



City of Whitehorse

MINUTES

Ordinary Council Meeting

Held in the
Council Chamber
Nunawading Civic Centre

379 Whitehorse Road Nunawading

on

Monday 20 April 2020

at 7:00pm

Members: Cr Sharon Ellis (Mayor), Cr Blair Barker, Cr Bill Bennett,
Cr Raylene Carr, Cr Prue Cutts, Cr Andrew Davenport, Cr Tina Liu,
Cr Denise Massoud, Cr Andrew Munroe, Cr Ben Stennett

Mr Simon McMillan
Chief Executive Officer

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TABLE OF CONTENTS

1	PRAYER	2
2	WELCOME AND APOLOGIES.....	2
3	DISCLOSURE OF CONFLICT OF INTERESTS.....	2
4	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS	2
5	RESPONSES TO QUESTIONS	2
6	NOTICES OF MOTION	3
6.1	NOTICE OF MOTION NO 129 CR BARKER.....	3
7	PETITIONS.....	3
7.1	FOREST ROAD BLACKBURN PARKING CONCERNS.....	3
8	URGENT BUSINESS.....	3
9	COUNCIL REPORTS	4
9.1	CITY DEVELOPMENT.....	4
	ENGINEERING AND ENVIRONMENTAL	
9.1.1	CLAYTON REGIONAL LANDFILL 2020/21 BUDGET AND UPDATE	4
9.2	INFRASTRUCTURE	9
9.2.1	TENDER EVALUATION (CONTRACT 30229) PROVISION OF PAVEMENT AND LINE MARKING SERVICES.....	9
9.2.2	WHITEHORSE SES OFFICE ACCOMMODATION UPGRADE	11
9.3	CORPORATE	15
9.3.1	PROPOSED BUDGET 2020-2021	15
9.3.2	EXTENSION (CONTRACT 20030) PROVISION OF INTERNAL AUDIT SERVICES	21
9.3.3	PANDEMIC RESPONSE POLICY	23
9.3.4	DELEGATED DECISIONS FEBRUARY 2020.....	30
10	REPORTS FROM DELEGATES, SPECIAL COMMITTEE RECOMMENDATIONS AND ASSEMBLY OF COUNCILLORS RECORDS.....	50
10.1	REPORTS BY DELEGATES	50
10.2	RECOMMENDATION FROM THE SPECIAL COMMITTEE OF COUNCIL MEETING OF 14 APRIL 2020	50
10.3	RECORD OF ASSEMBLY OF COUNCILLORS	51
11	REPORTS ON CONFERENCES/SEMINARS ATTENDANCE.....	53
12	CONFIDENTIAL REPORTS.....	53
12	CLOSE MEETING	53

Meeting opened at 7:00pm

Present: Cr Ellis (Mayor), Cr Barker, Cr Bennett, Cr Carr, Cr Cutts, Cr Davenport
Cr Liu, Cr Massoud, Cr Munroe, Cr Stennett

1 PRAYER

1a 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.

1b Aboriginal Reconciliation Statement

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

2 WELCOME AND APOLOGIES

The Mayor welcomed all.

APOLOGIES: Nil

3 DISCLOSURE OF CONFLICT OF INTERESTS

None disclosed

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Minutes of the Ordinary Council Meeting 16 March 2020 and Special Council Meeting 27 March 2020.

COUNCIL RESOLUTION

Moved by Cr Massoud, Seconded by Cr Carr

That the minutes of the Ordinary Council Meeting 16 March 2020 and Special Council Meeting 27 March 2020 having been circulated now be confirmed.

CARRIED UNANIMOUSLY

5 RESPONSES TO QUESTIONS

None submitted.

6 NOTICES OF MOTION

6.1 Notice of Motion No 129 Cr Barker

MOTION

Moved by Cr Barker, Seconded by Cr Davenport

That Council:

1. *Notes the 2019/2020 budget, 2020/2021 budget, Strategic Resource Plan, and Long Term Financial Plan may be impacted by the effects of the COVID-19;*
2. *Completes the detailed design of the Whitehorse Centre Project as currently planned; and*
3. *Does not seek tenders for the demolition of the existing Whitehorse Centre, construction of the multi-deck car park and construction of the new Whitehorse Centre until the effects of COVID-19 on Council's budget and operation can be estimated and considered by Council.*

LOST

A Division was called.

Division

For	Against
Cr Barker	Cr Bennett
Cr Davenport	Cr Carr
	Cr Cutts
	Cr Ellis
	Cr Liu
	Cr Massoud
	Cr Munroe
	Cr Stennett

On the results of the Division the motion was declared LOST

7 PETITIONS

7.1 Forest Road Blackburn Parking Concerns

A petition signed by 96 signatories was tabled by Cr Munroe. The petitioners request that Council review the street parking issues on Forest Road Blackburn to consider the safety and wellbeing of all residents and road users.

COUNCIL RESOLUTION

Moved by Cr Munroe, Seconded by Cr Massoud

That the petition be received and referred to the General Manager of City Development for appropriate action and response.

CARRIED UNANIMOUSLY

8 URGENT BUSINESS

Nil

9 COUNCIL REPORTS

9.1 CITY DEVELOPMENT

Engineering and Environmental

9.1.1 Clayton Regional Landfill 2020/21 Budget and Update

SUMMARY

Whitehorse Council co-owns the Clayton Regional Landfill with 4 other south-eastern Councils. The landfill closed to active tipping in 2015/16 and is progressively being capped in accordance with EPA requirements. This report provides an update on the progress of those capping works and issues associated with managing landfill odour, leachate and regulatory requirements for a closed landfill site.

The 2020/21 Clayton Regional Landfill budget estimates a funding shortfall that will require the co-owner Councils to make a contribution to ensure the required operational measures can be completed. The funding shortfall is expected to be \$691,375 of which Whitehorse Council's share is \$97,622. It is proposed to accrue Council's contribution from the 2019/20 waste and sustainability budget, from anticipated savings as a result of waste services and sustainability projects deferred or cancelled due to the coronavirus outbreak.

Funding provision will however need be made in subsequent Council budgets for ongoing funding for the operation of Clayton Regional Landfill, as under the EPA regulations, the owner Councils are obliged to manage the site for a period of at least 30 years.

COUNCIL RESOLUTION

Moved by Cr Bennett, Seconded by Cr Massoud

That Council:

- 1. Approves the 2020/21 Clayton Regional Landfill 2020/21 budget;**
- 2. Makes a provision of \$97,622 in 2019/20 as its contribution towards a funding shortfall in the 2020/21 Clayton Regional Landfill budget;**
- 3. Acknowledges that an ongoing annual funding contribution of the order of \$150,000 will be required by Council to ensure that Clayton Regional Landfill meets its EPA and regulatory obligations for a closed landfill;**
- 4. Advises the Clayton Regional Landfill User Group Steering Committee of the above resolutions; and**
- 5. Notes the progress made on capping and managing the closed Clayton Regional Landfill site.**

CARRIED UNANIMOUSLY

BACKGROUND

The Clayton Regional Landfill is jointly owned by the Cities of Whitehorse, Boroondara, Glen Eira, Monash and Stonnington, and operated through a Joint Venture agreement.

The Clayton Regional Landfill closed for the tipping of municipal garbage in late November 2015 and the Transfer Centre at the site closed on 29 January 2016, ending a period of approximately 30 years of tipping at the site by the former City of Box Hill and subsequently the City of Whitehorse.

9.1.1

(cont)

The City of Whitehorse owns 14.12% of the Clayton Regional Landfill and is represented on the Clayton Regional Landfill User Group that oversees the landfill management. The Joint Venture owner-Councils remain responsible for the site despite its closure for landfill tipping. Under the EPA regulatory requirements, the landfill owners must cover and rehabilitate the site once it is filled, and then continue to manage and monitor the site for approximately 30 years to ensure that the site poses no risk and can be safely re-used for other purposes.

Works to cap and rehabilitate the landfilled areas are well advanced. Capping and rehabilitation works at the site are expected to be completed by early 2022.

The landfill must continue to operate in accordance with EPA licence requirements regardless of its closure, including the capture of methane gas from the previously filled landfill area. Methane gas is created by decomposing garbage. The management of water that comes into contact with garbage (leachate) and gas capture will continue to require resources and monitoring to ensure compliance with EPA regulations.

Gas and leachate capture requires regular installation and ongoing management of an extensive network of wells dug through the landfilled garbage, and piping to transport the methane to a gas generator that converts the gas to electricity. Leachate is separately pumped to storage ponds on site, treated to meet trade waste disposal levels, and then sent via the sewer network to the South Eastern Treatment Plant.

The annual budget for the Clayton Regional Landfill in recent years has been funded by about \$9M in reserve funds built up during the years that the landfill operated as a tip. There has been no need in recent years for the owner Councils to make a further contribution to cover capital and operating costs.

However the Clayton Regional Landfill reserve funds will be practically depleted during 2020/21 financial year. The management of the site requires a working capital float of around \$300,000 to ensure the ongoing viability of managing the site. Details of the expenditure are covered in the financial section of this report.

During the active tipping period, the owner Councils paid a gate fee to cover the cost of landfilling the garbage, and prior to the reserve fund building up to sufficient levels, made periodic contributions if major capital works at the site were required. There were also years when the Clayton Regional Landfill reserve was drawn down and a rebate paid to the owner Councils in proportion to their share of tipping.

In the final years as an active landfill, the ever-increasing expectations and regulations from the EPA regarding the extent of works and monitoring required for a closed landfill meant that any accumulated surpluses were saved to the Clayton Regional Landfill reserve fund.

It was always anticipated that owner Councils would need to resume making annual contributions to fund the ongoing operations of the closed landfill once the reserve funds were depleted. Accumulating a reserve during the period as an active landfill that would be large enough to cover 30 years of operational costs would have required substantial annual contributions over an extended period of years over and above paying a gate fee for disposal.

Instead, the owner Councils agreed to resume making contributions in proportion to their ownership percentage once the reserve funds were depleted. This is now expected to occur in 2020/21.

9.1.1

(cont)

DISCUSSION

Capping and rehabilitating landfill sites is a complex and highly regulated activity. The Clayton Regional Landfill annual budgets in recent years have required a mix of capital and operational funding. The capping works have been substantial (provision was made for \$8.6M) to bring the site in line with tougher EPA capping standards. Operational expenditure covers monitoring and managing gas, leachate, odour, site security, auditing requirements, groundwater, and general site maintenance.

In the past two years, there has been a requirement to:

- Install many additional gas and leachate extraction wells with associated distribution piping,
- Supply and place a multi-layer cap of geotextile and clay over the filled garbage areas, audited and verified at every step
- Manage stormwater, groundwater, and the treatment and disposal of leachate
- Deal with contaminated mulch that was inadvertently used at the site
- Deal with a series of Pollution Abatement Notices imposed by the EPA that required a range of works or measures to mitigate landfill gas migration off-site, reduce odour, and undertake technical assessments verified by specialist auditors
- Extend on-site leachate ponds and drainage network
- Investigate possible future uses for the site post-capping,
- Maintain a high level of environmental monitoring at all times.

In addition, the 'routine' maintenance and site management requirements must continue, requiring the following resources to ensure continued compliance with EPA requirements:

- Site managers to ensure delivery of capital works and operations, site safety, OHS, and provision of regular reports to EPA and Steering Committee
- Specialist contractors to monitor and measure gas levels, leachate levels, water quality, and trade waste
- Contractors to maintain infrastructure, landscaping, and site security
- Auditors to monitor and verify quality requirements, compliance with EPA landfill KPI's and regulations

All of this requires considerable integration and oversight, which is largely managed by the Clayton Regional Landfill User Group Steering Committee made up of senior and suitably experienced representatives from each owner Council.

Future Use of the Site

An extensive review was undertaken in 2018/19 seeking options for what the site could possibly be used for once all of the capping works are completed. Any possible future use must not interfere with the access and operational requirements to manage the network of gas and leachate wells, and site management requirements to satisfy EPA regulations.

Future use must also be a permitted use under host Kingston City Council's planning zoning. Unfortunately the site is in a very restricted Green Wedge zone and many potential uses are not permitted. Further waste activity is not permitted, so the ability to integrate current management requirements with a like or similar waste management use is not possible.

9.1.1

(cont)

Commercial opportunities are similarly very restricted, and none of the permitted use options would generate much income to offset ongoing costs.

There is further investigation needed for one possible opportunity to develop a solar farm on the site, linking to the existing electricity generation plant that the landfill gas connects into. However this would need approval from Kingston Council, and is being considered as part of a broader initiative by Kingston Council into possible solar farm installations at local sites. If it is feasible, it may not occur for a number of years, as landfill sites sink a considerable amount in the early years post-capping due to the waste beneath the cap decomposing and shrinking. A large array of solar panels would require a sound footing.

