



City of Whitehorse

AGENDA

Ordinary Council Meeting

To be held in the
Council Chamber
Nunawading Civic Centre

379 Whitehorse Road Nunawading

on

Monday 25 June 2018

at 7:00pm

Members: Cr Andrew Davenport (Mayor), Cr Blair Barker, Cr Bill Bennett,
Cr Raylene Carr, Cr Prue Cutts, Cr Sharon Ellis, Cr Tina Liu,
Cr Denise Massoud, Cr Andrew Munroe, Cr Ben Stennett

Ms Noelene Duff
Chief Executive Officer

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AGENDA

1 PRAYER

1a Prayer for Council

We give thanks, O God, for the Men and Women of the past whose generous devotion to the common good has been the making of our City.

Grant that our own generation may build worthily on the foundations they have laid.

Direct our minds that all we plan and determine, is for the wellbeing of our City.

Amen.

1b Aboriginal Reconciliation Statement

"In the spirit of reconciliation, Whitehorse City Council acknowledges the Wurundjeri people as the traditional custodians of the land we are meeting on. We pay our respects to their Elders past and present."

2 WELCOME AND APOLOGIES

3 DISCLOSURE OF CONFLICT OF INTERESTS

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Minutes of the Ordinary Council Meeting 21 May 2018 and Confidential Ordinary Council Meeting 21 May 2018.

RECOMMENDATION

That the minutes of the Ordinary Council Meeting 21 May 2018 and Confidential Ordinary Council Meeting 21 May 2018 having been circulated now be confirmed.

5 RESPONSES TO QUESTIONS

6 NOTICES OF MOTION

6.1 Notice of Motion No 110 - Cr Munroe

That Council:

- 1. Acknowledges the receipt on 21 May 2018 of the Box Hill City Oval Venue Improvement Plan developed by the Box Hill Hawks Football Club, circulated to Councillors and the Chief Executive Officer.**
- 2. Notes that the Plan has a focus on removing barriers to female participation.**
- 3. Notes that Whitehorse is one of eight Eastern Melbourne Councils and four football leagues partnering with AFL Victoria to develop a regional strategy which will assist in the planning and provision of facilities both locally and regionally across the eastern region for football.**
- 4. Notes the intention of the Hawthorn Football Club to enter a women's team in the AFLW competition in 2020.**
- 5. Is open to exploring the concept of City Oval being a premier sporting facility in the Eastern Region for VFLW/AFLW competitions.**
- 6. Will ensure that City Oval remains available for summer cricket.**
- 7. Request officers explore the broad project scope of both the Box Hill Hawks proposal (item 1) and the impact of Hawthorn Football Clubs intention to enter AFLW, including:**
 - a. Assessment of the business case for the Box Hill Hawks proposal (item 1) including a greater understanding of the scope of works including VFL requirements and costs to develop VFL standard facilities**
 - b. Peer review of the Club's probable costs including life cycle costs including ongoing operational cost impacts for council**
 - c. Conditions associated with Council's obligations as Crown Land Manager for City Oval**
 - d. An initial assessment of any planning and building requirements that may apply**
 - e. Impact on current leases and seasonal licences**

7 PETITIONS

7.1 Supervised crossing for Orchard Grove, Blackburn South - Orchard Grove Primary School

A petition signed by 902 signatories has been received requesting Council consider approving a Supervised Crossing on Orchard Grove, Blackburn South.

RECOMMENDATION

That the petition be received and referred to the General Manager City Development for appropriate action and response.

8 URGENT BUSINESS

9 COUNCIL REPORTS

9.1 CITY DEVELOPMENT

Strategic Planning

9.1.1 Amendment C175 to the Whitehorse Planning Scheme (Box Hill Metropolitan Activity Centre Built Form Guidelines) - Consideration of Panel report and future work

ATTACHMENT

SUMMARY

Amendment C175 to the Whitehorse Planning Scheme sought to implement the Box Hill Metropolitan Activity Centre Built Form Guidelines. Exhibition of the Amendment took place in February / March 2017 and 206 submissions and proforma responses were received. A Panel hearing was held from 24 July to 4 August 2017 to consider the submissions.

This report informs Council about the report of the Planning Panel, which recommends that Amendment C175 be adopted as exhibited subject to the following changes:

- *Abandon the changes to Clause 21.07 Economic Development and Clause 22.07 Box Hill Metropolitan Activity Centre; and*
- *Abandon the Design and Development Overlay*

The Panel supported the proposed rezoning of land.

It is recommended that Amendment C175 is abandoned by Council. This report also acknowledges that a program of future work for the Box Hill Metropolitan Activity Centre has been referred to the 2018/19 budget process.

RECOMMENDATION

That Council, having considered the Panel Report:

- 1. Abandon Amendment C175 and notify the Minister for Planning of Council's decision.***
- 2. Note the program of future work for the Box Hill Metropolitan Activity Centre included in the 2018/19 budget process.***
- 3. Continue advocating to the State Government about upgrading the Box Hill Transit Interchange as a result of the ongoing designation of Box Hill as a Metropolitan Activity Centre and furthermore the Amendment C175 Panel Report which discusses the importance of the interchange.***
- 4. Advise all submitters of this resolution in relation to the Panel Report for Amendment C175.***

BACKGROUND

The Box Hill Transit City Activity Centre Structure Plan (the Structure Plan) was adopted by Council in June 2007. It provides a framework for development that represents Council's and the community's aspirations for the Box Hill Metropolitan Activity Centre (MAC). The vision for Box Hill is that:

Box Hill will be sustainable, safe and accessible to all. It will be a distinctive, vibrant, diverse, inclusive, participatory, caring and healthy community where you live, work and enjoy – day and night (page 11).

9.1.1

(cont)

The Structure Plan identifies a number of precincts within Box Hill to guide implementation, namely Activity Precincts and Built Form Precincts. The Activity Precincts define preferred land use activities, while the Built Form Precincts define the preferred built form outcomes by area.

Overall, Council is satisfied with the Structure Plan and its operation. However, the Structure Plan, when it was adopted in 2007, would not have anticipated the scale and pace of development that Box Hill has experienced, and continues to, experience. While the Structure Plan provides some guidance around the built form of development, with the exponential development that has unfolded since adoption of the Structure Plan, Council identified that it required more detail on the outcomes sought, particularly in Built Form Precinct F (see Figure 1). Built Form Precinct F contains limited building height guidance intended as a catalyst to renewal and increased density in the precinct. Built form outcomes in this area are expressed as follows:

Major Development Precinct: Taller buildings permitted enabling increased density. Heights must not cause overshadowing of Key Open Spaces, Residential Precincts A or B or residential areas beyond the study area. Transitional heights to be provided at edges of the precinct to respect the scale of neighbouring precincts (page 58).

In many instances, the scale of new development within Built Form Precinct F has not always been sensitive to the contextual expression of height and in particular, transition of height across the precinct towards its interface with other built form precincts. Therefore more guidance than what was provided in the Structure Plan was sought on its potential built form outcomes.

The Box Hill Metropolitan Activity Centre Built Form Guidelines (the Guidelines) were prepared to provide such guidance and direction on the built form and qualities of future development and the public realm in key areas of the MAC. The Guidelines considered building outcomes such as setbacks and frontages, view lines, heights and relationship to the public realm and building qualities such as articulation, depth, separation, overshadowing, landscaping and pedestrian and vehicle access. These Guidelines were based around a framework of urban design objectives, having analysed for example, the current and emerging development patterns with the aid of a 3D model, subdivision, the location of key public spaces, topography and view lines, and the character of the different precincts of Box Hill, including its historical development.

Amendment C175 proposed to implement the Guidelines by introducing a new Schedule 6 to Clause 43.02 Design and Development Overlay (DDO) into the Whitehorse Planning Scheme (Planning Scheme) and applying it to Precincts B, C, D, E and F the Structure Plan area, as shown in Figure 1.

9.1.1 (cont)



Figure 1 – Built Form Precincts within Box Hill Transit City Activity Centre Structure Plan

Amendment C175 also proposed to rezone various properties in the Structure Plan area broadly in line with the Structure Plan and to make minor changes to Clause 21.07 (Economic Development) and Clause 22.07 (Box Hill Metropolitan Activity Centre) in the Planning Scheme to reference the Guidelines.

Exhibition of the Amendment took place from 16 February until 17 March 2017. At the meeting on 15 May 2017 Council resolved to request the appointment of an independent Planning Panel to consider the submissions received to the Amendment. The Panel Hearing was convened between 24 July and 4 August 2017.

All submissions were referred to the Planning Panel and 30 submitters spoke at the Panel Hearing. The Panel heard from a variety of submitters, including local residents, Vicinity Centres, Vic Track, Epworth Health Care and Box Hill Institute.

The Panel Report (refer attachment 1) was received by Council on 6 October 2017 and was released to the public on 13 October 2017, in accordance with the Council policy of releasing Panel reports within 7 days of receipt.

9.1.1

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DISCUSSION

Panel Report

The Panel recommended that Whitehorse Planning Scheme Amendment C175 be adopted as exhibited, subject to the following changes:

- 1. *Abandon the changes to Clause 21.07 and Clause 22.07.***
- 2. *Abandon the Design and Development Overlay.***

The Panel summarised their conclusions under the following headings:

- Strategic justification of the Amendment
- Strategic justification of the built form requirements
- Appropriateness of the proposed rezonings
- Appropriateness of the proposed changes to Clause 21.07 and Clause 22.07
- Issues with the DDO

Strategic justification of the Amendment

The Amendment proposed to implement discretionary controls into the Planning Scheme and the proposed DDO included preferred heights and setbacks. The Panel noted that “many submissions from local residents argued that height controls should be mandatory rather than discretionary. On the other hand, many of the landowners within the activity centre supported the discretionary approach adopted in the Amendment” (p10 Panel Report).

The Panel acknowledged that the discretionary approach by the Guidelines, and therefore DDO, were consistent with Planning Practice Note 60 – *Heights and setback controls for Activity Centres*, and supported the discretionary approach, in principle. However the Panel did not reject the possibility of a future amendment seeking mandatory controls across some of the MAC.

The Panel noted that Box Hill is a MAC, a health and education precinct and has a key transport interchange, which is the busiest interchange outside of the CBD. The interchange is contained within the Vicinity Centres’ site which is on a long term lease from VicTrack. Vicinity Centres submitted that it will take significant levels of investment to achieve its desired redevelopment outcomes and that the proposed Amendment would limit the shopping centre’s redevelopment opportunity. Many individual land owners also raised concerns with the proposed discretionary height limits.

The Panel concluded that State Planning Policy clearly requires investment and growth to be focused in Box Hill and the Amendment may limit the redevelopment potential of the Interchange. The Panel agreed that the development of a DDO has significant strategic support, it is specifically recommended by the Structure Plan, and there is strategic support for the application of a DDO with discretionary controls.

Council acknowledges the Panel conclusion regarding the development of a DDO. Council sought, and still seeks, to encourage investment and development in the state designated MAC, however urban transformation in Box Hill is occurring at a much faster rate than originally anticipated by the Structure Plan. Council is therefore concerned about the ability of the area to balance the need for investment and growth whilst creating a liveable, vibrant and attractive State significant metropolitan centre, and seeks to provide more detailed information and guidance on preferred future built form outcomes in central Box Hill. The Guidelines would also improve planning certainty for the community and developers; the latter consistently seeks direction from Council on building outcomes such as building height and setbacks. This work was also intended to form the basis of a DDO for the centre.

9.1.1

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Strategic justification of the built form requirements

The Panel concluded that the Structure Plan and the Guidelines are contradictory on a number of built form controls and these would need to be addressed if the Amendment were to proceed.

The Panel also concluded that the Guidelines do not adequately document why certain design choices had been made. In particular they commented on the lessons that could be learnt from other cities, specifically those with higher density areas with an attractive public realm. The Panel comments that “managing urban development is more like gardening than buying clothes, and good gardeners will look to see what grows well in other gardens with the same soil and aspect” (p18, Panel Report).

The Panel felt that the Guidelines are confusing in respect to strategic sites. The Panel sees no point in including certain sites, such as the Cambridge Street and Bruce Street carparks, within the DDO if they are also the subject of a separate planning process that will introduce built form controls for those sites.

The Panel believes that the proposed heights do not seem to make obvious sense and they could not identify any rationale for the proposed heights in the Guidelines. The Panel could not find the strategic justification for the Amendment in the Guidelines and therefore they concluded that the Guidelines lack strategic rigor and are not an appropriate basis for an Amendment.

Appropriateness of the proposed rezoning

The Panel noted that there were few submissions about the proposed rezoning. The Panel report records that Epworth Healthcare and Vitalhealth Australian Property Trust supported the rezoning from the Residential Growth Zone, but questioned the appropriateness of the Mixed Use Zone (MUZ) as a planning permit is required for Hospital and Medical Centre uses in the MUZ. These parties argued that this is not an efficient rezoning, given that the site has been included in a Health and Education Precinct, and the Special Use Zone (SUZ) would have been preferred as this zone allows for a specific schedule and this zone has been used for other health precincts in metropolitan Melbourne.

The Panel concluded that the proposed rezoning to MUZ is appropriate, but that Council should give future consideration to rezoning the Epworth site to a SUZ. The Panel noted that there were no submissions about the proposed rezoning of 450 Elgar Road to the Commercial 1 Zone (C1Z). The Panel resolved that the current zone is an anomaly as the site is the only parcel on the northern side of Whitehorse Road that is not in the C1Z or PUZ. The Panel therefore concluded that the proposed rezoning to the C1Z is appropriate.

Appropriateness of the proposed changes to Clause 21.07 and Clause 22.07

The Panel stated that the Guidelines should only be included as a reference document in the Planning Scheme if they support decision making and are consistent with the Structure Plan. The Panel noted that no submissions specifically addressed the changes to the planning policy; rather they focused on the impacts of the Amendment on their individual sites and outlined the discrepancies between the Structure Plan and the Guidelines.

The Panel previously concluded that they do not support the Guidelines, and therefore they do not support the proposed changes to the local policy. The Panel recommended that the changes to Clause 21.07 and Clause 22.07 be abandoned.

Issues with the DDO

The Panel had previously concluded that the Guidelines were not soundly based and as a result they did not support the content of the proposed DDO. Notwithstanding this assessment, the Panel also included commentary on the specific provisions referred to in the DDO, such as the design objectives, exemption for permits, general requirements, heights, setbacks, landscaping, heritage and key views.

9.1.1

(cont)

The Panel believed that there were a number of issues with each section of the DDO which makes it unsuitable for inclusion in the Planning Scheme. Furthermore, the Panel stated that the concerns are about the content of the DDO, rather than the form and layout. The Panel concluded that the issues associated with the content of the schedule therefore do not make it possible to edit the exhibited version without changing the Amendment.

Response to Panel's recommendations

Officers are disappointed with the nature of the Panel report, including the tone of the language used, the glib remarks and the unnecessary rhetoric found throughout the report.

Officers note the Panel comments about the inconsistencies that may arise between the Structure Plan and the proposed DDO, as well as the formatting changes that would be required, irrespective of any changes to content, as a result of the recent adoption of the Ministerial Direction on the Form and Content of Planning Schemes.

The new Ministerial Direction on the Form and Content of Planning Schemes was gazetted in April 2017, after the exhibition of Amendment C175. Officers acknowledged the timing of the new Ministerial Direction and that the proposed DDO was inconsistent with the form expressed in the Ministerial Direction. Officers accept that the proposed DDO would require redrafting to align with the Ministerial Direction.

The Panel was highly critical of the design choices made in the Guidelines. As outlined in the 'Background', these Guidelines were based around a framework of urban design objectives, formulated after thorough assessment of the existing conditions, emerging development trends, perceived issues and opportunities with development evolution, and acknowledgement of Box Hill's valued character. Officers are disappointed that the Panel has such a vastly different opinion on the fundamental design approach and decisions taken by the consultants in preparing the Guidelines.

The Panel Report contained a number of criticisms towards Council processes. The Panel commented that the proposed controls were not subject to a peer review even though such a review had been suggested to Council prior to exhibition. The suggestion to peer review the Guidelines and proposed DDO was made shortly before the Panel Hearing. Given the number of experts engaged by submitters for the Panel Hearing at this time, many of whom would be potential candidates to undertake any such review, Council ascertained that it was not possible to engage a peer review at such short notice.

