



WHITEHORSE
CITY COUNCIL

Whitehorse City Council

MINUTES

Council Meeting

on

Monday 26 February 2024 at 7.00pm

**Held in the
Council Chamber
Nunawading Civic Centre**

Meeting opened at 7.00pm

Present: Cr Denise Massoud Mayor
 Cr Blair Barker
 Cr Raylene Carr
 Cr Prue Cutts
 Cr Mark Lane
 Cr Tina Liu
 Cr Amanda McNeill
 Cr Andrew Munroe
 Cr Trudy Skilbeck
 Cr Ben Stennett

Officers: Simon McMillan Chief Executive Officer
 Stuart Cann Director Corporate Services
 Jeff Green Director City Development
 Lisa Letic Director Community Services
 Steven White Director Infrastructure
 Vivien Ferlaino Manager Governance and Integrity
 Kerryn Woods Coordinator Governance

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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

Cr Davenport was granted a leave of absence for tonight's Council Meeting at the 12 February 2024 Council Meeting.

3 Disclosure of Conflicts of Interest

Nil

4 Confirmation of Minutes of Previous Meeting

Minutes of the Council Meeting 12 February 2024

COUNCIL RESOLUTION

Moved by Cr Lane, Seconded by Cr Cutts

That the minutes of the Council Meeting 12 February 2024 be confirmed.

CARRIED UNANIMOUSLY

5 Urgent Business

Nil

6 Public Presentations

Nil

7 Public Question Time

7.1 J Gunn, Vermont South

Question 1

It is claimed this current leisure services consultation process is for information gathering and that no decision to change the management structure has been determined. However, the Council website states the timeline is intended to allow a new structure to be in place by mid-2025. Given the nature of the consultation and the potential outcome why then aren't you asking residents "Do you want a private contractor running our community facilities?"

The Local Government Act stipulates that if a tender process commences a recipient must be engaged locking future Councillors, after October, into a process they have not initiated.

Response

Council made the decision to explore an external management model in February 2023. Prior to that decision, Council conducted a rigorous service review and carried out a series of community consultations which included a series of surveys and various stakeholder workshops. A summary of the consultations can be found on the Whitehorse website.

This month, Council ran a community engagement process with the aim to help inform the preparation of a public tender document. Council is also running 2 x Community drop-in sessions where the community can provide their feedback on the initial decision direct to Councillors and Council Officers. These are taking place on Tuesday 27 February and Thursday 29 February. The full details can be found on our Your Say website.

Section 69 of the Local Government Act prevents council from making certain financial and major decisions during a general election period (caretaker) which commences 24 September until 26 October 2024. Bearing this in mind the public procurement opportunity will be open for submissions in around August/September 2024. Then Council will not make a decision on it until after the election (scheduled for early 2025), once the new Council is on board.

It is also worth noting that Council has an obligation under the Local Government Act 2020 to provide 'value for money' and seek open and fair competition. Council will be market-testing its current arrangements through this procurement process with service providers to ensure we are getting the best value for money for Whitehorse ratepayers. However, the Act does not compel Council to award a contract(s). Council retains the right not to award a contract if the market response is inadequate, which would apply to any public procurement process.

Question 2

Nunawading and Surrey Park Swimming Clubs have been facilitating Learn to Swim programs for decades. These programs have grown year on year to virtual capacity.

Participatory and financial statistics have consistently been provided to Council as per the requirements of their licence agreement. There has been no communication with licensees suggesting dissatisfaction with the delivery of Learn to Swim. There have been no discussions with licensees about increasing the licence fee? Therefore, if this is neither motivated by customer service or financial imperatives "what has prompted the decision from Council to investigate a private management structure for Learn to Swim?"

Response

Council is exploring options to outsource management of the Aqualink facilities, which involves consideration of the future provision of all program and services, including the learn to swim programs, and the broader facility management. Our primary focus is to enhance the quality of programs and services, while supporting the long-term financial sustainability for Council.

Council is currently engaged with both Swimming Clubs to ascertain their feedback on the procurement process and future learn to swim operations, with feedback used to help inform our procurement plan. Given probity requirements, we cannot elaborate further on the nature of the discussions.

8 Petitions and Joint Letters

Nil

9 Notices of Motion

Nil

10 Council Reports

10.1 Submission Regarding Suburban Rail Loop Draft Precinct Visions

Department Engineering and Investment
Director City Development

Attachment

SUMMARY

The purpose of this report is to provide an update on Council's submission regarding the Suburban Rail Loop (SRL) draft Precinct Visions.

In December 2023, the Suburban Rail Loop Authority (SRLA) released draft Precinct Visions for the six new SRL East stations, including Box Hill and Burwood (see Attachments 1 and 2).

The Victorian Government estimate that the number of people living and working in each of the precincts will more than double by 2056. Extra homes, offices and community spaces will therefore be required. The preliminary ideas for how the SRLA propose to cater for this growth are outlined in the draft Precinct Vision documents.

This report summarises the draft Council submission in response to the Precinct Visions for Box Hill and Burwood. The full draft submission is in Attachment 3.

COUNCIL RESOLUTION

Moved by Cr Liu, Seconded by Cr Barker

That Council:

1. Notes the 'SRL East Draft Precinct Vision Box Hill' and the 'SRL East Draft Precinct Vision Burwood' documents.
2. Endorses the submission (Attachment 3) to the Suburban Rail Loop Authority regarding the Precinct Visions for Box Hill and Burwood.
3. Requests that no decision is made on the Precinct Visions for Box Hill and Burwood until the relevant outstanding issues raised in Council's submissions are resolved to the satisfaction of Council.
4. Requests a meeting between the Minister for Planning, the Mayor and the CEO to discuss Council's concerns with the Precinct Visions for Box Hill and Burwood, the community consultation undertaken by the SRLA, and how Council should be consulted and involved as a partner to the project, and an appropriate approach towards resolving the outstanding issues prior to proceeding with the remainder of the project; and
5. Offers Council's support to work with the SRLA and DTP in resolving the relevant outstanding issues raised in Council's submission.

CARRIED UNANIMOUSLY

10.1(cont.)

KEY MATTERS

The key matters relevant to this report are:

- The SRLA commenced the Precinct Structure Planning (PSP) process for each new SRL station with the public release of the 'Precinct Discussion Paper' in August 2023.
- Council considered a report regarding the Discussion Paper on 23 October 2023 and endorsed a submission that called for:
 - a commitment from the SRLA to enter into a partnership agreement with Council to develop the Precinct Structure Plans for Box Hill and Burwood; and
 - the SRLA to provide Council with a report of the community engagement outcomes regarding the Discussion Paper prior to the release of the Precinct Visions.
- A formal response to Council's submission, and more specifically the two resolutions above has not been received.
- The Draft Precinct Visions are the next stage in developing the Precinct Structure Plans.
- Council's draft submission responds to the draft visions for Box Hill and Burwood and reiterates Council's previous submission that called for:
 - growth that is sustainable, responsible, logical, and clearly justified
 - respect for the existing valued characteristics of the Box Hill and Burwood areas and the people who live, work, and visit the impacted suburbs
 - a commitment to entering a partnership agreement with Council to develop the Precinct Structure Plans; and
 - a report outlining the outcomes of the community engagement relating to the Precinct Discussion Paper.
- In building on the above, this submission also calls for details about:
 - how the social infrastructure and service needs of the increasing population will be addressed, e.g. new open spaces, schools, and drainage facilities
 - how actions will be planned, funded, and implemented
 - how decisions were made regarding inclusions and exclusions within the precinct areas
 - how existing and draft Council strategies and plans have influenced (or been omitted) from the draft Visions.
- Other key concerns include:
 - the lack of detail in the level of growth to be experienced around each SRL station

10.1(cont.)

- the timing and nature of the SRLA's community engagement, including that a large portion of the public exhibition occurred over the Christmas and New Year period; and
- project governance matters including issues previously raised by Council which the SRLA has not responded to.

STRATEGIC ALIGNMENT

The Council Plan calls for advocacy about transport, health, environmental, economic, social and wellbeing improvements. Preparing a submission regarding the draft Precinct Visions contributes towards these advocacy actions.

The submission calls for the SRLA to integrate the themes outlined in the Whitehorse Community Vision into the Precinct Structure Plans for Box Hill and Burwood to enable a unified vision across state and local planning documents.

Policy

Extensive information has been provided to the SRLA regarding Council documents, including existing and draft structure plans. The documents are based on robust community engagement and the SRLA should consider them as a reflection of community views.

BACKGROUND

The PSP process commenced with the release of the 'Precinct Discussion Paper' in mid-2023. Council endorsed a submission regarding the Discussion Paper at its meeting on 23 October 2023. While a verbal briefing was provided by the SRLA representatives to Councillors on 30 January 2024, no formal response to Council's previous submission has been received.

