

Council Meeting

Minutes

Meeting No. 641

10 December 2024

Commenced at 7.00pm

Council Chamber

301 Hampshire Road, Sunshine,
Victoria

Fiona Blair
Chief Executive Officer
13 December 2024

Council

Cr Joh Bauch	
Cr Victoria Borg	Deputy Mayor
Cr Thuy Dang	Mayor
Cr Maria Kerr	
Cr Daniel Kruk	
Cr Lucy Nguyen	
Cr Katharine Nikolic	
Cr Duyen Anh Pham	
Cr Ranka Rasic	
Cr Virginia Tachos	
Cr Kim Thien Truong	

Municipal Monitors

Ms Janet Dore	Municipal Monitor
Ms Penelope Holloway	Municipal Monitor

Executive Leadership Team

Ms Fiona Blair	Chief Executive Officer
Ms Lynley Dumble	Director Community Wellbeing
Ms Georgie Hill	Director People, Partnerships and Performance
Mr Chris Leivers	Director Infrastructure and City Services
Mr Mark Stoermer	Director Corporate Services
Mr Kelvin Walsh	Director City Futures

Governance Team

Mr Danny Bilaver	Manager Governance and Risk
Mr Tony Vo	Coordinator Council Business
Ms Natalie Horvatic	Council Business Officer

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1 Opening (Including Acknowledgement Of Country)

The Mayor, Cr Thuy Dang, opened the meeting at 7.00pm and welcomed all in attendance.

The Mayor stated:

On behalf of Brimbank City Council, I respectfully acknowledge and recognise the Wurundjeri and Bunurong Peoples as the Traditional Custodians of this land and pay respect to their Elders, past, present and future.

2 Council Commitment

The Mayor, on behalf of the Council, read the Council Commitment:

As the Council, we will act in the best interests of the Brimbank community and consider the immediate and long term impacts of our decisions. We will make these decisions fairly and without bias.

We will uphold all of our obligations under the laws of Victoria and Council's local laws, and will act in accordance with the Model Councillor Code of Conduct.

3 Apologies/Leave Of Absence

Nil.

4 Disclosure Of Conflicts Of Interest

The Mayor Cr Thuy Dang and Cr Katharine Nikolic indicated they would raise a conflict of interest in relation to Item 12.8.

5 Designation Of Items As Confidential

Motion

That Council declares confidential in accordance with section 66(2)(a) of the *Local Government Act 2020 (the Act)*:

- Confidential Attachment 1 to Report 12.9 Contract No: 25/3549 - 2024/2025 Asphalt Resurfacing Works at Various Roads (Package 1 and Package 2)

as it relates to private commercial information, being information provided by a business, commercial or financial undertaking that, if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage (s 3(1)(g) of *the Act*).

Resolution

Moved Cr Ranka Rasic/Seconded Cr Katharine Nikolic

That Council declares confidential in accordance with section 66(2)(a) of the *Local Government Act 2020 (the Act)*:

- **Confidential Attachment 1 to Report 12.9 Contract No: 25/3549 - 2024/2025 Asphalt Resurfacing Works at Various Roads (Package 1 and Package 2)**

as it relates to private commercial information, being information provided by a business, commercial or financial undertaking that, if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage (s 3(1)(g) of *the Act*).

CARRIED

6 Confirmation Of Minutes Of Previous Council Meetings

Motion

That Council confirms the Minutes of Council Meeting No. 637, held on 10 September 2024; Council Meeting No. 638, held on 15 October 2024; Council Meeting No. 639, held on 20 November 2024; and Council Meeting No. 640, held on 25 November 2024.

Resolution

Moved Cr Virginia Tachos/Seconded Cr Maria Kerr

That Council confirms the Minutes of Council Meeting No. 637, held on 10 September 2024; Council Meeting No. 638, held on 15 October 2024; Council Meeting No. 639, held on 20 November 2024; and Council Meeting No. 640, held on 25 November 2024.

CARRIED

7 Condolences

Motion

That Council notes the passing of Dr Selvanayagam Selvendra, and extends condolences to his family.

Resolution

Moved Cr Victoria Borg/Seconded Cr Duyen Anh Pham

That Council notes the passing of Dr Selvanayagam Selvendra, and extends condolences to his family.

CARRIED

8 Congratulations

Nil.

9 Public Question Time

Public Question Time commenced at 7.10pm

164/24

Question

C Deigan

The derelict building at 6-18 Alexandra Avenue in Sunshine is a blight on the community, unsightly and routinely attracting criminal and antisocial behaviour. What actions are Council taking to clean up this property?

Answer

Council's Compliance officers respond to complaints regarding sites and seek to have corrective action undertaken by the property owners to rectify concerns when they are raised.

In response to this question, Compliance officers will carry out an inspection of the site and issue corrective Notices should they be warranted. Concerned residents should report any alleged criminal activity to Victoria Police.

165/24

Question

C Deigan

There is an unfortunately a problem of rubbish dumping in Sunshine. What actions are Council taking to create pride in our community and discourage this unfortunate behaviour?

Answer

Illegal dumping is a significant problem across Brimbank and Victoria.

Council's response to illegal dumping includes community engagement, prevention, cleansing and where appropriate, enforcement.

Services and actions to mitigate illegal dumping include:

- 'At-Call' Hard Waste Collection.
- 'No-charge' drop-off at the Resource Recovery Centre, and E-Waste Hubs across Brimbank
- Monitoring via surveillance cameras, investigations by authorised officers, and enforcement where needed
- Community education campaigns with schools, businesses, and environmental groups to encourage proper waste disposal and reduce dumping.

Residents are encouraged to report dumped rubbish to Council at 9249 4000 or via the Report It form online. Witnesses of illegal dumping can also contact the Police. For more details, visit the Council website.

166/24

Question

T Morecroft

The playground at the end of Austral Pl (just off Fremont pde) was burned down recently. Is there a plan to rebuild it with new equipment?
Thanks.

Answer

Council has removed damaged equipment from the recently vandalised and burnt Austral Place playground. The slide frame will also need to be removed in the coming week.

Council has commenced the process to purchase replacement equipment.

167/24**Question**

R Galati

Why is the Brimbank aquatic and wellness centre putting up posts about raising kids free of harmful gender stereotypes.

Please clarify what does this mean exactly?

Answer

The global 16 Days of Activism against Gender-Based Violence campaign, led by UN Women, runs every year from 25 November to 10 December.

Brimbank Council has been a long-time supporter of this campaign and is passionate about working to make our city a place where women live free from violence.

Global evidence shows that levels of men's violence against women are higher in societies, communities and relationships where there are more rigid distinctions between the roles of men and women, and between more stereotypical notions of the "ideal" man or woman.

168/24**Question**

D Cappelli

Compared to Hume, Moonee Valley, Melton, Hobsons Bay, Wyndham, and Maribyrnong, Brimbank's hard waste collection process is less efficient, leading to increased dumped rubbish. These mentioned councils offer easy online booking and next-day services through third-party companies. Brimbank can improve by implementing an online system, partnering with third-party services, increasing awareness, and regularly evaluating the system for effectiveness. Can Brimbank align with the other councils and offer the same rubbish collection services?

Answer

Officers have advised that Brimbank Council offers a similar service to those Councils referenced in the question and that none offer a next day service.

Brimbank Council has an appointed external contractor to provide an 'at call' annual hard waste collection service to all eligible properties. This is a 'free service'.

Given the volume of requests, it is not possible to offer a next day service, however bookings can be made online, at a time that best suits the resident. Additional collections can also be arranged based on a 'fee for service'.

In addition, Council offers a 'no charge' drop-off service at its Resource Recovery Centre and Resource Recovery. E-Waste Hubs drop off points are also provided at locations across Brimbank.

Public Question Time concluded at 7.15pm

10 Petitions

Nil.

11 Minutes/Reports Of Delegated Committees

Nil.

12 Officer Reports

12.1	Planning Activity Update and Delegate Decisions and Planning Scheme Amendments Update - September, October and November 2024
Directorate	City Futures
Director	Kelvin Walsh
Manager	Matt O'Mara (Acting) and Leanne Deans
Attachment(s)	1. Delegated Planning Permit Decisions - September 2024 [12.1.1 - 24 pages] 2. Delegated Planning Decisions - October 2024 [12.1.2 - 28 pages] 3. Delegated Planning Permit Decisions - November 2024 [12.1.3 - 27 pages] 4. Graphical Representation of Data from Last Three Years [12.1.4 - 3 pages] 5. Planning Scheme Amendment Status Summary September, October and November 2024 [12.1.5 - 3 pages]

Purpose

To report to Council on:

- The status of planning permit applications and trends in planning approvals in Brimbank.
- Decisions made under delegated authority in September, October and November 2024 regarding planning permit applications and other matters.
- The status of current Planning Scheme Amendments at 30 November 2024.

Officer Recommendation

That Council:

- a. Notes the Planning Activity Update and Delegate Decisions – September, October and November 2024 report, and Delegated Planning Permit Decisions, at **Attachments 1-3** to this report.
- b. Notes the Planning Scheme Amendment Summary – September, October and November 2024, at **Attachment 5**, and that this relates to amendments where Council has resolved to request authorisation from the Minister for Planning to prepare and exhibit an amendment or has requested that the Minister prepare an amendment under section 20(4) of the *Planning and Environment Act 1987*.

Background

Council is a Responsible Authority under the *Planning and Environment Act 1987 (the Act)*. In this role, Council administers the Brimbank Planning Scheme (Planning Scheme) and, among other things, determines planning permit applications made for the use and development of the land in the municipality. Certain planning permit applications, and other matters, are determined by Council officers under the delegated authority of Council.

The statistics presented do not represent all development activity in the municipality. Many types of use and development do not require a planning permit and may take

place without being recorded as part of the planning approvals data. In addition, some planning permits are not acted on, or there may be a delay between when the approval is granted and when works take place.

Council is a Planning Authority for the Planning Scheme and undertakes amendments to the Planning Scheme when authorised by the Minister for Planning (Minister), or in accordance with section 8A(7) of *the Act*. Council undertakes amendments for a range of reasons including to enhance or implement the strategic vision, to implement local policy, to correct mistakes, to enable or restrict development, and to set aside land for acquisition for a public purpose or remove such a reservation when it is no longer required.

The Minister may prepare an amendment or authorise the preparation of an amendment by another Minister, public authority or municipal council. For the purpose of this report, the status of Planning Scheme Amendments will only include amendments where Council is the Planning Authority, and where Council has resolved to request authorisation from the Minister to prepare and exhibit an amendment or has requested that the Minister prepare an amendment under section 20(4) of *the Act*.

Matters for Consideration

60 planning determinations and 28 subdivision determinations were made under delegated authority in September 2024. 44 new planning permit applications were received in September 2024. The value of development for these 44 applications is \$15.6 million.

