



WHITEHORSE
CITY COUNCIL

Whitehorse City Council

AGENDA

Council Meeting

on

Monday 24 March 2025 at 7:00 PM

**To be held in the
Council Chamber
Nunawading Civic Centre**

Members: Cr Andrew Davenport Mayor
Cr Prue Cutts Deputy Mayor
Cr Peter Allan
Cr Blair Barker
Cr Daniel Griffiths
Cr Jarrod Gunn
Cr Kirsten Langford
Cr Jason Martin
Cr Kieran Simpson
Cr Ben Stennett
Cr Hayley Weller

Recording of Meeting and Disclaimer

Please note every Council Meeting (other than items deemed confidential under section 3 (1) of the *Local Government Act 2020*) is being recorded and streamed live on Whitehorse City Council's website in accordance with Council's Live Streaming and Recording of Meetings Policy. A copy of the policy can also be viewed on Council's website.

The recording will be archived and made publicly available on Council's website within 48 hours after the meeting on www.whitehorse.vic.gov.au for a period of three years (or as otherwise agreed to by Council).

Live streaming allows everyone to watch and listen to the meeting in real time, giving you greater access to Council debate and decision making and encouraging openness and transparency.

All care is taken to maintain your privacy; however, as a visitor in the public gallery, your presence may be recorded. By remaining in the public gallery, it is understood your consent is given if your image is inadvertently broadcast.

Opinions expressed or statements made by individual persons during a meeting are not the opinions or statements of Whitehorse City Council. Council therefore accepts no liability for any defamatory remarks that are made during a meeting.

TABLE OF CONTENTS

1	WELCOME.....	5
2	APOLOGIES.....	5
3	DISCLOSURE OF CONFLICTS OF INTEREST.....	5
4	CONFIRMATION OF MINUTES OF PREVIOUS MEETING.....	5
5	URGENT BUSINESS.....	5
6	REQUESTS TO SPEAK.....	5
7	PUBLIC QUESTION TIME.....	5
8	PETITIONS.....	5
9	NOTICES OF MOTION.....	6
9.1	Notice of Motion No 5 - Cr Ben Stennett - Graffiti Removal.....	6
9.2	Notice of Motion No 6 - Cr Peter Allan - Urgent Care Clinic Box Hill.....	6
9.3	Notice of Motion No 7 - Cr Ben Stennett - Semi Permanent Structures.....	6
10	COUNCIL REPORTS.....	6
10.1	Australian Local Government Association Motion.....	7
10.2	Whitehorse Sport and Recreation Reference Group - Appointment of Councillor Representative and Community Members.....	11
10.3	Whitehorse Community Engagement Policy 2025.....	16
10.4	S11A Appointment of Authorised Officers under the Planning and Environment Act 1987.....	22
10.5	Records of Informal Meetings of Councillors.....	25
11	COUNCILLOR DELEGATE AND CONFERENCE / SEMINAR REPORTS.....	28
11.1	Reports by Delegates and Reports on Conferences / Seminars Attendance.....	28
12	CONFIDENTIAL REPORTS.....	29
13	CLOSE MEETING.....	29

AGENDA

1 Welcome

Prayer for Council

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

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

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

Amen.

Acknowledgement of Country

Whitehorse City Council acknowledges the Wurundjeri Woiwurrung people of the Kulin Nation as the Traditional Owners of the land we are meeting on and we pay our respects to their Elders past, present and emerging and Aboriginal and Torres Strait Islanders from communities who may be present today.

2 Apologies

3 Disclosure of Conflicts of Interest

4 Confirmation of Minutes of Previous Meeting

Minutes of the Council Meeting Meeting 3 March 2025

RECOMMENDATION

That the minutes of the Council Meeting Meeting 3 March 2025 be confirmed.

5 Urgent Business

6 Requests to Speak

7 Public Question Time

8 Petitions

9 Notices of Motion**9.1 Notice of Motion No 5 - Cr Ben Stennett - Graffiti Removal**

That Council receives a report:

1. Describing the practice and policy in the City of Whitehorse regarding the removal or cleaning of graffiti of Council and non-Council assets; and
2. Providing options for what would be required for Council to monitor and clean graffiti from major retail areas (such as Britannia Mall among others) across the municipality and additional budget resources required, highlighting the alignment to the Community Vision 2040 and the Council Plan 2025-2029 that is currently being developed.

