



WHITEHORSE  
CITY COUNCIL

# Whitehorse City Council

## MINUTES

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### **Council Meeting**

on

**Monday 25 August 2025 at 7:00 PM**

**Held in the  
Council Chamber  
Nunawading Civic Centre**

Meeting opened at 7.00pm

**Present:** 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

**Officers:** Simon McMillan            Chief Executive Officer  
              Stuart Cann                Director Corporate Services  
              Jeff Green                  Director City Development  
              Lisa Letic                  Director Community Services  
              Andrea Ghastine            Executive Manager Transformation  
              Steven White               Director Infrastructure  
              Frances Nolan             Executive Manager Corporate Services  
              Vivien Ferlaine            Manager Governance and Integrity  
              Emily Outlaw               Acting Coordinator Governance  
              Alex Wintle                Senior Governance Officer

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## 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 Woi-wurrung 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

Nil

## 3 Disclosure of Conflicts of Interest

Nil

## 4 Confirmation of Minutes of Previous Meeting

Minutes of the Council and Confidential Council Meeting 11 August 2025

### COUNCIL RESOLUTION

Moved by Cr Simpson, Seconded by Cr Weller

That the minutes of the Council and Confidential Council Meeting 11 August 2025 be confirmed.

**CARRIED UNANIMOUSLY**

## 5 Urgent Business

Nil

**6 Requests to Speak****6.1 Tanya Tescher, Blackburn South****7 Public Question Time****7.1 Kevin Earl, Box Hill****Question 1**

What is the time frame for the car parking on the corner of Elgar and Whitehorse Road, the loss of car parking in this area is become a hazard to life and limb

**Response**

Council officers are reviewing options for this site for Council's future consideration of budget funding. There is no budget allocation for work at this site in 2025/26.

**8 Petitions**

Nil

**9 Notices of Motion****9.1 Notice of Motion Planning Reports**

The following motion was voted in parts

**PART 1**

That Council:

1. Receives a report that states details of current Town Planning applications in the central and wider Box Hill precinct and this to include addresses, type of development proposed, the applications under consideration and approved (and who was the approval authority and time of expiry of the permits) and under appeals to VCAT or other authority. And that this report be updated every 6 months.

**CARRIED**

**Voted FOR the item:** Cr Allan, Cr Weller, Cr Cutts, Cr Griffiths, Cr Langford, Cr Stennett (6)

**Voted AGAINST the item:** Cr Barker, Cr Simpson, Cr Gunn, Cr Davenport, Cr Martin (5)

**PART 2**

That Council:

2. Receives a noting report each month at Council Meetings on Town Planning applications lodged, dealt with under delegation by Council officers and under consideration by VCAT (or other authority i.e State Planning Minister)

**CARRIED**

**Voted FOR the item:** Cr Allan, Cr Weller, Cr Simpson, Cr Gunn, Cr Cutts, Cr Langford, Cr Stennett (7)

**Voted AGAINST the item:** Cr Barker, Cr Davenport, Cr Griffiths, Cr Martin (4)

**PART 3**

That Council:

3. Seek a further report that includes:
  - a. Consideration of progress on State Government planning reforms including The Activity Centre Program, Legislative changes such as Planning and Environment Act review and Development & Infrastructure Contributions;
  - b. Outcomes of the Suburban Rail Loop Precinct Planning process and amendments;
  - c. Details of projections for housing and population targets set as part of Plan for Victoria, Suburban Rail Loop and Activity Centre Program;

**LOST**

**Voted FOR the item:** Cr Allan, Cr Weller, Cr Stennett (3)

**Voted AGAINST the item:** Cr Barker, Cr Simpson, Cr Gunn, Cr Cutts, Cr Davenport, Cr Griffiths, Cr Langford, Cr Martin (8)

**COUNCIL RESOLUTION**

Moved by Cr Allan, Seconded by Cr Simpson

That Council:

1. Receives a report that states details of current Town Planning applications in the central and wider Box Hill precinct and this to include addresses, type of development proposed, the applications under consideration and approved (and who was the approval authority and time of expiry of the permits) and under appeals to VCAT or other authority. And that this report be updated every 6 months.

2. Receives a noting report each month at Council Meetings on Town Planning applications lodged, dealt with under delegation by Council officers and under consideration by VCAT (or other authority i.e State Planning Minister)

**CARRIED**

**Spoke to item:** Cr Allan, Cr Simpson, Cr Cutts, Cr Barker, Cr Martin, Cr Langford (6)

## 9.2 Notice of Motion Out of Hours Noise at Building Sites

### MOTION

Moved by Cr Stennett, Seconded by Cr Allan

That Council receive an officer report addressing the following:

1. Explanation of the differences between Victoria and New South Wales Legislation as it relates to the enforcement of out-of-hours noise at building sites and general amenity issues.
2. Discusses options for Council to consider in strengthening the compliance requirements for sites building sites operating out of hours and for the management of general amenity issues.

**Cr Barker amended the Motion, the Mover and Seconder accepted the amendment**

### COUNCIL RESOLUTION

Moved by Cr Stennett, Seconded by Cr Allan

That Council receive an officer report addressing the following:

1. Explanation of the differences between Victoria and New South Wales Legislation as it relates to the enforcement of out-of-hours noise at building sites and general amenity issues.
2. Discusses options for Council to consider in strengthening the compliance requirements and penalties for sites building sites operating out of hours and for the management of general amenity issues.

**CARRIED UNANIMOUSLY**

**Spoke to item:** Cr Stennett, Cr Allan, Cr Simpson, Cr Langford (4)

## 10 Council Reports



**10.1 5-7 Frances Avenue, VERMONT (LOT 20 & 21 LP 7959, LOT 2 TP 829269T)– Construction of six double storey dwellings, buildings and works and removal of vegetation in a Significant Landscape Overlay (SLO8)**

**Department** City and Planning Development  
Manager City Planning & Development

WH/2024/316  
Attachment

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**SUMMARY**

This planning application proposes the construction of six (6) double storey dwellings, removal of protected trees and buildings and works within four (4) metres of protected trees.

The application triggers a planning permit pursuant to the provision of the Neighbourhood Residential Zone, Schedule 1 and Significant Landscape Overlay, Schedule 8. The site has an area of approximately 2,194 square metres (sqm).

The application was advertised and a total of 15 objections were received. The objections raised issues with over development, amenity, neighbourhood character, car parking and traffic, landscaping, stormwater drainage and other impacts.

In response to concerns raised by Council Officers, amended 'without prejudice plans' were submitted by the applicant for discussion purposes. These plans were circulated to objectors on 4 March 2025. Subsequently the applicant has sought that these plans now be assessed.

These plans include the following key changes from the plans originally advertised:

Dwelling 3

- Ground floor eastern setback increased from 1.29m to 1.8m
- Ground floor norther setback increased from 5.5m to 6.06m
- Internal alterations to ensuite and toilet for Bed 1.

Dwelling 4

- Separation between first floors of Dwelling 3 and 4 increased from 7 metres to 9.8 metres
- First floor northern elevation setback of master bed/ bath increased from 9.5 metres to 10 metres
- First floor northern elevation setback reduced from 7.7 metres to 7.1 metres.
- The schedule of materials and finishes has been updated to include James Hardie Cladding (both vertical and horizontal in natural timber

## 10.1 (cont)

look and line light) at first floor and render (palewhite). The material schedule lists 'Black Zincalume Roofing'.

A Consultation Forum was held at Nunawading Civic Centre on Thursday 6 March 2025 and attended by Councillor Cutts, objectors, the applicant and council officers. A copy of the 'without prejudice plans' was circulated prior to and discussed at the Forum. During the forum, the above issues were explored, however no resolution was reached between the parties with the applicant requesting Council to assess the 'without prejudice plans'.

The application was referred internally to Transport, Planning Arborist, Waste, Assets, Environmentally Sustainable Development (ESD) Officer and Parks and Natural Environment (Arbor Team). All departments were supportive of the proposal subject to conditions to be included on the any permit.

This report assesses the application against the relevant provisions of the Whitehorse Planning Scheme, as well as the objector concerns. It is recommended that the application be supported, subject to conditions.

**MOTION**

Moved by Cr Cutts, Seconded by Cr Weller

*Moved as per the papers with the following amendment*

*Under point B Condition 3*

d) Tiered landscaping areas including undulating gardens beds within the front setback of Dwelling 1 and 6, including:

- i. A landscaped area along the length of the frontage in front of each dwelling, with a minimum depth into the property from the front title boundary of 4.5 metres.
- ii. The landscaped areas must include a range of native understorey shrubs.
- iii. The landscaped areas must include a range of native large shrubs with a minimum mature height of 3 metres.
- iv. The landscaped areas must include a minimum of four (4) native trees capable of reaching a minimum mature height of 4 metres.

**AMENDMENT**

Moved by Cr Barker, Seconded by Cr Griffiths

To remove

Under point B Condition 3,

d) Tiered landscaping areas including undulating gardens beds within the front setback of Dwelling 1 and 6, including:

- v. A landscaped area along the length of the frontage in front of each dwelling, with a minimum depth into the property from the front title boundary of 4.5 metres.

## 10.1 (cont)

- vi. The landscaped areas must include a range of native understorey shrubs.
- vii. The landscaped areas must include a range of native large shrubs with a minimum mature height of 3 metres.
- viii. The landscaped areas must include a minimum of four (4) native trees capable of reaching a minimum mature height of 4 metres.

**LOST****Voted FOR the item:** Cr Barker, Cr Davenport (2)**Voted AGAINST the item:** Cr Allan, Cr Weller, Cr Simpson, Cr Gunn, Cr Cutts, Cr Griffiths, Cr Langford, Cr Stennett, Cr Martin (9)**COUNCIL RESOLUTION**

Moved by Cr Cutts, Seconded by Cr Weller

That Council:

- A. Being the Responsible Authority, having caused Application WH/2024/316 for 5-7 Frances Avenue, Vermont (Lot 20 LP7959, Lot 21 LP7959, Lot 2 TP 829269) having been advertised and received and noted the objections is of the opinion that the granting of a Planning Permit for the *construction of six (6) double storey dwellings, removal of protected trees and buildings and works within four (4) metres of protected trees* is acceptable and should not unreasonably impact the amenity of adjacent properties.
- B. Issue a Notice of Decision to Grant a Permit under the Whitehorse Planning Scheme to the land described as 5-7 Frances Avenue, Vermont (Lot 20 LP7959, Lot 21 LP7959, Lot 2 TP 829269) for the following:

**Planning Scheme Clause    Matter for which the permit has been granted**

42.03-2	Construct a building or construct or carry out works in Schedule 8
42.03-2	Remove, destroy or lop any vegetation in Schedule 8
32.09-7	Construct two or more dwellings on a lot

Subject to the following Planning Permit conditions:

Amended Plans

- 1. Before the development starts, or vegetation is removed, amended plans must be submitted to and approved by the Responsible Authority in a digital format. When approved, the plans will be

## 10.1 (cont)

endorsed and will then form part of the permit. The plans must be generally in accordance with the decision plans but modified to show:

- a) The changes included within the 'without prejudice' plans submitted to Council on 17 January 2025 by 'ARKEY' which include:
  - i) Dwelling 3 ground floor eastern setback increased from 1.29m to 1.8m
  - ii) Dwelling 3 ground floor northern setback increased from 5.5m to 6.055m
  - iii) Dwelling 2 alteration of water closet internally and ensuite of Bed 1.
  - iv) Dwelling 4 separation between first floors of Dwelling 3 and 4 increased from 7.029 metres to 9.784 metres
  - v) Dwelling 4 first floor northern elevation setback of master bed/ bath increased from 9.53 metres to 10.005 metres.
  - vi) Dwelling 4 First floor northern elevation setback reduced from 7.7 metres to 7.1 metres.
  - vii) Materials updated to include 'James Hardie Linea Lightweight weatherboard' at first floors of all dwellings.

But further modified to show:

- b) The locations of Tree Protection Zones described in condition 5, with all nominated trees clearly identified and numbered on both ground floor plan and landscape plan.
- c) The location of high mounted security lighting for the garage and entry of each dwelling.
- d) Details of any external services (i.e. heating, cooling, hot water, rainwater tanks) and the location of service meters to the satisfaction of the Responsible Authority.
- e) Elevations of mailboxes, meter boxes and other site services (if within a shared arrangement), including the height, design and materiality. Structures must be designed with high quality materiality to the satisfaction of the Responsible Authority.
- f) Annotation on site and elevation plans indicating that all obscured glazing must be manufactured obscure glass.
- g) Dimensions of obscure glazing to 1.7 metres above floor level to the eastern elevations of dwellings 1, 4 and 3 in accordance with Standard B22 of Clause 55.04-6.
- h) Vehicle crossings must be shown to Council standards.

## 10.1 (cont)

- i) The visitor parking space to have a sign showing it is a visitor parking space.
- j) The location of the stormwater pipe and pit within the easement must be shown on the plans.
- k) The easement lines must be shown on the elevations.
- l) The location of all retaining walls to be shown on the plans and elevations (e.g. west internal elevation, cut behind dwelling 3).
- m) A Tree Protection (TPP) in accordance with Condition 6.
- n) Development plans to reflect all sustainability features that are required as part of a submitted and approved Sustainable Design Assessment (SDA), together with any requirement outlined in Condition 7. The plans are to be generally in accordance with the plans submitted but indicating:
  - i) A minimum 3,000 litre rainwater tank, for retention purposes, per dwelling in lieu of raingardens.
  - ii) Solar photovoltaic panels (minimum 2kW).
  - iii) The following annotations must be included on the site plans:
    - Rainwater tanks are connected to all toilet flushing, and laundry washing machine cold water taps.
    - A dedicated 32 Amp power circuit is to be supplied to a garage switchboard in each dwelling for future EV car charging.
    - The development is to average minimum NatHERS seven (7) star energy efficiency rating reflecting best practice energy efficiency and thermal comfort.
    - Reverse cycle electric heat pump heating and cooling systems. Electric systems are net zero emission ready in line with planning clause 15.01-2L (To reduce total operating greenhouse gas emissions).
    - Hot water systems noted as energy efficient electric solar / heat pump hot water heating system. Electric systems are net zero emission ready in line with planning clause 15.01-2L (To reduce total operating greenhouse gas emissions).

## 10.1 (cont)

- Annotation - The development must be constructed in accordance with the endorsed Sustainable Design Assessment.

- iv) Where measures cannot be visually shown, include a notes table or 'ESD Schedule' providing details of the ESD features and requirements. This is required to include dwelling star ratings, energy and water efficiency ratings for heating/cooling systems and plumbing fittings and fixtures, as well as, any waste recovery and use of sustainable materials commitments.

All of the above must be to the satisfaction of the Responsible Authority. Once approved these plans become the endorsed plans of this permit.

Endorsed Plans

- 2. The layout of the site and the size, design and location of the buildings and works permitted must always accord with the endorsed plan and must not be altered or modified without the further written consent of the Responsible Authority.

Landscape Plan

- 3. No building or works must be commenced (and no trees or vegetation are to be removed) until an amended Landscape Plan prepared by a suitably qualified landscape architect and/or experienced person or firm has been submitted to and endorsed by the Responsible Authority. This plan must be generally in accordance with the Advertised Landscape Plan (advertised on 6/11/2024) when endorsed will form part of this permit. The amended Landscape Plan must show:
  - a) Any changes required in condition 1.
  - b) Annotation indicating that proposed new trees are to be 1.5 metres at the time of planting.
  - c) The locations of Tree Protection Zones (TPZs) described in condition 5.
  - d) Tiered landscaping areas including undulating gardens beds within the front setback of Dwelling 1 and 6, including:
    - i. A landscaped area along the length of the frontage in front of each dwelling, with a minimum depth into the property from the front title boundary of 4.5 metres.
    - ii. The landscaped areas must include a range of native understorey shrubs.
    - iii. The landscaped areas must include a range of native large shrubs with a minimum mature height of 3 metres.

## 10.1 (cont)

- iv. The landscaped areas must include a minimum of four (4) native trees capable of reaching a minimum mature height of 4 metres.

Landscaping in accordance with this approved plan and schedule must be completed before the occupation of the approved dwellings. Once approved these plans become the endorsed plans of this permit.

Vegetation maintenance

- 4. The garden areas shown on the endorsed plans must only be used as gardens and must be maintained in a proper, tidy and healthy condition by the owners and/or occupiers of the site for the life of the buildings. Vegetation, apart from that shown on the endorsed plan as vegetation to be removed, must not be removed, destroyed or lopped without the written consent of the Responsible Authority.

Tree Protection Measures

- 5. Before the development starts, Tree Protection Zones (TPZs) must be established on the subject site (and nature strip if required) and maintained during, and until 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 (TPZ) distances:
    - i) Tree 1 – 2.0 metre radius from the centre of the tree base.
    - ii) Tree 3 – 2.4 metre radius from the centre of the tree base.
    - iii) Tree 4 – 3.0 metre radius from the centre of the tree base.
    - iv) Tree 5 – 4.3 metre radius from the centre of the tree base.
    - v) Tree 6 – 6.6 metre radius from the centre of the tree base.
    - vi) Tree 7 – 8.7 metre radius from the centre of the tree base.
    - vii) Tree 8 – 9.6 metre radius from the centre of the tree base.
    - viii) Tree 9 – 8.8 metre radius from the centre of the tree base.
    - ix) Tree 10 – 2.0 metre radius from the centre of the tree base.
    - x) Tree 14 – 3.4 metre radius from the centre of the tree base.

## 10.1 (cont)

- b) Tree Protection Zone (TPZ) measures are to be established in accordance with Australian Standard AS 4970-2009 and are to include the following:
  - c) 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.
  - d) Signage placed around the outer edge of perimeter the fencing identifying the area as a Tree Protection Zone (TPZ). The signage should be visible from within the development, with the lettering complying with AS 1319-1994.
  - e) Mulch across the surface of the Tree Protection Zone (TPZ) to a depth of 100mm and undertake supplementary provide watering/irrigation within the Tree Protection Zone (TPZ), prior and during any works performed.
  - f) No excavation, constructions works or activities, grade changes, surface treatments or storage of materials of any kind are permitted within the Tree Protection Zone (TPZ) unless otherwise approved within this permit or further approved in writing by the Responsible Authority.
  - g) All supports and bracing should be outside the Tree Protection Zone (TPZ) and any excavation for supports or bracing should avoid damaging roots where possible.
  - h) No trenching is allowed within the Tree Protection Zone (TPZ) for the installation of utility services unless tree sensitive installation methods such as boring have been approved by the Responsible Authority.
  - i) Where construction is approved within the Tree Protection Zone (TPZ), fencing and mulching should be placed at the outer point of the construction area.
  - j) Where there are approved works within the Tree Protection Zone (TPZ), it may only be reduced to the required amount by an authorized person only during approved construction within the Tree Protection Zone (TPZ) and must be restored in accordance with the above requirements at all other times.
6. Before the buildings, works or removal of trees starts, a Tree Protection Plan (TPP) must be submitted to and approved by the Responsible Authority in a digital format. When approved, the Tree Protection Plan (TPP) will be endorsed and will then form part of the permit. The Tree Protection Plan (TPP) must be generally in accordance with the plans and submitted arborist report but modified to include:
- a) It must be written in accordance with the requirements set out on Page 21, under Section 5.2 Tree Protection Plan in AS4970-2009 Protection of Trees on Development Sites. It must include Tree Protection Zone Fencing Measures. It must detail how Trees 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 and 14 will be protected Pre-Construction, Construction Stage and Post Construction, and must be to the satisfaction of the Responsible Authority.