The Panel was critical of the lack of engagement with relevant stakeholders during the development of the proposed DDO. Council regularly meets with representatives from the Epworth Eastern, Box Hill Institute and Vicinity Centres (which operates the shopping centre) through the Box Hill First stakeholder group and also individually and therefore believe that the necessary understanding of the different requirements was already established prior to the commencement of the Guidelines. Additionally these stakeholders were sent correspondence during the exhibition period of the Amendment, which sought their comments about the Amendment.

9.1.1

(cont)

Furthermore, Council believes that substantial weight has been given by the Panel to key landowners within the Box Hill MAC, yet the Panel made fleeting commentary about the submissions from the community. In particular the Panel remarked that the justification for particular height limits is “particularly troubling for the major sites” being the shopping centre and interchange, Epworth Eastern and the Box Hill Institute (Executive Summary of Panel Report). Whilst Council strongly supports the development of the Box Hill MAC in line with local and state planning policy, there was little recognition of the local community participation in, and sentiment about, the amendment. Council continues to receive feedback from the community about the level of development occurring in Box Hill. This feedback is received directly via councillors, the local media and through other project consultation on matters not directly related to Box Hill that has occurred since the Guidelines were exhibited. Council has also been made aware about a petition has been lodged with the State Government, requesting that the Minister for Planning place a moratorium on development in Box Hill until a plan for the area can be established. This highlights the views about development held by the community.

Finally, officers are concerned that no direction has been provided in the Panel Report to the State Government about its significant role within Box Hill. The Panel notes that “the SPPF clearly requires investment and growth to be focused on Box Hill” and that “the interchange is the busiest outside of the CBD...and patronage levels of both bus and train stations are predicted to increase substantially in line with the redevelopment of the MAC” (p 7 of Panel Report). Yet the Panel failed to acknowledge that largely State funded infrastructure needs to keep pace with this growth.

Council has consistently advocated to State and Federal governments about investing in Box Hill and in particular, has lobbied to upgrade the transit interchange for over 15 years. As mentioned previously, Council encourages investment and growth in the MAC; however this needs to be matched by investment from other levels of government.

The most recent advocacy work involved meeting with Federal and State Government MPs in Box Hill in April 2017 to present the preliminary business case for the redevelopment of the Box Hill Transport Interchange and Town Centre, on behalf of the Box Hill First stakeholder group. It is therefore disappointing that there was no recognition in the Panel Report of this advocacy work, nor that the impetus for redevelopment of the interchange lies with the State Government.

9.1.1

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The Panel supported the proposed rezoning of land of various properties in the Structure Plan area broadly in line with the existing Structure Plan, as shown in Figure 2.

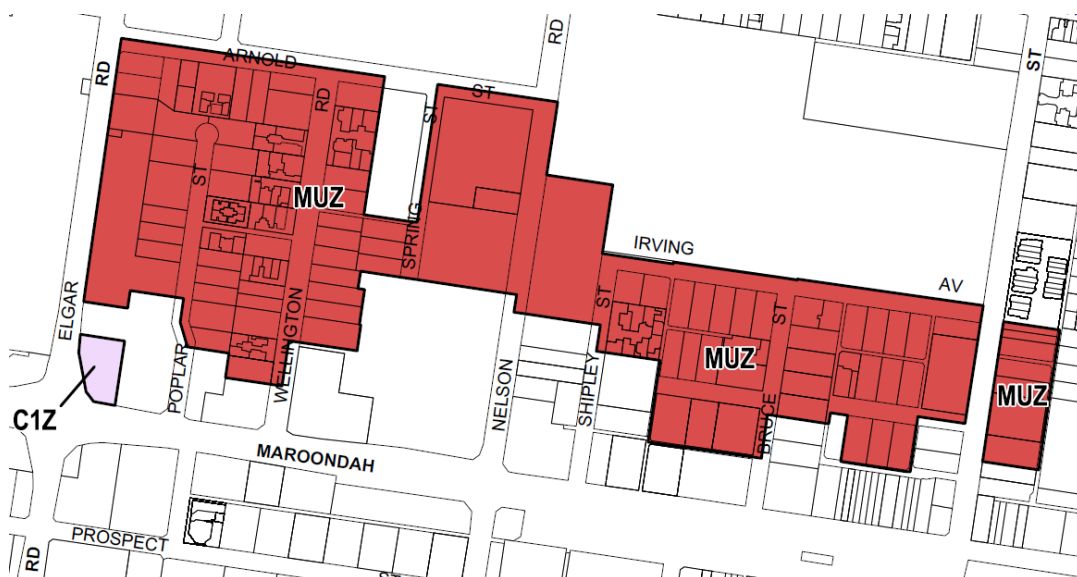


Figure 2 – Rezoning proposed by Amendment C175

Officers do not believe it is appropriate to proceed with the rezoning without the DDO and policy changes. Officers believe that the rezoning from the RGZ to the MUZ is intrinsically linked to the proposed DDO and therefore officers do not believe that the rezoning should be implemented without any additional built form controls.

The proposed MUZ (as exhibited) does not have any height controls and therefore there would be the ability to develop buildings in excess of the development anticipated by the current zone without any guidance or direction around the quality of the built form or public realm. Specifically, there would be limited guidance about building setbacks, frontages and heights. Building heights was raised as a key issue by submitters and proforma responses and therefore if this part of the Amendment is abandoned, the limited information about preferred building heights in the commercial areas, particularly Built Form Precinct F, will cause further uncertainty in the community about the preferred building heights in the Box Hill MAC.

After review of the Panel Report, officers believe that the Amendment has been caught by both political imperatives espoused by current planning policy in *Plan Melbourne* and a number of recent changes in key metropolitan areas around delivery of planning controls for major growth. This is evidenced by the work at Fishermen's Bend (draft Amendment GC81) to develop floor area ratios, floor area uplift and maximum height controls and the use of plot ratios as part of the central city built form controls (Amendment C270 to the Melbourne Planning Scheme) for public benefits. The public benefits could be realised through the delivery of affordable housing, open space or nominated community infrastructure hubs.

Implications of Panel's recommendation

Council officers met with officers from the Department of Environment, Land, Water and Planning (DELWP) to discuss the Panel report and, more broadly, the future planning for the Box Hill MAC. Officers from DELWP advised that the Amendment, as it was exhibited and reviewed by the Planning Panel, is unlikely to be supported by the Minister for Planning if it was presented for approval.

9.1.1

(cont)

There was also discussion about the need to revisit the built form guidelines for the Box Hill MAC, taking on board the guidance from the Panel Report. This could include updated demographic and economic data and forecasts to support a program of future work for the centre. This work may allow for the preparation of interim planning controls for parts of the Box Hill MAC.

Officers from DELWP discussed reviewing the Structure Plan, based on the age of the document and the current level of development activity that has surpassed previous development and population projections for Box Hill. DELWP officers also advised that they could assist with an internal review of future work or planning scheme amendment by the *Plan Melbourne* team and the department's urban designers.

Council has undertaken a project with funding from the Victorian Planning Authority's (VPA) *Streamlining for Growth Program* to investigate the potential for an infrastructure contributions mechanism in the Box Hill MAC. The investigation included a gap analysis of community infrastructure, transport infrastructure, public open space and the public realm information needed to support a contributions mechanism.

The analysis also reviewed existing strategies and found that some of the strategic documents needed updating to support an infrastructure contributions mechanism, including the Structure Plan. The gap analysis concluded that "while this is the most recent Structure Plan for Box Hill, the change that has occurred in the last 10 years warrant a review of objectives, goals and guidelines. This plan should be updated to provide a current Structure Plan for the area to guide the future development of the area".

Proposed next steps

Council officers suggest a two-pronged approach to progress the strategic work for the Box Hill MAC:

- Step 1 involves finalising the current planning scheme amendment.
- Step 2 involves future strategic work.

Step 1: Planning Scheme Amendment C175

Under section 27 of the *Planning and Environment Act 1987*, Council must consider the Panel Report before deciding whether or not to adopt the Amendment. Council may adopt the Amendment (with or without changes), adopt part of the Amendment or abandon the Amendment.

9.1.1 (cont)

If Council decides not to accept the Panel's recommendation, it must give reasons for this when it submits the adopted Amendment to the Minister for Planning for approval. Council officers have identified several options available to Council regarding Amendment C175:

Option 1

Summary	Adopt the Amendment, as exhibited, and submit the Amendment to Minister for Planning for approval
Benefits	<p>This option will progress the work that Council has undertaken so far regarding the built form of development and the quality of the public realm in the Box Hill MAC.</p> <p>This option will provide guidance about building outcomes for developers and the community.</p>
Issues	<p>This option ignores the majority of the Panel's recommendations and Council will require strong justification to pursue the exhibited Amendment without making any changes.</p> <p>Given the Panel's recommendations, it is unlikely the Minister for Planning will approve the Amendment.</p> <p>Officers from DELWP have also indicated that the Amendment is unlikely to be supported in its current form.</p>

Option 2

Summary	<p>Split the Amendment into two parts:</p> <ul style="list-style-type: none"> Part 1 – adopt the exhibited part of the Amendment comprising the proposed rezoning Part 2 – abandon the part of the Amendment comprising the proposed schedule to the DDO and the changes to Clause 21.07 and Clause 22.07
Benefits	<p>This option is consistent with the Panel's recommendations and therefore is most likely to be approved by the Minister for Planning.</p> <p>This option also maximizes the benefit for future developers in the MAC, as it rezones land from the RGZ to the MUZ, which does not have any guidance of height.</p>
Issues	<p>If the proposed DDO and changes to Clause 21.07 and Clause 22.07 are abandoned, there will be limited guidance or direction in the commercial areas, particularly Built Form Precinct F (Major Development Precinct), of the Box Hill MAC available to the community or land owners about qualities of buildings and the public realm in the Box Hill MAC. Built Form Precinct F covers the largest area within the Box Hill MAC (approximately 54.2 hectares), therefore this option would leave approximately 40% of the centre without built form guidance.</p> <p>Specifically, there will be limited guidance about building qualities such as setbacks, frontages and heights. Building heights was raised as a key issue by submitters and proforma responses and therefore if this part of the Amendment is abandoned, the limited information about preferred building heights in the commercial areas will cause further uncertainty in the community about the preferred building heights in the Box Hill MAC.</p> <p>However, the proposed rezoning and DDO are considered inherently linked and officers do not believe it is appropriate to proceed with the rezoning without the DDO and policy changes. If the sites are rezoned to MUZ, this will remove any guidance on height and therefore there would be limited guidance on the built form of future development. The default discretionary height of 4 storeys will remain in the objectives of the RGZ.</p>

9.1.1 (cont)

Option 3

Summary	Abandon the Amendment in its entirety
Benefits	This option is consistent with the majority of the Panel recommendations. It provides Council the opportunity to undertake further work about built form and the public realm in the Box Hill MAC, subject to budget considerations.
Issues	This option does not pursue any part of the Amendment, including the proposed rezoning which was supported by the Panel. The proposed rezoning is broadly consistent with the Structure Plan. However, the proposed rezoning to MUZ is considered intrinsically linked to the proposed DDO and therefore officers do not believe that the rezoning should be implemented without any additional built form controls. The proposed MUZ (as exhibited) does not have any height controls and therefore there would be the ability to develop buildings in excess of the development anticipated by the current zone without any guidance or direction around the quality of the built form or public realm. Officers do not believe that this is appropriate. The retention of the RGZ will retain a discretionary building height of 4 storeys.

Council officers recommend Option 3.

Step 2: Future strategic planning work

At its meeting on 18 June 2007, Council adopted the Structure Plan. The Structure Plan was finalised after review of community feedback received during display of the Draft Plan during November/December 2006. The population projections and the development activity currently occurring in the Box Hill MAC have surpassed the projected population and development in the Structure Plan.

After consideration of the Panel Report, officers recommend that further work be undertaken in the next financial year regarding built form within the MAC. This may form a component of the work which has been referred to the 2018/19 budget process to update the Structure Plan and review the future vision for the MAC..

Officers have conducted discussions with DELWP and the VPA to determine the scope of the future work. It is anticipated that a future program of works could include, as a minimum:

1. A 3D Model

A 3D model to capture the existing circumstances, projects under construction, projects approved and seriously entertained projects in a series of layers.

2. Document review and gap analysis

A review of relevant documents and gap analysis of existing documents and information, including, but not limited to:

- Box Hill Transit Centre Activity Centre Structure Plan
- Draft Box Hill Built Form Guidelines which were the basis for Amendment C175
- Documentation exhibited as part of Amendment C175
- Expert Evidence provided to panel for Amendment C175
- Panel Report for Amendment C175

9.1.1

(cont)

3. Revised guidelines / planning scheme controls

The program of works is intended to produce revised built form guidelines, leading to the application of new planning controls through a future amendment to the Planning Scheme. This phase would incorporate the commissioning of the necessary work to undertake this. The structure of the work would take into account the feedback in the Panel Report about future work. It is envisaged that this would require, but not limited to, the following:

- Review and identification of key strategic directions for the MAC, development trends/VCAT approvals and discussion on planning implications of emerging development trends for the strategic directions;
- Discussion on strategic planning gaps and tools needed to manage high density development in Box Hill context;
- Benchmarking against other recent planning scheme amendments;
- Discussion of emerging best practice approaches and options for managing cumulative impacts of development, including plot ratios, mandatory or discretionary height limits, dwelling density targets, land use mix ratios and potential implications for investment and development.
- Discussion of available planning tools and instruments for planning scheme implementation;
- Development capacity analysis and future built form modelling.

CONSULTATION

Exhibition of the Amendment occurred in the form prescribed by the *Planning and Environment Act 1987* and took place from Thursday 16 February 2017 until Friday 17 March 2017. A total of 206 submissions and proforma responses were received towards the Amendment.

FINANCIAL IMPLICATIONS

Step 1: Planning Scheme Amendment C175

Council is required to pay for all costs associated with the independent Planning Panel hearing, including any expert witnesses and/or representation in support of Council at the Panel hearing.

Council was represented at the Panel hearing by legal counsel and called an expert witness in planning and urban design to assist Council and the legal representation at the Panel Hearing. The costs associated with the Planning Panel (approximately \$73,500 for the hearing itself) were funded from the current 2017/18 budget.

Council would be required to pay a fee of \$462.20 if Council resolved to submit part, or all, of the Amendment to the Minister for Planning to approve. If Council resolves to abandon the Amendment in its entirety, no fee is required to advise the Minister of Council's resolution to abandon.

Step 2: Future Strategic planning work

A new budget initiative of \$375,000 has been included in the draft 2018/2019 budget, which is proposed to be adopted in June 2018. This funding could support various components of a review of the Box Hill MAC, including an update of the existing Structure Plan, visioning for the MAC, modelling of existing and anticipated development, preparation and peer review of revised built form guidelines and expert witness and legal costs for any future planning panel.

If the future work requires a planning scheme amendment this could be funded from the proposed 2018/2019 operational budget.

An invitation to tender for the future strategic work would be sent to consultants after the budget has been adopted.

9.1.1

(cont)

POLICY IMPLICATIONS

The preparation of the Amendment is consistent with Strategic Direction 2 in the Council Plan 2015-2019 which seeks to “*maintain and enhance our built environment to ensure a liveable and sustainable city*” (page 11).

The implementation of the Guidelines through the Amendment was intended to provide much needed direction in relation to the built form outcomes sought by Council and the community in the major development precinct of the centre. The built form objectives and rezoning included in the Amendment was intended to complement the Structure Plan and give statutory strength to the objectives within both the new and previous work through new provisions in the Whitehorse Planning Scheme.

Whilst officers respect the Panel commentary about the inconsistencies between the Guidelines and the Structure Plan, if the proposed DDO is abandoned, there will be limited guidance in the commercial areas of the Box Hill MAC about built form elements such as setbacks and frontages, view lines, heights and relationship to the public realm and building qualities such as articulation, depth, separation, overshadowing, landscaping and pedestrian and vehicle access. In the absence of any additional controls proposed by the Amendment, developments will continue to be assessed against the requirements of the Planning Scheme.

In particular, the C1Z, which applies to a large part of the Structure Plan area, does not have a mandatory height limit. Additionally, parcels of land on Nelson Road, Shipley Street, Bruce Street and Elland Avenue are included in the MUZ, which also does not have a mandatory height limit. Notwithstanding the above, officers do not believe that the rezoning of sites from the RGZ to the MUZ should proceed in isolation without the proposed DDO, as this would allow for development in excess of that intended for the area. This would also allow development to proceed without any built form controls.

Therefore, officers suggest the most appropriate course of action is to abandon the amendment and undertake further strategic work for the Box Hill MAC, which will contemplate the planning policies that have changed at both Local and State levels since the Structure Plan was originally prepared. A future work program would also ensure that any future built form controls would comprise contemporary policy to support the development of the Box Hill MAC as a sustainable and liveable activity centre.