The PSP process is being managed by the SRLA concurrently with the construction of the six new train stations and is expected to be completed by 2026.

Discussion and Options

The draft Precinct Visions include significant possible changes to the look and feel of the Box Hill and Burwood precincts in the future and describe preliminary ideas for how to cater for the extra homes, employment spaces and transport connections that will be needed for the additional population.

10.1(cont.)

The Victorian Government estimate that by 2056 the number of people living in the Box Hill precinct could increase from 29,000 to 77,000 people (167% increase) and the number of people working in this area could increase from 23,500 to 48,500 people (106% increase)¹.

In Burwood by 2056 the number of residents is predicted to rise from 22,000 to 44,000 people (102% increase) and employees could increase from 11,500 to 24,000 people (109% increase)².

General comments

Council's draft submission raises the following general matters:

- significant concerns regarding project governance matters and reiterates the request for the SRLA to take a collaborative approach with Council to develop the Precinct Plans.
- clarification regarding the 15 year precinct planning timeframe, which does not correspond to the projected population and employment figures (which are to 2056).
- clarification about how the provision of the required community and development infrastructure will be funded as Council's Development Contributions Plan has not factored in the growth and development projected by the SRLA. As such, the current DCP will not cover the infrastructure cost to come out of these PSPs.
- a request for more accurate representations of the expected development to be included. The artist impressions and imagery used in the Draft Precinct Visions are modest when compared to the diagrams depicting the change types and therefore may not demonstrate what would be commonplace for each of the precincts.
- clarification about the extent of the higher change areas depicted on the maps beyond the arterial and main roads. The coloured, shaded areas mapped for land use activities and notional built form typologies and heights seem to be purposely blurred and need further interrogation.

Draft Burwood Precinct Vision

Figure 1 identifies the locations within the Burwood precinct where the SRLA proposes 'significant', 'higher' and 'medium' change, along with cross-precinct connections, areas for intensifying commercial and industrial uses, and land for supporting health, education, and research growth.

¹ Suburban Rail Loop Business and Investment Case, 2021

² ibid

10.1(cont.)

The SRLA describes ‘Significant Change’, ‘Higher Change’ and ‘Medium Change’ in Burwood as:

- Significant Change: “Significant Change will be targeted to the areas nearest to the new SRL station. As a mixed-use centre with access to the university campus and high-quality open spaces, it will support more homes, job opportunities and local services for the growing community.”
- Higher Change: “Enabling more housing diversity in highly accessible areas will be a priority for Burwood. Higher Change areas, particularly along Burwood Highway, Elgar Road, and Highbury Road, will provide new homes in well-designed apartments at varying heights.”
- Medium Change: “Medium Change areas will provide opportunities for more incremental residential growth, providing quality social and affordable housing, well-designed townhouses and smaller scale apartments in appropriate locations.”



1 Map of draft Burwood Precinct Plan

10.1(cont.)

Figure 2 is the SRLA's indicative illustration of what these change areas could look like in the future.



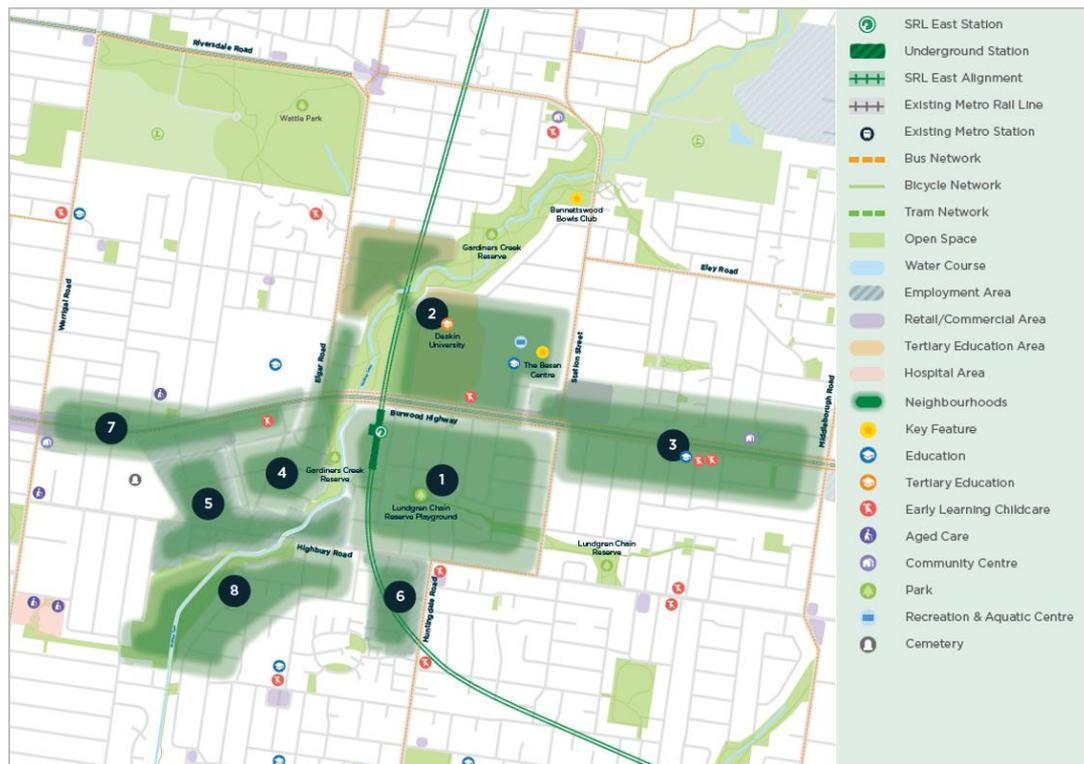
2 Indicative illustration of Burwood change areas

The SRLA's preliminary ideas for the Burwood precinct include:

- use the land along Burwood Highway, Elgar Road, and Highbury Road for employment, amenities, services, and higher density housing
- build a centre close to the SRL station to include high density housing, hospitality, retail, and other commercial uses
- improve the Gardiners Creek corridor
- support growth of the education precinct
- support job growth
- provide different types of housing and densities, including social and affordable housing

10.1(cont.)

Figure 3 shows the neighbourhoods within the Burwood precinct that have been identified by the SRLA to be further investigated through the structure planning process.



3 Burwood's areas of opportunity

1. New Burwood central area
2. Central Campus
3. Burwood Highway East
4. Station West
5. Burwood Economic Cluster
6. Highbury Enterprise Precinct
7. Burwood Highway West
8. Creekside Neighbourhood

Council submission

Council's draft submission expresses the following key concerns:

- the extent of change beyond arterial roads is unclear and concerning, particularly given the land beyond the Burwood Highway corridor quickly transitions to traditional residential development.
- there is support for enhancing the education and commercial precincts however further details are requested to understand how the issues and opportunities are being addressed.
- the shape of the precinct and Council's preference for a corridor approach seems to have been ignored. This includes pedestrian and cycling connections, and enhancement of the tree canopy.

10.1(cont.)

- there is lack of recognition of the importance of Gardiners Creek (Kooyongkoot) and the importance of biodiversity, open space, and link to First Nations cultural values.

Draft Box Hill Precinct Vision

Figure 4 below identifies the locations within the Box Hill precinct where the SRLA proposes ‘significant’, ‘higher’ and ‘medium’ change, along with cross-precinct connections, areas for intensifying commercial and industrial land, and land for supporting health, education, and research growth.



4 Map of draft Box Hill Precinct Plan

The SRLA describes ‘Significant Change’, ‘Higher Change’ and ‘Medium Change’ in Box Hill as:

- Significant Change: “Taller mixed-use development is well established in central Box Hill and along key roads like Whitehorse Road, Station Street and Prospect Street. Significant Change areas will continue to deliver urban density at this scale, in mixed-use neighbourhoods providing space for jobs growth and local services.”
- Higher Change: “Higher Change areas will also provide space for local services and more housing in mixed-use developments. The overall scale of these areas will be lower than significant change areas, and more residential in locations further from the SRL East station or health and education areas.”
- Medium Change: “Medium Change areas provide the opportunity to deliver new infill development that complements the existing centre. These lower rise neighbourhoods could deliver townhouses, developments suitable for families and smaller scale apartments in appropriate locations.”

10.1(cont.)

Figure 5 shows the SRLA's indicative illustration of what these change areas could look like in the future.



5 Indicative illustration of Box Hill change areas

The SRLA's preliminary ideas for the Box Hill precinct include:

- more areas in central Box Hill that allow taller buildings with different uses
- more medium and high-density housing, including social and affordable housing
- support local centres, such as Laburnum, to complement central Box Hill
- plan for more public transport, walking and cycling options
- encourage growth in health and education.

