



Agenda

Scheduled Council Meeting

Tuesday 18 June 2024 at 6pm

You are advised that a Meeting of Council has been called by the Chief Executive Officer on Tuesday 18 June 2024 at 6pm for the transaction of the following business.

This meeting will be held in the Great Hall at Civic Centre, 25 Ferres Boulevard, South Morang and will be [livestreamed via Council’s website](https://www.whittlesea.vic.gov.au/about-us/council/council-meetings/).

**C Lloyd**

**Chief Executive Officer**

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

Debbie Wood Acting Chief Executive Officer

Agata Chmielewski Director Community Wellbeing

Sharon Durantini Acting Director Customer & Corporate Services

Andrew Mason Acting Director Planning & Development

Nick Mazzarella Acting Director Infrastructure & Environment

Janine Morgan Executive Manager Public Affairs

Jacinta Stevens Executive Manager Office of Council & CEO

Order of Business

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**Note:**

At the Chair of Council’s discretion, the meeting may be closed to the public in accordance with Section 66(2)(a) of the *Local Government Act 2020*. The provision which is likely to be relied upon to enable closure is set out in each item. These reports are not available for public distribution.

**Question Time:**

Council will hold public question time for up to 30 minutes at each Scheduled Council Meeting to allow for public questions, petitions or joint letters from our community to be read out by the Chief Executive Officers delegate and responses will be provide by the Chief Executive Officer.

Questions are required to be submitted in writing no later than 12 noon on the day prior to a Scheduled Council Meeting.

Priority will be given to questions or statements that relate to agenda items. Any questions submitted after 12 noon the day prior will be held over to the following Council Meeting.

The Public Question form can be downloaded from Council’s website. Refer: <https://www.whittlesea.vic.gov.au/about-us/council/council-meetings/>

Council is committed to ensuring that all residents and ratepayers of the municipality may contribute to Council’s democratic process and therefore, if you have special requirements, please telephone the Governance Team prior to any Council Meeting on (03) 9217 2170.

**1 Opening**

**1.1 Meeting Opening and Introductions**

The Chair of Council, Lydia Wilson will open the meeting and introduce the Administrators and Acting Chief Executive Officer:

Administrator, Peita Duncan;

Administrator, Christian Zahra; and

Acting Chief Executive Officer, Debbie Wood.

The Acting Chief Executive Officer, Debbie Wood will introduce members of the Executive Leadership Team:

Agata Chmielewski, Director Community Wellbeing;

Sharon Durantini, Acting Director Corporate and Customer Services;

Andrew Mason, Acting Director Planning and Development;

Nick Mazzarella, Acting Director Infrastructure and Environment;

Janine Morgan, Executive Manager Public Affairs; and

Jacinta Stevens, Executive Manager Office of Council and CEO.

**1.2 Apologies**

**1.3 Acknowledgement of Traditional Owners Statement**

The Chair of Council, Lydia Wilson will 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 will 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**

**2 Declarations of Conflict of Interest**

**3 Confirmation of Minutes of Previous Meeting/s**

# Recommendation

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

**Scheduled Meeting of Council held on 21 May 2024.**

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

**4.1 Public Question Time**

**4.2 Petitions**

No Petitions

**4.3 Joint Letters**

No Joint Letters

**5 Officers' Reports**

5.1 LXRP Request for Declaration of Road - Keon Parade Railway Carpark Entrance

**5.1 LXRP Request for Declaration of Road - Keon Parade Railway Carpark Entrance**

**Director/Executive Manager:** Acting Director Customer & Corporate Services  
Acting Director Infrastructure & Environment

**Report Author:** Unit Manager Strategic Property

**In Attendance:** Unit Manager Strategic Property

# Executive Summary

The Level Crossing Removal Project (LXRP) has asked Council to consider declaring a small rectangular parcel of Council-owned land at 2 Keon Parade, Thomastown as road.

Access to the former Keon Park station carpark (owned by VicTrack Access) from Keon Parade relies on a private right of carriageway access registered on the title of Council’s land at 2 Keon Parade.

LXRP representatives and Council officers agree that the LXRP requires the certainty of road access over Council’s land to extend and develop a new commuter car park and additional sites following the completion of the grade separation works. Furthermore, the parties agree that a local road pursuant to S204 (2) of the *Local Government Act 1989* will satisfy the LXRP’s public access needs.

This report is intended to provide the background and reasoning in support of the officers’ recommendation to procure a Council resolution that declares Council’s land as a local road.

# Officers’ Recommendation

**THAT Council resolve to declare 2 Keon Parade, Thomastown a local road pursuant to s204(2) of the *Local Government Act 1989* andon the basis that the road is reasonably required for public use and be open to public traffic.**

# Background / Key Information

The Level Crossing Removal Project (LXRP) is seeking to secure public access over a small parcel of Council owned land at 2 Keon Parade, Thomastown and is asking Council to consider the public access needs and to declare the Council land as road.

Council’s land (Lot 2 on Plan of Subdivision LP99159) is 309 sqm in area and abuts the former Keon Park railway car park site owned by VicTrack. The VicTrack land is described as Lot 1 on Plan of Subdivision 708793P. The VicTrack land and Council’s land (highlighted in yellow) are shown on the Locality Plan attached (refer to Attachment 1).

Council’s land is derived from parent title Volume 8677 Folio 794 and a right of carriageway was created over Council’s land at the time to facilitate access to the VicTrack land only with no ‘as of right' access to the larger balance of the industrial precinct land to the north.

The LXRP is requesting public access over Council’s land by way of road to secure as of right access to all adjoining land to the west, including land recovered by raising the rail alignment and future developable land represented as ‘the Future IDO Area’ on the Locality Plan.

A declaration of a local road by resolution of Council pursuant to S204 (2) of the *Local Government Act 1989* requires a road to be reasonably required for public use and to be open to public traffic. Furthermore, Section 204 (3) provides clarity that the road does not become a public highway by virtue of Council’s resolution made under subsection 2.

The LXRP has emphasised the importance of public access to a car park to service commuter and a realisable development parcel from Keon Parade which is of critical importance to the Keon Park railway grade separation project and the community at large.

The impact of the LXRP’s request has been considered by the Urban Design & Transport department, the Strategic Futures department, and the Strategic Property Unit with a particular focus on the impact and direction of the industrial precinct to the north should Council declare the land a local road.

It is generally agreed that:

* the delivery of improved access/infrastructure to cater for future demand could be addressed by developers through legal instruments in conjunction with the planning process;
* given the objectives of the LXRP, the public nature of the grade separation works, and ancillary public infrastructure being delivered with some commercial development, Council’s parcel of land is reasonably required for public use and to be open to public traffic; and
* a local road pursuant to S204 (2) of the *Local Government Act 1989* is recommended as the appropriate characterisation.

# Alignment to Community Plan, Policies or Strategies

Alignment to Whittlesea 2040 and Community Plan 2021-2025:

**Connected Communities**

We work to foster and inclusive, healthy, safe and welcoming community where all ways of life are celebrated and supported.