9.2 Notice of Motion No 6 - Cr Peter Allan - Urgent Care Clinic Box Hill

That Council:

1. Advocates for the establishment of an Urgent Care Clinic (UCC) within Box Hill.
2. Writes to all relevant local Members of Parliament and Senators and candidates for the 2025 Federal Election, and especially the Federal Minister for Health and Aged Care, Mr Mark Butler requesting support for the establishment of a Medicare UCC in Box Hill.

9.3 Notice of Motion No 7 - Cr Ben Stennett - Semi Permanent Structures

That Council receives a report outlining the current practices regarding the use of semi-permanent structures, such as marquees, within permitted footpath trading areas.

The report should:

1. Describe the existing policies and practices in the City of Whitehorse related to businesses seeking to set up semi-permanent structures within permitted footpath trading areas.
2. Identify options allowing semi-permanent marquees, including potential impacts on public spaces such as community safety, accessibility, visual amenity and business operations.

10 Council Reports

10.1 Australian Local Government Association Motion

Department

Governance and Integrity

Executive Manager Corporate Services

SUMMARY

The Australian Local Government Association (ALGA) National General Assembly (NGA) is being held in Canberra from 2 - 4 July 2025. The NGA is held annually to consider matters of national significance impacting the local government sector.

Member Councils can submit motions for consideration by the ALGA NGA. All motions submitted to the ALGA are required to have a council resolution and must align with the NGA's theme, which for 2025 is 'National Priorities Need Local Solutions.'

Motions must be submitted to ALGA by 31 March 2025.

RECOMMENDATION

That Council endorse the motion to the Australian Local Government Association (ALGA), National General Assembly (NGA) 2025 as follows:

1. Investigate the impact of urban densification on the availability and quality of public open spaces, particularly in areas with low open space per person.
2. Examine whether densification genuinely delivers affordable housing given high rates of population growth.
3. Review the implications of government acquisition powers on public open space, highlighting the effect of compulsory acquisitions for infrastructure projects and their impact on local communities.
4. Advocate for stronger protections and policies to preserve and expand public open spaces in middle and outer-ring suburbs, recognising the environmental, social, and health benefits these areas provide.
5. Examine the impact of urban densification on physical and community infrastructure, such as schools, health services, drainage, and congestion on roads.
6. Engage with relevant stakeholders, including community groups and planning bodies, to identify best practices and policy recommendations for maintaining and enhancing open spaces in the face of urban growth.

10.1 (cont)

KEY MATTERS

The ALGA NGA is held annually to consider matters of national significance impacting the local government sector.

Motions must complement the 2025 theme '[National Priorities Need Local Solutions](#)' and be aligned to the priority areas of intergovernmental relations, financial sustainability, roads and infrastructure, emergency management, housing and homelessness, jobs and skills, community services, closing the gap and Aboriginal and Torres Strait Islander Reconciliation, data digital technology and cyber security, climate change and renewable energy, environment and circular economy.

The following motion has been identified for submission to the NGA:

Table 1 – Proposed ALGA NGA Motion

Title	Motion	Rationale
Loss of amenity that comes with urban densification	<p>The National General Assembly calls on the Australian Government to:</p> <ol style="list-style-type: none"> 1. Investigate the impact of urban densification on the availability and quality of public open spaces, particularly in areas with low open space per person. 2. Examine whether densification genuinely delivers affordable housing. 3. Review the implications of government acquisition powers on public open space, highlighting the effect of compulsory acquisitions for infrastructure projects and their impact on local communities. 4. Advocate for stronger protections and policies to preserve and expand public open spaces in middle and outer-ring suburbs, recognising the environmental, social, and 	<p>As urban densification accelerates, it is critical to balance growth with the preservation of public open spaces and the demands placed on physical and community infrastructure. Open spaces are essential for community health, environmental sustainability, and social cohesion.</p> <p>This motion seeks to ensure that the Australian Government proactively addresses these challenges and advocates for policies that protect and expand our precious open spaces for current and future generations.</p>

10.1 (cont)

	<p>health benefits these areas provide.</p> <p>5. Examine the impact of urban densification on physical and community infrastructure, such as schools, health services, drainage, and congestion on roads.</p> <p>6. Engage with relevant stakeholders, including community groups and planning bodies, to identify best practices and policy recommendations for maintaining and enhancing open spaces in the face of urban growth.</p>	
--	--	--

DISCUSSION, OPTIONS AND ANALYSIS

This motion seeks the Australian Government and relevant authorities to prioritise the protection of public open spaces, ensure genuine delivery of affordable housing, and engage in transparent consultation processes with communities affected by densification and infrastructure projects.

