



City of Whitehorse

MINUTES

Virtual Council Meeting

Held via Zoom

on

Monday 25 October 2021

at 7:00pm

Members: Cr Munroe (Mayor), Cr Barker, Cr Carr (Deputy Mayor), Cr Cutts, Cr Davenport, Cr Lane, Cr Liu, Cr McNeill, Cr Massoud, Cr Skilbeck, Cr Stennett

Mr Simon McMillan
Chief Executive Officer

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Meeting opened at 7:00pm

Present: (Mayor) Cr Munroe, Cr Barker, Cr Carr (Deputy Mayor), Cr Cutts, Cr Davenport, Cr Lane, Cr Liu, Cr McNeill, Cr Massoud, Cr Skilbeck, Cr Stennett
S McMillan, J Green, L Letic, S Cann, S White, S Sullivan, V Ferlaino, C Altan, J Russell

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

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

2 WELCOME AND APOLOGIES

The Mayor welcomed all

APOLOGIES: Nil

3 DISCLOSURE OF CONFLICT OF INTERESTS

Stuart Cann disclosed a conflict of interest in Item 9.2.2 Community Grants, relating to a family member (spouse) working for EACH.

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Minutes of the Council and Confidential Council Meeting 18 October 2021

COUNCIL RESOLUTION

Moved by Cr Stennett, Seconded by Cr McNeill

That the minutes of the Council and Confidential Council Meeting 18 October 2021 having been circulated now be confirmed.

CARRIED UNANIMOUSLY

5 RESPONSES TO QUESTIONS

5.1 Mr D Morrison, submitted two question on behalf of the Blackburn Village Residents Group.

Question 1

DELWP 2014, and in 2018, shows that Whitehorse experienced 2% tree canopy loss over 4 years from 20% to 18% canopy cover. Tree loss is expected to continue at 1% each 2 years. By 2022 it will be 16%. The Urban Forest strategy seeks to replenish tree canopy and sets a clear vision, five objectives with key actions, aimed at meeting the canopy cover target of 27% by 2031.

With no funding budgeted for this strategy, what ongoing resources will be allocated to reverse the continuing decline, increasing planting to 27% tree canopy target in 10 years, a 17% turnaround?

Mr Steven White Director Infrastructure read out the question and responded on behalf of Council:

The Urban Forest Strategy contains a number of actions designed to address the decline in tree canopy and to see an increase over time. Many of these actions can be undertaken within the existing resourcing provided for within Council's budget. Some future items may require specific funding to be allocated and those items will need to be considered in the context of the overall budget priorities at the time. Council's Parks and Natural Environment department is adapting a number of work program areas to cater for the actions in the Strategy. The service levels relating to trees is important to Council and accordingly, the budget allocation for tree related services was increased by 28% or \$1.23 million in the 2021/22 budget.

Question 2

Council have engaged a consultant to conduct a feasibility study for a rail overpass, cycling connection linking Nelson Road and Thurston Street across the railway line at Box Hill.

Will the consultant, in preparing a report:

- Consult with all stakeholders including the community?
- Consider land acquisition to ensure a satisfactory engineering solution?
- Conclude before the current Vicinity planning application is complete?

Mr Jeff Green Director City Development read out the question and responded on behalf of Council:

At this stage consultation isn't proposed as it is only a feasibility study and not a proposal. Once the report is finalised, land acquisition if required, will be reviewed but there is not a current position on this. It is anticipated that the study will be completed prior to the determination of the Vicinity applications.

5.2 Mr K Earl, submitted two questions.

Question 1

When will the development at 820 Whitehorse Rd (WH/2016/68) be completed to allow people who cannot use the steps to regain access between Young St and Whitehorse Rd?

Mr Jeff Green Director City Development read out the question and responded on behalf of Council:

Due to the recent lockdown and the inability of civil contractors to commence site investigations, a final design will not be approved until the end of November. We then anticipate that the works will be completed in early 2022.

Question 2.

Will Council allow access to delegated decisions so there is accurate information available when discussing these developments, but not at \$150 per enquiry, when a current development may be sitting on a planner's desk?

Mr Jeff Green Director City Development read out the question and responded on behalf of Council:

Planning applications can be viewed online prior to a determination. In relation to after a determination, Mr Green indicated he would arrange for an officer to call Mr Earl to gain a more detailed understanding of his question.

6 NOTICES OF MOTION

None submitted

7 PETITIONS

None submitted

8 URGENT BUSINESS

None submitted

9 COUNCIL REPORTS

9.1 CITY DEVELOPMENT

9.1.1 Strategic Planning Update

FILE NUMBER: SF10/90

SUMMARY

This report outlines progress with key strategic planning projects since March 2021 and recommends that this update report be acknowledged.

COUNCIL RESOLUTION

Moved by Cr Skilbeck, Seconded by Cr Massoud

That Council note the report on progress with Strategic Planning projects.

CARRIED UNANIMOUSLY

BACKGROUND

Council's Strategic Planning Unit undertakes a range of projects that respond to the strategic planning needs of Whitehorse, updates the Whitehorse Planning Scheme (Planning Scheme) and manages projects to proactively plan for future improvement, development opportunities and protection of important features and places within the City.

DISCUSSION

The following is a summary of the current status of key projects being undertaken by the Strategic Planning Unit. The last update to Council was provided at its meeting on 15 March 2021.

Key planning scheme amendments

Amendment C219 - Municipal Wide Tree Controls, Significant Landscape Overlay (SLO9)

On 8 June 2021 the tree protection controls were extended on an interim basis for a further 12 months until 24 June 2022 while the Department of Environment, Land, Water and Planning (DELWP) completes a review of the Significant Landscape Overlay (SLO) in the Victoria Planning Provisions (VPP). DELWP has advised that this review is intended to establish a state-wide approach to the application of planning tools for tree protection.

In December 2020 DELWP released a preliminary overview of the proposed changes to the VPPs. Technical feedback was provided at officer level. DELWP has summarised the Council feedback and, subject to ministerial approval, intends to commence a formal consultation period in early October 2021.

Amendment C213 – Student Accommodation Policy Update

The *Student Accommodation Background Paper* and *Student Accommodation Strategy* were adopted by Council in August 2018. The Strategy informed a proposed update to the existing Student Accommodation Policy at Clause 22.14 of the Planning Scheme which has been in place for approximately 10 years.

Council adopted Amendment C213, with minor post exhibition changes, at its meeting on 25 November 2019 and lodged it with the Minister for approval on 23 December 2019.

9.1.1

(cont)

On 21 May 2021 Council was advised that the Amendment had been approved with the following changes to align Clause 22.14 with the new Planning Policy Framework format (arising from state-wide Amendment VC148) resulting in a more condensed policy which retains the policy's intent. Specifically:

- Clause 72.08 Background Documents was amended to include reference to the City of Whitehorse Student Accommodation Strategy- Background Paper, (August 2018) and City of Whitehorse Student Accommodation Strategy, (August 2018).
- Formatting changes were made in line with Planning Practice Note 8 Writing a Local Policy and A Practitioner's Guide to Victoria Planning Provisions (January 2020).
- The Minister left the car and bicycle parking rates the same as those existing in Clause 22.14 of the Whitehorse Planning Scheme.

The Amendment came into effect when the Minister published Notice of its approval in the Victoria Government Gazette on 10 June 2021.

Amendment C220 – Residential Corridors Built Form Study, Design and Development Overlay (DDO)

The *Residential Corridors Built Form Study* prepared draft development guidelines for areas in the municipality along key road corridors, including Burwood Highway and Whitehorse Road, where the Residential Growth Zone (RGZ) interfaces with land in the Neighbourhood Residential Zone (NRZ) and the General Residential Zone (GRZ).

The Study was adopted by Council at its meeting on 29 January 2019 and authorisation for Amendment C220 was sought from the Minister on 11 October 2019. Authorisation to commence the amendment was received in February 2021. However, the conditions of authorisation have been reviewed against the intent of the Study and a response to the conditions was considered by Council on 20 September 2021. Council resolved to submit a revised planning scheme amendment to the Minister for Planning for re-authorisation.

Amendment C231 – Rezoning of 34-40, 37-43 and 42-50 Moore Road, Vermont

On 25 May 2020, Council resolved to prepare a planning scheme amendment to rezone the above parcels of land in Moore Road, Vermont if the Minister for Planning did not intervene and urgently prepare and approve an amendment to apply the Neighbourhood Residential Zone Schedule 3 to these three properties.

As the Minister for Planning did not intervene, Council has prepared proposed Amendment C231 which seeks to rezone the properties at 34-40, 37-43 and 42-50 Moore Road, Vermont from General Residential Zone Schedule 5 (GRZ5) to Neighbourhood Residential Zone Schedule 3 (NRZ3). The Amendment also proposes to include the three properties in the limited change area of the Housing Framework Plan in Clause 21.06 to align with the purpose of the Neighbourhood Residential Zone, and in the Bush Suburban 9 Precinct in the Neighbourhood Character Precincts map at Clause 22.06 of the Whitehorse Planning Scheme.

The current zoning of GRZ5 does not reflect City of Whitehorse's vision for housing in this area and is not consistent with the Neighbourhood Residential Zone and limited change classification that applies to the surrounding residential area.

These three parcels of land were originally owned by VicRoads and formed part of the former Healesville Freeway Reservation. These properties have been sold by VicRoads and are now in private ownership. The Minister for Planning rezoned these three properties to GRZ5 as part of Amendment C160 which introduced the reformed residential zones across the municipality in October 2014.

9.1.1

(cont)

The amendment was exhibited between Thursday 19 August 2021 and Monday 20 September 2021. A report to Council will follow the exhibition period and provide an assessment of submissions received.

Activity Centres

Officers continue to implement actions from adopted structure plans and urban design framework plans for activity centres in the municipality.

Box Hill Metropolitan Activity Centre (MAC)

For over 10 years the Box Hill Structure Plan has been the guiding document for development in the MAC. In late 2018 Council commenced a review of the vision and strategic directions for the MAC, resulting in a draft updated Structure Plan and accompanying draft Urban Design Framework (UDF) to progress the longer term strategic vision for the Centre. These drafts were presented to Council at its meeting on 25 May 2020 where Council resolved to note the draft Structure Plan and draft UDF for the purpose of community consultation, and to seek authorisation from the Minister to commence a planning scheme amendment to implement the work.

As previously reported, DELWP has provided extensive feedback on the form and content of the Activity Centre Zone (ACZ) proposed for the MAC. In light of this, officers have revised proposed ACZ controls to submit with the amendment authorisation request. The revised controls will be the subject of a separate report to Council.

Tally Ho Major Activity Centre – Review of Commercial 1 Zone

A review of the Tally Ho Major Activity Centre was completed in 2018/19 by Urban Enterprise to assess whether the existing Commercial 1 Zone (C1Z) is the most appropriate zone to achieve the vision for the centre as a major business and employment hub in the eastern region into the future. The report found that residential development in the centre has the potential to undermine the economic strength of the Tally Ho Activity Centre. At its meeting on 26 August 2019, Council resolved to release the report for consultation, which took place from February to April 2020.

A further report on the eleven submissions received was considered by Council at its meeting on 27 January 2021 where Council resolved to pursue a planning scheme amendment (C232) to rezone the C1Z to the Commercial 3 Zone. As a result of the submissions received, Council also resolved to undertake a review of the Design and Development Overlay – Schedule 9 (DDO9) that currently applies to the Activity Centre. A consultant brief has been prepared for review of the DDO9 and it is envisaged that this work will commence concurrent with the exhibition of Amendment C232. An application has been submitted for funding under the Victorian Planning Authority's (VPA) *Streamlining for Growth Program* to review the DDO9.

After a review of the draft amendment documents by DELWP, Amendment C232 was formally submitted to the Department for authorisation on 5 July 2021. DELWP has since met with Council officers to discuss the amendment authorisation request which is still under consideration.

Nunawading, Mitcham and MegaMile Activity Centres - Structure Plan Update

The *Nunawading/MegaMile Major Activity Centre and Mitcham Neighbourhood Activity Centre Structure Plan* was adopted by Council in 2008. A Background Review completed in 2018 analysed the key policy changes, major projects and development that have occurred in the 10 years since the Plan's adoption and will inform an update to the Structure Plan.

9.1.1

(cont)

Consultants were appointed last year to assist with updating the Structure Plan. Phase 1 of the project includes an initial Discussion Paper for community consultation as well as technical reports (economic, traffic and parking, built form) to understand conditions in the activity centres. The impacts of the COVID-19 have caused delays in launching the project with the community.

During 2020/21 financial year the Victorian State Government ran its *Streamlining for Growth* program which is managed by the VPA. The fund aims to provide support and capacity building for councils in regional Victoria and metropolitan Melbourne. The program assists to unblock or fast-track planning projects and processes to accelerate the delivery of employment and residential land, achieve employment growth, housing choice and affordability, and improve the alignment of infrastructure delivery with planning.

The Whitehorse City Council was one of 21 councils that secured funding through the *Streamlining for Growth* program, being awarded \$100,000 for Phase 2 of the project. This funding will deliver an updated Structure Plan to guide land use, built form, public spaces and access and an Implementation Plan including any amendments needed to the planning scheme.

Future community consultation on the project will ensure that the community and stakeholders have input at each stage of the project.

A Community Consultation Strategy has been developed to launch the project to the community while complying with the restrictions of COVID19. Initial consultation on the project is anticipated during October 2021 will provide background to the project and seek interest from members of the community who would like to be kept informed of the structure plan review process.

Heritage

Heritage Assistance Fund

The Heritage Assistance Fund (HAF) provides grants up to \$2,000 from the funding pool of \$40,000 to eligible owners and occupiers of properties in the Heritage Overlay to assist with the ongoing maintenance of their heritage properties. The HAF assists with various heritage preservation works including external painting, repairs and restorative works.

The 2020/21 round of HAF was shortened due to the impacts of the COVID-19 Stage 4 restrictions. Despite the shortened application period and intermittent periods of lock-down, 17 of the 21 successful HAF applicants have completed their works and claimed their funding, with claims so far totalling \$33,200 of the \$40,000 fund budget.

The 2021/22 round of the HAF opened on 18 August and closed on 29 September 2021. The closing date was extended by one week in response to some applicants having difficulty sourcing the necessary trade quotes for works during COVID lockdown.

A new look HAF brochure was sent out to all eligible property owners. The brochure was refined and redesigned into an accessible format, with readers directed to the Council HAF web page for further information: www.whitehorse.vic.gov.au/Heritage-Assistance-Fund

Heritage Framework Plan

At its meeting on 21 September 2020 Council resolved to adopt the Heritage Framework Plan 2020 to identify and prioritise future heritage work in the City of Whitehorse. Work has commenced on several of the initiatives outlined in this Plan. A more detailed account of this work is presented in the annual Heritage Advisor Report which is the subject of a separate report to Council.

9.1.1

(cont)

Other Major Council Projects

Infrastructure and Development Contributions Framework

At the beginning of this year work commenced on the Infrastructure and Development Contributions Framework led by consultants, HillPDA.

Stage one of this work has culminated in a report that provides an overarching information base for Council to consider how infrastructure funding and delivery mechanisms can be used to meet infrastructure needs over time. A thorough review of Council's strategies and policies relating to development and infrastructure provision has determined that Council has a sound basis for the introduction of an infrastructure funding mechanism. It is recommended that Council proceed with the preparation of a municipal wide Development Contributions Plan (DCP) which has the potential to recover around 20% of the total cost to Council of all projects listed in the DCP from new development.

A report on the status of this project was considered on 20 September 2021 where Council endorsed the work to date as the basis for the next stage of the project involving the preparation of a Development Contributions Plan for the municipality.