**Liveable Neighbourhoods**

Our City is well-planned and beautiful, and our neighbourhoods and town centres are convenient and vibrant places to live, work and play.

**Strong Local Economy**

Our City is a smart choice for innovation, business growth and industry as well as supporting local businesses to be successful, enabling opportunities for local work and education.

**Sustainable Environment**

We prioritise our environment and take action to reduce waste, preserve local biodiversity, protect waterways and green space and address climate change.

**High Performing Organisation**

We engage effectively with the community, to deliver efficient and effective services and initiatives, and to make decisions in the best interest of our community and deliver value to our community.

A declaration of a local road by Council will emanate into outcomes that are aligned with all four goals under the Plan.

# Considerations of *Local Government Act (2020)* Principles

Financial Management

There are no cost implications.

Community Consultation and Engagement

The community has been informed of the LXRP’s grade separation project and goals and a declaration of road is essentially an expansion of rights that currently exist privately for VicTrack and patrons.

# Other Principles for Consideration

**Overarching Governance Principles and Supporting Principles**

(b) Priority is to be given to achieving the best outcomes for the municipal community, including future generations.

(h) Regional, state and national plans and policies are to be considered in strategic planning and decision making.

Public Transparency Principles

(a) Council decision making processes must be transparent except when the Council is dealing with information that is confidential by virtue of the *Local Government Act* or any other Act.

# Council Policy Considerations

Environmental Sustainability Considerations

No implications.

Social, Cultural and Health

No implications.

Economic

No implications.

**Legal, Resource and Strategic Risk Implications**

No implications.

# Implementation Strategy

Communication

By Council resolution.

# Declaration of Conflict of Interest

Under Section 130 of the *Local Government Act 2020* officers providing advice to Council are required to disclose any conflict of interest they have in a matter and explain the nature of the conflict.

The Responsible Officer reviewing this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

# Attachments

1. Locality Plan 2 Keon Parade [**5.1.1** - 1 page]

5.2 1025 Yan Yean Road Doreen Development Plan

**5.2 1025 Yan Yean Road Doreen Development Plan**

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

**Report Author:** Strategic Planner

**In Attendance:** Acting Manager Strategic Futures  
 Strategic Planner

# Executive Summary

The purpose of this report is to consider the *1025 Yan Yean Road Doreen Development Plan* (the *Development Plan*), prepared by Activate Town Planning Consultancy on behalf of the property owner. The *Development Plan* (Refer *Attachment* 1) affects the property at 1025 Yan Yean Road, Doreen. The subject site is one hectare in area and is bound by existing residential development to the north, south and west, and Yan Yean Road to the east.

The proposed *Development Plan* has been prepared in accordance with the provisions of Schedule 5 to the Development Plan Overlay (DPO5) at Clause 43.04 of the Whittlesea Planning Scheme and the *Mernda Strategy Plan*. The *Development Plan* proposes standard and low-density residential development, as well as an open space reserve to retain significant native vegetation within the site. The low density lots will be 900 to 1000 square metres, and the standard density lots will be 500 to 600 square metres in size, which responds to the relevant planning controls and the surrounding context of this infill site. As such, the future housing yield from the *Development Plan* is likely to be relatively modest noting it is also subject to the outcome of assessment at the planning permit application stage.

The *Development Plan* and supporting documents were placed on non-statutory exhibition in February and March 2024. Neighbouring properties and relevant agencies and organisations were notified and provided the opportunity to comment on the proposal. Two submissions were received, one supporting and one objecting to the location of the shared path within the tree reserve on the *Development Plan*. In response to the submission, it is recommended that the location of the shared path be moved to the north side of the tree reserve. This change is considered to satisfactorily address the issue raised in the submission.

Overall, the *Development Plan* responds to the site conditions, surrounding neighbourhood context and overarching strategic documents. It is therefore recommended that Council note the *1025 Yan Yean Road Doreen Development Plan* and authorise the CEO to approve the Development Plan subject tothe recommended change noted above being incorporated into the document.

# Officers’ Recommendation

**THAT Council:**

1. **Note the *1025 Yan Yean Road Doreen Development Plan* as detailed in *Attachment 1* and the exhibition outcomes detailed in this report.**
2. **Endorse an amendment to the proposed *1025 Yan Yean Road Doreen Development Plan* to relocate the shared path to the north side of the public open space reserve with less than 5% encroachment of the outer edge of the Tree Protection Zone of Tree 5.**
3. **Authorise the Chief Executive Officer to approve the *1025 Yan Yean Road Doreen Development Plan*, once the amendment at point 2 above is incorporated into an updated version of the Development Plan.**
4. **Notify the proponent and submitters of Council’s decision.**

# Background / Key Information

**Site Context**

The subject site is approximately one hectare in area and is located in Doreen adjacent to existing residential estates; Mitchell’s Run (including Mitchell’s Run Park to the north) and The Ridge estate to the south and west. The eastern boundary of the site is adjacent to Yan Yean Road and east of Yan Yean Road is green wedge land within the City of Nillumbik. The subject site is one of the larger remaining undeveloped lots in the area, with the surrounding residential development being mostly low density or standard density. The subject site contains one single dwelling and a range of native and planted vegetation, including a very large River Red Gum near the southern boundary. Existing access to the site is provided from Yan Yean Road. Refer *Attachment 2* for the Context Plans of the *Development Plan* area.

**Planning Context**

Zone and Overlays

The subject site is in the General Residential Zone - Schedule 1 (GRZ1) of the Whittlesea Planning Scheme. The primary purpose of the GRZ1 is to provide a diversity of housing types and housing growth, particularly in locations offering good access to services and transport.

The site is affected by the following planning overlays:

* Incorporated Plan Overlay Schedule 1 (IPO1) - Mernda Strategy Plan.
* Development Plan Overlay Schedule 5 (DPO5).
* Vegetation Protection Overlay – Schedule 1 (VPO1) - Significant vegetation (River Redgum Grassy Woodland).
* Development Contributions Plan Overlay – Schedule 5 – Mernda Precinct 2a Development Contributions Plan.

The effect and purpose of the overlays are detailed below:

*Incorporated Plan Overlay Schedule 1 (IPO1) - Clause 43.03 of the Whittlesea Planning Scheme*

The IPO1 applies the *Mernda Strategy Plan* *2016* (MSP) to the precinct. The subject area is included within Precinct 1 of the MSP and the Precinct Plan identifies a preferred development outcome for the site as providing a low-density residential interface with the rural land uses on the eastern side of Yan Yean Road. Following development, the Precinct Plan notes that lots are to be accessed from the streets within the newly established neighbourhood rather than from Yan Yean Road. The MSP also notes that refinement of the Precinct 1 Plan may occur in the preparation of detailed Development Plans.

