must be provided to the Mayor and Chief Executive Officer, and:
 - (a) Specify the name of the Councillor.
 - (b) Specify the provision(s) of the Code that are alleged to have been contravened or provide details of the perceived misconduct or perceived serious misconduct.
 - (c) Include evidence in support of the allegation.
 - (d) Name the Councillor appointed to be their representative where the request is made by a group of councillors.
 - (e) Be signed and dated by the requestor or the requestor's representative.

Direct Negotiation

- 26.5 The requestor is to notify the other party of the request and provide them with a copy of the written request either at the same time as it is provided to the Mayor or as soon as practicable thereafter.
- 26.6 The Mayor is to ascertain whether the other party is prepared to attend a "direct negotiation" meeting.
- 26.7 If the other party is not prepared to attend a meeting, the Mayor is to advise the requestor forthwith. In any such case, the requestor may utilise the provisions set out at clause 26.14. No further action is required of the Mayor.

- 26.8 If the other party declines to participate in a meeting, this does not constitute a contravention of the Code.
- 26.9 If the other party consents to a meeting, the Mayor is to convene a meeting of the parties at the earliest available opportunity. Unless one or both parties are unavailable, this should be within 5 working days of receiving the consent of the other party.
- 26.10 The Mayor may present the parties with guidelines, in advance or at the beginning of the meeting, to help facilitate the meeting.
- 26.11 The role of the Mayor at the meeting is to:
 - (a) Provide guidance about what is expected of a Councillor, including in relation to their role under section 28 of the Act and the Code.
 - (b) Document any agreement reached at the meeting. Copies of the agreement are to be provided to both parties.
- 26.12 Where one party does not comply with the agreement, the other party has recourse to external mediation or the internal resolution procedure where the matter relates to an alleged breach by a Councillor of the prescribed standards of conduct included in the Code.
- 26.13 If the parties cannot resolve the dispute at the meeting, a further meeting may be convened with the consent of both parties.
- 26.14 Where the dispute remains unresolved, either or both of the parties have recourse to:
 - (a) External mediation.
 - (b) The internal arbitration process where the matter relates to perceived misconduct by a Councillor, arising from an alleged breach of the Model Councillor Code of Conduct.
 - (c) A Councillor Conduct Panel where the matter relates to alleged serious misconduct by a Councillor.
- 26.15 Where the Mayor is a party to the dispute, the request is to be made to the Deputy Mayor (if any) or the immediate past Mayor. The Deputy Mayor or the immediate past Mayor will perform the functions ascribed to the Mayor.

External Mediation

- 26.16 A Councillor or a group of Councillors may make an application to the Mayor and Chief Executive Officer for a dispute to be referred for external mediation whether or not the dispute has been the subject of a request for direct negotiation.
- 26.17 The applicant is to notify the other party of the request and provide them with a copy of the application either at the same time it is submitted to the Mayor and Chief Executive Officer or as soon as practical thereafter.
- 26.18 The Chief Executive Officer is to ascertain in writing whether or not the other party is prepared to attend external mediation. If the other party declines to participate, they must provide their reasons for doing so in writing to the Chief

- Executive Officer. These reasons may be considered if the matter is, subsequently, the subject of an application for an internal arbitration process or a Councillor Conduct Panel.
- 26.19 If the other party declines to participate in an external mediation, this does not constitute a contravention of the Code.
- 26.20 If the other party agrees to participate in an external mediation, the Chief Executive Officer is to engage the services of an external mediator to conduct the mediation at the earliest practicable opportunity.
- 26.21 The mediator is to document any agreement reached at the meeting. Copies of the agreement are to be provided to both parties. Where one party does not comply with the agreement, the other party has recourse to the internal resolution procedure where the matter relates to an alleged breach by a Councillor of the prescribed standards of conduct included in the Code.
- 26.22 If the parties cannot resolve the dispute at the meeting, a further meeting may be convened with the consent of both parties.
- 26.23 Where the dispute remains unresolved, the applicant has recourse to:
 - (a) The internal arbitration process where the matter relates to alleged misconduct by a Councillor.
 - (b) A Councillor Conduct Panel where the matter relates to alleged serious misconduct by a Councillor.

27 Disputes between Councillors and members of staff

- 27.1 If a Councillor has concerns that a member of staff has acted contrary to a formal Council policy or decision, or other concerns about the actions or behaviour of a member of staff, they should raise these with directly the Chief Executive Officer. The Chief Executive Officer will take whatever action they consider appropriate in the exercise of their responsibilities under the Act.
- 27.2 Where a member of staff has a complaint in respect of a Councillor, the complaint is to be made to the Chief Executive Officer who will progress the matter with the Mayor. Where the complaint involves the Mayor, the Chief Executive Officer will progress the matter with the Deputy Mayor. The Mayor (or Deputy Mayor if a complaint involves the Mayor) and the Chief Executive Officer will agree on recommended action to be taken to resolve the complaint.

28 Disputes between members of the Public and Councillors

28.1 Where a complaint is received from the public in respect of a Councillor, the matter will be referred to the Mayor by the Chief Executive Officer for consideration. Where any complaint involves the Mayor, the Chief Executive Officer will process this with the Deputy Mayor. If the complaint concerns both the Mayor and Deputy Mayor, the Chief Executive Officer will refer the matter to another Councillor of their choice.

28.2 The Mayor (or Deputy Mayor if a complaint involves the Mayor) and the Chief Executive Officer will agree on recommended action to be taken to resolve the complaint.

29 Management of Councillor Conduct Issues

Misconduct by a Councillor means any breach by a Councillor of the Model Councillor Code of Conduct.

