

# Minutes

Scheduled Council Meeting

Tuesday 20 February 2024 at 6:30 pm

Council Chamber at Civic Centre,  
25 Ferres Boulevard, South Morang

# Administrators

Lydia Wilson                      Chair of Council

Peita Duncan                      Administrator

Christian Zahra AM              Administrator

On 19 June 2020 the Acting Minister for Local Government appointed the Panel of Administrators for the City of Whittlesea and appointed Lydia Wilson as Chair of the Panel. The Panel of Administrators comprises of Lydia Wilson, Peita Duncan and Christian Zahra who will undertake the duties of the Council of the City of Whittlesea until the October 2024 Local Government Election.

# Senior Officers

Craig Lloyd                      Chief Executive Officer

Emma Appleton                  Director Planning & Development

Agata Chmielewski              Director Community Wellbeing

Sarah Renner                      Director Customer & Corporate Services

Debbie Wood                      Director Infrastructure & Environment

Janine Morgan                    Executive Manager Public Affairs

Jacinta Stevens                  Executive Manager Office of Council & CEO

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## **1 Opening**

### **1.1 Meeting Opening and Introductions**

The Chair of Council, Lydia Wilson opened the meeting at 6:30pm.

“Welcome to this Council Meeting of 20 February 2024 which is being held in person in the Council Chamber at Civic Centre, 25 Ferres Boulevard, South Morang and also being live streamed.

I am Lydia Wilson, Chair of Council and I would also like to introduce my Panel colleagues, Administrators Peita Duncan and Christian Zahra. I would also like to introduce our Chief Executive Officer, Craig Lloyd and ask that he in turn introduce the members of the Executive Leadership Team in attendance today.”

“Good evening everyone, we also have with us:

Emma Appleton, Director Planning & Development;  
Agata Chmielewski, Director Community Wellbeing;  
Sarah Renner, Director Customer & Corporate Services;  
Debbie Wood, Director Infrastructure & Environment;  
Janine Morgan, Executive Manager Public Affairs; and  
Jacinta Stevens, Executive Manager Office of Council & CEO.

These members of the Executive Leadership Team will join us during the meeting.”

### **1.2 Apologies**

Nil

### 1.3 Acknowledgement of Traditional Owners Statement

The Chair of Council, Lydia Wilson read the following statement:

*“On behalf of Council, I recognise the rich Aboriginal heritage of this country and acknowledge the Wurundjeri Willum Clan and Taungurung People as the Traditional Owners of lands within the City of Whittlesea.*

*I would also like to acknowledge Elders past, present and emerging.”*

### 1.4 Diversity and Good Governance Statement

The Chair of Council, Lydia Wilson read the following statement:

*“At the City of Whittlesea we are proud of our diversity and the many cultures, faiths and beliefs that make up our community. We strive to be an inclusive welcoming City that fosters active participation, wellbeing and connection to each other and this land. We commit as a Council to making informed decisions to benefit the people of the City of Whittlesea now and into the future, to support our community’s vision of A Place For All.”*

### 1.5 Acknowledgements

The Chair of Council, Lydia Wilson made the following acknowledgements:

#### **Anniversary of the Bushfires**

We would like to acknowledge the anniversary of the bushfires. We recently marked the 15-year anniversary of the 2009 bushfires that devastated the City of Whittlesea.

Each year we take the time to pause, reflect and remember those who lost their lives and those who were affected by this tragic event.

And we take a moment to thank our emergency service staff and volunteers who have played such a critical role in safeguarding our community each year.

#### **Mernda Library Opening**

I would also like to report the opening of our long-awaited Mernda Library and to note that the library has opened its doors and is already proving to be immensely popular.

In its first week the library had 2254 visitors through its doors, with some 2564 items borrowed and we are really pleased to report we had approximately 179 new members who signed up which is really fabulous news.

The library service is delivered by Council’s partner the Yarra Plenty Regional Library Corporation and I am really delighted to say that I am on the board of the Yarra Plenty Regional Library Corporation alongside our Director Community Wellbeing. It is a real privilege to be on the board of the YPRL.

### **Citizenship Ceremonies**

We have had a number of Citizenship ceremonies already this year, we have had four Citizenship Ceremonies, at which I have been presiding officer.

