



WHITEHORSE  
CITY COUNCIL

# Whitehorse City Council

## REVISED MINUTES

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### **Council Meeting**

Meeting minutes have been revised and confirmed at Council Meeting 17 February 2025

on

**Monday 3 February 2025 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  
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

Cr Weller declared a material conflict of interest in the following items as her residence is within close proximity to the proposed development:

- Item 10.1 - 1-7 Chapel Street, Blackburn - Use and Development of the land for dwellings and ground floor retail in a Commercial 1 Zone and reduction in the car parking requirements
- Item 10.2 1-7 Chapel Street, Blackburn - Amendment to Permit - Use and develop the land for the purpose of a three storey (four level) office building with at grade and basement car parking, associated internally illuminated / business signs and car parking dispensation

**4 Confirmation of Minutes of Previous Meeting**

The Confidential minutes for the Council Meeting held on 9 September 2024 and the minutes for the Council Meeting on 16 December 2024.

**COUNCIL RESOLUTION**

Moved by Cr Cutts, Seconded by Cr Allan

That Council confirm:

1. Confidential minutes for the Council Meeting held on 9 September and;
2. Minutes for the Council Meeting held on 16 December 2024.

**CARRIED UNANIMOUSLY**

**5 Urgent Business**

Nil

**6 Requests to Speak**

**6.1 J Wah, Blackburn**

**6.2 D Forbes, Blackburn**

**6.3 S Forbes, Blackburn**

**6.4 A Dempster, Blackburn**

**6.5 T Retrot, proUrban**

**7 Public Question Time**

Nil

**8 Petitions**

Nil

## 9 Notices of Motion

### 9.1 Notice of Motion No 2 - Cr Allan - Tipping Vouchers

<p><b>COUNCIL RESOLUTION</b></p> <p>Moved by Cr Allan, Seconded by Cr Stennett</p> <p>That Council receives a report from officers on the feasibility of introducing two free tipping vouchers per property per year for residents as an option to the at-call hard rubbish collections.</p> <p style="text-align: right;"><b>LOST</b></p>
<p><b>Voted FOR item:</b> Cr Allan, Cr Davenport, Cr Langford, Cr Stennett, Cr Weller (5)</p>
<p><b>Voted AGAINST item:</b> Cr Barker, Cr Cutts, Cr Griffiths, Cr Gunn, Cr Martin, Cr Simpson (6)</p>
<p><b>Spoke to the item:</b> Cr Simpson, Cr Barker, Cr Allan, Cr Stennett (4)</p>

### 9.2 Notice of Motion No 3 - Cr Griffiths - Carbon Offsets

<p><b>COUNCIL RESOLUTION</b></p> <p>Moved by Cr Griffiths, Seconded by Cr Simpson</p> <p>That Council receives a report on the costs and implications of ceasing the purchase of carbon offsets to be a Carbon Neutral organisation. The report should explore redirecting these funds towards local environmental and biodiversity initiatives, as well as measures for local carbon sequestration and emissions reduction.</p> <p style="text-align: right;"><b>CARRIED UNANIMOUSLY</b></p>
<p><b>Spoke to the item:</b> Cr Simpson, Cr Barker, Cr Griffiths, Cr Cutts (4)</p>

## 10 Council Reports

**Attendance**

Cr Weller having declared a conflict of interest in Items 10.1 and 10.2 left the chamber at 7.42pm.

**10.1 1-7 Chapel Street, Blackburn– Use and Development of the land for dwellings and ground floor retail in a Commercial 1 Zone and reduction in the car parking requirements**

**Department**

City Planning and Development

Director City Development

WH/2022/648

Attachment

Cr Stennett proposed a procedural motion to move the debate and consideration of the item to the next Council Meeting being Monday 17 February 2025.

<p><b>PROCEDURAL MOTION</b></p> <p>Moved by Cr Stennett, Seconded by Cr Allan</p> <p>That Council adjourn the debate and consideration of the item to the next Council meeting being Monday 17 February 2025.</p> <p style="text-align: right;"><b>CARRIED</b></p>
<p><b>Voted FOR item:</b> Cr Allan, Cr Gunn, Cr Cutts, Cr Simpon, Cr Langford, Cr Stennett, Cr Griffiths (7)</p>
<p><b>Voted AGAINST item:</b> Cr Barker, Cr Davenport, Cr Martin (3)</p>
<p><b>Spoke to the item:</b> Cr Allan, Cr Stennett, Cr Langford, Cr Simpson, Cr Cutts (5)</p>



- 10.2 1-7 Chapel Street, Blackburn – Amendment to Permit - Use and develop the land for the purpose of a three storey (four level) office building with at grade and basement car parking, associated internally illuminated / business signs and car parking dispensation.**

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

WH/2003/14097/B  
Attachment

As this application is intrinsically linked to the previous item (10.1) it was proposed that this item (10.2) also be adjourned (deferred) to the next Council Meeting being 17 February 2025.

