

Attachments

Council Meeting

Monday 30 January 2023

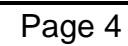
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11.1 22 Neville Street, BOX HILL
SOUTH (LOT 184 LP 7124 10)–
Amendment to Planning Permit
WH/2019/1227

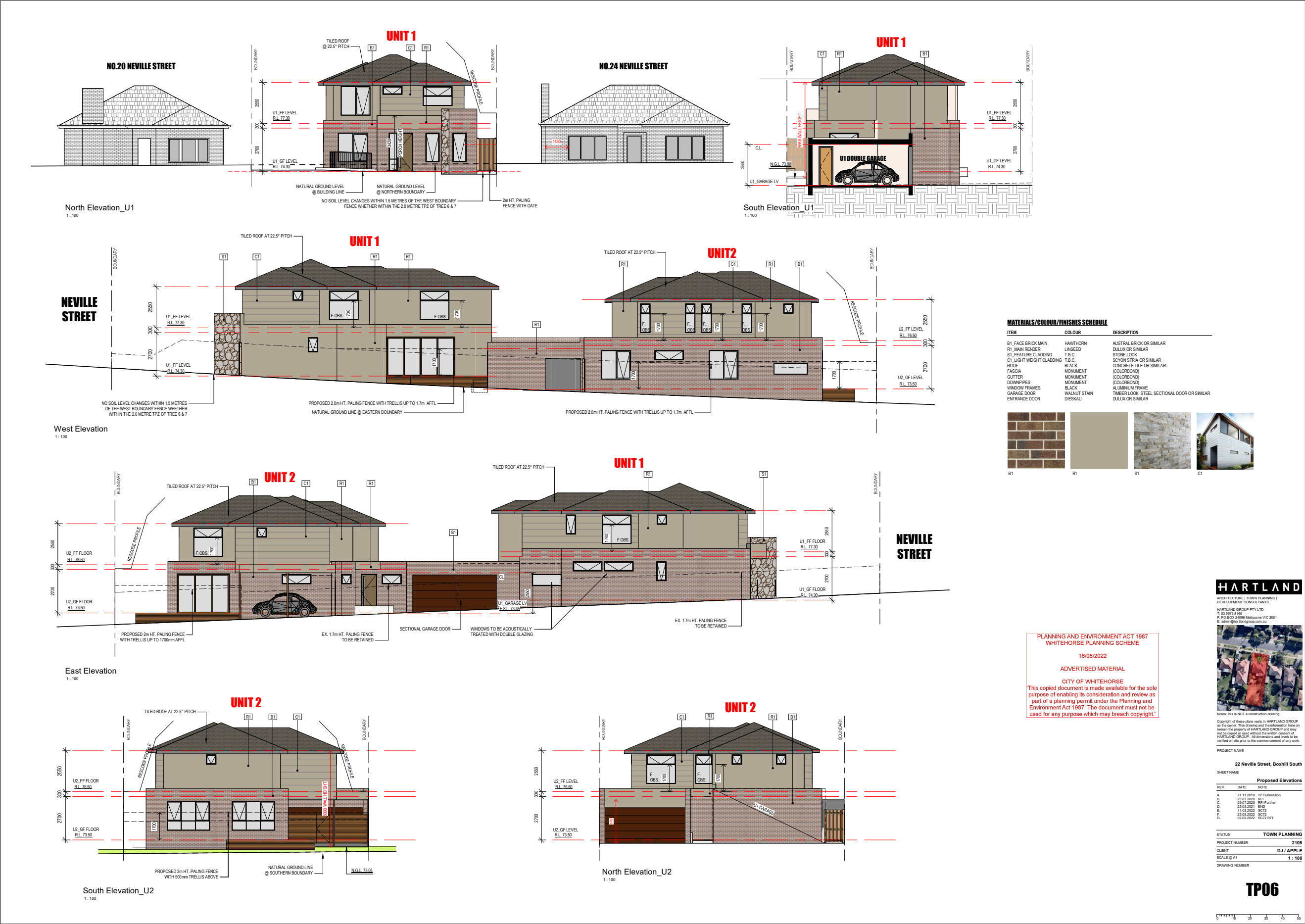
Attachment 1 Proposed Plans

Attachment 2 Previously Approved Plans

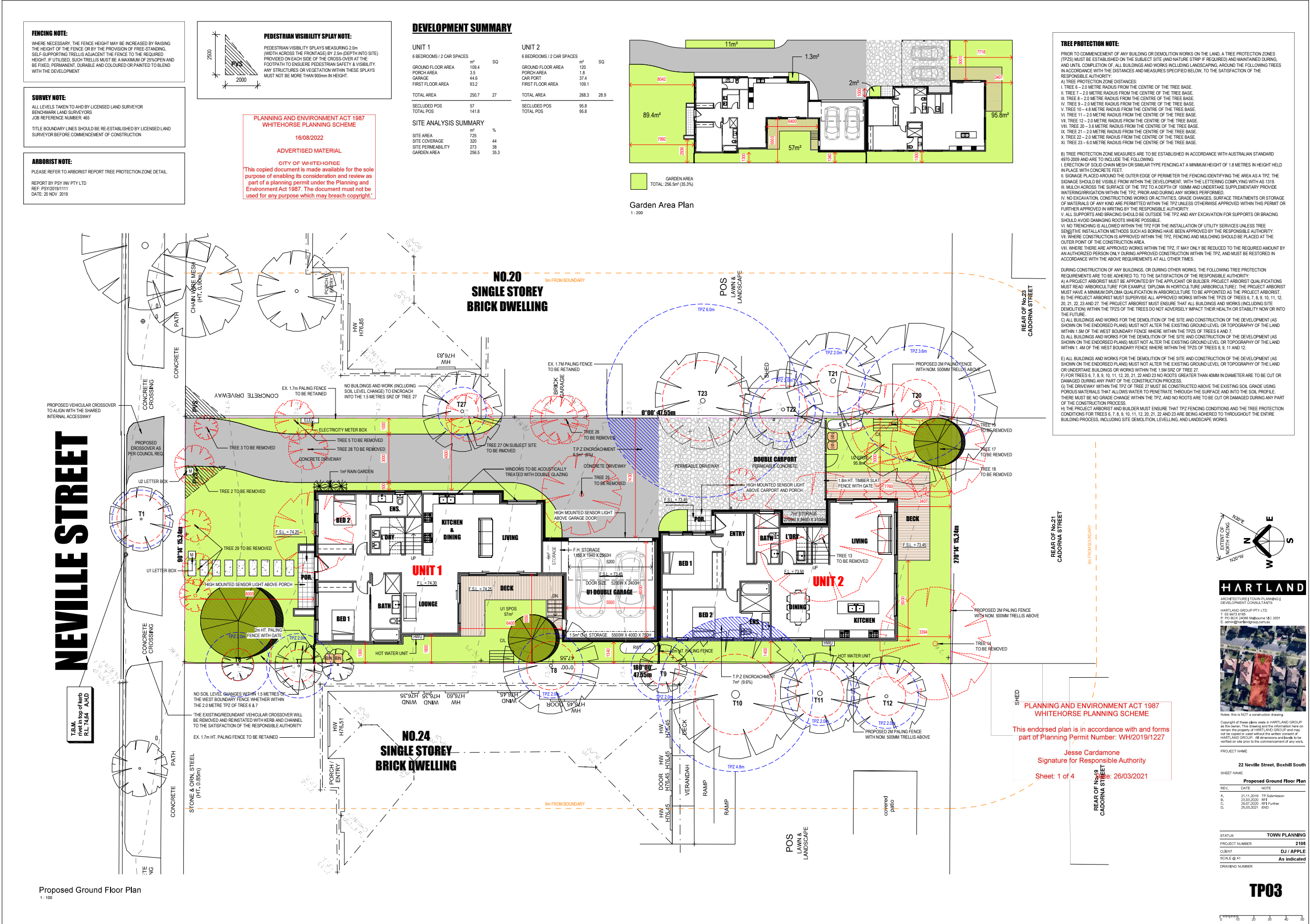
Attachment 3 Proposed Operational Management Plan



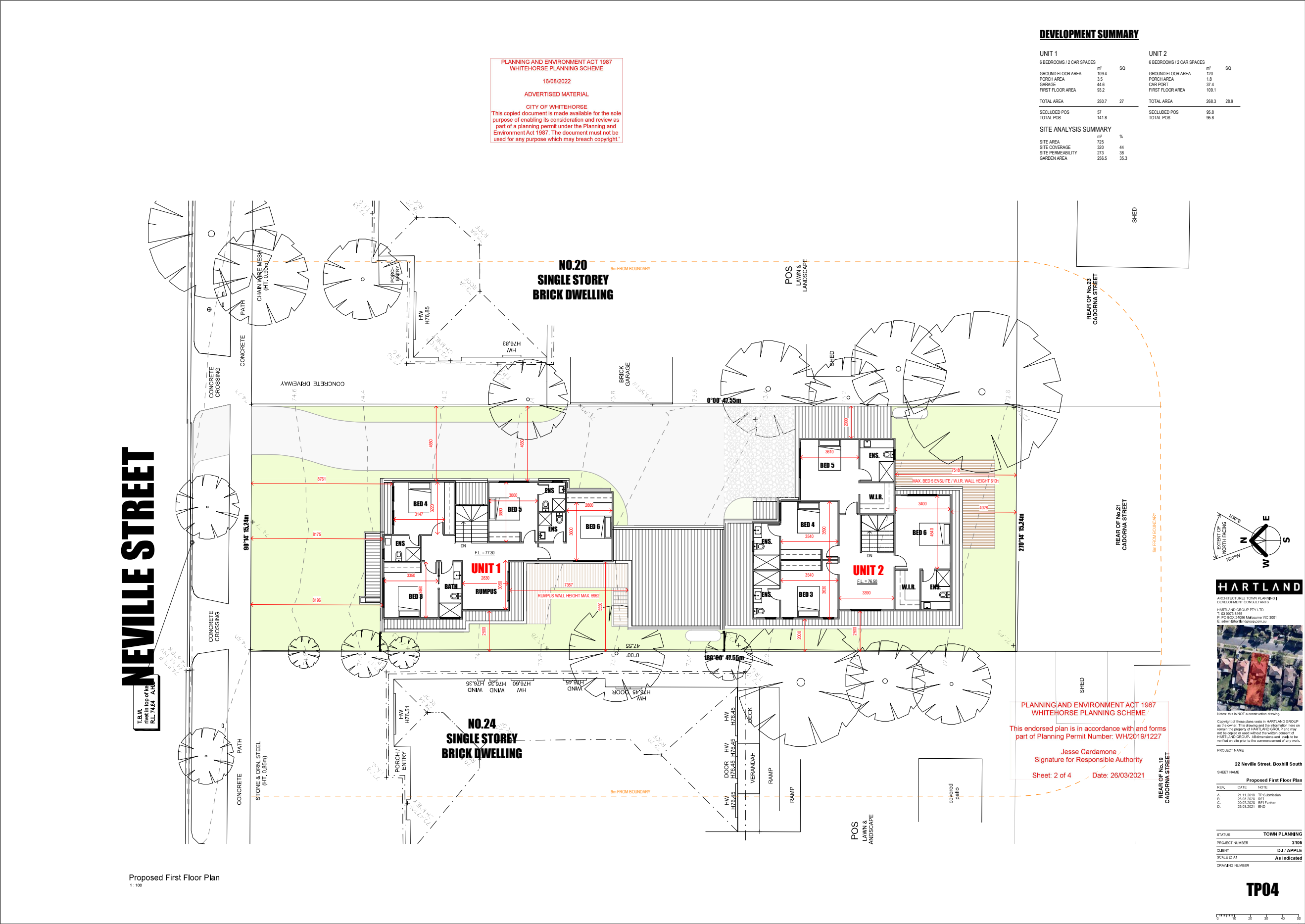
11.1 – ATTACHMENT 1. Proposed Plans



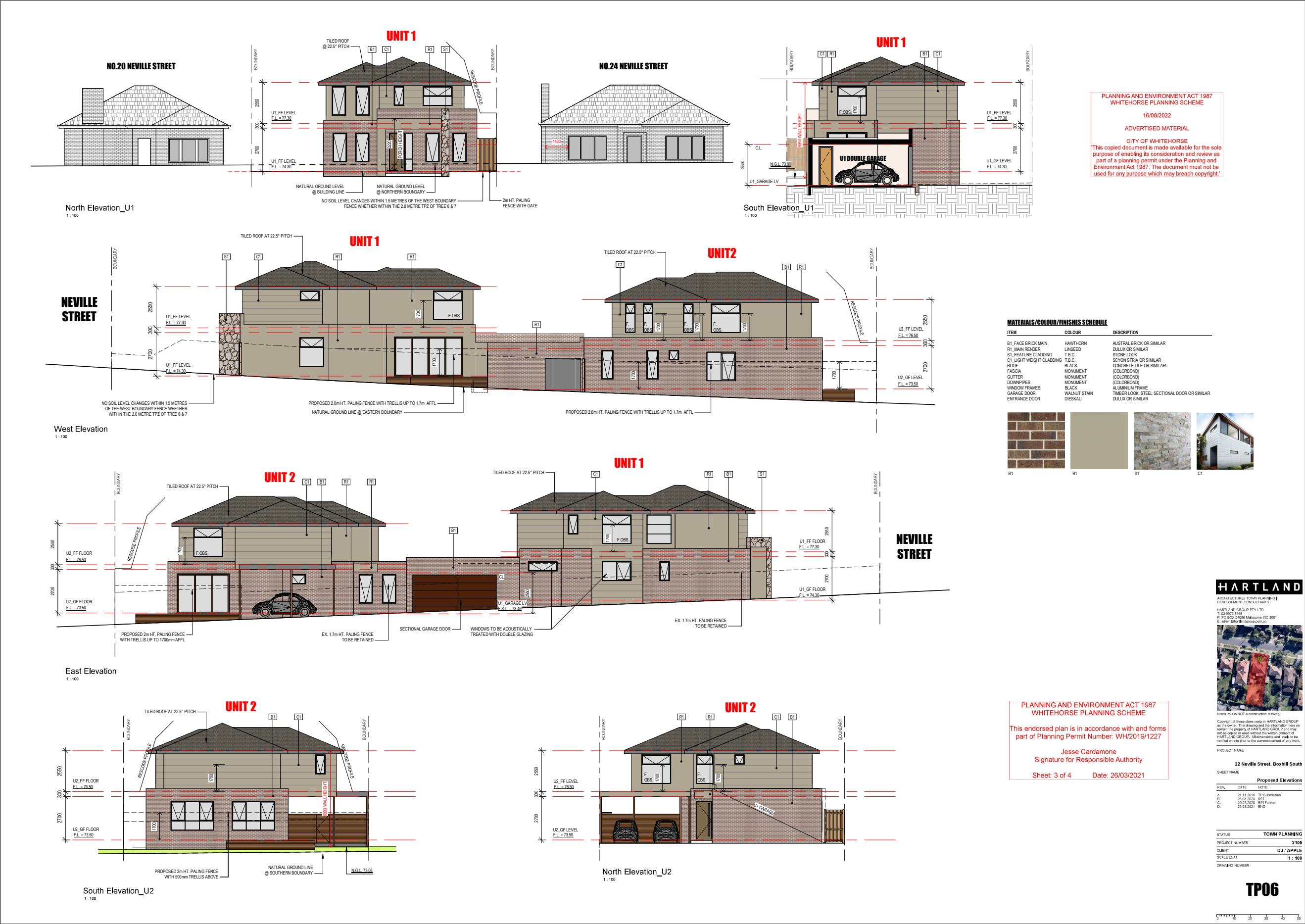
11.1 – ATTACHMENT 2. Previously Approved Plans



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Specifications

Subgrade preparation

Site preparation to be carried out in accordance with best horticultural practice and under suitable conditions. Disturbance to indigenous soil structure is to be minimised. The use of machinery that may damage soil structure or profile is not acceptable. Subgrade shall be prepared to a minimum depth of 150mm and shall be achieved by excavating and backfilling with suitable material. Subgrade for garden beds is to be medium texture general purpose garden soil and lightly compacted to minimum 300mm depth to garden beds. Soil is to comply with a.s. 212:1998, and as follows:

Weed control

Remove and dispose of environmental weeds off site prior to subgrade preparation, topsoiling and planting works.

