



City of Whitehorse

AGENDA

Ordinary Council Meeting

To be held in the
Council Chamber
Whitehorse Civic Centre

379 Whitehorse Road Nunawading

on

Monday 22 June 2015

at 7.00 p.m.

Members: Cr Andrew Munroe (Mayor), Cr Bill Bennett,
Cr Raylene Carr, Cr Robert Chong AM,
Cr Andrew Davenport, Cr Philip Daw,
Cr Helen Harris OAM, Cr Sharon Ellis,
Cr Denise Massoud, Cr Ben Stennett

Mr Philip Warner
Acting Chief Executive Officer

TABLE OF CONTENTS

1	PRAYER	3
2	WELCOME AND APOLOGIES	3
3	DISCLOSURE OF CONFLICT OF INTERESTS	3
4	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS	3
5	RESPONSES TO QUESTIONS	3
6	NOTICES OF MOTION	4
6.1	Notice of Motion 88 – Cr Davenport	4
7	PETITIONS	5
7.1	Notice of Application for Planning Permit WH/2014/559 Whitehorse City Council – 99 Morack Road, Vermont South	5
7.2	Proposed Redevelopment of the Whitehorse Centre – Car Parking	5
8	URGENT BUSINESS	5
9	COUNCIL REPORTS	6
9.1	CITY DEVELOPMENT	6
	STRATEGIC PLANNING	6
9.1.1	Significant Tree Study Stage Three (2014-15)	6
9.1.2	Consideration of the Panel Report for Amendment C158 - Implementation of the Box Hill Central Activities Area Car Parking Strategy 2014	11
	ENGINEERING & ENVIRONMENTAL	21
9.1.3	Box Hill Mall – Review of Vehicle Access	21
9.2	INFRASTRUCTURE	26
9.2.1	Tender Evaluation Report - Contract 14040 - Provision of Inspection and Repair Services for Emergency / Exit Lighting and Means of Egress Inspections	26
9.2.2	Tender Evaluation Report – Contract 14046 Provision of Plumbing Maintenance Services, Installation & Associated Services	29
9.3	HUMAN SERVICES	32
9.3.1	The Draft Proposed Strathdon House & Precinct Development	32
9.3.2	Cleaning of Aquatic Leisure Facilities Tender Evaluation Report	35
9.4	CORPORATE SERVICES	37
9.4.1	Review of Council’s Procurement Policy	37
9.4.2	2015/16 Annual Internal Audit Plan	39
9.4.3	Adoption of the 2015/16 Proposed Budget and Draft Strategic Resource Plan 2015-2019	40
9.4.4	Council Plan Annual Review	48
9.4.5	Contract Extension – Provision of Internal Audit Services	52
9.4.6	Tender Evaluation Report – Provision of Workers Compensation Services	54
9.4.7	Intention to Sell Land in accordance with Section 189 of the Local Government Act 1989	56
9.4.8	Naming of Laneway – Adjacent to 77-79 Doncaster East Road Mitcham	60
9.4.9	Delegated Decisions – April 2015	63

10	REPORTS FROM DELEGATES, SPECIAL COMMITTEE RECOMMENDATIONS AND ASSEMBLY OF COUNCILLORS RECORDS	79
10.1	REPORTS BY DELEGATES	79
10.2	RECOMMENDATIONS FROM THE SPECIAL COMMITTEE OF COUNCIL MEETING OF 9 JUNE 2015	79
10.2.1	Draft Trans Pacific Partnership Agreement	79
10.2.2	Commonwealth Financial Assistance Grants	80
10.3	RECORD OF ASSEMBLY OF COUNCILLORS	81
11	REPORTS ON CONFERENCES/SEMINARS ATTENDANCE	83
12	CONFIDENTIAL REPORTS	83
12.1	Parkland and Bicycle Advisory Committees – Selection of Members	83
13	CLOSE MEETING	83

AGENDA

1 PRAYER

1a Prayer for Council

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

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

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

Amen.

1b Aboriginal Reconciliation Statement

"In the spirit of reconciliation we acknowledge the Wurundjeri as the traditional owners of the land on which we are gathered."

2 WELCOME AND APOLOGIES

3 DISCLOSURE OF CONFLICT OF INTERESTS

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Minutes of the Ordinary Council Meeting 18 May 2015 and Confidential Minutes 18 May 2015.

RECOMMENDATION

That the minutes of the Ordinary Council Meeting of 18 May 2015 and Confidential Minutes of the 18 May 2015 having been circulated now be confirmed.

5 RESPONSES TO QUESTIONS

6 NOTICES OF MOTION

6.1 Notice of Motion 88 – Cr Davenport

That Council:

- 1. Having:**
 - a) Considered all written submissions;**
 - b) Heard the presentations of submissions;**
 - c) Received the report of the Special Committee of its meeting held on 9 June 2015;**
 - d) Considered officer comments to parts (a) and (b),**
- 2. Amend the Proposed Budget 2015/16 and the revised Council Plan 2015-2019 (including the draft Strategic Resource Plan) as follows:**
 - a) Removal of the 2% Whitehorse ReNEWal fund.**
- 3. Resolve that the \$200,000 allocated in the Proposed Budget 2015/16 for progression of the Whitehorse Centre Redevelopment be quarantined in the Budget until further Council direction following consideration of the finalised Business Case due for completion in September 2015 and**
- 4. All amounts allocated in Council's 4 Year draft Strategic Resource Plan 2015-2019 for the Whitehorse Centre Redevelopment also be subject to Council direction following consideration of the finalised Business Case and further considered in the Budget process for 2016/17.**
- 5. Defer the Proposed Budget 2015/16 and revised Council Plan 2015 -2019 and request Council officers to amend the budget and associated documentation (as indicated) and when complete that a Special Council Meeting be called to consider the adoption of the Proposed Budget 2015/16 revised Council Plan 2015-2019 (as amended).**
- 6. Advise the Minister for Local Government in advance, that given the amendments required to the Proposed Budget 2015/16 and revised Council Plan 2015-2019 that Council may not meet the 30 June 2015 adoption of the budget as required by Section 130 (3) of the Local Government Act.**

7 PETITIONS

7.1 Notice of Application for Planning Permit WH/2014/559 Whitehorse City Council – 99 Morack Road, Vermont South

At the Special Committee of Council meeting held 9 June 2015 a petition was circulated to Councillors as part of the public submissions made by a number of residents opposing a proposed development at 99 Morack Road Vermont South. The petitioners *strongly oppose the development of the land at 99 Morack Road Vermont South for 18 dwellings and removal of vegetation*. The petition contains 93 signatories and is formally tabled at tonight's meeting for Council's consideration.

RECOMMENDATION

That Council receive the petition and refer to General Manager City Development for appropriate action and response.

7.2 Proposed Redevelopment of the Whitehorse Centre – Car Parking

At the Special Committee of Council meeting held 9 June 2015 a petition was circulated to Councillors as part of the public submission made by a resident in relation to the proposed redevelopment of the Whitehorse Centre. The petition calls on Council to *remove the considered car parking for the green nature areas from the current Proposed Whitehorse Centre Redevelopment plans and develop alternative plans for a new car parking (sic) on existing parking areas, to return that then for consideration by the community*. The petition contains 106 signatories and is formally tabled at tonight's meeting for Council's consideration.

RECOMMENDATION

That Council receive the petition and refer to General Manager Human Services for appropriate action and response.

8 URGENT BUSINESS

9 COUNCIL REPORTS

9.1 CITY DEVELOPMENT

Strategic Planning

9.1.1 Significant Tree Study Stage Three (2014-15)

FILE NUMBER: 15/76202
ATTACHMENT

SUMMARY

The Significant Tree Study Stage Three was undertaken in late 2014 and early 2015 by Homewood Consulting. The consultants have finalised the report and provided it to Council for review and finalisation. This report outlines the methodology and conclusions of the study. This report also recommends that the identified significant trees be noted and that Council seek authorisation to prepare and exhibit a planning scheme amendment to introduce planning controls to protect the significant trees.

RECOMMENDATION

That Council:

- A. Adopt the Significant Tree Study and its recommendations.**
- B. Seek authorisation to prepare and exhibit an amendment to the Whitehorse Planning Scheme to introduce Vegetation Protection Overlay Schedule 5 to the identified significant trees.**
- C. Notify all landowners and occupiers who had a tree inspected of the outcome of the site inspection and study.**

BACKGROUND

The City of Whitehorse recognises that significant trees are integral to the neighbourhood character throughout the City and the desirability of Whitehorse as a place to live is in many respects related to its leafy and natural landscape character.

Council also recognises that significant trees need to be identified and retained with protection through the Whitehorse Planning Scheme to ensure that the leafy and natural landscape character is maintained and enhanced.

As part of an ongoing program of protecting vegetation, Council commissioned Homewood Consulting to undertake a third phase of the Significant Tree Study in late 2014. A total of 89 nominations for a tree, or groups of trees, were assessed across 75 properties within the municipality.

The study report has been received and reviewed by Council officers and it makes the following findings:

Outcome of Assessments	No. of trees/ nominations
Trees recommended for inclusion into Significant Tree Register	38
Trees which met 1 or more significance criteria but are unsuitable for inclusion on Register	20
Trees not considered to meet any of the significance criteria	10
Trees already on the Register reassessed to determine if changes are required	6
Properties attended with no trees on site	15
Total	89

9.1.1 (cont)

As a result of the inspections 38 trees were considered to meet one or more of the significance criteria and have been recommended for inclusion into the Significant Tree Register. 20 trees were not considered suitable for inclusion in the Register either because they were not considered to meet any of the Significance Criteria or because they could not be adequately protected from development due to current conditions, for example there is an existing dwelling or other significant asset within 4m of the tree.

6 trees already included in the Register were reassessed and recommendations have been made to update records where applicable. 15 of the properties attended did not have mature trees on site, generally because the nominated tree/s had already been removed prior to the site inspection.

The following recommendations were also made as a result of the site inspections:

1. 38 trees are added to the City of Whitehorse Significant Tree Register. Table 2-Table 4 in the Significant Tree Study Report provides a summary of the recommendations for trees assessed, in relation to their suitability for inclusion on the Register.
2. Where possible, the Tree Protection Zone and Structural Root Zone information given is referenced when there are proposed construction or excavation activities near significant trees.
3. The need to protect significant trees for environmental, historical, aesthetic values and to maintain the character of neighbourhoods is explained to the tree owners.
 - 3.1 Council explores ways to assist private landowners in the maintenance and management of significant trees such as an annual grant system. This would reduce the maintenance burden on landowners and act as an incentive for retaining or nominating significant trees.
4. Subject to funding being available, a spatial data set is created for the trees currently on the City of Whitehorse Statements of Tree Significance which can be integrated with the spatial data collected for trees assessed in this study.
5. Subject to funding being available, further assessment and public nomination continues to ensure that all significant trees throughout the city are identified and assessed for inclusion in the Significant Tree Register.

PROPOSAL

As a result of the site inspections and study it is proposed that 38 trees are added to the City of Whitehorse Significant Tree Register and afforded protection through the Planning Scheme. The tree citations prepared by Homewood Consulting will be used in the Significant Tree Register. The citations contain information relating to the tree, including height, width, maturity, health, ownership, significance criteria and any comments relating to the significance of the property.

The protection of vegetation through the Whitehorse Planning Scheme requires the preparation and exhibition of a Vegetation Protection Overlay (VPO) to protect the trees.

9.1.1 (cont)

The advantages of introducing a VPO include:

- They cover trees of individual, group and/or canopy significance;
- They provide substantial weight when submitted as evidence to VCAT hearings;
- The legislative penalties are much greater than under a local law;
- Current resourcing is based on this approach;
- The overlays/controls are on the Section 32 Vendor Statement for the land when a property is being considered for purchase; and
- Community consultation is undertaken via the planning scheme amendment exhibition process.

It is proposed to introduce VPO 5 to the Planning Scheme. This overlay carries on the tree protection already afforded under the VPO's for individual trees (VPO1 and VPO3) and is of similar content and format to the existing VPO's.

VPO1 is based on a tree study completed in 2002 and VPO3 is based on a tree study completed in 2006. The proposed VPO refers to the tree study completed in 2015 and the updated Neighbourhood Character Policy, prepared by Planisphere in 2014.

CONSULTATION

The assessment of the trees of possible significance was undertaken in late 2014 with relevant owners and occupiers notified by letter prior to the site inspection by the consultant.

All land owners and occupiers whose property contains trees that were inspected will be notified by written correspondence on the outcome of the site inspection, regardless if the tree/s are recommended for inclusion on the Significant Tree Register.

If Council seeks the introduction of planning controls for the identified significant trees then all affected land owners will be notified of the exhibition of a planning scheme amendment to introduce a VPO. As per the statutory exhibition requirements, notice will also be placed in the Whitehorse Leader for a minimum of one week and the Government Gazette.

The exhibition for the VPO will be for a period of one calendar month following which Council will consider the comments and either make changes to the exhibited amendment or refer the amendment and submissions to an independent planning panel.

If the amendment is referred to a planning panel, the panel will listen to all submissions made about the amendment and make recommendations to Council about the amendment. All submitters to the amendment will be advised of the outcome of the panel report and Council's decision about the amendment.

DISCUSSION

There is a considerable history of identifying and planning for the protection of significant trees across the City. A number of studies/reviews have been carried out which provides the basis for the current and proposed provisions in the Whitehorse Planning Scheme.

The first stage of the Significant Tree Study was undertaken in 2001 and 2002, with an internal review undertaken in 2004. This review identified 451 properties where interim tree protection provisions could be sought, with the balance of the statements of significance from the original study and some additional vegetation identified during the review, referred to Stage 2 of the Significant Tree Study.

9.1.1 (cont)

Stage 2 reviewed some 1100 properties and 2000 trees and the report recommended that controls be introduced for 1022 trees on 600 properties. The Stage 2 study involved a site-by-site inspection by the consultants of all the properties identified, with landowners and occupiers being advised of the intended visit prior to the inspection and given an opportunity to arrange an appropriate time to meet the consultant.

Stage 3 reviewed 89 trees across 75 properties in the months of November and December 2014. The trees were assessed for significance under the following criteria:

- Historical significance
- Rare/localised distribution
- Horticultural/genetic value
- Curious growth form
- Outstanding size
- Outstanding example of species
- Particularly old
- Aesthetic value
- Aboriginal culture
- Unique location/context
- Unique environmental contribution

Trees had to meet one or more of the above criteria to be considered for inclusion in the City of Whitehorse Significant Tree Register. However a number of trees met one or more of the criteria, but did not warrant inclusion on the register due to 'disqualifying' factors, such as having an existing dwelling located within 4 metres of the tree.

Of the trees assessed, the most common species represented is English Oak, followed by Silver-leaved Stringybark. Almost half the trees assessed are exotic, approximately one-third of the trees are native to Australia and one-quarter are indigenous, meaning they occur naturally in the local area.

The introduction of planning controls will require owners to obtain planning permits to remove or lop identified tree(s) unless the vegetation is assessed as imminently dangerous or satisfies other exemptions in the provisions. Council has previously determined to waiver application fees for applications in the VPO and will continue to do so.

FINANCIAL IMPLICATIONS

The Significant Tree Study was funded in the 2014-2015 budget.

An amendment to the Planning Scheme to introduce planning controls will require Council to pay costs associated with the preparation, approval and exhibition of the amendment, including any notification, mail outs, Planning Panel hearing costs and fees for expert witnesses. There is sufficient funding in relevant budgets to accommodate these costs.

CONCLUSION

Stage Three of the Significant Tree Study was undertaken in late 2014 and early 2015. The report provided by Homewood Consulting contains a thorough explanation of the methodology and significance criteria used for the site visits and to determine if a tree is considered worthy of protection in the Scheme.

9.1.1
(cont)

The study has identified 38 trees as being significant vegetation under the criteria of the study. The study also makes further recommendations about protecting and maintaining trees in Whitehorse and how to preserve the leafy neighbourhood character of the municipality.

The trees that have been identified as significant vegetation now need to be protected under the Planning Scheme. It is recommended that Council seek authorisation from the Minister for Planning to prepare and exhibit a planning scheme amendment to introduce Vegetation Protection Overlay Schedule 5 and include the trees in the Significant Tree Register.

9.1.2 Consideration of the Panel Report for Amendment C158 - Implementation of the Box Hill Central Activities Area Car Parking Strategy 2014

FILE NUMBER: SF15/291
ATTACHMENTS

SUMMARY

This report discusses the exhibition and consideration of submissions to Amendment C158 and the recommendations of the independent Panel that has assessed the amendment. It is recommended that Amendment C158 be adopted with changes.

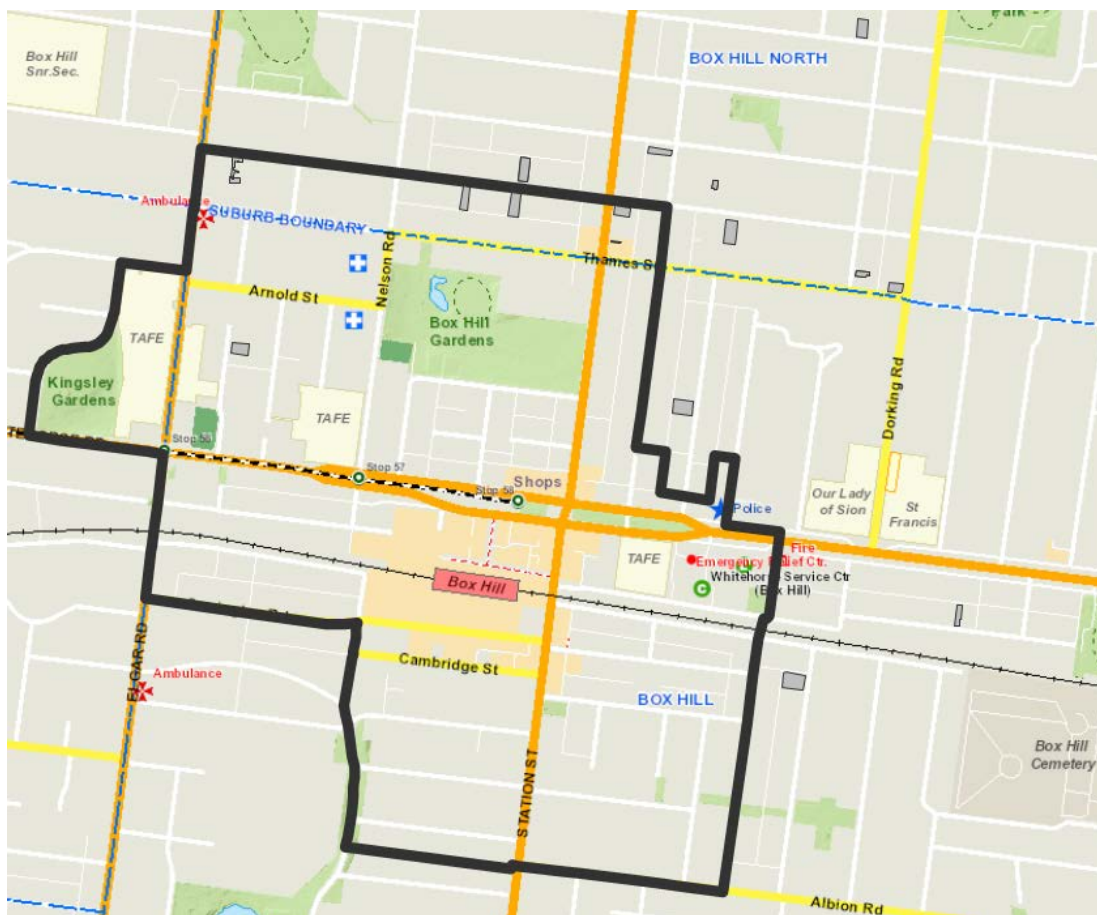
RECOMMENDATION


That Council being the Planning Authority and having considered the Panel Report:

- A. Adopt Amendment C158 with changes as follows (see Attachment 2b):***
 - ***Amend the residential visitor parking requirement contained within Table 1 of Schedule 1 to the Parking Overlay to:***
 - ***0.2 Visitor spaces to each dwelling for the first five dwellings, plus, 0.1 spaces to each dwelling for any subsequent dwellings.***
 - ***Amend dot point 4 under the Decision Guidelines for permit applications (Clause 4.0 of the Parking Overlay) to:***
 - ***For commercial and residential visitor uses, the availability of car parking in the locality and its suitability to accommodate parking generated by the development.***
 - ***Amend the date of the Box Hill Central Activities Area Car Parking Strategy from 2013 to 2014.***
 - B. Submit the adopted Amendment to the Minister for Planning for approval under Section 31 of the Planning and Environment Act with the appropriate fee.***
 - C. Advise all submitters of all resolutions in relation to the Panel Report for the Amendment.***
-

MELWAYS REFERENCE 75A

Applicant:	Whitehorse City Council
Zoning (proposed overlay area):	C1Z, C2Z, GRZ1, GRZ5, PPRZ, PUZ2, PUZ3, PUZ4, PUZ6, RGZ1, RGZ2 and RGZ3.
Overlay (proposed overlay area):	HO14, HO77, HO90, HO91, HO92, HO93, HO94, HO114, HO115, HO116, HO117, HO142, HO157, HO224, HO225, SBO, VPO1 and VPO3.
Relevant Clauses	Clause 21.08 Infrastructure Clause 22.07 Box Hill Central Activities Area Clause 45.09 Parking Overlay
Ward:	Elgar



		Box Hill Activity Centre boundary		16 submissions mapped of 24 received	 North
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9.1.2 (cont)

BACKGROUND

Amendment C158 was exhibited between 2 October 2014 and 3 November 2014 following a decision by Council on 23 June 2014 to prepare and exhibit an amendment to the Whitehorse Planning Scheme to implement a car parking overlay for the Box Hill Activity Centre. This decision was based on recommendations within the *Box Hill Central Activities Area Car Parking Strategy 2014*.

