

Attachments

Council Meeting

Monday 26 May 2025

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10.1 **2024/25 Q3 Quarterly Performance Report**

Attachment 1 2024-25 Q3 Quarterly Performance Report

10.1 – ATTACHMENT 1. 2024-25 Q3 Quarterly Performance Report



WHITEHORSE Quarterly Performance Report 2024/25

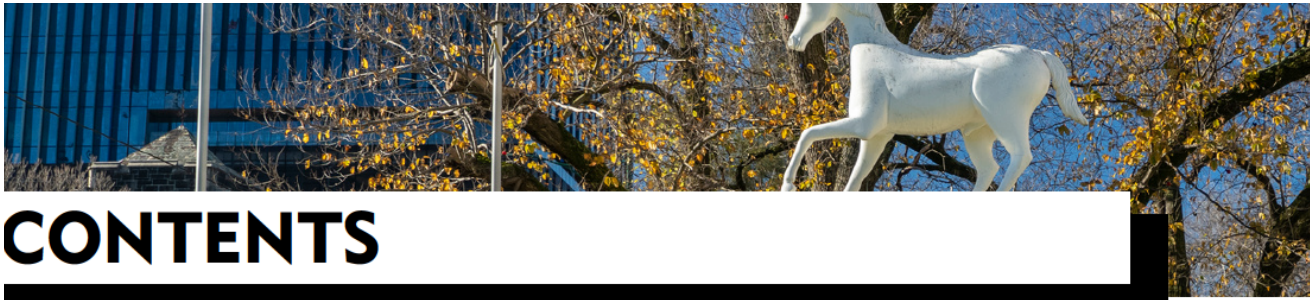
January – March 2025



10.1 – ATTACHMENT 1. 2024-25 Q3 Quarterly Performance Report**Acknowledgement of
Traditional Owners**

Whitehorse City Council
acknowledges the Wurundjeri Woi
Wurrung people of the Kulin Nation
as the traditional owners of the
land.

We pay our respects to their Elders
past, present and emerging.

10.1 – ATTACHMENT 1. 2024-25 Q3 Quarterly Performance Report

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10.1 – ATTACHMENT 1. 2024-25 Q3 Quarterly Performance Report**QUARTERLY HIGHLIGHTS: JANUARY - MARCH 2025****Compost Subsidies**

Since launching in late January, Council has engaged 50 households in the Compost Revolution program, supporting more home composting across Whitehorse and helping to reduce food and garden waste sent to landfill. We're eager to welcome more households, community groups, schools and businesses to join us in the Compost Revolution!

**Clean Up Australia Day**

Council supported community groups to participate in Clean Up Australia Day in March, resulting in over 35 registered clean-up sites across the municipality. This initiative encouraged communities, businesses and individuals to help remove litter from our parks, waterways, beaches and other public spaces - contributing to a cleaner and healthier environment.

**Welcoming International Students!**

In March, Council hosted a special International Student Welcome Event in partnership with Deakin University to support international students living and studying in Whitehorse. In collaboration with various Council departments, students learned about local services and took part in a workshop with the Youth Services team to share their experiences and identify how Council can best support their needs moving forward.

**Box Hill Town Hall**

Box Hill Town Hall hosted 3 Lunar New Year Events in and around the precinct: the Laolaille Seniors Activity Centre Lunar New Year Concert, the Asian Business Association of Whitehorse Lunar Festival and the Victoria Shandon Commerce Chamber Celebration dinner. The Town Hall also played host to the World Salsita Festival (Salsa Dancing) in February which was full of colour and dancing and wonderful music.

Culture Fest

Culture Fest 2025 was held in March at Strathdon House and Orchard Precinct, drawing over 3,000 attendees for a vibrant celebration of Whitehorse's cultural diversity. Opening with a Welcome to Country by Wurundjeri Elder Uncle Colin, the event featured live music, dance, and interactive activities led by local community groups, including Chinese calligraphy, Sikh turban tying, Korean instruments, traditional art and tie-dye workshops.

Aqualink Membership Campaign

- A targeted membership promotion campaign was conducted in February, resulting in approximately 900 new members joining.
- Aqualink attendances are tracking 300,000 ahead compared to the same period last year indicating strong community engagement and sustained growth in facility usage.

10.1 – ATTACHMENT 1. 2024-25 Q3 Quarterly Performance Report**QUARTERLY HIGHLIGHTS: JANUARY - MARCH 2025****Positive Ageing
Dementia
Awareness**

In partnership with Umbrella Dementia Cafés, Eastern Health, and Council's Positive Ageing team, a Dementia Awareness Session was held in February at the Box Hill Community Arts Centre. Over 90 people attended, with a waitlist of more than 30, highlighting strong community demand. Positive feedback was received for the event: "A great opportunity to connect and empathise."

**Shaping the
Mega Mile!**

In March, Council hosted 'Shaping the Mega Mile', bringing together local business and property owners, store managers, and Councillors to explore the future of the Whitehorse Road retail precinct. The evening featured networking and collaborative discussions to help shape a future action plan. This event marks the first step in ensuring the Mega Mile continues to grow as a key retail, home, and lifestyle destination.

**Promoting Pet
Responsibility**

The 'Pups in the Park' initiative, launched in March, promoting responsible pet ownership. Council continues to work with Victoria Police to enhance community safety.

**Supporting Young Voices**

Council has established a Child and Young People's Engagement group to strengthen the inclusion of young voices in decision-making. Consisting of local primary school students, it means more children and young people are consulted on issues that affect them and are considered in the planning and delivery of Council services.

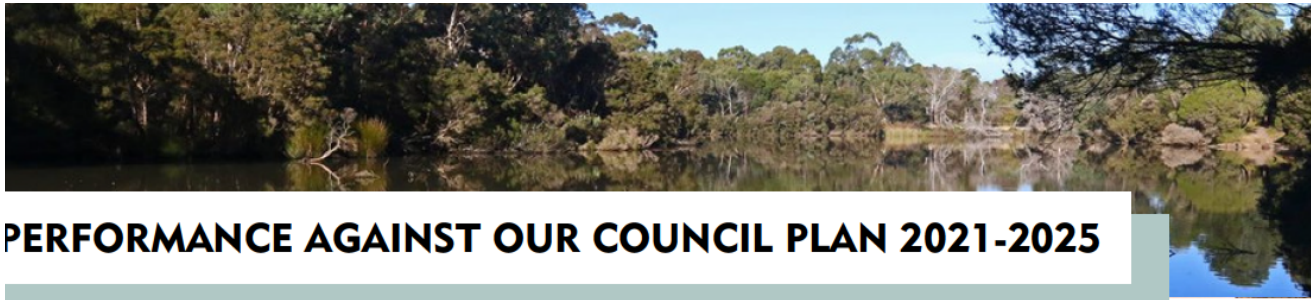
Women in Leadership

Council launched its Women in Sport Leadership Program to support grassroots community leaders passionate about driving change. The program reflects Council's commitment to fostering inclusive, diverse leadership across local sports clubs and recreational groups.

**Whitehorse Interfaith Network**

In March, the Whitehorse Interfaith Network (WIN) presented their Peace Banner to Council, symbolising unity and social cohesion across diverse faiths and cultures. The presentation highlighted WIN's ongoing efforts to promote peace through dialogue, education, and collaboration. Councillors praised the group's work and reaffirmed support for their role in fostering an inclusive, connected community.

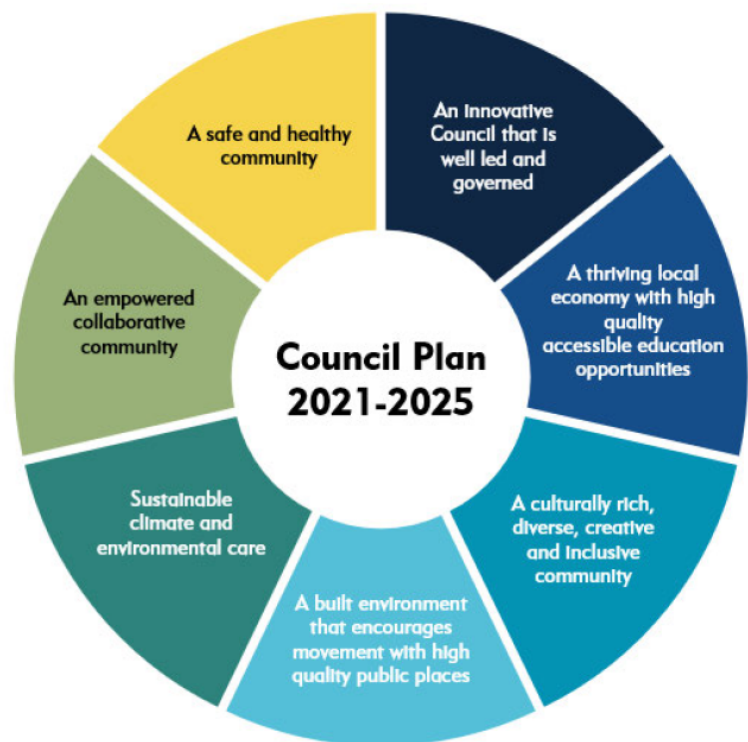
10.1 – ATTACHMENT 1. 2024-25 Q3 Quarterly Performance Report



PERFORMANCE AGAINST OUR COUNCIL PLAN 2021-2025

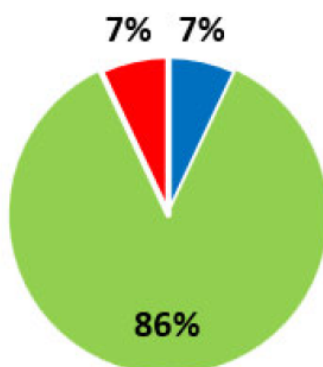
Our Council Plan 2021–2025 outlines the seven (7) strategic directions and related objectives for Council to work towards over the next four years to achieve the Whitehorse 2040 Community Vision.

The Quarterly Performance Report provides transparency to our community by providing an update on Council's activities and performance the quarter.



PROGRESS STATUS OF ACTIONS

■ Completed ■ In Progress ■ Off Track



Council will report on 29 actions for the 2024/25 financial year that directly contributes to the achievement of the objectives in the Council Plan 2021-2025

This quarter reported:

Completed:	2
In Progress:	25
Off Track:	2
Monitor (at risk of/or is falling behind):	0
On Hold:	0
Not Started:	0
Closed:	0

10.1 – ATTACHMENT 1. 2024-25 Q3 Quarterly Performance Report



10 MUNICIPAL PUBLIC HEALTH & WELLBEING PLAN 2021-2025 HIGHLIGHTS

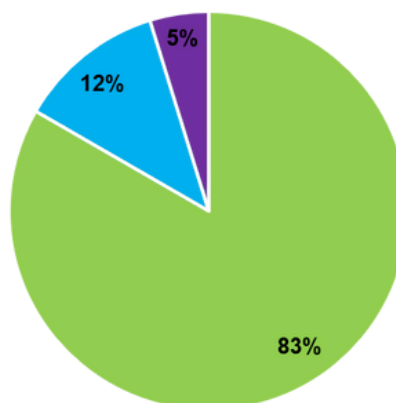
Mental Wellbeing



- In early 2025, Council launched a new online Carer Information Hub - a central resource featuring a wide range of supports and services to inform & assist carers.
- The Box Hill Community Arts Centre & Family Access Network teamed up to present *Talking with Pride* - a unique Midsumma Festival Residency Exhibition where young artists shared their stories, celebrated their identities, & expressed themselves through bold, authentic art.

The Whitehorse Health and Wellbeing Plan 2021-2025 outlines the objectives and key strategies to improve the health and wellbeing of people in the municipality. Each year an Annual Action Plan details the activities Council, and partner organisations, will undertake over the 12 months towards these objectives. The Annual Action Plan also includes prevention and early intervention measures to respond to family violence, including elder abuse. For more information visit Council's [Health and Wellbeing page](#).

■ In Progress/ Ongoing ■ Completed ■ Deferred/Not Started



In the 2024/25 Financial Year, Council will be reporting on 84 Actions.

This quarter reported:

Completed:	10
In Progress:	67
Deferred:	3
Not Started:	1
Ongoing:	3

Social Inclusion



- The Digital Inclusion program, delivered with Whitehorse/Manningham Libraries, saw a strong boost in uptake this quarter - 18 sessions reached 165 attendees, with overwhelmingly positive feedback like: "That has given me a lot of inspiration."

Physical Activity



- Council's Maternal & Child Health Service has launched the INFANT program to support families in promoting healthy eating, active play, and reduced screen time from early infancy.
- Support for Whitehorse sports clubs, like the Lawn Bowls Development Forum with Bowls Victoria - attended by all local bowling clubs- helps drive sustainability and growth in local sport.

Actions Taken To Prevent Family Violence and Violence Against Women



- To better support young people, Council has shared key family violence resources with local Youth Service Providers.
- Our Maternal & Child Health (MCH) team has completed the first session of the Baby Makes 3 training and is currently conducting gender equity audits to help embed equality across MCH services.
- As part of International Women's Day (8 March), Council re-launched the Biscuit Tin Exhibition, celebrating the contributions of older women in our community and raising awareness of issues they may face, including elder abuse.
- Council contributed to the Eastern Region Together for Equality and Respect Workshop: New Strategy 2025-29, influencing the direction of the partnership actions over the next four years.

Climate Change Mitigation



- A highlight of recent local activations was a community climate group using the Box Hill Activation Pods to raise awareness about global warming.

10.1 – ATTACHMENT 1. 2024-25 Q3 Quarterly Performance Report



COUNCIL TRANSFORMATION

response to a changing environment, Council is undertaking a whole of organisation transformation to ensure we continue to meet the needs and expectations of our community. With constant changes in the external environment, it is essential for Council to adapt how we respond to and manage change effectively.

The Transformation Program runs over multiple years with cross-organisational initiatives designed to deliver on five strategic objectives. These objectives are:



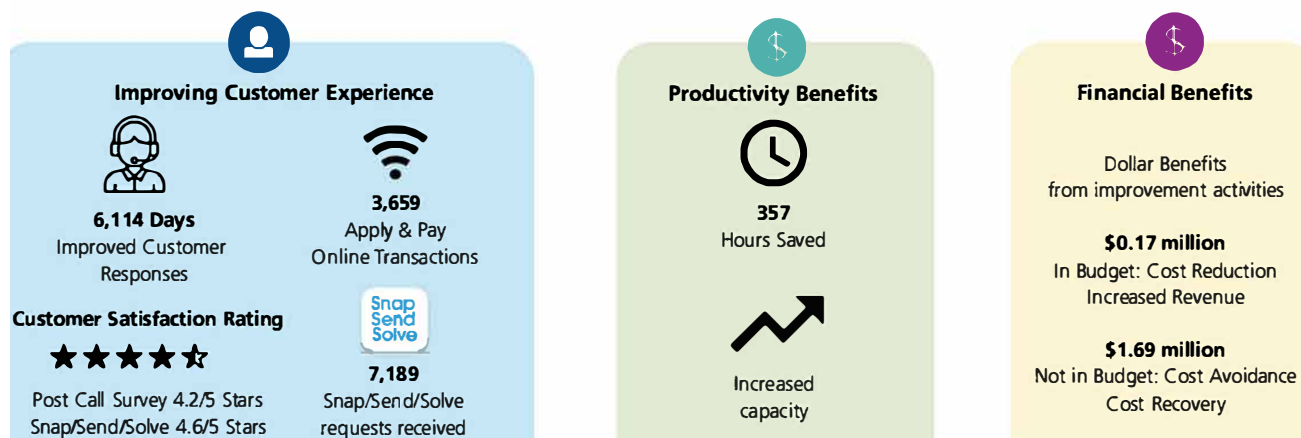
The Transformation Program is supported by six core functions that work together to drive its success. The Technology Transformation Program focuses on enhancing and modernising our technology systems, while Service Excellence reviews current services and provides future-focused recommendations. Customer and Human Experience prioritises the integration of customer needs into processes and technologies, Enterprise Change Management ensures that all changes made are sustainable and effectively implemented and the Strategic Property Program is dedicated to improving the management and utilisation of Council properties.

Additionally, the Continuous Improvement Program focuses on equipping staff with the skills and training necessary to identify and implement improvements. These improvements aim to enhance our work practices, deliver measurable benefits to the community, and improve customer experiences. Our 35 Whitehorse Improvement Champions play a critical role in the Continuous Improvement program. They actively identify and streamline processes, embed digital technology, create capacity through time savings, and enhance the overall customer experience.

The Transformation Program encompasses a wide range of projects, initiatives, and program streams across the organisation, varying in size, scale, and impact.

Highlights of the key improvement benefits delivered through the Transformation Program in Q3 2024/25 include an enhanced customer experience, with 6,114 days of faster response times achieved in applications and permits through improved processes. Customer satisfaction remained strong, with an average rating of 4 out of 5 stars across both Snap Send Solve and post-call surveys. Financially, \$0.17 million in-budget increased income was delivered through initiatives such as the Construction Management Permit Project, merchant fees, and fleet vehicle optimisations. In addition, \$1.69 million in non-budgeted financial benefits and avoided costs were realised through the Older People Service Review, Aquatics Crèche closure, and improved cost recovery from optimised in-ground vehicle sensors and liquidated fleet assets.

Summary of Transformation Program Benefits January 2025 – March 2025



10.1 – ATTACHMENT 1. 2024-25 Q3 Quarterly Performance Report

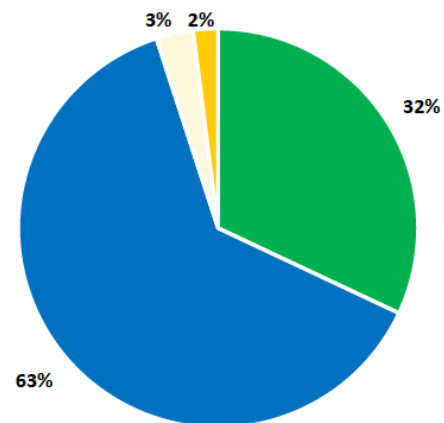


The 2024/25 Capital Works Program includes 154 projects and programs to be delivered over the financial year with an adopted budget of \$45.90M. As at 31 March, the forecast capital expenditure for 2024/25 has been adjusted to \$46.98M following the inclusion of funding from 2023/24 carry forward projects (\$4.36M), increased grants and contributions (\$4.83M), increased public open space reserve funding (\$817k) and additional funding approved through Council resolution (\$50k). These increases are partly offset by reductions due to funding proposed for carry forward into 2025/26 (\$5.93M), lower asset sales (\$845k), funds transferred to the operational budget (\$80k) and surplus funds that have been identified as no longer required (\$2.12M).

Capital Program Project Status Snapshot:

This quarter reported:

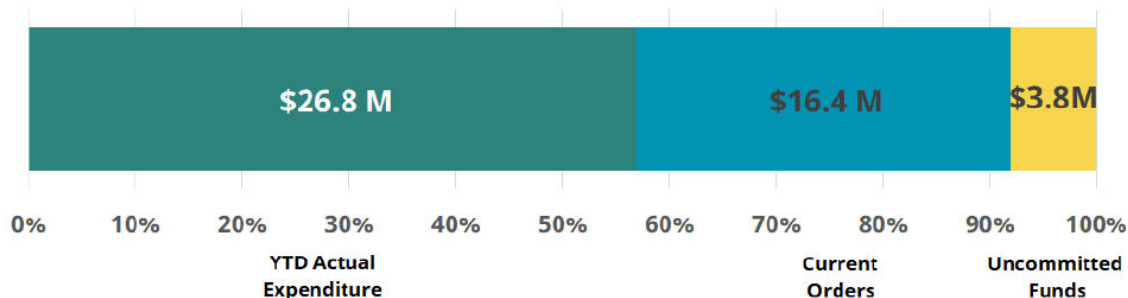
Completed:	49
In Progress:	98
No Longer Required:	4
On Hold:	3



Capital Program Expenditure Snapshot:

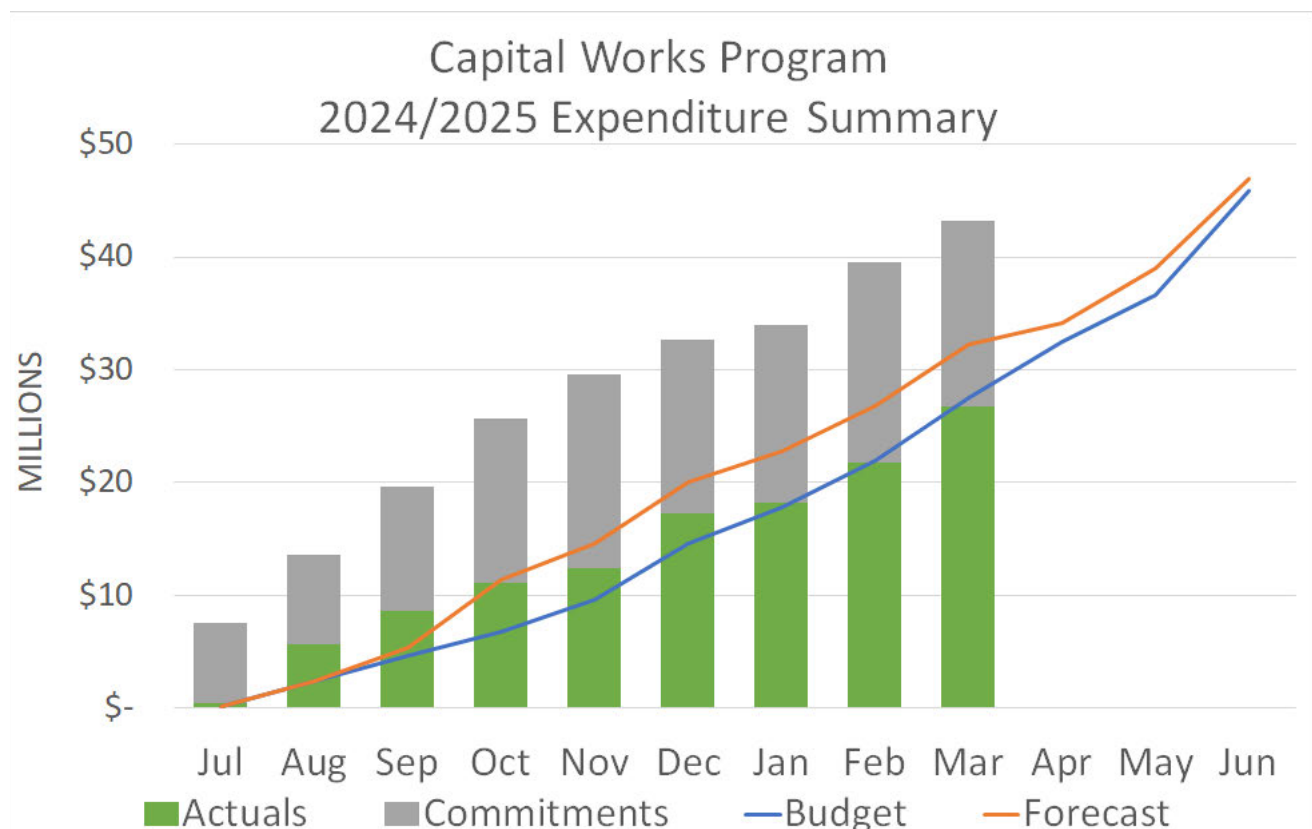
■ Completed ■ In Progress ■ No Longer required ■ On Hold

	At 31 March 2025
YTD Actual Expenditure	\$26.75M (56.9%)
Current Orders	\$16.43M (35.0%)
Remaining funding for commitment / expenditure	\$3.80M (8.1%)



10.1 – ATTACHMENT 1. 2024-25 Q3 Quarterly Performance Report**Capital Expenditure**

As at 31 March, year to date expenditure was \$26.75M, which was \$728k behind the budgeted expenditure of \$27.48M. This variance is predominantly due to settlement of the Hay Street, Box Hill South open space purchase August (\$2.61M), partly offset by delays in the commencement of course improvement works at Morack Public Golf (\$1.28M) and construction of new sports field lighting at Ballyshannassy Park (\$632), the funding for which will be carried forward into 2025/26. There were \$16.43M in project commitments at the end of the third quarter, as shown by the March column in the graph below.



The blue line indicates the cumulative adopted budget expenditure for the year, totaling \$45.90M. The orange line indicates the cumulative revised forecast expenditure of \$46.98M.

10.1 – ATTACHMENT 1. 2024-25 Q3 Quarterly Performance Report**Capital Expenditure by Asset Category**

ASSET CATEGORY	YTD ACTUAL 000's	YTD BUDGET 000's	YTD VARIANCE 000's	ANNUAL BUDGET 000's	NEW ANNUAL FORECAST 000's	Q3 FORECAST CHANGE 000's	NOTES
PROPERTY							
Land	3,708	1,100	(2,608)	3,000	3,708	(410)	1
Buildings	2,050	1,889	(161)	4,457	3,627	(812)	2
Buildings Improvements	2,296	2,537	241	3,211	3,491	116	3
TOTAL PROPERTY	8,054	5,526	(2,528)	10,668	10,826	(1,106)	
PLANT & EQUIPMENT							
Plant, Machinery and Equipment	1,085	1,253	168	5,295	3,363	(2,188)	4
Fixtures, Fittings and Furniture	368	632	265	721	848	(71)	5
Computers and Telecommunications	665	872	206	1,314	1,188	(76)	6
TOTAL PLANT & EQUIPMENT	2,118	2,756	639	7,330	5,399	(2,335)	
INFRASTRUCTURE							
Roads	5,168	5,112	(56)	6,764	8,804	863	7
Footpaths and Cycleways	3,792	3,476	(316)	5,125	5,177	(347)	8
Drainage	1,297	1,567	270	2,473	2,415	134	9
Recreational, Leisure and Community Facilities	4,048	6,378	2,330	9,439	10,500	(144)	10
Parks, Open Space and Streetscapes	1,691	2,328	637	3,766	3,267	(599)	11
Off Street Car Parks	585	338	(247)	338	595	(215)	12
TOTAL INFRASTRUCTURE	16,581	19,198	2,618	27,904	30,757	(308)	
TOTAL	26,753	27,481	728	45,902	46,983	(3,750)	

Notes:

(1.) Land expenditure was \$3.02M higher than YTD budget reflecting property settlement costs of Council's open space land acquisition in Hay Street, Box Hill South. Construction is planned for completion by 30 June.

The Land expenditure full year forecast was decreased by \$410k during the third quarter to reflect the final settlement cost of the abovementioned Hay Street property acquisition following a GST accounting correction.

10.1 – ATTACHMENT 1. 2024-25 Q3 Quarterly Performance Report**Capital Expenditure by Asset Category (cont.)**

(2.) Buildings expenditure was \$161k higher than YTD budget mainly reflecting increased expenditure for post-completion works on The Round (\$450k) and Sportlink (\$187k), both of which are funded through carried forward budget from 2023/24, partly offset by timing differences on the Box Hill City Oval Redevelopment (\$355k) and East Burwood Reserve South Pavilion (\$145k).

The Buildings expenditure full year forecast decreased by \$812k during the third quarter primarily reflecting an increase in the estimated carry forward of unspent funding into 2025/26 due to cash flow profiling changes for several multi-year projects, most significantly the Mirrabooka Reserve (\$316k), East Burwood Reserve South (\$255k) and Vermont Reserve (\$103k) pavilion upgrades.

(3.) Building Improvements expenditure was \$241k lower than YTD budget mainly reflecting timing differences in the Buildings Cyclic Condition Assessment (\$309k), Buildings Refurbishment and Component Renewal Program (\$201k), and Electrical and Plumbing Works Renewal Program (\$100k), partly offset by an increase in the Civic Centre Building Renewal Program (\$266k).

The Building Improvements full year forecast increased by \$116k during the third quarter reflecting an increased cost of building access control upgrades at the Box Hill Town Hall and Sportlink and renewal works at the Civic Centre, which have been partly funded from surplus funding in other asset classes.

(4.) Plant, Machinery and Equipment expenditure was \$168k lower than YTD budget mainly reflecting the postponement of Council passenger vehicle changeovers to the second half of the year following implementation of an updated *Fleet Policy* (\$440k), partly offset by increased Heavy Plant expenditure (\$324k) relating to items that were ordered in 2023/24 and delivered in 2024/25 due to supply chain delays.

The Plant, Machinery and Equipment expenditure full year forecast decreased by \$2.19M during the third quarter mainly reflecting a \$1.59M decrease in the Passenger Vehicle Changeover Renewal Program due to changes in the *Fleet Policy*, and \$640k decrease in the Heavy Plant Renewal Program due to delays in supply chain timeframes for some purchases, which are not expected to be delivered by 30 June.

(5.) Fixtures, Fittings and Furniture expenditure was \$265k lower than YTD budget primarily reflecting timing differences on the renewal of furniture and equipment for the Aqualink centres (\$170k) and CCTV renewal (\$44k), which is planned for delivery during quarter four.

(6.) Computers and Telecommunications expenditure was \$206k lower than YTD budget reflecting small timing differences across several programs, most significantly the IT Infrastructure Upgrade Program (\$68k), Software Licenses Upgrade Program (\$63k) and End User Devices Renewal program (\$42k).

10.1 – ATTACHMENT 1. 2024-25 Q3 Quarterly Performance Report**Capital Expenditure by Asset Category (cont.)**

(7.) Roads expenditure was \$56k higher than YTD budget reflecting earlier works in the Local Roads Rehabilitation Renewal Program (\$624k) and Loudon Road, Burwood Road Reconstruction (\$182k), and the completion of three unbudgeted grant funded kerb and channel renewal projects (\$374k), partly offset by timing differences across other roads projects which are due for completion in quarter four.

The Roads expenditure full year forecast increased by \$863k during the third quarter predominantly reflecting a \$607k increase in road rehabilitation renewal works, funded by external grants and contributions and a \$357k increase in the Kerb and Channel Renewal Program, which is funded partly by surplus reallocated from other asset classes.

(8.) Footpaths and Cycleways expenditure was \$316k above YTD budget primarily reflecting earlier works in the Footpath Renewal Program (\$390k) and Footbridge and Path Structures in Parks Renewal Program (\$294k), partly offset by timing differences due to design and approval delays in the Box Hill Integrated Transport Strategy Implementation Program (\$168k) and Easy Ride Routes Upgrade Program (\$146k).

The Footpaths and Cycleways expenditure full year forecast decreased by \$347k during the third quarter due mainly to design delays on improvements in Nelson Road, Box Hill (\$255k) and Elizabeth St/Woodhouse Grove (\$85k) which will defer construction works into 2025/26.

(9.) Drainage expenditure was \$270k lower than YTD budget due to timing differences in the Drainage Stormwater Network Renewal Program (\$137k) and Storm Water Management Infrastructure Renewal Program (\$83k).

The Drainage expenditure full year forecast increased by \$134k during the third quarter due to surplus funding reallocated from other asset classes towards drainage pit lid renewal works associated with the increase in road rehabilitation works noted above (\$191k).

(10.) Recreation, Leisure and Community Facilities expenditure was \$2.33M lower than YTD budget mainly reflecting a decrease in expenditure on the Morack Golf Course Improvements Upgrade Program (\$1.28M) and Ballyshannassy Park New Sports Field Lighting (\$632k). These projects are expected to be delivered and incurred in 2025/26 with the funding carried forward. There are also timing differences on the Elgar Park North East Sports Field Surface and Lighting projects (\$780k), Sports Field Ground Renewal Program (\$313k) and Sports Field Lighting Renewal Program (\$283k). These are partly offset by unbudgeted grant funded works including the LXRP funded Surrey Park North West Sports Field Reconstruction (\$371k) and NELP funded Elgar Park North West Cricket Relocation (\$198k).

The Recreation, Leisure and Community Facilities expenditure full year forecast decreased by \$144k during the third quarter primarily reflecting the carry forward of funding into 2025/26 due to delays in the Ballyshannassy New Sports Field Lighting (\$800k) and Morack Public Golf Course Improvements Program (\$237k), partly offset by the addition of the unbudgeted Surrey Park North West Sports Field Reconstruction (\$940k), which is being funded by the State Government.

10.1 – ATTACHMENT 1. 2024-25 Q3 Quarterly Performance Report**Capital Expenditure by Asset Category (cont.)**

(11.) Parks, Open Space and Streetscapes expenditure was \$637k lower than YTD budget mainly relating to a timing difference on the Nunawading shopping Centre Streetscape Upgrade (\$552k), following a decision to re-tender west side works due to a Department of Transport and Planning requirement for works to be completed at night, and a reduction in the scope of works planned for delivery through the Play Space Renewal Program (\$114k).

The Parks, Open Space and Streetscapes expenditure full year forecast decreased by \$599k during the third quarter primarily due to the reallocation of surplus funding from the Play Space Renewal Program (\$300k) and Nunawading Shopping Centre Streetscape Upgrade (\$213k) towards shortfalls in other asset classes, and the carry forward of funding for the Tunstall Park Older Age Exercise Equipment project into 2025/26 due to length equipment supply chain timeframes (\$170k).

(12.) Off Street Car Park expenditure was \$247k higher than YTD budget primarily due to carried forward expenditure from 2023/24 to complete the new car park on the old Box Hill Bowls Site (\$475k) at 835 Whitehorse Road, Box Hill. This is partly offset by a \$209k timing difference in the Sealed Carpark Works Renewal Program due to additional site and condition investigations required before finalising the scope of works for surface improvements to the Mitcham Mall multideck car park.

The Off Street Car Park expenditure full year forecast decreased by \$215k during the third quarter mainly reflecting the carry forward of \$200k funding into 2025/26 for completion of the Sealed Car Park Renewal Program for works planned at the Mitcham Mall multistorey car park.

10.1 – ATTACHMENT 1. 2024-25 Q3 Quarterly Performance Report**Quarter 3 Capital Program Highlights****Billabong Park improvements**

A number of projects have been completed at Billabong Park during the third quarter including:

- Batting cage relocation – Relocation and replacement of the baseball batting cage and storage area to reduce the risk and impact of flood damage (due to location in Melbourne Water retarding basin). Works were completed in March for a total cost of \$501k.
- Pathway extension - the gravel pathway has been upgraded with Castella topping and extended from the northern baseball diamond to Burwood Highway along the north-west side of the park, and towards the Allwah Court entrance for a cost of \$54k. Additional planting will follow during the cooler autumn weather.
- Sports Field Drainage improvements were nearing completion at the end of March.

Path Extension**Before****After****Batting Cage Relocation****In Progress****After**

10.1 – ATTACHMENT 1. 2024-25 Q3 Quarterly Performance Report**Quarter 3 Capital Program Highlights (cont.)****Gawler Chain Picnic Shelter and Roof Extension**

Roof improvements were completed at the Boondara Road Reserve shelter in Gawler Chain during March for a cost of \$33k. The roof covering was extended across all three sections of the shelter to provide improved weather protection for park users.

