

Minutes

Scheduled Council Meeting
Tuesday 21 May 2024 at 6pm

Great Hall at Civic Centre,
25 Ferres Boulevard, South Morang

Administrators

Lydia Wilson Chair of Council

Peita Duncan Administrator

Christian Zahra AM Administrator

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

Senior Officers

Craig Lloyd Chief Executive Officer

Emma Appleton Director Planning & Development

Agata Chmielewski Director Community Wellbeing

Debbie Wood Director Infrastructure & Environment

Sharon Durantini Acting Director Customer & Corporate Services

Janine Morgan Executive Manager Public Affairs

Jacinta Stevens Executive Manager Office of Council & CEO

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1 Opening

1.1 Meeting Opening and Introductions

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

“Welcome to this Council Meeting of 21 May 2024 which is being held in person in the Great Hall at Civic Centre, 25 Ferres Boulevard, South Morang and also being live streamed.

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

“Good evening everyone, we also have with us:

Emma Appleton, Director Planning & Development;
Debbie Wood, Director Infrastructure & Environment;
Sharon Durantini, Acting Director Customer & Corporate Services;
Janine Morgan, Executive Manager Public Affairs; and
Jacinta Stevens, Executive Manager Office of Council & CEO.

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

1.2 Apologies

Agata Chmielewski, Director Community Wellbeing.

1.3 Acknowledgement of Traditional Owners Statement

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

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

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

1.4 Diversity and Good Governance Statement

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

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

1.5 Acknowledgements

Administrator Duncan made the following acknowledgements:

National Sorry Day

On Monday 27 May, the City of Whittlesea will hold its annual National Sorry Day service here at the Civic Centre.

Sorry Day has been held each year since 1998 to mark the release of the Australian Human Rights Commission's Bringing Them Home report.

The report documented the tragic consequences of laws, policies and practices that forcibly removed Aboriginal and Torres Strait Islander children from their families and communities.

The City of Whittlesea invites residents to join Wurundjeri Elders, members of the Stolen Generation and Council staff in commemorating Sorry Day.

The service will start at 10:30am with a smoking ceremony, include a keynote address from First Peoples' Assembly Member Troy Austin and conclude with the annual Sorry Walk.

27 May also marks the start of National Reconciliation Week. This year's theme, 'Now More Than Ever,' encourages all residents to maintain their efforts in supporting justice and the rights of Aboriginal and Torres Strait Islander Peoples.

WRG Recognition

On behalf of Council, I would like to acknowledge Karen Bryant, who in April resigned as a member of the Whittlesea Reconciliation Group after almost 18 years of outstanding service.

A proud Gunditjmara woman, Karen has worked and volunteered for many services, organisations, committees and boards to improve health and wellbeing outcomes for Aboriginal Victorians.

Karen's dedication has seen her recognised with multiple awards, including the City of Whittlesea's 'Individual Reconciliation Award in 2012. In 2021, Karen was inducted into the Victorian Aboriginal Honour Roll, which celebrates Aboriginal Victorians who have made a profound contribution to their community and state.

Although we are losing her leadership and expertise from the WRG, I am delighted to say that Karen will stay on as a member of the Whittlesea Aboriginal Gathering Place Advisory Group.

Karen's commitment to establishing an Aboriginal Gathering Place has been instrumental in that vision soon becoming a reality. The City of Whittlesea thanks Karen for the role she has played on the WRG, including co-chair, and wishes her all the best for the future.

In addition, I would like to acknowledge the service of fellow Whittlesea Reconciliation Group co-chair Andrew Morrison, who has also resigned. Andrew, a proud Gunditjmara man, brought a wealth of experience in Aboriginal health to the role and his leadership of the WRG over the last eighteen months was invaluable.

On behalf of Council, I thank Andrew for his service and wish him well for the future.

Administrator Zahra made the following acknowledgements:

IDAHOBIT

Last week we recognised IDAHOBIT, the International Day Against Homophobia, Biphobia, Intersex discrimination, and Transphobia.

The City of Whittlesea stands against discrimination in all its forms, and we are committed to providing a safe and inclusive place for everyone in our community.

IDAHOBIT is about coming together to celebrate the progress that has been made while also acknowledging that we have more work to do to eliminate LGBTIQ+ discrimination.

Neighbourhood House Week

Neighbourhood House Week was celebrated from 13 to 15 May and here at the City of Whittlesea we had an exciting line up of events to celebrate and recognise the important contributions of our local Neighbourhood Houses. From painting and crafting, to a marvellous mosaic workshop, the activities provided a great opportunity for people to connect, learn and have fun.

We have seven brilliant local Neighbourhood Houses in the City of Whittlesea; Greenbrook, Lalor, Thomastown, Whittlesea, Mernda, Creeds Farm and Mill Park and I would like to thank each and every one of them for the important role they play in our community.

Not only do they provide a safe and welcoming space, but they also provide essential services, foster community connections and organise events and activities that bring our community together.

Chair of Council Lydia Wilson made the following acknowledgements:

National Volunteer Week

This week is National Volunteer Week, a time to celebrate the invaluable contribution our volunteers make.

Our volunteers support our community with a range of activities and services including social connection, sport and recreational programs, and social support.

Spring St Hall 100-year Celebration

Yesterday I was lucky enough to attend the 100-year birthday celebration of our Spring St Hall in Thomastown. The original building was constructed in 1924 by residents after the land was generously donated by the Thomas family, who were the early pioneers of the area.

It was so heart-warming to hear about all the significant moments and memories the community have shared at the hall throughout the years.

It holds a treasure trove of memories and has served various purposes, including a dance hall, movie theatre, schoolroom, library, concert hall, senior citizen club, local scout meeting place and a venue for numerous community groups and activities.

