



WHITEHORSE
CITY COUNCIL

Whitehorse City Council

AGENDA

Council Meeting

on

Monday 12 May 2025 at 7:00 PM

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

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

Recording of Meeting and Disclaimer

Please note every Council Meeting (other than items deemed confidential under section 3 (1) of the *Local Government Act 2020*) is being recorded and streamed live on Whitehorse City Council's website in accordance with Council's Live Streaming and Recording of Meetings Policy. A copy of the policy can also be viewed on Council's website.

The recording will be archived and made publicly available on Council's website within 48 hours after the meeting on www.whitehorse.vic.gov.au for a period of three years (or as otherwise agreed to by Council).

Live streaming allows everyone to watch and listen to the meeting in real time, giving you greater access to Council debate and decision making and encouraging openness and transparency.

All care is taken to maintain your privacy; however, as a visitor in the public gallery, your presence may be recorded. By remaining in the public gallery, it is understood your consent is given if your image is inadvertently broadcast.

Opinions expressed or statements made by individual persons during a meeting are not the opinions or statements of Whitehorse City Council. Council therefore accepts no liability for any defamatory remarks that are made during a meeting.

TABLE OF CONTENTS

1	WELCOME.....	5
2	APOLOGIES.....	5
3	DISCLOSURE OF CONFLICTS OF INTEREST	5
4	CONFIRMATION OF MINUTES OF PREVIOUS MEETING.....	5
5	URGENT BUSINESS.....	5
6	REQUESTS TO SPEAK	5
7	PUBLIC QUESTION TIME.....	5
8	PETITIONS	5
9	NOTICES OF MOTION	5
9.1	Notice of Motion - Alwyn Street, Mitcham - Traffic Conditions	6
10	COUNCIL REPORTS.....	6
10.1	Tender Evaluation Report - Contract 30590 - Quantity Surveyor Consultancy Services Panel	7
10.2	Strategic Property Framework - Community Engagement.....	12
10.3	Proposed Amendments to the Road Management Plan.....	15
10.4	Audit and Risk Committee Bi-Annual Report	22
10.5	Records of Informal Meetings of Councillors	25
11	COUNCILLOR DELEGATE AND CONFERENCE / SEMINAR REPORTS.....	30
11.1	Reports by Delegates and Reports on Conferences / Seminars Attendance.....	30
12	CONFIDENTIAL REPORTS	31
13	CLOSE MEETING.....	31

AGENDA

1 Welcome

Prayer for Council

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

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

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

Amen.

Acknowledgement of Country

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

2 Apologies

3 Disclosure of Conflicts of Interest

4 Confirmation of Minutes of Previous Meeting

Minutes of the Council Meeting 14 April 2025 and the Special Council Meeting 28 April 2025.

RECOMMENDATION

That the minutes of the Council Meeting held on 14 April 2025 and the Special Council Meeting held on the 28 April 2025 be confirmed.

5 Urgent Business

6 Requests to Speak

7 Public Question Time

8 Petitions

9 Notices of Motion

9.1 Notice of Motion - Alwyn Street, Mitcham - Traffic Conditions

That Council receive a report into:

1. Council actions to date since receiving a petition from Alwyn Street Residents in September 2020, and future actions proposed
2. A recommendation in the best way of advocacy on the matters in the petition that are within the control of the State Government:
 - Reduction in speed limit
 - Truck Bans

10 Council Reports

10.1 Tender Evaluation Report - Contract 30590 - Quantity Surveyor Consultancy Services Panel

Department

Project Delivery and Assets
Director Infrastructure

Attachment

SUMMARY

This report considers tenders received for the Provision of Consultancy Services – Quantity Surveyor, Contract 30590 and recommends the appointment of the following consultants to a preferred supplier panel to undertake specified services.

Following a public tender and the completion of a comprehensive evaluation and assessment process, six suitable qualified companies are recommended for appointment to form a preferred Quantity Surveyor consultancy panel.

The Tender Evaluation Report is provided in Confidential Attachment 1.

The contract value is up to \$1,537,280.00 (exclusive GST) for a term of five years, with no option to extend. The Contract is a combination of a Lump Sum and Schedule of Rates Contract.