77 planning determinations and 20 subdivision determinations were made under delegated authority in October 2024. 69 new planning permit applications were received in October 2024. The value of development for these 69 applications is \$22.1 million.

67 planning determinations and 24 subdivision determinations were made under delegated authority in November 2024. 52 new planning permit applications were received in November 2024. The value of development for these 52 applications is \$15.22 million.

A list of the planning applications determined under delegation from Council during September, October and November 2024, at **Attachments 1-3. Attachment 4** provides a graphical representation of the data over the last three years.

	Sep 2024	Oct 2024	Nov 2024	Previous month (Aug 2024)	Monthly average for past 12 months	Nov 2023
Applications Received	44	69	52	56	67	68
Planning Permit Approvals	54	65	60	68	73	76
Notice of Decision to Grant a Permit	6	12	5	8	7	5

Refusal to Grant a Planning Permit	0	0	2	0	2	1
Subdivision Approvals	28	20	24	16	22	25
Cost of development for new applications (millions)	\$15.6	\$22.1	\$15.2	\$17.4	\$66.3	\$169.7

Three (3) planning appeals were determined by the Victorian Civil and Administrative Tribunal (VCAT) in this period:

- A consent order was reached between the parties for a planning permit to be issued for the development of the land for a telecommunications facility following an appeal being lodged by the applicant against the refusal of the application (P381/2023 for 2A Roseleigh Boulevard, Sydenham).
- A consent order was reached between the parties for an altered planning permit to be issued for the construction of two multi-storey apartment buildings and a reduction in car parking following an appeal being lodged by the applicant against conditions of permit (P132/2023 for 5A Mineral Terrace, Sunshine North).
- A consent order was reached between the parties for an altered planning permit to be issued for the use and development of the land for a child care centre following an appeal being lodged by the applicant against conditions of permit (P609/2023 for 1/20 Mt Derrimut Rd, Derrimut).
- An application for review was withdrawn following a Practice Day hearing for an amendment to the buildings and works for a multi-dwelling development (P824/2017 for 390 Sydenham Rd & 29B Trickey Ave, Sydenham).

At the end of November 2024 there were five appeals lodged at VCAT that had not yet been determined. This is the same as at the end of November 2023.

The Planning Scheme Amendment Summary is shown at **Attachment 5** and includes three Planning Scheme Amendments where Council is the Planning Authority or has requested the Minister to prepare an amendment under section 20(4) of *the Act*.

Progress highlights for the September, October and November 2024 period includes:

Amendment	Intent	Progress status
Amendment C227brim	Apply a Heritage Overlay to the Sunshine Silos	Amendment C227brim was approved by the Minister for Planning. The Heritage Overlay came into effect on 5 September 2024 when a notice approving Amendment C227brim was published in the government gazette.

Community Engagement

Not applicable.

Resource And Risk Implications

Resource requirements can be met within the Annual Budget 2024/2025.

There are no Community, Environmental, Financial, Regulatory or Safety risks identified.

Legislation/Council Plan/Policy Context

This report complies with the *Planning and Environment Act 1987*, *Local Government Act 2020* and the Brimbank Planning Scheme.

Council officers contributing to the preparation and approval of this report, have no conflicts of interests to declare.

Resolution

Moved Cr Katharine Nikolic/Seconded Cr Virginia Tachos

That Council:

- a. **Notes the Planning Activity Update and Delegate Decisions – September, October and November 2024 report, and Delegated Planning Permit Decisions, at Attachments 1-3 to this report.**
- b. **Notes the Planning Scheme Amendment Summary – September, October and November 2024, at Attachment 5, and that this relates to amendments where Council has resolved to request authorisation from the Minister for Planning to prepare and exhibit an amendment or has requested that the Minister prepare an amendment under section 20(4) of the *Planning and Environment Act 1987*.**

CARRIED

12.2**Directorate****Director****Manager****Attachment(s)****Planning Compliance Activity Update - 1 July to 30 September 2024**

City Futures

Kelvin Walsh

Matt O'Mara (Acting)

1. Service Requests Received and PINS Issued - 1 July to 30 September 2024 [**12.2.1** - 1 page]
2. Location of Requests for Service Received - 1 July to 30 September 2024 [**12.2.2** - 1 page]

Purpose

For Council to note the Planning Compliance Activity Update for the period 1 July to 30 September 2024.

Officer Recommendation

That Council notes the Planning Compliance Activity Update for the period of 1 July to 30 September 2024.

Background

Council is the Responsible Authority under the *Planning and Environment Act 1987 (the Act)*. In this role, Council administers the Planning Scheme and enforces its requirements to ensure the use and development of land in the municipality is consistent with the various zones, overlays and other planning provisions. Council also enforces compliance with conditions of planning permits and other statutory requirements, including agreements made under section 173 of *the Act*.

Matters for Consideration**Analysis**

Request	Requests for Service	Resolved during this period	Total active requests	Infringement Notices Issued	Official Warnings Issued
Quarterly 1 July – 30 Sept 2024	106	166	151	3	2
Year to Date 1 July – 30 Sept 2024	106	166	151	3	2

Council's Planning Compliance Unit received 106 new requests for service between 1 July and 30 September 2024. The number of requests received was lower than the previous quarter when 123 requests were received. There were 166 requests resolved by officers during the quarter, 13 more than the previous quarter.

The most common requests received related to signage without a permit which accounted for 26 per cent of the total requests. These requests were located throughout the municipality, with the majority being in the West and North-Western areas.

Uses without a planning permit were next, being 25 percent of total requests, and contravention of planning permit conditions being 22 percent were the most common requests received. Other requests for service related to home-based businesses.

Information on the number of service requests received and Planning Infringement Notices issued is in **Attachment 1**. A location map of requests received is in **Attachment 2**.

Planning Infringement Notices (PINs)

There were 3 PIN's issued during the quarter relating to:

- Erection and display of Real Estate signage in breach of the Planning Scheme.
- Breach of Planning Scheme/Use of the land without a valid planning permit.

Community Engagement

Not applicable.

Resource And Risk Implications

Resource requirements can be met within the Annual Budget 2024/2025.

There are no Community, Environmental, Financial, Regulatory or Safety risks identified.

Legislation/Council Plan/Policy Context

This report supports the Council Plan 2021-2025 strategic direction and objective of:

2. Places and Spaces - Liveable and connected neighbourhoods that support healthy and sustainable futures - A green place for all

- Liveable and Connected - Inviting and liveable spaces and facilities, connected so people can get around.

This report complies with the *Planning and Environment Act 1987* and the Brimbank Planning Scheme (Planning Scheme).

Council officers contributing to the preparation and approval of this report, have no conflicts of interests to declare.

Resolution

Moved Cr Victoria Borg/Seconded Cr Maria Kerr

That Council notes the Planning Compliance Activity Update for the period of 1 July to 30 September 2024.

CARRIED

12.3	Quarter 1 Budget Report (July/Aug/Sept) 2024
Directorate	Corporate Services
Director	Mark Stoermer
Manager	Andrew Brae
Attachment(s)	1. CR Quarterly Budget Report - 30 September 2024 [12.3.1 - 13 pages]

Purpose

For Council to note the Quarterly Budget Report and accompanying statements for the period ending 30 September 2024.

Officer Recommendation

That Council notes the Quarterly Budget Report and accompanying statements for the period ending 30 September 2024, at **Attachment 1** to this report.

Matters for Consideration

For Council to note the Quarterly Budget Report and accompanying statements for the period ending 30 September 2024, as per **Attachment 1** to this report.

Analysis

Operating Performance

The Annual Budget for the 2024/25 financial year has an operating surplus of \$1.77 million.

The year to date (YTD) operating surplus of \$167.54 million is \$12.10 million or 7.79% favourable to the YTD Budget of \$155.43 million. Rates and Charges income is fully recognised at the start of the year which inflates the YTD surplus at the beginning of the year.

Current full year forecast estimates an operating surplus of \$9.56 million, being \$7.79 million or 438.95% favourable to the Annual Budget.

The favourable variance is mostly driven by the net of:

- Total Income \$8.07 million favourable to full year budget, made up of:
 - o \$2.79 million Grants and Contributions carried forward from 2023-24 financial year;
 - o \$1.55 million increase in Supplementary Rates mainly due to additional rates received from subdivision of Orica site;
 - o \$1.63 million unbudgeted Capital Grants mainly relating to Old Geelong Road Rehabilitation;
 - o \$0.76 million additional VGC funding; and
 - o \$0.63 million increase in User fees mainly due to additional BAWC income
- Total Expenses \$0.28 million unfavourable to full year budget, made up of:
 - o \$0.94 million unfavourable Material Services mainly due to additional Agency expenses of 0.4 million and Contractor expenses of \$0.25 million.
 - o \$1.28 million favourable Employee expenses mainly due to staff vacancies

Capital Performance

The 2024/25 Annual Budget is \$61.36 million, comprising of \$58.67 million of Capital Works projects and \$2.69 million carried forward from the 2023/24 financial year.

YTD Capital Works actual expenditure is \$5.04 million against a budget of \$3.77 million, variance of (\$1.27) million, driven mainly by YTD expenditure beyond forecast in Recreation, Leisure and Community Facilities (\$0.18) million, Parks Open Space & Streetscapes (\$0.54) million, Roads (\$0.74) million, Buildings (\$0.21) million and Stormwater Drainage (\$0.39) million. This was partly offset by under spend in Plant Machinery & Equipment of \$0.84 million.

The YTD external funding is \$2.72 million comprising recurrent and non-recurrent grants and contributions. Total full year external funding is forecasted at \$5.18 million.

The full year capital expenditure forecast estimates expenditure of \$63.52 million being (\$2.16) million higher than budget. Officers expect the overall expenditure to be managed, to fall within the budgeted allocation, by the end of financial year.

Cash Position

The YTD cash balance is \$93.98 million comprising an opening balance of \$77.97 million at 1 July 2024 and year-to-date net inflows of \$16.02 million.

The forecast closing cash at bank for the year ending 30 June 2025 is \$80.74 million which is \$450k higher than the budgeted closing cash at bank of \$80.29 million. Section 2 of attached report provides a detailed analysis on the variances to budget.

Key Financial Ratios

Details of key financial ratios are:

Indicator	Measure	Budget 2024/25	Forecast	Risk
Adjusted underlying result	Underlying net surplus (or deficit) / Adjusted Underlying Revenue	-3%	-1%	Medium
Underlying Result	Underlying surplus (deficit)/ Total revenue	1%	4%	Low
Internal Financing	Net Operating cash flow / Net Capital Expenditure	101%	104%	Low
Capital Replacement	Capital expenditure / Depreciation	1.09	1.13	Medium
Asset Renewal	Asset renewal expenditure / Depreciation	0.91	0.90	Medium
Indicator	Measure	Budget 2024/25	Actual YTD	Risk
Liquidity	Current assets / Current liabilities	1.79	4.27	Low

Indebtedness	Non-current liabilities / Own source revenue	35.81%	38.33%	Low
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Adjusted Underlying Result

This measures an entity's ability to generate surplus in its ordinary course of business, excluding non-recurrent capital grants, non-monetary asset contributions and other contributions to fund capital expenditure from its net result. A surplus or increasing surplus suggests an improvement in the operating position.