Over the years, countless locals and groups have forged strong connections in the walls of Spring St Hall. It continues its legacy today, enjoyed by locals and groups, including craft groups, multicultural groups, seniors' groups, Foodbank and faith groups.

Whether it's assisting with program delivery, tending to community garden spaces or engaging with seniors in a fun and friendly environment, each of our volunteers has assisted in keeping our community active, healthy and engaged. Without their dedication, many of these programs would not be possible.

Thank you to all our volunteers and I look forward to seeing you on Friday at our celebration event.

Funding commitment BIP

Council welcomed the \$750 million of additional funding in last week's Federal Budget towards the delivery of the Camerons Lane Interchange at the intersection of the Hume Freeway at Beveridge.

Prime Minister Anthony Albanese visited Beveridge last Friday to announce the funding commitment which will enable the delivery of the Beveridge Intermodal Precinct.

The precinct is a major freight and logistics hub in the national network located on the border of the City of Whittlesea and Mitchell Shire and will ensure job creation both now and into the future.

The north of Melbourne is home to more than one million people with the population forecast to grow to just under 1.5 million by 2036.

The Beveridge Intermodal Precinct is expected to contribute \$2.5 billion to the Victorian economy each year and generate 20,000 jobs in the north.

We will continue to work with National Intermodal, our neighbouring Councils and all levels of government to support this vital infrastructure project.

2 Declarations of Conflict of Interest

Whilst not making a declaration of a conflict of interest, Chair of Council, Lydia Wilson made the following comment:

"I would like to note in relation to Item 5.5 that while not a conflict of interest, I was a former board director of Procurement Australasia but have had no association with that organisation for over 4 years."

3 Confirmation of Minutes of Previous Meeting/s

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

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

- **Scheduled Meeting of Council held on 16 April 2024.**
- **Hearing of Submission Committee held on 6 May 2024.**

CARRIED

4 Public Questions, Petitions and Joint Letters

4.1 Public Question Time

The Executive Manager Office of Council & CEO read the below question on behalf of Nicholas Brain of Epping

Why is Whittlesea Council proposing to increase rates in the middle of a cost of living crisis in the interests of future rate revenue not being forgone by the municipality, when financially distressed households are having to make difficult decisions on whether to skip meals and/or skip paying bills simply to keep a roof over their head?

Chief Executive Officer, Craig Lloyd

We understand there are cost-of-living impacts across Australia right now. The proposal to increase rates in the budget which is being considered later tonight is not made lightly. Preparing our budget each year is always a balancing act.

Our community expects us to deliver important infrastructure and services but we also need to ensure we are financially sustainable. The cost of delivering these services and building infrastructure to our community continues to grow each year.

In order to continue to provide the 147 services our community needs, we require a rate increase in line with the rate cap set by the Victorian Government under the Fair Go Rating System. This ensures that we are able to provide these important services and projects while ensuring we are financially sustainable to continue to deliver in the future.

Council proposes to continue to subsidise waste charges, including the Victorian Government's Landfill Levy, by 22.8% at a cost of \$1.9 million.

We will continue to offer support through our financial hardship program and we would encourage people to reach out should they need to access this program.

4.2 Petitions

4.2.1 LGBTIQA+ Petition

A petition has been received from 12 residents requesting that Whittlesea Council establish a LGBTIQA+ Advisory Committee.

Recommendation

THAT Council note the:

1. Petition requesting the establishment a LGBTIQA+ Advisory Committee.
2. Request to establish the Advisory Committee will form part of the review for all Advisory Committees for consideration by the new Council following the October 2024 Council Elections.

COUNCIL RESOLUTION

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

MOTION

THAT Council note the:

1. Petition requesting the establishment of a LGBTIQA+ Advisory Committee.
2. Request to establish the Advisory Committee will form part of the review of all Advisory Committees for consideration by the new Council following the October 2024 Council Elections.

CARRIED

ADMINISTRATOR/S WHO SPOKE TO MOTION

Nil

VOTING

UNANIMOUS	FOR	AGAINST	ABSTAINED
YES			

4.3 Joint Letters

4.3.1 Freeze Whittlesea Rates for 12 Months

A joint letter has been received from three residents requesting that Whittlesea Council:

- abandon its proposed rate increase for the 2024-25 financial year; and
- freeze rates for 12 months.

We call on Council to do so in recognition of the cost of living pressures our community is experiencing.

Recommendation

THAT Council:

1. Note the joint letter seeking the freeze of Whittlesea rates for 12 months.
2. Consider the joint letter as part of the 2024-25 budget agenda item deliberations.

COUNCIL RESOLUTION

Moved: Administrator Christian Zahra

Seconded: Administrator Peita Duncan

MOTION

THAT Council:

1. Note the joint letter seeking the freeze of Whittlesea rates for 12 months.
2. Consider the joint letter as part of the 2024-25 budget deliberations and agenda item 5.2.

CARRIED

ADMINISTRATOR/S WHO SPOKE TO MOTION

Nil

VOTING

UNANIMOUS	FOR	AGAINST	ABSTAINED
YES			

5 Officers' Reports

5.1 Quarterly Corporate Performance Report - Q3 ended 31/03/2024

Director/Executive Manager: Acting Director Customer & Corporate Services

Report Author: Unit Manager Financial Strategy & Performance

In Attendance: Chief Financial Officer
Unit Manager Financial Strategy & Performance

Executive Summary

This report provides the Quarterly Corporate Performance (Q3) outcomes and comprehensive summary for the period ended 31 March 2024 provided at Attachment 1 relating to:

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

Officers' Recommendation

THAT Council note the:

1. Quarterly Corporate Performance Report for the period ended 31 March 2024 at Attachment 1.
2. Financial performance for the period ended 31 March 2024 contained within Attachment 1.