Serious misconduct by a Councillor means any of the following:

- (a) The failure by a Councillor to comply with the Council's internal arbitration process.
- (b) The failure by a Councillor to comply with a direction given to the Councillor by an arbiter under section 147.
- (c) The failure of a Councillor to attend a Councillor Conduct Panel hearing in respect of that Councillor.
- (d) The failure of a Councillor to comply with a direction of a Councillor Conduct Panel.
- (e) Continued, or repeated, misconduct by a Councillor after a finding of misconduct has already been made in respect of the Councillor by an arbiter or by a Councillor Conduct Panel under section 167(1)(b).
- (f) Bullying by a Councillor of another Councillor or a member of Council staff.
- (g) Conduct by a Councillor that is conduct of the type that is sexual harassment of a Councillor or a member of Council staff.
- (h) The disclosure by a Councillor of information the Councillor knows, or should reasonably know, is confidential information.
- (i) Conduct by a Councillor that contravenes the requirement that a Councillor must not direct, or seek to direct, a member of Council staff.
- (j) The failure by a Councillor to disclose a conflict of interest and to exclude themselves from the decision-making process when required to do so in accordance with this Act.

Gross misconduct by a Councillor means behaviour that demonstrates that a Councillor is:

- (a) Not of good character.
- (b) Is otherwise not a fit and proper person to hold the office of Councillor, including behaviour that is sexual harassment and that is of an egregious nature.
- 29.1 The Act establishes a Councillor Conduct Framework that provides a clear hierarchy for the management of Councillor conduct issues. Under this framework:
 - (a) Complaints of misconduct by a Councillor are heard and determined, as per section 141 of the Act, in accordance with the Council's internal arbitration process by an independent arbiter.
 - (b) Complaints of serious misconduct by a Councillor are heard and determined, as per section 154 of the Act, by a Councillor Conduct Panel.
 - (c) Allegations of gross misconduct are dealt with, as per section 171 of the Act, by VCAT.

Internal Arbitration Process

29.2 An application for an internal arbitration process must be made within three months of the alleged misconduct occurring and in accordance with section 143 of the Act. The prescribed internal arbitration processes to be followed are set out at regulation 11 of the <u>Local Government (Governance and Integrity)</u>

Regulations 2020.

Councillor Conduct Panel

- 29.3 A Councillor Conduct Panel may hear an application that alleges serious misconduct by a Councillor. An application for a Councillor Conduct Panel to make a finding of serious misconduct against a Councillor must be made in accordance with section 154 of the Act.
- 29.4 An application for a Councillor Conduct Panel must be made to the Principal Councillor Conduct Registrar in the manner specified by them in any guidelines published under section 149(1)(n) of the Act.

Councillor Conduct Officer

- 29.5 The Chief Executive Officer is required to appoint a Councillor Conduct Officer to assist:
 - (a) In the implementation of and the conduct of the internal arbitration process.
 - (b) The Principal Councillor Conduct Registrar to perform the functions specified in section 149(1) of the Act.
 - (c) The Principal Councillor Conduct Registrar in relation to any request for information under section 149(3) of the Act.
- 29.6 The Director Corporate Services has been appointed as the Councillor Conduct Officer.

30 Public Interest Disclosures

- 30.1 A public interest disclosure may be made about two things under the <u>Public</u> Interest Disclosures Act 2012:
 - (a) Improper conduct (such as corrupt conduct) of public bodies or public officers.
 - (b) Detrimental action taken by public bodies or public officers in reprisal against a person for the making of a disclosure.
- 30.2 One of the most critical requirements of the <u>Public Interest Disclosures Act 2012</u> is that disclosures are made to a body authorised under the legislation to receive the disclosure. Accordingly, a disclosure about improper conduct or detrimental action by a:
 - (a) Member of staff should be made in accordance with Council's Public Interest Disclosure Procedure.
 - (b) Councillor must be made directly to the Independent Broad-Based Anti-Corruption Commission (IBAC) or the Victorian Ombudsman.

31 Councillor Endorsement

31.1 The Code is signed by the following Councillors as an expression of their commitment to abide by the Councillor Code of Conduct and uphold the standards of conduct set out in the Model Code:

Cr Jim Child	Date signed	Witnessed by Tammi Rose, Chief Executive Officer
Cr Richard Higgins	Date signed	Witnessed by Tammi Rose, Chief Executive Officer
Cr Mitch Mazzarella	Date signed	Witnessed by Tammi Rose, Chief Executive Officer
Cr Gareth Ward	Date signed	Witnessed by Tammi Rose, Chief Executive Officer
Cr Fiona McAllister	Date signed	Witnessed by Tammi Rose, Chief Executive Officer
Cr Tim Heenan	Date signed	Witnessed by Tammi Rose, Chief Executive Officer
Cr Peter Mcilwain	Date signed	Witnessed by Tammi Rose, Chief Executive Officer
Cr Jeff Marriott	Date signed	Witnessed by Tammi Rose, Chief Executive Officer
Cr Len Cox	 Date signed	Witnessed by Tammi Rose, Chief Executive Officer



Model Councillor Code of Conduct

Local Government (Governance and Integrity) Amendment Regulations 2024

Model Councillor Code of Conduct

Schedule 1 of the Local Government (Governance and Integrity) Amendment Regulations 2024

Definitions

In this Schedule—

discrimination means unfair or unfavourable treatment of a person on the grounds of an attribute specified in section 6 of the **Equal Opportunity Act 2010**.

Standards of Conduct

1. Performing the role of a Councillor

A Councillor must do everything reasonably necessary to ensure that they perform the role of a Councillor effectively and responsibly, including by—

- representing the interests of the municipal community by considering and being responsive to the diversity of interests and needs of the municipal community; and
- (b) being fit to perform the role of a Councillor when acting in that capacity or purporting to act in that capacity; and
- (c) diligently using Council processes to become informed about matters which are subject to Council decisions; and
- (d) not performing or purporting to perform any responsibilities or functions of the Chief Executive Officer; and
- (e) acknowledging and supporting the Mayor in the performance of the role of the Mayor, including by—
 - (i) respecting and complying with a ruling of the Mayor as the chair of Council meetings (unless dissenting from the ruling in accordance with the Council's Governance Rules); and
 - (ii) refraining from making public comment, including to the media, that could reasonably be perceived to be an official comment on behalf of the Council where the Councillor has not been authorised by the Mayor to make such a comment.