<p><b>PROCEDURAL MOTION</b></p> <p>Moved by Cr Stennett, Seconded by Cr Simpson</p> <p>That Council adjourn the debate and consideration of the item to the next Council meeting being Monday 17 February 2025.</p> <p style="text-align: right;"><b>CARRIED</b></p>
<p><b>Voted FOR item:</b> Cr Allan, Cr Simpson, Cr Gunn, Cr Cutts, Cr Davenport, Cr Griffiths, Cr Langford, Cr Stennett (8)</p>
<p><b>Voted AGAINST item:</b> Cr Barker, Cr Martin (2)</p>
<p><b>Spoke to the item:</b> No speakers</p>

**Attendance**

Cr Weller returned to the chamber at 7.51pm.

**10.3 Box Hill City Oval Development Update**

**Department** Major Projects  
Director Infrastructure

Attachment

**SUMMARY**

Box Hill City Oval (BHCO) hosts the highest standard of Australian Rules Football (Victorian Football League and Victorian Football League Women's) and Cricket (Premier) in the municipality. Box Hill City Oval is the home of the Box Hill Hawks Football Club (BHHFC) and the Box Hill Cricket Club (BHCC). BHCO is also utilised for Eastern Ranges National Australia Bank League matches.

The BHCO project is replacing the west pavilion (on Bolton Street, Box Hill) with a new pavilion, renewing the pavilion surrounds and pathways and refurbishing the lower ground floor of the existing south pavilion to address a range of needs. Council is providing \$5.5 million with the State and Federal governments allocating \$6 million and \$13.6 million respectively to provide a \$25.1 million total budget. In addition, it is planned to renew the sporting field and cricket nets in 2025/26, separately funded by Council, to minimise future disruptions at the site and provide a fit for purpose facility for many years before any intervention is needed.

The Schematic Design for the pavilions and surrounds has been confirmed with the tenant clubs and relevant sporting associations. It was released for community information on 17 December 2024. The project is progressing through Detailed Design phase and a tender for a novated design and construction contract is expected to go to market in April 2025. It is proposed to report the Main Works Contract tender outcome to Council in September 2025 with demolition and then construction targeted to commence on site from October/November 2025 and to be completed in the first half of 2027.

The project is currently progressing in accordance with the allocated budget and identified timelines.

At a Council Meeting held on 15 March 2021, it was resolved that an existing crossover (opposite 9 Bolton Street) be removed in response to community feedback received concerning the BHCO Development Project regarding public access to the BHCO environs and gravel car park.

With further progression of the design, it has become evident that the crossover opposite 9 Bolton Street cannot be removed to achieve a compliant building as it is required to provide important regulatory access to

## 10.3 (cont)

fire hydrants for Fire Rescue Victoria (FRV). Other suitable options for the building design and location of fire hydrants that would be acceptable to FRV have not been able to be identified. This access is also for the curators shed as well as venue maintenance requirements for the future facility. It is proposed to maintain this access for maintenance and emergency purposes only, not for public or parking access as the gravel car park will be removed.

This report is to provide a project update and to confirm the need to retain a driveway crossover.

**COUNCIL RESOLUTION**

Moved by Cr Barker, Seconded by Cr Allan

That Council:

1. Notes the update on the Box Hill City Oval Development and the Schematic Design; and
2. Confirms the need to retain a driveway crossover opposite 9 Bolton Street, Box Hill for the purposes of emergency and maintenance access only.

**CARRIED UNANIMOUSLY**

**Spoke to the item:** Cr Barker, Cr Allan, Cr Langford (3)

**KEY MATTERS**

Box Hill City Oval is located at the corner of Middleborough Road and Whitehorse Road in Box Hill. The precinct has two main pavilion buildings (South and West), Scoreboard, Entry Ticket Box, Curators and Scorers building and other ancillary facilities.