Across the four events, we had the honour of welcoming 280 residents, from over an amazing 30 different countries, and we have welcomed them as new citizens to Australia but importantly to the City of Whittlesea.

We often reflect at the Citizenship ceremonies that they are absolutely wonderful celebrations for those becoming citizens and their families and friends. As I said we are delighted to welcome 280 new citizens to the City of Whittlesea.

### **Research Grant**

We want to extend our very sincere congratulations to one of the members of our Business Advisory Panel, JR Hammer in Thomastown who was recently awarded an amazing \$3m federal grant across 3 years for research to develop an environmentally friendly technique to enable the re-use of PVC.

I also just need to mention that it was a partnership project with CSIRO, RMIT and vinyl council. Congratulations to JR Hammer in their success in receiving that grant.

Administrator Christian Zahra made the following acknowledgements:

### **Youth Council**

Earlier this month, we were all excited to welcome 13 passionate young people from across the City of Whittlesea, who began their two-year term as the City of Whittlesea's first Youth Council.

The Youth Council formally replaces the City of Whittlesea Youth Advisory Committee and will provide valuable advice to Council on matters that affect young people in the community. I should acknowledge the excellent work previously done by the Youth Advisory Committee as well, in acknowledging the creation of this new Youth Council.

A Youth Council Mayor and Deputy Mayor will be elected at the March Youth Council Meeting, with the group meeting monthly to discuss matters referred to them.

I wish, and I think all of us as Administrators wish the Youth Council all the very best for the term, and I look forward to working with them and hearing their voices and unique perspectives on important issues.

### **Community Awards**

I am pleased to announce that we have received an overwhelming number of nominations for the City of Whittlesea Community Awards. I am advised around about 90 nominations have been received.

These awards recognise the outstanding service of residents who have made a valuable contribution to our community, and I look forward to you Chair presenting the awards at the City of Whittlesea Community Festival on Sunday 17 March.

Administrator Peita Duncan made the following acknowledgements:

### **Australia Day Award Honour**

I would like to extend our congratulations on behalf of Administrators and the Council to Mr Jim Liaskos of Bundoora, who was awarded a Member of the Order of Australia this year in the Australia Day honours list, which is just fantastic. He was awarded the honour for significant service to business and to industry as a leader and a mentor.

Mr Liaskos is a Director of AirLift Hovercraft and he is the former chairman of the Australian Fashion Council, Melba Industries, Polyester Insulation Manufacturer's Association and Paintback. A very big congratulations.

### **Community Mural**

Well done to all the students from Al Siraat College, Edgars Creek Secondary College and Wollert Secondary College for the creation of a beautiful mural at the Y Leisure City in Epping.

I know the finished result was after months and months of hard work and collaboration with the street artist Baby Guerrilla.

It's just fantastic and I am sure it is wonderful for all of us to see all the students coming together and working collaboratively to create a beautiful mural and something really special that all our community can enjoy. Thank you so much to those 3 schools and their students and to Baby Guerrilla for also being the artist that put the mural together.

## 2 Declarations of Conflict of Interest

No declarations.

## 3 Confirmation of Minutes of Previous Meeting/s

### COUNCIL RESOLUTION

<b>Moved:</b>	<i>Administrator Peita Duncan</i>
<b>Seconded:</b>	<i>Administrator Christian Zahra</i>

**THAT the following Minutes of the preceding meeting as circulated, be confirmed:**

- **Scheduled Meeting of Council held on 19 December 2023.**

**CARRIED**

## **4 Public Questions, Petitions and Joint Letters**

### **4.1 Public Question Time**

**The Executive Manager Office of Council & CEO read the below question on behalf of Basel Alogaidi of South Morang**

What has the council prepared to fulfill their maintenance responsibilities for the Waterstone Hill Estate public land and reserves?

**Chief Executive Officer, Craig Lloyd**

Thank you for your question. The Waterstone Hill Estate reserve is maintained by an Owners Corporation with its members being the owners of 332 lots within the estate. The Owners Corporation was created at the time the estate was subdivided.

The agreement is registered on each of the 332 titles. Council as the owner of the reserve, oversees and regularly audits this maintenance. Council has provided advice to the Owners Corporation on the steps that will need to be taken to make an application to change this arrangement.

Our staff are available to discuss this further should you require more detail.