10.1(cont.)

Figure 6 shows the neighbourhoods within the Box Hill precinct that have been identified by the SRLA to be further investigated through the structure planning process.



6 Box Hill's areas of opportunity

1. Central Box Hill
2. Health and Education
3. Box Hill Gardens
4. Civic Precinct and Whitehorse Road East
5. Ellingworth Enterprise District
6. Surrey Park and Station Street South
7. Prospect Street and Whitehorse Road West
8. Residential East

Council submission

Council's draft submission expresses the following key concerns:

- the Vision needs to incorporate inclusive language that acknowledges the diverse communities within Whitehorse without highlighting specific groups. The Vision references “a cultural melting pot” but then only mentions “a marketplace for Asian food” and the “Chinese community”.
- the strategic work undertaken by Council consistently reinforces that Box Hill is the preeminent urban centre for Melbourne's east however this is not reflected in the Vision.
- the Vision does not recognise that the MAC is a regionally significant health and education precinct, or that Box Hill has a substantial visitor economy.

10.1(cont.)

- the neighbourhoods are generally supported as they align with those described in Council's draft Box Hill Structure Plan, however the significant and higher change areas extend considerably more south than the current MAC boundary and into areas of traditional residential development.
- the Box Hill Gardens will be affected by the construction of the SRL, impacting community space for up to many decades. The submission queries what provision has been made regarding new open space and recreation facilities that will support the growing population and workforce.
- many of the preliminary ideas are reflective of the strategic direction outlined in Council's draft Box Hill Structure Plan, however there is a lack of information to demonstrate how they would contribute to improved community outcomes.

SUPPORTING REPORT DETAILS**Legislative and Risk Implications**

The *Suburban Rail Loop Act (2021)* gives the Minister for SRL power to declare the areas which are to be included within the precincts, which are referred to as "SRL planning areas". The Minister for SRL declared the SRL planning areas on 4 December 2023 and they are shown in Attachment 4.

The SRLA becomes the Planning Authority under the *Planning and Environment Act (1987)* for the declared planning areas, which means that the SRLA can prepare the precinct structure plans and exhibit any planning scheme amendments. Council continues to be the Responsible Authority and will continue to assess planning permit applications.

As discussed earlier in this report, Council has requested the SRLA to enter a partnership agreement to develop the Structure Plans. Given no formal response has been provided to Council and the SRLA are well advanced in the preparation of the Structure Plans, there are risks that Council will not be invited to participate. This brings the potential for reputational risks between the SRLA and Council, as well as risks that the project outcomes may not meet Council's or the community's expectations and aspirations.

Equity, Inclusion, and Human Rights Considerations

In developing this report to Council, the subject matter has been considered in accordance with the requirements of the *Charter of Human Rights and Responsibilities Act 2006*. It is considered that the subject matter does not raise any human rights issues.

Community Engagement

The SRLA is undertaking the following community engagement activities to encourage feedback about the draft Precinct Visions:

- web, social media and translated and interpreted information
- pop-up and drop-in sessions in Box Hill and Burwood, including at the Lunar New Year Festival

10.1(cont.)

- workshops with community representatives, including members of the Box Hill and Burwood Precinct Reference Groups

Council is raising awareness within the Whitehorse community about the engagement activities via:

- web, social media, Mayor's radio, and media responses
- flyers to households and businesses within the Box Hill and Burwood precincts
- listening posts in Box Hill and Burwood
- articles in the Whitehorse News and the Down to Business newsletter

Financial and Resource Implications

It is expected that Council will expend approximately \$23,000 to undertake the community engagement activities associated with raising awareness within the community. This is unbudgeted expenditure and is being managed within the approved 2023/24 Strategic Communications and Marketing budget.

The community engagement activities have been resourced through officers from the Strategic Marketing and Communications Department, with assistance from the Major Transport Projects Team, Strategic Planning Team and the Community Engagement and Development department. This level of resourcing was unplanned and adjustments to day-to-day activities were made to accommodate the activities within short timeframes.

Innovation and Continuous Improvement

There are no Innovation and Continuous Improvement matters arising from the recommendation contained in this report.

Collaboration

A high level of collaboration was required between internal departments to prepare the submission and deliver the community engagement activities. Discussions have also been held with Monash City Council representatives regarding the draft SRL Burwood Precinct Vision, which extends beyond Whitehorse. While the Burwood precinct map shows an area within the City of Boroondara (see Figure 4), the declared SRL planning area for Burwood does not extend into the City of Boroondara (see Attachment 4) and collaboration with Boroondara City Council was therefore not undertaken.

General collaboration regarding SRL matters continues with representatives from Kingston and Bayside Councils.

There is an ongoing expectation that the SRLA will collaborate with Council officers and Councillors as the development of the Precinct Plans progress. It is recommended that Council continue to request the SRLA to enter into a partnership agreement.

Conflict of Interest

Council officers involved in the preparation of this report have no conflict of interest in this matter.

10.1(cont.)

Conclusion

Council's proposed response to the draft SRL Precinct Visions for Box Hill and Burwood is contained in Attachment 3.

SRLA's timelines for the precinct planning process is below:

Draft Precinct Structure Plans	Early – mid 2024
Public exhibition of draft Precinct Structure Plans and draft Planning Scheme Amendments	Late 2024
Advisory Committee hearing	2025
Adoption of Structure Plans and gazettal of Planning Scheme Amendments	Early 2026

ATTACHMENT

- 1 Box Hill Draft Precinct Vision Paper 
- 2 Burwood Draft Precinct Vision Paper 
- 3 Suburban Rail Loop Precinct Visions submission 
- 4 Declared Planning Areas for SRL Precincts in Whitehorse 

10.2 2023-24 Q2 Quarterly Performance Report

Department Corporate Planning and Performance
Director Community Services

Attachment

SUMMARY

The purpose of this report is to present the results of the Q2 Quarterly Performance Report (QPR) October to December 2023, and on our performance and achievements against the:

- Council Plan 2021-2025 – Year 3
- 2023/24 Annual Budget for Q2
- Local Government Performance Reporting Framework (LGPRF) Service Performance Indicators (year-to-date)
- Quarterly community highlights
- Capital Works program highlights
- Continuous Improvement program.

COUNCIL RESOLUTION

Moved by Cr Skilbeck, Seconded by Cr Barker

That Council notes the Quarterly Performance Report 2023/24 – Quarter 2.

CARRIED UNANIMOUSLY

Key Matters

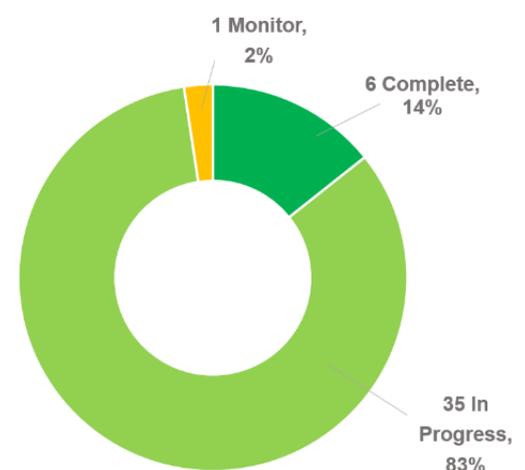
The 2023/24 year is year 3 of the Council Plan 2021-25 and is the first financial year after the recent revision of the Council Plan that was endorsed in May 2023.

This quarter's report is a full report with all status updates and commentary for the Council Plan 2021-2025 (Year 3 Actions & Indicators), mid-year LGPRF Service Performance Indicator results and the updated Governance and Management Checklist.

Performance against Council Plan 2021-25 Yr3

Of the 42 actions in year 3 of the Council Plan 2021-25:

- 35 In progress (83%)
- 6 Complete (14%)
- 1 Monitor (2%)



10.2 (cont)

Performance against Annual Budget 2023-24

The year to date (YTD) financial result as of 31 December 2023 was a surplus of \$82m, \$8.30m favourable to the YTD Adopted Budget. The YTD surplus result per the budget is due to the striking of full year annual rates in August 2023, and will reduce over the course of the year as Council delivers services to the community.

Income was \$3.61m higher than budget primarily reflecting higher than budgeted interest income (\$1.52m), monetary contribution (\$1.49m), operating grants (\$824k), rates and charges (\$824k), partially offset by lower than budgeted user fees (\$1.38m). Expenditure was \$4.70m below the budget mainly relating to lower materials and services expenditure (\$3.57m), less net loss on disposal of assets (\$1.02m favourable) and lower employee costs (\$437k), partly offset by higher depreciation (\$710k).

Council revised the 2023/24 annual forecast in August to reflect final carry forwards of unspent funds from 2022/23 into 2023/24 (net impact \$547k). After adjusting for carry forwards, the revised full year forecast is a surplus of \$3.44m, compared to the \$3.98m annual Adopted Budget. The January Forecast review is underway and will be reflected in January financial report.

