



WHITEHORSE  
CITY COUNCIL

# Whitehorse City Council

## AGENDA

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### **Council Meeting**

on

**Monday 3 March 2025 at 7:00 PM**

**To be held in the  
Council Chamber  
Nunawading Civic Centre**

**Members:** Cr Andrew Davenport Mayor  
Cr Prue Cutts Deputy Mayor  
Cr Peter Allan  
Cr Blair Barker  
Cr Daniel Griffiths  
Cr Jarrod Gunn  
Cr Kirsten Langford  
Cr Jason Martin  
Cr Kieran Simpson  
Cr Ben Stennett  
Cr Hayley Weller

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## AGENDA

### 1 Welcome

#### Prayer for Council

We give thanks, O God, for the Men and Women of the past whose generous devotion to the common good has been the making of our City.

Grant that our own generation may build worthily on the foundations they have laid.

Direct our minds that all we plan and determine, is for the wellbeing of our City.

**Amen.**

#### Acknowledgement of Country

Whitehorse City Council acknowledges the Wurundjeri Woi-wurrung people of the Kulin Nation as the Traditional Owners of the land we are meeting on and we pay our respects to their Elders past, present and emerging and Aboriginal and Torres Strait Islanders from communities who may be present today.

### 2 Apologies

### 3 Disclosure of Conflicts of Interest

### 4 Confirmation of Minutes of Previous Meeting

Minutes of the Council Meeting 17 February 2025

#### RECOMMENDATION

That the minutes of the Council Meeting 17 February 2025 be confirmed.

### 5 Urgent Business

### 6 Requests to Speak

### 7 Public Question Time

### 8 Petitions

### 9 Notices of Motion

### 10 Council Reports

## 10.1 Tender Evaluation Report - Contract 30577 - Building Works Supplier Panel

**Department** Project Delivery and Assets  
Director Infrastructure

Attachment

### SUMMARY

This report considers tenders received for the Building Works Contract 30577 and recommends the appointment of the following contractors to a preferred supplier panel to undertake specified works in the following categories:

- Category 1 – Reactive Maintenance including After Hours Emergency Call out.
- Category 2 – Quoted Programmed Works and Quoted Minor Building Works (up to the value of \$250k)
- Category 3 – Quoted Building Works (\$250k up to the value of \$4 million).

Following a public tender and the completion of a comprehensive evaluation and assessment process, eight companies are recommended for appointment to form a preferred contractor panel.

The Tender Evaluation Report is provided in Confidential Attachment 1.

The contract is for an initial term of three years with option to extend for a further two years at Council's discretion.

Category 1 – Reactive Maintenance is a schedule of rates contract; and Category 2 and Category 3 is a lump sum contract with either request for quotation or request for tender based on project size.

The services delivered under this Contract will be charged to the relevant endorsed budgets which are primarily funded from the annual Operational and Capital Works budgets.

### RECOMMENDATION

That Council:

- A. Accepts the tenders and signs the formal contract documents for Contract 30577 for the Building Works Supplier Panel received from the following tenderers:

- Category 1 – Reactive Maintenance:

## 10.1 (cont)

1. Building Impressions Pty Ltd (ABN 79 862 472 790), of 21 Ceylon Street Nunawading Victoria 3131,
  2. Harris HMC Interiors (VIC) Pty Ltd (ABN 77 130 177 614), of 52 Henderson Street North Melbourne Victoria 3051, and
  3. Eastern Property Services Pty Ltd (ABN 17 098 048 312), of 4/796 High Street Kew East Victoria 3102.
- Category 2 – Quoted Programmed Works and Quoted Minor Building Works (up to \$250k):
    1. Building Impressions Pty Ltd (ABN 79 862 472 790), of 21 Ceylon Street Nunawading Victoria 3131,
    2. Harris HMC Interiors (VIC) Pty Ltd (ABN 77 130 177 614), of 52 Henderson Street North Melbourne Victoria 3051, and
    3. Eastern Property Services Pty Ltd (ABN 17 098 048 312), of 4/796 High Street Kew East Victoria 3102.
  - Category 3 – Quoted Building Works (between \$250k to \$4 million):
    1. Building Impressions Pty Ltd (ABN 79 862 472 790), of 21 Ceylon Street Nunawading Victoria 3131,
    2. CA Property Group Pty Ltd (ABN 92 094 711 038), of 25 Reserve Street Preston Victoria 3072,
    3. Circon Constructions Pty Ltd (ABN 44 113 265 044), of Unit 34 / 756 Burwood Highway, Ferntree Gully Victoria 3156,
    4. Constructive Group Pty Ltd (ABN 40 102 865 074), Unit 2 / 83-87 Wellington Street, St Kilda Victoria 3182,
    5. DBS Construction Group Pty Ltd (ABN 77 127 049 469), of 4 Newman Street Ringwood Victoria 3134,
    6. Harris HMC Interiors (VIC) Pty Ltd (ABN 77 130 177 614), of 52 Henderson Street North Melbourne Victoria 3051, and
    7. Simbuilt Pty Ltd (ABN 86 140 288 080), of Level 13 / 664 Collins Street Dockland Victoria 3008.
- B. Endorses contract expenditure of \$22,231,473 (exclusive GST) over the initial three year contract term and an additional \$24,330,724 (exclusive GST) should the option to extend be exercised. The total value of the contract over the five year period will be \$51,218,416 (exclusive GST)
- C. Authorises the Chief Executive Officer and/or delegate to exercise the extension of two further years subject to a review of the Contractors' performance and Council's business needs, at the conclusion of the initial contract term.

## 10.1 (cont)

**KEY MATTERS**

With a portfolio of over 360 building assets, Council's Building Works are an important part of service delivery to the community. This contract includes reactive, programmed and quoted building works up to the value of \$4 million dollars. The purpose of the contract is to establish a panel of suitably qualified and experienced suppliers to maintain, renovate, upgrade and construct building facilities to service the community. This includes but is not limited to kindergarten refurbishments, sports and recreation facilities and other.

