

Attachments

Ordinary Council Meeting

Monday 21 August 2017

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9.1.1 Amendment C192 to the
 Whitehorse Planning Scheme
 - Rezoning 119 Surrey Road
 &150-152B Springfield Road,
 BLACKBURN

Attachment 1 Panel Report - Whitehorse Planning
 Scheme Amendment C192

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Planning and Environment Act 1987

Panel Report

Whitehorse Planning Scheme Amendment C192

119 Surrey Road and 150-152B Springfield Road, Blackburn

Front page

26 June 2017

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Planning and Environment Act 1987

Panel Report pursuant to section 25 of the Act

Whitehorse Planning Scheme Amendment C192

119 Surrey Road and 150-152B Springfield Road, Blackburn

26 June 2017



Brett Davis , Chair

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List of Abbreviations

C1Z	Commercial 1 Zone
DDO	Design and Development Overlay
EAO	Environmental Audit Overlay
EPA	Environment Protection Authority
GRZ	General Residential Zone
LPPF	Local Planning Policy Framework
NAC	Neighbourhood Activity Centre
SPPF	State Planning Policy Framework

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Overview

Amendment Summary	
The Amendment	Whitehorse Planning Scheme Amendment C192
Common name	119 Surrey Road and 150-152B Springfield Road, Blackburn
Brief description	<p>The Amendment proposes to:</p> <ul style="list-style-type: none">- rezone 119 Surrey Road and 150-152B Springfield Road, Blackburn comprising six properties (the subject land) from the General Residential Zone – Schedule 1 (GRZ1) to the Commercial 1 Zone (C1Z);- apply Design and Development Overlay – Schedule 4 (DDO4) to the subject sites;- apply an Environmental Audit Overlay (EAO) to 119 Surrey Road, Blackburn.
Subject site	119 Surrey Road and 150-152B Springfield Road, Blackburn
The Proponent	Maged Jardine Joy Pty Ltd represented by ARG Planning
Planning Authority	Whitehorse City Council
Authorisation	6 January 2017
Exhibition	2 February 2017 – 3 March 2017
Submissions	<p>Number of Submissions: 2 Opposed: 1</p> <ul style="list-style-type: none">- Mr Roger Simpson, EPA Victoria (support)- Mr Christian Marcus (opposed)

Panel Process	
The Panel	Brett Davis
Directions Hearing	On 28 April 2017, the Panel advised that a Directions Hearing was not required.
Panel Hearing	On 19 May 2017, the Panel directed that the matter be heard on the papers and written submissions were received from Council and the Proponent up to 7 June 2017
Site Inspections	Unaccompanied, 23 May 2017
Date of this Report	26 June 2017

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Executive Summary

(i) Summary

Whitehorse Planning Scheme Amendment C192 (the Amendment) seeks to rezone 119 Surrey Road and 150-152B Springfield Road, Blackburn comprising six properties (the subject land) from the General Residential Zone Schedule 1 (GRZ1) to the Commercial 1 Zone (C1Z) and:

- apply Design and Development Overlay Schedule 4 (DDO4) to the subject sites
- apply an Environmental Audit Overlay (EAO) to 119 Surrey Road, Blackburn
- update the relevant maps in the Planning Scheme.

The subject land is currently occupied by a car wash and five shops and has a long history of being used for commercial and retail purposes. The Amendment proposes to rezone the six properties as they are included in a residential zone but are not used for residential purposes.

Following exhibition of the Amendment in February and March 2017, two submissions were received, one in support from the Environment Protection Authority (EPA) and one objecting submission from the neighbouring property.

Key issues raised in the objecting submission included:

- perceived lack of information and request for documentation
- zoning and overlays
- mandatory height controls

Council and the Proponent requested that the matter be heard “on the papers”. The objecting submitter was invited to be heard and did not respond. On 19 May 2017, the Panel directed that the matter be heard on the papers and written submissions were received from Council and the Proponent up to 7 June 2017.

The submitters’ concerns relating to the “lack of information” with regard to the Amendment documentation are unfounded. Council has demonstrated compliance with its statutory obligations for exhibiting the Amendment.

The concerns of the submitter about impacts on amenity and future uses possibly intensifying can be addressed during the planning permit process. The Commercial 1 Zone, which is proposed to be applied to the land, includes appropriate provisions to ensure that the amenity of surrounding areas are considered in the assessment of any future planning permit application.

The Panel concluded that the use of discretionary (rather than mandatory) heights controls within DDO4 is consistent with the performance based principles of the Victorian Planning Provisions.

The Panel concludes that the Commercial 1 Zone is appropriate for the subject land. The range of land uses that would be possible under the Commercial 1 Zone in this location are all reasonable. The land has been in a ‘defacto’ commercial use enjoying existing use rights for some time, and the Panel concludes the Amendment addresses a long standing zoning anomaly.

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The Panel concludes that the Amendment is consistent with the State and Local Planning Policy Frameworks, is strategically justified, and will not negatively impact on the surrounding area.

(ii) Recommendation

Based on the reasons set out in this Report, the Panel recommends:

Whitehorse Planning Scheme Amendment C192 be adopted as exhibited.

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1 Introduction

1.1 The Amendment

(i) Amendment Description

The Amendment proposes to:

- rezone 119 Surrey Road and 150-152B Springfield Road, Blackburn (the subject land) from GRZ1 to the Commercial 1 Zone (C1Z)
- apply DDO4 to the subject land
- apply an EAO to 119 Surrey Road, Blackburn.

(ii) Purpose of the Amendment

The Explanatory Report states that the Amendment is required because the sites “are not used for residential purposes. The rezoning of the land from GRZ to C1Z will reflect the ongoing use for commercial purposes”.

(iii) The subject site

The Amendment applies to six properties on the southeast corner of the intersection between Surrey Road and Springfield Road, Blackburn. land shown in Figure 1.



Figure 1 The Subject site¹

The land is adjacent to the Springfield and Surrey Road Shops which is a designated Neighbourhood Activity Centre (NAC) under Council’s Strategic Framework Plan. The proposed rezoning will facilitate the use of the subject land in a manner which is consistent with the NAC.

DDO4 applies to land designated as a NAC throughout the municipality and applying the overlay to the subject land will ensure a consistent approach is taken to its future

¹ Whitehorse Amendment C182 Explanatory Report, p.1

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development in accordance with other NACs within the municipality, in particular, to the Springfield and Surrey Road Shops NAC opposite.

An aerial image showing the context of the site, including its proximity to the nearby residential areas, is shown in Figure 2.



Figure 2 Aerial image of the subject land²

1.2 Procedural issues

Council and the Proponent requested that the matter be heard “on the papers”. An invitation to the objecting submitter to be heard was sent 28 April 2017 and no response was received. On 19 May 2017, the Panel directed that the matter be heard on the papers and written submissions were received from Council and the Proponent up to 7 June 2017.

1.3 Background to the proposal

The Explanatory Report provides details of the background to the Amendment:

The amendment seeks to rezone the sites from the GRZ1 to the C1Z and apply DDO4. The amendment also seeks to apply an EAO to 119 Surrey Road, Blackburn.

The subject land is currently occupied by a car wash and five shops and has a long history of being used for commercial and retail purposes. The amendment

² Council report 21 November 2016, p.33

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proposes to rezone the sites together as they are included in a residential zone but are not used for residential purposes. The proposed rezoning of the land from GRZ1 to C1Z will reflect the ongoing use for commercial purposes.

The land is adjacent to the Springfield and Surrey Road Shops which is a designated Neighbourhood Activity Centre (NAC) under Council's Strategic Framework Plan. The proposed rezoning will facilitate the use of the subject land in a manner which is consistent with the NAC. DDO4 applies to land designated as a NAC throughout the municipality and applying the overlay to the subject land will ensure a consistent approach is taken to its future development in accordance with other NACs within the municipality, in particular, to the Springfield and Surrey Road Shops NAC opposite. Appendix 5 of this Panel submission outlines the NAC Guidelines which apply to all NACs in the municipality. It will also ensure that development preserves the amenity and character of abutting residential areas.

Given the historical use of the land at 119 Surrey Road, Blackburn as approved, past and present, and acknowledging the surrounding residential land; it is proposed to apply an EAO as per Clause 45.03 of the Planning Scheme to ensure any future development and use of the land and surrounding residential properties are effectively protected. The EAO will manage potentially sensitive land uses at 119 Surrey Road, Blackburn given the car wash and previous service station uses at the site.³

1.4 Issues dealt with in this report

The Panel has considered all written submissions. In addressing the issues raised in those submissions, the Panel has been assisted by the information provided to it as well as its observations from inspections of the sites.

This report deals with the issues under the following headings:

- Planning context
- General issues.

1.5 Limitations

The Panel notes that a new version (24 May 2017) of the Ministerial Direction on the Form and Content of Planning Schemes under Section 7(5) of the Act has been released post-exhibition. The Panel has not completed a full review of the Amendment in accordance with the revised direction and this should be done following consideration of the Panel's recommendations.

³ Whitehorse Amendment C182 Explanatory Report, p.1

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2 Planning context

Council provided a response to the Strategic Assessment Guidelines as part of the Explanatory Report.

The Panel has reviewed Council's response and the policy context of the Amendment, and has made a brief appraisal of the relevant zone and overlay controls and other relevant planning strategies.

2.1 Policy framework

(i) State Planning Policy Framework

The following clauses of the State Planning Policy Framework (SPPF) are relevant to the Amendment:

Clause 11.01-2: Activity Centre Planning, which has the objective to encourage the concentration of major retail, residential, commercial, administrative, entertainment and cultural developments into activity centres which provide a variety of land uses and are highly accessible to the community. Strategies include:

- *Undertake strategic planning for the use and development of land in and around the activity centres.*
- *Give clear direction in relation to preferred locations for investment.*
- *Encourage a diversity of housing types at higher densities in and around activity centres.*
- *Broaden the mix of uses in activity centres to include a range of services over longer hours appropriate to the type of centre and needs of the population served.*
- *Provide a focus for business, shopping, working, leisure and community facilities.*

Clause 11.02-1: Urban growth - Supply of urban land, which has the objective to ensure a sufficient supply of land is available for residential, commercial, retail, industrial, recreational, institutional and other community uses. Strategies include:

- *Ensure the ongoing provision of land and supporting infrastructure to support sustainable urban development.*
- *Ensure that sufficient land is available to meet forecast demand.*

Council submits the rezoning of the sites to C1Z will provide opportunity for future residential or commercial development.

Clause 16.01-2: Location of Residential Development, which has the objective to locate new housing in or close to activity centres and employment corridors and at other strategic redevelopment sites that offer good access to services and transport. Strategies include:

- *Increase the proportion of housing in Metropolitan Melbourne to be developed within the established urban area, particularly at activity centres, employment corridors and at other strategic sites, and reduce the share of new dwellings in greenfield and dispersed development areas.*

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- *Encourage higher density housing development on sites that are well located in relation to activity centres, employment corridors and public transport.*
- *Ensure an adequate supply of redevelopment opportunities within the established urban area to reduce the pressure for fringe development.*
- *Facilitate residential development that is cost-effective in infrastructure provision and use, energy efficient, incorporates water efficient design principles and encourages public transport use.*

The proposed rezoning and application of DDO4 will allow for residential uses to be developed close to existing shops, services and public transport. There are bus routes that travel along Springfield Road and Surrey Road and the sites are within 2 kilometres of Blackburn railway station. The sites are approximately 1 kilometre from the Eastern freeway and there are pedestrian footpaths on Springfield Road and Surrey Road.

Clause 17.01-1: Economic Development – Business has the objective to encourage development which meet the communities' needs for retail, entertainment, office and other commercial services and provides net community benefit in relation to accessibility, efficient infrastructure use and the aggregation and sustainability of commercial facilities. Strategies include:

- *Locate commercial facilities in existing or planned activity centres.*
- *Provide new convenience shopping facilities to provide for the needs of the local population in new residential areas and within, or immediately adjacent to, existing commercial centres.*
- *Provide small scale shopping opportunities that meet the needs of local residents and workers in convenient locations.*

The Amendment will allow for the continued use of the sites for convenience shopping facilities adjacent to residential areas and an existing NAC. The Amendment also provides for the future development of additional commercial and retail shopping opportunities that will meet the needs for local residents at a location that is accessible by a variety of transport methods.

Clause 18.01-1: Integrated transport – land use and transport planning has the objective to create a safe and sustainable transport system by integrating land-use and transport.

Council submitted that the Amendment is supported by these clauses in the SPPF because the rezoning to C1Z:

Will support these objectives by more effectively facilitating commercial and residential development around the Springfield and Surrey Shops NAC. The DDO4 to be applied to the land will ensure this is done in a manner whereby future development addresses the character of the area and amenity of abutting properties as sought by Clause 15 (Built Environment and Heritage).

(ii) Local Planning Policy Framework

Council submitted that the Amendment supports the following clauses of the Local Planning Policy Framework (LPPF):

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- *Clause 21.07 Economic Development of the Municipal Strategic Statement (MSS) identifies that there are 60 Neighbourhood Centres within the municipality that play an important social and community role. Well performing centres such as the Springfield and Surrey Road Shops should be further enhanced, including their ability to provide a diversity of housing choices and greater certainty for their future commercial use.*
- *The amendment will allow development and uses commensurate to the specific 'attributes' afforded to the sites and is responsive to the existing use as a car wash and adjoining NAC.*

The proposed rezoning will facilitate outcomes in a manner that does not jeopardise the municipality's retail hierarchy given the limited number of properties affected by the rezoning, and their existing use for commercial purposes. Council submitted that other objectives of the LPPF that require commercial development to sensitively address surrounding residential areas will be achieved through the application of the DDO4 that will guide the design of new development.

2.2 Planning scheme provisions

(i) Zones

The Amendment proposes replacement of the General Residential Zone (GRZ) with the application of the Commercial 1 Zone (C1Z). The purposes of the C1Z are:

- *To create vibrant mixed use commercial centres for retail, office, business, entertainment and community uses.*
- *To provide for residential uses at densities complementary to the role and scale of the commercial centre.*

(ii) Overlays

Environmental Audit Overlay

The Amendment proposes the application of an Environmental Audit Overlay (EAO) to 119 Surrey Road, Blackburn.

The purpose of the EAO is:

To ensure that potentially contaminated land is suitable for a use which could be significantly adversely affected by any contamination.

The EAO will manage potentially sensitive land uses at 119 Surrey Road, Blackburn given the car wash and previous service station uses at the site.

Design and Development Overlay

The Amendment proposes to apply DDO4.

The purpose of the DDO is:

- *To ensure new development is designed to respond to the immediate site environs, reflect the role of the centre and enhance the character of the surrounding residential area. To ensure new buildings incorporate design*

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detail that provides a high quality and visually interesting interface with the streetscape (including internal streets within larger centres) and the surrounding residential area, addressing issues of amenity, functionality, adaptability and accessibility.

- *To ensure new buildings create a complementary interface to enhance the public realm.*
- *To ensure new development is designed to minimise potential off-site impacts such as noise (including from services), overlooking, access to sunlight, and light spillage on adjoining residential properties.*

Council submitted that the application of DD04 incorporates the subject land into the existing NAC and the C1Z is the more appropriate zone as it reinforces the NAC designation.

2.3 Ministerial Directions

Council submitted that the Amendment meets the relevant requirements of the following Ministerial Directions:

- Ministerial Direction 11 Strategic Assessment of Amendments
- Section 7 (5)) The Form and Content of Planning Schemes.

(i) The Form and Content of Planning Schemes (s7(5))

As noted in section 1.5, a new version (24 May 2017) of the Ministerial Direction on the Form and Content of Planning Schemes under Section 7(5) of the Act has been released post-exhibition of this Amendment. The Panel has not completed a full review of the Amendment in accordance with the revised direction and this should be done following consideration of the Panel's recommendations.

2.4 Discussion

The amendment is consistent with the intent and use of the Victorian Planning Provisions as it seeks to apply the C1Z to residentially zoned land which has historically operated and presented as commercial uses. The proposed application of the DD04 and EAO is consistent with the form and content of the Victoria Planning Provisions and reflects the existing and future land use pattern of the affected land as well as its location adjacent to an existing NAC that is included in DD04.

2.5 Conclusion

The Panel concludes that the Amendment is supported by, and implements, the relevant sections of the State and Local Planning Policy Framework, and is consistent with the relevant Ministerial Directions and Practice Notes. The Amendment is well founded and strategically justified, and the Amendment should proceed.

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3 General Issues

3.1 The issue

One submission (Mr Christian Marcus), objected to the Amendment. Key issues raised in the objecting submission included:

- perceived lack of information and request for documentation
- zoning and overlays
- mandatory height controls.

3.2 Submissions

(i) Documentation

During the exhibition period, Mr Marcus asked for the documents produced by the Proponent to request the Amendment to the Planning Scheme. He argued that these documents should be available and that the documents used to request the Amendment contains information which contradicts the Amendment documentation prepared by Council officers.

Mr Marcus argued that the Amendment request documents disclose information about the future intent of the landowner for the sites included in the amendment.

Council submitted that the request and documentation received from ARG Planning (on behalf of the Proponent) was merely the process which they used to request the amendment and was not materially relevant to the amendment process. Council submitted:

The amendment is for the rezoning of the land and application of the two overlays and the request documents do not include any development proposal...the request for documentation does not form part of the statutory amendment process placed on exhibition.

The amendment documentation that was on public exhibition and available for review (which included the Explanatory Report, Instruction Sheet and mapping) is what was assessed by the Minister for Planning when he considered the request by Council to authorise the amendment for exhibition and is what Council was required to make available during the statutory exhibition period under the Planning and Environment Act 1987.

Mr Marcus raised concerns with information with the Explanatory Report, in particular that it stated that the Amendment is required because the sites “are not used for residential purposes. The rezoning of the land from GRZ to C1Z will reflect the ongoing use for commercial purposes”.

Mr Marcus argued that there should be no change as the sites are already used for commercial purposes and the existing car wash is not prohibited under the GRZ. Mr Marcus was concerned that as a result of the Amendment, that the sites will be able to be “exploited for residential uses.”

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Council submitted that the Explanatory Report states that the Amendment will *“ensure that development preserves the amenity and character of abutting residential areas.”*

Mr Marcus argued that the most effective way to preserve the amenity of the area is for it to be retained in the GRZ and the rezoning will allow commercial enterprises which will affect adjoining land. He argued this would create amenity issues such as noise, traffic, hours of delivery and operation, light spill, solar access and glare.

Council submitted that the Explanatory Report states that the Amendment will *“provide certainty for future built form outcomes”*, however the Mr Marcus submitted that this was untrue as the DDO4 uses the word ‘preferred’ rather than ‘must’. The maximum height stated is a “preferred” 3 storeys or 2 storeys if adjoining a residential area.

Mr Marcus argued that the word ‘maximum’ is misleading since Council and ultimately the Victorian Civil and Administrative Tribunal (VCAT) is not bound by the maximum storey levels and that a developer can apply to construct a development in excess of this maximum.

(ii) Zoning and Overlays

Mr Marcus argued that the Amendment has no practical impact except if there is a clear and present purpose to the sites’ proposed use, which has not yet been explained in the Explanatory Report and to the community. He argued that the current controls should remain.

GRZ

Mr Marcus submitted that the existing GRZ can provide greater certainty together with a DDO rather than a C1Z and that a new DDO schedule which restricts the building height to 2 storeys should be sought, as the current “preferred” building height of 3 storeys cannot be enforced by Council should the matter be brought before VCAT. Mr Marcus submitted that *“if it is not broken why fix it?”* with regard to the current zoning.

Council submitted the while the existing GRZ allows residential uses, the proposed C1Z will allow for commercial and retail uses, such as the existing uses, some of which would otherwise be prohibited. It noted that *“the uses will help to create active frontages along Springfield and Surrey Roads in the NAC.”*

Council outlined that the Amendment proposes to rezone the sites together as they are included in a residential zone, but are not used for residential purposes and do not present as a residential precinct typical of the surrounding character.

DDO

Council outlined that the application of the DDO4 will provide certainty to future built form outcomes. DDO4 has a preferred maximum height of 3 storeys in a small-medium neighbourhood centre, with a preferred maximum height on a boundary adjoining a residential area of 2 storeys. The third storey of a building is required to be setback a preferred minimum of 5 metres at the rear boundary.

The Proponent submitted that the DDO4 ensures that any future development protects the amenity of abutting residential properties and is at a scale that is appropriate to the area.

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Mandatory Heights

Mr Marcus submitted that a new Design and Development Overlay should be used that mandates a two storey maximum. Council and the Proponent submitted that DDO4 proposed for the land is consistent with that which applies to all NACs throughout the municipality, including that on the west side of Springfield Road, opposite the subject land.

The Proponent submitted:

The Overlay Schedule was introduced into the Planning Scheme by Amendment C162 which was gazetted in September 2015 and followed a detailed analysis of the municipalities' neighbourhood centres. The Amendment was informed by Council's Neighbourhood Activity Centre Urban Design Guidelines 2014 (a reference document at Clause 22.06) which considered the appropriateness of heights and setbacks within neighbourhood centres.

The use of discretionary (rather than mandatory) heights controls within the Design and Development Overlay (Schedule 4) is consistent with the performance based principles of the Victorian Planning Provisions and:

- *Practice Note 59 – The Role of Mandatory Provisions in Planning Scheme; and*
- *Practice Note 60 – Height and Setback Controls for Activity Centres*

Council submitted that the recently reformed GRZ includes a height control for buildings of 11 metres or 3 storeys. The DDO4 includes a height control of 11 metres or 3 storeys for Category 1A NACs, such as the centre at Springfield and Surrey Road. While the reformed GRZ heights are mandatory and the DDO4 heights discretionary, developments that seek to exceed the preferred height (in the C1Z) will be required to justify the additional height against the objectives of the DDO4 and the character of the surrounding residential precinct.

Council concluded that any application to exceed the preferred maximum height needs to be justified against the objectives of any zone and overlay that apply to the land, as well as the characteristics of the surrounding land.

EAO

Council submitted, given the historical use of the land at 119 Surrey Road, and acknowledging the surrounding residential land; it is proposed to apply an EAO as per Clause 45.03 of the Planning Scheme to ensure any future development and use of the land and surrounding residential properties are effectively protected.

The Proponent submitted that an initial *Soil Contamination Assessment* prepared by Environmental Assessment Services identified that 119 Surrey Road has operated as a car wash in recent years and prior to that, was utilised as a service station. The investigations identified low level contamination.

They explained:

As the Commercial 1 zoning has the potential to allow for sensitive land uses, the Amendment proposes to apply an Environmental Audit Overlay to the site

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in accordance with the General Practice Note, "Potentially Contaminated Land."

Council and the Proponent submitted that the EAO will ensure that 119 Surrey Road can be used for sensitive land uses in the future. The EPA submitted its support to apply the EAO.

3.3 Discussion

Documentation

The Panel agrees with Council that documentation leading up to an Amendment does not necessarily form part of the statutory process, and that is covered through the Explanatory Report and any information the Council exhibits with it.

Acknowledging the concerns of Mr Marcus, the Panel believes that if a development application is lodged for any of the subject sites in the future, it will be assessed against the current zone and schedule requirements such as, but not limited to, height, setbacks, site coverage, open space and car parking. Any future development of the site will also need to be cognisant of the surrounding residential uses and neighbourhood character and amenity impacts will be assessed against the requirements of the Planning Scheme.

Zoning and Overlays

Planning Practice Note 59⁴ clearly indicates that the use of mandatory controls are generally only appropriate in "exceptional circumstances."

In this case, the Panel does not believe that such circumstances are relevant to the subject land. Council recently reviewed the new residential zones and submitted that the reformed zones also place restrictions on height⁵. Ultimately, any decision on future applications could be reviewed by VCAT (if sought). The Panel finds the application of the DDO4 is strategically justified.

EAO

With regard to the application of the EAO, the Panel notes the support of the EPA and agrees with the approach of Council. Given the sites' historical use, the approach of applying the EAO to 119 Surrey Road ensures that any potential contamination issues are addressed should any redevelopment occur.

With regard to issues of amenity, the Panel notes surrounding land owners and residents will be afforded an opportunity to engage with the planning process through the ordinary notice and review provisions which will apply in the event of an application being lodged.

3.4 Conclusion

The Panel concludes:

- The information provided in the Explanatory Report has been authorised by the Department of Environment, Land, Water and Planning, reviewed by Council and the Panel and meets the Strategic Assessment Guidelines and relevant Planning Practice Notes to consider the Amendment.

⁴ PPN59: The Role of Mandatory Provisions in Planning Schemes (June 2015)

⁵ VC110 27 March 2017

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- The proposed rezoning of the land from GRZ1 to C1Z will reflect the ongoing use for commercial purposes.
- The Amendment will facilitate the use of the subject land in a manner which is consistent with the NAC and which will ensure a consistent approach is taken to its future development in accordance with other NACs within the municipality, in particular, to the Springfield and Surrey Road Shops NAC opposite. It will also ensure that development preserves the amenity and character of abutting residential areas.
- The Amendment addresses a long standing zoning anomaly for the site and it should be supported as exhibited.

3.5 Recommendations

The Panel makes the following recommendations:

Whitehorse Planning Scheme Amendment C192 be adopted as exhibited.

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Appendix A Document list

No.	Date	Description	Tabled by
1	1 June 17	Council Submission	Vanessa McLean, Whitehorse City Council
2	5 June 17	Submission on behalf of Proponent, Maged Nardine Joy Pty Ltd	Luke Mooney, ARG Planning
3	7 June 17	Council Right of Reply	Vanessa McLean, Whitehorse City Council

9.3.1 Draft Whitehorse Municipal
Public Health & Wellbeing
Plan 2017-2021

Attachment 1 Draft Whitehorse Health & Wellbeing
Plan 2017-2021



Whitehorse Health and Wellbeing Plan 2017-2021

DRAFT



9.3.1 – ATTACHMENT 1.

Draft Whitehorse Health & Wellbeing Plan 2017-2021

Acknowledgement of Country

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

Data sources

Except where indicated, full references for data used in the *Whitehorse Health and Wellbeing Plan 2017-2021* are located in the Whitehorse Health and Wellbeing Profile 2017. The profile is primarily based on data from the 2016 Australian Census with additional sources as referenced. Enquiries about data sources may be directed to the Social Policy Officer, Whitehorse City Council, on 9262 6333.

Every attempt has been made to use the most recent data to inform the priorities in the *Whitehorse Health and Wellbeing Plan 2017-2021*. At the time of development some findings from the 2016 Census were not available and therefore 2011 Census information has been used, and is referenced accordingly. The Plan will be updated, and adjustments made if necessary, once this information is available.

July 2017

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9.3.1 – ATTACHMENT 1. Draft Whitehorse Health & Wellbeing Plan 2017-2021

Executive Summary

Welcome to Whitehorse's Health and Wellbeing Plan!

Over the next four years, Whitehorse City Council will deliver in partnership a significant number of strategies and initiatives that work towards improving the health and wellbeing of people who live, work, study and recreate in Whitehorse.

This iteration of the Municipal Public Health and Wellbeing Plan, *Whitehorse Health and Wellbeing Plan 2017-2021* (the Plan) is Council's sixth plan and represents Council's long term commitment and endeavor towards working in partnership to improve the health and wellbeing of the municipality. This Plan builds upon the work undertaken in previous plans, strengthening Council's approach to supporting a healthy, vibrant, prosperous and sustainable community.

Health and wellbeing is not merely about disease and illnesses. It is about:

- living in a safe and sustainable environment
- having adequate housing
- having access to services, open space and recreation, art and culture, income and education
- having connections to family and community,

All these factors have an influence on health and wellbeing. Local governments have a central role in protecting, improving and promoting the conditions which support and encourage healthier lives.¹

This Plan adopts an *Environments for Health* framework which holds that health and wellbeing is affected by many different factors across any or all four environments – the built, social, economic and natural environments.(REF) These "environments for health" strongly align with Council's *Strategic Directions 2013-2023*.

The *Whitehorse Health and Wellbeing Plan 2017-2021* meets the requirements under the *Public Health and Wellbeing Act 2008* and is based on extensive community engagement and consultation with residents, visitors and workers, as well as partner organisations. The Plan is strongly aligned with the *Whitehorse Council Vision 2013-2023* and the *Whitehorse Council Plan 2013-2017*, under the *Strategic Directions 2013-2023* for the municipality:

1. Support a healthy, vibrant, inclusive and diverse community
2. Maintain and enhance our built environment to ensure a livable and sustainable city
3. Protect and enhance our open space and natural environments
4. Provide strategic leadership and an open and accessible government
5. Support a healthy local economy

These strategic directions underpin Council's commitment to a vibrant and prosperous community. Through a partially integrated approach with the Council Plan, health and wellbeing engagement and planning ran from late 2016 to September 2017.

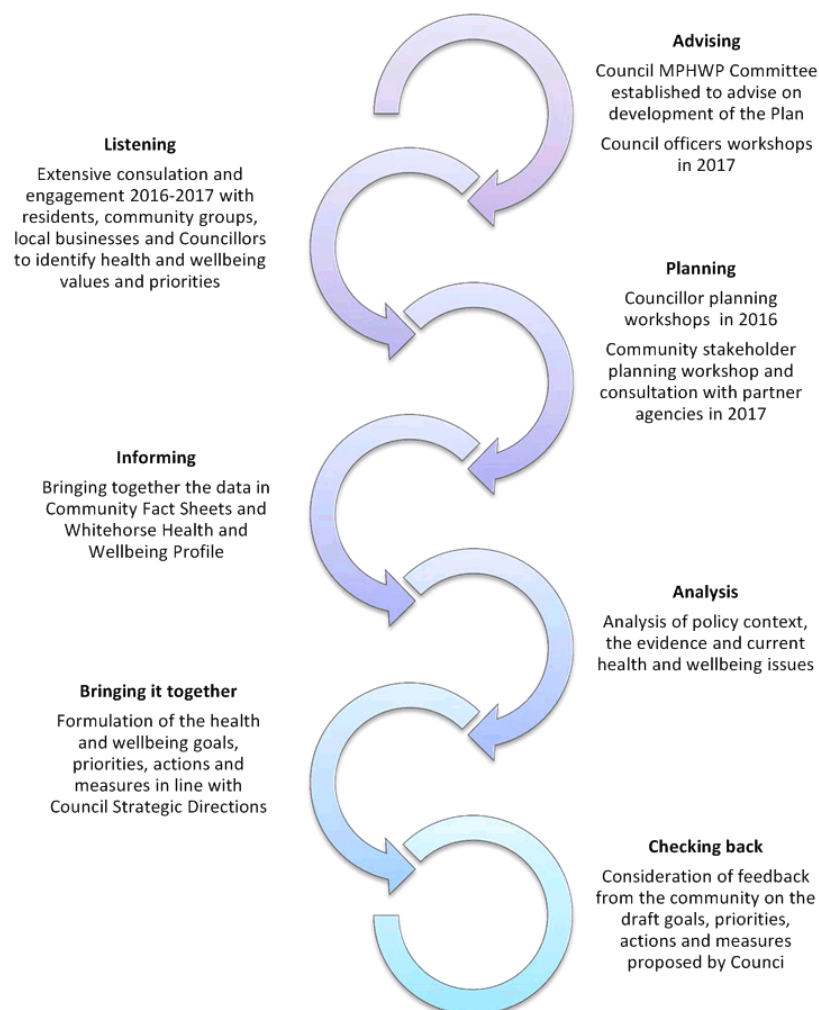
Over 4,865 people from across Whitehorse have been actively engaged and contributing to the development of the *Whitehorse Health and Wellbeing Plan 2017-2021*.

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In late 2016, Whitehorse City Council undertook an extensive community engagement process – the Your Say Whitehorse campaign – to inform both the *Council Plan 2017-2021* and the *Whitehorse Health and Wellbeing Plan 2017-2021*. Councillors and officers worked together to undertake community workshops, pop ups, online opportunities, surveys and so forth across the municipality. To explore the community's health and wellbeing further, additional engagement strategies were implemented by Council in 2017. Below is an overview of the process Council undertook to develop the *Whitehorse Health and Wellbeing Plan 2017-2021*.



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A detailed statistical data analysis of the available evidence on Whitehorse's health and wellbeing, an assessment of national, state and local policies, and the comprehensive community engagement process and consultation with key stakeholders informed the establishment of health and wellbeing goals and those priority groups and actions that should be undertaken to work towards them. The priorities for action include those in which Council and their partners are well established in and others that are developmental.

According to the World Health Organisation (2012), the social conditions in which people are born, live and work is the single most important determinant of good health or ill health, and this is reflected in the Plan. It describes actions for health and wellbeing that can influence the social environment by creating social participation, connectedness and resilience for people, families, neighbourhoods and communities within the municipality.

The Plan is a platform to build new external partnerships as well as continuing to work with those already established. Many existing Council Plans and Strategies are integrated into and inform the *Whitehorse Health and Wellbeing Plan 2017-2021* including: the Whitehorse Disability Strategy and Action Plan, the Whitehorse Diversity Plan, the Whitehorse Reconciliation Plan, The Whitehorse Community Participation Strategy, the Whitehorse Positive Ageing Strategy, the Whitehorse Recreation Plan, the Whitehorse Cultural Strategy, the Whitehorse Youth Plan and the Whitehorse Early Years Plan.

Over the next four years, the health and wellbeing priorities will be addressed on an annual basis, by taking action across Council, in partnership with key stakeholders through existing plans and strategies as well as some new/developmental initiatives. Whitehorse City Council looks forward to working in partnership to meet the aspirations of the City for a healthy, vibrant, prosperous and sustainable community.

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Draft Whitehorse Health & Wellbeing Plan 2017-2021

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Introduction

Whitehorse City Council's Municipal Public Health and Wellbeing Plan, the *Whitehorse Health and Wellbeing Plan 2017-2021*, describes the work Council will undertake in partnership with the community and with key State and local organisations over the next four years to improve the health and wellbeing of people in the municipality.

The development of *Whitehorse Health and Wellbeing Plan 2017-2021* (the Plan) outlines how Council and key local organisations will deliver creative, innovative and tailored strategies for the Whitehorse population to enable people to lead healthier lives. It complements and builds upon the *Whitehorse Council Vision 2013-2023* and the four-year *Whitehorse Council Plan 2017-2021*.

Environments for Health

The Plan is grounded in the tradition of public health, adopts an environments for health framework and employs a social model of health. In Victoria, public health is considered to be “... *what we, as a society, do collectively to assure the conditions in which people can be healthy. Public health focuses on prevention, promotion and protection rather than on treatment, on populations rather than individuals, and on the factors and behaviour that cause illness and injury.*”ⁱⁱ

The *Environments for Health* framework holds that health and wellbeing is affected by many different factors across any or all four environments – the built, social, economic and natural environments.ⁱⁱⁱ These “environments for health” strongly align with Council’s *Strategic Directions 2013-2023*. Whitehorse Council has used the *Environments for Health* framework (Victorian Department for Health, 2001) to guide this and previous municipal public health and wellbeing planning processes.

Social Model of Health

Using a social model of health helps us to understand that factors such as income, education, conditions of employment, power and social support act to strengthen or undermine the health of individuals and communities. These factors are features of the social environment and are the single most important determinants of good health or ill health.^{iv}

The social environment for health provides us with ‘social capital’, that is the ‘resources that are accessed by individuals as a result of their membership of a network or a group’.^v Social capital can be measured according to the quality of social relationships within societies or communities, including community networks, civic engagement, sense of belonging and norms of cooperation and trust.^{vi} Research shows that higher levels of social capital are associated with higher productivity, greater educational achievement, lower crime rates and better health outcomes.^{vii}

The Plan provides an overview of health and wellbeing in the Whitehorse community and outlines Council’s approach to population health planning, health promotion and illness prevention for the municipality. Council will take the lead and facilitate conversations, advocate on behalf of local issues, deliver health protective and enhancing services and co-design programs in partnership and with the local knowledge of key organisations and community groups to achieve a tailored and local approach.

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Our Goals and Priorities



The *Whitehorse Health and Wellbeing Plan 2017-2021* health and wellbeing goals and priorities for action reflect the values and priorities of the people of Whitehorse, account for their current and projected health and wellbeing challenges, consider national, state and local policies and context, and most importantly, build on the strengths of the Council, the municipality and its people. These strengths, or foundations, are the existing infrastructure, systems, natural environment, organisations, programs, services and social capital that make up the diverse and vibrant City of Whitehorse.

Strategic Directions

The health and wellbeing goals align with Council's *Strategic Directions 2013-2023*, reflective of the integrated planning processes between the *Council Plan 2017-2021* and the *Whitehorse Health and Wellbeing Plan 2017-2021* for the municipality:

1. Support a healthy, vibrant, inclusive and diverse community
2. Maintain and enhance our built environment to ensure a livable and sustainable city
3. Protect and enhance our open space and natural environments
4. Provide strategic leadership and an open and accessible government
5. Support a healthy local economy

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The *Whitehorse Health and Wellbeing Plan 2017-2021* describes

- Council and the community's Strategic Directions, and integration between the Council Plan and Municipal Public Health & Wellbeing Plan
- what Council and the community are striving to achieve (health and wellbeing goals)
- how Council in partnership or collaboratively will work towards achieving the goals (approach, key objectives and annual action plans)
- how progress will be tracked (measures of achievement described in annual action plans).

The health and wellbeing goals were developed as a result of consultation with the Whitehorse community and cross-Council officers. Priorities for each goal are the result of consultation with the community, analysis of demographic and health information and consideration of State and Federal Government policy directions.

The priorities for action include those in which Council and their partners are well established and others that are developmental.

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GOAL	PRIORITIES
Connected, safe, respected and resilient people, families and communities Towards Strategic Direction 1: <i>Support a healthy, vibrant, inclusive and diverse community</i>	<ul style="list-style-type: none"> • Social connectedness • Mental health and wellbeing • Dementia-friendly communities • Family violence response and violence against children prevention • Violence against women prevention • Harm from alcohol • Healthy eating • Physical activity • Local area planning for prevention and health promotion
Accessible, safe and welcoming places for all people Towards Strategic Direction 2: <i>Maintain and enhance our built environment to ensure a livable and sustainable city</i>	<ul style="list-style-type: none"> • Connectivity and connectedness • Active living • Access and safety for people with disability, and older people • Feeling safe • Affordable housing
A sustainable environment and shared open spaces Towards Strategic Direction 3: <i>Protect and enhance our open spaces and natural environments</i>	<ul style="list-style-type: none"> • Connection to and value of the natural environment • Sharing open spaces • Climate change adaptation • Living sustainably
Communicating, actively engaged Council Towards Strategic Direction 4: <i>Strategic leadership and open and accessible government</i>	<ul style="list-style-type: none"> • Access to information • Engagement with community • City resilience
Economic opportunity for people Towards Strategic Direction 5: <i>Support a healthy local economy</i>	<ul style="list-style-type: none"> • Employment opportunity for young people • Women and new entrepreneurs in business • Health and wellbeing is good business • Cultural diversity is good business

The term 'diversity' is used to reflect not only cultural, faith, racial and linguistic diversity, but diversity of gender, sexuality and relationships. Throughout the Plan, different terminology is used to distinguish between diverse groups, including Cultural and Linguistically Diverse (CALD), and Lesbian, Gay, Bisexual, Transgender and Intersex (LGBTI).

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Whitehorse at a Glance

(Based on data from the 2016 Australian Bureau of Statistics Census, unless otherwise stated)

167,933

residents at
June 2016

♀ **51.8%** female
♂ **48.2%** male

8th least
disadvantaged
of 79 Local Government
Areas
according to SEIFA

15.3% growth

from 2016 to 2031
or 37,571 persons
(Source: .id consulting 2017)

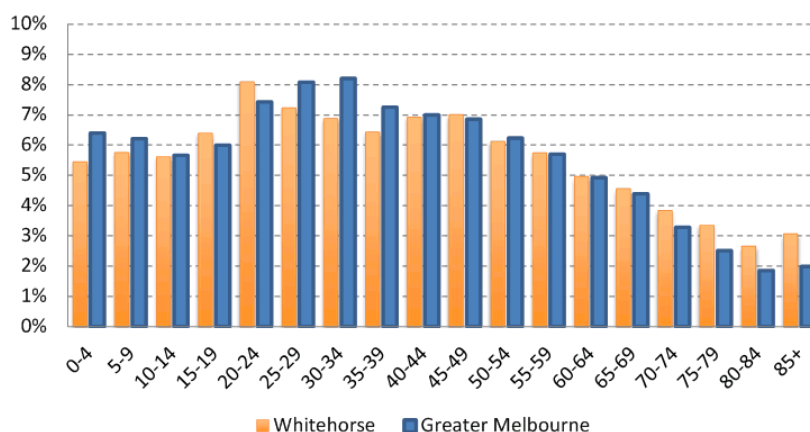
Population forecast 2016 to 2026

- ↑ 8.8% under working age
- ↑ 14.4% working age
- ↑ 17.6% retirement age

Household forecast 2016 to 2026

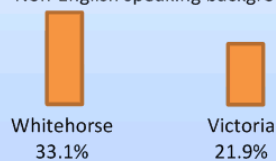
There were 60,431 households in 2016 and this is forecast to grow to 73,926 by 2026, with the average household size falling from 2.56 to 2.54 by 2026.

2016 Age Profile

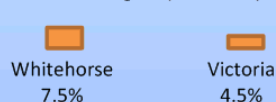


Cultural diversity

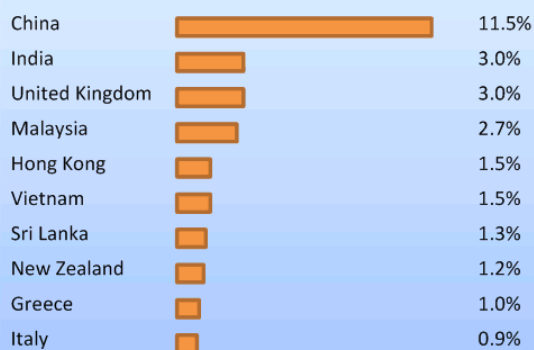
Non-English speaking background



Low English proficiency

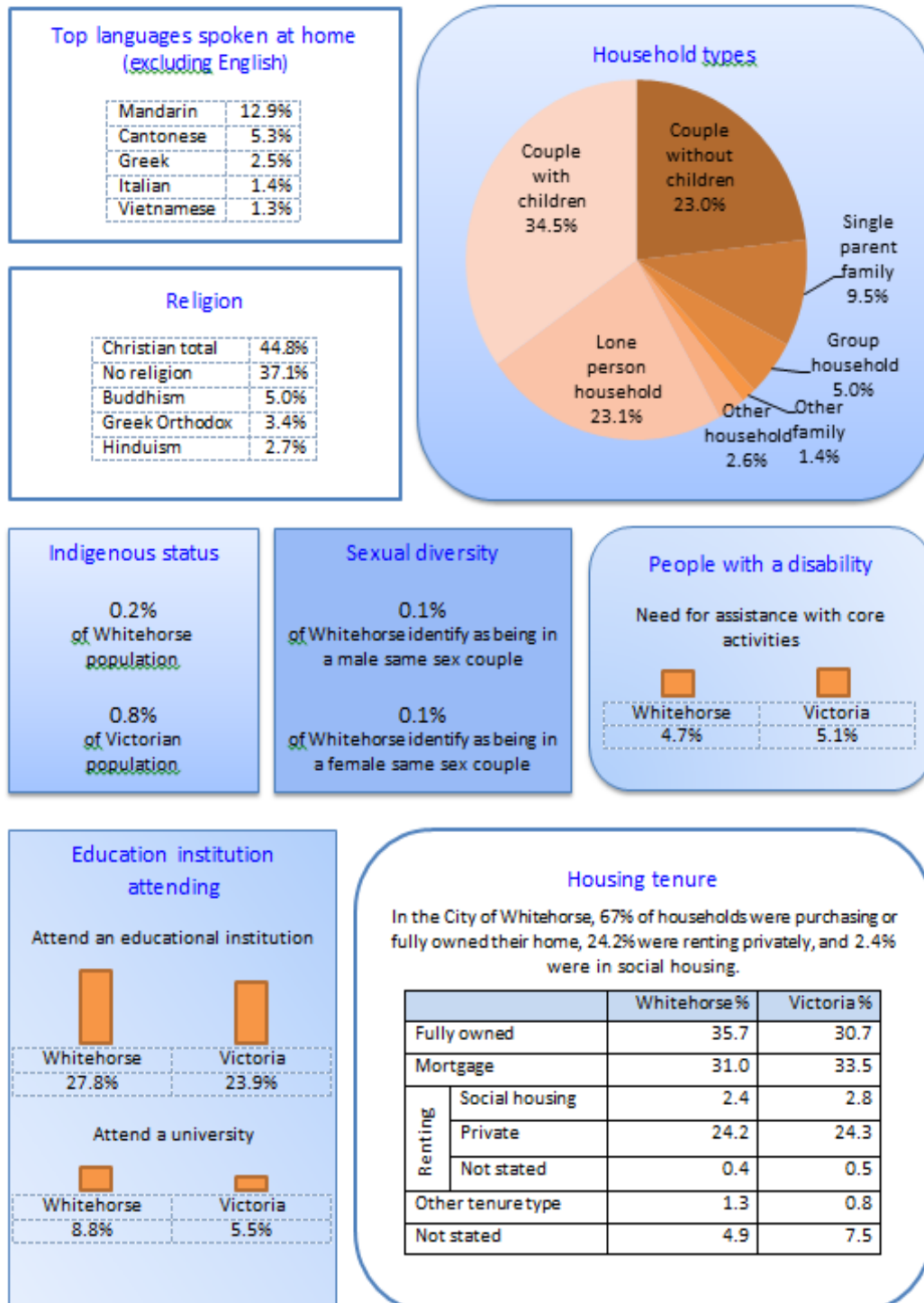


Top ten overseas countries of birth



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Lone Person Households

There are 13,931 lone person households in Whitehorse, of which 62.3% are female occupied. Females in lone person households have an older age profile than their male counterparts, with higher proportions aged 65 plus years.

Lone-Parent Households

There are 5,766 lone parent households in Whitehorse, of which 81.7% have a female head. Females heading lone-parent households have a younger age profile than their male counterparts, with higher proportions aged less than 45 years.

Highest level of schooling

In the City of Whitehorse, 67% of people aged over 15 years have completed Year 12 schooling (or equivalent).

Unpaid work

19.7%
perform unpaid
domestic work greater
than 14 hours

11.7%
provide assistance to the
ill, elderly or disabled

27.8%
provide unpaid childcare

Household income

Whitehorse
\$1,507 weekly median

Victoria
\$1,542 weekly median

Community connectedness and participation



More than 1 in 5 persons in Whitehorse reported volunteering in the previous 12 months (22.4%), compared with 19.2% for Victoria.

(Source: ABS Census 2016)

The proportion of Whitehorse residents who agreed that people in their neighbourhood are willing to help each other out was 77.2%, slightly higher than the Victorian estimate (74.1%), while more than 6 out of 10 (61.8%) residents felt that they live in a close-knit neighbourhood, similar to the Victorian estimate (61.0%).

(Source: VicHealth Indicators Survey 2015)

Mental Health

Levels of depression and or anxiety in Whitehorse are lower than the Victorian average (Whitehorse = 21.4%, Victoria = 24.2%).

Less than 1 in 10 adults in Whitehorse (8.5%) has high or very high psychological distress, lower than the Victorian average of 12.6%.

(Source: DHHS, Victorian Population Health Survey 2014)

Dementia

The estimated rate of Whitehorse residents with dementia is 21.6 per 1,000 residents, which is higher than the Victorian average of 16.8.

(Source: DHHS, Whitehorse Community Profile 2015)

Over the next 34 years the prevalence of dementia in Whitehorse is expected to almost double in numbers.

At present, Whitehorse is ranked the 4th highest local government area in terms of Alzheimer's prevalence. However by 2050 Whitehorse will have moved out of the top ten.

(Source: Inner East Primary Care Partnership, Health and Wellbeing Needs of Older People Living in the Eastern Region of Melbourne 2017)

Employment

The unemployment rate for Whitehorse was 6.0% in March 2017, slightly higher than the Victorian average of 5.8%, with a total labour force of 89,993.

(Source: Department of Employment, Small Area Labour Markets, March Quarter 2017)

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Physical activity

The three most popular non-organised physical activities in Whitehorse were:

- walking (52.0%);
- jogging or running (13.3%); and
- cycling (9.2%).

(Source: VicHealth Indicators Survey 2015)

A similar proportion of adults in Whitehorse undertake adequate physical activity as the State average (measured in both sufficient time and sessions) to meet the national guidelines (Whitehorse = 42.1%, Victoria = 41.4%).

The proportion of adults who spend eight or more hours sitting, on an average weekday (during the preceding week) is significantly higher in Whitehorse (35.2%) compared with Victorian adults (23.8%).

A total of 38.7% of adults in Whitehorse were overweight or obese. This is lower than the Eastern Metropolitan Region at 44.9% and Victorian average of 50%.

(Source: DHHS, Victorian Population Health Survey 2014)

Healthy eating

Whitehorse residents have an average of:

- 1.6 serves of fruit each day (Vic = 1.6)
- 2.4 serves of vegetables per day (Vic = 2.2)
- 5.2 cups of water per day (Vic = 5.4)

Around 1 in 10 residents eat take-away meals/snacks at least three times a week (Whitehorse = 10.1%, Victoria = 10.2%).

(Source: VicHealth Indicators Survey 2015)

In 2014, 6.2% of people in Whitehorse met the fruit and vegetable consumption guidelines, higher than the Eastern Metropolitan Region (4.4%) and Victoria (4.4%).

(Source: DHHS, Victorian Population Health Survey 2014)

Food insecurity, which is defined as being without reliable access to a sufficient quantity of affordable, nutritious food, affects around 3.4% of the Whitehorse population, which is lower than the Victorian average of 4.6%.

(Source: DHHS, Whitehorse Community Profile 2015)

Connectivity

In Whitehorse the percentage of people who live near public transport (within 400 metres of a bus stop and/or tram stop and/or within 800 metres of a train station) is the highest in the state.

(Source: DHHS, Whitehorse Community Profile 2015)



Approximately 1 in 5 adults in Whitehorse (21.8%) walked for transport trips longer than 10 minutes, 4 or more days a week, during the preceding week, compared to 19.2% for the Eastern Metropolitan Region and 18.1% for Victoria.

(Source: DHHS, Victorian Population Health Survey 2014)

Smoking

The Victorian Population Health Survey 2014 found 5.2% of people in Whitehorse identify as current smokers. This is significantly lower than the Eastern Metropolitan Region average of 9.8% and the Victorian average of 13.1%.



A total of 3% identified as daily smokers, again lower than the Eastern Metropolitan Region and Victoria at 6.9% and 9.8% respectively.

(Source: DHHS, Victorian Population Health Survey 2014)

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Affordable Housing

Housing stress is defined as expending more than 30% of income on a mortgage or rent.



It is estimated that 7.2% of mortgage holders are in housing stress, compared to the Victorian average of 7.5%, while 10.9% of renters in Whitehorse are in housing stress, compared to the Victorian average of 10.4%. Box Hill in particular has a very high proportion of renters in housing stress, at 30.5%.

(Source: ABS Census 2016)

In March 2017, only 1.3% of rental housing in Whitehorse was considered affordable, in comparison to the Victorian average of 14.5%.

(Source: DHHS, Rental Report March Quartile 2017)

It is estimated that there are 4.6 homeless people in Whitehorse per 1,000 persons, compared to the Victorian average of 4.0 persons.

(Source: DHHS, Whitehorse Community Profile 2015)

Safety

Whitehorse has the second lowest overall crime rate in the Eastern Metropolitan Region. In Whitehorse there were 693 recorded crimes against the person per 100,000 population in 2016, compared to 785 in the Eastern Metropolitan Region and the Victorian State average of 1,334.

In Whitehorse, there were 3,289 recorded crimes against property per 100,000 population in 2016, compared to 3,868 in the Eastern Metropolitan Region and the Victorian State average of 5,575.

(Source: Crime Statistics Agency 2016, Recorded Offences by LGA)

Most Whitehorse residents (96.3%) agreed that they felt safe walking alone in their neighbourhood during the day, higher than the Victorian average of 92.5%.

A total of 56.8% of Whitehorse residents agreed that they felt safe walking alone in their local area after dark, similar to the Victorian estimate (55.1%). This was fairly consistent across age groups; however 25 to 34 year olds reported feeling somewhat safer at 64.2%. Males in Whitehorse were much more likely to feel safe after dark than females (79.5% compared to 36.1% respectively).

More than three quarters of Whitehorse residents (76.2%) perceived that people in their local neighbourhood could be trusted.

(Source: VicHealth Indicators Survey 2015)

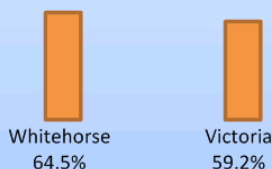
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Harm from alcohol

Just over one in five (21.2%) residents living in Whitehorse agreed that getting drunk every now and again is okay. This was significantly lower than the proportion of Victorians who agreed (27.9%).

(Source: VicHealth Indicators Survey 2015)



Whitehorse recorded a greater percentage of adults with an increased lifetime risk of alcohol-related harm (64.5%) compared with the Eastern Metropolitan Region (60.4%) and Victoria (59.2%).

Whitehorse recorded a greater percentage of adults with an increased lifetime risk of alcohol-related harm (64.5%) compared with the Eastern Metropolitan Region (60.4%) and Victoria (59.2%).

(Source: DHHS, Victorian Population Health Survey 2014)

The per capita rate of packaged liquor outlets in the City of Whitehorse has fluctuated over the years, resulting in an overall 10.5% increase. This is the third highest change in rate, behind Knox and Manningham which experienced sharp increases in the raw number of outlets in the context of steadily increasing populations (50.3% and 31.7% respectively).