## 10.1 (cont)

- b) The Tree Protection & Management Plan (TPMP) must detail how any excavation works, placement of fill soils, and hard landscaping works within the Tree Protection Zone of Trees 1, 3, 4, 5, 6, 7, 8, 9, 10 & 14 (and any other trees shown to be retained on the plans) will be undertaken and how tree roots will be managed, so that the health and stability of trees are not adversely impacted now or into the future.
- c) The Tree Protection & Management Plan (TPMP) must detail how all demolition works within the Tree Protection Zone of any protected trees will be undertaken using tree sensitive methods with no change to the existing soil levels, to the satisfaction of the Responsible Authority (RA).
- d) The Tree Protection & Management Plan (TPMP) must detail where services will be located and how they will be installed within the Tree Protection Zone of any protected trees, to be located outside of the Tree Protection Zone, bored under the tree protection zone, or installed using hydro excavation under the supervision of the project arborist.
- e) The Tree Protection & Management Plan (TPMP) must detail how any tree pruning of a protected tree is to be undertaken and that the required pruning conforms with AS4373-2007 Pruning of Amenity Trees and that the work is to be performed by a suitably qualified Arborist (AQF Level 3, minimum).
- f) Prior to the commencement of any site works, including demolition and excavation, the Responsible Authority (RA) must be provided with evidence that a project arborist has been engaged as part of the ongoing consultant team to oversee all buildings and works, and to ensure the development does not have a detrimental impact on the ongoing health and stability of the trees to be retained. The project arborist must have a qualification in arboriculture and hold a minimum Diploma in Horticulture (Arboriculture) to be the project arborist.

The provisions, recommendations and requirements of the Tree Protection Plan (TPP) must be implemented and complied with to the satisfaction of the Responsible Authority.

Sustainable Design Assessment

- 7. Prior to the commencement of any buildings or demolition works, an updated Sustainable Design Assessment (SDA) must be submitted to and approved by the Responsible Authority. The updated SDA must be generally in accordance with the submitted SDA, but include:
  - a) An InSite Water or Music assessment addressing stormwater quality performance, in addition to ensuring that the Responsible Authority's collective integrated water management expectations and requirements pursuant to Clauses 34 and 44 of the State Environment Protection Policy (Waters), are satisfied which includes rainwater tanks of a minimum 3,000 litre capacity for

## 10.1 (cont)

- retention purposes for each dwelling in lieu of raingardens and proprietary products.
- b) Rainwater tanks connected to all toilet flushing, laundry washing machine cold water taps and irrigation areas.
  - c) Rainwater tank pumps are to be specified with an automatic hydraulically operated mains to rainwater changeover valve, or mains water backup system, plus leaf diverters and mosquito guards.
  - d) Permeable paving to parts of driveway areas.
  - e) A commitment that the development achieves an average minimum NatHERS 7-star energy efficiency rating reflecting best practice energy efficiency and thermal comfort.
  - f) Reverse cycle electric heat pump heating and cooling. Electric systems are net zero emission ready in line with planning clause 15.01-2L (To reduce total operating greenhouse gas emissions).
  - g) Hot water systems noted as energy efficient electric solar / heat pump hot water heating system. Electric systems are net zero emissions ready in line with Whitehorse planning clause 15.01-2L (To reduce total operating greenhouse gas emissions).
  - h) A dedicated 32 Amp power circuit is to be supplied to the garage of each dwelling for EV car charging. Note a 10 AMP GPO provides insufficient power for overnight electric vehicle charging to best practice standards.
  - i) Solar photovoltaic panels with capacity maximised for the available roof area (minimum 2kW per dwelling) as per Clause 15.01 (Encourage On-site renewable energy generation and storage technology). In addition, comment and recommendations on options and feasibility of energy storage is to be provided.
  - j) LED light fittings used to provide artificial lighting and designed to achieve a maximum illumination power density of 4 W/m<sup>2</sup> or less.
  - k) Water efficient fixtures and fittings include a minimum 4-star WELS toilets, 5 star WELS taps and 3 star WELS showerheads ( $\leq 7.5$  L/min).
  - l) One secure bicycle parking space per dwelling.

The provisions, recommendations and requirements of the endorsed Sustainable Design Assessment must be implemented and complied with to the satisfaction of the Responsible Authority.

Construction Management Plan

8. Prior to the commencement of buildings or works on the land, a Construction Management Plan, detailing how the owner will manage the environmental and construction issues associated with the development, must be submitted to and approved by Council. The Construction Management Plan must be prepared and managed by a suitably qualified person who is experienced in preparing

## 10.1 (cont)

Construction Management Plans in accordance with the City of Whitehorse Construction Management Plan Guidelines.

When approved the Construction Management Plan will form part of this permit and must be complied with, to the satisfaction of the Responsible Authority, to the extent that this is in the control of the owner of the land. The owner of the land is to be responsible for all costs associated with the works to be undertaken in accordance with the requirements of the Construction Management Plan.

The provisions, recommendations and requirements of the endorsed Construction Management Plans must be implemented and complied with to the satisfaction of the Responsible Authority.

General Requirements

9. The existing street trees must not be removed or damaged without the prior written consent of the Responsible Authority.
10. The development must be provided with external lighting capable of illuminating access to each garage and car parking space. Lighting must be located, directed and shielded and of limited intensity that no nuisance or loss of amenity is caused to any person within and beyond the site.

Assets Engineering Conditions

11. All stormwater drains and on-site detention systems are to be connected to the legal point of discharge to the satisfaction of the Responsible Authority prior to the occupation of the building/s. The requirement for on-site detention will be noted on your stormwater point of discharge report, or it might be required as part of the civil plans approval.
12. Detailed stormwater drainage and/or civil design for the proposed development are to be prepared by a suitably qualified civil engineer and submitted to the Responsible Authority for approval prior to occupation of the development. Plans and calculations are to be submitted with the application with all levels to Australian Height Datum (AHD). All documentation is to be signed by the qualified civil engineer.
13. Stormwater that could adversely affect any adjacent land shall not be discharged from the subject site onto the surface of the adjacent land.
14. The Applicant/Owner is responsible to pay for all costs associated with reinstatement and/or alterations to Council or other Public Authority assets as a result of the development. The Applicant/Owner is responsible to obtain all relevant permits and consents from Council at least 7 days prior to the commencement of any works on the land

## 10.1 (cont)

and is to obtain prior specific written approval for any works involving the alteration of Council or other Public Authority assets. Adequate protection is to be provided to Council's infrastructure prior to works commencing and during the construction process.

15. The qualified civil engineer when undertaking civil design must ensure that the landscape plan/s and drainage plan/s are compatible. The stormwater drainage and on site detention system must be located outside the tree protection zone (TPZ) of any trees to be retained.
16. No excavation and/or fill greater than 300mm is permitted within the easement. Any required retaining walls must remain outside drainage easement.

Development Contributions

17. A Development Infrastructure Levy in accordance with the approved Development Contributions Plan which applies to the land must be paid to Whitehorse City Council as the Collecting Agency not more than 21 days prior to, the grant of a building permit under the Building Act 1993 or the commencement of development of any buildings and works associated with the permitted development, whichever occurs first; or the Owner must enter into an agreement with Whitehorse City Council as the Collecting Agency to pay the Development Infrastructure Levy within a time specified in the agreement.
18. A Community Infrastructure Levy must be paid to Whitehorse City Council as the Collecting Agency in accordance with the approved Development Contribution Plan which applies to the land prior to the issue of a building permit under the Building Act 1993; or the Owner must enter into an agreement with Whitehorse City Council as the Collecting Agency to pay the Community Infrastructure Levy within a time specified in the agreement.

Reticulated Gas

19. Any new dwelling allowed by this permit must not be connected to a reticulated gas service (within the meaning of clause 53.03 of the relevant planning scheme). This condition continues to have force and effect after the development authorised by this permit has been completed.

Permit Expiry

20. This permit will expire if one of the following circumstances applies:
  - a) The development is not commenced within two (2) years from the date of issue of this permit;
  - b) The development is not completed within four (4) years from the date of this permit.

## 10.1 (cont)

The Responsible Authority may extend the periods referred to if a request is made in writing pursuant to the provisions of Section 69 of the *Planning and Environment Act 1987*.

## Permit Notes:

1. The design and construction of the stormwater drainage system up to the point of discharge from an allotment is to be approved by the appointed Building Surveyor. That includes the design and construction of any required stormwater on-site detention system. The Applicant/Owner is to submit certification of the design of any required on-site detention system from a registered consulting engineer (who is listed on the Engineers Australia National Professional Engineer Register or approved equivalent) to Council as part of the civil plans approval process.
2. The requirement for on- site detention will be noted on your stormwater point of discharge report, or it might be required as part of the civil plans approval.
3. All proposed changes to the vehicle crossing are to be constructed in accordance with Whitehorse Council's – Vehicle Crossing General Specifications and standard drawings
4. There is to be no change to the levels of the public land, including the road reserve or other Council property as a result of the development, without the prior approval of Council. All requirements for access for all-abilities (Disability Discrimination Access) are to be resolved within the site and not in public land.
5. Redundant vehicle crossing(s) must be removed at the same time as the construction of any vehicle crossings(s), prior to the completion of development works and where access to a property has been altered by changes to the property.
6. No fire hydrants that are servicing the property are to be placed in the road reserve, outside the property boundary, without the approval of the Relevant Authority. If approval obtained, the property owner is required to enter into a S173 Agreement with Council that requires the property owner to maintain the fire hydrant"
7. Floor levels need to be amended if vehicle access to the garage cannot be achieved. The architect and/or designer must ensure that vehicle access is to conform to the Australian Standards for Off-Street Parking (AS/NZS 2890.1:2004)
8. No trees are permitted within the easement. Any planting must not affect the stormwater pipe within the easement and have shallow roots that do not impact upon the functionality of the stormwater pipe. Please reflect this on the landscaping plans. Councils arborist must approve the landscaping plans.
9. Recommended planting list:

VN – Victorian Native; AN – Australian Native; Ex. – Exotic

## 10.1 (cont)

Large canopy trees, greater than 12m in height at maturity.

Botanical Name	Common Name	Origin
<i>Angophora costata</i>	Smooth-barked Apple	AN
<i>Angophora floribunda</i>	Rough-barked Apple	AN
<i>Cedrus deodara</i>	Himalayan Cedar	Ex.
<i>Eucalyptus baxteri</i>	Brown Stringybark	VN
<i>Eucalyptus cephalocarpa</i>	Mealy Stringybark	VN
<i>Eucalyptus globoidea</i>	White Stringybark	VN
<i>Eucalyptus goniocalyx</i>	Long-leaved Box	VN
<i>Eucalyptus leucoxylon</i>	Yellow Gum	VN
<i>Eucalyptus melliodora</i>	Yellow Box	VN
<i>Eucalyptus polyanthemos</i>	Red Box	VN
<i>Liriodendron tulipifera</i>	Tulip tree	Ex.
<i>Quercus palustris</i>	Pin Oak	Ex.

Medium sized trees, 8 - 12m in height at maturity.

Botanical Name	Common Name	Origin
<i>Acacia dealbata</i>	Silver Wattle	VN
<i>Acacia mearnsii</i>	Black Wattle	VN
<i>Allocasuarina torulosa</i>	Forest She-oak	AN
<i>Betula pendula</i>	Silver Birch	Ex.
<i>Corymbia eximia</i>	Yellow Bloodwood	AN
<i>Eucalyptus scoparia</i>	Wallangara white gum	AN
<i>Eucalyptus yarraensis</i>	Yarra Gum	VN
<i>Eucalyptus leucoxylon</i> <i>subsp. connata</i>	Melbourne Yellow Gum	VN
<i>Fraxinus excelsior 'Aurea'</i>	Golden Ash	Ex.
<i>Fraxinus ornus</i>	Manna Ash	Ex.



## 10.1 (cont)

<i>Nyssa sylvatica</i>	Tupelo	Ex.
<i>Tilia cordata</i>	Small-leaved Lime	Ex.
<i>Ulmus parvifolia</i>	Chinese Elm	Ex.
<i>Waterhousea floribunda</i>	Weeping Lilly Pilly	AN
<i>Zelkova serrata</i>	Japanese Zelkova	Ex.
<p>C. Has made this decision having particular regard to the requirements of Sections 58, 59, 60 and 61 of the <i>Planning and Environment Act 1987</i>.</p> <p style="text-align: right;"><b>CARRIED UNANIMOUSLY</b></p> <p><b>Spoke to item:</b> Cr Cutts, Cr Weller, Cr Barker, Cr Griffiths, Cr Stennett, Cr Martin, Cr Simpson (7)</p>		

Applicant:	Arkey and Planning Property Partners
Zoning:	Neighbourhood Residential Zone, Schedule 1 (NRZ1)
Overlays:	Significant Landscape Overlay, Schedule 8 (SLO8) Development Contributions Plan Overlay, Schedule 1 (DCP1)
Relevant Clauses:	<p>Clause 11.01.-1S – Metropolitan Melbourne</p> <p>Clause 11.02 – Managing Growth</p> <p>Clause 11.02 – Supply of Urban Land</p> <p>Clause 15.01 – Built Environment</p> <p>Clause 15.01-2S – Building Design</p> <p>Clause 15.01-2L – Environmentally Sustainable Development</p> <p>Clause 15.01-5S – Neighbourhood Character</p> <p>Clause 15.01-5L – Preferred Neighbourhood Character</p> <p>Clause 15.01-5L-01 – Tree Conservation</p> <p>Clause 16 – Housing</p> <p>Clause 16.01-1S – Housing Supply</p> <p>Clause 16.01-1L – Housing Change</p> <p>Clause 32.09 Neighbourhood Residential Zone</p> <p>Clause 42.03 Significant Landscape Overlay, Schedule 8</p> <p>Clause 45.06 Development Contributions Plan Overlay, Schedule 1</p> <p>Clause 52.06 Car Parking</p> <p>Clause 53.18 Stormwater Management in Urban Development</p> <p>Clause 55 Two or More Dwellings on a Lot</p> <p>Clause 65 Decision Guidelines</p>

## 10.1 (cont)

Ward: Simpson Ward



Figure 1 Site view. Blue outlines the subject site.



Figure 2: Site aerial view. Blue outlines the subject site.

**BACKGROUND**

Planning Permit WH/2024/316 was lodged on 7 May 2024 for a 'Six Double-Storey Townhouse Development'. Amended plans were subsequently submitted pursuant to Section 50A of the *Planning and Environment Act 1987* on 30 October 2024. The application is now for *Construction of six (6)*



## 10.1 (cont)

*double storey dwellings, removal of protected trees and buildings and works within four (4) metres of protected trees.*

After public notice and in response to concerns raised by Council Officers, 'without prejudice' plans were submitted to Council on 17 January 2025. These plans included the following key changes to the plans from those previously advertised:

Dwelling 3

- Ground floor eastern setback increased from 1.29m to 1.8m
- Ground floor norther setback increased from 5.5m to 6.055m
- Internal alterations to toilet and ensuite for Bed 1.

Dwelling 4

- Separation between first floors of Dwelling 3 and 4 increased from 7.029 metres to 9.784 metres
- First floor northern elevation setback of master bed/ bath increased from 9.53 metres to 1.005 metres
- First floor northern elevation setback reduced from 7.715 metres to 7.095 metres.
- The schedule of materials and finished has been updated to include Materials updated to include 'James Hardie Linea Lightweight weatherboard' at first floors of all dwellings.

A Consultation forum was held by Council on 6 March 2025 which was attended by objectors, council officers, the applicants and Councillor Cutts. On 26 March 2025 the applicant requested that Council consider the 'without prejudice plans' when assessing the application. As such these plans will be used for discussion purpose in this report, and will be given effect through permit conditions, should Council form a view to issue a permit.

**The Site and Surrounds**

The subject site is located on the northern side of Frances Avenue in Vermont, approximately 75 metres from the intersection with Boronia Road. The site is a regular shape with a frontage of 40.24 metres to Frances Avenue and depth of 51.49 metres. There is a 3.05-metre-wide drainage easement running along the northern boundary of the site. The site area is 2,194 square metres. The site slopes by approximately 5 metres from north-west to the south-east of the site.

The subject site currently contains a single storey brick dwelling with a pitched roof, a garage to the rear of the site and access from a crossover on the south-eastern side of the lot. A tall brick front fence extends across the front of the site with a large wrought iron gate across the crossover and driveway.

## 10.1 (cont)

The site has formal landscaped garden and two (2) large native trees (*Eucalyptus Saligna* and *Corymbia Maculata*) which are 24 and 25 metres in height in the north-western corner of the site. Also of note are two large native canopy trees (*Eucalyptus Saligna* and *Lophostemon Confertus*) on the neighbouring property to the east. There is one street tree to the front of the site (eastern side of the nature strip), which is a *Prunus x domestica* and 3.5 metres in height.

The site is located in a primarily residential area to the east of Vermont Village. Housing stock in the area is reflective of the Bush Environment Neighbourhood Character Precinct Area, with predominately single dwellings on larger lots. The landscape character contains both native and exotic species within gardens with a backdrop of native canopy trees. Dwellings are typically brick or timber with pitched tiled rooves. There is also some infill development including at numbers 7, 11 and 26 Frances Avenue. Each of these developments is two dwellings on a typical lot.

Within the immediate context of the site the following is noted:

- 3 Frances Avenue is located to the west of the site and contains a single storey dwelling constructed of brick with a tiled roof. It is surrounded by large trees (including those mentioned above) and a landscaped garden. The dwelling is setback approximately 22 metres from the street and 1.2 metres from the shared boundary.
- 9 Frances Avenue is located to the east of the site and contains a single storey weatherboard residence with a metal pitched roof. The dwelling has a large, landscaped garden to the street and canopy trees within the front and rear setbacks. The dwelling is setback approximately 21 metres from the street and 2.18 metres from the shared boundary (to the main dwelling). There is also a verandah built up against the boundary wall (garage of 5-7 Frances Avenue).
- 656 Canterbury Road abuts the site to the north and contains a single storey brick dwelling with a tiled pitched roof. It has a large front and rear garden, with a garage located to the rear of the dwelling and a shed along the shared fence line.
- 654 Canterbury Road contains three double storey brick dwellings which have tiled pitched roofs. The dwellings share a driveway along the eastern side of the lot and have smaller landscaped gardens including canopy trees.