Before:**After:****East Burwood Ground Renewal – in progress**

A renewal of the East Burwood Reserve South sporting field is in progress for a total project budget of \$2.08M. The existing infrastructure was reaching the end of its useful life and no longer meeting current sporting standards and community demand. The project includes complete renewal of the sports field and associated infrastructure including drainage, irrigation, AFL goal posts, cricket wicket, safety netting, synthetic grass, boundary line fence and a natural turf surface. The project is expected to be completed in June 2024, with turf works scheduled for mid-Apr followed by a turf establishment period.

In progress**January 2025 – stabilisation works****Apr 2025 – preparing for turf works**

10.1 – ATTACHMENT 1. 2024-25 Q3 Quarterly Performance Report**Quarter 3 Capital Program Highlights (cont.)****Victoria Crescent Drainage Upgrade**

Drainage improvement works were completed in the bluestone laneway between 19 and 21 Victoria Crescent, Mont Albert, funded through the Drainage Works Upgrade Program. Works included construction of new underground drainage, new drainage pits, removal and replacement of bluestone laneway (where required to complete drainage works), removal and reconstruction of affected footpath and driveways, and ancillary works. The project budget was \$115k.

In progress**After**

10.1 – ATTACHMENT 1. 2024-25 Q3 Quarterly Performance Report**Quarter 3 Capital Program Highlights (cont.)****Road Safety Improvements Upgrade Program**

Several projects have been completed through the \$260k Road Safety Improvements Upgrade Program this year. Works completed during Quarter Three included:

- Installation of a speed cushion in the service road on Canterbury Road, Vermont in front of the Vermont Village Shopping Centre to help slow down motorists using the service road as a shortcut, and
- Installation of a pedestrian safety fence in front of Wattle Park Primary School on Warrigal Road, Burwood to better protect pedestrians following the removal of a bus stop shelter.

Vermont Village speed cushion



Wattle Park Primary School pedestrian fence



10.1 – ATTACHMENT 1. 2024-25 Q3 Quarterly Performance Report

FINANCIAL REPORT

For the period ending 31 March 2025

Executive Summary

The year to date (YTD) financial result as of 31 March 2025 was a surplus of \$60.68m, \$10.45m favourable to the YTD Adopted Budget.

Income was \$10.06m higher than budget primarily reflecting higher than budgeted monetary contributions (\$4.03m, largely from public open space contributions), interest income (\$2.39m), user fees (\$1.43m), statutory fees and fines (\$1.34m), rates and charges (\$880k) and other income (\$673k), partly offset by lower capital grants (\$1.06m). Expenditure was \$393k lower than budget primarily reflecting lower materials and services expenditure (\$3.30m), partially offset by higher employee costs (\$2.03m) and depreciation and amortisation (\$914k). Further explanations of significant variances are detailed in this report.

Council revised the 2024/25 annual forecast in August to reflect final carry forward of unspent funds from 2023/24 into 2024/25. 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 \$16k favourable to the 2024/25 Adopted Budget.

A recent review of the annual forecast was finalised in February 2025, presenting a year-end surplus of \$21.25m, \$6.51m favourable compared to the September forecast and \$6.53m favourable to the Adopted Budget.

10.1 – ATTACHMENT 1. 2024-25 Q3 Quarterly Performance Report**Year to Date Result**

As outlined in the Executive Summary, the actual year to date (YTD) result at 31 March 2025 was a surplus of \$60.68m, \$10.45m favourable to YTD Adopted Budget. The significant variances were:

- 1) Rates and charges** were \$880k above budget, reflecting higher supplementary rates (\$389k), interest on rates (\$375k) and higher waste service charge income (\$281k) as a result of changes in bin numbers and an increase in properties utilising FOGO (note this increase will be offset by a corresponding increase in collection and processing costs for waste and recycling services).
- 2) Statutory fees and fines** were \$1.34m more than YTD budget, mainly reflecting increased parking compliance income (\$1.12m) and increased temporary road closure permits (\$455k) in relation to the Suburban Rail Loop (SRL) project in Box Hill and Burwood, partly offset by lower planning permit application fees (\$603k) impacted by the recent announcements on planning reform by the State Government.
- 3) User fees** were \$1.43m above YTD budget mainly related to the following variances:
 - *The Round* was \$915k higher than budget, reflecting high demand for theatre and venue hire coupled with catering income, retail and ticket sales related to Council's curated programmes, with the increase in revenue having increased expenditure as noted in the expenditure analysis below;
 - *Leisure and Recreation Services* was \$781k above budget mainly reflecting increased membership fees at Aqualink Nunawading (\$484k) and Box Hill (\$356k).
 - *Community Safety* was \$332k higher than budget largely related to higher parking bay hire fees (\$255k) as a result of increased occupancy of on-street parking bays by the SRL projects and higher parking meter money collections (\$180k), partly offset by lower local laws infringements (\$135k).
 - *City Planning & Development* was \$361k lower than budgeted, with lower user fee income mainly reflecting the effect of recent announcements on planning reform by the State Government, as the industry slows to assess the potential impacts.
- 4) Operating Grants** were \$378k above budget, primarily reflecting higher than budgeted enrolment grants for Childcare Centres (\$179k) and the Preschool program (\$82k), as well as the finalisation of the 2024/25 Victorian Local Government Grants Commission (VLGGC) funding allocation (\$88k).
- 5) Capital Grants** were \$1.06m less than budget, mainly reflecting:
 - lower recognised grants to date (mainly timing related) associated with the redevelopment of Box Hill City Oval (\$355k), Ballyshannassy Reserve New Sportsfield Lighting (\$283k); Forest Hill Reserve Pavilion redevelopment (\$199k) and Mirrabooka Reserve Pavilion redevelopment (\$81k); and

10.1 – ATTACHMENT 1. 2024-25 Q3 Quarterly Performance Report**Year to Date Result (cont.)**

- timing delays related to the receipt of North East Link Project (NELP) grant funding (\$715k) for projects including Elgar Park North East sportsfield surface upgrade (\$365k), Easy Ride Routes Upgrade Program (\$231k) and Springfield Park East Lighting Upgrade (\$147k);

These unfavourable variances were partly offset by unbudgeted capital grants received for Vermont Reserve Pavilion redevelopment (\$154k) and carried forward Local Roads and Community Infrastructure (LRCI) grant funding received to undertake kerb, channel and footpath renewal works in Box Hill and Burwood (\$199k).

6) Contributions – monetary was \$4.03m higher than budget primarily due to higher than budgeted public open space contributions (\$3.33m) and capital contributions (\$823k).

7) Interest on investments was \$2.39m favourable compared to budget due to higher investment balances and interest rates on investments to date.

8) Other income was \$673k favourable to budget, mainly reflecting a timing difference in the receipt of reimbursement income major transport projects related to the Suburban Rail Loop / Level Crossing Removal (\$257k), and higher lease and rental income for Morack Public Golf (\$234k, driven by increased utilisation) and for Council properties (\$112k).

9) Employee costs were \$2.03m unfavourable compared to YTD budget. Several factors have contributed to this variance, many of which are linked to strategic decisions and areas of investment aligned with long-term objectives (\$407k), revenue growth (\$236k) and resources (including a shift from contractors) for additional play space and open space maintenance (\$281k), and capitalisation of salaries for capital projects (\$159k).

The most significant variances relate to:

- Health and Family Services was \$515k over budget driven mainly by Whitehorse Early Learning Services (WELS, \$358k) due to increased agency costs (\$622k) to backfill vacant positions to maintain the required staff-to-child ratios and service, partially offset by \$87k in reduced direct salaries.
- Recreation Services was \$407k over budget primarily related to Recreation & Open Space team (\$312k) due to an increase in temporary resources to support the delivery of the Open Space Master Plans.
- Parks and Natural Environment were \$281k over budget driven mainly by higher than budgeted overtime expenses (\$221k) associated with the use of internal resources rather than external contractors to complete additional unplanned open space maintenance activities, partially offset with a reduction in materials and services expenditure.
- Arts and Culture Services were \$253k over budget mainly driven by The Round (\$236k), due to increased casual resources for venue technicians, function attendants and front

10.1 – ATTACHMENT 1. 2024-25 Q3 Quarterly Performance Report**Year to Date Result (cont.)**

of house attendants to service strong theatre attendances at Council's curated programmes as well as increased venue hire and catering demand. *Note – this salaries increase is partly offset by increased user fees income (\$915k).*

- Organisational Technology was \$193k more than budget primarily due to the unbudgeted system support salaries which will conclude this year.
- Engineering were \$150k over budget predominantly due to additional administrative resources (\$181k) required to cover staff on extended leave as well as deliver project work.
- Communications, Advocacy and Investment were \$149k over budget primarily related to unbudgeted staff costs (\$132k).
- Project Delivery & Assets were \$144k over budget, driven by lower than budgeted capitalised salaries (\$539k) for capital projects as a result of project completion status and staff vacancies, with a corresponding decrease in lower direct salaries of \$380k (net impact \$159k).

0) Materials and services expenditure was \$3.30m lower than budget, with the most significant variances being:

- City Services were \$801k under budget, primarily due to lower tipping fees (\$831k) at the Recycling and Waste Centre. This resulted from a combination of lower volumes of waste materials being processed through the site and increased utilisation of a more cost-effective landfill operator. Additionally, there is a timing delay in implementing the Sustainability Strategy (\$187k) and lower than budgeted kerbside collection costs for garbage within Waste Reduction and Recycling (180k).
The favourable variances were partly offset by increases in contracted drainage works (\$223k) in response to major flooding from the 24th November storm, and external repairs for plant and equipment (\$220k) to maintain Council's fleet.
- City Planning and Development were \$790k below budget, mainly reflecting lower contracted services (\$328k) and legal (\$75k) costs to date due to reduced planning applications and Victorian Civil and Administrative Tribunal (VCAT) cases requiring consultant advice, as well as the reallocation of professional services engaged via agency costs under employee costs (\$205k).
- Organisational Technology were \$625k below budget, primarily reflecting reduced project costs for Technology Transformation initiatives (\$1.07m) due mainly to revised cost estimates projected to be lower than previously expected based on further scoping on key works. This was partly offset by a timing difference in software licences, support and hosting costs (\$142k), and additional unbudgeted costs for system improvements (\$112k) and IT Security consultancy costs (\$110k).

10.1 – ATTACHMENT 1. 2024-25 Q3 Quarterly Performance Report**Year to Date Result (cont.)**

- Parks and Natural Environment were \$431k lower than budget, primarily due to tree pruning contract works have been behind schedule (\$614k) with Arbor. It is expecting the new contractor to catch up planned works within the budget by the end of financial year. In addition, weed eradication contract works in parks and open space were delayed (\$119k), park tree planting costs were lower than budget (\$91k) mainly due to warmer weather conditions.

These were partly offset by higher water usage (\$164k) for Council's sportfields due to extended dry weather conditions, increased street tree planting (\$170k) of which approximately \$70k is awaiting reimbursement from the Level Crossing Removal project (LXRP) for additional street trees planted.

- Leisure Services were \$363k lower than budgeted, mainly related to lower project costs to date for the Aquatics Service Review (\$218k) and lower marketing and promotions costs (\$116k) due to the centralisation of marketing and promotion costs within the Communications, Advocacy and Investment department.
- Communications, Advocacy and Investment were \$357k below budget, mainly related to lower internet site maintenance costs (\$216k), and a timing difference in processing the special rate (\$68k) for Brentford Square and Burwood Heights Shopping Centre.
- Communities, Engagement and Integrated Planning were \$180k below budget, mainly reflecting lower program activities expenditure in Positive Ageing (\$117k) and Community Strengthening (\$39k).
- Community Safety was \$168k lower than budget, mainly driven by lower Fines Vic lodgement fees to date for parking infringement (\$211k).
- Engineering was \$142k lower than budget, primarily related to lower consultancy and legal costs within Major Transport Projects due to the delay in preparation for the Suburban Rail Loop panel hearing which will be held in 2025/26.

The above favourable variances were partly offset by:-

- People and Culture were \$284k over budget year to date, primarily due to higher consultant costs to date (\$334k), mainly related to HR system works, collective agreement consolidation and other project works.
- Major Projects were \$269k more than budget mainly reflecting carried forward project expenditure (\$290k) related to the Aqualink Nunawading Redevelopment business case.

1) Depreciation and amortisation were \$914k over budget, impacted by drainage and parks open space revaluation increments and higher than budgeted depreciation costs related to the capitalisation of The Round and Morack Public Golf major redevelopment projects completed in the previous year.

10.1 – ATTACHMENT 1. 2024-25 Q3 Quarterly Performance Report**Year to Date Result (cont.)**

2) Allowance for impairment losses were \$372k over budget, mainly relating to higher doubtful debts expenses (\$385k) associated with increased parking infringements.

3) Other expenses were \$396k below budget, driven predominantly by a timing difference related to processing the fire services property levy for Council owned properties (\$199k), reduced internal audit costs (\$73k) and payment of the Clayton landfill contribution (\$61k) which has come in lower than anticipated.

Cash Position

Total cash and investments (including other financial assets) totalled \$249.95m at the end of March 2025, representing a \$64.73m increase since the start of the financial year.

Debtors

Council has collected \$118.93m or 79.90% of 2024/25 rate debtors as at 31 March 2025.

Sundry debtors outstanding at 31 March 2025 total \$3.02m, including \$696k outstanding over 90 days.

10.1 – ATTACHMENT 1. 2024-25 Q3 Quarterly Performance Report**Projected year-end result**

Council adopted the 2024/25 budget at its Ordinary Meeting held on 24 June 2024, projecting a surplus of \$14.72m for the year.

Council revised the annual forecast in August 2024 to include the approved carry-forward of unspent funds from 2023/24 into 2024/25, resulting in a revised surplus result for 2024/25 of \$15.22m. Carry forward income related to unspent funds was comprised of capital grants (\$1.02m), operating grants (\$196k) and proceeds on sale of vehicles (\$114k), offset by carry forward operating expenditures of \$832k, resulting in an overall net positive impact of \$501k.

The projected year-end result was further reviewed in September 2024 to reflect any anticipated material impacts since the 2024/25 Budget was developed. A surplus of \$14.74m was predicted, \$485k unfavourable to the previous forecast in August and \$16k favourable to the adopted budget.

A further full year forecast review for 2024/25 was finalised in February 2025, presenting a year-end surplus of \$21.25m, \$6.51m favourable compared to the September forecast and \$6.53m favourable to the Adopted Budget.

The February forecast reflects an increase of \$5.75m in income, driven mainly by increased contributions income (\$1.58m) due to higher public open space contributions, increased capital grants (\$1.56m) mainly due to State Government funding for Springfield Park Multipurpose Courts and Cricket Nets (\$1.20m), increased user fee income (\$1.15m) and higher interest income (\$0.90m). Expenditure estimates were decreased by \$757k, driven by lower materials and services expenditure (\$1.90m) mainly relating to revised Technology Transformation project cost estimates (\$1.28m), partly offset by higher employee costs (\$1.11m) largely within Community Services.

10.1 – ATTACHMENT 1. 2024-25 Q3 Quarterly Performance Report

Income Statement

	YEAR-TO-DATE					FULL YEAR				
	Actual	Budget	Variance	Variance	Note	Budget	August Forecast	September Forecast	February Forecast	Variance: Feb-FC vs Sep-FC
	\$'000	\$'000	\$'000	%		\$'000	\$'000	\$'000	\$'000	\$'000
Income										
Rates and charges	149,283	148,403	880	1%	1	148,643	148,643	149,001	149,286	285
Statutory fees and fines	10,852	9,513	1,339	14%	2	12,684	12,684	12,822	13,178	356
User fees	28,697	27,269	1,428	5%	3	36,866	36,866	37,449	38,598	1,149
Grants Operating	11,681	11,303	378	3%	4	13,045	13,241	13,715	13,577	(138)
Grants Capital	2,339	3,396	(1,057)	(31%)	5	5,918	6,941	6,941	8,500	1,559
Contributions - monetary	8,150	4,125	4,025	98%	6	5,500	5,500	5,500	7,076	1,576
Interest Income	7,642	5,250	2,392	46%	7	7,000	7,000	8,000	8,900	900
Net gain/(loss) on disposal of assets	117	120	(3)	(3%)		310	424	260	10	(250)
Other income	5,074	4,401	673	15%	8	6,375	6,375	6,563	6,879	316
TOTAL INCOME	223,835	213,780	10,055	5%		236,341	237,674	240,251	246,004	5,753
Expenditure										
Employee costs	(65,355)	(63,323)	(2,032)	(3%)	9	(84,658)	(84,713)	(85,514)	(86,628)	(1,114)
Materials and services	(58,535)	(61,836)	3,301	5%	10	(85,815)	(86,631)	(87,331)	(85,427)	1,904
Depreciation and amortisation	(31,640)	(30,726)	(914)	(3%)	11	(40,968)	(40,968)	(42,559)	(42,559)	-
Allowance for impairment losses *	(1,435)	(1,063)	(372)	(35%)	12	(1,418)	(1,418)	(1,418)	(1,469)	(51)
Contributions - Whitehorse Manningham Regional Library Corporation	(4,503)	(4,519)	16	0%		(6,025)	(6,025)	(6,003)	(6,003)	-
Finance costs - leases	(92)	(90)	(2)	(2%)		(120)	(120)	(120)	(120)	-
Other expenses	(1,598)	(1,994)	396	20%	13	(2,616)	(2,576)	(2,568)	(2,550)	18
TOTAL EXPENDITURE	(163,158)	(163,551)	393	0%		(221,620)	(222,451)	(225,513)	(224,756)	757
NET SURPLUS / (DEFICIT) FOR THE YEAR	60,677	50,229	10,448	21%		14,721	15,223	14,738	21,248	6,510

10.1 – ATTACHMENT 1. 2024-25 Q3 Quarterly Performance Report

Balance Sheet

	2024/25 31-Mar-25 \$'000	2023/24 30-Jun-24 \$'000
ASSETS		
Current assets		
Cash and cash equivalents	29,532	15,188
Trade and other receivables	43,084	17,097
Other financial assets	220,417	170,030
Other assets	4,598	15,720
Non-current assets held for sale	2,414	2,414
Total current assets	300,045	220,449
Non-current assets		
Trade and other receivables	278	327
Investments in associates	6,468	6,468
Property, infrastructure, plant & equipment	4,302,456	4,306,380
Right-of-use assets	7,505	8,466
Intangible assets	484	726
Total non-current assets	4,317,191	4,322,367
Total assets	4,617,236	4,542,816
LIABILITIES		
Current liabilities		
Trade and other payables	11,764	10,858
Trust funds and deposits	26,643	15,234
Contract and other liabilities	8,141	5,677
Provisions	15,957	16,052
Lease liabilities	1,260	1,255
Total current liabilities	63,765	49,076
Non-current liabilities		
Provisions	1,612	1,612
Provision for investments in joint operation accounted for using the equity method	2,992	2,992
Lease liabilities	6,458	7,404
Total non-current liabilities	11,062	12,008
Total liabilities	74,827	61,084
Net assets	4,542,409	4,481,732
EQUITY		
Accumulated surplus	1,610,592	1,549,915
Reserves	2,931,817	2,931,817
Total equity	4,542,409	4,481,732

10.1 – ATTACHMENT 1. 2024-25 Q3 Quarterly Performance Report

Cash Flow Statement

	31-Mar-25 \$'000 Inflows (Outflows)	Full Year Actual 30-Jun-24 \$'000 Inflows (Outflows)
GST inclusive		
Cash flows from operating activities		
Rates and charges	125,042	139,901
Statutory fees and fines	9,163	10,291
User fees	29,304	39,201
Grants - operating	12,511	8,754
Grants - capital	5,223	1,273
Contributions - monetary	8,751	8,006
Interest received	7,758	7,051
Other receipts	5,692	6,387
Net GST refund	7,030	11,348
Employee costs	(67,102)	(90,457)
Materials and services	(64,348)	(93,687)
Contribution expense - Whitehorse Manningham Library	(4,503)	(5,843)
Net trust funds taken/(repaid) ¹	11,410	81
Other payments	(1,782)	(2,735)
Net cash provided by (used in) operating activities	84,151	39,571
Cash flows from investing activities		
Payments for property, infrastructure, plant and equipment	(28,272)	(50,804)
Proceeds from sale of property, infrastructure, plant and equipment ²	9,885	1,253
Payments of loans and advances	-	3
Net proceeds/(payment) for Investments	(50,387)	(2,445)
Net cash provided by (used in) investing activities	(68,774)	(51,993)
Cash flows from financing activities		
Interest paid - lease liability	(92)	(139)
Repayment of lease liabilities	(941)	(1,282)
Net cash provided by (used in) financing activities	(1,033)	(1,421)
Net increase (decrease) in cash and cash equivalents	14,344	(13,843)
Cash and cash equivalents at beginning of the financial year	15,188	29,031
Cash and cash equivalents at end of the financial year	29,532	15,188

Note:

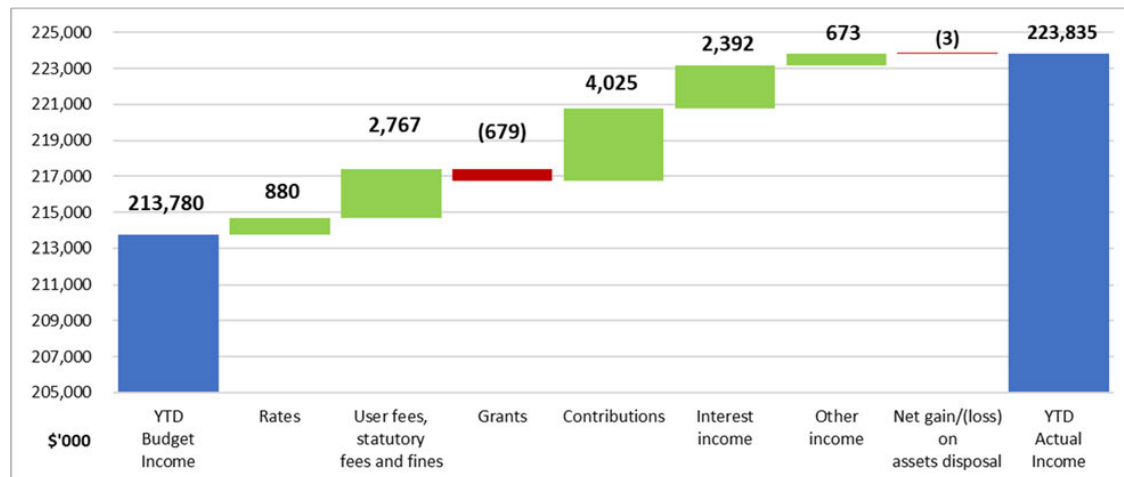
1. Trust funds and deposits includes the fire services property levy received which relates to the timing of fire services property levy and levy interest amounts received and subsequently remitted to the State Revenue Office over four payments.

2. Proceeds from sale of property, infrastructure, plant and equipment reflects the receipt of income for Sinnott Reserve (received early July \$9.53m)

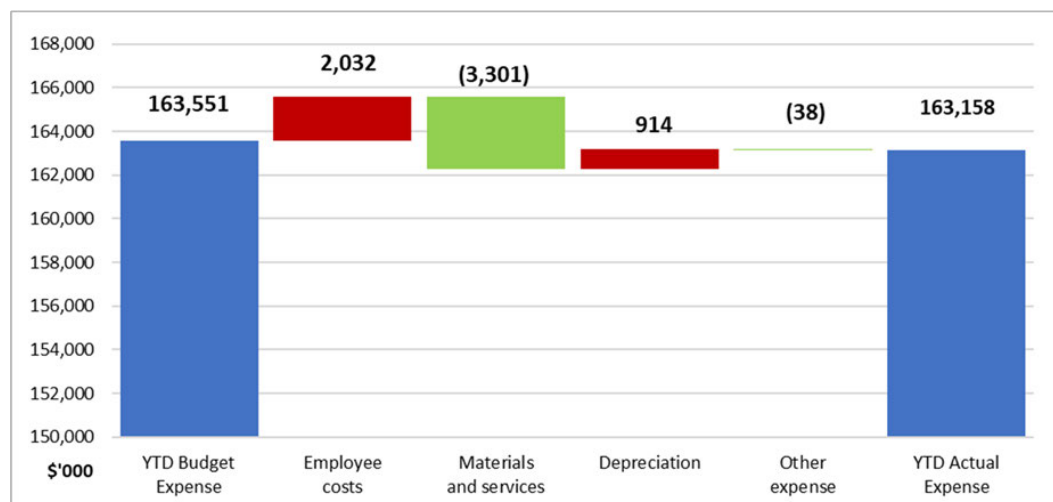
10.1 – ATTACHMENT 1. 2024-25 Q3 Quarterly Performance Report

Operating Income and Expenditure

Graph 1.1: Year-to-date Operating Income Variance



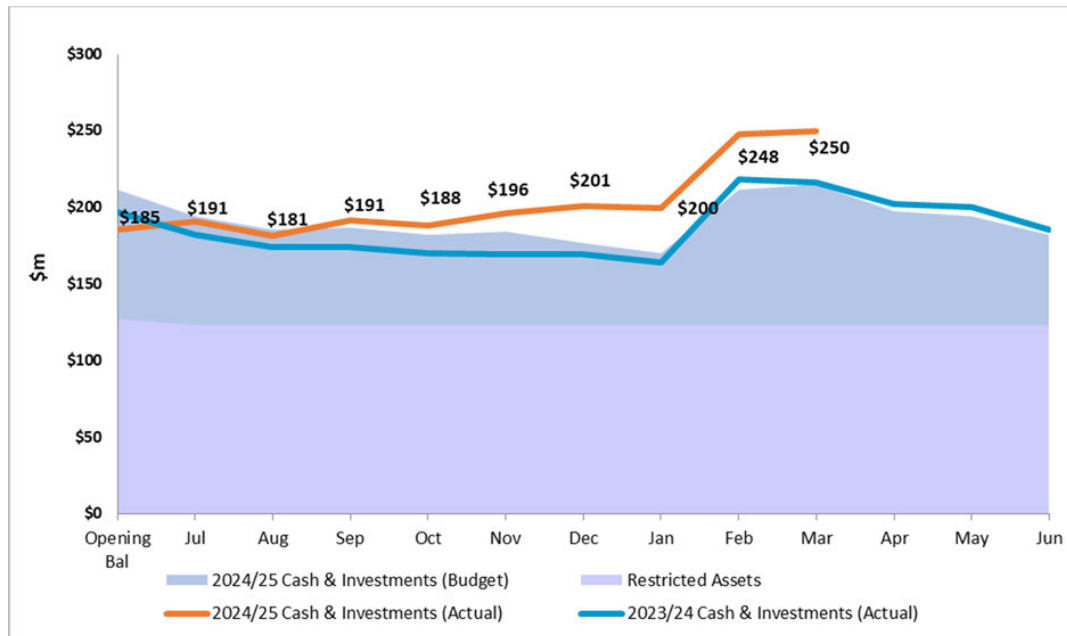
Graph 1.2: Year-to-date Operating Expenditure Variance



10.1 – ATTACHMENT 1. 2024-25 Q3 Quarterly Performance Report

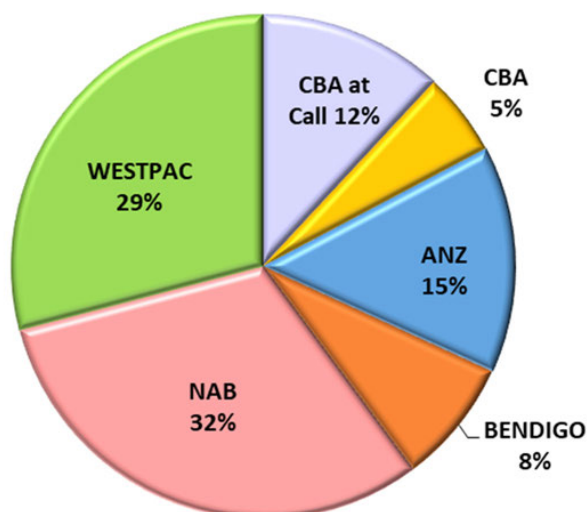
Cash and Investments

Graph 3.1: Cash Flow Comparison



Note: Restricted Funds include cash that is subject to external restrictions such as trust funds and deposits, public open space reserve and the car parking in lieu reserve. It also includes funds allocated for specific future purposes such as the community development reserve, waste management reserve, art collection reserve, and the Development Contributions Plan (DCP) reserves.

Graph 3.2: Investment by Institution



10.1 – ATTACHMENT 1. 2024-25 Q3 Quarterly Performance Report

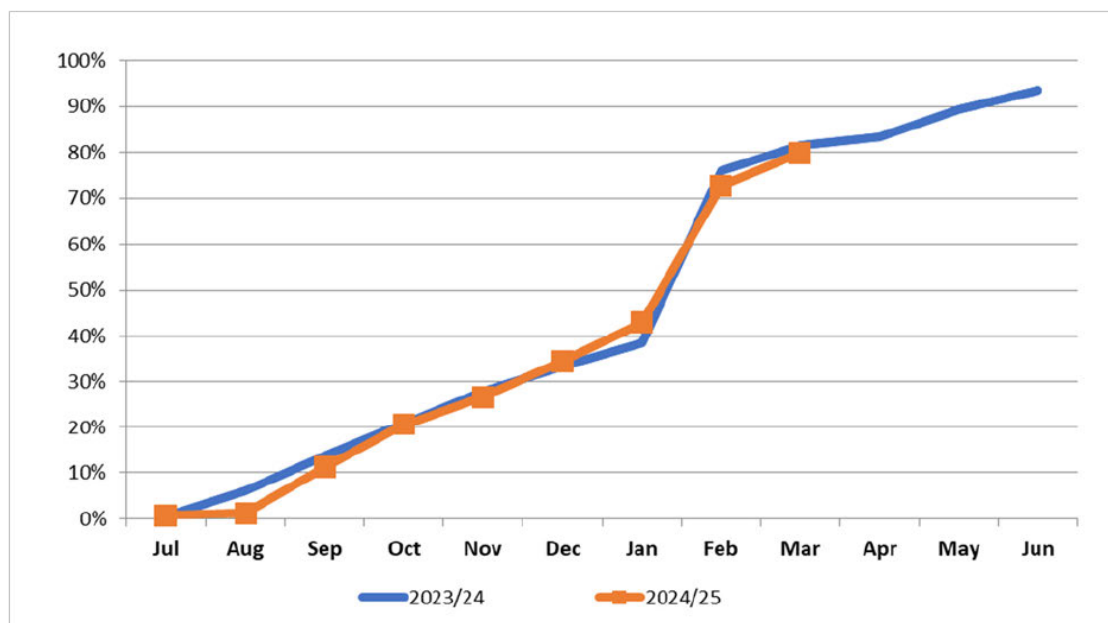
Rate Debtors

Table 4.1: Current Rate Debtors

Rates Collection	31-Mar-25	31-Mar-24	28-Feb-25
YTD Current Rates Collected (\$'000)	118,930	116,179	108,441
Current Rates Collected (%)	79.90%	81.59%	72.78%

Note: The percentage of current rates collected is 1.69% lower than the same period in 2023/24, due to the uptake in ratepayers choosing to pay their rates via Payble (new rates payment platform), that enables ratepayers to pay their rates via regular instalments (final instalment due on 31 May 2025) rather than a lump sum payment.

Graph 4.2: Percentage of Current Rates Collected



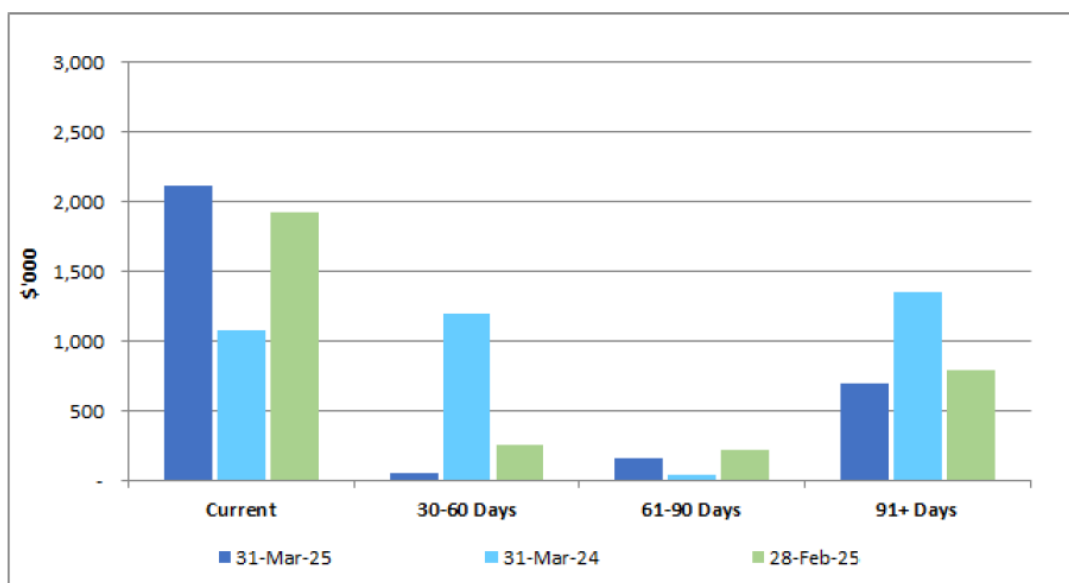
10.1 – ATTACHMENT 1. 2024-25 Q3 Quarterly Performance Report

Sundry Debtors

Table 4.3: General and Sundry Debtors

	31-Mar-25 \$'000	31-Mar-24 \$'000	28-Feb-25 \$'000
Current	2,115	1,083	1,923
30-60 Days	50	1,197	257
61-90 Days	159	41	224
91+ Days	696	1,350	790
Total Owing	3,020	3,671	3,193
 Total over 60 days	 855	 1,391	 1,013
% over 60 days	28.3%	37.9%	31.7%
 Total over 90 days	 696	 1,350	 790
% over 90 days	23.0%	36.8%	24.7%

Graph 4.4: General and Sundry Debtors – Aged Comparison



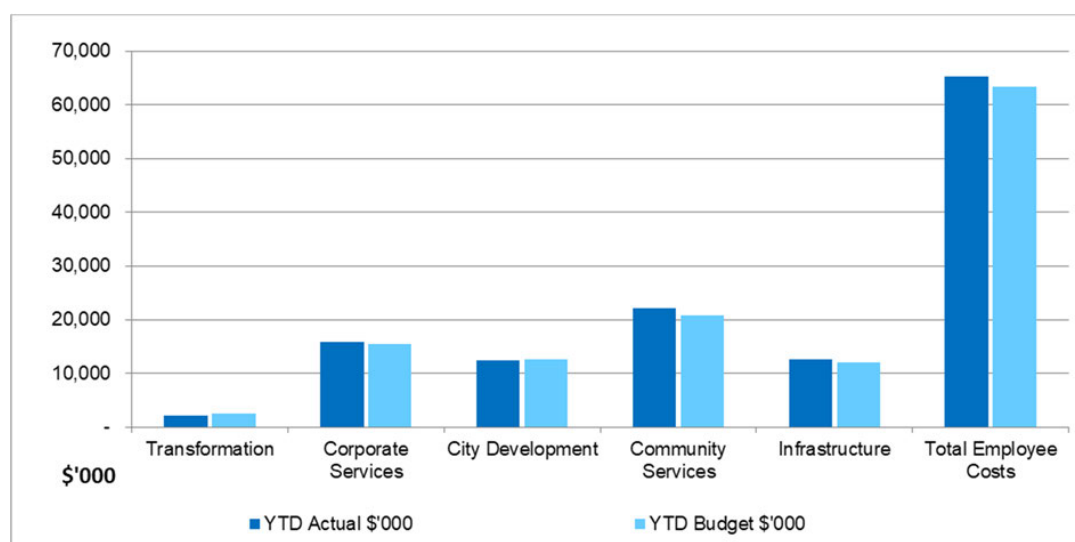
10.1 – ATTACHMENT 1. 2024-25 Q3 Quarterly Performance Report

Employee Costs

Table 5.1: Employee Costs by Directorate

Directorate	YTD Actual \$'000	YTD Budget \$'000	YTD Variance \$'000	2024/25 Budget \$'000
Transformation	2,199	2,445	245	3,293
Corporate Services	15,823	15,403	(420)	20,413
City Development	12,523	12,608	85	16,938
Community Services	22,233	20,895	(1,338)	27,934
Infrastructure	12,577	11,972	(604)	16,080
Total Employee Costs	65,355	63,323	(2,032)	84,658

Graph 5.2: Employee Costs – Actual to Budget Comparison



10.1 – ATTACHMENT 1. 2024-25 Q3 Quarterly Performance Report

ACKNOWLEDGEMENT OF COUNTRY

Whitehorse City Council acknowledges the Wurundjeri Woi-wurrung people of the Kulin Nation as the Traditional Owners of the land. We pay our respects to their Elders past, present and emerging.

