



City of Whitehorse

AGENDA

Special Committee of Council Meeting

In accordance with the *COVID-19 Omnibus (Emergency Measures) Bill 2020 – Amendment of Local Government Act 2020*, our Council meetings remain open to the public via Live Stream only. Please do not attend in person.

Meetings can be viewed via Council's live stream platform

<https://webcast.whitehorse.vic.gov.au/video.php>

on

Tuesday 9 June 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

Recording of Meeting and Disclaimer

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

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

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

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

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



OBJECTIVE

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

PURPOSE OF GUIDELINES

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

PROVISION FOR PUBLIC PARTICIPATION

(The information below refers to 'General' Submissions. Please refer to page 2 of these Guidelines for information on Submissions on Council's Proposed Budget 2020/21 to be heard at 9 June 2020 meeting of the Special Committee of Council.)

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

Note: Public Comment is not currently available due to COVID-19 restrictions.

Public Submissions:

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

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

No individual submission shall exceed three minutes.

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

Procedures for Public Submissions:

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

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

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

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

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

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

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

Public Comment:

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

ADOPTION AND AMENDMENT OF THESE GUIDELINES

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

❖ ***Please note that due to COVID-19 restrictions Whitehorse City Council has implemented the shut-down of various facilities announced by the Premier, and the advanced social distancing announced by the Prime Minister.***

In accordance with the COVID-19 Omnibus (Emergency Measures) Bill 2020 – Amendment of Local Government Act 2020 our Council meetings remain open to the public via Live stream only, please do not attend in person. Meetings can be viewed via Council's live stream platform <https://webcast.whitehorse.vic.gov.au/video.php>

Members of the public are invited to register a submission on any issue or matter that they would like to present to Council at <https://www.whitehorse.vic.gov.au/about-council/what-we-do/meetings/public-submissions-questions-petitions/public-submissions>.

Guidelines for Public Submission are as follows.

An online registration form must be completed and submitted, a maximum 10 submission are permitted at any meeting, registration is determined in order of receipt*, each submission is allocated a 3 minute time slot and the submission will be read out by a member of Council staff at the meeting.

****Please note that the Chairperson retains the right to vary the order where deemed appropriate***

***SUBMISSIONS ON COUNCIL'S 2020-21 PROPOSED BUDGET**

A person who makes a written submission on Council's 2020/21 Proposed Budget may also request to be heard by a Committee of Council appointed to consider and hear submissions.

Council at its meeting held 20 April 2020 determined that pursuant to section 223 (1) (b) of the *Local Government Act 1989*, the Special Committee of Council hear any submissions received in relation to the Proposed Budget 2020/21 on 9 June 2020.

Twelve people requested to speak in support of their written submission on Council's 2020/21 Proposed Budget; in line with statutory requirements these speakers have up to five minutes for their verbal submission.

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

3 DISCLOSURE OF CONFLICT OF INTERESTS

4 CONFIRMATION OF MINUTES

Minutes of the Special Committee of Council Meeting 11 May 2020.

RECOMMENDATION

That the minutes of the Special Committee of Council Meeting 11 May 2020 having been circulated now be confirmed.

5 PUBLIC SUBMISSIONS

Please note that due to COVID-19 restrictions Whitehorse City Council has implemented the shut-down of various facilities announced by the Premier, and the advances social distancing announced by the Prime Minister.

In accordance with the COVID-19 Omnibus (Emergency Measures) Bill 2020 – Amendment of Local Government Act 2020 our Council meetings remain open to the public via Live stream only, please do not attend in person. Meetings can be viewed via Council's live stream platform <https://webcast.whitehorse.vic.gov.au/video.php>

Interested parties who wish to submit to the Special Committee of Council during under the Public Submissions section of the Special Committee Meeting must register online at www.whitehorse.vic.gov.au/about-council/what-we-do/meetings/public-submissions-questions-petitions/public-submissions by 4pm on the day of the meeting.