**The Executive Manager Office of Council & CEO read the below question on behalf of Bruce Langford of Whittlesea**

What can the Council do about changing local regulations regarding the installation of independent domestic electricity systems?

**Chief Executive Officer, Craig Lloyd**

Thank you for your question. Our thoughts are with those who have been, and in some cases still are, impacted by recent power outages.

The City of Whittlesea does not have the authority to review or make decisions on State or National regulations related to the installation and operation of independent domestic electricity systems. There are a number of regulatory bodies who oversee the domestic electricity market including the Australian Energy Market Commission. There is more information available on the Australian Energy Regulator's website at [aer.gov.au](http://aer.gov.au) if you would like to find out more.

**The Executive Manager Office of Council & CEO read the below question on behalf of Courtney Millett of Craigieburn**

With a Muslim population of over 9%, what is the Whittlesea Council doing to show their support for the Palestinian people and cause?

**Chief Executive Officer, Craig Lloyd**

Thank you for your question. The City of Whittlesea extends its thoughts and sympathies to those impacted by the war in the Middle East. We are a diverse community, and home to almost a quarter of a million people.

38% of our residents were born overseas from over 114 different countries and are of many different faiths.

Council's vision is to be A Place for All.

Through the provision of inclusive and accessible facilities, important services and an impactful array of programs including community grants, we seek to make lives better for all in our diverse community.

As a Council, we take pride in honouring and supporting a comprehensive program of significant cultural and religious dates and events that are important to our residents to foster a sense of belonging for all here in the City of Whittlesea.

**4.2 Petitions**

**4.2.1 Palestine Petition**

The Preamble of the petition states:

*“As of the 19/2/24, the death toll in Gaza has just passed 28,000. While this may be happening thousands of miles away, many local Whittlesea community members are deeply affected by this conflict, particularly those who share religious, cultural, and familial ties to those in Palestine.*

*We ask the council pass a motion in support of Palestine. This motion must contain these essential elements:*

- \* A call for an immediate, unconditional and permanent ceasefire.*
- \* A call for withdrawal of Israel from occupied Palestinian land.*
- \* An acknowledgement and mourning of the horrific loss of Palestinian and Israeli lives, and a condemnation of all attacks targeting civilians.*
- \* An acknowledgement that the conflict did not begin on October 7th, but with the Israeli occupation of Palestine.*
- \* An acknowledgement that many global organisations and institutions have documented evidence of war crimes committed by Israel against Palestinians.*
- \* A commitment to fly the Palestinian flag above the Council Office.*
- \* Call upon the Australian Government to condemn Israeli war crimes, call for an immediate, unconditional and permanent ceasefire, and end all military, economic, political and diplomatic ties to Israel until it complies with its obligations under international law.*

**Officers’ Recommendation**

**THAT Council note the petition.**

**COUNCIL RESOLUTION**

<b>Moved:</b>	<i>Administrator Christian Zahra</i>
<b>Seconded:</b>	<i>Administrator Peita Duncan</i>

**THAT Council adopt the recommendation for the Palestine Petition.**

**CARRIED**

**ADMINISTRATOR/S WHO SPOKE TO MOTION**

Chair of Council Lydia Wilson made the following statement:

I would like to speak to this motion and provide a statement on behalf of the City of Whittlesea.

“The City of Whittlesea extends our thoughts and sympathies to those in our community who have family and friends directly impacted by the war in the Middle East.

We do not condone violence and respect the right of everyone to live peacefully in accordance with their human rights.

These international issues are the remit of the Federal Government and as a local Council we will continue to focus our efforts on delivering services for our local community as already mentioned in our public question response”.

<b>VOTING</b>			
<b>UNANIMOUS</b>	<b>FOR</b>	<b>AGAINST</b>	<b>ABSTAINED</b>
<i>YES</i>			

### 4.2.2 Australia Day Petition

The preamble of the petition states:

*“Australia Day means different things to many. It is still a day to be proud and acknowledge the sum of all Australians. It is also a day to acknowledge those who have served, fought, and died under our flag, defending our freedoms. For some Australia Day may be painful.”*

*“We believe that the debate about Australia Day is not the role of local Councils – who should be focused on local issues. We ask that Council leave Australia Day alone and hold community events that:*

- celebrate Australia Day;*
- acknowledge Indigenous Culture;*
- mark Australia Day with Citizenship Ceremonies”.*

