



WHITEHORSE  
CITY COUNCIL

# Whitehorse City Council

## MINUTES

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### **Council Meeting**

on

**Monday 16 December 2024 at 7:00 PM**

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

Meeting opened at 7.00pm

**Present:** 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

**Officers:** Simon McMillan Chief Executive Officer  
Stuart Cann Director Corporate Services  
Jeff Green Director City Development  
Lisa Letic Director Community Services  
Siobhan Sullivan Executive Manager Transformation  
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

Nil

## 3 Disclosure of Conflicts of Interest

Nil

## 4 Confirmation of Minutes of Previous Meeting

Minutes of the Council Meeting 9 September 2024, and the Special Council Meetings 30 September and 21 October 2024 and the minutes of the Council Meeting 2 December 2024.

### **COUNCIL RESOLUTION**

Moved by Cr Cutts, Seconded by Cr Barker

That Council:

1. Notes the minutes for:
  - Council Meeting held on 9 September 2024
  - Special Council Meetings held on 30 September and 21 October 2024
2. Confirms Minutes for Council Meeting held on 2 December 2024.

**CARRIED UNANIMOUSLY**

**5 Urgent Business**

Nil

**6 Requests to Speak**

**6.1 T Touhy, Vermont Cricket Club**

**6.2 S Hawkins, Mullum Mullum Parkrun**

**6.2 D Cornish, Vermont Football Club**

**6.3 A Makhijani, Vermont**

**6.4 H Mullett, Vermont South**

**6.5 K Earl, Box Hill**

**7 Public Question Time**

**7.1 T Tescher, Blackburn South**

**Question 1**

Given that a number of councils which have Activity Centres listed in their municipalities have organised planning forums, the latest one being Bayside Council which is holding its forum this week, when does Whitehorse Council plan to hold its planning forum in relation to all the changes in planning that the State Government has brought in?

**Response**

Council is in the process of organising an extensive community awareness campaign on the Activity Centres Program for the New Year. This is proposed to include the scheduling of drop in information sessions for the community to attend, direct notification to properties in the catchment areas and a social media campaign.

**Question 2**

What awareness campaign has Whitehorse Council organised to inform residents of all the planning changes that the State Government has announced, and if it hasn't organised this, why not?

**Response**

As per the Council resolution from 2nd December 2024 in relation to planning reform, Council is currently preparing an advocacy program to raise community awareness and inform residents about the State Government's planning reforms. A webpage will be established on

Council's website and further activities will take place in the new year.

## 7.2 K Earl, Box Hill

### Question

With the local newspaper closing and the reduction of council services, will council be allowing access to council and community notice boards, to allow them to be kept up to date and to allow more information to be displayed on council and community happenings offline.

### Response

We understand that our community is keen to engage with, and have access to, more community noticeboards around Whitehorse in order to share information on services and events. This is especially relevant for people who are not able to access information online.

With the local newspaper no longer producing a printed edition, Council has sought to keep our community informed through a range of printed material, including the monthly Whitehorse News and the quarterly Positive Ageing newsletter, which are available widely at a range of popular shopping centres and Council venues. Whitehorse News is also freely available via post for subscribers. We also display information on events and activities at Council venues and libraries across Whitehorse. We also publish free community events on Council's website directory.

Council acknowledges there are many community noticeboards across our city. Some of these noticeboards are privately owned which Council does not have access to. Council only has access to the noticeboards on Council-owned facilities. We will investigate how Council-managed notice boards could be better utilised by the community in the future. If there are any specific community noticeboards that community groups would like to access, Council would be happy to help facilitate this where possible.

## 8 Petitions

Nil

**Attendance**

Councillor Simpson left the Chamber 7.30pm and returned at 7.31pm

**9 Notices of Motion****9.1 Notice of Motion No 1 - Cr Barker - Heritage Framework****COUNCIL RESOLUTION**

Moved by Cr Barker, Seconded by Cr Griffiths

That Council:

1. Notes the Whitehorse Draft Heritage Framework ("the Framework") adopted by Council on 21 September 2020
2. Notes that on page 11 of the Framework recommends that Priority C properties are removed from the primary Potential Heritage List, and further notes the comments that "...Very few, if any, of the 144 places identified as Priority C would be of sufficient merit to achieve the threshold required for inclusion in the Heritage Overlay".
3. Seeks a report from Officers which describes:
  - a. The steps which can be undertaken to remove all 144 places identified as Priority C in the Framework from any future consideration for inclusion in the Heritage Overlay.
  - b. The steps which can be undertaken to remove any property resolved by Council not to be considered for Heritage Overlay from any future consideration in the Heritage Overlay.
4. Seeks a briefing of Council by February 2025 and a report to follow in due course.

**CARRIED UNANIMOUSLY**

**Spoke to the item:** Cr Barker, Cr Griffiths and Cr Cutts (3)

**10 Council Reports**



## 10.1 Davy Lane Reserve Advocacy Approach

### Department

Leisure and Recreation Services

Director Community Services

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### SUMMARY

The purpose of this report is to consider the nomination of an advocacy partner/s for the activation of the Davy Lane Reserve sport and recreation precinct.

The activation project includes the development of a dual-oval sporting concept with complementary informal recreation elements (e.g. play space, walking/cycling path network) in the broader precinct. The project was endorsed by Council in July 2024 as one of Whitehorse's key advocacy priorities. This report seeks endorsement of preferred sport and recreation user groups for the site and a partnership approach to support advocacy for external funding.

Of 10 key user groups considered, it is recommended that Council nominate the following as partners:

- Winter: Vermont Football Club (particularly the junior section)
- Summer: Vermont South and Vermont Cricket Clubs
- Other: Parkrun Australia and Ultimate Frisbee Victoria

This assessment has considered demonstrated need based on current participation levels, future aspirations and club presence in the community to maximise benefit to the local area.

It is noted that there will be other natural partners in the project including the local primary school and local community.

### MOTION

Moved Cr Gunn, Seconded Cr Simpson

That Council

1. Defer establishing the sports precinct at Davy Lane for six months to allow alternative options for increasing sporting ground capacity, including but not limited to Joint User Agreements, lighting and/or ground surface upgrades and direct sport club-school partnerships to be further explored.
2. Inform all clubs who have expressed an interest in Davy Lane as a sports precinct that Council have deferred a decision for six months to allow further investigation.
3. Officers explore and further brief Council on alternative avenues to:

## 10.1 (cont)

- a. Increase sporting ground capacity to meet training and game demand including cost / benefit of Davy Lane as a sports precinct compared to these alternative options.
  - b. Consider an option to remove the Davy Lane project
4. Re-engage with residents to establish broad ideas and uses for the Davy Lane / Strathdon House and Orchard precinct.

**Cr Griffiths proposed an amendment, the amendment was not accepted by the mover of the original Motion and proceeded to debate.**

**AMENDMENT**

Moved Cr Griffiths, Seconded Cr Barker

That Council:

1. Remove the current Davy Lane Reserve Priority Project from the Council Advocacy (Partnership Opportunity) program and allow alternative options for increasing sporting ground capacity across the municipality, including but not limited to Joint User Agreements, a Council-supported program that assists clubs in securing external funding, lighting and/or ground surface upgrades and direct sport club-school partnerships to be further explored.
2. Inform all applicants who have expressed an interest in the Davy Lane Reserve Priority Project as Advocacy partners that Council has removed the current Davy Lane Reserve Priority Project from Council's Advocacy program and are exploring alternative approaches to increasing sporting ground capacity across the municipality.
3. Officers brief Councillors on alternative avenues, as described in (1) by February 2025
4. Re-engage in community consultation to establish broad ideas and uses for the Davy Lane / Strathdon House and Orchard precinct.

**LOST**

**Voted FOR item:** Cr Griffiths, Cr Gunn and Cr Simpson (3)

**Voted AGAINST item:** Cr Cutts, Cr Davenport, Cr Barker, Cr Weller, Cr Allan, Cr Martin, Cr Stennett and Cr Langford (8)

**Cr Cutts foreshadowed moving a motion as per the officer recommendation should the current motion be lost.**

**Cr Cutts moved to put the motion.**

**PROCEDURAL MOTION**

Moved Cr Cutts, Seconded Cr Barker

To put the motion.

**CARRIED**

## 10.1 (cont)

**Voted FOR item:** Cr Cutts, Cr Barker, Cr Weller, Cr Martin, Cr Stennett and Cr Langford (6)

**Voted AGAINST item:** Cr Davenport, Cr Gunn, Cr Simpson, Cr Allan and Cr Griffiths (5)

**The Original Motion was put to the vote and LOST.**

**MOTION**

Moved Cr Gunn, Seconded Cr Simpson

That Council

1. Defer establishing the sports precinct at Davy Lane for six months to allow alternative options for increasing sporting ground capacity, including but not limited to Joint User Agreements, lighting and/or ground surface upgrades and direct sport club-school partnerships to be further explored.
2. Inform all clubs who have expressed an interest in Davy Lane as a sports precinct that Council have deferred a decision for six months to allow further investigation.
3. Officers explore and further brief Council on alternative avenues to:
  - a. Increase sporting ground capacity to meet training and game demand including cost / benefit of Davy Lane as a sports precinct compared to these alternative options.
  - b. Consider an option to remove the Davy Lane project
4. Re-engage with residents to establish broad ideas and uses for the Davy Lane / Strathdon House and Orchard precinct.

**LOST**

**Voted FOR item:** Cr Gunn, Cr Simpson and Cr Griffiths (3)

**Voted AGAINST item:** Cr Davenport, Cr Cutts, Cr Barker, Cr Weller, Cr Allan, Cr Martin, Cr Stennett and Cr Langford (8)

**As forshadowed by Cr Cutts and moved by Cr Martin, the following motion was proposed**

**MOTION**

Moved by Cr Martin, Seconded by Cr Langford

That Council:

1. Endorses the Vermont Football Club, Vermont South Cricket Club, Vermont Cricket Club, Parkrun Australia and Ultimate Victoria as future advocacy partners for the Davy Lane Reserve sport and recreation precinct project and engages with them for future advocacy activities.

## 10.1 (cont)

2. Notifies all submitters of expressions of interest of the outcome and thanks them for their interest.

**Cr Gunn proposed an amendment, the amendment was not accepted by the mover of the original Motion and proceeded to debate.**

**AMENDMENT**

Moved by Cr Gunn, Seconded by Cr Simpson

That Council:

1. Endorses the Vermont Football Club, Vermont South Cricket Club, Vermont Cricket Club, Parkrun Australia and Ultimate Victoria as future advocacy partners for the Davy Lane Reserve sport and recreation precinct project and engages with them for future advocacy activities.
2. Provide a report into the cost benefit analysis of the proposal against alternative options is prepared and reported back within 6 months.
3. Notifies all submitters of expressions of interest of the outcome and thanks them for their interest.

**LOST**

**Voted FOR item:** Cr Gunn, Cr Simpson (2)

**Voted AGAINST item:** Cr Davenport, Cr Cutts, Cr Barker, Cr Weller, Cr Allan, Cr Martin, Cr Stennett, Cr Griffiths and Cr Langford (9)

**Cr Gunn proposed an amendment, the amendment was not accepted by the mover of the original Motion and proceeded to debate.**

**AMENDMENT**

Moved by Cr Simpson, Seconded by Cr Gunn

That Council:

1. Endorses the Vermont Football Club, Vermont South Cricket Club, Vermont Cricket Club, Parkrun Australia and Ultimate Victoria as future advocacy partners for the Davy Lane Reserve sport and recreation precinct project and engages with them for future advocacy activities..
2. Notifies all submitters of expressions of interest of the outcome and thanks them for their interest.
3. Notes the significant community opposition to the development of Davy Lane and seeks to actively engage with residents and other stakeholders.

**Voted FOR item:** Cr Gunn, Cr Simpson (2)

**Voted AGAINST item:** Cr Davenport, Cr Cutts, Cr Barker, Cr Weller, Cr Allan, Cr Martin, Cr Stennett, Cr Griffiths and Cr Langford (9)

## 10.1 (cont)

**Cr Barker moved to put the Motion.**

**PROCEDURAL MOTION**

Moved Cr Barker, Seconded Cr Stennett

To put the motion.