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Subscribe: www.whitehorse.vic.gov.au/subscribe
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10.2 **Carbon Offsets and Carbon Neutrality**

Attachment 1 Climate Response Strategy 2023-2030 Progress

Attachment 2 Carbon Neutrality - Options Table

Attachment 3 Summary Benchmarking Councils Carbon Neutrality

10.2 – ATTACHMENT 1. Climate Response Strategy 2023-2030 Progress

Attachment 1 – Council Meeting 26 May 2025
Climate Response Strategy 2023-2030 Progress

CLIMATE RESPONSE STRATEGY 2023-2030 PROGRESS**INTRODUCTION**

This report provides an update on progress that has been made to deliver Council's Climate Response Strategy 2023-2030 (the Strategy) and Climate Response Plan 2023-2026 (the Plan).

SUMMARY

The Strategy and Plan were developed based on the most recent climate science, and in the context that Victorian local governments have a legislative responsibility to consider climate risk and mitigation and to protect, promote and improve the public health and wellbeing of their communities.

The Whitehorse Community Vision 2040 highlights the importance of climate leadership and balancing environmental, social, and economic priorities, with a theme of Sustainable Climate and Environmental Care.

The consultation undertaken for the Community Vision and Council's declaration of a Climate Emergency at its meeting on 12 September 2022, was considered and further consultation was undertaken that led to Council on 27 November 2023 adopting the Strategy and Plan.

The Strategy includes the following targets:

- Maintain carbon neutral status for corporate emissions.
- Source 100 per cent renewable electricity for Council operations by 2025.
- Achieve net zero corporate emissions by 2032.
- Aspire for net zero community emissions by 2040.

Some of the key achievements to date include:

- Transitioning to 100% renewable electricity for all Council operations.
- Achieving Climate Active certification for carbon neutral status for 2022/23.
- Embedding environmental sustainability into Council strategies and policies.
- Joining Solar Savers to support residents and businesses with energy efficiency upgrades.

Some of the upcoming actions include:

- Preparing the Gas to Electric Business Case (Action 5b) and Zero Emissions Fleet Business Case (Action 5c).
- Developing the Net Zero Emissions Reduction Plan (Action 5d) to achieve the net zero corporate emissions target.
- Developing a Community Engagement Plan to raise awareness of local climate change impacts, target sustainability education and empower behaviour change (Action 6a).

The development of the Plans and Business Cases will provide an opportunity for Council to consider the level of investment in future budgets to progress towards the target of net zero emissions.

10.2 – ATTACHMENT 1. Climate Response Strategy 2023-2030 Progress

Attachment 1 – Council Meeting 26 May 2025

Climate Response Strategy 2023-2030 Progress

PROGRESS ON IMPLEMENTING THE STRATEGY AND PLAN

Information on progress in implementing Climate Response Plan 2023-2026 is provided in **Appendix 1**. A summary of the progress relating to each of the targets is provided in Table 1 below:

Table 1 – Strategy Targets and Progress Status

Strategy Target	Progress Status
Maintain carbon neutral status for corporate emissions.	Achieved and ongoing <ul style="list-style-type: none"> Climate Active certification achieved for 2022/23. 2023/24 emissions report submitted to Climate Active for review (Action 5a).
Source 100 per cent renewable electricity for Council operations by 2025.	Achieved and ongoing <ul style="list-style-type: none"> Transition to 100% renewable electricity is complete via the Victorian Energy Collaboration (VECO) (Action 5e). On-site solar PV systems installed at 54 Council and community sites, with a total capacity of 1,359.7kW.
Achieve net-zero corporate emissions by 2032.	In progress <ul style="list-style-type: none"> Development of Gas to Electric Business Case (Action 5b) underway in 2024/25. Development of Zero Emissions Fleet Business Case (Action 5c) underway in 2024/25. Development of Net-Zero Emissions Reduction Plan for Council operations in 2025/26 (Action 5d) in planning phase. This will incorporate findings of Actions 5b and 5c. Refer to Figure 2 for a summary of where Council's emissions come from.
Aspire for net zero community emissions by 2040.	Ongoing <ul style="list-style-type: none"> Development of Community Communication and Engagement Plan on climate change impacts (Action 6a) underway in 2024/25. Delivery of Solar Savers program in partnership with the Eastern Alliance for Greenhouse Action (Action 6a). Delivery of Sustainable Whitehorse program of events (previously Sustainable Living program, Action 6a, 6b).

Community and Corporate Emissions

Emissions created or removed by the residential, commercial and industrial sectors located in Whitehorse are regarded as 'community emissions'. Community emissions are outside of Council's operational control and are separate to Council's corporate emissions profile.

Figure 1 below shows the main sources of Whitehorse's community emissions in 2022/23.

10.2 – ATTACHMENT 1. Climate Response Strategy 2023-2030 Progress

Attachment 1 – Council Meeting 26 May 2025

Climate Response Strategy 2023-2030 Progress

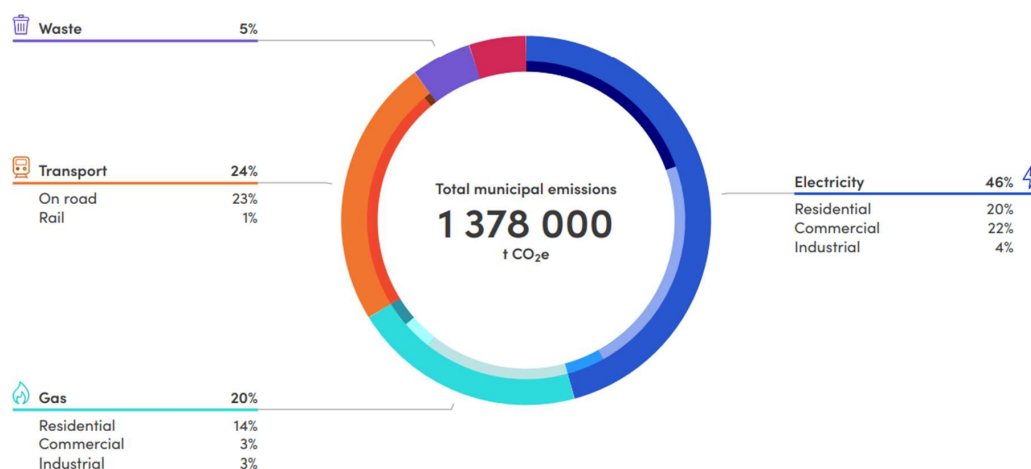


Figure 1. Whitehorse's community emissions in 2022/23 (Source: [Snapshot Climate](#))

By comparison, Council's 2022/23 emissions were 17,550 tonnes of carbon dioxide equivalent (tCO₂-e), representing around 1.3% of total municipal emissions. This highlights the need for Council to educate, support and empower the community to reduce its emissions for meaningful climate action beyond corporate efforts.

Figure 2 below shows Council's 2022/23 and 2023/24 emissions by source and scope that have been reported to Climate Active.

The categories of emissions are:

- Scope 1 (S1) emissions - all direct greenhouse gas emissions from sources such as natural gas use, fuel use and refrigerants.
- Scope 2 (S2) emissions - all direct greenhouse gas emissions from electricity use from the grid.
- Scope 3 (S3) emissions - all indirect emissions that occur as a result of organisational activities from sources outside its control.

Scope 1 (S1) and Scope 2 (S2) emissions from gas, fuel and electricity are generally easier to eliminate compared to indirect Scope 3 (S3) emissions from Council's supply chain.

10.2 – ATTACHMENT 1. Climate Response Strategy 2023-2030 Progress

Attachment 1 – Council Meeting 26 May 2025

Climate Response Strategy 2023-2030 Progress

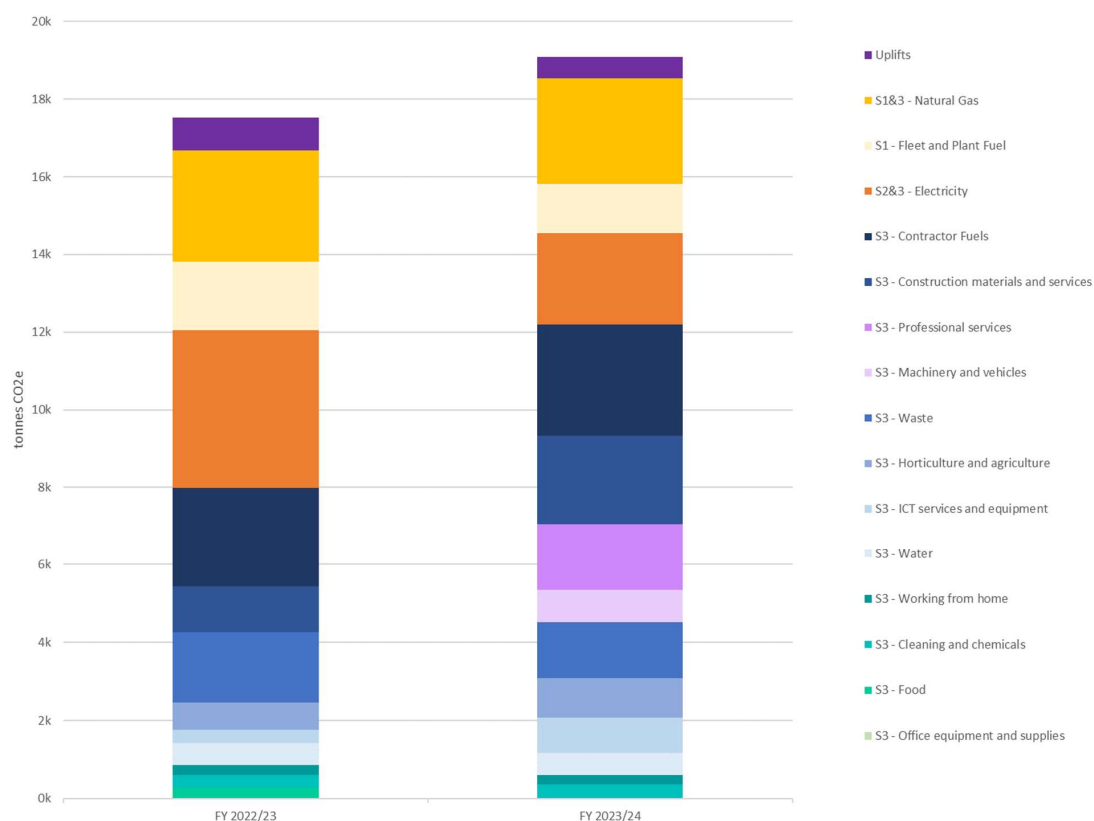


Figure 2. Council's corporate emissions for 2022/23 and 2023/24.

In 2023/24, Council assessed its emissions as 19,182 tonnes of carbon dioxide equivalent (tCO₂-e), a nine percent increase from 2022/23. The increase in 2023/24 emissions is due to improved data quality, and the inclusion of additional Scope 3 emission sources following further assessments over the last 12 months for a more comprehensive emissions profile, which are both ongoing requirements for Climate Active certification.

Emissions from electricity use in 2023/24 were reduced due to the purchase of 100% renewable electricity for streetlighting from 1 January 2024. The transition to purchase 100% renewable electricity is now complete from 1 July 2024, and emissions from this source have been eliminated. This has reduced the emissions profile by 8,048.23 tCO₂-e.

Climate Active carbon neutral certification

On 11 December 2023, Council considered a report titled 'Review of Climate Active Certification – Carbon Neutral' and resolved to continue its commitment to Climate Active carbon neutral certification. Climate Active is a Federal Government certification scheme with reporting consistent with the best-practice international carbon accounting standards such as the Greenhouse Gas Protocol and IOS14000 series.

Climate Active certification requires organisations to provide full disclosure and third-party validation of emissions sources and any exclusions, allowing for transparency and scrutiny of carbon neutral claims.

10.2 – ATTACHMENT 1. Climate Response Strategy 2023-2030 Progress

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Climate Response Strategy 2023-2030 Progress

Climate Active requires organisations to address their emissions in line with the Carbon Management Hierarchy (**Figure 3**) by prioritising net zero emissions with carbon offsetting as the last step in the process. Offsetting allows organisations to take responsibility for their current emissions, financially incentivising accelerated reduction efforts to lower long-term offset costs. This hierarchy is an essential tool to guide decision-making around how to manage corporate emissions and meet a net zero target.

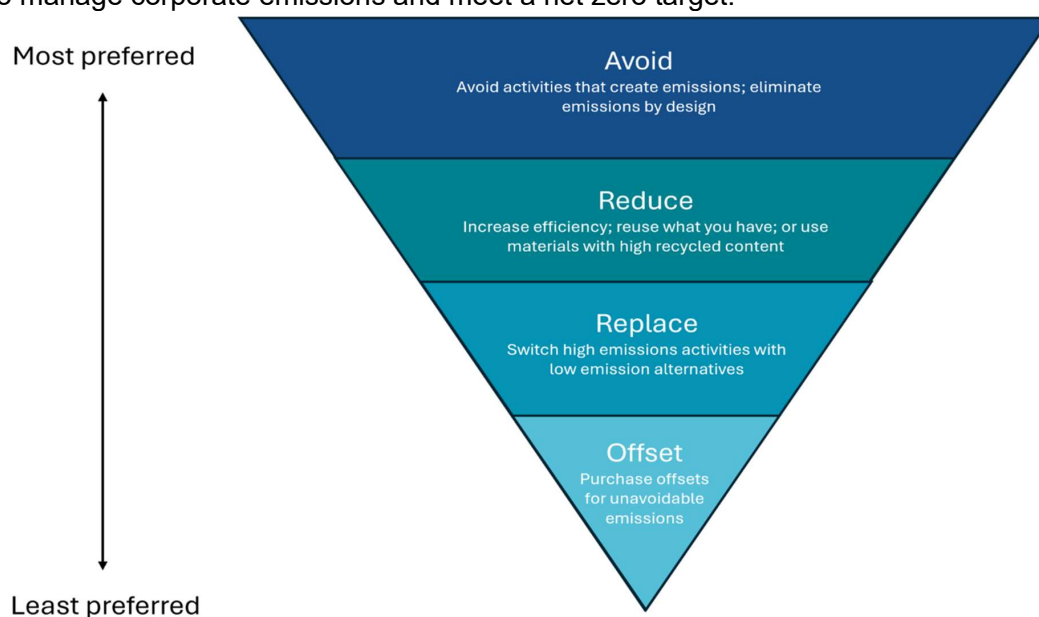


Figure 3. The Carbon Management Hierarchy

Council received Climate Active carbon neutral certification for its 2022/23 corporate emissions. To achieve and maintain Climate Active certification Council is required to:

- accurately report its annual corporate carbon emissions from Council operations,
- provide a time-bound emission reduction plan, demonstrating annual progress to eliminate emissions were possible,
- invest in high quality carbon offset projects to abate any remaining (residual) emissions, and
- continuously improve data quality in line with the latest Climate Active reporting templates available.

Carbon offset purchasing

Carbon offset purchasing is used to cancel out carbon emissions that have not been eliminated, to achieve a carbon neutral status. For Whitehorse, this has involved investing in projects around Australia and internationally that reduce or remove carbon from the atmosphere. Many of these projects have additional environmental and social benefits.

The decision on the purchasing of offsets is guided by the Carbon Offset Purchasing Principles in the Climate Response Strategy. Climate Active certification requires its members to abide by its Offsets Integrity Principles and only purchase eligible offsets from vetted domestic and international carbon offset registries approved by the Federal Government.

10.2 – ATTACHMENT 1. Climate Response Strategy 2023-2030 Progress

Attachment 1 – Council Meeting 26 May 2025

Climate Response Strategy 2023-2030 Progress

The Strategy includes the following Carbon Offset Purchasing Principles:

1. Compliance with the Climate Active Carbon Neutral Standard.
2. Compliance with the Whitehorse Procurement Policy.
3. Prioritise offsets that deliver a high level of confidence in carbon emissions reductions, integrity and additionally.
4. Prioritise offsets from projects that deliver non-carbon benefits and avoidance of harm, in particular:
 - a. Improve social and health outcomes
 - b. Improve biodiversity and ecosystem services
 - c. Supporting Aboriginal and Torres Strait Islander communities and businesses.
 - d. Supporting local (Australian) communities and businesses.
5. Prioritise offsets that are cost-effective, achieving the most significant emissions reductions at the lowest cost.

Council currently purchases a mix of offsets, consisting of 15% ACCUs and 85% international offsets. ACCUs, which cost between \$35-\$55/tCO₂-e, make up a higher proportion of the costs compared to international offsets, which range from \$5-\$25/tCO₂-e.

The projects associated with the offset emissions for the 2022/23 financial year are shown in the table below. The total cost of the offsets for 2022/23 was \$208,548.95.

Table 2 – Carbon Offsets for 2022/23

Offset project name	Volume (tCO₂-e)
Salavatlı Geothermal Energy (international – Turkey) Located on the southern hillside of the Aydin Mountains, in Turkey.	10,941
Sanya Landfill Gas Power (international – China) This 2MW project is located in Hainan Province, in China.	1,977
EcoAustralia - Mt Sandy and Green Infrawind (Australian / international – India) Gold Standard offsets from 300MW wind power project in India is paired with South Pole's 'Eco Australia' biodiversity credits from a project using traditional land management methods for biodiversity conservation at Mt Sandy in South Australia.	2,000
Jawoyn Fire Project (Australian) Savanna in Australia.	2,632
TOTAL	17,550

The process is that offsets are purchased, and then retired when they are used in a particular year. For Climate Active certification for 2023/24, the total emissions were 19,182 tCO₂-e, and the total offsets to be retired total \$185,353.80, Council currently holds 4,092 retired offsets that are unallocated to the value of \$80,078.40.

10.2 – ATTACHMENT 1. Climate Response Strategy 2023-2030 Progress

Climate Response Plan 2023-2026 Progress Update

Last updated: 11 March 2025

Key

31 Total number of actions

2	Complete
20	Ongoing
11	In progress
2	Pending - Not due to start
0	Deferred or off-track
9	Actions highlighted in grey are identified as opportunities based on Council Meeting 27 November 2023.

Community Vision Theme 1: diverse and Inclusive Community

Ref	Action Description	Status Description	Status
6a	Integrate climate change and sustainability information across all areas of Council's website and other communication platforms where appropriate (i.e. health, planning, transport) to increase visibility and understanding in the community.	Council website updated including resources such as 'Your Go Electric Planner' and 'A Map of Your Climate Journey'.	Ongoing
6b	Support vulnerable sub-sections of the community by: > Proactively seek external funding (i.e. government grants or other investment). > Identify segments of the community which are particularly vulnerable to climate change impacts and identify opportunities to support them to increase their resilience. > Leverage existing and new community partnerships which can connect low-income, hardly reached and vulnerable households to sustainability programs and services (e.g. energy efficiency retrofitting schemes).	Refer to Action 6a .	
6c	Create opportunities for the engagement of Aboriginal and Torres Strait Islander people to share knowledge relating to the natural environment, sustainability, and climate resilience.	Ongoing collaboration with the Internal Reconciliation Action Plan (RAP) Group and representatives, providing opportunities to connect with Elders from Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation (WWWCHAC) to plan and deliver events and initiatives.	In progress

Community Vision Theme 2: Movement and Public Spaces

Ref	Action Description	Status Description	Status
5a	Develop a process (e.g. through updated Capital Works templates) for coordinating public realm improvements to maximise co-benefits and for the efficient delivery of works (e.g. improved water efficiency, urban forest, transport, biodiversity, and local amenity).	Refer to Action 5f .	Ongoing

10.2 – ATTACHMENT 1. Climate Response Strategy 2023-2030 Progress

b	Undertake an opportunities assessment for Council's role in increasing the uptake of electric vehicles in the community and act on high value opportunities.	At the 27 May 2024 Council Meeting it was resolved that Council: > Notes the prevalence of public Electric Vehicle charging stations in Whitehorse. > Does not invest in the supply, management and operation of public Electric Vehicle charging stations. > Develop and Conduct an Expression of Interest (EOI) to provide and operate Public Electric vehicle charging infrastructure by leasing Council land to private providers for this service. > Continues to provide Electric Vehicle charging stations for its fleet of Council electric vehicles. > Seeks professional advice regarding best practice risk management controls regarding EV charging.	In progress
c	Identify, prioritise and advocate for opportunities to improve connections between sustainable transport modes, including cycling routes and public transport hubs.	Council are continuing to implement the Easy Ride Routes cycling network. Council are implementing pedestrian safety improvements in the Box Hill Metropolitan Activity Centre. Council are advocating for better transport outcomes as part of the State Government's Big Build projects.	Ongoing

Community Vision Theme 3: Innovation and Creativity

Ref	Action Description	Status Description	Status
a	Establish and maintain partnerships and memberships that support fast-following of new emissions reduction, climate risk mitigation and sustainability technology and initiatives.	Participation in the Eastern Alliance for Greenhouse Action (EAGA) MoU 2021-2025. For current projects, visit www.eaga.com.au	Ongoing
b	Engage with tertiary education institutions and other groups (e.g. think tanks) to support and/or participate in relevant innovation initiatives and research opportunities.		

Community Vision 4: Employment, Education and Skill Development

Ref	Action Description	Status Description	Status
a	Engage local businesses in low carbon and circular economy opportunities, such as accessing sustainability incentives and programs delivered by other levels of government, and understanding climate risk.	Refer to Action 6c .	Ongoing
b	Collaborate with the Whitehorse Business Group to recognise local businesses and their sustainability achievements.		

Community Vision 5: Sustainable Climate and Environmental Care

Ref	Action Description	Status Description	Status
a	Achieve and maintain Climate Active certification, including the purchase and retirement of the required carbon offsets.	Climate Active certification for 2022/23 carbon neutral status obtained. 2023/24 documentation submitted in November 2024, pending approval.	Ongoing
b	Develop a business case to transition Council buildings and assets off gas to electric.		In progress
c	Develop a business case to transition Council's fleet to zero emissions.		In progress

10.2 – ATTACHMENT 1. Climate Response Strategy 2023-2030 Progress

id	Develop and implement a Net Zero Emissions Reduction Plan for Council operations, including energy efficiency, electrification, on-site renewable energy and fleet opportunities.		Pending - Not due to start
ie	Explore options for assets owned or operated by Council are powered by 100% renewable electricity. Refer to Council Meeting 23 October 2023.	Transition complete with all Council electricity requirements now procured from 100% renewable electricity sources under the Victorian Energy Collaboration (VECO) from 1 July 2024.	Complete
if	Develop and deliver the ESD Policy Implementation Plan, including to: > Monitor, evaluate and annually report on the Policy implementation. > Maintain the ESD Guideline as a live document, by updating it to ensure it supports stakeholder needs, responding to climate risk and best practice. > Refresh the ESD Policy in 2025/26 to align with the ESD Guideline. > Provide support, training and resources for staff to effectively implement the ESD Policy to embed sustainable, climate resilient design into Council's assets.	> Internal staff resources developed and published on intranet. > ESD matrix template reviewed, developed and currently being trialled. > ESD Policy objectives embedded into relevant planning and design of Capital Works projects.	Ongoing
ig	Support occupants of Council's leased buildings to improve energy and water efficiency, recover resources, and access State and Federal sustainability grants and rebates.	Ongoing utility data and support provided to seasonal user groups.	In progress
ih	Continue to monitor, analyse and report on utility and operational data (i.e. energy, water, waste and greenhouse gas emissions) for Council assets, with ongoing communication of progress against benchmarks and targets to internal and external stakeholders.	> Environmental Data Management System maintained with utility data. > Data used for Climate Active and other reporting. See Action 5a.	Ongoing
ii	Develop a climate vulnerability assessment framework for Council building and infrastructure assets essential for critical community services. Create a streamlined process to evaluate a selection of high-priority Council assets and determine their climate vulnerabilities.		In progress
ij	Implement the process to evaluate the selection of high-priority Council assets and determine their climate vulnerabilities. Address the identified vulnerabilities within the planned future Asset Management Plan of Works.		Pending - Not due to start
ik	Apply a climate mitigation, adaptation and resilience lens to the Asset Management Plan for each asset class.	ESD Policy objectives integrated into relevant Plans.	In progress

10.2 – ATTACHMENT 1. Climate Response Strategy 2023-2030 Progress

il	Participate in the Council Alliance for a Sustainable Built Environment's Elevating ESD Targets project.	<ul style="list-style-type: none"> > Officers attend regular meetings led by CASBE about the Elevating ESD Targets project. > The Elevating ESD Targets planning scheme amendments lodged by the participating councils are still awaiting authorisation from Minister for Planning while the State government works on implementation of an <i>ESD Roadmap</i> for the State. > Efforts have been focussed around advocacy via CASBE to progress the Elevating ESD Targets amendments. 	Ongoing
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Community Vision 6: Whitehorse is an Empowered Collaborative Community

Ref	Action Description	Status Description	Status
ia	Enhance community education and engagement on climate change and sustainability by: <ul style="list-style-type: none"> > Developing and implementing a communication and engagement plan to raise awareness about how climate change is affecting the Whitehorse community. > Providing information on relevant sustainability topics such as reducing energy use and the circular economy. > Promoting sustainability rebates, incentives and programs delivered by other levels of government. > Providing expertise and direction to community queries to support greater community action. > Communicating progress made to implement the Climate Response Strategy and other achievements. 	<ul style="list-style-type: none"> > 'Sustainable Living' now rebranded to 'Sustainable Whitehorse' program of events. > Preliminary research completed to develop Communication and Engagement Plan. > Monthly Sustainable Whitehorse eNews developed and promoted. > Ongoing promotion of the Solar Savers program. Refer to Action 6c. > Strategy summary document developed and promoted on Council's website. 	In progress
ib	Collaborate with local groups to coordinate, accelerate and local climate change mitigation, adaptation and resilience projects.	> Community-led initiatives promoted in Sustainable Whitehorse eNews, including HealthAbility Repair cafe, sustainability workshops and events.	Ongoing
ic	Deliver an energy advice program to residents and businesses to provide the support they need to make decisions and improve the performance and comfort of their homes and buildings.	Council joined the Solar Savers program in March 2024, an Eastern Alliance Greenhouse Action (EAGA) led initiative along with 18 other local councils to support households and businesses to implement energy efficiency upgrades.	Ongoing
id	Seek opportunities to access community bulk purchase schemes for solar panels, energy-efficient appliances, renewable energy sources, electric vehicles and/or active transport options such as e-bikes.		
ie	Establish support for 2024/25 Whitehorse Community Grant applicants to apply environmental sustainability practices to their proposed projects and initiatives.	<ul style="list-style-type: none"> > Environmental Sustainability grant category enhanced with further guidance to support strategic alignment. > 2025/26 grant application criteria reviewed to address demonstrated commitment to environmental sustainability across multiple categories. > 2025/26 Community Grant Guidelines show a commitment to environmental sustainability. 	Complete
if	Pilot a program to build capacity and leadership within the community for local climate-related projects.		

10.2 – ATTACHMENT 1. Climate Response Strategy 2023-2030 Progress

ig	Continue to deliver a coordinated Sustainability in Schools and Kindergartens program to support participation in a variety of programs and projects.	Council has recommitted to the Eastern Alliance for Sustainable Learning (EASL) as a participating council member for MOU 2024-2028, including: >Delivery of the ResourceSmart schools program. >Delivery of the annual Learning for Sustainability conference with the 2024 event held at The Round. > Delivery of professional development workshops.	Ongoing
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Community Vision 7: Health and Wellbeing

Ref	Action Description	Status Description	Status
'a	Update the Municipal Public Health and Wellbeing Plan (MPHWP) to include an explicit focus on climate change adaptation and resilience, highlighting the link between climate change and health & wellbeing.	Tackling climate change and its impacts on health is identified as one of the top 10 priorities in the Victorian Public Health and Wellbeing Plan 2023-2027. Further consultation pending to draft and finalise the Integrated Council Plan 2025-2029 (which includes the MPHWP) with the inclusion and linkage between climate change and health & wellbeing.	In progress
'b	Leverage existing community programs and networks to raise awareness about the relationship between climate change and health & wellbeing, and promote opportunities to improve community resilience.	Refer to Action 6a .	Ongoing

Community Vision 8: Governance and Leadership

Ref	Action Description	Status Description	Status
ia	During scheduled reviews, update relevant plans, strategies and policies to ensure they deliver on environmental sustainability and climate response.	Climate Response Strategy targets and ESD Policy for Council Buildings and Infrastructure objectives embedded into Council strategies and documents, where relevant.	Ongoing
ib	Facilitate the monitoring and reporting of Council's strategic risk register to minimise vulnerability to climate risk.	Council's Strategic Risk 3 – 'Changes to climate impacting council's ability to deliver services to the community and manage Council assets in a restricted financial environment' is controlled by implementing the Strategy and Plan as per risk reporting requirements. This strategic risk is regularly reviewed.	Ongoing

10.2 – ATTACHMENT 1. Climate Response Strategy 2023-2030 Progress

ic	<p>Purchase building insurance that is informed by:</p> <ul style="list-style-type: none"> > The risk transfer/share treatment option taken to reduce the financial impact of severe weather events on council building assets. > The annual cost risk trade-off assessments to determine insurance market conditions. > Building valuations. > Appetite of insurers 	<p>Significant increases in the cost of building insurance across the local government sector have been driven by several key factors, including the rising frequency and severity of natural disasters such as cyclones, floods, and bushfires in Australia and globally. Additionally, major fire incidents, such as those in Los Angeles, and ongoing challenges within the construction industry including supply chain disruptions, rising material costs, and labor shortages—have further contributed to escalating premiums. To mitigate these costs for the 2025/26 renewal, strategies such as reassessing property valuations, increasing policy excesses, and conducting a thorough review of insurance valuations is being explored.</p>	Ongoing
id	<p>Update Municipal Emergency Management Plan to more strongly reference and plan for climate change and associated risks.</p>	<p>The current Plan (October 2023) includes local climate science data and impacts and addresses how the municipality it to respond to extreme weather events.</p>	Ongoing
ie	<p>Increase Council's influence on sustainability throughout the supply chain by:</p> <ul style="list-style-type: none"> > Conducting an impact assessment of sustainable procurement content in the Procurement Policy 2021 - 2025 and the sustainability weighting for tender evaluations. > Updating the Procurement Policy, manual, and staff training. 	<p>Review process commenced, including internal stakeholder consultation.</p>	In progress
if	<p>Review staff induction program and update to include greater education on sustainability and climate change.</p>	<p>Further options to be explored to effectively increase staff education on sustainability and climate change impacts.</p>	Ongoing
ig	<p>Develop and implement a climate response communication and training program for staff and Councillors to embed action throughout Council's operations.</p>	<p>Opportunities currently being explored to ensure efficiencies. World Environment Day 2024</p>	In progress
ih	<p>Advocate to Federal and State governments for a stronger climate response and increased adaptation funding for Councils. Ensure climate change is embedded into related areas of advocacy (e.g. transport, social and affordable housing).</p>	<p>Opportunities pursued as part of SRLA consultation and EAGA advocacy activities with the wider Victorian Greenhouse Alliance.</p>	Ongoing
ii	<p>Proactively seek external funding (i.e. government grants or other investment) to support Council to more rapidly reduce emissions and adapt to climate change.</p>	<ul style="list-style-type: none"> > Opportunities identified and pursued where relevant via EAGA, including seeking support to deliver the Adaptive Community Assets project. > Preparation to ensure readiness for grant funding ongoing. Refer to Action 5b and 5c. 	Ongoing

10.2 – ATTACHMENT 2. Carbon Neutrality - Options Table

Attachment 2 - Council Meeting 26 May 2025

CARBON NEUTRALITY
OPTIONS TABLE

	Option 1 - Status quo Maintain carbon neutrality as per Strategy	Option 2 Cease carbon neutrality and divert carbon offset budget towards direct emission reduction initiatives	Option 3 Cease carbon neutrality and divert carbon offset budget towards local environmental and biodiversity initiatives	Option 4 Cease carbon neutrality and the target for net zero corporate emissions	Option 5 Self-certify carbon neutral status [Alternative to Option 2-3]
Option Description	>Continue carbon neutrality. >\$240K/yr spent on carbon offsets. >Continue net zero corporate emissions. >Continue net zero community emissions.	>Cease carbon neutrality. >Direct \$240K/yr offset budget towards direct corporate and community emission reduction projects. >Continue net zero corporate emissions. >Continue net zero community emissions. >Monitor and report corporate emissions using best-practise methodology.	>Cease carbon neutrality. >Direct \$240K/yr offset budget towards local environmental and biodiversity projects. >Continue net zero corporate emissions. >Continue net zero community emissions. >Monitor and report corporate emissions using best-practise methodology.	>Cease carbon neutrality. >Eliminate \$240k/yr offset budget, bank as savings - Do nothing. >Continue net zero corporate emissions. >Continue net zero community emissions. >Monitor and report corporate emissions using best-practise methodology.	Define bespoke methodology to self-certify carbon neutral status for Council operations: >Establish consistent approach in what is within Council's emissions profile. >The option to purchase uncertified carbon credits is available, estimated expenditure is unknown. >Revise Strategy including Carbon Offset Purchasing Principles where required. >3rd-party verification is recommended every 3 years.
Maintain carbon neutral status for Council operations	Yes	No	No	No	Yes - Not a recognised certification
Achieve net zero corporate emissions by 2032.	Yes - continue to pay offsets	Yes - have to pay offsets from 2032	Yes - have to pay offsets from 2032	No	Yes - have to pay offsets from 2032 - not a recognised certification
Source 100 per cent renewable electricity for Council operations by 2025.*	Yes	Yes	Yes	Yes	Yes
Aspire to achieve net zero community emissions by 2040.	Yes	Yes	Yes	Yes	Yes
Legislative and Risk Implications	Compliant with Local Government Act 2020 that contains overarching principles that must be considered by councils, including: >Under 9(2)(b) Councils are required to give priority to achieving the best outcomes for the municipal community, including future generations. >Under 9(2)(c) Councils are required to promote the economic, social and environmental sustainability of the municipal district, including human centric and planning for climate change risks. >Under 9(2)(h) regional, state, and national plans and policies are to be taken into account during Council’s strategic planning. Delivery of current Strategy and Plan controls Council’s Strategic Risk 3 – ‘Changes to climate impacting council's ability to deliver services to the community and manage Council assets in a restricted financial environment.'			Does not meet LG Act 2020 principles nor Council's Strategic Risk 3. Council will need to re-address the LG Act 2020 principles and Strategic Risk 3, and re-establish its strategic direction, targets and actions in a revised Climate Response Strategy and Plan.	Added due diligence will be required to ensure any aspect of self-certification is not perceived as greenwashing, as this can be interpreted as misleading or false in certification. Ongoing emission reduction is required to ensure carbon offset reliance is not solely relied on.

