

Attachments

Ordinary Council Meeting

Monday 25 November 2019

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9.1.1 Student Accommodation Policy
Review: Results of Exhibition of
Amendment C213

Attachment 1 Amendment C213 with Minor Post
Exhibition Changes

9.1.1 – ATTACHMENT 1. Amendment C213 with Minor Post Exhibition Changes

WHITEHORSE PLANNING SCHEME

22.14 STUDENT ACCOMMODATION

Proposed C213whse

This policy applies to all planning permit applications for use or development of accommodation in the City of Whitehorse intended to house students undertaking tertiary study.

22.14-1 Policy basis

Proposed C213whse

The City of Whitehorse is home to two major tertiary education facilities: Box Hill Institute in Elgar and Whitehorse Roads, Box Hill, and Deakin University in Burwood Highway, Burwood. These institutions have created education precincts with growing student populations. With a dramatic increase in international student enrolment over the last 10 years, demand for student accommodation has lead to a considerable number of planning permit applications for a range of different types of student accommodation in Whitehorse.

Student accommodation is provided in different typologies in Whitehorse. These include:

- On campus residential colleges.
- Purpose built student accommodation which can be provided in residential buildings, a residential village, group accommodation or in apartments.
- Boarding houses including rooming houses.
- Open market housing, such as dwellings which may be shared housing.
- Informal housing including garages, outbuildings or structures unlawfully converted to housing.

With the exception of purpose built accommodation, student accommodation will generally not trigger the need for a planning permit. In these instances this policy does not apply; however student accommodation is encouraged to comply with this policy.

This policy applies to accommodation that has specifically been developed for the accommodation of students that are undertaking tertiary study.

Council supports student accommodation that provides convenient access to tertiary education institutions and easy access to a wide range of shops, restaurants, financial, social, entertainment and leisure facilities, and to public transport.

The preferred locations for student accommodation facilities are on campus or within 500 metres of a tertiary education institution, within a Metropolitan or Major Activity Centre or along the Principal Public Transport Network (PPTN).

There are a range of elements where students have special requirements that warrant variation to normal standards. These include:

- Car parking requirements, as student car parking needs can be very low in student accommodation that is well located to tertiary facilities, public transport and activity centres.
- Communal spaces to facilitate socialising and reduce social isolation and, to promote high quality design and more efficient use of space. This may include shared kitchens, bathroom facilities, laundry facilities and recreational living areas.
- Private open space, as student socialising is often done outside the home.
- Storage requirements, which can be low due to the transient nature of the student population.

Many of the modified requirements associated with student accommodation, for example reduction in private open space or smaller room sizes, can only be justified when student accommodation is of exemplary design and responds well to the needs of students in other ways, such as high quality purpose built communal spaces. Support for reduced car parking requirements may be justified where student accommodation is well located and within preferred locations, but becomes less justified as the distance from preferred locations increases.

9.1.1 – ATTACHMENT 1. Amendment C213 with Minor Post Exhibition Changes

WHITEHORSE PLANNING SCHEME

22.14-2 Objectives

Proposed C213whse

- To develop student accommodation that meets the needs of students.
- To ensure student accommodation is subject to appropriate on-going management.
- To conveniently and appropriately locate student accommodation.
- To provide appropriate car and bicycle parking.
- To develop practical and efficient building designs that meet the living requirements of tertiary students.
- To provide communal spaces that contribute to the functioning and amenity of student accommodation and promote interaction between students.

22.14-3 Policy

Proposed C213whse

It is policy that:

Demand for student accommodation

- Applications should describe how provision of the student accommodation responds to market demand and student needs.

Section 173 Agreement

- Any planning permit issued for the use or development of student accommodation, or for a waiver or reduction of car parking associated with a student include a condition that the owner enter into an agreement under section 173 of the *Planning and Environment Act 1987* requiring that the development or defined part of a development can only be used for the purpose of student accommodation.
- Landowners must enter into an agreement with the responsible authority under section 173 of the *Planning and Environment Act 1987* that includes the following:
 - A requirement that the development can only be used for the purpose of student accommodation.
 - Car spaces must be associated with the use of student accommodation and must not be subdivided, sold or used separately from the student accommodation.
 - The number of students residing on site who own cars must not exceed the number of on-site car spaces provided by the development.
 - A requirement that the use must be managed in accordance with an approved Management Plan referred to below.
- The owners of the land to be developed or used as student accommodation must pay all the responsible authority's legal costs and expenses of the Section 173 Agreement, including preparation, execution and registration on title.
- Should the land cease to be used for student accommodation, a new planning permit or variation to the Section 173 Agreement may be required for an alternative use. Any dispensations for on-site car parking given to the student accommodation use will not be transferable to any proposed alternative use of the land. Any subsequent use will be assessed in accordance with the planning scheme and/or car parking requirements.

Management Plan

- A Management Plan be prepared for the whole student accommodation for which the permit is granted to enable the proper and appropriate use of the student accommodation facility.
- The Management Plan must be approved by the responsible authority prior to the use of the student accommodation commencing.

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WHITEHORSE PLANNING SCHEME

- Each individual owner within the student accommodation facility will participate in the overall Management Plan for the facility, which is to be managed by the owner's corporation, nominated caretaker or another overarching delegated entity.
- The Management Plan must include any requirements of the responsible authority depending on the individual circumstances of the particular student accommodation, including but not limited to:
 - The contact details of a suitably responsible contact person who shall be available 24 hours per day, seven days per week and whose contact details are to be displayed in a manner that is visible to any person entering the site.
 - Arrangements for providing international, interstate or country students with access to welfare support.
 - The means by which car spaces are to be allocated and a register that documents allocation of these spaces.
 - Rules regarding behaviour of residents and visitors.
 - A procedure for dealing with complaints from residents and from persons not residing on the site.
 - Rubbish bin storage and collection.
 - Provision for the re-use of furniture and goods and for the collection of hard waste when tenants change.
 - Permanent display of the approved Management Plan in a common area accessible to residents of the student accommodation facility.
 - Provision of information to student residents regarding public transport and other non-car based transport modes.

Location

- Student accommodation can be supported:
 - Within a Metropolitan or Major Activity Centre.
 - On sites that are within 500 metres of a tertiary education institution.
 - On sites abutting the Principal Public Transport Network.
- Student accommodation is not supported in **Limited Change Areas** as designated in the residential development policy at Clause 22.03.

Built form and assessment

- In the General Residential Zone and parts of the Mixed Use Zone designated as **Natural Change Areas** in Clause 22.03:
 - Clause 55 standards may be reduced for private open space and storage where it meets this policy.
 - Clause 52.06 requirements may be reduced for car parking in accordance with rates in this policy.
- In the Residential Growth Zone and parts of the Mixed Use Zone identified as **Substantial Change Areas** in Clause 22.03:
 - Clause 55 and Clause 58 standards may be reduced for private open space and storage where it meets this policy.
 - Clause 52.06 requirements may be reduced for car parking in accordance with rates in this policy.

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WHITEHORSE PLANNING SCHEME

- Proposals must be consistent with any structure plan or other strategic work prepared for a Substantial Change Area.

Car parking

- Car parking be provided in accordance with the needs of students. Council will consider the special circumstances of each proposal on its merits. The following requirements apply:
 - For purpose built student accommodation within a Metropolitan Activity Centre, provide car parking at a rate of at least 0.1 spaces per bed.
 - For purpose built student accommodation within Major Activity Centres, within 500 metres of a tertiary education institution or on a site abutting the Principal Public Transport Network, provide car parking at a rate of at least 0.25 spaces per bed.
 - Allowance should be made for visitor parking on site having regard to clause 52.06. Car parking spaces allocated as visitor spaces should be on common property.
 - A higher rate of car parking will be required as the distance from the preferred locations increases.