**CARRIED**

**Voted FOR item:** Cr Davenport, Cr Cutts, Cr Barker, Cr Weller, Cr Martin, Cr Stennett and Cr Langford (7)

**Voted AGAINST item:** Cr Gunn, Cr Allan, Cr Griffiths and Cr Simpson (4)

**COUNCIL RESOLUTION**

Moved by Cr Martin, Seconded by Cr Langford

That Council:

1. Endorses the Vermont Football Club, Vermont South Cricket Club, Vermont Cricket Club, Parkrun Australia and Ultimate Victoria as future advocacy partners for the Davy Lane Reserve sport and recreation precinct project and engages with them for future advocacy activities.
2. Notifies all submitters of expressions of interest of the outcome and thanks them for their interest.

**CARRIED**

**Voted FOR item:** Cr Davenport, Cr Cutts, Cr Barker, Cr Allan, Cr Weller, Cr Martin, Cr Stennett, Cr Griffiths and Cr Langford (9)

**Voted AGAINST item:** Cr Gunn, Cr Simpson (2)

**Spoke to the item:** Cr Cutts, Cr Barker, Cr Gunn, Cr Simpson, Cr Allan, Cr Martin, Cr Stennett, Cr Griffiths and Cr Langford (9)

**KEY MATTERS**

The key matters considered by this report include:

- Organised team-based participation on sports fields in Whitehorse has returned to, and grown beyond, pre-pandemic levels. Registered players increased by approximately 8% in the past twelve months, the largest annual increase seen in over 10 years.
- These usage demands are complemented by increased expectations for access to high-quality public open spaces for informal usage such as play, exercise and dog walking.
- The development of the Davy Lane Reserve and adjacent land into an active sport and recreation precinct would include dual ovals and supporting amenities, as well as other informal recreation elements such as a play space and formal path network.

## 10.1 (cont)

- Activation of the site in this way has been publicly discussed on many occasions since VicRoads identified the wider Healesville Freeway Reserve corridor as surplus to road requirements in 2009.
- Council has identified this as a current priority project due to the facility pressures in the area, and a lack of alternative opportunities with similar programming potential across the Whitehorse municipality.
- Two stages of community consultation on a dual-oval sporting concept were undertaken in 2022, along with further community consultation in 2024 to inform the development of a master plan for the Davy Lane / Strathdon House and Orchard precinct.
- Each of these processes have returned consistent community feedback. Broadly finding, that the immediate local community expressed concerns in relation to the formalisation of active sporting infrastructure citing concerns of impact to residential amenity. Conversely, the wider, and particularly the sporting community, expressed support for the concept for future usage given growth in sport participation and facility pressures currently experienced.
- In July 2024, Council endorsed development of the precinct as one of four key advocacy priorities for the municipality. The project includes the proposed development of two sports fields, a satellite pavilion (i.e. no social space / liquor licence), a play and recreation space, open space development and dog walking areas.
- The report considers suitable user groups to partner with and support advocacy activities. An expression of interest process undertaken in 2022 along with participation demand analysis has informed the recommendation of specific user groups. The nominated organisations are Vermont Football Club (particularly juniors) in winter, Vermont Cricket Club and Vermont South Cricket Club in summer with other complementary usage through Parkrun Australia and Ultimate Victoria.

**DISCUSSION, OPTIONS AND ANALYSIS****Whitehorse Sport and Recreation Demand – Sports Fields**

The Whitehorse community highly values both open space and recreational facilities for formal and informal activities. Council's sports field network is well used year-round. Local community sporting clubs face ongoing challenges to program their activities to meet high levels of participation demand. This also impacts Council's delivery and maintenance of these facilities, with club expectations and participation demands greater than maintenance capacity to meet these.

Levels of participation have fully recovered from impacts attributed to the pandemic and analysis of 2024 players indicates an 8% increase in organised sports field participation in the past 12 months (approximately 700 more players). Participation levels are even more concentrated in the east of the municipality across the sports of football, soccer and cricket. It is believed that these observed sports field capacity issues will continue and

### 10.1 (cont)

increase in the future in line with population growth. More discussion of participation demand is provided in the first section of attachment 1.

In 2024, there are over 60 clubs hosting 650 teams for approximately 12,500 participants on Council's 53 designated sports fields alone. In summer some timeslots are at 100% capacity (e.g. Saturday afternoon senior cricket and Tuesday / Thursday training) while in winter the floodlit sports field network is estimated to be operating at approximately 112% of its recommended level in relation to turf industry benchmarking. There are many cases of sports fields showing degradation and decline on an annual basis due to usage demands.

#### **Davy Lane Reserve**

The reserve sits within the former Healesville Freeway Reserve, which is being developed by Parks Victoria by 2025 as the *ngarrak nakorang wilam park*. It has one informal sports field that has been used for community sport since 1975. The quality of the turf for organised sport and other activities is not of a high standard - there is no irrigation or drainage, and there is a significant uneven gradient from one end of the field to the other. There are no supporting amenities such as change rooms, public toilets, lighting or formalised car parking. It is currently used for the lower grades of the Vermont and Vermont South Cricket Clubs on Saturday afternoons in summer and on occasion between April and September for winter cricket by the Surrey Hills Cricket Club.

Since 2009 when VicRoads identified the Healesville Freeway Reserve as surplus to road network requirements, the activation of the Davy Lane Reserve site as a recreational precinct has been formally discussed in the community and in 2014 Council endorsed its Vision for the Healesville Freeway Reserve which included Davy Lane Reserve as a 'sport and recreation precinct' that would provide multiple opportunities for active and passive recreation. The vision proposed sports fields, dog off leash areas and other infrastructure.

This position has been publicly reinforced formally on other occasions as part of ongoing discussions of the former Healesville Freeway Reserve by Council resolutions in 2018, 2019, 2021, 2022 and July 2024.

State government master planning and concept development for the corridor, informed by extensive community consultation, has also endorsed the Davy Lane Reserve for sport and recreation purposes. The 2018 Department of Environment, Land, Water and Planning Healesville Freeway Reserve Concept Plan recommended to 'establish sports zones in existing open areas (such as Davy Lane Reserve)'.

In February 2022 Council resolved to provide in principle agreement to the Parks Victoria proposal for the City of Whitehorse to become Committee of Management of the site, the development of the undeveloped and underutilised Davy Lane Reserve into an active sporting precinct was identified as a priority project due to the facility pressures of the area, and a lack of alternative opportunities of similar programming potential.

### 10.1 (cont)

In 2023 Parks Victoria Healesville Freeway Reserve Park Layout Plan and Concept Design Report designated Davy Lane Reserve to be the corridor's sport and active recreation area for consideration by Whitehorse City Council.

In progressing this vision for the site an initial site concept design was developed which has suggested a dual-oval configuration is possible to support sports such as Australian football and cricket that are experiencing high participation demand. Other activities were considered (e.g. football (soccer), rugby) however the more open oval format required for Australian football and cricket was deemed to be more in keeping with the existing character of the open space.

This concept has the capacity to support increased participation of over 410 players training and playing three hours a week in winter and increase opportunity in summer for an additional 12 or more cricket teams. Improved sports field conditions and additions such as formalised path networks around the site support informal activities such as exercise, dog walking and active play.

#### **Community Feedback, Precinct Master Planning and Advocacy**

To gain perspectives of the local community, current users and potential future users on a proposed sport and recreation precinct, two community consultation processes were undertaken in June and October 2022. More recently further consultation has been undertaken to inform precinct master planning including the adjacent Strathdon House with the first consultation stage completed during 2024.

Each of these processes have returned consistent community feedback. Broadly, the immediate local community have raised concerns in relation to the formalisation of active sporting infrastructure citing concerns of impact to residential amenity such as additional car parking requirements, noise and perceived loss of access for passive use such as dog walking. Conversely, the wider, and particularly the sporting community, support the concept for future usage given facility pressures currently experienced. More insights from these consultation opportunities are provided in the background summary of this report (Attachment 1).

At its 22 July 2024 meeting Council provided in-principle support for the further development of the site and identified it as a key advocacy project.

The project, which includes the proposed development of two sports fields, a satellite pavilion (i.e. no social space / liquor licence), play and recreation space, open space and areas to support dog walking was endorsed with an anticipated total project cost of \$21,000,000 and requiring funding of \$10,000,000 to be sought from external funding sources.

To support Councils advocacy efforts to secure external funding and enable the delivery of the project, this report proposes potential sport and recreation user groups as advocacy partners and future users of the site. These organisations are well placed to collaborate with Council on an advocacy



### 10.1 (cont)

approach that demonstrates sporting facility pressures, needs and community impact achieved through participation.

The vision for the wider precinct continues to be refined through the development of the master plan that addresses both informal and formal recreation infrastructure. Beyond activation of the oval spaces, opportunities such as path networks and a play space are being considered that have the potential to deliver a range of broader community outcomes. These will be tested with the community through additional consultation in 2025.

### **Sporting Club Expressions of Interest – Nomination of Recommended Advocacy Partners**

Alongside the ongoing detailed annual participation data analysis of Council's Leisure and Recreation Services Department, a formal Expression of Interest (EOI) process was undertaken to assess demonstrated facility needs, future aspirations and club's outreach to maximise benefit to the local community.

Council received and assessed 10 completed EOI's from the following organisations relating to potential use of Davy Lane Reserve:

- Blackburn / Forest Hill Baseball Clubs
- Eastern Suburbs and Churches Table Tennis Association.
- Forest Hill Football and Cricket Clubs
- Heatherdale Cricket Club
- Kerrimuir United Cricket Club
- Nunawading Kangas Basketball Club
- Parkrun Australia – Mullum Mullum
- Ultimate Victoria
- Vermont Cricket Club
- Vermont Senior and Junior Football Clubs
- Vermont South Cricket Club

Following assessment, the recommended advocacy partners in winter and summer as well as possible complementary activities are:

### **Winter – Main Partner - Vermont Football Club (especially Juniors)**

The proposed facility footprint would be the full allocation of the site for mid-week training under floodlights and weekend competition of both ovals. The club had 26 teams in 2024 spread over two primary ovals and access to three others on a shared basis with other clubs. Davy Lane Reserve would support significant junior participation of both genders with the club retaining Livingstone Reserve as its junior base and Vermont Reserve as its senior base.

## 10.1 (cont)

This nomination is based on the opportunities of:

- Releasing the Vermont Junior Football Club's presence from Forest Hill and East Burwood Reserves, to support the sustainability and future growth of the primary tenants.
- Easing the overuse of high-profile sports fields which are analysed to be carrying levels of activity up to 100% - 180% of turf industry recommendations (e.g. Livingstone, Vermont and Forest Hill Reserves)
- Addressing a demonstrated need for additional facilities of the club and the local community. The club also provides a pathway for both male and female participation from juniors through to seniors.
- Expression of interest primarily focusing on junior participation aligns well with the oval size restrictions of the concept.

Other EOI's had merit but were assessed to not provide the same level of community outcomes as the above. Some also included the need for a larger pavilion (potentially two-story) with a social space that would attract higher project costs. This could potentially increase community amenity concerns related to it being a home venue with extended use and a liquor licence.

**Summer – Main Partners – Vermont South and Vermont Cricket Clubs**

The recommended approach would be to use the sports fields as a secondary site for competition only with Vermont South Cricket Club (VSCC) using one of the ovals, particularly on Saturday afternoons for its senior grades. The rest of the double oval allocation would be provided to Vermont Cricket Club (VCC) for its overflow from Vermont Reserve on Wednesday and Friday nights, Saturday morning, afternoon, and Sunday morning. Any other latent capacity could be provided to other cricket clubs or user groups seeking additional sports fields.

VSCC had eleven teams in 2023/2024 spread over four ovals (four senior, seven junior) while VCC had seventeen teams spread over four ovals (four senior, thirteen juniors including two girls teams). In this approach, VSCC would retain the Livingstone Reserve as its home base and VCC would stay at Vermont Reserve with Davy Lane as a satellite venue for both clubs, and possibly others.