10.2 – ATTACHMENT 2. Carbon Neutrality - Options Table

Attachment 2 - Council Meeting 26 May 2025

CARBON NEUTRALITY
OPTIONS TABLE

	Option 1 - Status quo Maintain carbon neutrality as per Strategy	Option 2 Cease carbon neutrality and divert carbon offset budget towards direct emission reduction initiatives	Option 3 Cease carbon neutrality and divert carbon offset budget towards local environmental and biodiversity initiatives	Option 4 Cease carbon neutrality and the target for net zero corporate emissions	Option 5 Self-certify carbon neutral status [Alternative to Option 2-3]
Strategic Alignment	<p>✓ Whitehorse Community Vision 2040 Theme 5 – Sustainable Climate and Environmental Care includes:</p> <ul style="list-style-type: none">• Key priority 5.1: Take a leadership role in tackling climate change.• Key priority 5.2: Focus on the environment whilst also balancing the social and economic needs of Whitehorse. <p>✓ Shaping Whitehorse "A healthy natural environment - Includes trees and plants, waste and recycling, waterways and habitat, climate and sustainability."</p> <p>✓ Draft Integrated Council Plan 2025-29 Strategic Direction - Natural Environment with draft Objective 4.2: An environmentally sustainable and climate resilient City (MPHWP)</p> <p>✓ Federal and State Net Zero targets</p> <ul style="list-style-type: none">• Fed Gov't - 2050 net zero emissions for Australia; 45% emission reduction below 2005 levels by 2030.• State Gov't - 2045 net zero emissions for Victoria.			<p>✖ Whitehorse Community Vision 2040 ✖ Shaping Whitehorse ? Draft Integrated Council Plan 2025-29 ✖ Federal and State Net Zero targets</p> <p>Council will need to re-establish its strategic direction, targets and actions in a revised Climate Response Strategy and Plan that aligns with the new Integrated Council Plan and Fed and State Targets are per LG Act 2020.</p>	<p>>Unknown - Strategic Alignment will required to be tested.</p> <p>>Benchmarking and comparisons can not be made based on self-certifiication, espically against other local councils.</p>
Financial and Resource Implications	<p>>Price on carbon established to create financial leverage for business cases.</p> <p>>Continued expenditure of \$240K/yr on carbon offsets and Climate Active certification costs.</p> <p>>No current and secured funding to accelerate emission reduction projects beyond the current 10 -yr Capital Works program.</p>	<p>>Price on carbon removed with adjusted Return on Investment - Can not solely rely on financial return i.e. Need to uplift environmental benefits.</p> <p>>Direct \$240K/yr towards permanent corporate and community emission reduction projects, including additional staff resourcing required to deliver this.</p> <p>>The \$ can be 'banked' to accumulate sufficient funds to deliver capital investment for larger projects in addition to secured Council funding and external grant funding.</p> <p>This will directly contribute towards the endorsed Climate Response Strategy and Plan.</p>	<p>>Equivalent emission abatement for Council's annual emissions profile can not be achieved solely via environmental and biodiversity projects.</p> <p>>Direct \$240K/yr towards general local environmental and biodiversity projects, including additional staff resourcing required to deliver this. This does not meet budget requirements for direct emission reduction projects to meet net zero target.</p> <p>>The \$ can be 'banked' to accumulate sufficient funds to deliver capital investment for larger projects in addition to secured Council funding and external grant funding.</p> <p>This will directly contribute towards the endorsed Urban Forest Strategy and Integrated Water Management Strategy.</p>	<p>Council will need to re-establish its strategic direction, targets and actions in a revised Climate Response Strategy and Plan. This will include re-assessing operational requirements and activities with current resources.</p>	<p>>Estimated expenditure for uncertified carbon credits is unknown.</p> <p>>Self-certification methodology required to be communicated internally and to the community.</p> <p>>No current and secured funding to accelerate emission reduction projects beyond the current 10 -yr Capital Works program.</p> <p>>Depending on established \$ budget for carbon credits, remaining can be allocated towards Option 2 and 3.</p>

10.2 – ATTACHMENT 2. Carbon Neutrality - Options Table

Attachment 2 - Council Meeting 26 May 2025

CARBON NEUTRALITY
OPTIONS TABLE

	Option 1 - Status quo Maintain carbon neutrality as per Strategy	Option 2 Cease carbon neutrality and divert carbon offset budget towards direct emission reduction initiatives	Option 3 Cease carbon neutrality and divert carbon offset budget towards local environmental and biodiversity initiatives	Option 4 Cease carbon neutrality and the target for net zero corporate emissions	Option 5 Self-certify carbon neutral status [Alternative to Option 2-3]
Environmental implications (including how emissions affect the WH community)	>Full abatement of current and ongoing annual corporate emissions via carbon neutrality status for Council operations. >Annual corporate emissions and its impact on community is mitigated.	>Permanent reduction in direct corporate emissions, however current corporate emissions will not be fully abated. >Slight acceleration to reduce direct emissions, dependant on split between corporate vs community initiatives.	>Emission reduction from local environmental and biodiversity projects is less effective than direct emission reduction projects. >Biodiversity and vegetation benefits achieved, including emission reduction co-benefits.	Minimal to no environmental benefits or contribution towards addressing local climate change impacts.	Unknown - Environmnetal benefits and implications will be required to be tested, espically around the carbon credits purchased.
Reporting implications	As per Climate Active methodology.	Ongoing monitoring and reporting aligned to best-practice that will: >Drive accountability and transparency. >Support reporting against strategy targets and indicators. >Support ongoing continuous improvement and identification of financial and environmental benefits of projects. >Highlight the ongoing efforts to embed environmental sustainability across organisational functions. LGAs are not subject to the mandatory Climate-related Financial Disclosure made by the Australian Accounting Standards Board (AASB, S2). General Requirements for Disclosure of Sustainability-related Financial Information (AASB S1) could support local governments to undertake voluntary sustainability-related risks and opportunities. If LGAs are subject to future mandatory reporting, Council is well positioned especially against the Climate-related Financial Disclosure framework.			Carbon-neutral self-certification is not fully in line with the Greenhouse Gas (GHG) Protocol or ISO 14000 standards. To be compliant, the following are to be addressed: >Recommendation and use of science-based targets. >Scope 1, 2 and 3 accounted for - quantified, monitored, reported and verified. >Defined carbon offset strategy.

Notes:
*Council is committed to its current 100% renewable electricity long-term power purchasing agreement (VECO) until 2030 with a 2-year option to extend.

10.2 – ATTACHMENT 3. Summary Benchmarking Councils Carbon NeutralityAttachment 3 – Council Meeting 26 May 2025

Benchmarking other councils – Carbon neutral, carbon offsets and towards net zero

Information presented in this document is not exhaustive and was compiled from data available from the Climate Active and relevant council websites.

Climate Active certified councils:

The following is a summary of councils that are carbon neutral certified for 2022/23 (as of 11 March 2025). Councils seeking 2023/24 Climate Active certification are awaiting a response on their submitted documentation, with Maroondah City Council and Wyndham City Council having already received their response and certification.

To become carbon neutral certified, councils have purchased and retired carbon offsets. All Climate Active certified councils, and their Public Disclosure Statements can be found on the Climate Active website, www.climateactive.org.au

State	Council
Victoria	<ul style="list-style-type: none"> • Bayside City Council (indicating to cease Climate Active Certification, proposed as part of draft Budget out for consultation) • City of Darebin • City of Melbourne • City of Yarra • Maroondah City Council (2023/24) • Merri-bek City Council • Moonee Valley City Council • Surf Coast Shire Council (Council resolution made on 29 April 2025 to cease Climate Active certification effective from 1 July 2025) • Whitehorse City Council • Wyndham City Council (2023/24)
New South Wales	<ul style="list-style-type: none"> • Blacktown City Council • City of Parramatta (pending) • City of Sydney • Woollahra Municipal Council
Queensland	<ul style="list-style-type: none"> • Brisbane City Council • Logan City Council
South Australia	<ul style="list-style-type: none"> • City of Adelaide

10.2 – ATTACHMENT 3. Summary Benchmarking Councils Carbon Neutrality

Attachment 3 – Council Meeting 26 May 2025

Western Australia	<ul style="list-style-type: none"> City of Subiaco
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Councils withdrawn from the Climate Active program:

State	Council
Victoria	<ul style="list-style-type: none"> Mornington Peninsula Shire Council (last certification, 2020/21) Surf Coast Shire Council (Council resolution made on 29 April 2025 to cease Climate Active certification effective from 1 July 2025)
New South Wales	<ul style="list-style-type: none"> Randwick City Council (last certification, 2019/20)
Queensland	<ul style="list-style-type: none"> Brisbane City Council (last certification, 2022/23)
South Australia	<ul style="list-style-type: none"> City of Adelaide (last certification, 2022/23)

Other councils' carbon neutral methodology

2025 status	Council
Climate Active committed	<ul style="list-style-type: none"> Greater Bendigo City Council Yarra Ranges Shire Council
Self-certified current	<ul style="list-style-type: none"> Boroondara City Council Maribyrnong City Council Port Phillip City Council Byron Shire Council
Self-certified committed	<ul style="list-style-type: none"> Kingston City Council

Key climate related Strategy targets for EAGA councils

Please note, each Council's strategy targets and scope may differ based on how they define their emissions profile.

Eastern Alliance for Greenhouse Action - Member Council	Strategy Name	Key Strategy Targets	
		Corporate Emissions	Community Emissions

10.2 – ATTACHMENT 3. Summary Benchmarking Councils Carbon Neutrality

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Boroondara	Climate Action Plan 2021	Net carbon-neutral by 2022. 100% Council actual emission reduction by 2040.	<i>Aspirational:</i> Net carbon-neutral by 2035. 100% Boroondara actual emission reduction by 2040.
Glen Eira	Climate Emergency Response Strategy 2021-2025	Zero direct Council emissions by 2031. This target was originally 2025, but in Aug 2024 Glen Eira Council resolved to shift its corporate emissions reduction pathway from purchasing offsets to focus on direct action to reduce emissions at their source.	Net zero community emissions by 2030.
Knox	Climate Response Plan 2021-2031	Net zero emissions by 2030.	Net zero emissions by 2040.
Maroondah	Sustainability Strategy 2022-2031 Carbon Neutral Strategy	Carbon neutrality by 2020. This has been achieved through Climate Active program.	N/A
Monash	Zero Net Carbon Action Plan 2020-2025	Carbon neutral or Zero Net Carbon by 2025.	N/A
Stonnington	Climate Emergency Action Plan 2021-2024	Net zero carbon emissions by 2030. For any remaining emissions in 2030, Council will investigate the purchase of offsets.	Net zero carbon emissions by 2030.

10.2 – ATTACHMENT 3. Summary Benchmarking Councils Carbon NeutralityAttachment 3 – Council Meeting 26 May 2025

Yarra Ranges	Liveable Climate Plan 2020-2030	Net zero emissions by 2040.	N/A
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**10.3 Eastern Alliance for Greenhouse Action (EAGA)
Memorandum of Understanding 2025-2029**

Attachment 1 EAGA MoU 2025-2029

Attachment 2 EAGA MoU 2021-2025 Progress Update

Attachment 3 EAGA Annual Report 2023/24

10.3 – ATTACHMENT 1. EAGA MoU 2025-2029**EASTERN ALLIANCE FOR GREENHOUSE ACTION
MEMORANDUM OF UNDERSTANDING****BETWEEN**

Maroondah City Council ABN 98 606 522 719 as (host organisation)

and

<Insert member name> and ABN as (member)

1. PARTIES

1.1 The Eastern Alliance for Greenhouse Action (EAGA) is a formal alliance of councils working together on joint programs that reduce greenhouse gas emissions and facilitate climate change adaptation across the region, including:

- City of Boroondara
- Glen Eira City Council
- Knox City Council
- Maroondah City Council
- Monash City Council
- City of Stonnington
- Whitehorse City Council
- Yarra Ranges Council

2. PURPOSE AND SCOPE

2.1 The purpose of this Memorandum of Understanding (MOU) is to articulate the arrangements and expectations of member councils by:

- 2.1.1 providing a framework to guide collaborative work and meet the objectives of EAGA's Strategic Plan
- 2.1.2 defining the roles and obligations of the host and member councils and EAGA's governance structure
- 2.1.3 establishing an agreed membership funding commitment

3. PERIOD

3.1 From 1 July 2025 to 30 June 2029.

10.3 – ATTACHMENT 1. EAGA MoU 2025-2029**4. DEFINITIONS**

Host organisation means Maroondah City Council who will host EAGA Executive Officer and EAGA Project Officer and administer EAGA's finances as described in Sections 9 and 10 of this MOU.

Member means each full fee-paying council as listed in Section 1 and defined in Section 8.

5. BACKGROUND

- 5.1 EAGA was formed in 2008 in response to community concerns about climate change and a desire to drive environmental sustainability initiatives in a coordinated manner in the eastern region.
- 5.2 In 2012, EAGA's member councils signed the first MOU formally establishing EAGA's governance structure. Over the 2012-25 period, the Alliance implemented a range of high profile regional climate change initiatives delivering clear financial and greenhouse gas savings to members and their communities.

6. PRINCIPLES

- 6.1 In all matters arising under this MOU, the parties agree to the following principles:
 - 6.1.1 openness, collaboration, sharing information and learning from each other
 - 6.1.2 communicating regularly amongst member councils
 - 6.1.3 pursuing a consensus approach to decision making
 - 6.1.4 acting in good faith, foremost in the interests of the region
 - 6.1.5 transparency and fostering a culture of regular monitoring and review

7. GOVERNANCE ARRANGEMENTS

- 7.1 EAGA members commit to maintaining a robust governance structure to ensure:
 - 7.1.1 objective and effective decision-making
 - 7.1.2 appropriate processes for accountability
 - 7.1.3 effective communications and information exchange within EAGA's networks
- 7.2 EAGA undertakes its work under the guidance of:
 - 7.2.1 an Executive Committee: overseeing and endorsing EAGA's strategic directions
 - 7.2.2 a Steering Committee: managing projects, consistent with EAGA's strategic direction
 - 7.2.3 Working Groups: project implementation and technical discussion (meeting as required)
 - 7.2.4 an Executive Officer and Project Officer(s): to support and resource these governance structures and facilitate delivery of EAGA's initiatives

10.3 – ATTACHMENT 1. EAGA MoU 2025-2029

- 7.3 Representation on EAGA's committees, their roles, responsibilities and operational processes are detailed in the attached Terms of Reference.

8. FUNDING COMMITMENT

- 8.1 Each EAGA member will contribute an annual membership fee of \$37,000 + GST commencing in 2025/26 up until and including the 2028/29 financial year. This fee will be increased at 2.5% per annum to accommodate EAGA's forecasted increase in expenses over the MOU period.
- 8.2 The funding commitment includes the following payment schedule:
- 8.2.1 (July 2025) \$37,000 + GST
 - 8.2.2 (July 2026) \$37,925 + GST
 - 8.2.3 (July 2027) \$38,873 + GST
 - 8.2.4 (July 2028) \$39,845 + GST
- 8.3 The parties recognise that EAGA's contractual and operational obligations extend over multiple financial years. This includes the delivery and administration of significant externally funded initiatives and maintaining employment contracts with EAGA's dedicated staff resources. The annual membership fee is therefore intended to provide investment certainty and ensure sufficient resources can be allocated to meet the Alliance's ongoing commitments. Member councils are committed to applying for EAGA annual membership fees in their annual budget process.
- 8.4 There will be an annual review of membership contributions to consider the appropriateness of existing contributions against any increasing cost impediments (eg. labour, projects etc).

9. HOSTING STAFF

- 9.1 The EAGA Executive Officer and EAGA Project Officer(s) will be hosted and employed at Maroondah City Council on behalf of all members.
- 9.2 The EAGA Executive Officer and EAGA Project Officer(s) will be accountable to the EAGA Executive Committee and EAGA Steering Committee and will report to the Manager of City Futures at Maroondah City Council on day-to-day issues and in regard to employment conditions. Annual work plan reviews will be undertaken by the Manager of City Futures in consultation with the Executive Committee and Steering Committee.
- 9.3 Additional EAGA project staff may be employed at any time during the period of the MOU as required. This will be arranged and managed between the relevant councils participating in the particular project. The parties agree to reach a mutually satisfactory hosting arrangement that best meets the needs of all members and/or the initiative in question.

10. FUNDING ARRANGEMENTS

- 10.1 Maroondah City Council will be responsible for managing EAGA's finances. Funding received from member councils will be used for the core operation of EAGA which includes staff salary and on-costs (including, superannuation, WorkCover accrual, long service leave accrual, sick

10.3 – ATTACHMENT 1. EAGA MoU 2025-2029

leave and leave loading, on-costs) and other operational costs. The host council will absorb overhead and administrative costs associated with both positions.

- 10.2 The host council will report to member councils on an annual basis in regard to the EAGA funds spent in each financial year and the budget balance (the EAGA Reserve). The host council will invoice each member council for their membership fees in July of each year.
- 10.3 Any surplus in the EAGA Reserve may be used for supporting project work and capacity building opportunities via agreement between EAGA members. Additional funding to facilitate priority projects will be sought from member councils and via funding applications to state and federal government and other organisations as opportunities arise.
- 10.4 In accordance with Maroondah City Council redundancy provisions as outlined in its Enterprise Agreement, at the date of the program being identified as decommissioned or reduced, all currently participating EAGA Councils agree to share in the full compensation of affected and eligible staff members should redundancy be necessary.
- 10.5 The host council will report redundancy costs to all participating councils at the end of each calendar year. It is estimated that these costs will be approximately \$144,000 by June 2029, based on the current program resource model.

11. SHARING OF INFORMATION AND RESOURCES

- 11.1 All council members will aim, where reasonably possible, to share information relevant to the Alliance with each other. In the normal course of events, the members will work on the assumption that information should be freely exchanged.
- 11.2 The members agree that it may be necessary to share confidential information to further the objectives of this MOU and that such information is to remain confidential.

12. DISPUTE RESOLUTION

- 12.1 If any dispute or difference arises between the parties in carrying out the principles of this MOU that cannot be resolved, then the parties will seek an agreed independent mediator to resolve the difference.
- 12.2 If the dispute cannot be resolved within 60 days, then the parties will seek an agreed independent mediator to resolve the difference and share in any related costs.

13. ADDITIONS TO MEMBERSHIP

- 13.1 Any additional council wishing to join EAGA can express interest in writing to the EAGA Executive Committee. The decision to accept new members will be made by a majority vote of the EAGA Executive Committee.
- 13.2 Additional councils who join EAGA as members in the future will need to sign a Deed that would make them party to this MOU. This Deed would be an attachment to the MOU and Terms of Reference.
- 13.3 Councils joining during the period of the MOU will pay the annual fee on a pro-rata basis.

10.3 – ATTACHMENT 1. EAGA MoU 2025-2029**14. TERMINATION OF MEMBERSHIP AND DISSOLUTION**

- 14.1 Any party may cease being party to this MOU at any time by giving twelve month's advance notice to the host organisation. Any unspent fees will not be refunded to the exiting council member.
- 14.2 Any obligations and commitments agreed to before the date of exit are to be fulfilled by the exiting party. Exiting member councils are also to provide any information required to fulfil any contractual obligations beyond the time of exit.
- 14.3 The Alliance maybe dissolved by a vote of the Executive Committee, through processes as described in the attended Terms of Reference.
- 14.4 The trigger for a vote dissolution is when membership declines to a point where the Alliance's ongoing operation is no longer financially viable.

15. MOU REVIEW PROCESS

- 15.1 All member councils commit to conducting regular and ongoing reviews of the aims and their respective participation and if at any time any party decides that the aims are not viable, they may withdraw their participation in accordance with Section 14 of this MOU.

16. EXECUTION

SIGNED for and on behalf of **Maroondah City Council (host organisation)**)
by:) _____
(Name of signatory) (Signature)

Date:

SIGNED for and on behalf of **<insert name of council> (as member)**)
by:) _____
(Name of signatory) (Signature)

Date:

10.3 – ATTACHMENT 1. EAGA MoU 2025-2029

TERMS OF REFERENCE

These Terms of Reference should be read in conjunction with EAGA's 2025-29 Memorandum of Understanding (MOU) and EAGA's Strategic Plan 2025-29. These Terms of Reference have been developed in line with the MOU, as a means of delegating powers to EAGA to ensure:

- Sound and effective decision-making
- Appropriate processes for accountability to EAGA as an entity and to individual members
- Effective communications and information exchange within EAGA's networks are maintained

EAGA pursues its work agenda under the guidance of:

- An Executive Committee
- A Steering Committee
- An Executive Officer and Project Officer(s)
- Working Groups (informal)

I. EXECUTIVE COMMITTEE

A. Role of the Executive Committee

- Inform and authorise EAGA's strategic plan (every four years) and annual implementation plans
- Authorise and endorse funding submissions and contractual agreements on behalf of their council
- Identify advocacy issues and authorise advocacy submissions
- Oversee EAGA's finances and endorse financial reports
- Ensure high level engagement with EAGA's stakeholders within each member Council
- Actively promote EAGA's activities as per the EAGA Regional Communication Plan
- Communicate the benefits of alliance membership to decision makers and other key stakeholders
- Recommend to the Steering Committee changes to the MOU and Terms of Reference
- To report periodically on the activities and resolutions of the EAGA Executive Committee
- Advocate for initiatives that promote environmental sustainability, low carbon communities and that are responsive to the impacts of climate change
- Ensure all EAGA members have equitable access to resources and projects developed by and available to EAGA
- Regularly meet and liaise with their respective Steering Committee representatives to ensure effective information exchange and facilitate efficient decision-making processes

10.3 – ATTACHMENT 1. EAGA MoU 2025-2029**B. Composition of EAGA Executive Committee**

- Each council will provide one primary representative (Councillor, Director or Senior Manager) to attend each meeting
- A proxy representative should be provided if the nominated representative is unable to attend
- Each nominated representative must attend no less than two Executive Committee meetings per calendar year. In such an instance, the council must nominate an alternative Executive Committee representative
- The Executive Committee will nominate and appoint a Chair Person (for one year, or longer by agreement) who will:
 - Chair meetings of the Executive Committee
 - Provide ongoing direction and active support to the Executive Officer
 - Ensure appropriate conduct and procedures are followed by the Executive Committee
 - Ensure all members of the Executive Committee are treated even-handedly and fairly irrespective of their role or formal position at the council they represent
 - Encourage all members of the Executive Committee to make a contribution to Executive deliberations
- A Deputy Chair Person will be nominated (for one year, or longer by agreement) to fill the primary Chair Person's role if absent

C. Meetings

Quarterly, including two meetings held in conjunction with the Steering Committee. Papers prepared / minutes will be taken by the EAGA Executive Officer.

II. STEERING COMMITTEE**A. Role of the Steering Committee**

- To establish and manage EAGA projects, consistent with the strategic direction and priorities endorsed by the EAGA Executive Committee
- To develop advocacy submissions consistent with the issues and priorities endorsed by the EAGA Executive Committee
- To review and manage EAGA's budget in consultation with the Executive Officer
- To receive EAGA Working Group's reports and recommendations
- Assist with developing the Strategic Plan and Annual Implementation Plans
- Assist with project development and delivery using Council processes and by identifying Council needs

10.3 – ATTACHMENT 1. EAGA MoU 2025-2029

- Assist with project reporting
- Provide input on communication and promotional material
- Share resources and knowledge
- Regularly meet and liaise with their respective Executive Committee representatives to ensure effective information exchange and facilitate efficient decision-making processes

B. Composition of EAGA Steering Committee

One or two Officers representing each of the EAGA council members.

C. Meetings

Monthly. Minutes will be taken by the EAGA Executive Officer or EAGA Project Officer or shared as agreed. Meetings will be hosted online or at each council on a rolling basis and chaired by the EAGA Executive Officer. Papers will be prepared by the EAGA Executive Officer and/or EAGA Project Officer.

III. EAGA EXECUTIVE OFFICER AND EAGA PROJECT OFFICER(S)

The below role should be read in conjunction with the position description for the EAGA Executive Officer and the EAGA Project Officer.

A. Roles

- Support the Executive and Steering Committees by coordinating committee meetings, and where appropriate, EAGA working group meetings and workshops including preparing agendas, reports and minutes for these meetings
- Facilitate the development of EAGA's strategic plan, annual implementation plan, advocacy plan and monitor, evaluate and report on the Alliance's performance against these plans
- Coordinate the review of governance, policy, procedures and finance to reduce the risk to Alliance operations and long-term viability
- Identify and secure funding, sponsorship and other external resources to assist the Alliance to deliver initiatives
- Develop and coordinate communications with stakeholders, including promotional material relating to EAGA projects, programs and initiatives, including material for media releases, websites and other engagement channels
- Maintain strong governance structures and an engaged membership
- Manage dispute resolution between Alliance members

IV. WORKING GROUPS**A. Role of the Working Groups**

- Project development and technical discussion

10.3 – ATTACHMENT 1. EAGA MoU 2025-2029

- Project management
- Make recommendations to Steering Committee

V. COMMITTEE RULES**A. Meetings**

- Times and places of committee meetings are to be determined by Executive Officer in consultation with committee members and arranged by the Executive Officer
- Each year, meeting times should coincide (on one or two occasions) to bring the committees together

B. Order of business

- A formal agenda will be provided prior to each committee meeting by the Executive Officer (or an agreed chair)
- Reasonable notice of agenda papers for each committee meeting will be given, with papers distributed to the committee members a minimum of three working days prior to each meeting
- Agenda papers shall be provided in electronic format

C. Voting arrangements

- Where possible, member councils will work towards consensus
- To conduct a vote at either the Steering or Executive Committees, a quorum of five voting member councils must be present in order for a vote to be taken
- One vote will be allocated to each member council membership for each EAGA committee
- A 70 percent majority or five voting councils in attendance must be obtained for a vote to be carried in a committee
- 'Moving' or 'seconding' a motion may be undertaken by any committee member
- Approved proxies will have the right to vote on behalf of their Executive Committee member
- Any other non-approved council representative can attend as an observer, on behalf of an Executive Committee member, but will not be granted voting rights
- The Chair cannot exercise a second or casting vote. The Chair votes as any other member council
- Voting will be by show of hand and be transparent

D. Recording of Minutes and adoption of Minutes of the last meeting

- Minutes of each meeting will be formally recorded by the Executive Officer or Project Officer and distributed electronically to committee members

10.3 – ATTACHMENT 1. EAGA MoU 2025-2029

- It will be assumed that committee members approve the minutes unless explicitly stated to the contrary, with a written response required within 5 working days from receipt of the minutes
- The minutes will be made available for public inspection at each EAGA member council

E. Out of Committee' decision making

- Agenda items or other pertinent EAGA issues requiring decisions may be electronically distributed and votes formally received (within 3 working days) between EAGA committee meetings
- Where majority vote is not reached and there is insufficient support regarding an item distributed electronically, the agenda item will be formally listed for discussion and the issue addressed at the next meeting
- Any decision made between meetings on these agenda items must be ratified at the next meeting
- Sufficient votes must be obtained from member Councils to gain a majority decision

F. Authorisation of submissions

- During caretaker, council election and nomination periods, authorisation is delegated to the EAGA Executive Officer for all submissions that are consistent with EAGA's annual advocacy positions
- For formal submissions, the authorisation process involves:
 - The EAGA Executive Officer drafts submissions with input from the Steering Committee (or nominated Working Group if required)
 - Draft submissions to then be circulated to EAGA Executive members
 - It will be assumed that Executive members approve unless explicitly stated to the contrary, with response required within 3 working days from receipt of draft
- Executive representatives will facilitate support and authorisation by individual EAGA member organisations through active engagement and communications.

G. Confidential matters

- Meetings may be closed to discuss confidential matters
- A resolution to close and reopen a meeting and the reason must be taken and recorded in the minutes
- The members must keep confidentiality and not allow, make or cause any disclosure of or in relation to the confidential information without the prior written consent of the other members
- The members must not:
 - Use or permit any person to use confidential information for any purposes other than for those agreed by the members.

10.3 – ATTACHMENT 1. EAGA MoU 2025-2029

- Disclose or in any way communicate to any other person any of the confidential information except as authorised by the party who has disclosed the confidential information.
- Permit unauthorised persons to have access to places where confidential information is displayed, reproduced or stored.
- Make or assist any person to make any unauthorised use of the confidential information.
- Confidential information means any information provided by one member to the other member, which that member specifies as being confidential, or if disclosed, would be contrary to the public interest or would damage the interests of the parties involved, which provided the information.

H. Declaration of interests

- Members of EAGA Committees are required to declare at a meeting any interests or conflict of interests
- The Committee members will comply with all the provisions of the Act in regard to Interests and Conflicts of Interest as per the provisions of the Local Government Act 1989

I. Calling of special meetings of the Executive Committees

- Special meetings of Executive Committee may be called by any of the EAGA Councils
- The elected representatives of a majority of four EAGA Councils must consent in writing for a special meeting to be called
- Reasonable notice must be provided for any special meetings called

J. Requesting and receiving information for the EAGA Committees

- Information relevant to meetings and decision-making processes will be provided to the EAGA Committees by the EAGA Executive Officer 3 business day before each meeting
- The Executive Officer will distribute information via email and electronic transfer
- Each Steering Committee member will actively engage and brief their Council's respective Executive Committee member ahead of each Committee meeting on any technical or contextual issues necessary to streamline decision making and build Committee capability

K. Presentations requested to the EAGA Committee

- Both the Executive and Steering Committees can request presentations by guests, stakeholders or interested parties and will be coordinated through the Executive Officer.
- Requests for presentations shall be made through the Executive Officer

10.3 – ATTACHMENT 1. EAGA MoU 2025-2029**VI. ASSOCIATES OF EAGA**

Where possible, EAGA will seek to involve and partner with associates on specific projects and initiatives. Associates of EAGA may include (but are not limited to):

- Observing, non-financial participant Councils
- Other non-EAGA Councils
- Service providers or external experts
- Project delivery partners
- Other Alliance representatives

Associates will be invited to attend the meetings of the working groups, information sharing groups and where appropriate Steering Committee meetings. Where associates are essential to a nominated EAGA project, associate representatives will not act as members of the EAGA Committee or be entitled to vote, but can participate in discussion within the Steering Committee and working groups when invited to do so.

Non-paying councils who want to participate in EAGA will not be voting members of the Executive and Steering Committees. They will not have a seat on the Executive Committee and therefore not contribute to setting the strategic direction of EAGA. They will not be recognised as EAGA members. Councils who do not sign the MOU may have the opportunity to be involved in Working Group projects, at the discretion of EAGA members and by contributing to project costs.

10.3 – ATTACHMENT 2. EAGA MoU 2021-2025 Progress Update

Attachment 2 – EAGA MoU 2021-2025 Progress Update

EASTERN ALLIANCE FOR GREENHOUSE ACTION (EAGA) MoU 2021-2025 PROGRESS UPDATE

INTRODUCTION

This report provides a progress update on the deliverables achieved through Whitehorse City Council's (Council) participation in the Eastern Alliance for Greenhouse Action (EAGA) during the current Memorandum of Understanding (MoU) period of 2021-2025.

EAGA is a formal collaboration founded in 2012, currently consisting of eight councils in Melbourne's east working together on regional programs that reduce greenhouse gas emissions and facilitate adaptation. These member councils include: Whitehorse, Boroondara, Glen Eira, Knox, Maroondah, Monash, Stonnington City Councils and Yarra Ranges Shire Council. The Alliance implements joint initiatives that provide economies of scale and enable projects typically beyond the reach of individual councils.

EAGA is also part of a broader network of eight Greenhouse Alliances, which represent 70 of the 79 municipalities across Victoria.

PROGRESS ON EAGA

Deliverables and Achievements

Independent evaluation has demonstrated that since its inception in 2012, the net financial benefits of EAGA's work in the region has amounted to almost 8 times the amount invested by member councils in the form of membership fees and project costs. Council has seen direct savings during the overall period of EAGA membership of \$1.68M for both Council and the Whitehorse community. The 2023/24 EAGA Annual Report (**Attachment 3**) shows that in the first three years of the current MoU period, member councils saved \$14.5 million and reduced emissions by more than 183,000 tonnes.

