Redevelopment Process for the former Kodak site (Elizabeth Street, Coburg)

(Includes community consultation process)   **June 2006**

Management Structures, Roles and Responsibilities

The following management structures will be put in place to manage the process.

Kodak Project Coordinator: Major Projects Strategic Planner (reporting to the Coordinator Strategic Planning, Manager Sustainable Development and the Director City Development).

The Project Coordinator will manage all the day to day aspects associated with the process, including coordinating input from other parties.

Kodak Steering Group: Consists of the Portfolio Councillor City Development, Cr Matthews-Ward; Ward Councillors, Cr Helou, Cr Sharam, Cr O'Brien, Cr De Lorenzis; the Chief Executive Officer; the Director City Development; the Director City Infrastructure; the Director Social Development, the Manager Sustainable Development, the Manager Urban Planning and the Kodak Project Coordinator.

The Kodak Steering Group will be responsible for endorsing the outcome of identified steps in the process following officer review, and ensuring the relevant interests of the community are addressed, prior to briefing all Councillors at Issues and Discussions Workshops. Where required, members of the Project Steering Group will be responsible for liaison with senior State Government bureaucrats, Ministers and State and Federal politicians.

Council Issues and Discussions (I&D) Workshops: will be used to brief Councillors on the outcomes of specific process steps, prior to formal reporting to Council at key stages, as identified in the table below.

Council Meetings: Reports to Council will be made at key stages in the process, seeking Council endorsement of specific directions to enable the process to move to the next step, as identified in the table below.

In the event of an impasse between the Project Coordinator and the developer, the matter will be referred to the Kodak Steering Group for resolution, and in the event of an impasse between The Kodak Steering Group and the developer, the matter will be referred to Council for a final decision (also refer to Step 9 in table below).

Process Steps

The table below documents the key steps in the process. The steps are generally listed in chronological order unless otherwise noted.

Now	**Report to Council** to endorse process and draft objectives for the purposes of consultation.
1	**Newsletter** circulated in local area and to stakeholders to: ▪ summarise process to manage redevelopment of the former Kodak site ▪ summarise draft objectives for redevelopment of the site and invite written feedback ▪ advertise public meeting
2	**Public meeting** (advertised in newsletter, local papers) ▪ inform community of overall process ▪ discuss draft objectives **Stakeholder meetings** (eg. Darebin, MCMC, DSE, DIIRD) ▪ inform of overall process ▪ discuss draft objectives

3	**Report to Council** summary of community and stakeholder feedback on draft objectives and any proposed changes.
	Recommend Council endorse final objectives for redevelopment of the site.
4	**Developer announced**
	The developer may be announced prior to step 3, subject to Kodak timeframes. Council will not move to Step 5 until Step 3 is complete.
	Developer meets with Project Coordinator and relevant officers of the City Development Department to discuss:
	▪ Council endorsed process to manage redevelopment ▪ Council's objectives for redevelopment of the site ▪ Developer's intentions for the site
5	**I&D Workshop** for developer to meet with Council:
	▪ present developer's intentions for the site ▪ general discussion about level of consistency between developer's intentions and Council's objectives
6	**Public meeting** (advertised in newsletter, local papers and invites sent to key stakeholders)
	▪ developer to brief community on intentions for the site ▪ general discussion about level of consistency with Council's objectives ▪ discussion of the overall process and next opportunity for community involvement
7	Developer prepares response to Council objectives
8	Developer meets with Project Coordinator and other Council officers and consultants as relevant (eg. Development Advisor [traffic, drainage, waste], Open Space Planner, Social Planner, Urban Designer, ESD Engineer, Housing Officer, Economic Development Officer, Heritage Advisor) and external agencies as required (eg. VicRoads, Melb Water, DSE, etc) to present and discuss developer's response to Council's objectives.
	This step is likely to consist of a series of meetings to address individual issues.
9	Officers review developer's response to Council's objectives to determine level of consistency (undertaken by Project Coordinator and other Council officers and consultants as relevant).
	If there is significant divergence between Developer's response and Council's objectives, the developer will be asked to consider officer referral comments and resubmit a revised response prior to moving to the next step.
	Once officers are satisfied the developer's response is consistent with Council objectives, or officers are satisfied with the developer's justification for any divergence, the process will proceed to the next step.
	If there appears to be significant divergence from Council's objectives that cannot be resolved at the officer level, the matter will be reported to the Kodak Steering Group for resolution.
	If the matter cannot be resolved by the Kodak Steering Group, additional meetings with Council will be held to discuss and determine compromise on Council's objectives and/or alternative ways forward. As determined by the Kodak Steering Group and/or Council, agreements that diverge from the Council endorsed process and/or objectives will be confirmed by way of a Council report and subsequent Council resolution and additional community consultation will be undertaken if required.
10	**Kodak Steering Group** meeting(s)
	▪ developer to present and discuss response to Council's objectives (refined on basis of officer review and comment) ▪ Project Coordinator (and other technical officers, as relevant) to present assessment of proposal against Council endorsed objectives. ▪ Seek Kodak Steering Group endorsement that proposal meets Council's objectives.
	This step may consist of a series of meetings depending on the complexity of individual issues and therefore the need to cover individual issues at separate meetings.
	Once Kodak Steering Group is satisfied with the developer's response to Council's objectives the process will proceed to the next step.