This nomination is based on the opportunities of:

- Supporting both VSCC and VCC as current tenants of the site. VSCC are a historical tenant of Davy Lane over several years (lower grade seniors, some juniors). Before this year at Davy Lane, VCC have annually not had a home venue for their lowest male senior grade in Whitehorse.
- Addressing demonstrated need for cricket as well as providing opportunity for other complementary usages at various times

## 10.1 (cont)

- Approach provides largest participation footprint for advocacy, including supporting female participation
- Pending community consultation, secondary tenant model provides opportunity for on-demand lighting for informal activity such as walking after sunset in summer until 9pm

Other EOI's had merit but broadly achieved the same purposes for clubs with a lower need and no historical presence at the site. Other EOI's discussed relocation but were not considered further due the need for a larger pavilion (potentially two-story) with a social space that would attract higher project costs. This could potentially increase impact on community amenity and the concerns related to it being a home venue with extended use and a liquor licence.

**Complementary User Groups - Summer**

The proposed approach would also provide opportunity for other user groups with more informal activity delivery and reduced facility needs.

Parkrun Australia through its Mullum Mullum site expressed interest in the site that could complement year-round sports field allocation. Parkrun Australia could potentially deliver a year-round Saturday morning 8am free 5km volunteer-administered running event through the park corridor based out of Davy Lane. This could be delivered concurrently with junior sport at the site due to the group's limited facility needs.

Ultimate Victoria has expressed interest for a Sunday afternoon social Ultimate Frisbee program in the summer targeting the underrepresented physical activity cohort of masters / veterans females (35+ years old). This could be delivered on one of the two activated oval spaces.

## 10.1 (cont)

**Overarching Governance Principles and Supporting Report Details**

<p><b>Strategic Alignment</b></p>	<p>This report aligns with Strategic Direction 4 of the Council Plan: a built environment that encourages movement with high quality public places. Analysis of community needs that has led to the endorsement of advocacy for the development of Davy Lane Reserve for sport and recreation meets this direction's objective: 'Council will plan, build, renew and maintain community assets and public spaces to meet community needs. We will plan for and facilitate appropriate land use and high quality development outcomes.'</p> <p>This priority particularly supports Council action 23 of Council's Recreation Strategy 2015-2024, Access to sports fields to 'enhance use of sports fields with a focus on: optimising use of grounds via sports field upgrades where appropriate, increasing lighting of sports fields and training areas where appropriate and design of sports fields that optimises use by compatible activities and organisations.</p>
<p><b>Financial and Resource Implications</b></p>	<p>Advocacy activities described in this report will be undertaken from the operational budgets of relevant departments. Future facility and site developments (anticipated at approximately \$21,000,000 including an \$11,000,000 Council commitment) will rely upon securing funding from external sources as discussed in this report.</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>Impacts upon gender and inclusion have been considered throughout the development of the precinct sport and recreation concept and in the assessment of suitable organisations for partnerships in advocacy. Nominated organisations hold a female participation presence and all have prioritised the development of sport and recreation opportunities for females.</p> <p>It is considered that the subject matter does not raise any human rights issues.</p>

## 10.1 (cont)

<p><b>Community Engagement</b></p>	<p>Community engagement and stakeholder communication has been undertaken over many years to inform this project as discussed in this report and its attachment.</p> <p>It is intended to reengage with nominated user groups following endorsement of preferred future site user/s and advocacy partners; whilst broader community engagement and communication will be undertaken at key milestones as the project is progressed.</p>
<p><b>Innovation and Continuous Improvement</b></p>	<p>There are no Innovation and Continuous Improvement matters arising from the recommendation contained in this report.</p>
<p><b>Collaboration</b></p>	<p>Collaboration has been undertaken through concept development, community consultation and the expression of interest process with both internal and external stakeholders as discussed by this report.</p>
<p><b>Conflict of Interest</b></p>	<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>Council officers involved in the preparation of this report have no conflict of interest in this matter.</p>

**ATTACHMENT**

- 1 Project Background - Davy Lane Reserve Sport and Recreation Precinct 

**Cr Barker proposed a procedural motion to move item 10.4 forward and be the next item of business on the agenda.**

**COUNCIL RESOLUTION**

Moved by Cr Barker, Seconded by Cr Simpson

Move item 10.4 to be the next on the Agenda

**CARRIED UNANIMOUSLY**

## 10.4 Contract 30578 - Springfield Park Construction of Netball Court and Cricket Net Facility

**Department** Project Delivery and Assets  
Director Infrastructure

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### SUMMARY

The purpose of this report is for Council to accept the Tender Evaluation Report recommendation and award Contract 30578 – Springfield Park Netball Court and Cricket Nets to TurfOne Pty Ltd, for the amount of \$1,431,349 including GST and to consider the overall project expenditure.

The Whitehorse Colts Junior Football and Netball Club, the Kerrimuir United Cricket Club and the Whitehorse Pioneers Football and Netball Club successfully obtained a \$1,500,000 (excluding GST) State Government grant through Sport and Recreation Victoria for this project that will be administered by Council. Council has designed these facilities in close consultation with the clubs and this contract is for the construction.

This contract will deliver new and improved local sporting facilities for the Springfield Park tenant clubs and the local community. It includes an acrylic surfaced netball court with training level lighting (100 lux), replacement of the 3-bay cricket nets to a 5-bay facility with training level lighting (300lux) and replacement of the existing 22-bay carpark with a 17-bay carpark.

This contract also includes sports equipment, equipment storage, accessibility ramp, associated fencing, connecting paths, drinking fountain, park furniture and landscaping.

Seven submissions were received through a public tender process from sports courts and civil contractors.

Following a detailed evaluation of the tender submissions as provided in Confidential Attachment 1 Tender Evaluation Report, the tender from TurfOne Pty Ltd is assessed as providing the best value and is the recommended contractor for this project.

### COUNCIL RESOLUTION

Moved by Cr Barker, Seconded by Cr Simpson

That Council accepts the tender and signs the formal documents for Contract 30578 for the Springfield Park Netball Court and Cricket Nets received from TurfOne Pty Ltd (ABN 15 659 410 778) of 133 Metrolink Circuit, Campbellfield Vic, 3106, for the tendered amount of \$1,431,349 (including GST), inclusive of the BAFO and provisional item for ground stabilisation; as part of the total expected contract expenditure of \$1,396,095 (excluding GST).

**CARRIED UNANIMOUSLY**

## 10.4 (cont)

<b>Spoke to the item:</b> Cr Barker, Cr Simpson (2)
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**KEY MATTERS**

The grant funding obtained by the sporting clubs is sufficient to cover the total contract cost of this project, including design, project management and construction.

Project scope for the facilities is included in the signed funding agreement, and Council has a commitment to the State Government and the sporting clubs to progress this project.

**Background**

Whitehorse Colts Junior Football and Netball Club, the Kerrimuir United Cricket Club and the Whitehorse Pioneers Football and Netball Club approached Council with State government funding to manage the design and construction of this project. The funding allocation is to accommodate a netball court, replace the 3-bay cricket nets with a 5-bay facility and replace the carpark spaces that would be removed to accommodate the netball court. The only available space is in the south-east corner of Springfield Park between the sports pavilion, eastern oval edge and two residential fencelines. The play space also sits in this corner of the park.

The clubs initially engaged a consultant to prepare some preliminary layout options. Council refined the club's preferred option and successfully tested it with the community in December 2023. Council then engaged a sports court consultant to further develop this design and prepare documentation suitable for tendering.

The tender closed on Wednesday 20 November 2024. Seven tenders were received with one deemed non-conforming due to key pieces of information missing from the submission.

The Tender Evaluation Panel assessed each tender submission in detail and the lowest conforming tenderer was interviewed.

All tender submissions were evaluated against the following criteria:

- a) The tender offer (40%)
- b) Capability to undertake these works outlined in the tender schedule (25%)
- c) Credibility and demonstrated technical experience to complete the contract (25%)
- d) Local Content (5%)
- e) Social and environmental sustainability (5%)

Occupational health and safety and equal employment opportunity were assessed on a pass/fail basis.

Compliance criteria, including the ability to comply with the tender and contract requirements, statutory compliance, insurances, financial

#### 10.4 (cont)

soundness, and capacity of the tenderer to undertake the contract, were also evaluated.

The tender received from TurfOne Pty Ltd (ABN 15 659 410 778) is assessed as having the highest overall score and demonstrated the best value for money to Council. Refer to Confidential Attachment 1.

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

This report recommends the acceptance of a tender to allow the scope of works under the state grant funding agreement for \$1,500,000 (excluding GST). The recommended tender provides the best value for the scope of work required.

Value management exercises including a Best and Final Offer (BAFO) post tender have resulted in cost savings to Council.

### **Consultation**

In December 2023, Council consulted with the community about a new multipurpose netball court, replacement of the 3-bay cricket nets to a 5-bay facility and replacement of the carpark spaces that would be removed to accommodate the netball court to be located at Springfield Park.

Following the completion of the final design and agreement with the clubs, in October 2024, Council informed the community about the final concept for the proposed facilities, including some minor changes such as the proposed accessible ramp from the replacement carpark to east oval, accessible drinking fountain, one additional tree removal and storage cages and sheds behind the cricket nets. More information was also provided to the community on what the floodlighting of the netball court and the cricket nets will look like, and when the lighting will be used.

Across both rounds of engagement over 1,200 people were reached with 173 people providing feedback. From this feedback the broader community was supportive (84%). There were some concerns relating to the proximity of the cricket nets to the property boundaries, lighting, carpark location and greater activity in this corner of the park. Officers have reached out to these residents to discuss and work through the concerns raised at both stages of the engagement.

Throughout this project ongoing stakeholder consultation about the design, program, operational and technical details, has occurred with the three sporting clubs who use the site and obtained the grant.

Internal stakeholders have been consulted during this project to ensure compliance with Council and statutory requirements and on design, operational and technical details.

It is recommended that Council accepts the tender and awards Contract 30578 for Springfield Park Netball Court and Cricket Nets to TurfOne Pty Ltd (ABN 15 659 410 778), 133 Metrolink Circuit, Campbellfield Vic, 3061, for the tendered amount of \$1,431,349 (including GST).