This Building Works contract combines the services currently under two existing contracts the Maintenance Trade Services Contract 30164 (Category 1 and 2), expires on 31 March 2025 and the Minor Works Building Contract 30195 (Category 3) expired on 28 January 2025. Separate quotations for works under category 3 are being sought for any works required in the interim period.

The consolidation of these contracts creates economies of scale and aims to result in improved rates achieved by offering building companies access to a broader range of works and project values in various categories. The tender questions / consideration was specifically tailored to address the contractors' ability to deliver the service categories in the new specification and contract.

With an amalgamated specification, the increased number of panel contractors promotes greater competitiveness and ensures adequate alternative contractor options available for the range of building works on Council's projects.

The upper limit of value for individual projects to be undertaken under this contract is \$4 million.

**DISCUSSION, OPTIONS AND ANALYSIS**

This Contract is designed to deliver core Council services to maintain and improve its buildings. The Contract is designed to enable efficient and best value works procurement, often required at short notice. Failure to award this contract will impact Council's service delivery to maintain, renovate, upgrade and construct building facilities to service the community.

The panel contract arrangement provides access to prequalified and known prices for Council works for reactive and planned works.

**Background**

This tender was advertised in The Age and via Council's procurement portal and closed on 23 October 2024.

A total of twenty-nine tender submissions were received from the open market, two of the submissions were non-compliant. The compliant tenders provided a competitive open market for building / construction services for evaluation.

The twenty-seven conforming tenders were evaluated against the following criteria:



10.1 (cont)

- Cost to Council
- Capability
- Credibility
- Local Content
- Social and Environmental Sustainability
- Occupational Health & Safety, Equal Opportunity, and Business Viability (Pass/Fail).

The Tender Evaluation Panel has assessed those recommended to be appointed to the panel will provide the best possible value outcome for Council and the Whitehorse community.

Pending Council approval, contract documentation will be prepared and executed.

**Consultation**

Council’s Procurement team have been consulted extensively to ensure that the procurement is compliant with the Procurement Policy.

In accordance with the Local Government Act 2020, Council’s Procurement Policy must seek to promote open and fair competition and provide value for money in procurement activities.

This procurement is in accordance with the policy requirements.

Extensive consultation has occurred across all relevant Council departments.

Funding for the maintenance works will be via the annual operating budget provisions. Project funding will be drawn directly from the adopted Capital Works Program budget. The panel contract will be managed by the Project Delivery and Assets Department.

**Overarching Governance Principles and Supporting Report Details**

<p><b>Strategic Alignment</b></p>	<p>The service within this contract supports the following strategic direction:</p> <ul style="list-style-type: none"> <li>- ‘Our Built Environment, Movement and Public Places’</li> </ul> <p>The service within this contract also supports the following objectives within the above strategic direction:</p> <ul style="list-style-type: none"> <li>- Objective 1: Assets, facilities, and urban design of a quality that provides the highest levels of utility and enhances the connection between the built natural, heritage and social environments; and</li> </ul>
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## 10.1 (cont)

	<ul style="list-style-type: none"> <li>- Objective 2: Foster development that has access to a range of facilities services and amenities to meet future community needs.</li> </ul>
<b>Financial and Resource Implications</b>	The financial or resource implications arising from the recommendation is contained in this report and the Tender Report Confidential Attachment 1.
<b>Legislative and Risk Implications</b>	<p>Failure to award this contract will impact Council's service delivery to maintain, renovate, upgrade and construct building facilities to service the community.</p> <p>This contract will provide the necessary resources to undertake reactive and programmed building maintenance services to ensure Council's buildings are safe and fit for purpose.</p>
<b>Equity, Inclusion, and Human Rights Considerations</b>	It is considered that the subject matter does not raise any human rights issues.
<b>Community Engagement</b>	No community engagement was required for this report.
<b>Innovation and Continuous Improvement</b>	<p>The consolidation of two contracts creates economies of scale and aims to result in improved rates to be achieved by offering building companies access to a broader range of works and project values in various categories.</p> <p>With an amalgamated specification, the increased number of panel contractors promotes greater competitiveness and ensures adequate alternative contractor options available for the range of building works on Council's projects.</p>
<b>Collaboration</b>	<p>Collaboration was completed with various local councils regarding their experiences with recent similar contract submissions.</p> <p>Council Officers sought interest from the other councils to undertake a collaborative approach to the market for this contract. The Councils approached already had established panels and the current timing was not appropriate to them.</p>

## 10.1 (cont)

<b>Conflict of Interest</b>	<p>The <i>Local Government Act 2020</i> requires members of Council staff, and persons engaged under contract to provide advice to Council, to disclose any direct or indirect interest in a matter to which the advice relates.</p> <p>Relevant signed conflict of interest forms by all members of the evaluation panel are filed on Council's information management system.</p> <p>Council officers involved in the preparation of this report have no conflict of interest in this matter.</p>
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**ATTACHMENT**

- 1 Contract 30577 - Building Works Supplier Panel Tender Report  
**Whitehorse City Council designates this attachment and the information contained in it as Confidential Information pursuant to Section 3 (1) g(ii) of the *Local Government Act 2020*. This ground applies because the matter concerns private business information**

## 10.2 Proposed One-Way Traffic Arrangement Along Hamilton Street, Mont Albert

**Department** Engineering and Investment  
Director City Development

Attachment

### SUMMARY

During the State Government Level Crossing Removal Project (LXRP), Hamilton Street and part of Churchill Street (up to Stanhope Street) was temporarily converted to a 'one-way' traffic arrangement (northbound) between February 2023 till May 2023. A temporary 'one-way' traffic arrangement (southbound) was also implemented along Stanhope Street. These temporary traffic arrangements were implemented by the LXRP to manage traffic conditions while major construction works were being undertaken during the Project. When the major works were completed, the previous 'two-way' traffic arrangements along these streets were reinstated.