Soil Preparation

Topsoil is to be spread in maximum 150mm layers, lightly compacted by use of a 500 - 1000 roller, or by thoroughly walking until it conforms with finished levels and is to be within 20mm below edging levels to accommodate mulch. Imported topsoil for garden beds is to be medium texture general purpose garden soil and lightly compacted to minimum 300mm depth to garden beds. Soil is to comply with a.s. 212:1998, and as follows:

- free from perennial weeds and their roots, bulbs and rhizomes
- free from building rubble and any other matter deleterious to plant growth
- pH to be 6.5 - 7.5
- texture to be light to medium friable loam
- free from silt material

Imported topsoil for lawn regeneration / establishment shall have the above characteristics, but shall be a free draining sandy loam lightly compacted to minimum 300mm depth

Mulch

The specified mulch for garden beds is to be an aged organic material with 60 - 80 percent of its volume being wood chips particles in a size range of 25 - 50 mm maximum. Mulch is to be spread at a consolidated depth of 75mm

Planting Procedure

If site planting hole is dry - fill with water and allow to drain completely. Tree roots are to be teased outwards if matted or circling occurs prior to backfilling. Place tree in centre of hole on firm soil to prevent sinking, ensuring top of the rootball is flush with the surrounding soil surface and the trunk is vertical. Backfill material is to be a loose, friable, silty, with no brick, sticks or foreign material. If sufficient material is not available from the original hole to backfill, a similar soil type must be sourced and used. Soil material must be firmly backfilled in layers to prevent large air pockets from occurring, then thoroughly watered in. Trees to be staked with two 200mm x 10mm hardwood stakes driven firmly into the ground. Stakes must not be placed through the rootball area. Trees are to be secured for each stake with a strong, soft and flexible material, tight enough to support the tree in windy conditions - yet loose enough to stimulate development of a good supportive root system. Tree material must not rest upon tree bark or restrict trunk growth for a minimum period of three years. Slow release fertiliser (1glt month formulation) such as 'Osmocote' is to be applied to the top of the rootball area away from the trunk (refer to manufacturers specifications and watered in immediately. All trees to be mulched to a diameter of 150mm wide and to a depth of 300mm but must not be in contact with the tree trunk. Mulch is to be an aged organic material with 60 - 80 percent of its volume being wood chips particles in a size range of 25 - 50 mm maximum. Mulch is to be spread at a consolidated depth of 75mm. The planting hole surface is to be shaped to minimise waterlogging/excessive water retention but retain the mulch material intact. The site must be left in a clean and safe condition

Plant Establishment Period

The landscape is to be maintained by applying best horticultural practice to promote healthy plant performance for a 3 year establishment period following the approval of Practical Completion by the responsible authority including (but not limited to) the following tasks: Pruning as healthy and structurally sound mature, pest and disease free vegetation to be pest and disease free, mulching, staking and tying - 75mm mulch depth to be maintained around tree bases throughout maintenance period, watering as often as necessary to ensure healthy and vigorous growth in accordance with current local watering regulations, weeding - maintained in a weed free state over the entire mulch area by spraying or mechanical means, fertilising - 1glt monthly slow release fertiliser in accordance with manufacturers recommended application rates, replacement of deceased, stunted or unsatisfactory plants beyond repair or regrowth with the same species as specified in the plant schedule within the assigned maintenance period

Irrigation

An in-ground automatic or manual drip (or spray where practical) irrigation system to be installed to all garden areas (and planter boxes if applicable) to be operated in accordance with current local watering regulations.

Timber Edging

Timber edging to be 75mm x 25mm treated pine secured to 300mm long treated pine stakes at 10m, min. 3000mm spacings with galvanised screws and installed at all junctions between garden beds, lawn and topping / pebble areas

Drainage

Landscape architect (or building contractor) are responsible for civil and hydraulic computations for landscape building works including, but not limited to surface and sub surface drainage for all landscape areas prior to commencement of works

General

It is the responsibility of the consulting engineer to specify building construction methods (for all existing and proposed built constructions on and off site) that are able to withstand disturbance from proposed trees and planting, whether directly from the tree/planter, or as a result of changes to the soil profile (e.g. soil movement as a result of changes in moisture levels). It is recommended that root control barriers be installed for any proposed trees located within proximity of any proposed or existing (including neighbouring) building lines, retaining walls, rain gardens and any built constructions.

Plants - Quality of Trees and Shrubs

Trees and shrubs shall be healthy nursery stock free from insects, diseases and weeds. The specified plant heights, and pot sizes are minimums. If plant material is unavailable in these sizes, larger stock must be used. Plant substitution is not acceptable unless confirmed by the responsible authority in writing. The contractor is to supply and install semi mature trees which meet the following criteria: Have a minimum planted height to size as indicated in the plant schedule, have a minimum trunk caliper of 30mm at ground level, be undamaged and free of diseases and insect pests, not be root bound or have circling or girdling roots but have roots grown to the edge of the container, should bear a single straight trunk, strong branching pattern, and full canopy, show healthy, vigorous growth

Protection of Existing Trees

This plan is to be read in conjunction with the arboricultural report prepared by Pty Ltd (AS 437:2009)

All existing vegetation shown on the endorsed plan (subject site and neighbouring properties) to be retained must be suitably marked before any development (including demolition) commences on the land and that vegetation must not be removed, destroyed or topped without the written consent of the responsible authority. Before the commencement of works (including demolition) start, tree protection barriers must be erected around trees (subject site and neighbouring properties) to form a defined tree protection zone during demolition and construction in accordance with tree protection measures as per AS 437:2009 (Tree protection in development sites) and to the satisfaction of the responsible authority

Any pruning that is required must be carried out by a trained and competent arborist with a thorough knowledge of tree physiology and pruning methods to carry out pruning to the Australian standard - AS 437:2009 (Pruning of ornamental trees). All tree protection practices must be adhered to in accordance with the arboricultural report and to the satisfaction of the responsible authority

The following tree protection measures must be adhered to in accordance with condition 5, and 6, of the planning permit:

- Prior to commencement of any building or demolition works on the land, a Tree Protection Zones (TPZs) must be established on the subject site (and nature strip if required) and maintained during, and completion of, all buildings and works including landscaping, around the following trees in accordance with the distances and measures specified below, to the satisfaction of the Responsible Authority

a) Tree Protection Zone distances

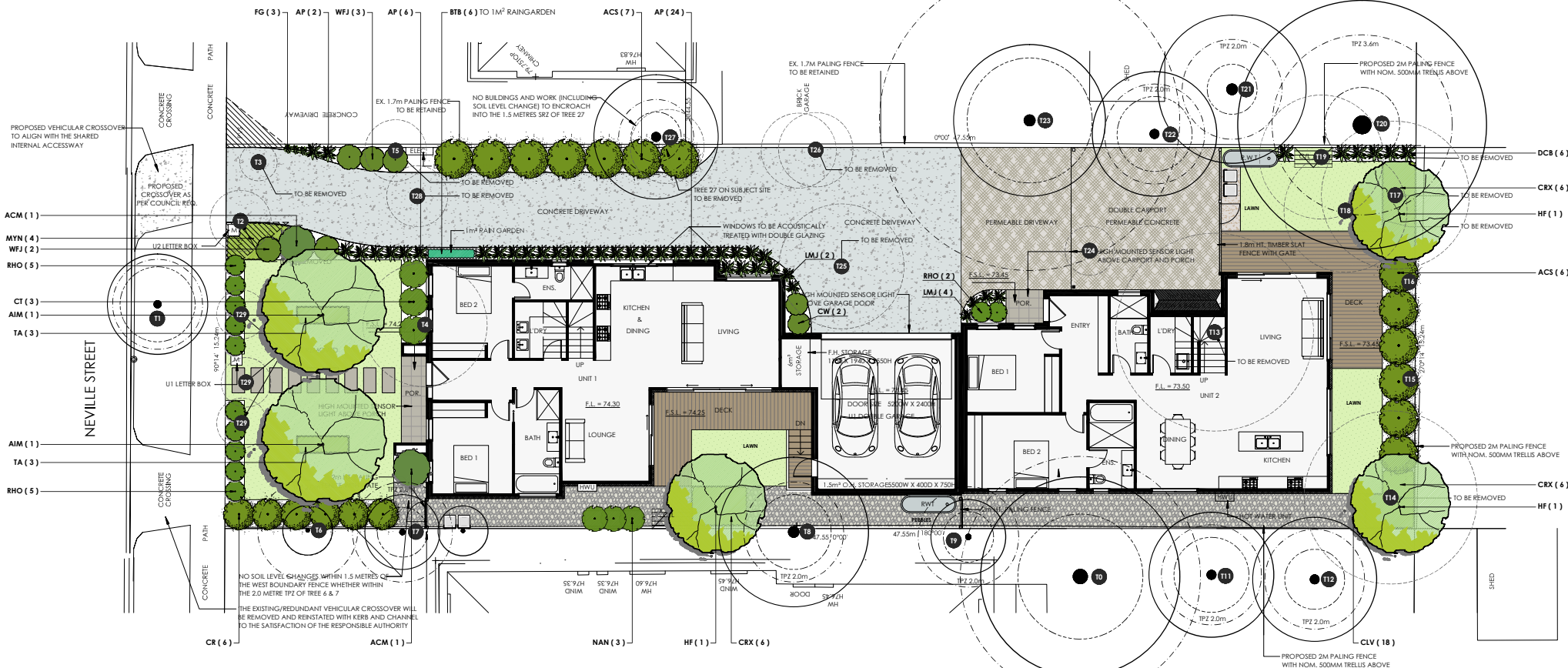
- Tree 6 - 2.0 metre radius from the centre of the tree base.
- Tree 7 - 2.0 metre radius from the centre of the tree base.
- Tree 8 - 2.0 metre radius from the centre of the tree base.
- Tree 9 - 2.0 metre radius from the centre of the tree base.
- Tree 10 - 4.8 metre radius from the centre of the tree base.
- Tree 11 - 2.0 metre radius from the centre of the tree base.
- Tree 12 - 2.0 metre radius from the centre of the tree base.
- Tree 20 - 3.6 metre radius from the centre of the tree base.
- Tree 21 - 2.0 metre radius from the centre of the tree base.
- Tree 22 - 2.0 metre radius from the centre of the tree base.
- Tree 23 - 2.0 metre radius from the centre of the tree base.

b) Tree Protection Zone measures are to be established in accordance with Australian Standard 4370-2009 and are to include the following:

- Erection of solid chain mesh or similar type fencing at a minimum height of 1.8 metres in height held in place with concrete feet.
- Signage placed around the outer edge of perimeter the fencing identifying the area as a TPZ. The signage should be visible from within the development, with the lettering complying with AS 1919
- Mulch across the surface of the TPZ to a depth of 50mm and undertake supplementary provide watering/irrigation within the TPZ, prior and during any works performed.
- No excavation, construction works or activities, grade changes, surface treatments or storage of materials of any kind are permitted within the TPZ unless otherwise approved within this permit or further approved in writing by the Responsible Authority.
- All supports and bracing should be outside the TPZ and any excavation for supports or bracing should avoid damaging roots where possible.
- No trenching is allowed within the TPZ for the installation of utility services unless tree sensitive installation methods such as boring have been approved by the Responsible Authority.
- Where construction is approved within the TPZ, fencing and mulching should be placed at the outer point of the construction area.
- Where there are approved works within the TPZ, it may only be reduced to the required amount by an authorized person only during approved construction within the TPZ, and must be restored in accordance with the above requirements at all other times.

6. During construction of any buildings, or during other works, the following tree protection requirements are to be adhered to, to the satisfaction of the Responsible Authority:

- A project arborist must be appointed by the applicant or builder. Project arborist qualifications must read 'Arboriculture' for example Diploma in Horticulture (Arboriculture). The project arborist must have a minimum Diploma qualification in arboriculture as appointed as the project arborist.
- The Project Arborist must supervise all approved works within the TPZs of Trees 6, 7, 8, 9, 10, 11, 12, 20, 21, 22, and 23 and the project arborist must ensure that all buildings and works (including site demolition) within the TPZs of the trees do not adversely impact their health or stability now or in the future.
- All buildings and works for the demolition of the site and construction of the development (as shown on the endorsed plans) must not alter the existing ground level or topography of the land within 1.5m of the west boundary fence where within the TPZs of Trees 6 and 7.
- All buildings and works for the demolition of the site and construction of the development (as shown on the endorsed plans) must not alter the existing ground level or topography of the land to undertake buildings or works within the 1.5m SEZ of Tree 22.
- For Trees 6, 7, 8, 9, 10, 11, 12, 20, 21, 22 and 23 no roots greater than 40mm in diameter are to be cut or damaged during any part of the construction process.
- The driveway within the TPZ of Tree 22 must be constructed above the existing soil grade using porous materials that allows water to penetrate through the surface and into soil profile. There must be no grade change within the TPZ, and no roots are to be cut or damaged during any part of the construction process.
- The project arborist and builder must ensure that TPZ Fencing Conditions and the Tree Protection Conditions for Trees 6, 7, 8, 9, 10, 11, 12, 20, 21, 22 and 23 are being adhered to throughout the entire building process, including site demolition, leveling, and landscaping works.



Surface Finishes Detail

Garden Beds

75mm ORGANIC FINE BARK MULCH
100mm APPROVED MEDIUM LOAM SOIL
150mm DEEP ROTARY HOED SUBGRADE

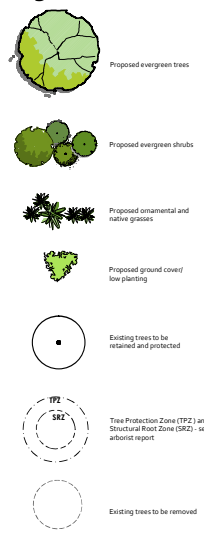
Topping / Pebble Areas

40MM COMPACTED TOPPOSS / GRANITE
SAND (30 TO 10MM MAX FINE)
100MM COMPACTED FCB BASE
(100MM COMPACTED SAND AND 100MM DEEP ROTARY HOED SUBGRADE)

Lawn areas

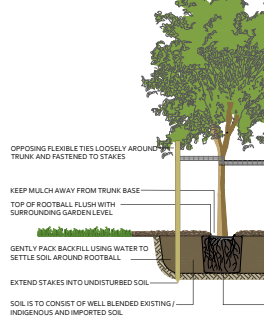
STRATIFIED WETTED SOFT LEAF
BUFFALO GRASS OR BENT GRASS
100MM APPROVED SANDY LOAM SOIL
150mm DEEP ROTARY HOED SUBGRADE

Legend



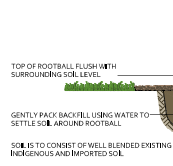
Advanced Tree Planting

detail not drawn to scale



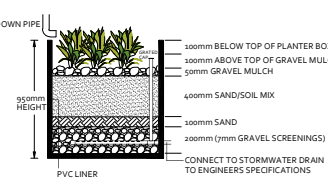
Shrub Planting

detail not drawn to scale



Rain Garden (Above Ground Lined Planter Box)

Not to scale. Indicative drawing only - to engineer's specification



Existing Vegetation Summary

Tree No.	Botanical Name	Common Name	Status	HxW(m)
1	Fraxinus angustifolia	Desert Ash	Retain	3 x 4
2	Prunus 'nigra'	Purple Leaf Cherry Plum	Remove	2 x 3
3	Prunus 'nigra'	Purple Leaf Cherry Plum	Remove	2 x 3
4	Lagerstroemia indica	Crape Myrtle	Remove	4 x 4
5	Liquidambar styraciflua	Liquidambar Sweetgum	Retain	3 x 5
6	Ligustrum lucidum	Privet	Retain	3 x 4
7	Ligustrum lucidum	Privet	Retain	4 x 4
8	Ligustrum lucidum	Privet	Retain	4 x 5
9	Ligustrum lucidum	Privet	Retain	3 x 4
10	Cupressus boninensis	Cypress	Retain	5 x 12
11	Cordyline australis	Cabbage Palm	Retain	4 x 5
12	Malus domestica	Crab Apple	Retain	4 x 4
13	Fraxinus angustifolia	Desert Ash	Remove	5 x 4
14	Malus domestica	Crab Apple	Remove	4 x 4
15	Rosa spp	Rose Bush	Remove	0 x 0
16	Rosa spp	Rose Bush	Remove	0 x 0
17	Arctostaphylos heterophylla	Norfolk Pine	Remove	8 x 9
18	Callistemon spp.	Bottlebrush	Remove	4 x 2
19	Prunus cerasifera	Sour Cherry Plum	Remove	5 x 4
20	Acer negundo	Box Elder	Retain	10 x 10
21	Ficus carica	Fig Tree	Retain	5 x 3
22	Acer negundo	Box Elder	Retain	5 x 5
23	Malus domestica	Crab Apple	Retain	5 x 5
24	Alies spp	Fire Tree	Remove	2 x 3
25	Camellia spp	Camellia	Remove	4 x 3
26	Prunus cerasifera	Sour Cherry Plum	Remove	4 x 4
27	Acer negundo	Box Elder	Retain	6 x 6
28	Pittosporum undulatum	Sweet Pittosporum	Remove	1 x 2
29	Assorted shrubs		Remove	

PLANNING AND ENVIRONMENT ACT 1987
WHITEHORSE PLANNING SCHEME
16/08/2022
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Proposed Planting Schedule

Code	Botanical Name	Common Name	Supply Size	Mature HxW(m)	Qty
TREES					
AIM	Acacia implexa	Lightwood	40lt/min 1.8m high	9 x 5	2
HF	Hymenoparum javanum	Native Frangipani	40lt/min 1.8m high	10 x 4	3
TOTAL					5
LARGE SHRUBS					
ACS	Acmena smithii 'Cherry Surprise'	Lilly Pilly	20cm pot	3 x 1.5	13
MEDIUM SHRUBS					
ACM	Acacia myrtifolia	Myrtle Wattle	14cm pot	1.5 x 1.5	2
CT	Callistemon palmeri	Palmer's Bottlebrush	20cm pot	1.2 x 1.2	3
CR	Callistemon palmeri	Palmer's Bottlebrush	14cm pot	1.1 x 1.2	6
CV	Callistemon palmeri	Palmer's Bottlebrush	14cm pot	1.2 x .90	2
NAN	Nandina domestica	Sacred Bamboo	14cm pot	1.5 x 1	3
W	Wrightia religiosa	Resemary	14cm pot	.90 x 1	12
W	Wrightia religiosa	Resemary	14cm pot	1 x 1	5
GROUND COVERS & LOW SHRUBS					
CRX	Correa reflexa	Prostrate Correa	14cm pot	.20 x 1	18
MYN	Myrica ascarum	Boobialla	14cm pot	.15 x 1	4
IA	Isatis tinctoria	Asiatic Jasmine	14cm pot	.20 x 1.5	6
RAINGARDEN PLANTS					
BTB	Balanoskion tetraphyllum 'Bunnan'	Feather Top Tassel Rush	10cm pot	.70 x .50	6

11.1 – ATTACHMENT 3. Proposed Operational Management Plan

A Operational Management Plan which must include (but not limited to):

- a) Details regarding management of the premises under the control of a single operator
- b) Allocation/management of car spaces
- c) Maintenance of buildings and grounds, including all landscaped areas

Operational Management Plan 22 Neville street, Box Hill South, VIC 3128

PLANNING AND ENVIRONMENT ACT 1987
WHITEHORSE PLANNING SCHEME

16/08/2022

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The management of the two rooming houses (each has seven rooms, two car parks and also common landscaped areas) at 22 Neville street, Box Hill South, VIC 3128 are outlined in the following sections.

a) Details regarding management of the premises under the control of a single operator

Firstly, the owner of the premises will engage professional consultants to research, review and appoint experienced room housing manager to oversee the day-to-day operations of the two rental townhouses. In accordance with the *Rooming House Operators Act 2016*, individual residents usually have separate agreements with the single rooming house operator. The rooming house agreement gives you as the resident the right to live in the room and use communal facilities. The following house rules are critical part of your RENTAL AGREEMENT. If there are any breaches to the specific rules outlined, the management of the property can terminate the rental agreement and the bond that you deposited at the commencement of your rent can be forfeited.