Overarching Governance Principles and Supporting Report Details

Strategic Alignment	Strategic Direction 1 An innovative Council that is well led and governed
Financial and Resource Implications	There are no financial or resource implications arising from the recommendation contained in this report.
Legislative and Risk Implications	There are no legal or risk implications arising from the recommendation contained in this report.
Equity, Inclusion, and Human Rights Considerations	It is considered that the subject matter does not raise any human rights issues.
Community Engagement	No community engagement was required for this report.

10.1 (cont)

Innovation and Continuous Improvement	There are no Innovation and Continuous Improvement matters arising from the recommendation contained in this report.
Collaboration	No collaboration was required for this report.
Conflict of Interest	<p>The <i>Local Government Act 2020</i> requires members of Council staff, and persons engaged under contract to provide advice to Council, to disclose any direct or indirect interest in a matter to which the advice relates.</p> <p>Council officers involved in the preparation of this report have no conflict of interest in this matter.</p>

10.2 Whitehorse Sport and Recreation Reference Group - Appointment of Councillor Representative and Community Members

Department Leisure and Recreation Services
Director Community Services

Attachment

SUMMARY

The report seeks endorsement from Council to appoint five community members to the Whitehorse Sport and Recreation Reference Group (WSRRG) for a two-year term (2025 and 2026).

In accordance with the WSRRG Terms of Reference (TOR) (Attachment 1), at the end of 2024 five community members completed their two-year terms. As part of the transition to the 2025 group, any person in the community, including those exiting, were invited to submit expressions of interest to join the group through an online application.

In total, 11 nominations were received which included four of the five outgoing members re-nominating themselves.

The WSRRG includes two councillors, Cr Gunn and Cr Allan, who were appointed at the Council meeting on 2 December 2024. Cr Allan has requested to resign from the Group. As a result, nominations will be called from Councillors to fill the vacant position.

RECOMMENDATION

That Council:

1. Appoints Cr _____ as a councillor representative to the Whitehorse Sport and Recreation Reference Group for the 2025 term.
2. Appoints _____ community members to the Whitehorse Sport and Recreation Reference Group for a period of two years (2025 and 2026).
3. Advises all successful and unsuccessful individuals of Council's decision.

KEY MATTERS

To enable continuity of community representation on the WSRRG, each year five community members conclude their two-year-term and nominations are sought from the community. A WSRRG community representative can seek

10.2 (cont)

nomination again following their appointed term, provided they have not served longer than two consecutive terms (four years).

Through the online application process, nominees were asked to answer the following questions to demonstrate how they meet the TOR attributes for community members:

- Describe your involvement in sport, recreation or physical activity within Whitehorse. Include details of any participation as well as paid or voluntary positions you have held or currently hold.
- Why are you interested in becoming involved with the Whitehorse Sport and Recreation Reference Group?
- Demonstrate your knowledge of sport and recreation, specifically within Whitehorse. Include any insights into trends, current demands, and issues affecting the local community.
- How do you ensure that you can represent a broad range of perspectives, especially those reflecting the diversity of the Whitehorse community?

They were also asked to provide a list of sport and recreation clubs / groups they represented and submission of a letter of endorsement from their club.

The recruitment process was very competitive with the number of strong applications received exceeding the vacant positions in the group. In total Council received 11 nominations from interested community members, including four of these from WSRRG members seeking re-nomination. Nominees were from a variety of sporting and physical recreation activities, with 3 females and 8 males submitting applications.

Nominee responses are in Confidential Attachment 2 – these are provided verbatim as received.

Nominations were assessed by two Leisure and Recreation Services (LARS) department officers to guide recommendations for Councillor consideration. Officers have only considered the information provided by nominees in their submissions to assess these applications. LARS assessments in relation to nominee responses can be found in Confidential Attachment 3.

Cr Allan, appointed to the WSRRG on 2 December 2024, has requested to resign, and as a result, nominations will be called for a councillor to fill the vacant position.

DISCUSSION, OPTIONS AND ANALYSIS

The Whitehorse Sport and Recreation Reference Group (WSRRG) – is designed to provide a mechanism for Council to consult with key stakeholders from sport and recreation activity groups within the City of Whitehorse, seek specialist opinion and enable community participation in sport and recreation-related issues, initiatives, policies and strategies. Membership of the WSRRG is honorary and consists of a maximum of ten community representatives and two appointed Councillors. The WSRRG is administered by Council's Leisure and Recreation Services Department.

10.2 (cont)

Recruitment information was provided to all Whitehorse sport, recreation and leisure organisations, other interested community groups and supported by social media marketing to capture passive recreation users and encourage diversity amongst the group.