Council officers received positive feedback from some local businesses and the wider community about the temporary 'one-way' traffic arrangements. The feedback indicated the temporary traffic arrangements operated well particularly along Hamilton Street. The LXRP also provided similar positive feedback to Council officers.

Given this feedback about the temporary 'one-way' traffic arrangement, Council officers considered there was merit to seek community feedback on a proposal to permanently convert Hamilton Street and part of Churchill Street (up to Stanhope Street) to a 'one-way' traffic arrangement (northbound) (Attachment 1).

Mont Albert Village has a planned streetscape upgrade which will incorporate drainage and infrastructure improvements. As part of these works, the design will consider Council's decision to either retain the existing two way traffic arrangements or convert Hamilton Street and part of Churchill Street to 'one-way'. The streetscape upgrade may also provide opportunities to review existing parking arrangements (on-street and off-street) around Mont Albert Village and consider traffic safety improvements at the intersection of Churchill Street and Stanhope Street.

The purpose of this report is to inform Council about community feedback on a proposal to convert Hamilton Street and part of Churchill Street (up to Stanhope Street) from a two-way traffic arrangement to a 'one-way' traffic arrangement (northbound) and to seek Council's endorsement.

## 10.2 (cont)

**RECOMMENDATION**

That Council:

1. Notes the feedback and outcomes from the initial community survey and from the 'Your Say' community survey for the proposed 'one-way' traffic arrangement;
2. Endorses a 'one-way' traffic arrangement along Hamilton Street and part of Churchill Street.
3. Notes the planned streetscape upgrade for Mont Albert Village.

**KEY MATTERS**

Consultation was undertaken between 28 September–20 October 2023 with local businesses via a community survey to seek views on a proposal to convert Hamilton Street and part of Churchill Street (up to Stanhope Street) to a 'one-way' traffic arrangement (northbound).

The community survey was distributed to 75 properties along Hamilton Street and Churchill Street (owners and occupiers) with 38 responses received. This included 21 respondents (55%) supporting the proposed 'one-way' traffic arrangement while 17 respondents (45%) did not support the proposal. Given that Council officers did not receive overwhelming community support, it was determined not to proceed with this proposal with Council officers notifying all properties of this decision.

Due to the mixed community response, Council officers also visited Mont Albert Village businesses in late November 2023 to discuss the community survey and to seek further comment and feedback.

On 12 February 2024, a petition was tabled at Council requesting a review of Council officer's decision not to proceed with the 'one-way' traffic arrangement. The petition also requested that Council officers carry out a broader community survey to include properties beyond Hamilton Street and Churchill Street.

As a result of the petition, Council officers arranged for another community survey to be carried out between 29 July - 25 August 2024 via Council's 'Your Say' community engagement platform. This broader survey included 2,500 properties in the area bounded by Whitehorse Road (to the north), Elgar Road (to the east), Canterbury Road (to the south), and local roads (to the west) up to Council's boundary with Boroondara Council.

Visitors to Mont Albert Village were also able to provide their feedback on the 'Your Say' community survey via a QR code, which was made available on posters that were located along Hamilton Street and placed in some shopfront windows.

The 'Your Say' survey received 838 responses with 578 respondents (69%) supporting the proposed 'one-way' traffic arrangement while 260 respondents (31%) did not support the proposal. Based on this survey

## 10.2 (cont)

outcome, it is considered that there is sufficient community support to proceed with the 'one-way' traffic arrangement proposal. This is also consistent with the positive feedback received from local businesses and the community.

Streetscape improvement works are planned for Hamilton Street as part of Council's Streetscapes Upgrade Program. The scope of works is dependent on Council's decision whether to proceed with the 'one-way' traffic arrangement. Parking conditions, traffic improvements, pedestrian safety and drainage upgrades will be considered as part of these works.

Officers will also consider altering the existing all day trader permit parking area in the off-street carpark (at 381 Mont Albert Road) to allow additional parking opportunities for visitors after business hours.

The proposal to convert Hamilton Street and part of Churchill Street (up to Stanhope Street) to a 'one-way' traffic arrangement (northbound) also provides the opportunity to revitalise Mont Albert Village into a vibrant shopping precinct. This could be achieved by implementing a reduced speed limit ie.40km/h, installing pedestrian crossings at appropriate locations and provision of wider footpaths which could facilitate wider outdoor trading areas and contribute to greater economic activity and jobs growth.

A streetscape upgrade could also enhance public amenity by creating more spaces for pedestrians to move and gather which will strengthen placemaking outcomes and improve quality of life. This aligns with trader sentiment and the broader community aspirations for Mont Albert Village.

Figure 1 shows a possible 'one-way' traffic arrangement along Hamilton Street near the entry to Council's off-street car park.

Figure 2 shows a possible traffic treatment for the Churchill Street and Stanhope Street intersection.