10.4 (cont)

**Overarching Governance Principles and Supporting Report Details**

<p><b>Strategic Alignment</b></p>	<p><b>Council Plan 2021-2025</b></p> <p>Strategic Direction 4 Objective: Council will plan, build, renew and maintain community assets and public spaces to meet community needs. We will plan for and facilitate appropriate land use and high-quality development outcomes.</p> <p>Strategic Direction 7 Objective: Council will protect and promote the health and wellbeing of the Whitehorse community.</p> <p>Strategic Action: Promote community participation in sporting and recreational opportunities, especially by underrepresented groups.</p> <p><b>Whitehorse 2040 Community Vision</b></p> <p>Key priority 2.3: Provide active public spaces which are accessible by all, where people feel safe and connected with others in the community.</p> <p><b>Whitehorse Recreation Strategy 2015-2024</b></p> <p>Meets the vision for recreation in Whitehorse and in particular Theme 3 – Flexible Facilities – Netball Courts</p> <p><b>Whitehorse Fair Access Action Plan 2024-2028</b></p> <p>Action 1.2 Prioritise and deliver infrastructure projects that provide equitable outcomes for males and females and support closing the gender participation gap.</p> <p>Action 1.3 Seek external support and partnerships to facilitate fair and equitable access to facilities and participation opportunities.</p> <p><b>Policy</b></p> <p>Procurement Policy - The procurement plan, tender process, appointment of the successful contractor and the contract administration is governed by this policy.</p> <p>Outdoor Sports and Recreation Floodlighting Policy - Provides guidance on the use and management of floodlights at outdoor sports and recreation facilities to support community participation and consider residential amenity.</p>
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## 10.4 (cont)

	<p><i>Gender Equality Act 2020</i> – A gender impact assessment has been prepared and the project responds to the recommendations.</p> <p><i>Child Wellbeing and Safety Act 2005</i> – The requirements of the Child Safe Standards have been considered and applied where appropriate to this project.</p>
<p><b>Financial and Resource Implications</b></p>	<p>This Contract is a Lump Sum Contract for \$1,431,349 (including GST) and is not subject to rise and fall in the costs of labour, materials or any other items, and is subject to variation only in accordance with the Contract.</p> <ul style="list-style-type: none"> <li>The total budget for the delivery of the project is \$1,500,000 (excluding GST) (\$1,650,000 including GST) from existing Capital Works Account No. C45009 (Springfield Park Netball Court). The Victorian State Government has contributed \$1,500,000 (excluding GST) to this project. The design costs are also funded from this allocation.</li> </ul> <p>The contract sum includes the installation of lighting for the cricket nets. Cricket net lighting is not a feature provided for by Council in normal circumstances, however lights currently exist in the cricket nets and is proposed to be replaced as part of this project. Cricket net lighting is not planned to be considered at any other location.</p> <p>Under the State funding agreement, the risk of variations and cost increases rests with Council. In the event that the contingency allocation is insufficient to complete the project, deletion of the cricket net lighting component will be discussed with the clubs and State Government to keep the project within the allocated grant funding.</p> <p>A detailed financial summary is contained within the Confidential Attachment 1.</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>It is considered that the subject matter does not raise any human rights issues.</p>

## 10.4 (cont)

<b>Community Engagement</b>	No community engagement was required for this report.
<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>	Council is collaborating with the State Government in meeting the requirements of the grant funding source, Sport and Recreation Victoria
<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>Council officers involved in the preparation of this report have no conflict of interest in this matter.</p>

**ATTACHMENT**

- 1 24 280366 Contract 30578 Tender Report - Confidential Attachment(3)
- Whitehorse City Council designates this attachment and the information contained in it as Confidential Information pursuant to Section 3 (1) (g)(i) of the *Local Government Act 2020*. This ground applies because the matter concerns Tender Submission Evaluation and Contract Award**

**The Council meeting went into recess at 9.08pm and resumed at 9.14pm.**

**Cr Langford returned from the recess at 9.15pm.**

## **10.2 Community Placements and Work Opportunities at Council**

**Department** Transformation  
Transformation Executive Manager

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### **SUMMARY**

On Monday 8<sup>th</sup> July 2024, a Notice of Motion was adopted by Council which read as below.

*“That Council:*

1. *Receives a report to consider the expansion of placement and work experience opportunities (including work experience, apprentices, traineeships, and student placements) provided by Council for local people. The report to include:*
  - a. *How the following objectives can be achieved:*
    - *Contribute to community work readiness and experience.*
    - *Develop community and organisational capability.*
    - *Develop pathways for future employment by Council.*
  - b. *Options on how to achieve this by repurposing the capacity of the Youth Services function.”*

Whitehorse City Council has the opportunity to diversify its employment programs and establish more proactive opportunities for employment experiences. This report explores a range of opportunities for Council to expand its offering to local people and increasing the capability of the organisation to support this. There are many organisational benefits of increasing work experience and work placements. The recommended approach is considered the most viable and sustainable option and can be funded within existing operational expenditure budget with the following changes:

- Reallocate funding from Infrastructure Divisional budget to create seven (7.0 full time equivalent (FTE) roles for apprenticeships and school-based trainees in the areas of horticulture, arboriculture, and sports fields.
- Reallocate efforts from the Youth Services team to create ongoing employment experiences for local young people which include:
  - Year 10-12 work experience (students aged over 15 years).
  - Tertiary job placements for students enrolled with an RTO.
  - Traineeships for students enrolled with an RTO.

## 10.2 (cont)

- The recommended approach requires Council to implement new governance processes to ensure a safe and inclusive workplace. These improvements include new governance/oversight, hiring, onboarding, and people management processes.

**COUNCIL RESOLUTION**

Moved by Cr Stennett, Seconded by Cr Allan

That Council:

1. Notes the report in response to Notice of Motion – Community Placement and Work Opportunities at Council.
2. Approves the creation of apprenticeship and trainee roles in Infrastructure Division effective 28 January 2025 which requires an increase of organisational headcount by 7.0 FTE which is funded within existing operational expenditure budget.

**CARRIED UNANIMOUSLY**

**Spoke to the item:** Cr Allan Cr Barker, Cr Stennett, Cr Cutts, Cr Simpson (5)

**KEY MATTERS**

Council's current approach to employment programs is outlined below:

- Council, in partnership with Box Hill Institute, recently piloted work experience placements for students with disability with positive feedback received from students and staff.
- Year 10-12 work experience supported on request where staff have capability and capacity to support the student.
- Tertiary job placements for students from registered RTOs supported on request where staff have capability and capacity to support the student.
- Apprenticeships have been on offer in Infrastructure division but for the past two years have been unable to be filled.
- Council has supported two social enterprise cafes, at Nunawading Community Hub and Harrow Street Carpark Building in Box Hill, to increase employment opportunities for people with disabilities. An additional site at Mont Albert Station Heritage Building is being explored.
- The current approach has not been designed for an increased volume of students. If this was to change, then the current approach does not adequately address legal and regulatory compliance requirements.

Whitehorse City Council has an ageing workforce and has had periods where it is difficult to attract and retain staff. In periods since the covid pandemic, recruiting been impacted by a challenging labour market, low unemployment, and shortages of key skills (examples include engineers, arborists, and land use planners). Council would benefit from a diverse and continuous pipeline

## 10.2 (cont)

of potential applicants/employees that could be built with a formal, proactive, and diverse work experience program.

The following factors must be considered when designing a new approach:

- Organisational capability and capacity to support the students/employees to learn on the job.
- Value to the organisation which include (but are not limited to): identifying talent, gaining new perspectives, building skills, and improving culture.
- The opportunities must be meaningful work opportunities that allow the students/employees to practice their skills and learn on the job.
- Legal and risk exposure to Council. These exposures include but are not limited to (see detailed summary in section below):
  - Where the student is under 15 years and Child Safe Standards require different practices.
  - Where the student is not enrolled at a registered training organisation (RTO).

To ensure service continuity and quality, Council must be an employer who:

- Attracts high quality applicants.
- Retains high quality staff,
- Is seen as an employer of choice.

## DISCUSSION, OPTIONS AND ANALYSIS

Councils are a major employer within their communities and many councils assist local people to develop their practical workplace skills and experience through a range of employment programs. To ensure consistency this report is adopting the following definitions as outlined in the table below.

Term	Definition
Cadetship	Cadetships are fixed-term programs that provide paid employment to professional staff while completing their university degrees to gain practical experience while studying. The length of cadetships can vary according to the degree and whether study is full- or part-time. Cadetships are most offered in Council include engineering and building surveying.
Graduate Program	Graduate positions are typically open to those who have recently completed university studies. The length of graduate roles can vary but often intended to be 1-2 years aligned with key learning and career progression.

## 10.2 (cont)

Term	Definition
Apprenticeship	An apprenticeship is a structured training arrangement of usually 3.5-4 years duration. The training combines practical experience at work with complementary off-the-job training with a Registered Training Organisation (RTO).
Traineeship	A traineeship is a training agreement between the trainee and their respective employer whereby the employer agrees to train the trainee in a specific industry, and the trainee agrees to work and learn. Traineeships usually last between nine to 48 months, depending on the vocation and certificate level undertaken.
Tertiary job placements also known as industry-based Learning and Internships	Tertiary students can be required to complete a placement (of varying duration with an approved organisation. Students are required to complete a placement to apply their tertiary learning into supervised practice. The closest institutions to Whitehorse include Deakin University, Swinburne Institute of Technology and Box Hill Institute.
Work Experience	<p>As defined by the Department of Education:</p> <p>Work experience is the short-term placement of secondary school students, generally during Years 9 and 10, with employers to provide insights into industry and the workplace. It provides students with the valuable opportunity to:</p> <ul style="list-style-type: none"> <li>• develop employability skills.</li> <li>• explore possible career options.</li> <li>• understand employer expectations.</li> <li>• increase their self-understanding, maturity, independence, and self-confidence.</li> </ul> <p>Students are placed with employers primarily to observe and learn – not to undertake activities which require extensive training or expertise.</p> <p>Source: <a href="https://www.education.vic.gov.au/work-experience/policy">Work Experience: Policy   education.vic.gov.au</a></p>

## 10.2 (cont)

Term	Definition
Inclusive Employment Program	<p>A program designed to support Whitehorse residents that face barriers to suitable and meaningful employment. These programs often target people who identify as a member of 1 or more of the following groups:</p> <ul style="list-style-type: none"> <li>• People living with disability.</li> <li>• Culturally and linguistically diverse people.</li> <li>• Aboriginal and Torres Strait Islander people.</li> <li>• Young people (under 25 years old).</li> </ul> <p>Council recognises that within these groups, people may have overlapping identities or experiences which may include: LGBTQIA people, older people, carers, veterans, and people affected by the justice system.</p>

There is great opportunity to improve Council's approach to employment programs with a focused proactive approach. There are several factors that were assessed to ensure any options for Council are operationally viable, achieve the right outcomes and able to be sustained. These are:

- Meaningful opportunities for students/employees with career pathways following participation in Council's employment program.
- Able to be supported organisationally with existing or new capability.
- Operationally and financially viable.

An assessment was completed of the different types of opportunities summarised in the table below.

Term	Meaningful	Capability	Viable	Comment
Cadetship	N	N	Y	There are limited meaningful cadetship opportunities within Council and limited capability to support cadets currently.
Graduate Program	Y	N	N	At this stage Council does not consider the financial investment required to establish a sustainable graduate program viable. This will be reconsidered in the future with particular focus on a regional model as part of Council's next Workforce Plan (2025).



## 10.2 (cont)

Term	Meaningful	Capability	Viable	Comment
Apprenticeship	Y	Y	Y	There is ready made opportunities in Infrastructure for apprentices
Traineeship	Y	Y	Y	There is ready made opportunities in Infrastructure for school-based trainees. With targeted effort in the medium-long term, Council could convert vacancies to establish a tertiary traineeship program with consideration of its workforce plan.
Tertiary job placements	Y	Y	Y	Council already successfully supports tertiary job placements across all areas.
Work Experience	Y	Y	Y	Council already successfully supports work experience placements across all areas.
Inclusive Employment Student Placement Program with an initial focus on disability	Y	Y	Y	Council has recently completed a successful pilot student placement program for inclusive employment.

As per table above Council considered how to implement improvements to its approach to employment program at a scale which was viable and meaningful within its capabilities. There are many benefits to the organisation of introducing more opportunities into its employment offering which include:

- Establishing a local pipeline of talented applicants and interest in working at Council,
- Increasing the number of people who have experienced employment with Council,
- Bring in new, fresh, and innovative perspectives from different people many with no local government experience.

The recommended approach below is a balance of diverse work experience offerings with limited additional cost to Council, where possible diverting

## 10.2 (cont)

existing resources. It is proposed that Council have three elements to a new work experience program:

- Establishing Governance to enable a safe and compliant environment.
- Student Placement Program
- Pathways to Infrastructure Program

Council commits to considering the introduction of an inclusive employment program in the future.

### **Governance**

It is important to ensure that Council supports students and employees with adequate training and oversight. Council must meet its legal obligations to ensure a safe and respectful workplace. The scaled program requires focused attention to establish stronger governance practices and procedures. It is expected that this would be supported by the Youth Services Team since a large proportion of students and employees will be younger people, and the People & Culture Department through adapting Council's standardised workforce management practices to this new cohort. This would require dedicated focus to establish and is proposed to start in early 2025.

The People & Culture Department would adapt and establish the end-to-end employment processes required to deliver on increased number of Student Placement, and Apprenticeships. This includes recruitment and onboarding, contractual, compliance training and, people management processes. All these processes will require changes and ongoing maintenance to the technology systems that enable human resource management and payroll.