COUNCIL RESOLUTION

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

THAT Council note the:

1. **Quarterly Corporate Performance Report for the period ended 31 March 2024 at Attachment 1.**
2. **Financial performance for the period ended 31 March 2024 contained within Attachment 1.**

CARRIED

ADMINISTRATOR/S WHO SPOKE TO MOTION

Administrator Peita Duncan

Administrator Christian Zahra

Chair of Council Lydia Wilson

VOTING

UNANIMOUS	FOR	AGAINST	ABSTAINED
YES			

5.2 Budget 2024-25 and Community Plan Action Plan 2024-25 - Adoption and Declaration of Rates

Director/Executive Manager: Acting Director Customer & Corporate Services

Report Author: Unit Manager Financial Strategy & Performance

In Attendance: Chief Financial Officer
Unit Manager Financial Development & Accountability

Executive Summary

The purpose of this report is for Council to consider the Budget 2024-25 (the 'Budget', Attachment 2), and the Community Plan Action Plan 2024-25 (the 'Action Plan', Attachment 3) which have been prepared in accordance with the requirements of the Local Government Act 2020. The Budget and Action Plan have been developed to align with community priorities identified through consultation and Council's key strategic directions.

Officers' Recommendation

THAT Council:

1. Note all submissions received regarding the Proposed Budget 2024-25 and the Proposed Community Plan Action Plan 2024-25 at Attachment 1.
2. Note officers will notify submitters, who nominated to be advised of the outcome, that Council considered their submission relating to the Proposed Budget 2024-25 and Proposed Community Plan Action Plan 2024-25 and will thank them for their contributions.
3. Resolve the financial changes increasing the operating 2024-25 budget surplus by \$1.14 million, noting it mainly relates to additional rate revenue as a result of supplementary rates processed.
4. Adopt the:
 - a. Budget 2024-25 at Attachment 2.
 - b. Community Plan Action Plan 2024-25 at Attachment 3.
5. Resolves to raise the general rates by \$189,415,620 and to such further amount as lawfully levied as a consequence of this resolution.
6. Authorise the Chief Executive Officer to give public notice of the Council resolution in relation to the 2024-25 Budget and 2024-25 Community Plan Action Plan.
7. Authorise the Chief Executive Officer to effect administrative and wording changes to the final Budget and Community Plan Action Plan documents, if required.

Extension of Speaking Time

Chair of Council, Lydia Wilson exercised her discretion to extend the speaking time for up to 4 minutes in accordance with Governance Rule 35.5.

COUNCIL RESOLUTION

Moved: Administrator Christian Zahra

Seconded: Administrator Peita Duncan

MOTION

THAT Council:

1. Note all submissions received regarding the Proposed Budget 2024-25 and the Proposed Community Plan Action Plan 2024-25 at Attachment 1.
2. Note officers will notify submitters, who nominated to be advised of the outcome, that Council considered their submission relating to the Proposed Budget 2024-25 and Proposed Community Plan Action Plan 2024-25 and will thank them for their contributions.
3. Resolve the financial changes increasing the operating 2024-25 budget surplus by \$1.14 million, noting it mainly relates to additional rate revenue as a result of supplementary rates processed.
4. Adopt the:
 - a. Budget 2024-25 at Attachment 2.
 - b. Community Plan Action Plan 2024-25 at Attachment 3.
5. Note the total amount that the Council intends to raise from general rates is \$189,415,620 and/or to such further amount as lawfully levied as a consequence of this resolution.
6. Authorise the Chief Executive Officer to give public notice of the Council resolution in relation to the 2024-25 Budget and 2024-25 Community Plan Action Plan.
7. Authorise the Chief Executive Officer to make non-material administrative and wording changes to the final Budget and Community Plan Action Plan documents, if required.

CARRIED

ADMINISTRATOR/S WHO SPOKE TO MOTION

Administrator Christian Zahra

Administrator Peita Duncan

Chair of Council Lydia Wilson

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

5.3 Contract 2024-2 - Partridge Street Reserve East Soccer Pitch Redevelopment

Director/Executive Manager: Director Infrastructure & Environment

Report Author: Senior Parks Project Manager

In Attendance: Senior Parks Project Manager

Executive Summary

This report summaries the evaluation of tender submissions received for the redevelopment of the Partridge Street Reserve East Soccer Pitch.

The tender evaluation panel advises that:

- 10 tenders were received.
- the recommended tender was the highest ranked.
- collaborative tendering was not undertaken in relation to this procurement because it is not listed in the Northern Councils Alliance consolidated contract register and this contract relates to a unique need for the City of Whittlesea.
- this contract commits budget in the 2024/25 Council Budget under the Capital Program.

Officers' Recommendation

THAT Council:

1. Resolve to award the following contract to Tiger Turf Australia Pty Ltd:
Number: 2024-2
Title: Partridge Street Reserve East Soccer Pitch Redevelopment
Cost: A lump sum of \$2,352,348.95 (excluding GST)
subject to the following conditions
 - a) Tenderer to provide proof of currency of insurance cover as required in the tender documents.
 - b) Price variations to be in accordance with the provisions as set out in the tender documents.
 - c) Tenderer to provide contract security as required in the tender documents.
2. Approve the funding arrangements detailed in the confidential attachment.
3. Authorise the Chief Executive Officer to sign and execute the contract on behalf of Council.

The Chair of Council sought a procedural motion to extend the speaking time for up to an additional 2 minutes.