*Development Plan Overlay Schedule 5 (DPO5)* - C*lause 43.04 of the Whittlesea Planning Scheme*

The DPO5 requires the approval of a Development Plan before a permit can be granted to use and develop the land. Specifically, the proposed *Development Plan* responds to the following requirements of DPO5:

* Generally, in accordance with the MSP and associated Precinct Plans.
* Generally, in accordance with planning policy including retention and integration of mature trees, particularly indigenous River Red Gums.
* Provision of appropriate transition and interface design treatments.

*Vegetation Protection Overlay Schedule 1 (VPO1) (Significant vegetation (River Redgum Grassy Woodland) - Clause 42.02 of the Whittlesea Planning Scheme*

The purpose of the VPO1 is to protect and retain significant native vegetation, including River Red Gums. The Development Plan has considered and provides for the retention of native vegetation.

*Development Contributions Plan Overlay Schedule 5 (DCP05) (Mernda Precinct 2a Development Contributions Plan)* - *Clause 45.06 of the Whittlesea Planning Scheme*

The DCPO5 provides that development contributions are payable upon development of the site and summarises the costs and contributions applicable to Precinct 2a of the *Mernda Strategy Plan Development Contributions Plan 2008.*

Planning Policy Framework

It is considered that the *Development Plan* is generally consistent with the provisions and objectives of the Planning Policy Framework of the Whittlesea Planning Scheme, including:

* *Clause 11 - Settlement***:** The *Development Plan* responds to the needs of the community by providing for additional housing and open space.
* *Clause 12 - Environmental and Landscape Values:*The *Development Plan* responds to site features and constraints, by providing for the retention of existing vegetation.
* *Clause 16 - Housing***:** The *Development Plan* increases the supply of housing to meet community needs.

**Development Plan Proposal**

The draft *Development Plan* (Refer *Attachment* 1) has been prepared by Activate Town Planning on behalf of the landowner, in accordance with the provisions of DPO5 and the MSP.

The proposed *Development Plan* provides a framework for development of the property, proposing the development of the subject site for low density and standard density residential use, noting the number of lots that are ultimately delivered would be subject to a future planning permit application.

The *Development Plan* responds to the constraints and conditions of the site, including the sensitive interface to Yan Yean Road and prohibition of access, the retention of existing native vegetation and the interface to surrounding low-density development.

Specifically, the draft *Development Plan* proposes:

* The use and development of the site for low density and standard density residential purposes, identifying allotment sizes that will be considered for each part of the site. This includes larger lot sizes specified adjacent to Yan Yean Road in keeping with the local context and overarching strategic direction of the *Mernda Strategy Plan*. Under the proposed *Development Plan*, future lots nearer to Yan Yean Road are required to be 900 to 1000 square metres in area, whereas lots with an interface to existing standard residential development will be 500 to 650 square metres.
* Protection of native vegetation, including the retention of the large River Red Gum (Tree 5 as identified in the submitted arborist report) as well as native Victorian trees within a tree reserve, and a pedestrian path linking to Yan Yean Road (noting the expectation that future urbanisation of Yan Yean Road will deliver the connecting footpath).
* The continuation of Laburnum Close into private roads to service the future lots noting there will be no direct vehicle access to Yan Yean Road.
* Additional land to complete the municipal reserve along the eastern boundary, to maintain consistency with the existing three to five metre setbacks to Yan Yean Road that are provided outside the properties to the north and south. The municipal reserve future-proofs the Development Plan layout to allow for urbanisation of Yan Yean Road, including footpath provision.

# Alignment to Community Plan, Policies or Strategies

Alignment to Whittlesea 2040 and Community Plan 2021-2025:

**Liveable Neighbourhoods**

Our City is well-planned and beautiful, and our neighbourhoods and town centres are convenient and vibrant places to live, work and play.

The draft *Development Plan* aligns with key direction 2.2 of Whittlesea 2040 – Well-designed neighbourhoods and vibrant town centres and key direction 2.3 Housing for diverse needs by facilitating the development of the site for housing and providing a pedestrian link and additional open space.

# Considerations of *Local Government Act (2020)* Principles

Financial Management

The proponent previously paid a statutory fee to Council for the assessment of the Development Plan.

Community Consultation and Engagement

The draft *Development Plan* was placed on non-statutory exhibition over a four-week period between 19 February 2024 to 11 March 2024.

During this time neighbouring landowners and relevant agencies and organisations were notified of the Development Plan proposal and invited to provide feedback. While there is no statutory requirement to undertake exhibition on a proposed Development Plan, it is Council practice to engage affected parties and obtain feedback.

Two submissions were received during the non-statutory exhibition period. A submission was received from the Country Fire Authority supporting the *Development Plan* in its current form.

A submission was received objecting to the location of the shared path within the tree reserve and aligned with the shared southern boundary. The submitter supported the retention of a tree in public open space but noted that the provision of public infrastructure so close to the shared boundary of a private lot was not in keeping with the existing low-density housing context.

The location of the shared path within the proposed open space reserve (refer *Attachment 1*) is constrained by the need to reduce works within the tree protection zone (TPZ) for the retained mature eucalypt (Tree 5). TPZs are an exclusion zone which are required to both prevent harm to the tree, and to manage the safety of pedestrians from falling limbs. As such, the proposed Development Plan was exhibited with the shared path passing close to the southern boundary of the subject site on the alignment of the existing driveway (within an area that is already compacted).

In response to the submission, the *Development Plan* is proposed to be changed to relocate the shared path to the north side of Tree 5 with less than 5% encroachment on the TPZ.

The officer recommendation will be that Council endorse the *Development Plan* with the changes proposed for 1025 Yan Yean Road Development Plan as outlined above and authorise the Chief Executive Officer to approve the *1025 Yan Yean Road Doreen Development Plan* once the changes are incorporated into an updated version of the *Development Plan*.

# Other Principles for Consideration

**Overarching Governance Principles and Supporting Principles**

(a) Council decisions are to be made and actions taken in accordance with the relevant law.

(b) Priority is to be given to achieving the best outcomes for the municipal community, including future generations.

(c) The economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted.

(d) The municipal community is to be engaged in strategic planning and strategic decision making.

(f) Collaboration with other Councils and Governments and statutory bodies is to be sought.

(h) Regional, state and national plans and policies are to be taken into account in strategic planning and decision making.

Public Transparency Principles

(a) Council decision making processes must be transparent except when the Council is dealing with information that is confidential by virtue of the *Local Government Act* or any other Act.

(b) Council information must be publicly available unless— (i) the information is confidential by virtue of the *Local Government Act* or any other Act; or (ii) public availability of the information would be contrary to the public interest.

(c) Council information must be understandable and accessible to members of the municipal community.

(d) Public awareness of the availability of Council information must be facilitated.

# Council Policy Considerations

Environmental Sustainability Considerations

The proposed *Development Plan* seeks to retain significant native vegetation on site within an open space reserve.

Social, Cultural and Health

The proposal aligns with Council’s *Liveable Neighbourhoods Strategy 2023-2033*, as outlined in this report. The Development Plan will provide for additional housing in the Doreen suburb.