### **Students – high school and tertiary**

Council has an established practice of supporting tertiary job placements and work experience placements for high school students. Currently this is reactive to requests. It is proposed that Council establish a proactive annual offering of placements which can be advertised and allocated to local students. This would require dedicated focus to establish and is proposed to be sequenced as follows:

1. October 2025 – March 2026: establish work experience program for years 10-12 students.
2. April 2026 – September 2027: establish tertiary job placement program seeking to partner with RTOs that operate within City of Whitehorse.
3. October 2027 – March 2028: establish traineeship program converting vacancies where appropriate and seeking to support teams where there is no formal qualification available (e.g. Governance, Rates, Administration and Customer Service). This would be completed in alignment with Council's next Workforce Plan.

This program would be managed by the Youth Services Team.

## 10.2 (cont)

**Pathways to Infrastructure Program**

The Infrastructure Division of Council through past apprentice arrangements has ready-made opportunities that provide the chance to gain work experience, develop skills and acquire a nationally recognised qualification. From 2004-2021 apprentices have been successfully sourced through Group Training Organisations (GTO), where the apprentice is employed by the GTO and hosted by Council. Council paid the GTO, like an employment agency, and the GTO could reallocate apprentices across different organisations, meaning there was no certainty for Council. The operational budget funded these positions and there was no impact on Council's organisational head count as they were not employees. Since the Covid pandemic, GTOs have been unable to source and supply apprentices to Council.

This means for the last two years apprentices have not been available and these resource requirements have been supplemented by using agency personnel. Transitioning to employed apprentices provides Council the opportunity to source local staff and retain apprentices for their full term. This method would also enable Council to build relationships with local secondary schools and employ local youth to the program which is not always possible through a GTO. It is anticipated this program would be very well supported by local schools and the community and will demonstrate Council providing proactive employment and career opportunities for local residents and their families.

This program will align with the school year to ensure the students are able to join and maintain their learning program. The priority areas for Council would be:

- Arboriculture - Certificate III in Arboriculture
- Horticulture - Certificate III in Horticulture, Parks, and Gardens
- Sportsfields - Certificate III in Sports Turf

The intention is to stage the introduction of this program across three years to ensure that there is a pipeline of talent and viable pathway to ongoing employment – see table below. This program would require Council to increase organisational headcount by 7.0 FTE. The funding of these positions would be through reallocation of existing funds from within the infrastructure division which are currently used for agency works used during the seasonal peaks (when grass and plants are growing rapidly and during planting season). By the conclusion of stage 3 there would be 7.0 FTE ongoing full-time positions in the Infrastructure division which would provide all students/employees with a pathway to ongoing employment at Council in their chosen field.

Stage	Description	Opportunities
Stage 1	Commence the apprenticeship program with three first year apprentices.	<ul style="list-style-type: none"> <li>• Start one first year Horticulture apprentice.</li> </ul>

## 10.2 (cont)

Jan 2025 - Dec 2026		<ul style="list-style-type: none"> <li>• Start one first year Sports field apprentice.</li> <li>• Start one first year Arboriculture apprentice</li> </ul>
Stage 2 Jan 2026 - Dec 2027	Increase the offering with two school-based trainees and one additional first year apprentice.	<ul style="list-style-type: none"> <li>• Start two school-based trainees – year 11 and year 12.</li> <li>• Start one first year Horticulture apprentice</li> </ul>
Stage 3 Jan 2027 - Dec 2028	Finish the development of the program by converting the year 12 trainee into an apprentice. The year 11 trainee would become a year 12 trainee and a new year 11 trainee would commence.	<ul style="list-style-type: none"> <li>• Start one year 11 school-based trainee.</li> <li>• Convert the year 12 trainee into apprentice</li> </ul>

**Disability Inclusive Employment Program**

Council will consider establishing meaningful employment opportunities for local people who face barriers to employment. A program proposal will be established and put to Council in the future. This program would consider:

- Establishing dedicated positions for inclusive employment opportunities.
- Partnering with local disability service providers to offer the positions to residents.
- Support for the employees with formal training in connection with their service provider.
- Creating a workplace culture and environment where the program employees would feel supported and welcomed as an important part of the organisation.

## 10.2 (cont)

**Overarching Governance Principles and Supporting Report Details**

<b>Strategic Alignment</b>	<p>Strategic Direction 1 - Innovation, Transformation and Creativity</p> <p>The Whitehorse 2040 Community Vision involves a community where everyone belongs, learns, grows, and thrives. Employment is an important part of people's lives and livelihood. Whitehorse City Council is a major employer within this community and can better support local people to develop work experience and skills through its employment programs.</p>
<b>Financial and Resource Implications</b>	<p>The decision would increase approved organisational headcount by additional 7.0 FTE from 28 January 2025.</p> <p>This decision would not have an associated budget increase. The expenditure to support the employment of the 7.0 FTE would be reallocated from existing budgets.</p>

## 10.2 (cont)

<p><b>Legislative and Risk Implications</b></p>	<p>There are no legal or risk implications arising from the recommendation contained in this report. The legal considerations for this report include the following.</p> <p><b>Age of the participant</b></p> <p>The <a href="#"><u>Child Employment (Amendment) Act 2022</u></a> regulates the employment of children under the age of 15 years. Changes to Victoria's child employment laws came into effect on 1 July 2023 which strengthens protections for children in the workplace and makes it easier for employers to understand their obligations when employing children.</p> <p>Work experience arrangements are regulated by the Education and Training Reform Act 2006. Supervisors of work experience students aged 14 years are required to hold a valid Employee Working with Children Check. If the employer is also the nominated supervisor, then the employer is also required to hold a valid Employee Working with Children Check. Supervisors of work experience students aged 15 years and over are not required to obtain a Working with Children Check.</p> <p><b>Work Safe</b></p> <p>All employers carry a legal obligation to ensure a safe working environment for hosted students in accord with the Occupational Health and Safety Act 2004 (Vic). Points to note:</p> <ul style="list-style-type: none"> <li>• If a secondary school student is placed with an employer for schoolwork experience in accordance with the Education and Training Reform Act 2006 (ETRA), they will be deemed an employee of the Department of Education (DE).</li> <li>• Post-secondary TAFE students on practical placements in accordance with ETRA for Registered Training Organisations (RTO) regulated by the Victorian Registration and Qualifications Authority (VRQA) are deemed to be employees of the Department of Jobs, Skills, Industry and Regions (DJSIR).</li> <li>• University and post-graduate university students undertaking work placements, work experience, clinical or other field-based research as part of their studies, are not recognised as workers under applicable legislation.</li> </ul>
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## 10.2 (cont)

	<p>Source: <a href="#">Students undertaking work experience   WorkSafe Victoria</a></p> <p><b>Fair Work Act - Unpaid work</b></p> <p><i>“To be compliant with the Fair Work Act, a student placement is lawfully unpaid if:</i></p> <p><i>The placement must be done as a requirement of an education or training course.</i></p> <p><i>The institution delivering the course which provides for the placement must be authorised under an Australian, state or territory law or an administrative arrangement of the Commonwealth or a state or territory to do so.”</i></p> <p>Reference: <a href="#">Student placements - Fair Work Ombudsman</a></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>. It is considered that the subject matter does not raise any human rights issues.</p>
<p><b>Community Engagement</b></p>	<p>No community engagement was required for this report.</p>
<p><b>Innovation and Continuous Improvement</b></p>	<p>This report outlines a proposal to improve Council’s employment offering and workforce diversity. To enact this, continuous improvement is required to establish robust scalable processes for:</p> <ul style="list-style-type: none"> <li>• Recruitment – attraction and assessment</li> <li>• Onboarding</li> <li>• Compliance training</li> <li>• Reasonable adjustments policy and practice.</li> </ul> <p>These changes will require Payroll &amp; HR system updates.</p>

## 10.2 (cont)

<b>Collaboration</b>	<p>To inform Council's approach, the approaches of 30 metropolitan or large Council (listed below) were analysed in July 2024.</p> <ul style="list-style-type: none"><li>• Banyule City Council</li><li>• Bayside City Council</li><li>• Boroondara City Council</li><li>• Brimbank City Council</li><li>• Casey City Council</li><li>• Darebin City Council</li><li>• Frankston City Council</li><li>• Glen Eira City Council</li><li>• Greater Dandenong City Council</li><li>• Greater Geelong City Council</li><li>• Hobsons Bay City Council</li><li>• Hume City Council</li><li>• Kingston City Council</li><li>• Knox City Council</li><li>• Manningham City Council</li><li>• Maribyrnong City Council</li><li>• Maroondah City Council</li><li>• Melbourne City Council</li><li>• Melton City Council</li><li>• Merri-bek City Council</li><li>• Monash City Council</li><li>• Moonee Valley City Council</li><li>• Nillumbik Shire Council</li><li>• Port Phillip City Council</li><li>• Stonnington City Council</li><li>• Whittlesea City Council</li><li>• Wyndham City Council</li><li>• Yarra City Council</li><li>• Yarra Ranges</li></ul>
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## 10.2 (cont)

	<p>The results are summarised in (Attachment 1) it highlights the following insights:</p> <ul style="list-style-type: none"><li>• Most Councils advertise offering tertiary job placements and work experience for high school students (years 10-12).</li><li>• Only four Councils advertise offering apprenticeships.</li><li>• Only two Councils advertise offering traineeships.</li><li>• Only four Councils advertise offering graduate programs.</li><li>• Only three Councils advertise offering inclusive employment programs.</li><li>• No Councils advertise offering cadetships.</li></ul> <p>Highlights from the benchmarking to make note of include:</p> <ul style="list-style-type: none"><li>• Hume City Council have a Youth Central Training Café (YCTC) that is targeted at young people aged 18-24 connected to Hume who are interested in gaining new skills for potential employment in the Hospitality industry. <a href="#">Youth Central Training Café - Hume City Council</a></li><li>• Whittlesea City Council have a Work Ready Program for migrants and refugees. It is a 12-week placement (2 days per week, 6 hours per day) for a total of 144 hours which enables participants to gain experience and knowledge of the Australian workplace culture. <a href="#">Employment programs   City of Whittlesea</a></li><li>• Boroondara City Council run a Disability Inclusive Employment Program which places local people with disability into meaningful employment opportunities. The program is delivered in partnership with Villa Maria Catholic Homes (VMCH), an organisation based in Boroondara with over 100 years of experience supporting people with disability. The program is also supported by Kew Neighbourhood Learning Centre, Alamein Neighbourhood and Learning Centre and CVGT Employment. <a href="#">Disability employment program   City of Boroondara</a></li><li>• Wyndham City Council offer short-term roles for local women to build confidence, gain work experience and support people transition into the workforce. <a href="#">Employment Pathways - Bright Futures   Wyndham City</a></li></ul>
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## 10.2 (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>Council officers involved in the preparation of this report have no conflict of interest in this matter.</p>
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**ATTACHMENT**

- 1 Summary of Other Council Community & Workplace Opportunities 

### 10.3 Preparation of the Tally Ho Major Activity Centre Structure Plan - Consultation on Draft Plan

**Department** City Planning and Development  
Director City Development

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#### SUMMARY

Tally Ho is designated as a Major Activity Centre (MAC) in the state government strategy *Plan Melbourne 2017-2050*. The MAC is located generally around the Burwood Highway/Springvale Road intersection and includes several key sites such as the Tally Ho Business Park, Eastern Health/Peter James Centre, the Polyholdings site and the Burvale Hotel.

At its meeting on 23 May 2022 Council resolved to undertake a review of the UDF and Guidelines and prepare a structure plan to guide growth and change in the activity centre for the next 10-15 years. Council engaged MGS Architects to prepare a Structure Plan for the Tally Ho MAC so that it achieves its potential as a dynamic and well performing Activity Centre.

The purpose of this report is to provide an update on the preparation of a Structure Plan for the MAC and seek approval to undertake community engagement on the draft Structure Plan.

Stage 2 of the project was completed in March 2024 and included the preparation of an Issues and Opportunities Report. Stage 3 commenced after this was finalised and has involved preparing the draft Structure Plan. The next step in Stage 3 is undertaking community engagement. The draft Structure Plan has now been issued by the consultants for the purpose of community engagement.