A further update will be provided to Council once more detail is known about how viable a solar farm project might be.

CONSULTATION

The Clayton Regional Landfill requires regular liaison and consultation between the owner Councils, the EPA, and periodic liaison with Kingston Council. As the landfill is now closed, there is no longer a need to inform or consult with the nearby community about the operations at the site or landfill odours. As the landfilled area becomes progressively capped, the issue of any landfill odours and their impact on the nearby community has reduced substantially to negligible levels.

Council is represented on the Clayton Regional Landfill User Group Steering Committee by the General Manager City Development and the Assistant Manager Sustainability.

FINANCIAL IMPLICATIONS

The Clayton Regional Landfill budget for 2020/21 covers:

Income

Gas royalties and interest	\$30,252
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Expenditure:

Environmental monitoring & site maintenance	\$170,000
Insurances, fees, legals, accountants, consultants	\$195,000
Site management and secretariat support	\$288,000
Water and leachate treatment	\$426,000
Landfill gas & leachate collection	\$294,000

Capital works:

Leachate pond upgrade	\$500,000
Stormwater pond construction	\$450,000
Capping completion	<u>\$672,000</u>
Total expenditure:	\$2,995,000

The net expenditure requires a drawdown of reserve funding plus an injection of \$691,375 in additional contributions from owner Councils to reach a closing cash projection at the end of 2020/21 of \$300,000.

9.1.1

(cont)

All efforts will be made during 2020/21 to manage site operations as efficiently as possible and reduce overall expenditure. However landfills are notoriously challenging to manage with often unpredictable circumstances arising.

Whitehorse Council's contribution for 2020/21 is estimated as \$97,622. Given the already stretched draft Council budget for 2020/21, it is proposed to accrue a provision in the remaining months of 2019/20 for Council's contribution to Clayton Regional Landfill in 2020/21. This is expected to be achieved from savings arising from the impacts of coronavirus on the following waste and sustainability services and programs:

- The tonnage of recyclables has fallen as household consumption is reduced
- A consequent reduction in garbage tonnes is also expected
- The cancellation of the 2020 Sustainable Living Week and Smarter Living programs,
- Postponement of the Unwanted Household Goods drop-off day in May

The estimated ongoing annual operational costs after completion of the capping and site rehabilitation is approximately \$1M per annum. Whitehorse Council's share of this will be around \$150,000 per year, and provision will be made in Council's budget from 2021/22 onwards. It is therefore prudent to have a considerable working balance each year, including at year-end, to ensure the site can be appropriately managed.

POLICY IMPLICATIONS

Council's ongoing involvement in the management of the Clayton Regional Landfill is an action in the Waste Management Strategy 2018-2028. Compliance with EPA regulations is mandatory.

9.2 INFRASTRUCTURE

9.2.1 Tender Evaluation (Contract 30229) Provision of Pavement and Line Marking Services

FILE NUMBER: SF19/2121

SUMMARY

There is an allocation in Council's operational budget each financial year to maintain pavement line marking and to undertake new line marking for the safety of road users throughout the municipality.

The purpose of this report is to consider tenders received for the provision of pavement and line marking services and to recommend the acceptance of the tender received from Roadmaster Line Marking Pty Ltd, on a Schedule of Rates basis for a period of three years commencing on 1 May 2020 with an option to extend for a further two years at Council's discretion and to consider the overall project expenditure. Council will be party to a regional contract involving other municipalities in the eastern region for the delivery of these services.

COUNCIL RESOLUTION

Moved by Cr Munroe, Seconded by Cr Massoud

That Council:

- 1. Accept the tender and sign the formal contract document for Contract 30229 Provision of Pavement and Line Marking Services received from Roadmaster Line Marking Pty Ltd (ABN 69 163 486 431), of 8 Webber Parade, Keilor East, on a Schedule of Rates basis for a period of three years commencing on 1 May 2020 with an option to extend for a further two years at Council's discretion.***
- 2. Authorise the Chief Executive Officer to award an extension of this contract, subject to a review of the Contractor's performance and Council's business needs, at the conclusion of the initial three year contract term.***

CARRIED UNANIMOUSLY

BACKGROUND

This contract is for the provision of pavement and line marking services for routine maintenance and new works for the safety of road users throughout the municipality. It includes the supply and installation of line marking, various pavement symbols, raised reflective pavement markers and associated traffic management.

The contract was developed as a regional collaborative tender, Contract 2020077. Monash City Council was appointed as the Agent for a collaboration of eight eastern region Councils. The Councils include Banyule City Council, Boroondara City Council, Knox City Council, Nillumbik City Council, Manningham City Council, Monash City Council, Whitehorse City Council and Yarra Ranges Shire Council.

The collaborative tender was successful in saving tender administration costs, simplifying and agreeing on a new 'Municipal and Incidental Road Marking Specification', enhanced sharing of information and establishment of a stronger technical network.

The term of the contract is three years commencing on 1 May 2020, with an option to extend the contract for a further two years at Council's discretion.

9.2.1

(cont)

DISCUSSION

Tenders were advertised in The Age newspaper on Saturday 26 October 2019 and closed on 20 November 2019. Tenders were received from six contractors.

The quotations were evaluated against the following criteria:

- The tender offer;
- Capability;
- Credibility; and
- Commitment to Occupational Health and Safety (pass/fail).
- Commitment to Equal Employment Opportunity (pass/fail).

The results of the assessment is summarised in the attached evaluation table.

The recommended contractor is Roadmaster Line Marking Pty Ltd. Roadmaster Line Marking Pty Ltd is an experienced contractor that has successfully provided similar services to the Councils of Hume and Moreland. Although it did not submit the lowest rates, it was the highest scoring tenderer based on all of the selection criteria. It is important that the contractor appointed can provide high quality services and have the resources to respond to requests in a timely manner. The tender received from Roadmaster Line Marking Pty Ltd is considered to provide the best value for money for these works.

It is up to each of the collaborating Councils to decide which contractor they appoint to undertake these works. We expect at least another two Councils to accept the tender from Roadmaster Line Marking Pty Ltd which will then provide Council with an additional discount of 2.5%.

CONSULTATION

The tender was developed in consultation with officers from the various eastern region Councils.

FINANCIAL IMPLICATIONS

The contract for the provision of pavement and line marking services is based on an agreed Schedule of Rates. The rates are subject to a CPI adjustment on each anniversary of the contract.

The estimated total contract value for the initial three year term is \$570,000, excluding GST. The expenditure will increase to approximately \$950,000, excluding GST if optional years to extend the contract are exercised.

The costs incurred under this contract will be charged to the relevant recurrent budgets.

9.2.2 Whitehorse SES Office Accommodation Upgrade

ATTACHMENT

SUMMARY

The Whitehorse Unit of Victoria State Emergency Service Authority (Whitehorse SES) is currently located at Council's Operations Centre. Whitehorse SES is one of the biggest and busiest units in Victoria with around 80 volunteer members. The Whitehorse SES office accommodation is not adequate and needs to be upgraded.

A concept design has been prepared for the upgrade of the Whitehorse SES office accommodation. The estimated cost for the detailed design and construction of the upgrade is \$2.35 million. In accordance with the 'Memorandum of Understanding for the Support of VICSES Units', it is the responsibility of the State Government to provide funding for VICSES accommodation. Council is to provide the land at peppercorn rates.

RECOMMENDATION

That Council provides in-principle support to the concept design for the upgrade of the Whitehorse State Emergency Service office accommodation located at Council's Operations Centre. The concept design will be used to advocate for funding from the State Government for the detailed design and construction.

COUNCIL RESOLUTION

Moved by Cr Davenport, Seconded by Cr Cutts

That Council:

- 1 Provides in principle support to the concept design for the upgrade of the Whitehorse State Emergency Service office accommodation located at Council's Operations Centre.***
- 2. Writes to State parliamentarians in the Whitehorse State Emergency service catchment area to provide plans and costings for the upgrade of the Whitehorse State Emergency Service office accommodation located at Council's Operations Centre to assist in Council's advocacy for funding.***
- 3 Writes to Boroondara City Council seeking an annual contribution of \$10,000 for operational and maintenance costs towards the Whitehorse State Emergency Service office accommodation.***

CARRIED UNANIMOUSLY

BACKGROUND

VICSES Whitehorse Unit

The property at 1 Ailsa Street, Box Hill South is Council's Operations Centre. The Whitehorse Unit of Victoria State Emergency Service Authority (VICSES) has been located in its current accommodation at the Operations Centre since 1996/1997. VICSES Whitehorse Unit (Whitehorse SES) services all of the City of Whitehorse and approximately one third of the area of the City of Boroondara.

VICSES is a volunteer-based organisation, providing emergency assistance for the community. It operates under the Victoria State Emergency Act (2005) and it is the coordinating agency for emergency management, Emergency Management Victoria.

9.2.2

(cont)

Whitehorse SES is one of the biggest and busiest units in Victoria with around 80 volunteer members. There are over 5,000 VICSES volunteer members in Victoria. Whitehorse SES represents 1.6% of the State's members and completes 3.3% of the State's jobs. The following is a summary for Whitehorse SES in the last 3 years:

- Jobs in Whitehorse Council – 1,700
- Jobs in Boroondara – 660
- Jobs outside of area – 106
- Total jobs 2,466

Typical calls for assistance include:

- Emergency storm damage covering fallen trees;
- Flooding, both localised and large scale;
- Structural damage to buildings; and
- Search and rescue.

Memorandum of Understanding with VICSES

Historically there have been a number of different arrangements between Councils and local VICSES volunteer units regarding funding and accommodation. To provide a more consistent approach and to ensure support for VICSES volunteer units, on 20 December 2017 the 'Memorandum of Understanding for the Support of VICSES Units' (MOU) was executed between the State of Victoria, the Victoria State Emergency Service Authority (VICSES) and the Municipal Association of Victoria (MAV).

The key points of the MOU are:

- VICSES performs a vital service for the benefit of the community, which Councils and the State Government have a joint interest in supporting and there is a shared responsibility to do so.
- Security of tenure for VICSES volunteer accommodation arrangements is a high priority.
- State Government is responsible for operational and maintenance funding.
- Councils that have VICSES volunteer units within their municipality on Council managed land or premises are to enter into a long term lease at peppercorn rates (\$1 per annum plus GST).
- Councils that have VICSES volunteer units on Council managed land or premises where the Council intends to sell or make use or make available for other purposes then Council must find alternative land or premises in the immediate vicinity.
- The MOU does not prevent Councils from providing funding support to a VICSES volunteer unit if the Council elects to do so.

Lease and Current Accommodation Arrangements

Following the MOU, on 28 February 2019, VICSES entered into a 20 year lease with Whitehorse City Council. The rent is at the peppercorn rates of \$1.00 per annum plus GST (if demanded). The lease confirms the current arrangements and can be updated if there are any changes.

Whitehorse SES currently has exclusive use of a portable building (Council building B117C) that is used for offices, and a shed (Council building B117) for storage of plant and equipment. In addition, it currently shares Council facilities at the Operations Centre including car parks, toilets, kitchen, change rooms, meeting rooms and the vehicle wash bay.

9.2.2

(cont)

Current Financial Arrangements

Council currently provides land for Whitehorse SES at peppercorn rates and indirectly contributes around \$20,000 per year towards operational and maintenance costs. This includes paying:

- Utility costs;
- Building inspections and maintenance;
- Building insurance;
- Car park and garden bed maintenance;
- Waste removal; and
- Cleaning and providing of consumables for toilets and kitchen.

Boroondara City Council currently does not provide ongoing funding or assistance.

Current Issues with Accommodation

The current location of the Whitehorse SES facilities at Council's Operations Centre is ideal, being central to the service area and convenient access to an arterial road. The arrangement with shared use facilities works well. Often the times that Whitehorse SES is busy is outside of Council hours and scheduled training and meetings are outside of Council hours.

The storage shed that is used to store vehicles and equipment is adequate for the needs of Whitehorse SES and is in good condition.

There are a number of concerns with the portable building that is used by Whitehorse SES for offices, including:

- The building is too small and was initially designed as a temporary facility.
- The layout does not work. In busy times it is too cramped and too noisy.
- The building is not compliant for disability access. There is a stairway and no ramp.
- The office is a considerable distance from toilets and change rooms.
- There is no area for refuge for volunteers to rest and have drinks and food. This is often set up on trestle tables in the car park.
- Additional meeting rooms are required for training and operational meetings.