Figure 1 – 'One-Way' Traffic Arrangement

## 10.2 (cont)

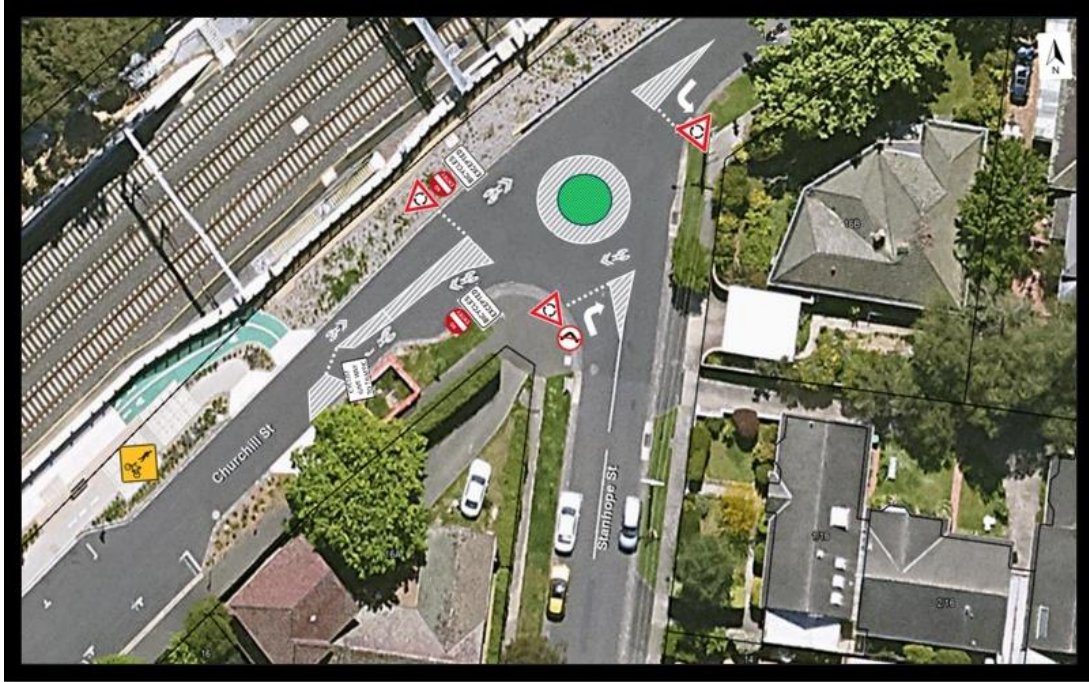


Figure 2 – Possible Traffic Treatment at Churchill Street and Stanhope Street intersection

### **DISCUSSION, OPTIONS AND ANALYSIS**

The following items should be considered in relation to the proposed 'one way' traffic arrangement.

#### **Pedestrian, Traffic Safety and Parking improvements**

- Improved pedestrian safety at the signalised pedestrian crossing on Mont Albert Road west of Hamilton Street.
- 'One-way' traffic arrangement will improve traffic flow along Hamilton Street and address the '3 point turns' being carried out along the street, particularly near Masons Lane;
- Streetscape upgrade improvements will provide the opportunity for wider footpaths, seating and pedestrian crossings.
- The streetscape upgrade also presents an opportunity to review parking (on and off-street) in Mont Albert Village, potential traffic safety improvements at the intersection of Churchill Street and Stanhope Street and drainage improvements.
- Provisions for cyclist will be incorporated to the potential intersection improvements at Churchill Street and Stanhope Street, to connect with the new shared use path constructed as part of the Level Crossing Removal project.

## 10.2 (cont)

**Traffic and Parking**

- Hamilton Street currently carries around 1,000 daily vehicles (two way) while Stanhope Street carries around 600 daily vehicles (two way). The proposed 'one-way' traffic arrangement is expected to result in slightly higher daily volumes along Hamilton Street i.e. from 1,000 to 1,250 daily vehicles. Stanhope Street is expected to increase daily vehicles from around 600 daily vehicles to 1,100 daily vehicles. The expected daily volume increases along Hamilton Street and Stanhope Street are considered to be satisfactory for a typical local street.
- Changes to traffic and parking arrangements may temporarily cause confusion for the community.
- Motorists looking for on-street parking on Hamilton Street may miss available spots and will be unable to turn around. They will need to navigate nearby streets to re-enter Hamilton Street via Mont Albert Road.
- Motorists leaving the off-street car park onto Hamilton Street will only be allowed to turn left towards Churchill Street and must use surrounding local streets to navigate back towards Mont Albert Road.

**No change to existing traffic arrangements**

- If the current traffic arrangements are retained along Hamilton Street and part of Churchill Street, there will be limited opportunities to enhance the streetscape and address the current traffic safety concerns raised by the community.

**Overarching Governance Principles and Supporting Report Details**

<p><b>Strategic Alignment</b></p>	<p><b>Strategic priorities of the Council:</b></p> <ul style="list-style-type: none"> <li>• Council Plan 2021-2025</li> <li>• Community Vision 2040 – Theme 2: Movement and Public Spaces</li> </ul> <p><b>Road safety activities are directly linked to the following corporate strategies:</b></p> <ul style="list-style-type: none"> <li>• Integrated Transport Strategy</li> <li>• Road Safety Strategy</li> <li>• Cycling Strategy</li> </ul>
<p><b>Financial and Resource Implications</b></p>	<p>Project costs associated with the 'one-way' traffic arrangement and the streetscape upgrade works (including drainage improvements and a traffic treatment at the Churchill Street and Stanhope Street intersection) are yet to be determined given that the scope of works have not been confirmed.</p>



## 10.2 (cont)

	<p>The streetscape works will be funded through Council's Streetscapes Upgrade Program.</p> <p>Subject to Council's decision of traffic arrangements for Hamilton Street, Council's Design and Construction Team have advised the following indicative timelines for the design and construction delivery of the project:</p> <ul style="list-style-type: none"> <li>• <b>By end of June 2025</b> – Finalise design brief and award lead design consultant.</li> <li>• <b>July 2025 to June 2026</b> – Finalise detail streetscape design, consultation, drainage review and design and preparation of estimates for works. Envisage to accelerate the stormwater drainage upgrade works.</li> <li>• <b>July 2026 to June 2027</b> – Tendering and Construction.</li> </ul> <p>Council's Design and Construction Team have also advised that the concern with drainage on the west side of Hamilton Street near Mont Albert Road will be investigated and may require external engineering drainage consultants to review for potential improvements, the exact timing of any possible drainage works is dependent on review and impacts / impedance of existing infrastructure (both above and below ground) and existing levels / contouring at this location.</p>
<p><b>Legislative and Risk Implications</b></p>	<p>There are no legal or risk implications arising from the recommendation contained in this report.</p>
<p><b>Equity, Inclusion, and Human Rights Considerations</b></p>	<p>In developing this report to Council, the subject matter has been considered in accordance with the requirements of the <i>Charter of Human Rights and Responsibilities Act 2006</i>.</p> <p>It is considered that the subject matter does not raise any human rights issues.</p>
<p><b>Community Engagement</b></p>	<p>A 'Your Say' community survey was undertaken with 2,500 properties. This consisted of local businesses, property owners and residents in the area bounded by Whitehorse Road (to the north), Elgar Road (to the east), Canterbury Road (to the south), and local roads (to the west) to Council's boundary with Boroondara Council</p> <p>Council's Transport Team engaged with external stakeholders including:</p>