The *Box Hill Central Activities Area Car Parking Strategy 2014* (the Parking Strategy) gives recommendations about the number of car parking spaces to be provided in new developments. The car parking spaces required are calculated against floor area, per dwelling or other measures as applicable.

This amendment seeks to include the rates given in the Parking Strategy in the Whitehorse Planning Scheme. The amendment proposes to apply Schedule 1 to the Parking Overlay to the Box Hill Activity Centre and make consequential changes to other parts of the Whitehorse Planning Scheme to implement the parking rates and sustainable transport directions from the *Box Hill Central Activities Area Car Parking Strategy 2014*.

Council considered the twenty four (24) submissions on the amendment at its meeting on 27 January 2015 and resolved to refer the amendment and all submissions to an independent Panel.

PANEL REPORT

Submissions

At the close of the exhibition period twenty two (22) on time submissions had been lodged, with a further two (2) late submissions also considered. Of those, eighteen (18) submissions were opposed or objected to the amendment, four (4) were supportive, and two (2) were unable to be specified.

The submissions raised the following issues:

- Concern about the impact of reduced car parking provision rates on surrounding streets and existing car parking and traffic issues.
- Criticism about the rationale for reducing car parking provision rates.
- The need for greater car parking provision in Box Hill.
- Comment on broader issues such as change in Box Hill and the Parking Strategy itself.

Panel Hearing

The Panel held a Directions Hearing on 2 March 2015 to consider preliminary and procedural issues prior to the Panel Hearing. At the Directions Hearing, the Panel Chairman advised that as Council was the only party which had requested to be heard by the Panel, Council could instead prepare a written (rather than verbal) submission which addressed key questions that the Panel had in relation to the amendment. This was prepared and submitted to the Panel on 20 March 2015. Council officers received the Panel's report on 21 April 2015 (Attachment 2a).

9.1.2 (cont)

DISCUSSION OF PANEL REPORT

In summary, the Panel recommended that:

Whitehorse Planning Scheme Amendment C158 should be adopted as exhibited, subject to amending the residential visitor parking rate in Table 1 of Schedule 1 to the Parking Overlay as follows:

- *0.2 Visitor spaces to each dwelling for the first five dwellings, plus 0.1 spaces for subsequent dwellings, up to an overall maximum of five spaces.*

The Panel's endorsement of the amendment, with one exception, is noted. However, Council officers have reservations with the Panel's sole recommendation. This will be discussed in further detail in coming sections which outline the issues raised and the Panel's response to those issues by theme.

Planning context

The Panel concluded overall that the amendment is strategically well justified, subject to some specific issues which it addresses individually.

The Panel accepted Council's assessment that the amendment is supported by the relevant sections of the State and Local Planning Policy Framework. It considered that the amendment, particularly the proposal to reduce the car parking requirements, is well supported by these sections of the planning scheme. The Panel also agreed with Council that a Schedule to the Parking Overlay is the most appropriate mechanism to implement the objectives of the amendment and that the amendment has been prepared in accordance with the *Planning and Environment Act 1987* and all relevant Ministerial Directions and Planning Practice Notes.

The Panel supported the use of the Parking Strategy to support the amendment. It considered that the Parking Strategy is well researched and has been the subject of considerable community consultation.

Officer comments

The Panel's endorsement of the approach and strategic justification provided by Council is noted.

The proposed Parking Overlay Schedule 1

Many submitters opposed the reduction of car parking provision rates for new developments. Some submitted that new residents will still have cars which will put pressure on existing car parking spaces, while others raised concerns about the future availability of shopper parking. Some submitters were sceptical about the ability of reduced car parking supply to encourage people to use other forms of transport.

Council in its further submission to the Panel provided a detailed rationale for the proposed car parking rates. The Panel in its discussion outlined its response to the proposed rates by car parking type.

9.1.2

(cont)

Office parking rate

The Panel outlined the origins of the current standard car parking requirement for office uses (3.5 spaces per 100sqm). It stated that:

This was derived in the original parking studies by Wilbur Smith & Associates in the 1960's which informed the then emerging planning schemes. This rate was based on floor allocations of 33m² and 31m² per employee for private and government offices respectively, i.e. a car space for each employee and some allowance for visitors. Modern work practices have changed with computers and open plan offices, and current office design is based on approximately 15m² per employee. The 'standard' rate in Table 1 of Clause 52.06 of 3.5 spaces per 100m² therefore already allows for a proportion of office workers travelling by other modes (page 14).

In light of this history, the Panel raised some issues with the rates proposed by Council. The Panel considered that the rates proposed by Council have assumed that the Clause 52.06 rate of 3.5 spaces per 100sqm applies to 100 per cent of office staff being car drivers. With Council reducing the rate to 2.0 spaces per 100sqm to reflect that around 60 per cent of office staff will travel by modes other than cars, the Panel believes that in practice this may actually represent car usage in the order of 30 per cent of staff. That said, the Panel also recognised Council's desire to reduce car reliance in Box Hill, with a 30 per cent driver mode split potentially being achieved due to Box Hill's excellent public transport access and lack of long term parking options.

The Panel summarised its findings in relation to office parking as follows:

In any event, the parking rate is a minimum and if a developer wished to provide more than 2.0 spaces per 100m², this could occur. Accordingly, the Panel sees no operational or commercial reasons why the rate of 2.0 spaces per 100m² for office should not be adopted (page 14).

Residential parking rates

The Panel agreed with Council that there is an opportunity in Box Hill to lower residential parking provision rates. The Panel stated that the proposed rates are "soundly based and the Panel agrees with them" (page 14).

However, the Panel questioned the proposed residential visitor parking rate of 0.1 spaces per dwelling. The Panel believes that there are many short-term parking opportunities for visitors to Box Hill which residential visitors, who generally visit "out of hours", could utilise. Visitor parking in larger developments can often be less readily available or used for other purposes such as storage or rubbish collection and the Panel therefore considers that provision of more than five visitor spaces in larger developments is inefficient and unnecessary. For both "smaller" and larger developments the Panel acknowledged that there is a need for some visitor parking on-site for tradesmen or long-term visitors. The Panel believes that developments of five or more dwellings should provide at least one visitor space.

'Other' and motorcycle parking rates

The Panel agreed with the adoption of the Clause 52.06 Column B rates for the "other" uses in the amendment. These rates are based on an area-wide parking provision and allow for commonality of rates between various uses which facilitates changes of use without the requirement for a parking assessment. The rates also rely on the subject uses having substantial access to off-site parking; as is the case in the Box Hill Activity Centre.

9.1.2 (cont)

The amendment introduces a formal requirement for motorcycle parking at a rate of one space per 50 car parking spaces. The Panel was satisfied that the modest requirement level would not be an impediment to future development and the provision would be beneficial.

Parking Overlay boundaries

The Panel requested the rationale for the boundaries of the proposed Parking Overlay. Council advised that the Overlay boundaries align with the *Box Hill Transit City Activity Centre Structure Plan 2007* boundaries with the exception of land west of Elgar Road which is predominantly publically owned.

The Panel accepted Council's rationale and agreed that the land to the west of Elgar Road should be excluded.

Panel conclusions

In relation to the above, the Panel concluded that:

- *The rationale for the proposed reduced office, residential and 'other' car parking rates is soundly based and the rates proposed should be supported subject to a change to the residential visitor parking rate detailed herein.*
- *The proposed boundaries of the Parking Overlay are supported.*

Panel recommendations

The Panel recommends that the residential visitor parking rate be modified to:

- *0.2 Visitor spaces to each dwelling for the first five dwellings, plus 0.1 spaces for subsequent dwellings, up to an overall maximum of five spaces.*

Officer comments

The Panel's endorsement of the proposed schedule and car parking rates, with one exception, is noted. However, Council officers have reservations with the Panel's sole recommendation and sought advice from GTA Consultants, the authors of the Parking Strategy, on how to respond (see Attachment 2c).

The first part of the Panel's recommendation is an amended visitor parking provision rate of 0.2 spaces per dwelling for the first five dwellings only. This is to ensure the provision of one visitor parking space for developments with at least five but less than ten dwellings. GTA Consultants consider this approach is a reasonable reflection of the existing provisions in Clause 52.06 which requires visitor parking for developments of five or more dwellings, but balances the lower generation of visitor parking that could be expected in Box Hill given the projected parking requirements and quality access to alternative transport modes.

The second part of the Panel's recommendation is a cap on visitor parking provision at five spaces per development. In assessing the rationale for the Panel's recommendation, GTA Consultants note that the Panel has not provided any "real justification" to support that five spaces is the correct cap, particularly where recent large developments have required residential visitor parking provisions of over 30 spaces.

9.1.2 (cont)

GTA Consultants also reiterate commentary in the Parking Strategy specifically addressing the issue of visitor parking. They note that given the nature of surrounding land uses (which don't generate parking demand strictly within business hours) and the existing parking demands, it may not be appropriate for residential visitor parking to be accommodated on-street. On that basis, suitable visitor parking may not be available in all instances to cater for visitor demands not provided on-site should a cap be introduced. It is considered that on-site visitor parking waivers may be considered on a case-by-case basis, as specified in the Parking Strategy, but that a cap should not be introduced as of right.

Based on this discussion, GTA Consultants recommend the following changes to the Parking Overlay:

Amend the residential visitor parking requirement contained within the Table to Clause 3.0 [sic] of the Parking Overlay to:

- *0.2 Visitor spaces to each dwelling for the first five dwellings, plus,*
- *0.1 spaces to each dwelling for any subsequent dwellings*

Amend dot point 4 under the Decision guidelines for permit applications (Clause 4.0 of the Parking Overlay) to:

- *For commercial **and residential visitor** uses, the availability of car parking in the locality and its suitability to accommodate parking generated by the development.*

Council officers are in agreement with these changes.

Financial contributions

In the context of Council's current strategic work relating to car parking, Council requested the Panel's advice on how to progress the implementation of a financial contributions scheme for Box Hill. The Panel noted that the introduction of these funding arrangements is a separate process unrelated to the Parking Overlay.

The Panel agreed that Council has further work to do in this space, and that a consolidated plan targeted at addressing specific issues is an appropriate approach. This would assist with setting priorities and establishing a base for a financial contributions scheme (which could comprise one or a combination of a Development Contributions Plan (DCP), cash-in-lieu or special rates schemes). The Panel provided examples of where an overall parking master plan has been established, and how a Schedule to the Parking Overlay has been used to direct the spending of funds collected from the cash-in-lieu scheme.

The Panel provided some commentary about whether a cash-in-lieu or Development Contributions scheme would be more suitable for Box Hill. It noted that the choice of a DCP or cash-in-lieu scheme would depend on what Council seeks to fund. A cash-in-lieu scheme would only raise funds where parking requirements are not provided on-site, so Council would need to consider whether it seeks to consolidate those spaces into a single facility, or in the case of taking payment in lieu of short-term onsite parking, the money could be used for a range of projects such as directional signage given the current high supply of such parking in the centre. In practical terms, special rates schemes are applied to existing commercial properties, whereas DCPs would only apply to new development (or in some cases to a change in use).

9.1.2 (cont)

In relation to Box Hill, the Panel believes:

...There may be value in keeping the car parking works separate as broader based DCPs can be more difficult to implement and Council has already done a body of work on parking in Box Hill through the Parking Strategy. The Panel believes that it would be a relatively straight forward task to develop a parking master plan for Box Hill (based on the work of the Parking Strategy), including a schedule of parking related projects to be funded or part funded through a cash-in-lieu scheme (page 17).

In applying these findings, the Panel considered that the car parking master plan could be incorporated into the Parking Overlay Schedule to introduce a cash-in-lieu option to provide parking and/or related works instead of on-site parking for new developments. It also considers that a DCP is likely to be easier to apply and less unpopular with existing property owners.

Officer comments

The Panel's advice on how to progress funding options is noted and appreciated. The preparation of a parking master plan in Box Hill would require additional funding outside Council's budget, and would need to be considered under a future budget process.

Impact on the surrounding area

The Panel reviewed whether the potential impacts of the amendment would be unmanageable for properties in the vicinity of the Activity Centre. This was in response to submitter concerns about inappropriate car parking in residential areas, traffic issues created by cars searching for car parking spaces, the impact of reduced car parking on shoppers in Box Hill and the need for higher numbers of car parking spaces in new developments.

Council acknowledged that the impact of overflow car parking on existing residential streets is of concern. However, Council in its response argued that the new reduced rates would not exacerbate existing problems. This was because new developments would not be eligible for on-street car parking arrangements and therefore owners and/or occupiers would need to make arrangements for any cars not accommodated on-site prior to occupancy. Council also submitted data on the car parking capacity of on and off-street car parking facilities in Box Hill which illustrates that there is sufficient parking in the Centre.

The Panel accepted that there are "real problems" with overflow car parking impacts on residential streets, and that Council has addressed this through the Parking Strategy. However, it noted that:

...There has been very limited progress on many of the short term measures targeted at reducing impacts on residential streets. Items 2, 4, 9, 10 and 11 - 24 in the implementation plan (See Appendix B) would directly assist addressing parking overflow impacts, including the impact of hospital parking. The Panel notes that none of these items have yet been commenced. Given the level of local resident concern about these issues, Council should look at how it might be able to accelerate this implementation (page 20).

That said, the Panel accepts that these actions should address any negative impacts of under supply of car parking in Box Hill. The Panel also acknowledged the implementation actions in the Parking Strategy that will assist shoppers to find vacant spaces.

9.1.2 (cont)

The Panel agreed with Council that the proposed reduced car parking rates are unlikely to result in a worsening of parking over flow problems. In support of this, the Panel notes that the commercial parking rates are typical of those used successfully elsewhere, and that developers will “follow the market” in relation to parking provision for residential properties. The Panel also reiterated that new buyers and renters will select properties and car parking based on their own car parking needs, and that Council’s policy of not providing on-street parking permits to new residents will reinforce this choice.

Panel conclusions

The Panel concluded that:

- *There are existing issues with overflow car parking on residential streets that should be addressed by Council.*
- *The Parking Strategy implementation plan appropriately addresses a range of car parking issues in Box Hill, including: impacts on residential areas; provision of adequate car parking for businesses; and ongoing monitoring of parking demand and supply.*
- *The reduced car parking rates proposed in the Amendment, when combined with appropriate on-street parking controls and adequate enforcement, will not result in a worsening of parking overflow problems (page 21).*

Officer comments

The Panel’s commentary regarding implementation of the Parking Strategy is noted.

Overall conclusions and recommendations

In addition to summarising its findings, the Panel in its conclusion questions why it is referred to as the *Box Hill Central Activities Area Car Parking Strategy 2013* when it seems to be dated June 2014 and was adopted by Council in 2014. The Panel believes that the reference should be changed to 2014.

Officer comments

The Panel’s observation is noted. The Parking Strategy was prepared in 2013 and adopted by Council in June 2014 which has led to the discrepancy in the date. The reference will be changed to the *Box Hill Central Activities Area Car Parking Strategy 2014* from hereon in.

FINANCIAL IMPLICATIONS

Council will be required to pay a fee of \$734 to the Department of Environment, Land, Water and Planning if it wishes to seek approval of the amendment. There is adequate funding in the current budget for this purpose.

Introduction of the new control will streamline the assessment of planning permit applications by formalising Council’s expectations for car parking within central Box Hill. This gives Council a stronger negotiation point than at present, where each development may argue its own case for reduced parking rates. By providing an evidence based and strategic justification for its parking rates, Council will be able to provide more consistent decision making with stronger justification.

9.1.2

(cont)

CONCLUSION

Amendment C158 proposes to implement a car parking overlay for the Box Hill Activity Centre, based on recommendations within the *Box Hill Central Activities Area Car Parking Strategy 2014*.

An independent Panel has considered the amendment and associated submissions. The Panel has recommended that the amendment be adopted with changes.

This Council report has assessed these recommendations and it is submitted that while there is merit to the Panel's recommendation regarding minimum residential visitor parking provision for smaller developments, it would be inappropriate to include a cap on total residential visitor parking provision without adequate justification. It is therefore recommended that Amendment C158 be adopted with the following changes:

- Amend the residential visitor parking requirement contained within Table 1 of Schedule 1 to the Parking Overlay to:
 - 0.2 Visitor spaces to each dwelling for the first five dwellings, plus, 0.1 spaces to each dwelling for any subsequent dwellings.
- Amend dot point 4 under the Decision Guidelines for permit applications (Clause 4.0 of the Parking Overlay) to:
 - For commercial *and residential visitor* uses, the availability of car parking in the locality and its suitability to accommodate parking generated by the development.
- Amend the date of the *Box Hill Central Activities Area Car Parking Strategy* from 2013 to 2014.

Engineering & Environmental

9.1.3 Box Hill Mall – Review of Vehicle Access

FILE NUMBER: 15/74834

SUMMARY

The purpose of this report is to provide the results of a recent review of vehicle access to the Box Hill Mall and to recommend the installation of an additional retractable bollard at the Station Street access point to the Box Hill Mall.

RECOMMENDATION

That Council:

- 1. Approves the installation of a retractable bollard at the Station Street access point to the Box Hill Mall to physically restrict vehicles entering the Mall.***
 - 2. That Council write to all Mall owners and occupiers advising of the new access arrangements and that approval for a vehicle to enter the Mall will only be granted in limited circumstances where there is a critical need and prior approval has been given.***
 - 3. Continue to exempt Police and emergency vehicles and Council maintenance vehicles from needing approval to enter the Mall.***
-

BACKGROUND

At its meeting on the 21 March 2005, Council revoked a previous declaration made on the 3 October 1983 and made a new declaration to make Market Street and Main Street, Box Hill a Shopping Mall pursuant to the Local Government Act 1989. The declaration generally banned parking and vehicle access and formalised the use of the Mall for pedestrian use. Emergency vehicles, Council maintenance vehicles and vehicles permitted under special circumstances were exempted from the vehicle prohibition.

In making the new Mall declaration in 2005, Council also adopted the installation of permanent and retractable bollards at various entry points to the Mall. After considering submissions at the time, Council did not proceed with a proposed retractable bollard at the Station Street entrance to Main Street.

Not physically blocking vehicle access at the Station Street entrance and relying on "No Entry" regulatory signs was considered appropriate at the time. Access was allowed to a limited number of approved couriers and traders who demonstrated a critical need to enter the mall to deliver and pick up certain goods and for emergency and Council maintenance vehicles. The arrangement eliminated the need to administer a key system for access under these circumstances. Formal prior approval was required for vehicles to enter the Mall through a special permit issued by the Manager Engineering and Environmental Services or the Manager Compliance.

The Box Hill Mall is an important and well used pedestrian environment and Council has invested significant funds in upgrading the Mall in recent years.

A review of access to the Mall has recently been completed including the effectiveness of not having a bollard at the Station Street entrance and currently relying on the 'No Entry' sign prohibitions as well as the extent of damage to the Mall as a result of vehicle entry.

9.1.3

(cont)

DISCUSSION

The recent review of vehicle access to the Mall has highlighted difficulties in managing and controlling access from the Station Street entrance with the existing “No Entry” signs and no physical barrier. There have been numerous reported breaches of the requirement to obtain prior approval for vehicle access in recent times with unauthorised vehicles entering the mall daily to load and unload goods. This is resulting in serious safety issues and risks for pedestrians.