In accordance with Section 97(3) of the *Local Government Act 2020*, the second quarterly report of a financial year must include a statement by the Chief Executive Officer as to whether a revised budget is, or may be, required. The Chief Executive Officer is of the view that a revised budget is not required for the financial reporting period 31 December 2023. No variations have been made to the declared rates and/or charges and no loan borrowings are proposed for 2023/24. The Financial position of Council is sound with a working capital ratio of 5.37 as at 31 December 2023.

STRATEGIC ALIGNMENT

Council Plan 2021-2025 and Community Vision 2040.

The report supports Strategic Direction 1: An innovative Council that is well led and governed and supports the following objective:

Objective 1.1: Council will be a trusted organisation that embraces innovation.

BACKGROUND

At the conclusion of each quarter of the financial year, Council prepares a Quarterly Performance Report summarising the financial and non-financial performance for the quarter.

Discussion and Options

The Quarterly Performance Report provides the opportunity for Whitehorse City Council to communicate to the community its achievements and challenges for the quarter.

10.2 (cont)

SUPPORTING REPORT DETAILS

Legislative and Risk Implications

There are no legislative or risk implications arising from the recommendation contained in this report.

Equity, Inclusion, and Human Rights Considerations

In developing this report to Council, the subject matter has been considered in accordance with the requirements of the *Charter of Human Rights and Responsibilities Act 2006*.

It is considered that the subject matter does not raise any human rights issues.

Community Engagement

No community engagement was required for this report.

Financial and Resource Implications

There are no financial or resource implications arising from the recommendation contained in this report.

Innovation and Continuous Improvement

There are no Innovation and Continuous Improvement matters arising from the recommendation contained in this report.

Collaboration

No external collaboration was required for this report.

Conflict of Interest

The *Local Government Act 2020* 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.

Council officers involved in the preparation of this report have no conflict of interest in this matter.

Conclusion

The Quarterly Performance Report fairly represents Council's operations, financial position and Council's performance to date in respect to quarter two of the 2023/24 financial year. The information presented satisfies all legislative requirements.

Upon the report being considered at the Council meeting, it will be made available to the community for viewing on Council's website.

ATTACHMENT

1 2023 24 Q2 Quarterly Performance Report 

10.3 Maternal and Child Health Service Update

Department Health and Family Services
Director Community Services

SUMMARY

The purpose of this report is to provide an update on the current Whitehorse Maternal and Child Health (WMCH) service delivery model, the key operational challenges to the service model as well as recent changes to State Government Department of Health (DH) funding. The report presents recommendations for an increase in MCH headcount, proposed to address the operational challenges and enhance MCH service quality.

Recommendation 1 proposes the current resourcing of the MCH Leadership team be increased by 0.6 full time equivalent (FTE), from 1.6FTE to 2.2 FTE. This additional resourcing will aim to address the listed MCH Leadership challenges, supporting Whitehorse MCH service to excel in providing safe and high-quality support to our community. This position will be fully funded by the new DH Key Age and Stage (KAS) extension funding.

Recommendation 2 proposes the current resourcing of the MCH Nursing workload be increased by 0.2FTE (from 10.5FTE to 10.7FTE). This additional resource will be utilised for MCH graduate supports, and increase flexibly capacity activities (ie groups & outreach programs). This FTE will be fully funded by the DH new KAS extension funding.

These recommendations, underpinned by a keen understanding of identified gaps and a commitment to enhanced service delivery, position the Whitehorse MCH service as a leader in providing crucial support to our community's youngest members and their families.

COUNCIL RESOLUTION

Moved by Cr Skilbeck, Seconded by Cr Lane

That Council:

1. Endorses an increase to the Maternal and Child Health:
 - a. Leadership team by 0.6 full time equivalent (from 1.6 full time equivalent to 2.2 full time equivalent);
 - b. Nursing workload by 0.2 full time equivalent (from 10.5 full time equivalent to 10.7 full time equivalent).
2. Notes increases in the full time equivalent are fully funded by the State Government Department of Health, Key Age and Stage Funding.

CARRIED UNANIMOUSLY

10.3 (cont)**KEY MATTERS**

Addressing Maternal & Child Health operational challenges covered below.

MCH Leadership Key Issues:

An evaluation of the WMCH service reveals specific areas requiring increased leadership support to stabilise, enhance and build the service. These areas requiring additional support include:

- MCH Graduate support
- Timely & thorough responses to legislated Child Information Sharing & Family Violence Information sharing requests
- Proactive Child Information sharing requests from external providers
- Leadership attendance at Child Protection care team meetings
- MCH documentation auditing and MCH Clinical Observation auditing
- Increased leadership presence in MCH centres; including associated staff support, clinical oversight & informal training/coaching
- Networking with internal and external services
- Development and support for flexible service delivery & programs
- Development of initiatives that seek proactive & regular customer feedback
- Improved community engagement and advocacy

An analysis of MCH leadership in Whitehorse reveals the lowest MCH Leadership Full-Time Equivalent (FTE) in the region, with 947 birth notices per FTE compared to the regional average of 655 per FTE. This discrepancy underscores identified concerns that the current resourcing is insufficient to meet the needs and requirements of the MCH service. Additional support is deemed critical to ensuring the robustness and responsiveness of the WMCH service, especially considering evolving operational and legislative demands.

LGA	5y avge birth notices	Leadership structure	Birth Notice/Leadership FTE
Boroondara	1350	2 FTE -1EFT Coord, 1 FTE Team Leader	675
Knox	1650	2.6 FTE -1EFT Coord, 1.6 FTE Team Leader	634
Monash	1650	2.9FTE -.9EFT Coord, 2 FTE Team Leader	568
Yarra ranges	1780	3 FTE -1EFT Coord, 1 FTE UMCH TL, 1 EFT EMCH TL	593
Manningham	1000	1.4 FTE 0.8 coord , .6 Team leader	714
Maroondah	1500	2.2 FTE 1Coord , 1.2 Team leader	681
			644 average
Whitehorse	1516	1.6 FTE 0.8 Coord, 0.8 Team leader	947 689 @2.2FTE 655:2.3FTE 632 @ 2.4FTE

10.3 (cont)Universal MCH Workload Key Issues:

Recent feedback from the MCH client satisfaction survey, Whitehorse Employee survey, the Child Youth & Family Plan MCH consultation and the Eastern Metropolitan Region report into the MCH service has been instrumental in articulating the needs and priorities of the MCH staff and community. These resources have provided invaluable insights into their experiences, perspectives, and the challenges they are currently encountering.

A key recommendation from this feedback included the implementation of additional community support and flexible service programs within the MCH service. The current MCH workload does not have the resources available to set up nor staff any additional programs.

In addition, due to the high number of graduates now being employed at WMCH (as a primary recruitment strategy to fill MCH nurse vacancies), additional graduate programs and supports have been implemented, funded from the base Universal MCH FTE.

STRATEGIC ALIGNMENT

Service proposals align with strategic direction 6: an empowered collaborative community, strategic direction 7: a safe and healthy community; and multiple priorities within the Health & Wellbeing Plan.

BACKGROUND

The Victorian MCH service operates as a collaborative free primary health service model involving the State Government (Department of Health), Local Government Authorities and the Municipal Association of Victoria (MAV). The service is targeted at all Victorian families with children from birth to school age. The primary objective of the service is to promote the health, wellbeing, safety, learning and developmental outcomes for children and their families, providing a holistic approach to the physical, emotional and social factors affecting families in contemporary communities. A Memorandum of Understanding (MOU) between all three parties governs the partnership arrangement including the key aim, objectives and principles of the service. Whilst the MCH service model is a collaboration, the state government governs policy direction and service standards.

Over the past decade, the MCH service has undergone significant transformations in response to shifting legislative frameworks, increased program deliverables, workforce challenges, the profound impact of COVID-19 and evolving community needs. There has been an observed escalation in the complex needs of attending families, marked by an increased prevalence of mental health issues, social isolation, developmental delays, family breakdowns, and instances of family violence. With this current MCH consultations now encompass a combination of physical assessments, developmental assessments, mental health assessment & management, health promotion, parenting support, domestic violence screening & referrals, home safety, social support, early intervention, referral to specialist services, information sharing & collaborative client management.

