



Agenda

Unscheduled Council Meeting

Tuesday 17 September 2024 at 9am

This meeting will be held virtually via Zoom and will be [livestreamed via Council’s website](https://www.whittlesea.vic.gov.au/about-us/council/council-meetings/).

**C Lloyd**

**Chief Executive Officer**

Administrators

Lydia Wilson Chair of Council

Peita Duncan Administrator

Christian Zahra AM Administrator

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

Senior Officers

Craig Lloyd Chief Executive Officer

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 will open the meeting and introduce the Administrators and Chief Executive Officer:

Administrator, Peita Duncan;

Administrator, Christian Zahra; and

Chief Executive Officer, Craig Lloyd.

The Chief Executive Officer, Craig Lloyd will introduce members of the Executive Leadership Team:

Janine Morgan, Executive Manager Public Affairs; and

Jacinta Stevens, Executive Manager Office of Council and CEO.

**1.2 Apologies**

**1.3 Acknowledgement of Traditional Owners Statement**

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

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

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

**1.4 Diversity and Good Governance Statement**

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

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

**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:**

* **Unscheduled Meeting of Council held on 3 September 2024.**

**4 Officers' Reports**

4.1 Audit and Risk Committee Minutes - 27 August & 10 September 2024

**4.1 Audit and Risk Committee Minutes - 27 August & 10 September 2024**

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

**Report Author:** Unit Manager Governance

# Executive Summary

This report provides Council with an oversight of the Audit and Risk Committee's operations in particular, the unconfirmed minutes from the Audit and Risk Committee (ARC) meeting held on 27 August 2024 which primarily dealt with Council’s Financial and Performance Statements and the unconfirmed minutes from the ARC meeting held on 10 September 2024 which dealt with regular matters as outlined within the Committee’s Annual Work Plan.

# Officers’ Recommendation

**THAT Council note:**

1. **The 27 August 2024 unconfirmed minutes of the Audit and Risk Committee at Attachment 1 to this report.**
2. **The 10 September 2024 unconfirmed minutes of the Audit and Risk Committee at Attachment 2 to this report.**
3. **A summary of the Audit and Risk Committee meeting minutes will be made available on Council’s website.**

# Background / Key Information

The Audit and Risk Committee (Committee), an independent advisory committee of Council, is has the responsibility of reporting to the Council and offering expert advice and recommendations on matters brought before it. The Committee fulfills this role by monitoring, reviewing, and providing guidance on issues relating to financial matters, risks and supporting the Council in meeting its governance obligations to the community.

**Unconfirmed Minutes of the Audit and Risk Committee – 27 August 2024**

The Committee discussed the following matters at the scheduled meeting of 27 August 2024:

* 2023-2024 Annual Financial and Performance Report including Local Government Performance Reporting Framework targets.
* An update on the 2023-2024 Asset Capitalisation.
* 2023-2024 Closing Report of the Victorian Auditor General’s Office (VAGO).
* 2023-2024 Final Management Letter of VAGO.
* The Management Representation Letter for the financial year ended 30 June 2024.
* The draft Governance and Management Checklist for inclusion in the 2023-2024 Annual Report.
* Compliance and governance matters as detailed in the ARC Annual Work Plan.

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

**Unconfirmed Minutes of the Audit and Risk Committee – 10 September 2024**

The Committee discussed the following matters at their scheduled meeting on 10 September 2024:

* The progress of the 2023-2024 and 2024-2025 Annual Internal Audit Programs, including completed internal audit reports and actions arising from previous audits.
* The quarterly Risk Management Report detailing risk treatment plans for both strategic and operational risks.
* The annual Climate Change Risk Report covering the completion of actions aimed at climate change adaption and mitigation.
* The biannual report on IT and Cyber Risk including the results of recent penetration tests.
* The biannual report on the progress of the CX/DX Program implementation.
* The Internal Assurance Report outlining the 2024-2025 Internal Assurance Program and its implementation progress.
* Compliance and governance matters as detailed in the ARC annual work plan.

To provide transparency and to comply with the requirements of the ARC Charter, the unconfirmed meeting minutes is provided at Attachment 2 for noting by Council.

# Alignment to Community Plan, Policies or Strategies

Alignment to Whittlesea 2040 and Community Plan 2021-2025:

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

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

Financial Management

The cost is included in the current budget.

Community Consultation and Engagement

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

# Other Principles for Consideration

**Overarching Governance Principles and Supporting Principles**

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

Public Transparency Principles

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

# Council Policy Considerations

Environmental Sustainability Considerations

No implications.

