

# Agenda

Scheduled Council Meeting

Monday 12 December 2022 at 7:30 pm

You are advised that a Meeting of Council has been called by the Chief Executive Officer on Monday 12 December 2022 at 7:30 pm for the transaction of the following business.

This meeting will be held in the Mernda Village Community Centre at Mernda Village Community Centre, 70 Mernda Village Drive, Mernda and will be [livestreamed via Council's website](#).

**D.Wood**  
**Acting Chief Executive Officer**

# Administrators

Lydia Wilson                      Chair of Council

Peita Duncan                     Administrator

Chris Eddy                        Administrator

On 19 June 2020 the Acting Minister for Local Government appointed the Panel of Administrators for the City of Whittlesea and appointed Ms Lydia Wilson as Chair of the Panel. The Panel of Administrators comprises of Ms Lydia Wilson, Ms Peita Duncan and Mr Chris Eddy 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

Kate McCaughey                 Director Community Wellbeing

Justin O'Meara                   Director Planning & Development

Sarah Renner                     Director Customer & Corporate Services

Frank Joyce                        Executive Manager Governance & Strategy

Janine Morgan                    Executive Manager Public Affairs

Jim Karabinis                     Acting Director Infrastructure & Environment

## 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:**

During the meeting, the Chief Executive Officer will answer questions from residents and ratepayers. Questions are required to be submitted in writing prior to the advertised commencement time of a Scheduled Council Meeting.

Priority will be given to questions or statements that relate to Agenda items and those submitted prior to 12pm on the day of the Council Meeting. Any questions submitted after 12pm on the day may be read if there is sufficient time and otherwise, will be carried-over to the next Council Meeting..

A Question Time form can be downloaded from Council's website and copies of the form are available at the meeting. Refer: <https://www.whittlesea.vic.gov.au/about-us/council/council-meetings/>

Council will hold public question time for up to 30 minutes at each Scheduled Council Meeting to allow members of the public to present the questions they have submitted to Council.

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 2294.

## **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, Ms Peita Duncan;  
Administrator, Mr Chris Eddy; and  
Acting Chief Executive Officer, Ms Debbie Wood.

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

Director Community Wellbeing, Ms Kate McCaughey;  
Director Planning and Development, Mr Justin O'Meara;  
Director Corporate & Customer Services, Ms Sarah Renner;  
Executive Manager Governance and Strategy, Mr Frank Joyce; and  
Executive Manager Public Affairs, Ms Janine Morgan.  
Acting Director Infrastructure and Environment, Mr Jim Karabinis;

### **1.2 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.”*

### **1.3 Diversity 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.*

### **1.4 Attendance**

## **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 November 2022.**

## **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 Connected Communities

#### 5.1.1 Library Services Update

<b>Responsible Officer</b>	Director Community Wellbeing
<b>Author</b>	Anthony Traill, Manager Active & Creative Communities
<b>In Attendance</b>	Anthony Traill, Manager Active & Creative Communities
<b>Attachments</b>	No Attachments

#### Purpose

The purpose of this report is to provide an update on:

- Changes to the Local Government Act and associated impacts to Council's current operating model for library services delivered by the Yarra Plenty Regional Library Corporation;
- Timelines on Council's service planning as well as joint Council and YPRL initiatives to ensure our growing and changing community needs are built into our future operating model;
- The Library Hub established at Galada Community Centre, Epping, and
- Emerging opportunities regarding the establishment of additional library spaces in Mernda and Wollert.

#### Brief Overview

Libraries are known as an important universal service that provide free, safe and accessible places and resources to support community development, and the creation of a distinct sense of place.

This report provides updates and recommendations on two actions within the Strong Local Economy section of the Community Plan 2021-2025;

- Review the library service to inform transition to a new entity as required under the Local Government Act 2020, and
- Increase participation and access to library services through additional 'satellite' library programming at community centres.

This report sets the timelines for the Library service review and presents a proposal for two new library services; a medium-term small branch library delivered in a retail space in the Mernda Town Centre Shopping Centre and a Community Library Hub in the foyer of the Kirrip Community Centre in Wollert East.

The Mernda Town Centre facility will comprise a small community library including a seating/reading/workspace area, public computers and printing access and programming space.

The Community Library Hub in the Kirrip Community Centre will be located in the foyer of the facility and will comprise bookshelves, adults and children's seating, a self-checkout kiosk and returns area.

The estimated costs of the facilities are:

Mernda Town Centre small Community Library, 10-year period:

- \$1 million establishment and fit-out costs
- \$3.42 million operational costs (\$342,500 per annum).

Permanent Community Library Hub, Kirrip Community Centre:

- \$150,000 fit-out costs
- \$100,250 operational costs per annum.

## Recommendation

**THAT Council:**

- 1. Notes the Community Plan 2021-2025 action to review the library service has commenced and will be presented to Council in June 2023 and will inform the Yarra Plenty Regional Library Corporation's transition to a new entity as required under the Local Government Act 2020.**
- 2. Notes Council's participation in the joint planning initiative with Yarra Plenty Regional Library Corporation, Nillumbik Shire Council and Banyule City Council to work together to ensure the Yarra Plenty Regional Library Corporation transitions successfully to a new entity as required under the Local Government Act 2020.**
- 3. Endorses the establishment of a medium-term library and community space at the Mernda Town Centre, to be opened in the first quarter of the 2023/2024 financial year.**
- 4. Endorses the establishment of a Library Hub at the Kirrip Community Centre, to be opened by the end of 2023.**
- 5. Notes that the community and stakeholders will be informed about the service review and Mernda Town Centre community library and Kirrip Community Centre Library Hub projects.**

**Key Information**

**YARRA PLENTY REGIONAL LIBRARY SERVICE BACKGROUND AND CONTEXT**

Yarra Plenty Regional Library (YPRL) was founded in the mid-1960s when the former City of Heidelberg agreed to provide library services to the former Shire of Eltham. Later, the former Shire of Diamond Valley and the former Shire of Whittlesea joined the regional group.

In 1995, following changes in local government boundaries, the new municipalities of Banyule, Nillumbik, and Whittlesea continued their support for the regional library service and Yarra Plenty was one of the first regions incorporated under Section 196 of the Victorian Local Government Act 1989.

The current Yarra Plenty Regional Library Agreement (Library Agreement) between the three participating member councils of the City of Whittlesea (Council), Banyule City Council (Banyule) and Nillumbik Shire Council (Nillumbik) was renewed for a five-year period (2020-2025).

In Whittlesea there are four library branches (Lalor, Mill Park, Thomastown and Whittlesea), three mobile bus library stop locations (Doreen, Epping North, Mernda), two Community Click and Collect Hubs (Donnybrook, Galada) and outreach programs to kindergartens and residential aged care facilities.



Figure 1 – illustration of all the YPRL branches, hubs and mobile Library stops.

There are four library statistics captured and benchmarked on the Victorian Government Local Government Performance Reporting Framework (LGPRF) website Know Your Council; with recent metrics summarised in Table 1 below.

<b>Performance Metric</b>	<b>Whittlesea</b>	<b>Hume</b>	<b>Similar Council</b>	<b>All Council</b>
<b>Number of physical library collection item loans per physical library collection item</b>	4.05	3.41	4.59	3.18
<b>Percentage of the library collection that has been purchased in the last 5 years</b>	87.49%	79.93%	79.16%	64.26%
<b>Percentage of the municipality population that are active library borrowers</b>	9.9%	7.1%	10.15%	12.19%
<b>Direct cost to council of the library service per population</b>	\$19.08	\$26.29	\$22.71	\$33.63

Table 1 – LGPRF Library metrics benchmarking

### Regional Library Corporations

Regional Library Corporations (RLC) are a longstanding example of a successful shared-service arrangement in Victorian local government. Current Victorian RLCs were created in the mid-1990s and formalised a range of pre-existing resource sharing arrangements that were used to deliver library services across several communities of interest. The drivers for establishing RLCs included the effective and efficient delivery of library services:

- Economies of scale – specialised overhead costs (systems, technology, infrastructure etc) could be shared across multiple councils
- Specialist expertise – specialist skills and capacity (e.g., research, local history etc) did not need to be duplicated for each municipality
- Procurement – scale benefited bulk buying and specialist insights

Many of these early advantages remain but some have been diminished through the development of industry shared procurement arrangements, different approaches to technology, as well as opportunities to align corporate governance to the Corporations (Victoria) Act (1990).

### CHANGES TO THE LOCAL GOVERNMENT ACT

The ability to create and run Regional Library Corporations was established in the Local Government Act 1989 (Vic) (the 1989 Act), which has now been replaced by the Local Government Act 2020 (Vic) (the 2020 Act). Although the provision of public library services remains the responsibility of local government, the 2020 Act contains specific provisions that require all existing regional library corporations be ‘wound up’ and transitioned to beneficial enterprises by 2031. Section 330 of the 2020 Act provides the specific provisions which apply to existing regional libraries. This includes the grandparenting of sections 196 to 197G of the 1989 Act for 10 years to allow the transition of the regional library service model to a ‘beneficial enterprise’ (as per section 110 of the 2020 Act). Beneficial enterprises allow councils to establish (either independently or with other parties) a corporation, trust or other body.

To comply with the requirements of the 2020 Act, YPRL has commenced planning work to ensure the YPRL Board and member councils are briefed and prepared for an effective transition process.

### **Joint Council Initiative**

A key measure to ensure an effective transition process has been the establishment of a joint planning initiative with Council, the Yarra Plenty Regional Library Corporation, Nillumbik Shire Council and Banyule City Council. The joint Council initiative aims to maximise strategic opportunities, and to work together to ensure the library service transitions successfully to a new entity as required under the Local Government Act 2020. A sub-committee of the YPRL Board comprising member Council Executive Officers as well as the YPRL CEO has been established to lead this work.

Key dates are outlined in the 'Critical dates' section of this report. It should be noted that the three YPRL member Councils and YPRL board are currently finalising a shared timetable with key milestone dates to ensure decision making is coordinated across each organisation.

### **SERVICE REVIEW**

#### **Community Plan 2021-2025 action and context**

Council's Community Plan 2021-2025 has a key action to review the library service to inform transition to a new entity as required under the Local Government Act 2020. To this end, Council has initiated a Library Service Review Project (Service Review) for the Whittlesea community. This review is timely as Council has undertaken no holistic service planning in relation to its library services (other than through individual projects) over the past decade and has relied on the YPRL to undertake this activity on its behalf. Council's Service Review is designed to:

- Add value and enhance the City of Whittlesea's input into the joint Council planning initiative regarding transition of business;
- Be a starting point for Council to determine the strategic direction of library services over the next twenty years and the early concept development for the buildings and facilities needed to deliver these important services; and
- Inform both Council's future strategy work including the Connected Communities Strategy, Liveable Neighbourhoods Strategy and long term Community Infrastructure Strategy.

#### **Key assumptions/ guiding principles**

Some key assumptions are informing the Service Review project, in which Council recognises:

- The value of libraries to its community and their important role in the day to day lives of families, young people, students, small businesses and the broader community.

- Libraries are an important universal service that support a range of outcomes for all sections of our community through the provision of free, safe and accessible places and resources.
- Libraries support community development and connection, and help to create a distinct sense of place. Libraries support the delivery of our community vision (Whittlesea 2040, a place for all) through connecting communities, supporting local economic development and creating liveable neighbourhoods.
- The strong history and positive partnerships between Council, partnering Councils and the YPRL.
- The need to ensure Council's services are relevant, future ready, sustainable and well-governed.

### **Service Review scope**

Council has engaged independent consultants, Mach2 and Sociologic, to undertake the Service Review and the project scope includes:

- Current and future demand for library services within the City of Whittlesea over the next twenty years,
- Confirmation of social outcomes that Council is seeking to achieve through the provision of library services and identify how these will be measured,
- Identify service delivery model options and good practice opportunities that respond to community need and desired social and place-based outcomes,
- Identify the infrastructure required to support delivery of the recommended service model, including buildings and other operating infrastructure (including timing, locations and high-level costing), and
- Provide independent assessment and advice to Council on existing operating, governance and funding models.

It is anticipated that the Service Review will be completed towards the middle of 2023 and that recommendations will be considered and implemented over subsequent budget cycles.

### **YPRL Infrastructure Development Plan**

A YPRL Libraries Infrastructure Development Plan was developed by YPRL in 2019 to assist member councils with planning and development of libraries across the region. This plan is a guiding document that has not been endorsed by Council.

Decisions regarding infrastructure models and the extent of library networks and building infrastructure provision sit appropriately with member councils. It is member councils that make decisions regarding capital improvements and when new library developments will occur within their respective municipal boundaries, and YPRL manages all aspects of the library services delivered from those buildings.

The plan outlines a proposed Service Model Hierarchy and provides a framework in which libraries for different communities and catchments can be scaled. In summary, the hierarchy includes:

- **Destination Libraries** - one for each member Council region: Ivanhoe Library Cultural Hub; Mill Park Library and Eltham Library providing services to the wider regions with extended opening hours.
- **Branch Libraries** - suburban and town-based libraries providing a range of community focussed services including Watsonia, Rosanna, Lalor, Thomastown, Whittlesea, and Diamond Valley.
- **Community Libraries** - providing a local service that is complemented by services in larger nearby branches. These cover alternative models of service delivery such as book depots. They would offer limited access to library services which may include computer access, pick up holds and limited physical collection. Limited outreach programs could also be offered. They would be collocated with other community services and may not be staffed.
- **Click and collect and library hubs/ lounges** – library ‘access’ points co-located in community centres and other civic buildings in which community members can borrow (typically through a library kiosk) and collect/return books. Click and collect / library hubs vary in model and scope (some have library collections and space for programming, greater levels of staffing; whilst others are limited to resource pick-up / drop off). These sites are managed through an associated Branch Library.
- **Mobile Libraries** - providing services to remote and rural communities. This includes the Mobile Library and the Outreach Library which serves retirement villages and nursing homes.
- **eLibrary Services** - website access to all online library resources 24/7.