These sections detail the rooming house residents guide and rules before the day you move in. Rooming house residents guide attached provides further guidance about your renting rights and obligations.

Part A Residents responsibilities and obligations:

1. Residents must not interfere with the reasonable peace, comfort, privacy of other residents.
2. Residents must keep noise to a minimum in consideration of other residents.
3. Illegal substances are prohibited and management have a zero tolerance. Any offenders will be reported to the police.
4. Residents at all times must maintain a reasonable standard of dress in consideration of other residents and visitors especially when visiting common areas.
5. Residents must keep their TV's & Radios at an acceptable level as not to disturb other residents. Music is to be played at background levels only and not played between the hours of 11pm and 7am.
6. Drunk and/or Disorderly behaviour and any bullying or inappropriate behaviour towards other residents will not be tolerated and will be immediately reported to police.
7. All repairs and maintenance required within your room or the common areas must be

11.1 – ATTACHMENT 3. Proposed Operational Management Plan

reported to management as soon as noticed, via email or leave a message on the emergency number listed in all common areas and in your room.

8. Residents are NOT permitted to act abusive, verbally or physically with any other resident or visitor for any reason. Any such acts are to be reported to management immediately who will assess the situation and try to resolve any issues or disputes that created that behaviour before passing it on to the relevant authorities.

9. Residents must immediately notify management of any faulty smoke alarm. Residents must not remove the smoke alarm from the Premises or make inoperative at any stage, during the term of the tenancy. You may not tamper with or touch any part of the smoke alarm. If your neglect results in Fire services attending the property due to a false alarm, you will be made to pay the bill. CCTV and the automated smoke detection system throughout the facility will assist to identify residents or persons who cause a fire alarm to be triggered.

10. All residents must ensure all lights are turned off in the common areas when you are the last one to use it.

11. All furniture and inclusions in the bedrooms and common areas must remain as they are and not removed or relocated at any time from their location. All furniture must be maintained in a good condition which includes "feet off".

12. Graffiti will not be tolerated.

13. Attempts to redirect, block or tamper with CCTV is an offence and will be reported to police and will be an immediate termination of the rental agreement

Part B Guest and Visitors responsibilities and obligations:

1. Short stay visitors are welcome at any time as long as they are accompanied by a resident. This property is not a private home and overnight guests are not permitted unless permission is granted in writing by management. All visitors must leave the property by 10pm.

2. Residents must ensure their guests are aware of the house rules for these premises and they do not interfere with the reasonable peace, comfort or privacy of other residents.

3. Visitors are prohibited from entering the rooms of residents other than their host and residents agree to be responsible for the conduct of their visitors including payment for any damage or breakage that may occur be it by their guest or themselves.

4. Residents must ensure their guests leave all the common areas clean and tidy after using them.

5. Where police are called due to a resident or their guests' behaviour this will be automatically a breach of the rental agreement and a termination of lease may be issued.

Part C Parties and Social Gathering rules:

1. Parties and social gatherings are strictly NOT permitted on the premises, either in the bedrooms or common areas.

2. A resident may not have more than 0 visitors in their rooms at any one time.

3. Common area times are strictly 7am till 11pm daily.

4. Residents are responsible for any person visiting their bedroom.

5. Residents are responsible for their guests leaving the facility by 10pm in a quiet and orderly manner.

11.1 – ATTACHMENT 3. Proposed Operational Management Plan

Note:

Exemptions to the above may only be granted by management on a time to time basis at managements discretion only and must be in writing. Any gathering or party held without a written permission that must be presented upon request will be automatically closed down and a breach notice will be issued.

Part D Pets

No Pets to be kept on the premises AT ANY TIME except for services dogs.

Part E Safety and Privacy, Operator entry to your room

You have a right to privacy, peace and quiet. This means that you must not unnecessarily disturb other residents. The rooming house operator will also respect your right to privacy, peace and quiet.

The operator can give a resident or their visitors a 'Notice to leave', effective immediately, if they are being violent or are putting others in danger. This notice prevents the resident or visitor from returning for two business days. Alternatively, an operator can issue a 'Notice to vacate' on the same day if a resident or their visitors endangers the safety of other residents, neighbours, the operator, their agent or employees.

If the rooming house operator wishes to enter your room, they must give you:
48 hours' notice, for a general inspection
24 hours' notice, for any other reason.

Part F Keys and locked out circumstances

1. Residents are provided with keys the common areas and their bedroom.
2. If you lost your keys/garage remote controller, you may contact management on the emergency number. Residents who lose their keys will be charged: A \$80 per key/ \$200 per garage remote controller replacement charge, to be paid in full in cash before keys will be handed out.
3. If you lock yourself out during office hours (10am till 5pm) Monday to Friday you can collect and use the office set for a \$50 cash deposit. Keys MUST be returned the same day and the deposit will be refunded. Should you require a staff member to attend outside hours to assist you, this incurs a \$150 attendance fee (with a staff member attending when and if only they are able to).
4. Residents must not tamper with or change any lock in the common areas or their bedrooms.
5. Resident must not give their room key to other residents or visitors to use.
6. Lost keys must be reported immediately so their lost keys are made inoperable by management for security reasons.

Part G General Cleaning

1. Residents are responsible for cleaning their rooms and keeping the common areas tidy.
2. All kitchen appliances and work surfaces and benches should be cleaned after use.
3. Residents must leave common area neat, clean and tidy after using them.
4. Common areas in the property include: all corridors, all kitchens, all common breakout areas rear and front courtyards, all grounds.

11.1 – ATTACHMENT 3. Proposed Operational Management Plan

5. The cleaner will clean the common areas only on a weekly basis.
6. The cleaner will not pick up after you or wash your dishes. Any foodstuff left on benches and unattended will be disposed off.
7. Personal items such as suitcases and bicycles must not be left in the common areas at any time. Cleaners have been instructed to remove any items from the common areas if left by tenants. Suspicious items will be reported to the police. Where a resident is responsible for action to be taken by police for the disposal of any item, any costs will be payable by the responsible resident

Part H Smoking, Candles and other lit devices

1. Smoking, burning candles, oil burners, incense burners, bar/oil heaters are prohibited at all times.
2. SMOKING IS STRICTLY PROHIBITED in the building and on the grounds at all times.

Part J Vacating processes

1. When vacating, residents must remove all rubbish and belongings from bedroom and common areas including cupboards and fridge.
2. Residents are required to have the mattress and carpet professionally cleaned upon vacating and provide a receipt. This will be deducted from the bond where a receipt is NOT provided.
3. All furniture and fixtures must be accounted for and cleaned.
4. Contact management and arrange a time to inspect your room and hand over your keys & receipts for cleaning and sign the Room Vacation form.

Part K Emergency contacts

Property Manager: [REDACTED]
Lock smith: XXXX XXXX
Electrician: XXXX XXXX
Plumber: XXXX XXXX
Email: [r \[REDACTED\]](#)

Part L Repair and Maintenance

The rooming house operator is responsible for all repairs. However, you may be asked to arrange and/or pay for repairs if you caused the damage. You must continue to pay rent while waiting for repairs to be done.

Urgent Repairs

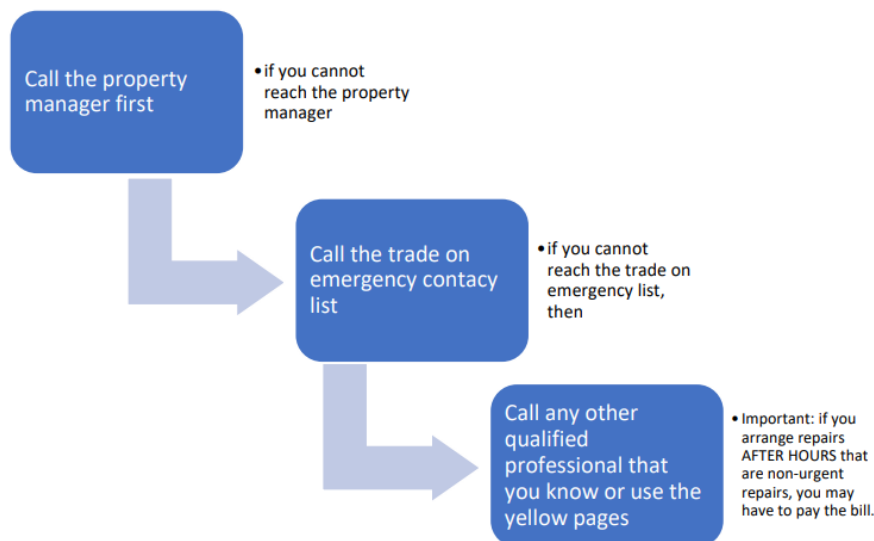
1. ALL non-urgent repairs and maintenance must be reported in writing to our office via email.
2. Where management organise a repair that has been caused directly because of resident or a resident's visitor's negligence this cost will be forwarded to the resident.
3. Verbal maintenance requests for non-urgent repairs WILL NOT BE ACCEPTED at any time.
4. Urgent repair process

11.1 – ATTACHMENT 3. Proposed Operational Management Plan

Under the Residential Tenancies Act 1997, urgent repairs in a rental property are:

- burst water service
- blocked or broken toilet system
- serious roof leak
- gas leak
- dangerous electrical fault
- flooding or serious flood damage
- serious storm or fire damage
- failure or breakdown of any essential service or appliance provided by a landlord or agent for hot water, water, cooking, heating, or laundering
- failure or breakdown of the gas, electricity or water supply
- any fault or damage in the premises that makes the premises unsafe or insecure
- an appliance, fitting or fixture that is not working properly and causes a substantial amount of water to be wasted
- a serious fault in a lift or staircase

If you have an emergency situation after office operating hours, the process is:



Part M Early Termination of the lease

Signing your lease is a legally binding document. Should you need to vacate earlier, your early termination of the lease procedure is detailed below:

1. Inform management in writing.
2. Tenant must continue to pay rent until the day a new tenant moves in.
3. Two week's rent plus GST is the charge to find a new tenant.
4. Tenants must make the property and themselves available to show prospective tenants at reasonable times and when the management cannot.
5. Normal vacating procedure to occur i.e. steam clean carpets etc.
6. Tenant is charged a fee of 2 (two) weeks rent plus GST

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7. Final Vacate Inspection will be conducted as normal

NOTE: Bond will not be refunded until ALL Rent is paid, Keys are returned, Break lease fee is paid and the property has been left in the same condition as per Entry Condition Report

Part N Bond

The rooming house operator will ask you to pay a bond before you move in. The bond amount is equivalent to 28 days' rent if you have a fixed-term rooming house agreement.

The operator will lodge the bond with the Residential Tenancies Bond Authority (RTBA) within 10 business days of receiving the bond. The RTBA will then send you a receipt. If you do not receive a receipt within 15 business days of making payment, you may notify the RTBA.

Part N Rental Payment

1. Rent must be paid via bank transfer to the following account on time.

ACC Name	
BSB No	
ACC No	
Ref/Description	

2. Late payment of rent will result in termination of your rental agreement.

3. Management has a 100% ZERO TOLERANCE on ARREARS.

4. Rent must be paid monthly in advance. On the 3rd day your rent is late you will be issued with a Breach of duty notice for Rent Arrears, this allows you 5(five) days to pay all outstanding rent.

5. The morning after this breach expires you will be issued with a - Notice to Vacate giving you 5 (five) days to vacate the premises. If rent is not paid by 5.00PM on the day that breach expires we will attend the property and arrange for ALL personal items will be removed from your room. Should you still be in the property, the police may be called to attend and physically remove you from the property. If there are outstanding costs you will be listed on VEDA, an Australia credit score agency and TICA, an International Tenancy Default Database (blacklisted)

Part O Rental Increase

The rent will be reviewed every 12 months, if the rooming house operator wants to increase the rent, we will give you at least 60 days' notice using a form provided by Consumer Affairs Victoria.

Part P Breaches of house rules

1. Any breach of the House Rules or special conditions in your lease agreement, will result in you receiving a Breach of duty notice or immediate termination of your rental agreement. Should you not co-operate with this notice or continue with a breach, you will be issued with a Notice to vacate and you will be evicted from the property.

2. Your rent must be paid well before the due date at all times. Failure to comply with this may result in you being evicted from the property. If you have money coming from overseas or elsewhere, ensure it is here well before your due date, no excuses will be accepted.

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b) Allocation/management of car spaces

Applying for car park spaces

When an individual applies for a car park, staff will provide information outlining the requirements for use of a car park which include that:

- tenants or household members park their vehicle on the estate at their own risk
- tenants or household members must park the vehicle within the allocated car park
- only approved vehicles can be parked in the allocated car park
- the vehicle must be registered with VicRoads at all times
- the vehicle must be in a reasonable condition and not present any risks to public safety
- the car park must not be used for storage of personal goods such as vehicle parts, drums of flammable liquid or furniture
- engine oil waste must be disposed of in the correct manner, that is, not in the car parking area or on the estate, unless provision has been made by the local office. For example, some estates have oil bins provided in parking areas, and
- the car park must be kept free of oil and grease.

Applicants for a car park must complete a Request for a car parking bay form and provide relevant supporting documentation.

When receiving a Request for a car parking bay form, staff will check:

- that all required personal details have been completed
- whether the tenant or resident is the registered owner of the vehicle or has a leasing arrangement for at least twelve month, and has supplied supporting documentation
- vehicle details such as the make and model and registration number have been provided, and
- the form is signed and dated. If the person applying for a car park is a household member other than the tenant, staff must advise them the tenant must apply for, and sign, the car parking agreement.

Staff will also check the vehicle details on the proof of ownership documentation or leasing arrangement to ensure:

- the vehicle's size complies with the physical dimensions of the car park, and
- the vehicle type, noting semi-trailers, trucks, caravans, boats and trailers are not allowed to be parked in public housing estates.

Tenants must also provide one of the following as proof of ownership:

- a current registration certificate indicating proof of ownership of the vehicle
- a Notice of Disposal and Acquisition
- documentation showing transfer of ownership of a vehicle to the applicant, and/or
- documentation showing evidence of a leasing arrangement of at least twelve month.

Allocating for car park spaces

Allocation is made by effective date order. The effective date is the date the request with all the required documentation for a car park was finalised at the local rooming house operator office. All

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offers of a car park must be confirmed in writing. If the tenant is still eligible and confirms they want to proceed with their original application, staff will:

- advise the tenant the location of the car park and any access requirements, for example, electronic card access, and
- request the tenant to advise that they accept the offer within five working days.

If the tenant accepts the car park offer, a car parking bay agreement must be signed.

Payment requirements for car park spaces

Tenants will be charged a minimal amount for the use of a car park unless special circumstances exist. The charge is added to the weekly payments.

Changing car parking and vehicle details

The tenant or household member is responsible for notifying the local rooming house operator office if there are changes to the vehicle ownership/leases.

If the tenant purchases a new car, the tenant must advise the local rooming house operator office of the specific details and registration number of the new vehicle. The tenant must provide documentation showing proof of ownership or new leasing arrangements.

If the tenant does not notify the local rooming house operator office of the changes within the 14-day timeframe, any parking infringement notices received after the 14-day period will not be waived.

Renewing access to the car park spaces

The process to request renewal is the same process for lodging and assessing eligibility of new applications. Applicants must be able to demonstrate that they meet eligibility requirements, for individuals and vehicles.

The process to request for renewal must be initiated prior to the expiry of the car parking sticker. If the process to renew the parking sticker commences after the expiry of the parking sticker, the request will be considered a new application and their previous access may be reallocated as required by any applications on the waiting list with earlier effective dates.