10.3 (cont)

The Whitehorse MCH service, operating within this broader context, has encountered localised challenges, including a significant workforce turnover, a decline in birth notices, heightened community vulnerabilities, and recruitment difficulties. During the 2022/23 financial year, the Whitehorse MCH (WMCH) service promptly addressed 1,348 birth notifications, provided ongoing support to over 5,500 active client families, and conducted more than 16,500 key ages and stage consultations. The WMCH service is supported by a dedicated team of 35 staff members, including 2 part-time leaders, 24 full and part-time MCH Nurses, and 5 part-time administrative staff. As the Maternal and Child Health landscape in Whitehorse has evolved significantly in recent years, adaptive strategies are required to navigate these challenges. This was echoed in a recent client satisfaction survey³ which underscored the need for targeted improvements to elevate the quality of care and support provided to the Whitehorse community.

Department of Health Funding Changes:

Under the current MCH Memorandum of Understanding (MOU), the State and Local governments collaborate to provide the Universal MCH service, with 50/50 funding for the delivery of 6.75 hours (included as 10 sessions of varying duration) of MCH consultations per child, during the period from birth through to 4 years of age. An additional funding allocation is provided for flexible service delivery (such as additional needs service provision, group sessions etc).

In response to the additional challenges noted in MCH services, the DH is increasing their MCH Key Age and Stage (KAS) funding to extend the shorter 30-minute MCH appointments to 45 minutes. The rationale being that the current consultation times are inadequate to cover the primary health service matters that are now required to be completed during these visits. The extension of duration for these KAS consultations will be fully funded by the DH, gradually increasing the original 6.75hours per child to 7.25hrs in 2023-24, 7.5hrs in 2024-25, 7.75hrs in 2025-26 and 8hrs in 2026-27.

Whitehorse MCH (as well as many other MCH services) identified an increase in the requirements placed on the service as well as an increase in the complexity of needs of families presenting in mid-2020. The MCH service assessed that the four shorter 30 minute KAS consultations provided inadequate time for the MCH nurses to fulfill their respective responsibilities which was manifesting in workload stress on the team. The service responded by increasing each of the 4 shorter KAS consultations to 45-minutes utilising the flexible funding allocation. This arrangement currently remains in place.

As the government's funding for the extension of the KAS component of the MCH service is already integrated into the current WMCH service model, it is proposed that the additional DH funding be utilised to address additional operational challenges confronting the service. Addressing these challenges are the basis of the proposed increased headcount.

³ WMCH Client satisfaction survey completed Aug 2023. Distributed to 3500 current MCH clients with 403 responses.

10.3 (cont)**Discussion and Options**

The proposed initiatives included in this report arise from a strategic commitment to enhance stability, innovation, and support within the Whitehorse MCH service. These initiatives are poised to address the challenges faced by the service and align with the overarching goal of delivering a high standard of universal primary health service.

SUPPORTING REPORT DETAILS**Legislative and Risk Implications**

There has been a range of Operational, Strategic and Legislative risks associated with the current MCH Leadership Structure, as highlighted above in MCH Leadership Key issues.

Equity, Inclusion, and Human Rights Considerations

In developing this report to Council, the subject matter has been considered in accordance with the requirements of the *Charter of Human Rights and Responsibilities Act 2006*.

It is considered that the subject matter does not raise any human rights issues.

Community Engagement

WMCH Client satisfaction survey completed Aug 2023. Distributed to 3500 current MCH clients with 403 responses.

Financial and Resource Implications

The additional DH funding for KAS extensions is approximately \$84,500 in 2023-24, with an additional \$42,000/year added each year (hence compounding additional funding) over the subsequent years. Whilst there is a sector wide expectation that this funding will be continued into the future, the state government has only guaranteed the additional funding until the end of the government's current term 2026/27.

The recommendations are proposing an increase in MCH headcount by 0.8FTE, with no increased cost to Council.

The annual cost of a 0.6 FTE MCH Team Leader is approximately \$90,000/year, including oncosts. The annual cost of 0.2 FTE MCH nurse is approximately \$27,500/year. The annual total cost of the MCH program and it is funded is outlined below.

10.3 (cont)

	2023-24	2024-25	2025-26	2026-27
	30min extension funding	45min extension funding	60min extension funding	75min extension funding
Base DH funding	\$1,329,979	\$1,369,878	\$1,410,975	\$1,453,304
Additional DH funding	\$84,500	\$130,295	\$177,464	\$226,048
Projected Council expense	\$1,183,790	\$1,111,669	\$1,101,759	\$1,091,552
TOTAL Program Budget*	\$2,598,269	\$2,611,842	\$2,690,197	\$2,770,903
*incorporating additional headcount of .8FTE (total 15.35FTE)				
**CPI 3% applied to future figures (proposal incurs no additional council cost)				

Innovation and Continuous Improvement

There are no Innovation and Continuous Improvement matters arising from the recommendation contained in this report.

Collaboration

No collaboration was required for this report.

Conflict of Interest

Council officers involved in the preparation of this report have no conflict of interest in this matter.

Conclusion

In conclusion, the proposed recommendations represent a strategic response to the escalating challenges faced by the Whitehorse Maternal & Child Health (MCH) service. The increased MCH service requirements, in conjunction with the uptick in the complex needs of families necessitates a proactive approach to maintain safe and quality support to the community.

The Department of Health's acknowledgment of increased service requirements through the implementation of new funding presents a unique opportunity for the Council to strengthen the MCH support for young families, without any additional costs. We recommend councillors carefully consider these challenges and recommendations, ensuring the ongoing success of the Whitehorse MCH service.

These recommendations, underpinned by a keen understanding of identified gaps and a commitment to enhanced service delivery, position the Whitehorse MCH service as a leader in providing crucial support to our community's youngest members and their families. Approval of these initiatives marks a proactive step towards securing the well-being of our community's future generations.

10.4 Environment and Sustainability Reference Group

Department Parks and Natural Environment
Director Infrastructure

Attachment

SUMMARY

This report seeks endorsement of changes to the way the Environment and Sustainability Reference Group (ESRG) Terms of Reference (ToR) are administered and how community members are appointed. The matters have been considered by the ESRG who have resolved to seek a change to the ToR to:

- Increase the number of community representative members from eight to twelve members;
- Increase the ESRG membership term from two years to three years;
- Allow for Directors on the ESRG in consultation with the ESRG Councillor Representatives to make future updates to the ToR and membership (currently this is required to be reported to Council);
- Increase the meeting quorum from two to four community members;
- Revise the way the detailed compliance training information is written in the position description; and
- Include frequency and duration of meetings in the position description for the community members.

The proposed ToR is provided in Attachment 1.

If the recommendation is accepted, recruitment of an additional four community representative members will be undertaken during March 2024, with the appointments to be made by Directors on the ESRG. An ongoing recruitment process of four community representatives can then be undertaken in September/October each year and result in a total of twelve community representative members who rotate on three-year terms (four representatives each year). This will provide ongoing continuity and experience for the group and greater representation.

10.4 (cont)

COUNCIL RESOLUTION

Moved by Cr Cutts, Seconded by Cr Munroe

That Council:

1. Endorses increasing the Environment and Sustainability Reference Group community representative members from eight to twelve;
2. Endorses increasing the Environment and Sustainability Reference Group membership term from two years to three years; and
3. Endorses the Terms of Reference and authorises Directors on the Environment and Sustainability Reference Group, in consultation with the Environment and Sustainability Reference Group Councillor Representatives, to make changes to the Terms of Reference and appoint community members as needed in future.

CARRIED UNANIMOUSLY

KEY MATTERS

The Environment and Sustainability Reference Group has been operating since 2021. The ESRG committee currently consists of two Councillor Representatives, eight Community Representatives, two Directors, and four Council Officers. Additional Council Officers also attend meetings as required to provide various subject matter expertise. Meetings are scheduled every two months (six meetings per annum).

During the ESRG meeting held in October 2023, a review of the ToR was undertaken by the group and several items to help improve the structure, dynamics and management of the ESRG were discussed.

To ensure appropriate expertise and representation, an expansion of community representative members from eight to twelve is recommended with a term of three years, with a third of the community member terms' expiring each year.

To ensure a streamlined and efficient process for managing the group, it is recommended to authorise that the Directors appointed to the ESRG, in consultation with the ESRG Councillor Representatives, make changes as required to the group logistics, recruitment and overall management and to amend the ToR accordingly. As it currently stands, any amendment to the ToR requires Council approval.

The proposed ToR is shown in Attachment 1, it is recommended that the Directors on the ESRG, in consultation with the ESRG Councillor Representatives, be authorised to make changes to the Terms of Reference as needed in future.

STRATEGIC ALIGNMENT

This report aligns with the following Strategic Directions of the Council Plan:

Strategic Direction 3: Our Diverse and Inclusive Community Objective

10.4 (cont)

3.1.4: Continue to support, promote and celebrate volunteer programs to encourage people of all ages, abilities and diverse backgrounds to participate in opportunities.

Strategic Direction 4: Our Built Environment; Movement, and Public Places

Objective 4.4: Facilitate opportunities for the community to interact and immerse with natural and built environments.