The west pavilion was built in 1937 and has reached the end of its useful life, and the newer south pavilion has several deficiencies that do not meet current day player and gender requirements on the lower floor. The BHCO project is replacing the west pavilion (on Bolton Street) with a new pavilion, renewing the pavilion surrounds and pathways and refurbishing the lower ground floor of the existing south pavilion to address a range of needs.

In addition, it is planned to renew the sporting field and cricket nets in 2025/26, to minimise future disruptions at the site and provide a fit for purpose facility for many years before any further intervention is needed.

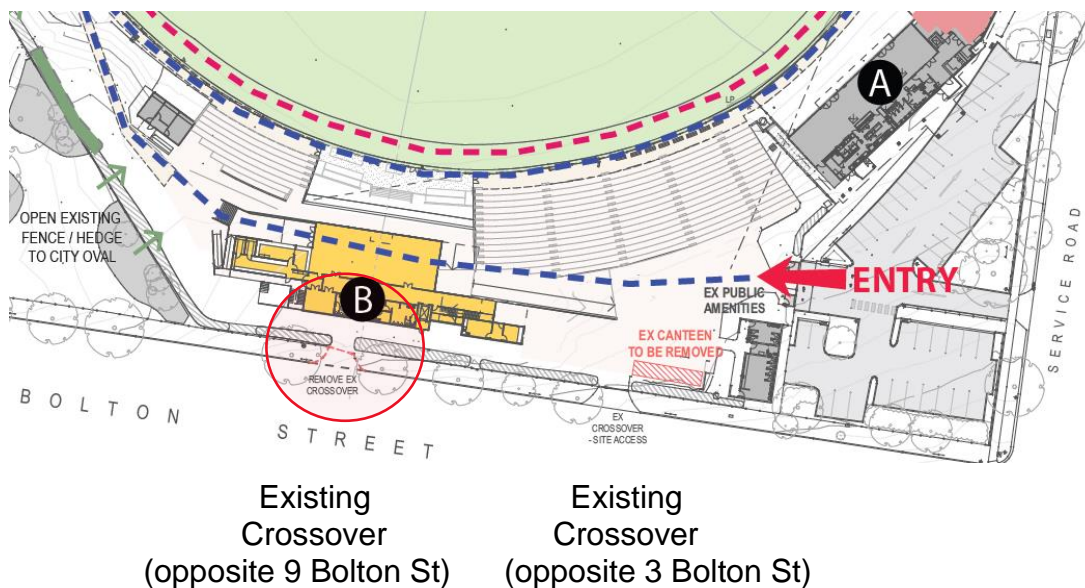
The design process is progressing well in accordance with the allocated budget and timelines. The pavilions and surrounds design have been confirmed with the tenant clubs and relevant sporting associations. The project is progressing through Detailed Design phase and a tender for a novated design and construction contract is expected to go to market in April 2025. The novated design and construction contract involves Council completing the design to approximately 80% complete and then novating the lead design consultancy contract to a successful building contractor to

## 10.3 (cont)

complete the design and construction process. This method of contracting allows for the builder to commence site and demolition works while the design is being completed and also transfers the risks of design omissions and errors to the builder. Construction is targeted to commence in October/ November 2025 and to be completed in the first half of 2027.

The different project elements at the site are shown in (Attachment 1).

Redevelopment of the facilities at BHCO was identified as needed and planning has been underway for some time. In February 2021, community engagement for the BHCO Development Project was undertaken to inform the project. A range of feedback was received, and the project has progressed through a number of design stages, incorporating the feedback received. One element of feedback revealed that some residents in Bolton Street had concerns about traffic and parking congestion in Bolton Street on game days during the football season. Subsequently, at a Council Meeting on 15 March 2021, it was resolved that an existing crossover (opposite 9 Bolton Street) which currently leads to a gravel car park within the BHCO venue should be removed as part of the Project to reduce traffic demand in Bolton Street. This is represented on the plan below. During the building design process, it has been found that this crossover needs to be retained for emergency services and maintenance use. It is not required for community use and the car park is removed as part of the project.



Part Plan of Endorsed 2021 Plan

### DISCUSSION, OPTIONS AND ANALYSIS

The project design and construction plans are progressing well and with the agreement of the stakeholders. There are no decisions required as part of the buildings and surrounds other than the crossover outlined above. The funding for the sports field and cricket net renewal will be considered as part of the 2025/26 Budget process.