PROCEDURAL MOTION	
Moved:	Administrator Christian Zahra
Seconded:	Administrator Peita Duncan

THAT the speaking time be extended for up to an additional 2 minutes.

CARRIED

COUNCIL RESOLUTION	
Moved:	Administrator Peita Duncan
Seconded:	Administrator Christian Zahra

THAT Council:

1. Resolve to award the following contract to Tiger Turf Australia Pty Ltd:
 - Number: 2024-2
 - Title: Partridge Street Reserve East Soccer Pitch Redevelopment
 - Cost: A lump sum of \$2,352,348.95 (excluding GST)
 subject to the following conditions
 - a) Tenderer to provide proof of currency of insurance cover as required in the tender documents.
 - b) Price variations to be in accordance with the provisions as set out in the tender documents.
 - c) Tenderer to provide contract security as required in the tender documents.
2. Approve the funding arrangements detailed in the confidential attachment.
3. Authorise the Chief Executive Officer to sign and execute the contract on behalf of Council.

CARRIED

ADMINISTRATOR/S WHO SPOKE TO MOTION

Administrator Peita Duncan

Administrator Christian Zahra

Chair of Council Lydia Wilson

VOTING			
UNANIMOUS	FOR	AGAINST	ABSTAINED
YES			

5.4 Tender Report - 2023-144 Recycling Receipt and Sorting

Director/Executive Manager: Director Infrastructure & Environment

Report Author: Unit Manager Resource Recovery

In Attendance: Unit Manager Resource Recovery

Executive Summary

This report summarises the evaluation of one tender submission received for contract 2023-144 Recycling Receipt and Sorting

The tender evaluation panel advises that:

- One tender was received from Cleanaway Pty Ltd.
- The recommended tender was the highest ranked.
- Consideration was given to collaboration with other councils and public bodies or utilising collaborative procurement arrangements, however no other willing partner could be identified that could align with Whittlesea timeline.

Officers' Recommendation

THAT Council:

1. Resolve to award the following contract to Cleanaway Pty Ltd:

Number: 2023-144

Title: Recycling Receipt and Sorting

Cost: The accepted schedule of rates is detailed in the confidential attachment. Total expenditure is limited to \$31,206,167.11 (excluding GST)

Term: 1 July 2024 to 30 June 2031

Options: Term extensions up to 30 June 2034

subject to the following conditions:

- a) Contractor providing contract security and proof of currency for insurance cover as required in the tender documents.
 - b) Price variations to be in accordance with the provisions as set out in the conditions of contract.
2. Approve the funding arrangements detailed in the confidential attachment.
 3. Authorise the Chief Executive Officer to sign and execute the contract on behalf of Council and approve optional extensions up to three years, subject to future approved budget allocations and satisfactory performance.

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

THAT Council:

1. **Resolve to award the following contract to Cleanaway Pty Ltd:**
 - Number:** 2023-144
 - Title:** Recycling Receipt and Sorting
 - Cost:** The accepted schedule of rates is detailed in the confidential attachment. Total expenditure is limited to \$31,206,167.11 (excluding GST)
 - Term:** 1 July 2024 to 30 June 2031
 - Options:** Term extensions up to 30 June 2034

subject to the following conditions:

 - a) Contractor providing contract security and proof of currency for insurance cover as required in the tender documents.
 - b) Price variations to be in accordance with the provisions as set out in the conditions of contract.
2. **Approve the funding arrangements detailed in the confidential attachment.**
3. **Authorise the Chief Executive Officer to sign and execute the contract on behalf of Council and approve optional extensions up to three years, subject to future approved budget allocations and satisfactory performance.**

CARRIED

ADMINISTRATOR/S WHO SPOKE TO MOTION

Administrator Christian Zahra

Chair of Council Lydia Wilson

VOTING			
UNANIMOUS	FOR	AGAINST	ABSTAINED
YES			

5.5 Tender Evaluation Report - Contract 2023-118 - Provision of Parks and Open Space Maintenance Services for the City of Whittlesea

Director/Executive Manager: Director Infrastructure & Environment

Report Author: Unit Manager Parks & City Forest

In Attendance: Unit Manager Parks & City Forest

Executive Summary

The purpose of this report is to seek approval to enter into four separate contracts against Contract Number 2023-118 for the provision of Parks and Open Space Maintenance Services following a competitive public Request for Tender (RFT) process.

The initial contract term is for six years with an optional extension of up to four years subject to available approved budget and satisfactory performance of the contractors.

Prior to releasing the RFT, Procurement Australia (PA) was engaged to assist with the end-to-end procurement process. Council also engaged Pitcher Partners as the independent probity advisors to oversee the integrity of the RFT process.

The RFT opened on 1 November 2023 and closed on 20 December 2023. The RFT sought suitably qualified suppliers to tender for one or more of the following separable portions:

- Portion A – Parks Maintenance Services, broken up into three separate zones:
 - East;
 - West; and
 - North.
- Portion B – Sports Fields Maintenance
- Portion C – Parks Infrastructure Services

The parks maintenance portion of this contract has traditionally been delivered by one supplier. As the municipality has grown and continues to grow, it is no longer feasible for one supplier to effectively service all of Council's parks and open spaces.

To ensure our community receives the expected level of service, the new contract seeks to divide parks maintenance into three geographic zones with each being managed by a different supplier.

It should be noted that prior to releasing the RFT, it was agreed that no tenderer would be awarded a contract for all categories and a minimum of three suppliers would be awarded across all five categories. This approach is to mitigate risks associated with service delivery and performance.

On 13 November 2023, a hybrid industry briefing and site visits were convened at Mill Park All Abilities Play Space, Redleap Reserve and Mernda Villages Wetland for suppliers who attended the briefing in person.