(Source: Centre for Alcohol Policy Research 2017, Packaged liquor in Victoria: 2001 to 2016)

Drugs

The rate of illicit drug usage and possession offences per 1,000 of the population in Whitehorse (2.3) is significantly lower than the Victorian average (5.1).

(Source: DHHS, Whitehorse Community Profile 2015)

The rate of pharmaceutical drug related hospital admissions per 10,000 of the population in Whitehorse (13.1) is lower than the Eastern Metropolitan Region (16.2) and Victoria (16.1).

(Turning Point, AODStats 2016)

Gambling

As at June 2017, Whitehorse has 431 EGMs in six venues across the municipality, which equates to 3.22 machines per 1,000 adults. In 2015/16 the net expenditure (i.e. losses) on EGMs in the City of Whitehorse was \$53.2 million or \$395 per adult.

(Source: Victorian Commission for Gambling and Liquor Regulation 2017)

Prevention of violence against women

The rate of family violence incidents in Whitehorse per 100,000 of the population was half the Victorian average in 2015/16, at 638.9 and 1,285.2 respectively.

On average 20.4 incidents of family violence in Whitehorse were reported to police every week throughout 2016.

The rate of hospital emergency presentations with an injury deemed to be maltreatment, assault by a domestic partner or child neglect/maltreatment by parent or guardian reached its highest level in 2015/16 at 8.9 per 100,000 of the population.

(Source: Crime Statistics Agency 2017)

Access to information, support and services; council and health information

The majority of Whitehorse residents (85.4%) felt that they could definitely access community services and resources, similar to the State measure of 85.2%.

- There are 1.2 FTE employed GPs per 1,000 of the Whitehorse population, which is consistent with the Victorian average.
- The rate of allied health service sites per 1,000 of the Whitehorse population was 1.1, slightly higher than the Victorian average of 0.9.
- A total of 59.5% of people in Whitehorse had private health insurance, compared to the Victorian average of 48.0%.

(Source: DHHS, Whitehorse Community Profile 2015)

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Health conditions

A slightly smaller proportion of Whitehorse residents (13.6%) reported fair or poor health in comparison to the Victorian average (15.9%) and more than one in four residents suffer from at least one chronic disease (45.6%). Across Victoria, the leading chronic diseases are arthritis (19.8%), anxiety or depression (24.4%) and heart disease (8.9%).

(Source: DHHS, Victorian Population Health Survey 2014)

The rate of avoidable deaths among people aged less than 75 years per 100,000 in Whitehorse was 85.3, lower than the Victorian average of 109.0. Rates for avoidable deaths from cardiovascular diseases were almost half the Victorian rate (14.7 compared to 23.0), as were avoidable deaths for respiratory diseases (4.3 compared to 8.1). Alternatively, rates for avoidable deaths from cancer were slightly higher at 27.7 compared to 23.8. According to the Cancer Council Victoria, the leading types of cancer for deaths each year are lung cancer (2,011 per year), bowel cancer (1,367 per year), prostate cancer (805 per year) and breast cancer (744 per year).

The percentage of persons in Whitehorse with high blood pressure, type 2 diabetes, asthma and arthritis were slightly less than the Victorian averages, while reports of heart disease and osteoporosis were slightly higher.

Measure	Whitehorse	Victoria
People reporting asthma	9.8%	10.9%
People reporting arthritis	17.2%	19.8%
People reporting type 2 diabetes	3.8%	5.0%
People reporting heart disease	7.7%	6.9%
People reporting high blood pressure	25.5%	25.9%
People reporting osteoporosis	5.3%	5.3%

In Whitehorse rates of intentional and unintentional injuries are lower than the Victorian average, while the percentage of unintentional injuries caused by falls is the third highest in the state (45.9% compared to the Victorian average of 38.7%).

(Source: DHHS, Whitehorse Community Profile 2015)

Early Years

Whitehorse recorded higher than average Victorian rates of:

- fully breastfed children at three months (59.3% compared to 51.8%);
- fully immunised children at 24 to 27 months (93.2% compared to 90.5%); and
- 3.5 year olds attending maternal and child health checks (67.8% compared to 66.1%).

Similarly, the kindergarten participation rate in Whitehorse was 100.6% in 2015, compared to the Victorian average of 98.1%.

(Source: DHHS, Whitehorse Community Profile 2015)

The Australian Early Development Census measures how children have developed by the time they start school. It looks at five domains of early childhood development: physical health and wellbeing, social competence, emotional maturity, language and cognitive skills, and communication skills and general knowledge.

In 2015, 13.3% of Whitehorse children were considered vulnerable on one or more domains, in comparison to the Victorian average of 19.9% and Australian average of 22.2%. A further 5.8% of Whitehorse children were considered vulnerable on two or more domains, in comparison to the Victorian average of 9.9% and Australian average of 11.1%.

(Source: Australian Early Development Census 2015)

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Young people

Young people aged 12 to 25 account for 19.3% of the total Whitehorse population, which is comparable to the 18.3% across Metropolitan Melbourne.

Top ten overseas countries of birth

A total of 31.6% of young people aged 12 to 25 living in the City of Whitehorse were born in a non-English speaking country, significantly higher than Metropolitan Melbourne (22.1%) and Victoria (18.2%). In addition, 38.4% of all young people speak a language other than English at home.

A total of 40.9% of 15 to 24 year olds in Whitehorse are attending a university, compared to 30.2% for Metropolitan Melbourne. There is a similar percentage of students in Whitehorse and Greater Melbourne attending a TAFE (5.5% and 6.1% respectively).

China	15.6%
India	3.0%
Malaysia	2.4%
Sri Lanka	1.3%
Hong Kong	1.3%
United Kingdom	1.0%
New Zealand	1.0%
Vietnam	0.9%
South Korea	0.8%
Singapore	0.7%

Alcohol related emergency department admissions per 10,000 in Whitehorse for those aged 15 to 24 years is consistent with the Victorian average (26.3 and 25.3 respectively). Alternatively Whitehorse hospital admissions relating to an alcohol related diagnosis are the highest in the Eastern Metropolitan Region at 36.8, which is significantly higher than the Victorian average of 22.0.

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(Source: Turning Point 2016, AODStats)

Older Persons

In 2016:

- 22% of residents were aged 60 plus; this compares with 19% for Metropolitan Melbourne.
- 40.6% of people aged 65 plus years in the City of Whitehorse were born overseas;
- 31.8% were from a non-English speaking background, compared with 46.4% and 35.9% respectively for Metropolitan Melbourne;
- The largest non-English speaking country of birth for people aged 65 or more in Whitehorse in 2016 was China, where 5.3% or 1,493 people aged 65 years or more were born. This is followed by Greece (4.4%) and Italy (3.9%). More than one in four persons over 65 years speaks a language other than English at home (26.6%).
- Approximately 7,628 people in the City of Whitehorse need help in their day-to-day lives due to disability. Of these, 63.4% of people with a disability are aged 65 or over.
- There were 3,700 carers aged 65 plus in the City of Whitehorse providing unpaid assistance to a person with a disability, long term illness, or old age.

Nine per cent of residents are aged 75 years and over. This compares with 6% for Metropolitan Melbourne and 7% for Victoria. Of these Whitehorse residents, 40.2% live in lone person households.

Source: DHHS, Whitehorse Community Profile 2015)

The population of males and females aged 65 years and over is forecast to increase by a total of 9,811 persons between 2016 and 2036, which is an increase of 5,011 females and 4,800 males.

(Source: .id Consulting 2017)

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Over 4,865 people from across Whitehorse actively engaged and contributed to the development of the Plan

Community Engagement for the Plan

Whitehorse City Council recognises and values community participation in Council's decision-making and takes steps to ensure that members of our community are sufficiently

informed about and able to contribute to Council's decision-making processes. Increasing access for people to engage with Council in an effective and meaningful way is being further explored and is a priority of the *Council Plan 2017-2021* and the *Whitehorse Health and Wellbeing Plan 2017-2021*.

Council Community engagement and participation in the development of the *Whitehorse Health and Wellbeing Plan* ran through 2016 and 2017. Over 4,865 people from across Whitehorse have been actively engaged and contributing to the development of the Plan.

Your Say Whitehorse

In late 2016, Whitehorse City Council undertook an extensive community engagement process – the Your Say Whitehorse campaign – to inform both the *Council Plan 2017-2021* and the *Whitehorse Health and Wellbeing Plan 2017-2021*. Councillors and officers worked together to undertake community workshops, pop ups, online opportunities, surveys and so forth across the municipality resulting in over 1,200 people participating. The overall findings of the Your Say Whitehorse campaign are available on Council's [website](#). To explore the community's health and wellbeing further, additional engagement strategies were implemented by Council in 2017 involving an online survey using the *Your Say Whitehorse* portal and a series of targeted consultations.

A focus on health and wellbeing

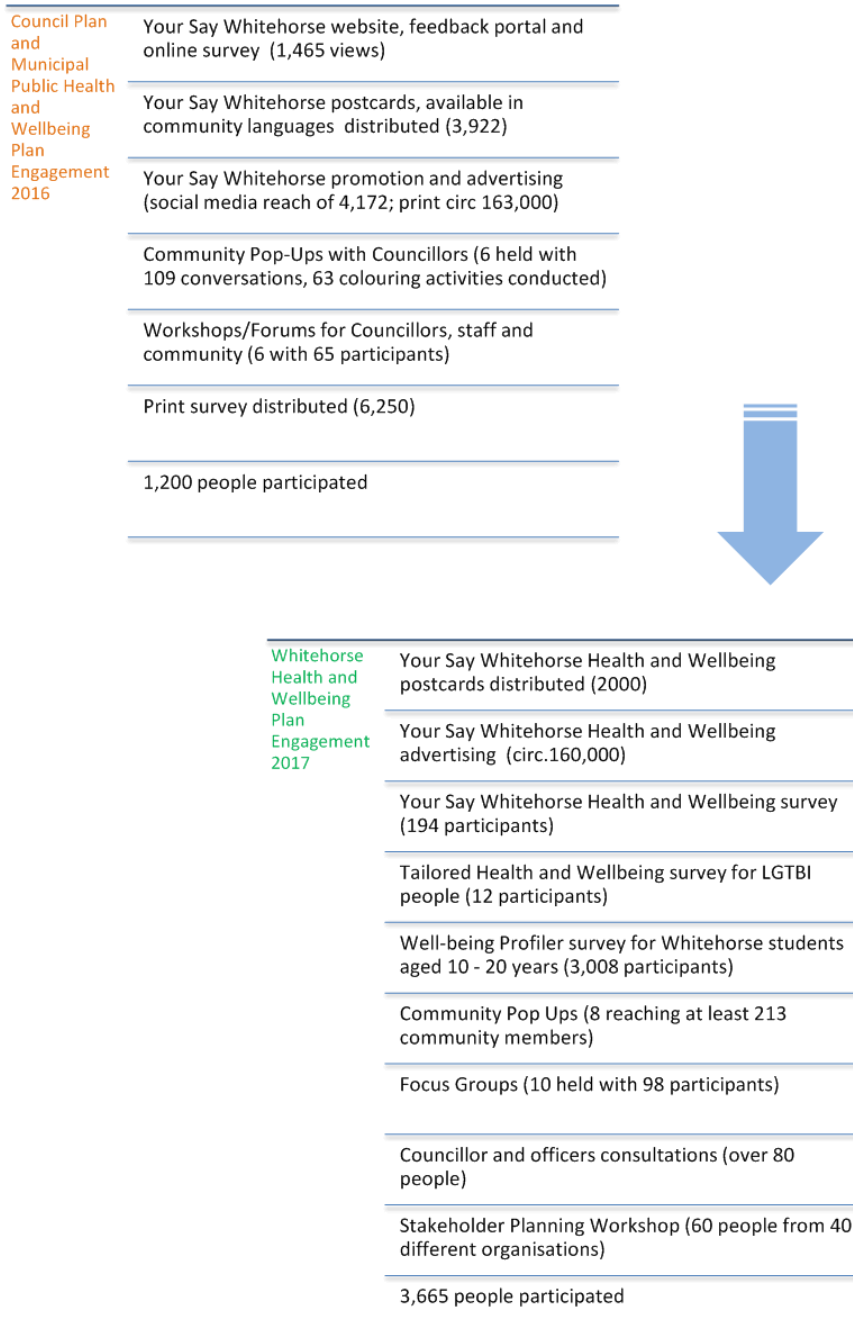
Conducted in March 2017, the Your Say Whitehorse Health and Wellbeing survey asked the community about their main personal health and wellbeing concerns, what helps to feel connected to the community, what they saw as the main health and wellbeing challenges for people living in Whitehorse and what would have the most positive impact on health and wellbeing. A total of 194 people participated in the survey.

Reach families and explore specific issues

In early 2017 Council conducted additional engagement and consultation to reach families and to explore specific health and wellbeing issues for key groups in the community. The findings of previous consultations and a review of the community's health profile informed the topics of these engagement activities. Community Pop Ups in high traffic areas such as the Nunawading Library forecourt during school holidays and Forest Hills Shopping Centre, and targeted focus group discussions were held, with 349 people engaged as a result. Information gained through the targeted focus group consultations will be used to inform implementation of priority actions in the Plan that relate to people with disabilities and their advocates, older people of culturally and linguistically diverse backgrounds (CALD), people with mental health concerns, people who identify as lesbian, gay, bisexual, transgender and intersex (LGBTI), and people living in areas of socioeconomic disadvantage.

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Hear from young people

In late April to early June 2017, 3,008 young people between the ages of 10 to 20 years old attending schools in the City of Whitehorse completed a survey which measured well-being in six empirically supported domains as important indicators of youth well-being. Using an innovative research tool, *The Well-being Profiler*, Melbourne University's Centre for Positive Psychology conducted the study with students from 15 different educational settings (9 primary schools and 6 secondary schools, years 5-12) across the municipality. The survey contained additional questions about what make Whitehorse a positive place for young people, key issues and challenges they face, local activities in which they engage and ways in which Council could best communicate with them. Altogether, the information from the research findings will inform planning and implementation of a range of strategic responses to local priorities for young people, in addition to the preliminary findings used in this Plan.^{viii}



Talk with stakeholders

In April 2017, a Stakeholder Planning Workshop engaged 60 people from 40 different organisations – representing State government, the service sector, peak bodies and local organisations and advocates – to consider the key health and wellbeing priorities in the City of Whitehorse and identify opportunities for collaboration and partnerships in the implementation and evaluation of the plan. Further discussions with partner agencies were held throughout development of the plan.

In June 2017, a workshop was held with Whitehorse Councillors, who provided additional feedback about the health and wellbeing priorities and challenges of the Whitehorse community.

Community comment

In September 2017, the draft Whitehorse Municipal Public Health and Wellbeing Plan was endorsed by Council to be placed on public exhibition. This process allowed further community feedback on the draft goals, priorities and actions proposed by Council. These were considered for the final *Whitehorse Health and Wellbeing Plan 2017-2021*.

[Appendix I](#) describes the activities and methods employed for the Your Say Whitehorse Health and Wellbeing engagement and consultation.

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What is important to people of Whitehorse?

The people of Whitehorse value their overall health and wellbeing as a top priority. The extensive targeted consultations for the *Whitehorse Health and Wellbeing Plan 2017-2021* found the following consistent themes identified by the people of Whitehorse as important to their health and wellbeing:

Community connections

- Ensuring an inclusive place, which is multicultural, vibrant, supporting, interactive and respectful
- Feeling community spirit, connectedness and inclusiveness
- Council facilities, services and activities play in a key role in people's sense of connectedness
- Engaging in the arts, events and culture, and sport is important to people's sense of belonging
- The community itself could do more to 'give back' to the community and the municipality
- People in Whitehorse are keen to participate in a range of ways. Community-led projects in the City of Whitehorse and volunteering were seen as important and meaningful ways to connect to community. People had many ideas for neighbourhood activation.

Physical health and mental wellbeing

- Physical activity, healthy eating and mental wellbeing were three important priorities across ages and cultural backgrounds
- Depression and anxiety are particular challenges and reinforce the need to continue focussing on inclusive spaces and practices across the community
- For students at primary and secondary schools in Whitehorse, social and emotional wellbeing aspects such as friends, family and happiness are the most important factors for a good life
- We need innovative ways of reaching people, young and old, with health promotion messages and programs
- Affordability was a factor in people's access to leisure and health services

Safety

- While safety was among the top three priorities of the community, in the main, people do think that Whitehorse is a safe place to live
- People would like to feel safer in general, particularly older people, women and people with disabilities
- Have more security in particular areas around Box Hill was highlighted

Greatest health and wellbeing challenges for people living in Whitehorse*

Feeling connected (20.6%)
Physical activity (14.4%)
Mental health (14.4%)
Personal safety (14.4%)

From the *Your Say Health and Wellbeing Survey 2017*

**Respondents could give more than one answer*

Top five key issues and challenges that Whitehorse students think young people face*

Bullying (66.0%)
Cyber-bullying & texting (54.9%)
Mental health (50.9%)
Relationships & friendships (48.2%)
Alcohol & drugs (42.6%)

Melbourne University 2017, Understanding the needs of young people in Whitehorse – draft findings, Centre for Positive Psychology, Melbourne. **Respondents could give more than one answer*

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- Traffic and building activity hazards concern older people as they navigate their neighbourhood as pedestrians or drivers

Access to information, support and services

- Council services and facilities were highlighted as among the best things about living in Whitehorse. Having accurate, accessible, easy to read information about community events, activities, facilities and services was consistently reported as being important to promote community connections.
- Access to health and community services, affordable housing and education and employment opportunities are priorities
- Having information that is easy to find and use in order for people to access the services they need, when and where they need them and accounting for people's variable abilities and levels of health and English literacy were themes
- Ensuring that local services are inclusive of LGBTI people, young people and people with a disability or mental health issue was also important

Built and natural environments

- The built environment influences a sense of wellbeing, housing affordability and ageing in place to retain community connection
- Promote opportunities for exercise and good nutrition by maintaining and enhancing local facilities including parks, recreation spaces, cycling and walking paths and attractive, clean social precincts
- Accessibility to shared spaces remains challenging for people with a disability and older people
- Places and spaces that are designed for the different needs of families and children, young people, men and women were important
- Looking after and connecting to the natural environment contributes to wellbeing.

Health is defined by the World Health Organisation (1946) as: *"a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity."* Wellbeing is complex and has been defined in many different ways. It has both subjective and objective measures including factors such as having basic needs for food, shelter and safety met, contributing to society, having resilience to deal with challenges, experiencing positive emotions and enjoying meaningful relationships.

Around 44% of people living in Whitehorse report their health as excellent or very good. This personal perception of physical and mental health is a good predictor of a person's health.

Most frequent personal health concerns*

Exercising (62.9%)
Healthy eating (60.3%)
Depression / anxiety' (47.9%)

From the *Your Say Health and Wellbeing Survey 2017*

**Respondents could give more than one answer*

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Legislative and Policy Context

This plan takes into account Council's responsibilities under the Victorian Public Health and Wellbeing Act 2008, other legislation and the policy context of the State and Federal Governments. This list is not exhaustive.

Victorian Public Health and Wellbeing Act 2008

The *Victorian Public Health and Wellbeing Act 2008* requires Councils to develop a Municipal Public Health and Wellbeing Plan every four years following the council election process. Under the requirements of the Act, the Municipal Public Health and Wellbeing Plan must:

- Examine data and evidence on health and wellbeing
- Involve the local community in its development
- Identify strategies to achieve maximum health and wellbeing of the community
- Specify how Council will work in partnership with other agencies to accomplish the strategies; and
- Provide a consistent message to that in the Council Plan and Municipal Strategic Statement.

The aim of the *Victorian Public Health and Wellbeing Act 2008* is to achieve the highest attainable standard of public health by reducing health inequalities, promoting environments in which people can be healthy, and the protection and prevention of disease, illness, injury, disability and death.

The Victorian Public Health Act recognises that local government is a major partner in efforts to protect public health and wellbeing. The Act states that in preparing their plans, Councils must have regard to the Victorian Public Health and Wellbeing Plan (VPHWP) 2015-2019.

The Victorian Public Health and Wellbeing Plan

The Victorian Public Health and Wellbeing Plan 2015-2019 establishes priorities for action and identifies place-based approaches as a key platform for change, alongside healthy and sustainable environments and people-centred approaches.

The Victorian Public Health and Wellbeing Plan 2015-2019 has an explicit aim to reduce inequalities in health and wellbeing. It identifies challenges to the health status of Victorians including:

- increases in some risks to health and only limited or no improvement in others particularly obesity and physical abuse associated with alcohol
- the increasing impact of chronic disease
- persistent inequalities in health status
- demographic trends that require new approaches including population ageing, the need for an increased focus on the health and wellbeing of health and families
- environmental sustainability and health protection including the impact of climate change, the spread of communicable diseases and the emergence of new diseases, and the need for communicable disease planning and preparedness.

The priorities identified by the plan are towards outcomes to be achieved by 2025 across all sectors:

- healthier eating and active living

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- tobacco free living
- reducing harmful alcohol and drug use
- improving mental health
- preventing violence and injury
- improving sexual and reproductive health.

The Victorian health and wellbeing priorities inform the *Whitehorse Health and Wellbeing Plan 2017-2021*.

National Health Priority Areas

The National Health Priority Areas are diseases and conditions that Australian governments have chosen for focused attention because they contribute significantly to the burden of illness and injury across the Australian community. The Australian Institute of Health and Wellbeing publishes information about these, including the associated indicators and risk factors with a focus on particular population groups of interest.^{ix}

The nine National Health Priority Areas are:

- Cancer control
- Cardiovascular health
- Injury prevention and control
- Mental health
- Diabetes mellitus
- Asthma
- Arthritis and musculoskeletal conditions
- Obesity
- Dementia

Other considerations for the Plan

International Legislation and Policy

Universal Declaration of Human Rights and International Covenant of Civil and Political Rights

Australia is a signatory to both the Universal Declaration of Human Rights (1978) and the International Covenant of Civil and Political Rights. Australia is committed to the protection and promotion of human rights for not only all Australians, but for all human kind.

Australia became a signatory to the United Nations Convention on the Rights of Persons with Disabilities in 2008.

Federal Legislation and Policy

The Racial Discrimination Act (1975)

The Racial Discrimination Act (1975) focuses on the elimination of all forms of discrimination on the basis of a person's race, colour or national ethnic origin. Councils, as well as all members of the Australian community are obliged to eliminate discrimination under this Act.

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Sex Discrimination Act (1984)

The Sex Discrimination Act (1984) makes it against the law to discriminate on the basis of sex, marital or relationship status, and pregnancy. It also protects against sexual harassment. The Act was amended in 2013 to make discrimination on the basis of a person's sexual orientation, gender identity and intersex status against the law.

Disability Acts

The Disability Discrimination Act 1992 and the Victorian Disability Act 2006 provide the framework for addressing barriers experienced by people with disability through the development of Council's Disability Action Plan. This legislation states:

Disability Act 2006 – Section 38

The Victorian Disability Act 2006 requires all public bodies including local government to develop a Disability Action Plan which identified the following four key areas that must be addressed:

- a) Reducing barriers to persons with a disability accessing goods, services and facilities
- b) Reducing barriers to persons with a disability obtaining and maintaining employment
- c) Promoting inclusion and participation in the community of persons with a disability
- d) Achieving tangible changes in attitudes and practices which discriminate against persons with a disability

Councils are required to report the outcomes of the Disability Action Plan in their Annual Report.

Disability Discrimination Act 1992 – Section 61

This broad rights based legislation aims to eliminate as far as possible discrimination towards people with disability. The action plan must include provisions relating to:

- a) The devising of policies and programs to achieve the objects of this Act; and
- b) The communication of these policies and programs to persons within the action planner; and
- c) The review of practices within the action planner with a view to the identification of any discriminatory practices; and
- d) The setting of goals and targets, where these may reasonably be determined against which the success of the plan in achieving the objects of the Act may be assessed; and
- e) The means, other than those referred to in paragraph(d), of evaluating the policies and programs referred to in paragraph (a); and
- f) The appointment of persons within the action planner to implement the provisions referred to in paragraphs (a) to (e) (inclusive).

Victorian Charter of Human Rights and Responsibilities Act (2006)

Victoria's Charter of Human Rights and Responsibilities Act 2006 describes the twenty fundamental rights contained in the legislation promote and protect the freedom, respect, equality and dignity of all people in Victoria. The Charter requires that all levels of government and other public bodies comply with these rights and consider the relevant human rights contained in the legislation when developing laws, policies and when making decisions.

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Climate Change Act 2017

The *Climate Change Act 2017* s. 17 states that decision makers must have regard to climate change. The *Whitehorse Health and Wellbeing Plan* describes a number of key actions regarding environmental sustainability, waste reduction and communicating with and educating the community about adaption to climate change. Community development initiatives are also planned to increase social connection and neighbourhood cohesion which will improve local responses and resilience in times of climate emergencies.

Many other roles and actions to be lead and undertaken by Whitehorse City Council regarding environmental sustainability, greenhouse gas reduction and the mitigation, adaptation and response to direct impacts of climate change are described in a number of other Council Plans and Strategies.

Outcomes of the Royal Commission on Family Violence

The Victorian Royal Commission on Family Violence report was released in March 2016 and contained 227 recommendations. Recommendation 94 specifically states “The Victorian Government amend section 26 of the Public Health and Wellbeing Act 2008 (Vic)— which requires that councils prepare a municipal public health and wellbeing plan—to require councils to report on the measures the council proposes to take to reduce family violence and respond to the needs of victims.



The Victorian *Family Violence Protection Act 2008* defines family violence as:

‘(a) behaviour that is physically, sexually, emotionally, psychologically or economically abusive; threatening or coercive; or in any other way controls or dominates the family member and causes them to feel fear for the safety or wellbeing of that family member or another person; or

(b) behaviour by a person that causes a child to hear or witness, or otherwise be exposed to the effects of, behaviour referred to in paragraph (a)’.

A comprehensive and holistic approach to family violence acknowledges its gendered nature and involves integrating primary prevention approaches that deal with addressing the underlying drivers of violence alongside early intervention and response initiatives.

Free from Violence, Victoria’s Primary Prevention Strategy to prevent family violence and all forms of violence against women

This Strategy fulfils recommendation 187 of the Royal Commission into Family Violence and is a key part of the 10-year plan, *Ending family violence: Victoria’s plan for change*, which is a comprehensive plan of reform to prevent family violence, protect victims, provide justice and hold perpetrators to account. The *Free from Violence* Strategy outlines a primary prevention approach – that is, a long-term agenda that aims to prevent violence from happening in the first place. Primary prevention works by identifying the deep underlying causes of violence – the social norms, structures and practices that influence individual attitudes and behaviours – and acting across the whole population to change these, not just the behaviour of perpetrators. Primary prevention is distinct from early

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intervention and crisis response activities (also known as secondary and tertiary response) that aim to stop violence from escalating or recurring. An effective primary prevention approach supports and complements early intervention and crisis response efforts.

Child Wellbeing and Safety Act 2005: Child Safety Standards

To help ensure the safety of children Victoria introduced compulsory minimum standards (under the *Child Wellbeing and Safety Act 2005*) that apply to organisations providing services for children. These were implemented in Council services from January 2016.

Urban Strategic Plans

Plan Melbourne

Since 2014, local government planning has been strongly informed by the policy context provided by Plan Melbourne, and Plan Melbourne Refresh, 2015.^x

The priorities of Plan Melbourne Refresh include:

- A changing economy
- The demands of providing infrastructure across a greater area to more people
- A growing and ageing population
- A changing climate
- Meeting demands for diverse housing.

These priorities are highly consistent with the social determinants of health and demonstrate the relevance of local government for coalitions and partnerships to address health and wellbeing.

Resilient Melbourne

Whitehorse City Council is a participating member of the global initiative The 100 Resilient Cities (100RC) which aims to assist cities around the world become more resilient to the physical, social and economic challenges that are a growing part of the 21st century. The Resilient Melbourne Strategy is the culmination of work by people from across sectors, council boundaries and community groups, coming together to consider a shared challenge: what can we do to protect and improve the lives of Melburnians, now and in the future? The Strategy provides the opportunity for Melbourne to foster the long-term viability, safety and wellness of our interconnected communities and municipalities.

As a supporter and contributor to the Resilient Melbourne Strategy, Whitehorse City Council has taken a lead role in the “Neighbourhood project”, a place based initiative which sees community activation of specific geographical areas.

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Influences on Health and Wellbeing

Many people in Whitehorse enjoy good health and wellbeing due to the livability of the municipality and the relative advantage of most people. Whitehorse has experienced higher life expectancy than the State average since the Department of Human Services started collecting data in 1997. Life expectancy has also increased over this time.

People in Whitehorse take steps to live well. They are:

Managing their own health and wellbeing, for example

- 93.2% of children are fully immunised between 24-27 months
- 67.8% of children attend 3 year old maternal and child health checks
- Rates of emergency department presentations well below average for Victoria

Exercising and eating better than other parts of Victoria, for example

- 36.5% of people participate in some form of organised physical activity compared to 28.7% of all Victorians
- Whitehorse's consumption of 3-4 daily serves of vegetables is significantly higher in comparison to the Eastern Metropolitan Region and Victoria (34.5%, 27.6% and 26.2% respectively).

Participating and being socially engaged, for example

- 60% of residents attended a local community event in 2015/16
- The percentage of people who are members of a religious group is among the highest in the state (27.7%)
- Approximately 70% of residents participated in some form arts and cultural activity in the last month
- 22.4% of Whitehorse residents volunteer in some capacity

Accessing education and lifelong learning, for example

- Whitehorse has 100.6% kindergarten participation
- Whitehorse has a higher than average percentage of year 9 students attaining national minimum literacy and numeracy standards (95.5% and 97.6% respectively)
- 97.4% of 19 year olds have completed year 12
- The percentage of people with a higher education qualification is higher than average for Victoria (58.3% compared to 45.7%)
- 40.9% of 15-24 year olds attend a university

Living in Whitehorse

- 97.5 % of residents rate the Whitehorse community as a pleasant environment
- 82% rate the community as an active community
- 79.7% rate the community as good or very good for community and support groups
- 77.2% spoke with more than five people the previous day
- 85% of the population stated they could definitely access community services and resources
[DHHS LGA Profile 2015]
- 96.3% of people feel safe on Whitehorse streets, walking alone during the day
[VicHealth Indicators Survey 2015]
- 25% of people both live and work in Whitehorse and many more do so in the surrounding municipalities
[ABS Census 2015]

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- U3A participation, with in excess of 2,500 members

But there is room for improvement. An analysis of Whitehorse's health and wellbeing using the available evidence found the most significant preventable causes of poor health and wellbeing relate to social inequity, overweight or obesity, lack of physical activity and poor eating, and poor mental health. Social isolation due to any number of factors, such as old age, disability or social exclusion, and family violence contribute significantly to mental health and wellbeing. With the ageing population, the numbers of people with dementia in Whitehorse will rise significantly (estimated to almost double over the next 34 years) and those at risk of elder abuse also. A fall for an older person may precipitate a loss of function and independence.

Preventable Illness

Many chronic diseases and injuries are preventable. In Whitehorse, more than one in four residents suffered from at least one chronic disease (45.6%). Chronic disease is the most significant health challenge for the population overall, due not only to the scale of the problem and the health care costs, but also the personal, social and economic impacts. Chronic diseases are also the most costly conditions to treat. Health promotion, prevention and early intervention approaches reduce the burden of this disease on the individual and the population as a whole.

Physical activity and healthy eating

Adequate physical activity, consumption of fresh food, particularly fruit and vegetables, and maintaining a healthy weight, avoidance of smoking and moderate or low use of alcohol all contribute to a healthy lifestyle and reduce the risk of chronic disease.

By becoming more active people of all ages and abilities can significantly improve their health and wellbeing. Engaging in regular physical activity reduces the risk of diseases such as cardiovascular disease, type II diabetes, osteoporosis, colon cancer, obesity and injury, as well as alleviating depression and anxiety. Physical inactivity and sedentary lifestyles contribute to overweight and obesity.^{xi}

In Whitehorse:

- 43.9 per cent of people do not meet either the fruit or vegetable consumption guidelines
- 75 per cent of people consume take-away meals or snacks once a week.

Men are less likely to meet the dietary guidelines for healthy eating than women. In 2014, 38.7 per cent of adults in Whitehorse were considered overweight or obese and 51.8 per cent of people did not obtain sufficient exercise for good health, with 35.2 percent spending eight or more hours sitting on an average weekday.



The Whitehorse Well-being Profiler Survey (2017) of 3,000 students highlighted how physical activity participation for young people declines as they progress through secondary school, particularly for girls.^{xii}

For students in Whitehorse, levels of physical exercise, sleep quality and perception of general health are declining rapidly from Years 6 to 12. In the 2017, 26 per cent of young people were not

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satisfied with their health, with 7 out of 10 reporting that they often feel sleepy and tired. Young people who reported having 7 hours or less of sleep also tend to report lower satisfaction with quality of sleep. Also, 58 per cent reported spending 4 hours or more each day engaging in sedentary activities at home such as watching television, doing homework, or playing games.^{xiii}

In 2014, 38.7 per cent of adults in Whitehorse were overweight or obese and, while this is lower than the Eastern Metropolitan Region at 44.9 per cent and Victorian average of 50 per cent, it is evident that a significantly large proportion of the population is faced with a higher risk for many chronic diseases such as cardiovascular disease and type 2 diabetes.

Mental health

Anxiety and depression are the most frequent forms of mental illness. In Whitehorse, 21.4 per cent of people experience anxiety or depression.

The foundations for good mental health begins before birth and progresses into early childhood, older childhood and adolescence, during family building and the working years, through to older age.^{xiv}

Young people

Typical of young people, students attending schools in Whitehorse reported that they “worry a lot and get stressed easily”. In 2017, 50 per cent of those surveyed had symptomatic reports of Anxiety and Stress, increasing from Years 6 to 12. In the same survey 1 in 4 reported that they are often unhappy, with experiences of depressive symptoms increasing from Years 7 to 12. Of the students surveyed 1 in 4 had experienced bullying and 1 in 5 reported being teased because of their culture.^{xv}

Family violence

Intimate partner violence is the leading preventable contributor to death, disability and illness in Victorian women aged 15–44 years, with the greatest burden due to the wide-ranging and persistent effects on women’s health and increased risk of anxiety and depression.^{xvi} Intimate partner violence, which may involve sexual assault, is the most common and pervasive type of family violence perpetrated by men against women.

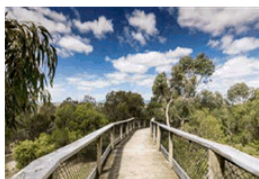
Family violence can take many forms and both men and women can be perpetrators or victims of family violence, however overwhelmingly, the majority of victims are women and children. Family violence occurs when a perpetrator exercises power and control over another person. It involves coercive and abusive behaviours resulting in fear and insecurity. It covers a wide spectrum of conduct that involves an escalating spiral of violence – physical, sexual psychological, emotional, cultural, spiritual and financial. Family violence has detrimental and long-lasting effects on children and young people.^{xvii} Family violence affects people across the community regardless of social status, occupation, sexuality, age or cultural background.

Suicide

Suicide rates vary significantly by age and gender. In Australia, consistently over the past 10 years, the number of suicide deaths was approximately 3 times higher in males than females. While females are more likely to deliberately injure themselves than males, in 2015, 75.6% of people who

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died by suicide were male. Using national data, the highest rate of suicide is among men aged 85 and over (37.6 per 100,000), followed by men aged between 40–44 and 50–54 (29.9 and 29.2 per 100,000 respectively).

Although suicide rates are lower among young people, suicides account for a larger proportion of deaths of young men and women.

The suicide rate in metropolitan Melbourne is 9.4 per 100,000 people.^{xviii}

Lesbian, Gay, Transgender, Intersex (LGBTI)

Despite increasing acceptance of LGBTI people in Australian society and more visibility in public life and the media, they are still more likely than the general population to experience discrimination, prejudice, violence and abuse in everyday life. People who identify as LGBTI are estimated to make up 17.5 per cent of the population and in Whitehorse this equates to 28,972 residents. Research has demonstrated that this discrimination leads to poorer mental health outcomes and a higher risk of suicidal behaviours for people who identify as LGBTI.^{xix} Council's recent consultations mirror these themes of poorer mental health outcomes.

Harmful use of alcohol

Harmful use of alcohol and other drugs affects both the whole community and individuals and their families. Crime and public violence, property damage and decreased workplace productivity affect the community, while for individuals and families, the result can be major health and financial problems, social isolation and increased risk of family violence.^{xx}

The pattern of drug and alcohol use in Whitehorse is gleaned from available data and requires further investigation, but it is evident that harm from long-term use of alcohol, in particular, is prevalent at a greater rate than Victorian or Eastern Metropolitan regional rates. Approximately 65 per cent of Whitehorse adults have an increased lifetime risk of alcohol-related harm, in comparison to Victoria at 59 per cent and the Eastern Metropolitan Region at 60 per cent. It is notable that while alcohol-related hospital admissions in 2012/13 were significantly higher in Whitehorse compared to both the Metropolitan Melbourne and Victorian rates (76.9 per cent, compared to 50.2 per cent and 43.7 per cent respectively). Whitehorse had a lower rate of clients in 2015 receiving Alcohol and Drug Treatment Services than the Victorian average (3.4 compared to 5.0 per 1,000 of the population respectively).

While the community is concerned about illicit drug usage and possession, rates of offences in Whitehorse are significantly lower than the Victorian average (at 2.3 compared to 5.1 per 1,000 of the population). And, for both illicit and pharmaceutical drugs, ambulance attendances in Whitehorse are below that of both the Eastern Metro Region and Victoria.

Harm from alcohol is related to a number of factors including the availability of packaged liquor outlets.^{xxi} The per capita rate of packaged liquor outlets in the City of Whitehorse has fluctuated over the years 2001 to 2016, resulting in an overall 10.5 per cent increase. This is the third highest change in rate in the EMR, behind Knox and Manningham which experienced sharp increases in the raw number of outlets in the context of steadily increasing populations (50.3 per cent and 31.7 per cent respectively).

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There is growing evidence of links between harmful use of alcohol, family violence and harmful gambling.^{xxii} ^{xxiii} In 2015/16 the net expenditure (i.e. losses) on electronic gaming machines in the City of Whitehorse was \$53.2 million or \$395 per adult.

Perceptions of safety

Feelings or perceptions of safety affect how people move around and freely access all aspects of the municipality – transport, open spaces, activities and facilities. Whitehorse is a relatively safe community, and crime rates in Whitehorse are lower than the Eastern Metropolitan and State averages. People in Whitehorse feel less safe walking alone at night, particularly women and older people, than during the day. Residents who felt safe or very safe when walking alone at night in their local area decreased from 68% in 2011 to 56.8% in 2015.



Social inequity

The burden of poor health is not evenly spread across our community. Some population groups have significantly worse health outcomes than others and socioeconomic disadvantage is considered the greatest cause of health inequality in Victoria. Although Whitehorse is overall a relatively affluent community enjoying good health, the municipality has greater social disparity with more high income earners and more low income earners than other local government areas (LGAs).

Education and employment

A thriving economy and access to education and employment are determinants of health and wellbeing. Access to employment is fundamental to people's wellbeing, promotes engagement in community life and provides opportunities for people to plan and manage their future security. Healthier people are more productive in all aspects of their lives including as part of the paid and unpaid workforce.

Unemployment is highest among our young people aged 15 to 24 years. Six per cent of 20-24-year-olds in Whitehorse are not in employment or education^{xxiv} and are at risk of long-term and profound effects on their lives. Relative to Greater Melbourne, Whitehorse had a greater proportion of people in part time work (36.0 per cent compared to 32.3 per cent) and a smaller proportion in full time work (57 per cent compared to 60.1 per cent).^{xxv}

Income

In 2016 Whitehorse had a slightly higher proportion of low income households relative to Greater Melbourne, with 8.9 per cent of households earning less than \$400 per week. Low income earners are typically students, older people and people living with a disability. Between 2006 and 2011, the number of people in the low income earner category living in Whitehorse has increased more than twenty times the number of people in the highest income group (1,150 compared to 55).^{xxvi}

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The working lives of women are often different to the working lives of men. Females in Whitehorse earned less than their male counterparts across all age groups.

In Whitehorse, females are more represented in lower weekly income brackets and males are more represented in higher weekly income brackets. The individual weekly gross income for males in Whitehorse was \$751 while for females it was \$441.^{xxvii}

Women are more likely to take primary responsibility for unpaid care work, are more likely to work part-time and in lower paid roles leading to, on average, half the superannuation of men.^{xxviii} This difference in individual incomes has far-reaching consequences for women over their lifetime, particularly given their longer life expectancies. Women often reach later years in life with far less savings and superannuation than men.

People with a disability

People with disability and people who experience mental illness continue to face barriers to participating in the community. People with disability are less likely to be employed, less likely to have completed year 12 and nearly one third of people with a disability (31.5 per cent) have avoided situations because of their disability.^{xxix} People with disability are nearly twice as likely (17.91 per cent) than people without disability (9.36 per cent) to experience violence.

Living with a Disability

While exercising and healthy eating were the top personal health concerns for most people, people with a disability had different personal health concerns in the Your Say Whitehorse Health and Wellbeing Survey 2017. For people with a disability, the most common top concern was chronic disease, followed by financial / housing stress and mobility.

Younger and older CALD people

Older people from CALD backgrounds, especially those who migrated to Australia at an older age or who are from refugee background, can face a higher risk of poorer health outcomes due to socio-economic disadvantage, social isolation, language barriers, cultural translation difficulties, underexposure to Australian services and systems and lower rates of service access^{xxx}

A significant number of international students study in the City of Whitehorse and many of them also reside in the municipality. These students are particularly vulnerable to a number of health and wellbeing risk factors, including lack of access to health care and social support services, social isolation, increased risk of assault, housing insecurity, gambling and unemployment and/or mistreatment whilst in employment. In 2016, Deakin University's Burwood Campus had 28,286 students, of which it is estimated that 4,110 were born overseas.^{xxxi}

Housing affordability

Housing plays a critical role in ensuring individuals are able to fully engage in community life, both economically and socially, and is becoming less affordable across the whole of Melbourne. In March 2017, only 1.3% of rental housing in Whitehorse was considered affordable, in comparison to the Victorian average of 14.5%. The number of homeless people in Whitehorse is also high, relative to the rest of the Eastern Metropolitan Region, at 3.3%. Homelessness refers to people living in improvised dwellings, tents or sleeping out, in supported accommodation for the homeless, staying temporarily with other households, in boarding houses, in other temporary lodgings, and living in severely crowded dwellings.

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Partnerships and Collaborative planning

Whitehorse City Council works in partnership with the community, community organisations and other key stakeholders to develop and grow the municipality through good governance, proactive strategic planning and advocacy, efficient, responsive services and quality

infrastructure.

Council is committed to supporting the community in all areas of health and wellbeing. Council's role is in providing leadership and playing a facilitation role with the community to determine and act on those determinants of health over which we can collectively influence. Planning for safe and healthy places for people to live, work and play, enhancing social participation and support services, providing opportunities for people to participate in decisions affecting the community, and improving infrastructure in the public realm, are all actions which underpin this commitment.

Council recognises that to improve the health and wellbeing of the whole population, action to reach specific groups (such as young people and older people and others who are hard to reach) or to reduce inequities between population groups is necessary. And we need to work in partnership to create the changes we seek.

Municipal Public Health and Wellbeing Plans are a legislated requirement that can provide the 'line of sight' between local and state efforts to prevent illness and promote health and wellbeing. Partnerships are crucial to this approach and Whitehorse City Council will strengthen its work with local partners, and contribute to a number of planning forums and governance structures at the local and catchment levels, in a number of key areas of health and wellbeing: **reducing social isolation, responding to family violence and preventing violence against women, reducing harm from alcohol and promoting healthy eating**. A priority of the *Whitehorse Health and Wellbeing Plan 2017-2021* is to improve local area planning for prevention and health promotion.

Whitehorse City Council has strong partnerships with many health and community agencies, educational institutions, businesses and state and local government departments. These partner agencies all work towards improving the health and wellbeing of the Whitehorse community.

Partnerships can be understood on a continuum from networking and coordination through to cooperation and collaboration, depending on many factors. Partnerships are frequently formed in response to the availability of a grant, or a desire to coordinate efforts around a particular issue. An emerging form of partnership is called 'Collective Impact' in response to the long-term, changing and complex nature of solving complex social problems. Collective Impact is a structured methodology for achieving lasting change that is about co-creation and sustained joint efforts to achieve agreed outcomes.^{xxxii}

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Established partnerships for health and wellbeing

Whitehorse City Council has established partnerships for health and wellbeing with:

The Eastern Metropolitan Region Social Issues Council

The Eastern Metropolitan Social Issues Council (EMSIC) was established to better integrate and align joint regional efforts in prevention and intervention of key social issues in Melbourne's Eastern Metropolitan Region. With high level leadership from state and local governments including Whitehorse City Council, business and the community, the Eastern Metropolitan Region Social Issues Council is taking a strategic and evidence based approach to reduce social isolation, address family violence and prevent violence against women.

Inner East Primary Health Partnership

The Inner East Primary Care Partnership (IEPCP) is funded by the Department of Health and Human Services to facilitate partnership development, provides advice and supports stakeholders in collaborative planning, population health and wellbeing delivery, research and evaluation, service coordination and improvement across the sector, to deliver equitable and positive outcomes to the community across the Inner East of Melbourne.

The current IEPCP key health priorities are: health literate environments; healthy ageing and Dementia Friendly communities; chronic illness (Gestational Diabetes); healthy eating/nutrition; alcohol harm minimisation; prevention of violence against women and gender equity; social inclusion and mental health; and Aboriginal health (supporting Kulim Balit).

Carrington Health, Inner East Community Health Catchment Integrated Health Plan

Previously, Whitehorse Community Health Service, Carrington Health provides a broad range of health services primarily to the Whitehorse Local Government Area including integrated health promotion. In recognition of the need for place-based planning, Carrington Health is collaborating with other inner east community health services to plan the sub-regional Integrated Health Promotion Plan 2017-2021.

Women's Health East, Together for Equality and Respect Strategy

Women's Health East, the regional women's health promotion agency, acts to improve women's health and wellbeing. It advocates for the prevention of violence against women, gender equity for health outcomes, and sexual and reproductive health.

Women's Health East coordinates the *Together for Equality and Respect* Partnership and Strategy 2013-2017, and is auspice to newly funded partnership work in the primary prevention of violence against women – to stop violence against women from occurring in the first place. All seven local governments and all eight community health services, the primary care partnerships and primary health networks, and the Regional Family Violence Partnership were involved in the development of this Strategy.

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The Eastern Metropolitan Region Action on Alcohol Flagship Group

The Eastern Metropolitan Region Action on Alcohol Flagship Group (the Flagship) is a stakeholder partnership of community health and wellbeing organisations, local government, primary care partnerships and other relevant organisations.

The Flagship takes action through advocacy and working collectively in primary prevention, to reduce the harmful impacts of alcohol in local communities and across the region. Priorities of the Flagship are to build regional capacity, influence planning and legislation and mobilise community support for reducing the harm from alcohol.

The Inner East Healthy Food Alliance

Led by Inner East Primary Care Partnership, the Alliance has members from local government and community health services in the inner east of the Region. Its focus is on collaborative action to improve access to healthy and nutritious food, and promote healthy eating. Further development of the Alliance is supported by the Department of Health and Human Services.

Department of Health and Human Services

The Department of Health's core objective is to achieve the best health and wellbeing for all Victorians. This is accomplished through planning, policy development, funding and regulation of health service providers and activities which promote and protect Victorians' health.

Their work is guided by the *Victorian Public Health and Wellbeing Plan 2015-2019* which aims to improve the health and wellbeing of Victorians by engaging communities and strengthening systems for health protection, health promotion and preventative healthcare across all sectors and levels of government^{xxxiii}. The Victorian public health and wellbeing priorities are outlined in the [Legislative and policy](#) context section.

Department of Justice and Regulation

The Department of Justice and Regulation leads the delivery of justice services in Victoria by providing policy, services and organisational management. Roles and priorities for the Department in 2016-2020 include support for the implementation of the recommendations of the Royal Commission into Family Violence and the implementation of the National Disability Insurance Scheme; deliver crime prevention programs to build community engagement and capability and that address the underlying cause of crime; and improve the protection of individual rights, including the reform of statutory provisions that discriminate against lesbian, gay, bisexual, trans and gender diverse, and intersex (LGBTI) Victorians.^{xxxiv}

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The Whitehorse Health and Wellbeing Plan 2017-2018

Integrated planning

The *Whitehorse Health and Wellbeing Plan 2017-2021* aligns with the Council *Strategic Directions 2013-2023* to achieve the 'Council Vision 2013-2023'. This diagram illustrates Council's integrated planning framework, showing how the Municipal Public Health and Wellbeing Plan is a key strategic document, alongside and informed by the Council Plan and the Municipal Strategic Statement.



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Planning for the Municipal Public Health and Wellbeing Plan was partially integrated with the Council Plan in 2017-2021. In addition to community engagement and participation in the planning process as discussed in [Community Engagement for the Plan](#), the plans share a line of sight for reporting against the *Strategic Directions 2013-2023* to reach the community's vision, 'Council Vision 2013-2023', which together articulate the long-term aspirations of the community.

The Whitehorse community aspires to be a healthy, vibrant, prosperous and sustainable community supported by strong leadership and community partnerships.

1. Support a healthy, vibrant, inclusive and diverse community
2. Maintain and enhance our built environment to ensure a livable and sustainable city
3. Protect and enhance our open space and natural environments
4. Provide strategic leadership and an open and accessible government
5. Support a healthy local economy

The *Council Plan 2017-2021* describes

- what Council plans to achieve (goals),
- what it will do to achieve that goal (approaches), and
- how it will track progress (measures of success).

The Council Plan also includes the Strategic Resource Plan which sets out the financial resources necessary to deliver on the goals.

Working in partnership

The *Whitehorse Health and Wellbeing Plan 2017-2021* sits alongside the Council Plan, adding to these goals and aspirations by focussing on the work that needs to be done by Council and myriad other organisations and groups to achieve enhanced health and wellbeing outcomes for the people of Whitehorse. Council partners are listed alongside each key objective in the Plan.

Focus on people

The *Whitehorse Health and Wellbeing Plan 2017-2021* considers key age groups – children and families, younger people and older people – in recognition of their special needs and the benefits of early intervention, education and health promotion, as well as those of people within our community who experience unequal health and wellbeing outcomes. [Appendix II](#) provides further information.

The *Whitehorse Health and Wellbeing Plan 2017-2021* describes

- what Council and the community are striving to achieve (health and wellbeing goals),
- how Council in partnership or collaboratively will work towards achieving the goals (approach, key objectives and annual action plans) and
- how progress will be tracked (measures of achievement described in annual action plans).

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Long term vision for health and wellbeing

Influencing the health and wellbeing of whole populations requires long-term, sustained, multi-sectoral actions across all parts of society, the natural and built environments and the many tiers of government. The plan also provides a line of sight to the Victorian Health and Wellbeing Plan by describing health and wellbeing outcomes and indicators^{xxxv} that, ultimately, the planned actions will contribute to over the long term. Refer to [Health and wellbeing outcomes](#) section for more detail.

Approach

The priorities for action include those in which Council and partners are well established and others that are developmental. The approaches to achieving the health and wellbeing goals, listed under each one, are adopted from the *Council Plan 2017-2023* to highlight how the two plans intersect and to enable integrated reporting on actions on an annual basis. Several additional approaches were included to ensure all actions in the plan were linked to Council's Strategic Directions.

Values and Principles for Health and Wellbeing

Equity and Social Justice

Equal and fair access to support, services and opportunities so people can reach their potential and experience wellbeing

Human Rights and Equity

Promoting and protecting the freedom, respect, equality and dignity of all people in the City of Whitehorse

Community Engagement and Participation

Genuine opportunities to connect people and places, sharing experiences, knowledge and information, and giving voice to diverse ideas

Access and Inclusion

Create environments and opportunities for all people to be a part of community life, and valuing the difference between individuals

Value of Diversity

Respecting and celebrating our social diversity to promote an inclusive community

Working in Partnership

Identifying and solving shared concerns and advancing health and wellbeing based on the understanding that diversity of thinking helps us to innovate and collectively we have greater impact

Resilience and Recovery

Be proactive in building resilience, use strengths to inform recovery and recognise that one size doesn't fit all

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Creativity

Enabling individuality, healing, connection and beauty

Innovation

Innovation is born of creativity, leads to growth through calculated risk taking and adoption of new processes and technology

Sustainability

Making decisions about our social, economic, built and natural environments that will benefit both present and future generations

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Draft Whitehorse Health & Wellbeing Plan 2017-2021

Goal: Connected, safe, respected and resilient people, families and communities

Towards Strategic Direction 1: Support a healthy, vibrant, inclusive and diverse community

Links to Council Plan Goal 1.1: A safe, inclusive, resilient and diverse community which benefits from good health and wellbeing through the delivery of services, facilities and initiatives

Approach

The approach to achieve the goal, align with the *Council Plan 2017-2021*

- In partnership, plan and deliver high quality responsive services and advocate for our diverse community based on current and future needs
- Encourage and facilitate connections across the diverse age groups through activities and social interaction in our community
- Continue to work with the community and stakeholders in relation to community safety, including family violence, mental health, drugs and alcohol
- Work with community organisations to encourage social connections and support community participation
- Continue to encourage and support volunteering to enable community participation opportunities
- Continue to provide opportunities for people to engage in the arts, festivals, recreation and sports leading to social connectedness and cultural diversity
- Increase awareness of and celebrate the diversity of our community
- Facilitate health literacy and promote healthy activity in the community

Priorities

Ages and stages

The foundations for good mental health begin before birth and progresses into early childhood, older childhood and adolescence, during family building and the working years, through to older age.^{xxxvi} By supporting people during these life-stages Council improves population mental health, and reduces risk of those mental disorders that are associated with social inequalities.^{xxxvii}

Furthermore research conducted for the Eastern Metropolitan Social Issues Council in 2016 found that the most cost effective and highest potential interventions to both prevent violence and promote social cohesion seek to eliminate or mitigate early life course predictors of violence and disengagement within a whole of community preventative approach.^{xxxviii}

Community participation

People's level of participation in society through volunteering can actively remediate the effects of social exclusion, strengthen bridging social capital, support increased networks and promote positive role models.^{xxxix}

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Participating in recreation and sport

Recreation and sport provide an obvious opportunity to increase the number of people being physically active, with many correlations between the levels of physical activity in a community and social outcomes such as reduced levels of fear and stronger sense of belonging, greater mental health, improved fitness, lower levels of injury, increased mobility and reduced risk of major illnesses and diseases such as cardiovascular disease and some cancers. Council's Recreation Strategy 2015-2024 describes Council's approach to increasing participation in recreation and sport in the municipality.