Social, Cultural and Health

No implications.

Economic

No implications.

**Legal, Resource and Strategic Risk Implications**

No implications.

# Implementation Strategy

Communication

No further communication is required in relation to this report.

Critical Dates

There are no immediate critical dates in relating to this report.

# Declaration of Conflict of Interest

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

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

# Attachments

1. 27 August 2024 Unconfirmed Minutes of the Audit and Risk Committee [**4.1.1** - 14 pages]
2. 10 September 2024 Unconfirmed Minutes of the Audit and Risk Committee [**4.1.2** - 21 pages]

4.2 Annual Report 2023-2024

**4.2 Annual Report 2023-2024**

**Responsible Officer:** Chair of Council

**Report Author:** Unit Manager Communications

# Executive Summary

The purpose of this report is to present the City of Whittlesea Annual Report 2023-2024 for endorsement.

The 2023-2024 Annual Report has been developed to provide an overview of Council’s performance for the 2023-2024 financial year, including:

* Highlights of the year.
* Our organisational achievements.
* Performance measures for each Council goal.
* Financial report.

# Officers’ Recommendation

**THAT Council endorse the 2023-2024 Annual Report in accordance with section 100 of the *Local Government Act 2020.***

*Nothing further on front page*

# Background / Key Information

The 2023-2024 Annual Report has been developed to capture and highlight Council’s achievements in the 2023-2024 financial year and report against our progress towards achieving each goal in the Community Plan 2021-2025.

The theme of our report this year is *‘A greener tomorrow, today’*, which reflects our ongoing efforts to make the City of Whittlesea a greener and more sustainable and climate resilient place for our residents now and into the future. Throughout the Report, there are examples of sustainability initiatives that we have undertaken that demonstrate our commitment to a greener tomorrow.

Highlights of our achievements, as featured in the report include:

* Completion of the design and commencing construction of the Aboriginal Gathering Place at Quarry Hills Parkland in South Morang.
* Development of a concept plan for the indoor stadium and outdoor netball facilities at the Regional Sports Precinct in Mernda.
* Introduction of a comprehensive new Community Grants Program.
* A $75.13 million capital works program, which included more than 162 projects to build and upgrade community centres, sporting fields, playgrounds, roads, bike paths and footpaths across our municipality.
* Continuation of our tree planting program and the delivery of actions as part of our Greening Whittlesea Strategy.
* Opening of the Whittlesea Service Hub in the Whittlesea Township.
* A wide-ranging schedule of vibrant events for our diverse community.
* The establishment of the City of Whittlesea Youth Council.

# Alignment to Community Plan, Policies or Strategies

Alignment to Whittlesea 2040 and Community Plan 2021-2025:

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

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

Financial Management

The cost is included in the current budget.

Community Consultation and Engagement

The Annual Report was developed with the input of departments from across the organisation to capture the relevant achievements of the 2023-2024 financial year and ensure legislative requirements are met.

# Other Principles for Consideration

**Overarching Governance Principles and Supporting Principles**

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

Public Transparency Principles

1. Council decision making processes must be transparent except when the Council is dealing with information that is confidential by virtue of the *Local Government Act* or any other Act.
2. Council information must be publicly available unless— (i) the information is confidential by virtue of the *Local Government Act* or any other Act; or (ii) public availability of the information would be contrary to the public interest.
3. Council information must be understandable and accessible to members of the municipal community.
4. Public awareness of the availability of Council information must be facilitated.

# Council Policy Considerations

Environmental Sustainability Considerations

No implications.

Social, Cultural and Health

No implications.

Economic

No implications.

**Legal, Resource and Strategic Risk Implications**

Section 100 of the *Local Government Act 2020*, requires Councils to prepare an Annual Report in respect of each financial year. The 2023-2024 Annual Report must be presented to a Council Meeting by 25 October 2024 (in an Election year). Due to the Election Period, the 2023-2024 Annual Report is being presented to an Unscheduled Council Meeting on 17 September 2024.

# Implementation Strategy

Communication

Following endorsement of the 2023-2024 Annual Report, the Report will be published to Council’s website.

Critical Dates

In accordance with Section 100 of the *Local Government Act 2020*, the 2023-2024 Annual Report must be presented to a Council meeting by 25 October 2024 (in an Election year).

# Declaration of Conflict of Interest

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

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

# Attachments

1. CoW Annual Report 2023-2024 [**4.2.1** - 129 pages]

**5 Confidential Business**

**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

**5.1 CEO Annual Performance Review**

**6 Closure**