It is proposed to commence community engagement in February 2025 after the conclusion of the summer school holidays and allow 1 month for the consultation period.

The community engagement will allow feedback on the draft Structure Plan (Attachment 1). All feedback will be considered by Council, and appropriate changes made before the Structure Plan is finalised and implemented.

#### COUNCIL RESOLUTION

Moved by Cr Martin, Seconded by Cr Gunn

That Council:

1. Notes the work to date on the Tally Ho Major Activity Centre draft Structure Plan.

## 10.3 (cont)

2. Endorses the draft Tally Ho Major Activity Centre Structure Plan for community engagement.
3. Endorses the draft Tally Ho Major Activity Centre Structure Plan for the purpose of any necessary discussion and advocacy with State government regarding the Activity Centres Program

**CARRIED UNANIMOUSLY**

**Spoke to the item:** Cr Martin, Cr Gunn, Cr Simpson (3)

## KEY MATTERS

The key matters relevant to this report are:

- Council engaged consultants to prepare a new Structure Plan for the Tally Ho MAC to guide and facilitate future growth and sustainability of the MAC so that it achieves its potential as a dynamic and well performing Activity Centre.
- Stages 1 and 2 of the project were completed earlier in 2024 and included the preparation of an Issues and Opportunities Report. Stage 3 involves preparing the draft Structure Plan and undertaking community engagement.
- The draft Structure Plan has been prepared; however the project was put on hold during the local government election caretaker period.
- The project has now re-commenced, and it is proposed to consult on the draft Structure Plan in early 2025.

## DISCUSSION, OPTIONS AND ANALYSIS

### Background

In 2007 Council adopted the *Tally Ho Urban Design Framework* (UDF) to guide change within the MAC. The UDF included broad development principles for the whole area, as well as specific design guidelines for some of the major sites that were ready for redevelopment. The *Tally Ho Urban Design and Landscape Guidelines 2013* (the Guidelines) built upon the UDF and set out general and site specific design guidelines. The Guidelines were subsequently adopted in October in 2015.

Amendment C110 to the Whitehorse Planning Scheme (Planning Scheme) implemented the UDF and the Guidelines in October 2015. The Amendment introduced a new Schedule 9 to the Design and Development Overlay (DDO9) and applied to parts of the Tally Ho MAC.

In 2013 the State government changed the zoning of land in the Business 1 Zone (B1Z) and Business 2 Zone (B2Z) to the Commercial 1 Zone (C1Z). Most of the land in the Tally Ho MAC was previously in the B2Z, intended for offices and associated commercial uses. The change to the C1Z had the

### 10.3 (cont)

potential to change the role of the MAC as an important employment hub by allowing non-employment uses, such as residential.

In 2019 Council examined if the C1Z was the most appropriate zone for the MAC, or whether a more suitable planning tool was needed to ensure the vision for the MAC is achieved and sustained. The Tally Ho Commercial 1 Zone Review (the Review) recommended changing the planning controls in the MAC to align with the business and employment focus of Tally Ho.

The Review was on public consultation in February and April 2020. At its meeting on 27 January 2021 Council considered the submissions received and decided to undertake a review of the DDO9, concurrent with seeking a planning scheme amendment to rezone the C1Z to the Commercial 3 Zone.

However, on 6 December 2021 the State Government refused to authorise the amendment as they believed the background documents for the amendment were outdated and a review of the UDF was required to ensure consistency with Plan Melbourne.

### **Preparing a new Structure Plan**

At its meeting on 23 May 2022 Council resolved to undertake a review of the UDF and Guidelines and prepare a structure plan to guide growth and change in the activity centre for the next 10-15 years. Council engaged MGS Architects to prepare a Structure Plan for the Tally Ho MAC so that it achieves its potential as a dynamic and well performing Activity Centre.

Stage 2 of the project was completed in March 2024 and included the preparation of an Issues and Opportunities Report. A briefing to Council was held on 19 February 2024. Approximately 30 people attended a community drop-in session on 13 March 2024 to discuss the project with the consultant team and Council officers.

Stage 3 involves preparing the draft Structure Plan and undertaking community engagement.

Due to the local government caretaker period, the project was paused in early September 2024, after the receipt of the draft Structure Plan, until after the local government elections. It is now proposed to recommence the project and undertake community engagement on the draft Structure Plan.

### **The draft Structure Plan**

Chapter 1 of the draft Structure Plan includes an introduction and strategic context that discusses how the plan was prepared, the community engagement undertaken so far and an overview of the study area and local community.

Chapter 2 outlines the proposed Vision for the Tally Ho MAC and articulates the objectives and strategies to achieve the vision under four themes:

1. Land use, employment, and housing
2. Movement and parking

## 10.3 (cont)

3. Built form and design quality
4. Public realm, open space, sustainability, and community infrastructure

Chapter 3 introduces six precincts to respond to the four themes:

### North precincts

N1: Health and support services precinct

N2: Retail core and business precinct

N3: Conferencing, events, and entertainment precinct

### South precincts

S1: East Burwood Reserve recreational precinct

S2: Creative business core precinct

S3: Community support services precinct

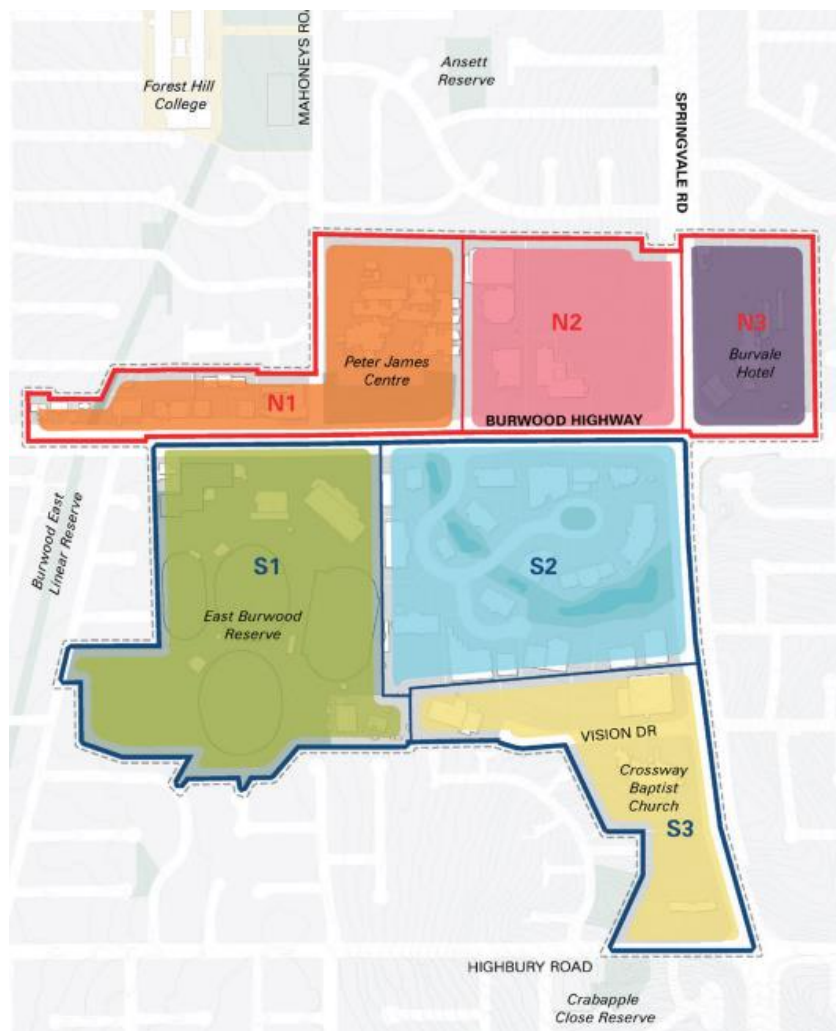


Figure 1 - proposed Structure Plan precincts (Source: draft Structure Plan)

Chapter 4 outlines the urban design framework for the MAC, including the proposed location for plazas, open space, pedestrian links, and gateway sites.

## 10.3 (cont)

It also discusses the proposed built form, including:

- setbacks
- site layout
- building height and mass
- overshadowing and wind impacts
- building separation, articulation, and vertical rhythm
- preferred land uses

Chapter 5 discusses the implementation of the plan and includes a proposed list of actions that outline the necessary steps to implement the Structure Plan. It includes timing and mechanisms for delivery and ranges from advocating to government agencies such as VicRoads for improvements to preparing a planning scheme amendment to implement key components of the draft Structure Plan to achieve the outcomes.

Chapter 5 also lists 'quick win' projects and 'catalyst' projects for Council as well as the importance of monitoring and review.

**Community engagement**

Officers are preparing a consultation program to display the draft Structure Plan and invite feedback from the community, including residents and business stakeholders. It is proposed to commence consultation in February 2025 after the conclusion of the summer school holidays and allow 1 month for the consultation period.

The consultation collateral and advertising will include:

- A project webpage
- Your Say feedback page
- Article in Whitehorse News
- Social media posts
- Mail-out to owners and occupiers in the Study area and surrounds
- Copies of the draft Structure Plan at Customer Service Centres and libraries

The collateral and advertising proposed will ensure the widest reach and promotion of the consultation period.

The consultation program will include:

- One on-line drop-in session
- One in-person drop-in session

It is proposed to hold one virtual drop-in session and one face-to-face drop-in session to provide two options for stakeholders, depending on their work and personal commitments. This will also provide stakeholders with the

## 10.3 (cont)

opportunity to provide feedback in a form they feel comfortable with, which should promote wider participation during the consultation period.

### Overarching Governance Principles and Supporting Report Details

<p><b>Strategic Alignment</b></p>	<p>This report aligns with Strategic Direction 4 of the Council Plan: a built environment that encourages movement with high quality public places. In particular, a strategic action is to “prepare strategies and guidelines that support high quality urban design outcomes for development....”</p> <p>The preparation of a Structure Plan for the Tally Ho MAC supports this direction, and specific strategic action, to guide growth, improvement and change in the activity centre.</p>
<p><b>Financial and Resource Implications</b></p>	<p>Council approved a new budget initiative for the 2022/2023 financial year to progress the project. Council was also successful in obtaining \$150,000 in funding from the Victorian Planning Authority (VPA) as part of its Streamlining for Growth program to assist with the preparation of a Structure Plan.</p> <p>Project completion is anticipated in the first half of 2025, which will require carrying forward residual budget, specifically, the remaining VPA grant.</p> <p>The future community engagement will include financial and resource implications, including officer time, as well as the preparation of engagement materials such as the mail out and hiring of facilities for the drop-in session. These costs can be covered by the operational budget.</p> <p>If the Structure Plan is ultimately adopted by Council, future budget will be required to implement parts of the Structure Plan. This could include notifying landowners and occupiers as part of a statutory amendment process, as well as the costs of a future planning panel hearing. These costs would be considered as part of a future budget preparation process.</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 to endorse the draft Structure Plan for the purpose of undertaking community engagement.</p>




## 10.3 (cont)

<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> (the Charter).</p> <p>It is considered that the subject matter does not raise any human rights issues. Relevantly, Council's release of the draft Structure Plan for comment is consistent with the "right to take part in public life" by enabling the community to actively participate and provide input on planning for the MAC, thereby assisting Council's future decisions on the draft Structure Plan.</p> <p>The draft Structure Plan assists with the objectives set out under the <i>Planning and Environment Act 1987</i> (the Act) relating to orderly and proper planning in the municipality. While this may ultimately result in changes to existing planning controls affecting land in the MAC via a formal planning scheme process and providing for community submissions and panel hearing (if required), the suite of planning controls available would be from the accepted Victorian Planning Provisions and any planning scheme process would adhere to the legislative requirements set out in the Act.</p>
<p><b>Community Engagement</b></p>	<p>No community engagement was required for this report. Engagement has previously been undertaken with key landowners through stakeholder workshops to understand their aspirations more clearly. A drop-in information session was also held with attendance from landowners and occupiers of both commercial and residential properties.</p> <p>The proposed future community engagement on the draft Structure Plan is discussed above.</p>
<p><b>Innovation and Continuous Improvement</b></p>	<p>There are no Innovation and Continuous Improvement matters arising from the recommendation contained in this report.</p>
<p><b>Collaboration</b></p>	<p>No collaboration was required for this report.</p>

## 10.3 (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>Council officers involved in the preparation of this report have no conflict of interest in this matter.</p>
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**ATTACHMENT**

- 1 Draft Tally Ho Structure Plan report 

## 10.5 Contract 30544 – Variations to East Burwood Reserve South

**Department** Parks and Natural Environment  
Director Infrastructure

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### SUMMARY

The East Burwood Reserve South sports field renewal project is currently underway. It commenced at the completion of the Eastern Football Netball League football season in September 2024 with the aim to have it completed and ready for use at the start of the 2025 football season.