Key EAGA outcomes to date have included:

- Initiation and delivery of the **Victorian Energy Collaboration (VECO)** - the largest emissions reduction project ever undertaken within the local government sector. Savings across participating councils total \$9 million, with Council recording savings of \$251,579 through participation in VECO since 2021, and a further \$237,069 in savings being forecast over the next 4 years. These savings are calculated and attributed at the VECO portfolio level.

10.3 – ATTACHMENT 2. EAGA MoU 2021-2025 Progress Update

Attachment 2 – EAGA MoU 2021-2025 Progress Update

- Leading local government's response to the **Electricity Distribution Price Review (EDPR)**, delivering significant savings on public lighting costs. Victorian councils have captured \$32 million since 2016, with Council saving \$122,603.
- **Energy Performance Contract (EPC)** program, enabling long-term cost savings through coordinated energy efficiency and renewable energy upgrades on Council owned buildings and facilities. Between 2019 and 2023, Council proactively invested \$2 million in energy efficiency upgrades under the EPC program. Within 10 years of project completion, an estimated \$1.39 million in avoided energy costs is expected to be achieved. In addition to this benefit, the project delivers ongoing operational improvements and permanent emissions reduction that supports Council's long-term financial sustainability.
- Administration of the **Solar Savers and Energy Savers programs** that supports households and businesses to undertake solar installation and energy efficiency upgrades. Households and businesses in Council have saved \$7,004 and \$62,529 respectively. Council no longer participates in Energy Savers due to the low engagement and direct program uptake by businesses.
- **Adaptive Community Assets Project** developed financial estimates of the costs of climate change impacts on each asset class for all 32 participating councils across Greater Melbourne. It found damages to council assets will increase about 150% by 2050 and 350% by 2100. This base case is a critical first step in a cost-benefit analysis framework for assets and assists councils to understand risk exposure to these assets without climate change adaptation. The project was delivered in partnership with four metropolitan Greenhouse Alliances.
- A technical analysis project to quantify the **lowest cost emissions reduction opportunities** across the municipalities in Melbourne's east. The analysis demonstrates that the region can save \$3-\$5 billion by transitioning to net zero emissions by 2030. The report identifies that councils can unlock up to 15% of this potential through a range of different interventions, but all sectors of the community have a role in decarbonisation.
- Coordination of **annual conferences** in partnership with the other Victorian Greenhouse Alliances. Attended by over 400 local government participants, these events facilitate professional learning and networking for local government staff and councillors on a wide range of topics related to climate change, community resilience and sustainability.
- A review and analysis of councils' approach to quantifying and communicating the **greenhouse impacts of their FOGO programs**. The project identified several opportunities for improving the approach to data analysis and emissions calculation methodologies, laying the foundation for a second phase, which will provide tools and guidance for councils to publicly report the emissions reduction impact of their FOGO programs.
- EAGA-led coordination of the **Greenhouse Alliance Neighbourhood Battery Investigation (GANBIM) project**, which delivered detailed business cases for neighbourhood batteries in council-selected locations. The project was funded by

10.3 – ATTACHMENT 2. EAGA MoU 2021-2025 Progress Update

Attachment 2 – EAGA MoU 2021-2025 Progress Update

the Victorian Government's Neighbourhood Battery Initiative (NBI) and involved no cost for the participating councils.

- A holistic assessment of the financial, social and environmental costs and benefits for fast-tracking the **electrification of council vehicle fleets**. The analysis showed that the cost of transition was on average only 17% more expensive than business as usual (based on 2021-22 pricing) but this cost gap is expected to close each year, reaching price parity by 2030. Council did not participate in this project at the time, however have learned from project findings and are using this in the current zero emissions fleet analysis.

Advocacy efforts and outcomes

EAGA has played a critical role in advocacy. It has opened new avenues for further discussion with State and Federal Governments on councils' role in climate mitigation and adaptation efforts. In collaboration with the wider Victorian Greenhouse Alliance, the profile and impact of these advocacy submissions has created momentum and change.

Since 2012, EAGA has authored over 70 advocacy submissions, including 25 within the current 2021-2025 MoU period. Many of these in partnership with other Victorian Greenhouse Alliances, increasing the collective voice across the State. Key wins in recent years include:

- An amendment to Victoria's planning scheme requiring the consideration of climate change in all decisions.
- Leveraging \$1.5M funding from AusNet Services for an electrification pilot with vulnerable households, plus another \$7.9M to support upgrades to public lighting assets (\$1.5M in the EAGA region).
- Amendments to the Local Government Act to enable councils to administer Environmental Upgrade Finance.
- Changes to the National Electricity Rule to include explicit objectives around emissions reduction.

EAGA's ongoing impact

Additional benefits for EAGA member councils include:

- Collaboration through networking and information sharing across municipal boundaries and access to the skills and experience of the EAGA staff team, which builds the knowledge and capability of Council staff.
- Collaborating to deliver corporate and community initiatives that provide strong, evidence-based emission reduction outcomes and demonstrable return-on-investment.
- Capturing economies of scale and efficiencies through the delivery of multi-council initiatives typically beyond the reach of individual councils.

10.3 – ATTACHMENT 2. EAGA MoU 2021-2025 Progress Update**Attachment 2 – EAGA MoU 2021-2025 Progress Update**

- Utilising scale and reputation to collectively advocate for initiatives that promote sustainability and low carbon communities at state and federal government levels.
- Access to regional frameworks, research and tools that support the subsequent development of council specific strategies and action plans.

The benefits of EAGA's past activities will continue to flow in the next proposed MoU period, with \$12 million of savings and more than 217,000 tonnes of emissions reductions locked in from existing initiatives. This is in addition to the ongoing qualitative value obtained from participating in EAGA and the knowledge sharing and capacity building activities that take place amongst the member councils and other Greenhouse Alliances.

10.3 – ATTACHMENT 3. EAGA Annual Report 2023/24



10.3 – ATTACHMENT 3. EAGA Annual Report 2023/24

Impact	This year	2021–25 MOU Period	Forecast for 2025–29
<p>Since its inception in 2012, the net financial benefits of EAGA's work in the region has amounted to ~8 times the amount invested by its member councils in the form of membership fees and project costs.</p> <p>The impact of EAGA's initiatives often extend beyond the region. Councils outside of EAGA have saved over \$9M and reduced emissions by 216,000 tonnes the past 12 months.</p>		Three years so far...	Savings locked in from existing initiatives
	\$6M savings to councils and communities	\$14.5M savings	\$12M savings
	63,000 tonnes+ emission reductions	183,000 tonnes+ emissions reductions	217,000 tonnes+ emissions reductions
	13 advocacy submissions	25 advocacy submissions	
	1,300+ businesses engaged		
	1.1MW+ community solar delivered		

10.3 – ATTACHMENT 3. EAGA Annual Report 2023/24

Chairperson's Statement

Over the past 12 months, there have been significant signs of progress in Australia's commitment to climate action. At COP28 in the UAE, the Australian government made a crucial decision to join the Coalition for High Ambition Multilevel Partnerships (CHAMP). This commitment paves the way for enhanced cooperation on climate action between national, state, and local governments. More recently, the Federal Government recently announced a substantial investment of \$22.7 billion in the Future Made in Australia package, specifically aimed at fostering the development of green manufacturing within our country. EAGA was one of many stakeholders who helped advocate for this significant commitment to transform our economy.



Cr Suzy Stojanovic
Maroondah City Council,
EAGA Executive Chair

EAGA's projects continue to deliver state-wide impacts. The second round of the Victorian Energy Collaboration (VECO) will expand to encompass 60 councils, including seven EAGA member councils. The initiative is the largest emissions reduction project ever undertaken within the sector and is already delivering substantial cost savings for councils across Victoria.

EAGA spearheaded the sector's assessment of battery storage opportunities through the ground-breaking Greenhouse Alliance Neighbourhood Battery Investigation Metropolitan (GANBIM) project, conducted in collaboration with the Yarra Energy Foundation. This pioneering initiative delivered detailed business cases for neighbourhood batteries in 22 council-selected locations, all provided to the participating councils at no cost.

EAGA's Solar Savers and Business Energy Savers programs continued to help households and businesses save money, while reducing emissions by facilitating access to subsidised solar and energy efficiency products. Notably, this year saw a significant milestone with the expansion of Solar Savers to introduce heat pumps and split system air conditioners and support the growing electrification ambitions of councils. Another outstanding achievement was the Energy Savers team securing \$310,000 in federal funding for energy efficiency upgrades for 13 of the businesses they engaged with.

Throughout the year, EAGA and the Victorian Greenhouse Alliances (VGAs) have been highly proactive in the advocacy space. The VGAs have coordinated a dozen submissions, responses, and letters, demonstrating a strong commitment to driving sustainability and climate resilience for local governments and communities. Our advocacy has called for better collaboration on climate action across all levels of government.

Our past advocacy efforts have yielded tangible results over the last 12 months. The recent amendments to Victoria's Planning and Environment Act (March 2024) were a direct result of our 'planning for a safe climate' advocacy campaign. As a result, planning authorities will need to explicitly consider greenhouse gas emissions reduction targets and climate resilience in day-to-day planning processes. Additionally, our advocacy on embedded network policy has delivered significant annual reduction of 1,706 tonnes of CO₂e emissions across the state.

I would like to extend my heartfelt appreciation to my fellow representatives on the Executive Committee, the council officers on the Steering Committee, and our dedicated staff for their hard work in achieving these important outcomes. Their commitment and efforts have been invaluable. Together, we have made significant progress in addressing the challenges we face, and I am confident that our continued collaboration will lead to further achievements in the future.

10.3 – ATTACHMENT 3. EAGA Annual Report 2023/24

About

The Eastern Alliance for Greenhouse Action (EAGA)

is a formal collaboration of eight councils in Melbourne's east, working together on regional programs that reduce greenhouse gas emissions and facilitate adaptation. The Alliance implements joint initiatives that provide economies of scale and enable projects typically beyond the reach of individual councils. EAGA's project work is complemented by advocacy, capacity building and regional partnerships.

Our Region



EAGA acknowledges the traditional custodians of the land that we work from – the unceded lands of the Wurundjeri Woi Wurrung and Bunurong people of the Kulin Nations. We pay our respect to elders past and present.

10.3 – ATTACHMENT 3. EAGA Annual Report 2023/24

Summary of 2023–24 Outcomes Against Strategic Plan

Strategy Direction	Initiatives	Outcomes
Mitigation and adaptation projects	Victorian Energy Collaboration (VECO)	VECO is the largest emissions reduction project ever undertaken within the local government sector. Since commencing in 2021, councils across Victoria have saved ~600,000 tonnes of greenhouse gas emissions and ~\$10M in cost savings. In the past 12 months VECO has expanded to encompass 60 councils, including one additional EAGA member. EAGA councils have cut their emissions by 41,000 tonnes and reduced costs by \$1M over the 2023/24 period.
	Energy Savers	Energy Savers is a program assisting businesses undertake energy efficiency upgrades with subsidised appliances and equipment. In 2023/24, the program engaged with 1371 businesses across the region. Moreover, the program successfully assisted 13 businesses to receive \$310,000 in federal funding to undertake energy efficiency upgrades. The Energy Savers team have transitioned to Knox City Council after being hosted by the City of Monash since 2021.
	Solar Savers	EAGA's Solar Savers program has expanded its membership and grown its program scope to introduce heat pumps and split system air conditioners as new offerings. During the 2023/24 financial year, Solar Savers successfully facilitated the installation of nearly 200 solar PV systems with a combined capacity of ~1,130kW of clean power generation. Maroondah City Council continues to play a leadership role in hosting the Solar Savers team.
Capacity building and information exchange	Reporting FOGO Impacts	EAGA carried out a review and analysis of councils' approach to quantifying and communicating the greenhouse impacts of their FOGO programs. The project identified a number of opportunities for improving the approach to data analysis and emissions calculation methodologies, laying the foundation for second phase, which will provide tools and guidance for councils to publicly report the emissions reduction impact of their FOGO programs.
	GANBIM	EAGA lead coordination of the Greenhouse Alliance Neighbourhood Battery Investigation (GANBIM) project, which delivered detailed business cases for neighbourhood batteries in council-selected locations. The project was funded by the Victorian Government's Neighbourhood Battery Initiative (NBI) and involves no cost for the participating councils. Participating councils now have the opportunity to progress to the implementation stage by applying for a 100 Neighbourhood Batteries grant.
	Victorian Greenhouse Alliances Conference	EAGA officers played a key organisational role in the conference, held on 4 August 2023. The event attracted over 400 attendees – the majority from local government – for a day of learning and networking. The 2024 conference on 30 August will be a similar size with session topics included the role of sub-national governments in COP, enhancing community resilience to climate change effects, and using nature-based solutions to meet climate mitigation and adaptation goals.
Advocacy	Low income and vulnerable households	AusNet approved EAGA's proposal to allocate \$1.5M to an electrification pilot for vulnerable households. The pilot seeks to better understand the impact of electrification on households, both from a network perspective and a vulnerable customer perspective. AusNet will partner with councils and other community groups to facilitate engagement with households and leverage existing on-ground programs and campaigns focusing on electrification, such as Solar Savers.
	Planning reform	The Victorian Greenhouse Alliances' <i>Planning for a Safe Climate</i> advocacy campaign has led to the recent amendments to Victoria's Planning and Environment Act 1987. As a result, the amendments "require consideration of climate change when making planning decisions about the use and development of land under the act and for other purposes, which includes greenhouse gas emissions, reductions targets and increased climate resilience" – a key ask of the campaign.
	Submissions and Engagement	In 2023/24, EAGA collaborated with various Victorian Greenhouse Alliances on 13 advocacy initiatives. These efforts encompassed submissions to consultations and inquiries, as well as letters addressed to state and federal ministers. EAGA took the lead in drafting four of these endeavours, which included responses to the Climate Change Authority's Consultation on 2024 Issues Paper and the Federal Inquiry into Residential Electrification, and letters advocating for a strategic partnership between state, local and federal government to address the challenges of climate change.

10.3 – ATTACHMENT 3. EAGA Annual Report 2023/24

Testimonials From Our Members

“Boroondara adopted our Climate Action Plan in 2021 and our second Implementation Plan in late 2023. EAGA projects such as the Solar Savers program are crucial for Boroondara to achieve our Climate Action Plan target of 60% community emissions reduction by 2030. We recognise that the tireless efforts of EAGA in advocating for policy change, community initiatives and programs provide immense value to our region. With EAGA’s support, Boroondara strives to continue our work with the community to achieve our climate action goals and drive emissions reductions, climate change adaptation and resilience.”

**Cr Wes Gault,
City of Boroondara**

“In 2020, Glen Eira City Council declared a climate emergency, recognising the scale and urgency of the climate crisis and the need for all levels of government to work with our community to reduce emissions and adapt to the impacts of climate change. Our membership of EAGA has been instrumental in our efforts to act on these commitments. Examples of the critical contributions that EAGA has made to our successful delivery of Our Climate Emergency Response Strategy 2021–25 | Dhumbali Wurrungi-biik Parbin-ata include – but are not limited to – enabling Glen Eira to source 100% of our electricity from renewable sources via the VECO partnership; the Adaptive Community Assets project, which is guiding our work to adapt to the ongoing impacts of climate change; facilitating Glen Eira residents and businesses to reduce their emissions through the Business Renewables Buying Group, Solar Savers and Energy Savers; and giving councils and our communities a voice through the Alliance’s ongoing engagement with state and federal government. We look forward to another year of successful partnership and achievements in 2024–25!”

**Cr Simone Zmood,
Glen Eira City Council**

“Knox City Council benefits greatly from participating as a part of EAGA. Through EAGA, each council is able to amplify our efforts and achieve things that would otherwise be difficult as a single council working in isolation, especially through effective advocacy and large-scale regional projects. The sharing of expertise and experience among members also helps improve efficiencies and assists with our effectiveness in implementing Knox’s Climate Response Plan. This year EAGA played a significant part in supporting Knox to sign up to 100% renewable energy with the Victorian Energy Collaboration (VECO), which will result in council emissions being reduced by 35% (2,800 tonnes per year) from July 2025. Energy Savers and Solar Savers also continue to support the business and residential communities to electrify, and through the support of EAGA, Knox has agreed to host the business-focused Energy Savers program from July this year. We look forward to continuing this significant strategic and project work with the alliance, at a time when collaborative efforts to meet net zero with our communities are more important than ever.”

Cr Sorina Grasso, Knox City Council

“Our membership of EAGA continues to deliver both environmental and financial dividends for residents and ratepayers in Monash. Above and beyond the practical benefits of programs like Solar Savers, the Alliance’s advocacy efforts continue to amplify our voice on behalf of local people, highlighting the impact of global heating on the way we live and our prospects for the future. Put simply, being a member of the Alliance has been critical to our strategic objectives to proactively address climate change, to reduce greenhouse gas emissions from Council operations, and to take action to reduce emissions across the Monash community.”

Cr Josh Fergeus, City of Monash

10.3 – ATTACHMENT 3. EAGA Annual Report 2023/24

Testimonials From Our Members CONTINUED

“In the past year, our collaboration with EAGA has driven numerous successful projects. EAGA’s Community Net Zero Emissions Analysis has guided the development of climate mitigation initiatives within Whitehorse City Council’s newly adopted Climate Response Strategy 2023-30. This follows council’s Climate Emergency declaration in September 2022. These efforts reinforce our determination to achieve net zero corporate emissions by 2032, and our pursuit of net zero community emissions by 2040. With this, council has joined Solar Savers this year to continue to support its community access solar and energy efficiency upgrades. In addition, council has progressively transitioned its purchase of 100% renewable electricity from VECO and from 1 July 2024 will purchase all its electricity requirements via this joint initiative. EAGA’s collaboration with the wider Victorian Greenhouse Alliances and other alliances such as the Council Alliance for a Sustainable Built Environment has been instrumental to further its advocacy efforts and reach – from New Vehicle Efficiency Standards to the Victorian Inquiry into Climate Resilience, this continued partnership has allowed for impactful submissions to be made, raising the profile of our communities’ role in contributing towards climate mitigation and adaptation.”

**Cr Amanda McNeil,
Whitehorse City Council**

“In the 2023–24 period, our membership with EAGA proved instrumental in driving our efforts to achieve more ambitious climate change outcomes, aligning with Stonnington’s Climate Emergency Action Plan. The value of EAGA was particularly evident this year through the multitude of advocacy opportunities it provided. From responding to the federal government’s First Nations Clean Energy Strategy Consultation Paper to a submission informed by the perspective of councils to the Victorian Inquiry into Local Government Funding and Services, EAGA facilitated our active participation in crucial discussions. Furthermore, with Stonnington joining Solar Savers in 2024, we are excited to witness the program’s benefits in facilitating the installation of high-quality solar PV systems for more Stonnington residents.”

**Cr Mike Scott,
City of Stonnington**

“Thank you to EAGA officers and all staff involved from across the councils for the year of achievements. Climate change is a cost-of-living issue already, from heatwave energy spikes to food price shocks or home damage after flooding. It has been great to be part of a group reducing long-term climate change impacts and getting benefits for community members now. Councils are always listening and working to respond to issues and opportunities we hear from residents and ratepayers, and see in the natural environment. EAGA also helps us to advocate where these align with state and federal goals for meaningful climate action. Federal funding for community batteries and the EV charger roll out have been two areas it has been important to have our unique regional perspective on in the last year. EAGA helps us work together to save time and money in reducing greenhouse gases and achieving community benefits. In a warming (and tight fiscal) environment, this collaboration becomes even more important.”

**Cr Johanna Skelton,
Yarra Ranges Council**

10.3 – ATTACHMENT 3. EAGA Annual Report 2023/24



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10.4 **Victorian Electoral Commission Report: Council
General Election 2024**

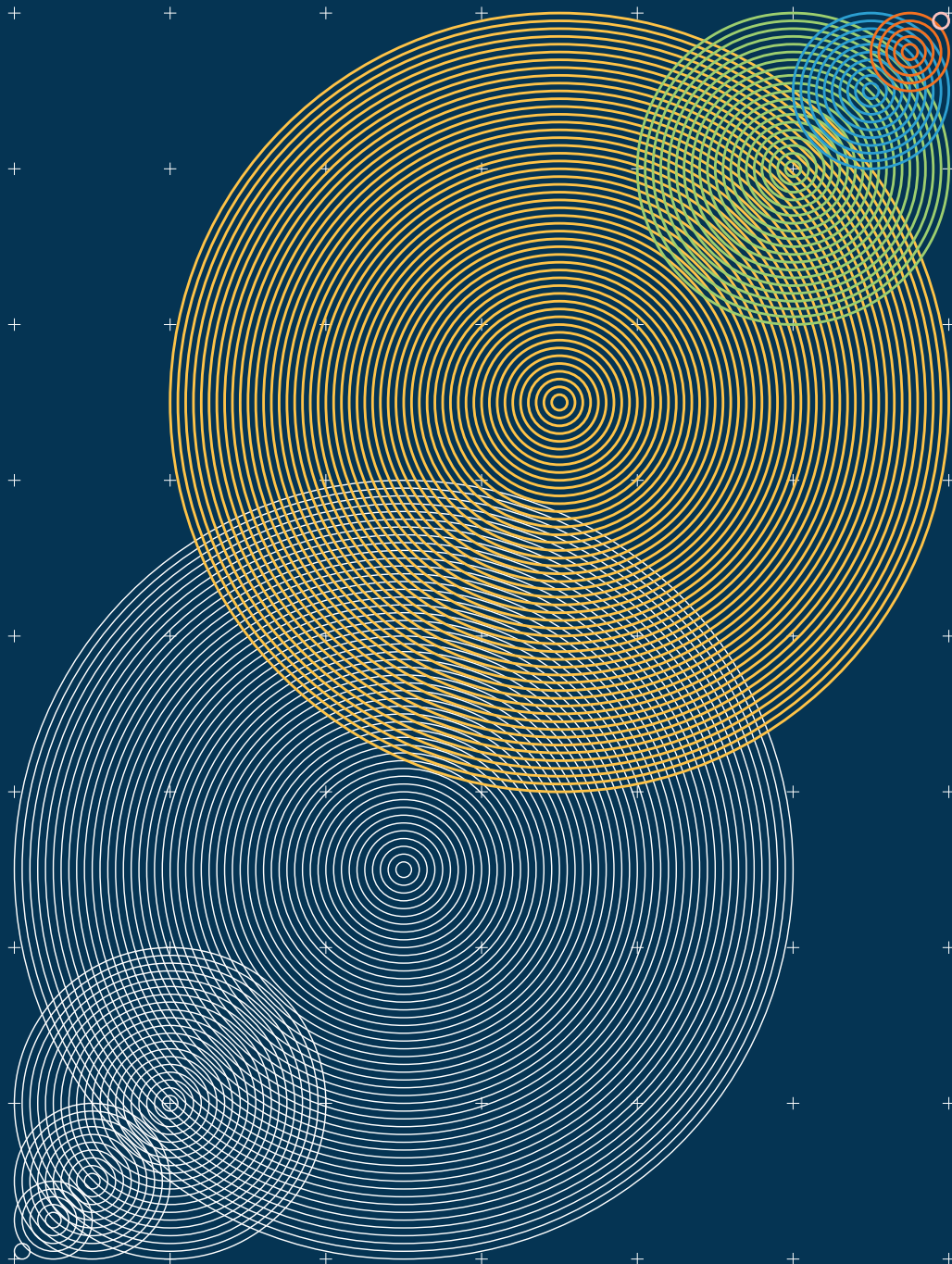
Attachment 1 Whitehorse City Council - VEC 2024 Election Report

Election report

Whitehorse City Council

2024 Local government elections

April 2025



10.4 – ATTACHMENT 1. Whitehorse City Council - VEC 2024 Election Report**Letter of Transmittal**

14 April 2025

Mr Simon McMillan
Chief Executive Officer
Whitehorse City Council
Locked Bag 2
Nunawading VIC 3131

Dear Mr McMillan

Pursuant to Regulation 83 of the Local Government
(Electoral) Regulations 2020, I submit this report to the
Chief Executive Officer of Whitehorse City Council on
the general election held in October 2024.

Yours sincerely



Sven Bluemmel
Electoral Commissioner

Acknowledgement of Country

The Victorian Electoral Commission (VEC) acknowledges the Aboriginal and Torres Strait Islander people of this nation, as the traditional custodians of the lands on which the VEC works and where we conduct our business. We pay our respects to ancestors and Elders, past, present, and emerging. The VEC is committed to honouring Aboriginal and Torres Strait Islander peoples' unique cultural and spiritual relationships to the land, waters and seas and their rich contribution to society.

10.4 – ATTACHMENT 1. Whitehorse City Council - VEC 2024 Election Report

Election report
Whitehorse City Council
2024 Local government elections

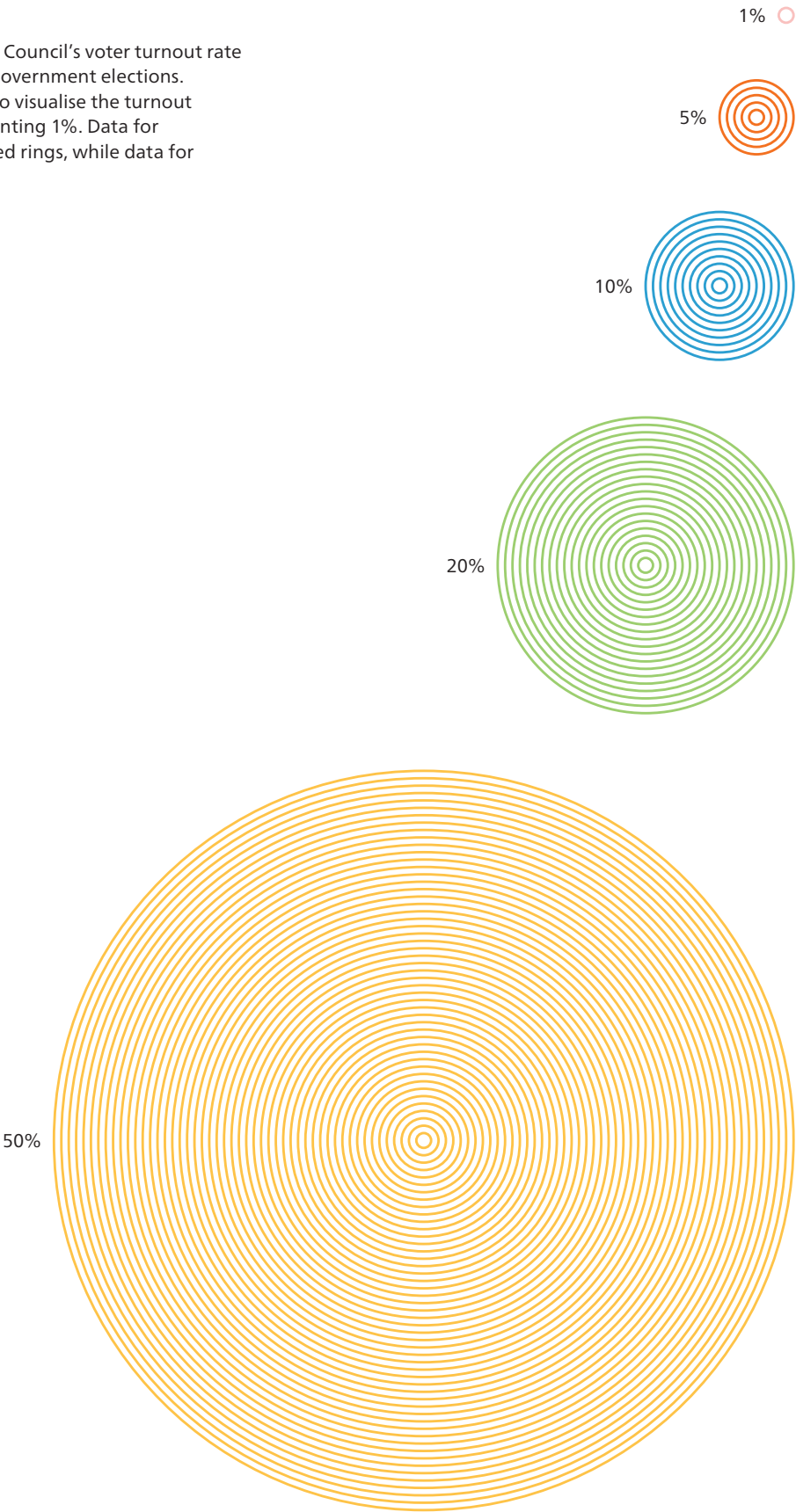
10.4 – ATTACHMENT 1. Whitehorse City Council - VEC 2024 Election Report

Voter turnout (front cover)

Graphic representation of the Council’s voter turnout rate for the 2024 and 2020 Local Government elections. Rings are grouped into units to visualise the turnout percentage, each ring representing 1%. Data for 2024 is depicted using coloured rings, while data for 2020 is shown in white.

Whitehorse City Council

Turnout (2024): 86.25%
Turnout (2020): 85.62%



10.4 – ATTACHMENT 1. Whitehorse City Council - VEC 2024 Election Report

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10.4 – ATTACHMENT 1. Whitehorse City Council - VEC 2024 Election Report

10.4 – ATTACHMENT 1. Whitehorse City Council - VEC 2024 Election Report

Whitehorse City Council

Introduction

1. Introduction

The Victorian local government general elections are held every 4 years as set out in the *Local Government Act 2020* (Vic) (**LG Act**). In 2024, general elections were held for 78 of the 79 Victorian councils with Saturday 26 October marking election day. In accordance with section 263(1) of the LG Act, the Victorian Electoral Commission (**VEC**) is the statutory election service provider for the conduct of local government elections in Victoria.

This report provides information on the 2024 Whitehorse City Council general election including details of the end-to-end service delivery of electoral activities throughout the election timeline. This report also provides details of post-election activities including compulsory voting enforcement.

About the Victorian Electoral Commission

The VEC is an independent statutory authority established under the *Electoral Act 2002* (Vic) (**Electoral Act**). The VEC's principal functions are to conduct State elections, local government elections, certain statutory elections and polls, commercial and community elections, and to support electoral representation processes for local councils and the Electoral Boundaries Commission for State electoral boundaries. The VEC is also responsible for maintaining the Victorian register of electors and administering political funding and donation disclosure laws. The VEC has a mandated role to conduct electoral research, provide communication and education services, and inform and engage Victorians in the democratic process.

Sven Bluemmel is the appointed Electoral Commissioner and Dana Fleming is the appointed Deputy Electoral Commissioner. The Electoral Commissioner and Deputy Electoral Commissioner report to the Victorian Parliament in relation to the VEC's operations and activities.

The Electoral Commissioner heads the VEC's Executive Management Group that comprises the Deputy Electoral Commissioner, the Executive Director, Corporate Services and 7 Directors, each leading the main functional areas of the VEC. Each Director acts as subject matter experts and oversees legislative responsibilities under the LG Act and the Electoral Act.

The VEC has a dedicated local government election program framework that incorporates a range of programs, projects and activities that are supported through strategic planning, project management, and process mapping. The program is overseen by the VEC's Delivery Group and has sponsorship from the Executive Management Group.

10.4 – ATTACHMENT 1. Whitehorse City Council - VEC 2024 Election Report

Key changes

Whitehorse City Council

2. Key changes

Changes in legislation

The *Local Government Amendment (Governance and Integrity) Act 2024* (Vic) received royal assent on 25 June 2024 and introduced a number of changes to local government electoral legislation.

The VEC implemented the necessary changes to the 2024 local government election program in response to the reforms as they applied to the elections.

Key changes from *Local Government Amendment (Governance and Integrity) Act 2024*

Close of roll	<p>The date for the close of roll was extended from 57 days to 80 days before the election. For all elections after the October 2024 general elections, including by-elections, the date for the close of roll will be 73 days before election day.</p> <p>The previous timelines were no longer viable due to an increase in the scale and complexity of local government elections, including changes to enrolment entitlements, population growth, higher number of wards, likely increase in the number of candidates, and reduction in mail services offered by Australia Post.</p> <p>By moving this date earlier, other key dates including nomination day, the lodgement date for candidate statements and questionnaires, and the period for mailing out of ballot materials have been brought forward through the <i>Local Government (Electoral) Regulations 2020</i> (Vic) (LG Regulations) providing more time to ensure they are sustainable.</p>
Certification of the roll	<p>The timeframe for roll certification was increased to 23 business days (previously 13 business days) to ensure CEOs (or their delegates) and the VEC have adequate time to process enrolment applications and complete related roll certification processes.</p>
Candidate statement word limit	<p>In response to the pandemic, the LG Regulations permitted candidate statements to be increased from 200 to 300 words for the 2020 local government elections, acknowledging that candidates at the 2020 elections would face restrictions in campaigning.</p> <p>As candidates would no longer face pandemic-based barriers to campaigning activities, the word limit was reverted to 200 words. Equivalent amendments were also applied to the <i>City of Melbourne (Electoral) Regulations 2022</i> (Vic).</p> <p>Returning to the original word limit allowed the VEC to produce smaller candidate statement booklets, reducing associated printing costs and administrative burden.</p>
Rejection and amendment of candidate statements	<p>The time allowed for a candidate to amend their statement was reduced by one day to now be the day after the close of nominations (or 38 days before election day). This aligned the periods for rejections and amendments with the earlier deadline for lodging a candidate statement, allowing additional time to print ballot packs.</p>
Close of candidate statements, photos and questionnaires	<p>The deadline for submitting a candidate statement, photograph and questionnaire was amended to close the same day as the close of nominations at 12 noon, facilitating a more efficient process for candidates and allowing the VEC more time to print ballot packs.</p>
Mailout of ballot pack	<p>The timeline for conducting the mailout of ballot materials was extended from occurring over 3 business days to 4 business days, allowing the VEC to manage the risk of mail service level reductions and provide additional safeguards against election fraud.</p>

10.4 – ATTACHMENT 1. Whitehorse City Council - VEC 2024 Election Report

Whitehorse City Council

Election dates

3. Election dates

Key timelines for the 2024 local government elections

Deadline fixed by the VEC for council primary enrolment data	Monday 15 July 2024
Close of roll	4 pm Wednesday 7 August 2024
Opening of the election office to the public	Monday 9 September 2024
Certification of the voters' roll and opening of nominations	Monday 9 September 2024
Close of nominations	12 noon Tuesday 17 September 2024
*Deadline for lodging candidate statements, photographs and questionnaires	12 noon Tuesday 17 September 2024
*Ballot draw	From 10 am Wednesday 18 September 2024
*General mail out of ballot packs to voters	Monday 7 October to Thursday 10 October 2024
*Close of voting	6 pm Friday 25 October 2024
Day prescribed as Election Day	Saturday 26 October 2024
*Close of extended postal vote receipt period	12 noon Friday 1 November 2024
Declaration of election results	No later than Friday 15 November 2024

*Dates with asterisks relate to contested elections only.