DISCUSSION

In 2019/20 Council allocated \$85,000 to assist Whitehorse SES to develop concept plans and cost estimates to upgrade its office accommodation. Council provided professional architectural services to ensure that designs are well resolved to meet the needs of both Whitehorse SES and Council.

The concept design plans are provided in Attachment 1.

The key features of the concept design include:

- Incorporate the SES office into the main Council building, closer to amenities.
- Expand the footprint of the current building into the current courtyard and create a new courtyard.
- Provide additional meeting rooms and improved kitchen facilities.

A cost estimate for detailed design and construction based on the concept design is \$2.35 million. In accordance with the MOU, it is the responsibility of the State Government to provide funding for VICSES accommodation. Council is to provide the land at peppercorn rates.

The cost of \$2.35 million is significantly cheaper than it would be if the VICSES facility was a standalone facility with its own car parking, toilets, kitchen, change rooms, meeting rooms and vehicle wash bay. Council is offering a significant contribution to VICSES by providing a shared facility arrangement.

It is recommended that Council approve the concept design and agree that it can be used to advocate for funding from the State Government for the detailed design and construction.

9.2.2

(cont)

CONSULTATION

The concept design has been developed in consultation with Whitehorse SES. Whitehorse SES has approved the concept design.

FINANCIAL IMPLICATIONS

Council currently provides land for Whitehorse SES at peppercorn rates and indirectly contributes around \$20,000 per year towards operational and maintenance costs. Council is under no obligation to provide this funding. Boroondara City Council currently does not provide ongoing funding or assistance.

Council spent \$85,000 on the development of concept design plans to assist Whitehorse SES to advocate for funding.


A cost estimate for the works based on the concept design is \$2.35 million. It is a State Government responsibility to fund the accommodation of VICSES units.

With the upgraded office accommodation, the ongoing cost to Council will not significantly change from the current levels.

POLICY IMPLICATIONS

There are no policy implications.

ATTACHMENT

- 1 Concept Design 

9.3 CORPORATE

9.3.1 Proposed Budget 2020-2021

ATTACHMENT

SUMMARY

A Proposed Budget for the 2020/21 financial year has been prepared. Under the Local Government Act 1989, Council is required to give public notice that the budget is available for inspection and to consider submissions received in respect of the budget prior to its adoption.

RECOMMENDATION

That Council:

- 1. Approves the Proposed Budget 2020/21 for the financial year, for the purposes of Sections 126 and 127 of the Local Government Act 1989;***
- 2. Pursuant to Section 223 (1) (b) of the Local Government Act 1989 determine that the Special Committee comprising the whole of Council will consider, and if requested, hear any submissions received in relation to the Proposed Budget 2020/21, on Tuesday 9 June 2020 at 7:00 pm (as practical to ensure appropriate health and social distancing measures) at the Civic Centre, Nunawading;***
- 3. Authorise the General Manager Corporate Services to give public notice, in accordance with Sections 129 and 223 of the Local Government Act 1989 that Council has prepared a Proposed Budget for the 2020/21 year, and pursuant to Section 223 (3) to carry out the administrative procedures necessary to enable the Committee to carry out its functions under Section 223 of the Act; and***
- 4. Consider for adoption the Proposed Budget 2020/21 at the Council Meeting on Monday 22 June 2020, after consideration of any submissions received by the Special Committee at its Meeting on Tuesday 9 June 2020.***

COUNCIL RESOLUTION

Moved by Cr Munroe, Seconded by Cr Massoud

That Council:

- 1. Approves the Proposed Budget 2020/21 for the financial year, for the purposes of Sections 126 and 127 of the Local Government Act 1989;***
- 2. Pursuant to Section 223 (1) (b) of the Local Government Act 1989 determine that the Special Committee comprising the whole of Council will consider, and if requested, hear any submissions received in relation to the Proposed Budget 2020/21, on Tuesday 9 June 2020 at 7:00 pm (as practical to ensure appropriate health and social distancing measures) at the Civic Centre, Nunawading;***
- 3. Authorise the General Manager Corporate Services to give public notice, in accordance with Sections 129 and 223 of the Local Government Act 1989 that Council has prepared a Proposed Budget for the 2020/21 year, and pursuant to Section 223 (3) to carry out the administrative procedures necessary to enable the Committee to carry out its functions under Section 223 of the Act; and***
- 4. Consider for adoption the Proposed Budget 2020/21 at the Council Meeting on Monday 22 June 2020, after consideration of any submissions received by the Special Committee at its Meeting on Tuesday 9 June 2020.***
- 5. Officers undertake a full review and assessment of the expected financial impacts of the COVID-19 pandemic and in light of this assessment recommend by the end of the first quarter of budget 20/21 that either a major reforecast of the 20/21 budget be part of Council's September quarterly report or to additionally commence a formal Revised Budget process.***

CARRIED

9.3.1

(cont)

A Division was called.

Division

For

Cr Barker
Cr Bennett
Cr Carr
Cr Ellis
Cr Liu
Cr Massoud
Cr Munroe
Cr Stennett

Against

Cr Cutts
Cr Davenport

On the results of the Division the motion was declared CARRIED

BACKGROUND

A Proposed Budget has been prepared for the 2020/21 financial year in accordance with the requirements of Section 126 and 127 of the *Local Government Act 1989*. A copy of the Proposed Budget 2020/21 is included as an attachment. This Budget has been prepared on a business as usual basis without adjustment for impact from the currently evolving COVID-19 pandemic. The impact of this pandemic on Council's budget will be progressively assessed over the coming months resulting in a full reforecast for the year and potentially a revised budget later in the year.

DISCUSSION

The Budget has been prepared with reference to Council's long term financial planning strategy, which is aimed at creating a sustainable fiscal environment to enable Council to continue to provide the community with high quality services and infrastructure into the medium and long term. It is a financial plan aimed at:

- Balancing the community's needs and ensuring that Council continues to be financially sustainable in the long term.
- Increasing Council's commitment to sustainable asset renewal and maintenance of the community's assets.
- Maintaining a strong cash position for financial sustainability.
- Achieving efficiencies through targeted savings and an ongoing commitment to contain costs.
- Rate and fee increases that are both manageable and sustainable; and
- Providing a framework to deliver balanced budgets including sustainable annual surpluses.

The Proposed Budget 2020/21 incorporates the Annual Plan, Operating Budget, Capital Works Program and Strategic Resource Plan and details the resources required over the next financial year to deliver on year four of the strategic directions in the *Council Plan 2017-2021*.

The Proposed Budget 2020/21 provides \$214 million funding to enable the ongoing delivery of high quality services and the renewal and improvement of community facilities and infrastructure for the Whitehorse community. The budget funds a range of community services including health and family services, home and community services, the maintenance of community facilities, parks, sport fields and infrastructure, waste and recycling collection, and building and planning services. In addition, the Capital Works Program provides for a sustainable level of funding for the renewal of the community's infrastructure and an investment in major community facilities such as the redevelopments of the Whitehorse Centre, sporting pavilions and Morack Golf Course.

9.3.1

(cont)

KEY HIGHLIGHTS OF THE BUDGET

An operational budget that enables the delivery of services to the community including:

- \$16.65 million Sustainability, Waste and Recycling
- \$16.10 million Home and Community Services
- \$15.09 million Recreation and Leisure
- \$12.22 million Health and Family Services
- \$12.03 million ParksWide (maintenance of sports fields, parks and gardens)
- \$9.47 million City Works (depot operations, maintenance of footpaths, drains and roads)
- \$8.63 million Recycling and Waste Centre
- \$8.43 million Compliance (Community Laws, parking, school crossings, risk, insurance and emergency management)
- \$7.80 million Planning and Building Services
- \$5.60 million Libraries
- \$5.40 million Arts and Cultural Services
- \$5.15 million Engineering
- \$4.41 million Assets, Buildings and Capital Works
- \$2.23 million Community Development
- \$0.96 million Investment and Economic Development
- \$0.56 million Major Projects

A \$62 million Capital Works Program comprising:

- \$28.57 million for land, building and building improvements
- \$7.17 million for plant and equipment
- \$7.07 million for roads, bridges and off street car parks
- \$6.89 million for parks, open space and streetscapes
- \$4.54 million for drainage improvements and waste management
- \$3.69 million for recreational, leisure and community facilities
- \$3.59 million for footpaths and cycle ways

KEY PRESSURES AND CHALLENGES

The Proposed Budget has been prepared on a “business as usual” basis without any adjustment for the impact of the current global COVID-19 pandemic, which has escalated as the budget process has been finalised. Over the coming months, as the full extent of the COVID-19 pandemic becomes clearer, Council will undertake a major reforecast of the year and may release a revised budget later in the year.

In preparing the Proposed Budget 2020/21, a number of influences have been taken into consideration because they are likely to impact significantly on the services delivered by Council in the Budget period. These include:

- The average rate increase will rise by 2.0% in 2020/21 in line with the order by the Minister for Local Government in December 2019 under the Fair Go Rates System.
- An expected 30.3% increase in the state government landfill levy has been assumed in the Budget 2020/21, based on the recently released Recycling Victoria policy. The landfill levy is charged by the state government for every tonne of waste that goes to landfill, including kerbside waste collections, street cleaning, and non-recyclable waste collected at the Whitehorse Recycling and Waste Centre. The state landfill levy is expected to increase by \$20.00 from \$65.90 per tonne in 2019/20 to \$85.90 per tonne in 2020/21. This represents an 854% increase in the levy over the past 11 years from a levy of just \$9.00 per tonne in 2009/10.

9.3.1

(cont)

- Cost shifting by other levels of government. Cost shifting occurs where local government provides a service to the community on behalf of the state or federal governments. Over time, the funds received by Council do not increase in line with real cost increases. Examples of services that are subject to cost shifting include school crossing supervision, library services and Home and Community Services.
- Changing demographic as a result of an ageing and increasingly culturally diverse population resulting in the need for Council to develop facilities which are accessible and adaptable to inter-generational, diverse and multicultural community users.
- Community expectations for Council to be a leader in environmental sustainability by planning for the effects of climate change, education and awareness of the benefits of trees and natural bushland, and supporting the community in protecting and enhancing our natural assets and open spaces.
- Continuing decline in interest rates in the short to medium-term restricting Council's ability to generate earnings on cash and investments.
- The cost of maintaining Council's infrastructure assets. This is to ensure that infrastructure assets are provided to support services that are appropriate, accessible, responsive and sustainable to the community.
- An increased sustainable level of funding allocated to the renewal of major community infrastructure and facilities.
- The current Enterprise Agreement allows for an annual increment in line with the rate cap for 2020/21.

FEES AND CHARGES

Fees and charges have been reviewed with consideration of several influencing factors including full costs, market comparison and an emphasis on accessibility, equity and social justice considerations. The proposed 2020/21 fees and charges will achieve a budgeted income of 9.8% greater than the 2019/20 forecast.

A number of fees and charges are set by other levels of government regulation (statutory) and are not subject to discretionary change by Council. Statutory fees will be changed by Council when advised of a change by the relevant authorities. These are clearly identified in the schedule of fees and charges. The majority of Whitehorse Home and Community Services fees are set with reference to Commonwealth guidelines.

This report includes a summary table, which outlines variances in the fee income expected to be generated by the various Council programs comparing the 2020/21 income to be included in the Proposed Budget to the 2019/20 forecast. A detailed fee schedule is also provided as an Attachment to this report.

The following analysis provides explanations of significant variances compared to the 2019/20 forecast.

Engineering and Environmental Services (\$569k or 10.7% increase)

This increase largely reflects a \$459k increase in income from bin fees in the Sustainability, Waste and Recycling program, \$242k of which relates to the garden green waste collection service mainly due to an increase in the number of bins and \$217k of which reflects increases in garbage bin fees to help recover the increase in landfill levy costs expected to in 2020/21. A \$103k increase in asset protection permit income is also projected.

Planning and Building (\$800k or 21.1% increase)

9.3.1

(cont)

This increase primarily reflects a \$418k increase in the new pool/spa registration fees resulting from new legislative requirements which have commenced in 2019/20, a \$220k increase in planning permit application fees and a \$134k increase in construction management plan income expected to be generated from a new initiative.

Property and Rates (\$129k or 8.3% increase)

This variance primarily reflects a \$200k increase in income from Harrow Street car park expected in year 2 of operations, partly offset by a \$100k decrease in income expected relating to property valuation objection fees from the State Revenue Office in 2019/20.