During construction, 400mm of existing turf, thatch, and soil was removed to prepare the subgrade for the new sporting field. During this process, significant subgrade instability was uncovered. This included the presence of soft and unstable areas, contaminated soils, tree roots, and mulch. Efforts were made to contain and treat these issues locally, however as works progressed, it became evident that the problem was more widespread than expected and rectification attempts have failed.

A full investigation has been completed by an independent geotechnical consultant. This investigation confirmed the current subgrade conditions are unsuitable for the planned construction and pose a long-term risk of instability that will affect ground performance and asset lifespan if not addressed now.

A rectification program of works has been detailed and a variation for these works has been quoted by the contractor undertaking the project. The variation amount exceeds the contingency allocation and the approved total project expenditure.

### COUNCIL RESOLUTION

Moved by Cr Gunn, Seconded by Cr Cutts

That Council:

1. Notes the unfavourable ground conditions encountered at the East Burwood Reserve South sports field; and
2. Accepts the variation submitted by SJM Turf & Civil for the amount of \$277,909.50 including GST, for the removal of contaminated soil, and stabilisation of subgrade as part of the overall variation of \$372,564.50 including GST for East Burwood Reserve South sporting field and increases the total project budget to \$2,287,909.90 including GST.

**CARRIED UNANIMOUSLY**

**Voted FOR item:** Cr Davenport, Cr Cutts, Cr Allan, Cr Griffiths, Cr Gunn, Cr Langford, Cr Stennett, Cr Martin, Cr Simpson and Cr Weller (10)

10.5 (cont)

<b>Voted AGAINST item:</b> Cr Barker (1)
<b>Spoke to the item:</b> Cr Gunn, Cr Cutts, Cr Barker(3)

## KEY MATTERS

The East Burwood Reserve South sporting field renewal is being undertaken in line with Council's sports field asset renewal program. The age of the existing infrastructure was no longer able to be maintained to a condition suitable for the Eastern Football and Netball League competition or the Box Hill Reporter District Cricket Association competition. Audits determined it as the highest priority sporting field for renewal and the endorsed 2024/25 Capital Works Budget includes this project. The program of works includes renewal of drainage, irrigation, AFL goal posts, cricket wicket, safety netting, synthetic grass, boundary line fence and natural turf surface.

Tenders for the East Burwood Reserve South Ground Renewal contract closed on 18 June 2024. Eleven tenders were received, following a detailed evaluation of the tender submissions, SJM Turf & Civil Pty Ltd was assessed as providing the best value and was the recommended contractor for this project.

This contract was endorsed by Council on 22 July 2024:

*"That Council accepts the tender and signs the formal contract documentation for Contract 30471 – East Burwood Reserve South Ground Renewal received from SJM Turf & Civil Pty Ltd (ABN 23624750018), Factory 2/38 Tarmac Way Pakenham 3810, for the tendered amount of \$1,885,345.40 including GST; as part of the total expected project expenditure of \$1,980,000 including GST."*

As part of the project planning, pre-construction investigations included drilling twenty-five boreholes up to 1.5 meters depth with a mechanical auger for geotechnical investigation and environmental sampling. This geotechnical report (Confidential Attachment 1) suggested localised areas of concern could be treated individually. These findings however underestimated the area of subgrade instability. Further independent investigation has revealed the entire sporting field requires stabilisation to achieve uniform compaction, adequate bulk density, and long-term structural integrity to ensure the successful operation of the sports field (Confidential Attachment 2).

## DISCUSSION, OPTIONS AND ANALYSIS

A full investigation has been completed and confirmed the current subgrade conditions are unsuitable to complete the construction as designed and pose a long-term risk of instability that will affect ground performance and asset lifespan if not addressed now.

Cost saving alternatives have been explored, including reducing the area of synthetic grass. Such changes would require a redesign of the sporting field,

## 10.5 (cont)

along with additional gravel, sand, and natural turf, leading to increased costs and further project delays.

Council has the option to continue with the project without undertaking the remedial stabilisation works, however the sporting field would be subject to an ongoing shifting subgrade causing undulations and probable subsidence. The investment Council has made in the ground renewal would likely be rendered ineffective and require further capital works to rectify, which would be significantly more expensive post project completion.

Given the independent expert advice and the critical importance of achieving a durable and stable foundation, full subgrade stabilisation is recommended as the best solution. This will ensure the sporting field meets performance standards, mitigates the risk of future issues, and delivers a safe and functional facility for community use.

A rectification program of works has been detailed and a variation for these works has been quoted by the contractor undertaking the project (Confidential Attachment 3). A Contract Variation Report has been completed detailing variation information (Confidential Attachment 4).

Funding for the variation will be sourced within the 2024/25 capital works program during quarterly forecasting to ensure no overall increase in capital works expenditure.

The project is currently on hold with no further works possible to be undertaken until a decision is made. This delay to work will delay the sporting field being ready for community usage post establishment. Council officers will liaise with the sporting clubs to determine a new start date once a decision is made.

### Overarching Governance Principles and Supporting Report Details

<b>Strategic Alignment</b>	Strategic Direction 4 - Our Built Environment
<b>Financial and Resource Implications</b>	<ul style="list-style-type: none"> <li>• The original endorsed budget and project cost was \$1,980,000 including GST.</li> <li>• The original endorsed contract was \$1,885,345.40 including GST.</li> <li>• The original contingency was \$94,655 including GST (this has been fully expended)</li> <li>• Contract variation submitted for stabilisation is \$277,909.50 including GST.</li> <li>• The total contract variation is \$372,564.50 including GST.</li> <li>• The new contract sum is \$2,257,909.90 including GST.</li> <li>• The recommended contingency to project completion is \$30,000 including GST.</li> <li>• The amended overall project cost is \$2,287,909.90 including GST.</li> </ul>

## 10.5 (cont)

<b>Legislative and Risk Implications</b>	There are no legal or risk implications arising from the recommendation contained in this report. Not undertaking the stabilisation works would result in a risk to the operation and life span of the sports field asset, and potential for ground subsidence which could result in unsafe playing conditions.
<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. Stakeholder sporting clubs will be informed of the project timelines.
<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>	No collaboration was required for this report.
<b>Conflict of Interest</b>	Council officers involved in the preparation of this report have no conflict of interest in this matter.

**ATTACHMENT**

- 1 East Burwood Reserve South 1240298-1 Geotech & Classification of Wastes Report
- 2 Groundscience Report
- 3 SJM Turf Civil - East Burwood Reserve South Ground Renewal - Quotation Stabilising
- 4 Contract 30544 - East Burwood Reserve South Ground Renewal Variation

**Whitehorse City Council designates these attachments and the information contained within as Confidential Information pursuant to Section 3 (1) g(ii) of the *Local Government Act 2020*. This ground applies because the matter concerns trade and financial information**

## 10.6 Contract 30592 - Bulk Fuel, Fuel Card Services and Oils, Lubricants and Vehicles Care Products

**Department** City Services  
Director Infrastructure

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### SUMMARY

A purpose of this report is to inform Council of the procurement process for bulk fuel, fuel card services and oils, lubricants and vehicles care products for its fleet of vehicles, plant, and equipment.

Council officers are currently working with Municipal Association of Victoria (MAV), trading as MAV Procurement to secure best value by accessing the National Procurement Network Contract NPN1.17-2 for Bulk Fuel, Fuel Card Services and Oils, Lubricants and Vehicles Care Products preferred supplier arrangements for Victoria for a term of up to 10 years commencing 1 February 2025, plus extension options for a maximum period of two years at the discretion of MAV Procurement and Council. Council can opt in and out of this contract and change suppliers at any time, to ensure best value.

Council was part of the MAV Procurement contract (Council Contract 30062) for the services included in the current contract that expires on 31 January 2025. It is recommended that Council continue to select the best value option from the MAV Procurement panel. The estimated annual expenditure under this contract is around \$1.2 million including GST that will change depending on demand and changes to the price of oil and petroleum-based products.

The National Procurement Network is negotiating with suppliers up to 1 February 2025 to ensure best value for the panel. Council will need to use new suppliers from the start of the Contract considering the current contract expires on 31 January 2025.

It is recommended that Council authorises Council's Chief Executive Officer to accept suppliers from the National Procurement Network Contract NPN1.17-2 (Council Contract 30592) for the first 12 months from 1 February 2025 up to a value which will not exceed \$1.5 million including GST. Providing authorisation to Council's Chief Executive Officer is required as there will not be enough time to go to Council for a decision between the date the panel of suppliers is confirmed and when the contract is to commence. Within the first 12 months, a further report will be provided to Council to confirm arrangements for the duration of the Contract.

## 10.6 (cont)

**COUNCIL RESOLUTION**

Moved by Cr Langford, Seconded by Cr Griffiths

That Council:

1. Notes the recommended procurement process with Municipal Association of Victoria (MAV), trading as MAV Procurement to secure best value by accessing the National Procurement Network Contract NPN1.17-2 for Bulk Fuel, Fuel Card Services and Oils, Lubricants and Vehicles Care Products preferred supplier arrangements for Victoria for a term of up to 10 years commencing 1 February 2025, plus extension options for a maximum period of two years at the discretion of MAV Procurement and Council.
2. Authorise the Chief Executive Officer to accept tenders and enter into agreements with suppliers from the National Procurement Network Contract NPN1.17.2 (Council Contract 30592) that offer the best value for Council for the first 12 months of the Contract up to a value that is not to exceed \$1.5 million including GST.
3. Notes that expenditure under the agreements will be in accordance with current and future budgets.

**CARRIED UNANIMOUSLY**

**Spoke to the item:** Cr Langford, Cr Griffiths (2)

**KEY MATTERS**

Council has an ongoing requirement to purchase fuel, oils, lubricants and vehicle care products for its fleet of vehicles, plant and equipment. The exact number of the fleet varies from time to time depending on operational needs for the delivery of services to the community.

The scope of the MAV Procurement tender meets the Council requirements for this contract. Council requires several locations for fuel stations in and around Whitehorse making it efficient for mobile work crews to obtain fuel. The largest consumers of fuel in the fleet are the prime mover trucks from the Recycling and Waste Centre, so a conveniently located truck-stop style fuel station is required. For the management of the fleet, a secure and convenient system for the purchase of fuel with cards is required.

Bulk fuel is required to be delivered to the onsite storage at the Recycling and Waste Centre for operation of machinery. Oils, lubricants, and vehicle care products are required to meet the servicing requirements for Council's workshop. The contract includes the supply of alternative fuels, and electric vehicle charging options.

The price of fuel and petroleum products are subject to the global market. Council is a very small customer in the market to purchase fuel, oils, and lubricants, and consequently to be able to influence the cost. By joining with



## 10.6 (cont)

group procurement like MAV Procurement the bulk purchase provides improved opportunity for discounts.

**Policy**

In Council's Procurement Policy 2021-2025, Council's Chief Executive Officer has delegation to approve purchases up to \$1,000,000 excluding GST. In this report it is recommended that Council authorise the Chief Executive Officer to accept tenders for the purchases using the National Procurement Network Contract NPN1.17-2 for Bulk Fuel, Fuel Card Services and Oils, Lubricants and Vehicles Care Products (Council Contract 30592) for the first 12 months of the Contract up to a value that is not to exceed \$1.5 million including GST.

