

# COUNCIL MEETING

## MINUTES

(Open to the public)



**Monday 25 March 2024**

Council Chamber, 8 Inglesby Road, Camberwell.

**Commencement** 6.34pm

**Attendance**

Councillor Lisa Hollingsworth (Mayor)  
Councillor Jim Parke  
Councillor Victor Franco  
Councillor Wes Gault  
Councillor Di Gillies  
Councillor Jane Addis  
Councillor Cynthia Watson  
Councillor Susan Biggar  
Councillor Garry Thompson  
Councillor Nick Stavrou

**Apologies** Councillor Felicity Sinfield (Leave of Absence)

<b><u>Officers</u></b>	Phillip Storer	Chief Executive Officer
	Daniel Freer	Director Places and Spaces
	Kate McCaughey	Director Community Support
	Scott Walker	Director Urban Living
	Joanne Truman	Acting Director Customer and Transformation
	Amy Montalti	Chief Financial Officer
	Bryan Wee	Manager Governance and Legal
	Fiona Brown	Manager Community Planning and Development
	Michael Robins	Coordinator Facilities Maintenance
	Christian Wilmsen	Coordinator Strategic Planning
	Niels Simonsen	Head of IT Services
	Elizabth Manou	Senior Governance and Integrity Officer
	Rachel Brien	Strategic Planner
	Eren Cakmakkaya	Media and Advocacy Specialist

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**1. Adoption and confirmation of the minutes****MOTION****Moved Councillor Stavrou****Seconded Councillor Gillies****That the minutes of the Council meeting held on 26 February 2024 be adopted and confirmed.****CARRIED****2. Declaration of conflict of interest of any councillor or council officer**

Refer to Item 8.1 of General Business - Leaves of Absence - Councillor Di Gillies and Councillor Victor Franco

**3. Deputations, presentations, petitions and public submissions**

Council has received one (1) petition. Details of the petition is set out below.

<b>No.</b>	<b>Ref. no.</b>	<b>Title / Description</b>	<b>No. of signatures</b>	<b>Referred to</b>
<b>1</b>	CAS-1587128	Requesting Council <i>“implement additional dog water station and improved fencing at Kew Reservoir Reserve”</i> .	Over 200	DPS

Legend:

DCS	Director Community Support	DUL	Director Urban Living
DC&T	Director Customer and Transformation	DP&S	Director Places & Spaces
		GOV	Governance & Legal

**MOTION****Moved Councillor Addis****Seconded Councillor Gault****That Council resolve:**

- 1. To receive and note the petition.**
- 2. To note that the petition has been referred to the relevant director for consideration and to advise the first named signatory to the petition that they will receive a response from the Mayor in due course advising of Council's action.**

**CARRIED**

#### 4. Informal Meetings of Councillors

Chapter 6 of Council's Governance Rules requires that a summary of matters discussed at Informal Meetings of Councillors be reported to a Council meeting as soon as practicable.

The attached summary of Informal Meetings of Councillors (**Attachment 1**) is reported to Council in accordance with the requirements of the Governance Rules.

#### MOTION

**Moved Councillor Thompson**

**Seconded Councillor Gillies**

**That Council resolve to receive and note the summary of Informal Meetings of Councillors, as annexed to the minutes.**

#### CARRIED

#### 5. Public question time

**PQT1, PQ2 & PQT3      Dean of Malvern East**

The **Mayor, Councillor Hollingsworth** advised the questions were disallowed under rule 55.2 of the Governance Rules because they were not first asked in writing to a Councillor or a member of Council staff more than 10 working days before this meeting, and they do not relate to a matter on the agenda for the current Council meeting.

The **Mayor, Councillor Hollingsworth** informed the meeting all councillors had received a copy of the questions and a written response would be provided in due course.

**PQT4 Ian Hundley of Balwyn North**

The **Mayor, Councillor Hollingsworth** read the following question submitted with notice, with irrelevant parts removed to allow the question to be read:

*"Please advise whether Boroondara Council will be receiving public submissions on Council's annual budget for the 2024-25 annual budget and for subsequent budgets?"*

The **Chief Financial Officer** responded as follows:

- Council is yet to make a formal decision regarding consultation for the 2024/25 Budget and will make this decision at the appropriate point in time.