Compliance (\$2.12m or 20.8% increase)

This increase is primarily reflecting a \$1.77m increase in parking infringement income which is expected to result from the implementation of 2,500 further electronic parking monitoring devices within the municipality. A \$210k increase in meter money income is also projected

Civic Services (\$230k increase)

This increase reflects income expected from non-voter fines following the 2020 Council election.

Home and Community Services (\$106k or 4.6% increase)

Home and Community Services income is budgeted to increase due to changes in demand and service delivery, particularly relating to home support services (\$61k) and food services (\$53k).

Health and Family Services (\$276k or 7.3% increase)

This increase primarily reflects increases in fees to cover increased costs across all services, and an expected increase in occupancy at the Blackburn Children's Services Centre (\$133k).

Arts and Cultural Services (\$553k or 22.0% decrease)

This decrease is due to the closure of the Whitehorse Centre from August 2020 for the major redevelopment (\$642k). Excluding this, income is budgeted to increase by 8.0% compared to forecast.

Leisure and Recreation (\$260k or 2.3% increase)

This increase reflects a combination of higher fees and demand across the facilities, partly offset by a \$201k decrease in income for Morack Golf Course reflecting the planned closure of the driving range from February 2021 for the major redevelopment. Excluding this, fee income is expected to increase by 3.9% in 2020/21.

Recycling and Waste Centre (\$1.03 million or 10.5% increase)

This increase relates to the proposed increases in fee levels to recover the increased state government landfill levy charge, which is expected to increase by \$20.00 to a charge of \$85.90 per tonne in 2020/21.

CONCLUSION

The Proposed Budget 2020/21 has been carefully prepared following community consultation throughout the year and is guided by priorities outlined in key strategic documents including the *Council Vision 2013-2023*, the *Council Plan 2017-2021*, *Strategic Resource Plan* and other major Council plans and strategies.

Consultations that have informed the development of this Budget include various consultations held as part of the development and review of key Council strategies and plans, the annual community satisfaction survey, from budget submissions received in previous years, and by a Mayoral Budget Consultation event held in February 2020.

9.3.1

(cont)

Councillors and officers also held a number of meetings to develop this fiscally responsible budget and longer term strategic resource plan in a time of significant external and internal pressures and challenges.

Council is required under the *Local Government Act 1989* to seek written public comment on the Proposed Budget. Council is required to give public notice that the proposed document will be made available for inspection for 28 days and that Council will receive submissions made under Section 223 in respect of the Budget. A person who has made a written submission may also request to be heard by a Committee of Council appointed to consider and hear submissions.

Advertisements providing formal notice of the adoption of the Proposed Budget for consultation will be placed in The Age on Wednesday 22 April 2020 and the Whitehorse Leader on Monday 27 April 2020.

It is proposed that Council hear submissions at a Special Committee meeting on Tuesday 9 June 2020 at 7.00 pm in the Civic Centre, Nunawading in an appropriate manner consistent with the health and social distancing requirements. The closing date for written submissions will be Wednesday 20 May 2020.

The Proposed Budget 2020/21 document will be placed on Council's website for review by the community. Due to the current temporary closure of customer service centres and libraries resulting from the COVID-19 pandemic, Council may not be able to make hard copies of the budget available for viewing as per normal practice.

ATTACHMENT

- 1 Proposed Budget 2020-21 - **Confidential** 

9.3.2 Extension (Contract 20030) Provision of Internal Audit Services

SUMMARY

Pursuant to Item 8 in the Contract Schedule, Council wishes to exercise its right to extend Contract 20030 for the provision of internal audit services currently held by Findex (Aust) Pty Ltd trading as Crowe Australasia for an additional period of 3 years commencing on 1 July 2020.

COUNCIL RESOLUTION

Moved by Cr Barker, Seconded by Cr Massoud

That Council extend Contract 20030 for the internal audit services with Findex (Aust) Pty Ltd trading as Crowe Australasia (ABN 84 006 466 351), of Level 17, 181 William Street, Melbourne VIC 3000 for an additional period of 3 years, commencing on 1 July 2020 at a further cost of \$300,000.00 (including GST).

CARRIED UNANIMOUSLY

BACKGROUND

As a part of the Council Plan for 2017-2021, Council has committed itself to providing responsible leadership and governance by conducting its affairs with integrity, openness and accountability, reflecting the highest level of good management and governance.

Internal auditing provides a mechanism for Council to enhance the transparency of its decision-making, strengthen its internal controls and continue to develop a culture of control and risk awareness.

Council's internal audit strategy is driven by Council's Audit Advisory Committee. Crowe Australasia was selected to provide services under the guidance of the Audit Advisory Committee for a period of 3 years, until 30 June 2020 with an option to extend for a further 3 years.

DISCUSSION

On 15 May 2017, Council awarded Contract 20030 for the provision of internal audit services to Crowe Horwath (Aust) Pty Ltd (now operating as Findex Aust Pty Ltd trading as Crowe Australasia) following a public tender process. The original 3 year term of the Contract will expire on 30 June 2020. The Contract allows for a 3 year extension at the Council's discretion. The Chief Executive Officer has the delegation to extend this contract beyond 30 June 2020.

Crowe Australasia has delivered an excellent standard of services over the initial term of the Contract with its performance having been closely monitored and measured through regular communication, post audit surveys and quarterly status meetings.

Crowe Australasia has indicated that they are keen to continue working with the Council under the current Contract terms and conditions, subject to the Chief Executive Officer's approval.

9.3.2

(cont)

CONSULTATION

The Audit Advisory Committee members were consulted with regards to the extension of this Contract. Members were provided with a survey allowing them to evaluate Crowe Australasia's performance in relation to:

- Communication skills
- Coordination and administration
- Attitude towards customers
- Technical proficiency
- Provision of feedback of findings during audit process at the Audit Advisory Committee meetings
- Overall Performance

The feedback received ranged from very good to excellent of Crowe Australasia's performance across each of the categories. Crowe Australasia's overall performance has been rated more than adequate.

At its November 2019 meeting, the Audit Advisory Committee members met in camera to consider whether they would recommend to the Chief Executive Officer any exercise of the option clause. It was all agreed Crowe Australasia had a lot of intellectual knowledge about Council and that they had performed quite well. The Members recommended to the Chief Executive Officer that they exercise their option, subject to agreed financial terms, for an additional period of 3 years.

FINANCIAL IMPLICATIONS

The initial Contract period included expenditure of \$274,312.50 (including GST) and Council is seeking an additional \$300,000.00 (including GST) for the additional 3 year period of the Contract should it be extended.

The expenditure under this contract in the current and previous 2 financial years was \$215,599 (including GST). It is anticipated that the expenditure over the next 3 years will be of a similar magnitude.

The costs incurred under this contract will be charged to the Finance & Corporate Performance Department recurrent budget.

9.3.3 Pandemic Response Policy

FILE NUMBER: SF20/731

SUMMARY

This report recommends the following Pandemic response policy for implementation.

RECOMMENDATION

That Council:

- 1. Approves implementation of this the pandemic response policy – “Package A”: support and hardship – being approximately up to \$2m of value.***
- 2. Supports development of a pandemic response policy – “Package B”: recovery stimulus – being up to a further \$2.5m of value.***
- 3. Notes that the significant financial impacts to Council, from services and operations closures and other required COVID-19 health measures, are additional to the pandemic response policies above and will be fully assessed over the coming months.***
- 4. Writes to all local Federal and State members of Parliament seeking a matching support commitment for the Whitehorse community noting:***
 - a) Council’s own support and recovery commitment above;***
 - b) The high cost of providing essential front line community services;***
 - c) The significant financial impacts to Council of closures and required COVID-19 health measures***
 - d) That as a result of services and operation closures and other COVID-19 health measures many dedicated and valued employees have been stood down and are unable to access Federal or State support such as JobKeeper payments.***

MOTION

Moved by Cr Barker, Seconded by Cr Cutts

That Council:

- 1. Approves implementation of this the pandemic response policy – “Package A”: support and hardship – being approximately up to \$2m of value. Also approving a further amendment of Council’s Rates Hardship Assistance Policy clause 5b page 23 of the report to include “all non-residential property owners”.***
- 2. Supports development of a pandemic response policy – “Package B”: recovery stimulus – being up to a further \$2.5m of value.***
- 3. Notes that the significant financial impacts to Council, from services and operations closures and other required COVID-19 health measures, are additional to the pandemic response policies above and will be fully assessed over the coming months.***
- 4. Writes to all local Federal and State members of Parliament seeking a matching support commitment for the Whitehorse community noting:***
 - a) Council’s own support and recovery commitment above;***
 - b) The high cost of providing essential front line community services;***
 - c) The significant financial impacts to Council of closures and required COVID-19 health measures***
 - d) That as a result of services and operation closures and other COVID-19 health measures many dedicated and valued employees have been stood down and are unable to access Federal or State support such as JobKeeper payments.***

9.3.3

(cont)

5. ***Approves a "COVID-19-Pandemic Local Heroes" recognition and reward program. The program to be developed by officers and agreed by Councillors, will have a tiered approach recognising the extraordinary leadership shown by local volunteers to sustain the community in a time of crisis. The tiers will range from varied direct cash grants to individuals and their organisations (where applicable) to framed award certificates, and honour board naming the most exceptional leaders (for town hall, the civic centre) and advertising in local media.***

The Mayor then indicated she would put the items of the motion to the vote in parts - items 1, 2 and 3 to be put to the vote together; then item 4 put to the vote; then item 5 put to the vote.

The Mayor put item 1 (in relation to "Package A": support and hardship and a further amendment of Council's Rates Hardship Assistance Policy to include all non-residential property owners); and

item 2 (in relation to "Package B": recovery stimulus); and

item 3 (in relation to the significant financial impacts to Council) to the vote which were CARRIED UNANIMOUSLY

The Mayor put item 4 (in relation to writing to local Federal and State MPs seeking a matching support commitment for the Whitehorse community) to the vote which was CARRIED

The Mayor put item 5 (in relation to a COVID-19 Pandemic Local Heroes recognition and reward program) to the vote which was CARRIED on the CASTING VOTE OF THE MAYOR

BACKGROUND

The novel coronavirus pandemic, COVID-19, is adversely impacting Australia's society and economy and creating an environment of disruption and financial and social uncertainty.

It is recommended that Council approve thoughtful, flexible and timely packages of responses to the Whitehorse community where:

1. *There is a Council service suspension or cancellation*
2. *Hardship support is required*
3. *Community and business support is needed now*
4. *A recovery package is to appropriately stimulate recovery (to follow)*

These fundamental objectives are framed in the context that:

- *Council needs to maintain a reasonable cash-flow continuity in order to deliver essential community services, such as garbage collection and the public immunisation program to the Whitehorse community.*
- *Many residents and businesses adversely impacted by COVID-19 that are experiencing genuine hardship are eligible for Federal and State Government support.*
- *Many residents and businesses remain capable of meeting their financial obligations.*

9.3.3

(cont)

- *Debts owed to Council prior to COVID-19, especially debts for Council services already provided and invoiced in arrears will be provided an extended time to pay. Where payment for these pre-existing debts cannot be made, deferment may be considered on a case-by-case basis.*
- *Council hardship initiatives need to focus on genuine hardship and should complement but not enhance existing Federal and State Government initiatives.*

DISCUSSION

Council Rates & Charges:

Rates provides Council with fifty eight (58%) percent of Council's revenue and are levied against a property and not a traditional debtor, with the owner of the property being liable to pay the levied rates.

Consequently, rates can accrue as a property debt; however, accrued rates must be paid in full at any future property sale settlement.

1. Council Rates Fourth & Final Instalment for 2019/20:

The due date for the fourth instalment is currently 1 June 2020.

It is recommended that the Council extend the due date of the fourth instalment from 1 June 2020 to 30 June 2020 without any penalty applying to rates paid prior to 30 June 2020.

The *Local Government Act 1989* (the LGA) compels all councils to send Rate Notices at least two weeks prior to the due date, Council intends to send its fourth instalment notice in May. The instalment notice will contain an appropriate message regarding the extended due date of 30 June 2020 and will explain that no penalty interest will be applied for payments made prior to 30 June 2020.

2. Council Rates outstanding Lump Sum Amounts for 2019/20:

Ratepayers who elected lump sum payment were required to have paid their rates in full, no later than 17 February 2020. The vast majority of ratepayers who pay lump sum did pay their rates by this due date and we thank them for this.

Those ratepayers who did not pay by the due date received an Overdue Notice in mid-March, with an extended due date of Monday 6 April 2020; this represents a six week extension. These overdue balances had penalty interest added to the debt in March in accordance with the LGA.