The site is within 400 metres of Vermont Recreation Reserve to the west, 300 metres of Vermont Primary to the west and 150 metres of Vermont Village to the West. There is a medical centre (Vermont Health Care) at the corner of Frances Avenue and Boronia Road. The site is serviced by bus stops along Boronia Road to the west (738 Route) and Canterbury Road to the north (736 and 765 Routes). Mitcham Train Station is located 2km to the north.

## 10.1 (cont)

**Planning Triggers**Neighbourhood Residential Zone – Schedule 1 (Clause 32.09)

In accordance with Clause 32.09-7 of the Whitehorse Planning Scheme, a permit is required to construct two or more dwellings on the lot.

Schedule 1 to the Zone outlines a number of variations to the requirements of ResCode (Clause 55), including variations to Standards B8 (Site coverage), B9 (Permeability), B13 (Landscaping), B17 (Side and rear setbacks), B18 (Walls on boundaries), B28 (Private Open Space) and B32 (Front fence height).

Clause 32.09-4 outlines the minimum garden area requirements for an application to construct a dwelling. As the site has a total area of 2,194 square metres 35 per cent of the lot must be garden area which is a minimum of 767.9 sqm. The submitted plans provide 46.1 per cent of the lot (1011sqm) as garden area meeting the minimum requirement.

It is noted that Amendment VC267, which has amended the current provisions of ResCode to a 'deemed to comply' model as well as changing a number of the provisions was gazetted into the Scheme on 06/03/2025 and took effect on 31/03/2025. Transitional provisions apply under Clause 32.09-7, which state that *Clause 55 of this planning scheme, as in force immediately before the approval date of Amendment VC267, continues to apply to: an application for a planning permit lodged before that date.* Therefore, the deemed to comply provisions do not apply to this application, and the previous iteration of ResCode (which includes neighbourhood character and policy considerations) applies and will be assessed.

Significant Landscape Overlay, Schedule 8

In accordance with Schedule 8 to Clause 42.03-2 (SLO8, Schedule section 3.0) a permit is required to remove, destroy or lop a tree. A protected tree has single trunk circumference of more than 0.5 metres at a height of one metre above ground level. Schedule 8 provides exemptions for:

- Trees which have a single trunk circumference of 0.5 metres or less at a height of one metre above ground level.
- The pruning of a tree for regeneration or ornamental shaping.
- A tree which is dead or dying to the satisfaction of the responsible authority.

In accordance with Schedule 8 to Clause 42.03-2 a permit is also required to construct a building or construct or carry out works for:

- A front fence that is within 4 metres of any vegetation that requires a permit to be removed.
- This does not apply for a like-for-like replacement of a front fence to the satisfaction of the responsible authority.

## 10.1 (cont)

The application proposes removal of trees 12 and 15 which are protected trees. It is also proposed to carry out buildings and works within 4 metres of trees protected on adjoining properties (Trees 3, 4, 5 and 14). It is noted that trees 7 and 9 within the site are located over 4 metres from the proposed buildings and works.

Clause 42.03-2 (SLO8, Schedule section 3.0) of the Whitehorse Planning Scheme a permit lists several criteria for which a planning permit is triggered should they not be met. This includes the following triggers:

<b>Trigger</b>	<b>Response</b>
<i>The building is no higher than two storeys or 9 metres</i>	As discussed above the tallest dwelling is 8.275 metres and as such this is not triggered.
<i>The building is set back at least 9 metres from the front boundary for a single storey building and has any upper floor set back at least 11 metres from the front boundary</i>	Dwellings 1 and 6 are setback 8.8 metres from the street (to the porches) and 9.59 metres at first floor.  <b>A planning permit is triggered</b>
<i>The building is set back from any other boundary at least 1.2 metres for a building wall height of no more than 3.6 metres or 1.5 metres plus half the building height if the building wall height is more than 3.6 metres</i>	All dwellings have wall heights less than 3.6m and setbacks of 1.2 metres or greater at ground floor in compliance with this requirement.  At first floor dwellings 1,3, 4 and 6 all have wall heights in excess of 3.6 metres and are not setback 1.5m plus half the wall height.  <b>A planning permit is triggered</b>
<i>The works are set back more than 4 metres from any vegetation that requires a permit to remove, destroy or lop under the provisions of this schedule</i>	The works are within 4 metres of protected trees (Trees 3, 4, 5 and 14).  <b>A planning permit is triggered</b>

## Other Planning Controls

### Clause 45.06 - Whitehorse Development Contributions Plan

Amendment C241whse to the Whitehorse Planning Scheme, gazetted on 21 December 2023, implements the Whitehorse Development Contributions Plan (Whitehorse DCP).

### 10.1 (cont)

The subject site is within 'Area 16 Vermont' charge area. Given there is only one (1) existing dwelling on the lot, the proposal being six (6) dwellings on the subject site, will result in a net increase in demand unit from the additional five (5) dwellings.

Therefore, should a permit be issued, conditions would be required to address both development infrastructure and community infrastructure levies pursuant to Schedule 1 to Clause 45.06.

### Clause 52.03 - Residential Reticulated Gas Service Connection

Amendment VC250, gazetted on 1 January 2024 prohibits residential reticulated gas connections to all new dwellings. Any application associated with the construction of a dwelling from the 1 January 2024 will include the following mandatory condition:

*Any new dwelling allowed by this permit must not be connected to a reticulated gas service (within the meaning of clause 53.03 of the relevant planning scheme). This condition continues to have force and effect after the development authorised by this permit has been completed.*

*The application was submitted after the gazettal date and as such the Clause and above mandatory condition applies.*

### Clause 52.06 – Car parking

Pursuant to Clause 52.06-5, two (2) car spaces must be provided to each three or more-bedroom dwelling and 1 space provided for visitors (to every five (5) dwellings for developments of five (5) or more dwellings as the site is not within a Principal Public Transport Network area. Where two or more car spaces are provided for a dwelling, at least one space must be undercover. Car spaces in garages or a carport must be 6 metres long and 3.5 metres wide for a single car space or 5.5 metres for a double space.

Each dwelling is provided double garage which is 6 metres long and 5.5 metres wide in compliance with the numerical requirements of the Standard.

A visitor car parking space is provided between Dwellings 2 and 3 in accordance with the Standard.

## **PROPOSAL**

The application proposes the construction of six (6) double storey dwellings removal of protected trees and buildings and works within four (4) metres of protected trees pursuant to the Significant Landscape Overlay, Schedule 8 (SLO8).

### Dwelling layout

Dwellings would incorporate double garages, a single bedroom at ground floor with open plan living areas that open on to Secluded Private Open Space. Ground floors would also have laundries and bathrooms. At first floor

### 10.1 (cont)

dwelling would have an additional three bedrooms with master bedrooms having ensuites and walk in robes.

### Siting

Dwelling 1 and 6 would be setback 9 metres from the street at ground floor to the front wall (porch protruding 1.2m into this setback) and 9.59 metres at first floor to Frances Avenue. The remaining dwellings would be situated behind these dwellings in a tandem arrangement. Dwellings 2 and 5 would have their SPOS areas facing the side boundaries whilst the SPOS areas for Dwellings 3 and 4 would be to the rear.

### Overall Development

The site coverage proposed is 35.3 per cent with a permeability of 48.5 per cent and garden area of 46.1 per cent. There would be a total of 11 canopy trees planted and two canopy trees retained to the rear of Dwelling 4.

The canopy trees include six coastal banksias (in SPOS areas of Dwellings 1, 2, 3, 4 and 6), two Wallangarra wattles (to the front setback), one crab apple (in the SPOS of Dwelling 5) and two Kanooka trees (in the front setbacks).

There would also be screen planting to northern, eastern and western boundaries as well as shrubs and ground covers within the site and lining the boundaries and hard surface areas within the frontage.

### Access

The applicant seeks to reposition the crossover on the eastern side of the lot further to the west and construct two new crossovers. One would be in the centre of the site and the other on the western side of the site. The outer most crossovers would be used exclusively by dwellings 1 and 6 respectively leading to double garages visible from Frances Avenue. The central crossover would be used by dwellings 2, 3, 4 and 5 which are located in tandem behind dwellings 1 and 6.

### Detailed Design

Each of the dwellings would include brick (colour not specified) at ground floor, James Hardie Cladding (both vertical and horizontal in natural timber look and line light) at first floor and render (pale white). The material schedule lists 'Black Zincalume Roofing'.

No fence is proposed to Frances Avenue, meaning the existing brick fence is to be demolished.

### Tree removal

Of the nominated trees within the site boundaries, two (2) trees, marked as Trees 12 and 15, require a planning permit for removal under the SLO8, which are described as follows (derived from the applicants' arborist report):

## 10.1 (cont)

Tree #	Species	Common name	Height	Spread	Retention Value
12	<i>Pittosporum undulatum</i>	Sweet Pittosporum	6m	5m	Low
15	<i>Yucca elephantipes</i>	Spanish agger	3m	1.5m	Low

Buildings and works

It is proposed to carry out buildings and works within four (4) metres of protected trees 3, 4, 5 and 14 which are summarised as follows:

Tree #	Species	Common name	Encroachment
3	<i>Lagerstroemia spc.</i>	Crepe Myrtle	0.05% (proposed driveway footprint to DW6, not within SRZ, minor encroachment)
4	<i>Cotoneaster glaucophyllus</i>	Cotoneaster	0.0%
5	<i>Ligustrum lucidum</i>	Shining Privet	0.0%
14	<i>Ligustrum lucidum</i>	Shining Privet x 3	4.3% (proposed DW1 garage footprint, not within SRZ, minor encroachment)

It is noted that trees 7 and 9 to the rear of the site are to be retained and do not trigger planning permission under SLO8. They are separated from the Dwelling 4 by 4.1 metres for Dwelling 7 and 5.2 metres for Dwelling 9 (to the northern elevation).

**CONSULTATION****Public Notice**

The application was advertised by mail to the adjacent and nearby property owners and occupiers and by erecting notices to the Frances Avenue. Following the advertising period 15 objections were received.

The issues raised are broadly summarised as follows:

- Neighbourhood character, bulk and massing, scale and height;
- Landscape character, landscaping opportunity, tree removal and protection;
- External amenity, overlooking and overshadowing;

## 10.1 (cont)

- Car parking, traffic congestion and safety; and
- Drainage and permeability.

In response to Council concerns, the applicant submitted the amended sketch plans referenced above. These plans were circulated to all objectors on 4 March for discussion purposes and presented at the forum.

**Consultation Forum**

A Consultation Forum was held on 6 March and chaired by Councillor Cutts as the Ward Councillor –. Almost all objectors and the applicant were in attendance. The specific issues advanced within the Consultation Forum are generally consistent with the objections raised, and despite the set of amended plans discussed, there was no resolution reached.

**REFERRALS****External**

No external referrals were required. The application does not require referral under the requirements of the Whitehorse Planning Scheme.

**Internal**

Transport Engineering	<p>The application has been referred to Council's Transport team who have checked the application in accordance with the Australian Standard Parking Facilities (AS2890.1-2004), Council's Vehicle Crossing Guidelines, and the Whitehorse Planning Scheme, including ResCode.</p> <p>They are supportive of the proposal. They have suggested a passing area could be included for the central accessway, however they note this is not required as per the requirements of Clause 52.06 of the Planning Scheme.</p>
Planning Arborist	<p>The application has been reviewed by Council's arborist who raised no objections to the proposal, subject to conditions. Conditions would address the protection of trees 1, 3, 4, 5, 6, 7, 8, 9 10 and 14 during the preconstruction/ demolition stage as well as construction, landscaping and post construction stages. Replanting is required to offset the removal of trees 12 and 15.</p>
Assets	<p>The proposal is supported by Council's Assets Department, subject to standard conditions.</p>



## 10.1 (cont)

Waste	The proposal is supported by Council's Assets Department, subject to standard conditions.
Environmentally Sustainable Design	<p>Council's ESD officer has reviewed the Sustainable Design Assessment and requires that all ESD initiatives be contained on the plans. It is also recommended the SDA assessment is updated.</p> <p>In order to address this, conditions will be added to any permit issued to ensure the development meets local policy requirements (Clause 15.01-2L).</p>

**ASSESSMENT****Consistency with Policy Framework**

Clause 15.01-1S (Urban design) requires development to respond to its context and also highlights the need for landscaping that supports the amenity, attractiveness and safety of the public realm.

Clause 15.01-2S (Building design) includes an objective to 'achieve building design and siting outcomes that contribute positively to the local context, enhance the public realm and support environmentally sustainable development.'

Clause 15.01-2L (Environmentally Sustainable Development) requires that developments achieve best practice in ESD from design stage through to construction and operation. For residential development a Sustainable Design Assessment is required (including BESS, STORM or other methods).

Clause 15.01-5L (Preferred neighbourhood character) applies to all applications for development within the City of Whitehorse and is intended to guide preferred development outcomes in terms of location, character and built form. The subject site is identified as a 'bush environment' character area. The preferred character statement of the bush environment area is:

*The streetscapes will be dominated by vegetation with subservient buildings frequently hidden from view behind vegetation and tall trees. The buildings will nestle into the topography of the landscape and be surrounded by bush-like native and indigenous gardens, including large indigenous trees in the private and public domains.*

*Buildings and hard surfaces will occupy a very low proportion of the site. They will be sited to reflect the prevailing front, rear and side setbacks. The larger rear setbacks will accommodate substantial vegetation including large canopy trees. The bushy environs are complemented by a lack of front fencing and street trees. Properties abutting and close to creeks and lake environs*

## 10.1 (cont)

*will contain more indigenous trees and shrubs that act in part as wildlife corridors.*

*This precinct is identified for the lowest scale of intended residential growth in Whitehorse (Limited Change area) and the preservation of its significant landscape character and environmental integrity is the highest priority*

Clause 16.01-1S (Housing supply) seeks to facilitate well-located, integrated and diverse housing that meets community needs. This includes increasing the proportion of housing in designated locations, encouraging higher density housing development on sites that is well located in relation to jobs, services and public transport and facilitating housing choice. It also encourages development to be well designed, having a high level of internal and external amenity.

Clause 16.01-1L (Housing change) seeks to further the vision of ensuring that housing meets residents' needs. The subject site is contained in the limited change area, which includes the following relevant strategy:

*Limit residential development to detached and semi-detached dwellings, that is of a scale, form and character consistent with the surrounding area.*

Clause 15.01-5L-01 (Tree conservation) aims to identify and recognise the importance of tree conservation within the municipality, and ensure new development retains the existing trees and enhances the landscape amenity of residential areas.

Upon review the above planning policies, the proposal shows consistency with the policy objectives by demonstrating that:

- The subject site is in close proximity to services, public transport (Mitcham Train Station and bus routes along Boronia and Canterbury Road), schools, parks and shopping areas. Policy encourages housing growth in such location provided the preferred future neighbourhood character is achieved. Clause 16.0-1-1S supports increasing housing supply and choice. As assessed below it is considered the proposal provides a sufficient response to the preferred neighbourhood character of the Bush Environment Area including appropriate siting, setbacks, spacing and landscaping outcomes, subject to conditions.
- The design detail is acceptable having regard to the building detailing and landscape character of the street. The proposal includes brick at ground floor, and weatherboard and rendered cladding at first floor including vertical natural look timber. It also includes a Zincalume roof. Overall, this responds to the prevailing materials in the street including weatherboard, brick and pitched roofs.
- The siting of dwellings allows spaces for substantial vegetation to be planted along front, side and rear setbacks. This would ensure the development is capable of being softened by vegetation and

### 10.1 (cont)

subservient to the landscape character of the area. Two gums (24 and 25 metres in height) are to be retained in the north-western corner of the site which is appropriate as they contribute significantly to the landscape character of the area. This aligns with Clause 15.01-5L-01 which seeks to encourage tree conservation. Two trees protected by SLO8 are to be removed however this is supported by Council's Arborist as they have a low arboricultural value and would be offset by the proposed replacement planting.

- The proposal is responsive to the site context and constraints of the land to avoid dominance of the built form within the landscape character, by ensuring dwelling design follows the topography of the site and minimises elevated floor levels where practicable and to avoid impacts to adjoining interfaces.

### Design and Built Form

Specific to the 'Bush Environment' character area expressed at Clauses 15.01-5L and 16.01-1L and Significant Landscape Overlay, Schedule 8, the proposal demonstrates consistency with the strategies of the preferred character objectives:

- The design guidelines and overlay seek to encourage design detailing that complements the character of the area and ensures that the landscape dominates. The proposal provides for pitched roof dwellings with substantially recessed upper floors, ensuring that the dwellings do not present as visually bulky to sensitive interfaces, and maintain subservience to the landscaping setting.
- The pitched roofs with eaves are expressed at ground floor level which aids in ensuring the development responds to the single storey development which surrounds the site to the east and west. The design detail is reflective of the surrounding area incorporating part timber at first floor and brick at ground floor, responding to the prevailing materials in the streetscape.
- The proposed dwellings are presented as a tandem arrangement and together with the proposed landscaping response (including four canopy trees along the frontage), will ensure the development does not dominate the streetscape or landscape setting and maintains an inconspicuous profile. Due to the width of the block each dwelling is spaced in a consistent pattern with the rest of the street. Car parking dominance is also reduced as the remainder of the dwellings have their car parking areas obscured from the street internally within the site. This ensures landscaping is the prominent feature to all boundaries of the site.
- The visual dominance is also limited by the garages being setback 1.6 metres behind the porches which protrude at ground floor as well as the front walls of the dwellings. This ensures vehicle accommodation is

### 10.1 (cont)

not the dominant element in the built form when viewed from Frances Avenue.

- Whilst the Dwelling 4 garage sits proud above the natural ground level, this is an acceptable outcome within the context of the site, as it will be viewed only from specific locations at the streetscape and maintains a significant setback to the frontage, minimising its visual dominance, which can be further softened by landscaping. When viewed from the rear and adjoining interfaces, the garage will not have the same presentation and sit comfortably within the site due to benching of the site.
- A minimum of three metres has been maintained between the dwellings at ground floor and substantial setbacks provided to the rear to ensure there are opportunities for landscaping to soften the built form throughout the midblock of the site and allow for the retention of two significant native canopy trees in the rear yard. This aligns with the siting guidelines of the bush environment precinct.
- The proposal also exceeds the numerical requirements of the bush environment area, providing more than 40 per cent permeable surface (48.5 per cent proposed) and site coverage less than 40 per cent (35.3 per cent proposed).
- No front fencing is proposed which responds to the precinct guidelines and ensures the landscaping within the front setbacks will be the dominant elements when viewed from Frances Avenue.
- The site has a substantial site area and can accommodate six (6) dwellings as demonstrated by the level of compliance with the various quantitative standards within the planning scheme. Overall the proposal is considered to provide an acceptable outcome which is consistent with the policy objectives of Clauses 15.01-5L and 16.01-1L, and with respect to the preferred character of the 'bush environment' character area as well as decision guidelines of SLO8.

### Landscaping

The subject site is covered by the Significant Landscape Overlay, Schedule 8 (SLO8), which includes objectives seeking to enhance and contribute to the landscape character of the area. This landscape character is noted as being established exotic gardens often with large native trees forming a backdrop and occasionally planted within the frontage.