10.4 – ATTACHMENT 1. Whitehorse City Council - VEC 2024 Election Report

About Whitehorse City Council

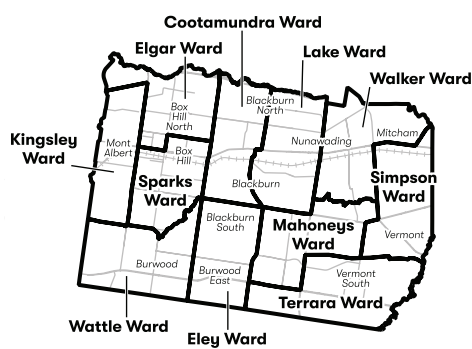
Whitehorse City Council

4. About Whitehorse City Council

Whitehorse City Council is comprised of 11 councillors elected from a subdivided structure.

The structure was last reviewed in accordance with the *Local Government Act 1989* through an electoral representation review in 2019.

Figure 1: The electoral structure of Whitehorse City Council at the general election held on 26 October 2024.



10.4 – ATTACHMENT 1. Whitehorse City Council - VEC 2024 Election Report

Whitehorse City Council

Voters' roll

5. Voters' roll

The VEC prepared the voters' roll for the election under section 8(2)(c) of the Electoral Act and in accordance with section 249 of the LG Act. The close of roll for the election was 4 pm on Wednesday 7 August 2024. Pursuant to section 249(4) of the LG Act, the VEC certified the voters' roll on Monday 9 September 2024.

At certification, the voters' roll for the 2024 Whitehorse City Council general election included 106,117 enrolled voters.

Composition of the voters' roll

Section 249 of the LG Act specifies that the voters' roll for a local government election is formed by combining 2 separate lists of voters:

1. The Electoral Commissioner's list (EC list) – list of State electors that are enrolled within that local government area.
2. The Chief Executive Officer's list (CEO list) – list of council-entitled voters.

Refer to **Appendix 1** for a breakdown of the Whitehorse City Council general election voters' roll.

Amendments to the voters' roll

In accordance with section 250 of the LG Act, the VEC is able to amend any error or omission in the preparation, printing or copying of the voters' roll, or correct any misnomer or inaccurate description of any person, place or thing on the voters' roll. Amendments to the voters' roll are to be certified by the VEC.

All voters added to the roll were issued with a ballot pack. Where a voter was removed from the roll after the mail-out of ballot material, the VEC had systems in place to ensure that returned ballot papers from the deleted voters could be identified and excluded from the extraction and count. Where roll amendments were required, the total number of voters on the roll was updated.

Following the close of roll, the VEC made one amendment to the voters' roll, zero additions and one deletion.

10.4 – ATTACHMENT 1. Whitehorse City Council - VEC 2024 Election Report

Advertising and communication campaign

Whitehorse City Council

6. Advertising and communication campaign

State-wide advertising

The VEC delivered a state-wide advertising campaign to maximise public awareness and participation amongst all eligible voters. Campaign activities and consistent messaging were delivered across 2 phases – enrolment and voting – and through multiple traditional and emerging mediums, including radio, digital and social media, and offline/outdoor advertising.

Public notices

The VEC published a series of public notices on the VEC website throughout the election as required by the LG Act. The notices included critical information relevant to each milestone of the election timeline.

For the 2024 general election, Whitehorse City Council nominated the following newspaper for the public notices:

› The Age

Refer to **Appendix 2** for further information in relation to the public notices.

VEC website

The VEC provided council specific information regarding the election on its website. The VEC website went live for the local government elections in early July 2024. Whilst some council-specific data remained static during the election, the website was regularly updated with content relevant to the election and at each key milestone such as close of roll, nominations, voting and results.

Media liaison

An online media briefing was held on Monday 29 July 2024. The briefing was made available to view on the VEC website for media representatives unable to join the live event. The media briefing provided an overview of the planning, timeline, legislative changes and other key information for the 2024 local council elections.

Media outlets were provided with a media handbook that outlined the election timeline and key information, and provided the VEC's head office media contacts. This was made available along with other resources from the VEC's media centre webpage. The VEC's communication team supported each election manager with managing media interest locally in their council area.

The VEC's media liaison program principally featured scheduled state-wide and tailored council-specific media releases aimed at highlighting key milestones during the election and capitalise on existing general news coverage.

More information on the VEC's media release schedule is available at **Appendix 3**.

The media program also involved a responsive media enquiry service, as well as the translation and distribution of 3 key media releases for multiple non-English news outlets in Victoria.

Social media campaign

As part of its state-wide advertising campaign, the VEC used paid promotions on social media platforms including Facebook, Instagram, Snapchat, TikTok and WeChat, targeting voters through audience segmentation.

This advertising was supported by a defined timeline of organic social media posts on the VEC's channels, designed to cover each of the key messages of the communication campaign to further extend the reach to the community and promote conversation about the democratic process.

VoterAlert advisories

State-enrolled voters can sign up to VoterAlert, our free SMS and email service, to receive reminder messages about elections that affect them. They can subscribe to messages via SMS, email, or both.

During the general election, we used VoterAlert to send direct messages on:

Wednesday 17 to Wednesday 31 July 2024 –
58,663 voters were contacted by VoterAlert messages sent by SMS and/or email reminding voters to enrol or update their details by the close of roll.

Monday 7 October to Monday 14 October 2024 –
58,736 voters were contacted by VoterAlert messages sent by SMS and/or email advising that we had commenced posting ballot packs.

Tuesday 22 October to Wednesday 23 October 2024 –
35,409 voters were contacted by VoterAlert messages sent by SMS and/or email reminding voters that it was the last week to post their ballot material back to us.

More information on VoterAlert is available at **Appendix 4**.

Voter engagement

The VEC delivered an extensive voter engagement program throughout Victoria, specific to local demographics.

10.4 – ATTACHMENT 1. Whitehorse City Council - VEC 2024 Election Report

Whitehorse City Council

Advertising and communication campaign

Appendix 5 contains the full list of initiatives for the 2024 local government elections.

Democracy ambassadors

The VEC delivered education sessions conducted by our Democracy Ambassadors to a range of councils. The sessions focused on enrolment and voting for the election. These sessions were offered to councils in priority areas and delivered at no cost to council. Where resourcing allowed, requests for sessions that were not in the priority area were also fulfilled.

Eight sessions were delivered for the Whitehorse City Council election.

Blind and low-vision services

Braille and large print ballot material was available to blind and low-vision voters who registered for these products by 5 pm on Tuesday 17 September 2024.

The VEC received and processed one request for braille ballot material and 6 requests for large print ballot material for Whitehorse City Council.

Interpreting services

The VEC engaged the Victorian Interpreting and Language Services' Language Loop to provide a telephone interpreting service for telephone enquiries from voters who had a first language other than English. The VEC advertised direct lines for 20 languages other than English and a general line for all other languages.

Public enquiry service

A centralised contact centre was established to respond to telephone public enquiries. This ensured consistency in messaging, early identification of themes and trends along with the opportunity to enable election offices to focus on election administration. The call centre was also responsible for emails received during the local government elections. Any calls regarding CEO list applications were referred to the relevant councils. Outside the call centre hours of operation, a recorded service was available that provided information on enrolment and voting.

Election offices fielded phone queries from local candidates on issues directly related to their candidacy (as separate to general queries about running as a candidate).

A total of 1,466 telephone calls were recorded for Whitehorse City Council during the 2024 local government elections. An overall total of 11,758 email queries were received for all councils.

10.4 – ATTACHMENT 1. Whitehorse City Council - VEC 2024 Election Report

Election manager

Whitehorse City Council

7. Election manager

The VEC maintains a pool of trained senior election officials from across Victoria to fill election management roles for State and local government elections. Election-specific training is provided to senior election officials before they are appointed for each election.

The size of election management teams depends on the size of the council. Under the LG Act, an election manager is appointed to conduct each council's election and is supported by one or more assistant election managers.

In accordance with regulation 21(1) of the LG Regulations, the VEC appointed Genevieve Hammerton as the election manager for the 2024 Whitehorse City Council general election.

The appointed assistant election managers were Allan Rock and Rob Quilty.

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Whitehorse City Council

Election office

8. Election office

The election manager was responsible for establishing and managing the election office at Ground Floor, 1-5 Station Street, Mitcham. The premises were provided by the VEC.

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Candidates

Whitehorse City Council

9. Candidates

Nominations opened at 9 am on Monday 9 September and closed at 12 noon on Tuesday 17 September 2024. Candidates were required to lodge their nomination forms in person at the election office. The nomination fee was \$250.

Candidate information

The VEC developed resources to support prospective candidates with the nomination process, including a candidate handbook. From mid-July, candidates could access information about nominating as a candidate for the election. The online Candidate Helper, accessible via the VEC website, went live on Tuesday 20 August 2024. Candidate Helper enabled candidates to complete most of their nomination forms and other forms online before lodging them in person with the election manager.

For the Whitehorse City Council 2024 elections, the VEC's candidate information session was delivered in person by the election manager. Additionally, a candidate information video was available on the VEC website from Tuesday 20 August 2024.

Nominations

At the close of nominations, 49 candidates had successfully nominated for the elections, which includes any candidates who retired after the close of nominations. Candidates who withdrew before the close of nominations are not included.

The following is a breakdown of candidate nominations per ward:

- › Cootamundra Ward - 6 nominations
- › Eley Ward - 6 nominations
- › Elgar Ward - 4 nominations
- › Kingsley Ward - 7 nominations
- › Lake Ward - 4 nominations
- › Mahoneys Ward - 4 nominations
- › Simpson Ward - 2 nominations
- › Sparks Ward - 5 nominations
- › Terrara Ward - 2 nominations
- › Walker Ward - 6 nominations
- › Wattle Ward - 3 nominations

Ballot draws to determine the order of the names on the ballot paper were held at the election office following the close of nominations using the VEC's computerised ballot draw application.

See **Appendix 6** for the list of candidates in ballot draw order.

Candidate statements and photos

In accordance with regulation 39 of the LG Regulations, candidates were able to submit a 200-word statement and a recent photograph for inclusion in the ballot packs sent to voters. The deadline for these items was 12 noon on Tuesday 17 September 2024.

See **Appendix 6.1** for a breakdown of submitted statements and photos and **6.2** for sample ballot material.

Candidate questionnaires

In accordance with regulation 43 of the LG Regulations, candidates could also submit answers to a set of prescribed questions. The election manager accepted questionnaires from 47 of the 49 candidates at the election.

Voters could read the completed questionnaires on the VEC website or access them by contacting the election office.

Retirement of a candidate

In accordance with the LG Regulations, at any time after the close of nominations and before election day, a candidate may retire, or be retired by the VEC. A candidate can only retire if it will result in an uncontested election or if they are not qualified to be a Councillor. If the VEC believes a candidate was not entitled to nominate, it must formally query the candidate's qualification and invite written reasons why they are entitled. If the VEC remains satisfied that the candidate is not entitled, it must retire the candidate from the election.

When a candidate is retired from an election, the VEC is required to take all practicable steps to remove the retired candidate's name from ballot papers. If it is not practicable to do so, during the counting of votes the retired candidate's votes are passed on to other candidates according to voters' preferences.

Retirements

In accordance with regulation 29 of the LG Regulations, candidate Darren Ludowyke was retired from the Eley Ward election on 20 September as the VEC was satisfied they were not entitled to nominate as a candidate. The VEC published a statutory notice of the candidate's retirement on 20 September in accordance with regulation 27(7) of the LG Regulations.

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Whitehorse City Council

Candidates

As the candidate was retired prior to ballot papers being printed, the VEC did not print their name on ballot papers for the Eley Ward election.

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Voting

Whitehorse City Council

10. Voting

Ballot pack preparation and redirection

Artwork for ballot papers and candidate statements is generated using the VEC's automation tool. This tool selects from a range of pre-defined artwork templates and populates them with the relevant candidate information directly from the VEC's election management system database.

Following an extensive quality assurance process, print-ready artwork files were securely transmitted directly to the VEC's contracted ballot material printer ready for production. The VEC's contracted mail house directly printed the voters' addresses (mailing and entitlement address) and barcodes on the ballot paper envelopes in preparation for assembly and delivery of ballot packs. The VEC utilised multiple third party providers to assemble the ballot packs prior to the mail house lodging with Australia Post. The mail house allocated a secure area within its operations that was used solely for the printing, insertion, and dispatch of ballot material. This ensured the highest standards of security were met.

Electors could apply to have their ballot material redirected to an address other than their entitlement address. Voters had until the certification day for the voters' roll (also the day that nominations open) to apply for their ballot material to be redirected. The VEC arranged for ballot material to be delivered to any voter applying for redirection to the address specified in their request. For the 2024 local government elections, voters had until Monday 9 September 2024 to submit redirection requests.

The election manager received 109 requests for redirection of ballot packs for the election.

Early votes

Voters could request an early postal ballot envelope (early vote) before the general mail out of ballot packs. The election manager processed requests and issued early votes where the request was assessed as reasonable. Requests for early votes could be processed from Wednesday 18 September 2024, the day after nominations closed, until the start of the general mail out of ballot packs on Monday 7 October 2024.

Due to the timing of early votes, some early voters may not have had access to the candidate statements, photographs or questionnaires.

The election manager issued a total of 137 early votes for the election.

Mail-out of ballot packs

The VEC mailed 106,110 ballot packs between Monday 7 and Thursday 10 October 2024.

See **Appendix 7** for a breakdown of the packs sent on each day of the general mail out. The VEC did not mail ballot packs to voters who passed away between the close of roll and generation of the mail-out file.

This included 109 ballot packs which were redirected to alternative addresses for voters who had applied to redirect their ballot pack by Monday 9 September 2024.

In accordance with regulation 49(3) of the LG Regulations, no more than 35% of ballot packs were mailed or delivered to voters on any one day during the mail-out period. All ballot packs were lodged with Australia Post under the priority paid delivery timetable.

The VEC liaised closely with Australia Post during the mail-out period to confirm that ballot packs had been delivered to voters. Australia Post confirmed all ballot packs had been delivered by Tuesday 15 October 2024.

During the voting period, 1,305 ballot packs were returned to the election office by Australia Post as return-to-sender mail. In most cases, this was likely due to the addressee no longer residing at the address.

Unenrolled votes

The election manager issued unenrolled votes to people whose names could not be found on the voters' roll but said they were entitled to vote at the election. The unenrolled ballot pack included a declaration for the voter to sign. The election manager assessed the declaration and decided to admit or disallow the vote.

The election manager issued 14 unenrolled votes and following relevant checks, 2 were admitted to the count.

Replacement ballot packs

Following the general mail out of ballot packs, a voter who claimed that their ballot pack had not been received, or had been lost, spoilt, or destroyed, could apply for a replacement vote by completing an online application form or contacting the public enquiry service.

A centralised team processed applications and mailed replacement ballot packs to the postal address provided. Voters also had the option to attend the election office in the council for which they hold entitlement, to have a replacement vote issued over the counter.

2,514 replacement ballot packs across all wards during the voting period were issued. Please refer to **Schedule 1** for further information on replacement ballot packs issued.

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Whitehorse City Council

Return of ballot paper envelopes

11. Return of ballot paper envelopes

VEC provided voters with a priority reply paid envelope to return their completed ballot paper and ballot paper envelope. The return mail was delivered to the election office from local postal facilities or mail distribution centres. Voters could also put their ballot papers and envelope in a ballot box at the election office.

As ballot paper envelopes were returned, they were progressively checked by the election manager to ensure they had been signed by the voter. Additionally, processes were in place to ensure that only one returned ballot paper from any one voter could proceed to the extraction and count.

The election manager received a total of 78,814 returned ballot paper envelopes across all wards by the close of voting at 6 pm on Friday 25 October 2024.

In accordance with regulation 57(3) of the LG Regulations, the election manager could accept returned ballot paper envelopes until 12 noon on the Friday following the close of voting, if they thought the voter had signed the envelope before voting closed.

The election manager accepted 14,555 ballot paper envelopes across all wards during the extended postal vote receipt period.

The total returned ballot paper envelopes for Whitehorse City Council was 93,369.

The election manager set aside 1,525 returned ballot paper envelopes that were not admitted to the extraction and counting process due to the voter not having signed the declaration envelope or, in the case of unenrolled declaration votes, an entitlement was not found for the person, or the declaration envelope was not returned with the vote.

Refer to **Schedule 1** for the total certified record of ballot papers and declaration envelopes across all wards for Whitehorse City Council.

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Results

Whitehorse City Council

12. Results

Extraction

The extraction process involved separating the declaration flaps containing voters' details from each admitted ballot paper envelope, and then extracting the ballot papers from the envelopes. This 2-stage process maintains anonymity and ensures the VEC can track the number of envelopes for ongoing reconciliation.

A total of 91,844 ballot paper envelopes were admitted to the extraction process.

Ballot papers were extracted at the election office from Tuesday 29 October 2024. The extraction of all admitted ballot paper envelopes was completed on Thursday 7 November 2024, following the close of the extended postal vote receipt period.

If the VEC found any returned ballot paper envelopes that did not contain a ballot paper, contained more than one ballot paper, or did not contain the correct ballot paper, these were required to be rejected and not counted. There were 315 returned ballot paper envelopes rejected during the extraction activity.

Following the extraction of ballot papers from the ballot paper envelopes, a total of 91,529 ballot papers proceeded to the count.

Manual count

After extraction, the VEC counted ballot papers for all wards manually at the election office using the preferential method of counting.

The ballot papers were sorted to first preference votes for each candidate and to informal votes. At this point, the VEC counted the ballot paper votes sorted to first preferences.

If a candidate had not achieved an absolute majority of votes (>50%) on first preference votes, the VEC conducted a preference distribution. Preference distributions were required for Cootamundra Ward, Eley Ward, Elgar Ward, Kingsley Ward, Lake Ward, Mahoneys Ward, Sparks Ward, Walker Ward and Wattle Ward.

The VEC published provisional results on its website as they became available. Results were updated as finalised once declarations had taken place.

For a breakdown of first preference results by ward, refer to **Appendix 8**.

Recounts

At any time before a candidate is declared elected, the election manager or a candidate may initiate a recount. Election managers initiate recounts if margins in a preference distribution are close or critical. Candidates must ask for a recount in writing, with the reasons for their request. The election manager and head office staff assess candidate recount requests and either accept or deny them.

The election manager received 3 requests for a recount for Lake Ward, Mahoney Ward and Sparks Ward. Of 3 requests, one proceeded to the recount process. The requests for Lake Ward and Mahoney Ward did not proceed.

Following the completion of the count for Sparks Ward, a recount of the ballot papers was conducted. The recount was deemed necessary because the margins in the preference distribution were close/critical. The recount was performed on Wednesday 13 November 2024 at the same location as the original manual count for the election. The final results of the Sparks Ward election did not change.

Scrutineers

Scrutineers help deliver fair and transparent elections by observing election activities. They contribute to electoral integrity and help build public trust. Scrutineers can observe all activities involved in ballot paper and envelope processing.

Candidates are not permitted in election venues during extraction and counting activities and instead appoint scrutineers. Each candidate could appoint one scrutineer per election official involved in an activity. To appoint scrutineers, candidates completed a hardcopy 'Appointment and declaration of scrutineer form', which the candidate signed and submitted to the election manager. All scrutineers then had to sign the form's formal declaration in front of an election official. The declaration meant the scrutineers committed to eligibility and legal requirements and the VEC's conditions of entry.

A *Scrutineer handbook* was made available to all candidates and scrutineers with information on the role and responsibility of scrutineers during election activities. It included overviews of the activities so that scrutineers could understand what to expect during election activities they may attend. When scrutineers attended election venues they were briefed on their responsibilities and the processes they would witness. Scrutineers were instructed when and how they could challenge activities when ballot paper formality was being decided and votes were being counted. Scrutineers were allowed to notify election managers if they disagreed with the decision made by an election official on ballot paper formality or

10.4 – ATTACHMENT 1. Whitehorse City Council - VEC 2024 Election Report

Whitehorse City Council

Results

whether votes were counted for the selected candidate. Election managers reviewed the challenge and made a final decision on the ballot paper.

Declaration of results

In the Service Plan, the VEC committed to complete all results declarations by Friday 15 November 2024.

The results of the 2024 Whitehorse City Council general election were declared at 3 pm on Tuesday 12 November 2024 at Function Room 1, The Round, 379-397 Whitehorse Rd, Nunawading for all wards except Sparks Ward.

The result for Sparks Ward election was declared at 4 pm on Wednesday 13 November 2024 at the Election Office, Ground Floor, 1-5 Station Street, Mitcham

The VEC website was updated following the declaration to reflect the elected candidates.

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Election statistics

Whitehorse City Council

13. Election statistics

Participation

Participation is measured by the number of voters marked off the roll as a percentage of the total enrolment and can vary from turnout. The overall participation rate in the Whitehorse City Council election was 87.39%, which is higher than the state average of 83.79% (excluding Melbourne City Council) and lower than the 87.59% rate at the 2020 Whitehorse City Council general election.

Analysis of voter participation for the different enrolment categories shows that participation is higher for voters who are enrolled on the EC's list (87.41%) compared to voters enrolled on the CEO's list (84.20%).

Refer to **Appendix 9** for further information on participation, including a breakdown by enrolment category.

Turnout

Voter turnout is measured by the number of formal and informal ballot papers counted in the election as a percentage of voters on the voters' roll for the election.

The overall voter turnout for the 2024 Whitehorse City Council general election was 86.25%. This is compared to the state average turnout of 81.46% (excluding Melbourne City Council). The voter turnout at the 2020 general election for the council was 85.62%.

Informality

The overall informal voting rate recorded at the 2024 Whitehorse City Council general election was 2.46%, compared with the State average of 3.47%. An informality rate of 2.34% was recorded at the Whitehorse City Council general election held in October 2020.

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Whitehorse City Council

Complaints

14. Complaints

Type of complaints

At local government elections, complaints generally fall into 2 broad categories:

1. Election Administration

Complaints about the conduct of the election and services to voters.

2. Election participation and conduct

Complaints about candidates and other participants in the election, at times alleging a breach of the LG Act or local laws.

Most complaints at the 2024 local government elections related to the second category, and often alleged inappropriate or illegal action by a person or group associated with the election.

Complaints process

The VEC have a streamlined complaints process during elections, developed with local councils and enforcement agencies. Complaints must be lodged in writing, then processed at head office. For the 2024 local government elections, customers could provide feedback and complaints online.

Complaints alleging a breach of the LG Act are forwarded to the Local Government Inspectorate. Complaints relating to local laws are referred to council. Complaints about the VEC's services, or the behaviour or actions of VEC staff and election officials, are the responsibility of the VEC.

The VEC is committed to responding to each complaint within 5 working days.

Complaints received

The VEC received 28 written complaints relating to the election for Whitehorse City Council.

Please see **Appendix 10** for a description of complaints received by the VEC.

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Post-election activities

Whitehorse City Council

15. Post-election activities

Storage of election material

The VEC will keep all records from the election safely and secretly in accordance with regulation 79 of the LG Regulations.

Refund of nomination fees

Nomination fees were refunded to eligible candidates on Tuesday 17 December 2024. Eligible candidates include those elected or who received at least 4% of the first preference vote. Any forfeited nomination fees were remitted to the council on Tuesday 17 December 2024.

Courts and tribunals

The Victorian Civil and Administrative Tribunal (VCAT) is responsible for hearing disputes on the validity of an election under section 311 of the LG Act.

Applications for a review of the declaration of the results of an election must be lodged within 14 days of the declaration and can be made by a candidate in the election, 10 persons who were entitled to vote at the election, or the VEC.

There were no applications to VCAT disputing the result of the Whitehorse City Council general election.

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Whitehorse City Council

Non-voter follow up

16. Non-voter follow up

In accordance with section 267 of the LG Act, the VEC has commenced its compulsory voting enforcement program. Any person who was required to vote at the election and failed to vote will be issued with an 'Apparent failure to vote' notice in February/March. Apparent non-voters have 28 days to respond.

People who do not respond to the notice, or do not provide a satisfactory response, may be issued with an infringement notice in April/May that will incur a penalty. Further follow-up with a penalty reminder notice in July may also occur – this stage includes the original penalty and a penalty reminder notice fee. Penalties collected on behalf of council will be reimbursed at the end of the infringement and reminder notice stages.

Additionally, during the infringement and penalty reminder notice stages, non-voters may ask for their matter to proceed directly to the Magistrates' Court.

These requests will be actioned at the conclusion of the infringement and penalty reminder notice stages. The VEC will lodge the file of any remaining non-voters with Fines Victoria at the end of the penalty reminder notice stage.

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Evaluating VEC services

Whitehorse City Council

17. Evaluating VEC services

The VEC is committed to providing high quality election services to its local government clients. Through a formal feedback and debriefing program, the VEC can gauge its performance and seek advice for future local government election projects.

Feedback from councils

The VEC invited feedback from councils on its services in December 2024 and acknowledges the receipt of feedback provided by Whitehorse City Council. Additional feedback can be provided to the LG2024 Program Manager by emailing LGProgram2024@vec.vic.gov.au

Internal debriefing program

After every electoral event, the VEC conducts an internal debriefing program that includes input from all areas of its workforce. Internal debriefing following the local government elections began in December 2024. The VEC will publish a consolidated report on its performance and key statistics from the elections. This will be tabled in Parliament and available on the VEC website.

10.4 – ATTACHMENT 1. Whitehorse City Council - VEC 2024 Election Report

Whitehorse City Council

Schedule 1: Record of ballot papers and declaration envelopes

Appendices

Schedule 1: Record of ballot papers and declaration envelopes

Cootamundra Ward election	
Ballot papers printed	
Victorian Electoral Commission	12,001
Election manager	20
Total	12,021
Ballot papers issued	
General mail out	9,636
Early and replacement votes	333
Unenrolled declaration votes	0
Spoilt	0
Sub total	9,969
Unused	2,052
Total	12,021
Declarations returned	
General mail out admitted to the extraction	8,216
Early and replacement votes admitted to the extraction	258
Unenrolled declaration votes admitted to the extraction	0
Returned declarations unable to be admitted to the extraction	122
Declarations returned to sender	181
Sub total	8,777
Declarations not returned	1,192
Total	9,969

10.4 – ATTACHMENT 1. Whitehorse City Council - VEC 2024 Election Report

Schedule 1: Record of ballot papers and declaration envelopes

Whitehorse City Council

Eley Ward election**Ballot papers printed**

Victorian Electoral Commission	12,000
Election manager	15
Total	12,015

Ballot papers issued

General mail out	10,169
Early and replacement votes	177
Unenrolled declaration votes	0
Spoilt	0
Sub total	10,346
Unused	1,669
Total	12,015

Declarations returned

General mail out admitted to the extraction	8,613
Early and replacement votes admitted to the extraction	169
Unenrolled declaration votes admitted to the extraction	0
Returned declarations unable to be admitted to the extraction	152
Declarations returned to sender	112
Sub total	9,046
Declarations not returned	1,300
Total	10,346

10.4 – ATTACHMENT 1. Whitehorse City Council - VEC 2024 Election Report

Whitehorse City Council

Schedule 1: Record of ballot papers and declaration envelopes

Elgar Ward election**Ballot papers printed**

Victorian Electoral Commission	11,002
Election manager	15
Total	11,017

Ballot papers issued

General mail out	9,126
Early and replacement votes	238
Unenrolled declaration votes	0
Spoilt	0
Sub total	9,364
Unused	1,653
Total	11,017

Declarations returned

General mail out admitted to the extraction	7,484
Early and replacement votes admitted to the extraction	232
Unenrolled declaration votes admitted to the extraction	0
Returned declarations unable to be admitted to the extraction	151
Declarations returned to sender	113
Sub total	7,980
Declarations not returned	1,384
Total	9,364

10.4 – ATTACHMENT 1. Whitehorse City Council - VEC 2024 Election Report

Schedule 1: Record of ballot papers and declaration envelopes

Whitehorse City Council

Kingsley Ward election**Ballot papers printed**

Victorian Electoral Commission	12,000
Election manager	22
Total	12,022

Ballot papers issued

General mail out	9,613
Early and replacement votes	198
Unenrolled declaration votes	3
Spoilt	0
Sub total	9,814
Unused	2,208
Total	12,022

Declarations returned

General mail out admitted to the extraction	8,171
Early and replacement votes admitted to the extraction	189
Unenrolled declaration votes admitted to the extraction	1
Returned declarations unable to be admitted to the extraction	147
Declarations returned to sender	116
Sub total	8,624
Declarations not returned	1,190
Total	9,814

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Whitehorse City Council

Schedule 1: Record of ballot papers and declaration envelopes

Lake Ward election**Ballot papers printed**

Victorian Electoral Commission	12,000
Election manager	20
Total	12,020

Ballot papers issued

General mail out	9,955
Early and replacement votes	225
Unenrolled declaration votes	2
Spoilt	0
Sub total	10,182
Unused	1,838
Total	12,020

Declarations returned

General mail out admitted to the extraction	8,558
Early and replacement votes admitted to the extraction	220
Unenrolled declaration votes admitted to the extraction	1
Returned declarations unable to be admitted to the extraction	145
Declarations returned to sender	118
Sub total	9,042
Declarations not returned	1,140
Total	10,182

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Schedule 1: Record of ballot papers and declaration envelopes

Whitehorse City Council

Mahoneys Ward election**Ballot papers printed**

Victorian Electoral Commission	12,000
Election manager	0
Total	12,000

Ballot papers issued

General mail out	10,291
Early and replacement votes	252
Unenrolled declaration votes	0
Spoilt	0
Sub total	10,543
Unused	1,457
Total	12,000

Declarations returned

General mail out admitted to the extraction	8,656
Early and replacement votes admitted to the extraction	249
Unenrolled declaration votes admitted to the extraction	0
Returned declarations unable to be admitted to the extraction	158
Declarations returned to sender	0
Sub total	9,063
Declarations not returned	1,480
Total	10,543

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Whitehorse City Council

Schedule 1: Record of ballot papers and declaration envelopes

Simpson Ward election**Ballot papers printed**

Victorian Electoral Commission	12,002
Election manager	17
Total	12,019

Ballot papers issued

General mail out	10,116
Early and replacement votes	299
Unenrolled declaration votes	2
Spoilt	0
Sub total	10,417
Unused	1,602
Total	12,019

Declarations returned

General mail out admitted to the extraction	8,675
Early and replacement votes admitted to the extraction	227
Unenrolled declaration votes admitted to the extraction	0
Returned declarations unable to be admitted to the extraction	141
Declarations returned to sender	130
Sub total	9,173
Declarations not returned	1,244
Total	10,417

10.4 – ATTACHMENT 1. Whitehorse City Council - VEC 2024 Election Report

Schedule 1: Record of ballot papers and declaration envelopes

Whitehorse City Council

Sparks Ward election**Ballot papers printed**

Victorian Electoral Commission	11,000
Election manager	24
Total	11,024

Ballot papers issued

General mail out	8,875
Early and replacement votes	282
Unenrolled declaration votes	2
Spoilt	0
Sub total	9,159
Unused	1,865
Total	11,024

Declarations returned

General mail out admitted to the extraction	7,210
Early and replacement votes admitted to the extraction	267
Unenrolled declaration votes admitted to the extraction	0
Returned declarations unable to be admitted to the extraction	149
Declarations returned to sender	125
Sub total	7,751
Declarations not returned	1,408
Total	9,159

10.4 – ATTACHMENT 1. Whitehorse City Council - VEC 2024 Election Report

Whitehorse City Council

Schedule 1: Record of ballot papers and declaration envelopes

Terrara Ward election**Ballot papers printed**

Victorian Electoral Commission	11,001
Election manager	10
Total	11,011

Ballot papers issued

General mail out	9,450
Early and replacement votes	419
Unenrolled declaration votes	0
Spoilt	1
Sub total	9,870
Unused	1,141
Total	11,011

Declarations returned

General mail out admitted to the extraction	8,240
Early and replacement votes admitted to the extraction	145
Unenrolled declaration votes admitted to the extraction	0
Returned declarations unable to be admitted to the extraction	133
Declarations returned to sender	74
Sub total	8,592
Declarations not returned	1,278
Total	9,870

10.4 – ATTACHMENT 1. Whitehorse City Council - VEC 2024 Election Report

Schedule 1: Record of ballot papers and declaration envelopes

Whitehorse City Council

Walker Ward election**Ballot papers printed**

Victorian Electoral Commission	12,000
Election manager	20
Total	12,020

Ballot papers issued

General mail out	9,990
Early and replacement votes	266
Unenrolled declaration votes	5
Spoilt	4
Sub total	10,265
Unused	1,755
Total	12,020

Declarations returned

General mail out admitted to the extraction	8,490
Early and replacement votes admitted to the extraction	263
Unenrolled declaration votes admitted to the extraction	0
Returned declarations unable to be admitted to the extraction	114
Declarations returned to sender	144
Sub total	9,011
Declarations not returned	1,254
Total	10,265

10.4 – ATTACHMENT 1. Whitehorse City Council - VEC 2024 Election Report

Whitehorse City Council

Schedule 1: Record of ballot papers and declaration envelopes

Wattle Ward election**Ballot papers printed**

Victorian Electoral Commission	11,000
Election manager	15
Total	11,015

Ballot papers issued

General mail out	8,889
Early and replacement votes	244
Unenrolled declaration votes	0
Spoilt	0
Sub total	9,133
Unused	1,882
Total	11,015

Declarations returned

General mail out admitted to the extraction	7,065
Early and replacement votes admitted to the extraction	245
Unenrolled declaration votes admitted to the extraction	0
Returned declarations unable to be admitted to the extraction	113
Declarations returned to sender	192
Sub total	7,615
Declarations not returned	1,518
Total	9,133

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Schedule 2: Certification statement

Whitehorse City Council

Schedule 2: Certification statement

In accordance with Regulation 77, I certify that Schedule 1 of this report on the conduct of the 2024 Whitehorse City Council local government election is a true and correct account of the number of ballot papers issued, returned and not used in this election and declarations not returned.