Building Reflectivity

Preliminary work was carried out in 2019/2020 to investigate building reflectivity issues which have been highlighted by recent development in Box Hill. The study arises from concern about the visual impact (near and far views) and glare safety caused by building reflectivity.

A report to Council on 25 May 2020 outlined the findings of the study and proposed that technical engineering advice be sought on the matter. Council officers are liaising with DELWP who are undertaking a similar project so that any duplication of work is avoided, before considering further funding in the 2021/22 year. DELWP has engaged consultants to draft permit conditions relating to building reflectivity. DELWP is currently in a consultation phase on the draft report.

Tree Assistance Fund (TAF)

At its meeting on 25 May 2020, Council approved the *Whitehorse Tree Assistance Fund Policy and Guidelines* and resolved to continue to allocate funds to the TAF. The TAF provides grants up to \$1,000 from a total funding pool of \$40,000 per year to assist residents with maintenance of significant trees, being those trees covered by the Vegetation Protection Overlay, Schedules 1, 3 and 5 (VPO) in the Planning Scheme. Council also approved funding (\$14,120 per annum, ongoing) for staff resources to administer the fund.

In the 2020/21 year, 42 of the 124 applications received funding assistance. This predominantly included removing dead wood from older trees and lower branches that had become unstable.

The pandemic created challenges for applicants in obtaining quotes from arborists. Feedback from applicants also highlighted that it was difficult for residents to know what works to ask arborists quote on. Taking this feedback into consideration, for the second round, the application process was changed into an expression of interest, whereby Council's consultant arborist would visit the trees and provide guidance on the most appropriate works and the degree of urgency. As a result, even those applicants who were not successful, have some information about their tree that may prove useful in its future management.

Year 2 of the TAF opened on 14 June 2021 and closed after the first 100 expression of interest were completed. The trees have been assessed with 39 residents successful in receiving assistance, some of those with multiple VPO trees on their property. All received support to the value of \$1000 except for one resident with 11 remnant VPO trees on their property which are managed as a stand of trees who will be supported with a \$2000 allocation.

9.1.1

(cont)

For more information about the fund visit: <https://www.whitehorse.vic.gov.au/tree-assistance-fund>

Council Alliance for a Sustainable Built Environment – Elevating ESD Targets

Whitehorse City Council is part of the Council Alliance for a Sustainable Built Environment (CASBE) and has joined 28 other Victorian councils on a collaborative research project that aims to elevate environmentally sustainable development (ESD) targets for new development.

Council can influence the design of private developments by setting ESD requirements through the Whitehorse Planning Scheme. These requirements can help to minimise energy use, water and waste, improve environmental outcomes and amenity and reduce ongoing running costs for our community. Introducing or amending ESD requirements through Planning Policy is an effective and low-cost way for Council to influence the built environment that will result in lasting improvements to sustainability and residents' quality of life.

Council has signed up to the first stage of a two stage project that aims to elevate ESD targets in the Planning Scheme. Stage 1 involves an assessment of ESD standards and objectives that councils have already developed, and will include a feasibility study, cost benefit analysis and legal reviews. This work will provide the evidence and basis for Stage 2, which will include a planning scheme amendment process that is expected to commence in early 2022. There has been no commitment by councils to participate in Stage 2 at this point. The findings of Stage 1 will be reported to Council for consideration of a future planning scheme amendment, and advocacy to Victorian and Federal Governments.

State Government Projects

SMART Planning - Planning Policy Framework

As part of the Smart Planning reforms by the State government, planning schemes across Victoria are being rewritten to align with the new thematic policy structure introduced as part of State Amendment VC148 in July 2018. VC148 introduced the Planning Policy Framework (PPF) and the Municipal Planning Strategy (MPS) to:

- Strengthen planning policy
- Better align and integrate state, regional and local planning policy
- Make policy easier to navigate and use
- Ensure that policy is consistent and concise
- Simplify the review and update of policy

Reform of the PPF is to be primarily undertaken by DELWP in consultation with Council's across Victoria in stages and in accordance with translation guidelines prepared by State government. It was intended that all Councils would transition to the new structure by June 2021, with the majority of the translations to be implemented using an expedited planning scheme amendment process under section 20(4) of the *Planning and Environment Act 1987*. These translations are proposed to be policy neutral e.g. there will be no changes to the content or intent of the policy.

For the Whitehorse Planning Scheme, it is intended that this will be a policy neutral translation of the local content to remove what the State government deem as unnecessary duplication in policy and to streamline operation of policy. A first draft of PPF local content was provided by DELWP to officers in December 2020. Following officer feedback, a partial second draft was provided by DELWP at the end of June 2021. DELWP has committed to providing only two drafts of the translated PPF.

9.1.1

(cont)

Officers from Strategic Planning and Statutory Planning are continuing to review the draft PPF. To date, the translation has not been a smooth process and has involved substantial officer time. There are ongoing discussions with DELWP to ensure that the planning scheme retains important local nuances and content. However DELWP's Smart Planning team was dissolved at the end of June and responsibility for the PPF translations has been handed across to another part of DELWP to be finalised.

As at 20 September 2021, DELWP's web site indicates that of the 79 councils in Victoria, only five (5) metropolitan and 19 regional councils have had their PPF translations gazetted.

Suburban Rail Loop

The Suburban Rail Loop Authority (SRLA) has been working on the Environmental Effects Statement (EES) for those areas of Whitehorse impacted by the proposed rail loop works. Within Whitehorse, stations are proposed in Box Hill and Burwood.

Council's Strategic Planning Unit, including the Heritage Advisor and Landscape Architect, have been involved in meetings convened by the SRLA to determine the extent and implications of the project in Whitehorse and to raise concerns and opportunities. Information has also been provided to the SRLA's technical specialists preparing the impact assessment for the project, particularly in relation to land use, landscape, urban design and important heritage places and precincts likely to be impacted.

Level crossing removal

The Level Crossing Removal Authority (LXRP) is progressing work to concurrently remove the level crossings at Mont Albert Road, Mont Albert and Union Road, Surrey Hills. The LXRP has determined that the most appropriate outcome is to lower the rail line beneath the roads and combine the two stations into one new premium station.

Council's Heritage Advisor has provided feedback to the LXRP about the heritage significance of the current Mont Albert Station, and the need to retain this building. The Heritage Advisor and Landscape Architect are also involved in the Urban Design Assessment Panel for the proposed new station. This work is ongoing.

Planning Reform

In late August the Department of Environment, Land, Water and Planning (DELWP) provided high level briefings to Council CEOs on recent state budget funding for planning reform:

- \$111 million over 4 years to implement the reform
- 5 key focus areas based on the Better Regulation Victoria Report presented to Parliament in 2019 (not publicly released).

The five focus areas identified are:

1. Update and simplify planning rules and processes
2. Partner with local council planning departments
3. Focus on major projects and investment attraction
4. Planning for priority precincts and growth areas
5. Prioritising infrastructure delivery

No further information has been provided to Councils.

9.1.1

(cont)

The Eastern Region Group of Councils, has however provided direct feedback to the Minister for Planning outlining the need for ensure local communities continue to have a role in critical planning decisions and that councils' roles are not diminished. Of significant concern is the potential loss of strategic planning direction, capacity, relationships and duplication in effort combined with loss of income for councils.

CONSULTATION

Community consultation is an integral part of all strategic planning projects. The level and type of consultation will be extensive and varied, depending on the nature and complexity of each project. Community consultation adds to the depth of projects and needs to be adequately factored into project timeframes.

This update report on strategic planning projects is prepared every six (6) months covering periods ending in March and September. This is followed by a summary in the Whitehorse News on a selection of projects of interest to the community.

FINANCIAL IMPLICATIONS

All of the projects require resources and funding for tasks including consultation, preparation, exhibition and consideration of amendments, consultant advice and investigations, including government processes e.g. panel hearings etc. Funding for the projects discussed in this report was either provided in the recurrent budget or via specific budget line items as new budget initiatives.

POLICY IMPLICATIONS

The undertaking of strategic planning projects is consistent with the *Council Plan 2017 – 2021* in terms of project outcomes and the consultation involved.

9.1.2 Heritage Advisor Annual Report 2020-2021

FILE NUMBER: SF09/52
ATTACHMENT

SUMMARY

The twentieth year of work by the Heritage Advisor at Whitehorse City Council is now complete. This is an outline of the work undertaken by the Advisor between 1 July 2020 and 30 June 2021.

COUNCIL RESOLUTION

Moved by Cr Stennett, Seconded by Cr Cutts

That Council accepts the report and acknowledges the valuable contribution made by the Heritage Advisor towards the protection and promotion of heritage places across the City.

CARRIED UNANIMOUSLY

BACKGROUND

This is the eleventh year that Coleman Architects has provided heritage advisory services to Council. On 19 February 2020 Coleman Architects signed the current contract after being the successful tenderer. The term of the contract is four years with the option for a further one year extension at Council's discretion.

The Heritage Advisor is located in the Strategic Planning Unit, generally one day per week. The main role of the Heritage Advisor is to provide advice to both planning staff and members of the public regarding development works on properties covered by a Heritage Overlay (HO) within the Whitehorse Planning Scheme. The Heritage Advisor also investigates and provides advice regarding protection of heritage places generally across the municipality. Council has provided this service since 2002.

DISCUSSION

Following is an outline of the work, tasks and achievements undertaken by the Heritage Advisor over the last financial year. This responds to the primary duties of the Heritage Advisor as specified in the Heritage Advisor Contract and the items are listed in **Attachment 1** to this report.

Heritage advice to property owners - Refer Item a)

Owners of heritage properties who make enquiries to Council about proposed buildings and works are advised of the heritage advisory service and the benefit of speaking directly to the Heritage Advisor before submitting an application and/or when preparing documentation for works. Much of the Heritage Advisor's time is spent guiding owners who are making planning applications for properties which are affected by the HO. Ordinarily this advice is provided during face to face meetings (either in the office or on-site) or over the phone during both the pre- and post-application stage. The provision of heritage advice usually entails:

- Visiting the site to assess what is being proposed and its likely impact on the heritage place.
- Advising property owners and/or permit applicants whether changes are suitable for the property.
- Guiding the choice of materials and finishes selected by applicants for works on heritage buildings.
- Advising appropriate conservation/restoration techniques, particularly for detailing and the materials required for additions and/or alterations; and
- Assessing conservation works as part of the Heritage Assistance Fund.

The impacts of COVID-19 has meant that the Heritage Advisor has had to adapt to remote methods of consultation such as via telephone calls and online meetings.

9.1.2

(cont)

Pre-application consultations with potential applicants consistently result in the submission of planning permit applications which need little or no further comment by the Heritage Advisor. This indicates that Council's policy of encouraging potential applicants to meet with the Heritage Advisor prior to finalising their application is successful.

In a further effort to promote the heritage advisory service, updates are currently being made to 'heritage' page on Council's website.

Heritage promotion - Refer Item b)

Over the past 12 months the Heritage Advisor was involved with the sixteenth year of the Whitehorse Heritage Assistance Fund, assessing applications for the 2020/2021 round of funding and providing his review to the Heritage Steering Committee which in turn recommends successful applications.

Heritage information is also available to the community via Council's 'Whitehorse Maps' webpage. This Geographic Information System allows the user to access the heritage citation for heritage properties in Whitehorse, streamlining the provision of information. Access to Whitehorse Maps is provided on the heritage page on Council's website.

Administration of the planning scheme - Refer Item c)

The Heritage Advisor keeps a record of the advice that he provides on permit applications and general heritage enquiries. **Attachment 2** provides an overview of the number of pre-application advice meetings and referral reports for planning permit applications completed by the Heritage Advisor this year. The statistics are comparable to the previous year with a steady flow of heritage referrals continuing despite the restrictions of the COVID-19 pandemic.

The Heritage Advisor also provided advice to the strategic planning team regarding applications under Section 29A of the *Building Act* 1993 for demolition and provided advice on the appropriateness of seeking interim HO protection to these places. Over the past twelve months no recommendations were made for interim heritage protection controls.

The Heritage Advisor also provided advice to Council project managers and other officers on preliminary proposals and development guidelines for Council properties, including:

- Nunawading Community Hub – Undertook final inspection of the works on completion of this project.
- Schwerkolt Cottage, Mitcham – Inspected damaged cellar and formulated scope of required conservation works.
- Strathdon House, Forest Hill - Advice to officers regarding the proposed master plan.
- Box Hill War Memorials - Prepared report to support application for funding for conservation works.

Sharing of information with planners - Refer Item d)

When preparing referral reports, the Heritage Advisor generally meets with, or speaks to, the planning officer to explain the reasoning behind the heritage comments provided. This assists with the planner's understanding of heritage principles in order to accurately assess applications. These meetings are followed up with detailed referral notes which are recorded on both the planning and property files for on-going reference.

9.1.2

(cont)

Change to heritage assets (Refer Item e)

The Heritage Advisor keeps a record of all heritage meetings, enquiries and referrals (summarised in **Attachment 2**), and of the changes proposed. This provides a snapshot of significant changes to heritage properties that are occurring, for both individual places and within the heritage precincts to enable appropriate monitoring.

Heritage education (Refer Item f)

There generally seems to be a good understanding of heritage issues in the Whitehorse community. This is due in part to heritage promotion exercises such as the Heritage Assistance Fund, Heritage Week and the promotion of heritage on Council's webpage. Potential gaps in heritage knowledge are identified and monitored through:

- Discussions with permit applicants.
- Community consultation for heritage planning scheme amendments.
- Reviewing community reaction to particular planning outcomes as seen in objections to planning applications, or as a result of customer enquiries.

Heritage Steering Committee Meetings are also an opportunity to share heritage information with Councillors and the community through the Box Hill and Whitehorse Historical Society representatives.

Over the past twelve months the Heritage Advisor has provided detailed advice on various enquiries from both the community and Councillors in respect of particular properties and their heritage significance. These enquiries have come in the form of e-mails from residents and requests for meetings from Councillors. Enquiries have ranged from private dwellings potentially under threat of demolition to the progress of larger developments with a heritage element, such as the Daniel Robertson Brickworks in Nunawading and the maintenance of heritage laneways in Mitcham.

Heritage funding (Refer Items g) and h)

The Heritage Assistance Fund (HAF) provides funding support to owners and occupiers of properties in the Heritage Overlay, to restore and maintain properties with heritage significance.

The opening of the 2020/21 round of HAF was delayed until the 2 November 2020 due to the impacts of COVID-19 and applicants having difficulty sourcing tradespeople. Applications closed on the 30 November 2020. The Heritage Advisor assessed the 51 applications received in the 2020/21 round of HAF. Despite the impacts of the pandemic only slightly fewer applications were received than in the previous year; a total of 56 applications were received in the 2019/20 round of funding. This shows that the HAF continues to be a popular and well subscribed program.

The Heritage Advisor also prepared a report on behalf of Council for funding assistance for conservation works to the WWI and WWII Memorials located in the Box Hill Gardens, and for the supply and installation of additional plaques to commemorate more recent conflicts and operations. Based on this application Council was successful in receiving a total of \$23,100 (ex GST) from the State Government's Veterans Branch as part of the *Restoring Community War Memorials and Avenues of Honour 2020-2021* program.

Maintain lists of trades and specialists (Refer Item i)

A list of suitably qualified and experienced local architects, engineers, conservation specialists, tradespeople and material suppliers has been established and is continually expanded as others are brought to the attention of the Heritage Advisor. Some trades have been added to these list as they come to Council's attention through successfully completed projects under the HAF.