Arts and culture engagement

A higher frequency of engagement with arts and culture is generally associated with a higher level of subjective well-being and objective health-related benefits for range of health and social conditions, including dementia, depression, Parkinson's disease, loneliness, and anxiety.

The social benefits of the arts and culture include higher volunteering, stronger employability, improved community cohesion, and reduced social isolation.^{xli} Young people's engagement with creative activities can lead to better academic outcomes, improved levels of self-esteem and a reduction in alcohol and drug consumption.^{xlii} Council's Arts and Cultural Strategy details the approach to delivery of facilities, programs and community cultural development to increase participation in arts and culture.

Family Violence

As a service provider for children, families, youth and older people, Council has a role in providing first response risk assessment and referral for people who may be experiencing or at risk of family violence and abuse, and this includes those who are more difficult to reach, such as those experiencing multiple forms of disadvantage, CALD communities, individuals who identify as GLBTI and those with barriers to communication.^{xliii} The effects on children of living in a violent home can be profound and long term.^{xliii} Family violence affects people across the community regardless of social status, occupation, sexuality, age or cultural background.

Prevention of violence against women involves shifting attitudes that condone or tolerate violence, sexism and discrimination on the basis of gender, alongside changes in cultures and organisations to increase gender equality. Promoting respectful and equal relationships across the community may take place in all sorts of settings in which people of Whitehorse live, work and play.

Alcohol

In Whitehorse the most significant gains for harmful use of alcohol will be through working in partnership to bring about change in the supply, demand and consumption of alcohol as these are driven by a range of social, economic, geographical and historical factors. Controlling alcohol availability through planning decisions and associated activities, promoting safer drinking cultures, and building on local partnerships will work towards reducing harm.^{xliv}

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Social connectedness

Mental health and wellbeing

Dementia-friendly communities

Family violence response and violence
against children prevention

Violence against women prevention

Harm from alcohol

Healthy eating

Physical activity

Local area planning for prevention and
health promotion

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Objectives

PEOPLE AND FAMILIES

Objectives 2017-2021	Partners and Lead
Provide children with the opportunity to grow, learn and develop into healthy, active and thriving children by enhancing protective factors and reducing risk factors for health and wellbeing	WCC Whitehorse Early Years' Sector Network
Promote and deliver public immunisation programs and school immunisation programs to protect children against vaccine preventable diseases	WCC
Strengthen the skills, capacity and confidence of all families, parents and caregivers, including targeted support for vulnerable families, young mothers, fathers, culturally diverse parents and parents with a disability, through promotion, information and service provision	WCC Whitehorse Early Years' Sector Network
Provide quality, accessible, affordable and integrated maternal and child health services and early childhood services that support children and their families through continuous improvement, workforce capacity, partnerships and collaboration across the service system	WCC Other service providers Whitehorse Early Years' Sector Network
Provide young people with the opportunity to be healthy, resilient and engaged by enhancing protective factors and reducing risk factors for health and wellbeing	WCC Whitehorse Youth Issues Network
Support and strengthen secure, safe, involved and caring family environments and healthy personal relationships	WCC Whitehorse Youth Issues Network Department Education and Training
Provide quality , accessible , flexible, affordable and integrated services to support and promote young people's health and wellbeing	WCC Whitehorse Youth Issues Network Eastern Homelessness Network
Plan and deliver a range of social, educational and recreational opportunities for older people to remain connected, actively engaged and participate in the local community, and maintain health and wellbeing	WCC Community organisations/ groups and services providers Local basketball clubs Basketball Victoria

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Draft Whitehorse Health & Wellbeing Plan 2017-2021

Objectives 2017-2021	Partners and Lead
Facilitate opportunities of social connectedness and support for older residents and their carer partners, especially those with special needs such as dementia, CALD background, social isolation and those experiencing elder abuse	WCC
Promote active and healthy ageing for people in the diverse community	WCC

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COMMUNITY

Objectives 2017-2021	Partners and Lead
Celebrate diversity, promote reconciliation and connect people of the Whitehorse community through the safe and effective delivery of events and activities for the whole community	WCC Local community groups Whitehorse-Manningham Library Whitehorse Historical Societies
Enhance the creativity, skills, knowledge and social connections of the community through the delivery of accessible community arts programs	WCC
Foster greater cultural awareness, connectedness and understanding within the community through the delivery of accessible, affordable performing arts and art exhibitions	WCC
Build capacity and promote social connection and participation in smaller NFP organisations, including for diverse communities	WCC NFP Community Organisations
Create a safe, welcoming and inclusive community for all young people, regardless of cultural background, religion, language, gender, sexuality, ability or socio economic status	WCC Whitehorse Youth Issues Network
Plan and implement strategic responses to local priorities for young people	WCC Whitehorse Youth Issues Network
Support and promote intergenerational interactions and activities to help reduce social isolation of older people and counter ageism	WCC Local schools Community organisations Services providers Aged care facilities
Plan, promote and deliver a range of amenities and programs to enable all people to access health and fitness, wellness and social activities across the municipality	WCC
Promote the rights and inclusion of people with disability in the life of the community, including people with a mental illness	WCC Health Service Providers Disability Service Providers Community Organisations
Increase understanding of the impacts of the transition to the NDIS for people with disability, their families and carers, the community and Council services	WCC NDIA

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Objectives 2017-2021	Partners and Lead
	State and Federal Government Departments People with disabilities Disability Service Providers
In collaboration, increase the participation of people with disabilities in cultural events, the arts and sporting, recreational, social, religious and cultural activities within the community	WCC People with disability Community Organisations Disability Service Providers Sporting clubs and associations Whitehorse interfaith network
Plan and implement the Disability Action Plan (DAP) in response to local priorities for people with a disability in Whitehorse	WCC People with disability Health Service Providers Disability Service Providers Community Organisations
Continue to work to realise an Age-Friendly City, optimising opportunities for health, participation and security in order to enhance quality of life as people age	WCC
Work towards a dementia friendly community where people living with dementia are able to live a high quality of life with meaning, purpose and value	WCC Forest Hill Dementia Friendly Communities Pilot Project Working Group
Plan and implement strategic responses to local priorities for the ageing population informed by local, sub-regional, regional and state-wide services and networks	WCC Local community, organisations and services providers Neighbourhood Houses Community Aged Care Service Providers Network (CASPNOW) Eastern Elder Abuse Network (EEAN) Inner East PCP Practitioners Network Eastern Dementia Network

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Objectives 2017-2021	Partners and Lead
	MAV State-wide Positive Ageing Network
Continue to build Council and partner agencies' capacity to engage with, understand, respond to and promote the rights and needs of LGBTI+ people	WCC Q-East Alliance VLGA Rainbow Network
Advocate and inform improvements in the service system to respond to the needs of migrant and refugee people	Migrant Settlement Committee WCC VLGMIN
Advocate for diversity, social cohesion and inclusion in the municipality and more broadly	EMSIC VLGMIN WCC
Explore partnerships and opportunities for collaboration with culturally specific service providers to reduce social isolation of vulnerable older people of immigrant, non-English speaking background	WCC MIC Chinese Social Services AMES
Guide and support support seniors groups to manage and govern as their membership ages, so that members remain connected and actively participating within their local community	WCC
Continue to support and facilitate the Whitehorse Interfaith Network (WIN) to increase its capacity to deliver activities and consolidate its membership base	WCC
Strengthen reconciliation in Whitehorse by working in partnership to raise awareness of Aboriginal culture, build strong relationships and increase participation for Aboriginal people in the life of the community	WCC Whitehorse Reconciliation Advisory Committee Whitehorse Friends For Reconciliation Wurundjeri Tribe Land and Compensation Cultural Heritage Council Mullum Mullum Indigenous Gathering Place
Support and promote intergenerational interactions and activities to help reduce social isolation of older people and counter ageism	WCC

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Objectives 2017-2021	Partners and Lead
	Local schools Community organisations Services providers Aged care facilities
Continue integration of Volunteer management functions across organisational systems, planning and programs within Council and other organisations	WCC Volunteering Victoria LG Pro Eastern Volunteers Boroondara Volunteer Resource Centre Volunteering in Manningham
Continue promotion of, information about and capacity for volunteering, community participation and community organisations within Council and in the community	WCC Eastern Volunteers
Promote, support and explore the development of flexible, project-based and short-term volunteering opportunities in response to changing needs and demands of the community and Council	WCC
Promote, support and explore the development of programs and initiatives designed to increase volunteering and intergenerational community participation, especially for young people, CALD people, international students, people with a disability, professionals, families and men	WCC
Recognise and celebrate volunteers and those who are actively involved in their local community	WCC

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FAMILY VIOLENCE RESPONSE AND PREVENTION

Objectives 2017-2021	Partners and Lead
Collaboratively plan and deliver evidence-based strategies to increase capacity of Council and the community to respond to and prevent family violence and violence against women	WCC Together for Equality and Respect Partnership Regional Family Violence Partnership WHE EDVOS Local family violence agencies VicPol Community organisations
In partnership with community organisations, disability services, and other Councils develop strategies to prevent violence against women with a disability and children with disability	WCC WHE Local FV Services EDVOS Women's Health East Other Councils
Continue to safeguard the rights, dignity, health and independence of older people through action to prevent elder abuse	WCC Eastern Elder Abuse Network Eastern Community Legal Centre Senior's Rights Victoria
Explore partnerships and opportunities for collaboration to prevent violence against women and promote the sexual health, safety and wellbeing of young people, in particular newly arrived young people, and the growing population of international students in Whitehorse	WCC Tertiary institutions Community Health and health service providers MIC VicPol
Continue to enhance workforce capacity of direct service providers to respond to elder abuse, family violence and child safety concerns	WCC
Coordinate regional activities to promote understanding about respectful relationships, gender and sexual diversity	WCC Q-East

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Objectives 2017-2021	Partners and Lead
	WHE
Increase health literacy for men and women in identified health and wellbeing priority areas, including mental health, harmful use of alcohol and violence prevention	WCC WHE

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SAFETY

Objectives 2017-2021	Partners and Lead
Work in partnership with government, health and emergency services to prevent, prepare, respond to and recover from emergencies and natural disasters through maintenance of the City of Whitehorse Municipal Emergency Management Plan.	WCC Municipal Emergency Management Planning Committee (MEMPC)
Inform and educate the community, especially those most at risk, about how to prepare for, respond to and recover from identified emergency risks.	WCC MEMPC
Support the social and economic wellbeing of the community in relation to gaming license applications in the municipality	WCC Neighbouring Councils
Inform, collaborate and advocate to reduce problem gambling and gambling harm in the community	WCC Gamblers Help East MAV VLGA
Collaborate to implement initiatives to promote community safety and prevent crime	VicPol WCC Local business Community Groups
Implement Council's Five Star Food Hygiene Assessment (FHA) system to improve the safety of food being manufactured, handled, stored and sold in the municipality	WCC
Undertake Tobacco Control activities to protect the health of the community, in particular young people	WCC
Implement changes in the Tobacco Act (1987) to further restrict public places where smoking is permitted	WCC
Work with new and existing rooming house operators and other stakeholders to support compliance with regulation with public health standards	WCC
Inform, collaborate and advocate to reduce harm from alcohol and drugs in the community	WCC Alcohol Action Flagship Group
Support the social and economic wellbeing of the community in relation to alcohol availability in the municipality	WCC

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Goal: Accessible, safe and welcoming places for all people

Towards Strategic Direction 2: *Maintain and enhance our built environment to ensure a livable and sustainable city*

Links to Council Plan Goal 2.1: *A well-connected City with a balanced approach to growth supported by infrastructure and development that respects our neighbourhood character*

Approach

The approach to achieve the goal, align with the *Council Plan 2017-2021*

- Development which respects our natural and built environments and neighbourhood character while achieving a balanced approach to growth in accordance with relevant legislation
- Advocate for greater housing diversity, including affordable and social housing
- Advocate for enhanced transport accessibility and improved transport routes and modes (including active transport)
- Maintain, renew and sustainably invest in our community infrastructure that is relevant, modern and accessible, and can accommodate multi-purpose usage
- Maintain, enhance and create shared community spaces that promote the neighbourhood character and provide a safe and enjoyable meeting place for everyone
- Provide and maintain an infrastructure network that meets the needs of development growth while supporting residents, businesses and visitors in their daily activities
- Continue to encourage sustainable and quality retrofit of existing infrastructure (Council facilities, street lighting)

Priorities

The built environment plays a role in getting people active, connecting and strengthening communities and helping to provide healthy food options, all of which address three of the major risk factors for chronic disease: physical inactivity, social isolation, and obesity.^{xiv}

Well-connected neighbourhoods

Well-connected neighbourhoods can increase the number of people who walk or cycle to shops, schools, parks, services, facilities and public transport. This supports physical activity, encourages social connectedness and has associated economic and environmental benefits. When walking or cycling replaces car trips, people are increasing their daily activity, reducing local traffic congestion and contributing to community safety.^{xlvi} Pedestrian safety is of concern to many older people and people with mobility limitations. The *Whitehorse Community Road Safety Strategy 2013* provides detail of Council's approach to enhancing community safety around roads.

Facilities

Council is working to create facilities that are accessible and safe for all people, including children, people with disabilities and older people. Multi-use buildings and spaces to meet the needs of young people and women wanting to participate in sport will facilitate physical activity and social connections for the multiple users of Council managed facilities.

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Housing

Housing plays such a critical role in ensuring individuals are able to fully engage in community life, both economically and socially, and it is becoming less affordable across the whole of Melbourne. It is estimated that 7.2% of mortgage holders and 10.9% of renters are in housing stress in Whitehorse and that as the number of people renting is likely to rise, so too will housing stress. Council supports affordable housing in land use planning, by regulating rooming houses and through strategic partnerships such as the Eastern Affordable Housing Alliance, of which Council is a member, to advocate for affordable housing options in Whitehorse.

Connectivity and connectedness

Feeling safe

Active living

Affordable housing

Access and safety for people with disability
and older people

Objectives

Objectives 2017-2021	Partners and Lead
Introduce a Planning Scheme Amendment for Municipal Wide Tree Controls to reduce tree removal	WCC Department of Environment, Land, Water and Planning
Continuous improvement to the Planning Scheme	WCC Department of Environment, Land, Water and Planning
Continue to realise the Urban Realm Vision to create space, places and connectivity for people to engage	WCC
Continue to partner, identify and advocate for affordable housing in Whitehorse and the Eastern Metropolitan Region, including social housing and mixed-use developments	WCC Eastern Affordable Housing Alliance EMR Councils
Continue to advocate to the State Government for infrastructure and service improvements that make public transport, walking and cycling more convenient, safe and accessible for people in Whitehorse.	WCC
Promote physical and mental wellbeing of adults and children through education and access to safe, enjoyable, sustainable, active transport modes such as cycling and walking	WCC Whitehorse primary and secondary schools
Increase access to shared spaces for physical activity and social connections by building multi-use, youth-friendly infrastructure	WCC

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Objectives 2017-2021	Partners and Lead
Improve access to shared spaces for physical activity and social connections by building multi-use, disability and female-friendly infrastructure	WCC
Ensure Council facilities are accessible and safe for all people, including children, people with disabilities and older people	WCC
Plan for the needs of multiple users of Council managed facilities to promote a shared, welcoming community	WCC
Increase community safety for residents, businesses and visitors of Whitehorse	WCC Local traders' groups Victoria Police
Redevelop the Whitehorse Centre as a cultural and community facility for Whitehorse and beyond	WCC

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Goal: A sustainable environment and shared open spaces

Towards Strategic Direction 3: *Protect and enhance our open space and natural environments*

Links to Council Plan Goal 3.1: *A place where passive and active open space is highly valued, shared and enhanced*

Approach

The approach to achieve the goal, align with the *Council Plan 2017-2021*

- Continue to sustainably manage, enhance and increase trees and vegetation in Council's streetscapes, parks and gardens, with species that enhance neighbourhood character, support biodiversity and are adaptable to a changing climate
- Continue to retain, enhance and increase the amount of open spaces to meet the needs of our diverse community with amenities that encourage opportunities for shared use
- Continue to educate and create awareness of the importance of sustaining our natural environment including the importance of trees and vegetation in an urban environment
- Work with the community to adapt to climate change and reduce greenhouse gas emissions

Priorities

Green space

The availability and use of green space has been found to increase physical activity, promote mental wellbeing, reduce stress levels and blood pressure and increase self-reported health.^{xlvii} Green space can also improve perceptions of safety and lead to reduction in crime rates.^{xlviii} The community of Whitehorse recognises the environment as influencing their sense of wellbeing, with Whitehorse's parks and open space (including walking tracks and playgrounds), greenery/trees and 'leafiness' (including bushland) being highly valued. With increased pressure due to population growth and smaller housing sizes, and the need to promote use and access for all people – including people with a disability and older people – sharing these spaces respectfully is essential.

Climate change

Adapting to climate change is a necessary part of life. In the past five years, Victoria has endured two heatwaves that have contributed to significant loss of life. Heatwaves are expected to become more frequent in Victoria it is estimated that the average annual number of days above 35°C in Melbourne is likely to increase from nine days in 2014, to 11–13 days in 2030, and to 15–26 days by 2070.

The Whitehorse City Council Sustainability Strategy 2016 – 2022 outlines Council's approach to long term sustainability and liveability outcomes for Whitehorse, including ways of enthusing people to care about the natural environment and take action to live sustainably.

Connection to and value of the natural environment

Climate change adaptation

Living sustainably

Sharing open spaces

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Objectives

Objectives 2017-2021	Partners and Lead
Broaden and expand environmental educational initiatives to reach more children and people from diverse backgrounds, increasing the community's appreciation of, and connection with, the natural environment	WCC Whitehorse Primary & Secondary Schools Early Learning Centres
Increase and enhance existing biodiversity in the urban environment through implementation of the Biodiversity Strategy	WCC
Manage and sustain the natural environment through implementation of the Urban Forest Strategy	WCC
Inform, engage and encourage the community to adopt sustainable living practices and adapt to climate change	WCC
Continue to deliver and improve waste management in Whitehorse and more broadly to reduce waste to landfill and recover and recycle waste resources	WCC Other Councils
Increase access to shared spaces for physical activity and sports participation, in particular for the sports of soccer and cricket	WCC
Plan for the needs of multiple users of Council-managed open spaces to promote a shared, welcoming community	WCC
Make open spaces more welcoming to older people to increase their social connections and physical activity	WCC

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Goal: Communicating, actively engaged Council

Towards Strategic Direction 4: *Provide strategic leadership and an open and accessible government*

Links to Council Goal 4.1: *Good governance and resource management*

Links to Council Goal 4.2: *A high performing and engaged workforce*

Links to Council Goal 4.3: *A Council that communicates effectively, engaging with our community to enable the delivery of services and facilities that meet the needs of our diverse community*

Approach

The approach to achieve the goal, align with the *Council Plan 2017-2021*

- Promote and enhance good governance practices and conduct
- Progress the implementation of the Local Government Act Review
- Promote leadership and development opportunities for Council employees
- Continue to maintain and develop a high performing workforce that supports Council's ability to deliver services efficiently and effectively
- Continue to participate in the Resilient Melbourne Strategy; working collaboratively to deliver actions that will help make Whitehorse a viable, livable and prosperous city, long into the future
- Continue to provide a high standard of customer service while improving the customer experience
- Communicate Council services, facilities and initiatives through a wide range of accessible channels
- Undertake a digital transformation that improves the customer experience, business processes and provides operational benefits

Priorities

Information and engagement

Having both access to information and the opportunity to participate in engagement opportunities are important to the people of Whitehorse. The evidence that community engagement is good for individuals and society is well documented, including: lower rates of disease, mental illness, and suicide; lower crime rates, greater economic prosperity, better-educated children, and more effective government.^{xlix} The *Whitehorse City Council Community Engagement Framework* describes Council's approach to engagement with the community.

Timely and effective access to information and services facilitates better health and wellbeing outcomes. Service access is reliant on the availability of timely and appropriate information as well as services that are physically accessible, affordable, inclusive and responsive to people's needs.^l The need for translated information was identified to improve service access, community participation and self-reliance amongst older residents of Whitehorse for whom English is not their first language.

Access to information

City resilience

Engagement with community

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Objectives

Objectives 2017-2021	Partners and Lead
Continuously improve Council customer services making it easier for people with diverse needs and abilities to do business with us	WCC
Develop and implement a digital transformation initiative to broaden the range of people across the municipality with whom Council engages, improving access and reducing environmental impacts	WCC
Progressively implement new technology to increase access for the community to Council	WCC
Communicate health and wellbeing information in community languages through Council customer services to increase health literacy and access to services	WCC
Continue to enhance the health and performance of Council's workforce (employees and volunteers) through organisational development initiatives	WCC
Support staff experiencing family violence in line with Collective Agreement	WCC
Implement learnings from participation in Resilient Melbourne's Neighbourhood Project in future Community-Led Placemaking initiatives	WCC

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Goal: Economic opportunity for people

Towards Strategic Direction 5: *Support a healthy local economy*

Links to Council Goal 5.1: *Work in partnership to support a strong, active local economic environment that attracts investment and provides economic opportunities for businesses and employment for people*

Approach

The approach to achieve the goal, align with the *Council Plan 2017-2021*

- Working in partnership to support the development of a sustainable and growing local economy which contributes to economic activity and employment growth
- Working in partnership to support the growth of the health, education and commercial sectors
- Maintain a regional presence through engagement with a range of Melbourne's eastern stakeholders
- Encourage and partner with local businesses to work with the community to create, participate in, and sponsor events which promote a sense of place
- Provide learning opportunities for people to enhance business practice

Priorities

Employment

A thriving economy and access to education and employment are determinants of health and wellbeing. Access to employment is fundamental to people's wellbeing, promotes engagement in community life and provides opportunities for people to plan and manage their future security. Healthier people are more productive in all aspects of their lives including as part of the paid and unpaid workforce.

Six per cent of 20-24-year-olds in Whitehorse are not in employment or education and are at risk of long-term and profound effects on their lives. The working lives of women are often different to the working lives of men. Women are more likely to take primary responsibility for unpaid care work, are more likely to work part-time and in lower paid roles leading to on average half the superannuation of men.ⁱⁱ

The City of Whitehorse provides over 61, 000 jobs and 25 per cent of residents both live and work in the municipality. The City of Whitehorse has an agile and resilient local economy; skilled people and employment are key to it remaining healthy. Council promotes investment in the local economy, facilitates opportunities for entrepreneurship and supports business and the community to create employment and work opportunity for local people. The *Whitehorse Economic Development Strategy 2014-2019* outlines Council's overall approach.

Employment opportunity for young people

Health and wellbeing is good business

Women and new entrepreneurs in business

Cultural diversity is good business

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Objectives

Objectives 2017-2021	Partners and Lead
Revitalise small business precincts to create hubs for community gathering and opportunities for employment	WCC
Promote innovative and creative small business models and practices to increase business activity and sustainability	WCC Small Business Mentoring Service, Deakin University, Small Business Victoria, Destination Melbourne, Box Hill Institute, Whitehorse Business Group, Asian Business Association Of Whitehorse
Explore opportunities for partnerships and involvement of local businesses, community organisations and educational institutions in initiatives and sponsorship which promote a sense of place, such as community-led place-making and activation events	WCC Whitehorse-Manningham Libraries Box Hill Institute Deakin University Whitehorse Business Group Network Community Groups
Increase employment opportunities for young people, including those from diverse backgrounds, by leading the Whitehorse Tertiary Business Skills Program	WCC Deakin University Business and NFP organisations
Facilitate opportunities for young people to engage with employment, training and education, including targeted support for vulnerable young people	WCC Whitehorse Youth Issues Network Secondary Schools Employers Tertiary institutions MIC
Continue to support the Learn Local Program to increase community access into the workforce and business	WCC Neighbourhood Houses
Encourage developers to incorporate health and other services in new developments to meet the needs of the growing population	WCC

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Objectives 2017-2021	Partners and Lead
Promote investment in mixed use/multi-purpose development to increase local employment opportunity	WCC
Design and deliver affordable business skills education and mentoring opportunities for new and emerging business people, with a focus on women returning to the workforce, work-life balance and the promotion of entrepreneurship	WCC Financial Literacy Australia Small Business Mentoring Service Small Business Victoria
Continue to facilitate knowledge sharing for business people, including cross-cultural investment opportunities and the link between employee health and productivity	WCC Australia China Business Association Whitehorse Business Group Asian Business Association Of Whitehorse
Continue to promote Box Hill as a multi-cultural food destination, increasing value of community diversity	WCC
Facilitate interest in new farmer's market/s at additional locations across the municipality to increase people's access to fresh fruit and vegetables and increase social interactions	WCC

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Monitoring and evaluation

Annual reviews, consultations and action planning will be conducted to ensure the *Whitehorse Health and Wellbeing Plan* continues to guide Council and its partners towards achieving the health and wellbeing goals and identified priorities. The Annual Action Plan 2018, and accompanying achievement measure, is described in the following section.

Council departments will continue to carry out the important work that they currently engage in, responding to the priorities of the Whitehorse community. Annual action plans developed to account for the current context will contain specific measures against which progress can be monitored.

During implementation of the Plan, focus specific Task Force or Working Groups will be established in a number of key developmental areas – the first of such will address family violence and prevention of violence against women. With representatives from Council and community stakeholders and agencies best able to plan and affect change, these groups will collaborate to plan, implement and evaluate local area evidence-based initiatives. Early tasks of the groups will be to establish an evaluation framework.

Whilst annual outcome reports will be presented to Council, in 2021 the *Whitehorse Health and Wellbeing Plan* will be evaluated to help answer these questions:

1. Have we done what we said we would do?
2. Are we having the influence or impact we expected?
3. What have we learned for next time?

Health and wellbeing outcomes

It can take years, often decades, to see improvements in many health risk factors and health outcomes in a population. Diseases caused by smoking are a good example. This is because social health problems are complex, multifaceted and require multiple strategies over the long term to affect change. The health of the people of Whitehorse is affected by many factors outside the municipality or the efforts of local organisations or local government (such as cigarette marketing targeting young people), however, every action taken within and by the community in Whitehorse – such as advocacy campaigns, ensuring cigarettes are not sold to minors, education in schools, quit programs, building good social connections – is contributing to the overall change we seek – in this example, a reduction in illness or death caused by smoking.

To assist in directing and monitoring efforts across Victorian a series of indicators have been developed across a number of domains. Documented in the Victorian Public Health and Wellbeing Outcomes Framework (2016), these health and wellbeing indicators employ multiple measures, which collectively will demonstrate at a Victorian population level, whether efforts over the long-term across the state are achieving the following outcomes:

- Victorians have good physical health
- Victorians have good mental health
- Victorians act to protect and promote health
- Victorians live free from abuse and violence

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- Victorians have suitable and stable housing
- Victorians are socially engaged and live in inclusive communities
- Victorians can safely identify and connect with their culture
- Victorians participate in learning and education
- Victorians participate in and contribute to the economy
- Victorians have financial security
- Victorians belong to resilient and livable communities
- Victorians have access to sustainable built and natural environments

The health and wellbeing indicators relevant to the *Whitehorse Health and Wellbeing Plan* are measured for the whole of Victoria using many of the sorts of data found in the Whitehorse Health and Wellbeing Profile 2017. These are the population changes that would be observed over the long term towards achieving the aspirations outlined in the Plan:

- | | |
|--|---|
| • increase self-rated health | • decrease developmental vulnerability |
| • increase mental wellbeing | • decrease smoking |
| • increase connection to culture and communities | • increase sexual & reproductive health |
| • increase access to social support | • decrease unintentional injuries |
| • increase tolerance of diversity | • decrease prevalence & impact of family violence |
| • increase neighbourhood livability | • increase community safety |
| • increase healthy eating and active living | • increase adaption to climate change |
| • reduce harmful alcohol use | • decrease financial stress |
| • increase healthy start in life | • increase environmental sustainability and quality |
| • increase immunization | • increase labour market participation |



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Annual Action Plan and Achievement Measures 2018

Towards Strategic Direction 1 – Support a healthy, vibrant, inclusive and diverse community

Health and Wellbeing Goal – Connected, safe, respected and resilient people, families and communities

Approach

- 1.1.1 In partnership, plan and deliver high quality responsive services and advocate for our diverse community based on current and future needs
- 1.1.2 Encourage and facilitate connections across the diverse age groups through activities and social interaction in our community
- 1.1.3 Continue to work with the community and stakeholders in relation to community safety, including family violence, mental health, drugs and alcohol
- 1.1.4 Work with community organisations to encourage social connections and support community participation
- 1.1.5 Continue to encourage and support volunteering to enable community participation opportunities
- 1.1.6 Continue to provide opportunities for people to engage in the arts, festivals, recreation and sports leading to social connectedness and cultural diversity
- 1.1.7 Increase awareness of and celebrate the diversity of our community
- 1.1.8 Facilitate health literacy and promote health and wellbeing activity in the community (NEW)

PEOPLE AND FAMILY

Key Strategies and Actions 2017-2021		Partners and Lead	Year One (2018) Activity	Achievement measures	Area responsible
Ref. to Approach 1.1.1	Provide children with the opportunity to grow, learn and develop into healthy, active and thriving children by enhancing protective factors and reducing risk factors for health and wellbeing	WCC Early Childhood Education and Care Services Maternal and Child Health	Provision of accessible Early Year's services to children of Whitehorse Promote children's play, physical activity, healthy eating and participation in community activities	No. activities/ promotions Participation/attendance rates Programs delivered	Health and Family Services

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Key Strategies and Actions 2017-2021		Partners and Lead	Year One (2018) Activity	Achievement measures	Area responsible
		Services Whitehorse Early Years' Sector Network	and sport, through regular information and promotional activities Promote attendance to the Maternal & Child Health Service for Key Ages and Stages visits Collaborate to increase social inclusion of children and families in the community, including engagement of children in relevant Council planning and decision making processes Collaboratively monitor and respond to factors that affect the health and wellbeing of children and families		
1.1.1	Promote and deliver public immunisation programs and school immunisation programs to protect children against vaccine preventable diseases	WCC	Deliver public immunisation programs and school immunisation programs Deliver education that promotes benefits of immunisation with the broader community, along with marketing to increase uptake by	No. programs Immunisation numbers and rates Educational activities conducted Promotional activities conducted	Health and Family Services – Environmental Services

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Key Strategies and Actions 2017-2021		Partners and Lead	Year One (2018) Activity	Achievement measures	Area responsible
1.1.1	Strengthen the skills, capacity and confidence of all families, parents and caregivers, including targeted support for vulnerable families, young mothers, fathers, culturally diverse parents and parents with a disability, through promotion, information and service provision	WCC Maternal and Child Health Services Early Childhood Education and Care Services Whitehorse Early Years' Sector Network	specific target groups Provision of Maternal and Child Health services, including parent support and education groups Deliver Enhanced Maternal & Child Health Service for vulnerable families Provide support, education and resources for parents to enhance children's education and care Promotion of effective parenting and caregiving programs and information through various publications, displays and media, including online social media Contribute to Parenting Information Forums	No. activities/ promotions Participation rates Programs delivered	Health and Family Services
1.1.1	Provide quality, accessible, affordable and integrated maternal and child health services and early childhood services that support children and their families through continuous improvement, workforce capacity, partnerships	WCC Whitehorse Early Years' Sector Network	Establishment of the Whitehorse early Years' Sector Network, and ongoing networking between service providers	Participation in local, sub-regional, regional or statewide planning bodies Community consultation Professional development and training	Health and Family Services

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Key Strategies and Actions 2017-2021		Partners and Lead	Year One (2018) Activity	Achievement measures	Area responsible
	and collaboration across the service system	Early Childhood Education and Care Services Maternal and Child Health Services Other service providers	Continue to enhance workforce capacity by attendance at required service specific training, including responding to family violence and child safety concerns Implement the National and Victorian Early Learning Frameworks and National Quality Standards in early childhood education and care services In partnership, advocate to the State Government around direct service provision and funding issues in the early years sector	Implement frameworks and meet standards New lease and service agreements signed requiring early childhood services in council facilities to be compliant with regulations, quality measures, priority of access and capacity of facilities guidelines	
1.1.3	Provide young people with the opportunity to be healthy, resilient and engaged by enhancing protective factors and reducing risk factors for health and wellbeing	WCC Whitehorse Youth Issues Network	Promote physical activity and healthy lifestyles for young people through Youth Issues Network Facilitate social inclusion, civic engagement and community participation including in volunteering	All relevant activities promoted Participation in Whitehorse Youth Representative Committee Participation in volunteering programs Referrals for young people to specialist services	Youth Services

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Key Strategies and Actions 2017-2021		Partners and Lead	Year One (2018) Activity	Achievement measures	Area responsible
			programs Collaboratively support young people's mental and sexual health In partnership, reduce the impact of alcohol, drug and substance abuse on young people	Referrals for young people to specialist services	
1.1.3	Support and strengthen secure, safe, involved and caring family environments and healthy personal relationships	WCC Whitehorse Youth Issues Network Department Education and Training	Strengthen families and their support of young people by engaging and informing parents and caregivers Promote respectful relationships to reduce the prevalence and bullying and violence against women	Engagement with families Actively supporting the roll out of Respectful Relationships Program in secondary schools	Youth Services
1.1.1	Provide quality , accessible , flexible, affordable and integrated services to support and promote young people's health and wellbeing	WCC Whitehorse Youth Issues Network Eastern Homelessness Network	Provide universal youth services, including outreach Engage and inform young people about youth services available in the community, using most effective means of communication Collaborate to develop sector-wide strategies to improve young people's access to	Provision of the Outreach Program by Youth Services and participating organisations Communications using website, Facebook, hard copy material and new Creative Youth Hub Attendance at relevant Network meetings	Youth Services

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Key Strategies and Actions 2017-2021		Partners and Lead	Year One (2018) Activity	Achievement measures	Area responsible
			services and supports Participate in sector-wide capacity development of youth service professionals Advocate for increased access to early intervention services for young people with mental health issues	Training attended Advocacy undertaken	
1.1.6	Plan and deliver a range of social, educational and recreational opportunities for older people to remain connected, actively engaged and participate in the local community, and maintain health and wellbeing	WCC Community organisations/ groups and services providers Local basketball clubs Basketball Victoria	Provide social support programs and transport services for older people In partnership, deliver the Whitehorse Seniors Festival Delivery and evaluation of the Walking Basketball Pilot Project	Participation and hours of service levels Activities delivered Participation rates Recommendations from Evaluation of Pilot project available	Home And Community Care Community Development - Healthy Ageing
1.1.1	Facilitate opportunities of social connectedness and support for older residents and their carer partners, especially those with special needs such as dementia, CALD background, social isolation and those experiencing elder abuse	WCC	Delivery of person centred services that are responsive to cultural and personal needs in individual and group settings	Number of participants and hours of services delivered	Home and Community Care

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Key Strategies and Actions 2017-2021		Partners and Lead	Year One (2018) Activity	Achievement measures	Area responsible
1.1.8	Promote active and healthy ageing for people in the diverse community	WCC	Promote the uptake of the <i>Cooking for One or Two</i> program by community organisations Update Council's website to include information on active and healthy ageing Undertake needs analysis for active and healthy ageing information resources, including people of diverse cultural backgrounds Education programs for seniors, including CALD groups about pedestrian safety	Interest in uptake of healthy eating programs Website updated Information resource needs identified and recommended actions made	Community Development - Healthy Ageing, Diversity

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COMMUNITY

Key Strategies and Actions 2017-2021		Partners and Lead	Year One (2018) Activity	Achievement measures	Area responsible
1.1.6	Celebrate diversity, promote reconciliation and connect people of the Whitehorse community through the safe and effective delivery of events and activities for the whole community	WCC Local community groups Whitehorse-Manningham Library Whitehorse Historical Societies	Planning, risk management and delivery of 2018 events: <ul style="list-style-type: none"> • Australia Day • Harmony Week - Global Fiesta and Community Welcome Dinner • Sorry Day Flag-Raising • Swing Pop Boom Series • Spring Festival • Carols Concert • Chinese New Year • Heritage Week 	Attendance at events Commentary on value of events in the community Safe delivery of events	Arts and Recreation Development Cultural Facilities and Programs Community Development
1.1.6	Enhance the creativity, skills, knowledge and social connections of the community through the delivery of accessible community arts programs	WCC	Development and delivery of annual Box Hill Community Arts Centre program	Attendance at programs Commentary on value of programs for participants	Arts and Recreation Development Cultural Facilities and Programs
1.1.6	Foster greater cultural awareness, connectedness and understanding within the community through the delivery of accessible, affordable performing arts and art exhibitions	WCC	Delivery of 2018 events: <ul style="list-style-type: none"> • Whitehorse Centre Season Program and Midweek Matinee Program • Whitehorse Artspace and Box 	Attendance at programs Commentary on value of programs	Arts and Recreation Development Cultural Facilities and Programs

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Key Strategies and Actions 2017-2021		Partners and Lead	Year One (2018) Activity	Achievement measures	Area responsible
			Hill Community Arts Centre Exhibition Program		
1.1.4	Build capacity and promote social connection and participation in smaller NFP organisations, including for diverse communities	WCC NFP Community Organisations	Funding of CALD social groups and other organisations through Council community grants program Review Community Grants Program to align with Council's Strategic Directions and health & wellbeing goals	Grants program administered Grant recommendations adopted by Council	Community Development - Social Planning
1.1.7	Create a safe, welcoming and inclusive community for all young people, regardless of cultural background, religion, language, gender, sexuality, ability or socio economic status	WCC Whitehorse Youth Issues Network	Celebrate, acknowledge and recognise diversity in young people Engage young people in conversations about issues that affect them Create a city in which all young people feel welcome and secure	Promotion and approval of Young Person of the Month Awards Features about young people in Whitehorse News Promotions of the youth committees to the broader community	Youth Services Community Development Arts and Recreation
1.1.1	Plan and implement strategic responses to local priorities for young people	WCC Whitehorse Youth Issues Network	Analysis and use of Health and Well-being profiler survey data Consultations with young people and service providers	Consultations conducted Network meetings attended	Health and Family Services

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Key Strategies and Actions 2017-2021		Partners and Lead	Year One (2018) Activity	Achievement measures	Area responsible
1.1.2	Support and promote intergenerational interactions and activities to help reduce social isolation of older people and counter ageism	WCC Local schools Community organisations Services providers Aged care facilities	Investigate different models and approaches to promote across the community, e.g. neighbourhood BBQs, Know your Neighbour	Recommendations	Community Development - Healthy Ageing & Community Participation
1.1.1	Plan, promote and deliver a range of amenities and programs to enable all people to access health and fitness, wellness and social activities across the municipality	WCC	Conduct assessment and review, consultation and design for the future of Morack Golf Course community facility Promotion and delivery of services and programs at Sportlink, Aqualink Box Hill & Aqualink Nunawading in response to community need, including Creche and Occasional Care, Group fitness classes, Hot Streak Basketball program, Post Natal program, Social	Completion of consultation plan Strategic plan design agreed and finalised Programs delivered Attendance at programs Promotional and marketing programs	Arts & Recreation Team Leader Leisure Facilities

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Key Strategies and Actions 2017-2021		Partners and Lead	Year One (2018) Activity	Achievement measures	Area responsible
			Badminton, Commonwealth Games celebration program and Fab Living (60+) social events Promote the disability access features of the Leisure Centre's		
1.1.4	Promote the rights and inclusion of people with disability in the life of the community, including people with a mental illness	WCC Health Service Providers Disability Service Providers Community Organisations	Promote opportunities for people with disabilities to join Council Committees and working groups Continue to facilitate and support the Whitehorse Disability Advisory Committee to provide strategic advice to Council and promote new membership Community engagement opportunities are promoted to people with disability and via disability service providers Continue to promote positive images of people with disability	Promotions Attendance and minutes of WDAC meetings New membership of WDAC Participation rates of people with disability in engagement opportunities Promotional material	Community Development Health & Family Services Arts & Recreation Development

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Key Strategies and Actions 2017-2021		Partners and Lead	Year One (2018) Activity	Achievement measures	Area responsible
			through Councils media and publications Continue to promote Mental Health Week and International Day of Persons with Disability activities Advocate for services and supports that meet the needs of people experiencing mental illness		
1.1.1	Increase understanding of the impacts of the transition to the NDIS for people with disability, their families and carers, the community and Council services	WCC NDIA State and Federal Government Departments People with disabilities Disability Service Providers	Continue to promote opportunities to build knowledge of the NDIS and its processes throughout the community	Emerging issues raised with MAV, EMR Councils and funding bodies	Community Development Home & Community Care Health & Family Services
1.1.6	In collaboration, increase the participation of people with disabilities in cultural events, the arts and sporting, recreational, social, religious and cultural activities within the community	WCC People with disability Community Organisations Disability Service Providers	Continue to develop the accessibility of festivals, events and activities held in the community	Attendance and participation rates of people with disability Promotion material Changes to accessibility	Health & Family Services Arts & Recreation Development Parks Planning & Recreation Leisure Services

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Key Strategies and Actions 2017-2021		Partners and Lead	Year One (2018) Activity	Achievement measures	Area responsible
		Sporting clubs and associations Whitehorse interfaith network			
1.1.1	Plan and implement the Disability Action Plan (DAP) in response to local priorities for people with a disability in Whitehorse	WCC People with disability Health Service Providers Disability Service Providers Community Organisations	Communication of the DAP Implementation of identified strategies in partnership with key stakeholders Contribute to improved knowledge and responses to promote the health and wellbeing of people with a disability	Distribution of the DAP Implementation of identified strategies	Community Development
1.1.1.	Continue to work to realise an Age-Friendly City, optimising opportunities for health, participation and security in order to enhance quality of life as people age	WCC	Prepare for endorsement to become a signatory to the Age-Friendly Victoria Declaration	Adoption of Age-Friendly Victoria Declaration	Community Development - Healthy Ageing
1.1.1	Work towards a dementia friendly community where people living with dementia are able to live a high quality of life with meaning, purpose and value	WCC Forest Hill Dementia Friendly	Facilitate participation of people with dementia in social support, transport and	Number of participants and service hours delivered to people with dementia in the	Home and Community Care

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Key Strategies and Actions 2017-2021		Partners and Lead	Year One (2018) Activity	Achievement measures	Area responsible
		Communities Pilot Project Working Group	flexible respite services provided by Council Implementation of Stage 1, 2 and 3 of the Forest Hill Dementia Friendly Communities Pilot Project	community Community consultation completed Local Dementia Friendly Communities Alliance formed Dementia Friendly Communities Action Plan designed	Community Development - Healthy Ageing
1.1.1	Plan and implement strategic responses to local priorities for the ageing population informed by local, sub-regional, regional and state-wide services and networks	WCC Local community, organisations and services providers Neighbourhood Houses Community Aged Care Service Providers Network (CASPNOW) Eastern Elder Abuse Network	Consultation with community and key stakeholders regarding priority issues such as: <ul style="list-style-type: none">• older people who are carers• people who are socially isolated• the needs of CALD older people• people with dementia• elder abuse• nutritional sufficiency• falls prevention• harmful use of alcohol Contribute to improved knowledge and responses to promote the health and	Consultations conducted Network meetings attended	Community Development Home and Community Care

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Key Strategies and Actions 2017-2021		Partners and Lead	Year One (2018) Activity	Achievement measures	Area responsible
		(EEAN) Inner East PCP Practitioners Network Eastern Dementia Network MAV State-wide Positive Ageing Network	wellbeing of older people in Whitehorse		
1.1.1.1	Continue to build Council and partner agencies' capacity to engage with, understand, respond to and promote the rights and needs of LGBTI+ people	WCC Q-East Alliance VLGA Rainbow Network	Establishment of Council working group with representatives from across the organisation Delivery of training to service delivery staff of Council Regional networks and awareness raising activities	Working group and ToR established Training sessions delivered Reach and participation Learning outcomes Network meetings held Regional activities conducted	Community Development – Diversity
1.1.1.1	Advocate and inform improvements in the	MSC	Conduct of regional	Advocacy activities	Community

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Key Strategies and Actions 2017-2021		Partners and Lead	Year One (2018) Activity	Achievement measures	Area responsible
	service system to respond to the needs of migrant and refugee people	WCC VLGMIN	service system network		Development – Diversity Officer
1.1.1	Advocate for diversity, social cohesion and inclusion in the municipality and more broadly	EMSIC VLGMIN WCC	EMSIC membership Contribute to development of Welcoming City Standards for Whitehorse Participate in Welcoming Cities Network	Attendance Participation in regular network meetings	Executive Community Development – Diversity Officer
1.1.1	Explore partnerships and opportunities for collaboration with culturally specific service providers to reduce social isolation of vulnerable older people of immigrant, non-English speaking background	WCC MIC Chinese Social Services AMES	Year 2-3 activity		Community Development - Healthy Aging & Diversity
1.1.4	Guide and support support seniors groups to manage and govern as their membership ages, so that members remain connected and actively participating within their local community	WCC	Advise and act to support groups experiencing difficulty Encourage groups to consider strategies for sustainability	Increased membership in seniors groups Improved governance practices Advice and actions provided Uptake of new models for seniors group	Community Development - Healthy Ageing and Diversity

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Key Strategies and Actions 2017-2021		Partners and Lead	Year One (2018) Activity	Achievement measures	Area responsible
1.1.5	Continue to support and facilitate the Whitehorse Interfaith Network (WIN) to increase its capacity to deliver activities and consolidate its membership base	WCC	Conduct community activities to introduce community to different faiths, including Tours of Worship and the Taste of Meditation workshop	Membership base increased Activities conducted	Community Development – Diversity
1.1.7	Strengthen reconciliation in Whitehorse by working in partnership to raise awareness of Aboriginal culture, build strong relationships and increase participation for Aboriginal people in the life of the community	WCC Whitehorse Reconciliation Advisory Committee Whitehorse Friends For Reconciliation Wurundjeri Tribe Land and Compensation Cultural Heritage Council Mullum Mullum Indigenous Gathering Place	Host National Sorry Day Flag-Raising Ceremony during Reconciliation Week Continue to convene the Whitehorse Reconciliation Advisory Committee Explore partnership opportunities with Aboriginal community groups regarding NAIDOC Week and other activities	Activities conducted Advisory Committee meetings Conversations with Aboriginal community groups conducted	Community Development – Diversity
1.1.2	Support and promote intergenerational interactions and activities to help reduce social	WCC	Investigate different models and approaches	Recommendations	Community Development -

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Key Strategies and Actions 2017-2021		Partners and Lead	Year One (2018) Activity	Achievement measures	Area responsible
	isolation of older people and counter ageism	Local schools Community organisations Services providers Aged care facilities	to promote across the community, e.g. neighbourhood BBQs, Know your Neighbour		Healthy Ageing & Community Participation
1.1.5	Continue integration of Volunteer management functions across organisational systems, planning and programs within Council and other organisations	WCC Volunteering Victoria LG Pro Eastern Volunteers Boroondara Volunteer Resource Centre Volunteering in Manningham	Implement Year 1 recommendations from Strategic Review of Council Volunteer programs Participate in regional and sector networks and partnerships in line with development priorities, including the implementation of National Standards for Volunteer Involvement and Child Safe Standards	Implementation of recommendations Attendance at network meetings and participation in partnerships	Community Development Organisation Development Parks Planning & Recreation Parkswide Home and Community Care Youth Services
1.1.5	Continue promotion of, information about and capacity for volunteering, community	WCC	Convene and support the Whitehorse	No. participants at meetings and training	Community Development

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Key Strategies and Actions 2017-2021		Partners and Lead	Year One (2018) Activity	Achievement measures	Area responsible
	participation and community organisations within Council and in the community	Eastern Volunteers	Volunteer Network to share increase knowledge and share resources Regularly promote volunteers and volunteering through local media Produce and distribute updated edition of "Get Involved: Local Volunteering Opportunities" booklet	events No. of promotions/information Publication and distribution of booklet	
1.1.5	Promote, support and explore the development of flexible, project-based and short-term volunteering opportunities in response to changing needs and demands of the community and Council	WCC	Identify and support the establishment of new Council volunteer programs	Range of opportunities for participation Number of registered volunteers participating in Council-run programs	Community Development Organisation Development
1.1.2	Promote, support and explore the development of programs and initiatives designed to increase volunteering and intergenerational community participation, especially for young people, CALD people, international students, people with a disability, professionals, families and men	WCC	Create and launch the Community-Led Placemaking Toolkit Roll out Community-Led Placemaking applications and support for Year 1 projects	Participation and actions undertaken as part of the Resilient Melbourne Strategy Number of intergenerational projects supported	Strategic Planning Community Development Design & Construction Community Laws Festivals and Events Communications
1.1.5	Recognise and celebrate volunteers and those	WCC	Deliver functions to	Functions delivered	Community

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Key Strategies and Actions 2017-2021		Partners and Lead	Year One (2018) Activity	Achievement measures	Area responsible
	who are actively involved in their local community		<p>recognise volunteers:</p> <ul style="list-style-type: none"> National Volunteer Week "Years of Service" milestone International Volunteer Day function <p>Promote volunteering through media Encourage nominations of Whitehorse volunteers for external awards</p>	<p>Participation rates</p> <p>Monthly volunteer profiles in Whitehorse News</p> <p>Nominations made</p>	Development Communications

FAMILY VIOLENCE RESPONSE AND PREVENTION

Key Strategies and Actions 2017-2021		Partners and Lead	Year One (2018) Activity	Achievement measures	Responsible manager/officers (internal use only)
1.1.3	Collaboratively plan and deliver evidence-based strategies to increase capacity of Council and the community to respond to and prevent family violence and violence against women	<p>WCC</p> <p>Together for Equality and Respect Partnership</p> <p>Regional Family</p>	<p>Continue to collaborate in Together for Equality and Respect Regional strategy</p> <p>Establish task force or working groups</p> <p>Review current activity, best practice evidence and local data</p>	<p>Participation in regional advocacy and planning for PVAW</p> <p>Terms of Reference and Membership Meetings conducted</p> <p>Review and recommendations</p>	Community Development – Health and Wellbeing

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Key Strategies and Actions 2017-2021		Partners and Lead	Year One (2018) Activity	Achievement measures	Responsible manager/officers (internal use only)
		Violence Partnership WHE EDVOS Local family violence agencies VicPol Community organisations	Prepare local action approach and evaluation plan Commence community activities, e.g. White Ribbon Day, tailored community, forums, Commence Council activities, e.g. funding applications, capacity development, partnerships Maintain <i>Councils for Gender Equity</i> program national accreditation	Adoption of approach Activities conducted	Executive
1.1.3	In partnership with community organisations, disability services, and other Councils develop strategies to prevent violence against women with a disability and children with disability	WCC WHE Local FV Services EDVOS Women's Health East Other Councils	Investigate opportunities to increase service access for people with a disability to family violence services	Strategies and projects developed	Community Development Health & Family Services
1.1.3	Continue to safeguard the rights, dignity, health and independence of older people through action to prevent elder abuse	WCC Eastern Elder Abuse Network	Respond appropriately to elder abuse disclosures and provide support services	Positive outcomes for victims of Elder Abuse Frequency and	Home And Community Care Community

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Key Strategies and Actions 2017-2021		Partners and Lead	Year One (2018) Activity	Achievement measures	Responsible manager/officers <i>(internal use only)</i>
		Eastern Community Legal Centre Senior's Rights Victoria	Ongoing cross-agency collaboration and improvements to service co-ordination Support and promote the annual World Elder Abuse Awareness Day across City of Whitehorse and the Eastern Metropolitan Region	attendance at EEAN meetings Collaborations undertaken Support and promotion activities undertaken	Development - Healthy Ageing
1.1.3	Explore partnerships and opportunities for collaboration to prevent violence against women and promote the sexual health, safety and wellbeing of young people, in particular newly arrived young people, and the growing population of international students in Whitehorse	WCC Tertiary institutions Community Health and health service providers MIC VicPol	Review research and evidence base, and consult stakeholders to better understand approach to prevention	Research undertaken Partnerships developed	Community Development - Diversity & Health and Wellbeing
1.1.1	Continue to enhance workforce capacity of direct service providers to respond to elder abuse, family violence and child safety concerns	WCC	Promotion and access to service specific training	Training uptake	Home and Community Care Health and Family