Bicycle parking

- Provide adequate areas for short term (visitor) and secure resident bicycle storage.
- Provide at least one resident bicycle parking space per 3 beds.
- Bicycle parking and storage areas should be on common property and easily accessible.

Building design

- Design of student accommodation buildings should be adaptable for future use by other uses with low car parking demands.
- Architectural and cladding finishes should be of high quality presentation.
- Building design should provide an active interface to the street.
- Building design should provide clear physical and visual links to entries from the street.
- Ecologically sustainable landscaping should form an integral part of the design solution.
- Council supports student accommodation that provides self-contained units each accommodating one student (with an individual bathroom) but will consider student accommodation that provides shared rooms (more than one student), or shared bathroom facilities where:
 - All other elements of this policy are met;
 - A mix of accommodation choices are provided in the student accommodation; and
 - Student affordability objectives can be achieved.
- Facilities within each student accommodation unit must:
 - Contain a bathroom with shower, hand basin and toilet (unless Council is supportive of a shared facility arrangement).
 - Include a sleeping area separated from the living room.
 - Include a study area **that has** a desk with seating provision for each student.
 - Include a robe/drawer unit for storage of clothing and personal items for each student.
 - Include internet and TV connection and power points.

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WHITEHORSE PLANNING SCHEME

- Have direct natural light and ventilation to **living areas and bedrooms** in the form of openable windows.
- Provide direct access to private open space (such as a small balconette or terrace), **with** a minimum of 8 square metres and a width of 2 metres for each unit unless appropriate shared or communal spaces are provided to an acceptable standard.
- Where possible, circulation spaces **should** have natural light and ventilation.
- A range of room types is supported in each development, including bed-sitters, one bedroom units, a two bedroom unit and, where possible, provide at least one unit to accommodate students with a disability.

Shared spaces for interaction between students

- The following shared spaces **should** be provided:
 - Kitchen facilities with adequate provision of stovetops, ovens, microwaves, sinks, fridges, dishwashers and food preparation areas (unless Council is supportive of cooking facilities in each unit).
 - Communal areas such as indoor spaces, ground level open space, balconies or terraces to the street or useable rooftop areas.
 - Foyers and mail collection areas.
 - Storage lockers in a central location.
 - Laundry, washing and drying facilities.

22.14-4 Decision Guidelines

Proposed C213whse

In assessing applications the responsible authority will consider:

- How the use or development responds to the demand and range of student accommodation in Whitehorse.
- The location of the use or development.
- The potential of the proposal to ensure a safe, pleasant environment for students and to minimise negative off-site impacts.
- Whether the development meets the needs of various categories of students.
- Whether the development includes the provision of communal areas that promote social interaction, for instance through design of open space, landscaping and common rooms.
- Whether the development has been designed in a sustainable way so that it reduces the negative impacts on the environment.
- Whether there is adequate car parking and bicycle parking provision.
- Any traffic impacts.
- The ability of the development to be easily converted to other uses in the future, if demand for student accommodation declines.

22.14-5 Background documents

Proposed C213whse

City of Whitehorse Student Accommodation Strategy – Background Paper, August 2018

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C177

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C177

ECONOMIC DEVELOPMENT

Overview

Whitehorse City Council is committed to playing a key role in facilitating a thriving and sustainable local economy. Council will work in partnership with the local community to increase investment and employment opportunities that enhance the local economy, natural environment and quality of life for existing and future residents; and enable appropriate growth of existing and future businesses in order to achieve economic well-being.

Plan Melbourne outlines a plan that seeks to build up activity centres as a focus for high-quality development, to broaden the base of activity centres that are currently dominated by shopping, and to locate a substantial proportion of new housing in or close to activity centres. Diverse and vibrant activity centres are central to *Plan Melbourne's* objectives in terms of sustainability and maximising opportunities for communities to access a broad range of goods and services. The structure planning process is vital to identifying the potential of individual activity centres and to involving stakeholders and the community in the planning process.

Plan Melbourne identifies **Box Hill** as a Metropolitan Activity Centre (MAC) which provides significant opportunities for investment in terms of retail, public transport, health, justice, education, entertainment and medium and higher density residential development. It is essential that the Box Hill MAC develops as a major regional activity centre through the development of appropriate retail and office activities. It is also vital that the centre develops more residential and entertainment facilities to strengthen this role. Council will support new commercial, residential and retail development in this Activity Centre consistent with the role of the centre and the Box Hill Structure Plan which also seeks to guide the preferred location and urban form of the new investment in the centre.

The **Burwood Heights** Activity Centre includes a large vacant strategic development site. It offers potential to be developed into a large activity centre. A structure plan has been prepared to guide future development and improvement of Burwood Heights.

Council recognises the importance of the 'MegaMile' area on Whitehorse Road, between Blackburn and Mitcham and believes it is vital that the role of this peripheral retail strip is reinforced and strengthened. Council considers that inappropriate development and use within this area could weaken its function. MegaMile is the preferred location for bulky goods retailing, and development of bulky goods/facilities elsewhere will need to demonstrate net community benefit and that it will not detract from the MegaMile centre.

Nunawading MegaMile, Burwood Heights, Tally Ho, and Forest Hill Chase are key Activity Centres in the City of Whitehorse. These centres are generally expected to become the preferred locations for further retail, commercial and cultural activities, and accommodate a significant proportion of the new dwellings that may be developed in the City. They are also to be the focus for improvements to the public transport networks in the City and to regional centres. Improvements to their design and amenity should encourage these places to become places for social interaction and community activities. Council recognises that each these centres has special circumstances and opportunities in contributing to the creation of '20 minute neighbourhoods' across the City.

The City contains about sixty neighbourhood centres, each of which fulfils various needs within the community. Large centres, such as Burwood One (also known locally as Kmart Plaza) play an important role in the economic activity of the municipality. This role should be further enhanced.

Small neighbourhood centres play an important social and community role. They should be the focus of social interaction and provide for community facilities and spaces.

There will, however, be small neighbourhood centres that may no longer be viable. Some small centres contain several vacant shops or non-retail uses which fail to provide for the daily needs of the surrounding community. Furthermore, they are run down and can become targets for vandalism, which is of some concern given that residential properties directly abut them. These centres need to be further assessed as to whether it is appropriate to develop these centres as mixed use precincts

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with an appropriate mix of uses which help provide meeting places such as cafes, community facilities and even small scale residential development especially in the form of “shoptop” housing. The amenity of these centres can be vastly improved by high quality design, minimisation of signage and streetscape improvements. Gaming establishments can divert local expenditure.

Whitehorse has large concentrations of office and industrial areas. Important areas include Tally Ho, which is home to several large offices and information technology based businesses, and Rooks Road, which is a focus for industrial activity but is constrained by the abutting residential areas. There are also several major industrial estates that are surrounded by residential uses. These include McIntyre Street in Burwood, Middleborough Road in Box Hill South, Joseph Street in Blackburn and Lexton Road in Box Hill. Council supports redevelopment within these areas that respects and enhances the amenity of the abutting residential properties, while maintaining their industrial focus.

Whitehorse accommodates some key institutions with the Box Hill Hospital, Box Hill Institute of TAFE and Deakin University being important activities in Whitehorse in a social, cultural and economic sense. Under *Plan Melbourne*, Box Hill is identified as a Health/Education Precinct and Deakin University as an Education Precinct. Council recognises the wider metropolitan, regional and national role of these institutions, as well as the other major private schools in the City. All of these facilities are important in ensuring that the City is a prime residential location for families and students, and are important to the economy of the City. Council understands the need to retain opportunities to expand and consolidate the facilities provided on site. Expansion of these facilities, if not comprehensively planned, can lead to conflicts between the needs of the institutions and those of residents nearby. The surrounding community must be involved in the development of a master plan outlining the future aspirations of the institutions given they may be directly affected by future activities. This process will reduce potential conflicts between residential areas and these major land uses, as well as providing certainty both for the institution/school and the residents as to where buildings are likely to be located and how the grounds may be used in the future.