The **Mayor, Councillor Hollingsworth** informed the meeting all councillors had received a copy of the question and a written response would be provided to Mr Hundley in due course.

**PQT5 Ian Hundley of Balwyn North**

The **Mayor, Councillor Hollingsworth** read the following question submitted with notice:

*“For the assistance of general park users, and not only those who may use QR codes, could the early placement of a notice on the main noticeboard at Greythorn Park be arranged to advise the times when the oval is not occupied by tenant sporting clubs?”*

The **Director Community Support** responded as follows:

- While Council has previously installed information regarding times of use for ovals on notice boards at parks, this information can quickly become out of date, given the resources required to keep signage updated at grounds across Boroondara.
- Council is therefore transitioning to QR codes across our grounds, which will allow us to provide more up to date information.
- While this is being finalised for Greythorn Park, we will arrange for signage to be installed, given the current schedule of use.
- This will be done once winter allocations are finalised in the next week.

The **Mayor, Councillor Hollingsworth** informed the meeting all councillors had received a copy of the question and a written response would be provided to Mr Hundley in due course.

**PQT6 Leigh Naunton (Boroondara Reconciliation Network) of Balwyn North**

The **Mayor, Councillor Hollingsworth** read the following question submitted with notice:

*“As required by the naming rules, has Council or have the groups who proposed the name Maling sought and/or received approval from the family/descendants of John Butler Maling for the naming proposal recommendation in item 7.6 of the agenda?”*

The **Director Community Support** responded as follows:

- Approval has been sought and received from a direct descendant of John Butler Maling.

The **Mayor, Councillor Hollingsworth** informed the meeting all councillors had received a copy of the question and a written response would be provided to Mr Naunton in due course.

**PQT7 Leigh Naunton (Boroondara Reconciliation Network) of Balwyn North**

The **Mayor, Councillor Hollingsworth** read the following question submitted with notice, with irrelevant parts removed to allow the question to be read:

*“Can Council confirm that the WWCHAC would have stated a preference for naming after an Aboriginal person if they had been advised that the consultation had resulted in an alternative naming after an esteemed Aboriginal woman leader long-time resident of Boroondara?”*

The **Director Community Support** responded as follows:

- Council consulted with the Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation in December 2023 and February 2024.
- The discussions included outlining all feedback received on the naming proposal, including requests to consider other names.
- It was noted that these suggestions were feedback and did not become alternative options for consideration.
- The Wurundjeri Elders advised they were comfortable with the name Maling Heritage Centre and further advised in consultation in February 2024, that if Council was considering an Aboriginal name, their preference would be for a name using the Woi Wurrung language.

The **Mayor, Councillor Hollingsworth** informed the meeting all councillors had received a copy of the question and a written response would be provided to Mr Naunton in due course.

**6. Notices of motion**

Nil

## 7. Presentation of officer reports

### Procedural motion - En bloc

#### MOTION

Moved Councillor Thompson

Seconded Councillor Addis

That the following items:

7.1 Contract No.2023/87 - Security Guarding Patrol and Response Services

7.3 Contract 2023/134 - Mobile Telephony & Data Services

7.4 Recommendations of Audit and Risk Committee Meeting

7.5 January 2024 Monthly Financial Report

be moved en bloc as per the officers' recommendations outlined in the agenda.

#### CARRIED

7.1 Contract No.2023/87 - Security Guarding Patrol and Response Services

#### Purpose

The purpose of this report is to seek Council support to award Contract No. 2023/87, Security Guarding, Patrol and Response Services.

#### Background

This contract replaces Contract No. 2022/153 - Council Security and Patrol Services - Short Term Contract. The services include, but not be limited to, the provision of security guards for key events being hosted by Council, routine nightly patrols of Council buildings and formal gardens, and the patrol and lock up of public toilet facilities.

#### Next Steps

Upon award of the contract, Officers will oversee the management and execution of these services.