Cancelling car parking spaces

The tenant's access to the car parking spaces will be cancelled as a result of the:

- tenant terminating their rooming house lease at that property
- local rooming house office identifying that the tenant is not using the car parking space as agreed, for example, the tenant is sub-letting their car parking space or they have erected or installed a device to restrict access to a car parking space
- tenant or household member advising they wish to cancel their car parking space on the premises.

Staff will inform the tenant in writing:

- that the car park will be cancelled in four weeks (or where a tenant has not been using the car parking space as agreed, the car parking space will be cancelled from the date of notification), and
- the rationale for the decision.

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c) Maintenance of buildings and grounds, including all landscaped areas

The appointed rooming house operator has a range of systems and procedure that monitor the quality, amenity and safety of the properties under management.

This includes:

- Six monthly property inspections for each tenancy;
- Regular property inspections by Asset Management including building fabric, structure, grounds, boundaries and common areas;
- Schedule planned maintenance activities by Asset Management in accordance with regulatory requirements, including Essential Services safety checks (electricity, gas and fire), security and access maintenance;
- Three yearly independent condition assessments;
- Regular scheduled building services including cleaning of common areas, preventative pest control, grounds maintenance and rubbish removal; and
- Systems for reporting non-compliance and the subsequent undertaking of responsive maintenance works.

11.2 Investigation into the Mont Albert Avenue of Honour

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Assessment of Trees - June 2022 FINAL,
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Churchill Street memorial trees, Mont Albert

Heritage Assessment

June 2022

Prepared for City of Whitehorse



Acknowledgement of Country

We respect and acknowledge the Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation, their lands and waterways, their rich cultural heritage and their deep connection to Country, and we acknowledge their Elders past and present. We are committed to truth-telling and to engaging with Traditional Owner organisations to support the protection of their culture and heritage. We strongly advocate social and cultural justice and support the Uluru Statement from the Heart.



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FINAL, updated 19 December 2022



Report register

The following report register documents the development of this report, in accordance with GML's Quality Management System.

Project	Issue No.	Notes/Description	Issue Date
2965b	1	Draft Report	22 June 2022
2965b	2	Final Report	
2965b	3	Final report with minor corrections	19 December 2022

Quality assurance

The report has been reviewed and approved for issue in accordance with the GML quality assurance policy and procedures.

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1 Introduction

1.1 Background and purpose

GML Heritage (formerly Context) was commissioned by Whitehorse City Council to prepare a heritage assessment of a group of trees in Churchill Street, Mont Albert. A preliminary assessment was first carried out by GML in December 2021, but limitations on time and access to resources meant its findings were inconclusive.

Information from by Council provided that the group of trees was, anecdotally, considered to be an avenue of honour. It was said to have originally consisted of nine trees (eucalypts) and to have been planted on Anzac Day in 1965 by local residents to commemorate the 50th anniversary of the Gallipoli landing, and that they were planted in memory of four brothers of the Head family who lived in Leopold Street, one of whom died in the landing and five of their friends.

A plaque on one of the trees states that the trees were planted in memory of the four brothers of the Head family who all enlisted in the Great War by citizens of Mont Albert. One of the brothers, William Head, died at Gallipoli on 25 April 1915. The plaque described the trees as a 'grove', rather than an avenue, suggesting that the original planting may not have had a linear formation.

The trees were recently added to the Avenue of Honour database, established and managed by Treenet (avenuesofhonour.org).¹

There has been considerable community and Councillor interest in the trees in Churchill Street which, along with the Mont Albert railway station and surrounds, are being impacted by works currently being carried out by the Level Crossing Removal Authority (LXRA). In December 2021 three of the trees in the study area defined by Council were removed by the LXRA.

The purpose of this report is to assess the trees in Churchill Street to determine whether there is sufficient justification to warrant their inclusion in the Heritage Overlay of the Whitehorse Planning Scheme.

¹ Treenet is an independent, not-for-profit organisation, described as a 'national urban tree research and education cluster'. The organisation originated at the University of Adelaide's Waite Arboretum (www.treenet.org).

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1.2 Study area

Churchill Street, Mont Albert, runs parallel to the southern side of the Lilydale railway line at and in the vicinity of the Mont Albert railway station. The subject group of trees, per the study area provided by Council, occupies a section of a reserve east of Mont Albert railway station, in front of 36–52 Churchill Street, on the north side of Churchill Street.



Figure 2.1 The location of the group of trees in Churchill Street (north side), Mont Albert, which are the subject of this heritage assessment. (Source: Nearmap with City of Whitehorse overlay, 24 December 2021)

1.3 Authorship

This report was prepared by Dr Helen Doyle and Dr Christina Dyson.

Images belong to GML unless otherwise stated.

1.4 Relevant expertise

GML was engaged to carry out the heritage assessment based on their expertise of relevance to avenues of honour in Victoria and experience in assessing social value in the heritage context. The two authors of this report, Dr Christina Dyson and Dr Helen Doyle,

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led the delivery of the Victoria's Avenue of Honour Project (2021), which GML Heritage (under their former trading name Context) was engaged to carry out for the Department of Premier and Cabinet (Veterans Branch). The report included the preparation of a contextual history of avenues of honour in Victoria (by historian Helen Doyle), and an audit of the more than 472 extant, remnant and 'lost' avenues of honour planted in Victoria (the largest concentration of avenue of honour plantings occurred between 1916 and 1920). The study also included consideration of more recent replacement of avenues of honour as well as newly planted avenues of honour.

Helen Doyle is an historian with over twenty years' experience in heritage and conservation. Helen has extensive experience in preparing heritage assessments and conservation management plans of places and precincts, as well as larger areas and complexes. Helen has carried out heritage assessments of other avenues of honour in Victoria, including in Moyne Shire.

Christina Dyson is a landscape heritage specialist, with more than 20 years' experience in the assessment and management of cultural landscapes, gardens and horticultural heritage.

1.5 Abbreviations and shortened forms

The following abbreviations have been used in the report:

AIF	Australian Imperial Force
DELWP	Department of the Environment, Land, Water and Planning
DOB	date of birth
DBH	diameter of breast height
HO	Heritage Overlay
ICOMOS	International Council on Monuments and Sites
KIA	killed in action
LXRA	Level Crossing Removal Authority
MMBW	Melbourne & Metropolitan Board of Works
n.k.	not known
pers com	personal communication
PROV	Public Record Office Victoria
RSL	Returned and Services League

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SLV State Library Victoria

1.6 Acknowledgements

Anne North, Strategic Planner, City Planning and Development, City of Whitehorse

Angelo Da Campo, Project Manager Major Transport Projects, Engineering & Investment, City of Whitehorse

Helen Harris OAM, Secretary, Box Hill Historical Society

John Haward, President, Box Hill RSL

Sue Barnett, Surrey Hills Neighbourhood Centre and Surrey Hills Historical Society.

Associate Professor Dr Steven Cooke, Deakin University

Pat Cutrie, local resident, Mont Albert

Simon Sears, local resident, Mont Albert.

1.7 Limitations

The project was constrained by the following limitations:

- Inability to locate supporting documentary evidence of the planting of the trees in Churchill Street, such as contemporary newspaper reports or local histories.
- Inability to obtain first-hand testimony to verify the 1965 planting date, for example from residents who were living in Churchill Street in 1965 or from family members of the men for whom the trees were planted.
- Inability to access a contact for the Mont Albert Masonic Lodge which no longer exists and inability to locate any records of the Mont Albert Masonic Lodge.
- Inability to obtain a copy of photograph of the original plaque (which the current plaque was based on).
- Little to no supporting information that the Mont Albert Masonic Lodge was involved in the planting in 1965, apart from second-hand testimony.



2 Methodology

2.1 Introduction

The approach to the heritage assessment has been informed by the guidelines and principles contained in the following documents:

- Planning Practice Note 1: Applying the Heritage Overlay (DELWP, August 2018)
- *The Burra Charter: The Australia ICOMOS Charter for Places of Cultural Significance, 2013* and its associated practice notes (2013)
- Landscapes of Cultural Heritage Significance: Assessment Guidelines, Heritage Council of Victoria (February 2015)

2.2 Methodology

2.2.1 Key tasks

The heritage assessment involved the following tasks:

- A review of background material provided by Council
- A visual inspection of the subject site on 20 December 2021. This was aimed at identifying and photographing key site features, namely the subject trees, species, their arrangement/layout and maturity, the related features including the plaque.
- Historical research, consulting a range of general and local history sources. This included primary and secondary material and archival records. The chief holdings consulted included: digitised and hard copy newspapers (various); City of Box Hill minute books for 1965 (PROV) Landata (historical aerial photographs), military records for the locality of Surrey Hills/Mont Albert; genealogical records of the Head family; and historical photographs from publicly accessible online collections.
- Communication with key organisations and individuals, including Helen Harris OAM, Secretary of the Box Hill Historical Society; Sue Barnett of the Surrey Hills Neighbourhood Centre and Surrey Hills Historical Society; John Haward of the Box Hill RSL; Steven Cooke, historian of wartime in the Box Hill area; and officers of the City of Whitehorse.
- Speaking with local residents Pat Cutrie and Simon Sears.

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- A desktop review and comparative analysis of other similar places, drawing on available desktop resources, including relevant online databases, data collated for the Victoria's Avenues of Honour project that was recently carried out by this office (not yet publicly accessible), and the 2008 Veteran-Related Heritage Study led by Dr David Rowe of Authentic Heritage Services.
- Comparative analysis of the planting against themes identified through the historical research and field survey.
- Assessment of the heritage values of the place using the recognised heritage criteria included in PPN01.
- Preparation of a full citation for the place, in accordance with PPN01. The citation is included at Section 3.0 of this report, and includes:
 - An introductory summary of key place details
 - clear representative images of the place;
 - a place history;
 - a place description and statement about integrity;
 - a comparative analysis;
 - an assessment against the recognised criteria;
 - recommendations, including for the Schedule to Clause 43.01;
 - a statement of significance.

2.2.2 Organisations and resources consulted

The following organisations and resources were consulted for this heritage assessment:

- Box Hill RSL Sub-Branch—to understand what the RSL knows about the trees, the recent commemorative plaque, and whether there were any older members of the RSL sub-branch who might have lived in the Mont Albert / Surrey Hills area in 1965 and may remember the tree planting.
- Box Hill Historical Society—to determine whether this group has any detailed or documented information about the original planting, and knowledge of local people who may have further information.
- Surrey Hill Neighbourhood Centre and Surrey Hills Historical Society—to determine whether these groups have any detailed or documented information about the original planting, and knowledge of local people who may have further information.
- Digitised newspapers at Trove and Newspapers.com (various titles and dates).

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- Hard copy of the *Progress Press* (Camberwell edition) from January to May 1965 (State Library Victoria).
- Various documented local history sources.
- Context 2021, 'Victoria's Avenues of Honour Project'.
- Authentic Heritage Services Pty Ltd 2008, 'Survey of Victoria's Veteran-Related Heritage', Volume One, Commissioned by People & Communities Unit, Department of Planning & Community Development, August 2008
- Australian Garden History Society 2019. List of Memorial Avenues of Avenues of Honour, compiled by Stuart Read.
- Various online sources, including military history and local history.
- Historical and current aerial photographs from 1945 to 2021.
- Social media sources, including Facebook and Twitter.

2.2.3 Criteria

Consistent with PPN01, the assessment of the heritage value of the Churchill Street trees, Mont Albert, has used the following recognised heritage criteria:

Criterion A: Importance to the course or pattern of our cultural or natural history (historical significance).

Criterion B: Possession of uncommon, rare or endangered aspects of our cultural or natural history (rarity).

Criterion C: Potential to yield information that will contribute to understanding our cultural or natural history (research potential).

Criterion D: Importance in demonstrating the principal characteristics of a class of cultural or natural places or environments (representativeness).

Criterion E: Importance in exhibiting particular aesthetic characteristics (aesthetic significance).

Criterion F: Importance in demonstrating a high degree of creative or technical achievement at a particular period (technical significance).

Criterion G: Strong or special association with a particular community or cultural group for social, cultural or spiritual reasons. This includes the significance of a place to Indigenous peoples as part of their continuing and developing cultural traditions (social significance).

Criterion H: Special association with the life or works of a person, or group of persons, of importance in our history (associative significance)

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2.2.4 Heritage assessment components

The citation for the Churchill Street trees, Mont Albert, includes the following components:

Historical context and place history

This section provides a history of the place (the memorial trees in Churchill Street) in the context of the local suburban setting and in the context of avenues of honour in Victoria.

Description

This section provides a description of the place as a whole, its setting, and its component parts. A site survey was carried out to inform the description.

Integrity

This section summarises changes and relative intactness of the place. It includes a statement of the extent to which the place retains the ability for its heritage values to be appreciated and understood.

Comparative analysis

This section considers the memorial trees in Churchill Street in comparison with other known war memorial tree planting in the City of Whitehorse. Consideration is also given to the suburb of Surrey Hills (City of Boroondara), which shared a close association with Mont Albert. Some consideration is also given to other memorial tree plantings (predominantly avenues of honour) that date to the period of the 1960s in the broader context of Victoria.

Significance assessment

In accordance with PPN01, heritage places may be identified as meeting either the threshold of 'State Significance' or 'Local Significance'. Places of local significance can include places that are important to a particular community or locality. PPN01 advises that an assessment of whether a place meets the local or State threshold should be determined in relation to recognised heritage criteria, as listed in Section 2.2.3.

Under those criteria, the term 'our cultural or natural history' should be understood as the City of Whitehorse's or Mont Albert's and Surrey Hills' cultural or natural history. While the trees are situated in Mont Albert in the City of Whitehorse, this locality has

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strong historical connections to Surrey Hills in the City of Boroondara, which should also be considered for comparative purposes in the assessment.

A discussion was prepared for each of the criteria that was considered to meet the threshold of local significance, and presented in the Statement of Significance.

The Heritage Council of Victoria's *Guidance on Identifying Places and Objects of State-Level Social Value in Victoria* (2019) were adopted as the best approach in assessing local social significance. There are no equivalent guidelines for assessing social significance at the local level.

Approach to social values assessment and key terms

The identification of social value or social significance represents one of the HERCON Criteria (namely Criterion G) applied in the assessment of heritage significance at a State and local level in Victoria. The Heritage Council of Victoria provided new guidelines in 2019, titled 'Guidance on identifying places and objects of State-level social value in Victoria', designed to aid in the assessment of social value (as one of the 7 criteria of heritage significance) at the State level.² It is legitimate to also use this approach to test the social value of a place or object at the local level.

The discussion that follows draws on the guidelines developed for testing social value at State level but these have been considered, and re-worded where appropriate, in the context of the local level.

From a preliminary standpoint, the following elements should be present in order to consider the social value of a place or object.³

- *Community*: The existence of a present-day local community group (or groups) by whom the place or object is valued.
- *Attachment*: The existence of a strong attachment of the local community or cultural group to the place or object.
- *Time-depth*: Where a place or object has had special importance to a particular local community over a period of time. Generally, a period of time equivalent to one generation (25–30 years) is considered a reasonable length of time.
- *Resonance*: The reasons why the above characteristics exert an influence that resonates across the broader Whitehorse community as part of a story that

² Heritage Council of Victoria 2019, 'Guidance on identifying places and objects of State-level social value in Victoria', 30 July 2019.

³ These elements are taken from Heritage Council of Victoria 2019, p. 5.

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contributes to the identity of the City of Whitehorse. [Note that this factor is more strictly applied in a test of social value at a State level rather than at a local level; it is not essential that this be met to test local social value and would not be considered in this case]

To make a clear determination about the presence of social value, the validity of the elements of community, attachment, time depth in relation to the trees in Churchill Street, Mont Albert, were examined and evaluated.

Statement of significance

A statement of significance was prepared for the Churchill Street memorial trees, Mont Albert, because the place was found to meet the threshold of significance against at least one criterion.

The statement of significance was prepared in accordance with the Burra Charter using the PPN01 criteria and applying the thresholds for local or state significance. The statement of significance responds to and is structured in the format recommended by PPN01, as follows:

What is significant? – This section should be brief, usually no more than one paragraph or a series of dot points. There should be no doubt about the elements of the place that are under discussion. The paragraph should identify features or elements that are significant about the place, for example, house, outbuildings, garden, plantings, ruins, archaeological sites, interiors as a guide to future decision makers. Clarification could also be made of elements that are not significant. This may guide or provide the basis for an incorporated plan which identifies works that may be exempt from the need for a planning permit.

How is it significant? – Using the heritage criteria above, a sentence should be included to the effect that the place is important. This could be because of its historical significance, its rarity, its research potential, its representativeness, its aesthetic significance, its technical significance and/or its associative significance. The sentence should indicate the threshold for which the place is considered important.

Why is it significant? – The importance of the place needs to be justified against the heritage criteria listed above. A separate point or paragraph should be used for each criterion satisfied. The relevant criterion should be inserted in brackets after each point or paragraph. Each point or paragraph, for example "(Criterion G)".

Elements that contribute to the significance of the place are noted in the statement.

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3 Heritage assessment

Churchill Street memorial trees, Mont Albert

Prepared by: GML Heritage

Address: Reserve, opposite 36 to 52 Churchill Street, Mont Albert

Name: Churchill Street memorial trees	Survey Date: December 2021
--	-----------------------------------

Place Type: Trees	Architect: not applicable
--------------------------	----------------------------------

Grading: Significant	Builder:
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Extent of Overlay: the area of land on the north side of Churchill Street, Mont Albert, opposite numbers 36 to 52 Churchill Street, including the trees that have been lost, and sufficient land within the reserve to protect the surviving and future replacement trees.