Service-oriented industries are experiencing high growth in the municipality. These industries include some of Whitehorse’s largest employing industries such as health care, education and training, and public administration and safety. Other industries such as professional, scientific and technical services, accommodation and food services, and construction are emerging and need to be supported in the medium to long term. Significant industries including wholesale trade, retail trade and manufacturing need to be repositioned through value adding to ensure that Whitehorse retains this specialisation.

*Council through its **Economic Development Strategy** seeks to maintain Whitehorse’s position as a regionally significant economy and leader of the east, and continued development of the Box Hill MAC as a strategic hub.*

21.07-2

14/07/2016
C177

Key issues

- Box Hill Metropolitan Activity Centre.
- Whitehorse Road MegaMile.
- Industrial activity.
- Integrated transport.
- Local shopping centres.
- Redevelopment sites.
- Institutional uses.
- Emerging industries.
- Burwood Heights Activity Centre.

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21.07-3

14/07/2016
C177

Objectives

- To develop the Box Hill Metropolitan Activity Centre as the major focus for retail, commercial, health, transport, education and entertainment facilities in Melbourne's east.
- To ensure that all shopping centres and civic spaces are safe, attractive and are developed in accordance with their role.
- To recognise the important regional role that our tertiary education and health sectors fulfil and provide support for the ongoing viability of these vital institutions such that they are positioned as leading industry providers.
- To maintain the City's position as the second largest provider of office space outside St.Kilda Road and the Melbourne Central Business District.
- To facilitate continued investment in high quality office space placed in attractive settings with extensive landscaping and car parking following the completion of development in the Box Hill and Tally Ho commercial precincts.
- To promote the City as a prominent location for leading edge and international IT firms and harness the skills and capabilities of our IT sector to ensure that our other key sectors in manufacturing, health and education continually have access to and apply state-of-the-art technology.
- To create and manage sensitive interfaces between our key industrial precincts and adjoining residential areas and facilitate high quality, attractive development that is environmentally sustainable and enhances the appearance of the area.
- To facilitate the on-going development and refurbishment of industrial estates.
- To facilitate the redevelopment of key sites in association with the community.
- To recognise the turnover contribution that the MegaMile contributes to the local economy and develop, manage and promote this retail strip as one of Melbourne's largest shopping districts and encourage and promote its bulky goods retail focus.
- To ensure additional retail floorspace allows for improved access to retail goods and services by members of the community and supports the planned role and function of the activity centre and its place in the retail hierarchy.
- To encourage innovation in retailing and promote new retail formats where it can be demonstrated that consumer trends are evolving.
- To ensure Activity Centre development encourages a more effective use of public transport and cycling modes of transport.
- To facilitate the timely redevelopment and enhancement of the Burwood Heights Activity Centre including the Strategic Redevelopment Site through implementation of the Structure Plan.
- To facilitate the continued enhancement of the Forest Hill Chase and Tally Ho Activity Centres through Structure Plans or Urban Design Framework Plans.
- To increase participation in the cultural and recreational tourism of the City and facilitate the provision of entertainment, arts, cultural, recreational and leisure facilities and promoting these locally and regionally.
- To facilitate the continued enhancement of the Burwood One / Kmart Plaza Neighbourhood Activity Centre.
- To provide a nurturing environment for our homebased business sector that provides access to business planning and information services, and networking opportunities.
- To support, where appropriate, the transition to local commercial premises where operations of home based businesses are no longer suited to residential locations.

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- To encourage the continued enhancement and use of public transport and cycling modes of transport.

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Strategies

- Strategies to achieve these objectives include:
- Facilitate development within the Box Hill MAC in accordance with the *Box Hill Transit City Activity Centre Structure Plan, June 2007*.
- Encourage a wider range of uses in Box Hill including residential and entertainment that will help the Activity Centre become a focus of activity.
- Require the submission of Retail Sustainability Assessments as part of proposals for amendments to the Planning Scheme or changes to an approved plan for expansions of retail floor space in Activity Centres and Neighbourhood Activity Centres.
- Develop appropriate levels of parking within all commercial precincts.
- Require equitable developer contributions to new residential, industrial and commercial areas.
- Minimise signage clutter.
- Ensure that development and use in shopping centres is appropriate to the role and function of the centre.
- Direct large entertainment, comparison or convenience retail uses serving a regional catchment into the Box Hill Metropolitan Activity Centre and Activity Centres.
- Restrict the establishment of gaming machines in all shopping centres.
- Identify neighbourhood centres that are no longer viable.
- Investigate and encourage shoptop housing and other appropriate development in Neighbourhood Activity Centres.
- Direct industrial uses into appropriate locations.
- Promote the creation of industrial precinct character and sense of address and facilitate development that is functional, well serviced, sustainable and attractive.
- Coordinate the redevelopment of industrial areas to minimise conflict between industry and more sensitive land uses such as adjoining or nearby residential uses.
- Discourage non-industrial related uses from locating in industrial areas.
- Discourage new retail development from locating outside of designated activity centres.
- Encourage the consolidation of allotments to facilitate the urban renewal of land parcels within industrial precincts.
- Provide a buffer between intense industrial activity and residential areas.
- Developing appropriate zoning, overlay and design guidelines for strategic redevelopment sites, responding to issues such as appropriate treatments to existing residential areas.
- Encouraging the development of institutional master plans, which outline the desired future land use and development on the site.

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Implementation

These strategies will be implemented by:

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Zones and overlays

- Applying a Commercial 1 Zone to all shopping centres including the core of the Box Hill Activity Centre to facilitate the development of retailing and other complementary commercial, entertainment and community uses.
- Applying a Commercial 1 Zone to areas where Council wishes to encourage offices and associated commercial uses including around the Prospect Street area, Rutland Road, Oxford Street and parts of the area to the north of Whitehorse Road, Box Hill.
- Applying a Commercial 2 Zone to part of the area to the north of Whitehorse Road, Box Hill in recognition of the mixture of office and light industrial activity.
- Applying a Commercial 2 Zone exclusively to the Whitehorse Road 'MegaMile' area to encourage a mix of bulky goods retailing and their associated business services.
- Distinguish land along Whitehorse Road west of Cottage Street and Surrey Road to Vine Street as the Blackburn Neighbourhood Activity Centre and land east of Cottage Street and Surrey Road to Varman Court as the western part of the MegaMile Activity Centre.
- Applying a Priority Development Zone to the Strategic Redevelopment site at 78 Middleborough Road, Burwood East to encourage an appropriate mixed use development of the property.
- Applying the Mixed Use Zone to those shopping centres requiring renewal.
- Applying a Heritage Overlay to buildings, structures and places with historical significance.
- Applying an Industrial 1 Zone to most industrial areas.
- Applying an Industrial 3 Zone to industrial areas surrounded by residential land use.
- Applying an Environmental Audit Overlay to the key redevelopment sites to ensure that any contamination is identified and treated before use and development occurs.
- Applying a Public Use Zone 2 to the Box Hill Institute of TAFE, Deakin University and State Schools to recognise their role as key educational facilities.
- Applying a Public Use Zone 3 to the Box Hill Hospital as a major health facility.
- Applying a Development Plan or Design and Development Overlay to all major redevelopment sites and private schools to ensure all necessary plans are in place prior to redevelopment.
- Applying a Design and Development Overlay schedule, to ensure that new development is compatible with the character and future role of the Mitcham Neighbourhood Activity Centre.
- Applying a Design and Development Overlay to Blackburn Neighbourhood Activity Centre and MegaMile (west) Activity Centre to guide the design and built form of new development.
- Applying a Design and Development Overlay to parts of the Tally Ho Activity Centre to manage future built form.