The forecast result of -1% indicates a medium risk and this can indicate a risk of long-term run down to cash reserves and inability to fund asset renewal

Underlying Result

A positive result indicates a surplus. The larger the percentage, the stronger the result. A negative result indicates a deficit. The result indicates Council's core financial performance and sustainability in providing ongoing services. Operating deficits cannot be sustained in the long term. The forecast result of 4% indicates a Low risk.

Internal Financing

This measures an entity's ability to finance capital works from generated cash flow. The forecast result of 104% indicates a Low risk.

Capital Replacement

This is a long-term indicator measuring how well Council is reinvesting in or replacing its assets, indicating if asset renewals match or exceed depreciation over time, ensuring infrastructure sustainability. The forecast result of 1.13 indicates a medium risk and that spending is faster than the depreciation rate. This result should be read with caution as it is important to note that only 59% of the overall capital budget was identified as renewal and upgrade expenditure.

Asset Renewal

This indicator measures spending on renewing existing assets compared to depreciation, indicating if the council is adequately maintaining infrastructure to meet community needs sustainably. The forecast result of 0.90 indicates a medium risk and is constant with only 59% of the overall forecasted capital budget identified as renewal and upgrade. This would suggest that there is moderate spending on the renewal and upgrade of existing assets.

Liquidity

The actual result of 4.27 indicates a Low risk to Council. This is due to a change in accounting treatment of rates income. The full amount of rates income is now recognised when we issue the Annual Notice, instead of progressively recognising income over the year which has significantly increased the rates debtors in current assets at the start of the year. It is anticipated that the ratio will be in line with the budget at year end with the payment of rates.

Indebtedness

The Actual result of 38.33% indicates Low risk and that Council has the ability to repay debt from its own revenue sources.

Community Engagement

The Annual Budget 2024/2025 was adopted by Council at the Council Meeting on 18 June 2024, following a community consultation process.

Resource And Risk Implications

Resource requirements can be met within the Annual Budget 2024/2025.

Financial: significant financial impacts

- Yes - Council must ensure that it has implemented the principles of sound financial management including prudently managing financial risks faced by Council, pursuing spending and rating policies consistent with a reasonable degree of stability, ensuring decisions are made and actions taken having regard for the financial effects on future generations, and ensuring full, accurate and timely disclosure of financial information relating Council. This report addresses the risks associated with demonstrating Council's commitment to the principles of sound financial management by reviewing Council's financial position to the adopted budget, projecting a year end position to ensure overall financial strength of Council and outlining to the community that Council is managing its finances in a sustainable and responsible manner.

Regulatory: legal, legislative or regulatory implications including the rights/obligations of stakeholders

- Yes - The Quarterly Budget Report is a requirement under the *Local Government Act 2020*.

Legislation/Council Plan/Policy Context

This report supports the Council Plan 2021-2025 strategic direction and objective of:

4. Leadership and Governance - A high performing organisation that enacts the vision and decisions of Council through the delivery of quality and innovative services - A fairer place for all

- Engaged and Responsive - Community insights are valued to enhance connection and engagement with Council
- High Performing and Accountable - Our workforce strive to enhance services and liveability for the Brimbank community.

This report complies with the *Local Government Act 2020*, Australian Accounting Standards and Annual Budget 2024/2025.

Council officers contributing to the preparation and approval of this report, have no conflicts of interests to declare.

Resolution

Moved Cr Victoria Borg/Seconded Cr Virginia Tachos

That Council notes the Quarterly Budget Report and accompanying statements for the period ending 30 September 2024, at Attachment 1 to this report.

CARRIED

12.4	Governance Report December 2024
Directorate	People, Partnerships and Performance
Director	Georgie Hill
Manager	Danny Bilaver
Attachment(s)	1. Record of Informal Meeting of Councillors [12.4.1 - 22 pages] 2. Delegates and Representatives Report [12.4.2 - 4 pages] 3. DRAFT Chief Executive Officer Employment Matters Committee - Terms of Reference - December 2024 [12.4.3 - 3 pages] 4. Proposed Council Meeting Dates for 2025 [12.4.4 - 1 page] 5. Audit and Risk Committee Charter 2023 [12.4.5 - 9 pages] 6. S11A Instruments of Appointment - Planning and Environment Act - December 2024 [12.4.6 - 4 pages]

Purpose

For Council to consider:

- A summary of recent Governance activity.
- Contracts entered into, and works orders approved in accordance with the S7 Instrument of Sub Delegation.
- Councillor Declarations of Representations by Members of Parliament.
- Updated Terms of Reference of the Chief Executive Officer Employment Matters Committee.
- Proposed Council Meeting Dates for 2025.
- Audit and Risk Committee Charter and membership.
- Appointment of authorised officers under the *Planning and Environment Act 1987*.

Officer Recommendation

That Council:

- Notes the:
 - i. Governance Report December 2024.
 - ii. Contracts entered into, and works orders approved, in accordance with S7 Instrument of Sub Delegation (24/3515Q; 25/3524; 25/3529; 25/3531; 25/3533; 25/3541Q; 25/3542; 25/3543Q; 25/3547; 25/3558; 25/3559; and 25/3562).
 - iii. Records of Informal Meetings of Councillors, at **Attachment 1** to this report, for incorporation in the minutes of this meeting.
 - iv. Delegate's and Representative's Reports, at **Attachment 2** to this report, for incorporation in the minutes of this meeting.
 - v. Councillor Declarations of Representations by Members of Parliament.
- Approves the updated Terms of Reference of the Chief Executive Officer Employment Matters Committee, at **Attachment 3** to this report.
- Approves the proposed Council Meeting dates for 2025, at **Attachment 4** to this report, and gives notice of the dates in the Star Weekly newspaper and on Council's website.

- d. In relation the Audit and Risk Committee:
 - i. Approves the updated Audit and Risk Committee Charter, at **Attachment 5** to this report.
 - ii. Reappoints Audit and Risk Committee independent member, Jen Johanson, for a further three year period.
 - iii. Approves the extension of Geoff Harry as Chair of the Audit and Risk Committee until 31 March 2025, and as an independent member of the Audit and Risk Committee until 30 June 2025.
 - iv. Notes that a recruitment process for a new Independent Chair of the Audit and Risk Committee will be undertaken in early 2025.
- e. Appoints Ian Babore, Winny Enniss, Sunny Rehman and Glenda Roberts under section 147(4) of the *Planning and Environment Act 1987*, to be authorised officers for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and under section 313 of the *Local Government Act 2020* authorises Ian Babore, Winny Enniss, Sunny Rehman and Glenda Roberts generally, to institute proceedings for offences against the Acts and regulations described in the instrument, at **Attachment 6** to this report.

Background

The monthly governance report is a standing report to Council, in accordance with best practice and good governance principles, and to ensure compliance with the requirements of the *Local Government Act 2020 (the Act)* and the Model Councillor Code of Conduct 2024.

Matters for Consideration

Exercise of Delegated Authority

Council delegates powers, duties and functions to the Chief Executive Officer in order to support efficient operation and delivery of Council services. The Chief Executive Officer has sub-delegated some authority to Directors (and other Council officers). Significant decisions made, or actions undertaken exercising delegated authority, are reported to Council as a transparency and accountability measure.

The Chief Executive Officer has been delegated authority by Council to award contracts up to \$2,000,000 (exclusive of GST) through an Instrument of Delegation made on 23 April 2024 (S5 Instrument of Delegation to the Chief Executive Officer). The Chief Executive Officer has sub-delegated authority to Directors to award contracts up to \$200,000 (inclusive of GST) through an Instrument of Delegation made on 12 December 2023 (S7 Instrument of Sub-Delegation by the Chief Executive Officer).

Contracts entered into, and works orders approved, in accordance with S7 Instrument of Sub-Delegation

Contract No.	Description	Successful Tenderer	Contract Amount (inc GST)	Date Awarded
24/3515Q	Brimbank Aquatic and Wellness Centre Car Park Lighting Installation	Garnet Electrical Services	\$56,086	28/09/2024
25/3524	MAV Supply and Delivery of One Single Cab Park Tipper Truck	Westar Truck Centre	\$131,192.27	17/8/2024
25/3529	Supply of Corporate and Workwear Uniforms	Rodney Marks Pty Ltd	\$495,000	17/10/2024

25/3531	PA Fleet Consumables	Panel of Suppliers	\$500,000	5/8/2024
25/3533	Churchill Reserve Sportsground Upgrade	Global Turf Projects	\$686,691.17	25/9/2024
25/3541Q	Ralph Reserve Pavilion Refurbishment Change Room Design	Avor Architecture	\$81,400	13/9/2024
25/3542	Employee Assistance Program	Acacia Connections	\$285,433.50	11/10/2024
25/3543Q	Keilor Tennis Club Fence Replacement	RMS Groundworks	\$376,307	19/9/2024
25/3547	Delahey Enclosed Off Leash Dog Park	Vine Civil	\$295,095.30	18/11/2024
25/3558	MAV Supply of Five Park Maintenance Tipper Trucks	Westar Trucks Centre	\$804,547	17/10/2024
25/3559	Jones Creek Footbridge St Albans	Huron Screenline	\$486,122	14/10/2024
25/3562	MAV Supply of Two 7500kg GVM Tipper Trucks	Westar Trucks Centre	\$370,045.58	8/10/2024

Records of Informal Meetings of Councillors

An Informal Meeting of Councillors includes meetings that are:

- Scheduled or planned for the purpose of discussing the business of Council or briefing Councillors,
- Attended by at least one member of Council staff, and
- Not Council meetings, Delegated Committee meetings or Community Asset Committee meetings.

Written records of Informal Meetings of Councillors are kept and include the names of all Councillors and Council officers attending, the matters considered, any conflict of interest disclosures made, and whether a Councillor who has disclosed a conflict of interest leaves the meeting.

These records, as soon as practicable, will be reported at a Council Meeting, and incorporated in the minutes of that Council Meeting.

Records of Informal Meetings of Councillors (**Attachment 1**) were received for the following meetings:

Date	Event
9 September 2024	Social Justice Coalition – Strategic Implementation Group
8 October 2024	Council Meeting Briefing
14 November 2024	Councillor Workshop 1 (including Briefing)
18 November 2024	Councillor Induction Training 1 (including Briefing)
19 November 2024	Councillor Orientation 2 (including Briefing)
21 November 2024	Councillor Orientation 3 (including Briefing)
25 November 2024	Briefing
26 November 2024	Finance Presentation and Corporate Services Overview
28 November 2024	Councillor Workshop 3 (including Briefing)
2 December 2024	Councillor Training Workshop (including Briefing)
3 December 2024	Council Meeting Briefing

Delegate's and Representative's Reports

The participation on a range of local, specific issues, committees established by Council, peak body/sector associations, and local and regional forums, is an essential part of the representative role Council plays. Council nominates Councillors as delegates and representatives to these committees annually.