### **Emerging Service Models for Library Provision in Growth Areas**

The demand for library services in growth areas is considerable and Council is currently developing a Long Term Community Infrastructure Strategy to proactively address demand and infrastructure needs. In recent years Council and the YPRL have piloted models of service delivery including initiatives at Galada Community Centre, Epping and Olivine Place neighbourhood centre, Donnybrook; as well as a proposed Community Library Hub for Patterson Drive Community Centre, Donnybrook. These initiatives have piloted library ‘click-and collect’ as well as ‘library hubs or lounges’ service models and have been a key means by which Council can address community demand for library services sooner rather than later. Library uses within Council’s community centres is also an effective way of activating and fostering increased usage of these facilities. These smaller, interim models may also complement the establishment of larger library facilities to be constructed in the longer term.

Additionally, to support our rapidly growing community through the western corridor, additional Community Library Hubs are proposed to be incorporated into two upcoming integrated facility developments at;

- Patterson Drive Community Centre Donnybrook, and
- West Wollert Community Centre.

### **GALADA COMMUNITY CENTRE LIBRARY HUB**

Galada Community Centre is at the heart of the Aurora precinct in Epping North. The Centre integrates community halls, community meeting rooms, kindergarten, maternal and child health services and the recently established library Hub within the Community foyer space. Galada Library hosts a collection of approximately 1200 books and materials, with programming linked to the YPRL's Thomastown Library Branch. The most popular topics are cooking, parenting and interior design. Since launching the new service:

- Storytime attendance figures have grown from 227 (June 2022) to 706 (Oct 2022);
- School holiday program almost doubled from 54 in July to 98 in September 2022 school holidays, and
- Monthly loans are averaging 515 and 'Click & Collect' holds are 177.

The strength and success of the Galada Community Centre is highlighted by the collection's prominence in the community foyer and the collaboration between community hub staff and librarians to provide consistent customer service and an enhanced experience and reason to visit the centre.

In early 2023, an evaluation with Yarra Plenty Regional Library (success stories and lessons learnt) will be undertaken to continuously improve the ongoing operations of Galada and guide the design of new proposed sites.

### **PROPOSALS FOR NEW LIBRARY SPACES**

#### **Community Demand**

Key social infrastructure is required in our eastern and western growth corridors of the municipality where Council is experiencing the quickest growth. Council has received ongoing feedback during community engagement processes, (such as Community Plan consultation, annual budget submissions, social media and coffee with Council sessions), in recent years regarding the relative lack of services, with notable and frequent requests for a library service in these neighbourhoods.

The Eastern growth corridor suburbs Mernda and Doreen have grown from 40,253 in 2016 to 53,002 in 2021 and is expected to grow to 61,607 by 2034.

The Western growth corridor suburbs of Donnybrook, Wollert & Epping North has grown from 26,251 in 2016 to 44,828 in 2021 and is expected to grow to 116,376 by 2034.



### Community Library at Mernda Town Centre

The Mernda Strategy Plan (MSP) 2004 (amended 2008 and 2016) is the overarching strategic plan which has guided the development of Mernda. The plan identifies a hierarchy of activity centres to service the precinct. The main activity centre (now referred to as the Mernda Town Centre) is identified as a 50-hectare town centre site situated in Mernda, south of Bridge Inn Road between Plenty Road and Alliance Avenue. Figure 2 shows the key land uses intended for the Mernda Town Centre.



Figure 2: Mernda Town Centre Development Plan Design Response (Source: Mernda Town Centre Development Plan, November 2018)

The Mernda Strategy Plan identifies that the community facilities to be provided in the Mernda Town Centre are of a ‘higher-order regional provision’ which will support the focus for the Mernda Town Centre to become a centre for community life. Services identified for delivery at the Mernda Town Centre include maternal and child health, community and performing arts, a branch library, spaces for outreach services, and a childcare centre.

There is considerable emerging community need within the Mernda community. Program delivery by Council and community partners in the precinct has identified the following emerging community needs:

- Fast growing community - A relative lack of infrastructure for a growing community, with specific interest in activities after hours for young people and the broader community.
- Library and recreation facilities are infrastructure priorities for residents.
- High levels of family violence and financial assistance (particularly rent).
- Increases in speech delay in young children and more children on the spectrum (kinder).

In order to implement the requirements of the Mernda Strategy Plan Development Contributions Plan for the Mernda Town Centre site, a Section 173 Agreement was negotiated between Council and the landowner. The agreement gives effect to the understanding as to how the owner's development contribution obligations are to be satisfied as part of the development of the subject site, including land and works provided 'in kind'.

Through discussions with the landowner, Council has agreed that:

- Council delivering an "interim civic related purpose" on a site other than the land identified for a permanent community facility in the Mernda Town Centre Development Plan will meet Section 173 requirements.
- The landowner will agree to an extension of time for the delivery of a permanent community facility of up to 10 years.

### **The proposal**

As a Woolworths supermarket opened in the Mernda Town Centre Shopping Centre in October 2022, and Council's permanent community facility is not anticipated to commence construction within the next two years, a medium-term activation solution is required to meet the Section 173 Agreement's Clause 6.2.1.

An options analysis considered:

- An interim facility on Council land within the Mernda Town Centre; and
- A rented space within the existing shopping centre.

This analysis identified that a rented space within the Mernda Town Shopping Centre is more suitable for a medium-term community facility than Council's land due to the integration with the broader shopping centre and high incidental exposure, potentially encouraging residents who do not generally access local community facilities and programs.

In addition, this site can be activated quickly and remain operational throughout the build of the permanent facility providing service continuity. It also avoids the construction risk associated with building while construction costs are volatile due to the COVID-19 pandemic and other global events affecting building costs and supply chains.

In light of this, the report recommends the establishment of a medium term (10-year) community facility at the Mernda Town Centre includes:

- a small community library including a seating/reading/workspace area, public computer and printing access and programming space;
- Space for Council (and potentially other partner) community programs – including youth programs, ageing well programs, early years etc; and

- A shared governance model between Council and the YPRL around the management and programming of the space.

The Mernda community library will be delivered from Shop MM3, a 200 square metre retail space in the Mernda Town Centre Shopping Centre.

Schedule 1 of the Library Agreement outlines each Councils' assets provided for Yarra Plenty Regional Library use. To this end, Schedule 1:

- Will need to be updated if this proposal is adopted and the leasing proposal is successful; and
- Can be updated at an operational level and doesn't require a Council resolution.

### **Community Library service mix**

The proposed service mix option is for Yarra Plenty Regional Library (YPRL) to run a small branch library from the leased retail space. This would include library collection, click and collect area, public seating/reading/workspace, public computer, printing, self-checkout, collection check in, staff service desk and staff break-out space. Programmable space would also be developed as part of this option and Council's agreement with YPRL could require access to this programable space. This model will:

- Address identified local community need for a traditional library service including reading/study/workspace and the creation of spaces that facilitate community connection.
- Allow for the inclusion of programable space which provides flexibility to respond to current and emerging needs.
- Allows Council to test the mix of programs and services that will ultimately be offered from a permanent facility. This could also be done in partnership with other community organisations.

### **Library Hub at Kirrip Community Centre**

The Kirrip Community Centre is located on De Rossi Boulevard in Wollert East, adjacent to Wollert Primary School. It comprises a three-room kindergarten, maternal and child health (MCH) consulting suites, two allied health suites, a divisible hall, community kitchen and large foyer area. Since the facility opened in 2021, the number of users and programs has continued to grow. Examples of facility users include Sewing Sisters, Whittlesea Community Connections cooking group, playgroups, children's dance and multi-cultural dance groups.

There is considerable emerging community need within the Wollert community. Program delivery by Council and community partners in the precinct has identified the following emerging community needs:

- Fast growing community – the population is projected to increase by over 1000 percent in the next 20 years, from 2,832 residents in 2022 to 35,594 in 2041.

- Multicultural community with almost a quarter of residents having arrived in Australia in the last five years. Residents have expressed interest in celebrating and sharing culture.
- One of the most impacted suburbs by COVID-19 in the City of Whittlesea. Parents have expressed concerns about the impact of the pandemic on their children's educational and social development and are seeking local family activities.
- Library and recreation facilities are infrastructure priorities for residents.

There is currently limited library space within the western corridor of the municipality which is serviced through both the Lalor Library and through the YPRL's mobile library service. The Patterson Drive Community Centre will contain a small collection, kiosk and study/ maker space area (scheduled for completion in 2025). In the longer term, future community centres at Koukoura Drive, Donnybrook (scheduled for construction in financial year 2029/30) and the Wollert Major Town Centre (scheduled for construction in financial year 34/35) will include full collection branch libraries.

### **The proposal**

It is proposed that a library hub be established in the Kirrip Community Centre foyer. This includes a dedicated area with bookshelves, adult and children's seating. In addition, mobile bookshelves, a self-checkout and a returns area will be located in areas of the foyer to encourage library users to walk past the program noticeboard see other activities and engage with facility staff. Library collection items will also be available in community languages.

The Community Library Hub will be designed to integrate with the existing foyer, so that it feels like one, seamless, welcoming space for facility users.

## **Community Consultation and Engagement**

### **Service Review**

Any decisions that impact library services will involve engagement with partnering councils, YPRL, Council and the community. As with all major policy decisions, any decision on libraries will be aligned with the Community Vision, Community Plan and involve consideration of the long-term financial impact and required investment of community resources.

### **Proposed new library services**

There has been considerable community interest in a library service for Mernda and Wollert in past community budget submission processes.

In addition, stakeholder engagement commenced prior to the COVID-19 pandemic to inform initial project scoping and the development of a preliminary Human Services Needs Analysis. The engagement process featured a range of community workshops and interviews with local business owners, service providers and community representatives. The initial findings of this engagement process have been used to form the proposals presented in this report.

Council is also undertaking a service and infrastructure profile for both youth services as well as library services. The youth services profile will involve considerable consultation with young people and local service providers and both processes will continue to inform planning for these precincts.

In addition, emerging service and community needs identified over the past 12 months of running programs out of the Community Centre have also informed this report.

### Alignment to Community Plan, Policies or Strategies

Alignment to Whittlesea 2040 and Community Plan 2021-2025:

#### **Connected communities**

We work to foster an 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.

This report provides updates and recommendations on two actions within the Strong Local Economy section of the Community Plan;

- Review the library service to inform transition to a new entity as required under the Local Government Act 2020, and
- Increase participation and access to library services through additional 'satellite' library programming at community centres

The two new proposed library facilities will provide growth corridor communities greater access to public amenity and provision of localised services. Both proposals provide the opportunity for incidental visitation and the engagement of community members typically reluctant to access community facilities.

Both facilities will contribute to the liveability and vibrancy of their neighbourhoods and the Mernda Town Centre facility will catalyse the economic and urban development of Mernda Town Centre.

## **Local Government Act 2020**

Under the Local Government Act (section 9, 90) all Victorian councils have an obligation to regularly review all programs and services to ensure that they are meeting the changing and emerging needs of the community. This is particularly important in a rapidly growing and changing community like Whittlesea and in the context of the rapidly changing ways people are engaging with work, study, and recreation. The Service Review project will assist Council's decision making regarding the provision of future library services and infrastructure; and participation in the YPRL and joint member Council working group.

## **Considerations**

### **Environmental**

The fit-out and design of the library facilities in Wollert and Mernda will consider Council's Environmental and Sustainable Design Guidelines.

### **Social, Cultural and Health**

Both of the proposed library facilities and Service Review will provide opportunities for Council and other local service providers to address key service gaps for branch library services in the catchment area and provide both formal and incidental opportunities for community connection resulting in positive mental and social health outcomes.

In additional, there has been considerable community interest in a library service for Mernda and Wollert in various community engagement processes over many years.

### **Economic**

The opportunity to utilise the programming space in the Mernda Town Centre facility to trial additional service mix options will provide case study data to inform the design, functionality and partnership opportunities to deliver a permanent facility in the longer term that maximises local economic benefits.

### **Financial Implications**

#### **COMMUNITY LIBRARY AT MERNDA TOWN CENTRE**

##### ***Capital and operational costs***

As detailed in Table 2, the capital cost to establish the community library and programmable space as per the proposal is estimated to be \$1 million. This cost includes design, fit out and establishment of the retail space as a library and community facility.

The operational cost of the facility is estimated to be \$342,500 per annum. This includes staffing, leasing fees, utilities, minor equipment and consumables required for facility operation.

Table 2 provides a summary of the estimated combined capital and operational costs for the provision of a branch library from Shop MM3 in the Mernda Town Centre Shopping Centre.

Category	Description	Estimated Cost
<b>Capital*</b>	<b>Base fit-out</b> (including floor coverings, ceiling grid & lighting, wall plaster, auto main door, kitchenette/staff room, storage, accessible toilet, fixed fit out – partitions, signage, data, electrical, security, loose fit-out. design, permits, project management, contingency) <b>Library fit-out</b> (including moveable shelving, self-checkout kiosk, return chute, digital display, IT)	<b>\$1 million</b>
<b>Operational</b>	<b>Staffing</b> <b>Programming costs</b> (program costs, consumables, equipment replacement) <b>Outgoings</b> (rental including all outgoings)	<b>\$3.425 million (over the 10-year period):</b> - \$342,500 (per annum)
<b>Total estimated capital and operational costs (10 years)</b>		<b>\$4.42 million</b>
*Excludes escalation & maintenance.		

Table 2: Mernda Town Centre small branch library capital and operational costs summary (10 years)

### **Long-Term Financial Plan impact**

As shown in Table 3, a total of \$18.2 million of capital expenditure is currently allocated in Council's Long-Term Financial Plan for the construction of a *permanent* community facility (including library) in the Mernda Town Centre. However, as these allocations refer to the permanent construction of a facility, there is currently no allocation for a medium-term community facility. A leased medium-term option would enable Council to defer some of these funds to later years in the capital program (although some funds would still be required to develop the permanent facility during this 10-year period). Further work on this budget for the long-term facility is required.

<b>Permanent community facility (including library) @ Mernda Town Centre</b>		
<b>Project phase</b>	<b>Budget allocation</b>	<b>Financial year</b>
Concept design	\$175,000	Carried over from 21/22 to 22/23
Detailed design & preliminary works	\$750,000	23/24 – 24/25
Construction	\$17,300,000	25/26-28/29

*Table 3: Existing Mernda Town Centre capital budget allocation in Council's Long-Term Financial Plan (this section included for Briefing Meeting only)*

As the successful amendment of the Mernda Town Centre Section 173 Agreement would extend the timeline for delivery of the permanent community facility, it is proposed to repurpose the \$175,000 carried over into the 2022/23 financial year and allocate this funding towards establishment costs for the medium-term facility. Doing so would reduce the once-off establishment budget shortfall to \$825,000 with this amount to be requested through the 2022/23 mid-year budget process.