Policy and the exercise of discretion

- Ensuring that all use and development in Box Hill MAC and surrounds complies with the Box Hill Metropolitan Activity Centre Policy at Clause 22.07.
- Ensuring compliance with the Visual Amenity Policy at Clause 22.02.
- Ensuring that all use and development in Activity Centres complies with the Activity Centre policy at Clause 22.06 or the relevant specific policies at Clauses 22.07 to 22.12.
- Ensuring that all use and development in Industrial Areas complies with the Industrial Areas Design Guidelines policy at Clause 22.16.
- Ensuring all new applications for gaming machines or gaming venues comply with the Gaming Policy at Clause 22.17.

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Further strategic work

- Implement the Box Hill Central Activities Area Car Parking Strategy 2014
- Investigate appropriate tools and locations for requiring Development Contributions across the municipality.
- Prepare further Structure Plans, as appropriate, for identified areas or centres.

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Background documents

Whitehorse Housing Strategy, 2014
Economic Development Strategy, 2008-2013
Integrated Transport Study, 2011
Burwood Heights Activity Centre Structure Plan, June 2006
Burwood Village Neighbourhood Activity Centre, Looking Towards the Future, May 2008
Nunawading/MegaMile Major Activity Centre and Mitcham Neighbourhood Activity Centre Structure Plan, April 2008
Box Hill Transit City Activity Centre Structure Plan, June 2007
City of Whitehorse Industrial Strategy, 2011
City of Whitehorse Retail Strategy Review, October 2010
MegaMile [west] & Blackburn Activity Centres Urban Design Framework, July 2010
City of Whitehorse responsible gaming policy 2011
City of Whitehorse Student Accommodation Strategy – Background Paper, August 2018
City of Whitehorse Student Accommodation Strategy, August 2018
Tally Ho Major Activity Centre Urban Design Framework 2007
Tally Ho Major Activity Centre Urban Design and Landscape Guidelines 2013

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21.01

MUNICIPAL PROFILE

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The City of Whitehorse is approximately 65 square kilometres in area, and is generally bounded by Highbury Road, Warrigal Road, Union Road, the Eastern Freeway, Heatherdale Road and the Dandenong Creek. The western boundary of the City is 12 kilometres east of Melbourne. The Strategic Framework Plan at Clause 21.04 shows the extent of the municipality.

The City hosts many activities of importance to the Eastern region of Melbourne and several of State importance. These are viewed as strengths, which the City can build upon, including:

- **Box Hill Metropolitan Activity Centre** and its provision of important education, health and commercial facilities. These include the Box Hill Institute, Box Hill and Epworth Hospitals and a branch of the Australian Taxation Office.
- **MegaMile Activity Centre** along Whitehorse Road is a focus for bulky goods retailing and motor vehicle sales. It serves a substantial catchment area attracting people from throughout metropolitan Melbourne and regional Victoria.
- **Burwood Heights Activity Centre** at the intersection of Burwood Highway and Middleborough Road, which includes a 20 hectare 'former brickworks' strategic redevelopment site and the potential to provide a significant mixed use activity centre.
- **Regional Parks and Gardens** such as Blackburn Lake Sanctuary, Wattle Park, Box Hill and Morack Golf Courses, the Dandenong Creek, Gardiners Creek, Schwerkolt Cottage and Yarran Dheran. All are individual in character and attract people from throughout Melbourne. They are part of important open space linkages, some continuing through to neighbouring municipalities.

The City is characterised by pleasantly undulating topography, with some steeply sloping areas, enhanced by a range of native and exotic landscapes. Trees are an integral aspect of the City and are a key determinant of the **character** of the residential areas of the city. Parts of the municipality are dominated by an upper tree canopy which covers a significant proportion of the City, ranging from the exotic tree lined streets of Mont Albert to the native trees in areas of Blackburn, Blackburn North, Vermont and Mitcham. There is a bushland appearance in parts of the City that is uncommon in middle ring suburbs of the metropolitan area.

Significant natural **environmental** assets are evident in the City including areas of remnant vegetation at Bellbird Dell, Cootamundra Walk, Wandinong Sanctuary, Wurundjeri Walk, Yarran Dheran, Antonio Park and the Blackburn Lake area. In these areas, the tree canopy cover is extensive and large mature trees dominate. The waterways of Gardiners, Mullum Mullum, Dandenong and Koonung Creeks are significant environmental, landscape and recreation locations. These creeks form part of an advanced open space network that is highly valued by the community. The municipality also contains many places of historical significance. These structures, natural features, buildings and areas provide a snapshot into the City's past and trace the development of the City from its agricultural origins to the post war housing boom.

The City is typical of middle ring Melbourne areas in that it is dominated by detached dwellings. The City provides for a variety of living environments ranging from the tree lined streets of Mont Albert, the bushland setting around Blackburn Lake to higher density housing around Box Hill. In 2011, around 74% of the housing stock was detached housing. There has been an annual net addition of 357 new dwellings developed in the City between 2001 and 2011. Medium density development in the City has been strong in recent years and reductions in household size, greater numbers of single parent families and older single person households is likely to mean that the demand for smaller dwelling sites with less garden maintenance will increase over the next decade.

The estimated population of the City of Whitehorse in 2013 was approximately 158,992 people. In the future the City's population is expected to change with the over 60 year old cohort anticipated to increase by 25% to 2031, alongside a large increase in persons aged between 20 and 39 years. The growth in young adults can be attributed to Whitehorse's housing opportunities and tertiary

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education facilities. Strong housing development will contribute to a more diverse housing stock to meet socio demographic changes but must be carefully managed to respect the character of residential neighbourhoods.

The City of Whitehorse has a \$7.2 billion economy that is strategically integrated into the wider regional economy. There are approximately 61,000 jobs within the City supported by a large proportion of the local workforce. There are also approximately 9,000 businesses operating in the City. Whitehorse's gross regional product is estimated at \$8.4 billion which represents 17% of Melbourne's Eastern gross regional product, 2.4% of Victoria's gross state product and 0.53% of Australia's gross regional product. Almost 20% of Whitehorse's gross regional product is contributed by the Box Hill Metropolitan Activity Centre.

Manufacturing remains a major contributor to Whitehorse's revenue generation (output) (14.3%). This is followed by Rental, Hiring & Real Estate Services (9.6%), Wholesale Trade (8.8%), Professional, Scientific & Technical Services (8.4%) and Health Care & Social Assistance (7.2%). In terms of employment, 16.6% of jobs in Whitehorse are in Health Care & Social Assistance, followed by Education & Training (12%), Retail Trade (11.7%), Professional, Scientific & Technical Services (8.2%) and Public Administration & Safety (7%).

There are numerous activity centres in the municipality providing a range of roles and functions. The Metropolitan Activity Centre (MAC) of Box Hill plays a major service delivery role for a subregional catchment. Large Activity Centres at Forest Hill, Burwood Heights, Tally Ho (East Burwood) and Nunawading MegaMile each have their own attributes and functions. A range of neighbourhood activity centres form a more localised focus for commercial and retail activities. These range in scale from Burwood One (Kmart Plaza) to Mitcham and Blackburn. Deakin University is designated as an Education Precinct and Box Hill as a Health/Education Precinct in *Plan Melbourne*.

The future role and function of activity centres throughout the municipality will be influenced by *Plan Melbourne* which places considerable emphasis on activity centres as the focus of new development and as an essential element of policies regarding sustainability, reducing the dominance of car travel, and in building a sense of community and a sense of place. Together all of these activity centres will contribute to the creation of '20 minute neighbourhoods' across Melbourne. The structure planning process, including the involvement of the community and other stakeholders, will be the means by which the opportunities available in centres are identified and realised.