CONCLUSION

Amendment C175 proposed to implement the Built Form Guidelines by introducing a new Schedule 6 to Clause 43.02 (Design and Development Overlay) into the Planning Scheme and applying it to Built Form Precincts B, C, D, E and F as identified in the Structure Plan.


The Amendment also proposed to rezone various properties in the Structure Plan area broadly in line the Structure Plan and to make minor changes to Clause 21.07 (Economic Development) and Clause 22.07 (Box Hill Metropolitan Activity Centre) in the Planning Scheme to reference the Guidelines.

The Panel Report recommends that the Amendment be adopted as exhibited, subject to abandoning the bulk of the amendment being the proposed DDO and changes to the policy in the Planning Scheme. Officers respect the recommendations of the Panel; however express concern with the tenor of the report.

For the reasons outlined in this report, it is recommended that Amendment C175 be abandoned. As part of this recommendation, all submitters are to be advised accordingly.

It is recommended that future strategic work for the Box Hill MAC is referred to the 2018/19 budget process for consideration.

ATTACHMENT

- 1 Whitehorse C175 Panel Report ➡ 

9.1.2 Residential Corridor Built Form Study

ATTACHMENT

SUMMARY

Council has engaged planning consultants Ethos Urban to undertake the Residential Corridors Built Form Study. The study looks to determine built form guidelines for those areas in the municipality along key road corridors.

The study has included background analysis of existing development, planning permits, VCAT cases and site visits. The study has been introduced to the community via a project bulletin and a short survey.

The study is now progressing to further community engagement on the draft built form options. This report seeks Council endorsement to proceed to community engagement.

RECOMMENDATION

That Council endorse the Draft Whitehorse Residential Corridors Built Form Study for the purposes of seeking community feedback through a formal community engagement program.

BACKGROUND

Council engaged planning consultants Ethos Urban in late 2017 to undertake the Residential Corridor Built Form Study, which was a new budget initiative in the 2017/2018 Council budget.

The study looks to determine appropriate built form guidelines for those areas in the municipality along key road corridors where land in the Residential Growth Zone (RGZ) interfaces with land in the Neighbourhood Residential Zone (NRZ) and the General Residential Zone (GRZ).

The study focuses primarily on the major east-west tram and road corridors, where there is an interface between the RGZ and GRZ or NRZ to the rear or side. Specifically, this project is looking at Burwood Highway, generally between Elgar Road, Burwood and Hanover Road, Vermont South and Whitehorse Road in Mont Albert, Laburnum and Nunawading. The study areas are outside existing activity centres such as Box Hill and Tally Ho.

Ethos Urban presented to Council at the Strategic Planning session on 5 March 2018. This session provided an overview of the project including background analysis of existing development, planning permits and VCAT cases, as well as an introduction to good design that could occur in the study area.

DISCUSSION

The consultants have now prepared a draft urban design vision, urban design principles and draft built form options for the key road corridors to test with the community during a formal community engagement process (attached). These are based on development / planning permit analysis, analysis of VCAT decisions, consideration of current planning policy including Plan Melbourne and the new State government apartment guidelines, and the phase 1 community engagement.

9.1.2

(cont)

The draft Urban Design Vision is that:

*“The Residential Corridors along Whitehorse Road and Burwood Highway will **showcase the best of contemporary design**, reflecting the **quality** and **key landscape attributes** of the surrounding suburbs. The interfaces with adjoining residences will be **sensitively managed** with **space for substantial landscaping** and careful attention to **minimising** potential amenity impacts”*

The draft Urban Design principles include:

- Enhance sensitive interfaces to adjoining residential properties and open space
- Architectural excellence
- Sense of human scale to frontage
- Solar access to public open space
- Integrated frontages
- Equitable access to amenity
- Adequate servicing

The draft built form options include:

- 6 storey maximum (mandatory);
- 5 metre minimum front building setback, with an additional 3 metre setback above 4 storeys allowing increased potential for tree planting and a reduction in overlooking and overshadowing of adjoining properties;
- 4.5 metre minimum side building setback for development over 4 storeys, with levels above 4 storeys setback an additional 4.5 metres (totalling 18m between buildings at upper levels); and
- 9 metre minimum rear building setback for development over 4 storeys allowing for increased tree planting and a reduction in overlooking and overshadowing of adjoining properties.

CONSULTATION

The project was introduced to the community within the study area in late March 2018 through the distribution of a newsletter, which included information about the project, including the aims, study area and where to find further information. The project was also advertised in the Whitehorse Leader and through a project webpage on the Council website.

This phase of the project included a short survey to identify what residents value about their area. The survey was open until midnight on Sunday 22 April 2018 and received 397 responses (including 13 hard copy responses). The survey responses have been collated as part of the background analysis.

The second phase of community engagement is proposed to be held in the coming weeks. This phase will include notification to all owners and occupiers within the study area, as well as those who nominated to be on the project mailing list. Notification will also involve advertisement in the Whitehorse Leader and updating the project webpage.

Two drop-in information sessions are proposed: one in the northern part of the municipality and one in the southern part of the municipality. These sessions are scheduled to ensure land owners from the northern and southern parts of Whitehorse have an opportunity to participate. The drop-in sessions will be staffed by Council officers and the consultants and allow interested parties to discuss the project and draft options. Councillors are welcome to attend.

9.1.2

(cont)

FINANCIAL IMPLICATIONS

The study was included as a new budget initiative in the 2017/2018 Council budget. The total allocated project budget is \$80,000, excluding GST.

POLICY IMPLICATIONS

In October 2014 new residential zones came into effect in the municipality with gazettal of Amendment C160. The Minister for Planning approved Council's new residential zones with some changes to the schedules to the RGZ. Council had originally included a 3 storey (11m) maximum for Schedule 1 and a 4 storey (13.5m) maximum for Schedule 2 to the RGZ. The proposed mandatory heights were removed by the Minister prior to approval of Amendment C160.

Since the introduction of the new zones, concern has been raised about the planning outcomes in areas zoned RGZ along key road corridors in the municipality, particularly where the RGZ interfaces with more traditional residential development in the NRZ, and to a lesser extent the GRZ. Where Council had intended for there to be a 3 or 4 storey outcome, VCAT is now approving developments greater than this, and in some cases, with unsympathetic built form.

The provisions of the RGZ are therefore providing inadequate guidance for built form, zone transition and building height in these areas. This has prompted the need to undertake further strategic work on design guidelines to support the implementation of further planning controls, such as a potential Design and Development Overlay (DDO).



The study is intended to result in a set of guidelines and planning controls that provide certainty to both property owners and developers along and interfacing with these growth corridors.

CONCLUSION

The Residential Corridor Built Form Study is a key budget initiative in the 2017/2018 Council budget. Consultants have undertaken background research, including site visits and analysis of data, to formulate draft built form options for the key road corridors in the municipality.

It is recommended that Council endorse the draft vision, urban design principles and built form options for the purposes of seeking community feedback during a formal community engagement process during July and August 2018.

ATTACHMENT

- 1 Phase 1 Engagement Findings 
- 2 Consultation version 

Engineering and Environmental

9.1.3 Discontinuing Council's 'Fair Trade Community' Certification

FILE NUMBER: 18/89752

SUMMARY

The purpose of this report is to seek approval from Council to discontinue Council's 'Fair Trade Community' annual certification with the Fair Trade Association of Australia and New Zealand (FTA) from 2018/19 onwards. The report, instead, recommends that Council continues to endorse Council's support for fair trade through advocacy in the community, and for increased fair trade and ethical procurement within Council regardless of certification.

RECOMMENDATION

That Council:

- 1. Approves the discontinuation of Council's certification with the Fair Trade Association of Australia and New Zealand (FTA) so that Council is no longer a certified "Fair Trade Community".***
- 2. Continues to support and promote fair trade and ethical procurement and practices internally within Whitehorse City Council, and advocates for fair trade externally to the Whitehorse community regardless of certification.***

BACKGROUND

The City of Whitehorse has been a certified Fair Trade Community since 3 June 2011. This certification by the Fair Trade Association of Australia and New Zealand (FTA) means that Council meets minimum requirements to demonstrate support for farmers and workers in developing countries; and to advocate for fair trade internally within its organisation and in the Whitehorse community.

Whitehorse is required to meet six "minimum requirements" set by the FTA (see Appendix) and to pay an annual certification renewal fee of \$900 to maintain its Fair Trade Council certification.

An internal review of Council's Fair Trade Community certification was conducted in October 2017. The review detailed contributing factors that lessen the value of this certification to both Council and the community, potentially exposing Council to reputational risk should certification be continued.

These factors include:

- After progressing well for the first 2 years, Council has not always satisfied all of 6 minimum certification requirements. Some of the certification requirements involved actions by external organisations beyond the control of Council, while others required additional Council resources to those available that year, or projects were not fully implemented because of other (competing) Council priorities;
- A similar scenario applied to other organisations within Whitehorse such as faith based organisations or schools that commenced participation in Council's Fair Trade Community program. So the anticipated partnering arrangements that were intended to expand fair trade interest and actions within the Whitehorse community didn't eventuate as planned;
- The Fair Trade Association of Australia and New Zealand did not provide the expected level of support to certified organisations like Whitehorse City Council to facilitate all of the program requirements. The FTA did not monitor or follow-up certification requirements due to a chronic lack of staff and resources at the FTA.

9.1.3

(cont)

- The lack of participation by other Councils, government departments and private organisations in recent years in becoming certified as Fair Trade organisations has further weakened the relevance and reach of the FTA Fair Trade certification program at this time.

Council has consistently promoted fair trade through a range of activities each year during Fair Trade Fortnight. Activities have included displays and taste-tests of Fair Trade products at different Council venues; purchase of Fair Trade t-shirts, tea and coffee; films about Fair Trade; incentives to buy Fair Trade products at local businesses (mainly coffee); competitions in local schools, Fair Trade storytelling in libraries; developing and distributing a fair trade resource booklet, and last year's very successful Fair Trade fashion events.

Each year the community participation in Council's Fair Trade Fortnight is good and the level of interest in the community is still evident. However the requirements to remain a Fair Trade certified Council no longer seem relevant nor meaningful, so Council support for an alternative approach is sought.

DISCUSSION

Continuous achievement of the 6 minimum certification requirements in the FTA's Guidelines (see Appendix) is not considered to be practicable for Council, so it is timely to review Council's ongoing commitment to remain a Fair Trade certified Council.

Despite Council not meeting all the certification requirements each year, the FTA has continued to grant renewals of Council's Fair Trade certification on payment of the annual renewal fee. This raises questions about the validity of FTA certification and potentially exposes Council to reputational risk.

Continuing to advocate for Fair Trade principles and the use of Fair Trade products is an action in Whitehorse Council's Sustainability Strategy 2016-2022. However to achieve all of the requirements to remain a certified Fair Trade Council would require significant additional efforts to recruit local organisations and businesses to be involved in the Fair Trade program and to get and maintain commitment from local organisations to increase their use of Fair Trade products. Challenges exist for Council to significantly increase its use of Fair Trade products beyond current levels and to drive the program, as well as measuring the growth in the number of local Fair Trade organisations and fair trade product use across Whitehorse.

This level of activity is beyond current level of Council resources, as over time, other sustainability-focussed programs have become a more urgent or higher priority for Council.

Council has received limited support from the FTA over the past two years as the FTA has seemingly lacked leadership, direction and resources. As a result, the FTA has been unable to:

- Provide support to certified organisations to help them understand and meet their certification obligations;
- Audit the certifications that it has awarded to organisations, thereby lessening the value and integrity of certification;
- Partner with other leading fair trade bodies to keep abreast of local and national fair trade developments and initiatives; and
- Provide access to a cohesive and collaborative fair trade network of organisations

From discussions at the FTA's annual general meeting on 12 April 2017 and lack of decisive action since, this lack of resourcing and process at FTA does not seem likely to change.

9.1.3

(cont)

There is also a declining number of other Councils that are taking up or maintaining their Fair Trade Community status. Whitehorse is currently one of only two Victorian Councils with this status, the other being the City of Yarra. The City of Yarra, though certified since 2005 does not publicise its Fair Trade status and has not dedicated sufficient staff resources to ensure that certification requirements are maintained. Manningham City Council was previously Fair Trade certified, however it has not renewed its certification since FY2016/17 due to lack of community interest and support. The City of Adelaide is also currently looking to discontinue its certification.

All the above considerations have led to this report's recommendation that Council discontinues its Fair Trade Community certification with the FTA.

Council does not need to be certified as a Fair Trade Community to demonstrate its commitment to fair trade principles. Council will still be able to fulfil its strategic commitment to fair trade by continuing to advocate for fair trade in the community, to increase Council's fair trade and ethical purchases, and to continue to advocate generally for fair trade.

Council may wish to consider participating in an alternative recognition scheme that is available via Fairtrade Australia New Zealand in the future. Organisations can register to be recognised as a "Fairtrade Supporting Workplace". To be a Fairtrade Supporting Workplace, organisations are simply required to offer Fairtrade products (e.g. tea, coffee, hot chocolate) to staff and visitors. There are no other reporting requirements or obligations beyond this. Council already procures Fair Trade t-shirts for Spring Festival and offers Fairtrade coffee to staff at the Civic Centre and the Box Hill Town Hall.

As there is still community interest in supporting and advocating for Fair Trade, it is recommended that Council should continue to demonstrate its commitment to Fairtrade advocacy and practices, regardless of certification. Council will still be able to fulfil its strategic commitment to fair trade principles by continuing to advocate for fair trade in the community and internally, and through its ongoing purchases of Fair Trade products.

CONSULTATION

Council staff have been involved in discussions with the FTA since December 2017 regarding potential options for continuing Council's certification. Discussions have also been held with other Councils regarding their status as Fair Trade organisations, and their intentions about continuing with Fair Trade certification.

The Fair Trade program within Council is a joint initiative between the Investment and Economic Development team and the Sustainability team. The managers of both teams endorse the recommendations of this report.

FINANCIAL IMPLICATIONS

Discontinuation of Fair Trade Community certification with the FTA will enable Council to save \$900 annually in certification renewal fees. The Sustainability budget will continue to allow for fair trade advocacy, regardless of certification.

POLICY IMPLICATIONS

Council's Whitehorse Sustainability Strategy 2016-2022 and Economic Development Strategy 2014-2019 contain actions to increase the sustainability of the community and local businesses, and to increase the purchase of environmentally-friendly and sustainable products. The Procurement Policy includes Council's commitment to supporting Fair Trade and to encourage the purchase of Fair Trade products where appropriate.

9.1.3 (cont)

APPENDIX



Fair Trade Association Australia and New Zealand

FAIR TRADE COMMUNITIES

Guidelines for Towns/Councils

Becoming a Fair Trade Community is a way to support and promote Fair Trade and be recognised for it.

Becoming a Fair Trade Town/Council is a great way of acknowledging a commitment to Fair Trade. It also enables groups that are promoting Fair Trade to have their work recognised. Once receiving recognition, Fair Trade Communities also receive on-going support and updates from the Fair Trade Association.

Requirements

The Fair Trade Communities Guidelines consist of minimum requirements, suggested initiatives, and progress reporting.

Minimum requirements must be met in order for the community to receive its' initial Fair Trade Communities recognition.

Suggested initiatives are not necessary for obtaining or maintaining recognition. However, the community is encouraged to pursue the additional suggestions as a means of broadening the influence of Fair Trade products and principles, as an organisation and within the broader community.

An annual progress report is required from each recognised Fair Trade Community, which addresses its Fair Trade achievements, challenges and goals as outlined in the provided template.

There is an *annual Fair Trade Council / Town accreditation fee*.

9.1.3

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For the Purpose of the Fair Trade Community program, The Fair Trade Association recognises the following Fair Trade systems:

<p>1.The World Fair Trade Organisation (WFTO).</p> <p>WFTO members are accredited as Fair Trade Organisations and can be recognised by the WFTO logo.</p> <p>http://www.wfto.com</p> <p>2. Fair Traders of Australia (FToA).</p> <p>FToA is a system that endorses Fair Trade Association members in Australia who are committed to and assessed as compliant with international Fair Trade principles in line with the WFTO.</p> <p>http://www.fairtraders.org.au</p>	 
<p>3. Fairtrade International.</p> <p>Fairtrade International is responsible for setting product standards, Fairtrade Certification and labelling.</p> <p>http://www.fairtrade.net</p> <p>Fairtrade ANZ licenses businesses in Australia and New Zealand to put the Fairtrade Certified™ mark on products that have been certified by Fairtrade International.</p> <p>http://www.fairtrade.com.au</p>	

Note that when the term 'Fair Trade' is used below, we are referring to products that have been accredited under one of the above three systems.