In addition, there has been significant damage to Council assets in recent years including paving, stone retaining walls, seating and landscaping as a result of unauthorised vehicles entering the Mall and particularly heavy vehicles.

Unauthorised access also has the potential to adversely impact a number of authorised new and emerging activities in the Mall including the Community Kiosk, the recent “Pop Up Performers” and use of the laneways to promote activity in this space. Vehicles in close proximity to these events could cause safety concerns.

Options for addressing the unsatisfactory unauthorised vehicle access to the Mall were considered as part of this review, including placement of a retractable bollard at the Station Street entrance and another option to establish a loading parking area in the eastern end of Main Street east of Hodges Lane. This latter option has been discounted on the basis that this area of the Mall needs to maintain the pedestrian Mall theme and incorporates the entrance to the pedestrian underpass occupying over half the available width. It would not be possible to provide safe and sufficient parking with adequate manoeuvring space for delivery vehicles. Site lines would be reduced to Market Street from Station Street and safety for pedestrians reduced.

As a result of the review, it is recommended that a retractable bollard be installed directly at the Station Street entrance to physically restrict vehicles from entering the Mall rather than only relying on the “No Entry” signs. It is proposed that repairs to the existing pavers will be arranged after the Station Street entrance is blocked with a retractable bollard. Additional repairs to other infrastructure such as retaining walls is currently being assessed and will be carried out if required.

There are adequate loading zones in the vicinity of the Mall to cater for the delivery needs of the area without delivery vehicles entering the Mall.

The installation of a retractable bollard at the Station Street and Main Street intersection will require the introduction of a keyed system to access the mall. A key will only be available to a very limited number of approved users who have demonstrated a critical need to enter the mall and to emergency and Council maintenance vehicles. Formal prior approval would be required for vehicles other than emergency or Council maintenance vehicles, to enter the Mall and to obtain a key. Emergency and Council maintenance vehicles will also be provided a key. The current arrangement of the Manager Engineering and Environmental Services and the Manager Compliance having authority to give approval would continue.

Police and Authorised Council Officers will continue to regularly patrol the area and issue infringement notices to any vehicles in the Mall without a valid permit.

A plan of the existing bollards and the proposed bollard at Station Street is included as Appendix A.

A plan of the loading zones available in the vicinity of the Mall area is included as Appendix B.

9.1.3

(cont)

CONSULTATION

Council officers in collaboration with the Victoria Police wrote to all traders and businesses with access to the Mall in October 2014 and again in March 2015 seeking their cooperation that no vehicles associated with their business were permitted to legally enter the Box Hill Mall, without Council consent. This included businesses with delivery or service vehicles such as armoured cash transport.

Council officers visited all businesses in the Mall in April 2015 and provided another copy of both letters from Council. This was an opportunity to further promote the issues surrounding unauthorised Mall access and to discuss the installation of a retractable bollard to physically prevent unauthorised access to the Mall. There were no concerns expressed regarding possible future actions by Council to physically restrict vehicle access.

The review of access arrangements in the Box Hill Mall was carried out by staff from the Engineering and Environmental Services Department, Compliance Department, CityWorks and Economic and Strategic Planning.

FINANCIAL IMPLICATIONS

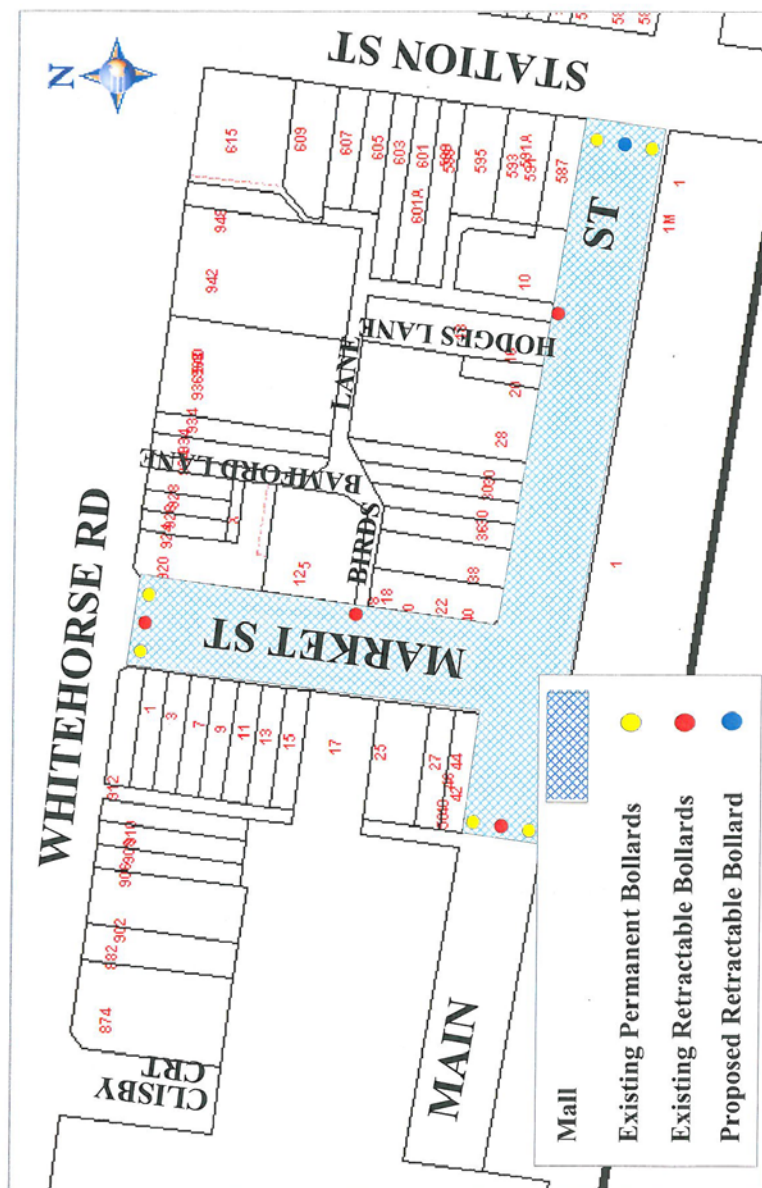
The cost of the installation of a removable bollard at the Station Street and Main Street intersection can be accommodated in the current operational budget.

Repairs are required to the existing pavers in the Box Hill Mall as a result of unauthorised access to the Mall by vehicles. The current estimated cost for the repairs to the pavers is \$40,000 and this will be arranged after the retractable bollard is installed at the Station Street entrance. Repairs required to other Mall infrastructure such as retaining walls is also currently being considered and if required, will be completed once the new arrangements for access are implemented.

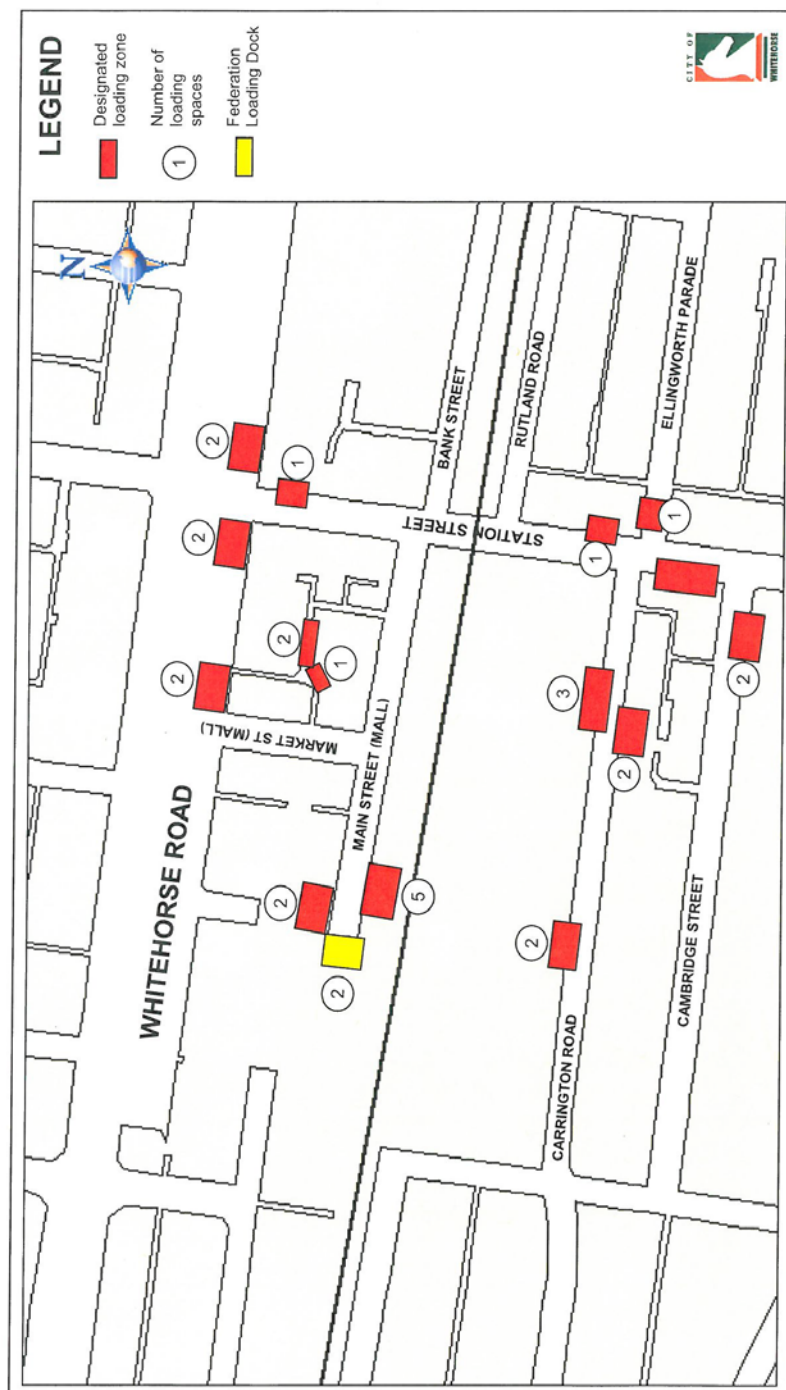
POLICY IMPLICATIONS

The proposed new arrangements in the Mall are in accordance with Council's Community Road Safety Strategy, Integrated Transport Strategy and Risk Management Policies.

APPENDIX A - BOX HILL MALL EXISTING AND PROPOSED BOLLARDS



APPENDIX B - BOX HILL MALL AND SURROUNDS EXISTING LOADING ZONES



9.2 INFRASTRUCTURE

9.2.1 Tender Evaluation Report - Contract 14040 - Provision of Inspection and Repair Services for Emergency / Exit Lighting and Means of Egress Inspections

FILE NUMBER: SF15/90

SUMMARY

To consider tenders received for the Provision of Inspection and Repair Services for Emergency / Exit Lighting and Means of Egress Inspections throughout Council's building portfolio. The current contract expires on 30 June 2015. This contract is comprised of 2 parts:

- *Part 1 - Inspection and Repair Services for Emergency / Exit Lighting*
- *Part 2 - Means of Egress Inspections*

This is a Schedule of Rates for labour and materials based contract for a cyclic program of Essential Safety Measures inspections at Council buildings. The rates will apply for a fixed 3 year term with a 1 X 2 year optional extension term subject to satisfactory performance.

RECOMMENDATION

That Council:

- 1. Accept the tender and sign the formal contract document for Contract 14040 for the Provision of Inspection and Repair Services for Emergency / Exit Lighting and Means of Egress Inspections, on a schedule of rates basis, for the initial contract term of three (3) years commencing on 1 July 2015 from:***
 - Part 1 - Adapt Essential Services Pty Ltd, (ABN 94 489 751 476), 2/28 Superior Drive Dandenong South 3175 for the estimated cost of \$426,296, including GST and from***
 - Part 2 - Fire Equipment Services, (ABN 28 598 558 561), Suite 2, 5 Lakeside Drive, Burwood East 3151 for the estimated cost of \$115,946, including GST***
- 2. Authorise the Chief Executive Officer to award a 2 year extension of this contract, subject to a review of each Contractor's performance and Council's business needs, at the conclusion of the initial 3 year contract term, in accordance with the contract provisions.***

BACKGROUND

Council is required by building regulations under the Building Code of Australia to conduct regular inspections on facilities fitted with Essential Safety Measures (ESM) e.g. illuminated exit lighting, emergency lighting, paths of travel to exits, discharge from exits, smoke/fire detection, fixed sprinkler systems, portable fire equipment, etc.) These inspections are to ensure that all ESM's are fully functional at all times for occupant safety.

Council has relied on external service providers to deliver the services under this contract because of the specialised nature and competencies required to ensure compliance with regulatory and Building Code requirements. The current contract expires on 30 June 2015.

9.2.1 (cont)

The intent of the contract is to:

- Satisfy the obligations set out in the Building Code of Australia,
- Satisfy the requirements set out in the relevant Australian Standards,
- Provide building users with safe egress from facilities in the event of fire,
- Ensure paths of travel to exit the building are clear and unobstructed, and
- Ensure designated exits are compliant with requirements outlined in Building Code of Australia.

The contract has been established in 2 parts. Part 1 of the contract is for inspection and repair services for emergency and exit lighting systems at 117 Buildings on Council land.

Part 2 of the contract is for Means of Egress Inspections for 199 Buildings on Council Land.

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

DISCUSSION

Tenders were advertised in The Age newspaper on Saturday 21st February 2015 and closed on 18 March 2015.

A pre-tender information session was held at Box Hill Town Hall on the 3rd March 2015 and was attended by representatives from 10 companies.

A total of 10 tenders were submitted for this contract and all tenders were evaluated against the following criteria:

Tender Offer (40%)

Qualifications and Experience (20%)

Workmanship Quality and compliance with industry codes and standards (15%)

Management and reporting / invoicing systems (15%)

Evidence of capacity to deliver services to nominated schedules (10%)

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

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, information obtained at interviews and referee checking where relevant.

Ten (10) tender submissions were received for Part 1 – Inspection and repair services for emergency and exit lighting.

Adapt Essential Services Pty Ltd (Adapt) is the current provider of this service and has successfully serviced all requirements under the contract for the 5 year term. The tender from Adapt offers the best value outcome for Council for Part 1 of the contract.

Seven (7) submissions were received for Part 2 - Means of Egress Inspections. The current contractor for this service did not lodge a tender submission. The tender from Fire Equipment Services (FES) offers the best value outcome for Council for Part 2 of the contract.

9.2.1 (cont)

ADAPT and FES are both well experienced within the local government sector and satisfactorily service the requirements of other Local Government organisations. Both tenderers have a very good understanding of Essential Safety Measures inspection, testing, repair and maintenance requirements and are equally well equipped to service this contract in a timely and effective manner.

A detailed business viability assessment conducted on both Adapt and FES confirmed their financial capacity to fulfil the contract requirements to Council for this contract.

CONSULTATION

Facilities Maintenance Officers have liaised extensively with staff currently responsible for building operations and management to ensure that the scope of works under contract can be delivered in the most efficient and least disruptive manner possible. Reference checks with Manningham and Casey City Councils have confirmed that ADAPT and FES have successfully delivered similar inspections and services programs.

FINANCIAL IMPLICATIONS

Funding for this contract will be drawn from Capital Works - Facilities Maintenance annual operational budgets. Estimated expenditures to be incurred under this contract are consistent with the current costs for these services.

	Budget	Expenditure
Estimated Funding over three (3) years:		
Part 1 - Inspection and Repair Services for Emergency / Exit Lighting (ex GST)	\$387,542	
Part 2 - Means of Egress Inspections (ex GST)	\$105,405	
Est. total funding	\$492,947	
Year 1 (2015/16)	\$159,289	
Year 2 (2016/17)	\$164,936	
Year 3 (2017/18)	\$168,722	
Est. total funding	\$492,947	
Preferred Tenderer(s) estimated contract cost (3 Years)		
ADAPT		\$426,296
FES		\$115,946
Est. total expenditure (inc. GST)		\$542,242
GST		\$49,295
Est. net cost to Council		\$492,947

9.2.2 Tender Evaluation Report – Contract 14046 Provision of Plumbing Maintenance Services, Installation & Associated Services

FILE NUMBER: SF15/169

SUMMARY

This report considers tenders received for the continuing provision of Plumbing Maintenance Services and includes Plumbing Installations & Associated Works. The current contract expires on 30th June 2015. The contract is comprised of 2 Parts.

- *Part 1 – Plumbing Maintenance and Installation Services*
- *Part 2 – Cleaning of Roof Drainage Systems*

The report recommends the establishment of a preferred supplier panel and the acceptance of tenders received from DBS Plumbing Services Pty Ltd and International Plumbing Solutions Pty Ltd, trading as New Plumbing Solutions, for Part 1 of the contract and Alasdair Collis, trading as Apex Vacuum Gutter Cleaning, for Part 2 of the contract. The contract will be based on a schedule of rates for labour and materials for a fixed 3 year term commencing on 1st July 2015 with a 1 x 2 year extension option, subject to satisfactory performance.

RECOMMENDATION

That Council:

- 1. Accept the tender and sign the formal contract document for Contract 14046 for the Provision of Plumbing Maintenance Services, Installation & Associated Services, on a schedule of rates basis, for the initial term of three (3) years commencing on 1st July 2015 from:***

Part 1 - DBS Plumbing Services Pty Ltd, (ABN 96 095 440 056), of 4 / 11 Molan Street, Ringwood VIC 3134, and International Plumbing Solutions Pty Ltd, (ABN 401 386 606 16), trading as New Plumbing Solutions, at an estimated total cost of \$868,000.00 including GST;

Part 2 - Alasdair Collis, (ABN 46 700 642 795), of 21 Victoria Street, Diamond Creek VIC 3089, trading as Apex Vacuum Gutter Cleaning, at an estimated cost of \$287,500.00 including GST.

- 2. Authorise the Chief Executive Officer to award an extension of this contract, subject to a review of the Contractors' performance and Council's business needs, at the conclusion of the initial 3 year contract term.***

BACKGROUND

Council has 300 buildings and structures with plumbing related assets as well as plumbing infrastructure in community parks and open spaces that require planned and/or reactive plumbing maintenance from time to time.

The intent of this contract is to provide Council with a preferred supplier panel comprised of price competitive, competent contractors capable of providing Council with plumbing maintenance, installations and associated services to all of its facilities and assets on a 24 hours per day, 7 days per week, 52 weeks a year basis.

The contract has been established in 2 parts. Part 1 provides for plumbing maintenance and installations while Part 2 provides for roof drainage cleaning only. Tenderers were able to tender for Part 1 only, Part 2 only or both Parts 1 and 2.

9.2.2 (cont)

Day to day work requests for reactive plumbing maintenance will include, but not be limited to, activities such as:

- Stormwater, sewerage and drainage systems;
- Water supply systems including domestic hot water units;
- Hot (auto boil) / cold filtered water units;
- Gas reticulation systems and associated equipment;
- Roof leaks and roof drainage maintenance;
- Sanitary blockages;

Programmed works will include, but not be limited to:

- Thermostatic Mixing Valve (TMV) servicing;
- Stormwater tanks and pump servicing;
- Works associated with major pipe work (e.g. re-lining), drainage and water supply renewals, upgrades of roofing / storm water systems, hot water services upgrades and plumbing related refurbishments;
- Roof drainage (gutter) cleaning (Part 2).

The existing contract expires on 30 June 2015. The proposed term of the contract is 3 years and is planned to commence on 1st July 2015 with an option to extend the contract for a further 2 years at Council's discretion.

DISCUSSION

Tenders were advertised in The Age newspaper on Saturday 11th April 2015 and closed on Tuesday 5th May 2015. Eleven (11) companies submitted tenders for this contract.

The tenders were evaluated against the following criteria:

- The Tender Offer;
- Demonstrated industry experience (knowledge of all relevant Australian Standards, Codes, Regulations and Legislative requirements) and skillsets to provide the services;
- Management and reporting / invoicing systems and
- Available Resources (evidence of capacity)

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

Tenderers were required to submit schedules of rates for labour and materials, for the delivery of reactive and planned plumbing services. Separate rates were sought for each of the 3 years of the initial term of the contract. A price adjustment mechanism was required to be nominated for year 4 and 5 should Council exercise its option to extend the contract beyond the initial 3 year term.

A comprehensive analysis of the tenders received for Part 1 and Part 2 of the contract has been undertaken to determine the estimated cost to Council for the initial 3 year contract term based on workload estimates for reactive and planned maintenance programs multiplied by the rates for labour and materials submitted by each of the tenderers.

Following a preliminary assessment against the nominated evaluation criteria interviews were conducted with the tenderers that had the highest preliminary evaluation scores on Wednesday 20th May 2015.

