

# Minutes

Unscheduled Council Meeting  
Tuesday 3 September 2024 at 12:30pm

Fountain View Room at Civic Centre,  
25 Ferres Boulevard, South Morang

# Administrators

Lydia Wilson                      Chair of Council

Peita Duncan                     Administrator

Christian Zahra AM             Administrator

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

# Senior Officers

Craig Lloyd                        Chief Executive Officer

Sarah Renner                     Director Customer & Corporate Services

Jacinta Stevens                 Executive Manager Office of Council & CEO

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## 1 Opening

### 1.1 Meeting Opening and Introductions

The Chair of Council, Lydia Wilson opened the meeting at 12:30pm.

“Welcome to this Unscheduled Council Meeting of 3 September 2024 which is being held in person in the Fountain View Room at Civic Centre, 25 Ferres Boulevard, South Morang and also being live streamed.

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

“Good afternoon everyone, we also have with us:

Sarah Renner, Director Customer & Corporate Services; and  
Jacinta Stevens, Executive Manager Office of Council & CEO.

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

### 1.2 Apologies

Nil

### 1.3 Acknowledgement of Traditional Owners Statement

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

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

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

### 1.4 Diversity and Good Governance Statement

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

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

## 2 Declarations of Conflict of Interest

Nil

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

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

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

- Scheduled Council Meeting 20 August 2024.

CARRIED

## 4 Officers' Reports

### 4.1 Audit and Risk Committee Annual Report on Activity

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

**Report Author:** Unit Manager Governance

**In Attendance:** Chair, Audit & Risk Committee

#### Executive Summary

The purpose of this report is to provide Council with an overview of annual key activities undertaken by the Audit and Risk Committee (Committee) during the period 6 September 2023 to 31 August 2024.

The Committee's Annual Report (Attachment 1) provides Council with information on:

- The progress of its Annual Work Plan and activities in this reporting period.
- Activities that the Committee monitors and reviews to ensure it complies with the requirement under the Committee Charter.
- Details of discussions and recommendations made in relation to the key activities of risk management, financial and performance reporting, systems of internal control, internal assurance, internal audit, external audit, compliance and governance.

#### Officers' Recommendation

THAT Council note the:

1. Audit and Risk Committee's Annual Report for the period 6 September 2023 to 31 August 2024 at Attachment 1.
2. Audit and Risk Committee have provided valuable support to Council and discharged their responsibilities under the Audit and Risk Committee Charter including providing oversight on financial and performance reporting, systems of internal control, risk management and audit and assurance activities.

<b>COUNCIL RESOLUTION</b>	
<b>Moved:</b>	<i>Administrator Christian Zahra</i>
<b>Seconded:</b>	<i>Chair of Council Lydia Wilson</i>

THAT Council note the:

- Audit and Risk Committee’s Annual Report for the period 6 September 2023 to 31 August 2024 at Attachment 1.**
- Audit and Risk Committee have provided valuable support to Council and discharged their responsibilities under the Audit and Risk Committee Charter including providing oversight on financial and performance reporting, systems of internal control, risk management and audit and assurance activities.**

**CARRIED**

### **ADMINISTRATOR/S WHO SPOKE TO MOTION**

*Administrator Christian Zahra*

*Chair of Council Lydia Wilson*

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

## 4.2 Certification of 2023-24 Financial Statements & Performance Statement

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

**Report Author:** Chief Financial Officer

**In Attendance:** Chief Financial Officer  
Unit Manager Financial Compliance & Control

### Executive Summary

The purpose of the report is to seek Council's approval for adoption in principle of the City of Whittlesea Annual Financial Report (Attachment 1) and Annual Performance Statement (Attachment 2) for the year ended 30 June 2024 and authorisation of two Administrators to sign the certifications included in the reports.

Council is required to present audited Annual Financial Report and Performance Statement to a Council Meeting by 31 October each year under the Local Government Act 2020 section 98(1).

### Officers' Recommendation

THAT Council:

1. Approve in principle the Annual Financial Report and Annual Performance Statement for the year ended 30 June 2024.
2. Authorise the Principal Accounting Officer to make minor amendments to the Annual Financial Report and Annual Performance Statement for the year ended 30 June 2024 to meet the Victorian Auditor-General's Office (VAGO) requirements.
3. Authorise Audit and Risk Committee Council representatives, Chair Administrator Wilson and Administrator Zahra to sign-off on the Annual Financial Report and Annual Performance Statement for the year ended 30 June 2024.
4. Authorise the Chief Executive Officer and Principal Accounting Officer to sign-off on the Annual Financial Report and Annual Performance Statement for the year ended 30 June 2024.
5. Authorise the final audited Annual Financial Report and Annual Performance Statement for the year ended 30 June 2024 to be emailed to auditor by 31 October 2024.



**COUNCIL RESOLUTION**

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

THAT Council:

1. Approve in principle the Annual Financial Report and Annual Performance Statement for the year ended 30 June 2024.
2. Authorise the Principal Accounting Officer to make minor amendments to the Annual Financial Report and Annual Performance Statement for the year ended 30 June 2024 to meet the Victorian Auditor-General's Office (VAGO) requirements.
3. Authorise Audit and Risk Committee Council representatives, Chair Administrator Wilson and Administrator Zahra to sign-off on the Annual Financial Report and Annual Performance Statement for the year ended 30 June 2024.
4. Authorise the Chief Executive Officer and Principal Accounting Officer to sign-off on the Annual Financial Report and Annual Performance Statement for the year ended 30 June 2024.
5. Authorise the final audited Annual Financial Report and Annual Performance Statement for the year ended 30 June 2024 to be emailed to auditor by 31 October 2024.

CARRIED

**ADMINISTRATOR/S WHO SPOKE TO MOTION**

*Administrator Christian Zahra*

*Chair of Council Lydia Wilson*

**VOTING**

UNANIMOUS	FOR	AGAINST	ABSTAINED
YES			

### 4.3 Adoption of the Election Period Policy

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

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

#### Executive Summary

The purpose of this report is to:

- Advise Council on the feedback received following the Election Period policy being on public display via Council’s Engage web page seeking community feedback during the period 21 August 2024 to 27 August 2024.
- To seek Council endorsement of the Election Period policy.

The amendments made to the Election Period policy (Policy), to align it with the *Local Government Amendment (Governance and Integrity) Act 2024*, were made under the Application of Policy heading and replaced the previous commencement of the election period from 24 September 2024 to midday Tuesday 17 September 2024.

#### Officers’ Recommendation

THAT Council:

1. Note there were nine unique visits to Council’s Engage page, two downloads of the Election Period policy and no feedback provided.
2. Endorse the Election Period policy at Attachment 1 to this report.
3. Note the attached Election Period policy will replace the Election Period policy adopted in June 2024 which formed part of Council’s Governance Rules.

#### COUNCIL RESOLUTION

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

THAT Council:

1. Note there were nine unique visits to Council’s Engage page, two downloads of the Election Period policy and no feedback provided.
2. Endorse the Election Period policy at Attachment 1 to this report.
3. Note the attached Election Period policy will replace the Election Period policy adopted in June 2024 which formed part of Council’s Governance Rules.

**CARRIED**

**ADMINISTRATOR/S WHO SPOKE TO MOTION**

*Administrator Christian Zahra*

**VOTING**

UNANIMOUS	FOR	AGAINST	ABSTAINED
YES			

UNCONFIRMED

## 5 Closure

There being no further business the Chair of Council formally closed the meeting at 12:51pm.

Confirmed this 17th day of September 2024.

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Lydia Wilson  
Chair of Council

UNCONFIRMED