Minimum Requirements:

1. The Town's Council passes a resolution stating council's support for Fair Trade and commits to working towards meeting the remaining minimum requirements within 12 months.
2. Fair Trade tea and coffee (Fairtrade certified coffee and tea in Australia) is served as the default option through council's central procurement (meetings, in offices, and in tea rooms and canteens).
3. A Fair Trade Steering Group is convened to further the understanding and use of Fair Trade within the local area. The Steering Group should ideally include a council representative (allocated as the official liaison) and other representatives of the areas schools, faith groups, community organisations and local businesses.
4. A range of Fair Trade products are readily available in the area's shops and supermarkets and are served in local cafés and catering establishments. The general target for this goal is to initially achieve one retail outlet stocking Fair Trade products per 5000 of the population.

9.1.3

(cont)

5. There must be a number of other recognised Fair Trade Communities within the Council area (including, schools, faith groups, workplaces and other organisations). The minimum requirement is at least two Fair Trade Communities within a council area, and for larger councils at least one Fair Trade Community per 5000 of the population.
6. The Council provides education and promotion about Fair Trade to its staff and constituency. This should include:
 - a) Use of Fair Trade promotional materials: eg. Placing Fair Trade Association's posters on noticeboards, stickers placed in retail windows and information leaflets provided to a number of businesses and organisations. Resources can be obtained from the Fair Trade Association's website:
www.fta.org.au/printable-resources.html
www.fta.org.nz/printable-resources.html
 - b) Highlighting Fair Trade through the Council website, publications, and other outlets. (Including placing the Fair Trade Council/Town logo on the council website).
 - c) At least one Fair Trade focused event is conducted by the Council per year (suggested initiatives below). Photos, videos and information from these events can be provided to the Fair Trade Association to be shared with our wider community.
 - d) The Council and the Steering Group should attract media coverage and popular support for the campaign. A folio of relevant media items, such as council media releases or news items from local papers should be collated and presented to the Fair Trade Association with the Fair Trade Towns application.

Suggested Initiatives

1. The Fair Trade Council and Steering Group engage with additional local organisations to grow the number of recognised Fair Trade Communities within the council area (over and above Minimum Goal 5).
2. A local Fair Trade directory is produced advising where Fair Trade products can be bought.
3. Publicly acknowledge a commitment to Fair Trade eg. Erect street signs highlighting the council / town as a Fair Trade Community; put signage in Fair Trade stockists store windows.
4. Link in with your local Fair Trade Network's Fair Trade Fortnight activity. Information on your local Network is available on the Fair Trade Association website.

Reporting

1. When lodging their application for Fair Trade Council / Town accreditation, the council should present a proposed timeline for the implementation of suggested initiatives and goals, together with relevant information.
2. Once recognised as a Fair Trade Community, the Fair Trade Steering Group, in collaboration with the council, is required to provide an annual report of its activities using the template provided by the Fair Trade Association.

Fees:

Fair Trade Council / Town annual accreditation fees in Australia are as follows:

Large Council (More than \$70 million in revenue) - \$1500

Medium Council (More than \$10 million in revenue but less than \$70 million) - \$1000

Small Council (less than \$10 million in revenue) - \$500

9.2 INFRASTRUCTURE

9.2.1 Tender Evaluation Report (Contract 30061) Cleaning of Public Toilets and Barbeques

SUMMARY

Council provides 35 conventional public toilet facilities and 18 barbeques throughout the municipality. There are 12 automated Exeloo public toilets that are cleaned under a separate contract as these are specialised facilities with unique levels of service. The services for this contract include opening, closing, cleaning and providing consumables for conventional public toilets and cleaning public barbeques on a regular schedule.

This report is to consider tenders received for the cleaning of public toilets and barbeques and to recommend the acceptance of the tender received from WC Convenience Management Pty Ltd, trading as WC Innovations, for the lump sum amount of \$230,973.60, including GST for 1 year commencing on 1 August 2018 with the option to extend on a year-by-year basis with CPI adjustments for up to an additional 4 years at Council's discretion, and to consider the overall expenditure.

RECOMMENDATION

That Council:

- 1. Accept the tender and sign the formal contract document for Contract 30061 for Cleaning of Public Toilets and Barbeques received from WC Convenience Management Pty Ltd (ABN 16 005 671 830) of 13 Horscroft Place, Moorabbin, trading as WC Innovations, for the tendered amount of \$230,973.60, including GST for 1 year commencing on 1 August 2018 with the option to extend on a year-by-year basis with CPI adjustments for up to an additional 4 years at Council's discretion. The total expected project expenditure including the contract extension period is \$1,215,000, including GST.***
- 2. Authorise the Chief Executive Officer to award an extension of this contract, subject to a review of the contractor's performance and Council's business needs, at the conclusion of the initial 1 year contract term.***

BACKGROUND

There are 35 conventional public toilet facilities throughout the municipality and 12 automated Exeloo public toilets that are cleaned under a separate contract as they are specialised facilities with unique levels of service.

All of the 35 conventional toilets are cleaned and stocked with consumables once every day that they are open. There are periodical major cleans and extra cleans as required. The opening and closing times vary depending on the classification and the time of year, with the toilets being open for longer during daylight saving. The conventional public toilets are in the following classifications:

- ***5 Day Facility***
1 facility at Council's Operations Centre
Opened and closed by Council officers Monday to Friday
- ***7 Day Facilities at Parks and Sporting Facilities***
12 facilities at various parks and sporting facilities
Opened and closed by contractor every day
- ***7 Day Facility at Shopping Centre***
1 facility at Britannia Mall, Mitcham
Opened and closed by contractor every day

9.2.1

(cont)

- *Weekend Facilities*
21 facilities at various parks and sporting facilities
Opened and closed by sporting clubs on the weekends
Can be opened on request during the week for particular needs

There 14 locations with public barbeques throughout the municipality. There is a total of 18 barbeque units and 31 hot plates. During daylight saving the barbeques and surrounds are cleaned every day and during other times of the year they are cleaned on Saturdays, Sundays and Wednesdays.

This tender evaluation report is for a contract to open, close, clean and provide consumables for conventional public toilets and clean public barbeques on a regular schedule. The contractor will be responsible to provide the service in an efficient, effective and dependable manner. Services must be performed with maximum regard for the safety of all persons and the preservation of property.

The contract will be a lump sum per year that is subject to CPI adjustments. The initial term of the contract is 1 year commencing on 1 August 2018, with the option to extend the contract on a year-by-year basis for up to an additional 4 years at Council's discretion.

There are currently separate contracts for the cleaning of public toilets and barbeques. Many of the barbeques are located in close proximity to the toilet facilities. There will be increased efficiencies and improved service levels with a single contract for the combined cleaning of both toilets and barbeques.

DISCUSSION

Tenders were advertised in The Age newspaper on Saturday 3 February 2018 and were closed on Wednesday 28 February 2018. Twenty seven submissions were received.

The tenders were evaluated against the following criteria:

- The tender offer;
- The tenderer's experience in the provision of similar services;
- The tenderer's capacity to deliver the services;
- The tenderer's quality standards in the provision of services; and
- Occupational Health & Safety and Equal Opportunity (Pass/Fail).

The evaluation criteria were scored according to the level and quality of tender responses and compliance with the requirements of the contract to determine the overall capability of contractors and best value for Council. Tender interviews were conducted for a short list of tenderers.

The recommended tenderer is WC Convenience Management Pty Ltd, trading as WC Innovations. WC Innovations is a Melbourne based company that has been providing a wide range of toilet and barbeque cleaning services to Councils throughout Australia.

WC Innovations has been Council's contractor for the cleaning and maintenance of automated Exeloo public toilets for the last 15 years. They have provided this service to an excellent standard, met all the occupational health and safety requirements with their performance closely monitored and measured through regular audits, communication and meetings. They have been well resourced and have promptly attended to contract variations, including additional call outs that may be required from time to time. They consistently keep Council informed of issues and are proactive in cleaning and providing Council with daily reports.

9.2.1

(cont)

WC Innovations uses a proprietary reporting system that can produce daily reports exceeding Council's requirement for reporting under this contract and through its GPS vehicle tracking system allows Council officers managing this contract to track and monitor the cleaning times of both the public toilets and barbeques.

WC Innovations will employ full time cleaners dedicated to this contract and not use part time or casual employees proposed by other tenderers. This will assist to provide a high quality of service.

The recommended tenderer has been ranked the highest in the evaluation assessment taking into account criteria about the tenderer's experience, capacity and quality standards. The tenderers that submitted lower prices did not demonstrate that they had the resources that could deliver the required high quality of service. It is essential that a high quality of service is provided from a public health perspective and for the reputation of Council.

WC Innovations is considered to provide the best value for money for this Contract.

CONSULTATION

The scoping of the services and evaluation was undertaken with input from the relevant officers within City Works and Leisure and Recreation Services. The preferred tenderer's business viability has been considered.

FINANCIAL IMPLICATIONS

The contract is a lump sum for 1 year commencing on 1 August 2018 with the option to extend on a year-by-year basis with CPI adjustments for up to an additional 4 years at Council's discretion.

It is estimated that the expenditure under this contract over the initial 1 year contract term is \$230,973.60, including GST. This expenditure will increase to approximately \$1,215,000, including GST if the options to extend the contract are exercised.

All costs incurred under this contract will be charged to the relevant recurrent budgets.

9.2.2 Tender Evaluation Report (Contract 30017) New Consultant Panel for the Provision of Architectural Consultancy Services

ATTACHMENT

SUMMARY

The purpose of this tender report is to appoint a panel of Architectural consultants to provide Council with architectural design and allied technical consultancy services for a range of planned building refurbishment and new projects.

Following a public tender process, a comprehensive evaluation and assessment has been undertaken and eight Architectural consultants are now recommended to be appointed to a preferred supplier panel. .

RECOMMENDATION

That Council accept the tender and sign the formal contract document for Contract 30017 for the Provision of Architectural Consultancy Services received from:

- 1. Brazel Haley Maggs Architects Pty Ltd of 67 Rose Street Essendon, VIC. 3040, (ABN: 33 056 162 068)***
- 2. CCG Architects Pty. Ltd. Suite 234, Level 3, 7-11 The Avenue, Hurstville NSW 2220, (ABN:39 157 777 065)***
- 3. Centrum Architects Pty Ltd of 376 Punt Road, South Yarra, VIC. 3141,(ABN:40 065 422 835)***
- 4. Cohen Leigh Architects Pty Ltd of Suite 1, Level 1, 5-13 Melrose Street, Sandringham, VIC. 3191, (ABN: 83 106 604 648)***
- 5. JMA Architects Pty Ltd of 140 Gladstone Street, South Melbourne VIC. 3205, (ABN: 59 007 406 206)***
- 6. Katz Architecture Pty Ltd of 132 Cremorne Street, Cremorne VIC 3121, (ABN: 92 101 078 415)***
- 7. Mode Design Corp Pty Ltd of Plaza Level, Mosaic, 826 Ann Street, Fortitude Valley, QLD 4006, (ABN: 65 112 807 931)***
- 8. Terence Carey Architects Pty Ltd of First Floor, 84A Sydney Road, Brunswick VIC. 3056, (ABN: 53 005 090 826)***

on the basis of tendered schedule of job cost percentages and hourly rates, for a range of projects located throughout the municipality for a three year contract at an estimated total contract sum of \$1,500,000 excluding GST..

BACKGROUND

Council owns a large number of buildings which need to be refurbished and upgraded on a cyclic basis to ensure they continue to provide the level of service expected by the community. Funding for these projects is allocated annually from the Capital Works Program.

The purpose of this tender report is to appoint a panel of eight Architectural consultants to provide architectural design and allied technical services for a range of planned building refurbishment and upgrade projects located throughout the municipality.

The establishment of a panel of architects is necessary to ensure the timely delivery of building capital works projects and to enable Council to comply with the requirements of the State Government's "best value" purchasing legislation.

It is planned to let a three year Contract, with the option of a two year extension at Council's discretion.

9.2.2

(cont)

DISCUSSION

Tenders were advertised in The Age newspaper on Saturday 11th November 2017 and closed on the Monday 4th December 2017. Twenty-two tenders were received.

The tenders were evaluated against the following criteria:

- Financial benefit to Council
- Quality of work
- Range of experience
- Methodology, Quality Assurance and Project Delivery Methods
- Occupational Health & Safety and Professional Standards

Following a comprehensive evaluation of the tenders, eight architectural consultants were shortlisted to be interviewed. Fee structures tendered by the 22 tenderers were assessed against a sample range of small (up to \$300,000), medium (up to \$1,000,000) and large (up to \$3.5 million) scale projects, reflective of the types of building projects routinely delivered by Council.

The tenders received from the selected eight architectural consultants are considered to provide the best value for money outcome for this Contract.

The tendered rates will be subject to rise and fall (CPI) adjustments based on the Melbourne All-groups index numbers at each anniversary date of the contract, including the optional extension period, if exercised by Council.

Council will seek lump sum quotes from panel members for each project and will manage the panel members to work collaboratively with a team of other consultants and stakeholders nominated by Council officers for a given project.

CONSULTATION

The directors of all the selected five new architectural companies were interviewed and skill sets of all the consultants were confirmed. Council Officers are aware of the quality of the services provided by the selected three architectural companies that currently exist on Council's panel Architectural Consultancy Services.

FINANCIAL IMPLICATIONS

The financial assessment considered the job cost percentages, nominated hourly rates and level of involvement by each staff category within each tender submission. This enabled a comprehensive range of project cost estimates to be determined for comparative evaluation purposes.

Based on Council's forward five year capital works program the estimated value of this contract for the initial three year term of the contract is \$1,500,000 excluding GST.

Funding for the above services contract will be drawn annually from project budgets approved by Council as part of the annual Capital budget process. Contract administration and project financial management will be undertaken by the Major Projects and Buildings Department.

9.2.2

(cont)

FINANCIAL TABLE

	Budget	Expenditure
Funds for this contract will be drawn from a range of Capital Accounts allocated for Building projects, with a total estimated cost of \$18,000,000 over 3 years.	\$1,500,000	
Estimated expenditure 2018/19		\$500,000
Estimated expenditure 2019/20		\$500,000
Estimated expenditure 2020/21		\$500,000
Total Estimated Expenditure (ex GST)		\$1,500,000

9.3 HUMAN SERVICES

9.3.1 Parkland Advisory Committees - Extension of Term

SUMMARY

Council has 14 Parkland Advisory Committees (PACs) made up of volunteers who undertake a diversity of work in Council's parks and reserves. Over the past three year term, Officers have been working closely with Council volunteers including the PACs to develop a training and induction program to improve Health and Safety and Risk Management processes. Officers will continue working closely with PACs over the next 12 months to utilise their expertise, to understand what is working, and some of the key challenges they face, to undertake a review including the Terms of Reference. It is recommended that for this to take place, the current term of PACs should be extended until 30 June 2019.

RECOMMENDATION

That Council extend the current term and membership of active PAC members for another year expiring on 30 June 2019, under the existing Terms of Reference.

BACKGROUND

Council has 14 PACs containing a combined membership of 97 volunteers. The PACs undertake: planting, bushland maintenance, events, education programs and work with Council Officers with regard to the ongoing management and planning of Whitehorse open spaces. These tasks vary depending on the size, character and condition of each site.

All PAC members are appointed through Council endorsement every 3 years, with the current PACs membership term due to expire on 30 June 2018.

DISCUSSION

Over the past three year term excellent outcomes in the parks has occurred however there has also been challenges. In addition, new *National Standards for Volunteer Involving Organisations* have been developed. This information will be used to assist Officers in developing a best practice management framework in partnership with Council volunteers including the PAC's moving forward.

Officers have been working closely with Council volunteers including PACs, to develop a training and induction program to improve Health and Safety and Risk Management processes. Officers will continue to work with PAC's over the next 12 months and will work in partnership to utilise their expertise to understand what is working, and some of the key challenges. This will include a review of the Terms of Reference.

For the review to be a comprehensive and thorough process, the current PAC volunteers will be participating, and it therefore recommended that the current term of the PACs should be extended until 30 June 2019.

