

## 4.6 POLICY REGISTER REVIEW 2023

Responsible Director: Jarrod Doake

### **RECOMMENDATION**

*That Council:*

- *Resolves to revoke the following documents that are out of date and no longer required:*
  1. *Active Reserves Capital Works Policy*
  2. *Building Policy – Enforcement of the Building Act 1993 (Approval date 1 June 2006).*
  3. *Building Policy (Approval date 1 December 2007)*
  4. *Community Organisations Loan Guarantor Policy*
  5. *Development Improvements to Council Owned Facilities and Reserves By Resident Sports Clubs-Policy Review*
- *Resolves to revoke the following design guidelines that are out of date and no longer required:*
  1. *Brothels in Monash Policy*
  2. *Car Parking in Monash*
  3. *Child Care Centres*
  4. *Cultural Heritage Management Plan (CHMP)*
  5. *Guidelines for Multi-storey Development of three storeys and above in the City of Monash.*
  6. *Land Subject to Flooding – Overlay*
  7. *Medical and Veterinary Centres*
  8. *Neighbourhood Description guideline*
  9. *Non-residential uses in residential zones*
  10. *Place of Assembly and Worship*
  11. *Special Building Overlay guideline*
- *Notes that design guidelines will not be adopted by Council in the future as they are procedural guidelines.*
- *Resolves that the following documents be re-classified as procedure documents and released to Council Officers for management and do not require any future formal adoption at a meeting of Council:*
  1. *Electricity Supply Meter Boxes*
  2. *Home Based Business Monash*

3. *Urban Design Guidelines – Monash Technology Precinct (Monash Specialised Activity Centre)*
4. *Student Accommodation*
5. *Multi-Unit and Commercial Developments WMP – Guide for Applicants*

## **INTRODUCTION**

Council operations are subject to a range of policies which articulate Council's position on various topics. This report focuses on the documents endorsed by Council.

## **BACKGROUND**

Council recently completed a project to review the policy register with the aim of creating an accurate reflection of the current documents adopted by Council and the Executive Leadership Team. This review highlighted the need for some documents to be revoked or re-classified.

Council also reviewed 16 'design guidelines' that are currently on Council's planning website. The review identified that several of the guidelines are now obsolete or no longer relevant. Historically, these guidelines were unnecessarily presented to and adopted by Council. It is recommended in the future; the design guidelines not be adopted by Council as they are procedural guidelines and not creating new policy.

## **DISCUSSION**

A review of the design guidelines found that:

- 10 are out of date.
- 3 should be retained and reviewed.
- 2 are likely to require amending after policy changes.

The following provides a review on each of the design guidelines that are recommended to be revoked and removed from the website. In the future, design guidelines will be created and maintained by Council Officers.

### **1. *Special Building Overlay (Adopted 17 October 2002)***

The guideline includes the overlay purpose, permit triggers, application requirements and decision guidelines. These were copied verbatim from the overlay. On several occasions, the overlay and guidelines have been amended. The introduction of VicSmart has also significantly altered the overlay.

### **2. *Land Subject to Flooding – Overlay (Adopted 17 October 2002)***

The information contained in the guideline is out of date and applicants and residents should refer to the latest copy of the LSIO in the planning scheme for purpose, permit trigger and decision guidelines.

3. *Cultural Heritage Management Plan (CHMP) (Adopted June 2008)*

This document is now out of date due to legislation changes. Council's website will be updated to provide a link to relevant State Government website(s) that provide up to date guidance.

4. *Neighbourhood Description (Adopted 24 August 2001)*

This document references old policy which is missing significant changes and is no longer useful. Council directs applicants to planning Practice Note 43 which details what is expected of the neighbourhood and site description. This is managed and updated by DTP.

5. *Brothels in Monash (Adopted 18 December 2001)*

The 2001 guideline contains out of date references and guidance that is now obsolete and would not hold up at VCAT or under current planning policies. Legislation changes introduced by the *Sex Work Decriminalisation Act 2021* will make the policies relating to brothels in the planning scheme out of date. These changes will come into effect on 1 December 2023.

6. *Guidelines for Multi-storey Development of three storeys and above in the City of Monash (Adopted 18 May 2004)*

The zone references are out of date and there are large slabs of text copied across. The relevant design guideline tips were captured and updated in local planning policies and strategic documents. This document also outlines permit triggers which is not recommended given these change overtime.

7. *Car Parking in Monash (Amended 24 March 2009)*

There are several out of date references including: zones, land use terms, car parking rates and the Principal Public Transport Network (PPTN) has since been introduced. The cash in lieu scheme is referenced and this has since been revoked from the scheme. This document also outlines permit triggers and there have been changes to this since 2009.

8. *Medical and Veterinary Centres (Adopted 19 November 2004)*

The guideline contains out of date information relating to zones, triggers, parking rates, definitions and policies. Relevant information guiding future developments for these uses are contained in the planning scheme.

9. *Child Care Centres (Adopted 19 November 2004)*

The guideline contains out of date information relating to zones, triggers, parking rates, definitions and policies. Relevant information guiding future developments for these uses are contained in the planning scheme.

10. *Place of Assembly and Worship (Adopted 19 November 2004 and amended 2 January 2007)*

The guideline contains out of date information relating to zones, triggers, definitions and policies. Relevant information guiding future developments for these uses are contained in the planning scheme.

11. *Non-residential uses in residential zones (Adopted 19 November 2004)*

The Non-residential use in residential zones is a cover sheet that references three guidelines including:

- A guide to childcare centres in Monash
- A guide to Medical and veterinary centres in Monash
- A guide to places of assembly and places of worship in Monash.

The guidelines provided in these non-residential uses in residential areas relate to signage, car parking, landscaping, and site selection. All of these are contained within policies in the Monash Planning Scheme. The three documents and cover sheet make note to policies, zones, definitions, parking rates, signage triggers that have all since being amended in the planning scheme.

The below documents will be reviewed in 2023. It is proposed that these documents be re-classified as procedure documents and released to Council officers for management and no longer require a formal adoption at a meeting of Council:

1. *Electricity Supply Meter Boxes*

This policy is still used regularly and referenced in planning permits. It is recommended that a review is undertaken, and the document updated to capture any changes needed. The reviewed and updated document will not need to be adopted by Council as it is guidance and not policy.

2. *Home Based Business Monash*

This policy is still relevant. It is recommended that a review is undertaken, and the document updated to capture any changes needed. The reviewed and updated document will not need to be adopted by Council as it is guidance and not policy.

3. *Multi-Unit and Commercial Developments WMP – Guide for Applicants (No date but written or reviewed at least 2017 onwards)*

This policy is still relevant. The document is not dated but it appears to have been updated as recently as 2017. Ensure date is added to next review.

It is recommended that a review is undertaken, and the document updated to capture any changes needed including dating the guideline. The reviewed and updated document will not need to be adopted by Council as it is guidance and not policy.

12. *Urban Design Guidelines - Monash Technology Precinct (Monash Specialised Activity Centre)(Adopted January 2008)*

This document is still references in several Municipal Strategic Statement (MSS) sections and local policy in the Monash Planning Scheme.

13. *Student Accommodation (Adopted 25 August 2009)*

This document is still references in several Municipal Strategic Statement (MSS) sections and local policy in the Monash Planning Scheme.

**POLICY IMPLICATIONS**

None.

**CONCLUSION**

The project to review the Policy Register highlighted several documents for revocation and re-classification. We note that while these documents were relevant and helpful at the time of creation, they are no longer current and contain outdated information and references.