At the expiry of the Overdue Notice payment period, any unpaid rates would normally receive a "Letter of Demand" from Council's appointed Debt Collector.

It is recommended that Council does not send a "Letter of Demand", but instead provides ratepayers with a further notice on Council letterhead extending the due date to 30 June 2020 and advising that no further penalty interest will apply nor any further legal costs if payment is made by that date.

The covering letter will also encourage ratepayers experiencing financial hardship to make formal application for hardship assistance.

9.3.3

(cont)

3. Special Rate Schemes:

Council levies Special Rate & Special Charge schemes (Schemes) in accordance with S163 of the LGA, for the benefit of two shopping precincts.

As these Schemes appear on the Rate Notices, it is recommended that their due date will be extended to 30 June 2020 without penalty interest being applied.

The Linum Street, Laurel Grove North and Boongarry Avenue, Blackburn private street scheme adopted by Council in March 2020 is a Special Rate & Special Charge scheme also levied in accordance with S163 of the LGA. The commencement of the levying for this scheme was proposed for the 2020/21 financial year, with its inclusion proposed for the annual Rate Notice being sent in August 2020. As this rate has not been levied there is no immediate action required by Council.

4. Fire Services Property Levy Act 2012:

All Victorian councils collect, on behalf of the State Government, the Fire Services Property Levy (FSPL) via their Rate Notices, with FSPL proceeds collected by council being remitted to the State Revenue Office (the SRO) on a quarterly basis.

As the FSPL appears on the Rate Notices mentioned above, if Council resolves to extend the due date, the extended due date will be automatically apply to FSPL.

5. Amendment to Council's Adopted Rates Hardship Assistance Policy:

- a. *Those ratepayers experiencing genuine hardship be considered and not be caught by an exclusion in the current policy for being "over extended"*
- b. *That the current policy and recommendations above also apply to residential landlords*
- c. *To allow complete suspension of further penalty interest until 30 September 2020.*

Other Statutory Fees & Charges:

6. Domestic Animal Registrations:

All dog and cat owners within Victoria are required to register their dogs and cats in accordance with the *Domestic Animals Act 1994* and sets the infringement cost for not doing so. The due date for animal registrations has now passed and we thank the many owners who have paid in full.

However, a minority are yet to pay and it is recommended that the due date be extended 30 June 2020, with additional reminder SMS texts and emails being sent. On assessment of genuine hardship a further extension may be considered beyond 30 June 2020.

7. Environmental Health Registrations:

Council's Environmental Health Department administer registrations in accordance with the *Food Act 1984* and the *Public Health and Wellbeing Act 2008*. It is recommended that a pro rata discount be applied to the next registration fee for businesses that have been temporarily shut. Consideration will also be given where there is a demonstrated significant turnover reduction.

9.3.3

(cont)

8. *Parking Fees and Infringements:*

Central Box Hill and the Hospital precinct has metered on-street parking and metered off-street parking.

Council has supplied approximately 200 additional parking permits for key hospital staff, this enables key hospital staff to park in and around the hospital precinct at no meter charge.

It is also recommended that the Central Box Hill shopping area parking meters continue to be free for a four hour period on Saturdays for an extended period to the end of June. The current arrangement was for the months of March and April only.

Parking Enforcement Officers have been redirected to focus on safety matters, access, and community amenity.

It is recommended that overdue infringements having received all regular Council reminders have the usual referral to Fines Victoria deferred. Instead a further Council reminder will be provided with additional time to make payment. Also that the current criteria for assessing appeals be reviewed.

9. *Street trader tables and chairs permit fees:*

Permits are issued for a year in advance. It is recommended that all permits be extended by a further six (6) months, with no additional charge.

Licence Fees and Rentals:

Occupants of Council owned land and buildings can be divided into the following five categories:

1. Residential Tenants,
2. Commercial Tenants,
3. Not for Profit Sporting/Recreation Clubs,
4. Not for Profit Community Groups and Charities,
5. Appointed managers acting on behalf of Council,

10. *Residential Tenants:*

Council currently, via a managing agent and in accordance with the *Residential Tenancies Act 1997*, has three residential tenancies. At the time of writing, no tenant had advised Council of financial hardship. Federal guidance would apply if assessed hardship was to emerge. There are two other small businesses managed by a managing agent and the same would apply.

11. *Commercial businesses located in Council Centres:*

Both Aqualinks and Sportlink have businesses that service the patrons of these centres. The cafes and businesses are solely dependent on the centres for their livelihoods.

It is recommended these tenants be provided with a rent "holiday" for the month of March and for the period of closure. Further that rent would not be levied for the first month after reopening. This recommendation to also apply to two licenced swim schools utilising Aqualink facilities for their operations.

9.3.3

(cont)

12. Other Council Centres:

There may be circumstances in Other Council Centres, such as the Box Hill Town Hall Hub, that warrant a case by case assessment in accordance with the Federal Government's "JobKeeper Payment" for employers and employees and the "National Cabinet Mandatory Code of Conduct SME Commercial Leasing Principles during COVID-19". Applications must be in writing and applicants will be required to provide supporting documentation confirming impacts caused by COVID-19, including to ongoing operations, to all funding sources, and access to other support options.

13. Not for Profit Sporting/Recreation Clubs:

The majority of Council sporting reserves and pavilions are administered via seasonal allocation licences with a fees being payable in accordance with Council's Sporting Facilities Guide.

The seasonal allocation is generally divided between the summer sporting season, 1 October to 31 March, and the winter sporting season, 1 April to 30 September.

It is recommended that winter seasonal licence fees be waived for six months from 1 April 2020.

As the 2019/20 summer season has been completed there will be no reimbursement of summer season fees; however, Council will consider deferment of any unpaid summer season fees on application.

Many sporting clubs such as tennis clubs and bowling clubs have exclusive use leases of Council owned land and buildings.

It is recommended that Council waive all rents and utility charges for sporting/recreation club leases for six months from 1 April 2020.

14. Not for Profit Community Groups and Charities:

Council also leases Council owned land and buildings to not for profit community groups and charities such as Scouts and Guides, the Lions Club etc. and these buildings are leased at a nominal rent.

It is recommended that Council waive all rents and utility charges for not for profit community groups and charities leases for six months from 1 April 2020. This also applies to Neighborhood Houses.

User Pay Fees & Charges:

15. Additional Bins:

The invoices for 2019/20 additional garbage bins were issued in 2019 and the majority of the fees have been collected.

It is recommended that outstanding 2019/20 bin fees accrue and are carried forward into the 2020/21 financial year without penalty.

16. Memberships and Cancellation Fee:

It is recommended that memberships be suspended for the period a Council service is closed and early learning cancellation fees be refunded.

9.3.3

(cont)

Other:

17. Club loans with Council:

It is recommended that on application Council forego six (6) months of loan repayments in 2020.

18. Council as Loan Guarantor:

Clubs should contact their bank directly and seek bank assistance. Council will assess support as requested by the bank on a case by case basis.

19. Accounts Payable payment terms:

Council currently pays vendors 30 days from invoice date. To support business, the payment cycle will be earlier (i.e. Faster) where ever practical.

9.3.4 Delegated Decisions February 2020

SUMMARY

The following activity was undertaken by officers under delegated authority during February 2020.

COUNCIL RESOLUTION

Moved by Cr Munroe, Seconded by Cr Barker

That the report of decisions made by officers under Instruments of Delegation for the month of February 2020 be noted.

CARRIED UNANIMOUSLY

DELEGATION	FUNCTION	Number for February 2019	Number for February 2020
Planning and Environment Act 1987	Delegated Decisions	121	113
	Strategic Planning Decisions	Nil	Nil
Telecommunications Act 1997		Nil	Nil
Subdivision Act 1988		11	22
Gaming Control Act 1991		Nil	Nil
Building Act 1993	Dispensations & Applications to Building Control Commission	47	40
Liquor Control Reform Act 1998	Objections and Prosecutions	Nil	Nil
Food Act 1984	Food Act Orders	Nil	4
Public Health & Wellbeing Act 2008	Improvement / Prohibition Notices	2	1
Local Government Act 1989	Temporary Rd. Closures	3	5
Other Delegations	CEO Signed Contracts between \$150,000 - \$750,000	Nil	3
	Property Sales and Leases	7	6
	Documents to which Council seal affixed	1	Nil
	Vendor Payments	1104	1169
	Parking Amendments	5	5
	Parking Infringements Withdrawn	255	232

9.3.4

(cont)

DELEGATED DECISIONS MADE ON PLANNING APPLICATIONS FEBRUARY 2020

All decisions are the subject of conditions which may in some circumstances alter the use of development approved, or specific grounds of refusal is an application is not supported.

Appl No.	Date	Decision	St Address	Ward	Proposed Use or Development	Application Type
WH/2019/1218	05.02.20	Application Lapsed	55 Somers St Burwood Vic 3125	Riversdale	Proposed Cabin room at rear of existing dwelling	Special Landscape Area
WH/2019/1239	17.02.20	Application Lapsed	5 Minerva Cres Vermont South Vic 3133	Morack	Removal of 2 Trees under the Significant Landscape Overlay Schedule 9	Special Landscape Area
WH/1999/11064 /A	03.02.20	Delegate Approval - S72 Amendment	431 Whitehorse Rd Mitcham Vic 3132	Springfield	Amendment to Planning Permit WH/1999/11064 to remove reference to natural healing centre within the permit preamble and delete permit conditions 8, 9 and 10	Permit Amendment
WH/2010/762/B	10.02.20	Delegate Approval - S72 Amendment	5 Diana Drive Blackburn North Vic 3130	Central	Amendment to Planning Permit WH/2010/762 (issued for buildings and works associated with an additional two offices at first floor level; two dwellings; and a waiver of the car parking requirements), for the waiver of the standard car parking requirements associated with a medical centre (dental clinic) use.	Permit Amendment

9.3.4
(cont)

Appl No.	Date	Decision	St Address	Ward	Proposed Use or Development	Application Type
WH/2014/532/C	17.02.20	Delegate Approval - S72 Amendment	220 Middleborough Rd Blackburn South Vic 3130	Central	Amendment to WH/2014/532 (issued for-Buildings and works to the existing retirement village (accommodation) comprising construction of 4 x four to six storey buildings, and associated reduction of car parking requirements, and creation and alteration of access to a Rd in a Rd Zone Category 1) to remove Tree 46	Permit Amendment
WH/2017/438/A	04.02.20	Delegate Approval - S72 Amendment	61-63 Lexton Rd Box Hill North Vic 3129	Elgar	32 lot subdivision	Permit Amendment
WH/2017/857/A	27.02.20	Delegate Approval - S72 Amendment	1 Everton Grove Surrey Hills Vic 3127	Riversdale	Construction of two double storey dwellings (including alterations and extensions of existing dwelling) and vegetation removal	Permit Amendment
WH/2018/1022/A	06.02.20	Delegate Approval - S72 Amendment	15-33 Alfred St Blackburn Vic 3130	Central	Amendment to Planning Permit WH/2018/1022 to allow a change to the permit preamble, endorsed plans and endorsed documents	Permit Amendment
WH/2018/622/B	17.02.20	Delegate Approval - S72 Amendment	1001/545 Station St Box Hill Vic 3128	Elgar	Staged subdivision of land, generally in accordance with the endorsed plans and subject to the following conditions	Permit Amendment
WH/2018/829/A	17.02.20	Delegate Approval - S72 Amendment	9 Eden Av Box Hill South Vic 3128	Riversdale	Construction of two double storey dwellings, buildings and works within 4 metres and removal of protected trees	Permit Amendment

9.3.4
(cont)

Appl No.	Date	Decision	St Address	Ward	Proposed Use or Development	Application Type
WH/2018/90/A	13.02.20	Delegate Approval - S72 Amendment	171 Burwood Highway Burwood Vic 3125	Riversdale	Amendment to Planning Permit WH/2018/90 to allow a change to the permit preamble, permit conditions and endorsed plans	Permit Amendment
WH/2018/99/A	24.02.20	Delegate Approval - S72 Amendment	23 Drovers Crt Vermont South Vic 3133	Morack	Construction of two double storey dwellings and tree removal in a SLO9	Permit Amendment
WH/2019/823/A	04.02.20	Delegate Approval - S72 Amendment	10 Market St Box Hill Vic 3128	Elgar	Amendment to shop-front facade in a Commercial 1 Zone (C1Z).	Permit Amendment
WH/2006/11/A	13.02.20	Delegate NOD - S72 Amendment	11 Windermere Crt Blackburn Vic 3130	Central	Buildings and works to extend a dwelling within 4 metres of six (6) protected trees	Permit Amendment
WH/2011/586/B	19.02.20	Delegate NOD Issued	2/240 Elgar Rd Box Hill South Vic 3128	Riversdale	Amendment to Planning Permit WH/2011/586 (issued for construction of a double storey dwelling to the rear of the existing dwelling) for the construction of a carport addition	Permit Amendment
WH/2014/22/A	24.02.20	Delegate NOD Issued	2/5 Shields Crt Blackburn South Vic 3130	Central	Construction of two double storey dwellings	Permit Amendment
WH/2018/1062	26.02.20	Delegate NOD Issued	2 Cole Crt Box Hill North Vic 3129	Elgar	Construction of 3 two storey dwellings and tree removal in a SLO9 and SBO	Multiple Dwellings
WH/2018/1367	18.02.20	Delegate NOD Issued	19 View St Mont Albert Vic 3127	Elgar	Construction of three double storey dwellings and removal of protected trees	Multiple Dwellings