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

RECOMMENDATION

That Council:

- A. Accepts the tenders and signs the formal contract documents for Contract 30590 for the Quantity Surveyor Supplier Panel received from the following tenderers:
1. Currie & Brown (Australia) Pty Ltd (ABN 97 128 823 843), of Level 4, 10 Queen Street, Melbourne Victoria 3102,
 2. Muller Partnership (ABN 33 650 179 041), of Suite 7.03, 390 St Kilda Road, Melbourne Victoria 3004,
 3. Wilde and Woollard Quantity Surveyors Pty Ltd (ABN 83 004 933 448), of 37-41 Prospect Street, Box Hill Victoria 3128,
 4. Melbourne Quantity Surveyors Pty Ltd (ABN 96 635 662 725), of 2B Webb Street, Warrandyte Victoria 3113,
 5. Donald Cant Watts Corke (Vic) Pty Ltd (ABN 77 147 657 010), of Level 5, 180 Flinders Street, Melbourne Victoria 3000, and
 6. Berkowitz & Associates Quantity Surveyors (ABN 68 204 272 653), of Level 10 Suite 1002/9 Yarra St, South Yarra Victoria 3141.

10.1 (cont)

- B. Endorses contract expenditure of \$1,537,280.00 (exclusive GST) over the five-year period.

Key Matters Council's Capital Works program maintains, refurbishes, and redevelops Council Infrastructure to ensure safety, functionality, and relevance for the community. With a portfolio of over 360 building assets, this contract will cover Quantity Surveyor consultancy services for projects up to the value of \$15 million dollars.

Used by departments across Council, the purpose of the contract is to establish a panel of suitably qualified and experienced suppliers, the provision of Quantity Surveyor Consultancy Services.

This supplier panel promotes greater competitiveness, ensures adequate alternative consultant options available for the range of projects and assists with financial forecasting and budget management.

The Quantity Surveyor Panel Contract 30590 will replace Contract 30189 which expired on 11 March 2025. In the interim, separate quotations for Quantity Surveyor consultancy services have been sought as required.

Discussion, options and analysis This Contract is to assist with cost management of Capital Work projects required to deliver Council services. The contract enables efficient and best value works procurement, often required at short notice. Failure to award this contract will impact Council's service delivery to maintain, renovate, upgrade and construct building facilities to service the community.

The panel contract arrangement provides access to prequalified and known prices for Quantity Surveying consultancy services.

Background This tender was advertised in The Age and via Council's procurement portal and closed on 11 December 2024.

A total of twelve tender submissions were received from the open market. The tenders provided a competitive open market for Quantity Surveying consultancy services for evaluation.

The twelve tenders were evaluated against the following criteria:

- Cost to Council
- Capability
- Credibility
- Local Content
- Social and Environmental Sustainability
- Occupational Health & Safety and Equal Opportunity.

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

10.1 (cont)

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

Consultation

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

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

This procurement is in accordance with the Policy requirements.

Extensive consultation has occurred across relevant Council departments.

Project funding will be drawn directly from the adopted Capital Works Program budget. The panel contract will be managed by the Buildings Team, Project Delivery and Assets Department.

Overarching Governance Principles and Supporting Report Details

Strategic Alignment	<p>The consultancy services within this contract supports the following strategic direction:</p> <ul style="list-style-type: none">• 'Our Built Environment, Movement and Public Places' <p>The service within this contract supports the following objectives within the above strategic direction 4:</p> <ul style="list-style-type: none">• Objective 1: Assets, facilities, and urban design of a quality that provides the highest levels of utility and enhances the connection between the built natural, heritage and social environments; and• Objective 2: Foster development that has access to a range of facilities services and amenities to meet future community needs.
Financial and Resource Implications	<p>The financial or resource implications arising from the recommendation contained in this report and the Tender Report Confidential Attachment 1.</p> <p>The financial result achieved through this tender has delivered a range of positive price outcomes as a result of the tender methodology, tender negotiation and a best and final offer process.</p>
Legislative and Risk Implications	<p>Failure to award this contract will impact Council's service delivery to maintain, renovate, upgrade and construct building facilities to service the community.</p> <p>This contract will provide the necessary consultancy resources to undertake cost management services to</p>

10.1 (cont)

	ensure projects are financially delivered within allocated budgets and governance principles are adhered.
Equity, Inclusion, and Human Rights Considerations	It is considered that the subject matter does not raise any human rights issues.
Community Engagement	No community engagement was required for this report.
Innovation and Continuous Improvement	<p>The objective of having a supplier panel is to streamline the procurement process for Quantity Surveying consultancy services, ensuring that the Council has access to a range of qualified professionals who can deliver high-quality services across various projects. The panel aims to provide a competitive, flexible, and efficient solution for managing costs and ensuring good project outcomes.</p> <p>Expected Benefits:</p> <ul style="list-style-type: none"> • Competitive Pricing: Increased competition among contract panel members helps secure the best value through competitive rates and pricing. • Diverse Expertise: Access to a range of Quantity Surveyors with varied specialisations and experiences ensures that Project Manager selects the most suitable supplier for each project. • Consistent Quality: Panel members are pre-approved based on their qualifications and performance, ensuring a consistent standard of service and reliability across projects. • Flexibility: The panel provides flexibility in selecting Quantity Surveyors based on specific project needs, allowing for tailored expertise and resource allocation. • Efficiency: Streamlined procurement from a contract panel reduces the time and administrative effort required to engage Quantity Surveyors in accordance with Council's Procurement Policy, leading to faster project initiation and delivery. • Reduced Risk: A pre-vetted panel minimises the risk of procurement and service failures or project delays, as the Tender Evaluation Panel will confirm all consultants' pre-qualifications by