Establishment Date: 1965

3.1 History

3.1.1 Contextual history

War memorial trees in Victoria

The majority of trees planted as war memorials in Victoria during and in the wake of the First World War and Second World War were planted as avenues of honour. Avenues of honour are defined as single or double rows of trees planted to commemorate men or women who have served their country in wartime or lost their lives in military service. Avenues of honour were planted in towns and cities across Australia but enjoyed the greatest popularity in Victoria, where several hundred avenues were planted between 1916 and the early 1920s. During and immediately following the First World War, avenues of honour were generally planted with exotic species. Common species included conifers, oaks and elms, and the Australian Red-flowering Gum (*Corymbia ficifolia*), which is indigenous to Western Australia.

The planting of avenues of honour and war memorial trees in Victoria declined in the 1930s, but the Second World War saw a rejuvenation. The postwar period saw a rise in

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the use of Australian native trees in avenues of honour. There were few avenues of honour planted in Victoria in the 1960s and 1970s; some established avenues in metropolitan Melbourne were removed at this time to enable road-widening works.

In the 1990s, with only a few Anzac veterans still alive, there was a significant resurgence of interest in the story of Gallipoli and in Anzac Day commemorations, amidst a new enthusiasm from a younger generation for visiting Gallipoli for the Anzac Day Dawn Service. New interest in the First World War extended to war memorials and in some cases avenues of honour and memorial trees. More recently, the Centenary of World War I in 2014–18 saw a revival of interest in avenues of honour, including the 'discovery' of many forgotten avenues and the replanting of many lost avenues.⁴

Veteran-related heritage also includes other types of botanic features. In addition to avenues of honour, this category includes Lone Pines, single trees, parks, gardens, bowling greens, recreation grounds, plantations. The planting of memorial trees occurred in rows, single trees, avenues and other configurations. (Authentic Heritage Service 2008:55-56)

Local practices and traditions

In the 1960s, when the memorial trees are believed to have been planted or recognised as a commemorative planting, Churchill Street in Mont Albert was within the former City of Box Hill. In the period immediately after the First World War, however, it was within the former Shire of Nunawading. Like the majority of municipalities in Victoria, the Shire of Nunawading and later the City of Box Hill recognised and honoured local returned servicemen and women, and commemorated those who died in the First World War with memorials and commemorative events. The Shire of Nunawading erected a war memorial at the intersection of Whitehorse Road and Station Street in 1922 and this includes the name WW Head.⁵ It was relocated to the Box Hill gardens in late 2007.⁶

The adjoining suburb of Surrey Hills is also relevant to consider because of its links with those commemorated by the Churchill Street trees (for example through Surrey Hills State School) and by virtue of the fact that in the early twentieth century Churchill Street was considered part of Surrey Hills. In 1918, for example, Churchill Street is listed under Surrey Hills in the Sands and McDougall post office directory. Surrey Hills was within the former City of Camberwell, which also commemorated its returned servicemen and

⁴ Taken from Context 2021, 'Victoria's Avenues of Honour Project', prepared for the Department of Premier and Cabinet (Veterans Branch), June 2021.

⁵ Monument Australia, <https://monumentaustalia.org.au/display/30473-box-hill-war-memorial>

⁶ Coleman Architects Pty Ltd, 'Whitehorse Heritage Review 2012', 29 July 2016.

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women with a range of memorials and commemorative events — for example, the Surrey Gardens war memorial, the Surrey Hills State School honour board, the official City of Camberwell memorial, and the recent Pompey Elliott memorial at the Camberwell RSL.

3.1.2 Place history

Development of Churchill Street, Mont Albert

This place occupies the traditional Country of the Wurundjeri Woi-wurrung people.

Churchill Street, Mont Albert, is within the City of Whitehorse, but was originally administered by the Shire of Nunawading (established in 1872). In cadastral terms, it is within the Parish of Nunawading.

Churchill Street was formed after the Lilydale railway line was extended to Box Hill in 1882-83. The extension of the railway line prompted a number of subdivisions in the area in the 1880s. Churchill Street was part of an area owned by the Surrey Hills Investment Company.⁷ It wasn't until 1890 that a railway station building was erected at Mont Albert, using funds raised by a syndicate of local landowners.⁸ Over the following years a number of shops were established in Hamilton Street and Churchill Street to service railway users.

Churchill Street first appears in the post office directory c1890-1900 and was initially regarded as part of Surrey Hills.⁹ The south side of the street was subdivided for residential housing and the north side ran alongside the railway reserve. The street was developed in the 1890s and early 1900s with comfortable middle-class homes on large blocks.

There was extensive residential development in the Mont Albert – Surrey Hills area in the early 1900s and through to the 1920s and 1930s.

The City of Box Hill was formed in 1927. In 1994 this municipality was incorporated into a larger municipality, the City of Whitehorse.

Churchill Street memorial trees

A plaque affixed to one of the trees in Churchill Street notes that a grove of nine trees was planted in Churchill Street, Mont Albert, on 25 April 1965 to commemorate the 50th anniversary of the Gallipoli landing (25 April 1915) and to honour the local men who

⁷ Department of Crown Lands and Survey, Parish of Nunawading, c1890s, Melbourne (National Library of Australia).

⁸ Surrey Hills Neighbourhood Heritage, online collection.

⁹ Sands & McDougall, Melbourne Directory 1915.

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served in the First World War. One of these men was William Head who was killed in action at Gallipoli on 25 April 1915.

There is anecdotal evidence from local Mont Albert residents that the memorial trees were planted by members of the Mont Albert Masonic Lodge. One of the members of the lodge was George Chapman, a former World War II fighter pilot who lived at 50 Churchill Street.¹⁰ Several years ago (c1990s), Chapman had passed on the story of the trees being an avenue of honour to a current local resident and asked that he 'look after them'.¹¹ As shown in the aerial photographs of the site from 1945 to the 1970s, it would appear that trees had been planted in this location by 1945. It would seem possible therefore that these trees were perhaps dedicated as memorial trees in 1965 rather than planted in 1965. It may also be the case that the bulk of the trees were planted by 1945 but some additional trees were planted — perhaps as replacements — in 1965. What appears to be certain is that the trees were recognised locally as an avenue of honour, which was associated specifically with nine local men who served in the Great War, including William Head who was killed in action during the landing at Gallipoli by the AIF on 25 April 1915.

The avenue, which originally consisted of nine eucalypts, extends from approximately in front of 48 Churchill Street, to in front of 52 Churchill Street. Information from Council notes there was formerly a plaque on one of the trees but that this 'disappeared many years ago'.¹² A photograph of the lost plaque survives in the local community but this was not able to be located for the purpose of this report. A photograph of the original plaque was used to make a replacement plaque.

William Head lived at 14 Leopold Street, Surrey Hills. He was one of four brothers, all of whom served in the First World War. Head enlisted in mid-August 1914, which was very early in the war, making him amongst the first Australians to enlist. He was honoured at a local farewell ceremony in Surrey Hills in September 1914:

The men were thanked by local dignitaries and each was cheered and presented with a small gold medallion featuring a map of Australia inscribed with the soldier's name and the words "From citizens of Surrey Hills. Vict 12-9-14". Will Head's medallion has passed down through three generations of his family and a century later is a precious heirloom.¹³

¹⁰ Pat Cutrie and Simon Sears, Mont Albert residents, pers com, May 2022; Sands and McDougall Melbourne Directory, 1942.

¹¹ Pat Cutrie, pers com, May 2022.

¹² Information received from Whitehorse City Council, December 2021.

¹³ John Trevor, 'Four sons from the Head family in Mont Albert enlisted in World War I', *Whitehorse Leader*, 21 April 2015.

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William Head was killed at Gallipoli in 1915. His three brothers, who had also enlisted, returned to Australia. They were Sergeant Major Fawcett Dinsdale Head, 1st Wireless Signal Squadron who returned on 16 August 1918; Driver Gordon Alick Head, 3rd Divisional Signal Squadron, who returned on 20 July 1919; and Private Rowland Henry Jack Head, Australian Flying Corps, who returned on 6 May 1919.¹⁴

Other recruits from the local area included Albert William Harvey, aged 18 and a son of Richard and Phoebe Harvey of 68 Churchill Street. His older brother, Richard Leslie Harvey, who also enlisted in the First World War, was married and living in Box Hill.¹⁵

Around 1900, like its forebear Camberwell, Surrey Hills was a solid middle-class suburb with a higher-than-average Protestant-Catholic ratio; the area also had a higher-than-average Nonconformist population.¹⁶ Surrey Hills was characterised by strong Empire loyalty. The name of the suburb and the streets had English origins, and the local community were particularly enthusiastic about their annual Empire Day celebrations through the early twentieth century. Historian Chris McConville noted that 'A quasi-religious fervour placed Surrey Hills at the more conservative, Anglophile extreme of post-Federation patriotism'.¹⁷

Local residents placed great value on civic duty and military service. Surrey Hills State School trained a cadet corps from the 1890s. Many of its former students enlisted for the Great War. The school provided many of the recruits who were part of the 2nd Brigade that landed at Gallipoli on 25 April 1915.¹⁸ As further evidence of its loyalty to the Empire, as well as relatively high recruitment numbers, the area had a notably high 'Yes' vote in the conscription referenda of 1916 and 1917. In 1917 the Surrey Hills subdivision of the Kooyong electorate had a 'Yes' majority of 69.94 per cent compared to the overall Victorian 'No' majority of 50.02 per cent.¹⁹ Here, high fatalities did not deter enthusiasm for the war and for enlistment and loyalty to the British Empire, as the example of the Head family of Churchill Street demonstrates, which saw three more brothers enlist after the death of William Head in 1915.

¹⁴ The AIF Project: <https://www.aif.adfa.edu.au/index.html>

¹⁵ *Argus*, 26 December 1939, p. 5; Sands and McDougall Melbourne Directories, 1918; Discovering Anzacs

¹⁶ Geoffrey Blainey 1964, *A History of Camberwell*, The Jacaranda Press Pty Ltd in association with the City of Camberwell, p. 77.

¹⁷ Chris McConville 1991, 'Camberwell Conservation Study, vol. 2', prepared for the City of Camberwell, p. 115.

¹⁸ *Age*, 25 April 1919, p. 7.

¹⁹ *Camberwell and Hawthorn Advertiser*, 4 January 1917, p. 2; L.L. Robson 1974, *Australia and the Great War*, Macmillan, South Melbourne, p. 98.

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Ardent support for the war and the war effort translated into a strong commitment at home to remember and honour those who had served, and in particular those who had paid the supreme sacrifice. This was a typical response to the war across the towns and suburbs of Victoria, although there were some variations in the extent of support demonstrated by the local community. Very broadly speaking, support for the war and the impulse to honour those who served was strongest in local areas that were predominantly Protestant, Anglophile, middle class and conservative, and weakest where the population was predominantly working class and Catholic.

The local community of Surrey Hills (and Mont Albert) went to considerable effort to memorialise the local war dead. Most municipalities commissioned and installed official honour boards, and this was no different in the former City of Camberwell and Shire of Nunawading (Surrey Hills straddled the two local government areas). Yet here there was also a significant local community response to honouring war heroes. This is evident in the Surrey Hills memorial, known as The Shrine, that was instigated in 1917 by a local father John Blogg, who had lost his son in the war. The memorial was erected in Surrey Gardens in April 1918 by the Surrey Hills Progress Association. Dedicated to the recruits from the Surrey Hills and Mont Albert area, the Shrine was described as the 'first of its kind in the Commonwealth'.²⁰ There were also honour boards installed in several local churches and at Surrey Hills State School where a carved timber honour board was unveiled by the Director of Education, Frank Tate, in 1919.²¹ This listed the names of 99 former students who lost their lives in the Great War.²² A Memorial Cross was also erected in Surrey Gardens, close to the Shrine, which was unveiled by the Governor of Victoria, the Earl of Stradbroke, in 1921. According to a plaque that was affixed to one of the trees in Churchill Street, the trees were planted by the citizens of Mont Albert on 25 April 1965 to remember nine local men, including the Head brothers. As noted above, however, it would appear from the series of aerial photographs that trees were in existence in this area of the road reserve by 1945. The text on the plaque reads as follows:

IN MEMORY OF THE FOUR BROTHERS FROM MONT ALBERT
WILLIAM FAWCETT ROWLAND AND GORDON HEAD
ALL ENLISTED IN THE GREAT WAR

²⁰ *Box Hill Reporter*, 12 April 1918, p. 2. See also 'Surrey Hills Shrine', *Monument Australia*: <https://monumentaustralia.org.au/search/display/33628-surrey-hills-shrine>

²¹ *Box Hill Reporter*, 7 November 1919, p. 5.

²² Ann Renkin et al 1986, *Educating Surrey Hills*, Victorian Centenary Sub Committee, Surrey Hills p. 12.

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WILLIAM (WILL) DIED APRIL 25TH 1915 AT GALLIPOLI

LEST WE FORGET

This grove of nine trees were planted in their memory

on the 50th anniversary of Will's death 25.4.65

by Citizens of Mont Albert.

While the link to the Mont Albert Masonic Lodge cannot be verified for the purpose of this report, anecdotal evidence suggests that other masonic lodges in Victoria were also active in planting avenues of honour.²³ While it has not been possible to verify the role of the former Mont Albert Masonic Lodge in the planting of the memorial trees in Churchill Street, or the role of the masons in similar plantings elsewhere in Victoria — either in the 1960s or in earlier times — it is worth noting that the freemasons were known for their ardent loyalty to the British Empire and fierce disdain of Catholicism. It is also worth noting the strong voice of low church Protestantism in the former City of Camberwell, which saw a local option vote introduced in 1920 that prohibited the operation of public houses in the municipality.

A public unveiling of the replacement plaque in Churchill Street was held on Remembrance Day, 11 November 2021.²⁴ The following month, on 16 December 2021, three of the trees were removed as part of works being undertaken by the Level Crossing Removal Authority. There are currently (June 2022) five trees remaining.

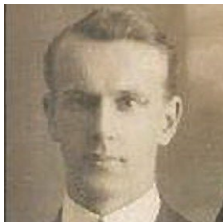



²³ Pat Cutrie and Simon Sears, Mont Albert residents, pers com, May 2022.

²⁴ Avenues of Honour website: <https://avenuesofhonour.org/places/victoria/mont-albert/mont-albert-avenue-of-honour/>

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Table 4.1 Details of soldiers believed to be honoured by the Churchill Street memorial trees.
(Images from Ancestry.com)

Name	Address and other details
<p>HEAD, William Walter James</p> 	<p>'Broumore', 14 Leopold Street, Mont Albert DOB: 1895 [1894?] Parents: Rowland and Isabella Head; Methodist Enlisted 17 August 1914 7th Battalion, B Company KIA, Gallipoli, 25 April 1915 'Possibly one of the very first to enlist. (details from parents)' [refs: S&McD 1919, The AIF Project, Ancestry.com]</p>
<p>HEAD, Rowland Henry Jack</p> 	<p>'Broumore', 14 Leopold Street, Mont Albert DOB: 1892 Enlisted: 1916 Pte, Australian Flying Corps, Returned to Australia, 6 May 1919 Died: 1932</p>
<p>HEAD, Fawcett Dinsdale</p> 	<p>'Broumore', 14 Leopold Street, Mont Albert DOB: 1890 Enlisted: 1916 Sergeant, 1st Wireless Signal Squadron, Returned to Australia, 16 August 1918. Died: 1968</p>
<p>HEAD, Gordon Alick</p> 	<p>'Broumore', 14 Leopold Street, Mont Albert DOB: 1899 Attended Surrey Hills State School Enlisted: 1917 Driver, 3rd Divisional Signal Squadron, Returned to Australia, 20 July 1919. Died: n.k.</p>

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Figure 4.1 Plaque affixed to one of the trees in Churchill Street. (Source: GML Heritage)

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Figure 4.2 Churchill Street trees, c2021. (Source: Avenues of Honour website)

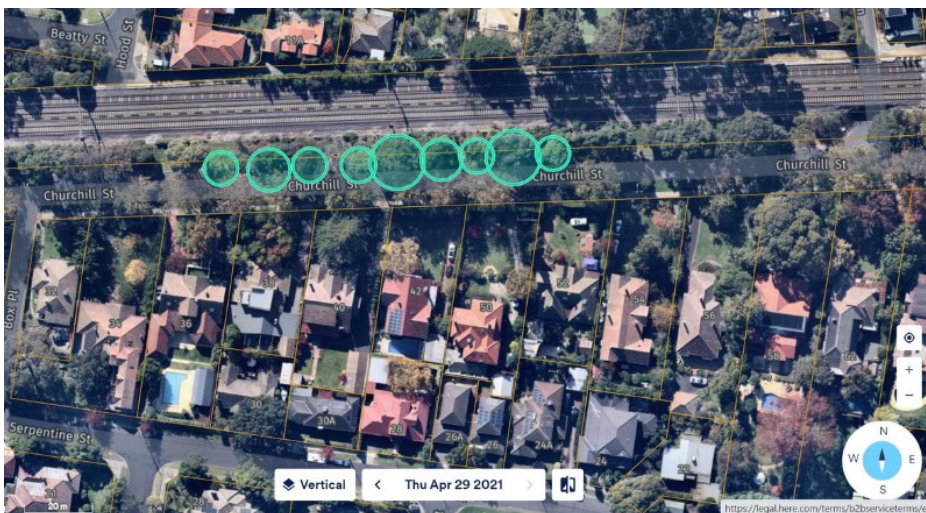


Figure 4.3 Churchill Street trees, 2021. (Source: Avenues of Honour website)

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Historical aerial photographs

The following sequence of annotated images shows the subject section of Churchill Street and planting patterns from 1945 to 2021. Numbers 35 and 52 Churchill Street are indicated on each image as consistent reference points.