Annual operating costs would need to be allocated from Council's operational budget for the duration of the retail lease period. The proposal in this report is not currently part of Council's Long-Term Financial Plan and if endorsed would need to be updated.

## **LIBRARY HUB AT KIR RIP COMMUNITY CENTRE**

### ***Capital and operational costs***

The initial cost to establish a Library Hub in the Kirrip Community Centre and programmable space as per the proposal is estimated at \$150,000. This cost includes shelving, furniture, self-checkout kiosk and returns area. Costings are based on conservative estimates and will require further refinement based on more detailed specifications.

The operational cost of the facility is estimated to be \$100,250 per annum. This includes staffing, leasing fees, utilities, minor equipment and consumables required for facility operation.

Annual operating costs for the Library Hub would need to be allocated from Council's operational budget which will require a budget amendment. If the proposal is endorsed, the budget would need to be addressed as part of Council's mid-year budget review process.

<b>Category</b>	<b>Description</b>	<b>Estimated Cost</b>
<b>Capital*</b>	<b>Library fit-out out</b> (including shelving, self-checkout kiosk, seating, returns area, signage, displays, electrical and IT works). It is proposed that the capital works are carried out across the 2022/23 and 2023/24 financial years.	<b>\$150,000 (one-off cost)</b>



Category	Description	Estimated Cost
Operational <sup>^</sup>	<b>Staffing</b> <b>Programming costs</b> (program costs, consumables, equipment replacement). It is proposed that the hub would be operational by the end of 2023.	<b>\$100,250 per annum</b>
*Excludes escalation & maintenance		
<sup>^</sup> Operational for 2023/24 financial year would be \$50,000		

Table 4: Kirrip Community Centre – Community Library capital and operational cost summary

### Long-Term Financial Plan impact

Table 5 summarises the budget allocations required in Council’s Long-Term Financial Plan if the proposal for a Library Hub at Kirrip Community Centre is endorsed.

Budget item	Budget allocation	Financial year
Fit-out	\$50,000	22/23
Fit-out	\$100,000	23/24
Annual operating cost –	\$50,000	Year 1 (23/24)
	\$100,250	Year 2 and beyond/ on-going

Table 5: Kirrip Community Centre – Community Library capital Long Term Financial plan impact

## Link to Strategic Risk

### Strategic Risk Service Delivery - Inability to plan for and provide critical community services and infrastructure impacting on community wellbeing

The Service Review is underway and will inform the strategic direction of library services over the next twenty years, Council YPRL transition of business planning required by 2031 and the timely development of infrastructure needed to deliver these important services, whilst ensuring the long-term sustainability of Council.

The proposed medium-term (10 year) library facility in the Mernda Town Centre responds to the service needs identified in the Mernda Strategy Plan and sets out a proposal to ensure that Council continues to meet its obligations for service provision under the Mernda Town Centre Section 173 agreement. The Merna Town Centre proposal assumes use of the retail space will satisfy the expectations of the Mernda Town Centre Section 173 agreement in relation to an interim ‘civic’ related purpose requirement; and that development of the ‘ultimate’ or permanent community facility can be moved to a later delivery date within

Council's Long-Term Financial Plan which will also allow Council more flexibility to deliver social infrastructure in other parts of the municipality.

## Implementation Strategy

### Communication

Ongoing information on the status of the project will be provided through a range of Council's channels including print, digital, social media, web, e-news, newsletters, advertising and Council's engagement platform [engage.whittlesea.vic.gov.au](http://engage.whittlesea.vic.gov.au). Partner communication channels will also be used to promote services and programs where appropriate. Council will work with partner councils and the YPRL throughout the Service Review and transition of business process.

### Critical Dates

#### *YPRL transition planning*

Table 6 includes some key dates for YPRL transition planning.

Date	Description
<b>2025</b>	Existing 5-year joint library service agreement expires.
<b>2031</b>	Deadline under the 2020 Act for regional library corporations to be 'wound up'.

Table 6: YPRL transition dates

### Service Review

Table 7 outlines timelines for Council's Service Review.

Date	Description
<b>February -April 2023</b>	Undertake review & prepare draft Service and Infrastructure profile document.
<b>April- June 2023</b>	Undertake workshops with Council (by theme – including libraries) for Draft Connected Communities and Long-Term Community Infrastructure Strategies.
<b>19 September 2023</b>	Draft Connected Communities and Long-Term Community Infrastructure Strategies presented to Council for consultation
<b>19 December 2023</b>	Draft Connected Communities and Long-Term Community Infrastructure Strategies presented to Council for endorsement.

Table 7: Council's Service Review timelines and alignment with YPRL 2023 board meetings

### *Proposed new library spaces at Mernda and Wollert*

#### *Community Library at Mernda*

The Mernda Town Centre Section 173 Agreement states that Council has two years from the opening of any supermarket on adjacent land to the north to utilise the land for an interim 'civic' related purpose and five years to commence development of an ultimate community

facility. With a supermarket having opened in October 2022, interim community service/programming related activity needs to occur by October 2024, and development of Council’s permanent facility needs to have commenced by October 2027.

If this report’s recommendations are adopted then it is anticipated that:

- The Community Library at Mernda is proposed for a 10-year lease period;
- The Community Library at Mernda and community programs could commence by first quarter of financial year 2023/24;
- The Library Hub at Kirrip Community Centre could commence by the end of 2023.

Table 8 outlines proposed capital works periods and commencement of operations for the Community Library at Mernda and the Library Hub at Kirrip Community Centre.

	<b>2022/23</b>	<b>2023/24</b>
Community Library at Mernda	<ul style="list-style-type: none"> <li>• Capital works/ fit-out (approx. 60-70%)</li> </ul>	<ul style="list-style-type: none"> <li>• Complete Capital works/ fit-out (approx. 30-40%)</li> <li>• Commence operations – first quarter of financial year 2023/24</li> </ul>
Library Hub at Kirrip Community Centre	<ul style="list-style-type: none"> <li>• Capital works/ fit-out (33%)</li> </ul>	<ul style="list-style-type: none"> <li>• Complete Capital works/ fit-out (approx. 66%)</li> <li>• Commence operations by end of 2023</li> </ul>

Table 8: proposed new library spaces key timelines

**Declaration of Conflict of Interest**

Under Section 130 of the *Local Government Act 2020* and Rule 47 of the Governance Rules 2021, 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.

**Conclusion**

This report provides an update on Council Plan action ‘*Review the library service to inform transition to a new entity as required under the Local Government Act 2020*’ and proposes two new library facilities, including a medium-term (10 years) community library in the Mernda Town Centre Shopping Centre and a permanent Library Hub at the Kirrip Community Centre in Wollert East.

## 5.2 Liveable Neighborhoods

### 5.2.1 Petition - Additional Parking Request, VR Michael Reserve, Lalor

<b>Responsible Officer</b>	Director Infrastructure & Environment
<b>Author</b>	Tara Jolfaei, Coordinator Open Space Planning
<b>In Attendance</b>	Tara Jolfaei, Coordinator Open Space Planning
<b>Attachments</b>	Attachment 1 - VR Michael Reserve Map [5.2.1.1 - 1 page]

#### Purpose

The purpose of this report is to consider a petition requesting an increase to the number of parking spaces and accessible parking at VR Michael Reserve in Lalor.

#### Brief Overview

A petition was tabled at the Council meeting on 19 September 2022; Council resolved to note the petition from 99 signatories (60 residents and 39 non-residents) in September 2022, requesting Council increase the parking spaces and accessible parking spaces for elderly citizens at VR Michael Reserve (the Reserve) and write to the head petitioner to inform that:

1. A meeting with the head petitioner was organised with the Coordinators of Leisure & Recreation, and Open Space Planning on 11 October 2022.
2. A report to Council will be prepared for the December 2022 Council Meeting, advising of the outcome of analysis, needs and issues and provide a recommendation.
3. The head petitioner will be advised of Council's decision following the Council Meeting.

This report intends to provide council with an update of the petition for additional parking at VR Michael Reserve.

#### Recommendation

**THAT Council, in relation to the petition requesting additional car parking spaces at VR Michael Reserve (the Reserve):**

1. **Undertake a park masterplan in FY 23/24 for a more comprehensive approach to park planning for existing and future uses;**
2. **Explore options to upgrade the offsite parking (east of entrance of VR Michael Reserve) and provide all weather pedestrian connection from the parking to the clubrooms as part of future capital works program; and**
3. **Advise head petitioner of the outcome of Council's decision.**

## Key Information

### Site Context and Background

#### Site Context and Locality

The VR Michael Reserve was developed in the 1950s and is a predominantly non-sporting reserve, located on the southwest corner of Deveny Road & High Street in Lalor, and occupies an area of 7.6 hectares. Reserve facilities include the bocce link & clubroom, walking paths, a shelter, playground, barbecue & picnic facilities, car parking and public toilets.

The Reserve was identified as one of the most popular in Epping and Lalor in the community survey undertaken in 2018 for the Whittlesea Open Space Strategy.

A separate project is currently underway investigating the potential addition of an off-lead dog park to be located at the reserve. This additional use will need to be considered as part of any master planning for the site.

#### Lalor United Bocci and Social Club

The Lalor United Bocci and Social Club (the Club), established in 1996, is a non-profit organisation providing social, cultural, recreational, and welfare support to all members of the Maltese Community in the State of Victoria. Located in VR Michael Reserve, the Club provides activities and services such as Bocci and billiards competitions, line dancing, bingo, Maltese language classes, Maltese festivals and social events all year round.

The operating hours are Monday to Saturday, 9 am to 4 pm; the busiest days are Tuesdays and Saturdays. On busy days the club has recorded an attendance of 190 people. According to the Club president, the club has 400 members, and the majority of the members are senior citizens with mobility issues.

### Parking investigation

The existing parking arrangements and details of carpark usage are summarised below, a full summary of parking usage surveys 1.

Area / Colour	No. of Spaces	Max. Occupied Spaces
<b>Internal</b>		
A / Green	34	34
B / Dark Blue	8	8
C / Pink	7	7
E / Yellow (No Stopping Area)	0	5
F / Red (No Stopping Area)	0	1
<b>Sub-totals</b>	<b>49</b>	<b>55</b>
<b>External</b>		
D / Light blue (Sandy surface)	21	11
<b>Sub-total</b>	<b>21</b>	<b>11</b>
<b>TOTAL</b>	<b>70</b>	<b>66</b>

These results indicate that the demand for parking exceeds the number of internal parking spaces, although when the external spaces are considered, the overall number of spaces is adequate.

The external spaces seem to be viewed by the club users as unsuitable for their use. This is likely because the external spaces have a granitic sand surface and are a 100m to 150m walk via a 3% gradient from the clubroom. Whilst from a parking standard, a sandy surface and a 100m to 150m walk on a 3% grade are considered reasonable, it would seem from the petitioners' point of view, these are not preferred.

#### Accessible Parking

Within Area C there are seven parking spaces, one of which is an accessible parking space (DDA compliant parking space). One accessible space per 50 standard spaces within the overall internal carpark meets relevant State and Federal parking rate standards for the provision of accessible parking. If it is determined additional accessible parking bays are to be provided, the area required for one accessible bay occupies the area of two standard bays or two accessible bays instead of three standard bays, to be compliant with Disability Discrimination Act (DDA). This means that any additional accessible parking would reduce the overall number of parking spaces.

In any event, as the majority of the Club's 400 members are senior citizens (who are likely to be accessible parking permit holders), it is unlikely that the provision of one or two additional accessible parking spaces will satisfy the users. This is often the case with facilities attended by a large proportion of senior citizens, ie. where the demand for accessible parking far exceeds the number of accessible parking bays.

### Additional Parking Spaces

The provision of additional parking spaces within the Reserve could only be provided within and thus detrimentally impact on, existing open space (garden, grass or tree) areas. This loss of open space would not align with the Whittlesea Open Space Strategy.

As mentioned above, the provision of additional DDA compliant parking spaces would decrease parking spaces and be counterproductive.

There is an opportunity to upgrade the external car park by sealing the sandy surface and the walking path between the external car park and the clubroom.

There is no current Park Masterplan that address the expansion of car parking or any facilities at VR Michaels Reserve. It is anticipated that there will be a need for additional parking as part of the investigation into new off leash dog park within VR Michael Reserve and the ever-growing population within Lalor and the wider community.

## **Community Consultation and Engagement**

As per the Council decision, a meeting with the Head Petitioner and Club President was conducted on the 11 October 2022 and was attended by City of Whittlesea (CoW) Coordinator of Open Space Planning and Unit Manager Leisure & Recreation. The following main points were discussed at the meeting:

- Only 70 car parking spaces are available at the reserve to serve 400 club members, and although the club capacity is approximately 190 members, there is not enough parking spaces to meet the demands of the club as well as non-club related park users.
- When all parking spaces are occupied, cars are often parked in No Stopping areas and have received a parking fine of up to \$185.
- The fines are excessive for the senior citizens who are often pensioners and not as mobile as the broader community and cannot walk further to park in an unrestricted parking area.
- Additional parking spaces is a priority for the club over lighting, toilet upgrade, or any other request previously communicated

The Coordinator of Open Space Planning will advise the head petitioner and petitioners of the outcome of Council's decision.

## **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.

**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.

**Considerations****Environmental**

The construction of parking bays within VR Michael Reserve would detrimentally impact available open space, street trees, and may impact underground services in this area. Increasing parking within VR Michael Reserve does not have environmental benefits nor does it align with the Council endorsed Active Whittlesea Strategy and Open Space Strategy.

**Social, Cultural and Health**

Increasing accessible parking and access to VR Michael Reserve may create a more inviting environment for visitors with mobility issues.

**Economic**

No implications

**Financial Implications**

Construction of parking bays and development of the offsite parking will require a significant budget for feasibility, detailed design, and construction.

The cost for formalising of the existing granitic sand carpark and upgrading pedestrian access is estimated to be in the order of \$284,000..

These funds are not included in the current Council budget, if Council determine these works are required, these will need to be considered for inclusion in a future Capital Works Program.