## 10.2 (cont)

	<ul style="list-style-type: none"> <li>• Level Crossing Removal Project (LXRP)</li> <li>• Local community of Mont Albert Village</li> <li>• Businesses within Mont Albert Village</li> <li>• Local residents within consultation area.</li> </ul>
<b>Innovation and Continuous Improvement</b>	There are no Innovation and Continuous Improvement matters arising from the recommendation contained in this report.
<b>Collaboration</b>	<p>The Transport Team collaborated with internal and external stakeholders including:</p> <ul style="list-style-type: none"> <li>• Community Engagement Team</li> <li>• Investment and Economic Development Team</li> <li>• Design and Construction Team</li> <li>• Major Transport Projects Team</li> <li>• Parking Services Team</li> <li>• Level Crossing Removal Project (LXRP)</li> </ul>
<b>Conflict of Interest</b>	Council officers involved in the preparation of this report have no conflict of interest in this matter.

**ATTACHMENT**

- 1 Proposed traffic arrangement for Hamilton street and part of churchill street (stanhope street to remain 'two-way')

### 10.3 Mirrabooka Reserve Pavilion Redevelopment

**Department**

Project Delivery and Assets

Director Infrastructure

Attachment

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**SUMMARY**

Mirrabooka Reserve in Blackburn South is home to Blackburn New Hope Football Club and the Blackburn South Cricket Club, who with a combined membership of 700 players utilise the Mirrabooka Reserve Pavilion which is currently planned for renewal. The pavilion supports four sports fields.

This report provides background information on the Mirrabooka Reserve site and planning that has been undertaken on the delivery of the Pavilion redevelopment since Council's resolution on 13 May 2024.

It is recommended that Council endorse the pavilion design agreed with the tenant clubs and approves a project budget of up to \$7.8 million. If endorsed, it is anticipated the Construction Tender will go to market mid-2025 as a Fixed Lump Sum Contract aligning with State and Federal funding agreement milestones and Council's budget commitment.

The current proposed pavilion design addresses the key stakeholder requirements identified during consultation and delivers Council's requirements for optimum functionality to community user groups to maximise utilisation now and into the future.

**RECOMMENDATION**

That Council:

1. Endorses the Mirrabooka Reserve Pavilion Redevelopment as outlined in this report with an estimated Total Project cost of \$7.8 million;
2. Allocates an additional \$0.8 million to Council's contribution to the Mirrabooka Reserve Pavilion Redevelopment as part of the 2025/26 Budget development process; and
3. Endorses the Mirrabooka Reserve Pavilion Redevelopment project to progress to tendering for construction mid 2025.

**KEY MATTERS**

- On 13 May 2024 Council resolved to endorse a pavilion design option that exceeded the available project budget and requested officers to report back to Council at the end of Design phase to confirm estimated project costs.
- Extensive consultation over many months has been undertaken with the tenant sporting clubs to reach agreement on the design which is in

## 10.3 (cont)

accordance the Concept Design Option 2 reported to Council on 13 May 2024.

- The pavilion design phase for the purpose of estimating a cost has concluded and Council is now being requested to approve a Mirrabooka Reserve Pavilion Redevelopment budget with an estimated cost of \$7.8 million.
- If endorsed, it is anticipated the Construction Tender will go to market in July 2025 as a Fixed Lump Sum Contract aligning with State and Federal funding agreement milestones and Council's budget commitment.

**DISCUSSION, OPTIONS AND ANALYSIS**

Planning for the redevelopment of Mirrabooka Reserve Pavilion has been progressed in accordance with the design option endorsed by Council in May 2024. It has reached a stage where, if approved, tendering seeking to appoint a suitably qualified commercial construction company is expected by mid-2025.

When complete, the project would deliver more sporting and community use of both the pavilion and the wider reserve. It will help increase women's participation in sport as the current changerooms don't satisfy this need. The community will also be able to use the pavilion for events, group meetings and other purposes through the dedicated social space and multi-use changeroom spaces.

A copy of the 13 May 2024 Council Report is attached for Council's information and reference. (Attachment 1) and the resolution;

*That Council*

1. *Notes the budget allocation for the Mirrabooka Reserve Pavilion redevelopment is \$7 million and that Concept Design option 1 presented in this report meets the budget threshold.*
2. *Notes that Concept Design Option 2 presents a better outcome for stakeholders and community through increased capacity and flexible use and is likely to exceed the current budget allocation.*
3. *Endorses Concept Design Option 2 to progress to detailed design and receive a further report on this design and the estimated cost.*

The total project budget allocated to this project is currently \$7 million. Current funding consists of contributions from the Australian Federal Government (\$2M), State Government (\$3M) and Council's 2024/25 Capital Works Program (\$2M).

In May 2024, Council considered two options; Option 1, 100m<sup>2</sup> Social Space costed at \$7 million and Option 2, 200m<sup>2</sup> Social Space costed at \$7.785 million.