#### Officers’ Recommendation

**THAT Council note the petition. The petition from a large number of signatories request “Council leave Australia Day alone and hold community events that celebrate Australia Day, acknowledge Indigenous Culture and mark Australia Day with Citizenship Ceremonies.”**

#### COUNCIL RESOLUTION

<b>Moved:</b>	<i>Administrator Christian Zahra</i>
<b>Seconded:</b>	<i>Administrator Peita Duncan</i>

**THAT Council adopt the recommendation for the Australia Day Petition.**

**CARRIED**

#### ADMINISTRATOR/S WHO SPOKE TO MOTION

*Nil*

#### VOTING

UNANIMOUS	FOR	AGAINST	ABSTAINED
YES			

**4.3 Joint Letters**

No Joint Letters.

## 5 Officers' Reports

### 5.1 Quarterly Corporate Performance Report - Q2 ended 31 December 2023

**Director/Executive Manager:** Director Customer & Corporate Services

**Report Author:** Unit Manager Financial Strategy & Performance

**In Attendance:** Chief Financial Officer

#### Executive Summary

This report provides the Quarterly Corporate Performance (Q2) outcomes and comprehensive summary for the period ended 31 December 2023 provided at **Attachment 1** relating to:

- Council's financial performance
- Community Plan Action Plan 2023-24
- Good Governance Actions
- 2023-24 Capital Works Program

#### Officers' Recommendation

**THAT Council:**

1. **Notes the Quarterly Corporate Performance Report for the period ended 31 December 2023 at Attachment 1**
2. **Notes the financial performance for the period ended 31 December 2023 contained within Attachment 1.**

#### COUNCIL RESOLUTION

<b>Moved:</b>	<i>Administrator Christian Zahra</i>
<b>Seconded:</b>	<i>Administrator Peita Duncan</i>

**THAT Council adopt the recommendation for the Quarterly Corporate Performance Report.**

**CARRIED**

#### ADMINISTRATOR/S WHO SPOKE TO MOTION

*Administrator Christian Zahra*

*Administrator Peita Duncan*

*Chair of Council Lydia Wilson*

<b>VOTING</b>			
<b>UNANIMOUS</b>	<b>FOR</b>	<b>AGAINST</b>	<b>ABSTAINED</b>
<i>YES</i>			

## 5.2 Planning Scheme Amendment C269 – 149 McKimmies Road Bundoora Rezoning Exhibition Outcome

**Director/Executive Manager:** Director Planning & Development

**Report Author:** Strategic Planner

**In Attendance:** Manager Strategic Futures

### Executive Summary

This report details the outcomes of the public exhibition of Planning Scheme Amendment C269 which applies to land at 149 McKimmies Road, Bundoora, and includes the consideration of submissions and recommended next steps.

Amendment C269 applies to 36.4Ha of land at 149 McKimmies Road, Bundoora (shown on Attachment 1). From 1964 to 1992 the site was used as a basalt quarry. From 2000 the site has been progressively filled using 'clean fill' material. With these operations ceasing, the current landowner is proposing to use the site for residential purposes. This responds to the strategic direction provided by Thomastown Industrial Area Plan (2018) which found the site unlikely to support industrial use long term and identifies residential as a possible alternate use and State policy to facilitate the remediation of contaminated land, particularly on sites in developed areas of Melbourne with the potential for residential development.

To facilitate this use, the Amendment seeks to:

- rezone part of the subject site from Industrial 1 Zone to the General Residential Zone (new schedule GRZ6),
- apply the Development Plan Overlay (DPO) with a new scheduled (DPO40) to the rezoned land; and
- amend the Land Subject to Inundation Overlay (LSIO) to accord with Melbourne Water's updated flood mapping.

The proposed zoning map is included at Attachment 2.

Council resolved at its September 2022 meeting to seek authorisation from the Minister for Planning to prepare and exhibit Amendment C269 to the Whittlesea Planning Scheme. Authorisation was granted by the Minister for Planning in July 2023.

The Amendment was publicly exhibited between 14 September and 15 October 2023. Council notified owners and occupiers of 92 neighbouring properties, affected agencies and prescribed Ministers. Council Officers also held a community information session on October 2nd, inviting interested members of the community to discuss the Amendment directly with Council officers. 13 members of the public attended with Council Officers sharing information on the proposal and current conditions and activities on the site.