9.2.2 (cont)

Ten (10) tenders were received for Part 1 of the contract. The tenders submitted by DBS Plumbing Services Pty Ltd (DBS) and International Plumbing Solutions Pty Ltd trading as New Plumbing Solutions (IPS) were assessed to meet Council's specification requirements in a manner that represents the best overall value for money outcome for Part 1 of the contract.

DBS is a current provider of plumbing maintenance services to Council and has successfully serviced all of Council's specification requirements under the contract for the 5 year term. IPS has provided plumbing maintenance and allied services to other local government authorities and has demonstrated the capacity to meet Council's contract requirements in terms of service quality, responsiveness and reliability.

Seven (7) tenders were received for Part 2 of the contract. The tender submitted by Alasdair Collis, trading as Apex Vacuum Gutter Cleaning, (Apex) was assessed to meet Council's specification requirements in a manner that represents the best overall value for money outcome for Part 2 of the contract. Apex is the current provider of roof and gutter cleaning services to Council and has successfully serviced all of Council's specification requirements under the contract for the 5 year term.

All three recommended tenderers are well credentialed and equipped with regard to safe methods of work and OH&S procedures.

CONSULTATION

External referee checks have independently confirmed the capability and capacity of DBS, IPS and Apex to meet Council's expectations for this contract. An independent business viability assessment has confirmed that the recommended tenderers have the financial resources to fulfil their individual obligations under this contract.

FINANCIAL IMPLICATIONS

For the purposes of estimating the funding requirements for this contract the tenderers with the highest total points score for Part 1 and Part 2 of the contract have been utilised in the Table below. The estimated expenditure for the initial 3 year term of the contract is consistent with current costs incurred by Council after allowing for CPI, all groups index based price indexation.

	Budget Ex GST	Expenditure
Funds for this contract will be drawn from the following accounts <ul style="list-style-type: none"> Facilities Maintenance Operational Budgets Facilities Maintenance Capital Budgets Other Departmental Operational Budgets Other Departmental Capital budgets 		
Part 1 - Plumbing Maintenance and Installation Services	\$789,091	
Part 2 – Cleaning of Roof Drainage Systems	\$260,909	
Est total funding	\$1,050,000	
Year 1 (2015/16)	\$344,091	
Year 2 (2016/17)	\$349,818	
Year 3 (2017/18)	\$356,091	
Est total funding	\$1,050,000	
Preferred tenderers' estimated contract cost (Parts 1 & 2)		\$1,155,000
Less GST		\$105,000
Estimated net cost to Council		\$1,050,000

9.3 HUMAN SERVICES

9.3.1 The Draft Proposed Strathdon House & Precinct Development

FILE NUMBER: SF15/87276
ATTACHMENT

SUMMARY

The DRAFT Strathdon House Feasibility & Business Case Report outlines the research, consultation and findings for the proposed development of the Strathdon precinct. This report recommends that the findings be released and Council considers the timing for community consultation to assist in informing Council on the future development of the Strathdon House precinct.

RECOMMENDATION

That Council:

- 1. Approves the release of the DRAFT Strathdon House Feasibility and Business Case and commences public consultation in October 2015 for a period of six weeks.***
- 2. Incorporate the consultation findings into the final Strathdon House Feasibility and Business Case for Council deliberation on the development of the Strathdon precinct.***

BACKGROUND

Strathdon House and orchard, comprising 2.5 hectares (449-465 Springvale Road, Forest Hill) and its contents were purchased from Mary Matheson, long-time owner of the property, by the City of Nunawading in 1988 as part of the Australian Bicentennial celebrations.

The property of Strathdon House is included in the Whitehorse City Council planning scheme as a rare surviving example in the area of an orchard and house. The site includes the house, outbuildings, orchard and a windmill.

The Strathdon site is located within the former Healesville Freeway. Whitehorse City Council, as the owner of the Strathdon House, engaged Context Pty Ltd in November 2014 to prepare a Feasibility and Business Plan to identify the future use and development options of the site.

DISCUSSION

The consultants reviewed previous documentation, conducted site analysis and consulted with stakeholders and the community to determine the future possible use options for the Strathdon precinct.

The four thematic themes identified included:

1. Orchard and Food – connected to conserving the significance of Strathdon as a rare surviving orchard
2. Environmental Sustainability - enable Whitehorse's significant sustainability initiatives and education programs on site and encourage broader use as a sustainability hub
3. Arts and Culture – allow for the interpretation of the historical significance of the site and a space for artists to display their work in a domestic space
4. Recreation – provision of multipurpose paths encouraging active recreation (cycling/walking/jogging) and provision of barbeque and seating facilities for passive recreation.

9.3.1 (cont)

Within these themes the Orchard and Food theme and Environmental Sustainability theme present as priority themes and work well in synergy. These two themes reflect the historic heritage values of the site, best fit with community expectations, as well as providing a vision that will capture broad community interest in food and environmental sustainability. When combined, the two key themes can be summarised as **Healthy Living and Sustainability**. The intention is that all four themes can co-exist and support each other under the lead of Healthy Living and Sustainability.

The Business Case recommends a staged approach to the development based on demand/support for service and available funds to support any development. This approach is identified in three stages because:

- It allows for engaging with the community and also utilising the community as a valuable resource;
- As the site becomes more known and valued demand will lead to further growth and change in the provision of activities and services; and
- The initial investment is contained with further funding contingent on viable growth.

A project assessment would be completed during stage two of development to identify the future developments needs and opportunities for the Strathdon precinct and its activities. This would include a determination of demand for services including numbers of visitors, numbers attending programs, numbers who miss out, change in hours of operation. It would include periodic assessments of car parking and discussion with service providers such as the pop up café operator and community users. It would include site usage surveys, user satisfaction surveys, community and user group consultation.

CONSULTATION

A consultation plan was developed for this project. The plan acknowledged the previous research undertaken and provided a recommended community engagement approach. The consultation methods used for this project included:

- A series of stakeholder meetings with: Morack Ward Councillors, Strathdon family descendants, Council Officers, Healesville Reserve community representatives and the Victorian Heritage Fruit Society.
- An Information Day was held at Strathdon on Saturday 28 February 2015 from 11am to 1pm. Approximately 70 people attended the day to see inside parts of the house and meet the consultants. Both the Whitehorse Leader and Council's website advised of the Information Day, as well as notifications sent to residents in a 300 metre radius of the property and other key stakeholders.
- A survey was used to receive community feedback on this project. Fifty two survey responses were completed by attendees both at the Information Day and online on Council's website.

The next stage of community consultation will produce a summary document to distil the key information of the proposed Strathdon project for community consultation. The draft final feasibility and business case report will also be available on Council's website. The consultation process would include advice in the local paper, notification to key stakeholders, distributed summary document to key Council sites and information on the Council website. Written submissions would be received and a report presented to Council for consideration.

9.3.1

(cont)

FINANCIAL IMPLICATIONS

The estimated project capital expenditure is just over \$1.46 million spread over the three capital stages. The indicative capital cost breakdown is based upon demand for service available budget allocation:

1. Stage 1 – Establishment - \$198,000
2. Stage 2 – Initial Development - \$600,000
3. Stage 3 – Growth Phase - \$665,000

Like similar facilities the Strathdon development will not return a surplus to Council. The subsidy amount Council would be required to fund Strathdon will vary dependent on the relative scale of development of the precinct. An indicative income projection and an expenditure budget identified that annually in each stage the recurrent subsidy would be:

1. Stage 1 – Establishment \$ -49,758
2. Stage 2 – Initial Development \$ -120,649
3. Stage 3 – Growth Phase \$ -223,233
4. Stage 3 – Ongoing Operation \$ -281,528

POLICY IMPLICATIONS

- Council Plan 2015-2019
- Sustainability Strategy 2008-2013.
- Energy Action Plan 2009-2014
- Water Action Plan 2008-2013
- Waste Management Plan 2011
- Peak Oil Action Plan 2011
- Climate Change Adaptation Plan 2011
- Urban Biodiversity Strategy for Council Managed Open Space, Streetscapes and Community Facilities
- Recreation Strategy 2015-2024
- Open Space Strategy
- Play Space Strategy 2011

9.3.2 Cleaning of Aquatic Leisure Facilities Tender Evaluation Report

FILE NUMBER: SF15/229

SUMMARY

To consider tenders received for the Cleaning of Aquatic Leisure Facilities and to recommend the acceptance of the tender received from Aquatic Cleaning Solutions Pty Ltd, for the amount of \$187,440.00 per annum, including GST for Aqualink Nunawading and, for the amount of \$277,200.00 per annum, including GST for Aqualink Box Hill and to consider the overall contract expenditure.

RECOMMENDATION

That Council:

- 1. Accept the tender for Aqualink Nunawading and sign the formal contract document for Contract 14050 for the Cleaning of Aquatic Leisure Facilities received from Aquatic Cleaning Solutions Pty Ltd (ABN 62 167 026 968), of 20 St. Andrews Drive, Heatherton, for the tendered amount of \$187,440.00 per annum including GST for a period of 3 years commencing on 1 August 2015.***
- 2. Accept the tender for Aqualink Box Hill and sign the formal contract document for Contract 14050 for the Cleaning of Aquatic Leisure Facilities received from Aquatic Cleaning Solutions Pty Ltd (ABN 62 167 026 968), of 20 St. Andrews Drive, Heatherton, for the tendered amount of \$277,200.00 per annum including GST for a period of 3 years commencing on 1 August 2015.***
- 3. Authorise the Chief Executive Officer to award extensions of this contract for both sites for a further 2 years (2 x 1 year options) , subject to a review of the Contractor's performance and Council's business needs, at the conclusion of the initial 3 year contract term.***

BACKGROUND

Aqualink Nunawading and Aqualink Box Hill are high profile aquatic leisure centres providing provides a range of aquatic and dry leisure facilities, activities and programs for the Whitehorse community, and between them they attract over 1.6 million visitations per annum.

Given the high patronage levels throughout the Aqualink Centres a thorough and extensive cleaning service is required in order to maintain a standard of presentation that meets customer expectations.

The cleaning service is currently being delivered at both Centres by Aquatic Cleaning Solutions Pty Ltd on a month by month arrangement following the withdrawal of the previous cleaning contractor in late 2014. In the case of Aqualink Box Hill there has been significant growth in patronage since re-opening in December 2013, therefore the level of cleaning required has increased substantially.

DISCUSSION

The Tender was advertised on Saturday 28th March in The Age newspaper and closed on Friday 17th April 2015 at 3pm. Sixteen tenders were received for Aqualink Nunawading and Seventeen tenders were received for Aqualink Box Hill.

9.3.2 (cont)

The Tenders were evaluated against the following criteria:

- Financial Benefit
- Demonstrated previous experience in similar environment
- Demonstrated quality standards of cleaning
- Anticipated number of hours per day
- Quality Management systems including Key Performance Indicators monitoring

Tenderers were also evaluated on a PASS/FAIL basis for the adequacy of their OH&S and Equal Opportunity policies as well as their business viability

Tenderers were given the option to tender for one of both sites. The tender submissions for both sites were evaluated separately.

Five tenderers were shortlisted following an initial evaluation and these companies were invited to present their submissions and to respond to questions from the evaluation panel. Following this, two companies were further shortlisted and reference checks and site visits conducted. NB: Reference checks were completed for the five short listed tenderers.

Aquatic Cleaning Solutions Pty Ltd is current providing the cleaning service at both Aqualink Centres and have done so for the past 8 months. In that time they have developed a good relationship with Council and demonstrated a high level of cleaning along with a proactive approach which has led to a significant improvement in the Centre's presentation, supported by regular positive feedback from patrons.

Aquatic Cleaning Solutions Pty Ltd is a reputable company that specializes in daily cleaning services to large aquatic complexes across Victoria including Watermarc in Greensborough.

The tender received from Aquatic Cleaning Solutions Pty Ltd is considered to be the most beneficial to Council based on the evaluation criteria and provide the best value for money for this Contract.

CONSULTATION

Consultation was undertaken with Centre staff involved in the supervision of the Contract. Thorough reference checks of the shortlisted tenderers and site visits were undertaken.

FINANCIAL IMPLICATIONS

The cleaning contract is for a 3 year period with 2 x 1 year options at Council's discretion. The tendered amount is subject to a CPI adjustment on each anniversary of the contract.

The cleaning of Aqualink Nunawading will cost \$187,440.00 including GST per annum for a period of 3 years. The estimated expenditure under this contract over the initial 3 year contract term is approximately \$562,320 including GST. This expenditure will increase to approximately \$937,200 including GST if the options to extend the contract are exercised.

The cleaning of Aqualink Box Hill will cost \$277,200.00 including GST per annum for a period of 3 years. The estimated expenditure under this contract over the initial 3 year contract term is approximately \$831,600 including GST. This expenditure will increase to approximately \$1,386,000 including GST if the options to extend the contract are exercised.

The 2015/16 recurrent budgets for both Aqualink Centres will cover the anticipated cleaning contract expenditure.

9.4 CORPORATE SERVICES

9.4.1 Review of Council's Procurement Policy

FILE NUMBER: SF08/2
ATTACHMENT

SUMMARY

This report presents a reviewed Procurement Policy (June 2015) for consideration and adoption by Council.

RECOMMENDATION

That Council adopts the Procurement Policy dated June 2015, as presented in Attachment 4.

BACKGROUND

Section 186A of the Local Government Act 1989 requires Council to prepare, approve and comply with a procurement policy that encompasses the principles, processes and procedures that are applied to the purchase of goods, services and works.

The legislation requires the policy to be reviewed once in each financial year.

Council adopted the current Procurement Policy on 23 June 2014. A review of this policy has been undertaken and a revised policy is attached (see Attachment 4).

DISCUSSION

It is recognised that effective procurement management is essential to ensure that Council achieves compliance, transparency, open and fair competition, value for money and good governance.

Council conducts its business in an increasing dynamic commercial environment where there is greater than ever scrutiny of public administration, particularly of procurement related decisions and processes.

To achieve a higher level of confidence in Council's procurement practices, it was decided that an independent consultant would be engaged to review the current Procurement Policy and benchmark it against the procurement policies published by each of the 79 local councils in Victoria. Public tenders were invited and Russell Kennedy Lawyers was selected to undertake this work.

The main objectives of the review were to:

- Ensure that the Policy is clear and concise;
- Ensure that the Policy reflects best practice in local government procurement;
- Ensure compliance with all current Victorian and Commonwealth legislation and policies; and
- Identify opportunities for improvement, particularly in the area of strategic procurement.

The review found that the current Procurement Policy provides a robust foundation for the conduct of procurement activities by Council. Notwithstanding that sound foundation, a number of additions and amendments have been made to the Policy to further strengthen Council's position and to ensure that Council's procurement activities continue to meet best practice in the Local Government industry.

9.4.1

(cont)

CONSULTATION

The Policy has been revised in consultation with various Managers, Coordinators and purchasing officers.

Upon adoption, the revised Policy will be posted on Council's website and will be made available to the public in hard copy format at the Whitehorse Civic Centre.

FINANCIAL IMPLICATIONS

A key objective of the Policy is to deliver value for money for Council (and therefore ratepayers) in the form of social, economic and environmental benefits.

The cost of the review, excluding Officer time, was approximately \$8,000, including GST.

POLICY IMPLICATIONS

The Procurement Policy dated June 2015 will replace the current Procurement Policy dated June 2014 in Council's Corporate Policy Manual.

9.4.2 2015/16 Annual Internal Audit Plan

FILE NUMBER: SF15/451

SUMMARY

Whitehorse's 2015/16 internal audit plan has been developed by PricewaterhouseCoopers. Whitehorse's Audit Committee charter requires approval of the annual plan by Council.

RECOMMENDATION

That Council:

- 1. Note the Audit Advisory Committee's endorsement of the 2015/16 annual internal audit plan.***
- 2. Approve the 2015/16 Annual Internal Audit Plan.***

BACKGROUND

Whitehorse City Council's internal audit plan is an independent, objective assurance function designed to add value and improve Council operations. It helps Council accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

The internal audit plan provides Council with a means to improve effectiveness and efficiency with a commitment to integrity and accountability through the provision of independent advice.

Whitehorse City Council's Audit Advisory Committee (AAC) Charter requires that an annual internal audit plan be approved by Council each year. The role of the AAC is to review and monitor the annual program including receiving of audit scopes and final reports. The Chair of the AAC reports to Council on audit activities on a six monthly basis.

DISCUSSION

The Annual Internal Audit Plan was developed by PwC in consultation with the Chief Executive Officer, General Managers, selected managers and the Audit Advisory Committee.

The reviews proposed have been nominated with consideration of the following key principles:

- To target areas of greatest importance or concern, and/or where the potential for improvement, or risks of failure or loss are greatest.
- To provide a rolling program of internal audit activity that is aligned to Council's risk areas as noted in the risk register.
- To take into account the nature and timing of previous internal audit activity.
- To take into account other review activity such as VAGO's financial and performance audits, Local Government Victoria Investigations and Compliance Inspectorate reports, and reports from Ombudsman Victoria relevant to Local Government.
- To ensure an appropriate balance between compliance and process / performance improvement.

With these principles in mind the following areas of focus have been included in the annual plan:

1. Records Management
2. Building Services
3. Community Grants Program
4. City Works Maintenance – Whitehorse Asset Management system
5. Financial Transactions Analysis

9.4.3 Adoption of the 2015/16 Proposed Budget and Draft Strategic Resource Plan 2015-2019

FILE NUMBER: SF15/87517
ATTACHMENTS

SUMMARY

This report recommends that Council adopt the Proposed Budget 2015/16 incorporating the draft Strategic Resource Plan, as attached, in accordance with Sections 126, 127 and 130 of the Local Government Act 1989.

RECOMMENDATION

That:

- 1. Having:**
 - a) Considered all written submissions;**
 - b) Heard the presentations of submissions;**
 - c) Received the report of the Special Committee (minutes Attachment 5a) of its meeting held on 9 June 2015, and**
 - d) Considered officer comments (as Attachment 5b),**

Council now adopt the Proposed Budget 2015/16 inclusive of the draft Strategic Resource Plan as contained in the annexed Budget document (Attachment 5c) in accordance with Section 130 of the Local Government Act 1989.
- 2. Council thank persons making submissions in writing for their contribution and advise them of the outcome of Council's decision.**
- 3. The \$200,000 allocated in the Proposed Budget 2015/16 for progression of the Whitehorse Centre Redevelopment be quarantined in the Budget until further Council direction following consideration of the finalised Business Case due for completion in September 2015.**
- 4. All amounts allocated in Council's 4 year draft Strategic Resource Plan for the Whitehorse Centre Redevelopment also be subject to Council direction following consideration of the finalised Business Case and further considered in the Budget process for 2016/17.**
- 5. Council authorise the Acting Chief Executive Officer to give public notice of Council's decision in accordance with Section 130(2) of the Local Government Act 1989 and submit a copy of the budget to the Minister in accordance with Section 130(4) of the Local Government Act 1989.**

BACKGROUND

The Proposed Budget 2015/16 was presented to the Special Council meeting on 13 April 2015 and public notice advertised, in accordance with Section 129(1) and (3) of the *Local Government Act 1989*, in The Age newspaper on Wednesday, 15 April 2015.

9.4.3

(cont)

The Proposed Budget 2015/16 was available for public inspection for 28 days after publication of the notice, in accordance with Regulation 9 of the *Local Government (Planning & Reporting) Regulations 2014*.

Submissions regarding the Proposed Budget 2015/16 were required to be received by 5.00pm on Wednesday, 13 May 2015 for consideration by Council at its Special Committee meeting, held on Tuesday 9 June 2015. The details of submissions received are contained in attachment A of this report.

DISCUSSION

The Proposed Budget 2015/16 is in line with Council's long-term financial plan, providing a responsible solution to the current demands facing the organisation.

The Proposed Budget 2015/16 ensures that Council continues to provide essential services and facilities to the community with a total of \$108 million allocated to community services ranging from family and youth services, home and community care, the maintenance of community facilities, parks and gardens, playgrounds, infrastructure, waste and recycling collection, and building and planning services. In addition, the Capital Works program is focusing on major projects and continuing to maintain our existing assets to a high standard.