10.1 (cont)

	<p>credible referees and submitted tenders have demonstrated their capability and reliability.</p> <ul style="list-style-type: none"> • Improved Relationships: The ability to create professional relationships with panel members fosters a better understanding and alignment with the Council's goals and expectations, leading to better delivery outcomes. • Cost Control: Established rates and terms within the contract panel agreements assists Council Officers with budget management and financial predictability for projects.
Collaboration	No collaboration was relevant for this report.
Conflict of Interest	<p>The <i>Local Government Act 2020</i> requires members of Council staff, and persons engaged under contract to provide advice to Council, to disclose any direct or indirect interest in a matter to which the advice relates.</p> <p>Relevant signed conflict of interest forms by all members of the evaluation panel are filed on Council's information management system.</p> <p>Council officers involved in the preparation of this report have no conflict of interest in this matter.</p>

ATTACHMENT

- 1 Contract 30590 - Quantity Surveyor Supplier Panel Tender Report - Confidential Attachment

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

10.2 Strategic Property Framework - Community Engagement

Department

Transformation

Executive Manager Transformation

Attachment

SUMMARY

The Strategic Property Framework (SPF), attached to this report, provides Whitehorse City Council with a structured approach to managing its property portfolio, valued at more than \$3.5 billion. The SPF ensures property decisions regarding acquisitions, disposals and developments are consistent, transparent, and strategically aligned with Council's long-term objectives and community needs.

This report seeks Council's decision to proceed with community engagement on the SPF. Following its presentation to the Executive Leadership Team (ELT) and Councillors, further engagement is required to incorporate community feedback before final adoption. This engagement process will ensure the SPF aligns with community expectation and enhances Council's decision-making process for property management.

RECOMMENDATION

That Council:

1. Endorses the Strategic Property Framework as the guiding document for property portfolio management, for the purposes of community engagement.
2. Approves the commencement of community engagement to gather feedback on the Strategic Property Framework.
3. Receive a report on the outcomes of community engagement and any recommended amendments prior to final adoption.

KEY MATTERS

The following are key matters for Council's consideration:

The SPF includes:

- Introduction and Context – Establishes the framework's purpose, scope, and alignment with Council's strategic objectives, setting the foundation for informed property management.
- Guiding Principles, Objectives and Approach – Defines the principles and objectives that underpin all property decisions, ensuring a consistent approach across acquisitions, disposals, and developments.

10.2 (cont)

- Decision-Making Framework – Details the decision-making methodologies, processes, and criteria for each property function, supported by flowcharts and evaluation tables.
- Portfolio Management and Evaluation – Outlines strategies for regular monitoring, adapting to changing needs, and maintaining alignment with Council priorities.

The SPF provides a structured foundation for coordinated, long-term planning, guiding how Council-owned and managed properties are used, adapted, or transitioned to respond to changing community needs and service priorities.

It sets out consistent principles and decision-making criteria across all property functions, ensuring that decisions are transparent, accountable, and aligned with Council's strategic objectives.

It also supports clear and constructive engagement with the community, providing a shared understanding of property decisions.

Endorsing the SPF for community engagement will allow Council to test and refine the proposed approach, ensuring the final version reflects community values and expectations before implementation.

Conclusion

The SPF is a critical tool for ensuring effective, transparent, and community-focused property management. Proceeding with community engagement will strengthen the framework's alignment with public expectations and reinforce Council's commitment to responsible property stewardship.

Overarching Governance Principles and Supporting Report Details

Strategic Alignment	The SPF aligns with the Council Plan, ensuring decisions support broader goals for infrastructure, sustainability, community services, and open space. Refer to section 1.2.2 of the SPF for more details.
Financial and Resource Implications	The community engagement process will be conducted within existing operational budgets, with costs kept to a modest level for printing and translation. Long-term implementation of the SPF will support service sustainability and community benefit.
Legislative and Risk Implications	The SPF aligns to the <i>Local Government Act 2020</i> , promoting accountability, transparency, and informed decision-making in property management.
Equity, Inclusion, and Human Rights Considerations	The SPF embeds equity, inclusion, and human rights by ensuring transparent, consistent decisions that reflect diverse community needs and support equitable access to Council assets.