Council received nine submissions during the exhibition period. Three submissions were received from residents, four from agencies and one from the operators of the immediately adjoining Dyson bus depot to the north. A late submission was also received by the proponent in support of the Amendment. Issues raised by the submissions include the extent of waterway reserve along Darebin Creek, ensuring compliance with implementation of Statement of Environmental Audit as part of the next stages of development, traffic and site access issues to McKimmies Road, acoustic and air quality issues, and interface treatments of the proposed residential neighbourhood to the neighbouring bus depot.

This report will discuss the outcomes of the public exhibition process. A summary of each of the submissions and officer's recommendations in relation to the Amendment are contained in Attachment 3 to this report and an amended DPO schedule showing how the changes would appear if they were recommended by the Panel is included at Attachment 4. As a number of submissions cannot be resolved, the report recommends that Council submit a request to the Minister for Planning to appoint an independent Planning Panel to consider all submissions. Further, the report recommends that officers be authorised to continue discussions to seek resolution of unresolved submissions in the lead up to the Planning Panel.

The outcomes of the Planning Panel and its recommendations will be reported to Council following the release of the Panel report.

**Officers' Recommendation**

**THAT Council:**

1. Request the Minister for Planning appoint an independent Planning Panel to consider all submissions made in relation to proposed Planning Scheme Amendment C269 to the Whittlesea Planning Scheme.
2. Refer all submissions to the Planning Panel.
3. Note for the purposes of advocacy at the Planning Panel, Council's submissions recommend to the Planning Panel that the form of Development Plan Overlay Schedule 40 should be generally in the form of Attachment 4.
4. Authorise officers to continue discussions to seek resolution of unresolved submissions prior to the Panel Hearing, consistent with the officer recommendations detailed within this report and Attachment 3.
5. Advise the proponent, submitters and Planning Panels Victoria of point 1. above.

**COUNCIL RESOLUTION**

<b>Moved:</b>	<i>Administrator Peita Duncan</i>
<b>Seconded:</b>	<i>Administrator Christian Zahra</i>

**THAT Council adopt the recommendation in relation to the Planning Scheme Amendment C269.**

**CARRIED**

**ADMINISTRATOR/S WHO SPOKE TO MOTION**

*Administrator Peita Duncan*

*Administrator Christian Zahra*

*Chair of Council Lydia Wilson*

**VOTING**

UNANIMOUS	FOR	AGAINST	ABSTAINED
YES			

### 5.3 Planning Scheme Amendment C278 - Update to the former Wollert Church Heritage Overlay

**Director/Executive Manager:** Director Planning & Development

**Report Author:** Coordinator Planning Policy & Implementation

**In Attendance:** Coordinator Planning Policy & Implementation

#### Executive Summary

This report recommends that Council writes to the Minister for Planning to request the preparation and approval of a Planning Scheme Amendment (C287wsea) to modify the *Whittlesea Planning Scheme* to correctly reflect the new location of the former Wollert Methodist Church on the Carome Homestead site. It is proposed to prepare the amendment under Section 20(4) of the *Planning and Environment Act 1987*.

The former Wollert Methodist Church was moved from its original location near the intersection of Epping and Lehrmanns Roads in Wollert by Major Road Projects Victoria as a result of the Epping Road duplication. Following discussions between Major Road Projects Victoria and Council, Major Road Projects Victoria agreed to refurbish the Church and relocate it to the site of the Carome Homestead site in 2022, in consultation with the site's Committee of Management.

The proposed amendment will remove the Heritage Overlay (HO165) from the original location of the former church and update the Schedule to the Heritage Overlay, the Statement of Significance for the Carome Homestead, and associated mapping of the *Whittlesea Planning Scheme* to reflect the new location of the former church within the curtilage of the Homestead (HO17). The Carome Homestead has been adapted for re-use and provides a restaurant/cafe on site. It is intended that the former Church will also be used for a similar use (i.e. hospitality).

Council officers sought advice from officers at the Department of Transport and Planning (DTP) to prepare the amendment under Section 20(4) of the *Planning and Environment Act 1987*, which enables the Minister of Planning to intervene and exempt an amendment from the requirements of sections 17, 18, and 19 (relating to notification and exhibition) of the Act.