Council sought nominees who:

- Are an active member or participant of at least one Whitehorse sport, recreation or physical activity group;
- Are willing to participate in the Reference Group for a minimum of two years;
- Want to make a difference to their local community;
- Can promote engagement opportunities with the Whitehorse sport, recreation and leisure community through own networks; and
- Provide a diversity of experiences.

There were five community members concluding their term at the end of 2024 on the WSRRG. Four of these members chose to re-nominate for 2025 and 2026.

Officer assessment of all nominations was based solely on the responses to the questions on the online application form. Length of service and previous contribution to the WSRRG are not part of the TOR criterion for re-nomination.

Recommended nominees broadly presented a diverse range of current affiliations to multiple sport and recreation organisations and demonstrated high levels of insight into the current participation environment in Whitehorse.

The TOR indicates that meetings of the reference group will be held six times per year. The first formal meeting for the group is to be held in March 2025. If Council does not endorse the appointment of new members as per the recommendation contained within this report, the WSRRG would not continue to operate for the 2025 term.

This would be the loss of an important consultation medium for Council that supports ongoing projects and policy development. The group comes together and provides valuable advice that builds upon each other's perspectives from a diverse range of sport and recreation activities. The presence of this group provides insight towards all of Council's important priorities and is felt to be a best practice approach to service delivery for sport and recreation.

Overarching Governance Principles and Supporting Report Details

<p>Strategic Alignment</p>	<p>Strategic Direction 3 - A culturally rich, diverse, creative and inclusive community;</p> <p>Strategic Direction 6 - An empowered collaborative community; and</p>
-----------------------------------	---


10.2 (cont)

	<p>Strategic Direction 7 - A safe and healthy community.</p> <p>Support to coordination of a group of community members for Council to better engage with to improve service delivery for sport and recreation in the municipality is in alignment with the above strategic directions in the Council Plan 2021 – 2025 Year Three.</p>
Financial and Resource Implications	<p>An amount of \$3,000 has been allocated in the current Council budget to resource the WSRRG for 2025.</p> <p>There are no resource implications arising from the recommendation contained in this report.</p>
Legislative and Risk Implications	<p>There are no legal or risk implications arising from the recommendation contained in this report.</p>
Equity, Inclusion, and Human Rights Considerations	<p>It is considered that the subject matter does not raise any human rights issues.</p> <p>In developing this report to Council, the subject matter has been considered in accordance with the requirements of the <i>Charter of Human Rights and Responsibilities Act 2024</i>.</p> <p>The <i>Gender Equality Act 2020</i> requires defined Victorian public sector organisations to take steps to improve gender equality. Following consideration of gender impacts, it is believed that the recruitment approach taken and the current diversity of membership of the WSRRG support good inclusive practices.</p>
Community Engagement	<p>Council officers from Active Communities and Strategic Marketing and Communications have worked together to produce the online expression of interest form and social media marketing.</p> <p>Recruitment information has been emailed to all sport, recreation and leisure groups and other interested community groups to capture passive recreation users to encourage a diversity amongst the group.</p>
Innovation and Continuous Improvement	<p>There are no Innovation and Continuous Improvement matters arising from the recommendation contained in this report.</p>
Collaboration	<p>Council officers from Active Communities team have collaborated with other volunteer coordinators</p>

10.2 (cont)

	within Council to promote the recruitment to other relevant networks outside the typical sport and recreation groups.
Conflict of Interest	Council officers involved in the preparation of this report have no conflict of interest in this matter.

ATTACHMENT

- 1 Whitehorse Sport and Recreation Reference Group Terms of Reference 
- 2 CONFIDENTIAL - WSRRG Applicant Responses 2025

Whitehorse City Council designates this attachment and the information contained in it as Confidential Information pursuant to Section 3 (1) (f) of the *Local Government Act 2020*. This ground applies because the matter contains personal information on individuals.

- 3 CONFIDENTIAL - WSRRG LARS Voting 2025

Whitehorse City Council designates this attachment and the information contained in it as Confidential Information pursuant to Section 3 (1) (f) of the *Local Government Act 2020*. This ground applies because the matter contains personal information on individuals.

10.3 Whitehorse Community Engagement Policy 2025

Department

Communities, Engagement and Integrated Planning
Director Community Services

Attachment

SUMMARY

The Whitehorse Community Engagement policy has been reviewed in accordance with legislative requirements (s55 of the *Local Government Act 2020*) and having regard to community engagement findings, best practices and internal engagement.