- The proposed landscaping plan the retention of two large gums to the rear of the site, with substantial setbacks provided along Dwelling 4 to the rear to ensure the structural root zones and tree protection zones of these substantial trees are minimally affected (minor encroachments proposed). This aligns with decision guidelines of SLO8 which

## 10.1 (cont)

specifically seeks retention of established mature trees. This is supported by Council's Arborist.

- The landscaping plan includes the planting of two Wallangarra White Gums (reaching 12 metres in height) and two Kanooka trees (reaching 10 metres in height) within the front setback. These trees are native and large specimens which will soften the built form and ensure the development does not protrude above the predominant tree canopy height. Shrubs are provided at the base of the trees to provide additional understorey plantings.
- Further throughout the site are an additional six canopy trees which are Coast Banksias which reach a mature height of twelve metres. Combined with the retained gums to the rear there would be at least one canopy tree in each secluded private open space (SPOS). The built form is sufficiently setback to front, side and rear boundaries to ensure these trees have sufficient room to grow, which aligns with the decision guidelines of SLO8.
- A mixture of shrubs and ground covers are provided throughout the site and framing the driveways and footpaths which will soften their form in Frances Avenue. Additionally, screen planting is provided with Red Tip Photinia and to be planted along the eastern and western boundaries which grow to 3.5 metres in height. There would also be Dwarf Lily Pillies to the eastern boundary (grow to 5 metres in height) and Western 'Naringa' to the northern boundary. These shrubs would soften the development when seen from surrounding sensitive interface including neighbouring backyards. It also aligns with the Overlay which seeks a dominance of landscaping.
- Whilst the site is in a Bush Environment Area, the overall landscape character is more formalised through the street. The proposed landscaping arrangement is considered acceptable in this context with adequate replacement planting and understorey shrubbery. An updated landscape plan has been required via permit conditions which will be checked by Council's Trees Team prior to endorsement.
- Two trees are sought for removal which are protected under SLO8 (Trees 12 and 15), which Council's Arborist supports as they have a low arboricultural retention value and will be offset by the proposed replacement planting of native canopy trees.
- Conditions have been provided by Council's Arborist to ensure trees within the site as well as neighbouring trees are protected during and post construction.

Overall, the proposal sufficiently aligns with the expectations of the Significant Landscape Overlay, Schedule 8 and the neighbourhood character guidelines.

## 10.1 (cont)

**Clause 55 (ResCode) Assessment**

It is noted that Amendment VC267 implements new residential development planning assessment provisions under Clause 55. The transition provisions under Clause 32.09-7 state that Clause 55 as in force immediately before the approval of Amendment VC267 continues to apply to an application for an application for a planning permit lodged before that date. The application was lodged before that date.

The proposal has been assessed against all the provisions of the Clause 55, including varied standards under the NRZ1, and is considered compliant with all the standards.

The proposal achieves some positive design outcomes that address varied clause 55 standards. This includes:

- Compliance with site coverage and permeability requirements (Standard B8 and B9);
- Compliance with front (Standard B6) and side and rear setbacks (Standard B17);
- No walls constructed on side boundaries (Standard B18);
- Compliance with amenity impacts, including overshadowing (Standard B21) and overlooking (Standard B22);
- Secluded private open space (SPOS) has been provided to each dwelling which exceeds the 40sqm metric requirement sought under Standard B28; and
- No front fencing (Standard B32).

Conditions would be imposed for stormwater management (Standard B9), safety (Standard 12), landscaping (Standard 13) and site services (standard B34) if a permit was to be issued. A full ResCode assessment will be provided as an appendix to this report.

**Amenity**

Amenity concerns as raised by the objectors are discussed as follows:

**Side and Rear Setbacks**

The proposal is fully compliant with the varied Standard B17 (side and rear setback requirements) of Clause 55 as set out within the NRZ1. Dwellings are setback at least 1.2 metres at ground floor and exceed the requirement at first floor.

## 10.1 (cont)

Overshadowing

The neighbouring properties have 721 sqm of SPOS (to the west) and 289 sqm (to the east). Standard B21 (Overshadowing) states that 40square metres with a minimum distance of 3 metres of SPOS should receive a minimum of five hours of sunlight between 9am and 3pm on 22 September.

The submitted overshadowing plans demonstrate that additional shadowing from the development only occur the following times:

- To number 3 Frances Avenue (to the west) at 9am, 10am and 11am. At these times there is over 556sqm of SPOS area receiving sunlight with a minimum dimension well in excess of 3 metres. As such the proposal is compliant with the Standard at all hours.
- To number 9 Frances Avenue (to the east) at 3pm. At this time there is 262sqm of SPOS receiving sunlight with a minimum dimension well in excess of 3 metres. As such the proposal is compliant with the Standard at all hours.

Therefore, the development meets the Standard B21.

Overlooking

Overlooking complies with Standard B22, subject to conditions. The following is noted:

To the east:

- All windows at first floor at first floor have obscure glazing to 1.7 metres above finish floor level in compliance with the Standard. Conditions on the permit will ensure this is properly annotated.

To the west:

- All windows at first floor level have obscure glazing to 1.7 metres above finish floor level in compliance with the Standard.

To the North:

- All habitable room windows at first floor level have obscure glazing to 1.7 metres above finish floor level in accordance with the Standard. Conditions on the permit will ensure this is properly annotated.

To the South:

- There are no habitable room windows capable of overlooking neighbouring habitable room windows or secluded private open space.

It is also noted that obscure glazing is permanent obscuring of the glass, not just a film, and this is an ongoing requirement imposed through conditions.

At ground floor level all habitable room windows have finish floor levels less than 0.8 metres and face boundary fences at least 1.8 metres high and as such the Standard does not apply.

### 10.1 (cont)

As such the proposal is fully compliant subject to conditions.

#### **Car Parking**

Clause 52.06-5 of the Whitehorse Planning Scheme requires the following parking provision for the proposed development:

The proposal is for six dwellings with three bedrooms or more and the proposal is outside of the Principal Public Transport Network (PPTN). In accordance with the Car parking requirement of Clause 52.06-5, two spaces are required per dwelling plus one visitor space.

Each dwelling is provided with a double car space within a garage which meet the dimension requirements of Design Standard 2 – car parking spaces (Clause 52.05-6) being 6 metres long and 5.5 metres in width. Additionally, a visitor space is provided between Dwellings 2 and 3. As such the proposal meets the numerical car parking requirements of Clause 52.06.

Clause 56.06-9 requires that the accessway must be designed so that cars can exit the site in a forward direction for the accessway which serves four (4) or more car spaces. The submitted traffic report provides turning circles demonstrating cars parked in the internal car parking areas to Dwellings 2, 3, 4 and 5 can enter and exit the development in a forward direction. This has been confirmed by Councils Traffic Engineers.

It is noted that the proposed ramp grades will be 1 in 17 for Dwelling 1, 1 in 13 for Dwelling 6 and average 1 in 17 and 1 in 18 for the central driveway. This is less than the maximum grades of 1:10 for within 5 metres of the frontage, 1 in 5 for a ramp length of longer than 20 metres and 1 in 4 for a ramp length of 20 metres or less.

Overall, the layout and design of the car parking spaces comply with Clause 52.06-9 (Design standards for car parking).

#### **Objectors Concerns not Previously Addressed**

*Increased on-street parking and traffic safety impacts on the street.*

- Pursuant to Clause 52.06 of the Whitehorse Planning Scheme, the car parking spaces are required to be provided on-site. The proposal meets the on-site parking requirements of the planning scheme, and the design and functionality are generally acceptable if a permit was to be issued. The concerns about potential additional on-street car parking in the future resultant from the proposal are not able to be assessed in determining whether a permit should be granted because they sit outside the remit of the planning scheme.
- The application has been assessed by Council's Transport Department who are supportive of the proposal and whilst they note that although the proposal may generate more vehicle movements along Frances Avenue, it is unlikely to create an unreasonable detrimental impact.



## 10.1 (cont)

*Proposal not compliant with 650sqm subdivision guideline of Bush Environment Area and over development*

- As outlined above the proposal is compliant with an overwhelming majority of the neighbourhood character guidelines including spacing in and around dwellings, provision of landscaping, minimisation of hard surfacing and provision of permeable area and garden area. The width of the block is typical for two dwellings and the proposal presents to the street as two dwellings with additional dwellings situated behind. The proposal is fully compliant with ResCode and provides appropriate interfaces to neighbouring sensitive interfaces (including SPOS areas). Whilst the proposal does not respond to this specific guideline, it continues to provide an acceptable development outcome for the site and in the policy context.

*Affect on surrounding property values*

- The Victorian Civil and Administrative Tribunal have consistently found subjective claims that a proposal will reduce property values are difficult, if not impossible to gauge and of no assistance to the determination of a planning permit application. It is considered the impacts of a proposal are best determined through an assessment of the amenity implications rather than any impacts upon property values. This report provides a detailed assessment of the amenity impact of this proposal.

*Construction impacts*

- Potential damage to the adjoining property from construction is not a matter that can be considered through the planning process. It is a matter that would be need to be addressed by the relevant Building Surveyor through the issue of building notices and the taking out of insurance prior to the commencement of construction. However, conditions have been included to any permit issued that seek to ensure that the construction is appropriately managed in accordance with Council's Local Law and various other requirements through a construction management plan, and this will seek to mitigate and minimise where practicable any noise, traffic or offsite impacts.

*Drainage*

- The proposal has been reviewed by Council's Assets Department who are supportive of the proposal subject to conditions. These conditions require that Detailed stormwater drainage and/or civil design for the proposed development are to be prepared by a suitably qualified civil engineer and submitted to the Responsible Authority for approval prior to occupation of the development. Plans and calculations are to be submitted with the application with all levels to Australian Height Datum (AHD). All documentation is to be signed by the qualified civil engineer. They require on-site detention and connection to the legal point of discharge. They also require that stormwater that could

## 10.1 (cont)

adversely affect adjacent land cannot be discharged from the subject site onto the surface of adjacent land. As such the proposal is supported with the more detailed building plans subject to further review from a Civil Engineer and Building Surveyor.

*Additional crossover*

- Standard B14 of Clause 55.03-9 requires that accessways be less than 33 per cent of the street frontage. Overall, there is 9 metres of accessway to 40.24 metres of frontage equating to 22.4 per cent and well less than the Standard requires. The proposal has been reviewed by Council's Assets Department and Transport Departments who are satisfied with the proposal. It is also noted that splays to the driveways have been provided in accordance with safety requirement of Clause 52.06.





**CONCLUSION**

The proposal for construction of six double storey dwellings, the removal of protected trees and buildings and works within 4 metres of protected tree pursuant to the Significant Landscape Overlay, Schedule 8 is an acceptable response that satisfies the relevant provisions contained within the Whitehorse Planning Scheme, including the State and Local Planning Policies, the Neighbourhood Residential Zone, Schedule 1, Significant Landscape Overlay, Schedule 8 and Clause 55 (ResCode).

A total of 15 objections were received as a result of public notice and all the issues raised have been discussed as required.

It is considered that the application should be approved.

**ATTACHMENT**

- 1 Advertisied Plans Including Landscape Plan 
- 2 Without Prejudice Plans 
- 3 ResCode Assessment 
- 4 Arborist Report 

## 10.2 Box Hill Town Hall Information Desk/Concierge

<b>Department</b>	Customer Service
	Executive Manager Corporate Services

### SUMMARY

Customer visitation at customer service centres has been in steady decline in recent years. Simultaneously, the demand and expectation for digital services has increased exponentially.

Council has seen a 73% decrease in utilisation of in-person service since 2019. Concurrently in 2024/25 Council observed a 30% increase in utilisation of phone and 138% increase in online service options since 2019/20. Box Hill Town Hall customer service attracts 12% of all visitors and 306 of those customers paying by cash in the past year.

With the changing customer interactions and preferences, a review of Customer Service was undertaken in 2023 and in December 2023 Council resolved to:

*To retain the Customer Service Centre in Box Hill until December 2025 and seek a report back to Council on a possible transition to an information desk/concierge.*

In response to a sustained decline in in-person customer interactions and the increasing demand for digital and telephone services, this report recommends that Council ceases its Customer Service function and replace with an information desk/concierge for Box Hill Town Hall. It is proposed that the information desk/concierge would be reviewed for utilisation and effectiveness and a report would be reported to Council after that time to decide on its future function.

### MOTION

Moved by Cr Griffiths, Seconded by Cr Barker

That Council:

1. Retain a Customer Service centre in Box Hill
2. Notes the changing utilisation of Customer and Community channels and in particular the reduction of in person visitation and increase in telephone interactions.
3. Maintain the Customer Service centre at Box Hill, which will be staffed by two Customer Service Officers from 9am-1pm Tuesday to Friday, in line with the current operating hours.
4. Notes that the financial implications for Council maintaining the existing Customer Service arrangements and approves the additional cost of \$50,000 per annum (which includes a 0.55FTE) to adequately manage

## 10.2 (cont)

the call centre volume and maintain the required Grade of Service for the phones.
<b>Cr Cutts moved an amendment the Mover did not accept</b>
<p><b>AMENDMENT</b></p> <p>Moved by Cr Cutts, Seconded by Cr Allan</p> <p>That Council</p> <ol style="list-style-type: none"> <li>1. Retain a customer service centre in Box Hill</li> <li>2. Notes the changing utilisation of Customer and Community channels and in particular the reduction of in person visitation and increase in telephone interactions.</li> <li>3. Maintain the Customer Service centre at Box Hill, which will be staffed by two Customer Service Officers from 9am-1pm Tuesday to Friday, in line with the current operating hours.</li> <li>4. Notes that the financial implications for Council maintaining the existing Customer Service arrangements and approves the additional cost of \$50,000 per annum (which includes a 0.55FTE) to adequately manage the call centre volume and maintain the required Grade of Service for the phones.</li> <li>5. Provides clear signage directing customers to alternative service channels (phone, online, or Nunawading Service Centre) as well as way-finding signage, covered by existing operational budget up to \$15,000.</li> <li>6. Installs a self-service tablet to assist customers in accessing information and completing basic applications and requests digitally.</li> </ol> <p style="text-align: right;"><b>LOST</b></p>
<b>Voted FOR the item:</b> Cr Allan, Cr Cutts, Cr Stennett, Cr Langford (4)
<b>Voted AGAINST the item:</b> Cr Weller, Cr Davenport, Cr Gunn, Cr Martin, Cr Simpson, Cr Griffiths, Cr Barker (7)
<b>Cr Gunn moved an amendment to add point 5 the Mover and Seconder accepted</b>
<p><b>COUNCIL RESOLUTION</b></p> <p>Moved by Cr Griffiths, Seconded by Cr Barker</p> <p>That Council</p> <ol style="list-style-type: none"> <li>1. Retain a Customer Service centre in Box Hill</li> <li>2. Notes the changing utilisation of Customer and Community channels and in particular the reduction of in person visitation and increase in telephone interactions.</li> </ol>

## 10.2 (cont)

3. Maintain the Customer Service centre at Box Hill, which will be staffed by two Customer Service Officers from 9am-1pm Tuesday to Friday, in line with the current operating hours.
4. Notes that the financial implications for Council maintaining the existing Customer Service arrangements and approves the additional cost of \$50,000 per annum (which includes a 0.55FTE) to adequately manage the call centre volume and maintain the required Grade of Service for the phones.
5. Provide a briefing to Councillors on options that enhances customer experience including shared Services in consultation with community partners.

**CARRIED**

**Spoke to the item:** Cr Allan, Cr Barker, Cr Simpson, Cr Gunn, Cr Cutts, Cr Griffiths, Cr Langford, Cr Stennett, Cr Martin (9)

**Voted FOR the item:** Cr Allan, Cr Weller, Cr Barker, Cr Gunn, Cr Cutts, Cr Griffiths, Cr Langford, Cr Stennett (8)

**Voted AGAINST the item:** Cr Simpson, Cr Davenport, Cr Martin (3)

**Key Matters**

The way in which customers interact with Council has changed with the adoption of digital services. There are three key matters for consideration:

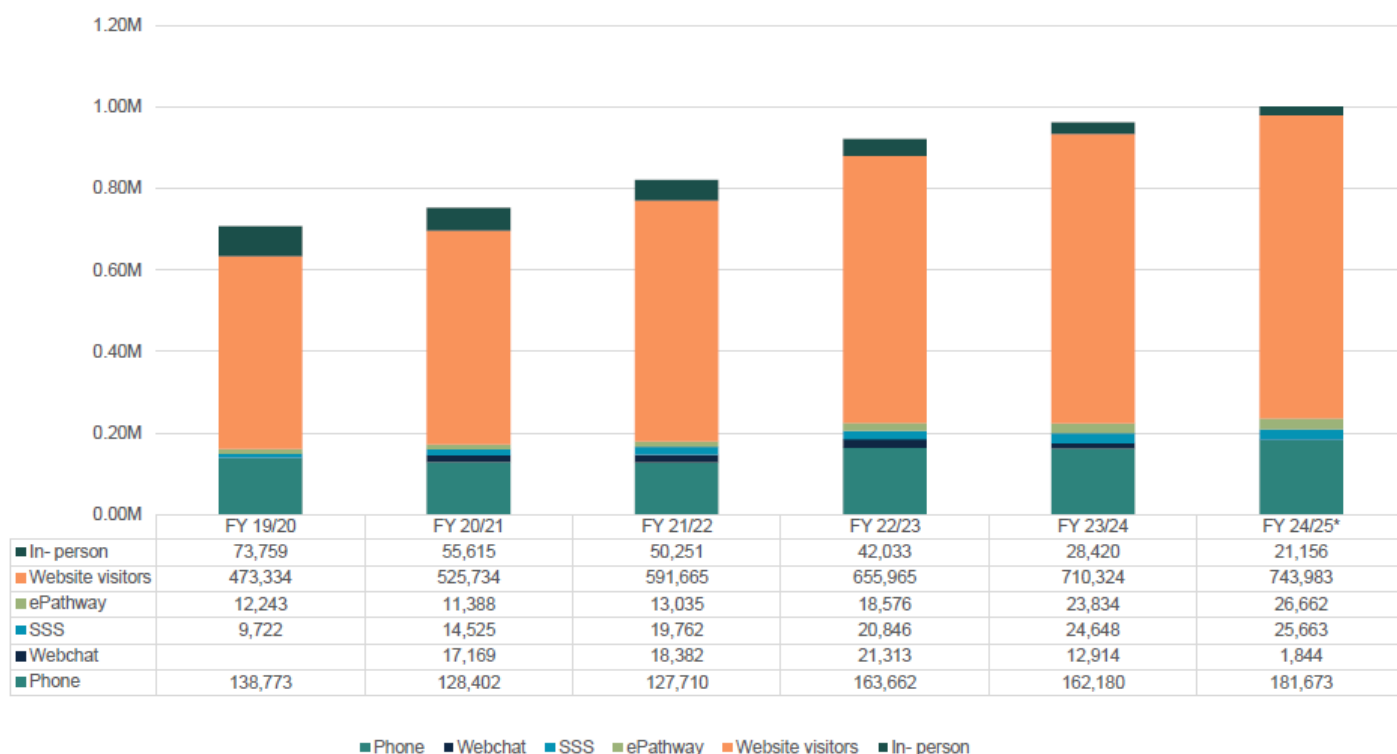
- Decreasing demand for in-person service
- Increase in digital service demand.
- Changing behaviour impact on operational feasibility

Increase in digital service demand and high phone channel volume. Digital customer channels, enable customers to self-serve at a time convenient to them, improving the customer experience. These new channels are seeing consistent growth, in line with global trends. The visualisation below shows the change in customer preference over the past six financial years:

The table above outlines the top six customer channels that Council has and the trend of customer behaviour. There is a significant increase in digital and online interactions with a decrease in in-person visits and cashier transactions.