Economic

The approval Development Plan will have a positive economic by supporting the development of the land for the construction of additional housing.

**Legal, Resource and Strategic Risk Implications**

In accordance with Section 149 of the *Planning and Environment Act 1987* a specified person may apply to the Victorian Civil and Administrative Tribunal (VCAT) for review of the decision. If the matter is taken to the VCAT, Council may require legal representation.

# Implementation Strategy

Communication

The Council Decision will be communicated to the proponent and submitters.

Critical Dates

August 2022 – *1025 Yan Yean Road Doreen Development Plan* submitted to Council.

February 2024 – Non-statutory exhibition of the *1025 Yan Yean Road Development Plan.*

# Declaration of Conflict of Interest

Under Section 130 of the *Local Government Act 2020* officers providing advice to Council are required to disclose any conflict of interest they have in a matter and explain the nature of the conflict.

The Responsible Officer reviewing this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

# Attachments

1. Attachment 1 - 1025 Yan Yean Road Doreen Development Plan [**5.2.1** - 13 pages]
2. Attachment 2 - 1025 Yan Yean Road Doreen Context Plans [**5.2.2** - 2 pages]

5.3 Sport Fair Access Policy - Post Consultation Approval

**5.3 Sport Fair Access Policy - Post Consultation Approval**

**Director/Executive Manager:** Director Community Wellbeing

**Report Author:** Unit Manager Leisure & Recreation

**In Attendance:** Unit Manager Leisure & Recreation  
Manager Active & Creative Communities

# Executive Summary

This report seeks Council endorsement of the City of Whittlesea Fair Access Policy (the Policy) for the usage and planning of community sports infrastructure.

The Policy responds to the Victorian Government’s Fair Access Policy Roadmap which aims to develop a state-wide foundation to improve the access to, and use of, community sports infrastructure for women and girls.

From 1 July 2024, all Victorian councils will need to have gender equitable access and use policies in place to be considered eligible for infrastructure funding.

Community consultation on the draft Policy included workshops, online forums, targeted conversations and surveys.

Following endorsement of the Policy, a roadmap and action plan will be developed to guide implementation.

# Officers’ Recommendation

**THAT Council:**

1. **Note the outcomes of community and stakeholder consultation undertaken between 20 March 2024 and 2 May 2024 on the draft City of Whittlesea Fair Access Policy at Attachment 2.**
2. **Endorse the City of Whittlesea Fair Access Policy at Attachment 1.**
3. **Note that a Fair Access Roadmap and Action Plan will be developed in consultation with stakeholders following Council endorsement of the City of Whittlesea Fair Access Policy.**

# Background / Key Information

Sport participation has important individual and community benefits, including physical and mental wellbeing and creating a sense of belonging and connection with community.

The 2023 State of Play survey released by the Victorian Office of Women in Sport and Recreation found that 90% of Women and 66% of men believe gender equity in sport is still an issue that needs to be addressed.

Sport participation in the City of Whittlesea reflects broader trends of lower participation by individuals identifying as female. Vic Health’s Sport Participation Trends Across Victorian Local Government Areas 2019-2021 report outlines that the City of Whittlesea is ranked 73 out of 79 local government areas for women and girl’s participation in organised sport.

Sport participation in the City of Whittlesea reflects broader trends of lower participation by individuals identifying as female. Council’s 2023 sporting club participation data collected from seasonal ground applications shows that of 13,888 registered participants, 29.2% identified as female. There are higher participation rates in sports traditionally undertaken by women and girls, including calisthenics, softball and athletics.

Higher participation rates are evident in sports traditionally undertaken by women and girls, including calisthenics, softball and athletics. Across several sports, female participation in the City of Whittlesea was significantly lower than male participation in 2023 and lower than state averages, including:

* Australian Rules Football 16.91% (AFL Victoria 17%)
* Football 15.44% (Football Victoria 21%)
* Cricket 11.39% (Cricket Victoria 27%)
* Basketball 34.7%

**Victorian Government Fair Access Policy Roadmap**

The Victorian Government has developed a Fair Access Policy Roadmap to support gender equitable access and use policies for community sports infrastructure. It is designed for local governments, sport and recreation organisations and other groups which manage publicly owned community sports infrastructure.

The Fair Access Policy Roadmap aligns with Victoria’s *Gender Equality Act 2020* and aims to ensure that women and girls can fully participate in and enjoy the benefits of community sport, with fair opportunity and access to local facilities.

Gender equitable access and use policies are required to be endorsed by Victorian councils by 1 July 2024 in order to have continued eligibility for Victorian Government sports infrastructure funding.

**Guiding Principles**

The directive for the Fair Access Policy Roadmap is that “females receive a fair share of access to the highest quality facilities at the best and most popular times. Usage policies need to consider not just competition time, but training times, and the distribution between traditional competition and other participation opportunities, as well as different sports.”

The Victorian Government has developed six Fair Access Principles to guide policy development:

1. Community sports infrastructure and environments are genuinely welcoming, safe, and inclusive.
2. Women and girls can fully participate in all aspects of community sport and active. recreation, including as a player, coach, administrator, official, volunteer and spectator,
3. Women and girls will have equitable access to and use of community sport infrastructure.
4. Women and girls should be equitably represented in leadership and governance roles.
5. Encourage and support all user groups who access and use community sport infrastructure to understand, adopt and implement gender equitable access and use practices.
6. Prioritise access, use and support to all user groups who demonstrate an ongoing commitment to gender equitable access and use of allocated community sport infrastructure.

**City of Whittlesea Fair Access Policy**

The City of Whittlesea Fair Access Policy (the Policy) formalises Council’s commitment to gender equality outcomes in sport and recreation planning, policy, service delivery, facility allocation and programming.

The Policy requires sporting clubs to undertake gender equity audits and develop gender equity action plans to increase sport participation by women and girls as players, coaches and committee members.

Council officers will provide education and training for sporting clubs around equity and participation requirements, responsibilities and safe environments, as well as how to undertake gender audits and develop Gender Equity Action Plans.

Sporting clubs will be required to report annually on how they are responding to the Policy and regularly report on implementation of their Gender Equity Action Plans.

**Consultation feedback**

As detailed below and in the **Engagement Summary** (**Attachment 2**), key themes from community consultation on the draft Policy included:

* Participation drivers included opportunities to play with friends, finding a suitable team for their age/skill, being provided with a safe or supportive environment, reduced cost of playing and providing flexible/non-competitive participation options.
* Barriers to participation included time constraints, work and family commitments, availability of teams, supportive environments and provision of suitable facilities.

Consultation feedback aligned with the draft Policy and therefore no amendments have been made between the draft and the final Policy presented for Council endorsement.

A range of valuable feedback was provided during the consultation period which will be used in the development of Council and sports club action plans, including:

* Promoting sports clubs leading by example and demonstrating best practice participation.
* Recognising local sporting role models through Council awards.
* Reviewing uniform appropriateness and equity.