The key features of the Proposed Budget 2015/16 are:

A \$173 million proposed budget delivering \$108 million for community services including:

- \$14.88 million Home and Community Care
- \$13.91 million Sustainability, Waste and Recycling
- \$11.66 million Leisure Facilities
- \$11.28 million Health and Family Services
- \$ 9.89 million ParksWide (maintenance of sports fields, parks and gardens)
- \$ 7.32 million City Works (depot operations, maintenance of footpaths, drains and roads)
- \$ 5.67 million Compliance (Community Laws, parking, school crossings, risk, insurance and emergency management)
- \$ 5.62 million Recycling and Waste Centre
- \$ 5.41 million Planning and Building Services
- \$ 5.28 million Arts and Cultural Services
- \$ 4.81 million Libraries
- \$ 3.93 million Capital Works Management and Facilities Maintenance
- \$ 3.81 million Engineering
- \$ 2.41 million Community Development
- \$ 0.92 million Parks Planning and Recreation
- \$ 0.82 million Business and Economic Development

9.4.3

(cont)

A \$37 million Capital Works Program comprising:

- \$ 8.61 million for building and building improvements
- \$ 6.88 million for strategic land acquisitions including the \$5.40 million purchase balance of the Nunawading Primary School site (10% deposit paid in 2014/15)
- \$ 6.01 million for roads and bridges
- \$ 5.04 million for plant and equipment
- \$ 3.26 million for parks, open space and streetscapes
- \$ 3.09 million for footpaths and cycleways
- \$ 2.16 million for recreational, leisure and community facilities
- \$ 1.87 million for drainage improvements and waste management

KEY PRESSURES AND CHALLENGES

When setting the Proposed Budget 2015/16, Council considered a number of key pressures and challenges, both external and internal, including:

- Cost Shifting by other levels of government. Cost shifting occurs where local government provides a service to the community on behalf of the state or federal government. Over time, the funds received by Council do not increase in line with real cost increases. Examples of services that are subject to cost shifting include school crossing supervision, library services and Home and Community Care. In all these services the level of funding received from the state government does not reflect the real cost to Council of providing the service to the community. Changes in funding targets for Home and Community Care services in 2015/16 are expected to continue the cost burden on Council.
- The Victorian state government has announced that local government rates will be capped from 2016/17. Depending on the level at which rates are capped Council may need to undertake a review of services that are provided to the community with the aim of reducing the level of rate payer subsidy for services undertaken by Local Government on behalf of the State and Federal Government.
- Impact of market competition including the opening of new aquatic and gym facilities within the region.
- A 3.0% increase in the state government landfill levy has been assumed in the Proposed Budget 2015/16 as the levy cost for 2015/16 was not known at the time of budget preparation. The landfill levy is charged by the state government to all Victorian councils for every tonne of waste that goes to landfill, including kerbside waste collections, hard waste, street cleaning, and all other waste collected. A 3.0% increase would increase the state landfill levy to \$60.25 per tonne and this would represent a 569.4% increase over the past seven years from the \$9.00 levy charged in 2009/10.
- The federal government announced, as a cost saving measure in the 2013/14 Federal Budget, that there would be a pause in the indexation on the national pool of financial assistance grants for a three year period to 2016-17 which equates to forgone income of \$0.32 million over the period. As a result, Council has not budgeted for any increase in funding from the Victoria Grants Commission for 2015/16.
- The fire services property levy will continue to be collected by Council on behalf of the state government under the *Fire Services Property Levy Act 2012*. However while the state will reimburse Council for some costs, the reimbursement will not cover the full cost to Council of collecting this levy on the state's behalf.
- Changing demographic as a result of an ageing and increasingly culturally diverse population resulting in the need for Council to develop facilities which are accessible and adaptable to inter-generational, diverse and multicultural community users.

9.4.3

(cont)

- Community expectations for Council to be a leader in environmental sustainability by planning for the effects of climate change, education and awareness of the benefits of trees and natural bushland, and supporting the community in protecting and enhancing our natural assets and open spaces.

CONSULTATION

The Proposed Budget 2015/16 has been carefully prepared following community consultation throughout the year and is guided by priorities outlined in key strategic documents including the revised *Council Plan 2015-2019*, *Draft Strategic Resource Plan* and other major plans and strategies. Consultation is a major area of focus for the Whitehorse City Council. Consultation on the Proposed Budget 2015/16 included:

- Annual Residents' Survey including Budget specific questions mailed to 1,600 randomly selected residences in October 2014.
- Councillor Budget Committee chaired by the Mayor which included all Councillors and met monthly from December.
- Review and consideration of early Budget submissions.
- Two community information sessions held in March 2015 to discuss the development of Whitehorse's Proposed Budget 2015/16.
- A number of other Council consultations held throughout the year impacting on the development of the Proposed Budget 2015/16 including the *Arts and Cultural Strategy 2014-2022* and the *Recreation Strategy 2015-2024*.

Council is required under Sections 126 and 127 of the *Local Government Act 1989* to seek written public comment on the Proposed Budget. Council is required to give public notice that the Proposed Budget document will be made available for inspection for 28 days and that Council will receive submissions made under Section 223 in respect of the Proposed Budget. A person who has made a written submission may also request to be heard by a Committee of Council appointed to consider and hear submissions.

Advertisements providing formal notice of the adoption of the Proposed Budget 2015/16 for consultation were placed in *The Age* on Wednesday 15 April 2015 and the *Whitehorse Leader* on Wednesday 22 April 2015.

Council heard submissions at a Special Committee meeting on Tuesday 9 June 2015 at 8.00pm in the Civic Centre, Nunawading. Closing date for written submissions was Wednesday 13 May 2015 at 5.00 pm.

Copies of the Proposed Budget 2015/16 document were made available throughout the consultation period at the Council's Service Centres (Nunawading, Forest Hill and Box Hill), at the four library branches and on Council's website.

9.4.3 (cont)

Public submissions

Council received 62 formal submissions/comments on the Proposed Budget 2015/16 and 8 late submissions, and there were 10 people that requested to speak in support of their submission at the Special Committee meeting.

Submissions were received from the following:

	Name	Issue(s) Raised
1	Mr J. White Manager, Cameron Close Residents Association	Differential Rates for retirement villages
2	Mr B. Hewett	Dog registration costs
3	Mr G. White President, West of Elgar Residents' Association	Tree protection
4	Mr M. Hassett (#1)	Tree protection
5	Mrs H. Oldfield	Tree protection and the tree education program
6	Ms G. Chambers Ladies' Probus Club of Nunawading Inc.	Picnic tables and chairs at Blackburn Lake Sanctuary should be replaced or repaired
7	Mr K. Weeks	Elgar Park lake, rate increase and the Whitehorse Centre redevelopment
8	Mr C. Heysen Box Hill United Pythagoras Soccer Club	Requests Council support for improved training facilities at Sparks Reserve
9	Ms A. Mason President, U3A Nunawading	Supports Nunawading Community Hub redevelopment
10	Mr L. Glen	Supports Council's objection and response to proposed rate capping
11	Ms J. Laws	Importance of bicycle infrastructure
12	Mr P. Carter	Bicycle path infrastructure and Whitehorse Centre redevelopment
13	Mr G. Stone	Bicycle path infrastructure and Whitehorse Centre redevelopment
14	Mr C. Trueman	Bicycle infrastructure, Whitehorse Centre redevelopment and environmental sustainability
15	Mr D. Berry, Blackburn and District Tree Preservation Society Inc.	Tree protection, tree education program, public open space, bicycle path infrastructure and the Whitehorse Centre redevelopment
16	Mr M. Hassett (#2)	Rate increase, reNEWal fund/major projects, bicycle strategy/infrastructure and other capital expenditure
17	Mr W. Orange	Capital Works Program, bicycle path infrastructure, Box Hill Gardens and the Whitehorse Centre redevelopment
18	Ms R. Spillane	Possum nights, Council spending, funding of special interest groups, Whitehorse calendar, rate increase
19	Mr G. Harkin	Rate increase/capping, Council services/spending, Matsudo sister-city relationship costs
20	Mr M. Friendship	Rate increase/capping, reNEWal major projects, high density development
21	Mr S. Ziemer	Efficiency/cost savings, rate increase, reNEWal major projects, Council services/spending, events
22	Mr B. Hickey	Rate increase, high density developments, Council services/spending

	Name	Issue(s) Raised
23	Mr and Mrs Ward	Rate increase, Whitehorse Centre redevelopment, Sportlink sign, capital works projects and the Traffic Art initiative
24	Mr and Mrs G. O'Callaghan	Rate increase/capping, bin costs, efficiency/cost reductions, accountability and the Whitehorse Centre redevelopment
25	Ms G. Tan	Rate increase, reNEWal projects
26	Mr R. Spencer	Rate increase/capping
27	Mr Couzens and Ms Filmer	Rate increase, Whitehorse Centre redevelopment, Aqualink subsidisation, capital works projects, Bennettswood Reserve Pavilion redevelopment
28	Mr B. Pell	Rate increase, reNEWal major projects, use of Council reserves, fireworks, bicycle path infrastructure
29	Mr J. Abiad	Rate increase, Whitehorse Centre redevelopment, sustainability rebates, bin costs, capital works projects
30	Ms P. Taranto	Rate increase/capping, Councillor pay, high density housing
31	Miss P. Tan	Rate increase, Whitehorse Centre redevelopment, high density development, Council vehicles, employee costs, capital works projects
32	Mrs K. Cummings	Rate increase, reNEWal major projects, budget consultation, cost shifting, LTFP rate increase, Council services/spending, Whitehorse News/Calendar, capital works projects
33	Ms M. MacLean	Residential parking permits, rate increase/capping, Whitehorse Centre redevelopment, capital works
34	Mr R. Farthing	Rate increase, high density development, reNEWal major projects
35	Mr D. Phizacklea	Rate increase/capping, reNEWal major projects, Council services/spending, cost shifting, salaries, community grants, road infrastructure works
36	Mr L. Taylor	Rate increase, reNEWal major projects, senior officer remuneration, footpath and street maintenance, Council trees
37	Mr A. De Havilland	Rate increase, reNEWal fund
38	Ms. D. Langham	Rate increase, high density development, fireworks/festivals, differential rate for retirement villages
39	Mr D. Knowles	Rate increase, reNEWal major projects, recreation space, support of sporting clubs, tree protection, capital works projects, Traffic Art initiative, employee costs
40	Mr R. Lloyd	Rate increase/capping, reNEWal major projects, use of borrowings, surpluses
41	Mr B. Ruck	Rate increase, Whitehorse Centre redevelopment
42	Mr and Mrs Forbes	Council spending, Whitehorse Centre redevelopment, rate capping, accountability, cost shifting
43	Ms M. Mayberry	Rate increase, reNEWal major projects, Aqualink leisure centres
44	Mr R. Wheeler	Rate increase, Whitehorse redevelopment
45	Mr R. Brooks	Rate increase/capping, Council spending
46	Whitehorse Ratepayers and Residents Association Inc.	Rate increase, Whitehorse Centre redevelopment, carbon tax rebate, budget document presentation, budget process/consultation, asset management, leisure facilities, Council services/spending, Community Laws, continuous improvement/ efficiency, playground upgrades

	Name	Issue(s) Raised
47	Name withheld	Rate increase, reNEWal fund, LTTP rate increase, bicycle path infrastructure, efficiency, infrastructure renewal spending
48	Mr and Mrs Fischer	Rate increase, reNEWal fund, Council spending, executive salaries, civic centre improvements
49	Mr and Mrs Thurbon	Rate increase, reNEWal major projects, high density development
50	Mr L. Walker	Rate increase, reNEWal major projects, Traffic Art initiative, Council services/spending
51	Mr R. Friday	Bicycle path infrastructure and facilities for cyclists
52	Mr P. Harkness	Bicycle path infrastructure
53	Mr and Mrs Tyson	Rate increase, reNEWal major projects, supplementary rates
54	Mr C. Carter	Resident dissatisfaction, rate increase/capping, Whitehorse Centre redevelopment,
55	Ms T. Matthews	Rate increase, Whitehorse Centre redevelopment, efficiency, Matsudo costs, salaries, Council spending, tree protection, high density development
56	Ms S. Smith	Rate increase/capping, reNEWal major projects, use of borrowings, Family Day Care, Council services, green waste collection, budget consultation
57	Ms S. Ryan	Rate increase, reNEWal major projects, communication of budget
58	Mr and Mrs Easton	Rate increase, reNEWal major projects, Council services/spending, efficiency/cost savings, Blackburn Lake Sanctuary works
59	Mr I. Craig	Rate increase/capping, Whitehorse Centre redevelopment, Council spending
60	Mr and Mrs Ayling	Rate increase, Whitehorse Centre redevelopment
61	Mr D. Winkler	Rate increase, Whitehorse Centre redevelopment, Council spending
62	Ms S. Partridge	ReNEWal major projects

Submission received after the closing date

63	Mr A. Sayle	Whitehorse Centre redevelopment, loss of green spaces, car parking
64	Mr J. Kozlowski	Rate increase, reNEWal major projects, Aqualink and Box Hill central footpath redevelopments
65	Mr P. Olney	Supports WRARA submission, rate increase, Whitehorse Centre redevelopment
66	Mr C. Lloyd	Whitehorse Centre redevelopment, Nunawading Primary School site, lack of sporting facilities
67	Ms A. Swann	Winfield Rd and Tie St Bike Paths to Koonung Creek Trail Construction
68	Mr G. Stone (#2)	Winfield Rd and Tie St Bike Paths to Koonung Creek Trail Construction
69	Mr and Mrs Sturdy	Winfield Rd and Tie St Bike Paths to Koonung Creek Trail Construction
70	Mr and Mrs Seymour	Rate increase, Whitehorse Centre redevelopment

9.4.3

(cont)

The full text of the submissions are attached.

The following people spoke in support of their submissions:

Name	
1	Mr John White, Manager, Cameron Close Residents' Association
2	Mr David Berry, Blackburn and District Tree Preservation Society Inc.
3	Mr Colin Carter, Secretary, Whitehorse Ratepayers and Residents Association Inc.
4	Mr Kenneth Weeks
5	Mr Chris Trueman
6	Mr Michael Hassett
7	Mr Roy Farthing
8	Mr Roy Lloyd
9	Mr Roger Wheeler
10	Mr Colin Carter

Changes to the Proposed Budget 2015/16

Subsequent to adopting the Proposed Budget 2015/16 on 13 April 2015, Council has made number of decisions that have an impact on the Budget for next year. The Proposed Budget 2015/16 has been changed to reflect the following decisions:

- Operational changes to the Home and Community Care Food Services program, which has resulted in a reduction in employee costs and an increase in contracts and services, with no change to the level of income expected.
- The risk management program has moved from the Compliance department into the Occupational Health and Safety team to enable improved risk register management, and to leverage the skills and experience of both teams.
- A further one year extension of the Tree Education and Awareness Program following on from positive outcomes and community feedback.
- Acquisition of the Nunawading Primary School site for \$6.00 million.

9.4.4 Council Plan Annual Review

FILE NUMBER: SF15/78944
ATTACHMENT

SUMMARY

Council is required under the Local Government Act to review its Council Plan each year to determine whether the Plan requires any adjustment. This report recommends that the strategic objectives contained within the Council Plan continue to be relevant and reflective of the broad direction of Council activity, however, a number of changes have been made to the Strategic Indicators to ensure they remain relevant measures of performance, particularly with the introduction of the Local Government Performance Reporting Framework. In addition, the Strategic Resource Plan has been updated to identify resources required over the next four years.

RECOMMENDATION

That Council:

- 1. Notes the review of the current 2014-2018 Council Plan***
- 2. Adopt, in principle, the 2015-2019 Strategic Resource Plan subject to final approval of the 2015/16 Annual budget.***
- 3. Adopt the revised Council Plan 2015-2019 for the purposes of Section 125 and 126 of the Local Government Act 1989, as its key document that sets out the strategic objectives that Council aspires to achieve for the Whitehorse community over the next four years***
- 4. Acknowledge that the Strategic Resources Plan contained in the Council Plan 2015-2019 does not commit Council's resources until the consideration of the Annual Budget each year***
- 5. Authorise the General Manager Corporate Services to submit a copy of the Council Plan to the Minister in accordance with section 125 (5) of the Local Government Act 1989.***

BACKGROUND

At least once in each financial year, Council must consider whether the current Council Plan requires any significant adjustment in respect of the remaining period of the Council Plan. If Council wishes to make any significant adjustment it considers necessary to the Council Plan the adjustment is subject to a public consultation process as outlined under section 223 of the Local Government Act 1989 (a process similar to that used with the annual budget).

Council was required, under section 125 of the Local Government Act 1989, to prepare and forward to the Minister a four-year Council Plan, by 30 June. Following an extensive development and consultation process the Council Plan was adopted in June 2013.

The adopted Plan includes the strategic objectives of Council, strategies to achieve these objectives over the next four years (2013-2017), strategic indicators and a Strategic Resource Plan that identifies the resources required to achieve these objectives.

9.4.4 (cont)

The Plan was developed simultaneously with the Council Vision 2013-2023 which represents the outcomes of a broad range of consultation and engagement processes that have been undertaken, and reinforces Council's commitment to working in partnership to achieve the aspirations and priorities that have been identified by Councillors, community and staff.

The Council Plan 2013-2017 links to the Council Vision 2013-2023 through five strategic directions.

The strategic directions are broad statements about what is needed to achieve the Vision and aspirations of Council and the community over the next ten years.

DISCUSSION

In March 2015, Council considered adjustments to the current Council Plan, resolving there would be no significant changes made to the Strategic Objectives and Strategies as they remain relevant and reflective of the broad direction of the Council Plan.

A review of the Strategic Indicators was then completed by officers to ensure they provide the most accurate indication of performance. Recommendations from this review have incorporated into the *revised* Council Plan 2015-2019.

The Council Plan also incorporates a *draft* Strategic Resource Plan (SRP) that identifies the resources required over the next four years to support the implementation of the strategic objectives. The SRP has three components – a financial allocation plan based on Council's Long-Term Financial Plan; an asset management strategy based on Council's 4-year Capital Works Program and a Human Resource Strategy.

The SRP must be updated on an annual basis. Council is required to adopt the revised SRP no later than 30 June each financial year. The updated SRP is incorporated in the formulation of the Proposed Budget 2015/16. The budget is to be considered at the Ordinary meeting of council scheduled on Monday 22 June 2015.

The Council Plan for 2015-2019 has four key result areas and sixteen strategies to be implemented over the four years. These are:

STRATEGIC OBJECTIVES, STRATEGIES AND STRATEGIC INDICATORS FOR 2015-2019

Council's Strategic Objectives over the next four financial years 2015-2019 are;

1. Appropriate multi-purpose programs, services, facilities and initiatives that promote and deliver wellbeing and inclusive connected communities;
2. Maintain, develop and enhance our built environment;
3. Increase in the amount of quality open space and improvement in the sustainability of our natural environment;
4. Strong leadership and governance in partnership with the community and supported through regional collaboration and cooperation; and
5. A dynamic local economic environment that is regionally connected.

9.4.4 (cont)

Council is required, under the *Local Government Act 1989* to identify strategic indicators that will assist Council to monitor the achievement of its strategic objectives. These indicators are global indicators that reflect the broad progress and are not necessarily measures of specific Council actions. The Strategic Indicators for 2015-2019 can be found Attachment 6.

Strategic Resource Plan

The SRP includes several changes in format and content as required by the recently introduced *Local Government Amendment (Performance and Reporting) Act 2013* and amended *Local Government (Planning and Reporting) Regulations 2014* which came into effect on 18 April 2014. The Act and Regulations were amended to formalise the Local Government Performance Reporting Framework and various changes to financial statements.

CONSULTATION

The ongoing development of integrated planning processes is a priority for Whitehorse City Council. In the development of this Plan, Council combined the consultation and engagement process of Council's 4 year Council Plan, 10 year Vision and the Community Health and Wellbeing Plan. The integrated process was broadened to include a range of opportunities for residents, community groups and business to provide input into the strategic direction of Whitehorse.

The objectives and strategies and indicators were tested in a review that considered a wide and varied list of external influences, current issues in our community, feedback from various consultation processes, including Council staff, and the commitment to deliver on our and the communities aspirations.

Council is required under Sections 126 and 127 of the *Local Government Act 1989* to seek written public comment on a *revised* Council Plan. Council is required to give public notice that the *revised* Council Plan will be made available for inspection for 28 days and that Council will receive submissions made under Section 223 in respect of the *revised* Council Plan. A person who has made a written submission may also request to be heard by a Committee of Council appointed to consider and hear submissions.

Advertisements providing formal notice of the adoption of the *revised* Council Plan 2015-19 for consultation were placed in The Age on Wednesday 15 April 2015 and the Whitehorse Leader on Wednesday 22 April 2015.

Copies of the *revised* Council Plan 2015-19 document were made available throughout the consultation period at the Council's Service Centres (Nunawading, Forest Hill and Box Hill), at the four library branches and on Council's website.

Public submissions

Council did not receive any formal submissions/comments on the *revised* Council Plan 2015-19.