9.1.2

(cont)

This list is only shared on an as needs basis if owners of heritage properties are looking for tradespeople who specialise in heritage restoration. The list is not promoted on Council's website to avoid any mistaken Council endorsement.

State and Commonwealth registers (Refer Item j)

There are currently no places being considered for potential State significance. Places in the municipality currently included on the Victorian Heritage Register (VHR) are:

- Former Burwood Primary School (VHR No. H975)
- Former Standard Brickworks, Box Hill (VHR No. H720)
- Wattle Park (VHR No. H904)
- Former Wunderlich/Monier Terracotta Roof Tiles Complex, Vermont (VHR No. H1008)
- Box Hill Cemetery Columbarium and Myer Memorial (VHR No. H2045)
- Former Wesleyan Chapel, Box Hill North (VHR No. H2010)
- Willis Pipe Organ (in Wesley Uniting Church, Box Hill) (VHR No. H2156)
- Stone Pipe Organ (in The Avenue Uniting Church, Blackburn) (VHR No. H2166)
- All Saints (former Christ Church) Anglican Church, Mitcham (VHR No. H2302)
- Former Chapel of St Joseph, Mont Albert North (VHR No. H2351)

Anyone can nominate a place or object to be listed on the VHR and the Heritage Council of Victoria determines what places and objects are included. Applications to register a place or object on the VHR are processed by Heritage Victoria, a part of the Department of Environment, Land, Water and Planning (DELWP). The Executive Director of Heritage Victoria recommends whether a place or object should be registered but the final decision is made by the Heritage Council of Victoria, which is an independent statutory body.

In the past twelve months the Heritage Advisor has been in discussions with Heritage Victoria in relation to the Former Wesleyan Chapel at 147 Woodhouse Grove, Box Hill North (VHR No. H2010), providing advice in relation to a planning application for works at the site to alter the central window to a door. The Heritage Advisor expressed concern about the proposed works believing that it would significantly alter both the original fabric of the building and the traditional access to the building, particularly if the existing porch entry is discontinued.

Promotion of places of historic interest (Refer Item k)

The Heritage Advisor provides advice to Council's Heritage Program's Officer, to assist with the interpretation, conservation and restoration of culturally and historically significant places throughout Whitehorse. This assistance ensures that works to Council owned heritage places are undertaken to the heritage specifications. Most recently the Heritage Advisor has provided advice on reconstruction work to the cellar at Schwerkolt Cottage to ensure that works were completed in a manner that would not impact the heritage significance of the place.

The Heritage Advisor's investigations of individual properties for possible inclusion in a Heritage Overlay and liaison with owners of heritage properties also enhances the knowledge base of the history and cultural significance of the local area.

Advise on places under threat (Refer Item l)

Over the last twelve months the Heritage Advisor has been assisting Council in reaching a favourable outcome with the Level Crossing Removals Authority (LXRA) for the level crossing removal at Mont Albert.

The Mont Albert train station is covered by a local heritage overlay (HO27) and the station building is important to the context of the local area and the ensemble of low scale period buildings that contribute to the village like character. The adjoining Mont Albert shopping centre is also covered by a Heritage Overlay (HO103). The Heritage Advisor has attended numerous meetings with the LXRA and prepared written advice supporting the protection of the heritage place and the adjacent heritage area.

9.1.2

(cont)

The Heritage Advisor has also spent a considerable amount of time providing information and assessing the likely impacts of the State Government's Suburban Rail Loop (SRL) project on heritage assets in Whitehorse and Burwood. SRL may have some impact on the Box Hill Commercial precinct (HO244) and the former Burwood Skyline Drive-In Cinema (HO281). The Heritage Advisor has worked with Council officers to review the relevant draft Heritage Impact Assessments and provided feedback to the SRL and their consultants.

In addition to providing advice on these large infrastructure projects the Heritage Advisor has undertaken assessments of a number of residential properties under threat of potential demolition. These are generally brought to his attention through application under S29A of the *Building Act* 1993 for report and consent for demolition but can also be initiated by concerned members of the community, or alerted through a planning permit application process. These assessments are prepared in accordance with Planning Practice 1 (PPN1) which outlines the specific heritage criteria used for the assessment of the heritage value of the heritage place. In accordance with PPN1 the heritage process leading to the identification of the place needs to clearly justify the significance of the place as a basis for its inclusion in the Heritage Overlay.

Heritage recommendations and implementation in Whitehorse - Refer Items m) and n)

The Heritage Framework Plan was adopted by Council on 21 September 2020. The *Heritage Framework Plan 2020* will guide heritage planning in the City of Whitehorse over the next 10 years. The Framework prioritises future heritage projects and highlights tasks that should be undertaken to improve heritage protection and services to the community. The purpose of the Whitehorse Heritage Framework Plan 2020 is to:

- Identify the current status of heritage planning in the City of Whitehorse including remaining areas needing protection.
- Identify opportunities to improve the identification, protection, management and promotion of heritage assets in the City of Whitehorse.
- Identify and prioritise future heritage work in the municipality.

A number of tasks from the Heritage Framework Plan are already underway including updates to the 'heritage' page on Council's website and pre-planning for a desktop review of the Potential Heritage List to establish scope of further study. The precincts mapping exercise to more clearly identify the contributory buildings was also one of the tasks of the Heritage Framework Plan; this task is almost complete. This will be a focus of the Heritage Advisor's role over the next 12 months, particularly considering the number of enquiries that are received about places of 'potential' heritage significance from the community.

Heritage library – Refer Item o)

A library of heritage publications and technical literature is kept and maintained within the Strategic Planning Unit. This library has also been transferred to Council's electronic document management system and relevant information, including Council's Heritage Studies, is in the process of being added to Council's website. The library includes photos of good examples of alterations/additions to heritage properties and infill development in heritage precincts. The Heritage Advisor is continually collecting and adding information.

CONSULTATION

The Heritage Advisor involves the Heritage Steering Committee in significant heritage projects and decisions. This allow the Steering Committee to provide comment and advice on the heritage work of the municipality. The Committee for the reporting year comprised:

- Two Councillors – Councillors Cutts and Stennett
- Mr William Orange (Box Hill Historical Society)
- Ms Vicki Jones Evans (Whitehorse Historical Society)
- Council's Strategic Planner (Whitehorse City Council)

9.1.2

(cont)

The Heritage Advisor provides input to the Heritage Steering Committee on matters such as Heritage Assistance Funding and the preparation of plans or frameworks that guide heritage planning in Whitehorse such as the Heritage Framework Plan 2020.

FINANCIAL IMPLICATIONS

After a competitive tender process for Heritage Advisory Services early in 2020 Coleman Architects was the successful tenderer for the current contract (Contract 30227) which was signed on 19 February 2020. In the 2020/21 year, expenditure under the Heritage Advisor contract was \$74,193.00 (excluding GST).

The Whitehorse Heritage Assistance Fund provides financial support to owners and occupiers of eligible buildings covered by a Heritage Overlay to assist in maintenance and enhancement of heritage places. Applicants can seek funding of up to 100 per cent of the total cost of the project, with the maximum grant per application being \$2000. The annual budget for the Heritage Assistance Fund is \$40,000.

The total expenditure to achieve all of the tasks outlined in the Heritage Framework Plan 2020 is approximately \$647,000 over a period of 10 years. In order to effectively and economically address the issues identified in the Framework Plan the identified tasks were prioritised. Priority was determined by assessing relative urgency of each task and the logical order in which they should be undertaken. In adopting the Heritage Framework Plan on 21 September 2020, Council also resolved to:

Refer projects from the Heritage Framework Plan 2020 to future annual budget preparation processes for consideration.



Task four of the Framework is a heritage study of priority A and priority B places on Council's 'potential heritage list.' This is the second most costly element of the Draft Framework, estimated at approximately \$285,000 but is also considered to be very important in achieving a more transparent account of council's heritage places. A more accurate estimate for this task would be established after the completion of a desktop review of the potential heritage list.

POLICY IMPLICATIONS

The continued work of the Heritage Advisor will address some of the key strategies identified in the *Council Plan 2017 – 2021*, the *Council Vision 2013 – 2023*, and the *Municipal Strategic Statement*. This will include:

- Continuing the vibrancy of the community by preserving places of heritage significance.
- Protecting the natural and built heritage environments through the appropriate legislative frameworks.
- Encourage sustainability practices by retaining and maintaining heritage places as well as appropriate ESD design adaptations.
- Protecting and enhancing the built environment to ensure a liveable and sustainable city.

ATTACHMENT

- 1 Duties and functions of the Heritage Advisor 
- 2 Summary of Heritage Advisor Planning Advice and Referral Reports 

9.1.3 Review of Built Environment Awards and Educational Program

FILE NUMBER: SF18/2453

SUMMARY

The “Built Environment Education and Awards Program” comprises an Awards event and an Educational event held on alternating years. The Educational event has been consistently successful, however the Awards event has faced challenges including sourcing nominations, the quantity and quality of nominations, and engaging with the community and built environment professionals. A review of the Awards has been undertaken and explores how to improve this component to better achieve the overall aims of the Program in recognising and encouraging good design in the City of Whitehorse. This report recommends that a Showcase event replace the Awards format due to be held in 2022.

COUNCIL RESOLUTION

Moved by Cr Barker, Seconded by Cr Liu

That Council:

- 1. Note the review of the Awards component of the Built Environment Education and Awards Program.**
- 2. Modify the Awards component into a Showcase event as outlined in this report to meet the aims of the overall Program including the discontinuation of the Built Environment Awards Judging Panel.**

CARRIED UNANIMOUSLY

BACKGROUND

The creation of the Building a Better City (BBC) Design Awards was endorsed by Council in October 1998 and Awards were held in 2000, running for eleven consecutive years. They were intended to encourage good building design in the City of Whitehorse.

In May 2011 a review of the former ‘BBC Design Awards’ was completed. The review recommended the Awards be retained, but be restructured to address challenges. The Awards were restructured and re-branded to become the current ‘Built Environment Awards’, held every two years with an Educational event being held every other year. Together they form the Built Environment Education and Awards Program (the Program).

The role of the Program is to promote relevant Council initiatives and strengthen ongoing programs, in particular Sustainable Living Week (SLW).

The aims of the Program are:

1. Recognise and encourage good planning and design practices and outcomes in the City of Whitehorse built environment.
2. Raise awareness of good design practices and outcomes in the City of Whitehorse.
3. Seek to engage the built environment industry and design professionals.

The Built Environment Educational event (Educational event) started in 2014. It contributes to the SLW program and links to Council initiatives. It also showcases projects and/or industry professionals from the previous years. The Educational events have been well attended with between 80 to 100 people attending each event (excepting Covid year 2021).

Due to the success of the Educational events and the collaboration with the Sustainability Team, it was decided that a built environment focussed event would be added to the SLW program each year. The Strategic Planning Unit collaborates with the Sustainability Team on this element of the program.

9.1.3

(cont)

The Built Environment Awards (the Awards) started in 2013. Its purpose is to showcase exemplar built environment projects and recognise, encourage and reward good planning and design practices and outcomes. The Awards are both community focused and seek to engage the industry and design professionals. Over the years, a number of outstanding designs in the municipality have been recognised and celebrated.

To facilitate the 'showcase' element of the Awards, the intention was to have three exemplar projects shortlisted per category. Shortlisted projects were then reviewed by the Built Environment Awards Judging Panel, which selected the Award winners and any commendation recipients. The Judging Panel currently includes the Mayor, two Councillors, Director City Development, project manager from City Planning and Development, Urban Design/Landscape Architecture Senior Officer, Council's Sustainability Advisor, Council's Heritage Advisor (as required) and two guest judges.

The 2013 and 2015 Awards were considered successful with almost all categories having the desired three shortlisted projects per category. However, the 2017 and the 2019 Awards did not achieve the quality and quantity of projects for each category as required.

Due to the impacts of COVID-19, the Program was not held at all in 2020 and the Educational event was rescheduled to May 2021.

2019 Awards summary

Nominations were sought from 1 February – 15 March 2019 in the following categories:

1. Single House Project – New Dwelling
2. Single House Project – Renovated Dwelling
3. Multi-Residential Project
4. Commercial or Retail Project
5. Institutional Project
6. Landscape Design Project
7. Heritage Project

In addition, it was proposed that all nominees be considered for the:

- Mayor's Award
- People's Choice Award
- Sustainability Award
- Innovation Award

Only ten nominations were received. Of these, nine (9) were identified by Council staff and one (1) was received from the community. Another five (5) projects were identified by Council staff, however the project teams chose not to submit a nomination.

Only one Award category achieved the prerequisite three shortlisted projects, three categories had two shortlisted projects and three categories had either no projects or no acceptable projects nominated.

9.1.3

(cont)

As the number and quality of nominations received for the 2019 Awards year was low, there was a need to consider if the June Awards event should go ahead or be reconfigured. On 22 March 2019, the General Manager City Development approved a modified approach that saw the number of categories reduced and renamed to give the event more of an educational structure with a lesser focus on the Awards component. The event went ahead on 6 June 2019 under the banner of '2019 Built Environment Awards - Change by Design', with the following categories:

1. Residential Design Award
2. Innovation Award
3. Sustainability Award
4. People's Choice Award
5. Mayor's Award

The resources required to carry out the Awards are:

- Project Manager – approx. 160 hours
- Administration Assistant – approx. 180 hours.

The Awards year budget is \$13,000. This does not factor in the sponsorship from Deakin University for the past three (3) Award events. This in-kind sponsorship and support in the form of venue hire and catering equates to approximately \$4000 per event.

Below is an overview of the challenges consistently encountered with the Awards over time:

1. Nominations are sought from local industry professionals, residents and Whitehorse staff. The overwhelming majority of nominations come from Council staff, in particular the project manager and administration assistant, who spend a significant number of hours identifying possible projects, consulting with other staff (eg: those involved with development applications, planning enforcement and construction) and seeking nominations from the external project teams.
2. It has become progressively more difficult to identify and secure nominations for three exemplar shortlisted projects per category.
3. Existing methods of communication have had limited success in providing a strong brand, clear narrative and reach to engage built environment professionals and the broader community.

As noted above, due to COVID-19 rescheduling, the Education event was held in May 2021 with the next Awards due to be held in May 2022.

DISCUSSION

Based on the above challenges, there is little buy-in and/or awareness from the broader community and professionals about the Awards. As such, the Awards component is not sufficiently achieving the aims of the overall Built Environment Educational and Awards Program.

Key issues and problem identification

While the need to adapt the 2019 Built Environment Awards provided an opportunity to test a new approach, it was also a catalyst for carrying out this review. In the post-event review, two key problems were identified:

1. The Awards do not adequately achieve the Program aims sufficiently in the areas of:
 - Community and professional interest
 - Broad and effective communication with the community
 - Impact and legacy in terms of good planning and design.

9.1.3 (cont)

2. The Awards are resource intensive, particularly of staff resources.

From this, the review focused on the following:

How can we better achieve the aims of the Program more efficiently, so we can have greater impact showcasing good design and sustainability in the built-environment?

This question is underpinned by a desire to:

1. Showcase good design and sustainable processes and outcomes within Whitehorse by both the built environment industry and Council.
2. Explore diverse and effective means of communicating with people in the Whitehorse community and the built environment industry.
3. More efficient use of resources.