#### Confidentiality

Confidential information is contained in **Attachment 1**, as circulated in the confidential section of the agenda attachments. The information in this attachment is deemed to be confidential in accordance with Section 66(2)(a) and the definition of 'confidential information' in Section 3(1) of the Local Government Act 2020. The information relates to private commercial information, being information provided by a business, commercial or financial undertaking that—(i) relates to trade secrets; or (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

If discussion of the confidential information in the attachments to this report is required for Council to make a decision, Council may resolve to discuss the matter in a confidential session or to defer the matter to the confidential section of the agenda.

**MOTION****Moved Councillor Thompson****Seconded Councillor Addis****That Council resolved to:**

1. **Award Contract No. 2023/87, Security Guarding Patrol and Response Services to VicPro Security Pty Ltd (ACN 639 130 457) trading as Allied Security Australia, at their tendered lump sum for an initial contract period of two (2) years, plus optional extension periods in increments of one (1) year each to a maximum contract of five (5) years. The estimated cumulative value over the maximum contract term is \$3,105,996.72 (including GST) including an annual CPI increase from year two (2) of this new contract.**

**The estimated cost to Council after the return of GST Input Credits is \$2,823,633.38 (excl GST).**

2. **Authorise the Director Places and Spaces to sign and execute the contract, on behalf of the Council, with the above contractor.**
3. **Authorise the Director Places and Spaces to negotiate and execute optional extension periods.**
4. **To note that expenditure under this contract is in accordance with the Council's adopted budget for the year 2023/24. Future years expenditure will be in accordance with the approved budget allocations.**

**CARRIED****7.3 Contract 2023/134 - Mobile Telephony & Data Services**Purpose

This report seeks Council endorsement for the award of Contract No: 2023/134 Mobile Voice and Data Services.

Background

The use of mobile devices including data allows for council to serve the community more effectively by supporting field and remote working by providing employees with secure access to council systems via mobile telephony networks.

Key Issues

Council currently operates under the State government negotiated TPAMS (Telecommunications Purchasing and Management Strategy) contract which commenced in 2014 using both Optus and Telstra for mobile services. The Department of Premier and Cabinet replaced the TPAMS contract in late 2023 with the Victorian telecommunications service (VTS) contract.



### Next Steps

Following the evaluation process, this report recommends Council enter into a contract with Star 21 on behalf of Telstra (ABN 33 051 775 556) for the provision of mobile voice and data Services for a period of 3 years at a cost of \$693,261.00 ex. GST.

### Confidentiality

Confidential information is contained in **Attachment 1**, as circulated in the confidential section of the agenda attachments. The information in this attachment is deemed to be confidential in accordance with Section 66(2)(a) and the definition of 'confidential information' in Section 3(1) of the Local Government Act 2020. The information relates to Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released. If discussion of the confidential information in the attachments to this report is required for Council to make a decision, Council may resolve to discuss the matter in a confidential session or to defer the matter to the confidential section of the agenda.

## **MOTION**

**Moved Councillor Thompson**

**Seconded Councillor Addis**

**That Council resolve:**

- 1. To award contract No. 2023/134, Mobile Voice and Data Services, to: Star21 on behalf of Telstra Corporation Limited (ACN 051 775 556) at their tendered schedule of rates for an initial contract period of three (3) years. The estimated total contract cost is \$693,261.00 (excluding GST).**
- 2. To authorise the Chief Executive Officer to sign and execute the contract on behalf of the Council and to authorise invoices to an amount not exceeding \$693,261.00 excluding GST.**
- 3. To note that expenditure under this contract is in accordance with Council's 2023/24 adopted budget and expenditure in future years will be in accordance with the approved budget allocations.**

## **CARRIED**

## **7.4 Recommendations of Audit and Risk Committee Meeting**

### Purpose

This report presents the recommendations of the November 2023 Audit and Risk Committee meeting for consideration by Council. A schedule of reports and committee recommendations is attached to this report.

### Background

The Audit and Risk Committee held a meeting on 15 November 2023. This report presents the findings and recommendations from that meeting for consideration by Council.