Council's phone channel remains a high volume and preferred channel for Council's customers.

## 10.2 (cont)



## DISCUSSION, OPTIONS AND ANALYSIS

In December 2023 Council resolved to:

*To retain the Customer Service Centre in Box Hill until December 2025 and seek a report back to Council on a possible transition to an information desk/concierge.*

This report considers the option to provide an information desk/concierge service at Box Hill Town Hall for an initial duration of 12 months, once the Customer Service function ceases in December 2025. It also presents an alternative option to conduct a more extensive upgrade of signage and not have the information desk/concierge option at the site. The considerations of each option are outlined below:

### Option 1: Set up an Information Desk/Concierge Service at Box Hill Town Hall and Resource from Existing Customer Service FTE (0.42 FTE)

This approach reallocates 0.42 FTE from the existing Customer Service team to provide one agent onsite during current Box Hill Town Hall Customer Service opening hours.

- Administrative tasks have been realigned to be completed while supporting any customers who walk in.
- A self-service tablet will be available to assist customers in accessing information and completing basic applications and requests digitally.

## 10.2 (cont)

- Maintain the Information Desk/Concierge at existing Customer Service opening hours at Box Hill which are: Tuesday to Friday: 9am - 1pm.

This option maintains a physical presence for enquiries and wayfinding without requiring additional funding or new roles. It also provides some way-finding support to the town hall tenants. It allows flexibility to manage low but ongoing foot traffic while supporting Council's broader shift toward phone and digital services.

No additional costs are anticipated beyond minor signage adjustments and accounted for in existing operating budget. However, this role does use existing Customer Service FTE which means it may not be available for phone calls during peak hours. Please note that Council Officers are developing a separate peak period plan to manage phone calls.

It is recommended this role be funded on a 12-month trial basis to allow evaluation of usage and value before committing ongoing resources.

This Information Desk/Concierge service would commence in January 2026 once the Customer Service function ceases at Box Hill Town Hall at the end of December 2025.

**Option 2: Do not provide an information desk/concierge service and explore ways to improve way-finding**

This option fully removes the in-person service at Box Hill Town Hall and provides clear signage directing customers to alternative service channels (phone, online, or Nunawading Service Centre)

A self-service tablet will be available to assist customers in accessing information and completing basic applications and requests digitally.

There would be an addition of up to \$15,000 of signage costs for the site, which would be covered through existing operating budget.

While this model eliminates ongoing staffing costs, it removes face-to-face support and may impact customer experience for those who rely on in-person assistance, particularly visitors unfamiliar with the building or long-standing community users.

However, this option would allow for the additional staffing to be available for peak periods during phone calls and help ensure a greater level of phone customer service, which still remains as Council's number one channel (after the website).

## 10.2 (cont)

**Overarching Governance Principles and Supporting Report Details**

<b>Strategic Alignment</b>	<p>Council has a responsibility to the community to provide effective, appropriate, and efficient services that align with its financial and legislative duties.</p> <p>There is an increased demand for digital services driven by customer expectations and behaviour. This aligns to the trend that fewer people are using in-person customer service particularly as more services are offered via Councils digital channels.</p> <p>Integrated Council Plan 2025-2029, including:</p> <p><b>Strategic Direction 1: Community:</b> A community that is connected, included, and supported requires services that are easy to access and responsive to changing needs. By strengthening Council's digital services, we are fostering greater connection, convenience, and inclusivity, ensuring people can engage with Council in ways that best suit their lives.</p> <p><b>Strategic Direction 2: Built:</b> As customer expectations and behaviours shift towards digital channels, fewer people are using in-person customer service. By investing in digital platforms as part of Council's service infrastructure, we are ensuring that services remain accessible, sustainable, and responsive to the changing needs of our growing community.</p> <p><b>Strategic Direction 5: Governance:</b> Council has a responsibility to deliver services that are effective, appropriate, and efficient, while meeting its financial and legislative obligations. Expanding digital service options ensures that Council continues to provide core services that are fit for purpose, offer good value, and reflect responsible and sustainable governance.</p>
<b>Financial and Resource Implications</b>	<p><b>Option 1:</b> Reallocate 0.42FTE of existing FTE from Customer Service team to the Information Desk/Concierge role for a period of 12 months.</p> <p>Integrated Council Plan 2025-2029, including:</p> <p><b>Strategic Direction 1: Community</b> – Strengthens connection and inclusion by providing face-to-face assistance, while enhancing feelings of safety for visitors.</p> <p><b>Strategic Direction 2: Built:</b> – Improves accessibility of community facilities and ensures shared spaces are well used through guided support.</p>



## 10.2 (cont)

	<p><b>Strategic Direction 5: Governance:</b> – Delivers core services efficiently by reallocating existing resources, while also creating a direct channel for feedback and engagement.</p> <p><b>Option 2:</b> Allocate \$15,000 from operating budget to upgrade signage.</p> <p>Integrated Council Plan 2025-2029, including:</p> <p><b>Strategic Direction 1: Community</b> – Fosters inclusion and accessibility by ensuring all community members can navigate facilities confidently.</p> <p><b>Strategic Direction 2: Built:</b> – Enhances the presentation of the City and improves safety and accessibility of public spaces through clear wayfinding.</p> <p><b>Strategic Direction 5: Governance:</b> – Demonstrates responsible and transparent investment in infrastructure, delivering long-term value for the community.</p>
<b>Legislative and Risk Implications</b>	There are no legal or risk implications arising from the recommendation contained in this report.
<b>Equity, Inclusion, and Human Rights Consideration</b>	It is considered that the subject matter does not raise any human rights issues.
<b>Community Engagement</b>	<p>No community engagement was required for this report.</p> <p>Previous engagement was undertaken for the 2023 reports and preferences on Council services.</p>
<b>Innovation and Continuous Improvement</b>	<p>This report recommends to utilise service data to inform future decision making after a 12 month period.</p> <p>Integrated Council Plan 2025-2029, including:</p> <p><b>Strategic Direction 5: Governance:</b> Utilising service data to inform future decision making aligns with the Governance direction by ensuring Council is well governed, efficient, and financially sustainable. Evidence-based decision making enables Council to deliver core services that are fit for purpose and good value, while strengthening accountability and continuous improvement in service delivery.</p>

## 10.2 (cont)

<b>Collaboration</b>	<p>The provision of in-person Customer Service Centres was compared with five other neighbouring Councils' provision, all of which have a similar, or bigger, geographic footprint (see table below):</p> <table border="1" data-bbox="523 387 1332 689"> <thead> <tr> <th data-bbox="523 387 949 499">Council</th><th data-bbox="949 387 1332 499">Number of Customer Service Centres</th></tr> </thead> <tbody> <tr> <td data-bbox="523 499 949 577">Monash, Maroondah</td><td data-bbox="949 499 1332 577">2</td></tr> <tr> <td data-bbox="523 577 949 689">Knox, Boroondara, Manningham</td><td data-bbox="949 577 1332 689">1</td></tr> </tbody> </table> <p>Integrated Council Plan 2025-2029, including:</p> <p><b>Strategic Direction 1: Community</b> Reviewing regional service provision helps ensure Council remains responsive to the way the community wishes to engage.</p> <p><b>Strategic Direction 2: Built:</b> – Insights from neighbouring Councils inform how customer service facilities and shared spaces can be best planned and utilised.</p> <p><b>Strategic Direction 5: Governance:</b> – This comparison demonstrates accountability and transparency, ensuring that services are fit for purpose and provide good value.</p>	Council	Number of Customer Service Centres	Monash, Maroondah	2	Knox, Boroondara, Manningham	1
Council	Number of Customer Service Centres						
Monash, Maroondah	2						
Knox, Boroondara, Manningham	1						
<b>Conflict of Interest</b>	<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>						

### 10.3 Advocacy for Capital Works Projects

**Department**

Communications, Advocacy and Investment

Director Corporate Services

**SUMMARY**

This report outlines an approach to Council's capital works projects in the lead up to the State Government Election in November 2026 and for future advocacy purposes. In July 2024, Council adopted four key advocacy priorities which included Nunawading Indoor Sports Centre (previously known as Nunawading Basketball), Bennettswood Reserve, RHL Sparks Reserve and Davy Lane. In June 2025, Council adopted a set of policy-related advocacy items for the upcoming State Election, as well as committed to continue to advocate for the Nunawading Indoor Sports Centre following a funding commitment from the Federal Government of \$45 million.

This report seeks Council's approval to adopt the Nunawading Indoor Sports Centre as its top advocacy priority and have a set of additional capital projects for which to advocate across the municipality. The list of additional advocacy projects has been recommended based on their alignment with Council's Advocacy Framework and prioritisation principles which are: community needs aspirations and sentiment, government alignment, geography, deliverability and evidence based.

This report also seeks approval to use the 2025-2026 Advocacy Fund from its adopted budget to further progress the designs for the two selected projects. These will support Council in preparation for future discussions with MPs and key State Government representatives to help illustrate these projects:

- Ballyshannassy Reserve pavilion - concept design, scoping and stakeholder engagement for \$150,000
- Hagenauer Reserve Athletics Track Renewal - condition audit and design for \$50,000

**COUNCIL RESOLUTION**

Moved by Cr Weller, Seconded by Cr Cutts

That Council:

1. Endorse the Nunawading Indoor Sports Centre, as its top advocacy priority for the upcoming State Election, which received a funding pledge of \$45 million from the Federal Government, in addition to Council's commitment of \$35 million.
2. Endorse the list of additional projects to be used for future advocacy purposes with an emphasis on evidenced community need, government interest, geography and deliverability:

## 10.3 (cont)

**Ballyshannassy Reserve Pavilion:**

- Council's maximum funding contribution: \$2.9 million
- External funding requirement: \$8 million
- Total project: \$10.9 million (indicative only)

**Bennettswood Reserve:**

- Council's maximum funding contribution: \$2 million
- External funding requirement: \$9 million
- Total project: \$11 million (total cost is not all Council's project)

**Surrey Park South West Pavillion:**

- Council's maximum funding contribution: \$6.6 million
- External funding requirement: \$6 million
- Total project: \$12.6 million (indicative only)

**Davy Lane:**

- Council's maximum funding contribution: \$11 million
- External funding requirement: \$10 million
- Total project: \$21 million (indicative only)

**Mahoneys Reserve Pavilion:**

- Council's maximum funding contribution: \$6.4 million
- External funding requirement: \$8.2 million
- Total project: \$14.6 million (indicative only)

**Charles Rooks Reserve:**

- Council's maximum funding contribution: \$486,000
- External funding requirement: \$544,000
- Total project: \$1.03 million

**Walker Park Gymnastics:**

- Council's maximum funding contribution: \$9 million
- External funding requirement: \$1 million + (pending scoping and designs)
- Total project estimate: \$10 million + (pending scoping and designs)
- Following concept design Council's maximum funding contribution and external funding requirement will be determined.

**Hagenauer Reserve Athletics Track:**

- External funding requirement: \$1.6 million+ (pending condition audit and design)

## 10.3 (cont)

- Total project estimate: \$1.6 million+ (pending condition audit and design)

**Bill Sewart Athletics Track:**

- External funding requirement: \$1.8 million
  - Total project: \$1.8 million
3. Endorse the use of the 2025-26 Advocacy Fund to further progress four selected projects:
    - Ballyshannassy Reserve pavilion - concept design, scoping and stakeholder engagement = \$150,000
    - Hagenauer Reserve Athletics Track renewal - condition audit and design = \$50,000
    - Nunawading Indoor Sports Centre – completion of feasibility study = \$30,000
    - RHL Sparks Reserve – completion of detailed design for this project to be tendered in alignment with funding conditions - \$170,000
  4. Continues to advocate for the State Government policy positions as endorsed at the 10 June 2025 Council Meeting.
  5. Subject to external partners expressing interest in funding these projects, considers a further report(s) for Council approval to commence the projects within the funding guideline requirements.

**CARRIED**

**Spoke to the item:** Cr Allan, Cr Weller, Cr Simpson, Cr Gunn, Cr Cutts, Cr Stennett, Cr Martin (7)

**Voted FOR the item:** Cr Allan, Cr Weller, Cr Barker, Cr Cutts, Cr Griffiths, Cr Langford, Cr Stennett, Cr Simpson, Cr Davenport, Cr Martin (10)

**Voted AGAINST the item:** Cr Gunn (1)

**KEY MATTERS**

The State Government Election is due to be held in November 2026. Council Officers have collaborated in with Mayor and Councillors to develop a list of policies and projects for which to advocate. This process is guided by the Council's Advocacy Framework, which tests projects against five key prioritisation principles. The principles are;

- Community- there should be a strong evident need within the Whitehorse community, support for the project and strong alignment with the Council Plan and Vision
- Government alignment- projects should align closely with government priorities

## 10.3 (cont)

- Geography- projects should be spread across a range of geographic areas including Council wards, State and Federal electorates
- Deliverability- the project is clearly costed and can be delivered on time and budget, and
- Evidence-based – a strong business case exists, the advocacy ask is clear and backed by data.

In the 2025/26 Budget, Council allocated \$500,000 to the Advocacy Fund to support the development of designs and other background materials for the priority projects.

Some of the projects listed are undergoing further development and consultations. They'll also be going through Council review and/or endorsement once the project is closer to finalisation.

**DISCUSSION, OPTIONS AND ANALYSIS**

Each project is at varying stages of business case development, planning and community consultation. The proposed methodology for advocacy is that it will be responsive to the differing stages of the projects and adjust accordingly.

**Nunawading Indoor Sports Centre****State electorate: Glen Waverley**

Based on the early order of cost assessment, the funding contribution breakdown for this project is expected to be as follows:

- Council contribution: \$35 million \*funded through general revenue (rates) foreshadowed in years 2028-2030
- Federal Government contribution: \$45 million
- State Government Advocacy proposal: \$25 million - \$30 million

**Project outline:**

- The Nunawading Basketball Centre is a regional five-court basketball stadium that was built in 1968. It is home to one of Australia's largest basketball associations, the Melbourne East Basketball Association (MEBA) which includes 16,000 participants every week. The Nunawading Basketball Centre has a very high average occupancy rate of 87.92%.
- The Centre sits within the East Burwood Reserve sporting precinct, which includes an athletic track, ovals, velodrome and tennis courts. Following two rounds of community engagement, a Master Plan for the East Burwood Reserve was developed and endorsed by Council in October 2023. The Master Plan sets a comprehensive direction for the future, focusing on both active and open spaces to meet the needs of the growing community over the next 15 years. Alongside other infrastructure upgrades and improvements, the Master Plan calls for a redevelopment of the Nunawading Basketball Centre.

## 10.3 (cont)

**Advocacy partner/s:** Basketball Victoria, Nunawading Basketball

**Status:** Feasibility Study expected to be completed in October 2025 and will be followed by stakeholder consultation and community engagement in November 2025.

**Ballyshannassy Pavilion Redevelopment**

**State electorate:** Ashwood

- Council's maximum funding contribution: \$2.9 million
- External funding requirement: \$8 million
- Total project: \$10.9 million (indicative only)

**Project outline:** The small 1970s building provides a basic level of amenity, limited kitchen facilities, two small changerooms and no social space. This project would see the construction of a modern, fit-for-purpose facility and enable expansion of the growing tenant club.

**Community:** Burwood City Football Club, Box Hill United Football Club, Blackburn Cricket Club, Kerrimuir United Cricket Club, East Burwood Cricket Club and Mitcham Cricket Club. The park is well-used by the community for activities such as dog walking, community sports walking, running, socialising and playground activities

**Advocacy partner/s:** Burwood City FC

**Status:** Sportsfield lighting upgrades currently underway

**Bennettswood Reserve**

**State electorate:** Box Hill

- Council's maximum funding contribution: \$2 million
- External funding requirement: \$9 million
- Total project: \$11 million (total cost is not all Council's project)

**Project outline:** The reserve contains two ovals; one unfenced and mainly used for informal recreational purposes, and a fenced and floodlit oval used for cricket and football. There is an opportunity to provide new and improved open space, sports and recreation facilities to meet the needs of the growing community.

**Community:** On the southern oval- Wattle Park Amateurs Football Club (primary tenant club), Surrey Park for Junior games, Deakin Cricket Club (primary tenant), Mont Albert and Box Hill Cricket Clubs have used it also.

**Advocacy partner/s:** Deakin University

**Status:** Masterplan is well progressed and conversations with Deakin University ongoing.

## 10.3 (cont)

**Box Hill Open Space****State electorate:** Box Hill

Explore partnership opportunities with the Suburban Rail Loop Authority and the State and Federal Government in pursuing options to create open space in the Box Hill precinct, including exploring land in private ownership. There is one significant piece of land in Box Hill to be considered as potential open space which is the former 'Brickworks' Federation Site.

**Surrey Park South West Pavilion Redevelopment****State electorate:** Box Hill

- Council's maximum funding contribution: \$6.6 million
- External funding requirement: \$6 million
- Total project: \$12.6 million (indicative only)

**Project outline:** The Pavilion was constructed in 1977 and is no longer fit for purpose. The building lacks storage and limits club operations. Its two change rooms do not cater for multiple games at the site. This project would see the construction of a modern, fit-for-purpose facility that better serves this busy sport and recreation precinct.

**Community:** The Pavilion is an important part of a busy precinct which is well-used by the community for sports, dog walking, running and socialising. In winter the pavilion is home to Surrey Park Senior and Junior Football Club which has grown to 20 teams and approximately 570+ players. In summer, the venue hosts the Surrey Hills Cricket Club, playing in the Eastern Cricket Association turf cricket grades and junior competitions. 120+ players plus a Winter senior team in the off-season. The upper oval hosts senior cricket teams of Mont Albert and Kerrimuir United Cricket Club as a secondary venue.

**Potential advocacy partners:** Surrey Park Senior and Junior Football Club, Surrey Hills Cricket Club.

**Status:** Concept design underway.

**Davy Lane Reserve****State electorate:** Glen Waverley

- Council's maximum funding contribution: \$11 million
- External funding requirement: \$10 million
- Total project: \$21 million (indicative only)

**Project outline:** Create two natural turf, floodlit sporting fields with supporting amenities such as a pavilion, sealed carpark, pathways through the reserve and a play space.