The role, as the Council delegate or Council representative on these committees, is to represent the position of Council, and report back to Council at a Council Meeting on the issues or progress of the committees, and any recommendations made by the committees.

Delegate's and Representative's Reports (**Attachment 2**) were received for the following meetings:

Date	Event	Councillor/s
27 August 2024	Disability Advisory Committee	Cr Borg
9 September 2024	Social Justice Coalition – Strategic Implementation Group	Cr Borg

Councillor Declarations of Representations by Members of Parliament

Councillors have a legitimate role in advocating on behalf of their communities. At times, this may include the receiving of representations by a Member of State or Federal Parliament, to Council or Councillors. Councillors will declare and record any representations made to a Councillor by a Member of Parliament or their staff representative.

Councillor Declarations of Representations by Members of Parliament were received for the following meetings.

Date	Councillor	Member of Parliament	Matter Discussed
4 December 2024	Cr Dang	Natalie Suleyman MP	St Albans Library Errington Reserve St Albans Welcome Project Alfrieda Street Masterplan Melbourne Airport Rail Outdoor Pool / Splash Park at BAWC Youth Services

Chief Executive Officer Employment Matters Committee

The Chief Executive Officer Employment Matters Committee coordinates employment related matters pertaining to the Chief Executive Officer, particularly Performance Review and Recruitment.

Due to changes in the electoral structure, a review of the Councillor Representative component of this committee is required. Accordingly, the committee's Terms of Reference have been updated and are presented to the Council for consideration (**Attachment 3**).

Proposed Council Meeting Dates for 2025

Council's current meeting cycle model was introduced in March 2016. The model consists of a Planning Forum (with no decision making functions) held on the second Tuesday of the month, and a Council Meeting generally on the third Tuesday of the month. The election of the Mayor is to be held the Tuesday following the anniversary of the election of the Mayor. Additionally, two Tuesdays of the month are used to provide briefings to Councillors on upcoming matters likely to be presented to Council for consideration.

The proposed Council Meeting Dates for 2025 are at **Attachment 4**. It is recommended Council approve these dates and give notice in the Star Weekly newspaper and on Council's website.

Audit and Risk Committee Charter and Independent membership

Council's Audit and Risk Committee (ARC) is governed by a Charter, most recently reviewed and adopted by Council on 19 September 2023.

The Charter outlines that there are to be three Independent ARC Members, one of which will act as the Independent Chair of the committee. Each Independent Member is elected to a term of three years, with the option of a three year extension based on performance.

Two Independent Members have terms concluding in the near future. Firstly, Independent Member Jen Johanson's first three year term comes to completion at the end of 2025. Ms Johanson's performance on Council's ARC has been assessed as satisfactory. It is recommended that Council notes the reappointment of independent member, Jen Johanson to the Audit and Risk Committee for an additional three-year term. This is based on mutual agreement and her satisfactory performance as per the Charter.

Secondly, the tenure of ARC's current Independent Chair, Geoff Harry, comes to an end in February 2025, which will be his second, and last, three year term. However, to support the transfer of the role to the new committee Chair and maintain the committee's independent membership requirement during the recruitment of the role, it is proposed that Mr Harry's role be extend until the end of June 2025.

Recruitment of a new Independent Chair will commence in early 2025.

To facilitate the above proposal, it is recommended that the Audit and Risk Committee Charter be amended to include under the Appointment section:

- o Section 3.13 - To support the smooth transfer of committee membership to newly appointed members, the Committee can extend an existing independent committee member beyond the three-year term plus additional three-year term, as approved by Council.

The amendment to the Charter is presented to Council for approval (**Attachment 5**).

Appointment of Authorised Officers under the *Planning and Environment Act 1987*

An Authorised Officer is an individual formally appointed by a council or Chief Executive Officer under the *Local Government Act 2020* or other relevant legislation to perform regulatory and enforcement functions. These officers ensure compliance with legislation and local laws, such as planning, animal management, public health, and environmental protection, and are empowered to investigate, issue fines or notices, and conduct inspections.

Their authority is granted through an official instrument of appointment that specifies their duties, and they operate under several legislative frameworks, including the *Planning and Environment Act 1987* and the *Domestic Animals Act 1994*.

Council has delegated the power to appoint authorised officers to the Chief Executive Officer in most instances in order to enforce provisions of various acts and local laws. However, Section 188(2)(c) of the *Planning and Environment Act 1987 (Planning Act)* precludes Council from delegating its power to appoint an authorised officer for the purposes of enforcing the *Planning Act*.

The Instruments of Delegation (**Attachment 6**), based on the template provided by the Maddocks Delegations and Authorisations Service, provide for Council to appoint an officer by resolution, pursuant to section 147 of the *Planning Act*. The Instruments also include the general appointment provision in section 313 of the *Local Government Act 2020* to commence proceedings on behalf of Council.

A Council resolution is therefore required to authorise officers under the *Planning Act*. As such, it is recommended that the following officers be appointed: Ian Babore, Winny Ennis, Sunny Rehman and Glenda Roberts.

Resource And Risk Implications

Resource requirements can be met within the Annual Budget 2024/2025.

Regulatory: legal, legislative or regulatory implications including the rights/obligations of stakeholders

- This report fulfils legislative governance obligations, to provide transparent and accountable reporting of governance activity.

There are no Community, Safety, Environmental or Financial risks identified.

Legislation/Council Plan/Policy Context

This report supports the Council Plan 2021-2025 strategic direction and objective of:

4. Leadership and Governance - A high performing organisation that enacts the vision and decisions of Council through the delivery of quality and innovative services - A fairer place for all

- High Performing and Accountable - Our workforce strives to enhance services and liveability for the Brimbank community.

This report complies with the *Local Government Act 2020*, *Local Government (Governance and Integrity) Regulations 2020*, Council Plan 2021-2025, S5 Instrument of Delegation to the Chief Executive Officer, S7 Instrument of Sub-Delegation by the Chief Executive Officer, Model Councillor Code of Conduct 2024 and Procurement Policy.

Council officers contributing to the preparation and approval of this report, have no conflicts of interests to declare.

Resolution

Moved Cr Ranka Rasic/Seconded Cr Daniel Kruk

That Council:

- a. **Notes the:**
 - i. **Governance Report December 2024.**

- ii. **Contracts entered into, and works orders approved, in accordance with S7 Instrument of Sub Delegation (24/3515Q; 25/3524; 25/3529; 25/3531; 25/3533; 25/3541Q; 25/3542; 25/3543Q; 25/3547; 25/3558; 25/3559; and 25/3562).**
 - iii. **Records of Informal Meetings of Councillors, at Attachment 1 to this report, for incorporation in the minutes of this meeting.**
 - iv. **Delegate's and Representative's Reports, at Attachment 2 to this report, for incorporation in the minutes of this meeting.**
 - v. **Councillor Declarations of Representations by Members of Parliament.**
- b. **Approves the updated Terms of Reference of the Chief Executive Officer Employment Matters Committee, at Attachment 3 to this report.**
- c. **Approves the proposed Council Meeting dates for 2025, at Attachment 4 to this report, and gives notice of the dates in the Star Weekly newspaper and on Council's website.**
- d. **In relation the Audit and Risk Committee:**
 - i. **Approves the updated Audit and Risk Committee Charter, at Attachment 5 to this report.**
 - ii. **Reappoints Audit and Risk Committee independent member, Jen Johanson, for a further three year period.**
 - iii. **Approves the extension of Geoff Harry as Chair of the Audit and Risk Committee until 31 March 2025, and as an independent member of the Audit and Risk Committee until 30 June 2025.**
 - iv. **Notes that a recruitment process for a new Independent Chair of the Audit and Risk Committee will be undertaken in early 2025.**
- e. **Appoints Ian Babore, Winny Ennis, Sunny Rehman and Glenda Roberts under section 147(4) of the *Planning and Environment Act 1987*, to be authorised officers for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and under section 313 of the *Local Government Act 2020* authorises Ian Babore, Winny Ennis, Sunny Rehman and Glenda Roberts generally, to institute proceedings for offences against the Acts and regulations described in the instrument, at Attachment 6 to this report.**

CARRIED

12.5**Appointment to Committees****Directorate**

People, Partnerships and Performance

Director

Georgie Hill

Manager

Danny Bilaver

Attachment(s)

Nil

Purpose

For Council to consider appointments to Committees and changes to committee representation.

Officer Recommendation

That Council:

- a. Appoints until Council resolves otherwise:
 - i. Councillor _____ as Chair and Councillor _____ as representative, to the Brimbank Aboriginal and Torres Strait Islander Consultative Committee.
 - ii. Councillor _____ as Chair, and Councillors _____ and _____ as representatives, to the Brimbank Arts Advisory Committee.
 - iii. Councillors _____ and _____ as representatives, to the Brimbank Economic and Employment Advisory Group.
 - iv. Councillor _____ as co-Chair, and Councillor _____ as representative, to the Brimbank Youth Council.
 - v. Councillors _____, _____, _____, and _____ as representatives, to the Chief Executive Officer Employment Matters Committee.
 - vi. Councillor _____ as co-Chair, and Councillors _____ and _____ as representatives, to the Disability Advisory Committee.
 - vii. Councillor _____ as co-Chair and Councillor _____ as representative, to the Safety and Wellbeing Partnership.
 - viii. Councillors _____ and _____ as representatives and Councillor _____ as substitute, to the St Albans Town Centre Partnership Group.
 - ix. Councillor _____ as representative, to the Sunshine Town Centre Partnership Group.
 - x. Councillors _____ and _____ as representatives, to the yaluk barrig park Consultative Committee.
 - xi. Councillor _____ as delegate and Councillor _____ as substitute, to the Brimbank Community Fund Advisory Committee.
 - xii. Councillors _____ and _____ as delegates, to the Brooklyn Community Representative Group.
 - xiii. Councillor _____ as delegate, and Councillor _____ as substitute, to the Calder Highway Improvement Committee.
 - xiv. Councillor _____ as delegate and Councillor _____ as substitute, to the Local Government Working Group on Gambling.
 - xv. Councillor _____ as delegate and Councillor _____ as substitute, to the Metropolitan Transport Forum.

- xvi. Councillor _____ as delegate, and Councillor _____ as substitute delegate, to the Municipal Association of Victoria (MAV).
 - xvii. Councillor _____ as delegate and Councillors _____ and _____ as substitutes, to the Western Melbourne Tourism.
- b. Discontinues the operation of the Heritage Advisory Committee, the Brooklyn Industrial Precinct Committee and the Social Justice Coalition – Strategic Implementation Group.
 - c. Notes that Council will no longer appoint a Councillor delegate to the Melbourne Regional Landfill Community Reference Group.