### Key Issues

As recorded in the minutes of the Audit and Risk Committee meeting held on 15 November 2023 the following reports were tabled:

- A5.1 Standard questions for tabling at Audit and Risk Committee Meetings
- A5.2 Business arising
- A5.3 Transforming Boroondara Update
- A5.4 Internal Review Oversight - Infringements Act 2006 - Department of Justice and Community Safety
- A5.5 September 2023 Quarterly Performance Report
- A5.6 Internal Audit Report - Road Management Plan
- A5.7 Internal Audit Report - Independent Review of Maintenance Panel Contract
- A5.8 Internal Audit Update October 2023
- A5.9 Audit and Risk Committee Administrative Matters
- A5.10 Strategic Risk Register Update including presentation of annual work plan
- A5.11 Business Function Risk Assurance Map (BFRAM) Update
- A5.12 Annual Update - Activities of the Fraud Control Group
- A5.13 Bi-Annual Audit and Risk Committee Report Including Results of Self-Assessment Survey

A summary of the content of the reports tabled and identification of the required Council action is contained in **Attachment 1**.

### **MOTION**

**Moved Councillor Thompson**

**Seconded Councillor Addis**

**That Council resolve to adopt the resolutions recommended to Council contained in Attachment 1 as annexed to the minutes, reflecting the recommendations from the Audit and Risk Committee meeting held on 15 November 2023.**

### **CARRIED**

## **7.5 January 2024 Monthly Financial Report**

### Purpose

The purpose of this report is to provide Council the Monthly Financial Report for January 2024. The Monthly Financial Report is designed to identify and explain major variances at an organisational level and is provided in **Attachment 1**.

### Background

The year to date annual budget referred to in this report reflects the 2023-24 Amended Budget, approved by Council on 23 October 2023 which includes the carry forward funding for 2022-23 priority projects and capital works forward commitments.

### Key Issues

#### **Year to date actuals vs. 2023-24 Amended Budget**

Council's favourable operating result against year to date budget of \$107.58 million is \$6.98 million or 7% above the 2023-24 Amended Budget of \$100.60 million primarily due to a number of factors which are outlined in **Section 2 of Attachment 1 - Financial Overview**.

Capital works actual expenditure of \$29.00 million which is \$3.92 million below year to date budget phasing of \$32.92 million. Priority projects expenditure of \$11.61 million is \$4.22 million below year to date budget of \$15.83 million.

Council's Balance Sheet and cash position are sound and depict a satisfactory result. At the end of January Council's cash position stood at \$139.88 million or \$19.72 million above year to date budget.

### **MOTION**

**Moved Councillor Thompson**

**Seconded Councillor Addis**

**That Council resolve to receive and note the Monthly Financial Report for January 2024. (Attachment 1).**

### **CARRIED**

## **7.2 Mont Iris Estate and Environs Precinct - Consideration of Adoptions of Heritage Overlay - Amendment C394boro**

### Purpose

The purpose of this report is to seek Council adoption of Amendment C394boro to the Boroondara Planning Scheme following the Urban Planning Delegated Committee (UPDC) decision at its meeting on 19 February 2024.

### Background

Amendment C394boro seeks to implement the recommendations of the Mont Iris Estate and Environs Precinct peer review prepared by GJM Heritage. It proposes to include three precincts and two individually significant properties in the Heritage Overlay on a permanent basis.

Amendment C394boro was publicly exhibited from 15 June to 27 July 2023. Twenty-four (24) submissions were received including nine (9) supporting submissions, four (4) partially supporting submissions, and eleven (11) opposing submissions. The UPDC resolved on 16 October 2023 to request appointment of an independent planning panel and refer all submissions received to the panel for consideration.

### Key Issues

A public planning panel hearing was held on 11 December 2023 to consider all submissions to the amendment. Two (2) opposing submitters addressed the Panel.

On 21 December 2023, officers received the Panel's report for the amendment. The report was publicly released on 9 January 2024.