Evolution of the Awards

It is proposed that the Built Environment Awards are adapted to become an event that is focussed on showcasing good work in Whitehorse, the contributors and the benefits achieved. The 'Showcase' event should:

- Be held every two years, commencing in 2022, and be rebranded to communicate its new focus and format.
- Be a combination of keynote speakers, expert panellists and a networking opportunity.
- Showcase a diverse range of project types and scales and include specific project elements.
- Include private development and Council projects
- Include a storytelling element around the people who contribute to these projects and the impact of good design and sustainable outcomes.
- Have a legacy that continues beyond the event, in the form of social media, webpage or exhibition.
- Retain a limited number of awards such as the Mayor's Award (selected by the Mayor of the day) and People's Choice award (by community popular vote). Showcased projects could be presented with a certificate based on their specific merits (such as 'Innovation' or 'Sustainability') as assessed by external experts and/or officers from the particular field. With this change in the format to a Showcase event, it would therefore no longer be necessary to assemble a Judging Panel.

Rationale for change

The proposal is underpinned by the following rationale:

1. The ongoing success of the Educational event on alternate years held as part of Sustainable Living Week. It is proposed that the Educational event continues.
2. The successful and mutually beneficial nature of the collaboration between the Strategic Planning Unit and the Sustainability Team.
3. A more efficient use of human and financial resources.
4. The expansion of Council's communication methods such as Your Say and social media reach.
5. A more strategic method to respond to Council's initiatives and areas of interest in the built environment.
6. A more nimble model that can better respond to change and increase the diversity and range of projects showcased, increasing its educational value.

9.1.3

(cont)

CONSULTATION

Following from the 2017 and 2019 Awards and the associated issues around a lack of quality and quantity of nominations, informal consultation was undertaken as part of this review using the *Human-centred Design Thinking* Framework, which includes the following broad principles:

- Hone in on the core issues, not just the problem at hand
- Focus on people (eg: those involved in the project and those Council is trying to reach)
- Take an entire systems approach to understand the intricacies
- Test and refine proposals to ensure (in this case) the Program meets people's needs.

This approach involved consultation across Council with Strategic Planning, Statutory Planning, the Sustainability Team, the (former) Communications Department and Design and Construction. No formal external consultation has taken place for this review, as it was initially triggered by officers based on a lack of interest/support by the public and industry professionals, demonstrated by the low award nominations in both 2017 and 2019.

FINANCIAL IMPLICATIONS

The recommendations will not require additional budget. The budget will remain at \$3,000 for the Educational event and \$13,000 every other year for the recommended Showcase event. While there are anticipated to be some staff resource savings with the Showcase event, it is likely that there will be higher costs associated with running the event (eg: venue hire and catering) if in kind support is not available. There is funding in the 2021/22 budget for the proposed Showcase event.

Built Environment Education and Awards Program	Budget
Total Budget	
Educational event (held in 2021)	\$3,000.00
Showcase event (proposed for May 2022)	\$13,000.00
Total Expenditure (over 2-year period)	\$16,000.00

POLICY IMPLICATIONS

The Built Environment Education and Awards Program is consistent with the *Council Plan* 2017-2021, Strategic Direction 2: "Maintain and enhance our built environment to ensure a liveable and sustainable city".

The aims of the Program supports local policies contained in the Whitehorse Planning Scheme that have the principles of sustainability and good design embedded in them.

9.1.4 Suburban Rail Loop: Environmental Effects Statement Process Update

SUMMARY

The Victorian Government is preparing an Environmental Effects Statement (EES) regarding the Suburban Rail Loop East project. Council has a role in the EES process to advocate for the best outcomes for the Whitehorse community. Funding is requested for appropriate community engagement activities as well as the appointment of subject matter experts and legal advisors.

RECOMMENDATION

That Council:

- 1. *Note the community engagement activities proposed to be undertaken by Council officers.***
- 2. *Approve funding of \$700,000 (ex GST) to:***
 - a) Undertake the community engagement activities; and***
 - b) Appoint subject matter experts and legal advisors to assist Council prepare an Environmental Effects Statement submission and represent Council at the Inquiry and Advisory Committee hearing.***

MOTION

Moved by Cr Davenport, Seconded by Cr Barker

That Council:

- 1. *Note the community engagement activities proposed to be undertaken by Council officers.***
- 2. *Approve funding of \$300,000 (ex GST) to:***
 - a) Undertake the community engagement activities; and***
 - b) Appoint subject matter experts and legal advisors to assist Council prepare an Environmental Effects Statement submission and represent Council at the Inquiry and Advisory Committee hearing.***

LOST

COUNCIL RESOLUTION

Moved by Cr Liu, Seconded by Cr Massoud

That Council:

- 1. *Note the community engagement activities proposed to be undertaken by Council officers.***
- 2. *Approve funding of \$700,000 (ex GST) to:***
 - a) Undertake the community engagement activities; and***
 - b) Appoint subject matter experts and legal advisors to assist Council prepare an Environmental Effects Statement submission and represent Council at the Inquiry and Advisory Committee hearing.***

CARRIED UNANIMOUSLY

9.1.4

(cont)

BACKGROUND

The Victorian Government is planning the Suburban Rail Loop (SRL), one of the largest infrastructure projects in Victoria's history. The first stage of the project, SRL East, includes 26km of underground rail tunnels and 6 new train stations between Cheltenham and Box Hill. When operational, the train line will be of great benefit to the Whitehorse community by adding additional transport options for travelling throughout the region. Impacts during the construction phase of the project may, however, cause concern for the Whitehorse community, particularly those in the vicinity of the new stations in Box Hill and Burwood.

As part of the planning approval process for the project, the Victorian Government must prepare and publically exhibit an Environmental Effects Statement (EES) that outlines the benefits and the impacts of the project.

Written submissions regarding the EES will be invited from stakeholders and community members, and these submissions will be considered by an independent Inquiry and Advisory Committee (IAC). Council's written submission and subsequent presentations to the IAC will be critical elements of Council's advocacy activities for the best project outcomes for the Whitehorse community.

DISCUSSION

The EES is anticipated to be placed on public exhibition in late 2021, for a period of 6 weeks. It will include detailed technical assessments in the following disciplines

- | | |
|--------------------------------|-----------------------------------|
| • Arboriculture | • Contaminated Land |
| • Air Quality | • Surface Water |
| • Ecology | • Airborne Noise |
| • Land Use Planning | • Groundborne Noise and Vibration |
| • Greenhouse Gas | • Landscape and Visual |
| • Historical Heritage | • Electro Magnetic Interference |
| • Aboriginal Cultural Heritage | • Social and Community |
| • Groundwater | • Business and Retail |
| • Ground movement | • Human Health |
| • Traffic and Transport | • Urban Design |

Subject matter experts are required to be appointed for some of these disciplines to assist with identifying the project's impact on Council and the Whitehorse community. It is anticipated that assistance may be required regarding Traffic and Transport; Land Use Planning, Historical Heritage, Groundwater, Surface Water, Noise, Urban Design; and Business and Retail.

During the EES exhibition period, Council officers will undertake a number of community engagement activities to understand community views regarding SRL East. A community engagement plan is being developed to guide the engagement activities, in accordance with Council's Community Engagement Policy. Activities proposed to be undertaken include:

- Online surveys;
- A community panel to provide a forum to deep dive into issues and concerns of a representative sample of the impacted community;
- A community forum to provide an opportunity to identify issues of the broader community;
- Intercept surveys at locations such as the Box Hill Mall (dependent on COVID restrictions).

The activities aim to capture the views of as many community members as possible, including a diversity of ages, genders, cultures as well as representation from community groups, businesses, education facilities and other major stakeholders in the Box Hill and Burwood areas. Translated information will be developed and interpreters available. Activities will be held online, however Covid restrictions may allow for some face-to-face engagement.

9.1.4

(cont)

The outcomes of these engagement activities will be directly reflected in Council's written submission, together with Council's views on the technical project information presented in the EES.

The IAC panel hearing is anticipated to be held in early 2022. This is Council's opportunity to expand on the written submission and call the subject matter experts as witnesses to support Council's position. Council will be represented by legal advisors with specialist planning and environment skills and expertise in the impacts of major government projects. The IAC hearing is expected to run for approximately 8 weeks.

CONSULTATION

The planned community engagement activities are listed above.

FINANCIAL IMPLICATIONS

Whitehorse Council and Monash Council have jointly appointed legal advisors and will jointly appoint some subject matter experts. This provides the opportunity to share costs and present a united position to the IAC.

The required funding is difficult to estimate, however the funding requested below is based on the costs for similar processes in the recent North East Link EES and IAC (\$955,000).

	Budget	Expenditure
Adopted 2021/22 Council budget for SRL East	\$200,000	
Total Budget	\$200,000	
Community engagement activities		\$25,000
Subject matter experts and legal advisors for EES and IAC panel hearing		\$755,000
Preparation of governance and legal documents, eg Memorandum of Understandings		\$120,000
Sub Total Expenditure		\$900,000
Total additional expenditure requested		\$700,000

POLICY IMPLICATIONS

The SRL East project has the potential to impact a number of Council strategies, including (but not limited to):

- Draft Box Hill Structure Plan
- Box Hill Integrated Transport Strategy
- Whitehorse Cycling Strategy
- Box Hill Gardens Master Plan
- Whitehorse Open Space Strategy
- Whitehorse Health and Wellbeing Plan

9.1.5 Domestic Animal Management Plan

ATTACHMENT

SUMMARY

The Domestic Animals Act 1994 requires all Victorian Councils to develop a Domestic Animal Management Plan every four years that establishes strategies to:

- *Maximise the benefits of domestic pet ownership;*
- *Implement programs to educate the community on responsible pet ownership principles;*
- *Ensure appropriate levels of community compliance with legislation associated with pet ownership; and*
- *Raise the profile of the benefits of effective domestic animal management and ownership.*

This report provides an overview of the development of Whitehorse City Council's fourth Domestic Animal Management Plan.

COUNCIL RESOLUTION

Moved by Cr Carr, Seconded by Cr Barker

That Council:

1. ***Adopt the Domestic Animal Management Plan 2021/25 attached; and***
2. ***Forward a copy of the endorsed Whitehorse City Council Domestic Animal Management Plan 2021/25 to the Secretary of Department of Economic Development, Jobs, Precincts and Regions in accordance with section 68a of the Domestic Animals Act 1994.***

CARRIED UNANIMOUSLY

BACKGROUND

In accordance with the section 68A of the *Domestic Animals Act 1994* (Act), Councils must prepare and adopt a Domestic Animal Management Plan (DAMP) every four years. The current DAMP expired in 2020.

Whitehorse City Council adopted its original DAMP in 2008 which identified 16 key initiatives introducing a series of Orders made under the Act that promoted responsible domestic pet ownership. The Orders addressed a number of issues including cat curfews, protection of sensitive wetland areas, dog off lead requirements and pet desexing.

The second DAMP endorsed in 2013, established the Domestic Animal Management Planning Advisory Committee (DAMPAC) to consider and make recommendations on new and emerging domestic animal issues

The DAMP 2017/20 established an action plan to review domestic animal management issues including Council's existing Orders made under the Act, review membership of DAMPAC and its Terms of Reference and to benchmark Whitehorse's level of service against similar service providers to identify opportunities.

The draft DAMP 2021/25 builds on the previous documents establishing a four year strategy to review and enhance responsible pet ownership focusing on the pillars of the legislation

DISCUSSION

The draft DAMP details and addresses the legislative framework required in the development of the DAMP, the key issues identified by the community, establishes a series of objectives and introduces a detailed Activity Plan that works in cohesion with the issues identified and the pillars of the legislation.

9.1.5

(cont)

The draft DAMP 2021/25 also recognises associated key domestic animal programs in Whitehorse including the Animal Pound Service and DAMPAC and their positive impact on domestic animal management in Whitehorse.

The community consultation conducted indicated the priorities and key issues the community would like to see addressed. They included:

- Increased Enforcement of the legislation, particularly in on lead parks and reserves
- Education of pet and non-pet owners about pets
- Provision of fully fenced off lead areas with regular officer attendance
- Provision of more off lead areas and providing more off lead options e.g. timed off lead
- Provision of poo bags and bins at Council reserves and enforcement of the pick-up rules
- Education, review and enforcement of Cat Curfew
- Nuisance behavior of dogs and owners in shared open space – both Off and On Lead areas

Each of these identified community issues will be reviewed through the Activity Plan over the life of the draft DAMP. This will include a review of all existing Council Orders made under section 26 of the Act and Council's Community Local 2014 which will sunset in 2024.

An analysis of the community feedback and information provided by members of DAMPAC have identified that a review of the existing dog off lead provisions to expand and provide flexibility to the strategy is a priority. Also with the Community Local Law 2014 sunsetting in 2024, an extensive review in accordance with the provisions of the *Local Government Act 2020* is scheduled for 2022/23

The Activity Plan details the timing of all the initiatives identified

CONSULTATION

Extensive community and key stakeholder consultations were conducted including three separate community engagements. Pet owners, non-pet owners, committees of management and key domestic animal management agencies from across the City of Whitehorse were invited to comment and provide input into the DAMP framework.

The feedback provided helped shape the Activity Plan detailed in the DAMP

FINANCIAL IMPLICATIONS

Initiatives are expected to be delivered through existing staff and operational budget.

Although the community engagement identified a number of initiatives that would require resourcing, there was a reluctance to increase registration levels to fund them. Further work will be required through the life of the DAMP to identify the need and funding source of these initiatives e.g. who would pay for dog poo bags, additional bins in parks.

Annual assessment will be made of initiatives requiring additional resourcing will form part of the annual budget process.

POLICY IMPLICATIONS

The DAMP 2021/25 (attached) replaces the DAMP 2017/20

ATTACHMENT

1 WCC 2021 DAMP 

9.2 COMMUNITY SERVICES

9.2.1 Simpson Park Proposed Enclosed Dog Park

ATTACHMENT

SUMMARY

This report considers the feedback received from the community regarding the proposal to establish an enclosed dog park at Simpson Park, Mitcham. A concept plan for the Simpson Park Proposed Enclosed Dog Park was presented to the community for comment in August 2021.

Mixed feedback was received from over 360 community submissions with a higher number of submissions received in support of the project. Those respondents residing closest to Simpson Park were more likely to not support the project.

COUNCIL RESOLUTION

Moved by Cr Cutts, Seconded by Cr Stennett

That Council:

- 1. Note the community engagement feedback including the report provided by LMH Consulting Group;**
- 2. Not continue with the proposed plan to establish an enclosed dog park at Simpson Park, Mitcham;**
- 3. Authorise the Chief Executive Officer to write to the Department of Environment, Land, Water and Planning, Manager, Open Space Programs outlining Council's decision;**
- 4. Note that as part of the draft Domestic Animal Management Plan 2021-25 there is a proposed action to investigate options for fenced off lead areas within the City of Whitehorse open space network and undertake a cost analysis;**
- 5. Acknowledge the petition received in relation to the Simpson Park Proposed Enclosed Dog Park at Simpson Park, Mitcham and authorise officers to respond in accordance with the Whitehorse City Council petition process;**
- 6. Authorise officers to report back to the community and stakeholders on the outcome of the findings of the engagement process and Council's decision.**

CARRIED UNANIMOUSLY

BACKGROUND

The Victorian Government, through the Department of Environment, Land, Water and Planning (DELWP) 'Local Parks Program' identified the City of Whitehorse as a location for a new off-leash enclosed dog park. The program did not nominate a specific site but outlined a number of specific conditions that a proposed site needed to meet:

- Project site is at least 0.5 hectares/5,000 square metres in size (preferred, but smaller sites will be considered if designed appropriately).
- Park is located in an area of underutilised open space and suitable for an off-leash dog park (e.g. does not unreasonably impact on the space available for existing park activities or park amenity, enables a buffer between adjoining properties, roads and potential conflicting activities, does not significantly impact wildlife or vegetation).
- Project site is identified in an approved open space plan, structure plan or recreation plan that has undergone community engagement.
- Project site is located in an area of high community need.