Background

Committees

Council has established a range of internal advisory committees to which it appoints Council representatives. Council is also invited to participate on external committees convened by other organisations and bodies, to which it appoints Council delegates.

The role of the Council representative or delegate is defined in the Terms of Reference for each committee, and is, broadly, to represent the issues facing, and position of Council.

Matters for Consideration

Committee Appointments

Council has established a range of internal advisory committees to which it appoints Council representatives. Council is also invited to participate on external committees convened by other organisations and bodies, to which it appoints delegates. The role of the Council representative or delegate is defined in the Terms of Reference for each committee, and is, broadly, to represent the issues facing, and position of Council.

Council generally reviews appointments of Council representatives and delegates to committees on an annual basis.

At the Council Meeting on 20 November 2024, Council appointed Council delegates and representatives to the LeadWest Joint Delegated Committee and the Audit and Risk Committee.

It is recommended that Council appoints Council delegates and representatives to the remaining of the committees.

Committees Proposed to be Discontinued

The following committees are recommended for discontinuation due to low attendance, resource constraints, and the availability of alternative forums or processes to address the relevant issues.

Heritage Advisory Committee

The Heritage Advisory Committee has experienced low attendance and difficulty achieving a quorum, even after reducing membership. Much of the information shared can be communicated directly to historical societies via email. Meetings often focus on general enquiries rather than heritage matters, and require significant Council resources. Recruitment efforts have been largely unsuccessful, and heritage work already undergoes community consultation through legislative processes, reducing the need for the committee.

Future actions (subject to adoption of recommendation):

- Engage with historical societies as needed for heritage policy development and planning scheme amendments.
- Explore more effective ways to promote heritage within Brimbank.
- Exhibit heritage amendments in accordance with the *Planning and Environment Act 1987*.

Brooklyn Industrial Precinct Committee

The Brooklyn Industrial Precinct Committee has faced low attendance from industry members, despite accommodating their preferred meeting times, dates, and formats. The committee's aim to engage businesses for site development has been challenging to progress due to declining participation. Since COVID-19, actions arising from these meetings have been minimal and could be addressed more efficiently via direct communication or confirm action requests. Additionally, there are alternative forums, such as the Brimbank Community Representative Group, to address precinct issues, and other networking opportunities for businesses, such as Brimbank Business Link Meet-ups, making the loss of this committee negligible.

Future actions (subject to adoption of recommendation):

- Promote alternative business networking forums through Economic Development.
- Support the Brimbank Community Representative Group as a platform for residents and industry to discuss air quality concerns.

Social Justice Coalition – Strategic Implementation Group

The Social Justice Coalition – SIG has faced limited engagement from stakeholder participants, indicating insufficient interest in its current form. It is recommended that Council ceases the operation of the Social Justice Coalition – Strategic Implementation.

Future actions (subject to adoption of recommendation):

- Reassess engagement processes with key stakeholders on shared social justice priorities in line with the review of Council's Social Justice Charter and strategic approach in 2025.
- Explore alternative frameworks or working groups that could support social justice initiatives with a structure and focus that better align with Council priorities. This approach allows for an adaptable structure that would more effectively support social justice objectives and align with Council interests and community needs.
- Existing SIG community organisation representatives will be invited to join the Brimbank Service Providers Network and Safety Wellbeing Partnership, which serve similar purposes to the SIG and provide opportunity for ongoing collaboration between partners and Council.

Melbourne Regional Landfill Community Reference Group

The Melbourne Regional Landfill Community Reference Group is not an advisory committee to Council but operates under Cleanaway as a reference group for landfill operations. The landfill sits outside Brimbank, and Cleanaway is required to consult Council only on major planning applications.

Future actions (subject to adoption of recommendation):

- Contact Cleanaway directly for operational complaints related to the landfill.

Community Engagement

Not applicable.

Resource And Risk Implications

Resource requirements can be met within the Annual Budget 2024/2025.

Regulatory: legal, legislative or regulatory implications including the rights/obligations of stakeholders

- This report fulfils legislative governance obligations, to provide transparent and accountable reporting of governance activity.

There are no Community, Environmental, Financial or Safety risks identified.

Legislation/Council Plan/Policy Context

This report supports the Council Plan 2021-2025 strategic direction and objective of:

4. Leadership and Governance - A high performing organisation that enacts the vision and decisions of Council through the delivery of quality and innovative services - A fairer place for all

- High Performing and Accountable - Our workforce strive to enhance services and liveability for the Brimbank community.

This report complies with the *Local Government Act 2020*, *Local Government (Governance and Integrity) Regulations 2020*, Council Plan 2021-2025, S5 Instrument of Delegation to the Chief Executive Officer, S7 Instrument of Sub-Delegation by the Chief Executive Officer, Model Councillor Code of Conduct 2024 and Procurement Policy.

Council officers contributing to the preparation and approval of this report, have no conflicts of interests to declare.

Section 129 of the *Local Government Act 2020* provides that a conflict of interest does not arise in relation to a decision by a Councillor on a matter or in a circumstance that is prescribed to be exempt by the *Local Government (Governance and Integrity) Regulations 2020*. Regulation 7(1) prescribes the following are exempt matters:

- the nomination or appointment by the Council of a Councillor to a position for which the Councillor will not be remunerated;
- the nomination or appointment by the Council of a Councillor to a position in the Municipal Association of Victoria or in another body that has the purpose of representing the interests of Councils.

Resolution

Moved Cr Virginia Tachos/Seconded Cr Victoria Borg

That Council:

- a. **Appoints until Council resolves otherwise:**
 - i. **Councillor Ranka Rasic as Chair and Councillor Victoria Borg as representative, to the Brimbank Aboriginal and Torres Strait Islander Consultative Committee.**
 - ii. **Councillor Daniel Kruk as Chair, and Councillors Lucy Nguyen and Duyen Anh Pham as representatives, to the Brimbank Arts Advisory Committee.**

- iii. **Councillors Virginia Tachos and Kim Thien Truong as representatives, to the Brimbank Economic and Employment Advisory Group.**
 - iv. **Councillor Katharine Nikolic as co-Chair, and Councillor Duyen Anh Pham as representative, to the Brimbank Youth Council.**
 - v. **Councillors Victoria Borg, Thuy Dang, Katharine Nikolic, and Ranka Rasic as representatives, to the Chief Executive Officer Employment Matters Committee.**
 - vi. **Councillor Maria Kerr as co-Chair, and Councillors Victoria Borg and Kim Thien Truong as representatives, to the Disability Advisory Committee.**
 - vii. **Councillor Duyen Anh Pham as co-Chair and Councillor Maria Kerr as representative, to the Safety and Wellbeing Partnership.**
 - viii. **Councillors Duyen Anh Pham and Joh Bauch as representatives and Councillor Daniel Kruk as substitute, to the St Albans Town Centre Partnership Group.**
 - ix. **Councillor Daniel Kruk as representative, to the Sunshine Town Centre Partnership Group.**
 - x. **Councillors Daniel Kruk and Ranka Rasic as representatives, to the yaluk barring park Consultative Committee.**
 - xi. **Councillor Virginia Tachos as delegate and Councillor Daniel Kruk as substitute, to the Brimbank Community Fund Advisory Committee.**
 - xii. **Councillors Victoria Borg and Katharine Nikolic as delegates, to the Brooklyn Community Representative Group.**
 - xiii. **Councillor Ranka Rasic as delegate, and Councillor Katharine Nikolic as substitute, to the Calder Highway Improvement Committee.**
 - xiv. **Councillor Kim Thien Truong as delegate and Councillor Lucy Nguyen as substitute, to the Local Government Working Group on Gambling.**
 - xv. **Councillor Lucy Nguyen as delegate and Councillor Virginia Tachos as substitute, to the Metropolitan Transport Forum.**
 - xvi. **Councillor Katharine Nikolic as delegate, and Councillor Joh Bauch as substitute delegate, to the Municipal Association of Victoria (MAV).**
 - xvii. **Councillor Duyen Anh Pham as delegate and Councillors Maria Kerr and Virginia Tachos as substitutes, to the Western Melbourne Tourism.**
 - xviii. **Councillor Virginia Tachos as Chair and Councillor Lucy Nguyen as substitute representative, to the Heritage Advisory Committee.**
- b. **Discontinues the operation of the Brooklyn Industrial Precinct Committee and the Social Justice Coalition – Strategic Implementation Group.**
- c. **Notes that Council will no longer appoint a Councillor delegate to the Melbourne Regional Landfill Community Reference Group.**

CARRIED

12.6	Quarterly Advocacy Update - December 2024
Directorate	People, Partnerships and Performance
Director	Georgie Hill
Manager	Elie Khalil
Attachment(s)	Nil

Purpose

To note the major advocacy-related developments from September to November 2024 and to relaunch a refreshed Transforming Brimbank campaign.

Officer Recommendations

That Council:

- a. Notes the major developments over the past three months that are related to our advocacy priorities.
- b. Endorses the relaunch of our refreshed Transforming Brimbank campaign, with a focus on the development of the Sunshine Precinct and the construction of the Melbourne Airport Rail (MAR).

Background

Brimbank's Advocacy Priorities

Council's advocacy priorities are aligned to the Council Plan Strategic Directions and are detailed in the Brimbank Advocacy Plan 2023-25. Our priorities are selected using a rigorous process that identifies topics with strong community support as well as those that provide benefits that span across Brimbank and beyond our boundaries and have ongoing lasting effects well into the future.

These priorities are outlined below along with their level of importance.

- Transforming Brimbank – Gold
- Mental Health – Gold
- Road Infrastructure – Silver
- Climate Emergency – Silver
- Addressing Unemployment – Bronze
- Housing and Homelessness – Bronze
- Melbourne Airport Third Runway - Maintain Influence
- Gambling Harm - Maintain Influence
- Major Parks - Maintain Influence
- Libraries - Maintain Influence
- Government Burden on Council - Maintain Influence

Major advocacy developments and highlights are reported to Council each quarter.

Transforming Brimbank Community Campaign

Located in the middle of Melbourne's fast-growing western suburbs, Brimbank is home to nearly 200,000 residents and is a car-centric municipality facing high traffic congestion, limited transport options, a high unemployment rate, diverse housing needs, and a less mature development market.

At the centre of Brimbank sits the Sunshine Precinct, strategically located less than 15 km west of the CBD and less than 15 km south of Melbourne Airport. The Precinct is also a transport hub with ample land available for development. It is therefore well placed to be the centre of Melbourne's booming west and a key economic hub, with the capacity for an additional 29,000 jobs and housing for 43,000 new residents by 2051. The Sunshine Precinct is the only location in Melbourne that the Victorian Government has declared a Metropolitan Activity Centre, a National Employment and Innovation Centre, a Priority Precinct and a Transport Super Hub. It has also been added to Infrastructure Australia's list of priority projects.