The circumstances in which this power may be used are that if the Minister considers that:

- compliance with any of those requirements is not warranted; or
- it is in the interests of Victoria or any part of Victoria to make such an exemption appropriate.

This was considered appropriate given the amendment is essentially an administrative update to the scheme to reflect the relocation of the former church. DTP agreed that the proposed amendment met the tests set out in Planning Practice Note, Ministerial Powers of Intervention in Planning and Heritage Matters (November 2004) to proceed under this provision.

**Officers' Recommendation**

**THAT Council submits the proposed Amendment C278 Wollert Church Relocation to the Minister for Planning, to formally prepare and approve Amendment C278wsea, under Section 20 (4) of the *Planning and Environment Act 1987*, to the *Whittlesea Planning Scheme*, as presented in Attachments 1 – 6.**

**COUNCIL RESOLUTION**

<b>Moved:</b>	<i>Administrator Christian Zahra</i>
<b>Seconded:</b>	<i>Administrator Peita Duncan</i>

**THAT Council adopt the recommendation in relation to the Planning Scheme Amendment C278.**

**CARRIED**

**ADMINISTRATOR/S WHO SPOKE TO MOTION**

*Administrator Christian Zahra*

*Administrator Peita Duncan*

*Chair of Council Lydia Wilson*

**VOTING**

UNANIMOUS	FOR	AGAINST	ABSTAINED
YES			

## 5.4 Tender Evaluation Report - 2023-114 Construction of Granite Hills Major Community Park

**Director/Executive Manager:** Director Infrastructure & Environment

**Report Author:** Senior Parks Project Manager

**In Attendance:** Unit Manager Parks Development

### Executive Summary

This report summaries the evaluation of the tender submissions received for the Tender 2023-114, Construction of Granite Hills Major Community Park.

The tender evaluation panel advises that:

- Four tenders were received.
- The recommended tender was the highest ranked.
- Collaborative tendering was not undertaken in relation to this procurement because it is not listed in the Northern Councils Alliance consolidated contract register.
- This contract relates to a unique need for the City of Whittlesea.
- This contract relates to a Federal or State Government grant funded project.

### Officers' Recommendation

**THAT Council:**

1. **Resolve to award the following contract to Warrandale Industries Pty Ltd:**  
**Number: 2024-114**  
**Title: Construction of Granite Hills Major Community Park**  
**Cost: A lump sum of \$5,449,678.39 (excluding GST)**  
**subject to the following conditions:**
  - a) **Contractor providing contract security and proof of currency for insurance cover as required in the tender documents.**
  - b) **Price variations to be in accordance with the provisions as set out in the conditions of contract.**
2. **Approve the funding arrangements as detailed in the confidential attachment.**
3. **Authorise the Chief Executive Officer to sign and execute the contract on behalf of Council.**

**COUNCIL RESOLUTION**

<b>Moved:</b>	<i>Administrator Peita Duncan</i>
<b>Seconded:</b>	<i>Administrator Christian Zahra</i>

**THAT Council adopt the recommendation for Contract 2023-114 for the construction of Granite Hills Major Community Park.**

**CARRIED**

**ADMINISTRATOR/S WHO SPOKE TO MOTION**

*Administrator Peita Duncan*

*Administrator Christian Zahra*

**VOTING**

<b>UNANIMOUS</b>	<b>FOR</b>	<b>AGAINST</b>	<b>ABSTAINED</b>
YES			

## 5.5 Variation and Extension of Contract 2017-137 - Supply of Bulk Fuel

**Director/Executive Manager:** Director Infrastructure & Environment

**Report Author:** Acting Manager Maintenance & Operations

**In Attendance:** Unit Manager Fleet Services

### Executive Summary

This report seeks to extend Contract 2017-137 with BP Australia for the provision of bulk fuel, which is required to fill the fuel tanks at Epping Depot to allow on-site refuelling of depot-based trucks and plant.

The Municipal Association of Victoria (MAV) undertook a procurement process in July 2017 for the provision of bulk fuel, fuel cards and vehicle lubricants on behalf of Victorian Councils. BP Australia was awarded the contract for the provision of bulk fuel which the City of Whittlesea has utilised since the contract was awarded.

MAV has extended the contract with BP Australia by 12 months to 31 January 2025, which has resulted in Council requiring a variation and extension of the contract given its financial value.