The City has one of the biggest concentrations of office space in Melbourne outside of the Melbourne Central Business District and St Kilda Road with major office centres at Box Hill, Tally Ho Activity Centre and Greenwood office parks. Demand for office space remains high.

Industrial activity in the City is a highly important part of the regional economy and provides significant employment opportunities for the local area and the Eastern region. Major industrial precincts include Rooks Road, Middleborough Road, Redland Drive Estate, Joseph Street and Lexton Road. While manufacturing continues to contribute strongly to local output, the number of jobs in the sector declined by 25% between 2006 and 2011.

The City contains several large educational and health institutions that employ a significant number of people and generate a substantial amount of economic activity within the City. These institutions include the Box Hill Institute, Deakin University, Box Hill Hospital, Epworth Private Hospital and Mitcham Private Hospital, all of which have experienced considerable growth over recent years. There are several other private educational as well as specialised institutions particularly in the west of the municipality that serve regional catchments.

The City is served by an excellent transport system that provides strong links to the wider metropolitan region and is an important part of the Principal Public Transport Network.

Major public transport facilities include the city to Lilydale/Belgrave rail line, with seven stations in Whitehorse extending from Mont Albert to Heatherdale. This infrastructure has been the catalyst for a significant amount of industrial, commercial and residential development.

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The municipality benefits from the Vermont South to city tram line which extends from Warrigal Road to Hanover Road, servicing major institutions such as Deakin University, several private schools, Greenwood Office Park, Burwood Heights Activity Centre, Burwood One, Tally Ho Activity Centre and Vermont South Neighbourhood Activity Centre. There is also a tram route connecting the Box Hill MAC to the city. This route reinforces Box Hill's role as a major regional transport interchange.

These important elements of the Principal Public Transport Network, which also include Smart Bus Routes along Springvale, Blackburn and Warrigal Roads, are key criteria for the assessment of applications for additional housing and employment generators.

The City is well served by the arterial road network and freeway linkages. The Eastern Freeway and Eastlink provide excellent accessibility between the municipality and Melbourne Central Business District for residents and businesses.

An increasing number of bicycle trails provide linkages to major open space and recreation facilities and provide an alternative form of transport for the community.

21.01-1 Background documents

Proposed C213whse

City of Whitehorse Student Accommodation Strategy – Background Paper, August 2018

City of Whitehorse Student Accommodation Strategy, August 2018

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WHITEHORSE PLANNING SCHEME

21.06 HOUSING

14/07/2016
C177

21.06-1

14/07/2016
C177

Overview

The City of Whitehorse is a middle ring municipality providing housing for a wide range of household types, ages and cultural groups. In general, the population is slightly older than the metropolitan average, indicating an ageing population, however the majority of households are families with or without children. The types of residential development in the City vary between medium rise apartment buildings around Box Hill metropolitan activity centre, small unit developments in areas with good access to public transport and amenities, and standard detached dwellings in the majority of the residential areas.

The City of Whitehorse is under increased pressure to accommodate more people who are attracted to the area due to its strategic location, high amenity residential areas and quality services and facilities. The community is concerned about maintaining the high quality residential environment and ensuring that areas of environmental, heritage or special character are protected as the City's population grows. The municipality's leafy character is particularly valued, strengthened by the presence of quality canopy trees and other native and exotic vegetation. Trees and vegetation are considered one of the most significant determinants of neighbourhood character in the municipality, and therefore tree preservation and regeneration is of vital importance if the character of residential areas is to be maintained and enhanced.

Change and growth in urban areas with good public transport access can occur while contributing to the City's valued neighbourhood character. Areas such as the Box Hill metropolitan activity centre are able to accommodate increased housing growth in an urban setting while providing high levels of amenity for residents.

The Council's *Housing Strategy 2014* identifies areas of substantial, natural and limited growth. These categories of housing change are aligned with the neighbourhood character statements prepared for each area as part of the *Neighbourhood Character Study 2014* and the planning controls applying to the land. These statements and controls aim to direct housing growth across the municipality in a way which reflects the community's neighbourhood character aspirations, while balancing the future housing needs of Whitehorse. They are described as follows:

- Substantial Change areas provide for housing growth with increased densities, including inside designated structure plan boundaries and opportunity areas, in accordance with the relevant plans as well as around most train stations, adjoining tram routes and around larger activity centres.
- Natural Change areas allow for modest housing growth and a variety of housing types provided they achieve the preferred future neighbourhood character as identified in Clause 22.03 – Residential Development.
- Limited Change areas enable specific characteristics of the neighbourhood, environment or landscape to be protected through greater control over new housing development. These areas represent the lowest degree of intended residential growth in Whitehorse.

In addition, there are a number of identified "strategic redevelopment sites" in the City, plus opportunities within the Box Hill Metropolitan Activity Centre and in other Activity Centres for residential growth.

The *Neighbourhood Character Study 2014* further defines the preferred future character of precincts within the City. Council agrees with the concern within the community that poorly designed residential development is eroding the character and quality of some residential areas. Based on the *Neighbourhood Character Study 2014*, residential areas have been identified as being within precincts of the following neighbourhood character types:

- Garden Suburban Area.
- Bush Suburban Area.
- Bush Environment.

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Council will use the three categories of change and the identified character types to supplement 'ResCode' to encourage high quality development design that is responsive to the site constraints and opportunities whilst making a positive contribution to neighbourhood character.

The City also needs to respond to issues of housing affordability and promote environmentally sustainable development. Sustainable and well-designed housing can improve affordability over the long term, and contribute to the preferred neighbourhood character of residential areas.

Non-residential uses in residential areas continue to require monitoring and control to ensure that amenity issues are managed.

21.06-2

14/10/2014
C160

Vision

The vision for housing in the City is *"To ensure that housing in the City of Whitehorse meets residents' needs in terms of location, diversity, sustainability, accessibility, affordability and good design."* There are a number of key challenges facing the City of Whitehorse in relation to housing. These are:

- Accommodating an additional 12,997 dwellings to house the projected population growth in the City to 2036.
- Ensuring established residential areas continue to play an important role in providing additional housing.
- Ensuring activity centres can accommodate additional housing growth and are the focus of increased housing and employment densities, public transport and service provision. Each activity centre in Whitehorse has a different level of capacity and is equipped in different ways to support increased housing density.
- Preserving areas of valued character and vegetation or landscape significance.
- Better utilising transport corridors including train and tram routes for medium and higher density housing.
- The pressure of higher property prices on housing affordability and the type of dwellings constructed due to Whitehorse's attractive leafy character, dominance of detached dwellings and locational attributes.
- A higher demand for private rental housing, a proportion of which will need to be affordable to low income tenants.
- A higher proportion of lone person households may require smaller housing types including town houses, units and apartments. However in some instances, these housing types are more costly to buy or rent than older housing stock, and can contribute to housing affordability problems.
- The provision of specific assistance to access appropriate accommodation for new and first generation migrant populations in suitable locations.
- The need to provide more accommodation for students, and accommodation which better meets their needs in terms of quality and affordability in areas near Deakin University Burwood Campus and Box Hill Institute of TAFE.
- The need to develop or implement Structure Plans with objectives to improve housing affordability and special needs housing opportunities in activity centres.

Key Housing Principles

- Develop housing in Whitehorse that shapes the City's urban structure to support environmental and social sustainability, resilience and the health and well being of residents.
- Encourage housing that supports preferred neighbourhood character objectives and urban design aspirations for the City.

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- Promote housing growth and diversity in locations within walking distance of public transport and local services such as shops, parks and education.
- Limit residential growth in areas of valued landscape or built form character, and/or with infrastructure limitations.
- Support the housing directions of existing and future adopted Structure Plans and Urban Design Frameworks for activity centres.
- Provide a mix of housing that meets the life stage and cultural needs of residents.
- Ensure housing in substantial change areas is designed to achieve and enhance sense of place and identity, and facilitate neighbourhood participation.
- Support environmentally sustainable building, design and innovation in new housing development.
- Advocate for increases in affordable and social housing stock.