2. Behaviours

(1) A Councillor must treat others, including other Councillors, members of Council staff and members of the public, with dignity, fairness, objectivity, courtesy and respect, including by—

- (a) not engaging in demeaning, abusive, obscene or threatening behaviour, including where the behaviour is of a sexual nature; and
- (b) not engaging in behaviour that intentionally causes or perpetuates stigma, stereotyping, prejudice or aggression against a person or class of persons; and
- (c) not engaging in discrimination or vilification; and
- (d) supporting the Council, when applying the Council's community engagement policy, to develop respectful relationships and partnerships with Traditional Owners, Aboriginal community controlled organisations and the Aboriginal community; and
- (e) supporting the Council in fulfilling its obligation under the Act or any other Act (including the **Gender Equality Act 2020**) to achieve and promote gender equality; and
- (f) ensuring their behaviours and interactions with children are in line with the Council's policies and procedures as a child safe organisation and obligations under the **Child Wellbeing and Safety Act 2005** to the extent that they apply to Councillors.
- (2) A Councillor, as an individual at the workplace, must take reasonable care for their own health and safety and take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons by—
 - (a) adhering to applicable systems and policies put in place by the Chief Executive Officer to manage risks to health and safety in the workplace; and
 - (b) complying, so far as the Councillor is reasonably able, with any reasonable instruction that is given by the Chief Executive Officer to manage risks to health and safety.
- (3) A Councillor must act in accordance with any policies, practices and protocols developed and implemented under section 46 of the Act that support arrangements for interactions between members of Council staff and Councillors.

3. Good governance

A Councillor must comply with the following Council policies and procedures required for delivering good governance for the benefit and wellbeing of the municipal community—

(a) the Council's expenses policy adopted and maintained under section 41 of the Act;

- (b) the Council's Governance Rules developed, adopted and kept in force by the Council under section 60 of the Act, including in relation to—
 - (i) conduct in Council meetings or meetings of delegated committees; and
 - (ii) requesting and approval of attendance at Council meetings and meetings of delegated committees by electronic means of communication; and
 - (iii) the Council's election period policy included in the Council's Governance Rules under section 69 of the Act, including in ensuring that Council resources are not used in a way that is intended to influence, or is likely to influence, voting at a general election or by-election;
- (c) the Council's Councillor gift policy adopted under section 138 of the Act;
- (d) any direction of the Minister given under section 175 of the Act.

4. Integrity

- (1) A Councillor must act with integrity, exercise reasonable care and diligence and take reasonable steps to avoid any action which may diminish the public's trust and confidence in the integrity of local government, including by—
 - (a) ensuring that their behaviour does not bring discredit upon the Council; and
 - (b) not deliberately misleading the Council or the public about any matter related to the performance of their public duties; and
 - (c) not making Council information publicly available where public availability of the information would be contrary to the public interest.

Note

See the public transparency principles set out in section 58 of the Act.

(2) A Councillor must not, in their personal dealings with the Council (for example as a ratepayer, recipient of a Council service or planning applicant), expressly or impliedly request preferential treatment for themselves or a related person or entity.

5. The Model Councillor Code of Conduct does not limit robust public debate

Nothing in the Model Councillor Code of Conduct is intended to limit, restrict or detract from robust public debate of issues in a democracy.



VISITOR ECONOMY PARTNERSHIP

Report Author: Manager Economy, Tourism & Culture Responsible Officer: Leanne Hurst, Director Communities

Ward(s) affected: (All Wards);

The author(s) of this report and the Responsible Officer consider that the report complies with the overarching governance principles and supporting principles set out in the Local Government Act 2020.

CONFIDENTIALITY

This item is to be considered at a Council meeting that is open to the public.

SUMMARY

The Victorian Government released the Visitor Economy Recovery and Reform Plan in April 2021, outlining its intention to transition Regional Tourism Boards into a network of Visitor Economy Partnerships (VEP). This framework ensures that VEPs will become the peak bodies for all visitor economy related matters within the regions of Victoria.

This report details the proposed establishment of a Visitor Economy Partnership, named Tourism East, for the local government areas of Yarra Ranges Council, Nillumbik Shire Council, and a new partner council, Cardinia Shire Council.

The three partner councils, along with representatives from State Government and the Chair of Yarra Ranges Tourism, have participated in a co-design process to create the proposed VEP entity and legal structures.

This report seeks in principle support for Yarra Ranges Council (YRC) to join Tourism East, subject to endorsement from the other two partner councils. This includes the associated ongoing financial commitment of \$300,000 to the partnership. Tourism East will strengthen and grow the visitor economy of the region and provide an increase in opportunities to our region.

Membership of the new VEP entity has the potential to unlock significant opportunities for Council in realising the economic benefits of the visitor economy, ensuring it has an official voice into the Victoria tourism framework through Visit Victoria and unique access to greater State Government funding opportunities.

There are strong linkages between the proposed VEP model and Council's strategic priorities, including the Council Plan, Economic Development Strategy, and the Yarra Valley and Dandenong Ranges Destination Management Plan. Each of these strategic documents identify the contribution of tourism and the visitor economy in achieving a strong and thriving local economy.

RECOMMENDATION

That Council

- 1. Endorses the establishment of the new Visitor Economy Partnership for the region, subject to subsequent endorsement from Cardinia Shire Council and Nillumbik Shire Council on 14 April 2025 and 29 April 2025 respectively.
- 2. Supports the transfer of Yarra Ranges Council's agreement with Yarra Ranges Tourism to the new Tourism East Visitor Economy Partnership for a period of 3 years to 30 June 2028.
- 3. Supports the required funds of \$300,000 per year, along with 1.0 FTE of Yarra Ranges Council's staff time, as a contribution to the Visitor Economy Partnership in the 2025/2026 Council budgetary processes, and for the 3-year term of the agreement.
- 4. Following legal incorporation, delegates responsibility for the implementation of the new regional Visitor Economy Partnership, Tourism East, to the Chief Executive Officer.
- 5. Notes the Yarra Valley and Dandenong Ranges Destination Management Plan as the key strategic document for the Visitor Economy Partnership to implement.
- 6. Notes that should Council decide <u>not</u> to participate in the Visitor Economy Partnership, this would result in:
 - (a) Yarra Ranges Council and its tourism businesses being unable to apply for State Government tourism related funding opportunities.
 - (b) Yarra Ranges Council being unable to participate in marketing, industry development and advocacy activities delivered by the Visitor Economy Partnership through a larger pool of funds that Yarra Ranges cannot access as a single Council.
 - (c) Potential reputational risk to Council in response to not supporting a key objective of its Economic Development Strategy 2022-2032 to support local businesses.