9.2.1 (cont)

- Project site is safe for users (e.g. good visibility across the site and proximity to other users, visitors, activity centres).
- Project site is easily accessible via road, public transport or well linked to bike or walking trails.
- Project site is already supported by or in proximity to services/amenities.
- Located in an area currently designated as dog off-leash (while the upgrade of existing off-leash enclosed dog parks are not covered by the Program, there is scope to renew and enclose areas currently operating as informal off-leash areas).

There are 22 parks and reserves in the City of Whitehorse where you can currently exercise your dog off-lead. Of the 22 parks that are designated off-lead only three sites could provide an area of at least 5000 square metres in size without structurally compromising existing activities.

The three sites identified as meeting the above criteria were Eram Park - Box Hill North, Davy Lane - Forest Hill and Simpson Park, Mitcham. Eram Park, Box Hill North was not considered suitable as there is no car parking, no public amenities provided, poor accessibility and the site is within the footprint of a major Victorian Government transport project (North East Link Project).

The Davy Lane, Forest Hill site sits within the future Healesville Freeway Reserve corridor. The plans for this reserve are still being developed by the Victorian Government. The site is serviced by a nearby gravel carpark however is not serviced by a public toilet. Whilst there is space within the existing site conditions construction of an enclosed dog park could compromise any future activation plans. Council is not the land manager for this site, the site is Crown Land and is managed by Parks Victoria.

Simpson Park, Mitcham was identified as the only site with the potential to meet the funding guidelines at that time and a decision was made to explore this option with the community. Council conducted a consultation process in July 2020 including provision of a draft concept plan for community review and feedback. A copy of the proposed concept plan that was used as part of the community engagement is included in Attachment One.

No clear community consensus in support of or against the project was identified through this initial consultation and a funding application to the Victorian Government was submitted noting that further community engagement would be required to confirm community support for the project.

The funding application was successful with the project awarded \$275,000 for the construction of an enclosed dog park at Simpson Park, Mitcham.

Further community consultation was conducted in August 2021 and the findings of this consultation is provided below to inform the future of this project.

DISCUSSION

Simpson Park was purchased by Council (the former City of Nunawading) on 22 December 1958. City of Whitehorse Open Space Strategy (2007) identifies that Simpson Park, Mitcham is approximately 64,255 sq/m. The site is identified in the Whitehorse Open Space Strategy as a 'Municipal Site' being "to cater primarily to residents of Whitehorse but are also destination parks that people may drive to" and with the primary character classification of sporting and a secondary character classification of informal.

Simpson Park features a shared use path, is supported by a sealed car (and nearby gravel overflow carpark) and serviced by a public toilet facility.

9.2.1 (cont)

Simpson Park forms a part of the Heatherdale Creek Parklands network of parks. Collectively the Heatherdale Creek Parklands precinct features 191,629m² of open space. This captures Simpson Park (64,255m²), Somers Trail (45,243m²), Heatherdale Reserve Retarding Basin (18,928m²) and Heatherdale Reserve (80,303m²). There are also a number of other nearby open spaces including Pipe Track Reserve (25,000m²) and Avon Avenue Reserve (5,203m²).

Planning for improvements to Simpson Park and the wider Heatherdale Creek Parklands precinct has been guided by the Heatherdale Creek Parklands Masterplan. The Heatherdale Creek Parklands Masterplan was adopted by Council in 2004.

An enclosed dog park at Simpson Park is not identified in the Heatherdale Creek Parklands Masterplan.

A *Planning, Design and Management of Off-Leash Areas Technical Manual* has been developed to provide a best practice approach to the planning, design and management of off-leash, fenced and partially fenced off-leash areas for dogs. This manual was provided by DELWP to local governments to assist with their planning and delivery of fenced off-leash areas as part of the Victorian Government's recent *Local Parks Program*. This program provided \$5 million towards 15 off-leash dog parks, which are local spaces specifically designed for people to connect with and exercise their dogs. It is this initiative that saw the City of Whitehorse as being eligible and invited to seek funding.

The technical manual provides a comprehensive list of benefits and challenges of both unfenced off leash areas (as Simpson Park already functions) and of fenced off leash areas (related to this proposal) noting that if the project was to be implemented it has been promoted as resulting in no change to the current off lead unfenced arrangements and introducing a fenced area with a range of elements that provide sensory, social and physical benefits for dogs.

The Author of this manual and consultant, Lesley Humphreys (LHM Consulting) was engaged by Council to analyse the second round of consultation findings. A copy of the Report provided by LMH Consulting Group is included in Attachment Three.

Included in this report is a statement that suggests that one of the themes identified in support of an enclosed dog park is for the purpose of containing dogs. Dog off-lead Order 7 of the Domestic Animals Act 1994 determines that the owner of any dog must keep that dog under effective control while the dog is in a public place.

A notation in the technical manual states "The containment of uncontrollable dogs is not a benefit or opportunity that should be associated with fenced off-leashed areas (FOLAs). Owners who cannot control their dog or have dogs with overly aggressive tendencies must be discouraged for using FOLAs".

Based on this technical advice, if respondents to the survey believe the provision of a fenced off leash dog area would assist them in controlling untrained or overly enthusiastic dogs if provided it may result in increased complaints about animal behaviour and require compliance officer monitoring and community education.

However respondents in support of the project also liked the features proposed, as outlined in the concept plan, including the agility equipment and variety of different surfaces to create sensory and stimulation experiences for their dogs. These elements reflect the better practice recommendations in the technical manual and are not currently available in a FOLA within the City of Whitehorse.

9.2.1 (cont)

CONSULTATION

To date two community consultation processes have been conducted to inform this project. The initial consultation was conducted in July 2020 prior to the funding application being submitted and the second consultation being conducted in August 2021 following the notification of successful funding allocation.

2020 Consultation

The July 2020 consultation informed community of the proposal to create an enclosed off leash dog park in Simpson Park, Mitcham and sought feedback on the proposed concept design. Unfortunately due to Government restrictions imposed at the time due to the COVID-19 pandemic, the planned consultation was compressed and modified.

A resident notification letter and project flyer outlining the proposed dog park project was distributed to 280 properties and a Project flyer was displayed in the Simpson Park and Somers Trail community information notice boards.

One hundred and sixty (160) submissions were received via email, phone and Council's online engagement page. The main themes of the submissions were:

- The off-lead enclosed dog park would be a space for poor dog management practices.
- A number of residents did not support the project in any form and did not want to see it continued.
- A number of residents supported the project without change.
- A number of residents highlighted that the space would be great for the community.

This consultation did not ask directly if respondents were in support of or did not support the project.

2021 Consultation

In August 2021, a second round of community engagement was undertaken including seeking feedback on a concept plan that had been revised based on first round consultation feedback. Refer to Attachment 2 – 2021 concept plan. This included a question regarding respondents support or non-support of the project. The community was notified on this second round of consultation through a range of mediums:

- Direct mail out to local residents within approximately 400m of the site capturing 850 properties
- Council website – Your Say survey
- Whitehorse News
- Social media
- Five in-park promotional plans (A2) located at key points for public viewing

Two virtual community sessions were hosted (Tuesday 23 August 5pm – 6pm and Wednesday 24 August 11am – 12pm). These sessions were attended by 21 community representatives with some attending both sessions. The consultation sessions provided attendees with an opportunity to discuss the project with officers and the Landscape Architect. Lesley Humphries from LMH Consulting Group was also in attendance at both sessions and a representative from DEWLP attended the session on 24 August 2021.

During the consultation period community feedback was received through the consultation sessions, email and Whitehorse Your Say website.

The Your Say survey page received 841 views and a total of 360 submissions. In addition 22 submissions were received directly through email.

There was a diverse mix of feedback providing both positive and negative responses.

9.2.1 (cont)

Refer to the summary in Attachment Three – Simpson Park Fenced Off-Leash Area Report provided by LMH Consulting Group.

The key themes of the 2021 community engagement from all sources include:

In support of the project:

- Supporting the project as they like the containment of dogs in a fenced area;
- Reduces conflict with park users and dogs by having a specific dog area;
- There is no other fenced off-leash facility in Whitehorse;
- Provides a popular meeting place for dogs and their owners;
- It would stop dogs degrading other parks.

Not in support of the project:

- The park works well in its current form; is well used and provides a place for community to participate in a range of active and passive recreation pursuits;
- Fencing the area removes access to an area currently used for passive recreation;
- Fenced off-leash dog areas attract poorly controlled dogs and owners who do not actively manage their dogs;
- Impact on neighbourhood amenities including increased traffic and car parking.

In response to the 'Your Say' survey question 'Do you Support the Dog Park – Yes or No' there was a majority of 'Yes' responses (55.6%) overall. Noting that the closer a respondent identified as residing to the park, the more likely they were to indicate a 'No response' -

- 80% of residents who abut Simpson Park (32 of 40) who responded to 'Your Say' indicated 'No'
- 62% of residents who live 101 – 500m (78 of 126) who responded to 'Your Say' indicated 'No'; whilst
- 75% of residents who live greater than 500m (140 of 187) who responded to 'Your Say' indicated 'Yes' they do support the Dog Park.
- 7 responses indicated 'other' to the question related to proximity to the park.

Petition

In September Council received a petition signed by 122 signatories requesting Council:

“Abandon the proposal to construct an enclosed (fenced) dog park for Simpson Park and to retain the grass area north of the oval as open space for the benefit of all park users”

The petition was formally received by Council via resolution on 20 September 2021 and referred to the Director of Community Services. The petition is noted and provided as additional community feedback on this matter.

FINANCIAL IMPLICATIONS

Council's 2021/2022 budget includes the \$275,000 grant from the Victorian Government, through the Local Parks Program for the Construction of the Simpson Park Proposed Enclosed Dog Park.

If Council was not to proceed with this project the funds would be returned to the DELWP and any development of a future enclosed dog park within Whitehorse is likely to require full funding from Council. Not fulfilling Council's commitments within the current funding agreement may be viewed poorly by the State Government resulting in potential reputational risk and jeopardise future funding opportunities.

9.2.1 (cont)

The ongoing operational cost to maintain the enclosed dog park at Simpson Park will be determined by the level of utilisation of the park. To best reflect the potential cost, a sliding scale has been prepared noting these costs are not site dependent.

Level of Service	Annual Operational Cost (\$)
Litter collection 1 day a week, allowance to spread 10m3 of gravel/sand and fence repairs	\$8,000 - \$10,000
Litter collection 5 days a week, allowance to spread 50m3 of gravel/sand and fence repairs	\$39,000 - \$41,000

As part of the draft Domestic Animal Management Plan 2021-25 a proposed action to investigate options for fenced off lead areas within the City of Whitehorse open space network and undertake a cost analysis is included. This action is proposed to be undertaken in 2022-23 with funding to be sought as part of a future Council budget.

CONCLUSION




The initiation of this project was a response to the Victorian Government invitation to apply for funding as one of 15 identified Councils through the 'Local Parks Program'. Community consultation has been undertaken and a majority of respondents indicated support for this project through the second consultation, this support was not overwhelming (55%) and there was a clear delineation between the support for the project being from those residing furthest away from Simpson Park and those closest (within 500m) not supporting the project at that location.

If Council was to not proceed with the project it is recommended that Council Officers write to the Department of Environment Land Water and Planning to advise Council will not be proceeding with the project and that future action in relation to the development of off leash dog parks in Whitehorse are considered through the proposed Domestic Animal Management Plan 2021-25 action to investigate options for fenced off lead areas within the City of Whitehorse open space network and undertake a cost analysis including appropriate whole of community consultation.

Other options include the identification of an alternate site or proceeding with the creation of the proposed fenced off leash dog park at Simpson Park.

If an alternate site was to be considered the project would require broad and local (to any potential site) community consultation, site analysis, concept design development and costing. A request could be made to DELWP to extend the timeframes of the current funding agreement and to transfer the funding to an alternate site yet to be determined. Ideally this would be as an outcome and informed by the policy work proposed in the draft Domestic Animal Management Plan.

ATTACHMENT

- 1 2020 Simpson Park Proposed Enclosed Dog Park Concept Plan 
- 2 2021 Simpson Park Proposed Enclosed Dog Park Concept Plan 
- 3 Simpson Park LMH Consultant Report 

Attendance

Having declared a conflict of interest in Item 9.2.2 - 2021/2022 Community Grants Program Round Two, Stuart Cann was removed from the virtual meeting at 8:26pm prior to discussion on the item.

9.2.2 2021/2022 Community Grants Program Round Two

FILE NUMBER: 21/265389

SUMMARY

The purpose of this Report is to provide Council with the Councillor Panel recommendations for the second round of the Whitehorse Community (Cash) Grants Program for the 2021/2022 financial year.

The report also provides information about the Youth and Family Services tender recommendation to appoint Eastern Access Community Health (EACH) for contract 30345 - Provision of Family, Youth and Children's Support and Counselling Services to the Whitehorse community, for a four year period (concluding 2025).

COUNCIL RESOLUTION

Moved by Cr Lane, Seconded by Cr Cutts

That Council:

- 1. Endorse the Councillor Assessment Panel (Appendix A) for the second round of the Whitehorse Community Cash Grants program for the 2021/2022 financial year.***
- 2. Accept the tender and sign the contract document for Contract 30345 for the Provision of Family, Youth and Children's Support and Counselling Services, from EACH for a period of four years (2021 – 2025) for the tendered amount of \$1,250,397.54 including GST.***

CARRIED UNANIMOUSLY

BACKGROUND

Round Two – Whitehorse Community (Cash) Grants

The Whitehorse Community Grants program provides financial support to not-for-profit organisations and incorporated associations within the municipality to provide a range of programs, services and activities that align with the community priorities and strategic directions contained in the Whitehorse Community Vision and the Whitehorse Council Plan by contributing to the health and wellbeing of the community.

Each year, the annual community (cash) grants open for applications in February and close in March. Following an initial assessment process by officers, applications are considered by a Councillor panel and the panel recommendations are considered at the Council meeting held in July.

The total budget for the 2021/2022 annual community (cash) grants is \$155,868. At the Ordinary Council meeting held on 19 July 2021, Council endorsed the recommendations for the initial round (Round One), allocation of funding for the amount of \$76,620, which resulted in an amount of \$79,248 of unallocated funding still available.

At the same meeting, Council endorsed the recommendation to administer a second round of community cash grants to the Whitehorse Community (Round Two), where successful applicants will have until 30 June 2022 to expend their grant funding.

Administration

Two general information sessions were held for community groups, clubs and organisations to enhance their understanding of the community grant guidelines and provide guidance for use of the SmartyGrants system. Due to the lockdown imposed by the State Government, both sessions were held online, via Zoom. Officers also provided over the phone, email and face-to-face support to community organisations as required.

9.2.2

(cont)

Applications for Round Two opened on Monday 9th August and closed on Friday 27th August 2021 and 76 applications were received. Upon submission in SmartyGrants, Council Officers assessed each application against key eligibility and community grant criteria and officer recommendations were presented to the Councillor Panel for consideration on the 30th September, who subsequently determined the recommendations which are included in Appendix A to this Report.

Tender for (Contract 30345) Provision of Family, Youth and Children's Support and Counselling Services

Council manages a contract for the delivery of specific Youth & Family Services programs for the Whitehorse community. The Family, Youth and Children's Support and Counselling Services contract was established approximately 20 years ago when Council resolved to no longer provide these services in house and primarily focuses on the delivery of specialised youth and family counselling support services, which are very different to the other services Council provides through its Youth Services department. Since its establishment, Council has tendered four year contracts to deliver youth and family services programs to the Whitehorse community.