9.3.4
(cont)

Appl No.	Date	Decision	St Address	Ward	Proposed Use or Development	Application Type
WH/2018/641	28.02.20	Delegate NOD Issued	816 Canterbury Rd Box Hill South Vic 3128	Riversdale	Construction of two new double storey dwellings, tree removal, buildings and works within 4 metres of protected trees, and alterations of access to a Rd Zone Category 1 (RDZ1).	Multiple Dwellings
WH/2019/1071	17.02.20	Delegate NOD Issued	21 Hamel St Box Hill South Vic 3128	Riversdale	Development of the land for buildings and works to existing dwelling and construction of a new double storey dwelling at the rear and SLO9 tree removal	Multiple Dwellings
WH/2019/1105	04.02.20	Delegate NOD Issued	1/274-278 Whitehorse Rd Nunawading Vic 3131	Springfield	Use of the land for a restricted recreation facility (gymnasium) and display of floodlit internally illuminated business identification panel signage	Change of Use
WH/2019/1131	20.02.20	Delegate NOD Issued	6 Duckham St Blackburn Vic 3130	Central	Construction of two (2) double storey dwellings and buildings and works within SLO9	Multiple Dwellings
WH/2019/1276	11.02.20	Delegate NOD Issued	14 Shawlands Av Blackburn South Vic 3130	Central	Removal of 10 protected SLO9 trees	Special Landscape Area
WH/2019/288	07.02.20	Delegate NOD Issued	3 Puerta St Burwood Vic 3125	Riversdale	Construction of two double storey dwellings and associated buildings and works within 4 metres of a protected tree	Multiple Dwellings

9.3.4
(cont)

Appl No.	Date	Decision	St Address	Ward	Proposed Use or Development	Application Type
WH/2019/506	06.02.20	Delegate NOD Issued	12 Howard St Box Hill Vic 3128	Elgar	Buildings and works for the construction of six triple storey dwellings and front fence.	Multiple Dwellings
WH/2019/555	28.02.20	Delegate NOD Issued	6 Gilmour St Burwood Vic 3125	Riversdale	Construction of three (3) double storey dwellings and removal of vegetation	Multiple Dwellings
WH/2019/577	05.02.20	Delegate NOD Issued	4 Hogan Crt Box Hill North Vic 3129	Elgar	Development of the land for two attached double storey dwellings	Multiple Dwellings
WH/2019/637	05.02.20	Delegate NOD Issued	39 Gillard St Burwood Vic 3125	Riversdale	Construction of three, two storey dwellings and associated vegetation removal within the Significant Landscape Overlay Schedule 9	Multiple Dwellings
WH/2019/670	20.02.20	Delegate NOD Issued	850 Canterbury Rd Box Hill South Vic 3128	Riversdale	Removal of Vegetation and Buildings and Works within the Significant Landscape Overlay - Schedule 9 and Public Acquisition Overlay - Schedule 4	Special Landscape Area
WH/2019/692	11.02.20	Delegate NOD Issued	43 Crt St Box Hill Vic 3128	Elgar	Removal of two (2) protected trees, and buildings and works associated with a new dwelling within 4 metres of a protected tree.	Single Dwelling < 300m2

9.3.4
(cont)

Appl No.	Date	Decision	St Address	Ward	Proposed Use or Development	Application Type
WH/2019/772	11.02.20	Delegate NOD Issued	40 Medway St Box Hill North Vic 3129	Elgar	Construction and use of a tennis Crt, buildings and works and construction of a front fence within 4m of protected trees and tree removal within the Significant Landscape Overlay - schedule 9	Special Landscape Area
WH/2018/1362	04.02.20	Delegate Permit Issued	63 Springvale Rd Nunawading Vic 3131	Springfield	Use and development of a medical centre and alteration of access to a Rd Zone.	Residential (Other)
WH/2019/1014	05.02.20	Delegate Permit Issued	44 Pakenham St Blackburn Vic 3130	Central	The removal of protected trees	Special Landscape Area
WH/2019/1015	17.02.20	Delegate Permit Issued	1 Richardson St Box Hill South Vic 3128	Riversdale	Removal of four trees	Special Landscape Area
WH/2019/1048	03.02.20	Delegate Permit Issued	296 Whitehorse Rd Nunawading Vic 3131	Springfield	Use of the land for a restricted recreation facility (gymnasium) and reduction to the required bicycle facilities	Business
WH/2019/1050	24.02.20	Delegate Permit Issued	9 Deane St Blackburn North Vic 3130	Central	Removal of one tree and buildings and works within 4 metres of trees under the Significant Landscape Overlay - Schedule 9.	Special Landscape Area

9.3.4
(cont)

Appl No.	Date	Decision	St Address	Ward	Proposed Use or Development	Application Type
WH/2019/1062	17.02.20	Delegate Permit Issued	28 Boyd St Blackburn South Vic 3130	Central	variation of restrictive covenant contained in Instrument of Transfer C546625 that burdens Lot 36 on LP071296, being the land contained in certificate of title volume 8558 folio 915, to remove the words "having external walls of brick"	Subdivision
WH/2019/1146	13.02.20	Delegate Permit Issued	Ground 138-140 Burwood Highway Burwood Vic 3125	Riversdale	Use of land for a shop (pharmacy)	Business
WH/2019/1147	14.02.20	Delegate Permit Issued	6 Lake Rd Blackburn Vic 3130	Central	Buildings and works for the construction of a Double Storey Dwelling including associated buildings and works within 4 metres of protected SLO2 trees	Special Landscape Area
WH/2019/1190	13.02.20	Delegate Permit Issued	47 Romoly Drive Forest Hill Vic 3131	Central	Construction of two double storey dwellings and removal of one SLO9 tree	Multiple Dwellings
WH/2019/1192	17.02.20	Delegate Permit Issued	26 Malcolm St Blackburn Vic 3130	Central	Buildings and works within 4m of a protected tree (alterations & additions to existing dwelling)	Single Dwelling < 300m2
WH/2019/1263	24.02.20	Delegate Permit Issued	102-104 Whitehorse Rd Blackburn Vic 3130	Central	Construct and display internally illuminated signage	Advertising Sign

9.3.4
(cont)

Appl No.	Date	Decision	St Address	Ward	Proposed Use or Development	Application Type
WH/2019/1271	07.02.20	Delegate Permit Issued	31 Blanche Dve Vermont Vic 3133	Morack	Removal of Vegetation (Three Trees) within the Significant Landscape Overlay - Schedule 9	Special Landscape Area
WH/2019/151	25.02.20	Delegate Permit Issued	2 Troy Crt Forest Hill Vic 3131	Central	Construction of two dwellings on a lot and associated buildings and works and construction of a front fence within the Significant Landscape Overlay - Schedule 9	Multiple Dwellings
WH/2019/371	17.02.20	Delegate Permit Issued	31 Livingstone Rd Vermont South Vic 3133	Morack	7 lot subdivision	Subdivision
WH/2019/440	24.02.20	Delegate Permit Issued	38 Rutland Rd Box Hill Vic 3128	Elgar	Buildings and works for the construction of mixed-use tower building, basement, and reduction of the car parking requirements.	Other
WH/2019/450	06.02.20	Delegate Permit Issued	22 Leonard St Burwood Vic 3125	Riversdale	One new single storey dwelling to rear of existing dwelling, buildings and works within 4 metres and removal of vegetation	Multiple Dwellings
WH/2019/630	13.02.20	Delegate Permit Issued	41 Glen Ebor Ave Blackburn Vic 3130	Central	Buildings and works to alter and add a ground floor extension to the existing double storey dwelling	Single Dwelling < 300m2

9.3.4
(cont)

Appl No.	Date	Decision	St Address	Ward	Proposed Use or Development	Application Type
WH/2019/654	10.02.20	Delegate Permit Issued	1/18 Molleton St Blackburn Vic 3130	Central	Construction of a verandah in relation to a dwelling on a lot less than 500 square metres in a Neighbourhood Residential Zone and buildings and works within 4 metres of a tree under the Significant Landscape Overlay Schedule 9.	Single Dwelling < 300m2
WH/2019/817	06.02.20	Delegate Permit Issued	18 Frances Ave Vermont Vic 3133	Morack	Buildings and works associated with a new dwelling within 4 metres of a protected tree in the Significant Landscape Overlay, Schedule 8 (SLO8).	Single Dwelling < 300m2
WH/2019/830	05.02.20	Delegate Permit Issued	40 Rutland Rd Box Hill Vic 3128	Elgar	Place of Assembly (Art Gallery)	Business
WH/2019/851	13.02.20	Delegate Permit Issued	1 Somers St Mitcham Vic 3132	Springfield	The removal of protected trees and buildings and works associated with a dwelling under the Significant Landscape Overlay – Schedule 6.	Single Dwelling < 300m2
WH/2019/858	21.02.20	Delegate Permit Issued	30 Glenice Ave Blackburn South Vic 3130	Riversdale	Removal of 7 trees under the Significant Landscape Overlay Schedule 9	Special Landscape Area
WH/2019/861	05.02.20	Delegate Permit Issued	25 Trawool St, Box Hill North Vic 3129	Elgar	Construction of a mixed use building comprising of a dwelling and a shop and associated reduction of parking requirements in Clause 52.06	Business

9.3.4
(cont)

Appl No.	Date	Decision	St Address	Ward	Proposed Use or Development	Application Type
WH/2020/103	25.02.20	Delegate Permit Issued	11 Almondsbury Crt Blackburn Vic 3130	Central	Removal of one tree	VicSmart - Tree
WH/2020/110	11.02.20	Delegate Permit Issued	1 Dixon Gve Blackburn Vic 3130	Central	Two lot subdivision	VicSmart - Subdivision
WH/2020/111	18.02.20	Delegate Permit Issued	1305/12 Nelson Rd Box Hill Vic 3128	Elgar	To subdivide lots 403, 601, 910, 1211, 1303, 1304, 1305, & 1806 ON PS803456S (re-allocation of car parks and stores)	Subdivision
WH/2020/112	18.02.20	Delegate Permit Issued	93 Kenmare St Mont Albert North Vic 3129	Elgar	Two lot subdivision	Subdivision
WH/2020/115	27.02.20	Delegate Permit Issued	22 Main St Blackburn Vic 3130	Central	Removal of a Melaleuca styphelioides (Prickly leaved Paperbark) tree pursuant to Schedule 2 to the Significant Landscape Overlay	VicSmart - Tree
WH/2020/119	11.02.20	Delegate Permit Issued	121 Mount Pleasant Rd Nunawading Vic 3131	Springfield	Two lot subdivision	VicSmart - Subdivision
WH/2020/121	19.02.20	Delegate Permit Issued	1/23 Karwitha St Vermont Vic 3133	Morack	Removal of one protected tree in the Significant Landscape Overlay Schedule 9	VicSmart - Tree
WH/2020/123	25.02.20	Delegate Permit Issued	36 Erasmus St Surrey Hills Vic 3127	Riversdale	Buildings and Works (Construction of Garage) within the Significant Landscape Overlay - Schedule 9	VicSmart - General Application

9.3.4
(cont)