The Panel recommended Council adopt the amendment subject to changes (including changes endorsed by the UPDC on 16 October 2023). The Panel recommended correcting the exhibited Heritage Overlay maps to include 33 Tower Hill Road, Ashburton in the Tower Hill Estate Precinct, as well as updating the wording of the fencing and outbuildings notice and review exemption in the Heritage Overlay Schedule in relation to the three precincts. The Panel also supported the changes endorsed by the UPDC to the Dent Street Precinct, Glen Iris Statement of Significance and the Tower Hill Estate Precinct, Glen Iris and Ashburton Statement of Significance.

Officers reviewed the Panel Report and provided a response to the Panel's findings and recommendations in the report considered by the UPDC on 19 February 2024.

The UPDC accepted the officers' response to the panel recommendations and resolved to refer the amendment to an Ordinary Meeting of Council for adoption.

### Next Steps

Officers recommend Council adopts the amendment as shown in **Attachments 1-5** consistent with the resolution of the UPDC and submits the amendment to the Minister for Planning for final approval. If approved by the Minister, the properties identified in the amendment will be included in the Heritage Overlay on a permanent basis.

## **MOTION**

**Moved Councillor Thompson**

**Seconded Councillor Franco**

**That Council resolve to:**

- 1. Adopt Amendment C394boro to the Boroondara Planning Scheme, as shown in Attachments 1 to 5, in accordance with Section 29(1) of the *Planning and Environment Act 1987*.**
- 2. Submit Amendment C394boro to the Minister for Planning for approval in accordance with Section 31(1) of the *Planning and Environment Act 1987*.**
- 3. Following the Minister's approval of Amendment C394boro, correct the exhibited Heritage Overlay maps to include 33 Tower Hill Road, Ashburton in the Tower Hill Estate Precinct, as well as amend the schedule to the Heritage Overlay as outlined in the Panel Report. Amend the Dent Street Precinct, Glen Iris Statement of Significance, May 2023, and the Tower Hill Estate Precinct, Glen Iris and Ashburton Statement of Significance, May 2023.**
- 4. Authorise the Director Urban Living to undertake administrative changes to the amendment and associated planning controls that do not change the intent of the controls.**

## **CARRIED**

## 7.6 Canterbury Community Precinct Heritage Centre Naming

### Purpose

The purpose of this report is to:

- outline feedback received during the community consultation on the naming proposal (**Attachment 1**)
- seek endorsement of the Canterbury History Group and Surrey Hills Historical Society's request to name the heritage centre at Canterbury Community Precinct the Maling Heritage Centre, (**Attachment 2**).

### Background

The Canterbury Community Precinct Stage One comprises the Canterbury Neighbourhood Centre, Canterbury Maternal and Child Health Centre, Canterbury Gardens Kindergarten, Playstation and the Toy Library.

As a part of the Canterbury Community Precinct's Stage Two, the former Canterbury Library, at 190A Canterbury Road, Canterbury, is being redeveloped for the purpose of a heritage centre and meeting space. The heritage centre's key tenants include the Canterbury History Group and the Surrey Hills Historical Society (including their collections).

On 18 May 2023, the Canterbury History Group and Surrey Hills Historical Society submitted a request to Council for a suggested name for the building (see **Attachment 2**). Upon this request, Council undertook additional background research to verify the suitability of the request prior to presentation to Council and community consultation (refer **Attachment 3**).

In February 2023, Council endorsed the Naming Policy (the Policy) to establish Council processes for the naming of Council managed assets including roads, features and localities. The Policy is guided by the Victorian Government's *Naming rules for places in Victoria, Statutory requirements for naming roads, features and localities 2022* (often referred to as the Naming Rules). These Naming Rules designate local Councils as a 'naming authority', which means they must process all eligible naming requests received from external parties in line with our Naming Policy. The current proposal from the Canterbury History Group and Surrey Hills Historical Society is an example of a community generated naming proposal and is not a Council initiative.

### Key Issues

In line with our Naming Policy, community consultation was conducted from 10 November to 11 December 2023. It is important to note that the consultation sought feedback on the proposed name 'Maling Heritage Centre'. Other potential names for the heritage centre were not being sought as part of this process. Despite this, Council received a total of 77 submissions some of which proposed alternate names, with responses including:

- 32 (42%) supporting the name Maling Heritage Centre
- 21 (27%) supporting the suggestion of naming after Aunty Merle Jackomos
- 17 (22%) wanting an Aboriginal name or word
- 7 (9%) suggesting another name for the centre.