Persons wishing to make a submission to the Special Committee on any land use planning matter must register online by 4:00pm www.whitehorse.vic.gov.au/about-council/what-we-do/meetings/public-submissions-questions-petitions/public-submissions, at least five working days prior to the day of the meeting.

In completing the online public submission form a member of Council staff will inform you whether your registration was successful and the submission will then be read out at the meeting.

The submission, name and suburb will then form part of the Special Committee of Council minutes and become part of a permanent record of the Council

5.1 General Submissions (Other Speakers who have registered an online written submission, will have their submission read out at the meeting up to 3 minutes per submitter)

5.2 2019/20 Budget Consultation (Speakers – up to 5 minutes each submitter)

	Name Submission via Zoom
1	Mr A. Athanasopoulos, Representative of Box Hill United Soccer Club Submission Number: 6
2	Mr G. Little, Representative of Victoria Grange Retirement Village Residents' Committee Submission Number: 9
3	Mr K. Oakey, Representative of Heatherdale Cricket Club Submission Number: 10
4	Ms T. Tescher, President, Whitehorse Ratepayers and Residents' Association Submission Number: 14
5	Mr M. Hassett, Representative of Metro-East Bicycle User Group Inc Submission Number: 17
6	Mr P. Carter Submission Number: 18
7	Mr C. Trueman, Correspondence Secretary, Whitehorse Active Transport Action Group Submission Number: 19
8	Ms B Barclay Submission Number 25
	Name Submission to be read out
9	Mr A. Palmos Submission Number: 3
10	Mr M. Davis Representative of Emmaus St Leos Old Collegians Football Club Committee Submission Number: 13
11	Mr B. Pearson Submission Number: 15
12	Mr D. Berry, President, Blackburn & District Tree Preservation Society Inc. Submission Number: 20
13	Mr B Hackett Submission Number: 22

6 REPORTS FROM OFFICERS

6.1 CITY DEVELOPMENT

Business and Economic Development

6.1.1 Pandemic Recovery Stimulus Package

ATTACHMENT

SUMMARY

As part of the approval of the Pandemic Response Policy at the Council meeting held on 20 April 2020 it was resolved to support the development of a pandemic response policy – “Package B”: recovery stimulus – being up to a further \$2.5m of value. This report recommends a number of measures as part of this recovery stimulus, including two grants programs; one for business recovery and one for community recovery, along with measures to increase local procurement of products and services and a temporary hold on an increase in fees and charges for some Council services next financial year.

RECOMMENDATION

That Council approves implementation of this pandemic response policy – “Package B”: recovery stimulus – being approximately up to \$2.5m of value.

BACKGROUND

The novel coronavirus pandemic, COVID-19, has adversely impacted Australia’s society and economy and has created an environment of disruption and financial and social uncertainty.

It is recommended that Council approve thoughtful, flexible and timely packages of support to the Whitehorse community to assist with the recovery process. This is with a particular focus on local community and business recovery.

DISCUSSION

The proposed recovery stimulus package includes two grants programs; one for business recovery and one for community recovery. The key details of these two programs are outlined below.

Business Grants

The COVID-19 Small to Medium Enterprise (SME) Grants Program will provide financial assistance to eligible SME’s affected by the pandemic. Three grant streams have an overarching focus on business adaption, innovation and resilience. The three streams are summarised below:

Business Innovation

Costs associated with online and e-commerce activities:

- Website design and development
- E-commerce platforms (selling online, receiving payments & contactless payment)
- Digital marketing and promotion
- Mentoring and training in online and e-commerce activities

6.1.1

(cont)

Business Continuity

Costs associated with encouraging a business to reposition itself for the future:

- Training and professional development (in house training, attendance at conference/seminars, industry association membership fees)
- Engagement of a professional to provide specialist advice (for example an Accountant, Lawyer or Business Planner)

Business Restart

Costs associated with supporting a business to re-commence operations:

- Purchase of stock/inventory
- Business equipment (printer, cash registers)
- PPE Supplies (disposable gloves, hand sanitizers)
- Cleaning/sanitising products
- Physical distancing equipment (plastic cones, markers, barrier tape)
- Disposable equipment (cups, cutlery, serviettes)

Each of the above streams are proposed to have a value of up to \$3000. Businesses can apply for multiple streams, however the applications can be no greater than \$3000.