9.3.1 (cont)

CONSULTATION

Council Officers met with PAC representatives on 23 May 2018 to discuss the review and to commence the discussion about what is currently working well and some of the key challenges that the PAC's face. Twenty representatives from all 14 Advisory Committees were in attendance and actively participated in workshop groups and provided some great insights and feedback. Feedback received was that Committee members were appreciative of the opportunity to meet and enthusiastic about being involved in a review over the next 12 months. Officers and the broad membership of the PAC's will work together over the next 12 months to undertake all of the facets of the PAC program as well as continue to support the great work that the PACs undertake in Council's parks and reserves.

FINANCIAL IMPLICATIONS

Funding is within existing operational budgets.

POLICY IMPLICATIONS

Outcomes of the review of the operation and Terms of Reference of Parkland Advisory Committees will impact the current Terms of Reference. A report on the outcomes and recommendations of this process will be presented to Council at a later date

The Parkland Advisory Committee and Volunteer program has links with;

- *The Council Vision and Council Plan, and,*
- *The Whitehorse Open Space Strategy.*
- *The Whitehorse Community Participation Strategy (now sits within the Whitehorse Health and Wellbeing Plan).*

9.4 CORPORATE REPORTS

9.4.1 Adoption of the Proposed Budget 2018/19

ATTACHMENT

SUMMARY

This report recommends that Council adopt the Proposed Budget 2018/19 in accordance with 127 and 130 of the Local Government Act 1989.

RECOMMENDATION

That Council:

A Having:

- 1. Considered all written submissions;***
- 2. Heard the presentations of submissions;***
- 3. Received the report of the Special Committee (minutes extract Attachment 1) of its meeting held on 12 June 2018; and***
- 4. Considered officer comments (as attached Attachment 2),***

now adopt the Proposed Budget 2018/19 (Attachment 3) in accordance with Section 130 of the Local Government Act 1989.

B Thank persons making submissions in writing for their contribution and advise them of the outcome of Council's decision.

C Authorise the Chief Executive Officer to give public notice of Council's decision in accordance with Section 130(2) of the Local Government Act 1989 and submit a copy of the budget to the Minister in accordance with Section 130(4) of the Local Government Act 1989.

BACKGROUND

The Proposed Budget 2018/19 was presented to the Council meeting on 23 April 2018 and public notice advertised, in accordance with Section 129(1) and (3) of the *Local Government Act 1989*, in The Age newspaper on Saturday 28 April 2018.

The Proposed Budget 2018/19 was available for public inspection for 28 days after publication of the notice, in accordance with the *Local Government Act 1989* and the *Local Government (Planning & Reporting) Regulations 2014*.

Submissions regarding the Proposed Budget 2018/19 were required to be received by Sunday 27 May 2018 for consideration by Council at its Special Committee meeting, held on Tuesday 12 June 2018. The details of submissions received are contained in Attachment 1 of this report.

DISCUSSION

The Proposed Budget 2018/19 is in line with Council's long-term financial plan, and ensures that Council continues to meet the community's demand for high quality services and facilities while maintaining its financial sustainability into the future.

The Proposed Budget 2018/19 has been prepared with emphasis for the coming year on a continuation of service delivery for our community, providing consistency and support for our residents. The budget funds a range of community services including health and family services, home and community services, the maintenance of community facilities, parks, gardens, playgrounds, infrastructure, waste and recycling collection, and building and planning services. In addition, the Capital Works Program provides for a sustainable level of funding for the renewal of the community's infrastructure and an investment in major community facilities such as the development of the Nunawading Community Hub and redevelopment of the Whitehorse Centre.

9.4.1

(cont)

The key features of the Proposed Budget 2018/19 are:

An operational budget that enables the delivery of services to the community including:

- \$15.30 million Sustainability, Waste and Recycling
- \$14.33 million Home and Community Services
- \$12.44 million Leisure Facilities
- \$11.13 million Health and Family Services
- \$10.67 million ParksWide (maintenance of sports fields, parks and gardens)
- \$8.46 million City Works (depot operations, maintenance of footpaths, drains and roads)
- \$7.59 million Planning and Building Services
- \$7.27 million Recycling and Waste Centre
- \$5.77 million Arts and Cultural Services
- \$5.55 million Compliance (Community Laws, parking, school crossings and emergency management)
- \$5.20 million Libraries
- \$4.04 million Engineering
- \$3.89 million Assets and Capital Works
- \$2.56 million Community Development
- \$0.94 million Investment and Economic Development
- \$0.90 million Parks Planning and Recreation
- \$0.53 million Major Projects and Buildings

A \$64 million Capital Works Program comprising:

- \$40.80 million for land, buildings and building improvements
- \$5.86 million for roads, bridges and off street car parks
- \$5.67 million for plant and equipment
- \$4.46 million for parks, open space and streetscapes
- \$3.15 million for footpaths and cycleways
- \$2.38 million for recreational, leisure and community facilities
- \$1.93 million for drainage improvements and waste management

9.4.1

(cont)

KEY PRESSURES AND CHALLENGES

In preparing this Budget, Council considered a number of external and internal influences. These include:

- The average rate increase will rise by 2.25% in 2018/19 in line with the order by the Minister for Local Government in December 2017 under the *Fair Go Rates System*.
- Negotiations are underway with Council's recycling collection service provider resulting from the impact of China's importation ban on recyclable materials.
- Significant price increases are expected for gas and electricity consumption from July in line with current market rates.
- The cost of maintaining Council's infrastructure assets. This is to ensure that infrastructure assets are provided to support services that are appropriate, accessible, responsive and sustainable to the community.
- Cost shifting by other levels of government. Cost shifting occurs where local government provides a service to the community on behalf of the State or Federal Governments. Over time, the funds received by Council do not increase in line with real cost increases.
- A further 2.25% increase in the State Government landfill levy to an anticipated cost of \$64.70 per tonne, representing a 619% increase over the past ten years.
- Increasing community expectations for Council to be a leader in environmental sustainability.
- Continuing low interest rates in the short to medium term restricting Council's ability to generate earnings on cash and investments.
- Enterprise Agreement wage increase of 2.3% or \$26 per week, whichever is greater effective from September 2018.

CONSULTATION

The Proposed Budget takes into account community feedback received through various consultations undertaken by Council. Community consultation is an essential component of the budget process and feedback from community members helps inform the key decisions made by Council. In late 2016, Council held an extensive *Your Say, Whitehorse* community consultation campaign to inform the development of the current *Council Plan 2017-2021*, which drives the focus of activities planned for the 2018/19 year. Other consultations influencing the Proposed Budget include consultations held as part of the development and review of key Council strategies and plans, and a Mayoral Budget Consultation event held in February 2018.

9.4.1

(cont)

Public submissions

Council received seven formal submissions/comments on the Proposed Budget 2018/19. Five people spoke in support of their submission at the Special Committee meeting.

Submissions were received from the following:

	Name	Issue(s) Raised
1	Mr K. Weeks	- Elgar Park landscape plan for miniature railway - Forest Hill hall hire cost for community groups
2	Mr J. Hinkins	Use of property values as basis for distribution of rates
3	Mr G. Wathen	Walker Park redevelopment
4	Mr R. Brown, Brentford Square Traders' Association	Brentford Square car park improvements
5	Ms R. Pearson	Play space equipment at Jackson Avenue park, Mont Albert North
6	Mr D. Morrison, Blackburn Village Residents' Group	Increased funding for street trees
7	Mr S. Andersson	Funding for cycling specific projects
8	Mr T. Lammens	Funding for bicycle/pedestrian facilities
9	Whitehorse Active Transport Action Group	Funding for bicycle strategy
10	Mr M. Hassett, Metro-East Bicycle User Group Inc	Funding for bicycle projects/strategy
11	Ms M. Liu	Box Hill mall lighting, events and parking fees
12	Mr D. Tang	Box Hill mall lighting, events and parking fees
13	Ms R. Chan	Box Hill mall lighting, events and parking fees
14	Mrs K. Cummings	Various issues
15	Ms T. Tescher, Whitehorse Ratepayers and Residents' Association	Various issues
16	Mr C. White, Whitehorse Ratepayers and Residents' Association	Various issues

The full text of the submissions are attached, included in Attachment 1.

The following people spoke to their submissions:

	Name
1	Mr K. Weeks
2	Mr G. Wathen Spokesperson, Walker Park redevelopment
3	Ms K Orpen on behalf of Mr R. Brown President, Brentford Square Traders' Association
4	Ms E. Hopper, on behalf of Mr M Hassett, Treasurer, Metro-East Bicycle User Group Inc
5	Mr B. Duvoisin, on behalf of Ms T. Tescher for the Whitehorse Ratepayers and Residents' Association

9.4.1

(cont)

CHANGES TO THE PROPOSED BUDGET 2018/19

Subsequent to approving the Proposed Budget 2018/19 on Monday 23 April 2018, Council has received advice which results in variations to budget estimates for 2018/19. The Proposed Budget 2018/19 has been updated to reflect the following major changes:

- The settlement of sale of 517-521 Station Street, Box Hill is still pending and is now expected to take place in 2018/19 rather than in 2017/18. The \$34.83m gain on sale has been deferred until 2018/19 and interest income has also been reduced by \$230k.
- Council has been notified that half (approximately \$2.32 million) of the estimated 2018/19 Financial Assistance Grant from the Victoria Grants Commission will be brought forward and paid to Council in June 2018.
- Council's electricity and gas supply contracts have been finalised and price increases for 2018/19 are \$0.35 million lower than previously estimated.
- As a result of Council's resolution on 19 March 2018 to cease the purchase of green power, budgeted electricity costs have been reduced by \$0.32 million for 2018/19. A new Energy Fund reserve has been established for the redirection of this expenditure to other Sustainability initiatives to offset Council's carbon emissions.

ATTACHMENT

- 1 Extract Special Committee Minutes 12 June 2018 Inclusive of Submissions ➡ 
- 2 Submissions Summary 2018-19 ➡ 
- 3 Revised Budget 2018-19 ➡ 

9.4.2 Council Plan 2017-2021 - Annual Review and Adoption of the Strategic Resource Plan 2018-2022

FILE NUMBER: 18/67019
ATTACHMENT

SUMMARY

This report recommends that Council adopt the updated Council Plan 2017-2021, which incorporates the Strategic Resource Plan 2018-2022. The goals contained within the Council Plan continue to be relevant and reflective of the broad direction of Council activity.

RECOMMENDATION

That Council:

- 1. Adopt the updated Council Plan 2017-2021 in accordance with Sections 125 and 126 of the Local Government Act.***
- 2. Adopt, in principle, the 2018-2022 Strategic Resource Plan in accordance with Section 126 of the Local Government Act 1989, subject to final approval of the 2018/19 Annual Budget.***
- 3. Acknowledge that the Strategic Resource Plan contained in the Council Plan 2017-2021 - Year Two does not commit Council's resources until the consideration of the Annual Budget each year.***

BACKGROUND

Section 125 of the *Local Government Act 1989* (the Act) requires Councils to consider at least once each financial year whether the current Council Plan requires any adjustment in respect to the remaining period of the *Council Plan 2017-2021*. If a proposed adjustment relates to the strategic objectives (goals), strategies (our approach), or strategic indicators (measures of success), then the adjustment is subject to a public consultation process under section 223 of the Act.

Section 125 of the Act requires the Council Plan to include the Strategic Resource Plan (SRP), which identifies the resources required to support delivery of Council's strategic objectives over the next four years. The SRP must be updated on an annual basis and must be adopted no later than 30 June each financial year as per Section 126 (3) of the Act.

DISCUSSION

The annual review has identified minor adjustments necessary to ensure the Council Plan remains current. Minor amendments for year two of the *Council Plan 2017-2021* are outlined below:

1. Include on the front cover 'Council Plan 2017-2021 – Year Two'
2. Change the 'Message from the Mayor' to reflect year two of the Council Plan 2017-2021.
3. Update the photo within the 'Message from the Mayor' to reflect the new Mayor (Cr. Andrew Davenport).
4. Update 'Message from the Chief Executive Officer to reflect year two of the Council Plan 2017-2021.
5. Update demographic information to reflect 2016 Census data.
6. Update 'Councillors' to reflect the new Mayor (Cr. Andrew Davenport).

9.4.2

(cont)

7. Update 'The Organisation' chart to reflect changes in department title 'Whitehorse Home and Community Services', 'Arts and Cultural Services', 'Leisure and Recreation Services'.
8. Update the Strategic Resource Plan to reflect the new projections (i.e. Budget 2018/19 Strategic Resource Plan Projections 2019/20, 2020/21 and 2021/22) in line with the adoption of the Budget 2018/19.

In line with the community engagement campaign outlined and *Council's Vision 2013-2023*, the Strategic Directions, Goals and Approaches, including the Measures of Success are all current for year two of the *Council Plan 2017-2021*.

CONCLUSION

The above changes do not require Council to produce a public notice under Section 223 (1) (a) of the *Local Government Act 1989*.



CONSULTATION

Whitehorse City Council's *Council Plan 2017-2021* was adopted in June 2017 following an extensive community engagement campaign, *Your Say Whitehorse*, which provided Councillors, community and staff an opportunity to inform and guide the new Council Plan. Given the comprehensive community engagement campaign and the recent nature of this engagement no additional consultation is required for year two of the *Council Plan 2017-2021*.

FINANCIAL IMPLICATIONS

The Council Plan 2017-2021 identifies high-level strategies that guide Council's actions and in doing so, inform the development of future Council budgets. The Strategic Resource Plan, included in the Council Plan, aims to ensure that Council remains financial sustainable now and into the future.

ATTACHMENT

- 1 Council Plan 2017-2021 - Year Two 
- 2 Strategic Resource Plan 2018-2022 

9.4.3 Review of Council's Procurement Policy

ATTACHMENT

SUMMARY

The Procurement Policy is designed to inform the public as to the principles that will apply to all purchases of goods, services and works by the Council. This report presents a reviewed Procurement Policy (June 2018) for consideration and endorsement by Council.

RECOMMENDATION

That Council adopts the Procurement Policy dated June 2018, as presented in Attachment 1.

BACKGROUND

Section 186A of the Local Government Act 1989 requires Council to prepare, approve and comply with a procurement policy that encompasses the principles, processes and procedures that are applied to the purchase of goods, services and works. The legislation requires the policy to be reviewed once in each financial year.

A review of the Policy has been undertaken and a revised policy is attached (see Attachment 1).

The review is consistent with our procurement strategy of developing a strengthened centre-led, risk-based, customer focussed and continuous improvement function.

DISCUSSION

It is recognised that effective procurement management is essential to ensure that Council achieves compliance, transparency, open and fair competition, value for money and good governance.

The Procurement Policy (the Policy) encompasses these goals and provides a robust foundation for the conduct of procurement activities by Council.

Some improvements to the Policy have been proposed to ensure that it continues to reflect best practice in the Local Government industry for the purchase of all goods, services and works and will assist Council to achieve objectives such as sustainable and social procurement, bottom-line cost savings, supporting local economies and achieving innovation to create better services for the community. These principles are exemplified in Council's Vision 2013-2023.

KEY CHANGES INCLUDE

- ***Items 3.4 and 7.4 Staff Conduct and Responsibilities / Sound Governance*** are critical in order for best practice in procurement to occur. Consideration to rate-payer money needs to be at the forefront of all decisions made with regard to procurement. Transparency, fairness and absence of conflict of interest are all components to achieving this. The policy provides some broad strokes around how this must be achieved.
- ***Items 3.13 and 3.14 Information Technology and Property Considerations*** have been included to provide some clarity around process and to ensure that Council is not exposed to any unnecessary risk.
- ***Item 4.2 General Requirements*** have been reviewed and Best Offer is now recommended for purchases up to \$10,000. Officers must seek 3 quotes. In the event that 3 quotes cannot be obtained the Procurement and Contract Specialist will ensure that "good value" principles are demonstrated and followed at all times.

9.4.3

(cont)

- **Item 4.5 Exemptions** for specialised purchases have been clarified to make it easier for staff to understand what is acceptable under an exemption and what is required to go to the open market to meet Council's requirements under the legislation. Requests for exemptions will be submitted to the Procurement and Contracts Specialist for recommendation and approval of the Head of Finance.
- **Item 4.18 Delegations** for procurement have been reviewed to allow for greater efficiency and accountability for individual budgets. Much of Council's frequent expenditure is at the lower end and allowing fourth level officers up to \$20k subject to specific consideration and approval will prevent multiple minor operational orders being escalated through to Managers and General Managers for approval and will allow for greater efficiency. Previous delegations were adopted by Council in 2009 and 2015 where there was an increase for fourth level staff from \$3,000 to \$5,000. This was the only change made since 2009 when the policy was first established. Council undertook a benchmarking exercise and the delegations proposed are commensurate with other Council's within the metro and eastern regions.