## Link to Strategic Risk

### **Strategic Risk** *Climate Change - Failure to mitigate or adapt to the risks of climate change*

The construction of parking bays within VR Michael Reserve would detrimentally impact available open space, street trees, and may impact underground services in this area. Increasing parking within VR Michael Reserve does not have environmental benefits nor does it align with the Council endorsed Active Whittlesea Strategy and Open Space Strategy.

## Implementation Strategy

### **Communication**

Once Council has reached a decision, the Coordinator of Open Space Planning will advise the head petitioner and petitioners of the outcome of Council's decision.

### **Critical Dates**

There are no critical dates associated with this project.

## 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.

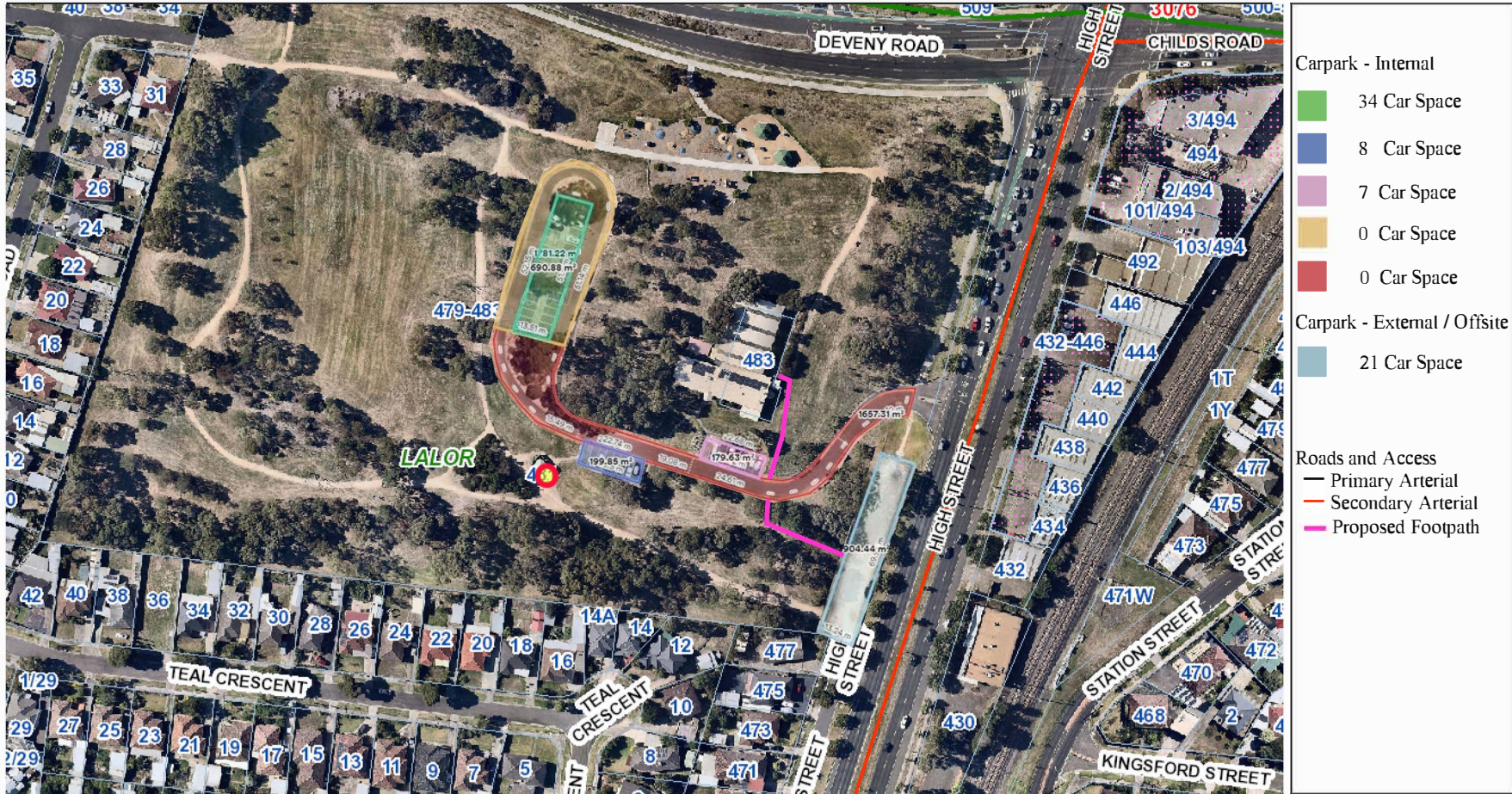
The Responsible Officer reviewing this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

## Conclusion

- There is no current Masterplan for the park that considers the need to expand or alter other attributes at VR Michaels Reserve. It is anticipated that there will be a need for additional parking as part of the investigation into a potential dog off leash facility within VR Michael Reserve and the ever-growing population within Lalor and the wider community.
- The Parking surveys conducted on busy days (as advised by the Club) indicate that whilst all internal parking spaces can be fully occupied, not all external spaces are occupied, and thus the need for additional parking has not been established.
- The provision of additional accessible parking would be counterproductive.
- There is opportunity to upgrade the external car park and the walking path between the external car park and the clubroom.
- Upgrades to the external car park and walking path will be referred to the Capital Works Program for consideration.



# VR Michael Reserve



- Carpark - Internal
  - 34 Car Space
  - 8 Car Space
  - 7 Car Space
  - 0 Car Space
  - 0 Car Space
- Carpark - External / Offsite
  - 21 Car Space
- Roads and Access
  - Primary Arterial
  - Secondary Arterial
  - Proposed Footpath



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Map Scale: 1 : 2000  
Date: 27/10/2022  
Produced By: tmj

## 5.2.2 Epping Animal Welfare Facility Renaming

<b>Responsible Officer</b>	Director Planning & Development
<b>Author</b>	Debbie Blandford, Manager Compliance & Environmental Health
<b>In Attendance</b>	Debbie Blandford, Manager Compliance & Environmental Health
<b>Attachments</b>	No Attachments

### Purpose

To provide Council with the outcomes and recommendations arising from the public exhibition period regarding the proposal to rename the Epping Animal Welfare Facility located at 20 Companion Place, Epping (previously Lot 3, 490 Cooper Street, Epping) to *wat djerring Animal Facility*.

### Brief Overview

Council commenced managing the Epping Animal Welfare Facility on 16 October 2022 and provides regional services for the Cities of Whittlesea, Merri-bek and Darebin.

It is proposed that the Facility is relaunched with a new name following the change to in-house operations. The proposed new name *wat djerring Animal Facility* was placed on public exhibition during October and November 2022. This report presents the community's feedback in relation to the proposed new name, *wat djerring Animal Facility*.

### Recommendation

#### THAT Council:

1. Approve the proposed renaming of the Epping Animal Welfare Facility located at 20 Companion Place, Epping (previously Lot 3, 490 Cooper Street, Epping) to *wat djerring Animal Facility*;
2. Write to submitters to advise of the outcome and appeal mechanisms through Geographic Names Victoria;
3. Authorise the CEO to submit the name to Geographic Names Victoria seeking final approval of the proposed name, *wat djerring Animal Facility*; and
4. Write to the City of Darebin and City of Merri-bek to advise the final outcome of the renaming process.

## Key Information

From 16 October 2022, the City of Whittlesea commenced managing the Facility on behalf of the Cities of Whittlesea, Moreland (now Merri-bek) and Darebin.

It is proposed to rename the Facility to move away from being suburb-specific and reflect that the Facility services a much broader region.

In early 2022, an application was submitted to the Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation ('Corporation') seeking suggested Aboriginal names to be provided for use in the title of the Facility. The name the Corporation offered is *wat djerring*, meaning 'we together'.

The name is pronounced "wot jerring" – the 'dj' sound is not known in the English language but is a combination of the two sounds. They are pronounced together, but there is more emphasis on the 'j'. The name is displayed in lower case lettering, with no initial capitalisation.

It should be noted that this was the only name supplied for Council's consideration by the Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation.

The proposed name meets the requirements of the Naming Rules for Places in Victoria 2022, in particular:

- Principle A – Ensuring Public Safety and Principle B – Recognising the Public Interest – ensuring that 'Animal Facility' is included in the title will ensure the building is easy to locate.
- Principle D – Ensuring names are not duplicated.
- Principle E – Recognition and use of Traditional Owner languages.
- Principle F – Names must not discriminate or be offensive.
- Principle K – Language. The name is written in Australian English and also uses a recognised format of a Traditional Owner language by retaining all lowercase lettering in *wat djerring*. It is accepted that Traditional Owner names will become familiar and easy to use over time.

It should also be noted that officers from the City of Moreland (now Merri-bek) and the City of Darebin were provided information on the proposed renaming and endorsed the use of "wat djerring Animal Facility".

The proposed new name *wat djerring Animal Facility* was placed on public exhibition for 30 days during October and November 2022.

A total of 25 submissions were received, with 16 in favour and nine opposed to the proposed new name. Only people who opposed the proposed name were requested to provide an explanatory comment.

Overall, there was general support for using an Aboriginal name in the Facility’s title. However, there were some concerns raised by those opposed and these have been summarised into three key themes as detailed in the table below:

Opposed	Officer Response
<p>The meaning of wat djerring - “we together” - does not adequately explain the nature and goals of the facility.</p>	<p>If approved, further communication explaining the meaning of wat djerring will be provided for community at the time of the Facility relaunch, via Council’s website, social media channels, and Local Scoop newsletter. The publicity will reflect that the three councils are working together to deliver positive animal welfare outcomes for our communities bringing people and pets together.</p>
<p>The proposed name is difficult to remember and pronounce, and the lowercase lettering breaks regular naming conventions.</p>	<p>Similarly, to the above point, further communications will be undertaken to clarify the pronunciation as “wot jerring” – the ‘dj’ sound is not known in the English language but is a combination of the two sounds. They are pronounced together, but there is more emphasis on the ‘j’. The name is displayed in lowercase lettering as instructed by the Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation, with no initial capitalisation.</p>
<p>Changing the name is unnecessary.</p>	<p>The proposed new name moves away from being suburb-specific to reflect that the Facility services a broader region.</p>

## Community Consultation and Engagement

Proposed names were sought from the Wurundjeri Woi Wurrung Aboriginal Cultural Heritage Corporation. wat djerring was the only name offered.

Council's Aboriginal Communities Department was consulted to advise of any local community issues or sensitivities and provided positive feedback to the logo concepts and proposed name.

The proposed name was considered by Council's partners in the Epping Animal Welfare Facility, the Cities of Darebin and Moreland (now Merri-bek) and Council's internal Naming Committee, who endorsed the proposal for the Facility to be renamed wat djerring Animal Facility subject to public consultation.

Council invited public submissions during the formal exhibition period from 21 October to 20 November 2022. A total of 25 submissions were received, with 16 in favour and 9 opposed to the proposed name.

If the proposed name is approved by Council, the next step will be to apply to Geographic Names Victoria to register the name and to write to people who opposed the name to advise them of the outcome and their right to appeal.

## Alignment to Community Plan, Policies or Strategies

Alignment to Whittlesea 2040 and Community Plan 2021-2025:

### Connected communities

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

The proposed renaming of the Epping Animal Welfare Facility connects the Facility to the broader northern Melbourne region that it accommodates and acknowledges the traditional owners of the land on which the Facility is located.

## Considerations

### Environmental

No implications

### Social, Cultural and Health

Renaming the Epping Animal Welfare Facility with an Aboriginal name will acknowledge the traditional owners of the land on which the Facility is located.

**Economic**

No implications

**Financial Implications**

The cost is included in the current budget.

**Link to Strategic Risk**

*Strategic Risk Not linked to the risks within the Strategic Risk Register*

**Implementation Strategy****Communication**

The community has had an opportunity to provide feedback on the proposed name via the Engage Whittlesea platform.

**Critical Dates**

Although Council has already commenced managing the Facility, the current name will remain in place until a decision is made on the name and an official launch takes place.

The public exhibition period ran for 30 days, from 21 October to 20 November 2022, in accordance with the *Naming Rules for Places in Victoria 2022*.

It is proposed that the Facility is relaunched in early 2023 following finalisation of the new name and associated branding.

**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.

**Conclusion**

Following the transition to Council management, it is a good opportunity to relaunch the Facility with a new name and branding that better reflects its role as a regional provider of animal welfare services.

The majority of submissions supported the name change and introducing an Aboriginal name for the Facility acknowledges the traditional owners of the land on which the Facility is located, the Wurundjeri Willum Clan.

### 5.3 Strong Local Economy

Nil reports

### 5.4 Sustainable Environment

#### 5.4.1 Recycling Processing Contract

<b>Responsible Officer</b>	Director Infrastructure & Environment
<b>Author</b>	Unit Manager Resource Recovery
<b>In Attendance</b>	Amanda Dodd, Manager Sustainable Environment
<b>Attachments</b>	CONFIDENTIAL REDACTED - Contract 2019-119 Variation Details [5.4.1.1 - 2 pages]

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—

- (i) relates to trade secrets; or
- (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

The attachment contains information regarding tender amounts submitted by tenderers. The release of this information could reasonably be expected to prejudice the commercial position of the persons who supplied the information or to confer a commercial advantage on a third party.

#### Purpose

It is proposed that:

- Contract number 2019-119 for Recycling Receipt and Sorting is varied to suit operational requirements.

#### Brief Overview

In relation to contract 2019-119 for recycling receipt and sorting the Contract Manager advises that:

- The contract was awarded to Cleanaway Pty Ltd
- The contract has been performed satisfactorily to date
- The contract expires 31 December 2022
- Extension options are available to 30 June 2024
- Contract extension to 30 June 2024 is requested, and
- A financial variation is required for exercising of the optional extension period.



## Recommendation

**THAT Council, in relation to Contract No. 2019-119 for Recycling Receipt and Sorting:**

- 1. Approve a contract variation of \$2,551,481.00 (excluding GST) making a revised contract sum of \$8,538,605.00 (excluding GST).**
- 2. Approve the funding arrangements detailed in the confidential attachment.**
- 3. Approve extension of the contract end date to 30 June 2024.**

## Key Information

This contract was awarded to Cleanaway Pty Ltd. This contract is due to expire 31 December 2022. A summary of the financial performance of the contract is provided in the confidential attachment.