RELATED COUNCIL DECISIONS

 Council Meeting 28 March 2023 - Council unanimously approved a new Partnering Agreement with Yarra Ranges Tourism for a further three years commencing 1 July 2023, maintaining the existing funding amount of \$489,016, reviewed annually with the budget.

The Agreement confirms:

(a) A collaborative partnership with Wine Yarra Valley (WYV) and Yarra Valley Regional Food Group (YVRFG).

- (b) Tourism Events Grants Program.
- (c) Regional Promotion Program aligning with Destination Management Plan Product Priorities.

As part of the agreement, Council requires further reports on the:

(d) Preparation of a Destination Management Plan for the Yarra Valley and Dandenong Ranges Region by Yarra Ranges Tourism.

The DMP has been developed and is currently being implemented.

(e) Progress on the implementation of the Victorian Government's Visitor Economy Recovery and Reform Plan.

This report fulfils that requirement.

- Council Meeting 9 August 2022 Council endorsed the appointment of Leigh Harry as Chair of YRT for a three-year term.
- Council Meeting 14 June 2022 Council supported the extension of the Partnering Agreement with Yarra Ranges Tourism for a further 12-month period concluding 30 June 2023, maintaining existing funding associated with the Partnering Agreement of \$489,016 annually for a 12-month period (2022-2023). An additional \$50,000 contribution was made towards a regional Destination Management Plan for Yarra Valley and Dandenong Ranges Tourism Region.

DISCUSSION

Purpose

The purpose of this report is to present a proposed structure for the Tourism East Visitor Economy Partnership (VEP) and seek approval for Yarra Ranges Council's participation and investment in the Partnership.

Background

Historically, the Victorian Government has supported the Regional Tourism Network through the funding of Regional Tourism Boards, including Yarra Ranges Tourism.

In 2023 the Victorian Government released the Visitor Economy Partnership (VEP) Framework, which changes how regional tourism is supported in the state of Victoria. The ambition of the Visitor Economy Partnership Framework is to transition Regional Tourism Boards to new entities called Visitor Economy Partnerships, and to ensure that all regions have equitable access to these entities. Visitor Economy Partnerships will be the official peak tourism bodies for regions. They will deliver supply and demand activities, such as advocacy, policy development and marketing to support growth of the visitor economy. Without a Visitor Economy Partnership, the visitor economy of Yarra Ranges Council will not continue to be officially represented at a state level.

Under the new partnership model, Visitor Economy Partnerships will:

- Have official recognition, a clear sense of purpose, and defined responsibilities.
- Encourage local and industry leadership, with senior local Council, industry and skills-based board membership.
- Leverage benefits of scale, including participation in a well-supported regional tourism network with access to data, insights, and tools to track outcomes.
- Have local ownership and flexibility with the broad geographic coverage to deliver region-wide initiatives.
- Be the sole conduit for State Government supply and demand driving activities, including destination marketing through Visit Victoria.
- Ensure that insights from our region will inform State Government's policy development and investment priorities.

The Visitor Economy Partnership Framework details that entities with three or more regional councils will be eligible for \$350,000 of funding per year from the Victorian Government – an increase on the current funding of \$271,500 per annum.

In order to facilitate the transition to a Visitor Economy Partnership, staff from Yarra Ranges Council, Nillumbik Shire Council and Cardinia Shire Council have undertaken a co-design process, following these key decision-making principles:

- Strong governance
- Social license
- Delivering benefits
- Industry focused
- Driving progress.

Proposal

It is proposed that Council supports the formation of a new VEP and commits to providing the base level financial commitment of \$300k annually for the next three* years to become a paid member of the new entity.

* Three years would mean that the outgoing Council would negotiate a new partnership agreement prior to the next local government elections in October 2028.

Visitor Economy Partnerships are required to be an independent entity to satisfy Victorian Government funding requirements.

Through the co-design process a company limited by guarantee has been selected as the preferred entity type, due to its relative ease in transitioning from the current model, which is also a company limited by guarantee.

This entity type designates a board structure for its governance model, as follows:

- 1 independent Chair
- 3 Local Government Area Representatives (CEO or delegate)
- 4 Industry Representations (aiming for equal geographical spread, with 2 from Yarra Ranges)
- 3 skills-based board members (may include traditional owners)
- 1 State Government Observer (non-voting).

To progress the creation of the entity and guided by the decision-making principles, the Project Working Group established the VEP's statement of purpose, priorities, and entity name. The agreed name of Tourism East will stand as the registered entity name, and – following their appointment - the Board and CEO will decide on the trading name, which represents the public brand.

The following Statement of Purpose was agreed upon:

To work collaboratively to support a vibrant, thriving and sustainable Visitor Economy while maintaining the region's natural beauty for the benefit of our businesses, visitors and the community.

This purpose will be accomplished through four identified core priority areas:

- 1. Visitor attraction.
- 2. Industry support, growth, and resilience.
- 3. Product development and investment attraction.
- 4. Advocacy for the region.

A Constitution for Tourism East has been developed to establish strong governance for the organisation. Transition to the entity will begin on 1 July 2025, with the appointment of a Transition Chair and Transition Committee to be finalised by then.

Organisational staff will then move across from Yarra Ranges Tourism to the new entity, until such time as a new permanent Board has been appointed. This Board will then assume responsibility for future CEO and staff appointments. This will ensure good succession planning and continuity of service.

It is proposed that Council's financial contribution to become a member of the new VEP entity will be \$300,000 annually, and that Council commits this funding for the next three years to 30 June 2028 through the annual budget process. Following this time the membership will be reviewed.

It should be noted that, while YRC's investment to Yarra Ranges Tourism has decreased in the proposed new VEP partnership agreement, this enables the establishment of a new 1 FTE role at YRC, which will be responsible for delivery of the actions in the Destination Management Plan for which YRC is responsible.

Options considered

Option 1 - Recommended

Endorse the establishment of the new Visitor Economy Partnership for the region, subject to subsequent endorsement from Cardinia Shire Council and Nillumbik Shire Council on 14 April and 29 April respectively.