Figure 4.4 By 1945, there are regularly spaced trees planted on the north side of Churchill Street, including the span opposite numbers 36 to 52 Churchill Street. The approximate location of the subject trees is circled. The trees may have been part of a broader street tree planting program. (Source: Landata, with GML overlay)

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Figure 4.5 1951 aerial photograph (Source: Whitehorse Maps, with GML overlay)



Figure 4.6 1956 aerial photograph. (Source: Landata, with GML overlay)

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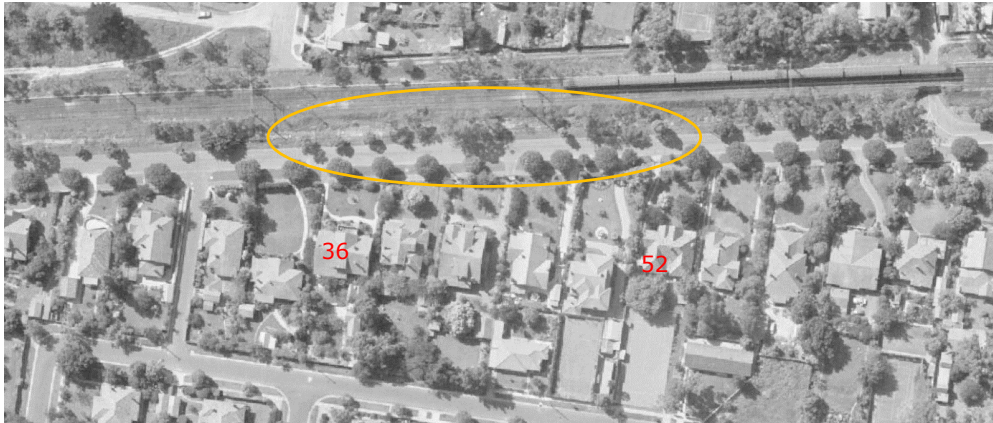


Figure 4.7 1963 aerial photograph. By this date there appears to be a gap to the east of the centre of the grouping. (Source: Whitehorse Maps, with GML overlay)



Figure 4.8 By 1972, there appear to be tree losses or thinning or tree canopy at the centre of the circled grouping. (Source: Landata, with GML overlay)

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Figure 4.9 Aerial photograph from 1974. (Source: City of Whitehorse with GML overlay)



Figure 3.10 Aerial photograph from November 2021. The arrow indicates south. (Source: Nearmap)

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The sequence of images above (Figures 3.4 to 3.10) shows that by 1945 a row of evenly spaced trees already in existence along the north side of Churchill Street. The uncropped 1945 aerial image shows that the trees planted by 1945 extended from Mont Albert Station west of the study area, and further east than the study area (see Appendix A).

Close analysis of the subject location shows that the trees still existed in 1956. By 1963 some trees had been lost from the centre of the subject grouping, approximately opposite No. 42. By 1972, there was no significant change relative to 1963.

Between 1945 and 2021, the images show that although trees were lost and some replaced overtime, a core group of trees appears to remain consistent at the west and east ends of the subject grouping.

The historical aerial photographs therefore challenge a 1965 planting date for the full grouping as an avenue of honour. However, the photographic evidence does not rule out commemorative recognition in 1965; with the extant trees being recognised (with a plaque) in 1965 as part of a memorial planting—either as a memorial planting (in an avenue of honour or other 'living' memorial form) that had occurred earlier or was dedicated as such once the trees were mature—and later supplemented by additional planting after 1965.

3.2 Description and integrity

The subject trees are located on the north side of Churchill Street, Mont Albert, within the road/rail reservation between Churchill Street and the Lilydale railway line. The location of the study area group of trees correlates approximately with the street addresses of the properties on the opposite side of the street at Nos 36 to 52 Churchill Street.

Originally said to have consisted of nine trees, in late 2021 six trees with a linear form remain extant. The trees that remain are of varying ages suggesting not all trees have survived, with some replanted or new trees added at different times since 1965. This is supported by the evidence in the historical aerial photographs.

The trees in the study area are Australian native trees, of mixed species. From west to east they are:

- 1) Brush Box (*Lophostemon confertus*) opposite No. 36, mature tree of a similar size to tree 6
- 2) Red Flowering Gum (*Corymbia ficifolia*), opposite No. 38, a medium to small tree;

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- 3) Red Flowering Gum (*Corymbia ficifolia*), opposite the boundary between Nos 42 and 50, a sizable tree, mature;
- 4) Red Flowering Gum (*Corymbia ficifolia*) opposite No. 50, a sizable specimen, mature. This tree has the plaque affixed to the north side of the trunk at breast height;
- 5) *Eucalyptus* sp. Opposite No.50, a juvenile tree, recently planted;
- 6) Brush Box (*Lophostemon confertus*) opposite the west boundary of No. 52, a sizable specimen, mature.

Because of tree losses in December 2021, the group comprises two clusters of trees of mixed ages; two trees at the west end, and four trees at the east end. .

Brush Box trees bookend the grouping and it is thought likely that the group may at one time have consisted of a mixed planting of Queensland Brush Box (*Lophostemon confertus*) and Western Australian Red Flowering Gum (*Corymbia ficifolia*).

In late 2021, other vegetation in this part of the reserve consisted of native and exotic trees and shrubs and mown grass (since largely removed as part of works by the LXRA), including a mature Melaleuca and other mature eucalypts.

The following images show the subject trees from west to east, in December 2021.



Figure 4.11 Trees at the west end of the tree group. Tree 1 Brush Box (*Lophostemon confertus*) and Tree 2 Red-flowering Gum (*Corymbia ficifolia*).

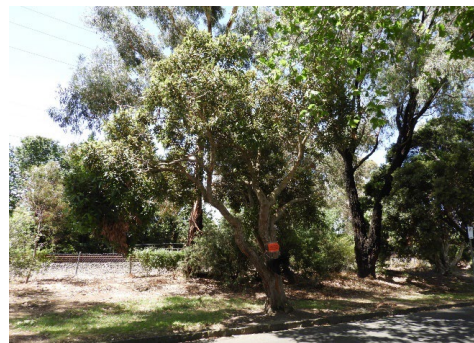


Figure 4.12 Tree 3, a mature Red-flowering Gum (*Corymbia ficifolia*).

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Figure 4.13 Tree 4, a mature Red-flowering Gum (*Corymbia ficifolia*), with plaque on other side of the trunk, at breast height.



Figure 4.14 Tree 5, recently planted replacement tree.



Figure 4.15 Tree 6, east end, a mature Brush Box (*Lophostemon confertus*).

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Figure 4.16 Plaque attached to the north side of Tree 4 trunk.



Figure 4.17 Detail of plaque attached to the north side of Tree 4 trunk.



Figure 4.18 Remnants of ephemeral memorials at the base of Tree 4.



Figure 4.19 Remnants of ephemeral memorials at the base of Tree 4.

The tree grouping at Churchill Street is not intact. Some trees survive, however, and retain their purpose as a war memorial for local community members. In the row of trees in the Council-defined study area there are some hallmarks of an avenue of honour, in terms of the linear form, as a result of planting at regular distances from the road's edge, and regular spacing. Because of tree losses and the mixed age, size and species in the tree group, it does not read strongly as an avenue of honour.

There is stronger integrity (the ability to appreciate the tree group as a memorial planting) at the east end of the group, because of the size and maturity of the trees in this location, in particular two Red-flowering Gum trees, and the plaque affixed to one of the Red-flowering Gum trees. While recent tree losses have affected the integrity of the war memorial trees, this could be restored through replanting.

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3.3 Analysis

3.3.1 Comparative analysis

Given the description of the trees in 1965 as a 'grove of trees', the Churchill Street memorial trees will be considered in the context of other memorial tree plantings, including but not limited to avenues of honour.

Although there have been plenty of examples of memorial trees over time, and probably examples that survive today, there are currently no memorial trees or avenues of honour included in the Heritage Overlays of the Whitehorse Planning Scheme or Boroondara Planning Scheme.

The following analysis considers how the trees in Churchill Street, Mont Albert, compare to other memorial trees and avenues of honour in Victoria, in terms of defining characteristics and form of typical examples of memorial trees and avenues of honour, to other kinds of living war memorials, and commemorative activity associated with memorial trees and avenues of honour in Victoria.

Defining aesthetic characteristics and form (tangible) of avenues of honour

The recent Avenues of Honour project carried out by Context defined avenues of honour as living memorials planted in association with war or conflict, as 'memorials' to the war dead, and to commemorate local participation in overseas conflict. They comprise living trees and many include associated elements such as name plates, monuments and memorials, and signage. They tend to have a discernible form through their strong sense of composition, regularity, linear form, scale or landmark qualities. This form can be strengthened over time as trees mature but can also be eroded through tree losses or encroachment by surrounding development and other vegetation.

Although an avenue of trees typically consists of two rows of trees, the Avenues of Honour project recognised that many avenues of honour in Victoria comprise a single row of trees — for example, at Eurack (1916). Others, such as at Snake Valley (1918), comprise three rows of trees.

While many avenues of honour in Victoria have achieved aesthetic impact from the use of a single species of tree, there are also many examples of avenues of honour in Victoria that consisted of alternate or mixed species. A mixed planting of Australian native trees in an avenue of honour is not unusual, particularly for memorial avenues planted in the second half of the twentieth century.

A discernible form to the group of trees in Churchill Street, Mont Albert, has been compromised but the group otherwise exhibits some defining characteristics of avenues

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of honour in Victoria — namely, having been recognised or planted as a living memorial in association with war or conflict; as a 'memorial' to the war dead, and to commemorate local participation in overseas conflict; and its linear form.

The trees appear to be of mixed ages, which is also not unusual for an avenue of honour. Trees do not always thrive or survive after establishment and therefore need to be replaced. There may also be many and variable factors affecting the growth or success of the subject trees.

Defining characteristics of 'living' war memorials

Single trees or groups of trees growing in a non-linear formation have also been planted or dedicated as war memorials. The Avenues of Honour project identified another important aspect to the definition of avenues of honour, and that is how they reflect efforts by communities to establish a lasting tribute, as memorials to the war dead and to commemorate local participation in overseas conflict. They are important as places that help keep alive the memory of the individuals commemorated.²⁵

These attributes are also true of other war memorials, including other 'living' forms of war memorials, such as Lone Pines, single tree plantings and plantations in other configurations.

The 'Survey of Veteran-related War Heritage' (2008) prepared by Authentic Heritage Services in 2008, recognises other botanic features as war memorials, in addition to avenues of honour. The 2008 study recognises Lone Pines, single trees, parks, gardens, bowling greens, recreation grounds, and plantations in different configurations as 'living' war memorials, grouping them into a broader typology it calls 'botanic features'.²⁶ It would also be reasonable to include 'groves' in this grouping.

The plaque on tree 4 refers to the Churchill Street trees as a *grove*, which suggests a memorial plantation more closely aligned to a different category of living war memorial, such as a plantation, than an avenue of honour.

Commemorative activity associated with living war memorials

The Context report found that the largest concentration of avenues of honour in Victoria was planted in association with World War I (375 of the 472 known avenues) during the period 1916 to 1920. This activity tailed off substantially in the period between 1922 and 1939, with around 37 known avenues planted after World War II to commemorate World

²⁵ Context 2021, Victoria's Avenue of Honour Project Volume 2, June 2021, p.54.

²⁶ Authentic Heritage Service 2008, 'Survey of Victoria's Veteran-related Heritage', pp. 55–56.

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War II servicemen and servicewomen. Activity associated with avenues of honour increased in association with the centenary of World War I in 2014–18.

Research and data compiled by Context on avenues of honour in Victoria demonstrates that many avenues of honour and individual avenue of honour trees suffered significant losses in the 1960s, generally as a result of roadworks — for example in Caulfield, Sandringham, Hampton and Frankston.

However, the 1960s also saw commemorative activity in association with some avenues of honour in country Victoria. There are records of a World War I memorial avenue planted in Jeparit in 1967. At the Bacchus Marsh Avenue of Honour (established in 1918), some of the trees date from the 1960s, and were added after road realignment works. A cairn with a memorial plaque was erected by the Woorayl Shire Council in 1968, to replace plaques that were originally attached to the individual trees at the Leongatha Avenue of Honour (established in 1918). At the Byaduk Avenue of Honour (established in 1918), a memorial tablet was added in 1957–58 to replace the cast iron name plates under each tree, and the trees were replaced in 1963. At Eldorado, original plaques for each tree were replaced by the local scout group in the 1960s (a World War II avenue, established in 1953).²⁷

Lone Pines were planted as memorial trees in Victoria in the early 1930s. Planting of Lone Pines received fresh impetus in the mid-1960s with assistance from local branches of Legacy, when there was interest in raising more seedlings in the Jubilee Year of Gallipoli, 1965, using seed from the small number of earlier established trees. Although widely supported, the project was unsuccessful as the seeds failed to germinate.²⁸ In later decades, further attempts were made to raise seedlings with success. The 2008 study surveyed 36 Lone Pines.

The 2008 War Heritage Study recorded that many single trees were planted either as a sole tree or as a group to commemorate sacrifice of particular soldiers, on relevant anniversary days and Arbor Days. The study results identified 54 examples of this kind of memorial planting, with various dates from 1918 into the postwar period.

Recognition or commemorative activity in association with a living war memorial by local community members as a public gesture of memorialisation and commemoration, which was either planted at the same time or came to serve the affected local community as a war memorial such as appears to be the case for the Mont Albert tree group, is

²⁷ Context 2021, Victoria's Avenue of Honour Project Volume 3 Part A, June 2021.

²⁸ Authentic Heritage Service 2008, pp. 58-59.

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consistent with the activity and symbolism typical of avenues of honour and other living war memorials in Victoria in the 1960s.²⁹

3.3.2 Analysis of social value

In considering the potential for the trees in Churchill Street, Mont Albert, to have social value, it would be important to comprehensively examine relevant records that refer to (or imply) a degree of value or significance of the trees to the local community, including references or allusions to the understood concepts of 'community', 'attachment' and 'time-depth' (these terms are discussed in Section 3.2.4). This would include print and broadcast media, social media and personal accounts.

Despite extensive research, no documentary record of the planting has been found. The key piece of evidence is a photograph of the original plaque (a copy of which is held by a member of the local community); this plaque was affixed on one of the original nine trees, and stated that the trees had been planted in 1965.

In the absence of any known contemporary documentary records of this planting, personal or oral records need to be taken into account. This memorial was small, unofficial (in being unconnected to local council or the RSL), and highly localised, which suggests it was unlikely to have been recorded in newspapers at the time.

Discussion and consideration

Plans by LXRA in 2021 to remove the trees in Churchill Street prompted considerable concern from the local residents of Mont Albert and Surrey Hills. The proposed removal of the trees, and the local opposition to this, was covered by local and State-wide newspapers, including the *Whitehorse Leader* and the *Herald-Sun*.

Many people (many being local residents) posted comments on social media, overwhelmingly in favour of the retention of the trees on account of them being a war memorial, with connections to Anzac, and hence having significant community value. There were many comments about the importance of war memorials to local communities, noting that these provide a connection with the past, and an understanding and appreciation of the sacrifices made by others out of a sense of 'civic duty'. Notices and messages were also affixed to trees by concerned members of the community.

Some preliminary comments about the issues of (1) community, (2) attachment and (3) time-depth are below in reference to the social value of the trees in Churchill Street.

²⁹ Context 2021, Victoria's Avenue of Honour Project Volume 2, June 2021, p. 42.

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Community: The community for whom the trees in Churchill Street have meaning is the immediate neighbourhood of Mont Albert and Surrey Hills. This community is located in both the City of Whitehorse and the City of Boroondara. Many members of this community value the trees in Churchill Street as a war memorial to local soldiers who served in World War I, as a historical place, and as a valuable element of the urban environment.

The local community of Mont Albert and Surrey Hills has come together in recent years to commemorate Remembrance Day (11 November) at the avenue of trees in Churchill Street. This has been a significant shared experience for the local community.

Attachment: Community members have expressed a high degree of attachment to the trees in Churchill Street. This is evident in the mainstream media and through social media, especially from October through to December 2021.

While it has not been well known in recent years that the trees were planted as a memorial gesture to local soldiers, once this became known the local community understood this to be a valid reason to retain and protect the trees.

According to local community members, it was a common understanding amongst older established residents of Churchill Street that the trees in question were planted as an avenue of honour for local soldiers who fought in World War I. With the passage of time, and with older residents moving away and new residents moving into the street, knowledge about the trees being an avenue of honour was to a large extent forgotten or lost. In recent times, however, many new residents have embraced the trees as an avenue of honour. For many Victorians the concept of an avenue of honour resonates with many. Although planted as a *local* avenue to honour *local* servicemen (all were men in this case), memorial trees can also more broadly be considered to represent the collective loss of the First World War. The concept of 'attachment' in this case could be said to be transposed from the personal to the collective. This extenuating form of 'attachment' is not considered in discussions of social value (Johnston 1991; HCV 2019). but it would not seem unreasonable for do so.