21.06-3
22/10/2015
C110

Housing Location

Key Issues

- Encouraging appropriate residential development within the municipality's established network of activity centres.
- Providing appropriate housing growth in locations with potential amenity considerations (eg. sensitive interfaces, rail corridors, tram lines, main roads).
- Ensuring timely provision of infrastructure and public realm improvements to support the growth of the municipality.
- Encouraging housing in locations with good access to public transport and services, which can minimise demand on the road network and better target the delivery of community and physical infrastructure and services.

Objectives

Limited Change Areas

- Conserve and enhance those elements which contribute to the valued environmental, heritage and neighbourhood character of the place.
- Ensure new development protects and reinforces the environmental, heritage values and / or preferred future neighbourhood character of the area.
- Ensure new development mainly takes the form of renovations to existing houses, replacement of single dwellings with new dwellings and some limited medium density development.

Natural Change Areas

- Support increased housing choice by allowing for a diversity of dwelling types, sizes and tenures.
- Ensure new development contributes to the preferred neighbourhood character of the precinct.
- Encourage new development applications to include landscape guidelines that show how the retention of existing vegetation where possible will be achieved, at the outset of the design process.

Substantial Change Areas

- Support increased residential densities.
- Support increased housing choice by allowing for a diversity of dwelling types, sizes and tenures to suit a range of household types.

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WHITEHORSE PLANNING SCHEME

- Facilitate achieving a new, preferred character for these areas over time through quality developments.
- Support the master planning of larger sites to facilitate the development of diverse, high amenity precincts which have an identifiable sense of place.
- Encourage the provision of shop-top dwellings and low scale apartment developments in activity centres, particularly within key Neighbourhood Activity Centres and on sites abutting the Principal Public Transport Network and main roads.
- Provide space for planting, communal spaces and rooftop gardens to improve the amenity and liveability of dwellings.

Strategies

- Council will assess new applications for dwellings and subdivisions against the relevant objectives, strategies and preferred character statements as specified in Clause 22.03 – Residential Development and in the *Whitehorse Neighbourhood Character Study 2014*.

Implementation

- Specify built form and landscape expectations for the three categories of change and the identified neighbourhood character precincts within Clause 22.03 – Residential Development.
- Zone residential areas identified for Limited Change to Neighbourhood Residential Zone.
- Zone residential areas identified for Natural Change to General Residential Zone.
- Zone residential areas identified for Substantial Change to General Residential or Residential Growth Zone as appropriate.
- Apply a Significant Landscape Overlay or Neighbourhood Character Overlay to areas of significant neighbourhood character or landscape.
- Apply the Heritage Overlay to buildings, structures and natural features of historical significance.
- Apply a Development Plan Overlay or Design and Development Overlay to guide the design and built form of new development as appropriate.

21.06-4

14/10/2014
C160

Housing Diversity

Key Issues

- Meeting the continuing high demand for private rental accommodation, which puts pressure on housing affordability.
- Providing high quality and accessible housing to meet the needs of the students that will continue to be attracted to Deakin University Burwood Campus and Box Hill Institute of TAFE and will require housing with high quality accessibility and services.
- Improving access to the housing market for the City's large proportion of first and second generation residents from non English speaking backgrounds, many of whom currently experience barriers inhibiting their entry to the market.
- Encouraging a broader range of housing types to meet the differing needs of the future population through the lifecycle.

Objectives

- Diversify the variety of housing types in the City of Whitehorse.
- Provide housing that meets the specialised requirements of particular residents.
- Monitor housing development trends and engage with relevant stakeholders.

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Strategies

- Promote activity centres with high accessibility that offer a range of services and provide a high level of amenity to residents as key locations for housing diversity.
- Support the renovation and redevelopment of single houses in Limited Change Areas as a means of providing accommodation for larger household types and choice for other households.
- Encourage appropriate student housing close to the university campuses in a form that respects the existing or preferred character of the area.

21.06-5

14/10/2014
C160

Housing Affordability

Key Issues

- Meeting an increasing demand for more affordable housing across the municipality.
- Ensuring student housing is consistent with the location and design requirements of Council Policy.

Objectives

- To increase the supply and distribution of affordable housing in the City of Whitehorse.
- To reduce housing stress in the City of Whitehorse.

Strategies

- Continue to identify opportunities for affordable housing in designated structure plans including specific location, localised need and design, and incentives for developers.

21.06-6

14/10/2014
C160

Housing Design

Key Issues

- Ensuring new developments do not result in a loss of the existing vegetation coverage and tree canopy.
- Encouraging appropriate development within the municipality's established areas.
- Maintaining the preferred neighbourhood character of Limited Change Areas.
- Providing adequate space for substantial vegetation in Limited and Natural Change Areas.
- Strengthening and improving the preferred neighbourhood character in Natural Change Areas.
- Creating a valued and identifiable sense of place in Substantial Change Areas and providing an appropriate design response in locations with potential to support additional housing.
- Ensuring new developments adjoining or close to environmentally significant and sensitive areas are carefully and respectfully designed.
- Ensuring that physical and community infrastructure is adequate and maintained at a standard to meet the future demand.
- Encouraging private sector provision of housing that improves the environmental performance of the municipality and minimises ongoing running costs for the residents.
- Encouraging continued improvement in housing design for better functionality, universal access and adaptability to improve access for people with mobility or other physical limitations and to lessen future costs in modifications to meet the current or future occupants' needs.

Objectives

- To enhance the design quality and character of residential development.
- To build resilience in the City's housing stock to the impacts of climate change.

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WHITEHORSE PLANNING SCHEME

- To improve the environmental performance of new and existing housing.
- To protect environmentally sensitive areas from inappropriate development.
- To encourage the provision of well designed, adaptable and accessible housing.

Strategies

- Amend the Municipal Strategic Statement to provide policy support for improving the design quality of residential development in the municipality.
- Implement the Neighbourhood Character Precinct Brochures with Preferred Character Statements and Design Guidelines to provide guidance and support for future residential development and assessments.
- Investigate two identified precincts for potential additional controls:
 - Precinct Garden Suburban 16 (GS16), which requires detailed survey and analysis to determine its suitability for Neighbourhood Character or Heritage Overlay controls; and
 - Precinct Bush Suburban 9 (BS9), which includes several areas that may be suitable for further Significant Landscape Overlay controls.
- Investigate other precincts for potential additional controls, utilising the Neighbourhood Character Overlay, Heritage Overlay and Significant Landscape Overlay, as appropriate.
- Prepare and adopt design guidelines for identified opportunity sites to ensure their redevelopment positively contributes to their surrounding context, provides high quality and innovative building design and facilitates high levels of residential amenity for new and adjoining residents.
- Encourage and promote examples of housing design that enable future adaptation or modify existing dwellings to meet changing needs with minimal current or future expense.
- Promote the use of the *Liveable Housing Design Guidelines* to new home owners and developers.

21.06-7
14/10/2014
C160

Non-Residential Uses

Key Issues

- Ensuring non-residential uses are designed in a way that integrates these uses and their built form into their residential environments and that there is no detriment to the community or the surrounding residential amenity.
- Ensuring that residential activity in non-residential areas is mindful of a lower expectation of amenity protection than in a residential area.

Objectives

- To ensure buildings for non-residential uses are designed to integrate with and respect the surrounding neighbourhood character.
- To ensure that non-residential uses do not cause detriment to the community or the amenity of the surrounding residential area.
- To ensure residential developments in areas where non-residential activity is encouraged are designed to ameliorate the potential impact of non-residential activity in the vicinity.