Submissions from Surrey Hills and Canterbury, the focus area of the historical societies research and the catchment area for the letterbox drop, totalled 29 or 38% of the total responses. The remaining responses came from residents in other suburbs in Boroondara. Almost 70% of Surrey Hills and Canterbury residents supported the proposed naming of the building the Maling Heritage Centre. This included the tenants of the Canterbury Community Precinct.

When considering the responses from the consultation, there was support for both the naming proposal, as well as alternatives that focus on Aboriginal heritage and culture.

Council consulted with the Wurundjeri Woi-Wurrung Cultural Heritage Aboriginal Corporation (WWCHAC) on the proposed name 'Maling Heritage Centre' on two occasions.

### Next Steps

Based on the original request (**Attachment 2**), background research (**Attachment 3**) and consultation feedback (**Attachment 1**), it is proposed Council:

- acknowledges and thanks participants in the community consultation process
- proceeds with the naming proposal from the Surrey Hills Historical Society and Canterbury History Group to name the building at 190A Canterbury Road the Maling Heritage Centre and register the building name with Geographic Names Victoria
- continues to explore opportunities for the use of Woi-Wurrung language in future naming proposals with the WWCHAC
- in line with Council's Naming Policy, capture in our records Aunty Merle Jackomos' contribution for future naming opportunities
- reviews operational guidelines and practices to make it clearer about naming options being sought as part of place naming consultation processes.

## **MOTION**

**Moved Councillor Addis**

**Seconded Councillor Watson**

**That Council resolve to:**

- 1. Formally name the building at 190A Canterbury Road, Canterbury, the 'Maling Heritage Centre'.**
- 2. Register the name 'Maling Heritage Centre' with Geographic Names Victoria.**
- 3. Advise the Canterbury History Group and Surrey Hills Historical Society their place naming application has been endorsed by Council.**
- 4. Thank participants in the Maling Heritage Centre community consultation process.**
- 5. Continue to explore opportunities for the use of Woi-Wurrung language in future naming proposals with the Wurundjeri Woi-Wurrung Cultural Heritage Aboriginal Corporation.**

6. **Receive an update from officers regarding the operational review of place naming guidelines to make it clearer about naming options being sought as part of consultation processes.**

**CARRIED**

### **Division**

**Councillor Franco called for a division**

#### **Affirmative**

Councillor Lisa Hollingsworth (the Mayor)  
Councillor Jim Parke  
Councillor Wes Gault  
Councillor Di Gillies  
Councillor Jane Addis  
Councillor Cynthia Watson  
Councillor Nick Stavrou

#### **Negative**

Councillor Victor Franco  
Councillor Susan Biggar (abstained)  
Councillor Garry Thompson (abstained)

The Mayor declared the Motion **CARRIED**

### **8. General business**

#### **8.1 Leave of Absence - Councillor Gillies, Councillor Sinfield and Councillor Franco**

**Councillor Gillies** and **Councillor Franco** declared a material conflict of interest in accordance with section 128 of the Local Government Act 2020 and the Governance Rules, as the nature of their interests is that their requests are for personal leave for the dates requested.

*Councillor Gillies and Councillor Franco left the chamber at 7.29pm prior to the consideration and vote on this item.*

### **MOTION**

**Moved Councillor Gault**

**Seconded Councillor Biggar**

**That Council resolve to grant:**

- **Councillor Di Gillies a leave of absence from Council for the period 11 April 2024 to 14 May 2024.**
- **Councillor Felicity Sinfield a leave of absence from Council for the period 6 April 2024 to 24 April 2024.**
- **Councillor Victor Franco a leave of absence from Council for the period 6 June 2024 to 24 June 2024.**