Council received 11 tendered submissions of which two were deemed non-compliant against the mandatory criteria (refer to Confidential Attachment 1) leaving nine submissions to evaluate.

Full details of the RFT evaluation scoring matrix, including financials, are contained within Confidential Attachment 1.

Officers' Recommendation

THAT Council:

1. Resolve to award Contract 2023-118 for the provision of Parks and Open Space Maintenance Services as follows:
 - a) Separable Portion A Parks Maintenance zone East to Tenderer A between the period 1 April 2025 to 31 March 2031.
 - b) Separable Portion A Parks Maintenance zone West to Tenderer B between the period 1 April 2025 to 31 March 2031.
 - c) Separable Portion A Parks Maintenance zone North to Tenderer C between the period 1 April 2025 to 31 March 2031.
 - d) Separable Portion B Sports Fields Maintenance to Tenderer A between the period 1 April 2025 to 31 March 2031.
2. Note the total expenditure over the initial six-year period for Separable Portions A and B is limited to \$136,756,903 (excl. GST).
3. Note the contract awards are subject to each contractor providing contract security and relevant insurance Certificate of Currency.
4. Resolve to approve an optional extension of up to four years for Separable Portions A and B at an additional cost not exceeding \$133,297,530 (excl. GST) subject to future approved budget allocations and performance, to the satisfaction of the Chief Executive Officer, of the individual contractors.
5. Note any price variations will be in accordance with the provisions set out in the conditions of contract.
6. Approve the funding arrangements as detailed in Confidential Attachment 2.
7. Note Separable Portion C Parks Infrastructure Maintenance will not, at this stage, be awarded to any tenderer.

8. Authorise the Chief Executive Officer to sign and execute the contracts related to Separable Portions A and B on behalf of Council, and to authorise optional extension periods up to four years, subject to future approved budget allocations and satisfactory performance of individual contractors.
9. Resolve to publicly release the successful tenderer company names and awarded contract separable portions within 90 days of this Council resolution.

COUNCIL RESOLUTION

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

THAT Council:

1. Resolve to award Contract 2023-118 for the provision of Parks and Open Space Maintenance Services as follows:
 - a) Separable Portion A Parks Maintenance zone East to Tenderer A between the period 1 April 2025 to 31 March 2031.
 - b) Separable Portion A Parks Maintenance zone West to Tenderer B between the period 1 April 2025 to 31 March 2031.
 - c) Separable Portion A Parks Maintenance zone North to Tenderer C between the period 1 April 2025 to 31 March 2031.
 - d) Separable Portion B Sports Fields Maintenance to Tenderer A between the period 1 April 2025 to 31 March 2031.
2. Note the total expenditure over the initial six-year period for Separable Portions A and B is limited to \$136,756,903 (excl. GST).
3. Note the contract awards are subject to each contractor providing contract security and relevant insurance Certificate of Currency.
4. Resolve to approve an optional extension of up to four years for Separable Portions A and B at an additional cost not exceeding \$133,297,530 (excl. GST) subject to future approved budget allocations and performance, to the satisfaction of the Chief Executive Officer, of the individual contractors.
5. Note any price variations will be in accordance with the provisions set out in the conditions of contract.
6. Approve the funding arrangements as detailed in Confidential Attachment 2.
7. Note Separable Portion C Parks Infrastructure Maintenance will not, at this stage, be awarded to any tenderer.

8. Authorise the Chief Executive Officer to sign and execute the contracts related to Separable Portions A and B on behalf of Council, and to authorise optional extension periods up to four years, subject to future approved budget allocations and satisfactory performance of individual contractors.
9. Resolve to publicly release the successful tenderer company names and awarded contract separable portions within 90 days of this Council resolution.

CARRIED

ADMINISTRATOR/S WHO SPOKE TO MOTION

Administrator Peita Duncan

Administrator Christian Zahra

Chair of Council Lydia Wilson

VOTING

UNANIMOUS	FOR	AGAINST	ABSTAINED
YES			

5.6 RFT 2023-165 Design and Construction of the West Wollert Community Centre - Tender Evaluation

Director/Executive Manager: Director Infrastructure & Environment

Report Author: Unit Manager Community Infrastructure Delivery

In Attendance: Unit Manager Community Infrastructure Delivery

Executive Summary

This report summaries the evaluation of the tender submissions received for the award of Contract Number 2023-165 for the Design and Construction of the West Wollert Community Centre, located at the corner of Jardin Road and Meadow Lane, Wollert.

The tender evaluation panel advises that:

- 9 tender submissions were received.
- The recommended tender was the highest ranked and is considered the best value as they successfully demonstrated the ability to deliver the project in accordance with Council specifications.
- Collaborative tendering was not undertaken in relation to this procurement because it is not listed in the Northern Councils Alliance consolidated contract register and this contract relates to a unique need for the City of Whittlesea.

Officers' Recommendation

THAT Council:

1. Resolve to award the following contract to Bowden Corporation Pty Ltd:
Number: 2023-165
Title: Design and Construction of the West Wollert Community Centre
Cost: A lump sum price of \$13,084,695 (excluding GST)
subject to the following conditions:
 - a) Contractor providing contract security and proof of currency of insurance cover as required in the tender documents.
 - b) Price variations to be in accordance with the provisions as set out in the tender documents.
2. Approve the funding arrangements detailed in the confidential attachment.
3. Authorise the Chief Executive Officer to sign and execute the contract on behalf of Council.