Strategic Direction 5: Sustainable Climate & Environmental Care

5.2.1: Continue to sustainably manage, enhance and increase trees and vegetation in Council's streetscapes, parks and gardens, with species that enhance neighbourhood character, support biodiversity and are adaptable to a changing climate.

Strategic Direction 6: An Empowered Collaborative Community

6.1.1: Create opportunities for shared decision making through active community engagement and ensure results are shared with the community.

Strategic Direction 8: Governance and Leadership

8.3.3: Ensure risk management is an integral part of our planning and decision-making processes.

Policy

This report contributes to the following Council Policies and Strategies:

- Whitehorse Open Space Strategy 2007–2022 (under development).
- Urban Forest Strategy 2021-2031.
- Integrated Water Management Strategy 2022-2042.
- Climate Response Strategy 2023-2030.
- Community Engagement Policy.

BACKGROUND

The Environment and Sustainability Reference Group commenced in 2021.

Copy of Council Minutes of endorsed Environment and Sustainability Reference Group establishment 30 November 2020:

10.4 (cont)

That Council:

1. ***Supports the establishment of an Environment and Sustainability Reference Group, a community-based panel to provide advice on a wide range of sustainability and environmental matters for an initial two-year period until April 2023, at which time the arrangement will be reviewed,***
2. ***Develops a Terms of Reference (TOR) document outlining the role and responsibilities of the community panel consistent with the preliminary outline of TOR in Attachment 1,***
3. ***Reviews the Terms of Reference for the Environment and Sustainability Reference Group in response to the outcomes and themes of the Community Vision 2040.***
4. ***Notes that resourcing and funding requirements sufficient to establish and commence operating the community panel in 2020/21 will be reprioritised from other areas and further funding requirements will be considered as part of the 2021/22 budget.***

.CARRIED UNANIMOUSLY

PROCEDURAL MOTION

Moved by Cr Davenport, Seconded by Cr Barker

That the Motion be put.

CARRIED

The motion moved by Cr Massoud, seconded by Cr Carr as amended was then put and CARRIED UNANIMOUSLY

Copy of Council Minutes of endorsed members 18 October 2021:

Whitehorse City Council
Council Minutes

18 October 2021

9.4 INFRASTRUCTURE**9.4.1 Environment and Sustainability Reference Group Establishment**

SUMMARY

This report is to recommend that Council endorses the community representatives as part of the formation of the Environment and Sustainability Reference Group for a period of two years. This group will be a community-based panel to provide input to the development and continuous improvement of environmental and broader sustainability matters within Whitehorse.

COUNCIL RESOLUTION

Moved by Cr Cutts, Seconded by Cr Liu

That Council endorses Glenys Grant (OAM), John McMahon, John Malvestuto and Anne Payne (OAM) as the community representatives for the Environment and Sustainability Reference Group for a period of two years.

CARRIED UNANIMOUSLY

On 12 December 2022 Council resolved to appoint Shaun Scallan, John White, Peter Whittle and a youth representative to the ESRG.

10.4 (cont)

Over time, some community members have resigned from the ESRG for various reasons (for example, moving interstate) leaving vacancies.

Discussion and Options

Since inception in 2021, the ESRG continues to build momentum and community interest, and is becoming an important reference group for Council. The group enables Council to efficiently engage with community members on environmental and sustainability issues, and gain insight and expertise from the community. It provides a 'listening' post and avenue for community members to air and discuss matters. It has proven valuable in clarifying and explaining matters brought to the ESRG and provides a two way information and learning forum.

The proposed administrative and membership modifications seek to improve the efficiency and operations of the group and release the requirement for Council, by resolution, to make changes to ToR.

SUPPORTING REPORT DETAILS

Legislative and Risk Implications

There are no legal or risk implications arising from the recommendation contained in this report.

Equity, Inclusion, and Human Rights Considerations

In developing this report to Council, the subject matter has been considered in accordance with the requirements of the *Charter of Human Rights and Responsibilities Act 2006*.

It is considered that the subject matter does not raise any human rights issues.

Community Engagement

The recommendations are in direct response to Agenda Item 5 from the Environment and Sustainability Reference Group (ESRG) meeting on 25 October 2023. No further community engagement was required for this report.

Financial and Resource Implications

Expansion of the committee and undertaking a recruitment process every year will increase the administration resources required to manage the group, however, is unlikely to have any material impact. The Parks and Natural Environment department will continue to facilitate the management and coordination of the ESRG and will review resourcing requirements annually.

Innovation and Continuous Improvement

There are no Innovation and Continuous Improvement matters arising from the recommendation contained in this report.

10.4 (cont)

Collaboration

The ESGR benefits the City Planning and Infrastructure Directorates and provides for Council and community collaboration.

Conflict of Interest

The *Local Government Act 2020* 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.

Council officers involved in the preparation of this report have no conflict of interest in this matter.

Conclusion

The recommendations seek to provide Council's ESGR with operational efficiencies, continuity and greater community representation and diversity.

If endorsed, recruitment for additional members will commence in March 2024.

ATTACHMENT

- 1 Environment and Sustainability Reference Group ToR - Draft Review
Feb 2024 

10.5 Whitehorse Sport and Recreation Reference Group - Endorsement of Community Members (2024-25)

Department Leisure and Recreation Services
Director Community Services

Attachment

SUMMARY

The Terms of Reference (TOR) for the Whitehorse Sport and Recreation Reference Group (WSRRG) was endorsed by Council in November 2022.

As part of the actions following the adoption of the new TOR, officers recruited ten community members for the 2023 WSRRG. Of the ten members, five were recruited for a two-year term (2023 and 2024) whilst the other five were recruited for a one-year term (2023 only). This allows for continuity of community members in the group each year.

This report is seeking endorsement to appoint five new community members for a two-year term (2024 and 2025) to replace those originally recruited for a one-year term in 2023.

COUNCIL RESOLUTION

Moved by Cr Cutts, Seconded by Cr Stennett

That Council:

1. Appoints Rhiannon Snipe, Kirsten Kruse, Christopher Lay, Liesl Coulthard and Callum Griffiths to the Whitehorse Sport and Recreation Reference Group for a period of two years (2024 and 2025) to be reviewed at the end of 2025.
2. Advises all successful and unsuccessful individuals of Council's decision.

CARRIED UNANIMOUSLY

KEY MATTERS

Community members were required to submit an expression of interest via an online application form. The members whose terms had concluded at the end of 2023 were permitted to re-nominate through this application process, provided they had not served longer than two consecutive terms (four years).

10.5 (cont)

The online application form asked applicants to respond to the following questions:

- Why are you interested in becoming involved with the Whitehorse Sport and Recreation Reference Group?
- How can you contribute to a WSRRG with a diversity of insights and experiences (ie. Gender, age, disability, cultural background, religion etc)?
- List any networks within Whitehorse you are part of to promote diverse engagement opportunities with the Whitehorse sport, recreation and leisure community.
- Are you an active member or participant of at least one Whitehorse sport, recreation or physical activity group?
- List the activities or groups you are involved in and include your type of involvement.

Applications were assessed by officers through a selection criterion ensuring adherence to the TOR by seeking community applicants with an ability to work collaboratively with other members and Council, a strong interest in local community development issues, a proven understanding of sport and recreation-related issues, and a willingness to commit to attend Reference Group meetings.

Terms of appointment for community members have been staggered every 12 months. For the first 12 months of the Reference Group (2023), five members were appointed for a 12-month term and five members were appointed to a two-year term.

The TOR (see attachment 2) indicates the Term of Appointment and Recruitment process with the recruitment guided to ensure the Reference Group has the following attributes:

- a) Diversity of sport and recreation-related interests and knowledge including organised sport, active recreation, passive recreation, nature play, club development, community development and education, volunteer management, participation and open space;
- b) Representation of members of different local community groups/clubs/activities;
- c) Representation of a variety of sectors in the municipality, including community agencies, business, education, and interested citizens;
- d) A mix of skills and attributes to complement other members of the Reference Group; and
- e) Members will be selected on the merits of their skills and their ability to contribute to ensuring the attributes are achieved.

The recruitment process has been very competitive with the amount of strong applications received exceeding the vacant positions in the group. In total Council received 22 nominations from interested community members, including two from WSRRG one-year members seeking re-nomination (see attachment 3). Nominees were from a variety of sporting and physical recreation activities, with 12 females and 10 males.

10.5 (cont)

Whilst officers have used the recruitment criteria to shortlist down to five community members recommended for the two-year appointment (see attachment 3), the TOR provides the opportunity for suitably skilled persons to be co-opted to the WSRRG for a defined time period. From the nominations, there are two to four nominees with specific skills and experience that officers believe will be beneficial and should be considered by the WSRRG to be co-opted at appropriate times during the upcoming 12 months.