The draft Whitehorse Community Engagement Policy 2025-29 (the Policy) (Attachment 1) sets out Council's commitment to effectively engaging locally about initiatives, programs, projects and policies that have an impact on the community.

Key changes to the Policy include:

- A commitment to closing the feedback loop and reporting outcomes back to the community
- A clearer definition of what 'engagement' means in relation to this policy
- Requirements for using our official Your Say platform when consulting with our community
- A commitment to plain language
- Introduction of a soft shutdown period: all engagements should conclude by early December and avoid reopening until mid-January
- Emphasis on diversity and inclusion of under-represented groups in engagement.

RECOMMENDATION

That Council adopt the Whitehorse Community Engagement Policy 2025-2029.

KEY MATTERS

The Whitehorse Community Engagement policy in line with legislative requirements and continuous improvement has been reviewed, undertaking a community engagement process, understanding changes to best practices and internal engagement.

Since the adoption of the last Community Engagement Policy in October 2022 (up until January 2025), Council has:

10.3 (cont)

- Consulted on 115 projects
- Received 1,364 new registrations on Your Say Whitehorse (103% increase since October 2022)
- Received more than 26,700 pieces of feedback
- Held 167 ‘pop ups’ and engagement activities in public open spaces.

DISCUSSION, OPTIONS AND ANALYSIS

The draft Whitehorse Community Engagement Policy 2025-2029 (the Policy) (Attachment 1) sets out Council’s commitment to effectively engaging locally about initiatives, programs, projects and policies that have an impact on the community.

The draft Policy builds upon, and replaces, the existing Community Engagement Policy. This updated policy was developed in consultation with the community and Council staff.

Council values everyone’s participation and wants to hear different opinions, thoughts and views. We acknowledge that there are barriers that prevent members of our community participating in our consultations.

We are committed to engaging with our community, key stakeholders and internal staff in an inclusive, genuine and appropriate way to inform key decisions, actions and strategies.

Key changes to the Policy include:

- A commitment to closing the feedback loop and reporting outcomes back to the community
- A clearer definition of what 'engagement' means in relation to this policy
- Requirements for using our official Your Say platform for consultations above the 'inform' level
- A commitment to plain language
- Introduction of a soft shutdown period: all engagements should conclude by early December and avoid reopening until mid-January
- Emphasis on diversity and inclusion of under-represented groups in engagement

Overarching Governance Principles and Supporting Report Details

<p>Strategic Alignment</p>	<p>Council Plan 2021-2025 - Strategic Direction 6: An Empowered Collaborative Community.</p> <p>6.1.1: Create opportunities for shared decision making through active community engagement and ensure results are shared with the community.</p>
-----------------------------------	--

10.3 (cont)

	6.1.2: Council will listen and be responsive to Community suggestions and feedback.
Financial and Resource Implications	There are no financial or resource implications arising from the recommendation contained in this report.
Legislative and Risk Implications	<p>The <i>Local Government Act 2020</i> specifies that a Council must adopt and maintain a community engagement policy that gives effect to the following community engagement principles:</p> <ul style="list-style-type: none"> • a community engagement process must have a clearly defined objective and scope • participants in community engagement must have access to objective, relevant and timely information to inform their participation • participants in community engagement must be representative of the persons and groups affected by the matter that is the subject of the community engagement • participants in community engagement are entitled to reasonable support to enable meaningful and informed engagement • participants in community engagement are informed of the ways in which the community engagement process will influence Council decision making
Equity, Inclusion, and Human Rights Considerations	<p>The development of the draft Whitehorse Community Engagement Policy 2025-29 has taken into consideration the following legislation:</p> <p><i>Victorian Charter of Human Rights and Responsibilities 2006</i></p> <p>Recognises every individual's right to freedom of expression, participation in public life and to have their privacy maintained</p> <p><i>Victorian Equal Opportunity Act 2010</i></p> <p>Promotes inclusive workplaces where everyone can participate free from discrimination</p> <p><i>Victorian Child Wellbeing and Safety Act 2005</i></p> <p>Sets clear standards in relation to protecting the safety of children (and their involvement in public life)</p> <p><i>Gender Equality Act 2020</i></p>

10.3 (cont)