11	**I&D Workshop** ▪ developer to present and discuss response to Council's objectives (refined on basis of officer and Steering Group review and comment) ▪ Project Coordinator (and other technical officers, as relevant) to present assessment of proposal against Council endorsed objectives. ▪ Seek Councillor agreement to report development proposal (and associated planning scheme controls) to Council for resolution to seek Minister's approval to initiate planning scheme amendment.
12	**Report to Council** Recommend Council resolve to seek Minister's authorisation to initiate a planning scheme amendment and proceed with any required legal agreements.
13	Write to Minister to seek authorisation to initiate planning scheme amendment. *Subject to receiving Ministerial authorisation, the amendment proceeds in accordance with the statutory process set out in the Planning and Environment Act 1987 (as summarised in the steps below).*
14	**Public Exhibition** of proposed planning scheme amendment *The community consultation steps to be undertaken as part of public exhibition are listed below (Steps 15-18). Those steps marked with an asterix are over and above that required by the Planning and Environment Act 1987.*
15	**Public notice** of exhibition in local newspapers and Government Gazette
16	**Letters** sent to owners and occupiers who may be affected by the amendment
17	****Newsletter** circulated in the broader neighbourhood and to stakeholders
18	****Public meeting** (advertised in above communication) ▪ to present and discuss proposed planning scheme amendment ▪ advise of process to make a submission ****Stakeholder meetings** (eg. Darebin, MCMC, DSE, DIIRD) ▪ to present and discuss proposed planning scheme amendment ▪ advise of process to make a submission
19	**Submissions** received and reviewed by Project Co-ordinator with input from relevant officers and consultants as required.
20	**Kodak Steering Group** meeting to discuss submissions and determine any potential changes that could be made to the amendment in response to submissions.
21	If the Steering Group determines potential changes should be made to the amendment, Project Coordinator to meet with developer to discuss potential changes.
22	**I&D workshop** to discuss: ▪ Submissions made to the proposed amendment ▪ Steering Group response to submissions and potential changes to amendment ▪ developer's response to potential changes.
23	If possible, attempt to resolve submissions by discussing potential changes with submittors. If satisfied, submittors have opportunity to withdraw their submission.
24	**Report to Council** to confirm Council's response to submissions. If submissions have been resolved and withdrawn, recommend Council adopt amendment and request the Minister for Planning certify / approve the amendment. Then after undertaking step 25, move on to step 34 (skipping steps 26-33). If submissions have not been withdrawn, recommend Council resolve to request the Minister for Planning appoint a Panel to consider amendment and submissions.
25	**Newsletter** to update community and stakeholders on Council's response to submissions received and next steps.

26	**Panel Hearing**
	All submissions are considered and submittors have an opportunity to appear before the Panel.
27	**Panel report**
	Makes recommendations about whether the amendment should proceed with or without changes.
28	**Newsletter** to update community and stakeholders on findings of Panel and next steps.
29	Panel recommendations reviewed by Project Co-ordinator with input from relevant officers and consultants as required, to determine advice to Steering Group on whether or not to accept recommendations.
30	**Kodak Steering Group** meeting to discuss Panel recommendations and determine whether or not to accept recommendations.
31	**I&D workshop** to discuss Panel recommendations and Steering Group's views on recommendations. Seek Councillor agreement to report Panel Report and views of the Steering Group to Council.
32	**Report to Council**
	Recommend Council endorse response to Panel recommendations and adopt amendment (for submission to Minister for certification / adoption) with or without changes, subject to finalisation of any required legal agreements.
33	**Newsletter** to update community and stakeholders on Council's response to Panel's recommendations, Council's position on the amendment and next steps.
34	Submit amendment to Minister for certification / adoption.
35	**Amendment certified / adopted by Minister**
36	**Report to Council** to note Minister's position
37	**Public notice** in Government Gazette and local papers (statutory requirement)
38	**Newsletter** to advise community on Minister's position on the amendment
	PROCESS END
	All subsequent planning permit applications considered in accordance with new planning scheme controls, in accordance with permit application process.