Sven Bluemmel
Electoral Commissioner

10.4 – ATTACHMENT 1. Whitehorse City Council - VEC 2024 Election Report

Whitehorse City Council

Appendix 1: Breakdown of the voters' roll

**Appendix 1: Breakdown
of the voters' roll**

Whitehorse City Council election	Voters enrolled through an entitlement under section 241 of the LG Act	Voters enrolled through entitlements under sections 242–245 of the LG Act	Total voters enrolled
Whitehorse City Council	105,521	596	106,117
Cootamundra Ward	9,592	44	9,636
Eley Ward	10,136	33	10,169
Elgar Ward	9,045	81	9,126
Kingsley Ward	9,548	65	9,613
Lake Ward	9,928	28	9,956
Mahoneys Ward	10,257	35	10,292
Simpson Ward	10,082	36	10,118
Sparks Ward	8,743	134	8,877
Terrara Ward	9,420	31	9,451
Walker Ward	9,933	57	9,990
Wattle Ward	8,837	52	8,889

10.4 – ATTACHMENT 1. Whitehorse City Council - VEC 2024 Election Report

Appendix 2:
Public notices

Schedule of public notices

Close of roll notice		
VEC website/public notices		24 July 2024
The Age		26 July 2024
Notice of election		
VEC website/public notices		12 August 2024
The Age		16 August 2024
Voting details notice		
VEC website/public notices		20 September 2024
The Age		4 October 2024
Notice of retirement		
VEC website/public notices		20 September 2024
Reminder notice		
VEC website		13 October 2024
The Age		18 October 2024

10.4 – ATTACHMENT 1. Whitehorse City Council - VEC 2024 Election Report

Whitehorse City Council

Appendix 2: Public notices

Notice of result	
VEC website/public notices	13 November 2024
The Age	22 November 2024

10.4 – ATTACHMENT 1. Whitehorse City Council - VEC 2024 Election Report

Appendix 2: Public notices

Whitehorse City Council

Appendix 2.1: Sample public notices

Close of roll

Sample Council postal election

My council, my vote

You must be enrolled to vote

A general election for Sample Council will be held in October 2024. To be able to vote in the election, you must be enrolled by the close of roll at **4 pm on Wednesday 7 August 2024**. Two categories of voters can be enrolled to vote in the Sample Council election: State-enrolled voters and Council-enrolled voters.

State-enrolled voters

Am I enrolled to vote?

You are automatically enrolled for this election if:

- you will be 18 years of age or over on Saturday 26 October 2024 and
- you live in the Sample Council and you are on the State electoral roll for your current address.

You need to enrol if:

- you are an Australian citizen aged 18 or over on Saturday 26 October 2024 and
- you live in the Sample Council and you are not on the State electoral roll or
- you have lived at your current residential address within the Sample Council for at least a month and have not yet updated your enrolment details, including any changes to your postal address.

How do I enrol?

You can enrol online at [vec.vic.gov.au](#)

You can also download an enrolment form from the website.

All enrolment applications must be received by the Victorian Electoral Commission by the close of roll at **4 pm on Wednesday 7 August 2024**.

How can I check my State enrolment?

You can check your enrolment details online at [vec.vic.gov.au](#) at any time, or call 131 832.

Sample Council postal election

My council, my vote

You must be enrolled to vote

A general election for Sample Council will be held in October 2024. To be able to vote in the election, you must be enrolled by the close of roll at **4 pm on Wednesday 7 August 2024**. Two categories of voters can be enrolled to vote in the Sample Council election: State-enrolled voters and Council-enrolled voters.

Council-enrolled voters

Am I enrolled to vote?

To be a Council-enrolled voter, you must be:

- 18 years of age or over on Saturday 26 October 2024 and
- not a State-enrolled voter within the Sample Council.

New rules mean you are no longer automatically enrolled if you are a non-resident property owner (e.g. a landlord or a business owner that pays rates). If you are a non-resident property owner within the Sample Council, you need to apply to enrol if you wish to vote in the Sample Council election.

Who else can enrol & vote?

You may also apply to enrol if:

- you have purchased a rateable property within the Sample Council location since the last election but you are not a resident of the Sample Council, or
- you are not an Australian citizen and you live in, and pay rates for, a property within the Sample Council location, or
- you pay rates on a property you occupy within the Sample Council and have no other voting entitlement within the Sample Council, for example you are a shop tenant and pay rates to the Council for your tenancy, and you have no other voting entitlement within the Sample Council, or
- you are a director or company secretary of a corporation within the Sample Council that pays rates to Sample Council and you have no other voting entitlement within the Sample Council.

How do I apply to be a Council-enrolled voter?

If you meet any of the above criteria and wish to enrol, contact Sample Council on 0000 0000 for a council enrolment form. Council enrolment forms must be received by the Council by the close of roll at **4 pm on Wednesday 7 August 2024**.

How can I check if I am Council-enrolled?

You can check your enrolment details by contacting the Council on 0000 0000.

Thinking about standing for election?

To nominate as a candidate for Sample Council, you must:

- be an Australian citizen and enrolled on the voters' roll for Sample Council and
- be eligible to become a councillor and
- have completed the mandatory candidate training provided by Local Government Victoria before lodging your nomination with the Election Manager.

For further information, visit [vec.vic.gov.au](#)

Enrolment closes

4 pm Wednesday 7 August 2024

State-enrolled voters can register for free VoterAlert SMS and email reminders at [vec.vic.gov.au](#)

vec.vic.gov.au | 131 832

For enquiries in languages other than English:

- Arabic (Arabic) 9209 0100 • Assyrlian (Assyrian) 9209 0160 • Bengali (Burmese) 9209 0161 • 普通话 (Mandarin) 9209 0106 • 廣東話 (Cantonese) 9209 0101
- Croatian (Croatian) 9209 0102 • Dari (Dari) 9209 0193 • Dinka (Dinka) 9209 0119 • Ελληνικά (Greek) 9209 0103 • Հայերեն (Armenian) 9209 0162 • Italiano (Italian) 9209 0104
- Khmer (Khmer) 9209 0192 • 한국어 (Korean) 9209 0194 • македонски (Macedonian) 9209 0105 • नेपाली (Nepali) 9209 0163 • فارسی (Persian) 9209 0195 • ภาษาไทย (Thai) 9209 0164
- Türkçe (Turkish) 9209 0110 • Urdu (Urdu) 9209 0165 • Tiếng Việt (Vietnamese) 9209 0111 • All other non-English languages 9209 0112

Authorised by S. Blumenthal, Electoral Commissioner, 530 Collins Street, Melbourne, Victoria.

Notice of election

Sample Council postal election

My council, my vote

Vote by post this October

Ballot packs will be mailed to voters enrolled in the Sample Council general election from Monday 7 October. Complete and return your ballot material ASAP. Ballot material must be in the mail or delivered to the election manager by **6 pm on Friday 25 October**.

If you will be away

If you will be away when ballot packs are mailed, or your address has changed since Wednesday 7 August, you can request for your ballot pack to be redirected by completing the online redirection form at [vec.vic.gov.au/redirections](#), or call 131 832.

Requests for redirection must be received by 5 pm on Monday 9 September.

Large print and braille ballot papers

Large print or braille ballot papers are available for voters who are blind or have low vision – please register by 5 pm Tuesday 10 September. To register, call 03 8620 1314 during business hours.

Early votes

If you will be away during the voting period (7–25 October), you can go to your local election office to vote in person, from 10 am on Wednesday 18 September.

The Sample Council election office is at:

Sample election office address

Sample Council postal election

My council, my vote

How to nominate as a candidate

To nominate as a candidate, you must:

- be an Australian citizen and enrolled on the voters roll for Sample Council AND
- be eligible to become a councillor should you be elected AND
- have completed the mandatory candidate training before lodging your nomination with the election manager.

To nominate, complete the nomination form and lodge it with the election manager together with the \$250 nomination fee. Nomination forms can be lodged by appointment during business hours from Monday 9 September until 12 noon on Tuesday 17 September at the election office.

Visit [vec.vic.gov.au](#) for more information and to pre-complete your nomination form using the online Candidate Helper. The online Candidate Helper will be available from Tuesday 20 August.

If you use the online Candidate Helper, print your pre-completed form and make an appointment to lodge it with the election manager along with the nomination fee.

Call the election manager from Monday 9 September on 131 832 to make a nomination appointment.

Nominations close 12 noon Tuesday 17 September.

Candidate information session

Sample time sample date at sample venue name, sample address

Candidate information kits containing nomination forms and other electoral information will be available online and from the election manager.

State-enrolled voters can register for free VoterAlert SMS and email reminders at [vec.vic.gov.au](#)

vec.vic.gov.au | 131 832

For enquiries in languages other than English:

- Arabic (Arabic) 9209 0100 • Assyrlian (Assyrian) 9209 0160 • Bengali (Burmese) 9209 0161 • 普通话 (Mandarin) 9209 0106 • 廣東話 (Cantonese) 9209 0101 • Croatian (Croatian) 9209 0102 • Dari (Dari) 9209 0193 • Dinka (Dinka) 9209 0119 • Ελληνικά (Greek) 9209 0103 • Հայերեն (Armenian) 9209 0162 • Italiano (Italian) 9209 0104 • Khmer (Khmer) 9209 0192 • 한국어 (Korean) 9209 0194 • македонски (Macedonian) 9209 0105 • नेपाली (Nepali) 9209 0163 • فارسی (Persian) 9209 0195 • ภาษาไทย (Thai) 9209 0164
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10.4 – ATTACHMENT 1. Whitehorse City Council - VEC 2024 Election Report

Whitehorse City Council

Appendix 2: Public notices

Voting details notice

Sample Council postal election

My council, my vote

An election will be held for Sample Council.

Check the mail for your ballot pack

Ballot packs containing voting material will be mailed to enrolled voters from **Monday 7 October**.

This is a postal election only.

If you do not receive your ballot pack by **Tuesday 15 October** please visit [vec.vic.gov.au](#) to complete the online replacement form, or call **131 832** to arrange a replacement.

Candidates

Candidates who have nominated for election are listed in the ballot packs and at [vec.vic.gov.au](#)

A photo and candidate statement will also be included if provided by candidates. Responses to a candidate questionnaire, if provided, are available at [vec.vic.gov.au](#)

How to vote correctly

You must complete your ballot paper correctly for your vote to count. Put the number 1 in the box next to the candidate you want to see elected, then number all the other boxes in order of your choice. You must number **every box** and only use each number once.

vec.vic.gov.au | 131 832

For enquiries in languages other than English:
• Arabic (Arabic) 9209 0100 • Azərbaycanca (Azerbaijani) 9209 0160 • বাংলা (Burmese) 9209 0161 • 普通话 (Mandarin) 9209 0106 • 廣東話 (Cantonese) 9209 0101
• Hrvatski (Croatian) 9209 0102 • עברית (Hebrew) 9209 0103 • ไทย (Thai) 9209 0104 • हिन्दी (Hindi) 9209 0105 • 한국어 (Korean) 9209 0106 • македонски (Macedonian) 9209 0107 • မြန်မာစာ (Burmese) 9209 0108 • Italiano (Italian) 9209 0104
• Türkçe (Turkish) 9209 0110 • Urdu (Urdu) 9209 0109 • Tiếng Việt (Vietnamese) 9209 0111 • All other non-English languages 9209 0112

Authorised by S. Blumel, Electoral Commissioner, 530 Collins Street, Melbourne, Victoria.

Sample Council logo

How to return your ballot pack

Put your completed ballot paper in the ballot paper envelope, complete the declaration, then post it ASAP using the reply-paid envelope provided, or hand deliver it during election office hours to:

Sample election office address

Voting is compulsory

Voting is compulsory for all voters who were enrolled at 4 pm on Wednesday 7 August. This includes state-enrolled and council-enrolled voters.

If you don't vote and don't have a valid excuse, you may be fined.

Your completed ballot pack must be in the mail or hand delivered by **6 pm Friday 25 October**.

State-enrolled voters can register for free VoterAlert SMS and email reminders at [vec.vic.gov.au](#)

@electionsvic

Facebook, Twitter, Instagram icons

VEC Victorian Electoral Commission

Reminder notice

Sample Council postal election

My council, my vote

An election is being held for Sample Council.

Check the mail for your ballot pack

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Candidates

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vec.vic.gov.au | 131 832

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Authorised by S. Blumel, Electoral Commissioner, 530 Collins Street, Melbourne, Victoria.

Sample Council logo

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@electionsvic

Facebook, Twitter, Instagram icons

VEC Victorian Electoral Commission

10.4 – ATTACHMENT 1. Whitehorse City Council - VEC 2024 Election Report

Appendix 2: Public notices

Whitehorse City Council

Declaration of results

Sample Council election

Declaration of results

Sample Council logo

The following candidates were elected to Sample Council at the general election held in October 2024:

Sample Ward 1	Sample elected candidate 4	Sample Ward 8
Sample elected candidate 1	Sample Ward 5	Sample elected candidate 8
Sample Ward 2	Sample elected candidate 5	Sample Ward 9
Sample elected candidate 2	Sample Ward 6	Sample elected candidate 9
Sample Ward 3	Sample elected candidate 6	
Sample elected candidate 3	Sample Ward 7	
Sample Ward 4	Sample elected candidate 7	


Further details about the results are available at [vec.vic.gov.au](#)

Sample Election Manager name


Election Manager

Sample declaration date

vec.vic.gov.au | 131 832 | @electionsvic



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10.4 – ATTACHMENT 1. Whitehorse City Council - VEC 2024 Election Report

Whitehorse City Council

Appendix 3: Schedule of media releases and advisories

Appendix 3:

Schedule of media releases and advisories

Whitehorse City Council council-specific media releases and advisories

Enrol now for the Whitehorse City Council election	Monday 29 July 2024
Call for candidates for Whitehorse City Council election	Thursday 22 August 2024
Ballot packs mailed for Whitehorse City Council election	Monday 7 October 2024
Voting closes soon for Whitehorse City Council election	Tuesday 15 October 2024
New councillors for Whitehorse City Council	Tuesday 12 November 2024
New councillor for Whitehorse City Council, Sparks Ward	Wednesday 13 November 2024

Statewide media releases and advisories

Victorians urged to enrol for upcoming local council elections	Monday 22 July 2024
Media advisory: 2024 local council elections briefing	Monday 22 July 2024
Last chance to enrol for Victorian council elections	Friday 2 August 2024
News alert: Enrolment closes tomorrow for October's council local elections	Tuesday 6 August 2024
Nominations open soon for Victorian local council elections	Monday 26 August 2024
Media advisory: Accessing candidate information for the 2024 Victorian local council elections	Friday 6 September 2024
Nominations for the 2024 Victorian local council elections now open	Monday 9 September 2024
Over 4.6 million enrolled for local council elections	Tuesday 10 September 2024
Time is running out to nominate for this year's local council elections	Monday 16 September 2024
Electoral Commissioner calls for transparency in the use of AI in upcoming local council elections	Tuesday 17 September 2024
Media advisory: Media attendance at local council election ballot draw	Tuesday 17 September 2024
Nominations are in for October local council elections	Wednesday 18 September 2024
Democracy ambassadors help community voices 'Be Heard'	Thursday 19 September 2024

10.4 – ATTACHMENT 1. Whitehorse City Council - VEC 2024 Election Report

Appendix 3: Schedule of media releases and advisories

Whitehorse City Council

Statewide media releases and advisories

VEC retires 16 local council election candidates	Monday 30 September 2024
Voting starts next week for Victoria's local council elections	Friday 4 October 2024
Police investigate break-in at the Ballarat election office	Thursday 10 October 2024
Voters urged to request a replacement ballot pack following van theft	Friday 18 October 2024
Local council elections voting deadline looms	Monday 21 October 2024
Voters urged to request a replacement ballot pack following theft	Thursday 24 October 2024
Final day of voting	Friday 25 October 2024
Media advisory: Results timelines for Victorian local council elections	Friday 25 October 2024
Media advisory: Media attendance at results declarations	Wednesday 6 November 2024
Suspected postal vote tampering in 2 local council elections referred for inquiry	Wednesday 13 November 2024
Didn't vote in the 2024 local council elections?	Monday 17 February 2025
Non-voters asked to explain why they didn't vote in the 2024 local council elections	Friday 7 March 2025
Infringements sent to 2024 local council election non-voters	Scheduled for Monday 14 April 2025
Act on penalty reminder notice or risk enforcement action	Scheduled for Thursday 1 July 2025

10.4 – ATTACHMENT 1. Whitehorse City Council - VEC 2024 Election Report

Whitehorse City Council

Appendix 4: VoterAlert advisories

Appendix 4: VoterAlert advisories

Appendix 4.1: SMS alerts

**Close of roll – sent from Wednesday 17 July to
Wednesday 31 July 2024**

VoterAlert: Vic council elections will be held by post this Oct. Make sure your details are correct before 4pm Wed 7 Aug. More info <https://vec.vic.gov.au/LG24>. If you'd rather not open links in this message, look up the VEC website or call 131 832 to check. Unsubscribe <https://vec.vic.gov.au/voteralert>

**Reminder close of voting – sent from Tuesday
22 October to Wednesday 23 October 2024**

VoterAlert: return your council election ballot pack by 6pm Fri Oct 25. If your ballot pack hasn't arrived, find out how to get a replacement at <https://vec.vic.gov.au/LG24>. Ignore if you've already voted or asked for a replacement. If you'd rather not visit links in this message, look up the VEC website or call 131 832. Unsubscribe: <https://vec.vic.gov.au/voteralert>

**Uncontested election – sent from Wednesday
25 September to Tuesday 1 October 2024**

VoterAlert: the election in your area is uncontested, as only one person nominated per vacancy. You do not need to vote. More info: <https://vec.vic.gov.au/LG24>. If you'd rather not visit links in this message, look up the VEC website or call 131 832. Unsubscribe: <https://vec.vic.gov.au/voteralert>

**Mail-out of ballot packs – sent from Monday 7 October
to Monday 14 October 2024**

VoterAlert: ballot packs for the local council elections are on their way, arriving by 15 Oct. Complete and return before 6pm on Fri 25 Oct. For more info visit <https://vec.vic.gov.au/LG24>, look up the VEC website or call 131 832. Unsubscribe: <https://vec.vic.gov.au/voteralert>

10.4 – ATTACHMENT 1. Whitehorse City Council - VEC 2024 Election Report

Appendix 4: VoterAlert advisories


Whitehorse City Council

Appendix 4.2: Email alerts

Close of roll email

Do not reply to this email. Replies go to an unmonitored inbox. [Contact us](#) with any questions.

VoterAlert

 Victorian Electoral Commission

Hi

Victorian local council elections are being held by post this October. You must be correctly enrolled by **4 pm on Wednesday 7 August**.

What you need to do

Not sure if your enrolment details are up to date? You can check online at vec.vic.gov.au/enrolment

If you've changed your address or name since you last voted in an election, you should update your details. Please also check the postal address listed on your enrolment, as this is where we will send your ballot pack.

CHECK MY DETAILS

If your details **haven't changed** since the last time you voted, get ready to vote. All voting in this election is by post. We will start posting ballot packs out from Monday 7 October.

The full list of candidates will be available on our website from 12 noon on Tuesday 17 September.

[Find out more about your council election.](#)

Voting is compulsory – don't risk a fine.

If you own properties in more than one Victorian council

Some people are eligible to enrol in more than one council. If you own or pay rates on a property in a Victorian council other than where you normally live, you can apply to enrol with that council. This is known as council enrolment.

Contact the council directly for more information about council enrolment.

[Find out more about council enrolment.](#)

You **must** vote for all councils you are enrolled in.

Electoral structure changes

Over half of Victoria's local councils have new electoral structures or have changed internal ward boundaries. You may be voting in a new ward this October.

You can check your council's ward boundaries on our [interactive map](#).

Information in your language

You can find election information in 20 languages other than English on our website.

[Find in-language information.](#)

Security

If you would rather not click any links in this email, all this information and more is on our website at vec.vic.gov.au. You can also hover over links to confirm they go to a [vic.gov.au](https://vec.vic.gov.au) website before you click them.

Be aware of scams: all emails we send you will have 'Victorian Electoral Commission <voteralert@info.vec.vic.gov.au>' as the sender. We will never ask you to enter credit card details or make payments through a website.

More information




Visit vec.vic.gov.au or call us on [131 832](tel:131832) between 8:30 am and 5 pm Monday to Friday.

Authorised by S. Bluemmel, Electoral Commissioner, 530 Collins Street, Melbourne, Victoria.

Our mailing address is:
Level 11, 530 Collins Street, Melbourne VIC 3000

This message was sent to you by the Victorian Electoral Commission because your contact details are listed on the Victorian electoral roll. Responses are not monitored.

UNSUBSCRIBE




[VEC website](#) | [Contact us](#) | [Privacy](#) | [Legal](#)

Uncontested election email

Do not reply to this email. Replies go to an unmonitored inbox. [Contact us](#) with any questions.

VoterAlert

 Victorian Electoral Commission

Hi

The Ward election is uncontested as there were the same number of candidates as vacancies at the close of nominations.

You are not required to vote this October.

If you own properties in any other Victorian councils

You will still get a ballot pack for any other councils you are enrolled in. Please complete and return all ballot packs you receive before **6 pm on Friday 25 October**.

If you don't vote you may risk a fine.

Check your enrolment online or contact the council directly to check your enrolment details.

Check my enrolment

Security

If you would rather not click any links in this email, all this information and more is on our website at vec.vic.gov.au. You can hover your mouse over links to make sure they go to a [vic.gov.au](https://vec.vic.gov.au) website before you click them.

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More information




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10.4 – ATTACHMENT 1. Whitehorse City Council - VEC 2024 Election Report


Whitehorse City Council

Appendix 4: VoterAlert advisories

Ballot pack mail-out email

Do not reply to this email. Replies go to an unmonitored inbox. Contact us with any questions.

VoterAlert

 Victorian Electoral Commission

Hi

You are enrolled to vote in the 2024 local council elections.

Your vote matters. Local council elections are your chance to vote on who represents you on the local community issues that you care about.

How to vote

Voting in these elections is by **post**.

We have started posting ballot packs to all enrolled voters. They will arrive by **Tuesday 15 October**.

Please follow the instructions in your ballot pack to complete your vote and mail it back to us as soon as possible.

If you're unsure, you can learn [how to fill out a ballot paper](#) on our website.

Voting closes at **6 pm on Friday 25 October**, but your local mail collection times may be earlier than this. We recommend you return your completed vote as soon as possible.

You can also drop your vote off at your local election office.

If you don't get a ballot pack

Ballot packs are in the mail and will arrive by **Tuesday 15 October**.

If you don't get a ballot pack by then, you can ask us to send you a replacement by calling [131 832](tel:131832) between 8:30 am and 5 pm, Monday to Friday.

Moved house or away from your address

If you are away from your mailing address you can request a replacement ballot pack. You can:

- call us on [131 832](tel:131832) between 8:30 am and 5 pm, Monday to Friday
- visit the election office of your **old address** to get a replacement on the spot. If you will be away during the election, you can fill in your vote there and return it straight away.

Find my election office

Find candidates

Information about candidates, including statements and candidate questionnaire responses are on our website.

Find candidates

Information in your language

Our website has information in more than 20 languages. There are also videos explaining how to vote in 10 different languages.

Find information in your language

Security

If you would rather not click any links in this email, all this information and more is on our website: vec.vic.gov.au. You can hover your mouse over links to confirm they go to a vec.vic.gov.au website before you click them.

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UNSUBSCRIBE




[VEC website](#) | [Contact us](#) | [Privacy](#) | [Legal](#)

Last week to vote email

Do not reply to this email. Replies go to an unmonitored inbox. Contact us with any questions.

VoterAlert

 Victorian Electoral Commission

Reminder: voting for the 2024 local council elections closes at 6 pm this Friday 25 October.

Please ignore this email if you've already voted or asked for a replacement ballot pack.

How to vote

Voting in these elections is by **post**.

Please follow the instructions in your ballot pack to complete your vote and mail it back to us as soon as possible. You can find instructions on [how to fill out a ballot paper](#) on our website.

Voting closes at **6 pm on Friday 25 October**, but your local mail collection times may be earlier than this. We recommend you return your completed vote as soon as possible.

You can also drop your vote off at your local election office.

Find my election office

If you don't get a ballot pack

If you haven't received your ballot pack in the mail yet, you can ask us to send you a replacement by:

- visiting your election office* to get a replacement on the spot. You can fill in your vote there and return it straight away.
- calling us on [131 832](tel:131832) between 8:30 am and 6 pm, Monday to Friday
- filling in our [online form](#).

*This must be the election office for your enrolled address. [Check your enrolment details](#) if you've recently moved.

Find my election office

Information in your language

Our website has information in more than 20 languages. There are also videos explaining how to vote in 10 different languages.

Find information in your language

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10.4 – ATTACHMENT 1. Whitehorse City Council - VEC 2024 Election Report

Appendix 5: Voter engagement program and initiatives

Whitehorse City Council

Appendix 5: Voter engagement program and initiatives

Program	Program details
Be Heard Democracy Ambassador program	This program provides free peer-led electoral education and information sessions to those under-represented in the electoral process. This includes people with disability and their carers, culturally and linguistically diverse (CALD) communities, people experiencing homelessness and young people. A total of 238 sessions were provided across the state reaching over 10,000 participants.
Specialist mobile enrolment	This program delivered peer-led enrolment sessions in prisons, homeless services, schools and tertiary education settings to reach young people and Aboriginal community settings across Melbourne and regional Victoria.
CALD in-language social media videos	This project produced a series of videos in 11 different languages including Auslan. Languages were chosen to reach language groups most in need of additional support. The videos provided electoral information on how to enrol, how to vote by post, and how to respond to an Apparent Failure to Vote Notice. These were widely distributed and shared through the VEC's social media platforms, community networks, and partner organisations.
Active Citizenship program	Electoral and civics education workshops were delivered to CALD community leaders in 3 locations across regional Victoria.
Aboriginal engagement	This program delivered information and engagement sessions across the greater Melbourne area and regional Victoria. These were designed to raise awareness that voting was compulsory and taking place via post. Culturally appropriate resources were produced to provide information on how to respond to an Apparent Failure to Vote Notice, including a video which was distributed and shared through the VEC's social media platforms and partner organisations.
Easy English guide	This was produced for people with low English proficiency and designed as a co-read product where a person supports the reader. These were distributed by Democracy Ambassadors as a key resource, and also available for download from the VEC's website.

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Whitehorse City Council

Appendix 6: Final list of candidates in ballot paper order

Appendix 6:
Final list of candidates
in ballot paper order

The candidates, in ballot paper order, were as follows:

Cootamundra Ward election

RICKARD, Jeffrey

LEEREVELD, Nyssa

CHEESMAN, Greg

FERGUSON, Alec Waleed

MUNROE, Andrew

SIMPSON, Kieran

Eley Ward election

GRIFFITHS, Daniel

THOMAS, Euan

LIU, Yuhong

SOLLY, David

SKILBECK, Trudy

Elgar Ward election

MALTBY, Heather

BARKER, Blair

TENNI, David

LE, Thu

Kingsley Ward election

LUU, Maeve

McNEILL, Amanda

SMITH, Greg

TONJAMBA KHUMAN, Jotin

GOLDSMITH, Gayle

PITISANO, Nadia

LANGFORD, Kirsten

Lake Ward election

MASSOUD, Denise

FENNELL, Zak

ZHENG, Hong Lin

WELLER, Hayley

Mahoneys Ward election

MARTIN, Jason

GADANI, Nildhara

LANE, Mark

MAKHIJANI, Anne V.

Simpson Ward election

KIRKE, Tim

CUTTS, Prue

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Appendix 6: Final list of candidates in ballot paper order

Whitehorse City Council

Sparks Ward election

LIU, Tina

ZHANG, Carol

QIN, Aaron

AFAJ, Saravina

ALLAN, Peter John

Terrara Ward election

GUNN, Jarrod

MANOS, George

Walker Ward election

GAUT, Stephanie

STENNETT, Ben

DWYER, Josh

DAW, Philip

BROWN, Preston

DAVIS, Christine

Wattle Ward election

DIXON, Greg

DAVENPORT, Andrew

LI, Sandy

10.4 – ATTACHMENT 1. Whitehorse City Council - VEC 2024 Election Report

Whitehorse City Council

Appendix 6: Final list of candidates in ballot paper order

Appendix 6.1: Candidate statements and photographs

Whitehorse City Council election	Total number of candidates at close of nominations	Number of candidates that lodged a candidate statement	Number of candidates that lodged a candidate photograph
Cootamundra Ward	6	6	6
Eley Ward	5	5	5
Elgar Ward	4	4	4
Kingsley Ward	7	7	7
Lake Ward	4	4	4
Mahoneys Ward	4	4	4
Simpson Ward	2	2	2
Sparks Ward	5	5	5
Terrara Ward	2	2	2
Walker Ward	6	6	6
Wattle Ward	3	3	3

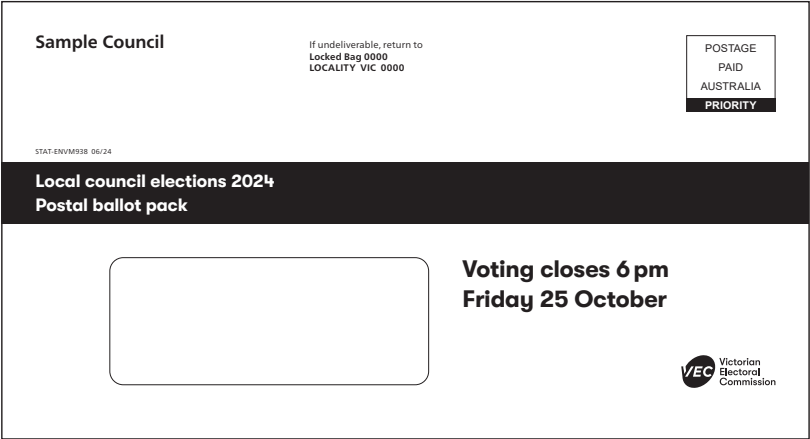
10.4 – ATTACHMENT 1. Whitehorse City Council - VEC 2024 Election Report

Appendix 6: Final list of candidates in ballot paper order

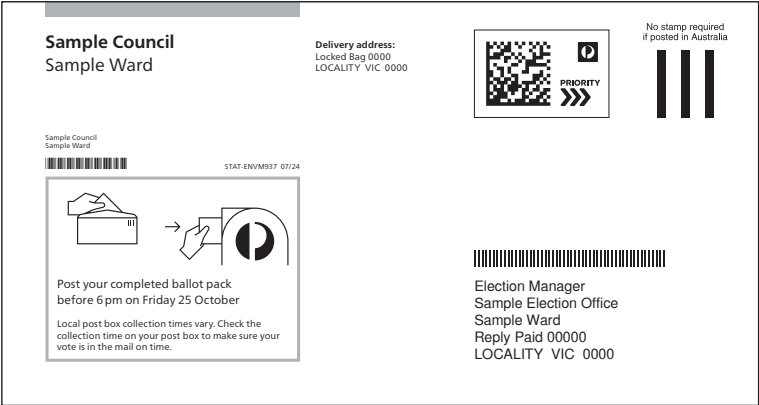
Whitehorse City Council

Appendix 6.2: Sample ballot material

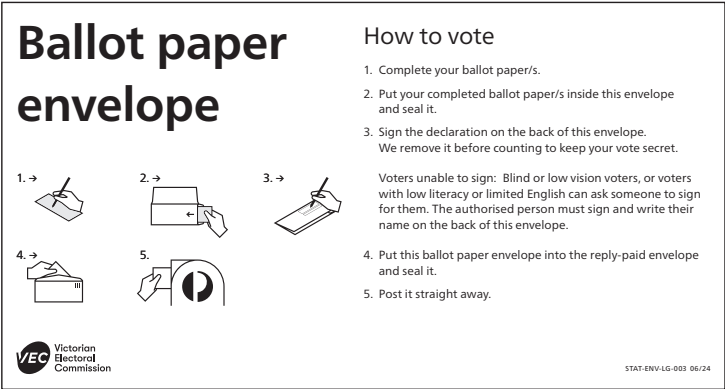
Outer envelope



Reply-paid envelope



Ballot paper envelope



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Whitehorse City Council

Appendix 6: Final list of candidates in ballot paper order

Candidate leaflet

Voting closes
6 pm Friday
25 October 2024

All voting in this election is by post.
Post your vote before voting closes.
We cannot accept late votes.

Local post box collection times vary. Check the collection time on your post box to make sure your vote is in the mail on time.

You can also drop your vote off during business hours to:

Address line 1
Address line 2
Address line 3

For more information, visit vec.vic.gov.au or call 131 832 during business hours.

Voting is compulsory


You are enrolled to vote in this election.

Voting is your right. By voting, you get to have a say in who represents you on your local council.

Voting is also a responsibility. If you don't vote, you may get a fine.

If your enrolment details have changed, it is your responsibility to update them. Visit vec.vic.gov.au/update for more information.


Sample Council
Sample Ward



Candidate leaflet

Sample Council
election 2024
Sample Ward


Sample Ward



Notice

The contents of candidate statements are provided by the candidates. Any enquiries about candidate statements should be directed to the relevant candidate. Candidate statements are not verified or endorsed by the election manager. Candidate statements are also available at vec.vic.gov.au

Candidates may also provide answers to a questionnaire. Responses are available at vec.vic.gov.au



How to vote multi-language leaflet
If applicable

How to vote leaflet




Language support

Visit vec.vic.gov.au/languages for more information in your language.

For interpreter assistance, call us. See the phone numbers on the next page.

STAT-LEAMUL01 07/24



Ballot paper

Sample Council
Sample Ward

Election of 1 Councillor

Number the boxes 1 to 4 in the order of your choice.
Number every box to make your vote count.
You must not use any number more than once.

☐ CANDIDATE, Name

☐ CANDIDATE, Name

☐ CANDIDATE, Name

☐ CANDIDATE, Name

10.4 – ATTACHMENT 1. Whitehorse City Council - VEC 2024 Election Report

Appendix 6: Final list of candidates in ballot paper order

Whitehorse City Council

Appendix 6.3: Sample uncontested ward leaflet

Sample Council election 2024
Sample Ward

At the close of nominations for the Sample Council, Sample Ward election, one nomination was received for one vacancy. Therefore, Candidate Name will be elected unopposed.
You are not required to vote.