A contract variation of \$2,551,481.00 is required to ensure the continuation of a cost-effective kerbside recycling services. Further details of the requested variation are provided in the confidential attachment.

The contractor's prices have been checked and are considered competitive.

Options exist to extend Council's current recycling contract with Cleanaway Pty Ltd to 30 June 2024. Extension of the service is being sought due to the excellent service being delivered under this contract to date and that extending this contract does not represent a risk to the ongoing provision of this service for the community.

Council is currently implementing Recycling Victoria's Kerbside Reform, with Council transitioning to a kerbside 'four-bin' collection system, as adopted in Council's Rethinking Waste Plan. Making use of the available extension under this contract provides Council the following benefits:

- Allowing time to investigate opportunities for collaborative procurement for the kerbside recycling service
- Gaining a better understanding of the financial costs and benefits of the container deposit scheme on our recycling stream, and
- Gaining a better understanding of the variables associated with the newly established glass recycling service.

## Community Consultation and Engagement

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.

## Alignment to Community Plan, Policies or Strategies

Alignment to Whittlesea 2040 and Community Plan 2021-2025:

### **Sustainable environment**

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

Council's kerbside collection services allow residents to conveniently dispose of household waste and recyclables. This contract ensures that the material collected in the recycling bin is appropriately processed at a licenced facility.

## Considerations

### **Environmental**

Continuation of this contract will ensure that the kerbside recycling stream will continue to be sorted and processed by a licenced recycling facility.

Investment into the processing of kerbside recycling material into new products within the Australian economy is progressing rapidly. Recycling processors are currently integrating new and emerging recycling options, including developing end markets, to allow for maximum diversion from landfill. Improving diversion and recovery rates will achieve better environmental outcomes.

Extending the current contract allows time for the Victorian recycling industry to continue to develop their business models, to be in accordance with Recycling Victoria standards (including the kerbside four bin service and Container Deposit Scheme).

### **Social, Cultural and Health**

Allowing time for effective tendering activities will ensure that future contracts contain the maximum possible items that can be recycled, allowing for a recycling system that is easy and convenient for residents. Diverting material from landfill and reducing emissions makes for healthier community.

### **Economic**

Extending the current contract with Cleanaway, will provide Council time to better understand the sector impacts of the Victorian Government Kerbside Reform requirements and Recycling Victoria. It also allows for Council to better understand the financial variables that come from the Container Deposit Scheme program due in early 2023.

Extension of the current contract also provides time for the newly established residential kerbside glass recycling service to mature and provide data around the financial variables that come with this service.

### Financial Implications

Funding for this contract is available within the 2022-23 budget and forecast in the Long-term Financial Plan for the 2023-24 financial year.

#### Link to Strategic Risk

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

**Strategic Risk Contractor Management** - Failure to manage contractors to deliver agreed outcomes.

Kerbside recycling is an essential service that Council is required to provide to the community on an ongoing basis. The contract variation request will see the processing of material collected continue with a suitable contractor who has delivered agreed outcomes.

#### Implementation Strategy

##### Communication

The contract manager will inform Cleanaway Pty Ltd about this decision.

##### Critical Dates

The contract commenced on 1 December 2019 and the current approved end date is 31 December 2022.

Options exist to extend the contract up to 30 June 2024. Notification of extension is required to be given by 31 December 2022.

#### 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.

#### Conclusion

In conclusion, variation of contract 2019-119 for Recycling Receipt and Sorting is sought in accordance with the contract's terms and conditions and Council's applicable procurement policy and procedures.

Extending the current contract provides time for Council to consider the impact of the container deposit scheme, the new glass recycling service and collaborative procurement opportunities.

## 5.5 High Performing Organisation

### 5.5.1 Appointment of Council Representation on Organisations and Committees

<b>Responsible Officer</b>	Executive Manager Governance & Strategy
<b>Author</b>	Amanda Marijanovic, Coordinator Governance Administration
<b>In Attendance</b>	Frank Joyce, Executive Manager Governance & Strategy
<b>Attachments</b>	Proposed Representation on organisations and committees [5.5.1.1 - 27 pages]

#### Purpose

The purpose of the report is to appoint Council representatives to organisations and committees for the period 1 January 2023 to 31 December 2023. This enables ongoing Council representation, participation and contribution to local and strategic organisations.

#### Brief Overview

On 1 June 2021 Council appointed representatives to organisations and committees for the period to 31 December 2022. This report provides Council with the opportunity to review Council representation based on the organisation's strategic significance and its alignment with the achievement of Council's goals.

Current appointments are as follows:

Name of Committee or Organisation	Administrator Delegates	Officer Delegates
Audit & Risk Committee (Internal)	1. Chair - Panel of Administrators ( <i>Member with Voting rights</i> )  2. Administrator Eddy ( <i>Member with Voting rights</i> )	
Australian Local Government Women’s Association (ALGWA) (External)	Administrator Duncan ( <i>Member with Voting rights</i> )	Chief Executive Officer or delegate
Bundoora Indoor Netball & Sport Centre Board (External)		Director Community Wellbeing or delegate
CEO Employment Matters Advisory Committee (CEMAC) (Internal)	All Administrators	
Business Advisory Panel (Internal)	1. Chair - Panel of Administrators  2. Administrator Eddy	
Community Awards Committee (Internal)	Administrator Duncan	ELT member
Darebin Creek Management Committee Incorporated (External)		Team Leader Sustainability Policy & Programs
Friends of South Morang (External)		Director Infrastructure and Environment or Delegate
Health and Wellbeing Partnership Plan 2017-2021 Steering Committee (Internal)		1. Director Community Services 2. Director Partnerships, Planning and Engagement
Interface Councils Group (External)	Chair - Panel of Administrators ( <i>Member with Voting rights</i> )  Substitute: Administrator Eddy	

Name of Committee or Organisation	Administrator Delegates	Officer Delegates
Municipal Association of Victoria (MAV) (External)	Chair - Panel of Administrators ( <i>Member with Voting rights</i> )  Substitute: Administrator Duncan	
Merri Creek Management Committee Incorporated (External)		Team Leader Parks and Urban Forest
Metropolitan Local Government's Waste Forum (MLGWF) (External)	Administrator Eddy ( <i>Member with Voting rights</i> )  Substitute: Administrator Duncan	1. Director Infrastructure & Environment  2. Manager Maintenance & Operations
Metropolitan Transport Forum Inc.		1. Manager Urban Design & Transport  2. Team Leader Strategic Transport
Municipal Fire Management Planning Committee (MFMPC) (Internal)		Municipal Fire Prevention Officer
Northern Alliance for Greenhouse Action Executive (NAGA) (External)	Administrator Eddy	Director Infrastructure and Environment or delegate
Northern Councils Alliance (External)	Chair - Panel of Administrators ( <i>Member with Voting rights</i> )  Substitute: Administrator Duncan	Chief Executive Officer  Substitute: Director Planning & Development or delegate nominated by the Chief Executive Officer
Victorian Local Governance Association (VLGA) (External)	All Administrators	
Visual Art and Civic History Collections Acquisitions Advisory Group (AAG) (Internal)		Director Community Wellbeing or Delegate

Name of Committee or Organisation	Administrator Delegates	Officer Delegates
Westgarthtown Pioneer Precinct Advisory Committee (Internal)		Director Community Wellbeing or Delegate
Whittlesea Aboriginal Gathering Place Advisory Group (WAGPAG) (Internal)		Director Community Wellbeing or Delegate
Whittlesea Community Connections	Chair - Panel of Administrators ( <i>Member with Voting Rights</i> )	
Whittlesea Community Futures Partnership (External)		Chairperson: Director Community Wellbeing
Whittlesea Courthouse Association (External)		Director Planning and Development or Delegate ( <i>Non-voting rights</i> )
Whittlesea Disability Network (WDN) Internal	Administrator Duncan ( <i>Non-voting rights</i> )	Director Community Wellbeing or Delegate ( <i>Non-voting rights</i> )
Whittlesea Multicultural Communities Council (WMCC) (External)		Director Community Wellbeing or Delegate
Whittlesea Reconciliation Group (WRG) (Internal)	Administrator Duncan ( <i>Member with Voting rights</i> )	Director Community Wellbeing or Delegate
Whittlesea Showground and Recreation Reserves Committee of Management (External)		Chief Executive Officer or Delegate
City of Whittlesea Youth Advisory Committee (Internal)		Director Community Wellbeing or Delegate
Whittlesea Youth Commitment Strategic Advisory Group (WYC) (External)		Director Community Wellbeing or Delegate
Yarra Plenty Regional Library Board (External)	Chair - Panel of Administrators ( <i>Delegate with Voting Rights</i> )	Director Community Wellbeing

## Recommendation

### THAT Council:

1. **Nominate Administrator delegates to the organisations and committees that have been identified to be of strategic significance listed as follows for the period 1 January 2023– 31 December 2023 (also highlighted in yellow in Attachment 1):**
  - **Audit and Risk Committee (Internal) – Chair of Council, Lydia Wilson and Administrator Peita Duncan**
  - **Australian Local Government Women’s Association (ALGWA) (External) - Administrator Peita Duncan**
  - **CEO Employment Matters Advisory Committee (CEMAC) (Internal) – All Administrators**
  - **Business Advisory Panel (Internal) - Chair of Council, Lydia Wilson and Administrator Peita Duncan**
  - **Community Awards Committee (Internal) - Administrator Peita Duncan**
  - **Interface Councils Group (External) – Chair of Council, Lydia Wilson, substitute Administrator Peita Duncan**
  - **Municipal Association of Victoria (MAV) (External) - Chair of Council, Lydia Wilson, substitute Administrator Peita Duncan**
  - **Northern Alliance for Greenhouse Action Executive (NAGA) (External) – Chair of Council, Lydia Wilson**
  - **Northern Councils Alliance (External) – Chair of Council, Lydia Wilson, substitute Administrator Peita Duncan**
  - **Victorian Local Governance Association (VLGA) (External) – All Administrators**
  - **Whittlesea Reconciliation Group (WRG) (Internal) - Administrator Peita Duncan**
  - **Yarra Plenty Regional Library Board (External) – Chair of Council, Lydia Wilson**
  
2. **Nominate Officers to the organisations and committees listed as follows for the period 1 January 2023– 31 December 2023 (as per Attachment 1):**
  - **Australian Local Government Women’s Association (ALGWA) (External)**
  - **Bundoora Indoor Netball & Sport Centre Board (External)**
  - **Community Awards Committee (Internal)**
  - **Darebin Creek Management Committee Incorporated (External)**
  - **Friends of South Morang (External)**
  - **Interface Councils Group (External)**
  - **Merri Creek Management Committee Incorporated (External)**
  - **Metropolitan Transport Forum Inc. (External)**
  - **Municipal Fire Management Planning Committee (MFMPC) (Internal)**
  - **Northern Alliance for Greenhouse Action Executive (NAGA) (External)**
  - **Northern Councils Alliance (External)**



- **Visual Art and Civic History Collections Acquisitions Advisory Group (AAG) (Internal)**
  - **Westgarthtown Pioneer Precinct Advisory Committee (Internal)**
  - **Whittlesea Aboriginal Gathering Place Advisory Group (WAGPAG) (External)**
  - **Whittlesea Community Futures Partnership (External)**
  - **Whittlesea Courthouse Association (External)**
  - **Whittlesea Disability Network (WDN) (External)**
  - **Whittlesea Multicultural Communities Council (WMCC) (External)**
  - **Whittlesea Reconciliation Group (WRG) (Internal)**
  - **Whittlesea Showground and Recreation Reserves Committee of Management (External)**
  - **Youth Advisory Committee (Internal)**
  - **Whittlesea Youth Commitment Strategic Advisory Group (WYC) (External)**
  - **Yarra Plenty Regional Library Board (External)**
- 3. Note the Terms of Reference of the Visual Art and Civic History Collections Acquisitions Advisory Group (AAG) (Internal) requires amendment in accordance with the appointments made.**

### Key Information

Council participation on organisations and committees ensures involvement, participation and contribution to matters relevant to local and strategic organisations.

Discussions were held with Council at briefings on 28 November and 5 December to inform this report and determine recommendations for administrator representation as outlined below.

#### ***Administrator representation***

It is proposed that Administrators provide representation on the following internal and external organisations and committees (as highlighted in yellow in Attachment 1):

- Audit and Risk Committee (Internal) – Chair of Council, Lydia Wilson and Administrator Peita Duncan
- Australian Local Government Women’s Association (ALGWA) (External) - Administrator Peita Duncan
- CEO Employment Matters Advisory Committee (CEMAC) (Internal) – All Administrators
- Business Advisory Panel (Internal) - Chair of Council, Lydia Wilson and Administrator Peita Duncan
- Community Awards Committee (Internal) - Administrator Peita Duncan
- Interface Councils Group (External) – Chair of Council, Lydia Wilson, substitute Administrator Peita Duncan

- Municipal Association of Victoria (MAV) (External) - Chair of Council, Lydia Wilson, substitute Administrator Peita Duncan
- Northern Alliance for Greenhouse Action Executive (NAGA) (External) – Chair of Council, Lydia Wilson
- Northern Councils Alliance (External) – Chair of Council, Lydia Wilson, substitute Administrator Peita Duncan
- Victorian Local Governance Association (VLGA) (External) – All Administrators
- Whittlesea Reconciliation Group (WRG) (Internal) - Administrator Peita Duncan
- Yarra Plenty Regional Library Board (External) – Chair of Council, Lydia Wilson

### ***Officer representation***

It is proposed that Officers continue to provide representation on the following internal and external organisations and committees:

- Australian Local Government Women’s Association (ALGWA) (External)
- Bundoora Indoor Netball & Sport Centre Board (External)
- Community Awards Committee (Internal)
- Darebin Creek Management Committee Incorporated (External)
- Friends of South Morang (External)
- Interface Councils Group (External)
- Merri Creek Management Committee Incorporated (External)
- Metropolitan Transport Forum Inc. (External)
- Municipal Fire Management Planning Committee (MFMPC) (Internal)
- Northern Alliance for Greenhouse Action Executive (NAGA) (External)
- Northern Councils Alliance (External)
- Visual Art and Civic History Collections Acquisitions Advisory Group (AAG) (Internal)
- Westgarthtown Pioneer Precinct Advisory Committee (Internal)
- Whittlesea Aboriginal Gathering Place Advisory Group (WAGPAG) (Internal)
- Whittlesea Community Futures Partnership (External)
- Whittlesea Courthouse Association (External)
- Whittlesea Disability Network (WDN) (Internal)
- Whittlesea Multicultural Communities Council (WMCC) (External)
- Whittlesea Reconciliation Group (WRG) (Internal)
- Whittlesea Showground and Recreation Reserves Committee of Management (External)
- Youth Advisory Committee (Internal)
- Whittlesea Youth Commitment Strategic Advisory Group (WYC) (External)
- Yarra Plenty Regional Library Board (External)

Further details relating to the nature of the Administrator and Officer representations are set out in attachment 1.