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Key Strategies and Actions 2017-2021		Partners and Lead	Year One (2018) Activity	Achievement measures	Responsible manager/officers (internal use only)
					Service
1.1.7	Coordinate regional activities to promote understanding about respectful relationships, gender and sexual diversity	WCC Q-East WHE	Delivery of activities, training or forums, including activities on IDAHOT day	Activities conducted Participation	Community Development – Diversity & Health and Wellbeing Arts and Recreation
1.1.8	Increase health literacy for men and women in identified health and wellbeing priority areas, including mental health, harmful use of alcohol and violence prevention	WCC WHE	Two women's forums held annually on health & wellbeing or on new and emerging issues in the Whitehorse community Explore opportunities for collaborations to increase men's access to health and wellbeing information and programs	Number of women attending each forum Evaluation feedback about satisfaction and knowledge Identify collaborators and opportunities	Community Development – Social Planning and Health and Wellbeing

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SAFETY

Key Strategies and Actions 2017-2021		Partners and Lead	Year One (2018) Activity	Achievement measures	Area responsible
1.1.3	Work in partnership with government, health and emergency services to prevent, prepare, respond to and recover from emergencies and natural disasters through maintenance of the City of Whitehorse Municipal Emergency Management Plan.	WCC Municipal Emergency Management Planning Committee (MEMPC)	Quarterly meeting of MEMPC Annual Plan Review Annual Community and Stakeholder Engagement Annual testing and exercising the Plan Conduct reviews of nominated Community Emergency Risk Assessments (CERA)	Meetings conducted and minuted Review and recommendations implemented Locations where vulnerable persons assemble recorded Community and stakeholder input into planning Reviews of nominated CERA undertaken	Compliance – Emergency Management
1.1.3	Inform and educate the community, especially those most at risk, about how to prepare for, respond to and recover from identified emergency risks.	WCC MEMPC	Continue and expand the weather alert early warning system Conduct annual fire awareness meeting with residents in fire-prone areas Provide regular information about measures to take during heat-waves and power blackouts for HACC clients Provide business continuity information	Early warning advice available to the community Fire awareness information session held in December Distribution and access to DHHS information on thermal health Promotion of the need to maintain smoke detectors Promotion of emergency preparedness documentation such as	Compliance – Emergency Management

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Key Strategies and Actions 2017-2021		Partners and Lead	Year One (2018) Activity	Achievement measures	Area responsible
			Participate in the SES Local Community Resilience Program Promote Emergency management issues through web page, local media and information sheets	Red Cross's RediPlan	
1.1.3	Support the social and economic wellbeing of the community in relation to gaming license applications in the municipality	WCC Neighbouring Councils	Undertake social and economic impact assessments in relation to applications for gaming licences and in response to planning permit applications for a gaming venue Provide support to neighbouring Councils for submissions to the VCGLR where EGM license applications impact on City of Whitehorse residents	Social and economic impact assessments submitted to the VCGLR Letters of support provided to neighbouring municipality in support of their application to the VCGLR	Community Development - Social Policy
1.1.3	Inform, collaborate and advocate to reduce problem gambling and gambling harm in the community	WCC Gamblers Help East MAV VLGA	Update Council's demographic and health fact sheets Establish a gambling information register of interested people and groups	Collection of locally relevant gambling data Submissions to State Government	Community Development - Social Policy

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Key Strategies and Actions 2017-2021		Partners and Lead	Year One (2018) Activity	Achievement measures	Area responsible
			<p>Collect data about the impacts of gambling in the Whitehorse community to inform future social and economic impact assessments</p> <p>Advocate to the State government for adoption of the Productivity Commission's 2010 recommendations</p>		
1.1.3	Collaborate to implement initiatives to promote community safety and prevent crime	VicPol WCC Local business Community Groups	Activities for Safety Month and throughout the year	Activities conducted Participation rates Evaluation feedback	Community Development – Health and Wellbeing
1.1.8	Implement Council's Five Star Food Hygiene Assessment (FHA) system to improve the safety of food being manufactured, handled, stored and sold in the municipality	WCC	<p>Promote the FHA system with proprietors</p> <p>Address language and cultural barriers in education about food safety practices</p>	<p>Percentage of 4 and 5 Star Ratings</p> <p>Educational activities conducted</p>	Health and Family Services – Environmental Services
1.1.8	Undertake Tobacco Control activities to protect the health of the community, in particular young people	WCC	<p>Promote new tobacco reforms</p> <p>Conduct test purchases, education visits and</p>	Activities meet service and funding requirements	Health and Family Services – Environmental Services

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Key Strategies and Actions 2017-2021		Partners and Lead	Year One (2018) Activity	Achievement measures	Area responsible
1.1.8	Implement changes in the Tobacco Act (1987) to further restrict public places where smoking is permitted	WCC	enforcement activities Implement legislative reforms from 1 August Conduct education visits and enforcement activities	Strategy developed No. of educational and enforcement activities	Health and Family Services – Environmental Services
1.1.8	Work with new and existing rooming house operators and other stakeholders to support compliance with regulation with public health standards	WCC	Conduct Information forum to support compliance Promote requirements for rooming house operators	No. of educational and enforcement activities Compliance	Health and Family Services – Environmental Services
1.1.3	Inform, collaborate and advocate to reduce harm from alcohol and drugs in the community	WCC Alcohol Action Flagship Group	Conduct annual safety event addressing community concerns Collaborate to reduce harm from alcohol in the EMR	Event conducted No. participants Participant feedback Attendance at AAFG Collaborative actions undertaken	Community Development – Health and Wellbeing Officer
1.1.3	Support the social and economic wellbeing of the community in relation to alcohol availability in the municipality	WCC	Commence research into availability and purchasing patterns in Whitehorse to inform future policy and initiatives	Initial scan and briefing paper produced	Community Development – Health and Wellbeing

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Towards Strategic Direction 2 – Maintain and enhance our built environment to ensure a livable and sustainable city

Health and Wellbeing Goal – Accessible, safe and welcoming places for all people

Approach

- 2.1.1 Development which respects our natural and built environments and neighbourhood character while achieving a balanced approach to growth in accordance with relevant legislation
- 2.1.2 Advocate for greater housing diversity, including affordable and social housing
- 2.1.3 Advocate for enhanced transport accessibility and improved transport routes and modes (including active transport)
- 2.1.4 Maintain, renew and sustainably invest in our community infrastructure that is relevant, modern and accessible, and can accommodate multi-purpose usage
- 2.1.5 Maintain, enhance and create shared community spaces that promote the neighbourhood character and provide a safe and enjoyable meeting place for everyone
- 2.1.6 Provide and maintain an infrastructure network that meets the needs of development growth while supporting residents, businesses and visitors in their daily activities
- 2.1.7 Continue to encourage sustainable and quality retrofit of existing infrastructure (Council facilities, street lighting)

Key Strategies and Actions 2017-2021		Partners and Lead	Year One (2018) Activity	Achievement measures	Area responsible
Ref. to Approach 2.1.1	Introduce a Planning Scheme Amendment for Municipal Wide Tree Controls to reduce tree removal	WCC Department of Environment, Land, Water and Planning	Pursuit of a blanket significant landscape overlay for residential land across the municipality Deliver tree awareness education	Amendment adopted by Council Number of tree awareness activities	Planning
2.1.1	Continuous improvement to the Planning Scheme	WCC Department of	Review the Municipal Strategic Statement	MSS review completed	Planning

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Key Strategies and Actions 2017-2021		Partners and Lead	Year One (2018) Activity	Achievement measures	Area responsible
		Environment, Land, Water and Planning			
2.1.5	Continue to realise the Urban Realm Vision to create space, places and connectivity for people to engage	WCC	Develop a Neighbourhood Project Toolkit for future community-led place making initiatives Update and implement the Box Hill Urban Realm Treatment Framework	Toolkit produced Framework updated and implemented	Community Development Planning
2.1.2	Continue to partner, identify and advocate for affordable housing in Whitehorse and the Eastern Metropolitan Region, including social housing and mixed-use developments	WCC Eastern Affordable Housing Alliance EMR Councils	Continued participation in EAHA and advocacy activities Identify and promote the different practical roles local governments can play in increasing social and affordable housing Compile municipal data on surplus State and Council owned sites in each EAHA local government area	Number of meetings with State or Federal Government politicians Number of social/affordable housing opportunities FAQ Sheet developed and uploaded to EAHA website Comprehensive data set compiled and shared	Community Development Strategic Planning
2.1.3	Continue to advocate to the State Government for infrastructure and service improvements that make public transport, walking and cycling more convenient, safe and accessible for people		Advocate to the State Government for improvements to the Box Hill Transport	Advocacy activities conducted	Engineering and Environmental Services – Transport Team

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Key Strategies and Actions 2017-2021		Partners and Lead	Year One (2018) Activity	Achievement measures	Area responsible
	in Whitehorse.		Interchange		
2.1.5	Promote physical and mental wellbeing of adults and children through education and access to safe, enjoyable, sustainable, active transport modes such as cycling and walking	WCC Whitehorse primary and secondary schools	Continue to construct the Pipe Track Shared Use Path from Mitcham to Burwood East Implement the Whitehorse Active and Safe School Program Continue to support Walk to School, Transit, and Bike It active travel programs in schools Conduct adult bicycle skills training courses to increase participation in cycling	Completion of Stage 2 of the project Number of programs delivered	Engineering and Environmental Services – Transport Team
2.1.4	Increase access to shared spaces for physical activity and social connections by building multi-use, youth-friendly infrastructure	WCC	Complete the construction of Box Hill South Skate Park extension to include new beginner area, street plaza style skating elements and new basketball half court	Construction completed	Engineering & Environmental Services Arts & Recreation Development - Parks Planning & Recreation
2.1.4	Improve access to shared spaces for physical activity and social connections by building multi-use, disability and female-friendly infrastructure	WCC	Elgar Park South sports pavilion building design Undertake Surrey Park West, Bennettswood	Design process completed Building upgrade/ redevelopment work	Major Projects and Buildings Arts & Recreation Development -

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Key Strategies and Actions 2017-2021		Partners and Lead	Year One (2018) Activity	Achievement measures	Area responsible
			Reserve, Livingstone Oval and Elgar Park North upgrade/ redevelopment projects	complete	Parks Planning & Recreation
2.1.4	Ensure Council facilities are accessible and safe for all people, including children, people with disabilities and older people	WCC	Employ Universal Access guidelines and DDA in retrofit program/upgrade: Mitcham Bowls Club, Box Hill Community Arts Centre Upgrade Lucknow Play Spaces	Works completed in accordance with current standards	Major Projects and Buildings – Assets & Capital Works
2.1.4	Plan for the needs of multiple users of Council managed facilities to promote a shared, welcoming community	WCC	Employ Universal Access and DDA compliant design processes for Nunawading Hub project	Design process complete	Major Projects & Building
2.1.6	Increase community safety for residents, businesses and visitors of Whitehorse	WCC Local traders' groups VicPol	Implement ongoing CCTV program in business activity areas (Box Hill Mall and Britannia Mall)	Use of footage by VicPol Perceptions of safety	Engineering and Environmental Services Community Development – Health and Wellbeing
2.1.4	Redevelop the Whitehorse Centre as a cultural and community facility for Whitehorse and beyond	WCC	Conduct community consultation and client/patron facility	Completion of consultation plan	Arts & Recreation Development

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Key Strategies and Actions 2017-2021		Partners and Lead	Year One (2018) Activity	Achievement measures	Area responsible
			planning Transition planning with community groups and patrons Facility design	User group transition planning undertaken Facility design agreed and finalised	Cultural Facilities and Programs Major Projects

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Towards Strategic Direction 3 – Protect and enhance our open space and natural environments

Health and Wellbeing Goal – A sustainable environment and shared open spaces

Approach

- 3.1.1 Continue to sustainably manage, enhance and increase trees and vegetation in Council's streetscapes, parks and gardens, with species that enhance neighbourhood character, support biodiversity and are adaptable to a changing climate
- 3.1.2 Continue to retain, enhance and increase the amount of open spaces to meet the needs of our diverse community with amenities that encourage opportunities for shared use
- 3.1.3 Continue to educate and create awareness of the importance of sustaining our natural environment including the importance of trees and vegetation in an urban environment
- 3.1.4 Work with the community to adapt to climate change and reduce greenhouse gas emissions

Key Strategies and Actions 2017-2021		Partners and Lead	Year One (2018) Activity	Achievement measures	Area responsible
Ref. to Approach 3.1.3	Broaden and expand environmental educational initiatives to reach more children and people from diverse backgrounds, increasing the community's appreciation of, and connection with, the natural environment	WCC Whitehorse Primary & Secondary Schools Early Learning Centres	Pilot additional sites for the Whitehorse schools Environment Education Program Run the Nature Play Program in bush sites across the municipality Develop strategies to engage people of diverse backgrounds in environmental education Promote volunteering opportunities to attract new education volunteers	No. Programs delivered New pilots run Strategies identified No. new volunteers	Parkswide Community Development
3.1.1	Increase and enhance existing biodiversity in the urban environment through	WCC	Undertake inventory of high value biodiversity to inform future	Inventory completed	Parkswide

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Key Strategies and Actions 2017-2021		Partners and Lead	Year One (2018) Activity	Achievement measures	Area responsible
	implementation of the Biodiversity Strategy		actions		
3.1.1	Manage and sustain the natural environment through implementation of the Urban Forest Strategy	WCC	Provide guidance and education to the community about tree management	No. enquiries No. awareness raising activities/ promotional material	Parkswide
3.1.4	Inform, engage and encourage the community to adopt sustainable living practices and adapt to climate change	WCC	<p>Conduct free community events and workshops including:</p> <ul style="list-style-type: none"> Sustainable Living Week Smarter Living Workshop series Fair Trade Fortnight <p>Promote and provide incentives for the uptake of solar panels and hot water systems, water tanks and home composting including:</p> <ul style="list-style-type: none"> offering financial rebates for installations Solar Savers program to assist low income households to install solar panels <p>Promote local food initiatives such as Urban Harvest Food Swap and deliver workshops and activities related to growing food, food waste avoidance, and healthy food hints</p> <p>Support community organisations,</p>	No. activities conducted No. participants Uptake of incentives No. of schools and organisations engaged	Engineering and Environmental Services

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Key Strategies and Actions 2017-2021		Partners and Lead	Year One (2018) Activity	Achievement measures	Area responsible
			schools and community to implement relevant waste and sustainability projects through programs such as Council's Sustainability Awards, Stephanie Alexander Food Garden Foundation and Sustainable Water Efficiency Program.		
3.1.4	Continue to deliver and improve waste management in Whitehorse and more broadly to reduce waste to landfill and recover and recycle waste resources	WCC Other Councils	Delivery of Council's waste and recycling services Develop new Waste Management Strategy Collaborate with other Councils and regionally for waste and sustainability service delivery and knowledge sharing	Services delivered in accordance with contract specifications Strategy adopted Collaborative actions/ meetings	Engineering and Environmental Services
3.1.2	Increase access to shared spaces for physical activity and sports participation, in particular for the sports of soccer and cricket	WCC	Undertake upgrade works as part of the redevelopment of Ballyshannassy Park sporting fields in Burwood East	Works complete	ParksWide Arts & Recreation Development - Parks Planning & Recreation
3.1.2	Plan for the needs of multiple users of Council-managed open spaces to promote a shared, welcoming community	WCC	Conduct dogs off-lead parks/ spaces feasibility study	Feasibility study commenced	Arts & Recreation Development
3.1.2	Make open spaces more welcoming to older people to increase their social connections and physical activity		Action in years 2-3		Community Development

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Towards Strategic Direction 4 – Provide strategic leadership and an open and accessible government

Health and Wellbeing Goal – Communicating, actively engaged Council

Approach

- 4.1.1 Continue to ensure financial sustainability and continue business improvement programs
- 4.1.2 Promote and enhance good governance practices and conduct
- 4.1.3 Progress the implementation of the Local Government Act Review
- 4.2.1 Promote leadership and development opportunities for Council employees
- 4.2.2 Continue to maintain and develop a high performing workforce that supports Council's ability to deliver services efficiently and effectively
- 4.2.3 Continue to participate in the Resilient Melbourne Strategy; working collaboratively to deliver actions that will help make Whitehorse a viable, livable and prosperous city, long into the future
- 4.2.4 Continue to provide a high standard of customer service while improving the customer experience
- 4.3.1 Communicate Council services, facilities and initiatives through a wide range of accessible channels
- 4.3.2 Undertake a digital transformation that improves the customer experience, business processes and provides operational benefits

Key Strategies and Actions 2017-2021		Partners and Lead	Year One (2018) Activity	Achievement measures	Area responsible
Ref. to Approach 4.2.4	Continuously improve Council customer services making it easier for people with diverse needs and abilities to do business with us	WCC	Review policies, procedures and monitoring of <i>Complaints and Complements</i> mechanisms Staff professional development in working with people	Recommendations arising from review Learning goals of training achieved	Civic Services Organisation Development

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Key Strategies and Actions 2017-2021		Partners and Lead	Year One (2018) Activity	Achievement measures	Area responsible
			with diverse needs and abilities Establish scope for review of communications with non-English speakers		Community Development
4.3.2	Develop and implement a digital transformation initiative to broaden the range of people across the municipality with whom Council engages, improving access and reducing environmental impacts	WCC	Establish foundations for project implementation (governance, processes, program team) Use of “Your Say Whitehorse” community engagement portal across Council	Governance structure established Program team appointed Project plan designed Numbers of people engaging with Council across all projects	Business Technology Communications Community Development Other departments as relevant
4.1.2	Progressively implement new technology to increase access for the community to Council	WCC	Audiotape and post online records of Council meetings	No. of posted recordings Customer feedback	Civic Services
4.3.1	Communicate health and wellbeing information in community languages through Council customer services to increase health literacy and access to services	WCC	Create dedicated spaces for health and wellbeing information in Council service centres	Display spaces created and used No. on hold messages	Civic Services Community Development – Health and Wellbeing

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Key Strategies and Actions 2017-2021		Partners and Lead	Year One (2018) Activity	Achievement measures	Area responsible
			Source translations of materials Implement a plan of key health and wellbeing messages for the community Review and update health and wellbeing information on Council website		
4.2.4	Investigate ways to reduce mortgage stress and non-payment of Council rates	WCC	Commence review of Council's Rate Hardship Policy and debt collection practices	Alignment with model litigant guidelines	Property and Rates
4.2.2	Continue to enhance the health and performance of Council's workforce (employees and volunteers) through organisational development initiatives	WCC	Implementation of needs based training across Council focused on identified areas of need, including skin health and mental health first aid Ongoing support for workforce with a dedicated health and wellbeing focus within the Risk, Health and Safety Team of Council Implement	50% engagement of the workforce participating in at least one initiative Health and wellbeing activities	Organisation Development

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Key Strategies and Actions 2017-2021		Partners and Lead	Year One (2018) Activity	Achievement measures	Area responsible
			occupational health and safety training program for new and existing volunteers		
4.2.2	Support staff experiencing family violence in line with Collective Agreement	WCC	Implementation of Collective Agreement provisions regarding family violence leave as required	Meet council's industrial obligations regarding support of employees experiencing family violence	Organisation Development
4.2.3	Implement learnings from participation in Resilient Melbourne's Neighbourhood Project in future Community-Led Placemaking initiatives	WCC	Develop the Community-Led Placemaking Toolkit based on project learnings Promote applications and support for Year 1 projects	Dissemination of the Toolkit Applications for support for Year 1 projects	Strategic Planning Community Development Design & Construction Community Laws Festivals and Events Communications

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Towards Strategic Direction 5 – Support a healthy local economy

Health and Wellbeing Goal – Economic opportunity for people

Approach

5.1.1 Working in partnership to support the development of a sustainable and growing local economy which contributes to economic activity and employment growth

5.1.2 Working in partnership to support the commercial, private and public sector investment opportunities

5.1.3 Working in partnership to support the growth of the health, education and commercial sectors

5.1.4 Maintain a regional presence through engagement with a range of Melbourne’s eastern stakeholders

5.1.5 Encourage and partner with local businesses to work with the community to create, participate in, and sponsor events which promote a sense of place

5.1.6 Provide learning opportunities for people to enhance business practice

Key Strategies and Actions 2017-2021		Partners and Lead	Year One Activity	Achievement measures	Area responsible
Ref. to Approach 5.1.1	Revitalise small business precincts to create hubs for community gathering and opportunities for employment	WCC	Promote the Outdoor Trading Policy with restaurants and cafes Encourage community groups to utilise public spaces	Applications for outdoor trading Liaison activity with community groups	Investment and Economic Development
5.1.1	Promote innovative and creative small business models and practices to increase business activity and sustainability	WCC Small Business Mentoring Service, Deakin University, Small Business Victoria, Destination Melbourne,	Participate in StartSpace initiative to develop entrepreneurship hub for the creative industries Collaborate with institutional and private entities to identify and promote	Number of newly established small business hubs, creative and co-working spaces, both locally and regionally	Investment and Economic Development

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Key Strategies and Actions 2017-2021		Partners and Lead	Year One Activity	Achievement measures	Area responsible
		Box Hill Institute, Whitehorse Business Group, Asian Business Association Of Whitehorse	innovative business models		
5.1.5	Explore opportunities for partnerships and involvement of local businesses, community organisations and educational institutions in initiatives and sponsorship which promote a sense of place, such as community-led place-making and activation events	WCC Whitehorse Manningham Libraries Box Hill Institute Deakin Uni Whitehorse Business Group Network Community Groups	Continue to liaise with local businesses regarding opportunities for involvement in community-led place-making projects Promote and encourage community groups to participate in place activation activities Promote business events run by groups, associations and business networks both locally and regionally Promote and attend Melbourne East Regional eCommerce Conference to be held in October 2017	Number and type of place activation events Attendance at events Feedback by business and participants	Investment and Economic Development Strategic Planning Community Development Arts and Recreation Development
5.1.1	Increase employment opportunities for young people, including those from diverse	WCC Deakin	Facilitate program by bringing Deakin	Number of tertiary students engaged with	Investment and Economic

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Key Strategies and Actions 2017-2021		Partners and Lead	Year One Activity	Achievement measures	Area responsible
	backgrounds, by leading the Whitehorse Tertiary Business Skills Program	University Business and NFP organisations	students and NFPs together Promote uptake by local government across the Eastern Metropolitan Region Promote program to wider Victorian audience	the program Number of businesses and organisations engaged with program Number of new LGs involved Number of program promotions	Development
5.1.1	Facilitate opportunities for young people to engage with employment, training and education, including targeted support for vulnerable young people	WCC Whitehorse Youth Issues Network Secondary Schools Employers Tertiary institutions MIC	Support young people to maintain engagement with education, including young people with learning and behavioural challenges Support young people to access work experience through volunteering, training and apprenticeships Assist young people to prepare for and access employment	Engagement with schools, teachers and students by Youth Services and the School Focused Youth Service Coordinator Assistance provided to young people Assistance with resume writing provided	Youth Services
5.1.1	Continue to support the Learn Local Program to increase community access into the workforce and business	WCC Neighbourhood Houses	Review marketing and promotion of the program Maintain a local	Number of learning opportunities on offer to the community	Investment and Economic Development

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Key Strategies and Actions 2017-2021		Partners and Lead	Year One Activity	Achievement measures	Area responsible
			presence for the program		Community Development - Neighbourhood Houses
5.1.3	Encourage developers to incorporate health and other services in new developments to meet the needs of the growing population	WCC	Facilitate investment enquiry and advocate for mixed use offering in large scale developments	Number of new investment enquiries Number of new mixed use development approvals	Investment and Economic Development
5.1.1	Promote investment in mixed use/multi-purpose development to increase local employment opportunity	WCC	Facilitate investment enquiry and advocate for mixed use offering in large scale developments	Number of new investment enquiries Number of new mixed use development approvals Opening of 850 Whitehorse Road (Whitehorse Towers) \$320M mixed use development	Investment and Economic Development
5.1.6	Design and deliver affordable business skills education and mentoring opportunities for new and emerging business people, with a focus on women returning to the workforce, work-life balance and the promotion of entrepreneurship	WCC Financial Literacy Australia, Small Business Mentoring Service, Small Business Victoria	Women in Business Financial Literacy Program delivered Small business mentoring sessions offered to local business Mentoring Bus visitations to Whitehorse	Number of participants Learning outcomes measured through program evaluation Number of mentoring session participants Number of mentoring bus visits	Investment and Economic Development
5.1.6	Continue to facilitate knowledge sharing for	WCC	Ensure all business	Number of knowledge	Investment and

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Key Strategies and Actions 2017-2021		Partners and Lead	Year One Activity	Achievement measures	Area responsible
	business people, including cross-cultural investment opportunities and the link between employee health and productivity	Australia China Business Association Whitehorse Business Group, Asian Business Association Of Whitehorse	events, programs, workshops, seminars are accessible to all Deliver cross-cultural presentations such as the China Ready Seminar Deliver health & wellbeing presentations such as Steps to Resilience	sharing opportunities delivered Number of participants	Economic Development
5.1.3	Continue to promote Box Hill as a multi-cultural food destination, increasing value of community diversity	WCC	Visitation promotions through Destination Melbourne Visual promotions through banners, bin surrounds, flyers etc.	Number of visitation promotions Number of visual promotional activities	Investment and Economic Development
5.1.5	Facilitate interest in new farmer's market/s at additional locations across the municipality to increase people's access to fresh fruit and vegetables and increase social interactions	WCC	Facilitate interest and enquiry	Processing of enquiry at suitable locations across Whitehorse	Community Development – Health and Wellbeing Arts and Recreation Development

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Appendix I: Whitehorse Health and Wellbeing Community Engagement Summary

TYPE OF ACTIVITY	LISTEN	INFORM	SEEK FEEDBACK	DESCRIPTION OF ACTIVITY	EXAMPLE/S	REACH	FEEDBACK TOOL/S
Your Say Whitehorse Project Website	✓	✓	✓	Your Say Website launched and promoted through all advertisements where people can access information on the Council Plan & MPHWP, upcoming opportunities for engagement and participate online through a number of tools.	Visitors to yoursay@whitehorse.vic.gov.au	The Your Say Website was viewed 1,465 times	Online survey Discussion Forums Interpreter Options Available
Your Say Whitehorse Postcards		✓	✓	Postcards were developed to promote the engagement options available to all community. The postcards were also translated into 4 languages: Simplified Chinese, Vietnamese, Italian and Greek.		3,982 postcards were distributed at community pop-ups, workshops, by Council staff at networks meetings, through Councillors and council service sites.	Online Surveys Workshops Community Pop-Ups
Your Say Whitehorse Community Pop-Ups	✓	✓	✓	6 Community Pop-Ups were held throughout a 2 week period using existing resources to host these events. At all pop ups people were asked the core questions and invited to talk further about the dilemma questions of interest to them, these discussions were recorded within survey outputs. Children were also engaged through colouring activities and in 3 pop-ups built greenhouses. At the Box Hill pop-up the youth drop in centre (Connexions) also hosted a youth event.	Burwood Heights Shopping Centre, Sportlink, Box Hill Mall Kiosk, Blackburn Lake Sanctuary, Farmers Market & Arts Market Civic Centre & at the Carols Community Event.	109 Surveys were completed through conversations, an average of 99hrs were spent listening and speaking with the community, 63 colouring activities submitted and 9 Councillors attended.	Postcards Surveys Colouring activities and conversations with Council Staff and Councillors recorded through surveys

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TYPE OF ACTIVITY	LISTEN	INFORM	SEEK FEEDBACK	DESCRIPTION OF ACTIVITY	EXAMPLE/S	REACH	FEEDBACK TOOL/S
Workshops/Forums	✓	✓	✓	124 Whitehorse Staff attended workshops to participate in the engagement, Councillors also contributed through a workshop in addition to 5 other community workshops or forums hosted by Council Staff engaging on the future of Whitehorse.	Leadership Forum Councillor Workshop Community Workshop Disability Advisory Committee Nadrasca Focus Forum	It is estimated that a total of 165 people attended a workshop or forum where feedback on your say Whitehorse was gained. In addition various other people and Organisation were provided postcards.	Facilitated captured feedback based on survey questions & Postcards provided
Your Say Whitehorse Social Media	✓	✓	✓	Your Say Whitehorse posts were promoted on 5 Facebook pages	Events Facebook Page, Aqualinks, Box Hill Community Arts Centre & Whitehorse Centre	The reach of the combined 5 Facebook pages was 4,172. Aqualink Nunawading (449), Aqualink Box Hill (998), Box Hill Community Arts Centre (481), Whitehorse Centre (407) and Events (1,837)	Your Say Whitehorse portal
Print Media		✓	✓	Advertising for Your Say Whitehorse were run in the Leader Newspaper and Whitehorse News Publications, other internal newsletters were also utilised where available	Whitehorse Leader Whitehorse News Sustainability Newsletter	Circulation of these publications has a reach across 163,697	N/A
Your Say Whitehorse			✓	The printed survey was circulated to existing staff	HACC Clients	A total of 6,250 surveys	Survey

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TYPE OF ACTIVITY	LISTEN	INFORM	SEEK FEEDBACK	DESCRIPTION OF ACTIVITY	EXAMPLE/S	REACH	FEEDBACK TOOL/S
Print Survey				networks as well as across a wide range of Council Service Sites such as kindergartens and service centres, etc.	Aqualinks Transfer Station Maternal & Child Health Centres	were distributed across existing Council Staff Networks	
Your Say Whitehorse Health and Wellbeing Survey	✓	✓	✓	<p>The survey sought to identify health and wellbeing concerns across the domains of mental wellbeing, social wellbeing, lifestyle behaviours, general health and community connectedness.</p> <p>The survey was promoted via the Leader newspaper, the Council website, Council's on-hold message service and an email sent to registered Your Say users. 2000 postcard flyers were made available at Council Civic offices, Service Centres, Libraries, Family Centres/MCH Centres and distributed via networks.</p> <p>The survey was administered via the online Your Say Whitehorse portal and distributed via email across internal and external networks. Hard copy surveys were also distributed at Council service centres, during face to face consultations, and posted to individuals on request.</p>	<p>Your Say portal at: http://yoursay.whitehorse.vic.gov.au</p>	<p>194 people completed the survey</p> <p>2000 postcards distributed</p> <p>Advertisements in The Leader Newspaper, circulation over 160,000</p>	<p>Online survey</p> <p>Hard copy survey</p> <p>Interpreter options available</p>
Tailored Health and Wellbeing survey for		✓	✓	The survey was tailored to explore the health and wellbeing concerns of people who identify as LGBTIQ. It was distributed electronically via	SurveyMonkey survey	12 people completed the survey	Online Survey

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TYPE OF ACTIVITY	LISTEN	INFORM	SEEK FEEDBACK	DESCRIPTION OF ACTIVITY	EXAMPLE/S	REACH	FEEDBACK TOOL/S
LGBTI people				targeted networks and completed online using SurveyMonkey.			
Well-being Profiler Survey		✓	✓	The Well-being Profiler survey tool has been developed and was used by Melbourne University's Centre for Positive Psychology in research in schools in the City of Whitehorse. Distributed to 15 different educational settings (9 primary schools and 6 secondary schools) across the municipality, this survey measured well-being in six empirically supported domains as important indicators of youth well-being. The survey contained additional questions about what make Whitehorse a positive place for young people, key issues and challenges they face, local activities in which they engage and ways in which Council could best communicate with them	Online Survey	3,008 young people between the ages of 10 to 20 years old attending schools in the City of Whitehorse completed the survey	Online Survey Expert report (draft)
Your Say Whitehorse Health and Wellbeing Community Pop-Ups	✓	✓	✓	8 Community Pop-Ups were held with targeted themes or community groups in March and April 2017. Each Pop-Up was designed to explore a key theme relevant to community health and wellbeing. They included targeted quantitative questions and provided opportunities for community members to provide additional feedback about issues they	Exploring Community Connections at Global Fiesta (at least 27 participants) Exploring opportunities for community led projects, conducted	At least 213 community members provided quantitative and qualitative feedback via snapshot surveys, open ended questions and conversations.	Snapshot surveys Conversations with Council staff

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TYPE OF ACTIVITY	LISTEN	INFORM	SEEK FEEDBACK	DESCRIPTION OF ACTIVITY	EXAMPLE/S	REACH	FEEDBACK TOOL/S
				identified as important to consider in health and wellbeing planning.	at the Whitehorse Civic Centre(151 participants over 5 consultations) Understanding Health and Wellbeing priorities in Wattle Hill (6 adults and 3 children aged 8-12 years) Understanding daily challenges for older people, conducted at Forest Hill Chase (26 responses)		
Health and Wellbeing Focus Groups	✓	✓	✓	10 focus groups were conducted with underrepresented groups in the community, in particular older Chinese speaking people, people with disabilities and their advocates. The groups sought to understand people's experiences and explore key health and wellbeing issues including social connections, access to services and facilities, inclusion, strengths, challenges and opportunities for improvement.	Local Activity Group for Chinese speaking older people (12 participants) AMES Box Hill beginner's English class (28 participants) Discussion groups with people with a	98 people participated in the focus groups.	Focus Groups Snapshot Surveys

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TYPE OF ACTIVITY	LISTEN	INFORM	SEEK FEEDBACK	DESCRIPTION OF ACTIVITY	EXAMPLE/S	REACH	FEEDBACK TOOL/S
					disability (46 participants over 7 groups) Whitehorse Disability Advisory Committee (WDAC) (12 members)		
Let's Talk Community Forum	✓	✓	✓	The Let's Talk! Community Forum on Social and Emotional Health and Wellbeing sought to engage culturally diverse community members to explore barriers to talking about, or seeking assistance with social and emotional wellbeing (mental health).	Community forum / workshop	28 people participated in the workshop (including a range of service providers and community members)	Community forum

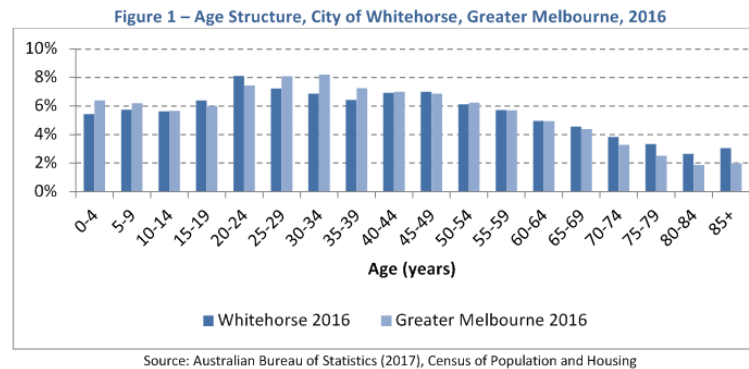
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Appendix II: Planning for people

Planning for the Whitehorse Health and Wellbeing Plan 2017-2021 considered the demographics of the population, how it is changing and the health and wellbeing needs of particular groups within the community.

The Population

On 30 June 2016, it is estimated that 167,933 people lived in Whitehorse. The population age distribution is generally similar to the state average and is shown below. The median age in Whitehorse was 38 years. Twenty per cent of the population are aged less than 18 years.



While fifty-two per cent of the population in Whitehorse are female, there are more males than females in all of the five year age increments under 40 years. For every five year age increment over 50, there are more females than males. This is particularly so for the older age groups; there are nearly twice as many women as men aged 85 plus. Box Hill has a larger concentration of residents aged 20-29 than the rest of the municipality

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Whitehorse is home to many families. In 2016, there were 60,431 households in Whitehorse and the most common household type comprised couples with dependents (34.5 per cent). Lone person households and the heads of lone-parent households are more frequently women. In 2016, 62.3 per cent of all people living alone were female, and this ratio increases with age. 81.7 per cent of lone-parent households in Whitehorse have a female head.

Changing population profile

Whitehorse has an increasingly ageing population. Currently more than 22.4 per cent of people are over the age of 60 and 3.1 per cent of the population is aged 85+. Between now and 2036, the number of people aged 65+ will increase by approximately 9,360 people. With older age comes increased disability; in Whitehorse 63.4 per cent of people with a disability are aged 65 or over. Also, many people aged over 65 years care for a person with a disability, long term illness or old age. (In 2016 there were 3,700 carers in Whitehorse aged over 65). Around 28 per cent of people aged 75+ in Whitehorse live alone, the larger proportion of these being female (77 per cent).

A growing and changing population in Whitehorse is seeing relative increases in the numbers of young people (3,426 under the age of 25 between 2011 and 2016) and people born in non-English speaking countries of origin (12,285 between 2011 and 2016). The age structure forecasts for the period 2016 and 2036 indicate a 8.8 per cent increase in population for under working age, a 17.6 per cent increase in population of retirement age, and a 14.4 per cent increase in population of working age. The population is forecast to increase at an average annual rate of 1.01 per cent.

In Whitehorse, the rate of new settler arrivals per 100,000 of population is among the highest in the state at 1,105.1, in comparison to the Victorian average of 682.5. Between 2012 and 2017 the highest number of new settler arrivals was from China at 6,516, followed by India at 1,657 and Malaysia at 543.

While the dominant household type in Whitehorse is 'Couple families with dependents', by 2026 the largest forecast increase is expected in 'Lone person households'. It is estimated that at this time lone households will account for more than a quarter of all households in Whitehorse, predominantly with older people and younger residents. The average household size is expected to fall from 2.6 in 2016 to 2.51 by 2036.

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Ages and stages of people

Over many years Council has provided services and facilitated support for key age groups in the community – children and families, younger people and older people – in recognition of their special needs and the benefits of early intervention, education and health promotion and support.

Children and their families: The early years, pregnancy to eight years, are a period of rapid cognitive, biological and social development and the most critical in influencing a person's long-term health and wellbeing. The environment in which a child spends these early years – the family, educational and care settings and the broader community – strongly shapes whether or not they have strong foundations for their future health, wellbeing and development. Council's approach to support the health and development of children is detailed in the Whitehorse Municipal Early Years Plan 2014-2018.

Young people: A person's experience in the formative years between 12 and 25 has a significant influence on their long term health and wellbeing and capacity to enjoy a full, active and rewarding life to their full capacity. Access to education, employment, healthy food, respectful relationships and social, sporting and creative pursuits all play a part. Council's approach to support the health and wellbeing of young people is detailed in the Whitehorse Municipal Youth Plan 2014-2018.

Older people: The interconnectedness of physical and mental health plays out strongly for older people. Good physical health enables people to socialise, travel and work and to participate actively in society. Poor physical health, often a feature of ageing, increases a person's risk of isolation and depression. Older people have a wealth of knowledge, experience and active contribution to the wellbeing of the community. Many older people are caring for others – partners, children and grandchildren.

Groups of people within our community who experience unequal health and wellbeing outcomes are prioritised for targeted, locally relevant action so that facilities, services and programs and population-wide health and wellbeing information and messages don't miss people who need them. People who are financially vulnerable, people from culturally diverse backgrounds, newly-arrived migrants and refugees, and people with a disability, including a mental illness, are examples.

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People with a disability

Whitehorse City Council recognises that, rather than a diagnostic label defining whether a person has a disability; disability is an evolving concept resulting from the interaction between persons with impairments and the attitudinal and environmental barriers that hinders a person's full and effective participation in society on an equal basis with others. This understanding of disability, grounded in the social model of health, recognises that the way in which a community is structured through its social, built, natural and economic environments can be further disabling. This approach is in accordance with the United Nations Convention on Rights of Persons with Disabilities.

Disability can occur at any time; prior to or at birth, as the result of accident, injury, chronic illness or trauma, during childhood, adulthood or through older age. In addition, a diverse range of social, environmental, biological and psychological factors can impact on an individual's mental health and wellbeing resulting in the person experiencing mental illness or psychiatric disability. Whilst the experience and impacts of disability and mental illness is unique to the person, disability and mental illness presents in all cultural groups, across gender, and socio economic groupings.

The rate of disability in Australia has remained relatively stable over time with approximately 18.3 per cent of people reporting a level of disability. Almost half (45 per cent) of all Australians will experience of mental illness at some time in their life and one in five Australians will experience mental illness every year.ⁱⁱⁱ

Disability support pension recipients in Whitehorse were more likely to identify their primary disability as psychological/psychiatric (31.2 per cent), musculo-skeletal and connective tissue (26.1 per cent) and intellectual/learning (12.4 per cent) than other forms of disability. The majority (56 per cent) of disability support pension recipients in Whitehorse are aged over 50 years.

People with disability and people who experience mental illness continue to face barriers to participating in the community. People with disability are, less likely to be employed, less likely to have completed year 12 and nearly one third of people with a disability (31.5 per cent) have avoided situations because of their disability. The ability to form and maintain social connections is integral the people's health and wellbeing. People with disability are less likely to participated in sporting activities or attended a sporting activity as a spectator, attended a cultural event or venue than people without disability. Also, people with disability were less likely to have had daily face-to-face contact with family or friends living outside the household than a person without a disability, more likely to have cared for a person with a disability, long term health condition or old age in the last four weeks, more likely to feel that people could not be, more likely to experience some form of discrimination and more likely to assess their health as poor or fair.ⁱⁱⁱⁱ

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People with disability are nearly twice as likely (17.91 per cent) than people without disability (9.36 per cent) to experience violence; and violence from previous or current partner is experienced by 16.52 per cent of people with disability contrasted to 8.74 per cent of people without disability.^{liv} In spite of the increased risk of violence and crime, people with disability continue to face multifaceted barriers when it comes to reporting crime and seeking justice.^{lv}

To address structural barriers Councils seeks to most effectively use its influence and resources within Council and in the broader community as well as through interactions with the state and federal government to ensure that people with disability are seen as equal valued members of the community.

Diverse groups

Within the context of the Whitehorse Public Health and Wellbeing Plan, the term 'diversity' is used to reflect not only cultural, faith, racial and linguistic diversity, but diversity of gender, sexuality and relationships. Throughout the Plan, different terminology is used to distinguish between diverse groups, including Cultural and Linguistically Diverse (CALD), and Lesbian, Gay, Bisexual, Transgender and Intersex (LGBTI).

Council recognises that Aboriginal and Torres Strait Islander people and culture are an integral part of the Australian and Whitehorse community. Many local landmarks are of important historical and cultural significance. According to the 2016 Census, 361 persons or approximately 0.2 per cent of the population in Whitehorse identify as Aboriginal or Torres Strait Islander. While Whitehorse has among the lowest percentage of residents of Aboriginal and Torres Strait Islander origin in the state, often this underreported. Council's Reconciliation Action Plan 2016-2018 highlights how Council will work into the future to strengthen reconciliation by working in partnership to raise awareness of Aboriginal culture, build strong relationships and increase participation for Aboriginal and Torres Strait Islander people in the life of the community.

Gender, sexuality and relationship diversity has previously been identified as an emerging theme in Council action plans, and Council intends to build upon the work undertaken in this area with the current Plan. People who identify as LGBTI are estimated to make up 17.5 per cent of the population. This percentage represents nearly one in six people of that age range, or 1,232,000 Victorians. In Whitehorse this equates to 28,972 residents. Despite increasing acceptance of LGBTI people in Australian society and more visibility in public life and the media, they are still more likely than the general population to experience discrimination, prejudice, violence and abuse in everyday life. Research has demonstrated that this discrimination leads to poorer mental health outcomes and a higher risk of suicidal behaviours for people who identify as LGBTI.^{lvi} Council's recent consultations mirror these themes of poorer mental health outcomes.

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The City of Whitehorse is a diverse community, with roughly a third of the population born in a non-English speaking country (33.1 per cent), and over 36.7 per cent speak a language other than English at home. We have a higher rate of new settler arrivals (1,105.1 per 100,000 population) than compared to the Victorian average (682.5 100,000 population). As at 31 March 2017, a total of 101 asylum seekers were living in the Whitehorse municipality and have been granted bridging visas.

More than thirty per cent of people aged 65 plus in the City of Whitehorse were born overseas, with a non-English speaking background. Council has identified older people from culturally and linguistically diverse (CALD) background as a priority group for the Whitehorse Health and Wellbeing Plan. Evidence shows that older people from CALD backgrounds can face a higher risk of social isolation and poorer health outcomes. In addition, those who migrated to Australia at an older age, or who are from refugee background, are at greater risk of encountering mental and physical health issues.

The unique situations and experiences of different CALD groups and individuals vary greatly, however there are a number of challenges that consistently appear in research. These challenges have been reflected in Council consultations, and include:

- socio-economic disadvantage
- social isolation
- language barriers
- cultural translation difficulties
- underexposure to Australian services and systems
- lower rates of service access^[vii]

A significant number of international students choose to study in the City of Whitehorse. In 2013, Deakin University alone was host to approximately 3000 overseas students. The economic impact and benefits of international students for the municipality and surrounding areas is well documented^[viii] however these students are particularly vulnerable to a number of health and wellbeing risk factors, including lack of access to health care and social support services, social isolation, increased risk of assault, housing insecurity, gambling and unemployment and/or mistreatment whilst in employment.

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9.4.3 Delegations from Council to Special Committee of Council, Chief Executive Officer and Positions within the Organisation

- Attachment 1 Instrument of Delegation to the
Special Committee of Council
- Attachment 2 Instrument of Delegation Council to
Chief Executive Officer
- Attachment 3 Instrument of Delegation Council to
Staff
- Attachment 4 Instrument of Delegation Council to
Staff (under the Planning and
Environment Act 1987)

9.4.3 – ATTACHMENT 1.

Instrument of Delegation to the Special Committee of Council



**INSTRUMENT OF DELEGATION
COUNCIL TO SPECIAL COMMITTEE OF COUNCIL**

Whitehorse City Council ('Council') delegates to the Special Committee established by resolution of Council passed on 29 October 2001 and known as the 'Special Committee' ('the Committee'), the powers and functions set out in the Schedule, and declares that:

- 1 This Instrument of Delegation is authorised by a resolution of Council passed on **21 August 2017**.
- 2 The delegation:
 - 2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation; and
 - 2.2 replaces any previous Instrument of Delegation concerning the matters listed in the Schedule to this Instrument; and
 - 2.3 remains in force until Council resolves to vary or revoke it; and
 - 2.4 is to be exercised in accordance with the guidelines or policies which Council from time to time adopts; and
- 3 The Committee may not make a decision in the exercise of delegated power, duty or function unless the subject matter of the decision is an item on an agenda for the Committee meeting that was circulated to each Councillor at least 48 hours prior to the Committee meeting; and
- 4 If, prior to the commencement of the Committee meeting at which the item is to be considered, a Councillor gives a written notice to the Chairperson of the Committee that he or she requires the item to be determined by the Council:
 - 4.1 the Committee may consider, debate and make a recommendation in relation to the item but must not make a decision on the item in the purported exercise of the delegated power, duty or function; and
 - 4.2 the Chairperson must arrange to place the item on the agenda for the next Council meeting.

THE COMMON SEAL of the)
WHITEHORSE CITY COUNCIL)
was hereunto affixed this)
day of 2017)
in the presence of:)

.....Councillor

.....Chief Executive Officer

Instrument of Delegation – Council to Special Committee of Council
Authorised by Resolution of Council 21 August 2017

9.4.3 – ATTACHMENT 1.

Instrument of Delegation to the Special Committee of Council



**SCHEDULE TO INSTRUMENT OF DELEGATION
COUNCIL TO SPECIAL COMMITTEE OF COUNCIL**

Powers and Functions

To exercise Council's functions and powers and to perform Council's duties in relation to the management of the City and for those purposes:

Purpose

The purpose of this Instrument of Delegation is to enable the Special Committee of Council to:

- 1 enter into contracts, and to incur expenditure; and
- 2 do all things necessary or convenient to be done for or in connection with the performance of those functions, duties and powers.

Exceptions, conditions and limitations

The Committee is not authorised by this Instrument to:

- 1 enter into contracts, or incur expenditure, for an amount which exceeds the approved budget;
- 2 consider any planning matters;
- 3 exercise any function or power or perform any duty if it is something which Council has previously designated as something which must be the subject of a resolution of Council; or
- 4 exercise the powers which, by force of section 86 of the Act, cannot be delegated.

9.4.3 – ATTACHMENT 1.

Instrument of Delegation to the Special Committee of Council



SPECIAL COMMITTEE OF COUNCIL CHARTER

Brief Description:

This Committee of Council comprises all Councillors and the Committee has delegated decision making power from Council and is a Special Committee in accordance with Section 86 of the Local Government Act 1989. The provisions of Council's Local Law relating to Meeting Procedures, as applicable to the Special Committee apply to Committee meetings.

The Mayor shall be the Chair of all Special Committee meetings and in the absence of the Mayor, a Chairperson shall be elected by a majority of Councillors present at the meeting.

Role:

An important role of the Committee is to enhance the consultative process and facilitate public participation and involvement in meetings of the Committee in accordance with Council's Council Plan strategies – good governance, its Meeting Procedures and Common Seal Local Law 2013

The Committee shall operate in accordance with its Instrument of Delegation. By way of example, the Committee may do the following:

- Note Information Reports, and
- Consider proposals requiring community input and consultation, such as master plans, studies on policy development and draft local laws.

The Order of Business shall include:

- (a) Welcome and apologies (including requests for leave of absence)
- (b) Declaration of Conflict of Interests
- (c) Confirmation of Minutes
- (d) Public Submissions
- (e) Reports from Officers
- (f) Other Business
- (g) Public Comment
- (h) Confidential items

9.4.3 – ATTACHMENT 1.

Instrument of Delegation to the Special Committee of Council

'Other Business' shall include matters raised by Councillors which require a decision of the Special Committee, such as requests for a future report or specific action and which are not detailed on the agenda for the Special Committee. Preferably all matters of other/general business should be in writing, be read aloud in full by the mover, and seconded in accordance with Council's Meeting Procedure and Common Seal Local Law 2013 and then submitted to the Committee Officer.

Requests for administrative actions, tabling of correspondence or comments for noting should be referred directly to the Chief Executive Officer and not raised as matters of other/general business.

All delegations must be read in conjunction with this document and any other policies and guidelines that may be adopted by the Council from time to time.

Amendment to Charter:

This Charter and the Instrument of Delegation to the Committee may be amended from time to time by resolution of Council.

Attendance

In addition to all Councillors, the Chief Executive Officer, General Managers and officers with a specific interest or involvement in a report shall attend the meeting.

The meeting shall be open to interested members of the public, unless closed to the public as resolved by the Committee to consider such matters as listed in Section 89 of the Local Government Act.

Minutes of the meeting shall be kept in accordance with Council's Meeting Procedure Local Law and submitted to the Committee for confirmation at its next meeting as provided for in the Local Law.

9.4.3 – ATTACHMENT 1.

Instrument of Delegation to the Special Committee of Council



GUIDELINES SPECIAL COMMITTEE OF COUNCIL

OBJECTIVE

To enhance the consultative process and facilitate public participation and involvement of the community in Council decision making in accordance with Council's Corporate Plan strategies – good governance.

PURPOSE OF GUIDELINES

To facilitate public participation and involvement in meetings of the Special Committee. These Guidelines complement Council's Meeting Procedures and Common Seal Local Law 2013.

PROVISION FOR PUBLIC PARTICIPATION

The public has two opportunities to participate in this meeting – either by a submission which may be heard at the start of the meeting, (i.e. **Public Submissions**, refer below) or if the item is on the agenda, immediately prior to consideration of the item, and by **Public Comment** later in the meeting. There is no public interjection during the meeting and speakers are heard in an orderly manner.

Public Submissions:

A submission may be made on any matter, providing it is not in contravention of Council's Meeting Procedures and Common Seal Local Law 2013.

A maximum of 10 speakers will be permitted to make a submission and they will be determined in order of registration.

No individual submission shall exceed three minutes.

Where submissions have been made, under the provisions of any statutory process, further submissions shall not be heard, unless the matter is listed as an item of business on the Special Committee of Council agenda.

Procedures for Public Submissions:

Persons wishing to make a submission to the Special Committee on matters other than land planning matters must directly notify the Committee Clerk, Civic Services Department by 4pm on the day of the meeting and register to speak, by telephoning 9262-6337. The person who registers to speak shall be the person who will make the submission to the Special Committee.

Persons wishing to make a submission to the Special Committee on any land use planning matter must directly notify the Committee Clerk, Civic Services Department, at least five working days prior to the day of the meeting and register to speak by telephoning 9262-6337. The person who registers to speak, shall be the person who will make the submission to the Special Committee.

At the time of registering to speak, that person must indicate whether he or she will be speaking in support of or opposition to any planning permit application or Planning Scheme Amendment (or proposed planning permit application or proposed Planning Scheme Amendment). The Special Committee must not listen to or read anything said by that person unless it is satisfied that, at least four working days before the day of the Special Committee Meeting, a member of Council staff has contacted the person(s) whose interests are inimical to the person who has registered to speak (eg has contacted the planning permit applicant if the person who has registered to speak has indicated that he or she will speak in opposition to the grant of a planning permit application) and invited the first-mentioned person (or a person authorised by him or her) to also register by 4pm on the day of the meeting to attend the Special Committee Meeting and speak.

Whitehorse City Council
Special Committee of Council Guidelines

9.4.3 – ATTACHMENT 1.

Instrument of Delegation to the Special Committee of Council

Persons wishing to table written material must provide 15 copies to the Committee Clerk prior to the commencement of the meeting to enable distribution to Councillors prior to the start of the meeting. No material will be distributed during the meeting by any person, including Council staff.

Requests to speak will be registered strictly in the order of receipt. Speakers for topics not listed on the Special Committee Agenda for the meeting will be heard first, then speakers who wish to cover more than one topic (3 minutes in total, not 3 minutes per topic).

In instances where a number of persons wish to address the Special Committee on the same matter, the Chairperson at his or her discretion may request they nominate a speaker/speakers to represent them.

In accordance with Clause 48.5 of Council's Meeting Procedures and Common Seal Local Law 2013, it is not necessary for Standing Orders to be suspended to allow a person to address the Special Committee, subject to compliance with these Guidelines.