Council Officer	Purchase Orders and awarding of Contracts	Previous delegation
Council	Unlimited	Unlimited
Chief Executive Officer	\$750,000	\$500,000
General Manager	\$250,000	\$200,000
Manager	\$125,000	\$50,000
*Approved Level 4 Officers	\$20,000	\$5,000
Level 4 Officers	\$5,000	\$5,000

- **Item 5.3 Contract Terms / Terms and Conditions / Security and Insurances** requirements have all been revised to provide greater clarity and direction for staff and to lower the risk exposure for Council.
- **Item 5.12 Receipt of Tenders** will be via electronic means only.
- **Item 6.3 Weightings** for tenders have been revised to better enable Council to achieve a 'good value' outcome. In order for Council to minimise the total cost of ownership over the lifetime of the requirement and be consistent with acceptable quality, reliability, delivery and fit for purpose considerations the lowest price cannot be the sole determinate. In addition with growing emphasis on legislated standards across a multitude of goods, services and works it is becoming increasingly difficult to meet our legislative obligations and accept tenders with the lowest bid on all occasions.

Having 50% minimum on some weightings can skew the outcome of a tender evaluation. This may result in a number of variations to the contract which can be more expensive both in time and cost or can compromise the quality whereby Council does not meet its requirements under various legislative standards. This does not mean that Council does not consider the current rate capping environment when establishing the weightings on the criteria but rather has a more strategic and holistic approach.

9.4.3

(cont)

It is recommended that there is a mandatory minimum weighting of 30% for price, 30% for capability (ability to deliver on time, within budget and in-line with Council's specification) and 20% for credibility (past history, experience, qualifications), which will leave an additional 20% available. The remaining 20% can be added to any of the mandatory criteria (eg: setting price at 50%) or can be allocated to other areas depending on what the required outcome of the tender is (eg: Technical, Sustainability, Social or Local). It is expected that standard goods and services contracts will weight higher for price (eg: stationery).

Council is committed to being sustainable and the Whitehorse Sustainability Strategy 2016-2022 forms the basis of Council's sustainable framework. To further Council's intent for sustainable practice the Procurement Policy now includes a firm statement that 'Council will give preference to local, social and sustainable (including recycled products) outcomes when commercial viability and fit for purpose can be obtained.

- **Item 6.3 Child Safety Standards** have been referenced in the policy to address contractors working in areas where there are children eg: kindergartens as per the latest legislation.

CONSULTATION

Following recent consultation with over 100 Managers, Coordinators and Procurement officers across the organisation, neighbouring Councils and regional networks; amendments have been made to this policy. All policy additions and amendments recommended were made by Council to further strengthen purchasing activities and system processes.

Upon adoption at Council, the revised Policy will be posted on Council's website and will be made available to the public in hard copy format at the Whitehorse Civic Centre.

FINANCIAL IMPLICATIONS

A key objective of the Policy is to deliver value for money for Council (and therefore ratepayers) in the form of social, economic and sustainable benefits.

POLICY IMPLICATIONS

The Procurement Policy dated June 2018 once endorsed by Council on 25 June 2018 will replace the current Procurement Policy in Council's Corporate Policy Manual and come into effect immediately.

ATTACHMENT

- 1 Draft Procurement Policy June 2018 Final 

9.4.4 2018/19 Annual Internal Audit Plan

FILE NUMBER: SF15/939

SUMMARY

Whitehorse City Council's 2018/19 internal audit plan has been developed by Crowe Horwath. Whitehorse City Council's Audit Committee charter requires approval of the annual plan by Council.

RECOMMENDATION

That Council

- 1. Note the Audit Advisory Committee's endorsement of the 2018/19 annual internal audit plan.***
- 2. Approve the 2018/19 annual internal audit plan.***

BACKGROUND

Whitehorse City Council's internal audit plan is an independent, objective assurance function designed to add value and improve Council operations. It helps Council accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management control and governance processes.

Whitehorse City Council's Audit Advisory Committee (AAC) Charter requires that an annual internal audit plan be approved by Council each year. The role of the AAC is to review and monitor the annual program including receiving of audit scopes and final reports. The Chair of the AAC reports to Council on audit activities on a six monthly basis.

DISCUSSION

The Annual Internal Audit Plan was developed by Crowe Horwath in consultation with the Chief Executive Officer, General Managers, selected managers and the Audit Advisory Committee.

The reviews proposed have been nominated with consideration of the following key principles:

- To target areas of greatest importance or concern, and/or where the potential for improvement, or risks of failure or loss are greatest.
- To provide a rolling program of internal audit activity that is aligned to Council's risk areas as noted in the risk register.
- To take into account the nature and timing of previous internal audit activity.
- To take into account other review activity such as VAGO's financial and performance audits, Independent Broad-based Anti-corruption Commission (IBAC) reports and reports from Ombudsman Victoria relevant to Local Government.
- To ensure an appropriate balance between compliance and process / performance improvement focussed projects.

With these key principles in mind, the following six areas of focus have been included in the Audit Advisory Committee endorsed 2018/19 annual internal audit plan:

1. Fleet Management
2. Credit Cards
3. IT Security & Access Controls
4. Privacy & Data Protection Act Management
5. Asset & Infrastructure Management
6. Tendering Practices

9.4.5 Return and Adoption of 2018 General Valuation

FILE NUMBER: SF16/746#02

SUMMARY

Statutory valuations enable Council to equitably apportion their annual rate yield to individual ratepayers. The Valuation of Land Act 1960 currently requires all Victorian councils to re-value all property within their municipal district every two years. This report presents to Council for adoption, the recently completed 2018 General Valuation. This valuation will be used to apportion rating liabilities in the 2018/19 financial year.

RECOMMENDATION

That Council receive and adopt the return of the 2018 General Valuation for all rateable and non-rateable leviable properties within the City of Whitehorse, subject to the final certification of the General Valuation by the Valuer-General Victoria, as shown below:

- **73,431 rateable assessments with total valuations of:**

Site Value \$ 59,669,594,000

Capital Improved Value \$ 77,928,466,000

Net Annual Value \$ 3,990,089,515

- **833 non-rateable leviable assessments with total valuations of:**

Site Value \$ 2,835,073,000

Capital Improved Value \$ 3,039,444,000

Net Annual Value \$ 165,355,095

BACKGROUND

Council resolved at its meeting on 21 November 2016 to cause a General Valuation of all rateable and non-rateable leviable land within the City of Whitehorse to be made as at 1 January 2018.

Please note that non-rateable leviable land means non-rateable properties that are required to pay the Fire Services Property Levy (FSPL) in accordance with the *Fire Services Property Levy Act 2012*.

Council's appointed independent Valuers, Matheson Stephen Valuations, have completed the 2018 General Valuation of all rateable and non-rateable properties within the City of Whitehorse.

The 2018 General Valuation was completed in accordance with the *Valuer-General Victoria's (VGV) "2018 Valuation Best Practice Specifications Guidelines"*.

VGV is the State Government authority responsible under the *Valuation of Land Act 1960* for auditing and certifying all General Valuations within Victoria. The auditing process involves five stages, with certification being undertaken by VGV following the completion of each stage.

All stages of the 2018 General Valuation have been completed and submitted to VGV, with VGV having certified Stages 1, 2, 3 and 4. As part of the certification process, VGV has required an amendment to some commercial valuations to be included in the Stage 5 submission. Stage 5 has been submitted for audit and is pending VGV certification.

Council is compelled to use the 2018 General Valuation for Council rating purposes for the period from 1 July 2018 until 30 June 2019.

9.4.5

(cont)

Additionally, the valuations will be used as the basis for the Fire Services Property Levy and State Land Tax.

DISCUSSION

The valuation return comprises 73,431 rateable valuation assessments and 833 non-rateable leviable valuation assessments.

The rateable valuation assessments include 33 properties classified as "Recreational Land", pursuant to the *Cultural and Recreational Lands Act 1963*. Whilst these properties are considered rateable, their cultural and recreational uses qualify them for a charge in lieu of rates.

Non-rateable leviable valuation assessments are now returned as part of the General Valuation due to the requirements of the *Fire Services Property Levy Act 2012*.

Council's database has an additional 241 assessments that are classified as non-rateable non-leviable assessments. Whilst these assessments have been valued, they are not subject to VGV certification requirements, and are not formally part of the return of the General Valuation.

The Council's 2018 valuation totals are summarised as follows:

	Number of Assessments	Site Value	Capital Improved Value	Net Annual Value
Rateable assessments	73,431	\$59,669,594,000	\$77,928,466,000	\$ 3,990,089,515
Non-rateable leviable assessments (required for the FSPL)	833	\$ 2,835,073,000	\$ 3,039,444,000	\$ 165,355,095
General Valuation Total	74,264	\$62,504,667,000	\$80,967,910,000	\$ 4,155,444,610
Non-rateable non-leviable assessments	241	\$ 1,089,667,000	\$ 1,252,935,000	\$ 68,294,850
All Valuations Total	74,505	\$63,594,334,000	\$82,220,845,000	\$ 4,223,739,460

The above terms are explained below:

- **Rateable - Subject to council rates and used in council budget.**
- **Non-rateable leviable - Not subject to council rates but subject to the FSPL.**
- **Non-rateable non-leviable - Not subject to council rates or the FSPL.**

In accordance with Section 157 of the *Local Government Act 1989*, Whitehorse City Council use Capital Improved Value (CIV) as its system of valuation rate base.

The overall increase to the rateable CIV, between the 2018 and the final 2016 valuation total is 19.0%.

Residential properties have an average increase in CIV of 18.8%, commercial properties an average increase of 20.7%, industrial properties an average increase of 20.0% and cultural and recreational properties an average increase of 26.4%.

9.4.5

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The 19.0% increase in rateable valuation total will **not** increase the rate revenue received by Council; however, a redistribution of the rate burden amongst properties will occur. This redistribution is caused by the valuation movement variations between property groupings and individual properties.

Declaration by the Minister for Planning that the General Valuation is generally true and correct completes all necessary steps to enable the 2018 valuation to be used for rating purposes for the 2018/19 financial year.

Due to administrative processes at VGV the Minister's declaration is expected to occur after Council resolves to adopt the 2018 General Valuation.

The draft 2018/19 budget was based on there being a total rateable CIV of \$77,909,211,000. Following the VGV audit of Stages 3 and 4, the rateable CIV has been increased by \$19,255,000 to \$77,928,466,000.

The 2018 level valuations will appear on the 2018/19 Valuation and Rate notices in August 2018 and any ratepayers who feel that the valuations assigned to their property are incorrect will have a two month objection period in accordance with the *Valuation of Land Act 1960*. This objection period commences from the delivery date shown on the Valuation and Rate notice.

CONSULTATION

The General Valuation has been audited and certified by VGV. Stage 5 is pending certification.

FINANCIAL IMPLICATIONS

There will be no increase in revenue to Council as a result of the new general valuation.

The cost of Council undertaking the 2018 Revaluation inclusive of contractor costs and software licence fees, and ancillary costs has been \$479,897 (GST exclusive). Prior to the end of the calendar year, the State Revenue Office, via VGV, will purchase the General Valuation at an estimated purchase price of \$256,000 (GST exclusive) based on 50% of Council's cost plus a management fee.

9.4.6 Adoption of Instrument of Appointment and Authorisation under the Planning and Environment Act 1987

SUMMARY

The purpose of this report is to recommend approval of Instrument of Appointment and Authorisation under the Planning and Environment Act 1987, from the Council to positions in the organisation.

RECOMMENDATION

That Council approve the proposed appointment of authorised officers pursuant to the Planning and Environment Act 1987 as attached to this report.

BACKGROUND

The proposed Instrument of Appointment and Authorisation (pursuant to the *Planning and Environment Act 1987*) has been prepared following advice received from Council's solicitors Maddocks and is similar to that used by many Victorian municipalities.

The Instrument of Appointment and Authorisation allows Council officers to conduct their normal business in relation to enforcement of the *Planning and Environment Act 1987* and to act and commence proceedings in Council's name.

These appointments must be made by resolution of the Council; section 3(6) of the *Local Government Act 1989* defines 'resolution of the council' as including a power exercised under delegation (ie: by the Chief Executive Officer), however section 188 (2) (c) of the *Planning and Environment Act 1987* prohibits authorisations being made under delegation.

The Instruments of Appointment and Authorisation would come into force once the common seal is affixed to the Instrument.

CONSULTATION

Relevant staff including General Manager City Development and Manager Planning and Building were consulted during the preparation of the proposed Instrument of Appointment and Authorisation.

FINANCIAL IMPLICATIONS

There are no financial implications.

POLICY IMPLICATIONS

There are no policy implications.

(cont)

STAFF	
Surname	Given name
HAMBLIN	Joseph
PAGE	Benjamin
SUTTON	Patrick
TRUONG	Hy
VARVARIS	Christos

THE COMMON SEAL OF THE
WHITEHORSE CITY COUNCIL was hereunto
affixed this **day of June 2018**
in the presence of:

Councillor

Chief Executive Officer

9.4.7 Delegated Decisions April 2018

SUMMARY

The following activity was undertaken by officers under delegated authority during April 2018.

RECOMMENDATION

That the report of decisions made by officers under Instruments of Delegation for the month of April 2018 be noted.

DELEGATION	FUNCTION	Number for April 2017	Number for April 2018
Planning and Environment Act 1987	Delegated Decisions	101	108
	Strategic Planning Decisions	Nil	Nil
Telecommunications Act 1997		Nil	Nil
Subdivision Act 1988		15	23
Gaming Control Act 1991		Nil	Nil
Building Act 1993	Dispensations & Applications to Building Control Commission	55	37
Liquor Control Reform Act 1998	Objections and Prosecutions	Nil	3
Food Act 1984	Food Act Orders	5	1
Public Health & Wellbeing Act 2008	Improvement / Prohibition Notices	2	Nil
Local Government Act 1989	Temporary Road Closures	3	4
Other Delegations	CEO Signed Contracts between \$150,000 - \$500,000	2	1
	Property Sales and Leases	2	9
	Documents to which Council seal affixed	1	Nil
	Vendor Payments	1104	1501
	Parking Amendments	4	1
	Parking Infringements written off (not able to be collected)	276	267

9.4.7
(cont)

DELEGATED DECISIONS MADE ON PLANNING APPLICATIONS APRIL 2018

All decisions are the subject of conditions which may in some circumstances alter the use of development approved, or specific grounds of refusal is an application is not supported.