9.4.4
(cont)

FINANCIAL IMPLICATIONS

The *revised* Council Plan 2015-2019 identifies broad strategies that will guide Council's actions over the next four years and in so doing, inform the development of the next four Council budgets. The *draft* Strategic Resource Plan, included in the Council Plan, is a rolling four year plan that outlines the financial and non financial resources that Council requires to achieve the strategic objectives described in the Council Plan. It aims to ensure that Council remains financially sustainable over the next four years and for the longer term.

In preparing the *draft* Strategic Resource Plan, Council has also been mindful of the need to comply with the following principles of sound financial management as contained in the Act:

- Prudently manage financial risks relating to debt, assets and liabilities
- Provide reasonable stability in the level of rate burden
- Consider the financial effects of Council decisions on future generations
- Provide full, accurate and timely disclosure of financial information.

9.4.5 Contract Extension – Provision of Internal Audit Services

FILE NUMBER: SF12/294

SUMMARY

To consider an extension of Contract 11046 for the provision of internal audit services currently held by PricewaterhouseCoopers for a period of 1 year commencing on 1 July 2015 on a lump sum basis.

RECOMMENDATION

That Council:

- A. Extend Contract 11046 for the internal audit services with PricewaterhouseCoopers (ABN 52 780 433 757), of Level 19, Darling Park, Tower 2, 201 Sussex Street, Sydney 2000 for a period of 1 year, commencing on 1 July 2015 at a lump sum cost of \$134.742 including GST***
- B. Consider an extension for a further year at the completion of the 12 month period subject to satisfactory performance.***

BACKGROUND

As a part of the Council Plan for 2014-2018, Council has committed itself to providing responsible leadership and governance by conducting its affairs openly and with integrity, reflecting the highest level of good management and governance.

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

Council's internal audit strategy is driven by Council's Audit Advisory Committee. The chair of the Audit Advisory Committee was nominated as a panel member to select a suitable tenderer for the development and implementation of its strategy. The selected consultant will provide services under the guidance of the Audit Advisory Committee for a period of 3 years, until 30 June 2015 with an option to extend for a further 2 years.

DISCUSSION

On 29 May 2012, Council awarded Contract 11046 for the provision of internal audit services to PricewaterhouseCoopers following a public tender process. The original 3 year term of the Contract will expire on 30 June 2015. The Contract allows for a 2 year extension at Council's discretion.

CONSULTATION

The audit committee members were consulted with regards to the extension of this Contract. Members were provided with a survey allowing them to evaluate PwC's performance in relation to:

- Communication
- Understanding of Council business
- Quality of reports
- Audit outcomes (Recommendations), and
- Overall Performance

9.4.5
(cont)

The feedback received ranged from very good to excellent of PwC's performance across each of the categories. The overall performance has been rated as of PwC is regarded as high with some opportunities for improvement to be discussed in the first year of the contract extension.

At its May 2015 meeting the Audit Advisory Committee members met in private to consider whether they would recommend to Council any exercise of the option clause. It was all agreed PwC had a lot of intellectual knowledge about Council and that they had performed quite well. The Members recommended to Council that they exercise their option, subject to agreed financial terms, for a period of 1 year with consideration for another year at the completion of the 12 month period, subject to satisfactory performance.

FINANCIAL IMPLICATIONS

The contract for the provision of internal audit services will be extended for the agreed lump sum of \$134,742 including GST per annum for a period of 1 year. The lump sum is subject to a CPI adjustment on each anniversary of the contract.

The expenditure under this contract in the current and previous financial years was \$292,259, including GST. It is anticipated that the expenditure over the next year will be of a similar magnitude.

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

9.4.6 Tender Evaluation Report – Provision of Workers Compensation Services

FILE NUMBER: SF15/260

SUMMARY

To consider tenders received for the provision of WorkCover Services and to recommend the acceptance of the tender received from CGU Workers Compensation (VIC) Limited, trading as CGU Workers Compensation, on a Schedule of Rates basis for a period of 4 years commencing 1 July 2015.

RECOMMENDATION

That Council:

- 1. Accept the tender and sign the formal contract document for Contract 14051 for the Provision of Works Compensation Services received from CGU Workers Compensation (VIC) Limited (ABN 41 005 297 781), of 8/181 Williams Street Melbourne, trading as CGU Workers Compensation, on a Schedule of Rates basis for a period of 4 years commencing on 1 July 2015.***
- 2. Authorise the Chief Executive Officer to award an extension of up to 3 years for this contract, subject to a review of the Contractor's performance and Council's business needs, at the conclusion of the initial 4 year contract term.***

BACKGROUND

Any employer engaging workers or contractors deemed to be workers and paying more than \$7500 a year in rateable remuneration is required by law to take out a WorkSafe Injury Insurance policy with a licensed insurance agent. The policy provides coverage for injuries or illnesses sustained during or arising out of the course of one's employment. (Coverage under this legislation has also been recently extended to include Councillors.)

The term of the contract is 4 years commencing on 1 July 2015, with an option to extend the contract for up to 3 years at Council's discretion.

DISCUSSION

Tenders were advertised in The Age newspaper on Saturday 18th April 2015 and were closed on 8 May 2015. Five tenders were received.

The tenders were evaluated against the following criteria:

- a) Proven experience in the field of WorkCover Claims Management;
- b) Capacity to provide exceptional WorkCover Claims Management services;
- c) Streamlined methodology for WorkCover Claims Management; and
- d) Best offer for Risk Management Funding.

The above evaluation criteria were listed in order of priority. Tenderers were asked to ensure they clearly address the evaluation criteria.

9.4.6 (cont)

CGU Workers Compensation (VIC) Limited (CGU) is currently providing services to 28 other local councils which represents 55% of the premium and claims pool for local councils. CGU is well resourced at all levels and has a thorough working knowledge of legislation and associated legal requirements. Key case managers responsible for Council's most complex claims are experienced in management of local government claims and have had extensive experience in the WorkCover industry (holding a licence to be a Worksafe Agent for over 30 years). CGU is capable of providing comprehensive and flexible reporting measures as well as offering OH&S support, training and rehabilitation strategies.

The tender received from CGU is considered to be the most beneficial to Council for this Contract.

FINANCIAL IMPLICATIONS

Premium charges are set under the Workplace Injury Rehabilitation and Compensation Act 2014 and cannot be determined in advance. The charges are structured around multiple factors which include the following:

- Remuneration (wages, salaries, superannuation and certain benefits);
- Workplace Industry Classification (based on predominant activity carried out at each workplace);
- Claims experience (claims cost and statistical case estimates); and
- Capping (protection from dramatic fluctuations in premium rates).

Premium charges for the last financial year ending 30 June 2015 and the projected Premium for the 2015/2016 financial year are as follows:

2014/2015	\$966,787.11 (excluding GST)
2015/2016	\$900,067.14 (excluding GST) (mid March estimate)

CGU has offered risk management funding calculated at 1.0% of the total premium which can be utilised for OH&S support, training and the development of rehabilitation strategies.

An allowance is made in the current budget for anticipated annual WorkCover Premium charges which will be re-charged to relevant departmental budgets.

9.4.7 Intention to Sell Land in accordance with Section 189 of the Local Government Act 1989

FILE NUMBER: SF15/83956

SUMMARY

This report advises Council that the property known as 3 Poplar Street Box Hill has been identified as surplus to Council requirements and seeks permission to commence the statutory process in accordance with Sections 189 and 223 of the Local Government Act 1989.

RECOMMENDATION

That Council:

- 1. Note that the property known as 3 Poplar Street Box Hill has been identified as surplus to Council's requirements.***
- 2. In accordance with Section 189 and 223 of the Local Government Act 1989, that Council gives notice of its intention to sell 3 Poplar Street Box Hill by public tender.***
- 3. Pursuant to section 223 (1) of the Local Government Act 1989, to consider and if required hear any submissions received in regard to the proposal to sell the land.***
- 4. Authorise the Manager Property and Rates to give public notice, in accordance with Section 189 and 223 of the Local Government Act 1989, of Council's intention to sell 3 Poplar Street Box Hill and pursuant to Section 223 (3) of the Act, to carry out the administrative procedures to enable the Committee appointed to carry out its function under Section 223 of the Act.***
- 5. Authorise the Manager Property and Rates to serve on the Box Hill RSL Sub-Branch Inc a Notice to Quit for the property known as 3 Poplar Street Box Hill.***

BACKGROUND

The former City of Box Hill purchased the property known as 3 Poplar Street Box Hill (the subject property) in 1972 for \$2,300 and the subject property has been an unimproved site since purchase.

The 1972 purchase of the subject property by Council was not funded by a Special Rate Scheme and Council is not bound by any trustee obligations.

Currently, the subject property is being used as an unsealed "at-grade" car park.

Site Features:

The subject property is known as Lot 2 on Plan of Subdivision 71055 with its title description being Volume 8621 Folio 346.

The land area is approximately 594m².

9.4.7 (cont)

Lease:

In March 1986, Council granted a lease to Box Hill Bowling Club Inc (BHBC) with a term of five (5) years for the bowling club site known as 835 Whitehorse Road Box Hill and that lease included the subject property. Refer Location Plan below.

In December 1990, Council consented to BHBC holding over the lease on the understanding that either party would be required to provide the other with 12 months written notice to vacate.

On 2 July 2012, BHBC was amalgamated with another incorporated association, that association being Box Hill RSL Sub-Branch Inc (Box Hill RSL), and according to Council's lawyers the following applies:

"The amalgamation of the two associations resulted in the formation of the occupant entity and all of BHBC's property vested in the occupant entity pursuant to Section 31(5) of the *Associations Incorporations Act 1981*, which provides that in the event of an amalgamation ***'the property (which includes interests in land) of each incorporated association vests in the incorporated association formed by the amalgamation...without the necessity for any conveyance, transfer or assignment'.***"

The new single entity continues to be in occupation of both sites on this basis.

Location Plan:



9.4.7

(cont)

Zoning:

The subject property is zoned "Residential Growth Zone-Schedule 3" (RGZ3) in accordance with the Whitehorse Planning Scheme.

Additionally, the subject property is located within "Activity Precinct D" and "Built-Form Precinct F" of the *"Box Hill Transit City Activity Centre-Structure Plan"* dated June 2007.

The existing zoning of RGZ3 is considered to be the appropriate zoning and it is also considered to be the zoning that will enable the highest possible sale price to Council.

Consequently, the subject property does not require rezoning in accordance with the *Planning and Environment Act 1987*.

Strategic Review:

In 2013 Council's Property & Rates Department undertook a strategic review of all Council owned properties and the subject property was identified as being an underperforming property that was potentially surplus to Council's requirements.

The findings of this strategic review were presented to Council at the Strategic Planning Session in November 2013 where further consideration was supported.

DISCUSSION

Given the subject property's small land area and irregular frontage it does not lend itself to redevelopment by Council for a Council service and for this reason the can be considered surplus to Council's requirements.

Once the subject property has been deemed surplus by Council and prior to Council disposing of the subject property; Council must in accordance with Section 189 (2) (a) of the *Local Government Act 1989*, give public notice of its intention to sell the subject property.

Pursuant to section 223 (1) of the *Local Government Act 1989*, Council is then required to consider and (if required) hear any submissions received in regard to the proposal to sell the subject property.

Additionally, as mentioned above the BHBC's interest in the subject property transferred to the Box Hill RSL, this means that Council must serve a Notice to Quit on the Box Hill RSL; and that Notice to Quit must give the Box Hill RSL the required twelve (12) months to vacate and return the subject property to Council.

Key processes that are proposed, if agreed to by Council, are as follows:

1. Serve a Notice to Quit on the Box Hill RSL
2. Public notice displayed in The Age
3. Public Notice displayed on Council's Web-site
4. Special Committee to consider and hear any submission/s
5. Second report to Council for consideration and resolution

The public notice referred to above must also advise the community of Council's preferred sale method.

The recommended sale method for the subject property is by public tender, for a price not less than an amount established by an independent valuation. The independent valuation will be obtained by Council's Property & Rates Department.

9.4.7

(cont)

Since March 2015 Council has received unsolicited non-binding offers from parties interested in purchasing the subject property from Council.

However, Council is not in a position to consider these offers until it has completed the statutory processes contained within Section 189 of the *Local Government Act 1989* (the S189 process).

Failure to genuinely and correctly complete the S189 process by Council has the potential to void any future contract of sale for subject property and additionally expose Council to a negligence claim.

To ensure that Council correctly completes the S189 process it is recommended that Council follow the State Government's "*Local Government Best Practice Guideline for the Sale, Exchange and Transfer of Land (June 2009)*" (the Guidelines).

The Guidelines contain six "General Principles" and "General Principle #2" recommends that where Council is proposing to sell a significant land asset, then the sale of that land should be conducted through a public process; with the public process being either a public auction or a public tender process or an expression of interest process.

Given that Council has already received unsolicited non-bidding offers Council sought advice from its lawyers. After reviewing these offers Council's lawyers have recommended that Council's preferred sale method be a public tender process.

CONSULTATION:

If Council resolve to proceed with its intention to sell 3 Poplar Street Box Hill Council will consult with the community via the S189 process, with the following key processes and dates:

- | | |
|---------------------------|--|
| 1. Saturday 27 June 2015: | Public notice displayed in The Age |
| 2. Monday 29 June 2015: | Public Notice displayed on Council Web-site |
| 3. Monday 27 July 2015: | Submissions close |
| 4. Monday 10 August 2015: | Special Committee to hear any submission/s |
| 5. Monday 17 August 2015: | Report to Council for consideration and resolution |

The Box Hill RSL was advised by email in May 2014, that 3 Poplar Street would not be included in any future lease between Council and the Box Hill RSL for 835 Whitehorse Road, Box Hill. However, the proposed Notice to Quit will be the formal notification to the Box Hill RSL.

External:

- Maddocks Lawyers

FINANCIAL IMPLICATIONS

To fully comply with the statutory obligation contained within the *Local Government Act 1989* Council incur approximately \$15,000 + GST in costs. These costs being; advertising costs, legal costs and valuation costs.

9.4.8 Naming of Laneway – Adjacent to 77-79 Doncaster East Road Mitcham

FILE NUMBER: WH/2013/857

SUMMARY

Council received a request to name a currently unnamed laneway abutting 77-79 Doncaster East Road, Mitcham to the south. Permit approval was provided for the construction of six double storey dwellings on 22 August 2014. Subsequent to the approval, an application for a six lot subdivision has been lodged for the site. The subdivision application provides for vehicular access to dwelling 1 via an existing crossover on Doncaster East Road, and access to dwellings 2, 3, 4, 5 and 6 via the currently unnamed laneway abutting the site to the south. The unnamed laneway will need to be named so that appropriate street addressing can occur for dwellings 2, 3, 4, 5, and 6 which are serviced via the laneway. Council at its meeting 20 April 2015 resolved to assign the naming proposal Yarrbat Beek Lane to the unnamed laneway and to undertake a community consultation process on the naming proposal.

RECOMMENDATION

That:

- 1. Council endorse its decision of 20 April 2015 to name the unnamed laneway abutting 77-79 Doncaster East Road Mitcham to the south, Yarrbat Beek Lane.***
- 2. The Registrar of Geographic Names be advised of Council's Resolution.***
- 3. Adjoining property owners be advised accordingly once advice has been received from the Office of the Registrar of Geographic Names and the laneway name has been formally gazetted.***
- 4. Appropriate street signage be erected once advice has been received from the Office of the Registrar of Geographic Names that the laneway name has been formally gazetted.***

BACKGROUND and CONSULTATION

Following approval of a permit (WH/2013/857) for the construction of six double storey dwellings, an application for a six lot subdivision has been lodged for 77-79 Doncaster East Road, Mitcham. The subdivision application provides for vehicular access to dwellings 2, 3, 4, 5 and 6 via the currently unnamed laneway abutting 77-79 Doncaster East Road Mitcham to the south. The laneway is required to be named so that appropriate street addressing can occur for dwellings 2, 3, 4, 5, and 6.

Council at its Ordinary Council Meeting 20 April 2015, resolved to assign the naming proposal Yarrbat Beek Lane to the unnamed laneway abutting 77-79 Doncaster East Road Mitcham to the south. Yarrbat Beek is an indigenous word of the Woiwurrung language which translates in English as 'High Ground'. Yarrbat Beek is considered appropriate as the laneway is in close proximity to the Mountview Church the highest point in Mitcham.

9.4.8 (cont)

Formal Consultation Process

As required by the Guidelines, prior to seeking final approval of the naming proposal Yarrbat Beek Lane from the Office of the Registrar of Geographic Names, Council was required to undertake community consultation.

- Council staff wrote to owners of properties abutting the laneway; to the property owner and developer of the site at 77-79 Doncaster East Road Mitcham, inviting comments on the naming proposal;
- an advertisement was placed in the Whitehorse Leader on 27 April 2015 and on Council's website, inviting comments from members of the community on the naming proposal;
- The consultation period closed at 5pm on Wednesday 27 May 2015, at the close of the consultation period no submissions had been received.

DISCUSSION

Schedule 10 (5) of the Local Government Act 1989 provides that Council may approve, assign or change the name of a road and in exercising that power must act in accordance with the Guidelines in force for the time being under the Geographic Place Names Act 1998 and must advise the Registrar under that Act of the action taken.

The Guidelines provide that Council, in naming a road consider, amongst other things, the following:

- Consideration to the use of Indigenous names;
- A name should have some sense of connection to the areas in which they are applied;
- Names should be easy to pronounce, spell and write; and
- Duplication of names is not allowed within the municipality or within a five kilometer radius. (Duplicates are considered to be two, or more, names which are identical or have similar spelling or pronunciation. This is determined by searching VICNAMES on the Department of Planning, Transport and Local Infrastructure website)

POLICY IMPLICATIONS

In June 2011 Council adopted the Whitehorse Reconciliation Action Plan 2011-2015. One of the action items of the Whitehorse Reconciliation Action Plan 2011-2015 is:

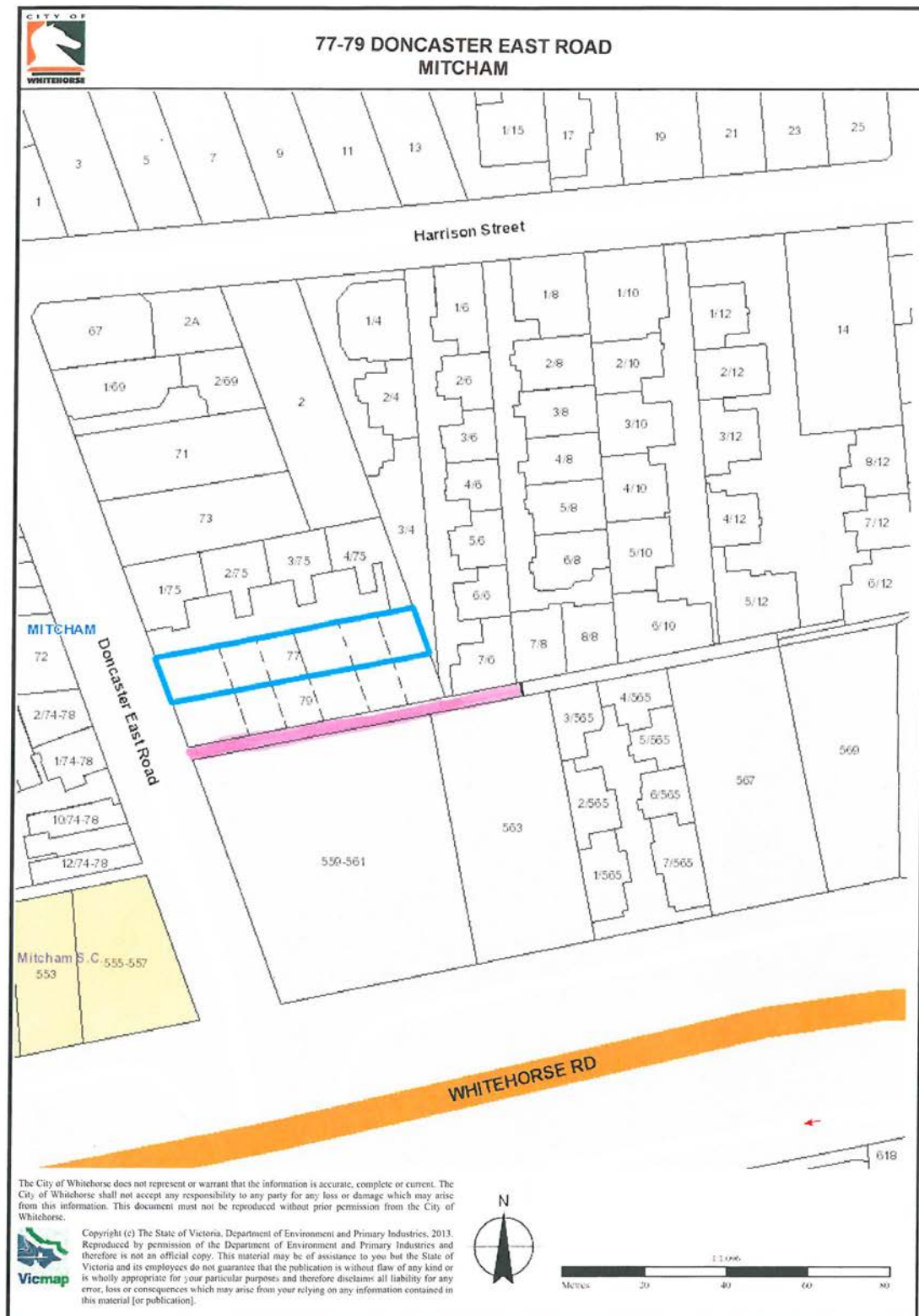
Council respects and acknowledges the relationship that Aboriginal people have with their traditional land. We will work with local Aboriginal people and groups to raise awareness of the local Aboriginal history and cultural traditions of local Aboriginal people:

- *By naming of parks/reserves/streets/significant landmarks in traditional language.*

FINANCIAL IMPLICATIONS

Approximate cost for Council of \$150 for installation of street signage.