Officers have had follow up phone calls with nominees and had internal discussions to gather as much information as possible to make an informed decision to ensure a strong diversity of the community are represented.

The TOR indicates that meetings of the reference group will be held six times per year. The first formal meeting for the group is to be held in March 2024. Successful community members are required to complete Council's volunteer recruitment online training by the end of March 2024.

STRATEGIC ALIGNMENT

In seeking support to coordinate a group of community members for Council to better engage with to facilitate improved service delivery for sport and recreation in the municipality – aims to advance a number of Council strategies, specifically:

Council Plan

Strategic Direction 3 – Diverse and Inclusive Community, underpinned by objectives 3.1 and 3.2.

Strategic Direction 6 – An Empowered Collaborative Community, underpinned by objectives 6.1 and 6.2.

Strategic Direction 7 – Health and Wellbeing, underpinned by objectives 7.2, 7.3. and 7.4.

Strategic Direction 8 – Governance and Leadership.

Policy

The purpose of the Reference Group includes to provide a mechanism for Council to consult with key stakeholders around sport and recreation-related issues, initiatives, policies and strategies. The existing relevant policies and strategies are listed below:

- Council Plan
- Council Vision
- Health and Wellbeing Plan
- Recreation Strategy
- Pavilion Development Policy
- Floodlighting Policy – Outdoor Sport and Recreation
- Whitehorse Open Space Strategy
- Play Space Strategy
- Cycling Strategy
- Sporting Facilities Guide

10.5 (cont)

BACKGROUND

The Whitehorse Sport and Recreation Reference Group (WSRRG) – previously known as the Whitehorse Sport and Recreation Network – is designed to provide a mechanism for Council to consult with key stakeholders from sport and recreation activity groups within the City of Whitehorse, seek specialist opinion and enable community participation in sport and recreation-related issues, initiatives, policies and strategies.

Membership of the WSRRG is honorary and consists of a maximum of ten community representatives and two appointed Councillors. The WSRRG is administered by Council's Active Communities staff.

Changes to the WSRRG Terms of Reference endorsed in November 2022 stipulated that for the first 12 months of the group, five members would be appointed for a one-year term whilst a further five would be appointed for two years. Annually from then onwards, five community representatives will be replaced or reappointed for a tenure of two years. This enables continuity of community representation on the WSRRG, with a possible loss/change of only half the membership every 12 months. A WSRRG community representative can seek nomination again following their appointed term, provided they have not served longer than two consecutive terms (four years).

Membership is open to individuals participating in sport, recreation or physical activity or groups operating within the Whitehorse municipality. Particularly individuals who could contribute to a diverse set of insights and experiences across the whole membership to both represent different forms of physical activity as well as to represent the diversity of our community (gender, age, disability, cultural background, religion, etc).

Council sought nominees who:

- Are an active member or participant of at least one Whitehorse sport, recreation or physical activity or group;
- Are willing to participate in the Reference Group for a minimum of two years;
- Want to make a difference to their local community;
- Can promote engagement opportunities with the Whitehorse sport, recreation and leisure community through own networks; and
- Provide a diversity of experiences.

Discussion and Options

If Council does not endorse the recommendations contained within this report, the WSRRG would not continue to operate for the 2024 term. This would be the loss of an important consultation medium for Council that supports ongoing projects and policy development. The group comes together and provides valuable advice that builds upon each other's perspectives from a diverse range of sport and recreation activities. The presence of this group provides insight towards all of Council's important priorities and is felt to be a best practice approach to service delivery for sport and recreation.

10.5 (cont)

SUPPORTING REPORT DETAILS

Legislative and Risk Implications

There are no legal or risk implications arising from the recommendation contained in this report.

Equity, Inclusion, and Human Rights Considerations

In developing this report to Council, the subject matter has been considered in accordance with the requirements of the *Charter of Human Rights and Responsibilities Act 2006*.

It is considered that the subject matter does not raise any human rights issues.

The Gender Equality Act 2020 (the Act) requires defined Victorian public sector organisations to take steps to improve gender equality. Following consideration of gender impacts, it is believed that the recruitment approach taken and the current diversity of membership of the WSRRG support good inclusive practices.

Community Engagement

Council officers from Active Communities, Strategic Communications and Customer Service have worked together to produce the online expression of interest form and social media marketing.

Recruitment information has been emailed to all sport, recreation and leisure groups and other interested community groups to capture passive recreation users to encourage a diversity amongst the group.

Financial and Resource Implications

An amount of \$3,000 has been provided in the current budget to resource the Whitehorse Sport and Recreation Reference Group for 2024.

Innovation and Continuous Improvement

There are no Innovation and Continuous Improvement matters arising from the recommendation contained in this report.

Collaboration

Council officers from Active Communities team have collaborated with other volunteer coordinators within Council to promote the recruitment to other relevant networks outside the typical sport and recreation groups.

Conflict of Interest

Council officers involved in the preparation of this report have no conflict of interest in this matter.

Conclusion

The Terms of Reference for the Reference Group was endorsed to better reflect the purpose served by the previous sports network and support improvements in governance, customer experience and service delivery.

10.5 (cont)

With endorsement of the recommendations contained within this report, officers will notify applicants of the recruitment outcome and form the new Whitehorse Sport and Recreation Reference Group for 2024.

ATTACHMENT

1 WSRRG Nominee Responses

Whitehorse City Council designates this attachment and the information contained in it as **CONFIDENTIAL INFORMATION** pursuant to Section 3 (1) ((f)) and ((f)) of the *Local Government Act 2020*.

2 WSRRG Terms of Reference 

3 WSRRG Recruitment Assessment

Whitehorse City Council designates this attachment and the information contained in it as **CONFIDENTIAL INFORMATION** pursuant to Section 3 (1) ((f)) and ((f)) of the *Local Government Act 2020*.

10.6 Contract 30422 - Asphalt Resurfacing of Local Roads (Package 2) 2023-24 - Evaluation Report

Department Project Delivery and Assets
Director Infrastructure

Attachment

SUMMARY

To consider submissions received under Council Contract 30422 - Asphalt Resurfacing of Local Roads - (Package 2) for the 2023-2024 financial year under the Procurement Australia Contract 2507/0335 - Road Resurfacing and Associated Services and to recommend the acceptance of the price received for works from Prestige Paving Pty Ltd, for the combined amount of \$1,057,299.65 (including GST) and to consider the total expected project expenditure.

COUNCIL RESOLUTION

Moved by Cr Carr, Seconded by Cr McNeill

That Council

1. Accepts the submission received under Council Contract 30422 - Asphalt Resurfacing of Local Roads - (Package 2) under Procurement Australia Contract 2507/0335 - Road Resurfacing and Associated Services from Prestige Paving Pty Ltd (ABN 84 140 970 912), of 11-13 Elsum Avenue, Bayswater North, Vic 3153, for the quoted amount of \$1,057,299.65 (including GST) for works as part of the total expected project expenditure of \$1,178,418 (excluding GST).
2. Authorises the Director Infrastructure to direct any unrequired contingency funding towards completion of additional provisional works from Package 2 should they be able to be delivered within adopted budget allocation and be completed by the contractor by 30 June 2024.

CARRIED UNANIMOUSLY

KEY MATTERS

Council allocates annual capital works funding to renew asphalt surfacing of local roads within the municipality. A package of works was developed and pricing was sought from suitably qualified contractors under Procurement Australia Contract 2507/0335 to deliver these services. This report seeks Council's approval to enter a works contract.

10.6 (cont)

STRATEGIC ALIGNMENT

This report aligns with Council Plan 2021-2025

Strategic Direction 4: Our Built Environment; Movement, and Public Places

Objective 4.5 Whitehorse will support provision of effective, sustainable and inclusive transport services.

Strategy 4.5.1 Maintain, enhance and advocate for transport accessibility and improved transport routes and modes.

Policy

In line with Council's Procurement Policy (2021), this package of works requires Council approval as total project expenditure exceeds \$1,000,000 in value.

The replacement of standard materials with Reconophalt product for selected sites is consistent with Council's adopted Climate Response Plan 2023-2026 by encouraging sustainable procurement practices in the development of Council infrastructure.

Background

Council at its Meeting on 12 September 2022 resolved to accept a panel of providers under the Procurement Australia Contract 2507/0335 - Road Resurfacing and Associated Services.

This contract allows Whitehorse City Council to utilise the contract services via a rate card and/or contracted lump sum arrangement. A template which Whitehorse City Council may utilise to request for lump sum arrangements under the PA contract is known as Appendix C – 2507-0335 Lump Sum Template.

Council allocates funds each year as part of its ongoing renewal of road surfaces on local roads. Roads require periodic rehabilitation usually by applying an asphalt overlay to maintain the integrity and serviceability of the of the road pavement.