**Community:** Sporting clubs, families, recreational walkers, dog walkers, local primary schools.



## 10.3 (cont)

**Advocacy partner/s:** Vermont Eagles Junior Football Club, Vermont Cricket Club, Vermont South Cricket Club

**Status:** Masterplan drafted.

**Mahoney's Reserve Pavilion Redevelopment**

**State electorate:** Glen Waverley

- Council's maximum funding contribution: \$6.4 million
- External funding requirement: \$8.2 million
- Total project: \$14.6 million (indicative only)

**Project outline:** remove the ageing buildings to build one large, modern, multiuse pavilion that is compliant with modern building standards, caters adequately for female players, has sufficient storage for clubs as well as upgraded car parking.

**Community:** An estimated 989 people are players/participants within the Mahoney's reserve tenant groups. All groups have experienced an increase in participation numbers during the past few years. Club usage includes Nunawading Cricket Club, Nunawading City Soccer Club, 1<sup>st</sup> Tally Ho Scouts, Mahoney's Reserve Pavilion Association and approximately 650 regular dog walkers.

**Potential advocacy partners:** Nunawading Cricket Club, Nunawading City Soccer Club.

**Status:** Mahoney's Reserve Masterplan under development.

**Charles Rooks Reserve**

**State electorate:** Ringwood

- Council's maximum funding contribution: \$486,600
- External funding requirement: \$544,000
- Total project: \$1.03 million

**Project outline:** Renew the playspace at the Charles Rooks Reserve, creating a diverse range of play opportunities for all age groups including covered picnic facilities, BBQs, tables and benches. Provide a half court and outdoor exercise equipment to cater to all ages. Restore the natural landscape at the neighbouring Dagola Reserve and add seating.

**Community:** local residents, walkers.

**Potential advocacy partner/s:** Friends of Charles Rooks and Dagola Reserve.

**Status:** Masterplan awaiting endorsement (late August).

**Gymnastics facility at Walker Park**

**State electorate:** Ringwood

## 10.3 (cont)

- Council's maximum funding contribution: \$9 million
- External funding requirement: \$1 million+ (pending scoping and designs)
- Total project estimate: \$10 million+ (pending scoping and designs)
- Following concept design Council's maximum funding contribution and external funding requirement will be determined.

**Project outline:** The new gymnastics centre will replace the current Indoor Sports Complex which is now reaching the end of its functional life. The gymnastics centre will be relocated to a new site in Walker Park and will provide fit for purpose facilities for the Nunawading Gymnastics & Sports Club and will also create new opportunities for the community and other groups to utilise the gymnastics centre.

**Community:** Nunawading Gymnastics & Sports Club.

**Potential advocacy partners:** Nunawading Gymnastics & Sports Club.

**Status:** Masterplan underway.

**Athletics Tracks****State electorate:****Hagenauer Reserve Athletics Track – Box Hill**

- External funding requirement: \$1.6 million+ (pending condition audit and design)
- Total project estimate: \$1.6 million+ (pending condition audit and design)

**Bill Sewart Athletics Track – Glen Waverley**

- External funding requirement: \$1.8 million
- Total project: \$1.8 million

Hagenauer Reserve Athletics Track and Bill Sewart Athletics Track are both approaching the need for resurfacing, with officers completing the necessary background work.

Hagenauer Reserve will require funds for a condition audit and design at a cost of \$50,000. Bill Sewart Athletics Track does not require funds for design at this stage and is not currently on the 10 Year Capital Works Plan.

**Advocacy Fund**

Council has allocated \$500,000 in its Capital Works budget 2025/26 to progress Federal Election Advocacy asks. This report seeks approval to broaden the use of these funds to maximise the potential for the additional advocacy projects to progress. For strengthened advocacy outcomes, having progressed designs supports Council's asks and positions the project for serious government consideration. Council officers are seeking to use the

### 10.3 (cont)

Advocacy Fund to further progress the select projects in preparation for future discussions with MPs and key State Government representatives, aiming to be able to better illustrate the projects for:

- **Ballyshannassy Reserve pavilion** - concept design, scoping and stakeholder engagement = \$150,000
- **Hagenauer Reserve Athletics Track renewal** - condition audit and design = \$50,000

This advocacy fund is for Council's consideration should it wish to progress these projects for further consideration. Note that these designs can be used at any stage of advocacy including upcoming State Election, State and Federal budget cycles and the future Federal election.

The Nunawading Indoor Sports Centre and RHL Sparks Reserve both received Federal Election funding commitments.

The report also seeks approval to use the Advocacy Fund to progress these projects:

- **Nunawading Indoor Sports Centre**
  - The funding required to complete the feasibility study is \$30,000.
- **RHL Sparks Reserve**
  - Council is in the planning stages for the redevelopment of the sports field at RHL Sparks Reserve (upper), Box Hill, converting the site from a natural turf to synthetic grass soccer pitch. The project features include the construction of multiple soccer pitches, installation of new sports field lighting and associated infrastructure.
  - Officers have completed a concept design along with site investigations. The next phase of this project is to complete detailed design for this project be tendered and delivered in alignment with the expected Federal Government funding conditions.
  - The funding required to complete tender documentation is expected to be \$170,000.

### **Future projects**

#### **Table tennis facility**

Officers are exploring how an indoor table tennis facility could be introduced into Whitehorse to support growing interest. A feasibility study would need to be undertaken and is subject to Council endorsement for advocacy.

#### **Aqualink Nunawading**

The 2021 Aqualink Feasibility Study concluded that Aqualink Nunawading is at end of life and will require a significant financial investment to continue

## 10.3 (cont)

operating into the future to cater for current users and provide services for more of the community. Further advocacy can be explored in the next Federal Election in 2028.

**Overarching Governance Principles and Supporting Report Details**

<p><b>Strategic Alignment</b></p>	<p>This report provides a list of projects for which to advocate for to benefit the Whitehorse community and is closely linked to a number of themes from the Integrated Council Plan 2025-29 and the Whitehorse Community Vision 2040:</p> <p><b>Integrated Council Plan 2025-29</b></p> <p><b>Strategic Objective One: Community</b></p> <p>Objective 1.2: A community that fosters social inclusion, cohesion and respect</p> <ul style="list-style-type: none"> <li>• Provide welcoming and inclusive spaces for our community</li> </ul> <p>Objective 1.3: A healthy and active community</p> <ul style="list-style-type: none"> <li>• Support community initiatives to promote health and prevent disease</li> </ul> <p><b>Strategic Objective Two: Built</b></p> <p>Objective 2.1: Safe and accessible public places</p> <ul style="list-style-type: none"> <li>• Plan for and provide safe and easy-to-access public spaces through better design</li> </ul> <p>Objective 2.2: Well-used community facilities and shared spaces</p> <ul style="list-style-type: none"> <li>• Plan for and deliver spaces to support a range of activities</li> <li>• Plan for and provide suitable and accessible recreation spaces for all</li> </ul> <p>Objective 2.3: Sustainable planning and infrastructure to respond to population change</p> <ul style="list-style-type: none"> <li>• Advocate and plan for open spaces to meet increasing demand</li> <li>• Plan and advocate for future infrastructure that meets community need</li> </ul> <p><b>Strategic Direction Five: Governance</b></p> <p>Objective 5.4: A Council that is well governed, efficient and financially sustainable</p> <ul style="list-style-type: none"> <li>• Advocate for sustainable and equitable funding that supports community priorities</li> </ul>
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## 10.3 (cont)

	<p><b>Whitehorse Community Vision 2040</b></p> <p><b>Theme 2: Movement and Public Spaces</b></p> <ul style="list-style-type: none"> <li>• <b>Key priority 2.3:</b> Provide active public spaces which are accessible by all, where people feel safe and connected with others in the community.</li> <li>• <b>Key priority 2.4:</b> Facilitate opportunities for the community to interact and immerse with natural and built environments.</li> </ul>
<b>Financial and Resource Implications</b>	<p>Financial considerations for each key project include:</p> <p><b>Provisional allocation of funds (subject to further Council approval):</b></p> <ul style="list-style-type: none"> <li>○ Ballyshannassy Reserve: 10 Year Capital Works Program allocation = \$2.9 million</li> <li>○ Bennettswood Reserve: 10 Year Capital Works Program allocation = \$2 million</li> <li>○ Box Hill Open Space = \$60,000 (Operational as part of budget process for 25/26)</li> <li>○ Hagenauer Reserve Athletics Track = No Council budget currently allocated</li> <li>○ Surrey Park South West Pavilion: 10 Year Capital Works Program allocation = \$6.6 million</li> <li>○ Bill Sewart Athletics Track = No Council budget currently allocated</li> <li>○ Davy Lane: 10 Year Capital Works Program allocation = \$11 million</li> <li>○ Mahoney's Reserve Pavilion: 10 Year Capital Works Program allocation = \$6.4 million</li> <li>○ Charles Rooks Reserve: part of the Play Space Renewal Program in 2026/27</li> <li>○ Walker Park Gymnastics: 10 Year Capital Works Program allocation = \$9 million</li> </ul> <p><b><i>Request to use Advocacy Fund for the following:</i></b></p> <ul style="list-style-type: none"> <li>○ Ballyshannassy Reserve pavilion- concept design, scoping and stakeholder engagement - \$150,000</li> <li>○ Hagenauer Reserve Athletics Track Renewal- condition audit and design \$50,000</li> </ul>

## 10.3 (cont)

	<ul style="list-style-type: none"> <li>○ Nunawading Indoor Sports Centre – completion of feasibility study - \$30,000</li> <li>○ RHL Sparks Reserve – completion of detailed design - \$170,000</li> </ul> <p>Please note that project costs are estimations only and are subject to change based on further scoping and design work.</p>
<b>Legislative and Risk Implications</b>	There are no legal or risk implications arising from the recommendation contained in this report.
<b>Equity, Inclusion, and Human Rights Considerations</b>	It is considered that the subject matter does not raise any human rights issues.
<b>Community Engagement</b>	<p>Various levels of community engagement have been undertaken on some of the key projects outlined in the report, including:</p> <ul style="list-style-type: none"> <li>• East Burwood Reserve, which includes Nunawading Basketball and the Bill Sewart Athletics Track</li> <li>• Mahoney's Reserve</li> <li>• Ballyshannassy Reserve</li> <li>• Bennettswood Reserve</li> <li>• Charles Rooks Reserve</li> <li>• Davy Lane Reserve</li> </ul> <p>There will be further stages of community engagement required for some projects.</p>
<b>Innovation and Continuous Improvement</b>	Should Council receive funding and support from the State Government for any key projects in the lead-up to the State Election in 2026 the improvements and impacts of change for our community could be significant.
<b>Collaboration</b>	<p>Substantial collaboration by Council officers, political representatives and staff, and external organisations, communities and clubs. Including, but not exclusive to:</p> <ul style="list-style-type: none"> <li>• Nunawading Basketball</li> <li>• Basketball Victoria</li> <li>• Burwood City Football Club</li> <li>• Box Hill United Football Club</li> </ul>

## 10.3 (cont)

	<ul style="list-style-type: none"> <li>• Box Hill Athletics Club</li> <li>• Blackburn Cricket Club</li> <li>• Kerrimuir United Cricket Club</li> <li>• East Burwood Cricket Club</li> <li>• Mitcham Cricket Club</li> <li>• Wattle Park Amateurs Football Club</li> <li>• Deakin University</li> <li>• Deakin Cricket Club</li> <li>• Mont Albert Cricket Club</li> <li>• Box Hill Cricket Club</li> <li>• Vermont Eagles Junior Football Club</li> <li>• Vermont Cricket Club</li> <li>• Vermont South Cricket Club</li> <li>• Nunawading Gymnastics and Sports Club</li> <li>• Surrey Park Senior and Junior Football Club</li> <li>• Surrey Hills Cricket Club</li> <li>• Nunawading Cricket Club</li> <li>• Nunawading City Soccer Club</li> <li>• Athletics Nunawading</li> <li>• Friends of Charles Rooks and Dagola Reserve</li> </ul>
<b>Conflict of Interest</b>	Council officers involved in the preparation of this report have no conflict of interest in this matter.

**Attendance**

Cr Martin left the Chamber 8.53pm, returned at 8.55pm

## 10.4 Box Hill City Oval Development Main Works Contract

**Department** Major Projects  
Director Infrastructure

Attachment

### SUMMARY

This report is to consider tenders received for the novated design and construction contract for the Box Hill City Oval (BHCO) Development and recommends the acceptance of the tender received from Building Engineering Pty Ltd, for the amount of \$18,416,332.00, including GST as part of the overall project budget of \$27,885,000 including GST.

The Tender Evaluation Report is provided in Confidential Attachment 1.

Contract 30605 is a Lump Sum Contract for construction works. The Contract will deliver works to demolish the old West Pavilion and build the new West Pavilion including new changerooms, amenities, club rooms, community room, gym and kitchen. The Contract will also renew the ground level changerooms, amenities, community room, and trainer's rooms and refurbish Level 1 of the existing South Pavilion.

These contract works have been planned alongside the sports field and training net renewal that are being delivered under a separate contract.

### COUNCIL RESOLUTION

Moved by Cr Allan, Seconded by Cr Barker

That Council:

1. Accepts the tender and signs the formal contract document for Contract 30605 for the Box Hill City Oval Development received from Building Engineering Pty Ltd (ABN 41 103 839 514), of 125 Hawke Street, West Melbourne 3003, trading as Building Engineering Pty Ltd, for the tendered amount of \$18,416,332.00, including GST as part of the overall project budget of \$27,885,000, including GST.
2. Authorises expenditure of the construction contingency in accordance with amounts and authorisations detailed in Confidential Attachment 1.

**CARRIED UNANIMOUSLY**

**Spoke to item:** Cr Barker, Cr Allan, Cr Simpson (3)

### KEY MATTERS

Box Hill City Oval, located on the corner of Whitehorse Road and Middleborough Road is the home of the Box Hill Hawks Football Club



#### 10.4 (cont)

(BHHFC) and the Box Hill Cricket Club (BHCC). Box Hill City Oval is also utilised for Eastern Ranges NAB League matches and educational programs through SEDA College.

The facilities at BHCO have been identified as ageing and no longer able to meet growing needs of the sporting clubs and the community.

In line with the officer recommendation, following the completion of the pavilion upgrades, BHCO will be well placed to service the community and clubs for many years and will negate the need for further capital commitments in the long term. This will limit any future disruptions to the uses of the reserve and surrounding residents.

It is proposed to demolish the existing West Pavilion and rebuild a new Pavilion in its place, as well as refurbish the South Pavilion. The design includes player and umpire amenities, accessible toilets, community rooms in the new west pavilion, and a new covered spectator viewing area in the precinct.

Other works at the site include renewal of the sports field and training nets, delivered under a separate contract. The works will be undertaken in parallel with the building works to minimise the time that the works disrupt community use of the site. Combined these projects will enhance community access and amenity and encourage greater community use.

This is a Novated Design and Construction Contract. This form of contract seeks to minimise the risk of contract variations that result from design errors and omissions. Council engaged a lead design team to develop the design and prepare plans and specifications. Under Council's direction, this work was developed to 80% completion. Under this Contract, the lead design team will be novated to the successful Contractor and will complete the detailed design in accordance with the tendered plans and specification and have responsibility for its completeness.

### **DISCUSSION, OPTIONS AND ANALYSIS**

The current Box Hill City Oval precinct has two pavilions, the South Pavilion and the West Pavilion, two wooden buildings located between the South and West Pavilions, Public Amenities, a Curator and Scorer's Building, Scoreboard and Viewing Plats. The buildings have been subject to several refurbishments and upgrades to support user needs. Precinct improvements to car parking, storm water management, spectator amenities, quality of playing surface including the centre wickets and cricket practice facilities have also been carried out.

#### **Options**

The Tender included several options to be separately priced. These Tender Options are necessary to complete the project to the preferred standard but were identified as additional options due to budget pressures and unknown market conditions. This was a pathway laid out to progress the project in the event the Tender responses received were in excess of the budget.

Alternatively, if a good market response was received then the options could be considered for inclusion.

#### 10.4 (cont)

The tender response, including the recommended Options is within the available funding so it is recommended that all Tender Options are taken up to enable the whole of precinct to be developed as a new, accessible and contemporary facility. The recommended contract price for the Box Hill City Oval (BHCO) building works provides for the Tender Options to be included in the Contract. It is recommended that all Tender Options are included.

There is an option for Council to not include some or all of the tender options and deliver a functional facility at a lower cost. This would not reduce the cost to Council given the grant funding arrangements are conditional on Council's contribution and would result in Council not utilising all the available grant funding. Council's funding contribution is 21.7% of the overall budget.

The pricing for the Tender Options is included in Confidential Attachment 1.

#### **Background**

The procurement of a main works contractor for the design and construction of the BHCO development was a two staged process; Stage 1: an invited Expression of Interest (EOI) followed by Stage 2: a Request for Tender (RFT) to contractors shortlisted through the EOI process. Refer to Confidential Attachment 1 for full details.

#### **Consultation**

The Project Team have engaged with internal and external stakeholders on the project to date. There has been consultation on the project designs with stakeholders such as Box Hill Hawks Football Club and Box Hill Cricket Club, Sport and Recreation Victoria and AFL Victoria. Relevant internal Whitehorse City Council departments have been engaged and involved throughout the process.

Sign off from stakeholders on the Design Development Phase (80%) was achieved in February 2025.

Community consultation has been undertaken to inform the project design. The early consultation was undertaken and reported to Council on 15 March 2021. Following the design process, information was released in late 2024 to provide the design to be tendered and this was reported to Council on 3 February 2025.

Project Steering Committee meetings are held every month which includes representatives from Federal Government, Sport and Recreation Victoria, AFL, Box Hill Hawks Football Club, Box Hill Cricket Club, Whitehorse Leisure and Recreation Services and Major Projects. These meetings keep the funding partners up to date with the project progress and engages with them on any items or sign offs that need to occur.

A Project Control Group of internal Council officers oversees the project and implementation of the project governance plan.

The Procurement Plan was developed in consultation with the procurement team and project consultants to ensure the appropriate criteria and

## 10.4 (cont)

weightings are applied to achieve the best outcome for the project and for Council.

Council's Procurement and Contracts Department and Council's lawyers have been involved to ensure a compliant and conforming tender and contract process has been adhered to. Contract departures have been approved by the authorised officer, the Director of Infrastructure.

The Procurement and Contracts Department has provided probity advice throughout the procurement process and an external probity auditor has been engaged to ensure compliance with procurement processes and tender conditions.