9.4.8
(cont)



9.4.9 Delegated Decisions – April 2015

FILE NUMBER: SF 13/1527#02

The following activity was undertaken by officers under delegated authority during April 2015.

RECOMMENDATION

That the report of decisions made by officers under Instruments of Delegation for the month of April 2015 be noted.

DELEGATION	FUNCTION	Number for April 2014	Number for April 2015
Planning and Environment Act 1987	- Delegated decisions	96	139
	- Strategic Planning Decisions	1	Nil
Telecommunications Act 1997		Nil	Nil
Subdivision Act 1988		19	24
Gaming Control Act 1991		Nil	Nil
Building Act 1993	Dispensations & applications to Building Control Commission	39	55
Liquor Control Reform Act 1998	Objections and prosecutions	Nil	1
Food Act 1984	- Food Act orders	8	5
Public Health & Wellbeing Act 2008	- Improvement / prohibition notices	0	Nil
Local Government Act 1989	Temporary road closures	9	10
Other delegations	CEO signed contracts between \$150,000 - \$500,000	2	Nil
	Property Sales and leases	4	9
	Documents to which Council seal affixed	1	Nil
	Vendor Payments	1,169	1317
	Parking Amendments	16	6
	Parking Infringements written off (not able to be collected)	195	352

*The number is very high due to exempting matters sitting at Infringements Court in order to maintain system

Details of each delegation are outlined on the following pages.

DELEGATED DECISIONS MADE ON PLANNING APPLICATIONS APRIL 2015

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

Appl. No.	Dec. Date	Decision	Street Address	Ward	Proposed Use or Development	Application Type
74	20-04-15	Delegate Approval - S72 Amendment	15 Warnes Rd, Mitcham	Springfield	Construction of three double-storey dwellings	Permit Amendment
130	29-04-15	Delegate Approval - S72 Amendment	21 Middlefield Drv, Blackburn North	Central	Construction of one double storey dwelling to the rear of the existing dwelling	Permit Amendment
207	24-04-15	Delegate Approval - S72 Amendment	17 Victoria Cres, Mont Albert	Elgar	Amendment to WH/2013/207 to amend conditions 4 and 5 and internal and external alterations	Permit Amendment
221	30-04-15	Delegate Approval - S72 Amendment	7 Gillard St, Burwood	Riversdale	Amendment to WH/2014/221 (Construction of two double storey dwellings) to alter first floor setbacks	Permit Amendment
246	22-04-15	Delegate Approval - S72 Amendment	63 Tyne St, Box Hill North	Elgar	Construction of three (3) double storey dwellings	Permit Amendment
354	24-04-15	Delegate Approval - S72 Amendment	58 Eley Rd, Burwood	Riversdale	Construction of a new double storey dwelling to the rear of the existing dwelling	Permit Amendment
459	22-04-15	Delegate Approval - S72 Amendment	1 Hopetoun Pde, Box Hill	Elgar	Use and development of the land for a community and cultural centre incorporating a childcare centre, education centre, place of assembly (day centre for the elderly and senior citizens club)	Permit Amendment

Appl. No.	Dec. Date	Decision	Street Address	Ward	Proposed Use or Development	Application Type
605	24-04-15	Delegate Approval - S72 Amendment	24 Churchill St, Mont Albert	Elgar	Amendment to alter preamble and plans - Alterations and additions to the existing dwelling, demolition of out buildings and construction of a vehicle crossover and carport	Permit Amendment
625	22-04-15	Delegate Approval - S72 Amendment	19 Hotham St, Mont Albert	Elgar	Minor alterations to Dwelling 1	Permit Amendment
718	29-04-15	Delegate Approval - S72 Amendment	1219-1221 Riversdale Rd, Box Hill South	Riversdale	Twenty-one Lot subdivision of a building	Permit Amendment
833	24-04-15	Delegate Approval - S72 Amendment	104-168 Hawthorn Rd, Forest Hill	Morack	Amendment to Planning Permit WH/2014/833 (issued for Subdivision of land into 13 lots and creation and alteration of access to a road in a Road Zone, Category 1) for alteration to building envelope	Permit Amendment
13297	24-04-15	Delegate Approval - S72 Amendment	502-514 Burwood Hwy, Vermont South	Morack	Amendment to Planning Permit WH/13297 (issued for use and development of a Retirement Village) to include an additional louvred verandah to the rear of Unit 101	Permit Amendment
37	30-04-15	Delegate NOD Issued	347 Springfield Rd, Nunawading	Springfield	Construction of one (1) double storey dwelling at the rear of the existing double storey dwelling	Multiple Dwellings
153	09-04-15	Delegate NOD Issued	6 Eley Rd, Burwood	Riversdale	Construction of three (3) double storey dwellings	Multiple Dwellings
198	14-04-15	Delegate NOD Issued	3 Cunningham St, Box Hill	Elgar	Construction of three double storey dwellings	Multiple Dwellings

Appl. No.	Dec. Date	Decision	Street Address	Ward	Proposed Use or Development	Application Type
279	30-04-15	Delegate NOD Issued	17 East India Ave, Nunawading	Springfield	Construction of two double storey dwellings	Multiple Dwellings
285	08-04-15	Delegate NOD Issued	103-107 Koonung Rd, Blackburn North	Central	Development and use of land as a child care centre	Child Care Centre
368	12-04-15	Delegate NOD Issued	67 Strabane Ave, Mont Albert North	Elgar	Construction of two attached three storey (including basement) dwellings	Multiple Dwellings
374	30-04-15	Delegate NOD Issued	582 Elgar Rd, Box Hill North	Elgar	Construction of six double storey dwellings and alteration of access to a road in a Road Zone (Category 1)	Multiple Dwellings
389	30-04-15	Delegate NOD Issued	101 Koonung Rd, Blackburn North	Central	Construction of two double storey dwellings	Multiple Dwellings
545	24-04-15	Delegate NOD Issued	28 Marshall Rd, Box Hill North	Elgar	Construction of one double storey dwelling to the rear of an existing single storey dwelling	Multiple Dwellings
549	28-04-15	Delegate NOD Issued	33 Boisdale St, Surrey Hills	Riversdale	Construction of one (1) double storey dwelling at the rear of an existing single storey dwelling	Multiple Dwellings
572	30-04-15	Delegate NOD Issued	36 Cadorna St, Box Hill South	Riversdale	Construction of three double storey dwellings	Multiple Dwellings
617	29-04-15	Delegate NOD Issued	18 Killara St, Box Hill North	Elgar	Construction of a double storey dwelling to the rear of an existing dwelling	Multiple Dwellings
656	16-04-15	Delegate NOD Issued	32 Glendale St, Surrey Hills	Riversdale	Construction of two (2) double storey dwellings and subdivide the land into two (2) lots	Multiple Dwellings
662	30-04-15	Delegate NOD Issued	17 Barry Rd, Burwood East	Morack	Construction of three (3) double storey dwellings	Multiple Dwellings
706	24-04-15	Delegate NOD Issued	84 Shannon St, Box Hill North	Elgar	Construction of two double storey dwellings	Multiple Dwellings
724	27-04-15	Delegate NOD Issued	28 Cypress Ave, Burwood	Riversdale	Construction of a new three storey dwelling (including basement garage) to the rear of the existing dwelling facing Malvina Street	Multiple Dwellings

Appl. No.	Dec. Date	Decision	Street Address	Ward	Proposed Use or Development	Application Type
999	10-04-15	Delegate NOD Issued	38 Efron St, Nunawading	Springfield	Construction of four double storey dwellings	Multiple Dwellings
1000	24-04-15	Delegate NOD Issued	31 Livingstone Rd, Vermont South	Morack	Construction of seven dwellings	Multiple Dwellings
1074	30-04-15	Delegate NOD Issued	1 Graham Place Box Hill	Elgar	Double storey building to be used as VCE Learning Centre, College Maintenance facility and car park at 1 Graham Place, Box Hill	Residential (Other)
1206	30-04-15	Delegate NOD Issued	30 Wolseley Cres, Blackburn	Central	Buildings and works (carport in frontage and outbuilding, deck, spa, pergola in to the rear)	Special Landscape Area
1231	30-04-15	Delegate NOD Issued	7 Orchard Grv, Blackburn South	Central	Construction of two (2) dwellings on a lot	Multiple Dwellings
1236	30-04-15	Delegate NOD Issued	8 Haros Ave, Nunawading	Springfield	Development of the land for two dwellings comprising the construction of a double storey dwelling to the rear of the existing single storey dwelling	Multiple Dwellings
1272	30-04-15	Delegate NOD Issued	5 Morrie Cres, Blackburn North	Central	Construction of two (2) double storey dwellings	Multiple Dwellings
4	22-04-15	Delegate Permit Issued	193-197 Middleborough Rd, Box Hill South	Riversdale	Reduction in car parking for a Medical Centre (Massage Clinic)	Business
6	21-04-15	Delegate Permit Issued	6 Market St, Box Hill	Elgar	Display of two (2) internally illuminated signs and two (2) business identification signs	Advertising Sign
12	07-04-15	Delegate Permit Issued	14 Kneale Drv, Box Hill North	Elgar	2 Lot Subdivision	Subdivision
57	02-04-15	Delegate Permit Issued	761-771 Station St, Box Hill North	Elgar	81 lot subdivision	Subdivision
64	30-04-15	Delegate Permit Issued	51 Gissing St, Blackburn South	Central	Buildings and works (construct a double storey dwelling)	Special Landscape Area
69	02-04-15	Delegate Permit Issued	467 Mitcham Rd, Mitcham	Springfield	6 lot subdivision	Subdivision
73	12-04-15	Delegate Permit Issued	836-850 Whitehorse Rd, Box Hill	Elgar	Display of real estate advertising signs on construction hoarding	Advertising Sign

Appl. No.	Dec. Date	Decision	Street Address	Ward	Proposed Use or Development	Application Type
91	13-04-15	Delegate Permit Issued	46 Luckie St, Nunawading	Springfield	5 Lot subdivision and removal of easements	Subdivision
104	14-04-15	Delegate Permit Issued	30 Morack Rd, Vermont	Morack	Lopping of one (1) tree within a Vegetation Protection Overlay	Vegetation Protection Overlay
107	14-04-15	Delegate Permit Issued	10-12 Shady Grv, Nunawading	Springfield	4 lot subdivision	Subdivision
117	14-04-15	Delegate Permit Issued	44 Victoria St, Box Hill	Elgar	3 lot subdivision	Subdivision
125	24-04-15	Delegate Permit Issued	2 Monomeeth Drv, Mitcham	Springfield	Use of building for indoor recreation facility (dance studio) and display of business identification signage	Industrial
126	09-04-15	Delegate Permit Issued	36 Roslyn St, Burwood	Riversdale	Construction of two double storey dwellings	Multiple Dwellings
133	30-04-15	Delegate Permit Issued	10 Laurel Grv, NorthBlackburn	Central	Buildings and works to construct a swimming pool and removal of vegetation	Special Landscape Area
135	24-04-15	Delegate Permit Issued	2 Gerald St, Blackburn	Springfield	Removal of three trees	Special Landscape Area
139	01-04-15	Delegate Permit Issued	14 Beaver St, Box Hill South	Riversdale	3 lot subdivision	Subdivision
152	07-04-15	Delegate Permit Issued	127 Dorking Rd, Box Hill North	Elgar	Subdivision of three lots	Subdivision
153	22-04-15	Delegate Permit Issued	84 Thames St, Box Hill North	Elgar	Eight lot subdivision	Subdivision
156	01-04-15	Delegate Permit Issued	175 Highbury Rd, Burwood	Riversdale	Two lot subdivision	Subdivision
162	14-04-15	Delegate Permit Issued	45 Junction Rd, Blackburn North	Central	Partial removal of easement	Subdivision
163	01-04-15	Delegate Permit Issued	11 Russell St, Nunawading	Springfield	Two lot subdivision	Subdivision
166	15-04-15	Delegate Permit Issued	12 Simpson St, Mitcham	Springfield	Three lot subdivision	Subdivision
169	14-04-15	Delegate Permit Issued	2 Elland Ave, Box Hill	Elgar	Display of temporary real estate signage	Advertising Sign
171	14-04-15	Delegate Permit Issued	146 Thames St, Box Hill North	Elgar	8 lots subdivision	Subdivision
172	14-04-15	Delegate Permit Issued	20 Sweetland Rd, Box Hill	Elgar	3 lot subdivision	Subdivision
195	23-04-15	Delegate Permit Issued	20-24 Masons Rd, Blackburn	Central	Removal of two (2) trees	Special Landscape Area

Appl. No.	Dec. Date	Decision	Street Address	Ward	Proposed Use or Development	Application Type
204	22-04-15	Delegate Permit Issued	564 Elgar Rd, Box Hill North	Elgar	6 lot subdivision	Subdivision
205	08-04-15	Delegate Permit Issued	2 Norman St, Mitcham	Springfield	Lopping of one protected tree	VicSmart - General Application
206	21-04-15	Delegate Permit Issued	5 Cumming St, Burwood	Riversdale	3 lot subdivision	Subdivision
207	08-04-15	Delegate Permit Issued	1 Verona St, Vermont South	Morack	Tree Removal	VicSmart - General Application
208	15-04-15	Delegate Permit Issued	16 Fulton Cres, Burwood	Riversdale	3 lot subdivision	Subdivision
209	13-04-15	Delegate Permit Issued	37 Canterbury Rd, Blackburn	Central	2 lot subdivision	Subdivision
211	13-04-15	Delegate Permit Issued	403 Highbury Rd, Burwood	Riversdale	2 lot subdivision	Subdivision
225	22-04-15	Delegate Permit Issued	61 Somers St, Burwood	Riversdale	2 lot subdivision	Subdivision
226	15-04-15	Delegate Permit Issued	9 Harrow St, Blackburn South	Riversdale	2 lot subdivision	Subdivision
227	23-04-15	Delegate Permit Issued	20 Cumming St, Burwood	Riversdale	3 lots subdivision	Subdivision
230	30-04-15	Delegate Permit Issued	3/392 Burwood Hwy, Burwood	Riversdale	Construction of a carport on a lot less than 300sqm	Single Dwelling < 300m2
232	15-04-15	Delegate Permit Issued	5 Swinborne St, Box Hill South	Riversdale	Two Lot Subdivision	Subdivision
233	23-04-15	Delegate Permit Issued	35 Grange Rd, Blackburn South	Riversdale	Three Lot Subdivision	Subdivision
240	21-04-15	Delegate Permit Issued	2 Anthony Cres, Box Hill North	Elgar	Construction of 4 dwellings comprising two new double storey dwelling to the rear of two existings dwellings	Multiple Dwellings
241	24-04-15	Delegate Permit Issued	382-384 Springvale Rd, Forest Hill	Morack	Buildings and works for the installation of a verandah	Residential (Other)
245	15-04-15	Delegate Permit Issued	17 Devon Drv, Blackburn North	Central	2 lot subdivision	Subdivision
246	30-04-15	Delegate Permit Issued	31-35 Harrow St, Box Hill	Elgar	71 lot subdivision	Subdivision
249	20-04-15	Delegate Permit Issued	6 Downing St, Blackburn	Central	Residential extension/renovation in an SBO	VicSmart - General Application
252	23-04-15	Delegate Permit Issued	18 Heatherdale Rd, Mitcham	Springfield	5 lots subdivision	Subdivision
253	23-04-15	Delegate Permit Issued	8 Everglade Ave, Forest Hill	Morack	2 lot subdivision	Subdivision

Appl. No.	Dec. Date	Decision	Street Address	Ward	Proposed Use or Development	Application Type
256	20-04-15	Delegate Permit Issued	1 Lightfoot St, Mont Albert	Elgar	Construction of gates at frontage of a dwelling in a Heritage Overlay	VicSmart - General Application
257	23-04-15	Delegate Permit Issued	1/61 Orchard Cres, Mont AlbertNorth	Elgar	Two lot subdivision	Subdivision
265	22-04-15	Delegate Permit Issued	42 Haig St, Box Hill South	Riversdale	Two lot subdivision	Subdivision
266	29-04-15	Delegate Permit Issued	470 Whitehorse Rd, Mitcham	Springfield	Change of use to an education centre, buildings and works for a canopy and reduction in standard car parking requirement	Education
268	22-04-15	Delegate Permit Issued	644 Whitehorse Rd, Mitcham	Springfield	Erection and display of business identification signage	Advertising Sign
274	27-04-15	Delegate Permit Issued	5/96 Canterbury Rd, Blackburn South	Central	Building and works for the construction of an exhaust flue	Business
275	23-04-15	Delegate Permit Issued	18 Halley St, Blackburn	Central	Building and works associated with an extension to the existing dwelling	Special Landscape Area
281	23-04-15	Delegate Permit Issued	5 Tourello St, Mitcham	Springfield	Removal of one tree	VicSmart - General Application
283	09-04-15	Delegate Permit Issued	48 Begonia St, Box Hill South	Riversdale	Construction of two double storey dwellings	Multiple Dwellings
293	29-04-15	Delegate Permit Issued	112-114 Blackburn Rd, Blackburn	Central	To replace the damaged/broken front fence	VicSmart - General Application
295	30-04-15	Delegate Permit Issued	1178 Riversdale Rd, Box Hill South	Riversdale	Two lot Subdivision	Subdivision
297	30-04-15	Delegate Permit Issued	16 Downing St, Blackburn	Central	2 lot subdivision	Subdivision
383	30-04-15	Delegate Permit Issued	6 Austin St, Mitcham	Springfield	Construction of two double storey dwellings	Multiple Dwellings
391	28-04-15	Delegate Permit Issued	423 Station St, Box Hill	Elgar	Use and development of the land for a medical centre and associated rear carpark	Residential (Other)

Appl. No.	Dec. Date	Decision	Street Address	Ward	Proposed Use or Development	Application Type
493	14-04-15	Delegate Permit Issued	148 Thames St, Box Hill North	Elgar	Amendment to Planning Permit WH/2010/493 (issued for: construction of a four storey building comprising 17 dwellings) to alter the internal layout and external presentation, including some reductions in boundary setbacks	Permit Amendment
524	20-04-15	Delegate Permit Issued	900 Canterbury Rd, Box Hill South	Riversdale	Development of a four (4) storey building comprising one (1) shop and ten (10) dwellings with a reduction to the standard car parking requirements	Business
526	02-04-15	Delegate Permit Issued	14 Killara St, Box Hill North	Elgar	Construction of two double storey dwellings	Multiple Dwellings
528	30-04-15	Delegate Permit Issued	38 Killara St, Box Hill North	Elgar	The development of the land for two dwellings comprising one double storey dwelling to the rear of the existing single storey dwelling	Multiple Dwellings
561	30-04-15	Delegate Permit Issued	142 Station St, Burwood	Riversdale	Construction two (2) double storey dwellings and creation of access to a road in a Road Zone, Category 1	Multiple Dwellings
564	07-04-15	Delegate Permit Issued	14 Boyle St, Forest Hill	Springfield	Construction of one (1) double storey dwelling to the rear of the existing dwelling	Multiple Dwellings
584	02-04-15	Delegate Permit Issued	129 Terrara Rd, Vermont South	Morack	The construction of one (1) double storey dwelling to the rear of the existing dwelling.	Multiple Dwellings
585	27-04-15	Delegate Permit Issued	13 Travers Cres, Burwood East	Morack	Construction three double storey dwellings	Multiple Dwellings
652	24-04-15	Delegate Permit Issued	50 Cumming St, Burwood	Riversdale	Construction of three double storey dwellings	Multiple Dwellings
788	30-04-15	Delegate Permit Issued	85 Thames St, Box Hill	Elgar	Construction of a three storey building comprising eight dwellings and reduction of car parking requirement	Multiple Dwellings