Periodic rehabilitation also assists with minimising the need for routine maintenance such as pothole patching. The roads for resurfacing are selected using technical ratings of a variety of condition indicators through Council's Road Pavement Management System, visual inspections, past maintenance history and resident requests.

The works include profiling, asphalt supply and laying, line marking, patching and traffic management.

Council requires a minimum of 20% recycled asphalt product (RAP) as part of its road resurfacing program inclusive of trialling alternative asphalt treatments.

10.6 (cont)

Discussion and Options

An invitation was sent to nine contractors from the panel contract with submissions closing on Wednesday 20 December 2023. A total of six submissions were received.

One contractor did not respond to the full specifications by the closing date. therefore, its submission was not considered and the five remaining submissions were evaluated by the evaluation panel.

The Quotations were evaluated against the following criteria:

- The Quotation Offer 40%
- Capability 25%
- Credibility 25%
- Social and Environmental Sustainability 5%
- Local Content 5%
- Equal Opportunity and OH&S PASS/FAIL

The quotations were evaluated using a weighted attributes method. Equal Opportunity and OH&S were assessed on a Pass/Fail basis. The results of this assessment are summarised in the Evaluation Matrix shown in Attachment 1.

Prestige Paving Pty Ltd is the recommended contractor for Package 2 works. Prestige Paving is experienced in this type of work and has successfully completed previous road resurfacing program works for Council.

Prestige Paving also conducts similar work for other councils, such as Maroondah City Council, Banyule City Council, and Manningham City Council. The quotation provided by Prestige Paving is deemed the best value for money option for Council.

In its response, Prestige Paving Pty Ltd proposed the use of 'Reconophalt', which incorporates various recycled product streams such as soft plastic and glass that would likely end up in landfill, stockpiled or as a pollutant in our natural environments. This product contains greater than 25% total recycled material content.

The use of Reconophalt product is consistent with Council's adopted Climate Response Plan 2023-2026 by encouraging sustainable procurement practices in the development of Council infrastructure.

Works consist of Projects 1 to 22 in Attachment 2 Asphalt Resurfacing Package 02 project list and are expected to be completed by 31 May 2024 – subject to weather.

10.6 (cont)

SUPPORTING REPORT DETAILS**Legislative and Risk Implications**

Adoption of this recommendation allows for the completion of the local roads renewal program for identified local roads within Whitehorse. This renewal program maintains the road surface condition of Council's assets reducing risks associated with the community's use of local roads and mitigates against the risk of insurance claims associated with deteriorating road conditions. It also allows Council to meet its statutory requirements under the Road Management Act (2004).

Consultation

The package of works has been developed in consultation with Council's Design and Construction, Engineering Assets and City Works teams and consideration has been given to existing road condition as well as any customer service requests.

Impacted residents are provided with notification of works a minimum of five days prior to the scheduled commencement dates for each project.

Collaboration

This package of works is being awarded under Procurement Australia Contract 2507/0335 which is a collaborative purchasing contract available to all local governments within the eastern region.

Financial and Resource Implications

	Budget	Expenditure
Capital Works Funding Account (C415002) (Local Roads Rehabilitation Renewal Program Project)	\$ 2,094,609	
Less Expenditure to date plus commitments		\$ 429,922
Less proposed reforecasts for road rehabilitation projects – (Wallace Road, Troy Court and Laneway 203) and Cook Rd kerb and channel and drainage works		\$ 486,000
Total Available Budget Remaining	\$ 1,178,687	
Preferred tenderer's quotation offer (including GST)		\$ 1,057,300
Less GST		\$ 96,118
Net cost to Council		\$ 961,182
Contingencies (20%) *		\$ 192,236
Project Management Costs		\$ 25,000
Total Expected Project Expenditure (excl. GST)		\$ 1,178,418

* Contingencies and Patches are set aside for any latent ground conditions such as exposed Macadam which needs to be regulated or soft spots identified during works that may impact on construction and require attention during resurfacing works. These funds may or may not be used during the works.

10.6 (cont)

If the contingency is not required to be expended on the roads listed, it is recommended that the Director Infrastructure be authorised to allocate additional works up to the value of the total expected expenditure. Works to be selected from projects 23 to 32 shown in Attachment 2 Asphalt Resurfacing Package 02 project list.

Conflict of Interest

Council officers involved in the preparation of this report have no conflict of interest in this matter.

Conclusion

By adopting the recommendation in this report, Council is meeting its obligation to renew community assets in line with community expectations and maintain community satisfaction with quality of sealed local roads.

ATTACHMENT

- 1 Asphalt Resurfacing 2023-24 Package 02 - Evaluation Matrix
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*.
- 2 Asphalt Resurfacing 2023-24 Package 02 - Project List 

10.7 Records of Informal Meetings of Councillors

Department

Governance and Integrity

Director Corporate Services

COUNCIL RESOLUTION

Moved by Cr Munroe, Seconded by Cr Liu

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

CARRIED UNANIMOUSLY

Pre-Council Meeting Briefing 12 February 2024 – 6.05pm – 6.25pm

Matter/s Discussed:	Councillors Present	Officers Present
<ul style="list-style-type: none"> • Public Presentations • Petitions • Council Agenda Items – 12 February 2024 	Cr Massoud (Mayor & Chair)	S McMillan
	Cr Davenport (Deputy Mayor)	S Cann
	Cr Barker	J Green
	Cr Carr (apology)	L Letic
	Cr Cutts	S Sullivan
	Cr Lane	S White
	Cr Liu	V Ferlaino
	Cr McNeill	F Nolan
	Cr Munroe	K Woods
	Cr Skilbeck	
	Cr Stennett	
	Others Present: N/A	
Disclosures of Conflict of Interest: Nil		

10.7 (cont)

Councillor Briefing 19 February 2024 – 6.30pm – 10.00pm				
Matter/s Discussed:	Councillors Present	Officers Present		
<ul style="list-style-type: none"> • Preparation of Structure Plan for Tally Ho Major Activity Centre - Project Update • 2023/24 Q2 Quarterly Performance Report • 2024/25 Budget: Close out of Fees & Charges (On-Street Car Parking & FOGO / WSC) • 2024/25 Budget - 10 Year Capital Works Program Update • Whitehorse Sport and Recreation Reference Group - Endorsement of New Community Members (2024-25) • Draft Council Meeting Agenda - 26 February 2024 	Cr Massoud (Mayor & Chair)	S McMillan	K Woods	
			S Cann	K Marriott
	Cr Davenport (Deputy Mayor)	J Green	V McLean	
		L Letic	A Egan	
	Cr Barker (left 9.22pm)	S Sullivan	S Kinsey	
	Cr Carr	S White	J Blythe	
	Cr Cutts	N Brown	T Johnson	
	Cr Lane	C Clarke	K Chandler	
	Cr Liu (online)	V Ferlaino		
	Cr McNeill	T Jenvey		
	Cr Munroe	F Nolan		
	Cr Skilbeck	J Blythe		
	Cr Stennett	C Bolitho		
Others Present: R McGauran, E McDonald (MGS Architects)				
Disclosures of Conflict of Interest: 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

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

- Cr Liu attended the Eastern Transport Forum on 15 February 2024 however a quorum was unable to be reached and meeting has been postponed until next week.
- Cr Skilbeck attended an informal Whitehorse Manningham Library Board briefing on 14 February regarding Budget 2024/25 parameters.
- Cr Lane attended the Whitehorse Business Group Board Meeting on 13 February 2024 and the Eastern Region Group of Councils meeting on 16 February 2024.
- Cr Cutts attended the Environment and Sustainability Reference Group meeting on 21 February 2024.
- Cr McNeill attended the Eastern Alliance for Greenhouse Action meeting on 22 February 2024.
- Cr Munroe attended the Local Government Working Group on Gambling meeting on 21 February 2024, a Municipal Association Victoria Consultation Forum on 20 February 2024; and an event held by Lighter Footprints, 'Australia's Race to Zero' on 21 February 2024.
- Cr Massoud attended the Whitehorse Business Group Board Meeting on 13 February 2024. On 16 February 2024 Cr Massoud attended the Municipal Association of Victoria Reform Session online, the Eastern Region Group of Councils meeting, the Municipal Association Victoria Eastern Metro Delegates meeting online and a Victorian Local Governance Association Access Network session online.

COUNCIL RESOLUTION

Moved by Cr Munroe, Seconded by Cr McNeill

That Council receives and notes reports from delegates and reports on conferences/seminars attendance.

CARRIED UNANIMOUSLY

12 Confidential Reports

Nil

13 Close Meeting

The meeting closed at 8.21pm

These minutes are circulated subject to confirmation by Council at the next Council Meeting to be held on 25 March 2024.