Strategies

- Implement policy to direct non-residential uses to appropriate locations, and provide parameters for their operation.
- Apply the Neighbourhood Character Precinct Brochures with Preferred Character Statements and Design Guidelines to provide guidance for future non-residential development in residential areas and assessments.

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Policy and the exercise of discretion

It is policy to:

- Ensure that all development applications comply with the Residential Development Policy at Clause 22.03.
- Ensure that all development applications are assessed in accordance with the Residential Development Policy at Clause 22.03.
- Ensure that all non residential use and development applications within a residential zone comply with the Non-Residential Uses in Residential Areas Policy at Clause 22.05.
- Require that landscape buffers between commercial parking areas and abutting residential properties be of suitable size and dimensions to provide for a range of screening vegetation and upper canopy trees.
- Ensure that all new applications for gaming machines or gaming venues comply with the Gaming Policy at Clause 22.18.
- Use local planning policy to manage student accommodation in accordance with the Student Accommodation Policy at Clause 22.14.

21.06-9

Proposed C213whse

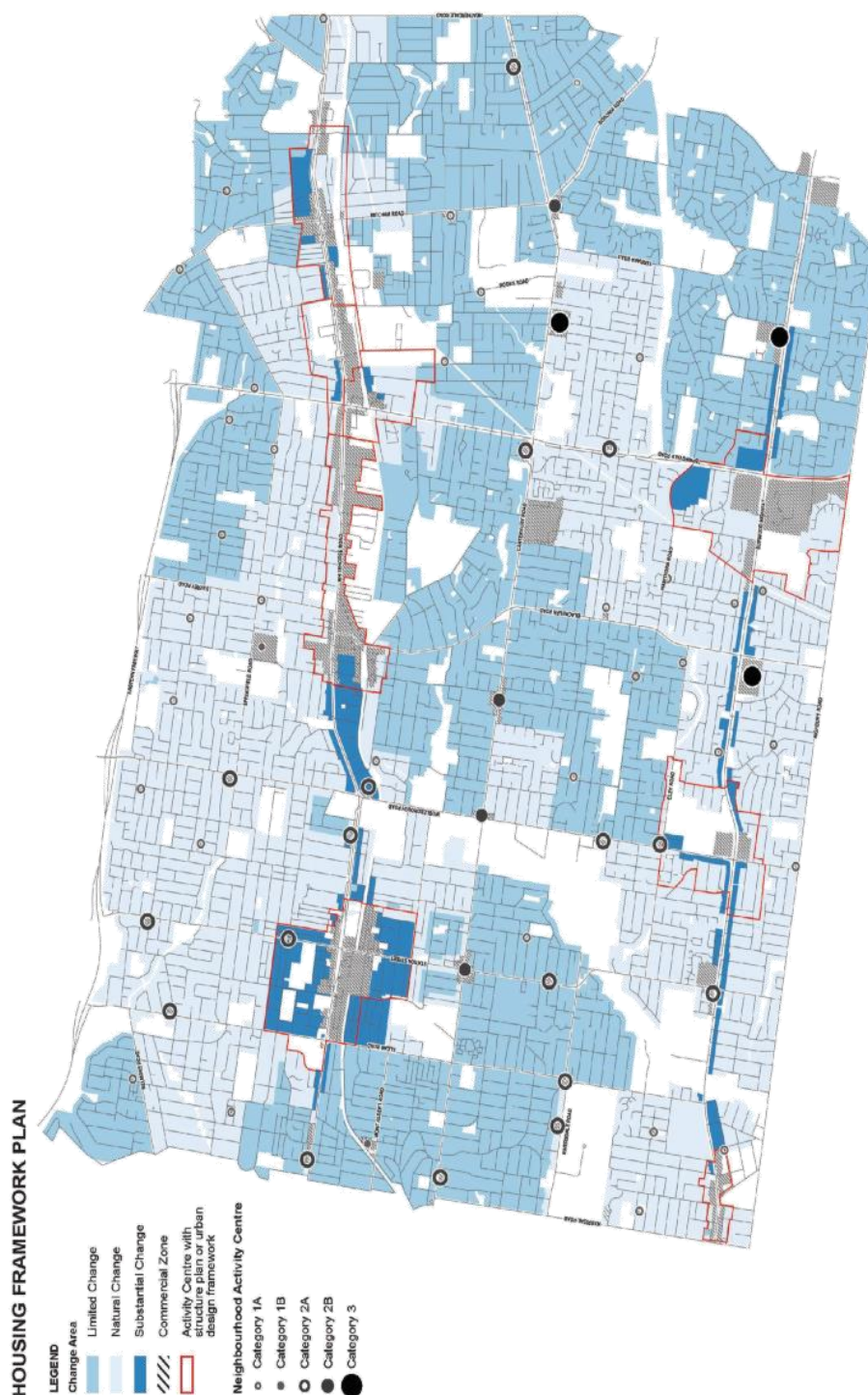
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Flora, fauna and habitat hectare assessment of 15 Virgillia Street Blackburn North Victoria, Biosis Research, April 2008
Guidelines for Areas of Special Significance and Beauty
KLM, Neighbourhood Character Study Review Of Areas 14 and 16, February 2004
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MegaMile (west) and Blackburn Activity Centres Urban Design Framework, July 2010
Nunawading/MegaMile Major Activity Centre and Mitcham Neighbourhood Activity Centre Structure Plan, April 2008
Review of Neighbourhood Character Implementation Recommendations, Part 2 Review Areas, July 2004
Review of Three Precincts in Character Areas 16 & 18, May 2008
Tally Ho Major Activity Centre Urban Design Framework, 2007
Tally Ho Activity Centre Urban Design and Landscape Guidelines, 2013
Walker Estate Special Character Area Urban Character Study, May 1999
Whitehorse Housing Strategy, 2014
Whitehorse Neighbourhood Character Study, 2014
Whitehorse Neighbourhood Activity Centre Urban Design Guidelines, 2014
131 Central Road, Nunawading: Vegetation Assessment by Stephen Mueck, Biosis (November 2007)

9.1.1 – ATTACHMENT 1.

Amendment C213 with Minor Post Exhibition Changes

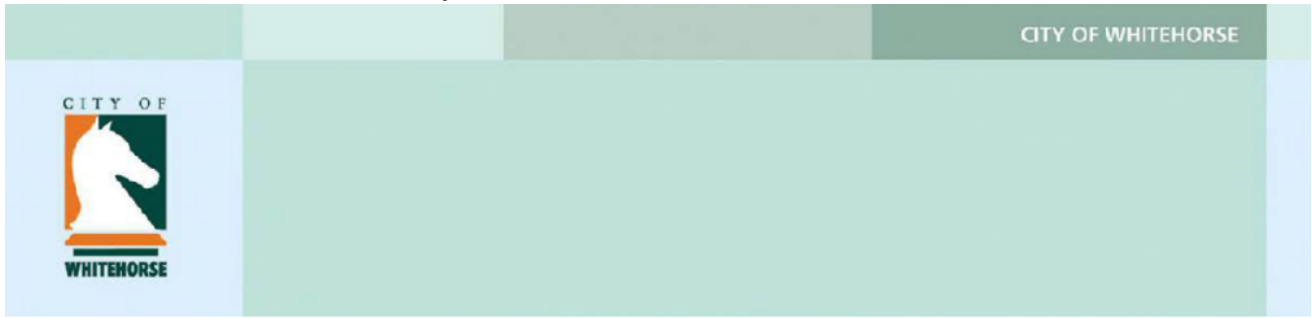
WHITEHORSE PLANNING SCHEME



9.4.1 Whitehorse Council Election (Caretaker) Period Policy 2020

Attachment 1 Policy

9.4.1 – ATTACHMENT 1. Policy



Election Period Policy

25 November 2019

9.4.1 – ATTACHMENT 1. Policy

ELECTION PERIOD POLICY

1. Status of Policy

This policy has been adopted by Council in compliance with the requirements of section 93B of the *Local Government Act 1989 (Act)*.