The felling of three trees on 16 December 2021 caused considerable distress among community members.

Time-depth: It has not been possible to comprehensively test the notion of time depth for the period between 1965 and 2020. Current interest in the place that has been observed relates mostly to 2021.

Anecdotal evidence points to the trees having importance to the local community from 1965, however there are few sources to verify this.

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It was not unusual for smaller and more obscure avenues of honour and memorial trees in Victoria to be forgotten over time as people moved out of an area and as suburbs changed and developed. Many early avenues of honour in suburban Melbourne were lost to road widening in the 1960s.³⁰ Anecdotal evidence suggest that the story of the Mont Albert memorial trees was kept alive by local residents in Churchill Street. Publicity surrounding the Centenary of Anzac celebrations in 2015 did much to rediscover local community memorials and stories of local soldiers, and this may have been a catalyst for the rediscovery of the Mont Albert Avenue of Honour.

The nature of an 'Anzac' memorial could reasonably attract retrospective time depth on account of the profound respect that the community attaches to war memorials.

Resonance: Not necessary to consider in testing social value at a local level.

3.4 Assessment of significance

Table 4.1 Indication of potential for significance against the HERCON criteria.

HERCON Criteria	Significance
Criterion A: Importance to the course or pattern of our cultural or natural history (historical significance).	✓
Criterion B: Possession of uncommon, rare or endangered aspects of our cultural or natural history (rarity).	
Criterion C: Potential to yield information that will contribute to understanding our cultural or natural history (research potential).	
Criterion D: Importance in demonstrating the principal characteristics of a class of cultural or natural places or environments (representativeness).	
Criterion E: Importance in exhibiting particular aesthetic characteristics (aesthetic significance).	
Criterion F: Importance in demonstrating a high degree of creative or technical achievement at a particular period (technical significance).	

³⁰ Context 2021.

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HERCON Criteria	Significance
Criterion G: Strong or special association with a particular community or cultural group for social, cultural or spiritual reasons. This includes the significance of a place to Indigenous peoples as part of their continuing and developing cultural traditions (social significance).	✓
Criterion H: Special association with the life or works of a person, or group of persons, of importance in our history (associative significance).	

3.5 Statement of significance

What is significant?

The group of trees in the reserve on the north side of Churchill Street, Mont Albert, opposite numbers 36 to 52 Churchill Street, publicly recognised as a war memorial planting in 1965, and now comprising Brush Box and Red-flowering Gums, is significant.

How is it significant?

The war memorial trees in Churchill Street, Mont Albert, are of local historical and social significance to the City of Whitehorse.

Why is it significant?

The war memorial trees on the north side of Churchill Street, Mont Albert, publicly recognised on 25 April 1965 as a 'living' war memorial to commemorate the 50th anniversary of the Gallipoli landing (25 April 1915) are of historical and social significance as a local memorial to nine local men who fought in the First World War, and to honour the death of William Walter Head who lost his life at the Gallipoli landing on 25 April. These trees are important to the local community for representing the efforts of local men who fought in World War I, and also for demonstrating the strong local impulse to commemorate and honour those who served, in particular the war dead (Criteria A and G).

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3.6 Recommendations

Recommended for inclusion in Schedule 43.01 to the Heritage Overlay of the Whitehorse Planning Scheme.

Recommended curtilage (for discussion) the area of land on the north side of Churchill Street, Mont Albert, opposite numbers 36 to 52 Churchill Street, including the trees that have been lost, and sufficient land within the reserve to protect the surviving and future replacement trees and provide for the function of the war memorial.

Recommendations for the Schedule to the Heritage Overlay (Clause 43.01) in the Whitehorse Planning Scheme:

External paint controls	
<i>Is a permit required to paint an already painted surface?</i>	No
Internal alteration controls	
<i>Is a permit required for internal alterations?</i>	No
Tree controls	
<i>Is a permit required to remove a tree?</i>	Yes
Outbuildings and fences exemptions	
<i>Are there outbuildings or fences which are not exempt from notice and review?</i>	No
Victorian Heritage Register	
<i>Is the place included on the Victorian Heritage Register?</i>	No
Prohibited uses may be permitted	
<i>Can a permit be granted to use the place for a use which would otherwise be prohibited?</i>	No
Aboriginal heritage place	
<i>Is the place an Aboriginal heritage place which is subject to the requirements of the Aboriginal Heritage Act 2006?</i>	No
Incorporated plan	
<i>Does an incorporated plan apply to the site?</i>	No

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Monument Australia: <https://monumentaaustralia.org.au>

National Archives of Australia – Discovering Anzacs:
<https://discoveringanzacs.naa.gov.au/>

Nearmap: <https://www.nearmap.com>

Newspapers.com

Surrey Hills Neighbourhood Heritage Centre Collection: <https://surreyhillsnc.org.au/the-collection/>

The AIF Project: <https://www.aif.adfa.edu.au/index.html>

Treenet. Avenues of Honour project: www.treenet.org

Trove: <https://trove.nla.gov.au/>

Twitter: twitter.com

Victorian Places: <https://www.victorianplaces.com.au/> (entries for Box Hill, Mont Albert, Nunawading and Surrey Hills).

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Virtual War Memorial Australia: <https://vwma.org.au/explore/people/277538>

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Appendix A: Historical aerial

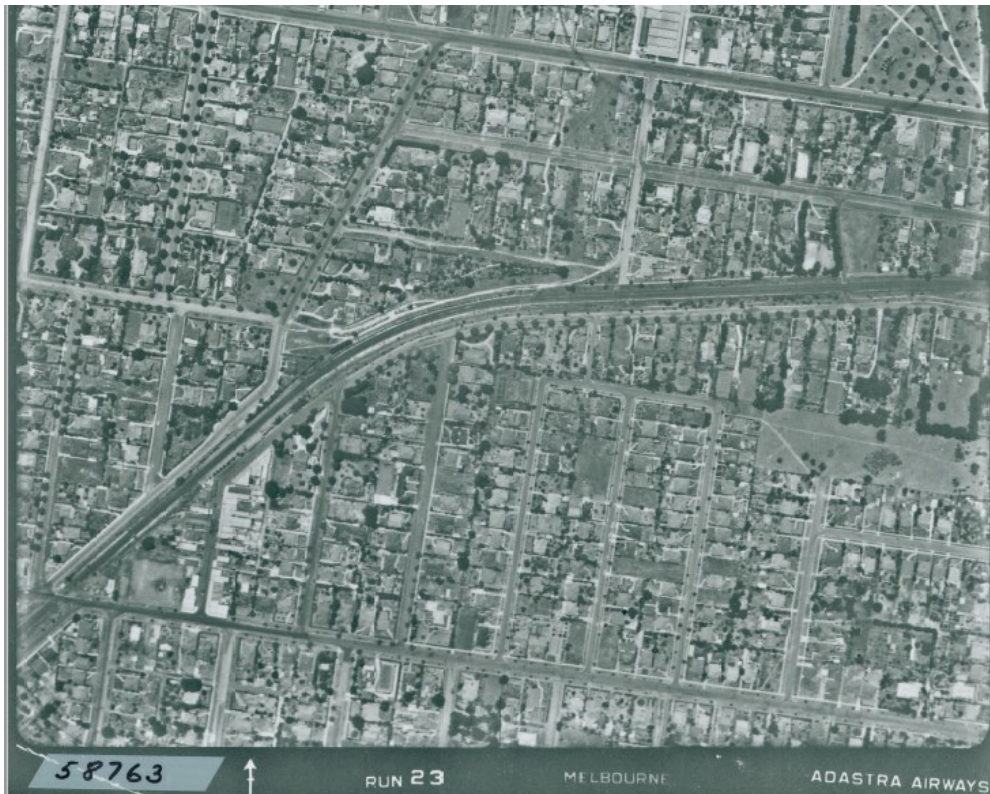


Figure A.1 Aerial image from 1945 showing Mont Albert station and Churchill Street, Mont Albert.
(Source: Landata)

11.3 Audit and Risk Committee Charter

Attachment 1 Audit and Risk Committee Charter



Audit and Risk Committee Charter

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11.3 – ATTACHMENT 1. Audit and Risk Committee Charter

1. PURPOSE

Whitehorse City Council has established an Audit and Risk Committee (the Committee) pursuant to Section 53 of the *Local Government Act 2020* (the Act) to support Council in discharging its oversight responsibilities related to financial and performance reporting, risk management, fraud and corruption prevention systems and controls, maintenance of a sound internal control environment, assurance activities including internal and external audit and Council's performance with regard to compliance with its policies and legislative and regulatory requirements.

It acts in this capacity by monitoring, reviewing and advising on the above matters as set out in this Charter.

This Charter is prepared and approved by the Council pursuant to Section 54(1) of the Act.

2. AUTHORITY

The Committee is directly responsible to Council for discharging its responsibilities as set out in this Charter. The Committee has no delegated authority from Council and will operate within the prescriptions of its Charter. Matters that may arise from time to time outside the Committee's Charter but which require the Committee's involvement, may be addressed by the Committee with Council consent. The Council authorises the Committee within the scope of its role and responsibilities to:

- Provide advice and make recommendations to Council on matters within its areas of responsibility;
- Retain counsel of relevant independent experts, including legal advice where it considers that is necessary in order to execute its responsibilities, subject to prior agreement with the Chief Executive Officer;
- Seek any relevant information it requires from Council, Council Officers (who are expected to cooperate with the Committee's requests) and external parties;
- Perform activities within its role and responsibilities as described in this Charter, including consideration of any request by Council or the Chief Executive Officer that is consistent with this Charter; and
- The Committee will, through the Chief Executive Officer, have access to appropriate management and secretariat support to enable it to discharge its responsibilities effectively.



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3. COMPOSITION AND TERMS OF OFFICE

3.1 Composition

3.1.1 The Committee comprises of five members, two Councillors and three independent members, appointed by Council.

3.1.2 In accordance with section 53(3) of the Act, the Committee must:

- Include members who are Councillors of the Council (3a);
- Consist of a majority of members who are not Councillors of the Council and who collectively have:
 - expertise in financial management and risk (3b i),
 - expertise in public sector management (3b ii);
- Not include Council staff (3c).

3.1.3 A committee quorum shall be three members, with at least one Councillor and two independent members.

3.1.4 Council's internal and external auditors cannot be appointed to the Committee.

3.2 Chair

3.2.1 The Chair of the Committee must be one of the independent members.

3.2.2 The Chair is appointed by all Committee members annually by election at the conclusion of the Committee's meeting, at which it receives Council's annual statements.

3.3.3 The election of the Chair shall take place in accordance with the Appendix B.

3.3.4 If the Chair is unable to attend a meeting, the members in attendance at the meeting will appoint a Chair for that meeting from among the attending independent members.

3.3.5 Where two Councillors and two independent members are in attendance at a committee meeting, the Chair of the Committee shall have a casting vote if required.

3.3 Terms of Office

3.3.1 Independent Members

3.3.1.1 Recruitment of independent members shall be made by way of public advertisement and will leverage a skills and experience matrix assessment

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that identifies the particular blend of skills and experience required for the role.

- 3.3.1.2 Independent members' terms of appointment will be set so that as far as possible only one member retires at a time in order to minimise the loss of knowledge of Council's business that may occur on change of membership.
- 3.3.1.3 Should the resignation/retirement of more than one Independent Member coincide, then the Council may extend the remaining Independent Member's term by one year to ensure continuity.
- 3.3.1.4 Independent members will be appointed for an initial period not exceeding three (3) years after which they will be eligible for extension or re-appointment, for a further three (3) year term after a formal review of their performance, such review to be undertaken by the Chief Executive Officer with the two Councillor Committee members and two independent Committee members, and final approval by Council.
- 3.3.1.5 At the conclusion of a member's authorised term, the member may reapply for Committee membership.

3.3.2 Councillors

- 3.3.2.1 Councillor members of the Committee will be appointed by the full Council on an annual basis, with Councillor Appointees to be generally rotated after a minimum period of two years. The intent of the rotation system is to expose as many Councillors as possible to the Committee membership and proceedings.
- 3.3.2.2 Should an appointed Councillor member not be able to attend a committee meeting, the Mayor or Deputy Mayor may attend the meeting in such circumstances. The Chair of the Committee may defer the meeting where there are insufficient members present.
- 3.3.2.3 Where a Councillor member is unable to attend committee meetings for the remainder of their term of appointment the member must resign from the Committee and Council elect a replacement.

3.4 Fees

- 3.4.1 Pursuant to section 53(6) of the Act, the Council will pay a fee to independent Committee members. Independent members are to be remunerated in accordance with rates periodically set by Council resolution.
- 3.4.2 Increases in the remuneration of Committee members will be limited to increases as per the Council Rate Cap and adjusted annually on 1 July.



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- 3.4.3 No less than once every Council term (4 years), the fee paid to Independent Members will be benchmarked against no less than five other like councils to provide the Council with the information required to fully review fees. Following the benchmarking exercise, an increase to the remuneration of Committee members may exceed Council's Rate Cap if needed.
- 3.4.4 Time spent on performing any special task deemed necessary by the Committee will be paid for at an agreed rate to be negotiated, depending upon the requirements of the task and professional expertise of the independent members and approved by Manager Governance and Integrity.
- 3.4.5 The fee payment will be made after each meeting following receipt of a Tax Invoice from the external member (including the purchase order number provided by Council) after each scheduled meeting.

3.5 Induction

- 3.5.1 All new Committee members will receive material and information to ensure they are cognisant with the administrative environment, operational profile and risk management processes of Council.

4. COMMITTEE'S RESPONSIBILITIES

The Committee's responsibilities as per section 54(2) of the Act are outlined as follows

- (a) monitor the compliance of Council policies and procedures with—
 - (i) the overarching governance principles; and
 - (ii) this Act and the regulations and any Ministerial directions;
- (b) monitor Council financial and performance reporting;
- (c) monitor and provide advice on risk management and fraud prevention systems and controls;
- (d) oversee internal and external audit functions.

4.1 Compliance of Council policies and procedures

- 4.1.1 Review the adequacy and effectiveness of key policies, systems and controls for providing a sound internal control environment and achieving compliance with the overarching governance principles.
- 4.1.2 Monitor significant changes to compliance obligations, systems and controls to assess those changes and the impacts on Council's risk profile.
- 4.1.3 Obtain updates on any significant compliance issue.



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- 4.1.4 Ensure that a programme is in place to test compliance with systems and controls.
- 4.1.5 Consider the findings and recommendations of relevant audits undertaken by the Victorian Auditor General or other integrity agencies and ensure that Council considers and applies any relevant recommendations.

4.2 Financial and Performance Reporting

- 4.2.1 Monitor Council's financial and performance reporting for compliance with external obligations and to assist the Committee keep up to date with Council's financial and operational performance.
- 4.2.2 Review significant accounting and reporting issues, including complex or unusual transactions and highly judgemental areas and recent accounting, professional and regulatory pronouncements and legislative changes, and understand their effect on the annual financial report.
- 4.2.3 Review with management and the external auditors the results of the audit, including any difficulties encountered.
- 4.2.4 Review the annual financial report and performance statement of the Council and consider whether it is complete, consistent with information known to Committee members, and reflects appropriate accounting principles.
- 4.2.5 Review with management and the external auditors all matters required to be communicated to the Committee under the Australian Auditing Standards.
- 4.2.6 Recommend the adoption of the annual financial report and annual performance statement to Council.

4.3 Risk management and fraud prevention systems and controls

4.3.1 Risk Management

- 4.3.1.1 Review annually the effectiveness of Council's risk management framework.
- 4.3.1.2 Review Council's risk appetite and tolerance statements and the degree of alignment with Council's risk profile.
- 4.3.1.3 Monitor Council's risk profile and Council's treatment plans for significant risks, including the timeliness of mitigating actions and progress against those plans.
- 4.3.1.4 Review the insurance program annually.



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- 4.3.1.5 Monitor the approach to business continuity planning arrangements, including whether business continuity and disaster recovery plans have been regularly updated and tested.

4.3.2 Fraud and Corruption Control

- 4.3.2.1 Monitor Council's Fraud and Corruption Control Framework, including policies and procedure, fraud and corruption risk assessments and mitigation actions, and the adequacy and effectiveness of fraud and corruption training and awareness programs.
- 4.3.2.2 Instances of proved fraud and/or corruption will be formally reported to the Committee. Matters of potential fraud or corruption may be verbally reported to the Committee Chair depending on their materiality and potential consequence.
- 4.3.2.3 Review the circumstances surrounding any instances of fraud or corruption and any associated control weaknesses and advice on rectification of same.
- 4.3.2.4 Oversee special investigations of alleged fraud or corruption when referred to the Committee by either the Chief Executive Officer or Council.
- 4.3.2.5 Review whether Council and senior management have taken steps to embed a culture which is committed to ethical and lawful behaviour, adding to the credibility of Council through adherence with ethical standards.

4.4 Internal and external audit

4.4.1 Internal Audit

- 4.4.1.1 Act as a forum for communication, and resolution of any issues, between the Chief Executive Officer, senior management and internal audit.
- 4.4.1.2 Review the internal audit coverage and annual work plan, ensure the plan achieves appropriate coverage of Council's risks, compliance obligations, and any other matters brought to the Committee's attention by Council or the Chief Executive Officer, and recommend approval of the plan by the Chief Executive Officer for adoption by Council.
- 4.4.1.3 Advise the Council and Chief Executive Officer on the adequacy of internal audit resources to carry out its responsibilities, including completion of the approved internal audit plan.
- 4.4.1.4 Receive and review all internal audit reports and provide advice to the Council and Chief Executive Officer on significant issues identified and action taken on issues raised, including identification and dissemination of good practice.