### 10.3 (cont)

Council resolved to endorse Option 2 as it presented a better outcome for Stakeholders. Council requested officers to report back to Council at the end of a design phase to confirm the estimated project costs.

The design phase has since concluded (Feb 2025) and the cost plan has been prepared. The total project cost is estimated at \$7.8 million. Increasing Council's contribution to the project from \$2 million to \$2.8 million will allow the project to progress to Tender Ready Documentation phase.

Following endorsement to progress a design with increased capacity and flexibility presented in Option 2, the Lead Design Consultant in consultation with the key stakeholders has further developed the scheme. Refer Attachment 2 – Ground Floor Plan.

The proposed pavilion design provides the following amenity:

- 6. no change rooms
- Accessible change spaces
- 2 no. umpire / official change rooms with a roller shutter separating the two rooms;
- Medical / First Aid Room, easily accessible by ambulance;
- 160m<sup>2</sup> Social Room + 40m<sup>2</sup> Community Meeting Room (200 m<sup>2</sup> total)
- Kitchen / Kiosk
- Adequate undercroft storage spaces;
- A sheltered spectator area / balcony
- Bin / Plant areas

### Options

Should Council not wish to proceed with the recommendation, Council is presented with two options. Council can determine to not proceed with the project and not receive the external State and Federal government funding. Or Council can determine to revert to a \$7 Million Option.

It should be noted that if it is determined to revert to a \$7 million option, this option would require significant additional investment in time and budget to develop new design with core elements of the design removed from scope.

In turn, this will impact community engagement and consultation undertaken to date, trigger planning application amendments and funding agreement renegotiation with the Federal and State Governments. Tenant stakeholders have been made aware of the Council resolution and further consideration by Council.

If continuing with the project is approved, as part of best practice project and contract management, officers will coordinate various value management exercises during the Tender Ready Documentation phase (March to mid-2025) and undertake post tender negotiations and a Best and Final Offer process to provide Council with the best value outcome during the Construction Tender process.

## 10.3 (cont)

**Community Engagement**

From project inception, Council officers have conducted extensive stakeholder engagement as part of the development of the Mirrabooka Pavilion Redevelopment and Council's broader Wurunjeri Walk Masterplan.

In March 2024 following an online survey via Council's 'Your Say' page, over 163 responses were received relating to the pavilion, many of which highlighted the importance of upgraded facilities and improved amenities to further active and support the increasing participation in community sport at the reserve.

On 20 April 2024 Council officers hosted a Community Engagement pop-up providing information on both pavilion and Masterplan and discuss improvement opportunities. Many of the same comments as outlined above were echoed at this event.

Council officers are continuing to engage with key representatives from Blackburn New Hope Football Club and the Blackburn South Cricket Club to refine functional design aspects and deliver an optimum facility back to the club and community.

In addition to the above, in May 2024 Council requested greater flexibility within the pavilion design. These aspects have been reflected within the pavilion change rooms and social room / community meeting room. Operable walls and roller shutter doors have been proposed allowing rooms to grow and respond to cater for larger groups and user requirements.

The current design scheme responds to the key stakeholder requirements and achieves the best outcome for increased utilisation through flexible use.

**Overarching Governance Principles and Supporting Report Details**

<p><b>Strategic Alignment</b></p>	<p>Council Plan 2021-2025</p> <p>Strategic Direction 4 – A built environment that encourages movement with high quality public places.</p> <p>Council's Recreation Strategy (2015 - 2024) recognises the importance to support (non-sport and sport) activities that assist residents to lead a healthy lifestyle through physical activity.</p>
<p><b>Financial and Resource Implications</b></p>	<p>Council staff have progressed the design development in accordance with the Council resolution in May 2024. This design option has an estimated budget requirement of \$7.8 million (Council contribution \$2.8 million). If this budget allocation is agreed, officers will continue to document the pavilion redevelopment and progress</p>

10.3 (cont)

	<p>Tender Ready Documentation in order to Tender construction mid- 2025.</p> <p>The additional \$0.8 million Council contribution will need to be included in the Capital Works Program as part of the 2025/26 Budget development process.</p>
<p><b>Legislative and Risk Implications</b></p>	<p>There are no substantive legislative implications for this report.</p> <p>It is recommended Council endorse the estimated project cost of \$7.8 million to allow the project to continue in to Tender Ready Documentation.</p> <p>Should Council opt to revert back to Option 1 (\$7M). This will likely result in the following impacts:</p> <ul style="list-style-type: none"> <li>• Community consultation undertaken to date will need to be revisited and agreed.</li> <li>• Federal and State Government Funding agreements / expectations would require renegotiation and approval is not guaranteed.</li> <li>• Extensive and costly re-design.</li> <li>• Project Program and delays.</li> <li>• Budget implications due to delays and time related cost escalations.</li> <li>• Scope reduction not supported by the tenant clubs.</li> <li>• Planning permit application amendments.</li> <li>• Reputational Risk.</li> </ul>
<p><b>Equity, Inclusion, and Human Rights Considerations</b></p>	<p>It is considered that the subject matter does not raise any human rights issues.</p>
<p><b>Community Engagement</b></p>	<p>The following Community Engagement has been undertaken.</p> <ol style="list-style-type: none"> <li>a) Pavilion and Masterplan Community Consultation webpage established to direct community to the project and ‘Your Say’ page to provide feedback.</li> <li>b) The pavilion ‘Your Say’ page received over 163 responses relating to the pavilion.</li> <li>c) Community pop-up session held 20 April 2024</li> </ol>

## 10.3 (cont)

	<ul style="list-style-type: none"> <li>d) Council Report 13 May 2024 detailing options and next steps for the project.</li> <li>e) Gender Impact Assessment (GIA) undertaken in consultation with the sporting club members and considers Local Primary Schools, Recreational Park Users, Dog Walkers and Local Residents.</li> <li>f) Ongoing engagement meetings held between Council officers and Club Representatives over many months.</li> <li>g) Project webpage to be published following endorsement of a design.</li> </ul>
<b>Innovation and Continuous Improvement</b>	As outlined in the report the design provides for flexible use of spaces to maximise utilisation and diversity of use.
<b>Collaboration</b>	<p>Council has been working closely with the tenant clubs and relevant stakeholders throughout the design process.</p> <p>Council's staff have been working with the contracted Lead Design Team for the Project to develop the plans shown in (Attachment 2). This includes engagement with the various regulatory approval agencies and Orchard Grove Primary School.</p>
<b>Conflict of Interest</b>	Council officers involved in the preparation of this report have no conflict of interest in this matter.