Public Comment:

After the "Other Business" Section of the meeting has concluded, the Mayor will invite members of the gallery to indicate by show of hands if they wish to make a comment. *Only matters pertaining to this evening's meeting are to be commented on, (i.e. a Council Officer report or presentation, and any "Other Business" matters) and a 3 minute period per speaker applies.* A maximum period of 15 minutes shall be provided for public comment. The Mayor will call individuals forward to be heard and they should begin by clearly stating their name. This is a period for comment, not questions or debate *and there is no opportunity for any further* **Public Submissions**

ADOPTION AND AMENDMENT OF THESE GUIDELINES

These guidelines were adopted by resolution of Council dated 21 August 2017 and may be further amended by resolution of Council from time to time. The Chairperson at his or her discretion may vary procedures under these Guidelines, at any meeting of the Special Committee.

9.4.3 – ATTACHMENT 2.

Instrument of Delegation Council to Chief Executive Officer



INSTRUMENT OF DELEGATION
Council to Chief Executive Officer
under the *Local Government Act 1989*

Authorising Provision

This delegation is made under section 98(1) of the *Local Government Act 1989* ('the Act').

Delegate

Council delegates to the member of Council staff occupying the position or title of, or acting in the position of Chief Executive Officer, the powers set out in the Schedule to this Instrument of Delegation.

Conditions

1. This Instrument of Delegation was authorised by a resolution of Council made on **21 August 2017**.
2. The delegation:
 - 2.1 comes into force immediately it is adopted by Council;
 - 2.2 remains in force until Council resolves to vary or revoke it;
 - 2.3 is subject to any conditions and limitations set out in the schedule;
 - 2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 2.5 replaces any previous Instrument of Delegation delegating powers to the member of Council staff occupying the position of or title of, or acting in the position of Chief Executive Officer.
3. The member of Council staff occupying the position or title of, or acting in the position of Chief Executive Officer may delegate to a member of Council staff any of the powers (other than the power of delegation conferred by Section 98(3) of the Act) which this Instrument delegates to him or her.

THE COMMON SEAL of the)
WHITEHORSE CITY COUNCIL)
was hereunto affixed this)
day of August 2017)
in the presence of:)

..... Councillor

..... Chief Executive Officer

9.4.3 – ATTACHMENT 2.

Instrument of Delegation Council to Chief Executive Officer



**Instrument of Delegation
Council to Chief Executive Officer**

Schedule of Powers

The power to:

- determine any issue;
- take any action; or
- do any act or thing

arising out of or connected with any duty imposed, or function or power conferred on Council by or under any Act.

1. The delegate must not determine the issue, take the action or do the act or thing if the issue, action, act or thing is an issue, action, act or thing which involves:
 - 1.1 awarding a contract having a value of over \$500,000 (including GST);
 - 1.2 the purchase or disposal of land with the exception of:
 - a) land compulsorily acquired; or
 - b) where the area of land to be acquired or transferred is
 - i. less than 10% of the total allotment area; or
 - ii. is less than 10% of the unencumbered freehold value of the total allotment; or
 - iii. is for an easement and the value of the proposed easement does not reduce the unencumbered freehold value of the total allotment by more than 10%;
 - 1.3 making a local law under Part 5 of the Act;
 - 1.4 adoption of the Council Plan under section 125 of the Act;
 - 1.5 adoption of the Strategic Resource Plan under section 126 of the Act;
 - 1.6 preparation or adoption of the Budget or Revised Budget under Part 6 of the Act;
 - 1.7 adoption of the Auditor's report and Annual Financial Statements, Standard Statements and Performance Statement under Part 6 of the Act;
 - 1.8 determining pursuant to section 37 of the Act that an extraordinary vacancy on the Council not be filled;
 - 1.9 exempting a member of a special committee who is not a Councillor from submitting a return under section 81 of the Act;

Instrument of Delegation – Council to CEO
Authorised by resolution of Council 21 August 2017

9.4.3 – ATTACHMENT 2.

Instrument of Delegation Council to Chief Executive Officer

- 1.10 appointment of Councillor or community delegates or representatives to external organisations;
- 1.11 the return of the general valuation and any supplementary valuations;
- 1.12 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a resolution of Council;
- 1.13 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a:
 - a) policy; or
 - b) strategyadopted by Council;
- 1.14 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 98(1)(a)-(f) (inclusive) of the Act or otherwise; or
- 1.15 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff;
- 1.16 resort and recreation and cash in lieu of car parking contributions where either of the matters will be inconsistent with Council policy;
- 1.17 liquor licensing or gaming licensing applications contrary to Council policy;
- 1.18 adoption of Council policy other than policy relevant to the day to day administration of Council; and
- 1.19 major policy or strategic matters which will have a significant impact on the operation of Council.

9.4.3 – ATTACHMENT 3.

Instrument of Delegation Council to Staff

Instrument of Delegation – Council to Members of Staff

Whitehorse City Council

Instrument of Delegation

to

Members of Council Staff

Under various Acts and Regulations

***Note: Refer to separate Instrument of Delegation from Council to staff
under the Planning and Environment Act 1987,
Planning and Environment Regulations 2015, and
Planning and Environment (Fees) Regulations 2016***

Adopted by Council 21 August 2017

Whitehorse City Council – Council to Staff Delegation Register under various Acts and Regulations -
Adopted by Council 21 August 2017

9.4.3 – ATTACHMENT 3.

Instrument of Delegation Council to Staff

Instrument of Delegation

In exercise of the power conferred by section 98(1) of the *Local Government Act 1989* and the other legislation referred to in the attached Schedule, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;
2. records that a reference in the Schedule to:

Abbreviation		Title
ABS	means	Assistant Building Surveyor
AMDC&A	means	Assistant Manager Design, Construction & Assets
AMI&ED	means	Assistant Manager Investment and Economic Development
AMMP	means	Assistant Manager Major Projects
AMS	means	Assistant Manager Sustainability
AMSP	means	Assistant Manager Statutory Planning
AOBldg	means	Administrative Officer (Building Department)
APO	means	Team Leader Statutory Planning, Principal Planner, Development Planner, Senior Strategic Planner, Urban Planner and Planning Arborist
BCO	means	Building Control Officer
CC	means	Coordinator Compliance
CCI	means	Coordinator Corporate Information
CLC	means	Community Laws Coordinator
CEA	means	Coordinator Engineering Assets
CIT	means	Coordinator Information Technology
CLA	means	Community Laws Administration Officers
CLEO	means	Community Laws Education Officer
CLO	means	Community Laws Officers

Whitehorse City Council – Council to Staff Delegation Register under various Acts and Regulations – Adopted by Council 21 August 2017

9.4.3 – ATTACHMENT 3. Instrument of Delegation Council to Staff

Abbreviation		Title
CLPRO	means	Community Laws Project Officer
CPS	means	Coordinator Parking Services
CSO	means	Customer Services Officers
CStratP	means	Coordinator Strategic Planning
CT	means	Coordinator Transport
CustLo	means	Customer Liaison Officer
CWI	means	Civil Works Inspector
DAE	means	Development and Approvals Engineer
DMBS	means	Deputy Municipal Building Surveyor
DP	means	Development Planner(s)
EAC	means	Engineering Assets Coordinator
EHA	means	Environmental Health Administration
EHO	means	Environmental Health Officer appointed pursuant to the <i>Public Health and Wellbeing Act 2008</i>
EHT	means	Environmental Health Technician
EWC	means	Engineering Works Coordinator
FC	means	Festival Coordinator
FFSO	means	Fee For Service Officers
FinAcct	means	Financial Accountant
FPO	means	Fire Prevention Officer
GISC	means	GIS Coordinator
GMCD	means	General Manager City Development

Whitehorse City Council – Council to Staff Delegation Register under various Acts and Regulations – Adopted by Council 21 August 2017

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9.4.3 – ATTACHMENT 3. Instrument of Delegation Council to Staff

Abbreviation		Title
GMCS	means	General Manager Corporate Services
GMHS	means	General Manager Human Services
GMI	means	General Manager Infrastructure
GMs	means	All General Managers
HACC AOs	means	Home and Community Care Assessment Officers
HBT	means	Head Business Technology
HF&CP	means	Head of Finance and Corporate Performance
IRO	means	Infringements Review Officer
MADO	means	Metro Access Development Officer
MARD	means	Manager Arts and Recreation Development
MBI	means	Manager Built Infrastructure
MBS	means	Municipal Building Surveyor
MC	means	Manager Compliance
MCD	means	Manager Community Development
MCOM	means	Manager Communications
MCS	means	Manager Civic Services
MCT	means	Manager Contracts and Tendering
MCW	means	Manager City Works
MEES	means	Manager Engineering & Environmental Services
MERO	means	Municipal Emergency Response Officer
Mgmt Acct	means	Management Accountant
Mgs	means	All Managers

Whitehorse City Council – Council to Staff Delegation Register under various Acts and Regulations – Adopted by Council 21 August 2017

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9.4.3 – ATTACHMENT 3. Instrument of Delegation Council to Staff

Abbreviation		Title
MH&CC	means	Manager Home and Community Care
MHFS	means	Manager Health and Family Services
MMP	means	Manager Major Projects
MCHub	means	Manager Nunawading Community Hub
MOD	means	Manager Organisation Development
MP&B	means	Manager Planning and Building
MPR	means	Manager Property and Rates
MPW	means	Manager Parks Wide
MR&WC	means	Manager Recycling and Waste Centre
PayCoord	means	Payroll Coordinator
P&BAO	means	Planning and Building Administration Officers
PDC	means	Protected Disclosure Coordinator
PEO	means	Planning Enforcement Officer(s)
POs	means	Planning Officer(s) which includes, TLSTATP, PP, DP, UP and SPO
PP	means	Principal Planner
PrivOffr	means	Privacy Officer
PropSup	means	Property Supervisor
PSO	means	Parking Services Officer
RA	means	Rate Administrator
RAO	means	Rate Administration Officers
RQSO	means	Rates Quality Systems Officer
SBCO	means	Senior Building Control Officer
SBS	means	Student Building Surveyor

Whitehorse City Council – Council to Staff Delegation Register under various Acts and Regulations – Adopted by Council 21 August 2017

9.4.3 – ATTACHMENT 3. Instrument of Delegation Council to Staff

Abbreviation		Title
SIC	means	Safety and Insurance Coordinator
SP	means	Strategic Planner
SPO	means	Subdivision Planning Officer
SPSO	means	Senior Parking Services Officer
SRAO	means	Senior Rates Administration Officer
TLCF&P	means	Team Leader Cultural Facilities & Programs
TLEH	means	Team Leader Environmental Health
TLG	means	Team Leader Governance
TLSTATP	means	Team Leader Statutory Planning
TptCoord	means	Transport Coordinator
UP	means	Urban Planners(s)
WCC	means	Whitehorse Centre Coordinator

9.4.3 – ATTACHMENT 3. Instrument of Delegation Council to Staff

- 3. declares that:
 - 3.1 this Instrument of Delegation is authorised by a resolution of Council passed on 21 August 2017 and
 - 3.2 the delegation:
 - 3.2.1 revokes all previous delegations issued by the Council apart from the:
 - a) delegation dated 19 August 2013 (signed and sealed 20 August 2013) to the Special Committee of Council.
 - b) delegation dated 18 May 2015 (signed and sealed 1 June 2015) to the Chief Executive Officer.
 - 3.2.2 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 3.2.3 remains in force until varied or revoked;
 - 3.2.4 is subject to any conditions and limitations set out in sub-paragraph 3.3 and the Schedule;
 - 3.2.5 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 3.3 the delegate must not determine the issue, take the action or do the act or thing:
 - 3.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a resolution of Council; or
 - 3.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - (a) policy; or
 - (b) strategy;adopted by Council; or
 - 3.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 98(1)(a)-(f) (inclusive) of the Act or otherwise; or
 - 3.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

9.4.3 – ATTACHMENT 3. Instrument of Delegation Council to Staff

THE COMMON SEAL of the)
WHITEHORSE CITY COUNCIL)
was hereunto affixed this)
day of August 2017)
in the presence of:)

.....Councillor

.....Chief Executive Officer

9.4.3 – ATTACHMENT 3.

Instrument of Delegation Council to Staff

SCHEDULE OF ACTS

CEMETERIES AND CREMATORIA ACT 2003	1
DOMESTIC ANIMALS ACT 1994	1
ENVIRONMENT PROTECTION ACT 1970	2
FOOD ACT 1984	3
HERITAGE ACT 1995	8
RAIL SAFETY (LOCAL OPERATIONS) ACT 2006	9
RESIDENTIAL TENANCIES ACT 1997	12
ROAD MANAGEMENT ACT 2004	14
CEMETERIES AND CREMATORIA REGULATIONS 2015	28
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9.4.3 – ATTACHMENT 3. Instrument of Delegation Council to Staff

CEMETERIES AND CREMATORIA ACT 2003			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.8(1)(a)(ii)	Power to manage one or more public cemeteries.	Not applicable as Council does not manage any cemeteries.	

DOMESTIC ANIMALS ACT 1994			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
s.41A(1)	Power to declare a dog to be a menacing dog.	MC.	Council may delegate this power to an authorised officer.

9.4.3 – ATTACHMENT 3. Instrument of Delegation Council to Staff

ENVIRONMENT PROTECTION ACT 1970			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.53M(3)	Power to require further information.	MHFS and TLEH.	
s.53M(4)	Duty to advise an applicant that the application is not to be dealt with.	MHFS and TLEH.	
s.53M(5)	Duty to approve plans, issue a permit or refuse a permit.	MHFS and TLEH.	Refusal must be ratified by Council or it is of no effect.
s.53M(6)	Power to refuse to issue a septic tank permit.	MHFS and TLEH.	
s.53M(7)	Duty to refuse to issue a permit in the circumstances in sub sections (a) to (c).	MHFS and TLEH.	Refusal must be ratified by Council or it is of no effect. <i>Note - section 53M (a) refers to specific aspects of applications for a septic tank permit.</i>

9.4.3 – ATTACHMENT 3. Instrument of Delegation Council to Staff

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19(2)(a)	Power to direct by written order that the food premises be put into a clean and sanitary condition.	TLEH and EHO.	If section 19(1) applies.
s.19(2)(b)	Power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable.	TLEH and EHO.	
s.19(3)	Power to direct by written order any of the matters in sub-section 19(3) (a)-(c) until section 19(2) is complied with.	TLEH and EHO.	If section 19(1) applies. <i>Note – section 58A (1A) – the delegation only applies to temporary food premises or mobile food premises.</i>
s.19(4)(a)	Power to direct that an order made under section 19(3)(a) or (b): i. be affixed to a conspicuous part of the premises; and ii. inform the public by notice in a published newspaper or otherwise.	CEO, GMHS, MHFS and TLEH.	If section 19(1) applies.
s.19(6)(a)	Duty to revoke any order under section 19 if satisfied that an order has been complied with.	TLEH and EHO.	
s.19(6)(b)	Duty to give written notice of revocation under section 19(6) (a) if satisfied that an order has been complied with.	TLEH and EHO.	
s.19AA(2)	Power to direct, by written order, that a person must take any of the actions described in (a)-(c).	Not applicable.	The section refers to "primary food production" and is not relevant to Whitehorse.

9.4.3 – ATTACHMENT 3. Instrument of Delegation Council to Staff

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19AA(4)(c)	Power to direct, in an order made under section 19AA (2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises.	Not delegated.	Note: the power to direct the matters under section 19AA (4) (a) and (b) are not capable of delegation and so such directions must be made by a Council resolution.
s.19AA(7)	Duty to revoke an order issued under section 19AA and give written notice of revocation, if satisfied that that order has been complied with.	Not delegated.	Where council is the registration authority.
s.19CB(4)(b)	Power to request a copy of records.	TLEH and EHOs.	Where Council is the registration authority. <i>Note – refers to the records of the proprietor of the food premises.</i>
s.19E(1)(d)	Power to request a copy of the food safety program.	TLEH, EHO and EHT.	Where Council is the "registration authority".
s.19GB	Power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor.	TLEH, EHO and EHT.	
s.19M(4)(a) & (5)	Power to conduct a food safety audit and take actions where necessary where deficiencies are identified.	Not applicable.	Where Council is the registration authority. Whitehorse does not currently conduct food safety audits.
s.19NA(1)	Power to request food safety audit reports.	TLEH, EHO and EHT.	Where Council is the registration authority.
s.19U(3)	Power to waive and vary the costs of a food safety audit if there are special circumstances.	Not delegated.	Council does not currently conduct food safety auditing services. This may be considered in future once a business case has been developed.

9.4.3 – ATTACHMENT 3. Instrument of Delegation Council to Staff

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19UA(1)	Power to charge fees for conducting a food safety assessment or inspection.	Not delegated.	<ul style="list-style-type: none"> Fees are determined by Council in the annual budget process. Except for an assessment required by a declaration under section 19C or an inspection under sections 38B (1) (c) or 39.
s.19W	Power to direct a proprietor of a food premises to comply with any requirement under Part IIIB.	TLEH, EHO and EHT.	Where Council is the registration authority.
s.19W(3)(a)	Power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction.	TLEH, EHO and EHT.	
s.19W(3)(b)	Power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises.	TLEH, EHO and EHT.	
	Power to register, renew or transfer registration.	TLEH and EHO.	<ul style="list-style-type: none"> Where Council is the registration authority. Refusal to grant, renew or transfer registration must be ratified by Council or the CEO – see section 58A (2).
s.38AA(5)	Power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt.	TLEH and EHO.	Where Council is the registration authority.
s.38AB(4)	Power to fix a fee for the receipt of a notification under section 38AA in accordance with a declaration under subsection (1).	Not delegated.	<ul style="list-style-type: none"> Fees are determined by Council in the annual budget process. Where Council is the registration authority.

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FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.28A(4)	Power to request a copy of a completed food safety programme template.	TLEH, EHO and EHT.	Where Council is the registration authority.
s.38B(1)(a)	Duty to assess the application and determine which class of food premises under section 19C the food premises belongs.	TLEH and EHO.	
s.38B(1)(b)	Duty to ensure proprietor has complied with requirements of section 38A.	TLEH and EHO.	
s.38B(2)	Duty to be satisfied of the matters in section 38B (2) (a)-(b).	TLEH and EHO.	
s.38D(1)	Duty to ensure compliance with the applicable provisions of section 38C and inspect the premises if required by section 39.	TLEH, EHO and EHT.	
s.38D(2)	Duty to be satisfied of the matters in section 38D (2)(a)-(d).	TLEH and EHO.	
s.38D(3)	Power to request copies of any audit reports.	TLEH, EHO and EHT.	<ul style="list-style-type: none"> Where Council is the registration authority. Not exceeding the prescribed time limit defined under subsection (5).
s.38E(2)	Power to register the food premises on a conditional basis.	TLEH and EHO.	
s.38E(4)	Duty to register the food premises when conditions are satisfied.	TLEH and EHO.	
s.38F(3)(b)	Power to require the proprietor to comply with requirements of this Act.	TLEH and EHO.	Where Council is the registration authority.

9.4.3 – ATTACHMENT 3. Instrument of Delegation Council to Staff

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.39A	Power to register, renew or transfer the registration of food premises despite minor defects.	TLEH and EHO.	<ul style="list-style-type: none"> Where Council is the registration authority. Only if satisfied of the matters in subsections (2) (a) – (c).
s.40(2)	Power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the <i>Public Health and Wellbeing Act 2008</i> .	CEO.	
s.40C(2)	Power to grant or renew the registration of food premises for a period less than one year.	TLEH.	Where Council is the registration authority.
s.40D(1)	Power to suspend or revoke the registration of food premises.	MHFS.	
s.43F(6)	Duty to be satisfied that the registration requirements under Division 3 have been met prior to registering, transferring or renewing registration of a component of a food business.	TLEH and EHOs.	
s.43F(7)	Power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements.	TLEH and EHOs.	
s.46(5)	Power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged.	TLEH, EHO and EHT.	

9.4.3 – ATTACHMENT 3. Instrument of Delegation Council to Staff

HERITAGE ACT 1995			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.84(2)	Power to sub-delegate Executive Director's (*) functions.	GMCD.	(*) – Note – the delegate must first obtain Executive Director's written consent. Executive Director means the Executive Director of Heritage Victoria.

9.4.3 – ATTACHMENT 3. Instrument of Delegation Council to Staff

RAIL SAFETY (LOCAL OPERATIONS) ACT 2006			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
s.33	Duty to comply with a direction of the Safety Director under this section.	CEO, GMCD, GMI, MEES and MCW.	Duty of Council as a utility under section 3.
s.33A	Duty to comply with a direction of the Safety Director to give effect to arrangements under this section.	CEO, GMCD, GMI, MEES and MCW.	Duty of Council as a road authority under the <i>Road Management Act</i> 2004.
s.34	Duty to comply with a direction of the Safety Director to alter, demolish or take away works carried out contrary to a direction under section 33(1).	CEO, GMCD, GMI, MEES and MCW.	Duty of Council as a utility under section 3.
s.34C(2)	Function of entering into safety interface agreements with the rail infrastructure manager.	CEO.	Where Council is the relevant road authority.
s.34D(1)	Function of working in conjunction with rail infrastructure manager in determining whether risks to safety need to be managed.	GMCD and MEES.	
s.34D(2)	Function of receiving written notice of opinion from the rail infrastructure manager.	GMCD and MEES.	
s.34D(4)	Function of entering into a safety interface agreement with the infrastructure manager.	CEO.	
s.34E(1)(a)	Duty to identify and assess risks to safety.	GMCD and MEES.	

9.4.3 – ATTACHMENT 3. Instrument of Delegation Council to Staff

RAIL SAFETY (LOCAL OPERATIONS) ACT 2006			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
s.34(1)(b)	Duty to determine measures to manage any risks identified and assessed having regard to items set out in section 34E (2) (a)-(c).	GMCD and MEES.	Where Council is the relevant road authority.
s.34E(3)	Duty to seek to enter into a safety interface agreement with the rail infrastructure manager.	GMCD and MEES.	
s.34F(1)(a)	Duty to identify and assess risks to safety, if written notice has been received under section 34D (2) (a).	GMCD and MEES.	
s.34F(1)(b)	Duty to determine measures to manage any risks identified and assessed, if written notice has been received under section 34D (2) (a).	GMCD and MEES.	
s.34F(2)	Duty to seek to enter into a safety interface agreement with rail infrastructure manager.	GMCD and MEES.	
s.34H	Power to identify and assess risks to safety as required under sections 34B, 34C, 34D, 34E or 34F in accordance with subsections (a)-(c).	GMCD and MEES.	
s.34I	Function of entering into safety interface agreements.	CEO.	
s.34J(2)	Function of receiving notice from the Safety Director.	CEO.	
s.34J(7)	Duty to comply with a direction of the Safety Director given under section 34 J (5).	GMCD and MEES.	

9.4.3 – ATTACHMENT 3. Instrument of Delegation Council to Staff

RAIL SAFETY (LOCAL OPERATIONS) ACT 2006			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
s.34K(2)	Duty to maintain a register of items set out in subsections (a)- (b)	GMCD and MEES.	Where Council is the relevant road authority.

9.4.3 – ATTACHMENT 3. Instrument of Delegation Council to Staff

RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.142D	Function of receiving notice regarding an unregistered rooming house.	TLEH and EHOs.	
s.142G(1)	Duty to enter required information in the Rooming House Register for each rooming house in municipal district.	TLEH and EHOs.	
s.142G(2)	Power to enter certain information in the Rooming House Register.	TLEH and EHOs.	
s.142I(2)	Power to amend or revoke an entry in the Rooming House Register if necessary to maintain the accuracy of the entry.	TLEH and EHOs.	
s.252	Power to give tenant a notice to vacate rented premises if subsection (1) applies.	GMHS and MH&CC.	Where Council is the landlord.
s.262(1)	Power to give tenant a notice to vacate rented premises.	GMHS and MH&CC.	
s.262(3)	Power to publish its criteria for eligibility for the provision of housing by Council.	MH&CC.	
s.518F	Power to issue notice to a caravan park operator regarding an emergency management plan if determined that the plan does not comply with the requirements.	Not applicable.	There are no caravan parks in Whitehorse.

9.4.3 – ATTACHMENT 3. Instrument of Delegation Council to Staff

RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.522	Power to give a compliance notice to a person.	No delegation required.	<i>Note - the legislation relates to caravan parks (there are none in Whitehorse), rooming houses and hotels and other prescribed accommodation. Staff exercise the necessary powers pursuant to the Public Health and Wellbeing Act 2008 and associated Regulations, therefore no delegations are required under the Residential Tenancies Act 1997.</i>
s.525(2)	Power to authorise an officer to exercise powers in section 526 (either generally or in a particular case).	No delegation required.	As above.
s.525(4)	Duty to issue an identity card to authorised officers.	Not delegated.	
s.526(5)	Duty to keep a record of entry by an authorised officer under section 526.	No delegation required.	As above.
s.526A(3)	Function of receiving the report of an inspection.	GMHS and MHCC.	
s.527	Power to authorise a person to institute proceedings (either generally or in a particular case).	No delegation required.	As above.

9.4.3 – ATTACHMENT 3. Instrument of Delegation Council to Staff

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
			<i>Note – under this Act, "Secretary" refers to the Secretary of the Department of Environment, Land, Water and Planning.</i>
s.11(1)	Power to declare a road by publishing a notice in the Victoria Government Gazette.	GMCD and MEES.	The delegate must obtain consent in the circumstances specified in section 11(2).
s.11(8)	Power to name a road or change the name of a road by publishing a notice in the Victoria Government Gazette.	Not delegated.	
s.11(9)(b)	Duty to advise the Registrar.	TLG.	<i>Note – "Registrar" refers to the Registrar of Titles.</i>
s.11(10)	Duty to inform the Secretary of a declaration etc.	GMCD, MEES and MCS.	Subject to section 11(10A).
s.11(10A)	Duty to inform the Secretary or nominated person: a) for newly names roads; or b) where a road has been renamed.	TLG and GISCoord.	
s.12(2)	Power to discontinue a road or part of a road.	Not applicable.	At Whitehorse, roads are discontinued pursuant to the <i>Local Government Act 1989</i> .
s.12(4)	Power to publish and provide a copy of a notice of a proposed discontinuance.	Not applicable.	
s.12(5)	Duty to consider written submissions received within 28 days of notice.	Not applicable.	

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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.12(6)	Function of hearing a person in support of their written submission.	Not applicable.	At Whitehorse, roads are discontinued pursuant to the <i>Local Government Act 1989</i> .
s.12(7)	Duty to fix day, time and place of meeting under subsection (6) and to give notice.	Not applicable.	
s.12(10)	Duty to notify submitters of the decision made.	Not applicable.	
s.13(1)	Power to fix a boundary road by publishing notice in the Victoria Government Gazette.	Not delegated.	
s.14(4)	Function of receiving notice from VicRoads.	MEES.	Section 14 refers to the power of VicRoads to make declaration in respect of roads.
s.14(7)	Power to appeal against decision of VicRoads.	Not delegated.	
s.15(1)	Power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport.	Not delegated.	
s.15(1A)	Power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority.	Not delegated.	
s.15(2)	Duty to include details of arrangement in the public roads register.	GMCD and MEES.	
s.16(7)	Power to enter into an arrangement under section 15.	Not delegated.	

9.4.3 – ATTACHMENT 3. Instrument of Delegation Council to Staff

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.16(8)	Duty to enter details of determination in the public roads register.	GMCD and MEES.	
s.17(2)	Duty to register public road in the public roads register.	GMCD and MEES.	Duty of coordinating road authority.
s.17(3)	Power to decide that a road is reasonably required for general public use.	GMCD and MEES.	Power of coordinating road authority. <i>Note – a public road includes a road declared pursuant to section 204(1) of the Local Government Act 1989.</i>
s.17(3)	Duty to register a road reasonably required for general public use in the public roads register.	GMCD and MEES.	Duty of coordinating road authority.
s.17(4)	Power to decide that a road is no longer reasonably required for general public use.	GMCD and MEES.	Power of coordinating road authority.
s.17(4)	Duty to remove road no longer reasonably required for general public use from the public roads register.	GMCD and MEES.	Duty of coordinating road authority.
s.18(1)	Power to designate an ancillary area.	GMCD and MEES.	Where Council is the coordinating road authority, and obtains consent in circumstances specified in section 18(2).
s.18(3)	Duty to record a designation in the public roads register.	GMCD and MEES.	Duty of coordinating road authority.
s.19(1)	Duty to keep register of public roads in respect of which it is the coordinating road authority.	GMCD and MEES.	
s.19(4)	Duty to specify details of discontinuance in the public roads register.	GMCD and MEES.	

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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19(5)	Duty to ensure the public roads register is available for public inspection.	GMCD and MEES.	
s.21	Function of replying to a request from the Minister or relevant Minister for information or advice.	Not delegated.	
s.22(2)	Function of commenting on a proposed Ministerial direction.	Not delegated.	
s.22(4)	Duty to publish a copy or summary of any direction made under section 22 by the Minister in its annual report.	GMCS, GMCD, MFIS and MEES.	
s.22(5)	Duty to give effect to a direction under this section.	GMCD and MEES.	
s.40(1)	Duty to inspect, maintain and repair a public road.	GMCD and MEES.	
s.40(5)	Power to inspect, maintain and repair a road which is not a public road.	GMI and GMCD.	
s.41(1)	Power to determine the standard of construction, inspection, maintenance and repair.	GMCD and MEES.	
s.42(1)	Power to declare a public road as a controlled access road	Not delegated.	<i>Note – “controlled access road” means a public road in respect of which a declaration is in force under section 42.</i>
s.42(2)	Power to amend or revoke declaration by notice published in the Victoria Government Gazette.	Not delegated.	

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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.42A(3)	Duty to consult with VicRoads before a road is specified.	Not delegated.	<i>Note - "specified road" means a road or part of a road which is specified under section 42A to be a specified road in respect of which a mode of transport is to have priority.</i> Duty of coordinating road authority (ie: the duty remains with the Council). If the road is a municipal road or part thereof.
s.42A(4)	Power to approve the Minister's decision to specify a road as a specified freight road.	Not delegated.	<i>Note – section 42A (4) provides that if a road or part of a road which is to be a specified freight road is a municipal road, the</i> <i>Minister must obtain the approval of the municipal council which is the coordinating road authority before the road or part of the road can be specified to be a specified freight road.</i>
s.48EA	Duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport).	GMCD, GMI, MEES and MCW.	
s.48M(3)	Function of consulting with the relevant authority for the purposes of developing guidelines under section 48M.	MEES.	<i>Note – the section refers to bus stopping points and bus stop infrastructure.</i>
s.49	Power to develop and publish a road management plan.	Not delegated.	
s.51	Power to determine standards by incorporating the standards in a road management plan.	Not delegated.	

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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.53(2)	Power to cause notice to be published in the Victoria Government Gazette of amendment etc of a document in road management plan.	CEO.	
s.54(2)	Duty to give notice of a proposal to make a road management plan.	Not delegated.	The duty remains with the Council.
s.54(5)	Duty to conduct a review of road management plan at prescribed intervals.	CEO.	
s.54(6)	Power to amend a road management plan.	Not delegated	The power remains with the Council.
s.54(7)	Duty to incorporate the amendments into the road management plan.	MEES.	
s.55(1)	Duty to cause notice of a road management plan to be published in the Victoria Government Gazette and newspaper.	CEO.	<i>Note – subject to adoption by Council of the Road Management Plan.</i>
s.62(1)	Power to prevent obstruction of a road.	GMCD, GMCS, GMI, MEES, MC, CLC, SPSO, PSO and CLOs.	
s.63(1)	Power to consent to the conduct of works on a road.	GMCD, GMI, MEES, CEA, MCW, CWI and EWC.	

9.4.3 – ATTACHMENT 3. Instrument of Delegation Council to Staff

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.63(2)(e)	Power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency.	GMCD, GMI, MEES, MCW, CEA, CWI and EWC.	
s.64(1)	Duty to comply with clause 13 of Schedule 7.	GMCD, GMI, MEES and MCW.	<i>Note – Schedule 7 refers to infrastructure and works on roads. Clause 13 of Schedule 7 requires the works manager to give notice the relevant coordinating authority of the completion of works.</i>
s.66(1)	Power to consent to a structure etc.	GMCD, GMI, GMCS, MEES, MCW and MC.	
s.67(2)	Function of receiving the name and address of the person responsible for distributing the sign or bill.	MC.	Where Council is the coordinating road authority. <i>Note – the section refers to a person who commissions the making of an advertising sign or bill that is placed on or over a road or on a pole, bus shelter, traffic sign or other object or infrastructure on a road reserve.</i>
s.67(3)	Power to request information.	GMCD, GMCS, GMI, MEES, MCW, MC, CLO, PSO, CLC, CPS and SPSO.	

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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.68(2)	Power to request information.	GMCD, GMCS, GMI, MEES, MCW, MC, CLO, PSO, CLC, CPS and SPSO.	
s.71(3)	Power to appoint an authorised officer.	Not delegated.	<i>Note – Authorised officers are appointed by the CEO.</i>
s.72	Duty to issue an identity card to each authorised officer.	MHRD.	
s.85	Function of receiving report from authorised officer.	MC and MEES.	Division 3 of the Act refers to the general powers of Authorised Officers. Section 85 refers specifically to power of entry.
s.86	Duty to keep a register regarding section 85 (*) matters.	MC.	<i>(*) – Note – refers to entry onto land.</i>
s.87(1)	Function of receiving complaints (ie: about authorised officers).	CEO.	
s.87(2)	Power to investigate a complaint and provide a report.	GMCD, GMCS, MEES, MC, CLO, PSO, CLC, CPS and SPSO.	
s.112(2)	Power to recover damages in court.	MC.	<i>Note – the section applies if a road authority incurs extraordinary expenses in repairing a road that has been damaged as a result of the passage of extraordinary traffic or excessive mass along the road.</i>

9.4.3 – ATTACHMENT 3. Instrument of Delegation Council to Staff

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.116	Power to cause or carry out an inspection.	GMCD, MEES, MCW, CLO, PSO, CLC, CPS and SPSO	
s.119(2)	Function of consulting with VicRoads	CEO.	<i>Note – the section refers to VicRoads performing a road management function</i>
s.120(1)	Power to exercise road management functions on an arterial road (with the consent of VicRoads).	GMCD, GMI, MEES, MCW and EWC.	
s.120(2)	Duty to seek the consent of VicRoads to exercise road management functions before exercising the power in section 120(1).	GMCD, GMI, MEES and MCW.	
s.121(1)	Power to enter into an agreement in respect of works.	GMCD, GMI, MEES and MCW.	
s.122(1)	Power to charge and recover fees.	MC and MEES.	<i>Fees are determined in the annual budget process. Fees may be charged if authorised under the Road Management (General) Regulations 2016. The Regulations express the fees in terms of "fee units" which are indexed annually. In 2016/17 a fee unit is \$13.94.</i>

9.4.3 – ATTACHMENT 3. Instrument of Delegation Council to Staff

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.123(1)	Power to charge for any service.	MC and MEES.	Note: a) fees must not be inconsistent with the relevant Regulations. Charges are determined in the annual budget process; and b) the charge can include costs relating to: • supplying a service, product or commodity; or • giving information.
Schedule 2 Clause 2(1)	Power to make a decision in respect of controlled access roads.	GMCD, GMI and MEES.	Note – “controlled access road” means a public road in respect of which a declaration is in force under section 42.
Schedule 2 Clause 3(1)	Duty to make policy about controlled access roads.	Not delegated.	
Schedule 2 Clause 3(2)	Power to amend, revoke or substitute policy about controlled access roads.	Not delegated.	
Schedule 2 Clause 4	Function of receiving details of a proposal from VicRoads.	CEO.	Note – Schedule 2 refers to management of road access.
Schedule 2 Clause 5	Duty to publish notice of declaration.	Not delegated.	
			Note – Schedule 7 refers to infrastructure and works on roads.
Schedule 7, Clause 7(1)	Duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve.	GMCD, GMI, MCW and MEES.	

Whitehorse City Council – Council to Staff Delegation Register under various Acts and Regulations – Adopted by Council 21 August 2017

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9.4.3 – ATTACHMENT 3. Instrument of Delegation Council to Staff

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7, Clause 8(1)	Duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road.	GMCD, GMI, MCW and MEES.	
Schedule 7, Clause 9(1)	Duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works.	GMCD and MEES.	
Schedule 7, Clause 9(2)	Duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance.	GMCD, GMI, MEES and MCW.	
Schedule 7, Clause 10(2)	Where Schedule 7 Clause 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected.	GMCD, GMI, MCW and MEES.	
Schedule 7 Clause 12(2)	Power to direct the infrastructure manager or works manager to conduct reinstatement works.	GMCD, GMCS, GMI, MEES, MC, MCW and CEA.	
Schedule 7 Clause 12(3)	Power to take measures to ensure reinstatement works are completed.	GMCD, GMCS, GMI, MEES, MC, MCW and CEA.	

9.4.3 – ATTACHMENT 3. Instrument of Delegation Council to Staff

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7 Clause 12(4)	Duty to ensure that works are conducted by an appropriately qualified person.	GMCD, GMCS, GMI, MEES, MC, MCW, CEA and EWC.	
Schedule 7 Clause 12(5)	Power to recover costs.	GMCD, GMCS, MEES, MC and CEA.	Power of coordinating road authority. <i>Note – at Whitehorse this usually refers to the non-release of a bond.</i>
Schedule 7, Clause 13(1)	Duty to notify the relevant coordinating road authority within 7 days that works have been completed, subject to Schedule 7, Clause 13(2).	GMCD, GMI, MEES, MCW and EWC	
Schedule 7 Clause 13(2)	Power to vary notice period.	GMCD, GMI, MEES and MCW.	
Schedule 7, Clause 13(3)	Duty to ensure the works manager has complied with an obligation to give notice under Schedule 7, Clause 13(1).	GMCD, GMI, MEES and MCW.	
Schedule 7 Clause 16(1)	Power to consent to proposed works.	GMCD, GMI, MEES, MCW, CEA and CWI.	
Schedule 7 Clause 16(4)	Duty to consult.	MEES.	Where Council is the coordinating road authority clause 16 provides that if an application for consent is made by an infrastructure manager, the coordinating road authority must consult with the infrastructure manager and the responsible road authority before determining the application.

9.4.3 – ATTACHMENT 3. Instrument of Delegation Council to Staff

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7 Clause 16(5)	Power to consent to proposed works.	MEES and CEA.	Where Council is the coordinating road authority.
Schedule 7 Clause 16(6)	Power to set reasonable conditions on consent for proposed works.	MEES and CEA.	
Schedule 7 Clause 16(8)	Power to include consents and conditions for proposed works.	MEES and CEA.	
Schedule 7 Clause 17(2)	Power to refuse to give consent to proposed works..	GMCD, GMI, MEES, MCW, CEA and CWI.	Power of coordinating road authority.
Schedule 7 Clause 18(1)	Power to enter into an agreement in relation to proposed works.	GMCD, GMI, MEES, MCW, CEA and CWI.	
Schedule 7 Clause 19(1)	Power to give notice requiring rectification of works.	GMCD, GMI, MEES, MCW, CEA and CWI.	
Schedule 7 Clause 19(2) & (3)	Power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred.	MEES and CEA.	Where Council is the coordinating road authority.
Schedule 7 Clause 20(1)	Power to require removal, relocation, replacement or upgrade of existing non-road infrastructure.	GMCD, GMI, MEES, MCW, CEA and CWI.	Power of coordinating road authority.

9.4.3 – ATTACHMENT 3. Instrument of Delegation Council to Staff

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 7A Clause 2	Power to cause street lights to be installed on roads.	GMCD, MEES and CEA.	Power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road.
Schedule 7A Clause 3(1)(d)	Duty to pay installation and operation costs of street lighting - where the road is not an arterial road.	GMCD, MEES and CEA.	Duty of Council as the responsible road authority.
Schedule 7A Clause 3(1)(e)	Duty to pay installation and operation costs of street lighting – where road is a service road on an arterial road and adjacent areas.	GMCD, MEES and CEA.	
Schedule 7A Clause (3)(1)(f),	Duty to pay installation and percentage of operation costs of street lighting – for arterial roads in accordance with clauses 3(2) and 4.	GMCD, MEES and CEA.	Duty of council as responsible road authority that installed the light (re: installation costs) and where council is relevant municipal council (re: operating costs).

9.4.3 – ATTACHMENT 3. Instrument of Delegation Council to Staff

CEMETERIES AND CREMATORIA REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
	These Regulations are not relevant to the City of Whitehorse as Council does not manage a cemetery.	Not applicable.	Not applicable.

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
	These Regulations are not relevant to the City of Whitehorse as the municipality has no caravan parks.	Not applicable.	Not applicable.

9.4.3 – ATTACHMENT 3. Instrument of Delegation Council to Staff

ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
			<p><i>Note</i> The making of a road management plan is voluntary and a road authority may therefore decide not to have a road management plan—see section 49 of the Act. However, a road authority that has made a road management plan must conduct a review of that plan in accordance with the Regulations at the intervals prescribed by the Regulations— see section 54(5) of the Act.</p> <p>Each incoming municipal council must review its road management plan during the same period as it is preparing its Council Plan under the Local Government Act 1989. Section 125(1) of that Act requires each municipal council to prepare a Council Plan within the period of six months after each general election or by the next 30 June, whichever is later, unless the Minister administering that Act extends the period under section 125(4) of that Act.</p>
r.8(1) and (3), r.9(1)	Duty to conduct reviews of the road management plan.	CEO.	

9.4.3 – ATTACHMENT 3. Instrument of Delegation Council to Staff

ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.9(2)	After completing a review of the road management plan, the duty to:		
	a) produce a written report summarising the findings and conclusions of the review; and	MEES.	
	b) make the report available for copying or inspection:		
	(i) at the place where the road management plan may be inspected or obtained in accordance with section 55(1)(b) of the Act; or	MEES.	
	(ii) on an Internet site maintained by the road authority.	MEES.	
r.9(3)	Where, after a review of the road management plan, it is decided <i>not</i> to amend the plan, the duty to give notice of certain matters.	Not delegated.	Where council is the coordinating road authority. <i>Note – the notice must be given in the Victoria Government Gazette and in a newspaper circulating in the area.</i>
r.10	Where the Council proposes to amend a road management plan and the amendment relates to the determination of a standard of construction, inspection, maintenance or repair, the duty to give notice of certain matters.	Not delegated.	<i>Note – the notice must be given in the Victoria Government Gazette, in a newspaper circulating in the area and to any person believed to be affected by the proposed amendment.</i>
r.13(1) & (2)	Duty to give notice of a proposed amendment to the road management plan under regulation 10(1).	Not delegated.	<i>Note – the notice must be given in the Victoria Government Gazette and in a newspaper circulating in the area.</i>

9.4.3 – ATTACHMENT 3. Instrument of Delegation Council to Staff

ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.16	Power to issue a permit.	GMCD, MEES, MC and CEA.	Where council is the coordinating road authority.
r.18(1)	Power to give written consent regarding damage to a road.	GMCD and MEES.	Where council is the coordinating road authority
r.23(1)	Duty to consider certain matters when considering whether to give consent.	MC, CLC, CPS and CC.	<i>Division 2 of the Act refers to consent to the placing of advertising, signs and bills on roads and road infrastructure.</i>
r.23(2)	Power to make a submission to a Tribunal.	GMCD and MEES.	
r.23(4)	Power to charge a fee for a consent application the purposes of section 66(1) of the Act.	Not delegated.	Fees are determined by Council in the annual budget process.
r.25(1)	Power to remove any object, refuse, rubbish, substance or other materials deposited or left on a road or part of a road.	MC, CLC CPS, CC, PSO and CLO.	
r.25(2)	Power to sell or dispose of anything which the road authority has removed from a road (after first complying with regulation 25(3)).	MC, CLC, CPS and CC.	
r.25(5)	Power to recover in the Magistrates' Court, from a responsible person, costs incurred in removing any object, refuse, rubbish, substance or other materials deposited or left on a road other than in a receptacle or area provided for that purpose by the road authority, including any relevant overhead and other indirect costs.	MC, CLC, CPS, CC and CLPRO.	

9.4.3 – ATTACHMENT 3. Instrument of Delegation Council to Staff

ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.15	Power to exempt a person from a requirement under clause 13(1) of Schedule 7 of the Act to give notice as to the completion of those works.	GMCD and MEES.	Where council is the coordinating road authority and where consent given under section 63(1) of the Act.
r.22(2)	Power to waive the whole or part of fee in certain circumstances.	GMCD and MEES.	Where council is the coordinating road authority.

9.4.3 – ATTACHMENT 3. Instrument of Delegation Council to Staff

WHITEHORSE CITY COUNCIL LOCAL LAWS			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
	Powers, discretions, authorities and considerations of Council under Community Local Law 2014 including (but not limited to) the powers, discretions and authority to issue or refuse permits, fix conditions and durations relevant to such permits, cancel permits, require additional information, apply standards or guidelines or policies of Council, consider appeals and waive the need for any permit or waive or reduce any fee or charge or to do any act, matter or thing necessary or incidental to the performance or exercise of power, duty or function of the Council.	GMCS and MC FC, CLC and CPS	Only in relation to section 2.1.1(b) of the Community Local Law 2014 and for the sole purpose of managing events.

9.4.3 – ATTACHMENT 4.

Instrument of Delegation Council to Staff (under the Planning and Environment Act 1987)

Instrument of Delegation – Council to Members of Staff

Whitehorse City Council

Instrument of Delegation

to

Members of Council Staff

Under the:

***Planning and Environment Act 1987
Planning and Environment Regulations 2015
Planning and Environment (Fees) Regulations 2016***

Adopted by Council: 21 August 2017

9.4.3 – ATTACHMENT 4.

Instrument of Delegation Council to Staff (under the Planning and Environment Act 1987)

Instrument of Delegation

In exercise of the power conferred by section 98(1) of the *Local Government Act 1989* and the other legislation referred to in the attached Schedule, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;
2. records that a reference in the Schedule to:

Abbreviation		Title
ABS	means	Assistant Building Surveyor
AMDC&A	means	Assistant Manager Design, Construction & Assets
AMI&ED	means	Assistant Manager Investment and Economic Development
AMMP	means	Assistant Manager Major Projects
AMS	means	Assistant Manager Sustainability
AMSP	means	Assistant Manager Statutory Planning
AOBldg	means	Administrative Officer (Building Department)
APO	means	Team Leader Statutory Planning, Principal Planner, Development Planner, Senior Strategic Planner, Urban Planner and Planning Arborist
BCO	means	Building Control Officer
CCI	means	Coordinator Corporate Information
CCL	means	Coordinator Community Laws
CEA	means	Coordinator Engineering Assets
TLEH	means	Coordinator Environmental Health
CIT	means	Coordinator Information Technology
CLA	means	Community Laws Administration Officers
CLEO	means	Community Laws Education Officer
CLO	means	Community Laws Officers

Whitehorse City Council – Council to Staff Delegation Register, Under the Planning and Environment Act 1987, Planning and Environment Regulations 2015, Planning and Environment (Fees) Regulations 2016 Adopted by Council 21 August 2017

9.4.3 – ATTACHMENT 4. Instrument of Delegation Council to Staff (under the Planning and Environment Act 1987)

Abbreviation		Title
CLPRO	means	Community Laws Project Officer
CPS	means	Coordinator Parking Services
CSO	means	Customer Services Officers
CStratP	means	Coordinator Strategic Planning
CT	means	Coordinator Transport
CustLo	means	Customer Liaison Officer
CWI	means	Civil Works Inspector
DAE	means	Development and Approvals Engineer
DMBS	means	Deputy Municipal Building Surveyor
DP	means	Development Planner(s)
EAC	means	Engineering Assets Coordinator
EHA	means	Environmental Health Administration
EHO	means	Environmental Health Officer appointed pursuant to the <i>Public Health and Wellbeing Act 2008</i>
EHT	means	Environmental Health Technician
EWC	means	Engineering Works Coordinator
FC	means	Festival Coordinator
FFSO	means	Fee For Service Officers
FinAcct	means	Financial Accountant
FPO	means	Fire Prevention Officer
GISC	means	GIS Coordinator
GMCD	means	General Manager City Development

Whitehorse City Council – Council to Staff Delegation Register, Under the Planning and Environment Act 1987, Planning and Environment Regulations 2015, Planning and Environment (Fees) Regulations 2016 Adopted by Council 21 August 2017

9.4.3 – ATTACHMENT 4. Instrument of Delegation Council to Staff (under the Planning and Environment Act 1987)

Abbreviation		Title
GMCS	means	General Manager Corporate Services
GMHS	means	General Manager Human Services
GMI	means	General Manager Infrastructure
GMs	means	All General Managers
HACC AOs	means	Home and Community Care Assessment Officers
HD&BT	means	Head of Digital and Business Technology
HF&CP	means	Head of Finance and Corporate Performance
IRO	means	Infringements Review Officer
MADO	means	Metro Access Development Officer
MARD	means	Manager Arts and Recreation Development
MBI	means	Manager Built Infrastructure
MBS	means	Municipal Building Surveyor
MC	means	Manager Compliance
MCD	means	Manager Community Development
MCOM	means	Manager Communications
MCS	means	Manager Civic Services
MCT	means	Manager Contracts and Tendering
MCW	means	Manager City Works
MEES	means	Manager Engineering & Environmental Services
MERO	means	Municipal Emergency Response Officer
Mgmt Acct	means	Management Accountant
Mgrs	means	All Managers

Whitehorse City Council – Council to Staff Delegation Register, Under the Planning and Environment Act 1987, Planning and Environment Regulations 2015, Planning and Environment (Fees) Regulations 2016 Adopted by Council 21 August 2017

9.4.3 – ATTACHMENT 4. Instrument of Delegation Council to Staff (under the Planning and Environment Act 1987)

Abbreviation		Title
MH&CC	means	Manager Home and Community Care
MHFS	means	Manager Health and Family Services
MMP	means	Manager Major Projects
MNCH	means	Manager Nunawading Community Hub
MOD	means	Manager Organisation Development
MP&B	means	Manager Planning and Building
MPR	means	Manager Property and Rates
MPW	means	Manager Parks Wide
MR&WC	means	Manager Recycling and Waste Centre
PayCoord	means	Payroll Coordinator
P&BAO	means	Planning and Building Administration Officers
PDC	means	Protected Disclosure Coordinator
PEO	means	Planning Enforcement Officer(s)
POs	means	Planning Officer(s) which includes, TLSTATP, PP,DP,UP and SPO
PP	means	Principal Planner
PrivOffr	means	Privacy Officer
PropSup	means	Property Supervisor
PSO	means	Parking Services Officer
RA	means	Rate Administrator
RAO	means	Rate Administration Officers
RQSO	means	Rates Quality Systems Officer
SBCO	means	Senior Building Control Officer
SBS	means	Student Building Surveyor

Whitehorse City Council – Council to Staff Delegation Register, Under the Planning and Environment Act 1987, Planning and Environment Regulations 2015, Planning and Environment (Fees) Regulations 2016 Adopted by Council 21 August 2017

9.4.3 – ATTACHMENT 4.

Instrument of Delegation Council to Staff (under the Planning and Environment Act 1987)

Abbreviation		Title
SIC	means	Safety and Insurance Coordinator
SP	means	Strategic Planner
SPO	means	Subdivision Planning Officer
SPSO	means	Senior Parking Services Officer
SRAO	means	Senior Rates Administration Officer
SSP	means	Senior Strategic Planner
TLC	means	Team Leader Compliance
TLCF&P	means	Team Leader Cultural Facilities & Programs
TLEH	means	Team Leader Environmental Health
TLG	means	Team Leader Governance
TLSTATP	means	Team Leader Statutory Planning
TptCoord	means	Transport Coordinator
UP	means	Urban Planners(s)
WCC	means	Whitehorse Centre Coordinator

9.4.3 – ATTACHMENT 4. Instrument of Delegation Council to Staff (under the Planning and Environment Act 1987)

3. declares that:
- 3.1 this Instrument of Delegation is authorised by a resolution of Council passed on **21 August 2017**; and
- 3.2 the delegation:
- 3.2.1 revokes all previous delegations issued by the Council apart from the:
- a) delegation dated 19 August 2013 (signed and sealed 20 August 2013) to the Special Committee of Council;
 - b) delegation dated 18 May 2015 (signed and sealed 1 June 2015) to the Chief Executive Officer;
- 3.2.2 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
- 3.2.3 remains in force until varied or revoked;
- 3.2.4 is subject to any conditions and limitations set out in sub-paragraph 3.3 and the Schedule;
- 3.2.5 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
- 3.3 the delegate must not determine the issue, take the action or do the act or thing:
- 3.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a resolution of Council; or
- 3.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
- (a) policy; or
 - (b) strategy;
- adopted by Council; or
- 3.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 98(1)(a)-(f) (inclusive) of the Act or otherwise; or
- 3.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

Whitehorse City Council – Council to Staff Delegation Register, Under the Planning and Environment Act 1987, Planning and Environment Regulations 2015, Planning and Environment (Fees) Regulations 2016 Adopted by Council 21 August 2017

9.4.3 – ATTACHMENT 4. Instrument of Delegation Council to Staff (under the Planning and Environment Act 1987)

THE COMMON SEAL of the)
WHITEHORSE CITY COUNCIL)
was hereunto affixed this)
day of August 2017)
in the presence of:)

.....Councillor

.....Chief Executive Officer

9.4.3 – ATTACHMENT 4.

Instrument of Delegation Council to Staff (under the Planning and Environment Act 1987)

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9.4.3 – ATTACHMENT 4. Instrument of Delegation Council to Staff (under the Planning and Environment Act 1987)

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.4B	Power to prepare an amendment to the Victoria Planning Provisions.	GMCD and MP&B.	If authorised by the Minister. <i>Note – section 4B refers to the Minister authorising a body to change state planning provisions.</i>
s.4G	Function of receiving prescribed documents and a copy of the Victoria Planning Provisions from the Minister.	GMCD, MP&B, AMI&ED, CStratP, SSP & SP.	
s.4H	Duty to make amendments to the Victoria Planning Provisions available.	GMCD, MP&B AMI&ED, CStratP, SSP & SP.	
s.4I	Duty to keep the Victoria Planning Provisions and other documents available.	GMCD, MP&B, AMI&ED, CStratP, SSP, SP and P&BAO	
s.8A(2)	Power to seek authorisation to prepare an amendment to the planning scheme where the Minister has given consent under section 8A.	GMCD and MP&B.	
s.8A(3)	Power to apply to the Minister to prepare an amendment to the planning scheme.	GMCD and MP&B.	