Community Grants

The Whitehorse Community Recovery Grants 2020-2021 will provide financial assistance to eligible community organisations, clubs and groups who have been impacted by COVID-19, to assist in their recovery and respond to local community need.

Five streams are available for funding, focussing on initiatives and equipment to recommence operations. The five streams are summarised below:

Community Engagement/Participation/Volunteers initiatives – up to \$2500

Programs, projects, activities and initiatives that:

- Engage with the community and encourage community participation in activities and initiatives.
- Creative strategies and initiatives to support volunteers and volunteering activity.

Programs and initiatives relating to relevant organisations, clubs & groups – up to \$2500

- Sport & Recreation
- Arts & Culture
- Community focussed programs and initiatives

All responding to community need as a result of COVID-19 and which are sustainable for the Whitehorse community into the future.

6.1.1 (cont)

Marketing and Promotions – up to \$2000

- Assisting organisations, clubs etc., to attract participants, consumers and volunteers back into programs
- Supporting promotional/marketing initiatives (branding, advertising, social media campaigns, temporary signage, mail outs, etc.)

Organisation operating cost/ administration – up to \$1500

- Assist organisations, clubs and groups to re-commence their operations through assisting with operational/administrative costs

Equipment, supplies & other items (physical requirements) – up to \$2500

- Equipment and other physical requirements essential to assist organisations to recover, including hand sanitisers, disinfectant and other cleaning products essential to manage hygiene requirements for recommencement of activity etc.
- Plastic cones, markers, barrier tape, cords etc. useful to manage physical distancing requirements.
- Supplies including loss of items/perishables

More than one funding stream can be applied for, however the total amount requested (per organisation) can be no greater than \$5000.

It is proposed to conduct two rounds of funding for each of the grants programs; one commencing in July and the other in late 2020/early 2021.

The assessment process and eligibility criteria for these two grants programs are detailed in the attached documents. The applications and the management of the grants will be through SmartyGrants, which is an easy to use grants management system that has been used for the past 2 years in Whitehorse. Information sessions will be held for prospective applicants.

Procurement for Local Business

In addition to the two grants programs outlined above, it is recommended that a portion of the recovery stimulus package be committed to ensuring that local businesses are the recipient of increased procurement. This would be in the form of local business stimulus measures, including, but not limited to:

Discovery: identification and development of a register of goods and services delivered by businesses in the municipality. Current council local spend analysis will be undertaken, and this will be cross referenced with the register to identify future council and local business partnerships.

Communication: a survey will be undertaken to ascertain a local supplier current health check, what impact COVID-19 has had on them, future readiness and to determine their interest in gaining tenders from Council. There will also be the development of a website/page as an information portal for local business to identify future council procurement opportunities.

Education: local businesses are supported through public forums and guidance on how they can do business with council. Public forums will provide businesses an insight into how Local Government procurement works, accessing tenders/quotes and how to prepare bids.

Accessibility: broadening the opportunities for small business by incentivising large businesses to use local good and services. There will also be direct communication to local business of upcoming council opportunities.

6.1.1 (cont)

Fees and Charges

It is recommended that there be a temporary hold placed on the proposed increase in fees and charges for Council's leisure and recreation services for the first quarter of the 2020/2021 financial year. A provisional amount will also be set aside to place the increase in these fees and charges on hold for the remainder of the 2020/2021 financial year. The need for this provisional amount can be reviewed in September 2020.