COUNCIL RESOLUTION

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

THAT Council:

1. Resolve to award the following contract to Bowden Corporation Pty Ltd:
 - Number: 2023-165
 - Title: Design and Construction of the West Wollert Community Centre
 - Cost: A lump sum price of \$13,084,695 (excluding GST)
 subject to the following conditions:
 - a) Contractor providing contract security and proof of currency of insurance cover as required in the tender documents.
 - b) Price variations to be in accordance with the provisions as set out in the tender documents.
2. Approve the funding arrangements detailed in the confidential attachment.
3. Authorise the Chief Executive Officer to sign and execute the contract on behalf of Council.

CARRIED

ADMINISTRATOR/S WHO SPOKE TO MOTION

Administrator Christian Zahra

VOTING

UNANIMOUS	FOR	AGAINST	ABSTAINED
YES			

5.7 Tender Evaluation Report - Contract 2023-110 - Facilities Management

Director/Executive Manager: Director Infrastructure & Environment

Report Author: Manager Assets & Facilities

In Attendance: Unit Manager Facilities Management

Executive Summary

The purpose of the report is to seek Council endorsement for the awarding of the Facilities Management Contract Number 2023-110 for a period of four years with an optional extension of up to four years following a competitive tender process.

The Contract is for the coordination and delivery of a range of maintenance services across 199 Council buildings with the ability to adjust the number of assets and level of service to ensure the financial sustainability of the Council whilst balancing the needs and expectations of the community.

To ensure a competitive process was undertaken, a Request for Tender was publicly advertised and open between 1 November 2023 to 19 December 2023. At the time of closing, five compliant tender submissions were received. The tender evaluation process is outlined in the body of this report. Full details of the evaluation and tendered pricing can be found in the confidential attachment to this report.

In accordance with the *Local Government Act 2020*, a collaborative procurement process was not undertaken due to the specific and unique service requirements to Council.

Officers' Recommendation

THAT Council:

1. Resolve to award Contract No. 2023-110 to Platinum FM for the provision of Facility Management Services and pay a one-off transition in fee of \$19,800 (excl.GST) and an annual management fee of \$1,204,515.40 (excl.GST) for a period of four years commencing on 1 October 2024.
2. Note the contract value inclusive of the management and transition in fees, planned/preventative and reactive maintenance programs, minor capital renewal program and out-of-hours call out expenses for the initial four-year term is \$57,394,247 (excl.GST).
3. Resolve to approve optional extensions of up to four years at a cost of \$53,104,929 (excl. GST), subject to available and approved budget.

4. Note on an annual basis, Officers will establish the planned/preventative and reactive maintenance, and minor capital renewal programs subject to available and approved budgets.
5. Note the award of the Contract is subject to Platinum FM providing contract security and proof of currency for insurance cover as required in the Request for Tender (RFT) specifications.
6. Authorise the Chief Executive Officer to sign and execute the contract on behalf of Council and authorise optional extensions up to four years subject to future approved budget allocations and satisfactory performance.

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

THAT Council:

1. **Resolve to award Contract No. 2023-110 to Platinum FM for the provision of Facility Management Services and pay a one-off transition in fee of \$19,800 (excl. GST) and an annual management fee of \$1,204,515.40 (excl. GST) for a period of four years commencing on 1 October 2024.**
2. **Note the contract value inclusive of the management and transition in fees, planned/preventative and reactive maintenance programs, minor capital renewal program and out-of-hours call out expenses for the initial four-year term is \$57,394,247 (excl. GST).**
3. **Resolve to approve optional extensions of up to four years at a cost of \$53,104,929 (excl. GST), subject to available and approved budget.**
4. **Note on an annual basis, Officers will establish the planned/preventative and reactive maintenance, and minor capital renewal programs subject to available and approved budgets.**
5. **Note the award of the Contract is subject to Platinum FM providing contract security and proof of currency for insurance cover as required in the Request for Tender (RFT) specifications.**
6. **Authorise the Chief Executive Officer to sign and execute the contract on behalf of Council and authorise optional extensions up to four years subject to future approved budget allocations and satisfactory performance.**

CARRIED

ADMINISTRATOR/S WHO SPOKE TO MOTION

Administrator Peita Duncan

Administrator Christian Zahra

Chair of Council Lydia Wilson

VOTING

UNANIMOUS	FOR	AGAINST	ABSTAINED
YES			

5.8 Governance Report

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

Report Author: Coordinator Governance Administration

Executive Summary

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

- Summary of Informal meetings of Administrators (Attachment 1)
- Councillor Expense and Support Policy (Attachment 2)
- Proposed extension of Audit and Risk Committee independent members, Jen Johanson and Bruce Potgieter for a further three-year term ending 30 September 2027.

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

Officers' Recommendation

THAT Council:

1. Note the Governance Report for May 2024.
2. Note the summary of Informal Meetings of Administrators since the last Council meeting at Attachment 1 and the summary of Informal Meetings will be reported on a quarterly basis.
3. Resolve to adopt the Councillor Expense and Support Policy at Attachment 2.
4. Resolve to approve the extension of the Audit and Risk Committee independent members, Jen Johanson and Bruce Potgieter, for a further three-year term ending 30 September 2027.

COUNCIL RESOLUTION

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

THAT Council:

1. **Note the Governance Report for May 2024.**
2. **Note the summary of Informal Meetings of Administrators since the last Council meeting at Attachment 1 and the summary of Informal Meetings will be reported on a quarterly basis.**
3. **Resolve to adopt the Councillor Expense and Support Policy at Attachment 2.**
4. **Resolve to approve the extension of the Audit and Risk Committee independent members, Jen Johanson and Bruce Potgieter, for a further three-year term ending 30 September 2027.**

CARRIED

ADMINISTRATOR/S WHO SPOKE TO MOTION

Chair of Council Lydia Wilson

VOTING

UNANIMOUS	FOR	AGAINST	ABSTAINED
YES			

5.9 Audit and Risk Committee Charter

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

Report Author: Unit Manager Governance

Executive Summary

The purpose of this report is to present the revised Audit and Risk Committee Charter for Council’s consideration and approval.