10.3 (cont)

The previous Council resolution requiring the removal of the crossover opposite 9 Bolton Street presents a barrier to the project. To ensure public safety and the protection of property in the event of a fire, firefighting measures such as fire hydrants are included in the design of buildings and placed in locations that allow for full fire protection coverage of the building. Three separate hydrants have been designed associated with the new BHCO pavilion development design and placed in specific locations around the venue to achieve hydrant hose coverage to all areas inside the building on both levels. Achieving compliant access and distance to fire hydrants is a building code requirement condition and is a deemed to satisfy condition of the Building Code of Australia.

Fire Rescue Victoria (FRV) requires access to all hydrants based on a fire truck being positioned at the kerb line of Bolton Street, and the fire hydrants accessed by fire fighters on foot. The existing crossover and site access opposite 9 Bolton Street, which Council has resolved be removed, is required to provide access to the northern most fire hydrant. This is a design requirement and relevant approval for the project cannot be obtained without the support of FRV. Given the site constraints, the only access is available from Bolton Street and alternate options for access to the fire hydrants and alternate locations for the fire hydrants in the building design have not been able to be identified to achieve a compliant solution.

In addition to FRV, the existing crossover in front of 9 Bolton Street will also provide immediate access for Ambulance Victoria to access the lower level of the building via the proposed stair and lift, if required.

This crossover currently provides access to the curators shed for sports field and other site maintenance. There is no other access path for the maintenance team to get to the curators shed. Without this access point, a new entrance and roadway to the curators shed would need to be constructed.

It is recommended that this existing crossover is retained with a locked gate and clearly demarcated as ‘emergency service and maintenance vehicle access only’ to demonstrate that there is no public access. It should be noted that the gravel car park will be deleted so there is no reason for public access via this crossover.

**Overarching Governance Principles and Supporting Report Details**

<p><b>Strategic Alignment</b></p>	<p>Council Plan 2021 - 2025</p> <p>Strategic Direction 4: A built environment that encourages movement with high quality public places.</p> <p>Council’s Recreation Strategy (2015 - 2024) recognises the importance to support (non-sport and sport) activities that assist residents to lead a healthy lifestyle through physical activity.</p>
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## 10.3 (cont)

<p><b>Financial and Resource Implications</b></p>	<p>The project is currently progressing in accordance with the allocated budget and required timelines.</p> <p>The removal of the crossover opposite 9 Bolton Street would result in the need for an alternate (new) access point elsewhere on Bolton Street to allow for emergency service vehicle and maintenance vehicle access to the northern end of the new pavilion.</p> <p>This could require some re-design of the fire services for the project.</p>
<p><b>Legislative and Risk Implications</b></p>	<p>There are no substantive legislative or risk implications relevant to the project update.</p> <p>Amending the previous Council decision to remove the existing crossover opposite 9 Bolton Street may change the Council's risk profile if Decision:</p> <p>Is made to accept recommendation:</p> <ul style="list-style-type: none"> <li>• Some community members may react negatively to the change of Council decision made on 15 March 2021.</li> <li>• The new building will be compliant with the building regulations for emergency service requirements.</li> <li>• The access to the curators shed will be preserved.</li> <li>• The crossover will change from general public access to emergency and maintenance access only.</li> </ul> <p>Is NOT made to accept recommendation:</p> <ul style="list-style-type: none"> <li>• The building design will not comply to regulatory requirements concerning fire protection of building and emergency requirements to facilitate Ambulance Victoria.</li> <li>• Extensive and costly redesign will be required to the building and fire services with no current option identified and project timelines will not be achieved.</li> </ul>
<p><b>Equity, Inclusion, and Human Rights Considerations</b></p>	<p>It is considered that the subject matter does not raise any human rights issues.</p>

## 10.3 (cont)

<p><b>Community Engagement</b></p>	<p>The following community engagement was held in 2021:</p> <ul style="list-style-type: none"> <li>a) Direct mail out (400m catchment)</li> <li>b) Community Information Sessions on Saturday 13 February 2021, 4pm-5pm and Monday 15 February 2021, 4pm-5pm</li> <li>c) Your Say page</li> <li>d) In park signage with QR codes that link to plans</li> </ul> <p>Newsletter on the Schematic Design update was distributed to surrounding residents on 17 December 2024.</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>Council has been working with the tenant clubs and relevant sporting associations throughout the design process.</p> <p>Council's staff have been working with the contracted Lead Design Team for the Project to develop the plans shown in (Attachment 1). This includes engagement with the various regulatory approval agencies like FRV.</p>
<p><b>Conflict of Interest</b></p>	<p>Council officers involved in the preparation of this report have no conflict of interest in this matter.</p>

**ATTACHMENT**

- 1 Box Hill City Oval Development Schematic Design Update 

## 10.4 Audit and Risk Committee - Annual Performance Evaluation

**Department** Governance and Integrity  
Transformation Executive Manager

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### SUMMARY

The *Local Government Act 2020* (Act) requires Council to:

1. Establish an Audit and Risk Committee (ARC),
2. Approve an Audit and Risk Charter to specify the functions and responsibilities of the ARC,
3. Undertake an annual assessment of its performance against the Audit and Risk Committee Charter and provide the results to Council through the Chief Executive Officer (CEO).