Appl No.	Date	Decision	Street Address	Ward	Proposed Use or Development	Appl. Type
WH/2017/995	17-04-18	Application Lapsed	54B Williams Road BLACKBURN VIC 3130	Central	Construction of four double storey dwellings on a lot	Multiple Dwellings
WH/2013/127/C	23-04-18	Delegate Approval - S72 Amendment	18 Jolimont Road FOREST HILL VIC 3131	Morack	Construction of two double storey dwellings	Permit Amendment
WH/2014/870/A	16-04-18	Delegate Approval - S72 Amendment	47 Station Street BURWOOD VIC 3125	Riversdale	Construction of three (3) double storey dwellings and to alter access to a road in a Road Zone Category 1	Permit Amendment
WH/2014/964/C	24-04-18	Delegate Approval - S72 Amendment	639 Canterbury Road VERMONT VIC 3133	Springfield	Construction of five dwellings including four double storey and one single storey and alteration of access to a road in a Road Zone (Category 1)	Permit Amendment
WH/2014/997/A	30-04-18	Delegate Approval - S72 Amendment	71 Severn Street BOX HILL NORTH VIC 3129	Elgar	Construction of eight (8) dwellings, comprising one (1) double storey and seven (7) three storey dwellings and reduction of visitor car parking requirements	Permit Amendment
WH/2015/1046/A	03-04-18	Delegate Approval - S72 Amendment	329 Springvale Road FOREST HILL VIC 3131	Springfield	Buildings and works to construct six (6) double storey dwellings across three (3) allotments and alteration of access to a Road Zone, Category 1	Permit Amendment
WH/2015/192/A	13-04-18	Delegate Approval - S72 Amendment	29 Aberdeen Road BLACKBURN SOUTH VIC 3130	Central	Construction of three (3) double storey dwellings	Permit Amendment
WH/2015/967/A	30-04-18	Delegate Approval - S72 Amendment	15 Mitchell Road MONT ALBERT NORTH VIC 3129	Elgar	Two proposed double storey dwellings at rear of existing dwelling	Permit Amendment

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(cont)

Appl No.	Date	Decision	Street Address	Ward	Proposed Use or Development	Appl. Type
WH/2016/1194/A	20-04-18	Delegate Approval - S72 Amendment	659-669 Whitehorse Road MONT ALBERT VIC 3127	Elgar	Use the land for food and drink premises (cafe), construction of 2 or more dwellings in a 5 level building plus basements, waiver of loading bay, alteration to access to a Road Zone Category 1	Permit Amendment
WH/2017/698/A	17-04-18	Delegate Approval - S72 Amendment	25 Tiller Street BURWOOD EAST VIC 3151	Riversdale	Proposal for two new double storey dwelling with associated landscaping, driveways and crossover	Permit Amendment
WH/2016/1145	30-04-18	Delegate NOD Issued	16 Vernal Avenue MITCHAM VIC 3132	Springfield	Buildings and works for the construction of two dwellings and vegetation removal (trees)	Multiple Dwellings
WH/2017/150	11-04-18	Delegate NOD Issued	68 Watts Street BOX HILL NORTH VIC 3129	Elgar	Construction of three double storey dwellings, front fence and tree removal	Multiple Dwellings
WH/2017/271	30-04-18	Delegate NOD Issued	333 Blackburn Road BURWOOD EAST VIC 3151	Morack	Construction of five double storey dwellings above basement, tree removal, reduction in car parking and alteration of access to a road in a Road Zone, Category 1	Multiple Dwellings
WH/2017/479	06-04-18	Delegate NOD Issued	13 Graham Place BOX HILL VIC 3128	Elgar	Construction of three (3) double storey dwellings and tree removal	Multiple Dwellings
WH/2017/503	17-04-18	Delegate NOD Issued	13 Beddows Street BURWOOD VIC 3125	Riversdale	Construction of three double storey dwellings and associated tree removal	Multiple Dwellings
WH/2017/624	20-04-18	Delegate NOD Issued	51 Windsor Crescent MONT ALBERT VIC 3127	Elgar	Addition and alteration to existing single storey class 1a dwelling in a heritage overlay	Heritage

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Appl No.	Date	Decision	Street Address	Ward	Proposed Use or Development	Appl. Type
WH/2017/639	23-04-18	Delegate NOD Issued	1 Robinlee Avenue BURWOOD EAST VIC 3151	Morack	Mixed-use development (two (2) ground floor shop tenancies and two (2) first floor dwelling apartments, a car parking reduction and waiver of loading bay requirements	Business
WH/2017/792	30-04-18	Delegate NOD Issued	48 Alandale Road BLACKBURN VIC 3130	Central	Construction of a two storey dwelling and the removal of trees within a SLO2	Special Landscape Area
WH/2017/812	14-04-18	Delegate NOD Issued	2A Smith Street BURWOOD EAST VIC 3151	Riversdale	Two double storey dwellings	Multiple Dwellings
WH/2017/847	14-04-18	Delegate NOD Issued	18 Broomhill Avenue BLACKBURN VIC 3130	Central	The construction of two (2) double storey dwellings	Multiple Dwellings
WH/2017/849	30-04-18	Delegate NOD Issued	35 Marshall Road BOX HILL NORTH VIC 3129	Elgar	Construction of two (2) double storey dwellings and tree removal	Multiple Dwellings
WH/2017/854	09-04-18	Delegate NOD Issued	3/613 Whitehorse Road MITCHAM VIC 3132	Springfield	Buildings and works to construct three warehouses and associated alteration (intensification) of access to a road in a Road Zone Category 1	Industrial
WH/2017/885	23-04-18	Delegate NOD Issued	1 Gibson Street MITCHAM VIC 3132	Springfield	Construction of two double storey dwellings	Multiple Dwellings
WH/2016/1143	26-04-18	Delegate Permit Issued	78 Middleborough Road BURWOOD EAST VIC 3151	Riversdale	Development of two (six storey) apartment buildings and associated reduction of car parking requirements and alteration of access to a road in a Road Zone Category 1	Multiple Dwellings

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Appl No.	Date	Decision	Street Address	Ward	Proposed Use or Development	Appl. Type
WH/2016/1199	06-04-18	Delegate Permit Issued	78 Middleborough Road BURWOOD EAST VIC 3151	Riversdale	Creation of an access to a road in a Road Zone Category 1, intersection works to a road in a Road Zone Category 1, building and works for a retaining wall and associated removal of native vegetation	Other
WH/2017/1001	18-04-18	Delegate Permit Issued	35 Thomas Street MITCHAM VIC 3132	Springfield	Buildings and works associated with a front fence, window canopy, alfresco and solar panelling	Heritage
WH/2017/1024	13-04-18	Delegate Permit Issued	7 Market Street BOX HILL VIC 3128	Elgar	Display of business identification and internally illuminated signage	Advertising Sign
WH/2017/491	13-04-18	Delegate Permit Issued	12 Chester Street SURREY HILLS VIC 3127	Riversdale	Construction of two double storey dwellings, removal of trees and buildings and works within 4m of protected trees	Multiple Dwellings
WH/2017/551	30-04-18	Delegate Permit Issued	113 Kenmare Street MONT ALBERT NORTH VIC 3129	Elgar	Construction of second double storey dwelling	Multiple Dwellings
WH/2017/575	13-04-18	Delegate Permit Issued	1/259 Burwood Highway BURWOOD EAST VIC 3151	Morack	Construct a dwelling on a lot less than 300 square metres and tree removal	Single Dwelling < 300m2
WH/2017/623	19-04-18	Delegate Permit Issued	502 Canterbury Road FOREST HILL VIC 3131	Morack	Display an electronic sign	Advertising Sign
WH/2017/714	17-04-18	Delegate Permit Issued	54 Menin Road FOREST HILL VIC 3131	Springfield	Alterations and additions to an existing dwelling	Special Landscape Area
WH/2017/723	20-04-18	Delegate Permit Issued	20 Morrie Crescent BLACKBURN NORTH VIC 3130	Central	Proposed two dwellings on a lot and one tree removal	Multiple Dwellings
WH/2017/840	09-04-18	Delegate Permit Issued	56 Eley Road BURWOOD VIC 3125	Riversdale	Construction of two (2), two storey dwellings	Multiple Dwellings

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Appl No.	Date	Decision	Street Address	Ward	Proposed Use or Development	Appl. Type
WH/2017/950	10-04-18	Delegate Permit Issued	537A Whitehorse Road MITCHAM VIC 3132	Springfield	Display of illuminated business identification signage	Business
WH/2017/951	11-04-18	Delegate Permit Issued	2/12 Walker Avenue MITCHAM VIC 3132	Springfield	Construction of a verandah	Single Dwelling < 300m2
WH/2017/998	06-04-18	Delegate Permit Issued	39 Jeffery Street BLACKBURN VIC 3130	Central	Buildings and works associated with addition to an existing dwelling and the lopping of one (1) tree	Special Landscape Area
WH/2018/101	12-04-18	Delegate Permit Issued	349 Whitehorse Road NUNAWADING VIC 3131	Springfield	Buildings and works associated with the upgrade of the existing drive-thru facilities, including the display of electronic signage	Residential (Other)
WH/2018/111	26-04-18	Delegate Permit Issued	23 Mitchell Road MONT ALBERT NORTH VIC 3129	Elgar	Three lot subdivision	Subdivision
WH/2018/117	26-04-18	Delegate Permit Issued	109 Husband Road FOREST HILL VIC 3131	Morack	Two lot subdivision	Subdivision
WH/2018/147	16-04-18	Delegate Permit Issued	12 Glenice Avenue BLACKBURN SOUTH VIC 3130	Riversdale	3 LOTS SUBDIVISION	Subdivision
WH/2018/156	23-04-18	Delegate Permit Issued	15-33 Alfred Street BLACKBURN VIC 3130	Central	Building and works for the existing warehouse and ancillary office space	Industrial
WH/2018/158	19-04-18	Delegate Permit Issued	78 Churchill Street MONT ALBERT VIC 3127	Elgar	Externally alter a building (replace french doors with bi-fold doors)	Heritage
WH/2018/170	03-04-18	Delegate Permit Issued	51 Lee Ann Street FOREST HILL VIC 3131	Central	Vegetation Removal	VicSmart - General Application
WH/2018/172	03-04-18	Delegate Permit Issued	11 Owen Street MITCHAM VIC 3132	Springfield	To remove one (1) tree (Willow Leaved Myrtle-Agonis flexuosa)	VicSmart - General Application
WH/2018/173	03-04-18	Delegate Permit Issued	11 Owen Street MITCHAM VIC 3132	Springfield	To remove one (1) tree (Weeping Bottlebrush-Callistemon viminalis)	VicSmart - General Application

9.4.7
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Appl No.	Date	Decision	Street Address	Ward	Proposed Use or Development	Appl. Type
WH/2018/174	03-04-18	Delegate Permit Issued	11 Owen Street MITCHAM VIC 3132	Springfield	To remove one (1) tree (Snow Gum- Eucalyptus pauciflora)	VicSmart - General Application
WH/2018/175	03-04-18	Delegate Permit Issued	11 Owen Street MITCHAM VIC 3132	Springfield	To remove one (1) tree (Magnolia- Magnolia sp.)	VicSmart - General Application
WH/2018/176	03-04-18	Delegate Permit Issued	11 Owen Street MITCHAM VIC 3132	Springfield	To remove one (1) tree (Japanese Maple-Acer palmatum)	VicSmart - General Application
WH/2018/177	03-04-18	Delegate Permit Issued	11 Owen Street MITCHAM VIC 3132	Springfield	To remove one (1) tree (Cherry Plum- Prunus cerasifera)	VicSmart - General Application
WH/2018/179	09-04-18	Delegate Permit Issued	10 Aldinga Street BLACKBURN SOUTH VIC 3130	Central	Removal of one tree	VicSmart - General Application
WH/2018/180	04-04-18	Delegate Permit Issued	119 Nelson Road BOX HILL NORTH VIC 3129	Elgar	Removal of a tree (Eucalyptus nicholii) under SLO9	VicSmart - General Application
WH/2018/181	09-04-18	Delegate Permit Issued	15 Manniche Avenue MONT ALBERT NORTH VIC 3129	Elgar	Replace a existing front fence 1650 high with a new one	VicSmart - General Application
WH/2018/182	03-04-18	Delegate Permit Issued	23 Lee Ann Street BLACKBURN SOUTH VIC 3130	Central	Tree removal	VicSmart - General Application
WH/2018/185	03-04-18	Delegate Permit Issued	849 Canterbury Road BOX HILL VIC 3128	Elgar	Buildings and works to an existing building	VicSmart - General Application
WH/2018/190	03-04-18	Delegate Permit Issued	18 Jeffery Street BLACKBURN VIC 3130	Central	Tree removal	VicSmart - General Application
WH/2018/191	17-04-18	Delegate Permit Issued	926 Whitehorse Road BOX HILL VIC 3128	Elgar	Alterations to existing commercial building and business identification signage	VicSmart - General Application
WH/2018/194	11-04-18	Delegate Permit Issued	3 Bridgeford Avenue BLACKBURN NORTH VIC 3130	Central	2 lot subdivision to coincide with development permit	VicSmart - Subdivision
WH/2018/199	04-04-18	Delegate Permit Issued	1179 Riversdale Road BOX HILL SOUTH VIC 3128	Riversdale	Vegetation Removal	VicSmart - General Application
WH/2018/200	11-04-18	Delegate Permit Issued	265 Springfield Road NUNAWADING VIC 3131	Springfield	Tree removal	VicSmart - General Application

9.4.7
(cont)

Appl No.	Date	Decision	Street Address	Ward	Proposed Use or Development	Appl. Type
WH/2018/202	06-04-18	Delegate Permit Issued	17 Harris Street BLACKBURN NORTH VIC 3130	Central	Removal of a tree (Liquidambar styraciflua Sweet Gum) protected under SLO9	VicSmart - General Application
WH/2018/203	11-04-18	Delegate Permit Issued	10 Great Western Drive VERMONT SOUTH VIC 3133	Morack	Removal of one tree	VicSmart - General Application
WH/2018/204	12-04-18	Delegate Permit Issued	1081 Riversdale Road SURREY HILLS VIC 3127	Riversdale	Front fence within 4 metres of vegetation	VicSmart - General Application
WH/2018/205	13-04-18	Delegate Permit Issued	1081 Riversdale Road SURREY HILLS VIC 3127	Riversdale	Alter access to a road in a Road Zone Category 1	Residential (Other)
WH/2018/210	06-04-18	Delegate Permit Issued	12 Jackson Avenue MONT ALBERT NORTH VIC 3129	Elgar	Removal of tree triggered under VPO2 & SLO9	VicSmart - General Application
WH/2018/211	09-04-18	Delegate Permit Issued	42 Nurlendi Road VERMONT VIC 3133	Morack	Tree Removal (Corymbia citriodora - Lemon Scented Gum)	VicSmart - General Application
WH/2018/214	16-04-18	Delegate Permit Issued	49 Shady Grove NUNAWADING VIC 3131	Springfield	Removal of one tree (tree1 - Pittosporum tenuifolium) within group of four trees	VicSmart - General Application
WH/2018/215	16-04-18	Delegate Permit Issued	49 Shady Grove NUNAWADING VIC 3131	Springfield	Removal of one tree (tree 2- Pittosporum tenuifolium) within group of four trees	VicSmart - General Application
WH/2018/216	16-04-18	Delegate Permit Issued	49 Shady Grove NUNAWADING VIC 3131	Springfield	Removal of one tree (tree 3 - Pittosporum tenuifolium) in group of four trees	VicSmart - General Application
WH/2018/217	16-04-18	Delegate Permit Issued	49 Shady Grove NUNAWADING VIC 3131	Springfield	Removal of one tree (tree 4 - Pittosporum tenuifolium) within a group of four trees	VicSmart - General Application
WH/2018/220	09-04-18	Delegate Permit Issued	43 Park Road SURREY HILLS VIC 3127	Riversdale	Removal of a gum tree protected under SLO9	VicSmart - General Application
WH/2018/225	18-04-18	Delegate Permit Issued	9 Parkmore Road FOREST HILL VIC 3131	Morack	Removal of one tree	VicSmart - General Application
WH/2018/228	10-04-18	Delegate Permit Issued	1 Banksia Street BLACKBURN VIC 3130	Central	2 lot subdivision	VicSmart - Subdivision
WH/2018/238	12-04-18	Delegate Permit Issued	23 Lusk Drive VERMONT VIC 3133	Morack	Construction of a front fence within 4m of a tree	VicSmart - General Application

9.4.7
(cont)

Appl No.	Date	Decision	Street Address	Ward	Proposed Use or Development	Appl. Type
WH/2018/241	24-04-18	Delegate Permit Issued	3/3 Boondara Road MONT ALBERT NORTH VIC 3129	Elgar	Tree Removal	VicSmart - General Application
WH/2018/250	16-04-18	Delegate Permit Issued	1 Owen Street MITCHAM VIC 3132	Springfield	Buildings and works within 4m of a protected tree	VicSmart - General Application
WH/2018/259	30-04-18	Delegate Permit Issued	24 Victoria Avenue MITCHAM VIC 3132	Springfield	Removal of one (1) tree	VicSmart - General Application
WH/2018/264	16-04-18	Delegate Permit Issued	46 Shepherd Street SURREY HILLS VIC 3127	Riversdale	Removal of a tree protected by SLO9	VicSmart - General Application
WH/2018/266	18-04-18	Delegate Permit Issued	45 Dorking Road BOX HILL VIC 3128	Elgar	Buildings and works within 4 metres of a tree	VicSmart - General Application
WH/2018/271	23-04-18	Delegate Permit Issued	40 Rutland Road BOX HILL VIC 3128	Elgar	Buildings and works within the C1Z	VicSmart - General Application
WH/2018/279	23-04-18	Delegate Permit Issued	16 Verona Street VERMONT SOUTH VIC 3133	Morack	Removal of one tree in SLO9	VicSmart - General Application
WH/2018/28	05-04-18	Delegate Permit Issued	2 Tyrrell Street MONT ALBERT NORTH VIC 3129	Elgar	Two lot subdivision	Subdivision
WH/2018/282	26-04-18	Delegate Permit Issued	10 Alpha Court MITCHAM VIC 3132	Springfield	Removal of a tree	VicSmart - General Application
WH/2018/283	27-04-18	Delegate Permit Issued	47 Junction Road BLACKBURN NORTH VIC 3130	Central	To remove vegetation	VicSmart - General Application
WH/2018/290	30-04-18	Delegate Permit Issued	31 Uganda Street BURWOOD VIC 3125	Riversdale	Removal of a tree in SLO9	VicSmart - General Application
WH/2018/291	30-04-18	Delegate Permit Issued	62 Scott Street VERMONT VIC 3133	Springfield	Remove one tree	VicSmart - General Application
WH/2018/42	30-04-18	Delegate Permit Issued	515 Belmore Road MONT ALBERT NORTH VIC 3129	Elgar	Buildings and works for the construction of a balcony to an existing double storey dwelling	Single Dwelling < 300m2
WH/2018/50	06-04-18	Delegate Permit Issued	3-5 Starling Street BURWOOD VIC 3125	Riversdale	Design and Implementation of signage externally	Advertising Sign
WH/2018/52	11-04-18	Delegate Permit Issued	110 Heatherdale Road MITCHAM VIC 3132	Springfield	2 lot subdivision	Subdivision