The current contract concludes at the end of October 2021 and at the Ordinary Council meeting held in July 2021, Council endorsed a competitive tender process to seek and subsequently award a suitably qualified and experienced organisation to undertake this work under a four year contract, concluding in 2025.

DISCUSSION

Round Two: Whitehorse Community (Cash) Grants

In the initial round (Round One) of the Community (Cash) Grants program for the 2021/2022 financial year, Council endorsed funding to a total of \$76,620, which resulted in \$79,248 of unallocated funds remaining in the annual Community Grants budget for the 2021/2022 financial year.

Council recognised that many community organisations, clubs and groups in Whitehorse are at different stages of returning to operations following the ongoing impacts of the pandemic and, in response, a second round of Whitehorse Community (Cash) Grants was administered in August, 2021 (Round Two).

Applications for Round Two were made under the same funding categories as Round One (Senior's Participation Grants up to \$1000, Equipment Grants up to \$1,000, Minor Grants Up to \$3,000 & Major Grants \$3001 to \$10,000). However, the guidelines were amended to advise that priority would be given to organisations, clubs and groups that did not receive funding in Round One.

The guidelines outlined that the purpose of Round Two is to:

- Support community groups at whatever phase of recovery/ operations they are at (whether that be focusing on returning to operations or delivering innovative programs to bring people back together and enhance the wellbeing of the Whitehorse Community);
- Encourage and support the provision of programs, services, projects, initiatives and activities that align with the community priorities and strategic directions set out in the Community Vision and the Council Plan;
- Deliver initiatives, activities and resources required to address the changing needs of the community in response to impacts of the pandemic; and
- Enhance community capacity during the transition to 'COVID Normal'

Recommendations were considered by a Councillor Panel on Thursday 30th September 2021 and the panel recommendations are detailed in *Appendix A*.

9.2.2

(cont)

Any funding that remains unallocated can be applied for via a late application process. This process requires the submission of a late application form in SmartyGrants and assessment by relevant officers. The Councillor Community Grants panel, at its meeting on the 30th September, have proposed that it is the Mayor and Deputy Mayor that review the officer recommendations and approve, not approve or partially approve late applications that are received outside of the substantive community grants program.

Tender for (Contract 30345): Provision of Family, Youth and Children's Support and Counselling Services

The current contract for the provision of Family, Youth and Children's Support and Counselling Services to the Whitehorse community is due to expire at the end of October 2021.

Tenders were advertised in The Age newspaper on Saturday 14th August 2021 and closed on Wednesday 8 September 2021. Two tenders were received.

The tenders were evaluated against the following criteria:

- The Offer (cost of service provision)
- Range of Services being offered under the program by the Tenderer;
- Experience of the Tenderer in providing similar programs and services;
- Qualifications and Experience of the key individuals who will be providing the program;
- Systems and processes in place to ensure provision of services only to people who live, work or attend school in Whitehorse from a Whitehorse location (or locations) demonstrating local knowledge and connections to the Whitehorse community; and
- Occupational Health & Safety and Equal Opportunity (Pass/Fail).

Both of the tender submissions received were from high calibre, suitably qualified and experienced organisations who have demonstrated a strong reputation for delivering on the service Council was tendering for. Both parties alongside a number of other community based organisations were involved in the process of developing and implementing Council's: Municipal Early Years Plan; Municipal Youth Plan; and the broader Health and Wellbeing Plan and were well placed to tender for the services. Council provided a copy of the plans and their associated data as part of the Request for Tender documentation.

The evaluation panel determined that whilst the financial offer of the two submissions was highly competitive the way the tenderers chose to demonstrate their capability in response to the tender questionnaire and specification and the way they used the information and data provided is what separated the two submissions.

EACH demonstrated their ability in ensuring that these plans informed the structure of their team, their team's operations, the design and development of new programs and population specific access strategies for the service. This provided Council with the level of comfort it was seeking in how this service was delivered in alignment with Council policy and in response to community need. They also demonstrated their willingness to flex and respond to changing community needs in greater detail and provided a robust structure for delivery on this.

EACH's Youth and Family Team are currently based at the Nunawading Hub and the Integrated Service Team (IST) based in Box Hill is a collection of existing EACH service areas coming together within the region to deliver a place-based response.

9.2.2

(cont)

CONSULTATION

Round Two: Whitehorse Community (Cash) Grants

Round Two of the 2021/2022 Whitehorse Community Grants program was advertised extensively within the municipality:

- In the Whitehorse News
- Via the Community Engagement & Development eNewsletter (sent to 400 community organisations)
- On Council's web site and Facebook page
- Direct email from Council officers to their networks

Officers from various service areas across Council were consulted in regard to their initial assessment of each grant application.

As previously detailed, Council Officers held two Information sessions and provided support to applications over the phone, email and face to face, via Zoom.

Tender for (Contract 30345) Provision of Family, Youth and Children's Support and Counselling Services

With regard to the tender specification and development consultation occurred across a number of areas of Council including Family and Health Services, WHACCS, Community Engagement & Development and Procurement. Probity and Procurement oversight were provided for the duration of the tender period.

Tenders were advertised in The Age newspaper on Saturday 14th August 2021 and were administered using Council's eTender Portal. Council received queries from five organisations during the application period and responses were provided as an addendum via the eTender Portal.

FINANCIAL IMPLICATIONS

The Cash Grant Budget for the 2021/2022 financial year is detailed below:

Total Annual (Cash) Grants Budget for 2021/2022	\$155,868
Total Amount Awarded in Round 1	\$76,620
Total Available for Round 2	\$79,248
Total recommended by Panel for Round 2	\$71,858
Total remaining for 2021/2022 financial year	\$7,390

(Contract 30345) Provision of Family, Youth and Children's Support and Counselling Services

This is a Lump Sum Contract and therefore includes all disbursements including but not limited to printing, photocopying, postage, travel time and costs.

9.2.2

(cont)

The total lump sum amount tendered by EACH for the services under the contract, for the duration of the contract (Four years), is outlined below:

Total amount tendered by EACH (excluding GST)	\$1,136,725.04
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Breakdown of Lump Sum:

Funding period	Amount \$ (Excl GST)
On Signing – 30 Apr 2022	\$137,583.73
Apr 2022 - Oct 2022	\$137,583.73
Total for 2021/2022 Financial Year	\$275,167.46
Oct 2022 - Apr 2023	\$140,450.66
Apr 2023- Oct2023	\$140,450.66
Total for 2022/2023 Financial Year	\$280,901.32
Oct 2023 – Apr 2024	\$143,569.76
Apr 2024 - Oct 2024	\$143,569.76
Total for 2023/2024 Financial Year	\$287,139.52
Oct 2024 – Apr 2025	\$146,758.37
Apr 2025 - Oct 2025	\$146,758.37
Total for 2024/2025 Financial Year	\$293,516.74

POLICY IMPLICATIONS

The 2021/2022 Whitehorse Community Grants program, aligns with the *Whitehorse Community Vision 2040*, *Whitehorse Council Plan* and *Whitehorse Health and Wellbeing Plan*.

(Contract 30345) Provision of Family, Youth and Children's Support and Counselling Services aligns with Council's *Municipal Early Years Plan*; *Municipal Youth Plan*; and the *Whitehorse Health and Wellbeing Plan*.

9.2.2

(cont)

Appendix A: Councillor Panel Recommendations

Organisation	Amount
Alkira Centre Box Hill	\$998
Antonio Parklands Advisory Committee	\$1,000
Blackburn Football Club	\$1,250
Box Hill Baptist Church	\$3,500
Box Hill Chinese senior art group incorporated	\$1,000
Box Hill Rugby Union Football Club Inc.	\$992
Box Hill United Soccer Club	\$2,500
Cameron Close Computer Club	\$1,000
Centre for Holistic Health	\$1000
ChildSafe	\$5,000
Chinese Australian Network Inc	\$1,000
East Burwood Football Netball Club	\$2,499
East Burwood Tennis Club Inc.	\$1,500
Eastern Area Multiple Birth Association (EAMBA)	\$1,000
Eastern Volunteer Resource Centre Inc.	\$10,000
Forest Hill Cricket Club	\$1,000
Forest Hill Football Club	\$500
Girl Guides Association of Victoria - Donvale Nunawading Guides	\$1,000
Greek Orthodox Community of Box Hill & Districts Inc.- Elderly Citizens Club	\$1,000
Heatherdale Cricket Club	\$770
Hi-Lites Netball Club Inc.	\$1,650
Jasmine Senior Dance Group Incorporated	\$1,000
Jing Song Senior Chinese Men's Incorporation	\$500
Laburnum Cricket Club	\$3,000
Ladies Probus Club of Vermont South	\$342
LaoLaiLe Chinese Seniors Group	\$5,000
Lianmeng AusChina Senior Choir Inc.	\$750
Maroondah Singers Inc	\$1,000
Melbourne Baseball Club [MCB]	\$1,000
Melbourne Warblers Choir Incorporated	\$1,000
Migrant Information Centre (Eastern Melbourne)	\$2,000
Mitcham Angling Club and Fish Protection Society	\$2,716
Neighbourhood Watch Whitehorse	\$2,500

9.2.2

(cont)

Appendix A: Councillor Panel Recommendations (cont)

NLEC Community Care	\$1,000
Probus Club of Mont Albert Inc.	\$105
Scout Assoc Aust (VIC) 1st Mitcham Scout Group	\$420
Scout Association of Australia (VIC) Whitehorse District	\$1,000
Thursday Girls Group Inc.	\$1,000
Vermont Cricket Club	\$3,000
Victorian Obedience Dog Club	\$1,000
Women's Health East	\$8,708
Ya Hui Senior Performing Arts Association Of Melbourne INC. Incorporated	\$1,000

Attendance

Virtual meeting adjourned at 8:30pm for five minute break, resuming at 8:35pm.
Stuart Cann was readmitted to the virtual meeting at 8.35pm

9.3 INFRASTRUCTURE

9.3.1 Blackburn Cycling Club Pavilion Re-development Proposal

SUMMARY

This report provides information to Council on a proposal received from Blackburn Cycling Club (BCC) to re-develop a Pavilion at East Burwood Reserve and an allocation of State Government funding towards the project. It seeks direction on Council's response to the proposal.

COUNCIL RESOLUTION

Moved by Cr Carr, Seconded by Cr Lane

That Council engages with Blackburn Cycling Club (BCC) to develop a program of works around extension and improvement of the existing Pavilion within the budget parameters of the \$700,000 State Government funding allocation.

CARRIED UNANIMOUSLY

BACKGROUND

Blackburn Cycling Club is located at East Burwood Reserve utilising a Council Pavilion and velodrome under Lease to a range of track cycling activities. The current lease expires on 30 September 2025.

Council is the owner of the Pavilion. The building was privately constructed in the early 1980s and at the last condition assessment was in Good condition. Under the terms of the lease, Council undertakes minimal maintenance interventions.

The Club has been advocating to Councillors and State Government MPs for funds to expand and improve the pavilion and in January 2020, provided a preliminary proposal to Council for an extension and refurbishment of the existing pavilion.

The state government have recently provided a grant allocation of \$700,000 in the 2021/22 State Budget towards implementation of the club's pavilion improvement plans.

Council has no budget allocation for this project.

DISCUSSION

The allocation of funding towards the club's pavilion project was not sought through a State grant program or an application for Council funding, but was announced as part of the State government's 2021/22 budget. Therefore Council's officers have had limited discussions with the Blackburn Cycling Club on the expectations for the project, proposed scope of works and cost estimates.

Since the funding announcement there has been discussions between Council officers and officers from Sport and Recreation Victoria (SRV). SRV has advised that the funding has been provided to improve change rooms/officials/first aid infrastructure to support current participation as a priority, and not the social rooms.

The Club has been advised that the project should be completed by December 2022. SRV has advised Council that there is some flexibility around delivery timings provided a funding form is completed prior to caretaker period by late September/October 2022 to secure funding.

Council has not identified this project for Capital Works funding in the current ten year Capital Works program.

9.3.1

(cont)

Council has endorsed the commencement of a Master Plan process for the East Burwood Reserve to be completed over two financial years commencing in 2021/22. The Master Plan will provide a clear plan for the use, management and infrastructure investment required at the site to provide for the community's current and future recreational, open space and social needs.

The Blackburn Cycling Club's proposed plan and this funding allocation pre-empt the findings and engagement process associated with the development of the Master Plan.

Works on Council assets involving building, services or structural components must be undertaken with Council's approval and oversight. As the asset and land owner, Council has an obligation to ensure that any works conducted on Council assets are undertaken by suitably qualified and experienced contractors.

In any significant works undertaken as part of this proposal, Council officers should be involved in overall project management and oversight to protect Council and the Community from adverse outcomes.

As this project has arisen due to the availability of a funding source, four options have been considered on an appropriate response by Council. The following options have been identified:

Option One: Council does not provide Blackburn Cycling Club permission to undertake works on the Council Pavilion.

Option Two: Council engages with Blackburn Cycling Club to support a program of works around extension and improvement of the existing Pavilion within the budget parameters of the State government's funding allocation.

Option Three: Council supports the Club proposal for a new pavilion on the Reserve subject to the club securing additional non-Council funding sources.

Option Four: Council supports the Club proposal for a new pavilion and allocates Capital Works funding towards the project. This option would allow for more detailed concepts and costs to be prepared and considered by Council, but there is no current funding allocation in the next ten years.

Option Two is recommended with Council officers to undertake appropriate project management oversight of all planning, design and construction activities subject to available internal resources.

CONSULTATION

Council officers met with Club officials on 1 July 2021 to discuss the grant funding it had received.

The Club outlined its desire to use the money towards building a new pavilion

1. Located to the western side of the existing pavilion.
2. Alternatively located on the southern side of the velodrome.

In both scenarios the existing pavilion would be retained for storage.

9.3.1

(cont)

Below are dot points from the meeting that were sent to the club:

- Blackburn Cycling Club (BCC) have plans for a modular pavilion which it is open to being constructed at either end of the track.
- BCC ideally would like a complete new build which would open up the existing pavilion to be used for storage requirements.
- BCC indicated project cost will most likely come in over the funded \$700,000.
- Council confirmed no money is included within the Capital Budget for 2021/22 to contribute to the project.
- BCC has previously had discussion with the Federal Government and will be in contact with local Members of Parliament to see if there is interest as an election commitment.
- State Government requirement for the funding is for the money to be spent by 30 June 2022.
- BCC discussed expanding the cycling club area towards the existing pump track, upgrading existing velodrome and installing lighting to help cater for top end talent and continue to develop cyclists. Council advised that money has been included within the 2021/22 budget to commence discussions on the East Burwood Masterplan and were guided to raise this matter in the overall masterplan discussions.
- BCC to complete a Club Request for Works form with the plans for the modular building and any further information known at this point so internal discussions can commence.

FINANCIAL IMPLICATIONS

	Budget	Expenditure
Budget		
State Government 2021/22 Budget Funding	\$700,000	
Council Capital Works Funding	\$0	
Other Funding Sources	\$0	
Sub Total Budget	\$700,000	
Expenditure		
Allowance for Works		\$647,500
Allowance for Project Management Costs *		\$52,500
Sub total Expenditure		\$700,000

- * The grant agreement provides for claims on project management costs up to 7.5% of the \$700,000 funding pool.

POLICY IMPLICATIONS

Council has committed to a ten year Capital Works Program as part of the Long Term Financial Plan. Any decision to provide Council funding towards this project needs to be taken in the context of the long term financial sustainability of Council and the impact on the existing ten year Capital Works Program.