10.2 (cont)

Community Engagement	<p>In accordance with Council's Community Engagement Policy, should Council endorse the Strategic Property Framework for the purpose of community engagement, we will commence the engagement in May for a period of 28 days.</p> <p>The engagement strategy will include a survey on Your Say Whitehorse.</p> <p>Community feedback will be incorporated into the final SPF before adoption.</p>
Innovation and Continuous Improvement	<p>The SPF introduces a structured, data-driven approach to property management.</p> <p>Ongoing management will enable continuous improvements in Council's property strategies.</p>
Collaboration	<p>The SPF was developed in collaboration with internal teams.</p> <p>Further engagement will strengthen partnerships with community members and local businesses.</p>
Conflict of Interest	<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 Strategic Property Framework (2025)

10.3 Proposed Amendments to the Road Management Plan

Department

City Services

Director Infrastructure

Attachment

SUMMARY

This report presents Council with a draft amended Road Management Plan (RMP) for endorsement, for the purposes of giving public notice of an intention to amend the current RMP.

Council's RMP details how, and by what standards and priorities, Council will inspect, repair, and maintain its public roads and pathways in the context of available budgetary and other resources.

Council's RMP has been reviewed every four years and was last amended on 17 August 2015.

A draft amended RMP 2025 has been prepared and is provided in **Attachment 1**. Further **attachments** are provided including a copy of the current RMP, changes between the current and the proposed versions, and notable differences between the draft RMP 2025 and a new template provided by Council's insurer, MAV Insurance.

The review has been undertaken in the context of continuing to provide a high level of responsiveness to attending to defects reported by the community and recognising Council's draft 2025/26 Budget commitment to increased road related asset funding.

In the case of footpaths, the majority of the defects requiring intervention are reported to Council as a reactive request, rather than being identified by programmed inspections. These defects typically relate to damage, not deterioration. The defects (that are primarily reported by residents) are triaged as a priority reactive request. The proposed RMP does not alter the service standards for this type of reactive response to a request.

Feedback from the public consultation will be presented to Council for consideration when adopting an amended RMP.

RECOMMENDATION

That Council:

1. In accordance with the requirements of section 54 (6) of the *Road Management Act 2004* and Part 3, Division 2, of the Road Management (General) Regulations 2016, endorses the draft of the amended Council Road Management Plan 2025 (**Attachment 1**), for the purpose of giving public notice and of inviting public submissions on the proposed amendment.

10.3 (cont)

2. Makes available the draft amended Road Management Plan, and information summarising the proposed changes to the Road Management Plan for copying or inspection at the place designated in the public notice, and on Council's Internet website.
3. Receives a further report on the findings and conclusions of the public consultation process as part of its consideration when adopting an amended Road Management Plan.

KEY MATTERS

Council is a Road Management Authority under the *Road Management Act 2004*. The Act prescribes the role of Road Management Authorities. For Council to meet its obligations, a Road Management Plan (RMP) is desirable. A RMP details how, and by what standards and priorities, Council will inspect, repair, and maintain its public roads and pathways in the context of available budgetary and other resources.

The RMP has been reviewed every four years, in accordance with the requirements of the Road Management (General) Regulations 2016. The RMP was last amended on 17 August 2015.

At its meeting on 28 June 2021, Council adopted the findings and conclusions of the review of the RMP and agreed to amend the RMP. The RMP has not yet been amended since this decision pending changes at a local government sector level. Council's insurer, MAV Insurance (MAVI) has been developing and recently provided a standard template for all Victorian councils to use with suggested standards based on benchmarking and legal and insurance advice. The proposed amendments to Council's RMP have considered the MAVI advice and are substantial enough to require public exhibition inviting submissions.

The required process is to first present the draft amended RMP to Council seeking endorsement to give public notice and invite public submissions on the proposed amendments. A further report will be provided to Council on the findings and conclusions of the public consultation process as part of its consideration when adopting an amended RMP.