9.4.7
(cont)

Appl No.	Date	Decision	Street Address	Ward	Proposed Use or Development	Appl. Type
WH/2018/60	12-04-18	Delegate Permit Issued	35 Springfield Road BOX HILL NORTH VIC 3129	Elgar	2 lot subdivision to coincide with development permit	Subdivision
WH/2018/7	18-04-18	Delegate Permit Issued	33 Orient Avenue MITCHAM VIC 3132	Springfield	Construction of one two storey dwelling and two single storey dwellings	Multiple Dwellings
WH/2018/83	09-04-18	Delegate Permit Issued	1/58A Severn Street BOX HILL NORTH VIC 3129	Elgar	Three lot subdivision	Subdivision
WH/2018/84	11-04-18	Delegate Permit Issued	8 Hawkins Avenue MONT ALBERT NORTH VIC 3129	Elgar	Two (2) Lot Subdivision	Subdivision
WH/2018/89	11-04-18	Delegate Permit Issued	71 Peter Street BOX HILL NORTH VIC 3129	Elgar	Three (3) Lot Subdivision	Subdivision
WH/2018/97	19-04-18	Delegate Permit Issued	8 Farleigh Avenue BURWOOD VIC 3125	Riversdale	3 lot subdivision	Subdivision
WH/2017/690	23-04-18	Delegate Refusal Issued	64 Blackburn Road BLACKBURN VIC 3130	Central	The construction of three (3) double storey dwellings, the removal of trees under the Significant Landscape Overlay, Schedule 2 and the alteration of access to a road located in a Road Zone, Category 1	Multiple Dwellings
WH/2018/1	10-04-18	Delegate Refusal Issued	41 Pembroke Street SURREY HILLS VIC 3127	Riversdale	Development of the land for the construction of four (4) dwellings and buildings and works (SLO9)	Multiple Dwellings
WH/2018/11	18-04-18	Delegate Refusal Issued	10 Gibson Street MITCHAM VIC 3132	Springfield	Construction of two, two storey dwellings	Multiple Dwellings
WH/2018/189	09-04-18	Delegate Refusal Issued	8 Windsor Crescent SURREY HILLS VIC 3127	Elgar	Removal of one tree	VicSmart - General Application
WH/2018/207	10-04-18	Delegate Refusal Issued	2 Karwitha Street VERMONT VIC 3133	Morack	remove one tree within SLO9	VicSmart - General Application
WH/2018/212	10-04-18	Delegate Refusal Issued	42 Nurlendi Road VERMONT VIC 3133	Morack	Tree Removal (Corymbia maculata - Spotted Gum)	VicSmart - General Application

9.4.7
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Appl No.	Date	Decision	Street Address	Ward	Proposed Use or Development	Appl. Type
WH/2018/249	30-04-18	Delegate Refusal Issued	8 Norfolk Street BLACKBURN NORTH VIC 3130	Central	removal of tree	VicSmart - General Application
WH/2001/12607/B	18-04-18	Withdrawn	970-972 Whitehorse Road BOX HILL VIC 3128	Elgar	Amendment to Planning permit WH/2001/12607 (issued for development of land for the purpose of internally illuminated advertisement, use of the land for the sale and consumption of liquor for a restaurant and dispensation form the provision of carparking in accordance with the endorsed plans and subject to the following conditions) to include increase in patron numbers, reduction in carparking and extension to licenced area. external alterations to building facade, advertising signage	Permit Amendment
WH/2012/146/F	09-04-18	Withdrawn	101/712 Station Street BOX HILL VIC 3128	Elgar	Amendment to development of a nine (9) storey building plus basement car park to change convenience store to place of assembly (internet cafe) and increase the reduction in car parking	Permit Amendment
WH/2016/756/A	26-04-18	Withdrawn	13 Malvern Road MONT ALBERT VIC 3127	Elgar	Construction of two double storey dwellings	Permit Amendment

9.4.7
(cont)

Appl No.	Date	Decision	Street Address	Ward	Proposed Use or Development	Appl. Type
WH/2017/856	18-04-18	Withdrawn	201 Canterbury Road BLACKBURN VIC 3130	Central	Construction of Three (3) Double Storey Dwellings, Alteration of Access to a Road Zone, Category 1 and Vegetation Removal	Multiple Dwellings
WH/2018/272	19-04 - 18	Withdrawn	75 Springfield Road BLACKBURN NORTH VIC 3130	Central	removal of trees prior to demolition and rebuilding of home	Special Landscape Area

BUILDING DISPENSATIONS/APPLICATIONS APRIL 2018

Address	Date	Ward	Result
19 Edinburgh Road, Blackburn South	19-04-18	Central	Consent Granted R427
21 Slater Avenue, Blackburn North	20-04-18	Central	Consent Granted R414
24 Edinburgh Road, Blackburn South	13-04-18	Central	Consent Granted R414
26 Edinburgh Road, Blackburn South	17-04-18	Central	Consent Granted R414
26 Wreford Road, Blackburn South	17-04-18	Central	Consent Granted R424
40 Surrey Road, Blackburn North	20-04-18	Central	Consent Granted R409, R427, R417, R424
45 Koonung Road, Blackburn North	19-04-18	Central	Consent Granted R424, R409
51 Bindy Street, Forest Hill	19-04-18	Central	Consent Granted R409
7 Norvel Street, Blackburn	20-04-18	Central	Consent Granted R411, R414
8 Selwyn Street, Blackburn	04-04-18	Central	Consent Granted R409
15 Aberdeen Road, Blackburn South	13-04-18	Central	Consent Refused R424, R427
5 Peter Avenue, Blackburn North	23-04-18	Central	Consent Refused R416, R410
1 Cairo Road, Mont Albert North	26-04-18	Elgar	Consent Granted R414
14 Twyford Street, Box Hill North	27-04-18	Elgar	Consent Granted R409, R420
15 Linda Avenue, Box Hill North	13-04-18	Elgar	Consent Granted R414
21 Boxleigh Grove, Box Hill North	16-04-18	Elgar	Consent Granted R414, R424
47 Woodhouse Grove, Box Hill North	26-04-18	Elgar	Consent Granted R414
5 Mitta Street, Box Hill North	13-04-18	Elgar	Consent Granted R408
526 Station Street, Box Hill	20-04-18	Elgar	Consent Granted R513
948 Whitehorse Road, Box Hill	12-04-18	Elgar	Consent Granted R604
511A Belmore Road, Mont Albert North	13-04-18	Elgar	Expired R604
59 Kerrimuir Street, Box Hill North	27-04-18	Elgar	Expired R417, R418
20 Redhill Avenue, Burwood East	12-04-18	Morack	Consent Granted R409
49 Hanover Road, Vermont South	19-04-18	Morack	Consent Granted R427
5 Wilkinson Street, Burwood East	23-04-18	Morack	Consent Granted R409
56 Husband Road, Forest Hill	23-04-18	Morack	Consent Refused R424
17 Mira Street, Blackburn South	06-04-18	Riversdale	Consent Granted R427

9.4.7
(cont)

BUILDING DISPENSATIONS/APPLICATIONS APRIL 2018 (CONT)

Address	Date	Ward	Result
19-21 Burwood Highway, Burwood	09-04-18	Riversdale	Consent Granted R604
7 Donald Road, Burwood	17-04-18	Riversdale	Consent Granted R409
17 Mira Street, Blackburn South	06-04-18	Riversdale	Consent Refused R424
192 Elgar Road, Box Hill South	13-04-18	Riversdale	Expired R604
2 Sycamore Street, Box Hill South	30-04-18	Riversdale	Expired R409
10 Browns Road, Nunawading	19-04-18	Springfield	Consent Granted R414
327 Canterbury Road, Forest Hill	23-04-18	Springfield	Consent Granted R424
49 Denis Street, Mitcham	04-04-18	Springfield	Consent Granted R409
2/377-383 Springfield Road, Nunawading	19-04-18	Springfield	Consent Refused R411
5 Alern Court, Nunawading	20-04-18	Springfield	Consent Refused R424
92 Heatherdale Road, Mitcham	23-04-18	Springfield	Consent Refused R409

DELEGATED DECISIONS MADE ON STRATEGIC PLANNING MATTERS – APRIL 2018

Under the Planning and Environment Act 1987 - Nil

REGISTER OF CONTRACTS SIGNED BY CEO DELEGATION APRIL 2018

Contract	Service
Contract 30050	Home Maintenance Services

REGISTER OF PROPERTY DOCUMENTS EXECUTED APRIL 2018

Property Address	Document Type	Document Detail
Leases		
25 Standard Avenue, Box Hill	Lease	Whitehorse City Council as landlord - expiring 30 June 2017
Licences		
Part 15 Barwon Street, Box Hill North	Licence	Whitehorse City Council as licensor - expiring 25 March 2019
Land Transfer		
Land Adjacent 55 Dorking Road, Box Hill	Client Authorisation for Transfer of Land	Sale of land Section 189 Local Government Act 1989
Land Adjacent 55 Dorking Road, Box Hill	Goods Statutory Declaration	Duties Act 2000
Fire Services Property Levy (FSPL)		
826-834 Whitehorse Road, Box Hill	Not applicable	Land use changed from 'Commercial' to 'Vacant Land'
Rateability Changes (Section 154 of the Local Government Act 1989)		
22 Greenglade Court, Blackburn North	Exempt-Minister's residence	Salvation Army owned property used as minister's residence
38 Charlton Street, Blackburn North	Exempt-Minister's residence	Salvation Army owned property used as minister's residence
23 McKean Street, Box Hill North	Property Now Rateable	Former minister's residence sold. New occupant
830-834 Whitehorse Road, Box Hill	Property Now Rateable	Former charitable use. New occupant

REGISTER OF DOCUMENTS AFFIXED WITH THE COUNCIL SEAL – APRIL 2018

Nil

9.4.7

(cont)

PARKING RESTRICTIONS APPROVED BY DELEGATION APRIL 2018

Address: **Whitehorse Road, Mont Albert:** from eastern boundary of 780 Whitehorse Road to western boundary of 780 Whitehorse Road – south side

Previously: 2 'Clearway, 7am to 9am, Monday to Friday and No Stopping' parking spaces

Now: 2 'Works Zone, 7am to 5pm, Monday to Saturday' parking spaces

VENDOR PAYMENT SUMMARY – SUMS PAID DURING APRIL 2018

Date	Total Issued	Payments (direct debit, cheques or electronic funds transfer)	Transaction Type EFT/CHQ/DD
05/04/2018	\$3,163.88	12	EFC
05/04/2018	\$29,995.45	10	CHQ
06/04/2018	\$460,051.60	46	EFT
06/04/2018	\$3,646.30	2	EFT
10/04/2018	\$92,441.13	2	EFT
12/04/2018	\$5,517.95	14	EFC
12/04/2018	\$98,809.36	73	CHQ
12/04/2018	\$2,186,742.87	358	EFT
13/04/2018	\$2,225,742.31	359	EFT
17/04/2018	\$6,826.27	2	EFT
19/04/2018	\$9,328.65	12	EFC
19/04/2018	\$87,786.19	47	CHQ
19/04/2018	\$282,384.61	46	EFT
20/04/2018	\$36,679.41	1	EFT
26/04/2018	\$342.50	1	EFC
26/04/2018	\$342.50	1	EFC
26/04/2018	\$6,944.63	17	EFC
26/04/2018	\$116,579.25	68	CHQ
26/04/2018	\$4,865,665.11	430	EFT
GROSS	\$10,518,989.97	1501	
Monthly Lease Payments	\$37,546.66		
Direct Debit Payments	\$157,201.53		
CANCELLED PAYMENTS	\$2,194,061.27	-366	
NETT	\$12,907,799.43	1135	

10 REPORTS FROM DELEGATES, SPECIAL COMMITTEE RECOMMENDATIONS AND ASSEMBLY OF COUNCILLORS RECORDS

10.1 Reports by Delegates

(NB: Reports only from Councillors appointed by Council as delegates to community organisations/committees/groups)

RECOMMENDATION

That the reports from delegates be received and noted.

10.2 Recommendation from the Special Committee of Council Meeting of 12 June 2018

Nil

10.3 Record of Assembly of Councillors

Meeting Date	Matter/s Discussed	Councillors Present	Officers Present	Disclosures of Conflict of Interest	Councillor /Officer attendance following disclosure
21-05-18 6.30 – 7.00pm	Councillor Informal Briefing Session <ul style="list-style-type: none"> Contractual Matter Councillor Request/Privacy 	Cr Davenport (Mayor & Chair) Cr Barker Cr Bennett Cr Carr Cr Cutts Cr Ellis Cr Liu Cr Massoud Cr Munroe Cr Stennett	N Duff J Green P Warner P Smith A De Fazio H Rowlands J Russell	Nil	Nil
04-06-18 5.50-6.05pm	Amendment C175 Box Hill Built Form Guidelines	Cr Davenport (Mayor & Chair) Cr Barker Cr Bennett Cr Carr Cr Cutts Cr Ellis Cr Liu Cr Massoud Cr Munroe	N Duff J Green P Warner P Smith A De Fazio K Marriott A Egan V McLean	Nil	Nil
04-06-18 6.30- 9.15pm	Strategic Planning Session <ul style="list-style-type: none"> Scouts Halls on Council Land Capital Works Update Review of Councils Procurement Policy Finance Report as at 30 April 2018 Strategic Property 	Cr Davenport (Mayor & Chair) Cr Barker Cr Bennett Cr Carr Cr Cutts Cr Ellis Cr Liu Cr Massoud Cr Munroe Cr Stennett (left the meeting at 9.05pm)	N Duff J Green P Warner T Wilkinson P Smith A De Fazio G Loftus S Hewett S Cann J Cushing T Peak R Atai	Nil	Nil

Meeting Date	Matter/s Discussed	Councillors Present	Officers Present	Disclosures of Conflict of Interest	Councillor /Officer attendance following disclosure
12-06-18 5.30-6.10pm	Residential Corridor Built Form Study	Cr Ellis (Chair) Cr Barker Cr Bennett Cr Carr Cr Cutts Cr Liu Cr Massoud (arr. 5.40pm) Cr Munroe (arr. 5.40pm)	N Duff J Green P Warner P Smith A De Fazio K Marriott A Egan V McLean J Hansen	Nil	Nil
12-06-18 6.30-8.00pm 8.50-10.05pm	Councillor Briefing Session <ul style="list-style-type: none"> • Special Committee Agenda/Other Business • Draft Council Agenda 25 June 2018 • General Matter - Meeting with Federal Members of Parliament 17-20 June 2018, Canberra • 2018/19 Budget Submissions Councillor Discussion 	Cr Davenport (Mayor & Chair) Cr Barker Cr Bennett Cr Carr Cr Cutts Cr Ellis Cr Liu Cr Massoud Cr Munroe Cr Stennett	N Duff J Green P Smith P Warner T Wilkinson A De Fazio S Freud J Russell K Marriott A Egan V McLean S Cann J Blythe S Smith S Hewett	Nil	Nil

RECOMMENDATION

That the record of Assembly of Councillors be received and noted.

11 REPORTS ON CONFERENCES/SEMINARS ATTENDANCE

RECOMMENDATION

That the record of reports on conferences/seminars attendance be received and noted.

12 CONFIDENTIAL REPORTS

RECOMMENDATION

THAT IN ACCORDANCE WITH SECTION 89 (2) (D) OF THE LOCAL GOVERNMENT ACT 1989 THE COUNCIL SHOULD RESOLVE TO GO INTO CAMERA AND CLOSE THE MEETING TO THE PUBLIC AS THE MATTER TO BE DISCUSSED RELATES TO CONTRACTUAL MATTERS.

12.1 CONTRACTUAL MATTER

13 CLOSE MEETING