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- 4.4.1.5 Monitor management's implementation of internal audit recommendations.
- 4.4.1.6 Review the Internal Audit Charter to ensure appropriate organisational structures, authority, access and reporting arrangements are in place.
- 4.4.1.7 Monitor the internal auditor's progress made in achieving the annual audit plan.
- 4.4.1.8 Monitor any non-audit services provided by the internal auditors to Council to ensure the services are appropriate and do not jeopardise the independence of the internal auditors.
- 4.4.1.9 Meet with the internal auditors 'in camera', at least once a year.

4.4.2 External Audit

- 4.4.2.1 Act as a forum for communication, and resolution of any issues, between the Council, Chief Executive Officer, senior management and external audit.
- 4.4.2.2 Review the external auditor's proposed audit scope, approach, and gain an understanding of the 'materiality' yardstick to be applied and coordination of external audit with internal audit activity.
- 4.4.2.3 Review reports from the external auditor and discuss with the external auditor issues arising from the audit, including any management letter issued by the auditor and the resolution of such matters.
- 4.4.2.4 Monitor management's implementation of external audit recommendations.
- 4.4.2.5 Meet with the external auditors 'in camera', at least once a year.

4.5 Organisational Update

- 4.5.1 Receive updates by the Chief Executive Officer on significant organisational changes and consider the impacts of these on the risk and control framework.
- 4.5.2 Receive updates on the key findings of any 'service reviews' relating to any of the functions of the Committee.

5. MEETINGS

- 5.1 The Committee will meet five times a year, with authority to convene additional meetings, as circumstances require, after discussion between the Committee Chair and the Chief Executive Officer. Committee members and



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the internal and external auditors may request the Chair to convene additional meetings to address unexpected matters that may have arisen.

- 5.2 A schedule of meetings will be developed annually and agreed by members.
- 5.3 All Committee members are expected to attend each meeting in person, although in special circumstances members may attend virtually.
- 5.4 In accordance with Section 54(3) of the Act, the Committee will develop and adopt an annual work plan and monitor progress against the work plan at each Committee meeting.
- 5.5 The Chief Executive Officer, all Directors, Executive Manager Transformation, Manager Governance & Integrity, Coordinator Controls, Compliance & Process, and Coordinator Risk & Insurance shall be required to attend all meetings of the Committee, unless otherwise directed by the Committee. Other Council staff may be requested to attend meetings of the Committee by the Chief Executive Officer in collaboration with the Committee Chair or by the Committee in consultation with the Chief Executive Officer, to provide information on matters impacting on their areas of responsibility.
- 5.6 The internal auditor will be required to attend and present at meetings of the Committee, unless otherwise agreed with the Committee Chair. The external auditor may attend all meetings of the Committee, and must also be present at any Committee meeting on request. At the request of the Committee, auditors may be requested to leave the meeting while the Committee discusses confidential matters.

6. REPORTING TO COUNCIL

- 6.1 In accordance with Section 54(5) (a) & (b) of the Act, the Committee will prepare a biannual audit and risk report that describes the activities of the Committee and includes its findings and recommendations; and provide a copy of the biannual audit and risk report to the Chief Executive Officer for tabling at the next Council meeting.
- 6.2 The Chair of the Committee will, if requested by the Mayor or CEO, brief Councillors.
- 6.3 The Committee will also prepare and present, in Council's Annual Report, a report on its operations and activities during the year.
- 6.4 The Committee may, at any time, report to the Chief Executive Officer or Council any other matter it deems of sufficient importance to do so. In addition,



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at any time an individual Committee member may request a meeting with the Chief Executive Officer.

7. PERFORMANCE EVALUATION

In accordance with section 54(4) (a) & (b) of the Act, the Committee must undertake an assessment of its performance against the Audit and Risk Committee Charter annually prior to the appointment of Councillors in November each year and report the outcomes of the evaluation process to Council through the Chief Executive Officer, including recommendations for any opportunities for improvement.

8. COMMITTEE MEMBER REGULATORY OBLIGATIONS

Committee members are expected to be aware of their obligations under Section 53 (5) of the Act. These obligations relate to (refer to Appendix A for further detail):

- misuse of position as a member of the Committee (Section 123);
- confidential information (Section 125); and
- conflict of interest (Sections 126 to 131).

8.1 Misuse of Position

8.1.1 A committee member must not intentionally misuse their position to gain or attempt to gain, directly or indirectly, an advantage for themselves or for any other person, or to cause, or attempt to cause, detriment to the Council or another person.

8.2 Confidentiality

8.2.1 A committee member must not intentionally or recklessly disclose information that the person knows, or should reasonably know, is confidential information.

8.3 Conflict of Interest

8.3.1 Committee members must declare any conflicts of interest at the start of each meeting or before discussion of the relevant agenda item or topic and will need to leave the meeting until after the relevant agenda item has been deliberated.

8.3.2 Details of any conflicts of interest should be appropriately minuted.

8.4 Members are also expected to:

8.4.1 Contribute the time needed to study and understand the papers provided and apply good analytical skills, objectivity and good judgement.

8.4.2 Express opinions frankly, ask questions that go to the fundamental core of the issue and pursue independent lines of enquiry.



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8.4.4 Be cognisant of a number of actions and regulatory requirements that may impact the Committee over the life of a Council including 'Governance, Internal Control and Compliance'. These may include –

- Part 4 Division 1 (S91 Financial Plan, S92 Asset Plan)
- Part 4 Division 4, Financial Management, Investments, Borrowings etc.
- Part 5 S108 and 109 Procurement policies etc.
- Part 6 Division 2 COI, Division 4 Gifts, Division 5 Code of Conduct
- Governance Rules developed by Council.

8.4.5 The responsibilities of the Committee may be revised or expanded at the time of the Charter's review.

9. ADMINISTRATION

- 9.1 In accordance with section 54(6)(a) of the Act, the Chief Executive Officer will appoint an officer to provide secretariat support to the Committee.
- 9.2 The Secretariat will ensure the agenda for each meeting and supporting papers are circulated, at least one week before the meeting, and ensure the minutes of the meetings are prepared and maintained.
- 9.3 Minutes must be approved by the Chair and circulated within two weeks of the meeting to each Committee member, the Director Corporate Services and Manager Governance and Integrity.

10. REVIEW OF CHARTER

- 10.1 The Charter of the Committee shall be reviewed every four years or earlier if decided by the Committee.
- 10.2 All Committee members, the Director Corporate Services and Manager Governance and Integrity shall be consulted during the Charter review process.

Responsible Manager:	Manager Governance and Integrity
Date endorsed by the Audit and Risk Committee:	November 2022
Date Adopted by Council	

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APPENDIX A
Committee Member Regulatory Obligations
Guidance to Members

LGA Section	LGA Requirement
Misuse of Position	
123(1)	A Committee member must not intentionally misuse their position to: a) Gain or attempt to gain, directly or indirectly, an advantage for themselves or for any other person; or b) Cause, or attempt to cause, detriment to the Council or another person
123(3)	Circumstances involving misuse of a position by a member of the Committee include: a) Making improper use of information acquired as a result of being a member of the Committee; or b) Disclosing information that is confidential information; or c) Directing or improperly influencing, or seeking to direct or improperly influence, a member of Council staff; or d) Exercising or performing, or purporting to exercise or perform, a power, duty or function that the person is not authorised to exercise or perform; or e) Using public funds or resources in a manner that is improper or unauthorised; or f) Participating in a decision on a matter in which the member has a conflict of interest.
Confidential Information	
125	A member of the Committee must not intentionally or recklessly disclose information that the member knows, or should reasonably know, is confidential information. There are some exemptions to this requirement, the key one being that if the information disclosed by the member has been determined by Council to be publicly available.
Conflicts of Interest	
126	A member of the Committee has a conflict of interest if the member has: a) A general conflict of interest as described in Section 127; or b) A material conflict of interest as described in Section 128.
127	A member of the Committee has a general conflict of interest in a matter if an impartial, fair-minded person would consider that the members private interests could result in that member acting in a manner that is contrary to their public duty as a member of the Committee.
128	A member of the Committee has a material conflict of interest in a matter if an affected person would gain a benefit or suffer a loss depending on the outcome of the matter.
<p style="text-align: center;">Please Note</p> <p>The above guidance is not verbatim from the Act and does not include all details as explained in Part 6, Division 1 of the Act. For a full understanding of the requirements of the Act in relation to the matters summarised above, members are expected to make themselves fully aware of the requirements of the Act.</p>	



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**APPENDIX B
PROCESS FOR ELECTION OF THE
CHAIR OF AUDIT AND RISK COMMITTEE**

The *Local Government Act 2020* and the *Audit and Risk Committee Charter* are silent on the process for election of the Chair of the Committee.

Therefore, it is recommended that the process to be followed to elect the Chair of the Committee be similar as that for Election of Mayor and Deputy Mayor; as outlined in Council's Governance Rules. The process is detailed below, adjusted where necessary for the Audit and Risk Committee structure.

CHIEF EXECUTIVE OFFICER AS RETURNING OFFICER

The Chief Executive Officer will be the Returning Officer at which the election of Chair of the Audit and Risk Committee is to be conducted but will have no voting rights.

The Chief Executive Officer must facilitate the election of the Chair of the Committee.

The Chief Executive Officer will be assisted in this role by Manager Governance and Integrity.

NOMINATIONS FOR CHAIR OF THE AUDIT AND RISK COMMITTEE

The Returning Officer invites nominations for the position of Audit and Risk Committee Chair.

The election of the chair will be carried out as follows:

- The election of the Chair of the Audit and Risk Committee must be carried out by a show of hands.
- Any independent member of the Audit and Risk Committee is eligible for election (or re-election) to the office of Chair of the Audit and Risk Committee.
- Whilst Councillor Members of the Audit and Risk Committee are ineligible for election to the position of Chair, they can move or second a nomination, and have voting rights.
- Independent members can self-nominate.
- Any independent member may accept or decline the nomination.
- If there is only one nomination, that candidate will be declared Chair of the Audit and Risk Committee for a 12 month term.



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WHERE MORE THAN ONE NOMINATION IS RECEIVED

If there is more than one nomination, the Returning Officer must conduct a vote, by show of hands, with voting to take place for each candidate in turn, **in the order in which his or her nomination was received.**

MAJORITY OF VOTES RECEIVED

The Returning Officer must declare elected as the Audit and Risk Committee Chair the candidate receiving an absolute majority of votes.

CHAIR OF THE AUDIT AND RISK COMMITTEE TO ASSUME THE ROLE

The Returning Officer will announce the name of the member elected as Chair of the Audit and Risk Committee, who must take the Chair for the remainder of the meeting.

DEFINITION: *An absolute majority of votes means a number of votes greater than one half of the total number of votes lawfully cast in the vote.*



11.4 Authority to Access Additional
Vendors under Panel Contract
30341 Recruitment, Training and
Associated Services (PA
Contract 2312-0618)

Attachment 1 Agency Vendor Summary

11.4 – ATTACHMENT 1. Agency Vendor Summary

Category		1	2	3	4	5	6	7	8	9	10	11	12	13
Vendor	ABN	Permanent Recruitment Executive	Permanent Recruitment Entry/Mid / Snr	Temporary Recruitment	Managed Services Program (MSP) Providers for Contingent Labour	Training, Learning and Professional Development Services	E-Learning and Training Solutions	Mentoring and Coaching	Career Transitions Programs and Human Resource Consultancy Services	Psychometric Testing and Skills Assessment	Unbundled Recruitment Services	Employee Satisfaction and Organisational Survey Services	Performance Appraisal Management Services	Police & Background Check/ Fit to Work Solutions
AA Training Services P/L T/A Find A Job	14 167 656 528	x	x	x										
AcademyGlobal P/L	99 108 774 796					x	x							
Adaps IT P/L	50 169 520 478	x	x											
AIS International Group P/L	96 608 458 939													x
Altus Training P/L	13 161 243 214					x								
ANZUK Education Services PTY LTD / anzuk Education	19 123 730 521	x	x											
Aris Zinc P/L	15 126 132 590		x											
Arnold Group Australia P/L T/A Safety People Aus/People Aus	67 007 041 358	x	x											
Aspect Personnel P/L	46 128 070 244	x	x											
Aurec P/L	60 103 121 464	x	x											
Blue Visions Management Pty Ltd	93 095 779 972	x	x			x	x	x		x				x
Charterhouse Recruitment Pty Ltd	40 078 713 774	x	x											
CK Recruitment Pty Ltd	44 601 313 982	x	x								x			
Comensura PTY Ltd	30120725902				x									
Converge International	12 113 688 627					x		x	x	x				
Davidson Recruitment Pty Ltd	50 167 132 523	x	x			x		x	x	x	x	x		
Direct Recruitment Pty Ltd AFT Croft Family Trust	29 396 135 332		x								x			
DIXON APPOINTMENTS PTY LTD	91 161 004 646	x	x			x			x	x	x			
DOB ENTERPRISES P/L T/A MBC RECRUITMENT	20 112 866 001		x											
Drake Australia P/L	42004939771	x	x				x		x	x	x	x		
EXECUTIVE CENTRAL GROUP P/L	51 114 633 608							x						
Fetch Personnel Pty. Ltd.	32 620 155 786	x	x											
Finite Group APAC Pty Ltd	43 085 406 300													
GBS Recruitment Pty Ltd	21 158 627 420	x	x	x		x		x	x				x	
Gforce Corporate & Finance Pty Ltd	34 100 247 041	x	x											
Global BPO Seek P/L T/A Easy Authoring	99 119 478 072						x							
Halcyon Knights Commercial & Contracting P/L	28 164 438 439	x	x											
Hammond Street Developments Pty Ltd	32 074 649 595	x	x											
Hays Specialist Recruitment (Australia) P/L	47001407281	x	x			x		x	x	x	x			
HOBAN Recruitment Pty Ltd	88 052 201 313	x	x							x	x			
Honeylight Enterprises P/L	13 073 103 938					x	x	x	x	x		x	x	
Horner Recruitment	99060659182	x	x						x	x	x			x
Ignite Limited	43 002 724 334	x	x					x	x		x			
Information Brokers Pty Ltd	24 143 037 325													x
IPA Personnel Services P/L	12 137 834 738	x	x								x			
Launch Recruitment P/L (Launch Group)	54 119 140 840	x	x		x									
Lingford Consulting Services Pty Ltd	73 115 303 118					x								
LKS Quairo P/L	67 164 270 491					x		x						
Lloyd Connect P/L – Lloyd Connect	93 613 132 086	x	x				x	x		x	x	x	x	x
LOGO Management (Aust) P/L T/A LOGO Management Resources	78 623 350 121	x												
Makesure Consulting P/L	35 168 163 666									x	x	x		x
McArthur (VIC) Pty Ltd	75 008 186 383	x	x			x			x	x	x	x	x	
Michael Page International (Australia) Pty Ltd	58 002 872 264	x	x											
National Institute of Dramatic Art (NIDA)	99 000 257 741					x								
National Workforce P/L	47 134 737 812		x	x							x			
Peter Berry Consultancy P/L	77 007 400 606					x		x	x	x		x		
Pinnacle People	81 379 006 506	x	x	x										
Planned Resources P/L	55 452 738 577	x	x											
Professional Development Training P/L	29 392 605 049					x	x	x				x		
Programmed Skilled Workforce Limited	66 005 585 811	x	x	x							x			x
Public Sector People as part of Design & Build Recruit P/L	49 905 620 696	x	x											
Quest Personnel P/L	42 679 613 358	x	x	x										
Randstad P/L	28080275378	x	x	x	x	x	x	x	x	x	x	x	x	
Rec People Pty Ltd	18 628 815 029		x	x										
Redwolf Rosch P/L	48 611 763 896	x	x	x		x	x		x	x	x	x		x

11.4 – ATTACHMENT 1. Agency Vendor Summary

RNTT Pty Ltd. T/A Excel Recruitment and Rexco People	32 144 791 097		x	x									
SB Recruitment P/L	72 143 263 147		x	x									
Sentify P/L	15 161 854 422					x		x				x	
Six Degrees Executive P/L	14 108 863 850	x	x										
St John Ambulance Australia (NSW)	84 001 738 370					x							
Strategic Management Coaching, T/A Trevor-Roberts	64 072 631 559					x		x	x				
Talent International Holdings Pty Ltd	28 131 419 577	x	x	x									
The Anna Centre P/L	26 077 987 163									x			
The BUSY Group Limited "The BUSY Group"	17 575 363 535		x										
The Source Management Consultants P/L	28 137 071 768	x	x	x									
The Sustainable Advantage P/L T/A Leading Roles	53 142 460 357	x	x	x									
Tradewind Australia Pty Ltd	93 152 725 230	x	x	x									
Trustee for the Learning Hook Trust T/A The Learning Hook	18 008 624 483						x						
Unidex Consulting P/L T/A Frontline Human Resources	22 097 510 926	x	x	x		x				x	x		x
Work Solutions (Melb) P/L	92097810994		x	x									
Zancott Recruitment (Vic) P/L	73 621 652 408		x	x							x		