This option would be subject to Council endorsement on 8 April 2025 and subsequent endorsement from Nillumbik Shire Council and Cardinia Shire Council.

It would result in the transfer of Yarra Ranges Council's agreement with Yarra Ranges Tourism to the new Tourism East Visitor Economy Partnership for a period of 3 years to 30 June 2028.

Delegation will be given to the three Chief Executives to lead the transition process, including finalising the new Constitution.

Benefits	Risks
Ensures YRC can leverage opportunities offered by the partnership to grow the visitor economy in the region. Addition of Cordinia Shire Council on	 Negative response from Yarra Ranges Shire businesses and residents, in particular that board representation will reduce from 4 to 2 industry board members.
 Addition of Cardinia Shire Council as a partner brings in additional funding. 	This will be mitigated through
 Increased funding from State Government of \$350k, and unique access to other State Government funding opportunities. 	 targeted industry engagement and the establishment of a Yarra Ranges specific Advisory Committee. Loss of full veto rights in the
A decrease in funding from YRC of \$300k to ensure we can participate as a paid member in the partnership.	Constitution.
Council would have greater involvement in tourism, through the establishment of an internal FTE role, tasked with delivery of the Destination Management Plan.	
Access to destination marketing through Visit Victoria.	

- Ensures that insights from our region will inform State Government's policy development and investment priorities.
- Supports Council's strategic priorities, including the Council Plan, Economic Development Strategy, and the Yarra Valley and Dandenong Ranges Destination Management Plan, which help achieve a strong and thriving local economy.
- Leverage benefits of scale, including participation in a well-supported regional tourism network with access to data, insights, and tools to track outcomes.
- Have local ownership and flexibility with the broad geographic coverage to deliver region-wide initiatives.

Option 2 - Not recommended

Do not provide support for the establishment of the new Visitor Economy Partnership for the region and seek to retain Yarra Ranges Tourism instead, i.e. status quo.

The two remaining partner councils, Nillumbik Shire and Cardinia Shire, could potentially still form a VEP with state government (subject to their Council approval), and potentially partner with another local authority.

Benefits	Risks
 Continues with the current model, with local ownership and greater control by YRC, including veto rights. This may receive a positive response from Yarra Ranges Shire businesses and residents in the first instance. But this would be negated by the loss of access to state and other local government partner funding. 	 YRC would miss out on leveraging opportunities offered by the partnership to grow the visitor economy in the wider region. More funding required (at least \$500k) to ensure that Yarra Ranges Tourism remains viable. No access to State Government funding of \$350k, or unique access to other State Government funding opportunities.
	Limits access to destination marketing through Visit Victoria.
	Misses out on the benefits of scale,

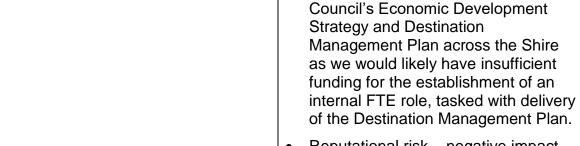
including participation in a well- supported regional tourism network with access to data, insights, and tools to track outcomes.
 Insights from our region will not be used to inform State Government's policy development and investment priorities.
Significantly hampers the delivery of Council's Economic Development Strategy and Destination Management Plan across the Shire.
Reputational risk – negative impact on relationships with Nillumbik Shire Council, Cardinia Shire Council and State Government.

Option 3 – Not Recommended

Act as the only local authority to provide support for the establishment of the new Visitor Economy Partnership for the region

This option would be subject to endorsement from State Government.

Benefits	Risks
 Provides greater control to YRC, including continued veto rights. Have local ownership and flexibility with the broad geographic coverage to deliver region-wide initiatives. This may receive a positive response from Yarra Ranges Shire businesses and residents in the first instance. But this would be negated by the decrease in state funding, and loss of 	 This is not the preferred option of State Government and would lead to a decrease in their funding. YRC would miss out on leveraging opportunities offered by the partnership to grow the visitor economy in the wider region. More funding required (at least \$500k) to ensure that Yarra Ranges Tourism remains viable.
other local government partner funding.	 Misses out on the benefits of scale, including participation in a well-supported regional tourism network with access to data, insights, and tools to track outcomes. Significantly hampers the delivery of



 Reputational risk – negative impact on relationships with Nillumbik Shire Council, Cardinia Shire Council and State Government.

Other options

Other options might include Yarra Ranges Council bringing tourism operations inhouse, which would require the recruitment of up to 5 FTE staff, at a cost of approximately \$550k, plus additional budget of at least \$1M to cover operating costs. All the benefits of signing up to the Visitor Economy Partnership would be lost with this option.

Recommended option and justification

Option 1 - Endorses the establishment of the new Visitor Economy Partnership for the region, subject to subsequent endorsement from Cardinia Shire Council and Nillumbik Shire Council on 14 April and 29 April respectively.

Based on the analysis above, Option 1 provides significantly more advantages for Yarra Ranges Council Shire, and tourism operators in the region, than disadvantages, including increased access to funding from State Government and partner councils, and a reconfiguration of funding from Yarra Ranges Council. It also enables access to Visit Victoria, while ensuring that the Visitor Economy Partnership is the voice for tourism for the wider region.

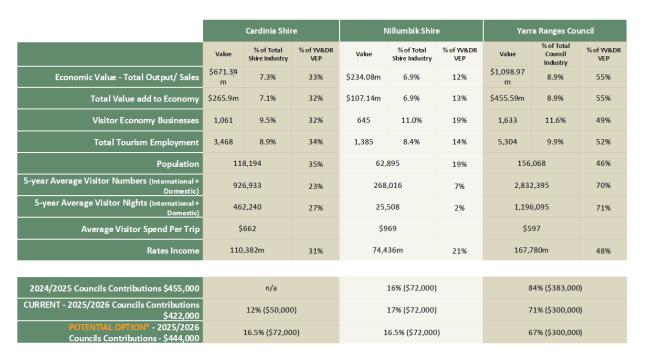
FINANCIAL ANALYSIS

- The current partnership agreement with Council provides for a three-year financial commitment of \$489,016 per annum through the Yarra Ranges Tourism Limited Partnership Agreement until 30 June 2026, subject to annual review.
- The commitment includes \$106,000 per annum that directly supports the Yarra Valley Wine Growers Association, Regional Food Promotion, Yarra Valley Regional Food Group, and Tourism Grants that YRT administer on behalf of Council. These arrangements will be reviewed as part of the transition to the VEP.
- To be eligible for the Victorian Government funding, all three Local Government Areas must financially contribute to the partnership.