# Alignment to Community Plan, Policies or Strategies

Alignment to Whittlesea 2040 and Community Plan 2021-2025:

**Connected Communities**

We work to foster and inclusive, healthy, safe and welcoming community where all ways of life are celebrated and supported.

# Considerations of *Local Government Act (2020)* Principles

Financial Management

Implementation of the Fair Access Policy is included in Council’s Long Term Financial Plan.

Any future capital works required will be subject to Council’s annual budget processes.

**Stakeholder and Community Consultation**

Community consultation on the draft Fair Access Policy was conducted between 20 March 2024 and 2 May 2024.

Consultation was undertaken through a range of face-to-face and online methods, including:

* Teenage employment seminar
* Online Sports Club Forum
* “Equal the Contest” movie screening
* City of Whittlesea Youth Council report and feedback
* Community engagement sessions
* Written feedback from Sporting associations

The policy and consultation were promoted via the following methods:

* Yarra Plenty Regional Library (YPRL) social media post
* Promotional flyers and social media posts at community, aquatic and sporting centres
* Council social media channels
* Promoted through high school networks
* Aquatic centre participant networks
* Council’s Local Area Newsletters
* Ageing Well networks
* Youth networks

Council’s Engage Whittlesea platform had 329 visitors. A total of 51 surveys were received during the consultation period (**Engagement Summary, Attachment 2**) from:

* 40 individuals
* 11 from sporting clubs and State and Regional Sporting Associations
* One written response from a State Sporting Association
* One written response from the City of Whittlesea Youth Council

Feedback received indicated that the strongest drivers for residents identifying as women and girls to participate in sport were opportunities to play with friends (70%), finding a suitable team for their age/skill (60%), being provided with a safe or supportive environment (48%), reduced cost of playing (48%) and flexible/non-competitive participation options (40%).

Engagement responses indicated that there is a strong desire to play sport, however, there are many barriers that discourage residents identifying as women and girls from playing sport. These include time constraints (80%), work and family commitments (50%) and finding teams and places (38%). Other barriers highlighted include a lack of supportive environments, male dominated sports culture, cost and inflexible competition approaches.

Participants reported that factors influencing the choice of sporting clubs include playing friends/people I know (55%), club reputation (55%), seeing people like me participate (48%) and quality coaches (44%). Multiple respondents reported that clubs still have work to do to provide equity in prioritising women’s teams in comparison to men’s teams.

Regarding what Council can do to support participation by residents identifying as women and girls, respondents suggested providing financial support to clubs to offer opportunities to grow participation (74%), promoting local sporting opportunities for women (66%) and providing facilities that better meet the needs of women, girls and gender diverse people (62%).

Respondents from the 11 responses from sporting clubs and associations highlighted that facilities don’t currently accommodate women and girls (4 responses). Two respondents believed there is a lack of knowledge and understanding of gender equity approaches. Two respondents believed that women and girls are already accommodated.

Further advocacy work will be undertaken with state sporting associations regarding the Fair Access Policy including their role in scheduling women and girls matches and facilities that promote women and girls’ participation.

Overall, the feedback from state sporting associations has been positive. There has been some reluctance regarding scheduling of women and girls matches in prominent time slots due to the perception that financial returns for men’s matches is greater.

# Other Principles for Consideration as per the *Local Government Act (2020)*

**Overarching Governance Principles and Supporting Principles**

1. The transparency of Council decisions, actions and information is to be ensured.

Public Transparency Principles

(a) Council decision making processes must be transparent except when the Council is dealing with information that is confidential by virtue of the *Local Government Act* or any other Act.

# Council Policy Considerations

Environmental Sustainability Considerations

No implications.

Social, Cultural and Health

The City of Whittlesea has a commitment to improving the quality of life for all residents. It recognises the valuable contribution that sport, physical activity, open space and recreation make to community health and wellbeing.

The Fair Access Policy provides guidance on improving participation opportunities.

Economic

No implications.

**Legal, Resource and Strategic Risk Implications**

*Financial Sustainability - Inability to meet current and future expenditure.*

*Service Delivery - Inability to plan for and provide critical community services and infrastructure impacting on community wellbeing.*

From 1 July 2024, Victorian councils are required to have a gender equitable access and use policy (or equivalent) in place to remain eligible for Victorian Government funding for community sports infrastructure.

# Implementation Strategy

Communication

Following Council endorsement, a final Fair Access Policy will be distributed to all stakeholders including sporting clubs and associations, including next steps in implementing the policy.

Critical Dates

From 1 July 2024, Victorian councils are required to have a Council endorsed gender equitable access and use policy in place to remain eligible for Victorian Government funding for community sports infrastructure.

**Implications for sporting clubs**

Sporting clubs who do not achieve milestones within the first three years of the policy and failing to make headway on their action plans will not receive prioritised allocations for grounds, capital works projects, or grants.

Following this initial period, clubs' eligibility for subsidies on ground and pavilion fees will be contingent upon their compliance to the policy.

# Declaration of Conflict of Interest

Under Section 130 of the *Local Government Act 2020* officers providing advice to Council are required to disclose any conflict of interest they have in a matter and explain the nature of the conflict.

The Responsible Officer reviewing this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

# Attachments

1. FAIR ACCESS POLICY [**5.3.1** - 7 pages]
2. Fair Access Policy Engagement Summary [**5.3.2** - 12 pages]

5.4 Tender 2023-104 - Construction of Baltrum Drive Extension and Associated Drainage Works

**5.4 Tender 2023-104 - Construction of Baltrum Drive Extension and Associated Drainage Works**

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

**Report Author:** Senior Engineering Project Manager

**In Attendance:** Unit Manager Engineering Design & Construction  
Coordinator Civil Engineering Delivery  
Senior Engineering Project Manager

This attachment has been designated as confidential in accordance with sections 66(5) and 3(1) of the *Local Government Act 2020* on the grounds that it contains private commercial information, being information provided by a business, commercial or financial undertaking that:

1. relates to trade secrets; or
2. if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

# Executive Summary

It is proposed that the contract number 2023-104 for Construction of Baltrum Drive, Wollert from Emden Road to Saltlake Boulevard and associated drainage works is awarded to Winslow Constructors Pty Ltd for the lump price of $2,599,361.84 (excluding GST).

Council is project managing the delivery of this infrastructure project on behalf of the Victorian School Building Authority (VSBA) to support the new Wollert Central Primary School, scheduled to open in 2025.

The tender evaluation panel advises that:

* Four tenders were received.
* The recommended tender is the highest ranked and the highest ranked tenderer has demonstrated the required capability, capacity, qualification and represents best value for Council to deliver this project.
* Collaborative tendering was not undertaken in relation to this procurement because it is not listed in the Northern Councils Alliance consolidated contract register and this contract relates to a unique need for the City of Whittlesea.