**Overarching Governance Principles and Supporting Report Details**

<b>Strategic Alignment</b>	<p>The project delivery within this contract supports the following strategic direction:</p> <p><b>Strategic Direction 2: Built</b></p> <p>The project delivery within this contract also supports the following objectives within the above strategic direction:</p> <ul style="list-style-type: none"><li>• Objective 2.1 Safe and accessible public spaces</li><li>• Objective 2.2 Well used community facilities and shared spaces</li></ul>
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## 10.4 (cont)

<b>Financial and Resource Implications</b>	<p>All financial or resource implications arising from the recommendation contained in this report are included in the confidential Tender Information Report.</p> <p>The tender process included a Best and Final Offer process.</p> <p>The recommendation can be delivered within the available budget of \$27,885,000, including GST.</p> <p>The budget comprises:</p> <table border="1" data-bbox="587 622 1324 943"> <tr> <td>Council Funding</td><td>\$5,500,000.00</td></tr> <tr> <td>Federal Government Grant</td><td>\$13,600,000.00</td></tr> <tr> <td>State Government Grant</td><td>\$6,000,000.00</td></tr> <tr> <td>AFL</td><td>\$250,000.00</td></tr> <tr> <td><b>Total Budget (excl. GST)</b></td><td><b>\$25,350,000.00</b></td></tr> </table> <p>The Contract could be awarded for a lower price if the tender options are excluded. This would reduce the overall project cost and not maximise use of the available external funding.</p>	Council Funding	\$5,500,000.00	Federal Government Grant	\$13,600,000.00	State Government Grant	\$6,000,000.00	AFL	\$250,000.00	<b>Total Budget (excl. GST)</b>	<b>\$25,350,000.00</b>
Council Funding	\$5,500,000.00										
Federal Government Grant	\$13,600,000.00										
State Government Grant	\$6,000,000.00										
AFL	\$250,000.00										
<b>Total Budget (excl. GST)</b>	<b>\$25,350,000.00</b>										
<b>Legislative and Risk Implications</b>	<p>There are no legal implications arising from the recommendation contained in this report.</p>										
<b>Equity, Inclusion, and Human Rights Considerations</b>	<p>It is considered that the subject matter does not raise any human rights issues.</p>										
<b>Community Engagement</b>	<p>The following community engagement was held in 2021 and reported to Council on 15 March 2021:</p> <ul style="list-style-type: none"> <li>a) Direct mail out (400m catchment)</li> <li>b) Community Information Sessions on Saturday 13 February 2021, 4pm-5pm and Monday 15 February 2021, 4pm-5pm</li> <li>c) Your Say page</li> <li>d) In park signage with QR codes that link to plans</li> </ul> <p>Newsletter on the Schematic Design update was distributed to surrounding residents on 17 December 2024 and reported to Council on 3 February 2025.</p>										

## 10.4 (cont)

<b>Innovation and Continuous Improvement</b>	<p>This Contract is a Novated Design and Construction Contract that has been developed to minimise contract variations arising from design errors and omissions.</p> <p>The building designs include elements to maximise utilisation through rooms and spaces being adaptable for multiple users and uses.</p>
<b>Collaboration</b>	<p>No collaboration was required for this report.</p>
<b>Conflict of Interest</b>	<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 conflicts of interest in this matter.</p>

**ATTACHMENT**

- 1 Contract 30605 - Box Hill City Oval Development - Tender Report - Confidential Attachment

**Whitehorse City Council designates this attachment and the information contained in it as Confidential Information pursuant to Section 3 (1) g(ii) of the *Local Government Act 2020*. This ground applies because the matter concerns Tender submissions**

**Recess**

As the meeting had been going for 2 hours the Mayor called a 5 minute recess from 9.05pm-9.10pm

**Attendance**

Cr Barker left the meeting at 9.05pm and did not return to the meeting.

## 10.5 Leisure Strategy - Aqualink

### Department

Leisure and Recreation Services

Director Community Services

Attachment

### SUMMARY

As an outcome of an Aquatics Service Review conducted in 2022, Whitehorse City Council resolved in February 2023 to go-to-market for a third-party provider to manage a package of aquatics, leisure and recreation facilities.

The resolution responded to the key findings of the Aquatic Service Review which identified operational and financial sustainability limitations of the current in-house model.

As a first step towards this resolution, an expression of interest process was conducted for the provision of the learn-to-swim services for Aqualink Box Hill (AQBH) and Aqualink Nunawading (AQN) with new contracts commencing on 1 July 2025.

Council's next phase of procurement is to undertake a request for tender (RFT) process to explore options for the management of the remaining services of the Aqualink facilities.

As part of the process of developing a service specification and ensuring these services are as efficient and effective as possible to take to market, further work has been undertaken to enhance service standards and financial performance that better aligns with what could be realised through an externally managed model and industry best practice.

Substantial progress has been made over the past two years to address key findings of the service review, including the completion of the Learn to Swim procurement process, approval of the Enterprise Agreement 2025, successful membership and attendance campaigns resulting in improved financial performance, and changes to fees and charges to better reflect the market.

These actions seek to address many of the operational and financial challenges identified in the Service Review and therefore present Council with a timely opportunity to reassess the current service delivery model.

## 10.5 (cont)

**MOTION**

Moved by Cr Langford, Seconded by Cr Martin

That:

1. Council abandons the request for tender process and confirm a commitment to an optimised in-house management model for the Aqualink facilities.
2. Councillors be further briefed by officers on matters that address operational and service delivery findings from the Aquatic Service Review and subsequent industry expert observations, to support the delivery of an optimised in-house management model and consider recommendations for enhancements as part of the 2026-27 Annual Budget

**Cr Simpson moved an amendment to add point 3 the Mover and Seconder accepted**

**COUNCIL RESOLUTION**

Moved by Cr Langford, Seconded by Cr Martin

That:

1. Council abandons the request for tender process and confirm a commitment to an optimised in-house management model for the Aqualink facilities.
2. Councillors be further briefed by officers on matters that address operational and service delivery findings from the Aquatic Service Review and subsequent industry expert observations, to support the delivery of an optimised in-house management model and consider recommendations for enhancements as part of the 2026-27 Annual Budget
3. Council releases to the public by the end of 2025 the report and minutes relating to item 12.1 Aquatic Service Review considered at the 27 February 2023 Council meeting pending an assessment of the report's confidentiality to facilitate the release of the report, in whole or in part, to the public as appropriate.

**CARRIED UNANIMOUSLY**

**Spoke to item:** Cr Langford, Cr Martin, Cr Gunn, Cr Stennett, Cr Simpson, Cr Weller, Cr Allan, Cr Cutts (8)

10.5 (cont)

## **KEY MATTERS**

### *Background*

In 2022 an Aquatics Service Review was undertaken to determine:

- The future of Council's role in the provision of aquatic service
- The investment required in assets that are at end of life
- The most effective way the facilities should operate

The Service Review considered community outcomes, financial sustainability and operational feasibility.

As the project has progressed into 2025 there are several outcomes achieved that respond to the Service Review findings. These include:

- New Learn to Swim contracts (commenced 1 July 2025)
- Enterprise Agreement 2025 (commencement date 13 August)
- Improved membership numbers and facility attendances positively impacting on financial performance (based on 24/25FY actuals)
- Approval of the Aqualink pricing strategy (implemented 1 July 2025)

These actions address some of the operational and financial challenges identified in the Service Review, although some of these advancements would also translate to an external model. There is still more work required to enhance operations, however, it does present Council with a timely opportunity to reassess the in-house service delivery model, before proceeding with the planned tender process.

## **DISCUSSION, OPTIONS AND ANALYSIS**

### *Financial:*

Key areas of response to the service review and related outcomes, noted above, are expected to materially improve Aqualink financial performance with further detail provided in Confidential Attachment 2.

### *Operational and Service Delivery:*

To address the operational and service delivery opportunities that were identified within the Service Review further work has been undertaken to explore potential enhancements that could be realised through an optimised in-house model.

In recent months Council has delivered on new initiatives, such as the introduction of Reformer Pilates at Aqualink Box Hill, member attraction and retention strategies, and continue to evolve the customer and member experience based on community feedback.

To further respond to the Service Review findings, an independent industry expert has been engaged to further assess and report on the current performance of Aqualink facilities comparing it to industry benchmarks and



## 10.5 (cont)

best practice which could be achieved through an external facility management option.

It is proposed that a plan with specific recommendations informed by the findings of the Service Review, operational performance report, industry research and observations will be developed and presented to Council in November 2025.

*Options Analysis*

Whilst the benefits of an external management model exist, including anticipated higher financial returns and industry leadership, the gap between what the external model and an optimised internal arrangement could achieve has been significantly reduced. Financial modelling for an optimised in-house model (scenario 2) has been prepared reflecting the benefits of recent initiatives and then compared to two scenarios, as is in-house (baseline), and external management (full outsource). Further detail has been provided in Confidential Attachment 2.

## Option 1 – Optimised In-house (recommended)

This option requires the facility management Tender to be abandoned, with a commitment to develop an optimised in-house operating model. A report would be presented to Council in November exploring the identified areas of focus and associated investment required to uplift the services to address the Service Review findings, further industry benchmarking and best practice analysis.

## Option 2 – External Management

Option 2 would see Council proceed with the external facility management tender for its Aquatic services at Aqualink Box Hill and Nunawading (excluding Learn to Swim). Once the tender evaluation is complete, a report would be presented to Council for consideration and the appointment of the successful tenderer.

**Overarching Governance Principles and Supporting Report Details**

<b>Strategic Alignment</b>	<p><b>Strategic Direction 1: Community</b></p> <p>Objective 1.1 – People in Whitehorse are active and healthy</p> <p><b>Strategic Direction 2: Built</b></p> <p>Objective 2.2 – Community facilities and shared spaces are well used</p> <p>Objective 2.3 – Sustainable planning and infrastructure to respond to population change</p> <p><b>Strategic Direction 5: Governance</b></p> <p>Objective 5.4 – A Council that is well governed, efficient and financially sustainable</p>
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## 10.5 (cont)

<b>Financial and Resource Implications</b>	<p>Financial analysis suggests that a material financial improvement will be realised as a result of several initiatives that respond to the Service Review. Further detail is provided in Confidential Attachment 2.</p> <p>Further consideration of operational and service improvements will be presented to Council in November, with related additional investment and return considered as part of the 2026/27FY Budget.</p>
<b>Legislative and Risk Implications</b>	<p>Legislative Implications:</p> <p>It is considered that the subject matter does not raise any legal issues.</p> <p>Risk Implications:</p> <p>If recommendations are accepted:</p> <p>The confirmation of in-house management will require sensitive change management to help reduce the impact on staff, noting the prolonged period to address management options following the February 2023 resolution.</p> <p>If recommendations are not accepted:</p> <p>The exploration of matters outlined in this report has delayed the project and next steps: finalise tender documentation, procurement and evaluation plans, procure probity services, and finalise the facility management contract.</p> <p>It is anticipated that the Tender would be released in January 2026, with contract commencement in December 2026/January 2027.</p>
<b>Equity, Inclusion, and Human Rights Considerations</b>	<p>It is considered that the subject matter does not raise any human rights issues.</p>
<b>Community Engagement</b>	<p>Community engagement, including broad engagement as part of the service review was completed (2022), service provision customer and community engagement (2023), as well as tailored stakeholder and staff engagement (ongoing) has been completed over the course of the project.</p>

## 10.5 (cont)

<b>Innovation and Continuous Improvement</b>	There have been a number of innovations and improvements since the Service Review, as outlined within this report.
<b>Collaboration</b>	Collaboration has included industry experts and cross-department engagement to help inform the report recommendations.
<b>Conflict of Interest</b>	Council officers involved in the preparation of this report have no conflict of interest in this matter.

**ATTACHMENT**

- 1 Confidential Council Resolution 27 February 2023

**Whitehorse City Council designates this attachment and the information contained in it as Confidential Information pursuant to Section 3 (1) (a) and g(ii) of the *Local Government Act 2020*. *This ground applies because the matter concerns is Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released and or (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.***

- 2 Aquatics Service Review Responses and Options Analysis

**Whitehorse City Council designates this attachment and the information contained in it as Confidential Information pursuant to Section 3 (1) (a) and g(ii) of the *Local Government Act 2020*. *This ground applies because the matter concerns is Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released and or (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.***

## 10.6 Brentford Square Special Charge Schemes renewal 2026-2030 - Consideration of Submissions and Objections

**Department** Communications, Advocacy and Investment  
Director Corporate Services

Attachment

### SUMMARY

This report is to enable Council to formally consider the written submissions and objections received regarding the proposed renewal of the Special Charge Schemes for Brentford Square Shopping Centre.

Following the Ordinary Meeting of Council on Tuesday 10 June 2025 and in accordance with the specific statutory process under the *Local Government Act 1989* (and more generally the *Local Government Act 2020*) for the declaration of a Special Charge, the Public Notice of Council's Intention to Declare Special Charges for Brentford Square Shopping Centre was given in 'The Age' newspaper on 17 June 2025 and placed on Council's public website.

Copies of the Public Notices, advising of Council's Intention to Declare the renewed Schemes were separately mailed out by Australia Post on Tuesday, 17 June 2025 to all owners and distributed in person to occupiers of the properties included in the Schemes under cover of a Council letter.

The Public Notices advised that any person may make a written submission and/or an objection under sections 163A, 163B and 223 of the *Local Government Act 1989*. The Public Notices further advised that any person who was required to pay the Special Charges (whether as an owner or an occupier of a property included in the Schemes) had a right to object to the proposed Declaration and may also make a written objection. The closing date for submissions and/or objections was 5pm Friday, 25 July 2025. Council had received by this date a total of 6 submissions (whether they supported or opposed or otherwise raised any other issue in respect of the proposed Schemes) These comprised of 4 letters of support and 2 objections. There were no requests to appear in person before Council.

### COUNCIL RESOLUTION

Moved by Cr Martin, Seconded by Cr Langford

That Council:

1. In respect of its published Notice of Intention to Declare two Special Charge Schemes for the Brentford Square Shopping Centre (**Proposed Special Charge for Marketing and Promotion and for Infrastructure provisions**); and
2. Having-

## 10.6 (cont)

- a. received and considered 4 written submissions of support under Section 223 of the *Local Government Act 1989*; and
  - b. received and considered 2 objections under Section 163B of the *Local Government Act 1989*.
3. Resolves (at the Ordinary Meeting of Council to be held on 13 October 2025) to receive and consider a further officer report in relation to a further and final consideration by Council of the submissions and objections received and the making by Council of a final decision in the matter, being whether or not to proceed with the declaration of the Proposed Special Charges.

**CARRIED UNANIMOUSLY****Spoke to item:** Cr Langford, Cr Martin (2)**KEY MATTERS**

- Only a person who is liable or required to pay a Special Rate and/or Charge under a proposed Scheme has the right to 'object' to the Scheme under section 163B of the *Local Government Act 1989*. The right to object is different from, and in addition to, the right to make a 'submission' under sections 163A and 223 of the *Local Government Act 1989*. (A submission may support or oppose the Proposed Special Charges or raise any other relevant issue.)
- Any person may make a written submission in relation to a proposal to declare a Special Rate and/or Charge, however, the number of submissions received (whether supporting or opposing or raising any other relevant issue in respect of the Proposed Special Charge) does not limit or bind Council's power to declare, as it sees fit, a Special Rate and/or Charge.
- However, if a proposed Scheme receives more than 50% of objections from those persons who are liable or required to pay the Special Rate and/or Charge (by way of majority) , then Council cannot proceed with the declaration (section 163B(6)) of the *Local Government Act 1989*.)
- There were **4** submissions received supporting the proposed Schemes and **2** objections opposing the proposed Schemes.

**DISCUSSION, OPTIONS AND ANALYSIS**

Submitter	Summary
Objection 1 Trader	This business owner formally objects to the continuation of the Special Rate Schemes, stating that it provides little value to their service-based business, which does not rely on walk-ins or foot traffic. They believe the

## 10.6 (cont)

	marketing and event activities offer limited benefit, and that they would prefer more funding to be allocated for infrastructure improvements, which would better support their operations. With rising costs, they view the levy as an unfair financial burden and request exclusion from future charges. The letter was formally received on 19 June 2025.
Objection 2 Owner	This objector is an owner/ occupier and acknowledges the Council's efforts to improve Brentford Square but raises concerns about the added financial pressure the Special Charge Schemes place on local traders. With rates already increasing, they suggest the cost be shared more broadly across the community. The letter was formally received on 30 June 2025.
Support 1 Trader	This business is a major retail tenant and has provided strong support for the renewal of the Special Charge Schemes, which boost visibility and customer traffic through events and marketing. Their viewpoint is that the Schemes benefit all traders and create a vibrant thriving centre. They commend the Traders' Association's efforts and emphasise the Schemes' importance in sustaining growth, strengthening local business and enhancing the retail experience for all. Formally received from the Traders' Association 25 July 2025.
Support 2 Trader	This support was received from a large retail business and notes the schemes as essential and valued in being able to advertise and promote the centre and to draw in people and encourage them to shop. Formally received from the Traders' Association 25 July 2025.
Support 3 Trader	This submission was received from a long-standing large retailer in the precinct, noting the importance of the schemes in promoting and showcasing the shopping centre to new and returning visitors, benefitting all businesses within the precinct. Formally received from the Traders' Association 25 July 2025.
Support 4 Trader	This business owner notes the importance of the schemes to fund valuable marketing, events and advocacy benefiting all of Brentford Square

## 10.6 (cont)

	businesses. Initiatives like the Easter and Christmas events boost foot traffic and community spirit. The business owners underline that the Schemes are essential to ensure Brentford Square remains a vibrant, successful and united shopping centre. Formally received from the Traders' Association 25 July 2025.
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**Overarching Governance Principles and Supporting Report Details**

<b>Strategic Alignment</b>	<p><b><u>Council Plan 2025-2029</u></b></p> <p>Strategic Direction 3: Economy</p> <p>3.1 Thriving Local Economy.</p> <p>Partner with Business and Trader Associations in Whitehorse to deliver initiatives for the business community to network and celebrate and recognise business excellence.</p> <p><b><u>Whitehorse Investment and Economic Development Strategy 2024-2028</u></b></p> <p>Theme 2: Supporting Activity Centres and Employment Precincts 2.3 Special Rate and Charge Schemes</p> <p>Facilitate the feasibility, review and renewal of retail Special Rate and Charge schemes (for activity centres) as per the Special Rate and Charge Scheme in Commercial Precincts and Centres Policy 2014.</p>
<b>Financial and Resource Implications</b>	The preparation, raising and ongoing administration of a Special Charge is covered within Council's annual operational budget.
<b>Legislative and Risk Implications</b>	<p>Legal Consideration</p> <ul style="list-style-type: none"> <li>The statutory process provides the affected ratepayers and property owners and occupiers and community generally, with the opportunity to make a submission and/or an objection to the Council on the proposed Schemes.</li> </ul>

## 10.6 (cont)


	<ul style="list-style-type: none"><li>• Council is required to consider any submissions and take into account any objections in accordance with sections 163A, 163B and 223 of <i>The Local Government Act 1989</i>, prior to making a final decision with respect to the declaration of a Special Charge Scheme for any Shopping Centre or Precinct.</li></ul>
<b>Equity, Inclusion, and Human Rights Considerations</b>	It is considered that the subject matter does not raise any human rights issues.
<b>Community Engagement</b>	<ul style="list-style-type: none"><li>• To declare a Special Charge Scheme, Council is required to comply with the statutory process under the <i>Local Government Act 1989</i> and <i>Local Government Act 2020</i>. The statutory process provides the community with the opportunity to make a submission and/or an objection to Council on the proposed Scheme. Council will consider any submissions and take into account and objections in accordance with the <i>Local Government Act 1989</i> and <i>Local Government Act 2020</i> prior to making a final decision.</li><li>• A best practice approach has been adopted in consulting with stakeholders to ensure there is a broad level of understanding and support with what is being proposed and the process that is being undertaken. This includes reviewing the current schemes and facilitating genuine engagement with traders and property owners when developing the five-year business plan.</li><li>• For the proposed Schemes a survey was prepared and occupiers were invited to a meeting of the Brentford Square Traders' Association to review the current schemes and inform the Traders' Association five-year business plan and the activities that the Schemes will fund. Correspondence was also sent to property occupiers to inform them of the Business Association's request to renew the Special Charge Schemes and invite them to comment on the proposed schemes in the official notice of intention letter.</li></ul>



## 10.6 (cont)

<b>Innovation and Continuous Improvement</b>	There are no Innovation and Continuous Improvement matters arising from the recommendation contained in this report.
<b>Collaboration</b>	No collaboration was required for this report.
<b>Conflict of Interest</b>	<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 Submissions -Brentford Square Special Charges renewal- August Council Meeting 

## 10.7 Charles Rooks - Dagola Reserve Landscape Concept Plan Endorsement

### Department

Leisure and Recreation Services

Director Community Services

Attachment

### SUMMARY

This report seeks Council endorsement of the Landscape Concept Plan for Charles Rooks - Dagola Reserve. The plan sets a clear 15-year vision for improvements for Charles Rooks and Dagola Reserve, shaped by community feedback, technical investigation, and site-specific opportunities and constraints.