	<p>Requires that defined entities promote gender equality and consider the impacts of gender equality on policies, programs and services that impact community.</p> <p><i>Disability Act 2006</i></p> <p>Provides the framework for addressing barriers and discrimination and attitudes and practices. It also governs the development of disability action plans.</p>
<p>Community Engagement</p>	<p>Community consultation on the Engagement Policy</p> <p>A broad community engagement process was conducted in July and August 2024, with 101 responses received.</p> <p>Outreach included:</p> <ul style="list-style-type: none"> • Two community events, including a pop-up at the Positive Ageing Forum to gather engagement priorities and preferences. • Printed surveys were distributed at libraries, neighbourhood and community houses, and during events. • Community Engagement Advisors presented the policy review at advisory groups, including the Whitehorse Disability Advisory Committee, Reconciliation Advisory Committee and the Cultural Consultation with Wurundjeri Elders. <p>Community expectations, barriers, and ideas for improvement were gathered to refine the policy and handbook. Key areas of feedback from the community included:</p> <ul style="list-style-type: none"> • Clear communication: Many participants praised timely updates via newsletters, emails, and Whitehorse News. • In-person engagement: Face-to-face events were valued for being welcoming and effective. • Inclusivity: Calls for better outreach to underrepresented groups, such as young people and non-English speakers. • Transparency: A recurring concern was the need for clearer updates on how feedback influences decisions.

10.3 (cont)

	<ul style="list-style-type: none"> • Diverse consultation methods: Residents requested more in-person events, mailouts, and text messages over reliance on online-only surveys.
<p>Innovation and Continuous Improvement</p>	<p>Since the adoption of the last Community Engagement Policy, significant improvements have been made.</p> <p>Exploring innovative methods</p> <p>Key advancements include:</p> <ul style="list-style-type: none"> • Leveraging innovative digital methods, such as targeted communications, QR code signage, engaging visual materials, and social media advertising. • Increasing pop-up events, reaching community members in parks, libraries, and public spaces using tools like interactive activities, and participation incentives. • Incorporating drawing and interactive exercises to gather input from children, offering unique perspectives. • Collaborating more with schools, engaging students in decision-making for local projects, and fostering active citizenship from a young age. <p>Key achievements in Community Engagement</p> <p>Notable initiatives included:</p> <ul style="list-style-type: none"> • Shaping Whitehorse: 1,430 community members contributed to shaping long-term plans via surveys, pop-ups, and a representative Community Panel. Engagement increased by 398% compared to the previous Council Plan process. • East Burwood Reserve Master Plan: 86% of participants supported the draft plan. • Dogs in Parks and Reserves Consultation: Balanced community needs with new initiatives for responsible pet ownership. • Positive Ageing Survey: Engaged over 1,000 older residents, shaping service priorities and fostering inclusivity through targeted engagements. <p>Transition to a New Online Engagement Platform</p> <p>In October 2024, Council transitioned to Social Pinpoint, the market leader in local government engagement</p>

10.3 (cont)

	<p>platforms. To ensure a seamless user experience, the Your Say Whitehorse branding and URL were retained.</p> <p>Platform benefits include:</p> <ul style="list-style-type: none"> • A fully customisable, user-friendly interface. • Enhanced feedback tools, including participatory budgeting to help the community prioritise projects by cost, merit, and need. • 35 content tools to create engaging experiences and encourage participation. • Advanced translation tools, offering content in our top 15 languages, with the option to send pages in language to the communities that need it most. • Improved workflows, better tracking of page updates, and a more effective newsletter tool to close the loop with the community.
<p>Collaboration</p>	<p>Officers undertook two stages of internal collaboration whilst developing the draft policy.</p> <p>In September/October 2024 Officers consulted with 15 Council teams to gather insights and feedback prior to developing the draft policy. Key internal feedback included:</p> <ul style="list-style-type: none"> • Positive highlights: The helpfulness of the Engagement team, the new Your Say website, and effective use of QR codes. • Challenges: Engaging culturally and linguistically diverse communities, reaching diverse groups and some internal processes. <p>In December 2024/January 2025 Officers distributed the draft policy incorporating community and internal officer feedback to 28 Officers that are either responsible for engagements on a regular basis or are responsible for ensuring compliance with legislation related to engagement.</p>
<p>Conflict of Interest</p>	<p>Council officers involved in the preparation of this report have no conflict of interest in this matter.</p>

ATTACHMENT

- 1 Whitehorse Draft Community Engagement Policy 2025-29 

10.4 S11A Appointment of Authorised Officers under the Planning and Environment Act 1987

Department Governance and Integrity
Executive Manager Corporate Services

Attachment

SUMMARY

The appointment of authorised officers enables appropriate staff within the organisation to administer and enforce various Acts, Regulations or Council local laws in accordance with the powers granted to them under legislation or a local law.