**ATTACHMENT**

- 1 Minutes of Council Meeting - Monday, 13 May 2024
- 2 Mirrabooka Pavilion Ground Floor Plan



## 10.4 Contract 30611 Supply of Passenger Vehicles

### Department

City Services

Director Infrastructure

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### SUMMARY

Passenger vehicles are required to support the provision of various Council services. The fleet of vehicles is managed in accordance with Council's asset plans and organisational policies. In the past 12 months, a review of the passenger vehicle fleet was completed which has resulted in a reduction in the number of passenger fleet vehicles of 40% (from 60 to 36) by 30 June 2025.

As a result of this reduction in passenger fleet vehicles, there will be an immediate budget saving from not replacing 24 vehicles of approximately \$1.2 million\*, future budget savings as there is no future replacement costs or ongoing Fringe benefits tax (FBT) and running costs of the vehicles. The employee contributions that offset the FBT, depreciation, holding and running costs will cease. There will also be income from the sale of the 24 vehicles.

\*Estimate based on \$50,000 per vehicle.

As a result of the review there are 35 passenger vehicles that need to be replaced with new vehicles due to the age and distance driven. A public tender for Contract 30611 has been advertised to purchase the vehicles.

The review has resulted in a higher number than normal of vehicles being due for replacement at the same time. Due to the 35 vehicles being purchased at the same time, the contract value exceeds the \$1 million delegation provided to the Chief Executive Officer. Contracts for the purchase of fleet vehicles ordinarily do not exceed this threshold given the smaller numbers involved.

Typically, car dealers will provide offers and only hold prices for 14 days. The Council meeting cycle requires reports to be written 21 days prior to the Council meeting and thus falling outside of the price validity parameters.

The purpose of this report is to recommend that Council authorises the Chief Executive Officer to consider and accept tenders received for the supply of Council passenger vehicles to allow an approval process timeframe that is achievable and provides the best value.

### RECOMMENDATION

That Council:

1. Notes that a review has resulted in the reduction of the passenger vehicle fleet from 60 to 36 vehicles (40% reduction) associated budget savings.

## 10.4 (cont)

2. Authorises the Chief Executive Officer to consider and accept tenders for the supply of 35 passenger vehicles under Contract 30611 for a total amount up to \$2.2 million including GST plus statutory fees and charges.

**KEY MATTERS**

Passenger vehicles are required to support the provision of various Council services through a car pool system during work hours. These vehicles are also provided to Council employees as part of their employment agreement for private use. The employees make a financial payment for the private benefit and this includes 100% Fringe Benefits Tax (FBT) and the private use proportion of the depreciation cost, holding cost (cost of capital) and running costs.

The types of vehicles available for selection are decided based on criteria including:

- Resale potential
- Annual whole of life costs
- Safety Rating
- Fit for purpose
- Fuel efficiency/Hybrid technology

Vehicles to be purchased are selected models from Hyundai, Kia, Mazda and Subaru. Indicative pricing is between \$45,000 and \$65,000 per vehicle.

A review of the Fleet has been undertaken. Over the last 12 months, this has resulted in a reduction in the number of passenger vehicles to 36 vehicles (by 30 June 2025, overall reduction of 24 vehicles in last 12 months).

There will be an immediate avoided cost of replacing 24 vehicles and income from the disposal of those vehicles. The current employee contributions (including FBT) for private use of those vehicles will also cease. This will result in a net positive financial outcome for Council which will be reflected in future budgets. As a result of staff turnover and revised employment arrangements for the replacement employees, it is expected that the number of vehicles will reduce further over time.

There are 35 vehicles that are to be replaced under this Contract, with one further vehicle to be replaced later in the year. The 35 vehicles need to be replaced due to age and distance driven. The current vehicles will be disposed via auction at an accredited vehicle auction centre under the relevant fleet services contract to maximise the resale value.

Council currently operates the Fleet under an ownership model. When the final fleet size has been established, a process to consider the provision of the passenger fleet via other means, such as an operating lease, will be value tested.

A tender for Contract 30611 for the supply of these vehicles was advertised on Saturday 8 February 2025 and closes on Wednesday 5 March 2025.

## 10.4 (cont)

**DISCUSSION, OPTIONS AND ANALYSIS**

The review of the Fleet Policy had resulted in a material reduction in the number of passenger vehicles in Council's fleet. Fleet vehicles are required to provide Council services within the community and under past arrangements some employees have private use under a salary deduction arrangement. These employment arrangements are no longer offered and the number of fleet vehicles is expected to continue to reduce as a result of employee turnover.

This tender has been advertised and it is expected that tender submissions will be received from local passenger car dealers. Council is eligible to receive discounts using the State Government Contract – Motor Vehicles and Related Services, lead entity, Department of Treasury and Finance.

Typically, car dealers will provide offers and hold prices for 14 days. The Council meeting cycle requires reports to be written 21 days prior to the Council meeting. By the time Council considers the tenders, the offers may no longer be valid.