At its 24 February 2020 meeting, Council resolved that free parking be provided at select Box Hill parking meter locations between 10am and 2pm on Saturdays during March and April. This was extended until the end of June when Council adopted the Part A Hardship and Support Policy. It is recommended that the recovery stimulus package extend this free parking arrangement in Box Hill until the end of August 2020.

Under the pandemic response policy – Package A: support and hardship - adopted by Council on 20 April 2020 winter seasonal licence fees for Council sporting reserves and pavilions were waived for 6 months commencing 1 April 2020. It is recommended that this recovery stimulus package include an allocation to support clubs and user groups with their summer seasonal licence fees. This allocation would not be for a waiver, but rather to provide some support if required.

CONSULTATION

The promotion of the recovery stimulus package, in particular the grants programs, will be broad and will include marketing in the Whitehorse News and other printed media, networks and local organisations, the business community, community radio, Council's web site and Chinese and other cultural media.

FINANCIAL IMPLICATIONS

Expenditure:

- Business Grants Program	\$1,200,000
- Community Grants Program	\$970,000
- Local Procurement Initiatives	\$50,000
- 3 month hold on fee and charge increases	
For leisure and recreation services	\$60,000
- October 2020 to June 2021 hold on fee and charge	
Increases for leisure and recreation services (provisional)	\$170,000
- Summer seasonal licence support	\$50,000
- Total expenditure:	\$2,500,000

POLICY IMPLICATIONS

The recovery stimulus package for local businesses and community organisations, clubs and groups is in line with the Whitehorse Council Plan and Council's long term vision and goals.

ATTACHMENT

- 1 Whitehorse Community Recovery Grants Proforma
- 2 SME Grants

6.2 CORPORATE

6.2.1 2020/2021 Budget Consultation

ATTACHMENT

SUMMARY

Council resolved on 20 April 2020 to endorse and advertise its Proposed Budget and to call for submissions under Section 223 of the Local Government Act 1989. A public notice was the Whitehorse News and on Council's website. Copies of the Proposed Budget were available for inspection on Council's website. Council received 23 written submissions on the Proposed Budget 2020/2021.

RECOMMENDATION

That Special Committee of Council, having heard those who wished to speak in support of their written submission, consider all written submissions as part of Council's deliberations in adopting the Budget 2020/2021 at the Council meeting to be held on 22 June 2020.

BACKGROUND

The Proposed Budget 2020/2021 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 plans and strategies.

It also takes into account community feedback received through various consultations undertaken by Council. Community consultation is an essential component of the budget process and feedback from community members helps inform the key decisions made by Council. Consultations that have informed the development of this Budget include the 2019 Community Satisfaction Survey, 2020 Mayoral Community Budget Consultation event, and consultation on various Council strategies and plans.

Councillors and officers also held a number of meetings to develop this fiscally responsible budget and longer term strategic resource plan within a rate capping environment.

Council was required under Section 129 of the *Local Government Act 1989* to seek written public comment on the Proposed Budget 2020/2021. Council was 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 of the *Local Government Act 1989* 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.

A public notice advising that the Proposed Budget 2020/2021 was available for inspection was placed in The Age on Wednesday 22 April 2020. A copy of the Proposed Budget document was made available on Council's website on Tuesday 21 April 2020 however could not be made available for inspection at Council Service Centres and libraries as a result of the closure of these services during the Coronavirus pandemic. In addition, there was a special feature on the Proposed Budget in the May 2020 Whitehorse News and various other press releases.

6.2.1

(cont)

Council, at its meeting of 20 April 2020, gave notice that it had prepared a Proposed Budget and invited written submissions. Council also resolved that the Special Committee of the Council hear anyone who wishes to speak in support of their written submission in accordance with Section 223 of the *Local Government Act 1989*. The closing date for submissions was Wednesday 20 May 2020.

DISCUSSION

Public submissions – Proposed Budget 2020/2021

Council has received 25 formal submissions/comments on the Proposed Budget 2020/2021. There are 13 people that have requested to speak in support of their submissions at the Special Committee meeting.