Whilst the appointment and authorisation of authorised officers under other relevant legislation is executed by the Chief Executive Officer under delegation, the *Planning and Environment Act 1987* (the Act) requires Council to authorise officers for the purpose of enforcing the provisions of the Act. It is proposed to appoint the Council officers detailed in (Attachment 1) as Authorised Officers pursuant to Section 147(4) of the Act.

Authorisations are different from delegations whereby the appointment is made to a natural person that holds a statutory position giving the appointed officer the ability to undertake the necessary functions listed in the instrument. Delegations are assigned to designated positions within the Council rather than to individuals.

Council subscribes to Maddocks Lawyers InDepth service, which provides biannual updates on Authorisations and Delegations, incorporating any legislative changes. In the most recent update, the wording of the S11A Instrument was amended to better align with section 147(4) of the *Planning and Environment Act 1987*. The updated S11A Instrument of Appointment and Authorisation is presented to Council for endorsement inclusive of these amendments, along with staff changes that have come about due to recent new appointments and departures.

RECOMMENDATION

That Council in the exercise of the powers conferred by section 147 (4) of the *Planning and Environment Act 1987*, resolves that:

1. The members of Council staff referred to in the instrument as attached at Attachment 1 be appointed and authorised as set out in the instrument.
2. The instrument comes into force after this Resolution and is signed by Council's Chief Executive Officer thereafter and remains in force until Council determines to vary or revoke.

10.4 (cont)

KEY MATTERS

An authorised officer is a person, other than a Councillor, appointed by Council to perform compliance and enforcement duties under legislation relevant to Council's functions and powers.

Instruments of Appointment and Authorisation are prepared based on advice from Maddocks Lawyers InDepth service. The January 2025 update provided changes to the S11A Instrument. While most authorisations are executed under the Chief Executive Officer's delegation, advice from Maddocks Lawyers is that officers enforcing the *Planning and Environment Act 1987* and the *Environment Protection Act 2017* need to be authorised by a Council resolution.

The instrument has been revised to incorporate amendments to the wording of the S11A Instrument for better alignment with section 147(4) of the *Planning and Environment Act 1987*, as well as to reflect staff changes resulting from new appointments and departures.

DISCUSSION, OPTIONS AND ANALYSIS

A review of authorised officers has been conducted in response to staff changes and Maddocks' recommended updates. The revised S11A Instrument in Attachment 1 is presented for Council's consideration.

Failure to update this instrument would impact the organisation's ability to meet statutory obligations.


Overarching Governance Principles and Supporting Report Details

Strategic Alignment	Strategic Direction 1 – Innovative Council that is well led and governed. Through compliance with legislative requirements and regulations to achieve good governance and integrity.
Financial and Resource Implications	There are no financial or resource implications arising from the recommendation contained in this report.
Legislative and Risk Implications	The report complies with Council's obligations under the <i>Planning and Environment Act 1987</i> and the <i>Local Government Act 2020</i> .
Equity, Inclusion, and Human Rights Considerations	It is considered that the subject matter does not raise any human rights issues.
Community Engagement	No community engagement was required for this report.

10.4 (cont)

Innovation and Continuous Improvement	There are no Innovation and Continuous Improvement matters arising from the recommendation contained in this report.
Collaboration	Collaboration was undertaken with the City Planning and Development department in drafting the S11A Instrument of Appointment and Authorisation at (Attachment 1).
Conflict of Interest	<p>The <i>Local Government Act 2020</i> requires members of Council staff, and persons engaged under contract to provide advice to Council, to disclose any direct or indirect interest in a matter to which the advice relates.</p> <p>Council officers involved in the preparation of this report have no conflict of interest in this matter.</p>

ATTACHMENT

- 1 S11A Instrument of Appointment and Authorisation - Planning and Environment 

10.5 Records of Informal Meetings of Councillors

Department

Governance and Integrity

Executive Manager Corporate Services

RECOMMENDATION

That Council receives and notes the Records of Informal Meetings of Councillors.