To realise Sunshine's full potential and break the cycle of generational disadvantage in Melbourne's west, Council launched the 'Transforming Brimbank' advocacy campaign in 2021, focused on major local infrastructure investments promoting transport connectivity and stimulating significant economic growth, particularly around the Sunshine Precinct. As part of this campaign, we produced the Sunshine Priority Precinct Vision 2050 followed by the 'Let's Build It Better' brochure, positioning Sunshine as a key Priority Precinct with significant opportunities for transport connections, jobs, economic development and housing.

In response, the Victorian Government released the Sunshine Precinct Opportunity Statement in November 2021, outlining its vision and framework for transformational outcomes in the area. This was followed by several government announcements ahead of the 2022 Victorian State election which committed to constructing a new train station at Keilor East, \$80 million towards the rebuild of Albion Station and the release of the Sunshine Station Masterplan coupled with a \$143m commitment towards implementing the first stage of this Masterplan. Despite these announcements, delays have since emerged.

In May 2023, the Australian Government conducted a review of the nation's 'Infrastructure Investment Program', casting doubts on the MAR project and related infrastructure projects committed for Melbourne's west, including the implementation of the Sunshine Station Masterplan, the Albion Station rebuild and the new Keilor East station. After strong advocacy efforts from Brimbank, the Australian Government reconfirmed its \$5 billion commitment to MAR in November 2023. However, due to a longstanding disagreement between the Melbourne Airport operator and the Victorian Government over the positioning of the station at the airport (underground vs above-ground), the Australian Government appointed an independent mediator in January 2024 in an attempt to break the deadlock. Following the mediation process in June 2024, it was recommended that the airport station be built above-ground. Despite Melbourne Airport's consequent concession to proceed with an above-ground station, the Victorian Government has insisted on a 4-year delay to the MAR project. A further complicating issue is the Australian Government's approval in August 2024 of Melbourne Airport's Major Development Plan for a third runway. Set to become operational in 2031, this additional runway will result in an increased number of airline passengers and airport staff. In the absence of an airport rail, the traffic congestion on the already busy road network in Melbourne's west will be further exacerbated.

The Australian Government's independent mediation also recommended that "*works continue at Sunshine Station to transform this into the major transport hub that it was planned to be*", and that these works can proceed on a 'no regrets' basis due to existing progress and future benefits. In September 2024, Council welcomed a joint announcement by the State and Federal Governments to invest \$63.5m to commence works to rebuild Sunshine Station in preparation for MAR. While this is a step in the right direction, no start date has been specified for the Sunshine Station Masterplan, which includes 3 Victorian Government-owned development sites; Station Place, Sun Crescent and Southern Village, each offering diverse spaces for new businesses and affordable housing to address the current housing crisis.

New residential dwellings close to public and active transport connections can also be achieved by the development of the Albion Quarter which sits on the northern end of the Sunshine Precinct. In May 2024, the Victorian Government released the Albion Quarter Structure Plan discussion paper. This aims at transitioning the area around Albion Station from industrial-focused businesses to mixed use by supporting the next generation of jobs, housing, innovation and services. Council looks forward to continuing to work with the Victorian Government on the progression and implementation of this Structure Plan.

Matters for Consideration

Relevant Advocacy Developments

The whole-of-Council advocacy-related developments and highlights from September 2024 to the end of November 2024 are summarised below.

Melbourne Airport Third Runway - Announcement & Senate Inquiry (Maintain Influence)

For over 2 years, Brimbank has advocated strongly for the Federal Government to consider the health impacts of Melbourne Airport's proposed third runway on our residents. We have hosted and participated in various community events, provided numerous submissions to government and raised the matter on multiple occasions at the National General Assembly of the Australian Local Government Association. We have also met with the responsible Minister the Hon Catherine King MP on several occasions.

The Minister provided conditional approval for the Major Development Plan (MDP) for the project on 13 September 2024. We will continue to advocate to Melbourne Airport and the Federal Government about the importance of community engagement with the Brimbank community and improvements to airport planning.

Following the government's decision to approve the MDP, a Senate Inquiry into the *Impact and Mitigation of Aircraft Noise* was held on 20 September 2024. Brimbank welcomed this Inquiry as well as the topics that were discussed, particularly our concerns with Melbourne Airport's third runway that were raised by Senator Steph Hodgins-May.

Development of the Sunshine Precinct (Gold)

On 19 September 2024, the State and Federal Governments jointly announced a \$63.5 million investment to start works to rebuild Sunshine Station. This will include an additional platform, track and bridge works, as well as signalling improvements.

The works will create the capacity for:

- A rail connection to Melbourne Airport, enabling 6 trains per hour to the airport.
- More frequent and reliable services passing through Sunshine.
- Additional services from Wyndham Vale.
- Future electrified trains to run from Melton.

Council issued a media release and a social media post to welcome this announcement, particularly as it forms part of our gold level Transforming Brimbank advocacy priority.

The announcement was followed by a visit to Brimbank on 23 October by the Hon Colin Brooks MP, Victorian Minister for Precincts. This was an opportunity for Council Officers to discuss our vision for the Sunshine Precinct with the Minister as well as next steps.

Inquiry into Local Government Funding and Services (Maintain Influence)

On 19 September 2024, Brimbank Council Officers appeared before the *Inquiry into Local Government Funding and Services* to provide evidence on how current government legislative requirements and regulations are fast becoming a burden on Local Government. Brimbank's evidence included our challenges to invest in community infrastructure and deliver necessary community services while dealing with the restrictions of rate-capping and the cost-shifting of responsibilities from the Victorian Government to Local Government. Examples of cost-shifting in Brimbank include:

- School crossing supervisors
- Changes in funding to libraries
- Changes in funding to maternal and child health programs
- Policy changes for kindergartens
- Changes to State policy on waste that are driving increased expenditure
- Responsibility for social infrastructure
- Expenses related to flammable cladding
- Public maintenance of works for which the State is responsible, such as arterial roads.

Brimbank used the opportunity of this Inquiry to advocate for:

- A review of the current rate-capping system
- Increase government grant funding as well as an increase in the quantum of the Federal Government's Financial Assistance Grants
- Cost-shifting to be analysed and consideration given for appropriate levels of funding.

Road Safety Works (Silver)

On 29 October 2024, State Minister for Roads the Hon Melissa Horne MP announced the beginning of works funded through the \$210 million *Safer Local Roads and Streets Program* that was committed last year. This will include \$616,000 for the installation of speed humps along Hall Street, Hilma Street and Mailey Street in Sunshine West. The speed humps will be spaced in regular intervals to encourage slower speeds, increasing pedestrian safety and reducing the likelihood of crashes.

Transforming Brimbank Community Campaign

Launched in April 2021, Council's Transforming Brimbank campaign preceded the State Government committing to a number of significant projects ahead of the 2022 Victorian State Election. However, the progression of these projects has been much slower than anticipated, coupled with the construction of the MAR being delayed until 2033. A new Council term creates an opportunity to refresh and resume the Transforming Brimbank campaign, with the aim of progressing the projects that have been promised for the residents of Brimbank and Melbourne's west.

Council's new campaign will be focusing on the development of the Sunshine Precinct as the first step of the MAR project. We will also be calling on the State Government to reconsider the 4-year delay to the rail's construction. With the third runway at Melbourne Airport set to be operational by 2031, the increased number of airline passengers and airport staff will further congest the already busy Tullamarine Freeway. It is therefore imperative that the rail be completed before the runway.

Investment in both the Sunshine Precinct and MAR is poised to unlock one of Melbourne's largest urban renewal projects and up to \$8 billion in private economic development opportunities, attracting new residents, businesses, creative industries and tourists to Melbourne's west.

Our Campaign

Council's campaign will call for the fulfilment of government commitments to:

- Immediately commence works on the Sunshine Station Masterplan (State and Federal)
- Revise the timeline of the MAR project so that the rail is completed ahead of Melbourne Airport's third runway becoming operational in 2031 (State and Federal)
- Proceed to rebuilding Albion Station (State) and ensuring that the Albion Quarter Structure Plan aligns with the vision of our community
- Construct the new train station at Keilor East (State)
- Provide clear timelines for the above-mentioned projects.

In addition, Council calls on the State Government to introduce a new direct bus service from Sunshine Station to Melbourne Airport, thereby providing airport staff and airline passengers with this much needed connection from a major transport hub in Melbourne's west to one of the State's largest single-site employers.

Melbourne's west has not received the level of infrastructure funding that is required to sustain one of the nation's fastest growing populations. Such infrastructure is also critical for the investment to accommodate the strong need for new housing development in the region. Our campaign is necessary to ensure that Melbourne's west is given the same level of priority as Melbourne's east that will benefit from mega projects such as the Suburban Rail Loop, set to service populations that are already well connected by public transport, despite costing significantly more and requiring a much longer timeline to build compared with the Melbourne Airport Rail project.

Community Engagement

This report is consistent with the policy, evidence and current positions of Council, widely informed by community engagement and insight and the Brimbank Advocacy Plan 2023-25. Our Transforming Brimbank campaign is based on Council's Sunshine Priority Precinct Vision 2050 document that was conceived following extensive community consultation.

Resource And Risk Implications

Resource requirements can be met within the Annual Budget 2024/2025.

There are no Community, Environmental, Financial, Regulatory or Safety risks identified.

Legislation/Council Plan/Policy Context

This report supports the Council Plan 2021-2025 strategic direction and objective of:

1. People and Community - A welcoming, safe and supported community - An inclusive place for all

- Wellbeing and Belonging - Responsive services that support mental and physical wellbeing

2. Places and Spaces - Liveable and connected neighbourhoods that support healthy and sustainable futures - A green place for all

- Liveable and Connected - Inviting and liveable spaces and facilities, connected so people can get around
- Sustainable and Green - Protect natural environments for current and future generations

3. Opportunity and Prosperity - A future focused, transforming city where all have opportunities to learn and earn - A prosperous place for all

- Growing and Transforming - Optimise community opportunities through infrastructure innovation and investment

4. Leadership and Governance - A high performing organisation that enacts the vision and decisions of Council through the delivery of quality and innovative services - A fairer place for all

- High Performing and Accountable - Our workforce strive to enhance services and liveability for the Brimbank community.

This report complies with the priorities identified in the Brimbank Advocacy Plan 2023-2025 and the Sunshine Priority Precinct 2050 Vision.

Council officers contributing to the preparation and approval of this report, have no conflicts of interests to declare.