A draft amended RMP 2025 has been prepared using the MAVI template and the following documents are provided as attachments:

- **Attachment 1** – Draft amended RMP 2025
- **Attachment 2** – Current RMP 27 July 2015

The changes between the current and the proposed version are summarised in the following attachments:

- **Attachment 3** – Part 1 RMP 2025 amendments – General
- **Attachment 4** – Part 2 RMP 2025 amendments – Inspection Frequencies
- **Attachment 5** – Part 3 RMP 2025 amendments – Intervention Levels and Timeframes

10.3 (cont)

The following attachment shows notable differences between the draft RMP 2025 and the MAVI template that was provided:

- **Attachment 6** – RMP 2025 Comparison to MAVI template

The reasons for the differences are provided in **Attachment 6**. Any changes to increase inspection frequencies or response times in addition to what is proposed would require additional resources and/or funding for contracted services.

While there is a difference between the existing and proposed RMP the proposed RMP has been developed in the context of continuing to provide a high level of responsiveness to attending to defects reported by the community and recognising Council's draft 2025/26 Budget commitment to increased road related asset funding.

This report presents to Council the draft amended RMP 2025 so that it can be made available for public exhibition inviting submissions.

DISCUSSION, OPTIONS AND ANALYSIS

The draft RMP 2025 includes standards that can be met within existing allocated resources. In accordance with the *Road Management Act*, Council is to decide standards in the RMP in the context of available budgetary and other resources.

The major proposed changes and discussion points are presented in **Attachment 6** – and summarised below:

Proactive inspection frequencies – lowest category footpaths (Category 3)

- The proactive inspection frequency for the lowest category footpaths (Category 3) is every three years.
- MAVI suggest a range of 12-24 months.
- An inspection frequency of 3 years is considered appropriate considering the typically good ground conditions under the footpaths.

Proactive inspection frequencies – lowest category roads (Category 3)

- The proactive inspection frequency for the lowest category roads (Category 3) is every three years.
- MAVI suggest a range of 12-24 months.
- An inspection frequency of 3 years is considered appropriate considering the high quality of roads in Whitehorse based on typically good ground conditions under the roads.

Vertical displacements of footpaths

- The RMP describes how Council intervenes to footpath defects.
- Current intervention level is 15mm.
- Legal advice and advice from MAVI is that this is not comparable to the standards applied by other councils. A 'reasonable' level of intervention is between 20mm and 30mm.

10.3 (cont)

- It is proposed to change this to 25mm.
- Increasing the intervention level will mean that there will be less defects and therefore the defects will be repaired faster.
- The current standard, proposed standard, and the MAVI suggested standard for footpaths is provided in the following tables:

Current standard:

Defect Type	Description / Intervention Level	Repair timeframes		
		Cat 1	Cat 2	Cat 3
Vertical Displacement	Vertical Displacement >15 mm in height (Note all displacements for all categories of footpath >40 mm repaired within 5 working days)	12 months	12 months	12 months

Proposed standard:

Defect Type	Description / Intervention Level	Repair timeframes		
		Cat 1	Cat 2	Cat 3
Vertical Displacement	Vertical Displacement >25 mm in height (Note all displacements for all categories of footpath >40 mm repaired within 5 working days)	6 months	9 months	12 months

MAVI suggested standard:

Defect Type	Description / Intervention Level	Repair timeframes		
		Cat 1	Cat 2	Cat 3
Vertical Displacement	Vertical Displacement between 20 mm and 30 mm in height (MAVI no reference to a tiered timeframe like greater than 40mm but this can be done)	2 weeks to 1 month		2 weeks to 3 months

It should be noted that these are minimum standards that relate to repairs of defects and the service level provided by Council is designed to exceed these standards to minimise the occurrence of defects.

10.3 (cont)

In the case of footpaths, the majority of the defects requiring intervention are reported to Council as a reactive request, rather than being identified by programmed inspections. These defects typically relate to damage, not deterioration. The defects (that are primarily reported by residents) are triaged as a priority reactive request. The proposed RMP does not alter the service standards for this type of reactive response to a request.

Vegetation clearance

Vegetation clearance for roads and footpaths is suggested by MAVI to be included in the RMP. Vegetation clearance is managed through Council's Urban Forest Strategy, Tree Management Policy, and Community Local Law 2024, accordingly it is not in the current RMP, not in the draft RMP 2025.

RMP approval process

Following Council's endorsement of the draft amended RMP, Council must give public notice, in accordance with the requirements of regulation 10 of the *Regulations*, inviting public submissions in respect of the draft amended RMP.

A further report will be provided to Council about any submissions received as a result of giving public notice, and the final Plan will be recommended for adoption.