**CARRIED**

*Councillor Gillies returned to the chamber at 7.31pm and resumed her seat.*

*Councillor Franco returned to the chamber at 7.32pm and resumed his seat.*

**9. Urgent business**

Nil

**10. Confidential business**

Nil

**The meeting concluded at 7.35pm**

**Confirmed**

**Chairperson**

\_\_\_\_\_

**Date**

\_\_\_\_\_



# MINUTES ATTACHMENTS



## **Council**

**Monday 25 March 2024**

**Attachments annexed to the minutes for the following items:**

4. Informal Meetings of Councillors

7.4 Recommendations of Audit and Risk Committee Meeting

# Record of Informal Meetings of Councillors

Assembly details	Councillor attendees	Officer attendees	Matters discussed	Conflict of Interest disclosures
Councillor Briefing & Discussion <b>12 February 2024</b>	Cr Parke Cr Sinfield Cr Gault Cr Gillies Cr Hollingsworth Cr Addis Cr Watson Cr Biggar Cr Stavrou Cr Thompson	Phillip Storer (CEO) Daniel Freer (DPS) Kate McCaughey (DCS) Amy Montalti (CFO) Bryan Wee (MGL) Shaun Martin (MACP) Fiona Brown (MCPD) Nicole White (MSP) Kirstin Ritchie (COG) Sapphire Allan (CMA) Freda Duraku (CRL) Katherine Stakula (HSC) Marie Sheriff (PHP) Elizabeth Manou (SGIO)	<ul style="list-style-type: none"> <li>Disclosure - Ongoing Conflict of Interest - Councillor Hollingsworth</li> <li>December 2023 Quarterly Performance Report</li> <li>Road Materials Policy</li> <li>Dates of Recognition</li> <li>Speaking Times</li> </ul>	Nil
Evening Council Planning and Budget Workshop <b>15 February 2024</b>	Cr Sinfield Cr Franco Cr Gault Cr Gillies Cr Hollingsworth Cr Addis Cr Watson Cr Biggar Cr Stavrou	Phillip Storer (CEO) Daniel Freer (DPS) Kate McCaughey (DCS) Scott Walker (DUL) Amy Montalti (CFO) Mary Anne Palatsides (EMPCD) Nicole White (MSP) Sapphire Allan (CMA)	<ul style="list-style-type: none"> <li>Strategic Indicator Targets</li> <li>Fees and charges</li> </ul>	Nil
Councillor Briefing & Discussion <b>26 February 2024</b>	Cr Parke Cr Sinfield Cr Franco Cr Gault Cr Gillies Cr Hollingsworth Cr Addis Cr Watson Cr Biggar Cr Stavrou Cr Thompson	Phillip Storer (CEO) Daniel Freer (DPS) Kate McCaughey (DCS) Amy Montalti (CFO) Bryan Wee (MGL) Anthea Kypreos (MCP) Tina Bourekas (MLS) Fiona Brown (MCPD) Sam Taylor (SCSR) Aileen Carter (CLOCS) Michael Hutchison (HSSPR) Jaclyn Bridgford (CL) Emily Grant (LHFL) Michael Williams (SCSPO) Elizabeth Manou (SGIO)	<ul style="list-style-type: none"> <li>Kew Library</li> <li>Dillons Arcade</li> <li>Local Government Reforms 2024 Consultation Paper</li> <li>Canterbury Community Precinct Heritage Centre Naming</li> </ul>	Nil

# MINUTES ATTACHMENTS



## **Council**

**Monday 25 March 2024**

Attachments as annexed to the resolution:

7.4 Recommendations of Audit and Risk Committee Meeting

## Summary of reports tabled at Audit and Risk Committee meeting held on 15 November 2023

No	Report Title	Summary of Content	Recommended Council Resolution
A5.1	Standard Questions for Tabling at the Audit and Risk Committee meetings	<p>Audit and Risk Committee Members were given the opportunity to:</p> <ol style="list-style-type: none"> <li>1. Ask Auditors present if their work had been obstructed in any way. Auditors present responded that no obstructions had been experienced.</li> <li>2. Ask if there were any matters such as breach of legislation or practices that need to be brought to the attention of the Audit and Risk Committee. No matters were identified.</li> <li>3. Request a discussion of any matter with the Auditors in the absence of management and other staff. No matters were identified, and no discussion was held.</li> </ol>	Council note the Officers, Auditors and Members had no matters to raise in response to the standard questions outlined in this report.
A5.2	Business Arising	This report updated the Audit and Risk Committee on matters raised at previous meetings and provided follow up information on queries raised by Committee members. The Committee noted the actions taken in response to matters arising from the minutes of the previous meeting.	Council note the actions taken in response to matters arising from the minutes of previous meetings as outlined in Attachment 1 (as annexed to the Audit and Risk Committee minutes).
A5.3	Transforming Boroondara Update	This report updated the Audit and Risk Committee on the progress of the Transforming Boroondara Program and the upcoming key milestones. Over the past 12 months, the program has delivered a number of initiatives, and is tracking to the approved schedule. Budget is currently tracking to the overall target and the benefits expected to date have been achieved.	Council receive and note the report.

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A5.4	Internal Review Oversight - Infringements Act 2006 - Department of Justice and Community Safety	This report presented the August 2023 Report from the Victorian Department of Justice and Community Safety into the City of Boroondara's compliance with internal reviews under the Infringements Act 2006.	1. Council receive and note the report. 2. Council note that the Audit and Risk Committee passes on its ongoing concern of the success rate of Fines Victoria in recovering Council debt.
A5.5	September 2023 Quarterly Performance Report	This report presented the draft September 2023 Quarterly Performance Report to the Audit and Risk Committee.	Council receive and note the report.
A5.6	Internal Audit Report - Road Management Plan	This report advised the Audit and Risk Committee on the outcomes of the Internal Audit review of Council's Road Management Plan processes and key controls. The report provided nine (9) audit recommendations to further strengthen controls and processes over the Road Management Plan.	Council receive and note the report.
A5.7	Internal Audit Report - Independent Review of Maintenance Panel Contract	This report updated the Audit and Risk Committee on the outcomes of the Review of Maintenance Panel Contract Number 2019/51, which was established to deliver roofing maintenance services. The review was requested by management after potential issues with a panel contract were identified. The report provided thirteen (13) audit recommendations to further strengthen the procedures in place for the management of panel contractors.	Council receive and note the report. Council note that the Audit and Risk Committee note that the report raises a number of concerns and recommend to Council that systemisation is pursued to manage these issues.
A5.8	Internal Audit Update October 2023	This report updated the Audit and Risk Committee on the progress of audit recommendations arising from finalised internal audit reports.	Council receive and note the report.

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A5.9	Audit and Risk Committee Administrative Matters	This report updated the Audit and Risk Committee regarding administrative matters identified at previous Audit and Risk Committee meetings.	Council receive and note the report.
A5.10	Strategic Risk Register Update including presentation of annual work plan	This report updated the Audit and Risk Committee on the status of Risk Management activities undertaken during the reporting period, including a summary of the current Strategic Risk Profile pursuant to the Risk Management Framework.	Council receive and note the report.
A5.11	Business Function Risk Assurance Map (BFRAM) Update	This report provided the Audit and Risk Committee with the updated 'Business Function Risk Assurance Map (BFRAM) Revision 3 - November 2023'. The BFRAM serves as a tool to provide insights into Council's overall risk assurance framework. It assists in determining where management or the Audit and Risk Committee may seek additional assurance coverage through each 'line of defence', such as management audits, internal audits, and other external assurance sources.	Council receive and note the report.
A5.12	Annual Update - Activities of the Fraud Control Group	This report updated the Audit and Risk Committee on the activities of the Fraud and Corruption Control Group during the 2022-23 financial year.	Council receive and note the report.
A5.13	Bi-Annual Audit and Risk Committee Report Including Results of Self-Assessment Survey	This report presented the Audit and Risk Committee's draft Bi-annual Report for endorsement prior to its submission to the Chief Executive Officer to be tabled at the next Council meeting as required by section 54(5) of the Local Government Act 2020 (the Act). The report included the results of the annual performance assessment survey as required by the Act.	Council receive and note the report.