Proposed changes to former appointments are outlined below.

### **Proposed change to officer representatives only**

It is proposed to continue with Officer only representation on the Visual Art and Civic History Collections Acquisitions Advisory Group (AAG) (Internal).

This Committee's focus is to make recommendations to a Council delegate regarding the acquisitions for and removals from Council's Visual Art and Civic History Collections as guided by the Visual Art and Civic History Collections Policy. The annual operating budget for this program is \$60,000 and is administered by Council's delegate.

In recent years the funding from this group was pooled towards Council's COVID-19 community grant funding. Representatives have not been appointed to this committee for the last two years.

The Terms of Reference of this committee will require amendment to reflect the change in membership.

### **Proposed change for no representation at this time**

It is proposed that the following Committees do not require representation:

- Health and Wellbeing Partnership Plan 2017-2021 Steering Committee (Internal)  
The Health and Wellbeing Partnership Plan has been integrated into the Community Plan 2021-2025. The committee is no longer required.
- Metropolitan Local Government's Waste Forum (MLGWF) (External)  
This group has ceased. Council will be receiving information on a replacement group for this Forum in due course.
- Whittlesea Community Connections (External)  
The constitution of this incorporated association was amended at its meeting on 15 November 2022 to remove the inclusion of a Council representative.

## **Community Consultation and Engagement**

The appointment of Council representatives on organisations and committees enables Council to engage with community and for representatives to provide relevant feedback to Council at Council meetings each month.

Consultation with Council on potential appointments occurred on 28 November and 5 December 2022. Council's preferences of representatives have been included within the recommendation of this report.

## Alignment to Community Plan, Policies or Strategies

Alignment to Whittlesea 2040 and Community Plan 2021-2025:

### Connected communities

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

Council representation on a range of internal and external organisations and committees provides an opportunity for Council to input into the decision-making processes of those organisations and committees and ensure the interest of Council and the community is represented. It also provides an opportunity for Council to be informed of the activities and priorities of key strategic and community organisations and committees.

## Considerations

### Environmental

The participation in numerous committees supports environmental partnerships, awareness and action and is aligned to Council's Sustainable Environment strategy.

### Social, Cultural and Health

The participation in numerous committees supports partnerships, awareness and actions relating to the social, cultural and health considerations impacting our community.

### Economic

The participation in numerous committees supports economic development and partnership with local business and is aligned with Council's strong local economy strategy and action plan.

### Financial Implications

The cost of Council participation in organisations and committees is included in the relevant operating budgets.

## Link to Strategic Risk

**Strategic Risk** *Community and Stakeholder Engagement* - Ineffective stakeholder engagement resulting in compromised community outcomes and/or non-achievement of Council's strategic direction

Council participation in organisations and committees enhances Council's ability to engage with the community and to provide the best outcomes for the community in line with Council's strategic direction.

## Implementation Strategy

### Communication

Council will write to each committee and organisation to inform them of Council's nominated representatives.

### Critical Dates

Current appointments are made until 31 December 2022. The appointments made in this report will take effect for the period 1 January 2023 – 31 December 2023.

## 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.

## Conclusion

It is recommended that Council determine appointments to organisations and committees for the period 1 January 2023 to 31 December 2023. This enables ongoing Council representation, participation and contribution to local and strategic organisations.

ORGANISATION/COMMITTEE	ADMINISTRATOR AS DELEGATE ONLY AS PER CONSTITUTION OR TERMS OF REFERENCE? Y/N	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 2 JUNE 2021 TO 31 DECEMBER 2022	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 1 JANUARY 2023 TO 31 DECEMBER 2023	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD*	MEETING DATES
<p><b><i>Audit &amp; Risk Committee (Internal)</i></b>                      The Audit &amp; Risk Committee's purpose is to assist Council to fulfil its oversight responsibilities for the financial and non-financial reporting process, internal controls, the audit process, risk management and Council's process for monitoring compliance with legislation and regulations and the Code of Conduct.</p> <p>The Charter provides for two Administrator delegates with voting rights. The Charter is currently being reviewed by the Committee with a view to allowing the appointment of a substitute. If these changes are approved a Substitute may be by the Council Representative.</p> <p><b><i>Independent members of the Committee are separately appointed by Council for a fixed term.</i></b></p>	<p><b>Y</b></p>	<p><b>Delegate:</b>  <b>Chair - Panel of Administrators</b>  <i>(Member with Voting rights)</i></p> <p><b>Delegate:</b>  <b>Administrator Eddy</b>  <i>(Member with Voting rights)</i></p>	<p><b>Delegate:</b>  <b>Chair of Council, Administrator Wilson</b>  <i>(Member with Voting rights)</i></p> <p><b>Delegate:</b>  <b>Administrator Duncan</b>  <i>(Member with Voting rights)</i></p>	<p><b>Charter adopted by Council on 4 October 2021. An update to the Charter will be considered by Council in early 2023.</b></p>	<p><b><i>Thursdays from 2.30-5.30pm on 16 February, 25 May, 24 August, 21 September and 23 November 2023</i></b></p>

ORGANISATION/COMMITTEE	ADMINISTRATOR AS DELEGATE ONLY AS PER CONSTITUTION OR TERMS OF REFERENCE? Y/N	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 2 JUNE 2021 TO 31 DECEMBER 2022	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 1 JANUARY 2023 TO 31 DECEMBER 2023	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD*	MEETING DATES
<p><b><i>Australian Local Government Women's Association Incorporated (ALGWA) (External)</i></b></p> <p>ALGWA is the peak body representing the interests of women in local government across Australia. The Association seeks to assist in furthering women's knowledge, understanding and participation in the function of Local Government.</p> <p><b><i>Council's membership entitles it to appoint one delegate for the purposes of communication with Council and the delegate also has voting rights. The delegate has the right to stand for election to the Executive Committee of Management, which is separate to being the Council delegate. Council membership entitles anyone at Council to receive discounted rates when attending events held by the Association. The Association conducts several functions each year and members are informed of these events via email and the Association's webpage.</i></b></p>	<p>Y</p>	<p><b>Delegate:</b></p> <p><b>Administrator Duncan</b></p> <p><b><i>(Member with Voting rights)</i></b></p> <p><b>Officer:</b></p> <p><b>Chief Executive Officer or delegate</b></p>	<p><b>Delegate:</b></p> <p><b>Administrator Duncan</b></p> <p><b><i>(Member with Voting rights)</i></b></p> <p><b>Officer:</b></p> <p><b>Chief Executive Officer or delegate</b></p>	<p><b>Incorporated Association governed by its Constitution</b></p>	

ORGANISATION/COMMITTEE	ADMINISTRATOR AS DELEGATE ONLY AS PER CONSTITUTION OR TERMS OF REFERENCE? Y/N	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 2 JUNE 2021 TO 31 DECEMBER 2022	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 1 JANUARY 2023 TO 31 DECEMBER 2023	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD*	MEETING DATES
<p><b><i>Bundoora Indoor Netball &amp; Sport Centre Board (External)</i></b></p> <p>The Board was appointed to oversee the running of the Centre including reviewing the Business Plan, advising on the development and review of the maintenance program for the Centre and determining user fees.</p> <p><b><i>Meetings of the Board are governed by an Agreement between Council and RMIT which provides for Council to appoint three delegates to sit on the Board each having one vote. The appointment of substitutes is not permitted.</i></b></p>	<p>N</p>	<p>Officer: Director Community Wellbeing or delegate</p>	<p>Officer: Director Community Wellbeing or delegate</p>	<p>Agreement between Council and RMIT University</p>	
<p><b><i>CEO Employment Matters Advisory Committee</i></b> <b><i>(Internal Advisory Committee)</i></b></p> <p>The Advisory Committee is to make recommendations to Council on contractual employment matters, performance matters and any other functions or responsibilities prescribed by the Act relating to the Chief Executive Officer (CEO).</p> <p><b>An independent person is also a member of the Committee and is appointed by Council for a fixed term in a separate report.</b></p>	<p>Y</p>	<p>All Administrators <b><i>(Chair - Panel of Administrators is the Chairperson of this Committee)</i></b></p>	<p>All Administrators <b><i>(Independent member is the Chairperson of this Committee)</i></b></p>	<p>CEO Employment and Remuneration Policy adopted by Council 25 October 2021</p>	<p><b><i>CEMAC meetings Twice annually – dates to be confirmed</i></b></p>



ORGANISATION/COMMITTEE	ADMINISTRATOR AS DELEGATE ONLY AS PER CONSTITUTION OR TERMS OF REFERENCE? Y/N	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 6 MAY TO 31 DECEMBER 2022	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 1 JANUARY 2023 TO 31 DECEMBER 2023	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD*	MEETING DATES
<p><b>City of Whittlesea Business Advisory Panel</b> <i>(Internal Advisory Committee)</i></p> <p>The Business Advisory Panel (the Panel) enables business members to work together with Council in delivering the key objective and advocacy for a Strong Local Economy (one of the four overarching objectives in the Council’s 2040 Plan.)</p>	<p>Y</p>	<p><b>Delegate:</b> <b>Chair - Panel of Administrators</b></p> <p><b>Delegate:</b> <b>Administrator Eddy</b></p> <p><b>Officers:</b> <b>Director Planning and Development</b> <b>Manager Economic Development</b></p>	<p><b>Delegate:</b> <b>Chair of Council, Administrator Wilson</b></p> <p><b>Delegate:</b> <b>Administrator Duncan</b></p> <p><b>Officers:</b> <b>Director Planning and Development</b> <b>Manager Economic Development</b></p>	<p><b>Terms of Reference adopted by Council on 15 August 2022</b></p>	<p><i>Meetings will be held 16 February, 20 April and 8 June 2023 from 12-2pm at various locations.</i></p>
<p><b>City of Whittlesea Community Awards Committee</b> <i>(Internal Advisory Committee)</i></p> <p>This Committee will represent a cross-section of the community to promote and administer the City of Whittlesea Community Awards.</p>	<p>Y</p>	<p><b>Delegate:</b> <b>Administrator Duncan</b></p> <p><b>Officer:</b> <b>ELT member</b></p>	<p><b>Delegate:</b> <b>Administrator Duncan</b></p> <p><b>Officer:</b> <b>Executive Manager Public Affairs</b></p>	<p><b>Terms of Reference adopted by Council on 5 May 2021</b></p>	

ORGANISATION/COMMITTEE	ADMINISTRATOR AS DELEGATE ONLY AS PER CONSTITUTION OR TERMS OF REFERENCE? Y/N	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 2 JUNE 2021 TO 31 DECEMBER 2022	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 1 JANUARY 2023 TO 31 DECEMBER 2023	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD*	MEETING DATES
<p><b><i>Darebin Creek Management Committee Incorporated (External)</i></b></p> <p>The Committee promotes the preservation, environmental protection and ecologically sensitive development and maintenance of the Darebin Creek Linear Park.</p> <p>The Committee also undertakes individual projects that benefit the local community by promoting environmental awareness through Councils, schools and the wider community.</p> <p><b><i>Meetings of the Association are governed by its constitution which provides for one Council delegate with voting rights on the Committee of Management.</i></b></p> <p><b><i>The appointment of a substitute is permitted under the constitution and the substitute delegate has voting rights in lieu of the delegate.</i></b></p>	<p><b>N</b></p>	<p><b>Officer:</b></p> <p><b>Team Leader Sustainability Policy &amp; Programs</b></p>	<p><b>Officers:</b></p> <p><b>Director Infrastructure &amp; Environment or delegate</b></p> <p><b>Unit Manager Parks &amp; City Forest Management</b></p>	<p><b>Incorporated Association governed by its Constitution</b></p>	<p><b><i>Meets on the last Wednesday of every second month at 5pm.</i></b></p>

ORGANISATION/COMMITTEE	ADMINISTRATOR AS DELEGATE ONLY AS PER CONSTITUTION OR TERMS OF REFERENCE? Y/N	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 2 JUNE 2021 TO 31 DECEMBER 2022	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 1 JANUARY 2023 TO 31 DECEMBER 2023	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD*	MEETING DATES
<p><b>Friends of South Morang</b></p> <p>FOSM was incorporated on 11 March 2002 and, based on its Statement of Purpose its objectives are to:</p> <ul style="list-style-type: none"> <li>• Promote the development of educational facilities, programs, services and activities for the benefit of residents</li> <li>• Foster the development of recreation, sport and community facilities, programs, services and activities for the benefit of residents</li> <li>• Promote the protection and enhancement of the flora and fauna of the Plenty River Gorge and surrounding areas</li> <li>• Promote the development of local infrastructure to meet these objectives</li> <li>• Consult with relevant government and non-government agencies or organisations for the purpose of achieving these objectives, and</li> <li>• Seek and raise funds to pursue the objectives of the Association.</li> </ul>	<p>N</p>	<p>Officer:</p> <p>Director Infrastructure and Environment or Delegate</p>	<p>Officer:</p> <p>Director Infrastructure and Environment or delegate</p>	<p>Incorporated Association governed by its Rules.</p>	<p><i>Meetings are held in South Morang on the second Thursday of each month commencing at 7.30pm.</i></p>