# Officers’ Recommendation

**THAT Council:**

1. **Resolve to award the following contract to Winslow Constructors Pty Ltd:**

**Number:** **2023-104**

**Title:** **Construction of Baltrum Drive, Wollert from Emden Road to Saltlake Boulevard and associated drainage works**

**Cost:** **A lump sum of $2,599,361.84 (excluding GST)**

**subject to the following conditions:**

1. **Contractor providing contract security and proof of currency for insurance cover as required in the tender documents.**
2. **Price variations to be in accordance with the provisions as set out in the** **tender documents.**
3. **Price variations to be in accordance with the provisions as set out in the conditions of contract.**
4. **Approve the funding arrangements as detailed in the confidential attachment.**
5. **Authorise the Chief Executive Officer to sign and execute the contract on behalf of Council.**

# Background / Key Information

The purpose of this contract is to carry out the following works:

* Extend Baltrum Drive by constructing approximately 210 metres of a two-lane road including associated street lighting.
* Construction of approximately 410 metres of concrete drain and ancillary works to connect to the existing Melbourne Water drain.

Public tenders for the contract closed on 30 April 2024. The tendered prices and a summary of the evaluation are detailed in the confidential attachment.

No member of the Tender Evaluation Panel declared any conflict of interest in relation to this tender evaluation.

A Tender Probity and Evaluation Plan was designed specifically for this tender process, and it was authorised prior to this tender being advertised. All tenders received were evaluated in accordance with that plan. The evaluation involved scoring of conforming and competitive tenders according to these pre-determined criteria and weightings:

* Price 60%
* Capability 15%
* Capacity 15%
* Sustainability 10%

The weightings reflect the relative importance of each element to this particular contract. They were determined as being most appropriate after considering numerous factors including (but not restricted to) the time, quality, risk and contract management requirements to achieve best value.

Only tenders that were conforming and competitive were fully scored. Tender submissions that were evaluated as non-conforming or not sufficiently competitive were set aside from further evaluation. In cases where this occurred the reasons for that outcome are detailed in the confidential attachment.

Council received four tender submissions, which were evaluated based on price and contract conformance.

The evaluation outcome was as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Tenderer** | **Conforming** | **Competitive** | **Score** | **Rank** |
| Tenderer A | Yes | Yes | 79.6 | 2 |
| **Tenderer B**  **Winslow Constructors Pty Ltd** | **Yes** | **Yes** | **85.6** | **1** |
| Tenderer C | Yes | Yes | 74.4 | 3 |
| Tenderer D | Yes | Yes | 72.5 | 4 |

Refer to the confidential attachment for further details of the evaluation of all tenders.

# Alignment to Community Plan, Policies or Strategies

Alignment to Whittlesea 2040 and Community Plan 2021-2025:

**Connected Communities**

We work to foster and inclusive, healthy, safe and welcoming community where all ways of life are celebrated and supported.

The extension of Baltrum Drive will connect the existing Baltrum Drive to Saltlake Boulevard. The proposed school, residents west of the proposed school and existing Glowrey Catholic Primary School will directly benefit from better road network connections upon completion of the works.

**Strong Local Economy**

Our City is a smart choice for innovation, business growth and industry as well as supporting local businesses to be successful, enabling opportunities for local work and education.

The completion of the project will, not only provide for efficient movement of traffic around the school, but also support the local economy by opening more development opportunities west of the school site.

**Sustainable Environment**

We prioritise our environment and take action to reduce waste, preserve local biodiversity, protect waterways and green space and address climate change.

The completion of the drainage component will assist with management of stormwater for existing and future developments in the area.

# Considerations of *Local Government Act (2020)* Principles

Financial Management

Sufficient funding for this contract is available in the Capital Program for the Baltrum Drive Extension project. Refer to the confidential information for further information.

Community Consultation and Engagement

In accordance with the *Local Government Act 2020*, consideration was given as to whether there were any opportunities to collaborate with other councils and public bodies or to use any existing collaborative procurement arrangements.

Community consultation and engagement was not required in relation to the subject matter of this report as it relates to commercial arrangements and contractual obligations that are confidential.

# Other Principles for Consideration

**Overarching Governance Principles and Supporting Principles**

1. Council decisions are to be made and actions taken in accordance with the relevant law.
2. Priority is to be given to achieving the best outcomes for the municipal community, including future generations.

Public Transparency Principles

1. Council decision making processes must be transparent except when the Council is dealing with information that is confidential by virtue of the *Local Government Act* or any other Act.

# Council Policy Considerations

Environmental Sustainability Considerations (including Climate Emergency)

The Victorian School Building Authority undertook the preparation of the Cultural Heritage Management Plan for the proposed school site as well the road extension and associated drainage works.

There will be minimal environmental impacts arising from this project, however, it is proposed to reduce carbon emissions by maximising the use of local sustainable and recycled products in the construction process wherever possible including recycled crushed concrete in lieu of crushed rock, reclaimed asphalt in the asphalt mixes and the re-use of excavated rock. An Environmental Management Plan will be prepared and implemented during the construction phase.

Social, Cultural and Health

The award of this contract will provide improved connectivity in the local precinct for pedestrians and vehicles, noting that at present no road exists and the communities either side of the proposed road are disconnected.

Economic

Economic benefits may be realised by utilising local organisations during the construction period thus benefiting the local economy. The new road extension will also enable more efficient travel in the local precinct, noting that at present no road exists.

**Legal, Resource and Strategic Risk Implications**

The road extension is an integral part of the future development plan for the local area. However, the Victorian School Building Authority required this road extension to be constructed for the school opening in 2025 and facilitated land access, land acquisition, Cultural Heritage Management Plan assessments and significant funding for the project.

# Implementation Strategy

Communication

There is no requirement to communicate the contract award decision of this report to the community beyond the Council minutes. However, information regarding the proposed works will be provided via Council’s communication channels and to relevant stakeholders.

Critical Dates

It is anticipated that the project will commence in July 2024 with a timeline for completion of February 2025 (30 working weeks).

# Declaration of Conflict of Interest

Under Section 130 of the *Local Government Act 2020* officers providing advice to Council are required to disclose any conflict of interest they have in a matter and explain the nature of the conflict.

The Responsible Officer reviewing this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

# Attachments

1. CONFIDENTIAL REDACTED - Tender Evaluation Summary [**5.4.1** - 5 pages]

5.5 Governance Rules

**5.5 Governance Rules**

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

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

# Executive Summary

Between the period 22 May 2024 to 5 June 2024, and following the 21 May 2024 Council resolution, a marked-up version of the draft Governance Rules (**Rules**) was made publicly available on Council’s Engage Whittlesea web page seeking community feedback.

At the time of the feedback period closing, five community members provided feedback or comments on the draft Rules. Council also received feedback from one community member via email. A summary of feedback is contained within the Background/key information section of this report.

As a result of the community feedback/comments received, and to ensure Council meetings are held in an orderly, respectful and safe environment for all in attendance, this report is proposing no additional amendments be made, and the Rules be adopted by Council.