Resolution

Moved Cr Virginia Tachos/Seconded Cr Duyen Anh Pham

That Council:

- Notes the major developments over the past three months that are related to our advocacy priorities.**
- Endorses the relaunch of our refreshed Transforming Brimbank campaign, with a focus on the development of the Sunshine Precinct and the construction of the Melbourne Airport Rail (MAR).**

CARRIED

12.7**Directorate****Director****Manager****Attachment(s)****Council Plan Action Plan Y4Q1 Report and Draft Council Report**

People, Partnerships and Performance

Georgie Hill

Rachel Deans

1. Council Plan Action Plan Y4 Q1 Report (July - September 2024) [**12.7.1** - 37 pages]

Purpose

For Council to note the status of progress towards implementing the Council Plan Action Plan Year 4 Quarter 1 as presented in the attached Quarter One Progress Report for July - September 2024.

Officer Recommendation

That Council notes the status of progress towards implementing the Council Plan Action Plan Year 4 Quarter 1 as presented in the attached Quarter One Progress Report for July - September 2024.

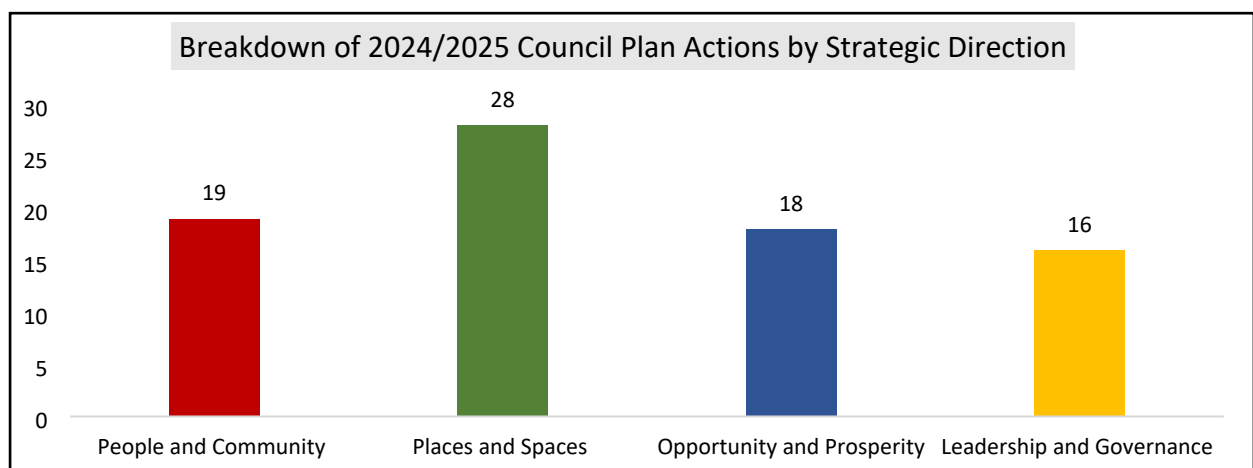
Background

Adopted in October 2021, 'Together we are Brimbank' integrates Council's Community Vision, Council Plan (2021-2025) and Municipal Health and Wellbeing Plan.

Implementation of 'Together we are Brimbank' is monitored and evaluated through quarterly reporting of Council Plan actions identified in the Council Plan Annual Action Plan. End of financial year achievements are published in the Brimbank Annual Report.

Both of these reporting mechanisms are requirements of the Local Government Act 2020.

This year (2024-2025) the Council Plan Action Plan contains 81 actions.



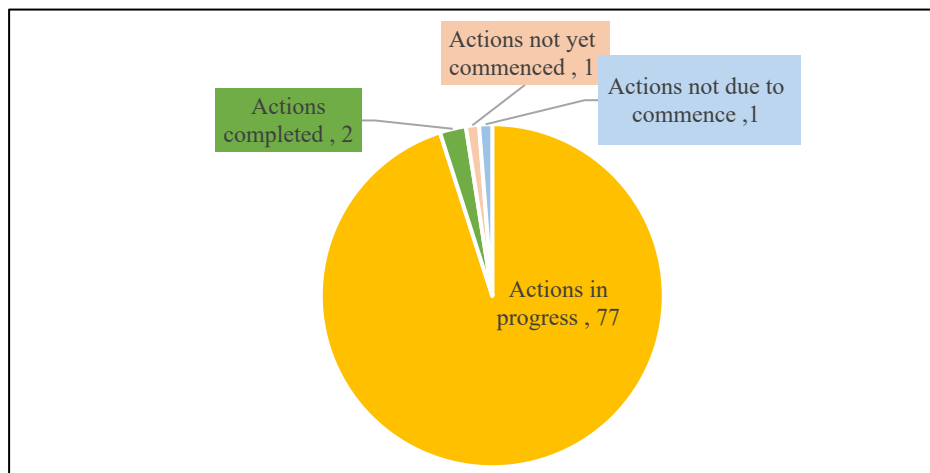
Matters for Consideration

Analysis

Results – Progress of Actions

As of 30 September 2024, the status of the 81 actions in the Council Plan Annual Action Plan are as follows:

- 96% (77) actions are in progress
- 2% (2) actions are completed
- 1% (1) action has not commenced
- 1% (1) action is not due to commence until Quarter 4.



The following actions are completed:

- Advocate to the State Government to allocate funding for local government Social Inclusion Action Groups (People and Community)
- Continue implementation of Council's Urban Forest Strategy through street tree planting in Kings Park, Deer Park and St Albans (Places and Spaces)

Detailed commentary about progress of each of the 81 actions is included in **Attachment 1**.

Community Engagement

The 'Together we are Brimbank' Council Plan Annual Action Plan Quarterly Report has been developed for community. The report includes information about the progress of Council's 81 actions and service highlights aligned to each of the Council Plan Strategic Directions.

Links to quarterly action plan progress reports are made available to the public via the Council Plan webpage on the Brimbank City Council website.

Resource And Risk Implications

Resource requirements can be met within the Annual Budget 2024/2025.

There are no Community, Environmental, Financial, Regulatory or Safety risks identified.

Legislation/Council Plan/Policy Context

This report supports the Council Plan 2021-2025 goal and strategic objective of:

4. Leadership and Governance - A high performing organisation that enacts the vision and decisions of Council through the delivery of quality and innovative services - A fairer place for all

- High Performing and Accountable - Our workforce strives to enhance services and liveability for the Brimbank community.

Legislation

The *Local Government Act 2020* requires that Council's must, after a general election:

- Prepare Council Plan for a period of at least the next 4 financial years
- Adopt the Council Plan by **31 October** in the year following the general election (2025).

Over the next six months Council will be working with Councillors, Community and Council staff to develop the Council Plan 2025-2029.

Council officers contributing to the preparation and approval of this report, have no conflicts of interests to declare.

Resolution

Moved Cr Victoria Borg/Seconded Cr Kim Thien Truong

That Council notes the status of progress towards implementing the Council Plan Action Plan Year 4 Quarter 1 as presented in the attached Quarter One Progress Report for July - September 2024.

CARRIED

The Mayor Cr Thuy Dang and Cr Katharine Nikolic, having declared a conflict of interest to Report 12.8, left the meeting at 7.43pm.

12.8

Annual Brimbank Community Grants Program 2024/2025

Directorate

Community Wellbeing

Director

Lynley Dumble

Manager

Elyse Rider

Attachment(s)

1. Brimbank Annual Community Grants 2024/2025 Successful Grants [**12.8.1** - 16 pages]

Purpose

For Council to note the Brimbank Annual Community Grants Program 2024/2025 assessment outcome.

Officer Recommendation

That Council notes the Annual Brimbank Community Grants Program 2024/2025 assessment outcome as at **Attachment 1**.

Background

The Brimbank Community Grants Program provides one-off financial assistance to not-for-profit organisations and community groups seeking to deliver projects that support and improve the Brimbank community's health and wellbeing, support life-long learning, encourage sustainable living, promote Brimbank as a destination and build capacity through partnerships and networks.

The Community Grants Program has a total financial year allocation of \$600,000 spread throughout two funding streams:

1. Annual Community Grants - delivered once per calendar year.
2. Quick Responsive Grants – Two Community Grants categories (Responsive and Establishment Grants) available throughout the year from 2024 to fill a gap for eligible organisations requiring assistance for emerging or unexpected needs and opportunities outside the Annual Community Grants Program timelines. These Grants are assessed tri-annually in February, August and November.

Funded initiatives are required to align with Council's Strategic objectives:

- People and Community - A welcoming, safe and supported community - An inclusive place for all.
- Places and Spaces - Liveable and connected neighbourhoods that support healthy and sustainable futures - A green place for all.
- Opportunity and Prosperity - A future focused, transforming city where all have opportunities to learn and earn - A prosperous place for all.

The Brimbank Annual Community Grants Program 2024/2025 was open for a period of approximately 7 weeks from 29 May to 14 July 2024. There were 168 applications, with a requested total amount of \$1,015,241. These included: 23 Community Strengthening Grants, 15 Mental Health and Wellbeing Grants, 3 Climate Emergency Grants, 4 Young People's Ideas Grants, 38 Community Festival and Event Grants, 8 Major Festival and Event Grants, and 77 Seniors Operational Grants applications.

Assessments were completed in October 2024. Out of the \$600,000 budget allocation, a total of \$547,805 was allocated to this program and the remaining \$52,195 will be allocated to all year round Quick Responsive Grants.

Successful and unsuccessful applicants were notified in November 2024.

Council has also supported 13 grant applicants through the Quick Responsive Grants since the program's inception in February 2024.

Matters for Consideration

Analysis

The 2024/2025 Annual Community Grants categories were endorsed by Council at its Ordinary Council Meeting on 21 May 2024. Under the Community Grants Policy, Council determines the Community Grants categories annually while the grant assessment is delegated to Council Officers. The final grant approval is delegated to the Director Community Wellbeing with the engagement of an external Probity Officer to provide independent probity advice on the final approval's conduct.

The following categories endorsed to be delivered as part of the Brimbank Annual Community Grants Program 2024/2025:

1. **Community Strengthening Grants - up to \$10,000** - support for projects and activities that strengthen the community, promote resilience and leadership, lifelong learning, encourage partnerships and involvement in community life and develop a strong sense of belonging and identity.
2. **Mental Health and Wellbeing Grants - up to \$10,000** - support projects or activities that improves community mental health and wellbeing, builds community capacity to support mental wellbeing and strengthen community connections.
3. **Climate Emergency Grants - up to \$10,000** - support the community to implement projects that support greenhouse emissions reduction and climate adaptation within Brimbank.
4. **Young People's Ideas Grants - up to \$10,000** - support a young person or group of young people (aged 12-25 years) who are supported by an auspice organisation or are part of an incorporated group, to deliver a project, event or program that positively impacts other young people in the Brimbank Community.
5. **Community Festival and Event Grants - up to \$10,000** - support the contribution of Brimbank's smaller groups and organisations that play a role in building a more connected and engaged community via a festival and event. These are local smaller scale festival and events primarily attracting local audiences.
6. **Major Festival and Event Grants - up to \$25,000** - support festival and events that showcase Brimbank's diversity, places, talents, cultures or unique offerings. These festival and events enhance Brimbank's reputation as a great place to live, work, visit and play and are of larger scale attracting more than 5,000 people.
7. **Seniors Operational Grants - up to \$1,000** - support Brimbank seniors' groups towards their day-to-day operating costs.