<b>Organisation/Committee</b>	<b>Administrator as Delegate only as per Constitution or Terms of Reference? Y/N</b>	<b>APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 2 JUNE 2021 TO 31 DECEMBER 2022</b>	<b>APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 1 JANUARY 2023 TO 31 DECEMBER 2023</b>	<b>CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD*</b>	<b>Meeting dates</b>
<p><b><i>Health and Wellbeing Partnership Plan 2017-2021 Steering Committee (Internal)</i></b></p> <p><i>Council has a statutory and civic responsibility to plan strategically to enable people living in the municipality to achieve maximum health and wellbeing. The Health and Wellbeing Partnership Plan (HWPP) is a roadmap to achieve this.</i></p> <p><i>The HWPP Steering Committee will guide a strategic and integrated approach to the development, implementation and evaluation of the Plan.</i></p> <p><i>Membership of the committee consists of key community and health sector organisations, Councillors and members of Council Staff.</i></p>	<p>N</p>	<p><b>Officer: Director Community Services</b></p> <p><b>Officer; Director Partnerships, Planning and Engagement</b></p>	<p><b>Not required</b></p> <p>The Health and Wellbeing Partnership Plan has been integrated into the Community Plan 2021-2025. The committee is no longer required.</p>	<p><b>Terms of Reference adopted by Council on 31 October 2017.</b></p>	

ORGANISATION/COMMITTEE	ADMINISTRATOR AS DELEGATE ONLY AS PER CONSTITUTION OR TERMS OF REFERENCE? Y/N	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 2 JUNE 2021 TO 31 DECEMBER 2022	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 1 JANUARY 2023 TO 31 DECEMBER 2023	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD*	MEETING DATES
<p><b>Interface Councils Group (External)</b></p> <p>This Group includes Whittlesea, Nillumbik, Hume, Mitchell, Melton, Cardinia, Casey, Yarra Ranges, Wyndham and Mornington Peninsula Councils, which are characterised by being part rural and part urban.</p> <p>At its Forum held on 3 December 2014 the Interface Councils Group agreed that Councils could nominate an alternate delegate to attend the Interface Council's Group Forums and to participate in delegations to Ministers.</p> <p>Council on 3 February 2015 resolved to nominate substitute delegates to this Group.</p> <p><b>Meetings of this Group are governed by its terms of reference which provide for one Council delegate, who is the Mayor of the Day, with voting rights.</b></p>	<p><b>Y</b></p>	<p><b>Delegate:</b>  <b>Chair - Panel of Administrators</b>  <i>(Member with Voting rights)</i></p> <p><b>Substitute:</b>  <b>Administrator Eddy</b></p> <p><b>Officer:</b>  <b>Chief Executive Officer</b></p> <p><b>Substitute:</b>  <b>Director Planning &amp; Development or delegate nominated by the Chief Executive Officer</b></p>	<p><b>Delegate:</b>  <b>Chair of Council, Administrator Wilson</b>  <i>(Member with Voting rights)</i></p> <p><b>Substitute:</b>  <b>Administrator Duncan</b></p> <p><b>Officer:</b>  <b>Chief Executive Officer</b></p> <p><b>Substitute:</b>  <b>Director Planning &amp; Development or delegate nominated by the Chief Executive Officer</b></p>	<p><b>Unincorporated group governed by a Terms of Reference.</b></p>	

ORGANISATION/COMMITTEE	ADMINISTRATOR AS DELEGATE ONLY AS PER CONSTITUTION OR TERMS OF REFERENCE? Y/N	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 2 JUNE 2021 TO 31 DECEMBER 2022	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 1 JANUARY 2023 TO 31 DECEMBER 2023	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD*	MEETING DATES
<p><b>MAV - Municipal Association of Victoria (External)</b></p> <p>The MAV provides industry leadership by supporting local government to achieve high levels of respect and recognition through improved performance.</p> <p><b>Meetings of the Association are governed by its Rules which provide for Council's delegate to have voting rights.</b></p> <p><b>The Delegate attends and votes at State Council meeting.</b></p> <p><b>The appointment of a substitute is permitted under the Rules and the substitute delegate has voting rights in lieu of the delegate.</b></p>	<p>Y</p>	<p><b>Delegate:</b></p> <p><b>Chair - Panel of Administrators</b></p> <p><i>(Member with Voting rights)</i></p> <p><b>Substitute:</b></p> <p><b>Administrator Duncan</b></p>	<p><b>Delegate:</b></p> <p><b>Chair of Council, Administrator Wilson</b></p> <p><i>(Member with Voting rights)</i></p> <p><b>Substitute:</b></p> <p><b>Administrator Duncan</b></p>	<p><b>Created by the Municipal Association of Victoria Act 1907 (as amended)</b></p>	

ORGANISATION/COMMITTEE	ADMINISTRATOR AS DELEGATE ONLY AS PER CONSTITUTION OR TERMS OF REFERENCE? Y/N	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 2 JUNE 2021 TO 31 DECEMBER 2022	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 1 JANUARY 2023 TO 31 DECEMBER 2023	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD*	MEETING DATES
<p><b><i>Merri Creek Management Committee Incorporated (External)</i></b></p> <p>This Association promotes the management of the Merri Creek and its catchment through the provision of technical advice and support to Councils and other agencies.</p> <p><b><i>Meetings of the Association are governed by its Constitution which provides for two Council delegates on the Management Committee with voting rights. There is no reference in the Constitution to the appointment of a substitute.</i></b></p>	<p><b>N</b></p>	<p><b>Officer:</b></p> <p><b>Team Leader Parks and Urban Forest</b></p>	<p><b>Officer:</b></p> <p><b>Director Infrastructure &amp; Environment or delegate</b></p>	<p><b>Incorporated Association governed by its Constitution</b></p>	<p><b><i>Meets every third Thursday of month alternating between City of Moreland and City of Whittlesea in February, May, August and November each year at 6:30pm.</i></b></p>

ORGANISATION/COMMITTEE	ADMINISTRATOR AS DELEGATE ONLY AS PER CONSTITUTION OR TERMS OF REFERENCE? Y/N	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 2 JUNE 2021 TO 31 DECEMBER 2022	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 1 JANUARY 2023 TO 31 DECEMBER 2023	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD*	MEETING DATES
<p><b>Metropolitan Local Government's Waste Forum (MLGWF) (External)</b></p> <p>The Metropolitan Waste Management Group (MWMG) works with metropolitan Councils to plan, coordinate and facilitate the procurement of waste management and resource recovery services. The Metropolitan Local Governments' Waste Forum (MLGWF) has been set up to support the effective operation of the MWMG.</p>	<p><b>N</b></p>	<p><b>Delegate:</b></p> <p><b>Administrator Eddy</b> <i>(Member with Voting rights)</i></p> <p><b>Substitute:</b></p> <p><b>Administrator Duncan</b></p> <p><b>Officer:</b></p> <p><b>Director Infrastructure &amp; Environment and Manager Maintenance &amp; Operations</b> <i>(The Officer attends as a substitute with voting rights)</i></p>	<p><b>Not required</b></p> <p><b>This group has ceased.</b></p>	<p><b>Operating Guidelines developed under the Environment Protection Act 1970 (as amended).</b></p>	



ORGANISATION/COMMITTEE	ADMINISTRATOR AS DELEGATE ONLY AS PER CONSTITUTION OR TERMS OF REFERENCE? Y/N	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 2 JUNE 2021 TO 31 DECEMBER 2022	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 1 JANUARY 2023 TO 31 DECEMBER 2023	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD*	MEETING DATES
<p><b><i>Metropolitan Transport Forum Inc. (External)</i></b></p> <p>This Forum promotes effective, efficient and equitable transport in metropolitan Melbourne by providing a forum for debate, research and policy development, and by disseminating information to improve transport choices.</p> <p><b><i>Meetings of the Forum are governed by its Constitution which provides for Council's delegate to have voting rights.</i></b></p> <p><b><i>The appointment of a substitute is permitted under the Constitution and the substitute delegate has voting rights in lieu of the delegate.</i></b></p>	<p><b>N</b></p>	<p><b>Officer:</b></p> <p><b>Manager Urban Design &amp; Transport and Team Leader Strategic Transport</b></p>	<p><b>Officer:</b></p> <p><b>Manager Urban Design and Unit</b></p> <p><b>Unit Manager Traffic &amp; Transport</b></p>	<p><b>Incorporated Association governed by its Constitution.</b></p>	<p><b><i>Meets first Wednesday of month at Melbourne Town Hall from February to December, 6pm-8.30pm.</i></b></p>

ORGANISATION/COMMITTEE	ADMINISTRATOR AS DELEGATE ONLY AS PER CONSTITUTION OR TERMS OF REFERENCE? Y/N	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 2 JUNE TO 31 DECEMBER 2022	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 1 JANUARY 2023 TO 31 DECEMBER 2023	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD*	MEETING DATES
<p><b><i>Municipal Fire Management Planning Committee (MFMPC) (Internal)</i></b></p> <p>The Committee is made up of fire response agencies and is responsible for maintaining a fire prevention and response process for the municipality.</p> <p><b><i>The delegate has voting rights.</i></b></p>	<p>N</p>	<p><b>Delegate:</b></p> <p>No longer required</p> <p><b>Officer:</b></p> <p><b>Municipal Fire Prevention Officer</b></p> <p>The MFMPC will be invited to attend a Council briefing annually and Administrators may be invited as guests to the committee meeting as appropriate</p>	<p><b>Officer:</b></p> <p><b>Municipal Fire Prevention Officer</b></p> <p>The MFMPC will be invited to attend a Council briefing annually and Administrators may be invited as guests to the committee meeting as appropriate.</p>	<p>Created by Council as an obligation under the Country Fire Authority Act 1958 (as amended).</p>	

ORGANISATION/COMMITTEE	ADMINISTRATOR AS DELEGATE ONLY AS PER CONSTITUTION OR TERMS OF REFERENCE? Y/N	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 2 JUNE 2021 TO 31 DECEMBER 2022	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 1 JANUARY 2023 TO 31 DECEMBER 2023	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD*	MEETING DATES
<p><b><i>Northern Alliance for Greenhouse Action Executive (NAGA) (External)</i></b></p> <p>The NAGA formed in 2002 as a network to share information, skills and resources related to climate change action. NAGA’s members are the cities of Banyule, Darebin, Hume, Manningham, Melbourne, Moreland, Whittlesea, Yarra, Shire of Nillumbik and Moreland Energy Foundation (MEFL). NAGA’S goal is to substantially contribute to the transition to a low-carbon future.</p> <p><b><i>The NAGA Executive was formed in 2009 to ensure sound and effective decision-making. It is a senior leadership group comprising Councillors, Council Senior and Executive Officers, CEO of MEFL and NAGA Executive Officer.</i></b></p> <p><b><i>Decisions are generally made by consensus and therefore voting is not usually required. Officer delegates have observer status only.</i></b></p>	<p><b>Y</b></p>	<p><b>Delegate:</b></p> <p><b>Administrator Eddy</b></p> <p><b>Officer:</b></p> <p><b>Director Infrastructure and Environment or delegate</b></p> <p><b><i>(May be a substitute in the Administrator Delegate’s absence. Is an observer when the Administrator Delegate attends a meeting of the Executive.)</i></b></p>	<p><b>Delegate:</b></p> <p><b>Chair of Council – Administrator Wilson</b></p> <p><b>Officer:</b></p> <p><b>Director Infrastructure and Environment or delegate</b></p> <p><b><i>(May be a substitute in the Administrator Delegate’s absence. Is an observer when the Administrator Delegate attends a meeting of the Executive.)</i></b></p>	<p><b>Memorandum of Understanding</b></p>	<p><b><i>Meetings usually held at MAV, 60 Collins Street</i></b></p>

ORGANISATION/COMMITTEE	ADMINISTRATOR AS DELEGATE ONLY AS PER CONSTITUTION OR TERMS OF REFERENCE? Y/N	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 2 JUNE 2021 TO 31 DECEMBER 2022	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 1 JANUARY 2023 TO 31 DECEMBER 2023	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD*	MEETING DATES
<p><b>Northern Councils Alliance (External)</b></p> <p>The Northern Councils Alliance represents and works collectively for residents across seven municipalities including Banyule City Council, City of Darebin, Hume City Council, Mitchell Shire Council, Moreland City Council, Nillumbik Shire Council and the City of Whittlesea.</p> <p>As a group of Councils, the Alliance is committed to working to deliver and advocate for ongoing improvements to the economic, social, health and wellbeing for its residents and businesses both current and future.</p> <p>At the September 2019 meeting of the Alliance, Mayors and CEOs of member councils were signatories to a Memorandum of Understanding outlining that membership of the Alliance is to comprise one appointed Councillor representative from each member Council, supported by the CEO from each member Council. A substitute representative for the Councillor delegate may be appointed to the Alliance.</p> <p>The Memorandum of Understanding (the Charter) provides for voting rights.</p>	<p>Y</p>	<p><b>Delegate:</b></p> <p><b>Chair - Panel of Administrators</b> <i>(Member with Voting rights)</i></p> <p><b>Substitute:</b></p> <p><b>Administrator Duncan</b></p> <p><b>Officer:</b></p> <p><b>Chief Executive Officer</b></p> <p><b>Substitute:</b></p> <p><b>Director Planning &amp; Development or delegate nominated by the Chief Executive Officer</b></p>	<p><b>Delegate:</b></p> <p><b>Chair of Council – Administrator Wilson</b> <i>(Member with Voting rights)</i></p> <p><b>Substitute:</b></p> <p><b>Administrator Duncan</b></p> <p><b>Officer:</b></p> <p><b>Chief Executive Officer</b></p> <p><b>Substitute:</b></p> <p><b>Director Planning &amp; Development or delegate nominated by the Chief Executive Officer</b></p>	<p><b>Memorandum of Understanding (the Charter)</b></p>	

ORGANISATION/COMMITTEE	ADMINISTRATOR AS DELEGATE ONLY AS PER CONSTITUTION OR TERMS OF REFERENCE? Y/N	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 2 JUNE 2021 TO 31 DECEMBER 2022	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 1 JANUARY 2023 TO 31 DECEMBER 2023	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD*	MEETING DATES
<p><b><i>Victorian Local Governance Association (VLGA) (External)</i></b></p> <p>The VLGA promotes good governance and sustainability by supporting local governments and communities through programs of advocacy, training, information provision and support.</p> <p>Following the adoption of changes to the constitution in late 2018 all Councillors/Administrators from member Councils have voting rights.</p> <p>A Councillor/Administrator from a member Council may stand for election to the Committee of Management if they wish.</p>	<p><b>Y</b></p>	<p><b>All Administrators</b></p>	<p><b>All Administrators</b></p>	<p><b>Incorporated Association governed by its Constitution last updated in 2018</b></p>	<p><b><i>Meets every third Thursday of every month from March to November at Pitcher Partners Level 13, 664 Collins Street, Docklands 6pm-8.30pm. The AGM is held late November.</i></b></p>