The total value to purchase 35 vehicles will not be known until the submissions are received. At the higher end, the aggregated total may be up to \$2.2 million. The budget for replacement fleet vehicles is provided within the Capital Works Program. Council's ongoing delegation to the Chief Executive Officer is an authorisation to award contracts of up to \$1million. The evaluation criteria will be price and availability/delivery date. Council authorisation is requested to increase the approval amount for the Chief Executive Officer for this individual Contract.

	<b>Budget</b>	<b>Expenditure</b>
Capital Works Funding Account No. C212501 Passenger Vehicle Changeover Renewal Program	<b>\$ 2,400,000</b>	
Total Budget	<b>\$ 2,400,000</b>	
Preferred tenderer's lump sum offer (including GST) - allowance		<b>\$ 2,200,000</b>
Less GST		<b>- \$ 200,000</b>
Net cost to Council		<b>\$ 2,000,000</b>

Statutory fees and charges including registration will be paid from the operational account for fleet.

Income to offset this contract will be received when the current vehicles are sold at auction.

## 10.4 (cont)

**Overarching Governance Principles and Supporting Report Details**

<b>Strategic Alignment</b>	Council passenger vehicles facilitate the delivery a variety of Council services.
<b>Legislative and Risk Implications</b>	There are no legal or risk implications arising from the recommendation contained in this report.
<b>Equity, Inclusion, and Human Rights Considerations</b>	It is considered that the subject matter does not raise any human rights issues.
<b>Community Engagement</b>	No community engagement was required for this report.
<b>Innovation and Continuous Improvement</b>	The Feet has been the subject of a review and improvement project seeking to reduce costs to Council and reduce the size of the fleet. This has been successful with a material reduction in passenger fleet vehicles by 30 June 2025. The next phase of this improvement project will be to examine the model of ownership versus operating lease to test if further cost reductions can be realised.
<b>Collaboration</b>	The evaluation has been done in collaboration with Council's Procurement team to ensure that it is compliant with the Procurement Policy.
<b>Conflict of Interest</b>	Council officers involved in the preparation of this report have no conflict of interest in the procurement process for fleet vehicles.

## 10.5 Records of Informal Meetings of Councillors

### Department

Governance and Integrity  
Director Corporate Services

### RECOMMENDATION

That Council receives and notes the Records of Informal Meetings of Councillors.

### Councillor Briefing – Sunday 16 February 2025 – 9.00am-3.45pm

<b>Matter/s Discussed:</b>	<b>Councillors Present</b>	<b>Officers Present</b>
<ul style="list-style-type: none"> <li>• Financial Sustainability Re-cap</li> <li>• Preliminary Operating Result</li> <li>• Councillor Priorities</li> <li>• Operational Expenditure</li> <li>• Core / Non-Core Services</li> <li>• Strategies, Policies &amp; Plans</li> </ul>	Cr Andrew Davenport - Mayor Cr Prue Cutts - Deputy Mayor Cr Peter Allan Cr Blair Barker Cr Jarrod Gunn Cr Daniel Griffiths Cr Kirsten Langford Cr Jason Martin Cr Kieran Simpson Cr Ben Stennett Cr Hayley Weller	S McMillan S Cann J Green L Letic S White S Sullivan V Ferlaino A Ghastine C Clarke C Bolitho
<b>Others Present:</b> N/A		
<b>Disclosures of Conflict of Interest:</b> Nil		
<b>Councillor /Officer attendance following disclosure:</b> Nil		

## 10.5 (cont)

<b>Pre-Council Meeting Briefing – 17 February 2025 – 6.30pm-6.55pm</b>		
<b>Matter/s Discussed:</b>	<b>Councillors Present</b>	<b>Officers Present</b>
<ul style="list-style-type: none"> <li>Council Agenda Items 17 February 2025</li> </ul>	Cr Andrew Davenport - Mayor Cr Prue Cutts - Deputy Mayor Cr Peter Allan Cr Blair Barker Cr Jarrod Gunn Cr Daniel Griffiths Cr Kirsten Langford Cr Jason Martin Cr Kieran Simpson Cr Ben Stennett Cr Hayley Weller	S McMillan S Cann J Green L Letic S White V Ferlaino T Gledhill K Woods
<b>Others Present:</b> N/A		
<b>Disclosures of Conflict of Interest:</b> Cr Weller declared a conflict of interest in Items 10.1 & 10.2 of the Council Meeting Agenda		
<b>Councillor /Officer attendance following disclosure:</b> Cr Weller left the pre-meeting briefing at 6.46pm and did not return.		

<b>Councillor Briefing – 24 February 2025 – 6.30pm-8.50pm</b>		
<b>Matter/s Discussed:</b>	<b>Councillors Present</b>	<b>Officers Present</b>
<ul style="list-style-type: none"> <li>Council Plan Workshop</li> <li>Draft Agenda – 3 March 2025</li> </ul>	Cr Andrew Davenport - Mayor Cr Prue Cutts - Deputy Mayor Cr Peter Allan Cr Blair Barker Cr Daniel Griffiths Cr Jarrod Gunn Cr Kirsten Langford (online) Cr Jason Martin Cr Kieran Simpson Cr Ben Stennett Cr Hayley Weller	S McMillan J Green L Letic S White S Sullivan V Ferlaino Z Quinn Z Thorn K Woods
<b>Others Present:</b> N/A		
<b>Disclosures of Conflict of Interest:</b> Nil		
<b>Councillor /Officer attendance following disclosure:</b> Nil		

**11 Councillor Delegate and Conference / Seminar Reports****11.1 Reports by Delegates and Reports on Conferences / Seminars Attendance**

**Department** Governance and Integrity  
Director Corporate Services

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Verbal reports from Councillors appointed as delegates to community organisations/committees/groups and attendance at conferences and seminars related to Council Business.

**RECOMMENDATION**

That Council receives and notes the:

1. Reports from delegates, and;
2. Reports on conferences/seminars attendance.

**12 Confidential Reports**

**13 Close Meeting**