A variation and extension of this contract is required to enable Council's fleet of passenger and light commercial vehicles, plant and mobile equipment to continue the delivery of key services to the community. This variation request includes a 12 month extension of the contract and additional budget of \$563,000 (excluding GST) to ensure appropriate funding is available for the extension of the contract period.

### Officers' Recommendation

**THAT Council approve the variation and extension of Contract 2017-137 for the provision of bulk fuel until 31 January 2025, including a variation of \$563,000 excluding GST.**

### COUNCIL RESOLUTION

<b>Moved:</b>	<i>Administrator Peita Duncan</i>
<b>Seconded:</b>	<i>Administrator Christian Zahra</i>

**THAT Council adopt the recommendation for the variation of Contract 2017-137.**

**CARRIED**

## ADMINISTRATOR/S WHO SPOKE TO MOTION

*Nil*

## VOTING

UNANIMOUS	FOR	AGAINST	ABSTAINED
YES			

## 5.6 Informal Meetings of Administrators

**Director/Executive Manager:** Executive Manager Office of Council & CEO

**Report Author:** Coordinator Governance Administration

### Executive Summary

Chapter 5 of the Council Governance Rules requires a summary of the matters discussed at a meeting of Councillors (Administrators) that:

- is scheduled or planned for the purpose of discussing the business of Council or briefing Councillors (Administrators);
- is attended by at least one member of Council staff; and
- is not a Council meeting or Delegated Committee meeting.

The summary of matters discussed at the meeting must be:

- tabled at the next convenient Council meeting; and
- recorded in the minutes of that Council meeting.

The record of Informal Meetings of Councillors (Administrators) at Attachment 1 is reported to Council in accordance with this requirement.

### Officers' Recommendation

**THAT Council note the record of Informal Meetings of Administrators at Attachment 1.**

### COUNCIL RESOLUTION

<b>Moved:</b>	<i>Administrator Peita Duncan</i>
<b>Seconded:</b>	<i>Administrator Christian Zahra</i>

**THAT Council adopt the recommendation in relation to noting the Informal Meetings of Administrators report.**

**CARRIED**

### ADMINISTRATOR/S WHO SPOKE TO MOTION

*Nil*

### VOTING

UNANIMOUS	FOR	AGAINST	ABSTAINED
YES			

## 5.7 Administrator Update Report

**Director/Executive Manager:** Executive Manager Office of Council & CEO

**Report Author:** Executive Manager Office of Council & CEO

### Executive Summary

Administrators set an ambitious program at the outset of their four-year term with the development of a comprehensive *Administrator Action Plan 2020-2024* (Action Plan) to confirm actions and commitments to ensure continued good governance and the achievement of strategic priorities. The Action Plan outlined priorities in line with the Community Vision, Whittlesea 2040: *A Place for All*.

The purpose of this report is to present the biannual Administrator Update for the period July 2023 to December 2023 which incorporates achievements during this reporting period and significant work already completed in preparation for the return of an elected Council.

### Officers' Recommendation

**THAT Council:**

1. **Note the biannual Administrator Update report at Attachment 1 for the period July to December 2023.**
2. **Note a copy of the Administrator Update report was provided to the Hon. Melissa Horne, Minister for Local Government Victoria, Executive Director Local Government Victoria, and all local Members of Parliament in January 2024.**
3. **Note a final detailed report and proposed roadmap for newly elected Council will be provided to the Minister for Local Government in August 2024.**

### Extension of speaking time

Chair of Council, Lydia Wilson exercised her discretion to extend speaking time for all Administrators for a further two minutes in accordance with Governance Rule 35.5.

### COUNCIL RESOLUTION

<b>Moved:</b>	<i>Administrator Christian Zahra</i>
<b>Seconded:</b>	<i>Administrator Peita Duncan</i>

**THAT Council adopt the recommendation for the biannual Administrator update report.**

**CARRIED**

## ADMINISTRATOR/S WHO SPOKE TO MOTION

*Chair of Council Lydia Wilson*

*Administrator Christian Zahra*

*Administrator Peita Duncan*

## VOTING

UNANIMOUS	FOR	AGAINST	ABSTAINED
YES			

## **6 Notices of Motion**

No Notices of Motion

## **7 Urgent Business**

No Urgent Business

## **8 Reports from Council Representatives and CEO Update**

### **8.1 Administrator Peita Duncan's Report**

- Citizenship Ceremony held on 25 January 2024 with 70 conferees.
- Council Briefing held on 30 January 2024
- Council Briefing held on 6 February 2024
- Special Council Briefing held on 20 February 2024
- Scheduled Council Meeting held on 20 February 2024