Appl. No.	Dec. Date	Decision	Street Address	Ward	Proposed Use or Development	Application Type
804	29-04-15	Delegate Permit Issued	14A Churchill St, Mont Albert	Elgar	Buildings and works to construct a double storey Caretaker's House to the rear of the existing Shop	Business
812	21-04-15	Delegate Permit Issued	332-334 Mont Albert Rd, Mont Albert	Elgar	Construction of two double storey dwellings	Multiple Dwellings
838	09-04-15	Delegate Permit Issued	17 Parer St, Burwood	Riversdale	Construction of two (2) double storey dwellings	Multiple Dwellings
972	30-04-15	Delegate Permit Issued	8 Wridgway Ave, Burwood	Riversdale	Construction of three double storey dwellings	Multiple Dwellings
995	30-04-15	Delegate Permit Issued	71 Thames St, Box Hill	Elgar	Construction of eight triple storey dwellings and reduction in car parking	Multiple Dwellings
1082	30-04-15	Delegate Permit Issued	133 Middleborough Rd, Box Hill South	Riversdale	Construction of two (2) double storey dwellings and creation of access to a Road Zone Category 1	Multiple Dwellings
1094	20-04-15	Delegate Permit Issued	3 Gee Crt, Nunawading	Springfield	Removal of carriageway easement and partial removal of drainage easement	Subdivision
1144	21-04-15	Delegate Permit Issued	19 Kenmare St, Mont Albert North	Elgar	To construct, use and illuminate a private tennis court	Residential (Other)
1163	21-04-15	Delegate Permit Issued	369 Springvale Rd, Forest Hill	Morack	Construction of two (2) double storey dwellings and alteration of access to a Road Zone, Category 1	Multiple Dwellings
1175	17-04-15	Delegate Permit Issued	326 Springfield Rd, Nunawading	Springfield	Development of two dwellings (double storey dwelling to the rear of existing dwelling)	Multiple Dwellings
1178	28-04-15	Delegate Permit Issued	445 Canterbury Rd, Vermont	Springfield	Construction of two (2) double storey dwellings	Multiple Dwellings
1228	21-04-15	Delegate Permit Issued	7 Ravenswood Crt, Nunawading	Springfield	Buildings and works to construct an extension to an existing dwelling	Special Landscape Area

Appl. No.	Dec. Date	Decision	Street Address	Ward	Proposed Use or Development	Application Type
1229	09-04-15	Delegate Permit Issued	15 Haddon Crt, Mitcham	Springfield	Buildings and works (first floor addition) & works within 4 metres of significant trees	Special Landscape Area
1230	24-04-15	Delegate Permit Issued	27 Livingstone Close Burwood	Riversdale	Subdivision of land in two (2) lots.	Subdivision
1270	30-04-15	Delegate Permit Issued	189 Springfield Rd, Blackburn North	Central	Construction of two double storey semi-detached dwellings	Multiple Dwellings
514	22-04-15	Delegate Refusal - S72 Amendment	11 Kneale Drv, Box Hill North	Elgar	Construction of one double storey dwelling to the rear of the existing dwelling	Multiple Dwellings
18	22-04-15	Delegate Refusal Issued	116-118 Terrara Rd, Vermont South	Morack	Amendment to Planning Permit WH/2010/18 (issued for construction of nine (9) dwellings and removal of native vegetation) to add one double storey dwelling	Permit Amendment
38	24-04-15	Delegate Refusal Issued	2 Walsham Rd, Blackburn	Central	Three lot subdivision and tree removal	Special Landscape Area
84	10-04-15	Delegate Refusal Issued	7 Hunter Valley Rd, Vermont South	Morack	Subdivision of land into four (4) lots	Subdivision
112	24-04-15	Delegate Refusal Issued	8 Haros Ave, Nunawading	Springfield	Construction of two double storey dwellings and alterations and additions to the existing single storey dwelling.	Multiple Dwellings
531	17-04-15	Delegate Refusal Issued	34 Carver St, Burwood East	Riversdale	Construction of two double storey dwellings	Multiple Dwellings
555	24-04-15	Delegate Refusal Issued	27 Newbigin St, Burwood	Riversdale	Construction of two triple storey dwellings to the rear of the existing dwelling	Multiple Dwellings
638	22-04-15	Delegate Refusal Issued	5 James Ave, Mitcham	Springfield	Construction of three double storey dwellings	Multiple Dwellings

Appl. No.	Dec. Date	Decision	Street Address	Ward	Proposed Use or Development	Application Type
639	01-04-15	Delegate Refusal Issued	277 Springvale Rd, Nunawading	Springfield	Construction of three double storey dwellings	Multiple Dwellings
881	28-04-15	Delegate Refusal Issued	60 Main St, Blackburn	Central	Buildings and works for construction of three double storey dwellings & removal of vegetation	Multiple Dwellings
1016	30-04-15	Delegate Refusal Issued	18 Cumming St, Burwood	Riversdale	Construction of two double storey dwellings	Multiple Dwellings
1193	30-04-15	Delegate Refusal Issued	22 Gerald St, Blackburn	Springfield	Buildings and works for the construction of one (1) dwelling and removal of trees	Special Landscape Area
1237	09-04-15	Delegate Refusal Issued	721 Canterbury Rd, Surrey Hills	Elgar	Change of use to a Veterinary Centre, building and works, tree removal and display of business identification signage	Residential (Other)
247	16-04-15	No Permit Required	57/300 Elgar Rd, Box Hill South	Riversdale	Construction of a verandah	Residential (Other)
144	09-04-15	Permit Corrected	6 Langtree Crt, Blackburn	Central	Amendment to Planning Permit WH/2013/144 (issued for buildings and works for the construction of two (2) double storey dwellings) for external alterations to Dwelling 2 and increase in fencing heights	Permit Amendment

Appl. No.	Dec. Date	Decision	Street Address	Ward	Proposed Use or Development	Application Type
895	02-04-15	Permit Corrected	1 Elland Ave, Box Hill	Elgar	Amendment to Planning Permit WH/2011/895 (issued for: development of a nine storey apartment building including ground floor retail (community market, convenience shop, food and drink premises or plant nursery) and a mix of serviced apartments and dwellings, waiver in loading and unloading and car parking requirements) to alter the basement layout and building form.	Permit Amendment
124	29-04-15	Withdrawn	16 Dunlavin Rd, Nunawading	Springfield	Construction of two (2) double storey dwellings	Multiple Dwellings
222	08-04-15	Withdrawn	28 Acacia St, Box Hill	Elgar	Renovation & addition to dwelling	Neighbourhood Character Overlay
236	09-04-15	Withdrawn	49 Woodleigh Cres, Vermont South	Morack	Extension to the existing dwelling within a Special Building Overlay in a NRZ 7	VicSmart - General Application

BUILDING DISPENSATIONS/APPLICATIONS APRIL 2015

Address	Date	Ward	Result
11 Craig Street, BLACKBURN SOUTH	16-04-15	Central	Amendment Approved R409
19 Linum Street, BLACKBURN	14-04-15	Central	Amendment Approved R427
10 Grosvenor Street, BLACKBURN NORTH	14-04-15	Central	Granted R414
11 Lilac Court, BLACKBURN NORTH	02-04-15	Central	Granted R420
20 Mitchell Street, BLACKBURN NORTH	20-04-15	Central	Granted R415
4 Highfield Avenue, BLACKBURN SOUTH	24-04-15	Central	Granted R424
5 Bond Avenue, BLACKBURN SOUTH	09-04-15	Central	Granted R409
8 John Street, BLACKBURN	30-04-15	Central	Granted R415
27 Patricia Road, BLACKBURN	22-04-15	Central	Refused R409
36 Donald Street, BLACKBURN SOUTH	17-04-15	Central	Refused R409
49 Box Hill Crescent, MONT ALBERT NORTH	23-04-15	Elgar	Amendment Approved R414
10 Tyrrell Street, MONT ALBERT NORTH	23-04-15	Elgar	Granted R414
11 Hood Street, MONT ALBERT	08-04-15	Elgar	Granted R427, R424, R425
205 Dorking Road, BOX HILL NORTH	24-04-15	Elgar	Granted R414, R409
3 Corlett Street, MONT ALBERT NORTH	02-04-15	Elgar	Granted R417
35 Morley Crescent, BOX HILL NORTH	28-04-15	Elgar	Granted R414
710 Station Street, BOX HILL	28-04-15	Elgar	Granted R604
8 Strabane Avenue, MONT ALBERT NORTH	08-04-15	Elgar	Granted R414
9 Saxton Street, BOX HILL NORTH	02-04-15	Elgar	Granted R424
11 Carson Avenue, MONT ALBERT	14-04-15	Elgar	Refused R409
24 Victoria Crescent, MONT ALBERT	14-04-15	Elgar	Refused R409
32 Clota Avenue, BOX HILL	22-04-15	Elgar	Refused R424
49 Box Hill Crescent, MONT ALBERT NORTH	02-04-15	Elgar	Refused R415
13 Tucker Road, VERMONT	22-04-15	Morack	Granted R409
357 Springvale Road, FOREST HILL	02-04-15	Morack	Granted R427, R424
59 Jolimont Road, FOREST HILL	20-04-15	Morack	Granted R409
8 Mindah Court, VERMONT SOUTH	02-04-15	Morack	Granted R414
9 Teal Court, FOREST HILL	22-04-15	Morack	Granted R409
3 Ida Court, VERMONT	28-04-15	Morack	Refused R409
4 Balmoral Court, BURWOOD EAST	14-04-15	Morack	Refused R409
57 Mullens Road, VERMONT SOUTH	09-04-15	Morack	Refused R424
29 Begonia Street, BOX HILL SOUTH	23-04-15	Riversdale	Amendment Approved R409
1 Hastings Street, BURWOOD	30-04-15	Riversdale	Granted R409
10 Christina Street, BURWOOD	24-04-15	Riversdale	Granted R409
10 Lambourne Street, SURREY HILLS	15-04-15	Riversdale	Granted R420
11 Emmy Court, BURWOOD	02-04-15	Riversdale	Granted R414, R411
22 Pine Street, SURREY HILLS	02-04-15	Riversdale	Granted R409
5 Spence Street, BURWOOD	02-04-15	Riversdale	Granted R415
6 Boronia Street, SURREY HILLS	02-04-15	Riversdale	Granted R424
30 Begonia Street, BOX HILL SOUTH	16-04-15	Riversdale	Refused R409
33 Wellman Street, BOX HILL SOUTH	02-04-15	Riversdale	Refused R409
4 Bonview Crescent, BURWOOD EAST	14-04-15	Riversdale	Refused R424
48 Hilltop Crescent, BURWOOD EAST	17-04-15	Riversdale	Refused R409
12 O'Shannessy Street, Nunawading	20-04-15	Springfield	Amendment Approved R409
10 Ferris Avenue, MITCHAM	22-04-15	Springfield	Granted R409
12 Erskine Street, NUNAWADING	02-04-15	Springfield	Granted R417
159-171 Rooks Road, VERMONT	02-04-15	Springfield	Granted R431
28 Nielsen Avenue, NUNAWADING	02-04-15	Springfield	Granted R409
51 Lasiandra Avenue, FOREST HILL	14-04-15	Springfield	Granted R409
52 Creek Road, MITCHAM	15-04-15, 17-04-15	Springfield	Granted R409, R414
31 Culwell Avenue, MITCHAM	17-04-2015	Springfield	Refused R409

DELEGATED DECISIONS MADE ON STRATEGIC PLANNING MATTERS – APRIL 2015

Under the Planning and Environment Act 1987

Nil

REGISTER OF CONTRACTS SIGNED BY CEO DELEGATION APRIL 2015

Nil

REGISTER OF PROPERTY DOCUMENTS EXECUTED APRIL 2015

Property Address	Document Type	Document Detail
Leases		
Slater Reserve Stadium - 11 Grosvenor Street Blackburn North (Slater Reserve Stadium Association Incorporated)	Notice to Quit	Tenant to deliver up possession of the premises on or before 30 September 2015.
Room 2, 5 Combarton Street, Box Hill	Residential Tenancy Agreement	Landlord (expires 31/07/2015)
Room 2A, 5 Combarton Street, Box Hill	Residential Tenancy Agreement	Landlord (expires 01/05/2015)
Room 1A, 5 Combarton Street, Box Hill	Residential Tenancy Agreement	Landlord (expires 17/07/2015)
Rateability Changes (Section 154 of the Local Government Act 1989)		
43 Harrison Street, BOX Hill North	Non rateable status remains	Change of ownership of Berengarra School from Catholic Church to non profit Berengarra School Inc.
6 Ellingworth Parade, Box Hill	Property now rateable	Charitable occupant has vacated the premises.
953 Whitehorse Road, Box Hill	Property now rateable	Charitable occupant has vacated the premises.
20 Wridgway Avenue, Burwood	Property now non-rateable	Anglican Church owned property used as Ministers residence.
Public Notices		
1G Hamilton Place, Mont Albert	Public Notice erected on the land	Public Notice under Section 60 of the Transfer of Land Act 1960 to become registered proprietor of land by adverse possession.

REGISTER OF DOCUMENTS AFFIXED WITH THE COUNCIL SEAL – APRIL 2015

Nil

PARKING RESTRICTIONS APPROVED BY DELEGATION APRIL 2015

Address: **Middleborough Road, Box Hill South:** From 2 spaces adjacent to the shop frontages on the west side outside Rolfs Pies to 2 spaces adjacent to the shop frontages on the west side outside Rolfs Pies

Previously: 1P, 8am-6pm Mon-Sat

Now: 1/4P, 8.30am-9pm Mon-Sat

Spaces: 2

Address: **Chestnut Street, Surrey Hills:** From Broughton Road to Park Road

Previously: Unrestricted

Now: 1P, 8:30am - 8pm, Monday to Friday, 8:30am-12:30pm Saturday

Spaces: 25

Address: **Outlook Drive, Nunawading:** From Dead end to Power pole @ 21 Outlook Drive

Previously: Unrestricted

Now: No Stopping

Spaces: 1

Address: **Thames Street, Box Hill:** From West side of driveway to 37 Thames Street to West side of driveway to 37 Thames Street

Previously: 2-Hour, 7:30am-7:30pm, Mon-Fri Area

Now: Court Street

Spaces: 4

Address: **Sydenham Lane, Surrey Hills:** From north side west of Valonia Avenue to north side west of Valonia Avenue

Previously: Unrestricted

Now: No Stopping

Spaces: 1

Address: **Tyrrell Avenue, Blackburn:** From Williams Road to West side of Driveway to 54B Williams Road

Previously: Unrestricted

Now: No Stopping

Spaces: 3

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

10.1 Reports by Delegates

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

RECOMMENDATION

That the record of Reports by delegates be received and noted.

10.2 Recommendations from the Special Committee of Council Meeting of 9 June 2015

10.2.1 Draft Trans Pacific Partnership Agreement

Moved by Cr Harris, Seconded by Cr Ellis

That Council resolve to:

- 1. Call on the Commonwealth Trade Minister to release the draft Trans Pacific Partnership (TPP) agreement for public consultation and parliamentary consideration prior to it being agreed to by Cabinet.**
- 2. Request that the Trade Minister ensure that the TPP agreement does not contain Investor-State Dispute Settlement (ISDS) clauses which could:**
 - a) Enable a foreign investor to sue governments for damages over policy, laws or regulations at the local government level.**
 - b) Restrict local government policies which encourage local employment, support local economic and industry development and encourage good employment practices and initiatives.**
 - c) Restrict local government policies which encourage good environmental practices and initiatives.**
 - d) Restrict local government supply and regulation of services or require the commercialisation of services.**
 - e) Prevent local government procurement policy from giving preference to local suppliers.**
- 3. Propose to Council's delegate to the ALGA conference 2015 to support motions that are tabled at that conference that propose similar actions as outlined in points 1 and 2.**
- 4. Send this resolution as a submission to the Commonwealth Trade Minister.**

CARRIED UNANIMOUSLY

10.2.2 Commonwealth Financial Assistance Grants

Moved by Cr Carr, Seconded by Cr Daw

That Council:

- 1. Write to the Federal Member for Deakin seeking his support to advocate to the Federal Government to:***
 - a. Cease forthwith the freeze on the indexation of Commonwealth Financial Assistance Grants,***
 - b. Restore the indexation of the grants (FAGs) to Local Government to pre 2014 Federal Budget levels***
- 2. Support the proposed Motions supporting the restoration of indexation to the Financial Assistance Grants, listed for the Annual Australian Local Government General Assembly to be held from 14 to 17 June 2015***

CARRIED

RECOMMENDATION

That the recommendations from the Special Committee of Council Meeting of 9 June 2015 Items 10.2.1 to 10.2.2 (inclusive) be received and adopted.

10.3 Record of Assembly of Councillors

Meeting Date	Matter/s Discussed	Councillors Present	Officers Present	Disclosures of Conflict of Interest	Councillor /Officer attendance following disclosure
18-05-15 6.30pm – 7.00pm	Councillor Informal Briefing Session <ul style="list-style-type: none"> - Notice of Motion 86 – Cr Davenport - Notice of Motion 87 – Cr Davenport - Appointment of Acting Chair for Item 9.1.3 (Mayor Conflict of Interest)(Local Law Clause 9.2) - 9.1.1 42 Maple Street, Blackburn (Lot 69 LP 9679) – Construction three double storey dwellings - 9.3.4 Instrument of Delegation from Council to Positions within the Organisation - Council Agenda 18 May 2015 	Cr Munroe (Chair) Cr Bennett Cr Carr Cr Chong AM Cr Davenport Cr Daw Cr Ellis Cr Harris OAM Cr Massoud Cr Munroe Cr Stennett	N Duff J Green P Warner P Smith T Wilkinson S Freud J Russell A Ghastine	Nil	Nil
28-05-15 7.30pm – 9.40pm	City of Whitehorse Bicycle Advisory Committee (COWBAC) Council Presentations <ul style="list-style-type: none"> - Volunteer Management and Support - Strategic Transport Planning Role - Bicycle Infrastructure Projects 	Cr Munroe (Chair)	I Goodes B Morrison S Kinsey L McGuinness L Roberts M Wright	Nil	Nil

Meeting Date	Matter/s Discussed	Councillors Present	Officers Present	Disclosures of Conflict of Interest	Councillor /Officer attendance following disclosure
03-06-15 5.00pm – 7.00pm	Whitehorse-Matsudo Sister City Relationship Friendship Group	Cr Ellis (Acting Chairperson) Cr Chong AM	J Russell H Anderson R Orger	Nil	Nil
01-06-15 6.30pm – 9.15pm	Strategic Planning Session <ul style="list-style-type: none"> - Review of Procurement Policy - Achievement of tree education - Financial report - Capital Works - Matsudo Sister City Friendship Group Activities - Management of Unconstructed roads - Poplar Street Carpark, Box Hill 	Cr Munroe (Chair) Cr Carr Cr Chong AM Cr Davenport Cr Daw Cr Ellis Cr Harris OAM Cr Massoud	N Duff J Green P Smith T Wilkinson D Logan A De Fazio M Giglio M Wells P McAleer C Sherwin D Brabury D Commazetto I Goodes S Kinsey J Russell H Anderson T Peak	Nil	Nil
09-06-15 5.30pm – 11.30pm	Councillor Briefing Session <ul style="list-style-type: none"> - Strathdon House Project - Whitehorse Centre Community Consultation Report - Special Committee & Other Business Motions - Council Agenda 22 June 2015 	Cr Munroe (Chair) Cr Carr Cr Chong AM Cr Davenport Cr Daw Cr Ellis Cr Harris OAM Cr Massoud	N Duff J Green P Smith T Wilkinson D Logan A De Fazio S Freud J Russell B Morrison S Price P McAleer W Gerhard A Skraba V Mogg I Goodes M Giglio N Sotko J Blyth T Peak	Nil	Nil

RECOMMENDATION

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

11 REPORTS ON CONFERENCES/SEMINARS ATTENDANCE

RECOMMENDATION

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

12 CONFIDENTIAL REPORTS

12.1 Parkland and Bicycle Advisory Committees – Selection of Members

13 CLOSE MEETING