Appl No.	Date	Decision	St Address	Ward	Proposed Use or Development	Application Type
WH/2020/125	25.02.20	Delegate Permit Issued	51 Glen Ebor Ave Blackburn Vic 3130	Central	Removal of a Cinnamomum camphora - Camphor Laurel (Tree 9) tree pursuant to Schedule 2 to the Significant Landscape Overlay	VicSmart - Tree
WH/2020/132	24.02.20	Delegate Permit Issued	1/79 Churinga Ave Mitcham Vic 3132	Springfield	re-subdivide lots 1,2,3 & 4 and common property on RP13201 and create new lots 1 and 2 on PS838652G	Subdivision
WH/2020/135	20.02.20	Delegate Permit Issued	102 Orchard Gve Blackburn South Vic 3130	Central	Removal of Vegetation (One Tree) within the Significant Landscape Overlay - Schedule 9	VicSmart - Tree
WH/2020/142	24.02.20	Delegate Permit Issued	25 Mall Crt Blackburn North Vic 3130	Central	Two lot subdivision	VicSmart - Subdivision
WH/2020/149	26.02.20	Delegate Permit Issued	14 Hansen St Forest Hill Vic 3131	Springfield	Removal of one (1) tree	VicSmart - Tree
WH/2020/151	25.02.20	Delegate Permit Issued	5 Evan St Box Hill North Vic 3129	Elgar	Two lot subdivision	VicSmart - Subdivision
WH/2020/155	24.02.20	Delegate Permit Issued	533 Elgar Rd Mont Albert North Vic 3129	Elgar	Two lot subdivision of two townhouses	VicSmart - Subdivision
WH/2020/161	27.02.20	Delegate Permit Issued	23 Landale St Box Hill Vic 3128	Elgar	Buildings and Works (Construction of a Fence) within the Significant Landscape Overlay - Schedule 9 and Heritage Overlay - Schedule 101	VicSmart - General Application
WH/2020/162	27.02.20	Delegate Permit Issued	1 Carter Ave Nunawading Vic 3131	Springfield	Buildings and works within 4 metres of a protected vegetation within SLO9	VicSmart - General Application

9.3.4
(cont)

Appl No.	Date	Decision	St Address	Ward	Proposed Use or Development	Application Type
WH/2020/163	24.02.20	Delegate Permit Issued	8 Phyllis Crt Vermont Vic 3133	Morack	Two lot subdivision	VicSmart - Subdivision
WH/2020/167	28.02.20	Delegate Permit Issued	105 Main St Blackburn Vic 3130	Central	Two lot subdivision	VicSmart - Subdivision
WH/2020/41	05.02.20	Delegate Permit Issued	41 Grange Rd Blackburn South Vic 3130	Riversdale	Removal of a Pittosporum undulatum - Sweet Pittosporum Tree (Tree 6) pursuant to Schedule 9 to the Significant Landscape Overlay	VicSmart - Tree
WH/2020/42	05.02.20	Delegate Permit Issued	41 Grange Rd Blackburn South Vic 3130	Riversdale	Removal of a Pyrus calleryana - Ornamental Pear Tree (Tree 5) pursuant to Schedule 9 to the Significant Landscape Overlay	VicSmart - Tree
WH/2020/43	05.02.20	Delegate Permit Issued	41 Grange Rd Blackburn South Vic 3130	Riversdale	Removal of a Pyrus calleryana - Ornamental Pear Tree (Tree 4) pursuant to Schedule 9 to the Significant Landscape Overlay	VicSmart - Tree
WH/2020/44	05.02.20	Delegate Permit Issued	41 Grange Rd Blackburn South Vic 3130	Riversdale	Removal of a Pyrus calleryana - Ornamental Pear Tree (Tree 3) pursuant to Schedule 9 to the Significant Landscape Overlay	VicSmart - Tree
WH/2020/52	06.02.20	Delegate Permit Issued	7/39 Percy St Mitcham Vic 3132	Springfield	Removal of one protected tree (SLO9)	VicSmart - Tree
WH/2020/56	05.02.20	Delegate Permit Issued	41 Grange Rd Blackburn South Vic 3130	Riversdale	Removal of a Jacaranda mimosifolia - Jacaranda (Tree 2) pursuant to Schedule 9 to the Significant Landscape Overlay	VicSmart - Tree

9.3.4
(cont)

Appl No.	Date	Decision	St Address	Ward	Proposed Use or Development	Application Type
WH/2020/57	06.02.20	Delegate Permit Issued	531-545 Burwood Highway Vermont South Vic 3133	Morack	Removal of Vegetation (One Tree) within the Significant Landscape Overlay - Schedule 9	VicSmart - Tree
WH/2020/59	03.02.20	Delegate Permit Issued	29 Banbury St Burwood East Vic 3151	Morack	Two lot Subdivision	VicSmart - Subdivision
WH/2020/68	07.02.20	Delegate Permit Issued	9/21 Cook Rd Mitcham Vic 3132	Springfield	Buildings and works (within the Industrial 3 Zone) and associated reduction in car parking requirements.	VicSmart - General Application
WH/2020/71	04.02.20	Delegate Permit Issued	101/22 Blackburn Rd Blackburn Vic 3130	Central	Car space swap in accordance with the attached plan	Subdivision
WH/2020/74	03.02.20	Delegate Permit Issued	2 Maria Ave Nunawading Vic 3131	Springfield	Two lot subdivision	VicSmart - Subdivision
WH/2020/77	04.02.20	Delegate Permit Issued	25 Craig St Blackburn South Vic 3130	Central	Two lot subdivision	Subdivision
WH/2020/80	14.02.20	Delegate Permit Issued	3 Andrew St Forest Hill Vic 3131	Springfield	Removal of a Eucalyptus cephalocarpa - Silver-leaved Stringybark tree pursuant to Schedule 9 to the Significant Landscape Overlay	VicSmart - Tree
WH/2020/81	26.02.20	Delegate Permit Issued	3/315 Mont Albert Rd Mont Albert Vic 3127	Elgar	Removal of one tree	VicSmart - Tree
WH/2020/82	04.02.20	Delegate Permit Issued	41 Beaver St Box Hill South Vic 3128	Riversdale	Two lot subdivision	Subdivision
WH/2020/84	14.02.20	Delegate Permit Issued	19 Slater Ave Blackburn North Vic 3130	Central	Removal of one (1) tree	VicSmart - Tree
WH/2020/85	18.02.20	Delegate Permit Issued	5 Bedford St Box Hill Vic 3128	Elgar	Three lot subdivision	Subdivision

9.3.4
(cont)

Appl No.	Date	Decision	St Address	Ward	Proposed Use or Development	Application Type
WH/2020/87	14.02.20	Delegate Permit Issued	18 The Ridge Blackburn Vic 3130	Central	Removal of Vegetation (One Tree) within the Significant Landscape Overlay – Schedule 9	VicSmart - Tree
WH/2020/88	05.02.20	Delegate Permit Issued	7 Cumming St Burwood Vic 3125	Riversdale	Two lot subdivision	VicSmart - Subdivision
WH/2020/94	12.02.20	Delegate Permit Issued	399 Springfield Rd Nunawading Vic 3131	Springfield	Two lot subdivision	VicSmart - Subdivision
WH/2020/96	07.02.20	Delegate Permit Issued	248 Burwood Highway Burwood Vic 3125	Riversdale	Two lot subdivision	Subdivision
WH/2020/97	07.02.20	Delegate Permit Issued	3 Penllyne Ave Vermont Vic 3133	Morack	Two lot Subdivision	VicSmart - Subdivision
WH/2016/456/O	24.02.20	Delegate Refusal - S72 Amendment	31-39 Norcal Rd Nunawading Vic 3131	Springfield	Buildings and works for a warehouse development, use of the land for a food and drink premises and offices, internally illuminated signage, reduction in the standard car parking requirement, sale and consumption of liquor in association with use of land for a food and drink premises and native vegetation removal	Permit Amendment
WH/2016/1172/A	07.02.20	Delegate Refusal Issued	11-13 Frankcom St Blackburn Vic 3130	Central	Construction of residential apartment building comprising up to 50 dwellings and associated vegetation removal	Permit Amendment

9.3.4
(cont)

Appl No.	Date	Decision	St Address	Ward	Proposed Use or Development	Application Type
WH/2018/1143	11.02.20	Delegate Refusal Issued	13 Vernal Ave Mitcham Vic 3132	Springfield	Construction of four double storey dwellings and removal of vegetation.	Multiple Dwellings
WH/2019/1244	10.02.20	Delegate Refusal Issued	12 Jubilee St Nunawading Vic 3131	Springfield	Buildings and works within 4 metres of a tree protected under Schedule 9 to the Significant Landscape Overlay	Special Landscape Area
WH/2019/293	04.02.20	Delegate Refusal Issued	36 Salisbury Ave Blackburn Vic 3130	Central	Development of the land for two dwellings and associated tree removal and buildings and works.	Multiple Dwellings
WH/2019/322	07.02.20	Delegate Refusal Issued	5 Jocelyn Ave Balwyn North Vic 3104	Elgar	Two lot subdivision	Subdivision
WH/2019/784	18.02.20	Delegate Refusal Issued	18 College Way Burwood Vic 3125	Riversdale	The use of the land for an arts and crafts centre, the development and display of illuminated and non-illuminated business identification signage and a reduction in car parking	Change of Use
WH/2020/58	06.02.20	Delegate Refusal Issued	531-545 Burwood Highway Vermont South Vic 3133	Morack	Removal of Vegetation (One Tree) within the Significant Landscape Overlay - Schedule 9	VicSmart - Tree
WH/2020/90	19.02.20	Delegate Refusal Issued	8 Frankcom St Blackburn Vic 3130	Central	Buildings and works within 4 metres of protected st tree	VicSmart - General Application
WH/2020/99	24.02.20	Delegate Refusal Issued	10 Central Rd Blackburn Vic 3130	Central	Removal of protected tree (SLO4)	VicSmart - Tree
WH/2020/73	17.02.20	No Permit Required	48 Blackburn Rd Blackburn Vic 3130	Central	Removal of one protected tree	VicSmart - Tree

9.3.4
(cont)

Appl No.	Date	Decision	St Address	Ward	Proposed Use or Development	Application Type
WH/2008/318/B	21.02.20	Withdrawn	195-197 Whitehorse Rd Blackburn Vic 3130	Central	Buildings and works in association with the use of the land for the purpose of a medical centre and ancillary food and drink premises (cafe) with a reduction in carparking requirements.	Permit Amendment
WH/2018/342	17.02.20	Withdrawn	294a Middleborough Rd Blackburn South Vic 3130	Central	Proposal of a 10 x 2.7m signage on the north elevation	Advertising Sign
WH/2018/752	24.02.20	Withdrawn	11 Cornfield Grove Box Hill South Vic 3128	Riversdale	Construction of two attached double storey dwellings and associated buildings and works within 4 metres of trees and tree removal	Multiple Dwellings
WH/2019/761	19.02.20	Withdrawn	2 Erskine St Nunawading Vic 3131	Springfield	Removal of trees under VPO1 and SLO9 including one st tree and works within 4 metres of a tree protected under SLO9. (for single dwelling construction)	Other
WH/2020/133	14.02.20	Withdrawn	11 Maculata Walk Vermont South Vic 3133	Morack	Removal of one tree	VicSmart - Tree
WH/2020/24	04.02.20	Withdrawn	32 Woodhouse Grove Box Hill North Vic 3129	Elgar	Two lot subdivision	Subdivision
WH/2020/75	17.02.20	Withdrawn	48 Blackburn Rd Blackburn Vic 3130	Central	Removal of one (1) protected tree	VicSmart - Tree

9.3.4 (cont)