Whitehorse City Council – Council to Staff Delegation Register – Under the Planning and Environment Act 1987, Planning and Environment Regulations 2015, Planning and Environment (Fees) Interim Regulations 2016 Adopted by Council 21 August 2017

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9.4.3 – ATTACHMENT 4. Instrument of Delegation Council to Staff (under the Planning and Environment Act 1987)

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.8A(5)	Function of receiving notice of the Minister's decision.	GMCD,MP&B, SSP and SP.	
s.8A(7)	Power to prepare the amendment specified in the application without the Minister's authorisation if no response is received after 10 business days.	GMCD,MP&B, SSP and SP.	
s.8B(2)	Power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district.	Not delegated.	The power remains with the Council.
s.11(3)(b)	Duty to submit amendment to planning scheme to the Minister for approval if the Minister withdraws authorisation.	GMCD.	
s.12A (1)	Duty to prepare a municipal strategic statement (including power to prepare a municipal strategic statement under s 19 of the <i>Planning and Environment (Planning Schemes) Act 1996</i>).	GMCD and MP&B.	
s.12(3)	Power to carry out studies and do things to ensure proper use of land in which Council is the planning authority and consult with other persons to ensure co-ordination of planning scheme with these persons.	CEO, GMCD, MP&B, AMI&ED, AMSP and CStratP.	
s.12B(1)	Duty to review the planning scheme.	GMCD and MP&B.	
s.12B(2)	Duty to review the planning scheme at the direction of the Minister.	GMCD and MP&B.	
s.12B(5)	Duty to report the findings of a review of the planning scheme to the Minister without delay.	GMCD and MP&B.	

Whitehorse City Council – Council to Staff Delegation Register, Under the Planning and Environment Act 1987, Planning and Environment Regulations 2015, Planning and Environment (Fees) Regulations 2016 Adopted by Council 21 August 2017

9.4.3 – ATTACHMENT 4. Instrument of Delegation Council to Staff (under the Planning and Environment Act 1987)

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.14	Duties of a Responsible Authority as set out in subsections (a) to (d).	CEO, GMCD, MP&B, AMI&ED, AMSP and CStratP.	
s.17(1)	Duty of giving a copy of an amendment to the planning scheme.	GMCD, MP&B, AMI&ED, AMSP, CStratP, SSP and SP.	<i>Note – refers to supplying a copy of the amendment to the Minister or any person specified by the Minister.</i>
s.17(2)	Duty of giving a copy of a section 173 agreement.	GMCD, MP&B, AMI&ED, AMSP, CStratP, SSP and SP.	
s.17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days.	GMCD and MP&B.	
s.18	Duty to make amendments etc. available.	GMCD, MP&B, AMI&ED, AMSP, CStratP, SSP and SP.	
s.19	Power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under section 19 to a planning scheme.	CEO and GMCD.	May give notice to the Minister.
		MP&B, SSP and SP.	May give notice to a public authority or a council.

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19	Function of receiving notice of preparation of an amendment to a planning scheme.	GMCD, MP&B, CStratP, SSP and SP.	Where: <ul style="list-style-type: none"> Council is not the planning authority and the amendment affects land within Council's municipal district; or the amendment will amend the planning scheme to designate Council as an acquiring authority.
s.20(1)	Power to apply to the Minister for exemption from the requirements of section 19.	CEO, GMCD and MP&B.	
s.21(2)	Duty to make submissions available.	GMCD, MP&B, AMSP, CStratP, SSP and SP	
s.21A(4)	Duty to publish notice in accordance with the section.	GMCD, MP&B and CStratP.	<i>Note – the section refers to joint submissions in relation to a proposed amendment.</i>
s.22	Duty to consider all submissions.	CEO, GMCD, MP&B, AMSP, CStratP, SSP and SP	
s.23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel.	GMCD, MP&B and CStratP	
s.23(2)	Power to refer submissions which do not require a change to the amendment to a panel.	GMCD, MP&B, AMSP And CStratP.	Only where Council has already resolved to refer the amendment to a panel.

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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.24	Function to represent Council and present a submission at a panel hearing (including a hearing referred to in section 96D).	GMCD, MP&B, AMSP, CStratP, SSP and SP.	
s.26(1)	Power to make a panel report available for inspection.	GMCD, MP&B, CStratP, SSP and SP.	
s.26(2)	Duty to keep the report of a panel available for inspection.	GMCD, MP&B, AMSP, CStratP, SSP and SP.	
s.27(2)	Power to apply for exemption if the panel's report is not received.	CEO, GMCD, MP&B, AMSP, CStratP, SSP and SP.	
s.28	Duty to notify the Minister if abandoning an amendment.	CEO and GMCD.	<i>Note – the power to make a decision to abandon an amendment cannot be delegated.</i>
s.30(4)(a)	Duty to say if an amendment has lapsed.	CEO, GMCD, MP&B, AMSP, CStrat, SSP and SP.	
s.30(4)(b)	Duty to provide information in writing upon request.	CEO, GMCD, MP&B, AMSP, CStratP, SSP and SP.	
s.32(2)	Duty to give more notice if required.	CEO, GMCD, MP&B, AMSP, CStratP, SSP and SP.	
s.33(1)	Duty to give more notice of changes to an amendment.	CEO, GMCD, MP&B, AMSP, CStratP, SSP and SP.	

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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.36(2)	Duty to give notice of approval of amendment.	CEO, GMCD, MP&B, AMSP, CStratP, SSP and SP.	
s.38(5)	Duty to give notice of revocation of an amendment.	CEO, GMCD, MP&B, AMSP, and CStratP, SSP and SP.	
s.39	Function of being a party to a proceeding commenced under section 39 and duty to comply with a determination by VCAT.	GMCD, MP&B, AMSP, CStratP, SSP and SP.	
s.40(1)	Function of lodging copy of approved amendment.	GMCD, MP&B, AMSP, CStratP, SSP and SP.	
s.41	Duty to make an approved amendment available.	GMCD, MP&B, AMSP, CStratP, SSP and SP.	
s.42	Duty to make a copy of the planning scheme available.	GMCD, MP&B, AMSP, CStratP, SSP and SP.	
s.46AS(ac)	Power to request the Metropolitan Planning Authority to provide advice on any matter relating to land in Victoria or an objective of planning in Victoria.	Not applicable.	Whitehorse is not in a "growth area" as defined.
s.46GF	Duty to comply with directions issued by the Minister.	Not applicable.	<i>Note - the provisions of section 46GF to 46GM do not currently apply to Whitehorse.</i>
s.46GG	Duty to include a condition in a permit relating to matters set out in section 46GG(c) and (d).	Not applicable.	
s.46GH(1)	Power to require the payment of an amount of infrastructure levy to be secured to Council's satisfaction.	Not applicable.	Where council is a collecting agency.

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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GH(2)	Power to accept the provision of land, works, services or facilities in part or full satisfaction of the amount of infrastructure levy payable.	Not applicable.	Where council is a collecting agency.
s.46GH(3)	Duty to obtain the agreement of the relevant development agency or agencies specified in the approved infrastructure contributions plan before accepting the provision of land, works, services or facilities by the applicant.	Not applicable.	Where council is a collecting agency.
s.46GI(1)	Duty to keep proper accounts of any amount of infrastructure levy paid to it as a collecting agency or a development agency under part 2 of the <i>Planning and Environment Act 1987</i> .	Not applicable.	
s.46GI(2)	Duty to forward to a development agency any part of an infrastructure levy paid to council which is imposed for plan preparation costs incurred by development agency or for carrying out of works, services or facilities on behalf of the development agency.	Not applicable.	
s.46GI(3)	Duty to apply the levy amount only in accordance with section 46GI (3) (a) and (b).	Not applicable.	
s.46GI(4)	Power to refund any amount of the infrastructure levy paid to it as a development agency under Part 2 of the <i>Planning and Environment Act 1987</i> if satisfied that the development is not to proceed.	Not applicable.	
s.46GI(5)	Duty to take action described in sections 46GI (5)(c) – (e) where section 46GI(5)(a) and (b) applies.	Not applicable.	

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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GL	Power to recover any amount of an infrastructure levy as a debt due to Council.	Not applicable.	Where council is a collecting agency.
s.46GM	Duty to prepare a report and give a report to the Minister.	Not applicable.	Where council is a collecting agency or development agency.
s.46N(1)	Duty to include a condition in a permit regarding payment of development infrastructure levy.	GMCD, MP&B, AMSP, CStratP, SSP, SP and POs	
s.46N(2)(c)	Function of determining time and manner for receipt of development contributions levy.	GMCD, MP&B, AMSP and CStratP.	Subject to any relevant Council policy.
s.46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of a development infrastructure levy.	GMCD, MP&B, AMSP and CStratP.	
s.46O(1)(a) & (2)(a)	Power to ensure that a community infrastructure levy is paid or an agreement is in place, prior to issuing a building permit.	GMCD, MP&B, AMSP and CStratP.	
s.46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of a community infrastructure levy.	GMCD, MP&B, AMSP and CStratP.	Subject to any relevant Council policy.
s.46P(1)	Power to require payment of the amount of levy under section 46N or section 46O to be satisfactorily secured.	GMCD, MP&B, AMSP and CStratP.	
s.46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable.	GMCD and MP&B.	
s.46Q(1)	Duty to keep proper accounts of levies paid.	GMCD and MP&B.	

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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46Q(1A)	Duty to forward to the development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency.	GMCD, MP&B, AMSP and CStratP.	
s.46Q(2)	Duty to apply a levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc.	GMCD and MP&B.	
s.46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed.	GMCD and MP&B.	Only applies when levy is paid to Council as a 'development agency'.
s.46Q(4)(c)	Duty to pay an amount to the current owners of land in the area if an amount of levy has been paid to a municipal council as a development agency for plan preparation costs incurred by the council or for the provision by the council of works, services or facilities in an area under section 46Q(4)(a).	CEO, GMCD and MP&B.	Must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister.
s.46Q(4)(d)	Duty to submit to the Minister an amendment to the approved development contributions plan.	GMCD and MP&B.	Must be done in accordance with Part 3.
s.46Q(4)(e)	Duty to expend that amount on other works etc.	GMCD and MP&B.	With the consent of, and in the manner approved by, the Minister.
s.46QC	Power to recover any amount of levy payable under Part 3B.	GMCD and MP&B.	
s.46QD	Duty to prepare a report and give a report to the Minister	GMCD	Where council is a collecting agency or development agency.

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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.47	Power to decide that an application for a planning permit does not comply with that Act.	GMCD, MP&B AMSP, TLStatP and PP	
s.49(1)	Duty to keep a register of all applications for permits and determinations relating to permits.	GMCD, MP&B, AMSP, CStratP, POs and P&BAO.	
s.49(2)	Duty to make the register available for inspection.	GMCD, MP&B, AMSP, CStratP, TLStatP, POs and P&BAO.	
s.50(4)	Duty to amend an application.	GMCD, MP&B, AMSP, CStratP, TLStatP and POs.	The SPO is authorised to exercise this for subdivision applications only.
s.50(5)	Power to refuse to amend an application as it is considered that the amendment is so substantial that a new application for a permit should be made.	GMCD, MP&B, AMSP, CStratP, TLStatP and POs.	The SPO is authorised to exercise this for subdivision applications only.
s.50(6)	Duty to make note of an amendment to an application in a register.	GMCD, MP&B, AMSP, CStratP, TLStatP, POs and P&BAO.	
s.50A(1)	Power to make an amendment to an application.	GMCD, MP&B, AMSP, CStratP, TLStatP, POs and P&BAO.	The SPO is authorised to exercise this for subdivision applications only.

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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.50A(3)	Power to require an applicant to notify the owner and make a declaration that notice has been given.	GMCD, MP&B, AMSP, CStratP, TLStatP, POs and P&BAO.	The SPO is authorised to exercise this for subdivision applications only.
s.50A(4)	Duty to note an amendment to an application in the register.	GMCD, MP&B, AMSP, CStratP, TLStatP, POs and P&BAO.	The SPO is authorised to exercise this for subdivision applications only.
s.51	Duty to make a copy of an application available for inspection.	GMCD, MP&B, AMSP, CStratP, TLStatP, POs and P&BAO.	
s.52(1)(a)	Duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person.	GMCD, MP&B, AMSP, CStratP, TLStatP, PP, DP and SPO.	<p>The SPO is authorised to exercise this for subdivision applications only.</p> <p>In case of a decision not to give notice of an application, this delegation must only be exercised by the GMCD, MP&B, AMSP, CStratP, TLStatP and PP.</p>

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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.52(1)(b)	Duty to give notice of the application to other municipal councils where appropriate.	GMCD, MP&B, AMSP, CStratP and POs.	The SPO is authorised to exercise this for subdivision applications only.
s.52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme.	GMCD, MP&B, AMSP, CStratP and POs.	The SPO is authorised to exercise this for subdivision applications only.
s.52(1)(ca)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant.	GMCD, MP&B, AMSP, CStratP and POs.	
s.52(1)(cb)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant.	GMCD, MP&B, AMSP, CStratP and POs.	
s.52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally affected.	GMCD, MP&B, AMSP, CStratP and POs.	
s.52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant.	GMCD, MP&B, CStratP, AMSP and POs.	
s.52(3)	Power to give any further notice of an application where appropriate.	GMCD, MP&B, AMSP, CStratP and POs.	The SPO is authorised to exercise this for subdivision applications only.

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.53(1)	Power to require the applicant to give notice under section 52(1) to persons specified by it.	GMCD, MP&B, AMSP, CStratP, TLStatP, PP and DP.	
s.53(1A)	Power to require the applicant to give the notice under section 52(1AA).	GMCD, MP&B, AMSP, CStratP, TLStatP, PP and DP.	
s.54(1)	Power to require the applicant to provide more information.	GMCD, MP&B, AMSP, CStratP and POs.	Must be in accordance with the Delegation Policy.

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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.54(1A)	Duty to give notice in writing of information required under section 54(1).	GMCD, MP&B, AMSP, CStratP and POs.	The SPO is authorised to exercise this for subdivision applications only.
s.54(1B)	Duty to specify the lapse date for an application.	GMCD, MP&B, AMSP, CStratP and POs.	The SPO is authorised to exercise this for subdivision applications only.
s.54A(3)	Power to decide to extend time or refuse to extend time to give required information.	GMCD, MP&B, AMSP, CStratP and POs.	A decision to refuse to extend time in response to any request pursuant to Section 54A(1) must only be exercised by the GMCD, MP&B, AMSP, CStratP, TLStatP and PP The SPO is authorised to exercise this for subdivision applications only.

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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.54A(4)	Duty to give written notice of a decision to extend or refuse to extend time under section 54A (3).	GMCD, MP&B, AMSP, CStratP and POs.	The SPO is authorised to exercise this for subdivision applications only.
s.54A(5)	Duty to ensure the notice sets out a new lapse date for the application.	GMCD, MP&B, AMSP, CStratP and POs.	
s.54A(6)	Duty to ensure the notice must set out a new lapse date that is 14 days from the date of the decision.	GMCD, MP&B, AMSP, CStratP and POs.	
s.55(1)	Duty to give a copy application together with the prescribed information to every referral authority specified in the planning scheme.	GMCD, MP&B, AMSP, CStratP, POs and P&BAO.	
s.57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector.	CEO, GMCD, MP&B.	
s.57(3)	Function of receiving the name and address of persons to whom notice of decision is to go.	GMCD, MP&B, AMSP, CStratP, POs and P&BAO.	
s.57(5)	Duty to make available for inspection a copy of all objections.	GMCD, MP&B, AMSP, CStratP, POs and P&BAO.	

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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.57A(4)	Duty to amend application in accordance with the applicant's request, subject to section 57A (5).	GMCD, MP&B, AMSP, CStratP, POs and P&BAO.	
s.57A(5)	Power to refuse to amend an application.	GMCD, MP&B, AMSP, CStratP, , and POs.	The SPO is authorised to exercise this for subdivision applications only.
s.57A(6)	Duty to note amendments to an application in the register.	GMCD, MP&B, AMSP, CStratP, POs and P&BAO.	
s.57B(1)	Duty to determine whether and to whom notice should be given.	GMCD, MP&B, AMSP, CStratP, and POs.	The SPO is authorised to exercise this for subdivision applications only.
s.57B(2)	Duty to consider certain matters in determining whether notice should be given.	GMCD, MP&B, AMSP, CStratP, and POs.	
s.57C(1)	Duty to give a copy of an amended application to a referral authority.	GMCD, MP&B, AMSP, CStratP, POs and P&BAO.	

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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.58	Duty to consider every application for a permit except for a development assessment committee application.	GMCD, MP&B, AMSP, CStratP and POs.	
s.58A	Power to request advice from the Planning Application Committee.	CEO and GMCD.	
s.60	Duty to consider certain matters.	GMCD, MP&B, AMSP, CStratP and POs.	
s.60(1A)	Power to consider certain matters before deciding on an application.	GMCD, MP&B, AMSP, CStratP and POs.	The SPO is authorised to exercise this for subdivision applications only.
s.60(1B)	Duty to consider the number of objectors in considering whether the use or development may have a significant social effect.	GMCD, MP&B, AMSP, CStratP and POs.	The SPO is authorised to exercise this for subdivision applications only.
s.61(1)	Power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application.	GMCD, MP&B, AMSP, CStratP, TLStatP, PP, DP and SPO.	The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act</i> 2006. The SPO is authorised to exercise this for subdivision applications only.

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
			<p>A decision to refuse a permit application must only be exercised by GMCD, MP&B, CStratP, TLStatP and PP, except any application "called in" by a Councillor.</p> <p>The decision to grant a permit with or without conditions or a Notice of Decision with or without conditions. This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> a) any application "called in" by a Councillor, whereby a Councillor advises the General Manager City Development, Manager Planning and Building, Assistant Manager Statutory Planning, Coordinator Strategic Planning, Team Leader Statutory Planning or Principal Planner that the planning application must be reported to Council for determination; b) any major development proposal or any other application where considered to be warranted by the delegate; c) an application where there is considered by the delegate to be significant non-compliance with the relevant Council policy, the Whitehorse Planning Scheme, and/or any incorporated document to the planning scheme; d) an application for a single dwelling or dwelling addition where there are 12 or more objector properties; e) an application for multiple dwellings where there are 12 or more objector properties;

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			<p>f) an application for accommodation where there are 12 or more objector properties;</p> <p>g) an application for non-residential use and/or development outside a residential zone where there are 20 or more objector properties; or</p> <p>h) an application for non-residential use and/or development within a residential zone where there are 12 or more objector properties.</p> <p>The decision must be dual signed by the responsible officer and Delegate, and must be in accordance with the Delegation Policy.</p>

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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to the granting of a permit.	GMCD, MP&B, AMSP, CStratP and TLSTATP and PP..	
s.61(2A)	Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of a permit.	GMCD, MP&B, AMSP, CStratP and TLSTATP and PP.	
s.61(3)(a)	duty not to decide to grant a permit to use coastal Crown land without Minister's consent	Not Delegated	Not applicable for Whitehorse
s.61(3)(b)	duty to refuse to grant the permit without the Minister's consent	GMCD, MP&B, AMSP, CStratP TLSTATP and PP.	
s.61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant.	GMCD, MP&B, AMSP and CStratP, TLSTATP and PP.	
s.62(1)	Duty to include certain conditions in deciding to grant a permit.	GMCD, MP&B, AMSP, CStratP and POs.	The SPO is authorised to exercise this for subdivision applications only.

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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.62(2)	Power to include other conditions.	GMCD, MP&B, AMSP, CStratP and POs.	The SPO is authorised to exercise this for subdivision applications only.
s.62(4)	Duty to ensure conditions are consistent with subsections (a), (b) and (c).	GMCD, MP&B, AMSP, CStratP and POs.	The SPO is authorised to exercise this for subdivision applications only.
s.62(5)(a)	Power to include a permit condition to implement an approved development contributions plan.	GMCD, MP&B, AMSP, CStratP and POs.	The SPO is authorised to exercise this for subdivision applications only.
s.62(5)(b)	Power to include a permit condition that specified works be provided on or to the land or paid for in accordance with a section 173 agreement.	GMCD, MP&B, AMSP, CStratP and POs.	
s.62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant.	GMCD, MP&B, AMSP, CStratP and POs.	
s.62(6)(a)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with section 62(5) or section 46N.	GMCD, MP&B, AMSP, CStratP and POs.	

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.62(6)(b)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in section 62(1)(a).	GMCD, MP&B, AMSP, CStratP and POs.	
s.63	Duty to issue the permit where made a decision in favour of the application (if no one has objected).	GMCD, MP&B, AMSP, CStratP and POs.	
s.64(1)	Duty to give notice of decision to grant a permit to the applicant and objectors.	GMCD, MP&B, AMSP, CStratP and POs.	This provision applies also to a decision to grant an amendment to a permit – see section 75.

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.64(3)	Duty not to issue a permit until after the specified period.	GMCD, MP&B, AMI&ED, AMSP, CStratP and POs.	This provision applies also to a decision to grant an amendment to a permit – see section 75.
s.64(5)	Duty to give each objector a copy of an exempt decision.	GMCD, MP&B, AMSP, CStratP, TLSTATP and POs.	
s.64A	Duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	GMCD, MP&B, AMSP, CStratP, TLSTATP and POs.	
s.65(1)	Duty to give notice of refusal to grant permit to the applicant and any person who objected under section 57.	GMCD, MP&B, AMSP, CStratP and POs.	
s.66(1)	Duty to give notice under section 64 or section 65 and a copy of the permit to relevant determining referral authorities.	GMCD, MP&B, AMSP, CStratP, TLSTATP, PP, POs and P&BAO.	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit.	GMCD, MP&B, AMSP, CStratP, TLSTATP, POs and P&BAO.	If the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit.
s.66(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit.	GMCD, MP&B, AMSP, CStratP, TLSTATP, POs and P&BAO.	
s.66(6)	Duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under section 64 or 65.	GMCD, MP&B, AMSP, CStratP, TLSTATP, POs and P&BAO.	
s.69(1)	Function of receiving an application for extension of time of a planning permit.	GMCD, MP&B, AMSP, CStratP, TLSTATP, PP and P&BAO.	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.69(1A)	Function of receiving application for extension of time to complete a development.	TLSTATP GMCD, MP&B, AMSP, CStratP, TLSTATP, PP and P&BAO.	
s.69(2)	Power to extend time.	GMCD, MP&B, AMSP, CStratP, TLSTATP, PP, DP and SPO.	<p>Power to refuse to extend time must only be exercised by GMCD, MP&B, AMSP, CStratP, TLStatP and PP.</p> <p>All decisions must be dual signed by the responsible officer and Delegate and be in accordance with the Delegation Policy.</p> <p>The responsible authority may extend the time within which the use or development or any stage of it is to be started or the development or any stage of it is to be completed or within which a plan under the <i>Subdivision Act 1988</i> is to be certified.</p> <p>The SPO is authorised to exercise this for subdivision applications only.</p>
s.70	Duty to make a copy of a permit available for inspection.	GMCD, MP&B, AMSP, TLStratP, POs and P&BAO.	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.71(1)	Power to correct certain mistakes.	GMCD, MP&B, AMSP, TLSTATP, CStratP and DP	All decisions must be dual signed by the responsible officer and Delegate and be in accordance with the Delegation Policy.
s.71(2)	Duty to note corrections in the register.	GMCD, MP&B, AMSP, CStratP, TLSTATP, POs and P&BAO.	<i>Note – “Register” means a Register of Applications pursuant to section 49 of the Act.</i>
s.73	Power to decide to grant an amendment subject to conditions.	GMCD, MP&B, AMSP, CStratP, TLSTATP, PP, DP and SPO.	<p>A decision to refuse to grant an amendment to a permit must only be exercised by GMCD, MP&B, CStratP, TLStatP and PP, except any application “called in” by a Councillor.</p> <p>The decision to grant a permit with or without conditions or a Notice of Decision with or without conditions. This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> a) any application “called in” by a Councillor, whereby a Councillor advises the General Manager City Development, Manager Planning and Building, Assistant Manager Statutory Planning, Coordinator Strategic Planning, Team Leader Statutory Planning or Principal Planner that the planning application must be reported to Council for determination; b) any major development proposal or any other application where considered to be warranted by the delegate;

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
			<p>c) an application where there is considered by the delegate to be significant non-compliance with the relevant Council policy, the Whitehorse Planning Scheme, and/or any incorporated document to the planning scheme;</p> <p>d) an application for a single dwelling or dwelling addition where there are 12 or more objector properties;</p> <p>e) an application for multiple dwellings where there are 12 or more objector properties;</p> <p>f) an application for accommodation where there are 12 or more objector properties;</p> <p>g) an application for non-residential use and/or development outside a residential zone where there are 20 or more objector properties; or</p> <p>h) an application for non-residential use and/or development within a residential zone where there are 12 or more objector properties.</p> <p>The decision must be dual signed by the responsible officer and Delegate, and must be in accordance with the Delegation Policy.</p> <p>The SPO is authorised to exercise this for subdivision applications only.</p>

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.74	Duty to issue an amended permit to the applicant if no there are no objectors.	GMCD, MP&B, AMSP, CStratP, TLSTATP and POs.	
s.76	Duty to give the applicant and objectors notice of a decision to refuse to grant an amendment to a permit.	GMCD, MP&B, AMSP, CStratP, TLSTATP and POs.	
s.76A(1)	Duty to give relevant determining referral authorities a copy of an amended permit and copy of notice.	GMCD, MP&B, AMSP, CStratP, TLSTATP and POs.	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit.	GMCD, MP&B, AMSP, CStratP, TLSTATP and POs.	If the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority.
s.76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit.	GMCD, MP&B, AMSP, CStratP, TLSTATP and POs.	If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit.
s.76A(6)	duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under section 64 or 76	GMCD, MP&B, AMSP, CStratP, TLSTATP and POs.	If the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit.
s.76D	Duty to comply with the direction of the Minister to issue an amended permit.	GMCD, MP&B, AMSP, CStratP, TLSTATP and POs.	
s.83	Function of being a respondent to an appeal.	GMCD, MP&B, AMSP, CStratP, TLSTATP and POs.	
s.83B	Duty to give or publish notice of application for a review.	GMCD, MP&B, AMSP, CStratP, TLSTATP and POs.	

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit.	GMCD, MP&B, AMSP, CStratP, TLSTATP and POs.	For approvals, this power cannot be exercised in relation to: <ul style="list-style-type: none"> a) any application "called in" by a Councillor, whereby a Councillor advises the General Manager City Development, Manager Planning and Building, Assistant Manager Statutory Planning, Coordinator Strategic Planning, Team Leader Statutory Planning or Principal Planner that the planning application must be reported to Council for determination; b) any major development proposal or any other application where considered to be warranted by the delegate; c) an application where there is considered by the delegate to be significant non-compliance with the relevant Council policy, the Whitehorse Planning Scheme, and/or any incorporated document to the planning scheme; d) an application for a single dwelling or dwelling addition where there are 12 or more objector properties; e) an application for multiple dwellings where there are 12 or more objector properties;

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
			<p>f) an application for accommodation where there are 12 or more objector properties;</p> <p>g) an application for non-residential use and/or development outside a residential zone where there are 20 or more objector properties; or</p> <p>h) an application for non-residential use and/or development within a residential zone where there are 12 or more objector properties.</p> <p>In addition, the decision to refuse in this instance can be exercised over all applications despite the exemptions above, with the exception of any application "called in" by a Councillor, This does not apply if there is insufficient time for the matter to be reported to Council whereby the decision will be discussed with the ward Councillors prior to it being made;</p> <p>The decision must be dual signed by the responsible officer and Delegate, and must be in accordance with the Delegation Policy.</p> <p>The SPO is authorised to exercise this for subdivision applications only.</p>

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.84(2)	Duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit.	GMCD, MP&B, AMSP, CStratP and POs.	
s.84(3)	Duty to tell the Principal Registrar if a decision is made to grant a permit after an application is made for review of its failure to grant a permit.	GMCD, MP&B, AMSP, CStratP, TLSTATP and POs.	<i>Note – “Principal Registrar” means the Principal Registrar of VCAT.</i>
s.84(6)	Duty to issue a permit on receipt of advice within three working days.	GMCD, MP&B, AMSP, CStratP, TLSTATP and POs.	
s.86	Duty to issue a permit at the order of VCAT within three working days.	GMCD, MP&B, AMSP, CStratP, TLSTATP and POs.	
s.87(3)	Power to apply to VCAT for the cancellation or amendment of a permit.	GMCD and MP&B.	Providing, in the case of the MP&B, the ground for variation relates to Section 87(2), otherwise not delegated
s.90(1)	Function of being heard at a hearing of request for cancellation or amendment of a permit.	GMCD, MP&B, AMSP, CStratP, TLSTATP and POs.	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.91(2)	Duty to comply with the directions of VCAT.	GMCD, MP&B, AMSP, CStratP, TLSTATP and POs.	
s.91(2A)	Duty to issue an amended permit to the owner if the Tribunal so directs.	GMCD, MP&B, AMSP, CStratP, TLSTATP and POs.	
s.92	Duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under section 90.	GMCD, MP&B, AMSP, CStratP, TLSTATP and POs.	
s.93(2)	Duty to give notice of VCAT order to stop development.	GMCD and MP&B, AMSP, CStratP, TLSTATP, POs and P&BAO.	
s.95(3)	Function of referring certain applications to the Minister.	CEO, GMCD, and MP&B.	
s.95(4)	Duty to comply with an order or direction.	GMCD, MP&B, AMSP, CStratP, TLSTATP and POs.	
s.96(1)	Duty to obtain a permit from the Minister to use and develop its land.	GMCD and MP&B	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.96(2)	Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land.	CEO.	
s.96A(2)	Power to agree to consider an application for a permit concurrently with preparation of a proposed amendment.	CEO, GMCD and MP&B.	
s.96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under section 96C.	CEO, GMCD and MP&B.	
s.96F	Duty to consider the panel's report under section 96E.	GMCD, MP&B, AMSP and CStratP.	
s.96G	Power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under section 23 of the <i>Planning and Environment (Planning Schemes) Act 1996</i>).	GMCD, MP&B, AMSP and CstratP.	For approvals, this power cannot be exercised in relation to: a) any application "called in" by a Councillor, whereby a Councillor advises the General Manager City Development, Manager Planning and Building, Assistant Manager Statutory Planning, Coordinator Strategic Planning, Team Leader Statutory Planning or Principal Planner that the planning application must be reported to Council for determination; b) any major development proposal or any other application where considered to be warranted by the delegate;

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
			<ul style="list-style-type: none"> c) an application where there is considered by the delegate to be significant non-compliance with the relevant Council policy, the Whitehorse Planning Scheme, and/or any incorporated document to the planning scheme; d) an application for a single dwelling or dwelling addition where there are 12 or more objector properties; e) an application for multiple dwellings where there are 12 or more objector properties; f) an application for accommodation where there are 12 or more objector properties; g) an application for non-residential use and/or development outside a residential zone where there are 20 or more objector properties; or h) an application for non-residential use and/or development within a residential zone where there are 12 or more objector properties.

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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
			<p>In addition:</p> <ul style="list-style-type: none"> a) in deciding an amendment, the delegate must not exercise his or her delegation without first conferring with his or her immediate superior; and b) the decision to refuse in this instance can be exercised over all applications despite the exemptions above, with the exception of any application "called in" by a Councillor, This does not apply if there is insufficient time for the matter to be reported to Council whereby the decision will be discussed with the Ward Councillors prior to it being made.

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.96H(3)	Power to give notice in compliance with the Minister's direction.	GMCD, MP&B, AMSP and CStratP.	
s.96J	Power to issue a permit as directed by the Minister.	GMCD, MP&B, AMSP and CStratP.	
s.96K	Duty to comply with a direction of the Minister to give notice of refusal.	GMCD, MP&B, AMSP and CStratP.	
s.96Z	Duty to keep levy certificates given to it under sections 47 or 96A for no less than five years from receipt of the certificate.	POs.	
s.97C	Power to request the Minister to decide the application.	Not delegated.	The power remains with the Council.
s.97D(1)	Duty to comply with directions of the Minister to supply any document or assistance relating to application.	GMCD, MP&B, AMSP and CStratP.	
s.97G(3)	Function of receiving from the Minister a copy of a notice of refusal to grant a permit or a copy of any permit granted by the Minister.	GMCD, MP&B, AMSP and CStratP.	
s.97G(6)	Duty to make a copy of permits issued under section 97F available for inspection.	GMCD, MP&B, AMI&ED, AMSP, POs and P&BAO.	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.97L	Duty to include Ministerial decisions in a register kept under section 49.	GMCD, MP&B, AMSP, CStratP, POs and P&BAO.	
s.97MH	Duty to provide information or assistance to the Planning Application Committee.	GMCD and MP&B.	
s.97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee.	GMCD and MP&B.	
s.97O	Duty to consider an application and issue or refuse to issue a certificate of compliance.	GMCD, MP&B, AMSP, CStratP, TLSTATP and PP.	
s.97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate.	GMCD, MP&B, AMSP, CStratP and POs.	
s.97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate.	CEO, GMCD and MP&B, AMStatP, CStratP, TLStatP and PP	
s.97Q(4)	Duty to comply with directions of VCAT.	CEO, GMCD and MP&B, AMSP, CStratP and POs	
s.97R	Duty to keep register of all applications for certificate of compliance and related decisions.	GMCD, MP&B, AMSP, CStratP, POs and P&BAO.	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.98(1)&(2)	Function of receiving claim for compensation in certain circumstances.	CEO and GMCD.	
s.98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed.	CEO and GMCD.	
s.101	Function of receiving claim for expenses in conjunction with claim.	GMCD, MP&B, AMSP and CStratP.	
s.103	Power to reject a claim for compensation in certain circumstances.	CEO and GMCD.	<i>Note – refers to small claims, ie:</i> a) \$500.00 or any greater amount prescribed by the Regulations; or b) 0.1% of the value that the land had not been affected by any circumstance set out in section 98(1) or (2) or section 107.
s.107(1)	Function of receiving a claim for compensation.	CEO and GMCD.	
s.107(3)	Power to extend the time for making a claim.	CEO and GMCD.	
s.114(1)	Power to apply to the VCAT for an enforcement order.	CEO, GMCD and MP&B.	
s.117(1)(a)	Function of making a submission to the VCAT where objections are received.	GMCD, MP&B, AMSP, CStratP, POs and PEOs.	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.120(1)	Power to apply for an interim enforcement order where section 114 application has been made.	CEO, GMCD and MP&B.	
s.123(1)	Power to carry out work required by enforcement order and recover costs.	GMCD, MP&B, AMSP, CStratP, POs and PEOs.	
s.123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under section 123(1).	CEO.	
s.129	Function of recovering penalties.	GMCD, MP&B and AMSP.	
s.130(5)	Power to allow person served with an infringement notice further time.	GMCD, MP&B and AMSP.	
s.149A(1)	Power to refer a matter to the VCAT for determination.	CEO, GMCD, MP&B, AMSP and CStratP.	<i>Note - Part 6 of the Act refers to enforcement and legal proceedings</i>
s.149A(1A)	Power to apply to VCAT for the determination of a matter relating to the interpretation of a section 173 agreement.	CEO, GMCD, MP&B, AMSP and CStratP.	

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.156	Duty to pay fees and allowances (including a payment to the Crown under subsection (2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under subsection (2B) power to ask for contribution under subsection (3) and power to abandon an amendment or part of it under subsection (4).	GMCD, MP&B, AMSP and CStratP.	Where Council is the relevant planning authority.
s.171(2)(f)	Power to carry out studies and commission reports.	CEO, GMCD, MP&B, AMSP and CStratP.	
s.171(2)(g)	Power to grant and reserve easements.	CEO, GMCD and MP&B.	
s.173	Power to enter into agreement covering matters set out in section 174.	CEO and GMCD.	
	Power to decide whether something is to the satisfaction of Council, where an agreement made under section 173 of the <i>Planning and Environment Act 1987</i> requires something to be to the satisfaction of Council or Responsible Authority.	CEO, GMCD, MP&B, AMSP, CStratP, TLSTATP and POs	
	Power to give consent on behalf of Council, where an agreement made under section 173 of the <i>Planning and Environment Act 1987</i> requires that something may not be done without the consent of Council or Responsible Authority.	CEO, GMCD, MP&B, AMSP, CStratP and POs.	
s.177(2)	Power to end a section 173 agreement with approval of the Minister or the consent of those bound by any covenant in the agreement.	CEO.	

Whitehorse City Council – Council to Staff Delegation Register, Under the Planning and Environment Act 1987, Planning and Environment Regulations 2015, Planning and Environment (Fees) Regulations 2016 Adopted by Council 21 August 2017

9.4.3 – ATTACHMENT 4. Instrument of Delegation Council to Staff (under the Planning and Environment Act 1987)

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.178	Power to amend a section 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9.	CEO, GMCD and MP&B.	<i>Note – section 178 provides: "An agreement may, with the approval of the Minister, be amended by agreement between the responsible authority and all persons who are bound by any covenant in the agreement".</i>
s.178A(1)	Function of receiving applications to amend or end an Agreement.	CEO, GMCD, MP&B, AMSP, TLSTATP, POs & P&BAO.	
s.178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under section 178A (1).	GMCD, MP&B, AMSP, CStratP, TLSTATP and POs.	
s.178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal.	GMCD, MP&B, AMSP, CStratP, TLSTATP and POs.	
s.178A(5)	Power to propose to amend or end an agreement.	CEO, GMCD and MP&B.	
s.178B(1)	Duty to consider certain matters when considering a proposal to amend an agreement.	GMCD, MP&B, AMSP, CStratP, TLSTATP and POs.	
s.178B(2)	Duty to consider certain matters when considering a proposal to end an agreement.	GMCD, MP&B, AMSP, CStratP, TLSTATP and POs.	

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9.4.3 – ATTACHMENT 4. Instrument of Delegation Council to Staff (under the Planning and Environment Act 1987)

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.178C(2)	Duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end.	GMCD, MP&B, AMSP, CStratP, TLSTATP and POs.	
s.178C(4)	Function of determining how to give notice under section 178C (2).	GMCD, MP&B, AMSP, CStratP, TLSTATP, PP and DP.	
s.178E(1)	Duty not to make a decision until after 14 days after notice has been given.	GMCD, MP&B, AMSP, CStratP, TLSTATP and POs.	
s.178E(2)(a)	Power to amend or end the agreement in accordance with the proposal.	CEO, GMCD, MP&B, AMSP and TLSTATP.	If no objections are made under section 178D. The delegate must consider the matters in section 178B.
s.178E(2)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal.	CEO, GMCD, MP&B, AMSP and TLSTATP.	
s.178E(2)(c)	Power to refuse to amend or end the agreement.	CEO, GMCD, MP&B, AMSP and TLSTATP.	
s.178E(3)(a)	Power to amend or end the agreement in accordance with the Proposal.	CEO, GMCD, MP&B, AMSP and TLSTATP.	After considering objections, submissions and matters in section 148B.
s.178E(3)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal.	CEO, GMCD, MP&B, AMSP and TLSTATP.	
s.178E(3)(c)	Power to amend or end the agreement in a manner that is substantively different from the proposal.	CEO, GMCD, MP&B, AMSP and TLSTATP.	

Whitehorse City Council – Council to Staff Delegation Register, Under the Planning and Environment Act 1987, Planning and Environment Regulations 2015, Planning and Environment (Fees) Regulations 2016 Adopted by Council 21 August 2017

9.4.3 – ATTACHMENT 4. Instrument of Delegation Council to Staff (under the Planning and Environment Act 1987)

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.178E(3)(d)	Power to refuse to amend or end the agreement.	CEO, GMCD, MP&B, AMSP and TLSTATP.	After considering objections, submissions and matters in section 148B.
s.178F(1)	Duty to give notice of its decision under section 178E (3) (a) or (b).	GMCD, MP&B, AMSP, CStratP, TLSTATP, POs and P&BAO.	
s.178F(2)	Duty to give notice of its decision under section 178E (2) (c) or (3) (d).	GMCD, MP&B, AMSP, CStratP, TLSTATP, POs and P&BAO.	
s.178(4)	Duty not to proceed to amend or end an agreement under Section 178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn.	GMCD, MP&B, AMSP, CStratP, TLSTATP, POs and P&BAO.	
s.178G	Duty to sign an amended agreement and give copy to each other party to the agreement.	CEO.	
s.178H	Power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement.	GMCD, MP&B, AMSP, CStratP and TLSTATP.	
s.178I(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land.	GMCD, MP&B, AMSP, CStratP, TLS, POs and P&BAO.	
s.179(2)	Duty to make available for inspection a copy of an agreement.	MP&B, AMSP, TLSTATP and POs.	

Whitehorse City Council – Council to Staff Delegation Register, Under the Planning and Environment Act 1987, Planning and Environment Regulations 2015, Planning and Environment (Fees) Regulations 2016 Adopted by Council 21 August 2017

9.4.3 – ATTACHMENT 4. Instrument of Delegation Council to Staff (under the Planning and Environment Act 1987)

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.181	Duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to the Registrar-General.	GMCD, MP&B, AMSP, CStratP, POs and P&BAO.	
s.181(1A)(a)	Power to apply to the Registrar of Titles to record the Agreement.	GMCD, MP&B, AMSP, CStratP, TLSTATP and POs.	
s.181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement.	TLSTATP GMCD, MP&B, AMSP, CStratP, TLSTATP and POs.	
s.182	Power to enforce an agreement.	GMCD, MP&B, AMSP, TLStratP, POs and PEO.	
s.183	Duty to tell the Registrar of Titles of the ending/amendment of an agreement.	GMCD, MP&B, AMSP, TLStatP and POs.	
s.184F(1)	Power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision.	CEO, GMCD and MP&B.	
s.184F(2)	Duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement.	CEO, GMCD and MP&B.	

Whitehorse City Council – Council to Staff Delegation Register, Under the Planning and Environment Act 1987, Planning and Environment Regulations 2015, Planning and Environment (Fees) Regulations 2016 Adopted by Council 21 August 2017

9.4.3 – ATTACHMENT 4. Instrument of Delegation Council to Staff (under the Planning and Environment Act 1987)

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.184F(3)	Duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement.	GMCD, MP&B, AMSP, CStratP and TLSTATP.	
s.184F(5)	Function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision.	GMCD, MP&B, AMSP, CStratP and TLSTATP.	
s.184G(2)	Duty to comply with a direction of the Tribunal.	GMCD, MP&B, AMSP, CStratP and TLSTATP.	
s.184G(3)	Function to receive an application for a planning certificate.	Not applicable	In the metropolitan area, planning certificates are issued by the Department of Environment, Land Water and Planning.
s.198(1)	function to receive application for planning certificate	Not Delegated	Not applicable for Whitehorse
s.199(1)	duty to give planning certificate to applicant	Not Delegated	Not applicable for Whitehorse
s.201(1)	Function of receiving an application for declaration of underlying zoning.	CEO and GMCD.	
s.201(3)	Duty to make a declaration.	GMCD, MP&B, AMSP, CStratP and POs.	
s.201UAB(1)	Function of providing the Metropolitan Planning Authority with information relating to any land within municipal district.	Not applicable.	Note – Whitehorse is not in a growth area (as defined).
s.201UAB(2)	Duty to provide the Metropolitan Planning Authority with information requested under subsection (1) as soon as possible.	Not applicable.	

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9.4.3 – ATTACHMENT 4. Instrument of Delegation Council to Staff (under the Planning and Environment Act 1987)

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.224(8)	duty to provide information requested by Growth Areas Authority under s.201UAB(1) not yet provided to Growth Areas Authority to Victorian Planning Authority	Not applicable.	<i>Note – Whitehorse is not in a growth area (as defined).</i>
Whitehorse Planning Scheme	Power to decide, in relation to any planning scheme or permit that a specified thing has or has not been done to the satisfaction of Council.	GMCD, MP&B, AMSP, CStratP and POs.	The SPO is authorised to exercise this for subdivision applications only.
Whitehorse Planning Scheme	Power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires the consent or approval of Council.	GMCD, MP&B, AMSP, CStratP and POs.	The SPO is authorised to exercise this for subdivision applications only.
Whitehorse Planning Scheme	Power to approve any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit.	GMCD, MP&B, AMSP, CStratP and TLSTATP.	
Whitehorse Planning Scheme	Power to give written authorisation in accordance with a provision of a planning scheme.	GMCD, MP&B, AMSP, CStratP and TLSTATP.	
Whitehorse Planning Scheme	Duty to inform applicants that the site analysis submitted with the application meets the requirements of Clause 54.01 of the Whitehorse Planning Scheme and is satisfactory, or does not meet the requirements of Clause 55.01 of the Planning Scheme and is not satisfactory, pursuant to Clause 56.01 of the Whitehorse Planning Scheme.	GMCD, MP&B, AMSP and POs.	
Whitehorse Planning Scheme	Power to make a decision relating to a proceeding before VCAT, including a decision to settle the proceeding.	GMCD, MP&B, AMSP, TLSTATP, PP and DP.	The SPO is authorised to exercise this for subdivision applications only.

Whitehorse City Council – Council to Staff Delegation Register, Under the Planning and Environment Act 1987, Planning and Environment Regulations 2015, Planning and Environment (Fees) Regulations 2016 Adopted by Council 21 August 2017

9.4.3 – ATTACHMENT 4. Instrument of Delegation Council to Staff (under the Planning and Environment Act 1987)

PLANNING AND ENVIRONMENT REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
r.8	Function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	GMCD, MP&B, AMI&ED. And CStratP	Where: <ul style="list-style-type: none"> Council is not the planning authority and the amendment affects land within the Council's municipal district; or the amendment will amend the planning scheme to designate Council as an acquiring authority.
r.21	Power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under section 54 of the Act.	GMCD, MP&B, AMI&ED, AMSP, CStratP and POs.	Where Council is the responsible authority.
r25(a)	Duty to make a copy of a matter considered under section 60 (1A) (g) available for inspection free of charge	GMCD, MP&B, AMI&ED, AMSP, CStratP POs	
r25(b)	Function of receiving a copy of any document considered under section 60(1A) (g) by the responsible authority and duty to make the document available for inspection free of charge	GMCD, MP&B, AMI&ED, CStratP, AMSP and POs	Where Council is the responsible authority but the relevant land is within Council's municipal district
r.42	Function of receiving notice under section 96C (1) (c) of the Act from a planning authority of its preparation of an amendment to a planning scheme.	GMCD, MP&B, CStratP and AMSP.	Where: <ul style="list-style-type: none"> Council is not the planning authority and the amendment affects land within the Council's municipal district; or the amendment will amend the planning scheme to designate Council as an acquiring authority.

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9.4.3 – ATTACHMENT 4. Instrument of Delegation Council to Staff (under the Planning and Environment Act 1987)

PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.17	Power to waive or rebate a fee in prescribed circumstances.	GMCD, MP&B and AMSP.	Where Council is the responsible authority. <i>Note – the grounds for waiving or rebating a fee include:</i> a) <i>where the application is withdrawn and a new application is submitted;</i> b) <i>the application relates to land used for charitable purposes; and</i> c) <i>the fee is not warranted due to the minor nature of the application.</i>
r.19	Power to waive or rebate a fee for amendment to a planning scheme in prescribed circumstances.	GMCD, MP&B and CStratP.	Where Council is the planning authority. <i>Note – the grounds for waiving or rebating a fee include:</i> a) <i>where the application is withdrawn and a new application is submitted;</i> b) <i>the amendment combines separate items from multiple requests for an amendment; and</i> c) <i>the amendment is intended to remove anomalies in the planning scheme</i>
r.21	Duty if a fee is waived or rebated to record in writing the matters taken into account and which formed the basis of the decision.	POs	

Whitehorse City Council – Council to Staff Delegation Register, Under the Planning and Environment Act 1987, Planning and Environment Regulations 2015, Planning and Environment (Fees) Regulations 2016 Adopted by Council 21 August 2017

9.4.6 In Principle Approval of the
2016/17 Annual Financial
Statements and Performance
Statement

Attachment 1 Financial Statements

Attachment 2 Performance Statement

9.4.6 – ATTACHMENT 1. Financial Statements

**WHITEHORSE CITY COUNCIL
ANNUAL FINANCIAL REPORT
For the year ended 30 June 2017**

9.4.6 – ATTACHMENT 1. Financial Statements

WHITEHORSE CITY COUNCIL - ANNUAL FINANCIAL REPORT 2016/17

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9.4.6 – ATTACHMENT 1. Financial Statements

WHITEHORSE CITY COUNCIL - ANNUAL FINANCIAL REPORT 2016/17

**COMPREHENSIVE INCOME STATEMENT
FOR THE YEAR ENDED 30 JUNE 2017**

	Note	2017 \$'000	2016 \$'000
Income			
Rates and charges	3	108,151	104,261
Statutory fees and fines	4	7,271	5,566
User fees	5	40,796	37,397
Grants - operating	6	20,737	15,926
Grants - capital	6	1,476	1,596
Contributions - monetary	7	9,277	6,613
Contributions - non-monetary	7	620	23,318
Net gain on disposal of property, infrastructure, plant and equipment	8	1,466	102
Share of net gain of associates and joint operation	9	219	952
Interest income	10	3,241	2,818
Other income	11	3,745	3,672
Total Income		<u>196,999</u>	<u>202,221</u>
Expenses			
Employee costs	12	68,177	67,195
Materials and services	13	54,739	52,116
Depreciation and amortisation	14	24,656	24,563
Borrowing costs	15	266	299
Contributions expense	16	5,026	4,787
Other expenses	17	2,200	2,184
Total expenses		<u>155,064</u>	<u>151,144</u>
Surplus for the year		<u>41,935</u>	<u>51,077</u>
Other comprehensive income			
Items that will not be reclassified to surplus in future periods			
Net asset revaluation increment	30	743,898	4,331
Total comprehensive result		<u>785,833</u>	<u>55,408</u>

The Comprehensive Income Statement should be read with the accompanying notes.

9.4.6 – ATTACHMENT 1. Financial Statements

WHITEHORSE CITY COUNCIL - ANNUAL FINANCIAL REPORT 2016/17

BALANCE SHEET AS AT 30 JUNE 2017

	Note	2017 \$'000	2016 \$'000
Assets			
Current assets			
Cash and cash equivalents	18	18,205	14,116
Other financial assets	19	125,723	100,643
Trade and other receivables	20	10,856	9,657
Non-current assets classified as held for sale	21	18,954	1,430
Other assets	22	2,350	1,216
Total current assets		<u>176,088</u>	<u>127,062</u>
Non-current assets			
Trade and other receivables	20	44	46
Investment in associates and joint operation	9	7,805	7,685
Property, infrastructure, plant and equipment	23	2,956,546	2,223,285
Intangible assets	24	940	878
Total non-current assets		<u>2,965,335</u>	<u>2,231,894</u>
Total assets		<u>3,141,423</u>	<u>2,358,956</u>
Liabilities			
Current liabilities			
Trade and other payables	25	16,808	19,814
Trust funds and deposits	26	9,899	9,232
Provisions	27	14,679	15,243
Interest bearing loans and borrowings	28	436	402
Total current liabilities		<u>41,822</u>	<u>44,691</u>
Non-current liabilities			
Provisions	27	1,781	1,742
Interest bearing loans and borrowings	28	5,008	5,444
Other liabilities	29	1,619	1,719
Total non-current liabilities		<u>8,408</u>	<u>8,905</u>
Total liabilities		<u>50,230</u>	<u>53,596</u>
Net assets		<u>3,091,193</u>	<u>2,305,360</u>
Equity			
Accumulated surplus		784,114	753,884
Reserves	30	2,307,079	1,551,476
Total equity		<u>3,091,193</u>	<u>2,305,360</u>

The Balance Sheet should be read with the accompanying notes.

9.4.6 – ATTACHMENT 1. Financial Statements

WHITEHORSE CITY COUNCIL - ANNUAL FINANCIAL REPORT 2016/17

**STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2017**

2017	Note	Accumulated surplus \$'000	Asset revaluation reserve \$'000	Other reserves \$'000	Total \$'000
Balance at beginning of the financial year		753,884	1,490,827	60,649	2,305,360
Surplus for the year		41,935	-	-	41,935
Net asset revaluation increment	30	-	743,898	-	743,898
Transfers to other reserves	30	4,512	-	16,217	20,729
Transfers from other reserves	30	(16,217)	-	(4,512)	(20,729)
Transfers from asset revaluation reserve	30	-	-	-	-
Balance at end of the financial year		784,114	2,234,725	72,354	3,091,193

2016	Note	Accumulated surplus \$'000	Asset revaluation reserve \$'000	Other reserves \$'000	Total \$'000
Balance at beginning of the financial year		699,225	1,491,892	58,835	2,249,952
Surplus for the year		51,077	-	-	51,077
Net asset revaluation increment	30	-	4,331	-	4,331
Transfers to other reserves	30	8,370	-	10,184	18,554
Transfers from other reserves	30	(10,184)	-	(8,370)	(18,554)
Transfers from asset revaluation reserve	30	5,396	(5,396)	-	-
Balance at end of the financial year		753,884	1,490,827	60,649	2,305,360

The Statement of Changes in Equity should be read with the accompanying notes.