In preparation for the return of an elected Council, management in consultation with the Committee, conducted a comprehensive review of the Charter.

The revised Charter at Attachment 1 was approved by the Audit and Risk Committee at their meeting held 14 May 2024.

Officers’ Recommendation

THAT Council endorse the revised Audit and Risk Committee Charter at Attachment 1.

COUNCIL RESOLUTION

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

THAT Council endorse the revised Audit and Risk Committee Charter at Attachment 1.

CARRIED

ADMINISTRATOR/S WHO SPOKE TO MOTION

Administrator Christian Zahra

VOTING

UNANIMOUS	FOR	AGAINST	ABSTAINED
YES			

5.10 Draft Governance Rules

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

Report Author: Executive Manager Office of Council & CEO

Executive Summary

This report is to seek Council's consideration and endorsement to commence a form of community consultation in relation to the draft Governance Rules.

In September 2023, Council adopted the Governance Rules (Rules). Since September, minor amendments have been identified to ensure the Rules are robust in preparation for the return of Councillors.

Officers' Recommendation

THAT Council:

1. Endorse the draft Governance Rules attached at Attachment 1.
2. Resolve to release the draft Governance Rules to the community seeking their feedback between the period 22 May 2024 and 5 June 2024.
3. Note a further report will be presented to Council seeking approval to adopt the Governance Rules once the community feedback period has closed.

COUNCIL RESOLUTION

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

MOTION

THAT Council:

1. **Endorse the draft Governance Rules attached at Attachment 1.**
2. **Resolve to release the draft Governance Rules to the community, with track changes, seeking their feedback between the period 22 May 2024 and 5 June 2024.**
3. **Note a further report will be presented to Council seeking approval to adopt the Governance Rules once the community feedback period has closed.**

CARRIED

ADMINISTRATOR/S WHO SPOKE TO MOTION

Administrator Christian Zahra

Chair of Council Lydia Wilson

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

5.11 CEO Employment Matters Advisory Committee

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

Report Author: Executive Manager Office of Council & CEO

Executive Summary

Following a recent review of the Chief Executive Officer (CEO) Employment Matters Advisory Committee Policy (CEMAC Policy) and Independent Chair (Chair) schedule of fees, the purpose of this report is to seek Council’s consideration and adoption of the amended CEMAC Policy and annual program fee schedule payable to the Chair to better reflect their independent expert advice and services being provided.

Officers’ Recommendation

THAT Council:

1. Resolve to adopt the Chief Executive Officer Employment Matters Advisory Committee Policy (CEMAC Policy) at Attachment 1.
2. Note, upon adoption of the CEMAC Policy, a copy will be provided to CEMAC’s Independent Chair.
3. Resolve to adopt the Independent Chair annual program fees as follows:
 - a) minimum annual program fee of \$6,000 excl. GST, which includes up to 20 hours work; and
 - b) additional work more than 20 hours annually, will be charged at \$250 per hour excl. GST, noting a minimum charge of 4 hours for onsite engagements/meetings, which includes travel. Virtual meetings will be billed on time taken, with a minimum 0.5 (½) hour commencement fee.
4. Note the Independent Chair annual fees will remain for the duration of their contract unless otherwise mutually agreed based on high increases to CPI or costs proposed to be incurred.

COUNCIL RESOLUTION

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

THAT Council:

1. **Resolve to adopt the Chief Executive Officer Employment Matters Advisory Committee Policy (CEMAC Policy) at Attachment 1.**
2. **Note, upon adoption of the CEMAC Policy, a copy will be provided to CEMAC’s Independent Chair.**
3. **Resolve to adopt the Independent Chair annual program fees as follows:**

- a) minimum annual program fee of \$6,000 excl. GST, which includes up to 20 hours work; and
 - b) additional work more than 20 hours annually, will be charged at \$250 per hour excl. GST, noting a minimum charge of 4 hours for onsite engagements/meetings, which includes travel. Virtual meetings will be billed on time taken, with a minimum 0.5 (½) hour commencement fee.
4. Note the Independent Chair annual fees will remain for the duration of their contract unless otherwise mutually agreed based on high increases to CPI or costs proposed to be incurred.

CARRIED

ADMINISTRATOR/S WHO SPOKE TO MOTION

Administrator Christian Zahra

Chair of Council Lydia Wilson

VOTING			
UNANIMOUS	FOR	AGAINST	ABSTAINED
YES			

6 Notices of Motion

No Notices of Motion

7 Urgent Business

No Urgent Business

8 Reports from Council Representatives and CEO Update

8.1 Administrator Peita Duncan's Report

- Whittlesea Reconciliation Group Meeting held on 18 April 2024.
- Epping RSL Sub-Branch – ANZAC Memorial March held on 21 April 2024.
- Council Briefing held on 7 May 2024.
- Municipal Association of Victoria – State Council held on 17 May 2024.
- Scheduled Council Meeting held on 21 May 2024.

8.2 Administrator Christian Zahra's Report

- Special Council Briefing held on 6 May 2024.
- Budget Hearing of Submissions Meeting held on 6 May 2024.
- Council Briefing held on 7 May 2024.
- City of Whittlesea Audit and Risk Committee Meeting held on 14 May 2024.
- Scheduled Council Meeting held on 21 May 2024.