Council contributions are not prescribed due to the different nature of structures with each Visitor Economy Partnership.

- Amounts paid to the Visitor Economy Partnership were identified as part of the co-design process. The process suggested that initial contributions would be modelled on the visitation numbers to each Local Government Area. This was identified as the fairest model to allow for different Council size and capacity.
- Yarra Ranges Council visitation is 70% of the new region's visitation and an initial contribution of \$300,000 per annum is proposed for 2025/26. It is expected that Nillumbik Shire Council will contribute \$72,000 and Cardinia Shire Council a nominal sum of \$50,000 in the first year although a funding request has been submitted to Council to match Nillumbik's contribution of \$72,000 for 2025/2026.
- The 2025/2026 contribution from Yarra Ranges Shire Council equates to approximately 71% of the overall baseline funding available to Tourism East - or 67% if Cardinia Shire contributes \$72,000. This figure excludes the \$350,000 contribution from State Government (see figure 1 below). Ongoing contributions would be established with Tourism East via a partnership agreement with Council.

Figure 1 - Comparisons between the councils and their respective financial contributions



^{*}Cardinia has submitted a funding request to the Council to match Nillumbik's contribution for 2025/2026. A response is anticipated in early February.

APPLICABLE PLANS AND POLICIES

This report contributes to the following strategic objective in the Council Plan:

Vibrant Economy, Agriculture and Tourism:

Our tourism, agriculture, health, manufacturing and other industries are leading and dynamic. Strong investment and attraction underpin sustainable economic growth and job creation. This report contributes to the following major initiative in the Council Action Plan (2021-25):

- Become a world class trails and eco-tourism destination through project development, delivery, advocacy and partnerships, including the delivery of the Ridges and Rivers projects It also contributes to the following Council Plan Actions.
- Develop a destination management plan with Yarra Ranges Tourism Board to support the right eco-tourism, infrastructure growth that also protects our natural environment.
- Develop and deliver improvements to Council's network of recreational trails across the municipality to support improved recreational, health, social, and economic needs of the community and become a world class trails, agritourism and ecotourism destination.

RELEVANT LAW

Tourism East will be company limited by guarantee. This legal structure meets the State Government's independent entity requirement and satisfies the VEP funding requirements. An external legal team has formally reviewed tourism East's draft Constitution.

SUSTAINABILITY IMPLICATIONS

Economic Implications

Visitor economy businesses, organisations and events will benefit from the support from Tourism East as a recognised peak body for tourism in the region. This entity will have strong connections with the Victorian Government and regional network to unlock the potential of our region as a destination. This will unlock additional funding streams and opportunities, additional to the identified core funding.

Tourism East will be responsible for the implementation of the Yarra Valley and Dandenong Ranges Destination Management Plan, which will build the social licence of tourism across the local community and improve the liveability of the region. This Plan highlights key economic measures of success to be achieved by 2033, including increasing visitation to the region from 4.5 million visitors in 2023 to 9+ million visitors in 2033, with a shift from day trip to overnight visitation, along with increasing jobs in the region to 11,500 and gross revenue from \$1.2 billion to \$2.3 billion.

Once established, Tourism East will deliver marketing that will provide greater promotion of businesses and attractions. There will also be an increase in awareness of the region's attractions, which will increase the length of stay and visitor spend in the region.

Social Implications

Tourism East will be a recognised peak body to support this visitor economy of the region. This body will be advocating for investment into the visitor economy, which will create a broader range of activities available for both local and visitors to experience. The entity will also be involved in regional marketing, which may increase local pride for the region and increase connection to an individual's community and the greater region.

Environmental Implications

Tourism East will be implementing the Yarra Valley and Dandenong Ranges Destination Management Plan as the key strategic document for the entity. This document was planned through a holistic process and strongly acknowledges the importance of growing visitation in a sustainable manner and not negatively impact the region's environment. Once established, Tourism East will create appropriate policies to abide to and ensure environmental and sustainable impacts are managed appropriately.

COMMUNITY ENGAGEMENT

The Chair of Yarra Ranges Tourism, as the Regional Tourism Board, has participated in the co-design process.

Targeted stakeholder engagement has been undertaken with the tourism industry on 24 March, led by Yarra Ranges Council staff and the YRT Chair. This will include Yarra Valley Wine Growers' Association and Yarra Valley Regional Food Group.

Officers believe that appropriate consultation has occurred prior to final Council endorsement.

COLLABORATION, INNOVATION AND CONTINUOUS IMPROVEMENT

Since September 2024, a significant amount of collaboration has occurred between participating councils, State Government and Yarra Ranges Tourism. This has been in the form of fortnightly in-person project working group meetings. The outcome has been the development of a proposed model for the formation of a Tourism East VEP, including the Constitution.

Next steps:

Date	Action
24 March 2025	Targeted industry engagement, including Wine Yarra Valley
8 April 2025	Yarra Ranges Council asked to endorse the three-way VEP, subject to subsequent endorsement from Cardinia Shire Council and Nillumbik Shire Council on 14 and 29 April, respectively

14 April 2025	Cardinia Shire Council consideration of the three-way VEP	
29 April 2025	Nillumbik Shire Council consideration of the three-way VEP	
30 April 2025	YRT Special General meeting to adopt new Constitution	
Early May 2025	Public endorsement of VEP via joint media release from three councils	
May 2025	Minister's decision	
May/June 2025	Signing of new Partnership Agreement / MOU by three CEOs, as delegated by Council	
30 June 2025	State Government funding of YRT ends	
1 July – 31 Dec 2025	Transition Committee implements new VEP, including appointment of Chair	
1 July 2025	YRT staff, including CEO, move across to new VEP	
Post 1 July 2025	Recruitment of new VEP Board by Transition Committee	
Within 12 months	New VEP Board review organisation structure, CEO etc.	