9.4.6 – ATTACHMENT 1. Financial Statements

WHITEHORSE CITY COUNCIL - ANNUAL FINANCIAL REPORT 2016/17

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2017**

	Note	2017 Inflows/ (Outflows) \$'000	2016 Inflows/ (Outflows) \$'000
Cash flows from operating activities			
Rates and charges		107,954	103,958
Statutory fees and fines		7,551	5,774
User fees		41,555	38,563
Grants - operating		21,599	16,599
Grants - capital		1,537	1,663
Contributions - monetary		9,662	5,474
Interest received		3,241	3,038
Net Trust funds and deposits		667	1,768
Other receipts		3,234	2,059
Net GST refund/payment		5,266	5,628
Employee costs		(68,116)	(66,968)
Materials and services		(66,881)	(52,232)
Other payments		(7,912)	(7,550)
Net cash provided by operating activities	31	<u>59,357</u>	<u>57,774</u>
Cash flows from investing activities			
Payments for property, infrastructure, plant and equipment		(34,659)	(38,296)
Proceeds from sale of property, infrastructure, plant and equipment		5,137	1,705
Payments for investments		(286,223)	(191,080)
Proceeds from sale of investments		261,143	176,029
Payment of loans and advances from community organisations		2	3
Net cash used in investing activities		<u>(54,600)</u>	<u>(51,639)</u>
Cash flows from financing activities			
Finance costs		(266)	(299)
Proceeds from borrowings		-	-
Repayment of borrowings		(402)	(399)
Net cash used in financing activities		<u>(668)</u>	<u>(698)</u>
Net increase (decrease) in cash and cash equivalents		4,089	5,437
Cash and cash equivalents at beginning of the financial year		14,116	8,679
Cash and cash equivalents at end of the financial year	18	<u>18,205</u>	<u>14,116</u>
Financing arrangements	32		
Restrictions on cash assets	18		

The Statement of Cash Flows should be read with the accompanying notes.

9.4.6 – ATTACHMENT 1. Financial Statements

WHITEHORSE CITY COUNCIL - ANNUAL FINANCIAL REPORT 2016/17

STATEMENT OF CAPITAL WORKS
FOR THE YEAR ENDED 30 JUNE 2017

	2017 \$'000	2016 \$'000
Property		
Land	2,864	7,626
Total Land	<u>2,864</u>	<u>7,626</u>
Buildings		
Building Improvements	4,503	2,810
Total Buildings	<u>3,967</u>	<u>5,410</u>
Total Property	<u>8,470</u>	<u>8,220</u>
Plant and Equipment		
Plant, machinery and equipment	11,334	15,846
Fixtures, fittings and furniture	3,573	3,835
Computers and telecommunications	107	269
Total Plant and Equipment	<u>918</u>	<u>847</u>
Infrastructure		
Roads	4,598	4,951
Bridges	4,976	5,796
Footpaths and cycleways	43	231
Drainage	3,875	3,378
Recreational, leisure and community facilities	2,216	2,564
Parks, open space and streetscapes	3,584	2,108
Off street car parks	3,562	2,937
Other infrastructure	371	173
Total infrastructure	<u>100</u>	<u>112</u>
Total capital works expenditure	<u>18,727</u>	<u>17,299</u>
Represented by:		
New asset expenditure	34,659	38,096
Asset renewal expenditure	5,149	10,301
Asset expansion expenditure	25,046	24,617
Asset upgrade expenditure	2,526	1,419
Total capital works expenditure	<u>1,938</u>	<u>1,759</u>
Total capital works expenditure	<u>34,659</u>	<u>38,096</u>

The above statement of capital works should be read with the accompanying notes.

9.4.6 – ATTACHMENT 1. Financial Statements

WHITEHORSE CITY COUNCIL - ANNUAL FINANCIAL REPORT 2016/17

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2017

INTRODUCTION

The Whitehorse City Council was established by an Order of Governor in Council on 15th December 1994 and is a body corporate.

Council's main office is located at 379-397 Whitehorse Road, Nunawading VIC 3131.

Statement of Compliance

These financial statements are a general purpose financial report that consists of a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows, Statement of Capital Works and Notes accompanying these financial statements. The general purpose financial report complies with the Australian Accounting Standards, other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1989*, and the *Local Government (Planning and Reporting) Regulations 2014*.

NOTE 1 SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of accounting

The accrual basis of accounting has been used in the preparation of these financial statements, whereby assets, liabilities, equity, income and expenses are recognised in the reporting period to which they relate, regardless of when cash is received or paid.

Judgements, estimates and assumptions are required to be made about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated judgements are based on professional judgement derived from historical experience and various other factors that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

Revisions to accounting estimates are recognised in the period in which the estimate is revised and also in future periods that are affected by the revision. Judgements and assumptions made by management in the application of AAS's that have significant effects on the financial statements and estimates relate to:

- the fair value of land, buildings, infrastructure, plant and equipment (refer to note 1 (j) and 1 (k))
- the determination of depreciation for buildings, infrastructure, plant and equipment (refer to note 1 (l))
- the determination of employee provisions (refer to note 1 (q))

Unless otherwise stated, all accounting policies are consistent with those applied in the prior year. Where appropriate, comparative figures have been amended to accord with current presentation, and disclosure has been made of any material changes to comparatives.

(b) Change in accounting policies

There have been no changes in accounting policies from the previous period.

(c) Accounting for investments in associates and joint arrangements

Associates

Associates are all entities over which Council has significant influence but no control or joint control. Investments in associates are accounted for using the equity method of accounting, after initially being recognised at cost. Council's associates are Whitehorse Manningham Regional Library Corporation and Narre Warren User Group (refer to note 9).

Joint operations

Council recognises its interests in joint operations by using the equity method. Under this method, the interests are initially recognised in the consolidated balance sheet at cost and adjusted thereafter to recognise Council's share of the post-acquisition profits or losses and movements in other comprehensive income in profit or loss.

Whitehorse City Council has a joint arrangement interest in the Regional Landfill Clayton South together with four other Councils:

Whitehorse City Council	14.12%
Monash City Council	16.80%
Boroondara City Council	35.22%
Glen Eira City Council	21.10%
Stonington City Council	12.76%
	<u>100.00%</u>

Refer to Note 9 for details in relation to this investment.

9.4.6 – ATTACHMENT 1. Financial Statements

WHITEHORSE CITY COUNCIL - ANNUAL FINANCIAL REPORT 2016/17

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2017

NOTE 1 SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

(d) Revenue recognition

Income is recognised when Council obtains control of the contribution or the right to receive the contribution, it is probable that the economic benefits comprising the contribution will flow to Council and the amount of the contribution can be measured reliably.

Rates and Charges

Annual rates and charges are recognised as revenues when Council issues annual rates notices. Supplementary rates are recognised when a valuation and reassessment is completed and a supplementary rates notice issued.

Statutory fees and fines

Statutory fees and fines (including parking fees and fines) are recognised as revenue when the service has been provided, the payment is received, or when the penalty has been applied, whichever first occurs.

User fees

User fees are recognised as revenue when the service has been provided or the payment is received, whichever first occurs.

Grants

Grant income is recognised when Council obtains control of the contribution. This is normally obtained upon their receipt (or acquittal) or upon earlier notification that a grant has been secured, and are valued at their fair value at the date of transfer.

Where grants or contributions recognised as revenues during the financial year were obtained on condition that they be expended in a particular manner or used over a particular period and those conditions were undischarged at balance date, the unused grant or contribution is disclosed in note 6. The note also discloses the amount of unused grant or contribution from prior years that was expended on Council's operations during the current year.

Contributions

Monetary and non monetary contributions are recognised as revenue when Council obtains control over the contributed asset.

Sale of property, infrastructure, plant and equipment

The profit or loss on sale of an asset is determined when control of the asset has irrevocably passed to the buyer.

Interest

Interest is recognised as it is earned.

Other income

Other income is measured at the fair value of the consideration received or receivable and is recognised when Council gains control over the right to receive the income.

(e) Fair value measurement

Council measures certain assets and liabilities at fair value where required or permitted by Australian Accounting Standards. AASB 13 Fair value measurement, aims to improve consistency and reduce complexity by providing a definition of fair value and a single source of fair value measurement and disclosure requirements for use across Australian Accounting Standards.

AASB 13 defines fair value as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Fair value under AASB 13 is an exit price regardless of whether that price is directly observable or estimated using another valuation technique.

All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within a fair value hierarchy, described as follows, based on the lowest level input that is significant to the fair value measurement as a

Level 1 — Quoted (unadjusted) market prices in active markets for identical assets or liabilities

Level 2 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is directly or indirectly observable; and

Level 3 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is unobservable.

For the purpose of fair value disclosures, Council has determined classes of assets and liabilities on the basis of the nature, characteristics and risks of the asset or liability and the level of the fair value hierarchy as explained above.

In addition, Council determines whether transfers have occurred between levels in the hierarchy by re-assessing categorisation (based on the lowest level input that is significant to the fair value measurement as a whole) at the end of each reporting period.

9.4.6 – ATTACHMENT 1. Financial Statements

WHITEHORSE CITY COUNCIL - ANNUAL FINANCIAL REPORT 2016/17

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2017**

NOTE 1 SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

(f) Cash and cash equivalents

Cash and cash equivalents include cash on hand, deposits at call, and other highly liquid investments with original maturities of 90 days or less, net of outstanding bank overdrafts.

(g) Trade and other receivables

Receivables are carried at invoice amount as amortised cost using the effective interest rate method would not impact the carrying value. A provision for doubtful debts is recognised when there is objective evidence that an impairment has occurred.

(h) Other financial assets

Other financial assets consist of term deposits which are measured at amortised cost and held to maturity.

(i) Inventories

Inventories held for distribution are measured at cost, adjusted when applicable for any loss of service potential.

All other inventories, including land held for sale, are measured at the lower of cost and net realisable value.

Where inventories are acquired for no cost or nominal consideration, they are measured at current replacement cost at the date of acquisition.

(j) Non-current assets classified as held for sale

A non-current asset classified as held for sale (including disposal groups) is measured at the lower of its carrying amount and fair value less costs of disposal, and are not subject to depreciation. Non-current assets, disposal groups and related liabilities and assets are treated as current and classified as held for sale if their carrying amount will be recovered through a sale transaction rather than through continuing use. This condition is regarded as met only when the sale is highly probable and the asset's sale (or disposal group sale) are expected to be completed within approximately 12 months from the date of classification.

(k) Recognition and measurement of property, infrastructure, plant and equipment

Acquisition

The purchase method of accounting is used for all acquisitions of assets, being the fair value of assets provided as consideration at the date of acquisition plus any incidental costs attributable to the acquisition. Fair value is the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date.

Where assets are constructed by Council, cost includes all materials used in construction, direct labour, and an appropriate share of directly attributable variable and fixed overheads.

In accordance with Council's policy, the threshold limits detailed in Note 1(l) have applied when recognising assets within an applicable asset class.

9.4.6 – ATTACHMENT 1. Financial Statements

WHITEHORSE CITY COUNCIL - ANNUAL FINANCIAL REPORT 2016/17

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2017

NOTE 1 SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

(k) Recognition and measurement of property, infrastructure, plant and equipment (continued)

Revaluation

Subsequent to the initial recognition of assets, non-current physical assets, other than plant and equipment are measured at fair value, being the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date. At balance date, the Council reviewed the carrying value of the individual classes of assets measured at fair value to ensure that each asset materially approximated its fair value. Where the carrying value materially differed from the fair value at balance date, the class of asset was revalued.

Fair value valuations are determined in accordance with a valuation hierarchy. Changes to the valuation hierarchy will only occur if an external change in the restrictions or limitations of use of an asset result in changes to the permissible or practical highest and best use of the asset. Further details regarding the fair value hierarchy are disclosed at Note 23 Property, Infrastructure, Plant and Equipment.

In addition, Council undertakes a formal revaluation of land, buildings and infrastructure assets on a regular basis ranging from two to three years. The valuation is performed either by experienced Council officers or independent experts.

Where the assets are revalued, the revaluation increments are credited directly to the asset revaluation reserve except to the extent that an increment reverses a prior year decrement for that class of asset that had been recognised as an expense in which case the increment is recognised as revenue up to the amount of the expense. Revaluation decrements are recognised as an expense except where prior increments are included in the asset revaluation reserve for that class of asset in which case the decrement is taken to the reserve to the extent of the remaining increments. Within the same class of assets, revaluation increments and decrements within the year are offset.

(l) Depreciation and amortisation of property, infrastructure, plant and equipment, intangibles

Buildings, infrastructure, plant and equipment, and other assets having limited useful lives are systematically depreciated or amortised over their useful lives to Council in a manner which reflects consumption of the service potential embodied in those assets. Estimates of remaining useful lives and residual values are made on a regular basis with major asset classes reassessed annually. Depreciation and amortisation rates and methods are reviewed annually.

Where assets have separate identifiable components that are subject to regular replacement, these components are assigned distinct useful lives and residual values and a separate depreciation rate is determined for each component.

Straight line depreciation is charged based on the residual useful life as determined each year.

Depreciation periods used are listed below and are consistent with the prior year unless otherwise stated.

Asset class	Depreciation Period	Threshold Limit
Land	-	Nil
Buildings	10-100 years	\$7,000
Plant, machinery and equipment	2-20 years	\$1,000
Fixtures, fittings and furniture	4-10 years	\$500
Computers and telecommunications	4-5 years	\$500
Roads	10-200 years	\$8,000
Bridges	10-200 years	\$3,000
Footpaths and cycleways	10-200 years	\$8,000
Drainage	20-200 years	\$2,000
Recreational, leisure and community facilities	5-25 years	\$3,000
Parks, open space and streetscapes	5-25 years	\$3,000
Off street car parks	10-25 years	\$3,000
Other infrastructure	10-200 years	\$3,000
Intangible assets	4-5 years	\$500

Land and various pieces of artwork are not depreciated.

(m) Repairs and maintenance

Routine maintenance, repair costs, and minor renewal costs are expensed as incurred. Where the repair relates to the replacement of a component of an asset and the cost exceeds the capitalisation threshold the cost is capitalised and depreciated. The carrying value of the replaced asset is expensed.

9.4.6 – ATTACHMENT 1. Financial Statements

WHITEHORSE CITY COUNCIL - ANNUAL FINANCIAL REPORT 2016/17

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2017

NOTE 1 SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

(n) Impairment of assets

At each reporting date, Council reviews the carrying value of its assets to determine whether there is any indication that these assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs of disposal and value in use, is compared to the assets carrying value. Any excess of the assets carrying value over its recoverable amount is expensed to the Comprehensive Income Statement, unless the asset is carried at the revalued amount in which case, the impairment loss is recognised directly against the revaluation surplus in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that same class of asset.

(o) Trust funds and deposits

Amounts received as deposits and retention amounts controlled by Council are recognised as trust funds until they are returned, transferred in accordance with the purpose of the receipt, or forfeited (refer to Note 26).

(p) Borrowings

Borrowings are initially measured at fair value, being the cost of the interest bearing liabilities, net of transaction costs. The measurement basis subsequent to initial recognition depends on whether Council has categorised its interest-bearing liabilities as either financial liabilities designated at fair value through the profit and loss, or financial liabilities at amortised cost. Any difference between the initial recognised amount and the redemption value is recognised in net result over the period of the borrowing using the effective interest method. The classification depends on the nature and purpose of the interest bearing liabilities. Council determines the classification of its interest bearing liabilities at initial recognition.

Borrowing Costs

Borrowing costs are recognised as an expense in the period in which they are incurred.

Borrowing costs include interest on bank overdrafts, interest on borrowings, and finance lease charges.

(q) Employee costs and benefits

The calculation of employee costs and benefits includes all relevant on-costs and are calculated as follows at reporting date:

Wages and salaries and annual leave

Liabilities for wages and salaries, including non-monetary benefits and annual leave which are expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits in respect of employee services up to the reporting date, classified as current liabilities and measured at their nominal values.

Liabilities that are not expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits as current liabilities, measured at present value of the amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

Long service leave

Liability for long service leave (LSL) is recognised in the provision for employee benefits.

Current Liability - unconditional LSL is disclosed as a current liability even when the council does not expect to settle the liability within 12 months because it will not have the unconditional right to defer settlement of the entitlement should an employee take leave within 12 months.

The components of this current liability are measured at:

- present value - component that is not expected to be wholly settled within 12 months.
- nominal value - component that is expected to be wholly settled within 12 months.

Classification of employee costs

Non-current liability - conditional LSL that has been accrued, where an employee is yet to reach a qualifying term of employment is disclosed as a non-current liability. There is an unconditional right to defer settlement of the entitlement until the employee has completed the requisite years of service.

This non-current LSL liability is measured at present value.

9.4.6 – ATTACHMENT 1. Financial Statements

WHITEHORSE CITY COUNCIL - ANNUAL FINANCIAL REPORT 2016/17

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2017

NOTE 1 SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

(r) Leases

Finance Leases

Leases of assets where substantially all the risks and rewards incidental to ownership of the asset, are transferred to Council are classified as finance leases. Finance leases are capitalised, recording an asset and a liability at the lower of the fair value of the asset and the present value of the minimum lease payments, including any guaranteed residual value. Lease payments are allocated between the reduction of the lease liability and the interest expense. Leased assets are depreciated on a straight line basis over their estimated useful lives to Council where it is likely that Council will obtain ownership of the asset or over the term of the lease, whichever is the shorter. Leased assets are currently being amortised over a 4 year period.

Operating Leases

Lease payments for operating leases are required by the accounting standard to be recognised on a straight line basis, rather than expensed in the years in which they have incurred.

(s) Goods and services tax (GST)

Revenues, expenses, and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the balance sheet are shown inclusive of GST.

Cash flows are presented in the Statement of Cash Flows on a gross basis, except for the GST component of investing and financing activities, which are disclosed as operating cash flows.

(t) Financial guarantees

Financial guarantee contracts are not recognised as a liability in the balance sheet unless the lender has exercised their right to call on the guarantee or Council has other reasons to believe that it is probable that the right will be exercised. Details of guarantees that Council has provided, that are not recognised in the balance sheet, are disclosed at Note 36 contingent liabilities.

(u) Contingent assets and contingent liabilities and commitments

Contingent assets and contingent liabilities are not recognised in the Balance Sheet but are disclosed by way of note and if quantifiable, are measured at nominal value. Contingent assets and liabilities are presented inclusive of GST receivable or payable respectively.

Commitments are not recognised in the Balance Sheet. Commitments are disclosed at their nominal value by way of Note and presented inclusive of the GST payable.

(v) Pending accounting standards

The following new AAS's have been issued that are not mandatory for the 30 June 2017 reporting period. Council has assessed these pending standards and has identified the following potential impacts will flow from the application of these standards in future reporting periods.

Revenue from contracts with customers (AASB 15) (applies 2019/20)

The standard shifts the focus from the transaction-level to a contract-based approach. Recognition is determined based on what the customer expects to be entitled to (rights and obligations), while measurement encompasses estimation by the entity of the amount expected to be entitled for performing under the contract. The full impact of this standard is not known however it is most likely to impact where contracts extend over time, where there are rights and obligations that may vary the timing or amount of the consideration, or where there are multiple performance elements. This has the potential to impact on the recognition of certain grant income.

9.4.6 – ATTACHMENT 1. Financial Statements

WHITEHORSE CITY COUNCIL - ANNUAL FINANCIAL REPORT 2016/17

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2017**

NOTE 1 SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

(v) Pending accounting standards (continued)

Leases (AASB 16) (applies 2019/20)

The classification of leases as either finance leases or operating leases is eliminated for lessees. Leases will be recognised in the Balance Sheet by capitalising the present value of the minimum lease payments and showing a 'right-of-use' asset, while future lease payments will be recognised as a financial liability. The nature of the expense recognised in the profit or loss will change. Rather than being shown as rent, or as leasing costs, it will be recognised as depreciation on the 'right-of-use' asset, and an interest charge on the lease liability. The interest charge will be calculated using the effective interest method, which will result in a gradual reduction of interest expense over the lease term.

Council has a significant number of operating leases that will be impacted as a result of this change.

(w) Rounding

Unless otherwise stated, amounts in the financial report have been rounded to the nearest thousand dollars. Figures in the financial statement may not equate due to rounding.

9.4.6 – ATTACHMENT 1. Financial Statements

WHITEHORSE CITY COUNCIL - ANNUAL FINANCIAL REPORT 2016/17

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2017

NOTE 2 BUDGET COMPARISON

The budget comparison notes compare Council's financial plan, expressed through its annual budget, with actual performance. *The Local Government (Planning and Reporting) Regulations 2014* requires explanation of any material variances. Council has adopted a materiality threshold of 10% and \$1 million where further explanation is warranted. Explanations have not been provided for variations below the materiality threshold unless the material variance is considered to be significant in nature.

The budget figures detailed below are those adopted by Council on 27 June 2016. The Budget was based on assumptions that were relevant at the time of adoption of the Budget. Council sets guidelines and parameters for revenue and expense targets in this budget in order to meet Council's planning and financial performance targets for both the short and long-term.

These notes are prepared to meet the requirements of the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*.

a) Income and Expenditure

	Budget 2017 \$'000	Actual 2017 \$'000	Variance 2017 \$'000	Variance %	Ref
Income					
Rates and charges	108,078	108,151	73	0.1	
Statutory fees and fines	5,780	7,271	1,491	25.8	1
User fees	38,311	40,796	2,485	6.5	2
Grants - operating	17,835	20,737	2,902	16.3	3
Grants - capital	1,379	1,476	97	7.0	
Contributions - monetary	5,350	9,277	3,927	73.4	4
Contributions - non-monetary	-	620	620	100.0	
Net gain on disposal of property, infrastructure, plant and equipment	(11)	1,466	1,477	(13,427)	5
Share of net gain/(loss) of associates and joint operation	-	219	(219)	(100.0)	
Interest income	3,000	3,241	241	8.0	
Other income	3,273	3,745	472	14.4	
Total Income	182,995	196,999	14,004	7.7	
Expenses					
Employee costs	70,977	68,177	2,800	3.9	6
Materials and services	55,149	54,739	410	0.7	
Depreciation and amortisation	25,350	24,656	694	2.7	
Interest expense	266	266	-	-	
Contributions - Whitehorse Manningham Regional Library Corporation	5,019	5,026	(7)	(0.1)	
Other expenses	2,214	2,200	14	0.6	
Total expenses	158,975	155,064	3,911	2.5	
Surplus for the year	24,020	41,935	17,915	74.6	
Other comprehensive income					
Revaluation of property, infrastructure, plant and equipment	-	743,898	743,898	-	
Total comprehensive result	24,020	785,833	761,813	3,171.6	

Explanation of material variances

1. Statutory fees and fines: This variance predominantly reflects a \$1.124 million increase in Planning fees mainly due to an increase in the statutory fee levels set by the State Government effective from 13 October 2016, as well as a higher than anticipated number of high cost applications received.

2. User fees: This variance primarily relates to a \$2.275 million increase in patronage at the Whitehorse Recycling and Waste Centre during 2016/17.

3. Grants - operating: Grants - operating are higher than budget primarily due to \$2.196 million of the 2017-18 Financial Assistance Grant being provided in June 2017 by Victoria Grants Commission. Additional funding was also received for Home and Community Care services of \$0.359 million and Council's Children's Services Centres of \$0.196 million.

4. Contributions - monetary: This variance primarily reflects \$3.541 million higher than anticipated public open space contributions resulting from increased property development within the municipality as well as increases in the values of properties being developed. \$0.386 million of unbudgeted contributions to capital projects was also received.

5. Net gain on disposal of property, infrastructure, plant and equipment: The net gain on disposal of assets was \$1.477 million higher than budget mainly resulting from the settlement of a property sale in July, which was originally anticipated to occur in June 2016.

6. Employee costs: This variance is driven by variances across a number of departments primarily as a result of unfilled vacant positions and staff taking leave. This is also impacted by a marginal reduction in the value of the employee benefit provisions.

9.4.6 – ATTACHMENT 1. Financial Statements

WHITEHORSE CITY COUNCIL - ANNUAL FINANCIAL REPORT 2016/17

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2017

NOTE 2 BUDGET COMPARISON (CONTINUED)

b) Capital Works

	Budget \$'000	Actual \$'000	Variance \$'000	Variance %	Ref
Capital works area					
Land	-	2,864	(2,864)	100.0	7
Buildings	7,190	4,503	2,687	37.4	8
Building improvements	3,305	3,967	(662)	(20.0)	
Total Property	10,495	11,334	(839)		
Plant, machinery and equipment	3,084	3,573	(489)	(15.9)	
Fixtures, fittings and furniture	359	107	252	70.2	
Computers and telecommunications	988	918	70	7.1	
Total Plant and Equipment	4,431	4,598	(167)		
Roads	5,616	4,976	640	11.4	
Bridges	170	43	127	74.7	
Footpaths and cycleways	3,560	3,875	(315)	(8.8)	
Drainage	1,715	2,216	(501)	(29.2)	
Recreational, leisure and community facilities	3,206	3,584	(378)	(11.8)	
Waste management	280	-	280	100.0	
Parks, open space and streetscapes	3,053	3,562	(509)	(16.7)	
Off street car parks	90	371	(281)	(312.2)	
Other infrastructure	-	100	(100)	(100.0)	
Total Infrastructure	17,690	18,727	(1,037)		
Total capital works	32,616	34,659	(2,043)		
Represented by:					
New asset expenditure	2,330	5,149	(2,819)	(121.0)	
Asset renewal expenditure	26,218	25,046	1,172	4.5	
Asset expansion expenditure	2,430	2,526	(96)	(4.0)	
Asset upgrade expenditure	1,638	1,938	(300)	(18.3)	
Total capital works	32,616	34,659	(2,043)		

Explanation of material variances

7 Land: This primarily reflects a \$2.863m property purchase funded from the Public Open Space Reserve.

8 Buildings: This variance primarily reflects delayed works that will be carried forward into 2017/18 mainly relating to the Nunawading Community Hub, Bennettswood Pavilion and Blackburn Library Redevelopments.

9.4.6 – ATTACHMENT 1. Financial Statements

WHITEHORSE CITY COUNCIL - ANNUAL FINANCIAL REPORT 2016/17

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2017**

NOTE 3 RATES AND CHARGES

Council uses Capital Improved Value (CIV) as the basis of valuation of all properties within the municipal district. Capital Improved Value is the value of the property, inclusive of land, buildings and other improvements.

The valuation base used to calculate general rates for 2016/17 was:

General rate	\$ 63,595,687,500	(2015/16)	\$47,757,063,001
Recreational rate	\$ 86,164,000	(2015/16)	\$67,703,500

The 2016/17 rate in the dollar of general rate assessments was 0.168069 cents of each dollar of CIV (2015/16: 0.215256 cents).

The total quantum of 'in-lieu of rates' levied on recreational assessments was \$43,445 in 2016/17 (2015/16: \$43,720).

The date of the latest general revaluation of land for rating purposes within the municipal district was conducted on 1 January 2016, and the valuation will be first applied in the rating year commencing 1 July 2016.

	2017 \$'000	2016 \$'000
General rates	106,885	102,798
Supplementary rates and rate adjustments	970	1,199
Cultural and recreational	43	44
Interest on rates and charges	253	220
Total rates and charges	108,151	104,261

NOTE 4 STATUTORY FEES AND FINES

Infringement and costs	3,869	3,131
Court recoveries	90	63
Town planning fees	1,962	1,066
Land information certificates	151	146
Building services	604	691
Permits	595	469
Total statutory fees and fines	7,271	5,566

NOTE 5 USER FEES

Aged and health services	2,375	2,410
Arts and culture	2,372	2,295
Leisure centre and recreation	12,069	11,923
Child care/children's programs	4,416	4,205
Parking	3,386	3,375
Registration and other permits	1,619	1,559
Building services	162	168
Waste management services	12,795	10,520
Other fees and charges	1,602	942
Total user fees	40,796	37,397

9.4.6 – ATTACHMENT 1. Financial Statements

WHITEHORSE CITY COUNCIL - ANNUAL FINANCIAL REPORT 2016/17

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2017

	2017 \$'000	2016 \$'000
NOTE 6 GRANTS		
Grants were received in respect of the following :		
Summary of grants		
Commonwealth funded grants	18,176	7,442
State funded grants	3,985	10,061
Other	52	19
Total grants received	22,213	17,522
Operating Grants		
Recurrent - Commonwealth Government		
Aged and disability services	6,136	-
Community Safety	28	-
Family and children	2,814	2,718
General home care	1,314	1,277
Victoria Grants Commission	6,439	2,098
Other	46	41
	16,777	6,134
Recurrent - State Government		
Aged and disability services	1,646	7,474
Community safety	191	188
Family and children	502	702
Maternal and child health	1,096	994
School crossing supervisors	319	311
Other	29	25
	3,783	9,694
Other Recurrent Grants		
Family and children	17	19
	17	19
Total recurrent operating grants	20,577	15,847
Non-Recurrent - State Government		
Business and economic development	12	15
Community health	-	23
Community planning	35	-
Community safety	9	-
Natural Disaster	64	-
Transport	-	30
Other	5	11
	125	79
Other Non-Recurrent Grants		
Community planning	30	-
Family and children	5	-
	35	-
Total non-recurrent operating grants	160	79
Total operating grants	20,737	15,926
Capital Grants		
Recurrent - Commonwealth Government		
Roads to Recovery	1,379	1,194
Total recurrent capital grants	1,379	1,194
Non-Recurrent - Commonwealth Government		
Infrastructure	20	114
	20	114
Non-recurrent - State Government		
Buildings	30	150
Drainage	17	-
Footpaths and cycleways	30	13
Infrastructure	-	125
	77	288
Total non-recurrent capital grants	97	402
Total capital grants	1,476	1,596

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2017

	2017 \$'000	2016 \$'000
NOTE 6 GRANTS (CONTINUED)		
Unspent grants received on condition that they be spent in a specific manner		
Grants recognised as revenue during the year that were obtained on condition that they be expended in a specified manner that had not occurred at balance date were:		
Balance at start of year	191	90
Received during the financial year and remained unspent at balance date	42	191
Received in prior years and spent during the financial year	(191)	(90)
Balance at year end	<u>42</u>	<u>191</u>
NOTE 7 CONTRIBUTIONS		
Monetary	9,277	6,613
Non-monetary	620	23,318
Total contributions	<u>9,897</u>	<u>29,931</u>
Contributions of non monetary assets were received in relation to the following asset classes:		
Land	256	22,946
Infrastructure	364	372
	<u>620</u>	<u>23,318</u>
NOTE 8 NET GAIN ON DISPOSAL OF PROPERTY, INFRASTRUCTURE, PLANT AND EQUIPMENT		
Proceeds of sale	5,137	1,705
Written down value of assets disposed	(3,671)	(1,603)
Total net gain on disposal of property, infrastructure, plant and equipment	<u>1,466</u>	<u>102</u>
NOTE 9 INVESTMENTS IN ASSOCIATES AND JOINT OPERATION		
Investments in associates and joint operation accounted for by the equity method are:		
- Whitehorse Manningham Regional Library Corporation	5,800	5,333
- Narre Warren User Group	940	930
- Regional Landfill Clayton South	1,065	1,422
Fair value of Council's investment in associates and joint operation	<u>7,805</u>	<u>7,685</u>
Share of net gain/(loss) of associates and joint operation		
- Whitehorse Manningham Regional Library Corporation	467	724
- Narre Warren User Group	10	18
- Regional Landfill Clayton South	(258)	210
Total share of net gain/(loss) at 30 June	<u>219</u>	<u>952</u>

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2017**

NOTE 9 INVESTMENTS IN ASSOCIATES AND JOINT OPERATION (CONTINUED)

(a) Investment in associates

Whitehorse Manningham Regional Library Corporation

On 21 December 1995 Council's library operation was combined with the Regional Authority to form Whitehorse Manningham Regional Library Corporation (the Corporation). Council has a 60% interest (as per funding responsibilities) and a 68.75% (2015/16: 68.00%) economic entitlement in the net assets of the Corporation but does not have effective control, as both Whitehorse and Manningham councils possess the same voting rights on the board of management. The Corporation is established by agreement between the two participating councils. The principal activity of the Corporation is the lending of books and other materials.

	2017 \$000	2016 \$000
Council's share of accumulated surplus/(deficit)		
Council's share of accumulated surplus/(deficit) at start of year	2,665	1,870
Share of surplus/(deficit) for year	398	35
Transfers (to) from reserves	39	(19)
Amendment to share of surplus based on audited results	-	779
Share of accumulated surplus at 30 June	<u>3,102</u>	<u>2,665</u>
Council's share of reserves		
Council's share of reserve at start of year	2,668	2,739
Transfers (to) from reserves	30	(71)
Council's share of reserves at end of year	<u>2,698</u>	<u>2,668</u>
Movement in carrying value of investment		
Carrying value of investment at start of year	5,333	4,609
Share of surplus (deficit) for the year	398	35
Transfers (to) from reserves	69	(90)
Amendment to share of surplus based on audited results	-	779
Carrying value of investment at end of year	<u>5,800</u>	<u>5,333</u>

Narre Warren User Group

Council holds an interest of 48.88% (2015/16: 48.88%) in Narre Warren User Group (NWUG). The principal activity of NWUG is to monitor the closed regional landfill that was previously used by Council. Contributions by Council to NWUG during the period totalled nil (2015/16: nil). Council holds the cash investment for NWUG and surplus is generated from the interest and gas royalty returns less site monitoring costs.

Movement in carrying value of investment		
Carrying value of investment at start of year	930	912
Share of surplus for the year	10	18
Carrying value of investment at end of year	<u>940</u>	<u>930</u>

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FOR THE YEAR ENDED 30 JUNE 2017**

NOTE 9 INVESTMENTS IN ASSOCIATES AND JOINT OPERATION (CONTINUED)

(b) Joint Operation

Regional Landfill Clayton South

Council holds an interest of 14.12% (2015/16:14.12%) in Regional Landfill Clayton South. The principal activity is the provision of a refuse disposal site for member Councils.

	2017 \$000	2016 \$000
Council's share of accumulated surplus/(deficit)		
Council's share of accumulated surplus at start of year	1,422	1,736
Reported surplus/(deficit) for year	(258)	210
Council's share of rehabilitation funding obligation	(99)	(524)
Council's share of accumulated surplus/(deficit) at end of year	<u>1,065</u>	<u>1,422</u>
Movement in carrying value of investment		
Carrying value of investment at start of year	1,422	1,736
Share of surplus/(deficit) for year	(258)	210
Share of rehabilitation funding obligation	(99)	(524)
Carrying value of investment at 30 June	<u>1,065</u>	<u>1,422</u>

The Clayton landfill provision is calculated using the present value of aftercare costs associated with the site based on independent advice from landfill experts Golder Associates.

The provision includes capping and gas infrastructure capital works and additional aftercare management costs for the next 28 years until 2045. The provision is reassessed at the end of each reporting period in order to ensure that it accurately reflects the cost of aftercare management of the site. Further costs may arise for future aftercare of the landfill site however at this stage, these costs are too uncertain to reliably determine.

At balance date the landfill itself retains sufficient liquidity to fund the post closure capital works and aftercare management costs for the medium term. It is, however likely that additional Council funding will be required to support the entity in the longer term. Council has recognised its share of the future funding obligation as a Non current 'Other Liability'. Refer to Note 29.

NOTE 10 INTEREST INCOME

Interest earned from cash, cash equivalents and financial assets	3,241	2,818
Total interest income	<u>3,241</u>	<u>2,818</u>

NOTE 11 OTHER INCOME

Cost recovery income	499	502
Recycling income	1,599	1,687
Rent	780	665
Other	867	818
Total other income	<u>3,745</u>	<u>3,672</u>

NOTE 12 (a) EMPLOYEE COSTS

Wages and salaries	54,948	54,769
Casual staff	5,079	4,589
Superannuation	5,319	5,309
Fringe benefits tax	787	755
Staff development	930	963
WorkCover	1,114	810
Total employee costs	<u>68,177</u>	<u>67,195</u>

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2017**

	2017 \$'000	2016 \$'000
NOTE 12 (b) SUPERANNUATION		
Council made contributions to the following funds:		
Defined benefit fund		
Employer contributions to Local Authorities Superannuation Fund (Vision Super)	494	538
	<u>494</u>	<u>538</u>
There were no employer contributions payable at reporting date.		
Accumulation funds		
Employer contributions to Local Authorities Superannuation Fund (Vision Super)	3,118	3,204
Employer contributions - other funds	1,707	1,566
	<u>4,825</u>	<u>4,770</u>
Employer contributions payable at reporting date	\$0.493m	\$0.637m
<i>Refer to note 35 for further information relating to Council's superannuation obligations.</i>		
NOTE 13 MATERIALS AND SERVICES		
Building maintenance	1,960	1,814
Consultants	232	155
Contract payments	32,197	31,011
Council election	572	-
Energy efficient street lighting	884	-
General maintenance	1,017	1,010
Information technology	1,554	1,412
Insurance	940	835
Legal expenses	1,145	1,176
Materials and supplies	3,646	3,993
Office administration	2,277	2,039
Utilities	3,986	4,360
Other services	4,329	4,311
Total materials and services	<u>54,739</u>	<u>52,116</u>
NOTE 14 DEPRECIATION AND AMORTISATION		
Property	6,798	6,998
Plant and equipment	3,673	3,841
Infrastructure	13,774	13,199
Intangibles	411	525
Total depreciation and amortisation	<u>24,656</u>	<u>24,563</u>
<i>Refer to Note 23 for a more detailed breakdown of depreciation and Note 24 for details of amortisation.</i>		
NOTE 15 BORROWING COSTS		
Interest on loans and borrowings	266	299
Total borrowing costs	<u>266</u>	<u>299</u>
NOTE 16 CONTRIBUTIONS EXPENSE		
Whitehorse Manningham Regional Library Corporation (WMRLC)	5,026	4,787
Total contributions expense	<u>5,026</u>	<u>4,787</u>
<i>Refer to note 9 for further information relating to Council's investment in WMRLC.</i>		
NOTE 17 OTHER EXPENSES		
Bad and doubtful debts	58	45
Community grants	940	946
Auditor's remuneration - VAGO - audit of the financial statements, performance statement and grant acquittals	70	69
Auditor's remuneration - Internal audit	129	141
Councillor allowances	369	382
Operating lease rentals	375	377
Fire Services Property Levy	213	195
Other expenses	46	29
Total other expenses	<u>2,200</u>	<u>2,184</u>

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2017

	2017 \$'000	2016 \$'000
NOTE 18 CASH AND CASH EQUIVALENTS		
Cash at bank and on hand	13,205	9,116
Term deposits	5,000	5,000
Total cash and cash equivalents	18,205	14,116
Other financial assets (refer note 19)	125,723	100,643
Total cash, cash equivalents and other financial assets	143,928	114,759
Council's cash, cash equivalents and other financial assets are subject to external restrictions that limit amounts available for discretionary use. These include:		
Trust funds and deposits	9,899	9,232
Public open space reserve	23,804	18,519
Car parking in lieu reserve	34	34
Total restricted funds	33,737	27,785
Total unrestricted cash, cash equivalents and other financial assets	110,191	86,974
Intended allocations		
Although not externally restricted the following amounts have been allocated for specific future purposes by Council:		
- Aged care reserve	10,431	10,217
- Development reserve	35,075	28,592
- Waste management reserve	2,999	3,276
- Art collection reserve	11	11
	48,516	42,096
NOTE 19 OTHER FINANCIAL ASSETS		
Term deposits	125,723	100,643
Total other financial assets	125,723	100,643
NOTE 20 TRADE AND OTHER RECEIVABLES		
Current		
<i>Statutory receivables</i>		
Rates debtors	3,264	3,069
Fire Services Property Levy debtors	372	327
Parking debtors	2,863	2,668
Provision for doubtful debts - parking debtors	(2,198)	(2,025)
GST Receivable	1,857	1,456
<i>Non statutory receivables</i>		
Unsecured loans and advances	43	42
Community loan - Nunawading Gymnastics and Sports Club	3	3
Provision for doubtful debts - community loan	(1)	(1)
Other debtors	4,746	4,199
Provision for doubtful debts - other debtors	(93)	(81)
Total trade and other receivables - current	10,856	9,657
Non-current		
<i>Non statutory receivables</i>		
Unsecured loans and advances	5	7
Community loan - Nunawading Gymnastics and Sports Club	77	79
Provision for doubtful debts - community loan	(38)	(40)
Total trade and other receivables - non-current	44	46

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2017

	2017 \$'000	2016 \$'000
NOTE 20 TRADE AND OTHER RECEIVABLES (CONTINUED)		
(a) Ageing of receivables		
At balance date other debtors representing financial assets were past due but not impaired. The ageing of Council's other receivables (excluding statutory receivables) was:		
Current (not yet due)	4,383	3,862
30-60 days	140	222
61-90 days	52	23
Over 90 days	171	92
Other debtors	4,746	4,199
(b) Movement in provision for doubtful debts - other debtors		
Balance at 1 July	81	54
New provisions recognised during the year	65	77
Amounts already provided for and written off as uncollectible	(39)	(43)
Amounts provided for but recovered during the year	(14)	(7)
Balance at 30 June	93	81
(c) Ageing of individually impaired Receivables		
At balance date, other debtors representing financial assets with a nominal value of \$0.093m (2015/16: \$0.081m) were impaired. The amount of the provision raised against these debtors was \$0.093m (2015/16: \$0.081m). They individually have been impaired as a result of their doubtful collection. Many of the long outstanding past due amounts have been lodged with Council's debt collectors or are on payment arrangements.		
The ageing of other debtors that have been individually determined as impaired at reporting date was:		
Current (not yet due)	4	-
30-60 days	6	-
61-90 days	7	12
Over 90 days	76	69
Total trade & other receivables	93	81
NOTE 21 NON-CURRENT ASSETS CLASSIFIED AS HELD FOR SALE		
Land	18,930	1,430
Buildings	24	-
	18,954	1,430
In April 2016 Council having considered public submissions resolved to sell the property known as 2-4 Bruce Street Box Hill in accordance with the public notice published in The Age on 20 February 2016. Negotiations are proceeding as at balance date.		
In July 2016 Council resolved at a Special Meeting to accept a formal offer to sell the property known as 517-521 Station Street, Box Hill. The final sale settlement will occur upon final planning approval being granted which is likely to occur in 2018/19.		
NOTE 22 OTHER ASSETS		
Prepayments	2,136	1,005
Stores and materials	37	41
Nursery plant stock	177	170
Total other assets	2,350	1,216

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2017

NOTE 23 PROPERTY, INFRASTRUCTURE, PLANT AND EQUIPMENT

Summary of property, infrastructure, plant and equipment

	At Fair Value	At Cost	Accumulated Depreciation	WDV	Acquisitions	Contributions	Revaluation	Depreciation	Transfers	At Cost	At Fair Value	Accumulated Depreciation	WDV
	30 June 2016 \$'000	30 June 2016 \$'000	30 June 2016 \$'000	30 June 2016 \$'000	\$'000	\$'000	\$'000	\$'000	\$'000	30 June 2017 \$'000	30 June 2017 \$'000	30 June 2017 \$'000	30 June 2017 \$'000
Land	1,410,942	-	-	1,410,942	2,864	256	717,981	-	(18,930)	-	2,113,113	-	2,113,113
Buildings	472,721	-	(188,385)	284,336	5,161	-	22,358	(6,798)	880	-	498,637	(193,556)	305,081
Plant and Equipment	-	30,602	(14,988)	15,614	4,196	-	-	(3,673)	6	32,112	-	(17,354)	14,758
Infrastructure	816,859	-	(307,500)	509,359	15,485	364	3,559	(13,774)	1,114	-	837,381	(321,274)	516,107
Work in progress	3,034	-	-	3,034	6,574	-	-	-	(2,121)	-	7,487	-	7,487
	<u>2,703,556</u>	<u>30,602</u>	<u>(510,873)</u>	<u>2,223,285</u>	<u>34,280</u>	<u>620</u>	<u>743,898</u>	<u>(24,245)</u>	<u>(19,051)</u>	<u>32,112</u>	<u>3,456,618</u>	<u>(532,184)</u>	<u>2,956,546</u>
Summary of Work in Progress													
	Opening WIP	Additions	Transfers	Closing WIP									
Buildings	1,760	3,308	(904)	4,164									
Plant and Equipment	94	23	(100)	17									
Infrastructure	1,180	3,243	(1,117)	3,306									
	<u>3,034</u>	<u>6,574</u>	<u>(2,121)</u>	<u>7,487</u>									

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NOTES TO THE FINANCIAL STATEMENTS
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NOTE 23 PROPERTY, INFRASTRUCTURE, PLANT AND EQUIPMENT (CONTINUED)

	Land - specialised \$'000	Land - non specialised \$'000	Total Land \$'000	Buildings - specialised \$'000	Buildings - non specialised \$'000	Total Buildings \$'000	Work in Progress \$'000	Total Land and Buildings \$'000
Land and Buildings								
At fair value 30 June 2016	1,373,043	37,899	1,410,942	467,843	4,878	472,721	1,760	1,885,423
Accumulated depreciation at 30 June 2016	-	-	-	(187,575)	(810)	(188,385)	-	(188,385)
Total Land and Buildings	1,373,043	37,899	1,410,942	280,268	4,068	284,336	1,760	1,697,038
Movements in fair value								
Acquisitions of assets at fair value	2,864	-	2,864	5,161	-	5,161	3,308	11,333
Contributed assets	256	-	256	-	-	-	-	256
Revaluation increments/decrements	701,666	16,315	717,981	22,360	(2)	22,358	-	740,339
Fair value of assets disposed	-	-	-	(1,448)	-	(1,448)	-	(1,448)
Transfers	-	-	-	904	-	904	(904)	-
Transfer to non-current assets held for sale	(18,930)	-	(18,930)	(1,059)	-	(1,059)	-	(19,989)
	685,856	16,315	702,171	25,918	(2)	25,916	2,404	730,491
Movements in accumulated depreciation								
Depreciation and amortisation	-	-	-	(6,782)	(16)	(6,798)	-	(6,798)
Accumulated depreciation of disposals	-	-	-	592	-	592	-	592
Transfers	-	-	-	1,035	-	1,035	-	1,035
	-	-	-	(5,155)	(16)	(5,171)	-	(5,171)
At fair value 30 June 2017	2,058,899	54,214	2,113,113	493,761	4,876	498,637	4,164	2,615,914
Accumulated depreciation at 30 June 2017	-	-	-	(192,730)	(826)	(193,556)	-	(193,556)
	2,058,899	54,214	2,113,113	301,031	4,050	305,081	4,164	2,422,358

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NOTE 23 PROPERTY, INFRASTRUCTURE, PLANT AND EQUIPMENT (CONTINUED)

	Plant machinery and equipment \$'000	Fixtures fittings and furniture \$'000	Computers and telecomms \$'000	Work In Progress \$'000	Total Plant and Equipment \$'000
Plant and Equipment					
At cost 30 June 2016	19,122	5,092	6,388	94	30,696
Accumulated depreciation at 30 June 2016	(9,334)	(1,255)	(4,399)	-	(14,988)
	<u>9,788</u>	<u>3,837</u>	<u>1,989</u>	<u>94</u>	<u>15,708</u>
Movements in cost					
Acquisition of assets at cost	3,573	107	516	23	4,219
Contributed assets	-	-	-	-	-
Cost of assets disposed	(2,684)	(7)	(1)	-	(2,692)
Transfers	-	6	-	(100)	(94)
	<u>889</u>	<u>106</u>	<u>515</u>	<u>(77)</u>	<u>1,433</u>
Movements in accumulated depreciation					
Depreciation and amortisation	(2,551)	(207)	(915)	-	(3,673)
Accumulated depreciation of disposals	1,299	7	1	-	1,307
Transfers	-	-	-	-	-
	<u>(1,252)</u>	<u>(200)</u>	<u>(914)</u>	<u>-</u>	<u>(2,366)</u>
At cost 30 June 2017	20,011	5,198	6,903	17	32,129
Accumulated depreciation at 30 June 2017	<u>(10,586)</u>	<u>(1,455)</u>	<u>(5,313)</u>	<u>-</u>	<u>(17,354)</u>
	<u>9,425</u>	<u>3,743</u>	<u>1,590</u>	<u>17</u>	<u>14,775</u>

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NOTES TO THE FINANCIAL STATEMENTS
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NOTE 23 PROPERTY, INFRASTRUCTURE, PLANT AND EQUIPMENT (CONTINUED)

	Roads \$'000	Bridges \$'000	Footpaths and cycleways \$'000	Drainage \$'000	Recreational, leisure and Community \$'000	Parks open spaces and streetscapes \$'000	Off street car parks \$'000	Other infrastructure \$'000	Work in Progress \$'000	Total Infrastructure \$'000
Infrastructure										
At fair value 30 June 2016	313,456	700	113,308	214,964	45,681	101,711	5,063	21,976	1,180	818,039
Accumulated depreciation at 30 June 2016	(110,787)	(226)	(61,856)	(82,953)	(19,915)	(21,635)	(3,897)	(6,231)	-	(307,500)
	<u>202,669</u>	<u>474</u>	<u>51,452</u>	<u>132,011</u>	<u>25,766</u>	<u>80,076</u>	<u>1,166</u>	<u>15,745</u>	<u>1,180</u>	<u>510,539</u>
Movements in fair value										
Acquisition of assets at fair value	3,744	43	3,875	2,128	2,607	2,856	181	51	3,243	18,728
Contributed assets	12	-	-	352	-	-	-	-	-	364
Revaluation increments/decrements	5,330	-	(6,552)	-	-	-	2,413	2,368	-	3,559
Fair value of assets disposed	-	-	-	-	-	-	-	-	-	-
Transfers	317	-	392	142	46	187	23	7	(1,114)	-
	<u>9,403</u>	<u>43</u>	<u>(2,285)</u>	<u>2,622</u>	<u>2,653</u>	<u>3,043</u>	<u>2,617</u>	<u>2,426</u>	<u>2,129</u>	<u>22,651</u>
Movements in accumulated depreciation										
Depreciation and amortisation	(4,596)	(35)	(1,325)	(2,204)	(2,361)	(2,519)	(161)	(573)	-	(13,774)
Accumulated depreciation of disposals	-	-	-	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-	-	-	-
	<u>(4,596)</u>	<u>(35)</u>	<u>(1,325)</u>	<u>(2,204)</u>	<u>(2,361)</u>	<u>(2,519)</u>	<u>(161)</u>	<u>(573)</u>	<u>-</u>	<u>(13,774)</u>
At fair value 30 June 2017	322,859	743	111,023	217,586	48,334	104,754	7,680	24,402	3,309	840,690
Accumulated depreciation at 30 June 2017	(115,383)	(261)	(63,181)	(85,157)	(22,278)	(24,154)	(4,058)	(6,804)	-	(321,274)
	<u>207,476</u>	<u>482</u>	<u>47,842</u>	<u>132,429</u>	<u>26,056</u>	<u>80,600</u>	<u>3,622</u>	<u>17,598</u>	<u>3,309</u>	<u>519,416</u>

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2017

NOTE 23 PROPERTY, INFRASTRUCTURE, PLANT AND EQUIPMENT (CONTINUED)

Council performs a full revaluation of its revalued asset classes every three years. In the interim years, Council performs a desktop review of its revalued asset classes to ensure that there is no material difference between the fair value and the carrying amount of these asset classes.

Valuation of Land and Buildings

A full valuation of land and buildings was undertaken at 30 June 2017 by an independent valuation firm, Matheson Stephen Valuations. The name of the valuer from the firm was Ms Lee-Ming Tan (AAPI Certified Practising Valuer Registration 72912). The valuer reported to Council's Property Supervisor Mr Rohan Fiedler (AAPI Certified Practising Valuer Registration 62553) and Councils Manager Property and Rates, Mr Tony Peak (AAPI Certified Practising Valuer Registration 62445).

The valuation of land is at fair value, being market value based on highest and best use permitted by relevant land planning provisions. Where land use is restricted through existing planning provisions the valuation is reduced to reflect this limitation. The valuation of buildings is at fair value, being the depreciated replacement cost of the buildings based on the remaining economic life. The valuations include unobservable inputs in the valuation. The adjustment has no impact on the comprehensive income statement.

In 2016/17 Council incorporated a discount into the valuation of Crown Land parcels where Council is the appointed Committee of Management. This discount was introduced to recognise the restricted use of this land and amounted to approximately \$17m.

Specialised land is valued at fair value using site values adjusted for englobo (undeveloped and/or unserviced) characteristics, access rights, and private interests of other parties and entitlements of infrastructure assets and services. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the comprehensive income statement.

Any significant movements in the unobservable inputs for land will have a significant impact on the fair value of these assets.

Details of the Council's land and buildings and information about the fair value hierarchy as at 30 June 2017 are as follows:

	Level 1 \$000	Level 2 \$000	Level 3 \$000
Land - Non specialised	-	54,214	-
Land - Specialised	-	-	2,058,899
Buildings - Non specialised	-	4,050	-
Buildings - Specialised	-	-	301,031
Total	-	58,264	2,359,930

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2017**

NOTE 23 PROPERTY, INFRASTRUCTURE, PLANT AND EQUIPMENT (CONTINUED)

Valuation of Infrastructure

A formal valuation of roads was conducted in the 2016/17 year as part of the 3 year rotation cycle. In the 2016/17 year, a desktop review of drainage did not indicate a material difference between the fair value and the carrying amount to warrant a full revaluation.

Valuation of roads (which includes pavement, substructure, kerb and channel, footpaths, traffic management devices and car parks) and drainage assets are undertaken by Council's Manager of Engineering and Environmental Services, Mr Ilias Kostopoulos Dip CE, Grad Dip Mun. Eng. and Man., MIE Aust, CPEng. The valuation is at fair value based on replacement cost less accumulated depreciation as at the date of valuation. It should be noted that in calculating the written down replacement cost of roads and drainage that valuations of infrastructure assets were made using a Greenfields assumption.