Council's Audit and Risk Committee (ARC) operates under a Charter as adopted by Council. Meetings are conducted in accordance with an annual work plan, which outlines timing of reports in accordance with the committee's responsibilities as per the Charter.

This report outlines Council's compliance of section 54(4) of the *Act* requiring an annual assessment of the performance of the committee. The assessment was undertaken by survey of all ARC members. The survey was structured in two parts – 'Part A: Measuring Effectiveness' and 'Part B: Performance against Key Charter Responsibilities.'

Survey responses were discussed at the December 2024 ARC meeting.

The survey findings concluded the ARC is 'more than adequate' in meeting the requirements of its Charter, with minor improvement actions noted to maintain a contemporary approach.

The outcomes of the annual performance evaluation are provided to Council in this report.

### COUNCIL RESOLUTION

Moved by Cr Griffiths, Seconded by Cr Allan

That Council note the Audit and Risk Committee's Annual Performance Evaluation.

**CARRIED UNANIMOUSLY**

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



## 10.4 (cont)

**KEY MATTERS**

In relation to Part A: Measuring Effectiveness:

- Respondents rated the effectiveness of the ARC in areas such as diversity of skills and experience, committee meetings, communication between members, relationship with management, reporting to Council, and past areas of improvement. There were 14 (12 in 2023) areas of focus with each rated on a scale from 1 (very little effectiveness) to 5 (fully effective).
- The total score was 60.0 out of 70.0 i.e. 86%, similar score to 2023.
- The alignment of the Annual Work Plan with the Charter and communication between members both achieved 5.0 out of 5.0, making them the highest rated areas in terms of effectiveness.
- The two improvement initiatives introduced in 2024 received mixed feedback, with the end-of-meeting debrief scoring the lowest at 3.4 out of 5.0 and the effectiveness of CEO update scoring 3.8 out of 5.0. The Committee acknowledges that these are highly interesting segments, and a good evolution and will develop over time.
- With a score of 3.8 out of 5.0, the Committee will monitor the effectiveness of the conduct of its meetings. This is because most meetings have extended beyond the allocated timeframe, except for the year-end financial and performance statement meeting, which is more routine in nature.

In relation to Part B: Performance against Key Charter Responsibilities:

- The ARC noted full compliance with the key Charter responsibilities.
- The ARC rated its overall performance and effectiveness as 5 out of 6, similar to 2023, indicating a level of performance of 'more than adequate'.

Further details about the findings and opportunities for improvement, are presented below.

**DISCUSSION, OPTIONS AND ANALYSIS**

The survey was structured in two parts as set out above. Survey results are summarised below:

**Results of Part A: Measuring Effectiveness**

Area of Assessment	Average rating (out of 5)	
	2023/24	2022/23
1. Diversity of skills and experience	4.8	4.0
2. Advice of emerging issues	4.0	3.9
3. Information received from management	4.2	4.2

## 10.4 (cont)

4. Alignment of Annual Work Plan with Charter	5.0	4.8
5. Committee meetings	3.8	4.4
6. Communication between members	5.0	4.8
7. Relationship with management	4.4	4.4
8. Appropriately informed between meetings	4.2	4.0
9. Scrutiny of audit plans and reports	4.4	4.0
10. Challenging of auditors	4.6	4.4
11. Clear and transparent communication with auditors	4.2	4.2
12. Verbal CEO update – new	3.8	
13. End-of-meeting debrief - new	3.4	
14. Past areas for improvement actioned	4.2	4.4
<b>Total</b>	<b>60.0 / 70.0 or 86%</b>	<b>51.5 / 60.0 or 86%</b>