2. Purpose

In order to ensure that general elections for the Whitehorse City Council are conducted in a manner that is fair and equitable, and is publicly perceived as such, the Council affirms the following policy principles.

3. Election Period

The "Election Period" starts on the last day on which nominations for that election can be received and ends at 6.00pm on election day.

As soon as possible, and no later than 30 days prior to the commencement of the Election Period, the Chief Executive Officer will ensure that:

- a) All Councillors, Managers and staff are informed of the requirements of this policy; and
- b) A copy of this policy is given to all Councillors

4. Major Policy Decisions

During the Election Period the Council will not make a major policy decision without first obtaining Ministerial exemption.

A major policy decision is defined under section 93A of the Act to mean a decision:

- a) Relating to the employment or remuneration of the Chief Executive Officer;
- b) To terminate the appointment of the Chief Executive Officer;
- c) To enter into a contract the total value of which exceeds 1% of the Council's revenue from rates and charges; and
- d) To exercise any entrepreneurial power if the sum assessed under section 193(5A) of the Act in respect of the proposal exceeds 1% of the Council's revenue from rates and charges.

Where possible, the Chief Executive Officer will schedule matters for the Council to ensure that major policy decisions are made either prior to the commencement, or after the conclusion, of the Election Period.

5. Inappropriate Decisions

During the Election Period the Council will follow procedures intended to prevent the making of inappropriate decisions which include decisions that:

- a) Would affect voting in an election; or
- b) Could reasonably be made after the election.

All documentation prepared for Council or special committee meetings will be carefully vetted by the Chief Executive Officer to ensure that no agenda item is included that could potentially influence voters' intentions at the general election or could encourage Councillor candidates to use the item as part of their electioneering.

Councillors commit to refraining from moving motions or raising matters at a meeting that could potentially influence voting at the election.

9.4.1 – ATTACHMENT 1. Policy

6. Caretaker Statement

During the Election Period, the Chief Executive Officer will ensure that a "Caretaker Statement" is included in every agenda submitted to the Council or to a special committee of Council for a decision. The "Caretaker Statement" will appear at the start of the agenda and will state that:

"The recommended decisions on all reports on this agenda do not fall within the definition of a Major Policy Decision as outlined in Section 93A of the Act and Council's Election Period Policy".

Should any report be presented to the Council or a Special Committee during an Election Period, which it is considered does fall within Section 93A of the Act, this will be clearly indicated with a statement both at the commencement of the agenda and at the heading of any such report.

7. Council Resources

The Council will ensure that due propriety is observed in the use of all Council resources, and Council staff are required to exercise appropriate discretion in this regard. In any circumstances where the use of Council resources might be construed as being related to a candidate's election campaign, advice will be sought from the Chief Executive Officer or the Executive Manager Governance and Customer Service

Council resources, including offices, support staff, mayoral vehicle, meeting facilities, hospitality, equipment photocopying and stationery will be used exclusively for normal Council business during the Election Period and will not be used in connection with any election.

Reimbursements of Councillors' out-of-pocket expenses during the Election Period will only apply to costs that have been incurred in the performance of normal Council duties, and not for expenses that could be perceived as supporting or being connected with a candidate's election campaign.

No Council logos, letterheads, or other Whitehorse City Council logos or associated Council material will be used for, or linked in any way to, a candidate's election campaign.

The Chief Executive Officer and Council staff will not be asked to undertake any tasks connected directly or indirectly with electioneering.

8. Public Consultation

During the Election Period the Council will undertake procedures to limit public consultation. Whilst consultation is an integral part of Council's policy development process and operations, Council is concerned to ensure that consultation is not undertaken close to a general election so as to possibly become an election issue in itself and influence voting. Councillors acknowledge that issues raised through the consultation and decisions that follow may also unreasonably bind the incoming Council.

No public consultation will be undertaken during the Election Period unless authorised by a Council decision that acknowledges the application of this policy and justifies to the Whitehorse community the special circumstances making it necessary and how the risks of influencing the election will be mitigated or prevented.

9. Council Events

Councillors acknowledge that the scheduling of Council events in the lead up to elections may raise concerns over their potential use by sitting Councillors for electioneering purposes. To this end the Chief Executive Officer will ensure that no Council events will be scheduled during the Election Period unless there are special/exceptional circumstances making it necessary and justifying how the risks of influencing the election will be mitigated or prevented.

9.4.1 – ATTACHMENT 1. Policy

10. Information

The Council recognises that all election candidates have rights to information from the Council administration. However, it is important that sitting Councillors continue to receive information that is necessary to fulfil their elected roles. Neither Councillors nor candidates will receive information or advice from Council staff that might be perceived to support election campaigns, and there shall be complete transparency in the provision of all information and advice during the Election Period.

Information and briefing material prepared by staff for Councillors during the Election Period will relate only to factual matters or to existing Council services. Such information will not relate to policy development, new projects or matters that are the subject of public or election debate or that might be perceived to be connected with a candidate's election campaign.

An Information Request Register will be maintained by the Executive Manager Governance and Customer Service during the Election Period. This Register will be a public document that records all requests for information by Councillors and candidates, and the responses given to those requests.

All requests for information are to be directed to the Chief Executive Officer in written format.

11. Publicity

It is recognised that Council publicity is intended to promote Council activities and services. Council publicity will not be used in any way that might influence the outcome of a Council election.

Council is required to comply with Section 55D of the Act which states:

"A Council must not print, publish or distribute or cause, permit or authorise to be printed, published or distributed, any advertisement, handbill, pamphlet or notice during the election period unless the advertisement, handbill, pamphlet or notice has been certified, in writing, by the Chief Executive Officer.

The Chief Executive Officer must not intentionally or recklessly certify an electoral advertisement, handbill, pamphlet or notice during the election period unless it only contains information about the election process."

Penalty: 60 penalty units.

In addition:

- a) During the Election Period, no Council employee may make any public statement that could be construed as influencing the election;
 - b) During the Election Period, publicity campaigns, other than for the purpose of conducting the election, will be avoided wherever possible. Where a publicity campaign is deemed necessary for a Council service or function, it must be approved by the Chief Executive Officer. Council publicity during the Election Period will be restricted to promoting normal Council activities;
 - c) Any requests for media advice or assistance from Councillors during the Election Period will be channelled through the Chief Executive Officer or Executive Manager Governance and Customer Service. In any event, no media advice or assistance will be provided in relation to election campaign matters, or in regard to publicity that involves specific Councillors;
 - d) Councillors will not use their position as an elected representative to access Council staff and other Council resources to gain media attention in support of an election campaign; and
 - e) All Council media releases (which exclude electoral matters) in the Election Period will be issued in the name of the Chief Executive Officer as appropriate.
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9.4.1 – ATTACHMENT 1. Policy

12. Assistance to Candidates

The Council affirms that all candidates for the Council election will be treated equally.

Any assistance and advice to be provided to candidates as part of the conduct of the Council election will be provided equally to all candidates. The types of assistance that are available will be documented and communicated to all candidates in advance.

All election related enquiries from candidates, whether sitting Councillors or not, will be directed to the Returning Officer or, where the matter is outside the responsibilities of the Returning Officer, to the Chief Executive Officer or the Executive Manager Governance and Customer Service.

13. Social Media

During the Election Period, Councillors standing for re-election must not include in their official Councillor emails any reference to their personal social media accounts such as Facebook.

14. Public availability of this Policy

A copy of this policy is:

- a) Available for inspection by the public at the Council's customer service centres; and
- b) Published on the Council's Internet website.