RISK ASSESSMENT

The risks and benefits of each of the options have been outlined in the options analysis above.

CONFLICTS OF INTEREST

No officers and/or delegates acting on behalf of the Council through the Instrument of Delegation and involved in the preparation and/or authorisation of this report have any general or material conflict of interest as defined within the *Local Government Act 2020*.

ATTACHMENTS TO THE REPORT

Nil

11. COUNCILLOR MOTIONS

In accordance with Chapter 3 Division 4 of the Governance Rules developed by Council in accordance with section 60 of the Local Government Act 2020.

GIPPSLAND KANGAROO HARVEST ZONE - CR COX

Ward(s) affected: (All Wards);

In accordance with Governance Rule 26 developed by Council in accordance with section 60 of the Local Government Act 2020.

SUMMARY

Yarra Ranges is home to significant biodiversity, with the region's landscapes and iconic species, including the Eastern Grey Kangaroo, attracting over four million tourists per year.

Local community members and groups have raised concerns with Councillors about animal welfare and the impact of commercial harvesting on local kangaroo populations. Kangaroo control is managed entirely by the State Government. through the Authority to Control Wildlife (ATCW) process and the 2024-2028 Kangaroo Harvesting Program (KHP).

This matter was presented to a Councillor Forum in October 2023. Since this time, several peri-urban Councils, including Nillumbik, Mornington Peninsula and Mount Alexander Shire Councils, have advocated for their removal from the commercial harvesting program.

Recently State Government's 2024-2028 Kangaroo Harvest Management Plan has redrawn the harvest zones removing other peri-urban areas from commercial harvesting. Yarra Ranges Council has not been excluded, instead shifting into the Gippsland Harvest Zone, with the implications of this change unclear, especially relating to Yarra Ranges Dandenong's region which is stated as excluded from the harvesting zone.

Locally evidence received by Council suggests that there has been limited uptake of the harvesting program to date.

The protection of kangaroos and their habitat locally is guided by endorsed Council strategies, including the Environment Strategy 2015-2025 and the Nature Plan 2024-2034.

COUNCILLOR MOTION

That Council requests that The Hon. Jacinta Allen MP, as Premier of Victoria, and The Hon. Steve Dimopoulos MP, as Minister for the Environment, immediately exclude the Shire of Yarra Ranges from the Gippsland Kangaroo Harvest Zone and include Yarra Ranges in the exclusion [to commercial killing] zone.

12. ITEMS THROUGH THE CHAIR

13. REPORTS FROM DELEGATES

14. DOCUMENTS FOR SIGNING AND SEALING

Report Author: Senior Governance Officer
Responsible Officer: Director Corporate Services

Ward(s) affected: All Wards;

The author(s) of this report and the Responsible Officer consider that the report complies with the overarching governance principles and supporting principles set out in the Local Government Act 2020 and in accordance with Clause 87 of the Meeting Procedures and Use of Common Seal Local Law 2015, as prescribed by Section 14(2)(c) of the Local Government Act 2020.

CONFIDENTIALITY

This item is to be considered at a Council meeting that is open to the public.

SUMMARY

It is requested that the following documents be signed and sealed:

- a) Letter Under Seal Andrew Fullagar
- b) Letter Under Seal David Eastham
- c) Letter Under Seal Johanna Skelton
- d) Letter Under Seal Sophie Todorov

A letter under seal has been prepared for Andrew Fullagar, David Eastham, Johanna Skelton and Sophie Todorov to acknowledge the contribution to the Yarra Ranges community through their role as Councillors with the Yarra Ranges Council.

RECOMMENDATION

That the following listed documents be signed and sealed:

- a) Letter Under Seal Andrew Fullagar
- b) Letter Under Seal David Eastham
- c) Letter Under Seal Johanna Skelton
- d) Letter Under Seal Sophie Todorov

15. INFORMAL MEETINGS OF COUNCILLORS

Report Author: Governance Officer

Responsible Officer: Director Corporate Services

Ward(s) affected: All Wards

The author(s) of this report and the Responsible Officer consider that the report complies with the overarching governance principles and supporting principles set out in the Local Government Act 2020.

CONFIDENTIALITY

This item is to be considered at a Council meeting that is open to the public

SUMMARY

Chapter 8, Rule 1, of the Governance Rules requires that records of informal meetings of Councillors must be kept and that the Chief Executive Officer must ensure that a summary of the matters discussed at the meeting tabled at the next convenient Council meeting and recorded in the Minutes of that Council meeting.

An 'informal meeting of Councillors' is defined in the Governance Rules as a meeting of Councillors that:

- is scheduled or planned for the purpose of discussing the business of Council or briefing Councillors;
- is attended by at least one member of Council staff; and
- is not a Council meeting, Delegated Committee meeting or Community Asset Committee meeting.

The records for informal meetings of Councillors are attached to the report.

RECOMMENDATION

That the records of the Informal Meetings of Councillors, copies of which are attached to the report, be received and noted.

ATTACHMENTS TO THE REPORT

- 18 March 2025 Council Briefing
- 2. 18 March 2025 Council Forum
- 3. 26 March 2025 Disability Advisory Committee



Informal Meeting of Councillors Public Record

Meeting Name:	Council B	riefing	
Date:	18 March	2025	Start Time: 7.07 pm Finish Time: 7.15pm
Venue:	Council C		Civic Centre, Anderson Street, Lilydale and via
Attendees:	Councillors:		Cr Child (Chair), Cr Higgins (Deputy Chair), Cr Cox, Cr Heenan, Cr McIlwain, Cr Ward, Cr Mazzarella and Cr Marriott
	CEO/Dire	I	Tammi Rose, Hjalmar Philipp, Kath McClusky, Leanne Hurst and Ben Waterhouse (Acting Director Corporate Services)
	Officers:	1	Amee Cooper, Gina Walter, Beck Stevens, Joanne Hammond, Kirsten Vernon, Stuart Wilson, Nathan Islip and Anne Blakeway
	Via Zoom:		Amanda Bunn, Carolyn Neville and Alanna Ford
	Externals: Nil		
Apologies:	Cr McAllister		
Disclosure of COI:	Nil		
Matter/s Discussed:	This briefing covered the following items of business to be considered at the 25 March 2025 Council Meeting.		
	10.1	10.1 Amendment C223 Corrections Amendment consideration of submissions and request for Panel	
	10.2	Budget Pack Draft & Community Consultation Confirmation	
	10.3	Fraud Control Policy	
	10.4	Audit and Risk management Committee Independent Member	
	10.5	Legislative Requirements for Councillor Induction/Training	
	10.6	10.6 CT7754 Acceptance and Disposal of Wet Waste Material	
Completed By:	Gina Walter		