ORGANISATION/COMMITTEE	ADMINISTRATOR AS DELEGATE ONLY AS PER CONSTITUTION OR TERMS OF REFERENCE? Y/N	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 2 JUNE 2021 TO 31 DECEMBER 2022	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 1 JANUARY 2023 TO 31 DECEMBER 2023	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD*	MEETING DATES
<p><b>Visual Art and Civic History Collections Acquisitions Advisory Group (AAG) (Internal)</b></p> <p>The Acquisitions Advisory Group (AAG) is established to make recommendations to Council regarding acquisitions and deaccessions for the City of Whittlesea’s Visual Art and Civic History Collections, as guided by the Visual Art and Civic History Collections Policy.</p>	<p>N</p>	<p>None appointed</p>	<p>Officer: Director Community Wellbeing or delegate</p> <p>Change required to the Terms of reference to remove Administrator/Councillor representatives.</p>	<p>Terms of reference adopted 2 July 2019.</p>	
<p><b>Westgarthtown Pioneer Precinct Advisory Committee (Internal)</b></p> <p>This Committee provides a forum for the Friends of Westgarthtown, the Lutheran Church and Council staff to exchange information on the management of the various sites within the Pioneer Precinct.</p> <p><b>Council has three delegates, all with voting rights, one of whom shall be the Chairperson.</b></p>	<p>N</p>	<p>Officer: Director Community Wellbeing or Delegate</p>	<p>Officer: Director Community Wellbeing or delegate</p>	<p>Terms of Reference adopted by the Council on 17 November 2015.</p>	

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<p><b>Whittlesea Aboriginal Gathering Place Advisory Group (Internal)</b></p> <p><i>Whittlesea Aboriginal Gathering Place Advisory Group (WAGPAG)</i></p>	N		<p><b>Officer:</b></p> <p><b>Director Community Wellbeing or delegate</b></p>	<p><b>Terms of Reference</b></p>	
<p><b>Whittlesea Community Connections (External)</b></p> <p>Whittlesea Community Connections (WCC) provides a range of services to support and assist the local community. WCC provides direct help and assistance and links people to the right place, person or organisation.</p>	N	<p><b>Delegate:</b></p> <p><b>Chair - Panel of Administrators</b></p> <p><i>(Member with Voting Rights)</i></p>	<p><b>Not required</b></p> <p><b>Constitution amended at meeting 15 November 2022 to remove Council representative.</b></p>	<p><b>Incorporated Association governed by its Constitution.</b></p>	.

ORGANISATION/COMMITTEE	ADMINISTRATOR AS DELEGATE ONLY AS PER CONSTITUTION OR TERMS OF REFERENCE? Y/N	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 2 JUNE 2021 TO 31 DECEMBER 2022	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 1 JANUARY 2023 TO 31 DECEMBER 2023	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD*	MEETING DATES
<p><b><i>Whittlesea Community Futures Partnership (External)</i></b></p> <p>The Whittlesea Community Futures Partnership is a voluntary alliance of 59 organisations including the City of Whittlesea, State and Federal Government and Human Service Organisations, working together with shared commitments and goals for the benefit of the local community.</p>	<p>N</p>	<p><b>Chairperson:</b></p> <p><b>Director Community Wellbeing</b></p> <p><b>The terms of reference do not currently include an Administrator as having voting rights. This committee is chaired by a Council Officer and is deemed to be appropriate for officer involvement at this time with reporting through to Council as appropriate.</b></p>	<p><b>Chairperson:</b></p> <p><b>Director Community Wellbeing</b></p>	<p><b>Terms of Reference adopted by the Partnership, of which the City of Whittlesea is a member.</b></p>	<p>.</p>



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<p><b>Whittlesea Courthouse Association (External)</b></p> <p>The Association manages the historic courthouse building which also operated as a Visitor Information Centre.</p> <p><b><i>The Constitution outlines the Officers of the Association. It provides a clause for “An executive officer of the City of Whittlesea to be represented”.</i></b></p>	<p>N</p>	<p><b>Officer:</b></p> <p><b>Director Planning and Development or Delegate</b></p> <p><b><i>(Non-voting rights)</i></b></p>	<p><b>Officer:</b></p> <p><b>Director Planning and Development or delegate</b></p> <p><b><i>(Non-voting rights)</i></b></p>	<p><b>Incorporated Association governed by its Constitution</b></p>	<p><b><i>Meets fourth Wednesday of every month at 7pm at Whittlesea Courthouse.</i></b></p>

ORGANISATION/COMMITTEE	ADMINISTRATOR AS DELEGATE ONLY AS PER CONSTITUTION OR TERMS OF REFERENCE? Y/N	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 2 JUNE 2021 TO 31 DECEMBER 2022	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 1 JANUARY 2023 TO 31 DECEMBER 2023	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD*	MEETING DATES
<p><b><i>Whittlesea Disability Network (WDN) (Internal)</i></b></p> <p>The WDN is an active network of residents with disabilities, carers and service providers who meet monthly to consider, advocate, advise and address issues for people with disabilities in the municipality.</p>	<p>N</p>	<p><b>Delegate:</b></p> <p><b>Administrator Duncan</b> <i>(Non-voting rights)</i></p> <p><b>Officer:</b></p> <p><b>Director Community Wellbeing or Delegate</b> <i>(Non-voting rights)</i></p>	<p><b>Officer:</b></p> <p><b>Director Community Wellbeing or delegate</b> <i>(Non-voting rights)</i></p>	<p>Terms of Reference were updated in 2021</p>	<p><i>This network has not met for past year and intends to reconvene in 2023. Meets monthly from February to December each year, on the second Tuesday of each month, from 9.30 am to 12 noon at Council Offices.</i></p>

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<p><b><i>Whittlesea Multicultural Communities Council (WMCC) (External)</i></b></p> <p>The WMCC enhances co-operation among the diverse communities and promotes a greater awareness of multicultural values and needs within the municipality.</p> <p><b><i>The delegate is a member of the Committee but does not have voting rights.</i></b></p>	<p>N</p>	<p><b>Officer:</b></p> <p><b>Director Community Wellbeing or Delegate</b></p>	<p><b>Officer:</b></p> <p><b>Director Community Wellbeing or delegate</b></p>	<p><b>Incorporated Association governed by its Constitution</b></p>	<p><b><i>Meets bi-monthly on Thursdays from 5.30pm – 7.30pm at Lalor Library, 2A May Road, Lalor</i></b></p>

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<p><b><i>Whittlesea Reconciliation Group (WRG) (Internal)</i></b></p> <p>The Group commenced in 2001 as a community based committee to be a key reference group for Council on the continuing reconciliation process and to foster understanding of historical, cultural and contemporary issues impacting Aboriginal and Torres Strait Islander communities.</p> <p><b><i>This is a key reference group for Council.</i></b></p> <p><b><i>The delegate is a member with voting rights.</i></b></p>	<p><b>Y</b></p>	<p><b>Delegate:</b></p> <p><b>Administrator Duncan</b> <b><i>(Member with Voting rights)</i></b></p> <p><b>Officer:</b></p> <p><b>Director Community Wellbeing or Delegate</b></p> <p>The terms of reference of the Group require amendment to reflect the appointments made.</p>	<p><b>Delegate:</b></p> <p><b>Administrator Duncan</b> <b><i>(Member with Voting rights)</i></b></p> <p><b>Officer:</b></p> <p><b>Director Community Wellbeing or delegate</b></p>	<p><b>Terms of Reference adopted by the Council on 7 February 2018.</b></p>	<p><b><i>Meetings to be held on Thursday from 6-8pm.</i></b></p>

ORGANISATION/COMMITTEE	ADMINISTRATOR AS DELEGATE ONLY AS PER CONSTITUTION OR TERMS OF REFERENCE? Y/N	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 2 JUNE 2021 TO 31 DECEMBER 2022	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 1 JANUARY 2023 TO 31 DECEMBER 2023	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD*	MEETING DATES
<p><b><i>Whittlesea Showground and Recreation Reserves Committee of Management (External)</i></b></p> <p>This Committee provides an oversight or coordination role for the various users of the Crown land parcel centred on the Scrubby Creek and Plenty River and bisected by Yea Road in Whittlesea. The Committee is responsible for the maintenance and safe provision of a range of public open space elements and activities within the reserve.</p>	<p>N</p>	<p><b>Officer:</b> <b>Chief Executive Officer or Delegate</b></p>	<p><b>Officer:</b> <b>Manager Maintenance &amp; Operations</b></p>	<p><b>Committee of Management under the control of the Department of Environment and Primary Industries</b></p>	<p><b><i>Meets second Tuesday of every second month at 8pm</i></b></p>

ORGANISATION/COMMITTEE	ADMINISTRATOR AS DELEGATE ONLY AS PER CONSTITUTION OR TERMS OF REFERENCE? Y/N	APPOINTED COUNCIL REPRESENTATIVES FROM 5 APRIL 2021 – 31 DECEMBER 2022	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 1 JANUARY 2023 TO 31 DECEMBER 2023	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD*	MEETING DATES
<p><b>City of Whittlesea Youth Advisory Committee (Internal)</b></p> <p>This newly established Council Advisory Committee provides opportunities for young people to participate and learn about civic and democratic processes and provides a mechanism for Council to receive advice and input from young people about youth-specific issues. It provides a formal means for interaction and mutual information sharing between Council and young people, allowing young people to identify and advocate for issues of importance to them, and provide for an increased level of civic participation, to have a voice and influence as part of the political process.</p>	<p>N</p>	<p><b>Officer:</b> <b>Director Community Wellbeing or Delegate</b></p>	<p><b>Officer:</b> <b>Director Community Wellbeing or delegate</b></p>	<p><b>Terms of Reference adopted by the Council on 5 April 2021</b></p>	<p><b>Meetings are held at 6.00pm-8.00pm on Mondays quarterly.</b></p>

ORGANISATION/COMMITTEE	ADMINISTRATOR AS DELEGATE ONLY AS PER CONSTITUTION OR TERMS OF REFERENCE? Y/N	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 2 JUNE 2021 TO 31 DECEMBER 2022	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 1 JANUARY 2023 TO 31 DECEMBER 2023	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD*	MEETING DATES
<p><b><i>Whittlesea Youth Commitment Strategic Advisory Group (WYC) (External)</i></b></p> <p>The Group helps young people to develop a sense of connectedness within their communities via youth programs and events, community and social planning, information and referral services and support to the Whittlesea Youth Network.</p> <p><b><i>The WYC is not a decision making body and therefore no voting rights are required.</i></b></p>	<p><b>N</b></p>	<p><b>Officer:</b> <b>Director Community Wellbeing or Delegate</b></p>	<p><b>Officer:</b> <b>Director Community Wellbeing or delegate</b></p>	<p><b>No Statement of Purpose formalised. Is not an incorporated body but operates under the auspices of RMIT.</b></p>	<p><b><i>Meets six times per year (February-December) on a Thursday at 1pm-2.30pm at The Lakes P-9 School, South Morang.</i></b></p>

ORGANISATION/COMMITTEE	ADMINISTRATOR AS DELEGATE ONLY AS PER CONSTITUTION OR TERMS OF REFERENCE? Y/N	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 2 JUNE 2021 TO 31 DECEMBER 2022	APPOINTED COUNCIL REPRESENTATIVES FOR PERIOD 1 JANUARY 2023 TO 31 DECEMBER 2023	CONSTITUTION, TERMS OF REFERENCE OR STATEMENT OF PURPOSE HELD*	MEETING DATES
<p><b>Yarra Plenty Regional Library Board (External)</b></p> <p>The Board has responsibility for the provision and management of the library service and comprises two representatives from each of the three member Councils - Whittlesea, Banyule and Nillumbik.</p> <p><b>Meetings of the Board are governed by its constitution which provides for two persons from each of the three member Councils to be on the Board. One person must be a Councillor while the second appointee can be any other person. The delegates have voting rights.</b></p>	<p>Y</p>	<p><b>Delegate:</b></p> <p><b>Chair - Panel of Administrators</b></p> <p><i>(Delegate with Voting Rights)</i></p> <p><b>Officer:</b></p> <p><b>Director Community Wellbeing</b></p> <p>The appointment of one Administrator delegate and one officer to the board meets the requirements of the Yarra Plenty Regional Library Service Agreement.</p>	<p><b>Delegate:</b></p> <p><b>Chair of Council – Administrator Wilson</b></p> <p><i>(Delegate with Voting Rights)</i></p> <p><b>Officer:</b></p> <p><b>Director Community Wellbeing</b></p> <p><b>Substitute:</b></p> <p><b>Manager Active and Creative Communities</b></p>	<p><b>Agreement under section 196 of the Local Government Act 1989 (as amended)</b></p>	<p><b>Meeting will be held on Thursday 23 February, 27 April 2023, 22 June, 24 August, 26 October and 14 December 2023 commencing at 6pm at various locations.</b></p>



**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****9.0.0 Close Meeting to the Public**

Under section 66(2) of the *Local Government Act 2020* a meeting considering confidential information may be closed to the public. Pursuant to sections 3(1) and 66(5) of the *Local Government Act 2020*.

**Recommendation**

**THAT the Chair of Council recommends that the meeting be closed to the public for the purpose of considering details relating to the following confidential matters in accordance with Section 66(2)(a) of the *Local Government Act 2020* as detailed.**

**9.1 Confidential Connected Communities**

Nil Reports

**9.2 Confidential Liveable Neighbourhoods**

Nil Reports

**9.3 Confidential Strong Local Economy**

Nil Reports

**9.4 Confidential Sustainable Environment**

Nil Reports

**9.5 Confidential High Performing Organisation****9.5.1 Confirmation of minutes of CEMAC meeting 14 November 2022, CEO Performance, KPI and remuneration review.**

This report and attachments have been designated as confidential by the Executive Manager Governance & Strategy, under delegation from the Chief Executive Officer, in accordance with Rule 405 of the Governance Rules 2022 and sections 66(5) and 3(1) of the *Local Government Act 2020* on the grounds that they contain personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs. In particular the attachments contain information regarding the CEO's employment, performance and remuneration.

**9.6 Confidential Notices of Motion**

No Confidential Notices of Motion

**12 Closure**