**Results of Part B: Performance against Key Charter Responsibilities  
(including Overall Performance)**

Key Charter Requirements	Compliant Yes/No
1. Monitor Compliance of Council Policies and Procedures	Yes
2. Monitor Council Financial and Performance Reporting	Yes
3. Monitor and Provide Advice on Risk Management, Fraud Prevention Systems and Controls	Yes
4. Oversee Internal and External Audit Functions	Yes
5. Organisation Update	Yes
6. Meetings	Yes
7. Reporting to Council	Yes
8. Committee Member Regulatory Obligations	Yes

Members rated the ARC's overall performance across Parts A and B of the survey as follows:

Less than Adequate	Adequate	More than Adequate
		✓

**Review of Past Areas of Improvement**

#### 10.4 (cont)

Last year, the ARC identified two opportunities for improvement. Based on the current year survey responses, these opportunities for improvement have been satisfactorily addressed recognising they are in the initial stages of implementation.

#### **Key Strengths**

The key strengths identified in 2023/24 include:

- The balanced mix of skills and experience among independent and Councillor members brings valuable diversity, enhancing the Committee's strength and effectiveness.
- With introduction of CEO update and having a constructive relationship with management, and through various engagement across the sector, the members are able to identify and advise on emerging issues, enabling the Council to proactively position itself for effective future responses.
- The Annual Work Plan serves as a guiding framework for the agenda, ensuring alignment with the ARC Charter while allowing the flexibility to adjust the Committee's focus as needed.
- The Committee fosters an open and respectful environment, where members are empowered to engage fully and are well-informed on key matters to support effective decision making.
- The Committee rigorously reviews audit activities, including plans and reports, collaborating closely with the internal and external auditors, and management. This approach promotes a highly engaged and appropriately challenging environment, where members contribute valuable insights drawn from their diverse professional experiences. In-camera discussion with internal and external auditors worked well and is open and transparent on matters of concern.

#### **Key Improvement Opportunities and Actions**

ARC members provided a range of commentary in their survey responses based on Local Government trends and experience from other roles within and outside the sector.

No new areas were identified as requiring improvement in 2023/24 but the following areas will be monitored:

- a) Effectiveness of Committee meetings in ensuring appropriate time is spent on items across the agenda while ensuring meetings are completed in the scheduled timeframe.
- b) Effectiveness of the verbal CEO update in facilitating discussions on new but significant issues relevant to the ARC's role; and
- c) Effectiveness of the end-of-meeting debrief agenda item.

## 10.4 (cont)

Recognising the value of engagement with Councillors, the Committee has requested to reintroduce a presentation by the Committee Chair at a Councillor Briefing annually, ideally aligning with the presentation of the Committee's bi-annual report to Council.

**Overarching Governance Principles and Supporting Report Details**

<b>Strategic Alignment</b>	<p>This report aligns with Strategic Direction 1 of the Council Plan - An innovative Council that is well led and governed.</p> <p>The ARC self-assessment was undertaken in accordance with the ARC Charter, ARC Annual Work Plan and the <i>Local Government Act 2020</i>.</p>
<b>Financial and Resource Implications</b>	<p>The outcomes from the Annual Performance Evaluation does not entail any financial or resource implications.</p>
<b>Legislative and Risk Implications</b>	<p>The Annual Performance Evaluation report has been prepared in compliance with the <i>Local Government Act 2020</i> s54(4).</p> <p>There are no other legal or risk implications arising from the recommendations contained in this report.</p>
<b>Equity, Inclusion, and Human Rights Considerations</b>	<p>It is considered that the subject matter does not raise any human rights issues.</p>
<b>Community Engagement</b>	<p>No community engagement was required for this report.</p>
<b>Innovation and Continuous Improvement</b>	<p>Key improvement opportunities and actions are the basis of a self-assessment to continuously improve the operation of the ARC as outlined in the report.</p>
<b>Collaboration</b>	<p>The Annual Performance Evaluation report was prepared in consultation with ARC members.</p>
<b>Conflict of Interest</b>	<p>Council officers involved in the preparation of this report have no conflict of interest in this matter.</p>

## 10.5 Changes to Council Meeting Dates 2025

### Department

Governance and Integrity

Transformation Executive Manager

### SUMMARY

In accordance with the *Local Government Act 2020* and Council's Governance Rules, Council is required to fix the date, time and place of Council Meetings and to provide public notice regarding the schedule for both Ordinary and Special Meetings.

Council Meeting dates may be amended by a Council resolution when required. Any changes to a scheduled meeting date must be communicated to the public with reasonable notice.