Election Manager Name
Election Manager
For more information call 131 832



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Whitehorse City Council

Appendix 7: Daily breakdown of the general mail out

Appendix 7:

Daily breakdown of the general mail out

Whitehorse City Council election	7 October 2024	8 October 2024	9 October 2024	10 October 2024	Total general mail out
Whitehorse City Council	36,077	36,077	16,981	16,975	106,110
Cootamundra Ward	3,276	3,276	1,542	1,542	9,636
Eley Ward	3,457	3,457	1,628	1,627	10,169
Elgar Ward	3,103	3,103	1,460	1,460	9,126
Kingsley Ward	3,268	3,268	1,539	1,538	9,613
Lake Ward	3,385	3,385	1,593	1,592	9,955
Mahoneys Ward	3,499	3,499	1,647	1,646	10,291
Simpson Ward	3,439	3,439	1,619	1,619	10,116
Sparks Ward	3,018	3,018	1,420	1,419	8,875
Terrara Ward	3,213	3,213	1,512	1,512	9,450
Walker Ward	3,397	3,397	1,598	1,598	9,990
Wattle Ward	3,022	3,022	1,423	1,422	8,889

10.4 – ATTACHMENT 1. Whitehorse City Council - VEC 2024 Election Report

Appendix 8: Result information

Whitehorse City Council

Appendix 8:

Result information

Cootamundra Ward count summary

Enrolment	9,636
Formal votes	8,281
Informal votes	162 (1.92% of the total votes)
Voter turnout	8,443 (87.62% of the total enrolment)

Candidates (in ballot paper order)	First preference votes	Percentage
------------------------------------	------------------------	------------

RICKARD, Jeffrey	594	7.17%
LEEREVELD, Nyssa	1,718	20.75%
CHEESMAN, Greg	1,201	14.50%
FERGUSON, Alec Waleed	222	2.68%
MUNROE, Andrew	2,253	27.21%
SIMPSON, Kieran	2,293	27.69%

Successful candidates

SIMPSON, Kieran

Eley Ward count summary

Enrolment	10,169
Formal votes	8,537
Informal votes	196 (2.24% of the total votes)
Voter turnout	8,733 (85.88% of the total enrolment)

Candidates (in ballot paper order)	First preference votes	Percentage
------------------------------------	------------------------	------------

GRIFFITHS, Daniel	2,857	33.47%
THOMAS, Euan	859	10.06%
LIU, Yuhong	1,061	12.43%
SOLLY, David	2,299	26.93%

10.4 – ATTACHMENT 1. Whitehorse City Council - VEC 2024 Election Report

Whitehorse City Council

Appendix 8: Result information

Eley Ward count summary

SKILBECK, Trudy	1,461	17.11%
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Successful candidates

GRIFFITHS, Daniel

Elgar Ward count summary

Enrolment	9,125
Formal votes	7,550
Informal votes	141 (1.83% of the total votes)
Voter turnout	7,691 (84.28% of the total enrolment)

Candidates (in ballot paper order)	First preference votes	Percentage
MALTBY, Heather	1,224	16.21%
BARKER, Blair	3,765	49.87%
TENNI, David	1,312	17.38%
LE, Thu	1,249	16.54%

Successful candidates

BARKER, Blair

Kingsley Ward count summary

Enrolment	9,613
Formal votes	8,118
Informal votes	201 (2.42% of the total votes)
Voter turnout	8,319 (86.54% of the total enrolment)

Candidates (in ballot paper order)	First preference votes	Percentage
LUU, Maeve	1,249	15.39%
McNEILL, Amanda	1,927	23.74%
SMITH, Greg	798	9.83%
TONJAMBA KHUMAN, Jotin	461	5.68%

10.4 – ATTACHMENT 1. Whitehorse City Council - VEC 2024 Election Report

Appendix 8: Result information

Whitehorse City Council

Kingsley Ward count summary

GOLDSMITH, Gayle	442	5.44%
PITISANO, Nadia	1,006	12.39%
LANGFORD, Kirsten	2,235	27.53%

Successful candidates

LANGFORD, Kirsten

Lake Ward count summary

Enrolment	9,956
Formal votes	8,570
Informal votes	183 (2.09% of the total votes)
Voter turnout	8,753 (87.92% of the total enrolment)

Candidates (in ballot paper order)	First preference votes	Percentage
MASSOUD, Denise	2,883	33.64%
FENNELL, Zak	1,866	21.77%
ZHENG, Hong Lin	1,028	12.00%
WELLER, Hayley	2,793	32.59%

Successful candidates

WELLER, Hayley

Mahoneys Ward count summary

Enrolment	10,292
Formal votes	8,658
Informal votes	208 (2.35% of the total votes)
Voter turnout	8,866 (86.14% of the total enrolment)

Candidates (in ballot paper order)	First preference votes	Percentage
MARTIN, Jason	2,698	31.16%
GADANI, Nildhara	1,513	17.48%

10.4 – ATTACHMENT 1. Whitehorse City Council - VEC 2024 Election Report

Whitehorse City Council

Appendix 8: Result information

Mahoneys Ward count summary

LANE, Mark	2,721	31.43%
MAKHIJANI, Anne V.	1,726	19.94%

Successful candidates

MARTIN, Jason

Simpson Ward count summary

Enrolment	10,118
Formal votes	8,544
Informal votes	323 (3.64% of the total votes)
Voter turnout	8,867 (87.64% of the total enrolment)

Candidates (in ballot paper order)	First preference votes	Percentage
------------------------------------	------------------------	------------

KIRKE, Tim	3,739	43.76%
CUTTS, Prue	4,805	56.24%

Successful candidates

CUTTS, Prue

Sparks Ward count summary

Enrolment	8,877
Formal votes	7,288
Informal votes	169 (2.27% of the total votes)
Voter turnout	7,457 (84.00% of the total enrolment)

Candidates (in ballot paper order)	First preference votes	Percentage
------------------------------------	------------------------	------------

LIU, Tina	2,139	29.35%
ZHANG, Carol	620	8.51%
QIN, Aaron	1,229	16.86%
AFAJ, Saravina	678	9.30%
ALLAN, Peter John	2,622	35.98%

10.4 – ATTACHMENT 1. Whitehorse City Council - VEC 2024 Election Report

Appendix 8: Result information

Whitehorse City Council

Sparks Ward count summary**Successful candidates**

ALLAN, Peter John

Terrara Ward count summary

Enrolment 9,451

Formal votes 8,074

Informal votes 297 (3.55% of the total votes)

Voter turnout 8,371 (88.57% of the total enrolment)

Candidates (in ballot paper order)	First preference votes	Percentage
------------------------------------	------------------------	------------

GUNN, Jarrod	6,455	79.95%
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MANOS, George	1,619	20.05%
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Successful candidates

GUNN, Jarrod

Walker Ward count summary

Enrolment 9,990

Formal votes 8,519

Informal votes 213 (2.44% of the total votes)

Voter turnout 8,732 (87.41% of the total enrolment)

Candidates (in ballot paper order)	First preference votes	Percentage
------------------------------------	------------------------	------------

GAUT, Stephanie	1,958	22.98%
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STENNETT, Ben	3,217	37.76%
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DWYER, Josh	551	6.47%
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DAW, Philip	1186	13.92%
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BROWN, Preston	1072	12.58%
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DAVIS, Christine	535	6.28%
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Successful candidates

10.4 – ATTACHMENT 1. Whitehorse City Council - VEC 2024 Election Report

Whitehorse City Council

Appendix 8: Result information

Walker Ward count summary		
STENNETT, Ben		
Wattle Ward count summary		
Enrolment	8,889	
Formal votes	7,140	
Informal votes	156 (2.14% of the total votes)	
Voter turnout	7,296 (82.08% of the total enrolment)	
Candidates (in ballot paper order)	First preference votes	Percentage
DIXON, Greg	2,209	30.94%
DAVENPORT, Andrew	2,706	37.90%
LI, Sandy	2,225	31.16%
Successful candidates		
DAVENPORT, Andrew		

10.4 – ATTACHMENT 1. Whitehorse City Council - VEC 2024 Election Report

Appendix 9: Election participation statistics

Whitehorse City Council

Appendix 9: Election participation statistics

Participation is measured by the number of marks on the roll as a percentage of total enrolment and can vary from turnout (total ballot papers counted as a percentage of total enrolment).

Whitehorse City Council election participation	2020	2024	Statewide LG 2024 – excluding Melbourne City Council
18–19	93.48%	92.35%	86.64%
20–24	88.59%	87.26%	80.02%
25–29	82.70%	80.58%	74.09%
30–34	80.60%	78.86%	73.31%
35–39	82.85%	82.55%	76.18%
40–44	85.11%	84.93%	78.99%
45–49	87.12%	87.01%	81.92%
50–54	89.20%	89.70%	84.69%
55–59	89.95%	91.46%	87.46%
60–64	91.25%	90.16%	89.16%
65–69	91.82%	91.19%	90.41%
70+	90.14%	89.50%	88.77%
Voters enrolled through section 241 of the LG Act	89.62%	87.41%	86.27%
Voters enrolled through sections 243–245 of the LG Act	62.57%	84.20%	60.96%
Total voters enrolled	87.59%	87.39%	84.12%

10.4 – ATTACHMENT 1. Whitehorse City Council - VEC 2024 Election Report

Whitehorse City Council

Appendix 9: Election participation statistics

Cootamundra Ward election participation	2024	Statewide LG 2024 – excluding Melbourne City Council
18–19	94.53%	86.64%
20–24	89.32%	80.02%
25–29	82.09%	74.09%
30–34	80.83%	73.31%
35–39	81.07%	76.18%
40–44	86.88%	78.99%
45–49	88.78%	81.92%
50–54	90.90%	84.69%
55–59	92.31%	87.46%
60–64	92.77%	89.16%
65–69	91.89%	90.41%
70+	91.51%	88.77%
Voters enrolled through section 241 of the LG Act	88.81%	86.27%
Voters enrolled through sections 243–245 of the LG Act	81.82%	60.96%
Total voters enrolled	88.78%	84.12%

Eley Ward election participation	2024	Statewide LG 2024 – excluding Melbourne City Council
18–19	91.35%	86.64%
20–24	86.43%	80.02%
25–29	83.12%	74.09%
30–34	77.84%	73.31%
35–39	84.80%	76.18%
40–44	85.02%	78.99%
45–49	87.47%	81.92%
50–54	90.51%	84.69%
55–59	90.62%	87.46%
60–64	90.14%	89.16%
65–69	89.90%	90.41%
70+	88.50%	88.77%
Voters enrolled through section 241 of the LG Act	87.39%	86.27%
Voters enrolled through sections 243–245 of the LG Act	75.76%	60.96%
Total voters enrolled	87.35%	84.12%

10.4 – ATTACHMENT 1. Whitehorse City Council - VEC 2024 Election Report

Appendix 9: Election participation statistics

Whitehorse City Council

Elgar Ward election participation	2024	Statewide LG 2024 – excluding Melbourne City Council
18–19	92.67%	86.64%
20–24	87.39%	80.02%
25–29	79.38%	74.09%
30–34	77.07%	73.31%
35–39	80.90%	76.18%
40–44	81.37%	78.99%
45–49	85.75%	81.92%
50–54	88.69%	84.69%
55–59	90.27%	87.46%
60–64	88.09%	89.16%
65–69	88.10%	90.41%
70+	87.99%	88.77%
Voters enrolled through section 241 of the LG Act	85.54%	86.27%
Voters enrolled through sections 243–245 of the LG Act	87.50%	60.96%
Total voters enrolled	85.56%	84.12%

Kingsley Ward election participation	2024	Statewide LG 2024 – excluding Melbourne City Council
18–19	93.94%	86.64%
20–24	89.33%	80.02%
25–29	76.88%	74.09%
30–34	77.98%	73.31%
35–39	81.12%	76.18%
40–44	86.33%	78.99%
45–49	87.05%	81.92%
50–54	88.40%	84.69%
55–59	92.46%	87.46%
60–64	91.64%	89.16%
65–69	92.98%	90.41%
70+	89.97%	88.77%
Voters enrolled through section 241 of the LG Act	87.78%	86.27%
Voters enrolled through sections 243–245 of the LG Act	83.08%	60.96%
Total voters enrolled	87.75%	84.12%

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Whitehorse City Council

Appendix 9: Election participation statistics

Lake Ward election participation	2024	Statewide LG 2024 – excluding Melbourne City Council
18–19	92.17%	86.64%
20–24	90.86%	80.02%
25–29	83.91%	74.09%
30–34	84.54%	73.31%
35–39	82.68%	76.18%
40–44	86.44%	78.99%
45–49	88.07%	81.92%
50–54	92.21%	84.69%
55–59	94.32%	87.46%
60–64	90.01%	89.16%
65–69	91.85%	90.41%
70+	90.09%	88.77%
Voters enrolled through section 241 of the LG Act	89.11%	86.27%
Voters enrolled through sections 243–245 of the LG Act	96.43%	60.96%
Total voters enrolled	89.13%	84.12%

Mahoneys Ward election participation	2024	Statewide LG 2024 – excluding Melbourne City Council
18–19	92.45%	86.64%
20–24	87.88%	80.02%
25–29	80.91%	74.09%
30–34	80.54%	73.31%
35–39	84.05%	76.18%
40–44	85.12%	78.99%
45–49	84.59%	81.92%
50–54	88.19%	84.69%
55–59	91.81%	87.46%
60–64	90.09%	89.16%
65–69	91.73%	90.41%
70+	89.24%	88.77%
Voters enrolled through section 241 of the LG Act	87.45%	86.27%
Voters enrolled through sections 243–245 of the LG Act	85.71%	60.96%
Total voters enrolled	87.45%	84.12%

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Appendix 9: Election participation statistics

Whitehorse City Council

Simpson Ward election participation	2024	Statewide LG 2024 – excluding Melbourne City Council
18–19	91.95%	86.64%
20–24	88.13%	80.02%
25–29	78.15%	74.09%
30–34	78.21%	73.31%
35–39	87.24%	76.18%
40–44	87.32%	78.99%
45–49	88.32%	81.92%
50–54	92.08%	84.69%
55–59	91.04%	87.46%
60–64	91.55%	89.16%
65–69	91.41%	90.41%
70+	91.62%	88.77%
Voters enrolled through section 241 of the LG Act	88.75%	86.27%
Voters enrolled through sections 243–245 of the LG Act	69.44%	60.96%
Total voters enrolled	88.68%	84.12%

Sparks Ward election participation	2024	Statewide LG 2024 – excluding Melbourne City Council
18–19	92.13%	86.64%
20–24	83.48%	80.02%
25–29	79.86%	74.09%
30–34	74.60%	73.31%
35–39	80.28%	76.18%
40–44	83.16%	78.99%
45–49	84.12%	81.92%
50–54	88.48%	84.69%
55–59	88.57%	87.46%
60–64	89.67%	89.16%
65–69	91.48%	90.41%
70+	87.73%	88.77%
Voters enrolled through section 241 of the LG Act	85.23%	86.27%
Voters enrolled through sections 243–245 of the LG Act	80.60%	60.96%
Total voters enrolled	85.16%	84.12%

10.4 – ATTACHMENT 1. Whitehorse City Council - VEC 2024 Election Report

Whitehorse City Council

Appendix 9: Election participation statistics

Terrara Ward election participation	2024	Statewide LG 2024 – excluding Melbourne City Council
18–19	91.89%	86.64%
20–24	88.40%	80.02%
25–29	85.24%	74.09%
30–34	82.53%	73.31%
35–39	85.23%	76.18%
40–44	86.39%	78.99%
45–49	86.78%	81.92%
50–54	91.55%	84.69%
55–59	93.06%	87.46%
60–64	90.43%	89.16%
65–69	92.44%	90.41%
70+	90.66%	88.77%
Voters enrolled through section 241 of the LG Act	89.38%	86.27%
Voters enrolled through sections 243–245 of the LG Act	87.10%	60.96%
Total voters enrolled	89.38%	84.12%

Walker Ward election participation	2024	Statewide LG 2024 – excluding Melbourne City Council
18–19	97.31%	86.64%
20–24	89.01%	80.02%
25–29	83.66%	74.09%
30–34	82.37%	73.31%
35–39	84.29%	76.18%
40–44	88.37%	78.99%
45–49	87.89%	81.92%
50–54	88.76%	84.69%
55–59	91.71%	87.46%
60–64	89.13%	89.16%
65–69	91.96%	90.41%
70+	89.95%	88.77%
Voters enrolled through section 241 of the LG Act	88.24%	86.27%
Voters enrolled through sections 243–245 of the LG Act	92.98%	60.96%
Total voters enrolled	88.27%	84.12%

10.4 – ATTACHMENT 1. Whitehorse City Council - VEC 2024 Election Report

Appendix 9: Election participation statistics

Whitehorse City Council

Wattle Ward election participation	2024	Statewide LG 2024 – excluding Melbourne City Council
18–19	85.51%	86.64%
20–24	79.62%	80.02%
25–29	73.23%	74.09%
30–34	70.96%	73.31%
35–39	76.34%	76.18%
40–44	77.81%	78.99%
45–49	88.31%	81.92%
50–54	86.95%	84.69%
55–59	89.85%	87.46%
60–64	88.19%	89.16%
65–69	89.36%	90.41%
70+	87.27%	88.77%
Voters enrolled through section 241 of the LG Act	83.04%	86.27%
Voters enrolled through sections 243–245 of the LG Act	88.46%	60.96%
Total voters enrolled	83.07%	84.12%

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Whitehorse City Council

Appendix 10: Complaints

Appendix 10: Complaints

Written complaints received by the VEC

Where an outcome is a follow-up response, the customer may have replied to the VEC's response and the VEC has therefore replied to that follow-up email.

Where an outcome has no action taken, this could be an anonymous submission that doesn't contain feedback and therefore can't be passed on to another team.

Date	Nature of complaint	Action taken by the VEC
Friday 2 August 2024	VEC Complaint - VEC comms other channels	Response provided
Sunday 4 August 2024	LGI Complaint - Conduct of campaign worker away from election office	Referred to LGI
Wednesday 11 September 2024	VEC Complaint - Overseas and interstate voting	Response provided
Thursday 19 September 2024	LGI Complaint - Conduct of candidate away from election office	Referred to LGI
Monday 23 September 2024	VEC Complaint - Head office procedures	Response provided
Monday 23 September 2024	LGI Complaint - Misleading and deceptive material; Candidate statement	Referred to LGI
Wednesday 25 September 2024	VEC Complaint - Nomination instance	Response provided
Thursday 26 September 2024	LGI Complaint - Unauthorised material; Incorrectly authorised material	Referred to LGI
Friday 27 September 2024	VEC Complaint - Candidate eligibility	Response provided
Tuesday 8 October 2024	LGI Complaint - Misleading and deceptive material	Referred to LGI
Tuesday 8 October 2024	LGI Complaint - Misleading and deceptive material	Referred to LGI
Wednesday 9 October 2024	LGI Complaint - False claims in material; Postal material from candidates or parties	Referred to LGI
Wednesday 9 October 2024	LGI Complaint - Unauthorised material	Referred to LGI
Thursday 10 October 2024	VEC Complaint - Compulsory voting - generally; Removal from roll	Response provided

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Appendix 10: Complaints

Whitehorse City Council

Date	Nature of complaint	Action taken by the VEC
Thursday 10 October 2024	LGI Complaint - Misleading and deceptive material	Referred to LGI
Friday 11 October 2024	VEC Complaint - Postal voting process	Response provided
Monday 14 October 2024	VEC Complaint - Overseas and interstate voting	Response provided
Monday 14 October 2024	LGI Complaint - Misleading and deceptive material	Referred to LGI
Monday 14 October 2024	VEC Complaint - Postal voting process	Response provided
Thursday 17 October 2024	VEC Complaint - Updating enrolment; Removal from roll	No action
Friday 18 October 2024	VEC Complaint - Postal voting process; Checking enrolment	Response provided
Saturday 19 October 2024	LGI Complaint - Misleading and deceptive material	Referred to LGI
Monday 21 October 2024	VEC Complaint - Compulsory voting - generally	Response provided
Tuesday 22 October 2024	LGI Complaint - Interference with signage; Conduct of candidate away from election office	Referred to LGI
Wednesday 23 October 2024	VEC Complaint - Overseas and interstate voting	No action
Thursday 24 October 2024	VEC Complaint - Postal vote receipt delayed	Response provided
Tuesday 29 October 2024	VEC Complaint - Ballot draw; Electoral integrity; Ballot paper format or design; Ballot paper shortages	Response provided
Wednesday 6 November 2024	VEC Complaint - Language accessibility	Response provided

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(Victorian Electoral Commission)

April 2025

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10.5 **CEO Employment Matters - Policy review and
appointment of the Independent Advisor**

Attachment 1 CEO Employment and Remuneration Policy - Revised
27 February 2023 - May 2025

**10.5 – ATTACHMENT 1. CEO Employment and Remuneration Policy - Revised 27
February 2023 - May 2025**

CEO Employment and Remuneration Policy

1. Purpose

This is the Chief Executive Officer Employment and Remuneration Policy (**Policy**) of Whitehorse City Council (**Council**), made in accordance with section 45 of the *Local Government Act 2020*.

This Policy provides for the following matters which Council is responsible for under the Act or as a requirement of this Policy:

- (a) the recruitment and appointment of the Chief Executive Officer ensuring that
 - the recruitment decision is based on merit;
 - the recruitment processes support transparency in the recruitment process and the public advertising of the position; and
 - regard is had to gender equity, diversity and inclusiveness.
- (b) approving the Contract of Employment entered into between Council and the Chief Executive Officer;
- (c) the appointment of an Acting Chief Executive Officer for periods in excess of 28 days (d) the provision of independent professional advice in relation to the matters dealt with in the Policy;
- (e) the monitoring of the Chief Executive Officer's performance;
- (f) an annual review of the Chief Executive Officer's performance; and
- (g) determining the Chief Executive Officer's remuneration.

2. Date of Commencement

- 2.1 This Policy commences operation on 28 February 2023.

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3. Definitions

- 3.1 In this Policy, unless the context suggests otherwise the following words and phrases mean:

Act means the *Local Government Act 2020*.

Annual Review Report has the meaning given in paragraph 12.1.

Chief Executive Officer or **CEO** means the Chief Executive Officer of Council.

Committee means the CEO Employment and Remuneration Committee established under this Policy.

Contract of Employment means the contract of employment between Council and the CEO, including any schedules.

Council means **Whitehorse City** Council.

Councillors means the individuals holding the office of a member of Whitehorse City Council.

Council meeting has the same meaning as in the Act.

Executive Search Consultant means a consultant with specialist expertise in sourcing and evaluating candidates for senior executive roles.

Independent Advisor means the advisor appointed by Council to provide independent advice in accordance with section 45(2)(a) of the Act.

KPIs means Key Performance Indicators or performance criteria however described.

Mayor means the Mayor of Council.

Performance Plan means the annual performance plan setting out KPIs for the CEO.

Policy means this CEO Employment and Remuneration Policy adopted in accordance with section 45 of the Act.

Public Sector Wages Determination means any Determination that is currently in effect under section 21 of the *Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019* in relation to remuneration bands for executives employed in public service bodies.



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Recruitment Policy means the recruitment policy adopted by the CEO under section 48(2) of the Act.

Regulations means the Regulations made under Division 7 of Part 2 of the Act.

Remuneration Package means the total gross remuneration package paid to the CEO pursuant to the Contract of Employment.

Resolution means a resolution of Council made at a properly constituted Council meeting.

4. Overview

- 4.1 This Policy outlines the mechanisms which support Council in fulfilling its obligations regarding the CEO's employment and under the Act.
- 4.2 The aims of the CEO in relation to this Policy are to:
 - 4.2.1 work collaboratively with the Committee in determining the Performance Plan on an annual basis;
 - 4.2.2 actively participate in the performance appraisal process as required by the Committee;
 - 4.2.3 make use of constructive feedback from Councillors and Committee Members in relation to performance appraisals;
 - 4.2.4 undertake professional development on an as needed basis, or as part of the Performance Plan; and
 - 4.2.5 promptly draw the Committee's attention to any situation where any variation of the Performance Plan may be required in light of the current circumstances.
- 4.3 The aims of Council (including via the Committee) in relation to this Policy are to:
 - 4.3.1 establish the Committee;
 - 4.3.2 provide processes for the recruitment of a natural person, and their appointment, to the position of CEO;
 - 4.3.3 draft and approve the Contract of Employment entered into between Council and the CEO;



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- 4.3.4 seek and be guided by independent professional advice in relation to the matters dealt with in this Policy;
- 4.3.5 provide processes for determining and reviewing the CEO's Remuneration Package;
- 4.3.6 provide processes for the monitoring of the CEO's performance including setting the Performance Plan and conducting an annual review;
- 4.3.7 determine, as required, whether any variations to the Remuneration Package and terms and conditions of employment of the CEO; and
- 4.3.8 provide processes for the appointment of an Acting Chief Executive Officer for periods in excess of 28 days.

5. CEO Employment and Remuneration Committee

- 5.1 Council will establish a CEO Employment and Remuneration Committee (**Committee**).
- 5.2 The Committee will be an advisory committee to Council.
- 5.3 The purposes of the Committee are to consider, and make recommendations to Council with respect to, the:
 - 5.3.1 selection and appointment of the Independent Advisor;
 - 5.3.2 independent advice received from the Independent Advisor;
 - 5.3.3 performance monitoring of the CEO, including with respect to achievement of the KPIs;
 - 5.3.4 annual review of the CEO's performance, including against the KPIs;
 - 5.3.5 CEO's remuneration;
 - 5.3.6 recruitment and appointment of a CEO, if required;
 - 5.3.7 provisions to be included in the Contract of Employment from time to time;
 - 5.3.8 appointment of an Acting CEO for periods in excess of 28 days. Less than 28 days CEO will appoint their Acting.
 - 5.3.9 Implementation of this Policy.



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- 5.4 The Committee must include at least the Mayor, Deputy Mayor and two Councillors.
- 5.5 The Committee is to be chaired by:
 - 5.5.1 the Mayor; or
 - 5.5.2 if the Mayor is absent, the Deputy Mayor, or
 - 5.5.3 if the Mayor and Deputy Mayor is absent, a Councillor who is present at the Committee meeting and is appointed by the members of the Committee who are also present.
- 5.6 The Committee is to hold meetings as often as is necessary to:
 - 5.6.1 prepare documentation relevant to the CEO's employment and remuneration, including Council reports and contractual documents, for the approval of Council;
 - 5.6.2 conduct and maintain appropriate records regarding performance reviews of the CEO; and
 - 5.6.3 review the Remuneration Package and conditions of employment of the CEO,

provided that the Committee meets at least once in each year.
- 5.7 The Committee will provide a report to Council following each meeting describing its activities and making recommendations about any action to be taken by Council.
- 5.8 The Committee will determine its procedures at its first meeting, which will include:
 - 5.8.1 the rules for its meetings, noting that meetings should be conducted with as little formality and technicality as appropriate to fulfil the Committee's purposes;
 - 5.8.2 how often the Committee will meet, provided that the Committee meets at least once per year;
 - 5.8.3 quorum, provided that the quorum is not less than the Mayor and two Councillors;
 - 5.8.4 means of attendance at Committee meetings (eg in person or electronically); and



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5.8.5 the taking of the minutes of the Committee meetings,
and will communicate the procedures to Council.

5.9 The Mayor, Deputy Mayor or any two (2) Councillors can call for the Committee to meet.

6. Recruitment of CEO

6.1 The Committee will establish and manage the process to recruit the CEO, designed to ensure that Council can select the best available candidate from a short list of preferred candidates (with or without a recommendation from the Committee).

6.2 The Committee will determine, and make a recommendation to Council, as to:

6.2.1 whether there is a need to engage an Executive Search Consultant to run the recruitment process; and, if so

6.2.2 the Executive Search Consultant to be appointed to run the recruitment process.

6.3 If an Executive Search Consultant is engaged, the Committee must liaise with the Executive Search Consultant in connection with the recruitment process.

6.4 The Committee must have regard to the following when considering the recruitment of the position of CEO:

6.4.1 ensuring that the recruitment decision is based on merit;

6.4.2 supporting transparency in the recruitment process and the public advertising of the position; and

6.4.3 ensuring that regard is had to gender equity, diversity and inclusiveness.

6.5 The Committee must ensure that the Executive Search Consultant publicly advertises the CEO role.

6.6 The Committee must direct the Executive Search Consultant to prepare, and provide to Council, a schedule of dates for key decisions to be made by resolution of Council throughout the recruitment process.



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- 6.7 The Committee must provide a report and recommendation to Council so that each key decision identified in the schedule prepared under paragraph 6.6 can be made by resolution of Council.

7. Appointment of the CEO

- 7.1 Council will receive a report from the Committee on the completion of its role in the recruitment process, and Council will proceed to decide on a preferred candidate with the support of the Committee to negotiate and finalise the Contract of Employment.
- 7.2 The Committee will provide a recommendation to Council on the provisions to be contained in the proposed Contract of Employment.
- 7.3 The appointment of the CEO must be made by a resolution of Council.

8. Reappointment of the CEO

- 8.1 No more than 6 months and no less than 3 months prior to the expiry of the current CEO's Contract of Employment, the Committee will provide a recommendation to Council on:
- 8.1.1 whether the CEO should be reappointed under a new Contract of Employment; and
 - 8.1.2 if the recommendation is to reappoint the CEO, the proposed provisions of the further Contract of Employment.
- 8.2 Any reappointment of the current CEO must be made by a resolution of Council.

9. Contract of Employment

- 9.1 The Contract of Employment is to be read in conjunction with this Policy (but the terms of the Policy are not incorporated into the Contract of Employment).
- 9.2 The Contract of Employment will, at a minimum, outline the following:
- 9.2.1 the employment term, which must not exceed 5 years in accordance with section 44(2) of the Act;
 - 9.2.2 the responsibilities and duties of the position, including compliance with the Act and the Code of Conduct;
 - 9.2.3 the conflict of interest management requirements;



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- 9.2.4 the CEO's Remuneration Package and other entitlements;
 - 9.2.5 any legislative and contractual obligations, including those during and continuing after appointment;
 - 9.2.6 the CEO's leave entitlements;
 - 9.2.7 dispute resolution procedures;
 - 9.2.8 processes for managing unsatisfactory performance;
 - 9.2.9 processes for early termination, including notice of termination provisions with notice of termination by Council being restricted to a maximum of six [6] months; and
 - 9.2.10 any other matters required to be contained in the Contract of Employment by the Regulations.
- 9.3 The Contract of Employment may only be varied by a resolution of Council and accepted by the CEO, recorded in a deed of variation.

10. Remuneration and Expenses

- 10.1 The Remuneration Package provided to the CEO will form part of the Committee's annual review, having regard to (in accordance with section 45(3) of the Act):
- 10.1.1 any statement of policy issued by the Government of Victoria which is in force with respect to its wages policy (or equivalent); and
 - 10.1.2 any Public Sector Wages Determination.
- 10.2 Remuneration will be reviewed on an annual basis, in accordance with the CEO's Performance Plan and contractual requirements.
- 10.3 Council will meet expenses incurred by the CEO in relation to:
- 10.3.1 membership and subscription fees payable to professional associations which are reasonably necessary in order to carry out duties;
 - 10.3.2 reasonable costs incurred where attending conferences, seminars or other networking functions; and
 - 10.3.3 reasonable costs incurred in performance of required duties.



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- 10.4 CEO expenses will be reported to the Audit and Risk Committee in accordance with the Audit and Risk work plan.

11. Performance monitoring

- 11.1 Council will adopt an annual Performance Plan for the CEO, which will include KPIs. The Performance Plan must be developed collaboratively between the CEO and the Committee.
- 11.2 The CEO is to provide progress reports against the Performance Plan to the Committee on an annual basis.
- 11.3 The Committee may meet with the CEO following each progress report to discuss the matters contained in the progress report.
- 11.4 Following the initial [6] months of the CEO's term, a workshop with Councillors and the CEO should be coordinated so that:
- 11.4.1 the CEO can prepare and present an overview of their findings during the early months, and highlight any projections or forecasts of relevance to Council during their tenure;
 - 11.4.2 Councillors can provide feedback to the CEO on their perspective of the CEO's performance during the initial period; and
 - 11.4.3 Council and CEO can agree to projects and priorities for inclusion in the CEO's Performance Plan and KPIs.
- 11.5 Nothing in this Policy prevents the Committee and/or Council from monitoring the CEO's performance on an ongoing basis.

12. Annual review

- 12.1 In preparation for Council's review, the Committee is required to submit an annual review report (**Annual Review Report**) to Council which includes recommendations on the following:
- 12.1.1 whether, and to what extent, the CEO has met the KPIs under the Performance Plan;
 - 12.1.2 whether any KPIs or other criteria ought to be varied under the Performance Plan;
 - 12.1.3 whether the Remuneration Package ought to be varied; and
 - 12.1.4 any other necessary matters.



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12.2 The Committee will submit the Annual Review Report to Council only after meeting with the CEO to discuss the Committee's proposed recommendations.

12.3 Council shall, after receipt of the Annual Review Report, review the recommendations in the Annual Review Report and advise the CEO of the outcomes of the review process.

13. Acting CEO

13.1 Council must appoint an Acting CEO when there is a vacancy in the office of the CEO or the CEO is unable to perform their duties of the office of Chief Executive Officer.

13.2 The appointment of the CEO must be made by a resolution of Council unless the Acting CEO is appointed for a period not exceeding 28 days, in which case the CEO may appoint an Acting CEO under delegation from Council pursuant to section 11(3) of the Act.

14. Independent advice

14.1 The Independent Advisor is responsible for providing independent professional advice in relation to the matters dealt with under this Policy in accordance with section 45(2)(a) of the Act.

14.2 The Independent Advisor will be appointed on the recommendation of the Committee following a process to seek experienced and suitably qualified persons but must not be the Executive Search Consultant appointed by Council to assist in the recruitment process.

14.3 Council will determine the:

14.3.1 term of appointment of the Independent Advisor; and

14.3.2 remuneration of the Independent Advisor.

14.4 Council, or the Committee with the approval of a Resolution, can, on an as needed basis, obtain additional independent professional advice in relation to the matters dealt with under this Policy.

15. Interaction with Act and Regulations

15.1 This Policy applies subject to any inconsistent obligations in the Act or the Regulations.



10.5 – ATTACHMENT 1. CEO Employment and Remuneration Policy - Revised 27 February 2023 - May 2025**16. Confidentiality**

- 16.1 Council is not required to disclose any personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs.

17. Delegations

- 17.1 Council must not delegate the power to appoint the CEO, whether on a permanent or acting basis, however, it may delegate to the CEO the power to appoint an Acting CEO for a period not exceeding 28 days (sections 11(2)(d) and 11(3) of the Act).
- 17.2 Council must not delegate the power to make any decision in relation to the employment, dismissal or removal of the CEO (section 11(2)(e) of the Act).

18. Review of Policy

- 18.1 This Policy will be reviewed at least every 3 years by the Committee and within 6 months of each Council election, and the Committee will make a recommendation to Council with respect to any suggested changes.

REVIEW

Adopted	Reviewed	Department
13 December 2021	27 February 2023 26 May 2025	Governance and Integrity People and Culture

Next Review Date: 1 May 2028