Submissions were received from the following:

	Name	Issue(s) Raised
1	Mr G. Petheriotis, Box Hill United Soccer Club	Funding for design works for synthetic turf at Sparks Reserve
2	Mr K. Kyranakis, Box Hill United Soccer Club	Funding for design works for synthetic turf at Sparks Reserve
3	Mr A. Palmos, Box Hill United Soccer Club	Funding for design works for synthetic turf at Sparks Reserve
4	Mr and Mrs Kontos, Box Hill United Soccer Club	Funding for design works for synthetic turf at Sparks Reserve
5	Mr and Mrs Kapnias, Box Hill United Soccer Club	Funding for design works for synthetic turf at Sparks Reserve
6	Mr A. Athanasopoulos, Box Hill United Soccer Club	Funding for design works for synthetic turf at Sparks Reserve
7	Mr and Mrs Brennan	Improvements at Lundgren Reserve
8	Ms J. Melia, Manager, Bennettswood Neighbourhood House	Financial support for Bennettswood Neighbourhood House
9	Mr G Little Victoria Grange Retirement Village Residents' Committee	Differential rates for retirement villages
10	Mr K Oakey, Heatherdale Cricket Club	Heatherdale Reserve pavilion redevelopment
11	Mr C White	Whitehorse Centre redevelopment and open space
12	Mr R. Brown, President, Brentford Square Traders Association	Support for Brentford Square streetscape project
13	Mr M. Davis, Emmaus St Leos Old Collegians Football Club	Improved lighting at Bennettswood South Oval
14	Ms T. Tescher, President, Whitehorse Ratepayers and Residents' Association	Various issues
15	Mr B. Pearson	Investment in climate focused initiatives
16	Mrs K. Cummings	Various issues
17	Mr M. Hassett, Metro-East Bicycle User Group Inc	Funding for cycling related projects
18	Mr P. Carter	Funding to implement sharrow linemarking

6.2.1

(cont)

	Name	Issue(s) Raised
19	Mr C. Trueman, Correspondence Secretary, Whitehorse Active Transport Action Group	Funding for cycling related projects
20	Mr D. Berry, President, Blackburn & District Tree Preservation Society Inc.	Funding for Whitehorse street tree program, Urban Forest Strategy, ParksWide, implementation of tree controls; and management of public open space funds
21	Mr P. Abrahams	Condition of Heritage Lane, Mitcham
22	Mr B. Hackett	Rate increase and cash reserves
23	Name withheld	Condition of trees at Banksia-Warrath Reserve, Burwood
24	Mr D Seng	Council Rates
25	Ms B Barclay	Heatherdale Pavilion Upgrade

1. The full text of the submissions are attached.

The following people have requested to speak to their submissions:

	Name
1	Mr A. Athanasopoulos, Representative of Box Hill United Soccer Club
2	Mr G. Little, Representative of Victoria Grange Retirement Village Residents' Committee
3	Mr K. Oakey, Representative of Heatherdale Cricket Club
4	Ms T. Tescher, President, Whitehorse Ratepayers and Residents' Association
5	Mr M. Hassett, Representative of Metro-East Bicycle User Group Inc
6	Mr P. Carter
7	Mr C. Trueman, Correspondence Secretary, Whitehorse Active Transport Action Group
8	Ms B Barclay
9	Mr A. Palmos
10	Mr M. Davis Representative of Emmaus St Leos Old Collegians Football Club Committee
11	Mr B. Pearson
12	Mr D. Berry, President, Blackburn & District Tree Preservation Society Inc.
13	Mr B Hackett

ATTACHMENT

1 2020/2021 Budget Submissions

7 OTHER BUSINESS

8 PUBLIC COMMENT

Persons speaking will be identified and recorded for Council Minutes and become part of a permanent record of the Council. Please indicate if you do not wish your name to be recorded.

NB. Public Comment will not be available due to COVID-19 restrictions.

9 CONFIDENTIAL ITEMS

10 CLOSE MEETING