Council resolved the following meeting dates for the 2025 meeting schedule on 12 August 2024:

Month	Day/Date
January	No meetings
February	Monday 3 Monday 17
March	Monday 3 Monday 24
April	Monday 14
May	Monday 12 Monday 26
June	Monday 16 Monday 30

Month	Day/Date
July	Monday 14 Monday 28
August	Monday 11 Monday 25
September	Monday 8 Monday 22
October	Monday 13 Monday 27
November	Monday 10 Wednesday 12* Monday 24 <i>*Meeting to elect Mayor and Deputy Mayor</i>
December	Monday 8

The purpose of this report is to consider and approve changes to the Council Meeting schedule. The proposed changes support Council to meet its statutory requirements to adopt the Council Budget and Revenue and Rating Plan by 30 June 2025 it is also intended to adopt the Council Plan and the Municipal Health and Wellbeing Plan alongside these key documents. The proposed changes are:

- Additional Council Meeting on Tuesday 10 June 2025
- Additional Council Meeting on Monday, 23 June 2025
- Cancellation of the meetings scheduled for Monday 16 June 2025 and 30 June 2025.

10.5 (cont)

**COUNCIL RESOLUTION**

Moved by Cr Cutts, Seconded by Cr Langford

That Council:

1. Adopt the proposed changes to the Council Meeting schedule with:
  - a) Setting two additional meetings for Tuesday 10 June 2025, and Monday 23 June 2025 and
  - b) The cancellation of the meetings scheduled for Monday 16 June and 30 June 2025.
2. Note the updated Council Meeting dates will be published on Council's website.

**CARRIED UNANIMOUSLY**

**Spoke to the item:** Cr Cutts, Cr Simpson, Cr Langford (3)

**KEY MATTERS**

Decision making plays a crucial role in the functioning of local government, it is through this process that important and impactful decisions are made. These decisions are typically discussed and determined during Council Meetings, which serve as the platform for decision-making within the local government structure.

Council is required to fix the date, time and place of Council Meetings and provide notice of the Meeting schedule of an Ordinary Meeting or Special Meeting.

The Council Meeting dates for 2025 were adopted in August 2024. Council has the authority, by resolution, to modify the date, time, and location of any Council Meeting. These adjustments are intended to maintain the continuity of the Council Meeting cycle.

**DISCUSSION, OPTIONS AND ANALYSIS**

Since the adoption of the Council Meeting dates for 2025, it has been identified that Council requires a change to these dates to facilitate the following:

- Council must adopt a budget annually by 30 June.
- In the year following a general election Council must adopt the Revenue and Rating Plan by 30 June.
- The intention is to adopt the Council Plan and the Municipal Health and Wellbeing Plan alongside these key documents. However, if any issues arise with the approval process, there will be no further opportunity to adopt them within the required statutory timeframe.
- To mitigate this risk, it is proposed to schedule an additional meeting on 23 June 2025.

## 10.5 (cont)

To maintain consistency with the meeting cycle, an additional meeting has also been scheduled for 10 June 2025, and the meetings originally scheduled for 16 June 2025 and 30 June 2025 will be cancelled. Should any additional meetings be required a Special meeting may be called.

**Overarching Governance Principles and Supporting Report Details**

<b>Strategic Alignment</b>	Strategic Direction 1 – An innovative Council that is well led and governed
<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>	<p>Pursuant to Section 60 of the <i>Local Government Act 2020</i>, Council is required to adopt and apply Governance Rules which describe the way it will conduct Council meetings and make decisions.</p> <p>The Rules outline the requirements to set Ordinary and Special Meetings the procedures for Council Meetings and set the rules of behaviour for those participating and present at the meeting.</p>
<b>Equity, Inclusion, and Human Rights Considerations</b>	It is considered that the subject matter does not raise any human rights issues.
<b>Community Engagement</b>	No community engagement was required for this report.
<b>Innovation and Continuous Improvement</b>	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>	<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>

## 10.6 Records of Informal Meetings of Councillors

**Department** Governance and Integrity  
 Manager Governance and Integrity

### COUNCIL RESOLUTION

Moved by Cr Stennett, Seconded by Cr Langford

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

**CARRIED UNANIMOUSLY**

Pre-Council Meeting Briefing – 16 December 2024 – 6.30pm-6.43pm		
Matter/s Discussed:	Councillors Present	Officers Present
<ul style="list-style-type: none"> <li>Council Agenda Items – 16 December 2024</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 T Gledhill K Chandler
<b>Others Present:</b> N/A		
<b>Disclosures of Conflict of Interest:</b> Nil		
<b>Councillor /Officer attendance following disclosure:</b> N/A		