The Brimbank Annual Community Grants Guidelines and a Seniors Operational Grant Guidelines were developed to provide applicants with information about the categories, eligibility requirements, the application, assessment and approval processes, and requirements for the administration of funding.

Grants promotion and information sessions

Council promoted the grants opportunity through a variety of mediums and offered online and face-to-face information and drop-in sessions. To publicise the grants, advertisements were placed in local newspapers, on Council's website, digital screens and social media platforms, and information was sent to various partner organisations, community networks and mailing lists, and all council facing customer service areas. Supporting documents including local demographic data, translated materials and other supporting resources for grant applicants were made available.

Face to face and online information sessions included:

- 2 interactive Grants Writing Workshops at St Albans Community Centre (STACC) and Sunshine Library – in attendance were 37 participants
- 3 drop-in sessions at STACC and Sunshine Library
- 2 information sessions at Keilor Library and online
- Promotion at the Seniors Expo and presentation at the Seniors Forum meeting
- 8 online and in-person festival and events training sessions related to contracts & suppliers, risk management, events permits and accessible events.
- Over 230 phone enquiries answered during the application period.

Assessment Process

All applications were assessed via SmartyGrants, an online grant management portal against the published criteria of the Grants Guidelines.

Each of the eligible applications, excluding the Seniors Grants, were assessed by a minimum of two selected content expert officers from across different Council units. The Seniors Operational Grants were assessed by the Carers, Disabilities and Seniors Unit. A second-round assessment was then completed by senior council staff.

The Final Panel Assessment was completed by the Director Community Wellbeing, Manager Community Strengthening and Social Planning, Coordinator Connected Communities, Community Grants Officer, Coordinator Arts and Culture, Social Policy and Research Coordinator and an external Probity advisor.

An external and independent Probity Advisor provided probity advice on the conduct of the Final Grants Assessment Panel in consideration of the Brimbank Community Grants Policy and Guidelines. In addition, the probity advisor ensured the following probity principles were met transparency and accountability, Fairness and equity, Impartiality and ethical conduct, value for money, conflict of interest management and confidentiality management.

Summary of Grant Outcomes

The table below provides a summary of the applications received, recommended, not recommended and the recommended amounts.

Grant Category	Total Applications Received	Total Applications Recommended	Total Applications Not Recommended	Total Amount Allocated
Community Strengthening Grants	24	9	15	\$71,603
Mental Health and	15	7	8	\$59,995

Wellbeing Grants				
Climate Emergency Grants	3	2	1	\$14,997
Young People's Ideas Grants	4	2	2	\$18,600
Community Festival and Event Grants	37	24	13	\$202,110
Major Festival and Event Grants	8	5	3	\$107,500
Seniors Operational Grants	77	73	4	\$73,000
Total	168	122	46	\$547,805

Implementation

Successful applicants have until December 2025 to implement their projects, events or festivals.

Community Engagement

Not applicable

Resource And Risk Implications

Resource requirements can be met within the Annual Budget 2024/2025.

Community: potential impact on community, including public trust and customer service impact

- Yes - Unsuccessful grant applications have received feedback and an invitation to attend future grant writing workshops.

Regulatory: legal, legislative or regulatory implications including the rights/obligations of stakeholders

- Yes - The grant round was administered in accordance with the Brimbank City Council Grants Major Policy 2014 and assessment overseen by an independent probity governance officer.

There are no Environmental, Financial or Safety risks identified.

Legislation/Council Plan/Policy Context

This report supports the Council Plan 2021-2025 strategic direction and objective of:

1. People and Community - A welcoming, safe and supported community - An inclusive place for all

- Wellbeing and Belonging - Responsive services that support mental and physical wellbeing

- Pride and Participation - Community and cultural connections built through social and artistic expression

2. Places and Spaces - Liveable and connected neighbourhoods that support healthy and sustainable futures - A green place for all

- Sustainable and Green - Protect natural environments for current and future generations

3. Opportunity and Prosperity - A future focused, transforming city where all have opportunities to learn and earn - A prosperous place for all

- Earning and Learning - Everyone has access to education, training and lifelong learning to support their aspirations

This report complies with S5 Instrument of Delegation to the Chief Executive Officer, S7 Instrument of Sub-Delegation from the Chief Executive Officer to Council Staff, and Brimbank City Council Grants Major Policy 2014.

Council officers contributing to the preparation and approval of this report, have no conflicts of interests to declare.

Resolution

Moved Cr Virginia Tachos/Seconded Cr Daniel Kruk

That Council notes the Annual Brimbank Community Grants Program 2024/2025 assessment outcome as at Attachment 1.

CARRIED

The Mayor Cr Thuy Dang and Cr Katharine Nikolic returned to the meeting at 7.47pm.

12.9**Directorate****Director****Manager****Attachment(s)****Contract No: 25/3549 - 2024/2025 Asphalt Resurfacing Works at Various Roads (Package 1 and Package 2)**

Infrastructure and City Services

Chris Leivers

Matt Durham

1. CONFIDENTIAL REDACTED - Tender Evaluation Report [12.9.1 - 22 pages]

Purpose

For Council to consider awarding Contract No. 25/3549 – 2024/2025 Asphalt Resurfacing Works at Various Roads (Package 1 and Package 2).

Officer Recommendation

That Council:

- a. Awards Contract No. 25/3549 – 2024/2025 Asphalt Resurfacing Works at Various Roads (Package 1) to Asphaltech (Vic) Pty Ltd based on a Bill of Quantities for the estimated amount of \$2,360,845.46 (incl. GST) for Package 1, and;
- b. Awards Contract No. 25/3549 – 2024/2025 Asphalt Resurfacing Works at Various Roads (Package 2) to Tompsett Asphalt Pty Ltd based on a Bill of Quantities for the estimated amount of \$2,231,848.68 (incl. GST) for Package 2.

Background

Councils 2024/2025 annual budget includes funding of \$5,103,000.00 excluding GST for the Asphalt Resurfacing Works Program. The works components of this program are:

- The asphalt resurfacing works in this Contract No. 25/3549 – 2024/2025 Asphalt Resurfacing Works at Various Roads (Package 1 and Package 2);
- Kerb and channel repair works that are currently being implemented via Works Order No. 23/3332/W25-43 - 2024/2025 Kerb and Channel Reconstruction at Various Roads and is expected to be completed by December 2024.

The budget amount allocated for the asphalt work component in this Contract is \$4,451,007.00 excl GST (\$4,896,108.00 incl GST).

In total, there are 61 road segments in the Asphalt Resurfacing Program. Due to the large number of roads within the Contract, the Contract delivery has been divided into two packages with the option for tenderers to respond to one or both packages.

The intention is for Council have the flexibility to award Package 1 and 2 separately or award the combined 2 packages to a single contractor depending on the outcome of the evaluation analysis.

The segments of the roads requiring asphalt resurfacing are located throughout the municipality.

The works involve profiling of the existing brittle and cracked asphalt pavement layer and replacing it with a new layer of asphalt to protect the pavement base layer and thus prolonging the life of the pavement.

These renewal works are essential to provide safety and good amenity across the city and to meet Council's obligations under the *Road Management Act*.

Matters for Consideration

Contract No. 25/3549 – 2024/2026 Asphalt Resurfacing Works at Various Roads (Package 1 and Package 2) was advertised as a public tender on 10 August 2024 and closed on 3 September 2024. 10 submissions were received and evaluated by the Tender Evaluation Panel (TEP) as per the confidential report attached.

Analysis

The TEP considers that Asphaltech (Vic) Pty Ltd has the expertise and capacity to complete the works under the contract for Package 1 and Tompsett Asphalt Pty Ltd has the expertise and capacity to complete the works under Contract for Package 2.

The tender evaluation report is provided at **Confidential Attachment 1**.

Implementation

Upon awarding the Contract, the Contractors will inform the Superintendent for the works of the commencement date all as per the Contract conditions.

Community Engagement

A notification letter drop will be distributed to all affected properties by the contractors on behalf of Council, prior to commencement of works for each individual road.

Resource And Risk Implications

Resource requirements can be met within the Annual Budget 2024/2025.

Community: potential impact on community, including public trust and customer service impact

- Yes – Deliver the project efficiently and effectively benefiting the community.

Environmental: impacts on environmental sustainability, including water/waste management, climate change, and contaminated land

- Yes – The Contract addresses construction environmental control measures related to the construction works.

Financial: significant financial impacts

- Yes - The project will be delivered within the allocated and approved budget.

Regulatory: legal, legislative or regulatory implications including the rights/obligations of stakeholders

- Yes - The process meets the requirements of the Local Government Act and Council tender and procurement processes.

Safety: health, safety or duty of care impacts

- Yes – OH&S is a mandatory requirement in this contract.

Legislation/Council Plan/Policy Context

This report supports the Council Plan 2021-2025 strategic direction and objectives of:

2. Places and Spaces - Liveable and connected neighbourhoods that support healthy and sustainable futures - A green place for all

- Liveable and Connected - Inviting and liveable spaces and facilities, connected so people can get around

3. Opportunity and Prosperity - A future focused, transforming city where all have opportunities to learn and earn - A prosperous place for all

- Growing and Transforming - Optimise community opportunities through infrastructure innovation and investment.

This report complies with Council's Procurement Policy and the *Local Government Act 2020*.

Council officers contributing to the preparation and approval of this report, have no conflicts of interests to declare.

Resolution

Moved Cr Duyen Anh Pham/Seconded Cr Maria Kerr

That Council:

- Awards Contract No. 25/3549 – 2024/2025 Asphalt Resurfacing Works at Various Roads (Package 1) to Asphaltech (Vic) Pty Ltd based on a Bill of Quantities for the estimated amount of \$2,360,845.46 (incl. GST) for Package 1, and;**
- Awards Contract No. 25/3549 – 2024/2025 Asphalt Resurfacing Works at Various Roads (Package 2) to Tompsett Asphalt Pty Ltd based on a Bill of Quantities for the estimated amount of \$2,231,848.68 (incl. GST) for Package 2.**

CARRIED

13 Notices Of Motion

Nil.

14 Notices Of Rescission

Nil.

15 Urgent Business

Nil.

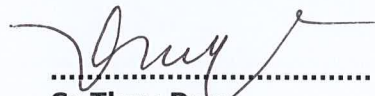
16 Confidential Business

Nil.

17 Meeting Closure

The Mayor thanked all in attendance and closed the meeting at 7.50pm.

Confirmed at the meeting of Council held on 18 February 2025


.....
Cr Thuy Dang
Mayor