Overarching Governance Principles and Supporting Report Details

Strategic Alignment	Strategic Direction 4 - Our Built Environment The draft amended RMP is integrated with Council's Asset Management Policy, and Whitehorse Asset Plan. In accordance with the Asset Management Policy, Council has a Road Asset Management Plan and Drainage Asset Management Plan. Both Asset Management Plans integrate with the RMP to detail the management of local roads and pathways.
Financial and Resource Implications	<p>The type of road assets and the inspection, maintenance and repair standards included in the draft amended RMP directly relate to Council budget allocations. Budget implications were taken into account in preparing the proposed amended plan.</p> <p>The current operating budget for the inspection, repair and maintenance of Council's roads is approximately \$1 million, and for pathways is \$1.2 million.</p> <p>A specific example of cost is Council has a permanent full-time officer to inspect footpaths and kerb and channel. These are inspected by foot. There are around 1,170 kilometres of footpath. The inspector is at capacity with the current frequency of</p>

10.3 (cont)

	inspection, which is three years for category 3. If this was reduced to 12 or 24 months, Council would need to employ an additional staff member. The draft amended RMP has been drafted under the constraint of no additional resources after consideration of the cost and benefit and the provision of all other Council services.
Legislative and Risk Implications	<p>The draft amended RMP is prepared in accordance with Part 4, Division 5 (sections 49 to 55) of the <i>Road Management Act 2004</i> (the 'RMA') and the Road Management (General) Regulations 2016.</p> <p>In preparing the draft amended RMP, Council is to make a considered policy decision under and for the purposes of section 39 of the Act, in relation to the performance of Council's road management functions.</p> <p>The draft amended RMP reflects the purposes and objectives of Council as a road authority under the <i>Road Management Act</i> and is consistent with the role of Council as specified under the <i>Local Government Act 2020</i>.</p> <p>The RMP provides Council with a "Policy Defence" in civil liability against claims (and other relevant claims) of negligence or breach of statutory duty arising from the standard and condition of the roads and road related infrastructure that are under Council's administration.</p>
Equity, Inclusion, and Human Rights Considerations	In developing this report to Council, the subject matter has been considered in accordance with the requirements of the <i>Charter of Human Rights and Responsibilities Act 2006</i> .
Community Engagement	The recommendation is that the draft amended RMP be made available for public exhibition and submissions. The submissions are to be considered by Council prior to adopting the amended RMP.
Innovation and Continuous Improvement	Innovation and continuous improvement have been considered through the amendment of the RMP.
Collaboration	The draft amended RMP has been prepared in consultation with relevant Council teams, and with advice from Council's insurers.
Conflict of Interest	Council officers involved in the preparation of this report have no conflict of interest in this matter.

10.3 (cont)

ATTACHMENT

- 1 Draft Amended RMP 2025
- 2 Current RMP 27 July 2015
- 3 Part 1 RMP 2025 amendments - General
- 4 Part 2 RMP 2025 amendments - Inspection Standards
- 5 Part 3 RMP 2025 amendments - Intervention Levels and Timeframes
- 6 Comparison to MAVI template

10.4 Audit and Risk Committee Bi-Annual Report

Department

Governance and Integrity

Executive Manager Corporate Services

Attachment

SUMMARY

Whitehorse City Council has established an Audit and Risk Committee (Committee) pursuant to section 53 of the *Local Government Act 2020* (Act).

The Audit and Risk Committee Charter (Charter) and section 54(5) of the Act, requires the Committee to:

- Prepare a biannual audit and risk report that describes the activities of the Audit and Risk Committee and includes its findings and recommendations; and
- Provide a copy of the biannual audit and risk report to the Chief Executive Officer (CEO) for tabling at the next Council meeting.

The Committee at its meeting held Wednesday, 5 March 2025 approved the attached biannual report to Council for the period October 2024 to March 2025, contingent upon the inclusion of updated information for the March 2025 Committee meeting.

RECOMMENDATION

That Council note the Audit and Risk Committee Biannual Report for the period October 2024 to March 2025.

KEY MATTERS

The Internal Auditor, HLB Mann Judd, presented the following reports at the December 2024 and March 2025 meetings:

- Review of Business Continuity Planning, Disaster Recovery and Emergency Management;
- Review of Data Governance / Cyber (Victorian Protective Data Security Standards) - Part 2;
- Review of Customer Service - Complaints Management (customers-members of the community); and
- Review of Transformation Program (with specific focus on governance arrangements and benefits realisation).

A total of 23 findings were identified across the above reports, including one high risk rated finding, which was completed in February 2025. Across all projects, the Committee is comfortable with the reporting received and actions being taken by management to address findings. Implementation status is monitored at every meeting.