Details of the Council's infrastructure and information about the fair value hierarchy as at 30 June 2017 are as follows:

	Level 1 \$'000	Level 2 \$'000	Level 3 \$'000
Roads	-	-	207,476
Bridges	-	-	482
Footpaths and cycleways	-	-	47,842
Drainage	-	-	132,429
Recreational, leisure and community facilities	-	-	26,058
Parks open spaces and streetscapes	-	-	80,600
Off street car parks	-	-	3,622
Other infrastructure	-	-	17,598
Total	-	-	516,107

Description of significant unobservable inputs into level 3 valuations

Specialised land

Specialised land is valued using a market based direct comparison technique, with adjustments made for unobservable inputs including restrictive planning zones, encumbrances on title, adjustments for land size, shape, and topography. The extent and impact of restrictions varies and results in a reduction to surrounding land values of between 5% and 95%. The market value of land varies significantly depending on the characteristics of the land. Currently land values range between \$33 and \$11,110 per square metre.

Specialised Buildings

Specialised buildings are valued using a depreciated replacement cost technique. Significant unobservable inputs include the current replacement cost and remaining useful lives of buildings. Current replacement costs are calculated on a square metre basis and ranges from \$135 to \$3,550 per square metre. The remaining useful lives of buildings are determined on the basis of the current condition of buildings and vary from 1 years to 118 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of buildings are sensitive to changes in expectations or requirements that could either shorten or extend the useful lives of buildings.

Infrastructure Assets

Infrastructure assets are valued based on the depreciated replacement cost. Significant unobservable inputs include the current replacement cost and remaining useful lives of infrastructure. Current replacement costs for road assets are calculated using unit rates based on both a cubic metre basis (ranges from \$128 to \$648 per cubic metre) and a square metre basis (ranges from \$7.30 to \$147.50 per square metre) depending on the material used. Current replacement costs for drainage are calculated using unit rates based on metres for pipes (ranges from \$65 to \$1,089 per metre) and per unit for pits (ranges from \$1,014 to \$4,313 per pit). The remaining useful lives of infrastructure assets are determined on the basis of the current condition of the asset and vary from 5 years to 200 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of infrastructure are sensitive to changes in use, expectations or requirements that could either shorten or extend the useful lives of infrastructure assets.

	2017 \$'000	2016 \$'000
Reconciliation of specialised land		
Parks and reserves	2,058,899	1,345,830
Total specialised land	2,058,899	1,345,830

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2017

	2017 \$'000	2016 \$'000
NOTE 24 INTANGIBLE ASSETS		
Software	940	878
Gross carrying amount		
Balance at beginning of year	2,822	2,623
Additions	379	199
Transfer	94	-
Balance at end of year	3,295	2,822
Accumulated amortisation and impairment		
Balance at beginning of year	(1,944)	(1,419)
Amortisation expense	(411)	(525)
Balance at end of year	(2,355)	(1,944)
Net book value at the end of the year	940	878
NOTE 25 TRADE AND OTHER PAYABLES		
Trade payables	16,808	19,814
Total trade and other payables	16,808	19,814
NOTE 26 TRUST FUNDS AND DEPOSITS		
Narre Warren User Group	1,923	1,903
Slater Reserve Stadium Committee of Management	-	21
Fire Services Property Levy	1,311	1,331
Deposits for asset protection	4,831	4,581
Other deposits	1,834	1,396
Total trust funds and deposits	9,899	9,232

Deposits

Deposits are taken by council as a form of surety in a number of circumstances, including in relation to building works (to protect Council's assets), tender deposits, contract deposits and the use of civic facilities.

Fire Services Property Levy

Council is the collection agent for the Fire Services Property Levy on behalf of the State Government. Council remits amounts received on a monthly basis. Amounts disclosed are to be remitted to the State Government in line with this process.

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2017**

NOTE 27 PROVISIONS

	Employee Provisions \$'000	Other Provisions \$'000	Total \$'000
2017			
Balance at beginning of the financial year	16,906	79	16,985
Additional provisions	5,570	-	5,570
Amounts used	(5,613)	(79)	(5,692)
Increase in the discounted amount arising because of time and effect of any change in the discount rate	(403)	-	(403)
Balance at the end of the financial year	<u>16,460</u>	<u>-</u>	<u>16,460</u>
2016			
Balance at beginning of the financial year	15,869	316	16,185
Additional provisions	5,616	79	5,695
Amounts used	(5,009)	(316)	(5,325)
Increase in the discounted amount arising because of time and effect of any change in the discount rate	430	-	430
Balance at the end of the financial year	<u>16,906</u>	<u>79</u>	<u>16,985</u>
	2017 \$'000	2016 \$'000	
(a) Employee Provisions			
Current provision expected to be settled within 12 months			
Annual leave	4,221	4,240	
Long service leave	<u>849</u>	<u>736</u>	
	<u>5,070</u>	<u>4,976</u>	
Current provision expected to be settled after 12 months			
Annual leave	1,032	1,049	
Long service leave	<u>8,577</u>	<u>9,139</u>	
	<u>9,609</u>	<u>10,188</u>	
Total current employee provisions	<u>14,679</u>	<u>15,164</u>	
Non-current			
Long service leave	<u>1,781</u>	<u>1,742</u>	
Total non- current employee provisions	<u>1,781</u>	<u>1,742</u>	
Aggregate carrying amount of employee provisions			
Current	14,679	15,164	
Non-current	<u>1,781</u>	<u>1,742</u>	
Total aggregate carrying amount of employee provisions	<u>16,460</u>	<u>16,906</u>	
(b) Other provisions			
Current	-	79	
	-	<u>79</u>	

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NOTES TO THE FINANCIAL STATEMENTS
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	2017 \$'000	2016 \$'000
NOTE 28 INTEREST BEARING LOANS AND BORROWINGS		
Current		
Loans and borrowings - secured (1)	426	392
Finance lease	10	10
	<u>436</u>	<u>402</u>
Non-current		
Loans and borrowings - secured (1)	5,000	5,426
Finance lease	8	18
	<u>5,008</u>	<u>5,444</u>
Total	<u>5,444</u>	<u>5,846</u>
(1) Council's borrowings are secured by way of mortgage over general rate income.		
(a) The maturity profile for Council's borrowings is:		
Not later than one year	426	392
Later than one year and not later than five years	5,000	5,426
Later than five years	-	-
	<u>5,426</u>	<u>5,818</u>
(b) The maturity profile for Council's finance lease liabilities is:		
Not later than one year	10	10
Later than one year and not later than five years	8	18
Later than five years	-	-
	<u>18</u>	<u>28</u>
Minimum future lease payments	21	33
Less future finance charges	3	5
Present value of minimum lease payments	<u>18</u>	<u>28</u>

The Finance Lease repayments are specified within the loan agreement with BOQ Finance Limited.

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2017**

	2017 \$'000	2016 \$'000
NOTE 29 OTHER LIABILITIES		
Non-current		
Clayton Landfill Funding Obligation	1,619	1,719
Total other liabilities - non-current	<u>1,619</u>	<u>1,719</u>

The liability represents Council's share of future funding for the Clayton landfill site's aftercare management costs.
Refer to Note 9.

NOTE 30 RESERVES	Balance at beginning of reporting period	Increment	Transfer to accumulated surplus	Balance at end of reporting period
	\$'000	\$'000	\$'000	\$'000
(a) Asset revaluation reserve				
2017				
Property				
Land	1,164,097	717,981	-	1,882,078
Buildings	163,597	22,358	-	185,955
	<u>1,327,694</u>	<u>740,339</u>	<u>-</u>	<u>2,068,033</u>
Infrastructure				
Roads	78,833	10,111	-	88,944
Footpaths and cycleways	15,531	(6,552)	-	8,979
Drainage	68,769	-	-	68,769
	<u>163,133</u>	<u>3,559</u>	<u>-</u>	<u>166,692</u>
Total asset revaluation reserves	<u>1,490,827</u>	<u>743,898</u>	<u>-</u>	<u>2,234,725</u>
2016				
Property				
Land	1,164,097	-	-	1,164,097
Buildings	163,597	-	-	163,597
	<u>1,327,694</u>	<u>-</u>	<u>-</u>	<u>1,327,694</u>
Infrastructure				
Roads	78,833	-	-	78,833
Footpaths and cycleways	15,531	-	-	15,531
Drainage	64,438	4,331	-	68,769
	<u>158,802</u>	<u>4,331</u>	<u>-</u>	<u>163,133</u>
Other				
Plant and machinery	2,070	-	(2,070)	-
Equipment, furniture and fittings	737	-	(737)	-
Other structures	729	-	(729)	-
Art collection	597	-	(597)	-
Regional Landfill Clayton South	1,263	-	(1,263)	-
	<u>5,396</u>	<u>-</u>	<u>(5,396)</u>	<u>-</u>
Total asset revaluation reserves	<u>1,491,892</u>	<u>4,331</u>	<u>(5,396)</u>	<u>1,490,827</u>

The asset revaluation reserve is used to record the increased (net) value of Council's assets over time.

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2017

NOTE 30 RESERVES (CONTINUED)

	Balance at beginning of reporting period	Transfer from accumulated surplus	Transfer to accumulated surplus	Balance at end of reporting period
	\$'000	\$'000	\$'000	\$'000
(b) Other reserves				
2017				
Statutory				
Public open space reserve	9,198	3,832	(1,314)	11,716
Public open space reserve - land acquisitions	9,321	5,630	(2,863)	12,088
Car parking in lieu reserve	34	-	-	34
	<u>18,553</u>	<u>9,462</u>	<u>(4,177)</u>	<u>23,838</u>
Council Resolution				
Development reserve	28,592	6,483	-	35,075
Aged care reserve	10,217	272	(58)	10,431
Art collection reserve	11	-	-	11
Waste management reserve	3,276	-	(277)	2,999
	<u>42,096</u>	<u>6,755</u>	<u>(335)</u>	<u>48,516</u>
Total other reserves	<u>60,649</u>	<u>16,217</u>	<u>(4,512)</u>	<u>72,354</u>
2016				
Statutory				
Public open space reserve	6,894	2,824	(520)	9,198
Public open space reserve - land acquisitions	7,399	4,149	(2,227)	9,321
Car parking in lieu reserve	34	-	-	34
	<u>14,327</u>	<u>6,973</u>	<u>(2,747)</u>	<u>18,553</u>
Council Resolution				
Development reserve	31,079	2,913	(5,400)	28,592
Aged care reserve	10,141	298	(222)	10,217
Art collection reserve	12	-	(1)	11
Waste management reserve	3,276	-	-	3,276
	<u>44,508</u>	<u>3,211</u>	<u>(5,623)</u>	<u>42,096</u>
Total other reserves	<u>58,835</u>	<u>10,184</u>	<u>(8,370)</u>	<u>60,649</u>

Public open space reserve

This reserve comprises funds collected from contributions to public open space made by developers. The funds in this reserve are restricted for expenditure on public open space. Interest income generated from the reserve is to be reinvested back into the reserve.

Public open space reserve - land acquisitions

This reserve comprises funds collected from contributions to public open space made by developers. The funds in this reserve are restricted for expenditure on public open space, specifically land acquisitions. Interest income generated from the reserve is to be reinvested back into the reserve.

Car parking in lieu reserve

This reserve comprises funds provided by developers instead of providing car parking. The funds from this reserve are restricted for expenditure on car parking.

Development reserve

This reserve is used for funding capital works programs and for proceeds from sale of assets no longer required by Council. The funds in this reserve are required to be expended in accordance with the reserve governing principles established by Council. Interest income generated from the reserve is to be reinvested back into the reserve.

Aged care reserve

This reserve holds in trust the net proceeds secured from the sale as a "going concern" of Council's residential aged care facilities. Access to this reserve must have a legitimate relevance to the aged and disability related groups and must be consistent with the healthy positive ageing strategy adopted by Council in 2005/06. Interest income generated from the reserve is to be reinvested back into the reserve.

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2017

NOTE 30 RESERVES (CONTINUED)

Art collection reserve

This reserve was established by Council in 2002/03 for the purpose of deaccessioning unwanted art works and for future purchases of art works.

Waste management reserve

This reserve was established in 2013/14 as a result of the previous federal government's introduction of the carbon tax levy. The amount represents the difference between the initial carbon tax per tonne that was announced and the actual price charged by independent landfill operators during the past two years. As the carbon tax levy is now abolished, the reserve will be used to rehabilitate landfill sites throughout the municipality.

	2017 \$'000	2016 \$'000
NOTE 31 RECONCILIATION OF CASH FLOWS FROM OPERATING ACTIVITIES TO SURPLUS		
Surplus for the year	41,935	51,077
Contributions - non-monetary (Note 7)	(620)	(23,318)
Depreciation and amortisation (Note 14)	24,656	24,563
Net gain on disposal of property, infrastructure, plant and equipment (Note 8 & 23)	(1,466)	(102)
Share of net (gain)/loss of associates and joint operation (Note 9)	(219)	(953)
	<u>64,286</u>	<u>51,267</u>
Change in assets and liabilities		
(Increase)/decrease in trade and other receivables	(1,197)	(575)
(Increase)/decrease in other current assets	(1,345)	(729)
Increase/(decrease) in trade and other payables	(2,740)	5,243
Increase/(decrease) in trust funds and deposits	667	1,768
Increase/(decrease) in provisions	(314)	800
Net cash provided by operating activities	<u>59,357</u>	<u>57,774</u>
NOTE 32 FINANCING ARRANGEMENTS		
Bank overdraft	100	100
Credit card facilities	81	73
Total facilities	<u>181</u>	<u>173</u>
Used facilities	52	48
Unused facilities	<u>129</u>	<u>125</u>
	<u>181</u>	<u>173</u>
NOTE 33 COMMITMENTS		

Council has entered into the following commitments:

	Less than 1 year \$'000	1 year and not later than 2 years \$'000	Later than 2 years and not later than 5 years \$'000	Later than 5 years \$'000	Total \$'000
2017					
Operating					
Street sweeping	1,021	519	-	-	1,540
Community programs	33	-	-	-	33
Cleaning of Council buildings	1,299	189	-	-	1,488
Maintenance of Council assets	121	-	-	-	121
Professional services	751	646	-	-	1,397
Other services	251	-	-	-	251
Total operating commitments	<u>3,476</u>	<u>1,354</u>	<u>-</u>	<u>-</u>	<u>4,830</u>
Capital					
Buildings	5,877	-	-	-	5,877
Drainage	-	-	-	-	-
Information Technology	25	-	-	-	25
Parks open spaces and streetscapes	1,120	-	-	-	1,120
Total capital commitments	<u>7,022</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>7,022</u>

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2017

NOTE 33 COMMITMENTS (CONTINUED)

	Less than 1 year \$'000	1 year and not later than 2 years \$'000	Later than 2 years and not later than 5 years \$'000	Later than 5 years \$'000	Total \$'000
2016					
Operating					
Street sweeping	986	1,540	-	-	2,526
Community programs	33	-	-	-	33
Cleaning of Council buildings	1,052	743	39	-	1,834
Maintenance of Council assets	830	9	-	-	839
Professional services	228	73	-	-	301
Other services	717	48	-	-	765
Total operating commitments	3,846	2,413	39	-	6,298
Capital					
Buildings	829	-	-	-	829
Drainage	4	-	-	-	4
Parks open spaces and	481	-	-	-	481
Total capital commitments	1,314	-	-	-	1,314

NOTE 34 OPERATING LEASES

(a) Operating lease commitments

At the reporting date, the Council had the following obligations under non-cancellable operating leases for the lease of equipment and land and buildings for use within Council's activities (these obligations are not recognised as liabilities):

	2017 \$'000	2016 \$'000
Not later than one year	278	246
Later than one year and not later than five years	385	288
Later than five years	-	-
	663	534

(b) Operating lease receivables

Council has entered into a number of commercial property leases or licensing arrangements. These arrangements consist of operating leases with remaining non-cancellable tenures of between 1 and 10 years. Rental revisions are made on a variety of bases including CPI, fixed percentage and fixed dollar amount.

Future minimum rentals receivable under non-cancellable operating leases are as follows:

	2017 \$'000	2016 \$'000
Not later than one year	283	238
Later than one year and not later than five years	363	431
Later than five years	69	44
	715	713

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2017

NOTE 35 SUPERANNUATION

Council makes the majority of its employer superannuation contributions in respect of its employees to the Local Authorities Superannuation Fund (the Fund). This Fund has two categories of membership, accumulation and defined benefit, each of which is funded differently. Obligations for contributions to the Fund are recognised as an expense in Comprehensive Income Statement when they are made or due.

Accumulation

The Fund's accumulation category, Vision Super Saver, receives both employer and employee contributions on a progressive basis. Employer contributions are normally based on a fixed percentage of employee earnings (for the year ended 30 June 2017, this was 9.5% required under Superannuation Guarantee legislation (2015/16 9.5%)).

Defined Benefit

Council does not use defined benefit accounting for its defined benefit obligations under the Fund's Defined Benefit category. This is because the Fund's Defined Benefit category is a pooled multi-employer sponsored plan.

There is no proportional split of the defined benefit liabilities, assets or costs between the participating employers as the defined benefit obligation is a floating obligation between the participating employers and the only time that the aggregate obligation is allocated to specific employers is when a call is made. As a result, the level of participation of Council in the Fund cannot be measured as a percentage compared with other participating employers. Therefore, the Fund Actuary is unable to allocate benefit liabilities, assets and costs between employers for the purposes of AASB 119.

Funding arrangements

Council makes employer contributions to the Defined Benefit category of the Fund at rates determined by the Trustee on the advice of the Fund's Actuary.

As at 30 June 2016, an interim actuarial investigation was held as the Fund provides lifetime pensions in the Defined Benefit category. The vested benefit index (VBI) of the Defined Benefit category of which Council is a contributing employer was 102.0%. To determine the VBI, the fund Actuary used the following long-term assumptions:

Net investment returns 7.0% pa
Salary inflation 4.25% pa
Price inflation (CPI) 2.5% pa

Vision Super has advised that the estimated VBI at 30 June 2017 was 103.1%.

The VBI is to be used as the primary funding indicator. Because the VBI was above 100%, the 2016 interim actuarial investigation determined the Defined Benefit category was in a satisfactory financial position and that no change was necessary to the Defined Benefit category's funding arrangements from prior years.

Employer contributions

Regular contributions

On the basis of the results of the 2016 interim actuarial investigation conducted by the Fund's Actuary, Council makes employer contributions to the Fund's Defined Benefit category at rates determined by the Fund's Trustee. For the year ended 30 June 2017, this rate was 9.5% of members' salaries (9.5% in 2015/16). This rate will increase in line with any increase to the contribution rate. In addition, Council reimburses the Fund to cover the excess of the benefits paid as a consequence of retrenchment above the funded resignation or retirement benefit.

Funding calls

If the Defined Benefit category is in an unsatisfactory financial position at an actuarial investigation or the Defined Benefit category's VBI is below its shortfall limit at any time other than the date of the actuarial investigation, the Defined Benefit category has a shortfall for the purposes of SPS 160 and the Fund is required to put a plan in place so that the shortfall is fully funded within three years of the shortfall occurring. The Fund monitors its VBI on a quarterly basis and the Fund has set its shortfall limit at 97%.

In the event that the Fund Actuary determines that there is a shortfall based on the above requirement, the Fund's participating employers (including Council) are required to make an employer contribution to cover the shortfall. Using the agreed methodology, the shortfall amount is apportioned between the participating employers based on the pre-1 July 1993 and post-30 June 1993 service liabilities of the Fund's Defined Benefit category, together with the employer's payroll at 30 June 1993 and at the date the shortfall has been calculated.

Due to the nature of the contractual obligations between the participating employers and the Fund, and that the Fund includes lifetime pensioners and their reversionary beneficiaries, it is unlikely that the Fund will be wound up. If there is a surplus in the Fund, the surplus cannot be returned to the participating employers. In the event that a participating employer is wound-up, the defined benefit obligations of that employer will be transferred to that employer's successor.

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2017

NOTE 35 SUPERANNUATION (CONTINUED)

2016 Interim actuarial investigation surplus amounts

The Fund's interim actuarial investigation as at 30 June 2016 identified the following in the defined benefit category of which Council is a contributing employer:

A VBI surplus of \$40.3 million; and

A total service liability surplus of \$156 million.

The VBI surplus means that the market value of the fund's assets supporting the defined benefit obligations exceed the vested benefits that the defined benefit members would have been entitled to if they had all exited on 30 June 2016. The total service liability surplus means that the current value of the assets in the Fund's Defined Benefit category plus expected future contributions exceeds the value of expected future benefits and expenses. Council was notified of the 30 June 2016 VBI during August 2016.

2017 Full triennial actuarial investigation

A full actuarial investigation is being conducted for the Fund's position as at 30 June 2017. It is anticipated that this actuarial investigation will be completed in December 2017.

Future superannuation contributions

The expected contributions to be paid to the Defined Benefit category of Vision Super for the year ending 30 June 2018 is \$0.492m.

NOTE 36 CONTINGENT LIABILITIES

Defined Benefit Superannuation Scheme

Council has an obligation under a defined benefit superannuation scheme that may result in the need to make additional contributions to the scheme, matters relating to this potential obligation are outlined in Note 35. As a result of the volatility in financial markets the likelihood of making such contributions in future periods exists. At this point in time it is not known if additional contributions will be required, their timing or potential amount.

Guarantees for loans to other entities

Council has guaranteed bank loans for certain community bodies. Council's liability under its guarantee is listed below:

	Loan balance outstanding	Loan guarantee limit	Loan balance outstanding	Loan guarantee limit
	2017 \$'000	2017 \$'000	2016 \$'000	2016 \$'000
Vermont South Club	210	210	227	232
The Whitehorse Club	363	500	366	500
Elgar Park Regional Hockey Association	238	288	340	340
	<u>811</u>	<u>998</u>	<u>933</u>	<u>1,072</u>

The amount disclosed for financial guarantee in this note is the nominal amount of the underlying loan that is guaranteed by the Council, not the fair value of the financial guarantee.

Contingent liabilities arising from public liability

As a local authority with ownership of numerous parks, reserves, roads and other land holdings, Council regularly receives claims and demands allegedly arising from incidents which occur on land belonging to Council. There are a number of outstanding claims against Council in this regard. Council carries \$400 million of public liability insurance and had an excess of \$20,000 on this policy in 2016/17. Therefore, the maximum liability of Council in any single claim is the extent of its excess. The primary insurer is MAV Insurance. There are no claims of which Council is aware which would fall outside the terms of Council's policy.

9.4.6 – ATTACHMENT 1. Financial Statements

WHITEHORSE CITY COUNCIL - ANNUAL FINANCIAL REPORT 2016/17

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2017**

NOTE 36 CONTINGENT LIABILITIES (CONTINUED)

Contingent liabilities arising from professional indemnity

As a local authority with statutory regulatory responsibilities, including the responsibility of issuing permits and approvals, Council receives claims and demands for damages allegedly arising from actions of Council or its officers. Council carries \$300 million of professional indemnity insurance and had an excess of \$20,000 on this policy in 2016/17. Therefore, the maximum liability of Council in any single claim is the extent of its excess. The primary insurer is MAV Insurance. There are no instances or claims of which Council is aware which would fall outside the terms of Council's policy.

Contingent liabilities arising from legal matters

Council is presently involved in several confidential legal matters, which are being conducted through Council's solicitors. As these matters are yet to be finalised, and the financial outcomes are unable to be reliably estimated, no allowance for these contingencies has been made in the financial report.

9.4.6 – ATTACHMENT 1. Financial Statements

WHITEHORSE CITY COUNCIL - ANNUAL FINANCIAL REPORT 2016/17

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2017

NOTE 37 FINANCIAL INSTRUMENTS

(a) Objectives and policies

The Council's principal financial instruments comprise cash assets, term deposits, receivables (excluding statutory receivables), payables (excluding statutory payables) and bank borrowings. Details of the significant accounting policies and methods adopted, including the criteria for recognition, the basis of measurement and the basis on which income and expenses are recognised, in respect of each class of financial asset, financial liability and equity instrument is disclosed in Note 1 of the financial statements. Risk management is carried out by senior management under policies approved by the Council. These policies include identification and analysis of the risk exposure to Council and appropriate procedures, controls and risk minimisation.

(b) Market risk

Market risk is the risk that the fair value or future cash flows of our financial instruments will fluctuate because of changes in market prices. The Council's exposure to market risk is primarily through interest rate risk with only insignificant exposure to other price risks and no exposure to foreign currency risk.

Interest rate risk

Interest rate risk refers to the risk that the value of a financial instrument or cash flows associated with the instrument will fluctuate due to changes in market interest rates. Council's interest rate liability risk arises primarily from long term loans and borrowings at fixed rates which exposes council to fair value interest rate risk. Cash flow interest rate risk is the risk that the future cash flows of a financial instrument will fluctuate because of changes in market interest rates. Council has minimal exposure to cash flow interest rate risk through its cash and deposits that are at floating rates.

Investment of surplus funds is made with approved financial institutions under the *Local Government Act 1989*. Council manages interest rate risk by adopting an investment policy that ensures:

- diversification of investment product,
- monitoring of return on investment, and
- benchmarking of returns and comparison with budget.

There has been no significant change in the Council's exposure, or its objectives, policies and processes for managing interest rate risk or the methods used to measure this risk from the previous reporting period.

Interest rate movements have not been sufficiently significant during the year to have an impact on the Council's year end result.

(c) Credit risk

Credit risk is the risk that a contracting entity will not complete its obligations under a financial instrument and cause Council to make a financial loss. Council has exposure to credit risk on some financial assets included in our balance sheet. To help manage this risk:

- Council may require collateral where appropriate; and
- Council only invests surplus funds with financial institutions which have a recognised credit rating specified in Council's investment policy.

Receivables consist of a large number of customers, spread across the ratepayer, business and government sectors. Credit risk associated with Council's financial assets is minimal because the main debtor is secured by a charge over the rateable property.

There are no material financial assets which are individually determined to be impaired.

Council may also be subject to credit risk for transactions which are not included in the balance sheet, such as when Council provides a guarantee for another party. Details of our contingent liabilities are disclosed in Note 36.

The maximum exposure to credit risk at the reporting date to recognised financial assets is the carrying amount, net of any provisions for impairment of those assets, as disclosed in the balance sheet and notes to the financial statements. Council does not hold any collateral.

9.4.6 – ATTACHMENT 1. Financial Statements

WHITEHORSE CITY COUNCIL - ANNUAL FINANCIAL REPORT 2016/17

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2017**

NOTE 37 FINANCIAL INSTRUMENTS (CONTINUED)

(d) Liquidity risk

Liquidity risk includes the risk that, as a result of Council's operational liquidity requirements it will not have sufficient funds to settle the transaction when required or will be forced to sell a financial asset at below value or may be unable to settle or recover a financial asset.

To help reduce these risks Council:

- has a liquidity policy which targets a minimum and average level of cash and cash equivalents to be maintained;
- has readily accessible standby facilities and other funding arrangements in place;
- has a liquidity portfolio structure that requires surplus funds to be invested within various bands of liquid instruments;
- monitors budget to actual performance on a regular basis; and
- sets limits on borrowings relating to the percentage of loans to rate revenue and percentage of loan principal repayments to rate revenue.

Council's maximum exposure to liquidity risk is the carrying amounts of financial liabilities as disclosed in the balance sheet and the amounts relating to financial guarantees disclosed in Note 36 and is deemed insignificant on prior periods' data and current assessment of risk.

There has been no significant change in Council's exposure, or its objectives, policies and processes for managing liquidity risk or the methods used to measure this risk from the previous reporting period. With the exception of borrowings, all financial liabilities are expected to be settled within normal terms of trade. Details of the maturity profile for borrowings are disclosed at Note 28.

e) Fair value

Unless otherwise stated, the carrying amounts of financial instruments reflect their fair value.

Fair value hierarchy

Council's financial assets and liabilities are not valued in accordance with the fair value hierarchy, Council's financial assets and liabilities are measured at amortised cost.

(f) Sensitivity disclosure analysis

Taking into account past performance, future expectations, economic forecasts, and management's knowledge and experience of the financial markets, Council believes the following movements are 'reasonably possible' over the next 12 months:

- A parallel shift of + 0.5% and - 0.5% in market interest rates (AUD) from year-end rates of 1.50%.

These movements will not have a material impact on the valuation of Council's financial assets and liabilities, nor will they have a material impact on the results of Council's operations.

9.4.6 – ATTACHMENT 1. Financial Statements

WHITEHORSE CITY COUNCIL - ANNUAL FINANCIAL REPORT 2016/17

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2017

	2017 No.
NOTE 38 RELATED PARTIES DISCLOSURES	
(a) Related Parties	
<i>Parent entity</i>	
Whitehorse City Council is the parent entity.	
<i>Subsidiaries, Associates and Joint Arrangements</i>	
Interests in subsidiaries, associates and joint arrangements are detailed in note 9.	
(b) Key Management Personnel	
Details of persons holding the position of Councillor or other members of key management personnel at any time during the year are:	
Councillors	
Bill Bennett	
Raylene Carr	
Andrew Davenport	
Sharon Ellis	
Ben Stennett	
Denise Massoud - Mayor from 9 November 2016	
Andrew Munroe	
Prue Cutts - from 9 November 2016	
Tina Liu - from 9 November 2016	
Blair Barker - from 15 May 2017	
Tanya Tescher - 9 November 2016 to 3 April 2017	
Robert Chong AM - 1 July 2016 to 21 October 2016	
Heleen Harris OAM - 1 July 2016 to 21 October 2016	
Philip Daw - 1 July 2016 to 21 October 2016 (presiding Mayor for duration)	
Total Number of Councillors	14
Chief Executive Officer and other Key Management Personnel	5
	19
	2017 \$'000
(c) Remuneration of Key Management Personnel	
Total remuneration of key management personnel was as follows:	
Short-term benefits	1,249
Post-employment benefits	118
Long-term benefits	32
Termination benefits	-
Total	1,399
The numbers of key management personnel whose total remuneration from Council and any related entities, fall within the following bands:	
	2017 No.
Total remuneration range	
\$1 - \$9,999	3
\$10,000 - \$19,999	1
\$20,000 - \$29,999	2
\$30,000 - \$39,999	7
\$70,000 - \$79,999	1
\$230,000 - \$239,999	1
\$250,000 - \$259,999	1
\$260,000 - \$269,999	2
\$380,000 - \$389,999	1
	19

9.4.6 – ATTACHMENT 1. Financial Statements

WHITEHORSE CITY COUNCIL - ANNUAL FINANCIAL REPORT 2016/17

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2017

NOTE 38 RELATED PARTIES DISCLOSURES (CONTINUED)

(d) Transactions with related parties

During the period Council did not enter into any related party transactions.

(e) Outstanding balances with related parties

Council did not have any outstanding balances at the end of the reporting period in relation to transactions with a related party.

(f) Loans to/from related parties

There were no loans in existence at balance date that have been made, guaranteed or secured by the council to a related party.

(g) Commitments to/from related parties

There were no commitments in existence at balance date that have been made, guaranteed or secured by the council to a related party.

NOTE 39 SENIOR OFFICER REMUNERATION

A Senior Officer is an officer of Council, other than Key Management Personnel, who:

- a) has management responsibilities and reports directly to the Chief Executive; or
- b) whose total annual remuneration exceeds \$142,000

The number of Senior Officers are shown below in their relevant income bands:

	2017 No.	2016 No.
Total remuneration range		
\$142,000 - \$149,999	2	2
\$150,000 - \$159,999	2	2
\$160,000 - \$169,999	4	4
\$170,000 - \$179,999	4	2
\$180,000 - \$189,999	3	4
\$190,000 - \$199,999	1	-
\$200,000 - \$209,999	-	-
\$210,000 - \$219,999	2	2
	<u>18</u>	<u>16</u>

Total Remuneration for the reporting year of Senior Officers included above amounted to:

\$3,138,824 \$2,785,144

NOTE 40 EVENTS OCCURRING AFTER BALANCE DATE

On 17 July 2017, in accordance Sections 189 & 223 of the Local Government Act 1989, Council having considered public submissions resolved to sell the property known as 2 Carrington Road Box Hill for the consideration of \$2.068m (excluding GST) in accordance with the public notice published in The Age newspaper on 22 April 2017. Council executed the contract at the 17 July 2017 Council meeting.

There are no other matters that occurred after balance date that require disclosure in the financial report.

9.4.6 – ATTACHMENT 1. Financial Statements

WHITEHORSE CITY COUNCIL - ANNUAL FINANCIAL REPORT 2016/17

CERTIFICATION OF THE ANNUAL FINANCIAL REPORT

In my opinion, the accompanying financial statements have been prepared in accordance with the *Local Government Act 1989*, the *Local Government (Planning and Reporting) Regulations 2014*, Australian Accounting Standards and other mandatory professional reporting requirements.

Stuart Cann CPA
Principal Accounting Officer
Dated: 21 August 2017
Nunawading

In our opinion, the Financial Statements present fairly the financial transactions of Whitehorse City Council for the year ended 30 June 2017 and the financial position of Council as at that date.

As at the date of signing, we are not aware of any circumstances which would render any particulars in the financial statements to be misleading or inaccurate.

We have been authorised by Council and by the *Local Government (Planning and Reporting) Regulations 2014* to certify the financial statements in their final form.

Denise Massoud
Mayor
Dated: 21 August 2017
Nunawading

Ben Stennett
Councillor
Dated: 21 August 2017
Nunawading

Noelene Duff
Chief Executive Officer
Dated: 21 August 2017
Nunawading

9.4.6 – ATTACHMENT 2. Performance Statement

Annual Report 2016-17 Content

Section:	Performance Statement
Sub-Section:	Understanding the Performance Statement
Item (Action):	
Contributing Officers:	Corporate Performance

[Section is below]

9.4.6 – ATTACHMENT 2. Performance Statement

Performance Statement For the year ended 30 June 2017

Understanding the Performance Statement

Council is required to prepare and include a performance statement within its Annual Report. The performance statement includes the results of the prescribed sustainable capacity, service performance and financial performance indicators and measures together with a description of the municipal district and an explanation of material variations in the results. This statement has been prepared to meet the requirements of the *Local Government Act 1989* and Local Government (Planning and Reporting) Regulations 2014.

Where applicable the results in the performance statement have been prepared on accounting bases consistent with those reported in the Financial Statements. The other results are based on information drawn from council information systems or from third parties (e.g. Australian Bureau of Statistics).

The performance statement presents the actual results for the current year and for the prescribed financial performance indicators and measures, the results forecast by the council's strategic resource plan. The Local Government (Planning and Reporting) Regulations 2014 requires explanation of any material variations in the results contained in the performance statement. Council has adopted materiality thresholds relevant to each indicator and measure, and explanations have not been provided for variations below the materiality thresholds unless the variance is considered to be material because of its nature. Council has, however, provided comments against every indicator to assist readers in interpreting the results.

The forecast figures included in the performance statement are those adopted by Council in its strategic resource plan on 26 June 2017 and which forms part of the Council Plan. The strategic resource plan includes estimates based on key assumptions about the future that were relevant at the time of adoption and aimed at achieving sustainability over the long term. Detailed information on the actual financial results is contained in the General Purpose Financial Statements. The strategic resource plan can be obtained by contacting Council or from Council's website www.whitehorse.vic.gov.au.

9.4.6 – ATTACHMENT 2. Performance Statement

Description of Municipality

The City of Whitehorse is located just 15 kilometres east of Melbourne and covers an area of 64 square kilometres. The municipality has an estimated residential population of 167,933 residents (Australian Bureau of Statistics, 2016). Whitehorse has a diverse population. According to the 2016 census, 38 per cent of residents were born overseas and 37 per cent speak a language other than English at home. The most common languages are Mandarin, Cantonese, Greek, Italian, Vietnamese, Hindi, Sinhalese, Korean and Persian/Dari. Whitehorse City Council provides high quality services and facilities across a range of areas including community services, environmental services, customer services, health and wellbeing, planning and building, parks and gardens and more. Whitehorse has more than 631 hectares of open space, including quality bushland reserves, parks, formal gardens, recreation reserves and trails, combined with tree-lined residential streetscapes to form a pleasant urban environment.

9.4.6 – ATTACHMENT 2. Performance Statement

Sustainable Capacity Indicators

For the year ended 30 June 2017

Dimension/Indicator/Measure	Results			Material Variations and Comments
	2015	2016	2017	
CAPACITY				
Population <i>Expenses per head of municipal population</i> [Total expenses / Municipal population]	\$906.87	\$912.94	\$923.37	This result demonstrates Council’s continual ability to maintain a relatively low cost per head of population. Council ensures service delivery and adequate maintenance of community infrastructure within the parameters of a responsible budget.
Population <i>Infrastructure per head of municipal population</i> [Value of infrastructure / Municipal population]	\$4,913.42	\$4,912.03	\$5,022.44	This result reflects Council’s continual commitment to invest in high quality infrastructure.
Population <i>Population density per length of road</i> [Municipal population / Kilometres of local roads]	265.31	268.33	263.63	This result demonstrates Council’s ability to continually maintain a well-developed road network to support the size of its population.
Own source revenue <i>Own source revenue per head of municipal population</i> [Own source revenue / Municipal population]	\$871.39	\$934.83	\$981.87	This result reflects Council’s continual ability to generate revenue from different sources without relying on funding from other levels of government.
Recurrent grants <i>Recurrent grants per head of municipal population</i> [Recurrent grants / Municipal population]	\$130.59	\$102.93	\$130.74	This result reflects Council receiving in 2016/17 the full allocation of the 2016/17 Victoria Grants Commission funding and 50% of the funding 2017/18 allocation.
Disadvantage <i>Relative socio-economic disadvantage</i> [Index of Relative Socio-Economic Disadvantage by decile]	9.00	9.00	9.00	This result indicates that Whitehorse continues to be a municipality with a relatively low socio-economic disadvantage.

9.4.6 – ATTACHMENT 2. Performance Statement

Definitions

"adjusted underlying revenue" means total income other than:

(a) non-recurrent grants used to fund capital expenditure; and

(b) non-monetary asset contributions; and

(c) contributions to fund capital expenditure from sources other than those referred to above

"infrastructure" means non-current property, plant and equipment excluding land

"local road" means a sealed or unsealed road for which the council is the responsible road authority under the *Road Management Act 2004*

"population" means the resident population estimated by council

"own-source revenue" means adjusted underlying revenue other than revenue that is not under the control of council (including government grants)

"relative socio-economic disadvantage", in relation to a municipality, means the relative socio-economic disadvantage, expressed as a decile for the relevant financial year, of the area in which the municipality is located according to the Index of Relative Socio-Economic Disadvantage (Catalogue Number 2033.0.55.001) of SEIFA

"SEIFA" means the Socio-Economic Indexes for Areas published from time to time by the Australian Bureau of Statistics on its Internet website

"unrestricted cash" means all cash and cash equivalents other than restricted cash.

9.4.6 – ATTACHMENT 2. Performance Statement

Service Performance Indicators

For the year ended 30 June 2017

Service/Indicator/Measure	2015	Results 2016	2017	Material Variations and Comments
Aquatic facilities				
Utilisation <i>Utilisation of aquatic facilities</i> [Number of visits to aquatic facilities / Municipal population]	10.11	9.62	9.28	Aquatic facilities were well utilised, offering a broad range of accessible aquatic and dry area facilities. The decrease in the utilisation of aquatic facilities is the result of a fall in the number of visits, which has been impacted by the opening of a new aquatic facility in a neighbouring municipality. In the 2017 Community Satisfaction Survey, Council's recreational facilities were one of the top performing areas, significantly exceeding the Metropolitan group and State-wide averages.
Animal management				
Health and safety <i>Animal management prosecutions</i> [Number of successful animal management prosecutions]	7.00	7.00	9.00	The number of animal management prosecutions varies from year to year. Matters reported are investigated and where the circumstances of the incident meet statutory provisions, prosecutions are initiated against the animal's owner. This year, nine incidents were reported and all nine incidents were successfully prosecuted. This result represents the effectiveness of the animal management service as all attacks that met the Domestic Animal Act 1994 criteria were successfully prosecuted.

9.4.6 – ATTACHMENT 2. Performance Statement

Service/Indicator/Measure	2015	Results 2016	2017	Material Variations and Comments
Food safety				
Health and safety <i>Critical and major non-compliance notifications</i> [Number of critical non-compliance notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance notifications and major non-compliance notifications about food premises] X 100	92.00%	98.97%	100.00%	From 1 July 2016, 'Critical and major non-compliance outcome notifications' will be reported by calendar year. Previously this indicator was reported by financial year. This has been implemented to better align reporting with the Department of Health and Human Services. This may result in some variances year on year.
Governance				
Satisfaction <i>Satisfaction with council decisions</i> [Community satisfaction rating out of 100 with how council has performed in making decisions in the interest of the community]	56.00	57.00	59.00	Council has seen improvement in satisfaction with council decisions over the past two year. This result highlights Council's continued efforts in making decisions which are in the best interest of the community. In the 2017 Community Satisfaction Survey, Council exceeded the Metropolitan result and significantly exceeded the State-wide result on making community decisions.
Libraries				
Participation <i>Active library members</i> [Number of active library members / Municipal population] X 100	15.00%	15.28%	14.84%	The active members indicator fluctuates each year. This year the estimated resident population for Whitehorse has increased, whilst the number of active members has remained static, resulting in a slightly lower percentage. The indicator does not include members who attend the library for other purposes such as using the internet, Wi-Fi services or attendance at library programs.

9.4.6 – ATTACHMENT 2. Performance Statement

Service/Indicator/Measure	2015	Results 2016	2017	Material Variations and Comments
Maternal and Child Health (MCH)				
Participation <i>Participation in the MCH service</i> [Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] X 100	80.00%	78.37%	83.36%	Council's Maternal and Child Health service transitioned to a new state-wide Child Development Information System (CDIS) in April 2017. The new system is experiencing a number of issues, and as such Council is unable to verify the accuracy of the data. Council is currently working with the Municipal Association of Victoria (MAV) to verify this data and rectify these issues. This result demonstrates that Maternal and Child Health participation rates are high in the City of Whitehorse and is supported by the positive results in our most recent Maternal and Child Health Satisfaction Survey.
Participation <i>Participation in the MCH service by Aboriginal children</i> [Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] X 100	73.00%	75.53%	68.33%	Council's Maternal and Child Health service transitioned to a new state-wide Child Development Information System (CDIS) in April 2017. CDIS is a web-based child and youth centric information management system that was developed in collaboration by the State Government and the Municipal Association of Victoria (MAV). At the end of the financial year, the new system was unable to generate a report for this indicator. Therefore, the MAV have provided the participation in the MCH service by Aboriginal rate for the 2016/17 financial year for the purpose of reporting this indicator's result. The MAV is working to implement this system capability by the next release cycle. In the first year of life, 100% of families attended the service, in the second year 80% attended, the attendance rate drops off considerably after this in years 3, 4, and 5.

9.4.6 – ATTACHMENT 2. Performance Statement

Service/Indicator/Measure	2015	Results 2016	2017	Material Variations and Comments
Roads				
Satisfaction <i>Satisfaction with sealed local roads</i> [Community satisfaction rating out of 100 with how council has performed on the condition of sealed local roads]	64.00	73.00	73.00	Satisfaction with sealed local roads remains consistent with prior year. In the 2017 Community Satisfaction Survey, Council performed best in the area of sealed local roads, significantly exceeding the Metropolitan group and State-wide averages.
Statutory Planning				
Decision making <i>Council planning decisions upheld at VCAT</i> [Number of VCAT decisions that did not set aside council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] X 100	52.00%	40.66%	48.98%	This year's outcome is a result of changes to the VCAT process which require most applications to undertake compulsory conferences. There is considerable pressure to resolve issues prior to a hearing or at least narrow the scope of contended issues for VCAT hearings. The result can be a significant improvement on plans originally considered by Council, but as this is not measured, it does not reflect through the statistic.
Waste Collection				

9.4.6 – ATTACHMENT 2. Performance Statement

Service/Indicator/Measure	Results			Material Variations and Comments
	2015	2016	2017	
Waste diversion <i>Kerbside collection waste diverted from landfill</i> [Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] X 100	51.10%	50.12%	51.12%	<p>Diversion from landfill of 51.12% is consistent with Council's Waste Management Plan 2011 and our continual efforts to reduce waste to landfill.</p> <p>With less paper and lighter packaging, Council has maintained a diversion rate above 50%. This is an excellent achievement, due to the weight of recyclables declining in recent years. A point to note, however, is as a result of Council's waste reduction measures, the amount of garbage waste to landfill has also declined, offsetting the decline in the weight of recyclables. This has resulted in a consistent result compared to the prior years.</p> <p>In the 2017 Community Satisfaction Survey, waste management was the second highest performing service area.</p>

9.4.6 – ATTACHMENT 2. Performance Statement

Definitions

"Aboriginal child" means a child who is an Aboriginal person

"Aboriginal person" has the same meaning as in the *Aboriginal Heritage Act 2006*

"active library member" means a member of a library who has borrowed a book from the library

"annual report" means an annual report prepared by a council under sections 131, 132 and 133 of the Act

"CALD" means culturally and linguistically diverse and refers to persons born outside Australia in a country whose national language is not English

"class 1 food premises" means food premises, within the meaning of the *Food Act 1984*, that have been declared as class 1 food premises under section 19C of that Act

"class 2 food premises" means food premises, within the meaning of the *Food Act 1984*, that have been declared as class 2 food premises under section 19C of that Act

"critical non-compliance outcome notification" means a notification received by council under section 19N(3) or (4) of the *Food Act 1984*, or advice given to council by an authorized officer under that Act, of a deficiency that poses an immediate serious threat to public health

"food premises" has the same meaning as in the *Food Act 1984*

"local road" means a sealed or unsealed road for which the council is the responsible road authority under the *Road Management Act 2004*

"major non-compliance outcome notification" means a notification received by a council under section 19N(3) or (4) of the *Food Act 1984*, or advice given to council by an authorized officer under that Act, of a deficiency that does not pose an immediate serious threat to public health but may do so if no remedial action is taken

"MCH" means the Maternal and Child Health Service provided by a council to support the health and development of children within the municipality from birth until school age

"population" means the resident population estimated by council

"WorkSafe reportable aquatic facility safety incident" means an incident relating to a council aquatic facility that is required to be notified to the Victorian WorkCover Authority under Part 5 of the *Occupational Health and Safety Act 2004*.

9.4.6 – ATTACHMENT 2. Performance Statement

Financial Performance Indicators

For the year ended 30 June 2017

Dimension/Indicator/Measure	Results			Forecasts				Material Variations
	2015	2016	2017	2018	2019	2020	2021	
Efficiency								
Revenue level Average residential rate per residential property assessment [Residential rate revenue / Number of residential property assessments]	\$1,338.28	\$1,421.53	\$1,461.10	\$1,497.19	\$1,522.43	\$1,543.16	\$1,570.68	This result confirms Whitehorse City Council's low average rates per assessment and is among the lowest across Metropolitan Melbourne. Future rate increases are anticipated to be in line with the rate cap.
Expenditure level Expenses per property assessment [Total expenses / Number of property assessments]	\$2,151.48	\$2,148.34	\$2,157.02	\$2,310.65	\$2,297.18	\$2,347.47	\$2,388.25	This result demonstrates Council's continual ability to deliver quality services within a responsible budget.
Workforce turnover Resignations and terminations compared to average staff [Number of permanent staff resignations and terminations / Average number of permanent staff for the financial year]	7.16%	8.33%	10.27%	15.00%	15.00%	15.00%	15.00%	The result reflects an increase in the staff leaving the organisation. However the result is consistent with the forecast which is in the upper range of positive workforce turnover and refreshment.
Liquidity								
Working capital Current assets compared to current liabilities [Current assets / Current liabilities]	278.81%	284.31%	421.04%	447.59%	398.18%	411.07%	374.77%	This demonstrates Council's extremely strong cash position. This will contribute to funding for major community infrastructure projects. The result reflects Council's strong operating performance in 2016/17 and the increase in Assets now available for sale in the forthcoming year.

9.4.6 – ATTACHMENT 2. Performance Statement

Dimension/Indicator/Measure	Results			Forecasts				Material Variations
	2015	2016	2017	2018	2019	2020	2021	
Unrestricted cash <i>Unrestricted cash compared to current liabilities</i> [Unrestricted cash / Current liabilities]	188.90%	194.18%	257.97%	242.48%	287.52%	273.55%	227.19%	This demonstrates Council's strong unrestricted cash position, strong operating performance in 2016/17 and reflects the cash available after accounting for trust funds and deposits and statutory reserves. This will contribute to funding for major community infrastructure projects.
Obligations								
Asset renewal <i>Asset renewal compared to depreciation</i> [Asset renewal expense / Asset depreciation]	75.75%	100.22%	103.30%	102.64%	163.89%	144.04%	122.02%	This result continues the upward trend of Council's Asset's renewal expenditure. This demonstrates Council's continual commitment to renew its existing community infrastructure with projects such as the Whitehorse Centre Redevelopment and the Nunawading Community Hub.
Loans and borrowings <i>Loans and borrowings compared to rates</i> [Interest bearing loans and borrowings / Rate revenue]	6.53%	5.62%	5.03%	4.49%	4.33%	0.00%	0.00%	Council continues to have a relatively low level of current borrowings which will reduce over time. There were no new borrowings in the 2016/17 year and this is not expected to change over the forecasted period.
Loans and borrowings <i>Loans and borrowings repayments compared to rates</i> [Interest and principal repayments on interest bearing loans and borrowings / Rate revenue]	8.46%	0.67%	0.62%	0.60%	0.19%	4.26%	0.00%	Consistent with the loans and borrowings compared to rates ratio, Council continues to have a relatively low level of current borrowings with the associated interest and principle repayments. There were no new borrowings in the 2016/17 year and this is not expected to change over the forecasted period.

9.4.6 – ATTACHMENT 2. Performance Statement

Dimension/Indicator/Measure	Results			Forecasts				Material Variations
	2015	2016	2017	2018	2019	2020	2021	
Indebtedness <i>Non-current liabilities compared to own source revenue</i> [Non-current liabilities / Own source revenue]	6.89%	5.75%	5.10%	5.18%	2.10%	2.17%	2.16%	This result demonstrates Council's continual ability to meet its long term obligations. This ratio will continue to improve over the forecasted period.
Operating position								
Adjusted underlying result <i>Adjusted underlying surplus (or deficit)</i> [Adjusted underlying surplus (or deficit) / Adjusted underlying revenue]	12.33%	15.25%	20.84%	13.38%	18.28%	14.76%	13.30%	This result represents another strong result for 2016/17, however the forecast trend is expected to decline due to the introduction of rate capping.
Stability								
Rates concentration <i>Rates compared to adjusted underlying revenue</i> [Rate revenue / Adjusted underlying revenue]	56.44%	58.34%	55.21%	58.21%	55.92%	58.04%	58.85%	This result is consistent with prior years in respect to the reliance on rates as a funding source. This percentage is not expected to significantly change in the forecasted period.
Rates effort <i>Rates compared to property values</i> [Rate revenue / Capital improved value of rateable properties in the municipality]	0.20%	0.21%	0.17%	0.17%	0.15%	0.16%	0.15%	This result illustrates the relatively low rating burden for the Whitehorse community that will decrease over the forecasted period.

9.4.6 – ATTACHMENT 2. Performance Statement

Definitions

"adjusted underlying revenue" means total income other than:

(a) non-recurrent grants used to fund capital expenditure; and

(b) non-monetary asset contributions; and

(c) contributions to fund capital expenditure from sources other than those referred to above

"adjusted underlying surplus (or deficit)" means adjusted underlying revenue less total expenditure

"asset renewal expenditure" means expenditure on an existing asset or on replacing an existing asset that returns the service capability of the asset to its original capability

"current assets" has the same meaning as in the AAS

"current liabilities" has the same meaning as in the AAS

"non-current assets" means all assets other than current assets

"non-current liabilities" means all liabilities other than current liabilities

"non-recurrent grant" means a grant obtained on the condition that it be expended in a specified manner and is not expected to be received again during the period covered by a council's Strategic Resource Plan

"own source revenue" means adjusted underlying revenue other than revenue that is not under the control of council (including government grants)

"population" means the resident population estimated by council

"rate revenue" means revenue from general rates, municipal charges, service rates and service charges

"recurrent grant" means a grant other than a non-recurrent grant

"residential rates" means revenue from general rates, municipal charges, service rates and service charges levied on residential properties

"restricted cash" means cash and cash equivalents, within the meaning of the AAS, that are not available for use other than for a purpose for which it is restricted, and includes cash to be used to fund capital works expenditure from the previous financial year

"unrestricted cash" means all cash and cash equivalents other than restricted cash.

9.4.6 – ATTACHMENT 2. Performance Statement

Certification of the Performance Statement

In my opinion, the accompanying performance statement has been prepared in accordance with the *Local Government Act 1989* and the Local Government (Planning and Reporting) Regulations 2014.

Stuart Cann CPA
Principal Accounting Officer
Dated: 21 August 2017

In our opinion, the accompanying performance statement of *Whitehorse City Council* for the year ended 30 June 2017 presents fairly the results of council's performance in accordance with the *Local Government Act 1989* and the Local Government (Planning and Reporting) Regulations 2014.

The performance statement contains the relevant performance indicators, measures and results in relation to service performance, financial performance and sustainable capacity.

At the date of signing, we are not aware of any circumstances that would render any particulars in the performance statement to be misleading or inaccurate.

We have been authorised by the council and by the Local Government (Planning and Reporting) Regulations 2014 to certify this performance statement in its final form.

Denise Massoud (Mayor)
Councillor
Dated: 21 August 2017

Ben Stennett
Councillor
Dated: 21 August 2017

Noelene Duff
Chief Executive Officer
Dated: 21 August 2017