Pre Council Meeting Briefing – 3 March 2025 – 6.30pm – 6.43pm

Matter/s Discussed:	Councillors Present	Officers Present
<ul style="list-style-type: none"> Council Agenda Items 3 March 2025 	Cr Andrew Davenport - Mayor Cr Prue Cutts - Deputy Mayor Cr Peter Allan Cr Blair Barker Cr Jarrod Gunn Cr Daniel Griffiths Cr Kirsten Langford Cr Jason Martin Cr Kieran Simpson Cr Ben Stennett Cr Hayley Weller	S McMillan S Cann J Green L Letic S White V Ferlaino K Woods
Others Present: N/A		
Disclosures of Conflict of Interest: Nil		
Councillor /Officer attendance following disclosure: Nil		

10.5 (cont)

Councillor Briefing – 4 March 2025 – 6.30pm-10.00pm		
Matter/s Discussed:	Councillors Present	Officers Present
<ul style="list-style-type: none"> • Fees & Charges • Waste Services Charge • 10 Year Capital Works Plan – Status Update • Q2 24/25 Capital Works Update 	Cr Andrew Davenport - Mayor (online) Cr Prue Cutts - Deputy Mayor Cr Peter Allan Cr Jarrod Gunn Cr Daniel Griffiths Cr Kirsten Langford Cr Jason Martin Cr Kieran Simpson Cr Ben Stennett Cr Hayley Weller Cr Blair Barker (left at 8.38pm)	S McMillan S Cann J Green L Letic S White S Sullivan V Ferlaino C Clarke L Morris C Bolitho K Woods
Others Present: N/A		
Disclosures of Conflict of Interest: Nil		
Councillor /Officer attendance following disclosure: Nil		

Presentation from Suburban Rail Loop Authority (SRLA) – 13 March 2025 - 4.30pm – 5.30pm		
Matter/s Discussed:	Councillors Present	Officers Present
<ul style="list-style-type: none"> • Updates about works in Burwood and Box Hill • Replacement open spaces in Box Hill • Draft Box Hill and Burwood Structure Plans 	Cr Andrew Davenport - Mayor Cr Prue Cutts - Deputy Mayor Cr Blair Barker Cr Daniel Griffiths Cr Kieran Simpson Cr Ben Stennett	S McMillan J Green K Marriott A Egan A Blacket L McGuinness J Gorrod
Others Present: Frankie Carroll, Chief Executive Officer, SRLA Lissa van Camp, Executive General Manager, SRLA Erin Dale, Deputy Director, Engagement, SRLA		
Disclosures of Conflict of Interest: Nil		
Councillor /Officer attendance following disclosure: Nil		

10.5 (cont)

Councillor Briefing – 17 March 2025 – 5.30pm-6.00pm		
Matter/s Discussed:	Councillors Present	Officers Present
<ul style="list-style-type: none"> Advocacy Update 	Cr Andrew Davenport - Mayor Cr Prue Cutts - Deputy Mayor Cr Peter Allan Cr Jarrod Gunn Cr Daniel Griffiths Cr Kirsten Langford Cr Hayley Weller Cr Kieran Simpson Cr Blair Barker	S McMillan S Cann J Green L Letic S White A Ghastine V Ferlaino B Brewin F Nolan A Liu
Others Present: N/A		
Disclosures of Conflict of Interest: Nil		
Councillor /Officer attendance following disclosure: Nil		

Councillor Briefing – 17 March 2025 – 6.30pm – 9.55pm		
Matter/s Discussed:	Councillors Present	Officers Present
<ul style="list-style-type: none"> CEO Employment Matters Exhibition of Suburban Rail Loop Draft Precinct Structure Plans for Burwood and Box Hill Planning Reforms Preliminary 2025-26 Budget Surplus 	Cr Andrew Davenport - Mayor Cr Prue Cutts - Deputy Mayor Cr Peter Allan Cr Blair Barker Cr Jarrod Gunn Cr Daniel Griffiths Cr Kirsten Langford Cr Jason Martin Cr Kieran Simpson Cr Ben Stennett Cr Hayley Weller	S McMillan S Cann J Green L Letic S White A Ghastine V Ferlaino C Clarke K Marriott C Bolitho K Woods J Hansen A Egan A Blacket
Others Present: N/A		
Disclosures of Conflict of Interest: Cr Weller declared a general conflict of interest in Item 3.4 Exhibition of Suburban Rail Loop Draft Precinct Structure Plans for Burwood and Box Hill as the Suburban Rail Loop Authority is a client of her employer.		
Councillor attendance following disclosure: Cr Weller left the briefing at 8.09pm while the item was discussed and returned at 8.39pm.		

11 Councillor Delegate and Conference / Seminar Reports**11.1 Reports by Delegates and Reports on Conferences / Seminars Attendance**

Department Governance and Integrity
Executive Manager Corporate Services

Verbal reports from Councillors appointed as delegates to community organisations/committees/groups and attendance at conferences and seminars related to Council Business.

RECOMMENDATION

That Council receives and notes the:

1. Reports from delegates, and;
2. Reports on conferences/seminars attendance.

12 Confidential Reports

13 Close Meeting