The plan responds to extensive community engagement across two consultation phases conducted in 2024 and 2025. Feedback was received from a wide range of local residents, park users, nearby schools, and the Friends Of group. The proposed improvements also align with the recently endorsed Whitehorse Open Space Strategy 2025, ensuring each site contributes to the broader open space vision and strategic priorities for the municipality.

Key updates to the draft landscape concept plan were made in response to this feedback, particularly regarding play space asset consolidation and upgrade, lighting, vegetation protection, amenity placement, and access.

Key themes addressed include:

- Accessibility and connectivity through upgraded path networks
- Safety and inclusion via lighting, passive surveillance, and age-diverse recreation options
- Ecology and sustainability through tree planting, Water Sensitive Urban Design (WSUD) measures, and protection of remnant vegetation
- Recreation diversity with improvements to play, half court, outdoor fitness, seating, and other supporting amenities.

The Landscape Concept Plan, once endorsed by Council, will serve as strategic guidance to inform and prioritise future investments in the open space, provide a clear framework for future funding advocacy and support the timely, coordinated delivery of community-supported outcomes.

Endorsing the Landscape Concept Plan for Charles Rooks – Dagola Reserve does not commit Whitehorse City Council to funding or delivering the recommended projects at this stage. Implementation will be considered through the annual budget process, alongside other Council priorities.

## 10.7 (cont)

**MOTION**

Moved by Cr Stennett, Seconded by Cr Allan

That Council

1. Endorses the Landscape Concept Plan for Charles Rooks Dagola Reserve,
2. Investigate and report on:
  - a. at least one option for implementation of a BMX pump track or similar
  - b. a solution for pathway lighting through the main path of the reserve from Lucknow Street to the shared path
  - c. measures to mitigate against ecologically sensitive areas of Charles Rooks and Dagola Reserve while providing solutions to these two proposed changes..

**Cr Cutts moved an amendment to remove point 2a, the Mover and Seconder did not accept**

**MOTION**

Moved by Cr Cutts, Seconded by Cr Simpson

That Council

1. Endorses the Landscape Concept Plan for Charles Rooks Dagola Reserve,
2. Investigate and report on:
  - a. a solution for pathway lighting through the main path of the reserve from Lucknow Street to the shared path
  - b. measures to mitigate against ecologically sensitive areas of Charles Rooks and Dagola Reserve while providing solutions to these two proposed changes.

**Voted FOR the item:** Cr Cutts (1)

**Voted AGAINST the item:** Cr Allan, Cr Davenport, Cr Gunn, Cr Martin, Cr Simpson, Cr Weller, Cr Stennett, Cr Martin, Cr Barker, Cr Langford (10)

**COUNCIL RESOLUTION**

Moved by Cr Stennett, Seconded by Cr Allan

That Council

1. Endorses the Landscape Concept Plan for Charles Rooks Dagola Reserve,
2. Investigate and report on:

## 10.7 (cont)

- a. at least one option for implementation of a BMX pump track or similar
- b. a solution for pathway lighting through the main path of the reserve from Lucknow Street to the shared path
- c. measures to mitigate against ecologically sensitive areas of Charles Rooks and Dagola Reserve while providing solutions to these two proposed changes..

**CARRIED UNANIMOUSLY****KEY MATTERS**

Charles Rooks – Dagola Reserve is located in Nunawading and sits within the municipal ward of Walker. The reserve is approximately 3.4 ha in size and classified as neighbourhood open space in the Open Space Strategy 2025. The two parts of the reserve are linked by a narrow neck of open space between two housing developments and interface the Pipe Track Reserve owned by Melbourne Water on the northwest boundary.

The Charles Rooks – Dagola Reserve supports a range of play, informal recreation, and nature-based activities. Collectively, the plan aims to enhance the function, safety, accessibility, and identity of Charles Rooks – Dagola Reserve in response to changing community expectations and needs. The proposed improvements will help accommodate increased use, improve access for people of all ages and abilities, and create more inclusive, safe, and enjoyable environments for the local and wider Whitehorse community.

*The Open Space Strategy 2025 recommends very high priority upgrade to Charles Rooks Reserve, enhancing play, picnic, toilet, and path connections to Dagola and Pipe Track Reserves. A very high priority minor upgrade is also recommended for Dagola Reserve to improve path connections and bushland revegetation.*

Key challenges identified through Round 1 Community and Stakeholder Engagement, along with finding from site investigation, include:

- Strong community safety concerns due to minimal level of passive surveillance, limited park lighting, and hidden spaces—particularly in Dagola Reserve.
- The two play spaces (installed in 2002 and 1992) are ageing, provides similar play opportunities and located approximately 200m from each other.
- The interface with the Pipe Track Reserve and the shared use path is poorly integrated, limiting broader community access via active transport options.
- Mature trees are expected to reach the end of their life within the next 10 years, posing increasing maintenance and safety risks. In addition,

## 10.7 (cont)

dense understorey planting obstructs sightlines and creates challenges for passive surveillance.

Round 2 community and stakeholder engagement feedback clearly highlighted the importance of improving lighting, sightlines, path connectivity, and providing safe, well-located social recreation hubs.

In summary, the final draft landscape concept plan responds to the above key challenges by identifying projects prioritised over fifteen years and beyond. These projects will improve the experience of the local community users for both organised sport and informal activities. There are financial implications for Council associated with the priorities of the landscape concept plan. These are costed at a high-level within the document however are subject to change following more detailed planning.

### **DISCUSSION, OPTIONS AND ANALYSIS**

The final draft Landscape Concept Plan for Charles Rooks – Dagola Reserve present a comprehensive and site-responsive vision to guide public investment, community use, and long-term management over the next 15 years. The landscape concept plan responds to the needs of the local community by enhancing path connections and accessibility, meeting growing demand for diverse play and social recreation opportunities, and supporting the preservation of green space and biodiversity values. They also improve the efficiency of the open space network by optimising and diversifying duplicated assets.

Drawing on detailed technical studies and extensive community engagement, the plan set out prioritised actions across three themes of enhancements including (1) Access and movement, (2) Recreation facilities and amenities and (3) Landscape and environmental character. Further details of the recommended actions and cost estimate can be found in Attachment 1.

### **Key Recommendations**

- **Access and Movement:** A connected path network with interpretive signage is proposed to encourage nature discovery walks while carefully protecting remnant vegetation and bushland species. The paths, supported by clear wayfinding signage, will provide both physical and visual links to the newly installed shared use path in the Pipe Track Reserve, encouraging the community to walk or cycle to this neighbourhood destination. Lighting is proposed along the main path through Charles Rooks Reserve leading to the play and social recreation area, as well as along the main path in Dagola Reserve connecting to Dagola Street, to enhance safety for park users.
- **Recreation and Social Infrastructure:** The two existing playgrounds are located within 200 meters from each other and are both due for renewal now. The existing small playground in Dagola reserve is valued by the adjacent residents. However, based on the proximity between the two playgrounds and community reporting the feeling of

## 10.7 (cont)

being unsafe and avoiding using the playground unless there are other people around, the Landscape Concept Plan proposes to return the playground space in Dagola reserve to natural landscape and upgrade the playground in Charles Rooks Reserve. Social recreation facilities including fitness equipment, half court and BBQ facilities are proposed to be co-located with the new playground to create a neighbourhood destination in line with the open space hierarchy.

The Landscape Concept Plan recommends establishing two distinctive character areas in the reserves. The south section of Charles Rooks with public street frontage becomes the neighbourhood social recreation destination. The main pathway then leads the park visitors northward into the bushland area of Charles Rooks and Dagola reserves where immersive experience of native flora and fauna unfolds. Nature play opportunities, educational signage and seating will be provided along the secondary paths in the bushland areas to deepen the educative and imaginative experience for all ages.

Lighting is proposed as high priority to light the main pathway from Lorikeet Street up to the play and social recreation area to extend the usability during winter and limit impact on the native fauna.

- **Landscape Management:** A Landscape Management Plan is recommended to replace ageing pine trees, protect remnant vegetation, and improve sightlines. No-mow zones and increased planting will strengthen biodiversity and reduce maintenance impacts.

### Overarching Governance Principles and Supporting Report Details

<b>Strategic Alignment</b>	<p>The Landscape Concept Plans for Charles Rooks - Dagola Reserve will assist with delivering several themes of the Community Vision 2040 and the Strategic Directions of the Integrated Council Plan 2025-2029 including:</p> <ul style="list-style-type: none"> <li>• Theme 1 - Diverse and Inclusive Community</li> <li>• Theme 2 – Movement and Public Spaces</li> <li>• Theme 5 – Sustainable Climate and Environmental Care</li> <li>• Theme 6 – Whitehorse is an Empowered Collaborative Community</li> <li>• Theme 7 – Health and Wellbeing</li> </ul> <p>Meanwhile, the final draft plan is affiliated with a wide range of Council policies and together they will be delivering the overarching vision and strategic directions as outlined above. The policies include:</p> <ul style="list-style-type: none"> <li>• Whitehorse Open Space Strategy 2025</li> </ul>
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## 10.7 (cont)

	<ul style="list-style-type: none"> <li>• Whitehorse Play Strategy 2011 / Play and Social Recreation Action Plan (in development)</li> <li>• Whitehorse Urban Forest Strategy 2021-2031</li> <li>• Whitehorse Integrated Water Management Strategy 2022-2042</li> <li>• Whitehorse Recreation Strategy 2015-2024</li> <li>• Domestic Animal Management Plan 2021-2025</li> <li>• Whitehorse Climate Response Strategy 2023-2030</li> </ul>
<b>Financial and Resource Implications</b>	<p>The Landscape Concept Plan contains high, medium and low priority projects that if implemented will impact on Council's Capital and Recurrent budgets.</p> <ul style="list-style-type: none"> <li>• High priority projects are proposed from years 1-5 (FY2025/26 - FY2029/30)</li> <li>• Medium priority projects are proposed from year 6-10 (FY2030/31 - FY2034/35)</li> <li>• Long term projects are proposed for from year 11-15 (FY2035/36 - FY2039/40).</li> </ul> <p>Indicative cost for all projects is estimated at <b>\$1,024,535</b> including project management fees where applicable.</p> <p>These cost estimates are preliminary only and are subject to change based on further detailed design process.</p> <p>In order to deliver on the Landscape Concept Plan objectives and works, it is anticipated that all identified projects will require a combination of funding sources, including Council contributions from rates and open space and development reserves and from other levels of government.</p> <p>A funding mix is proposed to indicate the potential funding sources and the proposed percentage contribution from each source. The indicated percentage is developed based on the <i>Principles for Application of Financial Reserves for Capital Improvement Projects</i> which is adopted by Council as part of the <i>Council Budget FY24/25 (Table 1)</i>. All identified projects will be subject further deliberation and decision making and to availability of reserve balances and a combination of funding sources.</p> <p><i>Table 1: Recommended application of funding split for Reserve funded Capital improvement projects. Exact funding split will be assessed and applied for each individual project based on scope and alignment to the reserve principles at the time.</i></p>



## 10.7 (cont)


	<b>Relevant project categories are highlighted in green.</b>			
	<b>Project Type</b>	<b>Funding Split</b>		
		<b>Open Space Reserve</b>	<b>Development Reserve</b>	<b>Rates/ External Funding</b>
	Open Space Acquisition	100%	0%	0%
	Open Space Improvements	100%	0%	0%
	Open Space Planning	50%	0%	50%
	Major Project (Recreation)	0%	50%	50%
	Major Project (Municipal)	0%	75%	25%
	Recreation Infrastructure Project	25%	25%	50%
<b>Legislative and Risk Implications</b>	There are no legal or risk implications arising from the recommendation contained in this report.			
<b>Equity, Inclusion, and Human Rights Considerations</b>	<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 2006</i>.</p> <p>It is considered that the subject matter does not raise any human rights issues.</p>			
<b>Community Engagement</b>	<p>Stakeholder and community engagement occurred during two different phases of the project:</p> <ul style="list-style-type: none"> <li>Round 1 Community and Stakeholder Engagement January – February 2024 Purpose: Collected feedback on current uses and future aspirations for all three sites. Consultation Summary is included as part of the Draft Landscape Concept Plan Reports.</li> <li>Round 2 Community and Stakeholder Engagement February - March 2025 Purpose: Collected feedback on the draft landscape concept plan and report. Consultation Summary is included as part of the Final Draft Landscape Concept Plan Report.</li> </ul> <p>Consultation included two one on one meetings (external stakeholders), two stakeholder workshops (external), 'Your Say' surveys (community), community drop-in sessions</p>			



## 10.7 (cont)

	<p>(residents) and two school visits at Mount Pleasant Road Primary School.</p> <p>Community awareness of the surveys was achieved by a combination of letterbox drops to local residents, signs erected in three sites, and social media post during the survey periods. Council received a total of 423 survey responses through the 'Your Say' community engagement platform,</p> <p>Further details regarding stakeholder and community engagement activities and outcomes are provided in the Engagement summary as part of the Landscape Concept Plan Report.</p>
<b>Innovation and Continuous Improvement</b>	There are no Innovation and Continuous Improvement matters arising from the recommendation contained in this report.
<b>Collaboration</b>	<p>The project managers of the Recreation and Open Space Development team have collaborated with officers in the below departments:</p> <ul style="list-style-type: none"> <li>• Project Delivery and Assets</li> <li>• Parks and Natural Environment</li> <li>• Community Engagement</li> <li>• Communications, Advocacy and Investment</li> <li>• Transport Engineering</li> <li>• Leisure and Recreation Services</li> </ul>
<b>Conflict of Interest</b>	<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 Charles Rooks and Dagola Reserve - Final Draft Landscape Concept Plan Report 

## 10.8 Records of Informal Meetings of Councillors

### Department

Governance and Integrity  
Director Corporate Services

#### COUNCIL RESOLUTION

Moved by Cr Simpson, Seconded by Cr Allan

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

**CARRIED UNANIMOUSLY**

Pre Meeting Briefing – 11 August 2025 – 6.30pm to 6.36pm		
Matter/s Discussed:	Councillors Present	Officers Present
<ul style="list-style-type: none"> <li>Items on the Council Meeting Agenda 11 August 2025</li> </ul>	Cr Andrew Davenport (Mayor) Cr 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 S White L Letic J Green F Nolan A Ghastine V Ferlaino E Outlaw
Others Present: N/A		
Disclosures of Conflict of Interest: Nil		
Councillor /Officer attendance following disclosure: N/A		

## 10.8 (cont)

Councillor Briefing – 18 August 2025 – 6.30pm to 9.54pm		
Matter/s Discussed:	Councillors Present	Officers Present
<ul style="list-style-type: none"> <li>– Housing Supply Market Advice</li> <li>– Capital Works Program</li> <li>– Councillor Budget Request Status Update</li> <li>– Leisure Strategy - Aqualink</li> <li>– Long Term Financial Plan</li> <li>– Draft Council Meeting Agenda 25 August 2025</li> </ul>	Cr Andrew Davenport (Mayor) Cr 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 Hayley Weller	S McMillan S Cann F Nolan A Ghastine S White L Letic V Ferlaino E Outlaw J Green T Gledhill K Marriott L Morris C Clarke C Bolitho T Kidd
<b>Others Present:</b> Richard Temlett - Charter Keck Cramer (Item 3.1)		
<b>Disclosures of Conflict of Interest:</b> Nil		
<b>Councillor /Officer attendance following disclosure:</b> N/A		

## 11 Councillor Delegate and Conference / Seminar Reports

### 11.1 Reports by Delegates and Reports on Conferences / Seminars Attendance

**Department** Governance and Integrity  
Director Corporate Services

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

#### COUNCIL RESOLUTION

Moved by Cr Langford, Seconded by Cr Simpson

That Council receives and notes the:

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

**CARRIED UNANIMOUSLY**

Councillor	Organisation/ Committee/Group	Date of Attendance
Deputy Mayor Cr Cutts	Environment and Sustainability Reference Group (ESRG) Delegate - Chair	13 August 2025
	Australian Local Government Women's Association (ALGWA) Webinar	14 August 2025
Cr Jarrod Gunn	Whitehorse Sports and Recreation Reference Group	21 August 2025
Cr Kieran Simpson	Environment and Sustainability Reference Group (ESRG)	13 August 2025
	Metropolitan Transport Forum	21 August 2025
Cr Hayley Weller	Whitehorse Manningham Regional Library Corp - Chair	20 August 2025
Cr Peter Allan	Audit and Risk Committee	20 August 2025
	Whitehorse Manningham Regional Library Corp - Chair	20 August 2025

Cr Jason Martin	Whitehorse Business Group	12 August 2025
Cr Ben Stennett	Whitehorse Sports and Recreation Reference Group	21 August 2025
Cr Kirsten Langford	Whitehorse Business Group	12 August 2025
	Australian Local Government Women's Association (ALGWA) Webinar	14 August 2025
Cr Daniel Griffiths	Audit and Risk Committee	20 August 2025
Mayor Davenport	Eastern Region Group of Councils	15 August 2025
	Victorian Greenhouse Alliance (VGA) Conference 2025	22 August 2025

## 12 Confidential Reports

Nil

## 13 Close Meeting

The open Council Meeting was closed at 10.04pm and did not reopen to the public.

*These minutes are circulated subject to confirmation by Council at the next Council Meeting to be held on 8 September 2025.*