9.3.2 Tender Evaluation (Contract 30013) Mechanical Plant Maintenance Services

FILE NUMBER: SF21/389

SUMMARY

To consider tenders received for Contract 30013 Mechanical Plant Maintenance Services and to recommend the acceptance of the tender received from Total Air Services (Vic) Pty Ltd trading as Total Air Services and Illingworth Industries Pty Ltd trading as RKH Air Conditioning Services, on a Schedule of Rates basis for an initial term of three years with an optional two year extension, commencing on 1 December 2021. The expenditure over the life of the contract will be in accordance with the adopted Budget.

COUNCIL RESOLUTION

Moved by Cr Lane, Seconded by Cr McNeill

That Council:

- 1. *Accepts the tender and signs the formal contract document on a Schedule of Rates basis for a period of three years commencing on 1 December 2021 for Contract 30013 for Mechanical Plant Maintenance Services with:***
 - Total Air Services (Vic) Pty Ltd trading as Total Air Services (ABN 75106506101), of Factory 2, 256 Bolton St, Eltham Victoria 3095; and***
 - Illingworth Industries trading as RKH Air Conditioning Services (ABN 68604055503), of Factory 2, 31 Peel Street, Eltham 3095.***
- 2. *Notes that expenditure under this contract will be in accordance with the adopted Budget; and***
- 3. *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

Council manages and maintains 375 buildings and structures and 95 of these contain mechanical plant. The supply of ongoing services to inspect, service and maintain all mechanical plant and associated items in buildings fitted with air conditioning services is critical to ensure buildings are safe and fit for use.

Council's Asset Management Policy states that the sustainable management of assets is paramount to ensuring optimum asset life and achieving acceptable infrastructure service levels. The contracted works are necessary to ensure Council meets its asset management obligations and satisfies Australian Standards- AS 3666, 1668, 5601 and National Construction Codes (NCC) requirements for management of mechanical plant.

This contract has adopted the recommended schedules as outlined in the application manual DA19 produced by The Australian Institute of Refrigeration, Air-conditioning and Heating (AIRAH). Items of plant to be serviced under this contract include Air Handling Units, Chillers, and Heating Hot Water Boilers, Split Systems, Exhaust Fans, Air-conditioning Control Systems and Circulation Pump Sets.

The initial term of the contract is three years commencing on 1 December 2021, with an option to extend the contract for a further two years at Council's discretion.

DISCUSSION

Tenders were advertised in The Age newspaper and closed on 20 July 2021. Fourteen tenders were received. Two tenders were deemed to be non-conforming and were not considered.

9.3.2

(cont)

The twelve conforming tenders underwent a preliminary assessment against the nominated selection criteria and a comprehensive evaluation and sensitivity analysis on:

- The Tender offer;

Officers looked at hourly rates provided for scheduled maintenance activities at each facility, nominated margins on estimated material supply costs and an estimate of the amount of time required to undertake reactive maintenance works using the hourly rates. Hourly rate and material expense for future capital expenditure based on the mechanical plant renewal program was also applied to the tendered rates supplied.

The six most competitively priced tenders were then shortlisted for a more detailed evaluation against the following criteria.

- Capability;
- Credibility;
- Social and Environmental Sustainability; and
- Local Content.

Total Air Services and RKH Air Conditioning Services achieved the highest overall evaluation score based on the selection criteria.

Total Air Services provided the lowest price tender submission and RKH scored highly on capability and credibility providing a high level of support to the contract from service technicians with extensive experience in servicing and maintaining specialist HVAC systems such as Aquatic Centre facilities.

The buildings containing mechanical plant have been classified as A and B sites for the purpose of this contract. A sites have bigger more complex mechanical plant and the B sites are smaller sites containing simpler air conditioning equipment such as split systems. Both successful contractors will be allocated a mixture of A and B sites.

The contract scope will be adjusted to include the servicing of additional plant items acquired by Council during the term of the contract.

Both contractors are the current providers servicing the existing contract and performing at a consistently high level.

CONSULTATION

Staff from the Facilities Maintenance team liaised extensively with Council Service Managers responsible for the management and building operations of facilities to ensure that the scope of works under this contract can be delivered in the most efficient and least disruptive manner possible.

FINANCIAL IMPLICATIONS

Contract 30013 for Mechanical Plant Maintenance Services is a Schedule of Rates contract. The rates are subject to a CPI adjustment on each anniversary of the contract commencement.

The estimated expenditure under this contract over the initial three year contract term is \$3 million dollars including GST. This expenditure will increase to approximately \$5 million including GST if the option to extend the contract for a further two years is exercised.

Expenditure incurred under this contract will be charged to the relevant Facilities Maintenance operational and capital works budgets.

There is no nominated minimum spend or minimum level of work allocation specified and the Council staff managing this service area will assess the schedule of rates and arrange work with the most appropriate provider to achieve the best outcome for Council.

9.3.3 Tender Evaluation (Contract 30310) Provision of Inspection, Testing and Maintenance of Portable and Fixed Fire Protection Equipment

FILE NUMBER: SF21/368

SUMMARY

Council is required by building regulations to comply with statutory requirements to inspect facilities fitted with Essential Safety Measures items. Tenders have been received for the Provision of inspection, testing and maintenance of portable and fixed fire protection equipment throughout Council's building portfolio. The current contract expires on 30 November 2021. This contract is comprised of two parts:

- *Part 1 - Inspection Testing and Maintenance of Portable Fire Equipment*
- *Part 2 - Inspection Testing and Maintenance of Fixed Fire Protection Equipment.*

This report recommends the establishment of a preferred supplier panel of specialist fire services technicians and the acceptance of tenders received from Fire Equipment Services (ABN 28 598 558 561), and Essential Safety Solutions (Aust) Pty Ltd, (ABN 30 705 447 714) with total estimated contract cost of \$1,009,438 incl. GST over five years. This contract is a schedule of rates contract for labour and materials based on a detailed cyclic program of Essential Safety Measures inspections for all buildings located on Council land. The schedule rates are subject to a CPI adjustment on each anniversary of the contract. The initial term of the contract is three years with a single two year optional extension term subject to satisfactory contractor performance and Council's ongoing business needs.

COUNCIL RESOLUTION

Moved by Cr McNeill, Seconded by Cr Massoud

That Council:

- 1. *Accept the tender and sign the formal contract document for Contract 30310 for the provision of Inspection Testing and Maintenance of Portable and Fixed Fire Protection Equipment, on a schedule of rates basis, for the initial contract term of three years commencing on 1 December 2021 from:***
 - ***Part 1 - Fire Equipment Services, (ABN 28 598 558 561), Suite 2, 5 Lakeside Drive, Burwood East 3151; and from***
 - ***Part 2 - Essential Safety Solutions (Aust) Pty Ltd, (ABN 30 705 447 714), 161 Victoria Parade, Collingwood VIC 3066;***
- 2. *Notes that expenditure under this contract will be in accordance with the annual Budget; and***
- 3. *Authorise the Chief Executive Officer to award an extension of this contract, subject to a review of the Contractor's performance and Council's ongoing business needs, at the conclusion of the initial three year contract term.***

CARRIED UNANIMOUSLY

BACKGROUND

Council is required by building regulations under the National Construction Code (NCC) to conduct regular inspections on facilities fitted with Essential Safety Measures (ESM) items such as portable fire equipment, smoke/fire detection, fixed sprinkler systems, illuminated exit lighting, emergency lighting, paths of travel to exits, discharge from exits. These inspections are to ensure that all ESMs are fully functional at all times for occupant safety. Fire protection equipment comprises two Groups:

- *Part 1 - Portable Fire Equipment includes, fire extinguishers, fire blankets, fire hydrants & hose Reels for 203 buildings.*

9.3.3

(cont)

- *Part 2 - Fixed Fire Protection Equipment includes, fire /smoke detectors, fire monitoring panels, sprinklers systems, fire rated doors, smoke seals, air-conditioning shutdown features for 12 Buildings and Building Fire Integrity associated testing or inspections for 16 Buildings.*

Council relies on external service providers to deliver the services under this contract due to the specialised competencies required to ensure compliance with regulatory and NCC requirements and the volume of assets to be maintained, currently in excess of 2500 items. The current contract expires on 30 November 2021.

The intent of the contract is to:

- Fulfil Council's obligations as set out in the NCC,
- Satisfy the requirements set out in the relevant Australian Standards,
- Ensure Fire extinguishers, Fire blankets, Fire Hydrants, Fire Alarms and Fire Hose Reel systems are regularly tested so that they could be used to fight fire should the need arise,
- Ensure fire detection, emergency warning, fire curtains and sprinkler systems are serviced and operating as designed, and
- Ensure fire/smoke doors are compliant with the requirements outlined in the NCC.

Tenderers were permitted to tender for Part 1 only, Part 2 only or Parts 1 and 2 combined.

DISCUSSION

The tender was advertised in The Age newspaper and closed on Wednesday 28 July 2021.

A total of eight tender submissions were received for Part 1 and Part 2. Tenders were evaluated against the following criteria:

- a) The tender offer (40%)
- b) Workmanship quality and compliance with industry codes and standards (25%)
- c) Demonstrated knowledge, management and reporting/invoicing systems, evidence of capacity to deliver services to nominated schedules (25%)
- d) Local content (5%)
- e) Social and environmental sustainability (5%)

Occupational Health & Safety, Equal Employment Opportunity and Business Viability credentials were assessed on a Pass/Fail basis.

The evaluation of tenders for this contract was undertaken utilising a weighted attribution methodology which takes into account the relevant risk associated with the provision of services by the successful contractor. For this contract the capability and credibility of the proposed contractor account for 50% of the evaluation score reflecting the importance of minimising risk of financial loss associated with loss of Council's assets.

The methodology used for the financial evaluation of the tenders was based on the number of inspections required to comply with Council's cyclic testing and inspections program, the estimated amount of remedial works, the estimated number of reactive calls for faults, both in and out of hours, and associated repair works generated from the cyclic testing program.

Scores for non-financial evaluation criteria were based on the quality and content of the tender submissions and referee checking where relevant.

Part 1. Inspection Testing and Maintenance of Portable Fire Equipment. Eight tender submissions were received. The tender from Fire Equipment Services (FES) offers the best overall value and risk outcome for Council.

9.3.3

(cont)

Specifically in relation to PART 1 (Portable Equipment) of the tender evaluation, FES were six points clear of the lowest priced tenderer in the overall evaluation.

FES have proposed significantly more experienced and qualified staff allocated to the contract and will manage the contract through a dedicated asset and information system which will provide a greater level of performance information to Council than other providers.

The lowest priced tenderer have provided Part 1 services to Whitehorse in the past and there was a high level of error detected in their work in the previous contract which has been taken into account in the evaluation.

FES are based in East Burwood and so scored well in the Local Content weighting.

Part 2. Inspection Testing and Maintenance of Fixed Fire Protection Equipment. Eight tender submissions were received. The tender from Essential Safety Solutions (Aust) Pty Ltd (ESS) offers the best overall value and risk outcome for Council.

Two tenders submitted the joint lowest price for Part 2. One provider sub-contracts its Fixed Fire Protection Services therefore scoring lower on Capability and Credibility assessments than Essential Safety Solutions who are recommended as the preferred supplier.

Fire Equipment Services and Essential Safety Solutions are both well experienced within the local government sector and satisfactorily service the requirements of a number of other local government organisations. Both tenderers have demonstrated a clear understanding of ESM inspections, testing and repair requirements and are well equipped to service this contract in a timely and effective manner.

CONSULTATION

The Facilities Maintenance team have consulted with current facility Service Managers to ensure works under this contract can be delivered efficiently and in the least disruptive manner to the service. Reference checks have confirmed that both Fire Equipment Services and Essential Safety Solutions have successfully delivered similar inspections and services programs over an extended period.

FINANCIAL IMPLICATIONS

The provision of Inspection Testing and Maintenance of Portable and Fixed Fire Protection Equipment is based on an agreed Schedule of Rates. The rates are subject to a CPI adjustment on each anniversary of the contract.

The estimated expenditure under this contract over the initial three years contract term is \$596,624 including GST. This expenditure will increase to approximately \$1,009,438 including GST if the option to extend the contract for two years is exercised.

The costs incurred under this contract will be charged to the relevant recurrent budgets. Estimated expenditures to be incurred under this contract are consistent with the current costs for these services. There is no nominated minimum spend or minimum level of work allocation specified.

9.3.4 Extension of (Contract 20046) General Tree Services

SUMMARY

The purpose of this report is to extend Contract 20046 – General Tree Services for a period of two years and note the estimated expenditure under this schedule of rates contract.

On 21 August 2017, Council awarded Contract 20046 – General Tree Services. The Contract commenced on 1 October 2017. Since the commencement of the Contract the volume of work has increased over the originally estimated quantum of work.

The performance of the contractors under this contract has been assessed and it is recommended that the Contract extension be awarded, noting the associated increase in expenditure.

It is recommended that the Contract which contains four parts awarded to 14 Contractors be extended for two years.

COUNCIL RESOLUTION

Moved by Cr Skilbeck, Seconded by Cr Carr

That Council:

1. **Extends Contract 20046 – General Tree Services, for a period of two years with the following:**

Contract Part A – General Tree Pruning and Removal Services

- **Citywide Service Solutions PTY LTD (ABN 94 066 960 085), of 294 Arden Street North Melbourne;**
- **The Tree Company PTY LTD (ABN 97 120 997 239), of 467 Canterbury Road Surrey Hills;**
- **Vegetation Group Australia PTY LTD (ABN 58 161 370 645), of Unit 1, 475 Blackburn Road, Mount Waverley,**

Contract Part B – Specialist Tree Services

- **Stumpmasters and Rootcontrollers Australia (ABN 37 248 616 100), of 103 Maffra Road Coolaroo**
- **Aspect Tree Management PTY LTD (ABN 72 605 641 576) of 34 Leather Street Bayswater**
- **Citywide Service Solutions PTY LTD (ABN 94 066 960 085), of 294 Arden Street North Melbourne;**
- **The Tree Company PTY LTD (ABN 97 120 997 239), of 467 Canterbury Road Surrey Hills;**
- **Arbor Spray (ABN 66 076 529 747), of 21A Albert Road Drouin;**

Contract Part C – Arboricultural Consultancy Services

- **Aspect Tree Management PTY LTD (ABN 72 605 641 576) of 34 Leather Street Bayswater**
- **Arbor Spray (ABN 66 076 529 747), of 21A Albert Road Drouin;**
- **Greenscape Tree Consulting (ABN: 28 848 635 812, of 11 Pioneer Way Kilsyth South; Enspect PTY LTD (ABN 92 062 909 255) of Unit 2, 13 Viewtech Place Rowville;**

Contract Part D – Tree Planting and Establishment Services

- **Aspect Tree Management PTY LTD (ABN 72 605 641 576) of 34 Leather Street Bayswater**
- **Sevron PTY LTD (ABN 41 165 444 011) of Unit 21, 107-113 Heatherdale Road Ringwood**
- **Citywide Service Solutions PTY LTD (ABN 94 066 960 085), of 294 Arden Street North Melbourne;**

2. **Notes the expenditure under Contract 20046 – General Tree Services as outlined in the Financial Section of this report.**

CARRIED UNANIMOUSLY

9.3.4

(cont)

BACKGROUND

Whitehorse City Council is known for its tree-lined boulevards and avenues as well as its high quality open space and native bushland reserves. Council has an estimated tree population of more than two hundred-thousand trees located within its streetscapes, parks, reserves and facilities.