8.3 Chair of Council Lydia Wilson's Report

- Yarra Plenty Regional Library Ordinary Board Meeting held on 18 April 2024.
- Thrive Fertility Opening held on 18 April 2024.
- Epping RSL Sub-Branch – ANZAC Memorial March held on 21 April 2024.
- Interface Council Group Forum held on 24 April 2024.
- Coffee with Council – Mill Park held on 1 May 2024.
- La Trobe University Local Government Roundtable with Northern Councils Alliance Mayors and CEOs held on 2 May 2024.
- Special Council Briefing held on 6 May 2024.
- Budget Hearing of Submissions Meeting held on 6 May 2024.
- Council Briefing held on 7 May 2024.
- Briefing by the Department of Transport and Planning regarding Interstate Freight Terminals Strategy Update held on 14 May 2024.
- Spring Street Hall's – 100th Birthday Celebration held on 20 May 2024.
- Scheduled Council Meeting held on 21 May 2024.

8.4 Chief Executive Officer, Craig Lloyd Update

LGPro Award Finalists

The City of Whittlesea is proud to have been a finalist in four categories in the recent Local Government Professional Awards for Excellence, in the following categories:

- Innovative Management Initiative – for our Integrated Planning Outcomes and Measurement Framework project.
- Service Delivery initiative – for our Voice of Customer project.
- Young Achiever – Ryan Allott, who is currently the Acting Manager Compliance & Environmental Health.
- Community & Integrated Planning Award – also for our Integrated Planning Outcomes and Measurement Framework project.

It was a wonderful achievement to be shortlisted as a finalist among a very competitive field and I would like to acknowledge the teams and individuals involved in these projects.

Public Sector Award –Debbie Wood

I would like to congratulate Debbie Wood our Director Infrastructure & Environment who last month was named in the Victorian Institute of Public Administration Top 50 Public Sector Women of 2024.

The award recognises the remarkable achievement of women across the public sector. Debbie is truly deserving of this recognition, her unique brand of leadership empowers her teams to deliver exceptional infrastructure and public spaces for our community.

Congratulations Debbie.

Quarry Hills Connecting Trails

I am pleased to report that construction has started on the Quarry Hills Connecting Trails project, which will see an additional 4.5 kilometres of walking and cycling paths. There will be five new trails, ranging in length from 300 metres to 1.5 kilometres, that will showcase the parkland's natural beauty.

These trails will provide access to key lookout points with city and mountain views, as well as highlight the site's significance to the Traditional Owners of the land, the Wurundjeri Willum Clan. The trails will be delivered in stages throughout 2024.

In addition to Council's contribution of \$1.9 million, the project has received more than \$300,000 from the Victorian Government's Growing Suburbs Fund.

Plenty Road-Everton Drive Intersection

Works have begun on a significant road project that will provide access to the future Regional Sports Precinct at Mernda.

The new Plenty Road-Everton Drive intersection is the first stage of the sports precinct, which when built will provide much-needed sporting facilities in our northern region.

The road project involves the extension of Everton Drive about 100 metres east to connect to Plenty Road, and the creation of a new traffic light-controlled intersection.

The intersection will help to improve traffic flow around Mernda and provide access via Everton Drive to the sports precinct.

Late last month the Victorian Government announced a \$10 million funding boost from the Growth Areas Infrastructure Contribution fund to support the construction of internal roads and transport infrastructure for the Precinct.

This is in addition to a previous \$20 million election commitment for the Regional Sports Precinct.

Extension of Speaking Time

Chair of Council, Lydia Wilson exercised her discretion to extend speaking time in accordance with Governance Rule 35.5.

Candidate Information Sessions

With just over five months until the Local Government elections in October, I'd like to encourage those in our community who are passionate about making a difference to consider standing for Council. Serving as a Councillor is a unique opportunity to represent your community and actively participate in shaping the future of our municipality.

For anyone considering nominating as a candidate, I encourage you to attend an upcoming information session to find out more, have your questions answered and gain insights into what it means to be a Councillor.

The City of Whittlesea Candidate Information Showcase will be held on Thursday 25 July, from 2pm to 4pm here at the Council Offices.

There are also a range of other information sessions available over the coming months, run by the Municipal Association of Victoria and the Victorian Local Governance Association.

Details on the upcoming information sessions are available on our website.

Funding Welcome

We welcomed a funding announcement earlier this week from the Department of Energy, Environment and Climate Action from their Open Space for Everyone Dog Parks Program:

- \$340,000 for the dog park at Whittlesea Public Gardens in Lalor; and
- \$500,000 for the dog park at Allumba Park in Wollert.

Passing of Sam Gierke

Finally, it is with great sadness that I share the passing of City of Whittlesea employee Sam Gierke after a battle with illness.

Sam worked with our Resource Recovery Team as a Litter Enforcement Officer. His hard work and guidance helped to establish the newly formed team, which will have a lasting impact on our community. His contribution to the environment and local community cannot be understated, and I would particularly like to acknowledge the impact Sam made around litter reduction in Lalor and Thomastown.

On behalf of Council, I extend our deepest sympathies to Sam's family and friends. Vale Sam.

Chair of Council Lydia Wilson made the following comment:

"On behalf of Administrators I also extend our sympathy in relation to the passing of Sam.

I also pass on our congratulations to Debbie and Ryan for their nominations".

9 Confidential Business

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 Phase 2 - Contaminated Land Remediation at 240W Bindts Road, Wollert

COUNCIL RESOLUTION

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

THAT Council adopt the recommendation to close the meeting to the public.

CARRIED

10 Closure

There being no further business the Chair of Council formally closed the meeting at 8:05pm.

Confirmed this 18th day of June 2024.

Lydia Wilson
Chair of Council