# Officers’ Recommendation

**THAT Council:**

1. **Adopt the Governance Rules at Attachment 1 to this report.**
2. **Acknowledge and thank the community members who provided feedback.**
3. **Note a copy of the Governance Rules will be made available on Council’s website.**

# Background / Key Information

Section 60(3) of the *Local Government Act 2020* provides for Council to amend its Governance Rules in line with Council’s Community Engagement Policy.

The proposed amendments made to the Rules which were subject to community feedback included:

* an increase to officer speaking time to 3 mins from 2 minutes when introducing a Council meeting report;
* an increase to public speaking time at Hearing of Submission Committee meetings from 2 minutes to 3 minutes;
* clarity around the use of placards, posters, megaphones and the like in the Council Chamber;
* an update to the Acknowledgement to Traditional Owners;
* Council meeting end time was adjusted from 10.30pm to 10.00pm to align with a recent Council resolution to commence Council meetings at 6.00pm;
* minor administrative amendments, for example, correct numbering of the Rules, removal of a duplicated rule.

In summary, the community feedback or comments received related to:

* Council’s new Local Laws (effective 1 July 2024) regarding street parking of caravans.
* People not being able to use signs in the Chamber.
* Acknowledgement to Traditional Owners.
* Ratepayers being able to speak on petitions, joint letters and ask questions.

After thoroughly considering the 6 submissions/comments received, it was determined that no additional amendments were required to the draft Rules put out for community feedback.

# Alignment to Community Plan, Policies or Strategies

Alignment to Whittlesea 2040 and Community Plan 2021-2025:

**High Performing Organisation**

We engage effectively with the community, to deliver efficient and effective services and initiatives, and to make decisions in the best interest of our community and deliver value to our community.

# Considerations of *Local Government Act (2020)* Principles

Financial Management

There are no budget implications with the adoption of the Governance Rules.

Community Consultation and Engagement

Community feedback was sought on the draft Governance Rules via Council’s Engage Page during the period 22 May to 5 June 2024. Five community members provided either feedback or a comment, and one community member provided feedback via email.

No further community consultation is required once the Governance Rules are adopted by Council.

# Other Principles for Consideration

**Overarching Governance Principles and Supporting Principles**

(a) Council decisions are to be made and actions taken in accordance with the relevant law.

(i)  The transparency of Council decisions, actions and information is to be ensured.

Public Transparency Principles

(a) Council decision making processes must be transparent except when the Council is dealing with information that is confidential by virtue of the *Local Government Act* or any other Act.

(b) Council information must be publicly available unless— (i) the information is confidential by virtue of the *Local Government Act* or any other Act; or (ii) public availability of the information would be contrary to the public interest.

(c) Council information must be understandable and accessible to members of the municipal community.

(d)  Public awareness of the availability of Council information must be facilitated.

# Council Policy Considerations

Environmental Sustainability Considerations

No implications.

Social, Cultural and Health

The Governance Rules provide for members of the public to submit public questions, joint letters or petitions that are relevant to the community.

Economic

No implications.

**Legal, Resource and Strategic Risk Implications**

No implications.

# Implementation Strategy

Communication

Should Council resolve to adopt the Governance Rules, a copy will be made publicly available on Council’s website.

Critical Dates

There are no critical dates associated with the adoption of the Governance Rules.

# Declaration of Conflict of Interest

Under Section 130 of the *Local Government Act 2020* officers providing advice to Council are required to disclose any conflict of interest they have in a matter and explain the nature of the conflict.

The Responsible Officer reviewing this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

# Attachments

1. Governance Rules June 2024 [**5.5.1** - 37 pages]

5.6 Governance Report

**5.6 Governance Report**

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

**Report Author:** Unit Manager Governance

# Executive Summary

The purpose of this report is to provide information and endorsement for the following governance related matters:

* Unconfirmed minutes of Audit and Risk Committee meeting held on 14 May 2024 (Attachment 1)
* Instrument of Delegation (s6) from Council to Members of Council Staff (Attachment 2)

In accordance with best practice, good governance principles, transparent and accountable reporting, officers deem it appropriate to consolidate governance and administrative reports into one standing report to provide a single reporting mechanism for a range of statutory compliance, transparency and governance matters. This also ensures compliance with the requirements of the *Local Government Act 2020*, Council’s Governance Rules and related regulations.

# Officers’ Recommendation

**THAT Council:**

1. **Note the Governance Report for June 2024.**
2. **Note the 14 May 2024 unconfirmed minutes of the Audit and Risk Committee at Attachment 1 to this report.**
3. **Resolve to delegate to the members of staff holding the relevant positions the powers, duties and functions set out in the Instrument of Delegation (s6) from Council to Members of Council Staff attached at Attachment 2.**
4. **Resolve to commence operation of the Instrument of Delegation from Council to Members of Council Staff at Attachment 2 immediately upon the signing by the Chair Administrator and CEO, and common seal of Council being affixed to the Instrument.**
5. **Revoke the previous Instrument of Delegation (s6) from Council to Members of Council Staff that was previously adopted by Council on 27 June 2022.**

# Background / Key Information

**Unconfirmed Minutes of the Audit and Risk Committee**

The Audit and Risk Committee (ARC), an independent advisory committee of Council, held their scheduled quarterly meeting on 14 May 2024 and the following matters were discussed:

* 2024-2025 Annual Internal Audit Plan and progress of 2023-2024 Annual Internal Audit Program including completed internal audit reports and actions arising from previous audits.
* The quarterly Risk Management Report including risk treatment plans for strategic and operational risks and Council’s business activity program.
* The quarterly Corporate Performance Report including a summary of Council’s progress in completing Community Plan actions, good governance actions, 2023-2024 capital work program items and Council’s financial performance to 31 March 2024.
* The draft Interim Management Letter for the year ending 30 June 2024.
* Compliance and governance matters as detailed in the ARC annual work plan.

To provide transparency and to comply with the requirements of the ARC Charter, the unconfirmed meeting minutes is provided at Attachment 1 for noting of Council.

**Instrument of Delegation (s6) to Members of Council Staff**

The Instrument of Delegation to Members of Council Staff ensures staff are exercising the correct powers, duties and functions on behalf of Council.

Delegations are made to positions, not to individuals ensuring they do not become obsolete or ineffective in the event of a position being vacant or a delegate being absent on leave. In such instances, delegated powers are automatically transferred to staff acting in their positions.

The Instruments of Delegations are subject to bi-annual review and reflect the recent changes in the Acts and organisational structural changes across Council. The Instrument of Delegation to Members of Council Staff was last reviewed and adopted by Council on 27 June 2022.

The most recent review and updated Instrument of Delegation to Members of Council Staff included:

* One Act inclusion - s149B of the *Planning and Environment Act 1987.* This section delegates the power to apply to the Tribunal for a declaration concerning any matter which may be the subject of an application to the Tribunal under the *Planning and Environment Act 1987* or anything done by a responsible authority under the *Planning and Environment Act 1987.* This power is proposed to be delegated to the Chief Executive Officer and Director Planning and Development.
* Various changes to position titles as a result of recent position realignments.