Council has an aging street tree population and general reactive tree services are required on street trees, outside of the cyclic pruning program, particularly during peak periods of growth and also following storm events.

Council also undertakes several regular tree maintenance programs on tree populations in parks and reserves and Council owned facilities sites. Reactive tree works are also periodically required on these trees.

Council has experienced regular, intense storms in the previous few years and this has required additional works over and above what was estimated at the time of awarding this Contract.

The term of the contract was for an initial four years and commenced on 1 October 2017. The contract allowed for an option to extend the contract for a further two years at Council's discretion and was awarded to:

Contract 20046 – General Tree Services Panel, includes the following:

Contract Part A – General Tree Pruning and Removal Services

- Citywide Service Solutions PTY LTD (ABN 94 066 960 085), of 294 Arden Street North Melbourne;
- The Tree Company PTY LTD (ABN 97 120 997 239), of 467 Canterbury Road Surrey Hills;
- Vegetation Group Australia PTY LTD (ABN 58 161 370 645), of Unit 1, 475 Blackburn Road, Mount Waverley,

Note:

- City and Rural Tree Services PTY LTD was purchased by another company and have not performed tree services under this contract since 2018, and are not recommended for extension.
- Vegetation Group Australia PTY LTD were previously known as Taylors Trees PTY LTD, and have continued to provide trees services to Council under their new name and this contract, and are recommended for extension.

9.3.4

(cont)

Contract Part B – Specialist Tree Services

- Stumpmasters and Rootcontrollers Australia (ABN 37 248 616 100), of 103 Maffra Road Coolaroo
- Aspect Tree Management PTY LTD (ABN 72 605 641 576) of 34 Leather Street Bayswater
- Citywide Service Solutions PTY LTD (ABN 94 066 960 085), of 294 Arden Street North Melbourne;
- The Tree Company PTY LTD (ABN 97 120 997 239), of 467 Canterbury Road Surrey Hills;
- Arbor Spray (ABN 66 076 529 747), of 21A Albert Road Drouin;

Note:

- Environmental Tree Technologies (ABN 13 130 335 287), of 13 Narr-Maen Drive Croydon Hills, have not performed any tree services under this contract and are not recommended for extension.

Contract Part C – Arboricultural Consultancy Services

- Aspect Tree Management PTY LTD (ABN 72 605 641 576) of 34 Leather Street Bayswater
- Arbor Spray (ABN 66 076 529 747), of 21A Albert Road Drouin;
- Greenscape Tree Consulting (ABN: 28 848 635 812, of 11 Pioneer Way Kilsyth South; Enspec PTY LTD (ABN 92 062 909 255) of Unit 2, 13 Viewtech Place Rowville;

Note:

- City and Rural Tree Services PTY LTD was purchased by another company and have not performed tree services under this contract since 2018, and are not recommended for extension.

Contract Part D – Tree Planting and Establishment Services

- Aspect Tree Management PTY LTD (ABN 72 605 641 576) of 34 Leather Street Bayswater
- Sevron PTY LTD (ABN 41 165 444 011) of Unit 21, 107-113 Heatherdale Road Ringwood
- Citywide Service Solutions PTY LTD (ABN 94 066 960 085), of 294 Arden Street North Melbourne;

Note:

- City and Rural Tree Services PTY LTD was purchased by another company and have not performed tree services under this contract since 2018, and are not recommended for extension.

Trees in an urban environment are constantly competing for above and below ground space and compete with infrastructure such as buildings, footpaths, roads and power lines. As a result, most urban trees require ongoing maintenance throughout their life to provide clearance from these infrastructure assets.

It is a requirement that Council's trees be inspected periodically and assessed for health and structural stability and to determine if any remedial works are required. Where identified, remedial works must be carried out within an appropriate timeframe to ensure any risk that they pose is removed or reduced as far as practicable.

Specialist tree works such as root pruning and tree root barrier installations, topiary or hedge pruning and pest and disease control are occasionally required by Council on a programmed or as needs basis.

9.3.4

(cont)

Council requires Arboricultural Consultancy Services for independent assessments of a tree or trees at various sites throughout the municipality. Council may require a one-off Arboricultural Assessment and Report, which is an intensive inspection and assessment followed by a detailed Arboricultural Assessment Report or it may require Arboricultural Consultancy in the form of ongoing regular monitoring of a tree and/or recommendations for its long term management.

Working with Council's Parks and Natural Environment Department, the contractors assist Council to progressively enhance its streetscapes through a dedicated and targeted effort to plant and maintain street trees.

Council currently plants approximately 2,500 street trees (in 2020 planting season) and waters and mulches approximately 4,000-5,000 trees a year. Street trees are generally watered for a period of two years throughout the maintenance establishment phase.

Figure 1. Extract Council Minutes with resolution from 21 August 2017.

SUMMARY

To consider tenders received for the provision of (General Tree Services) for the components of Part A – General Tree Pruning and Tree Removal Services, Part B – Specialist Tree Services, Part C – Arboricultural Consultancy Services and Part D – Tree Planting and Establishment Services and to recommend the establishment of a panel of contractors to deliver services as outlined in each of those Parts in Contract (20046), on a Schedule of Rates basis for a period of 4 years commencing on 22 August 2017, and to consider the estimated expenditure over the life of the contract.

COUNCIL RESOLUTION

Moved by Cr Barker, Seconded by Cr Carr

That Council:

- 1. Accept the tenders and sign the formal contract document for Contract (20046) for the provision of General Tree Services (Part A – General Tree Pruning and Tree Removal Services) received from CityWide Service Solutions PTY LTD (ABN 94 066 960 085), of 294 Arden Street North Melbourne; The Tree Company PTY LTD (ABN 97 120 997 239), of 467 Canterbury Road Surrey Hills; Rodjen PTY LTD trading as City & Rural Tree Services (ABN 33 060 616 631), of 12-13 Rosemary Court Mulgrave and Taylors Trees PTY LTD (ABN 36 119 781 118), of 194 Canterbury Road Bayswater North; on a Schedule of Rates basis for a period of four years commencing on 22 August 2017.*
- 2. Accept the tenders and sign the formal contract document for Contract (20046) for the provision of General Tree Services (Part B – Specialist Tree Services) received from StumpMasters & Root Controllers Australia (ABN 37 248 616 100), of 88-90 Berkshire Road North Sunshine; Aspect Tree Management (ABN 72 605 641 576), of 75 Glenfern Road Ferntree Gully; CityWide Service Solutions PTY LTD (ABN 94 066 960 085), of 294 Arden Street North Melbourne; The Tree Company PTY LTD (ABN 97 120 997 239), of 467 Canterbury Road Surrey Hills; Environmental Tree Technologies (ABN 13 130 335 287), of 13 Narr-Maen Drive Croydon Hills; and ArborSpray (ABN 66 076 529 747), of 33 Normanby St, Warragul; on a Schedule of Rates basis for a period of four years commencing on 22 August 2017.*
- 3. Accept the tenders and sign the formal contract document for Contract (20046) for the provision of General Tree Services (Part C – Arboricultural Consultancy Services) received from Aspect Tree Management (ABN 72 605 641 576), of 75 Glenfern Road Ferntree Gully; ArborSpray (ABN 66 076 529 747), of 33 Normanby St, Warragul; Rodjen PTY LTD trading as City & Rural Tree Services (ABN 33 060 616 631), of 12-13 Rosemary Court Mulgrave; Greenscape Tree Consulting (ABN 28 848 635 812), of 11 Pioneer Way Kilsyth South; EnSpec (ABN 92 062 909 255), of 22-24 McCallum Street Swan Hill on a Schedule of Rates basis for a period of four years commencing on 22 August 2017.*
- 4. Accept the tenders and sign the formal contract document for Contract (20046) for the provision of General Tree Services (Part D – Tree Planting and Establishment Services) received from Aspect Tree Management (ABN 72 605 641 576), of 75 Glenfern Road Ferntree Gully; Sevron (ABN 41 165 444 011), of 285 Whitehorse Road Balwyn; Rodjen PTY LTD trading as City & Rural Tree Services (ABN 33 060 616 631), of 12-13 Rosemary Court Mulgrave; CityWide Service Solutions PTY LTD (ABN 94 066 960 085), of 294 Arden Street North Melbourne on a Schedule of Rates basis for a period of four years commencing on 22 August 2017.*

9.3.4

(cont)

- 5. Authorise the Chief Executive Officer to award an extension of this contract for a further two years, subject to a review of the Contractor's performance and Council's business needs, at the conclusion of the initial four year contract term.**

CARRIED UNANIMOUSLY

DISCUSSION

The General Tree Services contract commenced on 1 October 2017. The total estimated expenditure for the initial four year term estimated at the time the Contract was awarded was \$4,754,000 (GST inc.).

Since 2017, the total expenditure undertaken under this contract has increased significantly, due to (but not solely limited to) the following:

1. Council has an aging tree population – requiring greater levels of service maintenance intervention in order to adequately manage trees and minimise risk.
2. Reactive works required to maintain Electric Line Clearance (ELC) compliance.
3. Increased unseasonal growth over the last two years in ideal growing conditions (more rainfall and unseasonal warm conditions) has meant increased levels of service maintenance on Council's tree population.
4. Recent storms and other environmental factors. The storm in late August 2020 cost Council more than \$100,000 in reactive service tree costs under this Contract. These storms are continuing to become more frequent and intense.
5. This contract has been utilised across the Council organisation leading to additional expenditure.

Utilising the already market tested panel of contractors enables the most cost effective solution to undertaking general tree services works, with a high level of risk mitigation through using the contractors who are continually undertaking work for Council to a high standard and are committed to continuing to deliver a valuable, reliable and efficient service.

A review of each contractors' performance under the Contract has been undertaken and it has been assessed that all have performed to a satisfactory standard to warrant an extension being granted.

CONSULTATION

Staff from Council's Procurement team have assisted with providing current contract expenditure details and advice on this process in line with Council's adopted Procurement Policy.

FINANCIAL IMPLICATIONS

This contract is a Schedule of Rates Contract. The original estimated expenditure based on the estimated volume of work over the maximum Contract term (six years) was \$7,131,000 (GST Inclusive). The revised total estimated expenditure is \$12,772,884 (GST Inclusive). This includes a provision of CPI increase for the optional two year extension remaining on the Contract and is a result of the increased volumes of work undertaken under this contract

All expenditure incurred against this Contract is funded from the adopted budget.

10 REPORTS FROM DELEGATES, DELEGATED COMMITTEE RECOMMENDATIONS AND RECORDS OF INFORMAL MEETINGS OF COUNCILLORS

10.1 Reports by Delegates

(NB: Reports only from Councillors appointed by Council as delegates to community organisations/committees/groups)

- 10.1.1 Cr Carr reported on her attendance as a delegate at the Eastern Region Group meeting held on 22 October 2021. Cr Carr advised that the group viewed a video produced by the Yarra Ranges Shire Council on the devastating damage from the storm in June 2021, Cr Carr encouraged Councillors to view the video which is available on Whitehorse Council's social media.
- 10.1.2 Cr Skilbeck as a delegate on the Whitehorse Manningham Library Corporation reported on her attendance at an extraordinary meeting of the Library Board held 20 October 2021 to approve the 2020/2021 Annual Report and the four year Library Plan.
- 10.1.3 Cr Liu reported on her attendance as a delegate at the following committees:
- Whitehorse Excellence in Business Awards (virtual) Gala Dinner, 20th Anniversary held on 22 October 2021;
 - Eastern Transport Coalition meeting held on 21 October 2021.
- 10.1.4 Cr Massoud reported on her attendance as a delegate on the Whitehorse Disability Advisory Committee, at an extraordinary meeting held on 20 October 2021 to review accessibility features of the Heatherdale Pavilion.
- 10.1.5 Cr Lane reported on his attendance as a delegate at the following committees:
- Whitehorse Manningham Regional Library, extraordinary Board meeting held on 20 October 2021 to adopt the Annual Report;
 - Whitehorse Excellence in Business Awards (virtual) Gala Dinner - 20th Anniversary held on 22 October 2021.
- 10.1.6 Cr Munroe reported on his attendance as a delegate at the Eastern Region Group meeting held on 22 October 2021.

There was universal concern about the State Government's proposed planning reform changes for major projects.

Metropolitan Partnership Committees have been appointed, former Whitehorse Mayor and Councillor Sharon Ellis has been appointed as a member of the Eastern Metropolitan Partnership which looks after Whitehorse and other councils and advises the Minister.

Yarra Ranges Shire Council have produced a video to put forward its profound need to the State Government following the June 2021 storm damage where in excess of 25,000 trees were lost, the cost of the storm damage to Yarra Ranges is in excess of \$50M. Whitehorse has shared the video link on our social media and support their advocacy.

<https://www.facebook.com/watch/?v=363820375528348>

10.1
(cont)

10.1 Reports by Delegates continued

Cr Munroe advised that the ERG of Councils have agreed to send a letter to the Minister for Local Government Shaun Leane MP following a case Cr Munroe put to Minister Leane (when the Minister attended a meeting of the ERG earlier this year), to request there be an element of growth built into the rate cap. In addition following a suggestion from the Maroondah Council CEO, a request for an additional 1% for each of the next three years to allow local government some level of COVID recovery was added.

COUNCIL RESOLUTION

Moved by Cr Lane, Seconded by Cr McNeill

That the reports from delegates be received and noted.

CARRIED UNANIMOUSLY

10.2 Record of Informal Meetings of Councillors

Meeting Date	Matter/s Discussed	Councillors Present	Officers Present	Disclosures of Conflict of Interest	Councillor /Officer attendance following disclosure
18.10.21 6:30-7:00pm	Cr Informal Briefing Session <ul style="list-style-type: none">9.1.1 Court, Mont Albert (Lot2LP47014 ECSS)9.3.1 Environment and Sustainability Reference Group Establishment	Cr Munroe (Mayor & Chair) Cr Barker Cr Carr Cr Cutts Cr Davenport Cr Lane Cr Liu Cr McNeill Cr Massoud Cr Skilbeck Cr Stennett	S McMillan J Green L Letic S Cann S White S Sullivan V Ferlaine J Russell C Altan	Nil	Nil

COUNCIL RESOLUTION

Moved by Cr Cutts, Seconded by Cr Carr

That the record of Informal Meetings of Councillors be received and noted.

CARRIED UNANIMOUSLY

11 REPORTS ON CONFERENCES/SEMINARS ATTENDANCE

- 11.1 Cr Carr reported on the Australia Local Government Women's Association Bursary Awards held on 20 October 2021.
- 11.2 Cr Massoud reported on her attendance at the following seminars;
- Victorian Local Governance Association, Local Government Victoria FinPro Connect Live Panel Discussion: Debt Another Resource for Councils to Consider held on 21 October 2021;
 - Victorian Local Governance Association and Local Government Information Unit Global Live Panel Forum: Innovative Approaches to Addressing the Housing Crisis;
 - Whitehorse Excellence in Business Awards (virtual) Gala Dinner 20th Anniversary held on 22 October 2021.
- 11.3 Cr Cutts reported on her attendance at the Whitehorse Excellence in Business Awards (virtual) Gala Dinner 20th Anniversary on 22 October 2021.
- 11.4 Cr Liu attended the Whitehorse Excellence in Business Awards (virtual) Gala Dinner (also referenced under Item 10.1.3).

COUNCIL RESOLUTION

Moved by Cr Massoud, Seconded by Cr Carr

That the record of reports on conferences/seminars attendance be received and noted.

CARRIED UNANIMOUSLY

12 CLOSE MEETING

Meeting closed at 9:12pm

Confirmed this 22nd day of November 2021

CHAIRPERSON