Providing authorisation to Council's Chief Executive Officer is required considering this is a low-risk operational purchase, and there will not be enough time to go to Council for a decision between the date the panel of suppliers is confirmed and when the contract is to commence. Within the first 12 months, a further report will be provided to Council to confirm arrangements for the duration of the Contract.

**Background**

Council is part of the MAV Procurement contract (Council Contract 30062) for the preferred supplier arrangement for fuel card services, bulk fuel purchases, oils, lubricants and vehicles care products that expires on 31 January 2025. MAV Procurement has joined with the national Procurement Network member states to renew the preferred supplier arrangement.

Tenders were advertised on 31 July 2024 and closed on 9 September 2024. A total of 14 tenders were received. This is a contract for all of Victoria and New South Wales, so not all suppliers are able to deliver services in Whitehorse.

The National Procurement Network will continue to negotiate with suppliers up to 1 February 2025 to ensure best value is received from the suppliers.

Council can opt in and opt out with any contract supplier throughout the duration of the contract.

**DISCUSSION, OPTIONS AND ANALYSIS**

In recommending using MAV Procurement for this contract, the following options were also considered:

- Using Procurement Australia contracts
- Council to tender
- Whitehorse led collaboration with other councils

There are greater opportunities for discounts in joining a national collaborative contract with discounts offered for larger amounts of fuel, oils, lubricants, and vehicle products.

## 10.6 (cont)

It is recommended that Council notes the procurement process to purchase fuel, oils, lubricants, and vehicle care products for its fleet of vehicle, plant, and equipment, and authorises to the Chief Executive Officer to accept tenders and enter into agreements with suppliers from the National Procurement Network Contract NPN1.17.2 (Council Contract 30592) that offer the best value for Council for the first 12 months of the Contract.

<b>Strategic Alignment</b>	This contract enables vehicles, plant, and equipment to deliver a variety of Council services.
<b>Financial and Resource Implications</b>	<p>Council has no obligation to use any supplier or to spend any amounts under the contract. Using the preferred supplier from the national contract provides Council with the most cost-effective financial outcome.</p> <p>The total estimated expenditure under this contract for the first year is around \$1.2 million including GST, and in subsequent years will change depending on demand and changes to the price of oil and other petroleum-based products.</p> <p>The costs incurred under this contract will be charged to the relevant recurrent budgets.</p>
<b>Legislative and Risk Implications</b>	There are no legal or risk implications arising from the approval of this tender evaluation.
<b>Equity, Inclusion, and Human Rights Considerations</b>	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> . 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>	There are no Innovation and Continuous Improvement matters arising from the recommendation contained in this report.
<b>Collaboration</b>	<p>Council's Procurement team has been consulted to ensure that the procurement provides best value.</p> <p>This is a contract for both Victoria and New South Wales administered by MAV in Victoria. It is used by a range of local government and other government agencies across all States and Territories. Collaboration has ensured the best value for all participating agencies.</p>
<b>Conflict of Interest</b>	Council officers involved in the preparation of this report have no conflict of interest in this matter.

## 10.7 2024/25 Q1 Quarterly Performance Report

### Department

Corporate Planning and Performance  
Director Community Services

Attachment

### SUMMARY

The purpose of the Quarterly Performance Report (QPR) is to brief Council and the community on the key highlights and performance against the Council Plan 2021-2025 (year 4) and the Annual Budget 2024/25 for the quarter ended 30 September 2024. The QPR fairly represents Council's operations, financial position, and Council's performance to date in respect to quarter one of the 2024/25 financial year. The information presented satisfies all legislative requirements.

### COUNCIL RESOLUTION

Moved by Cr Weller, Seconded by Cr Allan

That Council notes the 2024/25 Quarterly Performance Report – Quarter 1.

**CARRIED UNANIMOUSLY**

**Spoke to the item:** Cr Weller, Cr Allan, Cr Simpson (3)

### KEY MATTERS

Quarterly Performance Report (QPR) highlights and performance against the Council Plan 2021-2025 (year 4) and the Annual Budget 2024/25 for the quarter ended 30 September 2024.

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

### DISCUSSION, OPTIONS AND ANALYSIS

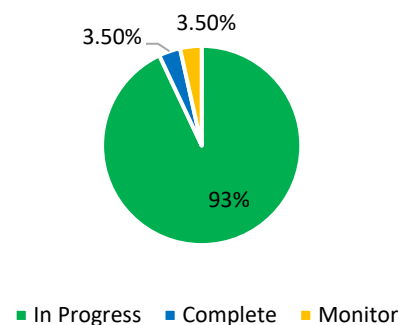
#### Performance Against Council Plan 2021-2025 Year 4

##### Quarter 1 July – 30 Sept 2024

Of the 29 actions in year 4 of the Council Plan 2021-25:

- 27 (93%) are in progress
- 1 (3.5%) is complete
- 1 (3.5%) is being monitored.

Quarter 1 Council Plan Actions  
by Status



These initiatives are a combination of Council Plan and Budget endorsed "major initiatives" and operational actions from across the organisation to ensure better representation of our activities.

## 10.7 (cont)

**Performance against Annual Budget 2024/25**

The year to date (YTD) financial result as of 30 September 2024 was a surplus of \$119.75m, \$5.05m favourable to the YTD Adopted Budget. The YTD surplus result is due to the striking of full year annual rates in August 2024 and will reduce over the course of the year as Council delivers services to the community.

Income was \$3.43m higher than budget primarily reflecting higher than budgeted rates and charges (\$793k), interest income (\$769k), user fees (\$677k), statutory fees and fines (\$644k) and other income (\$398k). Expenditure was \$1.63m less than budget mainly relating to lower materials and services expenditure (\$2.77m), partly offset by higher employee costs (\$1.01m). Further explanations of significant variances are detailed in the report.

Council revised the 2024/25 annual forecast in August to reflect final carry forward of unspent funds from 2023/24 into 2024/25. After adjusting for carry forwards, the revised full year forecast in August 2024 was a surplus of \$15.22m, \$501k favourable compared to the \$14.72m annual Adopted Budget.

A subsequent review of the annual forecast was completed in September 2024, projecting a year-end surplus result of \$14.74m, \$485k unfavourable to the August forecast and \$17k favourable to the 2024/25 Adopted Budget.

**Overarching Governance Principles and Supporting Report Details**

<b>Strategic Alignment</b>	Council Plan 2021-2025 and Community Vision 2040. The report supports Strategic Direction 1: An innovative Council that is well led and governed. In particular, it supports the following objective: Objective 1.1: Council will be a trusted organisation that embraces innovation.
<b>Financial and Resource Implications</b>	There are no financial or resource implications arising from the recommendation contained in this report.
<b>Legislative and Risk Implications</b>	Pursuant to 97(1) of the <i>Local Government Act 2020</i> , The Chief Executive Officer must, as soon as practicable after the end of each quarter, ensure that a quarterly budget report is presented to Council at a Council meeting that is open to the public.
<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.

## 10.7 (cont)

<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>	Collaboration between Council's Corporate Planning and Performance, Finance, Capital Works, Transformation and Community Strengthening units took place to prepare the Quarterly Performance Report.
<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>Council officers involved in the preparation of this report have no conflict of interest in this matter.</p>

**ATTACHMENT**

- 1 2024/25 Q1 Quarterly Performance Report (July – Sept 2024) 

## 10.8 Records of Informal Meetings of Councillors

### Department

Governance and Integrity

Coordinator Governance

### COUNCIL RESOLUTION

Moved by Cr Allan, Seconded by Cr Cutts

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

**CARRIED UNANIMOUSLY**

### Pre-Council Meeting Briefing – 2 December 2024 – 6.30pm-6.45pm

Matter/s Discussed:	Councillors Present	Officers Present
<ul style="list-style-type: none"> <li>Council Agenda Items – 2 December 2024</li> </ul>	Cr Andrew Davenport - Mayor	S McMillan
	Cr Prue Cutts - Deputy Mayor	S Cann
	Cr Peter Allan	J Green
	Cr Blair Barker	L Letic
	Cr Jarrod Gunn	S White
	Cr Daniel Griffiths	S Sullivan
	Cr Kirsten Langford	V Ferlaino
	Cr Jason Martin	
	Cr Kieran Simpson	
	Cr Ben Stennett	
	Cr Hayley Weller	
<b>Others Present:</b> N/A		
<b>Disclosures of Conflict of Interest:</b> Nil		
<b>Councillor /Officer attendance following disclosure:</b> N/A		

## 10.8 (cont)

<b>Preparation of Tally Ho Major Activity Centre Structure Plan – 04 December 2024 – 5.30pm – 6.29pm</b>		
<b>Matter/s Discussed:</b>	<b>Councillors Present</b>	<b>Officers Present</b>
<ul style="list-style-type: none"> <li>• Presentation of draft Tally Ho Major Activity Centre Draft Structure Plan</li> </ul>	Cr Cutts – Deputy Mayor Cr Gunn Cr Martin Cr Langford Cr Griffiths Cr Simpson	J Green A Egan
<b>Others Present:</b> Rob McGauran, Ella McDonald (MGS Architects)		
<b>Disclosures of Conflict of Interest:</b> Nil		
<b>Councillor /Officer attendance following disclosure:</b> N/A		

<b>Mandatory Training – 7 December 2024 – 9.00am – 12.15pm</b>		
<b>Matter/s Discussed:</b>	<b>Councillors Present</b>	<b>Officers Present</b>
<ul style="list-style-type: none"> <li>• Working together in a Council</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 K Woods
<b>Others Present:</b> N/A		
<b>Disclosures of Conflict of Interest:</b>		
<b>Councillor /Officer attendance following disclosure:</b> N/A		

## 10.8 (cont)

<b>Councillor Briefing – 9 December 2024 – 6.30pm-10.10pm</b>		
<b>Matter/s Discussed:</b>	<b>Councillors Present</b>	<b>Officers Present</b>
<ul style="list-style-type: none"> <li>• Transformation and Financial Sustainability</li> <li>• Budget Assumptions</li> <li>• Council Agenda Items – 16 December 2024</li> </ul>	Cr Andrew Davenport - Mayor	S McMillan
	Cr Prue Cutts - Deputy Mayor	S Cann
	Cr Peter Allan	J Green
	Cr Blair Barker	L Letic
	Cr Jarrod Gunn	S White
	Cr Daniel Griffiths	S Sullivan
	Cr Kirsten Langford	V Ferlaino
	Cr Jason Martin	K Woods
	Cr Kieran Simpson	
	Cr Ben Stennett	
Cr Hayley Weller		
<b>Others Present:</b> N/A		
<b>Disclosures of Conflict of Interest:</b>		
<b>Councillor /Officer attendance following disclosure:</b> N/A		



**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.

- Deputy Mayor Councillor Prue Cutts attended Eastern Region Group of Councils Meeting on Friday 6 December 2024 and also attended Mandatory Mayor and Deputy Mayor Training with the Municipal Association of Victoria on 12 & 13 December 2024..
- Councillor Kieran Simpson attended Metropolitan Transport Forum on 4 December 2024.
- Councillor Hayley Weller attended Ordinary meeting for the Whitehorse Manningham Library Corporation on the 11 December 2024.
- Councillor Peter Allan attended Ordinary meeting for the Whitehorse Manningham Library Corporation on the 11 December 2024. Attended the Whitehorse Audit and Risk Committee Meeting on 11 December 2024.
- Councillor Martin attended Whitehorse Business Group breakfast on the 10 December 2024.
- Councillor Langford attended Whitehorse Business Group breakfast on the 10 December 2024.
- Councillor Griffiths attended the Whitehorse Audit and Risk Committee Meeting on 11 December 2024.
- Mayor Councillor Davenport attended Mandatory Mayor and Deputy Mayor Training with the Victoria Local Government Association.

**COUNCIL RESOLUTION**

Moved by Cr Allan, Seconded by Cr Simpson

That Council receives and notes the:

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

**CARRIED UNANIMOUSLY**

**12 Confidential Reports**

Nil

**13 Close Meeting**

The open Council Meeting was closed at 9.47pm and did not reopen to the public.

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