Informal Meeting of Councillors Public Record

Meeting Name:	Council Forur	n	
Date:	18 March 202	Start Time: 5.00pm Finish Time: 9.37pm	
Venue:	Council Chamber, Civic Centre, Anderson Street, Lilydale and via videoconference		
Attendees:	Councillors:	Cr Child (Chair), Cr Higgins (Deputy Chair), Cr Cox, Cr Heenan, Cr McIlwain, Cr Ward, Cr Mazzarella and Cr Marriott	
	CEO/Directo	rs: Tammi Rose, Hjalmar Philipp, Kath McClusky, Leanne Hurst and Ben Waterhouse (Acting Director Corporate Services)	
	Officers:	Amee Cooper, Gina Walter, Beck Stevens, Joanne Hammond, Mel Villani, Kirsten Vernon, Stuart Wilson, Cathrine Bennett, Nathan Islip, Tamara Meadows, Angelique Miller, Phil Murton, Lisa Balaban, Jo Colley, Anne Blakeway, Damian Closs, Blake Williams, Kathy Baltas, Alison Fowler, Corinne Bowen, Lisa Keedle	
	Via Zoom:	Amanda Bunn, Carolyn Neville, Alanna Ford, Liam Routledge and Sarah Sato	
	Externals: Nil		
Apologies	Cr McAllister		
Disclosure of COI:	Cr Child declared a Conflict of Interest during Councillor Discussion Time regarding Kangaroo Harvesting and left the room for the discussion.		
	Montrose Bushfire Briefing		
	1.1 Ack	Acknowledgement of Country	
	1.2 Dec	Declaration of Interest	
	1.3 Act	Action and Agreement Record – 04 March 2025	
·	2.0 Brie	Briefing Session One	
·	2.1 Urb	Urban Community Infrastructure Planning	
	3.1 Rev	Review of the Public Agenda for Council's Meeting on 25 March 2025	
	5.0 Brie	Briefing Session Two	
	5.1 Visi	Visitor Economy Partnership	
	5.2 Pub	Public Conveniences and Buildings Cleaning Tender	

	5.3	2025-2026 Budget – Draft for Community Consultation
	6.0	Mayor & CEO Update
	7.0	Councillor Discussion Time
	8.0	General Business
	9.0	For Noting
Completed By:	Gina Walter	

Informal meeting of Councillors Public Record



Meeting Name:	Yarra Ranges Council Disability Advisory Committee			
Date:	26 Ma	arch 2025 Start Time: 1.00pm Finish Time: 3.00pm		
Venue:	Confe	rence Room A		
Attendees:		attendees: Marie Pleuger, Tracey Wannet, Michelle McDonald, Jackson Ellis, Lesley Grimes, Paul Stoney, James Wood, Renae Purcell, Isabella O'Hare, Lisa McIlfatrick, June Smith, Hilary Mellis		
	CEO/	Directors: Nil		
	Officers: Amanda May, Rachael Giddens, Jenna Hepburn, Simone Marais, Kate Campbell, Brendan Jahn, Steve Costello, Meagan Carlaw, Karly Tucker, Erika Atwill			
Apologies	Cr Rid	Cr Richard Higgins, Julie McDonald, Shek Kho, Daniel Wressell,		
Disclosure of Conflicts of Interest:	Nil			
Matter/s Discussed:	1.1	NDIS updates		
	1.2	DAC Annual Report and Disability Action Plan and Health and Wellbeing Plan update		
	1.3	Ngurrak barring (Ridgewalk) Project overview and seeking feedback		
	1.4	Overview of the Healesville Township Design Framework (TDF)		
	1.5	Disability Inclusion Officer update		
	1.6	Member updates		
Completed By:	Aman	da May		

16. URGENT BUSINESS

In accordance with Chapter 3 Rule 24 of the Governance Rules developed by Council in accordance with section 60 of the Local Government Act 2020.

17. CONFIDENTIAL ITEMS

In accordance with Chapter 3 Rule 24 of the Governance Rules developed by Council in accordance with section 60 of the Local Government Act 2020.

There were no Confidential Items listed for this meeting.

18. DATE OF NEXT MEETING

The next meeting of Council is scheduled to be held on Tuesday 13 May 2025 commencing at 7.00pm, at Council Chamber, Civic Centre, Anderson Street, Lilydale and via videoconference.



In providing for the good governance of its community, Councillors are reminded of their obligation to abide by the provisions as set within the Local Government Act 2020 and the Code of Conduct for Councillors.

When attending a Council Meeting, Councillors should adhere to the procedures set out in the Governance Rules developed by Council in accordance with section 60 of the Local Government Act 2020.

The following is a guide for all Councillors to ensure they act honestly, in good faith and in the best interests of Yarra Ranges as a whole.

- Councillors will respect the personal views of other Councillors and the decisions of Council.
- 2. Councillors may publicly express their own opinions on Council matters but not so as to undermine the standing of Council in the community.
- 3. The Mayor is the official spokesperson for Council.
- 4. Councillors will incur expenditure in a responsible manner and in accordance with the Councillor Expenditure and Policy.
- 5. Councillors will avoid conflicts of interest and will always openly disclose any direct and indirect interests where they exist.
- 6. Councillors will act with integrity and respect when interacting with Council staff and members of the public.
- 7. Councillors will demonstrate fairness in all dealings and conduct and be open with and accountable to the community at all times.
- 8. Councillors will conduct themselves in a manner that does not cause detriment to Council or the Yarra Ranges community.