### **8.2 Administrator Christian Zahra's Report**

- City of Whittlesea Community Awards Committee held on 22 January 2024
- Council Briefing held on 30 January 2024
- Council Briefing held on 6 February 2024
- Audit and Risk Committee meeting held on 13 February 2024
- Special Council Briefing held on 20 February 2024
- Scheduled Council Meeting held on 20 February 2024

### **8.3 Chair of Council Lydia Wilson's Report**

- Two Citizenship ceremonies held on 25 January 2024 with a total 140 conferees
- Council Briefing held on 30 January 2024
- Yarra Plenty Regional Library CEO Employment Matters Sub Committee held on 1 February 2024
- Two Citizenship ceremonies held on 1 February with a total 140 conferees.
- Council Briefing held on 6 February 2024
- Audit and Risk Committee meeting held on 13 February 2024
- Business Advisory Panel held on 15 February 2024
- MAV – 2024 Local Government Reform Consultation Paper Session held on 16 February 2024
- Special Council Briefing held on 20 February 2024
- Scheduled Council Meeting held on 20 February 2024

#### **8.4 Chief Executive Officer, Craig Lloyd Update**

##### **Laurimar Public Amenity Sod-turn**

Last Friday it was my pleasure to join Member for Yan Yean Lauren Kathage MP to break ground on a new public toilet and improved pedestrian walkways that will benefit visitors to Laurimar Town Centre in Doreen.

The fully automated, accessible and self-cleaning unisex public toilet will be installed at the site of Laurimar Community Activity Centre on Hazel Glen Drive.

In addition, new pedestrian pathways, an accessible parking bay and landscaping will help provide more accessibility for visitors to the area, making it easier and more convenient to get around.

We are expecting the new facility to be finished mid-year and has been jointly funded by the City of Whittlesea and the Victorian Government's Our Suburbs: Living Local Fund.

##### **EV Fleet Transition**

In a step towards making our city greener and cleaner, Council has been transitioning our fleet to electric vehicles with the arrival of two electric sedans and two utes.

The transition to a fully electric fleet will occur over several years and supports the City of Whittlesea's net-zero goal by reducing carbon emissions and reliance on carbon offsets.

Transport is a major source of greenhouse gas emissions so this is an important step forward, and by using the electric cars, we will also be saving money in the long run through lower operating costs and less maintenance on our fleet.

##### **Olivine Recreation Reserve**

Stage 1 of the Olivine Recreation Reserve in Donnybrook is now complete.

Built by the property developer Mirvac in collaboration with the City of Whittlesea, the precinct features a pavilion, netball and futsal courts, cricket nets, dog park and a playground.

The benefits to the community of the pavilion will extend well beyond sport, with organisations able to hire out a room for community-based activities.

Construction on the precinct's second stage, which includes two football and cricket ovals, started before Christmas and is expected to be completed in the coming months.

### **Business Awards**

Nominations for the City of Whittlesea Business Awards are now open.

These awards provide an opportunity for our business community to showcase their success and contribution to our local community and beyond.

Awards will be presented across 6 categories, and that includes a new category this year for Home-Based Businesses. Entries close on Sunday 3 March and you can find out more on our website at [www.whittlesea.vic.gov.au/BusinessAwards](http://www.whittlesea.vic.gov.au/BusinessAwards).

### **Kinder Open Days**

A reminder to families that our annual Kindergarten Open Day and Night is coming up.

On Thursday 29 February from 5:30pm to 7:30pm and also on Saturday 2 March from 9:30am to 11:30am, families can tour local kinders, meet teachers and learn more about kindergarten in the City of Whittlesea.

Again, you can find out more information about that on our website.

## **9 Confidential Business**

No confidential items.

## **10 Closure**

There being no further business the Chair of Council closed the Scheduled Council Meeting 20 February 2024 at 7:35pm.

Confirmed this 19<sup>th</sup> day of March 2024

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Lydia Wilson  
Chair of Council