BUILDING DISPENSATIONS/APPLICATIONS FEBRUARY 2020

Address	Date	Ward	Result
20 Forest Road, Blackburn	05.02.20	Central	Consent Granted 74
23 Marama Street, Blackburn South	20.02.20	Central	Consent Granted 79
28 Elder Street, Blackburn	14.02.20	Central	Consent Granted 74,79
5 Canora Street, Blackburn South	13.02.20	Central	Consent Refused 80
52 Junction Road, Blackburn North	12.02.20	Central	Consent Refused 79
11 Serpentine Street, Mont Albert	20.02.20	Elgar	Consent Granted 89
17 Arnold Street, Box Hill	27.02.20	Elgar	Consent Granted 116
9 Morris Avenue, Mont Albert North	28.02.20	Elgar	Consent Granted 89
9-11 Prospect Street, Box Hill	27.02.20	Elgar	Consent Granted 116
9 Morris Avenue, Mont Albert North	04.02.20	Elgar	Consent Refused 89
1 Currajong Street, Vermont South	03.02.20	Morack	Consent Granted 116
10 Cantley Lane, Vermont	26.02.20	Morack	Consent Granted 89
10 Mutual Court, Forest Hill	04.02.20	Morack	Consent Granted 74
41 Robinson Drive, Burwood East	07.02.20	Morack	Consent Granted 76
66 Hawthorn Road, Burwood East	07.02.20	Morack	Consent Granted 79
2 North Court, Forest Hill	21.02.20	Morack	Consent Refused 74
1/828 Canterbury Road, Box Hill South	07.02.20	Riversdale	Consent Granted 92
10 Wattlebird Court, Burwood	26.02.20	Riversdale	Consent Granted 76
18 Eley Road, Burwood East	06.02.20	Riversdale	Consent Granted 85
21 Iris Street, Burwood	19.02.20	Riversdale	Consent Granted 89
21 Murray Drive, Burwood	28.02.20	Riversdale	Consent Granted 74
26 Fowler Street, Box Hill South	26.02.20	Riversdale	Consent Granted 80
40 Davis Street, Burwood East	26.02.20	Riversdale	Consent Granted 74
42 Davis Street, Burwood East	28.02.20	Riversdale	Consent Granted 74,81
46 Foch Street, Box Hill South	04.02.20	Riversdale	Consent Granted 89
9 Hetrel Court, Blackburn South	14.02.20	Riversdale	Consent Granted 79
13 Asquith Street, Box Hill South	19.02.20	Riversdale	Consent Refused 89
11 Panel Street, Mitcham	04.02.20	Springfield	Consent Granted 80
15 Morden Court, Nunawading	20.02.20	Springfield	Consent Granted 74
16 Ronald Street, Mitcham	12.02.20	Springfield	Consent Granted 79
2 Edward Street, Mitcham	20.02.20	Springfield	Consent Granted 84
2 Susanne Avenue, Nunawading	19.02.20	Springfield	Consent Granted 74
20 Sunnyside Avenue, Nunawading	14.02.20	Springfield	Consent Granted 83
389 Springfield Road, Nunawading	19.02.20	Springfield	Consent Granted 75
5 Nicholson Street, Nunawading	03.02.20	Springfield	Consent Granted 80
16 Boyle Street, Forest Hill	07.02.20	Springfield	Consent Refused 80
5 Nicholson Street, Nunawading	04.02.20	Springfield	Consent Refused 74
58 Dunlavin Road, Nunawading	12.02.20	Springfield	Consent Refused 80

DELEGATED DECISIONS MADE ON STRATEGIC PLANNING MATTERS FEBRUARY 2020

Under the Planning and Environment Act 1987: Nil

9.3.4

(cont)

REGISTER OF CONTRACTS SIGNED BY CEO DELEGATION FEBRUARY 2020

Contract Number	Service
30227	Heritage Advisory Services
30228	Walker Av Mitcham, Rd Reconstruction
30201	Mitcham Shopping Centre Streetscape Renewal Works (Stage 4B)

REGISTER OF PROPERTY DOCUMENTS EXECUTED FEBRUARY 2020

Property Address	Document Type	Document Detail
Leases		
6B Fraser Place, Nunawading (Aqualink Nunawading - Consulting Suite)	Disclosure Statement	Disclosure Statement - Require under Retail Leases Act 2003
6B Fraser Place, Nunawading (Aqualink Nunawading - Consulting Suite)	Lease	Sports Medicine Services
653-661 Elgar Road, Mont Albert North	Lease (2 years)	Pole Mounted Sub-Station
Fire Services Property Levy (FSPL)		
358 Mitcham Road, Mitcham	Not applicable	Land use changed from 'Residential' to 'Commercial' for FSPL purposes
Rateability Changes (Section 154 of the Local Government Act 1989)		
13 Iris Court, Blackburn North	Property Now Rateable	Former Church owned property sold and vacated
1/16-20 Silver Grove, Nunawading	Exempt	Unoccupied Council owned site (formerly tenanted)

REGISTER OF DOCUMENTS AFFIXED WITH THE COUNCIL SEAL FEBRUARY 2020

Nil

PARKING RESTRICTIONS APPROVED BY DELEGATION FEBRUARY 2020

Address: **Craig Street, Blackburn South:** Middleborough Road to 16m east of Middleborough Road (north side)

Previously: 1 'Unrestricted' parking space

Now: 1 'No Stopping' parking space

Address: **Craig Street, Blackburn South:** Middleborough Road to 23m east of Middleborough Road (south side)

Previously: 1 'Unrestricted' parking space

Now: 1 'No Stopping' parking space

Address: **Arnold Street, Box Hill:** Rodgers Road to Wellington Road (north side)

Previously: 8 '2-Hour, Ticket, 8.30am to 9pm, Monday to Saturday' parking spaces

Now: 8 'No Stopping' parking spaces

Address: **Elmhurst Road, Blackburn North:** Middleborough Road to Wright Street (north side)

Previously: 5 '2-Hour, 9am to 5pm, Monday to Friday' parking spaces

Now: 5 '1-Hour, 9am to 5pm, Monday to Friday' parking spaces

Address: **Canterbury Road, Vermont:** eastern boundary of 447 Canterbury Road to western boundary of Canterbury Road (north side)

Previously: 2 'No Stopping, 4pm to 6.30pm, Monday to Friday' parking spaces

Now: 2 'Works Zone, 7am to 5pm, Monday to Saturday' parking spaces

9.3.4

(cont)

VENDOR PAYMENT SUMMARY: SUMS PAID DURING FEBRUARY 2020

Date	Total Issued	Payments (direct debit, cheques or electronic funds transfer)	Transaction Type EFT/CHQ/DD
05/02/2020	\$7,442.50	1	EFT
06/02/2020	\$9,817.25	22	EFC
06/02/2020	\$49,262.46	25	CHQ
06/02/2020	\$1,267,939.81	178	EFT
06/02/2020	\$2,359.50	1	EFT
13/02/2020	\$29,207.81	34	EFC
13/02/2020	\$31,751.76	39	CHQ
13/02/2020	\$1,403,353.77	177	EFT
18/02/2020	\$124.92	1	CHQ
20/02/2020	\$58,238.22	42	EFC
20/02/2020	\$121,727.79	75	CHQ
20/02/2020	\$3,637,759.51	221	EFT
25/02/2020	\$38,214.85	1	EFT
25/02/2020	\$5,339.68	2	EFT
27/02/2020	\$32,322.27	36	EFC
27/02/2020	\$19,028.21	14	CHQ
27/02/2020	\$5,573,706.16	297	EFT
28/02/2020	\$250.00	1	CHQ
28/02/2020	\$250.00	1	CHQ
28/02/2020	\$5,032.30	1	EFT
GROSS	\$12,293,128.77	1169	
Monthly Lease Payments	\$35,508.60		
Direct Debit Payments	\$191,240.15		
CANCELLED PAYMENTS	-\$18,990.60	-22	
NETT	\$12,500,886.92	1147	

10 REPORTS FROM DELEGATES, SPECIAL COMMITTEE RECOMMENDATIONS AND ASSEMBLY OF COUNCILLORS RECORDS

10.1 Reports by Delegates

- 10.1.1 Cr Liu reported on her attendance at the Eastern Transport Coalition Board Meeting on 16 April 2020.
- 10.1.2 Cr Davenport advised he attended a recent meeting of the Metropolitan Transport Forum and said he would provide a written report for circulation to Councillors.
- 10.1.3 Cr Massoud reported on her attendance at the Eastern Region Group meeting held on 17 April 2020.
- 10.1.4 Cr Munroe gave an update on Whitehorse Manningham Regional Library operations.
- 10.1.5 Cr Bennett reported on his attendance at the Local Government Waste Management forum meeting on 16 April 2020.
- 10.1.6 The Mayor Cr Ellis reported on her attendance at:
 - the Eastern Region Group Meeting held on 17 April 2020
 - a recent meeting held by the Municipal Association of Victoria for Mayors and MAV Representatives

COUNCIL RESOLUTION

Moved by Cr Massoud, Seconded by Cr Liu

That the reports from delegates be received and noted.

CARRIED

10.2 Recommendation from the Special Committee of Council Meeting of 14 April 2020

10.2.1 Additional bus stop for the 766 bus route

SPECIAL COMMITTEE OF COUNCIL RECOMMENDATION

Moved by Cr Davenport, Seconded by Cr Barker

That Council

1. *Supports the request from a member of the public for an additional bus stop for the 766 bus route, in the proximity of 54 Highbury Road, Burwood*
2. *Writes to the Minister for Public Transport, The Hon Melissa Horne MP, and the State Member for Burwood, Mr Will Fowles MP seeking a new bus stop in the above mentioned location.*

CARRIED UNANIMOUSLY

COUNCIL RESOLUTION

Moved by Cr Munroe, Seconded by Cr Carr

That the recommendation from the Special Committee of Council Meeting of 14 April 2020 Item 10.2.1 be received and adopted.

CARRIED UNANIMOUSLY

10.3 Record of Assembly of Councillors

Meeting Date	Matter/s Discussed	Councillors Present	Officers Present	Disclosures of Conflict of Interest	Councillor /Officer attendance following disclosure
16.03.20 6:30-7:00pm	Councillor Informal Briefing Session <ul style="list-style-type: none"> 7.1 Serviced Apartment Development 37-39 Harrow Street, Box Hill 9.1.1 16 Spring Street Box Hill (Lots 1 PS 810596 V) 9.1.2 199 Canterbury Road, BLACKBURN (LOT 1 LP 114506) 9.1.3 Amendment C219 to the Whitehorse Planning Scheme Municipal Wide 9.1.9 Kerbside Waste Service Contracts and Food Organics and Garden Organics (FOGO) service 9.2.1 Nunawading Hub Fees and Charges 9.3.5 Whitehorse Matsudo 50th Anniversary of Sister City Relationship 3.1 Update on Citizenship Ceremony 3.2 Update on Coronavirus 	Cr Ellis (Mayor & Chair) Cr Barker Cr Bennett Cr Carr Cr Davenport Cr Liu Cr Massoud Cr Munroe Cr Stennett	S McMillan J Green S White T Wilkinson P Smith A De Fazio J Russell C Altan	Nil	Nil
27.03.20 4:00-5:30pm	Budget 2020/21	Cr Ellis (Mayor & Chair) Cr Barker Cr Bennett (Video Link) Cr Carr Cr Cutts Cr Davenport Cr Liu (Video Link) Cr Massoud Cr Munroe Cr Stennett	S McMillan J Green S White T Wilkinson P Smith A De Fazio S Cann N Brown C Gipps M Ackland	Nil	Nil

10.3
(cont)

Meeting Date	Matter/s Discussed	Councillors Present	Officers Present	Disclosures of Conflict of Interest	Councillor /Officer attendance following disclosure
02.04.20 3:30-4:30pm	Councillor Update: <ul style="list-style-type: none"> On Service Provision and Service Closure, Update on State and Federal Government Requirements, Funding Arrangements and Essential Service expectations General matters associated with Budget timetable and Hardship Policy arrangements On State requirements for Council Meetings, Council Elections and Council Budgets Community Information and Communications Local Government Sector responses to Covid-19 	Cr Ellis (Mayor & Chair) Cr Barker Cr Bennett Cr Carr Cr Cutts Cr Davenport Cr Liu Cr Massoud Cr Munroe	S McMillan	Nil	Nil
14.04.20 5:30-8:11pm	Councillor Briefing Session <ul style="list-style-type: none"> Energy Contract and Power Purchase Agreement Update Proposed Budget 2020/21 Special Committee Agenda 14 April 2020 Other Business Motions Noted list of Submissions Draft Council Agenda 20 April 2020 	Cr Ellis (Mayor & Chair) Cr Barker Cr Bennett Cr Carr Cr Cutts Cr Davenport Cr Liu Cr Massoud Cr Munroe Cr Stennett (arrived at 6:55pm)	S McMillan J Green S White T Wilkinson P Smith A De Fazio J Russell C Altan S Cann T Peak I Barnes (Video Link) M Ackland	Nil	Nil

COUNCIL RESOLUTION

Moved by Cr Liu, Seconded by Cr Massoud

That the record of Assembly of Councillors be received and noted.

CARRIED UNANIMOUSLY

91 REPORTS ON CONFERENCES/SEMINARS ATTENDANCE

Nil

102 CONFIDENTIAL REPORTS

COUNCIL RESOLUTION

Moved by Cr Bennett, Seconded by Cr Munroe

That in accordance with Section 89(2) (d) and (f) of the Local Government Act 1989 the Council should resolve to go into camera and close the meeting to the public as the matters to be dealt with relate to contractual matters and legal advice.

CARRIED

The meeting was closed to the public at 9:07pm

COUNCIL RESOLUTION

Moved by Cr Barker, Seconded by Cr Davenport

That the meeting move out of camera and be reopened to the public.

CARRIED UNANIMOUSLY

The meeting was reopened to the public at 9:09pm.

11 CLOSE MEETING

Meeting closed at 9:09pm

Confirmed this 25th day of May 2020

CHAIRPERSON