## 10.4 (cont)

<b>Councillor Briefing – 18 December 2024 – 6.30pm-8.15pm</b>		
<b>Matter/s Discussed:</b>	<b>Councillors Present</b>	<b>Officers Present</b>
<ul style="list-style-type: none"> <li>10 Year Capital Works Program</li> <li>Aquatic Procurement Update</li> </ul>	Cr Andrew Davenport - Mayor Cr Prue Cutts - Deputy Mayor Cr Peter Allan Cr Jarrod Gunn Cr Daniel Griffiths Cr Kirsten Langford Cr Jason Martin (online) Cr Kieran Simpson Cr Ben Stennett Cr Hayley Weller	S McMillan S Cann J Green L Letic S White S Sullivan V Ferlaino C Clarke L Morris Z Quinn A Acklin T Gledhill
<b>Others Present:</b> N/A		
<b>Disclosures of Conflict of Interest:</b> Cr Langford, Aquatic Procurement Update, left the briefing at 7.30pm and returned at 8.10pm.		
<b>Councillor /Officer attendance following disclosure:</b> N/A		

<b>Councillor Briefing – 20 January 2025 – 6.30pm-9.50pm</b>		
<b>Matter/s Discussed:</b>	<b>Councillors Present</b>	<b>Officers Present</b>
<ul style="list-style-type: none"> <li>Integrated Council Planning 2025-2029</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 Cann S White L Letic S Sullivan K Marriott Z Quinn L Morris C Clarke Z Thorn K Woods
<b>Others Present:</b> N/A		
<b>Disclosures of Conflict of Interest:</b> Nil		
<b>Councillor /Officer attendance following disclosure:</b> N/A		

## 10.4 (cont)

<b>Councillor Briefing – 28 January 2025 – 6.30pm – 9.20pm</b>		
<b>Matter/s Discussed:</b>	<b>Councillors Present</b>	<b>Officers Present</b>
<ul style="list-style-type: none"> <li>Suburban Rail Loop Precinct Planning</li> <li>Aquatics Briefing - Management Model and Learn to Swim Programming (EOI)</li> <li>Council Agenda Items – 3 February 2025</li> </ul>	Cr Andrew Davenport - Mayor	S McMillan
		S Cann
	Cr Prue Cutts - Deputy Mayor	J Green
		L Letic
	Cr Peter Allan	S White
	Cr Blair Barker	S Sullivan
	Cr Jarrod Gunn	V Ferlaino
	Cr Daniel Griffiths	T Gledhill
	Cr Jason Martin	
	Cr Kieran Simpson	
	Cr Ben Stennett	
	Cr Hayley Weller	
Cr Kirsten Langford arrived at 8.54pm for the Draft Council Meeting agenda		
<b>Others Present:</b> N/A		
<p><b>Disclosures of Conflict of Interest:</b> Cr Weller declared a general conflict of interest in Item 5.1 (Suburban Rail Loop Precinct Planning) of the Councillor Briefing papers due to the Suburban Rail Loop Authority being a client of her employer. She also declared a material conflict of interest in Items 10.1 and 10.2 (1-7 Chapel Street, Blackburn planning application and amendment to planning application) in the Draft Council Meeting Agenda, as the property is located near her residence.</p>		
<p><b>Councillor /Officer attendance following disclosure:</b> Cr Weller left the meeting at 9.13pm and did not return.</p>		

## 11 Councillor Delegate and Conference / Seminar Reports

### 11.1 Reports by Delegates and Reports on Conferences / Seminars Attendance

**Department** Governance and Integrity  
Manager Governance and Integrity

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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 media training on 28 January 2025.
- Councillor Jarrod Gunn attended meeting of the Whitehorse Sport and Recreation Reference group on 19 December 2024.
- Councillor Kieran Simpson reminded Councillors that voting for the MAV board and president positions have opened.
- Councillor Peter Allan attended meeting of the Whitehorse Sport and Recreation Reference group on 19 December 2024.
- Councillor Ben Stennett attended the seminar Yarran Dheran Nature Reserve and Mullum Mullum presented to the Whitehorse Historical Society.
- Mayor Councillor Davenport attended media training on 28 January 2025.

#### **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 Council Meeting was closed at 8.13pm.

*These minutes are circulated subject to confirmation by Council at the next Council Meeting to be held on 17 February 2025.*