# Alignment to Community Plan, Policies or Strategies

Alignment to Whittlesea 2040 and Community Plan 2021-2025:

**High Performing Organisation**

We engage effectively with the community, to deliver efficient and effective services and initiatives, and to make decisions in the best interest of our community and deliver value to our community.

# Considerations of *Local Government Act (2020)* Principles

Financial Management

The cost is included in the current budget.

Community Consultation and Engagement

No community consultation or engagement is required in relation to this report.

# Other Principles for Consideration

**Overarching Governance Principles and Supporting Principles**

(a)   Council decisions are to be made and actions taken in accordance with the relevant law.

(i)  The transparency of Council decisions, actions and information is to be ensured.

Public Transparency Principles

(a) Council decision making processes must be transparent except when the Council is dealing with information that is confidential by virtue of the *Local Government Act* or any other Act.

(b) Council information must be publicly available unless— (i) the information is confidential by virtue of the *Local Government Act* or any other Act; or (ii) public availability of the information would be contrary to the public interest.

(c) Council information must be understandable and accessible to members of the municipal community.

(d)  Public awareness of the availability of Council information must be facilitated.

# Council Policy Considerations

Environmental Sustainability Considerations

No implications.

Social, Cultural and Health

No implications.

Economic

No implications.

**Legal, Resource and Strategic Risk Implications**

The review of the Instrument of Delegation to Members of Council Staff assists in mitigating Strategic Risk 12: Regulatory Compliance.

The Instrument of Delegations are reviewed in accordance with Council’s lawyers recommendations.

# Implementation Strategy

Communication

Once adopted, the Instrument of Delegation to Members of Council Staff will be uploaded into Council’s delegations register and communicated to all staff.

Critical Dates

There are no immediate critical dates associated with the unconfirmed Minutes of the Audit and Risk Committee or the Instrument of Delegation to Members of Council Staff.

# Declaration of Conflict of Interest

Under Section 130 of the *Local Government Act 2020*officers providing advice to Council are required to disclose any conflict of interest they have in a matter and explain the nature of the conflict.

The Responsible Officer reviewing this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

# Attachments

1. Unconfirmed Minutes of Audit and Risk Committee Meeting on 14 May 2024 [**5.6.1** - 24 pages]
2. Instrument of Delegation from Council to Members of Council [**5.6.2** - 91 pages]

5.7 Q3 Community Grants Update

**5.7 Q3 Community Grants Update**

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

**Report Author:** Grants Coordinator

**In Attendance:** Unit Manager - Change   
Grants Coordinator

# Executive Summary

This report is to provide an update on the grant applications in Q3 2023-2024 as part of the community grants program. Please refer to the enclosed document at Attachment 1 which provides an updated report for the:

1. Approved Community Grants.
2. Funding Agreements issued to date.

The approval rate of the applications submitted for this quarter is still slightly improving where it has increased from 47% last quarter to 48% this quarter.

The overall approval rate of the applications are currently sitting at 48%, an increase of 1% from Quarter 2. A rudimentary review of the reasons for applications being declined was conducted and found that some applications failed across many areas of the Grant Guidelines with the top 3 reasons for being declined or not approved as follows:

* 14% did not include quotes or legitimate quotes;
* 13% applied for ‘what cannot be funded’; and
* 12% seeking grants for core business – not eligible under the Guidelines.

# Officers’ Recommendation

**THAT Council note the community grants overview of applications received and decision for funding at Attachment 1.**

# Background / Key Information

In June 2022, all Council grants offered to the Community were centralised to the ePMO. A new Community Grant Program was adopted by Council in July 2023 with an increase 33% commitment to community by allocating a total of $2.6 million to support community through:

* Continuing support through Centralised Grants:
  + Community Wellbeing
    - Arts, Events and Culture
    - Female Inclusion in Sport
    - Neighbourhood Houses
    - Seniors
  + Economic Development
    - HWLLEN
  + Emergency Management and Regulatory Programs
    - CFAs Brigades
    - Districts
    - SES
* Offering new grant categories:
  + Individual
  + Emergency
  + Unincorporated Groups
  + Small
  + Medium
  + Large

The new community grants were officially open for applications from 1 August 2023 and is still in its infancy as it has been in operation for 10 months with 2 quarterly reports already submitted to Council.

For the Q3 2023-2024 period (1 January 2024 to 31 March 2024) a total of 67 applications for funding were processed across eight Grant Programs. This is a reduction of 41% from the previous quarter. It is assumed that the reduction could be due to the following:

* It is outside the general festival or events season.
* Slow period during January.

The ePMO team have been working collaboratively with the Community and Wellbeing team to deliver grant information sessions as requested by Community members and groups.

# Alignment to Community Plan, Policies or Strategies

Alignment to Whittlesea 2040 and Community Plan 2021-2025:

**High Performing Organisation**

We engage effectively with the community, to deliver efficient and effective services and initiatives, and to make decisions in the best interest of our community and deliver value to our community.

# Considerations of *Local Government Act (2020)* Principles

**Financial Management**

The cost is included in the current budget.

**Community Consultation and Engagement**

The following additional grant information sessions have been delivered in Q3:

* 17 and 18 January 2024 to the Cultural Heritage Network.
* 15 February 2024 Grant Information Session at Mernda.
* 6 March 2024 at the Kindergarten Information Evening.
* 14 March 2023 at the Northern Metro Volunteers Network Group (in collaboration with Whittlesea Community Connections.

The last Grant Writing workshop was delivered online on 22 February 2024.

# Other Principles for Consideration

**Overarching Governance Principles and Supporting Principles**

(i) The transparency of Council decisions, actions and information is to be ensured.

Public Transparency Principles

(a) Council decision making processes must be transparent except when the Council is dealing with information that is confidential by virtue of the *Local Government Act* or any other Act.

# Council Policy Considerations

Environmental Sustainability Considerations

No implications.

Social, Cultural and Health

The grant applications record key target groups for the grant.

**Economic**

The first round of the Business Relocation and Growth Program grant was delivered during this period.

**Legal, Resource and Strategic Risk Implications**

Review of the Neighbourhood House Service Agreements were considered by the Grant Management Steering Group.

# Implementation Strategy

Communication

This report outlines the community grant applications that have been approved during Q3 FY2024.

Critical Dates

Council Meeting on 18 June 2024.

# Declaration of Conflict of Interest

Under Section 130 of the *Local Government Act 2020* officers providing advice to Council are required to disclose any conflict of interest they have in a matter and explain the nature of the conflict.

The Responsible Officer reviewing this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

# Attachments

1. Attachment 1 Council Q3 Community Grants Report [**5.7.1** - 10 pages]

**6 Notices of Motion**

No Notices of Motion

**7 Urgent Business**

No Urgent Business

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

**9 Confidential Business**

**9.1 Close Meeting to the Public**

There are no confidential agenda items for consideration in accordance with section 66(2) of the *Local Government Act 2020* which allows Council to close the meeting to the public.

**10 Closure**