10.4 (cont)

The External Auditor, RSD Audit, presented the Audit Strategy Memorandum for the financial year ending 30 June 2025 in March 2025. The Committee reviewed and discussed the key areas of external audit focus for 2024/25.

The Committee received organisational updates and also monitors announcements and guidelines that impact Council operations on various matters including cyber security, advanced waste processing project, councillor mandatory training, compliance with the Gender Equality Action Plan, financial sustainability with a focus around cost shifting, infrastructure requirements, rate cap and revenue generation, Council's next Enterprise Agreement, service reviews progress, approach to assessment of community benefit, and continuous improvement projects targeting various programs. The Committee's role has been focussed on the oversight of program governance and risk management.

DISCUSSION, OPTIONS AND ANALYSIS

The primary role of the Committee is to support Council in discharging its oversight responsibilities related to financial and performance reporting, risk management, fraud and corruption prevention systems and controls, maintenance of a sound internal control environment, assurance activities including internal and external audit, and Council's performance regarding compliance with its policies and legislative and regulatory requirements.

The Committee is an advisory committee with no delegated authority or decision-making abilities.

In accordance with section 54(1) of the Act, Council must prepare and approve a Charter. The Charter must specify the functions and responsibilities of the Committee including the following:

1. Monitor the compliance of Council policies and procedures with;
 - a) The overarching governance principles; and
 - b) This Act and the regulations and any Ministerial directions;
2. Monitor Council financial and performance reporting;
3. Monitor and provide advice on risk management and fraud prevention systems and controls; and oversee internal and external audit functions.

The Charter was last reviewed and endorsed by the Committee at the August 2024 meeting and approved by Council on 9 September 2024.

The Committee comprises of five members: three independent members and two Councillors, appointed by Council. As per the Charter, the Committee meets five times a year.

The agenda for all meetings was in accordance with the Audit and Risk Committee Work Plan 2023/24 and 2024/25 (Work Plan), which was developed, discussed and approved by the Committee. The Work Plan is the primary tool used to track completion of responsibilities in the Charter.

10.4 (cont)

Overarching Governance Principles and Supporting Report Details

Strategic Alignment	<p>This report aligns to Strategic Direction 1 of the Council Plan:</p> <p><i>An innovative Council that is well led and governed.</i></p> <p>This report was prepared in accordance with the following:</p> <ul style="list-style-type: none"> • Audit and Risk Committee Charter • Audit and Risk Committee Work Plan • Local Government Act 2020
Financial and Resource Implications	<p>There are no financial or resource implications arising from the recommendation contained in this report.</p>
Legislative and Risk Implications	<p>Under Section 54(5) of the Act, the Committee must:</p> <ul style="list-style-type: none"> • Prepare a biannual audit and risk report that describes the activities of the ARC and includes its findings and recommendations; and • Provide a copy of the biannual audit and risk report to the CEO for tabling at the next Council meeting.
Equity, Inclusion, and Human Rights Considerations	<p>It is considered that the subject matter does not raise any human rights issues.</p>
Community Engagement	<p>No community engagement was required for this report.</p>
Innovation and Continuous Improvement	<p>Internal and external audit raise matters, including areas for improvements, for management to address and action. The Committee monitors the implementation of management actions to address findings at subsequent Committee meetings until they are resolved.</p>
Collaboration	<p>All members of the Audit and Risk Committee were consulted in the preparation of this report.</p>
Conflict of Interest	<p>Council officers involved in the preparation of this report have no conflict of interest in this matter.</p>

ATTACHMENT

- 1 Biannual Audit and Risk Committee Report - October 2024 to March 2025

10.5 Records of Informal Meetings of Councillors

Department

Governance and Integrity

Coordinator Governance

RECOMMENDATION

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

Councillor Briefing – 7 April 2025 – 6.30pm – 10.00pm		
Matter/s Discussed:	Councillors Present	Officers Present
<ul style="list-style-type: none"> Integrated Council Plan – Candidate Annual Actions for 2025/26 Waste Management Strategy 5 – Year Action Plan Update Whitehorse Lease and License Policy and Whitehorse Council Property Lease and License Pricing Policy Draft Council Meeting Agenda – 14 April 2025 	Cr Andrew Davenport - Mayor Cr Prue Cutts - Deputy Mayor Cr Peter Allan Cr Blair Barker Cr Jarrod Gunn Cr Daniel Griffiths Cr Kieran Simpson (Online) Cr Jason Martin Cr Kirsten Langford Cr Hayley Weller	S McMillan S Cann J Green L Letic S White A Ghastine V Ferlaino C Robinson Z Quinn Z Thorn S Kinsey F Nolan N Baxter K Woods R Johnston
Others Present: N/A		
Disclosures of Conflict of Interest: Cr Weller noted when discussing the Draft Council Meeting Agenda for 14 April 2025 that she would be declaring a Conflict of Interest in Item <i>10.2 Submission on the Suburban Rail Loop East Draft Structure Plans and Draft Planning Scheme Amendments to the Whitehorse Planning Scheme</i> as the Suburban Rail Loop Authority is a client of her employer.		
Councillor/Officer attendance following disclosure: No action required as the item declared above was not discussed in the Councillor Briefing. .		

10.5 (cont)

Pre Council Meeting Briefing – 14 April 2025 – 6.30pm-6.45pm		
Matter/s Discussed:	Councillors Present	Officers Present
<ul style="list-style-type: none"> Council Meeting Agenda Items – 14 April 2025 	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 A Ghastine V Ferlaine C Robinson K Woods
Others Present: N/A		
Disclosures of Conflict of Interest: Cr Weller noted that she would be declaring a Conflict of Interest in Item <i>10.2 Submission on the Suburban Rail Loop East Draft Structure Plans and Draft Planning Scheme Amendments to the Whitehorse Planning Scheme</i> as the Suburban Rail Loop Authority is a client of her employer.		
Councillor/Officer attendance following disclosure: No action required as the item declared above was not discussed in the Pre-Council Meeting Briefing.		

10.5 (cont)

Councillor Briefing – 15 April 2025 – 6.30pm-7.35pm		
Matter/s Discussed:	Councillors Present	Officers Present
<ul style="list-style-type: none"> 2025-2026 Annual Budget Engagement Plan 	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 A Ghastine V Ferlaine C Robinson Z Quinn Z Thorn C Clarke C Bolitho
Others Present: N/A		
Disclosures of Conflict of Interest: Nil		
Councillor/Officer attendance following disclosure: N/A		

Councillor Briefing – 22 April 2025 – 6.30pm-7.22pm		
Matter/s Discussed:	Councillors Present	Officers Present
<ul style="list-style-type: none"> Draft Budget and Council Plan for public consultation 	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 Hayley Weller	S McMillan S Cann J Green S White A Ghastine V Ferlaine C Robinson
Others Present: N/A		
Disclosures of Conflict of Interest: Nil		
Councillor /Officer attendance following disclosure: N/A		

10.5 (cont)

Pre Council Meeting Briefing – 28 April 2025 – 6.15pm-6.25pm		
Matter/s Discussed:	Councillors Present	Officers Present
<ul style="list-style-type: none"> Special Council meeting Agenda – 28 April 2025 	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 A Ghastine V Ferlaino C Robinson
Others Present: N/A		
Disclosures of Conflict of Interest: Nil		
Councillor /Officer attendance following disclosure: N/A		

Councillor Briefing – 28 April 2025 – 7.45pm-9.30pm		
Matter/s Discussed:	Councillors Present	Officers Present
<ul style="list-style-type: none"> Library Service Review CEO Employment Matters Review 	Cr Andrew Davenport 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 A Ghastine V Ferlaino C Robinson
Others Present: N/A		
Disclosures of Conflict of Interest: Nil		
Councillor /Officer attendance following disclosure: N/A		

10.5 (cont)

Councillor Briefing – 5 May 2025 – 6.30pm – 9.05pm		
Matter/s Discussed:	Councillors Present	Officers Present
<ul style="list-style-type: none"> Audit and Risk Committee Biannual Report Advocacy: State Government Carbo Offsets and Carbon Neutrality Draft Council Meeting Agenda – 12 May 2025 	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	A Ghastine
	Cr Jarrod Gunn	V Ferlaino
	Cr Daniel Griffiths	C Robinson
	Cr Kirsten Langford	K Woods
	Cr Jason Martin (online)	S Singh
	Cr Kieran Simpson	F Nolan
	Cr Ben Stennett	B Brewin
	Cr Hayley Weller	A Liu
		S Kinsey
		M Kagawa
		T Gledhill
Others Present: Lisa Woolmer – Audit and Risk Committee Independent Member and Chair		
Disclosures of Conflict of Interest: Cr Weller declared a conflict of interest in one line item regarding the Suburban Rail Loop in Item 3.2 <i>Advocacy: State Government</i>		
Councillor attendance following disclosure: Cr Weller left the meeting at 8.04pm while the item was discussed and returned at 8.07pm.		

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

Governance and Integrity

Director Corporate Services

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

RECOMMENDATION

That Council receives and notes the:

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

12 Confidential Reports

13 Close Meeting